AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, August 19, 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 – August 5, 2013 Regular Meeting	**PG 1-11**
B.	Accounts Payable Check Register	**PG 12-16**
C.	Payroll Check Register	**PG 17-21**
D.	Certificate of Appreciation – Francis "Brownie" Flanders	

V. Public Hearings

VI. Reports

VII. Requests, Petitions and Communications and Actions Thereon

A.	Approval of Ride the Path to Health Program	**PG 22-29**
B.	Approval of Annual Health Savings Account Incentive Program for the 2013/14 Benefit Year (October 1, 2013 – September 30, 2014)	**PG 30-32**
C.	Approval of Job Description for Airport Ramp/Fuel/Grounds Crew	**PG 33-36**
D.	Michigan Municipal League Delegate/Alternate Appointment	**PG 37-39**
E.	Appointments	**PG 40-43**
F.	Discussion of City Treasurer Selection Process	**PG 44-47**

VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action

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 August 15, 2013 4:00 p.m.

CHARLEVOIX CITY COUNCIL
AGENDA ITEM

AGENDA ITEM TITLE: Approval of Ride the Path to Health Program

DATE: August 19, 2013

PRESENTED BY: Rob Straebel, City Manager

ATTACHMENTS: The New Ride the Path to Health program booklet, October 1, 2013 to September 30, 2014 and May 2, 2013 Press Release

BACKGROUND INFORMATION:

The City of Charlevoix Wellness Committee is pleased to present the NEW Ride the Path to Health (RTPTH) program and program rewards for the upcoming benefit year. The first three years focused on getting our employee to increase their activity levels and become aware of healthier options for their lifestyle. Significant changes have occurred. City Council has been generous is its support of the program and the reward structure, which has ranged from earning pedometers and t-shirts to earning time off. While we have tried a variety of rewards, time off (comp time) has been the best motivator.

We are now ready to step up the program with a new format as we start the fourth year of the RTPTH program for our employees! This year's program centers on:

- Providing a new health focus each month, thereby wellness efforts are fresh and challenging.
- Increasing the likelihood of development of new healthy lifestyle habits.
- Holds employees more accountable for their wellness efforts.

The reward structure for comp time remains the same (changes from an EAU measurement to points). In addition, the committee has an added challenge to incent employees to successfully complete the entire year of the program – the chance to win five days of vacation time (page 34 of the booklet).

Janine Warner, the Police Department Administrative Assistant and chair of the Wellness Committee and Jennifer Nash, HR Assistant and Wellness Committee member, will make a brief presentation on the new program.

RECOMMENDATION: To adopt The New Ride the Path to Health program rewards, October 1, 2013 to September 30, 2014 as written.

For more information
contact:
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City of Charlevoix
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janinew@cityofcharlevoix.org

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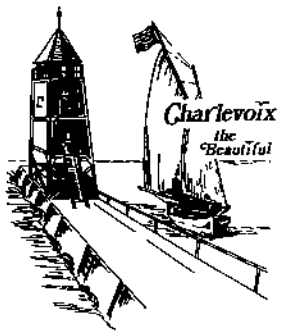


PRESS RELEASE

Employees are on the right path!

The City of Charlevoix just began their third year of an employee wellness program where the goal is to encourage employees to embark on a path of healthy living. The program is aptly named "Ride the Path to Health". Employees earn rewards by tracking "earned activity units" or EAUs. An EAU can be based on physical aerobic exercise (walking, running, biking, etc.) as well as healthy living – quit smoking, stretching, eating vegetables/fruits, fiber, and for community volunteer service. "Ride the Path has been gradually building momentum with employees. We've modified the program based on employee feedback and know that continuous improvements are important to keep it fresh and attractive. We'd like each employee to make just one small positive change," says Janine Warner, the Police Department Administrative Assistant and chair of the committee. "We look at new rewards, new activities, and most of all fun and creative programs that will make a difference in the lives of our employees and their families." Fundraisers have helped the group stretch City funding and are used for reward incentives and to furnish the City's fitness center.

Healthier City employees and their families cannot be measured or quantified at this time. The City cannot show reduced insurance premiums or a reduction in sick time usage. However, through conversations, employees report that the program has made a positive difference in their lives. National studies report improving health generates savings long-term. Prevention and attention to all aspects of the employees' lives are key to reducing and eliminating a health risk before it emerges. The City of Charlevoix is riding the right path to healthy living!

FOR RELEASE 9 A.M. EST, MAY 2, 2013

CITY OF CHARLEVOIX WELLNESS COMMITTEE

OCTOBER 1, 2013 TO SEPTEMBER 30, 2014

You are invited to

- ◊ *Get Fit!*
- ◊ *Reduce Stress!*
- ◊ *Lower Your Blood Pressure!*
- ◊ *Have Fun With Your Family!*
- ◊ *Have More Energy!*

Wellness Committee Mission

The Wellness Committee was formed to assist and encourage City of Charlevoix employees to adopt/maintain positive behaviors that will aid them in living a longer, healthier, and a more productive life. The Wellness Committee's focus is NOT on weight loss, but rather the WHOLE HEALTHIER YOU, be it mind, body or spirit.

The Committee will support the employees by providing them with information and encouragement. In addition, health updates, challenges, and rewards will be offered as employees change and achieve their own personal wellness goals.

Won't you join us on the path to a healthier and happier YOU!

Committee Members:

Bill Brodin	**Patrick Elliott**
Jennifer Nash	**Joe Niswander**
Steven Teunis	**Rob Straebel**
Janine Warner	**Amanda Wilkin**

Weight & Health Profile

BMI Classification

__Underweight (BMI < 18.5) __Normal weight (BMI 18.5-24.9)

__Overweight (BMI 24-29.9) __Obesity I (BMI 30-34.9)

__Obesity II (BMI 25-39.9) __Extreme Obesity (BMI > 40)

High Risk Waist Circumference

___ Men > 40" ___Women > 35

Your Current Health Conditions that Place You at Very High Risk:

__Coronary Heart Disease __Type 2 Diabetes

__Other Atherosclerotic Disease __Sleep Apnea

Your Risk Factors Associated with Overweight or Obesity:

__High Blood Pressure __Cigarette Smoking

__High LDL Cholesterol __High Triglycerides

__Low HDL Cholesterol __Physical Inactivity

__High Blood Sugar __Family History of Congested Heart Failure

__Age greater than 45 years for men and 55 years for women

Your Disease Risk:

Based on your BMI, waist circumference, current disease, and risk factors, your risk for premature death or developing heart disease, diabetes, or other conditions are:

__Low __Increased __High __Very High __Extremely High

Weight and Health Profile—Continued

Your Level of Readiness for Weight Loss:

__Not Ready __Ambivalent __Ready to Take Action

Your Prescription:

__**Weight Loss** (needed if you're obese; or overweight with a high waist circumference and have two or more risk factors). Only for people who are ready to take action.

__**Weight Maintenance/Prevent Further Weight Gain** (recommended if you're overweight, don't have a high waist circumference, and have less than 2 risk factors).

Your Weight Loss Goals:

Goal Weight:_____ (a weight loss of 5-10% of initial weight is recommended)

Goal Date:_____ (a weight loss of 1-2 pounds per week is recommended)

Positive Behaviors to Adopt:

__Diet

__Physical Activity

__Behavior Therapy

PROGRAM OUTLINE

We are revamping the program! We hope that with this change that you will "jump" on board to revitalize your health and activity plan.

This **NEW** program is based on monthly challenges. Each month (which is outlined in this book) will provide you with the monthly challenge and a log sheet to assist you in "staying on the Path to Health." Some of the challenges will push you physically, others will help you live a healthier lifestyle, and some will help you maintain your goal weight or help you in reaching your goal weight.

