

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, October 7, 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 – September 16, 2013 Regular Meeting PG 1-7
 - B. Accounts Payable Check Register PG 8-14
 - C. Payroll Check Register PG 15-18
 - D. Certificate of Appreciation – Becky Doan
 - E. Certificate of Appreciation – Mark Greyerbiehl
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Donation of a Boat/Motor to the Fire/EMS Department PG 19-25
 - B. Consideration to Adopt a Resolution of Support for the Michigan Main Street Program PG 26-37
 - C. Consideration to Approve the Bid for Tree Lights and Installation PG 38 39
 - D. Overview of the Community Economic Development Director's Short Term Goals and Priorities PG 40-43
 - E. Consideration of Adopt-A-Brick Program PG 44-47
 - F. Consideration to Approve Decommissioning the Airport's Non-Directional Beacon PG 48-49
 - G. Discussion Regarding Airport Committees PG 50-51
 - H. Consideration to Dissolve Donation Policy Acceptance Committee PG 52
 - I. Consideration to Approve Sixth Amendment to the City Manager's Contract PG 53-54
 - J. Appointments
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
 - A. Introduction of Resolution 2013-XX-XX and the Review Policy for Public Infrastructure Projects PG 55-58
- IX. Resolutions**
 - A. Consideration to Adopt a Resolution of Support for the Michigan Main Street Program PG 37
- X. Ordinances**
- XI. Miscellaneous Business**
- XII. Audience - Non-agenda Input (written requests take precedent)**

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.

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, September 16, 2013 – 7:00 p. m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 7:00 p. m. by Mayor Norman L. Carlson, Jr.

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Norman L. Carlson, Jr.
Assistant City Attorney: Bryan Graham
City Manager: Rob Straebel
City Clerk: Deputy Clerk Stephanie Brown
Members Present: Council members Greg Stevens, Jeff Porter, Gabe Campbell, Shane Cole, Lyle Gennett, and Shirley Gibson
Absent: None

III. Inquiry Regarding Possible Conflicts of Interest:

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – September 3, 2013 Regular Meeting Minutes
 - B. Approval of Minutes – September 9, 2013 Special Meeting Minutes
 - C. Accounts Payable Check Register – September 17, 2013
 - D. ACH Payments – September 3, 2013 – September 13, 2013
 - E. Tax Disbursement – September 17, 2013
 - F. Payroll Check Register – September 13, 2013
 - G. Payroll Transmittal – September 13, 2013
 - E. Certificate of Appreciation – Dan Buday
- This item was postponed, as Mr. Buday was not present.

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V. Public Hearings

None.

VI. Reports

City Manager Rob Straebel indicated that he was working with TV Station 9 & 10 for a live weather feed overlooking Round Lake. He explained the technical aspects of the project and believes that it is a good promotional concept; however, the location of the camera needs to be in keeping with the aesthetics of the park. Council generally felt it was a good idea and directed Mr. Straebel to proceed with the installation of the camera and get feedback from the Council once that was completed.

VII. Requests, Petitions and Communications and Actions Thereon

A. Financial Audit Presentation

Doug Deeter of the Rehmann Group presented the 2012-13 annual financial audit and answered questions from Council.

Mr. Deeter explained the advances made to the Airport Fund and Marina Fund from the Electric Fund and stated that there is a plan in place to repay these funds, but as of this year the Marina Fund has only paid interest, no principal.

Councilmember Stevens noted that at the last Council meeting there was discussion about how to offset the costs of the new sewage plant. He questioned how those costs would be addressed, given the current status of the Wastewater Fund. While Mr. Deeter stated that he was not familiar with that project, Manager Straebel reported that the project is slated for 2014, that the City has obtained \$900,000 in grants to offset the engineering fees for the project, and that there will need to be an increase in the sewer rates to pay for the debt service.

Councilmember Stevens stated that he didn't realize that the operating expenses were more than the revenue and that he thought the rate changes were addressing the situation. He doesn't want the City to fall further behind in the Water Fund. City Treasurer Rick Brandt stated that the 5-Year Plan includes increases in the rates which over time will turn the Fund around. Manager Straebel noted that the irrigation meters that residents are having installed is impacting the Sewer Fund as well.

The Mayor called for public comments. There was no comment. The Mayor closed the item to public comment.

Motion by Councilmember Cole, second by Councilmember Stevens, to accept and file the [2012-13 financial] audit.

Yeas: Stevens, Porter, Campbell, Cole, Gennett, Gibson
Nays: None
Absent: None

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B. Discussion Regarding Conceptual Plans to Expand Boat Slips at the City Marina

City Manager Rob Straebel gave a brief history of the project. The City has been working with United Design Associates (UDA) regarding a possible expansion of boat slips to the City Marina. Initially, the plan was to create an additional dock on the northside of the City Marina. After meeting with the Beaver Island Boat Company representatives, it became apparent that the proposed north dock would interfere with docking of the larger charter vessels. Three options have been designed to increase dock space: Expansion of Dock A, Expansion of Dock B, or Expansion of Docks A and B.

Manager Straebel stated that it was felt that there was an untapped demand for larger slips to accommodate 60' to 80' boats. Any expansion to the docks would have to go through the Department of Natural Resources (DNR) Waterway's Commission, the agency that funded a \$6.0 million improvement to the Marina. Manager Straebel stated that he wanted to get the Council's input to see if staff and the design team were on the right track.

Jim Muschell of United Design Associates presented conceptual designs for expansion of docks A and B and answered questions from Council. He stated that the design for Pier A included: ten 80' slips, nine 50' slips, and four 45' slips and the cost estimates for both Piers A and B had been provided to Council. Plan B would provide for an additional twelve 44' slips. Manager Straebel stated that the return on investment would be contingent on their negotiations with the Waterway's Commission and there could be an option to pre-sell some of the slips which would help pay for the capital improvements.

The Mayor called for public comments.

Denny Heck encouraged Council to proceed with expansions that would allow large 80' boats, but also noted that there are many slips in the area to accommodate boats of the 30-40' size, and the City would be directly competing for customers of boats that size.

The Mayor closed the item to public comments.

Council generally agreed to and directed staff to continue gathering more information, determine requirements from the Waterway's Commission, focus on the larger slips (80'), and report back to the City Council.

C. Second Discussion Regarding Draft Donation Acceptance Policy

City Manager Rob Straebel presented the item and answered questions from Council. The draft policy has been available on the City website for public review and input.

The Mayor called for public comments.

There were no comments.

The Mayor closed the item to public comments.

Motion by Councilmember Campbell, second by Councilmember Cole, to adopt the Donation Acceptance Policy (pages 31-34 of the agenda packet) dated September 16, 2013.

Yeas: Stevens, Porter, Campbell, Cole, Gennett, Gibson
Nays: None
Absent: None

D. Consideration to Match the DDA and Private Contributions for Additional Tree Lighting Downtown

Community Economic Development (CED) Director Bethany Pearson presented the item and answered questions from Council. DDA Member Wyett made an offer of \$5,000 towards tree lighting if both the DDA and City provided matching funds. The proposed lighting project is a two phase project, with the first project being trimming and lighting five large honey locust trees on the east side of Bridge Street in East Park. DPW Superintendent Elliott reported that, while the trees do need to be pruned, the item had not been budgeted in the 2013-14 budget. The DDA proposed to front the costs of tree trimming, estimated at \$2,000, with the understanding that the DDA Fund will be repaid for this expense in the coming two years. The second project is to light the landscaped area around the trout habitat adjacent to the Harbormaster Building.

Councilmember Stevens questioned if the DDA was going to make their payment to the library this year. Director Pearson stated that the DDA had not started their budget process for the coming year, and the budget would be dependent upon how personal property tax revenues.

Councilmember Gennett stated that he would like to see the City Council and DDA meet to prioritize a list of needs. He stated that there was a Christmas tree downtown that will need replacing within the next couple of years and it will cost thousands of dollars. He felt that the City needed to create a wish list and prioritize the items and if anyone wanted to donate funds the funds could be used for items on the list. Director Pearson stated that the DDA did discuss the Christmas tree in Bridge Park and a plan for replacing that tree.

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Councilmember Cole stated he appreciated Mr. Wyatt's donation offer, but he felt that there were things that have not been done that need to be done. Councilmember Campbell felt that any funds raised through the sale of brick pavers should go into a fund for East Park.

The Mayor called for public comments.

DDA member Todd Wyatt, 808 E. Dixon, stated that the reason for his donation this year was to increase visitors' interest during the winter and to have more visitors shop and dine in the community, by lighting up the entire lake area downtown. He stated that he would be happy to buy the community a new Christmas tree.

Leon Perron of 2nd ward believes that Boyne City and Petoskey are outclassing Charlevoix in terms of Christmas decorations. He supported the additional lighting that was being discussed.

Councilmember Porter questioned why the five trees were not lit originally when the rest of the trees downtown were lit. Mayor Carlson stated that he did not know, but that most likely the funds were not available at the time and the DDA had wanted to get the lights installed on the trees in front of the businesses first.

Director Pearson reviewed the former Director's notes, and reported that last year's agreement was to light the trees that were located on the downtown streets. These five trees are not located on the downtown streets, but rather in East Park itself. It was decided to do the streets first and then come back and look at the Park.

Councilmember Porter believes that the problem is bringing these type of items to the Council at the last minute. Mayor Carlson stated that the DDA did not bring up this matter earlier, as the funds were not available until Mr. Wyatt offered to donate \$5,000 toward the cost of the additional lighting.

The Mayor closed the item to public comments.

Motion by Councilmember Cole, second by Councilmember Gibson, to approve an expenditure of \$5,000 to help purchase and install the [additional downtown] lights, and additionally, to agree to pay back the DDA within two years for costs related to tree trimming services.

Yeas: Porter, Campbell, Cole, Gibson
Nays: Stevens, Gennett
Absent: None

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E. Consideration to Approve an Amendment to the City of Charlevoix and Army Corps of Engineers (ACE) Management/Operations Agreement

CED Director Bethany Pearson presented the item and answered questions from Council. The DDA has a request to locate a memorial bench on the ACE easement along Pine River Channel. In order to accomplish this, the ACE requires that the Management/Operations agreement be revised. In response to Councilmember Porter's questions, Director Pearson reported that the benches placed on the Channel will follow the same guidelines as the memorial bench program in East Park.

The Mayor called for public comments. There were no comments. The Mayor closed the item to public comments.

Motion by Councilmember Campbell, second by Councilmember Cole, to approve the revised attached (to the agenda packet) amendment to the Management/Operations Agreement between the City of Charlevoix and the U.S. Army Corp of Engineers.

Yeas: Stevens, Porter, Campbell, Cole, Gennett, Gibson
Nays: None
Absent: None

F. Purchase of Energy

Electric Superintendent Don Swem presented the item and answered questions from Council. In order to continue locking in future prices of energy, the Michigan Public Power Agency (MPPA) is recommending the purchase of another block of energy to fill a gap in the on-peak energy purchases for the year 2018. The MPPA is recommending that Charlevoix purchase 1.1 megawatts of on-peak (5 days/week, 16 hours/day) energy for a maximum price of \$49/MWh, for a total purchase of not more than \$224,224. Last year the City agreed to pay up to \$59/MWh for the same type of energy purchase.

The Mayor called for public comments.

There were no comments.

The Mayor closed the item to public comments.

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Motion by Councilmember Stevens, second by Councilmember Gennett, for approval to spend up to a maximum of \$224,224 to purchase a block of 1.1 MW of on-peak energy as detailed [in the agenda packet] for the year 2018.

Yeas: Stevens, Porter, Campbell, Cole, Gennett, Gibson
Nays: None
Absent: None

G. Purchase of 2014 Ford Utility Police Interceptor

Police Chief Gerard Doan presented the item and answered questions from Council. The 2013-14 budget includes the purchase of a new patrol car and equipment. According to the Capital Plan, two patrol vehicles are purchased every three years. This year's purchase will replace a 2007 Ford Expedition with 127,700 miles. The three patrol vehicles accumulate approximately 65,000 miles/year.

The Mayor called for public comments. There were no comments. The Mayor closed the item to public comments.

Motion by Councilmember Stevens, second by Councilmember Campbell, to authorize a purchase order in the amount of \$28,804.25 for a 2014 Ford utility police interceptor police vehicle from Fox Charlevoix Ford.

Yeas: Stevens, Porter, Campbell, Cole, Gennett, Gibson
Nays: None
Absent: None

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H. Messaging System

Police Chief Gerard Doan presented the item and answered questions from Council. Staff has been reviewing different options of notifying the public of significant events that occur in and around the City. It appears that the most effective messaging system is the *Be Alert* system, which is available in the tri-county area and is free of charge. The challenge is to inform the public and get people to enroll. The program would send a text and/or voice message to an individual's cell phone, radio, or computer. City staff proposes to educate the public on the program by including the information on the City website, include a flyer with the City tax bills in December, and publish an article in the Charlevoix Courier.

The Mayor called for public comments. There were no comments. The Mayor closed the item to public comments.

Motion by Councilmember Gibson, second by Councilmember Cole, to move forward on getting information out to visitors and members in our community on the *Be Alert* messaging system.

Yeas: Stevens, Porter, Campbell, Cole, Gennett, Gibson
Nays: None
Absent: None

I. Consideration to Approve Engineering Contracts for Apron Rehabilitation

Airport Manager Scott Woody presented the item and answered questions from Council. These contracts are for engineering services for the apron rehabilitation project. These services are covered under the FAA Grant approved by Council on September 3, 2013. The City Attorney has reviewed the contracts.

The Mayor called for public comments. There were no comments. The Mayor closed the item to public comments.

Motion by Councilmember Porter, second by Councilmember Gennett, to approve the two contract documents to QOE Consulting in the amounts of \$81,760 and \$34,920 for the apron rehabilitation project.

Yeas: Stevens, Porter, Campbell, Cole, Gennett, Gibson
Nays: None
Absent: None

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

IX. **Resolutions**
None.

X. **Ordinances**
None.

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XI. Miscellaneous Business

Councilmember Campbell asked for an update on the paver program. Manager Straebel stated that the paver program was well received by Council and the Council needs to set a price for the pavers. Staff needed to develop a simple application form and then bring this item back to Council at the first meeting in October. The item would also include a discussion on the use of the funds raised from the sale of the bricks.

Councilmember Campbell asked about a job description for the City Clerk position. Manager Straebel stated that there is a job description for the City Clerk position and, according to the Charter, the Compensation Commission determines the salary and the hours worked. The minimum number of hours per week for the job was 30 hours. Deputy Clerk Brown stated that the Compensation Commission was scheduled, at a minimum, to meet every odd year so they would not be meeting again for almost two years, but an additional meeting could be called if needed. Commissioner Gibson stated that the City Clerk should fill out a time card. Mayor Carlson stated the Council could not dictate that requirement, it would have to come from the Compensation Committee. Manager Straebel questioned if it was a collective decision of the Council that the City Clerk position be a full-time position which will require benefits at a higher cost than what was budgeted for the position. He stated that he would bring back to Council information regarding the number of hours for the position, compensation, benefits, and potential changes to the budget if the position was changed to a full-time position.

Councilmember Stevens stated that the fire hydrants that have been painted look great.

Councilmember Porter questioned when the rule regarding outdoor clothing displays goes into effect and when will it be enforced. Manager Straebel reported that ordinances are normally effective 30 days after passage. Councilmember Porter questioned why the clothing was still on display, and Manager Straebel said that he would get with the City Planner.

Councilmember Porter stated that temporary signs were springing up all over town and he gave examples of some.

Councilmember Porter questioned if the taco stand with the tent [Tony's Place] on Bridge Street is a setback violation. He expressed concern about whether or not the Health Department investigates or inspects such roadside stands. Mayor Carlson reported that anyone that has a food stand has to pass a Health Department inspection.

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

None.

XIII. Closed Session

Review of City Manager's Performance – September 2012 - 2013

Motion by Councilmember Campbell, second by Councilmember Stevens, to go into closed session to discuss the City Manager's performance from September 2012 – September 2013, [as requested by the City Manager] after a short recess.

Yeas: Stevens, Porter, Campbell, Cole, Gennett, Gibson
 Nays: None
 Absent: None

Council took a brief recess at 8:53 p.m. Council reconvened at 9:08 p.m. and immediately went into closed session.

Council reconvened in open session at 9:43 p.m.

Mayor Carlson asked that Appointments be placed on the next agenda.

