AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, February 20, 2017 - 7:00 p.m.
City Hall Council Chambers, 210 State Street Charlevoix, Michigan

1. **Pledge of Allegiance**

2. **Roll Call**

3. **Presentations**
   A. Recognition of Recreation Advisory Board Members- Matt Peterson and Dean Davenport
   B. Recognition of DDA Board Member- John Kurtz

4. **Inquiry regarding conflicts of interest**

5. **Consent Agenda**

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

A.	City Council Meeting Minutes – February 6, 2017 Regular Meeting	PG 1-7
B.	Accounts Payable Check Registers & Payroll Check Registers	PG 8-17
C.	Approve Free Dockage for Sea Scouts Ship 11	PG 18
D.	Recreation Assistant Job Description	PG 19-21

6. **Public Hearings & Actions Requiring Public Hearings**

A.	Public Hearing and Adoption of 2017 Recreation Master Plan	PG 22-24
B.	Public Hearing and Adoption of 2016-2017 Budget Amendment	PG 25-27
C.	Public Hearing and Adoption of 2017-2018 City Budget, Millage Rates, and Fee Schedule	PG 28-87

7. **All Other Actions & Requests**

A.	Charlevoix Area Chamber of Commerce Promotional and Marketing Agreement	PG 88-90
B.	Revision to Recreation Advisory Board Bylaws	PG 91-94
C.	Council Appointments	PG 95-98

8. **Reports & Communications**

A.	Public Comments	
B.	City Manager Comments	PG 99-112
C.	Mayor and Council Comments	

9. **Other Council Business**

10. **Adjourn**

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

Posted February 16, 2017 4:00 p.m.

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, February 6, 2017 – 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 Deputy Mayor Shane Cole.

1. Pledge of Allegiance

2. Roll Call

Deputy Mayor:	Shane Cole
Members Present:	Councilmembers Shirley Gibson, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent:	Mayor Luther Kurtz
City Manager:	Mark Heydlauff
City Clerk:	Joyce Golding

3. Presentations

The Bike Share Charlevoix program is a grant funded bike sharing service administered by the City of Charlevoix. Michelle Rick-Biddick, Director of the program, updated Council on the program from the past year.

4. Inquiry Regarding Conflicts of Interest

None.

5. Consent Agenda

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

A. City Council Meeting Minutes – January 16, 2017 Regular Meeting
B. City Council Meeting Minutes – January 17, 2017 Special Meeting
C. Special Accounts Payable Check Register – January 20, 2017
D. Regular Accounts Payable Check Register – February 7, 2017
E. ACH Payments – January 17, 2017 to January 30, 2017
F. Payroll Check Register – January 27, 2017
G. Payroll Transmittal – January 27, 2017
H. Tax Disbursement – February 7, 2017
I. Set a Public Hearing for February 20, 2017 at 7 p.m. in Council Chambers of City Hall to consider the 2016-17 Budget Amendment
J. Set a Public Hearing for February 20, 2017 at 7 p.m. in Council Chambers of City Hall to consider the 2017-18 Budget

Motion by Councilmember Perron, second by Councilmember Gibson, to approve the Consent Agenda.

Yeas: Hagen, Kalbfell, Perron, Gibson, Cole, Oleksy
Nays: None
Absent: None

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. <u>License Fence in Newman Street Right of Way</u>

City Manager Heydlauff reported that Mr. and Mrs. Selph own property on Antrim Street that also fronts the Newman Street alley. They wish to replace the fence in their backyard but found the existing fence (which is aligned with other fences, garages, and structures in the alley) is actually within the City right-of-way. He stated that given the many structures along the alley, it is likely there has been confusion about the alley right-of-way for many years. City Manager Heydlauff stated that by approving this license, the City and the Selphs acknowledge the City's right-of-way but, permit the construction of this new fence. He recalled that in 2015, Council took similar action when they approved a license for the Weathervane to construct a new accessible ramp into the right-of-way on Pine River Lane.

Councilmember Gibson stated that she is not a proponent of encroachment on City property and suggested better enforcement.

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

Motion by Councilmember Kalbfell, second by Councilmember Hagen, to approve the License for Fence in Newman Street Right of Way.

Yeas: Hagen, Kalbfell, Perron, Cole, Oleksy
Nays: Gibson
Absent: None

B. Purchase of ½ Ton Pickup

City Manager Heydlauff stated that in the approved 2016/17 budget, we allocated $27,000 for the purchase of a ½ ton, two wheel drive pickup truck for the DPW fleet. Staff found this vehicle through the MIDEAL program for a total cost of $23,217 from Berger Chevrolet in Grand Rapids. He noted that local dealerships could not offer a competitive price.

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

Motion by Councilmember Gibson, second by Councilmember Oleksy, to authorize the purchase of one Chevrolet ½ ton truck from Berger Chevrolet of Grand Rapids, Michigan in the amount of $23,217.

Yeas: Hagen, Kalbfell, Perron, Gibson, Cole, Oleksy
Nays: None
Absent: None

C. Ferry Beach Pier Dredging

Chief Doan recalled that Council discussed expanding swimming and diving options at the Ferry Beach pier. Staff recommended dredging the area around the pier in order to make it safer. Chief Doan reported that Site Planning provided a quote for project management and acquisition of a dredging permit. He noted that the quote does not include any actual dredging.

Councilmember Perron preferred to know a ballpark number for the dredging before making a decision tonight. Chief Doan responded that due to the lake ice conditions, he was unable to obtain a rough estimate. The Chief answered further questions from Council.

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

Motion by Councilmember Hagen, second by Councilmember Kalbfell, to authorize Site Planning Development Inc. to apply for necessary dredging permits and other planning for a fee not to exceed $2,400.

Yeas: Hagen, Kalbfell, Gibson, Cole, Oleksy
Nays: Perron
Absent: None

D. EMS Mutual Aid with Boyne City

Chief Doan stated that last fall we approved Mutual Aid Agreements with Jordan Valley EMS, Emmet County EMS, and Beaver Island EMS. He said that after our EMS Department was reviewed more closely and we consulted others in the area, it made sense for us to enter the same mutual aid agreement with Boyne City.

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

Motion by Councilmember Kalbfell, second by Councilmember Gibson, to approve a Mutual Aid Agreement with Boyne City EMS.

Yeas: Hagen, Kalbfell, Perron, Gibson, Cole, Oleksy
Nays: None
Absent: None

E. Memorandum of Understanding for Collaboration with Boyne City EMS

Chief Doan stated that our EMS Department management and training practices were reviewed and a discussion took place between himself, City Manager Heydlauff, and Boyne City's Fire Chief and City Manager. He noted that in scheduling for staff, many EMTs and Paramedics in the area work for more than one agency. Chief Doan felt there could be a benefit in working with Boyne City in how we do training, scheduling, and other administrative functions.

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

Motion by Councilmember Oleksy, second by Councilmember Gibson, to authorize the City Manager to sign the Memorandum of Understanding with Boyne City EMS.

Yeas: Hagen, Kalbfell, Perron, Gibson, Cole, Oleksy
Nays: None
Absent: None

F. Approve Tentative Agreement with Police Officers Labor Council
City Manager Heydlauff stated that Staff was requesting approval of the Police Officers Labor Council (POLC) Agreement, dated April 1, 2017 – March 31, 2020. He noted that changes included a tiered cost-sharing arrangement for health insurance, a 2% wage increase for each of the three contract years, and the removal of firefighter and other obsolete language throughout the agreement.

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

Motion by Councilmember Gibson, second by Councilmember Kalbfell, to approve Police Officers Labor Council (POLC) Agreement, dated April 1, 2017 – March 31, 2020.

Yeas: Hagen, Kalbfell, Perron, Gibson, Cole, Oleksy
Nays: None
Absent: None

G. North-side Trail Routes
Recreation Director Kirinovic stated that the Charlevoix Trail Ambassadors and the Top of Michigan Trails Council have been working diligently to create a safe and accessible bike trail route throughout Charlevoix. He noted that the Recreation Advisory Board supported the Trail Ambassadors north-side route.

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

Motion by Councilmember Perron, second by Councilmember Hagen, to approve Resolution 2017-02-01 designating non-motorized trail routes for the north side of Charlevoix.

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-02-01
A RESOLUTION TO SUPPORT A MORE BIKEABLE COMMUNITY

WHEREAS, *the City of Charlevoix and its officials consider bicycle and pedestrian transportation to be of the utmost importance to the region by providing recreation and transportation opportunities as well as the possibility of economic and community development; and*

WHEREAS, *the City of Charlevoix wishes to support the proposed bike trail (see attached map); and*

WHEREAS, *the Charlevoix Trail Ambassadors was created in 2016 to advocate for the creation of a trail connecting the Little Traverse Wheelway to downtown Charlevoix; and*

WHEREAS, *the City of Charlevoix has incorporated this trail system into its 2017-2021 Recreation Master Plan; and*

WHEREAS, *officials of the City of Charlevoix believe it is in the best interest of the citizens and visitors of Charlevoix to endorse said project.*

THEREFORE BE IT RESOLVED, *that the City of Charlevoix, Michigan hereby endorses the connection to the Little Traverse Wheelway and downtown Charlevoix, and will provide technical assistance when available and needed for the duration of the project.*

RESOLVED *this 6th day of February, A.D. 2017.*

Resolution was adopted by the following yea and nay vote:

Yeas: Hagen, Kalbfell, Perron, Gibson, Cole, Oleksy
Nays: None
Absent: None

H. Seasonal Dock Lease with Sunshine Charters, LLC
City Manager Heydlauff stated that we have two seasonal slips in the Charlevoix Marina reserved for commercial enterprise. One of these has long been held by Sunshine Charters (expired in 2016.) City Manager Heydlauff proposed a renewal of this lease and noted that the only significant change is the lowering of the required insurance from $2 million to $1 million on the advice of the City's insurer. He commented that there is another commercial slip available and he will be putting out a request for proposal for its use.

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

Motion by Councilmember Kalbfell, second by Councilmember Perron, to approve the lease with Sunshine Charters, LLC for the term 2017-2021.

Yeas: Hagen, Kalbfell, Perron, Gibson, Cole, Oleksy
Nays: None
Absent: None

I. Expand Pedestrian Use of Van Pelt Alley

City Manager Heydlauff explained that the former Consign Design building now owned by Luther and Mary Kurtz is being renovated and they propose that a door on the north side of the building open into the alley. The Kurtzs also propose that this section of alley allow for pedestrian traffic only for safety reasons and to improve the walkability of the area. City Manager Heydlauff commented that unlike a street abandonment or vacation, the City is not ceding its ownership or right to the street and thus this action can be undone in the future. He noted that the City Staff Planner reviewed our ordinances and did not find anything that addressed making an alley pedestrian only.

Councilmember Gibson questioned whether adjacent businesses were notified of the proposed change. City Manager Heydlauff responded that since there is no formal process for making a change like this, they had not been informed other than the owner of the Trademark Building. Councilmember Gibson felt that the proposal would interfere with other businesses and the door on the north side of the building was unnecessary.

After discussion, Council agreed that the proposal should be fully vetted with the neighboring property owners and a public hearing be scheduled. Council noted that a safe walking environment should be considered in the area as business investment expands. City Manager Heydlauff stated that Networks Northwest may provide some incite regarding safety and walkability issues. Council agreed to the following: to notice property owners, obtain a safety assessment of the alleys, and obtain concept design plans for the building prior to the February 20th Council meeting to allow for review.

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

Motion by Councilmember Gibson, second by Councilmember Kalbfell, to notify property owners west of Bridge Street, north of Clinton, south of Park, and east of State Street of the proposed alley closure, obtain renovation plans for the former Consign Design building, obtain guidance from the Staff Planner, and set a public hearing for Monday, March 6th at 7 p.m. to receive public input.

Yeas: Hagen, Kalbfell, Perron, Gibson, Cole, Oleksy
Nays: None
Absent: None

8. Reports & Communications

A. Public Comments

Mike Doherty voiced his concern with trees, brush and debris at Michigan Beach Park and suggested cleaning up the area.

Brenda Bryan encouraged businesses to clean up alleyways and she discussed plans for bike rack locations. City Manager recalled a placement proposal designed by the Planning Commission for additional bike racks, benches and tables. He also suggested small bike racks could be located behind businesses for employee use.

Shelly Langway commented that benches are needed along Park Avenue.

B. City Manager Comments

City Manager Heydlauff suggested that to commemorate the Depot's 125th anniversary, Council could hold their June 19th meeting there. Council agreed.

City Manager Heydlauff received good feedback regarding the Mt. McSauba partnership with the Township.

C. Mayor & Council Comments

Councilmember Kalbfell noted that the New York Times article *A Housing Crisis for Seniors* included in the packet was worth reading. City Manager Heydlauff explained plans and the timeline for the Marina, downtown, and Citywide Wi-Fi. He also clarified for Councilmember Kalbfell the process for changing the park language in the Charter.

Deputy Mayor Cole thanked everyone for their participation and assistance in the Groundhog Shadow Fest.

9. Other Council Business

Motion by Councilmember Hagen, second by Councilmember Gibson, to move the June 19th [Council] meeting to the Depot.

Yeas: Hagen, Kalbfell, Perron, Gibson, Cole, Oleksy
Nays: None
Absent: None

10. Adjourn
Motion by Councilmember Kalbfell, second by Councilmember Hagen, to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 8:15 p.m.

Joyce M. Golding	City Clerk	Shane Cole	Deputy Mayor

Special Accounts Payable – 01/20/2017

AT&T	2,253.51	GREAT LAKES ENERGY	208.08
AT&T MOBILITY	86.77	METLIFE SMALL BUSINESS CENTER	741.53
CHARLEVOIX STATE BANK	4,079.20	PRIORITY HEALTH	41,087.15
CHARLEVOIX TOWNSHIP	30.98	RANGE TELECOMMUNICATIONS	362.40
CHARTER COMMUNICATIONS	394.93	VERIZON WIRELESS	56.74
DELTA DENTAL	3,699.97	VISION SERVICE PLAN	518.88
EMMET COUNTY EQ	10.00	**TOTAL**	**53,530.14**

Regular Accounts Payable – 02/07/2017

AIRGAS USA LLC	63.22	HOLIDAY COMPANIES	6,397.55
AIS CONSTRUCTION EQUIPMENT	359.90	HYDRO CORP	515.00
ALL-PHASE ELECTRIC SUPPLY CO.	87.37	IDEXX DISTRIBUTION INC.	1,102.20
ALTEC INDUSTRIES INC	175.28	IRISH BOAT SHOP	110.73
AMERICAN TOTAL SECURITY INC	439.67	J & B MEDICAL SUPPLY INC.	30.94
ARCADIA BENEFITS GROUP INC	50.00	JERRY'S TIRE	1,566.24
ARROW UNIFORM-TAYLOR L.L.C.	1,035.75	KAUFMAN	5,790.00
ASPLUNDH TREE EXPERT CO	13,947.50	KIRINOVIC, THOMAS	41.00
AT&T LONG DISTANCE	34.93	KIWANIS CLUB OF CHARLEVOIX	40.00
AVFUEL CORPORATION	1,534.78	KLOOSTER, ALIDA K.	41.00
B & L SOUND INC	44.99	KSS ENTERPRISES	497.20
BEHAN WINDOW CLEANING	215.00	LAKESHORE TIRE & AUTO SERVICE	607.70
BELL EQUIPMENT COMPANY	842.97	LAKEVIEW MAINTENANCE INC.	874.50
BELLARIS, EDWIN	22.26	LIGHT, DAVID	49.51
BOB MATHERS FORD	243.20	MAYER, SHELLEY L.	41.00
BRADFORD'S	42.25	McGINN, KELLY	41.00
BRADY'S CARPET CLEANING	520.00	MCVEIGH'S TRUCK SPRINGS INC.	274.68
CENTRAL DRUG STORE	48.99	MDC CONTRACTING LLC	139,073.14
CHX AREA CHAMBER OF COMMERCE	1,380.00	MICHAEL MURPHY IV PHOTOGRAPHY	600.00
CHX GROUNDHOG SHADOW FEST	1,000.00	MICHIGAN ASSN OF MUNICIPAL CLERKS	600.00
CHARLEVOIX PUBLIC SCHOOLS	112.31	MICHIGAN MUNICIPAL ELECTRIC	8,605.00
CHARTER COMMUNICATIONS	864.65	MICHIGAN WATER ENV ASSOC	495.00
CINTAS CORPORATION	93.69	MILLER, WILLIAM S.	41.00
CIVIC SYSTEMS	9,354.00	MYER, ELIZABETH A.	84.94
CLOTHING COMPANY, THE	1,530.00	NETSOURCE ONE INC.	1,156.00
CRYSTAL FLASH ENERGY	866.64	NORTH COAST FASTENERS LLC	26.00
DCASSESSING SERVICES	4,371.08	NORTHERN CREDIT BUREAU	297.54
DeROSIA, PATTY	41.00	NORTHERN PUMP SERVICE INC.	1,880.00
DOAN, GERARD	41.00	NORTHERN SAFETY CO INC	106.26
DOTSON, LINDSEY J.	41.00	NORTHERN TECH SUPPLY	35.84
ELLIOTT, PATRICK M.	41.00	NORTHWEST DESIGN GROUP	2,441.00
ELLSWORTH FARMER'S EXCHANGE	100.00	OLESON'S FOOD STORES	146.26
EMILY PANTERA CONSULTING	2,044.00	O'REILLY AUTOMOTIVE INC	65.46
EVANS, HAL	41.00	OTEC	32.50
FREIGHTLINER OF GRAND RAPIDS	341.96	PANOFF, ZACH	41.00
GBS INC.	265.44	PARASTAR INC.	1,125.42
GOLDING, JOYCE	41.00	PHYSICIAN'S CLINIC OF CHARLEVOIX	150.00
GRAINGER	841.75	PLUNKETT & COONEY	80.00
GREAT LAKES ELEVATOR LLC	1,288.73	POLYDYNE INC	379.50
GREEN GUARD	47.25	POSEIDON AIR SYSTEMS	35.70
GRP ENGINEERING INC.	1,737.03	POWER LINE SUPPLY	7,415.69
HANKINS, SCOTT	41.00	PREIN & NEWHOF	21,284.83
HEID, THOMAS J.	41.00	PRO IMAGE DESIGN INC	8,290.90
HEYDLAUFF, MARK L	41.00	PRO WEB MARKETING LLC	40.00

RECORD AUTOMATIC DOORS INC	704.25	THAT FRENCH PLACE	59.66
REHMANN-ROBSON & CO	391.25	TRUCK & TRAILER SPECIALTIES	160.90
RICK-BIDDICK, MICHELLE	2,586.68	UP NORTH PROPERTY SERVICES LLC	420.50
ROLOFF, ROBERT	2,500.00	USA BLUE BOOK	857.35
ROTARY CLUB OF CHARLEVOIX	37.50	VILLAGE GRAPHICS INC.	221.94
SCHMUCKAL OIL CO	677.60	WEATHERVANE TERRACE INN	58.82
STATE OF MICHIGAN	12,848.05	WELLER, LINDA	41.00
STATE OF MICHIGAN	675.00	WEST SHORE FIRE INC	257.00
SUPERIOR MECHANICAL	1,384.47	WILSON, TIMOTHY J.	79.00
SWEM, DONALD L.	41.00	WURST, RANDALL W.	41.00
SYN-TECH SYSTEMS INC.	33.75	WYMAN, MATTHEW A.	41.00
T & R ELECTRIC	3,215.00		
TERMINAL SUPPLY CO	420.76	**TOTAL**	**286,618.30**

ACH Payments – 01/17/2017 to 01/30/2017

MI PUBLIC POWER AGENCY	20,722.58	VANTAGEPOINT (401 ICMA PLAN)	699.94
MI PUBLIC POWER AGENCY	8,938.21	VANTAGEPOINT (457 ICMA PLAN)	13,224.69
MI PUBLIC POWER AGENCY	17,404.10	VANTAGEPOINT (ROTH IRA)	911.53
MI PUBLIC POWER AGENCY	256,331.88	MERS (DEFINED BIEFIT PLAN)	29,795.38
IRS (PAYROLL TAX DEPOSIT)	46,176.81	MI PUBLIC POWER AGENCY	11,690.87
ALERUS FINANCIAL (HCSP)	420.00		
STATE OF MI (WITHHOLDING TAX)	6,179.87	**TOTAL**	**412,495.86**

Payroll Net Pay – Pay Period Ending 01/21/2017 (Paid 01/27/2017)

WELLER, LINDA JO	1,469.19	DIXON, MIKAYA S.	290.01
HEYDLAUFF, MARK L.	2,109.01	NIMPHIE, NOAH J.D.	234.02
GOLDING, JOYCE M.	1,080.00	PORATH, JACOB P.	217.98
DEROSIA, PATRICIA E.	1,128.51	HAGEN, MADISON L.	415.57
DOTSON, LINDSEY J.	1,393.28	CRANDELL, ZACKARY R.	249.64
LOY, EVELYN R.	1,050.16	BERTINELLI, DAVID P.	923.57
KLOOSTER, ALIDA K.	1,540.11	ARNOLD, HAILEE M.	296.50
GOLOVICH, KAREN J.	970.67	BOSS, BEAU J.	849.92
SPENCLEY, PATRICIA L.	1,228.08	BARNEVELD, VLADIMIR R.	86.95
PANOFF, ZACHARY R.	1,169.91	FICHTNER, KRISTIE S.	409.52
MILLER, FAITH G.	64.24	HEID, THOMAS J	1,273.44
MCGINN, KELLY A.	1,564.07	VANLOO, JOSEPH G.	676.43
DOAN, GERARD P.	1,559.32	WYMAN, MATTHEW A.	1,423.43
SCHLAPPI, JAMES L.	1,005.53	BOSS, RYDER S.	406.72
UMULIS, MATTHEW T.	1,490.24	MILLER, WILLIAM S.	960.41
HANKINS, SCOTT A.	1,456.97	STEVENS, JEFFREY W.	580.61
ORBAN, BARBARA K.	1,166.92	FUNKEY, KRAIG R.	20.77
TRAEGER, JASON A.	1,260.58	MEGGISON, JERRY B.	215.85
FLICKEMA, ANDREW M.	1,289.82	RILEY, CASEY W.	446.46
MATELSKI, KIMBERLY A.	1,143.81	JONES, LARRY M.	1,406.75
RILEY, DENISE M.	416.61	WILLSON, BRENDA R.	662.35
WURST, RANDALL W.	1,144.00	BEAN, PETER J.	2,262.25
MAYER, SHELLEY L.	1,353.00	FAUSER, HOPE E.	341.69
HILLING, NICHOLAS A.	1,110.77	WHITLEY, TYLER J.	725.98
MEIER III, CHARLES A.	1,199.26	TRAVERS, MANUEL J.	1,396.83
ZACHARIAS, STEVEN B.	1,562.78	RILEY, DANIEL A.	1,317.25
EATON, BRAD A.	1,719.17	ROLOFF, ROBERT P.	6,572.98
WILSON, TIMOTHY J.	2,183.54	SWEM, DONALD L.	1,834.08
LAVOIE, RICHARD L.	1,630.19	WHITLEY, ANDREW T.	1,703.19
STEVENS, BRANDON C.	1,719.14	MORRISON, KEVIN P.	1,210.14
DRAVES, MARTIN J.	1,647.10	HODGE, MICHAEL J.	1,259.66
BROWN, STEPHANIE C.	1,042.19	JOHNSON, STEVEN P.	1,501.77
ANDERSON, ELIZABETH A.	1,108.01	BOSS JR, DALE E.	1,212.17
ELLIOTT, PATRICK M.	1,962.28	STEBE JR, JOHN M.	385.50
SCHWARTZFISHER, JOSEPH L.	1,370.31	STEBE, CATHERINE M.	353.47
BRADLEY, KELLY R.	1,352.92	HOLM, ARTHUR R.	815.51
HART II, DELBERT W.	1,191.40	ROLOFF, AUDREY M.	3,480.45
JONES, ROBERT F.	1,478.03	MATTER, DAWSON K.	3,270.11
DORAN, JUSTIN J.	1,444.18	SCOTT JR., WINFIELD	169.59
KIRINOVIC, THOMAS F.	279.19	ROLOFF, ROBERT P.	7,127.64
BITELY, KATHERINE A.	309.21		
BOSS, SHERRY M.	510.67	**TOTAL**	**101,861.53**

Payroll Transmittal – 01/27/2017

4FRONT CREDIT UNION	307.69	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	228.78	COMMUNICATION WORKERS OF AMER	519.37
AMERICAN FAMILY LIFE	461.64	MI STATE DISBURSEMENT UNIT	323.45
CHAR EM UNITED WAY	59.00	PRIORITY HEALTH	2,014.96
CHARLEVOIX STATE BANK	1,304.62	**TOTAL**	**5,369.51**

Tax Disbursement 02/07/2017

CHARLEVOIX COUNTY TREASURER	75,034.34	CHARLEVOIX PUBLIC SCHOOLS	24.41
CHARLEVOIX DISTRICT LIBRARY	26,047.97	CITY OF CHARLEVOIX - TAXES DUE	17,666.90
CHARLEVOIX PUBLIC SCHOOLS	156.24	RECREATIONAL AUTHORITY	5,112.87
CHARLEVOIX PUBLIC SCHOOLS	161.03		
CHARLEVOIX PUBLIC SCHOOLS	16.93	**TOTAL**	**124,220.69**

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/04/2017	02/10/2017	119332	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	307.69
02/04/2017	02/10/2017	119333	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	191.88
02/04/2017	02/10/2017	119333	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	461.64
02/04/2017	02/10/2017	119334	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 2/4/20	59.00
02/04/2017	02/10/2017	119335	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,304.62
02/04/2017	02/10/2017	119336	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
02/04/2017	02/10/2017	119337	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	519.37
02/04/2017	02/10/2017	119338	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	323.45
02/04/2017	02/10/2017	119339	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 2	201.00
02/04/2017	02/10/2017	119340	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	2,014.96
Grand Totals:		10				5,533.61

Km

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

02/10/17	Payroll Transmittal Checks	$	5,533.61
02/10/17	Payroll (net pay)	$	71,655.76
02/21/17	Regular Accounts Payable	$	121,906.59
	Checks Sub-Total:	$	199,095.96

FIRSTMERIT BANK - ACH/WIRE PAYMENTS

02/06/17	MI Public Power Agency	$	8,578.90
02/06/17	Payment Service Network	$	215.30
02/10/17	DTE Energy	$	9,500.23
02/10/17	State of MI (Sales Tax)	$	24,656.06
02/10/17	IRS (Payroll Tax Deposit)	$	27,163.00
02/10/17	Alerus Financial (HCSP)	$	420.00
02/10/17	State of MI (Withholding Tax)	$	3,899.25
02/10/17	Vantagepoint (401 ICMA Plan)	$	699.94
02/10/17	Vantagepoint (457 ICMA Plan)	$	12,259.48
02/10/17	Vantagepoint (Roth IRA)	$	911.53
02/13/17	MI Public Power Agency	$	3,449.83
	ACH Sub-Total:	$	91,753.52
	FirstMerit Bank Total:	$	290,849.48

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

02/21/17	Tax Disbursement	$	411,324.40
	Charlevoix State Bank Total:	$	411,324.40