The new program will focus on the "whole you" not just activity.

To get you started, you **MUST** complete the Weight and Health Profile on pages 3 and 4 (make a copy) and turn the form into Janine or Bill in order to get your points assigned. This information will be used solely for the purpose of looking at some specific health issues that need more focus for our employee base. This information will NOT affect your health care coverage or your deductible and will be confidential.

The Weight and Health Profile will give you a benchmark to go by for the end of this year's cycle. Make sure you keep a copy for yourself for comparison.

REWARD: 50 points

OCTOBER 2013—5 A DAY

WELCOME TO THE 5 A DAY CHALLENGE

Congratulations! You are about to embark on an adventure to liven up your daily meals and snacks and to improve your health.

Even with our busy work schedules, it is possible to eat healthier. This challenge will help you see how quick and easy it can be to eat 5 A Day—at breakfast, snack time, lunch, in the cafeteria, or on the go.

The 5 A Day Challenge is a fun approach to help you increase your servings of fruits and vegetables. It will help you discover ways to increase those servings! Good luck and have fun!

WHAT IS A SERVING?

1 Serving = 1 medium size fruit
3/4 cup (6 oz) of 100% fruit or vegetable juice
1/2 cup fresh, frozen, or canned fruit or vegetables
1 cup raw leafy vegetables
1/2 cup cooked dry beans or peas
1/4 cup dried fruit

5 A DAY PERSONAL SCORESHEET

To stay on track, remember to keep score. The personal score sheet is the only equipment you need to take this challenge. If you have 5 marks in each day of October for 10 days you will receive 50 points. Go for 20 days for 100 points!

Keep your tracking form close by and mark the number of fruits and vegetables you eat during the day. Eat a serving: score a point!

At the end of the challenge, you will be asked to turn in your score sheet to Janine or Bill. (Make Copy of this Page.)

Reward: **50 points (10-19 days)**
100 points (20+ days).

OCTOBER 2013
5 A DAY CHALLENGE PERSONAL SCORESHEET

NAME:_____ **DATE:**_____

Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
1								
2								
3								
4								

GRAND TOTAL ____

NOVEMBER 2013—NUTS FOR NUTRITION

It's almost the beginning of the holiday season and thus the beginning of one of the most challenging months of the year to maintain a heart-healthy diet.

Since most of our nourishment comes from food, it's important to understand basic components of nutrition and to realize how easy it is to eat healthy and satisfying meals.

Rules:

1. Determine where your weak spots are. Do you eat more at parties? Do you have a sweet tooth? Think ahead about tempting situations and have a plan of action.
2. Each day, record the food and drinks you consume on the Nuts for Nutrition Food Log and think about your successes and/or what you could work on.
3. The goal of the challenge is to have a healthy-eating day (little or no room for improvement) at least 5 out of 7 days each week. Remember, you can enjoy sweets and other treats in moderation—just make sure to focus on healthier choices the rest of the week.
4. Remember to stay "Nuts for Nutrition" into the New Year!
5. Make copies of the log and turn in to Janine or Bill at the end of the month.

REWARD: **50 points (10 days) 100 points (20+ days)**

Before you start, read the information on the following pages to help you make informed decisions about the food you are going to be eating and how to make adjustments to keep on "on the path."

LOW FAT/CALORIE SUBSTITUTES

INSTEAD OF THIS:	TRY THIS:
Dairy:	
Whole Milk	Reduced fat/fat-free/Soy/Almond
Ice cream	low-fat/fat-free frozen yogurt
Whipping cream	Whipped cream made with skim milk
Sour cream	Plain low-fat yogurt
Cream cheese	Light or fat-free cream cheese
Cereal, Grains, and Pastas:	
Ramen noodles	Rice or whole-grain pasta
Pasta with white sauce	Pasta with red sauce
Pasta with cheese	Pasta with vegetables
Granola, Cooked grits	low-fat granola, bran
Meat, Fish, and Poultry:	
Bacon or sausage	Canadian bacon or lean ham
Ground beef	Extra lean ground beef or turkey
Oil-pack tuna	Water-packed tuna
Beef (chuck, rib, brisket)	Beef (round, loin), trimmed
Pork (spareribs)	Pork tenderloin or lean smoked ham
Chicken/Turkey with skin	Skinless Chicken/Turkey white meat
Frozen breaded or fried fish	Fresh fish or shellfish, unbreaded
Whole eggs	Egg whites or egg substitutes
Baked Goods:	
Cake (pound, chocolate)	Angel food
Donuts, sweet rolls, etc.	Reduced-fat or fat-free bagels

LOW FAT/CALORIE SUBSTITUTES—continued

Fats, Oils, and Salad Dressings:

Margarine or butter	Light spread margarine/whipped butter
Mayonnaise	Light/diet mayonnaise or mustard
Salad Dressing	Reduced/fat-free dressings
Oils/shortening/lard	Nonstick cooking spray

When baking use applesauce instead of oil or butter.

Miscellaneous:

Guacamole dip	Salsa
Fudge sauce	Chocolate syrup
Canned cream soups	Canned broth-based soups

HOW TO READ A NUTRITION LABEL:

Beware of the Front Label Teaser. "Heart Healthy!" "Enriched With Calcium and Vitamins!" "Low Fat!" The front label is where manufacturers can say whatever they want. But when you look at the nutrition facts on the back you might wonder if the two labels refer to the same product. "Speed read the front label and go straight to the nutrition facts."

- Fortified, enriched, added, extra, and plus—this means nutrients such as minerals and fiber have been removed and vitamins added in processing. Look for 100 whole-wheat bread, and high-fiber, low-sugar cereals.
- Fruit drink—this means there's probably little or no real fruit and a lot of sugar. Instead look for products that say "100% Fruit Juice."
- Made with wheat, rye, or multi-grains—these products have very little whole grain. Look for the word "Whole" before the grain to ensure that you're getting a 100% whole-grain product.

- Natural—the manufacturer started with a natural source, but once it's processed the food may not resemble anything natural. Look for "100% All Natural" and "No Preservatives."
- Organically grown, pesticide-free, or no artificial ingredients—trust only labels that say "Certified Organically Grown."
- Sugar-free or fat-free—don't assume the product is low-calorie. The manufacturer compensated with unhealthy ingredients and, here's the kicker, have no fewer calories than the real thing.

THE NUTRITION FACTS LABEL:

Serving Size—Start your label reading adventure by looking at the "serving size" printed right under "nutrition facts." Portion control is an important part of weight management. Pop-Tarts, for instance, come two to a package. The label says one serving is 200 calories. The catch is that's for "one pastry."

Calories and Calories from Fat—Next you'll see how many calories are in a serving and how many of those calories come from fat. A 2-ounce serving of tuna has 60 calories, 5 of which com from fat. If you eat the whole can, multiply these amounts by 2.5 for a total of 150 calories and 12.5 fat grams.

Nutrients by Weight and Percentage of Daily Value (%DV) - This part of the label shows how much of each nutrient is in a single serving by weight in grams and by %DV. This symbol refers to the recommended daily allowance for a nutrient based on a 2,000-calorie diet. Fats are listed as "Total Fat" and also broken down so you can see how much is saturated fat, i.e., the kind you especially want to limit. Unfortunately, the label doesn't distinguish between natural sugars, such as those found in fruit, and added sugar.

Vitamins and Minerals—are listed by %DV only. Pay particular attention to vitamin A, vitamin C, calcium, and iron.

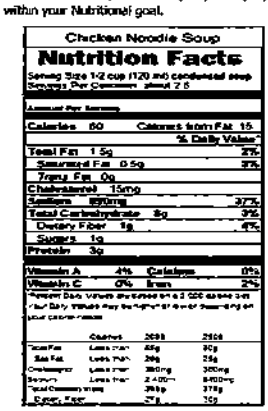
Ingredients—are listed in order from the greatest amount to the least. Rule of Thumb—the fewer the ingredients—the better.