XIV. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn.
 There were no objections.
 Meeting adjourned at 9:44 p. m.

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Stephanie Brown

Deputy City Clerk

Norman L. Carlson, Jr.

Mayor

| Accounts Payable – 09/17/2013 | | |
|--------------------------------------|----------|-----------------------------------|
| ACE HARDWARE | 1,692.52 | AT YOUR SERVICE PLUS INC 9,950.00 |
| AIRGAS USA LLC | 319.00 | AT&T 4,810.98 |
| AIRNAV LLC | 473.00 | AUTO VALUE 1,105.83 |
| AMERICAN WASTE INC. | 72.00 | AVFUEL CORPORATION 66,458.80 |
| APPLIED INDUSTRIAL TECH | 543.26 | B & L SOUND INC 258.96 |
| ARROW UNIFORM-TAYLOR L.L.C. | 1,131.51 | BC/BS OF MI REFUNDS 86.45 |

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|--------------------------------|-----------|--------------------------------|-------------------|
| BEERTHUIS, DAVID | 50.00 | NORTHWEST MI INDUSTRIAL ASSO. | 41.99 |
| BLACKBURN, JESSICA | 25.31 | NW MI COMMUNITY ACTION AGENCY | 138.62 |
| BRIGGS, BRAD | 1.85 | OLD DOMINION BRUSH | 197.67 |
| CARQUEST OF CHARLEVOIX | 717.48 | OLESON'S FOOD STORES | 624.55 |
| CHAMPION CHARTER | 4,610.00 | OTEC | 115.00 |
| CHARLEVOIX AREA | 216.00 | PERFORMANCE ENGINEERS INC | 11,332.50 |
| CHARLEVOIX DISTRICT LIBRARY | 30.00 | PETERS, MEGAN | 9.04 |
| CHARTER COMMUNICATIONS | 1,030.69 | POLLARDWATER.COM - EAST | 366.94 |
| CINTAS CORPORATION | 92.50 | POSTMASTER - CHARLEVOIX | 4,000.00 |
| CITY OF CHARLEVOIX - UTILITIES | 42,148.50 | POWER LINE SUPPLY | 1,803.60 |
| CLIFT INDUSTRIES INC. | 312.42 | PRESTIGE FLAG | 181.22 |
| CLINICAL TECHNOLOGY INC. | 499.41 | PVS TECHNOLOGIES INC | 6,104.10 |
| CRYSTAL FLASH ENERGY | 1,332.76 | QUILL CORP | 88.46 |
| DTE ENERGY | 167.90 | REHMANN-ROBSON & CO | 4,900.00 |
| EATON CORPORATION | 143.54 | RIZZO, ANDREA | 280.00 |
| EJ USA INC. | 1,439.51 | S&W HEALTHCARE CORPORATION | 139.56 |
| ELLIOTT, PATRICK M. | 74.00 | SEARS HOLDINGS INC. | 530.16 |
| ELLSWORTH FARMER'S EXCHANGE | 474.00 | SECURITY SANITATION INC. | 95.00 |
| ENVIRONMENTAL SYSTEMS RESEARCH | 4,050.00 | SEELEY'S PRINTING SERVICE | 804.04 |
| ETNA SUPPLY | 2,200.00 | SHORELINE POWER SERVICES INC. | 155.25 |
| FAUST, ERICKA | 51.74 | SPARTAN DISTRIBUTORS INC | 1,554.69 |
| FISHER SCIENTIFIC | 1,017.88 | SPECTER INSTRUMENTS | 1,307.57 |
| HALL, CHASE | 43.39 | STATE INDUSTRIAL PRODUCTS | 104.87 |
| HI-LINE | 105.12 | SUPERIOR MECHANICAL | 1,433.29 |
| HYDE SERVICES LLC | 406.21 | SWANSON K & D INC | 4,600.00 |
| INTELLIGENT PRODUCTS INC | 769.60 | SYSTEMS SPECIALISTS INC | 120.00 |
| J & B MEDICAL SUPPLY INC. | 67.01 | T & R SERVICE INC | 15.00 |
| JACK DOHENY SUPPLIES INC | 118.43 | THEMM, ALYSSA | 45.00 |
| KEWEENAW EXCURSIONS | 208.00 | TRUCK & TRAILER SPECIALTIES | 956.50 |
| KSS ENTERPRISES | 780.01 | UP NORTH PROPERTY SERVICES LLC | 3,969.00 |
| LAKESHORE TIRE & AUTO SERVICE | 73.45 | US BANK | 312,197.50 |
| LUKAART, HOLLY | 51.99 | USA BLUE BOOK | 733.44 |
| MCMASTER-CARR | 121.17 | VISION MARKETING | 665.85 |
| MDC CONTRACTING LLC | 81,375.84 | WELLS JR., DONALD E. | 70.00 |
| MICHIGAN OFFICEWAYS INC | 2,684.24 | WHITE TRUST, LAURENCE | 56.63 |
| MICHIGAN RURAL WATER ASSN | 124.32 | WILBERT BURIAL VAULT CO | 396.08 |
| NETSOURCE ONE INC. | 48.00 | WILHELM, TY | 12.69 |
| NORTHERN FIRE & SAFETY INC. | 76.95 | WINNELL, CHARLES | 1,110.00 |
| NORTHERN LAKES | 3,500.00 | WORK & PLAY SHOP | 78.82 |
| NORTHERN MICHIGAN JANITORIAL | 242.60 | | |
| NORTHERN MICHIGAN REVIEW INC. | 398.00 | TOTAL | 600,116.76 |

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Tax Disbursement - 09/17/2013

| | | | |
|--------------------------------|--------------|--------------------------------|---------------------|
| CHARLEVOIX COUNTY TREASURER | 642.48 | CORPORATE SETTLEMENT SOLUTIONS | 814.41 |
| CHARLEVOIX COUNTY TREASURER | 1,206,705.26 | GRAYHAWK LEASING LLC | 39.23 |
| CHARLEVOIX PUBLIC SCHOOLS | 1,303,680.85 | NICKAMIN, JUDITH | 17.92 |
| CHARLEVOIX PUBLIC SCHOOLS | 215,473.13 | NORTHWESTERN BANK | 2,657.22 |
| CHARLEVOIX PUBLIC SCHOOLS | 10,187.68 | STATE OF MICHIGAN | 3,418.50 |
| CHARLEVOIX PUBLIC SCHOOLS | 104,864.07 | TIMEPAYMENT CORP | 107.51 |
| CITY OF CHARLEVOIX - TAXES DUE | 1,379,010.71 | TOTAL | 4,227,618.97 |

ACH Payments - 09/03/2013 - 09/13/2013

| | | | |
|-------------------------------|------------|------------------------------|-------------------|
| MI Public Power Agency | 41,202.66 | Vantagepoint (401 ICMA Plan) | 713.78 |
| MI Public Power Agency | 286,720.93 | Vantagepoint (457 ICMA Plan) | 12,891.17 |
| State of MI (Withholding Tax) | 11,903.28 | | |
| IRS (Payroll Tax Deposit) | 42,869.65 | TOTAL | 485,154.65 |

PAYROLL: NET PAY

Pay Period Ending 09/07/2013 - Paid 09/13/2013

| | | | |
|-----------------------|----------|---------------------|----------|
| WELLER, LINDA JO | 1,318.12 | NASH, JENNIFER B. | 738.78 |
| STRAEBEL, ROBERT J. | 2,567.79 | PANOFF, ZACHARY R. | 669.94 |
| BRANDI, RICHARD M. | 1,795.76 | MILLER, FAITH G. | 435.05 |
| LOY, EVELYN R. | 996.51 | PEARSON, BETHANY S. | 1,202.74 |
| KLOOSTER, ALIDA K. | 1,820.44 | CHAVEZ, DEBRA L. | 440.50 |
| BROWN, STEPHANIE C. | 1,520.15 | DOAN, GERARD P. | 1,379.74 |
| LALEWICZ, AMELIA | 46.17 | SHRIFT, PETER R. | 1,241.27 |
| SPENCER, MICHAEL D. | 1,711.06 | SCHLAPPI, JAMES L. | 1,092.00 |
| SPENCLEY, PATRICIA L. | 1,195.54 | UMULIS, MATTHEW T. | 1,550.28 |

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|---------------------------|----------|-----------------------|------------------|
| HANKINS, SCOTT A. | 1,668.44 | JOHNSON, STEVEN P. | 1,249.89 |
| ORBAN, BARBARA K. | 1,595.95 | JONES, ROBERT F. | 1,094.36 |
| TRAEGER, JASON A. | 1,422.95 | DORAN, JUSTIN J. | 1,578.03 |
| WARNER, JANINE M. | 1,165.69 | BISHAW, JAMES H. | 572.47 |
| EVANS JR, HALBERT K. | 1,407.82 | TOWSLEY, CALVIN J. | 491.58 |
| KLOOSTER, PATRICK H. | 369.73 | MANKER JR, DAVID W. | 391.28 |
| HUMBLE, NATHAN C. | 170.32 | MANKER SR, DAVID W. | 594.20 |
| TOFIL, MICHAEL E. | 258.38 | NEUMANN, DANA L. | 531.32 |
| BINGHAM, LARRY E. | 803.14 | BECKER, MICHAEL S. | 465.54 |
| LABELLE, DAVIS B. | 526.66 | MCGHEE, ROBERT R. | 944.55 |
| KLINGER, LUCAS D. | 398.34 | WILKIN, AMANDA J. | 920.66 |
| BREITHAUP, ROBERT L. | 328.70 | KLOOSTER, SUSAN E. | 21.19 |
| GREYERBIEHL, KEVIN M. | 234.09 | STEBE, LAURA A. | 70.89 |
| MCDONOUGH, COLLIN B. | 555.90 | RUDOLPH, TRISTAN M. | 259.92 |
| IVAN, PAUL M. | 1,689.17 | GOLOVICH, SAWYER P. | 303.39 |
| SCHWARTZFISHER, JOSEPH L. | 751.77 | ECKHARDT, LOGAN R. | 276.62 |
| ROLOFF, ROBERT P. | 1,993.07 | HEID, THOMAS J | 1,245.15 |
| BRODIN, WILLIAM C. | 1,590.84 | WESCOTT, DENNIS M. | 140.18 |
| RILEY, DENISE M. | 460.78 | STEIN, DONNA E. | 237.00 |
| TEUNIS, STEVEN L. | 1,697.88 | CURTIS, DENNIS E. | 909.98 |
| WURST, RANDALL W. | 1,412.01 | BOOTHE, STEVEN A. | 242.36 |
| HILLING, NICHOLAS A. | 1,211.67 | DOAN JR, RALPH W. | 312.40 |
| MEIER III, CHARLES A. | 1,161.56 | GRUNCH, RONALD J. | 308.86 |
| NISWANDER, JOSEPH F. | 1,251.38 | DURRENBERGER, LARRY J | 305.41 |
| BLANCHARD, SCOTT W. | 1,558.04 | DAVIS, RONALD L. | 237.36 |
| FRYE, EDWARD J. | 980.84 | GILL, DAVID R. | 924.40 |
| JONES, TERRI L. | 282.75 | MACLEOD, SAMUEL R. | 396.46 |
| SWEM, DONALD L. | 1,626.82 | STEIN, MARK G. | 31.72 |
| EATON, BRAD A. | 1,842.45 | WOODY, SCOTT R. | 1,520.01 |
| WILSON, TIMOTHY J. | 2,172.68 | VANLOO, JOSEPH G. | 694.65 |
| LAVOIE, RICHARD L. | 1,314.84 | TOUGH, KENDALL J. | 501.60 |
| STEVENS, BRANDON C. | 1,126.25 | AOWN, JOSHUA M. | 92.12 |
| WHITLEY, ANDREW T. | 1,659.28 | CAMERON, DANIELLE Y. | 330.46 |
| DRAVES, MARTIN J. | 1,547.90 | CERTA, OLIVIA K. | 458.11 |
| ELLIOTT, PATRICK M. | 1,601.54 | TABER, HOLLY S. | 529.86 |
| MORRISON, KEVIN P. | 1,044.62 | LUNDHOLM, ROBERT A. | 657.05 |
| HODGE, MICHAEL J. | 1,292.14 | CROFT, JAMES E. | 64.04 |
| WELLS JR., DONALD E. | 1,582.57 | HAND, HEATHER K. | 814.81 |
| BRADLEY, KELLY R. | 1,050.26 | MAYER, SHELLEY L. | 1,595.50 |
| WILSON, RICHARD J. | 1,364.77 | ZACHARIAS, STEVEN B. | 2,067.99 |
| HART II, DELBERT W. | 711.38 | TOTAL | 92,990.58 |

PAYROLL: TRANSMITTAL
09/13/2013

| | | | |
|--------------------------------|----------|-------------------------------|-----------------|
| AMERICAN FAMILY LIFE | 158.34 | MERS | 380.00 |
| AMERICAN FAMILY LIFE | 244.27 | MI STATE DISBURSEMENT UNIT | 674.57 |
| BAY WINDS FEDERAL CREDIT UNION | 50.00 | NORTHWESTERN BANK | 360.00 |
| CHAR EM UNITED WAY | 81.54 | POLICE OFFICERS LABOR COUNCIL | 372.00 |
| CHARLEVOIX STATE BANK | 1,025.39 | PRIORITY HEALTH | 907.91 |
| CHARLEVOIX STATE BANK | 189.56 | | |
| COMMUNICATION WORKERS OF AMER | 566.53 | TOTAL | 5,010.11 |

DRAFT

| Check Number | Payee | Amount |
|-------------------|-----------------------|-----------|
| 09/24/2013 | | |
| 107366 | AT&T MOBILITY | 72.17 |
| 107367 | CHARLEVOIX STATE BANK | 4,938.91 |
| 107368 | DELTA DENTAL | 4,577.52 |
| 107369 | FIRSTMERIT BANK N.A. | 18,162.24 |
| 107370 | GREAT LAKES ENERGY | 184.50 |
| 107371 | PRIORITY HEALTH | 44,049.42 |
| 107372 | STANDARD INSURANCE CO | 1,402.91 |
| 107373 | VERIZON WIRELESS | 56.72 |
| 107374 | VISION SERVICE PLAN | 513.10 |
| Total 09/24/2013: | | 73,957.49 |
| Grand Totals: | | 73,957.49 |

Summary of Check Registers & ACH Payments

FIRST MERIT BANK - CHECKS ISSUED

| | | |
|---------------------------------------|----|------------|
| 09/24/13 Special Accounts Payable Run | \$ | 73,957.49 |
| 09/27/13 Payroll | \$ | 94,112.52 |
| 09/27/13 Payroll Transmittal Checks | \$ | 70,265.63 |
| 10/08/13 Regular Accounts Payable | \$ | 316,650.16 |

Checks Sub-Total: \$ 554,985.80

FIRST MERIT BANK - ACH PAYMENTS

| | | |
|---------------------------------------|----|------------|
| 09/16/13 MI Public Power Agency | \$ | 45,845.05 |
| 09/23/13 MI Public Power Agency | \$ | 19,927.49 |
| 09/25/13 MI Public Power Agency | \$ | 286,205.65 |
| 09/27/13 IRS (Payroll Tax Deposit) | \$ | 34,885.66 |
| 09/27/13 Vantagepoint (401 ICMA Plan) | \$ | 713.78 |
| 09/27/13 Vantagepoint (457 ICMA Plan) | \$ | 12,133.69 |
| 09/27/13 MERS (Defined Benefit Plan) | \$ | 24,999.08 |
| 09/30/13 MI Public Power Agency | \$ | 21,425.36 |

ACH Sub-Total: \$ 446,135.76

First Merit Bank Total: \$ 1,001,121.56

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

| | | |
|---------------------------|----|------------|
| 10/08/13 Tax Disbursement | \$ | 521,901.35 |
|---------------------------|----|------------|

Charlevoix State Bank Total: \$ 521,901.35

Grand Total: \$ 1,523,022.91

APPROVED:


CITY MANAGER


CITY TREASURER


DEPUTY CITY CLERK

M = Manual Check, V = Void Check

| Check Number | Payee | Amount |
|-------------------|--------------------------------|-----------|
| 10/08/2013 | | |
| 107414 | AIRGAS USA LLC | 697.42 |
| 107415 | ALL-PHASE ELECTRIC SUPPLY CO. | 307.48 |
| 107416 | AMERICAN SOC OF CIVIL ENGINEER | 253.00 |
| 107417 | AMERICAN WASTE INC. | 2,682.00 |
| 107418 | ANTRIM COUNTY SHERIFF'S OFFICE | 130.00 |
| 107419 | APPLIED INDUSTRIAL TECH | 218.92 |
| 107420 | ASPLUNDH TREE EXPERT CO | 10,377.00 |
| 107421 | AT&T LONG DISTANCE | 655.29 |
| 107422 | AVFUEL CORPORATION | 46,434.15 |
| 107423 | B & L SOUND INC | 739.86 |
| 107424 | BC/BS OF MI REFUNDS | 86.24 |
| 107425 | BEAVER RESEARCH COMPANY | 162.25 |
| 107426 | BIOTECH AGRONOMICS INC | 14,442.75 |
| 107427 | BLARNEY CASTLE OIL CO | 1,474.83 |
| 107428 | BOB MATHERS FORD | 7,731.60 |
| 107429 | BRADFORD'S | 65.00 |
| 107430 | BRANDI, RICHARD | 41.00 |
| 107431 | BULBS.COM | 77.75 |
| 107432 | BURKLE, CHARLES | 1,320.00 |
| 107433 | CADWELL, MARY | 100.00 |
| 107434 | CCP INDUSTRIES INC | 73.53 |
| 107435 | CENTRAL DRUG STORE | 98.45 |
| 107436 | CHARLEVOIX COUNTY TREASURER | 27.30 |
| 107437 | CHARLEVOIX COURIER | 58.80 |
| 107438 | CHARLEVOIX SCREEN MASTERS INC | 446.00 |
| 107439 | CHARLEVOIX TOWNSHIP | 15.23 |
| 107440 | CHEMICAL SYSTEMS INC. | 1,872.00 |
| 107441 | CHEMSEARCH | 165.28 |
| 107442 | CITY OF CHARLEVOIX - UTILITIES | 33,360.17 |
| 107443 | CONKLIN, CLIFF | 390.44 |
| 107444 | DCASSESSING SERVICES | 4,291.92 |
| 107445 | DEMCO | 103.07 |
| 107446 | DOAN, GERARD | 41.00 |
| 107447 | DORNBOS SIGN INC. | 234.50 |
| 107448 | DRAVES, MARTIN J. | 34.00 |
| 107449 | DTE ENERGY | 2,076.63 |
| 107450 | ECKHARDT, LOGAN R. | 250.00 |
| 107451 | EJ USA INC. | 7,647.59 |
| 107452 | ELLIOTT, PATRICK M. | 41.00 |
| 107453 | ELLSWORTH FARMER'S EXCHANGE | 742.00 |
| 107454 | EVANS, HAL | 41.00 |
| 107455 | FAMILY FARM & HOME | 328.54 |
| 107456 | FASTENAL COMPANY | 4.21 |
| 107457 | FIDLAR TECHNOLOGIES | 338.68 |
| 107458 | FISHER SCIENTIFIC | 550.47 |
| 107459 | FOX CHARLEVOIX | 12.90 |
| 107460 | GALLS AN ARAMARK COMPANY | 53.48 |
| 107461 | GENNETT, LYLE | 326.00 |

| Check Number | Payee | Amount |
|--------------|-------------------------------|-----------|
| 107462 | GIANT MAINTENANCE & RESTORATI | 14,000.00 |
| 107463 | GIBBS PLANNING GROUP INC. | 979.00 |
| 107464 | GINOP SALES INC | 816.93 |
| 107465 | GOLOVICH, SAWYER P. | 250.00 |
| 107466 | GORDON FOOD SERVICE | 78.91 |
| 107467 | GRAINGER | 94.80 |
| 107468 | GREAT LAKES PIPE & SUPPLY | 612.29 |
| 107469 | GRP ENGINEERING INC. | 425.61 |
| 107470 | HAND, HEATHER | 41.00 |
| 107471 | HANKINS, SCOTT | 41.00 |
| 107472 | HARDY DIAGNOSTICS | 166.54 |
| 107473 | HEID, THOMAS J. | 41.00 |
| 107474 | HOLIDAY COMPANIES | 9,057.23 |
| 107475 | HYDRO DESIGNS INC. | 515.00 |
| 107476 | INDEPENDENT DRAFTING SERVICES | 640.00 |
| 107477 | INI SALES INC. | 617.51 |
| 107478 | INT'L ASSN OF LAW ENFORCEMENT | 55.00 |
| 107479 | ISLAND AIRWAYS | 25.19 |
| 107480 | IVAN, PAUL | 41.00 |
| 107481 | J & B MEDICAL SUPPLY INC. | 585.32 |
| 107482 | JACKLIN STEEL SUPPLY CO | 98.10 |
| 107483 | JONES, LARRY | 24.00 |
| 107484 | KMart | 37.98 |
| 107485 | KSS ENTERPRISES | 842.93 |
| 107486 | LARRY'S LOCK & SAFE SVC. INC. | 3,082.84 |
| 107487 | LINDERMAN, JESSICA | 75.00 |
| 107488 | MATTER, DAWSON | 259.65 |
| 107489 | McCRARY, GORDON | 606.42 |
| 107490 | MDC CONTRACTING LLC | 22,651.54 |
| 107491 | MICHIGAN ASSOC OF PLANNING | 425.00 |
| 107492 | MICHIGAN DOWNTOWN ASSOCIATIO | 100.00 |
| 107493 | MICHIGAN MUNICIPAL ELECTRIC | 250.00 |
| 107494 | MICHIGAN MUNICIPAL LEAGUE | 18,683.70 |
| 107495 | MICHIGAN SECTION AWWA | 95.00 |
| 107496 | MICHIGAN WATER ENV ASSOC | 180.00 |
| 107497 | MISS DIG SYSTEM INC | 492.27 |
| 107498 | MURRAY'S CREATIONS | 48.00 |
| 107499 | NASH, JENNIFER | 92.43 |
| 107500 | NETSOURCE ONE INC. | 275.97 |
| 107501 | NORTH COAST FASTENERS LLC | 47.51 |
| 107502 | NORTHERN CREDIT BUREAU | 438.22 |
| 107503 | NORTHERN FIRE & SAFETY INC. | 424.95 |
| 107504 | NORTHERN MICHIGAN JANITORIAL | 90.65 |
| 107505 | NORTHERN MICHIGAN REVIEW INC. | 951.24 |
| 107506 | NORTHERN PUMP SERVICE INC. | 16.00 |
| 107507 | NORTHERN SAFETY CO INC | 617.30 |
| 107508 | NORTHWEST DESIGN GROUP | 874.25 |
| 107509 | OMS COMPLIANCE SERV INC | 56.25 |
| 107510 | OTEC | 202.00 |

| Check Number | Payee | Amount |
|--------------|----------------------------------|-----------|
| 107511 | PARASTAR INC. | 1,100.92 |
| 107512 | PAYROLL LEGAL ALERT | 99.00 |
| 107513 | PEARSON, BETHANY | 41.00 |
| 107514 | PENTY, RICHARD | 100.00 |
| 107515 | PERFORMANCE ENGINEERS INC | 16,714.00 |
| 107516 | PHONE GUIDE | 192.00 |
| 107517 | PHYSICIAN'S CLINIC OF CHARLEVOIX | 83.00 |
| 107518 | POLLUTION CONTROL SERVICES INC | 1,035.90 |
| 107519 | POWER LINE SUPPLY | 2,300.00 |
| 107520 | PREFERRED WASTE 2 LLC | 625.00 |
| 107521 | PRO WEB MARKETING LLC | 40.00 |
| 107522 | PURITY CYLINDER GASES INC | 105.87 |
| 107523 | RELIABLE OFFICE SUPPLIES | 446.33 |
| 107524 | RESCO | 23,650.00 |
| 107525 | RESIDEX LLC | 547.00 |
| 107526 | ROWLEY-SMITH, JANE | 46.96 |
| 107527 | RS TECHNICAL SERVICES | 258.17 |
| 107528 | RUDOLPH, TRISTAN M. | 250.00 |
| 107529 | SACRAMENTO STATE OFFICE OF WA | 99.00 |
| 107530 | SCHMUCKAL OIL CO | 572.08 |
| 107531 | SCHULTZ, JAMES | 75.00 |
| 107532 | SCHWARTZFISHER, JOSEPH | 24.00 |
| 107533 | SCIENTIFIC BRAKE & EQUIP CO | 265.00 |
| 107534 | SECURITY SANITATION INC. | 380.00 |
| 107535 | SEELEY'S PRINTING SERVICE | 236.00 |
| 107536 | SHARROW MASONRY INC | 862.50 |
| 107537 | SHINDORF BUILDERS | 284.00 |
| 107538 | SPARTAN DISTRIBUTORS INC | 2,396.85 |
| 107539 | SPENCER, MICHAEL | 41.00 |
| 107540 | STATE OF MICHIGAN | 345.00 |
| 107541 | STATE OF MICHIGAN | 70.00 |
| 107542 | STATE OF MICHIGAN | 25.00 |
| 107543 | STEVENS, BRANDON | 69.02 |
| 107544 | STRAEBEL, ROBERT J. | 241.00 |
| 107545 | SUPERIOR MECHANICAL | 697.75 |
| 107546 | SWEM, DONALD L. | 41.00 |
| 107547 | SYSTEMS SPECIALISTS INC | 100.00 |
| 107548 | TEUNIS, STEVEN | 41.00 |
| 107549 | THORMAN, MIKAYLA | 1,043.94 |
| 107550 | TRI-TURF | 829.58 |
| 107551 | TRUCK & TRAILER SPECIALTIES | 720.17 |
| 107552 | UP NORTH PROPERTY SERVICES LL | 4,592.00 |
| 107553 | USA BLUE BOOK | 287.20 |
| 107554 | VAN'S BUSINESS MACHINES | 75.00 |
| 107555 | VISION MARKETING | 46.20 |
| 107556 | VOSS LIGHTING | 321.57 |
| 107557 | WACHS WATER SERVICES | 16,348.00 |
| 107558 | WADE TRIM OPERATIONS SERVICES | 405.93 |
| 107559 | WARNER, JANINE | 333.79 |

| Check Number | Payee | Amount |
|-------------------|--------------------------------|------------|
| 107560 | WAY, JONATHAN | 42.79 |
| 107561 | WELLER, LINDA | 41.00 |
| 107562 | WEST SHORE FIRE INC | 4,436.46 |
| 107563 | WILKIN, AMANDA | 165.55 |
| 107564 | WILLIAMS FIRE & HAZARD CONTROL | 2,914.59 |
| 107565 | WINDEMULLER | 450.00 |
| 107566 | WOODY, SCOTT | 41.00 |
| 107567 | WORK & PLAY SHOP | 833.28 |
| 107568 | YENGLIN, BARB | 100.00 |
| 107569 | YOUNG GRAHAM | 5,378.50 |
| Total 10/08/2013: | | 316,650.16 |
| Grand Totals: | | 316,650.16 |

| Check Number | Payee | Amount |
|-------------------|------------------------------|-----------|
| 09/16/2013 | | |
| 91613001 | MICHIGAN PUBLIC POWER AGENCY | 45,845.05 |
| Total 09/16/2013: | | 45,845.05 |
| Grand Totals: | | 45,845.05 |

| Check Number | Payee | Amount |
|-------------------|------------------------------|------------|
| 09/25/2013 | | |
| 92513001 | MICHIGAN PUBLIC POWER AGENCY | 286,205.65 |
| Total 09/25/2013: | | 286,205.65 |
| Grand Totals: | | 286,205.65 |

| Check Number | Payee | Amount |
|-------------------|------------------------------|-----------|
| 09/23/2013 | | |
| 92313001 | MICHIGAN PUBLIC POWER AGENCY | 19,927.49 |
| Total 09/23/2013: | | 19,927.49 |
| Grand Totals: | | 19,927.49 |

| Check Number | Payee | Amount |
|-------------------|------------------------------|-----------|
| 09/30/2013 | | |
| 93013001 | MICHIGAN PUBLIC POWER AGENCY | 21,425.36 |
| Total 09/30/2013: | | 21,425.36 |
| Grand Totals: | | 21,425.36 |

| Check Number | Payee | Amount |
|-------------------|--------------------------------|------------|
| 10/08/2013 | | |
| 2211 | CHARLEVOIX COUNTY TREASURER | 135,461.56 |
| 2212 | CHARLEVOIX COUNTY TREASURER | 32.36 |
| 2213 | CHARLEVOIX PUBLIC SCHOOLS | 196,782.12 |
| 2214 | CHARLEVOIX PUBLIC SCHOOLS | 24,056.66 |
| 2215 | CHARLEVOIX PUBLIC SCHOOLS | 1,138.96 |
| 2216 | CHARLEVOIX PUBLIC SCHOOLS | 11,713.03 |
| 2217 | CITY OF CHARLEVOIX - TAXES DUE | 152,077.50 |
| 2218 | CORPORATE SETTLEMENT SOLUTIO | 639.16 |
| Total 10/08/2013: | | 521,901.35 |
| Grand Totals: | | 521,901.35 |

| Pay Period Date | Journal Code | Check Issue Date | Check Number | Payee | Emp ID | Description | Amount |
|--------------------|-----------------|---------------------|-----------------|-----------------------|-----------|-------------|----------|
| 09/21/2013 | PC | 09/27/2013 | 16363 | WELLER, LINDA JO | 101 | | 1,372.95 |
| 09/21/2013 | PC | 09/27/2013 | 16364 | STRAEBEL, ROBERT J. | 102 | | 2,273.53 |
| 09/21/2013 | PC | 09/27/2013 | 16365 | BRANDI, RICHARD M. | 110 | | 1,795.76 |
| 09/21/2013 | PC | 09/27/2013 | 16366 | LOY, EVELYN R. | 117 | | 996.51 |
| 09/21/2013 | PC | 09/27/2013 | 16367 | KLOOSTER, ALIDA K. | 121 | | 1,352.03 |
| 09/21/2013 | PC | 09/27/2013 | 16368 | BROWN, STEPHANIE C. | 126 | | 1,211.09 |
| 09/21/2013 | PC | 09/27/2013 | 16369 | SPENCER, MICHAEL D. | 132 | | 1,514.20 |
| 09/21/2013 | PC | 09/27/2013 | 16370 | SPENCLEY, PATRICIA L. | 136 | | 1,103.83 |
| 09/21/2013 | PC | 09/27/2013 | 16371 | NASH, JENNIFER B. | 138 | | 757.10 |
| 09/21/2013 | PC | 09/27/2013 | 16372 | PANOFF, ZACHARY R. | 141 | | 436.04 |
| 09/21/2013 | PC | 09/27/2013 | 16373 | MILLER, FAITH G. | 142 | | 596.12 |
| 09/21/2013 | PC | 09/27/2013 | 16374 | PEARSON, BETHANY S. | 143 | | 1,196.15 |
| 09/21/2013 | PC | 09/27/2013 | 16375 | DOAN, GERARD P. | 201 | | 1,210.87 |
| 09/21/2013 | PC | 09/27/2013 | 16376 | SHRIFT, PETER R. | 203 | | 1,130.78 |
| 09/21/2013 | PC | 09/27/2013 | 16377 | SCHLAPPI, JAMES L. | 204 | | 1,138.51 |
| 09/21/2013 | PC | 09/27/2013 | 16378 | UMULIS, MATTHEW T. | 205 | | 1,377.51 |
| 09/21/2013 | PC | 09/27/2013 | 16379 | HANKINS, SCOTT A. | 208 | | 1,476.64 |
| 09/21/2013 | PC | 09/27/2013 | 16380 | ORBAN, BARBARA K. | 209 | | 1,521.57 |
| 09/21/2013 | PC | 09/27/2013 | 16381 | TRAEGER, JASON A. | 210 | | 1,154.57 |
| 09/21/2013 | PC | 09/27/2013 | 16382 | WARNER, JANINE M. | 213 | | 937.61 |
| 09/21/2013 | PC | 09/27/2013 | 16383 | EVANS JR, HALBERT K. | 214 | | 1,407.82 |
| 09/21/2013 | PC | 09/27/2013 | 16384 | LEE, LOREN G. | 217 | | 78.74 |
| 09/21/2013 | PC | 09/27/2013 | 16385 | TOFIL, MICHAEL E. | 220 | | 70.48 |
| 09/21/2013 | PC | 09/27/2013 | 16386 | BINGHAM, LARRY E. | 224 | | 540.72 |
| 09/21/2013 | PC | 09/27/2013 | 16387 | GREYERBIEHL, KEVIN M. | 259 | | 128.80 |
| 09/21/2013 | PC | 09/27/2013 | 16388 | IVAN, PAUL M. | 301 | | 1,689.17 |
| 09/21/2013 | PC | 09/27/2013 | 16389 | SCHWARTZFISHER, JOS | 303 | | 1,189.76 |
| 09/21/2013 | PC | 09/27/2013 | 16390 | ROLOFF, ROBERT P. | 304 | | 1,883.44 |
| 09/21/2013 | PC | 09/27/2013 | 16391 | BRODIN, WILLIAM C. | 305 | | 1,564.88 |
| 09/21/2013 | PC | 09/27/2013 | 16392 | RILEY, DENISE M. | 306 | | 453.10 |
| 09/21/2013 | PC | 09/27/2013 | 16393 | TEUNIS, STEVEN L. | 402 | | 1,697.88 |
| 09/21/2013 | PC | 09/27/2013 | 16394 | WURST, RANDALL W. | 411 | | 1,548.94 |
| 09/21/2013 | PC | 09/27/2013 | 16395 | MAYER, SHELLEY L. | 412 | | 1,378.59 |
| 09/21/2013 | PC | 09/27/2013 | 16396 | HILLING, NICHOLAS A. | 413 | | 1,117.05 |
| 09/21/2013 | PC | 09/27/2013 | 16397 | MEIER III, CHARLES A. | 421 | | 1,312.12 |
| 09/21/2013 | PC | 09/27/2013 | 16398 | ZACHARIAS, STEVEN B. | 422 | | 1,197.18 |
| 09/21/2013 | PC | 09/27/2013 | 16399 | NISWANDER, JOSEPH F. | 504 | | 1,360.96 |
| 09/21/2013 | PC | 09/27/2013 | 16400 | FRYE, EDWARD J. | 508 | | 980.84 |
| 09/21/2013 | PC | 09/27/2013 | 16401 | EATON, BRAD A. | 515 | | 1,598.85 |
| 09/21/2013 | PC | 09/27/2013 | 16402 | WILSON, TIMOTHY J. | 516 | | 1,871.56 |
| 09/21/2013 | PC | 09/27/2013 | 16403 | LAVOIE, RICHARD L. | 519 | | 1,260.06 |
| 09/21/2013 | PC | 09/27/2013 | 16404 | STEVENS, BRANDON C. | 521 | | 1,282.29 |
| 09/21/2013 | PC | 09/27/2013 | 16405 | DRAVES, MARTIN J. | 523 | | 1,626.62 |
| 09/21/2013 | PC | 09/27/2013 | 16406 | ELLIOTT, PATRICK M. | 600 | | 1,601.54 |
| 09/21/2013 | PC | 09/27/2013 | 16407 | WELLS JR., DONALD E. | 609 | | 1,263.43 |
| 09/21/2013 | PC | 09/27/2013 | 16408 | BRADLEY, KELLY R. | 614 | | 1,244.40 |
| 09/21/2013 | PC | 09/27/2013 | 16409 | WILSON, RICHARD J. | 615 | | 1,205.76 |
| 09/21/2013 | PC | 09/27/2013 | 16410 | HART II, DELBERT W. | 616 | | 795.73 |
| 09/21/2013 | PC | 09/27/2013 | 16411 | JONES, ROBERT F. | 618 | | 1,363.94 |
| 09/21/2013 | PC | 09/27/2013 | 16412 | DORAN, JUSTIN J. | 621 | | 1,220.05 |
| 09/21/2013 | PC | 09/27/2013 | 16413 | MANKER JR, DAVID W. | 638 | | 457.63 |
| 09/21/2013 | PC | 09/27/2013 | 16414 | MANKER SR, DAVID W. | 639 | | 668.39 |
| 09/21/2013 | PC | 09/27/2013 | 16415 | BECKER, MICHAEL S. | 641 | | 506.48 |
| 09/21/2013 | PC | 09/27/2013 | 16416 | MCGHEE, ROBERT R. | 663 | | 950.42 |
| 09/21/2013 | PC | 09/27/2013 | 16417 | WILKIN, AMANDA J. | 700 | | 808.82 |
| 09/21/2013 | PC | 09/27/2013 | 16418 | AMSTUTZ, LINDA J. | 706 | | 443.88 |
| 09/21/2013 | PC | 09/27/2013 | 16419 | HEID, THOMAS J | 802 | | 1,245.15 |

| Pay Period Date | Journal Code | Check Issue Date | Check Number | Payee | Emp ID | Description | Amount |
|--------------------|-----------------|---------------------|-----------------|----------------------|-----------|-------------|----------|
| 09/21/2013 | PC | 09/27/2013 | 16420 | WESCOTT, DENNIS M. | 828 | | 140.18 |
| 09/21/2013 | PC | 09/27/2013 | 16421 | STEIN, DONNA E. | 830 | | 166.91 |
| 09/21/2013 | PC | 09/27/2013 | 16422 | DOAN JR, RALPH W. | 833 | | 249.00 |
| 09/21/2013 | PC | 09/27/2013 | 16423 | DURRENBERGER, LARR | 846 | | 152.00 |
| 09/21/2013 | PC | 09/27/2013 | 16424 | MACLEOD, SAMUEL R. | 857 | | 432.19 |
| 09/21/2013 | PC | 09/27/2013 | 16425 | STEIN, MARK G. | 858 | | 31.72 |
| 09/21/2013 | PC | 09/27/2013 | 16426 | WOODY, SCOTT R. | 900 | | 1,520.01 |
| 09/21/2013 | PC | 09/27/2013 | 16427 | VANLOO, JOSEPH G. | 902 | | 555.25 |
| 09/21/2013 | PC | 09/27/2013 | 16428 | LUNDHOLM, ROBERT A. | 911 | | 488.20 |
| 09/21/2013 | PC | 09/27/2013 | 16429 | TOUGH, KENDALL J. | 912 | | 235.60 |
| 09/21/2013 | PC | 09/27/2013 | 16430 | HAND, HEATHER K. | 913 | | 858.42 |
| 09/21/2013 | PC | 09/27/2013 | 16431 | AOWN, JOSHUA M. | 920 | | 83.34 |
| 09/21/2013 | PC | 09/27/2013 | 16432 | CERTA, OLIVIA K. | 923 | | 255.62 |
| 09/21/2013 | PC | 09/27/2013 | 16433 | TABER, HOLLY S. | 924 | | 425.70 |
| 09/21/2013 | PC | 09/27/2013 | 16434 | CROFT, JAMES E. | 926 | | 352.96 |
| 09/21/2013 | PC | 09/27/2013 | 16435 | RILEY, TIMOTHY | 1045 | | 260.18 |
| 09/21/2013 | PC | 09/27/2013 | 16436 | RAMSEY, KYLE J. | 1051 | | 137.33 |
| 09/21/2013 | PC | 09/27/2013 | 16437 | RILEY, CASEY W. | 1052 | | 264.22 |
| 09/21/2013 | PC | 09/27/2013 | 16438 | THORMAN, MIKAYLA R. | 1055 | | 90.04 |
| 09/21/2013 | PC | 09/27/2013 | 16439 | JONES, LARRY M. | 1057 | | 981.57 |
| 09/21/2013 | PC | 09/27/2013 | 16440 | OCHS, THOMAS F | 1068 | | 13.85 |
| 09/21/2013 | PC | 09/27/2013 | 16441 | TRAVERS, MANUEL J. | 1071 | | 473.62 |
| 09/21/2013 | PC | 09/27/2013 | 16442 | SILVA, JESSE L. | 1073 | | 301.21 |
| 09/21/2013 | PC | 09/27/2013 | 16443 | RILEY, DANIEL | 1079 | | 1,141.31 |
| 09/21/2013 | PC | 09/27/2013 | 16444 | WHITLEY, ADAM | 1089 | | 99.11 |
| 09/21/2013 | PC | 09/27/2013 | 16445 | SCHOOF, WILLIAM R. | 1094 | | 767.67 |
| 09/21/2013 | PC | 09/27/2013 | 107375 | KLOOSTER, PATRICK H. | 216 | | 141.89 |
| 09/21/2013 | PC | 09/27/2013 | 107376 | HUMBLE, NATHAN C. | 219 | | 248.60 |
| 09/21/2013 | PC | 09/27/2013 | 107377 | LABELLE, DAVIS B. | 234 | | 147.42 |
| 09/21/2013 | PC | 09/27/2013 | 107378 | KLINGER, LUCAS D. | 235 | | 162.10 |
| 09/21/2013 | PC | 09/27/2013 | 107379 | MCDONOUGH, COLLIN B. | 261 | | 555.90 |
| 09/21/2013 | PC | 09/27/2013 | 107380 | BLANCHARD, SCOTT W. | 505 | | 1,739.35 |
| 09/21/2013 | PC | 09/27/2013 | 107381 | SWEM, DONALD L. | 512 | | 1,626.82 |
| 09/21/2013 | PC | 09/27/2013 | 107382 | WHITLEY, ANDREW T. | 522 | | 1,195.56 |
| 09/21/2013 | PC | 09/27/2013 | 107383 | MORRISON, KEVIN P. | 601 | | 937.02 |
| 09/21/2013 | PC | 09/27/2013 | 107384 | HODGE, MICHAEL J. | 606 | | 1,064.07 |
| 09/21/2013 | PC | 09/27/2013 | 107385 | JOHNSON, STEVEN P. | 617 | | 1,134.06 |
| 09/21/2013 | PC | 09/27/2013 | 107386 | BISHAW, JAMES H. | 633 | | 695.23 |
| 09/21/2013 | PC | 09/27/2013 | 107387 | TOWSLEY, CALVIN J. | 635 | | 599.76 |
| 09/21/2013 | PC | 09/27/2013 | 107388 | NEUMANN, DANA L. | 640 | | 490.38 |
| 09/21/2013 | PC | 09/27/2013 | 107389 | COLE, STEVEN D. | 657 | | 526.66 |
| 09/21/2013 | PC | 09/27/2013 | 107390 | CURTIS, DENNIS E. | 831 | | 879.28 |
| 09/21/2013 | PC | 09/27/2013 | 107391 | BOOTHE, STEVEN A. | 832 | | 144.99 |
| 09/21/2013 | PC | 09/27/2013 | 107392 | DAVIS, RONALD L. | 853 | | 128.62 |
| 09/21/2013 | PC | 09/27/2013 | 107393 | GILL, DAVID R. | 856 | | 731.45 |
| 09/21/2013 | PC | 09/27/2013 | 107394 | CAMERON, DANIELLE Y. | 921 | | 420.67 |
| 09/21/2013 | PC | 09/27/2013 | 107395 | WYMAN, MATTHEW A. | 927 | | 302.48 |
| 09/21/2013 | PC | 09/27/2013 | 107396 | STEVENS, JEFFREY W. | 1028 | | 358.24 |
| 09/21/2013 | PC | 09/27/2013 | 107397 | ROLOFF, AUDREY M. | 1037 | | 1,134.70 |
| 09/21/2013 | PC | 09/27/2013 | 107398 | MATTER, DAWSON K. | 1038 | | 1,310.16 |
| 09/21/2013 | PC | 09/27/2013 | 107399 | MARSH JR., JAMES D. | 1043 | | 172.70 |
| 09/21/2013 | PC | 09/27/2013 | 107400 | SCOTT JR., WINFIELD | 1072 | | 191.62 |
| 09/21/2013 | PC | 09/27/2013 | 107401 | KITELEY, FISHER L. | 1074 | | 188.20 |
| 09/21/2013 | PC | 09/27/2013 | 107402 | COLLINS, CHAD M. | 1076 | | 626.92 |
| 09/21/2013 | PC | 09/27/2013 | 107403 | BERGMANN, DOUGLAS | 1087 | | 211.62 |

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Report Criteria:

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

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| 09/21/2013 | 09/27/2013 | 107406 | BAY WINDS FEDERAL C | 9024 | HSA-EMPLOYEE CONTRIB-BAY | 50.00 |
| 09/21/2013 | 09/27/2013 | 107406 | BAY WINDS FEDERAL C | 9024 | HSA-EMPLOYER CONTRIB-BAY | 6,000.00 |
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| 09/27/2013 | 92713003 | Vantagepoint - 457 Plan 300959 | 4,597.80 |
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CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Donation of a Boat/Motor to the Fire/EMS Department

DATE: October 7, 2012

PRESENTED BY: Paul Ivan

ATTACHMENTS: Memo from Bergmann Marine
Current City Donation Policy

BACKGROUND INFORMATION: Earlier this year, Douglas Bergmann (from Bergmann Marine, and a City firefighter) approached me about the possibility of the Volunteer Firefighters Association having a boat/motor donated to them, and then turning the boat/motor over to the Fire Department. The boat belonged to David Joseph from Chevy Chase MD/Indian Trails Road in Hayes Township.

The Fire Department had a boat several years ago, but when the boat was no longer serviceable at the level required for a Fire/EMS department, it was taken out of service, returned to the Volunteer Firefighter's Association, and sold.

There have been several situations that have arisen lately where we needed to rely on people volunteering their personal/work vessels to assist us. The most notable situations were a fuel leak in Round Lake (where we used Bergmann Marine's vessel to contain the spill) and a boat fire in the Ironton area (where we used Bergmann Marine's work boat to access the vessel.) Continuing to rely on Bergmann Marine in these matters is not a position where we feel it is fair to impose upon them, and the liability exposure to Bergmann Marine is something that must be considered.

The recent boat fire in Oyster Bay also exposed a local issue that has not been adequately addressed. I met with the new U.S.C.G. station chief last week, and he confirmed something I already knew; The U.S.C.G. removed any firefighting capabilities from their boats in the mid 1990's, and the only training their service members get in firefighting is in shipboard firefighting, on their own vessels.

The Sheriff Department and DNR also have a presence in the area, but there is a lot of water that needs to be covered, and their location is situational.

There have also been other issues regarding getting critically ill/injured patients to shore that occurred; where having a vessel of our own would help eliminate that problem.

RECOMMENDATION: The Volunteer Firefighter's Association wishes to donate that boat to the City of Charlevoix to assist in water related fire/recue/EMS and other municipal activities. The boat/motor has been maintained by Bergmann Marine for many years now, and Douglas Bergmann was comfortable recommending the boat (see attached letter.) Douglas also stated that the item that may not last is the outboard motor (because of the age) but he is confident that he could get another functional motor donated, when that time comes.

In accordance with the City's current Donation Acceptance Policy, the items thought to be pertinent to this donation, under the "Guidelines" section are:

1. Aesthetics: The boat and motor do not look "brand new," but look good for its age.
2. Requirement of Maintenance/Repair: Regarding maintenance of the boat/motor, we currently have two people on the Fire Department (Douglas Bergmann and Kyle Ramsey) that make a living owning/working at a marina. Shift Commander Joe Schwartzfisher was a full time employee at Irish Boat Shop when we hired him. We have the expertise within the department to handle most of the maintenance issues that are most likely to arise.

3. Requirement of Consistency with Current and Future Use: N/A. This vessel has no impact on future land/facility use.
4. Uniqueness of the Proposed Gift and Its Ability to Attract Visitors to the Community: This boat can be viewed as a resource that will make the harbor and surrounding waterways safer for residents and visitors alike.
5. Whether the Proposed Gift Requires Relocation, Removal or Installation of Other Equipment or Infrastructure to Accommodate the Donation: N/A. Most of the additional equipment (like jackets, etc.) that is required, the Fire Department already has from the old boat and from having a functioning dive team for over two decades.
6. Absence of Substantial Impact on Public Health and Safety and/or Welfare: Any impact would be positive, by making any public safety water response quicker. (We won't have to search/wait for a boat.)
7. Costs Associated with the Proposed Gift: The annual cost would relate to maintenance and fuel costs. Projected costs are estimated at being less than \$500.00/year, which will be absorbed by the current Fire/EMS operating costs. As noted in #2, we have maintenance expertise within the Fire Department.
8. Requirements for Memorial Plaques: N/A
9. Special Provisions Relating to City Parks: N/A

The last boat we had was based on a trailer in the firehall. That limited its use in emergency situations. After talking with Harbormaster Hal Evans, Hal has a spot where we can keep the boat in the harbor (by the Keweenaw Star.) Under certain circumstances, this boat may be a useful resource for the Harbormaster's office too. Storage of the boat in the off season (winter) is most likely to be under a cover/tarp at the Electric Department. There will be some costs to maintain this boat, but I believe they will be more than offset by the access to the water this boat will enable us to have.

BERGMANN MARINE

**05953 LOEB ROAD
CHARLEVOIX, MI 49720**



September 23rd 2013

To: The City of Charlevoix

The boat and motor that was donated by David Joseph appears to be in good condition with a good running engine. All mechanicals and navigation equipment appear to be in working condition.

1985 22' Mako Center Console

Hull # MRKE2031J485

Average Condition

Estimated Market Value - \$5,000

1984 Johnson Outboard 185hp

Serial # J5972449

Model # J185TVCRS

Average Condition

Estimated Market Value - \$1,000

Sources:

- yachtworld.com

- boattrader.com

- boats.com

- NADA

Greg Shepard



Sales Manager

Bergmann Marine

City of Charlevoix Donation Acceptance Policy

I. Introduction/Purpose

The City truly appreciates the generosity of donors who wish to make Charlevoix a finer community for all. The residents of the City of Charlevoix have a proven track record in not only volunteering for many community initiatives and serving on various boards but also making generous donations. These efforts further enhance our quality of life and contribute to making “Charlevoix the Beautiful” a truly unique and special community. These invaluable efforts often make the difference between a good community and a great community. Examples of past donations include art work, vehicles, benches, trees and other items. The current list of donated amenities that have been partially or fully funded by the generosity of an individual, organization, or foundation is a long one. Charlevoix and its residents are very fortunate. With the increased presence of the Charlevoix County Community Foundation, future success may be promoted through collaboration with that organization, and City officials are therefore encouraged to maintain appropriate liaisons for such reasons.

The purpose of this policy is to establish guidelines, standards and procedures for the acceptance of gifts to the City, including the installation, long-term maintenance and operation of donated elements to the City which will enhance the quality of life. The City of Charlevoix (hereinafter the "City") desires to encourage donations while at the same time considering aesthetic impacts and on-going maintenance and operational costs.

Acceptance Guidelines and Standards established by this policy will apply to all donations made after the effective date of this policy.

II. Guidelines

A. Gifts intended to either become incorporated into City parks as well as gifts of equipment, vehicles, boats or facilities intended to supplement those of the City often involve considerations of aesthetics, costs, and compatibility whose features shall be evaluated using the following criteria:

1. Aesthetics- The City and Community have an interest in ensuring the best appearance and aesthetic quality of public lands and facilities. Donations and their recognition shall reflect the character and be consistent with the intended surroundings.
2. Requirement of Maintenance/Repair- Since donated elements and their associated recognition become City property, the Community has an interest in ensuring that all elements remain in good repair. In addition, the Community has an interest in ensuring that the short and long-term repair costs are reasonable and that repair parts and materials be readily

available. So too, elements must be of a quality to insure a long life, be resistant to weather, wear and tear, and acts of vandalism.

3. Requirement of Consistency with Current and Future Use- i.e. does the proposed donation substantially interfere with the intended current or future use of the land or facility where it is being proposed to be located?
4. Uniqueness of the Proposed Gift and Its Ability to Attract Visitors to the Community
5. Whether the Proposed Gift Requires Relocation, Removal or Installation of Other Equipment or Infrastructure to Accommodate the Donation
6. Absence of Substantial Impact on Public Health and Safety and/or Welfare
7. Costs Associated with the Proposed Gift- The City also has an interest in knowing in advance the full cost which may be associated with a gift, namely those which may relate to purchase, installation, maintenance and operation during the gift's expected life cycle. In the ordinary course the amount of the gift should be sufficient to cover all such expenses.
 - a. Neither purchase nor installation shall commence until the donor's gift has been completed and funds have been received by the City for such purposes.
 - b. As to gifts requiring on-going operation and maintenance, amounts which are estimated to exceed \$5,000 on an annual basis, the gift shall include an endowment sufficient to defray them, i.e. 20x the estimated amounts.
 - c. In rare and unusual circumstances where the City has determined that the value of the gift substantially exceeds the cost associated therewith, these requirements may be waived, but only after appropriate notice and public hearing.
8. Requirements for Memorial Plaques- To ensure uniformity of appearance and good taste, the language of such plaques shall also be approved by the City.

Donation acknowledgments and memorial plaques shall be made of bronze and be of the highest quality, life and durability. In cases where bronze plaques are not feasible, other alternative types may be considered.
9. Special Provisions Relating to City Parks- In cases of donations to City parks which may reasonably affect the park or its immediate surroundings,

the City Council shall hold a Public Hearing for such purpose to invite comment from the community with respect to impact on viewsheds, safety concerns, potential for noise generation, and compatibility with the aesthetic features of the park.

- B. Gifts made for programs, sponsorships, renovations, and projects of like nature may also benefit the City either directly or indirectly. However, in addition to considerations of timeliness, cost and suitability, there may also involve concerns related to the method of conveyance and adequacy of funding. The criteria outlined above (A. 1-9) shall then be applicable where appropriate. In general, categories of acceptable gifts are:

- ❖ Cash (and cash equivalents-checks, CDs, savings accounts)
- ❖ Marketable securities (publicly traded stocks, bonds, U.S. government securities)
- ❖ Tangible personal property
- ❖ Life insurance
- ❖ Real estate
- ❖ IRA rollovers
- ❖ Charitable Gift Annuities
- ❖ Charitable Remainder Trusts
- ❖ Charitable Annuity Trusts
- ❖ Charitable Lead Trusts
- ❖ Bequests

Council shall exercise caution as to gifts including conditions and carrying costs, and at all times shall ensure itself that the funds provided are sufficient to carry out the intention of the gift and that its purpose is a salutary one.

- C. These guidelines shall not be applicable to programs sponsored or approved by the City existing as of the date of this policy.

III. Installation

If the gift, including donor acknowledgements/memorial plaques, requires any type of installation, the installation shall take place through a contract between the City and a licensed contractor. The contract shall be drafted by the City and the terms and conditions of the contract shall be approved by municipal legal counsel. In certain instances, a performance bond may be required, costs of which shall be borne by the donor and considered as an additional expense under II A. 7. The installation shall be completed by a licensed contractor. The licensed contractor will assume all responsibility for construction or placement of the gift and shall hold the City harmless for any damages to City property or buildings resulting from the construction or placement of the gift to the extent authorized by law (note: MCL 691.991 may be applicable). If installation involves City Staff, the City may require reimbursement for personnel and equipment costs associated with installation. The installation will be scheduled at a time and date as determined by City Staff so as not to unnecessarily interfere with routine maintenance

activities and in a manner that minimizes impacts to the Community. City Staff shall oversee the installation process to ensure compliance with the proposal.

IV. Removal and/or Relocation

The City reserves the right to restore, relocate, remove or relinquish donations. This decision shall be made based upon the best interests of the City. This section applies to both existing and new donations.

V. Procedures for Making and Accepting Gifts

The City Council shall have the full and final authority to approve or deny all gift proposals. To promote an efficient review process, though, as well as to prevent disappointed expectations, prior to preparing a written proposal the donor or donor's representatives shall contact the City Manager's Office to discuss a proposed gift. Such pre-application meeting shall assist both the prospective donor and the City in determining whether a gift will meet the criteria contained in this policy. City Staff or City Council may request additional information including but not limited to scaled drawings, artist's renditions or other documents to better illustrate the exact nature of the donation. The City may choose to consult with other agencies or organizations in the review process. The City Council may also send any proposal to the appropriate board or committee for review with subsequent recommendation to City Council.

If a gift appears to be in accordance with this policy, the donor or donor's representative will then submit a written proposal and meet with City Staff members to determine the specific nature of the donation, proposed location, and yearly maintenance and operational costs for review and processing. The written proposal, including a Staff report, will be sent to City Council for its decision.

Because promptness is likely to be important to both the prospective donor and the City, each party shall be considerate in this regard at each stage of its dealings with one another.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to adopt a resolution of support for the Michigan Main Street Program

DATE: October 7, 2013

PRESENTED BY: Bethany Pearson

ATTACHMENTS:

1. Place Matters Handout
2. Resource Overview
3. Draft resolution

BACKGROUND INFORMATION: The Michigan Main Street Program is facilitated by the Michigan State Housing Development Authority. The program exists to help communities develop main street districts that attract both residents and businesses, promote commercial investments and spur economic growth.

The Michigan Main Street Program works with communities large and small, urban and rural, helping them to grow into thriving, innovative and creative centers of commerce for people and business. The Michigan Main Street Program's mission is to support and improve Michigan's downtowns and traditional neighborhood commercial districts by promoting and implementing the Main Street Four Point Approach. The program builds partnerships with stakeholders to promote environmentally-sustainable redevelopment and integrate communities' cultural assets while fostering entrepreneurial development and downtown living through historic preservation.

There are three levels of the program; associate, select, and master. All communities are required to complete the associate level training for one year before applying to be a select community. The associate level of the program costs the DDA no money to participate in, besides nominal travel and conference fees. Once the associate level is completed the DDA may wish to continue perusing the program and may apply to be a select community, giving us access to resources, consultants, and education.

At the September 23rd regular meeting of the DDA, the DDA Board voted unanimously to pass the resolution of support for the program.

The associate level application is due on November 1st 2013.

RECOMMENDATION: For City Council to pass the resolution of support for the DDA to pursue the Michigan Main Street Program.

Place Matters



on Michigan's Main Streets

Michigan Main Street

Place matters. People choose to live, work, and play in vibrant cities and walkable, safe neighborhoods. The Michigan Main Street Center @ MSHDA helps communities develop main street districts and traditional commercial neighborhoods that attract new residents and businesses, promote investment, and jump-start economic growth.

Main Street Four-Point Approach

The Main Street Four-Point Approach® is a community-driven, comprehensive strategy encouraging economic development through historic preservation in ways appropriate to today's marketplace. The Four-Points focus on:

- **Design:** by capitalizing on its best assets such as historic buildings, and creating an inviting atmosphere through attractive window displays, parking areas, building improvements, streetscapes, and landscaping, the Main Street program enhances the downtown's physical environment
- **Economic Restructuring:** by helping existing businesses expand and recruiting new ones to respond to today's market, the Main Street program helps to convert unused space into productive property and sharpen the competitiveness of business enterprises.
- **Promotion:** by engaging in advertising, retail activities, special events, and campaigns to encourage commercial activity and investment in the area, the Main Street program develops a positive promotional strategy showcasing the downtown and its businesses' unique assets.
- **Organization:** by engaging and managing all resources including volunteers and funding to ensure an even workload and clearly delineated responsibilities, the Main Street program provides a constant communication effort to ensure consensus and cooperation among the various stakeholders.

Michigan Main Street Services

Associate Level: 1 year to 3 years

The Associate Level is the introduction to the Michigan Main Street program, providing communities with no-cost training available in Selected and Master Level Michigan Main Street communities across the state. The intent is to provide communities with a basic understanding and knowledge of the Main Street Four-Point Approach®. Additionally, communities learn the benefits and requirements of the Michigan Main Street program in order to prepare for the Selected Level.

Selected: 5 years

The Selected Level provides communities with specialized training within their own community. The intent is to assist communities in implementing the Main Street Four-Point Approach to revitalization by creating a fully-functioning and sustainable local Main Street program. The Main Street program has an active board of directors, providing oversight and direction, four volunteer-driven committees completing projects, and a Main Street manager assisting with day-to-day needs.

Michigan Main Street staff, along with other professionals, work closely with Selected Level communities to train their boards and committees, hire a full-time Main Street manager, recruit volunteers and get the program up and running. At the Selected Level, communities receive a market analysis and other specialized trainings designed to help revitalize their downtown or traditional neighborhood commercial district.

Master: 6+ years

The Master Level is the most prestigious of the three levels of the Michigan Main Street program and is available to communities only after they have successfully completed five years in the Selected Level program. The intent is to continue assisting communities that have successfully integrated a full Main Street program into their community. This is achieved by continuing to offer trainings and networking opportunities through MMSC, as well as the opportunity to act as mentors for other Michigan Main Street communities.

Contact Information:

Phone: 517.241.1737

TTY: 800.382.4568

Email: info@michiganmainstreetcenter.org



For a full list of Michigan Main Street services at each level of the program, visit MichiganMainStreetCenter.com



Services available to Associate Level Communities

Available Services: (Services are provided in Selected/Master Level communities across the state unless otherwise noted with a C. In which case the service is available in the participating community)

Select Level Application Assistance

MMSC staff is available for questions and assistance during all phases of the Selected Level application process. It is strongly encouraged to use them as a resource as you move forward.

MMSP Overview Presentation and Site Visit

MMSC staff will come to your community to meet with all necessary stakeholders to discuss obstacles and opportunities unique to the local community. Time and date are at the request of the local program. While in the community MMSC staff are available to present an overview presentation, explaining the basics of the Michigan Main Street program. This is required before Associate Level communities can apply to move to the Selected Level of the Michigan Main Street Program.

Main Street Basics

The National Trust for Historic Preservation's Main Street Four Point Approach[®] is a successful model for downtown and neighborhood commercial district revitalization used in thousands of communities, both urban and rural, across the country. Designed for those interested in learning more about Main Street and how the Four-Point Approach works, this introduction session discusses how to structure a local Main Street program, as well as the roles and responsibilities of the board of directors, committees, staff and volunteers

Main Street in Practice

This session provides the attendees the perfect opportunity to see how a successful Michigan Main Street community operates. Attendees will hear from local Main Street manager, volunteers, committee chairs, board members and city officials on how the Main Street program works in their community. Attendees will hear the ups and downs of getting a program started and leave with a true idea of how the program works.

Orientation Webinar

The Michigan Main Street Center @ MSHDA (MMSC) staff provide new Associate Level communities with a review and description of all services offered during the program agreement. Also outlined during orientation are the expectations and requirements from both the community and MMSC.

MMS Listserv

Info to be provided at a later date

Services available to Select Level Communities

The Selected Level provides communities with specialized training within their own community. Once a community successfully completes the Associate Level, they are eligible to apply for the Selected Level. The intent of the Selected Level is to assist communities in implementing the Main Street Four-Point Approach[®] to revitalization by creating a fully-functioning and sustainable local Main Street program. The Main Street program has an active board of directors, providing oversight and direction, four volunteer-driven committees completing projects and a Main Street manager assisting with day-to-day needs.

Michigan Main Street staff, along with other professionals, works closely with Selected level communities to train their boards and committees, hire a full-time Main Street manager, recruit volunteers and get the program up and

running. In addition, communities receive a market analysis and other specialized trainings designed to help revitalize their downtown or traditional neighborhood commercial district.

Commitment by Selected Communities

- Must have successfully completed services provided in Associate Level prior to applying
- Employ a full-time Main Street manager who will coordinate and facilitate the work of the program
- Establish and maintain an active board of directors and committees using the Main Street 4-Point Approach®
- Participate in all trainings and services provided by the MMS
- Fund the local Main Street program through both public and private partnerships at a level allowing for the full operation of the program
- Submit monthly reports to the MMS
- Submit annual reports to the MMS
- Maintain a membership with the NMSC network
- Meet accreditation standards set by NMSC by the fifth year

Streetscape Visioning Session

Streetscape projects are very expensive, labor intensive, and the end result will last long into the future. Before a community begins to take on a streetscape project, no matter how big or small, they should consider what the community wants for its public space in the long-term. They should ask, "what do we want the downtown to look like twenty years from now?" How important are trees, banners, signage, bike lanes, public art, etc in the long-term? Knowing the long-term goal will help the local Main Street program prioritize projects and funding in the short-term.

Commercial Real Estate Development Training

This training is provided in partnership with the Community Economic Development Association of Michigan (CEDAM). The training will feature a rigorous curriculum paired with a retreat-style environment that will focus strictly on commercial development. Topics include project financing, understanding market factors, business attraction and retention, Main Street principles, addressing gentrification concerns, property management, and commercial pro-forma development. Team building exercises, yoga, and networking opportunities will also be a part of this unique and intense four-day training. This training is intended for beginner to intermediate level of understanding of the real estate development process.

Featured on MMSP website

The Michigan Main Street Center & MSHDA is constantly looking for opportunities to put Michigan Main Street Communities and their accomplishments front and center. One of the ways that this is done is through feature opportunities on www.michiganmainstreetcenter.org. Photos, links and calendar information is regularly updated and promoted to a large audience interested in grassroots downtown development nationally.

Public Relations 101 Training

People like to be part of the winning team and that includes volunteers and donors. In order to successfully gain the attention of necessary investors, you must become as good at talking about your successes as you are at creating them. This brief training reviews the necessities of telling your story and ways that it can be done in Main Street setting including industry standards for formatting and distribution.

Graphic Design Software 101 Training

Information will be provided at a later date

Fundraising with Events Training

Though fundraising events may not be a consistent revenue source, they can be a quick way to make a big difference in your bottom line. This training will review typical and not so typical revenue sources that can be built

into any event. As well as budgeting processes that ensure the event is a winner no matter what the weather or attendance

Fundraising- Membership and Pledge Drives Training

The base of any nonprofit's revenue is its membership program or pledge drive. This training will cover the types of programs, the development of an effective campaign, potential partnerships and more. Understand how to recruit and retain donors and how a membership campaign can flourish even in a special assessment district

Committee Check In

Michigan Main Street staff is available to attend committee meetings year around at the request of the Main Street Manager or Committee Chair. These regular meetings keep lines of communication open and allow us to see the program in action to better serve. These Check Ins can be focused don a specific topic or a general visit with volunteers.

Market Study Update and Business Recruitment Services

The picture that a market study paints is dependent on a number of delicate factors that are constantly changing. In order for it to be continue as a useful tool, it must be maintained and updated every 3 to 5 years. This service offers a market study update as well as an implementation visit. This portion of the market study process takes the information to work exploring marketing and recruitment ideas that can be implemented in your community

Board Retreat Facilitation

Part of Main Street's unique success is each committee is working through small scale projects to achieve a larger overall goal. This vision for the district's future becomes an important piece of the puzzle. The process can create synergy among the board, quantifiable benchmarks for volunteers and committees and help refocus an overwhelmed program. This session is hosted by MMS staff and will facilitate a full review of the assets and opportunities of your MS District.

Retail and Special Event Training

Retailers often find special events and retail events more work than they're worth. In order for retailers to get the most out of retail events, they need to understand how the event can work for them and what they can do as business owners to make the most of the opportunity. This hour-long presentation discusses types of events, types of customer incentives, and simple things retailers can do to make their stores more enticing for browsers.

Event Evaluation

Every work plan that you complete should be evaluated, but events are especially complex and need thorough analysis to determine strengths and weaknesses that will help keep them fresh and successful. This hour-long presentation takes committee members through the steps of evaluating special events from inception through completion

Real Estate Development Training

This intensive, interactive training teaches participants about the process of Community Initiated Development (CID). During the CID seminar, attendees will become knowledgeable about each step of the development process. Using a real-life, redevelopment model, participants learn how to become active leaders or partners in the commercial development process; how to attract private-sector investment; how to make the decisions and develop the strategies necessary to undertake a successful project.

Expectation: This three-day, in-depth training, is provided at a centralized location (often Lansing) and engages local MS stakeholders with a national consultant. It is required that at least four people listed below attend, and hotel expenses are covered by MMSC.

Intended Audience: MS Manager, economic restructuring committee members, developers, local Economic Development Corporation or Community Development Organization staff, interested volunteers.

Branding Services

A professional brand is important in helping stakeholders and the public to identify the progress and accomplishments of a local Main Street program. By creating a professional image, a strong brand can help a local program attract volunteers, raise funds and recruit business. MMSC will provide branding services for up to two (2) Selected or Master Level Michigan Main Street communities.

The branding service will include dual branding of the Main Street district as well as the program, which will include a logo, committee logos, (4) additional event logos, a website incorporating all new branding with a “what you see is what you get” (WYSWYG) content management system, training on website maintenance and a style guide for branding and logos.

Retail Merchandise Training

This is a two-part service consisting of a workshop and consultation service component that assists downtown retailers to determine the best ways to manage their inventories, improve their floor plans and merchandising as a whole so that customers see more of the available products. This workshop helps merchants develop a visual image that is appropriate for the customers they want to attract. This service specifically assists downtown retailers in devising their own merchandising plan with a polished image. The consultation includes a one-on-one, in-store merchandising service. A written report summarizing the consultation will be provided to merchant clients within two weeks of the visit.

Expectation: This 1.5 day service engages community retail stakeholders with a national consultant. Day 1 consists of a public presentation lasting two hours. Day 2 consists of one-hour, personal, in-store consultations with local retailers, scheduled and coordinated by the MS Manager. A meeting room, projector and screen are required for the public presentation.

Intended Audience: MS Manager, economic restructuring and design committee members, retail business owners/ managers/ employees, interested volunteers.

Year End Assessments

The purpose of the Year-End Assessment is to determine the progress the local Main Street program is making in the fulfillment of its vision, mission and work plan. The Assessment Team will use three primary tools to measure progress - the local programs’ self-evaluation, the annual report and interviews with the board, committees and municipality.

Expectation: This service engages local MS program staff and volunteers with MMSC Staff in a series of interview meetings. The meeting with the board lasts 1.5 hours, the manager meeting lasts one hour, and each committee meeting lasts one half hour. Maximum attendance is highly recommended. The MS Manager will not attend the board and committee meetings.

Intended Audience: MS Manager, all board members, 5-7 members per committee, municipal staff.

MMS Quarterly Trainings

The Quarterly Trainings provide an excellent opportunity for local Main Street managers and volunteers to network with each other to discuss unique events, current challenges and successful solutions being developed in their community. The trainings also provide training on specific topics relating to downtown issues and Main Street program activities. The trainings are held in a different community each time, giving all participants a better understanding of each other’s downtowns.

Expectation: This training and networking service is held quarterly and lasts 1.5 days. Travel is required as this opportunity is held on a rotating basis within participating MS communities. Day 1, a half-day session, engages all local MS Managers with MMSC staff in a session of networking and business. Day 2, a full day, engages local MS Managers and volunteers with MMSC staff and consultants in a session of networking and training. The summer session is the National Main Street Conference and the fall session is the Michigan Downtown Conference.

Intended Audience: Day One = MS Manager; Day Two = MS Manager, board and committee members, volunteers in general.

Main Street Building Basics, including Green Principles

Main Street Building Basics is an educational workshop to help Design Committee members, property and business owners and local citizens understand the basic principles behind historic preservation and design. The presentation discusses the history of downtowns and how they have evolved over time, typical downtown building styles, common problems and design solutions. Also discussed are the Secretary of Interior's Standards for Rehabilitation, which provide the guidelines for maintaining unique qualities of historic buildings while also making them functional for today's needs.

The presentation serves as a kick-off point for the local Main Street program's Design Committee to select downtown buildings to receive design services. Property owners interested in receiving the services are required to attend the educational workshop prior to receiving services.

Expectation: This two-hour service is provided several times per year; offered as both a webinar and onsite within communities. A meeting room, projector and screen are required for onsite presentations.

Intended Audience: MS Manager, property owners interested in Design Services, design committee, Historic District Commission, local historians, building inspectors, any MS volunteers.

Market Study, including Downtown Housing and Population Recruitment Strategy

Researching and understanding the commercial district's market is an essential step in developing appropriate, effective strategies to revitalize traditional business districts. Market research should be the driving force behind business development projects, marketing efforts and even physical improvements. MMSC staff and consultants will assist the community in creating a comprehensive market study including housing for their downtown.

Expectation: This consultant-driven service involves community members in a series of public meetings and focus groups. The members of the local board and economic restructuring committee will be most engaged, required to provide background data and conduct various surveys including phone and intercept surveys.

Intended Audience: MS Manager, all board members, 5-7 Economic Restructuring committee members, and as needed: municipal staff property owners, business owners, residents and other downtown stakeholders.

Resource Team Visit

The purpose of the Resource Team visit is to assist local leaders and downtown stakeholders formulate viable strategies for revitalizing their downtown and for making the best and most efficient use of available financial and human resources. Over the course of four days, the Resource Team will examine information about the community's downtown, study current work plans, interview key members of the community and the Main Street program, meet with municipal leaders, discuss ideas, and finally, suggest a set of strategies for local action.

Expectation: This lengthy, four-day process engages community members with MMSC staff and four national consultants. This service requires rooms for concurrent meetings, and a large number of community members (and participants listed below) to take part in focus groups, interviews and tours. In addition, there is a public reception (first night) and public presentation (last night) at which community member attendance is highly encouraged. The MS Manager needs to begin planning and scheduling activities several months in advance, but will not be attendance for most meetings during the four days.

Intended Audience: MS Manager, all board members, 5-7 committee members per committee, municipal staff, property owners, business owners, employees, residents, service organizations and partner organizations.

Volunteer Development Training

Volunteers are the key to any successful Main Street program. This training is designed to help local programs recruit, retain and manage volunteers, as well as assist with necessities like volunteer job descriptions, liability release forms, cultivating a good volunteer, dealing with problem volunteers and more.

Expectation: This two-hour service engages local program volunteers with MMSC staff, held in the community at a time most convenient for maximum attendance. A meeting room, projector and screen are required.

Intended Audience: MS Manager, all board members, 5-7 members per committee (specifically organization committee), other volunteers (property owners, business owners, employees, residents, and service organization members.)

Work Plan Development Training

The Work Plan Development workshop is designed to assist Main Street committees to develop their work plans and learn the work planning process. The "Work Plan" is intended to be an implementation document detailing specific goals, objectives, budgets and activities with benchmarks for measuring achievements. Each of the four Main Street committees is required to have a work plan.

Expectation: This two-day, four-hour per committee, service engages committee members with MMSC staff, and their attendance is crucial. Committees must bring the "wish-list" developed during Individual Committee Training (see above). This "wish-list" will be converted to work plans; with a chair assigned to each viable project, and volunteers assigned to project tasks. At least one work plan will be completed during this training session, or the committee will need to complete on their own. A meeting room, projector and screen are required.

Intended Audience: MS Manager, all members per committee.

Manager Training

What is the Main Street manager's role, and what is the best way to accomplish the functions of the position? This orientation session for new managers of local Main Street programs includes an overview of the Main Street Four-Point Approach®; explains the roles and responsibilities of staff, board and committees; offers strategies for the effective management of a local Main Street program; and addresses participants' questions regarding Main Street program management.

Expectation: This two-hour service engages the MS in order to clearly understand the role of the local staff person. Training opportunity is held in a central location, often Lansing, or in the community for new managers, so travel may be required.

Intended Audience: MS Manager.

Committee Work Plan Training

In order for committee members to do their jobs well, they need to have a clear understanding of the Main Street Four-Point Approach®, the Guiding Principles, their roles and responsibilities, as well as an understanding of how their committee interacts with other committees and the Main Street program as a whole. This training session works with members of all four committees and covers committee roles and responsibilities; committee interaction with staff; and techniques for committee effectiveness, interaction, budgeting and project development.

Expectation: This service lasts 1.5 days, with each committee training lasting 2.5 hours, and engages members of each committee with MMSC staff. This crucial service requires significant attendance, as extensive training, best practices, and a "wish-list" are covered. A meeting room, projector and screen are required.

Intended Audience: MS Manager, all committee members.

Board Training

The Main Street board of directors bear a great responsibility for the success of their local Main Street program. Board members must have a clear understanding of the Main Street Four-Point Approach® and its Guiding Principles, as well as how a local program operates as a whole. This orientation session, developed for the board of directors, covers the board's primary legal and programmatic responsibilities, individual members' responsibilities, function of staff and keys to creating and maintaining a healthy organization.

Expectation: This crucial, two-hour service engages local program board members with MMSC staff; introductions, training, and best practices are covered. A meeting room, projector and screen are required.

Intended Audience: MS Manager, all board members. Committee chairs are welcome as MMS sees fit.

Base Line Assessment

The Base-Line Assessment Visit is an evaluative service normally performed in the first year of a local Main Street programs inclusion as a Selected Level community. The primary purpose of the assessment is to introduce and explain the Main Street program to the community and to review and assess the progress the community has made in establishing and developing their local Main Street program. In addition, this visit is designed to assist each community in determining the best strategies in organizing its Main Street program.

Expectation: This lengthy, two-day process engages community members with MMSC staff and a national consultant. This service requires rooms for meetings and a large number of community members (and participants listed below) to take part in focus groups and interviews. The MS Manager, if hired by service start date, needs to begin planning and scheduling activities ASAP, and may be attendance for several meetings during the two days.

Intended Audience: MS Manager (if hired), all board members, 5-7 committee members per committee, municipal staff, property owners, business owners, employees, residents, service organizations, partner organization and others that MMS or the local community feel necessary.

Manager Selection Assistance

Michigan Main Street staff is available to assist with all aspects of the Main Street Manager selection process upon request. The Michigan Main Street program will offer sample job descriptions, job postings, applicant interview questions and assist with interviews and selection.

National Main Street Conference Registration

To provide the local program's Main Street Manager with specialized training and networking opportunities, MMSC pays the conference registration fee for the National Main Street Conference, which takes place across the country every spring.

Resource Library Materials

To help the local program get started, MMSC provides all Selected Level Michigan Main Street communities with a reference library consisting of more than 20 resources. These materials cover everything from the basics of the 4 Point Approach™ to historic preservation to business recruitment.

MMSP Road Signs

Once a community reaches the Selected Level, MMSC provides them with two, large road signs to be placed within their Main Street area, announcing the community to be a designated Michigan Main Street community.

MMS Listserv

Networking with other Michigan Main Street communities is invaluable. As a Selected Level Michigan Main Street community, local Main Street programs gain access to the Michigan Main Street Listserv.

Access to Michiganmainstreetcenter.org Resource Center

Design Services

In the first 5 years of the program, communities will receive design training and consultation services by the State Historic Preservation Office (SHPO) to help maintain and enhance the communities' historic integrity. Each community will receive individualized design assistance for façade improvements of downtown buildings as part of the Main Street Design Services. Up to three services will be provided per year for five years, with a maximum of 15 services. Services include a site visit to the selected properties by the SHPO's Design Specialist, meeting with

the property owner, schematic drawings detailing the proposed façade improvements, paint samples and additional information needed to complete the work.

Blissfield - 108 W. Adrian Street
Blissfield - 112 E. Adrian Street
Blissfield - 116 E. Adrian Street
Blissfield - 116 W. Adrian Street
Blissfield - 122 S. Lane Street
Blissfield - 135 S. Lane Street (Option 1)
Blissfield - 135 S. Lane Street (Option 2)
Boyne City - Odd Fellows Building
Boyne City - 210 S. Lake Street (Short-Term)
Boyne City - 210 S. Lake Street (Long-Term, Option 1)
Boyne City - 210 S. Lake Street (Long-Term, Option 2)
Boyne City - 216 S. Lake Street (East Elevation)
Boyne City - 216 S. Lake Street (North Elevation)
Boyne City - Wolverine-Dilworth Hotel (North Elevation)
Boyne City - Wolverine-Dilworth Hotel (West Elevation)
Boyne City - Wolverine-Dilworth Hotel (Optional Addition)
Boyne City - 127 E. Water Street (Phase 1)
Boyne City - 127 E. Water Street (Phase 2)
Boyne City - 419 E. Main Street (North Elevation)
Boyne City - 419 E. Main Street (South Elevation)
Hart - 19 S. State Street
Hart - 27 S. State Street
Hart - 53-55 S. State Street
Hart - 109 E. Main Street (Short-Term)
Hart - 109 E. Main Street (Long-Term)
Hart - 113 E. Washington Street
Hart - 206 E. Main Street
Howell - 118 W. Clinton Street
Howell - 102 E. Grand River Ave (South Elevation 1)
Howell - 102 E. Grand River Ave (West Elevation 1)
Howell - 102 E. Grand River Ave (South Elevation 2)
Howell - 102 E. Grand River Ave (West Elevation 2)
Howell - 118-122 W. Grand River Avenue
Iron Mountain - 100 West "A" Street
Iron Mountain - 115 S. Stephenson Avenue (Phase 1)
Iron Mountain - 115 S. Stephenson Avenue (Phase 2)
Iron Mountain - 115 S. Stephenson Avenue (Phase 3)
Iron Mountain - 117-119 S. Stephenson Avenue West
Iron Mountain - 117-119 S. Stephenson Avenue North
Iron Mountain - 332 Stephenson Ave
Iron Mountain - 119 W. Hughitt Ave
Manistee - 76 Filer Street (North Elevation)
Manistee - 76 Filer Street (South Elevation)
Manistee - 312 River Street (Paint Scheme 1)
Manistee - 312 River Street (Paint Scheme 2)
Manistee - 335 River Street
Manistee - 424-434 River Street
Manistee - 435-437 River Street (North Elevation)
Manistee - 435-437 River Street (East Elevation)
Manistee - 435-437 River Street (South Elevation)
Manistee - 440 River Street (Option 1)
Manistee - 440 River Street (Option 2)
Marshall - 201-203 W. Michigan Avenue (North Elevation)
Marshall - 201-203 W. Michigan Avenue (East Elevation)
Marshall - 201-203 W. Michigan Avenue (South Elevation)
Muskegon - 360 Western Ave
Niles - 123-127 E. Main Street (South Elevation)
Niles - 123-127 E. Main Street (East Elevation)
Old Town Lansing - 308 E. Grand River Ave
Old Town Lansing - 319 E. Grand River Ave
Old Town Lansing - 509-513 E. Grand River Ave (Option 1)
Old Town Lansing - 509-513 E. Grand River Ave (Option 2)
Old Town Lansing - 1115 N. Washington Avenue
Old Town Lansing - 1118 Center Street
Old Town Lansing - 1118 Center Street (detail)
Old Town Lansing - 1235 Center Street (facade)
Old Town Lansing - 1235 Center Street (detail)
Owosso - 110 E. Exchange Street
Owosso - 112-114 W. Exchange Street (Option 1)
Owosso - 112-114 W. Exchange Street (Option 2)
Owosso - 116 W. Exchange Street
Owosso - 117-119 N. Washington Street
Owosso - 205-207 W. Main Street (Option 1)
Owosso - 205-207 W. Main Street (Option 2)
Owosso - 207 N. Washington Street
Portland - 100 E. Bridge Street (Option 1)
Portland - 100 E. Bridge Street (Option 2)
Portland - 106 E. Bridge Street
Portland - 108-110 Kent Street (Short-Term)
Portland - 108-110 Kent Street (Long-Term)
Portland - 112 Kent Street (Short-Term)
Portland - 112 Kent Street (Long-Term)
Portland - 123-125 Kent Street (Short-Term)
Portland - 123-125 Kent Street (Long-Term)
Portland - 134-136-140 Kent Street
Scottville - 102 S. Main Street (Phase 1)
Scottville - 102 S. Main Street (Phase 2)
Scottville - 108-110 N. Main Street
Scottville - 112 S. Main Street
Scottville - 113 S. Main Street (Phase 1)
Scottville - 113 S. Main Street (Phase 2)
Scottville - 119 S. Main Street
Scottville - 130 S. Main Street (Option 1)
Scottville - 130 S. Main Street (Option 2)
Scottville - 140 S. Main Street (Option 1)
Scottville - 140 S. Main Street (Option 2)
Scottville - 142 S. Main Street
Scottville - 209 N. Main Street
Wayland - 120 W. Superior Street
Wayland - 128 S. Main Street
Wayland - 203 N. Main Street



Charlevoix Downtown Development Authority
Charlevoix, Michigan

Council Member Name, supported by Council Member Name, made a motion to adopt the following resolution:

**A Resolution in support of commitment and cooperation with the Michigan Main Street Program in becoming a
Associate Main Street Community**

- Whereas,** Downtown is vital to our community's identify and quality of life;
- Whereas,** The Charlevoix Downtown Development Authority was formed on April 19, 1982 to act as a DDA under Public Act 197 of 1975, with the following responsibilities: to correct and prevent deterioration in the DDA District, to encourage historic preservation, to create and implement development plans, and to promote economic growth.
- Whereas,** It is the City's intent to reverse the historic trend which has led to the loss of population, jobs and businesses in the downtown district and to work on the continued improvement, revitalization and development of the community by improving pedestrian access and enhancing the areas aesthetics; and
- Whereas,** The Michigan Main Street Center @ MSHDA, formed in 2003, provides consulting services to up to three communities that commit to the Main Street Four Point Approach (Design, Organization, Promotion and Economic restructuring) to strengthen commercial activity and improve buildings in a community's downtown; and
- Whereas,** The Main Street Approach to downtown revitalization has generated community-wide interest and support; and
- Whereas,** the City will apply to become an Associate Main Street community and a local Main Street organization will be formed to stimulate economic development and historic preservation of the downtown, thereby lessening the burden of local government; and

Now, Therefore be it resolved as follows:

1. The Community and its Local Main Street Program agree to these minimum participation standards set forth by the MMSC @ MSHDA including submitting biannual reports to the MS Program and participation at required trainings and services.
2. The Community and its Local Main Street Program agrees to participate as an Associate Main Street with the intention of applying to become Select Main Street in October of 2014

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to approve the bid for tree lights and installation.

DATE: October 7, 2013

PRESENTED BY: Bethany Pearson

ATTACHMENTS:

1. Tree lighting bid
2. Community Christmas Tree proposal

BACKGROUND INFORMATION: The DDA, City of Charlevoix, and a private donor have each put forth \$5,000 towards additional holiday lighting in our downtown. Bids were advertised and opened on October 1st. Only one bid was received from Holiday Tree Lighting.

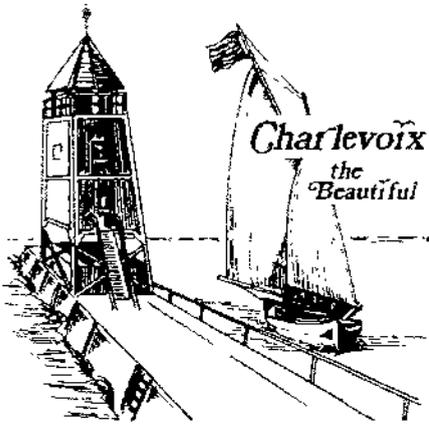
The City of Charlevoix has worked with Holiday Tree Lighting in the past and highly recommends them for continual work in the downtown. Their bid came in at \$11,200; \$3,800 under budget. In addition to the proposed bid, the DDA and the City Electric Department would also like Holiday Tree Lighting to purchase and install new multicolored lights on the Community Christmas Tree.

The City Electric Department has budgeted \$2,500 to purchase new lights for the tree this year. Additionally, the City Electric Department crews put the lights up and take them down every year, a major time cost for the department. The Electric Department has agreed to put that money towards hiring Holiday Tree Lighting to take over the job. The DDA would fund the remainder, bringing our total spending on this project to \$12,700; \$2,300 under budget.

Holiday Tree Lighting has experience doing large trees of this nature and is confident they can provide a beautiful display for under \$4,000. The LED multicolor lights they install will be left in the tree for three years, coinciding with the City's plan to replant a new tree.

Both the DDA and the City Electric Department think that this is the more cost effective and efficient way to provide a light display in the large Spruce.

RECOMMENDATION: To approve the bid for Holiday Tree Lighting with the additional proposal to also purchase and install lights for the Community Christmas Tree.



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

Purchase & Installation of New LED Holiday Tree Lights
Bid Opening
Clerk's Office/Main Floor

October 2, 2013

| Bidder Name & Contact Info | Bid Amount |
|----------------------------|-------------|
| Holiday Lighting Svc, Inc | \$11,200.00 |
| Large Spruce at Marina | \$4000.00 |
| | |

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Overview of the Community Economic Development Director's short term goals and priorities

DATE: October 7, 2013

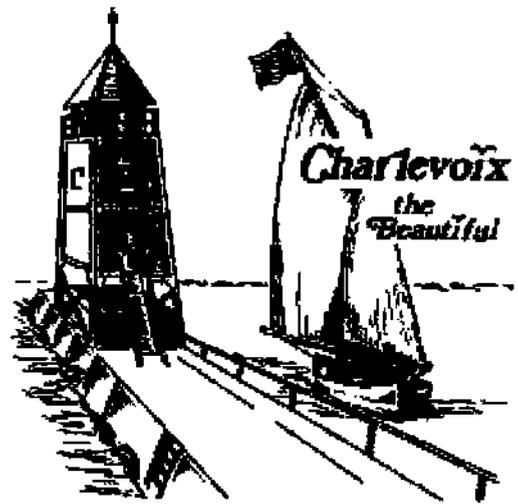
PRESENTED BY: Bethany Pearson

ATTACHMENTS: Memo- Short Term Goals and Priorities

BACKGROUND INFORMATION: The Community Economic Development Director (CEDD), Bethany Pearson, was hired as a joint employee of the City and the DDA on August 19, 2013. The City funds 25% of the position while the DDA funds the remaining 75%.

The CEDD has prepared the attached list of short term goals and priorities for the Charlevoix City Council to review and comment. Along with these identified goals, the CEDD is continuing to reorganize and learn internal procedures and history of both organizations.

RECOMMENDATION: Discuss the attachment and provide feedback.



Memo

To: Charlevoix City Council
From: Bethany Pearson, Community Economic Development Director
Date: October 1, 2013
Re: Priorities and Goals

Please comment on the following short term goals and priorities identified by the Community Economic Development Director for the DDA and the City of Charlevoix:

DDA Goals and Priorities

Downtown Tree Lighting

The CEDD will research, request proposals, and implement a downtown tree lighting plan for the coming 2013-2014 winter season.

Art in Public Spaces

Charlevoix is a vibrant community rich in arts and culture. To continue fostering this vision, the CEDD will implement a new Art in Public Spaces Program that will start in the spring of 2014. This program will replace the existing exhibit provided by the Sauve Foundation.

Website and Database

The CEDD will update our current website so that content featured is relevant to the organization's programs, projects, and goals. The CEDD will also research costs for a website redesign and database for the 2014-2015 FY budget.

Michigan Main Street Program

The CEDD will be surveying and meeting with all the downtown business owners regarding the program. I will also be attending some service club meetings and hosting select community based focus groups to help develop a plan to move forward with this program. Once information has been collected and if it is determined to be a good fit for our community, the CEDD will complete all aspects of the associate member application by the November 1st deadline.

Downtown Events and Initiatives

Events are an important aspect of maintaining a dynamic downtown. The CEDD will continue to plan current downtown events and initiatives sponsored by the DDA. These include but are not limited to the Concerts in the Park, Movies by the Marina, way-finding signage, and the

Memorial Bench Program. The CEDD will also research and implement any other events, initiatives, or programs that will help to make a vibrant and exciting downtown.

City Goals and Priorities

MML Green Community Challenge

The CEDD will continue to fill out the necessary paperwork to apply for the Michigan Municipal Leagues Green Communities Challenge. This is something that the DDA has completed and received in the past.

Create an Industrial Development Committee

The CEDD will organize and create a network of industrial professionals to advise City staff on policies and areas of improvement associated with the City's Industrial Park.

Education Taskforce

Work with the Charlevoix Public School System to help bolster student enrollment rates, find alternative uses for the vacant property on Garfield and May St, and identify strategies to offer incentives to students returning to Charlevoix after college.

Overlapping Goals and Priorities

Social Media

The CEDD will create an exciting Social Media campaign that will help to boost the traffic on various platforms and enhance current marketing efforts of Charlevoix. Having an active presence on these pages will be extremely beneficial to the organizations communication efforts.

Grant Applications

The CEDD will research various grants applicable to current programming and initiatives within the DDA and City to provide alternate funding sources. Potential applicable grants will be discussed with the Board of Directors and City Council before taking action.

Business Recruiting

Filling our empty storefronts remains a high priority. The CEDD will visit successful regional businesses in other communities and approach them about the opportunity to expand in Charlevoix. We will focus on pursuing businesses that have been identified as being needed in the community such as a gift shop, shoe store, technology/electronics based store, anchor clothing store, restaurants, and brew pubs. In order to fully understand the properties that we are working with, the CEDD will be visiting vacant storefronts and will develop a vacant property data sheet. The CEDD will also be working on business recruiting efforts for the City's industrial park.

Community Visioning

The CEDD along with the CVB and Chamber of Commerce will be hosting a community visioning session facilitated by the NLEA on *November 12th from 6-8pm* to gauge public perception and collect community driven ideas. It is our belief that the more invested the community is in the development of the DDA, the less resistance we will meet with future projects. Once feedback is collected and analyzed it will be used as a tool to set long range goals and priorities.

Shop Local Program

There is a perception that retailers don't cater to the needs of the locals. More and more frequently locals are choosing to spend their money shopping on-line or visiting neighboring

communities. In order to increase business in the shoulder seasons and throughout the winter, the CEDD will develop and implement a shop local program for the year round citizens of Charlevoix.

Marketing Study

The CEDD will work with an outside contractor to develop a marketing and development study of the downtown and industrialized areas. A comprehensive plan will be developed for review before any action takes place.

Successful Business Owners Manual

The CEDD will develop and distribute a Business Owners Manual with best practice information to help owners improve customer relations, store layout, visual impact, hours of operation and other factors that could help our merchants become more successful.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Discussion Regarding an Adopt-a-Brick Program for Plaza B in East Park

DATE: October 7, 2013

PRESENTED BY: Rob Straebel

ATTACHMENTS: 1. Draft Adopt a Brick Program Application
2. PI #11, Recreation Improvement Fund

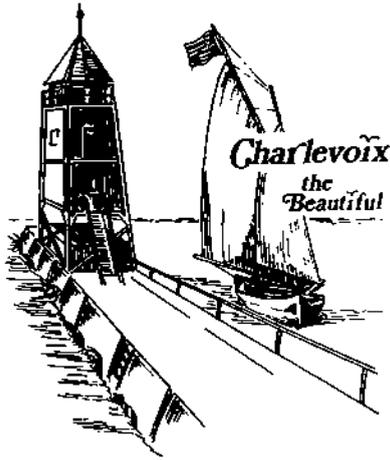
BACKGROUND INFORMATION: Over the last several days, the Public Work's Crew have installed brick pavers in Plaza B. The department had to utilize different sized pavers but there are plenty of 4"x 8" pavers for engraving up to 3 lines with a maximum of 12 characters per line.

The application form allows individuals, families and businesses to pay \$100 for an etched brick. The City's costs to etch each brick are approximately \$25.00. Staff felt that company information such as phone numbers, websites or logos were not appropriate for a public park setting and therefore would not allow this business information on the bricks. We would only allow for company names on etched bricks. The City also reserves the right to deny any application if Staff feels the proposed language may be offensive, controversial or inappropriate for a public setting.

When we have a number of etched bricks ready for installation, we will remove the same number of current bricks and replace with finished bricks. We anticipate installing etched bricks 3-4 times per year depending upon demand. The etched bricks will be installed in a random pattern.

Proceeds from the Adopt-a-Brick Program are proposed to go to a Public Improvement Fund. PI #11, Recreation Improvement Fund, was established in past years to use for future recreation needs and for recreational grants. We believe that earmarking these proceeds for recreational purposes would be a strong selling point for the program.

RECOMMENDATION: Discussion with input from City Council members. If City Council is supportive, a motion could be made to direct City Staff to implement the Adopt-a-Brick Program as described in the October 7, 2013 Council packet.



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MI 49720

Adopt-a-Brick Program East Park, Plaza B

The City of Charlevoix invites you to become part of an exciting and unique way to have a personal commemorative brick paver in East Park. The bricks can be used to honor your family, create a legacy or remember a loved one. Corporate sponsorships are also available in the Adopt-a-Brick Program. We are unable to engrave addresses, phone numbers, symbols or logos and any other contact information. The pavers will be located in East Park's Plaza B. The cost of each brick is \$100.00 and only a limited number of bricks will be available.

The 4" x 8" finished bricks have a smooth surface and beveled edge. The bricks will be etched and highlighted in black, resulting in a lasting tribute that really stands out! Brick samples are on display in the City Manager's Office. All Adopt-a-Brick proceeds will benefit the City of Charlevoix's recreational activities and programs. Adopt-a-Brick contributions are tax-deductible to the extent permitted by law.

Although bricks will be engraved in a timely manner, the date of placement cannot be guaranteed. Donors will be notified when their brick have been installed.

Please use the form on the reverse side to place your order.

Send your check, payable to the "City of Charlevoix" and order form to the address below:

**Adopt-a-Brick
City of Charlevoix
City Manager's Office
210 State Street
Charlevoix, MI 49720**

If you have any questions, please contact the City Manager's office at 231-547-3270 or mgr@cityofcharlevoix.org.

Thank you for your order.

Adopt-a-Brick Program Form

Please provide us with your contact information below:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____

Email: _____

Brick information:

Bricks are 4" x 8". Please print the exact wording leaving blank spaces between each word. You may use up to 3 lines with 12 characters per line. Spaces and punctuation count as characters.

| | | | | | | | | | | | | |
|--------|--|--|--|--|--|--|--|--|--|--|--|--|
| Line 1 | | | | | | | | | | | | |
| Line 2 | | | | | | | | | | | | |
| Line 3 | | | | | | | | | | | | |

The City of Charlevoix reserves the right to deny any application and may edit and format brick information as needed.

Cost of each brick is \$100.00, payable to the City of Charlevoix. All proceeds will benefit the City of Charlevoix's recreational activities and programs.

Return the order form and payment to:

City of Charlevoix, City Manager's Office, 210 State Street, Charlevoix, Michigan 49720

For City use only:

Date Paid: _____ Cash/Check: _____

PUBLIC IMPROVEMENT FUND PI #11, RECREATION IMPROVEMENT FUND

The Recreation Improvement fund is used to set aside funds for the future recreation needs of the community. Originally, this fund was created from funds left from other projects (Depot Beach and Lake Michigan Beach Improvement Funds) and can be used to match grants or to set aside funds for specific recreation projects.

REVENUES: CURRENT BUDGET

Revenues in the current budget were \$1,000 above budget. This was a donation from John Rowe Photography, who used Lake Michigan Beach to create auto promotional materials last summer.

PROPOSED BUDGET

Revenues in the proposed budget are the same.

EXPENSES: CURRENT BUDGET

There were no planned expenditures.

PROPOSED BUDGET

The budget proposes no expenditures.

FUND BALANCE AND FUTURE FUND PROJECTIONS:

The budget projects a cash balance of approximately \$2,100. This fund is available to set aside for future projects, should cash become available or donations be received.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Approve Decommissioning the Airport's Non-Directional Beacon

DATE: October 7, 2013

PRESENTED BY: Scott Woody

ATTACHMENTS: FAA instruction for decommissioning navigational aids

BACKGROUND INFORMATION: The Non-Directional Beacon (NDB) is an outdated navigational aid which has been replaced by more modern systems such as GPS. Charlevoix's NDB has required significant maintenance over the last few years. To minimize ongoing costs of the NDB, City Staff recommends City Council make a motion to decommission the NDB. The FAA has stated that the City can decommission the NDB by a motion of the City Council.

RECOMMENDATION: A motion can be made as follows: "City Council approves decommissioning the CVX NDB effective January 1st 2014."

Per the FAA Non-Fed Coordinator for NavAids, the process to decommission a non-Federal facility is as follows:

Have the appropriate individual (Airport/Airport Representative) submit a formal letter, on letterhead, indicating the following:

- The name of the airport
- The airport location with Loc ID
- The authority deciding to take the facility out of service
- The facility being referenced with the Facility ID
- A statement that "they" (the airport, the city, the owner ...) wish to decommission the facility and remove it from all publications
- A statement requesting that the procedures associated with the facility be terminated effective ... (either immediately or please provide a date; the actual date that the FAA takes action could be affected by the impact on other procedures.)
- Whether or not the facility is already out of service; if not, the date "they" intend to take the facility out of service, (Note: Be sure to issue a NOTAM as soon as the facility is taken out of service.)

A signed, scanned copy of the letter may be submitted through email (natashia.jones@faa.gov) or if preferred, mail it to my attention at the following address:

Natashia M. Jones, AJV-C36
DOT/Federal Aviation Administration
2601 Meacham Blvd.
Fort Worth, TX 76137

Upon receipt of the letter, Ms. Jones will request a Non-Rule Making (NR) study. It takes approximately 90 to 120 days for the FAA to complete a NR study. The study is conducted to identify all procedures affected by the decommissioning and notify surrounding airports, which will clearly identify any impacts ... such as the need to re-write procedures. At the completion of the study, a letter will be sent to the requestor with an approximate date of when we believe the facility will be removed from publication.

If the decision is made to turn the facility off prior to its removal from publication, the requestor must be sure to issue a NOTAM that the facility is decommissioned. The NOTAM must remain in effect until the facility is removed from all publications and charts.

Respectfully,

Natashia M. Jones
Program Implementation Manager
(Non-Fed Coordinator for NavAids)

FAA, ATO CSA Service Center
Planning & Requirements Group, AJV-C36
817-222-4038 (work)
817-222-5969 (fax)

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Discussion Regarding Airport Committees

DATE: October 7, 2013

PRESENTED BY: Scott Woody

ATTACHMENTS:

BACKGROUND INFORMATION: The airport currently has three outdated committees:

- 1. Airport Ad-Hoc Committee-**Established in 2004 to discuss Fixed-Based Operator (FBO) contract with Island Airways. City has taken over management of the airport and no longer has a FBO.
- 2. Airport Design/Development Committee-** Initiated to guide design principles of a new airport terminal. Because of a doubling of a local cash match for FAA grants from 2.5% to 5% and with the FAA proposing to fund a significantly smaller portion of the proposed terminal, the City decided we did not have financial resource to complete the project.
- 3. Airport Technical Advisory Committee-** Committee developed to oversee development of the Airport Master Plan which was adopted on June 1, 2013.

There would continue to be an Airport Policy Advisory Committee that consists of the following members:

1. Mayor Carlson
2. Councilperson Gennett
3. Councilperson Gibson
4. City Manager
5. Airport Manager
6. City Attorney

Staff would like City Council to consider appointing Bethany Pearson to the Committee. As she is now working on economic development for the entire City, it would be beneficial to have her

on the Committee to assist in the coordination of economic development efforts at the airport. City Council may want to recruit another Committee member that is an airport user or patron that would represent the overall aviation community at the Municipal Airport.

Additional members could be appointed by the Mayor with City Council concurrence.

RECOMMENDATION: Discussion with direction to Staff. If Council is comfortable with the proposal, a motion can be made as follows: *"City Council approves dissolving the following airport committees: Airport Ad Hoc Committee; Airport Design/Development Committee; and the Airport Technical Advisory Committee."*

Additionally, City Council could make a motion to appoint Community Economic Development Director Bethany Pearson to the Airport Policy Advisory Committee.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Dissolve Donation Policy Acceptance Committee

DATE: October 7, 2013

PRESENTED BY: Rob Straebel

ATTACHMENTS:

BACKGROUND INFORMATION: The Donation Policy Acceptance Committee has recommended a policy to City Council that was adopted on September 16, 2013. Council needs to make a motion to dissolve the committee.

RECOMMENDATION: Motion to Dissolve the Donation Policy Acceptance Committee.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Approve Sixth Amendment to the City Manager's Contract

DATE: October 7, 2013

PRESENTED BY: Mayor Carlson

ATTACHMENTS: Sixth Amendment to Employment Agreement

BACKGROUND INFORMATION: A sixth amendment to the City Manager's contract has been developed for Council's review. The amendment includes an expiration date of October 7, 2016 (3-year contract) and 2% increase in salary consistent with the increase non-union employees received on April 1, 2013.

RECOMMENDATION: Motion to approve Sixth Amendment to City Manager's contract.

**CITY OF CHARLEVOIX
SIXTH AMENDMENT TO EMPLOYMENT AGREEMENT FOR CITY MANAGER**

BACKGROUND

The City of Charlevoix (the City) and Robert Straebel (the Employee) entered into an employment agreement on or about July 3, 2007 (the Original Employment Agreement) which hired the Employee as City Manager and set the terms of that employment consistent with the City Charter. The City Council has conducted a performance evaluation of the Employee and has elected to reappoint the Employee as City Manager for 3 years as authorized by the City Charter and to provide the Employee with additional wages. Accordingly, the parties desire to amend the Original Employment Agreement, the First Amendment, the Second Amendment, the Third Amendment, the Fourth Amendment, the Fifth Amendment, and this the Sixth Amendment to the Employment Agreement for City Manager.

AGREEMENT

The parties agree as follows:

1. The term of the Original Employment Agreement is extended until October 7, 2016.
2. Section IV – Salary -- A sentence to be added at the end of the paragraph. The section shall be amended to read:

Effective October 7, 2013, the Employee shall receive a 2.0% increase for an annual salary of Eighty-Seven Thousand Six Hundred and Thirty Six and 49/100 (\$87,636.49) Dollars.
3. Except as modified by this Sixth Amendment, the Fifth Amendment, the Fourth Amendment, the Third Amendment, the Second Amendment, the First Amendment and the Original Employment Agreement remains unchanged.

In witness whereof, the City of Charlevoix has caused this Sixth Amendment to be signed on its behalf by the Mayor and attested by the Deputy Clerk and the Employee has signed this Sixth Amendment on the 7th day of October, 2013.

CITY OF CHARLEVOIX

Witness

By: Norman Carlson, Jr., Mayor

Witness

By: Stephanie Brown, Deputy Clerk

EMPLOYEE

Witness

By: Robert Straebel

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Introduction to Resolution 2013-XX-XX and the Review Policy for Public Infrastructure Projects

DATE: October 7, 2013

PRESENTED BY: Mike Spencer, City Planner

ATTACHMENTS: Draft Resolution and Policy

BACKGROUND INFORMATION:

As you are aware the Planning Commission has been working on a Resolution/Policy that would clarify what capital improvement projects should be reviewed by the PC before consideration by City Council. This policy is intended to provide the public, staff, and elected officials clear guidance on new infrastructure projects or new uses to satisfy the requirements of the Michigan Planning Enabling Act, and clarify the appropriate local review process for infrastructure projects in parks or other public lands, sale of public lands, etc.

This was a very difficult policy to draft due to the wide array of projects, amenities, buildings, features and uses that take place on public properties. Trying to define what projects would generate significant public interest is difficult to predict. The planning commission held three meetings on this policy and did not receive any written public comments. I believe there was a newspaper article and the draft has been on the City website since early summer.

This policy covers all infrastructure projects and new uses on all public lands, not just parks and not just City owned properties. This would include county and state owned lands. Pay close attention to the exempted projects under (2). This policy would not be followed for infrastructure projects that are part of the normal budget/capital improvement plan since these projects are already reviewed and approved by the Planning Commission before Council adoption.

RECOMMENDATION:

Allow an additional two weeks for the public to comment on the draft and consider adoption at the October 21st meeting.

**CITY OF CHARLEVOIX
RESOLUTION 2013-xx-xx**

WHEREAS, the City of Charlevoix Planning Commission and City Council find that the public interest is best served when there are clear standards for review and decision making processes on public infrastructure projects and the use of public lands; and

WHEREAS, the Michigan Planning Enabling Act, Article IV, Section 125.3861 states:

125.3861. New Construction of certain projects in area covered by municipal master plan; approval; initiation of work on project; requirements; report and advice.

(1) A street; square, park, playground, public way, ground, or other open space; or public building or other structure shall not be constructed or authorized for construction in an area covered by a municipal master plan unless the location, character, and extent of the street, public way, open space, structure, or utility have been submitted to the planning commission by the legislative body or other body having jurisdiction over the authorization or financing of the project and has been approved by the planning commission. The planning commission shall submit its reasons for approval or disapproval to the body having jurisdiction. If the planning commission disapproves, the body having jurisdiction may overrule the planning commission by a vote of not less than 2/3 of its entire membership for a township that on the enactment date of this act had a planning commission created under former 1931 PA 285, or for a city or village, or by a vote of not less than a majority of its membership for any other township. If the planning commission fails to act within 35 days after submission of the proposal to the planning commission, the project shall be considered to be approved by the planning commission.

WHEREAS, the Planning Enabling Act does not define "structure" which can be subject to interpretation and/or litigation and does not provide municipalities clear guidance; and

WHEREAS, the City of Charlevoix does review and make a recommendation on the Draft Capital Improvement Plan (CIP) on an annual basis prior to adoption by City Council¹ in accordance with MCL 125.3865; however, infrastructure projects and new uses may arise throughout the year that are not included in the budget or CIP; and

WHEREAS, the City of Charlevoix may receive specific requests from individuals, groups, organizations or governmental agencies proposing a new infrastructure project, structure, feature, or use on public lands that was not previously planned for or previously known, and funding sources for these projects or uses may be from individual donations, grants, scholarships, and/or local, state and federal funds; and

WHEREAS, the City Planning Commission does not have a process in place to review infrastructure projects not covered in the budget or CIP or new uses proposed on public lands; and

¹ Typically Planning Commission review of the CIP takes place in February of each year. The City must adopt the CIP before March 1st to ensure the Budget and Capital Improvement Plan are in effect by April 1st. The Planning Commission is also invited to public work sessions held by City Council where the Budget and Capital Improvement Plans are reviewed prior to adoption.

WHEREAS, the City of Charlevoix feels the public, the Planning Commission who represent the public on land use issues, and elected officials should be fully informed and involved in decisions on capital improvements and uses upon public lands;

NOW, THEREFORE, BE IT RESOLVED that the City of Charlevoix Review Process and Standards for Public Infrastructure Projects, which are attached, are hereby adopted and shall be effective immediately and further, that this policy may be used concurrently with other review processes such as zoning review or the City's Donations Acceptance Policy.

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

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

City of Charlevoix Review Process and Standards for Public Infrastructure Projects.

1. Definitions:
 - A. Structure: a permanent building, typically enclosed or containing a roof, used for a wide variety of activities. (Examples include, but are not limited to: City Hall, the water treatment plant, harbormaster building, performance pavilion, park pavilions, bathroom facilities, airport hangers, etc.)
 - B. Feature: an element or attribute that serves to enhance or provide a specific use to a property. (Examples include the trout stream, water fountain, public art, sculptures, kiosk, signs, pavers, maps, pavers, benches, etc.)
 - C. Amenity: a feature, attraction, use, or structure typically located in public parks to enhance the experience of the user or fulfill a specific need. (An amenity may also be a feature such as the trout stream, interactive water fountain, disc golf, etc.)
2. Exemptions:² The following infrastructure projects and uses on public lands shall be exempt from this review resolution and policy:
 - A. Infrastructure Projects
 - Any capital improvement project that has been budgeted for and included in the Capital Improvement Plan (CIP), which has already been reviewed and approved by the City.
 - Any capital improvement project that must be completed to protect public health, safety and/or welfare. (Examples include, but are not limited to: replacing or adding fire hydrants, water lines, sewer lines, traffic signs, construction fencing, road repair etc.)
 - Replacement, repair, or expansion of utilities such as water, sewer, electric, storm water, phone, cable, fiber optic, etc.
 - Replacement or repair of existing structures, features, and amenities. (Examples of features that can be repaired, replaced, or added, include those that are common in parks or other city properties such as: park benches, trash/recycling bins, signage, flag poles, kiosks, clocks, public art, bike racks, etc)
 - Repair or replacement of existing roads, curbs, gutter systems, and sidewalks.

² Even if a particular project or use is exempt under this section, City staff may choose to follow this policy if the project is considered to have significant public importance. Staff will continue to update the Planning Commission and City Council on capital improvement projects, uses, etc., even if it is exempt under this section.

- B. Existing Uses on Existing Publicly Owned Lands
- Minor changes or improvements to existing uses related to recreation, governmental operations, utilities, and recycling.
3. Review process and standards for capital improvements and new uses:
- A. Capital Improvements requiring review:
1. Any new structure, feature, or expansion of an existing building.
 2. Any new use or recreational activity proposed on public properties.
 3. Purchase of any additional properties to be owned by the City. Sale of any City owned lands.
 4. Construction of new roads, alleys, and parks.
- B. Review Process:
1. Any capital improvement or use subject to review under this policy shall be submitted to the Planning Commission for review at a regular or special meeting requested by the Chair.
 2. A summary of the project or use shall be included, with all relevant documentation including: site plans, maps, diagrams, pictures, renderings, and/or building plans.
 3. The Planning Commission shall review the project in accordance with the Michigan Planning Enabling Act, the City of Charlevoix Land Use Master Plan, the Parks and Recreation Master Plan, and zoning ordinance requirements, if applicable.
 4. The Planning Commission shall take public comments and forward a written recommendation to City Council outlining the reason for the recommendation, and any other information supporting the recommendation. The Planning Commission may recommend that prior to making a decision, City Council hold a public hearing, and/or notify landowners adjacent to or in close proximity to the project or property.
 5. City Council shall consider the Planning Commission recommendation at a regular or special meeting prior to making its decision. Based on the size, scope, cost and nature of the project or use, City Council shall have the flexibility to hold public meetings or hearings, request additional information or research, notify the general public or landowners adjacent to a project, and seek additional public review prior to the decision.
 6. After the decision has been made, Staff shall notify the Planning Commission of the decision.