

**AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING**

Monday, December 7, 2015, 2015 - 7:00 p.m.

210 State Street, City Hall, Second Floor City Council Chambers, Charlevoix, Michigan

- 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 - November 16, 2015 Regular Meeting PG 1-10
 - B. City Council and DDA/Main Street Minutes - November 23, 2015 Concurrent Meeting PG 11
 - C. Accounts Payable Check Registers & Payroll Check Registers PG 12-30
- V. Public Hearings**
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Consideration to Support Grant Applications for Grand Traverse Band of Ottawa and Chippewa Indians PG 31
 - 1. Charlevoix Circle of Arts PG 32-36
 - 2. Colorado Challenge PG 37-51
 - 3. Joppa House Ministries PG 52-64
 - B. Proposed Revisions to the Employee Handbook and Title VI Policy and Plan PG 65-153
 - C. Charlevoix Main Street Executive Director Job Description PG 154-157
 - D. Amend the Definition of Resident in the City of Charlevoix Mt. McSauba Recreation Rates PG 158-160
 - E. Mayor and Council Appointments PG 161-162
 - F. Vacant Portion of Division Street PG 163-164
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. Resolutions**
 - A. Consideration to Amend McSauba Recreation Fees for Charlevoix Township Residents PG 160
 - B. Resolution of Intent to Vacate Portion of Division Street PG 164
- X. Ordinances**
- XI. Miscellaneous Business**
- XII. Audience – Non-Agenda Input (written requests take precedent)**
- XIII. Adjourn**

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CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, November 16, 2015 – 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 7:00 p.m. by Mayor Gabe Campbell.

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Gabe Campbell
City Manager: Mark Heydlauff
City Clerk: Joyce Golding
Members Present: Councilmembers Shane Cole, Shirley Gibson, Aaron Hagen, Luther Kurtz, Leon Perron, Bill Supernaw
Absent: None

III. Inquiry Regarding Possible Conflicts of Interest

Councilmember Hagen indicated that he will recuse himself from agenda item VII. B. Charlevoix Groundhog Shadow Fest Beer Tent. He stated that one of his operations was asked to pour beer at the event and a decision has not been made yet whether to participate. Councilmember Hagen also disclosed with regards to VII. D. Food Truck Committee that he owns and operates two brick and mortar restaurants, but does not operate a food truck. Mayor Campbell stated that Councilman Hagen did not have a conflict of interest at this time during the food truck discussion.

Councilmember Kurtz disclosed that he has a business at the airport and owns a downtown building which is leased to a restaurant.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – November 2, 2015 Regular Meeting Minutes
- B. Regular Accounts Payable Check Register – November 17, 2015
- C. ACH Payments – November 2, 2015–November 12, 2015
- D. Tax Disbursement – November 17, 2015
- E. Payroll Check Register – November 6, 2015
- F. Payroll Transmittal – November 6, 2015
- G. Election Results – November 3, 2015 General Election certified by the Charlevoix County Board of Canvassers
 - 1st Ward – Aaron W. Hagen 256, Jeffrey Porter 145
 - 2nd Ward – Leon Perron 111
 - 3rd Ward – Shirley Gibson 132, Greg Bryan 130

V. Public Hearings

A. Conservation Easement Referendum Public Hearing

As discussed at the City Council meeting on October 19th, a conservation easement could be applied to the natural areas of Lake Michigan Beach Park on Park Avenue and the McSauba Recreation Area. A conservation easement would permanently protect these areas from development and maintain them as natural areas. City Manager Heydlauff stated that the City would still be able to perform maintenance and make these areas accessible to the public, but would limit the kinds of activities allowed.

The City Attorney advised that the implementation of a conservation easement would necessitate a referendum since it would limit the use of park land in the future. In order for Council to authorize a referendum, a public hearing is required to gather public input.

City Manager Heydlauff clarified for Councilmember Gibson that the intent of the referendum is to preserve the natural areas and prohibit any sale of the property. It was his understanding that trails and access could be improved. City Manager Heydlauff stated that the City could define limitations within the easement itself. He indicated that the following steps would be taken during the proposed easement process: decision by Council whether to put a referendum on the ballot in 2016; if affirmative, approve wording for the referendum; if referendum passes, then create easement language to include restrictions on the properties.

Ty Ratliff, Senior Land Protection Specialist with the Little Traverse Conservancy, explained that every easement is different and property specific. He cited several examples of what could be allowed or limited on the property. Mr. Ratliff stated that a conservation easement is designed in perpetuity and could be amended only if the easement language was being strengthened, but the legal process was lengthy and difficult. He indicated to Council that the Conservancy was not advocating for the easement, but merely assisting at Council's discretion.

City Manager Heydlauff referred to the two parcel maps in the agenda packet and confirmed for Councilmember Supernaw that only these two parcels would be affected by the proposed referendum.

Mayor Campbell opened the item to public comment.

John Campbell stated that the pursuit of the easement began in 1991. With the proposed easement, the City and Township would have two miles of protected shoreline. He indicated that the Shade Tree Commission partnered with Michigan State University to create a tree management program for McSauba and Lake Michigan Beach Park.

Scott Beatty questioned whether the easement would be limiting future Council's control of the property. Mr. Campbell responded the easement is for the community and sets land use limits in perpetuity.

Bob Timms felt that the easement was another layer of bureaucracy that the City didn't need. He stated that the City "can handle the property on its own."

The item was closed to the public.

Mayor Campbell recalled the unauthorized tree cutting at the Michigan Beach property and felt that another layer of control would "make my day" explaining that he didn't want to see any more trees cut down.

Councilmember Kurtz requested more information from Mr. Timms regarding why he was not in favor of the easement.

Mr. Timms felt that the City should have control over the cutting of trees and a layer of bureaucracy would not have any effect whatsoever. He stated "If you are serious about people not cutting down trees you should take people to court." He said the City owns and controls the property and it should be up to the City to manage it, not some bureaucracy.

Councilmember Supemaw discussed the binding of future Councils.

Marell Staffel, Northpoint, was in favor of the easement. She felt that the easement was a gift to the future and the people of this town and the land should be protected.

Mary Adams, stated that the City has been taking steps toward preservation over the last several years and the easement is one more step in in this direction. She indicated that the Historic District Study Committee and Commission are in favor of the easement and she urged Council to consider preserving City treasures.

Boogie Carlson noted a point of information for Council. Mr. Carlson stated that per the City Charter, none of the property can be sold off without a vote of the people, so there are checks and balances in place to protect Council. He recalled that the proposed easement was brought to Council in the past. As a result, one of the main conclusions was that Council was voted into office to represent the wishes of the people. Council knows what is best for the City and he felt that the last thing Council needed was to have someone else tell Council how to manage City assets. Mr. Carlson shared potential limitations at Mt. McSauba with an easement in place. He stated he would not vote in favor of the easement if he was on Council.

John Campbell noted that all property used for the ski hill including the buildings is excluded from the easement proposal. He discussed the history of East Park. Mr. Campbell stated that the "layer of bureaucracy" is simply someone overseeing what Council and the people want to preserve.

Councilmember Gibson suggested that additional public hearings could be scheduled.

Councilmember Perron commented that most of the property included in the proposed easement is near the shoreline. He stated that "Our good neighbors in Charlevoix Township, in my opinion, had the wisdom to already make their adjacent property conservative."

Councilmember Hagen questioned whether there was a more lenient way to conserve the property that could be easily changed by an additional referendum. City Manager Heydlauff cited the City Charter's limitation on the sale of property within 100 feet of the water's edge without a vote of the people. He was unfamiliar whether there was another avenue to protect the property adjacent to the shoreline.

Councilmember Supemaw reviewed several comments made thus far both for and against the easement.

Councilmember Kurtz questioned whether Council could table the discussion for a month to garner more input from the public. City Manager Heydlauff stated that there was sufficient time to table the discussion prior to the submittal deadline for election ballot language. Councilmember Kurtz suggested an informational article in the newspaper to generate conversation from constituents. Councilmembers Gibson and Cole agreed. It was generally agreed that additional public opinion could be garnered during a future agenda item making another public hearing unnecessary.

Motion by Councilmember Supernaw to table this item until sometime in the spring.

Council discussed various dates. No second. Motion died.

Motion by Councilmember Supernaw, second by Gibson, that Council postpone further discussion on the conservation easement referendum until February 2016.

Yeas: Gibson, Supernaw, Hagen, Kurtz
Nays: Cole, Perron
Absent: None

VI. Reports

City Manager Heydlauff stated that a Stormwater, Asset Management and Wastewater (SAW) grant meeting was held last week. There will be approximately \$900,000 available for improvements with ten percent City matching funds. A MDOT bridge improvement informational meeting will be held on November 24th with bridge work commencing in late 2016. The Shop Small Business Day is scheduled for November 28th and City Manager Heydlauff encouraged citizens to support our local shops.

City Manager Heydlauff congratulated newly elected Councilmember Hagen along with re-elected Councilmembers Gibson and Perron.

VII. Requests, Petitions and Communications and Actions Thereon

A. Bridge Drop Fireworks Permit

Dan Barron of the Charlevoix Bridge Drop Committee requested permission for a fireworks display on December 31, 2015 at 9:00 p.m. at Depot Beach. The proposed fireworks display by Colonial Fireworks meets all NFPA requirements and exceeds the NFPA standard for minimum setbacks for the show. Colonial Fireworks Company is the same company used by the Charlevoix Bridge Drop Committee and Venetian Festival in the past. Information was presented to the Charlevoix Historical Society regarding the display and President Denise Fate indicated that the Society supports the plan. Chief Doan recommended that the permit be authorized noting that the Police Department will take an aggressive stance to stop the display if drifting debris or other unforeseen issues arise that may compromise safety.

Councilmember Gibson commented that she liked the new location and time. She questioned whether the Chicago Club was contacted. Mr. Barron responded that he spoke to the Manager of the Chicago Club and said that one of the Club's cottage owners was a member of the Historical Society.

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

Motion by Councilmember Gibson, second by Councilmember Cole, to authorize the City Clerk to issue the fireworks permit for the 2015 Charlevoix Bridge Drop fireworks displays

Yeas: Gibson, Cole, Supernaw, Hagen, Kurtz, Perron
Nays: None
Absent: None

Motion by Councilmember Kurtz, second by Councilmember Gibson, to authorize the Mayor to sign the Hold Harmless Agreement with Colonial Fireworks Company.

Yeas: Gibson, Cole, Supernaw, Hagen, Kurtz, Perron
Nays: None
Absent: None

B. Charlevoix Groundhog Shadow Fest

Local resident Tim Fore and the Groundhog Shadow Fest Committee have scheduled this event in downtown Charlevoix on February 5-7, 2016. The event will offer a direct economic benefit to community businesses by offering enjoyable family activities in the downtown area. The schedule of events includes a beer tent on Saturday from 12:00 p.m. to 7:00 p.m. Mr. Fore requested Council's support for the event and to authorize the City Manager to waive alcohol restrictions as outlined in the City of Charlevoix City Code, Title III Chapter 31, Section 3.14. Mr. Fore stated that profits from the event will be donated to the Charlevoix Main Street program.

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

Motion by Councilmember Perron, second by Councilmember Kurtz, authorizing the City Manager to waive alcohol restrictions as outlined in the City of Charlevoix City Code, Title III, Chapter 31, Section 3.14 for the Groundhog Shadow Fest on February 5-7, 2016.

Yeas: Gibson, Cole, Supernaw, Kurtz, Perron
Nays: None
Absent: None
Abstain: Hagen

C. Consideration of Grant Increase Request for South Pier Lighthouse

The Charlevoix Historical Society is seeking the City's support to apply for a grant increase from the State of Michigan's State Historic Preservation Office (SHPO) to repaint the lighthouse. This increased grant and revised plan will allow the lighthouse to be painted in the summer of 2016, accelerating the previous schedule.

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

Action by Resolution.

D. Food Truck Committee

City Manager Heydlauff recalled that Council wished to create a seven member food truck committee: two food truck owners, two brick and mortar restaurant owners, and one member each representing the DDA, Planning Commission and Chamber of Commerce. Six letters of interest were received by those wishing to serve on the committee.

Councilmember Kurtz suggested that all six interested citizens should sit on the committee for a total membership of nine. Discussion ensued regarding the size of the committee and the potential members. Councilmember Gibson remained in favor of the seven member committee.

Mayor Campbell opened the item to public comment.

Adam Kline, Pigs Eatin' Ribs, agreed with Councilmember Kurtz. Mr. Kline's business has both a store front and food trucks. He was involved with the creation of the Traverse City food truck ordinance and felt that more opinions would be beneficial. Councilmembers Cole and Supernaw agreed.

Jodi Laurent, 1st Ward, was not in favor of a nine member committee and felt too many members may cause dissention.

The item was closed to the public.

Councilmember Hagen solicited Maureen Owens' opinion (Main Street) who volunteered to be a part of committee. Ms. Owens felt that having additional "moderate" members would be beneficial.

Motion by Councilmember Supernaw, second by Councilmember Cole, to appoint Bob Jess, Julee Roth, Maureen Owens, Terry Left, Julie Mann, Evan Chappuies, Jami Miller, Jessie May Burch and Jill and Adam Kline to the Food Truck Committee.

Yeas: Cole, Supernaw, Hagen, Kurtz, Perron
Nays: Gibson
Absent: None

E. Capacity and Energy Purchase

The City's future power supplies are controlled by the Michigan Public Power Agency Risk Management Policy and the associated Hedge Policy for Charlevoix. The City owns small portions of several power plants which supply our base power needs, but the City purchases contracts for future power supplies to fill the gaps. Electric Superintendent Swem stated that the City needs to purchase several blocks of energy to lock in future prices for 2016 at this time.

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

Motion by Councilmember Hagen, second by Councilmember Perron, to approve the spending up to a maximum of \$290,319.20 to purchase blocks of energy as listed in the agenda packet for the year 2016.

Yeas: Gibson, Cole, Supernaw, Hagen, Kurtz, Perron
Nays: None

Absent: None

F. Pole Truck Purchase

Electric Superintendent Swem stated that the Electric Department is in need of a new pole truck. The existing truck is a 1999 model with some serious issues and should be replaced. The replacement pole truck is available through the MiDEAL program which provides local governments the ability to purchase items at state rates. The truck will take approximately one year to build.

The bid price for the truck from Altec with optional radio remote control is \$214,873. The truck was budgeted for this year for \$140,000. Since the truck will not be paid for until well into the next budget year, Electric Superintendent Swem asked Council to carry over the truck budget and add \$75,000 for this vehicle purchase.

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

Motion by Councilmember Cole, second by Councilmember Gibson, to authorize the purchase of a new pole truck from Altec for a price not to exceed \$214,873.

Yeas: Gibson, Cole, Supernaw, Hagen, Kurtz, Perron
Nays: None
Absent: None

G. Airport Audit Agreed Upon Procedures

City Manager Heydlauff stated that some Council members expressed an interest in having a specialized audit performed on certain aspects of the Airport. Such an audit would assess policies and procedures at the Airport as well as provide past history of financial performance. The City's audit firm Rehmann submitted a proposal quoting \$125 per hour with an estimate of 40-50 hours of work.

Councilmember Gibson and Mayor Campbell agreed that the audit was a good idea.

Councilmember Supernaw questioned the number of internal control transactions that would be reviewed. City Manager Heydlauff responded that the City Treasurer, the auditors and he would determine relevant transactions to be investigated.

Mayor Campbell opened the item to public comment.

Mary Eveleigh felt the audit was a good idea to assure that mistakes are not being made.

The item was closed to the public.

Motion by Councilmember Supernaw, second by Councilmember Gibson, to approve Rehmann's proposal for preparing the financial analysis and doing the agreed upon consulting procedures at a rate of \$125 per hour based on an estimated 40-50 hours to complete [for the Charlevoix Municipal Airport].

Yeas: Gibson, Cole, Supernaw, Hagen, Kurtz, Perron
Nays: None
Absent: None

H. McSauba Recreation Complex Water

City Manager Heydlauff stated that the agreement to have Charlevoix Township provide water to the McSauba complex was approved and signed by the Township Board. As the project began, it was discovered that some additional costs to upgrade backflow preventers would be involved. City Manager Heydlauff recalled that the Township agreed to cover all costs associated with the hook-up, but he asked Council for flexibility to share some of these expenses with the Township. He requested authorization to spend up to \$15,000 for connection fees, if necessary.

City Manager Heydlauff also stated that he would like to offer City rates to Charlevoix Township residents this fall as an act of good faith. In order to change the rate schedule, the 2015/2016 Fiscal Year Fee Schedule for McSauba would be amended by striking "City Residents" and inserting "City and Charlevoix Township Residents". There was a consensus of Council to address the change in the fee schedule with a resolution at the next Council meeting.

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

Motion by Councilmember Supernaw, second by Councilmember Hagen, to authorize the expenditure for potential equipment upgrades and authorize the City Manager to spend no more than \$15,000 for piping upgrades and related costs for the McSauba

Recreation Area; to authorize the amendment to the fee schedule amending the 2015/2016 City of Charlevoix Fee Schedule by striking "Resident" and inserting "City and Charlevoix Township Resident" for the categories of Day Camp, Northern Kids Club, Mt. McSaubia Ski Hill, Equipment Rental, Lessons, and Skating Rink found on pages D-121 and D-122 of the 2015/2016 City of Charlevoix Budget Details.

Yeas: Gibson, Cole, Supernaw, Hagen, Kurtz, Perron
Nays: None
Absent: None

I. Organizational Meeting

Section 2.15 of the City Charter requires that Council hold an organization meeting at the first meeting of the Council after the November General Election. This organizational meeting includes the election of a Councilmember to serve as Deputy Mayor and the setting of Council meeting dates and times for the upcoming year.

Motion by Councilmember Kurtz, second by Councilmember Gibson, to nominate Councilmember Cole as Deputy Mayor.

Yeas: Gibson, Supernaw, Hagen, Kurtz, Perron
Nays: None
Absent: None
Abstain: Cole

Motion by Councilmember Gibson, second by Councilmember Hagen, to set the dates and time for 2016 City Council meetings as the first and third Mondays at 7:00 p.m. unless Monday is a legal holiday, at which point the meeting moves to the following Tuesday at 7:00 p.m.

Yeas: Gibson, Cole, Supernaw, Hagen, Kurtz, Perron
Nays: None
Absent: None

VIII. **Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
None.

IX. **Resolutions**

A. Lighthouse Painting Resolution

Motion by Councilmember Supernaw, second by Councilmember Perron, to adopt Resolution 2015-11-01 Charlevoix Historical Society South Pier Lighthouse Rehabilitation Grant Revision (ref. Resolution 2014-11-06), as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2015-11-01
CHARLEVOIX HISTORICAL SOCIETY
SOUTH PIER LIGHTHOUSE REHABILITATION GRANT REVISION (ref. RESOLUTION 2014-11-06)**

WHEREAS, the Charlevoix Historical Society has entered into an agreement with the City of Charlevoix to restore, maintain and preserve the Charlevoix South Pier Lighthouse; and

WHEREAS, the Charlevoix Historical Society will file a request to the Michigan State Housing Development Authority, State Historic Preservation Office (SHPO) for the Michigan Lighthouse Assistance Program (MLAP) for a revision to the rehabilitation grant originally awarded in the amount of \$12,700 for Repainting the Red Exterior of the Charlevoix South Pier Lighthouse (refer to Resolution 2014-11-06); and

WHEREAS, the grant awarded will be requested to be increased by \$4,290 to \$16,990 to cover an updated project scope of work to 1) remove construction administration services from the grant budget and scope of work, 2) include painting the South Pier Lighthouse lantern, 3) include paint inspection services, 4) remove the Sherwin-Williams donated paint as material to be used for this project and, 5) include paint materials determined to be the most effective for repainting the Charlevoix South Pier Lighthouse; and

WHEREAS, the Charlevoix Historical Society shall provide the matching funds in the amount of \$8,510 for a total project budget of \$25,500. The source of the matching funds shall be the Charlevoix Historical Society; and

WHEREAS, the Charlevoix Historical Society will oversee the MLAP grant management and grant administration duties; and

WHEREAS, the Charlevoix Historical Society will receive and pay vendor invoices related to the grant project; and

WHEREAS, the Mayor and City Clerk from the City of Charlevoix are authorized to sign the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO; and

WHEREAS, the Charlevoix Historical Society acknowledges that the Michigan Lighthouse Assistance Program (MLAP) is an expense reimbursement program. The Charlevoix Historical Society authorizes expenditures in the amount of \$25,500 for the project work with the knowledge that eligible expenditures up to the approved grant amount will be reimbursed to the Charlevoix Historical Society upon SHPO acceptance of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix as owner of the South Pier Lighthouse supports the Charlevoix Historical Society in the request of this grant revision dated November 16, 2015.

RESOLVED this 16th day of November, 2015 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Gibson, Cole, Supernaw, Hagen, Kurtz, Perron
Nays: None
Absent: None

X. Ordinances
None.

XI. Miscellaneous Business

Councilmember Kurtz discussed his potential conflict of interest at the Airport during future Council meetings. He suggested that the appropriate course of action may be to confer with City Manager Heydlauff prior to meetings for a determination whether the City Attorney should be contacted. Mayor Campbell and Councilmembers Cole and Gibson agreed. City Manager Heydlauff suggested that the City Attorney could provide a legal opinion with regards to Councilmember Kurtz's specific situation. Councilmember Cole felt that Councilmember Kurtz would offer beneficial insight on Airport topics with his experience as a pilot and Airport businessman and should be included during discussions when possible. Councilmember Supernaw supported Councilman Cole.

City Manager Heydlauff stated that the City Attorney would be happy to attend any Council meetings at Council's request. Councilmember Supernaw commented that it was difficult to discern whether members have a true conflict of interest or not and questioned "Where do you draw the line?" Mayor Campbell recalled asking the City Manager to request the City Attorney to create an overview regarding conflicts of interest.

Councilmember Supernaw felt that Food Truck Committee should have some direction as to a timetable. Discussion ensued.

Motion by Councilmember Supernaw, second by Councilmember Cole, that the Food Truck Committee come back to City Council by the second meeting of February [2016] with some form of recommendation.

Yeas: Gibson, Cole, Supernaw, Hagen, Kurtz, Perron
Nays: None
Absent: None

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

Bob Timms stated that he was not in favor of the new playground equipment at Lake Michigan Beach Park. He felt that the existing equipment should be repaired instead.

Mary Eveleigh commented on the conflict of interest topic. She stated that she served on the Zoning Board of Appeals and indicated that conflict of interest was very important. Ms. Eveleigh cited the language of the law.

XIII. Adjourn

Motion by Councilmember Kurtz, second by Councilmember Perron to adjourn.
 Motion passed by unanimous voice vote. Meeting adjourned at 8:36 p.m.

Joyce Golding	City Clerk	Gabe Campbell	Mayor
Regular Accounts Payable – 11/17/2015			
ACE HARDWARE	2,767.59	ICMA	814.46
ALL-PHASE ELECTRIC SUPPLY CO.	525.15	IDEXX DISTRIBUTION INC.	1,041.79
AQUILINA, JOSEPH	126.50	INTELLIGENT PRODUCTS INC	1,590.82
ARCADIA BENEFITS GROUP INC	225.00	J. RANCK ELECTRIC, INC	660.00
ARROW UNIFORM-TAYLOR L.L.C.	1,101.98	KLUCZYNSKI, BARBARA	17.50
AUTO VALUE	277.13	KMart	19.99
AUTOMATION LOGIX INC	812.36	KSS ENTERPRISES	465.50
AVFUEL CORPORATION	36,092.60	KUHN, JAMES	181.50
BLARNEY CASTLE OIL CO	709.96	LANDSCAPE FORMS INC.	2,250.00
BLECKE, SCOTT	82.50	MCCORT, CYNTHIA	5.86
BOB MATHERS FORD	57.00	MDS OF MICHIGAN INC	165.41
BRADFORD'S	35.75	MEYERS, JONAS	16.50
BS& A SOFTWARE	1,125.00	MICHIGAN ECONOMIC DEVELOPERS	325.00
BUDAY'S SOUND ADVICE	1,548.74	MICHIGAN KENWORTH	118.58
BULBS.COM	41.69	MICHIGAN LOCAL GOVERNMENT	110.00
BY THE BAY WINDOW CLEANING SVCS.	357.00	MICHIGAN MUNICIPAL LEAGUE	90.00
CARQUEST OF CHARLEVOIX	1,136.89	MICHIGAN MUNICIPAL LEAGUE	16,466.00
CHARLEVOIX COUNTY FIRE	300.00	MICHIGAN OFFICEWAYS INC	1,674.74
CHARLEVOIX HISTORICAL SOCIETY	102.00	MICHIGAN RECREATION & PARK	163.00
CHARTER COMMUNICATIONS	1,016.06	MICHIGAN WATER ENV ASSOC	190.00
CINTAS CORPORATION	105.90	MYER, ELIZABETH A.	14.84
CITY OF CHARLEVOIX - UTILITIES	30,602.76	NETSOURCE ONE INC.	48.00
CLEAR WATER PLUMBING & HEATING	3,489.00	NORTHERN LIGHTS FAMILY	258.00
CONNORS, PATRICK	25.57	NORTHERN MICHIGAN REVIEW INC.	596.50
CROSS III, JOHN H.	6,500.00	NORTHERN SAFETY CO INC	32.87
D'ALCORN, ROBERT	99.00	OLESON'S FOOD STORES	73.86
DRAVES, MARTIN J.	14.00	OLSON BZDOK & HOWARD	2,495.50
DUERR, CHARLES	55.00	ORBAN, BARBARA	65.88
DUNN, JOHN	204.50	PARASTAR INC.	5,804.62
EATON CORPORATION	1,118.70	PARKS AUTO PARTS	100.00
EJ USA INC.	2,018.88	PEMBLE, CHRIS	47.90
ELLSWORTH FARMER'S EXCHANGE	350.13	PERFORMANCE ENGINEERS INC	25,426.50
FAMILY FARM & HOME	1,249.88	PHYSIO-CONTROL INC.	788.30
FASTENAL COMPANY	54.24	PICTURE THIS	102.00
FEBEY, RICHARD	19.98	PINE COVE APARTMENTS	853.82
FERGUSON & CHAMBERLAIN	1,820.00	PLUNKETT & COONEY	1,900.00
FISHER SCIENTIFIC	1,104.82	POLLUTION CONTROL SERVICES INC	28,731.19
FLETCH'S	21.22	POWER LINE SUPPLY	3,069.51
FREEDOM MAILING SERVICES INC.	2,267.55	PREMIER POWER MAINTENANCE	14,921.00
FREIGHTLINER OF GRAND RAPIDS	209.22	PRO IMAGE DESIN INC	1,835.00
GOLDING, JOYCE	154.53	PRO WEB MARKETING LLC	20.00
GRAINGER	31.68	RAECKE, MICHAEL	44.00
GROESSER, BETTY	150.00	RANGE TELECOMMUNICATIONS	128.40
HACH COMPANY	2,629.30	RESIDEX LLC	1,828.74
HAMMERSMITH EQUIPMENT CO	125.00	ROLOFF, ROBERT	1,282.00
HARDY DIAGNOSTICS	185.09	SEARS COMMERCIAL ONE	289.99
HEERES, KENNETH	105.00	SEELEY'S PRINTING SERVICE	349.60
HYDRO CORP	515.00	SHARROW MASONRY INC	5,445.50

SHINDORF BUILDERS	2,590.00	UTILITIES INSTRUMENTATION SERVICE	7,792.00
SIKORSKI, KATHY	84.20	VILLAGE GRAPHICS INC.	115.76
SINGER, DEBRA	33.00	VOSS LIGHTING	537.38
SPARTAN STORES LLC	101.98	WACHLER, GLENN	55.00
STATE OF MICHIGAN	1,387.26	WESTMAAS ELECTRIC CO	71.37
SUPERIOR MECHANICAL	1,248.18	WHITLEY, ANDREW	14.00
SUTPHEN CORPORATION	835.77	WILBERT BURIAL VAULT CO	36.48
SWEM, DONALD L.	41.00	WILLCOME TREE SERVICE	9,600.00
TERMINAL SUPPLY CO	122.77	WINDER POLICE EQUIPMENT	248.99
U S BANK	161.63	WITHERSPOON, JAMES	213.53
UP NORTH PROPERTY SERVICES LLC	1,092.00	WORK & PLAY SHOP	492.66
USA BLUE BOOK	79.22	TOTAL	253,541.20

ACH Payments – 11/02/2015 – 11/12/2015

MI PUBLIC POWER AGENCY	18,369.98	VANTAGEPOINT (457 ICMA PLAN)	12,809.32
PAYMENT SERVICE NETWORK	237.30	MI PUBLIC POWER AGENCY	11,804.00
IRS (PAYROLL TAX DEPOSIT)	29,014.64	DTE	578.94
ALERUS FINANCIAL (HCSP)	420.00	STATE OF MI (SALES TAX)	19,816.98
STATE OF MI (WITHHOLDING TAX)	4,167.71	TOTAL	97,905.09
VANTAGEPOINT (401 ICMA PLAN)	686.22		

Tax Disbursement – 11/17/2015

CHARLEVOIX COUNTY TREASURER	3.32	CHARLEVOIX PUBLIC SCHOOLS	2,043.44
CHARLEVOIX COUNTY TREASURER	23,560.25	CHARLEVOIX PUBLIC SCHOOLS	441.72
CHARLEVOIX PUBLIC SCHOOLS	22,008.21	CITY OF CHARLEVOIX - TAXES DUE	26,757.45
CHARLEVOIX PUBLIC SCHOOLS	4,197.52	PAPIERNIK, THOMAS & KATHRYN	2,290.15
CHARLEVOIX PUBLIC SCHOOLS	198.63	TOTAL	81,500.69

PAYROLL: NET PAY

Pay Period Ending 10/31/2015 – Paid 11/06/2015

WELLER, LINDA JO	1,648.70	SCHWARTZFISHER, JOSEPH L.	1,072.40
HEYDLAUFF, MARK L.	2,382.86	WELLS JR., DONALD E.	1,459.36
GOLDING, JOYCE M.	1,059.15	BRADLEY, KELLY R.	1,580.63
DEROSIA, PATRICIA E.	880.34	HART II, DELBERT W.	814.08
DOYLE, ANNE E.	1,361.40	JONES, ROBERT F.	1,428.49
LOY, EVELYN R.	1,029.34	DORAN, JUSTIN J.	1,354.90
KLOOSTER, ALIDA K.	1,669.52	MANKER JR, DAVID W.	493.95
GOLOVICH, KAREN J.	978.59	MANKER SR, DAVID W.	554.89
SPENCLEY, PATRICIA L.	1,673.70	BECKER, MICHAEL S.	602.87
PANOFF, ZACHARY R.	1,026.91	BUTLER, SEAN C.	506.53
MCGINN, KELLY A.	1,455.81	MCGHEE, ROBERT R.	847.67
DOAN, GERARD P.	1,514.74	STANTS, JACOB W.	463.60
SHRIFT, PETER R.	1,109.31	BLOOMER, GABRIELLE J.	400.40
SCHLAPPI, JAMES L.	1,039.68	MCCLANATHAN, BRANDON R.	412.30
UMULIS, MATTHEW T.	1,170.52	STEWART, SAMUEL D.	307.57
HANKINS, SCOTT A.	1,466.07	KIRINOVIC, THOMAS F.	589.18
ORBAN, BARBARA K.	1,284.36	FORRESTER, KATHERINE A.	477.65
TRAEGER, JASON A.	1,073.34	DUTCHER, ROBERT G.	13.21
GODDARD, RYAN D.	642.76	WEBB, MICHAEL B.	19.40
ROLOFF, ROBERT P.	1,643.59	HEID, THOMAS J	1,244.00
RILEY, DENISE M.	410.86	MASSON, DONALD J.	407.51
LOPER II, GARY D.	412.30	MYER, ELIZABETH A.	1,850.79
TEUNIS, STEVEN L.	1,665.09	VANLOO, JOSEPH G.	535.68
WURST, RANDALL W.	1,589.27	WYMAN, MATTHEW A.	930.30
MAYER, SHELLEY L.	1,424.92	SCHRADER, LOU ANN	217.98
HILLING, NICHOLAS A.	1,076.39	BOSS, RYDER S.	254.62
MEIER III, CHARLES A.	1,344.81	MILLER, WILLIAM S.	1,226.54
ZACHARIAS, STEVEN B.	1,222.80	RILEY, DANIEL A.	253.47
NISWANDER, JOSEPH F.	1,337.84	SWEM, DONALD L.	1,789.97
EATON, BRAD A.	1,657.98	WHITLEY, ANDREW T.	1,455.25
WILSON, TIMOTHY J.	1,944.11	MORRISON, KEVIN P.	950.46
LAVOIE, RICHARD L.	2,152.62	HODGE, MICHAEL J.	1,252.39
STEVENS, BRANDON C.	1,599.94	JOHNSON, STEVEN P.	1,093.51
DRAVES, MARTIN J.	1,732.75	BISHAW, JAMES H.	667.37
BROWN, STEPHANIE C.	1,020.34	HERRIMAN, COBY M.	450.43
ELLIOTT, PATRICK M.	1,738.75	GILL, DAVID R.	926.66

TOTAL 77,347.47

PAYROLL: TRANSMITTAL - 11/06/2015			
4FRONT CREDIT UNION	248.46	COMMUNICATION WORKERS OF AMER	525.02
AMERICAN FAMILY LIFE	166.74	MI STATE DISBURSEMENT UNIT	401.83
AMERICAN FAMILY LIFE	311.79	POLICE OFFICERS LABOR COUNCIL	245.00
CHAR EM UNITED WAY	32.00	PRIORITY HEALTH	2,040.41
CHARLEVOIX STATE BANK	1,361.16		
CHEMICAL BANK	150.00	TOTAL	5,482.41

DRAFT

CITY OF CHARLEVOIX
SPECIAL CONCURRENT CITY COUNCIL AND DDA/MAIN STREET MEETING MINUTES
Monday, November 23, 2015 – 6:30 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 6:30 p.m. by Mayor Gabe Campbell.