THE IMPORTANT TERM THAT'S NOT ON LABELS:

A desire to lose weight may be the main reason you pay attention to what you eat. But eating to promote good health should be a consideration as well. Labels can help. In 1993, the FDA required manufacturers to list saturated fat and cholesterol on nutrition labels. Now the issue is **trans fats.**

Studies show these trans fats sabotage good cholesterol and boost bad cholesterol, triglycerides, and lipoproteins that clog arteries and cause heart disease. They're also suspected of playing a role in diabetes and cancer. The code words to watch for in the label's ingredients list are "partially hydrogenated."

Start logging your food on the Food Log—make as many copies as you need for the month. Make sure you circle Y (Yes) or N (No) on the days that you keep within your Nutritional goal.


Chicken Noodle Soup

Nutrition Facts

Serving Size 1-2 cup (120 ml) condensed soup
Servings Per Container about 2.5

Amount Per Serving
Calories 60 Calories from Fat 15
% Daily Value*
Total Fat 1.5g 2%
Saturated Fat 0.5g 3%
Trans Fat 0g
Cholesterol 15mg
Sodium 870mg 37%
Total Carbohydrate 8g 3%
Dietary Fiber 1g 4%
Sugars 1g
Protein 3g
Vitamin A 4% Calcium 0%
Vitamin C 0% Iron 2%

*Percent Daily Values are based on a 2,000 calorie diet. Your Daily Values may be higher or lower depending on your calorie needs:

	Calories	2000	2500
Total Fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Fiber		25g	30g

NOVEMBER 2013
"NUTS FOR NUTRITION" FOOD LOG

NAME:_____

DATE	FOOD/DRINK	NOTES (Did this meet your Goal of good nutrition?)	Y	N
			Y	N
			Y	N
			Y	N
			Y	N
			Y	N
			Y	N
			Y	N
			Y	N
			Y	N

DECEMBER 2013—HOLIDAY HEALTH

It can be hard to focus on your health at this time of year, with plenty of events going on to distract you from working out—not to mention the abundant food at these events! This month, challenge yourself to stay focused on your fitness and nutrition while enjoying all the fun the holidays have to offer.

Working out has many benefits, including decreased risk of disease, increased strength, and reduced stress levels. Eating a well-rounded, healthy diet can also reduce your risk of disease, plus give your body the tools it needs to fight illness. You can still enjoy holiday treats in moderation. To complete the challenge:

1. Copy the Fitness and Nutrition Log (make as many copies as you think you will need).
2. You've completed the challenge if you've logged at least 15 days of healthy eating (50 points) or 30 days for (100 points) and you've accomplished 15 days (50 points) or 20 days (100 points) of fitness time for the month.
3. Make a copy of the log and turn it in to Janine or Bill at the end of the month.

REWARD: **50 points (15 days healthy eating/15 minutes exercise)**
100 points (30 days healthy eating/20 minutes exercise)

Use the tools that you've learned from the previous two months to help you succeed this month.

DECEMBER 2013
FITNESS AND NUTRITION LOG

Name_____

DATE	ACTIVITY	TIME	FOOD AND DRI

JANUARY 2014—COUNT YOUR Zzz's

This month's challenge is to improve your sleeping habits. The Center of Disease Control and Prevention state that adults should aim for 7 to 9 hours of sleep each day. With overnight emergency calls and required "watch hours," it is often hard for first responders/police/firefighters to get the recommended amount of sleep.

Depriving yourself of sleep is not healthy. People who do not get adequate sleep increase their chances of diabetes, cardiovascular disease, obesity, and depression. In addition, sleep-deprived firefighters/police/emergency personnel may not perform well and will not be as alert as well-rested firefighters/police/emergency personnel. Firefighters/EMTs/Police/Emergency Personnel should consider taking naps before shifts or going to bed earlier to get as much sleep as possible before the nightly calls come in.

Challenge Rules:

1. Calculate your average amount of sleep per day/night that you currently get. Compare your average to the recommended amount. Record your hours on the Count Your Zzz's chart.
2. Strive for at least 7 hours of sleep per day. Plan out your day accordingly, which may include cutting out your favorite TV show in order to get to bed earlier, or ending evening plans early.
3. You have successfully completed this challenge when you have reached 15 or 20 days with 7 hours of sleep during this month.
4. Copy the Count Your Zzz's Sleep Log and turn it in to Janine or Bill at the end of the month.

REWARD: **50 points (15 days) 100 points (20+ days)**

JANUARY 2014
COUNT YOUR Zzz's SLEEP LOG

NAME:_____

Day	Hrs. of Sleep	Day	Hrs. of Sleep
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			

# of Days with 7+ hours of Sleep. _____

FEBRUARY 2014—KEEP THE BEAT

This February, challenge yourself to improve your cardiovascular fitness as part of American Heart Month. For the greatest benefits, cardiovascular activity should be performed at least 30 minutes a day, five times a week within your target heart rate. Heart rate should be taken immediately after exercise.

Your target heart rate should be 50 to 70% of your maximum heart rate. This maximum rate is based on your age. To find an estimate of your maximum age-related heart rate, subtract your age from 220. For example, for a 50-year-old-person, the estimated maximum age-related heart rate would be calculated as 220—50 years = 170 beats per minute (bpm). The 50% and 70% levels would be:

50%: 170 x 0.50 = 85 bpm

70%: 170 x 0.70 = 119 bpm

CHALLENGE RULES:

1. Calculate your target heart rate zone.
2. Plan out times throughout the week to do at least 30 minutes of continuous cardiovascular activity.
3. The goal of this challenge is to reach your target heart rate while doing aerobic exercise at least three times per week for the month.
4. Copy the "Keep the Beat" log and turn it in at the end of the month.

REWARD: **50 points (10 days) 100 points (15+ days)**

FEBRUARY 2014
KEEP THE BEAT LOG

Name:_____ **Target Rate** _____

DAY	ACTIVITY	TIME&HEART RAT
1		
2		
3		
4		
5		
6		
7		

MARCH 2014—NUTRITION MONTH

This month, the challenge is to focus on an all-around healthy diet during National Nutrition Month. Held each March, National Nutrition Month is a nutrition education and information campaign created by the American Dietetic Association (ADA) to focus attention on the importance of making informed food choices and developing sound eating and physical activity habits. This year's National Nutrition Month theme—*Eat Right With Color*—encourages consumers to remember to include a colorful variety of fruits, vegetables, whole grains, lean proteins, and dairy on their plates every day.

Challenge Rules:

1. Make a plan for National Nutrition Month. Think about which areas you need to improve upon. Should you focus on cutting out sugars? Do you need to stay away from fried food? Record your goals on the National Nutrition Month goal sheet. Make sure to include a variety of colorful fruits and vegetables each day in addition to your other goals.
2. Record what you eat each day.
3. At the end of the month, look back at your progress. You've completed the challenge if you have 5 out of 7 days each week with an overall healthy diet (including at least 5 servings of fruits and veggies and avoiding your problem foods).
4. Copy the attached food log (as many as you need) and turn in to Janine or Bill at the end of the month.

REWARD: **50 points (15 days) 100 points (20+ days)**

MARCH 2014
NATIONAL NUTRITION MONTH FOOD LOG

NAME:_____

DAY	FOOD/DRINK	Notes (Did you meet yo fruit and veggie goal? Di you avoid your problem foods? How could you improve tomorrow?)
1		
2		
3		
4		
5		

APRIL 2014—STAND UP FOR HEART-HEALTH

This April, Challenge yourself to get up on your feet and exercise in honor of Foot Health Awareness Month. There are may different exercises that can be performed on your feet without the need of exercise equipment such as walking, running, hiking, and various team sports are some good examples.

