



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, January 15, 2018- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - January 2, 2018
 - B. Accounts Payable and Payroll Check Registers
 - C. McSaubia Trail Signs
 - D. Renew Planning Services Contract
 - E. Groundhog Shadowfest Event Planning
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Solid Waste Ad Hoc Committee Report and Recommendation
Sarah Lucas, Staff Planner/Networks Northwest
 - B. Zoning Administration Contract with Networks Northwest
Mark L. Heydlauff, City Manager
 - C. Public Services Facility Preliminary Design Contract
Amanda Porath, PE; Mark L. Heydlauff, City Manager
 - D. Council Chambers A/V Update
Mark L. Heydlauff, City Manager
 - E. Redesign of City Website
Mark L. Heydlauff, City Manager
 - F. Adopt Council Goals & Action Steps
Mark L. Heydlauff, City Manager
 - G. Council Appointments
Joyce M. Golding, City Clerk

8. Reports and Communications

- A. Public Comments
- B. City Manager Comments
- C. Mayor & 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.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - January 2, 2018

DATE: January 15, 2018

ATTACHMENTS:

▣ Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Tuesday, January 2, 2018 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

The meeting was called to order at 6:00 p.m. by Deputy Mayor Shane Cole.

1. Pledge of Allegiance

2. Roll Call

Deputy Mayor: Shane Cole
Members Present: Greg Bryan, Shane Cole, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: Mayor Luther Kurtz
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

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 – December 18, 2017
- B. Redevelopment Ready Communities Certification Resolution– Approve resolution

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-01-01

RESOLUTION AUTHORIZING THE IMPLEMENTATION OF RECOMMENDATIONS NECESSARY
TO RECEIVE REDEVELOPMENT READY COMMUNITIES CERTIFICATION FROM THE
MICHIGAN ECONOMIC DEVELOPMENT CORPORATION (MEDC)

WHEREAS, the City of Charlevoix has engaged in the MEDC Redevelopment Ready Communities Program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the City's redevelopment practices as reported in the Redevelopment Ready Communities Community Assessment Report and Evaluation of Findings dated August 2017; and

WHEREAS, the MEDC has developed a program for certifying Redevelopment Ready Communities and the City of Charlevoix desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and

WHEREAS, the City of Charlevoix is currently updating its Master Plan and will utilize recommendations and technical assistance to ensure that development readiness is appropriately addressed in that document; and

WHEREAS, the program includes evaluating the strong partnerships with City boards and commissions related to development including the City Council, Planning Commission, Zoning Board of Appeals and Downtown Development Authority/Main Street; and

WHEREAS, after review of the Redevelopment Ready Community Assessment Report, the City of Charlevoix is willing to complete the tasks as outlined, which will involve interaction with the aforementioned City commissions and boards; and

WHEREAS, certain recommendations have been and will be made by the MEDC that are required in order for the City to attain Redevelopment Ready Communities Certification.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix, through its City Council, authorizes the implementation of recommendations made by MEDC which are necessary to receive Redevelopment Ready Communities Certification from MEDC.

RESOLVED this 2nd day of January, 2018 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Kalbfell, Perron, Bryan, Cole, Oleksy, Hagen
Nays: None

- C. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – December 20, 2017

- b. Regular Accounts Payable Check Register – January 3, 2018
- c. ACH Payments – December 18, 2017 to December 29, 2017
- d. Payroll Check Register – December 29, 2017
- e. Payroll Transmittal – December 29, 2017
- f. Tax Disbursement – January 3, 2018

Motion by Hagen, second by Kalbfell, to approve the Consent Agenda.

Yeas: Kalbfell, Perron, Bryan, Cole, Oleksy, Hagen

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

8. Reports & Communications

A. Public Comments

B. City Manager Comments

City Manager Heydlauff reported on the following:

- Transfer Liquor License process is much easier by eliminating Council approval
- Water Treatment Plant generator is being installed

C. Mayor & Council Comments

General discussion ensued regarding keeping sidewalks clear of snow, the purchase of the elementary school by Charlevoix County, and the proposed location of the new Public Works facility. The Public Works facility will be discussed in greater detail at the January 15th Council meeting. City Manager Heydlauff also briefly touched on a new proposal for audio visual enhancements in Council Chambers that may prove more cost effective.

9. Other Council Business

10. Adjourn

The Deputy Mayor adjourned the meeting at 6:15 p.m.

Joyce M. Golding	City Clerk	Shane Cole	Deputy Mayor
Special Accounts Payable – 12/20/2017			
AT&T	2,773.57	GREAT LAKES ENERGY	160.74
AT&T LONG DISTANCE	76.38	METLIFE SMALL BUSINESS CENTER	703.12
AT&T MOBILITY	88.79	PRIORITY HEALTH	42,337.66
BARTLETT'S HOME INTERIORS INC.	4,270.71	VERIZON WIRELESS	56.72
CHARLEVOIX STATE BANK	5,298.63	VISION SERVICE PLAN	486.57
DELTA DENTAL	3,350.03	TOTAL	59,602.92
Regular Accounts Payable – 01/03/2018			
AIRGAS USA LLC	66.30	EMERGENCY MEDICAL PRODUCTS INC	530.21
ALL-PHASE ELECTRIC SUPPLY CO.	231.16	EMMET COUNTY SHERIFF'S OFC	400.00
ALTEC INDUSTRIES INC	129.74	ETNA SUPPLY	89.84
AMERICAN WASTE INC.	3,170.80	FREEDOM MAILING SERVICES INC.	2,291.24
AVFUEL CORPORATION	1,520.00	GOLDING, JOYCE M.	50.00
BIGGERSTAFF, JEREMY	1,800.00	HACH COMPANY	161.20
BRADLEY, KELLY R.	347.26	HANKINS, SCOTT A.	50.00
CENTRAL DRUG STORE	66.06	HART II, DELBERT W.	114.00
CHARLEVOIX AREA HOSPITAL	525.26	HEALTH CARE LOGISTICS	112.42
CHARLEVOIX COUNTY NEWS	70.00	HEID, THOMAS J.	50.00
CHARTER COMMUNICATIONS	877.44	HERZOG ELECTRIC	263.40
CHEMICAL SYSTEMS INC.	2,240.00	HEYDLAUFF, MARK L	50.00
CINTAS CORPORATION	129.24	HOLIDAY COMPANIES	5,601.22
CITY OF CHARLEVOIX - PETTY CASH	578.95	INDEPENDENT DRAFTING SERVICES	1,750.00
CRYSTAL FLASH ENERGY	937.66	IRISH BOAT SHOP	66.95
DCASSESSING SERVICES	4,371.08	JERRY'S TIRE	600.24
DCL INC.	4,000.00	KIRINOVIC, THOMAS F.	50.00
DeROSIA, PATRICIA E.	50.00	KLOOSTER, ALIDA K.	50.00
DOAN, GERARD P.	50.00	KOORSEN FIRE & SECURITY	63.75
DOTSON, LINDSEY J.	50.00	KSS ENTERPRISES	198.12
ELHORN ENGINEERING COMPANY	1,476.00	MACDONALD GARBER	499.00
ELLIOTT, PATRICK M.	50.00	MATELSKI, KIMBERLY A.	14.00
ELLSWORTH FARMER'S EXCHANGE	80.33	MAYER, SHELLEY L.	50.00

McGINN, KELLY A.	50.00	STATE OF MICHIGAN	1,413.52
MILLER, WILLIAM S.	50.00	STATE OF MICHIGAN	30.00
MODERN MARKETING	219.63	studioMI LLC	65.00
MUNSON HEALTHCARE CHARLEVOIX	325.69	SWANSON K & D INC	300.00
MUTT MITT	848.13	SWEM, DONALD L.	50.00
NEOPOST USA INC.	1,704.00	SYSTEMS SPECIALISTS INC	1,565.00
ORBAN, BARBARA K.	48.67	T.C. RECORD EAGLE	657.00
PARKS AUTO PARTS	100.00	TELE-RAD INC	2,079.62
PHYSICIAN'S CLINIC OF CHARLEVOIX	107.00	TRAVERS, MANUEL J.	50.00
POWER LINE SUPPLY	5,504.33	UNIFIRST CORPORATION	337.28
PREIN & NEWHOF	39,817.40	UPPER CASE PRINTING INK.	1,105.30
PRO WEB MARKETING LLC	60.00	USA BLUE BOOK	2,382.62
PURITY CYLINDER GASES INC	37.90	VILLAGE GRAPHICS INC.	233.35
QUILL CORP	89.48	WAGNER, ROSINA	99.15
R B LYONS INC	3,360.00	WELLER, LINDA J.	50.00
SCIENTIFIC BRAKE & EQUIP CO	60.89	WURST, RANDALL W.	50.00
SHELDON, GALE	79.84	WYMAN, MATTHEW A.	50.00
SHORELINE POWER SERVICES INC.	3,306.25	ZEITLER, DALE	29.46
STANDARD ELECTRIC CO	121.92		
STATE OF MICHIGAN	180.00	TOTAL	102,541.30

ACH Payments – 12/18/2017 to 12/29/2017

MI PUBLIC POWER AGENCY	33,784.40	VANTAGEPOINT (401 ICMA PLAN)	742.50
MI PUBLIC POWER AGENCY	18,898.21	VANTAGEPOINT (457 ICMA PLAN)	12,607.71
MI PUBLIC POWER AGENCY	278,434.92	VANTAGEPOINT (ROTH IRA)	1,186.53
IRS (PAYROLL TAX DEPOSIT)	31,064.61	MERS (DEFINED BENEFIT PLAN)	45,308.73
ALERUS FINANCIAL (HCSP)	420.00	TOTAL	426,953.24
STATE OF MI (WITHHOLDING TAX)	4,505.63		

Payroll Net Pay – Pay Period Ending 12/23/2017 (Paid 12/29/2017)

WELLER, LINDA JO	1,496.32	DORAN, JUSTIN J.	1,582.00
HEYDLAUFF, MARK L.	2,259.85	FARRELL, MITCHELL L.	1,285.56
GOLDING, JOYCE M.	1,132.70	KIRINOVIC, THOMAS F.	319.95
DEROSIA, PATRICIA E.	710.74	ANZELL, BETH A.	644.68
DOTSON, LINDSEY J.	1,444.90	BOSS, SHERRY M.	110.82
LOY, EVELYN R.	1,048.93	CRANDELL, ZACKARY R.	85.19
KLOOSTER, ALIDA K.	1,567.40	SAYWARD, MADISON E.	79.13
GOLOVICH, KAREN J.	948.18	BERTINELLI, DAVID P.	158.58
SPENCLEY, PATRICIA L.	957.36	BOSS, BEAU J.	849.92
MILLER, FAITH G.	39.77	DVORACEK, HAYDEN R.	354.29
MCGINN, KELLY A.	1,616.81	HEID, THOMAS J	1,246.88
DOAN, GERARD P.	1,596.21	KUSINA, DENNIS W.	44.04
SCHLAPPI, JAMES L.	1,066.05	VANLOO, JOSEPH G.	665.76
UMULIS, MATTHEW T.	1,256.85	WYMAN, MATTHEW A.	1,426.91
HANKINS, SCOTT A.	1,515.76	BOSS, RYDER S.	455.99
ORBAN, BARBARA K.	1,134.46	MILLER, WILLIAM S.	1,071.32
FLICKEMA, ANDREW M.	1,428.98	DOUGLAS, MARK	636.46
MATELSKI, KIMBERLY A.	1,185.34	HASTINGS, MICHAEL A.	473.46
RILEY, DENISE M.	438.74	TRAVERS, MANUEL J.	1,637.63
MATELSKI, RYAN G.	1,037.06	STEVENS, JEFFREY W.	509.54
WURST, RANDALL W.	1,085.45	RILEY, CASEY W.	772.72
MAYER, SHELLEY L.	1,561.73	JONES, LARRY M.	1,369.87
HILLING, NICHOLAS A.	1,493.27	WILLSON, BRENDA R.	604.01
MEIER III, CHARLES A.	1,267.02	BEAN, PETER J.	450.79
ZACHARIAS, STEVEN B.	1,159.85	FENNELL, DREW M.	747.88
NEWMAN, MARK J.	589.57	MCCALIB, RACHELLE L.	221.67
SWEM, DONALD L.	1,875.31	BOYCE, REBECCA L.	1,258.11
EATON, BRAD A.	1,761.80	MCFARLAND, JONATHAN A.	665.65
WILSON, TIMOTHY J.	1,981.25	SILVA, JESSE L.A.	387.20
LAVOIE, RICHARD L.	1,626.62	BASSETT, FREDERICK A.	1,580.67
STEVENS, BRANDON C.	1,873.33	TIMMS, ROBERT N	46.17
DRAVES, MARTIN J.	1,832.16	WHITLEY, ANDREW T.	1,743.02
BROWN, STEPHANIE C.	1,018.43	MORRISON, KEVIN P.	1,257.10
ANDERSON, ELIZABETH A.	1,112.49	JOHNSON, STEVEN P.	1,151.47
ELLIOTT, PATRICK M.	2,000.49	BOSS JR, DALE E.	1,212.17
SCHWARTZFISHER, JOSEPH L.	1,186.46	HOLM, ARTHUR R.	957.97
BRADLEY, KELLY R.	1,243.55	MATTER, DAWSON K.	1,924.89
HART II, DELBERT W.	1,281.04		
JONES, ROBERT F.	1,231.52	TOTAL	81,053.22

Payroll Transmittal – 12/29/2017

4FRONT CREDIT UNION	550.00	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	158.28	COMMUNICATION WORKERS OF AMER	541.06
AMERICAN FAMILY LIFE	380.52	MI STATE DISBURSEMENT UNIT	323.45
CHAR EM UNITED WAY	59.00	PRIORITY HEALTH	1,653.95
CHARLEVOIX STATE BANK	1,260.77	TOTAL	5,077.03

Tax Disbursement – 01/03/2018

CHARLEVOIX COUNTY TREASURER	255.56	CITY OF CHARLEVOIX/DDA	92,786.26
CHARLEVOIX COUNTY TREASURER	180,758.71	KUTTNAUER, ANNETTE	1,667.31
CHARLEVOIX DISTRICT LIBRARY	45,411.89	LERETA LLC	382.27
CHARLEVOIX PUBLIC SCHOOLS	11,877.83	NORTH STAR BREAKFAST CLUB	824.02
CHARLEVOIX PUBLIC SCHOOLS	2,772.36	RECREATIONAL AUTHORITY	8,242.90
CHARLEVOIX PUBLIC SCHOOLS	554.40	SEELEY'S PRINTING SERVICE	166.77
CHARLEVOIX PUBLIC SCHOOLS	554.40	SHINDORF, MATTHEW	982.04
CITY OF CHARLEVOIX - TAXES DUE	41,792.98	TOTAL	389,029.70

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CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: January 15, 2018

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/06/2018	01/12/2018	122504	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	628.84
01/06/2018	01/12/2018	122505	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	158.28
01/06/2018	01/12/2018	122505	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	380.52
01/06/2018	01/12/2018	122506	BARRY COUNTY TRIAL C	9029	Wage Assignment: Case 04-6725	20.00
01/06/2018	01/12/2018	122507	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 1/6/20	52.00
01/06/2018	01/12/2018	122508	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,260.77
01/06/2018	01/12/2018	122509	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
01/06/2018	01/12/2018	122510	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	541.06
01/06/2018	01/12/2018	122511	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	323.45
01/06/2018	01/12/2018	122512	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	201.00
01/06/2018	01/12/2018	122513	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,653.95
Grand Totals:		11				5,369.87

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Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

01/12/18 Payroll Transmittal Checks	\$ 5,369.87
01/12/18 Payroll (net pay)	\$ 107,272.17
01/16/18 Regular Accounts Payable	\$ 191,001.93
Checks Sub-Total:	\$ 303,643.97

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

01/02/18 MI Public Power Agency	\$ 20,101.04
01/08/18 MI Public Power Agency	\$ 24,624.77
01/08/18 State of MI (Sales Tax)	\$ 19,022.01
01/09/18 Payment Service Network	\$ 256.50
01/10/18 DTE Energy	\$ 8,162.18
01/12/18 IRS (Payroll Tax Deposit)	\$ 40,772.34
01/12/18 Alerus Financial (HCSP)	\$ 420.00
01/12/18 State of MI (Withholding Tax)	\$ 5,770.86
01/12/18 Vantagepoint (401 ICMA Plan)	\$ 742.50
01/12/18 Vantagepoint (457 ICMA Plan)	\$ 13,911.13
01/12/18 Vantagepoint (Roth IRA)	\$ 1,186.53
ACH Sub-Total:	\$ 134,969.86

Huntington National Bank Total: \$ 438,613.83

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

01/16/18 Tax Disbursement	\$ 797,129.78
Charlevoix State Bank Total:	\$ 797,129.78

Grand Total: \$ 1,235,743.61

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/06/2018	PC	01/12/2018	24943	PERRON, LEON R.	45		383.89
01/06/2018	PC	01/12/2018	24944	KURTZ, LUTHER J.	54		748.03
01/06/2018	PC	01/12/2018	24945	HAGEN, AARON W.	56		339.38
01/06/2018	PC	01/12/2018	24946	OLEKSY, THOMAS M.	57		290.72
01/06/2018	PC	01/12/2018	24947	KALBFELL, JANET P.	58		420.19
01/06/2018	PC	01/12/2018	24948	BRYAN JR, GREGORY T.	59		133.81
01/06/2018	PC	01/12/2018	24949	WELLER, LINDA JO	101		1,496.31
01/06/2018	PC	01/12/2018	24950	HEYDLAUFF, MARK L.	102		2,543.08
01/06/2018	PC	01/12/2018	24951	GOLDING, JOYCE M.	106		1,654.18
01/06/2018	PC	01/12/2018	24952	DEROSIA, PATRICIA E.	107		1,203.65
01/06/2018	PC	01/12/2018	24953	DOTSON, LINDSEY J.	109		1,444.91
01/06/2018	PC	01/12/2018	24954	LOY, EVELYN R.	117		1,048.93
01/06/2018	PC	01/12/2018	24955	KLOOSTER, ALIDA K.	121		1,912.55
01/06/2018	PC	01/12/2018	24956	GOLOVICH, KAREN J.	122		948.18
01/06/2018	PC	01/12/2018	24957	SPENCLEY, PATRICIA L.	136		957.36
01/06/2018	PC	01/12/2018	24958	MILLER, FAITH G.	142		28.07
01/06/2018	PC	01/12/2018	24959	MCGINN, KELLY A.	146		1,616.81
01/06/2018	PC	01/12/2018	24960	JOLLETTE, MELISSA N.	149		58.18
01/06/2018	PC	01/12/2018	24961	DOAN, GERARD P.	201		1,596.21
01/06/2018	PC	01/12/2018	24962	SCHLAPPI, JAMES L.	204		1,482.72
01/06/2018	PC	01/12/2018	24963	UMULIS, MATTHEW T.	205		1,784.15
01/06/2018	PC	01/12/2018	24964	HANKINS, SCOTT A.	208		1,515.75
01/06/2018	PC	01/12/2018	24965	ORBAN, BARBARA K.	209		1,663.77
01/06/2018	PC	01/12/2018	24966	FLICKEMA, ANDREW M.	211		2,328.07
01/06/2018	PC	01/12/2018	24967	MATELSKI, KIMBERLY A.	212		1,185.34
01/06/2018	PC	01/12/2018	24968	RILEY, DENISE M.	213		438.74
01/06/2018	PC	01/12/2018	24969	MATELSKI, RYAN G.	230		1,116.00
01/06/2018	PC	01/12/2018	24970	WURST, RANDALL W.	411		1,535.96
01/06/2018	PC	01/12/2018	24971	MAYER, SHELLEY L.	412		1,813.23
01/06/2018	PC	01/12/2018	24972	HILLING, NICHOLAS A.	413		1,439.15
01/06/2018	PC	01/12/2018	24973	MEIER III, CHARLES A.	421		1,457.47
01/06/2018	PC	01/12/2018	24974	ZACHARIAS, STEVEN B.	422		1,738.94
01/06/2018	PC	01/12/2018	24975	NEWMAN, MARK J.	424		696.22
01/06/2018	PC	01/12/2018	24976	SWEM, DONALD L.	512		1,875.31
01/06/2018	PC	01/12/2018	24977	EATON, BRAD A.	515		2,187.67
01/06/2018	PC	01/12/2018	24978	WILSON, TIMOTHY J.	516		2,244.21
01/06/2018	PC	01/12/2018	24979	LAVOIE, RICHARD L.	519		1,071.69
01/06/2018	PC	01/12/2018	24980	STEVENS, BRANDON C.	521		2,114.23
01/06/2018	PC	01/12/2018	24981	DRAVES, MARTIN J.	523		1,585.35
01/06/2018	PC	01/12/2018	24982	BROWN, STEPHANIE C.	524		1,018.43
01/06/2018	PC	01/12/2018	24983	ANDERSON, ELIZABETH	526		1,112.49
01/06/2018	PC	01/12/2018	24984	ELLIOTT, PATRICK M.	600		3,272.10
01/06/2018	PC	01/12/2018	24985	SCHWARTZFISHER, JOS	603		1,626.55
01/06/2018	PC	01/12/2018	24986	BRADLEY, KELLY R.	614		1,734.17
01/06/2018	PC	01/12/2018	24987	HART II, DELBERT W.	616		1,222.63
01/06/2018	PC	01/12/2018	24988	JONES, ROBERT F.	618		1,631.23
01/06/2018	PC	01/12/2018	24989	DORAN, JUSTIN J.	621		2,061.98
01/06/2018	PC	01/12/2018	24990	FARRELL, MITCHELL L.	622		1,592.71
01/06/2018	PC	01/12/2018	24991	KIRINOVIC, THOMAS F.	700		96.72
01/06/2018	PC	01/12/2018	24992	ANZELL, BETH A.	712		759.87
01/06/2018	PC	01/12/2018	24993	BOSS, SHERRY M.	730		597.66
01/06/2018	PC	01/12/2018	24994	HAGEN, MADISON L.	752		184.70
01/06/2018	PC	01/12/2018	24995	CRANDELL, ZACKARY R.	753		351.16
01/06/2018	PC	01/12/2018	24996	WHITE III, MARCUS W.	754		396.70
01/06/2018	PC	01/12/2018	24997	SAYWARD, MADISON E.	755		352.49
01/06/2018	PC	01/12/2018	24998	BERTINELLI, DAVID P.	764		595.55
01/06/2018	PC	01/12/2018	24999	BOSS, BEAU J.	788		849.92

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/06/2018	PC	01/12/2018	25000	DVORACEK, HAYDEN R.	793		507.01
01/06/2018	PC	01/12/2018	25001	HEID, THOMAS J	802		1,246.88
01/06/2018	PC	01/12/2018	25002	VANLOO, JOSEPH G.	902		859.40
01/06/2018	PC	01/12/2018	25003	WYMAN, MATTHEW A.	927		1,426.90
01/06/2018	PC	01/12/2018	25004	BOSS, RYDER S.	932		471.32
01/06/2018	PC	01/12/2018	25005	MILLER, WILLIAM S.	933		1,471.17
01/06/2018	PC	01/12/2018	25006	DOUGLAS, MARK	935		691.29
01/06/2018	PC	01/12/2018	25007	HASTINGS, MICHAEL A.	937		491.56
01/06/2018	PC	01/12/2018	25008	TRAVERS, MANUEL J.	1000		2,037.48
01/06/2018	PC	01/12/2018	25009	STEVENS, JEFFREY W.	1028		590.76
01/06/2018	PC	01/12/2018	25010	RILEY, CASEY W.	1052		560.74
01/06/2018	PC	01/12/2018	25011	JONES, LARRY M.	1057		1,225.06
01/06/2018	PC	01/12/2018	25012	WILLSON, BRENDA R.	1059		1,237.40
01/06/2018	PC	01/12/2018	25013	BEAN, PETER J.	1060		1,080.56
01/06/2018	PC	01/12/2018	25014	RILEY, REBECCA J.	1063		125.99
01/06/2018	PC	01/12/2018	25015	MCCALIB, RACHELLE L.	1066		194.34
01/06/2018	PC	01/12/2018	25016	MCMULLEN, DONALD R.	1067		158.38
01/06/2018	PC	01/12/2018	25017	MCFARLAND, JONATHAN	1071		808.92
01/06/2018	PC	01/12/2018	25018	SILVA, JESSE L.A.	1073		546.19
01/06/2018	PC	01/12/2018	25019	BASSETT, FREDERICK A.	1083		2,234.91
01/06/2018	PC	01/12/2018	122483	COLE, SHANE	50		581.80
01/06/2018	PC	01/12/2018	122484	WELLER, LINDA JO	101	Sick Leave Payout	583.93
01/06/2018	PC	01/12/2018	122485	HEYDLAUFF, MARK L.	102	Sick Leave Payout	548.23
01/06/2018	PC	01/12/2018	122486	LOY, EVELYN R.	117	Sick Leave Payout	636.90
01/06/2018	PC	01/12/2018	122487	KLOOSTER, ALIDA K.	121	Sick Leave Payout	630.66
01/06/2018	PC	01/12/2018	122488	DOAN, GERARD P.	201	Sick Leave Payout	785.84
01/06/2018	PC	01/12/2018	122489	SCHLAPPI, JAMES L.	204	Sick Leave Payout	700.36
01/06/2018	PC	01/12/2018	122490	UMULIS, MATTHEW T.	205	Sick Leave Payout	288.80
01/06/2018	PC	01/12/2018	122491	HANKINS, SCOTT A.	208	Sick Leave Payout	229.61
01/06/2018	PC	01/12/2018	122492	ORBAN, BARBARA K.	209	Sick Leave Payout	676.71
01/06/2018	PC	01/12/2018	122493	WURST, RANDALL W.	411	Sick Leave Payout	1,023.51
01/06/2018	PC	01/12/2018	122494	MAYER, SHELLEY L.	412	Sick Leave Payout	742.63
01/06/2018	PC	01/12/2018	122495	HILLING, NICHOLAS A.	413	Sick Leave Payout	454.72
01/06/2018	PC	01/12/2018	122496	WHITLEY, ANDREW T.	522		2,050.17
01/06/2018	PC	01/12/2018	122497	MORRISON, KEVIN P.	601		1,840.49
01/06/2018	PC	01/12/2018	122498	JOHNSON, STEVEN P.	617		1,723.90
01/06/2018	PC	01/12/2018	122499	BOSS JR, DALE E.	701		1,212.17
01/06/2018	PC	01/12/2018	122500	HOLM, ARTHUR R.	791		957.97
01/06/2018	PC	01/12/2018	122501	HEID, THOMAS J	802	Sick Leave Payout	9.00
01/06/2018	PC	01/12/2018	122502	WYMAN, MATTHEW A.	927	Sick Leave Payout	689.97
01/06/2018	PC	01/12/2018	122503	MATTER, DAWSON K.	1038		3,383.07
Grand Totals:			98				107,272.17

Report Criteria:

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

Check Number	Payee	Amount
01/16/2018		
122514	ACE HARDWARE	1,750.65
122515	AMERICAN WASTE INC.	3,101.95
122516	APX INC.	33.39
122517	AT YOUR SERVICE PLUS INC	345.00
122518	AUTO VALUE	916.10
122519	BEHAN WINDOW CLEANING	175.00
122520	BELL EQUIPMENT COMPANY	1,001.10
122521	CARQUEST OF CHARLEVOIX	1,184.16
122522	CHARLEVOIX AREA CHAMBER OF CO	900.00
122523	CHARLEVOIX DISTRICT LIBRARY	50.00
122524	CHARLEVOIX GROUNDHOG SHADOW	500.00
122525	CHARLEVOIX TOWNSHIP	15.23
122526	CHARLEVOIX UNITED METHODIST C	1,612.80
122527	CHARTER COMMUNICATIONS	1,069.35
122528	CINTAS CORPORATION #729	30.00
122529	CITY OF CHARLEVOIX - UTILITIES	34,495.04
122530	CIVIC SYSTEMS	9,354.00
122531	CRYSTAL FLASH ENERGY	1,396.08
122532	DERRER OIL & PROPANE CO	1,718.11
122533	ECONO SIGNS LLC	203.50
122534	ELLSWORTH FARMER'S EXCHANGE	809.80
122535	ETNA SUPPLY	281.05
122536	FAMILY FARM & HOME	259.56
122537	FASTENAL COMPANY	102.01
122538	GRP ENGINEERING INC.	2,000.00
122539	HACH COMPANY	940.77
122540	HEALTH DEPT OF NW MICHIGAN	238.00
122541	HEIDER, MICHAEL	600.00
122542	HYDE SERVICES LLC	9,070.00
122543	IDEXX DISTRIBUTION INC.	1,102.20
122544	KSS ENTERPRISES	35.64
122545	LIVE FROM CHARLEVOIX INC	2,500.00
122546	MCCARDEL CULLIGAN-PETOSKEY	50.00
122547	McGINN, KELLY A.	32.40
122548	MDC CONTRACTING LLC	1,051.95
122549	MI ASSOC OF AIRPORT EXECUTIVES	600.00
122550	MICHIGAN ASSN OF MUNICIPAL CLE	150.00
122551	MICHIGAN MUNICIPAL LEAGUE	290.92
122552	NCL OF WISCONSIN INC.	852.07
122553	NORTHERN MICHIGAN REVIEW INC.	765.88
122554	NORTHWEST HYDRAULICS & ENGRG	443.85
122555	OLESON'S FOOD STORES	64.37
122556	OMS COMPLIANCE SERVICES INC	263.25
122557	PHYSICIAN'S CLINIC OF CHARLEVOIX	75.00
122558	POWER LINE SUPPLY	901.05
122559	PRO WEB MARKETING LLC	30.00
122560	PTM DOCUMENT SYSTEMS	193.95
122561	PURITY CYLINDER GASES INC	49.78

Check Number	Payee	Amount
122562	SEARS COMMERCIAL ONE	17.99
122563	SHORELINE POWER SERVICES INC.	96,761.63
122564	SPOK INC	78.99
122565	SULLIVAN, LAWRENCE R	3,800.00
122566	SUPERIOR MECHANICAL	90.00
122567	SYN-TECH SYSTEMS INC.	33.75
122568	THAYER POWER & COMMUNICATION	4,102.11
122569	TRUCK & TRAILER SPECIALTIES	252.11
122570	UNIFIRST CORPORATION	729.57
122571	VILLAGE GRAPHICS INC.	585.75
122572	WHITLEY'S FLOOR COVERING	945.07
Total 01/16/2018:		191,001.93
Grand Totals:		191,001.93

Check Number	Payee	Amount
01/02/2018		
10218001	MICHIGAN PUBLIC POWER AGENCY	20,101.04
Total 01/02/2018:		20,101.04
Grand Totals:		20,101.04

Check Number	Payee	Amount
01/08/2018		
10818001	MICHIGAN PUBLIC POWER AGENCY	24,624.77
10818002	STATE OF MICHIGAN	19,022.01
Total 01/08/2018:		43,646.78
Grand Totals:		43,646.78

Check Number	Payee	Amount
01/09/2018		
10918001	PAYMENT SERVICE NETWORK INC.	256.50
Total 01/09/2018:		256.50
Grand Totals:		256.50

Check Number	Payee	Amount
01/10/2018		
11018001	DTE ENERGY	8,162.18
Total 01/10/2018:		8,162.18
Grand Totals:		8,162.18

Check Issue Date	Check Number	Payee	Amount
11218001			
01/12/2018	11218001	**EFTPS* Payroll Taxes	9,963.52
01/12/2018	11218001	**EFTPS* Payroll Taxes	9,963.52
01/12/2018	11218001	**EFTPS* Payroll Taxes	2,330.19
01/12/2018	11218001	**EFTPS* Payroll Taxes	2,330.19
01/12/2018	11218001	**EFTPS* Payroll Taxes	16,184.92
Total 11218001:			
	5		40,772.34
11218002			
01/12/2018	11218002	Alerus Financial	420.00
Total 11218002:			
	1		420.00
11218003			
01/12/2018	11218003	STATE OF MICHIGAN	5,770.86
Total 11218003:			
	1		5,770.86
11218004			
01/12/2018	11218004	Vantagepoint - 401 Plan 109153	742.50
Total 11218004:			
	1		742.50
11218005			
01/12/2018	11218005	Vantagepoint - 457 Plan 300959	5,338.59
01/12/2018	11218005	Vantagepoint - 457 Plan 300959	686.39
01/12/2018	11218005	Vantagepoint - 457 Plan 300959	1,906.98
01/12/2018	11218005	Vantagepoint - 457 Plan 300959	5,979.17
Total 11218005:			
	4		13,911.13
11218006			
01/12/2018	11218006	Vantagepoint - Roth IRA 706117	1,186.53
Total 11218006:			
	1		1,186.53
Grand Totals:			
	13		62,803.36

Check Number	Payee	Amount
01/16/2018		
3004	CHARLEVOIX COUNTY TREASURER	457,309.42
3005	CHARLEVOIX DISTRICT LIBRARY	163,517.77
3006	CHARLEVOIX PUBLIC SCHOOLS	18,144.22
3007	CHARLEVOIX PUBLIC SCHOOLS	3,671.45
3008	CHARLEVOIX PUBLIC SCHOOLS	734.22
3009	CHARLEVOIX PUBLIC SCHOOLS	734.22
3010	CHARLEVOIX STATE BANK	1,490.91
3011	CITY OF CHARLEVOIX - TAXES DUE	117,502.92
3012	CORELOGIC	240.84
3013	GOLDBLATT, STUART	10.00
3014	LEFANOWICZ, MARK	400.00
3015	NOBLE, JEFFREY	2,709.45
3016	RECREATIONAL AUTHORITY	30,664.36
Total 01/16/2018:		797,129.78
Grand Totals:		797,129.78

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: McSauba Trail Signs

DATE: January 15, 2018

BACKGROUND:

The Recreation Department received a \$10,000 grant from the Charlevoix County Parks Millage for Wayfinding Signage at Mt. McSauba. The project began in January of 2016 with City Council approval (Resolution No. 2016-01-02). Working with Bruce Janssen at The Wood Shop, the signs were developed and installed at seven trail heads at Mt. McSauba, with the final step completed on December 21, 2017. Each trail sign shows a trail map, trail rules, a historical photo and background information.