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Gabe Campbell
City Manager: Mark Heydlauff
City Clerk: Joyce Golding
Council Members Present: Shane Cole, Shirley Gibson, Aaron Hagen, Luther Kurtz, Leon Perron, Bill Supernaw
DDA Members Present: Dan Barron, Kirby Dipert, Dianne DuPont, Tamie Gillespie, John Yaroch, Fred DiMartino, Rick Wertz, John Kurtz
Absent: None
Staff: Annie Doyle, CED Director

III. Inquiry Regarding Possible Conflicts of Interest
None.

IV. Discussion

A. Joint/Concurrent Meeting with Charlevoix Downtown Development Authority/Main Street Board

Discussion between Council and the DDA/Main Street Board included an overview of Main Street initiatives, its mission statement and overarching priorities. DDA Chair Barron spoke on the "reinvention of the DDA/Main Street Board" which affords volunteer opportunities on each of the four Main Street committees and the future of the DDA. Approximately \$55,000 was pledged to the Main Street program with \$22,000 received to date. Funds are earmarked for approved work plans. CED Director Doyle stated that the Design Committee's downtown ice rink concept received positive support from year-round residents and work continues on this project.

City Manager Heydlauff and DDA Chair Barron presented a proposed payment schedule for the next two years whereby the Marina will contribute \$120,000 this fiscal year and \$125,000 in 2016/2017 to assist in DDA debt service. It was noted that there is no written agreement in place for a payment schedule and previous fund transfers were discussed at length. DDA Chair Barron stated that the Board will further discuss the proposed payment schedule before the City Manager brings a resolution forward to Council to amend the 2015/2016 budget.

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

A. Set Public Hearing on Request to Vacate Portion of Division Street

The Krist Oil Company purchased property in Charlevoix Township at the corner of Mercer and US-31 which includes a small portion of City-owned Division Street. With the assistance of Jim Malewitz of Performance Engineers, the company has filed a request with the City to abandon this portion of Division Street. A public hearing is required to receive public input.

Motion by Councilmember Supernaw, second by Councilmember Cole, to set a public hearing [on the request to vacate the City's portion of Division Street between Mercer Boulevard and US Highway 31] for December 21, 2015 at 7 p.m. in Council Chambers of the Charlevoix City Hall.

Yeas: Perron, Gibson, Cole, Supernaw, Hagen, Kurtz
Nays: None
Absent: None

Councilmember Supernaw indicated that Dick Joseph, Charlevoix School Board President, would like to hold a joint meeting with the Council, DDA and School Board to discuss mutual interests and this idea was agreeable. City Manager Heydlauff stated that he would speak to Mr. Joseph.

It was generally agreed that Council and the DDA/Main Street Board should continue to meet on an annual or semi-annual basis.

VI. Audience - Non-agenda Input (written requests take precedent)
None.

VII. Adjourn

Motion by Councilmember Kurtz, second by Councilmember Hagen to adjourn.
Motion passed by unanimous voice vote. Meeting adjourned at 7:40 p.m.

Check Number	Payee	Amount
11/19/2015		
115155	AT&T	2,010.22
115156	AT&T LONG DISTANCE	76.67
115157	AT&T MOBILITY	74.29
115158	CHARLEVOIX STATE BANK	4,499.69
115159	DELTA DENTAL	3,925.74
115160	DEVERE CONSTRUCTION COMPANY	321,888.21
115161	GREAT LAKES ENERGY	183.11
115162	MEADOWBROOK INSURANCE GROU	868.75
115163	METLIFE SMALL BUSINESS CENTER	748.33
115164	PREIN & NEWHOF	32,523.74
115165	PRIORITY HEALTH	43,233.40
115166	VERIZON WIRELESS	56.72
115167	VISION SERVICE PLAN	516.37
Total 11/19/2015:		410,605.24
Grand Totals:		410,605.24

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

11/19/15	Special Accounts Payable Run	\$ 410,605.24
11/20/15	Payroll	\$ 88,207.44
11/20/15	Payroll Transmittal Checks	\$ 5,237.41
12/04/15	Payroll	\$ 84,130.37
12/04/15	Payroll Transmittal Checks	\$ 5,515.09
12/08/15	Regular Accounts Payable	\$ 151,043.70
Checks Sub-Total:		\$ 744,739.25

FIRSTMERIT BANK - ACH PAYMENTS

11/16/15	MI Public Power Agency	\$ 7,651.76
11/18/15	DTE	\$ 578.81
11/20/15	IRS (Payroll Tax Deposit)	\$ 32,526.01
11/20/15	Alerus Financial (HCSP)	\$ 420.00
11/20/15	State of MI (Withholding Tax)	\$ 4,797.37
11/20/15	Vantagepoint (401 ICMA Plan)	\$ 686.21
11/20/15	Vantagepoint (457 ICMA Plan)	\$ 12,985.68
11/20/15	MERS (Defined Benefit Plan)	\$ 25,321.12
11/23/15	MI Public Power Agency	\$ 10,318.39
11/25/15	MI Public Power Agency	\$ 304,736.36
11/30/15	MI Public Power Agency	\$ 8,460.66
12/04/15	IRS (Payroll Tax Deposit)	\$ 31,495.30
12/04/15	Alerus Financial (HCSP)	\$ 420.00
12/04/15	State of MI (Withholding Tax)	\$ 4,597.17
12/04/15	Vantagepoint (401 ICMA Plan)	\$ 686.22
12/04/15	Vantagepoint (457 ICMA Plan)	\$ 13,213.34
ACH Sub-Total:		\$ 458,894.40

First Merit Bank Total: \$ 1,203,633.65

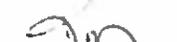
CHARLEVOIX STATE BANK - CHECKS ISSUED

<small>(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)</small>		
12/08/15	Tax Disbursement	\$ 12,911.19
Charlevoix State Bank Total:		\$ 12,911.19

Grand Total: \$ 1,216,544.84

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/14/2015	PC	11/20/2015	20451	WELLER, LINDA JO	101		1,648.71
11/14/2015	PC	11/20/2015	20452	HEYDLAUFF, MARK L.	102		2,098.90
11/14/2015	PC	11/20/2015	20453	GOLDING, JOYCE M.	106		1,059.15
11/14/2015	PC	11/20/2015	20454	DEROSIA, PATRICIA E.	107		880.34
11/14/2015	PC	11/20/2015	20455	DOYLE, ANNE E.	108		1,361.40
11/14/2015	PC	11/20/2015	20456	LOY, EVELYN R.	117		1,029.34
11/14/2015	PC	11/20/2015	20457	KLOOSTER, ALIDA K.	121		1,441.45
11/14/2015	PC	11/20/2015	20458	GOLOVICH, KAREN J.	122		987.71
11/14/2015	PC	11/20/2015	20459	SPENCLEY, PATRICIA L.	136		1,391.14
11/14/2015	PC	11/20/2015	20460	PANOFF, ZACHARY R.	141		1,026.91
11/14/2015	PC	11/20/2015	20461	MILLER, FAITH G.	142		73.11
11/14/2015	PC	11/20/2015	20462	LEESE, MERRI C.	145		323.70
11/14/2015	PC	11/20/2015	20463	MCGINN, KELLY A.	146		1,455.86
11/14/2015	PC	11/20/2015	20464	DOAN, GERARD P.	201		1,514.74
11/14/2015	PC	11/20/2015	20465	SHRIFT, PETER R.	203		1,144.87
11/14/2015	PC	11/20/2015	20466	SCHLAPPI, JAMES L.	204		1,133.85
11/14/2015	PC	11/20/2015	20467	UMULIS, MATTHEW T.	205		1,406.41
11/14/2015	PC	11/20/2015	20468	HANKINS, SCOTT A.	208		1,466.07
11/14/2015	PC	11/20/2015	20469	ORBAN, BARBARA K.	209		1,302.22
11/14/2015	PC	11/20/2015	20470	TRAEGER, JASON A.	210		1,098.96
11/14/2015	PC	11/20/2015	20471	ROLOFF, ROBERT P.	304		3,699.17
11/14/2015	PC	11/20/2015	20472	RILEY, DENISE M.	306		377.22
11/14/2015	PC	11/20/2015	20473	LOPER II, GARY D.	308		559.43
11/14/2015	PC	11/20/2015	20474	TEUNIS, STEVEN L.	402		1,665.09
11/14/2015	PC	11/20/2015	20475	WURST, RANDALL W.	411		1,110.69
11/14/2015	PC	11/20/2015	20476	MAYER, SHELLEY L.	412		1,325.94
11/14/2015	PC	11/20/2015	20477	HILLING, NICHOLAS A.	413		1,333.25
11/14/2015	PC	11/20/2015	20478	MEIER III, CHARLES A.	421		1,412.79
11/14/2015	PC	11/20/2015	20479	ZACHARIAS, STEVEN B.	422		1,305.94
11/14/2015	PC	11/20/2015	20480	NISWANDER, JOSEPH F.	504		1,373.26
11/14/2015	PC	11/20/2015	20481	EATON, BRAD A.	515		1,816.61
11/14/2015	PC	11/20/2015	20482	WILSON, TIMOTHY J.	516		1,962.70
11/14/2015	PC	11/20/2015	20483	LAVOIE, RICHARD L.	519		1,662.79
11/14/2015	PC	11/20/2015	20484	STEVENS, BRANDON C.	521		1,599.94
11/14/2015	PC	11/20/2015	20485	DRAVES, MARTIN J.	523		1,695.19
11/14/2015	PC	11/20/2015	20486	BROWN, STEPHANIE C.	524		1,020.34
11/14/2015	PC	11/20/2015	20487	ELLIOTT, PATRICK M.	600		1,738.75
11/14/2015	PC	11/20/2015	20488	SCHWARTZFISHER, JOS	603		1,187.30
11/14/2015	PC	11/20/2015	20489	WELLS JR., DONALD E.	609		1,385.26
11/14/2015	PC	11/20/2015	20490	BRADLEY, KELLY R.	614		1,246.04
11/14/2015	PC	11/20/2015	20491	HART II, DELBERT W.	616		832.38
11/14/2015	PC	11/20/2015	20492	JONES, ROBERT F.	618		1,079.08
11/14/2015	PC	11/20/2015	20493	DORAN, JUSTIN J.	621		1,409.45
11/14/2015	PC	11/20/2015	20494	MANKER JR, DAVID W.	638		493.95
11/14/2015	PC	11/20/2015	20495	MANKER SR, DAVID W.	639		653.30
11/14/2015	PC	11/20/2015	20496	BECKER, MICHAEL S.	641		510.23
11/14/2015	PC	11/20/2015	20497	BUTLER, SEAN C.	660		257.25
11/14/2015	PC	11/20/2015	20498	MCGHEE, ROBERT R.	663		943.00
11/14/2015	PC	11/20/2015	20499	STANTS, JACOB W.	664		484.11
11/14/2015	PC	11/20/2015	20500	BLOOMER, GABRIELLE J.	665		186.18
11/14/2015	PC	11/20/2015	20501	MCCLANATHAN, BRAND	666		471.88
11/14/2015	PC	11/20/2015	20502	STEWART, SAMUEL D.	668		327.49
11/14/2015	PC	11/20/2015	20503	KIRINOVIC, THOMAS F.	700		589.18
11/14/2015	PC	11/20/2015	20504	FORRESTER, KATHERIN	704		196.68
11/14/2015	PC	11/20/2015	20505	HEID, THOMAS J	802		1,244.00
11/14/2015	PC	11/20/2015	20506	MASSON, DONALD J.	861		367.66
11/14/2015	PC	11/20/2015	20507	MYER, ELIZABETH A.	900		1,622.72

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/14/2015	PC	11/20/2015	20508	VANLOO, JOSEPH G.	902		564.67
11/14/2015	PC	11/20/2015	20509	WYMAN, MATTHEW A.	927		988.10
11/14/2015	PC	11/20/2015	20510	SCHRADER, LOU ANN	929		429.42
11/14/2015	PC	11/20/2015	20511	BOSS, RYDER S.	932		356.16
11/14/2015	PC	11/20/2015	20512	MILLER, WILLIAM S.	933		941.42
11/14/2015	PC	11/20/2015	20513	FUNKEY, KRAIG R.	1034		108.51
11/14/2015	PC	11/20/2015	20514	MEGGISON, JERRY B.	1036		148.00
11/14/2015	PC	11/20/2015	20515	RILEY, CASEY W.	1052		261.56
11/14/2015	PC	11/20/2015	20516	THORMAN, MIKAYLA R.	1055		370.61
11/14/2015	PC	11/20/2015	20517	JONES, LARRY M.	1057		1,128.55
11/14/2015	PC	11/20/2015	20518	WILLSON, BRENDA R.	1059		411.43
11/14/2015	PC	11/20/2015	20519	OCHS, THOMAS F	1068		62.33
11/14/2015	PC	11/20/2015	20520	TRAVERS, MANUEL J.	1071		559.49
11/14/2015	PC	11/20/2015	20521	RILEY, DANIEL A.	1079		1,319.02
11/14/2015	PC	11/20/2015	20522	DROST, PATRICIA A.	2002		165.38
11/14/2015	PC	11/20/2015	20523	CARLSON, JOANNE E.	2007		160.00
11/14/2015	PC	11/20/2015	20524	COLT, JUDITH C.	2018		160.00
11/14/2015	PC	11/20/2015	20525	FRANCIS, CATHERINE A.	2029		65.00
11/14/2015	PC	11/20/2015	20526	HUNTLEY, ROSALYNN R.	2031		152.50
11/14/2015	PC	11/20/2015	20527	LALONDE, SANDRA L.	2032		70.00
11/14/2015	PC	11/20/2015	115129	SWEM, DONALD L.	512		1,789.97
11/14/2015	PC	11/20/2015	115130	WHITLEY, ANDREW T.	522		1,500.56
11/14/2015	PC	11/20/2015	115131	MORRISON, KEVIN P.	601		1,149.46
11/14/2015	PC	11/20/2015	115132	HODGE, MICHAEL J.	606		1,264.58
11/14/2015	PC	11/20/2015	115133	JOHNSON, STEVEN P.	617		989.22
11/14/2015	PC	11/20/2015	115134	BISHAW, JAMES H.	633		614.52
11/14/2015	PC	11/20/2015	115135	HERRIMAN, COBY M.	654		490.81
11/14/2015	PC	11/20/2015	115136	GILL, DAVID R.	856		956.81
11/14/2015	PC	11/20/2015	115137	STEVENS, JEFFREY W.	1028		353.20
11/14/2015	PC	11/20/2015	115138	ROLOFF, AUDREY M.	1037		2,603.69
11/14/2015	PC	11/20/2015	115139	MATTER, DAWSON K.	1038		2,194.45
11/14/2015	PC	11/20/2015	115140	SCOTT JR., WINFIELD	1072		83.69
11/14/2015	PC	11/20/2015	115141	RUDOLPH, JOELLEN B.	2008		157.50
11/14/2015	PC	11/20/2015	115142	LEFT, LILLIAN M.	2010		189.75
11/14/2015	PC	11/20/2015	115143	BUDAY, JOAN E.	2011		168.00
11/14/2015	PC	11/20/2015	115144	STEPHAN, MARY ANN	2012		40.00
11/14/2015	PC	11/20/2015	115145	CAMPBELL, KAREN L.	2013		80.00
11/14/2015	PC	11/20/2015	115146	PICOTTE, DIANE M.	2016		168.00
Grand Totals:			95				88,207.44

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/14/2015	11/20/2015	115147	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	248.46
11/14/2015	11/20/2015	115148	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	166.74
11/14/2015	11/20/2015	115148	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	311.79
11/14/2015	11/20/2015	115149	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 11/14/	32.00
11/14/2015	11/20/2015	115150	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,361.16
11/14/2015	11/20/2015	115151	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
11/14/2015	11/20/2015	115152	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	525.02
11/14/2015	11/20/2015	115153	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
11/14/2015	11/20/2015	115154	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	2,040.41
Grand Totals:		9				5,237.41

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/28/2015	PC	12/04/2015	20528	PORTER, JEFFREY L.	44		254.86
11/28/2015	PC	12/04/2015	20529	WELLER, LINDA JO	101		1,648.71
11/28/2015	PC	12/04/2015	20530	HEYDLAUFF, MARK L.	102		2,382.86
11/28/2015	PC	12/04/2015	20531	GOLDING, JOYCE M.	106		1,059.15
11/28/2015	PC	12/04/2015	20532	DEROSIA, PATRICIA E.	107		880.34
11/28/2015	PC	12/04/2015	20533	DOYLE, ANNE E.	108		1,361.40
11/28/2015	PC	12/04/2015	20534	LOY, EVELYN R.	117		1,029.34
11/28/2015	PC	12/04/2015	20535	KLOOSTER, ALIDA K.	121		1,669.52
11/28/2015	PC	12/04/2015	20536	GOLOVICH, KAREN J.	122		978.59
11/28/2015	PC	12/04/2015	20537	SPENCLEY, PATRICIA L.	136		1,066.75
11/28/2015	PC	12/04/2015	20538	PANOFF, ZACHARY R.	141		1,026.91
11/28/2015	PC	12/04/2015	20539	MILLER, FAITH G.	142		8.60
11/28/2015	PC	12/04/2015	20540	LEESE, MERRI C.	145		262.02
11/28/2015	PC	12/04/2015	20541	MCGINN, KELLY A.	146		1,456.03
11/28/2015	PC	12/04/2015	20542	DOAN, GERARD P.	201		1,514.73
11/28/2015	PC	12/04/2015	20543	SHRIFT, PETER R.	203		1,364.26
11/28/2015	PC	12/04/2015	20544	SCHLAPPI, JAMES L.	204		1,499.17
11/28/2015	PC	12/04/2015	20545	UMULIS, MATTHEW T.	205		1,766.19
11/28/2015	PC	12/04/2015	20546	HANKINS, SCOTT A.	208		1,466.07
11/28/2015	PC	12/04/2015	20547	ORBAN, BARBARA K.	209		1,572.47
11/28/2015	PC	12/04/2015	20548	TRAEGER, JASON A.	210		1,375.34
11/28/2015	PC	12/04/2015	20549	MATELSKI, KIMBERLY A.	212		570.64
11/28/2015	PC	12/04/2015	20550	ROLOFF, ROBERT P.	304		1,643.59
11/28/2015	PC	12/04/2015	20551	RILEY, DENISE M.	306		406.90
11/28/2015	PC	12/04/2015	20552	LOPER II, GARY D.	308		206.15
11/28/2015	PC	12/04/2015	20553	TEUNIS, STEVEN L.	402		1,665.09
11/28/2015	PC	12/04/2015	20554	WURST, RANDALL W.	411		1,760.22
11/28/2015	PC	12/04/2015	20555	MAYER, SHELLEY L.	412		1,261.07
11/28/2015	PC	12/04/2015	20556	HILLING, NICHOLAS A.	413		1,070.52
11/28/2015	PC	12/04/2015	20557	MEIER III, CHARLES A.	421		1,677.24
11/28/2015	PC	12/04/2015	20558	ZACHARIAS, STEVEN B.	422		1,398.90
11/28/2015	PC	12/04/2015	20559	NISWANDER, JOSEPH F.	504		1,662.28
11/28/2015	PC	12/04/2015	20560	EATON, BRAD A.	515		1,657.97
11/28/2015	PC	12/04/2015	20561	WILSON, TIMOTHY J.	516		2,190.77
11/28/2015	PC	12/04/2015	20562	LAVOIE, RICHARD L.	519		1,957.37
11/28/2015	PC	12/04/2015	20563	STEVENS, BRANDON C.	521		1,599.94
11/28/2015	PC	12/04/2015	20564	DRAVES, MARTIN J.	523		1,925.12
11/28/2015	PC	12/04/2015	20565	BROWN, STEPHANIE C.	524		1,020.34
11/28/2015	PC	12/04/2015	20566	ELLIOTT, PATRICK M.	600		1,738.75
11/28/2015	PC	12/04/2015	20567	SCHWARTZFISHER, JOS	603		959.10
11/28/2015	PC	12/04/2015	20568	WELLS JR., DONALD E.	609		1,500.30
11/28/2015	PC	12/04/2015	20569	BRADLEY, KELLY R.	614		1,452.39
11/28/2015	PC	12/04/2015	20570	HART II, DELBERT W.	616		345.48
11/28/2015	PC	12/04/2015	20571	JONES, ROBERT F.	618		1,282.98
11/28/2015	PC	12/04/2015	20572	DORAN, JUSTIN J.	621		1,401.97
11/28/2015	PC	12/04/2015	20573	MANKER JR, DAVID W.	638		442.77
11/28/2015	PC	12/04/2015	20574	BECKER, MICHAEL S.	641		229.83
11/28/2015	PC	12/04/2015	20575	MCGHEE, ROBERT R.	663		943.00
11/28/2015	PC	12/04/2015	20576	STANTS, JACOB W.	664		215.85
11/28/2015	PC	12/04/2015	20577	MCCLANATHAN, BRAND	666		225.26
11/28/2015	PC	12/04/2015	20578	STEWART, SAMUEL D.	668		168.17
11/28/2015	PC	12/04/2015	20579	KIRINOVIC, THOMAS F.	700		403.12
11/28/2015	PC	12/04/2015	20580	FORRESTER, KATHERIN	704		211.91
11/28/2015	PC	12/04/2015	20581	BERTINELLI, DAVID P.	764		870.74
11/28/2015	PC	12/04/2015	20582	HEID, THOMAS J.	802		1,244.00
11/28/2015	PC	12/04/2015	20583	MYER, ELIZABETH A.	900		1,850.79
11/28/2015	PC	12/04/2015	20584	VANLOO, JOSEPH G.	902		446.95

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/28/2015	PC	12/04/2015	20585	WYMAN, MATTHEW A.	927		930.30
11/28/2015	PC	12/04/2015	20586	SCHRADER, LOU ANN	929		242.20
11/28/2015	PC	12/04/2015	20587	BOSS, RYDER S.	932		391.29
11/28/2015	PC	12/04/2015	20588	MILLER, WILLIAM S.	933		1,171.71
11/28/2015	PC	12/04/2015	20589	JONES, LARRY M.	1057		10.05
11/28/2015	PC	12/04/2015	20590	RILEY, DANIEL A.	1079		243.70
11/28/2015	PC	12/04/2015	115168	WELLER, LINDA JO	101	Longevity Pay	461.68
11/28/2015	PC	12/04/2015	115169	LOY, EVELYN R.	117	Longevity Pay	428.07
11/28/2015	PC	12/04/2015	115170	KLOOSTER, ALIDA K.	121	Longevity Pay	176.20
11/28/2015	PC	12/04/2015	115171	SPENCLEY, PATRICIA L.	136	Longevity Pay	92.35
11/28/2015	PC	12/04/2015	115172	DOAN, GERARD P.	201	Longevity Pay	445.50
11/28/2015	PC	12/04/2015	115173	SHRIFT, PETER R.	203	Longevity Pay	384.40
11/28/2015	PC	12/04/2015	115174	SCHLAPPI, JAMES L.	204	Longevity Pay	310.96
11/28/2015	PC	12/04/2015	115175	UMULIS, MATTHEW T.	205	Longevity Pay	176.99
11/28/2015	PC	12/04/2015	115176	HANKINS, SCOTT A.	208	Longevity Pay	423.58
11/28/2015	PC	12/04/2015	115177	ORBAN, BARBARA K.	209	Longevity Pay	85.23
11/28/2015	PC	12/04/2015	115178	ROLOFF, ROBERT P.	304	Longevity Pay	423.58
11/28/2015	PC	12/04/2015	115179	RILEY, DENISE M.	306	Longevity Pay	86.95
11/28/2015	PC	12/04/2015	115180	WURST, RANDALL W.	411	Longevity Pay	262.22
11/28/2015	PC	12/04/2015	115181	MAYER, SHELLEY L.	412	Longevity Pay	257.35
11/28/2015	PC	12/04/2015	115182	HILLING, NICHOLAS A.	413	Longevity Pay	84.38
11/28/2015	PC	12/04/2015	115183	MEIER III, CHARLES A.	421	Longevity Pay	89.35
11/28/2015	PC	12/04/2015	115184	NISWANDER, JOSEPH F.	504	Longevity Pay	375.72
11/28/2015	PC	12/04/2015	115185	SWEM, DONALD L.	512	Longevity Pay	152.74
11/28/2015	PC	12/04/2015	115186	SWEM, DONALD L.	512		1,789.96
11/28/2015	PC	12/04/2015	115187	EATON, BRAD A.	515	Longevity Pay	138.91
11/28/2015	PC	12/04/2015	115188	WILSON, TIMOTHY J.	516	Longevity Pay	89.35
11/28/2015	PC	12/04/2015	115189	WHITLEY, ANDREW T.	522		1,387.26
11/28/2015	PC	12/04/2015	115190	BROWN, STEPHANIE C.	524	Longevity Pay	170.45
11/28/2015	PC	12/04/2015	115191	ELLIOTT, PATRICK M.	600	Longevity Pay	92.35
11/28/2015	PC	12/04/2015	115192	MORRISON, KEVIN P.	601	Longevity Pay	393.72
11/28/2015	PC	12/04/2015	115193	MORRISON, KEVIN P.	601		984.78
11/28/2015	PC	12/04/2015	115194	SCHWARTZFISHER, JOS	603	Longevity Pay	235.43
11/28/2015	PC	12/04/2015	115195	HODGE, MICHAEL J.	606	Longevity Pay	310.19
11/28/2015	PC	12/04/2015	115196	HODGE, MICHAEL J.	606		1,301.11
11/28/2015	PC	12/04/2015	115197	WELLS JR., DONALD E.	609	Longevity Pay	330.72
11/28/2015	PC	12/04/2015	115198	BRADLEY, KELLY R.	614	Longevity Pay	140.45
11/28/2015	PC	12/04/2015	115199	JOHNSON, STEVEN P.	617	Longevity Pay	255.68
11/28/2015	PC	12/04/2015	115200	JOHNSON, STEVEN P.	617		1,274.30
11/28/2015	PC	12/04/2015	115201	JONES, ROBERT F.	618	Longevity Pay	85.23
11/28/2015	PC	12/04/2015	115202	BISHAW, JAMES H.	633		332.60
11/28/2015	PC	12/04/2015	115203	HERRIMAN, COBY M.	654		229.58
11/28/2015	PC	12/04/2015	115204	BOSS JR, DALE E.	701		1,116.30
11/28/2015	PC	12/04/2015	115205	CRAIN, CODY A.	784		29.09
11/28/2015	PC	12/04/2015	115206	HOLM, ARTHUR R.	791		142.46
11/28/2015	PC	12/04/2015	115207	HEID, THOMAS J	802	Longevity Pay	343.17
Grand Totals:			103				84,130.37

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Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/28/2015	12/04/2015	115208	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	248.46
11/28/2015	12/04/2015	115209	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	166.74
11/28/2015	12/04/2015	115209	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	311.79
11/28/2015	12/04/2015	115210	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 11/28/	32.00
11/28/2015	12/04/2015	115211	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,361.16
11/28/2015	12/04/2015	115212	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
11/28/2015	12/04/2015	115213	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	525.02
11/28/2015	12/04/2015	115214	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
11/28/2015	12/04/2015	115215	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	245.00
11/28/2015	12/04/2015	115216	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	2,073.09
Grand Totals:		10				5,515.09

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Check Number	Payee	Amount
12/08/2015		
115217	AIRGAS USA LLC	1,253.41
115218	ALL-PHASE ELECTRIC SUPPLY CO.	458.86
115219	AMCOMM TELECOMMUNICATIONS IN	4,245.00
115220	AMERICAN WASTE INC.	2,210.36
115221	ARCADIA BENEFITS GROUP INC	25.00
115222	AVFUEL CORPORATION	7,622.17
115223	BAKER COLLEGE OF CADILLAC	55.00
115224	BARNES & THORNBUR LLP	690.00
115225	BEAUVAIS, PAUL	75.00
115226	BELDING TANK TECHNOLOGIES	129.00
115227	BENNETT, LEE	75.00
115228	BILL'S FARM MARKET	1,732.50
115229	BLUETARP FINANCIAL	39.99
115230	BULBS.COM	104.80
115231	CARDINAL CARPET CLEANING	280.00
115232	CENTRAL DRUG STORE	81.52
115233	CHARLEVOIX COLLISION INC.	245.00
115234	CINTAS CORPORATION	116.54
115235	CINTAS CORPORATION #729	79.98
115236	CITY OF CHARLEVOIX - UTILITIES	24,629.62
115237	COOK FAMILY FARMS	15.00
115238	COVEYOU FARMS LLC	42.00
115239	CUMMINS BRIDGEWAY LLC	2,791.98
115240	DCASSESSING SERVICES	4,371.08
115241	DeROSIA, PATTY	41.00
115242	DeWILDT, DEAN	128.82
115243	DHASELEER, CARL	10.00
115244	DOAN, GERARD	41.00
115245	DORAN, JUSTIN J.	203.54
115246	DOSKOCH, JOHN	21.18
115247	DOYLE, ANNIE	41.00
115248	DUERR, JOHN	33.00
115249	DXE MEDICAL INC	314.00
115250	EJ EQUIPMENT INC	243.51
115251	ELHORN ENGINEERING COMPANY	1,006.00
115252	ELLIOTT, PATRICK M.	41.00
115253	ELLSWORTH FARMER'S EXCHANGE	16.50
115254	EMERGENCY MEDICAL PRODUCTS I	705.55
115255	ENERCO CORPORATION	700.00
115256	EVANS, HAL	41.00
115257	FARMER WHITE'S	52.00
115258	FASTENAL COMPANY	23.84
115259	FISHER SCIENTIFIC	511.90
115260	FOX CHARLEVOIX FORD	377.60
115261	FREIDINGER, REED	33.00
115262	GOLDING, JOYCE	41.00
115263	GOVERNMENTAL PRODUCTS INC.	592.00
115264	GREAT LAKES ELEVATOR LLC	319.50

