

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, February 18, 2013 - 7:00 p.m.
210 State St, City Hall, Second Floor City Council Chambers, Charlevoix, MI

- I. Invocation or Pledge of Allegiance**
- II. Roll Call of Members Present**
- III. Inquiry Regarding Possible Conflicts of Interest**
- IV. Consent Agenda**
 - A. City Council Meeting Minutes – February 4, 2013 Regular Meeting **PG 1-5**
 - B. Payroll Check Register **PG 6-8**
 - C. Accounts Payable Check Register **PG 9-12**
 - D. Planning Commission Resignation – Larry Boog **PG 13**
- V. Motion to Revise Order of Business**
- VI. Public Hearings**
 - A. Budget Amendment for the 2012-13 Budget Ordinance **PG 14-16**
 - B. Budget Ordinance for the 2013-14 Budget **PG 17-44**
- VII. Reports**
- VIII. Requests, Petitions and Communications and Actions Thereon**
 - A. Consideration of Redevelopment Liquor License – Scovie's **PG 45-75**
 - B. Consideration to Extend the Fuel Purchase Agreement with Holiday Station Stores **PG 76-79**
 - C. Discussion Regarding Draft Airport Fees **PG 80-83**
- IX. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- X. Ordinances**
 - A. Budget Amendment for the 2012-13 Budget Ordinance **PG 16**
 - B. Budget Ordinance for the 2013-14 Budget **PG 24-26**
- XI. Resolutions**
 - A. Resolution to Adopt Rates & Fees Associated with the 2013-14 Budget **PG 83-98**
 - B. Consideration of Resolution for Redevelopment Liquor License – Scovie's **PG 75**
- XII. Miscellaneous Business**
- XIII. Audience – Non-Agenda Input (written requests take precedent)**
- XIV. Adjourn**

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

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Budget Amendment #1 for 2012-13

DATE: February 18, 2013

PRESENTED BY: Rick Brandi, City Treasurer *rb*

ATTACHMENTS: Budget Amendment Ordinance

BACKGROUND INFORMATION:

The proposed budget amendment will keep the City's budget process in compliance with Public Act 202 and update the estimated year end budget for 2012-13 to our best estimate. The changes are outlined in the ordinance and the main reasons for the proposed changes are:

- additional grant expenditures not budgeted originally (disc golf, Lake to Lake Trail)
- moving assessing services from the County to the City
- repair of a fire pumper truck and purchase of a used aerial truck
- higher cost of electric purchased power
- purchase of DDA LED lights with donations
- higher parks, brush & leaf pickup cost than budgeted
- infrastructure work costing less than budgeted
- lower than expected interest revenue
- higher than budgeted costs for health care benefits.
- The budget amendment includes the write off of bad debts during the year of \$76,613.
(See the attached sheet for all the details.

RECOMMENDATION:

City Council needs to approve the 2012-13 Budget Amendment Ordinance to stay in compliance with P.A. 202. It takes 30 days for the ordinance to take effect and our year end is March 31st.

Original Budget	Amended Budget	Net Change
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General Fund	Original Budget	Amended Budget	Net Change
EX Legislative	42,000	45,117	3,117
EX General Government	542,000	563,233	21,233
EX Public Safety	1,140,500	1,161,939	21,439
EX Public Works	216,200	252,626	36,426
EX Health & Welfare	360,800	394,168	23,368
EX Recreation & Culture	837,200	863,443	26,243
EX Other	30,000	30,017	17
EX Fund Transfers	119,400	119,400	0
Total Change in Expenses - General Fund:	3,288,100	3,419,943	131,843

3,117 Fees & per diem, EFB higher - more meetings
 21,233 Assessor contract ended by County, furniture, software purchased
 21,439 Fire pumper ok'd by City Council
 36,426 leaf pickup +23k, Brush pickup + 13k
 23,368 oper supplies, 457, bad debt +17k
 26,243 Parks +47k, Comm promo, disc golf grant, lake to lake trail
 17 Insurance & bonds over just a bit

Major Street	RV Total	259,300	234,926	(24,374)	Infrastructure work less than budget PI#6 & PI#7
Local Street	RV Total	588,600	576,110	(12,490)	PI#7 contribution less than budget
DDA Fund	EX Total	704,800	734,122	29,322	Lights + 22,000; Mktg +6,500; WWF
Airport Fund	EX Total	2,646,000	2,709,259	63,259	Salaries-Temp + 12,200; Insurance claim + 82k
PI#1 - Fire/Ambulance Reserve	EX Total	0	216,400	216,400	Used fire truck purchase
PI#16 - Downtown Parking Fund	RV Total	67,300	46,122	(21,178)	no Grant GTB 18k; Int Earn -289; Trans from PI#6 - 2879
Electric Fund	EX Total	6,962,700	7,074,050	111,350	Purch power, Transfers, Depreciation
Marina Fund	EX Total	1,285,000	1,329,545	44,545	Dock engineering study 44k; util +545
Employee Fringe Benefit Fund	RV Total	2,106,700	2,104,827	(1,873)	Airport -1873
	EX Total	2,034,300	2,072,581	38,281	Wages ICMA 9k; ss 9500; health +20k
DPW Site	RV Total	207,000	206,500	(500)	interest earned -500
DPW Site	EX Total	8,100	12,000	3,900	depreciation
Perpetual Care Trust Fund	RV Total	8,700	5,550	(3,150)	Perpet care - 950; interest earn - 2200

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Budget Ordinance for the 2013-14 Budget.

DATE: February 18, 2013

PRESENTED BY: Rick Brandi, City Treasurer

ATTACHMENTS: Proposed 2013-14 Budget Ordinance language, with minor changes since the introduction

BACKGROUND INFORMATION: City Council needs to have the public hearing for the 2013-14 Budget, which also sets tax millage rates to support the budget. The budget needs to be in place prior to the start of our new fiscal year beginning on April 1, 2013. It takes 30 days for an ordinance to take effect.

RECOMMENDATION: The Mayor and City Council need to hold the public hearing for the proposed millage rates and the proposed 2013-14 Budget as advertised. It is then up to City Council to decide if it is ready to adopt the budget, using the proposed language:

Motion to approve 2013-14 Budget Ordinance #_____, including the changes listed on page 17 and 18 of the City Council agenda.

CHANGES: The following changes have been made since the original budget was presented:

Various pages were corrected or added to the documents for the following reasons:

- 1) Corrected pages from the Rates Section of the Budget Summary for the following pages: Airport Fees (clarified language throughout the fee schedule, updated rates).
- 2) Added the Security Light rate increases to the utility rates section, under Electric Rates. (D136R)
- 3) Corrected the Resolution to Adopt Rates & Fees Associated with the 2013-14 Budget, adding the garden plot rate increase and rates for the electric car charging station (PEP).

This resolution leaves the option to include or not include the airport rate changes proposed at the February 18, 2013 meeting in the resolution. (S-13R)

- 4) Corrects the Budget Ordinance to include all changes (S10R-12R).
- 5) Corrects the All Funds 2013-14 Budget (S-6R) to match the Budget Ordinance for all changes made.
- 6) Corrects the Organizational Chart (D-146R) and brings it up to date.
- 7) Changes the Downtown Development Authority (DDA) Budget to include the 2% salary increase for Keith Carey, the Executive Director, as recommended by the Board. (D42R – D46R)
- 8) Corrects the Local Street Fund contribution from the County Road Millage (PI#7), adding \$10,000 to match the amount shown in PI#7 (D-38R thru D-41R)).
- 9) Corrects the Airport Fund wording on the General Fund Contribution and adds the \$10,000 cost to move the fuel farm in the budgeted expenditures (D-70R thru D-75R).
- 10) Corrects Highlights and Changes of Note: 2013-14 Budget (S-4R) with corrected millage rates and typos. The City of Charlevoix 2013-14 millage rate was corrected (no change from 2012-13).

Charlevoix Municipal Airport (CVX) Schedule of Rates and Charges

	<u>Current</u>		<u>Proposed</u>	
Aircraft Landing & Ramp Fees *		Minimum fuel purchase		Minimum fuel purchase
Single Engine:		20 gal. or top off		n/a
Landing Fee	7.00		Eliminate (\$0)	
Ramp Fee (overnight)	7.00		5.00	
Weekly Pass	35.00		25.00	
Monthly Pass	126.00		75.00	
Yearly Pass	365.00		350.00	
Twin Engine OR Single Engine Turbo Prop:		50 gal. or top off		50 gallons
Landing Fee	25.00		30.00	
Ramp Fee (overnight)	15.00		20.00	
Weekly Pass	75.00		100.00	
Monthly Pass	270.00		250.00	
Yearly Pass	822.00		600.00	
Multi-Engine Turbo Prop OR Light Jet/under 20,000 lbs		80 gal. or top off		100 gallons
Landing Fee	45.00		60.00	
Ramp Fee (overnight)	25.00		30.00	
Weekly Pass	123.00		150.00	
Monthly Pass	450.00		400.00	
Yearly Pass			800.00	
Jet Engine :		100 gal. or top off		200 gallons
Landing Fee	70.00		100.00	
Ramp Fee (overnight)	35.00		50.00	
Weekly Pass	172.00		200.00	
Monthly Pass	630.00		500.00	
Yearly Pass	1,916.00		1000.00	

NOTES: 1) Landing fee or ramp fee waived for one day with a qualifying minimum purchase of fuel.

2) Only one fee to be charged per day, either ramp or landing fee.

3) Yearly pass covers all landing and ramp fees for one year.

4) Landing fees are waived for aircraft that land as a result of an in-flight emergency, doing touch-and-goes, are based at Charlevoix Airport, or are owned by the military, state or federal government. Medical flights are not exempt from Landing fees.

Charlevoix Municipal Airport (CVX) Schedule of Rates and Charges

(continued)

	<u>Current</u>	<u>Proposed</u>
Hangar Rental Rates:		
Units 1, 2, 3, 8, 9, and 10 (per month)	\$141.16	145.00
Units 4, 5, and 7 (per month)	146.08	150.00
Unit 6 (per month)	205.45	210.00
Box B (per month)	217.33	220.00
Box C (per month)	409.09	415.00
Box D (per month)	170.45	175.00
*Updated rates not effective until current lease expires. These rates are effective through March 31, 2014.		
Land Lease Rates (per month, per square foot)	0.30	Same
Access Rate for Through-the-Fence Operations (per sq. ft.)	0.35	Same
Self-fueling Operators flowage fee/fuel stored in City's tank (per flowage gallon)	0.35	Same
City Fuel Trucks		0.40
After Hours Call Out Fee for Aircraft fueling, plowing and services (first hour)	100.00	120.00
Additional hours	100.00	100.00
Vehicle Parking Fees: Daily	\$3.00	Same
Overnight	5.00	Same
Weekly	20.00	Same
Monthly	60.00	Same
Six (6) Months	110.00	Same
Six (6) Months – Premium	200.00	Same
Annual	200.00	Same
Annual – Premium	365.00	Same
Commercial Operations:		
On-Airport Rental Car Service (per year)	25.00	Set by contract
Aircraft Servicing, Maintaining & Repair (per year)	1,800.00	500.00

out

ELECTRIC RATES

Last Rate Change Effective date is April 1, 2012
Electric Rates - 2013-14 Budget

	Adopted 4/1/09			Adopted 4/1/12		
	Rate/kWh	Customer Charge	Current PCA [1]	Rate/kWh	Customer Charge	Current PCA [1]
Residential - In City	\$ 0.0785	\$ 4.25	\$ 0.01608	\$ 0.0786	\$ 5.25	\$ 0.02137
Residential - In Senior	0.0715	4.25	0.01608	0.0715	5.25	0.02137
Residential - Rural	0.0910	4.75	0.01608	0.0910	6.00	0.02137
Residential - Rural Senior	0.0881	4.75	0.01608	0.0886	6.00	0.02137
Commercial - In City (GS-C)	0.0872	10.50	0.01608	0.0890	12.00	0.02137
Commercial - Out (GS-R)	0.0995	10.50	0.01608	0.1008	12.00	0.02137
Commercial - Demand	0.0505	42.00	0.01608	0.0505	42.00	0.02137
Industrial & Charity Demand	0.0397	235.70	0.01608	0.0400	235.70	0.02137
Demand KW	\$10.50/KW			\$10.90/KW		

[1] PCA changes 2x per year (April and October)
 PCA = current Power Cost Adjustment

	Current	Proposed Effective 4/1/2013	% Increase
trenching for all underground residential services 200 amps and under	\$3.00 /foot	same	
Seasonal Disconnect/reconnect **	115.00	same	
Seasonal Disconnect/reconnect after hrs **	167.00	same	
** (Disconnected from the system for longer than one billing cycle)			
After hours disconnect/reconnect	80.00	same	
Regular disconnect w/o 24 hr notice	30.00	same	
Regular disconnect/reconnect			
Non payment - reconnect	30.00	same	
After hrs non payment reconnect	80.00	same	
Security Lights			
250 Watt in City - rate 601	\$6.76 per month	\$9.21 per month	36%
250 Watt rural - rate 602	8.97 per month	11.06 per month	23%
150 Watt in City - rate 701	4.31 per month	5.71 per month	33%
150 Watt rural - rate 702	5.46 per month	6.72 per month	23%
70 Watt in City - rate 703	4.31 per month	4.63 per month	8%
70 Watt rural - rate 704	5.46 per month	5.60 per month	3%
400 Watt in City - rate 801	9.20 per month	13.06 per month	42%
400 Watt rural - rate 802	12.48 per month	15.85 per month	27%
1000 Watt in City - rate 901		15.79 per month	
1000 Watt rural - rate 902	27.03 per month	35.32 per month	31%

**CITY OF CHARLEVOIX
RESOLUTION NO.**

RESOLUTION TO ADOPT RATES & FEES ASSOCIATED WITH THE 2013-14 BUDGET

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

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

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

WHEREAS, the City of Charlevoix proposes to make these rates effective on April 1, 2013; and

NOW, THEREFORE, IT IS RESOLVED that the City of Charlevoix adopts all rates included in the 2013-14 Proposed Budget with changes to the rates for the following areas: Utility rates for electric security lights and car charging station, sewer and water rates, and fees for the following services: marina docking, cemetery, golf, recreation, garden plots and additional miscellaneous fees.

NOW, THEREFORE, IT IS ALSO RESOLVED that the City of Charlevoix adopts all airport rates included in the proposed 2013-14 Budget rates section.

RESOLVED, this 18th day of February, 2013.

Resolution adopted by the following yea and nay votes:

Yeas:

Nays:

Absent:

**CITY OF CHARLEVOIX
ORDINANCE NO.
BUDGET APPROPRIATION ACT**

THE CITY OF CHARLEVOIX ORDAINS:

WHEREAS, The City Council of the City of Charlevoix did give notice of the time and place when a public hearing would be held in conformity with provisions of Section 7.8, Article VII of the City Charter, which Public Hearing was duly held pursuant to said notice and in conformity therewith;

THEREFORE, BE IT RESOLVED, That the revenues and expenditures for the fiscal year commencing on April 1, 2013 and ending March 31, 2014 are hereby appropriated on an activity level basis (a detailed breakdown by detail level can be found in the Budget Details document) as summarized by the following:

GENERAL FUND

REVENUE:	Taxes	\$ 2,234,900
	Licenses & Permits	3,900
	State Grants	202,600
	Charges for Services	673,500
	Fines & Forfeits	25,500
	Interest & Rents	126,900
	Other	8,400
	Fund Transfers (In)	2,500
	Appropriation from Surplus	146,000

	TOTAL REVENUES:	\$3,424,200
		=====
EXPENSE:	Legislative	\$ 47,600
	General Government	538,800
	Public Safety/Health & Welfare	1,189,200
	Public Works	237,600
	Recreation & Culture	917,300
	Other	56,200
	Fund Transfers (Out)	45,400

	TOTAL EXPENSE:	\$3,424,200
		=====

BE IT FURTHER RESOLVED, That the City Council of the City of Charlevoix does hereby levy a tax of 11.1093 mills (9.05 mills operating and 2.0593 mills infrastructure) for the period of April 1, 2013 through March 31, 2014 on all real and personal property in the City of Charlevoix according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City of Charlevoix and for infrastructure improvements, and is levied pursuant to Section 8.1, Article VIII of the City Charter; and

BE IT FURTHER RESOLVED, That the City Council does hereby levy a tax not to exceed 1.3631 mills for the period April 1, 2013 through March 31, 2014 on all real and personal property in the Downtown Development District, according to the valuation of the same within the district; and

BE IT FURTHER RESOLVED, That the City Council does hereby levy a tax not to exceed .9 mills for the period April 1, 2013 through March 31, 2014 on all real and personal property in the City of Charlevoix, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of rubbish collection and other related services provided citizens allowed by the act, and is levied pursuant to Michigan Public Act 213 of 1969; and

BE IT FURTHER RESOLVED, That the City Council does hereby approve the following budgets for the period April 1, 2013 through March 31, 2014 in the amounts set forth below by fund:

FUND	REVENUE	EXPENSE
Major Street Fund	\$376,600	\$ 376,600
Local Street Fund	492,400	492,400
Electric Fund	7,783,600	7,783,600
Sewer Fund	1,485,000	1,485,000
Water Fund	1,247,100	1,247,100
Marina Fund	1,329,700	1,329,700
Motor Vehicle Fund	1,187,700	1,187,700
Downtown Development Auth	744,800	744,800
Airport Fund	2,179,400	2,179,400
Employee Fringe Benefit	2,260,600	2,040,500
Perpetual Care Trust Fund	10,000	10,000
Fire/Ambulance Fund	74,500	0
Sewer Tap-in Fund*	11,000	0
Northside/Southside Sewer Fund*	4,400	0
Infrastructure Improvement	431,100	431,100
Road Improvements	305,300	305,300

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENSE</u>
Public Works Site Fund	178,000	12,000
Industrial Park Fund	5,000	5,000
Mt. McSauba Recreation Fund	16,500	15,000

* These funds are part of the Sewer Fund.

Ordinance # _____ was adopted by the Charlevoix City Council at a regular meeting held on February 18, 2013 with the following yeas and nays vote:

YEAS: Council members

NAYS:

State of Michigan)
) ss
 City of Charlevoix)

 Carol A. Ochs, City Clerk

 Norman L. Carlson Jr., Mayor

I hereby certify that Ordinance # _____ was adopted by the City Council of the City of Charlevoix on February 18, 2013 and was published in the Charlevoix Courier on _____

 Carol A. Ochs, City Clerk

CITY OF CHARLEVOIX, MICHIGAN
2013-2014 Proposed Budget
REVENUE AND EXPENSE SUMMARY - ALL FUNDS
 February 6, 2013

	GENERAL FUND	MAJOR STREET	LOCAL STREET	AIRPORT	ELECTRIC	SEWER	WATER	MARINA	DDA	CEMETERY TRUST	TOTAL	2012-13
REVENUES												
Taxes	2,234,900								707,600		\$2,942,500	\$2,773,600
Licenses & Permits	3,900									3,900	3,900	4,700
State & Federal Grants	202,600	200,700	61,700	475,000		35,100					975,100	1,485,100
Charges for Services	673,500			1,336,900	6,452,200	1,177,900	912,700	387,600		5,000	10,945,800	10,365,224
Fines & Forfeits	25,500				43,700	7,200	6,000				82,400	71,200
Interest & Rents	126,900			46,000	22,600	2,400	1,300	100	28,600	1,900	229,800	229,800
Other	8,400				12,300	5,000	5,000				30,700	44,000
Fund Transfers	2,500	139,900	331,700	45,000	12,000	118,900	110,900	300,000			1,060,900	1,097,100
Appropriation-Surplus	146,000	36,000	99,000	276,500	1,240,800	138,500	211,200	642,000	10,400	3,100	2,803,500	2,244,776
TOTAL REVENUES:	\$3,424,200	\$376,600	\$492,400	\$2,179,400	\$7,783,600	\$1,485,000	\$1,247,100	\$1,329,700	\$746,600	\$10,000	\$19,074,600	\$18,315,500

EXPENDITURES												
Legislative	47,600										\$47,600	\$42,000
General Government	538,800										538,800	542,000
Public Safety	1,189,200										1,189,200	1,140,500
Public Works	237,600	236,700	160,700	1,648,300					151,600	10,000	2,444,900	2,127,600
Health & Welfare	392,500							248,400			392,500	360,800
Recreation & Culture	917,300	139,900	331,700	500,000	245,000	156,900	95,900		295,000		1,469,400	1,073,100
Capital Outlay			31,100		6,672,800			431,300			757,400	1,904,600
Debt Service											6,672,800	6,121,100
Electric						1,075,000					1,075,000	1,056,700
Sewer							911,200				911,200	924,500
Water						35,100	0				695,200	564,600
Fund Transfers	45,000								300,000		56,200	30,000
Other	56,200										56,200	30,000
Depreciation					550,700	218,000	240,000	650,000			1,658,700	1,616,200
TOTAL EXPENSES:	\$3,424,200	\$376,600	\$492,400	\$2,179,400	\$7,783,600	\$1,485,000	\$1,247,100	\$1,329,700	\$746,600	\$10,000	\$19,074,600	\$18,227,800

EXPENSES AS % OF TOTAL-ALL FUNDS

18%	2%	3%	11%	7%	8%	7%	7%	4%	0%	100%
Net Change in Budget from Prior Year:										
										4.85%
										\$846,800

CITIZENS OF CHARLEVOIX

City Council
 Norman Carlson Jr. Mayor
 Jill Ritchie Deputy Mayor
 Shane Cole
 Lyle Gennett
 Dennis Kusina
 Greg Stevens
 Bryan Vollmer

Attorney
 James Young,
 City Attorney

City Manager
 Rob Straebel,
 Linda Waller,
 [1] Jennifer Nash
 Exec. Assistant
 HR Assistant

Clerk
 Carol Ochs
 City Clerk
 Stephanie Brown, Deputy

Police
 Gerard Doan, Chief
 Scott Henkina, Deputy Chief
 Peter Shrift, Police Officer
 James Schiappi, Police Officer
 Matthew Luntulis, Police Officer
 Barb Orban, Police Officer
 Jason Traeger, Police Officer
 Janine Warner, Dept. Asst. Administrator

Treasury
 Rick Brandt, Treasurer
 Alida Klooster, Payroll Admin./Treas. Asst
 Stephanie Brown, Accounts Payable/AR Clerk
 Patti Spencley, Receipts Clerk
 Evelyn Loy, Utility Billing Clerk

DPW
 Pat Elliott, Superintendent
 Rick Wilson, Equip. Oper.
 [2] Kevin Morrison, Equip. Oper.
 Steve Johnson, Equip. Oper.
 Bob Jones, Equip. Oper.
 Justin Dorin, Equip. Oper.
 Mike Hodge, Equip. Oper.
 Water Division
 [2] Don Wells, S2 Operator
 Kelly Bradley, S2 Operator
 Mechanic

Fire & Ambulance
 Paul Ivan, Chief
 Bob Roloff, Assistant Chief
 Joe Schwarzfischer, Shift Cmdr
 Bill Brodin, Shift Cmdr
 [1] Denise Riley, Custodian

Electric Department
 Don Swern, Superintendent
 [2] Scott Blanchard, Journeyman Lineman
 Brad Eaton, Journeyman Lineman
 Martin Draves, Journeyman Lineman
 Joe Niswander, B Lineman
 T.J. Wilson, Journeyman Lineman
 Brandon Stevens, Apprentice Lineman
 Richie LaVoie, Apprentice Lineman
 Andrew Whitley, Apprentice Lineman
 Ed Frye, Meier Reader
 Terr Jones, Admin. Assistant

Wastewater/Water Plants
 Vacant
 Superintendent
 [2][3][4] Randy Wurst, B Cert. Oper. & F3
 [3] Tim Coppock, B Cert. Oper. & F2
 Shelley Mayer, [3] Cert. D Oper. & F2
 Nick Hilling, [2] D Oper. & F4
 Charles Meier, [3] D Oper. & F4

Assessor
 Deb Chavez
 City Assessor

Golf Course
 Tom Heid, Director of Golf

Planning & Zoning
 Mike Spencer
 Planning & Zoning

Recreation
 [1] Vacant
 Director

Airport
 Manager
 Scott Woody
 Operations Manager
 Dana Dvoracek
 Ramp/Fuel Operators
 [1] Ken Tough
 [1] Chuck Scherping
 [1] Dennis Schneider
 Customer Service
 [1] Vacant

DDA
 Keith Carey
 Exec. Director

Marina
 Hal Evans
 Harbormaster

KEY
 [1] Part-time position
 [2] Lead Man
 [3] Rotates between depts.
 [4] "Acting" Superintendent

DOWNTOWN DEVELOPMENT AUTHORITY FUND

The Downtown Development Authority Fund (DDA) is used to finance public improvements within the DDA district. Revenues are derived from an approximate two mill tax levy of the properties in the downtown area and the capture of millage spread on TV's above a frozen 1983 level. The State of Michigan, as a result of the passage of the Proposal A, pays approximately 60% of the debt service on the \$3.5 million dollar bond issue for Bridge Park in 1994, which will end in 2013-14.

The Marina Project Bonds were sold for \$5.5 million in 2006 for improvements to the Marina & East Park area. The debt will be serviced by the DDA and the Marina Fund. The fund has also provided \$30,000 per year towards the Charlevoix District Library debt service payments, when their budget permits this payment. The last payment to the Library was made in 2009-10.

REVENUES: CURRENT BUDGET

The CURRENT PROPERTY TAX and PROPERTY TAX-CAPTURE combined came in lower than expected by about \$7,000. Property values in the district lost less value than last, but tax tribunal cases lowered values even in prior years. Revenues are estimated to be better than the budget overall by nearly \$50,000.

INTEREST & RENTS were higher than budget by \$10,000 due to the increase in the Keweenaw Excursions contract for rental of the Bridge Park Building.

MISC AND IWF REIMBURSEMENT was not budgeted and added to the revenue stream for the DDA.

CONTRIBUTIONS-OTHER SOURCES was not budgeted in 2012-13, but we received approximately \$13,500 in donations for acquisition of memorial benches and event sponsorships.

CONTRIBUTIONS-OTHER SOURCES (LIGHTS) was not budgeted in 2012-13, but we received approximately \$12,000 in private donations for tree lighting.

TRANSFER FROM ELECTRIC FUND is a community promotion transfer to fund new tree lights in the downtown area.

PROPOSED BUDGET

CURRENT PROPERTY TAX and PROPERTY TAX CAPTURE is estimated at \$707,100, the same as actual last year. At budget time, it is unknown how the formula portion (capture) will be impacted. This will be reviewed in late May when we know the exact property values in the district, the impact of tax tribunal cases we have outstanding and the impact of legislation designed to eliminate the Personal Property Tax.

Overall the budget projects higher revenues than what we budgeted by about \$30,000 for the year plus the \$10,000 transfer for the lights from the Electric Fund.

EXPENSES: CURRENT BUDGET

SALARIES & WAGES, FRINGES and OPERATING SUPPLIES are all under budget for the year. MARKETING & PROMOTIONAL SERVICES came in over budget by \$6,500, and CONTRACTUAL SERVICES was \$22,000 over budget due to the light purchase, which was covered by contributions by supporters of the district's project. This pushed the overall budget over the \$704,800 limit and will require a budget amendment.

DEBT SERVICE payment was made on the Bridge Park Bonds 1994 of \$294,000. One payment to go!

TRANSFER TO OTHER FUNDS were made for the Marina Project Bonds to the Marina Fund for \$250,000. The Marina Fund made the payment and their share was \$391,600, so they contributed \$141,600. We had originally projected they would contribute \$80,000 and later \$100,000 per year.

PROPOSED BUDGET

SALARIES & WAGES/FRINGES are budgeted with a 2% for a wage increase and for increasing fringe benefit rates. WAGES-ICMA was increased by 5.6% to enable a change to be made in the City's pension plan, reducing long-term liabilities and still enabling the employee to manage their own pension account. This was less than the 7% projected by the 2012-13 budget.

MARKETING & PROMOTIONAL SERVICES are budgeted lower than last year's budget, although the proposed budget adds \$2,000 for Pure Michigan advertising.

PARK EQUIPMENT is reduced to \$2,000 in kiosk updates.

DEBT SERVICE and TRANSFER TO OTHER FUNDS (Marina) accounts for the anticipated bond payments for the DDA. The DDA transfer to the Marina Fund was increased to \$300,000 to maintain a reasonable fund balance for next year's debt service payments, anticipating possible tax revenue reductions. The total due on the Marina Bonds is \$427,800.

FUND BALANCE AND FUTURE FUND PROJECTIONS

The cash balance at year end on March 31, 2014 is projected at \$604,336 with \$410,195 of that total reserved for bond payments due prior to receipt of taxes in 2014-15. The fund will still not have much cash for the next two years for projects unless there is improvement in the taxable value. Future projections indicate an improved cash position after paying off bonds for Bridge Park and changing debt requirements in 2014-15, but the long term outlook is not positive because the tax base must grow to pay for the later term bond payments. Hopefully, if interest rates stay low, we can refund and resell the bonds in 2018 and lower those later payments to match our revenue estimates.

DOWNTOWN DEVELOPMENT AUTHORITY FUND
2013-2014 BUDGET
February 6, 2013

	Actual 2011-2012	Budget 2012-2013	Est Actual 2012-2013	Proposed 2013-2014
REVENUES				
CURRENT PROPERTY TAX	\$36,041	\$38,200	\$37,821	\$37,800
PROPERTY TAX-CAPTURE LOCAL	676,319	676,300	669,293	669,300
DELINQUENT PROPERTY TAX COLLECTED	2,091	0	0	0
PENALTY-PROPERTY TAX	643	200	500	500
FEDERAL/STATE GRANTS	0	0	0	0
INTEREST & RENTS	11,579	5,500	17,000	5,500
RENTS & ROYALTIES - BIBC Co Lease	22,196	23,100	23,066	23,100
MISCELLANEOUS & IWF REIMBURSEMENT	11,752	0	3,388	0
CONTRIBUTION - OTHER SOURCES	4,259	0	12,000	0
TRANSFER FROM OTHER FUNDS (ELECTRIC)			10,000	
TOTAL REVENUES:	\$764,880	\$743,300	\$773,068	\$736,200
EXPENSES				
SALARIES & WAGES	\$39,156	\$40,700	\$38,829	\$41,500
WAGES - ICMA DEFERRED COMPENSATION	1,131	4,100	3,540	3,600
SALARIES & WAGES - TEMPORARY	0	0	0	0
EMPLOYEE FRINGE BENEFITS	29,367	31,700	30,287	32,800
OPERATING SUPPLIES	21,207	20,800	20,000	20,800
IWF MAINTENANCE	64	0	5,863	6,000
MARKETING & PROMOTIONAL SERVICES	33,979	25,300	31,800	20,400
CONTRACTUAL SERVICES	3,635	6,200	28,200	3,700
LEGAL SERVICES	740	500	0	500
TELEPHONE	909	800	800	600
CONFERENCE & TRAVEL	558	800	800	800
PRINTING & PUBLISHING	0	500	500	500
INSURANCE & BONDS	2,077	2,000	2,020	2,000
PARK EQUIPMENT	6,842	6,800	9,600	2,000
REFUNDS-PROPERTY TAX & TIFA	26,915	14,700	12,348	13,000
MAINTENANCE - BRIDGE PARK BUILDING	12,178	5,000	5,500	2,500
MISCELLANEOUS	450	900	123	900
CAPITAL PROJECT - PROFESSIONAL SVCS	0	0	0	0
CAPITAL PROJECT - CONTRACTUAL SVCS	0	0	0	0
BOND ISSUANCE COSTS	0	0	0	0
DEBT SERVICE PAYMENTS				
BOND PRINCIPAL - BRIDGE PARK (LTGO, ACT 99)	379,347	275,000	275,000	285,000
INTEREST EXPENSE - BONDS	28,452	19,000	18,913	10,000
PAYING AGENT FEES	0	0	0	0
LIBRARY CONTRIBUTION FOR DEBT SERVICE	0	0	0	0
TRANSFER TO OTHER FUNDS (Marina - Debt Svc)	100,000	250,000	250,000	300,000
TOTAL EXPENSES:	\$687,007	\$704,800	\$734,122	\$746,600
RESERVED FUND BALANCE YR END				
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$77,873	\$38,500	\$38,946	(\$10,400)
FUND BALANCE-PREVIOUS YR (RESTRICTED TO DDA PROJECTS)	4,027,800	3,658,233	4,289,154	4,328,100
FUND BALANCE/NET ASSETS YEAR END:	\$4,289,154	\$3,696,733	\$4,328,100	\$4,317,700
CASH BALANCE-YEAR END:	\$575,790	\$495,879	\$614,736	\$604,336
CASH RESERVE-DEBT SERVICE & CASH FLOW:	281,825	296,051	317,186	410,195
UNRESERVED CASH BALANCE:	293,965	199,828	297,550	194,141

* Available for future Plan Projects

Assumptions:
 Tax inflation rate 0.0% [1]
 Interest rate 1.0% [2]
 Inflation rate 1.0% [3]

Downtown Development Fund Future Year Projections
 2013-14 Proposed Budget
 2/6/2013

Proposed Budget	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2018	2019-2020	2020-2021	2021-2022
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REVENUES

CURRENT PROPERTY TAX	\$37,800	37,800	37,800	37,800	37,800	37,800	37,800	37,800	37,800 [1]
PROPERTY TAX-CAPTURE LOCAL	669,300	407,300	407,300	407,300	407,300	407,300	407,300	407,300	407,300 [1]
PENALTY-PROPERTY TAX	500	500	500	500	500	500	500	500	500
INTEREST & RENTS	5,500	6,100	5,500	4,900	4,100	3,100	2,000	800	0 [2]
RENTS & ROYALTIES - BRIDGE PARK BLDG	23,100	24,000	24,898	25,862	26,861	27,894	28,963	30,070	31,215
BOND SALE	0	0	0	0	0	0	0	0	0
MISCELLANEOUS	0	0	0	0	0	0	0	0	0

TOTAL REVENUES:

\$736,200	\$475,700	\$475,999	\$476,362	\$476,561	\$476,594	\$476,563	\$476,470	\$476,815
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EXPENSES

SALARIES & WAGES	\$41,500	41,915	42,334	42,757	43,185	43,617	44,053	44,494	44,939 [3]
WAGES - ICMA DEFERRED COMPENSATION	3,600	3,636	3,672	3,709	3,746	3,784	3,821	3,860	3,898
EMPLOYEE FRINGE BENEFITS	32,800	33,128	33,459	33,794	34,132	34,473	34,818	35,166	35,518 [3]
OPERATING SUPPLIES	20,800	20,000	20,200	20,400	20,600	20,800	21,000	21,200	21,400 [3]
MARKETING & PROMOTIONAL SVCS	20,400	10,000	10,000	25,000	25,000	25,000	25,000	25,000	25,000
CONTRACTUAL SERVICES	3,700	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
LEGAL SERVICES	500	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
CONFERENCE & TRAVEL	500	500	500	500	500	500	500	500	500
PRINTING & PUBLISHING	500	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
INSURANCE & BONDS	2,000	2,020	2,040	2,061	2,081	2,102	2,123	2,144	2,166 [3]
PARK EQUIPMENT	2,000	500	500	500	500	500	500	500	500
REFUNDS-PROPERTY TAX & TIFA	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000
MAINTENANCE - BRIDGE PARK BUILDING	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
MISCELLANEOUS	900	900	900	900	900	900	900	900	900
CAPITAL PROJECT - PROFESSIONAL SVCS	0	0	0	0	0	0	0	0	0
CAPITAL PROJECT - CONTRACTUAL SVCS	0	0	0	0	0	0	0	0	0
DEBT SERVICE ***	295,000	365,965	371,395	381,195	390,195	398,395	410,795	397,195	402,795
LIBRARY CONTRIBUTION FOR DEBT SERVICE	0	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
TRANSFER TO OTHER FUNDS (Marina - Debt Sv	300,000								

TOTAL EXPENSES:

\$746,600	\$631,094	\$637,501	\$663,316	\$673,339	\$682,571	\$696,010	\$683,459	\$690,115
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RESERVED FUND BALANCE YR END

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(\$10,400)	(\$55,394)	(\$61,503)	(\$86,954)	(\$96,778)	(\$105,977)	(\$119,447)	(\$106,989)	(\$113,300)
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FUND BALANCE-PREVIOUS YR (RESTRICTED TO DDA PROJECTS)
FUND BALANCE AT YEAR END:

4,328,100	4,317,700	4,262,306	4,200,803	4,113,849	4,017,070	3,911,094	3,791,646	3,684,658
4,317,700	4,262,306	4,200,803	4,113,849	4,017,070	3,911,094	3,791,646	3,684,658	3,571,357

CASH BALANCE-YEAR END:

604,336	548,942	487,439	400,485	303,706	197,730	75,282	-28,706	-142,007
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CASH RESERVE-DEBT SERVICE & CASH FLOW:
 UNRESERVED CASH BALANCE:

410,185	200,000	200,000	190,000	160,000	175,000	165,000	165,000	150,000
184,141	348,942	287,439	210,485	123,708	22,730	-66,718	-183,708	-292,007

*** Amounts after budget year are total debt service on Marina project, less \$100,000 contribution from the Marina Fund. Debt service on Marina bonds runs until 2018-19, less \$120,000 in 19-20 and \$130,000 in 20-21.

LOCAL STREET FUND

16.11 miles of City-owned streets are maintained by the Local Street Fund.

REVENUES: CURRENT BUDGET

The revenues are higher than anticipated for the year, but still \$9,000 less than 2011-12. GAS & WEIGHT TAX is projected slightly lower by the State of Michigan. The CONTRIBUTION-INFRASTRUCTURE is anticipated at budget and the CONTRIBUTION-PI7 COUNTY ROAD MILLAGE was less than expected, for the Clinton Street infrastructure project.

PROPOSED BUDGET

GAS & WEIGHT TAX is lower than the current year budget due to the census loss. The budget proposes CONTRIBUTION-INFRASTRUCTURE paying for \$131,000 and CONTRIBUTION-COUNTY ROAD MILLAGE paying for \$200,700 of the West Garfield improvements. No contribution is planned from the General Fund, for this year only.

EXPENSES: CURRENT BUDGET

Total expenses are projected at less than budget by almost \$17,000. The expenses were higher than budget in TRAFFIC CONTROL. The rest of the expense categories were all estimated to come in under budget, through the end of March, our fiscal year end.

ENGINEERING came in \$14,400 under budget due to lower design and inspection fees for work done on Clinton.

PROPOSED BUDGET

The overall budget is down despite a 2% wage increase for all full time employees and a 1% increase for employee fringes. The reason is that we are doing less expensive infrastructure work in the fund this year than last. ENGINEERING and CONTRACTUAL SERVICES proposed at \$331,700 is to reconstruct the remaining portion of Clinton Street, plus Lewis Street on the north side from US-31 to Dixon Avenue.

FUND BALANCE AND FUTURE FUND PROJECTIONS:

The budget proposes to eliminate the normal contribution by the General Fund this year. The fund expenditures is really dependent on the activity level in the fund and the severity of the winter. The fund balance is projected at \$28,597 which should be adequate to cover cash flows as long as we don't have a prolonged winter this year with extra overtime.

The future projections in the 5 year plan indicate the need for the General Fund to contribute between \$75-80,000 per year to support the fund. Our portion of the one mill County road millage for resurfacing streets may lower that cost in the long run. The County one mill levy cannot be used for general maintenance costs, only repaving existing roads, but this should lower our maintenance costs long term.

LOCAL STREET FUND BUDGET
2013-2014 BUDGET
January 15, 2013

	Actual 2011-2012	Budget 2012-2013	Est Actual 2012-2013	Proposed 2013-2014
REVENUES				
GAS & WEIGHT TAX	\$69,602	\$58,900	\$60,854	\$61,700
INTEREST EARNINGS	2	0	2	0
MISC INCOME	0	0	0	0
CONTRIBUTION-GENERAL FUND	65,000	75,000	75,000	0
CONTRIBUTION-INFRASTRUCTURE	205,031	129,800	129,800	131,000
CONTRIBUTION-PI#7 COUNTY ROAD MILLAGE	91,984	324,900	310,454	210,700
CONTRIBUTION-WATER	0	0	0	0
TOTAL REVENUES:	\$431,619	\$588,600	\$576,110	\$403,400
EXPENSES				
ENGINEERING	\$33,602	\$49,800	\$35,354	\$49,700
CONTRACTUAL SERVICES	263,413	404,900	404,900	282,000
ROUTINE MAINTENANCE	5,395	6,100	5,799	6,100
SWEEPING & FLUSHING	4,962	11,600	11,026	10,800
TREES & SHRUBS	5,032	4,400	4,370	26,900
DRAINAGE	1,580	5,000	4,604	5,000
TRAFFIC CONTROL	1,309	7,200	7,206	8,800
WINTER MAINTENANCE	38,209	67,800	67,728	69,100
ADMINISTRATION	31,600	31,800	30,890	34,000
TOTAL EXPENSES:	\$385,102	\$588,600	\$571,877	\$492,400
FUND BALANCE AT YEAR END				
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$46,517	\$0	\$4,233	(\$89,000)
FUND BALANCE-PREVIOUS YR	66,847	69,196	113,364	117,597
FUND BALANCE AT YEAR END:	\$113,364	\$69,196	\$117,597	\$28,597
CASH BALANCE AT YEAR END:	105,113	58,231	109,346	20,346

1.00 Gas & Weight
 1.00 State Inunkline
 0.02 Interest
 1.02 Salaries
 0.78 EFB
 1.02 Inflation
 0.79

LOCAL STREET FUND BUDGET
 2013-2014 BUDGET & 6 Year Plan
 January 15, 2013

	Actual 2011-2012	Budget 2012-2013	Est Actual 2012-2013	Proposed 2013-2014	Estimated 2014-2015	Estimated 2014-2015	Estimated 2015-2016	Estimated 2016-2017	Estimated 2017-2018
REVENUES									
GAS & WEIGHT TAX	\$69,602	\$58,900	\$60,654	\$61,700	61,700	61,700	61,700	61,700	61,700
INTEREST EARNINGS	\$2	0	2	0	407	522	628	677	667
MISC INCOME	\$0	0	0	0	0	0	0	0	0
CONTRIBUTION-GENERAL FUND	\$66,000	75,000	75,000	0	75,000	75,000	75,000	75,000	80,000
CONTRIBUTION-INFRASTRUCTURE	\$205,031	129,800	129,800	131,000	0	0	0	0	0
	\$91,964	324,900	310,454	210,700	0	0	0	0	0
	\$0	0	0	0	0	0	0	0	0
TOTAL REVENUES:	\$431,619	\$588,600	\$576,110	\$403,400	\$137,107	\$137,222	\$137,328	\$137,377	\$142,367
EXPENSES									
ENGINEERING	\$33,602	\$49,800	\$35,354	\$49,700	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	263,413	404,900	404,900	282,000	0	0	0	0	0
ROUTINE MAINTENANCE	5,365	6,100	5,799	6,100	8,928	9,116	9,288	9,467	9,670
SWEEPING & FLUSHING	4,962	11,600	11,028	10,800	13,852	14,170	14,475	14,786	15,129
TREES & SHRUBS	5,032	4,400	4,370	26,900	16,059	16,455	18,822	17,198	17,621
DRAINAGE	1,580	5,000	4,604	5,000	6,202	6,367	6,516	6,668	6,845
TRAFFIC CONTROL	1,309	7,200	7,206	8,800	3,218	3,303	3,379	3,457	3,548
WINTER MAINTENANCE	38,206	67,800	67,728	69,100	52,801	51,363	52,516	53,873	54,965
ADMINISTRATION	31,800	31,800	30,590	34,000	30,281	31,142	31,872	32,819	33,546
TRANSFER TO EFB	0	0	0	0	0	0	0	0	0
TOTAL EXPENSES:	\$386,102	\$586,600	\$571,877	\$492,400	\$131,337	\$131,936	\$134,869	\$137,868	\$141,322
FUND BALANCE AT YEAR END									
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$46,517	\$0	\$4,233	(\$69,000)	\$5,770	\$5,286	\$2,459	(\$491)	\$1,045
FUND BALANCE-PREVIOUS YR	66,847	69,166	113,364	117,597	28,597	34,367	39,653	42,113	41,622
FUND BALANCE AT YEAR END:	\$113,364	\$69,166	\$117,697	\$20,597	\$34,367	\$39,653	\$42,113	\$41,622	\$42,667
CASH BALANCE AT YEAR END:									
	105,113	56,231	109,346	20,348	26,116	31,402	33,862	33,371	34,416

AIRPORT FUND

The Airport Fund is an enterprise fund which handles all operations at the Charlevoix Airport. The facility is owned and operated by the City. The main destination served is Beaver Island, which has daily flights and is the main transportation connection to the mainland when the ferry is not in service.

REVENUES: CURRENT BUDGET – Est. Actual

FEDERAL GRANTS do not actually pass through our accounts, but we get billed for our portion (match) of the FAA grants. Likewise the STATE OF MICHIGAN - GRANTS and project costs do not show up in our budget either, but we must show their contribution in the budget so that we can accurately record the assets we receive. The budget assumes that we will receive the full amount of the FAA grant we requested for 2012-13.

INTEREST EARNINGS are less than budgeted due to very low cash balances in the fund due to the cash flow required for the purchase of over \$1 million in FUEL FEES.

RENTS & ROYALTIES-AIRPORT HANGAR rents are less than budget by just \$500. We had a few months where hangars were not rented while we negotiated with a new renter.

FUEL FEES revenue is lower than budget by an estimated \$25,000. FUEL FEES will be an estimated \$1.2 million, higher by almost \$100,000 over last year, but not quite as high as we estimated. TIE DOWN/LANDING FEES were not as high as projected by \$6,000 for the year compared to the budget.

MISCELLANEOUS is nearly \$82,000 for an insurance claim to fix and move part of the fuel farm which was struck by a snowplow. The corresponding cost to fix this is shown in the expense section under INSURANCE CLAIMS.

PROPOSED BUDGET

FEDERAL GRANTS amount is estimated at \$450,000 for the completion of the design of the terminal building and the apron project. \$1,000,000 is available, but would also require the City to match 5% of that total (\$165,000) which is more than the General Fund can contribute at this time. STATE OF MICHIGAN portion of the grant is proposed at \$25,000 which is the same as the City's match for the grant.

PARKING FEES, FUEL FEES and LANDING FEES are all up and budgeted higher than the current year. PARKING FEES are slightly reduced due to competition and free parking being offered by Fresh Air at their location, but overall, the revenue from these services is stable, while fuel sales continue to rise.

TRANSFER FROM OTHER FUNDS is a \$45,000 transfer from the General Fund to offset certain transition costs for the Airport in moving away from the FBO run facility. This is made up of the \$25,000 to match the FAA grant, \$10,000 to move the fuel farm prior to the completion of the apron construction and \$10,000 to reimburse the airport for the use of land for recreation purposes (ballfields). The fund needs to be in a positive position to match grant dollars to build the terminal expansion.

EXPENSES: CURRENT BUDGET

SALARIES & WAGES-FULL TIME are wages paid to two full time Airport Employees (manager and assistant) who are working managers at the Airport. Costs were down slightly due to the fact that we did not have an active manager on staff for the entire year.

SALARIES & WAGES-TEMPORARY are wages paid to employees to plow snow, fuel planes and provide customer service. FRINGE BENEFITS are budgeted based on 14% for temporary employee and 78% for full timers. This is projected to end the budget year at \$65,600, our original budget was \$71,700 and we used more part-time help and less full time, which saved over \$6,000.

CONTRACTUAL SERVICES is higher than budget due to their contribution to the phone system and almost \$22,000 repair to the fuel system to move part of it to a safer location on the airport grounds.

LEGAL FEES were much lower than the prior year, which was our first year without an FBO.

INSURANCE & BONDS were less than budget by nearly \$8,500. The main reason was a more stable insurance market and an effort to shop for more competitive coverage.

SRE BUILDING & HANGAR REPAIR/MNT is projected to be over budget due to some door repairs and long awaited maintenance on these buildings. As a result, we spent nearly \$2,000 over budget to make the necessary repairs.

CREDIT CARD PROCESSING FEE was slightly higher than budget. Costs are related to certain fuel sales and we still found this to be difficult to

project and it has a huge impact on cash flow – it takes longer to be reimbursed for fuel sales, requiring us to maintain more cash to purchase the next load of fuel. We will be considering some changes to this areas procedures and vendors to reduce costs.

PROPOSED BUDGET

SALARIES & WAGES-FULL TIME are higher to reflect a 2% wage increase and full use of staff for the entire year. WAGES-ICMA is higher, reflecting an increase in the percentage the City will pay to the employees 457 deferred compensation account rather than their pension which we changed starting last year.

EMPLOYEE FRINGE BENEFITS are up from our last budget, reflecting the increase in the Fringe Benefit Fund rates for both full time and part time employees.

FUEL SALES is budgeted to spend more on fuel vs. what we budgeted last year, but about the same as we expect to spend (Estimated Actual Amount).

CONTRACTUAL SERVICES is slightly higher due to the cost for AWOS maintenance contract with the State and to provide trash pickup, NDB maintenance, alarm service and rug rental for the terminal building.

LEGAL FEES are estimated much lower than the past two year's as we would not have an FBO agreement to re-negotiate.

INSURANCE & BONDS are proposed slightly higher than the past year. We can probably expect higher premiums here with our past experience being a factor.

TERMINAL BLDG REPAIR & GROUNDS has only \$500 budgeted, since we should be starting to build an addition to the terminal building next year and we will wait to make improvements when we can see where we will need to supplement the grant project.

SRE BUILDING & HANGAR REPAIR & MAINT is down since we have completed most of the needed work that had been put off in the past.

CAPITAL OUTLAY is for the design of the terminal building described in the Federal Grant by Mark Buday.

DEBT SERVICE – PRINCIPAL is up and reflects a \$2,000 start on paying back the Electric Fund for funds the airport was advanced to help with fuel purchase cash flow requirements.

FUND BALANCE AND FUTURE FUND PROJECTIONS:

The cash balance is projected at \$10,682, down from a projected \$37,182 from March 31, 2013. This balance will not allow for any contingency should something arise at the airport that would require additional funding. We have worked hard to cut expenditures as much as possible and reasonably increase any fees that could provide additional cash for the fund. The \$25,000 match for the \$500,000 Federal Grant will not be covered by the fund and needs to come from the General Fund. An additional \$10,000 is proposed to come from the General Fund to keep the fund above solvency and with the chance that they can accumulate some dollars to use for a larger grant match next year to add to the terminal building. The change to the City operating the airport has allowed us to see what it really costs to operate, and what kind of revenue we can expect. It will be a big challenge to operate within this budget and then try to make enough to pay back the advance from the Electric Fund over a reasonable period of time. Matching future grants and current debt service makes this task even more challenging as the 6 year plan shows.

We will need to actively manage this fund for the future. We plan to look closely at the margin on fuel to insure we are more accurately portraying the cost of fuel in our tanks, so that we charge the customer appropriately and recognize increases in revenues and improve its cash position.

AIRPORT FUND
2013-2014 BUDGET
 January 17, 2013

	Actual 2011-2012	Budget 2012-2013	Est Actual 2012-2013	Proposed 2013-2014
REVENUES				
INTEREST EARNINGS	\$288	\$100	\$1	\$0
FEDERAL GRANTS	171,791	975,000	975,000	450,000
RENTS & ROYALTIES-AIRPORT PERMITS	5,889	17,500	17,490	17,500
RENTS & ROYALTIES-HANGAR RENTS	20,138	29,000	28,500	28,500
LAND LEASES	4,915	5,900	7,754	5,900
STATE OF MICHIGAN - GRANT	6,210	25,000	25,000	25,000
PARKING FEES	80,425	78,000	78,000	80,000
FUEL FEES	1,106,672	1,225,000	1,200,419	1,216,000
TIE DOWN/LANDING FEES	30,808	36,000	30,000	35,000
CONTRIBUTION FROM PRIVATE SOURCES	0	0	0	0
SALE OF FIXED ASSETS	0	0	0	0
ADVANCE FROM ELECTRIC	160,000	0	0	0
TRANSFER FROM OTHER FUNDS	25,000	25,000	25,000	45,000
MISCELLANEOUS	3,828	0	81,975	0
TOTAL REVENUES:	\$1,615,964	\$2,415,500	\$2,469,139	\$1,902,900
EXPENSES				
SALARIES & WAGES-FULL TIME	\$88,625	\$80,800	\$70,815	\$81,400
WAGES - ICMA	2,908	8,100	6,700	7,600
SALARIES & WAGES-TEMPORARY	54,325	61,800	74,000	61,800
EMPLOYEE FRINGE BENEFITS	74,074	71,700	65,596	73,600
OFFICE SUPPLIES	4,864	4,000	3,800	4,000
EQUIPMENT MAINT & REPAIR	12,291	5,000	6,000	5,000
UNIFORMS & PPE	0	1,500	1,500	1,500
FUEL PURCHASED	978,167	1,110,000	1,070,000	1,070,000
PROFESSIONAL SERVICES	848	1,000	0	0
CONTRACTUAL SERVICES	9,154	8,600	28,000	19,100
LEGAL FEES	24,250	5,000	4,000	4,000
TELEPHONE	3,246	2,500	3,300	2,500
CONFERENCE & TRAVEL	1,850	2,000	1,000	1,000
INSURANCE & BONDS	9,855	10,000	10,125	10,300
INSURANCE CLAIMS	2,635	0	82,317	0
UTILITIES	26,926	20,000	25,200	25,200
TERMINAL BLDG REPAIR & GROUNDS	4,447	0	57	500
SRE BLDG & HANGERS REPAIR & MAINT	0	2,000	3,950	500
EQUIPMENT RENTAL	1,052	1,000	1,000	1,000
DUES & MEMBERSHIPS	220	400	200	200
PRINTING & PUBLISHING	2,752	2,500	2,493	2,500
MISCELLANEOUS	14,353	2,100	2,641	1,000
CREDIT CARD PROCESSING FEE	20,414	20,000	20,400	20,000
MACHINERY & EQUIPMENT	8,588	0	234	0
CAPITAL OUTLAY - APRON GRANT	119,338	940,000	940,000	200,000
CAPITAL OUTLAY - TERMINAL DESIGN	0	0	0	300,000
DEBT SERVICE - PRINCIPAL	0	25,600	25,541	32,400
DEBT SERVICE - INTEREST	4,847	5,400	5,390	4,300
GRANT MATCH TO STATE	0	25,000	25,000	0
DEPRECIATION	228,323	230,000	230,000	250,000
TOTAL EXPENSES:	\$1,698,352	\$2,646,000	\$2,709,259	\$2,179,400
FUND BALANCE-YEAR END				
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(\$242,388)	(\$229,500)	(\$240,120)	(\$276,500)
NET ASSETS-PREVIOUS YR	5,770,839	5,770,839	5,528,451	5,288,331
FUND BALANCE-YEAR END:	\$5,528,451	\$5,541,339	\$5,288,331	\$5,011,831
CASH BALANCE END OF YR:	47,302	19,886	37,182	10,682

Assumptions: Interest Rate 0.5%
 Inflation 1.0%
 Wages 2.0%
 Growth 1.5%
 New Terminal 2014-15
 Fuel Increase 3.0%
 Fuel Cost 1.5%

Airport Fund
 6 Year Cash Flows
 1/17/2013

	2014-14	2015-16	2016-17	2017-18	2018-19
PROPOSED BUDGET					
2013-14					
REVENUES					
INTEREST EARNINGS	0	0	0	0	0
FEDERAL GRANTS	450,000	2,260,000	0	0	0
RENTS & ROYALTIES-AIRPORT PERMITS	17,900	17,763	18,299	18,574	18,862
RENTS & ROYALTIES-HANGAR RENTS	26,500	28,928	29,361	30,249	30,703
LAND LEASES	5,900	5,900	5,900	5,900	5,900
STATE OF MICHIGAN - GRANT	25,000	125,000	0	0	0
PARKING FEES	80,000	81,200	70,700	72,837	73,928
FUEL FEES	1,216,000	1,252,480	1,290,054	1,368,619	1,408,677
TIE DOWN/LANDING FEES	35,000	35,000	36,058	36,599	37,148
CONTRIBUTION FROM PRIVATE SOURCES	0	0	0	0	0
SALE OF FIXED ASSETS	0	0	0	0	0
ADVANCE FROM ELECTRIC	0	0	0	0	0
TRANSFER FROM OTHER FUNDS	45,000	175,000	25,000	0	0
MISCELLANEOUS	0	0	0	0	0
	\$1,902,900	\$3,971,270	\$1,474,670	\$1,490,676	\$1,532,777
					\$1,879,210

EXPENSES					
SALARIES & WAGES-FULL TIME	\$91,400	63,028	84,699	88,382	89,872
WAGES-ICMA	7,900	7,752	7,752	7,752	7,752
SALARIES & WAGES-TEMPORARY	61,900	63,036	64,297	65,583	66,894
EMPLOYEE FRINGE BENEFITS	73,600	73,587	74,323	75,068	75,817
OFFICE SUPPLIES	4,000	4,000	4,000	4,000	4,000
EQUIPMENT MAINT & REPAIR	5,000	10,800	10,800	10,800	10,800
UNIFORMS & PPE	1,500	2,020	2,040	2,061	2,081
FUEL FARM	1,070,000	1,086,050	1,102,341	1,118,876	1,135,659
PROFESSIONAL SERVICES	0	3,000	3,000	3,000	3,000
CONTRACTUAL SERVICES	19,100	18,281	18,484	19,679	20,074
LEGAL FEES	4,000	4,040	4,060	4,121	4,204
TELEPHONE	2,500	2,525	2,550	2,576	2,602
CONFERENCE & TRAVEL	1,000	1,010	1,020	1,030	1,041
INSURANCE & BONDS	10,300	10,403	10,507	10,612	10,718
INSURANCE CLAIMS	0	0	0	0	0
UTILITIES	25,200	25,200	15,000	15,000	15,000
TERMINAL BLDG REPAIR & GROUNDS	500	500	500	500	500
HANGER BLDG REPAIR & MAINT	500	500	500	500	500
EQUIPMENT RENTAL	1,000	0	0	0	0
DUES & MEMBERSHIPS	200	0	0	0	0
PRINTING & PUBLISHING	2,500	1,000	1,000	1,000	1,000
MISCELLANEOUS	1,000	1,000	1,000	1,000	1,000
CREDIT CARD PROCESSING FEE	20,000	20,000	20,300	20,605	20,914
MACHINERY & EQUIPMENT	0	0	0	0	0
CAPITAL OUTLAY	200,000	2,500,000	0	0	0
DEBT SERVICE	4,300	12,300	0	0	0
REPAYMENT OF ADVANCE FROM ELECTRIC	0	28,000	26,000	26,000	25,000
GRANT MATCH TO STATE	0	0	0	0	0
DEPRECIATION	250,000	250,000	260,000	270,000	270,000
TOTAL EXPENSES:	\$1,847,000	\$4,231,122	\$1,727,462	\$1,737,122	\$1,767,404
					\$1,787,016

RESERVED FUND BALANCE YR END					
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$55,900	(\$259,852)	(\$246,546)	(\$234,827)	(\$210,806)
FUND BALANCE-PREVIOUS YR (RESTRICTED TO DDA PROJECTS)	5,288,331	5,344,231	5,084,379	4,631,487	4,350,313
FUND BALANCE AT YEAR END:	5,344,231	5,084,379	4,831,487	4,396,664	4,139,507
CASH BALANCE-YEAR END:	10,662	630	7,938	21,392	66,764
					115,958

Highlights & Changes of Note: 2013-2014 Budget

BUDGET:

- Property tax values - estimated flat, no final numbers available, they could go up some, inflation factor is 2.4% but we have held back \$40,000 for tax tribunal cases. We will lose \$83,000 due to the Personal Property Tax phase out in tax revenue.

We hope to receive \$465,000 in State Revenues (Act 51, State Trunkline & Revenue Sharing) down from \$485,100 last year -\$20,100 (-4.14%) as the State continues to balance their budget on our backs. We cannot depend on them for future revenues.

- Total Capital spending projects totaling \$2.04 Million, down from \$2.61 Million

TAXES:

- Millage rate remains the same at 12.0093 mills.

Operating millage is 9.05 mills - unchanged

Infrastructure mills 2.0593 unchanged

Millage for trash & rubbish pickup proposed at .9 mills (same as last year)

- taxable value (TV) inflation increase of 2.4% (last year +2.7%)

- no additional TV added for new construction, the budget uses the same TV as last year

STATE OF MICHIGAN:

- State Revenue - The budget assumes some reduction in State Revenues in the General Fund, assuming we will meet the State's 3 criteria for keeping our share of approximately \$24,000 in State revenue. We will have our Gas & Weight Tax reduced by over \$20,000 due to our population loss.

GENERAL FUND:

- -\$20,900 decrease in Proposed Budget revenue vs 2012-13 Budgeted Revenue

The majority of the decrease is from property tax revenues, reduced by tax tribunal cases, distressed sales and foreclosures during the past year.

- +4.14% in General Fund Expense (+\$136,100) (Proposed Budget compared to 12-13 Budget)

- Main areas of increased spending are from: Public Safety, Ambulance & Recreation areas

We are also holding back \$40,000 for tax tribunal settlements in Other.

OTHER CHANGES:

- Fringe benefit rates for permanent, full time employees was increased by 1% to 79% & also 1% for part-time to insure that future costs can be funded and create enough reserve in the fund to cover the liability for vacation and sick leave due employees upon termination.

Health care and Pension costs continue to be the main drivers of our cost of fringe benefits.

The aging workforce is also a factor since many more employees are eligible for retirement.

DEBT REDUCTION:

- DDA bonds for Bridge Park to be paid off in 2014/2015

- DDA East Park bonds are to be paid off in 2026-27.

- Act 99 Airport terminal loan to be paid off in 2015, while the State airport loan runs until 2014.

- LTGO Marina Bonds are a 20 year issue through 2026 and have a call provision in 2018.

- Water fund loan for groomer purchase totals approximately \$36,000 as of this budget and should be paid off by 2015.

- Interest and \$10,000 in principal is proposed to be paid on the Electric fund advance to Marina Fund for \$700,000 used to complete East Park & the Marina Project.

- Only interest is proposed to be paid on the Electric fund advance to Airport in 2013-14 (\$160,000 x .5%)

MAJOR CAPITAL SPENDING:

- Total major capital expenditures for the following projects:

(Projects Over \$50,000)

Infrastructure projects (Clinton Street, Lewis, W Garfield, Engineering)	\$736,400
Motor Pool major capital purchases	531,700
Airport grant related projects	500,000
12 kv 3 phase construction - Electric Department	100,000
Engineering for capital projects - Electric & Infrastructure	55,000

Total Major Capital Projects:

\$1,923,100

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Redevelopment Liquor License Application (ViKell, Inc. dba Scovie's Gourmet)

DATE: February 18, 2013

PRESENTED BY: DDA Director Keith Carey, City Clerk Carol Ochs

ATTACHMENTS: Draft minutes of January 28, 2013 DDA meeting
Application materials submitted by ViKell, Inc. (dba Scovie's Gourmet)
City of Charlevoix Resolution 2013-02-XX

BACKGROUND INFORMATION:

At its January 7, 2013 meeting, Charlevoix City Council approved Ordinance No. 758 of 2013 (Charlevoix Redevelopment Liquor License Program) by a 6-0 vote. A copy of this ordinance is attached for your review. Ordinance No. 758 of 2013 took effect on Wednesday, February 6, 2013 and outlines the local steps for the overall application process administered by the Michigan Liquor Control Commission (MLCC).

As an overview, the MLCC requires the applicant to:

- Be a business engaged in dining, entertainment or recreation and open to the general public.
- Have a seating capacity of at least twenty-five (25) people.
- Have spent at least \$75,000 for the rehabilitation or restoration of the building where the license will be housed over a period of the preceding five years or a commitment for a capital investment of at least \$75,000 that will be spent before the issuance of the license.
- Demonstrate that they have attempted to purchase a readily available escrowed or quota on-premise license within the municipality that they want to operate, and that a license was not available.
- Pay a \$20,000 fee for the license.
- The MLCC will not transfer a license under this act to another location. If the licensee goes out of business, the licensee shall surrender the license to the MLCC.
- The local unit of government must pass a resolution approving the applicant for an on-premise liquor license pursuant to Public Act 501 of 2006.

Ordinance No. 758 of 2013 encourages the DDA to review applications and recommend approval or denial of application within 30 days of their submittal, considering "the extent to which the business... will contribute a new or unique choice to the mix of businesses in the DDA district" and "the extent to which the business... will promote economic growth in a manner consistent with adopted goals, plans or policies applicable to the DDA district, including but not limited to the DDA's Development Plan and all other master plans applicable to the DDA district." The DDA reviewed the ViKell, Inc. application materials at its January 28, 2013 meeting and unanimously recommended approval of the ViKell, Inc. application based upon it being "consistent with the DDA goals and objectives for the Charlevoix downtown area."

The MLCC requires a local governing body to approve an applicant by resolution. Please see City of Charlevoix Resolution 2013-02-XX attached for your consideration. When considering approval of City of Charlevoix Resolution 2013-02-XX, staff encourages City Council to consider the DDA's recommendation and the following factors, as outlined in Ordinance No. 758 of 2013:

a. The extent to which the business... will contribute a new or unique choice to the mix of businesses in the DDA district.

b. The extent to which the business... will promote economic growth in a manner consistent with adopted goals, plans or policies applicable to the DDA district, including but not limited to the DDA's Development Plan and all other master plans applicable to the DDA district.

RECOMMENDATION:

If Council desires:

Motion to approve City of Charlevoix Resolution 2013-02-XX.

Liquor License Application

- I. ViKell, Inc.
 - A. N/A
 - B. Vi E. Keller , President
209 W Upright, Charlevoix

- II. Copy of driver's license and passport attached.
- III. A. ViKell, Inc dba Scovie's Gourmet is a full service restaurant, deli, bake shop, and caterer. We intend to sell beer and wine with lunch and dinner to our customers.

B. VIKELL, Inc dba Scovie's Gourmet has been in business for 9 years and as of April 17, 2012 we are entering our 10th year of business in downtown Charlevoix. We have since July 2001 held a SDM license(able to sell beer/wine take out) which is currently active and in good standing. Vi E. Keller has been in the restaurant business and selling intoxicating liquor for 26 years.

C. Attached copy of map City of Charlevoix showing 105-107 and 109-111 Bridge Street, Charlevoix, Michigan location.
 - i) 105-107 and 109-111 Bridge Street, Charlevoix, MI 49720
 - ii) "Commencing 56 North of the Southeast Corner of block 2; VILLAGE(NOW CITY) OF CHARLEVOIX; thence running North 56 feet; thence West 137.75 feet; thence South 56 feet; thence East 137.75 feet to the Point of the Beginning, being part of Block 2 of the Village(now city of Charlevoix).
 - iii) Our plans as stated above will include service of beer and wine with our meals. We plan to have entertainment which may be someone singing with guitar or keyboard or another doing backup. We will not have public nudity as entertainment. Articles of Incorporation are attached.
- D. See attached site map.
- E. See Attached information provided to MLCC.
- F. When we opened for business in April of 2001 we applied for the transfer of the existing SDM license from previous owner which was approved. In November 2009 original owners divorced leaving ownership to one, Vi E. Keller. SDM License transfer was completed to ViKell, Inc in December 2011, is currant

and in good standing. This location did apply for a Class C liquor license in 2006 and due to limited licenses available on a yearly basis our application was still waiting for possible approval for license when divorce occurred, therefore application was pulled by the state at that time due to transfer process.

- IV. Vi E. Keller has never been convicted of a felony and has never been disqualified to receive a license by reason of any matter or thing contained in ordinance or the laws of the State of Michigan.
- V. Vi E. Keller states that she will not violate and of the laws of the State of Michigan or the United States of America or any ordinances of the City of Charlevoix in the conduct of business.
- VI. See original which has been signed.

CITY OF CHARLEVOIX
Liquor License Application

You MUST answer all questions and include all attachments or this application will be returned to you. Bring or mail this application to the City Manager, City of Charlevoix, 210 State Street, P.O. Box 550, Charlevoix, Michigan 49720.

This form is designed to conform with the Michigan Liquor Control Code of 1998 being Public Act 1998 No. 58 (MCL 436.1101, et seq), and the City of Charlevoix Liquor License Ordinance.

Approval of a new liquor license or the transfer of an existing license is not a determination that the applicant has complied with other ordinances or regulations.

I. APPLICANT INFORMATION (if more than one applicant-please attach separate sheet):

Name of individual or business entity: Vikell, Inc.

A. If the business entity is a partnership or a limited liability company provide the name of person or persons entitled to share in the profits of the partnership or limited liability company (attach separate sheets if needed):

B. If the business entity is a corporation (attach separate sheets if needed):

Names and addresses of the officers and directors of the corporation:

Vi Keller Forreider Pres/owner
209 W. Upright
Charlevoix, MI 49720

If a majority interest in the stock of such corporation is held by one person or one person's nominee, please provide the name and address of such person:

Vi Keller Ferreider, Sole Owner
209 W. Upright
Charlevoix, MI 49720

II CITIZENSHIP

Provide the citizenship of the applicant and all persons listed in Paragraph I, above.

If the applicant or any of the parties listed in Paragraph I above is/are a naturalized citizen of the United States, please provide the date(s) and place(s) of where citizenship was received.

III ATTACHMENTS

All of the following attachments **MUST** be included. Label each attachment as shown.

- A. Character of the proposed business including a description of services to be provided to patrons and the manner in which intoxicating liquor will be sold.
- B. The length of time the applicant has been in the business of selling intoxicating liquor, either in a retail business or in a tavern or restaurant establishment.
- C. A statement including a map showing a location of the premises or place of business which is to be operated under the liquor license, including:
 - i) Street address and, if applicable, post office box number;
 - i) A legal description of the premises or place of business including the applicant's ownership interest in the premises and business, and the zoning district in which the premises or place of business is located;
 - i) A statement as to whether the applicant will offer entertainment at the licensed premise or place of business, and a description of the kind(s) of entertainment to be offered. This statement must address whether any entertainment will include public nudity. If the applicant is a corporation, attach the corporation's Articles of Incorporation, state in which incorporated, and proof of the date such a corporation was approved by the incorporating state.

- D. A copy of the building and site plan showing the entire structure and premises, specifically the areas within the building or structure where the license is to be utilized. Such site plan should demonstrate adequate off-street parking, lighting, refuse disposal facilities and plans, if any, for screening and noise control. A copy of a development plan which has previously been approved by the City is acceptable.
- E. All copies of financial information and documents provided to the Michigan Liquor Control Commission regarding financial responsibility.
- F. Please state whether the applicant has made an application for a similar liquor license on any premises other than the one described in this application and the disposition of that application.

IV CONVICTION AND DISQUALIFICATION

Applicant certifies that applicant or the individuals named in Paragraph I of this application with applicant being a duly authorized disclosed agent of any corporation or partnership listed in this application certifies applicant and all listed individuals listed on this application have never been convicted of a felony and that applicant and other individuals listed in this application are not disqualified and have never been disqualified to receive a license by reason of any matter or thing contained in this ordinance or in the laws of the State of Michigan.

V STATEMENT OF GOOD FAITH

Applicant certifies that applicant or the individuals named in Paragraph I of this application with applicant being a duly authorized disclosed agent of the corporation and/or partnership listed in this application states that applicant and all named individuals listed in Paragraph I will not violate any of the laws of the State of Michigan or the United States or any ordinances of the City of Charlevoix in the conduct of the business.

VI AFFIDAVIT AND PERMISSION FOR CITY, COUNTY AND STATE OFFICIALS TO ENTER THE PROPERTY FOR INSPECTIONS:

I agree the statements made above are true, and if found not to be true, this application and any approval will be void. Further, I agree to comply with the conditions and regulations in the Michigan Liquor Control Code of 1998 and the Charlevoix City Code. Further, I agree to give permission for officials of the City of Charlevoix and the State of Michigan to enter the property and any structures thereon where the licensed premises is located for purposes of inspection during normal business hours. Further, I understand that this is only a liquor license application and that such license conveys certain rights under the Charlevoix City Code and the Michigan Liquor Control Code, being Public Act 1998 No. 58, MCL 436.1101 et seq, and does not include any representation or

conveyance of rights in any other statute, zoning under the City of Charlevoix's Code or other property rights.

Finally, even if this liquor license is approved, I understand the City of Charlevoix Code and state statutes change from time to time. Therefore, I hereby acknowledge that any approval of this liquor license is subject to any change in the Charlevoix City Code or state statute as authorized by law.

Applicant's Signature: W. Keller Forreider Date: April 10, 2012

=====

For office use only

Reviewer's action: Total fee: \$ _____ Check # _____ Date received: _____

This matter was approved/denied by action of the City Council on _____

Signature: _____

Liquor License Application

- I. ViKell, Inc.
 - A. N/A
 - B. Vi Keller Forreider, President
209 W Upright, Charlevoix

- II. Copy of driver's license and passport attached.
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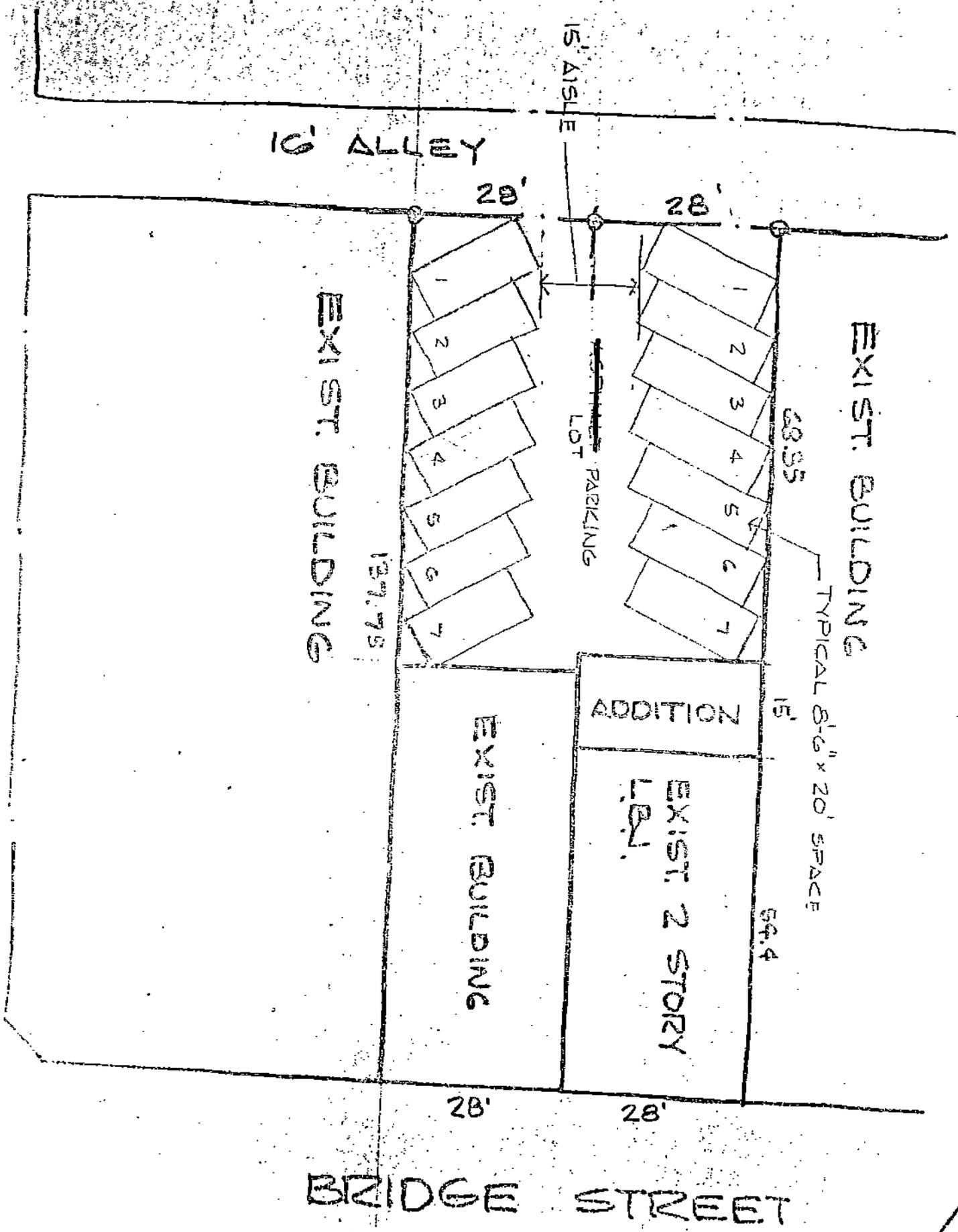
 - ii) "Commencing 56 North of the Southeast Corner of block 2; VILLAGE(NOW CITY) OF CHARLEVOIX; thence running North 56 feet; thence West 137.75 feet; thence South 56 feet; thence East 137.75 feet to the Point of the Beginning, being part of Block 2 of the Village(now city of Charlevoix).

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- D. See attached site map.
- E. See Attached information provided to MLCC.
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- IV. Vi Keller Forreider has never been convicted of a felony and has never been disqualified to receive a license by reason of any matter or thing contained in ordinance or the laws of the State of Michigan.
- V. Vi Keller Forreider states that she will not violate and of the laws of the State of Michigan or the United States of America or any ordinances of the City of Charlevoix in the conduct of business.
- VI. See original which has been signed.



0 R.R.
23 H.I.

5.92
99.31 Top of Manhole

600.55
28" = 2.33
598.22

5.63
99.60

PINE RIVER PROFESSIONAL BUILDING

Floor = $\frac{599.98}{67}$
600.55

Kaden's Emporium

1	2	3	4	5	6
10'	10'	10'	10'	10'	10'

1524
New Addition
2 APPTS
15'

Gewelry
1523 Sq.Ft.
L.B.J. INVESTMENTS
Exist. Building
2 Shops 544' Gift Shop

5.25
99.98

5.26
99.97

1	2	3	4	5	6
---	---	---	---	---	---

3'9"
10'
5.02
600.20

Floor 598.22
Flotist 1897 Sq.Ft.
FRANCISE LEFT SHOPS
Exist. Building
Men's 67.75' Clothing

4.62
00.61

69-9

HAMILTON'S
MEN'S CLOTHING
Golden Family Shoes

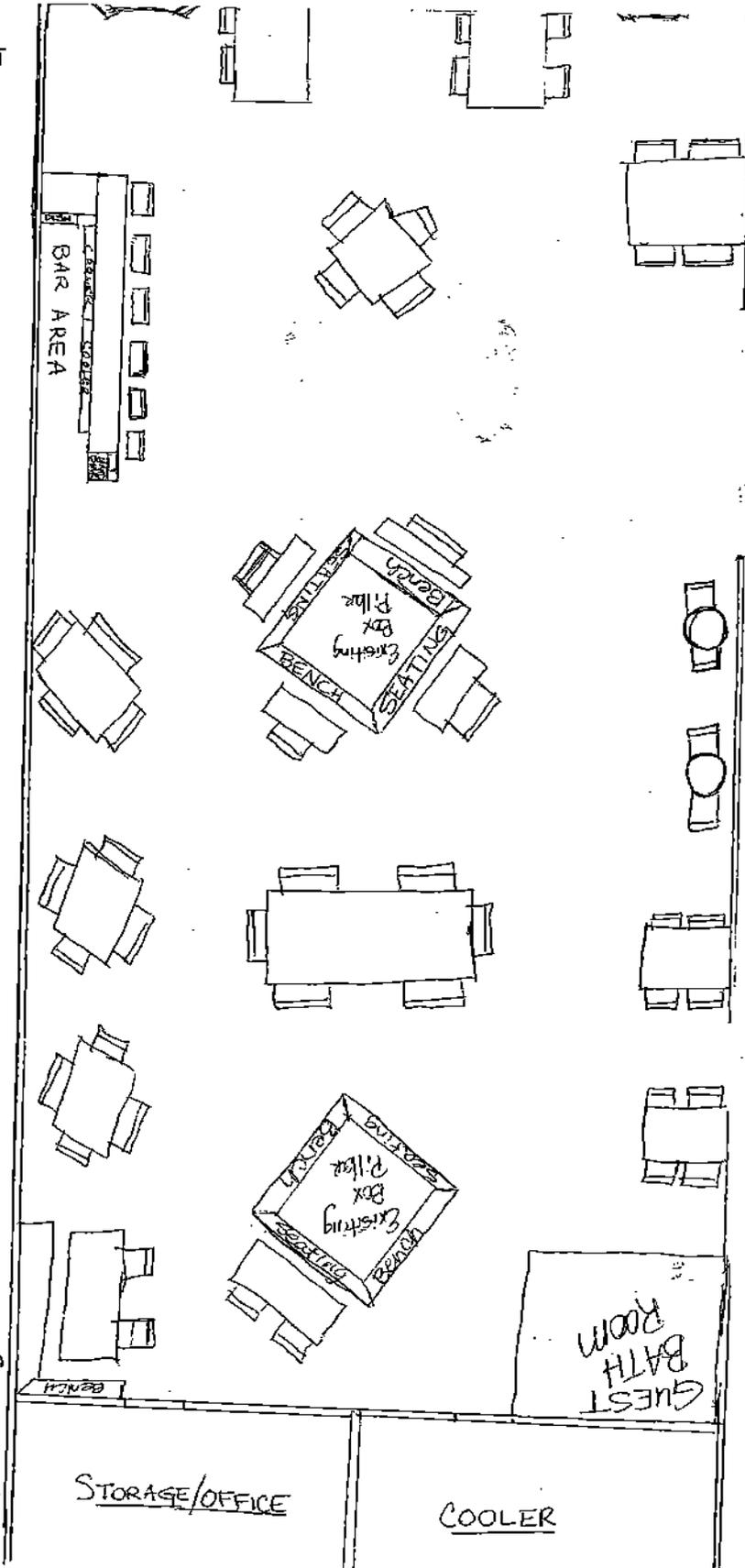
The Real Estate Place

~~PATRICIAS ON THE H~~
PATRICIAS ON THE HARBOUR
CLOTHING SHOP

1.98
33
0.5
30
30
9.60

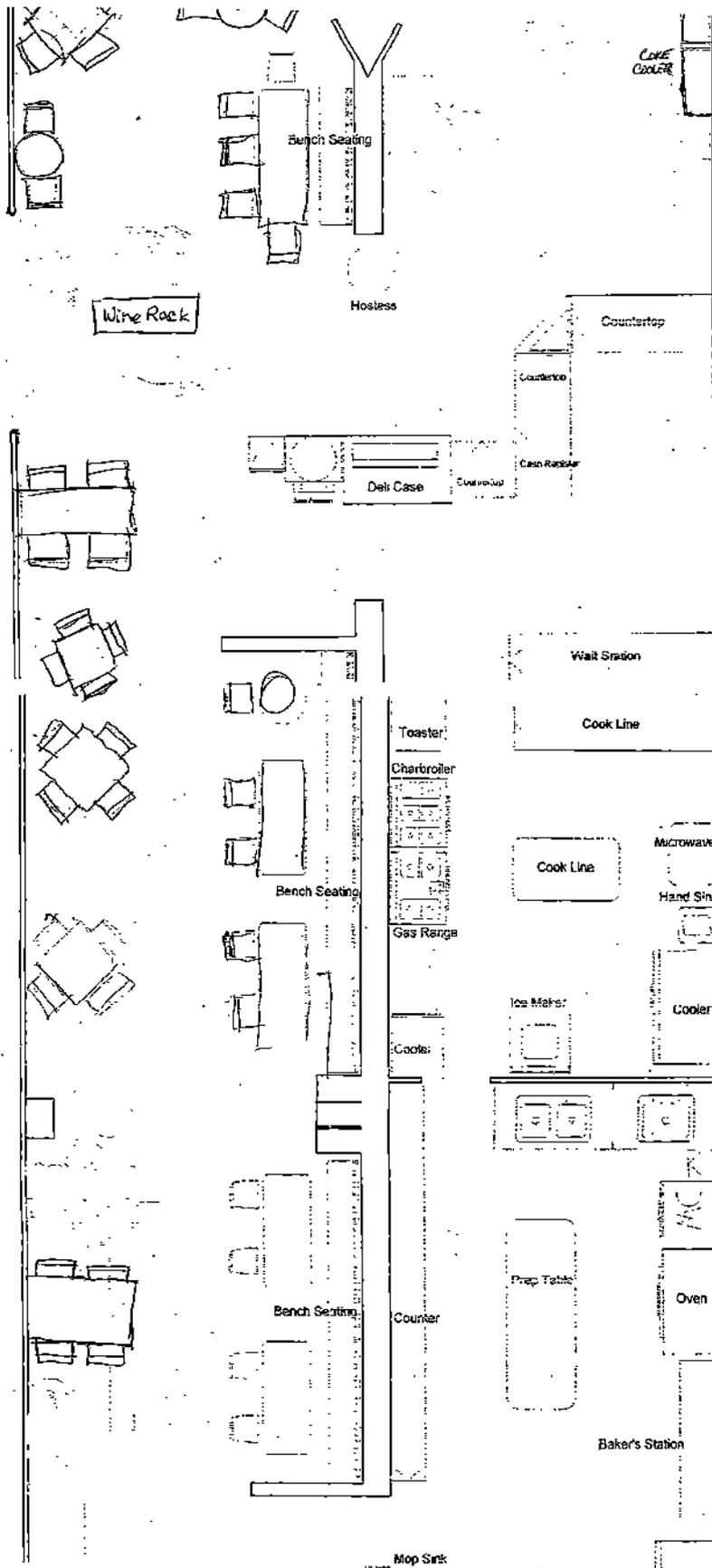
601.35
600.00

105-107
BRIDGE STREET



Proposed Expansion

SEATING
CAPACITY
20/66 w/ Barstool



BRIDGE STREET
EXISTING
SCOVIES

CONE COOLER

Wine Rack

Bench Seating

Hostess

Countertop

Countertop

Deli Case

Cash Register

Wait Station

Cook Line

Toaster

Charbroiler

Microwave

Cook Line

Hand Sink

Gas Range

Bench Seating

Ice Maker

Cooler

Cooler

Oven

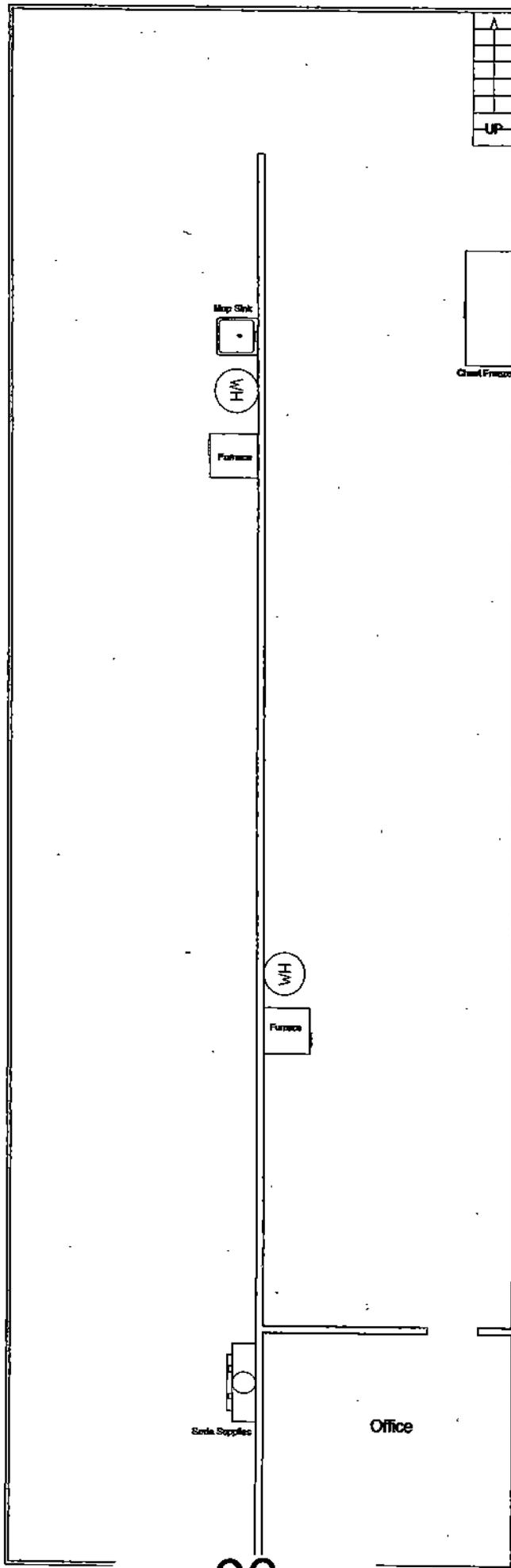
Prep Table

Bench Seating

Counter

Baker's Station

Mop Sink



CITY OF CHARLEVOIX

Liquor License Application

Addendum for Redevelopment Liquor Licenses

Please note: this application must be submitted WITH the "Liquor License Application". You MUST answer all questions and include all attachments or the application will be returned to you. Bring or mail the applications to the City Clerk, City of Charlevoix, 210 State Street, Charlevoix, Michigan 49720.

This form is designed to conform to Public Act No. 501 of the Public Acts of 2006, being Section 521a(1) of the Michigan Liquor Control Code of 1998, being MCL 436.1521a(1), and the City of Charlevoix Redevelopment Liquor License Ordinance.

Approval of a new liquor license or the transfer of an existing license is not a determination that the applicant has complied with other ordinances or regulations.

1. Name, address, and contact information of applicant:

V. Keller (231) 237-7827 (deli)
209 W. Upright 675-7029 (cell)

2. Address of the real property at which the license will be used:

105, 107, 109, 111 Bridge St.

3. Is the establishment located within the Downtown Development Authority limits? Yes No

4. Will the establishment offer: Dining Recreation Entertainment

5. How many days per week and hours per day will the establishment be open to the public?

7 days - summer
6 days - winter (closed Sundays)

6. What is the seating capacity of this establishment?

100+

Attach the following, per Ordinance 758 of 2012, 7.305.B.3-6, and 7.305.B.8:

- Documentation whether the applicant has a real property interest in the real property with which the license will be used.
- Documentation showing that at least \$75,000 has been expended for the rehabilitation or restoration of the building that will house the licensed premises, or which makes a commitment for a capital investment of at least \$75,000 which will be expended prior to the issuance of the license. *~ 80,000*
- Documentation of attempts to purchase a readily available escrowed or quota on-premise license within the City of Charlevoix, and why such license was not reasonably available.
- Documentation regarding the type of business with which the license will be used.
- Additional information or documentation that will show whether the application complies with the standards contained in Section 7.303.A. and Section 7.305.D. of the City Code.

As owner of the premises, (if not the applicant), I approve of the submission of this application:

Owner's Signature: _____ Date: _____

Owner's Name & Contact #: (print) _____

I, the applicant, do state that all statements made on this application at attachments are true and complete.

Applicant's Signature: *W. C. Keller* Date: *Jan. 24, 2013*

Attach the following, per Ordinance 758 of 2012, 7.305.B.3-6, and 7.305.B.8:

- _____ Documentation whether the applicant has a real property interest in the real property with which the license will be used.

- _____ Documentation showing that at least \$75,000 has been expended for the rehabilitation or restoration of the building that will house the licensed premises, or which makes a commitment for a capital investment of at least \$75,000 which will be expended prior to the issuance of the license.

- _____ Documentation of attempts to purchase a readily available escrowed or quota on-premise license within the City of Charlevoix, and why such license was not reasonably available.

- _____ Documentation regarding the type of business with which the license will be used.

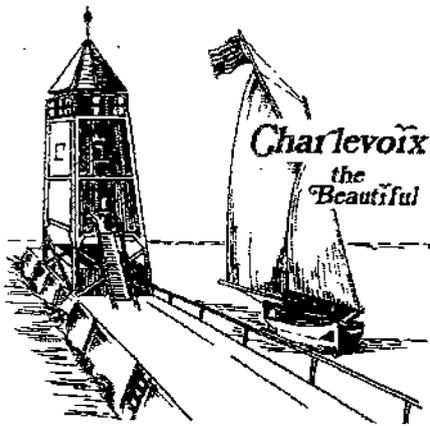
- _____ Additional information or documentation that will show whether the application complies with the standards contained in Section 7.303.A. and Section 7.305.D. of the City Code.

As owner of the premises, (if not the applicant), I approve of the submission of this application:

Owner's Signature:  Date: 2/5/13
Owner's Name & Contact #: (print) John E. Haggard 547-4046

I, the applicant, do state that all statements made on this application at attachments are true and complete.

Applicant's Signature: _____ Date: _____



CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MICH. 49720

April 2, 2012

RE: Request for Class C License for Scovie's Gourmet
Vi Keller-Forreider - Owner

To whom it may concern:

Vi Keller-Forreider as been owner/co-owner of Scovie's Gourmet from 2003 to the current date here in Charlevoix, Michigan. During that time, Vi has not had any criminal contact with our office. I find her to be an upstanding, responsible, and hard working individual.

I would have no reservations in Scovie's Gourmet being issues a Class 3 License.

Sincerely,

A handwritten signature in cursive script that reads "Gerard P. Doan".

Gerard P. Doan
Chief of Police
City of Charlevoix

List Of Expansion Improvements:

1. Men's and Women's handicap accessible restrooms to be built in 105/107 for restaurant.
2. Small Bar for service of beer/wine for restaurant
3. Heating and cooling improvements
4. Doors to be replaced or converted for panic bars in space for 105/107 expansion respectfully
5. New Signage
6. Painting of front of buildings to match existing Scovies
7. Pass thru to be cut between existing operating space to new restaurant addition.
8. Addition of equipment to existing space for kitchen.

Statement regarding Available License Search:

I have on several occasions ran a search thru the MLCC's website for licenses that may be available for sale in Charlevoix. None at that time or now are available for purchase, and if they are it is included in the sale of existing buildings or business'.

To whom it may concern:

I am writing to you in regards to recommendations and approvals for my establishment, Scovies Gourmet, to be granted a license under the Redevelopment Liquor License heading.

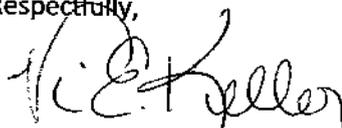
My business has been in operation for 10 years. I feel that it has been well received and continues to be an asset to the community. In saying this, I have listened to my patrons and have continually been "a work in progress", striving to bring a great product, at an affordable price point, to those that live, frequent, and visit Charlevoix. In doing this, I have repeatedly been asked about adding alcoholic beverage service for on premise consumption over the years, due to the fact that they see several wine bottles displayed given our current SDM license allowing us to sale beer and wine to go. I feel that this will be an asset to the offerings that exist already within the restaurant and feel that we can do even more exciting events involving those that live in the area, year round or seasonally. Those that know me and the type of business that I run, know that it will be ran with nothing but the most respect for the regulations and rules not only set by city legislature, but also the MLCC and our local law enforcement agencies.

With the upcoming expansion of the business upon approval from all levels of this program, I am looking to be able to add more employees during the summer months and more importantly year round. I feel that with the increase of seating and building space this will open up other areas of opportunity for Scovies, its staff and patrons not to mention some community organizations with events that happen throughout the course of the year,

Upon receiving recommendation from the DDA board and approval from the City Council, we are looking forward to our next phase of Scovies Gourmet and many more years to come.

Thank you for your consideration.

Respectfully,



Vi E. Keller, Owner, Scovies Gourmet

Application for Redevelopment Liquor License:

1. Applicant, Vi Keller, is owner
2. Mailing address used is 111 Bridge Street for receiving mail but physical addresses include 105, 107, 109, and 111 Bridge Street
3. See lease enclosed
4. See city liquor license application information for floor plan of expansion. See addition enclosed sheet of proposed improvements
5. See enclosed statement
6. As stated in section III in the city liquor application, Scovie's is a full service restaurant, deli, bake shop and caterer. This is not to change and will continue to operate as it has for the past 10 years.
7. Seating capacity of the existing space is 54 ppl, with expansion we are looking to add between 50-70 more seats depending on configurations once bathrooms are built and changes in space are made with the expansion into 105/107 respectively. This will be approx. 110-130 seats
8. Additional statement to DDA board attached with intent for space.

CITY OF CHARLEVOIX
ORDINANCE NO. 758 OF 2013
AN ORDINANCE TO AMEND TITLE VII, BUSINESS AND TRADES, CHAPTER 77, LIQUOR LICENSES, TO ADD
SECTION 7.305: CITY OF CHARLEVOIX REDEVELOPMENT LIQUOR LICENSE PROGRAM

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Addition of Section 7.305.

Section 7.305 is hereby added to Title VII, Chapter 77 of the Charlevoix City Code and shall read as follows:

7.305. City of Charlevoix Redevelopment Liquor License Program

A. Definitions

As used in this section, the following definitions shall apply:

"Downtown Development Authority" (DDA) means the Authority created by and described in Title I, Article IV (Section 1.271, et seq.) of the City Code.

"Redevelopment Project Area" means land and buildings located within the boundaries of the DDA, which are described in Section 1.276 of the City Code.

"Real property interest" means a legally recognized right in land and buildings on that land and may be established by a deed, lease, land contract, contingent sale, contingent lease, or similar documentation.

B. Application for Redevelopment Liquor License

Applications for City approval of a Redevelopment Liquor License, as authorized by MCL 436.1521a(1)(b), as amended, may be submitted to the City Clerk for real property located within the Redevelopment Project Area. The application fee shall be paid at the time of the filing of the application. The application shall contain or be accompanied by the following:

1. If the applicant is not the owner, the applicant shall include written approval by the owner for the submission of the application.
2. The address of the real property at which the license will be used.
3. Documentation whether the applicant has a real property interest in the real property with which the license will be used.
4. Documentation showing that at least \$75,000 has been expended for the rehabilitation or restoration of the building that will house the licensed premises, or which makes a commitment for a capital investment of at least \$75,000 which will be expended prior to the issuance of the license.
5. Documentation of attempts to purchase a readily available escrowed or quota on-premise license within the City of Charlevoix, and why such license was not reasonably available.
6. Documentation regarding the type of business with which the license will be used.
7. The seating capacity of business with which the license will be used.
8. Additional information or documentation that will show whether the application complies with the standards contained in Section 7.303.A. and Section 7.305.D. of the City Code.

C. Actions of City Clerk, DDA and City Council.

The City Clerk shall determine whether the application is complete. If the application is complete and the application fee has been paid, the application shall be forward to the executive director of the Downtown Development Authority (DDA) for a written recommendation by the DDA board regarding whether the application meets the standards of the City Code for the issuance of the Redevelopment Liquor License and the reasons for DDA's recommendation. The DDA shall have 30 days from the submission of the application to its executive director to make its recommendation to the City Council or this requirement of a recommendation from the DDA shall be waived. Upon the expiration of 30 days from submission of the application to the executive director of the DDA or upon receipt by the City Clerk of the DDA's recommendation, whichever occurs first, the application and the DDA's recommendation, if any, shall be submitted to the City Council for consideration and written notice of the time and date on which the application will be considered by the City Council. An application that is incomplete shall neither be forwarded to the DDA nor to the City Council.

D. Standards For Non-preferential Approval

When an application is submitted for City approval of a Redevelopment Liquor License and the State Liquor Control Commission does not request or require that the City approve one application "above all others" or otherwise prioritize an application, the application may be approved, approved with conditions or denied by the City Council. Any conditions shall relate to compliance with the requirements or standards contained in the City Code and which are applicable to the application. In determining whether a license should be approved, the City Council shall consider the following requirements or factors (jointly, called the Standards):

1. If the applicant is not the owner, the owner of the real property with which the license will be used must approve in writing the submission of the application.
2. The applicant must have a real property interest in the real property with which the license will be used.
3. The business with which the license will be used shall be engaged in dining, entertainment or recreation.
4. The business with which the license will be used shall have a seating capacity of at least twenty-five (25) people.
5. At least \$75,000 shall have been expended for the rehabilitation or restoration of the building that will house the licensed premises, or which makes a commitment for a capital investment of at least \$75,000 or if a commitment has been made to expend at least \$75,000 prior to the issuance of the license, the applicant must agree that the fulfillment of this commitment shall be a condition of approval.
6. The applicant shall have attempted to purchase a readily available escrowed or quota on-premise license within the City of Charlevoix and shall establish that a license was not reasonably available.
7. The extent to which the business with which the license will be used will contribute a new or unique choice to the mix of businesses in the DDA district.
8. The extent to which the business with which the license will be used will promote economic growth in a manner consistent with adopted goals, plans or policies applicable to the DDA district, including but not limited to the DDA's Development Plan and all other master plans applicable to the DDA district.
9. Those factors related to a request for issuance of a new liquor license contained in Section 7.303.B. of the City Code.

E. Standards for Preferential Approval

When an application is submitted for a Redevelopment Liquor License and the State Liquor Control Commission requests or requires the City to approve one application "above all others" or otherwise prioritize an application, the following procedure shall apply:

1. The application must be approved or approved with conditions pursuant to Section 7.305.D. of the City Code.
2. The application shall be ranked or prioritized by the City Council in comparison to other pending and approved applications in a manner consistent with the request or requirements of the State Liquor Control Commission.
3. In evaluating the ranking or prioritization of an application, the Council shall consider the extent to which the application and supporting information or documentation exceeds the Standards contained in Section 703.5.D. and the detail and quality of the application and supporting information or documentation. The more detailed and precise the application and the supporting information or documentation and the greater the extent that the Standards contained in Section 705.3.D. are exceeded, then the higher the priority that such an application shall be given.

F. Setting of Application Fee.

The City Council shall adopt by resolution for an application fee for a Redevelopment Liquor License and may modify such fee from time to time.

G. Zoning Compliance.

The issuance of a Redevelopment Liquor License does not alter the requirement that the proposed land use must comply with all applicable zoning regulations.

Section 2. Severability.

If any section, provision or clause of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect any remaining

Section 3. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment.



Application for New Licenses, Permits, or Transfer of Ownership or Interest in License

- Check the type of licenses and permits that you would like and return the completed application to the address listed at the top of this page.
- Note: Not all permits and/or permissions are listed - please see page 2 for a complete listing.

Part 1 - Please answer both questions below (if you are requesting a license as a part of your application)

Are you requesting a brand new license as a part of your application? Yes No (If yes, cashier is instructed to use fee code 4012)

Are you buying an existing license as a part of your application? Yes No (If yes, cashier is instructed to use fee code 4034)

If you answer **yes** to **both** questions, please indicate which existing license(s) is to be transferred.

Part 2 - Definitions:

Off-premise licenses - Licenses that are issued for the type of business where alcoholic beverages are sold for consumption elsewhere, and where consumption on the premises is not allowed. There are two main types; SDD (spirits and mixed drink spirits) and SDM (beer and wine). Please check the appropriate box for your request. Note: Any additional transfer or license fees may be assessed at a later date and will be collected at the time of license issuance.

On-premise licenses - Licenses that are issued to allow alcoholic beverages to be sold, served and consumed on the premises. Note: Any additional transfer or license fees may be assessed at a later date and will be collected at the time of license issuance.

Part 3 - Check type of license(s) requested with your application:

Off Premise License Type:	Base Fee:	On Premise License Type:	Base Fee:	On Premise License Type:	Base Fee:
<input type="checkbox"/> SDM License	\$100.00	<input type="checkbox"/> B-Hotel License	\$600.00	<input type="checkbox"/> Tavern License	\$250.00
<input type="checkbox"/> SDD License	\$150.00	<input type="checkbox"/> A-Hotel License	\$250.00	<input type="checkbox"/> G-1 License	\$1,000.00
<input type="checkbox"/> Resort SDD License	Upon Licensure	<input type="checkbox"/> Brewpub license	\$100.00	<input type="checkbox"/> G-2 License	\$500.00
<input type="checkbox"/> Transfer Resort SDD license	\$150.00	<input type="checkbox"/> Class C License	\$600.00	<input type="checkbox"/> Aircraft License	\$600.00
		<input type="checkbox"/> Club License	\$300.00	<input type="checkbox"/> Watercraft License	\$100.00
		<input type="checkbox"/> SDM License	\$100.00	<input type="checkbox"/> Train	\$100.00
		<input type="checkbox"/> Resort License	Upon Licensure	<input type="checkbox"/> *Other:	T.B.D.
		<input checked="" type="checkbox"/> Redevelopment License	Upon Licensure		

*Check if the license you are purchasing has been issued under a Special Act (i.e. Civic Center, etc.)

- MCL 436.1525(1) provides that licensee fees shall be paid at the time of filing applications.
- All checks/money orders should be made payable to the State of Michigan.

Part 4 - Check type of permit(s) requested with your application:

Off Premise Permits:	Base Fee:	On Premise Permits:	Base Fee:
<input type="checkbox"/> Sunday Sales Permit (AM)	\$160.00	<input type="checkbox"/> New Banquet Facility Permit	\$600.00
<input type="checkbox"/> Sunday Sales Permit (PM) (Held with SDD license)	\$22.50	<input checked="" type="checkbox"/> Sunday Sales Permit (AM)	\$160.00
<input type="checkbox"/> Catering Permit	\$100.00	<input checked="" type="checkbox"/> Sunday Sales Permit (PM)	15% of license fee
		<input type="checkbox"/> Catering Permit	\$100.00
		<input type="checkbox"/> New Additional Bar Permit (s)*	\$350.00

*Note: \$350.00 is due for each additional bar requested. This fee must also be included when calculating the total amount due for Sunday Sales Permit (PM).

Part 5 - Inspection Fees (Check box applicable to your application)

Inspection fee - 1 license (4036) \$70.00 Inspection fee - 2 licenses (4036) \$140.00 Inspection fee - 3 licenses (4036) \$210.00

To check the status of your request, visit www.michigan.gov/lcc and click on "Online Services". Scroll down and click on Michigan Liquor Control Commission Application Status Check*Enter your request id number (RID) to check on your application 24 hours a day.



Application for New License, Permits, or Transfer of Ownership or Interest in License

Instructions: This application must be completed and returned with all inspection and base licensing fees before it can be considered. Make all checks or money orders payable to the State of Michigan.

1. Applicant Information

Name of entity/person that will hold the license: Vi Kell, Inc dba Scovies Gourmet

- Corporations/Limited Liability Company(s) - Name should be stated exactly how it was filed with the corporation division.
If your company is not filed in the State of Michigan, you must submit a copy of a filed certificate of authority to transact business in Michigan along with your application.

Street address of proposed licensed establishment: 109-111 Bridge Street Zip Code: 49720

City, Village: Charlevoix Township: Charlevoix County: Charlevoix

Contact person for your company: Vi Keller

Business Phone: (231) 237-7827 Cell Phone: (231) 675-7029 E-mail address: scovies@gmail.com

Do you have an attorney that you would like us to contact? No

Attorney name and address: _____

Office Phone: _____ Cell Phone: _____ E-mail address: _____

2. Transaction Information: Check boxes below (as applicable)

- New license (checked), Transfer stock/interest, Add/Drop space, Transfer location, Transfer classification, Change status (self incorporation), New permit, Transfer ownership, Add/Drop partner, Transfer limited partnership interest, Other

Name(s) of current licensee: _____

Current licensed address: _____

3. Check type of licenses and permits requested with your application

- License Types: SDD, SDM, Aircraft, Class C, Brewpub, Train, Tavern, Club, Watercraft, G-1, G-2, A-Hotel, B-Hotel
Permit Types: Outdoor Service, Dance, Entertainment, Beer & Wine Sampling, Catering Permit, Topless Activity, Sunday Sales Permit, Banquet Facility, Additional Bar(s), Specific Purpose Permit

- Resort and other Types: Resort SDD, Resort Class C, Resort B-Hotel, Resort Tavern, Resort G-1, Resort G-2, New DDA License - Check type below: Class C (checked), B-Hotel, Tavern

- Permissions: Off-Premise Storage, On-Premise Seating, Gas Pumps, Direct Connection(s), Living Quarters

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that submitting false or incomplete information is cause for denial of the license and is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Date: 11/16/12 Print name of applicant: Vi E. Keller Signature: Vi E. Keller



Application for New License, Permits, or Transfer of Ownership or Interest in License

4. Personal Information - Each stockholder/member/partner must complete this portion of the application.
 (For companies with multiple stockholder/members/partners, please make copies of this section for each individual to complete)

Date of Birth: _____ Social Security Number: _____

Name: Vi E. Keller

Home address: 209 W. Upright Charlevoix, MI 49720

Business Phone: (231) 237-7827 Cell Phone: (231) 675-7029 E-mail address: Scories@gmail.com

Are you a citizen of the United States of America? Yes No (If you answered "no", you will be asked to provide documentation to verify citizenship)

Have you ever legally changed your name? Yes No (If you are/were married remember to list your prior name(s) or during naturalization or court process.)
 If you answered yes, please state your prior name(s) (including maiden): Vi Keller Forreider

Have you ever been arrested? Yes No (If yes, list below (attach additional pages if necessary))

Date	City/State	Charge	Disposition

If you are currently married, what is your spouse's full name? _____ (First, Middle, Last)
 Spouse's date of birth: _____

Is your spouse a citizen of the United States of America? Yes No (If you answered "no", you will be asked to provide documentation to verify your spouse's citizenship)

Has your spouse ever been arrested? Yes No (If yes, list below (attach additional pages if necessary))

Date	City/State	Charge	Disposition

Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan (civil defense volunteer policeman, mayors, village presidents, and members of city councils are not considered to be law enforcement officers).
 Yes No

Do you or your spouse hold any class of license for the manufacture or sale of alcoholic beverages at wholesale in Michigan?
 Yes No

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that submitting false or incomplete information is cause for denial of the license and is a violation of the Liquor Control Code pursuant to MCL 436.2003.

11/16/12 Date Vi E. Keller Signature Vi E. Keller Print Name of Applicant



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505
 Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____

(For MLCC use only)

Local Government Approval

(Authorized by MCL 436.1501)

Instructions for Applicants:

- Provide a copy of your Application for New Licenses, Permits, or Transfer of Ownership or Interest in License (form LCC-3011 for Retail or form LCC-3015 for Manufacturers and Wholesalers) to the local unit of government.

Instructions for Local Legislative Body:

- Complete this resolution, or provide a resolution, a letter of certification from the clerk, or minutes from the meeting at which this request was considered.

At a _____ regular _____ meeting of the _____ City of Charlevoix _____ council/board
(regular or special) (township, city, village)
 called to order by _____ Mayor Norman L. Carlson, Jr. _____ on _____ February 18, 2013 _____ at _____ 7:00 p.m. _____
(date) (time)
 the following resolution was offered:

Moved by _____ Councilmember _____ and supported by _____ Councilmember _____

that the application from ViKell, Inc., d/b/a/ Scovie's Gourmet
(name of applicant)

for the following license(s): Redevelopment Class C DDA License with am/pm Sunday sales
(e.g. Class C, Tavern, B-Hotel, Micro Brewer)

and the following permits, if applied for: Dance Permit Entertainment Permit Topless Activity Permit

Extended Hours Dance Permit Hours Required: _____

Extended Hours Entertainment Permit Hours Required: _____

to be located at 105, 107, 109, and 111 Bridge Street, Charlevoix, MI 49720

be considered for _____
(approval or disapproval)

Approval

Disapproval

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
 council/board at a _____ meeting held on _____
(regular or special) (date) (township, city, village)

Name and title of authorized officer (please print): **Stephanie C. Brown, Deputy Clerk/Treasurer**

Signature and date of authorized clerk: _____

Phone number and e-mail of authorized officer: 231 547-3260 stephb@cityofcharlevoix.org

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to extend the fuel purchase agreement with Holiday Station Stores

DATE: February 18, 2013

PRESENTED BY: Pat Elliott

ATTACHMENTS:

1. Email from Holiday Company
2. Original proposal from Holiday dated March 28, 2011

BACKGROUND INFORMATION In March of 2011 we advertised for, and received one sealed bid for the purchase and supply of all fuel (gasoline and diesel), for all city owned vehicles. Holiday Station Stores was the only bidder as they are the only provider that is open 24 hrs. per day, which is a requirement to the City. In addition to that they provide the easiest access to fuel with the larger pieces of equipment that the City owns. In the original bid documents the City of Charlevoix reserved the right to extend the duration of this agreement for an additional two years at any time during the original term. The original contract is due to expire on April 30, 2013.

To date Holiday has been able to provide the City with quality fuel and un-interrupted service. In addition to that they also give the City a discount of 7.5 cents off of the pump price. In 2011 that discount equated into a savings of approximately \$15,000.00.

I have had discussions with Don Keis, the fleet sales manager, and they have agreed to the current terms and discounts and would like to extend the agreement for an additional two years. This new agreement would commence on May 1, 2013 and expire on April 30, 2015.

RECOMMENDATION: It is my recommendation that we extend the existing agreement with Holiday Station Stores for a two year term expiring on April 30, 2015.

CHXDPW

From: Don Keis <dkeis@holidaycompanies.com>
Sent: Monday, January 14, 2013 11:39 AM
To: 'chxdpw@sbcglobal.net'
Cc: Peggy Ferris
Subject: Fuel Contract Extension

Good Morning Mr. Elliott -

Holiday Stationstores is looking forward to continuing our partnership with the City of Charlevoix for the next two (2) years under the same fuel agreement that is currently in place.

We do appreciate your business and support.

Thanks
Don Keis
Fleet Sales Manager
Office # 952-830-8889
Cell # 612-437-1256



March 28, 2011

City of Charlevoix
Office of the City Clerk
Pat Elliott, Street Superintendent
210 State Street
Charlevoix, MI 49720

Re: Proposal for Fuel

Dear Mr. Elliott,

Thank you for the opportunity to bid for the City of Charlevoix's **unleaded** fueling needs. I understand this bid is for two (2) years.

We propose \$.075 (7 ½ cents) off the retail pump price for unleaded fuel.

Our current pump price for unleaded fuel is \$3.659 (Monday, March 28, 2011).

UNLEADED	
1. Current Pump Price	\$3.659
2. Discount	(\$0.0750)
3. State Tax	(\$0.1891)
4. Sales Tax	(\$0.1964)
5. Federal Tax	(\$0.1390)
Net Price per Gallon	\$3.059

The store is located at: 1408 Bridge Street South
Charlevoix, MI 49720
Store Manager: Winfield Scott (Scotty)
Phone # 231-547-2821

This store is open 24 hours a day, 7 days a week.

We would like to continue our relationship with you and be your supplier for your fuel needs. Do not hesitate to contact me if you have questions or comments. Thank you for your time and consideration.

Sincerely,

Don Keis
Fleet Sales Manager
Holiday Stationstores
1-800-745-7411 Ext. 8889



March 28, 2011

City of Charlevoix
Office of the City Clerk
Pat Elliott, Street Superintendent
210 State Street
Charlevoix, MI 49720

Re: Proposal for Fuel

Dear Mr. Elliott,

Thank you for the opportunity to bid for the City of Charlevoix's diesel fueling needs. I understand this bid is for two (2) years.

We propose \$.075 (7 ½ cents) off the retail pump price for diesel fuel.

Our current pump price for diesel is \$3.999 (Monday, March 28, 2011).

Diesel	
1. Current Pump Price	\$3.999
2. Discount	(\$0.0750)
3. State Tax	(\$0.1500)
4. Sales Tax	(\$0.2178)
5. Federal Tax	<u>(\$0.2440)</u>
Net Price per Gallon	\$3.312

The store is located at: 1408 Bridge Street South
Charlevoix, MI 49720
Store Manager: Winfield Scott (Scotty)
Phone # 231-547-2821

This store is open 24 hours a day, 7 days a week.

We would like to continue our relationship with you and be your supplier for your fuel needs. Do not hesitate to contact me if you have questions or comments. Thank you for your time and consideration.

Sincerely,

Don Keis
Fleet Sales Manager
Holiday Stationstores
1-800-745-7411 Ext. 8889

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Discussion Regarding Draft Airport Fees

DATE: February 18th, 2013

PRESENTED BY: Scott Woody, Airport Manager

ATTACHMENTS: Airport Fees Draft

BACKGROUND INFORMATION: Current Airport Fees are in need of updating to increase revenue and improve customer service. Certain noted items on the current schedule are unnecessary or too cumbersome for an airport the size Charlevoix Municipal. The proposed revised fee schedule would eliminate a number of specific commercial use related fees and combine them to one fee to be negotiated on a case by case basis. In the current aviation economy, many of these listed operations are unlikely to locate here. If the opportunity does occur, it will be more conducive to securing their location by negotiating the annual lease rate. The balance of the listed commercial fees covers existing operations at the airport. The other non-commercial rates eliminated are minor fee items, have the potential to cost more to collect than received, and will be perceived positively by the recreational or single engine pilot community.

RECOMMENDATION: No formal motion needs to be made as draft Airport Fees will be approved through the City's 2013-14 Fee Resolution

Charlevoix Municipal Airport Schedule of Rates and Charges

Vehicle Parking Fees		<u>Current</u>		<u>Proposed</u>	
	Daily	\$3.00			
	Overnight	5			
	Weekly	20			
	Monthly	60			
	Six Months	110			
	Six Months – Premium	200			No Changes
	Annual	200			
	Annual – Premium	365			
Aircraft Landing & Ramp Fees					
Single Engine:			Minimum fuel		
	Landing Fee	7	20 gal. or top off	Delete Landing fee and fuel minimum	
(overnight)	Ramp Fee	7		5	Decrease
	Weekly Pass	35		25	"
	Monthly Pass	126		75	"
	Yearly Pass	365		350	"
Twin Engine				Add Single Turbine	
	Landing Fee	25	50 gal. or top off	change "top off" to minimum	
(overnight)	Ramp Fee	15		30	Increase
	Weekly Pass	75		20	"
	Monthly Pass	270		100	"
	Yearly Pass	822		250	Decrease
				600	"
Turbo Prop (single & multi-engine)				Delete Single engine add	
	Landing Fee	45	80 gal. or top off	light Jet under 20,000 lbs	
(overnight)	Ramp Fee	25		change "top off" to minimum	
	Weekly Pass	123		\$60 and 100 gallons	Increase
	Monthly Pass	450		30	"
	Yearly Pass	1,369		150	"
				400	Decrease
				800	"
Jet Engine (all)				Change to Jet over 20,000 lbs	
	Landing Fee	70	100 gal. or top off	change "top off" to minimum	
(overnight)	Ramp Fee	35		\$100 and 200 gallons	Increase
	Weekly Pass	172		50	"
	Monthly Pass	630		200	"
	Yearly Pass	1,916		500	Decrease
				1000	"

Charlevoix Municipal Airport Schedule of Rates and Charges

Hangar Monthly Rental Rates:	<u>Current</u>	<u>Proposed</u>	
Units 1 - 3 8 - 10	\$141.16	145	Increase
4, 5, & 7	146.08	150	"
6 only	205.45	210	"
Box B Hangar	217.33	220	"
Box C	409.09	415	"
Box D	170.45	175	"

*Updated rates not effective until current lease expires.

These rates are effective through March 31, 2014.

Land Lease Rates (per month, per square foot)	0.30		
Access Rate for Through-the-Fence Operations (per sq. ft.)	0.35		
Self-fueling Operators per gallon flowage fee/fuel stored in City's tank	0.35	Need discussion on off-airport operator fee using airport fuel trucks	
After Hours Call Out Fee. fueling, plowing and services (per hour)	100	125 each additional hour 100	Increase
— Air Camping (per night)	25	Eliminate	

Commercial Operations:	<u>Current</u>	<u>Proposed</u>	
On-Airport Part 135 Operator (per year)	3,600.00		
Aircraft Servicing, Maintaining & Repair (per year)	1,800.00	500	Decrease
Aircraft Rental & Leasing (per year)	1,800.00	Eliminate	
Aircraft Sales (per year)	2,000.00	"	
Aircraft Painting & Interior	1,000.00	"	
Avionics Sales & Repair (per year)	1,800.00	"	
Flying Club (per year)	Must register/no fee	"	
Flight Instruction FAR Part 141 & 142 (per year)	500	"	
On-Airport Rental Car Service (per year)	25	Separate agreement for rental cars	
Off-Airport Part 135 Operator (per year)			
*Fee will be the same as On-Airport Part 135 Operator until sufficient terminal space is available.	10,000.00		
Parachuting and Jump Schools (per year)	2,500.00		
Self-Fueling Operators (per year)	25	Eliminate	

~~**NOTE: permit for all of the Commercial Operations listed above may be obtained for an annual payment of \$14,000.~~

Eliminate

"Other types of aviation businesses will be considered on a case by case basis. Contact the airport manager for more information."

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Resolution to Adopt Rates & Fees Associated with the 2013-14 Budget

DATE: February 18, 2013

PRESENTED BY: Rick Brandi, City Treasurer *RB*

ATTACHMENTS: (1) Proposed 2013-14 Budget Resolution to Adopt Fees

(2) Proposed Fees

BACKGROUND INFORMATION: City Council needs to adopt rates to support the 2013-14 Budget. Rates would be effective on April 1, 2013 and include all rates within the budget documents. Rate changes are noted in the resolution. Since the airport rates were not ready for the City Council Budget work session, a sentence in the resolution is **bolded** so that if City Council is not ready to adopt all of the airport rates presented with the budget, they can simply delete that sentence from the resolution. Council would need to agree to adopt the current rates in effect at the airport, so that we could still have a fee schedule to work from.

RECOMMENDATION: The City Council needs to adopt the rates associated with the proposed 2013-14 Budget by the attached resolution. The budget is dependent on these fees to maintain the proposed financial positions presented by the various budget documents.

**CITY OF CHARLEVOIX
RESOLUTION NO.**

RESOLUTION TO ADOPT RATES & FEES ASSOCIATED WITH THE 2013-14 BUDGET

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

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

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

WHEREAS, the City of Charlevoix proposes to make these rates effective on April 1, 2013; and

NOW, THEREFORE, IT IS RESOLVED that the City of Charlevoix adopts all rates included in the 2013-14 Proposed Budget with changes to the rates for the following areas: Utility rates for electric security lights and car charging station, sewer and water rates, and fees for the following services: marina docking, cemetery, golf, recreation, garden plots and additional miscellaneous fees.

NOW, THEREFORE, IT IS ALSO RESOLVED that the City of Charlevoix adopts all airport rates included in the proposed 2013-14 Budget rates section.

RESOLVED, this 18th day of February, 2013.

Resolution adopted by the following yea and nay votes:

Yeas:

Nays:

Absent:

ELECTRIC RATES

Last Rate Change Effective date is April 1, 2012
Electric Rates - 2013-14 Budget

	Adopted 4/1/09			Adopted 4/1/12		
	Rate/kWh	Customer Charge	Current PCA [1]	Rate/kWh	Customer Charge	Current PCA [1]
Residential - In City	\$ 0.0785	\$ 4.25	\$ 0.01608	\$ 0.0786	\$ 5.25	\$ 0.02137
Residential - In Senior	0.0715	4.25	0.01608	0.0715	5.25	0.02137
Residential - Rural	0.0910	4.75	0.01608	0.0910	6.00	0.02137
Residential - Rural Senior	0.0881	4.75	0.01608	0.0886	6.00	0.02137
Commercial - In City (GS-C)	0.0872	10.50	0.01608	0.0890	12.00	0.02137
Commercial - Out (GS-R)	0.0995	10.50	0.01608	0.1008	12.00	0.02137
Commercial - Demand	0.0505	42.00	0.01608	0.0505	42.00	0.02137
Industrial & Charity Demand	0.0397	235.70	0.01608	0.0400	235.70	0.02137
Demand KW	\$10.50/KW			\$10.90/KW		

[1] PCA changes 2x per year (April and October)
 PCA = current Power Cost Adjustment

	Current	Proposed Effective 4/1/2013	% Increase
trenching for all underground residential services 200 amps and under	\$3.00 /foot	same	
Seasonal Disconnect/reconnect **	115.00	same	
Seasonal Disconnect/reconnect after hrs **	167.00	same	
** (Disconnected from the system for longer than one billing cycle)			
After hours disconnect/reconnect	80.00	same	
Regular disconnect w/o 24 hr notice	30.00	same	
Regular disconnect/reconnect			
Non payment - reconnect	30.00	same	
After hrs non payment reconnect	80.00	same	
Security Lights			
250 Watt in City - rate 601	\$6.76 per month	\$9.21 per month	36%
250 Watt rural - rate 602	8.97 per month	11.06 per month	23%
150 Watt in City - rate 701	4.31 per month	5.71 per month	33%
150 Watt rural - rate 702	5.46 per month	6.72 per month	23%
70 Watt in City - rate 703	4.31 per month	4.63 per month	8%
70 Watt rural - rate 704	5.46 per month	5.60 per month	3%
400 Watt in City - rate 801	9.20 per month	13.06 per month	42%
400 Watt rural - rate 802	12.48 per month	15.85 per month	27%
1000 Watt in City - rate 901		15.79 per month	
1000 Watt rural - rate 902	27.03 per month	35.32 per month	31%

**CITY OF CHARLEVOIX
IN CITY WATER & SEWER RATES
2013-2014 Budget**

WATER RATES - In City

Water Service Charge

Meter Size	PRESENT	6.00% Proposed 4/1/2013
3/4 " or smaller	\$10.40	\$12.30
1"	13.90	15.50
1 1/2"	25.00	26.00
2"	35.00	37.25
3"	65.75	67.00
4"	121.00	123.00
6"	240.00	242.00
Sprinkling Meter	1.00	1.50

Commodity Charge

1st 2,000 gallons	3.30	3.30
3rd-50th 1,000 gallons	2.55	2.55
51st 1,000 gallons and over	2.10	2.10
Water minimum charge:	13.70	15.60

Privilege Fees

	Current	Proposed 4/1/2013
New uses cost per REU prepaid	\$1,000.00	\$1,000.00
Turn on Fee - Water only	125.00	150.00
Turn on Fee - Sprinkler	10.00	20.00

SEWER RATES - In City

Sewer Service Charge

Meter Size	PRESENT	2.00% Proposed 4/1/2013
3/4 " or smaller	18.60	\$19.50
1"	26.15	26.75
1 1/2"	42.10	42.50
2"	62.00	62.50
3"	118.50	119.00
4"	199.00	200.00

Commodity Charge **

Sewer Minimum Charge:	1.45	1.45
Summer Sprinkling Rate:	23.39	24.29
	1.09	1.09

** Charge = the factor times the water commodity charge.

Privilege Fees

	Current	Proposed 4/1/2013
New users cost per REU prepaid	\$2,000.00	\$2,000.00
Water & Sewer turn on fee	175.00	210.00

**CITY OF CHARLEVOIX
RURAL WATER & SEWER RATES
2013-2014 Budget**

WATER RATES - Rural

Water Service Charge

Meter Size	PRESENT	3.0% Proposed 4/1/2013
3/4 " or smaller	20.80	24.60
1"	27.80	31.00
1 1/2"	50.00	52.00
2"	70.00	74.50
3"	131.50	134.00
4"	242.00	246.00

Sprinkling meter	2.00	3.00
------------------	------	------

Commodity Charge

1st 2,000 gallons	6.60	6.60
3rd-50th 1,000 gallons	5.00	5.00
51st 1,000 gallons and over	4.00	4.00
Water Minimum Charge:	27.40	31.20

Privilege Fees

	Current	Proposed 4/1/2013
New users cost per REU, prepaid	\$1,500.00	\$1,500.00
Turn on Fee - Water only	125.00	150.00
Turn on Fee - Sprinkler	10.00	20.00

SEWER RATES - Rural

Sewer Service Charge

Meter Size	PRESENT	2.00% Proposed 4/1/2013
3/4 " or smaller	27.90	29.25
1"	39.23	40.13
1 1/2"	63.25	63.75
2"	93.00	93.75
3"	177.75	178.50
4"	298.50	300.00
6"	305.00	305.00

Commodity Charge **

Sewer Minimum Charge:	1.08	1.08
Summer Sprinkling Rate:	35.03	36.38
	0.80	0.80

** Charge = the factor times the water commodity charge.

Privilege Fees

	Current	Proposed 4/1/2013
New users cost per REU, prepaid	\$3,000.00	\$3,000.00
Water & Sewer turn on fee	175.00	210.00

Ambulance Rates

	<u>Current Resident</u>	<u>Current Non-Resident</u>	<u>Proposed Resident</u>	<u>Proposed Non-Resident</u>
Base Rate – Basic Life Support (BLS)	\$425.00	\$500.00		
Base Rate – Advanced Life Support (ALS)	500.00	600.00		
Note: Additional unit time may be added to base rate intercepts (ALS)	55.00	75.00		
	600.00	700.00		
Mileage Rate/ Loaded Mile	11.50	11.50		
Transfers – Basic Life Support (BLS)	425.00	500.00		
Transfers – Advanced Life Support (ALS)	500.00	600.00		
Response fee: Treatment/No transport	400.00	450.00		
JAWS charge	500.00	750.00		
Lift Assist only	100.00	150.00		
Last Rate change	04/01/12	04/01/12		



Cemetery Rates

	<u>Current Resident</u>	<u>Current Non-Resident</u>	<u>Proposed Resident</u>	<u>Proposed Non-Resident</u>
Adult Lots	\$400.00	\$600.00		
Baby Lots	200.00	300.00		
Adult Opening	300.00	450.00		
Baby Opening	150.00	225.00		
Winter Opening	600.00	900.00		
Adult Exhumation	600.00	900.00		
Cremation Opening	175.00	275.00		
Cremation Exhumation	200.00	300.00		
Winter Storage: City Cemetery	100.00	100.00		
Winter Storage: Other Cemetery	150.00	150.00		
Monument Foundation: single or double (price per sq. inch)	0.25	0.25		
Replacement Deed	10.00	10.00		
Deed transfers: One to four (1-4) (price each)	20.00	20.00		
Deed transfers: more than four (4+)	At cost	At cost		
Perpetual Care	175.00	275.00		
Seeding/topdressing/leveling	Cost	Cost		
Full setup	100.00	100.00		
Partial setup	50.00	50.00		
Saturday/Sunday/Holiday	Double	Double		
Rates effective	04/01/2012	04/01/2012		

Dock Rates

	2012 <u>Rate/Night</u>	2013 Proposed May Tier D <u>Rate/Night</u>	2013 Proposed June – Oct Tier E <u>Rate/Night</u>	% Change
Daily Fee Schedule – Transient Boaters				
Boat Size				
Under 25'	\$38.00	\$32.00	\$40.00	5.26%
25 to 26'	38.00	32.00	40.00	5.26%
to 30'	45.00	39.00	48.00	6.67%
to 35'	53.00	46.00	56.00	5.66%
to 40'	60.00	59.00	64.00	6.67%
to 45'	68.00	67.00	72.00	5.88%
to 50'	80.00	74.00	80.00	0.00%
to 55'	88.00	81.00	88.00	0.00%
to 60'	96.00	89.00	96.00	0.00%
Daily dingy fee	5.00			

Seasonal Fee Schedule

- Waterways daily transient rate Schedule "B" times 168 days.
- Dingy – Individuals (price per year) 500.00
- Dingy – Commercial (price per year) 600.00
- Burns Street dockage (price per foot) 37.94

Ferry Boat Launch Ramp Parking Fees

	<u>Current Resident</u>	<u>Current Non-Resident</u>	<u>Proposed Resident</u>	<u>Proposed Non-Resident</u>
Seasonal	\$15.00	\$30.00		
Daily: Car and/or Car with Trailer	5.00	8.00		
Commercial	750.00	750.00		
10-punch (any commercial, limit one)	100.00	100.00		

Parking Fines & Fees

	<u>Current</u>	<u>Proposed</u>
Non-metered		
All violations, paid within 72 hours	\$15.00	
All violations, paid after 72 hours	30.00	
Metered parking, Signed 10 minute or 2 hour limit parking		
Expired meter: paid within 24 hours	10.00	
Expired meter: paid within 24 to 72 hours	20.00	
Expired meter: paid after 72 hours	30.00	
PEP Charging Station Fee (Vehicle charging station) (price per hour)		3.00
Reserved Parking – Acacia Lot (15 spaces June through October 15 th)	250.00	

Miscellaneous Fees

Current Proposed

Copies:		
City Charter (free on website)	\$10.00	
City Zoning Code (free on website)	10.00	
Code Book (free on website)	30.00	
City Budget – loose leaf	15.00	
City Budget – in binder w/tabs (3 documents)	50.00	
City Council Rule & Procedures	2.00	
General copies (per copy)	0.25	
Accident report (per report)	2.00	
Election reports (per page)		0.10
Election report – labels (per page)		0.10
Liquor License Transfer fee	100.00	
Trash License (annual fee)	10.00	
Temporary/Seasonal Business fees		Plus \$5.00/day
Solicitor's license: 1 st Day, One person	50.00	
- Additional person on license (per person)	25.00	
Auctioneer license (per auction)	15.00	
Roadside stand/temporary business (per application)	100.00	
Transient Merchant	50.00	
Street performer	50.00	
IFT Tax Reduction Request	500.00	
Stand by for Fireworks (Equipment & Personnel) (per hour)	500.00	
Police escort fee (per occurrence)	100.00	
Police bad check processing fee (per request)	45.00	
City Flag	35.00	
Facsimile (send or receive a fax) (per page)	1.00	
Garden plots (per plot)	20.00	25.00
NSF/returned check charge (per occurrence)	45.00	
ACH NSF charge (per occurrence)	35.00	

Miscellaneous Rates

	<u>Current</u>	<u>Proposed</u>
Election inspectors (per hour)	10.00	
Election chairperson (per hour)	10.50	
Election Receiving Board member (per hour)		11.50
Board of Review member (per day)		
Mileage	50.00	
IRS rate per mile		
Per diem – Council/Mayor (per day)	50.00	
(set by Compensation Commission) more than 25 miles	75.00	

Freedom of Information Act (FOIA) Request

	<u>Current</u>	<u>Proposed</u>
Copies (per page)	\$0.10	
Blueprints		
Actual cost		
CDs (each)	3.00	
Videos (each)	3.00	
Mailing containers		
Actual cost		
Postage		
Actual cost		
Hourly wage of Deputy Clerk:		
Cost of labor incurred in searching for, examining, and reviewing a requested public record and for the deletion and separation of exempt from nonexempt information as required by the FOIA (when time spent exceeds two (2) hours).		

Planning Fees

	<u>Current</u>	<u>Proposed</u>
Alley Abandonment	\$250.00	
Board of Appeals/Variance Application	350.00	
Development Plan Review	275.00	
Parcel Division	125.00	
Rezoning Application	325.00	
Sign Permit Application	25.00	
Sign Variance	225.00	
Special Use Permit Application	300.00	
Zoning Appeals	300.00	
Zoning Permit Application	40.00	

NOTE: if City's cost exceeds fee by more than 20%, an additional fee will be charged.

Golf Course Rates

	<u>Current Resident</u>	<u>Current Non-Resident</u>	<u>Proposed Resident</u>	<u>Proposed Non-Resident</u>
Season Pass				
Single	\$284.00	\$397.00	\$298.00	\$417.00
Double	427.00	540.00	448.00	567.00
Family	454.00	568.00	477.00	596.00
Student	164.00	171.00	172.00	180.00
Senior Citizen – Single	227.00	341.00	238.00	358.00
Senior Citizen – Double	341.00	454.00	358.00	477.00
Senior Citizen – Blended	385.00	498.00	404.00	523.00

	<u>Current</u>			<u>Proposed</u>		
	<u>Prior to Memorial Day</u>	<u>Summer</u>	<u>After Labor Day</u>	<u>Prior to Memorial Day</u>	<u>Summer</u>	<u>After Labor Day</u>
Daily Rates*						
9 Holes Mon-Fri	\$14.00	\$15.00	\$13.00			
9 Holes Sat-Sun/Holiday	14.00	16.00	13.00			
18 Holes Mon-Fri	19.00	23.00	19.00			
18 Holes Sat-Sun/Holiday	19.00	25.00	19.00			
Resident: 5 play punch card	50.00	50.00	50.00			
Non-Resident: 5 play punch card	55.00	55.00	50.00			

*NEW: Management may change rates during the season to meet completion for special events and weekly special to stimulate play.

	<u>Current</u>	<u>Current</u>
	<u>Per Hour</u>	<u>Per ½ Hour</u>
Pull cart rental	\$3.00	
Club rental	12.00	
Locker Rental	20.00 – 30.00	
Golf Lessons		
Adult	30.00	20.00
Two Adults	40.00	30.00
Junior – 17 and under	20.00	15.00
Playing Lesson**		60.00

**Greens fees waived for playing lesson.

Senior Citizen: Age 55 and over.

Student: Under age 18 AND parent's homestead address must be in the Charlevoix School District.

Resident: Must meet one of the following criteria: 1) Taxpayer in the City of Charlevoix (including business or personal property), 2) Renter in the City of Charlevoix AND a registered voter within the City of Charlevoix, or 3) a dependent of an adult resident, claimed by the adult on their income taxes as a legal dependent AND under the age of 18.

Senior Citizen – Blended: A couple applying for a double membership where only one is a senior citizen.

Recreation Rates

	<u>Current Resident</u>	<u>Current Non-Resident</u>	<u>Proposed Resident</u>	<u>Proposed Non-Resident</u>
Picnic Pavilion Reservation	\$30.00	\$50.00		
Performance Pavilion Rental (case by case basis)	50.00	100.00		
Use of Public Property (case by case basis)	50.00	100.00		
Teams Fees (Basketball, volleyball, softball) (per team)	125.00	125.00		
Youth softball or basketball (per person)	20.00	25.00		
Mount McSaubu Day Camp (per person, per week)	85.00	85.00		
Mount McSaubu Day Care (per person, per week)	30.00	30.00		
Skate Park Daily Pass (since 06/01/2008)	5.00			
Skate Park Seven Day Punch Card	25.00			
Ski Hill Fees:				
Daily Lift Ticket	13.00	18.00		
Season Pass: 1 Person	110.00	165.00		
Season Pass: 2 People	180.00	240.00		
Season Pass: 3 People	230.00	285.00		
Season Pass: 4 - 6 People				
Cost of three person pass, plus per person fee of	55.00	55.00		
Equipment Rental:				
Cross Country or Snowshoe 8 Hour Rentals	8.00	8.00		
Cross Country or Snowshoe 24 Hour Rentals	12.00	12.00		
Downhill Adult 18+ (per day)	12.00	15.00		
Downhill Student (per day)	10.00	12.00		
Snowblades (per day)	10.00	12.00		
Snowboard & Boots (per day)	20.00	24.00		
Ice Skates	2.00	3.00		
Ice Skating Daily Fee	1.00	2.00		
Ice Skating Season Pass	10.00	15.00		
Lessons:				
Group Ski or Snow Board Lessons (per person)	40.00	45.00		
Group Ski or Snow Board Lessons w/rental (per person)	50.00	55.00		
Individual Ski or Snow board Lessons, ½ hr. includes equip	25.00	30.00		
Individual Ski or Snow board Lessons, 1 hour includes equip	35.00	40.00		
Tennis Lessons (per person)	25.00	25.00		

Charlevoix Municipal Airport (CVX) Schedule of Rates and Charges

	<u>Current</u>		<u>Proposed</u>	
Aircraft Landing & Ramp Fees *		Minimum fuel purchase		Minimum fuel purchase
Single Engine:		20 gal. or top off		n/a
Landing Fee	7.00		Eliminate (\$0)	
Ramp Fee (overnight)	7.00		5.00	
Weekly Pass	35.00		25.00	
Monthly Pass	126.00		75.00	
Yearly Pass	365.00		350.00	
Twin Engine OR Single Engine Turbo Prop:				
Landing Fee	25.00	50 gal. or top off	30.00	50 gallons
Ramp Fee (overnight)	15.00		20.00	
Weekly Pass	75.00		100.00	
Monthly Pass	270.00		250.00	
Yearly Pass	822.00		600.00	
Multi-Engine Turbo Prop OR Light Jet/under 20,000 lbs				
Landing Fee	45.00	80 gal. or top off	60.00	100 gallons
Ramp Fee (overnight)	25.00		30.00	
Weekly Pass	123.00		150.00	
Monthly Pass	450.00		400.00	
Yearly Pass			800.00	
Jet Engine :				
Landing Fee	70.00	100 gal. or top off	100.00	200 gallons
Ramp Fee (overnight)	35.00		50.00	
Weekly Pass	172.00		200.00	
Monthly Pass	630.00		500.00	
Yearly Pass	1,916.00		1000.00	

- NOTES:**
- 1) Landing fee or ramp fee waived for one day with a qualifying minimum purchase of fuel.
 - 2) Only one fee to be charged per day, either ramp or landing fee.
 - 3) Yearly pass covers all landing and ramp fees for one year.
 - 4) Landing fees are waived for aircraft that land as a result of an in-flight emergency, doing touch-and-goes, are based at Charlevoix Airport, or are owned by the military, state or federal government. Medical flights are not exempt from Landing fees.

Charlevoix Municipal Airport (CVX) Schedule of Rates and Charges
(continued)

	<u>Current</u>	<u>Proposed</u>
Hangar Rental Rates:		
Units 1, 2, 3, 8, 9, and 10 (per month)	\$141.16	145.00
Units 4, 5, and 7 (per month)	146.08	150.00
Unit 6 (per month)	205.45	210.00
Box B (per month)	217.33	220.00
Box C (per month)	409.09	415.00
Box D (per month)	170.45	175.00
* Updated rates not effective until current lease expires. These rates are effective through March 31, 2014.		
Land Lease Rates (per month, per square foot)	0.30	Same
Access Rate for Through-the-Fence Operations (per sq. ft.)	0.35	Same
Self-fueling Operators flowage fee/fuel stored in City's tank (per flowage gallon)	0.35	Same
City Fuel Trucks		0.40
After Hours Call Out Fee for Aircraft fueling, plowing and services (first hour)	100.00	120.00
Additional hours	100.00	100.00
Vehicle Parking Fees: Daily	\$3.00	Same
Overnight	5.00	Same
Weekly	20.00	Same
Monthly	60.00	Same
Six (6) Months	110.00	Same
Six (6) Months – Premium	200.00	Same
Annual	200.00	Same
Annual – Premium	365.00	Same
Commercial Operations:		
On-Airport Rental Car Service (per year)	25.00	
Aircraft Servicing, Maintaining & Repair (per year)	1,800.00	Set by contract 500.00