Getting up on your feet and exercising can be very beneficial to your body and health. Exercising can reduce stress, strengthen your bones, burn calories, tone your muscles, and lower your risk of chronic disease. The Centers for Disease Control and Prevention and the American College of Sports Medicine recommend that adults get at least 30 minutes of moderate physical activity every day of the week to improve health.

Challenge Rules:

1. Choose an activity that you can do on your feet for 30 minutes.
2. Log the activity you completed and the duration on the "Stand-Up-Log."
3. Strive for as many different activities throughout the month as possible to avoid boredom.
4. You have successfully completed this challenge when you have reached 15 (minimum) to 20+ days with at least 30 minutes of exercise during the month of April
5. Copy the "Stand-Up-Log" and turn the completed log into Janine or Bill at the end of the month.

REWARD: **50 points (15 days)**
100 points (20 days)

APRIL 2013
"STAND-UP" WORKOUT LOG

NAME:_____

Day	Activity	Time
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

MAY 2014—WALK IT OFF

This month, challenge yourself to take a walk to get fit during National Physical Fitness and Sports Month.

Walking may seem easy, but according to the Centers for Disease Control and Prevention, a 154 pound person burns 280 calories an hour walking at even a moderate pace. The weather's warmer but not yet into the dog days of summer, making a walk around the neighborhood a great option. You can also walk on a treadmill indoors. Try parking at the back of the parking lot when you go to the store, or taking the stairs instead of the elevator.

To start the challenge, get your pedometer and copy the "Walk It Off" worksheet.

Challenge Rules:

1. Reset your pedometer each morning when you get out of bed. Before going to sleep at night, record your total number of steps on the "Walk It Off" worksheet.
2. Each week, calculate your total of steps for the week before.
3. You have completed the challenge if your total number of steps increases each of the four weeks during the challenge by 50 steps (minimum) to 100+ steps.
4. Copy the "Walk It Off" worksheet and turn it in to Janine or Bill and the end of the month.

REWARD: **50 points (50 steps increase each week)**
100 points (100+ steps increase each week)

MAY 2014

WALK IT OFF WORKSHEET

NAME:_____

DATE	# OF STEPS	DATE	# OF STEPS
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	

JUNE 2014—KICK UP YOUR CARDIO

This month, challenge yourself to increase your lung capacity and get your heart rate up through aerobic exercise. Aerobic exercise conditions the heart and lungs by increasing the oxygen available to the body and by helping the heart to use oxygen more efficiently. Aerobic activity or "cardio" includes everything from running, to mowing the lawn, to dancing—as long as you're doing them at a moderate or vigorous intensity for at least 10 minutes at a time.

According to the Center for Disease Control and Prevention, adults need at least two and half hours (2 1/2) of moderate-intensity or one hour and fifteen minutes of high-intensity aerobic activity every week (in addition to strength training).

Challenge Rules:

1. For the first week, record how much aerobic exercise you are currently getting. Record your time on the worksheet.
2. Each week, try to increase your time from the week before by at least 20%. So, if you jogged and mowed the lawn for a total of 5 hours last week, try to do 6 hours the next week.
3. You have completed the challenge if your total aerobic exercise increased each week by 10% (minimum) to 20+% during the month.
4. Copy the worksheet and turn it in to Janine or Bill at the end of the month.

REWARD: **50 points (10%)**
100 points (20%)

JUNE 2014

KICK UP YOUR CARDIO WORKSHEET

WEEK 1

DATE	ACTIVITY	TIME
1		
2		
3		
4		
5		
6		

TOTAL TIME _____

WEEK 2

DATE	ACTIVITY	TIME
1		
2		
3		
4		
5		
6		
7		

TOTAL TIME _____

NAME:_____

JULY 2014—SUMMER FITNESS

This month, challenge yourself to maintain a fitness routine even in the lazy days of summer. Vacations, cookouts, and intense heat outside can make it hard to keep track of fitness goals. You can stay in great shape while still enjoying all that the season has to offer.

It's easy to incorporate exercise into your summer plans. When temperatures peak, complete your outdoor exercise in the morning and plan indoor fitness for the afternoon. When traveling, taking long walks or hiking can help get your heart pumping while allowing you to take in the sights.

Challenge Rules:

1. Use the Summer Fitness Tracking Sheet to determine your fitness goals for the summer. Think about which days you'll be out of town or have plans and how you can still incorporate physical activity on those days.
2. Track your workouts on your personal tracking sheet.
3. You have successfully completed the challenge if you have logged at least 4 hours (minimum) to 6+ hours of physical activity each week this month.
4. Make copies of the Summer Fitness Tracking Sheet and turn in to Janine or Bill at the end of the month.

REWARD: **50 points (16 hrs)**
100 points (24 hrs)

JULY 2014

SUMMER FITNESS TRACKING SHEET

WEEK 1

DATE	ACTIVITY	HOURS
1		
2		
3		
4		
5		

TOTAL HOURS _____

WEEK 2

DATE	ACTIVITY	HOURS
1		
2		
3		
4		
5		
6		
7		

TOTAL HOURS

NAME:_____

AUGUST 2014—STAY HYDRATED

This months challenge is to stay hydrated by drinking at least 60 ounces of plain water per day. Six to eight 8-ounce glasses of water are generally recommended on a daily basis.

Challenge Rules:

1. Write each time you consume 60 ounces of plain water per day.
2. Only water can be counted toward your 60 ounces.
3. You have successfully completed the challenge when you have consumed 60 ounces of water at least 15 days (minimum) to 20+ days during the month.
4. Copy the Stay Hydrated log and turn in to Janine or Bill at the end of the month.

REWARD: **50 points (15 days)**
100 points (20 days)

AUGUST 2014

STAY HYDRATED LOG SHEET

NAME:_____

DATE	# OF OZ'S	DATE	# OF OZ'S
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			

SEPTEMBER 2014—"TAKE TEN" CHALLENGE

This is it! This months challenge will put together everything you've learned and accomplished throughout the year. You will need to log each of the following on the log sheet. You get 1 point for each activity and healthy living lifestyle that you complete for a total of 77 points per week.

Challenge Rules:

1. Complete the exercises listed on the "Take Ten" log sheet each day.
2. Drink 60 ounces of water per day 5 days a week.
3. Eat 6 services of fruits/vegetables 5 days a week.
4. Maintain a healthy diet 5 days a week.
5. Kick up your cardio in addition to the "Take Ten" 5 days a week.
6. Get 7 to 8 hours of sleep a night 5 days a week.
7. Reach your target heart rate while doing aerobic exercises 5 times per week.
8. Make copies of the log sheet and turn it in to Janine or Bill at the end of the month.

REWARD: **100 points (if you complete only the top challenge)**

100 points (if you complete only the bottom challenge)

350 points (if you complete both the top and bottom challenge)

SEPTEMBER 2014

TAKE TEN CHALLENGE

WEEK ____

	10 MIN	10	10	10	10	
DATE	**WALK/RUN**	**SIT UPS**	**PUSH UPS**	**LUNGES**	**SQUATS**	**POI**

TOTAL POINTS FOR TOP HALF: _____

60 OZ'S	6 FRUITS/	HEALTHY	INCREASE	7-8 HRS.	TARGET
WATER	**VEGGIES**	**DIET**	**CARDIO**	**SLEEP**	**HEART RA**

NAME:_____

TOTAL POINTS FOR BOTTOM HALF: _____

REWARDS

Each month you complete a challenge you will receive a "Reward" that is listed at the bottom on that month's Challenge.