Grand Total: $ 702,173.88

APPROVED: CITY MANAGER — CITY TREASURER — CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/04/2017	PC	02/10/2017	22834	WELLER, LINDA JO	101		1,469.19
02/04/2017	PC	02/10/2017	22835	HEYDLAUFF, MARK L.	102		2,392.96
02/04/2017	PC	02/10/2017	22836	GOLDING, JOYCE M.	106		1,080.00
02/04/2017	PC	02/10/2017	22837	DEROSIA, PATRICIA E.	107		917.28
02/04/2017	PC	02/10/2017	22838	DOTSON, LINDSEY J.	109		1,393.28
02/04/2017	PC	02/10/2017	22839	LOY, EVELYN R.	117		1,050.16
02/04/2017	PC	02/10/2017	22840	KLOOSTER, ALIDA K.	121		1,736.98
02/04/2017	PC	02/10/2017	22841	GOLOVICH, KAREN J.	122		970.67
02/04/2017	PC	02/10/2017	22842	SPENCLEY, PATRICIA L.	136		1,206.11
02/04/2017	PC	02/10/2017	22843	PANOFF, ZACHARY R.	141		1,169.91
02/04/2017	PC	02/10/2017	22844	MILLER, FAITH G.	142		27.52
02/04/2017	PC	02/10/2017	22845	LEESE, MERRI C.	145		323.70
02/04/2017	PC	02/10/2017	22846	MCGINN, KELLY A.	146		1,564.07
02/04/2017	PC	02/10/2017	22847	DOAN, GERARD P.	201		1,559.32
02/04/2017	PC	02/10/2017	22848	SCHLAPPI, JAMES L.	204		885.16
02/04/2017	PC	02/10/2017	22849	UMULIS, MATTHEW T.	205		1,180.47
02/04/2017	PC	02/10/2017	22850	HANKINS, SCOTT A.	208		1,456.96
02/04/2017	PC	02/10/2017	22851	ORBAN, BARBARA K.	209		1,104.88
02/04/2017	PC	02/10/2017	22852	TRAEGER, JASON A.	210		710.53
02/04/2017	PC	02/10/2017	22853	FLICKEMA, ANDREW M.	211		1,563.18
02/04/2017	PC	02/10/2017	22854	MATELSKI, KIMBERLY A.	212		1,143.81
02/04/2017	PC	02/10/2017	22855	RILEY, DENISE M.	306		420.66
02/04/2017	PC	02/10/2017	22856	WURST, RANDALL W.	411		1,097.08
02/04/2017	PC	02/10/2017	22857	MAYER, SHELLEY L.	412		1,624.27
02/04/2017	PC	02/10/2017	22858	HILLING, NICHOLAS A.	413		1,260.61
02/04/2017	PC	02/10/2017	22859	MEIER III, CHARLES A.	421		1,052.82
02/04/2017	PC	02/10/2017	22860	ZACHARIAS, STEVEN B.	422		1,162.24
02/04/2017	PC	02/10/2017	22861	EATON, BRAD A.	515		1,856.44
02/04/2017	PC	02/10/2017	22862	WILSON, TIMOTHY J.	516		2,253.95
02/04/2017	PC	02/10/2017	22863	LAVOIE, RICHARD L.	519		1,630.19
02/04/2017	PC	02/10/2017	22864	STEVENS, BRANDON C.	521		2,007.98
02/04/2017	PC	02/10/2017	22865	DRAVES, MARTIN J.	523		1,560.39
02/04/2017	PC	02/10/2017	22866	BROWN, STEPHANIE C.	524		1,042.18
02/04/2017	PC	02/10/2017	22867	ANDERSON, ELIZABETH	526		1,025.90
02/04/2017	PC	02/10/2017	22868	ELLIOTT, PATRICK M.	600		1,962.27
02/04/2017	PC	02/10/2017	22869	SCHWARTZFISHER, JOS	603		1,157.42
02/04/2017	PC	02/10/2017	22870	BRADLEY, KELLY R.	614		1,589.92
02/04/2017	PC	02/10/2017	22871	HART II, DELBERT W.	616		1,141.62
02/04/2017	PC	02/10/2017	22872	JONES, ROBERT F.	618		1,128.21
02/04/2017	PC	02/10/2017	22873	DORAN, JUSTIN J.	621		1,538.85
02/04/2017	PC	02/10/2017	22874	BECKER, MICHAEL S.	641		18.47
02/04/2017	PC	02/10/2017	22875	BITELY, KATHERINE A.	704		423.13
02/04/2017	PC	02/10/2017	22876	BOSS, SHERRY M.	730		525.29
02/04/2017	PC	02/10/2017	22877	BRADLEY, JOHN P.	735		73.88
02/04/2017	PC	02/10/2017	22878	DIXON, MIKAYA S.	736		180.67
02/04/2017	PC	02/10/2017	22879	NIMPHIE, NOAH J.D.	737		249.64
02/04/2017	PC	02/10/2017	22880	PORATH, JACOB P.	741		217.98
02/04/2017	PC	02/10/2017	22881	HAGEN, MADISON L.	752		313.99
02/04/2017	PC	02/10/2017	22882	CRANDELL, ZACKARY R.	753		230.11
02/04/2017	PC	02/10/2017	22883	BERTINELLI, DAVID P.	764		923.57
02/04/2017	PC	02/10/2017	22884	ARNOLD, HAILEE M.	768		165.12
02/04/2017	PC	02/10/2017	22885	BOSS, BEAU J.	788		849.92
02/04/2017	PC	02/10/2017	22886	BARNEVELD, VLADIMIR	789		35.24
02/04/2017	PC	02/10/2017	22887	FICHTNER, KRISTIE S.	792		277.05
02/04/2017	PC	02/10/2017	22888	HEID, THOMAS J	802		1,273.44
02/04/2017	PC	02/10/2017	22889	VANLOO, JOSEPH G.	902		633.68
02/04/2017	PC	02/10/2017	22890	WYMAN, MATTHEW A.	927		1,423.43

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/04/2017	PC	02/10/2017	22891	BOSS, RYDER S.	932		466.86
02/04/2017	PC	02/10/2017	22892	MILLER, WILLIAM S.	933		1,190.05
02/04/2017	PC	02/10/2017	22893	DOUGLAS, MARK	935		135.37
02/04/2017	PC	02/10/2017	22894	STEVENS, JEFFREY W.	1028		175.70
02/04/2017	PC	02/10/2017	22895	WILLSON, BRENDA R.	1059		65.72
02/04/2017	PC	02/10/2017	22896	BEAN, PETER J.	1060		585.40
02/04/2017	PC	02/10/2017	22897	RILEY, DANIEL A.	1079		312.04
02/04/2017	PC	02/10/2017	119322	SWEM, DONALD L.	512		1,834.08
02/04/2017	PC	02/10/2017	119323	WHITLEY, ANDREW T.	522		1,683.65
02/04/2017	PC	02/10/2017	119324	MORRISON, KEVIN P.	601		911.92
02/04/2017	PC	02/10/2017	119325	HODGE, MICHAEL J.	606		1,259.66
02/04/2017	PC	02/10/2017	119326	JOHNSON, STEVEN P.	617		984.47
02/04/2017	PC	02/10/2017	119327	BOSS JR, DALE E.	701		1,212.17
02/04/2017	PC	02/10/2017	119328	STEBE JR, JOHN M.	729		372.61
02/04/2017	PC	02/10/2017	119329	STEBE, CATHERINE M.	765		341.76
02/04/2017	PC	02/10/2017	119330	HOLM, ARTHUR R.	791		793.65
02/04/2017	PC	02/10/2017	119331	MATTER, DAWSON K.	1038		96.90
Grand Totals:			74				71,655.76

KM

Report Criteria:

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

Check Number	Payee	Amount
02/21/2017		
119341	ACE HARDWARE	1,364.28
119342	ALL AREA TOWING	65.00
119343	ALL-PHASE ELECTRIC SUPPLY CO.	142.20
119344	ALTEC INDUSTRIES INC	53.72
119345	AMERICAN WASTE INC.	269.96
119346	ARCH INSURANCE COMPANY	3,095.66
119347	ASPLUNDH TREE EXPERT CO	10,580.00
119348	AT YOUR SERVICE PLUS INC	690.00
119349	AUTO VALUE	769.81
119350	AVFUEL CORPORATION	392.70
119351	BARRETT'S AUTO & MARINE TRIM	330.00
119352	BC PIZZA	57.28
119353	BRADFORD'S	32.50
119354	CARQUEST OF CHARLEVOIX	578.69
119355	CHARLEVOIX AREA CHAMBER OF CO	240.00
119356	CHARLEVOIX DISTRICT LIBRARY	25.00
119357	CHARLEVOIX GLASS INC.	206.74
119358	CHARLEVOIX SCREEN MASTERS INC	359.25
119359	CHARTER COMMUNICATIONS	994.63
119360	CINTAS CORPORATION #729	30.00
119361	CITY OF CHARLEVOIX - UTILITIES	34,910.25
119362	CITY OF PETOSKEY	240.00
119363	DOWNING, DENNIS	25.17
119364	FAMILY FARM & HOME	186.03
119365	FASTENAL COMPANY	38.47
119366	FLICKEMA, ANDREW	162.28
119367	FREEDOM MAILING SERVICES INC.	2,267.03
119368	FRONT LINE SERVICES INC.	100.95
119369	HYDRO CORP	515.00
119370	JACK DOHENY SUPPLIES INC	252.18
119371	JACKLIN STEEL SUPPLY CO	184.52
119372	KASSBOHRER ALL TERRAIN VEHICLE	674.00
119373	KEVIN'S METER TESTING	2,908.72
119374	KMart	3.57
119375	KSS ENTERPRISES	250.87
119376	LAKESHORE TIRE & AUTO SERVICE	1,040.70
119377	MC SPORTS	239.96
119378	MCCARDEL CULLIGAN-PETOSKEY	50.00
119379	MCLAREN HEALTH PLAN	198.42
119380	MEREDITH, DALE	150.97
119381	METAL HEAD WELDING LLC	705.00
119382	MICHIGAN MUNICIPAL LEAGUE	18,811.00
119383	MICHIGAN OFFICEWAYS INC	1,738.92
119384	MIDWESTERN BROADCASTING COM	536.00
119385	NORTHERN CREDIT BUREAU	201.35
119386	NORTHERN LOGISTICS	695.00
119387	NORTHERN MICHIGAN REVIEW INC.	649.84
119388	NORTHWEST DESIGN GROUP	37.50

M = Manual Check, V = Void Check

Check Number	Payee	Amount
119389	NORTHWEST HYDRAULICS & ENGRG	205.37
119390	OLESON'S FOOD STORES	7.45
119391	OLSON BZDOK & HOWARD	3,134.27
119392	OSCAR W LARSON COMPANY	3,990.00
119393	PARASTAR INC.	935.91
119394	PICOTTE, DIANE	165.00
119395	PIKE, HELEN	362.06
119396	PLYMKRAFT INC	2,145.00
119397	POWER LINE SUPPLY	188.64
119398	PREIN & NEWHOF	240.00
119399	QUICK CARE MEDICAL CENTER	105.00
119400	QUILL CORP	269.90
119401	RANGE TELECOMMUNICATIONS	183.60
119402	SAUNDERS, DIANA	88.69
119403	SCIENTIFIC BRAKE & EQUIP CO	99.61
119404	SIGMA-ALDRICH RTC	369.10
119405	SPICER GROUP INC	675.00
119406	SPOK INC	9.99
119407	STATE OF MICHIGAN	260.00
119408	TRUCK & TRAILER SPECIALTIES	1,575.06
119409	USA BLUE BOOK	459.28
119410	VANAMBURG, LEON	7.24
119411	VERTIV	3,802.95
119412	WELLER, LINDA	22.25
119413	WILBERT BURIAL VAULT CO	591.36
119414	WILLCOME TREE SERVICE	13,510.00
119415	WINDER POLICE EQUIPMENT	151.58
119416	WURST, RANDALL W.	201.16
119417	ZACHARIAS, STEVEN B.	100.00
Total 02/21/2017:		121,906.59
Grand Totals:		121,906.59

M = Manual Check, V = Void Check

Check Number	Payee	Amount
02/06/2017		
20617001	MICHIGAN PUBLIC POWER AGENCY	8,578.90
20617002	PAYMENT SERVICE NETWORK INC.	215.30
Total 02/06/2017:		8,794.20
Grand Totals:		8,794.20

M = Manual Check, V = Void Check

Check Number	Payee	Amount
02/10/2017		
21017001	DTE ENERGY	9,500.23
21017002	STATE OF MICHIGAN	24,656.06
Total 02/10/2017:		34,156.29
Grand Totals:		34,156.29

Check Issue Date	Check Number	Payee	Amount
21017003			
02/10/2017	21017003	**EFTPS* Payroll Taxes	6,886.58
02/10/2017	21017003	**EFTPS* Payroll Taxes	6,886.58
02/10/2017	21017003	**EFTPS* Payroll Taxes	1,610.59
02/10/2017	21017003	**EFTPS* Payroll Taxes	1,610.59
02/10/2017	21017003	**EFTPS* Payroll Taxes	10,168.66
Total 21017003:	5		27,163.00
21017004			
02/10/2017	21017004	Alerus Financial	420.00
Total 21017004:	1		420.00
21017005			
02/10/2017	21017005	STATE OF MICHIGAN	3,899.25
Total 21017005:	1		3,899.25
21017006			
02/10/2017	21017006	Vantagepoint - 401 Plan 109153	699.94
Total 21017006:	1		699.94
21017007			
02/10/2017	21017007	Vantagepoint - 457 Plan 300959	4,927.95
02/10/2017	21017007	Vantagepoint - 457 Plan 300959	616.81
02/10/2017	21017007	Vantagepoint - 457 Plan 300959	1,673.03
02/10/2017	21017007	Vantagepoint - 457 Plan 300959	5,041.69
Total 21017007:	4		12,259.48
21017008			
02/10/2017	21017008	Vantagepoint - Roth IRA 706117	911.53
Total 21017008:	1		911.53
Grand Totals:	13		45,353.20

Check Number	Payee	Amount
02/13/2017		
21317001	MICHIGAN PUBLIC POWER AGENCY	3,449.83
Total 02/13/2017:		3,449.83
Grand Totals:		3,449.83

Check Number	Payee	Amount
02/21/2017		
2851	CHARLEVOIX COUNTY TREASURER	1,440.09
2852	CHARLEVOIX COUNTY TREASURER	240,284.59
2853	CHARLEVOIX COUNTY TREASURER	804.73
2854	CHARLEVOIX DISTRICT LIBRARY	82,705.42
2855	CHARLEVOIX PUBLIC SCHOOLS	5,961.05
2856	CHARLEVOIX PUBLIC SCHOOLS	1,217.62
2857	CHARLEVOIX PUBLIC SCHOOLS	124.77
2858	CHARLEVOIX PUBLIC SCHOOLS	45.10
2859	CHARLEVOIX PUBLIC SCHOOLS	170.04
2860	CITY OF CHARLEVOIX - TAXES DUE	62,289.10
2861	RECREATIONAL AUTHORITY	16,232.81
2862	TALON TITLE AGENCY LLC	49.08
Total 02/21/2017:		411,324.40
Grand Totals:		411,324.40

M = Manual Check, V = Void Check

CHARLEVOIX CITY COUNCIL

CONSENT AGENDA ITEM

AGENDA ITEM TITLE: Sea Scout Ship 11 Use of Marina Slip

DATE: February 20, 2017

PRESENTED BY: Consent Agenda

ATTACHMENTS: None

BACKGROUND INFORMATION:
Scott Stebe, representing local Sea Scout Ship 11, has approached the City seeking 2017 dockage for a 30' Santana known as "Korn on the Kob".

Harbormaster Hal Evans supports the Sea Scouts use of the dock, with the same conditions as past years. The Sea Scouts program is consistent with Charlevoix's maritime values and has educational and character building benefits for Charlevoix youth. The City staff is highly supportive of the program.

In past years, the City has approved the use of the dock under the following conditions:

1. The vessel is used for scouting purposes only.
2. The City asks that the Scouts use the dock only when the Marina is not at capacity.

The Department of Natural Resources and Waterways Commission also support the Sea Scouts and permit free dockage at State or community marinas.

STAFF RECOMMENDATION:
Approve free dockage for the Sea Scouts for the 2017 Boating Season when the marina is not at capacity.

CHARLEVOIX CITY COUNCIL
CONSENT AGENDA ITEM

AGENDA ITEM TITLE: Recreation Assistant Job Description

DATE: February 20, 2017

PRESENTED BY: Consent Agenda

ATTACHMENT(S): Recreation Assistant Job Description

BACKGROUND INFORMATION:
We propose a revision to the Recreation Assistant job description to include management of grant applications and awards. The current incumbent has accepted another position and we are currently recruiting for a replacement.

RECOMMENDATION:
Approve the revised Recreation Assistant job description.

CITY OF CHARLEVOIX

Title: Recreation Assistant

FLSA: Non-exempt
Status: Part-time, non-union

Department: Recreation

Reports To: Recreation Director

Date: February 20, 2017

Position Purpose and Objectives

This service-oriented recreation position assists the director with management of a comprehensive program of recreational activities for children, students, and adults of all ages. This position will assist with the development of public relations and information tools (Facebook, Twitter, web page, news releases, facility schedules, and marketing bulletins) that will inform the public of usage, programs, and upcoming activities. This position will also be responsible for preparation and management of grant applications and grant awards. Other duties will include management of recreation software, daily recreation office coverage, registering participants, responding to phone inquiries, preparing facilities for events, and promoting and ensuring safety for all participants. The job functions below are not all-inclusive and other responsibilities and functions may be assigned as needed at the City's sole discretion. This position is a part-time, at-will position.

Essential Job Functions

- Assist with the management of recreation programs including athletic leagues, instructional programs, day camps, and special events.
- Assist in the development of public relations and information tools (Facebook, Twitter, web page, news releases, facility schedules, and marketing bulletins) that will inform the public of usage, programs, and upcoming activities.
- Preparation and management of grant applications and grant awards.
- Prepare programmatic reports as needed to provide analysis and documentation.
- Prepare facilities for planned events and ensure facilities are maintained and safe procedures are followed.
- Monitor recreational events.
- Management of all recreational programming primarily via the RecDesk software program.
- Assist in creating and monitoring the annual budget of the Recreation Office.
- Assist the public in utilizing the RecDesk program to register participants for various programs and teams.
- Respond to public inquiries about recreation programs and perform various administrative tasks within the Recreation Office.
- Daily Recreation Office coverage.
- Maintain awareness of current trends in industry

Knowledge, Skills and Abilities Preferred

- Knowledge of recreation philosophy, goals and objectives

- Knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program
- Knowledge of grant application preparation.
- Excellent at recreation program development and implementation based on good business sense and business planning
- Excellent communicator, including public speaking and telephone skills
- Excellent at creative thinking, problem solving, multi tasking, organizational and analytical skills
- Ability to work independently
- Ability to work in a team-based environment
- Ability to motivate self and others with a high degree of initiative
- Ability to provide excellent customer service
- Ability to work an adjustable and flexible work schedule; accessible by phone during non work hours
- Ability to market and advertise programs and events
- Competent in Windows; Microsoft Word, Excel, Outlook, Publisher and PowerPoint; Website Content Management System; and various social media sites including Facebook and Twitter.

Minimum Qualifications
High school diploma or G.E.D. equivalent

Physical Requirements
The employee must occasionally lift and/or move up to 50 pounds. Employee must have a valid Michigan driver's license and access to a personal car.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: Pending

CHARLEVOIX CITY COUNCIL
AGENDA ITEM

AGENDA ITEM TITLE: Draft Recreation Master Plan

DATE: February 20, 2017

PRESENTED BY: Tom Kirinovic, Recreation Director
Alan Bean, Spicer Group

ATTACHMENTS: Resolution of Adoption

BACKGROUND INFORMATION:
The Spicer Group, after conducting a general input survey, drafted the Recreation Master Plan based upon the Community's views. The City Council was given a copy of the proposed Recreation Master Plan on January 16th; if you would like to review a new copy, please contact the City Manager's office or visit http://charlevoix.recdesk.com/recdeskportal/. Since that time, several changes have been made and are outlined below:

Cover
- Two photo changes

Acknowledgements
- Updated City Council names
- Updated City Staff names
- Updated Recreation Advisory Board names

Community Description
- Transportation: New information about Amtrak and ferry service

Administrative Structure
- City Council & City Staff organization: Several changes to these paragraphs. Inserted paragraph about recreation department and DPW and updated recreation options.
- Updated administrative chart
- Added funding and budget information and added collaboration information
- Added programming and volunteer information

Recreation Inventory
- Golf Club: Added information about golf course designer, replaced 2 photos (course and course diagram)
- Added additional information about Michigan Beach Park and lifeguards
- Page 17 – Replaced photo
- Skate Park: Small edits to supervision information
- Ferry Beach Park: Added and replaced text about lifeguards, past uses and amenities
- Depot Beach Park: Deleted text about lifeguards

- Marina: Removed dog run amenity & changed the name of the Middle School to Round Lake Education Center
- County Recreation: Added Hayes Township Camp Seagull
- Past grants: Added information on Ottawa and Chippewa Grant and County Grant Millage
- Inserted recreation inventory chart
- Page 30 - Inserted golf course photo

Goals and Objectives

- Action plan: Deleted "R" from the action items list and added action item pertaining to tunnel under US 31.

The Recreation Advisory Committee reviewed the draft Recreation Master Plan at their February 1st meeting and recommended approval. A Public Hearing has been noticed for February 20, 2017 after which the Council may approve the plan and/or make changes.

Recommendation:

Motion to approve Resolution #2017-02-02 and adoption of the 2017 Recreation Master Plan.

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-02-02
RECREATION MASTER PLAN ADOPTION

WHEREAS, the City of Charlevoix has undertaken a five year Recreation Master Plan which describes the physical features, existing recreation facilities, and the desired actions to be taken to improve and maintain recreation facilities during the five year period that begins in 2017 and ends on December 31, 2021; and

WHEREAS, the plan has been developed in accordance with the Michigan Department of Natural Resources requirements for a Community Recreation Plan; and

WHEREAS, an online input survey was made available to the public from July 17 to September 7, 2016, to provide an opportunity for citizens to share ideas and express opinions regarding the future of parks and recreation in the City of Charlevoix; and

WHEREAS, the draft Recreation Master Plan was made available for review and public comment from January 12 to February 20, 2017, at the Charlevoix City Hall, the Charlevoix Public Library, and online at http://charlevoix.recdesk.com; and

WHEREAS, at a regular meeting with the Recreation Advisory Board, held on February 1, 2017, 6:00 pm at the Charlevoix City Hall, 210 State Street, the City of Charlevoix Recreation Advisory Board recommended adoption of the Recreation Master Plan by the City Council; and

WHEREAS, a public meeting with the Charlevoix City Council was held on February 20, 2017, 7:00 pm, at the Charlevoix City Hall located at 210 State Street in Charlevoix, to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Recreation Master Plan; and

WHEREAS, the City of Charlevoix has developed the Recreation Master Plan for the benefit of the entire community and wishes to use the plan as a document to assist in meeting the recreation needs of Charlevoix.

NOW THEREFORE BE IT RESOLVED, on this day that the City of Charlevoix adopts said Recreation Master Plan as a guideline for recreation improvements for the City of Charlevoix.

RESOLVED this 20th day of February, 2017 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:
Nays:
Absent:

CHARLEVOIX CITY COUNCIL
AGENDA ITEM

AGENDA ITEM TITLE:	Budget Amendment for 2016-2017
DATE:	February 20, 2017
PRESENTED BY:	Mark L. Heydlauff, City Manager Kelly McGinn, City Treasurer
ATTACHMENTS:	2016-2017 Budget Amendment- Ordinance #780

BACKGROUND INFORMATION:
The 2016-2017 Budget Amendment aligns our actual spending from the last year with the budget. Overall, the General Fund used roughly $77,000 in reserves compared with an estimated budget of $211,000 coming from reserves. The General Fund ends the year with $1.3 million in cash reserves or 38% of annual expenses- a very healthy cash reserve.

While the City undertook extensive infrastructure improvements in the last year, costs came in roughly $200,000 less than was budgeted or slightly less than 10% of the overall project. This savings has been moved forward toward continued improvement in the 2017-2018 Budget.

The utility funds performed within expectations with the Water Fund beginning to improve. Water revenue slightly exceeded budgeted revenue and expenses were lower than expected. Extensive capital improvement remains to be done in the water system. Due to the timing of a bond payment, the Wastewater Fund shows a larger than expected loss; the 2017-2018 budget reflects this change.

Our Department Heads have done a great job managing expenses this year and they are to be commended for their stewardship of public resources.

RECOMMENDATION:
Motion to adopt Ordinance #780 and approve the Budget Amendment for the 2016-2017 budget as presented.

CITY OF CHARLEVOIX
ORDINANCE NO. 780 OF 2017
2016-17 BUDGET AMENDMENT #1

The Budget for the fiscal year beginning April 1, 2016 shall be amended for operating the City of Charlevoix. Ordinance #776-2016 Budget Appropriation Act, of 2016-2017, is hereby amended as follows:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	3,481,000	3,450,649	(30,351)
- Legislative	EX Total	44,400	52,974	8,574
- General Government	EX Total	569,000	567,225	(1,775)
- Public Safety	EX Total	1,119,900	1,058,613	(61,287)
- Public Works	EX Total	235,100	248,525	13,425
- Health and Welfare	EX Total	432,700	422,849	(9,851)
- Recreation & Culture	EX Total	1,159,600	1,051,088	(108,512)
- Other	EX Total	131,900	126,758	(5,142)
Major Street Fund	RV Total	287,766	304,506	16,740
	EX Total	260,900	299,931	39,031
Local Street Fund	RV Total	159,814	174,315	14,501
	EX Total	159,600	172,234	12,634
DDA Fund	RV Total	533,964	564,720	30,756
	EX Total	543,700	663,205	119,505
General Debt Service Fund	RV Total	206,800	321,768	114,968
	EX Total	206,800	318,296	111,496
Airport Fund	RV Total	2,525,600	2,510,793	(14,807)
	EX Total	1,618,900	1,590,969	(27,931)
P#2 - Sewer Capital Fund Tap Ins	RV Total	8,100	11,100	3,000
P#5 - Sewer Capital Fund	RV Total	6,100	7,750	1,650
P#6 - Infrastructure Improvements Fund	RV Total	3,487,700	478,782	(3,008,918)
	EX Total	3,471,200	2,933,943	(537,257)
P#7 - Street Improvements	RV Total	233,600	234,565	965
	EX Total	207,955	216,541	8,586
P#9 - Industrial Park Fund	RV Total	30	60	30
	EX Total	5,000	3,500	(1,500)
P#12 - Mt. McSauba Recreation Improvem	RV Total	7,000	7,010	10
	EX Total	4,000	0	(4,000)
Electric Fund	RV Total	7,143,372	7,254,796	111,424
	EX Total	8,379,400	8,013,914	(365,486)
Sewer Fund	RV Total	3,812,400	4,045,345	232,945
	EX Total	3,775,100	4,309,084	533,984
Water Fund	RV Total	1,659,700	1,712,281	52,581
	EX Total	1,953,500	1,817,781	(135,719)
Marina Fund	RV Total	734,850	764,098	29,248
	EX Total	1,377,700	1,387,897	10,197
DPW Site Fund	RV Total	187,500	188,700	1,200
	EX Total	79,000	34,050	(44,950)
Employee Fringe Benefit Fund	RV Total	2,317,500	2,271,509	(45,991)
	EX Total	2,326,500	2,263,826	(62,674)
Motor Pool Fund	RV Total	1,077,900	1,144,769	66,869
Motor Pool Fund	EX Total	1,279,700	1,291,211	11,511
Cemetery Trust	RV Total	4,750	6,000	1,250

Bad Debt Write-Offs		
General Fund	16,866	ambulance
Motor Pool Fund	-	
Electric Fund	15,063	
Water Fund	2,721	
Sewer Fund	5,471	
2016-2017 TOTAL:	**$40,120**	

2015-16	$35,724
2014-15	$55,724
2013-14	$45,663
2012-13	$76,613
2011-12	$31,720

Ordinance No. 780 was enacted on the 20th day of February, 2017 A.D., by the Charlevoix City Council as follows:

Motion by:
Second by:

Yeas:
Nays:
Absent:

State of Michigan)
) ss
City of Charlevoix)

Joyce M. Golding	Clerk	Luther Kurtz	Mayor

CHARLEVOIX CITY COUNCIL
AGENDA ITEM

AGENDA ITEM TITLE:	2017-2018 Budget Ordinance
DATE:	February 20, 2017
PRESENTED BY:	Mark L. Heydlauff, City Manager Kelly McGinn, City Treasurer
ATTACHMENTS:	Budget Ordinance- Ordinance #781 Fee Schedule- Resolution #2017-02-03 Charlevoix Tomorrow

BACKGROUND INFORMATION:
At your last meeting, I submitted to you the final budget recommendation from staff and the ordinance to approve it. In accord with the Charter, an ordinance takes 30 days to be effective and our fiscal year begins April 1. Pursuant to Michigan law, you must hold a Public Hearing on the establishment of the tax rate and budget.

The budget is spelled out in detail in the enclosed documents. This budget includes several large capital purchases including:

- The complete reconstruction of Antrim Street (from Bridge to State), Hurlbut (from Bridge to State), and Prospect (from Dixon to Petoskey)
- Extensive repaving of various streets to improve conditions and long-term wear
- Installation of new cooling system for City Hall
- New filter media, pump rebuilds, and control improvements at the Water Treatment Plant
- Taxiway A surface improvements and new lighting at the Charlevoix Municipal Airport
- No change in tax rates
- New City website and online Code of Ordinances to make City government more user-friendly and modernize processes
- Software to digitize Council and City Board and Commission packets

The rate and fee schedule includes the following significant points:

- No change in electric rates
- Average City resident water bills will increase roughly $5 per month depending on usage; sewer bills will increase by $1 per month
- Airport fees will be simplified and will incent the purchase of fuel
- Golf Course and McSauba Rates are staying the same with the exception of a reduction for ice rink season passes
- No change for parking or marina rates

Also included with your packet is the City Manager's proposed Capital Budget and Plan titled "Charlevoix Tomorrow." It highlights opportunities for growth and redevelopment along with long-term budget planning. Council action is not needed at this time but it will be referred to the Planning Commission for their consideration before returning to Council.

Following the adoption of the Budget and Rate and Fee Schedule, all relevant documents will be bound and available for Council and the public in hardcopy and our website.

RECOMMENDATION:
Motion to approve Ordinance #781 and approve the 2017-2018 City of Charlevoix Budget as presented.

Motion to approve Resolution #2017-02-03 and approve the Rate and Fee Schedule for 2017-2018 as presented.

CITY OF CHARLEVOIX
ORDINANCE NO. 781 of 2017
BUDGET APPROPRIATION ACT

THE CITY OF CHARLEVOIX ORDAINS:

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

THEREFORE, BE IT RESOLVED, that the revenues and expenditures for the fiscal year commencing on April 1, 2017 and ending March 31, 2018 are hereby appropriated on a fund level basis (a detailed breakdown by activity level can be found in the Budget Details document) as summarized by the following:

GENERAL FUND	
TOTAL REVENUES:	$3,869,700
TOTAL EXPENSE:	$3,896,700

BE IT FURTHER RESOLVED, that the City Council of the City of Charlevoix does hereby levy 11.0959 mills (9.05 mills operating and 2.0459 mills infrastructure) for the period of April 1, 2017 through March 31, 2018 on all real and eligible personal property in the City of Charlevoix according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City of Charlevoix and for infrastructure improvements, and is levied pursuant to Section 8.1, Article VIII of the City Charter; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1.3631 mills for the period April 1, 2017 through March 31, 2018 on all real and eligible personal property in the Downtown Development District, according to the valuation of the same within the district; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1 mill for the period April 1, 2017 through March 31, 2018 on all real and eligible personal property in the City of Charlevoix, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of rubbish collection and other related services provided citizens allowed by the act, and is levied pursuant to Michigan Public Act 213 of 1969; and

BE IT FURTHER RESOLVED, that the City Council does hereby approve the following budgets for the period April 1, 2017 through March 31, 2018 in the amounts set forth below by fund:

FUND	REVENUE	EXPENSE
Major Street Fund	$ 283,838	$ 272,800
Local Street Fund	167,600	167,600
Electric Fund	7,748,200	7,748,200
Sewer Fund	3,000,900	3,000,900
Water Fund	1,957,900	1,957,900
Marina Fund	1,458,900	1,458,900
Airport Fund	2,494,210	1,663,200
Downtown Development Authority	716,400	716,400
Employee Fringe Benefit	2,349,200	2,349,200
Motor Vehicle Fund	1,015,000	1,015,000
Perpetual Care Trust Fund	6,000	0
General Debt Service Fund	321,200	321,200
Fire/Ambulance Fund	79,591	40,000
Sewer Tap-in Fund*	8,100	0
Northside/Southside Sewer Fund*	4,100	0
Infrastructure Improvement	1,945,500	1,945,500
Road Improvements	247,517	247,517
Public Works Site Fund	188,744	4,000
Industrial Park Fund	3,500	3,500
Mt. McSauba Recreation Fund	7,010	0

* These funds are part of the Sewer Fund.

Ordinance # 781 was enacted on the 20th day of February, 2017 A.D., by the Charlevoix City Council as follows:

Motion by:
Second by:

Yeas:
Nays:
Absent:

State of Michigan)
) ss
City of Charlevoix)

Joyce M. Golding	Clerk	Luther Kurtz	Mayor

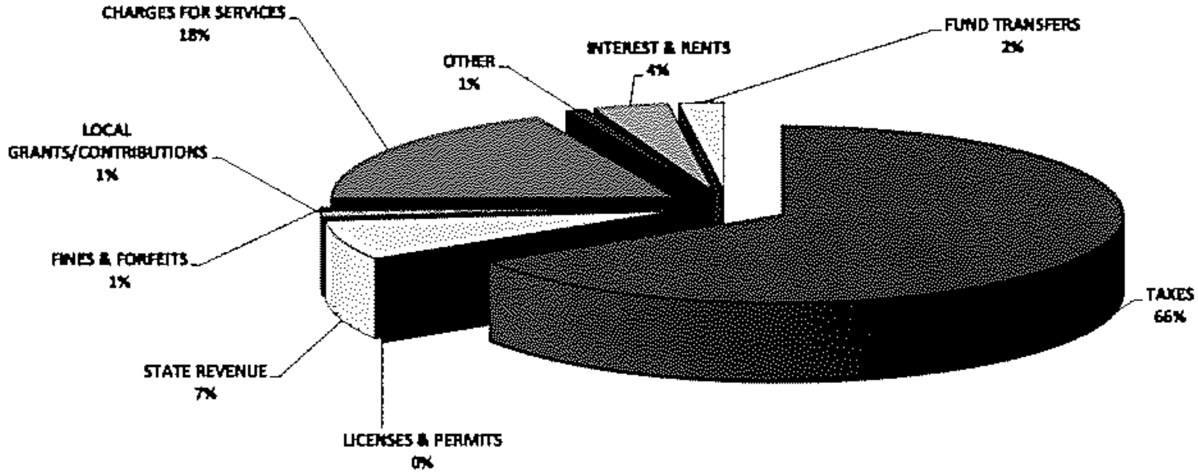
GENERAL FUND
2017-18 BUDGET

		2015-16 Actual		2016-17 Budget		2016-17 Est. Actual		2017-18 Budget
REVENUES								
Taxes		2,294,275		2,322,300		2,354,888		2,337,700
Licenses & Permits		4,942		4,000		5,250		5,300
Federal Grants		-		-		-		-
State Grants & Revenue		236,501		288,600		218,171		256,500
Local Grants & Contributions		41,110		36,000		28,000		36,000
Charges for Services		678,578		653,200		643,990		650,700
Fines & Forfeits		21,033		21,000		22,075		20,900
Interest & Rents		125,462		124,400		128,332		125,500
Other		55,151		25,000		47,444		34,600
Fund Transfers		133,556		6,500		2,500		72,700
TOTAL REVENUES	$	3,590,608	$	3,481,000	$	3,450,649	$	3,539,900
EXPENSES								
Legislative		61,632		44,400		52,974		47,800
General Government		506,004		569,000		567,225		754,500
Public Safety		1,010,829		1,119,900		1,058,613		1,109,400
Public Works		245,539		235,100		248,525		252,100
Health & Welfare		419,067		432,700		422,849		426,600
Recreation & Culture		1,031,539		1,159,600		1,051,088		1,166,600
Other		97,906		131,900		126,758		112,700
Fund Transfers		80,304		-		-		-
TOTAL EXPENSES	$	3,452,820	$	3,692,600	$	3,528,031	$	3,869,700
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	$	137,787	$	(211,600)	$	(77,382)	$	(329,800)
YEAR END BALANCES								
FUND BALANCE BEGINNING OF YEAR		1,286,553		1,269,915		1,424,340		1,346,958
NET CHANGE IN FUND BALANCE		137,787		(211,600)		(77,382)		(329,800)
FUND BALANCE	$	1,424,340	$	1,058,315	$	1,346,958	$	1,017,158
CASH & INVESTMENTS	$	1,451,804	$	1,048,056	$	1,374,422	$	1,044,622
FUND BALANCE AS % OF TOTAL EXPENSES		41%		29%		38%		26%

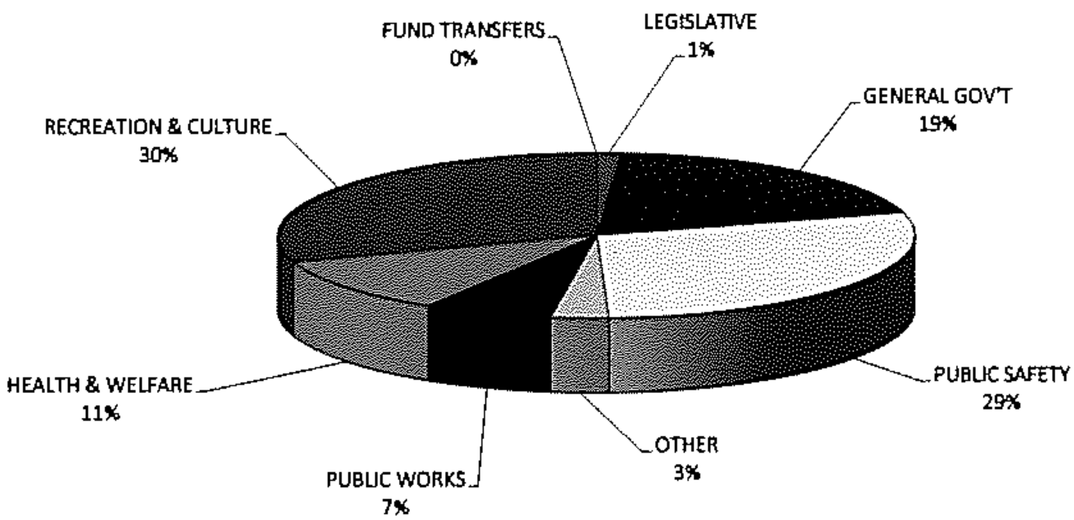
The General Fund is the City's most diverse fund and provides many of the services and amenities our citizens rely upon everyday. The above chart shows the summary of the General Fund's revenues and expenses while the next few pages show more details about each of these areas.

RIGHT: The Charlevoix Golf Club is the oldest municipally-owned golf course in Michigan and operates from the General Fund. This picture shows the course in use nearly 100 years ago.

General Fund Revenues
2017-2018



General Fund Expenses
2017-2018 Budget



GENERAL FUND REVENUE DETAIL
2017-18 BUDGET

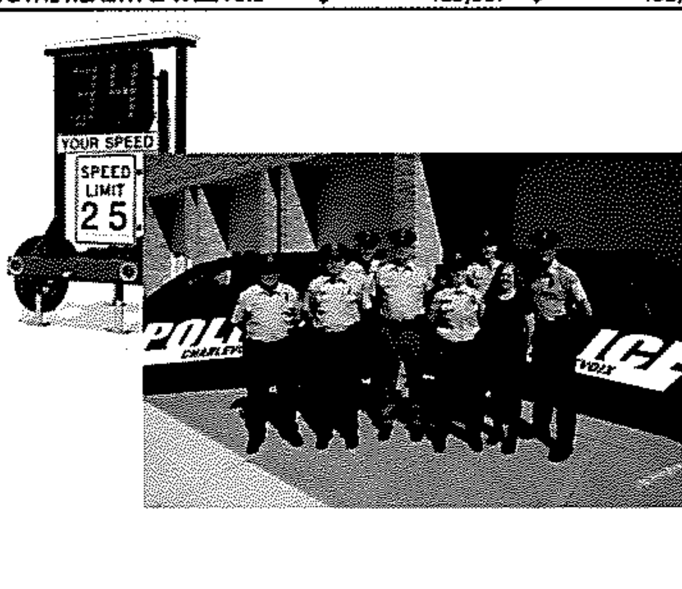
	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
TAXES				
CURRENT PROPERTY TAX LEVY	2,003,341	2,030,000	2,038,648	2,038,600
REFUSE TAX	221,356	224,300	225,265	225,300
PAYMENT IN LIEU OF TAXES	2,419	4,000	15,000	5,000
DELINQUENT TAXES - CITY OPERATING	30,448	30,000	30,000	30,000
DELINQUENT TAXES - REFUSE	3,364	3,000	3,000	3,000
IFT / CFT TAXES	5,067	5,000	5,000	5,000
LOCAL STABILIZATION REVENUE	-	-	11,974	4,800
INTEREST & DELINQUENT - TAXES	5,570	8,000	8,000	8,000
TAX ADMINISTRATION FEES	22,709	18,000	18,000	18,000
TOTAL TAXES	**$ 2,294,275**	**$ 2,322,300**	**$ 2,354,888**	**$ 2,337,700**
LICENSES & PERMITS				
LICENSES & PERMITS	4,942	4,000	5,250	5,300
TOTAL LICENSES & PERMITS	**$ 4,942**	**$ 4,000**	**$ 5,250**	**$ 5,300**
STATE GRANTS & REVENUE				
STATE GRANTS - PUBLIC SAFETY	1,396	1,300	1,420	1,400
STATE GRANTS - OTHER	-	45,000	-	45,000
STATE SHARED REVENUE	206,584.00	217,800.00	180,179.92	185,600.00
STATE SHARED REVENUE - LIQUOR LICENSES	19,593	15,000	15,000	15,000
STATE SHARED REVENUE - METRO ACT	8,928	9,500	21,571	9,500
TOTAL STATE GRANTS & REVENUE	**$ 236,501**	**$ 288,600**	**$ 218,171**	**$ 256,500**
GRANTS & CONTRIBUTIONS				
GRANTS - CVX COUNTY COMM FNDN	610	1,000	3,000	1,000
GRANTS - OTHER	20,000	10,000	-	10,000
GRANTS - GRAND TRAVERSE BAND	20,500	25,000	25,000	25,000
TOTAL GRANTS & CONTRIBUTIONS	**$ 41,110**	**$ 36,000**	**$ 28,000**	**$ 36,000**
CHARGES FOR SERVICES				
FIRE RUNS & PROTECTION	24,397	24,900	24,885	25,400
AMBULANCE RUNS	317,392	245,000	245,000	257,300
AMBULANCE CONTRACTS	67,826	92,000	92,000	92,000
CHARGES FOR SERVICES - OTHER	2,680	500	700	700
CEMETERY - LOTS, FOUND & OPENING	26,825	35,000	35,000	35,000
PAVILLION RESERVATION FEE	6,373	5,000	5,000	5,000
GOLF - NON TAXABLE ITEMS	2,097	2,500	1,700	1,700
GOLF - TAXABLE ITEMS	1,987	2,500	1,400	1,400
USE & ADMISSIONS - GREEN FEES	104,111	104,300	90,100	87,000
USE & ADMISSIONS - SUMMER SPORTS	5,225	5,200	5,225	5,200
USE & ADMISSIONS - DAY CAMP	46,988	50,000	50,000	50,000
USE & ADMISSIONS - SKI HILL	44,772	57,000	57,000	57,000
USE & ADMISSIONS - BASKETBALL	-	-	565	-
USE & ADMISSIONS - VOLLEYBALL	500	700	650	700
USE & ADMISSIONS - BEACH CLEANING	393	300	1,950	1,000
USE & ADMISSIONS - SKATE PARK	268	1,000	1,000	1,000
USE & ADMISSIONS - SKATING RINK	-	300	250	300
PARKING FEES	26,746	27,000	31,565	30,000
TOTAL CHARGES FOR SERVICES	**$ 678,578**	**$ 653,200**	**$ 643,990**	**$ 650,700**

	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
FINES & FORFEITS				
FINES AND FORFEITS	15,049	14,500	15,625	15,000
ORDINANCE FINES - COUNTY	5,339	6,000	5,000	5,000
NSF CHECK CHARGES	245	200	250	300
CIVIL INFRACTION FINES	400	300	1,200	600
TOTAL FINES & FORFEITS	$ 21,033	$ 21,000	$ 22,075	$ 20,900
INTEREST & RENTS				
INTEREST EARNINGS	2,497	2,500	2,500	2,500
RENTS - CITY HALL	99,500	98,400	100,400	102,500
RENTS - ELECTIONS	-	-	4,887	-
RENTS - FERRY BOAT LAUNCH	23,464	23,500	20,545	20,500
TOTAL INTEREST & RENTS	$ 125,462	$ 124,400	$ 128,332	$ 125,500
OTHER				
SALE OF FIXED ASSETS	-	500	500	500
DONATIONS - PRIVATE SOURCES	31,925	-	21,875	10,000
RESTRICTED POLICE	-	1,000	-	-
DONATIONS - SKATE PARK	1,330	1,000	1,600	1,500
DAY CAMP SCHOLARSHIPS	2,985	6,000	5,525	6,000
CONTRIBUTIONS - VOLUNTEER FIRE	357	-	894	-
SKI HILL SCHOLARSHIPS	4,960	5,000	5,000	5,000
DONATIONS - BRICKS	300	1,000	1,000	1,000
REFUNDS & REBATES	3,621	-	50	100
REFUNDS & REBATES - INSURANCE	-	500	500	500
MISCELLANEOUS	9,673	10,000	10,500	10,000
TOTAL OTHER	$ 55,151	$ 25,000	$ 47,444	$ 34,600
FUND TRANSFERS				
CONTRIBUTIONS FROM OTHER FUNDS	16,980	6,500	2,500	72,700
CONTRIBUTIONS FROM OTHER FUNDS - PI 6	116,576	-	-	-
TOTAL FUND TRANSFERS	$ 133,556	$ 6,500	$ 2,500	$ 72,700
TOTAL REVENUES	$ 3,590,608	$ 3,481,000	$ 3,450,649	$ 3,539,900

As with the golf course, different departments within the General Fund produce revenue. This revenue is pooled, along with tax revenue, and spent collectively to fund the various services provided through the General Fund. We have successfully partnered with Charlevoix Township to provide water to Mt. McSauba. This has allowed township residents to get City rates at the complex.

GENERAL FUND EXPENSES SUMMARY
2017-18 BUDGET

	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
LEGISLATIVE				
Common Council	61,632	44,400	52,974	47,800
TOTAL LEGISLATIVE	**$ 61,632**	**$ 44,400**	**$ 52,974**	**$ 47,800**
GEN GOVERNMENT				
Mayor	4,259	10,300	9,894	7,000
City Manager	98,321	100,000	100,840	113,700
Elections	18,015	24,400	24,448	24,900
Assessor	56,848	58,500	60,214	58,700
City Attorney	41,016	45,100	45,100	40,000
City Clerk	39,775	45,900	45,900	51,200
City Treasurer	60,607	66,500	67,071	68,800
City Hall & Grounds	109,536	119,000	113,143	289,900
Cemetery	77,627	99,300	100,616	100,300
TOTAL GEN GOVERNMENT	**$ 506,004**	**$ 569,000**	**$ 567,225**	**$ 754,500**
PUBLIC SAFETY				
Police Department	716,057	752,800	762,314	781,400
Parking Enforcement	7,260	7,200	7,392	7,300
Fire Department	227,357	253,500	241,980	248,500
Planning	60,155	106,400	46,927	72,200
TOTAL PUBLIC SAFETY	**$ 1,010,829**	**$ 1,119,900**	**$ 1,058,613**	**$ 1,109,400**
PUBLIC WORKS				
Highways & Streets	233	300	300	300
Leaf Pickup	144,454	133,500	145,376	147,300
Spring Cleanup	50,236	48,100	50,600	51,600
Brush Pickup	50,615	53,200	52,249	52,900
TOTAL PUBLIC WORKS	**$ 245,539**	**$ 235,100**	**$ 248,525**	**$ 252,100**
HEALTH & WELFARE				
Ambulance	419,067	432,700	422,849	426,600
TOTAL HEALTH & WELFARE	**$ 419,067**	**$ 432,700**	**$ 422,849**	**$ 426,600**



The Police Department has acquired a grant to purchase a speed trailer which will be placed throughout the city to enhance our traffic policing. During the busy summer months traffic can be treacherous and having a speed trailer can assist us in determining problems areas where we can focus our patrols. Our Department will be doing SHARP's training and women's sexual harassment, self-defense and rape prevention classes this year. We have also ordered a new patrol vehicle to add to our fleet, the new vehicle will be a Chevy Tahoe Police Equipped and should arrive early spring 2017.

	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
REC & CULTURE				
Parks Department	543,322	402,100	446,910	436,000
Recreation Administration	40,280	55,800	57,343	59,400
City Beaches	15,868	96,400	5,169	97,100
Ball Fields	15,152	21,100	22,029	23,600
Day Camp	61,615	67,700	68,534	69,600
Ice Rink	1,902	7,600	7,288	8,900
Mt. McSauba Ski Hill	97,347	108,500	135,017	133,100
Recreational Sports	3,907	103,400	3,400	55,100
Skate Park	1,798	4,700	4,834	7,900
Golf Course	220,285	259,700	267,840	236,900
Boat Launch	21,938	21,000	21,145	21,300
Community Promotion	8,125	11,600	11,580	17,700
TOTAL REC & CULTURE	**$ 1,031,539**	**$ 1,159,600**	**$ 1,051,088**	**$ 1,166,600**
MISCELLANEOUS				
OTHER	97,906	131,900	126,758	112,700
FUND TRANSFERS	80,304	-	-	-
TOTAL MISCELLANEOUS	**$ 178,210**	**$ 131,900**	**$ 126,758**	**$ 112,700**
TOTAL EXPENSES	**$ 3,452,820**	**$ 3,692,600**	**$ 3,528,031**	**$ 3,869,700**

MAJOR STREET FUND
2017-18 BUDGET

		2015-16 Actual		2016-17 Budget		2016-17 Est. Actual		2017-18 Budget
REVENUES								
GAS & WEIGHT TAX		185,326		177,336		189,484		208,806
INTEREST EARNINGS		20		30		32		32
STATE REVENUE - OTHER		18,609		-		4,527		-
STATE TRUNKLINE REIMBURSEMENT		73,607		75,000		75,000		75,000
OTHER		365		-		25		-
FROM INFRASTRUCTURE		110,000		-		-		-
FROM STREET IMPROVEMENT		320,404		35,400		35,438		-
TRANSFER FROM GENERAL		-		-		-		-
PRIVATE SOURCES		7,500		-		-		-
TOTAL REVENUES	$	**715,831**	$	**287,766**	$	**304,506**	$	**283,838**
EXPENSES								
ENGINEERING		22,153		-		-		-
CONTRACTUAL SERVICES		515,596		-		18,540		-
ROUTINE MAINTENANCE		10,213		9,300		10,122		10,900
SWEEPING & FLUSHING		12,952		13,900		13,151		13,300
TREES & SHRUBS		35,840		28,000		30,053		28,300
DRAINAGE		11,062		14,700		19,276		22,400
PAVEMENT MARKING		15,615		17,000		17,000		5,000
TRAFFIC CONTROL		5,895		12,100		12,064		10,700
WINTER MAINTENANCE		90,940		98,800		101,155		102,200
ADMINISTRATION		3,191		9,800		9,944		10,300
SURFACE MAINTENANCE-TRK		12,369		6,600		9,500		9,600
SWEEPING & FLUSHING-TRK		2,125		6,300		6,661		6,700
TREES & SHRUBS-TRK		844		800		1,068		1,100
DRAINAGE-TRK		1,794		1,700		1,925		2,000
TRAFFIC SIGN/SIGNAL-TRK		1,424		2,600		3,474		3,600
PAVEMENT MARKING-TRK		-		500		-		-
WINTER MAINTENANCE-TRK		44,528		37,900		45,194		45,800
GUARD RAILS-TRK		-		100		-		-
ROADWAY INSPECTION-TRK		718		800		807		900
TOTAL EXPENSES	$	**787,258**	$	**260,900**	$	**299,931**	$	**272,800**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	$	**(71,427)**	$	**26,866**	$	**4,574**	$	**11,038**
YEAR END BALANCES								
FUND BALANCE BEGINNING OF YEAR		137,318		139,136		65,891		70,466
NET CHANGE IN FUND BALANCE		(71,427)		26,866		4,574		11,038
FUND BALANCE	$	**65,891**	$	**166,002**	$	**70,466**	$	**81,504**
CASH & INVESTMENTS	$	**0**	$	**130,347**	$	**4,575**	$	**15,612**

LOCAL STREET FUND
2017-18 BUDGET

	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
REVENUES				
GAS & WEIGHT TAX	77,740	79,814	85,699	95,412
STATE GRANTS - OTHER	18,609	-	-	-
INTEREST EARNINGS	32	-	30	30
MISCELLANEOUS INCOME	-	-	-	-
FROM GENERAL FUND	-	80,000	80,000	65,000
FROM INFRASTRUCTURE	-	-	-	-
FROM STREET IMPROVEMENT	-	-	8,586	-
TOTAL REVENUES	**$ 96,380**	**$ 159,814**	**$ 174,315**	**$ 160,442**
EXPENSES				
ENGINEERING	-	-	-	-
CONTRACTUAL SERVICES	-	28,000	28,000	25,000
ROUTINE MAINTENANCE	2,548	10,800	19,288	12,900
SWEEPING & FLUSHING	9,682	8,300	8,338	8,300
TREES & SHRUBS	6,670	17,200	18,752	24,700
DRAINAGE	5,559	2,400	2,319	2,400
TRAFFIC CONTROL	782	1,900	4,503	1,900
WINTER MAINTENANCE	72,457	83,100	82,929	84,000
ADMINISTRATION	1,607	7,900	8,104	8,400
TOTAL EXPENSES	**$ 99,305**	**$ 159,600**	**$ 172,234**	**$ 167,600**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (2,925)**	**$ 214**	**$ 2,081**	**$ (7,158)**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	41,442	44,926	38,517	40,598
NET CHANGE IN FUND BALANCE	(2,925)	214	2,081	(7,158)
FUND BALANCE	**$ 38,517**	**$ 45,140**	**$ 40,598**	**$ 33,440**
CASH & INVESTMENTS	**$ 22,937**	**$ 34,206**	**$ 25,018**	**$ 17,860**

Why are there three street funds? The Major Street Fund and the Local Street Fund handle the maintenance on streets depending on their classification. Local streets are typically neighborhood streets (like Alice Street) while major streets are the larger thoroughfares (like State Street). Both recveive money from the Michgan Gas & Weight Tax and the money is distrubuted to us from the State of Michigan through a formula found in Public Act 51 of 1951. We also receive funds from the Michigan Department of Transportation to plow snow and do routine maintenance on US 31 and M-66 under contract.

The Street Improvement Fund is funded with revenue provided by the Charlevoix County Road Millage. This millage was approved by voters and the portion levied in the City is returned to us to maintain our streets. We allocate a portion of this revenue to the debt on the infrastructure bonds we issued last year while the remainder is used for maintenance and street construction activities.

PI #7 STREET IMPROVEMENT FUND
2017-18 BUDGET

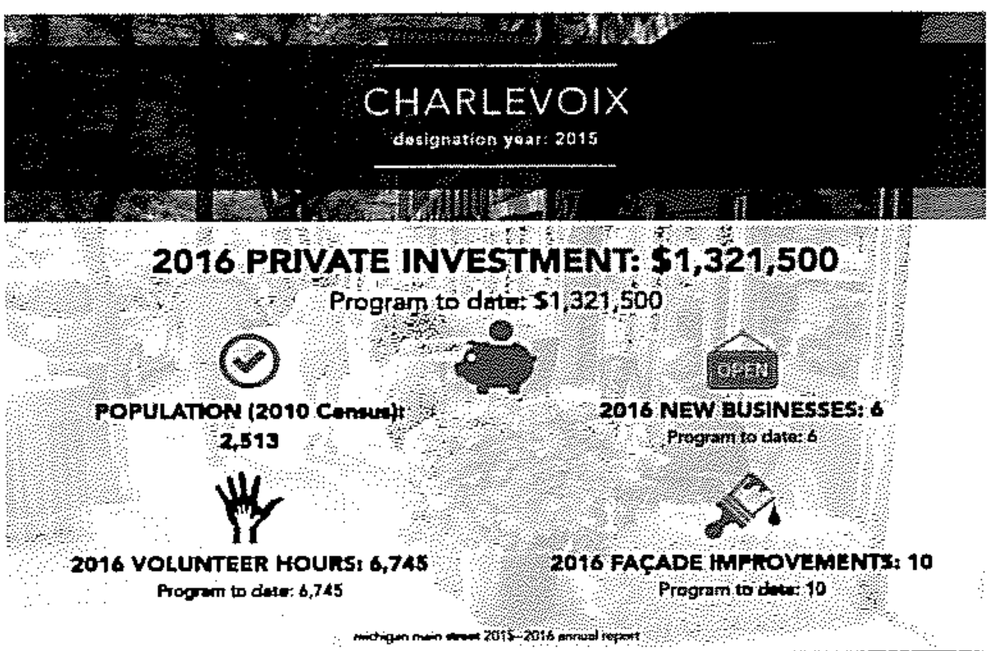
	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
REVENUES				
COUNTY ROAD TAX	215,316	224,300	225,265	225,300
PAYMENT IN LIEU OF TAXES	540	300	300	300
DELINQUENT TAXES	9,270	9,000	9,000	9,000
IFT TAX	-	-	-	-
INTEREST EARNINGS	173	-	-	-
TOTAL REVENUES	$ 225,299	$ 233,600	$ 234,565	$ 234,600
EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	-	-	-	-
TRANSFER TO MAJOR STREET	240,100	35,438	35,438	-
TRANSFER TO LOCAL STREET	-	-	8,586	-
TRANSFER TO GENERAL DEBT	-	172,517	172,517	172,517
TRANSFER TO WATER	30,000	-	-	-
TRANSFER TO INFRASTRUCTURE	-	-	-	75,000
REFUNDS & REBATES / MISC.	39	-	-	-
TOTAL EXPENSES	$ 270,139	$ 207,955	$ 216,541	$ 247,517
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	$ (44,840)	$ 25,645	$ 18,024	$ (12,917)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	184,891	148,401	140,051	158,075
NET CHANGE IN FUND BALANCE	(44,840)	25,645	18,024	(12,917)
FUND BALANCE	$ 140,051	$ 174,046	$ 158,075	$ 145,158
CASH & INVESTMENTS	$ 112,735	$ 163,373	$ 130,759	$ 117,842

In 2016, the City completely rebuilt 9 blocks of streets with new underground utilities and above-ground infrastructure. The $2.1 million project was completed on-time and under budget. In 2017, we plan to rebuild three more blocks of streets and do an extensive surfacing paving project.

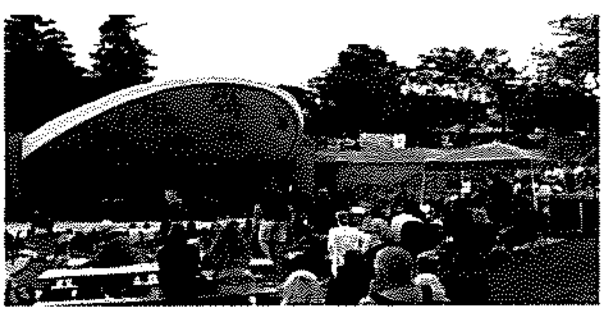
LEFT: The 200 block of E. Upright shown here nearly ready for asphalt in August 2016.

DOWNTOWN DEVELOPMENT AUTHORITY FUND
2017-18 BUDGET

	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
REVENUES				
CURRENT PROPERTY TAX	36,527	37,100	37,742	37,700
PROPERTY TAX - CAPTURE LOCAL	393,086	393,100	392,138	392,100
DELINQUENT PROPERTY TAX COLLECTED	1,246	-	-	-
PENALTY - PROPERTY TAX	136	-	43	-
FEDERAL / STATE / OTHER GRANTS	21,815	1,600	10,549	4,600
FARMERS MARKET INCOME	26,783	26,964	30,516	33,900
INTEREST EARNINGS	1,094	500	622	500
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
RENTS & ROYALTIES - KEWEENAW	2,750	-	-	-
RENTS & ROYALTIES - BIBCO LEASE	25,862	26,900	26,861	27,900
RENTS & ROYALTIES - ROUND LAKE GROUP	17,110	15,300	18,469	20,300
RENTS & ROYALTIES - LC BREWERS	405	-	4,860	4,900
MISCELLANEOUS & IWF REIMBURSEMENT	6,155	3,500	3,500	3,500
CONTRIBUTION - OTHER SOURCES	11,648	2,500	11,920	2,500
CONTRIBUTION - MAIN STREET	21,595	25,000	25,000	25,500
CONTRIBUTION - LIGHTING & HOLIDAY DECOR	-	500	500	500
CONTRIBUTION - PERFORMANCE PAVILION	500	-	1,000	8,000
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	$ 567,713	$ 533,964	$ 564,720	$ 562,900



	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
EXPENSES				
SALARIES & WAGES	29,736	31,300	10,125	37,600
WAGES - ICMA	2,523	2,700	871	3,200
SALARIES & WAGES - TEMPORARY	6,149	7,000	8,150	10,600
EMPLOYEE FRINGE BENEFITS	23,819	25,200	9,019	30,900
OPERATING SUPPLIES	25,667	2,200	7,963	8,100
IWF MAINTENANCE	9,127	6,000	7,178	7,200
DESIGN COMMITTEE	-	10,300	47,808	114,600
DESIGN CAPTIAL IMPROVEMENTS	-	11,000	11,000	21,000
LEGAL SERVICES	419	500	500	500
TELEPHONE	1,783	1,000	992	1,000
CONFERENCE & TRAVEL	2,402	4,000	4,000	4,000
PRINTING & PUBLISHING	207	-	3,479	1,500
INSURANCE & BONDS	1,401	1,800	1,800	1,800
PARK EQUIPMENT	14,940	-	9,270	-
REFUNDS - PROPERTY TAX & TIFA	4,909	6,000	6,000	6,000
MAINTENANCE - BRIDGE PARK BUILDING	5,813	16,000	41,551	27,500
MISCELLANEOUS	157	300	300	800
MISCELLANEOUS - FARMERS MARKET	-	-	437	500
MISCELLANEOUS - MAIN STREET	2,532	-	8,526	300
LIBRARY CONTRIBUTION	25,000	30,000	30,000	30,000
TRANSFER TO OTHER FUNDS (MARINA)	321,395	326,200	336,063	335,700
TOTAL EXPENSES	**$ 535,110**	**$ 543,700**	**$ 663,205**	**$ 716,400**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 32,603**	**$ (9,736)**	**$ (98,485)**	**$ (153,500)**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	4,482,783	4,676,055	4,515,386	4,416,901
CHANGE IN FUND BALANCE / NET POSITION	32,603	(9,736)	(98,485)	(153,500)
FUND BALANCE / NET POSITION	**$ 4,515,386**	**$ 4,666,319**	**$ 4,416,901**	**$ 4,263,401**
CASH & INVESTMENTS	**$ 762,477**	**$ 738,977**	**$ 663,992**	**$ 510,492**



LEFT: The Main Street Summer Concert Series is a popular summer-long event focused on bringing residents and visitors to the downtown. These concerts are on Thursdays while the City Band performs on Tuesdays.

The Design Committee will work on development of Design Guidelines for downtown, to promote the complimentary services available to our downtown business and building owners, and to start developing a locally administered façade incentive program. The Economic Development Committee will assist with efforts to obtain certification in the Redevelopment Ready Communities program, assist in conducting a Market Study Update, and participate in Business Recruitment Training through the Michigan Main Street Center. The Organization Committee will work on developing a Communications Plan, developing a solid volunteer recruitment/management system to be a resource for all community events, and establishing a sponsorship packet for Main Street events. The Promotions Committee will continue working on events including Charlevoix Restaurant Week, the Live, Life, Local Shopping Campaign, and the Summer Concert Series.

ABOVE: The 2017 Shadowfest celebrates winter and desired coming of spring. The Main Street programs has been looking for ways to encourage more fall, winter, and spring activity in the downtown and events like this fit that goal.

RIGHT: More than 30 vendors assemble each week along Bridge Street in East Park for the Charlevoix Farmer's Market. This program helps local vendors reach a wide-range of local consumers.

Over the next year the DDA and Main Street program will be hard at work continuing the efforts begun in 2016 including Community Branding and Wayfinding Signage in the downtown. These two projects will end in a more unified image that can be adopted by all major stakeholders as a means to promote Charlevoix in the best way possible. With the hiring of a Lindsey Dotson as Main Street Executive Director and a new approach to downtown revitalization being presented in March by the National Main Street Center, a lot of time will be spent developing our strategy and long term goals and ensuring that all projects being completed by committees align with the new 4-Point Refresh.

MARINA FUND
2017-18 BUDGET

	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
REVENUES				
STATE GRANTS	-	-		-
LAUNDRY REVENUE	1,425	1,400	1,730	1,700
DOCKING SEASONAL	51,916	55,000	68,000	55,000
DOCK RESERVATIONS	356,103	325,000	335,000	325,000
DOCKING TRANSIENT	25,666	23,000	19,000	23,000
SUNSHINE	4,000	4,000	4,000	4,000
KEWEENAW	10,710	-	-	-
INTEREST INCOME	583	250	80	80
FROM OTHER FUNDS	-	-	-	-
FROM DDA - DEBT SVC	321,395	326,200	336,063	335,700
SALE OF FIXED ASSETS	-	-	-	-
OTHER REVENUE	-	-	225	-
TOTAL REVENUES	**$ 771,798**	**$ 734,850**	**$ 764,098**	**$ 744,480**
EXPENSES				
SALARIES & WAGES - FULL TIME	7,301	8,200	8,210	8,300
WAGES - ICMA	965	1,100	1,074	1,100
SALARIES & WAGES - TEMP	70,435	67,400	78,337	72,400
EMPLOYEE FRINGE BENEFITS	16,759	16,400	18,072	17,300
OFFICE SUPPLIES	20	-	70	100
OPERATING SUPPLIES	6,678	12,800	10,978	28,900
PROFESSIONAL SERVICES	6,253	5,300	1,750	5,300
CONTRACTUAL SERVICES	4,355	8,400	4,380	31,900
STATE CRS COMMISSION FEES	11,968	16,000	13,000	14,300
STATE CRS RESERVATION FEES	6,742	8,600	8,000	8,800
LEGAL FEES	372	-	-	-
TELEPHONE	759	800	1,211	1,300
CONFERENCE/TRAVEL/TRAINING	450	1,300	-	900
INSURANCE & BONDS	2,820	3,000	2,658	3,000
UTILITIES	58,730	66,000	61,688	64,800
BUILDING & DOCK MAINTENANCE	3,290	7,500	14,891	14,100
EQUIPMENT RENTAL	417	700	700	700
MISCELLANEOUS	1,880	700	1,772	2,200
CREDIT CARD PROCESSING FEES	7,084	7,900	7,500	7,600
AMORTIZATION EXPENSE	26,836	2,500	-	-
DEPRECIATION	658,242	658,000	658,000	658,000
MACHINERY & EQUIPMENT	261	1,800	2,364	300
INTEREST EXPENSE	6,930	6,700	6,680	6,400
TO ELECTRIC - LOAN PAYMENT	-	25,000	25,000	50,000
DEBT SERVICE - PRINCIPAL	-	275,000	300,000	315,000
DEBT SERVICE - INTEREST	173,626	176,200	161,063	145,700
BOND ISSUANCE COSTS	69,062	-	-	-
DEBT SERVICE FEES	473	400	500	500
TOTAL EXPENSES	**$ 1,142,710**	**$ 1,377,700**	**$ 1,387,897**	**$ 1,458,900**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (370,912)**	**$ (642,850)**	**$ (623,800)**	**$ (714,420)**

	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	3,582,636	2,993,675	3,211,724	2,587,924
CHANGE IN NET POSITION	(370,912)	(642,850)	(623,800)	(714,420)
NET POSITION	**$ 3,211,724**	**$ 2,350,825**	**$ 2,587,924**	**$ 1,873,504**
CASH AT PAYING AGENT	11,400	100,000	100,000	100,000
UNRESTRICTED	186,456	193,946	132,056	75,636
CASH & INVESTMENTS	**$ 197,856**	**$ 293,946**	**$ 232,056**	**$ 175,636**

The Charlevoix City Marina was completely rebuilt in 2008 along with the construction of East Park as we know it today. The Marina features 70 slips. Four slips are reserved for non-resident seasonal boaters, four slips are reserved for resident seasonal boaters, and two slips are reserved for commercial operators.

Construction of the Marina and East Park was funded by a grant from the Michigan Waterways Commission and bonds issued by the Downtown Develpoment Authority. Today, the DDA and the Marina jointly repay the bonds as noted above. Ongoing maintenance and operation of the marina is handled solely by the Marina Fund. In 2015, we refinanced the debt and lowered the long-term cost.

Since funding from the Michigan Waterways Commission, we are obligated to use their reservation system and they receive a portion of that revenue.

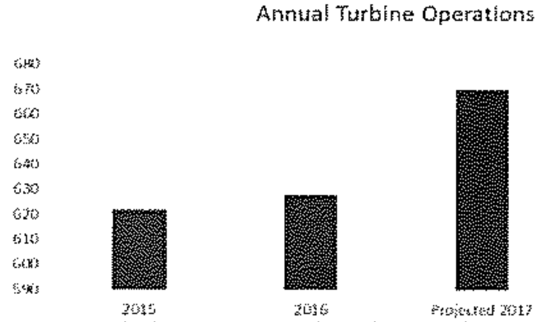
In 2016, the cable TV system for the Marina was updated to give boaters better television options on their boats. In the spring of 2017, we plan to upgrade the wireless Internet capacity for the Marina. Staff are still exploring the installation options but we have reviewed options from Charter and from Merit Network- a company who serves public entities with fiber optic service. With either option, it might make sense to extend the network into East Park and other areas of downtown.

AIRPORT FUND
2017-18 BUDGET

REVENUES	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
INTEREST EARNINGS	75	-	75	77
FEDERAL GRANTS	-	-	-	-
AIRPORT PERMITS	19,737	18,000	20,000	20,400
HANGAR RENTS	25,083	28,500	28,500	29,070
LAND LEASES	716	9,200	800	816
RENTAL CAR RENTS	-	1,000		-
STATE GRANTS	-	700	-	-
PARKING FEES	68,564	80,000	80,000	81,600
GROUND HANDLING FEE	9,405	10,000	9,500	9,690
CONTRACT FUEL REIMBURSEMENT	385,282	550,000	500,000	510,000
FUEL FEES - RETAIL	239,944	350,000	310,000	316,200
INTO WING FEES	97,562	92,000	100,000	102,000
AFTER HOURS CALLOUT FEES	12,250	12,100	12,300	12,546
FUEL FLOWAGE FEES - FA IAW	25,185	30,000	30,000	30,600
FUEL SALES - NON-TAX	5,438	10,000	10,000	10,200
THRU-PUT FEES	12	-	15	15
LANDING & RAMP FEES	59,216	52,000	60,000	61,200
GROUND SERVICES	3,110	2,000	3,200	3,264
LAVATORY SERVICE FEES	80	-	100	102
DISCOUNTS - AIRPORT SALES TAX	60	-	100	102
CONTRIBUTED CAPITAL	1,639,700	1,206,500	1,324,103	1,254,000
SALE OF FIXED ASSETS	-	-	-	-
REFUNDS & REBATES - INSURANCE	7,946	4,000	8,000	8,160
ADVANCE FROM ELECTRIC	-	-	-	-
TRANSFER FROM OTHER FUNDS	-	63,500	10,700	10,700
TAXABLE MERCHANDISE	557	-	600	612
VENDING MACHINE PROCEEDS	2,176	-	2,500	2,550
MISCELLANEOUS	132	6,100	300	306
TOTAL REVENUES	**$ 2,602,229**	**$ 2,525,600**	**$ 2,510,793**	**$ 2,464,210**

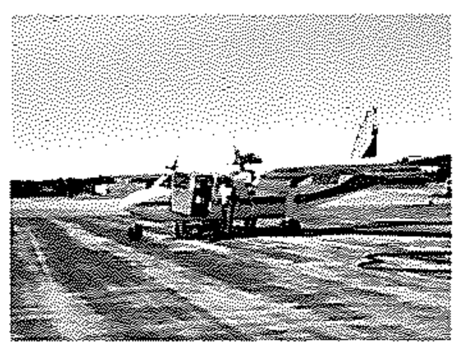
The top springtime priority for Charlevoix Municipal Airport, will be completing the runway project begun last fall. Once the weather clears, permanent runway markings will be painted on the runway. Charlevoix Municipal Airport will be heading into the summer season with a newly surfaced and grooved runway. Due to having a grooved runway, we anticipate our traffic and fuel sales will increase at a greater rate than previously experienced.

In the fall of 2017, the Airport will once again be improving its airfield. The taxiway surface and lighting will be rehabilitated. This project will complete two objectives. First, it will bring our taxiways in line with the FAA "taxiway standards". Secondly, this project will complete the update to all our primary surfaces (runway, taxiway and ramps).

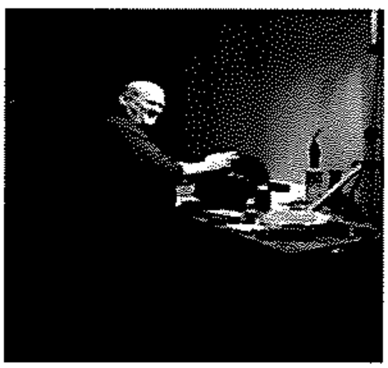


	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
EXPENSES				
SALARIES & WAGES - FULL TIME	99,596	113,800	118,853	89,500
WAGES - ICMA	8,623	10,300	10,707	8,400
SALARIES & WAGES - TEMPORARY	57,269	50,200	54,451	74,100
EMPLOYEE FRINGE BENEFITS	105,921	95,200	99,685	80,900
OFFICE SUPPLIES	3,268	7,000	6,000	6,000
CLEANING SUPPLY - TERMINAL	732	1,000	750	800
ICE/COFFEE SUPPLY	421	1,200	550	600
VENDING MACHINE SUPPLY	-	-	1,900	1,900
EQUIPMENT MAINT & REPAIR	311	-	-	-
FUEL TRUCK MAINTENANCE	333	-	60	-
SNOW EQUIPMENT MAINTENANCE	13,517	11,000	18,500	13,000
LAWN EQUIPMENT MAINTENANCE	2,992	5,000	5,500	5,000
UNIFORMS & PPE	1,403	2,300	2,300	2,300
AVIATION FUEL	668,092	800,000	630,022	661,500
DIESEL FUEL	3,866	9,500	5,159	5,400
FUEL TRUCK LEASE	21,120	22,500	22,500	22,500
FUEL MASTER PUMP REPAIRS	7,355	8,500	8,500	8,500
REPAIRS AND MAINTENANCE SUPPLIES	1,681	2,000	2,500	3,000
PROFESSIONAL SERVICES	6,365	8,300	3,250	2,300
CONTRACTUAL SERVICES	10,219	11,600	12,500	12,500
LEGAL FEES	5,158	2,500	2,500	2,500
TELEPHONE	2,108	1,500	1,484	1,700
CONFERENCE & TRAVEL	872	1,500	1,500	1,500
INSURANCE & BONDS	8,487	9,100	8,283	8,500
HANGAR REPAIRS	1,532	1,800	1,050	41,800
INSURANCE CLAIMS - CITY SHARE	1,949	-	2,670	1,000
UTILITIES	29,411	33,100	33,100	33,100
TERMINAL BLDG REPAIR & GROUNDS	3,109	4,000	3,500	4,000
SRE BLDG & HANGERS REPAIR & MAINT	6,330	3,200	3,700	5,100
TRASH REMOVAL	606	700	650	700
EQUIPMENT RENTAL	421	500	500	500
DUES & MEMBERSHIPS	70	100	125	100
PRINTING & PUBLISHING	1,510	1,300	1,300	1,300
MISCELLANEOUS	3,538	4,000	4,000	4,000
CREDIT CARD PROCESSING FEE	12,153	15,000	11,600	10,200
MACHINERY & EQUIPMENT	2,405	500	500	1,500

Fresh Air Aviation (left) and Island Airways (right) both operate frequent charter flights to and from Beaver Island and many other destinations.



	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
EXPENSES (continued)				
CAPITAL OUTLAY	-	60,500	80,721	66,000
DEBT SERVICE - PRINCIPAL (MDOT, Act99)	-	-	-	-
DEBT SERVICE - INTEREST (Electric Loan)	2,085	1,400	1,400	1,200
GRANT MATCH TO STATE				
DEPRECIATION	385,045	290,000	400,000	450,000
TRANSFER TO ELECTRIC	-	25,000	25,000	25,000
TOTAL EXPENSES	**$ 1,481,891**	**$ 1,618,900**	**$ 1,590,969**	**$ 1,663,200**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 1,120,338**	**$ 906,700**	**$ 919,824**	**$ 801,010**
YEAR END BALANCES				-
NET POSITION BEGINNING OF YEAR	5,665,159	7,216,207	6,785,497	7,705,321
CHANGE IN NET POSITION	1,120,338	906,700	919,824	801,010
NET POSITION	**$ 6,785,497**	**$ 8,122,907**	**$ 7,705,321**	**$ 8,506,330**
CASH & INVESTMENTS	**$ 26,395**	**$ 22,041**	**$ 22,116**	**$ 19,126**



New hangar development is another priority for the Airport this coming year. We currently have one individual beginning the process of building a hangar here and have a handful of others who have expressed interest in building hangars. Now that we have a friendlier land lease policy in place, hangar development will likely increase.

In our day to day operations, we will continue to provide excellent customer service. Our staff is the first contact passengers and crews will have when they arrive in Charlevoix; we work hard to provide them with a great experience and a warm welcome. Beyond valeting vehicles, pumping aviation fuel and assisting flight crews with logging and transportation, we have a lot of grass to mow.

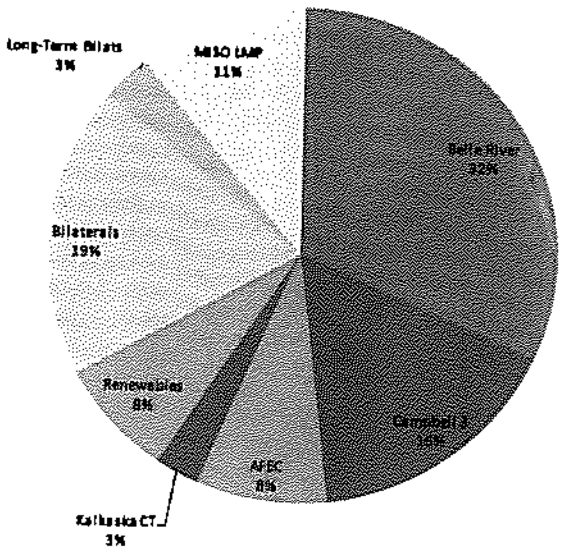
LEFT: Bill Miller (top), Ryder Boss (middle), and Joey VanLoo (bottom) welcome our guests and help keep the Airport running smoothly.

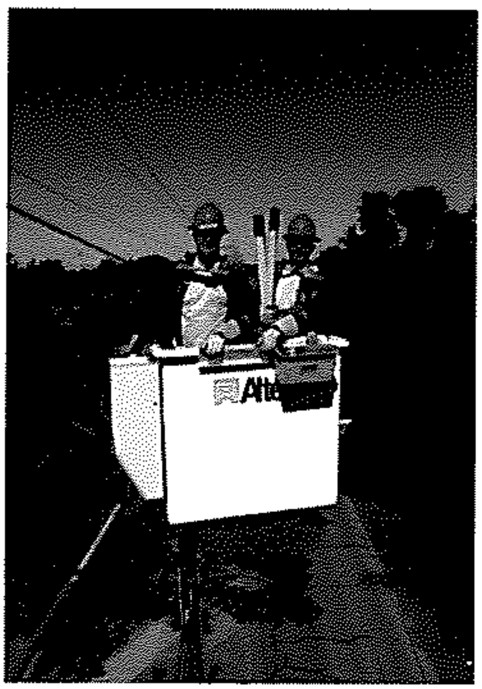
ELECTRIC FUND
2017-18 BUDGET

	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
REVENUES				
ELECTRIC SERVICES	57,159	25,700	38,700	35,700
POWER SALES	5,473,927	5,860,000	5,860,350	5,860,100
POWER COST ADJ REVENUES	1,011,194	1,147,792	1,150,000	1,153,531
FINES & FORFEITS	33,131	35,000	32,000	35,000
INTEREST & RENTS	27,783	21,380	21,880	21,380
OTHER	12,273	3,500	6,650	3,500
TRANSFER FROM OTHER FUNDS	-	50,000	145,216	111,300
TOTAL REVENUES	**$ 6,615,466**	**$ 7,143,372**	**$ 7,254,796**	**$ 7,220,511**
EXPENSES				
TRANSMISSION / DISTRIBUTION	1,254,686	1,635,200	1,530,445	1,578,300
ACCOUNTING & ADMIN	547,578	686,300	641,249	701,600
PURCHASED POWER	4,105,484	4,652,400	4,364,103	4,420,800
CAPITAL IMPROVEMENTS	11,688	358,000	430,616	349,300
DEPRECIATION	464,680	525,000	525,000	525,000
FUND TRANSFERS	132,120	522,500	522,500	173,200
DEBT SERVICE	-	-	-	-
TOTAL EXPENSES	**$ 6,516,236**	**$ 8,379,400**	**$ 8,013,914**	**$ 7,748,200**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 99,229**	**$ (1,236,028)**	**$ (759,118)**	**$ (527,689)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	9,994,060	10,570,975	10,093,289	9,334,171
CHANGE IN NET POSITION	99,229	(1,236,028)	(759,118)	(527,689)
NET POSITION	**$ 10,093,289**	**$ 9,334,947**	**$ 9,334,171**	**$ 8,806,482**
RESERVE FOR DEPOSITS	85,000	85,000	85,000	85,000
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	5,051,982	4,081,241	4,817,864	4,815,175
CASH & INVESTMENTS	**$ 5,211,982**	**$ 4,241,241**	**$ 4,977,864**	**$ 4,975,175**

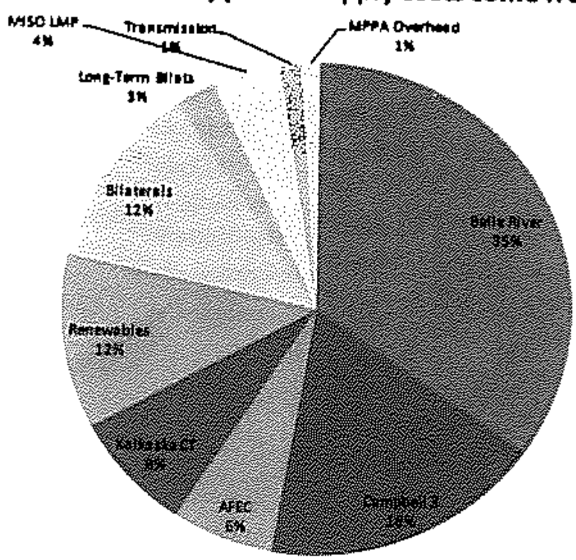
The Electric Department is responsible for providing and maintaining electrical service to approximately 4,500 electric meters. The territory covers the City itself as well as portions of Charlevoix, Hayes, Marion and Eveline Townships. We buy our power from several sources. We have ownership stakes in two large coal plants and two gas turbine generators as well as contracts for landfill gas generators and for various blocks of energy we have bought from all over. The following graphs show what portion of our power comes from each source and the relative cost of each source.

Where do the mWh's come from that served my load?





Where have my power supply costs come from?



The Electric Department is a capital-intensive department and requires a high cash reserve for the maintenance of the system and replacement costs in the future. These reserves can also serve to assist other City departments via a loan. The next page shows the two loans currently outstanding and the repayment plans for these loans (through 2021) including interest. The Airport loan will be fully repaid at the end of 2021 while the Marina loan is set to mature in 2025.

Airport Fund Repayment Plan

Item	2017-18	2018-19	2019-20	2020-21
Repay Electric Fund - Principal	25,000	25,000	25,000	40,000
Repay Electric Fund - Interest	1,150	900	650	400
Total Advance from Electric to Airport $200,000 in 2011				
	26,150	25,900	25,650	40,400
TOTAL REPAID:	110,000	135,000	160,000	200,000

Marina Fund Repayment Plan

Item	2017-18	2018-19	2019-20	2020+
Repay Electric Fund - Principal	50,000	50,000	50,000	493,000
Repay Electric Fund - Interest	6,430	5,930	5,430	14,720
Total Advance from Electric to Marina $700,000 in 2009				
	56,430	55,930	55,430	507,720
TOTAL REPAID:	107,000	157,000	207,000	700,000

We are your family-friendly electric company!

The Electric Department continues to upgrade the electric system to a higher more efficient voltage. There are several areas remaining to upgrade. We also continue to move our main lines and transformers out to roadside accessible locations so that repairs can be made any time of year without destroying back yards and side yards with our equipment. This year we plan on working on the following areas:

-Upgrade and bury the overhead lines along portions of Evergreen Point

-Upgrade and bury the lines from the corner of Alice and Belvedere east to the Belvedere Club entrance

-Upgrade/replace some of the underground and overhead lines in the alleys behind the west side of Bridge Street

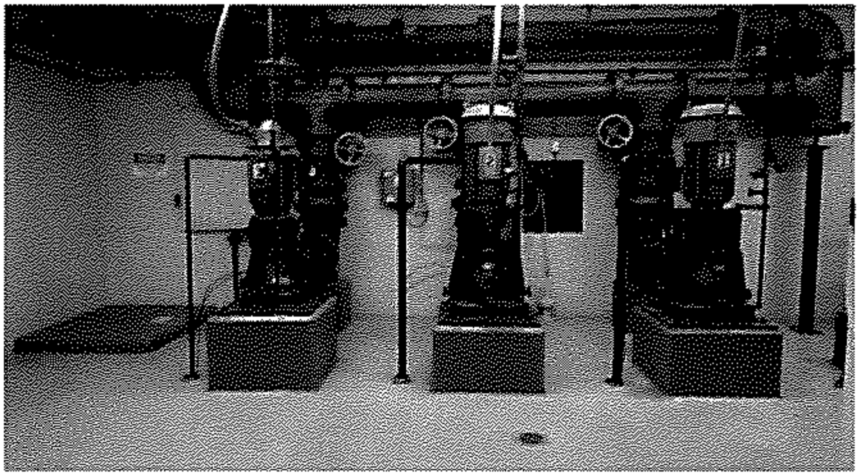
-Continue maintenance, painting and testing at the substations

-Continue replacing our streetlights with comparable LED lights.

WATER FUND
2017-18 BUDGET

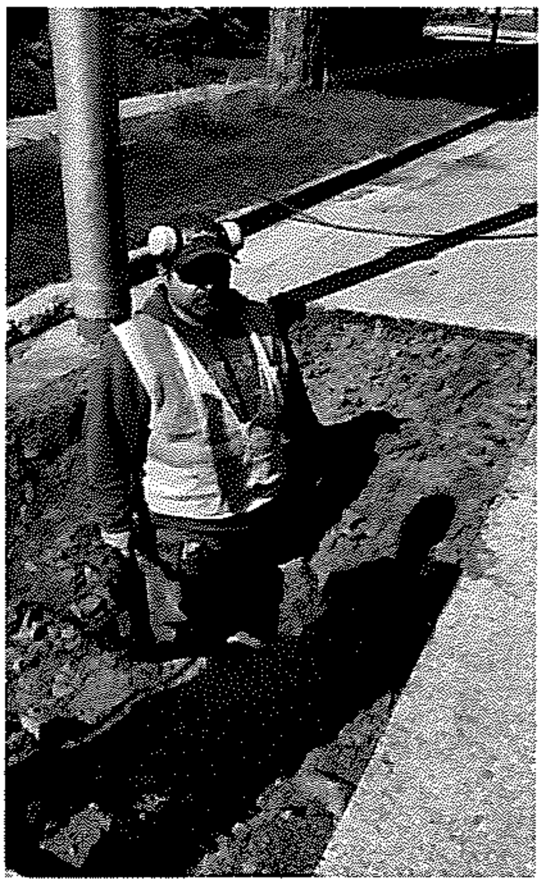
	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
REVENUES				
WATER SERVICES-TAP INS	8,424	3,500	7,844	3,500
WATER SERVICES-READ-O-MATIC	1,683	1,200	1,200	1,200
WATER SERVICES-MISC	2,000	5,000	2,000	5,000
WATER SALES	1,013,168	1,050,500	1,186,364	1,364,300
INTEREST EARNINGS	1,351	200	200	200
DISCOUNTS FORFEITED	5,920	6,000	6,000	6,000
TRANSFER FROM INFRASTRUCTURE	239,950	576,300	491,673	163,200
TRANSFER FROM STREET IMPROVEMENTS	30,000	-	-	-
MISCELLANEOUS	20,087	17,000	17,000	17,000
TOTAL REVENUES	**$ 1,322,582**	**$ 1,659,700**	**$ 1,712,281**	**$ 1,560,400**
EXPENSES				
TRANSMISSION & DISTRIBUTION	454,597	354,500	378,119	400,100
ACCOUNTING & ADMIN	182,191	201,900	198,239	181,400
WATER TREATMENT PLANT	450,495	525,900	502,250	616,500
CAPITAL IMPROVEMENTS	13,870	576,300	504,173	513,200
DEPRECIATION	224,077	238,000	235,000	238,000
FUND TRANSFERS	3,620	56,900	-	8,700
TOTAL EXPENSES	**$ 1,328,851**	**$ 1,953,500**	**$ 1,817,781**	**$ 1,957,900**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (6,269)**	**$ (293,800)**	**$ (105,500)**	**$ (397,500)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	4,189,511	4,423,214	4,183,242	4,077,743
CHANGE IN NET POSITION	(6,269)	(293,800)	(105,500)	(397,500)
NET POSITION	**$ 4,183,242**	**$ 4,129,414**	**$ 4,077,743**	**$ 3,680,243**
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	50,189	59,227	179,689	20,189
CASH & INVESTMENTS	**$ 125,189**	**$ 134,227**	**$ 254,689**	**$ 95,189**

The Water Fund covers the operation of the Water Treatment Plant and the water distribution system consisting of underground pipes. The City of Charlevoix operates a Direct Filtration Water Treatment Facility using water from Lake Michigan. The Water Plant has a capacity of 3 million gallons per day. Storage includes a one million gallon above ground reservoir at the Plant, and a 300,000 gallon elevated water tower on Charlevoix's north side. The City serves approximately 5,000 customers and areas of adjoining Charlevoix Township, as well as, the influx of summer visitors to the area. Present flow rates vary from 400,000 gallons per day to as much as 2.5 million gallons per day in the summer. The Water Plant has been in service since 1987 and is staffed by state licensed operators.

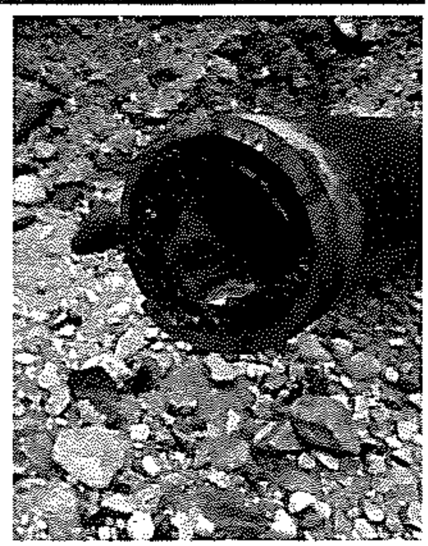


LEFT: The raw water intake at the Water Plant pulls water from Lake Michigan into the plant through a 24" pipe.

BELOW: Operator Nick Hilling operates controls for the filter beds that are part of the water treatment process in the Plant.



RIGHT: Water mains like this one are being removed as we rebuild streets and update infrastructure.

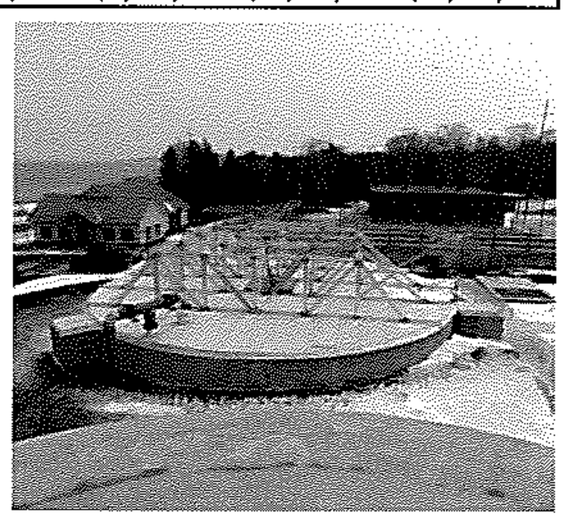


ABOVE: Water Department employee Del Hart fixes a water main while maintaining our current water distribution system. Portions of the system are more than 50 years old and require greater maintenance. In the coming year, a more comprehensive plan for future improvements will be developed to ensure we have an efficient delivery system for drinking water.

SEWER FUND
2017-18 BUDGET

	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
REVENUES				
OPERATIONS				
STATE GRANTS	47,359	306,000	306,000	306,000
SEWER SERVICES - MISCELLANEOUS	466	-	5,000	-
SEWER SALES	1,910,515	2,255,300	2,320,000	2,366,400
DISCOUNTS FORFEITED	9,789	7,200	8,750	8,000
INTEREST EARNINGS - OPERATIONS	2,368	500	1,700	1,500
OTHER & PASS THRU'S	5,616	5,000	5,750	5,500
SALE OF FIXED ASSETS	-	-	-	-
PROCEEDS FROM BOND SALE / SRF LOAN	-	726,100	745,624	-
TRANSFER FROM OTHER FUNDS	-	-	-	-
TRANSFER FROM INFRASTRUCTURE	109,800	504,100	641,421	208,500
CAPTIAL IMPROVEMENT FUND				
SEWER SERVICES-TAP INS	9,000	8,000	11,000	90,000
INTEREST EARNINGS - CAPITAL RESERVE	66	100	100	100
TRANSFER FROM OTHER FUNDS PI #2	-	-	-	-
NORTHSIDE SEWER				
NORTHSIDE SEWER FEES				
INTEREST EARNINGS - NORTHSIDE SEWER		100		
MISC INCOME - PASS THRU PAYMENTS				
SOUTHSIDE SEWER AREA				
SEWER SERVICES-TAP INS				
SEWER CONSTRUCTION FEES				
INTEREST EARNINGS - OVERSIZING				
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	$ 2,094,979	$3,812,400	$ 4,045,345	$ 2,986,000

The Charlevoix WWTP serves over 5000 users from the City of Charlevoix, Charlevoix Township, Marion Township and Hayes Township. The WWTP is responsible for removing contaminants such as Phosphorus, BOD, Ammonia and other contaminents to protect the Lake Michigan receiving waters. 5 operators on staff maintain the physical plant as well as 17 pumping stations situated throughout the area. This staff also rotates through shifts at the Water Treatment Plant.

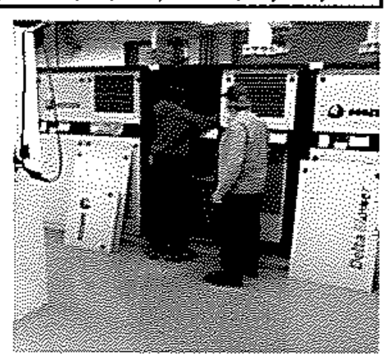


	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
EXPENSES				
OPERATIONS				
WASTEWATER TREATMENT PLANT	605,299	706,600	706,287	703,000
SEWER LINES	124,892	151,600	144,135	159,300
ACCOUNTING & ADMIN	228,280	267,900	265,783	281,300
LIFT STATIONS	76,631	272,100	271,867	121,300
CAPITAL IMPROVEMENTS	2,835	1,570,700	1,757,130	548,500
DEPRECIATION	169,157	522,000	522,000	525,000
DEBT SERVICE	150,849	248,000	605,682	609,500
FUND TRANSFERS	39,820	36,200	36,200	53,000
CAPTIAL IMPROVEMENT FUND				
FUND TRANSFERS	-	-	-	-
NORTHSIDE SEWER				
NORTHSIDE SEWER LEGAL / PROF FEES	-	-	-	-
CAPITAL IMPROVEMENTS	-	-	-	-
TOTAL EXPENSES	**$ 1,397,763**	**$ 3,775,100**	**$ 4,309,084**	**$ 3,000,900**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 697,216**	**$ 37,300**	**$ (263,739)**	**$ (14,900)**

YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	6,223,356	6,311,652	6,920,572	6,656,833
CHANGE IN NET POSITION	697,216	37,300	(263,739)	(14,900)
NET POSITION	**$ 6,920,572**	**$ 6,348,952**	**$ 6,656,833**	**$ 6,641,933**
CHARTER RESERVE	75,000	75,000	75,000	75,000
BOND DEBT SERVICE REQUIREMENTS	750,000	750,000	750,000	750,000
CASH PI #2 RESERVE FOR CAPITAL	47,506	54,640	58,606	66,706
CASH PI #5 NORTHSIDE SEWER RESERVE	293,238	303,185	300,988	305,088
UNRESTRICTED	1,146,020	1,299,512	1,385,431	1,883,331
CASH & INVESTMENTS	**$ 2,311,764**	**$ 2,482,337**	**$ 2,570,026**	**$ 3,080,126**

Operator Chuck Meier performing lab work.

In the coming year, the WWTP will continue to focus on SAW grant work as asset management programs become a factor in the future. Other goals include: replacement of Bridge Park Pump Station VFDs; upgrading pump station controls; continue working on deletion of POTS lines for pump station alarms; and, proactive process equipment



Operators Nick Hilling and Steve Zacharias servicing equipment.

EMPLOYEE FRINGE BENEFIT FUND
2017-18 BUDGET

	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
REVENUES				
EFB-GENERAL FUND	640,760	677,800	654,496	681,800
EFB-MAJOR STREET	35,812	38,000	40,694	41,400
EFB-LOCAL STREET	17,196	18,500	21,203	21,400
EFB-AIRPORT	85,105	95,200	99,685	80,900
EFB-ELECTRIC	501,011	580,500	537,003	579,700
EFB-SEWER	241,638	252,100	264,805	280,200
EFB-WATER	243,186	238,600	250,731	231,600
EFB-MARINA	16,584	16,300	18,072	17,300
EFB-MOTOR VEHICLE	71,157	64,200	64,842	69,000
EFB-EFB	332,639	310,100	310,828	318,400
EFB-DDA	23,819	25,200	8,150	10,600
REFUND & REBATES-INSURANCE	-	-	-	-
INTEREST EARNINGS	1,154	1,000	1,000	1,000
TOTAL REVENUES	**$ 2,210,060**	**$ 2,317,500**	**$ 2,271,509**	**$ 2,333,300**
EXPENSES				
WAGES (ICMA)	28,742	34,600	34,888	35,100
FRINGE BENEFITS	332,639	310,100	310,828	318,400
WORKERS COMPENSATION	76,300	80,100	85,752	89,500
SOCIAL SECURITY	279,672	302,400	296,514	302,400
HEALTHCARE PREMIIUMS	559,516	687,900	632,244	687,900
HEALTHCARE - OPT OUT	29,855	36,000	23,730	36,000
EMPLOYER SHARE HSA	70,871	72,600	72,600	73,300
LIFE INSURANCE	7,356	8,000	7,850	8,000
RETIREMENT FUND CONTRIB.	290,281	295,700	296,045	302,000
HOLIDAY PAY	95,041	96,800	96,786	98,700
SICK PAY	92,246	76,700	76,200	78,600
SICK LEAVE/CITY S&A	-	2,000	2,000	2,000
VACATION PAY	190,860	180,300	180,268	182,000
UNEMPLOYMENT COMPENSATION	27,733	79,900	79,900	70,000
PERSONAL LEAVE	31,702	34,500	32,019	32,300
JURY DUTY/FUNERAL LEAVE	6,088	4,000	5,000	5,000
LONGEVITY	9,104	9,300	8,400	9,000
COMP TIME USED	11,841	8,400	13,400	9,600
PROFESSIONAL SERVICES	2,259	2,700	2,700	2,700
CONFERENCE & TRAVEL	1,760	2,000	2,000	2,000
MISCELLANEOUS	1,811	2,500	4,700	4,700
TOTAL EXPENSES	**$ 2,145,677**	**$ 2,326,500**	**$ 2,263,826**	**$ 2,349,200**

	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	$ 64,383	$ (9,000)	$ 7,684	$ (15,900)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	598,114	644,411	662,497	670,180
CHANGE IN NET POSITION	64,383	(9,000)	7,684	(15,900)
NET POSITION	**$ 662,497**	**$ 635,411**	**$ 670,180**	**$ 654,280**
CASH & INVESTMENTS	**$ 795,592**	**$ 739,059**	**$ 803,276**	**$ 787,376**

The Employee Fringe Benefit Fund is used to pool all the costs for the health insurance, workers compensation insurance, retirement, and other benefits our employees receive. This is an internal service fund and exists to aid in the accounting of costs. In recent years, health insurance costs have remained relatively flat and we have modified employment rules to encourage our employees to take lower-cost plans. Employees pay a portion of their premium depending on the kind of coverage they select.

The cash balance in this fund could be used in the future to make a one-time transfer to the Municipal Employees Retirement System pension plan we hold. We have developed a hybrid apporach to retirement benefits by providing employees a modest pension paired with a defined contribution plan to which they can contribute with a match from the City up to certain amounts.

MOTOR POOL FUND
2017-18 BUDGET

	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
REVENUES				
INTEREST AND RENTS	821	400	832	832
EQUIPMENT RENTAL	722,743	681,500	745,362	736,300
SALE OF FIXED ASSETS	7,428	2,000	3,378	2,000
OTHER	3,817	-	1,197	-
CONTRIBUTIONS FROM OTHER FUNDS	-	394,000	394,000	-
TOTAL REVENUES	**$ 734,808**	**$ 1,077,900**	**$ 1,144,769**	**$ 739,132**
EXPENSES				
MOTOR POOL	374,140	404,200	385,681	389,800
CAPITAL EXPENDITURES	23,253	558,200	558,200	271,300
DEPRECIATION	244,326	215,000	245,000	250,000
FUND TRANSFERS	104,420	102,300	102,330	103,900
TOTAL EXPENSES	**$ 746,139**	**$ 1,279,700**	**$ 1,291,211**	**$ 1,015,000**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (11,330)**	**$ (201,800)**	**$ (146,442)**	**$ (275,868)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	969,467	1,456,509	958,136	811,694
CHANGE IN NET POSITION	(11,330)	(201,800)	(146,442)	(275,868)
NET POSITION	**$ 958,136**	**$ 1,254,709**	**$ 811,694**	**$ 535,826**
CASH & INVESTMENTS	**$ 688,541**	**$ 604,084**	**$ 787,099**	**$ 761,231**

The Motor Pool Fund is used to hold the vehicles used by our many departments. The fund pays for maintenance, fuel, and other common costs and is used as a savings account for future vehicle replacement. Future vehicle replacements are noted in the capital budget.

DPW SITE FUND
2017-18 BUDGET

	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
REVENUES				
INTEREST EARNINGS	2,191	1,000	2,200	2,244
FROM MOTOR POOL	24,300	24,300	24,300	24,300
FROM ELECTRIC	126,000	126,000	126,000	126,000
FROM WATER	-	-	-	-
FROM SEWER	36,200	36,200	36,200	36,200
TOTAL REVENUES	**$ 188,691**	**$ 187,500**	**$ 188,700**	**$ 188,744**
EXPENSES				
PROFESSIONAL SERVICES	146	75,000	30,000	-
LEGAL FEES	806	-	50	-
DEPRECIATION	3,497	4,000	4,000	4,000
TOTAL EXPENSES	**$ 4,449**	**$ 79,000**	**$ 34,050**	**$ 4,000**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 184,242**	**$ 108,500**	**$ 154,650**	**$ 184,744**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	1,227,868	1,011,366	1,412,109	1,566,759
CHANGE IN NET POSITION	184,242	108,500	154,650	184,744
NET POSITION	**$ 1,412,109**	**$ 1,119,866**	**$ 1,566,759**	**$ 1,751,503**
CASH & INVESTMENTS	**$ 1,297,915**	**$ 1,009,860**	**$ 1,456,565**	**$ 1,645,309**

The DPW Site Fund was established in the 1980s to save money for future replacement and relocation of the Department of Public Works property at the corner of Stover and Ferry. In 2016, the City retained Northwest Design Group to study the needs of a new facility and recommend a logical location for it. They will be finishing that work late this winter. Once we have this information (including a budget), we can plan for the work in a future budget.

PERPETUAL CARE TRUST FUND
2017-18 BUDGET

	2015-16 Actual	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
REVENUES				
CHARGES FOR SERVICES	3,825	4,000	4,000	4,000
INTEREST EARNINGS	2,656	750	2,000	2,000
TOTAL REVENUES	$ 6,481	$ 4,750	$ 6,000	$ 6,000
EXPENSES				
PERPETUAL CARE EXPENDITURES	-	-	-	-
TOTAL EXPENSES	$ -	$ -	$ -	$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	$ 6,481	$ 4,750	$ 6,000	$ 6,000
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	406,166	400,915	412,647	418,647
NET CHANGE IN FUND BALANCE	6,481	4,750	6,000	6,000
FUND BALANCE	$ 412,647	$ 405,665	$ 418,647	$ 424,647
CASH & INVESTMENTS	$ 412,534	$ 405,313	$ 418,534	$ 424,534

The Cemetery Perpetual Care Fund contains revenue set aside from the purchase of Cemetery lots and is reserved for future maintenance expenses at the Brookside Cemetery. We typically reserve this fund for major, one-time expenses and perform routine maintenance from the General Fund.

COMMUNITY PROMOTION FUND
2017-18 BUDGET

	2016/2017	2017/2018
Animal Control	1,000	1,000
Chamber Commerce Contract	6,700	7,500
Venetian	15,000	15,000
City Band	3,000	3,000
Server Maintenance, Software & Website	3,400	46,000
Recodifcation of City Code of Ordinances	0	15,000
Entrance/Sign Refurbish	3,000	0
Children's Literature Walk	0	0
Leadership Chx County Grant	0	0
Service Club Signs - Channel	0	0
Petunia Weeding	0	0
Main Street Program	2,500	2,500
Pure Michigan	2,000	2,500
Tree Maintenance	25,000	25,000
Misc	15,600	500
	77,200	118,000

The Community Promotion Budget is not a traditional fund but does provide support for a vareity of unique projects and programs. The costs for this budget is derived on a proportional basis from the General Fund, Electric Fund, Sewer Fund, and Water Fund.

These expenditures are intended to improve the quality of life in the community, support events that bring in revenue for the City, and perform work enjoyed by a variety of funds. in the coming year, $61,000 is allocated toward the updating of the City's online code of ordinances by way of recodifciation and the redevelopment of the City website along with a new computer server. Taken together, these expenditures will enhance public access to informatoin about City government and modernize our technology.

Slight increases in the support for the Chamber of Commerce and the Pure Michigan Tourism Campagin demonstrate the City's commitment to working with local partners in the attraction and retention of businesses and the support of our tourism economy.

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-02-03
RATES & FEES ASSOCIATED WITH THE 2017-18 BUDGET

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

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

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

WHEREAS, the City of Charlevoix proposes to make these rates and fees effective on April 1, 2017.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix adopts all rates and fees included in the 2017-18 Proposed Budget with changes to the rates and fees for the following areas: utility rates for electric, sewer and water and fees for the following services: airport, golf, parking fines, fees and spaces, Ferry Beach boat launch ramp parking fees, miscellaneous fees, FOIA requests, golf, planning and zoning and recreation.

RESOLVED, this 20th day of February, 2017 A.D.

Resolution adopted by the following yea and nay votes:

Yeas:
Nays:
Absent:

Charlevoix Municipal Airport
Schedule of Rates and Charges

	2016-17 (4/1/2016 - 3/31/2017)		2017-18 (4/1/2017 - 3/31/2018)	
Aircraft Landing & Ramp Fees		Minimum Fuel Purchase		Minimum Fuel Purchase
Single Engine				
Landing Fee	$0.00	N/A	$0.00	N/A
Ramp Fee (overnight)	8.00		8.00	
Weekly Pass	**25.00**		**25.00**	**Remove**
Monthly Pass	60.00		60.00	
Yearly Pass	**260.00**		**260.00**	**Remove**
Piston Twin				
Landing Fee	20.00	50 gallons	20.00	**30 gallons**
Ramp Fee (overnight)	15.00		15.00	
Weekly Pass	**50.00**		**50.00**	**Remove**
Monthly Pass	150.00		150.00	
Yearly Landing Fee Pass(Wording Was: Yearly Pass)	**450.00**		**450.00**	
Single Turbo Prop (including Meridan, TBM & Eclipse Jet)				
Landing Fee	**45.00**	**75 gallons**	**50.00**	**75 gallons**
Ramp Fee (overnight)	30.00		30.00	
Weekly Pass	**130.00**		**130.00**	**Remove**
Monthly Pass	300.00		300.00	
Yearly Landing Fee Pass(Wording Was: Yearly Pass)	**600.00**		**500.00**	
Twin Turbo Prop (including Pilatus & Caravan singles)				
Landing Fee	**60.00**	**100 gallons**	**65.00**	**100 gallons**
Ramp Fee (overnight)	40.00		40.00	
Weekly Pass	**150.00**		**150.00**	**Remove**
Monthly Pass	400.00		400.00	
Yearly Landing Fee Pass(Wording Was: Yearly Pass)	**800.00**		**700.00**	

Charlevoix Municipal Airport
Schedule of Rates and Charges

	2016-17 (4/1/2016 - 3/31/2017)	Minimum Fuel Purchase	2017-18 (4/1/2017 - 3/31/2018)	Minimum Fuel Purchase
Aircraft Landing & Ramp Fees				
Type I Jet (up to 20,000 lbs)				
Landing Fee	**$80.00**	**150 gallons**	**$90.00**	**100**
Ramp Fee (overnight)	40.00		40.00	
Weekly Pass	**150.00**		**150.00**	**Remove**
Monthly Pass	400.00		400.00	
Yearly Landing Fee Pass(Wording Was: Yearly Pass)	**900.00**		**700.00**	
Type II Jet (20,000 - 40,000 lbs)				
Landing Fee	**110.00**	**200 gallons**	**125.00**	**225**
Ramp Fee (overnight)	50.00		50.00	
Weekly Pass	**200.00**		**200.00**	**Remove**
Monthly Pass	500.00		500.00	
Yearly Landing Fee Pass(Wording Was: Yearly Pass)	**1,000.00**		**800.00**	
Type III Jet (over 40,000 lbs)				
Landing Fee	**135.00**	**250 gallons**	**150.00**	**275**
Ramp Fee (overnight)	70.00		70.00	
Weekly Pass	**250.00**		**250.00**	**Remove**
Monthly Pass	700.00		700.00	
Yearly Landing Fee Pass(Wording Was: Yearly Pass)	**1,200.00**		**1,000.00**	

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

Hangar Rental Rates (per month)	2016-17	2017-18
Units 1, 2, 3, 8, 9 & 10	**155.00**	**160.00**
Units 4, 5 & 7	**160.00**	**165.00**
Unit 6	**215.00**	**220.00**
Box B	**230.00**	**235.00**
Box C	**415.00**	**420.00**
Box D	**180.00**	**185.00**

* Proposed rates are not effective until current leases expire.
Proposed rates are effective through March 31, 2016.

Charlevoix Municipal Airport
Schedule of Rates and Charges

	2016-17 (4/1/2016 - 3/31/2017)	2017-18 (4/1/2017 - 3/31/2018)
Land Lease Rates (per month, per square foot)	$0.30	$0.30
Access Rate for Through-the-Fence Operations (per square foot)	0.35	0.35
100LL Contract Fuel into Plane Fee (per gallon)	0.35	0.35
100LL Fuel Delivery Surcharge (Fuel Truck) (per gallon)	0.25	0.25
After Hours Call Out Fee (1st hour) - May-September	120.00	120.00
After Hours Call Out Fee (1st hour) - October-April	150.00	150.00
Additional Hours	100.00	100.00
Ground Power Unit (GPU) Connection (1 hour maximum)	75.00	75.00
Vehicle Parking Fees		
Daily	**3.00**	**No Charge**
Overnight	5.00	5.00
Weekly	20.00	20.00
Monthly	60.00	60.00
6 Months	**110.00**	**100.00**
6 Months - Premium	200.00	200.00
Annual	**200.00**	**175.00**
Annual - Premium	365.00	365.00
Commercial Operations		
On-Airport Rental Car Service (per year)	Set By Contract	Set By Contract
Aircraft Servicing, Maintaining & Repairing (per year)	**500.00**	**1,000.00**
Catering Service	**100.00**	**1,000.00**
On-Airport Part 135 Operator (per year)	**3,600.00**	**1,000.00**
Off-Airport Part 135 Operator (per year)	**-**	**1,000.00**
Parachuting & Jump Schools (per year)	**2,500.00**	**1,000.00**

City of Charlevoix, Michigan
Ambulance Rates

	2016-17 (04/01/2016-03/31/2017)		2017-18 (04/01/2017-03/31/2018)	
	Resident	Non-Resident	Resident	Non-Resident
Base Rate - Basic Life Support (BLS)	$525.00	$525.00	$525.00	$525.00
Base Rate - Advanced Life Support (ALS)	600.00	600.00	600.00	600.00
Note: Additional unit time may be added to base rate	75.00	75.00	75.00	75.00
Intercepts (ALS)	700.00	700.00	700.00	700.00
Mileage Rate / Loaded Mile	11.50	11.50	11.50	11.50
Transfers - Basic Life Support (BLS)	525.00	525.00	525.00	525.00
Transfers - Advanced Life Support (ALS)	600.00	600.00	600.00	600.00
Response Fee: Treatment / No Transport	450.00	450.00	450.00	450.00
JAWS Charge	750.00	750.00	750.00	750.00
Lift Assist Only	150.00	150.00	150.00	150.00

City of Charlevoix, Michigan
Cemetery Rates

	2016-17 (04/01/2016-03/31/2017)		2017-18 (04/01/2017-03/31/2018)	
	Resident	Non-Resident	Resident	Non-Resident
Adult Lots	$400.00	$600.00	$400.00	$600.00
Baby Lots	200.00	300.00	200.00	300.00
Adult Opening	300.00	450.00	300.00	450.00
Baby Opening	150.00	225.00	150.00	225.00
Winter Opening	600.00	900.00	600.00	900.00
Adult Exhumation	600.00	900.00	600.00	900.00
Cremation Opening	175.00	275.00	175.00	275.00
Cremation Exhumation	200.00	300.00	200.00	300.00
Winter Storage: City Cemetery	100.00	100.00	100.00	100.00
Winter Storage: Other Cemetery	150.00	150.00	150.00	150.00
Monument Foundation: Single or Double (price per square inch)	0.25	0.25	0.25	0.25
Replacement Deed	10.00	10.00	10.00	10.00
Deed Transfers: One to Four (1-4) (price each)	20.00	20.00	20.00	20.00
Deed Transfers: More than Four (4+)	At Cost	At Cost	At Cost	At Cost
Perpetual Care	175.00	275.00	175.00	275.00
Seeding / Topseeding / Leveling	Cost	Cost	Cost	Cost
Full Setup	100.00	100.00	100.00	100.00
Partial Setup	50.00	50.00	50.00	50.00
Saturday / Sunday / Holiday	Double	Double	Double	Double

Charlevoix Municipal Marina

Dock Rates

	2016-17 (04/01/2016-03/31/2017) May Tier D Rate / Night	2016-17 (04/01/2016-03/31/2017) June - Oct. 15th Tier E Rate / Night	2017-18 (04/01/2017-03/31/2018) May Tier D Rate / Night	2017-18 (04/01/2017-03/31/2018) June - Oct. 15th Tier E Rate / Night
Daily Fee Schedule - Transient Boaters				
Slip Size Per Waterways				
28'	36.00	45.00	36.00	45.00
29'	37.00	46.00	37.00	46.00
33'	43.00	53.00	43.00	53.00
38'	52.00	61.00	52.00	61.00
40'	59.00	64.00	59.00	64.00
44'	65.00	70.00	65.00	70.00
45'	67.00	72.00	67.00	72.00
50'	74.00	80.00	74.00	80.00
65'	96.00	104.00	96.00	104.00
80'	118.40	128.00	118.40	128.00
Per Foot	1.48	1.60	1.48	1.60
Daily Dingy Fee	5.00	5.00	5.00	5.00

Seasonal Fee Schedule

Waterways daily transient slip rate tier "C" multiplied by 154 days.

	2016-17	2017-18
Dingy - Individuals (price per year)	500.00	500.00
Dingy - Commercial (price per year)	600.00	600.00
Burns Street Dockage (price per foot)	37.94	37.94

Parking Fees & Fines

Parking Fines & Fees

	2016-17 (04/01/2016-03/31/2017)	2017-18 (04/01/2017-03/31/2018)
Non-Metered		
All Violations: Paid Within 72 Hours	$15.00	$15.00
All Violations: Paid After 72 Hours	30.00	30.00
Metered Parking, Signed 10 Minute or 2 Hour Limit Parking		
Expired Meter: Paid Within 24 Hours	10.00	10.00
Expired Meter: Paid After 24	30.00	30.00
Expired Meter: Paid Within 24 to 72 Hours	N/A	N/A
Expired Meter: Paid After 72 Hours	N/A	N/A
Reserved Parking - Acacia Lot (14 spaces May 1st through October 15th)	750.00	750.00

Ferry Boat Launch Ramp Parking Fees

	2016-17 (04/01/2016-03/31/2017)		2017-18 (04/01/2017-03/31/2018)	
	Resident	Non-Resident	Resident	Non-Resident
Seasonal	20.00	40.00	20.00	40.00
Daily: Car and/or Car with Trailer	5.00	8.00	5.00	8.00
Commercial	1,000.00	1,000.00	1,000.00	1,000.00
10-punch (any commercial, limit one)	100.00	100.00	100.00	100.00

City of Charlevoix, Michigan
Planning & Zoning Fee Schedule

	2016-17 (04/01/2016-03/31/2017)	2017-18 (04/01/2017-03/31/2018)
Level A Site Plan Review	$100.00	$100.00
Level B Site Plan Review	275.00	275.00
Rezoning Application	325.00	325.00
Variance - Zoning Board of Appeals	350.00	350.00
Zoning Permit	40.00	40.00
Zoning Appeals	300.00	300.00
Special Use Permit	300.00	300.00
Parcel Division	125.00	125.00
Sign Permit	25.00	25.00
Sign Variance	300.00	300.00
Alley Abandonment	250.00	250.00
Sidewalk Café (Annual Fee)	50.00	50.00

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

Freedom of Information Act (FOIA) Request

	2016-17 (04/01/2016-03/31/2017)	2017-18 (04/01/2017-03/31/2018)
Copies (per page)	$0.10	$0.10
Blueprints (each)	Minimum $3 or Cost	Minimum $3 or Cost
CDs (each)	3.00	3.00
Flash Drives (each)	Actual Cost	Actual Cost
Election Reports (per page)	0.10	0.10
Election Report - Labels (per page) (labels provided by customer)	0.10	0.10
Mailing Containers	Actual Cost	Actual Cost
Postage	Actual Cost	Actual Cost
Cost of labor to locate, examine, redact, copy and/or transfer records (Cost is calculated by rounding down to the nearest quarter hour)	Hourly Wage plus 50% fringe benefit Factor of the least paid employee capable of performing the work	Hourly Wage plus 50% fringe benefit Factor of the least paid employee capable of performing the work

City of Charlevoix, Michigan
Recreation Rates - Other

	2016-17 (04/01/2016-03/31/2017)		2017-18 (04/01/2017-03/31/2018)	
	Resident	Non-Resident	Resident	Non-Resident
Pavilion Reservation				
Picnic Pavilion Rental - Weekday	$30.00	$55.00	$30.00	$55.00
Picnic Pavilion Rental - Weekend or Holiday	50.00	80.00	50.00	80.00
Picnic Pavilion Rental - Non-Profit	-	-	-	-
Performance Pavilion Rental (case by case)	50.00	100.00	50.00	100.00
Use of Public Property (case by case basis) (must be approved)	50.00	100.00	50.00	100.00
Wedding on Public Property (must by approved)	150.00	250.00	150.00	250.00
Sports Fees				
Team Fees (Basketball, Volleyball, Softball) (per team)	150.00	150.00	150.00	150.00
Youth Sport (per person)	25.00	25.00	25.00	25.00
Skate Park (Carpenter Avenue)				
Daily Pass	1.00	1.00	1.00	1.00
Seven Day Punch Card	5.00	5.00	5.00	5.00

Recreation Rates - Mt. McSauba

	2016-17 (04/01/2016-03/31/2017) City & Charlevoix Township Resident	2016-17 (04/01/2016-03/31/2017) Non-Resident	2017-18 (04/01/2017-03/31/2018) City & Charlevoix Township Resident	2017-18 (04/01/2017-03/31/2018) Non-Resident
Day Camp				
Mt. McSauba Day Camp (per person per week)	95.00	110.00	95.00	110.00
Mt. McSauba Ski Hill				
Weeknight Daily	$10.00	$15.00	$10.00	$15.00
Weekend Daily	13.00	18.00	13.00	18.00
Season Pass: 1 Person	130.00	199.00	130.00	199.00
Each Additional Family Member	70.00	80.00	70.00	80.00
Equipment Rental				
Downhill Skis or Snowboard	10.00	12.00	10.00	12.00
Cross Country Skis or Snowshoes (8 hour rental)	5.00	8.00	5.00	8.00
Cross Country Skis or Snowshoes (24 hour rental)	10.00	12.00	10.00	12.00
Lessons				
Group Ski or Snowboard Lessons (per person)	45.00	50.00	45.00	50.00
Group Ski or Snowboard Lessons with Rental (per person)	55.00	60.00	55.00	60.00
Individual Ski or Snowboard Lessons with Rental (1/2 hour)	25.00	30.00	25.00	30.00
Individual Ski or Snowboard Lessons with Rental (1 hour)	35.00	40.00	35.00	40.00
Skating Rink				
Daily Fee	1.00	1.00	1.00	1.00
Season Pass	50.00	50.00	30.00	30.00
Ice Stakes Rental	1.00	1.00	1.00	1.00
Mt. McSauba Area Rental Fee				
Initial Rate (Two hours)	150.00	250.00	150.00	250.00
Additional rate per hour	100.00	100.00	100.00	100.00
Supervisor fee per hour (Required)	25.00	25.00	25.00	25.00

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

City of Charlevoix, Michigan
Golf Course Rates

Daily Rates	2016-17 (04/01/2016-03/31/2017) Prior To Memorial Day	Summer	After Labor Day	2017-18 (04/01/2017-03/31/2018) Prior To Memorial Day	Summer	After Labor Day
9 Holes Monday-Friday						
9 Holes Monday-Thursday	$14.00	$15.00	$13.00	$14.00	$15.00	$13.00
9 Holes Saturday-Sunday / Holiday						
9 Holes Friday-Sunday / Holiday	14.00	16.00	13.00	14.00	16.00	13.00
18 Holes Monday-Friday						
18 Holes Monday-Thursday	19.00	23.00	19.00	19.00	23.00	19.00
18 Holes Saturday-Sunday / Holiday						
18 Holes Friday-Sunday / Holiday	19.00	25.00	19.00	19.00	25.00	19.00
Resident: 5 Play Punch Card	60.00	60.00	60.00	60.00	60.00	60.00
Non-Resident: 5 Play Punch Card	60.00	60.00	60.00	60.00	60.00	60.00

* No proposed changes in daily fees for 2016. Suggestion to combine Resident/Non-Resident 5 Play Punch Card into one line item.

	2016-17	2017-18
Pull Cart Rental	3.00	3.00
Club Rental	12.00	12.00
Locker Rental - Upper / Lower	30.00 / 40.00	30.00 / 40.00

Season Pass	2016-17 Resident	2016-17 Non-Resident	2017-18 Resident	2017-18 Non-Resident
Single	320.00	465.00	320.00	465.00
Double	(*)	(*)	(*)	(*)
Family	495.00	625.00	495.00	625.00
Student	185.00	200.00	185.00	200.00
Senior Citizen - Single	255.00	400.00	255.00	400.00
Senior Citizen - Double	385.00	535.00	385.00	535.00
Senior Citizen - Blended	(*)	(*)	(*)	(*)

* Eliminate Pass Holder Category

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

Senior Citizen: Age 55 and over.

Student: Under age 18 and parent's homestead address is in the Charlevoix School District.

City of Charlevoix, Michigan
Miscellaneous Fees

	2016-17 (04/01/2016-03/31/2017)	2017-18 (04/01/2017-03/31/2018)
Temporary / Seasonal Business Fees		
Solicitor's License: 1st Day, One Person	$50.00	$50.00
Additional Days (per day)	$5.00	$5.00
Additional Person on License (per person)	25.00	25.00
Roadside Stand / Temporary Business (per application)	100.00	100.00
Transient Merchant	50.00	50.00
Mass Gathering Permit	100.00	100.00
Public safety services for events (applies to for-profit organizations only)	1,000.00	1,000.00
Standby for Fireworks (Equipment & Personnel) (per hour)	500.00	500.00
Police Escort Fee (per occurrence)	100.00	100.00
Liquor License Transfer Fee **Remove: Transfer**	100.00	100.00
Trash License (annual fee)	10.00	10.00
Garden Plots (per plot)	35.00	35.00
City Flag	35.00	35.00
Outdoor Dining Fee	50.00	50.00
Facsimile (send or receive a fax) (per page)	1.00	1.00
NSF / Returned Check Charge (per occurrence)	45.00	45.00
ACH NSF Charge (per occurrence)	35.00	35.00
Police Bad Check Processing Fee (per request)	45.00	45.00
Copies		
City Charter (free on city website)	10.00	10.00
City Zoning Code (free on city website)	10.00	10.00
Code Book (free on city website)	30.00	30.00
City Budget (loose leaf)	15.00	15.00
City Council Rules & Procedures	2.00	2.00
General Copies (per copy)	0.25	0.25
Accident Report (per report)	2.00	2.00
Election Inspectors (per hour)	10.00	10.00
Election chairperson (per hour)	10.50	10.50
Election Receiving Board Member (per hour)	11.50	11.50
Board of Review Member (per day)	50.00	50.00
Mileage	IRS Rate / Mile	IRS Rate / Mile
Per Diem - Council / Mayor (per day)	50.00	50.00
More Than 25 Miles (set by Compensation Commission)	75.00	75.00

City of Charlevoix, Michigan
Water & Sewer Rates

WATER RATES

Service Charge - Meter Size	IN CITY 2016-17	IN CITY 2017-18	RURAL 2016-17	RURAL 2017-18
3/4 " or Smaller	$17.80	$21.25	$35.60	$42.25
1"	22.75	27.25	45.50	54.25
1 1/2"	36.00	42.45	72.00	84.65
2"	51.00	60.25	102.00	120.25
3"	87.50	101.25	175.00	202.25
4"	168.00	196.25	336.00	392.25
6"	315.00	367.25	N/A	N/A
Sprinkling Meter	3.00	4.25	6.00	8.25
Commodity Charge	**2016-17**	**2017-18**	**2016-17**	**2017-18**
1st 2,000 Gallons	3.10	3.45	6.20	6.90
3rd-50th 1,000 Gallons	3.10	3.45	6.20	6.90
51st 1,000 Gallons and Over	3.10	3.45	6.20	6.90
Water Usage Minimum (Gallons)	2,000	2,000.00	2,000	2,000.00
Water Minimum Charge	20.90	24.70	41.80	49.15
Privilege Fees	**2016-17**	**2017-18**	**2016-17**	**2017-18**
New User Cost per REU, Prepaid	1,000.00	1,000.00	1,500.00	1,500.00
Turn On Fee - Water	175.00	175.00	300.00	300.00
Turn On / Off Fee - Water (Seasonal)	25.00	25.00	35.00	35.00
Turn On Fee - Sprinkler	25.00	25.00	35.00	35.00

Water Tap Fees	2016-17	2017-18
3/4" Line	$250.00	$250.00
1" Line	320.00	320.00
Larger Than 1" Line	cost	cost
Other Fees	**2016-17**	**2017-18**
Service Upgrade (remove old galvanized pipe)	500.00	500.00
Bacterialogical Tests	20.00 / sample	20.00 / sample

Water = Increased by 15%
Per UFS Study

******Note: 2016-17 rates effective dates are 4/1/2016 - 3/31/2017**
2017-18 rates effective dates are 4/1/2017 - 3/31/2018

SEWER RATES

Service Charge - Meter Size	IN CITY 2016-17	IN CITY 2017-18	RURAL 2016-17	RURAL 2017-18
3/4 " or Smaller	$37.00	$38.00	$55.50	$57.00
1"	52.00	$54.00	78.00	$81.00
1 1/2"	85.00	$88.00	127.50	$132.00
2"	123.00	$128.00	184.50	$192.00
3"	235.00	$242.00	352.50	$363.00
4"	398.00	$410.00	597.00	$615.00
6"	N/A	N/A	600.00	$620.00
Commodity Charge	**2016-17**	**2017-18**	**2016-17**	**2017-18**
Commodity Rate per 1,000 Gallons	6.25	6.25	9.38	9.38
Sewer Minimum Charge	49.50	50.50	74.26	75.76
Summer Sprinkling Rate	N/A	N/A	N/A	N/A
Privilege Fees	**2016-17**	**2017-18**	**2016-17**	**2017-18**
New User Cost per REU, Prepaid	2,000.00	2,000.00	3,000.00	3,000.00
Turn On Fee - Water & Sewer	500.00	500.00	750.00	750.00

Sewer = Increased by 2.0%
Per UFS Study

City of Charlevoix, Michigan

Electric Rates

	2016-17 (04/01/2016-03/31/2017) Rate / kWH	Customer Charge	PCA*	2017-18 (04/01/2017-03/31/2018) Rate / kWH	Customer Charge	PCA*
Residential - In City	$0.0817	$5.25	$0.02198	$0.0817	$5.25	$0.02139
Residential - In Senior	0.0744	5.25	0.02198	$0.0744	5.25	0.02139
Residential - Rural	0.0946	6.00	0.02198	$0.0946	6.00	0.02139
Residential - Rural Senior	0.0921	6.00	0.02198	$0.0921	6.00	0.02139
Commercial - In City (GS-C)	0.0917	12.00	0.02198	$0.0917	12.00	0.02139
Commercial - Out (GS-R)	0.1048	12.00	0.02198	$0.1048	12.00	0.02139
Commercial - Demand	0.0505	42.00	0.02198	0.0505	42.00	0.02139
Industrial & Charity Demand	0.0400	235.70	0.02198	0.0400	235.70	0.02139
Demand KW	10.90 / KW			10.90 / KW		

* PCA changes twice a year (in April & October) (PCA = Power Cost Adjustment)

Renewable Credits:	2016-17 Credit Rate/kWH	2017-18 Credit Rate/kWH
These credits are available for approved renewable generation:		
- Solar	$0.0844	$0.0844
- Wind	$0.0504	$0.0504

	2016-17	2017-18
Disconnect / Reconnect - Regular	-	-
Disconnect / Reconnect - After Hours	150.00	150.00
Disconnect / Reconnect - Regular Without 24 Hour Notice	50.00	50.00
Disconnect / Reconnect - Seasonal**	115.00	115.00
Disconnect / Reconnect - Seasonal After Hours**	167.00	167.00
** Disconnected from the system for longer than one billing cycle		
Reconnect - Non Payment	30.00	30.00
Reconnect - Non Payment After Hours	150.00	150.00
Trenching for All Underground Residential Services 200 amps & Under	3.00 Per Foot	3.00 Per Foot
Meter Test	25.00	25.00
- Additional meter test at the same location	5.00	5.00

Security Lights (Per Month)	2016-17 In City	2016-17 Rural	2017-18 In City	2017-18 Rural
70 Watt	5.28	5.60	5.28	5.60
100 Watt	6.60	7.08	6.60	7.08
150 Watt	8.92	9.23	8.92	9.23
250 Watt	14.11	15.24	14.11	15.24
400 Watt	20.79	22.60	20.79	22.60
105 Watt LED (400 W equivalent)	9.70	10.23	9.70	10.23
1000 Watt	47.37	51.90	47.37	51.90

Charlevoix Tomorrow

A summary of plans, goals, and opportunities for the future of our community

Introduction

In an effort to constantly stay focused on the future of our community and compile the essence of the direction of Charlevoix City Government, this document is intended to annually summarize the goals of the City Council, the development goals of our Master Plan, the future capital investments for the long-term sustainability of our community.

2017-2018 City Council Goals

As approved on January 16, 2017, the City Council of the City of Charlevoix has adopted the following five items as goals for the future and has directed City Staff to explore a variety of action steps toward accomplishing these goals.

Ensure Charlevoix is environmentally sustainable while also economically viable

Charlevoix should be a leader in using renewable energy to meet the demands of our electric customers and to protect our natural resources. Our built infrastructure should incorporate design standards that protect our waterways, preserve our trees, and encourage healthy living. Recycling, energy optimization, and water conservation will be encouraged.

Include the senior citizen community in all public events and activities

We have a growing senior citizen population and it is important for all members of the community to enjoy the quality of life we offer. Public facilities, especially parks, should have activities available for all ages and ability level.

Develop and maintain long-term infrastructure plans

As a progressive, year-round community, Charlevoix's infrastructure must be reliable in all weather conditions and should deliver the services required by our population.

Provide strong stewardship of public resources and promote good governance

We will seek collaboration with other entities around the area and look for ways to efficiently provide the quality services the community expects. Charlevoix government should be organized around gathering public input and effectively giving staff and Council good recommendations for public policy.

Enhance and showcase the outstanding quality of life in Charlevoix

Charlevoix is well known as one of the premiere resort communities on the Great Lakes but of equal importance is that it is home to our residents. We cannot lose sight of our community being "home." One of our strongest attributes is the many activities and amenities offered; we should support these and build upon them.

2016 Land Use Master Plan Vision Statement & Development Strategy

Master Plan Vision Statement

Charlevoix will strive to be the focal point for the region and build on its distinctive character, downtown, and diverse neighborhoods; while respecting its unique setting and environment and creating a foundation for future economic prosperity and personal success.

Development Strategy

- Continue collaboration with the Charlevoix Area Chamber of Commerce, CVB (Convention and Visitors Bureau), local governments, and the business community regarding regional economic development.
- Support efforts to implement the Regional Comprehensive Development Strategy (CEDS) put out by Networks Northwest, designed to retain, grow, and attract new business.
- Pursue goals outlined in the Economic Development Strategy prepared by the Chesapeake Group (2015).
- Aggressively market and provide incentives to businesses in emerging industries.
- Support and promote technological advances, such as high speed internet and fiber optic networks in Charlevoix to encourage economic development.
- Evaluate, and if necessary, amend the Industrial Tax Abatement Program so that Charlevoix remains competitive.
- Coordinate with Charlevoix Township, community leaders, and property owners to plan for and promote future development.
- Work with surrounding townships to identify other suitable areas for economic development; explore 425 agreements where appropriate.
- Explore a program to waive or reduce utility extension, or hookup fees for businesses seeking to expand.
- Continue to support and promote expanding Coast Guard operations in Charlevoix.

The full text of the City of Charlevoix 2016 Land Use Master Plan can be found online at www.cityofcharlevoix.org/city-departments/planning-department.html.

Prime Sites for Future Growth or Redevelopment

In keeping with the Master Plan, the following sites have been identified for their potential as sites of redevelopment or future growth. While these sites are listed, the City welcomes development and redevelopment throughout the community in keeping with the Master Plan and the City of Charlevoix Zoning Code. Except for the Charlevoix Municipal Airport, the City does not own these sites and they are subject to the unique development decisions of their private owners.

Development Site	Current Use	Reuse Prospect(s)
Lodge Hotel (Dixon and Michigan)	Hotel	Mixed use residential, commercial
Vacant land (Hurlbut and State)	Vacant	Mixed use residential, commercial
Ackerman Building (Bridge Street)	Fire Damaged	Mixed use residential, commercial
Trademark Properties (Bridge Street)	Fire Damaged	Mixed use residential, commercial

Prime Sites for Future Growth or Redevelopment (continued)

Development Site	Current Use	Reuse Prospect(s)
Vacant land (Division Street)	Vacant	Single or multi-family residential
Former Destaco Building (Taylor Road)	Former industrial	Light manufacturing
Vacant land (Industrial/Business Park)	Vacant	Light manufacturing, tech industry
Charlevoix Municipal Airport	Airport	Aviation businesses, hangars
Philips Station (Petoskey Avenue)	Private storage	Commercial
Former Roadhouse (Petoskey Avenue)	Former restaurant	Commercial

In most, cases the public infrastructure serving these sites is sufficient for reuse and development prospects identified for them. The Capital Improvement Plans can be amended to accommodate needs identified in specific development or redevelopment circumstances.

Capital Budget & Improvement Plan

Pursuant to the Charlevoix City Charter and the Michigan Planning and Zoning Enabling Act, the City must maintain an annually updated plan for capital improvements in the future. For street and utility work, all utilities and pavement quality will be assessed when performing any kind of repair or upgrade to maximize the efficiency of construction.

2017-2018 Capital Projects (to be included in Operating Budget)

City Hall Chiller Replacement Estimated cost: $175,000

Due to age and failing service, the chiller in the City Hall HVAC system should be replaced. This should improve reliability and reduce energy consumption. There are no tax implications for this expenditure and annual costs for utilities will be within existing margins, if not reduced. Payment will be made from existing reserves.

Playground at Lake Michigan Beach Estimated cost: $92,000

To improve the recreation opportunities for all in the community, an accessible playground will be constructed at Lake Michigan Beach Park. There are no tax implications for this expenditure and annual expenses associated with this playground are not likely to exceed $1,500. Payment for this project will come from a Michigan Recreation Trust Fund Grant, a Charlevoix County Recreation Millage Grant, and City reserves. Additional funding is being sought from the Charlevoix County Community Foundation and the Health Department of Northwest Michigan.

Tennis/Basketball Court Restoration Estimated cost: $52,000

In order to improve safety and usability, the tennis courts on Elm Street and basketball courts at Ferry Beach and Mt. McSauba will be resurfaced. Striping of the tennis courts will consider the shared use of these courts with the Charlevoix Township courts on Waller Road for use for both pickle ball and tennis. There are no tax implications for this project and funding will come from existing reserves and the general operating levy appropriated to the Recreation Department.

Taxiway A Rehabilitation Construction Estimated cost: $1,061,000

As part of ongoing maintenance at the Charlevoix Municipal Airport, Taxiway A will be rehabilitated for long-term viability. There are no tax implications for this project. 90% of the cost will be paid by the Federal Aviation Administration; the Michigan Department of Transportation will pay 5% of the cost with the Airport paying the remaining $53,050 from operating revenue and reserves. If necessary, Public Improvement Fund #6 will fund any remaining costs.

Taxiway A Lighting Estimated Cost: $229,000

Taxiway A lighting will improve the quality of light and safety of air traffic at the Charlevoix Municipal Airport. There are no tax implications for this project. 90% of the cost will be paid by the Federal Aviation Administration; the Michigan Department of Transportation will pay 5% of the cost with the Airport paying the remaining $11,450. Public Improvement Fund #6 will fund any remaining costs.

Runways 9 & 27 REIL Replacement Estimated cost: $30,000

The Runway End Identifier Lights (REIL) are due for replacement to provide a safe environment for air traffic at the Charlevoix Municipal Airport. There are no tax implications for this project. 90% of the cost will be paid by the Federal Aviation Administration; the Michigan Department of Transportation will pay 5% with the Airport paying the remaining $1,500 from operating revenue and reserves. If necessary, Public Improvement Fund #6 will fund any remaining costs.

Street Reconstruction Estimated cost: $1.2 million

Fully rebuild above-ground infrastructure and replace existing utilities under the following streets:

- Hurlbut Street (from Bridge to State)
- Antrim Street (from Bridge to State)
- Prospect Street (from Dixon to Petoskey)

Once complete, these streets will better service the water and sewer needs of adjoining properties and will carry traffic more smoothly. Similar work is being performed on all sites in order to realize economies of scale. The project will be funded with remaining funds from the Series 2016 Charlevoix Infrastructure improvement Bonds. These bonds mature in 15 years and are backed by the taxing authority of the City of Charlevoix. Specifically, the Infrastructure Levy, currently in place, is assumed to provide revenue necessary to make bond payments along with the City portion of the Charlevoix County Road Millage which will provide revenue until 2022. Operating costs are minimal but repair costs for underground utilities should decrease with new piping. Pavement will be maintained using existing asset management practices.

Street Paving Estimated cost: $400,000

Based on costs, several blocks of city streets will receive partial or full paving overlay treatments to address cosmetic improvements; streets will be chosen based on PASER ratings and expected future underground utility upgrade needs. There are no tax implications for this project and it will be funded from cash on hand in the Public Infrastructure Funds.

Vehicle Replacements Estimated cost: $271,300

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund.

Water Treatment Plant Capital Improvements Estimated cost: $ 512,000

The Water Treatment Plant is nearly 30 years old and is requiring some extensive capital improvements so that it continues to provide quality water supply and meet ever more stringent environmental standards from the Michigan Department of Environmental Quality. In 2015, Prein & Newhof created a Plant Reliability Study that outlined future replacement plans for the plant. The following projects are planned for 2017-2018:

- Rebuild High Service Pumps $20,000
- Filter Flocculator Replacement $350,000
- Control System Replacement $25,000
- Roof Replacement $32,000
- Filter Media Replacement $75,000
- Security improvements $10,000

There are no tax implications though capital improvements like these are part of the necessity to reevaluate water rates annually.

Water Treatment Plant Back-up Generator Estimated cost: $320,000

The existing Water Treatment Plant Back-up Generator is a World War II era machine taken as surplus from a military ship and is prone to frequent repairs and does not serve the water system well. It will be replaced with a modern machine capable of fully powering the plant. There are no tax implications though capital improvements like this are part of the necessity to reevaluate water rates annually. Funds for this will come from a loan that will need to be made from the Electric Fund to the Water Fund. Annual payments with interest will be made from Water Capital Replacement. This plan will require a budget amendment once the full-costs are returned.

Electric Capital Improvements Estimated cost: $ 225,000

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades, LED streetlights, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

Remote Communication Upgrades Estimated cost: $60,000

In order to improve the reliability of connections, we plan to upgrade the communications between remote assets and the Wastewater Treatment Plant. This will lower operating costs for traditional phone lines and enhance control functions. There are no tax implications though capital improvements like this are part of the necessity to reevaluate sewer rates annually.

Retaining Wall at Ferry and Stover Estimated cost: $25,000

This wall will improve the look and stability of soil at this intersection. There are no tax implications and funds for this project will come from the Local Street Fund derived from Gas and Weight Tax Revenue distributed under Act 51.

2018-2019 Capital Projects

Sodium Hypochlorite System for Disinfection Estimated cost: $400,000

This would enhance the disinfection capabilities of the water plant and was recommended in the 2015 Water Plant Reliability Study performed by Prein & Newhof. There are no tax implications for this project since it is funded with revenue derived from water rates and funds will be available in fund reserves by the time the project is launched.

Electric Capital Improvements Estimated cost: $ 225,000

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades, LED streetlights, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

Wastewater Treatment Plant Improvements Estimated cost: $292,560

Periodic and routine capital maintenance is necessary to preserve the work that has been done at our Wastewater Treatment Plant. There are no tax implications for this project since the WWTP is funded with wastewater rates. Ongoing maintenance will be minimal, if not reduced, since this is upkeep of existing equipment.

Sewer Collection System/Lift Stations Estimated cost: $241,000

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. Currently the City is working with Prein & Newhof on an asset management plan for these systems and that plan will better guide the projects conducted going forward. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

Construct Combined Public Services Facility Estimated cost: $TBD

In 2016, the City retained Northwest Design Group to provide conceptual consulting and estimates for a joint public services facility to house the DPW, Water, and Electric crews. They will provide probable costs and a recommended location for a facility designed for these purposes. We have asked them to consider energy efficiency and LEED Design to minimize operating costs. There is currently more than $1.7 million in reserve for this project; additional funds could be derived from bonds or utility reserve funds. It is unlikely that this project will affect taxes but final determinations would be made once a final plan is developed. Operating costs for a new facility are likely to be equal or less than current costs to run two facilities and new, more efficient fixtures will be included.

Vehicle Replacements Estimated cost: $324,700

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund.

2019-2020 Capital Projects

High Service Pump Addition Estimated cost: $150,000

The addition of a high service pump at the Water Treatment Plan will improve plant capabilities during peak operation and add extra redundancy to the system with aging pumps. There are no tax implications for this project since it is funded with water rates. Annual operating costs should be minimal since this pump will be cycled among others at the plant.

Electric Capital Improvements Estimated cost: $ 225,000

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades, LED streetlights, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

Sewer Collection System/Lift Stations Estimated cost: $241,000

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. Currently the City is working with Prein & Newhof on an asset management plan for these systems and that plan will better guide the projects conducted going forward. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

Vehicle Replacements Estimated cost: $277,800

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund.

Airport Perimeter Fencing Estimated cost: $155,000

This improvement would enhance security and keep us compliant with FAA regulations for airfield fencing. Most airport improvement projects like this can be mostly funded with Federal grant funds and tax revenue is not likely to be used.

Replace 2002 Ambulance Estimated cost: $180,000

This would be the scheduled replacement time to replace the 2002 Ambulance. Funds for this purchase are derived from EMS fees and set aside in the Fire and Ambulance Capital Fund (PI #1). There are no tax implications for this since the revenue is derived from service fees.

2020-2021 Capital Projects

Electrical Gear Upgrades Estimated cost: $350,000

Electrical upgrades at the Water Treatment Plant are anticipated as part of an on-going modernization of the facility. There are no tax implications for this project since improvements are funded with water rates. Improving electrical equipment will likely reduce annual operating costs by installing more energy efficient technology.

Electric Capital Improvements Estimated cost: $ 225,000

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades, LED streetlights, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

Sewer Collection System/Lift Stations Estimated cost: $241,000

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. Currently the City is working with Prein & Newhof on an asset management plan for these systems and that plan will better guide the projects conducted going forward. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

Vehicle Replacements Estimated cost: $195,000

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund.

2021-2022 Capital Projects

Low & High Service Pump Upgrades Estimated Cost: $150,000

This work will restore and maintain the pumps at the Water Treatment Plant and this project focuses on heavy maintenance of existing equipment to extend the life. There are no tax implications for this project since improvements are funded with water rates. Updating and maintaining equipment like this should reduce sudden emergency maintenance costs by rehabbing multiple pieces of equipment simultaneously.

Electric Capital Improvements Estimated cost: $ 225,000

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades, LED streetlights, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

Sewer Collection System/Lift Stations Estimated cost: $241,000

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. Currently the City is working with Prein & Newhof on an asset management plan for these systems and that plan will better guide the projects conducted going forward. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

Vehicle Replacements Estimated cost: $150,000

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund.

T Hangar Construction Estimated cost: $350,000

Constructing a new T Hangar at the airport would encourage more air traffic and provide a source of revenue to the airport for ongoing operations. Funds for construction would likely come from MDOT Entitlement Grants and would not use local tax revenue. Maintenance costs would be funded be lease revenue from those hangaring their planes in the space.

2022-2023 Capital Projects

Electric Capital Improvements Estimated cost: $ 225,000

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades, LED streetlights, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

Sewer Collection System/Lift Stations Estimated cost: $241,000

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. Currently the City is working with Prein & Newhof on an asset management plan for these systems and that plan will better guide the projects conducted going forward. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

Vehicle Replacements Estimated cost: $150,000

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund.

Replace 2004 Ambulance Estimated cost: $180,000

This would be the scheduled replacement time to replace the 2004 Ambulance. Funds for this purchase are derived from EMS fees and set aside in the Fire and Ambulance Capital Fund (PI #1). There are no tax implications for this since the revenue is derived from service fees.

2023-2024 Capital Projects

Electric Capital Improvements Estimated cost: $ 225,000

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades, LED streetlights, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

Sewer Collection System/Lift Stations Estimated cost: $241,000

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. Currently the City is working with Prein & Newhof on an asset management plan for these systems and that plan will better guide the projects conducted going forward. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

Vehicle Replacements Estimated cost: $150,000

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund.

2024-2025 Capital Projects

Construct Second Raw Water Intake Estimated cost: $1 million

The installation of a second raw water intake line under Lake Michigan may be necessary if plant output grows or if more detailed review shows the necessity of having a redundant water source at the Water Treatment Plant. There are no tax implications for this project since improvements are funded with water rates. Annual maintenance costs are minimal and could be combined with the costs for the existing water intake line.

Electric Capital Improvements Estimated cost: $ 225,000

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades, LED streetlights, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

Sewer Collection System/Lift Stations Estimated cost: $241,000

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. Currently the City is working with Prein & Newhof on an asset management plan for these systems and that plan will better guide the projects conducted going forward. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

Vehicle Replacements Estimated cost: $150,000

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund.

CHARLEVOIX CITY COUNCIL
AGENDA ITEM

AGENDA ITEM TITLE:	Charlevoix Area Chamber of Commerce Promotional and Marketing Agreement
DATE:	February 20, 2017
PRESENTED BY:	Mark L. Heydlauff, City Manager
ATTACHMENTS:	Draft Agreement

BACKGROUND INFORMATION:
In 2014, the City of Charlevoix entered into an agreement with the Charlevoix Area Chamber of Commerce (Chamber) for promoting and disseminating information on Charlevoix's industry, commerce educational, and recreation. The agreement expired on March 31, 2017.

Attached for Council's consideration is a proposed agreement with the Chamber to promote the City in keeping with the prior arrangement. Under the agreement, the Chamber would receive $7,500 per year for these services and will expire in three years or March 31, 2020.

COUNCIL GOAL AREA(S):
Enhance and showcase the outstanding quality of life in Charlevoix

RECOMMENDATION:
Motion to approve the Charlevoix Area Chamber of Commerce Promotional and Marketing Agreement and authorize the Mayor and City Clerk to sign on behalf of the City.

AGREEMENT

This agreement is made to be effective as of the _______ day of ___________, 2017, by and between the City of Charlevoix, having offices located at 210 State Street, Charlevoix, Michigan, 49720 ("City"), and the Charlevoix Area Chamber of Commerce, having offices located at 109 Mason Street, Charlevoix, Michigan, 49720 ("Chamber")

RECITALS

A. The City wishes to employ a promotional and advertising agency to publish and disseminate information to make known the industrial, commercial, educational, recreational, civic, resort and other advantages of the City.

B. The Chamber wishes to promote and make known the industrial, commercial, educational, recreational, civic, resort and other advantages of the City.

NOW, THERFORE, in consideration of the above recitals, the City and the Chamber mutually and expressly agree to the following:

1. The Chamber shall publish and disseminate information to make known the industrial, commercial, educational, recreational, civic, resort and other advantages of the City, and shall maintain such hours of operation as are equal to or greater than the hours of operation of the general City offices.

2. This agreement shall expire on March 31, 2020.

3. The City shall compensate the Chamber with an annual payment of Seven thousand, Five-hundred Dollars ($7,500.00). The first annual payment of this contract shall occur before December 31, 2017(City budget year 2017-18), the second payment shall occur before December 31, 2018 (City budget year 2018-19) and the third payment shall occur before December 31, 2019 (City budget year 2019-20).

4. No later than December 1st of each year, the Chamber shall submit a written report documenting how the previous year's annual fee was expended.

5. This agreement contains the entire agreement between the parties and may not be amended or modified without the express written consent of the City and the Chamber.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as of the day and year first written above.

WITNESSES: **CITY OF CHARLEVOIX**

_____________________________ _____________________________

Luther Kurtz
Mayor

WITNESSES:

_____________________________ _____________________________

Joyce Golding
City Clerk

CHARLEVOIX AREA CHAMBER OF COMMERCE

_____________________________ _____________________________

Luann Keinath
Board Chair

_____________________________ _____________________________

Alison Hubbard
President

CHARLEVOIX CITY COUNCIL
AGENDA ITEM

AGENDA ITEM TITLE: Revision to Recreation Advisory Board Bylaws

DATE: February 20, 2017

PRESENTED BY: Tom Kirinovic, Recreation Director

ATTACHMENTS: Recreation Advisory Board Bylaws

BACKGROUND INFORMATION:
The Recreation Advisory Board proposes an update to its bylaws to reflect a much needed addition to allow more flexibility toward retention of a full Board roster. While the Board has had a couple of interested individuals apply for recent open vacancies, there is a concern about the term limit imposed on members.

The proposed revision allows for the Mayor to reappoint an existing member to the Board, if no other volunteer is interested in being a part of the Recreation Advisory Board for an additional term. The Recreation Advisory Board supports the revision to the bylaws.

COUNCIL GOAL AREA(S):
Provide strong stewardship of public resources and promote good governance

STAFF RECOMMENDATION:
Motion to approve the Recreation Advisory Board Bylaws as presented.

CITY OF CHARLEVOIX
RECREATION ADVISORY BOARD BY-LAWS

ARTICLE I - NAME AND AUTHORIZATION

A. **NAME**
The name of the Committee, as provided by the City of Charlevoix, shall be known as the City of Charlevoix Recreation Advisory Board, herein after referred to as the "Board".

B. **AUTHORIZATION**
The Board exists by the authority of the City of Charlevoix and may be modified or abolished by action of the aforementioned entity.

ARTICLE II - PURPOSE AND FUNCTION

A. **PURPOSE**
The Board shall serve as advisors to the City of Charlevoix, and to the Recreation Department on issues presented to the Board related to the field of recreation and leisure services.

B. **FUNCTION**
The functions of the Board shall be:
1. To encourage citizen participation;
2. To advise and collaborate with the Recreation Director on issues and programs affecting Recreation and Leisure;
3. To study issues in order to provide input on the values, goals, and objectives of a program

ARTICLE III - MEMBERSHIP

A. **MEMBERS**
The Recreation Advisory Board shall be comprised of 7 adult members; including one representative from either: Charlevoix, Hayes, Eveline, Marion or Norwood Township.. There will be two secondary school age youth members. The student member who is the most senior of the two students (based upon length of time on the committee) shall have voting rights. There will be no age or residency restrictions for the student members. These two positions are open to any student in the Charlevoix School system. Board members will be appointed by the Mayor and approved by the City Council. Selection will be based on their qualifications and willingness to serve. In consideration of the Americans with Disabilities Act, efforts should be made to include members with disabilities.

B. **ELIGIBILITY**
With the exception of one township representative, adult members of the Recreation Advisory Board shall be City residents, City property owners, or City utility customers.

C. **APPOINTMENTS**
Seven adult members shall be appointed to the Recreation Advisory Board. There will be one representative from one of the surrounding townships. Each board member shall serve a three year term with the option for renewal for a second term. 1. If no replacement is available, the outgoing member(s) will have an option to serve an additional term. Members shall not serve more than two full consecutive terms if other interested parties are available to serve. The two youth members shall serve until they graduate from secondary school. Members will be appointed by the Mayor and approved by City Council. Members will remain on the committee at will and members will render their resignation when they are unable to fulfill the obligations of the Recreation Advisory Board.

D. **VACANCIES**
1. A member's position shall become vacant when:
   a. a member's term expires, or
   b. a member resigns
2. Should a vacancy on the Board occur by reason of death, resignation, change of residence, Board removal, or any other cause, the seat shall be appointed by the Mayor and approved by the City Council in an expeditious manner for the duration of the unexpired term.

ARTICLE IV - ORGANIZATION

A. **OFFICERS**
   1. The Board shall elect from its members a Chair, Vice-Chair and (at the discretion of the Board) a Secretary.
   2. Officers shall be elected for a term of one (1) year at the Annual meeting and shall assume office beginning immediately following this meeting.
   3. Each officer shall serve for one year term and is elected by a simple majority. They may serve a second term having been elected with a simple majority. Elections beyond two consecutive terms must be by unanimous vote.
   4. The officers shall perform the duties as prescribed by the parliamentary authority adopted by the Board.

B. **QUORUM**
   Four voting members of the Board shall constitute a quorum to hold a meeting or take any action.

C. **VOTING RIGHTS:** Each member shall be entitled to one (1) vote and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. Members shall only abstain from a vote when there is a valid conflict of interest recognized by the Board.

ARTICLE V - OFFICERS AND DUTIES

A. **CHAIR**
   1. The Chair shall appoint chairs of all committees, standing and special.
   2. It is the Chair's responsibility to ensure compliance with the Bylaws. The Chair will notify members of removal from the committee for noncompliance. Specific questions of conflict of interest will be addressed by the City Attorney or designee.
   3. The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the City Clerk.
   4. The Chair may approve special exceptions on the removal of members for absences at regularly scheduled meetings when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the committee to maintain a quorum.

B. **VICE-CHAIR**
   The Vice-Chair shall perform the duties in the absence of the chair.

C. **SECRETARY**
   The Secretary shall keep or cause to be kept a full and true permanent record and minutes of all meetings of the Board and shall communicate any need to send out or cause to be sent out notices of regular and special meetings at least five days prior to such meetings.

D. **REMOVAL**
   When an officer has been absent or has not performed the duties of that office for three consecutive meetings, that officer may be removed from office by the Committee with a majority vote at a regularly scheduled meeting.

ARTICLE VI - COMMITTEE OPERATIONS

A. The Board shall have no authority other than as stipulated by these Bylaws and as approved by the City.

B. The Recreation Advisory Board shall hold regular meetings on the second Wednesday during the months of April, June, September, and December. The meeting date may be changed by the Chair with notification in advance to Board members. Special meetings may be called by the Chair or by a majority of the board members. All meetings shall be posted in accordance with the Open Meetings Act.

C. All meetings will be open to the public. The Board will provide to the City Clerk's Office a schedule of their meetings and will ensure agendas and minutes are available to the public.

D. The order of business at regular meetings shall be as follows:
   1. Roll Call
   2. Inquiry Regarding Possible Conflict of Interest
   3. Determination of a Quorum
   4. Approval of Minutes of Previous Meeting
   5. Old Business
   6. New Business
   7. Staff Updates
   8. Public Comment
   9. Adjournment
E. All meetings shall be conducted in accordance with Robert's Rules of Order and comply with the State of Michigan's Open Meetings Act.
F. Special meetings of the Board may be called by the Chairperson or Recreation Director with the purpose of the meeting stated. Except in cases of emergency, at least three days notice shall be given each member of a special meeting.
G. Copies of the minutes shall be distributed to the City of Charlevoix and the City Manager, upon their approval by the Board.

ARTICLE VII - STAFF SERVICES

A. The Recreation Department shall act as the liaison for the Board with the City of Charlevoix. The Recreation Department will provide staff services to the Board. Staff services will include:
   1. Providing a schedule of meetings to the City Clerk's Office and committee members, arranging meeting locations, maintaining the minutes of the meetings, and preparing and distributing appropriate information related to the meeting agenda.
   2. Informing the Board of events, activities, policies, programs, etc. occurring within the scope of the Board's function and informing the Board of all City Council or department requests for information or assistance.
   3. Responsibility for the continuous flow of information to the City Council including providing reports, actions, and recommendations of the Board and notification of noncompliance by the Board or chair with the Bylaws or statutes.
B. A formal, standard orientation program will be provided by staff to all new members. As a minimum, the program will address the Bylaws, conflict of interest and ethics policy, and the legal obligations and responsibilities of members. Staff will ensure any concerns the new members may have regarding the duties and responsibilities of the Board are addressed.

ARTICLE VIII - BYLAWS AND EFFECTIVE DATE

A. Any changes to the Bylaws will be reviewed and approved by the City Council and filed with the Recreation Department and the City Clerk's Office.
   1. These Bylaws shall become effective upon adoption by the City Council.
   2. These Bylaws may be amended at any regular meeting by a majority vote of City Council.
B. These Bylaws were originally adopted on 12/06/2010 and have been amended by the City of Charlevoix on:

   April 2, 2012
   February 2,2016

CHARLEVOIX CITY COUNCIL
AGENDA ITEM

AGENDA ITEM TITLE: Council Appointments

DATE: February 20, 2017

PRESENTED BY: Joyce M. Golding, City Clerk

ATTACHMENTS: Volunteer Boards and Committees Applications

BACKGROUND INFORMATION:
The following list includes vacancies on City boards and committees:

- Board of Review – Vacancy
  Council appointment for a three year term
- Airport Advisory Committee – current Councilmember Shirley Gibson
  Council appointment for a two year term
- Airport Advisory Committee – current City resident member Don Seelye
  Council appointment for a two year term

RECOMMENDATION:
Motion to appoint *Citizen Name* to the Board of Review, term expiring December 2019.

Motion to appoint [re-appoint] *Councilmember Name* to the Airport Advisory Committee, term expiring February 2019.

Motion to appoint [re-appoint] *Citizen Name – City Resident* to the Airport Advisory Committee, term expiring February 2019.

City of Charlevoix
Volunteer Boards and Committees Application

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

- [ ] Airport Advisory Committee
- [x] Board of Review (XX)
- [ ] Compensation Commission
- [ ] DDA/Main Street Board
- [ ] Historic District Commission
- [ ] Housing Commission
- [ ] Planning Commission
- [ ] Recreation Advisory Committee
- [ ] Shade Tree Commission
- [ ] Zoning Board of Appeals
- [ ] Other ______
- [ ] No Preference

PLEASE PRINT

NAME: Dennis William Kusina

ADDRESS: 205 Elm St. Charlevoix, MI. 49720

HOME PHONE: 231-547-4844 CELL PHONE: 231-590-5290

EMAIL: dkusina@chartermi.net

ARE YOU A REGISTERED VOTER IN THE CITY? Yes HOW LONG HAVE YOU LIVED IN THE CITY? 50 Years

HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? NO

EDUCATIONAL BACKGROUND: BS In Marketing, Northern Michigan University
Associate In Automotive Marketing, Northwood Institute

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Kusina Motors & Farm Bureau Insurance agent.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: DDA City Council, Board of Review, Planning Commission, Main Street Board, KCB Board

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
See above

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
No

REASON(S) YOU WISH TO SERVE: I was on the board of review before & enjoyed it and saw there was an opening.

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? Yes

SIGNATURE: Dennis W Kusina DATE: 2-1-2017

RETURN APPLICATION TO THE CITY CLERK'S OFFICE:
210 STATE STREET CHARLEVOIX, MI 49720 – FAX (231) 547-3617 – EMAIL clerk@cityofcharlevoix.org

REV 11.2016

City of Charlevoix
Volunteer Boards and Committees Application

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve

- [ ] Airport Advisory Committee
- [x] Board of Review
- [ ] Compensation Commission
- [x] DDA/Main Street Board
- [ ] Historic District Commission
- [ ] Housing Commission
- [ ] Planning Commission
- [ ] Recreation Advisory Committee
- [ ] Shade Tree Commission
- [ ] Zoning Board of Appeals
- [ ] Other ____________
- [ ] No Preference

PLEASE PRINT

Name: Luke LaBlance

Address: 105 Cherry Street

Home Phone: 231 675 9717 Cell Phone: 231 675 9717

Email: lukelablance@hotmail.com

Are you a registered voter in the City? yes How long have you lived in the City? 37 years

Have you ever been convicted for anything other than a minor traffic violation? No

Educational Background: BS from Michigan State University in Supply Chain Management

Professional qualifications and/or work experience: I have extensive experience in Purchasing, Scheduling, Manufacturing, and operations management

Community activities and/or other experience: I am currently employed at the MANNA Food Project Involved with many outreach programs related to Feeding the hungry I also volunteer for the junior basketball program.

Have you served on a board/committee or held a civic position in the past? If yes, please explain:
No

Do you foresee any potential conflicts of interest while executing the duties of this position? If yes, please explain:
I do own 2 homes in Charlevoix, and my mom owns 3 properties, ~~[illegible]~~ 1 in town, 2 in the township

Reason(s) you wish to serve: Looking to increase my involvement in the community

Have you reviewed the current meeting schedule of the board/committee and can commit to regular meeting attendance? ____________

Signature: Date: 1/31/17

Return application to the City Clerk's office:
210 State Street Charlevoix, MI 49720 – Fax (231) 547-3617 – Email clerk@cityofcharlevoix.org

REV 11.2016

CITY OF CHARLEVOIX

VOLUNTEER BOARDS AND COMMITTEES APPLICATION

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

- [X] AIRPORT ADVISORY COMMITTEE
- [ ] BOARD OF REVIEW
- [ ] COMPENSATION COMMISSION
- [ ] DDA/MAIN STREET BOARD
- [ ] HISTORIC DISTRICT COMMISSION
- [ ] HOUSING COMMISSION
- [ ] PLANNING COMMISSION
- [ ] RECREATION ADVISORY COMMITTEE
- [ ] SHADE TREE COMMISSION
- [ ] ZONING BOARD OF APPEALS
- [ ] OTHER ________
- [ ] NO PREFERENCE

PLEASE PRINT

NAME: Donald C. Seelye

ADDRESS: 1217 State St. Charlevoix

HOME PHONE: 231 547 2393 CELL PHONE: 231 330 2393

EMAIL: dseelye@freecharge.com

ARE YOU A REGISTERED VOTER IN THE CITY? Yes HOW LONG HAVE YOU LIVED IN THE CITY? 54 yrs

HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? No

EDUCATIONAL BACKGROUND: NCMC petoskey. U of M Ann Arbor Engineering

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Business owner for most of working life. Private pilot with land and sea ratings for over 50 years. Aircraft owner

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Member of 2 past flying clubs in Charlevoix. Original owner of 10 unit hangar and president of the hangar Assoc. until it reverted to the City. 76 years of life experience.

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:

Yes 1 term planning commission, 1 term Zoning Board of Appeals. Many terms on past Airport Advisory Comm. + present Comm.

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:

No

REASON(S) YOU WISH TO SERVE: Life long interest in Aviation and local interest in the success of the Charlevoix Airport

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? Yes

SIGNATURE: Donald C. Seelye DATE: 1/11/17

RETURN APPLICATION TO THE CITY CLERK'S OFFICE:

210 STATE STREET CHARLEVOIX, MI 49720 – FAX (231) 547-3617 – EMAIL clerk@cityofcharlevoix.org

REV 11.2016

CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

Charlevoix City Manager's Office

231-547-3270 markh@cityofcharlevoix.org

Memo

To: The Honorable Mayor Kurtz and the Charlevoix City Council

From: Mark L. Heydlauff, City Manager

Subject: City Manager's Report for February 20, 2017

Date: February 16, 2017

A. **Mt. McSauba Inspection**

We had a state ski inspection this week at Mt. McSauba and were found to be in 100% compliance with safety regulations. I applaud Bo Boss and his team for continuing to run a safe operation providing recreation to area kids throughout the winter. The number of students taking ski lessons is up and the staff has made the best of the challenging weather this year.

B. **Fire Update**

I have had a couple of meetings this week with Fred DiMartino of the Trademark Properties building. He is continuing with the rebuilding process and I am very pleased with the progress he is making. I have requested he cover over the open windows - especially on the second floor. His restoration contractor contacted me this morning and indicated they would likely have this done next week. The sidewalk closure is likely to remain in place for some time until the front façade of the building can be reinforced.

C. **VanPelt Alley Use**

As requested by Council, Sarah Lucas, our staff Planner from Networks Northwest, has prepared a background memo on pedestrian alleys. You will find it enclosed with this packet. I will have a letter out by tomorrow to the property owners in the vicinity of the alley as discussed at the last Council Meeting.

D. **Zoning Ordinance Discussions**

At Monday's Planning Commission meeting, Sarah Lucas provided the Commission with an analysis of the Zoning Code compared with the Council Goals, the Master Plan, the Redevelopment Ready Communities requirements, and the Tip of the Mitt Watershed Council Best Practices. She is suggesting opportunities to modify the ordinance in order to comply with these items that are stated goals for the City. I applaud this direction of modifying ordinances based on those things we value and we will update you as this discussion and study progresses.