The \$10,000 invoice to the Wood Shop will be offset with incoming grant revenue from the County.

RECOMMENDATION:

Authorize payment of \$10,000 to the Wood Shop for wayfinding signage at Mt. McSauba.

ATTACHMENTS:

- ▣ Resolution 2016-01-02
- ▣ Charlevoix County Parks Millage Addendum
- ▣ The Wood Shop Invoice
- ▣ Chief McSauba
- ▣ Forest Trail
- ▣ Hockey Rink
- ▣ Lake Michigan
- ▣ Sand Dunes
- ▣ Ski Hill
- ▣ Toboggan Run



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

The Charlevoix City Council met on Monday, January 18, 2016 with Mayor Gabe Campbell presiding. Councilmember Cole was absent. All other Councilmembers were present. The following is an excerpt from the official records of said meeting:

IX. Resolutions

Motion by Councilmember Hagen, second by Councilmember Perron, to adopt Resolution 2016-01-02 Application to Charlevoix County for Parks Millage Funding for Parks and Recreation Assets Wayfinding Signage, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2016-01-02
APPLICATION TO CHARLEVOIX COUNTY FOR PARKS MILLAGE FUNDING
FOR PARKS AND RECREATION ASSETS WAYFINDING SIGNAGE**

WHEREAS, the City of Charlevoix wishes to increase the visibility of parks and recreation assets in the City of Charlevoix; and

WHEREAS, the City of Charlevoix is requesting a \$10,000 appropriation from the Charlevoix County Board of Commissioners; and

WHEREAS, the City of Charlevoix desires to enhance and promote wayfinding signage for parks and recreation assets in the City of Charlevoix to meet the recreation needs of users in Charlevoix County.

NOW THEREFORE BE IT RESOLVED by the City of Charlevoix that, pursuant and subject to all of the terms and provisions of the Charlevoix County Parks millage, application be made to the Charlevoix County Board of Commissioners for funding; and

BE IT FURTHER RESOLVED that the City Manager of the City of Charlevoix is hereby authorized and directed to cause the necessary data to the prepared and the application to be signed and filed with the County of Charlevoix.

RESOLVED this 18th day of January, 2016 A.D.

Resolution was adopted by the following yea and nay vote.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson

Nays: None

Absent: Cole

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Resolution No. 2016-01-02 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on January 18, 2016, the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated: 01/19/2016


Joyce M. Golding, City Clerk



Charlevoix County Parks Millage
301 State St., Charlevoix, MI 49720
administration@charlevoixcounty.org

ADDENDUM TO CONTRACT

REGARDING Addendum Item:

City of Charlevoix, Wayfinding Signage

CHARLEVOIX COUNTY may request at any time, either in writing or by site visit, updates as to the progress and anticipated timeline goals. If for any reason RECIPIENT cannot meet these stated dates, RECIPIENT will notify CHARLEVOIX COUNTY immediately of any change. Written approval may or may not be granted to proceed with funding of project. Any project not further approved for a time line change may be subject to VOID OF CONTRACT by CHARLEVOIX COUNTY (as all funds are derived by annual collection of a Parks Millage, appropriations approved in a current collection year are not required to be further approved for delayed use in future years).

AMENDING to:

The anticipated start date shall be on or before: 10/01/2016 (date as previously extended)

The anticipated completion date shall be on or before: 12/31/2017

Cause to Amend: Parks Department has been completing playground project with limited staffing

- all signs must be completed, received and INSTALLED no later than 12/31/17
- Signs to be completed by original vendor, within scope of original design, as approved in appropriation application packet
- Signs to be completed as a "stand alone" project, not to be contingent upon coordination of signage project with other entities or their projects
- If project is not complete by 12/31/17, funding for this project (as approved in 2015) will be released and reapplication will be required for the 2018 appropriation round

A handwritten signature in cursive script, appearing to read "Amy Kinnison".

7/17/2017

Authorized Signature, City of Charlevoix

A handwritten signature in cursive script, appearing to read "Kevin Shepard".

7/17/17

Kevin Shepard, Charlevoix County Administrator

A handwritten signature in cursive script, appearing to read "Joel Evans".

7/19/17

Joel Evans, Charlevoix County Board of Commissioners



111 East Street
Boyne City, MI 49712-1213
Phone: (231) 582-9835
Fax: (231) 582-9868

INVOICE

Date: 12/15/17

Bill to: City of Charlevoix
Recreation Department
210 State Street
Charlevoix, MI 49720

Job Name PARKS & TRAILS WAYFINDING

Contact Tom Kirinovic
Phone 547-3253
Mobil
Fax
Email tomk@charlevoixmi.gov

WAYFINDING SIGNS

Item#	We hereby submit specifications & Estimates for:	Qty	Labor & Materials	Extended Amount
	PARK TRAIL SIGNS: 7 Trailhead directional map signs with park history photos and text Price includes all design, fabrication and installation			\$10,000.00

Thank You

Subtotal	\$10,000.00
Tax	-0-
Delivery Install	Included
Total	\$10,000.00

101-752-962,000

Mt. McSauba HERITAGE TRAILHEAD



CHIEF McSAUBA

Chief A-mi-ca-sau-be, which means "submerging beaver" in the Odawa language, came here in 1855 due to the pressure of expanding white settlement in southern Michigan. He claimed a large slice of land from Lake Michigan eastward. Chief Louis McSauba cleared a grove at the sheltered landward base of the largest sand dune near the shore for ceremonial corn and rain dances. He built his log home near by. The wife of a pioneer settler described him a "a tall, fine looking man. His age I did not know." The whole area has come to honor him, with the name Mt. McSauba.

TRAIL INFORMATION

- Enjoy the trails responsibly and at your own risk
- Stay on the trail and respect wildlife and plants
- Please don't litter
- Clean up after your pet



CITY OF CHARLEVOIX



Mt. McSauba FOREST TRAILHEAD



FOREST TRAIL

Serviced by four tow ropes, most of Mt. McSauba's six runs are on the front facing the day lodge, with the backside facing Tornado Alley, named because it catches wind blowing off Lake Michigan. At the top you enjoy a panoramic view of the lake. Mt. McSauba's longest run - an 1,100 foot long intermediate slope - has a vertical drop of 150 feet. Trails are moderately paced and connect to Lake Michigan.

TRAIL INFORMATION

- Enjoy the trails responsibly and at your own risk
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CITY OF CHARLEVOIX

Mt. McSauba Recreation Area



Mt. McSauba TRAILHEAD



HOCKEY RINK

During the winter sports festivals of the 1920s and '30s, a hockey rink was installed where the skating rink appears every winter today. This area is where Chief Louis McSauba's log cabin stood, and where he performed his ceremonial corn and rain dances. So many people showed up for the wintertime events they often had difficulty finding a parking spot. Not only were festival events held here, but in town, Bridge Street was closed and watered down to freeze every Thursday for bobsledding from one end of downtown to the other. They raced down the south hill from Hurlbut Street, whizzed across the channel bridge and tried to reach the top of the north hill at Dixon Avenue. Amazingly, some of them made it.

TRAIL INFORMATION

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- Clean up after your pet



CITY OF CHARLEVOIX

Mt. McSauba Recreation Area



Mt. McSaubu
LAKE MICHIGAN



LAKE MICHIGAN

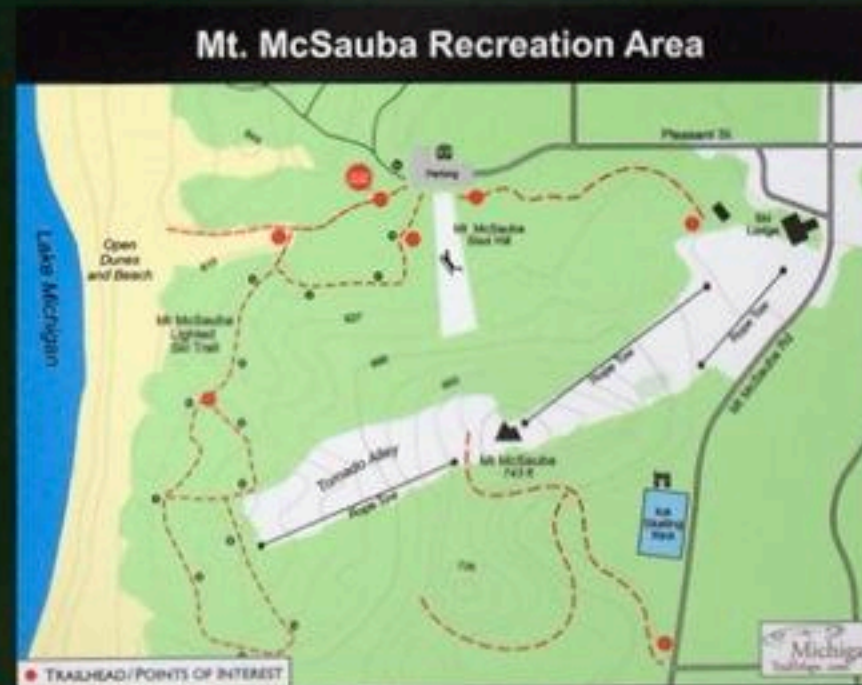
The basin of Lake Michigan was formed by the advance and retreat of glaciers - some of which were more than a mile thick - over a period of thousands of years. Lake Michigan is 307 miles long, 118 miles wide and has a surface area of 22,300 square miles. The second-largest of the five Great Lakes, it holds 1.29 quadrillion gallons of fresh water. At the deepest point, it is 925 feet deep, while the average depth is 279 feet. Lake Michigan has 1,640 miles of shoreline and features the world's largest freshwater dunes. It is the only one of the Great Lakes entirely within the United States.

TRAIL INFORMATION

- Enjoy the trails responsibly and at your own risk
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- Please don't litter
- Clean up after your pet



CITY OF CHARLEVOIX



Mt. McSauba DUNES TRAILHEAD



SAND DUNES

As the glaciers that once covered Michigan retreated, they transported and deposited sand and sediment - known as glacial drift. These deposits were largely made up of quartz. Over time, the constant movement of the water formed fine sand. Sand dunes can occur whenever there is enough sand, a consistent onshore wind of at least eight miles an hour and a place for the sand to accumulate. Because of prevailing winds, Michigan's west coast has many large dunes, with Mt. McSauba's collection among them.

TRAIL INFORMATION

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- Please don't litter
- Clean up after your pet



CITY OF CHARLEVOIX

Mt. McSauba Recreation Area



Mt. McSauba SKI HILL TRAIL



SKI HILL

A ski hill on Mt. McSauba was the brainchild of Charlevoix locals determined to provide an easily reachable, nearby ski facility for area youth. They would utilize a portion of the same land where Charlevoix's winter sports festivals had taken place in the 1920s and '30s. With approval from the city, the group raised funds and went to work in 1956, cleared the east slope, built a no-frills warming house and installed a tow rope. It was a bare-bones facility that opened later that year, but the ski hill quickly became one of the most popular wintertime places in town.

TRAIL INFORMATION

- Enjoy the trails responsibly and at your own risk
- Stay on the trail and respect wildlife and plants
- Please don't litter
- Clean up after your pet



CITY OF CHARLEVOIX

Mt. McSauba Recreation Area



Mt. McSauba HERITAGE TRAILHEAD



TOBOGGAN RUN

Two events of the winter sports festivals held here in the 1920s and '30s - toboggan races and ski jumping down a narrow cut on the wooded south slope of Mt. McSauba - drew huge crowds. A full-page illustrated ad from the time stated: "Winter Sports, Charlevoix, Top o' Michigan. Beautiful in Summer-Dazzling in Winter. Winter sports are growing in popularity as Charlevoix promises to become The St. Moritz of America."

TRAIL INFORMATION

- Enjoy the trails responsibly and at your own risk
- Stay on the trail and respect wildlife and plants
- Please don't litter
- Clean up after your pet



CITY OF CHARLEVOIX

Mt. McSauba Recreation Area



CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Renew Planning Services Contract

DATE: January 15, 2018

BACKGROUND:

The attached contract renews the agreement we have with Networks Northwest to provide planning services for us at the same rates and terms as in the last agreement.

RECOMMENDATION:

Approve the contract for planning services with Networks Northwest as presented and authorize the City Manager and City Clerk to sign the agreement.

ATTACHMENTS:

- ▣ Networks Northwest Planning Contract

Contractual Agreement

Between

**City of Charlevoix
210 State Street
Charlevoix, MI 49720**

And

**Northwest Michigan Council of Governments,
dba Networks Northwest
P.O. Box 506
Traverse City, MI 49685-0506**

This Contract, designated Number 2016 CHX MP is made and entered into by and between City of Charlevoix, 210 State Street, Charlevoix, MI 49720, hereinafter referred to as THE CITY and Northwest Michigan Council of Governments, dba Networks Northwest, P.O. Box 506, Traverse City, MI 49685-0506, hereinafter referred to as NN.

In consideration of the mutual promises, covenants, and representations herein contained, the parties hereto agree as follows:

I. STATEMENT OF PURPOSE

The purpose of this agreement is to establish formal terms related to technical assistance provided by NETWORKS NORTHWEST to THE CITY OF CHARLEVIOX for the purposes of conducting planning processes and services.

II. SCOPE OF WORK

NN agrees to perform the functions set forth in Attachment A, hereinafter referred to as 'The Project', and comply fully with subsequent revisions and modifications.

III. PERIOD OF PERFORMANCE

The CONTRACTOR shall commence performance of this Contract on January 1, 2018, and shall complete said performance on December 31, 2018.

IV. STIPULATIONS

1. NN is performing the planning services contemplated by this Agreement as an independent contractor and is not acting as an employee or agent of the City. As a result of the Company's status as an independent contractor, the City shall not be responsible for any state or federal income tax withholdings and shall not be responsible for providing worker's compensation insurance coverage for NN..

2. A request for Contract modification can be made by either party and will be subject to negotiation, if necessary.

V. COMPENSATION

The THE CITY agrees to pay NN \$70 per hour as compensation for all costs, work performed and services provided under this Agreement, not to exceed \$3,990 per month (up to 57 hours at \$70 per hour) for up to 12 months; with total payment under this contract not to exceed \$47,880. Should additional services be required, the City Manager shall solely be permitted to raise this cap subject to budgetary controls of the THE CITY. NN is not authorized to make any purchases or charge any expenditures to THE CITY without prior approval of the City Manager or his/her authorized representative. Services shall be billed monthly and payment is due upon receipt of an invoice.

VI. TERMINATION

1. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination.
2. If either party terminates this Contract, NN will be reimbursed for all hours worked and costs incurred up to receipt of said effective termination date. THE CITY will receive the work product produced by NN under this Contract up to the effective date of termination, prior to NN being reimbursed. In no case will the compensation paid to NN for partial completion of services exceed the amount NN would have received had the services been completed in full.

VII. INDEMNIFICATION

1. To the fullest extent permitted by law, the THE CITY shall indemnify, defend (at THE CITY's sole expense) and hold harmless NN (including its officers, employees and agents) from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorneys' fees and costs, and consultants' fees and costs) which arise or are in any way connected with the work performed, materials furnished, or services provided under this Agreement by NN or its agents, up to the full amount of any applicable insurance policy limits of the City.
2. THE CITY shall not be obligated to indemnify and defend NN for any negligence or willful misconduct of NN, whether passive or active (including its officers, employees and agents); and NN shall indemnify, defend and hold harmless THE CITY for said negligent or willful misconduct of NN.
3. The indemnification and defense obligations hereunder shall extend to claims occurring after this agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated that any and all actions against NN (including

its officers, employees and agents) for such matters which are indemnified hereunder are fully and finally barred by applicable laws.

VIII. MISCELLANEOUS

1. **Governing Law.** The parties agree that the validity, construction, enforcement and interpretation of this Agreement shall be governed by the laws of the State of Michigan.
2. **Entire Agreement.** The Agreement contains the entire Agreement of the parties hereto and supersedes all prior agreements and understandings, oral or written, if any, among the parties.
3. **Severability.** The invalidity or unenforceability of any provision of this Agreement shall not affect the other provisions, and this Agreement shall be construed as if such invalid or unenforceable provision were omitted.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

ACKNOWLEDGEMENT OF AGREEMENT

FOR CITY OF CHARLEVOIX

Mark L. Heydlauff
City Manager

Date

Joyce Golding
City Clerk

Date

**FOR NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS,
dba NETWORKS NORTHWEST**

Chris Christensen
Board Chair

Date

SCOPE OF WORK

Planning Support

Networks Northwest staff will provide professional services to the City of Charlevoix Planning Commission and Planning and Zoning Department, and other City departments as needed. Networks Northwest staff will:

- Attend, participate, and provide professional assistance/support at Planning Commission meetings and other meetings as necessary and requested.
- Work with City staff to develop/review meeting agendas and reports.
- Work with City staff to coordinate activities and project implementation.
- Represent the City of Charlevoix as needed and requested at events and meetings.

Master Plan Implementation & Special Planning Projects

Networks Northwest staff will provide professional and technical assistance for the implementation of planning projects, such as ordinance development, plan updates, or grant development, as prioritized by the Planning Commission and City staff. Networks Northwest staff will:

- Lead a working session with the Planning Commission to prioritize goals of the 2016 City Master Plan. Based on Planning Commission input, Networks Northwest staff will work with City staff to develop a work plan for prioritized projects.
- Convene and staff meetings of committees or task forces organized for the purpose of implementation of adopted City Master Plan goals or special planning projects.
- Conduct necessary research and provide resources, technical assistance, and professional assistance related to implementation of Master Plan goals as needed.
- Explore/pursue grant opportunities as necessary for project implementation.
- Convene community and regional partners to collaborate on and participate in shared priorities and projects.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Groundhog Shadowfest Event Planning

DATE: January 15, 2018

BACKGROUND:

The Groundhog Shadowfest Committee are planning the February 2nd - 4th Festival. The event will offer a direct economic impact on downtown.

On Saturday, February 3rd, events includes a pancake breakfast at the Weathervane, games in East Park, horse drawn wagon rides, a soup contest, movie, beer tent and music. The Committee is working closely with the DDA, Chamber of Commerce, Convention and Visitors Bureau and the Police Department.

As you know, City of Charlevoix City Code, Section 3.14 (alcoholic beverages—consumption prohibited in certain places) states:

It shall be unlawful for any person to consume alcoholic beverages in any part of any park which lies within one thousand (1,000) feet of U.S. Highway 31, except that such restriction does not extend to privately owned vessels moored in the yacht basin nor does it extend to any specific function authorized by the city manager, provided, however, that any person or persons or legal entity authorized to control any playground, recreational area or athletic field covered by this chapter which property is not owned, leased or rented by the City of Charlevoix, may extend authority to consume alcoholic beverages on said premises, upon written notification to the city manager.

Unless directed otherwise, City Manager Mark Heydlauff will be authorizing the beer tent for the event.

RECOMMENDATION:

Approve the Shadowfest events as presented.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Solid Waste Ad Hoc Committee Report and Recommendation

DATE: January 15, 2018

PRESENTED BY: Sarah Lucas, Staff Planner/Networks Northwest

BACKGROUND:

In 2017, the City Council created the Solid Waste Ad Hoc Committee to explore current issues with trash collection in the City, and to offer recommended approaches. The Committee met throughout 2017 to identify issues and concerns within the City's existing collection system, review case studies of collection systems in other Northwest Michigan communities, and develop recommended solutions/actions. The Committee has recommended adoption of an ordinance that will allow the City to implement a single-hauler residential waste collection system.

A report detailing the Committee's findings and recommendations, along with a draft proposed ordinance, are attached for your review. I will be in attendance at the January 15 Council meeting to discuss the report and recommendations, and to answer any questions you may have. If you have any questions in the meantime, please don't hesitate to contact me at 231-929-5034, or via email at sarahlucas@networksnorthwest.org.

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- ▣ Solid Waste Ad Hoc Committee Report & Recommendation
- ▣ Draft Proposed Solid Waste Ordinance

Charlevoix Solid Waste Ad Hoc Committee Report & Recommendation: Proposed Single-Hauler Trash Collection Ordinance

In 2017, the City Council created the Solid Waste Ad Hoc Committee to explore current issues with trash collection in the City, and to offer recommended approaches. The Committee identified the primary issues around trash collection as follows:

- Disjointed collection schedules create added truck traffic, along with associated noise and wear-and-tear on roads. Trash is collected multiple days per week in the same neighborhood by multiple haulers, generating complaints about noise and traffic. Early-morning trash collection is a focus for some complaints.
- “Bulky waste” or rubbish pick-up is offered by the City twice per month. There have been some reported issues associated with rubbish left on the curb for long periods of time.
- Yard waste pick-up does not occur on a consistent schedule, due to issues with seasonality and staffing within the Department of Public Works. Currently, a full range of yard waste pick-up is offered by the City, from leaf pick-up to wood chipping. The varying demand for these services from residence to residence and season-to-season, along with the limited staff time that’s available, mean that collection schedules vary.
- The existing solid waste ordinance is not currently enforced.

The committee discussed options including:

- **Open Collection System.** In an open collection system, individual customers choose their own waste hauler. This is a “hands off” approach to solid waste collection, allowing waste haulers to operate in a community without requirements or interference from the local government. In these cases, residents contract directly with the hauler of their choice based on their particular household needs. Pickup days and times are not coordinated between various haulers.

The City of Charlevoix currently operates under an open collection system.

- **Taxpayer-funded Pickup.** Some cities with larger public works departments provide trash pickup with city-owned and-operated vehicles. Many cities have privatized public works pickup in recent years, often with a single, designated waste hauler.
- **Organized Collection System.** In an organized system, waste hauling services are coordinated by a public entity through a competitive bidding process, often through a contract with a single hauler. All trash pickup services must be provided by that single hauler. Often, the impetus behind such an approach is concern about truck traffic and associated noise and infrastructure impacts, along with interest in obtaining a competitive rate for customers/residents.

Recommendation

The Solid Waste Ad Hoc Committee recommends repeal of the existing City solid waste ordinance (Title II: Utilities and Services; Chapter 21, Garbage and Rubbish) and replacement/adoption of an organized collection system with a single-hauler contract, per the attached ordinance. Reasons for the recommendation include:

- **Lower costs.** Under a single-hauler organized collection system, the City can request bids from qualified hauler, and select the bid that provides the desired services at the best price. The resulting increased customer base for haulers and improved collection efficiency work to reduce hauler expenses. Additionally, longer-term contracts allow haulers to spread costs over time. As a result, in many cases, a designated hauler may be able to provide more services at a cost that is less than what residents currently pay. A [2009 study](#) by the Minnesota Pollution Control Agency revealed that organized collection systems consistently result in lower overall costs to consumers.
- **More, and more efficient, services.** Not all haulers currently offer the same services. The proposed ordinance would require that the designated hauler offer a consistent menu of options to residents, some of which may not be offered now – in particular, curbside recycling.
- **Potential for higher recycling rates.** The proposed ordinance allows the opportunity to require curbside recycling pickup as a service offered by the bidder/designated hauler. Curbside recycling programs have been shown to have higher participation rates and collection volumes
- **Reduced fuel consumption, noise, and air pollution.** In an open system, trucks from many haulers travel the same alley. Organized collection systems coordinate truck routes, resulting in decreased traffic and accompanying fuel consumption, noise, and emissions.
- **Reduced road wear.** Reducing the number of heavy-duty vehicles traveling on local streets and alleys reduces the impact on those streets. The 2009 Minnesota study cited above found that cities using organized collection systems typically have one truck traveling a particular route, compared to two to eight trucks per route in an open system.

The Committee discussed potential concerns relating to the proposed single-hauler system, primarily around the perceived impact to competition and freedom of choice. Discussion indicated that an organized collection system would account for these concerns as follows:

- The contract for residential services will be consistently and regularly re-bid through an open and competitive process, to ensure that residents continue to receive the best services at the lowest rates available.
- Multiple waste haulers will still be able to compete/enter into contract with commercial business.

How Would it Work?

To choose a contractor, the City develops a request for proposals (RFP) that specifies the services that must be provided by the hauler. In its proposal, the hauler then specifies how those services will be provided, and at what cost.

For reference, cities within Northwest Michigan that currently use this system contract for services including trash pick-up; curbside recycling; yard waste; and bulky item pickup.

Customer billing is addressed in the bidding process. In some cities, each resident pays a bill for services. In others, where funding for solid waste collection is available through a millage or other source, the municipality pays for the collection, or for some components of the service.

Often, single hauler systems address residential waste collection only. Communities may or may not regulate pickup of commercial waste; and construction waste may be subject to different rate or collection structures.

With City Council direction, steps for implementation would be as follows:

1. The City attorney reviews the proposed ordinance.
2. A public hearing is held on the proposed ordinance.
3. The ordinance is published and takes effect.
4. The City develops a request for proposals to be reviewed and approved by the City Council. Following Council authorization, the RFP is released and bids are collected.
5. The City reviews bids and selects designated hauler. Upon execution of a contract, the City and hauler notify residents of service changes, billing, etc.
6. The designated hauler begins collection services.

DRAFT SOLID WASTE ORDINANCE

The following language is proposed as a starting point for detailed discussion on a designated single hauler ordinance:

CHAPTER 21 GARBAGE AND RUBBISH

DEFINITIONS

Unless the context specifically indicates otherwise, the meaning of terms in this Chapter shall be as follows:

Act 451 means Public Act. No 451 of 1994, MCL 324.101 *et seq.*

Bulk Item means large solid waste items, including furniture, appliances, washers, dryers, heaters, carpet, wood, metal, construction and demolition debris not in excess of 1 cubic yard, and other items with a weight and volume greater than allowed for container collection.

Commingled means recyclable materials that have been mixed at the site of generation and placed in the same container for curbside pickup.

Compost means the humuslike product of the composting process.

Compostables means yard clippings and residential compostables.

Construction and demolition debris means waste building materials, packaging, and rubble resulting from construction, remodeling, repair, and demolition of buildings and roads.

Container means a vermin proof, watertight, wooden, metallic, plastic or masonry receptacle for the storage and placement of solid waste.

Curbside means a location near the traveled portion of the roadway or alley used for the collection of solid waste, recyclable materials or yard clippings.

Designated Facility means a facility that the County of Charlevoix has identified as an approved location for the disposal of solid waste or the collection process and marketing of yard waste or recyclable material as defined by Ordinance No. 17.

Designated Waste Hauler means any person awarded a contract by the City of Charlevoix to engage in the business of collecting of solid waste, recyclable materials, yard clippings, and bulk items from Residential Generation Sites within the City of Charlevoix and hauling, transporting or disposing of such materials.

Garbage. The term “garbage” as used herein shall be deemed to include animal, fruit and vegetable waste materials resulting from the handling, preparation, cooking, and consumption of foods in kitchens, stores, markets, hotels, restaurants and other places where food is stored, cooked or consumed.(existing language).

Generator of waste means any person who has acquired or stored any waste at a site of generation.

Hazardous waste means waste or a combination of waste and other discarded material, including solid, liquid, semisolid or contained gaseous material, that because of its quantity, quality, concentration or physical, chemical or infectious characteristics may cause or significantly contribute to an increase in mortality or an increase in serious irreversible illness or serious incapacitating but reversible illness, or may pose a substantial present or potential hazard to human health or the environment if improperly treated, stored, transported, disposed of or otherwise managed. Hazardous waste does not include material that is solid or dissolved material in domestic sewage discharge, solid or dissolved material in an irrigation return flow discharge, industrial discharge that is a point source subject to permits under section 402 of title IV of the Federal Waste Pollution Control Act, chapter 758, 86 Stat. 880, 33 USC 1342, or is a source, special nuclear or byproduct material as defined by the Atomic Energy Act of 1954, chapter 1073, 68 Stat. 919. Hazardous refuse shall include explosives, chemicals, radioactive material, highly inflammable material, and any other material that is dangerous and would result in serious hazards.

Litter means all rubbish, refuse, waste material, garbage, offal, paper, glass, cans, bottles, trash, debris or other foreign substances of every kind and description.

Newspaper means all newsprint and materials which are part of a newspaper except the glossy inserts placed in the newspaper.

Premises means any area of land used for residential, commercial, industrial or governmental purposes, separately or in combination, to which a separate street address, postal address or box number, tax roll description, or other similar identification has been assigned or is in use by a person having control of such area.

Recyclable materials means source-separated materials, site-separated materials, highgrade paper, glass, metal, plastic, aluminum, newspaper, corrugated paper, yard clippings and other material deemed to be recyclable materials by ___ unless the Waste Hauler is capable of sorting Recyclable Materials at a Designated Facility.

Residential compostables means fruit and vegetable material which is produced incidental to the preparation of food for human consumption in residential structures.

Residential Generation Site means all single-family residential structures and multifamily residential structures with 4 or less residential units per parcel located within the City of Charlevoix.

Rubbish. The term “rubbish” as used herein shall be deemed to include all waste material such as:

- (a) That which can be economically processed or disposed of and shall include all ordinary wastes such as paper cartons, rags, boxes, wood, excelsior, leather, rubber, tree limbs not to exceed three (3) inches in diameter, and other miscellaneous materials. Said listing is by way of inclusion and not by exclusion. Material shall not exceed four (4) feet in maximum dimension.
- (b) Which due to its nature or size, cannot be economically processed or disposed of and shall include ashes, cinders, debris from building construction, metal, barrels, glass containers, broken dishes, crockery, and tree limbs greater than three (3) inches in diameter or four (4) feet in length.

Site of generation means any premises in or on which litter is generated by any person.

Site-separated material means glass, metal, wood, paper products, plastics, rubber, textiles, garbage, yard clippings or other material that may be recycled that is separated from solid waste for the purpose of conversion into raw material or new products. Site-separated material does not include the residue remaining after glass, metal, wood, paper products, plastics, rubber, textiles or other recyclable materials is separated from solid waste.

Site separation means the act of removing site-separated material from rubbish.

Solid waste means solid waste as the term is defined in Act 451.

Specialty Waste Hauler means a waste hauler that accepts specialty recyclable or other waste materials in a truck weighing 1 ton or less.

Waste solid waste, litter, garbage, recyclable materials, yard clippings, hazardous waste, and all other waste regulated by Act 451.

Waste hauler means any person engaged in the business of collecting waste within the City and hauling, transporting or disposing of such materials.

Yard clippings means leaves, grass clippings, vegetables or other garden debris, shrubbery, brush or tree trimmings less than four feet in length and two inches in diameter, that can be converted to compost humus. This term does not include stumps, agricultural wastes, animal waste, roots, sewage, sludge or garbage. Yard waste consists of grass clippings, yard trimmings, leaves and general yard and garden waste materials.

INTENT AND PURPOSE

Part 115 of Public Act No. 451 of 1994 (MCL 324.11501 et seq.) provides that a municipality shall assure that all solid waste is removed from sites of generation frequently enough to protect the public health, and delivered to solid waste disposal areas authorized to operate pursuant to such act. The city council has determined that the collection of solid waste from certain residential properties would most appropriately be undertaken at this time by the city, acting by and through contract with the private sector. Because solid waste collection directly affects the public health, safety and general welfare and due to the fact that multiple waste haulers result in excessive wear and tear on city roads, the city shall contract with a single waste hauler in order to facilitate city governance and control of the solid waste program for certain residential properties. In addition, the city council has determined that it would be in the public interest if the private waste hauler were selected on a bid basis, requiring demonstration of the waste hauler's capability and strength to provide a high level of service to sites of generation within the city, and to promote and protect the public health, safety and welfare.

The city council has further determined that its solid waste program should include recycling, consistent with the county solid waste plan.

For purposes of establishing and carrying out a program of solid waste collection, recycling and disposal, the city council has adopted this article to provide standards and specifications

for services to be provided, provide for administration of the program and operational specifications, and provide penalties for failure to comply with the provisions of this article.

PROHIBITED STORAGE OR DISPOSAL.

It shall be unlawful for any person to store or dispose of Waste except as expressly authorized by this chapter.

PROHIBITED COLLECTION.

All Waste shall become the property of the Waste Hauler at the time the material is collected at Curbside or other designated collection location. It shall be unlawful for any person other than a Waste Hauler or the Generator of the Waste to collect or cause to be collected any Waste after it has been placed at Curbside or other designated collection location.

PROHIBITED PLACEMENT OF WASTE.

It shall be unlawful for any person to place or cause to be placed Waste for disposal upon the premises of another person or with the Waste of another person placed at Curbside without the permission of the owner of the Premises.

STORAGE REGULATIONS.

All Waste at any Site of Generation shall be stored in the following manner:

(A) Solid Waste. All Solid waste shall be:

- (1) Gathered, stored and placed in a closed container or containers sufficient in number and size to store such waste;
- (2) Shielded from public view upon the site of generation; and
- (3) Not commingled with yard clippings.

(B) Recyclable materials. All recyclable materials not commingled with solid waste shall be:

- (1) Site-separated from other waste and stored and placed in a recycling collection container suitable for such purpose; or if newspapers or other recyclable paper products, be stored and placed in recycling collection containers, paper bags or tied into bundles weighing not more than 50 pounds; and
- (2) Rinsed and cleaned before storage if metal, glass or plastic.

(C) Residential compostables. All residential compostables not commingled with solid waste shall be collected, stored and disposed of pursuant to the following conditions:

- (1) Compost piles shall not be located within any drainage easement.
- (2) Compost piles shall not be located in any side yard or closer than five feet to any property line.
- (3) Compost piles shall not exceed four feet by eight feet or six feet in diameter and shall not exceed four feet in height.
- (4) Double compost piles may be utilized, provided the total size does not exceed the above. Compost piles shall be maintained in a manner to prevent the escape of offensive odors to adjacent property, the harboring of rodents, becoming a public nuisance.

(D) Yard clippings. All yard clippings shall be site-separated from other waste and:

- (1) Stored in a manner that will not harbor rodents or become a public nuisance; and
- (2) Not commingled with solid waste or other recyclable materials.