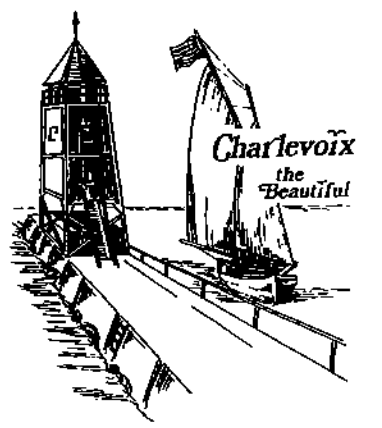
If you complete the whole year challenge, you will get an additional 300 points and could win **5 days vacation***. Your name will be placed in a drawing to occur on October 10, 2014.

Points System:

200 points	=	shirt/shorts
300 points	=	2 hours comp time
500 points	=	4 hours comp time
1000 points	=	4 hours comp time
1500 points	=	4 hours comp time

***Vacation time to be used between October 2014 and March 2015, with approval from your department head.**

NOTES: _____



CHARLEVOIX CITY COUNCIL
AGENDA ITEM

AGENDA ITEM TITLE:	Approval of Annual Health Savings Account Incentive Program for the 2013/14 Benefit Year (October 1, 2013 – September 30, 2014)
DATE:	August 19, 2013
PRESENTED BY:	Rob Straebel, City Manager
ATTACHMENT:	Annual HSA Incentive Program, October 1, 2013 to September 30, 2014 and Excerpt from pages 27-28 of the City of Charlevoix, Employee Handbook, Version 1112.1 (HSA policy)

BACKGROUND INFORMATION:
One of the options available to employees during health care open enrollment is the High Deductible Health Plan with Health Savings Account (HSA). The City is generous in giving HSA participants a contribution into their HSA account based on the participant's number of years in the plan. The contribution amounts and parameters are contained in the City's Health Savings Account policy (Employee handbook, page 27-28 – see Excerpt). No changes are being proposed to this policy.

For the last two benefit years (2011 through 2013), the City also provided an annual incentive program for HSA plan participants to earn additional City contributions by completing certain positive health behaviors. These programs have been well-received and we are seeking to continue the incentive program for the coming benefit year.

Our goal with the past two programs focused on health education and prevention for the employee and family. With the restructuring of our Ride the Path to Health (RTPTH) wellness program, we are now able to tie the HSA incentive program directly to our wellness program, providing greater focus on health education and addressing health risks. The incentives provide another level of rewards for HSA plan participants in addition to what the employee earns through the RTPTH program. This direct link will draw more employees into the RTPTH program and perhaps offer added inducement for employees to move from the traditional insurance plan to the HSA plan.

RECOMMENDATION:
To adopt the Annual HSA Incentive Program, October 1, 2013 – September 30, 2014 as presented.

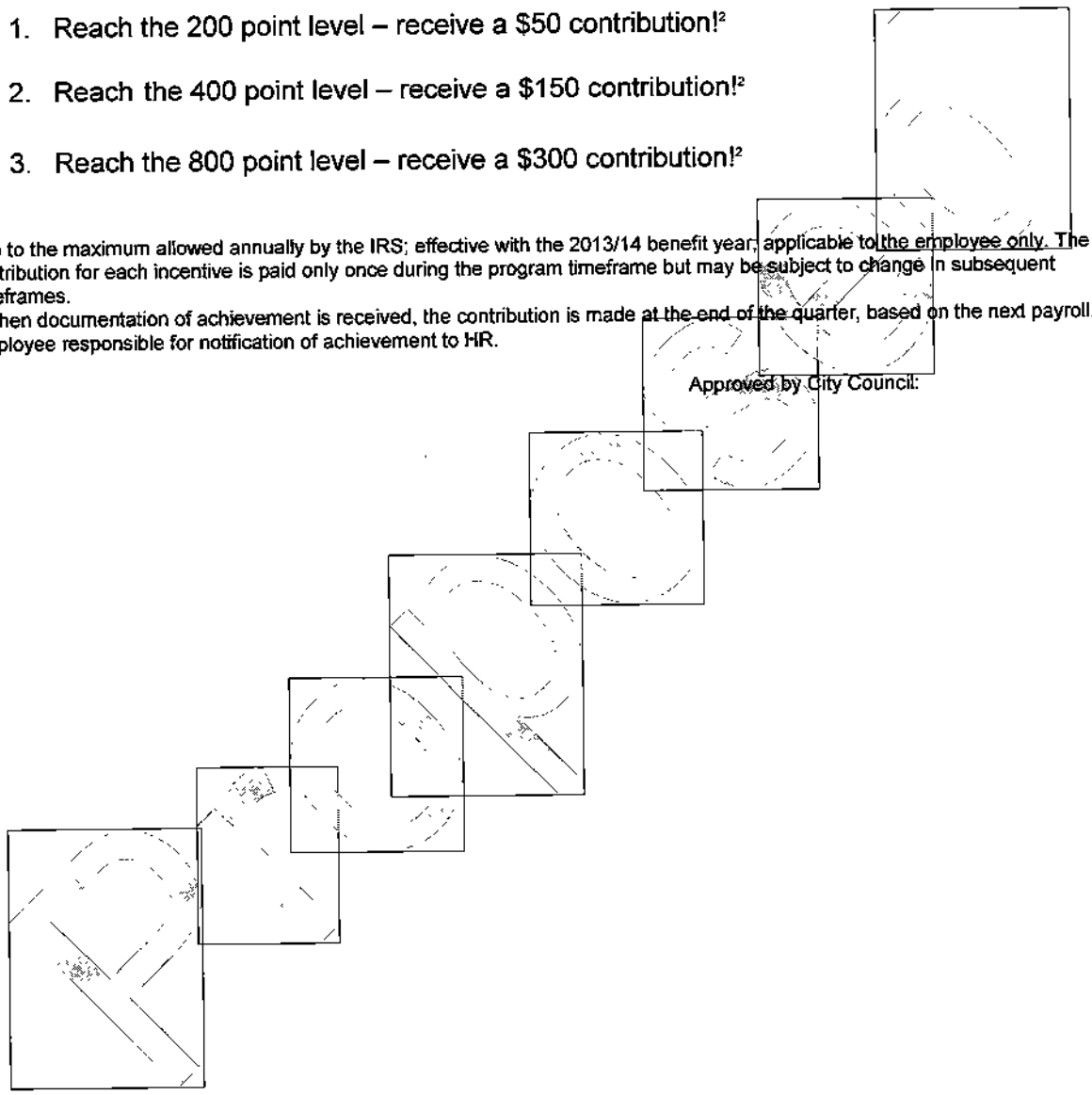
Annual HSA Incentive Program
Earn an Additional $500 in City Contributions to Your HSA[1]
October 1, 2013 to September 30, 2014

Be a member of the 2013/14 **Ride the Path to Health** program, achieve these point levels, and earn the following contributions deposited directly into your Health Savings Account:

1. Reach the 200 point level – receive a $50 contribution![2]
2. Reach the 400 point level – receive a $150 contribution![2]
3. Reach the 800 point level – receive a $300 contribution![2]

[1] Up to the maximum allowed annually by the IRS; effective with the 2013/14 benefit year; applicable to the employee only. The City contribution for each incentive is paid only once during the program timeframe but may be subject to change in subsequent timeframes.
[2] When documentation of achievement is received, the contribution is made at the end of the quarter, based on the next payroll. Employee responsible for notification of achievement to HR.

Approved by City Council:



Excerpt from pages 27-28 of the City of Charlevoix, Employee Handbook, Version 1112.1

4.3 HEALTH SAVINGS ACCOUNT (HSA)

The HSA is an employee-owned, IRS-defined, savings account for use on eligible medical expenses. It is used in conjunction with a High Deductible Health Plan (HDHP). This policy applies to all regular full-time employees covered by the City's HSA/HDHP health insurance plan option.