Check Number	Payee	Amount
115265	GREAT LAKES PIPE & SUPPLY	623.37
115266	GRP ENGINEERING INC.	1,081.54
115267	HACH COMPANY	981.00
115268	HANKINS, SCOTT	41.00
115269	HARRIS, RUTH	51.64
115270	HARWOOD GOLD	13.00
115271	HEAVEN SENT ADOPTION SERVICES	76.03
115272	HEID, THOMAS J.	41.00
115273	HEP'S HOMEBAKED GRANOLA	13.00
115274	HERBSTER, ROBERT	27.50
115275	HEYDLAUFF, MARK L	41.00
115276	HOLIDAY COMPANIES	6,251.53
115277	HYDE SERVICES LLC	1,455.08
115278	IDEXX DISTRIBUTION INC.	192.58
115279	INDUSTRIAL MARKETING	185.16
115280	INTERWATER FARMS INC	245.00
115281	JERRY'S TIRE	1,238.96
115282	JOBA, ROBERT	111.50
115283	JTHOMAS PARTS	60.98
115284	KIRINOVIC, THOMAS	41.00
115285	KLOOSTER, ALIDA K.	41.00
115286	KSS ENTERPRISES	323.88
115287	LAKE, AMY	100.00
115288	LANDSCAPE FORMS INC.	10,440.00
115289	LEESE, M. CHRIS	126.50
115290	LEWIS, KRISTEN	187.00
115291	LIGHT, BRAD	16.50
115292	LOTTIE'S BAGELS	24.00
115293	MATELSKI LUMBER CO	775.92
115294	MCCARDEL CULLIGAN-PETOSKEY	50.00
115295	McGINN, KELLY	41.00
115296	MDC CONTRACTING LLC	6,623.33
115297	MDS OF MICHIGAN INC	521.98
115298	MEIER III, CHARLES A.	35.50
115299	MICHIGAN MUNICIPAL LEAGUE	49.50
115300	MICHIGAN MUNICIPAL LEAGUE	10,436.00
115301	MICHIGAN WATER ENV ASSOC	275.00
115302	MIDSTATE SECURITY	459.00
115303	MYER, ELIZABETH A.	63.37
115304	NEOFUNDS BY NEOPOST	11.10
115305	NETSOURCE ONE INC.	534.00
115306	NMFCA	25.00
115307	NORTHERN FIRE & SAFETY INC.	66.00
115308	ORBAN, BARBARA	14.00
115309	OTEC	327.10
115310	OTSEGO CRANE & HOIST CO.	145.20
115311	PANOFF, ZACH	41.00
115312	PAPINEAU, CHRIS	78.00
115313	PELKY, WALTER	61.75

Check Number	Payee	Amount
115314	POLLARD WATER	831.36
115315	POND HILL FARM LLC	21.00
115316	POWER LINE SUPPLY	1,893.29
115317	PROVIDENCE FARM LLC	41.00
115318	RIETH-RILEY CONST CO INC	1,224.81
115319	ROLOFF, ROBERT	41.00
115320	ROSIN, GLENN	220.00
115321	RUSTIC BAKER	33.00
115322	SECURITY SANITATION INC.	177.42
115323	SELPH, EMILY	235.00
115324	SHARROW, JACOB	1,000.00
115325	SHORELINE POWER SERVICES INC.	694.63
115326	SIEGRIST, DAVID	20.00
115327	STATE OF MICHIGAN	38,517.73
115328	SUPERIOR MECHANICAL	253.39
115329	SWEM, DONALD L.	41.00
115330	SYSTEMS SPECIALISTS INC	1,000.00
115331	TEDDY, MICHAEL	27.27
115332	TERMINAL SUPPLY CO	248.26
115333	TEUNIS, STEVEN	41.00
115334	THE ANTENNA FARM	109.45
115335	THORP, JOSEPH	138.83
115336	TILLEY, MICHAEL	220.00
115337	TRAVERSE REPRODUCTION	148.51
115338	TRUCK & TRAILER SPECIALTIES	389.11
115339	UMULIS, MATTHEW	128.00
115340	UP NORTH PROPERTY SERVICES LL	714.00
115341	WAY, JOANN	33.00
115342	WEBER, KRYSTAL	100.00
115343	WELLER, LINDA	41.00
115344	WHITLEY, ANDREW	14.00
115345	WINDER POLICE EQUIPMENT	151.58
115346	WOOD SHOP, THE	680.00
115347	WORK & PLAY SHOP	2.81
115348	WYMAN, MATTHEW A.	41.00
Total 12/08/2015:		151,043.70
Grand Totals:		151,043.70

<u>Check Number</u>	<u>Payee</u>	<u>Amount</u>
11/16/2015		
111615001	MICHIGAN PUBLIC POWER AGENCY	7,651.76
	Total 11/16/2015:	7,651.76
	Grand Totals:	7,651.76

Check Number	Payee	Amount
11/18/2015		
111815001	DTE ENERGY	578.81
Total 11/18/2015:		578.81
Grand Totals:		578.81

Check Issue Date	Check Number	Payee	Amount
112015001			
11/20/2015	11201500	**EFTPS* Payroll Taxes	8,097.12
11/20/2015	11201500	**EFTPS* Payroll Taxes	8,097.12
11/20/2015	11201500	**EFTPS* Payroll Taxes	1,893.67
11/20/2015	11201500	**EFTPS* Payroll Taxes	1,893.67
11/20/2015	11201500	**EFTPS* Payroll Taxes	12,544.43
Total 112015001:			
	5		32,526.01
112015002			
11/20/2015	11201500	Alerus Financial	420.00
Total 112015002:			
	1		420.00
112015003			
11/20/2015	11201500	STATE OF MICHIGAN	4,797.37
Total 112015003:			
	1		4,797.37
112015004			
11/20/2015	11201500	Vantagepoint - 401 Plan 109153	686.21
Total 112015004:			
	1		686.21
112015005			
11/20/2015	11201500	Vantagepoint - 457 Plan 300959	5,371.58
11/20/2015	11201500	Vantagepoint - 457 Plan 300959	463.08
11/20/2015	11201500	Vantagepoint - 457 Plan 300959	1,772.99
11/20/2015	11201500	Vantagepoint - 457 Plan 300959	5,378.03
Total 112015005:			
	4		12,985.68
Grand Totals:			
	12		51,415.27

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Check Number	Payee	Amount
11/20/2015		
112015006	MERS	25,321.12
Total 11/20/2015:		25,321.12
Grand Totals:		25,321.12

Check Number	Payee	Amount
11/23/2015		
112315001	MICHIGAN PUBLIC POWER AGENCY	10,318.39
Total 11/23/2015:		10,318.39
Grand Totals:		10,318.39

Check Number	Payee	Amount
11/25/2015		
112515001	MICHIGAN PUBLIC POWER AGENCY	304,736.36
Total 11/25/2015:		304,736.36
Grand Totals:		304,736.36

Check Number	Payee	Amount
11/30/2015		
113015001	MICHIGAN PUBLIC POWER AGENCY	8,460.66
Total 11/30/2015:		8,460.66
Grand Totals:		8,460.66

Check Issue Date	Check Number	Payee	Amount
120415001			
12/04/2015	12041500	**EFTPS* Payroll Taxes	7,926.76
12/04/2015	12041500	**EFTPS* Payroll Taxes	7,926.76
12/04/2015	12041500	**EFTPS* Payroll Taxes	1,853.88
12/04/2015	12041500	**EFTPS* Payroll Taxes	1,853.88
12/04/2015	12041500	**EFTPS* Payroll Taxes	11,934.02
Total 120415001:			
	5		31,495.30
120415002			
12/04/2015	12041500	Alerus Financial	420.00
Total 120415002:			
	1		420.00
120415003			
12/04/2015	12041500	STATE OF MICHIGAN	4,597.17
Total 120415003:			
	1		4,597.17
120415004			
12/04/2015	12041500	Vantagepoint - 401 Plan 109153	686.22
Total 120415004:			
	1		686.22
120415005			
12/04/2015	12041500	Vantagepoint - 457 Plan 300959	5,396.58
12/04/2015	12041500	Vantagepoint - 457 Plan 300959	422.56
12/04/2015	12041500	Vantagepoint - 457 Plan 300959	1,796.04
12/04/2015	12041500	Vantagepoint - 457 Plan 300959	5,598.16
Total 120415005:			
	4		13,213.34
Grand Totals:			
	12		50,412.03

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Check Number	Payee	Amount
12/08/2015		
2621	CHARLEVOIX COUNTY TREASURER	3,547.43
2622	CHARLEVOIX COUNTY TREASURER	49.06
2631	CHARLEVOIX DISTRICT LIBRARY	8.87
2632	CHARLEVOIX PUBLIC SCHOOLS	4,127.61
2633	CHARLEVOIX PUBLIC SCHOOLS	634.44
2634	CHARLEVOIX PUBLIC SCHOOLS	30.13
2635	CHARLEVOIX PUBLIC SCHOOLS	308.72
2636	CHARLEVOIX PUBLIC SCHOOLS	66.26
2637	CITY OF CHARLEVOIX - TAXES DUE	4,137.06
2638	RECREATIONAL AUTHORITY	1.61
Total 12/08/2015:		12,911.19
Grand Totals:		12,911.19

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to Support Grant Applications for Grand Traverse Band of Ottawa and Chippewa Indians

DATE: December 7, 2015

PRESENTED BY: Michelle Cyr, Colorado Challenge
Ginger Stevens, Joppa House
Gail DeMeyere, Charlevoix Circle of Arts

ATTACHMENTS:

1. Grant Application from Charlevoix Circle of Arts
2. Grant Application for Colorado Challenge
3. Grant Application for Joppa House

BACKGROUND INFORMATION: The Grand Traverse Band of Ottawa and Chippewa Indians requires a local unit of government to endorse all grant submittals. Attached are three grant applications for Council's consideration. The Charlevoix Circle of Arts is seeking \$12,500 to assist in the funding for their arts education programs. The total budget for the Circle is \$39,980. A portion of the request will be used for a Native American exhibition that is scheduled for April-May 2016. Colorado Challenge is seeking \$5,000 to assist in funding their week long adventure camp to the Rocky Mountains. The total budget for the trip is \$39,980. Joppa House Ministries is asking for \$15,500 for its women's transitional home. The total budget for the House is \$77,250.

RECOMMENDATION: Motion from Council to support the grant applications from the Charlevoix Circle of Arts, Colorado Challenge, and Joppa House Ministries and to forward the grant applications to the Grand Traverse Band of Ottawa and Chippewa Indians for their consideration.

9. What are the start and completion dates of the proposed project?

Start January 1, 2016 Completion December 31, 2016

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

YES NO. If yes, please list the start and end dates and amount:

- and amounts:

11. Are all of the previous allocations expended? YES NO.

If no, what are the start and end dates and amounts:

- and amounts:

12. Is the proposed project new or a continuation project ?

If this is a continuation project, please explain why there is a need to continue funding:

Education for the arts is an ongoing mission for the Charlevoix Circle of Arts. We are finding it increasingly difficult to provide meaningful programming without the support of grants and community support.

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

Gaming does bring more people to the Charlevoix area and when they visit, they are made aware of the impact the arts have on a community to connect people and cultures.

14. How will the success of the project be assessed (evaluation plan)?

We will be able to evaluate the success of our programming by community participation, scholarship applications and an exit survey requested from the patrons.

15. If new staff is required, will preference be given to Native American applicants?

YES NO.

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

Note: A final report on expenditure of funds and project results will be due to the Tribal Council 30 days after project completion.

BEFORE YOU MAIL, PLEASE REMEMBER TO:

- 1) **Execute authorized signature**
- 2) **Attach 1-page budget**
- 3) **Submit before the deadline from the cover letter you received**

Revenues:	Proposed Project Revenue
GTB of Ottawa and Chippewa Indians	\$12,500.00
Individual and Corporate Gifts	\$2,800.00
Membership Income	\$4,000.00
In-Kind Support	\$4,000.00
Class Fees	\$13,000.00
Total Revenue:	\$35,980.00

Expenses:	Proposed Project Expenses
Salaries	\$14,000
Scholarships	\$10,500.00
Supplies	\$4,360
Equipment	\$2,070
Advertising	\$800
Postage and Delivery	\$200.00
Building Usage/Utilities	\$4,050
Total Expenses:	\$35,980.00

RECEIVED

OCT 29 2015

CITY OF CHARLEVOIX

Michelle Cyr
Northern Michigan Colorado Challenge President
4080 Lakeshore Drive
Charlevoix, MI 49720
October 27, 2015

The Grand Traverse Band of Ottawa and Chippewa Indians
2605 N. West Bay Shore Drive
Peshawbestown, Mi 49682-9275

Dear Tribal Council Members:

I would like to thank you for your time and consideration in our grant request for \$5000.00. I would also like to thank you for the time and generous monies we have received from you in prior years.

Northern Michigan Colorado Challenge has been active since 1998. We serve several Northern Michigan counties, touching the lives of teenagers through this camp. With the generous support of people like you, we have been able to assist and fully fund many teenagers in attending our camp. Most of our teenagers come from underprivileged, low-income and foster homes. We have helped over 500 teenagers attend our camp since 1998. With adult volunteer chaperones, we accompany and help fund the teenagers in attending our camp. It is a week spent in the Colorado Mountains with adventure, fun and fellowship. The camp allows the teenagers to experience a chance to step out of the bubble of their normal lives and provide them with valuable building blocks for making decisions that will affect the rest of their lives, as well as help them to recognize that they are special and valuable. Most of the youth that have gone on this trip find themselves reflecting on their lives and what direction their lives are headed in. Easing the cost of this trip allows many teenagers the opportunity to attend and experience it for the first time.

As the President and a chaperone of Colorado Challenge, I have witnessed firsthand the joy of being such an integral part in helping these teenagers experience this camp. Lifelong relationships have been established with many of the teenagers and watching them in their communities has been a rewarding experience. I encourage you to look through our brochure and feel free to contact me regarding our program. Thank you again for your consideration in our request.

Sincerely,

Michelle Cyr

9. What are the start and completion dates of the proposed project?

Start 6/18/2016 Completion 6/26/2016

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

YES NO. If yes, please list the start and end dates and amount:

February 2015 - _____ and amounts: \$4000.00

December 2011 - _____ \$2218.45

February 2011 - _____ \$6000.00

11. Are all of the previous allocations expended? YES NO.

If no, what are the start and end dates and amounts:

_____ - _____ and amounts: _____

_____ - _____ _____

_____ - _____ _____

_____ - _____ _____

12. Is the proposed project new _____ or a continuation project ?

If this is a continuation project, please explain why there is a need to continue funding:

Our desire is take a new group of teenagers each year to camp. Through scholarship support based on need, we try to offset and fully fund some of the cost to allow the teenagers to attend. This past year, we were only able to accomodate 22 teenagers with our funds, but our goal this year would be to take 33 teenagers.

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

Gaming not only provides entertainment, but also provides our communities with jobs. This in turn allows for generous donations to fund programs such as ours by giving back to the community. Our program provides values to teenagers to make them more productive members of society.

14. How will the success of the project be assessed (evaluation plan)? Changed attitudes with a desire to be more aware of self actions in society, as well as the implications of life choices marks the success of our program.

15. If new staff is required, will preference be given to Native American applicants?

YES NO All staff are volunteer.

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

Note: A final report on expenditure of funds and project results will be due to the Tribal Council 30 days after project completion.

BEFORE YOU MAIL, PLEASE REMEMBER TO:

- 1) Execute authorized signature
- 2) Attach 1-page budget
- 3) Submit **before the deadline from the cover letter you received**

2016 Budget for Colorado Challenge Teen Program

Total cost per student camper-\$700.00

Cost includes food, lodging, activities while at camp and travel between Michigan and Colorado.

Included in the above costs:

1. Van rental approx. \$1300.00/van
2. Fuel approx. \$1000.00/van
3. 33 students/ \$700.00/per student

All chaperones are volunteer.

Grand Total with 3 vans and 33 students:

33 students-\$23,100.00

3 vans-\$2,600.00-3,900.00 (One van is usually donated from a church)

3 vans fuel cost-\$3000.00

Grand total= \$27,875.00-29,175.00

Northern Michigan Colorado Challenge Board of Directors

President- Mrs. Michelle Cyr

Vice-President/Treasurer- Mr. Lawrence Bergmann

Secretary- Mrs. Judy Wheat

Board Members- Mr. Micheal Wheat, Mr. Roger Cyr, Mrs. Stacey Elcoate, Mrs. Michelle Cyr

October 2, 2015

The Grand Traverse Band of Ottawa and Chippewa Indians
2605 N. West Bay Shore Drive
Peshawbestown, MI 49682

To Whom it May Concern:

As the former City Manager of Charlevoix, I have had the utmost privilege to assist Colorado Challenge in obtaining grant funding for their annual trips out west. The youth excursions have had a tremendously positive impact on many local teenagers helping to build confidence, physical skills and spiritual development.

I have spoken to many past participants who have told joyful and sometimes terrifying stories of the physical and mental challenges of the program that tested their mettle showing them the infinite potential that lies deep within all of us. I am sure that the trip to Colorado for many participants was a "gamechanger" allowing them to not only explore the vast beauty of Colorado, but more importantly, to explore the inner workings of their value and belief systems which is the backbone of their character. I say with the utmost confidence that the Colorado Challenge program has had a profound and positive impact on Charlevoix County youth.

Although you will have many valuable programs asking for grant funding, please give the strongest consideration to funding the Colorado Challenge. It is a wise and prudent investment into our great resource-our local youth!

Sincerely,



Rob Straebel
Petoskey City Manager



CHARLEVOIX COUNTY SHERIFF'S OFFICE

W.D. (Don) Schneider, Sheriff
Chuck Vondra, Undersheriff
Derek Gaylord, Jail Administrator
Deb Storm, Office Manager

October 6, 2015

To Whom It May Concern,

As Sheriff of Charlevoix County, I would like to submit this letter of endorsement for the application to the Colorado Challenge grant.

I belong to the Street Legends Car Club, in Charlevoix, who for many years have donated funds to Colorado Challenge to allow at least one young person to participate in the trip.

I believe the Colorado Challenge is a very worthy experience for all involved. The grant funds would provide the opportunity for more young adults to explore nature and themselves spiritually. This Colorado trip is a life changing event for many of those who attend.

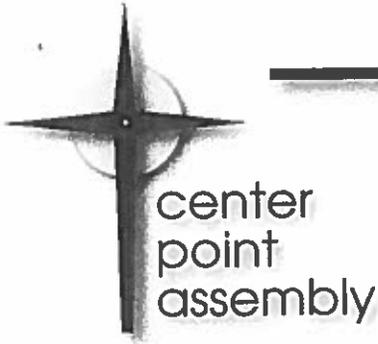
Thank you for this opportunity to express my support of this grant.

Respectfully submitted,

W.D. (Don) Schneider
Sheriff

WDS:djs





Pastor Mike Way • cell: 810-599-4998
pastormikeway@gmail.com



October 21, 2015

Colorado Challenge is a special opportunity that blends the fun and excitement of the mountains and white water rivers of Colorado with a challenge of the Good News of the Gospel and brings them together in a unique way that young people can appreciate.

Having the opportunity to experience this as a counselor, I can wholeheartedly support this ministry. This is vitally important today because the world our teens are experiencing on a daily basis is so hard and confusing. This week long journey beginning on the ride out and through all the activities and chapel sessions brings an opportunity for a life change in many of these young people...

As a pastor and a parent, I'm very supportive of the message that is placed in the heart of every camper that attends the Colorado Challenge event.

I would urge every organization or individual that is able to financially support this organization to do so as a way to support the youth in our community. Whether the young person walks away with a new understanding and relationship with God or not, I know they will have a new respect for people that care enough for them to take the time and the money to feed into their life.

Thank you for you time and consideration for financially supporting Colorado Challenge. I cannot speak more highly of this organization.

Faithfully,

Pastor Mike Way

centerpointassembly.com

ph: 231-547-6430 • fax: 231-547-4760 • 05291 M-66 North • PO Box 527 • Charlevoix, MI 49720

October 5, 2015

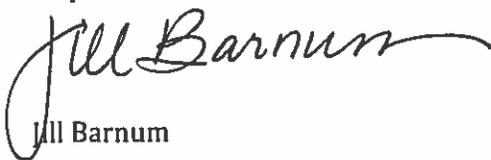
To the Board of the *Grand Traverse Bay Ottawa and Chippewa Indians*:

I am writing in support of the Colorado Challenge Program in the Charlevoix community. Each year, this amazing program connects youth in Charlevoix and surrounding communities by making a road trip to a camp in Colorado where they bond together over a common faith. Yet, Colorado Challenge isn't just for the kids whose faith is already strong. It also allows kids without a strong religious foundation a chance to see what Christianity has to offer and build that strong faith-based foundation. Many of the kids who attend Colorado Challenge are searching for answers and what more life has to offer—something real to ground them. This program is perfect for them. Similarly, those who already have a strong religious background grow as well, deepening their existing faith.

I personally had the pleasure of being a trip chaperone four years ago myself, and what unfolds during this week is truly incredible—impossible to capture in mere words. The value of such an experience simply cannot be overstated, and I could only wish that all young adults could have the chance to attend. No matter how strongly rooted in individual beliefs, every individual walks away from Colorado Challenge a better and stronger person—students and adults alike. The program offers a chance to *talk, connect, bond, pray* and ultimately *grow* with others who they may never have connected with otherwise—away from the distractions of everyday life and in a place where they can reconnect with nature and simplicity, focusing on what *really* matters. Kids witness nature's beauty in new ways, rappel down cliffs, hike to the top of Pike's Peak, mountain bike and climb over new terrain, and so much more.

The personal growth and bonds of trust and friendship created on Colorado Challenge are something I pray my own children can experience someday when they are of age. It's truly remarkable. Please support Colorado Challenge so local kids continue to get this unique opportunity to grow as individuals and strengthen their faith in ways unmatched. Thank you for your consideration.

Respectfully,



Jill Barnum

Teacher, Charlevoix Middle/High School



CHARLEVOIX COUNTY SHERIFF'S OFFICE

W.D. (Don) Schneider, Sheriff
Chuck Vondra, Undersheriff
Derek Gaylord, Jail Administrator
Deb Storm, Office Manager

October 6, 2015

To Whom It May Concern,

My name is Mike Wheat and I am writing this letter in support of a grant application for Colorado Challenge.

I have been privileged to have participated in the Colorado Challenge trip nine or ten times with approximately 33 young people and several adults each trip. Our groups of young people making these trips to Colorado are very unique in that we take young people who are "normal" young people who are from foster homes, young people from broken homes, young people with addictions, young people who are in the court system, young people with low self-esteem and young people from many other walks of life.

I believe every young person who returns to Northern Michigan from this trip has felt the trip itself was great, giving them opportunities to do activities they never would have been able to experience. More importantly, these are young people in our group who have experienced a truly life changing event. A combination of self-esteem building activities, chapel services with great speakers and the touch of God in the mountains has positively affected hundreds of young people in great and wonderful ways.

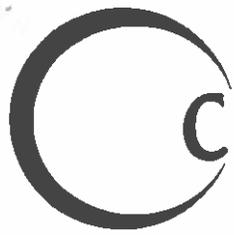
Your grant money will help to change the lives of many young people, many of them who financially would not have this chance without it.

Respectfully submitted,

Michael W. Wheat

MWW:djs





Charlevoix Public Schools

Learning Success for All

October 12, 2015

To Whom It May Concern:

The Colorado Challenge is a great opportunity for the area youth. They are pulled outside their environment and put in a wholesome, outdoor experience surrounded by positive supportive people. The youth challenge themselves physically and mentally all while having a great time. The Colorado Challenge helps to build up good self-esteem and core values.

The students that return from the event all talk about what a great experience it is and hope to be able to go the next year.

Sincerely,

Suzanne Klinger, Principal

Charlevoix Public Schools
Administrative Office
104 E. St. Mary's Drive
Charlevoix, MI 49720
231.547.3200 p
231.547.0556 f

Charlevoix Elementary School
13513 Division Street
Charlevoix, MI 49720
231.547.3215 p
231.547.3150 f

Charlevoix Middle School
108 E. Garfield Street
Charlevoix, MI 49720
231.547.3206 p
231.547.3244 f

Charlevoix High School
05200 Marion Center Road
Charlevoix, MI 49720
231.547.3222 p
231.547.3154 f

Preparing You For Life:

Let's face it, life is a crazy journey. Colorado Challenge is your chance to come to Colorado and get equipped for whatever comes next in your life. From crazy new adventures to sitting under a star filled sky with friends.

You'll have the chance to engage in life changing experiences and conversations that will help in your life journey.

What's Next?

If you find that you are interested in going to Colorado or learning more out about this awesome experience please contact:

Lawrence Bergmann (231)547-2152

Chele Cyr (231)675-8588

Check us out on Facebook by searching for:
Colorado Challenge - Northern Michigan

Mission Statement

We want to engage students in a faith filled, life impacting experience that points student's hearts' toward Christ, and His love for them-so that they may realize they were created for a purpose and have amazing worth in His eyes.

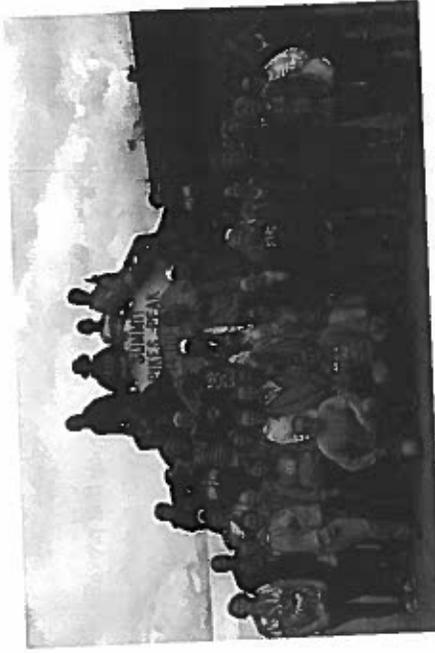
They are a masterpiece!

COLORADO CHALLENGE



Quaker Ridge Campground

<http://quakeridgecamp.org>



YOUR ADVENTURE AWAITS

COLORADO CHALLENGE
714 Pursons Road, Charlevoix MI 49720
(231)547-2152

email: coloradochallenge@gmail.com



Friendships, trust, new experiences, laughter, excitement, challenges all in a week!

What is Colorado Challenge?

Colorado Challenge is a not-for-profit group that provides life-changing, adventure based experiences for high school students. These adventures center around the spiritual and personal growth.

If you are in high school, this is an opportunity to step away from the same old routine and really discover yourself. You will be mentored by quality staff, and encouraged by your friends (old & new) as you challenge yourself with activities like rock climbing, rappelling, white water rafting, and so much more.

During down time, the camp has tons of additional activities to choose from such as horseback riding, swimming, rifle ranges, high & low ropes course, mountain biking, paintball and hiking in beautiful Colorado!

BUILDING TRUST IN GOD & RELATIONSHIPS



Billings



Salt Lake City

Denver

Woodland Park, CO

Kansas City



Oklahoma City

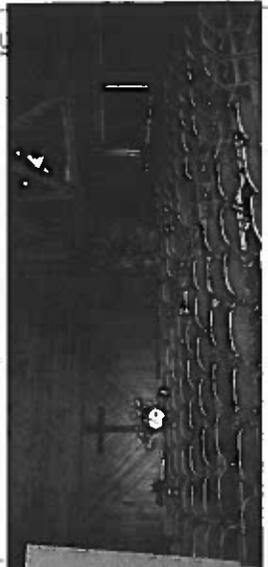
Las Vegas



Phoenix

110W

Albuquerque



**Tribal Council Allocation of 2% Funds
Application Form**

PLEASE NOTE:

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

***ONLY LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% GRANTS.**

1. Allocation Cycle: _____ June _____ Submission Date – June 30th
 X_____ December X_____ Submission Date – December 31st

2. Name of Applicant: _____ City of Charlevoix - Joppa House Ministries _____
 Address: _____ 210 State St. _____
 _____ Charlevoix, MI 49720 _____
 Phone #: _____ 231-547-3270 Fax #: _____ 231-547-3617 _____
 Authorized Signature: _____
 Printed Name: _____ Mark Heydlauff _____
 Title: _____ City Manager _____
 Contact person: Name: _____ Mark Heydlauff _____
 Telephone #: _____ 231-547-3270 Fax #: _____ 231-547-3617 _____

3. Type of Applicant: X_____ Local Government _____ Local Court
 _____ Township _____ County Commissioner _____ Road Commission
 _____ Public School District _____ College _____ Charter School
 _____ Public Library _____ Sheriff/Police Department _____ Fire Department

4. Fiscal Data: Amount Requested: \$ 15,500.00 Percent: 20 %
 Local Leveraging: \$ 62,020.00 Percent: 80 %
 (Match)
 Total Budget: \$ 77,520.00 Percent: 100 %

5. Target Population: X_____ Children X_____ Adults X_____ Elders
 _____ Total GTB member Community _____ Others
 (Indicate the number of GTB members)

6. Counties Impacted: X _____ Antrim _____ Benzie X _____ Charlevoix
 X _____ Grand Traverse _____ Leelanau _____ Manistee

7. Brief Description (purpose of funding); include statement of need:

JOPPA HOUSE MINISTRIES (A 501c3 non-profit ministry of Third Day Fellowship & Outreach Inc.) - Joppa House Women's Transitional Home is a 6-18 month mentoring program for women and children; addressing the issue of homelessness and under-employment among women. The home empowers residents to successfully sustain independent housing and become gainfully employed members of the community. The Joppa House model is based on a six month life skills course that covers topics including household management, identifying safe relationships, parenting skills, community involvement, spiritual development, continuing education, job preparation and budgeting. Collaboration with other community resources takes place through referrals for additional concerns including substance abuse, mental health and domestic violence. The purpose of the requested funding will allow our staff to fund food needs and other operational house expenses (\$9080.00), offer child care to assist women in employment needs (\$2500.00), and assist with a portion of the utilities (\$7300.00). Joppa House currently houses four women, four full-time children, two part-time children plus the Director/Innkeeper who supervises the home on a full-time basis.

8. This question only pertains to Public School Systems. If you are not a Public School system, skip to question 9.

(a) **Program formula: (1) \$5,000. Per school + (\$1,000 x # of GTB member students) = allocation.**

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000 per school, based on the school's GTB membership count.

(b) Recommendation from Parent Committee: _____ YES _____ NO

(c) Describe parent involvement in project: _____

(d) Does the school receive Title IX Indian Education Funds? _____ YES _____ NO

If yes, how much: _____

9. What are the start and completion dates of the proposed project?

Start Jan. 1, 2016 Completion Dec. 31, 2016

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

X YES NO. If yes, please list the start and end dates and amount:

Jan. 1, 2013 - Dec. 31, 2013 and amounts: \$7,405.00

Jan. 1, 2014 - Dec. 31, 2014 \$15,000.00

11. Are all of the previous allocations expended? X YES NO.

If no, what are the start and end dates and amounts:

_____ - _____ and amounts: _____

_____ - _____ _____

_____ - _____ _____

_____ - _____ _____

12. Is the proposed project new _____ or a continuation project X?

If this is a continuation project, please explain why there is a need to continue funding:

Joppa House Women's Transitional Home is a 501c3 Non-Profit Organization totally dependent on private contributions and grant funding. Joppa House opened in July 2014 after a two-year total renovation project to provide transitional housing for women and their children who are homeless or are facing homelessness. Joppa House provides a safe, rehabilitative environment for women to learn the life skills they are lacking to sustain independent living, consequently adequately providing for their children. Length of residency is not to exceed 18 months.