(E) Construction and demolition debris. Construction and demolition debris in excess of one cubic yard shall be collected, stored, and disposed of pursuant to the following conditions:

- (1) Debris shall be gathered, stored, and placed in a closed container or containers sufficient in number and size to store such waste;

(2) Containers for use during construction, remodeling, yard or home cleanup shall be considered temporary and allowed the lesser of completion of the project or 30 days.

Additional days must have approval of the City Manager.

(F) Other. The storage of all other waste not expressly prescribed in this section shall be stored in accordance with Act 451 at any Site of Generation.

DISPOSAL REGULATIONS.

All Waste at any Site of Generation shall be disposed of in the following manner:

(A) Solid waste. All solid waste shall be removed from the Site of Generation within 30 days or before it becomes a nuisance or danger to the public health, safety or welfare by a waste hauler or transport of a Generator of Waste's own solid waste to a Designated Facility.

(B) Recyclable materials. All recyclable materials not commingled with solid waste shall be removed from the Site of Generation within 30 days or before such materials become a nuisance or danger to the public health, safety or welfare by a waste hauler or transport by a Generator of Waste's own recyclable materials to a Designated Facility.

(C) Yard clippings. All yard clippings shall be site-separated from other waste and, unless composted at the site of generation in accordance with Section -- of this Chapter or applied to the Site of Generation for use in mulching, enhancing soil, erosion control or compost or a combination of these, removed from the Site of Generation before such clippings become a nuisance or danger to the public health, safety or welfare by:

(1) The Designated Waste Hauler;

(2) A person engaged in the business of providing landscaping services; or

(3) The City of Charlevoix Public Works Department.

(D) Preparation of yard clippings for disposal. If collected by the Designated Waste Hauler, twigs, brush and branches shall be prepared as specified by the Designated Waste Hauler. All other yard clippings shall be placed in bulk carts or containers or kraft paper bags clearly marked as yard clippings. Bulk disposal of yard clippings pursuant to rules and regulations of the City for pick-up by the City shall be allowed.

(E) Construction and demolition debris. It shall be the duty of the owner, contractor or other person responsible for construction work to maintain the site clean and free of excess debris during construction and to remove from the premises within 30 days after the completion of such construction work, unless otherwise authorized by the City Manager, all surplus construction material and all refuse building material. Such materials shall be removed to a Designated Facility by the Designated Waste Hauler, if the total amount of debris is under 1 cubic yard, or a Specialty Waste Hauler, as necessary, for construction and demolition debris in excess of 1 cubic yard.

(F) Other. The disposal of all other waste not expressly prescribed in this section shall be in accordance with Act 451.

(G) Curbside placement.

(1) No Waste or containers for same shall be placed or left at curbside for more than 48 hours;

(2) It shall be presumed that the owner, lessee or occupant in physical possession of a site of generation abutting a curbside where waste is located is the person who placed such waste at the curbside; and

(3) The presumption of placement may be rebutted by competent evidence.

(H) Collection refusal by Waste Hauler. A Waste Hauler may refuse to collect waste from any site of generation if such waste is not prepared for disposal in accordance with the provisions of this Chapter.

SINGLE HAULER WASTE COLLECTION AND DISPOSAL PROGRAM.

(A) Residential Generation Sites. Commencing on the effective date of the contract between the City and the Designated Waste Hauler, collection and disposal of solid waste, recyclable materials, yard clippings, and bulk items from Residential Generation Sites shall be in accordance with the following provisions:

(1) Except as set forth in this Section, no person shall dispose of any Waste generated from a Residential Generation Site within the City other than by means of the Designated Waste Hauler contracted by the City of Charlevoix for such purpose.

(2) The Designated Waste Hauler shall deliver solid waste to a Designated Facility for disposal of such materials.

(3) Except as set forth in this Section, no Waste Hauler except the Designated Waste Hauler shall engage in the business of collection, transporting, delivery or disposal of waste generated by Residential Generation Sites within the City of Charlevoix.

(4) The Designated Waste hauler shall comply with Act 451, Ordinance No. 17, as applicable, and all applicable federal, state and county laws, local ordinances, and rules and regulations in the collection, transportation and delivery of Waste.

(5) No person shall knowingly place Hazardous Waste at curbside or other designated locations for collection, and the Designated Waste Hauler shall not knowingly collect or deliver Hazardous Waste to a processing or disposal site.

(6) Exceptions:

(a) Yard clippings in accordance with ____.

(b) Compost in accordance with Section ____.

(c) A Generator of Waste's own waste transported by the Generator of Waste to a Designated Facility or Waste not accepted by the Designated Waste Hauler and accepted by a Specialty Waste Hauler.

(d) Bulk yard clipping collection by the City pursuant to rules and regulations of the City.

(e) Solid Waste collected from units in a Condominium where the Association for the Condominium has entered into an agreement with a Waste Hauler for the collection of solid waste, recyclable materials, yard clippings, or bulk items for those units.

(f) Solid waste, recyclable materials, yard clippings, or bulk items collected pursuant to a prepaid agreement with a Waste Hauler entered into prior to the effective date of this Section until the expiration of the prepaid agreement or ____, whichever occurs first.

(g) Construction and demolition debris in excess of one (1) cubic yard.

(B) Rates, charges, and payments for solid waste and recycling collection and disposal services. The designated waste hauler shall charge fees for collection and disposal of waste and shall bill for such services in accordance with the following:

(1) The designated waste hauler shall charge fees for collection and disposal of waste placed for collection as set forth in the contract between the designated waste hauler and the City.

(2) The designated waste hauler shall send a quarterly invoice, in advance, to each Residential Generation Site for which services are provided in the City. Such invoice shall represent charges for services to be rendered in the following quarter.

(3) Unless otherwise specified by the City, the invoice shall be delivered by regular mail at least three weeks prior to the beginning of the quarter for which charges are imposed.

VIOLATIONS AND PENALTIES.

(A) Violations. A violation of this Chapter is a municipal civil infraction and is further declared to be a nuisance per se and subject to abatement as provided in this code and by state law.

(B) City Costs. Upon failure of any person to store or dispose of garbage or refuse in the manner set forth in this chapter and when such improper storage or disposal creates or is likely to create nuisance by virtue of littering, odor, putrefaction, rodent or insect attraction, or broken or hazardous substances, the enforcing officer may take immediate steps to abate such nuisance. City costs shall include, but not be limited to, actual attorney fees and expense of removal and abatement.

(C) Penalties. Penalties for violations shall be as follows:

(1) Residential Generation Site. All violations of this Chapter by owners or occupants of Residential Generation Sites pertaining to Waste collected or generated on the property of the Residential Generation Site shall be municipal civil infractions and upon conviction thereof, shall be punishable by a fine of \$25.00.

(2) Waste Haulers. Penalties for violations by Waste Haulers shall be municipal civil infractions as follows:

(a) All violations of this Chapter by Waste Haulers shall be subject to sanctions as provided in Section 202.99(c).

(b) Repeated violations of this article by a Waste Hauler shall be cause for suspension or revocation of a waste hauling unit license by the City.

(D) Each day separate offense. Every day that a violation occurs or continues shall be deemed a separate offense.

SEVERABILITY.

In the event any provision of this section is held to be invalid or unenforceable by a court of competent jurisdiction or any other such legal authority, then the remaining subsections shall remain in such full force and effect as permitted by law.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Zoning Administration Contract with Networks Northwest

DATE: January 15, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

For the past year, we have had, what I believe to be, a very successful partnership with Networks Northwest for providing our planning services. During this time, we lost our full-time employee who handled zoning administration among other things. As I've considered this position and how this role interacts with the planning function and the Planning Commission, it seems some continuity makes sense.

I had a conversation several months ago with Sarah Lucas about the prospect of getting zoning services from them as well, but on a less than full-time basis. For customer service, it seems we need someone with a rather defined schedule to meet with the public but not necessarily everyday. It also seemed like an opportunity to partner with a nearby community. Thus we have a tentative plan for Networks Northwest to hire an employee who would work three days per week in Charlevoix and two days per week elsewhere. This would tie the planners to the zoning administrator and also lower our employment costs.

Initially, I would like to have the person handle some larger blight-related cases as a way of tackling some back-logged issues and to learn more about our community.

RECOMMENDATION:

Move to approve the zoning administration contract with Networks Northwest and authorize the City Manager and City Clerk to sign the contract and any other necessary arrangements.

ATTACHMENTS:

- ▣ Zoning Administration Contract

Contractual Agreement

Between

**City of Charlevoix
210 State Street
Charlevoix, MI 49720**

And

**Networks Northwest
P.O. Box 506
Traverse City, MI 49685-0506**

This Contract, designated Number 2017 CHX ZA is made and entered into by and between City of Charlevoix, 210 State Street, Charlevoix, MI 49720, hereinafter referred to as **THE CITY** and Networks Northwest, P.O. Box 506, Traverse City, MI 49685-0506, hereinafter referred to as **NN**.

In consideration of the mutual promises, covenants, and representations herein contained, the parties hereto agree as follows:

I. STATEMENT OF PURPOSE

The purpose of this agreement is to establish formal terms related to technical assistance provided by **NETWORKS NORTHWEST** to **THE CITY OF CHARLEVIOX** for the purposes of zoning administration.

II. SCOPE OF WORK

NN agrees to perform the functions set forth in Attachment A, hereinafter referred to as 'The Project', and comply fully with subsequent revisions and modifications.

III. PERIOD OF PERFORMANCE

The **CONTRACTOR** shall commence on a date as mutually agreed by the two parties and continue for one (1) year.

IV. STIPULATIONS

1. **NN** is performing the planning services contemplated by this Agreement as an independent contractor and is not acting as an employee or agent of the City. As a result of the Company's status as an independent contractor, the City shall not be responsible for any state or federal income tax withholdings and shall not be responsible for providing worker's compensation insurance coverage for **NN**.

2. A request for Contract modification can be made by either party and will be subject to negotiation, if necessary.
3. Governing Law. The parties agree that the validity, construction, enforcement and interpretation of this Agreement shall be governed by the laws of the State of Michigan.
4. Entire Agreement. The Agreement contains the entire Agreement of the parties hereto and supersedes all prior agreements and understandings, oral or written, if any, among the parties.
5. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the other provisions, and this Agreement shall be construed as if such invalid or unenforceable provision were omitted.

V. COMPENSATION

THE CITY agrees to pay NN as compensation for all costs, work performed and services provided under this Agreement, for up to 12 months; with total payment under this contract not to exceed \$45,000. Should additional services be required, the City Manager shall solely be permitted to raise this cap subject to budgetary controls of the THE CITY. NN is not authorized to make any purchases or charge any expenditures to THE CITY without prior approval of the City Manager or his/her authorized representative. Services shall be billed monthly and payment is due upon receipt of an invoice.

VI. TERMINATION

1. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination.
2. If either party terminates this Contract, NN will be reimbursed for all hours worked and costs incurred up to receipt of said effective termination date. THE CITY will receive the work product produced by NN under this Contract up to the effective date of termination, prior to NN being reimbursed. In no case will the compensation paid to NN for partial completion of services exceed the amount NN would have received had the services been completed in full.

VII. INDEMNIFICATION

1. To the fullest extent permitted by law, the THE CITY shall indemnify, defend (at THE CITY's sole expense) and hold harmless NN (including its officers, employees and agents) from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorneys' fees and costs, and consultants' fees and costs) which arise or are in any way connected with the work performed, materials furnished, or services provided under this Agreement by NN or its agents, up to the full amount of any applicable insurance policy limits of the City.

2. **THE CITY** shall not be obligated to indemnify and defend **NN** for any negligence or willful misconduct of **NN**, whether passive or active (including its officers, employees and agents); and **NN** shall indemnify, defend and hold harmless **THE CITY** for said negligent or willful misconduct of **NN**.
3. The indemnification and defense obligations hereunder shall extend to claims occurring after this agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated that any and all actions against **NN** (including its officers, employees and agents) for such matters which are indemnified hereunder are fully and finally barred by applicable laws.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

ACKNOWLEDGEMENT OF AGREEMENT

FOR THE CITY OF CHARLEVOIX

Mark L. Heydlauff, City Manager

Date

Joyce Golding, City Clerk

Date

NETWORKS NORTHWEST

Chris Christensen, Board Chair

Date

SCOPE OF WORK

Zoning Administration

Networks Northwest staff will provide professional services to the City of Charlevoix Planning Commission and Planning and Zoning Department, and other City departments as needed. Networks Northwest staff will hire a staff person to conduct the following activities 3 days per week, pursuant to a partnership with the City of East Jordan:

- Attend, participate, and provide professional assistance/support at Planning Commission meetings and other meetings as necessary and requested, to report on zoning issues and advise on issues related to zoning administration.
- Work with City staff to develop/review meeting agendas and reports.
- Work with City staff to coordinate activities and project implementation.
- Represent the City of Charlevoix as needed and requested at events and meetings.
- Accept and review zoning permit applications. Determine their compliance with the provisions of the Zoning Ordinance and completeness of the applications.
- Issue appropriate land use permits when all provisions of the Zoning Ordinance are in compliance and maintain a complete file of permits issued. Notify applicant, in writing, if the proposed use is not in compliance with ordinance standards, and assist with an appropriate alternative procedure, appeals, or any other administrative remedies necessary to attain compliance.
- Perform inspections to insure land use changes comply with the Zoning Ordinance.
- Conducts technical reviews, site inspections, and makes staff reports to the Planning Commission and Zoning Board of Appeals on specific project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances, and appeals.
- Review City of Charlevoix Zoning Ordinance as requested by the Planning Commission to suggest changes, additions, and/or deletions
- Any other duties as outlined in the City of Charlevoix Zoning Ordinance.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Public Services Facility Preliminary Design Contract

DATE: January 15, 2018

PRESENTED BY: Amanda Porath, PE; Mark L. Heydlauff, City Manager

BACKGROUND:

In December, we presented to you the Conceptual Design for a new, combined public services facility to be shared by our Public Works, Street, and Electric Departments. Based on the needs of these departments, Northwest Design Group (now known as OHM after a recent merger).

While the recommendation from OHM's study on the project was to locate the site on Carpenter Avenue, there seemed to be some lingering questions about this. I have asked OHM to provide us with some alternate information for the next phase. To conduct preliminary design services to take us to project bidding, they propose a fee of \$240,000 for the Carpenter Avenue site. Alternatively, if we opted for the dump site off US 31 we would need to design the entrance road, ensure we have enough space to build it, and evaluate the current property on Carpenter Avenue for sale. To design the project at the dump site off US 31, the fee is \$260,000; additionally, they have quoted \$5,000 to conduct a Phase 1 environmental review which would be needed in order to sell the current electric shop.

I have also asked OHM to provide us a bid alternate for both in case we wanted to incorporate LEED into the building. LEED is the industry standard for sustainability and could help us address long-term operational costs. This would be a \$150,000 additional fee at both sites. Even if we opt against obtaining LEED certification, I would strongly recommend we include energy saving features in the building like panels to let in natural light, motion sensing lights, and LED lighting.

It is difficult to fully quantify the cost factors between the two sites. Based on information from the Assessor, the City could assume to earn an extra \$11,980 per year in tax revenue if the current Electric Department site on Carpenter Street were developed into housing. This data is based on the value of the homes on Charlo Street immediately adjacent to the site.

On the other hand, the added expense of driving longer trips in and out of town comes with a cost. Google Maps indicates the distance from Flapjack (corner of Carpenter and Bridge) to the Krist Station (corner of US 31 and the access to the dump site) is nine tenths of a mile and should take roughly two minutes of travel time. We have many vehicles in our fleet with many more being used in the summer. If we assume 10 vehicles make this the trip between these two points five times per day for 280 days per year (standard work year plus twenty days for weekends service call-outs) and we assume that these vehicles cost 70 cents per mile to operate, we would spend roughly an extra \$9,800 per year in vehicle expenses.

While even harder to quantify, staff time is another factor. If we assume three of those 10 vehicles is driven by Electric Department staff (excluding the Superintendent), we would pay \$7,582.40 in driving time assuming a two minute trip. Using the same calculation with four trips being made by DPW full-time employees, we would pay \$7,373.33. Finally, if the remaining three trips was made by part-time DPW employees (who work only in the summer), we would pay \$1,796.20. In total, this is an estimated \$16,751.93 in lost productivity. This is a conservative estimate which assumes only one person is in the vehicle for each trip. We have eight full-time Electric employees, eight full-time DPW employees, and 18

part-time/seasonal DPW employees, excluding management.

GOALS:

Provide strong stewardship of public resources and promote good governance

RECOMMENDATION:

Motion to approve the Design Service Agreement with OHM in the amount of \$240,000 to design a public services facility on Carpenter Avenue, authorize the City Manager to sign the agreement, and begin researching financing options.

ATTACHMENTS:

- ▣ OHM Design Proposal- Carpenter Avenue
- ▣ OHM Design Proposal- Dump Site

January 5, 2018

Mr. Mark Heydlauff, City Manager
City of Charlevoix
210 State Street
Charlevoix, Michigan 49720

Re: Public Services Facility
Design Engineering Services

Dear Mr. Heydlauff:

Thank you for the opportunity to submit a proposal for design engineering services for the new Public Services Facility. We look forward to continuing our work with you, Pat, Don and the City Council on this project.

PROJECT UNDERSTANDING

Previously, as Northwest Design Group, LLC, we completed the Conceptual Design and Site Selection portion of the project. We presented to the City Council on December 18, 2017 and understand that the decision to move forward with the project and the site location will be discussed, and potentially decided upon, at the Council meeting on January 15, 2018.

The new facility has been recommended to be located at the existing electrical department site on Carpenter Avenue. The facility will be the headquarters for the Electrical Department and the Department of Public Works. The existing building at the site has been recommended to be removed and replaced with a new larger facility that will accommodate both departments. The project will be bid and constructed as one package.

The site layout and new floor plans have been conceptually designed. The site design includes storage buildings (heated and cold), parking areas, salt storage facilities, and storage areas. The new building will include office areas, maintenance and work spaces and vehicle storage. The office area may be constructed with CMU or wood walls. The work spaces and vehicle storage areas will be constructed as a pre-engineering metal building with 4' high CMU walls. The eave height will be a minimum of 16' tall. The vehicle storage building will include fire suppression. We assume that the foundations will be concrete frost walls on strip footings. The heated and cold storage buildings will be either CMU or pre-engineered metal construction depending on their final size. The salt storage building will follow the MDOT standard plans for this type of facility.

One challenge with this project is to consider how construction will take place with the electrical department continuing to service the residents of the City. One idea is to construct the electrical work and storage building on the site prior to demolition of the existing building. The electrical department could temporarily move into that building while the rest of the work is performed. As the design progresses more specific construction phasing will be determined to construct the facility with as little disruption to the electrical department services as possible.

PROJECT SCOPE

Our scope of services will include design work necessary for bidding and construction documents for the entire facility as currently depicted on the conceptual design (or similar). Our services in general will include architectural, structural, mechanical and electrical design, survey, subsurface exploration, and site design.

Our work will include two phases; Design Development and Construction Documents. Tasks required to complete design of the new facility include the following:



Design Development

General

- Meet with the Client to review space programming and project requirements from conceptual design.
- Gather further existing information from the Client including property boundary information.
- Perform detailed site topographic survey and create existing conditions base plan. This plan will be used for the site design.
- Perform subsurface exploration including 8 boring locations of varying depth and written report summarizing the finding and providing design parameters for foundation and pavement design. We are teaming with Soils and Structures, Inc. to provide subsurface exploration and geotechnical engineering services.
- Coordinate with City's airport design firm to report to the FAA regarding the new construction. The project falls within the required reporting area for the Charlevoix Airport.
- Design the site and buildings.
- Prepare preliminary drawings and outline technical specifications for all the work.
- Prepare an opinion of probable cost to compare design costs to the client's budget.
- Draft Engineer's Joint Construction Documents Committee (EJCDC) documents for bidding. These documents include the advertisement, bid form, instructions to bidders, agreement, bonds, general conditions and supplementary conditions.
- Meet and coordinate with Client throughout the design process to review the design as it progresses.

Architecture

Programming and Study

During programming OHM will work closely with representatives of the user groups that will be affected by the enhancements to the facility. It is imperative at this stage that the users' needs be clearly defined to assure that the design incorporates spaces that function efficiently and provide aesthetic appeal for years into the future.

- Information gathering will include a site walk through with client personnel to review the existing program and discuss where current space is functioning well and current space is not meeting the needs of the client.
- Gather data to evaluate and clarify the scope of work requirements.
- Meet with facility staff to review provided program and make any additions, subtractions, or substitutions. Collect all relevant data as a starting point to the design.
- Develop a tentative schedule starting with critical dates that are dependent on scheduled events and facility restrictions and setting milestones for short term activities to be completed.
- Revise the existing program to incorporate the information gathered from the users. The program document will provide information on each space and will be a useful tool to refer back to as we work through the schematic design phase.
- Submission of the project plan, including the vision, goals, and the process used to develop the plan, the cost estimate, and the drawings will be in report form. Digital and large format boards for the project will also be available.

Design

During design development, OHM will develop a level of design detail necessary to define a clear, coordinated description of all aspects of the project's architectural, electrical, mechanical, structural and site needs. All levels of the design will advance including; site design, floor plans, interior and exterior elevations, finishes, mechanical systems, electrical systems, and equipment selection. As the design progresses, particular attention will be paid to the constructability of the design. We will verify the design is achievable and identify areas requiring further detailing. We envision the following work efforts to complete the design development drawings:

- Identify applicable construction codes, rules, regulations, reviews, and permitting procedures pertaining to the approved project.
- Conduct a site survey and adapt the results into a schematic site design.



- ▶ Assemble electronic versions of the proposed floor plan, exterior elevations, and building sections. Verify the building components work together as proposed.
- ▶ Initiate communication with Authorities Having Jurisdiction (AHJ) for utilities, zoning, drainage, and access issues.
- ▶ Perform a building code and zoning compliance review. Verify that all components of the site and building meet current requirements.
- ▶ Provide alternatives to proposed floor plan if needed after code review and mechanical and electrical requirements are determined.
- ▶ Prepare preliminary site layout options including proposed entrances, parking, sidewalks, preliminary grading, storm water and other aspects of the site utilizing the information provided in the proposal request.
- ▶ Meet with owner to review site, building, electrical and mechanical design development drawings.
- ▶ Incorporate final modifications into the plan and review with owner.
- ▶ Prepare preliminary product specifications.

Structural

- ▶ Determine building code design loads.
- ▶ Preliminary design of the building structures including the foundations, walls and roof framing as applicable.
- ▶ Preliminary design of the pre-engineered metal building foundations. Final design of the foundation will occur after the construction contract is awarded and shop drawings are submitted.

Site Design

- ▶ Review City zoning ordinance for our site.
- ▶ Design site layout and grading.
- ▶ Design site utilities and coordinate with local utility companies as required.
- ▶ Design salt storage site containment and curbing.
- ▶ Design site pavements for parking lots and storage areas.
- ▶ Design site drainage which is intended to be contained on site.

Mechanical and Plumbing

- ▶ Meet with owner to develop a clear understanding of mechanical system expectations. Discussion will include initial system costs, maintenance requirements, system flexibility for zoning and creature temperature adjustment, and energy efficiency.
- ▶ Create basis of design document identifying systems to review with owner and have them sign off on.
- ▶ Develop a preliminary plumbing plan for domestic water, sanitary sewer, and building storm drainage including oil and water separation as required by vehicle space.
- ▶ Perform preliminary heating and cooling load calculations.
- ▶ Make preliminary equipment selections and coordinate space requirements
- ▶ Develop preliminary mechanical systems design layout and determine space requirements needed for equipment and distribution.
- ▶ Develop preliminary fire protection drawings for vehicle storage area, Drawings will include head layout and type and location and detail of pipe riser.
- ▶ Make initial contact with electric and gas utility companies to determine load impacts.
- ▶ Prepare preliminary technical specifications.
- ▶ Meet to review preliminary layouts of MEP drawings.
- ▶ Meet with owner to review electrical and mechanical design development drawings. We have assumed this would be via telephone conference.
- ▶ Incorporate final modifications into the plans.

Electrical

- ▶ Discuss power requirements with owner to determine preliminary receptacle layout and determine if there are any special loads that need to be accounted for.
- ▶ Discuss lighting requirements and expectations with owner for interior spaces and site lighting.
- ▶ Perform preliminary electrical load calculations.
- ▶ Prepare preliminary electrical system design including power, lighting, fire alarm and data.



Construction Documents

General

- ▶ During the construction document stage, OHM will develop a detailed set of construction documents for distribution to potential contractors for pricing.
- ▶ Finalize bidding and construction drawings.
- ▶ Write technical specifications.
- ▶ Prepare a final opinion of probable cost based upon the final design documents and proposed phasing schedule of construction.
- ▶ Complete EJCDC documents for bidding.
- ▶ Perform internal quality control/assurance checking.
- ▶ Meet and coordinate with Client throughout final design.

Architecture

- ▶ Prepare final architectural and engineering drawings including: site design, mechanical, architectural, structural, plumbing, and electrical drawings.
- ▶ Initiate meetings with the owner to begin selection of finishes including floor coverings, door hardware, and accessories.
- ▶ Meet with the owner to select colors from samples and submit color board and color schedule for review. Once the owner approves the color schedule the approved selections will be written in the contract documents.
- ▶ Prepare final product specification documents.
- ▶ Finalize site plans and submit to authority having jurisdiction.
- ▶ Review 95% plans with owner for final comments.
- ▶ Once the owner has provided their final plan comments, OHM will submit final plans and specifications to local authorities having jurisdiction for plan review. Review may be simultaneous with bidding if dictated by the schedule.
- ▶ Submit design to local building official for plan review.

Structural

- ▶ Complete structural design calculations.
- ▶ Prepare required details for design.

Site Design

- ▶ Complete site design calculations.
- ▶ Apply for a zoning permit. Attend planning commission meeting.

Mechanical and Plumbing

- ▶ Prepare final engineering drawings including: mechanical, structural, plumbing, and electrical drawings.
- ▶ Finalize all mechanical drawings to specifically identify the system type and space served by each system.
- ▶ Prepare final product specification documents.
- ▶ Review plans at 50% and 75%. We have assumed one of these plans would be in person and one will be via phone conference. Update plans from final comments.
- ▶ Provide 100% plans and specifications to incorporate into final bidding set.

Electrical

- ▶ Finalize all electrical drawings to specifically identify the system type and space served by each system.
- ▶ Finalize lighting design with fixture selections and detail lighting controls.

Bidding

During the bidding stage, OHM will perform services necessary to ensure all of the prospective contractors are equally knowledgeable of the project to allow for consistent bidding.

- ▶ Assist Client in advertising for bids.
- ▶ Answer questions during bidding and prepare addendum if needed.
- ▶ Attend the bid open and review bids.
- ▶ Attend bidder interviews as necessary.
- ▶ Make a recommendation of award to the Client.
- ▶ Prepare Notice of Award after Client has chosen successful bidder
- ▶ Prepare EJCDC contract documents.

Our design will follow the requirements of the Michigan Building Code, Michigan Mechanical Code, National



Electrical Code, Michigan Plumbing Code, Michigan Energy Code, the City Zoning Ordinance and other applicable codes and standards.

ADDITIONS/EXCLUSIONS

The following services, while not specifically listed in the proposal, are excluded from our Scope of Services. If these services are required, they can be performed on a Time and Materials Basis per our current Rate Schedule.

- ▶ LEED Certification: \$150,000 (requires a third party commissioning agent and involvement throughout construction)
- ▶ Testing or determination of hazardous materials, including asbestos or lead paint
- ▶ Permitting fees.
- ▶ Design of security systems.
- ▶ Fire protection is a performance specification and will require the contractor to provide final design of the system.
- ▶ Pre-engineered metal building system is a performance specification and will required the contractor to provide final design of the system.
- ▶ Construction engineering services.

QUALIFICATIONS

The project will be led by Amanda Porath, PE, Project Manager. She will be your main point of contact. Other key team members include:

Jim Rintala, PE	– Structural Design
Dave Boyle, PE	- Site Design
Michael Nachazel, PS	– Survey
Lucas Porath, PE	– QA/QC
Kevin Koates, AIA	- Architecture
Louis Meyette, PE	- Electrical Design
Sean Tabacsko	- Mechanical Design
Eric Tourre	- Field Manager, Soils and Structures, Inc.

SCHEDULE

OHM Advisors is prepared to start with the design upon authorization. Our project fee is based on design completion in 2018, bidding in the winter of 2018/2019 with spring 2019 construction start.

FEE

We propose to provide the above outlined professional services for a not to exceed fee of \$240,000 in accordance with our standard hourly rate schedule which is attached for your use.

The rates provided include labor and expenses and we will not charge overtime rates if schedule requires.

Should you find this agreement acceptable, please execute both copies and return a copy to us for our files. This proposal will be valid for 60 days.

We look forward to working with you on a successful project.

Sincerely,
OHM Advisors



Amanda H. Porath, PE
Project Manager

Enclosures: *Standard Terms and Conditions*
Cc: File

Professional Services

Accepted By: _____

Title: _____

Date: _____

STANDARD TERMS and CONDITIONS

1. THE AGREEMENT – These Standard Terms and Conditions and the attached Proposal or Scope of Services, upon their acceptance by the Owner, shall constitute the entire Agreement between Orchard, Hiltz & McCliment, Inc. (OHM ADVISORS), a registered Michigan Corporation, and the Owner. The Agreement shall supersede all prior negotiations or agreements, whether written or oral, with respect to the subject matter herein. The Agreement may be amended only by mutual agreement between OHM ADVISORS and the Owner and said amendments must be in written form.

2. SERVICES TO BE PROVIDED – OHM ADVISORS will perform the services as set forth in the attached proposal or scope of services which is hereby made a part of the Agreement.

3. SERVICES TO BE PROVIDED BY OWNER – The Owner shall at no cost to OHM ADVISORS:

- a) Provide OHM ADVISORS personnel with access to the work site to allow timely performance of the work required under this Agreement.
- b) Provide to OHM ADVISORS within a reasonable time frame, any and all data and information in the Owners possession as may be required by OHM ADVISORS to perform the services under this Agreement.
- c) Designate a person to act as Owners representative who shall have the authority to transmit instructions, receive information, and define Owner policies and decisions as they relate to services under this Agreement.

4. PERIOD OF SERVICE – The services called for in this Agreement shall be completed within the time frame stipulated in the Proposal or Scope of Services, or if not stipulated shall be completed within a time frame which may reasonably be required for completion of the work. OHM ADVISORS shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this agreement resulting from any cause beyond OHM ADVISORS reasonable control.

5. COMPENSATION – The Owner shall pay OHM ADVISORS for services performed in accordance

with the method of payment as stated in the Proposal or Scope of Services. Method of compensation may be lump sum, hourly; based on a rate schedule, percentage of the construction cost, or cost plus a fixed fee. The Owner shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental or other special project related items at a rate of 1.15 times the invoice amount.

6. TERMS OF PAYMENT – Invoices shall be submitted to the Owner not more often than monthly for services performed during the preceding period. Owner shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a charge at the rate of one percent per month from said thirtieth day.

7. LIMIT OF LIABILITY – OHM ADVISORS shall perform professional services under this Agreement in a manner consistent with the degree of care and skill in accordance with applicable professional standards of services of this type of work. To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability in the aggregate, of OHM ADVISORS and its Officers, Directors, Partners, employees, agents, and subconsultants, and any of them, to the Owner and anyone claiming by, through or under the Owner, for any and all claims, losses, costs or damages of any nature whatsoever arises out of, resulting from or in any way related to the project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of OHM ADVISORS or OHM ADVISORS' Officers, Directors, employees, agents or subconsultants, or any of them shall not exceed the amount of \$25,000 or OHM ADVISORS fee, whichever is greater.

8. ASSIGNMENT – Neither party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other party.

9. NO WAIVER – Failure of either party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either party at any time to avail themselves of such remedies as either may have for any breach or breaches of such provisions.

10. GOVERNING LAW – The laws of the State of Michigan will govern the validity of this Agreement, its interpretation and performance.

11. DOCUMENTS OF SERVICE – The Owner acknowledge OHM ADVISORS' reports, plans and construction documents as instruments of professional services. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the Owner upon completion of the work and payment in full of all monies due OHM ADVISORS, however, OHM ADVISORS shall have the unlimited right to use such drawings, specifications and reports and the intellectual property therein. The Owner shall not reuse or make any modifications to the plans and specifications without prior written authorization by OHM ADVISORS. In accepting and utilizing any drawings or other data on any electronic media provided by OHM ADVISORS, the Owner agrees that they will perform acceptance tests or procedures on the data within 30 days of receipt of the file. Any defects the Owner discovers during this period will be reported to OHM ADVISORS and will be corrected as part of OHM ADVISORS' basic Scope of Services.

12. TERMINATION – Either party may at any time terminate this Agreement upon giving the other party 7 calendar days prior written notice. The Owner shall within 45 days of termination, pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.

13. OHM ADVISORS' RIGHT TO SUSPEND ITS SERVICES – In the event that the Owner fails to pay OHM ADVISORS the amount shown on any invoice within 60 days of the date of the invoice, OHM ADVISORS may, after giving 7 days notice

to the Owner, suspend its services until payment in full for all services and expenses is received.

14. OPINIONS OF PROBABLE COST – OHM ADVISORS preparation of Opinions of Probable Cost represent OHM ADVISORS' best judgment as a design professional familiar with the industry. The Owner must recognize that OHM ADVISORS has no control over costs or the prices of labor, equipment or materials, or over the contractor's method of pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.

15. JOB SITE SAFETY – Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the General Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions. The Owner agrees that the General Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made clear in the Owners agreement with the General Contractor. The Owner also agrees that OHM ADVISORS shall be indemnified and shall be made additional insureds under the General Contractors general liability insurance policy.

16. DISPUTE RESOLUTION – In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Owner and OHM ADVISORS agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the parties mutually agree otherwise.