Current employees who select the HSA/HDHP option may be offered a City HSA contribution of $4000.00 for double or family (D & F) coverage and $2000.00 for single (S) coverage in a lump sum in their first year of qualified coverage. The payment would be effective the date of qualified plan coverage.

In subsequent, consecutive years, the City may contribute, in a lump sum effective the date of qualified plan coverage, to the previously established City HSA as follows:

- Year 2 of HDHP coverage - $3000.00 (D & F); $1500.00 (S)
- Year 3 and subsequent years of HDHP coverage - $2000.00 (D & F); $1200.00 (S)
  An employee may earn additional City contributions up to a $500 maximum for achievements through an annual HSA Incentive Program, if offered.
- Subsequent years of HDHP coverage shall be based on budgetary considerations, but shall not exceed $2500.00 annually per employee account.

Should an employee experience a change in dependent coverage during the benefit year, consideration for further HSA contribution is made on a case-by-case basis.

New employees selecting HSA/HDHP coverage will receive a pro-rated HSA contribution based on the year of participation. The City HSA contribution will be made on the first pay of the month after completion of the probationary period.

The City will direct deposit HSA contributions to a City-approved participating bank of the employee's choice. Employees may contribute additional pre-tax monies into their HSA through payroll deduction, up to the legal limits imposed by the IRS. Changes to the payroll deduction amount may be made during open enrollment and/or no more than two other times during the plan year.

All rules pertaining to the use of HSA accounts and funds are governed by current IRS regulations and are the responsibility of the employee. Nothing in this policy creates an obligation on the part of the City which is inconsistent or prohibited by current State or Federal rules, regulations or laws regarding such plans.

CHARLEVOIX CITY COUNCIL
AGENDA ITEM

AGENDA ITEM TITLE: Approval of Job Description for Airport Ramp/Fuel Grounds Crew

DATE: August 19, 2013

PRESENTED BY: Rob Straebel, City Manager

ATTACHMENTS: Ramp/Fueling/Plowing/Mowing Operator Combo job description (currently used) and Ramp/Fuel Grounds Crew job description (proposed)

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.

This job description is a consolidation of two Airport job descriptions approved in February 2011 – a Ramp/Fuel Operator and a Plow/Mow Operator. Our current Airport employees do both jobs. There is no need for the distinction between the two roles. This single job description provides one clear and concise document.

This position has been filled with seasonals and year-round employees. Recruiting is underway for this position as a seasonal for fall through early spring. The position will remain open until filled.

RECOMMENDATION #1: To adopt the Ramp/Fuel Grounds Crew job description as written.

CITY OF CHARLEVOIX
See below for the two job descriptions that are combined for the Ramp/Fueling/Plowing/Mowing Operator position.

Title: Ramp/Fueling Operator
FLSA: Non-exempt
STATUS: Seasonal/Part-time

Department: Airport
Reports To: Airport Manager
Date: January 24, 2011

Position Purpose and Objectives
This position is responsible for ensuring the safe and efficient ramping and fueling of aircraft. Work with the Operations Manager and Customer Service Counter Attendant to provide quality customer service to pilots, patrons, and other Airport users.

Essential Job Functions
- Operate various types of motorized and non-motorized equipment and tools.
- Assists in fueling, quality testing of fuel, ramping, record keeping, equipment upkeep, revenue collection, customer service and any preventative maintenance assigned by the Airport Manager and/or Operations Manager.
- Maintain terminal cleanliness during fueling and ramping. Perform janitorial services adhering to general practices.
- Maintain daily record of labor and time distribution, daily fuel logs, and inspections.
- Ensure on a daily basis that terminal building and fueling equipment are inspected, cleaned, and all associated tools are returned to their designated areas.
- Abide by applicable FAA/OSHA/MIOSHA/City safety practices.
- Acquire/keep current all required 14 CFR Part 139 Fire Training for fueling operations.
- Perform maintenance duties as requested by Airport Manager and/or Operations Manager.
- Assist with parking lot, janitorial, grounds and counter operations as requested.

Knowledge, Skills and Abilities Required
- Ability to operate various types of motorized and non-motorized equipment and tools.
- Ability to be trained/perform duties in compliance with 14 CFR Part 139 Fire Training.
- Motivated self-starter with positive responsible attitude.
- Ability to communicate with public in courteous and effective manner.
- Flexibility regarding work hours and available for after-hour call ins. Prompt and dependable.
- Ability to project a positive public image of the City of Charlevoix and provide a high level of customer service.

Required Certifications
- High school graduate or equivalent; college preferred.
- Meet applicable FAA/OSHA/MIOSHA/City guidelines for various fueling operations.

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: February 7, 2011

CITY OF CHARLEVOIX

Title: Plowing/Mowing Operator **FLSA:** Non-exempt
STATUS: Seasonal/Part-time

Department: Airport

Reports To: Airport Manager

Date: January 24, 2011

Position Purpose and Objectives
This position is responsible for ensuring the safe and efficient operation of all mowing and snow removal equipment (SRE).

Essential Job Functions
- Operate various types of motorized and non-motorized equipment and tools.
- Performs basic equipment service needs and any preventative maintenance assigned by the Airport Manager and/or Operations Manager.
- Perform general landscaping and light maintenance, adhering to general practices.
- Provide labor necessary to maintain Airport grounds and all Airport building facilities.
- Maintain daily record of labor and time distribution.
- Ensure on a daily basis that SRE building, terminal building, and any shop areas are cleaned and all cleaned tools are returned to their designated areas. Perform some janitorial duties as directed.
- Abide by all FAA/OSHA/MIOSHA/City safety practices (training will be required).
- Perform light maintenance duties as requested by Airport Manager and/or Operations Manager.
- Assist with parking lot, fueling, ramp, and counter operations as requested.

Knowledge, Skills and Abilities Required
- Ability to operate various types of motorized and non-motorized equipment and tools.
- Ability to determine the kind of tools and equipment needed to do a job
- Motivated self-starter with positive responsible attitude.
- Ability to communicate with public in courteous and effective manner.
- Flexibility regarding work hours and available for after-hour call ins. Prompt and dependable.
- Ability to project a positive public image of the City of Charlevoix and to provide a high level of customer service.

Required Certifications
- High school graduate or equivalent; college preferred.
- Meet applicable FAA/OSHA/MIOSHA/City guidelines for various equipment operations.

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: February 7, 2011

CITY OF CHARLEVOIX

Title: Ramp/Fuel Grounds Crew **FLSA:** Non-exempt
STATUS: Seasonal/Yr. Round/Part-time

Department: Airport

Reports To: Airport Manager

Date: August 13, 2013

Position Purpose
This position is responsible for ensuring the safe and efficient ramping and fueling of aircraft and operation of mowing and snow removal equipment. Work with Airport staff to provide quality customer service to pilots, patrons, and other Airport users.

Scope & Environment
Works under general supervision of Airport Manager and/or Operations Manager. Position requires individual(s) to operate several pieces of mechanized and non-mechanized equipment outdoors in all types of weather and the ability to maintain that equipment. Duties involve exertion of physical strength and dexterity.

Essential Job Functions
- Operate various types of motorized and non-motorized equipment and tools.
- Perform basic equipment service needs and preventative maintenance; maintain appropriate documentation.
- Assists in fueling, quality testing of fuel, ramping, record keeping, equipment upkeep, customer service and preventative maintenance.
- Maintain daily record of labor and time distribution, daily fuel logs, and inspections.
- Ensure on a daily basis that terminal building and fueling equipment are inspected, cleaned, and all associated tools are returned to their designated areas.
- Abide by applicable FAA/OSHA/MIOSHA/City safety practices.
- Perform maintenance duties as requested by Airport Manager and/or Operations Manager.