The following documents are for Council's information:

- Memo from Sarah Lucas RE: Pedestrian Alleys
- Approved Airport Advisory Committee Minutes – November 28, 2016
- Approved Recreation Advisory Board Minutes – December 14, 2016
- Approved Downtown Development Authority/Main Street Board Minutes – December 20, 2016
- Draft Recreation Advisory Board Minutes – February 1, 2017

MEMORANDUM

February 14, 2017

To: Charlevoix City Council

From: Sarah Lucas, Networks Northwest/City of Charlevoix Staff Planner

Subject: Creating Pedestrian Alleys: Best Practice Considerations

Conversions of vehicle alleys to pedestrian-only space or to shared space (that is, a right-of-way designated for use by pedestrian, bicycles, and vehicle traffic) represent an effective and increasingly popular placemaking activity in cities nationwide. These conversions can result in attractive, functional space that contributes to a socially and economically vibrant community, with added space for retail, restaurants, offices, housing, and community events. Communities typically consider these conversions to address safety issues (either vehicular or crime-related) that occur in alleys; to revitalize neighborhoods and/or commercial neighborhoods; and to encourage more pedestrian activity or business opportunities in commercial areas. Particularly in high-traffic commercial corridors, the pedestrian focus of converted alleys offers opportunities for calm, sheltered open space that can counterbalance the noise and safety issues associated with high volumes of traffic along the primary commercial space.

With opportunities for potential alley conversions in downtown Charlevoix, it may be helpful to consider best practices and design features that have been shown, in other cities, to result in safe, vibrant pedestrian alleys:

- ***Streetscaping treatments,*** like street furniture (benches or other seating), lighting, lighting strings (i.e. decorative lighting), and bicycle racks
- ***Landscaping*** with features like above-ground planters, street trees, "living walls," and sidewalk gardens
- ***Public art,*** including murals or outdoor art installations
- ***Wayfinding*** to direct pedestrians to the alley from the downtown or neighboring parking lots/streets
- ***Safety features*** such as bollards to restrict vehicular traffic, or textured paving to indicate shared space or pedestrian-only space
- ***Accessibility features*** for pedestrians and people with disabilities
- ***Social programming,*** such as events (i.e. concerts or street fairs/sales), active store frontages or entrances, and outdoor restaurant seating
- ***Connectivity*** between streets and alleys can encourage activity in the alley. Connectivity can be enhanced by networks of pedestrian alleys and sidewalks, effective wayfinding, and visibility of the alleys from the streets and sidewalks surrounding them.

I'm happy to provide additional information or design guidance on each of these considerations, along with information on potential funding sources for placemaking activities, upon request. If you have any questions, please don't hesitate to contact me at 547-3265 or via email at sarahlucas@networksnorthwest.org.

CITY OF CHARLEVOIX
AIRPORT ADVISORY COMMITTEE MINUTES
Monday, November 28, 2016 — 10:00 a.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

I. **Call to Order**
The meeting was called to order at 10:02 a.m. by Vice Chair Woody.

Roll Call of Members Present

Vice Chair:	Scott Woody
Members Present:	Shirley Gibson, Richie Gillespie, Don Seelye
Members Absent:	Chair Ken Tough
City Staff:	Mark Heydlauff, City Manager and Liz Myer, Airport Manager

II. **Inquiry Regarding Possible Conflicts of Interest**
None.

III. **Approval of October 24th Meeting Minutes**
Motion by Member Seelye, second by Member Gibson to approve the minutes of October 24, 2016 as presented. Motion passed by unanimous voice vote.

IV. **Public Comment**
None.

V. **Airport Manager's Report**
Airport Manager Myer reported that they have a flight check scheduled for February for the PAPI lights and they were still waiting on a few electrical items as part of the runway 927 project. David Joye, RS&H Airport consultant, explained that the items included replacing all the transformers for the signs, a communication cable, and plow stakes to be installed. He stated the grooving was completed and due to weather, the runway was marked temporarily but, will receive the final markings in the spring.

VI. **General Business**
A. Hangar Development
City Manager Heydlauff stated that the City Attorney reviewed the proposed Airport Land & Hangar Lease and recommended a few minor changes. He explained that the City Charter stipulated the City cannot lease property longer than five years. City Manager Heydlauff indicated that there would be an option for current users to switch to this type of arrangement.

Member Seelye questioned if the rate increase of 5% was automatic each year and City Manager Heydlauff responded that it was the lessor of 5% or the inflation rate multiplier.

Mr. Sutton's proposed hangar location was discussed. City Manager Heydlauff stated that he spoke with Mr. Sutton in October and that Mr. Sutton had also spoken to Jim Malewicz, Performance Engineers, regarding the locations. Mr. Joye clarified that they were talking about the area south of the existing terminal apron. He stated that he emailed Airport Manager Myer voicing some concerns with that area, such as the terminal apron is set up for tie down locations and for taxi land for Group I aircraft so if they were going to build hangars south of that they would have to allow for smaller aircraft or something would have to be done on the apron to afford more room. He recalled that the last two projects were for terminal apron expansions and noted that if we re-mark the terminal apron they would lose tie down locations. Mr. Joye recommended a conversation with the FAA to ensure they would approve reducing apron space a year after they put over a million dollars into expanding the apron space. He stated that the current ALP does not call for that area to be developed with private hangars. An ALP update would be required before federal dollars could be used for development there and noted that the CIP called for an ALP update in 2018.

Member Gibson questioned if it was the size of the hangar that would interfere with the apron. She felt that "you should start at the terminal and go out rather than scatter hangars all over the airport". Mr. Joye replied that typically private hangars in the general public area are separate at an airport, specifically this Airport because of the crosswind runways, the parking lot, the terminal and the terminal apron are on the southeastern portion of the Airport. If they ever needed to expand the terminal, parking or the apron again, there is a finite amount of space that could be used. He stated that the entire south side of taxiway alpha can be developed for private hangars.

Vice Chair Woody stated that the items Mr. Joye mentioned would eliminate five parking spaces on the west side of that ramp so the aircraft could taxi into that area and more ramp space would be created in that area which he felt would allow more tie downs. He stated that they had multi-million dollar buildings that could possibly go in there for jet customers and there is a need to have those buildings in the off season. Discussion followed about the area in question.

City Manager Heydlauff suggested looking at the plan both ways, and also determine Mr. Sutton's level of interest in both locations. Member Gibson recalled that Mr. Sutton wanted to break ground in April. Mr. Joye stated that the process for an ALP update was almost a year after contract. He also noted another possible issue with the FAA: using federal dollars for private development in lieu of spending it on the airfield. He stated one of the major concerns was the Airport losing its primary funding, going from a million dollars/year in federal grant funding to $150,000. Vice Chair Woody asked how much was banked and Mr. Joye responded $2.1 million.

Motion by Member Gillespie, second by Member Gibson to approve the draft Airport Land & Hangar Lease as presented with minor legal changes to be included from the City Attorney. Motion passed by unanimous voice vote.

B. Minimum Standards & Requirements

Vice Chair Woody questioned why Airport Manager Myer used a copy of the Canton-Plymouth Mettetal Airport's minimum standards rather than starting with Charlevoix's existing document. He stated that he would like to table this matter and pick a date in December to spend more time on this document. After discussion, it was decided that the meeting would be on December 15th at 10:00 a.m.

C. Voluntary Arrival/Departure Guidelines

Vice Chair Woody referenced the draft letter regarding voluntary aircraft quiet hours. Member Seelye questioned why the letter only referenced "jet and turboprop aircraft" and not all aircraft. Member Gillespie felt that applying this to all aircraft was not unreasonable. The Committee concurred to include all aircraft.

Motion by Member Gillespie, second by Member Seelye to accept the letter with the change to include all aircraft. Motion passed by unanimous voice vote.

D. Contracting FBO Update

City Manager Heydlauff stated that the language for the Request for Qualifications and Proposals was drafted from St. Claire County. He indicated that April 1, 2017 as the target date for a change if this RFP was awarded for a fixed base operator and related aviation services.

Motion by Member Gibson, second by Member Seelye to approve the Request for Qualifications and Proposals as written subject to City Attorney approval. Motion passed by unanimous voice vote.

VII. Miscellaneous Business

City Manager Heydlauff reported that City Council approved a new policy regarding the appointment process for advisory committees such as this one. He explained that toward the end of a member's term the member will be asked to submit an application to indicate continued interest in serving on the Committee.

Member Seelye questioned if anyone looked into moving the fence on the northeast corner of the Airport to make more room for snow behind those hangars. He also questioned if they still had the fence parts from what was removed and Airport Manager Myer replied that all were scrapped except for two long pieces of fence.

City Manager Heydlauff asked the Committee if they would like Mr. Joye to participate in the December meeting by phone and the Committee agreed.

VIII. Adjournment

Motion by Member Gillespie, second by Member Gibson to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 10:44 a.m.

Joyce Golding/fgm	City Clerk	Scott Woody	Vice Chair

CITY OF CHARLEVOIX RECREATION ADVISORY BOARD

Wednesday, December 14th, 2016—6pm
Meeting Minutes

I. Call to Order/Roll Call

Chairman Peterson called the meeting to order at 7:04pm.

Members Present: Sell, Putman, M Peterson, B Peterson, Seely, Cunningham, Joy
Members Absent: Vollmer, Davenport, Stevens

II. Inquiry Regarding Possible Conflicts of Interest

None.

III. Determination of a Quorum

Yes.

Recreation Director Kirinovic asked to reorder items on the agenda. The Recreation Advisory Board granted the Recreation Director's request.

IV. Motion to Approve Minutes

A. September 21, 2016 Meeting Minutes

Motion to approve the meeting minutes from September 21st. Motion Chairman Peterson Matt, second Member Sell. Passed by unanimous voice vote.

Recreation Director Kirinovic welcomed student members Ben Peterson, Annie Joy, and Abby Cunningham. The Recreation Director noted that each student members is extremely active in the community.

V. Old Business

a. Lifeguard Review
The Recreation Department did not have lifeguards for the 2016 summer. The Recreation Director asked the committee if they had heard anything in the community. He noted that the reason the lifeguard program went away was because there was limited interest in the position. The Recreation Director noted that the Chicago Club also had an extremely hard time finding lifeguards this past summer. The Recreation Director reviewed the flag system that was discussed at an earlier meeting. After talking with the city's insurance company, they indicated that the city did not need to have a flag system. The Recreation Director would welcome more conversation about this topic if the Recreation Advisory Board is interested. Member Seely discussed the NOAA flag system. The NOAA system indicates what flag should be used each day. The flag system is common in lower West Michigan.

b. Charlevoix County Signage Grant
The City received $10,000 from the county millage. The City has been working with Charlevoix township to identify key places for parks signage. The goal of this project is to help provide better navigation at surrounding area parks. The Wood Shop will create the signage; the look and feel has yet to be decided.

Community member Mike Murphy introduced himself as a member of the disc golf course. He asked the Recreation Director what types of features would be included on the signage. Mr. Murphy indicated that the disc golfers would be willing to help with this project. He noted that having a map at the lodge would help improve communication.

Mike Greyerbiehl, a member of the disc golf club, noted that a QR code would help people find the trails better.

VI. New Business

A. Review Master Plan
Spicer Group has completed a rough draft of the master plan. The Recreation Director distributed copies and asked the committee to review the master plan in their spare time. He asked the committee members to send any changes they felt were necessary to the Recreation Director. The Recreation Board will need to hold a special meeting to adopt the master plan. The primary purpose for the document is to seek grant funding through the DNR. Member Seely noted that a tunnel under US 31 was not included in the plan. The Recreation Director scheduled a special meeting on February 1st at 6pm.

B. February 6 Outgoing Member Recognition
The Recreation Director noted Matt Peterson and Dean Davenport board terms would be expiring at the end of December. He noted that they will both be honored for their at the city council meeting on February 6th. The mayor will be nominating two new committee members at the next city council meeting.

C. Welcome New Members
The Recreation Advisory Board will have three new members. Mayor Kurtz will be reviewing applications and will make appointments at the next City Council meeting.

D. By-law Change
The Recreation Director discussed the bylaws that currently set limits on terms served by the members. Bylaw section 3c discusses term limits. The Recreation Director proposed changing the bylaws at the February 1st meeting. By changing the bylaws, this would give the committee some flexibility. Member Seely noted that the quorum section of the bylaws may have to change; however, this is something to ask the City Clerk. The Recreation Advisory Board agreed with the Recreation Director to continue this conversation.

E. Mt. McSauba Focus Group
The Recreation Director discussed the Mt. McSauba Recreation Area and the need for a focus group. The City Manager and Recreation Director are moving forward with the concept. They are currently trying to get everything resolved before the group meets. The members of the focus group include: Spencer Bryan, Brenda Bryan, Bo Boss, Jane Milan, and Jennifer Sell. Communication is critical to making this project a success.

Mike Murphy asked if he could be included in the process. The Recreation Director noted that he would like to keep the group smaller. However, the Recreation Director would be open to the discussion. Mr. Murphy would like to help keep this project moving forward. Chairman Peterson asked what the focus group would be used for. The Recreation Director would like to have more direction from city council. He wants to make sure that the committee is moving forward as directed by council's wishes. Member Seely noted that it's good to have this conversation post-election.

F. Skate Park End of Year Review
There were over 500 skate park users during the summer of 2016. It was busy during the weekends. There was a mother that from Traverse City that brought her children to the skate park because she liked the fact the skate park was supervised. There is still grant funding to for the skate park. By lowering the price, this seemed to help with attendance.

Community Member Terry Osterhout believes that the skate park is an important part of the community. He believes that is a great place for kids to have fun.

G. Camp McSauba Marketing Committee
The Recreation Department is looking for people interested in helping with a Camp McSauba marketing committee. At this time, staff is looking for ways to better promote the camp and update current programming. The department is looking at ways to improve the camp. Please email the Recreation Department if you are interested.

H. Route Proposal from Trail Ambassadors
The Recreation Director has been meeting with the Trails Committee. They have been working on ways to improve the bike trials in and around Charlevoix. The Recreation Director presented a proposed trail route through the city. This proposed path would connect to existing trails and reduce traffic congestion. The Recreation Director noted that the blue line would represent how people would get into town and the red represents how to get people out of town. This group is also helping the Traverse City and Boyne City groups connecting the trails.

Community Member Brenda Bryan noted that the south side of Mercer needs to be improved. The City is looking to improve the roads in certain areas.

The Recreation Director noted that the Trails Group is excited about moving forward with this project.

Motion to support the proposed bike trail system route. Motion made by Member Seely, second Member Sell. Passed by unanimous voice vote.

I. Repair to Tennis and Basketball Courts
The tennis courts on Elm St. and the basketball courts at Ferry Beach are going to be repaved in the Spring of 2017. There will pickleball lines included on the Elm St. courts. There is a group of 20 people that regularly plays pickleball in the summer.

VIII. Miscellaneous Business

The C3F, Rotary, Street Legends and other service groups have helped the Recreation Department award 70 scholarships for Mt. McSauba.

The Recreation Department bought two new snow machines. These snow machines are portable which will help put snow on the sledding hill. This was an $18,000 investment. These were sold at cost and were brand new.

The playground at Lake Michigan will continue to move forward. The prime professional that was originally hired wanted to bid on his designs once the DNR approved the designs. Last month, the Recreation Director fired the old prime professional and he has hired

Northwest Design. The engineers have submitted their designs. It may take several months for the DNR to review the design application.

Grant Requests
The Recreation Department has applied for two grants from the Grand Traverse Band of Ottawa and Chippewa Indians. They have asked for $15,000 in funding the Lake Michigan Beach Playground and $2000 in scholarship funding. The Recreation Department has brought in $100,000 in grant monies. The Recreation Director thanked Katherine for her grant writing.

Member Seely noted that the relationship with Nubs and the City will be changing. It would be beneficial for the city to re-establish the relationship and send the City's condolences.

On Feb 6th, the City Council will be recognizing Matt Peterson and Dean Davenport for their hard work. The Recreation Director thanked the outgoing members.

IX. **Call for Public Comment**
None.

X. **Adjournment**
Motion to adjourn the meeting at 7:15pm Member Seely, second Chairman Peterson. Passed by voice vote.

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET BOARD MINUTES
Tuesday, December 20, 2016 at 5:30 p.m.
210 State Street, City Hall, Second Floor Council Chambers, Charlevoix, Michigan

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

Chair:	Dan Barron
Members Present:	Luther Kurtz, Kirby Dipert, Dianne DuPont, Fred DiMartino, John Kurtz, John Yaroch, Rick Wertz
Members Absent:	Tami Gillespie
City Staff:	Mark Heydlauff, City Manager; Lindsey Dotson, Main Street Executive Director

4. **Inquiry into Potential Conflicts of Interest**
Mayor Kurtz stated that he had a conflict of interest with the Liquor License item and he would recuse himself. Member Kurtz and Chair Barron stated that they would abstain from the Liquor License vote as well.

5. **Consent Agenda**
   a. Minutes of the November 28, 2016 Board Meeting
   b. Committee Meeting Minutes
   c. Main Street Monthly Report for November 2016
   d. 2017 DDA/Main Street Board Meeting Calendar

Motion by Member Kurtz, second by Mayor Kurtz to approve the Consent Agenda as presented. Motion passed by unanimous voice vote.

6. **Reports**
   a. Director's Report
   Director Dotson stated that she keeps track of volunteer hours and reports the number of hours to the Michigan Main Street Board each month. The hours were broken down by Board and Committee member hours.

   b. Branding Update
   Director Dotson reported that the timeline from *A5 Branding & Digital* was modified slightly. She stated that today they received the final draft of the survey that was sent out to over 8,000 people in various cities in the Midwest. She stated that the Convention & Visitors Bureau offered an incentive to solicit responses to the survey (a drawing for a free night's stay and dinner in Charlevoix.) She stated the survey link would be sent out by email, be located on their Facebook page and City webpage. A5 was taking care of the majority of the distribution of the survey because it is externally focused. Director Dotson noted that the community engagement events are the chance for local voices to be heard and are scheduled for Tuesday, January 17th at 5:00 p.m. at the Brewery and January 18th at the Library at 7:00 p.m.

   c. Wayfinding Signage Update
   Director Dotson reported that Pro Image Design will attend the next Design Committee meeting on January 3rd. They have put together a preliminary plan for placement of the wayfinding signage in downtown Charlevoix.

   Chair Barron suggested re-ordering the agenda to facilitate a full Board vote regarding the liquor license.

   Motion by Member Dipert, second by Member Wertz to change the order of the agenda to discuss item 8-b next. Motion passed with five members in favor, while Chair Barron, Mayor Kurtz, and Member Kurtz abstained.

Liquor License – Cantina Restaurant Group, LLC
Chair Barron, Mayor Kurtz and Member Kurtz stepped down from the dais. City Manager Heydlauff gave a brief summary of the City Code, Chapter 77, which spells out the various types of liquor licenses. He stated that the redevelopment liquor license application package was determined to be complete by the City Clerk. He commented that the proposed project would help breathe life into an otherwise abandoned structure. City Manager Heydlauff responded to questions from the Board members and explained that pursuant to the Ordinance the DDA needed "a

written recommendation by the DDA Board regarding whether the application meets the standards of the City Code for the issuance of the Redevelopment Liquor License and the reasons for the DDA's recommendation."

Motion by Member Yaroch, second by Member DiMartino that the DDA recommend approval of this Liquor License application by the Cantina Restaurant Group, LLC to the City Council pursuant to our goals as established in the Main Street Program. Motion passed by a roll call vote with five members in favor of the motion, while Chair Barron, Mayor Kurtz, and Member Kurtz abstained.

Chair Barron, Mayor Kurtz and Member Kurtz returned to the dais.

7. Old Business

a. Baseline Assessment Overarching Goals

Director Dotson stated that she wanted to confirm the May 2015 Overarching Goals were still a priority with the DDA and the Board did not have any changes. She explained that Michigan Main Street representatives will be returning to Charlevoix for two days of Strategy Development/Alignment/Organizational Structure on March 8-9, 2017. Chair Barron commented that Michigan Main Street was looking to break out of rigid adherence to the four-committee structure and form additional ad-hoc committees.

8. New Business

a. Draft Budget

Director Dotson stated that there were several unplanned expenditures during the year but with the vacancy in the Director's position everything balanced out. She noted a couple of new expenses included the ongoing HVAC maintenance of the Bridge Street Park building and the new sound board for the pavilion to enhance their summer concert series. She indicated that she did not include numbers that would phase in the implementation of the wayfinding signs. Chair Barron stated that $40,000 was a ballpark figure depending on how quickly the Board wants to implement the signage and this item will be included in the next draft of the budget.

City Manager Heydlauff felt it would be helpful during this budget process for the Board to set a number that they are comfortable with such as $40,000–$50,000 per year and give that budget to the wayfinding company for them to develop a three-year plan. It was noted that in October the Pro Image proposal estimated an expense of $200,000 for full signage implementation ~~The proposal from Pro Image for the design process was approved in October for full implementation estimated at $200,000~~ including the replacement of all four "Welcome to Charlevoix the Beautiful" entry signs. City Manager Heydlauff recommended that the Board give some feedback to the Design Committee so they know how much the Board is willing to spend each year on the implementation phase.

Member Wertz felt that Pro Image's list of 60 points of interest was unrealistic and should be narrowed down. He also felt that wayfinding signage should be all downtown with very few signs pointing to things outside the City. City Manager Heydlauff questioned "how far out do we go?" He felt that it was important for the Board to give clear direction to the Committee and the dollar value of resources that the Board was willing to put into the wayfinding project.

Member Yaroch felt that they were approaching this backwards and he questioned whether the Board hired Pro Image Design to put together the plan including costs. City Manager Heydlauff responded that they were not looking specifically at their proposals right now, but rather coming up with a dollar amount to include in the new budget for the first implementation phase. Discussion followed regarding the process for implementation of the wayfinding signs, concentration on locations in the downtown district the first year, the multi-year funding level, amount to include in the new budget, wayfinding signage priorities, and the State approval process. Member Wertz felt that the full Board should have a copy of the list of 60 points of interest that Pro Image developed.

Member Dipert left the meeting at this time.

City Manager Heydlauff indicated that the list would be cut down quite a bit by the January 3rd Design Committee meeting. He stated that they were considering signage outside the district that points to locations within the district. Member Dupont stated that the Design Committee needed a dollar amount to work with right from the beginning.

Director Dotson stated that next year she would like for them to set the tone for the rest of the year every time they set a budget so the Committees know what dollar amounts they must work with for the year.

Discussion continued regarding specific line items within the proposed budget, and a dollar amount per year for implementation of the wayfinding signage. Chair Barron recalled that Staff suggested an amount of $40,000–$50,000 for the first year's implementation. Member Yaroch stated that he was more comfortable with $25,000 per year. Chair Barron stated that he wanted to see what Pro Image and the Design Committee prioritize up to $50,000. Discussion continued regarding the amount of funding to allocate each year.

Motion by Member DiMartino, second by Member Wertz to allocate $50,000 in the new budget as a potential upside or limit on what could be expended on implementation of the first phase of the wayfinding signage program.

Maureen Owens commended the Board for being financially responsible and stated it would behoove the Committee to make sure that something actually happens.

Member Kurtz stated that he would encourage the Design Committee to approach different institutions for donations to come up with the $50,000. Mayor Kurtz suggested that they could set a goal of $20,000 to come from donations. Member Yaroch stated that there were a lot of entities that would be direct beneficiaries from the signage downtown and he wanted to look at it from a business perspective. Chair Barron stated he thought timing is not an emergency, but he felt there was some urgency to this as people needed to see some results from Main Street.

Mayor Kurtz questioned if it would be possible to include $10,000 as donations in the revenue side of the budget to assist in fundraising for the wayfinding implementation toward the $50,000 cost.

Motion passed by unanimous roll call vote.

b. Liquor License
Item discussed earlier in the meeting.

9. Public Comment
None.

10. Request for Future Agenda Items
None.

11. Board Comments
Chair Barron read a letter of resignation from Member John Kurtz effective immediately which stated that his schedule does not allow him to attend the next three meetings. He said Member Kurtz believed it was necessary to be an active participant in discussion and projects.

12. Adjourn
Motion by Member Kurtz, second by Member DiMartino to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 6:39 p.m.

Joyce Golding/fgm	City Clerk	Dan Barron	Chair

CITY OF CHARLEVOIX RECREATION ADVISORY BOARD

Wednesday, February 1st, 2017
Meeting Minutes

I. Call to Order/Roll Call
Member Seely called the meeting to order at 6:00pm.

Members Present: Seely, Sell, Vollmer, Joy, Kelly, Bryan
Members Absent: Peterson, Putman, Cunningham, Stevens

II. Inquiry Regarding Possible Conflicts of Interest
None.

III. Determination of a Quorum
Yes.

IV. Motion to Approve Minutes

A. December 14, 2016 Meeting Minutes

Motion to approve the December 14, 2016 meeting minutes. Motion made by Member Vollmer, second Member Sell. Passed unanimous voice vote.

V. Old Business

A. Review Draft of Recreation Master Plan
The Recreation Assistant explained the process behind the Recreation Master plan. City Council has approved a public review session during the February 20th City Council meeting. Ms. Forrester reviewed several changes to the master plan including: removing any mention of life guards, remove language discussing a dog run at the marina, and updated several other listings. Ms. Forrester asked the Recreation Advisory Board if they had any comments or questions regarding the timeline for the project. Member Bryan had several questions about the master plan including: the location of Coast Guard Park, the proposed kayak boat launches, and the playground at Lake Michigan Beach. Member Bryan also suggested adding language regarding the Shade Tree Commission. She believes the master plan should include professional input on behalf of the Shade Tree Commission. The Recreation Assistant stated she would send this change to the Spicer Group. She also noted that the goals reflected adding a tunnel under US-31 as suggested by Member Seely. The Recreation Assistant called for public comment. There was none. Member Seely called for a motion of support for the Recreation Master Plan.

Motion to approve the Charlevoix Recreation Master Plan and forward the document to City Council for review and public comment. Motion made by Member Kelly, second Member Seely. Passed by unanimous voice vote.

VI. New Business

A. Welcome New Members
The Recreation Assistant welcomed new members Brenda Bryan and Scott Kelly to the Recreation Advisory Board.

B. Approve 2017 Meeting Schedule
As stated in the by-laws, the Recreation Advisory Board needs to set its yearly meeting dates. The Recreation Assistant noted that these dates are reflected in the current by-laws. She asked if these dates were acceptable. The Recreation Advisory Board accepted the proposed dates. Member Seely called for a motion to adopt the proposed meeting dates.

Motion to approve the proposed meeting dates. Motion made by Member Sell, second by Member Kelly. Passed by unanimous voice vote.

C. By-Law Revision

The Recreation Assistant reminded the Recreation Advisory Board about the discussion from the last meeting on December 14, 2016. At the meeting, it was suggested that by-laws allow for some flexibility in the number of individuals sitting on the board. The proposed change would allow for committee members with expiring terms, who had reached their term limit, to reapply to serve on the Recreation Advisory Board. Member Sell submitted the proposed by-law change. The Recreation Assistant stated that the quorum number did not need to change as suggested by Member Seely. She noted that the City Clerk felt that it was unnecessary at this time. This is something to be discussed at a later date. Member Seely called for a motion of support.

Motion to approve the proposed by-law change and submit the proposed change to City Council for review. Motion made by Member Vollmer, second by Member Bryan. Passed by unanimous voice vote.

VIII. Miscellaneous Business

The Recreation Assistant noted that the Recreation Department just received $2,000 in scholarship funding from the Grand Traverse Band of Ottawa and Chippewa Indians.

The City Council will be honoring Matt Peterson and Dean Davenport for their community service for the Recreation Advisory Board. They will be thanked for their service at the February 20th City Council meeting.

The Recreation Assistant informed the Recreation Advisory Board that this would most likely be her last board meeting. She has accepted a full-time job with the Charlevoix Convention and Visitors Bureau. She thanked everyone for their service to the City. Members congratulated Ms. Forrester on her new job.

Member Seely asked if the members needed to be present at the February 20th City Council meeting for the adoption of the master plan. The Recreation Assistant stated that it was not necessary for the board to be present.

Member Kelly asked how long the Recreation Advisory Board meetings usually run. Members noted that the meetings are generally an hour and half long.

IX. Call for Public Comment

None.

X. Adjournment

Motion to adjourn the meeting at 6:30pm. Motion made by Member Sell, second Member Vollmer. Passed by unanimous voice vote.