OHM ADVISORS 2018 HOURLY RATE SCHEDULE

Professional Engineer IV/Architect IV	\$170.00
Professional Engineer III/Architect III	\$155.00
Professional Engineer II/Architect II	\$140.00
Professional Engineer I/Architect I	\$130.00
Graduate Engineer IV	\$135.00
Graduate Engineer III	\$125.00
Graduate Engineer II	\$120.00
Graduate Engineer I	\$110.00
Graduate Architect III/Landscape Architect III	\$120.00
Graduate Architect II/Landscape Architect II	\$100.00
Graduate Architect I/Landscape Architect I	\$90.00
Technician IV	\$130.00
Technician III	\$110.00
Technician II	\$95.00
Technician I	\$75.00
Engineering/Architectural Aide	\$60.00
Professional Surveyor III	\$155.00
Professional Surveyor II	\$140.00
Professional Surveyor I	\$130.00
Graduate Surveyor	\$110.00
Surveyor III	\$107.00
Surveyor II	\$100.00
Surveyor I	\$80.00
Surveyor Aide	\$60.00
Planner IV	\$155.00
Planner III	\$135.00
Planner II	\$120.00
Planner I	\$80.00
Planner Aide	\$60.00
Graphic Designer	\$105.00
Data Base Developer	\$185.00
Administrative Support	\$65.00
Clerical Aide	\$50.00
Principal	\$195.00
Sr. Associate	\$185.00
Associate	\$175.00

Rates as reflected subject to review and adjustment on an annual basis.

January 9, 2018

Mr. Mark Heydlauff, City Manager
City of Charlevoix
210 State Street
Charlevoix, Michigan 49720

Re: Public Services Facility – Dump Site Location
Design Engineering Services

Dear Mr. Heydlauff:

Thank you for the opportunity to submit a proposal for design engineering services for the new Public Services Facility. We look forward to continuing our work with you, Pat, Don and the City Council on this project.

PROJECT UNDERSTANDING

Previously, as Northwest Design Group, LLC, we completed the Conceptual Design and Site Selection portion of the project. We presented to the City Council on December 18, 2017 and understand that the decision to move forward with the project and the site location will be discussed, and potentially decided upon, at the Council meeting on January 15, 2018.

The new facility has been recommended to be located at the existing electrical department site on Carpenter Avenue. If the City decided to move forward with the existing Dump Road Site, this is our proposal for the work required. There will be additional services required due to the road work needed for access to the site.

The facility will be the headquarters for the Electrical Department and the Department of Public Works. The existing building at the site has been recommended to be removed and replaced with a new larger facility that will accommodate both departments. The project will be bid and constructed as one package.

The site layout and new floor plans have been conceptually designed. The site design includes storage buildings (heated and cold), parking areas, salt storage facilities, and storage areas. The new building will include office areas, maintenance and work spaces and vehicle storage. The office area may be constructed with CMU or wood walls. The work spaces and vehicle storage areas will be constructed as a pre-engineering metal building with 4' high CMU walls. The eave height will be a minimum of 16' tall. The vehicle storage building will include fire suppression. We assume that the foundations will be concrete frost walls on strip footings. The heated and cold storage buildings will be either CMU or pre-engineered metal construction depending on their final size. The salt storage building will follow the MDOT standard plans for this type of facility.

PROJECT SCOPE

Our scope of services will include design work necessary for bidding and construction documents for the entire facility as currently depicted on the conceptual design (or similar). Our services in general will include architectural, structural, mechanical and electrical design, survey, subsurface exploration, and site design.

Our work will include two phases; Design Development and Construction Documents. Tasks required to complete design of the new facility include the following:



Design Development

General

- Meet with the Client to review space programming and project requirements from conceptual design.
- Gather further existing information from the Client including property boundary information.
- Research Dump Road ownership and property survey information. Locate property markers or stake corners as required.
- Create certificate of survey, if required, for the Dump Road and record.
- Perform detailed site topographic survey/mapping (site and entrance road) and create existing conditions base plan. This plan will be used for the site and road design.
- Perform subsurface exploration including 8 boring locations of varying depth and written report summarizing the finding and providing design parameters for foundation and pavement design. We are teaming with Soils and Structures, Inc. to provide subsurface exploration and geotechnical engineering services.
- Coordinate with City's airport design firm to report to the FAA regarding the new construction. The project falls within the required reporting area for the Charlevoix Airport.
- Design the road, site and buildings.
- Prepare preliminary drawings and outline technical specifications for all the work.
- Prepare an opinion of probable cost to compare design costs to the client's budget.
- Draft Engineer's Joint Construction Documents Committee (EJCDC) documents for bidding. These documents include the advertisement, bid form, instructions to bidders, agreement, bonds, general conditions and supplementary conditions.
- Meet and coordinate with Client throughout the design process to review the design as it progresses.

Architecture

Programming and Study

During programming OHM will work closely with representatives of the user groups that will be affected by the enhancements to the facility. It is imperative at this stage that the users' needs be clearly defined to assure that the design incorporates spaces that function efficiently and provide aesthetic appeal for years into the future.

- Information gathering will include a site walk through with client personnel to review the existing program and discuss where current space is functioning well and current space is not meeting the needs of the client.
- Gather data to evaluate and clarify the scope of work requirements.
- Meet with facility staff to review provided program and make any additions, subtractions, or substitutions. Collect all relevant data as a starting point to the design.
- Develop a tentative schedule starting with critical dates that are dependent on scheduled events and facility restrictions and setting milestones for short term activities to be completed.
- Revise the existing program to incorporate the information gathered from the users. The program document will provide information on each space and will be a useful tool to refer back to as we work through the schematic design phase.
- Submission of the project plan, including the vision, goals, and the process used to develop the plan, the cost estimate, and the drawings will be in report form. Digital and large format boards for the project will also be available.

Design

During design development, OHM will develop a level of design detail necessary to define a clear, coordinated description of all aspects of the project's architectural, electrical, mechanical, structural and site needs. All levels of the design will advance including; site design, floor plans, interior and exterior elevations, finishes, mechanical systems, electrical systems, and equipment selection. As the design progresses, particular attention will be paid to the constructability of the design. We will verify the design is achievable and identify areas requiring further detailing. We envision the following work efforts to



complete the design development drawings:

- Identify applicable construction codes, rules, regulations, reviews, and permitting procedures pertaining to the approved project.
- Conduct a site survey and adapt the results into a schematic site design.
- Assemble electronic versions of the proposed floor plan, exterior elevations, and building sections. Verify the building components work together as proposed.
- Initiate communication with Authorities Having Jurisdiction (AHJ) for utilities, zoning, drainage, and access issues.
- Perform a building code and zoning compliance review. Verify that all components of the site and building meet current requirements.
- Provide alternatives to proposed floor plan if needed after code review and mechanical and electrical requirements are determined.
- Prepare preliminary site layout options including proposed entrances, parking, sidewalks, preliminary grading, storm water and other aspects of the site utilizing the information provided in the proposal request.
- Meet with owner to review site, building, electrical and mechanical design development drawings.
- Incorporate final modifications into the plan and review with owner.
- Prepare preliminary product specifications.

Structural

- Determine building code design loads.
- Preliminary design of the building structures including the foundations, walls and roof framing as applicable.
- Preliminary design of the pre-engineered metal building foundations. Final design of the foundation will occur after the construction contract is awarded and shop drawings are submitted.

Site Design

- Design the road to meet Class A requirements.
- Review City zoning ordinance for our site.
- Design site layout and grading.
- Design site utilities and coordinate with local utility companies as required.
- Design salt storage site containment and curbing.
- Design site pavements for parking lots and storage areas.
- Design site drainage which is intended to be contained on site.

Mechanical and Plumbing

- Meet with owner to develop a clear understanding of mechanical system expectations. Discussion will include initial system costs, maintenance requirements, system flexibility for zoning and creature temperature adjustment, and energy efficiency.
- Create basis of design document identifying systems to review with owner and have them sign off on.
- Develop a preliminary plumbing plan for domestic water, sanitary sewer, and building storm drainage including oil and water separation as required by vehicle space.
- Perform preliminary heating and cooling load calculations.
- Make preliminary equipment selections and coordinate space requirements
- Develop preliminary mechanical systems design layout and determine space requirements needed for equipment and distribution.
- Develop preliminary fire protection drawings for vehicle storage area, Drawings will include head layout and type and location and detail of pipe riser.
- Make initial contact with electric and gas utility companies to determine load impacts.
- Prepare preliminary technical specifications.
- Meet to review preliminary layouts of MEP drawings.
- Meet with owner to review electrical and mechanical design development drawings. We have assumed this would be via telephone conference.
- Incorporate final modifications into the plans.

Electrical



- Discuss power requirements with owner to determine preliminary receptacle layout and determine if there are any special loads that need to be accounted for.
- Discuss lighting requirements and expectations with owner for interior spaces and site lighting.
- Perform preliminary electrical load calculations.
- Prepare preliminary electrical system design including power, lighting, fire alarm and data.

Construction Documents

General

- During the construction document stage, OHM will develop a detailed set of construction documents for distribution to potential contractors for pricing.
- Finalize bidding and construction drawings.
- Write technical specifications.
- Prepare a final opinion of probable cost based upon the final design documents and proposed phasing schedule of construction.
- Complete EJCDC documents for bidding.
- Perform internal quality control/assurance checking.
- Meet and coordinate with Client throughout final design.

Architecture

- Prepare final architectural and engineering drawings including: road and site design, mechanical, architectural, structural, plumbing, and electrical drawings.
- Initiate meetings with the owner to begin selection of finishes including floor coverings, door hardware, and accessories.
- Meet with the owner to select colors from samples and submit color board and color schedule for review. Once the owner approves the color schedule the approved selections will be written in the contract documents.
- Prepare final product specification documents.
- Finalize site plans and submit to authority having jurisdiction.
- Review 95% plans with owner for final comments.
- Once the owner has provided their final plan comments, OHM will submit final plans and specifications to local authorities having jurisdiction for plan review. Review may be simultaneous with bidding if dictated by the schedule.
- Submit design to local building official for plan review.

Structural

- Complete structural design calculations.
- Prepare required details for design.

Site Design

- Complete site design calculations.
- Apply for a zoning permit. Attend planning commission meeting.

Mechanical and Plumbing

- Prepare final engineering drawings including: mechanical, structural, plumbing, and electrical drawings.
- Finalize all mechanical drawings to specifically identify the system type and space served by each system.
- Prepare final product specification documents.
- Review plans at 50% and 75%. We have assumed one of these plans would be in person and one will be via phone conference. Update plans from final comments.
- Provide 100% plans and specifications to incorporate into final bidding set.

Electrical

- Finalize all electrical drawings to specifically identify the system type and space served by each system.
- Finalize lighting design with fixture selections and detail lighting controls.

Bidding

During the bidding stage, OHM will perform services necessary to ensure all of the prospective contractors are equally knowledgeable of the project to allow for consistent bidding.

- Assist Client in advertising for bids.
- Answer questions during bidding and prepare addendum if needed.
- Attend the bid open and review bids.
- Attend bidder interviews as necessary.
- Make a recommendation of award to the Client.



- Prepare Notice of Award after Client has chosen successful bidder
- Prepare EJCDC contract documents.

Our design will follow the requirements of the Michigan Building Code, Michigan Mechanical Code, National Electrical Code, Michigan Plumbing Code, Michigan Energy Code, the City Zoning Ordinance and other applicable codes and standards.

ADDITIONS/EXCLUSIONS

The following services, while not specifically listed in the proposal, are excluded from our Scope of Services. If these services are required, they can be performed on a Time and Materials Basis per our current Rate Schedule.

- Environmental Phase 1 audit if required: \$5,000
- LEED Certification: \$150,000 (requires a third party commissioning agent and involvement throughout construction)
- Testing or determination of hazardous materials, including asbestos or lead paint
- Permitting fees.
- Design of security systems.
- Fire protection is a performance specification and will require the contractor to provide final design of the system.
- Pre-engineered metal building system is a performance specification and will required the contractor to provide final design of the system.
- Construction engineering services.

QUALIFICATIONS

The project will be led by Amanda Porath, PE, Project Manager. She will be your main point of contact. Other key team members include:

Jim Rintala, PE	– Structural Design
Dave Boyle, PE	- Site Design
Michael Nachazel, PS	– Survey
Lucas Porath, PE	– QA/QC
Kevin Koates, AIA	- Architecture
Louis Meyette, PE	- Electrical Design
Sean Tabacsko	- Mechanical Design
Eric Tourre	- Field Manager, Soils and Structures, Inc.

SCHEDULE

OHM Advisors is prepared to start with the design upon authorization. Our project fee is based on design completion in 2018, bidding in the winter of 2018/2019 with spring 2019 construction start.

FEE

We propose to provide the above outlined professional services for a not to exceed fee of \$260,000 in accordance with our standard hourly rate schedule which is attached for your use.

The rates provided include labor and expenses and we will not charge overtime rates if schedule requires.

Should you find this agreement acceptable, please execute both copies and return a copy to us for our files. This proposal will be valid for 60 days.



We look forward to working with you on a successful project.

Sincerely,
OHM Advisors

Amanda H. Porath, PE
Project Manager

Enclosures: *Standard Terms and Conditions*
Cc: File

Professional Services

Accepted By: _____

Title: _____

Date: _____

STANDARD TERMS and CONDITIONS

1. THE AGREEMENT – These Standard Terms and Conditions and the attached Proposal or Scope of Services, upon their acceptance by the Owner, shall constitute the entire Agreement between Orchard, Hiltz & McCliment, Inc. (OHM ADVISORS), a registered Michigan Corporation, and the Owner. The Agreement shall supersede all prior negotiations or agreements, whether written or oral, with respect to the subject matter herein. The Agreement may be amended only by mutual agreement between OHM ADVISORS and the Owner and said amendments must be in written form.

2. SERVICES TO BE PROVIDED – OHM ADVISORS will perform the services as set forth in the attached proposal or scope of services which is hereby made a part of the Agreement.

3. SERVICES TO BE PROVIDED BY OWNER – The Owner shall at no cost to OHM ADVISORS:

- a) Provide OHM ADVISORS personnel with access to the work site to allow timely performance of the work required under this Agreement.
- b) Provide to OHM ADVISORS within a reasonable time frame, any and all data and information in the Owners possession as may be required by OHM ADVISORS to perform the services under this Agreement.
- c) Designate a person to act as Owners representative who shall have the authority to transmit instructions, receive information, and define Owner policies and decisions as they relate to services under this Agreement.

4. PERIOD OF SERVICE – The services called for in this Agreement shall be completed within the time frame stipulated in the Proposal or Scope of Services, or if not stipulated shall be completed within a time frame which may reasonably be required for completion of the work. OHM ADVISORS shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this agreement resulting from any cause beyond OHM ADVISORS reasonable control.

5. COMPENSATION – The Owner shall pay OHM ADVISORS for services performed in accordance

with the method of payment as stated in the Proposal or Scope of Services. Method of compensation may be lump sum, hourly; based on a rate schedule, percentage of the construction cost, or cost plus a fixed fee. The Owner shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental or other special project related items at a rate of 1.15 times the invoice amount.

6. TERMS OF PAYMENT – Invoices shall be submitted to the Owner not more often than monthly for services performed during the preceding period. Owner shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a charge at the rate of one percent per month from said thirtieth day.

7. LIMIT OF LIABILITY – OHM ADVISORS shall perform professional services under this Agreement in a manner consistent with the degree of care and skill in accordance with applicable professional standards of services of this type of work. To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability in the aggregate, of OHM ADVISORS and its Officers, Directors, Partners, employees, agents, and subconsultants, and any of them, to the Owner and anyone claiming by, through or under the Owner, for any and all claims, losses, costs or damages of any nature whatsoever arises out of, resulting from or in any way related to the project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of OHM ADVISORS or OHM ADVISORS' Officers, Directors, employees, agents or subconsultants, or any of them shall not exceed the amount of \$25,000 or OHM ADVISORS fee, whichever is greater.

8. ASSIGNMENT – Neither party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other party.

9. NO WAIVER – Failure of either party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either party at any time to avail themselves of such remedies as either may have for any breach or breaches of such provisions.

10. GOVERNING LAW – The laws of the State of Michigan will govern the validity of this Agreement, its interpretation and performance.

11. DOCUMENTS OF SERVICE – The Owner acknowledge OHM ADVISORS' reports, plans and construction documents as instruments of professional services. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the Owner upon completion of the work and payment in full of all monies due OHM ADVISORS, however, OHM ADVISORS shall have the unlimited right to use such drawings, specifications and reports and the intellectual property therein. The Owner shall not reuse or make any modifications to the plans and specifications without prior written authorization by OHM ADVISORS. In accepting and utilizing any drawings or other data on any electronic media provided by OHM ADVISORS, the Owner agrees that they will perform acceptance tests or procedures on the data within 30 days of receipt of the file. Any defects the Owner discovers during this period will be reported to OHM ADVISORS and will be corrected as part of OHM ADVISORS' basic Scope of Services.

12. TERMINATION – Either party may at any time terminate this Agreement upon giving the other party 7 calendar days prior written notice. The Owner shall within 45 days of termination, pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.

13. OHM ADVISORS' RIGHT TO SUSPEND ITS SERVICES – In the event that the Owner fails to pay OHM ADVISORS the amount shown on any invoice within 60 days of the date of the invoice, OHM ADVISORS may, after giving 7 days notice

to the Owner, suspend its services until payment in full for all services and expenses is received.

14. OPINIONS OF PROBABLE COST – OHM ADVISORS preparation of Opinions of Probable Cost represent OHM ADVISORS' best judgment as a design professional familiar with the industry. The Owner must recognize that OHM ADVISORS has no control over costs or the prices of labor, equipment or materials, or over the contractor's method of pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.

15. JOB SITE SAFETY – Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the General Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions. The Owner agrees that the General Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made clear in the Owners agreement with the General Contractor. The Owner also agrees that OHM ADVISORS shall be indemnified and shall be made additional insureds under the General Contractors general liability insurance policy.

16. DISPUTE RESOLUTION – In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Owner and OHM ADVISORS agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the parties mutually agree otherwise.

OHM ADVISORS 2018 HOURLY RATE SCHEDULE

Professional Engineer IV/Architect IV	\$170.00
Professional Engineer III/Architect III	\$155.00
Professional Engineer II/Architect II	\$140.00
Professional Engineer I/Architect I	\$130.00
Graduate Engineer IV	\$135.00
Graduate Engineer III	\$125.00
Graduate Engineer II	\$120.00
Graduate Engineer I	\$110.00
Graduate Architect III/Landscape Architect III	\$120.00
Graduate Architect II/Landscape Architect II	\$100.00
Graduate Architect I/Landscape Architect I	\$90.00
Technician IV	\$130.00
Technician III	\$110.00
Technician II	\$95.00
Technician I	\$75.00
Engineering/Architectural Aide	\$60.00
Professional Surveyor III	\$155.00
Professional Surveyor II	\$140.00
Professional Surveyor I	\$130.00
Graduate Surveyor	\$110.00
Surveyor III	\$107.00
Surveyor II	\$100.00
Surveyor I	\$80.00
Surveyor Aide	\$60.00
Planner IV	\$155.00
Planner III	\$135.00
Planner II	\$120.00
Planner I	\$80.00
Planner Aide	\$60.00
Graphic Designer	\$105.00
Data Base Developer	\$185.00
Administrative Support	\$65.00
Clerical Aide	\$50.00
Principal	\$195.00
Sr. Associate	\$185.00
Associate	\$175.00

Rates as reflected subject to review and adjustment on an annual basis.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Council Chambers A/V Update

DATE: January 15, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Council has had discussion over the past several months about making improvements to the audio quality and presentation viewing capacity in the Council Chambers. Dan Buday of Buday's Sound Advice has worked on the system in the past and has given us several options to consider. The attached proposals address both issues. Mr. Buday will attempt to attend the meeting to answer your questions.

I do believe the effort to make these improvements is a good one however we did not specifically include them in the budget. That is not a reason not to move forward but I want you to be aware of this.

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- ▣ Audio Improvement Proposal
- ▣ Visual Screen Improvement Proposal



Sound Quote Charlevoix City Hall

City of Charlevoix– Charlevoix,
Michigan

Date Printed: 1/11/2018 Revision: 1

Submitted by Daniel Buday

Buday's Sound Advice
12705 US Hwy 31 N
Charlevoix, MI 49720
231-547-4822 Email: DanBuday@Gmail.com



Microphone Base Station

Put existing Mics on
new portable base attached to wall with extension cable.
(see sample on council chambers seating area, by cabinet)

	Qty	Product Description		Total Retail
	16	Misc Audio Cables & Connectors (xlr, 1/4 inch, etc)	26.50	424.00
	16	Misc Parts: xlr connectors (pair)	7.59	121.44
	11	CVD-B Shure Base Station for microphones	47.20	519.20
	1	Misc Parts: staples, tape, labels	72.96	72.96
	16	Misc parts (use existing wallplates)	19.58	313.28
		Markup:		310.90
		Microphone Base Station Subtotal Product Pkg Price:		1,761.78
Over Head		132.13		
S/H		<u>184.99</u>		
		S/H & Overhead:		317.12
		Labor:		<u>540.00</u>
		Microphone Base Station Total:		2,618.90 =====

Mixer DSP upgrade

Current mixer has two microphones wired to one input. Recommend installing mixer big enough to handle each microphone independently. Also, upgrade to a DSP auto mixer for best sound.

	Qty	Product Description		Total Retail
	2	Crestron DSP1283 8 input with Dante and Acoustic Echo Cancellation	3,000.00	6,000.00
				
	1	Network Switch: gigabit for AV equipm Pakedge	175.00	175.00
	1	Router: gigabit for AV equipm Pakedge	450.00	450.00
	1	Misc Parts: staples, tape, Network cables, etc	72.96	72.96
	10	New Input Cable Connections	25.00	250.00
	1	4 port Power Strip	30.21	30.21
		Markup:		1,495.32
		Mixer DSP upgrade Subtotal Product Pkg Price:		8,473.49
Over Head		635.51		
S/H		<u>889.72</u>		
		S/H & Overhead:		1,525.23
		Labor:		<u>648.00</u>
		Mixer DSP upgrade Total:		10,646.72 =====



**Project Summary for
City of Chx Sound Quote Jan 11 2018 rev1**

	Total
Equipment:	10,235.27
S/H:	1,074.70
Labor :	1,188.00
Sales Tax:	<u>678.60</u>
GRAND TOTAL:	13,176.57 =====

Approved By: _____
Client

Date: _____

Sold by: Daniel Buday, Owner Buday's Sound Advice

Date: _____



Flat Screen Quote Charlevoix City Hall

City of Charlevoix– Charlevoix,
Michigan

Date Printed: 1/11/2018 Revision: 0

Submitted by Daniel Buday

Buday's Sound Advice
12705 US Hwy 31 N
Charlevoix, MI 49720
231-547-4822 Email: DanBuday@Gmail.com



75 Inch LED Display

Add new 75 inch LED on pull out flat mount (assumes wood studs)

NOTE: if steel studs in wall, will need to choose different mounting solution!

	Qty	Product Description		Total Retail
	1	QN75Q9F 75 inch Samsung UHD TV 4k PREMIUM 66.1 x 38.2 x 2.3 (W x H x D) without std Flat	6,221.65	6,221.65
	-1	Discount on Open Box TV: NOTE: ONLY one (1) TV at this price. Price is good until 1/26/2018.	1,710.60	(1,710.60)
	1	One Connect Box install parts Samsung TV comes with a separate box with the inputs, called a One Connect Box. This needs to be run to the AV cabinet.	125.00	125.00
	1	Flat Tilt Mount for 75 inch TV	250.00	250.00
	1	Mount Misc hardware NOTE: assumes wood studs. If not, need a different mounting solution.	210.00	210.00
	1	Misc Cabling for Control w/ crestron touchpanel	150.00	150.00
	1	HDMI Cable for Projector	199.00	199.00
	1	Audio & Video equip misc Parts: Tape, Zip ties, staples, etc	85.45	85.45
		Markup:		1,185.11
		75 Inch LED Display Subtotal Product Pkg Price:		6,715.61
Over Head		503.67		
S/H		<u>705.14</u>		
		S/H & Overhead:		1,208.81
		Labor:		<u>432.00</u>
		75 Inch LED Display Total:		8,356.42 =====

Wireless Media

Allows computer to wirelessly connect to one projector
can be both PC or Apple iOS. NOTE: YouTube videos can only be played if get AppleTV or Chromecast item!

NOTE: this is for 1 display only! See separate quote for sharing with 2nd display!

	Qty	Product Description		Total Retail
	1	AppleTV or Chromecast & cables	199.00	199.00
	1	Crestron Airmedia	1,202.61	1,202.61
	2	HDMI Cables	29.99	59.98
	1	Misc Parts: staples, tape, labels	112.50	112.50
		Markup:		337.30
		Wireless Media Subtotal Product Pkg Price:		1,911.39
Over Head		143.35		
S/H		<u>200.70</u>		
		S/H & Overhead:		344.05
		Labor:		<u>216.00</u>
		Wireless Media Total:		2,471.45 =====

Video Distribution

Share content from media players with both displays (existing projector and 75 inch LED)
Split HDMI signals from up to 4 devices and share with up to 2 devices.

	Qty	Product Description			Total Retail
	1	Crestron HD 4x1 4k hdmi switcher + HDDA2 4 inputs, 1 output shared with 2 displays		900.00	900.00
	2	HDMI Cables	Long	99.99	199.98
	2	HDMI Cables	Short	29.99	59.98
	1	Misc Parts: staples, tape, Network cables, etc		75.00	75.00
	1	4 port Power Strip		30.21	30.21
		Markup:			271.11
		Video Distribution Subtotal Product Pkg Price:			1,536.28
Over Head		115.22			
S/H		<u>161.31</u>			
		S/H & Overhead:			276.53
		Labor:			<u>324.00</u>
		Video Distribution Total:			2,136.81 =====



Installation Estimate

Below are the estimates to install product quoted on prior pages.

Description	Estimated Labor:
75 inch LED Display on Flat Tilt Mount	432.00
Wireless Media	216.00
Video Distribution	<u>324.00</u>
	972.00
	=====



**Project Summary for
City of Chx FlatScreen Quote Jan11 2018 rev0**

		Total
Equipment:		10,163.28
S/H:		1,067.14
Labor :		972.00
Sales Tax:		<u>673.83</u>
GRAND TOTAL:		12,876.26 =====

Approved By:

Client

Date:

Sold by:

Daniel Buday, Owner Buday's Sound Advice

Date:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Redesign of City Website

DATE: January 15, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

In January 2017, Council noted as a priority the redesign of the City's website. Over the past year, we have secured and begun switching our accounts to reflect a new web domain (www.charlevoixmi.gov) and have also converted our email addresses to this domain and a new cloud-based server.

In the fall, I wrote a request for proposals for firms to propose their services for a new site and that was sent in October with responses received in November. A bid tabulation is attached.

I narrowed the list to a small group I thought made sense for us since we want firms with a strong background in municipal service. For technical and aesthetic expertise, I was able to learn more by having Amanda Wilkin and Katherine Forrester of the Charlevoix CVB review the proposals.

I would recommend we retain CivicPlus for this service. I believe they have a good record of building other municipal websites in Michigan and we could switch some other services to them to streamline services for our residents, notably utility payments and agenda packets. I would suggest you review the City of Coldwater's website to get a sense of what it could look like (www.coldwater.org).

This project was budgeted for \$15,000 and should be complete in late summer.

GOALS:

Provide strong stewardship of public resources and promote good governance

RECOMMENDATION:

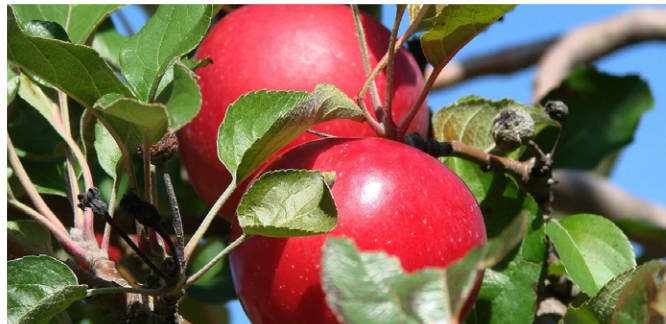
Motion to approve the web design proposal from CivicPlus in the amount of \$14,165 and authorize the City Manager to make all necessary arrangements.

ATTACHMENTS:

- ▣ CivicPlus Proposal
- ▣ Bid Tabulation

Charlevoix, Michigan

Website Design



Presented by:
Richard Jones, Sales Representative

CP CIVICPLUS®
THE Integrated Technology Platform for Local Government

November 20, 2017

Joyce Golding, CMMC
City Clerk
210 State Street
Charlevoix, MI 49720

RE: Website Design

Dear Ms. Golding and Selection Committee:

Today's society expects instant access to news, answers, and communication. In today's virtual world, making your government work better can be a challenge when you don't have the tools and resources to get the job done right. So how do you meet these ever-increasing expectations with already-constrained resources? As your partner, that's where CivicPlus can help.

We are passionate about our mission to help make local government better. You won't simply be getting a website. You'll obtain the tools to build a trusted and long-term relationship between you and your citizens. Collaborating with you throughout the process ensures we deliver the right solution, housed within a sophisticated and custom design that captures the culture of your community.

Charlevoix is unique with your own set of values and goals. You won't get a cookie-cutter website—your solution will be tailored to meet your specific needs. By partnering with CivicPlus, you'll receive:

- One-of-a-kind design that captures your community's unique qualities, achieved by working with you until you are completely satisfied with the design concept
- 40+ modules with all of the features and functionality you need that have been tried and tested by CivicPlus clients for over 20 years
- Guaranteed redesign after only 48 months of service to keep your website fresh and innovative
- Hands-on existing content migration by our team of experts to ensure the content you present is optimized, relevant, and accessible to all
- 24/7/365 support with secure hosting and maintenance to keep your investment safe and current
- 100% satisfaction with your new website - or your money back

Your new site will be developed on the most robust and flexible content management system available. Our CivicEngage CMS is an easy-to-use suite of cloud-based tools built specifically for local government. You'll be able to inform and empower your citizens and staff in more efficient ways. Easier for you, easier for them.

CivicPlus will deliver a website that conveys your look (through a custom design), enables effective communication (with Notify Me), and encourages engagement for all visitors (WCAG 2.0 Level A & AA accessibility standards). Even more convenient features and functionalities are built in to CivicEngage and CivicPlus websites to enhance your web presence.

We encourage you to contact the references included and discover what their experiences are working with CivicPlus. A Charlevoix and CivicPlus partnership will save you time and money with a website for your community to find what they need, when they need it.

Sincerely,



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Project Approach Summary



Charlevoix's Needs

A small city in northwestern-lower Michigan, Charlevoix is seeking proposals to redesign its website into a more easily navigated and updated format with an innovative design that enables its residents and visitors to find the services and information they need. While Charlevoix currently has a capable web presence that delivers general information and online documentation to website users, the City is looking to redesign its website beyond just the layout to improve the usability, accessibility and quality of its website for the delivery and exchange of information for its diverse audience. Additionally, Charlevoix expects its website redesign to be responsive throughout and incorporate all existing content and primary web services with the portability to handle increased content and future features through the utilization of a content management system (CMS) . The City's new website should be modern, visually appealing and will utilize the latest technology to provide a convenient source of information to better communicate with its visitors.

Charlevoix's proactive vision to develop a user-friendly, self-service government web environment for its community and employees is commendable. You should have complete confidence that the firm you choose to achieve your vision and create your website is the right choice. Becoming your strategic, trusted partner is paramount to the professionals at CivicPlus.



Executive Summary

We propose the following approach
to help you meet your goals:

- **EASY-TO-USE CMS**

Our CivicEngage Content Management System (CMS) is developed specifically for local government with unique functionality to streamline your processes and offer self-service options to reduce call volumes and walk-ins for common requests.

CivicEngage will empower your staff to update your website content easily and often with robust, straightforward editing tools and permission-based access.

- **MOBILEADMIN APP**

This convenient app provides you with ultimate flexibility. You can share important information anywhere at anytime by securely adding, modifying, and approving categories and items for CivicEngage's module Alert Center. You can also upgrade to access communication modules News Flash, Calendar, and Citizen Request Tracker for even more on-the-go updates and modification functionality.

- **COMMUNITY ACTIVITY MANAGEMENT**

Our Activities feature allows you to manage your community activities through a single interface. From listing activities to accepting registrations and creating waitlists, this feature will meet all your needs. To maximize its power, combine with Facilities, Calendar and ePayment to fully integrate the functionality.

- **SECURE HOSTING, CLOUD-BASED ACCESS**

Provide peace of mind for your staff and community that your site is in good hands. Our solution is supported by an enterprise-level hosting environment with vigilant 24/7/365 monitoring and continual system updating. We guarantee a 99.9% uptime for your website (excluding maintenance). No need to log into a network - access can be achieved anywhere from nearly any device.

- **24/7/365 SUPPORT**

Our helpful in-house support team is available via telephone, email and live chat to ensure your complete and ongoing satisfaction with our products and service.

- **CUSTOM DATA DRIVEN DESIGN**

Our experienced designers will work with you until you are 100% satisfied to create a custom, impactful design that will reflect your unique story. Utilizing relevant data to drive decisions, especially those that increase user experience, is at the core of our process. Among other data driven tools, heat mapping and website analytics may be utilized.

- **FULLY RESPONSIVE**

Support citizens on the go with abundant online resources accessible from their mobile phone or tablet. With responsive web design throughout, the content on your site will automatically adjust to the screen size of any device. For our mobile web clients, we design mobile first to ensure it is responsive!

- **CONTENT MIGRATION & OPTIMIZATION**

One of our Content Development teams will manually migrate text, documents, and images from your current site to your new CivicPlus site - saving your staff hours of effort, ensuring consistency, accessibility, and that your information is easier to access and navigate.

- **DEDICATED PROJECT TEAM**

A specialized team of experts will assist you throughout the development process including a project manager, an art director, content developers and a trainer/consultant.