Knowledge, Skills and Abilities
- Mechanical aptitude, that is, the ability to determine the tools and equipment necessary to do a job.
- Ability to operate and maintain various types of motorized and non-motorized equipment and tools safely and effectively.
- Flexibility regarding work hours. Prompt and dependable.
- Ability to communicate with public in courteous and effective manner
- Motivated self-starter with positive responsible attitude.
- Ability to meet applicable FAA/OSHA/MIOSHA/City guidelines for various fueling operations.

Required Certifications
- High school graduate or equivalent; some college preferred.
- 18 years of age or older (legal restriction to operate equipment).

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: Michigan Municipal League Delegate/Alternate Appointment

DATE: August 19, 2013

PRESENTED BY: Robert Straebel, City Manager

ATTACHMENTS: Michigan Municipal League Annual Meeting Notice

BACKGROUND INFORMATION:

The Michigan Municipal League (MML) will be holding its annual convention in Detroit on September 17, 20, 2013. The MML is requesting the City to designate a Delegate and an Alternate to represent the City at its annual meeting. The City's Delegate will attend the annual meeting to be held at 4:00 p.m. on Wednesday, September 18th. Attached is information on what the delegate will be required to vote on.

The only Council member scheduled to attend the MML Annual Convention is Lyle Gennett.

RECOMMENDATION:

Recommend City Council pass a motion to designate Councilmember Gennett as Delegate and to represent the City of Charlevoix at the annual meeting.

michigan municipal league

Better Communities. Better Michigan

August 1, 2013

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Annual Convention of the Michigan Municipal League will be held in Detroit, September 17-20, 2013. The **"Annual Meeting"** is scheduled for 4:00 pm on Wednesday, September 18 in the Richard Room at the Detroit Marriott at the Renaissance Center. The meeting will be held for the following purposes:

1. Election of Trustees. To elect six members of the Board of Trustees for terms of three years each (see #1 on page 2).

2. Policy. A) **To vote on the Core Legislative Principles document.**
   In regard to the proposed League Core Legislative Principles, the document is available on the League website at http://www.mml.org/delegate. If you would like to receive a copy of the proposed principles by fax, please call Susan Vasher at the League at 800-653-2483.

   B) **If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on.** (See #2 on page 2.)
   In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **August 16, 2013.**

3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the annual meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting http://www.mml.org/delegate **no later than September 6, 2013.**

Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

"Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative."

1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and "no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting." Thus the deadline this year for the League to receive resolutions is **August 16, 2013.** Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. **Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.**

Further, "Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof."

3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the annual meeting.

The Board of Trustees will meet on Wednesday, September 18 at the Detroit Marriott at the Renaissance Center for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,

David Lossing
President
Mayor of Linden

Daniel P. Gilmartin
Executive Director & CEO

Enc.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Appointments

DATE: August 19, 2013

PRESENTED BY: Stephanie Brown, Deputy City Clerk/Treasurer

ATTACHMENTS: Applications for Volunteer Boards and Advisory Committees
Bingham and Roth

BACKGROUND INFORMATION:

The following boards have vacancies at this time:

- DDA (Mayoral appointment)
- Planning Commission (Mayoral appointment)
- Recreation Advisory Committee (x2: one City resident adult member, one student member) (Mayoral appointment)
- Airport Ad Hoc Committee (Council appointment)
- Green Team Ad Hoc Committee (Council appointment)

Additionally, the City has received several applications from individuals interested in serving on the DDA - Jodi Bingham, Planning Commission – Julee Roth

RECOMMENDATION: Discussion of potential board members.

City of Charlevoix

Application for Volunteer Boards and Advisory Committees

Date: 4/15/13

- ☐ Planning Commission
- ☐ Board of Review
- ☐ Zoning Board of Appeals
- ☐ Housing Commission
- ☐ Historic District Commission
- ☑ Downtown Development Authority
- ☐ Shade Tree Commission
- ☐ Compensation Commission
- ☐ Historic District Study
- ☐ No Preference

Name: Josh Bingham

Address: 328 Bridge Street Apt A

Phone: 231-547-[illegible] Cell Phone: _____ Email: gogoforkids@hotmail.com

Business Phone: 231-547-11600 May we call you there? yes

Describe the reason you are interested in this position: I have a vested interest in the success of Charlevoix and its downtown. I feel this is a board that I can make a difference on (give back to the community).

Describe any background, experience and interests that you have which may assist you in performing the responsibilities of this appointment:

Occupation: Owner - Go Go for Kids

Education: [illegible]

Experience: [illegible] committee, thunder on the fourth, flurry fest, fireplace committee

(Please attach a detailed resume, if desired)

Have you served on any previous boards or in any government capacity in the past: If yes, please explain: [illegible]

Are you available for night meetings? yes Daytime meetings? sometimes

Do you foresee any potential conflicts of interest that you might have in executing the duties of this appointed position? If yes, please explain: no

If a conflict of interest arose for you, how would you deal with it as an appointed member of this board?

With honesty and compromise

Please return this application to the City of Charlevoix Offices. It can be returned in person, by mail to 210 State Street, Charlevoix, MI 49720, by fax to 231.547.3617 or by email to mgr@cityofcharlevoix.org

City of Charlevoix

Application for Volunteer Boards and Advisory Committees

Date: 7/ 20/3

- [x] Planning Commission
- [ ] Board of Review
- [ ] Zoning Board of Appeals
- [ ] Housing Commission
- [ ] Historic District Commission
- [ ] Downtown Development Authority
- [ ] Shade Tree Commission
- [ ] Compensation Commission
- [ ] Historic District Study
- [ ] No Preference

Name: Julee Roth

Address: 102 E. Alice

Phone: 547-1486 Cell Phone: 970 290 0018 Email: julieroth@yahoo.com

Business Phone: _____ May we call you there? _____

Describe the reasons you are interested in this position: I Love Charlevoix! I'm a builder and contractors daughter who values planned development. I'd like to help ~~the~~ Charlevoix with my years living in other resort towns

Describe any background, experience and interests that you have which may assist you in performing the responsibilities of this appointment:

Occupation: Former manufacturer (sold business to help family) Consultant

Education: Wayne State University, American College of Switzerland

Experience: I have served on numerous Committees that help Shape a Community

(Please attach a detailed resume if desired)

Have you served on any previous boards or in any governmental positions in the past: If yes, please explain: no

Are you available for night meetings? yes Daytime meetings? yes

Do you foresee any potential conflicts of interest that you might have in executing the duties of this appointed position? If yes, please explain: no

If a conflict of interest arose for you, how would you deal with it as an appointed member of this board? What ever I could to immediately resolve the issue

RECEIVED
JUL 29 2013
CITY OF CHARLEVOIX

Please return this application to the City of Charlevoix Offices. It can be returned in person, by mail to 210 State Street, Charlevoix, MI 49720, by fax to 231.547.3617 or by email to mgr@cityofcharlevoix.org

CHARLEVOIX CITY COUNCIL
AGENDA ITEM

AGENDA ITEM TITLE:	Discussion of City Treasurer Selection Process
DATE:	August 19, 2013
PRESENTED BY:	Rob Straebel, City Manager
ATTACHMENTS:	Treasurer Job Description, Approved April 1, 2013 Treasurer Job Posting, Closing August 20, 2013

BACKGROUND INFORMATION:

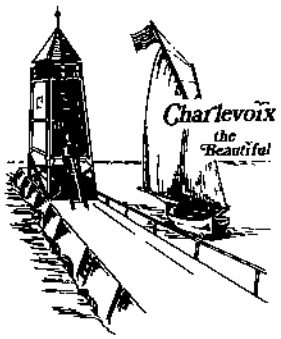
The City's current Treasurer will be retiring in January 2014. Therefore, it is highly desirable to fill this vacancy in the September timeframe to ensure an adequate overlap for transition purposes. The City began recruiting for this position in June. The job posting closes on August 20. Our hiring process includes a review of all applications by the interview panel to select the individuals to subsequently interview. The City Manager is seeking two to three City Council members to be part of the interview panel along with the City Manager and the HR Assistant.