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

Gaming in Northern Michigan increases both the permanent and transitory populations in our area. Joppa House transitional housing offers shelter and employment support to both Casino patrons and employees. The Casino also has the potential to be a source of employment for Joppa House residents.

14. How will the success of the project be assessed (evaluation plan)? The evaluation of the success of the Joppa House concept will be measured both quantitatively and qualitatively. Joppa House analyzes quantitative success based on the number of persons (women and children) who receive services during a fiscal year. In addition, quantitative success will be determined on the number of residents who have sustained employment during and post participation in residency, as well as the number of participants who successfully sustain independent housing for a minimum of one year after completing and graduating from the program. Joppa House has been in operation for 16 months. Three of nine residents have graduated thus far from our program, meeting all residency requirements, such as procuring full-time employment, completing our life skills curriculum 'STEPPING STONES', and achieving the short-term goals they have set for themselves in their case management profile. Two more women are ready to enter independent living as soon as housing becomes available. Two women were evicted due to non-compliance, with one of the two re-entering the program after a six month probationary period. Four women currently reside at the house with their children. Qualitative success is currently being evaluated by using the participants written and oral feedback during and after completion of the program.
15. If new staff is required, will preference be given to Native American applicants?
X___ YES ___ NO *Joppa House Ministries is an Equal Opportunity Employer. Third Day Fellowship, the parent organization actively engages Native Americans for volunteer service in its outreach ministries.
16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

Note: **A final report on expenditure of funds and project results will be due to the Tribal Council 30 days after project completion.**

BEFORE YOU MAIL, PLEASE REMEMBER TO:

- 1) Execute authorized signature
- 2) Attach 1-page budget
- 3) Submit **before the deadline from the cover letter you received**

JOPPA HOUSE MINISTRIES - PROJECTED BUDGET 2016

INCOME:

Room/Board (4 residents @ \$240.00/month).	\$11,520.00
Fundraisers.	25,000.00
Memorials.	500.00
Private Contributions.	25,000.00
Grants.	15,500.00

\$77,520.00

EXPENSES:

Advertising/Promotion.	\$ 720.00
Accounting Fees.	900.00
Building Expense.	5000.00
Dues/Subscriptions.	100.00
Encouragement.	750.00
Special Events.	1500.00
Special Events/Resident Activities.	700.00
Insurance Expense.	4000.00
Landscaping/Snow Removal Expense.	350.00
House Operational Expenses	
Groceries/Food.	4000.00
Clothing/Residents.	280.00
Auto Fuel/Residents.	300.00
Operational Expenses/Other.	4500.00
Child Care Expense.	2500.00
Medical Needs/Resident.	200.00
Medical/Director.	300.00
Ministerial Expenses.	2500.00
Office Supplies.	200.00
Office Equipment/Furniture.	200.00
Payroll Expenses.	30000.00
Payroll Tax Expense.	6000.00
Postage.	400.00
Professional Fees.	320.00
Relief Fund.	3500.00
Small Tools/Equipment.	1000.00
Utilities	
Electric/Water/Sewer.	3000.00
Heat.	1800.00
Telephone.	1200.00
Trash.	300.00
Cable/Internet.	800.00
Utilities - Other.	200.00

\$77,520.00

Joppa House Ministries
Profit & Loss
 January 1 through November 3, 2015

	<u>Jan 1 - Nov 3, 15</u>
Ordinary Income/Expense	
Income	
41550 · AE - Room/Board	918.90
41551 · AE - Tithe	123.30
41552 · AE - Savings	123.30
41555 · RD - Room/Board	16.50
41600 · Room/Board - GD	
41601 · Savings - GD	-180.00
41600 · Room/Board - GD - Other	1,346.60
Total 41600 · Room/Board - GD	<u>1,166.60</u>
41625 · Room/Board - CP	
41626 · Savings - CP	-124.00
41627 · Tithe - CP	219.40
41625 · Room/Board - CP - Other	2,344.10
Total 41625 · Room/Board - CP	<u>2,439.50</u>
41650 · Room/Board - JW	
41651 · Savings - JW	-86.00
41652 · Tithe - JW	-10.50
41650 · Room/Board - JW - Other	884.00
Total 41650 · Room/Board - JW	<u>787.50</u>
41700 · Room/Board - JC	
41702 · Tithe - JC	-32.00
Total 41700 · Room/Board - JC	<u>-32.00</u>
41750 · Room/Board-EA	
41751 · Savings-EA	0.00
41752 · Tithe-EA	64.65
41750 · Room/Board-EA - Other	418.70
Total 41750 · Room/Board-EA	<u>483.35</u>
42200 · Iron Man Income	16,067.61
43000 · Memorial Contributions	395.00
49100 · Special Services Income	3,962.33
49500 · Tithes/Offerings	14,781.76
49700 · Other	3,082.26
Total Income	<u>44,315.91</u>
Expense	
60000 · Advertising and Promotion	340.00
60200 · Automobile Expense	375.00
60800 · Building Expense	4,718.85
61400 · Charitable Contributions	150.00
62500 · Dues and Subscriptions	22.86
62501 · Encouragement	574.05
62700 · Special Events	
62701 · Fundraising	274.00
62702 · Resident Activities	597.74
62700 · Special Events - Other	1,546.31
Total 62700 · Special Events	<u>2,418.05</u>
63300 · Insurance Expense	3,601.00
63800 · Landscaping Expenses	15.89
64802 · House Operational Expenses	
64804 · Groceries/Food	3,117.26
64805 · Clothing for the Residents	105.44
64806 · Gas for the Residents	149.01
64802 · House Operational Expenses - Other	3,484.89
Total 64802 · House Operational Expenses	<u>6,856.60</u>

Joppa House Ministries
Profit & Loss
January 1 through November 3, 2015

	<u>Jan 1 - Nov 3, 15</u>
64803 · Child Care Expense	2,395.50
64807 · Resident Medical Needs	103.58
64900 · Office Supplies	81.91
64901 · Office Equipment and Furniture	162.91
65200 · Outside Services	1,050.00
66000 · Payroll Expenses	21,625.07
66001 · Payroll Tax Expense	1,342.85
66500 · Postage and Delivery	386.85
66600 · Printing and Reproduction	125.00
66700 · Professional Fees	20.00
67200 · Repairs and Maintenance	463.27
67800 · Small Tools and Equipment	
67801 · Appliances	849.93
67800 · Small Tools and Equipment - Other	62.52
Total 67800 · Small Tools and Equipment	<u>912.45</u>
68600 · Utilities	
68601 · Electric	2,075.08
68602 · Heat	1,452.63
68603 · Telephone	593.87
68604 · Trash	250.00
68605 · Charter Communications	209.93
68600 · Utilities - Other	870.06
Total 68600 · Utilities	<u>5,451.57</u>
Total Expense	<u>53,193.26</u>
Net Ordinary Income	<u>-8,877.35</u>
Net Income	<u><u>-8,877.35</u></u>

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

JUN 06 2011

THIRD DAY FELLOWSHIP AND OUTREACH
C/O VIRGINIA L STEVENS
PO BOX 174
CHARLEVOIX, MI 49720

Employer Identification Number:

27-4592599

DLN:

17053116311001

Contact Person:

DEL TRIMBLE

ID# 31309

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(i)

Form 990 Required:

No

Effective Date of Exemption:

March 30, 2011

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner

Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

**STEPPING STONES
LIFE SKILLS MODULES
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THE WORLD GO 'ROUND'**

- UNIT 1 – Goals
- UNIT 2 – Budgeting
- UNIT 3 – A Place Called Home
- UNIT 4 – Managing Debt



Joppa House Ministries

Amazing Supporters

Because of supporters like you, Joppa House has graduated its first residents, preparing the way for them to transition into independent living. See page two for more photos of your support.

Upcoming Fund-raiser

Our fall fund-raiser, the Iron Man Golf Tournament, is being held all day Saturday, September 12 at the Charlevoix Country Club. If you are interested in golfing, sponsoring a golfer or in obtaining a corporate sponsorship, contact Jim at (231) 675-3470 or jmalewitz@performanceeng.com.



Celebrate success

Three residents graduate from Stepping Stones curriculum

One the first anniversary of opening Joppa House in Charlevoix, Gwen Duhart, Candy Pruitt and Joele Weld were the first graduates from the custom Stepping Stones curriculum, which offers life-skills training

in childcare, hygiene, boundaries, job skills, scheduling, authority issues, ethics, finances and budgeting, house-keeping and cooking. Classes—led by a professional social worker—involve 24 weeks of lessons.

To receive this update electronically, please like the Joppa House Facebook page and message your email address.

Joppa House Ministries • P.O. Box 174 • Charlevoix, MI 49712 • (231) 330-2643 • (231) 547-8040



Six months of growth

Throughout 2015, contributors have generously loved on the residents at Joppa House through donations in multiple forms.

Above: The Builders Club sponsored by Kiwanis Club of Charlevoix once again blessed Joppa House by donating \$275 for outdoor toys.

Upper Left: Our second Spaghetti Supper at Villager Pub raised \$2,720 in April.

Left: A previous donation by Elk's Club Lodge #2856 enabled the ministry to purchase playground equipment, which was assembled by volunteers from the Community Reformed Church.

Lower Left: Olivia Vollmer won a Kiwanis Club essay contest writing about Joppa House after meeting a child resident. Her prize included a \$50 donation to the ministry.

Below: The Win-some Women's planning committee provided scholarships for Ginger and the residents to attend the spring retreat on Mackinac Island in May.





Joppa House Ministries

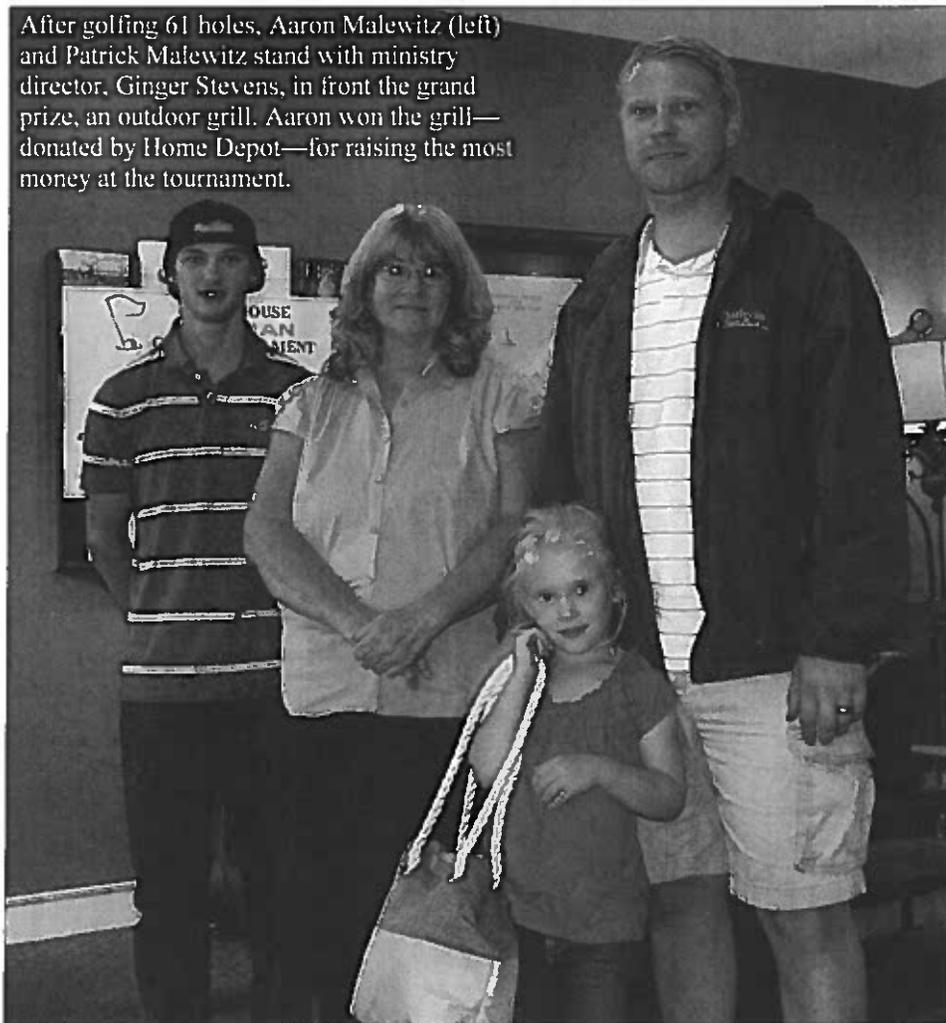
House Update

Joppa House has been opened more than a year. Three residents have graduated from the Stepping Stones curriculum, two of whom have transitioned into independent living.

We continue to welcome women and children into the house as bedrooms become available.

Through the support of the community, we press forward, appreciating every day we can invest in women and children who have found themselves homeless or facing homelessness. Their lives are precious. Our thanks to every donor, whether in finances, prayers or volunteerism.

After golfing 61 holes, Aaron Malewitz (left) and Patrick Malewitz stand with ministry director, Ginger Stevens, in front of the grand prize, an outdoor grill. Aaron won the grill—donated by Home Depot—for raising the most money at the tournament.



Iron Man finishes strong

Community, golfers raise more than \$17,000 for Joppa House

As five golfers took to the course at Charlevoix Country Club Sept. 12, they were back by hundreds of supporters who donated thousands of dollars to Joppa House through the second annual Iron Man Golf Tour-

ament. The golfers had from 7 a.m. to dusk to golf as many holes as possible. They were sponsored for a designated dollar amount per hole or by a set total amount. Aaron Malewitz (top left in the photo) played 61 holes (see page 2)

To receive this update electronically, please like the Joppa House Facebook page and message your email address.

Joppa House Ministries • P.O. Box 174 • Charlevoix, MI 49720 • (231) 330-2643 • (231) 547-8040



Give thanks to the Lord, for he is good; his love endures forever.

I Chronicles 16:34

(Continued from page 1)

to raise more than \$5,500. Between Aaron and his older brother, Patrick, more than \$10,480 was raised.

"We made a lot of phone calls asking people to sponsor them for the golf tournament," said their father, Jim Malewitz, who organized the fund-raiser in partnership with Luan Jackson. "We were pleased to see that people were happy to support Joppa House. We were only told no one time."

"I'm in awe of God, of how faithful He is," said Joppa House Director Ginger Stevens. "To see more than \$17,000 raised to help us keep Joppa House running is more than I had hoped. Thank you to everyone who helped make this happen."

Donations were also collected from the other three golfers: Craig Bosley, Brent Simons and Garrett Miller. Local businesses donated prizes, which were given to the golfers for the most money raised and based on the number of holes played.

Next year, the Iron Man Golf Tournament will again be held on the Saturday after Labor Day at the Charlevoix Country Club. The ministry is hoping to bring more golfers to the course.

Upper Left: 4Front Credit Union sponsored two golfers, Craig Bosley and Brent Simons, who each golfed 54 holes.

Left: Luan Jackson staffed the prize and snack table throughout the event. She said people kept coming up and giving her money for Joppa House while they were at the club for other reasons.

Lower Left: Door prizes were awarded to the golfers while plenty of snacks and a boxed lunch kept them energized.

Below: Home Depot donated the grand prize, a new outdoor grill.



**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Proposed Revisions to the Employee Handbook and Title VI Policy and Plan

DATE: December 7, 2015

PRESENTED BY: Mark Heydlauff, City Manager

ATTACHMENTS: Proposed Employee Handbook Revisions, dated December 7, 2015 and Employee Handbook Summary of Changes, dated December 7, 2015

Proposed Title VI Policy and Plan, dated November 10, 2015 and Sub Recipient Application for Certification of Title VI and EEO Compliance and Assurances (Form 0106)

BACKGROUND INFORMATION: I am seeking approval of the City of Charlevoix Title VI Policy and Plan updated on November 10, 2015. Revisions were necessary to update the Title VI coordinator and organizational chart.

I seek approval for revisions to the Employee Handbook which was previously approved by the City Council on November 2012. Proposed changes are due to a recent change in federal law regarding HSA's, and a desire to afford non-union employees similar benefits as union members, and other miscellaneous changes and corrections. Changes are described in the attached Summary of Changes.

RECOMMENDATION: I recommend City Council approve the revisions to the City of Charlevoix Employee Handbook with a revision date of December 7, 2015. I also recommend City Council approve the City of Charlevoix Title VI Policy and Plan, dated November 10, 2015.

Summary of November 2015 Employee Handbook Changes

Section	Section	Change Description
2.6	Rules of Conduct	Falsification of time card/sheet was added to the list of unacceptable behaviors.
3.4	Overtime	Deleted language that prevented non-exempt employees from getting overtime when using leave credits.
4.1(b)	Personal Days	Changed language to allow Personal Days to be used in one-quarter (1/4) hour increments.
4.1(c)	Vacation	Revised vacation table to increase the number of vacation days to five at the 3 year mark. Language change to allow all employees to use vacation leave in one-quarter (1/4) hour increments.
4.1(d)	Sick Leave and Sickness & Accident Benefits	Changed language to allow employees the ability to use sick leave in one-quarter (1/4) hour increments.
4.2 (a)	Retirement	Removed the sentence that incorrectly stated that employees hired after 4/1/14 would be required to contribute any cost to the City above 10% for the C-1 Plan.
4.2 (b)	Medical/Dental/Vision	Due to changes in Affordable Care Act, changed eligibility criteria for part-time employees.
4.2 (d)	Medical Opt-Out Reimbursement	Removed language that no longer pertains to this section.
4.3	Health Savings Account (HSA)	Changed the HSA Lump Sum payments to \$1350.00 for single and \$2500.00 for double and family coverage.
4.4	Life Insurance	Added language to advise employees that the life insurance benefits gradually reduce when employee reaches 65.
4.10	FMLA	Added an additional reason for taking FMLA leave.
4.12	Longevity Table	Added table to Employee Handbook.
	Employee Handbook Acknowledgement	Revised the language to allow employees to sign at time of receipt.

City of Charlevoix

Employee Handbook

City of Charlevoix
Charlevoix, Michigan
231-547-3270

www.cityofcharlevoix.org

~~December 7, 2015~~ ~~November 2012~~

Approved by City Council: ~~November 19, 2012~~ ~~December 7, 2015~~

~~Version 1112.1 (May 20, 2013 - 4.1d)~~

~~Version 1112.2 (April 22, 2014 - 4.2b, 4.4)~~

THIS EMPLOYEE HANDBOOK IS NOT INTENDED TO SERVE AS A CONTRACT OF EMPLOYMENT -- EXPRESS OR IMPLIED. Unless otherwise stated by contract, the City of Charlevoix offers all employment "at will". That is, either the employee or the employer may terminate employment at any time, with or without cause and with or without notice.

This employee handbook is intended solely for informational and guidance purposes with respect to areas of employment relations covered within it. The information in this handbook reflects the policies, procedures, and benefits in publication. THE CITY RESERVES THE RIGHT TO CHANGE, DELETE, OR ADD POLICIES, PROCEDURES OR BENEFITS AT ANY TIME, IN ITS SOLE DISCRETION, WITH OR WITHOUT NOTICE.

THIS EMPLOYEE HANDBOOK IS, AND SHALL REMAIN, THE PROPERTY OF THE CITY OF CHARLEVOIX. THE HOLDER OF THIS HANDBOOK MUST SURRENDER IT UPON TERMINATION/RESIGNATION OR UPON RECEIPT OF A NEW HANDBOOK.

NOTE: The City of Charlevoix is also referred to in this Handbook as "the City".

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SECTION 1: GENERAL INFORMATION

1.1 APPLICABILITY AND SCOPE OF COVERAGE

This Handbook summarizes personnel policies and benefits that are applicable to all City employees (unless otherwise noted). For example, employees who are members of a union that have a signed current/valid Collective Bargaining Agreement with the City will be entitled only to those benefits specified in the union contract. All other aspects of this Handbook will apply to union employees unless abridged or modified by the Contract: the union contract shall be the governing document for such abridgements or modifications.

Similarly, the City may enter into individual employee contracts at certain levels. In such cases, the contract terms will take precedence; the Handbook will apply only when the contract is silent.

1.2 PURPOSE OF THE HANDBOOK

The Handbook is designed to acquaint the employee with the City, to provide a ready reference for most employment questions, and promote uniform understanding and application of the City's policies, procedures, practices, and benefits. Moreover, the Handbook identifies individual authority for policies, procedures, practices, and benefits.

The contents of this Handbook constitute only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication. In the insurance and benefit plans, the current insurance or benefit plan documents will provide further details.

1.3 RESERVATION OF RIGHTS

The City reserves the right to make changes in policies, procedures, or benefits at any time, with or without notice; however, changes will apply prospectively only. Changes in policies, procedures, or benefits described in this Handbook may be made only by the City Manager with appropriate City Council approval. No one is authorized to add, delete, or otherwise alter the policies stated in the Handbook through oral or written statements except as stated above. This Handbook should not be viewed as creating any kind of employment contract. The employee has the right to terminate his/her employment at any time and the City has the same right.

1.4 EXCLUSIVE POLICY STATEMENT

The policies stated in this employee handbook are the property of the City and supersede all previous policies, practices, and/or verbal statements of anyone associated with the City, its predecessors and/or its authorized agents.

1.5 EMPLOYMENT AT-WILL

This Handbook is not intended nor does it create or imply the existence of a contract of employment. Employment with the City is "at-will" unless covered under a contract. This means that an individual employee or the City may terminate the employment relationship at any time, with or without cause, with or without notice. This standard of employment is applicable to all employees, regardless of status, unless an employee has a written employment contract with the City. No representative of the City has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing with the exception of an agreement in writing, signed by the City Manager. The City Charter, however, provides that the City Council may enter into employment contracts with individuals for certain enumerated positions, such as the City Manager position.

1.6 EQUAL EMPLOYMENT OPPORTUNITY

The City is an equal employment opportunity employer and provides employment and advancement opportunities to its employees without discrimination because of race, color, religion, sex, age, national origin, disability, military status, genetic information, or any other protected characteristic established by law. This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, promotion, training, benefits, termination, or other terms and conditions of employment. All positions are filled on the basis of the applicant's qualifications for the job: ability, experience, and education required to perform the position.

If an employee believes that he or she has been the victim of discrimination, he/she should bring the matter immediately to the attention of the department head, Human Resources, or the City Manager. After receiving such a complaint, the City will undertake a full and complete investigation of the charges. If it is determined that discrimination has occurred, the City will take steps to eliminate that discrimination and will take disciplinary action against any employee whom it determines engaged in discriminatory behavior. The City prohibits retaliation against any employee who reports discrimination or harassment or who participates in an investigation of such reports.

1.7 AMERICANS WITH DISABILITIES (ADAAA) AND MICHIGAN PERSONS WITH DISABILITIES CIVIL RIGHTS ACT (PWDCRA)

Consistent with the Americans with Disabilities Act and Amendment Act (ADAAA) and the Michigan Persons with Disabilities Civil Rights Act (PWDCRA), the City does not discriminate against qualified individuals with regard to job application procedures, hiring, termination, employee compensation, advancement, job training, or other terms, conditions, and privileges of employment. Moreover, the City will make every effort to make reasonable accommodations for individuals with disabilities.

Pursuant to MCLA 37.1210(18), the PWDCRA, a person with a disability or handicap who requires reasonable accommodation to perform the essential functions of his/her job, must notify the City Manager of that need, in writing, within 182 days after the need is known.

1.8 WORKPLACE HARASSMENT

It is the position of the City that harassment of applicants, employees, and others on the basis of race, religion, color, national origin, ancestry, handicap, medical condition, disability, marital status, age, gender, and genetic information is unacceptable and will not be tolerated. It is also the position of the City that no one will be retaliated against for making a complaint of harassment. This policy applies to all employees, contractors, vendors, and others who represent the City.

Sexual harassment has been defined generally as including "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, whenever (1) submission to the conduct is either an explicit or implicit term or condition of employment; (2) an employee's reaction to the conduct is used as a basis for employment decisions affecting that employee; or (3) the conduct has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment."

- No employee or applicant should be subjected to unsolicited or unwelcome sexual overtures, nor should any employee or applicant be led to believe that an employment opportunity or benefit will in any way depend upon "cooperation" of a sexual nature.
- Sexual harassment is not limited to demands for sexual favors. It also may include such actions as (1) sexually-oriented verbal "kidding," "teasing," or jokes; (2) repeated offensive sexual flirtations, advances, or propositions; (3) continued or repeated verbal abuse of a

sexual nature; (4) graphic or degrading comments about an individual or his or her appearance; (5) the display of sexually suggestive objects or pictures; (6) subtle pressure for sexual activity; and (7) physical contact or blocking movement.

- Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships (without a discriminatory employment effect). It refers to behavior which is not welcome and which is personally intimidating, hostile, or offensive.

Other prohibited forms of harassment include jokes, verbal abuse and epithets, degrading comments, the display of objects and pictures and other offensive conduct relating to an individual's race, religion, color, national origin, ancestry, handicap, medical condition, disability, marital status, or age as defined and protected by applicable law.

Any employee who feels that he or she has been the subject of harassment (or who has reason to believe that someone else has been the subject of harassment) has the obligation to notify the City Manager or any other department head immediately. The complainant is expected to provide information that the City requests, including a detailed account of the incident(s) complained of, witnesses (if any), dates, and other information considered relevant by the City. A prompt investigation of the matter will be made. All employees - whether complainant, witness or accused - are required to be truthful, accurate, and cooperative during the City investigation(s).

Anyone who is found to have engaged in workplace harassment will be subject to appropriate discipline, which may include termination of employment. Nevertheless, no one should be presumed to be in violation because an investigation is being conducted.

1.9 RELATIVES/NEPOTISM

The City of Charlevoix is committed to a policy of employment and advancement based on qualification and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Definitions:

Relative/Family Member. Family member is defined as one of the following: relationships by blood or adoption – parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin; and relationships by marriage (as defined by state law) – husband, wife, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above, and cohabitating couples/significant others.

Direct Supervisory Position. Direct line of authority through which employees can initiate or participate in decisions directly benefiting the relative. Such decisions include (but are not limited to) hiring, retention, transfer, promotion, wages, training, and leave requests.

Relatives of persons currently employed may be hired only if they will not be working directly for or directly above a relative, or if they will not occupy a position in the same line of authority. Due to the potential for perceived or actual conflicts of interest, the following restrictions apply to the hiring of relatives:

- Individuals will not be hired or promoted into a position that would create a conflict.

- If employees begin a dating relationship or become relatives, partners or members of the same household, and one party is in a supervisory position, the higher ranking person is required to inform the department head and City Manager of the relationship.
- Employees who find themselves in a position of perceived or actual conflict of interest will have 60 days to resolve the situation on their own, for example, by means of a transfer within or employment outside the City. Thereafter, the employees' supervisors will work with the City Manager to determine the most appropriate action for the specific situation. This may include transfer or, if necessary, termination of one of the employees.

If action is taken by the City, such as a reduction-in-force, which results in an involuntary circumstance in which two relatives, partners, or members of the same household report to each other, one of the employees must be reassigned within 60 days. During those 60 days, the senior ranking employee may not have involvement or direct input in the employment decisions of the other employee and must defer such decisions to the City Manager or his/her designee.

Any exceptions to this policy must be approved by the City Manager and must be accompanied by written justification.

SECTION 2: EMPLOYMENT POLICIES

2.1 EMPLOYMENT REFERENCE CHECKS AND BACKGROUND INFORMATION

The City may conduct background checks (including criminal, credit, references, driving record history, et al) of applicants and employees for/in certain positions. An authorization signed by the applicant is required as a prerequisite for employment with the City. This requirement does not change the at-will nature of employment with the City. Similarly, it should not be interpreted as a job offer.

2.2 EMPLOYMENT CLASSIFICATION

Employees are classified by two different categories for payroll and benefit purposes (regular or seasonal). These classifications do not guarantee employment for any specific period of time, and therefore the employee is still at-will.

Each City employee will be classified in one of the following categories:

Regular full-time - An individual who has been hired to work at least 30 hours a week, 130 hours per month, or 1560 hours per year in a position/appointment of indefinite duration. These employees are eligible for benefits.

Regular part-time - An individual who has been hired to work less than 1560 hours a year in a position/appointment of indefinite duration. These employees ~~may be~~ only be eligible for some benefits as set forth elsewhere in the Handbook.

Seasonal or Temporary - Seasonal or temporary employees are hired for a specific season, a specific task or a specific time, usually less than six months but not to exceed 12 months. All seasonal employees are non-union, at-will, and are not eligible for benefits.

In addition to the above categories, each employee is designated as either EXEMPT or NON-EXEMPT as required by Federal Law. Non-exempt employees are entitled to compensation at

time and a half for each hour worked over 40 in a work week. Exempt employees are paid on a salary basis and are not entitled to overtime.

An employees' EXEMPT/NON-EXEMPT status is determined by the employee's job duties meeting certain tests set forth in the Fair Labor Standards Act and such classification may only be changed by management with written notification. Questions regarding EXEMPT or NON-EXEMPT status should be directed to the City Manager.

2.3 INTRODUCTORY PERIOD & PERFORMANCE EVALUATIONS

A specified period of time (normally three months), is set aside during which a newly hired, promoted, or transferred employee's performance is evaluated. However, this period does not alter the at-will nature of employment. One's employment may be terminated by the City or the employee at any time for any reason or no reason, with or without notice.

All employees receive regular performance evaluations.

2.4 ATTENDANCE

The regular, daily attendance of each employee is essential to the successful operation of the City. Regular and prompt attendance at work is required of all employees. However, it is understood that unavoidable circumstances may require an employee to be absent or tardy on occasion. If any employee will be absent/tardy, he/she must notify his/her supervisor within a half hour of his/her scheduled starting time.

An absence may be excused for personal or family illness, jury duty, a death in the immediate family, or several other reasons that require an employee to miss a part of or all of a scheduled workday. An employee must be able to substantiate the reasons for an absence should the City ask him/her to do so. Such absences will be recorded as excused if the employee asks his/her supervisor for the necessary time off in advance and obtains prior approval.

An employee's failure to request advance approval, or to report his/her absence in the manner described above, will result in the absence being recorded as unexcused. All instances of absence/tardiness will be noted in employees' attendance records and may heavily affect his/her evaluation. If an employee's attendance record indicates frequent absences, he/she will be required to document reasons for subsequent absences at the request of management, so the absence can be excused. Unexcused or excessive tardiness or absenteeism could result in disciplinary action up to and including termination.

Unreported absences (no call, no show) for three (3) consecutive days will be deemed an immediate, voluntary resignation.

2.5 CODE OF ETHICS AND CONFLICT OF INTEREST

The City Council passed an "Establishing Code of Ethics and Conflict of Interest Policy" (Resolution 2009-06-03). This policy applies to all employees. See Appendix A to view this resolution.

2.6 RULES OF CONDUCT

As representatives of the City, employees are expected to dress* and conduct themselves in a professional manner while representing the City. They are required to report to work on time, ready to work in a safe and efficient manner and to follow the rules required of the assigned department, written or implied. Employees will immediately report any safety violation to his/her supervisor. (See Section 5 – Safety Policies.)

* It is the City's expectation that employees dress appropriately while representing the City, especially if they are dealing with the public in person. Our employees must use their own good judgment and err on the side of caution.

Honesty and integrity are important personal qualities. Dishonesty in any form, including but not limited to falsifying one's employment application or any other records connected with one's employment, will not be tolerated, and will be grounds for discipline up to and including immediate termination. The City expects strict adherence to all Federal, State, and Local laws.

Following is a list of unacceptable behaviors which may result in disciplinary action up to and including termination. Other inappropriate behaviors or actions may be subject to disciplinary action up to and including termination as well.