- **CIVICADVISE CONSULTING**

During two (2) days of web-based sessions, a CivicPlus consultant will work with departments within the City to recognize the most important information needed for navigation in order to implement and sustain a successful website with alignment of your strategic goals.

- **CUSTOMIZED TRAINING**

Through three (3) days on-site in Charlevoix, our trainers will ensure your staff gains the confidence to effectively and easily maintain your new website with our WYSIWYG live editing tools and intuitive user interface.

- **DESIGN ESSENTIALS**

These design tools within CivicEngage allow your staff to build, modify, and manage your website's look and feel within the design and structure parameters of your website.

- **GUARANTEED REDESIGN**

At the end of your fourth year of continuous service with us, you're eligible to receive a basic website redesign with no further out-of-pocket expense. Your website stays current and doesn't need to be rebuilt from the ground up.

Portland, Michigan - Before & After CivicPlus

Before CivicPlus



Before CivicPlus, the City's web presence wasn't meeting their needs or the community's expectations.

We set high standards for local government websites knowing that technology and trends are always changing. With CivicEngage, we'll automatically update your system to keep pace with industry improvements, security enhancements, and your visitors' changing needs.

After CivicPlus



After partnering with CivicPlus, Portland, Michigan was able to connect and engage their community better through their innovative, mobile, secure and interactive site.

Design



Design

CivicPlus designers create distinct, visually appealing designs and user-centric experiences aimed at jump-starting civic pride while solving the old stigma that government websites are “hard to use and boring.” CivicPlus designers solve these visual communication problems and help build a citizen-focused, interactive communication system. We blaze the creative trail to come up with visual styles to help encourage interaction. Instead of simply creating a cool website design, we provide a well organized system to intuitively deliver content for community engagement. CivicPlus develops visual communication strategies that meet the ever-changing needs of our clients and the communities they serve.

Our creative approach to design strategy combines a working knowledge of creative and new media methods. We’re always looking for better and more creative ways to push design forward, using all of the established tools of our industry as a launching pad to further improve our designs. As the habits of users change, we seek new ways of encouraging citizen interaction and engagement for our clients’ communities.

Layout & Navigation

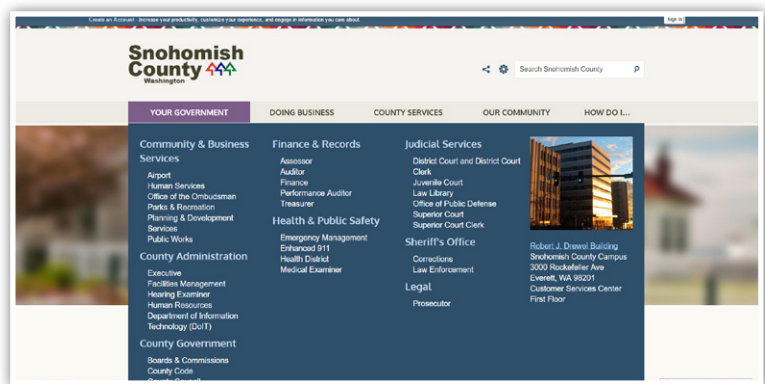
The layout for your website is determined by you and the designer. The placement of navigation and dynamic areas are important in guiding site visitors to key information quickly and easily. Our consultants make recommendations based upon website-user studies and research on best practices.

Built into the CivicEngage CMS are dynamic breadcrumbs and site map. Dynamic breadcrumbs are used to show a visitor’s location within the site. Breadcrumbs are automatically generated by our system. This feature assists a site visitor in understanding the site structure and navigation. A dynamically generated site map automatically updates to reflect your new navigation if changes are made.

Some of our additional recommendations include, but are not limited to, mega menus and dynamic Frequently Asked Question (FAQ) placement.

The use of a mega menu provides quick and easy 1-click access to the most frequently used pages for each department on your site. By hovering over the panel of main options, a menu of links to pages drops down for the user’s selection. It’s always accessible but doesn’t take up valuable space on each page.

FAQs provide valuable and easy to access information. This keeps your citizens informed without the need for them to call your office. FAQs can be organized by departments and/or category – may be added to any page of your website and can be set up to link to additional information or documentation for easy reference. FAQs have their own search feature, so your site visitors can easily find answers to the questions they ask the most.

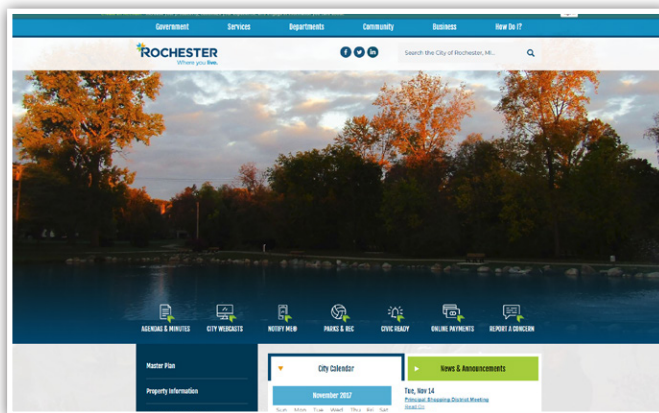


Design Portfolio

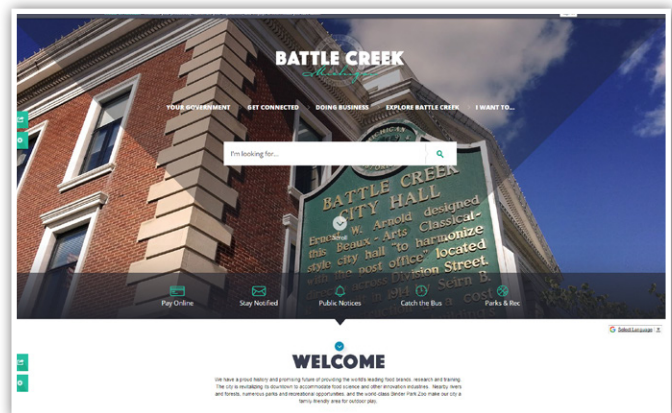
We can get a superficial knowledge of Charlevoix on the internet and other data sources. But we know that doesn't tell the whole story of your community, and we don't believe in creating a solution that isn't tailored to the specific needs of you and your citizens.

Each of our clients are unique and benefit from a custom approach that emphasizes their specific needs, goals, and vision. Because we deliver custom solutions, we want to work with you to determine the direction of your project and build a memorable, effective experience for your users. We have included a design portfolio to display a few websites with exceptional designs. Please note that not all parties listed have agreed to be contacted for reference.

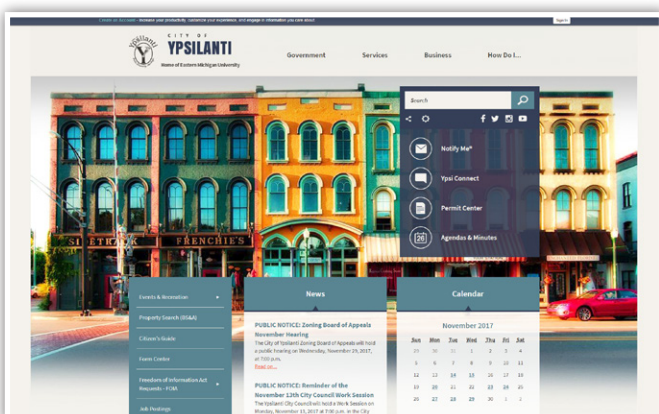
Local Michigan Designs



Rochester, Michigan
www.ci.rochester.mi.us



Battle Creek, Michigan
www.battlecreekmi.gov



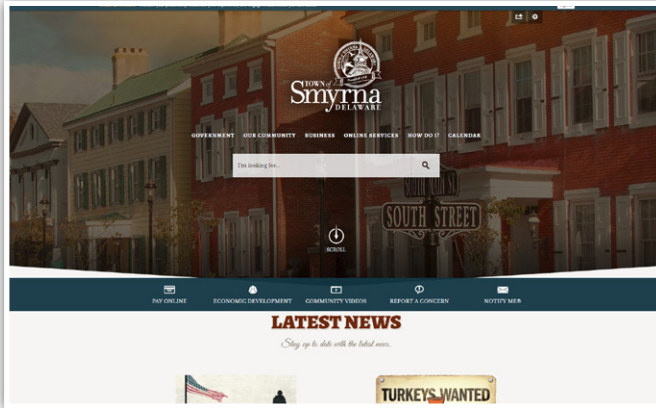
Ypsilanti, Michigan
www.cityofypsilanti.com



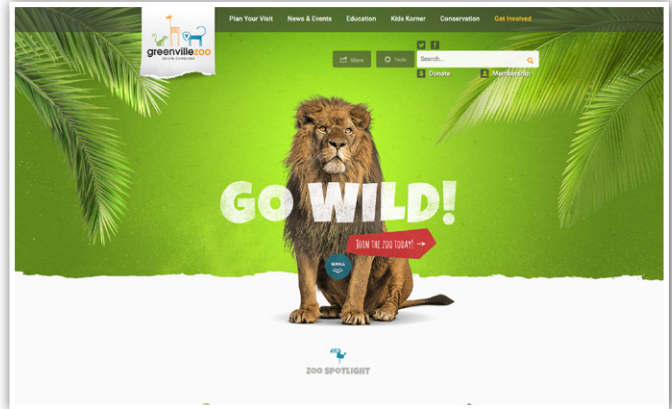
Bridgman, Michigan
www.bridgman.org

Design Portfolio

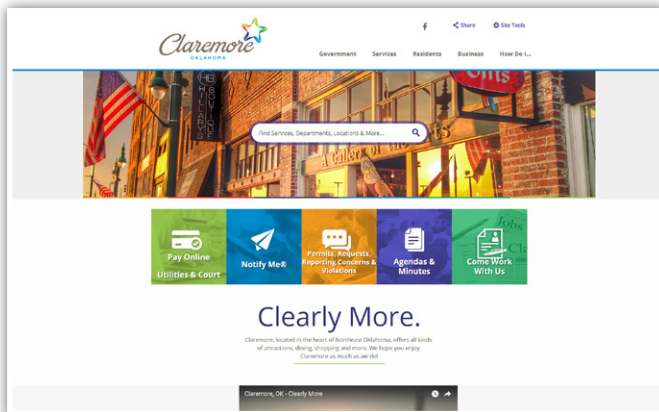
Nation-Wide Designs



Smyrna, Delaware
www.smyrna.delaware.gov



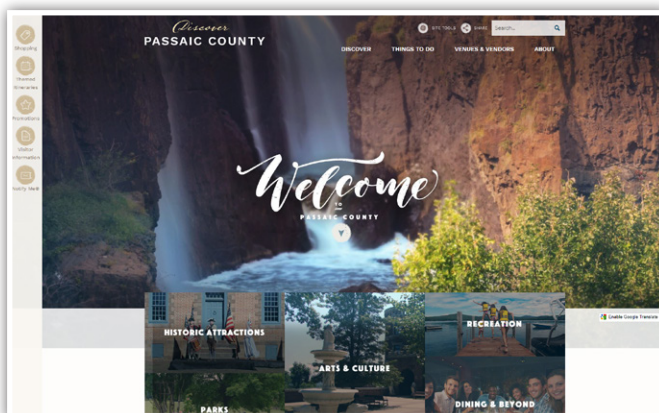
Greenville Zoo, South Carolina
www.greenvillezoo.com



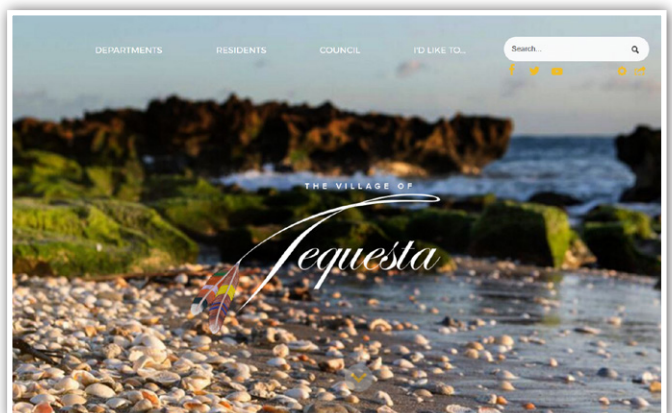
Claremore, Oklahoma
www.claremorecity.com



Union City, California
www.unioncity.org



Discover Passaic County, New Jersey
www.discoverpassaiccounty.org



Tequesta, Florida
www.tequesta.org

Manistee, Michigan

"Anytime I've had a call into CivicPlus, they've been great," said Blakeslee. "We've always received great service. If I need to make an update on the homepage and don't want to make a mistake, I can call CivicPlus and the next thing you know, it's done. It's a very comfortable relationship."

Denise Blakeslee, Planning & Zoning Director



Before CivicPlus

Before the City of Manistee partnered with CivicPlus, it worked with an individual external vendor to manage their website. According to Denise Blakeslee, City of Manistee Planning & Zoning Director, any content updates needed to be sent to the vendor. When the City made the decision to transition to CivicPlus and its CivicEngage CMS for web design and hosting, Blakeslee was able to manage website content updates herself and was no longer reliant upon a single external resource.

"One of my biggest pet peeves, when I'm on any civic website, is when you look for meeting minutes and the last time they were updated was six years ago," said Blakeslee. "We are very conscientious about updating board meeting information in a timely manner."

After several successful years with its CivicPlus website, the City of Manistee was ready for a redesign. "The website had gotten tired and it was time to update it and make it look fresh," said Blakeslee



Manistee's citizens are not the only ones recognizing the quality of the city's website. Manistee has been awarded Redevelopment Ready Communities (RRC) certification, a state certification that recognizes those communities that are thoroughly prepared when it comes to planning and zoning along with other key features that remove traditional barriers and promote opportunities for prospective private investors. The Michigan Economic Development Corporation (MEDC), which is the governing body of the RRC certification, regularly points to Manistee's website as an example of a well-maintained, user-friendly website

After CivicPlus and Redesign

Today, the redesigned Manistee website gives citizens more functionality and more convenience, all in an easier to use and navigate format.

"What I find is a big plus as a planning and zoning director is how easy it is for citizens to find the information they're looking for online," said Blakeslee. "Now when citizens call with questions, I pull up our City website and say, 'Let me walk you through where you'll find everything. Click here for zoning information, and click here for applications.' It's just that easy."

The City's redesigned website is also mobile-optimized, which is a convenience for both citizens and staff. "After work hours, if I can't pull it up on my phone, it won't get done," said Blakeslee. "Now, I can pull up ordinances on my phone during meetings, which is so convenient."

As someone primarily responsible for maintaining her city's website, Blakeslee relies on the support specialists at CivicPlus to quickly assist and act as an extension of her staff.

With the help of a user-friendly, well-maintained website the city of Manistee will not be a secret much longer.

Springfield, Missouri

"I like that the CivicPlus system is government specific. It's not a platform you could get off the shelf somewhere. CivicPlus understands government-related services.

They know what we're looking for. When I tell them our citizens need certain functionality, they try to figure out a way to help us accomplish that. And the support is phenomenal. Very responsive, helpful, and easy to understand."

Nichole Plowman, Administrative Systems Analyst



Before CivicPlus

Springfield's old website wasn't quite getting the job done, according to Systems Analyst Nichole Plowman. It was self-hosted, static and difficult to use and maintain. They were using web design programs that required technical expertise which proved to be challenging for some departments. "Many employees thought it was too difficult, so either the content became outdated or the projects got pushed on the public information department," she said. "Also, there was no approval process, so when anyone made an update it was automatically published, whether it was done correctly or not."

The site's navigation was another big issue. Finding things from a user perspective wasn't intuitive and updating any navigational changes on the back end was a cumbersome process. "Our old templates didn't update the way they were supposed to, so every time we added a new page, we had to add that new link to multiple pages throughout the site," said Plowman. "It was really a huge problem."

The City also wanted a responsive design and a mobile app that both citizens and staff could access on-the-go, as well as a hosted solution that ensured their website was secure, backed up, and available 24/7.



The City of Springfield loves the "light, airy feeling" of its new design. Not only is the site pleasing to the eye, but it's also much easier for users to find what they're looking for. Haase said the public response has been "really positive."

After CivicPlus

Their previous maintenance issues have been solved by the CivicEngage content management system that allows staff of varying technical aptitudes to easily make changes. The system automatically updates the site navigation when new pages are added.

"Saving drafts of pages and the approval process is very simple now," Plowman said. "One thing I really like about the new system is the workflow. The departments can make changes to their own content, but we get a notification before it actually goes live, which is very helpful. I also love that permissions are customizable, so if some departments are capable of direct updates, I can set them up to direct publish and not affect the others that need approval."

The City is also thrilled with the mobile-friendly, responsive design features. "It's very easy to update anywhere, at any time, on many different devices, since CivicPlus hosts the service," Plowman said. "The admin site is very intuitive and easy to use." Haase agrees. "That's one of my favorite things about the system. You're not chained to your office to do web updates. We can do that from home, or anywhere with internet access. With the News Flash module, we can push out news releases and citizens can sign up easily using NotifyMe."

Montrose, Colorado

"The common platform allows us to provide a more positive community image," said Spear. "When we started, we had lots of different agencies with inconsistently branded websites that didn't well-represent the community. Using CivicEngage, we could bring everyone to a higher level of web services and a more consistent look and feel. Today, the virtual front door to Montrose is extremely attractive. Also, our portal partnership strategy provides a mechanism to bring us all forward together from a design perspective, so that as we make updates to the look of our brand, no one website lags behind in features or functionality."

David Spear, Operations Manager



“Stay here. Play everywhere.” It’s the slogan for Montrose, Colorado, a rural community of 20,000 citizens ideally nestled between national forests, rugged mountains, and winding rivers. The City of Montrose, situated within the County of the same name, has the distinct advantage of being near some of Colorado’s premier recreational areas and attractions, making it an ideal place to live, and visit, for all sorts of outdoor enthusiasts.

While building its place as a favorite tourism destination, Montrose is leveraging its popularity with transient visitors to encourage permanent residency. With an ideal location that offers its citizens a high-quality life, the administrative leadership in Montrose has implemented a blended marketing strategy that aims to build tourism, attract permanent residents, and even convert temporary visitors into full-time citizens.



“We were very pleased with the process to create the new website, particularly with the design phase,” said Spear. “We were in a place where we were very open to design suggestions from the CivicEngage design team. Ultimately, what they created is now an award-winning website.”

Before CivicPlus

Before partnering with CivicPlus, the City of Montrose, Colorado’s local government website was self-hosted, using an open-source platform. The cumbersome CMS was difficult to manage and time-consuming to update internally. The website’s capacity to serve as a timely and effective citizen engagement and communication tool was restricted by limitations in the platform’s core features and capabilities.

“That was one of the drivers to go with CivicPlus and its CMS,” said David Spear, operations manager for the City of Montrose Office of Business and Tourism. “We needed a user-friendly platform that would allow us to distribute administrative tasks across our organization and eliminate the need for external expertise. We were also ready to transition our website so that it was not hosted internally.”

Like many municipalities, the administrative team in Montrose, Colorado is organized into collaborative departments, each of which manages a distinct aspect of the community’s development and civic engagement. Its previous CMS, which was reliant upon a single workflow for updates, meant bottlenecks and delays. The leadership at Montrose knew they needed a CMS that would allow each department to autonomously manage its own content, but keep the branding and formatting of that message consistent for an optimal user experience.

After CivicPlus - Community Portal

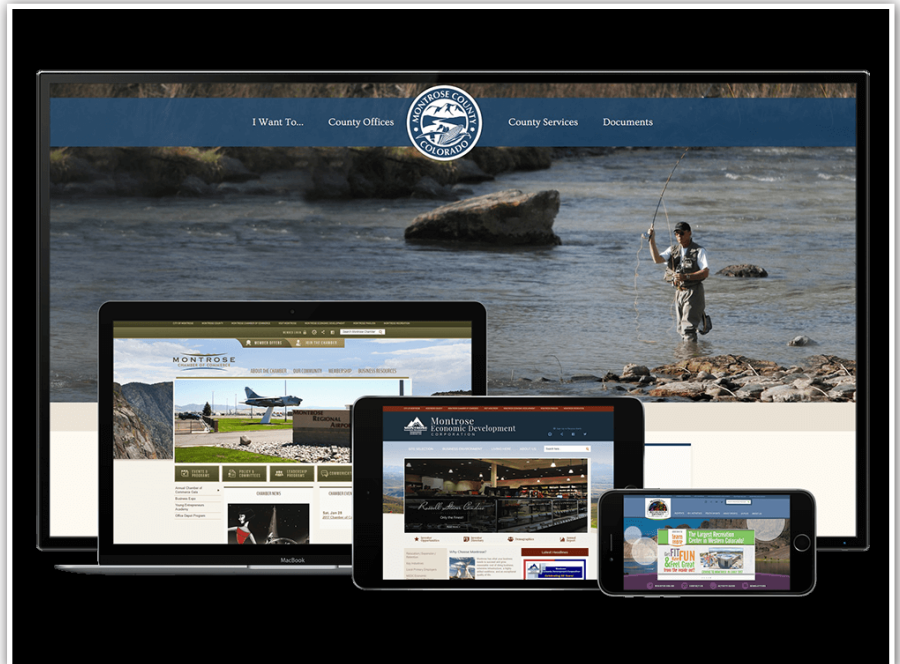
After the successful implementation of the website for the City of Montrose, Spear and his team had an idea to further leverage the CivicEngage CMS to help them accomplish their marketing goals.

"We had good success with the roll-out of our city website, and that became a door to offering the same advantages to community partners. That is how the community portal concept started," said Spear. "Our team at CivicPlus worked with us to entice other community partners to work with us to build the portal concept."

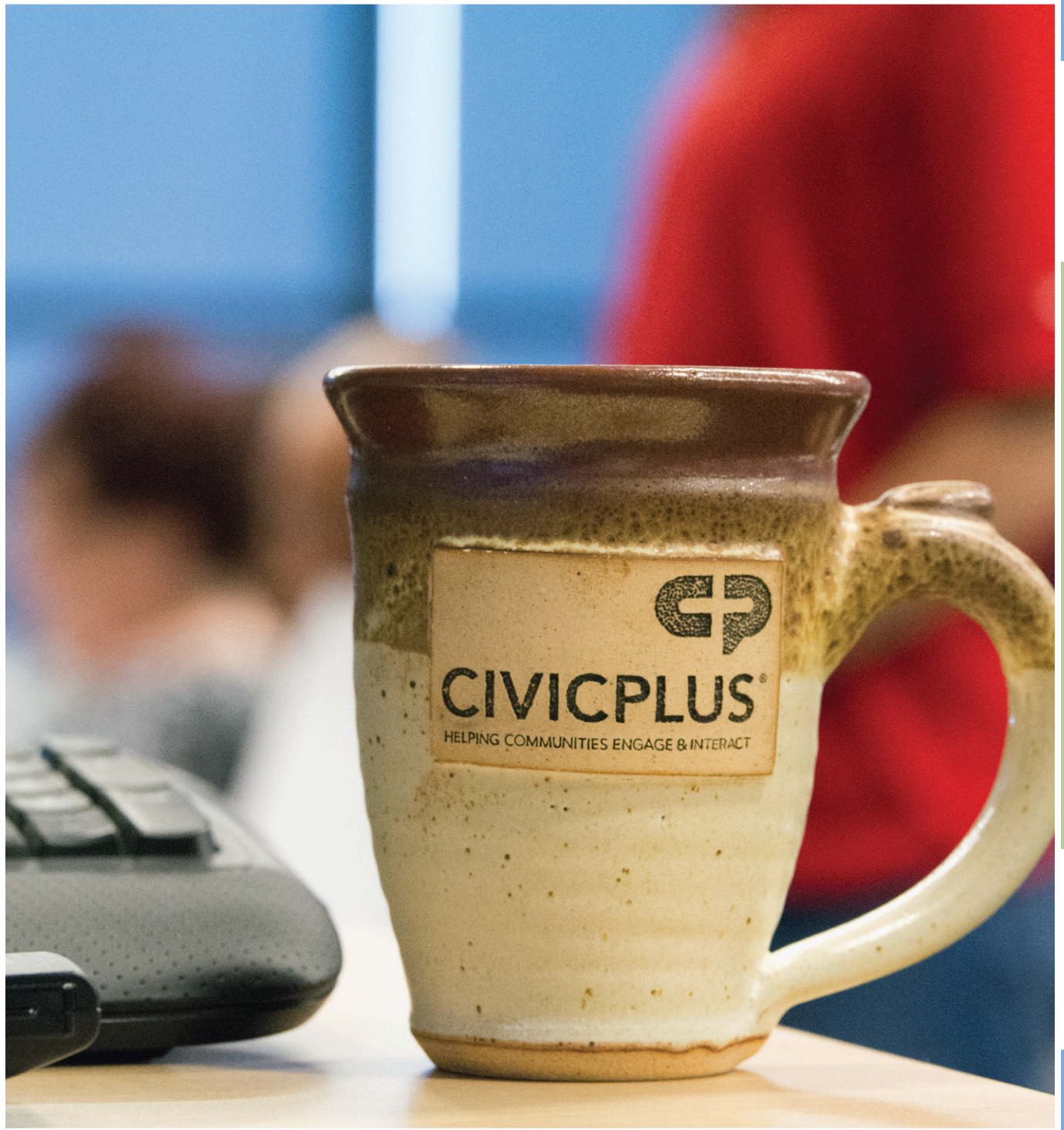
Today, Montrose, Colorado manages eight separate and distinct community portal websites, all hosted together using the same CivicEngage CMS. The sites include: the City of Montrose, Montrose County, the Montrose Chamber of Commerce, Visit Montrose, the Montrose Economic Development Corporation, the Montrose Pavilion Event Center, the Downtown Development Authority, and the Montrose Recreation District. Each portal website includes links to the other seven above the top navigation, making it easy for visitors to not only find the information they are looking for, but to realize how much their community has to offer. What made this successful design strategy possible was the ability to host each on the CivicEngage CMS.

"The common platform allows us to provide a more positive community image," said Spear. "When we started, we had lots of different agencies with inconsistently branded websites that didn't well-represent the community. Using CivicEngage, we could bring everyone to a higher level of web services and a more consistent look and feel. Today, the virtual front door to Montrose is extremely attractive. Also, our portal partnership strategy provides a mechanism to bring us all forward together from a design perspective, so that as we make updates to the look of our brand, no one website lags behind in features or functionality."

"Our portal now tells a story about us. Our website is a first impression for people moving to the community and has even helped us recruit key employees."



Content Management



CivicEngage CMS

The CivicEngage CMS is a robust and flexible CMS that has all of the features and functionality you need today and in the future.

Developed for organizations that have a need to update their site frequently, CivicPlus provides a powerful government content management structure and website menu management system. The system allows non-technical employees the ability to easily update any portion of your website with ease. The CivicPlus content management system, CivicEngage utilizes Microsoft SQL Server, C# MVC, HTML5, AngularJS and CSS3 for web development.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

User Interface



CivicEngage's intuitive interface empowers your staff in more efficient ways. Based on client input and extensive testing, the CivicPlus team has created a clean, crisp updated look-and-feel for the admin-side of CivicEngage. It's sleek and streamlined, designed specifically to make your job easier. All CivicPlus Trainers and Consultants are UI/UX certified to ensure they deliver the best experience for our clients and their end users.

Features & Functionality

Activities – Create activities and accept registrations while integrating with other CMS modules.

Agenda Center – Create and display agendas and minutes for various civic organizations.

Alert Center – Post emergency or important information on your website to notify citizens via email and SMS.

Archive Center - Store and retrieve agendas, minutes, newsletters and other data-driven documents.

Bid Postings – Post your bids with this easy-to-use tool.

Blog – Post opinions/information about various community topics and allow citizen comments and subscriptions.

Business / Resource Directory – List municipal contact information and community resources.

Calendar – Create multiple calendars and events to inform citizens of upcoming activities.

Carousel Widget – Present more impactful information with easier navigation in a single page element that can hold up to 10 clickable rotating groups of 1-3 widgets.

Citizen Request Tracker™ – Allow users to report a problem and provide follow-up communication with the point of contact.

Community Voice™ – Interact with citizens about projects in your community.

Document Center – Organize and house documents in one central location.

ePayment – Allow customers to have the ability to process payment transactions via the website.

Facilities & Reservations – Showcase community facilities and allow reservations online.

Form Center – Create custom online forms that can be completed and submitted online.

Frequently Asked Questions (FAQs) – Answer the most frequently asked questions from your visitors.

Job Postings – Post available jobs online and accept online applications.

My Dashboard – Allow users to personalize their dashboard to stay updated on news, events, and information they care about.

Notify Me™ – Send out mass emails and SMS to subscribers of specific lists.
(Includes 500 SMS subscribers)

News Flash – Post organizational news items, right on your home page, that are important to your citizens.

Opinion Poll – Interact with your site visitors by posting various questions and polls.

Photo Gallery – Store and display photos.

Quick Links – Place links on any page using your WYSIWYG editor that let your visitors find what they need quickly.

Spotlight (Advanced widget) – Highlight important text or widgets in a compact, easy-to-update tool.

Staff Directory – Share detailed contact information for your staff and offices.

Features & Functionality

Gov 2.0 & Social Networking

CivicPlus understands the importance of Gov 2.0 and how social networking sites like Facebook and Twitter help governments connect with their residents in unique and innovative ways. We are dedicated to helping our clients integrate their web content into dynamic social media sites that easily drive citizens to more information.

CivicPlus can sync your website to your Facebook and Twitter profiles to automatically publish news, notices, and calendar events from one central location. Other social networking sites (such as LinkedIn, YouTube, Pinterest, etc.) can have feeds displayed on any page of your site and can be featured on your website with links to your profiles.

Administrative Features

Live Edit – Your staff is able to edit directly on the front-end making updating website content quick and easy, as users have point-click-edit access to information. Live Edit allows you to see where your information will be posted before you commit to any changes.

Browser Based – No installation of programs or software needed! Your staff can update the site from an internet connection or platform (Mac or PC) at any time.

Admin App Updates – Update your admin functions (Alert Center included - News Flash, Calendar, and CRT are available as upgrades) from any location using your tablet or phone.

Pending Approval Items – Direct access to a queue of pending items to be published or reviewed by the administrator upon login.

Site Search and Search Log – Powerful site search automatically indexes all content making it easy for visitors to find information. A log of all words that have been searched by visitors is kept, allowing you to update highly searched information and feature key items.

Automatic Alt Tags – Built-in features ensure your site is Section 508 compliant without having to know the requirements.

Content Creation – CivicEngage makes it easy to add new content, edit old content, and keep page layout consistent through use of our What You See Is What You Get (WYSIWYG) editor. Content changes will not affect the design - site breadcrumbs, page structure and sitemaps will dynamically update upon publishing. With mega menus and drop-down, pop-out menu functionality, you can essentially get to any page on your website within a single click if desired!

Content Scheduling – Material throughout the entire system can be set to auto-publish, auto-expire or can be manually retired.

Content Versioning – CivicEngage includes version control, a history log for reviewing changes made within the system, file locking through our permission system and an archive of all published content.

Features & Functionality

Dynamic Layout – The layout for your website will be determined by you and the designer. Placement of navigation and dynamic areas are important in guiding site visitors to key information quickly and easily.

Dynamic Page Components – Events Calendar, FAQs, Opinion Poll, News Flash and other new features may be included as dynamic page components. Dynamic Page Components may be placed on any page and will help dedicated areas of the site appear as its own website. For example, the entry page for your Parks and Recreation Department can be customized with specific lists of events, FAQs and news announcements pertaining to that department.

Dynamic Breadcrumbs and Site Map – Dynamic Breadcrumbs are used to show a visitor's location within the site. Breadcrumbs are automatically generated by our system. A dynamically generated site map automatically updates to reflect your new navigation if changes are made.

ePayments / eCommerce Integration – The ePayments module is included with our premium website solution and allows customers to have the ability to process payment transactions via the website, saving staff time and effort by of manually processing payments. To take advantage of this module, additional processing transaction and merchant account fees will apply.

History Log – Easily tracks changes made to your website including items in your Page Menu, Archive Center, Document Center and more. History Log information is searchable, sortable and exportable.

Intranet – An intranet is a secure location on your website that allows employees and other groups to login and access non-public resources and information. You will have the ability to set up multiple intranet groups with varying view rights.

Levels of Permissions – Levels of Permissions may be defined as publishers (create or publish) or authors (create but not publish), or as administrators of modules. Assigned groups may have the right to update their own content without affecting web pages, menu structure, top of page, banner or navigation.

Active Directory Authentication – LDAP or ADFS authentication provides a powerful and simple way to manage users and permissions within our system by syncing your website with your existing active directory database - negating the need for multiple user upload and sign-on. Because LDAP and ADFS require custom programming time, additional fees apply.

Link Redirects – Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, you can send them to <http://civicplus.com/awards>. A more intuitive approach to help visitors find particular pages.

Maps – Easily add maps to any page of your site to help website users find commonly requested information. Maps can be developed simply by using our native Image Map Editor to create different link areas. More detailed and interactive maps can easily be embedded from Google, ESRI, and more using the HTML widget.

Printer Friendly – Our printer friendly functionality does separate critical content from the site template to provide a clean print without menu structure and banner information included.

Features & Functionality

RSS Feeds – RSS stands for Real Simple Syndication and in short, it brings your site to the people. After signing up, they receive email notifications of the latest news updates.

Supported Browsers – CivicPlus websites are viewable in all common browsers. We optimize them for administrative use with Windows 2000+ and in the most recent versions of major browsers including: Internet Explorer, Firefox, Safari, Chrome, and Edge.

Translation – Integration with Google Translate instantly translates web pages between English and over 100 other languages.

Website Statistics – Administrators will be trained on the use and analysis of web statistics, provided through Piwik Analytics.

Application Programming Interfaces (APIs)

We know that each municipality has unique needs and develops individualized solutions through software, data integrations and custom programming to meet those needs. We help you to bring these pieces together in a single location. We continue to improve and evolve our CMS to make integrations with our CivicEngage CMS and disparate applications as straightforward as possible. It's this "open architecture" approach that allows your IT staff and programmers to spend time creating applications and systems that are specific to your community's needs using the site itself as a sturdy platform on which to build.