Per the City Charter the City Treasurer shall be appointed by a majority vote of the entire Council for an indefinite term.

The proposed process and timetable:

Wednesday, August 21 – interview panel participants receive applicant information no later than noon.
Thursday, August 22 – interview panel participants meet at 7:30am to decide on the candidates.
Monday, August 26 – interviews are held.
Tuesday, September 3 – final candidate(s) presented to City Council for discussion and final approval.

RECOMMENDATION: To select two to three Council members to participate in the interview panel for the City Treasurer position according to the proposed process and timetable.



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

TREASURER

The City Treasurer performs a wide range of complex professional finance and accounting duties. This position plans, organizes, and directs the City of Charlevoix financial, accounting, budget, and treasury functions. If you are interested in joining a dynamic community team this may be the perfect position for you!

In accordance with the City Charter, the incumbent is appointed by the City Council but reports organizationally to the City Manager. The treasurer exercises considerable independent judgment within Council policy guidelines but is subject to local, state, and federal laws and regulations. This position carries significant accountability and decision-making responsibility with impact on the daily, short-term, and long-term financial viability of the City. The City's General Fund budget is approximately $3.3 million and the combined operating budget is $18 million.

Our ideal candidate would possess a Bachelor's degree in accounting, finance, business or public administration or related field plus have at least three years of progressively responsible experience in governmental accounting and information systems. See our website for a complete job description.

This is a full-time position. Salary is based on qualifications and experience, but will be in the range of $62,000 - $66,000 plus an extremely generous benefit package.

In order for an application to be considered complete, all applications MUST INCLUDE the City's Employment Application, a signed Background Investigation Authorization, a cover letter*, a detailed resume, and three professional references with description of working relationship.

*The cover letter MUST INCLUDE responses to these statements:

1. Describe at least two critical municipal financial issues and how you would address those issues. Include how success could be measured in quantifiable terms where possible.
2. Describe at least two forward thinking strategies that will assist in the challenges of a municipal treasurer in the coming years.

Complete applications accepted through 5:00 PM on August 20, 2013. EOE

For further information on job description and the application process visit our website at www.cityofcharlevoix.org. READ THE INSTRUCTIONS CAREFULLY!
Applications are only accepted for posted positions. Equal opportunity employer.

CITY OF CHARLEVOIX

Title: Treasurer

FLSA: Exempt
STATUS: Full-time, non-union
Appointed position

Department: Treasurer

Reports To: City Manager

Date: March 27, 2013

Position Purpose
Performs a wide range of complex professional finance and accounting duties: Plans, organizes, and directs the City of Charlevoix financial, accounting, budget, and treasury functions.

Scope
In accordance with the City Charter, the incumbent is appointed by the City Council but reports organizationally to the City Manager. The treasurer exercises considerable independent judgment within Council policy guidelines but is subject to local, state, and federal laws and regulations. The incumbent's activities are also subject to community, political, legal, and media scrutiny. This position carries significant accountability and decision-making responsibility with impact on the daily, short-term, and long-term financial viability of the City. The treasurer supervises professional and clerical staff. Duties are performed in an office environment but may necessitate irregular hours and use of personal vehicle for travel.

Essential Job Functions
- Manage the organization and operation of the Treasury Department consistent with the City's commitment to provide a strong and comprehensive customer-service orientation. This includes delivery of accurate, prompt, and courteous oral and written assistance to internal and external customers.
- Exercise hire/fire authority over designated Treasury Department staff: interview candidates and select direct reports; set performance standards; oversee quality of work; distribute assignments; train and develop department employees; monitor and evaluate performance; and discipline staff in accordance with City policies and union contract procedures. Coordinates management of shared personnel with the City Clerk.
- Review, develop, and implement internal policies, guidelines, procedures, processes to protect the financial interests of the City and to maintain the integrity of financial records/comply with legislation, regulations, and policies of governing bodies. For example, develop and administer internal controls and departmental policies that conform with GAAP, GASB, and the City's mission, goals, and values.
- Responsible for strategic financial planning, monitoring outcomes, providing timely financial analysis, and maintaining cost allocation plans.
- Provide budget and financial information to the City Manager and department heads: compile information for the annual budget; review and prepare budget estimates/revenue forecasts; make recommendations; assist in/support presentation. Prepare monthly and quarterly reports assessing actual performance to budget. Respond to budget issues and questions.
- Calculate property tax rates and administer City's tax collection fund: collaborate with applicable agencies including the Michigan tax tribunal regarding tax collections, homestead denials, and Board of Review changes. Oversee annual settlements for delinquent taxes, distribute amounts to taxing units; prepare and record associated documents.
- Manage/supervise collection and balancing of cash receipts, payroll, general ledger, accounting, accounts payable and receivable activities as well as utility billing consistent with City and other (state and federal) governmental standards. Maintain all fixed asset and depreciation schedules; approve all purchase orders. Direct required recordkeeping including governmental and regulatory (FERC) reporting.
- Calculate appropriations limits and fixed charge assessments for bonded indebtedness. Collaborate with bond counsel and financial consultants to prepare documents for the sale or refund of bonds.

Direct the issuance, refund, and payment of debt for the City. Guided by the investment policy, direct the investment of City funds, maintain data, monitor performance, and issue periodic reporting. Perform cash flow/cash management analyses and review the risk/stability of banks. (Depositories approved by Council.)

- Responsible for risk management: oversee City's liability, property, fleet, and workers' compensation insurances. Support Health Insurance Committee to ensure cost-effective health, dental, and vision coverages are offered to employees. Provide costing and financial expertise for labor negotiations.
- Oversees and works with Staff members or consultants directing telecommunications functions for the City, including sizing, purchase, licensing, et al. Manage daily information systems for the City, including backup and storage of all data, monitoring system integrity, ensuring safety and security of the network and all software modules. Work with vendors and technology experts to ensure currency and effectiveness of all hardware and software.
- Coordinate internal and external audits of the City's accounting records, financial statements, and special funds.
- Participate in various meetings, committees, and professional associations to maintain currency.

Qualifications

- Bachelor's degree in accounting, finance, business or public administration or related field preferred.
- Eight-ten years of progressively responsible experience in governmental accounting and information systems preferred.
- Knowledge of principles and practices of fund and governmental accounting, including financial statement preparation and methods of financial control and reporting; principles and practices of cost and fixed asset accounting; GAAP and GASB accounting standards and requirements; laws and ordinances relating to the financial administration of public agencies; City functions and associated financial management and reporting issues; principles and practices of public information systems, particularly accounting/financial applications; public purchasing and contracting, such as competitive bidding processes; human resource management and the principles, practices, laws and regulations governing the investment and management of public funds.
- Strong written and oral communication skills, including interpersonal/public relations, presentation, facilitation, collaboration, and negotiation skills. Must be able to work effectively within the community as well as with vendors, auditors, governmental agencies, and City management.
- Computer proficiency including MS Office (Word, Excel, PowerPoint, and Outlook).
- Strong statistical and analytical skills required by detailed nature of work.
- Professional demeanor and the ability to project a positive public image of the City of Charlevoix.
- Customer service/ citizen satisfaction orientation.
- Ability to multi-task and to meet important deadlines.
- High level of honesty and integrity required by position of trust.

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: April 1, 2013