1. Making false statements as to the reasons for being absent or reasons for not properly reporting an absence.
2. Failure to call-in an absence in a timely manner.
3. Leaving work without the supervisor's permission.
4. Abuse of sick/time off policies.
5. Failure to start work promptly after breaks and meal periods.
6. Unauthorized possession of City property or another employee's property.
7. The making or publishing of any vicious, defamatory, malicious, or deliberately false statements concerning any employee, supervisor, the City or its work or services.
8. Theft or misappropriation of City property or another employee's property.
9. Deliberately damaging, misusing, destroying, abusing, or misplacing property/records belonging to the City or another employee.
10. Disorderly conduct, horseplay, threatening, or abusive behavior or interfering with another employee or supervisor.
11. Discourteous conduct toward citizens or other employees.
12. Use of offensive or abusive language.
13. Instigating a fight or fighting on City premises at any time.
14. Sabotage.
15. Refusal to perform a job assignment or insubordination.
16. Carelessness, failure to meet work standards, or failure to follow instructions.
17. Sleeping on City time.
18. Conviction of a felony while a City employee.
19. Violation of the City's Substance Abuse Policy.
20. Smoking in unauthorized places.
21. Causing hazardous or unsafe working conditions.
22. Violation of a safety rule.
23. Violation of the City policy governing telephone, computer, and voicemail usage.
24. Failure to immediately report any work-related injury or illness.
- 24-25. Falsification of time card/sheet.

2.7 SUBSTANCE ABUSE

Employees are the City's most valuable resource and employee health and safety are paramount. Hence, the City of Charlevoix is committed to maintaining a workplace free from drugs and alcohol. Moreover, the public has a right to expect that City personnel are physically and mentally prepared to perform their duties at all times. All employees must understand their responsibility to preserve the public's trust and confidence. Therefore, consent to and compliance with this policy is a condition of employment.

Employees are prohibited from the use, possession, storage, manufacture, distribution, or sale of illegal drugs (including marijuana and inhalants), illegal drug paraphernalia and/or alcohol while on duty or when performing or in a state of readiness, such as lunch or rest breaks, and whether on or off City premises. Employees shall not report to or be at work after consuming alcohol and/or after taking illegal drugs. In addition, employees shall not intentionally misuse any prescription or over-the-counter medication. Misuse includes using another individual's prescription medication or providing a prescription medication to an individual other than the one for whom the prescription was written. Employees must notify their department heads of the anticipated use of any medication that can affect the employee's physical or mental ability to perform required work.

Employees shall be subjected to drug and alcohol testing if a reasonable suspicion is presented, if they are involved in a work-related accident, and/or if they are charged with a drug-related criminal offense. Employees normally shall be sent for testing only while reporting to, at work, or on the employer's premises. Reasons for testing shall be documented in writing and provided to the employee.

Employees must notify their department head within five (5) days of any criminal drug statute convictions. Future conviction, guilty plea, or plea of *nolo contendere* (no contest) for a drug-related criminal offense; a refusal by the employee to consent and to cooperate regarding drug and alcohol testing, including without limitation, tampering or substitution of a specimen; testing positive for an illegal drug or alcohol; and any other violation of this policy will result in disciplinary action up to and including immediate termination from employment.

Consistent with the Drug Free Workplace Act, the City of Charlevoix requires all employees to abide by the conditions set forth here.

2.8 POLITICAL ACTIVITIES

All City employees shall be entitled to exercise their rights as citizens subject to applicable State and Federal laws. To the extent political activity of certain kinds and types may interfere with the performance of their duties, employees shall be expected to follow the guidelines below:

- While on City time or in the course of performing their job duties, employees will refrain from all election-related activity, electioneering, and/or campaigning.
- Employees will not work as poll workers or challengers in local City elections.
- No City employee will be required or expected to contribute funds, time, services, or assistance to any election campaign or issue or to support any candidate or issue in any election.
- No employee will serve as an elected official of the City, nor shall he/she serve in any elected position that may produce a conflict of interest with the City.

- Employees are prohibited from using their official capacity as an employee with the City to influence, interfere with or affect the results of an election.

In addition, a City employee is not eligible to be a member of the City Planning Commission [Section 15(5) of the planning enabling act, MCL 125.3815(5)].

2.9 RESIDENCY

Within 90 days of their date of employment, all regular full-time employees are required to reside within twenty (20) miles of the nearest boundary of the City of Charlevoix. The City Manager may allow an additional 90 days for a new employee to comply with residency requirements. If the employee's spouse is employed by a public employer and a conflicting/competing residency requirement results, this section shall not apply to the City of Charlevoix employee (prohibited by MCL 15.602).

2.10 DISSEMINATION OF INFORMATION

When dealing with the public, employees must keep in mind that they should be courteous and provide factual answers to questions. Questions pertaining to areas outside the employee's level of responsibility or expertise are to be referred to the proper department or department head.

All news relating to policy will be released via the City Manager's office. Hence, dissemination of information to the public shall be approved by the City Manager and handled only by those employees with direct knowledge of and responsibility for the subject.

2.11 CONFIDENTIALITY

Employees of the City may, from time to time, come in contact with information that is confidential. Any and all information gathered or heard by employees during their employment will be construed as the property of the City and must be held confidential. Such information may include, but is not limited to, the identity of customers, business plans, financial information, information concerning other employees, or other business-related information. Requests for information that may be confidential will be directed to the City Manager. Moreover, the information remains the property of the City after termination.

2.12 SOCIAL SECURITY NUMBER PRIVACY

In accordance with the Social Security Number Privacy Act, the City will keep all social security numbers confidential and will not disclose social security numbers unlawfully. Personnel and payroll records are kept in locked file cabinets, accessible only to the City Treasurer/payroll, Human Resources, and the City Manager. The City uses one's social security number only for limited administrative purposes, as allowed by law. Currently, these include: to verify employment, to investigate driving history, and to administer City benefit programs. In accordance with record retention guidelines any documents containing social security numbers will be shredded. Any person who violates this privacy policy is subject to discipline up to and including termination.

Note: See Appendix B for City of Charlevoix Resolution No. 2006-03-01, Resolution Establishing Social Security Number Privacy Policy.

2.13 PRIVACY POLICY DISPOSAL/SHREDDING OF SENSITIVE DATA

The City has procedures in place for the disposal of sensitive data in compliance with the Federal Trade Commission regulation of 2004. This regulation dictates the proper disposal of consumer report information and records under the Fair and Accurate Credit Transaction Act of 2003 (FACTA, Pub. L. 108-159, 111 Stat. 1952) and the Fair Credit Reporting Act (FCRA 15 USC 1681 et seq.). Accuracy, privacy, limits on information sharing, and new consumer rights to disclosure are included in the FACTA (Pub. L. 108-159, 111 Stat. 1952). These added sections are intended primarily to help consumers fight the growing crime of identity theft.

Sensitive data includes:

1. Personal information including telephone numbers, addresses, and/or social security numbers.
2. Credit checks, background checks, or consumer reports.

All employees that have access to or obtain sensitive data must keep the information confidential. Should any document containing sensitive data need to be disposed of, such document will be shredded. Employees in violation of this policy will be subject to discipline up to and including termination of employment.

2.14 KEEPING US INFORMED

The employee's current address, telephone number, emergency contact, and information about family status must be recorded in the office. Any changes in this information must be reported immediately in writing to Human Resources. This is very important to the employee and the City in the event of an emergency and in connection with such things as Social Security, reporting tax withholding, insurance benefits, correspondence, changes in work schedules, etc. Notify the City whenever changes occur in the following areas:

1. Change of home address and/or telephone number;
2. Marital status (marriage, divorce, or legal separation, etc.)
3. Birth or death in the immediate family;
4. Legal change of name;
5. Changes in citizenship status;
6. Changes affecting insurance programs, such as beneficiaries;
7. Health issues or disabilities that require a workplace accommodation; or
8. Work-related injury or illness.

2.15 SECONDARY EMPLOYMENT AND COMMUNITY INVOLVEMENT

A regular employee may accept secondary employment on his/her own time if it does not interfere or conflict with the employee's performance of his/her primary City job.

This policy also applies to City employees who wish to perform a second City job, such as a seasonal position. The City may also refuse to approve the hiring of a current City employee for a second City position, seasonal or otherwise, for any reason, including but not limited to avoiding overtime liability. Exempt City employees are prohibited from taking a second job with the City.

Similarly, employees are encouraged to engage in community and charitable activities, including directorships in non-profit community organizations, as long as such involvement does not conflict with City interests or create demands that interfere with the employee's primary City job duties.

2.16 JOB POSTINGS

All open positions will be posted at City Hall and on the City's website. Employees are responsible for monitoring job opening notices and for completing and submitting an application form during the posting period for a particular job. All job postings should contain the job title, department, ~~rate of pay, and~~ a brief description of the hiring specifications and duties, ~~and the closing date.~~

To be eligible to apply for a posted position, the employee must meet the minimum hiring specifications for the position and be capable of performing the essential functions of the job, with or without accommodation.

2.17 RESIGNATIONS AND TERMINATIONS

Although the employee or the City may terminate the employment relationship at any time, the City requests that the employee provide a minimum of a two week notice of his/her intent to resign. Failure to provide this notice will be noted in the personnel file and may affect the employee's eligibility for re-employment with the City.

Upon retirement, resignation, or termination, employees are expected to return the City's equipment (e.g. keys, pagers, files, papers) in good working condition within 24 hours of departure. If equipment is not returned, a payroll deduction may be arranged to recover the replacement cost(s) of said equipment.

If possible, the City Manager or his/her designee will conduct an exit interview with a departing employee.

An employee whose employment ended in good standing may be considered for re-hire.

2.18 PERSONAL PROPERTY

Employees should exercise care over any personal property or effects (purses, money, etc.) they bring onto the City premises. The City is not responsible if such items become damaged, lost, or stolen.

2.19 RIGHT OF INSPECTION AND SEARCH

The City reserves the right to search City vehicles and lockers if a reasonable suspicion exists, based on specific objective facts and reasonable inferences drawn from those facts, that stolen property, unauthorized prescription drugs (prescription drugs not prescribed for the person who has them), illegal drugs, controlled substances, or alcohol will be found on the person or in the particular place to be searched.

2.20 USE OF CITY VEHICLES

City-owned vehicles used by City employees will be available for official use during working hours only. The exceptions to this rule are at the discretion of the City Manager and the department head to determine an employee's access to City vehicles outside working hours. Authorization of extended use will be made in writing. All City employees will pick up and return the City vehicle to the same designated parking area at the beginning and end of each work period (i.e., start of shift to lunch hour; end of lunch hour to end of shift; start to end of any work periods; or in response to emergency service calls).

There will be no smoking or pets allowed in City vehicles. City vehicles interiors will be kept neat and free of garbage. Interiors will be wiped down and exteriors washed as needed.

2.21 VEHICLE SAFETY

When driving City vehicles or when driving any vehicle for the purpose of conducting City business, traffic laws and safety rules must be complied with, as well as the rules stated in the Substance Abuse policy. Also, all employees driving such vehicles must have a valid driver's license and have the valid driver's license on their person at all times.

Under no condition are employees allowed to give non-employees permission to drive City vehicles. The picking up of hitchhikers or transporting unauthorized persons/packages is strictly prohibited. Seatbelts must be worn at all times.

If an employee is involved in any accident while operating a City vehicle, he/she is to notify his/her supervisor immediately. In addition, it is the employee's responsibility to notify the City Manager or department head of any change of status (restriction, suspension, etc.) on his/her driver's license prior to driving any City vehicle or when driving any vehicle for the purpose of conducting City business.

Cell phone usage while driving greatly compromises reaction time and is a dangerous distraction. Talking on a cell phone while driving is legal, however, texting is illegal. The City highly recommends that employees avoid using their cell phone while driving and instead pull over to a safe area or use a hand-free device.

2.21 (a) IDLING GUIDELINES FOR CITY VEHICLES

On June 20, 2011, City Council passed the following:

I. PURPOSE

These idling guidelines are intended to reduce City operation expenses, lower emissions produced by City vehicles and improve air quality for residents and visitors. The City of Charlevoix strives to improve the quality of life for its residents by protecting the natural environment.

II. RESEARCH

Well-documented research has proven that:

1. Excessive warm-ups are harmful to the engine and the environment.
2. Excessive idling hurts engines and the environment.
3. Block-heaters are good for engines and the environment.

III. GUIDELINES

No City of Charlevoix vehicle or piece of equipment should be left running when the driver is not present after proper start procedures. A City vehicle will not be permitted to idle unnecessarily, unless it is being operated according to the manufacturer's specifications or unless specifically exempted below. Diesel and gas engines are subject to different exemptions. There shall be no idling near air intakes, e.g. ambulance docks, or near groups of people, e.g. parades.

IV. EXEMPTIONS

A. For Fire, Police and Public Works Vehicles

1. Fire, Police and Public Works vehicles may be allowed to idle at the scene of an emergency response where lights and other accessories are needed in order to respond to the situation. This includes vehicles that need to run in order to charge batteries and run lights, etc. for their primary function.
2. Fire, Police and Public Works vehicles may be allowed to idle during non-emergency response situations, such as traffic detail, only when idling is necessary to perform the job at hand.
3. Emergency vehicles, such as ambulance, police and fire, which may have contents sensitive to extreme heat and cold may be allowed to idle as necessary to maintain adequate internal temperatures.
4. Vehicles with passenger compartments that need to be maintained at a reasonable temperature may be permitted to idle during extremely hot or cold weather conditions.

B. For All Vehicles

1. Any vehicle that needs to be running during service or repair is permitted to idle, but only for as long as absolutely necessary.

2. Any vehicle that needs to defrost its windshield in order to drive safely is permitted to idle, only for as long as it takes to defrost and maintain a clear windshield.

C. Additional Diesel Engine Specific Exemptions

1. Regardless of weather conditions, a diesel engine may be permitted to warm up for no more than five (5) minutes.

2. It is encouraged that block heaters (with timers) be installed and used in diesel-powered vehicles, in which case the above exemption for diesel engines will not apply, except when the vehicle is away from its garage.

3. Exemption C.1, above, does not apply if a vehicle is already warmed up and an operator stops the vehicle for a short time (i.e. quick coffee break) or if the diesel vehicle is stored inside and the inside temperature is substantially higher than outside.

There will be an educational period of fifteen (15) calendar days during which supervisors should educate their employees regarding these guidelines. After this period, it will be the responsibility of supervisors to enforce these guidelines. Department heads will be asked to monitor compliance and report to the City Manager within six (6) months of these guidelines taking effect. Department heads will also be encouraged to make suggestions for improvements or changes, especially in cases where the guidelines cause hardships, and are unworkable or lead to unsafe conditions.

2.22 USE OF OTHER CITY PROPERTY

Personal use of other City property (e.g., copy machine, cell phone) is permitted only with approval by the City Manager or his/her designee. Permission to use the City's property must be approved prior to use. Failure to obtain permission to use City property for personal use while on the job may result in discipline, up to and including immediate termination.

2.23 PERSONAL TELEPHONE CALLS & TEXTS

Employees may make local calls/texts (or receive personal calls/texts) only in case of emergency or on work breaks. Lengthy or frequent calls may result in the loss of this privilege. Violation of this policy will result in discipline up to and including immediate termination.

2.24 COMPUTERS, EMAIL, AND VOICEMAIL

The City's computers, computer files, the email system, software, and telephone systems are intended for City business only. All information on City computers and email and voicemail systems is the sole and exclusive property of the City.

Because of the nature of this data, the City reserves the right to access all information on the City computers and email and voicemail systems, even when personal passwords have been assigned. Employees do not have a personal privacy right to any matter created, received, or sent from the City's telephone, Internet or email systems. Therefore, employees should not put personal data or other information on these computers. Employees should not use a password, access a file, or retrieve any stored communication without authorization from the City. Email may not be used to solicit or to advocate non-city or purely personal interests, religious or political causes. Inappropriate, offensive, off-color, sexual, or racial communication is a violation of City policies and strictly prohibited.

Employees are prohibited from downloading, copying, or acquiring any software without prior written consent from their department head. Email attachments must be scanned for viruses prior to viewing.

Where applicable, the City also reserves the right to access email and voicemail systems, even when personal passwords have been assigned. Again, employees should not use the email or voicemail system for personal messages. Placing inappropriate, offensive, off-color, sexual, or racial messages on the system is a violation of the City's no harassment policy and can result in termination.

An employee must receive permission from his/her manager to have his/her personal cell phone access his/her City's email account.

Employees should notify their department head upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment. To ensure compliance with this policy, computer and email usage may be monitored.

2.25 CELL PHONE AND PAGER USE, LAPTOPS, AND GAS CARDS

Personal cell phones may be used during business hours when business needs require immediate access to a co-worker. The City may issue a business cell phone for work-related communications. Use of City cell phones for personal use other than in emergency situations is prohibited. In order to avoid incurring a tax liability for the personal use of this equipment, the employee should use such phones for business purposes only.

Note, however, that unless approved by the City Manager, the use of personal cell phones rather than City-provided phones for City business is not reimbursable.

Employees who are provided with City equipment are expected to protect equipment from loss, damage, or theft. The employee may be held responsible for any unauthorized charges and for replacement/repair charges incurred from the loss, damage, theft, or negligent use of the equipment.

2.26 SOCIAL MEDIA/NETWORKING

This policy covers employee activity on all social networking sites including, but not limited to, LinkedIn, Facebook, Twitter, YouTube, blogs, and any other online social networking or any other form of online publishing or discussion.

Social-networking activities by City employees are subject to all existing policies that govern the use of the City's rules of conduct, communication, and computer systems, as well as those policies that protect the confidentiality of City information, and those which prohibit unlawful discrimination or harassment.

If an employee participates in social networking online, he/she must make it clear in his/her on-line activity that the views and opinions expressed are his/her own, have not been reviewed by the City, and do not represent the views and opinions of the City. Consequently, employees should not use the name, logos, or copyright protected material of the City.

The following additional prohibitions apply:

- Employees are prohibited from listing the City email address unless the social networking site is used purely for City business or professional purposes.
- Employees are prohibited from disclosing information about City business or details of particular projects.

- Employees are prohibited from posting anything obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, hateful or embarrassing about a fellow employee. Employees must remain respectful of the City and its services.
- Failure to obey this policy will lead to discipline.

Any information an employee creates, transmits, downloads, exchanges, or discusses on any social media site is subject to compliance monitoring and may be accessed by the City at any time without prior notice.

2.27 SMOKING POLICY

In compliance with the Public Health Clean Indoor Air Regulation, the City is a smoke and tobacco free working environment.

The Clean Indoor Air Regulation states: "Smoking is prohibited in all enclosed areas within this worksite without exception. –This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, employer owned or leased vehicles if occupied by more than one employee, and all other enclosed facilities."

The regulation further states: "Smoking shall be prohibited near entrances, windows and ventilation systems of all worksites and public places where smoking is prohibited by this regulation. Any individual who owns, manages, operates or otherwise controls the use of any premises subject to jurisdiction under this regulation shall establish a no smoking area which extends a reasonable distance from any entrances, windows and ventilation systems to any enclosed areas where smoking is prohibited; such reasonable distance shall be a distance sufficient to insure that persons entering or leaving the building or facility shall not be subjected to breathing tobacco smoke and to insure that tobacco smoke does not enter the building or facility through entrances, windows, ventilation systems or any other means. All smoking trash receptacles shall be placed outside the no smoking area in order to discourage smoking in these areas."

This policy applies to all employees, volunteers, citizens, vendors, or contractors.

Persons observing a violation of this policy should bring it to the attention of the City Manager. Complaints will be investigated and action taken to resolve the issue as soon as possible.

Persons found to have violated this policy will be subject to disciplinary action. Any fines directed to the City will be the fiscal responsibility of the person or persons in violation of this ordinance.

2.28 WORKPLACE VIOLENCE

The City is committed to providing a safe, secure work environment for its employees and to helping prevent violence, threats, or intimidating actions by or against any employee or visitor on or off the premises while engaged in business.

The City may, in its sole discretion,

- Conduct pre-employment criminal background investigations before extending an offer of employment (or make an offer of employment contingent upon the results of a criminal background check).

- Implement security measures to restrict unauthorized entry to the premises, allow security surveillance of the premises, and otherwise foster an orderly and safe working environment.
- Promote through education and practices the value of a nonviolent environment and lifestyle.
- Discipline employees, up to and including termination of employment, who threaten or commit acts of violence, abuse, or intimidation. Threats and acts of violence include, but are not limited to, acts communicated orally, graphically, electronically, nonverbally or in written form, with or without acts of force.
- Remove immediately any City visitor or employee who threatens or commits an act of violence on the employer's premises.
- Pursue criminal prosecution as appropriate of employees or others who commit criminal offenses against the City or its employees.
- Encourage all employees to promptly notify management of any work-related threats or acts of aggression, abuse, or intimidation by employees or non-employees. Such reports will be treated in a confidential manner, to the extent feasible. The City will not permit or condone any retaliation against any employee who makes a report in good faith pursuant to this policy.
- Provide counseling, medical, security, or other services as needed to employees who are victims or witnesses of work-related violence.

SECTION 3: HOURS AND PAY PROCEDURES

3.1 WORK SCHEDULES

Work Day - The standard work day consists of eight (8) hours, although actual starting and ending times are dependent upon the needs of the various City departments.

Work Week - The standard work week is forty (40) hours, consisting of five (5) work days of eight (8) hours per day.

Police and Fire Personnel - Police and Fire Departments schedules will vary.

Flex Time - In some instances, when mutually agreed upon by the employee and the department head, the standard work day and work week schedule can be modified to provide for a "flex time" schedule which can include increasing the number of hours within a work day and decreasing the number of days in a work week.

Telecommuting - In some instances, when mutually agreed upon by the employee and the department head, a regular employee may perform all or a portion of his/her job duties from a location other than his/her regular work site.

3.1 (a) CITY EMPLOYEES RESPONDING TO EMERGENCIES

City employees who are also Paid-On-Call employees of the Charlevoix Fire Department shall be allowed to respond to emergencies while at work under the following conditions:

1. The employee is engaged in a task that will not endanger a fellow employee or the public if the employee does not stay at their post.
2. The employee will only respond to true emergencies where lives are thought to be in danger, or there is a reasonable likelihood of significant property damage (no duty crew runs).

3. The incident commander shall allow that employee to return to their regular job as quickly as practical.

Note: Since EMS crews (unless there is a general call for all EMS personnel, which only happens in the case of a mass casualty incident) are scheduled in advance, this process does not include EMS runs.

When called to respond to an emergency while at work, the employee will clock out of their regular department, and clock in at the fire department. Upon returning to their regular job shift, the employee will clock back in.

3.2 TIME RECORDING

Accurate records of time worked are essential to both the employee and the City. The City has provided a means for accurately recording time worked, lunch periods, overtime, absences, etc. Accordingly, work performed by hourly employees must be recorded in accordance with specific departmental practice. Employees must "record in" when their shift/work day starts and "record out" at the end of their working time. All employees are required to record in and out using their own time card/sheet. Under no circumstances is an employee to record another employee's time or permit another employee to record his/her time. If an employee forgets to record in or out, he/she must see his/her supervisor in order to record the correct time.

3.3 COMPENSATION/PAY

The City strives to ensure that all employees are paid fairly and that internal and external equity are maintained within the limits of its revenue stream. Hence, the City participates in and reviews the results of periodic salary surveys.

Pay will be at the rate provided on the "Employee Change of Status Report" form.

All employees are subject to deductions from pay for State and Federal income tax and Social Security/Medicare. In addition, ~~all~~ regular full-time employees may be subject to deductions from pay for retirement. No other deductions will be made unless authorized by the employee or required by a governmental unit.

The work week for hourly employees begins Sunday at 12:01 a.m. and ends the following Saturday at midnight. The pay period shall be composed of two work weeks and the work year is ~~26~~27 pay periods. Employees will be paid on Friday of every other week for work performed the preceding pay period. If the regular pay day falls on a holiday or weekend, pay will be received on the prior working day. Arrangements for obtaining paychecks prior to a regularly scheduled pay date must be approved by the Treasurer.

Whenever an hourly employee is called back ~~due to~~ in an emergency to work after regular working hours and after the employee has left his/her last work site, the minimum payment shall be two (2) hours of work at the rate of time and a half.

Employees should review their pay stubs regularly and report any discrepancies or errors to the City within 14 days of receipt of an erroneous paycheck, so that the City can investigate and issue a corrected check in a timely fashion.

3.4 OVERTIME

Non-exempt employees shall receive time and one-half will be paid for all hours actually worked in excess of forty (40) hours in one week at the rate of one and one-half (1½) at their times straight-

~~time rate for all hours worked in excess of forty (40) in one work week. Sick, vacation, personal, and holiday will be counted as hours worked for the purpose of computing overtime payments. Unpaid leave shall not count as hours worked. Only hours actually worked are used in the computation of weekly overtime. The City has designated holidays as hours worked for the purposes of calculating overtime for regular employees. Non-worked paid time such as sick, personal, comp, and/or vacation hours do not count toward the overtime computation.~~

Exempt employees are paid on a salary basis and are not entitled to overtime. Refer also to Section 3.5 (a) Compensatory Time for Exempt Employees.

Overtime will only be approved when it is not possible to adjust work schedules to provide essential staffing. All overtime must be approved in advance by the employee's supervisor.

An employee who works overtime without prior approval from his/her supervisor will be subject to discipline, up to and including termination.

Training and Travel - Time spent in approved training activities, meetings, and conferences is considered compensable for the purposes of calculating non-exempt overtime; however, time spent in travel is considered compensable time worked only in so far as it meets certain conditions.

Home-to-work travel – Generally home-to-work travel is not considered compensable time, regardless of how long the commute or whether the employee travels to a different worksite for the job.

Overnight travel – Travel away from home is work time when it crosses the employee's work day because it merely replaces other duties. Overnight travel outside the employee's normal work schedule is not compensable (in terms of calculating overtime pay) unless it is active/productive. That is, the time an employee spends working while traveling is considered active work and compensable. Similarly, time spent driving oneself (versus traveling as a passive passenger on a public conveyance) is also considered time worked. Again, meals and sleep time are not considered compensable hours worked in the calculation.

3.5 COMPENSATORY TIME FOR NON EXEMPT EMPLOYEES

The determination to use compensatory time is left to the discretion of each department head. If the decision is made to allow the use of compensatory time, it must be administered in the same manner for each non-union non-exempt employee in that department.

All non-union non-exempt employees will be allowed to earn compensatory time, in lieu of overtime pay, at the rate of one and one-half (1½) hours for each hour worked in excess of 40 hours in a workweek, and must be approved in advance by the department head.

The use of compensatory time will be scheduled within each department between the department head and the employee involved. An employee must be permitted to use accumulated compensatory time unless it would unduly disrupt the department's operations.

An employee may accumulate a maximum of forty (40) hours of earned compensatory time and carry forward a maximum of sixteen (16) hours into the next calendar year. Any unused hours above the maximum will be paid to the employee in the first pay of that next calendar year.

Upon termination or retirement, the employee will be paid for each hour of accumulated compensatory time at their final regular rate of pay. This payment will be made as a part of the final paycheck.

3.5 (a) COMPENSATORY TIME FOR EXEMPT EMPLOYEES

In special situations, an exempt employee may earn compensatory time with the prior approval of his/her supervisor.

All exempt employees who work on a holiday will receive compensatory time for hours worked.

Exceptions include Premium Pay situations and special employment agreements. Exempt employee comp time is earned at the rate of one hour for each hour worked.

Exempt employees may accumulate a maximum of forty (40) hours of earned compensatory time and may carry forward a maximum of sixteen (16) hours into the next calendar year and will not receive payment for unused compensatory time under any circumstances.

3.6 PREMIUM PAY/ON CALL/PER DIEM PAY FOR EXEMPT EMPLOYEES

Exempt employees may be eligible for additional compensation for performing work in addition to their normal job duties. In certain circumstances, such work may qualify the employee for premium pay defined as financial compensation in addition to the employee's annual salary. Such compensation must be approved in advanced by the City Manager.

When a department is lacking sufficient staffing for proper operations, an exempt employee, with the appropriate qualifications, may be required to fill in for a pre-determined amount of time. In such cases the employee will be paid time and a half (1½) at their base rate of pay for any hours beyond the normal workweek.

Certain City operations require that there be an on-call person at all times. In such cases when it is necessary for an exempt employee to participate in the on-call rotation, he/she will be paid at a flat rate of \$~~3125~~.00 per day. If called out, payment will be at time and a half (1½) his/her base rate of pay, at a minimum of two (2) hours.

There may be situations that require an exempt employee to devote time and/or effort above and beyond the normal course of business. In those situations where such special circumstances exist, an exempt employee may be eligible to receive compensation at a per diem rate. The City Manager will determine eligibility and rate of compensation in advance on a case-by-case basis.

All forms of premium pay will be paid as part of the pay period in which the time or effort were incurred.

SECTION 4: EMPLOYEE BENEFITS

4.1 PAID TIME OFF

4.1 (a) HOLIDAYS

The City recognizes nine holidays each year. Regular full-time and part-time employees are granted their regular pay for the following days: New Year's, Good Friday, Memorial, Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, the day before Christmas, and Christmas.

All exempt employees who work on a recognized holiday will receive compensatory time for hours worked.

Whenever a holiday falls on a Saturday, the preceding day will be recognized as a holiday. Whenever a holiday falls on a Sunday, the following day will be recognized as a holiday.

4.1 (b) PERSONAL DAYS

Regular full-time employees are credited three (3) personal leave days each calendar year (on January 1). Personal days are prorated for new or returning (from leave of absence) employees on the basis of hire or return date. These days must be taken in the calendar year in which they are credited or are forfeited. Personal days must be scheduled with and approved by the department head or the City Manager. Personal leave days can be used in one-quarter hour (¼) increments. No payment for unused personal days is made upon an employee's departure. Exempt employees must use Personal Days at a minimum in one-half (1/2) day increments.

<u>Hire Date or Date Returned to Work</u>	<u>Number of Personal Days</u>
January through April	3
May through August	2
September through December	1

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

4.1 (c) VACATION

Regular full-time employees are eligible for paid vacation. Vacation is earned in one year and credited the following January 1 for use in that calendar year. New employees earn pro-rata vacation days/hours, which are credited January 1 following their hire date. Regular full-time employees earn additional vacation based on calendar years of service:

<u>Calendar Year of Employment</u>	<u>Earn (days/hours)</u>	<u>Credited in year</u>
1	10 / 80 or portion hereof	Jan 1 of next (2 nd) calendar year
2	10 / 80	3
3	1511 / 12088	4
4	1612 / 12896	5
5	1713 / 136104	6
6	1814 / 144112	7
7	1915 / 152120	8
8	2016 / 160128	9
9	2117 / 168136	10
10	2218 / 176144	11
11	2319 / 184152	12

12 or more	2420 / 192-460	13 etc.
<u>13</u>	<u>25/200</u>	<u>14 etc.</u>

A vacation day is equal to eight (8) hours; ~~however, non-exempt employees may take vacation in one half (1/2) hour increments. Exempt employees must use vacation at a minimum in one-half (1/2) day increments.~~ All vacation will be taken at the convenience of the department and must have prior approval of the department head; department head vacation is subject to prior approval of the City Manager. Vacation days can be used in one-quarter hour (1/4) increments. A maximum of ten (10) days of vacation may be carried forward from one calendar year to the next. Unused days in excess of ten (10) are forfeited.

Special or extenuating circumstances will be addressed on an individual basis and with the approval of the City Manager.

Unused and accrued vacation hours are paid upon an employee's departure.