- **APIs:** CivicPlus offers integration via SOAP and REST APIs. Our APIs are available within the CivicEngage system, which allow your IT staff and developers to build community-specific applications right from your website. Enabling communication between your CivicPlus software and third party systems provides the flexibility to leverage the capabilities of both. This information exchange between systems maximizes productivity and efficiency, allowing you to do more with your available resources.
- **Integrations:** CivicPlus routinely integrates with other software to maximize the efficiency and effectiveness of our platform. Most integrations are embedded tools, allowing you to seamlessly leverage the technology with no additional steps. Common integrations that help local government organizations are our data integrations with ESRI and Google Maps within our emergency management, facilities management, and activities software. Additionally, our clients utilize analytics tracking offered through Piwik or Google Analytics. CivicPlus also utilizes the robust functionality and options available through Zapier to assist with client integrations.

Project Enhancements

MobileAdmin App

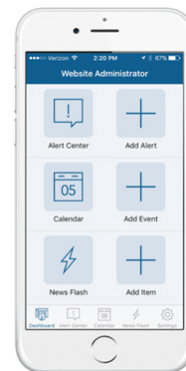
The MobileAdmin App puts the power of your website computer in the palm of your hand, allowing you to communicate important information to your citizens, anytime, anywhere.

The MobileAdmin App provides access to key functions of your CivicEngage website from an Apple® or Android™ smart phone or tablet. This powerful administrative tool allows you to manage key features of your website when you're away from your computer, helping you to more efficiently execute your citizen communication strategy.

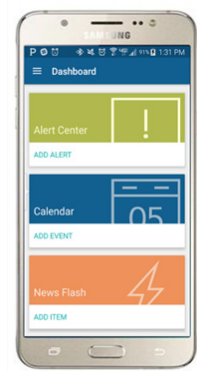
Share important information with your citizens quickly by securely adding, modifying, and approving categories and items for certain CivicEngage modules including Alert Center, with an optional upgrade to incorporate News Flash, Calendar, and Citizen Request Tracker. Continual hardware and software upgrades from CivicPlus ensures your MobileAdmin App remains fully-optimized – just like your communication strategy.



Splash Screen: iOS & Android



Dashboard: iOS



Dashboard: Android

Project Timeline/Development



Typical Project Timeline

Consulting, design, usability guidance, programming, secure hosting and dedicated training - CivicPlus delivers all of this and more during the development of your new website. Exact development timelines can vary due to scope, client availability, milestones set and other factors. To deliver the best possible solution for Charlevoix's web environment, your project development is estimated at 28+ weeks.

Typical Project Timeline: 16 - 28 Weeks

Kick-Off Meeting	
Phase 1	~ 4 – 6 Weeks
Phase 2	~ 3 – 6 Weeks
Phase 3	~ 3 – 7 Weeks
Phase 4	~ 4 – 6 Weeks
Phase 5	~ 4 – 6 Weeks

Kick-Off Meeting

During the initial kick-off meeting, you will meet your project manager to establish your project timeline, review the startup kit and discuss the takeaway items that need to be completed. Your project manager will discuss the implications of deadlines and the expectations required to keep the project on track.

Project Phase Descriptions

Phase 1: Website Optimization

During Website Optimization, you will review where you are now and discuss where you want to go. CivicPlus professionals will outline our content best practices and standards, and you will work with your project team to determine how you want your website to look, feel and function.

CIVICADVISE CONSULTING SERVICES

Two (2) days of web-based CivicAdvise Consulting are included in the City's website redesign project. If the City is interested in additional consulting services, please contact Richard Jones.

Our CivicPlus Professional Services are recommended based on initial project scope and organization goal alignment discussions. Because our consultants will work closely with you to develop a strategic implementation plan based on needs, requirements and timelines, the services in this offer are not all-inclusive and will be further vetted once additional insight can be obtained.

We will work with you to examine a critical service or process from start to finish. Your consultant will meet with the service-level owners to discuss how the organization's existing online presence can be improved upon through various citizen engagement strategies, future-proofing your investment and capturing the entirety of how a fully-integrated software solution can be the springboard for your future website development project.

During your consulting session, our Consultants will:

- ✓ Work with all stakeholders to get everyone excited and aligned for website project.
- ✓ Work with stakeholders to collect data (call logs, foot logs, web analytics, third party applications) to make good project decisions.
- ✓ Work with departments to recognize their audience, top services and most relevant information.
- ✓ Facilitate creation of a process map for critical departments or services, and will create a plan for how to optimize via the website.
- ✓ Work with you to determine the best use of various project enhancements (ex. which Departments to utilize Department Header).
- ✓ Work with you to refine your governance plan and ensure departments are maintaining the site according to best practices.

Project Phase Descriptions

Phase 2: Design Presentation

Based on the results and goals outlined during the Optimization, your project team will collaborate and present the most effective layout for your website, ensuring a responsive structure that's optimized to display in any format – now and in the future.

RESPONSIVE PROTOTYPE

You'll be presented with a simple, responsive prototype that demonstrates the placement of your navigation and key functionality. This prototype is a rudimentary version of a home and interior page that will act as a blueprint to ensure that design choices translate into effective user experiences. The layout is hosted on a unique web address so it can be viewed on multiple devices and easily shared with key stakeholders.

COLOR PALETTE

A custom color palette is also included with your responsive prototype. It is paired with your layout so that it is easy to envision how colors will enhance the design and engage your users.



Our prototype presentation software allows you to visualize the proposed design and style of your new site and how it will respond on both desktop/tablets and smartphones.

Phase 3: Production Site Development

Your Project Team will present your layout, functionality and design based on your goals, our recommendations and our combined vision.

CONTENT DEVELOPMENT

During the Kick-Off Meeting and Phase 1 your staff has the role of updating the content on your current primary site. While you are making design decisions, our content development team will optimize and reorganize your content based on CivicPlus best practices. The Content Migration process is a manual process that is performed by our team of Content Developers. The Content Developers pay close attention to how the information is organized, structured and presented so that your website is easy-to-navigate for people who aren't familiar with government. Content from sites other than the primary site can be migrated to the new primary site for an additional fee.

Project Phase Descriptions

SEARCH ENGINE OPTIMIZATION

Search Engine Optimization (SEO) is a vital element in developing a successful website. In today's world, it must be viewed as ongoing, a way of life rather than a one-time deal. The days of just including "keywords" has passed. Through the CivicEngage CMS and the talented professionals helping you craft your message online, we will include not only optimal keywords, but clear, direct and descriptive content. Content that search engines such as Google and Firefox now employ to rank their search results. Relevant descriptors and keywords are used as part of the setup of each new page in our process – making your site easier to find and keeping it top-of-mind for your visitors. During the content migration and training, we will work with you to determine the best practices of including searchable terms and descriptors and train your staff on best practices to do the same for future pages. As part of your project, we will submit all this information for you to multiple search engines so your site will be ready to be searched and found as it goes live.

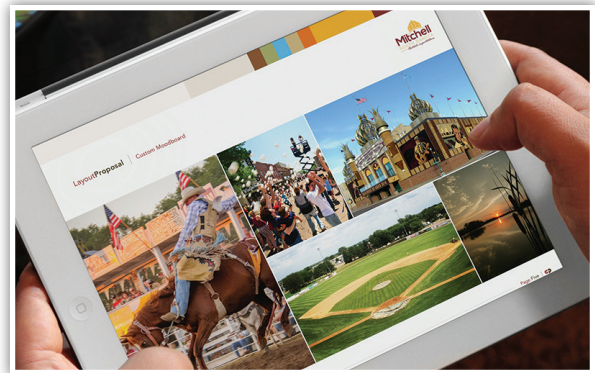
DESIGN REVIEW

You will have the opportunity to evaluate and collaborate with the Project Team on proposed changes. You can revise your design composition up to the deadline that you and your project manager agree upon during the timeline meeting (the average client requests a total of three). After that deadline, your project's Go Live date will be adjusted. Following design approval and functionality development, we conduct a review to ensure your expectations are met and website best practices are upheld.

ACCESSIBILITY COMPLIANCE

Our designers and programmers automatically implement all the accessibility features necessary to ensure your site is compliant with accessibility standards outlined within Section 508 and WCAG Level A & AA. We will make recommendations on best practices for keeping your content accessible and available for all users by ensuring that, among other things:

- All menu items are clickable
- Submenus display throughout the site
- Alt tags are used for images
- Site maps are dynamically generated
- Documents and links can be set to open in the same window



Project Phase Descriptions

Phase 4: Website Review & Training

Our goal for training is to give your staff the skills and tools they need to quickly and easily keep your website current. Trainers will work with you to ensure your staff is correctly trained. Before your site is launched, CivicPlus will provide in-person or online training to equip your staff with the knowledge, tools and comfort level needed to maintain the site's integrity upon Go Live.

Regardless of technical ability, we will help your staff gain the confidence to effectively maintain your website.

FEATURES, MODULE & PAGE CREATION TRAINING

Included in our training for Administrators & Content Contributors will be delivering an understanding of your site's navigation and page layout and how these affect target audiences. We will instruct your staff on creating area-rights and back-end features for site administration as well as review all the modules included with your site. Your staff will learn how to create links, format text and lay out pages for usability and scanability.



CivicPlus training manuals and videos are available for download at no cost from our online resources.

Phase 5: Go Live

This is an exciting time; it is the last step before your new site launches! Your Project Team will provide you the information you need to prepare your site for Go Live.

TESTING AND REVIEW

You typically have three weeks after training to become familiar with your site. This will allow you to add, create and make adjustments to content on your production site, as well as ensure overall satisfaction with your website. Content changes will display and function the same way before and after your Go Live date.

Upon completion of a collaborative final review of the website and a final spelling and links checkup by our Quality Control Team, your domain name is directed to the newly developed website.

Your Role

We will need your help to create the strongest possible website for your community. We will need you to:

- ✓ Assess your current website, and complete functionality and design, web team, and content forms.
- ✓ Update the content on your current website, and delete any pages you no longer need.
- ✓ Gather photos and logos that will be used in the overall branding and design of your new website.
- ✓ Provide a list of departments in your organization.
- ✓ Provide website statistics from the past 12 months along with a list of pages and downloaded content.
- ✓ Provide an outline of your site's current navigational structure.
- ✓ Supply a list of all third-party and in-house applications utilized.
- ✓ Compile a list of any content on your current site that must be migrated verbatim to your new site.
- ✓ Ensure you have the most up-to-date web browsers installed on your organizations computers.

Hosting & Security

CivicPlus protects your investment and takes hosting and security of our client sites seriously.

Redundant power sources and internet access ensures consistent and stable connections. We invest over \$1.0M annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. To help ensure your site is protected at the level you need, CivicPlus offers Charlevoix our Included Hosting & Security Package.

Your system is monitored 24/7/365. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site is unparalleled. From our secure data center facilities to constant and vigilant monitoring and updating of your system, including 99.9% guaranteed up-time (excluding maintenance), we've got you covered.

ONGOING PROTECTION SERVICES

If you choose the Included Package and experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options that are available to you at the time of event. Whatever your needs are, we have an option that will be a fit for your community.

CAPTCHA

CivicPlus employs methods to offer protection against phishing attacks such as cross site scripting and automated spamming techniques by using hidden CAPTCHAs and other SPAM-blocking tools. This type of system increases security and decreases the likelihood that spam or bots will be able to infiltrate your site. In addition to the added security, an invisible CAPTCHA increases ease of use by eliminating the need for the site visitor to fill out a code from a hardly legible graphic.

Included Hosting & Security Features

Data Center	Disaster Recovery
■ Highly reliable data center ■ Managed network infrastructure ■ On-site power backup & generators ■ Multiple telecom/network providers ■ Fully redundant network ■ Highly secure facility ■ System monitoring - 24/7/365	■ Emergency after-hours support, live agent (24/7) ■ On-line status monitor by Data Center ■ Event notification emails ■ 8-hour Guaranteed recovery TIME objective (RTO) ■ 24-hour Guaranteed recovery POINT objective (RPO) ■ Pre-emptive monitoring for disaster situations ■ Multiple, geographically diverse data centers
Hosting	DDoS Mitigation
■ Automated CivicEngage software updates ■ Server management & monitoring ■ Multi-tiered software architecture ■ Server software updates & security patches ■ Database server updates & security patches ■ Antivirus management & updates ■ Server-class hardware from nationally recognized provider ■ Redundant firewall solutions ■ High performance SAN with N+2 reliability	■ Defined DDoS Attack Process ■ Identify attack source ■ Identify type of attack ■ Monitor attack for threshold* engagement
	DDoS Advanced Security Coverage**
	■ Continuous DDoS mitigation coverage ■ Content Distribution Network support ■ Proxy server support ■ Live User Detection service
Bandwidth	
■ Multiple network providers in place ■ Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack) ■ Burst bandwidth - 22 Gb/s	*Thresholds: Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during attack **DDoS ADVANCED SECURITY COVERAGE: Not Included. Additional coverage available at time of event. Additional fees will apply.

Future Plans

CivicPlus' focus has been and will always be to help local governments work better. Our web technology is dedicated to finding the right solutions for government websites. CivicPlus continues its commitment to provide exceptional customer service and innovative solutions that help bring the best user experience to our clients. Within the past few years, CivicPlus has added CivicHR™, an HR management tool, CivicReady™, an emergency notification platform, CivicRec, a recreation management system, and CivicClerk, an agenda and meeting management solution, to its offerings of cloud-based solutions. The utilization of CivicPlus' products have provided local governments with the opportunity to reach over 50 million citizens with online digital services. In the upcoming months, CivicPlus will continue to push out enhancements to improve the user experience for both our clients and their online visitors.

To help future-proof our clients websites, the CivicPlus Development Team develops software using the Agile development methodology. We currently work in 2-week sprints with several teams addressing new functionality and services and additional teams and select members dedicated to software fixes and minor enhancements. Prior to any software update or rollout, all code changes go through an internal testing process which includes an alpha testing phase, a beta testing phase and a final Release Candidate testing phase. Separate internal servers, isolated from our client hosts, are used for these various stages of testing. At times we do ask for Beta clients to test our Release Candidate on their site. This is an opt-in program. At any time during these testing phases, any member of the CivicPlus team can report an issue that needs to be addressed before rollout, essentially removing the product from the deployment schedule. At this time, the code under review will once again have to begin the testing phase at the beginning to ensure it completes the entire testing cycle without issue or incident.

A separate and isolated testing environment that mirrors our production servers is maintained for internal testing of not only our own codebase, but any updates to the host operating system as well. All updates are logged and tested prior to rollout to ensure compatibility with our CivicEngage CMS.

Training & Support



Training

Implementation Training (Three Days On-Site)

OVERVIEW

A CivicPlus Trainer will deliver training to all web administrators and departmental users and equip them with the necessary knowledge and tools they need in order to maintain the new CivicEngage website.

OUTCOME

A fully trained staff that can manage their own sections of the site. Users will leave training proficient in best practices and module usage, as well as how to use widgets and edit their web pages.

ACTIONS

- **Pages Live Edit** – Your CivicPlus Trainer will introduce you to our unique front-end editing tools and our dynamic widgets. Learn how to change navigation, edit content, add and remove pages, and how to set up content for easy maintenance.
- **Modules** – Your CivicPlus Trainer will introduce you to all of the modules included in your CivicEngage platform. All stakeholders will not only learn how to use the module, but how to use it to accomplish the common tasks they do most frequently on the website, and how to do it as efficiently as possible.
- **Admin Tools** – All site tools, analytics, permissions, user management, and enterprise level settings will be taught in a special session with Admins and reinforced throughout the engagement.
- **Social Media** – Your CivicPlus Trainer will work with you to ensure your social media accounts are set up and your staff can successfully update each account.
- **Work Session** – Our Trainers believe that learning isn't optimal without doing, so they will incorporate work session time into each session to ensure your staff is getting the hands on experience needed to reinforce the learning and make it stick. As an added benefit, they encourage working on real content, which means you will be that much closer to the end goal by the end of training!

Typical Training Plan

Your training plan will be customized to the needs and skill levels of your site users and administrators. All training sessions will utilize your production site so users are familiar with your new site.

Day 1 typically consists of Administrator training in the morning and an introduction for your core group of users in the afternoon. The remaining days will be dedicated to using modules and work sessions. Work sessions are designed to be time for groups to work on their pages and modules as well as to consult with the trainer about their specific areas of the website. During the work session time, individuals who need specific module training on items not covered in earlier sessions can go through those modules during that time. There are also options for training sessions for individual departments.

The final day includes information on department-specific widgets such as Facilities and Activities with Parks and Recreation, Jobs with HR, and Bids with Procurement. The last hour of training will have a wrap up session with System Administrators.

Ongoing Resources

Ongoing Training

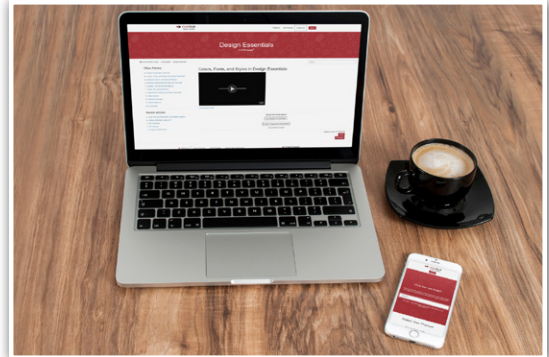
We want your website to be an investment that holds its value over time rather than a big expense that you have to budget for every few years. We apply this same thinking to our approach toward training and support. After the launch of your website you should be able to keep current staff as well as new hires trained and supported as they update and maintain your site. CivicPlus offers ongoing training and support, as well as the incredible interactive community of more than 2,500 other municipalities that use the CivicEngage CMS.

www.civicplus.help - The Civicplus Help Center

CivicPlus clients and their visitors have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. The Help Center also provides our release notes to keep you in the loop on upcoming enhancements and maintenance. The Community Forum allows your staff and your users to interact with each other, send CivicPlus feedback and suggestions for future system enhancements, and view trending topics among members - along with other functional and engaging features and capabilities.

With the CivicPlus Help Center, you can:

- Access online training manuals and videos to learn the tips, tricks and processes to become the expert at creating the best website for your users
- Attend webinar series for refresher trainings or for sneak peeks at the newest features and functionality in development
- Share ideas and contribute to bettering our community through opinion polls, surveys and group discussions
- Stay up to date on the latest trends in web technology, design and government processes through blogs, webinars and informational updates tailored to local government professionals
- Access our always-available online support center that is easy to navigate with predictive search
- Sign up to be a CivicPlus beta tester to get your hands on the newest features and functionality first



Dedicated Account Management

CivicPlus has a team of account managers to help you implement the tools needed to successfully meet the level of community engagement that you desire. Upon website Go Live, you will have a dedicated member of this team to provide you with further information on how to utilize the tools in your new website. Your account manager will help you keep up on new CivicPlus products and optimize your site.

Continuing Service & Support

Around-the-Clock Service & Support

With technology, unlimited support is crucial. Our live support personnel based in the United States are ready to answer your staff members' questions and ensure their confidence in using our site. When you choose CivicPlus, our knowledgeable staff is available from 7 a.m. to 7 p.m. (CST) to field your calls, emails, and live chat. Emergency services are available free of charge after regular hours with our on-call staff 24-hours a day.

ESCALATION PROCESS

In the event that CivicPlus' support team is unable to assist with a request, question, or concern or if the issue requires more testing it is reported to the appropriate CivicPlus department by means of escalation to Tier 2. All programming needs and defects then get tested and escalated to Tier 3 support to create an issue ticket for the Product Engineering Team to begin development to be addressed in a priority order to be determined by CivicPlus' technical team. All client requests for additional provided services are forwarded to CivicPlus' Account Management Team. All other requests that do not meet these criteria will be forwarded to appropriate personnel within CivicPlus' organization at the discretion of the Client Support Specialist.

PROACTIVE SUPPORT

CivicPlus is also proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity and the internet in general, our personnel often identify and correct issues before they ever affect our clients' websites.

Support	Maintenance	
Our knowledgeable staff is available 7 a.m. – 7 p.m. (CST) (excluding holidays)	Full backups are performed daily as a regular service	All updates are tested internally before being installed
2-hour response during normal hours by our dedicated support personnel	OS system patches are installed frequently to continually enhance our CMS	
	Development Team works in two-week sprints for new functionality and services as well as software fixes and minor enhancements	
Emergency Support is available 24/7 from our trained on-call staff	Regularly scheduled upgrades include fixes and other improvements	
CivicPlus Help Center is available 24/7 for online training manuals, troubleshooting solutions and CivicPlus Community	Integrations are completed as needed on a routine basis	

Proposed Project Costs



Year 1 Investment Proposal

CivicPlus prices on a per project basis. We have found that this type of pricing structure eliminates surprise costs and is overall more cost effective. Our goal is not to “nickel and dime” our clients with hidden fees or hourly rates. We have presented the most cost effective solution while still meeting your needs. This model of pricing eliminates the uncertainty of paying by the hour and provides you with a concrete price that only varies if additional functionality of work outside of the original project scope is requested.

All quotes are priced per project and presented in US dollars. Pricing is valid for 60 days from November 20, 2017. As detailed in the proposal, Charlevoix’s project development includes:

Website Design, Development & Deployment

- CivicEngage Content Management System (including upgrades, hosting, maintenance and support)
- Migration of up to 100 pages of existing content for URL: www.cityofcharlevoix.org
- ADA Compliance
- Included Hosting and Security Package

Professional Consulting Services & Training

- Two (2) Days Web-Based CivicAdvise Consulting
- Three (3) Days On-Site Training for up to 12 Staff Members (travel costs included)

Projects Enhancements & Functionality

- MobileAdmin App (with Alert Center)
- Design Essentials
- SSL Certificate for URL www.cityofcharlevoix.org

Total Investment – Year 1 \$14,165

Annual Investment

Year 2 and Beyond

Annual Hosting/Maintenance Service (Beginning Year 2)

Receive maximum benefit at minimal cost while protecting your investment. Each year of your contract, you'll receive system enhancements, maintenance and optimization and have full access to our support staff so your site stays up-to-date with our latest features and functionality. Your annual services fee includes redundant hosting services, daily backups, extensive disaster recovery plans, 24/7 support, software maintenance, system enhancements, and access to the CivicPlus community. Annual Hosting/Maintenance Services are subject to a cumulative annual 5% technology fee increase beginning Year 3 (for non-CPA payment projects) and beyond.

Annual Hosting & Maintenance (Beginning Year 2) **\$3,000**

Redesign Guarantee

At the end of your fourth year of continuous service with us, you are eligible to receive a basic website redesign with no further out-of-pocket expense. Keep your website fresh, innovative and up-to-date!



CivicPlus Advantage - Alternate Payment Plan

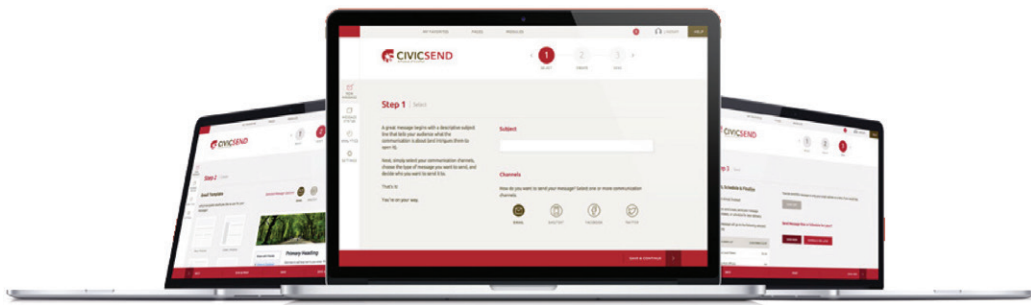
The CivicPlus Advantage (CPA) provides zero interest, level payments that divides the Total Investment - Year One expense of your project over the first three (3) years of your contract. Each payment also includes your Annual Hosting/Maintenance Services. Our CivicPlus Advantage payment plan lowers your initial "out of pocket" expenses dramatically.

1st Year CPA Payment	\$6,722	3rd Year CPA Payment.....	\$6,722
2nd Year CPA Payment.....	\$6,722	4th Year Annual.....	\$3,150
		(annual + 5% technology fee)	

Optional Project Enhancements

CivicEngage Send

CivicEngage Send is a visually rich communication module for government, used to efficiently distribute general (non-emergency) communication to citizens. Send is more than a simple email newsletter tool; it provides CivicPlus clients with a single point of access, via integration with CivicEngage, to multiple communication channels, including: email, SMS/text, Facebook and Twitter. Send centralizes communication, saves administrative users time and improves overall productivity.



Additional benefits of the CivicEngage Send module include:

- Content auto-posts to your website
- Unlimited communication – there isn't a limit to the number of emails you can send (text messaging rates do apply)
- Template options to make customizing your message quick and easy
- Access to all subscriber lists in your CivicEngage website, including the ability to select multiple lists

Web-Based Training

We have proposed on-site training to Charlevoix because we believe that an in-person experience will be of the greatest benefit to the City. However, if the City wishes, we can provide a web-based training experience for your staff. This approach will still give your staff the knowledge they need to keep your website up to date, at a more cost-effective price point.

Functionality Options	One-Time	Annual
CivicEngage Send	\$1,250	\$1,250
3 Days Web-Based Implementation Training (6 staff/session)	\$1,875	N/A

Vendor Information



CivicPlus

CivicPlus' team of over 250 professionals develop and deliver superior local government web technology, human resources efficiency, parks & recreation management functionality, mass notification, and agenda management solutions for our clients.

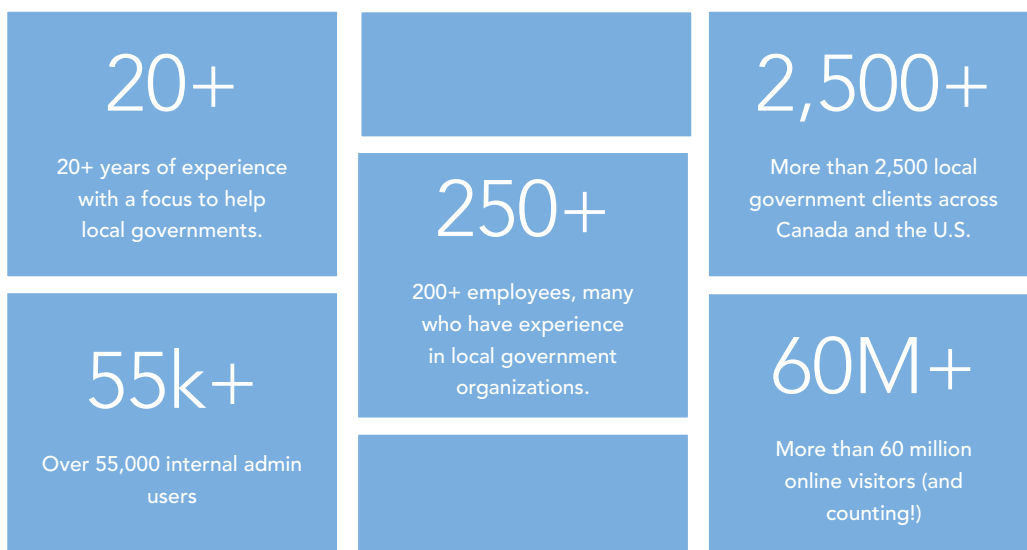
CivicPlus is the integrated technology platform for local government, working with over 2,500 local governments including municipalities, counties, and municipal departments. CivicPlus' focus to help local governments work better and engage their citizens through their web environment began in 1994 in Manhattan, Kansas by the owner, Ward Morgan. CivicPlus became a Kansas Corporation in 1998 and is still headquartered in this vibrant university town. Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a world leader in government web technology.

We believe in the goals our clients are seeking to achieve, and we work alongside them to do our part to help. These partnerships have provided great insight into how their web environments need to work and how we can help them find the right solutions to meet those needs. That help means:

- Guiding – with unparalleled consulting and training and facilitating stakeholder buy-in
- Supporting – with exceptional client service before, during and after launch
- Protecting – with industry-leading 24/7 security, support and service
- Learning – with continual client contact to better ourselves and our products

Ultimately, CivicPlus is a company that's about amazing people doing amazing things. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our clients, their 55,000+ internal users and the 60 million online visitors (and counting!).

We consider it a privilege to partner with our clients and provide them with a solution that will serve their needs today and well into the future.



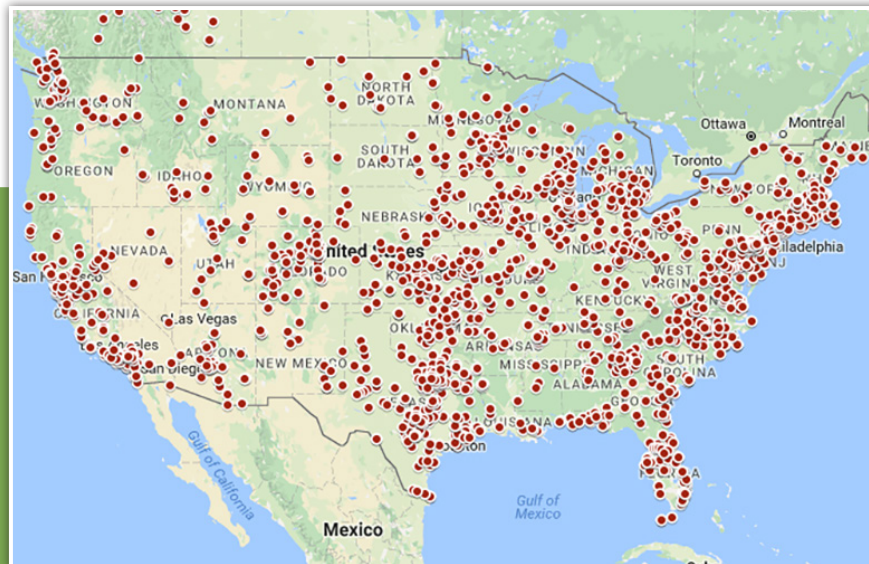
Our Promise To You

We will deliver a high-caliber, responsive web presence that reflects your vision in design, features, and functionality. The CivicEngage premium solution is simple-to-use, yet flexible and powerful – with intuitive navigation for your citizens and an intuitive administration for your staff. True live editing and training is included so your staff can be efficient on day one, and we'll continue to support you after launch. Your system will be secure and continuously updated, as our experts develop further cutting-edge solutions designed specifically for local government.

System Ownership

After full and complete payment, the City will own the Customer Content (defined as website graphic designs, the page content, all module content, all importable/exportable data, and all archived information relevant to the work and deliverables). Intellectual Property of the CivicPlus CivicEngage Content Management System (CMS) will remain the property of CivicPlus. If the contract is canceled due to the City's wishes, CivicPlus support staff will take all of the content and information, store it in a file location, and help to make a smooth transition to the new hosted solution. In the unlikely event that CivicPlus goes out of business, the City will be provided with an electronic copy of the site.

CivicPlus Clients – Recognition



[5-time Inc. 5000 Honoree](#)



www.govtech.com/100

CivicPlus Michigan Clients

Included below is a confidential list of our government partners from Michigan. Please note that not all parties listed have agreed to be contacted for reference, but you may be able to explore partner sites to see how CivicEngage is utilized from municipality to municipality.

Adrian District Library	Georgetown Township
Battle Creek	Grand Traverse County
Battle Creek Parks & Recreation	Grand Traverse County Road Commission
Bay City	Inkster
Bloomfield Hills	Ionia
Bridgman	Iron Mountain
Brighton Township	Jackson County
Cadillac	Jackson
Canton Township	Lansing
Chesterfield Township	Lenawee County
Clinton County	Lenox Township
Coldwater Board of Public Utilities	Ludington
Davison	Macomb Township
Dundee	Manistee
East Grand Rapids	Marlette
East Lansing	Midland
Fraser	New Baltimore
Fremont	Norway
Garden City	Pittsfield Charter Township
Genesee Intermediate School District	Plymouth Downtown Development

CivicPlus Michigan Clients

Plymouth

Portland (City)

Quincy

Richmond (City)

Rochester Hills

Rochester

Roscommon County

Royal Oak

St. Clair Shores

Sterling Heights

Stevensville

Taylor

Tuscarora Township

Union City

Vassar (City)

Village of Clarkston

Waterford Township

Watervliet (City)

Yale

Ypsilanti

Zeeland

Key Personnel

From project management to design and development to training and support, a dedicated project team will assist you throughout the development process to ensure your project's success and your complete satisfaction. Our expert project leaders will coordinate your needs with qualified specialists who will work directly with you throughout your project development and beyond.



Adam Block – Manager of Project Administration

Adam leads our project management team. This team oversees inter-departmental and client interactions assuring that your project will be developed in a timely manner by professional website experts.

Education

BS Business Administration
Management
Economics

Resume

Lead Project Manager
Financial Services

5+ Years of Experience

Project Management
Business Management
Team Building
Customer Service



Zach Myers – Lead Graphic Designer

The team of designers, developers and art directors partner with the team project manager in designing and creating our websites. He will coordinate the creative approach with a dedicated senior art director to assist the project manager in the visual direction of your project. Our creative services staff, all with Bachelor of Fine Arts degrees, are responsible for each website overview and uniqueness of design and will work with you until it achieves your vision.

Education

Bachelors of Fine Arts
Graphic Design

Resume

Lead Senior Designer
Design & Development

7+ Years of Experience

Branding
Illustration
Visual & Web Design



Amanda Felber – Assistant Manager of Content Development

Our expert content developers' goal is to migrate and arrange content for usability that exceeds the expectations of citizens and local government. Amanda's content development team strives to deliver a website on schedule that is easily understood, ADA compliant for Section 508 and WCAG Level A & AA, which can be efficiently maintained.

Education

BA in Psychology
Minor in Writing
Coursework in Editing, Business,
and HTML

Resume

Content Developer II
Lead Content Developer

7+ Years of Experience

Customer Service
Team Building
Leadership Coaching
WCAG/ADA Compliance
Web Best Practices for Usability



Jim Flynn – Director of Information Security and Infrastructure

Jim is a passionate advocate for Information Security and performs a critical role in aligning CivicPlus Security Strategy with the needs of clients like you. He coordinates and manages our in-house experts on the technical aspects of your project. From data center operations to security and compliance, his team will ensure that your hosting and security needs are met.

Education

BA Computer Information
Systems

Resume

Chief Systems Architect
Information Technology Director
Software Engineer

18+ Years of Experience

Cyber Security
Network Infrastructure
System and Software Architecture



Jim Steffensmeier – Manager of Training and Consulting

From consulting services to content development to technical specifications, our consulting and training department will assist you in developing the right message in the right way by the right team. He will coordinate his team of professionals to deliver the consulting and training services you need to achieve success. All Trainers and Consultants on Jim's team have UI/UX certifications to ensure they deliver the best experience for our end users.

Education

MA in Education/Adult Education Training & Training
BS in Psychology
AA in Business Management

Resume

Consulting

10+ Years of Experience

Customer Service
Best Practices & Website Optimization
US Army Veteran



Sumre Amerin – Manager of Account Management

Upon launch of your website to the public, Sumre will assign an account manager to your account. Your dedicated account manager is a specialized team member that will ensure you stay current on CivicPlus solutions. This individual is your main point of contact and will partner with you to create an on-going strategy to better engage your citizens by utilizing the tools and products that CivicPlus has to offer.

Education

BS in Integrated Services

Resume

Performance Management
Consultant
Sales Manager

5+ Years of Experience

Leadership
Customer Service
Project Management
Process Improvement



Constance Huseth – Manager of Client Support

Constance Huseth manages the technical support team for all CivicPlus products. Upon launch of your new CivicPlus website, any technical questions or issues you may encounter may be reported to your CivicPlus Technical Support Team. This specialized team operates on a 3 tier, product specific, escalation process to report technical issues to the products development team and works hand-in-hand with our Help Center to continually improve online assistance content and best practices information.

Education

BA English, Communication

Resume

Technical Support Specialist
Documentation and
Communications Manager

5+ Years of Experience

Technical Support
Business Management
Team Building
Customer Service

Company & Contact Information

Contact Information

Richard Jones
Sales Representative
rjones@civicplus.com
785-323-4713

Legal Name

CivicPlus, Inc.

Company Founder

Ward Morgan, Owner
and Chairman of the
Board

Purchasing Vehicles

GSA Contract #:
GS-35F-0124U
TIPS/TAPS Contract #:
2092613zz
Interlocal Purchasing

Company Website

www.CivicPlus.com

Primary Office

302 S. 4th Street, Suite 500
Manhattan, KS 66502
Toll Free: 888-228-2233
Fax: 785-587-8951

Incorporated in

State of Kansas

Date Incorporated

June 1998

Processes

Process Plan

CivicPlus will have one-on-one meetings with Charlevoix's web committee throughout the project with open communication and multiple points of approval built into the process. Our team consists of a Project Manager and Art Director on a typical project. The Project Manager coordinates the process from start to finish, and will be your primary connection. The Art Director is the creative voice, working with you to clarify your vision into a cohesive look and layout.

Projects are broken into multiple phases, the first primarily consisting of information gathering. From this point we put together the building blocks for the website, including proposed navigation, design mood board, and grayscale layout. The next phase involves collaboration with you to perfect the presented elements before combining them to create the prototype of the website. Once design files are agreed on, we again collaborate with you to finalize the website design. Throughout every stage of the project, we encourage and rely on your input and knowledge of your community culture to develop the right tone and right look for your website.

Charlevoix will fill out a Web Design Optimization form specifically detailing your anticipated goals as well as any appropriate information regarding the City itself (website wants, needs, background information, branding information, etc.). Once completed the Web Design Optimization meeting will be scheduled by the Art Director. During the meeting, the City and CivicPlus will discuss design direction and determine what tasks will be performed by CivicPlus and what will be required of the City.

With the information gathered from Charlevoix via the Web Design Optimization form and during the meeting, CivicPlus will create a proposed layout and mood board to present. The City will then meet with CivicPlus for a layout proposal presentation and discussion to reach approval of layout and mood board. CivicPlus and the City will then meet to review design comps and submit desired adjustments. Once the final design is approved, CivicPlus will supply the design files to the City.

During the project development, Charlevoix will be required to approve website layout, including design approach, through online approval forms. This will occur after Phase 2 – Design Presentation Meeting, and after Phase 3 – Production Site Development Meeting, including a final design after Phase 3. Approval and acceptance by the Client of deliverables after Phase 2 and Phase 3 occurs when the applicable CivicPlus online forms are submitted by the Client project manager.

Testing & Evaluating

A testing period (approximately one month) is provided between the completion of training and your site's Go Live date. This will allow you to add, create, and make adjustments to content as well as ensure overall satisfaction with your website. CivicPlus is browser based, which means content changes will display and function the same way before and after Go Live. CivicPlus will have thirty (30) days from receipt of written notice to correct an item. (Adjustments to items outside of the RFP, proposal, and contract requirements are not considered corrections and may be subject to additional fees.) A signed acceptance form is required prior to Go Live.

Key Differentiators

Why should Charlevoix choose CivicPlus as their website redesign partner?

Integrated Platform

CivicPlus is an integrated technology platform for local government. The first of its kind to bring a secure, single sign-on central dashboard with access to multiple products in one location.



Design Process

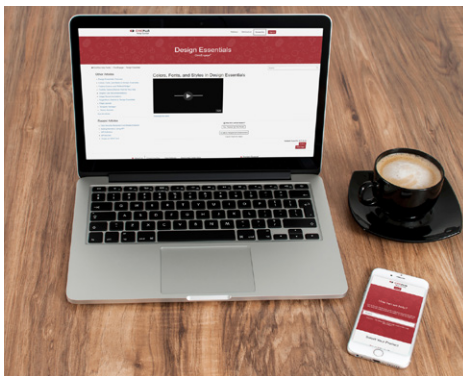
Your design won't be built from a template. Our process combines the creativity of our in-house designers with proven functionality to reach the perfect end result.

Training

After your initial instruction in the system, we offer continued training through CivicPlus University that helps you and your staff remain fresh and up-to-date with our system.

Community

CivicPlus users have their own social network, CivicPlus Connection. Connect with more than 2,500 other government entities to share ideas.



Financial Freedom

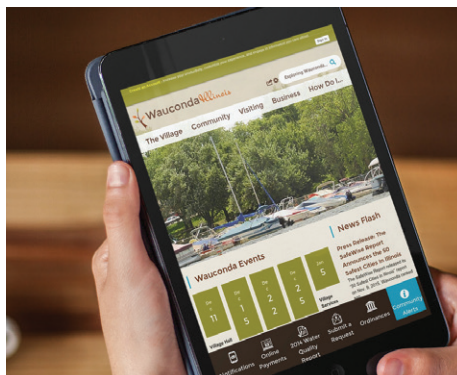
Recognizing the uniqueness of budgeting and procurement methods, our customers are never locked into a one-size-fits-all pricing model.

Organization

We've helped hundreds of clients effectively organize their website taxonomy and content structure. Your redesigned site will provide your residents with an intuitive, user-friendly architecture.

Experience

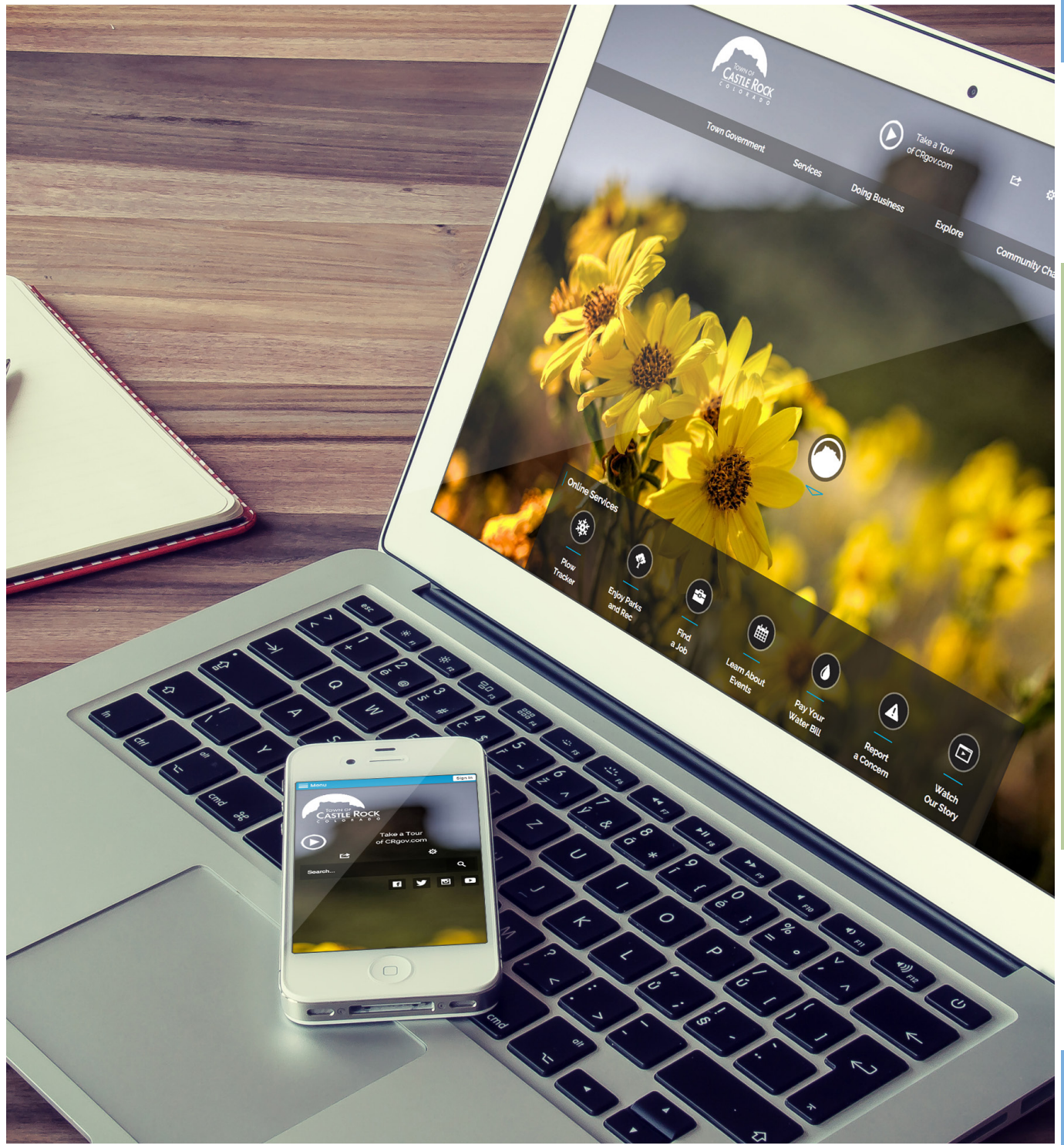
We bring 20 years of experience helping our clients work better and smarter through their web environment.



Future

Our development staff will stay by your side, rolling out new features, new applications and new suggestions so you can better serve your community.

Experience & References



Client References

MANISTEE, MICHIGAN

www.manisteemi.gov

Denise Blakeslee

Planning & Zoning Administrator

231-398-2805 | dblakeslee@ci.manistee.mi.us



FRAMINGHAM, MASSACHUSETTS

www.framinghamma.gov

Nichol Figueiredo

Public Information Officer / Webmaster

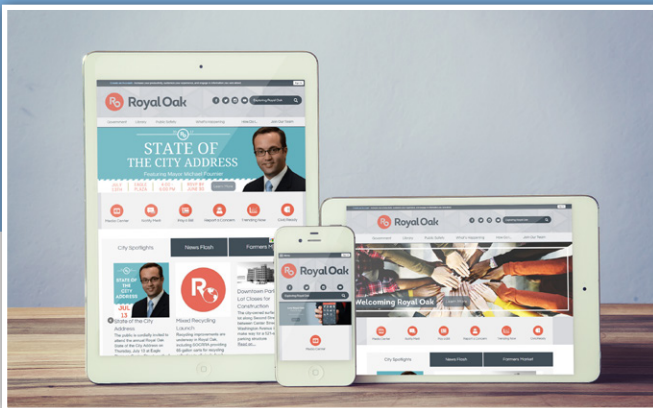
508-532-5437 | nml@framinghamma.gov

Client References



WATERFORD TOWNSHIP, MICHIGAN
www.waterfordmi.gov

Andrew Mutch | Trustee
 248-674-6214 | amutch@waterfordmi.gov



ROYAL OAK, MICHIGAN
www.romi.gov

Mike Kirby | Information Technology Director
 248-246-3082 | kirbym@romi.gov



WHITEFISH BAY, WISCONSIN
www.wfbvillage.org

Paul Boening | Village Manager Assistant
 414-755-6516 | p.boening@wfbvillage.org



WEBSITE DESIGN**

Bid Opening at City Hall
November 20, 2017 – 10am

Bidder Name	Total Cost
City Web Central Rockford, MI	\$7,450 design \$1,950/yr support \$285/yr web hosting
Octane Design Royal Oak, MI	\$32,000 design \$3,000/yr support \$500-750/yr web hosting
Ethode Medina, OH	\$48,000 design \$14,400/yr support \$6,504/yr web hosting
Pat Davis Design Group Sacramento, CA	\$11,970 design \$5,700/yr support \$600/yr web hosting
a5 Inc Chicago, IL	\$51,000 design \$125/hr support \$390/yr web hosting
CivicPlus Manhattan, KS	\$14,165 design \$3,000/yr support & web
Granicus Inc Denver, CO	\$14,500 design \$3,000/yr support & web
OpenCities San Francisco, CA	\$12,000 design \$10,000/yr support & web
E-GovLink Celina, OH	\$9,900 design \$3,230/yr support & web
Luke Patrick Illustrations Charlevoix, MI	\$13,500 design \$1,200/yr support \$780/yr web hosting



*****CLERK'S NOTE – The following proposals were received after the 10am deadline and were not opened or considered:***

- Received November 20, 2017 at **10:13am** via Fedex
 - o Amy Thompson, Real Integrated, Bloomfield Hills, MI
 - o Alexi Tachev, West, Toronto, ON
 - o Annette Hamilton, CMS Website Services, LLC, Raleigh, NC
 - o Adele Lopez, Chemical Light Inc/Windy City, Vernon Hills, IL
 - o Barbara Rivera, Pupuli Com, San Juan, PR
- Received November 20, 2017 at **11:15am** via USPS
 - o Gaslight Media, Petoskey, MI
- Received November 20, 2017 at **11:23am** via USPS Priority Mail
 - o Sam Moore, Sandy Hook, CT
 - o Smart Homes Smart Offices Web Design, Okemos, MI
 - o Software Studio 365, Dallas, TX
 - o No contact information on envelope

Joyce M. Golding, CMMC
City Clerk

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Adopt Council Goals & Action Steps

DATE: January 15, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Council discussed a range of goals, action steps and potential projects during your December 18 Work Session. I've revised the document to reflect my understanding of your intentions but would welcome further discussion if I've missed items or characterized them incorrectly.

ATTACHMENTS:

- ▣ Draft 2018 Goals & Action Steps



2018-2019 City Council Goals & Action Steps

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.

Action steps:

- Schedule a work session with Tip of the Mitt Watershed Council regarding storm water and water improvement
- Engage in learning and planning about how to improve the energy efficiency and environmental impact of City operations including using renewables to power facilities, reducing energy loss, and by working with knowledgeable organizations to create a sustainability plan
- Develop a program for electric customers to cooperate and invest in solar and wind generation projects
- Consider ordinance changes in support of the Lake Charlevoix Watershed Plan and improve storm water effluent
- Improve the availability of recycling receptacles throughout the community - especially downtown
- Continue the work of Solid Waste Ad-hoc Committee by exploring improvements and contracts to remove solid waste including curbside recycling
- Plan for non-motorized trails, bike parking, and pedestrian-friendly design in infrastructure projects where appropriate

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 levels.

Action steps:

- Expand work with the Charlevoix County Transit Authority to provide shuttles during special events to provide remote parking and ease of transit
- Develop a policy requiring all festivals and special events who use public spaces to provide a statement of inclusion for senior citizens
- Consider adding activities in East Park and Bridge Park like shuffle board and concrete checker and chess boards
- Explore designation as "Age-friendly City" from the World Health Organization
- Add voluntary "senior" parking spaces on side streets in the downtown and near the Library

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.

Action steps:

- Schedule a work session to review long-range plan of street and utility upgrades and consider how to add redundant systems for catastrophic back-up
- Continue development of city-wide Wi-Fi, fiber optic connections, and other technological benefits for our permanent residents, visitors, and seasonal residents
- Improve the snow and ice clearing from sidewalks throughout the community by working with property owners

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.

Action steps:

- Assess our committees, boards, and commissions to determine continued need and whether restructuring is appropriate
- Consider amending the Shade Tree Ordinance to expand the mission of the Shade Tree Commission to protect the long-term condition of our parks
- Explore further avenues of cooperation with neighboring townships, especially in the areas of infrastructure planning and recreation

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.

Action steps:

- Recognize the role of our cultural corridor institutions (Charlevoix Public Library, Circle of Arts, and Historical Society) and build on their programming
- Encourage more outdoor dining and placemaking settings that showcase the unique geography, architecture, and programming of Charlevoix, including looking for ways to implement the findings of the Sustainable Built Environment Initiative that studied downtown alleys
- Development of a dog park and a dog beach to help residents enjoy public spaces with their four-legged friends
- Enhance existing recreation options by opening the pier for jumping at Ferry Beach, considering tubing at Mt. McSaubia, and curling and hockey at the ice rink at McSaubia
- Begin to view the Charlevoix Golf Course as a recreational opportunity for more than just golfers by exploring the installation of a walking/running trail and welcoming snowshoers/cross country skiers in the winter

Draft pending Council Consideration on January 15, 2018

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Council Appointments

DATE: January 15, 2018

PRESENTED BY: Joyce M. Golding, City Clerk

BACKGROUND:

Council has two Zoning Board of Appeals vacancies to fill, both partial terms expiring December 2018.

RECOMMENDATION:

Motion to appoint *name* to the Zoning Board of Appeals, term expiring December 2018.

Motion to appoint *name* to the Zoning Board of Appeals, term expiring December 2018.

ATTACHMENTS:

▣ Applications



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
☐ 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: TIMOTHY J. KISH
ADDRESS: 414 Michigan Ave.
HOME PHONE: _____ CELL PHONE: 313-655-7468
EMAIL: N36281@yahoo.com
ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 8 MOS FULL-TIME
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? NO (8 YRS PART-TIME)
EDUCATIONAL BACKGROUND: BA BUSINESS

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: HUMAN RESOURCES / LABOR RELATIONS
IN THE AUTOMOTIVE & STEEL INDUSTRIES

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: PRESIDENT - FORD HOMES HISTORIC DISTRICT,
DEARBORN, MI, PRESIDENT - PARENTS ASSOCIATION, DEARBORN
HEIGHTS MONTESSORI ACADEMY

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

(SEE IMMEDIATELY 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: STRONG INTEREST IN COMMUNITY GROWTH
AND PROSPERITY, WHILE MAINTAINING THE HISTORIC
EXPERIENCE

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? There is none,

SIGNATURE: _____

DATE: 12/27/17

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



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
☐ 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: Richard Hodgson II

ADDRESS: 303 Chicago Ave

HOME PHONE: 547 7296 CELL PHONE: 675 1328

EMAIL: rich@csbchx.com

ARE YOU A REGISTERED VOTER IN THE CITY? y HOW LONG HAVE YOU LIVED IN THE CITY? ~ 27yrs

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

EDUCATIONAL BACKGROUND: CHS, BS, MBA

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: 20yrs Engineering, 10yrs banking

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: 2000-01 ZBA, Chx State Bank board since '99
Irish boat shop board since 2004, Chx Yacht club past commodore

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

2000-01 ZBA, Main Street Economic Vitality Committee

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

Occasional where business interests may be involved but
easily reviewed on a case by case basis

REASON(S) YOU WISH TO SERVE: Like to give back to the community

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? (as needed)

SIGNATURE: RM Hodgson II DATE: 12/29/17

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

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager Comments

DATE: January 15, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Oleson's Plaza Fire

I am thankful once again for our fire department who worked quickly and diligently to extinguish the fire in Oleson's Plaza. I know everyone in our community is excited with how quickly Oleson's was able to reopen and we look forward to a speedy recovery for the other businesses affected as well. Chief Thorp and I have and are looking at other recommendations we may bring to Council on fire safety matters.

B. Bridge Street Water Leak

As you know, we had a water leak under Bridge Street late Monday night. I'm thankful for our staff who worked through the night to correct the issue and reopen the street for business on Tuesday morning. It is again a testament to the challenge of aging infrastructure; the service line that broke was connected to a main that is more than 100 years old. Thankfully an alternate main was installed this past spring in Van Pelt ~~Place~~ Alley and only internal building plumbing was needed to connect the affected building to the service in the alley.

C. Water Line Freezing

With the colder temperatures in the past couple of weeks, we have placed limited run water advisories in effect for customers where we believe there is a risk of service line or water main freezing. Customers affected have been notified by hand-delivered letter and it is not City-wide. The investments we've made in infrastructure over the past couple of years have reduced the number of customers placed under this advisory and we have had only a few freezing issues so far this winter. The warm spell this week is deceptive, however, and does not lessen the risk of freezing.

D. Peppervine Housing Development

The Planning Commission gave preliminary approval on Monday to a new, 21 lot, single-family home complex to be located off Division Street behind American House. We often discuss the need for more affordable housing in our community and this looks like a good step in that direction. There are more review steps both locally and with the state and eventually the project will come to Council for your consideration.

E. Water Treatment Plant Generator

The new standby generator at the Water Treatment Plant is now operational and contractors are working to close out the project. This is a key piece of redundant infrastructure in place to ensure uninterrupted water flow during an electrical outage.

F. Legislative Update on Monday

The Charlevoix Area Chamber of Commerce is hosting a legislative update on Monday morning with Representative Cole and Senator Schmidt. The event begins at 7:30am at the Library and is free, though they request you RSVP by calling 547-2101. The event is expected to finish by 9am.

G. Annual Chamber Meeting and Awards Breakfast

The Charlevoix Area Chamber of Commerce will hold their Annual Meeting and Awards Breakfast on February 2 at Castle Farms. We have reserved a table for the City and Council is welcome to attend. Please RSVP with Linda or Joyce.

G. Venetian Docking Change

I spoke this past week with representatives of the Venetian Festival who requested we modify the docking schedule. Normally, reservations for the Marina are taken through the DNR's reservation system but we can request certain dates be blacked out and reservations handled locally. For the weekend of Venetian Festival, we use this method. Historically, we blacked out Thursday-Saturday of Venetian so that boats needed to move on Sunday. For the past couple of years, it has been blacked out Friday-Sunday meaning boats had to leave on Monday.

Given the growth of the Wednesday evening concerts, Venetian has requested and we have agreed to make Wednesday-Saturday the Venetian blackout. This means boaters desiring a slip during Venetian will pay for four nights instead of three and they'll need to move on Sunday, rather than Monday.

This action has not historically had Council action. Please advise if you wish to change course because these decisions must be made six months in advance.

H. Pier Damage

In late summer, a heavy wind storm caused wave action that broke part of the walkway on the south pier and it has remained damaged ever since. Immediately after it happened, we advised the Army Corps of Engineers who are responsible for maintenance and ownership. They advised that they would send someone to inspect and plan a barrier around the break. We followed up in the fall and they were going to design the fix but weren't sure how to fix it. Apparently over the weekend various people on social media again became concerned about the condition of the pier. We added new caution tape and cones. When we called the Corps on Monday, they did not return our call until mid-week and only to say that they were expecting the replacement design to be complete in mid-February. They suggested we call their superiors in Detroit and they have yet to return our repeated phone calls. As of today, we have called Representative Bergmann's office in hopes that he might be able to exert some action on the matter. I would encourage the public to call Representative Bergmann and the Corps directly.

ATTACHMENTS:

- ❑ Approved Downtown Development Authority/Main Street Minutes - October 30, 2017
- ❑ Approved Recreation Advisory Committee Minutes - April 12, 2017
- ❑ Approved Recreation Advisory Committee Minutes - June 20, 2017
- ❑ Approved Shade Tree Commission Minutes November 3, 2017
- ❑ Peppervine Site Condominium Review

CITY OF CHARLEVOIX
CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET MINUTES
Monday, October 30, 2017 at 7:00 p.m.
210 State Street, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Kirby Dipert
Members Present: Fred DiMartino, Luther Kurtz, Maureen Owens, John Yaroach, Rick Wertz
Members Absent: Richard Christner, Tami Gillespie, Carissa Mullaney
City Staff: Mark Heydlauff, City Manager

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

- A. DDA/Main Street Minutes – September 25, 2017
- B. Wayfinding Signage Cost Amendment

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

6. Reports

A. Director's Report

City Manager Heydlauff stated that the shuttle service was a positive step for Apple Fest and for the downtown generally. Rough estimate is that the shuttle served 250-300 people during Apple Fest, primarily on Saturday.

City Manager Heydlauff responded to questions regarding the flooring in the reception area of the Beaver Island Boat Company. He stated that the floor was failing after only 3-4 years and the contractor who did the installation was unwilling to back up his work. He stated that he would research the matter further and bring forward a recommendation to the next meeting.

7. Old Business

8. New Business

A. Façade Improvement Grant – 108 Van Pelt

Chairman Dipert stated that Stoneycroft Farms, LLC and Ron Way have acquired the former Seeley Printing building on Van Pelt Place and they applied for a grant in the amount of \$3,285 to assist with the cost of new siding and trim. The request also included a \$9,085 grant application for FY2018 for more siding and trim work and window replacement.

Member Wertz commented that the Design Committee approved the grant in two phases but the total of the two phases exceeded the allowable grant amount of \$10,000. He stated that the Guidelines did not allow the funds to be used for signage but the DDA approved a grant for the Townhouse Bar that did include signage. He questioned if the Board agreed with financing maintenance projects or should the funds be used for something more substantial and he suggested a review of the Guidelines. He felt that a deadline for applications was needed. Member Owens felt that a timeline would be better than tightening down on definitions. She stated that smaller projects still benefit the DDA area.

Member Yaroach stated that there should be some exceptions to the Guidelines in the event of unforeseen circumstances. He stated that the application before them did not include two quotes for the work and the only quote provided was from a construction company owned by the applicant. Discussion followed regarding the amount requested for the two phases, exceptions to the Guidelines, financing routine maintenance projects, next year's budget, need for an application timeline, and limiting this request to materials only.

City Manager Heydlauff stated that he spoke to John Campbell, Design Committee Chair, and he agreed that there was room for improvement in the Guidelines and suggested some of the same issues that the Board was currently discussing.

Motion by Member DiMartino, second by Member Wertz, to approve the Façade Improvement Grant to Stoneycroft Farms, LLC in the amount of \$3,285 which would close out the available funding for the current budget year. Motion passed by unanimous voice vote.

B. Façade Grant Guidelines

Chair Dipert stated that the intent was to establish a Committee under Director Dotson's guidance including Design Committee and DDA Board members. Member Yaroach and Member Wertz agreed to serve on the Committee.

Motion by Mayor Kurtz, second by Member Owens, to appoint Member Yaroach, Member Wertz, Director Dotson and two other members from the Design Committee as selected by the Design Committee to work on the Façade Grant Guidelines and to develop a deadline for applicants to apply with one or two dates per year per grant cycle, to be presented to the DDA Board at the January meeting. Motion passed by unanimous voice vote.

C. Reserved Parking Spaces

City Manager Heydlauff stated that there was a request from Mr. Hoffman of Hoffman CPA to consider a reserved paid parking space program similar to what was currently in the Acacia lot near the Marina. Mr. Hoffman was moving his business from the Edgewater Complex to the Beacon Center and requested two reserved parking places. Discussion followed including problems with unauthorized people parking in reserved spots, reserved spots that remain empty during the weekends, and potential need in the future for a parking structure.

Motion by Member Yaroach that we recommend to the City Council to forego any future reserved, privately reserved parking spaces in the downtown business district. Motion died for lack of a second.

Motion by Member Owens, second by Member DiMartino, to table this item for further review and discussion. Member Wertz stated that he wanted to consider a percentage of the total lot volume which could be reserved. Mayor Kurtz suggested using a bidding process. Member Yaroach felt it should be based on the highest and best use of the City's real estate assets. Motion passed by a 5 to 1 vote, with Member Yaroach voting nay.

D. Downtown Peddling/Petitioning

City Manager Heydlauff stated that questions were raised about individuals seeking petition signatures and other political activities during Apple Fest. He noted a letter from Chief Doan in the agenda packet regarding recent issues during Apple Fest. He stated that the City had an obligation to permit free speech rights but the issue usually involved impeding public spaces or blocking individuals from public sidewalks. Chair Dipert stated that there may be a need to provide a specific location at events for people to gather petition signatures.

9. Public Comment

Gabe Campbell stated that there was a real mess at Atrium and State Streets and felt a 4-way stop was needed at the intersection.

10. Request for Future Agenda Items

11. Board Comments

Mayor Kurtz stated that Leilani Durbin was working with Tom Barnes who offered to do some of the design service and engineering work for free on the bridge lighting project. He stated that they had a preliminary design cost of \$6,800 and Ms. Durbin hoped that the DDA would consider putting money aside in the budget to help with this project.

12. Adjourn

Motion by Mayor Kurtz, second by Member DiMartino to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 8:31 p.m.

Joyce Golding/fgm

City Clerk

Kirby Dipert

Chair

CITY OF CHARLEVOIX RECREATION ADVISORY COMMITTEE

Wednesday, April 12, 2017
Meeting Minutes

Pre-Call to Order Items:

- A. Director Kirinovic introduced Anzell as the new Recreation Assistant.
- B. Kirinovic noted that with out-going Member and Chair Peterson, the first order of business should be to nominate a new Chair. Nominations were opened. Member Sell nominated Member Seely to be the next Committee Chair. Second by Member Vollmer. No other nominations were made. Passed by unanimous voice vote.

I. Call to Order/Roll Call

Member Seely called the meeting to order at 6:15pm.

Members Present: Seely, Sell, Vollmer, Joy, Kelly, Cunningham

Staff Present: Kirinovic, Anzell

Members Absent: Peterson, Putman, Stevens, Bryan

Also Present: City Council Member Leon Perron, Guest Perry Matthew

II. Inquiry Regarding Possible Conflicts of Interest

None.

III. Determination of a Quorum

Yes.

IV. Motion to Approve Minutes

- A. February 1, 2017 Meeting Minutes

Motion to approve February 1, 2017 meeting minutes. Motion made by Member Kelly, second Member Sell. Passed unanimous voice vote.

V. Old Business

- A. Recreation Master Plan Update

The Master Plan is in its final form and will be made official and available with the approval of the February 1, 2017 meeting minutes. The Plan will be available in hard copy and/or as a digital file.

- B. Michigan Beach Playground Update

Director Kirinovic noted that five companies have submitted bids for the new playground equipment. Kirinovic distributed price quotes from the five companies and invited Members to review any/all of the proposals if they wished. The process now is to examine each proposal to see where the variations in equipment and costs lie. The goal is to have the playground completed by the Fourth of July. The committee felt this was a good goal, although maybe a bit ambitious. Vollmer agreed to review bids and provide feedback.

- C. Bylaw Revision

Director Kirinovic reminded the Committee that revisions to the Bylaws pertained to Member terms. An updated set of bylaws was provided to each member present.

- D. Peterson/Davenport Recognition

Out-going Members Peterson and Davenport were recognized by City Council for their years of outstanding service.

- E. Mt. McSauba Focus Group

Member Sell reported that the purpose of the focus group is to brainstorm ideas on how Mt. McSauba can help support City goals. Ideas for discussion: how is Mt. McSauba being used and

by whom, ways to incorporate new facility usage, how to keep the facility maintained and accessible, and how to get feedback from those who have used the facility. Ideas garnered from the focus group will be brought to the Recreation Advisory Committee, then to City Council.

As a side note, Member Seely noted that the General Manager of Nub's Nob, Jim Bartlett, is retiring. Seely would like to see a plaque or resolution in his honor to commemorate his years of service, perhaps on behalf of the City Council.

F. Repair to Tennis and Basketball Courts

Director Kirinovic reported that work on the courts will begin when the weather permits and sustains overnight temperatures above 50 degrees.

G. \$2,000 Grant from the Tribe

The grant money was received and will support kids to attend summer camp and ski camp.

VI. New Business

A. Beth Anzell

Director Kirinovic introduced Anzell as new assistant at the start of the meeting.

B. Resolution from Charlevoix Trail Ambassadors

The City of Charlevoix considers bicycle and pedestrian transportation to be of utmost importance and endorses connecting the Little Traverse Wheelway to downtown Charlevoix and formed a resolution to support same.

C. 2017/2018 City Council Goals

City Council has identified goals for 2017/2018. These goals were shared with the Committee.

D. Recap of Ski Season

Director Kirinovic reported that, while we don't have final numbers yet, it was a good season with many positive comments from the community.

E. Skate Park Questions

Perry Matthew attended as a citizen guest. Matthew had questions regarding how the Skate Park operates and who dictates when the Park is open. He would like to have the park open sooner in the year and operate longer hours. Kirinovic is contacting other skate parks to see how they operate and will report to Manager Heydlauff his findings. They then will report to City Council.

F. Summer Camp Scholarships

Director Kirinovic reported there are 45 camp scholarships available. Kirinovic also suggested that we need to increase promotion of camp. Assistant Anzell will work on more promotion and advertising.

VII. Miscellaneous Business

Director Kirinovic noted that the Recreation Advisory Committee's help in getting the word out into the community about our programs and activities is important. He also stressed the importance of helping us to be aware of community concerns and comments.

VIII. Call for Public Comment

Councilman Perron thanked the Committee for everything they do. He feels it is the most important committee the City has.

IX. Adjournment

Motion to adjourn the meeting at 7:10pm. Motion made by Member Vollmer, second Member Kelly. Passed by unanimous voice vote.

Future Meeting Schedule: June 14, September 13 and December 13, 2017

Minutes of Meeting of
Charlevoix Recreation Advisory Committee
Meeting Date June 20, 2017

1. The meeting was called to order by Chairman Seely at 6:00 p.m. in the City Council Chambers.
2. Those in attendance included: Peterson, Gowell, Kelly, Bryan, Joy, Vollmer, and Seely. Absentees included: Putman, Stevens, and Cunningham. City Staff attendee included: Kirinovic.
3. Motion to approve the minutes of the meeting of April 12, 2017 was made by Vollmer. Seconded by Kelly. Approved unanimously.
4. Numerous announcements to the group were provided by Recreation Director Kirinovic.
5. Roger Gowell was welcomed as a new member of the Advisory Committee. Roger brings a long career as a teacher and coach for Charlevoix Public Schools to his background as a new committee member. Welcome Roger!
6. A presentation was made by city resident Dave Gallinat on the sport of Pickleball. Pickleball is one of the fastest growing sports in the country. It is particularly popular with senior citizens and with the growth of that segment of the population in and around Charlevoix, this sport needs to be on the committee radar. The recently resurfaced city tennis courts have become a very popular site for weekly gatherings of a 20+ member strong league that plays multiple times each week.
7. The remainder of the meeting was spent on a joint meeting involving the Advisory group, Mayor Luther Kurtz, and the recently formed Charlevoix Trails Ambassadors. A presentation was made by Deana Jerdee, Executive Director of Paddle Antrim. Discussion centered around the potential for trails and waterways to be developed in the Charlevoix area similar to what has been done in Antrim County. Specific topics discussed included: Availability of grant funding particularly in the area of Universal Access; Current availability of local paddle unit rentals; Potential events that could be held to promote water trails and their use; Various Local, State, and Federal entities that can assist with grants and guidance in developing a functional trail system.
8. Under the topic of Miscellaneous Business a discussion arose regarding a Dog Park and/or a Dog Beach being venues that the city may want to consider adding to current sites. Consideration of a Dog Park located somewhere in the downtown area (accessible by locals and boaters) seemed to have the highest interest. However, identified beach spaces for dogs to have available to them also seemed a popular idea. The concept of NOT mixing dogs and humans was unanimous with all in attendance.
9. Next regularly scheduled meeting is set for Wednesday, September 13, 2017 at 6:00 p.m.

**Minutes
Charlevoix Shade Tree Commission
November 3, 2017, 9am
City Hall, Second Floor Conference Room**

Members present: John Campbell; Ken Polakowski; Perry Irish-Hodgson

Members absent: None

Also present: Pat Elliott, DPW Superintendent; Tony Duerr

Chair Campbell called the meeting to order at 9:00am.

Motion by Polakowski, second by Irish-Hodgson to approve the minutes of the previous meeting.

Chair Campbell raised the question of involving the Commission in the decision of plantings as part of the infrastructure project. Mr. Elliott advised that for future projects he would be happy to share plans in advance.

Chair Campbell and Perry Hodgson questioned the quality of trees planted. Mr. Polakowski questioned why some were so good and others were not as good. Mr. Elliott explained that the City has had good success with Mr. Hoffman's trees. Mr. Campbell felt that the City should hold back some of the contract payment for changes to be made. Mr. Elliott reviewed the process of selecting the vendor and the guarantees we require; he also explained the sources of funding for the trees. Mr. Elliott suggested the Commission consider utility placements and sight-lines in the future when stakes are placed for new trees.

Mr. Elliott was asked to contact the provider of the trees and complete an onsite inspection of the trees and report back to the Shade Tree Commission.

Mr. Heydlauff updated the Commission on matters related to Lake Michigan Beach Park.

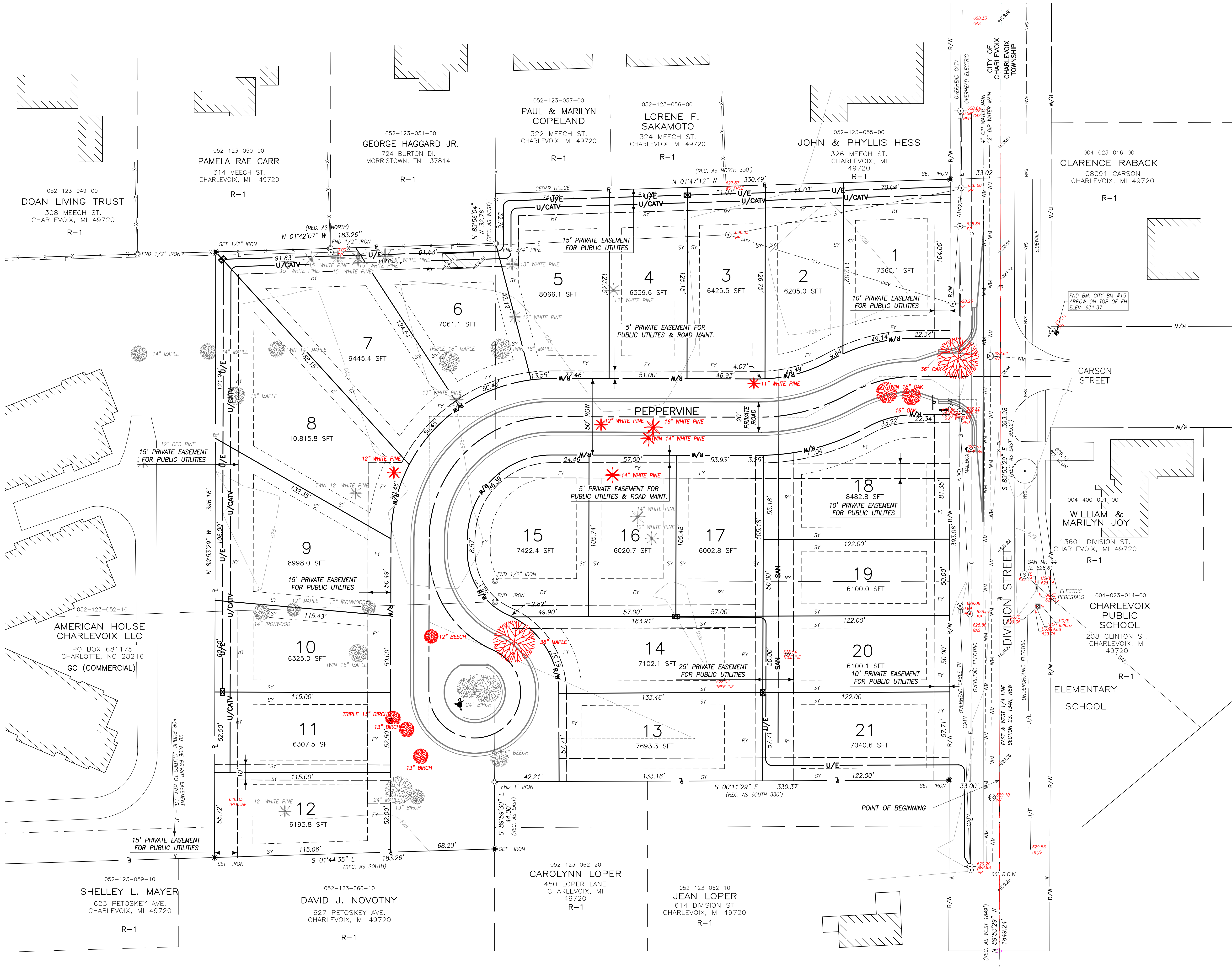
Ms. Irish-Hodgson questioned when the gator bags would be placed around the trees. Mr. Heydlauff said he would check with the DPW Department and advise the committee.

Motion by Mr. Polakowski to designate the chair to approve the minutes in accord with Roberts Rules of Order. Second by Ms. Irish-Hodgson.

Motion carried.

Motion by Ms. Irish-Hodgson to adjourn. Second by Mr. Polakowski.

Meeting adjourned at 10am.



SITE/UNIT PLAN

FOR

PEPPERVINE

PART OF THE WEST 1/2 OF THE S.E. 1/4
SECTION 23, TOWN 34 NORTH, RANGE 8 WEST CITY
OF CHARLEVOIX, CHARLEVOIX COUNTY, MICHIGAN

R-2 ZONING DISTRICT
PARCEL SIZE = 4.618 ACRES TAX ID
#052-123-054-10

PREPARED FOR:
Carol Amick Stimpson Revoc. Trust
4731 Bonita Bay Blvd, #2001
Donita Springs, FL 34134

L'ECOLE VUE

SITE PLAN INFORMATION:

EXISTING ZONING = R-2 (MEDIUM DENSITY)
EXISTING USE = SINGLE FAMILY RESIDENCE
PROPOSED USE = 21 UNIT SINGLE FAMILY DETACHED HOUSING SITE CONDOMINIUM.
SETBACK REQUIREMENTS:
FRONT YARD (FY) = 15'
REAR YARD (RY) = 25'
SIDE YARD (SY) = 8' MIN.
LOT WIDTH = 50'
LOT SIZE = MIN. 6000 SFT
LOT COVERAGE = 40%
HOUSE SIZE = 800 SFT (SINGLE STORY)
HOUSE SIZE = 1200 SFT (MULTIPLE STORY)

PEPPERVINE

In the City of Charlevoix, Charlevoix County, Michigan, Commencing at the East quarter corner of Section 23, Township 34 North, Range 8 West, as established by D.C. Nettleton, past Deputy County Surveyor; thence along the East and West quarter line of said section, as established by D.C. Nettleton, North 89°53'29" West 1849.24 feet (recorded as West 1849.00 feet), BEING THE POINT OF BEGINNING OF THIS DESCRIPTION; thence South 00°11'29" East (recorded as South) 33.00 feet to a 1/2" re-rod on the South line of Division Street; thence continuing South 00°11'29" East 297.37 feet (recorded as South 297.00 feet) to a 1" rod; thence South 89°53'30" East (recorded as East) 44.00 feet to a 1/2" re-rod recorded as being 1805 and 7/8 feet West and 330 feet South of said quarter corner; thence South 01°44'35" East (recorded as South) 183.26 feet; thence North 89°53'29" West 396.16 feet; thence North 01°42'07" West (recorded as North) 183.26 feet to a 3/4" pipe; thence North 89°56'04" West (recorded as West) 32.76 feet to a point being 130 feet East of the East line of Meech Street; thence parallel with the East line of said Meech Street, North 01°47'12" West 297.47 feet (recorded as 297 feet) to a 1/2" re-rod on the South line of said Division Street; thence continuing along the last described course, North 01°47'12" West 33.02 feet to said quarter line; thence along said quarter line, South 89°53'29" East 393.98 feet (recorded as East 395.2 feet, more or less) to the point of beginning, being part of the West half of the southeast quarter of Section 23, Township 34 North, Range 8 West and containing 4.618 acres. Subject to the rights of the public and of any governmental unit in any part thereof taken, used or deeded for street, road or highway purposes.

SURVEY LEGEND:

- ALL DIMENSIONS ARE IN FEET.
- "Δ" INDICATES NAIL SET.
- "●" SET 1/2" RE-ROD.
- "○" INDICATES IRON/ROD FOUND IN PLACE.
- BEARINGS ARE ON AN ASSUMED BASE.
- CONTOURS AS SHOWN ARE EXISTING GROUND ELEVATIONS. CONTOUR INTERVAL IS 1 FOOT. ELEVATIONS BASED ON CITY OF CHARLEVOIX BENCH MARK LOOP, U.S.G.S. DATUM. SPOT ELEVATIONS SHOWN ARE EXISTING GROUND ELEVATIONS.

AUTH	DATE	NO.	DESCRIPTION	AUTH	DATE	NO.	DESCRIPTION
JBM	11/13/17	0	CITY REVIEW				

DESIGNER
Performance Engineers, Inc.
408 Petoskey Avenue
Charlevoix, Michigan 49720
Phone: (231) 547-2121
Fax: (231) 547-0084
www.performanceeng.com

OWNER

JEAN LOPER
614 DIVISION ST.
CHARLEVOIX, MI 49720

SCALE

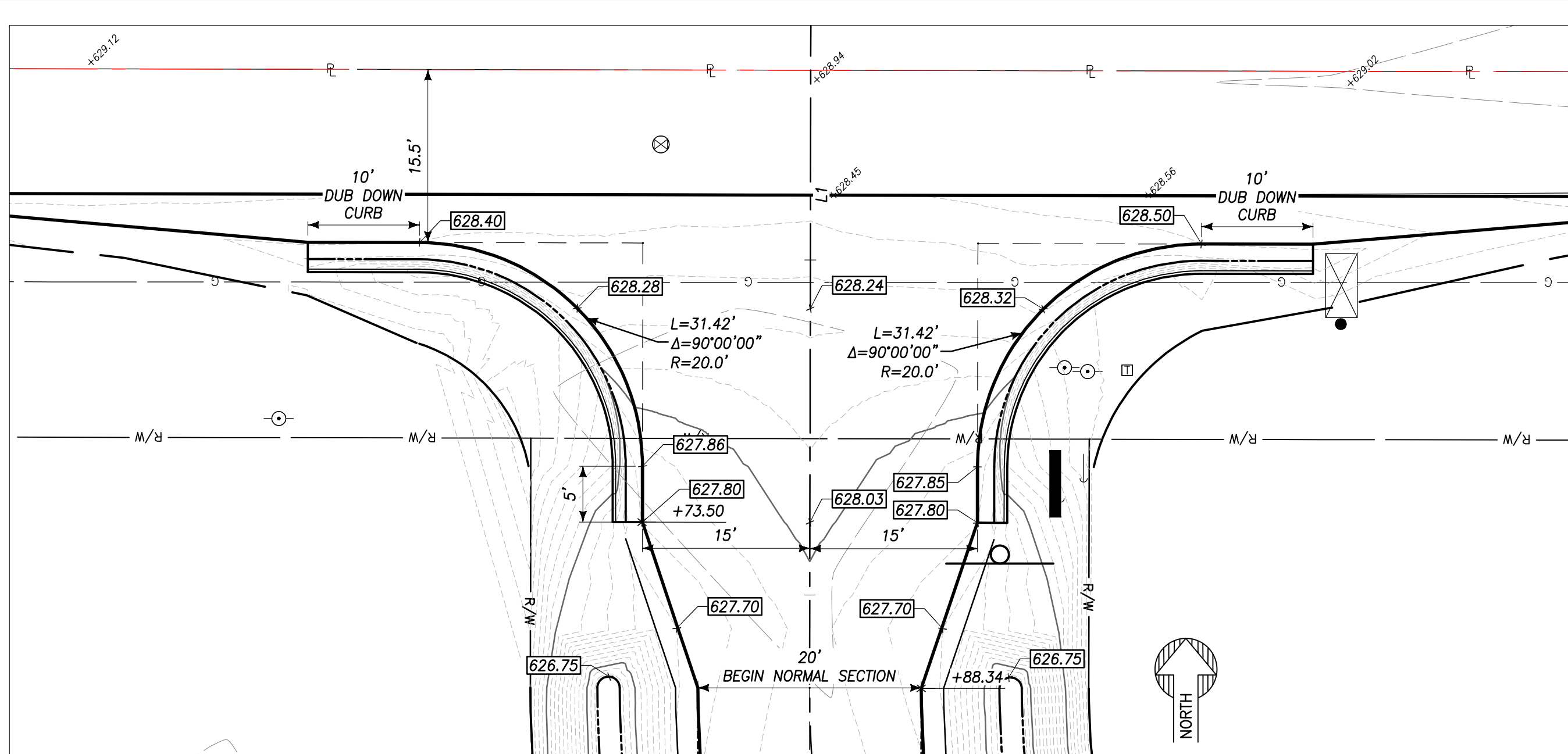
SECTION 23, CITY OF CHARLEVOIX, CHARLEVOIX COUNTY, MICHIGAN

PROJECT
PEPPERVINE
SECTION 23, CITY OF CHARLEVOIX, CHARLEVOIX COUNTY, MICHIGAN

SHEET	JOB NO.
EXISTING CONDITION	17-5020
AND	SHEET NO.
PROPOSED UNIT PLAN	- of -

K:\PROJECTS\5020\DRAWINGS\3-5020ROAD.DWG -- 3-ROAD -- PLOTTED 11/13/2017 2:44 PM BY JIM MALEWITZ

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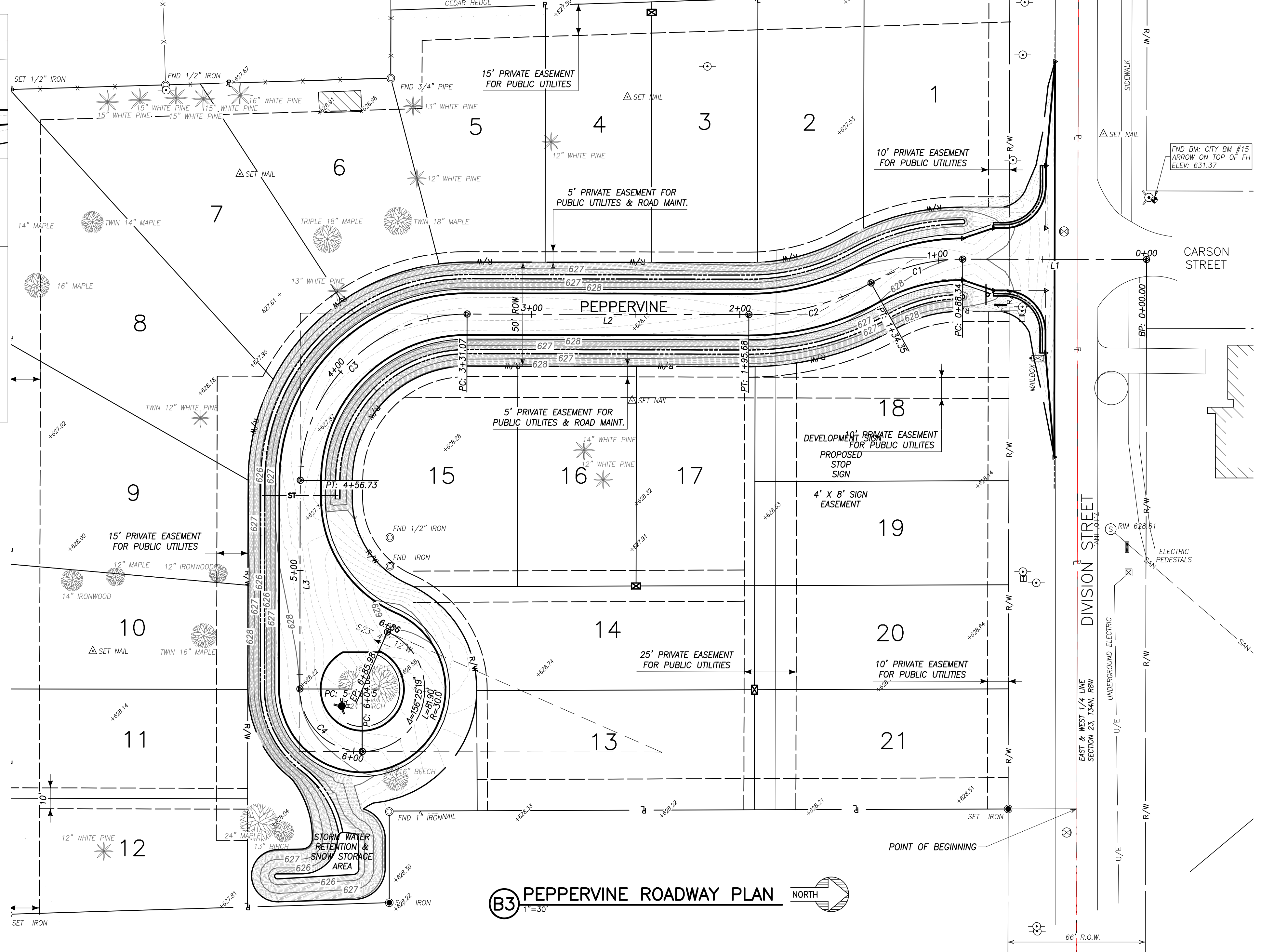


D1 INTERSECTION ENLARGED PLAN
1"=10'

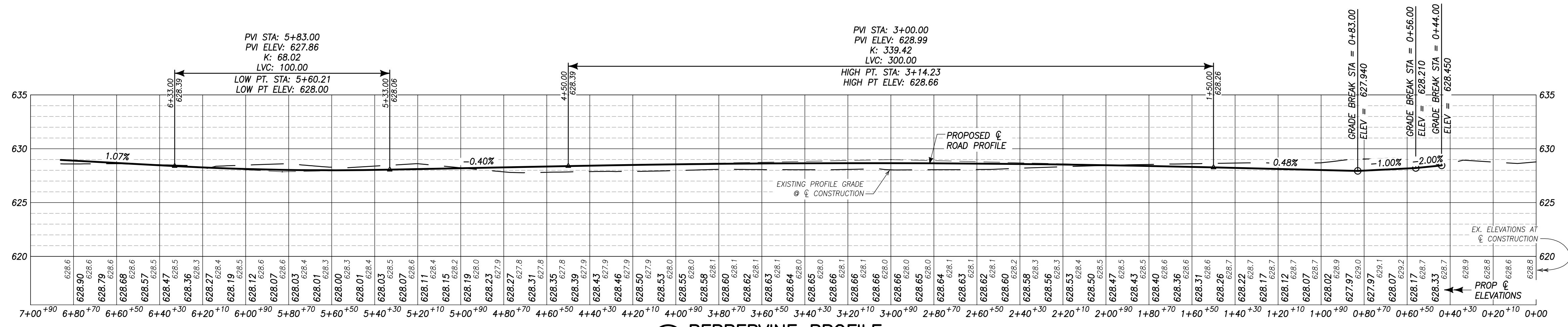
TOTAL	UNIT	ITEM
12.0	EA	TREE, REM, 19 INCH TO 36 INCH
2164	SYD	MACHINE GRADING, MOD.
150	TON	AGGREGATE BASE, 6 INCH
150	TON	HMA, 13A
150	TON	HMA, 36A
94	FT	CURB AND GUTTER, CONC, DET C4
1897	SYD	MULCH
1897	SYD	MULCH ANCHORING
138	LB	SEEDING, MIXTURE TDS
1897	SYD	TOPSOIL SURFACE, FURN, 4 INCH

PEPPERVINE						
Number	Length	Radius	Line/Chord Direction	START NORTHING	START EASTING	PI NORTHING PI EASTING
L1	88.34'		S0° 06' 31"W	5363.87'	4735.07'	
C1	46.00'	90.00'	S14° 32' 05"E			5252.01' 4734.86'
C2	61.34'	120.00'	S14° 32' 05"E			5204.11' 4761.61'
L2	135.39'		S0° 06' 31"W	5172.75'	4761.55'	
C3	125.66'	80.00'	S44° 53' 29"E			4957.37' 4761.14'
L3	100.22'		S89° 53' 29"E	4957.21'	4841.14'	
C4	47.12'	30.00'	N45° 06' 31"E			4956.97' 4971.36'

A1 ALIGNMENT TABLE



B3 PEPPERVINE ROADWAY PLAN
1"=30'



A3 PEPPERVINE PROFILE
HORIZ: 1"=30', VERT: 1"=6'

AUTH	DATE	NO.	DESCRIPTION	AUTH	DATE	NO.	DESCRIPTION
JBM	11/13/17	0	CITY REVIEW				

DESIGNER

Performance Engineers, Inc.

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SCALE

PROJECT

PEPPERVINE

SECTION 23, CITY OF CHARLEVOIX, CHARLEVOIX COUNTY, MICHIGAN

SHEET

ROADWAY CONSTRUCTION

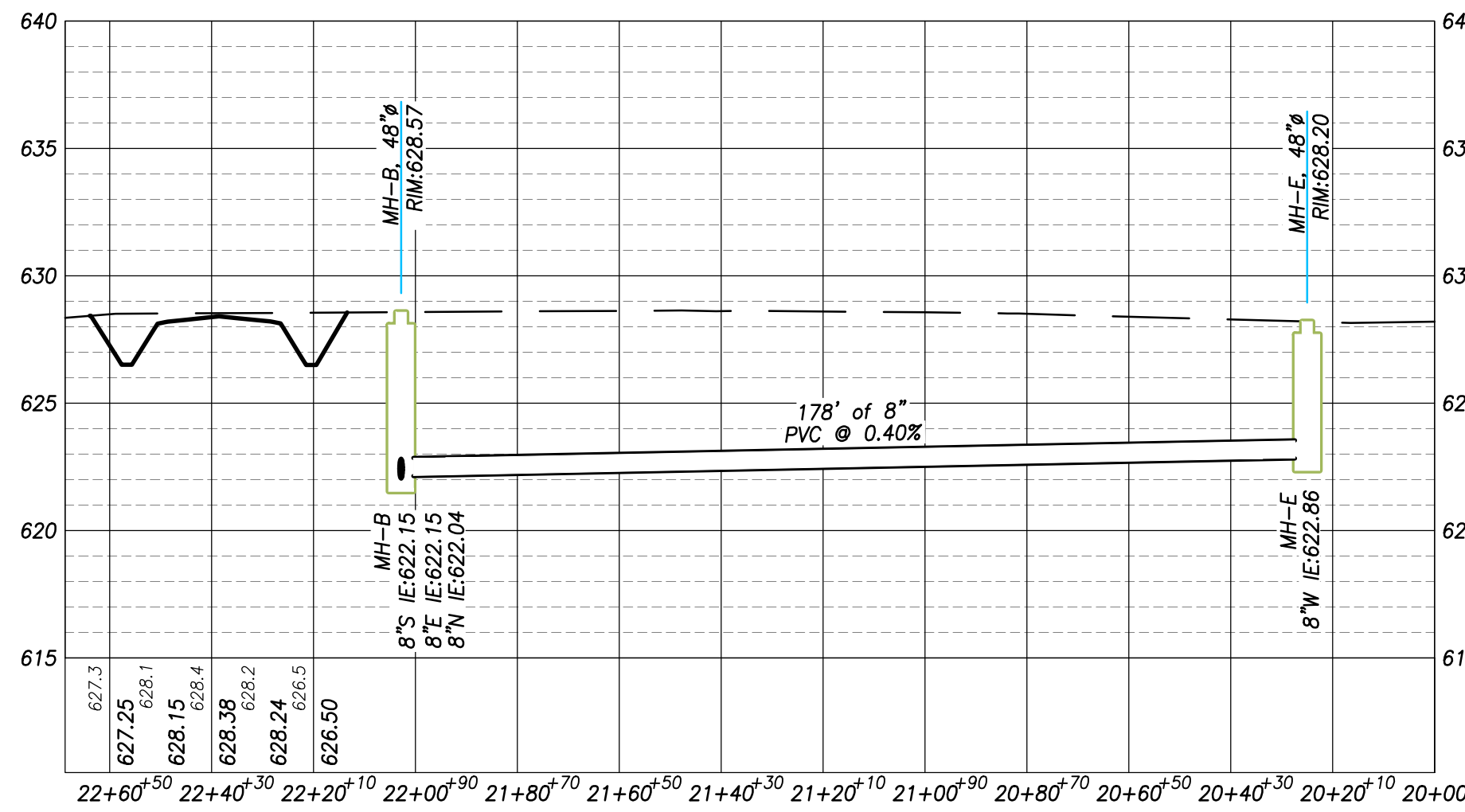
PLAN AND PROFILE

JOB NO.

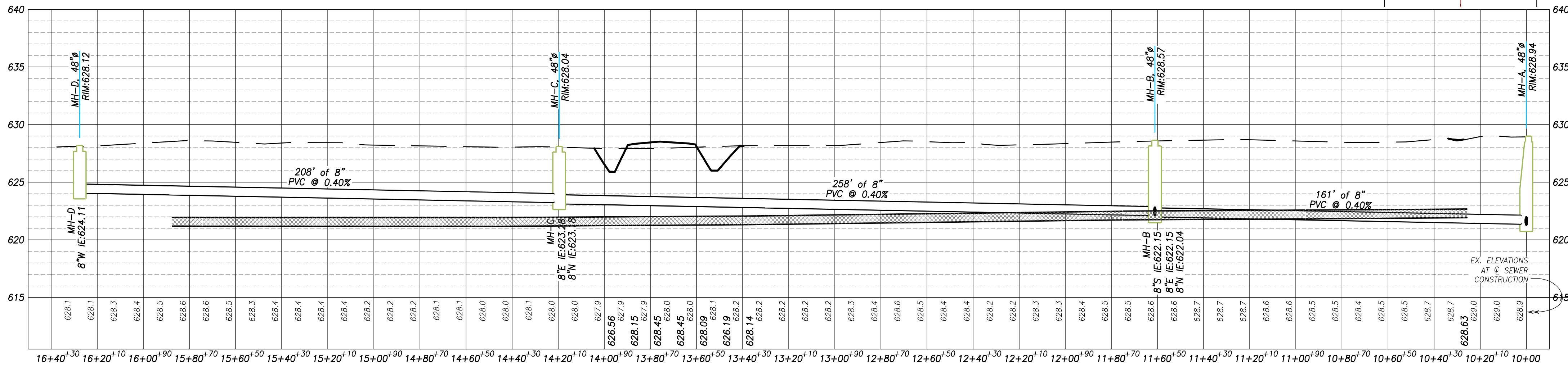
17-5020

SHEET NO.

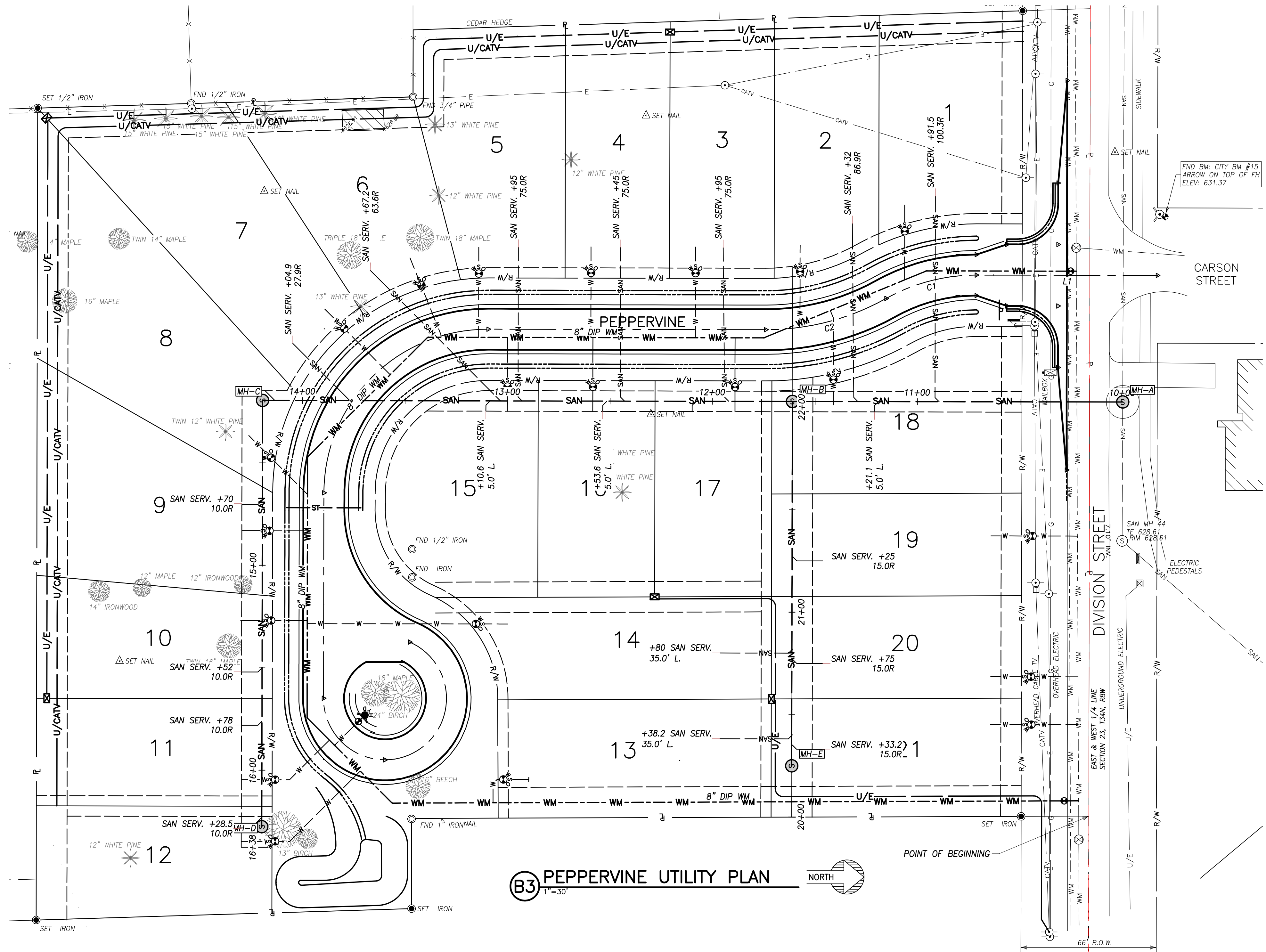
- of -



(A1) SANITARY PROFILE (2)
HORIZ: 1"=30', VERT: 1"=6'



(A3) PEPPERVINE SANITARY PROFILE
HORIZ: 1"=30', VERT: 1"=6'



(B3) PEPPERVINE UTILITY PLAN
1"=30'

AUTH	DATE	NO.	DESCRIPTION	AUTH	DATE	NO.	DESCRIPTION
JBM	12/14/17	0	CITY REVIEW				

DESIGNER

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SCALE	PROJECT
	PEPPERVINE
SECTION 23, CITY OF CHARLEVOIX, CHARLEVOIX COUNTY, MICHIGAN	

SHEET	JOB NO.
UTILITY CONSTRUCTION PLAN	17-5020
PLAN	SHEET NO.
	- of -