4.1 (d) SICK LEAVE AND SICKNESS & ACCIDENT BENEFITS *(additional verbiage in italics – approved by City Council May 20, 2013)*

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

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

On January 1 of each year, eligible employees are credited with seven (7) days/fifty-six (56) hours of paid sick leave. Sick leave days are prorated for new or returning (from leave of absence) employees on the basis of hire or return date. ~~Non-exempt e~~Employees may use paid sick leave in one-quarter-half (1/4) hour increments. ~~Exempt employees must use sick leave at a minimum in one-half (1/2) day increments.~~

If the number of unused paid sick leave hours available from the previous year exceed 112 hours, then the employee will be paid for ~~half~~ those hours in excess of 112 at one-half (1/2) at the employee's regular rate of pay. Unused paid sick leave hours may be accumulated from year-to-year up to a maximum of 21 days (168 hours) – 14 days/112 hours plus 7 days/56 hours.

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

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

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

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

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

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

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

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

4.1 (e) CONFERENCES AND TRAINING

Leave with pay will be granted while employees (exempt and/or non-exempt) attend conferences or training sessions which have been approved in advance by the City Manager or department head. However, only non-exempt travel time is compensable if it meets the requirements specified by the Fair Labor Standards Act (FLSA). (See Overtime.) Employees who drive their own vehicle are reimbursed at the standard mileage rate.

4.1 (f) LEAVES OF ABSENCE

FUNERAL LEAVE

Three (3) work days with pay will be allowed in the event of a death in the immediate family of a regular full-time employee. Immediate family shall include: spouse, child, step-child, grandchild, parent, step-parent, sister, sister-in-law, brother, brother-in-law, mother-in-law, father-in-law, grandparents and grandparents-in-law of the employee.

JURY DUTY LEAVE

The regular full-time, part-time, and seasonal employee will be "kept whole" while performing jury duty. Consequently, employees on jury duty will be required to surrender/endorse over any checks received from the court(s) for services rendered. When not assigned to cases, employees must report to work for the remainder of the day. The City's obligation to pay an employee for jury duty is limited to a maximum of 20 work days in any calendar year.

MILITARY LEAVE

The City follows State and Federal law with respect to military service. Federal and State statutes mandate that the City grant unpaid leave to employees who voluntarily choose to serve in the Armed Forces and National Guard. Military leave must be allowed for active duty, training, or to meet military-related obligations, such as reporting for periodic physical fitness examinations.

Employees who are members of the reserve components of the Armed Forces will be granted leave of absence without pay for summer components and/or other periods of activation and reactivation upon presentation of substantiating documentation. It is recommended that leaves of absence for this purpose be taken as a vacation whenever possible.

The City is required under the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA) to reinstate those returning from services to their former job following discharge or release from active duty, reserve duty, or training.

Upon returning from military service, the employee's rate of pay will be adjusted to recognize any changes that would have occurred had the employee continued working for the City.

1. If the pay range increased, the rate of pay will be set at the point in the range that the employee would have reached if he/she had not left for military service.
2. If the employee returns to a more responsible job, the rate of pay will be based on the present rate for the position and will be at least the same as the lowest paid qualified person in a comparable position.

The USERRA requires the City to offer continuous medical coverage for up to eighteen (18) months to employees who were previously covered by the City's health plan and who are absent due to military service. Moreover, if the military service does not exceed thirty-one (31) days, the employee cannot be required to pay more than had he/she remained actively employed.

The time spent on military leave will be treated as continuous employment for the purpose of accruing credited service for vacation, personal days, retirement plans, et al. The City must also allow returning employees the chance to make up missed employee contributions to defined contribution pension plans and must make corresponding City contributions.

4.1 (g) REQUESTS FOR TIME OFF

A "Request for Absence Report" form must be completed by the employee when requesting time off (with or without pay).

4.1 (h) LEAVE OF ABSENCES – WITHOUT PAY

Regular full-time employees may be granted leaves of absence without pay as determined by the City Manager. All requests for leave shall be in writing with the terms of the leave set forth in writing when approved. During leaves of less than 90 days, employee benefits continue but the employee must continue to pay his/her portion of the premium. For leaves in excess of 90 calendar days, the employee will be required to pay the full premium. (See also COBRA and FMLA.) Other authorized deductions (i.e. FSA contributions, co-pays, etc.) still apply during the leave period and will be billed to the employee as necessary.

4.2 BENEFIT PLANS

4.2 (a) RETIREMENT

Defined Benefit Plan

For all regular full-time non-union employees, the City contributes to the Municipal Employees Retirement System (MERS) C-1 Plan (1.5 factor). ~~Employees hired after April 1, 2014 will be required to contribute any cost to the City above 10% for the C-1 Plan.~~ Vesting is ten (10) years of service. Employees hired prior to April 1, 2012 have a bridged benefit that has a B-4 Plan (2.5 factor) with a frozen Final Average Compensation (FAC) until April 1, 2012 and continue with the C-1 Plan after that date. Both plans have a five (5) year FAC.

Defined Contribution Plan

For all regular full-time non-union employees, the City also contributes 8.6% of base wages to the ~~ICMA~~ 457 Deferred Compensation Plan. The employee may also contribute to the plan.

All employees and elected officials are eligible to participate through payroll deduction (without a City match) in the ~~ICMA~~457 Deferred Compensation Plan.

4.2 (b) MEDICAL/DENTAL/VISION INSURANCE *(additional verbiage in italics — approved by City Council April 21, 2014)*

The City offers the option for regular full-time active employees, who are normally scheduled to work 30 hours or more per week, to participate in one of at least two health plans which include medical, dental, and vision coverage. Plan descriptions and options may vary from year-to-year. Selection is made at time of hire, or thereafter, during the annual open enrollment. The City and employees share premium costs, which are subject to change. —The insurance policies themselves govern the terms and conditions of benefits. Contact Human Resources for complete plan details.

~~Regular part-time employees are eligible to participate in the City's health plan but must pay full premium costs and are not eligible to receive the City's premium contribution. Part-time employees who average 30 or more hours per week during their eligibility period may be eligible for the City's health plan; however the employee would be required to pay both the employee and City's share of the premium contribution. (For more details on the eligibility period, please see the Plan Document and Summary Plan Description for the City of Charlevoix Health and Welfare Benefit Plan available in Human Resources or the Treasurer's Office.)~~

Beginning October 1, 2014, retired employees (union and non-union) will not have access to the City's health care plans.

4.2 (c) SECTION 125 PLAN AND FLEXIBLE SPENDING ACCOUNT

If offered, all regular full-time employees have access to a pre-tax Section 125 Plan and the option to establish a Flexible Spending Account (FSA) for the employee and dependent.

4.2 (d) MEDICAL OPT-OUT REIMBURSEMENT

The City will pay annual cash reimbursement as follows for the employee who elects not to participate in double or family coverage. To be eligible the employee must provide written certification that they waive his/her right to enroll in a City health care plan and proof of the employee's non-City provided health care insurance coverage. Payment of the reimbursement will be made in twelve equal payments in the first paycheck of each month. ~~(These reimbursement amounts are not wages for purposes such as retirement, overtime, etc., and are taxable income, unless they are directly deposited into the City-provided Section 125 Plan.)~~

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 lump sum contribution of ~~\$2500.00~~~~4000.00~~ for double or family (D & F) coverage and ~~\$1350.00~~~~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 prorated HSA contribution. ~~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.

4.4 LIFE INSURANCE *(additional verbiage in italics—approved by City Council April 21, 2014)*

The City shall provide group life insurance benefits to regular full-time employees in the amount of their yearly salary up to a maximum of \$50,000 with an accidental death and dismemberment rider. Life insurance benefits will gradually reduce once the employee reaches age 65.

Beginning May 1, 2014, all future retired employees (union and non-union) will not have access to the City's life insurance plan.

4.5 OTHER INSURANCE

The City may offer regular employees (either regular full-time or part-time or both) the ability to purchase other forms of insurance, such as AFLAC, at the employee's own expense. Such offerings are approved by the City Manager and subject to change.

4.6 MEMBERSHIPS

The City will pay dues for membership in trade or professional organizations and service clubs as approved in advance by the City Manager or department head. Attendance at related meetings during regular work hours must be approved in advance by the City Manager or department head.

4.7 EDUCATION/TUITION ASSISTANCE

The City is interested in supporting the growth and development of its employees. As a means to this end, the City may provide education/tuition assistance to regular full-time employees who have a minimum of one year (12 months) of continuous service. Assistance includes tuition costs associated with formal education beyond the ongoing certification and training required or mandated to remain up-to-date or advance in an employee's current position.

Application must be made to the department head for job-related or otherwise appropriate coursework from an accredited institution of higher education utilizing the approved request form. Advance approval from the department head is required. Scheduling of classes may also require prior approval of the department head if the class may interfere with a work schedule.

Requests will be considered for approval based on the following:

- Relevance to the employee's current position
- Whether or not the employee is on an associate, baccalaureate or advanced (master, doctorate) degree track. Such tracks will receive preference.
- Available funding
- Applications will be processed based on each department's budgeted amount for employee education/tuition.

All costs for registration, application, fees, books, supplies, deposits, and the like, shall be paid by the employee. The City will reimburse 50% of tuition costs only, provided that

- A grade of "C" or better is received in an undergraduate or professional-level course.
- A grade of "B" or better is received in a graduate level course.
- The college bill, receipt of payment, and academic grade are submitted to the supervisor for final approval within 30 days of completion of a class.
- The course or tuition is not eligible for reimbursement under the G.I. Bill, scholarships, grants, or by any other organization.

The City will not reimburse for classes graded "incomplete" or "withdrawn" under any circumstances.

No more than four (4) credit hours per semester or term, and a total of no more than two (2) courses or eight (8) credit hours each fiscal year for each employee will be approved (subject to the departmental educational allotment). Under unusual circumstances or conditions, exceptions to this policy or procedures may be considered by the City Manager providing the requisite department budget has funds available to cover the associated costs.

There will be no requirement for the employee to repay the City for coursework, except as provided below:

- If the City provides financial support for an individual employee for an associate, bachelor, or advanced degree, the employee agrees to remain a City employee for two (2), four (4) and five (5) years respectively upon completion of the degree.
- Should the employee leave active employment, or conduct him/herself in a manner that results in termination with the City within two (2), four (4) and five (5) years of completion of the program, as described above, he/she agrees to reimburse the City for all actual costs expended by the City for the program on a pro-rated/percentage of time remaining on the original commitment. (For example, if an employee completes a bachelor's degree and then leaves after two years, the employee is responsible for repaying the City 50% of the funds expended by the City for the education.)

4.8 SOCIAL SECURITY AND MEDICARE

Each employee contributes a percentage of earnings to Social Security/Medicare through payroll deduction. The City contributes similar amounts to the employee's Social Security/Medicare accounts with the U.S. Government. Benefits include retirement income, survivor benefits, and medical benefits. Questions concerning Social Security accounts or benefits should be directed to the Social Security Administration, U.S. Government (www.socialsecurity.gov).

4.9 UNEMPLOYMENT AND WORKER COMPENSATION

The City participates in Michigan's unemployment program as required by law. Questions regarding the unemployment program should be directed to the Unemployment Insurance Agency (www.michigan.gov/uia). Questions regarding worker compensation should be directed to the City Manager.

4.10 FAMILY AND MEDICAL LEAVE ACT (FMLA)

Eligible employees may take up to 12 weeks of unpaid, job-protected leave in any 12 month period, known as "family and medical leave." The 12 month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave.

Eligibility To be eligible for family and medical leave, employees must:

1. Have been employed for at least 12 months in the last seven years (which do not need to be consecutive) by the City; and,
2. Have worked at least 1,250 hours for the City during the twelve months immediately preceding the beginning of requested leave; and
3. Be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Reasons for Taking Leave Family and medical leave may be taken for any one, or for a combination of the following reasons:

1. ~~_____~~ The birth and newborn care of an employee's child after birth, or placement of a child with the employee for adoption or foster care; or ~~_____~~
2. ~~_____~~ For incapacity due to pregnancy, prenatal medical care or child birth; or
3. ~~_____~~ ~~2. _____~~ To care for an employee's spouse, child or parent (but not in-law) who has a serious health condition; or
4. ~~_____~~ ~~3. _____~~ For the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
5. ~~_____~~ ~~4. _____~~ Because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on covered active duty (any deployment of an Armed Service member to a foreign country) or in the National Guard or Reserves who has been notified of an impending call or order to covered active duty status (deployment to a foreign country).
6. ~~_____~~ ~~5. _____~~ To care for the employee's spouse, son, daughter, parent or next of kin who is a covered service member.

A Serious Health Condition means an illness, injury, impairment or physical or mental condition which involves either inpatient care at a medical facility or continuing treatment by a licensed health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days for an incapacity that requires at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. The first treatment must be within 7 days of the first day of incapacity, and the two treatments must occur within 30 days of the first day of incapacity unless there are extenuating circumstances. Treatment by a health care provider means an in person visit.

A Qualifying Exigency may include short notice deployment, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, rest and recuperation, attending post-deployment reintegration briefings, and additional activities.

Injured Service Member Leave/Additional Military Family Leave Entitlement

This leave is in addition to the basic FMLA leave entitlement discussed herein. An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to take up to 26 weeks of leave during a single 12 month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single 12 month period and when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12 month period. The single 12 month period begins on the first day an eligible employee takes leave to care for the injured service member.

A covered service member means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness; and veterans who are undergoing medical treatment for a serious injury or illness sustained in the line of duty and who were members of the armed forces within five years preceding the need for such treatment. A member of the Armed Forces would have a serious injury or illness if he/she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness may render the service member medically unfit to perform duties of the member's office, grade, rank or rating.

Duration of Leave Eligible employees may receive up to 12 workweeks of unpaid leave during any "rolling" 12 month period, measured backward from the date of any family or medical leave. Family and medical leave involving the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement. Each time an individual takes such a leave, the individual's remaining entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months. When both spouses are employed by the City, they are entitled to a total of twelve weeks of leave (rather than 12 weeks each) for the birth or placement of a child.

In addition, as outlined above, an employee may be entitled to an additional 14 weeks to care for an injured service member.

Eligible employees may take family and medical leave intermittently – which means taking leave in blocks of time, or by reducing one's normal weekly or daily work schedule – whenever it is medically necessary to care for a seriously ill family member, because the employee is seriously

ill and unable to work, for qualified exigency leave or for military caregiver leave. Intermittent leave is not permitted for the birth of a child or placement of a child for adoption or foster care.

No Work While on Leave – working for another employer or taking another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by law.

Pay and Benefits - time off during the FMLA Leave will be unpaid. The individual's coverage under the City's group health plan will be maintained during the leave. Vacation and personal time for ~~non-exempt~~ employees will not accrue during the unpaid FMLA Leave.

Health Benefits Eligible employees and (if applicable) their families remain eligible to participate as employees under the group health plan during one's family and medical leave. This coverage will be provided if the employee or the employee's family was covered under the plan before the leave was taken and on the same terms as if the employee had continued to work. Under this leave the employee can continue to maintain medical insurance coverage at regular employee rates by paying the employee's share of health plan premiums while on leave.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family for a circumstance beyond the employee's control, the City will require the employee to reimburse the City the amount it paid for the employee's health insurance premium during the leave period.

Job Restoration Upon returning from a family and medical leave, eligible employees will normally be restored to their original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions, the same as if they had not taken the leave of absence. The purpose is for employees to be in as good a position as they would have been if they had not needed to take this leave.

In addition, use of family and medical leave cannot result in the loss of any employment benefit that employees earned or were entitled to before using family and medical leave.

The exception to this is situations where job restoration of key employees will cause substantial and grievous economic injury. In such situations, the City will notify employees if they qualify as "key employees" if it intends to deny reinstatement, and of their rights in such instances.

Notice of Eligibility For and Designation of FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the City telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of their rights and responsibilities in connection with such leave; the City designation of leave as FMLA qualifying or non-qualifying, and if not FMLA qualifying, the reasons why; and the amount of leave, if known, that will be counted against the employee's leave entitlement. The City will provide the employee with the Department of Labor (DOL) Notice of Eligibility and Rights Form WH381 (<http://www.dol.gov>) and provide a written response to the employee's request for FMLA leave using the DOL Designation Notice Form WH-382 (<http://www.dol.gov>).

The City may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the City's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the City and employee can mutually agree that leave be retroactively designated as FMLA.

Employee Obligations

Provide Notice – Employees who take FMLA leave must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the City with notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 day notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

Notice Content – Employees must inform the FMLA Coordinator of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this either by requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the City to determine that the leave is FMLA-qualifying.

Calling in sick without providing the reasons for the needed leave will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the City's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the City has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

When Requesting Intermittent or Reduced Schedule Leave – When requesting intermittent or reduced schedule leave for planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered service member, employees must consult with the City and make a reasonable effort to schedule treatment so as not to unduly disrupt the City operations, subject to approval from the health care provider. Employees must consult with the City prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the City and the employees, subject to the approval of an employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the City may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

The City may temporarily transfer employees during the period that the intermittent or reduced leave schedules are required to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, employees must advise the City of the reason why such leave is medically necessary, upon request. In such instance the City and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the City operations, subject to the approval of the employee's health care provider.

Submit Medical Certifications

Depending on the type of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA leave. The certifications may include an initial certification, a re-certification and a return to work/fitness for duty certification.

It is the employee's responsibility to provide the City with timely, complete and sufficient medical certifications. Whenever the City requests employees to provide FMLA medical certifications, the employee must provide it within 15 calendar days after the request unless it is not practicable to do so despite an employee's diligent, good faith efforts. The City shall inform employees if submitted certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The City will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the City (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the City with authorization allowing it to clarify or authenticate certifications with health care providers, the City may deny FMLA leave if certifications are unclear. In its sole discretion, the City may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

Initial Medical Certifications – Employees requesting leave because of their own, or a covered relative's serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of the covered family or service member. The certification must state the date when the serious health condition commenced; probable duration of the employee or family member's condition or the estimated period of time during which the employee will be needed to care for the family member; and all appropriate medical facts upon which the opinion is based. Medical certification for employee's serious health condition will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition Form WH-380-EF (<http://www.dol.gov/>). Medical certification for the family member's serious health condition will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition Form WH-380-F (<http://www.dol.gov/>).

If the employee has provided 30 day notice of the need for leave, certification should be submitted before the leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

Certification must be provided within 15 calendar days of the request, unless not feasible under the circumstances. Failure to provide timely certification will result in denial of leave until the certification is provided.

The City may require a second medical opinion by an independent physician of its choice (and, in some cases a third opinion by a mutually agreeable physician) at the City's expense as a condition of the granting of FMLA Leave based on a serious health condition.

Medical Recertification – Depending on the circumstances and duration of FMLA leave, the City may require employees to provide recertification of medical conditions giving rise to the need for leave. The City will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

Keeping in contact with the City while on a FMLA Leave is important. Individuals are required to contact the Human Resources at least every 14 days regarding the expected length of the leave and when he/she intends to return to work. The City may require re-certification by the individual's health care provider every 30 days to support continuation of a leave based on a serious health condition.

Certifications for Military Family Leave (Exigency) – When employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, the City may require employees to provide: 1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered service member with a serious injury or illness, the City may require employees to obtain certifications completed by an authorized health care provider of the covered service member. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service Member Form WH-385 (<http://www.dol.gov/>). In addition, and in accordance with the FMLA regulations, the City may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

Return to Work/Fitness for Duty Medical Certifications

Certification to return to work - Before returning to work, an individual who has been on FMLA Leave because of the individual's serious health condition must provide a certification from the individual's licensed health care provider that the individual is able to resume work and perform the essential functions of the job, with or without reasonable accommodation. Reinstatement will be denied until the required certification is provided.

Returning to work - Upon completion of FMLA Leave, an employee will be restored to the position held when the leave began, or to an equivalent position with the same or substantially equivalent position with the same or substantially similar benefits, pay and working conditions. Reinstatement to the same position with the same benefits may not be available in such a case where the employee's position or benefits change or have been eliminated during the employee's FMLA Leave.

If an exempt employee is among the highest paid ten percent of the City's employees and within 75 miles of his/her worksite, such an individual may be denied reinstatement if it would impose a substantial economic injury to the City. The City will notify the employee if he/she is a "highly compensated" employee, if the City intends to deny reinstatement, and of one's rights in such instances.

Failure to return to work - An employee who fails to return to work after the expiration of FMLA Leave will be considered a voluntary resignation. The City may recover from the employee the cost of any payments made to maintain the individual's health care coverage during the leave, unless the failure to return to work was due to reasons beyond the employee's control.

General Rules of Leave

Employees may elect to use or the City may require employee to use, any accrued paid time while taking unpaid FMLA Leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA Leave and the paid time will run concurrently with an employee's FMLA entitlement.

Upon written request where allowed by law, the City will allow employees to use accrued paid time to supplement any paid benefits the employee is receiving while on leave.

Leaves of absence taken in connection with a disability leave plan (e.g. sick and accident) or worker's compensation injury/illness shall run concurrently with any FMLA Leave entitlement.

Vacation and personal time for non-exempt employees will not accrue during the FMLA Leave.

Employees will be subject to immediate termination of employment for:

1. Failure to return to work as scheduled following the end of a medical or family leave;
2. Failure to return to work within the maximum time allowed for a leave;
3. Providing false or misleading information or omitting certain information in connection with a family or medical leave;
4. Working for any other business or entity unless prior approval is given by the City Manager in writing;
5. Failure to provide any periodic updates required by the City; or,
6. Violation of any of the City's rules and regulations relating to a family or medical leave (or any other policy).

Intent to Return to Work From FMLA Leave

On a basis that does not discriminate against employee on FMLA leave, the City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

4.11 COBRA

There is a Federal law called COBRA (Consolidated Omnibus Reconciliation Act) which requires the City to offer employees and/or their dependents the opportunity to continue their own health care and dental care benefits when certain events occur that would terminate participation under the plan. The City does not pay any COBRA costs.

Initial notice of continuation coverage rights under COBRA

For employees covered by one of the City's health care plans (the Plan), this notice contains important information about the employee's right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to employees and to other members of their family who are covered under the Plan when the employee would otherwise lose their group health coverage. The purpose of this notice is to generally explain COBRA continuation coverage, when it may become available to the employee and their family, and what the employee needs to do to protect the right to receive it. This notice gives only a summary of COBRA continuation coverage rights. For more information about rights and obligations under the Plan and under Federal law, review the Summary Plan Description which can be obtained from the Plan Administrator. The Plan Administrator contact is the City Manager, 210 State Street, Charlevoix, Michigan, 49720, (231) 547-3270. The Plan Administrator is responsible for administering COBRA continuation coverage.

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees,

spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

An employee will become a qualified beneficiary if the employee will lose his/her coverage under the Plan because either one of the following qualifying events happens:

1. Hours of employment are reduced, or
2. Employment ends for any reason other than gross misconduct.

The spouse of an employee will become a qualified beneficiary if he/she will lose coverage under the Plan because any of the following qualifying events happens:

1. Spouse dies;
2. Spouse's hours of employment are reduced;
3. Spouse's employment ends for any reason other than his/her gross misconduct;
4. Spouse becomes enrolled in Medicare (Part A, Part B, or both); or
5. Divorced or legally separated.

Dependent children will become qualified beneficiaries if they will lose coverage under the Plan because any of the following qualifying events happens:

1. The parent-employee dies;
2. The parent-employee's hours of employment are reduced;
3. The parent-employee's employment ends for any reason other than his/her gross misconduct;
4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
5. The parents become divorced or legally separated; or
6. The child stops being eligible for coverage under the plan as a "dependent child."

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, or enrollment of the employee in Medicare (Part A, Part B, or both), the City must notify the Plan Administrator of the qualifying event within 30 days following the date coverage ends.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), the City must notify the Plan Administrator. The Plan requires the employee to notify the Plan Administrator within 60 days after the qualifying event occurs. Notice must be sent to: City Manager, 210 State Street, Charlevoix, Michigan, 49720, (231) 547-3270.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date that Plan coverage would otherwise have been lost.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18 month period of COBRA continuation coverage can be extended.

1. If the employee or anyone in his/her family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and the employee notifies the Plan Administrator in a timely fashion, the employee and his/her entire family can receive an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The employee must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of determination and before the end of the 18 month period of COBRA continuation coverage. This notice should be sent to: City Manager, 210 State Street, Charlevoix, Michigan, 49720, (231) 547-3270.
2. If the employee's family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in the employee's family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, the employee must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice should be sent to: City Manager, 210 State Street, Charlevoix, Michigan, 49720, (231) 547-3270.

The employee must keep the Plan Administrator informed of any address changes for the employee and his/her qualified beneficiaries.

Questions about COBRA continuation coverage should be directed to the City Manager, 210 State Street, Charlevoix, Michigan, 49720, (231) 547-3270 or an employee may contact the nearest Office of the U.S. Department of Labor Employee Benefits Security Administration (EBSA), the addresses of which can be found at www.dol.gov.

It is imperative that an employee notify the City immediately of any of the above changes that the City would not already know about, such as divorce or dependent child eligibility. Additional information will be provided at that time with instructions regarding application, payment, and deadlines.

4.12 LONGEVITY

Full-time and *part-time year-round employees shall be paid an annual longevity payment based on length of service with the City of Charlevoix according to the following schedule:

<u>Years of Service</u> <u>As of December 1st</u>	<u>Annual Payment</u>
<u>Five (5)</u>	<u>\$100.00</u>
<u>Ten (10)</u>	<u>\$200.00</u>
<u>Fifteen (15)</u>	<u>\$300.00</u>
<u>Twenty (20)</u>	<u>\$400.00</u>
<u>Twenty-Five (25)</u>	<u>\$500.00</u>
<u>Thirty (30)</u>	<u>\$600.00</u>

This payment will be made on the first pay period following December 1st of each year.

*If employee was at seasonal status and changes to year-round part-time status, the City will use the date employee changed their status to Part-time as the hire date for longevity purposes.

SECTION 5: SAFETY POLICIES

5.1 EQUIPMENT

Employees should operate machinery only when they have been instructed in its safe use. This includes all City vehicles, powered grounds keeping equipment, and power tools. Employees are expected to report all equipment damage, defects and/or problems to their supervisor as soon as possible so that appropriate repairs are made.

5.2 PROTECTIVE DEVICES

Protective devices such as safety glasses, hard hats, and other safety equipment are provided as required to regular employees and must be worn as required.

Proper goggles will be provided and must be worn when grinding, chipping, welding, solvent cleaning, or doing any work where flying particles may cause injury to the eyes. Safety glasses are REQUIRED in the shop (MUST be OSHA approved). If the employee wears prescription glasses, he/she MUST have OSHA approved prescription lenses and side shields, or wear safety glasses over his/her prescription glasses.

Disposable hearing protection is provided upon request and non-disposable types may be available by special request.

Leather shoes which have low heels, rubber heels and soles, or any other common shoe that enclose the feet are required in the shop. However, tennis shoes are not allowed for sheet metal shop personnel. Steel-toed work shoes are encouraged for all sheet metal shop personnel or persons working around any type of power equipment.

Seasonal employees shall be required to wear protective (steel-toed) footwear in any City department that requires the same of regular employees and/or if the seasonal employee is engaged in lawn-mowing, weed whipping, or any other activities which may cause injury to feet. The seasonal employee is responsible for providing their own protective footwear and will be forbidden from performing any task that requires same until appropriately protected. All other required safety equipment for the seasonal employee will be provided by the City.

5.2 (a) PROTECTIVE DEVICE REIMBURSEMENT

The City will reimburse a full-time regular employee for the cost incurred for the "safety lens option" (must provide a doctor receipt specifying the additional cost of the safety lens) if the employee is required to wear safety glasses and the department head has determined "generic" non-prescription glasses are not appropriate.

The City will pay an annual flat amount to full-time regular employees required to wear safety shoes.

5.3 REPORTING ACCIDENTS, INJURIES, AND SAFETY VIOLATIONS

All accidents involving City employees or City vehicles must be reported to the employee's department head and then to the Treasurer, and an incident report completed on each accident. It is especially important to complete an incident report if there is damage to property or any possible indication of liability on the part of the City, its employees, or its agents.

In case of any injury, **NO MATTER HOW SLIGHT**, the injury must be reported to one's supervisor or a manager immediately. An employee should not treat one's own or a co-workers injuries or remove foreign particles from the eye, unless under emergency circumstances. Failure to report injuries promptly may exclude the employee from benefits to which he/she may otherwise be entitled.

The City's number one priority is to create the safest working environment for all employees. The City is committed to fully investigate any and all claims of safety violations. The City expects all employees to immediately report any safety violation to his/her supervisors. Failure to do so endangers not only the employee but co-workers.

5.4 HAZARDOUS MATERIALS

All pertinent information concerning chemicals used by the City is included in a Material Safety Data Sheet (MSDS) located in a notebook in City Hall and at appropriate City buildings. The City's written Hazard Communication Program is also included in the MSDS notebook.

5.5 SAFETY RULES

It is the policy of the City to provide and maintain safe working conditions, to follow operating practices that will safeguard all employees, and to create safe working conditions and efficient operations.

The City expects all employees to be safety conscious and to assist in finding conditions at work sites and offices that might cause an accident. If the employee notices or suspects unsafe conditions, he/she should notify one's supervisor or a manager immediately.

- (1) Horseplay (including throwing of objects or water), and practical joking can result in serious injuries or death and are strictly prohibited and punishable. Yelling, whistling, loud radio playing or any other kind of confusion that could cause a delay in calling for assistance is not allowed.
- (2) Equipment is to be used only for its intended purpose.
- (3) Poor housekeeping can be the cause of accidents, wasted material, and wasted time. Maintain clear aisles, stack material neatly and solidly, return tools and equipment to their proper storage places, and keep floors clean and clear of debris. Stairways and exits must be clear at all times.
- (4) Report any irregularity in equipment immediately to one's supervisor or a manager. Do NOT operate until inspected and/or repaired.
- (5) Keep tools and equipment in clean, good condition and ensure that they are properly positioned to avoid slipping.
- (6) Do NOT use chairs or stools to stand on. Use approved ladders; ensure that they are properly positioned to prevent slipping.
- (7) When repairing any power equipment the employee must be authorized to work on such equipment and follow proper lockout and blocking procedures.

Motion by Councilmember Cole, second by Councilmember Stevens, to approve Resolution 2009-06-03 as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2009-06-03
ESTABLISHING CODE OF ETHICS AND CONFLICT OF INTEREST POLICY**

Recitals

- WHEREAS, the City Council recognizes that it is the utmost importance to foster public confidence in the decisions made by the City Council;
- WHEREAS, public confidence in the decisions of city government is enhanced when public officials avoid both actual conflicts of interest and the appearance of conflicts of interest;
- WHEREAS, the establishment of a Code of Ethics and Conflict of Interest Policy for the City Council will provide assistance so that situations can be avoided which could negatively impact public confidence in the City and in those persons who act on behalf of the City in the performance of their duties or jobs; and
- WHEREAS, the City Council desires to adopt a Code of Ethics and Conflict of Interest Policy for the City by the adoption of this resolution.

Resolution

NOW, THEREFORE, BE IT RESOLVED that the Charlevoix City Council establishes the following Code of Ethics and Conflict of Interest Policy for the persons who act on behalf of the City as specified in this resolution:

DEFINITIONS

- "Council Members" shall mean members of the Charlevoix City Council.
- "City Employees" shall mean the City Manager, the City Clerk, all department heads and all other full-time or part-time employees of the City.
- "City Representatives" shall mean Council Members, City Employees, persons serving on any boards or commissions of the City and any other person who is officially authorized to act on behalf of the City.
- "Immediate Family Member" shall mean a spouse, child, spouse of a child, or a parent of the employee as well as a person who is residing in the same household as the employee.
- "Official Duties" shall mean work performed as a City Employee in the course of that person's employment for the City as well as any duty or act performed by an elected or appointed City official, a Council Member, or a member of any City board or commission when such duty or act is performed in the course of that person's service to the City.

CITY OF CHARLEVOIX CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

- A. The following standards of conduct shall be followed in the discharge of official duties for the City:
1. When performing Official Duties, City Representatives shall treat members of the public with respect and fairness.
 2. City Representatives shall discharge their Official Duties in accordance with prescribed constitutional, statutory, and regulatory procedures and shall apply the laws and policies of the City in an evenhanded manner without partiality, favoritism, or dishonesty, and not for personal gain or benefit.
 3. City Representatives shall not divulge any unauthorized personal or confidential information acquired in the course of their Official Duties in advance of the time prescribed for its authorized release to the public. Confidential legal advice or opinions, such as written opinions from the City attorney, are protected by attorney-client privilege. The City is the client

(and not individual Council Members or City Officials). Accordingly, a majority of the City Council should decide when confidential legal information is released.

4. City Representatives who acquire confidential information in the course of their duties that is not available at the time to the general public shall not use such information to further their private interests or the private interests of another person.
 5. City Representatives shall not represent their personal opinions as that of the City or the committee, commission, or board on which they serve, unless expressly authorized to do so.
 6. City Representatives shall not, directly or indirectly, make use of or permit others to make use of City property, equipment, vehicles, or supplies of any kind for personal gain or benefit.
 7. City Representatives shall not, directly or indirectly, solicit or accept any gift or a loan of money, goods, services, or other thing of value which tends to influence or creates the appearance that it influences the manner in which they perform their Official Duties or is intended or has the appearance of being intended as a reward for the performance of any Official Duty.
 8. City Representatives shall not engage in or accept employment or render services that are incompatible or in conflict with the discharge of their Official Duties or that tends to impair their independence of judgment when discharging their Official Duties.
 9. Except as permitted under the Contracts of Public Servants with Public Entities Act, MCL 15.321, *et seq.* (also mentioned in paragraph 10 below), City Representatives shall not, directly or indirectly, solicit or be a party to a contract between themselves and the City and shall not solicit a contract between an entity in which they have a financial or personal interest and the City.
 10. All persons involved in a proposed contract with the City shall comply with the Contracts of Public Servants with Public Entities Act, MCL 15.321, *et seq.* In addition to the requirements of the statute cited above, the following requirements must be met:
 - a. No Council Member shall vote on a City-related project when the Council Member has a reasonable likelihood of obtaining a financial benefit because of the project. This includes by way of example and not limitation, situations in which a Council Member will be a bidder on the project or has a reasonable likelihood of being a subcontractor on the project.
 - b. When a City Employee or a member of the City Employee's immediate family will be a party to a proposed contract with the City or have a personal interest in a proposed contract with the City, the department head who is seeking approval of the contract shall disclose these facts to the City Manager in writing (which includes email). The disclosure shall identify all parties to the contract and the nature of the financial interest of the employee or the employee's Immediate Family Member. If the proposed contract may be approved by the City Manager pursuant to the City Code and the City Manager finds that the proposed contract is in the best interests of the City, then the City Manager may approve the contract and, as early as practical after its approval, shall inform the City Council in writing of the same information that was provided to the City Manager as required above. In addition, the City Manager shall explain to the City Council why the proposed contract is in the best interests of the City. If the proposed contract is to be approved by the City Council, the City Manager (or the department head as directed by the City Manager) shall provide the same information that was provided to the City Manager as required above. In addition, the City Council shall be informed why the proposed contract is in the best interests of the City.
 11. City Representatives shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates or other regulation or supervision relating to any business entity in which they have, directly or indirectly, a financial or personal interest.
 12. When making discretionary, administrative decisions City Representatives shall refrain from making statements or taking any actions outside the formal decision-making process that would suggest they have prejudged the matter before them or would in any way preclude them from affording the applicant and the public a fair hearing.
- B. As permitted by law, a violation of these standards of conduct may be grounds for the discharge of or other disciplinary action against a City Employee, or for removal from a Council-appointed or a Mayoral-appointed position.
- C. This resolution supersedes any prior resolution or policy of the City regarding this subject matter.

RESOLVED, this 15th day of June, 2009.

Resolution adopted by the following yea and nay votes:

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

CERTIFICATION

I, the undersigned, the Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on June 15, 2009, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated:

Carol A. Ochs, City Clerk

City of Charlevoix
Employee Handbook
APPENDIX B

Motion by Councilmember Bob Timms, seconded by Councilmember Sherm Chamberlain to approve 2006-03-01 as follows:

**CITY OF CHARLEVOIX
RESOLUTION No. 2006-03-01
RESOLUTION ESTABLISHING
SOCIAL SECURITY NUMBER PRIVACY POLICY**

At a regular meeting of the Charlevoix City Council held in the Charlevoix City Hall located at 210 State Street, Michigan, on March 6, 2006.

PRESENT: Council members Gabe Campbell, Sherm Chamberlain, Shirley Gibson, Bill Haggard, Bob Timms, and Gene Beer
ABSENT: None

Recitals

WHEREAS, the Michigan Social Security Number Privacy Act, Public Act 454 of 2004, MCL 445.81 *et seq.*, (the "Act") requires a person who obtains one or more social security numbers in the ordinary course of business (including a local unit of government) to create a privacy policy concerning social security numbers that complies with the requirements of the Act; and

WHEREAS, the Charlevoix City Council desires to comply with the Act and hereby creates the following Social Security Number Privacy Policy.

Resolution

NOW, THEREFORE, BE IT RESOLVED that the Charlevoix City Council hereby establishes the following Social Security Number Privacy Policy for the City:

1. Purpose:

The City of Charlevoix (the "City") is required by the Michigan Social Security Number Privacy Act, Public Act 454 of 2004, MCL 445.81 *et seq.*, (the "Act") to create a privacy policy concerning the social security numbers that it possesses or obtains. This Privacy Policy, therefore, sets forth the City's policies and procedures regarding how social security numbers are obtained, stored, transferred, used, disclosed and disposed.

2. Policy:

It is the policy of the City to protect the confidentiality of social security numbers obtained in the ordinary course of city business from employees, vendors, contractors, customers or others. No city official or employee shall knowingly obtain, store, transfer, use, disclose, or dispose of a social security number that the City obtains or possesses, except in accordance with the Act and this Privacy Policy.

3. Procedure:

A. Obtaining Social Security Numbers. Social security numbers should be collected only where required by Federal and state law or as otherwise permitted by Federal and state law for legitimate reasons consistent with the Act and this Privacy Policy. When the City obtains a social security number, the individual from whom the social security is obtained shall be entitled to know the purpose, intended use, whether the number is required to be provided by law, and the consequences of not providing the number.

Legitimate reasons for collecting a social security number include, but are not limited to:

- Applicants may be required to provide a social security number for purposes of a pre-employment background check.
- Copies of social security cards may be obtained for purposes of verifying employee eligibility for employment in accordance with the Immigration Reform and Control Act.
- Social security numbers may be obtained from employees for tax reporting purposes (i.e., IRS Form W-4), for new hire reporting or for purposes of enrollment in any City employee benefit plans.
- Social security numbers may be obtained from creditors or vendors for tax reporting purposes (i.e., IRS Form 1089).

- Social security numbers may be obtained to verify an individual's identity related to accounts, transactions and services with the City.
 - Social security numbers may be obtained to investigate an individual's claim, credit, criminal, or driving history.
 - Social security numbers may be obtained to detect, prevent, or deter identity theft or another crime.
 - Social security numbers may be obtained to lawfully investigate, collect, or enforce a child or spousal support obligation or tax liability.
- B. Public Display.** All or more than four sequential digits of a social security number shall not be publically displayed and shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, permits, licenses or any other materials or documents designed for public display. Documents, materials or computer screens that display all or more than four sequential digits of a social security number shall be kept out of public view at all times.
- C. Account Numbers.** Except as permitted by the Act, all or more than four sequential digits of a social security number shall not be used as a primary account number for an individual.
- D. Computer Transmission.** All or more than four sequential digits of a social security number shall not be used or transmitted on the Internet or on a computer system or network and shall not be used to gain access to a computer system or network, unless the connection is secure or the transmission is encrypted.
- E. Mailed Documents.** City documents containing all or more than four sequential digits of a social security number shall not be intentionally mailed to a person, unless one of the following exceptions apply. In addition, any document or information mailed or otherwise sent to an individual shall not have all or more than four sequential digits of a social security number visible on or without manipulation, from outside of the envelope or packaging.
- (i) State or Federal law, rule, regulation, or court order or rule authorizes, permits, or requires that a social security number appear on the document.
 - (ii) The document is sent as part of an application or enrollment process initiated by the individual.
 - (iii) The document is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, or employee or health insurance benefit or to confirm the accuracy of a social security number of an individual who has an account, contract, policy, or employee or health insurance benefit.
 - (iv) The document or information is a public record and is mailed by the City in compliance with the Michigan Freedom of Information Act.
 - (v) The document or information is a copy of a vital record as provided by law and is mailed to a person entitled to receive that record.
 - (vi) The documentation or information is mailed by or at the request of an individual whose social security number appears in the document or information or his or her parent or legal guardian.
 - (vii) State or Federal law authorizes, permits or otherwise requires the mailing of the document containing all or more than four sequential digits of the social security number.
- F. Freedom of Information Act.** Where all or more than four sequential digits of a social security number are contained within a document subject to disclosure under the Freedom of Information Act, the social security number shall be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed.
- G. Storage.** All documents containing social security numbers shall be stored in a physically secure manner. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.
- H. Retention and Access to Social Security Numbers.**
- (i) All records containing social security numbers (whether partial or complete) will be maintained in secured files.
 - (ii) All paper records containing social security numbers must be stamped "Confidential," "Controlled Document," or some similar identifying mark.

- (iii) Only personnel who have a legitimate business reason will have access to records containing social security numbers. The department heads having access to records containing social security numbers shall determine which other personnel within their departments have a legitimate reason in the City's ordinary course of business to have access to such social security numbers.
 - (a) Employees whose jobs entail regular access to records containing social security numbers shall be trained in the requirements of the Act and this Privacy Policy.
 - (b) Where a record containing a social security number is to be disseminated to persons outside of the City of Charlevoix, to persons within the City of Charlevoix who are not authorized or trained in the Act and this Privacy Policy, or where the social security number is not relevant to the purpose for which the record is being shared, the social security number shall be redacted or otherwise rendered unreadable.
- (iv) Employees using records containing social security numbers will take appropriate steps to secure such records when not in immediate use. Such steps may include:
 - (a) Placing such records in a locked desk or file drawer when not in use.
 - (b) Using password protection or screen-savers on computers and computerized records to prevent unauthorized access to or viewing of such records by others.
 - (v) Inactive records containing social security numbers will be retained in accordance with the requirements of state and Federal laws and then destroyed in a manner that continues to ensure this confidentiality. For purposes of this Privacy Policy, "inactive records" are those where there is no longer a current employee, supplier or customer relationship.
- I. **Disposal.** Documents containing social security numbers shall be retained in accordance with the requirements of state and Federal laws. At such time as documents containing social security numbers are disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the social security numbers, such as shredding.
- J. **Unauthorized Use or Disclosure of Social Security Numbers.** The City shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses social security numbers for unlawful purposes or contrary to the requirements of this Privacy Policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions. The City will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses or discloses social security numbers through the City for unlawful purposes.

4. Exceptions to Privacy Policy:

- A. **Authorized Use of Social Security Numbers.** This Privacy Policy shall not apply to the use of all or more than four sequential digits of a social security number that is authorized or required by state or Federal law, by court order or rule, or pursuant to legal discovery or process.
- B. **Agencies Authorized to Use Social Security Numbers.** This Privacy Policy shall not apply to the use of all or more than four sequential digits of a social security number by officers of the Charlevoix City Police and the City Attorney as part of a criminal investigation.
- C. **Authorized Disclosure of Social Security Numbers.** This Privacy Policy shall not apply to the disclosure of all or more than four sequential digits of a social security number to a title IV-D agency, law enforcement agency, court, or prosecutor as part of a criminal investigation or prosecution.

RESOLVED this 6th day of March, 2006.

Resolution adopted by the following yea and nay votes:

Yeas: Campbell, Chamberlain, Gibson, Haggard, Timms, and Beer
 Nays: None
 Absent: None

RESOLUTION DECLARED ADOPTED.

CITY OF CHARLEVOIX

By: _____
Norman Carlson, Jr., Mayor

CERTIFICATION

I, the undersigned, the Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at its regular meeting held on March 6th, 2006, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated: 07/03/06

Carol A. Ochs, Clerk

RECEIPT AND ACKNOWLEDGMENT PAGE

1. I hereby acknowledge receipt of the City of Charlevoix's Employee Handbook.
2. I understand that it contains important information regarding my employment relationship with the City, including current policies and benefits of the City, rights and responsibilities that I have and those that my employer has, and that the policies contained in the Handbook apply to me and my employment with the City of Charlevoix.
- ~~3. I certify that I have read it in its entirety and understand the policies within it, and that they apply to my employment with the City.~~
34. I understand that if I have questions about the Handbook or the policies within, it is my responsibility to ask Human Resources or the City Manager about them.
46. I agree to accept the policies, agreements, and rules as stated in the Employee Handbook.
56. I understand that employment with the City is "at will", (unless I am a member of a union with a contract with the City) which means that either the City or I may terminate the employment relationship at any time, with or without cause, with or without notice.
67. I understand that the management of the City reserves the right to change the policies, procedures, and benefits described in this Employee Handbook at any time with or without notification.
78. I understand that this handbook is not intended nor does it serve as an express or implied contract of employment or a contract for benefits.
89. I understand that the policies described in this Employee Handbook supersede all previous policies, practices, and oral statements of anyone associated with the City, its' predecessors, and its' authorized agents and that this Employee Handbook includes the exclusive policies of the City.
109. I understand and agree that this Employee Handbook is and remains the property of the City, and that I will return it upon termination of my employment or upon the issuance of a new Employee Handbook.
1011. I understand that violation of any of the City's policies may result in immediate termination at management's discretion.
11. Unless otherwise expressly agreed in a written document signed by the City Manager and the employee, which specifically makes reference to this Handbook, an employee shall be an employee "at will" whose employment and compensation can be terminated with or without cause, and with or without notice, at any time at the option of either the Employer or the Employee. No employee or representative of the City, other than the City Manager has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this provision. If the City Manager changes my employment relationship from an "employment-at-will" agreement, it may only be done in a writing signed by him/her.

**** continued next page ***

~~12. Unless otherwise expressly agreed in a written document signed by the City Manager and the employee, which specifically makes reference to this Handbook, an employee shall be an employee "at will" whose employment and compensation can be terminated with or without cause, and with or without notice, at any time at the option of either the Employer or the Employee. No employee or representative of the City, other than the City Manager has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this provision. If the City Manager changes my employment relationship from an "employment at will" agreement, it may only be done in a writing signed by him/her.~~

I have received the Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revision made to it.

Date: _____ Employee Signature: _____ Date

_____ Print Name: _____

The City of Charlevoix
210 State Street
Charlevoix, MI 49720

EMPLOYEE HANDBOOK
November 2012 December 2015

CITY OF CHARLEVOIX

TITLE VI

NON-DISCRIMINATION PLAN

210 State Street
Charlevoix, MI 49720
Phone: 231-547-3270
Fax: 231-547-3617
Website: www.cityofcharlevoix.org

Title VI Coordinator:
Mark Heydlauff, City Manager
Email: mgr@cityofcharlevoix.org

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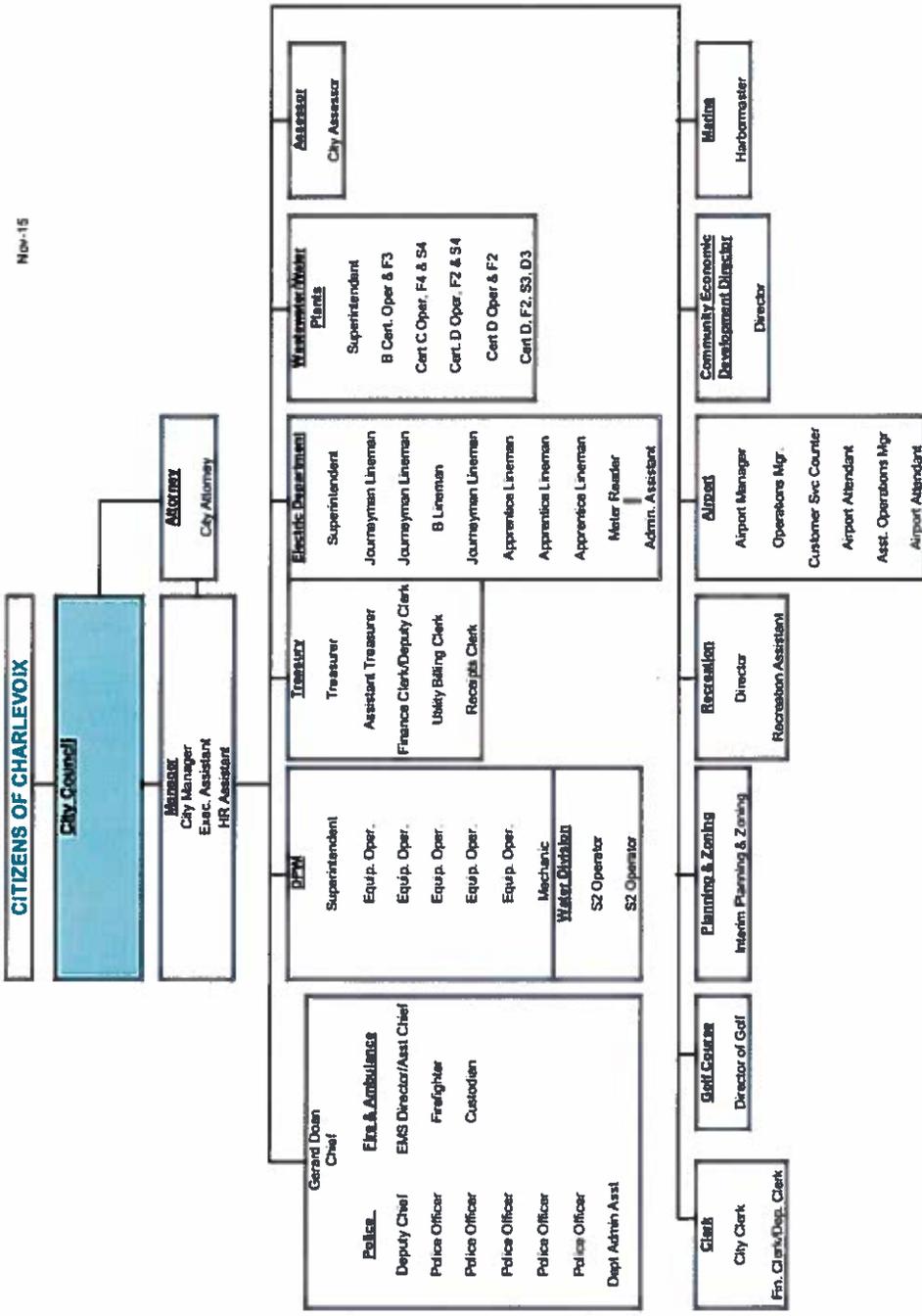
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CITY OF CHARLEVOIX ORGANIZATION CHART



INTRODUCTION

The City of Charlevoix, also known as Charlevoix the Beautiful, is located in Charlevoix County in beautiful northwest Michigan. The City borders picturesque Round Lake, Lake Michigan, and Lake Charlevoix. Charlevoix first became a village in 1871 and was later established as a city in 1905. Charlevoix has a year round population of roughly 3,000 people. The population increases dramatically in the summer months due to tourism and the high number of vacation/seasonal homes. In addition to the typical services offered by cities, Charlevoix is also proud to provide residents and visitors a municipal airport, golf course, marina, ski hill, skateboard park, performance pavilion, four beaches, and seven parks. The City of Charlevoix serves all people, including minority populations, low-income populations, the elderly, persons with disabilities, and those who traverse the City. The City of Charlevoix recognizes its responsibility to provide fairness and equity in all of its programs, services, and activities, and that it must abide by and enforce federal and state civil rights legislation.

Title VI of the Civil Rights Act of 1964, is the overarching civil rights law which prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance." Title VI has been broadened by related statutes, regulations and executive orders. Discrimination based on sex is prohibited by Section 324 of the Federal-Aid Highway Act, which is the enabling legislation of the Federal Highway Administration (FHWA). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibit unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of federal-aid recipients and contractors whether those programs and activities are federally funded or not.

In addition to statutory authorities, Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," signed in February of 1994, requires federal agencies to achieve Environmental Justice as part of its mission by identifying disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations. Environmental Justice initiatives are accomplished by involving the potentially affected public in the development of transportation projects that fit within their communities without sacrificing safety or mobility. In 1997, the U.S. Department of Transportation (USDOT) issued its DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations to summarize and expand upon the requirements of Executive Order 12898 on Environmental Justice. Also, Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)," provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

As a recipient of federal financial assistance, the City of Charlevoix must provide access to individuals with limited ability to speak, write, or understand the English language. The City

will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or national origin. Therefore, the primary goals and objectives of the City of Charlevoix's Title VI Program are:

1. To assign roles, responsibilities, and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives;
2. To ensure that people affected by the City's programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
3. To prevent discrimination in the City of Charlevoix's programs and activities, whether those programs and activities are federally funded or not;
4. To establish procedures for identifying impacts in any program, service, or activity that may create illegal adverse discrimination on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, and all interested persons and affected Title VI populations;
5. To establish procedures to annually review Title VI compliance within specific program areas within the City;
6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in the City's services, programs or activities.

As a sub-recipient of federal transportation funds, the City of Charlevoix must comply with federal and state laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to transportation services, facilities, activities, and programs, without regard to race, color, national origin, sex, socio-economic status, or geographical location. Every effort will be made to prevent discrimination in any program or activity, whether those programs and activities are federally funded or not, as guaranteed by the Civil Rights Restoration Act of 1987.

The City of Charlevoix shall also ensure that their sub-recipients adhere to state and federal law and include in all written agreements or contracts, assurances that the sub-recipient must comply with Title VI and other related statutes. The City of Charlevoix, as a sub-recipient who distributes federal transportation funds, shall monitor their sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, the City will make a good faith effort to ensure that the sub-recipient corrects any deficiencies arising out of complaints related to Title VI; and that sub-recipients will proactively gauge the impacts of any program or activity on minority populations and low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations.

Discrimination under Title VI

There are two types of illegal discrimination prohibited under Title VI and its related statutes. One type of discrimination which may or may not be intentional is “disparate treatment.” Disparate treatment is defined as treating similarly situated persons differently because of their race, color, national origin, sex, disability, or age.

The second type of illegal discrimination is “disparate impact.” Disparate impact discrimination occurs when a “neutral procedure or practice” results in fewer services or benefits, or inferior services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The City of Charlevoix’s efforts to prevent such discrimination must address, but not be limited to, a program’s impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, prioritization of projects, and the overarching functions of planning, project development and delivery, right-of-way, construction, and research.

The City of Charlevoix has developed this Title VI Plan to assure that services, programs, and activities of the City are offered, conducted, and administered fairly, without regard to race, color, national origin, sex, age, or disability of the participants or beneficiaries of federally funded programs, services, or activities (see Title VI Assurances).

**CITY OF CHARLEVOIX
NON-DISCRIMINATION POLICY STATEMENT**

The City of Charlevoix reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” In applying this policy, the City and its sub-recipients of federal funds shall not:

1. Deny any individual with any service, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service, or other benefit, which is inferior (in quantity or quality) to, or which is provided in a different manner from that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual's receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities or any other advantage, privilege or other benefit provided to others;
5. Adopt or use methods of administration, which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;
11. Locate a facility in any way, which would limit or impede access to a federally-funded service or benefit.

The City of Charlevoix will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues all within a period not to exceed 90 days.

The City of Charlevoix designates Mark Heydlauff, City Manager, as the Title VI Coordinator. The City Manager will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the City of Charlevoix complies with the Title VI regulations and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the City of Charlevoix and Title VI may be directed to the City Manager; 210 State Street, Charlevoix, MI 49720; Phone: 231-547-3270; Fax: 231-547-3617; Email: mgr@cityofcharlevoix.org.

Gabe Campbell
Mayor

Mark Heydlauff
City Manager/Title VI Coordinator

CITY OF CHARLEVOIX TITLE VI ASSURANCES

The City of Charlevoix (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-Assisted Programs for the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and hereby gives assurances that it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7 (a) (1) and (b) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

“The (Recipient), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, SubTitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

City of Charlevoix

Gabe Campbell, Mayor

Date

AUTHORITIES

Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h);

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability.

The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

Federal Aid Highway Act of 1973, 23 USC 324: No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

Age Discrimination Act of 1975, 42 USC 6101: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

Americans With Disabilities Act of 1990 PL 101-336: No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination by a department, agency, special purpose district or other instrumentality of a state or local government.

Section 504 of the Rehabilitation Act of 1973: No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

USDOT Order 1050.2: Standard Title VI Assurances

EO12250: Department of Justice Leadership and coordination of Non-discrimination Laws.

EO12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

28 CFR 50.3: Guidelines for the enforcement of Title VI of the Civil Rights Act of 1964.

EO13166: Improving Access to Services for Persons with Limited English Proficiency.

DEFINITIONS

Adverse Effects – The totality of significant individual or cumulative human health or environmental effects including interrelated social and economic effects, which may include, but are not limited to: (See Appendix E for additional discussion of “significant”)

- Bodily impairment, infirmity, illness or death
- Air, noise and water pollution and soil contamination
- Destruction or disruption of man-made or natural resources
- Destruction or diminution of aesthetic values
- Destruction or disruption of community cohesion or community’s economic vitality
- Destruction or disruption of the availability of public and private facilities and services
- Adverse employment effects
- Displacement of person’s businesses, farms or non-profit organizations
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community
- Denial of, reduction in, or significant delay in the receipt of benefits of the City programs, policies and activities

Federal Assistance – Includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, federal property or any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement or other contract which has, as one of its purposes, the provision of assistance.

Limited English Proficiency - Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the City.

Low-Income – A person whose median household income is at or below the Department of Health and Human Service Poverty guidelines (see <http://aspe.hhs.gov/poverty/>).

Low-Income Population – Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Minority – A person who is:

- a. Black – A person having origins in any of the black racial groups of Africa;
- b. Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- c. Asian American – A person having origins in any of the original people of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; or

- d. American Indian and Alaskan Native – A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population – Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Non-Compliance – A recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons – Where designation of persons by race, color or national origin is required, the following designation ordinarily may be used; “White not of Hispanic origin”, “Black not of Hispanic origin”, “Hispanic”, “Asian or Pacific Islander”, “American Indian or Alaskan Native”. Additional sub-categories based on national origin of primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program – Includes any road or park project including planning or any activity for the provision of services financial aid or other benefits to individuals. This includes education or training, work opportunities, health welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

Recipient - Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Significant Adverse effects on Minority and Low-Income Populations – An adverse effect that:

- a. is predominantly borne by a minority population and/or a low-income population, or
- b. will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

Sub-Recipient – Any agency such as a council of governments, regional planning agency, or educational institution, for example, that received Federal Highway Administration (FHWA) funds through the State DOT and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.

ADMINISTRATION – GENERAL

The City of Charlevoix designates Mark Heydlauff, City Manager, as the Title VI Coordinator (hereinafter referred to as the “Title VI Coordinator”). Mr. Heydlauff shall have lead responsibility for coordinating the administration of the Title VI and related statutes, programs, plans, and assurances.

Complaints: If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age or disability, he/she may exercise his/her right to file a complaint with the City. Complaints may be filed with the Title VI Coordinator. Every effort will be made to resolve complaints informally at the lowest level.

Data Collection: Statistical data on race, color, national origin, English language ability and sex of participants in and beneficiaries of the City programs; e.g., impacted citizens and affected communities will be gathered and maintained by the City. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

Program Reviews: Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments, and problems. The reviews will be conducted by the Title VI Coordinator to assure effectiveness in their compliance of Title VI provisions. The Title VI Coordinator will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. The City does not have any special emphasis programs at this time.

Title VI Reviews on Sub-Recipients: Title VI compliance reviews will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those recipients of federal (U.S. Department of Transportation) funds with the greatest potential of impact to those groups covered by the Act. The reviews will entail examination of the recipients’ adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to relevant U.S. Department of Transportation (USDOT) modes upon request.

Annual Reporting Form: The Title VI Coordinator will be responsible for coordination, compilation, and submission of the annual reporting form data to the Michigan Department of Transportation (MDOT), Civil Rights Program Unit via the Sub-Recipient Annual Certification Form (MDOT form #0179) by October 5th.

Title VI Plan Updates: If updated, a copy of Title VI Plan will be submitted to the MDOT, Civil Rights Program Unit, as soon as the update has been completed, or as soon as practicable, and no later than 30 days if significant changes are made.

Public Dissemination: The City will disseminate Title VI Program information to the City employees and to the general public. Title VI Program information will be submitted to sub-recipients, contractors and beneficiaries. Public dissemination will include inclusions of Title VI

language in contracts and publishing the City's Title VI Plan within 90 days of approval on the main page of the City of Charlevoix's internet website, at www.cityofcharlevoix.org.

Remedial Action: The City, through the Title VI Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

LIMITED ENGLISH PROFICIENCY (LEP)

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiencyⁱ, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounterⁱⁱ. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, “LEP,” or Limited English Proficient. The Executive Order states that:

“Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency’s programs and activities.”

Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and organizations. Title VI covers a recipient’s entire program or activity. This means all parts of a recipient’s operations are covered, even if only one part of a recipient’s organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The City of Charlevoix receives funds from the US Department of Transportation via the Federal Highway Administration.

The US Department of Transportation published *Policy Guidance Concerning Recipients’ responsibilities to Limited English Proficient Person* in the December 14th, 2005 Federal Register.ⁱⁱⁱ

The Guidance implies that the City of Charlevoix is an organization that must follow this guidance:

This guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage

extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.

Elements of an Effective LEP Policy

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance
2. Identifying ways in which language assistance will be provided
3. Training Staff
4. Providing notice to LEP persons
5. The recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the USDOT.

These recommended plan elements have been incorporated into this plan.

Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to the City of Charlevoix and overall cost.

The greater the number or proportion of eligible LEP persons, the greater the frequency with which they have contact with a program, activity, or service and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.

The DOT guidance is modeled after the Department of Justice’s guidance and requires recipients and sub-recipients to take steps to ensure meaningful access to their programs and activities to LEP persons. More information for recipients and sub-recipients can be found at <http://www.lep.gov>.

The Four-Factor Analysis

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to City of Charlevoix services and activities that may affect their quality of life. Recommendations are then based on the results of the analysis.

Factor 1: The Proportion, Numbers and Distribution of LEP Persons

The Census Bureau has a range for four classifications of how well people speak English. The classifications are: ‘very well,’ ‘well,’ ‘not well,’ and ‘not at all.’ For our planning purposes, we are considering people that speak English less than ‘very well’ as Limited English Proficient persons.

As seen in Table #1, the Census 2013 Data for the City of Charlevoix shows a small number of the population that speak English less than ‘very well.’

TABLE #1

LANGUAGE SPOKEN AT HOME	# of Individuals	Percentage
Population 5 years and over	2,370	
English only	2,347	99.0%
Language other than English	23	1.0%
Speak English less than "very well"	15	0.6%
Spanish	9	0.4%
Speak English less than "very well"	1	0.0%
Other Indo-European languages	0	0.0%
Speak English less than "very well"	0	0.0%
Asian and Pacific Islander languages	14	0.6%
Speak English less than "very well"	14	0.6%
Other languages	0	0.0%
Speak English less than "very well"	0	0.0%

Source: U.S. Census Bureau, American FactFinder website
 DP02: SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES

Factor 2: Frequency of Contact with LEP Individuals

The City has conducted an informal survey of our employees with regard to whether they have had encounters with LEP individuals in the performance of their job functions and found that they have not had any encounters with LEP individuals. We have offices accessible to the public and therefore accessible to LEP individuals. We also have staff that work in the field that could encounter LEP individuals. Additionally, regular City Council meetings are held on the first and third Mondays, which would potentially bring LEP individuals to these meetings. Given the number of LEP individuals, as displayed in Table #1 (above), the probability of our employees to encounter an LEP individual is low.

Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP

The City of Charlevoix serves individuals throughout the City in a variety of ways including managing roads, water, sewer, police, fire, elections, and other services to residents and other individuals, such as visitors and those traversing the state. The nature of the services that the City provides is very important to an individual's day-to-day life. Therefore the denial of services to an LEP individual could have a significant detrimental effect. Given the number of LEP individuals in the City, we will ensure accessibility to all of our programs, services, and activities.

Factor 4: The Resources Available to the City of Charlevoix and Overall Cost

US Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

"Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written LEP plan."

The City of Charlevoix serves very few LEP persons and has very limited resources. However, it has decided to include a LEP section in its Title VI Plan in order to comply with the Executive Order and to ensure access and reasonable accommodations for LEP persons who may be unknown at this time.

Safe Harbor Stipulation

Federal law provides a "Safe Harbor" situation so that recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A "Safe Harbor" means that if a recipient provides written translation in certain

circumstances, such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is non-compliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four factor analysis. For example, even if a Safe Harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong evidence of compliance with the recipient's written translation obligations under "Safe Harbor" includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

This "Safe Harbor" provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

Given the small number of LEP language group members, the City of Charlevoix's budget and number of staff, it is deemed that written translations of vital documents would be so burdensome as to defeat the legitimate objectives of our programs. It is more appropriate for the City of Charlevoix to proceed with oral interpretation options for compliance with LEP regulations.

Providing Notice to LEP Persons

USDOT LEP guidance says:

Once an agency has decided, based on the four factors, that it will provide language service, it is important that the recipient notify LEP persons of services available free of charge. Recipients should provide this notice in languages LEP persons would understand.

The guidance provides several examples of notification including:

1. Signage, in languages that an LEP individual would understand that free language assistance is available with advance notice.
2. Stating in outreach documents that free language services are available from the agency.

3. Working with community-based organizations and other stakeholders to inform LEP individuals of the recipient's services, including the availability of language assistance services.

Statements in languages that an LEP individual would understand will be placed in public information and public notices informing LEP individuals that those requiring language assistance and/or special accommodations will be provided the requested service free of charge, with reasonable advance notice to the City of Charlevoix.

Options and Proposed Actions

Options:

Federal fund recipients have two (2) main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.^{iv}

The City of Charlevoix is defining an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language or who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.^v

Considering the relatively small size of the City, the small number of LEP individuals in the service area, and limited financial resources, it is necessary to limit language aid to the most basic and cost-effective services. However, when requested appropriate assistance will be provided.

What the City of Charlevoix will do. What actions will the City of Charlevoix take?

- Notify the public that interpreter services are available upon request, with seven day advance notice.
- With advance notice of seven calendar days, the City will provide interpreter services at public meetings, including language translation and signage for the hearing impaired.
- The City will utilize the *Translators Resource List* as provided by MDOT for translation services and verbal interpretation.
- The Census Bureau "I-speak" Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals.
- Once the LEP individual's language has been identified, an agency from the *Translators Resource List* will be contacted to provide interpretation services.

- Publications of the City's complaint form will be made available online and upon request.
- In the event that a City employee encounters a LEP individual, they will follow the procedure listed below:

OFFICE ENCOUNTER

1. Provide an I-speak language identification card to determine the language spoken by the LEP individual.
2. Once the foreign language is determined, provide information to Title VI Coordinator who will contact an interpreter from MDOT's *Translators Resource List*.
3. If the need is for a document to be translated, the Title VI Coordinator will have the document translated and provided to the requestor as soon as possible.

ROAD ENCOUNTER

1. Road crew employee will immediately contact the Title VI Coordinator for assistance, and provide an I-speak language identification card to the LEP individual to determine the language spoken by the individual.
2. Once the foreign language is determined, provide information to Title VI Coordinator who will contact an interpreter from MDOT's *Translators Resource List* to provide telephonic interpretation.
3. If the need is for a document to be translated, the Title VI Coordinator will have the document translated and provided to the requestor as soon as possible.

IN WRITING

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact a translator from the MDOT's *Translators Resource List* to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the selected agency to provide the requested service to the individual in a timely manner.

OVER THE PHONE

1. If someone calls into our office speaking another language, every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line, and if possible, determine the language spoken by the caller.

2. Once the language spoken by the caller has been identified, we will proceed with providing the requested assistance to the LEP individual.

The City of Charlevoix's Staff Training

The City of Charlevoix's staff will be provided training on the requirements for providing meaningful access to services for LEP persons.

ENVIRONMENTAL JUSTICE (EJ)

Compliance with Title VI includes ensuring that no minority or low income population suffers "disproportionately high and adverse human health or environmental effect" due to any "programs, policies and activities" undertaken by any agency receiving federal funds. This obligation will be met by the City in the following ways:

- When planning specific programs or projects, identifying those populations that will be affected by a given program or project.
- If a disproportionate effect is anticipated, follow mitigation procedures.
- If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. The City will use U.S. Census data to identify low income and minority populations.

Where a project impacts a small number or area of low income or minority populations, the City will document that:

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment; etc.
- The project's impact is unavoidable;
- The benefits of the project far out-weigh the overall impacts; and
- Mitigation measures are being taken to reduce the harm to low income or minority populations.

If it is concluded that no minority and/or low income population groups are present in the project area, the City will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the City will administer a potential disproportionate effects test.

The following steps will be taken to assess the impact of projects on minorities and/or low income population groups:

STEP ONE: Determine if a minority or low income population is present within the project area. If the conclusion is that no minority and/or low income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority population groups and/or low income population groups present, proceed to Step Two.

STEP TWO: Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. In doing so, refer to the list of potential impacts and questions contained in Appendix E. If it is determined that there are disproportionately high and adverse impacts to minority and low income populations, proceed to Step Three.

STEP THREE: Propose measures that will avoid, minimize and/or mitigate disproportionately high and disproportionate adverse impacts and provide offsetting benefits and opportunities to enhance communities, neighborhoods and individuals affected by proposed project.

STEP FOUR: If after mitigation, enhancements and offsetting benefits to the affected populations, there remains a high and disproportionate adverse impact to minority or low income populations, then the following questions must be considered:

Question 1: Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority or low income population?

Question 2: Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low income or minority populations?

Question 3: Considering the overall public interest, is there a substantial need for the project?

Question 4: Will the alternatives that would satisfy the need for the project and have less impact on protected populations (a) have other social economic or environmental impacts that are more severe than those of the proposed action (b) have increased costs of extraordinary magnitude?

STEP FIVE: Include all findings, determinations or demonstrations in the environmental document prepared for the project.

FILING A TITLE VI COMPLAINT

I. Introduction

The Title VI complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding the City programs, activities, and services, as required by statute.

II. Purpose

The purpose of the discrimination complaint procedures is to describe the process used by the City for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

III. Roles and Responsibilities

The Title VI Coordinator has overall responsibility for the discrimination complaint process and procedures. The Title VI Coordinator may, at his/her discretion assign a capable person to investigate the complaint.

The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon information obtained from the investigation.

IV. Filing a Complaint

The complainant shall make himself/herself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

Applicability: The complaint procedures apply to the beneficiaries of City programs, activities, and services, including but not limited to: the public, contractors, sub-contractors, consultants, and other sub-recipients of federal and state funds.

Eligibility: Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the City or its sub-recipients, consultants, and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age or disability may bring forth a complaint of discrimination under Title VI.

Time Limitation on Filing Complaints: Title VI complaints may be filed with the Title VI Coordinator's office. In all situations, the employees of the City must contact the Title VI Coordinator immediately upon receipt of Title VI related complaints.

Complaints must be filed within 180 days of the alleged discrimination. If the complainant could not reasonably be expected to know that the act was discriminatory within the 180 day period,

he/she will have 60 additional days after becoming aware of the illegal discrimination to file the complaint.

Complaints must be in writing, and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative.

Items that should not be considered a formal complaint: (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include but are not limited to:

1. An anonymous complaint that is too vague to obtain required information
2. Inquiries seeking advice or information
3. Courtesy copies of court pleadings
4. Newspaper articles
5. Courtesy copies of internal grievances

V. Investigation

Investigation Plan: The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s)
- Basis for complaint
- Issues, events or circumstances that caused the person to believe that he/she has been discriminated against
- Information needed to address the issue
- Criteria, sources necessary to obtain the information
- Identification of key people
- Estimated investigation time line
- Remedy sought by the complainant(s)

Conducting the Investigation:

- The investigation will address only those issues relevant to the allegations in the complaint.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.
- If a Title VI complaint is received on a MDOT related contract against the City of Charlevoix, MDOT will be responsible for conducting the investigation of the complaint. Upon receipt of a Title VI complaint filed against the City of Charlevoix, the complaint and any pertinent information should immediately be forwarded to the MDOT, Civil Rights Program Unit.

Investigation Reporting Process:

- Complaints made against a City of Charlevoix sub-recipient should be investigated by the City following the internal complaint process.
- Within 60 days of receiving the complaint, the investigator prepares an investigative report and submits the report and supporting documentation to the office of Mark Heydlauff for review.
- The Title VI Coordinator reviews the file and investigative report. Subsequent to the review, the Title VI Coordinator makes a determination of “probable cause” or “no probable cause” and prepares the decision letter.

Retaliation:

The laws enforced by this City prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint please contact:

Mark Heydlauff
City of Charlevoix
201 State Street
Charlevoix, MI 49720
Phone: 231-547-3270
Fax: 231-547-3617
Email: mgr@cityofcharlevoix.org

Reporting Requirements to an External Agency

A copy of the complaint, together with a copy of the investigation report and final decision letter will be forwarded to the MDOT, Civil Rights Program Unit within 60 days of the date the complaint was received.

Records

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

APPENDIX A - [TO BE INSERTED IN ALL FEDERAL-AID CONTRACTS]

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees, as follows:

1. **Compliance with Regulations:** The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issues pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event the contractor’s noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies and/or

- b. Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B - TRANSFER OF PROPERTY

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the State of Michigan, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4) does hereby remise, release, quitclaim and convey unto the State of Michigan all the right, title and interest of the Department of Transportation in and to said lands described Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)*

TO HAVE AND TO HOLD said lands and interests therein unto the State of Michigan, and its successors forever, subject, however, the covenant, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the State of Michigan, its successors and assigns.

The State of Michigan, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed (,) (and)*(2) that the State of Michigan shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and

the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

APPENDIX C - PERMITS, LEASES AND LICENSES

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Michigan Department of Transportation, pursuant to the provisions of Assurance 7(a).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Michigan Department of Transportation and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.

APPENDIX D - TITLE VI COMPLAINT FORM

CITY OF CHARLEVOIX
TITLE VI COMPLAINT FORM

Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program, service, or activity receiving federal assistance."

This form may be used to file a complaint with the City of Charlevoix based on violations of Title VI of the Civil Rights Act of 1964. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. **Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day period, you have 60 days after you became aware to file your complaint.**

If you need assistance completing this form, please contact Mark Heydlauff by phone at 231-547-3270 or via e-mail at mgr@cityofcharlevoix.org.

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work)

Individual(s) discriminated against, if different than above (use additional pages, if needed).

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work)

Please explain your relationship with the individual(s) indicated above: _____

Name of agency and department or program that discriminated:

Agency or department name: _____

Name of individual (if known): _____

Address: _____

City: _____ State: _____ Zip: _____

Date(s) of alleged discrimination:
Date discrimination began _____ Last or most recent date _____

ALLEGED DISCRIMINATION:

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

- | | | |
|--------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Race | <input type="checkbox"/> Disability | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Color | <input type="checkbox"/> Religion | <input type="checkbox"/> Income |
| <input type="checkbox"/> Age | <input type="checkbox"/> National Origin | <input type="checkbox"/> Retaliation |

Explain: Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination. (Attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

Signature: _____ Date: _____

Please return completed form to: Mark Heydlauff, City Manager; 210 State Street, Charlevoix, MI 49720; Phone: 231-547-3270; Fax: 231-547-3617; Email: mgr@cityofcharlevoix.org.

Note: The City of Charlevoix prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the City. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.

APPENDIX E - DETERMINE/DISTINGUISH SIGNIFICANT/NON-SIGNIFICANT EFFECTS

“Significant” requires considerations of both context and intensity:

- (a) *Context*. This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, nation), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the local area rather than in the world as a whole. Both short-and long-term effects are relevant.
- (b) *Intensity*. This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:
 - (1) Impacts that may be both beneficial and adverse. A significant effect may exist even if, on balance, the effect would be beneficial.

“Non-significant effect” means no substantial change to an environmental component and this has no material bearing on the decision-making process.

Scientific, technical, institutional, the public’s value, and the local economic conditions influence the meaning of significant effect.

If an alternative would provide a beneficial effect, then the alternative would cause no significant adverse effect. If an alternative would provide an adverse effect, the effect might be significant or the effect might be non-significant.

Determinations of “significant” and “non-significant” effects will be made by the City Manager.

APPENDIX F - PROGRAM COMPLIANCE/PROGRAM REVIEW GOALS FOR CURRENT PLAN YEAR

1. The City of Charlevoix's Title VI Plan will be communicated to each City Department Head who will review the plan with departmental employees. All City of Charlevoix employees will be trained or made aware of the Title VI and LEP policies and complaint procedures.
2. The City of Charlevoix's Title VI Plan will be published on the main page of the City's website www.cityofcharlevoix.org, within 90 days of approval.
3. Appendix A will be included in all City contracts as outlined in the Title VI Plan.
4. The language in Number 2 of the City of Charlevoix's Title VI Assurances will be included in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.
5. The procedure(s) for responding to individuals with Limited English Proficiency will be implemented.
6. A review of City facilities will be conducted in reference to compliance with the American Disabilities Act.
7. The following data will be collected and reviewed by the Title VI Coordinator and included, where appropriate, in the annual report submitted to MDOT.
 - a. **Boards and Commissions:** The number of vacancies; how vacancies are advertised and filled; the number of applicants; the representation of minorities will be evaluated.
 - b. **Public Meetings:** The number of open meetings; how meeting dates and times are communicated to the general public and to individuals directly affected by the meeting.
 - c. **Construction Projects:** The number of construction projects and minority contractors bidding and the number selected; verification that Title VI language was included in bids and contracts for each project.
 - d. **LEP Needs:** The number of requests for language assistance that were requested or required; the outcome of these requests.
 - e. **Complaints:** The number of Title VI complaints received; nature of the complaints; resolution of the complaints.
 - f. **Timeliness of Services:** The number of requests for services; amount of time from request to when service was delivered; number of requests denied.
 - g. **Right of Way/Eminent Domain:** The number of such actions and diversity of individual(s) affected.
 - h. **Program Participants:** Racial data of program participants where possible.

¹ The executive order verbatim can be found online at <http://www.usdoj.gov/crt/cor/Pubs/colep.htm>.

² Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons. Federal Register: December 14, 2005 (Volume 70, Number 239)

³ The DOT has also posted an abbreviated version of this guidance on their website at <https://www.civilrights.dot.gov/civil-rights-awareness-enforcement/language-assistance/dots-lep-guidance>

⁴ <http://www.dotcr.ost.dot.gov/asp/lep/asp>

⁵ Department of Justice Final LEP Guidelines, Federal Register June 18, 2002-Vol. 67-Number 117.

**SUB-RECIPIENT APPLICATION FOR CERTIFICATION OF
TITLE VI AND EEO COMPLIANCE AND ASSURANCES**

Title VI of the Civil Rights Act of 1964, related statutes and regulations provide that no person shall on the grounds of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance. The Civil Rights Restoration Act of 1987 amended Title VI to specify that entire institutions receiving Federal funds, whether schools, colleges, government entities, or private employers must comply with Federal civil rights laws, rather than just the particular programs or activities that receive federal funds.

If you need assistance completing this form or additional information, please contact us by phone at (517) 373-0980, Fax (517) 373-6457 or TDD/TTY through the Michigan Relay Center at (800) 649-3777.

COMPANY/ORGANIZATION NAME City of Charlevoix	TELEPHONE NUMBER (231) 547-3254	
STREET ADDRESS 210 State Street	FAX NUMBER (231) 547-3617	
P.O. BOX	CITY Charlevoix	
COUNTY Charlevoix	STATE MI	ZIP CODE 49720

Recipients of federal financial assistance must comply with the following procedures for monitoring and ensuring non-discrimination in any program, service, or activity, as required by 23 CFR Appendix A of part 230 Special Provisions.

1. Sub-recipient must establish an Equal Opportunity Policy. Sub-recipient must accept as their operating policy the following: It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment without regard to their race, religion, gender, color, or national origin. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship pre-apprenticeship, and/or on-the-job training.
2. Sub-recipient must designate and make known to MDOT an Equal Opportunity Officer. The individual appointed must be capable of effectively administering and promoting an active program of equal employment opportunity and must be assigned adequate authority and responsibility to do so.
3. The sub-recipient equal opportunity policy must be disseminated to all staff members authorized to hire, supervise, promote, and discharge employees, or who recommend such action. To ensure that the policy is known, periodic meetings of supervisory and personnel office employees must be conducted not less than once every six months.
4. All employees, prospective employees and potential sources of employees should be advised of the sub-recipients equal opportunity policy. Notices and posters setting forth the employer's equal opportunity policy must be placed in areas readily accessible to the aforementioned. The employer's/contractor's equal employment opportunity and the procedures to implement the policy must be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.
5. When advertising for employees, the sub-recipients must include, in all advertisements for employees the notation: "An Equal Opportunity Employer." All such advertisements must be published in newspapers or other publications having a large circulation among minority groups in the area from which the project work force would normally be derived.
6. Sub-recipients must establish a process to investigate all complaints of alleged discrimination and take appropriate corrective action, including a method to inform all complainants of their avenues of appeal. Complainants should be advised of their right to file a complaint with governmental agencies (i.e., the State recipient, the Federal agency providing funds to the state recipient, the Department of Civil Rights, the Department of Justice, etc.).

A copy of 23 CFR Appendix A to Subpart A of Part 230 Special Provisions is available upon request. It provides specific information regarding equal employment opportunity responsibilities.

NAME AND TITLE OF THE EQUAL EMPLOYMENT OFFICER (this individual must be capable of effectively administering and promoting an active equal opportunity program and is assigned adequate authority and responsibility to carry out these duties.)

NAME (Please Print) Patty DeRosia	COMPANY/ORGANIZATION TITLE (Please Print) Human Resources Assistant
--------------------------------------	--

I certify that I will abide by the equal employment opportunity requirements outlined in this application. I also understand the provisions of Title VI and related statutes. This certification is also my assurance that I will not discriminate on the grounds of race, color, national origin, gender, age, or disability.

AUTHORIZED CORPORATE OR ORGANIZATIONAL OFFICER	TITLE City Manager	DATE 12/7/2015
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NOTE: You must notify MDOT within 45 days if any of the information you provided on this application changes.

Please return this application to:

Cheryl Hudson, EEO Officer
Michigan Department of Transportation
425 W. Ottawa Street
Lansing, Michigan 48933
(517) 373-0980
HudsonC1@michigan.gov

Do not write in this area below

APPROVAL	DATE
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**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Charlevoix Main Street Executive Director Job Description

DATE: December 7, 2015

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Charlevoix Main Street Executive Director/Grants Specialist Job Description

BACKGROUND INFORMATION:

With the Charlevoix's admission into the Michigan Main Street Program and the reorganization of the former Planning Director position, it is necessary to update the job description of the former Community Economic Development position. With the unanimous approval of the DDA Board and the support of the incumbent, I propose to you the Charlevoix Main Street Executive Director job description. Annie Doyle will continue in this role with a modified title. She will primarily serve as DDA Director and be the point-person for all downtown activities. Additionally, she will assist in various grant requests, research and related work when needed. The position will continue to be funded 75% by the DDA and 25% by the City.

RECOMMENDATION:

Approve the Charlevoix Main Street Executive Director/Grant Specialist Job Description as presented.

**CITY OF CHARLEVOIX
CHARLEVOIX MAIN STREET/DDA**

Title: Charlevoix Main Street Executive Director/Grant Specialist **FLSA:** Exempt
STATUS: Full-time, non-union

Department: Main Street/DDA

Reports To: Main Street/DDA Board and City Manager

Date:

Position Summary

Under the general supervision of the Main Street/DDA Board and the City Manager, the Executive Director of Charlevoix Main Street will oversee, direct and support all aspects of the Downtown Development Authority and the Charlevoix Main Street Program. The position will also coordinate, plan, research, write, and assist with various grant programs and applications within various City departments and also identify potential donors and cultivate relationships to explore philanthropy toward City projects and programs. The Executive Director will supervise various staff and volunteers as needed. Working closely with the Economic Development and Planning Director, the Executive Director promotes public participation, excellence in design, redevelopment-ready administrative processes, historic preservation and rehabilitation and the effective development and utilization of city, county, state, and federal regulations.

Essential Job Functions

- Manages and supervises operations of the DDA and the Charlevoix Main Street Program.
- Create an organizational/operational structure based on the four-point Main Street approach of economic revitalization and serve as the visible contact person for the Main Street Program.
- Oversee operations of the Charlevoix Farmer's Market.
- Work closely with colleagues at the Michigan Main Street Center, Michigan State Housing Development Authority, Michigan Economic Development Corporation, the Northern Lakes Economic Alliance, other state and regional partners; Serves as a liaison between the City of Charlevoix and the Chamber of Commerce, the Convention and Visitors Bureau, and, other public, private or nonprofit groups and associations
- Utilize the Michigan Main Street services to lead strategy for recruiting, retaining and marketing businesses in the Charlevoix area.
- Prepare and administer departmental budget and oversee all other financial aspects of the department including purchasing, overtime requests, timesheets, expense reports, and other items.
- Creates and maintains productive Main Street Committees (Design, Organization, Promotions and Economic Restructuring) through volunteer recruitment and leadership development, committee chair recruitment and development, education and training opportunities, and attends all meetings; provides leadership and support as needed.
- Provides professional advice to DDA/Main Street Board, Charlevoix City Council, Planning Commission, Historic District Commission, Recreation Department and any other relevant City departments regarding the activities and financial conditions as directed
- Oversees the writing, editing, and production of publications and other promotional and informational materials; directs/implements preparation of materials for media.

- Provides technical assistance to business owners, property owners, and developers in the areas of business development, finance, relations with public agencies and other types of assistance needed for downtown development and project development.
- Resolves complex and sensitive customer service issues.
- Direct efforts at business retention, expansion, and recruitment, including providing information, expertise, and appropriate referrals to business owners, marketing Charlevoix Main Street Program to outside businesses, working with developers and building owners to enhance the quality of retail and commercial businesses and the quality of their retail/commercial space.
- Attend all city department head meetings
- Facilitate collaboration with the Planning Department and other departments as needed on site plan review, planning projects, zoning and permitting. Create defined administrative processes and communication for business/property owners.
- Responsible for maintenance and updates to Main Street website and social media sites.
- Perform other duties as may be assigned from time to time by the Board of Directors and/or the City Manager
- Become familiar and closely communicate with all persons and groups directly or indirectly involved in the downtown commercial district.
- Identify potential grant opportunities; research, write, and manage grant applications for all City departments
- Work proactively with grant makers to channel new funding to Charlevoix
- Assess and lead crowd funding efforts where appropriate
- Perform grant audits, follow-up reviews, and presentations as required; coordinate documentation for grant close-outs
- Assist departments as necessary complying with grant administration requirements.
- Identify potential donors and cultivate relationships to explore philanthropy toward City projects and programs
- Coordinate interdepartmental projects as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities)

Education

The ideal candidate shall have a Bachelor's Degree in urban planning, economic development, land use design, architecture, political science, business, or a related field. A Master of Public Administration (MPA) is strongly preferred. MEDA and other similar economic development, Main Street, and other relevant certifications are strongly preferred.

Experience

The ideal candidate shall have at least five years of experience in a high-level municipal operations:

- Experience in a supervisory capacity preferred
- Skill in public relations, marketing, and presenting
- Ability to establish good working relationships with a variety of local and non-local stakeholders, regulators, residents, appointed boards, and elected officials
- Skill in using office equipment, software, computer hardware, and related tasks
- Ability to critically assess situations and solve problems and work effectively under stress, within deadlines, and changes in work priorities
- Knowledge of municipal operations as they relate to development, land-use, and growth

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 approved: Pending

DRAFT

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Amend the definition of resident in the City of Charlevoix Mt. McSauba Recreation Rates

DATE: December 7, 2015

PRESENTED BY: Mark Heydlauff, City Manager

ATTACHMENTS: 1) Mt. McSauba Recreation Rates
2) Resolution for Mt. McSauba Recreation Rates - Definition of "Resident" change.

BACKGROUND INFORMATION: At the City Council Meeting dated November 16, 2015, City Manager Heydlauff stated that he would like to offer City rates to Charlevoix Township residents this fall as an act of good faith. In order to change the rate schedule, the 2015/2016 Fiscal Year Fee Schedule for McSauba would be amended by striking "City Residents" and inserting "City and Charlevoix Township Residents". There was a consensus of Council to address the change in the fee schedule with a resolution at the next Council meeting.

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

Motion by Councilmember Supernaw, second by Councilmember Hagen, to authorize the amendment to the fee schedule amending the 2015/2016 City of Charlevoix Fee Schedule by striking "Resident" and inserting "City and Charlevoix Township Resident" for the categories of Day Camp, Northern Kids Club, Mt. McSauba Ski Hill, Equipment Rental, Lessons, and Skating Rink found on pages D-121 and D-122 of the 2015/2016 City of Charlevoix Budget Details.

Yeas: Gibson, Cole, Supernaw, Hagen, Kurtz, Perron

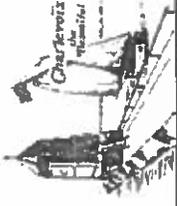
Nays: None

Absent: None

RECOMMENDATION: Motion to amendment to the fee schedule amending the 2015/2016 City of Charlevoix Fee Schedule by defining "Resident" as "City and Charlevoix Township Resident" for the categories of Day Camp, Northern Kids Club, Mt. McSauba Ski Hill, Equipment Rental, Lessons, and Skating Rink.

City of Charlevoix, Michigan

Recreation Rates - Mt. McSauba



	Proposed City & Charlevoix Township Resident	Proposed Non-Resident
Day Camp		
Mt. McSauba Day Camp (per person per week)	95.00	110.00
Northern Kids Club		
Mt. McSauba - Mornings Mon-Fri Inclusive (per person)	15.00	15.00
Mt. McSauba - Afternoons Mon-Wed Inclusive (per person)	25.00	25.00
Mt. McSauba - Friday Afternoon	30.00	30.00
Mt. McSauba Ski Hill		
Weeknight Daily	\$10.00	\$15.00
Weekend Daily	13.00	18.00
Season Pass: 1 Person	130.00	199.00
Each Additional Family Member	70.00	80.00
Ski Team Pass	60.00	60.00
Equipment Rental		
Downhill Skis or Snowboard	10.00	12.00
Cross Country Skis or Snowshoes (8 hour rental)	5.00	8.00
Cross Country Skis or Snowshoes (24 hour rental)	10.00	12.00
Lessons		
Group Ski or Snowboard Lessons (per person)	45.00	50.00
Group Ski or Snowboard Lessons with Rental (per person)	55.00	60.00
Individual Ski or Snowboard Lessons with Rental (1/2 hour)	25.00	30.00
Individual Ski or Snowboard Lessons with Rental (1 hour)	35.00	40.00
Skating Rink		
Daily Fee	1.00	1.00
Season Pass	50.00	50.00
Ice Stakes Rental	1.00	1.00

CITY OF CHARLEVOIX
RESOLUTION NO. 2015-12-XX
AMEND CITY OF CHARLEVOIX RECREATION RATES DEFINITION OF RESIDENT

WHEREAS, the City of Charlevoix City Council approved the 2015/2016 budget for the Recreation rates; and

WHEREAS, the City of Charlevoix recreation services currently have separate rates for residents and non-residents; and

WHEREAS, the definition of "resident rate" for Day Camp, Northern Kids Club, Mt. McSauba Ski Hill, Equipment Rental, Lessons, and Skating Rink will now include City and Charlevoix Township Residents; and

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council will change the definition of "resident rate" for Day Camp, Northern Kids Club, Mt. McSauba Ski Hill, Equipment Rental, Lessons, and Skating Rink to include City and Charlevoix Township Residents.

RESOLVED this 7th day of December, 2015 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Mayoral and Council Appointments

DATE: December 7, 2015

PRESENTED BY: Joyce M. Golding, City Clerk

ATTACHMENTS:

BACKGROUND INFORMATION:

The following list includes vacancies on various City boards and committees:

- Board of Review – current member Bob Timms
Council appointment for a three year term
- Board of Review – current Councilmember Leon Perron
Council appointment for a one year term
- Board of Review – current Councilmember Bill Supernaw
Council appointment for a one year term
- Compensation Commission – VACANCY
Mayoral appointment/Council approval for a five year term
- Recreation Advisory Committee – current member Brandon Stevens (City resident)
Mayoral appointment/Council approval for a three year term
- Recreation Advisory Committee – current member Amy Putman (City resident)
Mayoral appointment/Council approval for a three year term
- Recreation Advisory Committee – current student member Ben Boss (non-voting)
Mayoral appointment/Council approval for a one year term
- Shade Tree Commission – current member Ken Polakowski
Mayoral appointment/Council approval for a three year term
- Zoning Board of Appeals – current member Greg Bryan
Council appointment for a three year term
- Zoning Board of Appeals – current member Art Nash, Jr.
Council appointment for a three year term

RECOMMENDATION:

Motion to appoint [or re-appoint] Citizen Name to the Board of Review, term expiring December 2018.

Motion to appoint [or re-appoint] Councilmember Name to the Board of Review, term expiring December 2016.

Motion to appoint [or re-appoint] Councilmember Name to the Board of Review, term expiring December 2016.

Motion to appoint Citizen Name to the Compensation Commission, term expiring December 2020.

Motion to re-appoint Brandon Stevens to the Recreation Advisory Committee, term expiring December 2018.

Motion to re-appoint Amy Putman to the Recreation Advisory Committee, term expiring December 2018.

Motion to re-appoint Ben Boss to the Recreation Advisory Committee, term expiring December 2016.

Motion to appoint [or re-appoint] Citizen Name to the Shade Tree Commission, term expiring December 2018.

Motion to appoint [or re-appoint] Citizen Name to the Zoning Board of Appeals, term expiring December 2018.

Motion to appoint [or re-appoint] Citizen Name to the Zoning Board of Appeals, term expiring December 2018.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Vacate Portion of Division Street

DATE: December 7, 2015

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Resolution of intent to vacate portion of Division Street

BACKGROUND INFORMATION:

You will recall from the Special Meeting held last week, Council set a public hearing for December 21 on the request to abandon a portion of Division Street. In preparing for this, we realized it is necessary for Council to formally pass a resolution of intent ahead of this. You will find a draft resolution enclosed.

As part of the public hearing on December 21, we will be notifying all persons within 300 hundred feet of this proposal.

RECOMMENDATION: Approve Resolution of Intent to vacation portion of Division Street.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2015-12-XX
INTENT TO VACATE PORTION OF DIVISION STREET**

WHEREAS, the Krist Oil Company is requesting that a portion of Division Street be abandoned. The street is located between Mercer Boulevard and US 31 and is situated in the southwest quarter of Section 24 of the City of Charlevoix; and

WHEREAS, the City of Charlevoix deems it advisable to consider the request and hold a public hearing to consider abandonment of the street.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council shall hold a public hearing on Monday, December 21, 2015 at 7:00 p.m. in Council Chambers of Charlevoix City Hall to consider the abandonment of a portion of Division Street.

RESOLVED this 7th day of December, 2015 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent: