



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Tuesday, September 4, 2018- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Charlevoix-A Trail Town
Kent Knorr, Recreation Director
 - B. Michigan Avenue Bike Lane
Gerard Doan, Police Chief
 - C. Deer Management
Gerard Doan, Police Chief
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - August 20, 2018
 - B. Schedule Work Session for September 17, 2018
 - C. Accounts Payable and Payroll Registers
 - D. Audit Proposal Extension
 - E. Sale of Surplus Parking Meters
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Resolution to Designate Charlevoix as a Trail Town
Kent Knorr, Recreation Director
 - B. Public Service Facility Next Steps
Mark L. Heydlauff, City Manager
 - C. The Charlevoix Agenda
Mayor Luther Kurtz
 - D. Establish Bridge Lighting Reserve
Mayor Luther Kurtz

- E. Planning Commission Appointment
Joyce M. Golding, City Clerk

8. Reports and Communications

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

9. Other Council Business

10. Adjourn

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

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Charlevoix-A Trail Town

DATE: September 4, 2018

PRESENTED BY: Kent Knorr, Recreation Director

BACKGROUND:

Charlevoix is beautifully positioned to be a Pure Michigan Trail Town. Our existing trail system, along with future trail development ensures outstanding recreational opportunities for residents and visitors. The human and health benefits, sources of alternative transportation, development of community and place, access to parks, beaches, neighborhoods and business are just a few of the benefits of our trails.

ATTACHMENTS:

- ▣ Pure Michigan Trail Town Program
- ▣ Trail Towns-Capturing Trail Based Tourism

Pure Michigan® Trail and Trail Town Designation Program Handbook



Pure Michigan® Trail and Trail Town Designation Program Handbook

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Pure Michigan® Trail and Trail Town Designation Program

Pure Michigan® Trail, Water Trail and Trail Town Designation Program Background

In 2014, the Michigan Trailways Act was revised (Act 451 of 1994, Part 721) to add the Department of Natural Resources' ability to designate trails and towns as Pure Michigan® Trails and Trail Towns. This designation is designed to acknowledge Michigan's position as the nation's trail state. Michigan has an incredible array of trails, developed and maintained by an extensive collaboration among state and local governments, non-profits, foundations and volunteers with exceptional scenic beauty and excellent outdoor recreation opportunities.

An extensive, statewide network of non-motorized and motorized trails:

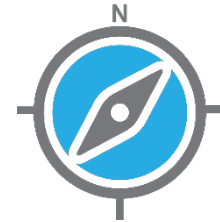
1. Provide for public enjoyment, health and fitness.
2. Serve to encourage constructive leisure-time activities.
3. Protect open space, cultural and historical resources, as well as habitat for wildlife and plants.
4. Enhance the local and state economies as tourism becomes a prominent part of the area.
5. Link communities through alternative transportation, parks and natural resources.
6. Create opportunities for rural-urban exchange, agricultural education and the marketing of farm products.
7. Preserve corridors for possible future use of other public purposes.

The trails that will be designated represent the best in the state. This handbook serves as a guide for the applications for the Pure Michigan® Trail and Trail Town Designation Program.

Pure Michigan® Trail Criteria

The DNR, in designating a trail and in addition to requirements outlined in Act 451, Part 721, will seek to ensure the following:

1. A quality trail experience
2. Clear information for users
3. Broad community support
4. A sustainable business, maintenance and marketing plan



1. A quality trail experience

- a. The trail is either a part of a state network or in the trail proposal process. If this is not complete, there is adequate proof of completion within a year.
- b. The trail is permanently open for public use and is at least five miles or more in length, providing access to significant scenic features.
- c. Support facilities which may include, where feasible, parking, restrooms and emergency phones are available and accessible.
- d. Wherever possible, programmed activities are available. This allows for an increased enjoyment of the trails and a better understanding of the natural and cultural resources related to them.
- e. Encourages safety and respect for the surrounding environment.
- f. Unless the trail is primarily a looped trail or intended for a one-day trip or less, lodging is available for at least the following: every 12 miles for trails primarily used by walkers; every 15 miles for trails primarily used by cross country skiers; every 40 miles for trails primarily used by bikers; every 40 miles for trails primarily used by equestrians and every 100 miles for trails primarily used by snowmobile or ORV riders.
- g. The trail's terrain and setting will be considered, including its slope, tread, drainage techniques, structures and vegetation management.
- h. Accessibility standards are met and exceeded where feasible and the trail is available for public use and enjoyment on a nondiscriminatory basis.

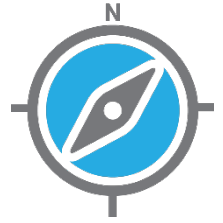
2. Clear information for users

- a. The trail is marked with an appropriate amount of both regulatory and wayfinding signage (to help users stay on path and be aware of where they are) throughout its length. Signs are also encouraged to include directions to nearby businesses.
- b. Accessibility information is provided and standards for accessibility are met.
- c. Wayfinding signage and information on parking and directions are provided.
 - i. Signs are also encouraged to include directions to nearby amenities and cultural resources.
 - ii. Wayfinding signs are also encouraged to include directions to nearby services and attractions.
- d. The trail is identified on a website or other digital means of communication, including social media, with a map that can be printed and is appropriately keyed to make the user aware of its location, length, hazards, level of

difficulty and trail-related amenities. Web information is encouraged to also include information on nearby amenities and cultural resources.

3. Broad community support

- a. The trail has a resolution of support for the designation of the trail as a Pure Michigan® Trail by the local unit of government, authority or non-profit that is primarily responsible for it.
- b. The trail enhances the local community and its culture, businesses and more.
- c. The trail's setting is its underlying attraction including its landscape, features, historic or unique built features and skylines, native vegetation, water features and lighting.
- d. Local opportunities to enhance a user's experience in the area, as well as needed facilities in case of an emergency, overnight stay and the like will be considered, including shopping, lodging, food options and medical services.



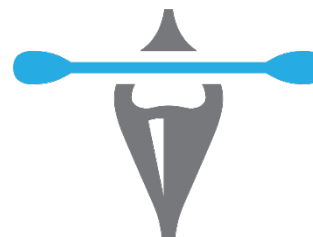
4. A sustainable business, maintenance and marketing plan

- a. There is adequate enforcement of trail rules and regulations.
- b. Construction and maintenance is kept up with, including fencing.
- c. A plan must be in place that identifies the existing and planned amenities associated with the trail and how those amenities will be maintained and enhanced.
- d. A schedule for trail maintenance is established, along with a budget that identifies funding sources and those in charge of its upkeep.
- e. The trail must be supported, managed and maintained by at least one organization. If that organization works with others for the trail, they must create a written agreement with each other. These organizations must broadly represent the community(s), which might include recreation, education, conservation, heritage, business, public safety, health and government organizations, and need to get permission from all people that have an ownership interest over any portion of the trail.
- f. Wherever possible, programmed activities are available. This allows for an increased enjoyment of the trail(s) and a better understanding of the natural and cultural resources related to it.
- g. A way to evaluate the economic impact of the trail at least every five years must be identified, including the trail's users (who they are, where they live—a target market) and money spent on the trail.
- h. A local marketing plan has been developed to promote the trail, types of trail designations and descriptions, location tools and more to gain public interest.

Pure Michigan® Water Trail Criteria

The DNR, in designating a water trail and in addition to the requirements outlined in Act 451, Part 721, will seek to ensure the following:

1. A quality trail experience
2. Clear information for users
3. Broad community support
4. A sustainable business, maintenance and marketing plan



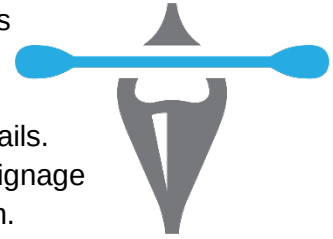
1. A quality trail experience

- a. The water trail is a waterway that is open to public recreational use and is a state-designated water trail.
- b. The water body must meet water quality use designations for partial body contact standards, as established by the Michigan Department of Environmental Quality, in addition to the requirements established by section 72103(3)(c) of the act.
- c. The water trail has access sites and rest areas available to the public within reasonable distances depending on the designated type of trail experience.
 - i. All access sites and rest areas along the trail need to be approved by the landowner they are on. The goal of this is to reduce potential conflicts and maintain public support for accessible water trails.
- d. The water trail may have amenities depending on the type of trail experience including restrooms, picnic areas, overnight lodging, camping, parking and drinking water.
 - i. Restroom facilities must be available on all trail types but can range from modern facilities to rustic ones. The spacing between restroom locations will vary by trail segment description.
 - ii. Provide information regarding trail segments that provide barrier-free access and amenities.
- e. Water trails should have connections to other recreational opportunities like camping, bicycling and hiking trails, fishing, hunting, cultural and historic experiences.

2. Clear information for users

- a. The trail is marked with an appropriate amount of both regulatory and wayfinding signage (to help users stay on path and be aware of where they are) throughout its length.
- b. Trail access sites need to have a high level of accessibility. Accessibility information is provided and standards for accessibility are met, and the trail is available for public use and enjoyment on a nondiscriminatory basis.
- c. The trail is identified on a website with a map that can be printed and is appropriately signed to make the user aware of its location, length, hazards, level of difficulty and trail-related amenities.
- d. Wayfinding signage and information on parking and directions are provided.

- i. Signs are also encouraged to include directions to nearby amenities and cultural resources.
 - ii. Wayfinding signs are also encouraged to include directions to nearby services and attractions.
- e. Information provided during the trail experience promotes safety and encourages “leave no trace” principles.
 - i. Standard signs to warn of man-made hazards such as dams or electrical lines are used on all trails.
 - ii. Primary access sites are marked with reflective signage visible from the water with emergency information.
 - iii. Emergency contacts are listed on electronic and printed publications.
 - iv. Communicates ordinary risks with water recreation including safety messages about personal floatation devices, self-rescue, first aid skills, natural and man-made obstacles, paddler immersion and contact with water, ambient water quality, high water or flood events, severe weather and high wind or waves.



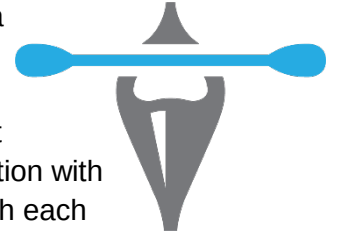
3. Broad community support

- a. The trail has a resolution of support for the designation as a Pure Michigan® Water Trail by the local unit of government, authority or non-profit that is primarily responsible for it.
- b. The trail enhances the local community and its culture, businesses and more.
- c. The trail's setting is the underlying attraction of the trail and will be taken into consideration including its water quality, landscape, features, historic or unique built features, and skylines and native vegetation.
- d. Local opportunities to enhance a user's experience in the area, as well as facilities needed in case of an emergency, overnight stay and the like will be considered including shopping, lodging, food options and medical services.

4. Sustainable business, maintenance and marketing plan

- a. A plan exists that shows how the water trail will and has provided a quality trail experience, as well as user information expectations in conjunction with public/ private partnerships.
- b. Plans must include a list of environmental, natural and cultural assets along the waterway, including existing public or private amenities, access sites, rest areas, accessible features and more.
- c. The plan addresses what the trail is lacking and devises ways to improve it.
 - i. A plan must be in place that identifies the existing and planned amenities associated with the trail and how those amenities will be maintained and enhanced.
- d. Trail information is promoted locally and as part of the state's marketing program.

- e. A local marketing plan has been developed to promote the trail, types of water trail designations and descriptions, location tools and more to gain public interest.
- f. There is adequate enforcement of trail rules and regulations.
- g. Construction and maintenance is kept up with.
- h. A schedule for trail maintenance is established, along with a budget that identifies funding sources and those in charge of its upkeep.
- i. The trail must be supported, managed and maintained by at least one organization. If that organization works in conjunction with others for the trail, they must create a written agreement with each other. These organizations broadly represent the community, including recreation, education, conservation, heritage, business, public safety, health, and government organizations, and need to get permission from all people that have an ownership interest over any portion of the trail.
- j. The trail includes programming and educational activities along the waterway when possible, increasing the understanding of the natural, cultural and historic resources related to the trail and outdoor ethics.
- k. A mechanism to evaluate the economic impact of the trail at least every five years must be identified, including the trail's users (who they are, where they live—a target market) and money spent on the trail.



Pure Michigan® Trail Town Criteria

The DNR, in designating a water trail and in addition to requirements outlined in Act 451, Part 721, will seek to ensure the following:



1. A quality trail town experience
2. Clear information for users
3. Broad community support
4. A sustainable business, maintenance and marketing plan

1. A quality trail town experience

- a. The city, village or township should be easily accessible to users of a Pure Michigan® Trail or a Pure Michigan® Water Trail.
- b. There has been or will be an annual trail-related project or event within the city, village or township with adequate plans to attract public involvement.
- c. A school board within the city, village or township has endorsed a trail-based service-learning educational component within its schools.
- d. Support facilities including parking, restrooms and emergency phones are available and accessible within the town.
- e. The trail town trail's terrain and setting will be considered including its ability to provide convenient connections to residential and commercial neighborhoods, parks, scenic areas, other trail networks and significant destinations.
- f. The trail town has attractions that make it a tourist destination.

2. Clear information for users

- a. Upon designation, the trail town will be marked with an official Pure Michigan® Trail Town sign and logo at major access points.
- b. Signage and information on parking and directions are provided.

3. Broad community support

- a. The city, village or township has a resolution of support for the designation of the town as a Pure Michigan® Trail Town by the local unit of government
- b. The local community and its culture, businesses and more enhance the trail.
- c. Local opportunities to enhance a user's experience in the area, as well as needed facilities in case of an emergency, overnight stay and the like will be considered including shopping, lodging, food options and medical services.

4. A sustainable business, maintenance and marketing plan

- a. The petitioner demonstrates at least three of the following:
 - i. An advisory committee must be created, which should include people from various sectors of the community such as merchants, DDA chambers of commerce, government and trail users, showing support for designation.

- ii. Land use plans, planning tools, ordinances or guidelines must be in place, or support to add them, which recognizes the relationship between the trail and other staples in the community.
- iii. A local marketing plan has been developed to promote the trail, types of trail designations and descriptions, location tools and more to gain public interest.
- iv. A way to evaluate the economic impact of the trail town designation at least every five years must be identified, including the town's visitors (who they are, where they live—a target market) and money spent on the town in relation to the trail.



Designation Process

An individual, local unit of government, authority or non-profit must submit documentation and an application that does the following:

1. Describes the quality trail or trail town experience
2. Provides clear information for users
3. Demonstrates broad community support
4. Provides a sustainable business plan that includes maintenance, marketing and emergencies

1. Describe the quality trail or trail town experience

- a. Written description of the trail or town.
- b. Maps of the town, trail, river, river segments or water body should be provided, which include all available access sites, rest areas, portage routes, amenities, signage and launch type plus known static hazards.
- c. List of names and photos of access sites, launches, rest areas and signage. Launches, access sites and rest areas need to have adequate spacing as indicated in segment descriptions.
- d. Describe the educational information that is shared along the trails (natural and cultural heritage, conservation and health benefits).
- e. Documentation of land-owner approval of public and privately-owned access sites, rest areas and portage routes.
- f. Descriptions of barrier-free amenities. "Barrier-free" means they provide accessible launches at both the put-in and take-out locations.
- g. Plan for promoting safe trail use that respects the water, lands and private property, including "leave no trace" principles.
- h. Photos of the amenities, attractions and opportunities given to visitors.

2. Provide clear information for users

- a. Proof of standardized safety and wayfinding signage in place on the river or a written commitment to install it within one year of designation, as well as the appropriate signage for a trail town and trail.
- b. Documentation of information (stewardship, safety, rules, etc.) in various formats, including electronic and printed (maps, websites, pamphlets, etc.), as well as contact information to provide user input.

3. Demonstrate broad community support

- a. Minutes of the public meeting(s) held in the largest population area near or adjoining the river, trail or in the town, depending on the type of designation, to obtain input and explain the value of the trail.
- b. Resolutions of support from the government entities involved.
- c. List of partners and/or businesses involved with the trail or town, including those participating from the education, heritage, conservation, tourism, business or health sectors.

4. **Provide a sustainable business plan that includes maintenance, marketing and emergencies**
 - a. Written documentation of a sustainable business plan that includes goals for development, management, promotion, operation and maintenance plans.
 - b. Documentation that the trail and amenities meet all local, state and federal land use plans and laws, and that, if a trail town, the town does, as well.
 - c. A list of cultural and natural heritage assets and conservation concerns with an explanation of how they are addressed and incorporated into the trail and town.

Application Process

Applicants must complete the application for designation as a Pure Michigan® Trail, Water Trail (application A) or Trail Town (application B) and submit it, along with all required documentation, to the DNR state trails coordinator. Due date for applications is Nov. 1, 2018.

There are two applications: Application A for trails and water trails and application B for trail towns. The application form and all other documents must be attached at the time of submittal to be considered. Submittals can be sent by mail or email.

Trails proposed for Pure Michigan® Trails designations are reviewed against a set of standards and criteria, not by comparison to one another. The review committee evaluates applications through a process that includes the following:

1. A preliminary review by DNR staff of applications for completeness.
2. All complete applications will be presented to the review committee for consideration, discussion and recommendation.
3. A field visit and assessment may be conducted by a review committee member or designee.
4. The review committee will review and discuss applications and any field assessments.
5. The review committee sends a referral of the application back to the applicant with comments or a recommendation to the DNR director for approval from the NRC (which includes a public meeting).
6. Upon approval from the NRC, the DNR state trails coordinator will forward the nomination to the MEDC for a Pure Michigan® license.
7. The NRC approved recommendations will be provided to MTAC.
8. Official designation and promotion will occur during December 2018 or Michigan Trails Week in September in subsequent years.

If the trail designation is approved, it will be handled as follows:

1. Designation will consist of a letter from the DNR state trails coordinator and a Memorandum of Understanding (MOU) between the DNR and the applicant.
2. A DNR press release announces the designation in December or during Michigan Trails Week.
3. Pure Michigan® incorporates the trail into its maps and marketing materials.
4. Signage with branding is placed in appropriate locations by the designee.

Applications and documentation should be sent to: MorrisonM4@michigan.gov or:

State Trails Coordinator—Pure Michigan Trails Designation
Parks and Recreation Division
Michigan Department of Natural Resources
PO Box 30257
Lansing MI 48909

Definitions and Roles

There are five main parties involved in the process of proposing a Pure Michigan® Trail or Trail Town: The applicant, DNR Trail System and Services Section (DNR Trails), Michigan Trails Advisory Committee (MTAC), Michigan Economic Development Corporation (MEDC) and the Natural Resources Commission (NRC).

Access site: Public (federal, state, county or local units of government) or private land where it is legal for the public to access, launch and land a watercraft into and from its adjoining waters. Access sites will have at least some legal parking along a public roadway. Access sites are also rest areas and may include amenities.

Applicant: Applicants can be individuals, local units of government, authority or non-profits. The applicant is the lead promoter of the trail or trail town and is responsible for coordinating the development of all materials needed for the application. The applicant is responsible for applying and consulting with DNR Trails prior to doing so and during the initial review.

Barrier-free access: A facility and its amenities can be approached, entered and used by persons with disabilities.

Baseline economic impact plan: Does the plan capture trail users' demographics, counts, perceptions of the trail and its usage characteristics? Does the plan showcase the regional business impact including trail-related spending, expansion, new businesses or other indicators?

Designee: The designee is defined as the public or non-profit body that has applied and received state water trail designation on a certain water system.

Easily accessible: Within two miles of the trail unless otherwise designated.

Economic impact assessment report: Evaluates, at a minimum, trail users (trail region demographics, user counts, usage characteristics, demographics of trail users or visitors, their perception of the trail and spending related to trail activities).

Formally adopted: Adopted by a resolution of the governing body overseeing the trail or the city, village or township seeking a Pure Michigan® designation.

Government agency: The federal government, a county, city, village or township—or a combination of these.

Launch: The mechanism used to access the water. Whenever possible, the type of launch should match the context of the surrounding environment. Launch types may include a natural surface (shoreline), paved ramp, geo-textile mat, stairs, dock, cantilever dock, floating dock and designated launch that meet the guidelines to be barrier-free.

Lodging: A place to sleep like a campsite, hut, shelter or other licensed overnight accommodation.

Maintenance plan: Is the plan adequate for maintenance and costs to support a

sustainable trail?

Marketing plan: Trails must be marketed in a way that appropriately and efficiently attracts users, addresses the target audience and identifies the best way to reach them.

Michigan Trails Advisory Committee (MTAC): MTAC reviews applications. Applicant's trail designation will either be recommended to the director of the DNR for adoption and submitted to MEDC for licensure, or the application will be returned to DNR Trails and the applicant with comment.

Michigan Economic Development Corporation (MEDC): The DNR director and DNR Trails forwards the signed nomination to MEDC, which offers services pertaining to business assistance and capital programs serving to help attract value and accelerate success, for a Pure Michigan® license.

Natural Resources Commission (NRC): The NRC will be involved within the designation process, checking to see if the proposed trails and trail towns meet all necessary requirements.

Nearby attractions and needed facilities: Local opportunities to enhance a user's experience in the area, as well as needed facilities in case of an emergency, overnight stay and the alike will be considered.

Portage: The practice of carrying a water craft or cargo over land either around an obstacle in a river or between two bodies of water.

Primary access site: A designated, legal access site that is promoted for use by the water trail and serves as a trailhead. The primary access site will have an appropriate launch and landing facility for the context of the site, off-street parking for vehicles, water trail and local wayfinding signage and amenities such as restrooms, potable water, picnic areas and boat racks. A primary access site is also an access site and a rest area.

Programming and educational plan: Is the material engaging and are tours provided for the public, as well as schools?

Pure Michigan® designated trails and trail towns: Trails, water trails or trail towns that have been approved for designation by the DNR and other involved groups following a prescribed process. Designated trails and towns are supported by broad-based community partnerships and a statewide marketing program, which provide conservation, heritage and recreation opportunities.

Resolution of support: By the governing agency for the designation that includes support from all entities that have an ownership interest in the trail.

Rest areas: Places where it is permissible to land a watercraft, but not a place to access the water from a road. Rest areas may have campsites and amenities.

Statewide trail network: The statewide trail network established in section 72114 of Act 451.

Support Facilities: A formal or informal stopping place along the trail that provides

services that may be needed or desired by trail users. This includes access sites, primary access sites, rest areas or trailheads.

Trail: A right-of-way adapted to foot, horseback, motorized or other nonmotorized travel. A trail also includes a water trail.

Trail condition: Quality and upkeep of the trail in addition to its terrain will be considered.

Trail design: Trail design is the summation of all design elements that result in the constructed trail and its interaction with the environment. The trail must meet certain requirements for consideration as previously explained.

Trailhead: Public or private land where it is legal for the public to access a right-of-way adapted to foot, horseback, motorized or other nonmotorized travel and provides some legal parking along a public roadway.

Trail map and website link: Evaluate the maps and sites. Check to see if it provides users a variety of ways to understand the trail.

Trail setting: The trail's setting is the underlying attraction of the trail and takes in all the visual, auditory, tactile and olfactory elements of the trail experience.

Water trail: Recreational routes, motorized or non-motorized, on waterways with a network of public access sites.



Pure Michigan® Trail or Water Trail Designation Application (Application A)

APPLICATION SUBMITTAL	DEADLINE
STATE TRAILS COORDINATOR PARKS AND RECREATION DIVISION MICHIGAN DEPARTMENT OF NATURAL RESOURCES PO BOX 30257 LANSING MI 48909	November 1

INSTRUCTIONS
Please complete this form in its entirety. Once completed, attach all necessary documents and submit application as stated above. Please contact the program coordinator with any questions you may have with this proposal.

SECTION A.0 APPLICANT INFORMATION					
Applicant:					
Primary contact name and title:					
Telephone:		Email:			
Secondary contact name and title:					
Telephone:		Email:			
Address:					
City:		State:		Zip:	

SECTION A.1 TRAIL OR WATER TRAIL LOCATION INFORMATION (IF TRAIL TOWN SKIP TO APPLICATION B BELOW)				
Applying for:	☐ Pure Michigan® Trail		☐ Pure Michigan® Water Trail	
Trail name:				
☐ On statewide trail network ☐ Trail proposal is in process (see interactive map on DNR website for designated trails in network) ☐ Trail is complete ☐ Trail is within one year of completion (please provide documentation that there is obligated funding to complete trail within one year of designation)				
Land ownership:	☐ State ☐ Federal ☐ County ☐ Township ☐ Other: _____ ☐ Permanently open to public ☐ Requires a Recreation Passport			
Trail length:		Trail width:		
Designated trail type:		Permitted uses:		
Beginning point (lat/long):		End point (lat/ long):		

USGS quad:		Town(s) T:		Range(s) R:		Section(s):	
Trail map(s) and website link (Please provide a list of maps of the trail included in application):							

SECTION A.2 (FOR THIS SECTION, PLEASE ANSWER IN ANOTHER DOCUMENT AND ATTACH)	
1. Describe the natural, cultural, historic resources and attractions along this trail that make this trail desirable to non-resident and resident users alike. 2. Describe any other factors that make this trail an iconic example. 3. What design standards or other sustainability considerations went into the design and creation of this trail? 4. Please document all easily accessible public facilities for the trail including parking, sanitary facilities, lodging, food and emergency phones. • If a water trail, also describe access areas and rest areas, contiguous use and open portages along entire length of trail being designated. 5. Describe the signage and wayfinding system along the trail.	

SECTION A.3 DOCUMENTS REQUIRED (SEE INSTRUCTION BOOKLET FOR MORE INFORMATION)
A.1 Application from Section A.1 A.2 Supplemental responses from questions Formally adopted plan that includes: • Existing and planned amenities • Maintenance plan • Programming and educational plan • Marketing plan • Baseline economic impact plan and schedule for creating an economic impact plan every five years after designation Resolution of support by the governing agency for the designation that includes support from all entities that have an ownership interest in the trail. Accessibility report: Document that evaluates that the trail meets or exceeds ADA standards. Other photos or documentation.

Information on Application A: Trails or Water Trails

Section A.1 Trail or Water Trail Location Information

Applying for: Check the box for the type of trail that you are applying for designation.

Trail name: Please use the most official, recognized or common name of the trail seeking designation. It is understood that many trails have several names or are pieces of other trails.

Trail network/trail proposal: Please use the interactive map on the DNR website to determine if the trail is designated on the state network. If not, there must be an active trail proposal in the DNR system prior to applying for designation.

Trail is complete: If the trail is not complete, documentation must accompany the application showing obligated funding and a plan for having the trail complete within one year of designation of the trail.

Land ownership: Mark boxes showing ownership. Land may be under a long-term lease or other agreement to one of the entities listed. If so, please include documentation.

Open to the public: The trail must be permanently open for public use.

Trail length: Please list the length of the trail that is seeking designation. Length must match the beginning and end points listed below.

Trail width: Please list the trail width. If variable, please list the various widths and how long the trail runs for at that width.

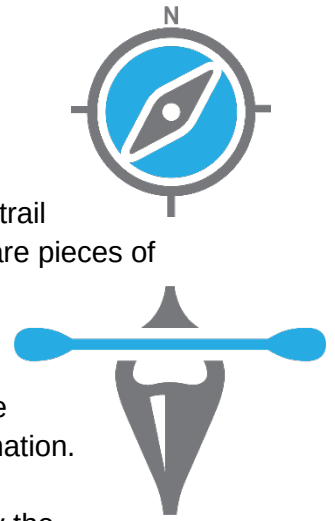
Designated trail type: Please list the primary use the trail is designed for.

Permitted uses: Please list any other uses that are permitted on the trail.

Beginning point: Please list the latitude and longitude of the first terminus of the trail that is seeking designation. It is understood that many trails are pieces of other trails and the termini for the trail seeking designation may be part of a longer trail, as well.

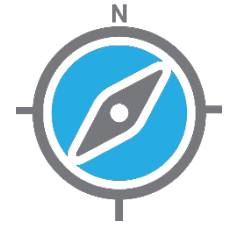
End point: Please list the latitude and longitude of the second terminus of the trail that is seeking designation. It is understood that many trails are pieces of other trails and the termini for the trail seeking designation may be part of a longer trail, as well.

USGS quad: Please determine what map(s) the trail falls on based on US Topo standards. Maps can be found here: <https://nationalmap.gov/maps.html>.



Town/range/section: Please list all the town/range/sections for the trail seeking designation.

Trail map and website link: Please list all official websites that represent this trail and attach any official paper or digital maps.



Section A.2 Supplemental Questions

1. Describe the natural, cultural and historic resources and attractions along this trail that make it desirable to both non-resident and resident users.

2. Describe any other factors that make this trail an iconic example of its type.

3. What design standards or other sustainability considerations went into the design and creation of this trail? Please provide documentation for all standards or considerations that you used to determine the trail design. Answers to questions such as: What standards did you use to guide your decision making? Is this an American Association of State Highway and Transportation Officials (AASHTO) compliant trail? Did you base the design on ADA or did you attempt to make it universally accessible? What design principles or maintenance practices are you using to ensure the life and sustainability of the trail? How are you planning to prevent water and erosion damage? How are you addressing up-and-coming trends in trail uses (electric bikes, larger ORV's, snowmobile studs, boating trends, etc.)?

4. Please document all easily accessible support facilities for the trail open to the public including parking, sanitary facilities, lodging, food and emergency phones.

- **If a water trail, also describe access areas and rest areas, contiguous use and open portages along entire length of trail being designated.**

Easily accessible means within two miles of the trail. Please include any maps that will help the reviewers understand where things are located and/or addresses or key identifying features.

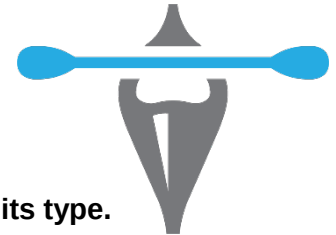
5. Discuss your signage and wayfinding system along the trail. Wayfinding plays an important role in trail use safety, connecting users with emergency services. Items to have in the description include plans for regulatory signage, as well as directional and wayfinding signage. How are you going to lead people to towns that are near the trail and not on the trail? If signs are not in place yet, please provide a plan for where they will go and what they will say.

Section A.3 Documents Required

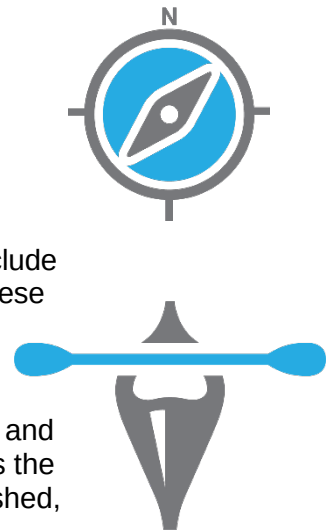
A.1 Application from Section A.1

A.2 Supplemental responses from questions

Formally adopted plan that includes:



- **Existing and planned amenities:** Please include all items that are planned, estimated dates for completion, costs and funding mechanisms.
- **Maintenance plan:** For the proposed trail, provide the agency responsible for the operation and maintenance of the trail, annual maintenance schedule (including invasive species control where relevant), maintenance costs (indicate frequency of maintenance), lifecycle costs and provide the current maintenance budget.
- **Programming and educational plan:** Provide information regarding planned material that is engaging and readily available to visitors. Include information on tours with their length, stops and discussed topics. These should be provided on a weekly basis during the season to the public, schools and other organizations.
- **Marketing plan:** Trails must be marketed in a way that appropriately and efficiently attracts users, addresses the target audience and identifies the best way to reach them. Provide information on how this is accomplished, including social media insights and the like.
- **Baseline economic impact plan and schedule for creating an economic impact plan every five years after designation:** Provide a plan that adequately captures trail users' demographics, counts, perceptions of the trail and its usage characteristics. Provide information on adequately showcasing the regional business impact including trail-related spending, expansion or new businesses or other indicators. Provide information on the trail or trail town's plan and schedule for renewal every five years or less.
- **Resolution of support by the governing agency for the designation:** Includes support from all entities that have an ownership interest in the trail. This can include a formal resolution or letters of support for the designation.
- **Accessibility report:** Document that evaluate how the trail meets or exceeds ADA standards.
- **Other photos or documentation:** Anything else that you would like the review team to know about your trail or its management.





Pure Michigan® Trail Town Designation Application (Application B)

APPLICATION SUBMITTAL	DEADLINE
STATE TRAILS COORDINATOR PARKS AND RECREATION DIVISION MICHIGAN DEPARTMENT OF NATURAL RESOURCES PO BOX 30257 LANSING MI 48909	November 1

INSTRUCTIONS
Please complete this form in its entirety. Once completed, attach all necessary documents and submit application as stated above. Please contact the program coordinator with any questions you may have with this proposal.

SECTION B.0 APPLICANT INFORMATION				
Applicant:				
Primary contact name and title:				
Telephone:		Email:		
Secondary contact name and title:				
Telephone:		Email:		
Address:				
City:		State:		Zip:

SECTION B.1 TRAIL TOWN INFORMATION (IF SPECIFIC TRAIL OR WATER TRAIL NOMINATION, USE APPLICATION A)	
City, village or township (town) name:	
Pure Michigan® Trail near town (designated or applied for designation):	
Please demonstrate that the applicant community has 3 or more of these: ☐ Advisory Committee or other community support group. ☐ Annual trail related project or event. ☐ School board has endorsed a trail-based service learning educational program within its Schools. ☐ Demonstrated relationship between the trail(s) and other community assets or a plan implement.	

SECTION B.2
(FOR THIS SECTION, PLEASE COMPLETE IN ANOTHER DOCUMENT AND ATTACH)

1. Describe how the town is easily accessible to users of a Pure Michigan® Trail or Pure Michigan Water ®Trail.
2. Describe the natural, cultural, historic resources and attractions in the town and along the trail(s) that make this town desirable to non-resident visitors.

SECTION B.3 DOCUMENTS REQUIRED
(SEE INSTRUCTION BOOKLET FOR MORE INFORMATION)

B.1 Application

B.2 Supplemental responses from questions

Formally adopted plan that includes:

- Existing and planned support services for trail users
- Build and maintenance plan for Pure Michigan® signage
- Programming and educational plan
- Marketing plan for Pure Michigan® Trail(s) and evidence of implementation
- Baseline economic impact plan and schedule for creating an economic impact plan every five years after designation

Resolution of support by the governing agency for the designation

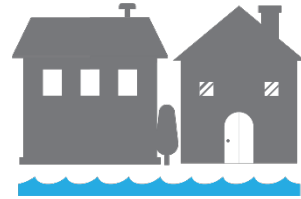
Other photos or documentation

Information on Application B: Trail Towns

Section B.1 Trail Town Information

Applying for: Check the box for a Pure Michigan® Trail Town.

City, village or township (town) name: The name of the place you want to become a trail town and a map of its location in relation to the Pure Michigan® Trail.



Pure Michigan® Trail near town: Designated or applied for designation.

Please demonstrate that the applicant community has three or more of the following:

- Advisory Committee or other community support group.
- Annual trail-related project or event.
- School board has endorsed a trail-based service learning educational program within its schools.
- Demonstrated relationship between the trail(s) and other community assets or a plan to implement doing so.

Section B.2 Supplemental Questions

1. **Describe how the town is easily accessible to users of a Pure Michigan® Trail or Pure Michigan® Water Trail.** Easily accessible means within two miles of the trail. Please include any maps that will help the reviewers understand where things are located and/or addresses or key identifying features
2. **Describe the natural, cultural and historic resources as well as trail-related businesses and attractions in the town and along the trail(s) that make this town desirable to non-resident and resident trail users.**

Section B.3 Documents Required

Application from Section B.1

B.2 Supplemental responses from questions

Formally adopted plan that includes:

- **Existing and planned support services for trail users.**
- **Build and maintenance plan for Pure Michigan® signage:** For the proposed trail town, provide the agency responsible for constructing and maintenance of the signage, annual maintenance schedule, maintenance costs (indicate frequency of maintenance) and lifecycle costs, as well as the current maintenance budget.

- **Programming and educational plans:** Provide information regarding how the town integrates and promotes the trail's programming and educational plan and how it ties into the local schools and other town programs.
- **Marketing plan for Pure Michigan® Trail(s) and evidence of implementation:** Provide information regarding how the town integrates and promotes the trail(s) and how it ties into the marketing and visitor services for the town.
- **Baseline economic impact plan and schedule for creating an economic impact plan every five years after designation:** Utilize the trail's economic impact plan and show how the trail has impacted local businesses including trail-related spending, expansion or new businesses or other indicators. Provide information on the trail or trail town's plan and schedule for renewal every five years or less.
- **Resolution of support by the governing agency for the designation:** Includes support from all entities that have an ownership interest in the trail. This can include a formal resolution or letters of support for the designation.
- **Other photos or documentation:** Anything else that you would like the review team to know about your trail or its management.



Michigan Revised Statute

NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT (EXCERPT) Act 451 of 1994

PART 721

MICHIGAN TRAILWAYS

324.72101 Definitions.

Sec. 72101. As used in this part:

- (a) "Advisory council" means the Michigan trails advisory council created in section 72110.
- (b) "Council" means a trail management council established pursuant to section 72106.
- (c) "Department" means the department of natural resources.
- (d) "Director" means the director of the department or his or her designee.
- (e) "Equine access locations" means open access roads, management roads, forestry access roads, 2-track and single-track trails that are not wildlife paths, staging areas for pack and saddle animals to be dropped off or picked up, and associated wilderness campsites.
- (f) "Forest road" means that term as defined in section 81101.
- (g) "Fund" means the Pure Michigan Trails fund created in section 72109.
- (h) "Governmental agency" means the federal government, a county, city, village, or township, or a combination of any of these entities.
- (i) "Pack and saddle trails" means trails and equine access locations that may be used by pack and saddle animals.
- (j) "Pure Michigan Trail" means a trail designated as a "Pure Michigan Trail" under section 72103.
- (k) "Pure Michigan Water Trail" means a water trail designated as a "Pure Michigan Water Trail" under section 72103.
- (l) "Pure Michigan Trail Town" means a "Pure Michigan Trail Town" designated under section 72104.
- (m) "Rail-trail" means a former railroad bed that is in public ownership and used as a trail.
- (n) "Statewide trail network" means the statewide trail network established in section 72114.
- (o) "Trail" means a right-of-way adapted to foot, horseback, motorized, or other nonmotorized travel. Trail also includes a water trail.
- (p) "Water trail" means a designated route on a body of water.

History: Add. 1995, Act 58, Imd. Eff. May 24, 1995; Am. 1997, Act 129, Imd. Eff. Nov. 5, 1997; Am. 2010, Act 46, Imd. Eff. Apr. 2, 2010; Am. 2014, Act 211, Eff. Sept. 25, 2014; Am. 2016, Act 288, Imd. Eff. Sept. 28, 2016.

Popular name: Act 451

Popular name: NREPA

324.72102 Legislative findings.

Sec. 72102. The legislature finds that a statewide system of trails will provide for public enjoyment, health, and fitness; encourage constructive leisure-time activities; protect open space, cultural and historical resources, and habitat for wildlife and plants;

enhance the local and state economies; link communities, parks, and natural resources; create opportunities for rural-urban exchange, agricultural education, and the marketing of farm products; and preserve corridors for possible future use for other public purposes. Therefore, the planning, acquisition, development, operation, and maintenance of trails are in the best interest of this state and are a public purpose.

History: Add. 1995, Act 58, Imd. Eff. May 24, 1995; Am. 2010, Act 46, Imd. Eff. Apr. 2, 2010; Am. 2014, Act 211, Eff. Sept. 25, 2014.

Popular name: Act 451

Popular name: NREPA

324.72103 Designation as "Pure Michigan Trail" or "Pure Michigan Water Trail";

requirements; public hearing; revocation of designation.

Sec. 72103. (1) The director may designate a trail in this state located on land as a "Pure Michigan Trail". A person may request that the director designate a trail as a Pure Michigan Trail. The director shall not designate a trail as a Pure Michigan Trail unless it meets, or will meet when completed, all of the following requirements:

- (a) The trail is a model trail for its designated uses and the designation of the trail as a Pure Michigan Trail contributes to a statewide trail network that promotes healthy lifestyles, economic development, recreation, and conservation of the natural and cultural resources of this state.
- (b) The land on which the trail is located is owned by this state or a governmental agency, or otherwise is under the long-term control of this state or a governmental agency through a lease, easement, or other arrangement. If the land is owned by a governmental agency, the director shall obtain the consent of the governmental agency before designating the land as part of a Pure Michigan Trail.
- (c) The design and maintenance of the trail and its related facilities meet generally accepted standards of public safety.
- (d) The trail meets appropriate standards for its designated recreation uses.
- (e) The trail is available for designated recreation uses on a nondiscriminatory basis.
- (f) The trail is, or has potential to be, a segment of a statewide network of trails, or it attracts a substantial share of its users from beyond the local area.
- (g) The trail is marked with an official Pure Michigan Trail sign and logo at major access points.
- (h) Where feasible, the trail offers adequate support facilities for the public, including parking, sanitary facilities, and emergency telephones, that are accessible to people with disabilities and are at reasonable frequency along the trail.
- (i) Potential negative impacts of trail development on owners or residents of adjacent property are minimized through all of the following:
 - (i) Adequate enforcement of trail rules and regulations.
 - (ii) Continuation of access for trail crossings for agricultural and other purposes.
 - (iii) Construction and maintenance of fencing, where necessary, by the owner or operator of the trail.
 - (iv) Other means as considered appropriate by the director.
- (j) A trademark license is obtained by the department from the Michigan economic

development corporation for use of the words "Pure Michigan".

(k) Other conditions required by the director.

(2) In designating trails as Pure Michigan Trails under subsection (1), the director shall consider all forms of permissible recreation uses equally in order to develop a Pure Michigan Trails network that is representative of the various trail uses.

(3) The director may designate a water trail as a "Pure Michigan Water Trail". A person may request that the director designate a trail as a Pure Michigan Water Trail. The director shall not designate a trail as a Pure Michigan Water Trail unless it meets, or will meet when completed, all of the following requirements:

(a) The trail and its access points are open to public use and are designed, constructed, and maintained according to best management practices.

(b) The trail is located on a contiguous waterway or a series of waterways that are contiguous or are connected by portages.

(c) The trail is consistent with applicable land use plans and environmental laws.

(d) The trail meets the criteria of subsection (1)(a), (c), (d), (e), (f), (g), (h), (i)(i) and (iv), and (k).

(e) A trademark license is obtained by the department from the Michigan economic development corporation for use of the words "Pure Michigan".

(4) Prior to designating a Pure Michigan Trail under subsection (1) or a Pure Michigan Water Trail under subsection (3), the director shall refer the proposed designation to the natural resources commission, which shall hold a public hearing on the proposed designation. Within 90 days after receiving the referral under this subsection, the natural resources commission shall provide the director with its recommendation regarding the designation.

(5) The director may revoke a Pure Michigan Trail or a Pure Michigan Water Trail designation if he or she determines that a trail fails to meet the requirements of this section. Before revoking a Pure Michigan Trail or a Pure Michigan Water Trail designation, the director shall provide notice to all entities involved in the management of the trail. If the trail is brought into compliance with this section within 90 days after providing this notice, the director shall not revoke the designation.

History: Add. 1995, Act 58, Imd. Eff. May 24, 1995; Am. 2014, Act 210, Eff. Sept. 25, 2014.

Popular name: Act 451

Popular name: NREPA

324.72104 Designation as "Pure Michigan Trail Town"; sign and logo; revocation of designation.

Sec. 72104.

(1) The director, upon petition by a person, may designate a city, village, or township as a "Pure Michigan

Trail Town" if the director determines that the following conditions have been met:

(a) The city, village, or township is easily accessible to users of a Pure Michigan Trail or a Pure Michigan Water Trail.

- (b) The city, village, or township has adopted a resolution in support of the designation.
- (c) The city, village, or township has adopted a plan for providing support services to trail users such as parking, sanitary facilities, restaurants, accommodations, grocery stores, bike shops, boat docks, or other services that may be needed or desired by trail users.
- (d) The petitioner demonstrates at least 3 of the following:
 - (i) There is community support for the designation as evidenced by creation of an advisory committee.
 - (ii) There has been an annual trail-related project or event within the city, village, or township.
 - (iii) A school board within the city, village, or township has endorsed a trail-based service learning educational component within its schools.
 - (iv) Land use plans, planning tools, ordinances, or guidelines are in place that recognize the relationship between the trail and other community assets, or that there is support to amend, change, or add these provisions.
- (e) A trademark license is obtained by the department from the Michigan economic development corporation for use of the words "Pure Michigan".
- (2) Upon designation of a city, village, or township as a Pure Michigan Trail Town, the city, village, or township may erect and maintain along the Pure Michigan Trail or Pure Michigan Water Trail at a junction with the city, village, or township an official Pure Michigan Trail Town sign and logo designed by the department. The department shall only provide for the erection and maintenance of an official Pure Michigan Trail Town sign and logo when sufficient private contributions are received to pay for the cost of erecting and maintaining the sign and logo.
- (3) The director may revoke a Pure Michigan Trail Town designation if he or she determines that the city, village, or township has failed to meet the requirements of this section. Before revoking a Pure Michigan Trail Town designation, the director shall provide notice to the city, village, or township. If the city, village, or township is brought into compliance with this section within 90 days after providing this notice, the director shall not revoke the designation.

History: Add. 1995, Act 58, Imd. Eff. May 24, 1995; Am. 2014, Act 210, Eff. Sept. 25, 2014.

Popular name: Act 451

Popular name: NREPA

Michigan Administrative Rules

(Filed with the Great Seal: 5/4/2018)

DEPARTMENT OF NATURAL RESOURCES

PARKS AND RECREATION DIVISION

PURE MICHIGAN TRAIL, WATER TRAIL, AND TRAIL TOWN
DESIGNATION

(By authority conferred on the director of the department of natural resources by
section 72112 of 2014 PA 210, MCL 324.72112)

R 324.1451 Definitions.

Rule 1. (1) As used in these rules:

(a) "Access site" means public or private land where it is legal for the public to access, launch, and land a boat into and from its adjoining waters. An access site has at least some legal parking along a public roadway. Access sites may be rest areas and may include amenities.

(b) "Act" means Part 721 of 1994 PA 451, MCL 324.72101 to 324.72118.

(c) "Easily accessible" means within 2 miles of the trail unless otherwise designated in these rules.

(d) "Formally adopted" means adopted by resolution of the governing body overseeing the trail or the city, village, or township seeking a Pure Michigan designation.

(e) "Lodging" means a place to sleep, including but not limited to, a designated campsite, hut, shelter, or other licensed overnight accommodation.

(f) "Rest areas" means places where it is permissible to leave the water and may have amenities such as restrooms, trash receptacles, and picnic tables. Rest areas may be access points.

(g) "Staging area" means public or private land where it is legal for the public to assemble and access a right-of-way adapted to foot, horseback, motorized, or other nonmotorized travel and provides some legal parking along a public roadway.

(h) "Trailhead" means public or private land where it is legal for the public to access a right-of-way adapted to foot, horseback, motorized, or other nonmotorized travel and provides some legal parking along a public roadway.

(2) A term defined in Act has the same meaning when used in these rules.

R 324.1452 Nomination process.

Rule 2. (1) To nominate a trail, water trail, or trail town for a Pure Michigan designation, an individual, local unit of government, authority, or non-profit shall complete an electronic form available on the department's website and include all of the following:

(a) A description of how the nominated trail, water trail, or trail town meets the requirements identified in section 72103 or 72104 of the Act and these rules.

(b) A description of the natural resources, cultural resources, historic resources, attractions to non-resident users, or any other factors that make the trail, water trail, or trail town an iconic example of its type.

(c) A description of whether the trail, water trail, or trail town meets standards

determined and approved by the department.

(d) For a trail town nomination, evidence of sufficient funds to erect and maintain an official Pure Michigan Trail Town sign and logo.

(e) If the nominated trail has not been completed, evidence of sufficient funds and governmental support to complete the trail within 1 year after receiving a Pure Michigan Trail designation.

(2) The department shall review the nomination. If the nomination meets the criteria identified in section 72103 or 72104 of the Act and these rules, the department shall forward the nomination to the Michigan Economic Development Corporation for a Pure Michigan license.

(3) Upon receipt of a Pure Michigan license, the department shall proceed with the process as provided in the Act.

R 324.1453 Requirements for designation; trail; water trail.

Rule 3. (1) The department shall consider a trail or water trail for a Pure Michigan designation if the trail or water trail meets the requirements established in section 72103 of the Act, and the following requirements:

(a) The trail or water trail is open for use by the public and publicly available access sites, staging areas, trailheads, and rest areas are appropriately spaced for the type of trail.

(b) The trail or water trail is identified on a website with a map that can be printed and is appropriately signed to make the user aware of all of the following:

(i) The location and length of the trail or water trail.

(ii) Hazards and level of difficulty of the trail or water trail.

(iii) Amenities related to the trail or water trail, including easily accessible access sites, staging areas, trailheads, rest areas, lodging, eating facilities, and other recreational opportunities.

(c) The trail or water trail is appropriately signed, including pictures as appropriate, to do all of the following:

(i) Make users aware of their location on the trail or water trail.

(ii) Make users aware of easily accessible access sites, staging areas, trailheads, rest areas, trail amenities, lodging facilities, and eating facilities as well as hazards, towns, and emergency contacts.

(iii) Encourage safety and respect for the environment.

(d) Unless the trail or water trail is primarily a looped trail or water trail or otherwise intended for the user to return to his or her vehicle in 1 day or less, lodging facilities appropriate to the type of trail or water trail users are available for at least the following:

(i) Every 12 miles for trails primarily used by walkers.

(ii) Every 12 miles for trails located upon water.

(iii) Every 15 miles for trails primarily used by cross country skiers.

(iv) Every 40 miles for trails primarily used by bikers.

(v) Every 40 miles for trails primarily used by equestrians.

(vi) Every 100 miles for trails primarily used by snowmobile or ORV riders.

(e) The trail or water trail is designed so that increased use of the trail or water trail

will not degrade the local experience, cultural resources, or the environment. Applicants shall identify the designs applied to ensure sustainability of the trail or water trail.

(f) At a minimum, for a water trail, the water body shall meet water quality use designations for Partial Body Contact standards, as established by Michigan department of environmental quality, in addition to the requirements established by section 72103(3)(c) of the Act.

(g) The trail or water trail has a formally adopted plan that does the following:

(i) Identifies the existing and planned amenities associated with the trail or water trail and how those amenities will be maintained and enhanced.

(ii) Establishes a schedule for the maintenance of the trail or water trail that identifies funding sources and the party or parties responsible for maintaining the trail or water trail and discouraging vandalism.

(iii) Includes programming and educational activity associated with the trail or water trail that allow or increase enjoyment of the trail or water trail, understanding of the natural, cultural, and historic resources related to the trail or water trail, boating skills, outdoor ethics and, for a water trail, efforts to improve the quality of the waterway and its water.

(iv) Identifies a mechanism to evaluate the economic impact of the trail or water trail at least every 5 years that includes an understanding of users and where they live, impact on area businesses, and money spent in conjunction with trail or water trail use.

(v) Includes a marketing plan for the trail or water trail.

(h) The trail or water trail has a resolution of support of the designation of the trail or water trail as a Pure Michigan Trail or Water Trail by the local unit of government, authority, or non-profit that is primarily responsible for the trail or water trail.

(i) The trail or water trail is supported, managed, and maintained by 1 or more organizations. If the trail or water trail is supported, managed, and maintained by more than 1 organization, the organizations shall enter into a written agreement with each other. The organizations shall be broadly representative of the community, including recreation, education, conservation, heritage, business, public safety, health, and government organizations and shall obtain permission from all persons or entities that have an ownership interest over any portion of the trail or water trail.

(j) The trail or water trail is part of the statewide trail network.

(2) The department may consult with the Michigan economic development corporation when considering a trail or water trail nomination for a Pure Michigan designation.

R 324.1454 Requirements for designation; trail town.

Rule 4. To be considered for a Pure Michigan Trail Town designation, a city, village, or township shall meet the requirements established in section 72104 of the Act and the following requirements:

(a) The city, village, or township has a formally adopted plan for marketing the trail or water trail and evidence of implementation of that plan. The plan may be part of a trail or water trail marketing effort that includes this state, other trail towns, or other trail marketing efforts.

(b) The city, village, or township has a plan to evaluate the economic impact of a

Pure Michigan Trail Town designation every 5 years.

R 324.1455 Application review; notification; designation.

Rule 5. The department shall review applications for a Pure Michigan designation for consistency with the requirements established in the Act and these rules, and notify the petitioner whether the director approved the Pure Michigan designation. The department shall keep a list of the active Pure Michigan Trails, Water Trails, and Trail Towns on its website.

R 324.1456 Generally accepted trail standards.

Rule 6. The generally accepted trail standards shall be determined and approved by the department.

R 324.1457 Expiration, re-designation, and revocation.

Rule. 7. (1) A Pure Michigan Trail, Water Trail, or Trail Town designation shall expire every 5 years.

(2) Unless re-designated, all trademarked Pure Michigan materials shall be removed by the governing body overseeing the trail, water trail, or the city, village, or township within 60 days of expiration of the Pure Michigan designation.

(3) A nominee may seek re-designation upon a form available on the department's website.

(4) Before approving a nominee's re-designation, the department shall inspect the trail, water trail, or trail town and evaluate the success of the trail, water trail, or trail town and related marketing plans by reviewing the economic impact report.

(5) If, after inspection and evaluation, the department determines that the trail, water trail, or trail town warrants re-designation based on continued compliance with these rules, the department shall recommend to the Michigan economic development corporation the licensing of the trail, water trail, or trail town with the Pure Michigan brand.

(6) A Pure Michigan Trail, Water Trail, or Trail Town designation may be revoked by the director under the Act.

History: 2018 MR 9, Eff. May 4, 2018.

Editor's Note: An obvious error in R 324.1457 was corrected at the request of the promulgating agency, pursuant to Section 56 of 1969 PA 306, as amended by 2000 PA 262, MCL 24.256. The rule containing the error was published in Michigan Register, 2018 MR 9. The memorandum requesting the correction was published in Michigan Register, 2018 MR 9.

Trail Towns

Capturing Trail-Based Tourism

A Manual for Communities in Northern Michigan



Acknowledgments

Project Partners



The Up North Trails Initiative

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The City of Grayling

The City of Alpena

The Village of Atlanta

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Photo by Sarah Traxler

Introduction

The human, health and community benefits associated with recreational trails have been widely studied and well documented. Trails can help encourage healthy lifestyles and active living by providing access to recreational activities. Trails can help preserve the environment by protecting important human and wildlife corridors and reducing air pollution through alternative modes of transportation. Trails can help foster a strong sense of community and place, providing an opportunity for social interaction and access to community amenities such as parks, neighborhoods and schools.

Trails can also have a significant impact on the local economy. Trails can help attract and support tourism and new business opportunities. In addition, local residents often spend money on trail-related activities and related businesses. As the link between trails and economic development is better understood, many communities are looking for ways to capitalize on their current trail networks.

This document is designed to discuss and illustrate how communities throughout Northern Michigan can utilize their local and regional trail systems to maximize trail-based tourism and future economic development opportunities - to redefine their community as a “Trail Town.” Although most of the examples in this document highlight communities with non-motorized trails, the concept also applies to communities with off-road vehicle (ORV) trails, water trails, equine trails and snowmobile trails. It is important to note that the elements in the document are only suggestions. Feel free to modify or adapt these concepts and recommendations to best suit your trail system and town. Your approach should be as unique as your community.

Trail Towns - A National Perspective

The Trail Town concept is gaining traction along trails all over the country. This past year, the Kentucky Office for Adventure Tourism established a Trail Towns Program to promote and develop adventure tourism opportunities along the state’s extensive trail networks and wild rivers. Kentucky’s first Trail Town was designated in May and more than 30 communities have started the application process to become an official Kentucky

The Trail Town Concept

“Communities are realizing the economic potential of trails as highly desirable destinations that bring dollars into the places they serve...trails and greenways attract visitors from near and far – visitors who facilitate job growth in tourism-related opportunities like restaurants, local stores and lodging.

Communities are increasingly utilizing this ‘Trail Town’ model of economic revitalization that places trails as the centerpiece of a tourism-centered strategy for small-town revitalization.”

*- Excerpted from a 2007 article published
by the Rails to Trail Conservancy*



Trail Town. The Appalachian Trail Conservancy has established what is known as the *Appalachian Trail Community*. This program was created to assist communities along the Appalachian Trail advance economic development opportunities through outdoor recreation and tourism. With help from the National Parks System the North Country Trail Association recently established a Trail Town Program similar to that of the Appalachian Trail Conservancy. Although the North County program is in its beginning stages, three Michigan communities (St. Ignace, Mackinaw city and Petoskey) have already been awarded Trail Town status at the time of this writing. A third Michigan community, Kalkaska, is currently awaiting word on whether it will be officially awarded Trail Town status.

In Southern Michigan, the Clinton River Watershed Council and the Huron River Watershed recently launched their own *Trail Town Programs*. The new initiatives are designed to help towns and cities within the watershed leverage the assets of the waterways for water-oriented community development.

In an effort to better understand the Trail Town concept and develop useful strategies and recommendations for communities in Northern Michigan, a comprehensive literature review was conducted in preparation for the writing of this manual. The literature review found a number of sources for specific components of the Trail Town concept, such as downtown design guidelines, walkability tactics and promotional strategies. However, only a handful of examples (noted above) were identified that addressed how each of the specific components work together to create a *Trail Town*. Therefore, the most thorough and comprehensive source identified, *Trail Towns - Capturing Trail-Based Tourism, A Guide for Communities in Pennsylvania*¹ (published by the Allegheny Trail Alliance in 2005), was used as the basis for this document.

This document utilizes and summarizes the Allegheny Trail Alliance *Trail Towns* publication, applying concepts to local examples and opportunities throughout Northern Michigan. In conjunction with the development of this manual, five communities in Northeast Michigan (Mackinaw City, Atlanta, Grayling, Topinabee and Alpena) were



Financial Impacts of Trails: In July 2012, the Leelanau Trail was finally completed, creating a paved connection between Traverse City and Suttons Bay. The impact on Suttons Bay businesses was immediate. Larry Mawby, owner of L. Mawby Inc., an award winning winery just off the trail has seen a dramatic increase in sales to cyclist since the trail opened According to Mawby, “Once the trail was paved through to Suttons Bay, we saw at least an order of magnitude increase in bicycle visitors to the tasting room. We have regular wine-tasting bike tour groups stop in to taste and purchase our wines”.

TART Trails Inc,
Newsletter (Fall 2013)

¹ *Trail Towns - Capturing Trail-Based Tourism, A Guide for Communities in Pennsylvania*. A project of the Allegheny Trail Alliance. 2005

awarded service grants to participate in individual *Trail Town* Master Planning processes. The results and lessons learned from these five planning efforts are utilized and directly referenced in this document. Discussions regarding the Trail Town concept with local officials and trail planning organizations in several communities throughout Emmet and Charlevoix Counties are also referenced in this document. Examples from other communities and trails throughout Michigan are highlighted and described throughout the document.

We recognize the significant efforts that local governments, Chambers of Commerce, Convention and Visitor Bureaus, trail organizations, nature conservancy's, non-profits, state agencies and private businesses already provide in support of tourism, economic development and trail building throughout Northern Michigan. The strategies and recommendations outlined in this document are meant to highlight new ideas and spark discussions about how communities could better utilize their local trail assets to expand on and complement existing efforts. Furthermore, many of the strategies and recommendations outlined in this document support ongoing local, regional and even statewide efforts to capitalize and leverage local assets for community development and establish a place-based economy.

Trails & Placemaking: The Huron Boardwalk in downtown St. Ignace.



Placemaking Initiatives: Many components of the Trail Town concept fall in line with ongoing statewide initiatives and programs aimed to capitalize on and leverage local assets for economic development opportunities. These organizations and programs can provide additional strategies and recommendations that will only further enhance your local Trail Town effort.

1. MPlace Initiative: A collaboration between MSHDA, MEDC, MDOT, MDARD, MNDR, MDEQ and the Land Bank to help support and foster placemaking in Michigan communities.
2. Michigan Main Street Program
3. Great Lakes Commission: Programs focused on local waterfront economies.
4. Michigan Recreation and Parks Association (MRPA): Placemaking workshops.
5. Michigan Municipal League: *Eight Assets of 21st Century Communities*:
 1. Physical Design & Walkability
 2. Entrepreneurship
 3. Transit Options
 4. Cultural Economic Development
 5. Green Initiatives
 6. Diversity/Multiculturalism
 7. Messaging & Technology
 8. Education

What is a Trail Town?

According to the Allegheny Trail Alliance, a “Trail Town” is:

A destination along a long-distance trail. Whether on a rail trail, towpath, water trail, or hiking trail, trail users can venture off the trail to enjoy the scenery, services, and heritage of the nearby community with its own character and charm. It is a safe place where both town residents and trail users can walk, find the goods and services they need, and easily access both trail and town by foot or vehicle. In such a town, the trail is an integral and important part of the community.²

A Trail Town is an active, attractive, and interesting place with accessible and comfortable spaces, hosting a variety of activities and promoting social interaction and a strong sense of place. A Trail Town should meet both the needs of the trail users and the residents of the community. A Trail Town has the physical amenities that support trail users such as wide sidewalks, drinking fountains, and benches with shade. A Trail Town also has the business amenities to support day-trip trail users such as a bike shop, kayak outfitter and ice-cream shop and overnight trail users such as a hotel, casual restaurant and laundry services).

It is important for local leaders and trail planners to understand that most Trail Towns are not isolated communities; they are linked together by the trail, creating a regional destination for residents, trail users and tourists. For example, the North Central State Trail connects the towns of Gaylord, Vanderbilt, Wolverine, Topinabee, Cheboygan and Mackinaw City. Long-distance trails tend to be used by people seeking a day-long excursion, but some may be on the trail for multiple days. Most users will require some amount of goods and services. Long-distance trails attract tourists, especially trails that pass by interesting structures, scenic areas or places of historic interest. According to the Allegheny Trail Alliance, *studies show that the longer the trail, the farther people will come to use it, the longer people will stay, and the more they will spend. A day-tripper*

² Trail Towns – Capturing Trail Based Tourism, A Guide for Communities in Pennsylvania. Allegheny Trail Alliance (2005)

What type of community can establish a Trail Town? A Trail Town can be either a rural or urban community, and can be focused around any type of trail.



will spend four times as much as a local user, and an overnight visitor will spend twice the amount a day-tripper will spend.

Local officials and trail advocates from each community along the corridor should work together to support a positive trail experiences for the entire region. Community leaders and trail advocates should regularly communicate with neighboring jurisdictions about trail conditions, safety concerns and trail events. Regular communication can be especially useful if you and your neighboring community host large trail-themed tours like the *Michigander Bicycle Tour*.

Ultimately, a Trail Town should be a friendly place that supports, celebrates and encourages trail users to visit and welcomes them with warm hospitality. The basic elements of a “Trail Town Strategy” are described below.

Basic Elements of a Trail Town Strategy

- Entice trail users to get off the trail and into your town.
- Welcome trail users to your town by making information about the community readily available at the trail.
- Make a strong and safe connection between your town and the trail.
- Educate local businesses on the economic benefits of meeting trail tourists’ needs.
- Recruit new businesses or expand existing ones to fill gaps in the goods or services that trail users need.
- Promote the “trail-friendly” character of the town.
- Work with neighboring communities to promote the entire trail corridor as a tourist destination.

Economic Impact According to a 2006 Active Outdoor Recreation Economy Report, the annual average biking-related spending by participant equaled:

- Number of day trips: 7
- Average spending per day trip: \$37
- Number of overnight trips: 8
- Average spending per overnight trip: \$218
- Retail sales for gear: \$77

- Michigan Sea Grant

What is a Trail Town? A Trail Town has the physical amenities that support trail users such as wide sidewalks, drinking fountains and benches with shade.



According to the Allegheny Trail Alliance, *it is important to understand that the Trail Town initiative must come from within your community. Becoming a Trail Town is as much about local attitude as it is about physical improvements.* Listed below are several considerations local officials and trail planners should review as they begin to create a Trail Town environment in their community.

Considerations in Creating a Trail Town Environment

- Your town can grow and thrive in new ways because of a nearby recreational trail.
- The more Trail Towns there are along a corridor offering hospitality and services, the more attractive the region will be for tourism. Your neighboring town's success is important to your town's success.
- Leadership and initiative from within the community will be necessary to turn your town into a Trail Town.
- A safe and well-maintained trail is the centerpiece, so it's important to cooperate with and support the local trail-building and maintenance group.
- A core bicycle and pedestrian-friendly philosophy should be adopted by your town.
- Trail users should be accommodated both physically and socially within the town.
- A work plan, your blueprint, should be developed and then chipped away at as funds and energy allow. Make changes as successes (or failures) happen.
- Goods and services for trail users will be appealing to other types of tourists and residents.
- Local law enforcement agents can be important ambassadors in your town and along the trail. For examples, the U.S. Coast Guard can be especially helpful if you have Great Lakes water trails along your shoreline.

Considerations in Creating a Trail Town Environment - One way to establish a core bicycle and pedestrian-friendly atmosphere in your town is to adopt a *Complete Streets* policy (resolution or ordinance). *Complete Streets* are streets designed and operated to enable safe access for all users, including pedestrians and bicyclists. Complete Streets should provide better mobility to both citizens and trail users and safer trail-to-town connections.

By adopting a Complete Streets policy, communities can direct their local planning and transportation officials to routinely consider, design for and build streets with safe access for all users.



Photo Provided by MML (Flickr)

The Trail Town and Main Street

As in any public initiative, the first step in creating a Trail Town environment is to organize the community and key stakeholders. The Allegheny Trail Alliance notes that a great way to organize the local community is to utilize the National Main Street Center's "Main Street Four Point Approach." The *Main Street Four Point Approach* is a community-driven, comprehensive strategy used to revitalize downtown and neighborhood business districts throughout the United States. Developed by the National Main Street Center of the National Trust for Historic Preservation, the *Main Street Four Point Approach* has assisted over 2,000 communities throughout the United States create vibrant and healthy downtowns and commercial areas.

Communities can utilize the following *Four Points*³ to create a successful "Trail Town" environment.

Organizing gets everyone working toward the same goal. The tough work of building consensus and cooperation among groups that have an important stake in the downtown area can be eased by using the basic formula of a hands-on, volunteer driven program and an organizational structure consisting of a board and committees to direct the program.

Promotion sells the image and promise of a Trail Town to all prospects. Marketing the downtown's unique characteristics to local customers, investors, new businesses, and visitors requires an effective promotion strategy. It forges a positive town image through advertising, retail promotions, special events, and marketing campaigns carried out by the local volunteers.

Design gets a Trail Town into top physical shape. Capitalizing on its best assets such as historic buildings and traditional downtown layout is just part of the story. An inviting atmosphere created through attractive window displays, professional signage, well-maintained sidewalks, accessible parking areas, appropriate street

The Main Street Program in Northern Michigan - This past spring, the Boyne City Main Street Program celebrated its 10th anniversary. Among its many accomplishments, Boyne City's Main Street Program has worked to help install new streets, sidewalks and lighting, assisted in façade improvement projects, initiated new events and festivals, and expanded the local farmers market.



³ National Main Street Center: <http://www.preservationnation.org/main-street/>

lights, and inviting landscaping conveys a visual message about what a Trail Town is and what it has to offer.

Economic Restructuring finds a new purpose for the town's enterprises. By helping existing downtown businesses expand and by recruiting new ones to respond to today's market, Main Street programs help convert unused space into productive property and increase the competitiveness of business enterprises.

Getting Organized to Create Your Trail Town

In order to create, plan for and implement a successful Trail Town initiative, it is important to have the right team assembled from the community. The following sections describe some of the important roles and activities that will need to be created and/or achieved to establish a Trail Town environment in communities throughout Northern Michigan. As local leaders and trail planners review these sections it can be important to identify where additional assistance might be needed.

A number of local, regional and state organizations that participated in the development of this document are willing to assist local leaders and trail planners in several of these organizing and implementation efforts, including the Top of Michigan Trails Council, the Cheboygan County Community Development Office, the Northeast Michigan Council of Governments, the Michigan Department of Natural Resources and the Michigan Economic Development Corporation. Similar organizations throughout Northern Michigan can assist local leaders and trail planners in organizing implementation efforts.

A. Define the Trail Corridor. Before any Trail Town initiative can get started, it is important to understand the physical and administrative structure of the trail. Local leaders and trail planners should ask themselves a series of questions (see subset on the next page and a full list in the Appendix) to better understand the trail system located in their community.

Questions to Help Define the Trail Corridor - Although it might seem obvious, it is important to understand what type of trail is located in your community. For example, Michigan's public ORV trail/route system provides four types of riding opportunities: (1) motorcycle trails, (2) all-terrain vehicles (ATV) trails, (3) ORV routes which are open to ORVs of all sizes including Secretary of State licensed vehicles, and (4) scramble areas.



It's also important to understand who is responsible for the local trail system. If your community is located along a state trail, then most likely the DNR is in charge of maintenance and upkeep. However, there may be instances where local jurisdictions are responsible for the upkeep and maintenance of multi-jurisdictional trails. Do you know where your local jurisdiction's maintenance responsibility ends and another's begins? Do you know who to call if there is a problem along a portion of the trail that is not your responsibility but is posing a safety threat to your citizens?

Questions to Help Define the Trail Corridor

- What kind of trail is it?
- How long is the trail and where does it connect to?
- Who manages the trail and who is responsible for daily upkeep and annual maintenance?
- Who is the key contact or liaison for the trail?

B. Assess Local Capacity. A Trail Town initiative could be part of a business district, DDA or community revitalization plan. Therefore, it is important to understand how well your local leaders are able to plan and implement new programs or ideas. Local leaders and trail planners should ask themselves a series of questions (see subset at right, a full list is outlined in Appendix A.) to better understand the local capacity in their community.

Once you have answered these questions, you are positioned to start the process of creating a Trail Town in your community. Whether the Trail Town effort is spearheaded by an established business revitalization organization, a local government or a regional trail organization, at least one leader or community activist will be needed to drive the process. However, the success of the Trail Town effort ultimately depends on a larger community engagement effort.

C. Create or Enhance Your Local Organization. Everyone in the community has a stake in the future of their downtown. In order to be successful, a local downtown revitalization program must involve as many interested groups and individuals as possible from throughout the community. Citizens, business owners and local officials all need to support downtown revitalization efforts. Local officials and trail organizers should also seek support from local civic groups, historical societies, financial institutions, religious institutions and other civic organizations (both public and private) that have a stake in the downtown. In addition, it can be helpful to seek support from organizations that have a stake in the health and well-being of the community (e.g., schools, hospitals).

Assess Local Capacity

- Does a downtown or business district revitalization organization currently exist?
- If so, what kind of organization is it?
- Does the organization implement activities using the Main Street Four Point Approach?
- Who would be willing to serve as the *catalyst* to start the *Trail Town* effort?

Create Your Local Organization

It is very important to recruit a wide variety of community stakeholders to the Trail Town Committee. The Boyne City Trail Town Committee has been very active, seen here mapping their “connecting elements” (page 14).



As previously stated, there are a number of local organizations and community stakeholders working on downtown revitalization in communities throughout Northern Michigan. For some communities, the Trail Town concept might work as the primary vision for which revitalization efforts can be focused. For other communities, the Trail Town concept might expand on and complement existing revitalization efforts.

D. Develop the Local Volunteer Base. A Trail Town initiative requires support from the entire community. In addition to mobilizing community organizations, it is important to mobilize local volunteers. Volunteers bring new and different ideas forward and can help carry out activities. In addition, volunteers can help promote the positive aspects of the Trail Town initiative through word-of-mouth. Local leaders and trail planners should make efforts to ensure the volunteer base is as broad as possible.

E. Get the Message Out Locally. Marketing and advertising are essential to promote trail use and appreciation. A marketing committee can be helpful in organizing these efforts. A catchy name for the organization is also helpful - something that lets people know what the organization does and is easily remembered. The marketing committee will need to develop a relationship with the local media, such as the newspaper's editorial board. Explain to them what local leaders and trail planners are doing and how they can help. It can also be helpful to submit articles (with photos) to local organizations in the community, establish social media platforms, speak at local civic and community service meetings (e.g., planning commission, city council, rotary) and have a presence at community events and festivals.

F. Build Partnerships. As previously stated, implementing a Trail Town initiative requires support from the entire community. Building partnerships with existing community groups and stakeholders will help to develop broad-based local interest and buy-in as the initiative moves forward. Local leaders and trail planners should identify and meet with existing community groups and key figures to discuss ways to unite the community around the Trail Town effort.

Marketing Your Trail Town - It can be helpful to establish a catchy name for the organization leading the Trail Town effort - something that lets people know what the organization does and is easily remembered.



G. Find the Resources to Implement Your Trail Town Concept. Implementing a comprehensive Trail Town initiative will require funding. Public funding through grants and other economic assistance programs can be secured for community and economic development initiatives from local, state and federal government programs. These financial aid programs may include Michigan Trust Fund grants from the Michigan Department of Natural Resources, Enhancement grants from the Michigan Department of Transportation, development grants from the Coastal Zone Management Program, Michigan Economic Development Corporation and the USDA.

Financial Resources - Local funding tools like Tax Increment Financing (TIF) or funds from a Corridor Improvement Authority (CIP) may also be used to finance Trail Town projects.

Funding can also be secured from local foundations, trail and recreation advocacy organizations, and local conservation groups. Local leaders or a professional grant writer can be helpful in researching and writing grants on behalf of the Trail Town initiative and local communities. In addition, organizations like the Northern Lakes Economic Alliance (serving northern Michigan, including Emmet and Cheboygan Counties), the regional Councils of Government, and the Michigan Municipal League can be very helpful in identifying grant opportunities.

A Recreation Authority property tax millage could also be used to finance the construction and maintenance of pathways and/or acquire property. The Recreational Authority Act 321 of 2000 authorizes a Recreational Authority to levy a tax of not more than 1 mill for a period of not more than 20 years on all of the taxable property within the territory of the authority. A Recreation Authority may be a good option for communities in which the trail passes through neighboring jurisdictions.

H. Take One Step at a Time. It is important to understand that a Trail Town initiative does not happen overnight; it develops and evolves over time. This may be especially true in those communities where the trail system is fairly new and where there is not a local organization already working on economic development programs. According to the Allegheny Trail Alliance, *the activities that the community undertakes should be evaluated by their outcomes, not outputs. You may want to start implementation with a small project with good potential, one that might have good “bang for the buck.” Use resources prudently on projects that are well thought out and their potential impact thoroughly evaluated.*

Trail Town Design Issues

An important step in preparing a plan for your Trail Town is to assess the physical characteristics of your central business district and its relationship to the trail. A thorough assessment will help local officials and trail planners understand the trail-to-town opportunities and challenges a visitor might encounter. A sample physical assessment worksheet to help assess the characteristics of the relationship between the central business district and the trail is provided in the Appendix C.

Determine the Type of Trail in Your Community. The first item to evaluate in assessing the physical characteristics of your town is to determine the type of trail that runs through or in close proximity to your central business district. While this assessment might seem obvious, local officials and trail planners are often surprised to discover all the different activities that take place on their trail.

For example, in the summer months the North Central State Trail from Gaylord to Mackinac City accommodates cyclers, hikers, walkers, and nature observers. In the winter months, the trail accommodates snowshoeing, cross-country skiing and snowmobiling. The North Central State Trail is not exclusively one type of trail. The trail is used by different users at different times of the year and for different purposes.

It can be useful to understand which types of users are likely to be on your trail and at which time of year. For instance, the trail may be used by hikers and cyclists from March through October and snowmobilers from November through March. Understanding these prime-use seasons may be helpful in planning for regular grooming and maintenance activities. It can also be helpful when planning specific trail-associated events or promotional activities. This information can also help local business owners better understand potential trail clientele.

For water trails, it can be useful to understand how late into the season kayakers venture out onto local waterways. Many communities remove their dock and boat-launch facilities just after Labor Day weekend. However, if your community has an active

Determining the Type of Trail in Your Community: It is very important to thoroughly understand what type of trail runs through your community and what activities are taking place on the trail.



Photo Provided by Emily Meyerson

Understanding Trail Conflicts: If your trail accommodates different uses, it is important to understand the potential conflicts that may arise.



paddling organization or is an attractive paddling destination, local officials should consider leaving the appropriate support infrastructure in place until mid-to late fall.

Understand Trail Geography. Another important item to assess is the physical relationship between the trail and the central business district (i.e., the *trail-to-town relationship*), including factors such as linear distance, elevation change and range. According to the Allegheny Trail Alliance, the linear relationship can be described in one of three ways: (1) Internal Trails; (2) Adjacent Trails; and (3) Removed Trails (see illustrations at right).

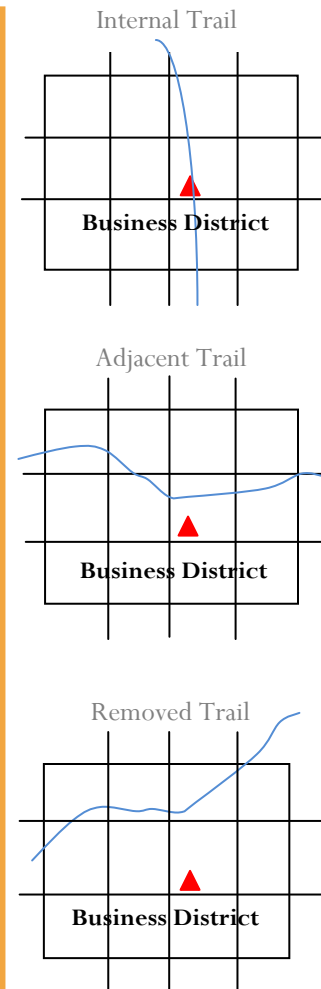
Internal Trails are located directly through the central business district.

Adjacent Trails are located immediately adjacent to the downtown, usually within a half-mile of the central business district.

Removed Trails are located up to two miles away from the central business district.

Pictured Below - Examples of Internal Trails:

- (A) ORV Trail in Atlanta
- (B) Water Trail in Port Huron
- (C) Non-Motorized Trail in Reed City



While the Trail Town concept is primarily geared toward towns with traditional downtowns, this concept is very much applicable in rural communities. Even if your community is just a handful of shops and a gas station, most rural communities have at least one center of commercial activity.

Understanding the elevation change or “grade” between the trail and the central business district is also very important. This can be especially important for long-distance trail users who may be carrying heavy loads of gear, or parents pulling kids in trailers.

The last item to assess is the distance between trailheads, as well as the distance from trailheads to other sites/features within the community or along the trail that might attract tourists. As the range between trailheads increases, the more likely it is that goods and services will be welcomed by trail users. The distance between trailheads on many of the regional trails throughout Northern Michigan suggest there is a need for basic goods and services in several trail communities, such as a restaurant, ice cream shop or grocery store. In addition, it appears the distance between multiple segments of many Northern Michigan trails would suggest a need for more extensive or overnight services, such as a hotel and laundromat.

Other activities or attractions near the trail (e.g., beaches, parks, museums) will offer trail users additional experiences in your community. Therefore, local business owners may wish to expand their offerings of goods and services to meet the demand of visitors using more than one attraction.

Identify Key Connecting Elements. In addition to understanding the physical relationship between the trail and the central business district, it is also important to understand the function and inter-relationship of six *connecting elements* between the trail and central business district. The following pages summarize each of the connecting elements.

1. **Trailhead.** The Trailhead is the area where users can access the trail by road, providing parking and amenities for trail users. In many instances the Trailhead is the point at which the trail user may first come in contact with the community and the point at which trail users will decide whether or not to enter into the community. Therefore,

Distance Between Trailheads:

Understanding the distance between trailheads along a trail can have significant safety implications for trail users. For example, many regional water-trail planning initiatives on the Great Lakes are working to identify access points and port-of-refuge sites for every five miles of shoreline (below: potential water trail access site in Mackinaw City).



Connecting Elements:

1. **Trailhead**
2. Portal
3. Pathway
4. Gateway
5. Center
6. Nodes



it is imperative for local communities to make the Trailhead a positive and welcoming place.

Trail planners and local officials should develop clear and appropriate information about the community for visitors and make it available at the Trailhead. By providing such amenities as water and toilet facilities (see more below), the community welcomes visitors, showing hospitality and inviting them to visit the town. Whenever possible, these amenities should be available to trail users all year round (or at least when the trail is being actively used). In addition, it is important to provide signs that direct people to the Trailhead.

Important Trailhead Amenities

- Bathrooms
- Water
- Benches
- Trash Receptacles
- Picnic Tables
- Shelter
- Parking (with shade)
- Air Pump
- WiFi
- Pop Machine
- Directional Signs
- Welcome Sign
- Trail Map
- Community Information
- Dog Waste Bags
- Hazard Warnings
- Storage (bike rack, kayak rack, hitching post)

Trailhead Amenities - Bathrooms

One of the most important amenities for any Trailhead is a bathroom. Bathrooms not only provide toilet facilities, but often they are used by trail users to fill water bottles, freshen up, and change clothes. Many jurisdictions close their traditional brick-and-mortar bathrooms during the winter months, even if the trail is still being actively used all year round. If year-round access to your traditional bathroom is not possible, local jurisdictions should work to provide portable (and accessible) bathroom facilities.

Trailhead Amenities - Signs

Signs and markers are essential components on any trail system and should be incorporated into local and regional trail planning efforts. *Informational signs* direct and guide users along trails in the most simple and direct manner. *Directional signs*

Trailhead Amenities - Bathrooms:

Wherever possible, local jurisdictions should work to provide portable bathroom facilities during the time of year when their brick-and-mortar facilities are closed. ADA-accessible portable toilets, like the one pictured below in Flat Rock near the Huron River Water Trail, are relatively inexpensive.



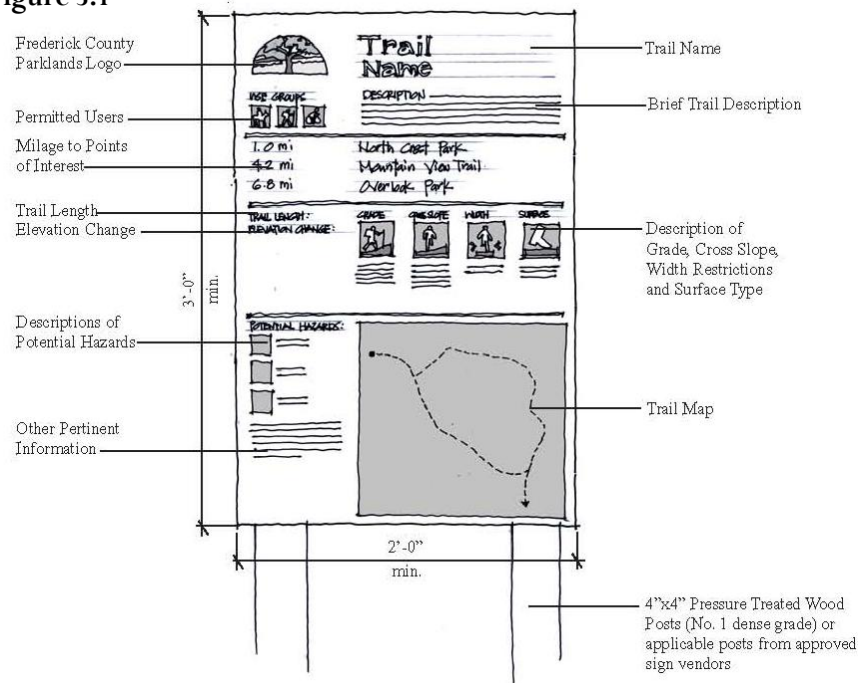
Trailhead Amenities:

An ATM machine at a Pere Marquette Trailhead in Coleman.



inform the trail user where they are along the trail and the distance to specific destinations and points of interest. *Interpretive signs* offer educational information about the trail and/or the surrounding area and community. *Warning signs* alert trail users to potentially hazardous or unexpected conditions. *Regulatory signs* inform trail users of the “rules of the trail” as well as other rules and regulations. Informational signs should be provided at each Trailhead and major access point to convey accurate and detailed information about existing trail conditions and available facilities. In researching best practices for trailhead signs for this document, we found that the Bikeway and Trail Design Standards and Planning Guidelines⁴ from Fredrick County, Maryland, provided a comprehensive set of recommendations (see figure 3.1 below).

Figure 3.1



⁴ Bikeway and Trail Design Standards and Planning Guidelines (2003) Fredrick County Parklands, Fredrick County Department of Parks and Recreation

Trail Town Design Issues

Trailhead Amenities - Signs:

Directional signs may be as simple as symbols and directional arrows, like this sign for ORV riders pictured below in Atlanta.



Trailhead Amenities - Signs:

To avoid user conflicts, it is very important to include signs at your Trailhead that identify which types of uses are allowed on the trail.



Trailhead Amenities - Signs:

Sign design, color and layout (including any trail logo) can help to reinforce regional and local branding efforts.



The Arcadia Dunes Baldy Trailhead sign, pictured below, is an example of a well-designed Trailhead sign in Northern Michigan. The sign was developed by the Grand Traverse Regional Land Conservancy.



Trail Town Design Issues

Trailhead Amenities - Business Amenity Signs

As previously stated, the Trailhead is the point at which the trail user may first come into contact with the community and the point at which the user will decide whether or not to enter your town. Therefore, it is very important (whenever possible) to include informational signs about area businesses and attractions at the Trailhead. This may be as simple as symbols with directional arrows to a nearby gas station or restaurant or as detailed as a map of the downtown with a list of businesses and attractions (see right).

Michigan Department of Natural Resources Trailheads & Business Signs

There are many multi-jurisdictional trails throughout Northern Michigan that are owned and managed by the Department of Natural Resources (DNR). The DNR has very strict guidelines about the size, look and content of signs at Trailheads. In general, the DNR does not allow private businesses to advertise and locate signs at their Trailheads. However, the DNR has been willing to work with local jurisdictions on signs that describe generic amenities of nearby downtowns and commercial areas. It is imperative that your Trail Town team work with DNR staff to explore opportunities for sign development.

Trailhead Amenities - Cultural Heritage Signs

Trailheads can also be an excellent place to display information about the history, natural resources and unique cultural aspects of your community. If your local trail is part of a regional rail-trail, then perhaps your community has a historic trail depot your community can highlight. If your community is located along a water trail, perhaps your community can work with the regional watershed organization to provide information about how the river interacts with the watershed. If you have an ORV trail or snowmobile trail in your community, perhaps your community could provide information about how one might join the local trail riding club or volunteer for trail maintenance.

Trailhead Amenities - Cultural Heritage (Art)

Trailheads can be an excellent place to display artwork that highlights the unique and cultural aspects of your community and your trail system. When considering the size, color and materials of the artwork display, be aware that it may be used for other

Trailhead Amenities - Business

Amenity Signs: It is very important to have information about and direction to downtown businesses (and preferably a map) at the Trailhead, like the sign pictured second below in Indian River.



Trailhead Amenities - Cultural Heritage

Signs: Trailheads can be an excellent place to display information about the area's natural resources, like this watershed map pictured below along the Huron River Water Trail in Flat Rock.



unintended purposes - that is, trail users may sit on it to tie their shoe or kids may climb on it.

Trailhead Amenities - Art: Art located at Trailheads can highlight unique cultural aspects of the community, like the sculpture pictured below along the Iron Ore Heritage Trail in celebration of the Upper Peninsula's mining heritage.



Water Trailhead

The number and quality of Trailhead amenities for water trails will likely depend upon the location of the Trailhead. For example, a Trailhead located in a marina may include large areas for parking, restrooms, showers, and an American Disabilities Act (ADA) accessible kayak launch. On the other hand a Trailhead located at a road ending may only have a small path from which paddlers can access the water. One of the most important Water Trailhead amenities is parking. Whenever possible, parking should be in close proximity to the point of water access. In addition, parking lots should be able to accommodate large trailers and equipment.

In 2004, the National Park Service developed a guidebook⁵ to assist in the development of canoe and kayak launches. The document highlights a few general recommendations for designing an accessible launch, including:

Height Above Water:

Between 9 inches and 2 feet above the highest expected water level.

Width:

At least 5 feet wide, preferably 6 to 12 feet.

Length:

At least 25 feet long to allow paddlers “dry” access to the entire length of their boats.

Support:

Handrails or other support structures, including step-down designs or ropes, help paddlers balance their weight during put-in and take-out.

Location:

Ideally in areas without heavy flow, erosion, exposure to elements, heavy boat traffic, or fragile riparian habits.

⁵ *Logical Lasting Launches* (2004) National Park Service Rivers, Trails and Conservation Assistance Program. Written and produced by Caroline Wolf, Student Conservation Association

Water Trailhead - Whenever possible, parking areas at water trail access points should be able to accommodate large trailers and paddling equipment (e.g., kayaks, canoes, oars and life-jackets).



Water Trailhead - A kayak rack allows for temporarily storage of kayaks and canoes. This kayak rack, in downtown Rochester, allows paddlers to lock their kayak and walk to nearby restaurants.



ADA Accessibility Guidelines

Guidelines for newly designed, constructed and altered recreation facilities issued by the ADA in 2002 require that all public boat launches (which include fixed and floating structures of all sizes) comply with ADA Accessibility Guidelines. A copy of ADAAG standards for boating facilities is available online through the National Park Service.⁶ Within that publication, Michael Passo, an experienced paddler who uses a wheelchair, recommends the following design accommodations in order to provide access for paddlers with disabilities.

A Clear Access Route

Surface grade, width and cross slope need to be as accessible as a particular location will allow. The surface should be as even and level as possible (not exceeding 8.33% slope or 2% cross slope) and without gaps or interruptions. The route should be clearly marked.

A Level and Stable Landing/Loading Area

There should be an area adjacent to the loading area that is level, stable and at least 60 feet square. This can be anywhere adjacent to the loading area, including in water up to 12 inches deep. An accessible back-country canoe launch might incorporate a large, flat rock surface that is 8 to 12 inches under the surface of the water and has a gradual access rout made of native soil. The transfer from a wheelchair on that rock to a floating canoe could be nearly level.

Transfer Assistance

Once a paddler is beside the boat, the greatest challenge to using a launch can be getting down into the seat of the boat. Whether it is a highly developed launch or only the bank of a lake, it is difficult to transfer to a moving boat. Making the transfer easier will help paddlers considerably.

⁶ Logical Lasting Launches. (2004) National Park Serve
<http://www.nps.gov/nrcr/programs/rtca/helpfultools/launchguide/tittle.pdf>

Water Trail ADA Accessibility

Guidelines: Whenever possible, local water trail planning initiatives should include ADA-accessible kayak launches. Simple launches, like the self manipulated launch one pictured below in St. Clair can be purchased for a few thousand dollars.



Water Trail ADA Accessibility

Guidelines: A solar powered electronic lift kayak launch system, like the one pictured below in Wyandotte can be purchased for around \$30,000.



Equestrian Trailheads

Like water trails (and other trails where users frequently utilize trailers), one of the most important amenities for Equestrian Trailheads is parking. Whenever possible, parking lots should be able to accommodate large groups and several trailers, with easy drive-in and pull-out access. In addition, it can be helpful for the Trailhead to include loading and unloading ramps, tie-up areas, fresh water and small corrals.

ORV and Snowmobile Trailheads

While no specific official best practices could be found for this document, observations and interviews with trail riders indicate that parking and wayfinding signs are two important features at ORV and Snowmobile Trailheads. Parking lots tend to be quite large, with plenty of room to maneuver trailers, snowmobiles and ORVs. Plowing the parking area during the winter months is essential to allow snowmobilers access to the trails. Wayfinding signs are also very important. Wayfinding signs not only direct trail users to the trail, they also direct users to paved shoulders or other routes that lead into nearby downtowns.

If the Trailhead is adjacent to a busy road, it is important to include signs that warn drivers that trail users may be crossing the road.

ORV & Snowmobile Trailheads - Large parking areas and wayfinding signs are important features at ORV and Snowmobile Trailheads. The pictures below illustrate an ORV and snowmobile trailhead just outside Grayling.



Equestrian Trailheads - A hitching post along the Wadam/Avoca Trail in St. Clair County.



Equestrian Trailheads - Whenever possible, Equestrian Trailheads should be able to accommodate large trailers, with easy drive-in and pull-out access. The sign below illustrates how trail riders should park at the Lime Creek Conservation Area in Mason, Iowa.

Picture provided by the
Mason City Globe Gazette



2. Portal. The Portal is the point at which users of the trail exit the Trailhead with the intent of visiting the nearby community. The Portal should be a welcoming point that clearly begins the process of directing the trail user through the community. Trail planners and local officials should take steps to be sure the Portal is welcoming, using wayfinding signs, sidewalks and pathways to clearly direct trail users into the central business district. In some instances the Portal may also function as the “Gateway” (see description on page 25) on an internal trail.

Portal - The Portal should be welcoming, using sidewalks, pathways and wayfinding signage to clearly direct trail users to the central business district. Picture (A) shows a pedestrian crosswalk directly leading from the Trailhead into downtown Indian River. Picture (B) shows a well-marked walkway from a trail into downtown Marquette, and (C) shows a pathway from the *Dequinder Cut* into downtown Detroit.



Portal - In communities with ORV and snowmobile trails, the Portal may be the point at which the trail user begins to use city streets or paved shoulders to access the downtown. Picture (D) below shows the Portal for snowmobile users in Cheboygan. Picture (E) below shows the Portal for ORV users in Atlanta.



If you are unable to place informational signs about area businesses at your Trailhead, you may be able to place them in the Portal area. Local trail planners should work with downtown businesses to develop signs that are inclusive (that is, they don't single out one business) and that have a design that is complementary to the surrounding landscape and community character.

Portal - Pictures (A) and (B) below are good examples of sign that has captured all the local businesses along the White Pine Trail in Avart and Little Traverse Wheelway in Petoskey. Picture (C) shows a less desirable example of a business sign, exclusive to just one business, along the North Central State Trail in Gaylord.



3. Pathway. The Pathway is the corridor that trail users follow from the Portal to the central business district. Depending on the location of the trail, the Pathway could be just a few blocks or several miles. If the Trailhead is several miles away from the central business district, the Pathway could include a combination of non-motorized infrastructure, such as paved shoulders, bikes lanes, and/or sidewalks or other paths.

The Pathway may also pass through other commercial areas or residential neighborhoods. Therefore, it is important to include wayfinding signs at key intersections and connections. Wayfinding signs can also highlight places of interest along (or adjacent to) the Pathway, such as restaurants, interesting shops or historical sites. Trail planners and local officials should continually assess the Pathway for cleanliness, safety, lighting, physical condition and interaction with traffic.

Pathway: The Pathway may include a combination of non-motorized infrastructure, like this bike lane in Grayling.



Pathway: The Pathway may pass through areas of the community where the Pathway is indistinguishable from existing sidewalk infrastructure. It is important to include wayfinding signs or surface markers at these key intersections and connections.



4. Gateway. The Gateway is the point at which trail users enter the business district of the community. The Gateway should be located at the edge of the central business district that is closest to the Trailhead along a well-developed Pathway. The Gateway area should welcome trail users and visitors into the central business district and be the point where directional signs to individual attractions and businesses within the district begin. In general, Gateways into the central business district of communities throughout Northern Michigan are undefined, lack distinguishable features and do not include directional signage, signaling ample opportunities for improvement.

5. Center. The Center is the central business district or primary commercial area of the community. The Center serves as a hub of goods and services for the trail user. The Center should be regularly assessed for cleanliness, safety, lighting and physical condition. Additionally, the Center should be assessed on the availability of amenities that help trail users enjoy their experience (i.e., bike racks, restaurants, outdoor seating at restaurants, ATM machines, internet access, free air at gas stations, and public restrooms).

Center: The Center should include amenities that help trail users (both day-trip and overnight) enjoy their experience. Picture (A) below shows bike racks and outdoor seating in Suttons Bay. Picture (B) shows a car wash that is frequently used by ORV trail users in Atlanta. Picture (C) shows a walk-up ATM machine near the Baw Beese Trail in Jonesville.

Gateway: Examples of a Gateway along the Little Traverse Wheelway, into downtown Petoskey and along the Pere Marquette Trail into downtown Sanford.



A.



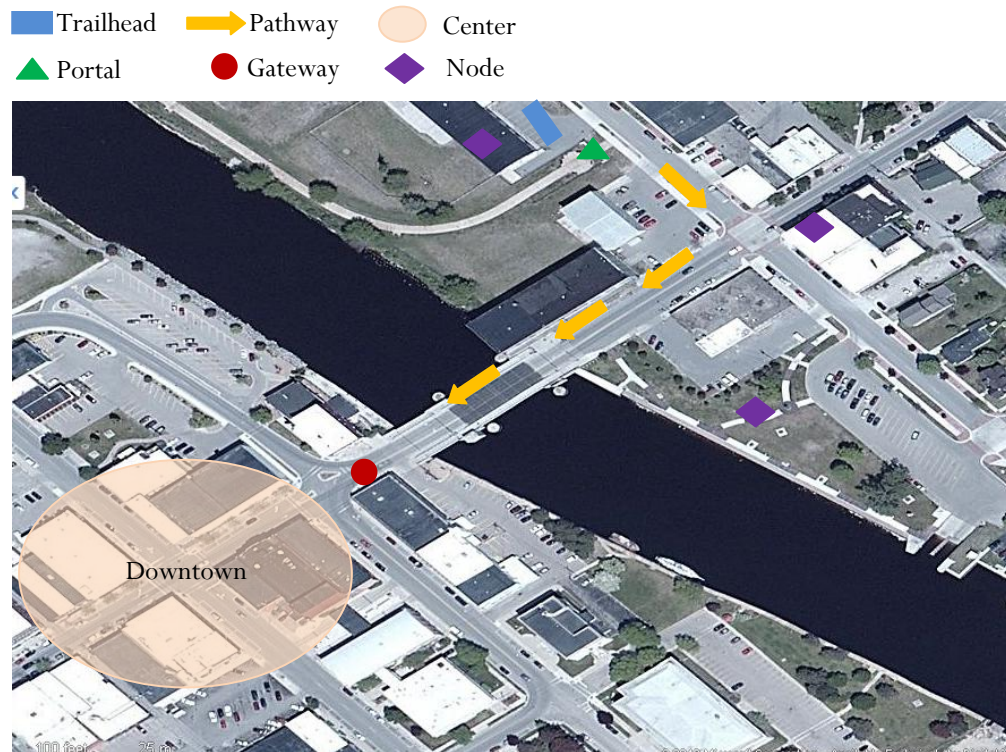
B.



C.

6. **Nodes.** Nodes are points of interest along or near the Pathway or in the Center that will be visited or utilized by the trail users. Nodes may include businesses that cater to the specific user (a bicycle repair shop), lifestyle interests of the trail user (a hobby shop or an antique shop), the duration of time the user will spend on the trail (a public shower room or local lodging), or to all trail users (medical supplies, water, a casual dining restaurant, snack food, etc.). It can be helpful to identify all the “connecting elements” on a map or sketch of the town (see figure 3.2 as an example below). Completing a thorough assessment of the physical relationship between the trail and town will reveal new opportunities for improvements. These improvements should be clearly defined and integrated into action strategies for the town.

Figure 3.2 Great Lakes Maritime Heritage Trail - Alpena, Michigan



Trail Town Design Issues

Nodes: Picture (A) shows a bicycle shop in downtown Grayling. Picture (B) shows a tour boat loading area along the Great Lakes Maritime Heritage Trail in Alpena. Picture (C) shows the River Raisin Heritage Trail as it passes in front of the River Raisin National Battle Field in Monroe.



Public Amenities. Another important step in preparing a plan for your town is to assess the public amenities that the trail user will encounter in the community. Examples of public amenities include items like safe crosswalks, crossing signals, bike racks, lighting, drinking fountains, benches, plowed pathways and wayfinding signs.

Some public amenities may fall under the authority of a county, regional or state agency. For example, the County Road Commission may oversee and maintain road shoulders, a Regional Transportation Authority may include bike racks on all of its buses, and the Michigan Department of Transportation (MDOT) may oversee bike lanes and crosswalks on state highways. It is imperative that local officials and trail planners continually communicate with regional and state representatives about their local Trail Town planning effort. One way to ensure their participation is to include their staff members in the local Trail Town steering committee.

In most instances, the local municipality is responsible for providing adequate public amenities. However, as local governments continue to experience financial difficulties, local Trail Town organizations should also look to partner with local non-profits and the business community to seek and secure volunteer assistance and financial support.

In addition, local officials should examine how local laws and zoning regulations can impact the development of public amenities. For example, zoning regulations that limit sidewalk encumbrances and off-premises signs may limit the ability to develop trail-friendly amenities.

Public Amenities: Local officials should examine how local zoning regulations (e.g., sidewalk encumbrances) impact the development of public amenities, like this outdoor seating area in downtown Alpena.



Public Amenities: Public amenities (e.g., public transportation near trailheads) that support your local Trail Town effort may be under the purview of county, regional and state agencies.



Public Amenities: Whenever possible, local trail town organizations should partner with local non-profits to secure volunteer assistance and financial support. For example, volunteers are recruited to plow portions of the trail system in Traverse City.



Public Amenities - Wayfinding Signs. Wayfinding is one of the most important public amenities local jurisdictions can provide for tourists and visiting trail users. Wayfinding signs are designed to direct visitors to the primary assets and features of the community, and your local trail system should be treated as such. Therefore, each trailhead should be included in your local wayfinding signs. The wayfinding signage system should include roadway signs directed at drivers, and pedestrian mounted signs within the downtown area. If your community has multiple trails, be sure to identify the trail by name and/or use on the sign. If your community does not have a wayfinding system, try to work with your local road agency or MDOT to place directional signs to local trail systems in strategic areas.

Public Amenities - Cultural Heritage. Whenever possible, local officials and trail planners should emphasize and incorporate the community's unique cultural heritage on the trail and within the trail's supporting elements. For example, artwork symbolic of the community's heritage could be placed at different locations along the trail. Interpretive kiosks could provide information about the history of the area along the trail. Trail signs could incorporate a design reflective of a unique cultural aspect of the community.

The Dequindre Cut is a beautiful 1.35 mile below-street pathway located in a former railroad corridor in the heart of downtown Detroit. Prior to its transformation, the neglected corridor had long been a haven for graffiti artists who used the sprawling overpasses as their canvas. Initially, leaders from the Detroit Riverfront Conservancy, the non-profit organization responsible for the trail, were concerned the graffiti might deter people from using the new pathway. But instead of working to find ways to eliminate the graffiti, the Conservancy decided to take a "if you can't beat 'em, join 'em" approach. Over the last four years, the Conservancy has commissioned several of Detroit's most well-known graffiti artists to paint new pieces in certain areas along the trail. Marc Pasco, a spokesman for the Conservancy, noted that "graffiti art is a part of what makes Detroit unique... the graffiti incorporates the look and feel of the city."⁷ In addition, the Conservancy has placed well-known prints from the Detroit Institute of Arts at certain points along the trail (see next page).

⁷ *Dequindre Cut Art Adds To Movement of Legal Graffiti* (2012) Elisha Anderson, Detroit Free Press.

Public Amenities: It is essential to include directions to your trailheads on your local wayfinding signs, like this sign in Cheboygan.



Public Amenities: Graffiti art along the Dequindre Cut in downtown Detroit.

Photo by Diane Weiss/DFP





Public Amenities - Tunnels & Graffiti: Trails or pathways with a tunnel near the downtown should make trail users feel safe - the tunnel should be well-lit, clean of debris and regularly plowed in the winter months. To combat graffiti, municipalities may wish to employ their own “graffiti art.” Picture (A) shows a tunnel in downtown Marquette and picture (B) shows a tunnel in downtown Utica.



Public Amenities - Bike Racks: Bike racks provide bike storage for trail tourist and local citizens. The Trail Town image can be further enhanced by incorporating cultural themes within your bike rack design (see more on page 37). For example, Marquette has a series of bike racks (C) throughout its downtown that incorporate different theme into its back wheel. It can also be beneficial to work with your business community to sponsor bike racks. Picture (D) is a bike rack in Sutton Bay sponsored by a local bike rental company. Picture (E) is bike rack in Alpena sponsored by Stephen's Shoe Store - one of many bike racks sponsored by different downtown retailers.



Public Amenities: As a way to celebrate its maritime history (including the maritime museum and the Thunder Bay National Marine Sanctuary), two-story images of local shipwrecks have been placed on buildings along the Maritime Heritage Trail in Alpena.



Business Amenities. The last step in preparing a plan for your town is to assess the business amenities that the trail user will encounter in the community. The local businesses that will be of interest to the trail user will largely depend on the characteristics of the individual trail and its primary visitors. Trail planners and local officials can help local business owners better understand the needs of the trail user.

In addition to providing goods and services to trail users, local business owners can incorporate simple visitor-friendly amenities into their business practices. For example, businesses can offer bike racks located outside their establishment, restrooms that are available to the public, outdoor vending machines, and friendly hours of operation. Gas stations can offer free air. Hotels can offer bike cleaning and repair stations as well as bike storage area. Hotels and local outfitters can also offer to transport kayaks and canoes to and from nearby water trail access points.

The enhancement of existing businesses and development of new business opportunities are important elements to include in your local Trail Town plan. Smart businesses probably already provide goods and amenities (e.g., trail-friendly hours of operation) geared toward trail users. Over time, more and more business owners will realize the value of this emerging market. Education, encouragement and financial incentives may be needed, especially to encourage participation by small or marginal businesses.

Examples of Business Amenities: The following pictures show a welcome sign, bike rack and a free air pump at a market adjacent to the North Central State Trail in downtown Topinabee.



Economic Restructuring for Your Trail Town

Economic Restructuring refers to the functions of business expansion, business retention, and new business recruitment. It also deals with the key issue of market demographics. It is important for local officials and trail planners to understand how economic restructuring can capitalize on existing community assets to help establish the Trail Town concept.

A. Understanding Your Trail User - The Customer. According to the Allegheny Trail Alliance, *in any downtown revitalization effort, understanding your customer is one of the most important and central activities local business leaders can undertake*. There are many elements that business leaders should consider. However, the two most important elements are socio-economic characteristics and lifestyle preferences. Once the socio-economic and lifestyle preferences of the trail customer base is understood, the local Trail Town organization can begin to make decisions about how best to attract these potential customers into their community.

Understanding Your Trail User - A Closer Look at Cycling

This past year, the Michigan Department of Natural Resources delivered a presentation on bike tourism in which they profiled three basic types of bike tourists, noting their demographics, biking tendencies and spending preferences.

1. The Shoestring Cyclist

Shoestring Cyclists tend to be younger and more self contained. They will typically ride between 75 and 100 miles per day and prefer low-cost options for lodging and meals, spending no more than \$30 a day. When traveling, Shoestring Cyclists seek campgrounds near town and low-cost access to showers.

2. The Economy Cyclist

Economy Cyclists tend not to be age-specific. They will typically ride between 50 and 90 miles per day and prefer eating their meals in restaurants, spending no more than \$50 per day. The type of lodging preferred is typically dictated by the weather and

Understanding Your Trail User:

According to a Michigan Sea Grant report, in 2008 kayakers in the United States:

- Made an average of 10 outings each - and 47% of kayakers made 1 to 3 outings
- 56% of kayakers are male
- 36% are between 25 and 44 and 30% are over 45
- 57% earn over \$75,000 per year
- 51% have a college degree or higher
- 14.1% live in the Midwest

Understanding Your Trail User:

Bike tourists from New Zealand pass through Marine City on US Bicycle Route 20, part of a cross-country route that begins (or ends) in Oregon.



location. When traveling, Economy Cyclists seek discounts for local tourist attractions, and campgrounds near town or other low-cost lodging options.

3. The Comfort Cyclist

Comfort Cyclists tend to be older (between 50 and 65) and highly educated. They will typically ride less than 50 miles per day and are looking to stay in communities that offer the full vacation experience (shopping, restaurants, full-service hotel, and museums). The typical Comfort Cyclist has a high amount of discretionary income, on average spending over a \$100 a day.

These three bike tourist profiles are just one example. If your community has snowmobile trails, it will be important to understand the needs, desires and spending habits of the snowmobilers that travel to your community. Lifestyle preferences relate to the activities (and associated economic impact) that trail tourists make when they visit a community. Business leaders can better understand the lifestyle preferences of local trail users by assessing many lifestyle factors. For example:

- Where do trail users like to eat?
- Where do trail users like to shop?
- How much money do trail users spend on traveling activities per year?

Broad information about these lifestyle factors can be found online through reports from trail user associations (e.g., International Mountain Biking Association). Surveys can be an excellent way to better understand your local lifestyle factors. It may be helpful for communities throughout Northern Michigan (especially communities without a local economic development organization) to work with neighboring communities to better understand both the local and regional tourism market.

B. Assess Basic Trail User Needs. There are a number of *basic* goods and services that most trail users expect in every community (a full list can be found in the Trail Town guide in Appendix B). The Trail Town committee or another local committee (for revitalization) should assess if and to what extent the community is providing these goods and services, noting new opportunities.

Assessing Trail Needs - Local business owners may wish to expand their offering of goods and services to meet the demand of visitors using the trail system. Pictures (A) and (B) show bike rental shops in Suttons Bay and downtown Detroit. Picture (C) shows a water-sports rental shop adjacent to Grand Traverse Bay in Traverse City.



C. Assess Longer-Term Needs. There are also a number of *long-term* goods and services that trail users who are on multi-day trips expect in communities along the trail (e.g., overnight lodging, laundry, internet access). A full list can be found in the Trail Town guide in the Appendix. The marketing committee or another local committee should assess if and to what extent the community is providing these long-term goods and services.

D. Encourage Related Business Opportunities. As previously stated, trail users may be interested in other activities or attractions in the community. Local business owners may wish to expand their offerings of goods and services to meet the demand of visitors using or visiting other attractions.

Business Opportunities: The well known *Rivercrab* restaurant has a hotline at the St. Clair Marina. When called, the restaurant shuttle will pick kayakers up at the marina and bring them back after dinner.



E. Assist the Local Business Community. There are a number of ways local leaders and the trail committee can assist local businesses with economic restructuring. The first way is to work with local civic and economic development organizations to enhance or develop financial incentives (e.g., façade improvement program) and identify financial resources that help local businesses take advantage of the trail.

Another way local leaders can assist local businesses is to develop an “economic gardening” approach to business development issues related to the trail. According to the Allegheny Trail Alliance, *under the economic gardening approach, one or more members of the committee would develop an in-depth understanding of the characteristics of the trail-user customer base and the trends in the activity itself. Then, through informational bulletins and educational sessions, the Trail Town concept is*

Business Related Opportunities

Communities and business owners across Michigan are slowly realizing the economic impacts of bike tourists. Communications Coordinator Elizabeth Shaw noted in an article for the Michigan Municipal League’s September magazine that the owner of the Shamrock Tavern in Freeport Michigan “packed more than a 100 box lunches in hopes of drawing even a fraction of the 800 plus riders cycling through town” for the annual PALM bike tour.

The REVIEW
September 2013

Business Related Opportunities

According to a report from the Michigan Municipal League (MML), the development of downtown trail access in Marquette has “created stimulus for more than \$40 million in private investment and provided the impetus for more than \$12 million in other public projects”.



nurtured and grown in the community. Businesses that cater to this customer base will also flourish. The committee may also wish to provide funding to ensure that magazines, books, and publications that provide current information about the trail activity are available in the business section of the local library.

Business Related Opportunities - Pere Marquette Trail

Businesses along the Pere Marquette Trail are realizing the financial benefits of catering to trail users. Pictured below is Alex's Railside Restaurant, which is directly located off the trail, in Sanford. In the nearby town of Coleman, an *Auto and Bike* parts store is located just off the trail.



Business Related Opportunities - Leelanau County - The Crystal River Outfitter in Glen Arbor provides kayak and bike delivery to area cottages. In the nearby town of Leeland, a bike enthusiast has opened a bike rental business out of his garage.



Promoting Your Trail Town

The Allegheny Trail Alliance recommends that communities utilize and implement three primary marketing strategies (as outlined in the *Main Street Four-Point Approach*) to create an effective promotional campaign for your Trail Town.

- Establish a Trail Town image for the community
- Hold special events that highlight and celebrate the trail and the community
- Conduct retail promotions to entice people into the downtown

1. **Promote Your Trail Town Image.** The first component to an effective promotional campaign is to convince local residents, the larger region, and tourists that you have an active and welcoming Trail Town environment. Most of the Trail Town recommendations and strategies described in this document are based on drawing in visitors from beyond the local market. Therefore, the full potential of the Trail Town concept may not be realized unless the local and regional population base is aware of it and what it can offer. Local leaders and the Trail Town Team can help “brand” the Trail Town by developing attractive marketing materials such as a logo, brochure, printable map, print ads and a website. As previously mentioned, it can be helpful to seek advice and assistance from the local DDA, Chamber of Commerce or economic development agency in developing these materials. Furthermore, if your town is part of a regional collection of towns all sharing access to the trail, it might be helpful to collectively work with local officials and marketing professionals in other towns to develop a regional brand.

In addition to the traditional marketing pieces, local officials should incorporate trail themes in the design of municipal infrastructure (e.g., bike racks, street signs, banners, way-finding signs). If your town already has a popular brand, try to incorporate that theme into trail associated infrastructure.

Promote a Trail Town Image:
Known for its public art, the City of St. Clair has incorporated art into the design of their municipal bike racks.



Promote a Trail Town Image: Mackinaw City incorporates the local trail/bicycle theme in the design of a bike rack and on its downtown banners.



Promote a Trail Town Image: Taking advantage of the fact that two rail-trails bisect the center of its downtown; Reed City has branded itself the “Crossroads.” You may have seen this billboard off U.S. 131.



2. **Hold Trail Town Events.** The second component to an effective promotional campaign is to hold special events within the downtown or near the trail. Special events, especially events that tie to your community's history and cultural identity (or even the trail corridor's history) can attract both local residents and visitors. The Allegheny Trail Alliance notes that annual events held just before trail season can attract potential trail users into your community. Presentations, displays and/or workshops, or a tour of the local trail are examples of activities that could be included in a local event. In addition, local communities can incorporate the trail into athletic events that range from professional races (e.g. bike race, 5-K run) to non-competitive events geared toward benefiting charities.⁸ For example, the Top of Michigan Trails Council hosts an annual ultra-marathon (100k) on the North Central State Trail. Teams of participants typically begin their "section" in one of the five communities that line the trail.

Trail Town Events: Participants stop for ice cream as part of the official Suttons Bay Roubaix, a local bike tour and celebration in June.



3. **Conduct Trail Town Retail Promotions.** The third component of an effective promotional campaign is to conduct special retail promotions. Seasonal or special sale promotions backed by cooperative advertising can help drive trail-related revenues to local businesses. If your community has a restaurant near the trail or is frequented by trail users, work with the owners to name a sandwich or dinner special after the trail. If your community has a micro-brewery, perhaps it can develop a trail themed beer for the trail season. The restaurant or brewery may also be willing to sponsor a weekly trail ride or event.

⁸ Implementing Trail-Based Tourism Economic Development Programs. A Handbook for Iowa Communities
Iowa Department of Transportation. Prepared by Economics Research Associates and SRF Consulting group, Inc.

Trail Town Events: Local trail organizations should host special tours or events on their local trail system at least once a year. Picture (A) is a motorized tour for senior citizens on the Kal-Haven Trail in Kalamazoo. Picture (B) is the annual (but unofficial) "Float Down" along the St. Clair River, part of the Blueways of St. Clair Water Trail.



As previously mentioned, it can be useful for the local Trail Town Team to work with the DDA, merchants association or just a small group of store owners to effectively plan for, conduct and promote any special retail promotions. It should also be noted that *word of mouth* is crucial to the overall success of your trail and your community. Therefore, the business community and local residents need to understand that creating a welcoming environment is important.

Retail Promotions: Several local retailers in Suttons Bay (picture A) have incorporated the bicycle theme in their storefront window displays. In Alpena Michigan, local merchants sponsor decorative bike racks (picture B) throughout the downtown.



Retail Promotions - Some Thoughts About Signs

Signs advertising local establishments near or adjacent to the trail can help further strengthen the connection between the trail and downtown. However, it is important to consider that too many signs along the trail may negatively impact the trail user's experience. Inconsistent aesthetics and poor placement of signs can be regarded as an eyesore, negatively impacting the natural character of the trail corridor. In general, business signs along the trail should be a much smaller version of the sign that adorns the front façade of the establishment. In addition, the sign should be made of quality materials and provide direction to the trail user. Too many signs, signs with too much information, and signs with direct advertising should be avoided. These considerations can be addressed in the sign and off-premise sign sections of the local zoning ordinance.

Signs: Local retail signs along the trail should be a smaller version of the sign that adorns the front façade of the establishment and provide direction to the trail user (picture C). Signs with too much information (picture D) and direct advertising (picture E) should be avoided. Pictures below were taken along the TART Trail in Traverse City.



The Trail Town Master Plan

Once your community has completed its comprehensive planning effort, it is time to develop the Trail Town Master Plan. A little like a “blueprint,” the Trail Town Master Plan is the guide for the development of a Trail Town concept. Among other things, the plan provides the framework for future marketing efforts, capital improvement projects and community involvement strategies. The strategies and action policies outlined in the plan can also help to build support for local funding or leverage funding from state and federal granting agencies.

Local leaders and trail planners should make a concerted effort to work with a wide variety of community stakeholders to develop the master plan. If your community is located along a regional trail, local leaders should work with regional planning/trail agencies and the other communities along the trail to coordinate concepts, strategies and recommendations, wherever appropriate. It is important to understand that developing the master plan requires time, consideration and prioritization.

Essential Trail Town Components

As previously mentioned, the elements in this document are only suggestions. It will be important to modify and adapt these concepts and recommendations to best suit your trail system and town. However, there are ten essential components that each town should work toward to be considered a Trail Town. Some of these components are suggestions from the Allegheny Trail Alliance and others are gathered from research and recent efforts to develop a Trail Town master plan in the five communities mentioned in the Introduction. Additionally, some of these components may be relatively easy to achieve while others will take time and dedication.

1. **Name Your Trail.** There are many examples of trails throughout Michigan that do not have a formal name. Name your trail. A name for your trail gives it substance and legitimacy to both locals and tourists. It also helps to provide focus for future promotional and branding efforts. As mentioned earlier in this document, it can be helpful to have a catchy name for your local Trail Town effort. Whenever possible, the

Name Your Trail: It is important that your local trail have a name. When deciding on a name, local leaders may wish to consider the location of the trail or any cultural features located near the trail.



name of the organizing effort should be identical (or at least match very closely) to the name of the trail running through your community. When deciding on a name for your trail, local leaders may want to consider the location of the trail and any feature (cultural or natural) the trail may connect to or pass through. Local leaders may also consider naming the trail after an important local historic figure, civic leader or trail benefactor. Once designated, the name of the trail should be incorporated into marketing pieces and specifically called out on local way-finding signs.

2. **Include Your Trail on Local Way-Finding Signs.** Way-finding signs are designed to direct visitors to the primary assets and features of the community. Therefore, each trailhead should be included in your local way-finding sign system. The trail should be called out on way-finding signs directed toward drivers and way-finding kiosks directed toward pedestrians. If your community has multiple trails, be sure to identify the trail by name and/or use on the sign. If your community does not have a way-finding system, try to work with your local road agency or MDOT to place directional signs in strategic areas to guide people to local trail systems.

3. **Include Your Downtown on Way-finding Signs on Your Trail.** Way-finding signs on the trail are also very important, directing trail users to the downtown or primary commercial area. This can be especially important to long-distance trail users, who may be entering your town for the first time on the trail.

4. **Promote a Gateway Moment.** As described earlier in this document, the Gateway or “Gateway Moment” is a physical feature that indicates to trail users that they have entered your town. It is important to create a sense of excitement around your gateway, encouraging trail users to stop and explore the downtown. Local leaders and trail planners should consider signage, lighting and landscape amenities in creating a vibrant gateway into the downtown.

5. **Create a Sense of Place.** “Sense of Place” refers to the assets or attributes that are unique to your town and the central business district. These assets can be natural (e.g., proximity to water), historic (historic buildings), structural (lamp posts), and cultural (festivals). Local leaders should make efforts to emphasize and build upon existing assets within the community. Whenever possible, capital infrastructure that contributes

Way-Finding Signs: Way-finding signs on the trail are important and can direct visitors to your downtown and other community features.



Gateway Moment: The Gateway should help create a sense of excitement or intrigue about your downtown, like this gateway arch in Rochester, Michigan and harbor sign (water trail) in St. Clair.



to the community's sense of place (e.g., streetscapes, lamp posts, banners, planters, statues) should reflect your town's history and/or other things that make it unique from other places.

It is also important to keep the downtown clean and uncluttered. Be sure there are an adequate number of trash receptacles throughout the downtown and that trash is removed in a timely manner. Additionally, make an effort to minimize or eliminate street-level infrastructure; overhead lines, utility poles, and even parking meters can clutter a main street and detract from its overall appeal. Local leaders should explore running telephone lines underground and placing parking meters on lamp posts to reduce clutter whenever feasible.

6. **Develop a Safe and Pedestrian Friendly Atmosphere.** A downtown that is safe for both walking and cycling is very important. Visitors and residents need to feel safe as they cross your streets and explore your town. There are a number of amenities that increase the "walkability" of your downtown that most trail users appreciate, such as pedestrian signals, bike lanes, extended curbs, and bike route signs. Many communities throughout Northern Michigan already utilize many pedestrian-friendly amenities.

7. **Establish the Right Mix of Services.** Think about what trail users will need when they enter your town, and make sure they have easy access to businesses and services to accommodate those needs. This basically includes places to eat (grocers and restaurants), shop (including trail-related gear, like a bike repair shop), sleep (campgrounds or hotels), and play (such as a park with shade/shelter and benches). The book *Urban Retail - Planning and Development*, by Robert Gibbs is an excellent resource for learning how the right mix of services relates to the economic viability of the community.

8. **Promote Trail-Oriented Events.** As previously mentioned, special events - especially events that tie in to your community's history or cultural identity - can attract both local residents and visitors. The Allegheny Trail Alliance suggests that annual events held just before the trail season can attract potential trail users into your community. Presentations, displays, workshops, or a tour of the local trail are examples of activities could be included in a local event. In addition, local communities can incorporate the

Safe Atmosphere: Visitors need to feel safe as they cross your streets and explore your town. Pictured below is the state's first trail-user induced traffic signal at a crosswalk along the Avoca/Wadams Trail in St. Clair County.



Promote Trail-Oriented Events: Participants wrap up the annual 100k ultimate marathon - the course for the event is the North Central State Trail.



trail into athletic events that range from professional races (e.g., bike race, 5K run) to non-competitive events geared toward benefiting charities.

9. **Develop a Map of Your Trail System and Make It Easily Accessible.** Surprisingly, many communities with active trails do not create printable maps. It is very important that your community develop a map that can be made available at city offices and at local brochure kiosks. It is also very important to provide a digital copy of your trail map on your municipal and/or local marketing website that can be easily printed. The trail map should be a very prominent feature on the website. It should also be very easy to find on the website, not buried under four or five links. In addition, it will be important to develop trail maps that can be uploaded through a mobile website or app.

10. **Provide at Least One Outdoor Eating Establishment.** Whether it's on a day-trip or an overnight tour, most trail users prefer to dine outside. In part, they may feel more comfortable to sit outside in sweaty clothes than inside a restaurant with wide tablecloths. Work with your local restaurant owners to establish outside seating areas whenever it's feasible. Even a few small tables or a picnic table will be sufficient for most trail riders.

Conclusion

Ultimately, the Trail Town Master Plan (and associated strategies) must be flexible and respond to changing conditions, innovations and new information. It is important to frequently review and evaluate the Master Plan to examine what has been accomplished and what still needs to be done. In addition, elements of the Trail Town Master Plan should be included into your local recreation plan, capital improvements plan and the community master plan. This will ensure that your effort is more likely to be funded supported and carried out by local officials and staff. In addition, it can help secure funding for future projects and improvements.

As your community continues to move forward with the Trail Town concept, it is important to update residents, the business community, community leaders, and local and state officials on the progress (and future challenges) of your initiative.

Outside Eating Establishments: Work with local restaurant owners to provide for outdoor seating for trail riders. Even a few small tables or a picnic table will be sufficient for most trail riders.



Appendix

Trail Characteristics

Trail Name

What kind of trail is it?

Is it just a local trail ☐ or part of a multi-jurisdictional trail? ☐

What is the Trail Surface? (please note if there are segments of the trail with a different surface type and where they are located)

How long is the trail? _____

If the trail is part of a multi-jurisdictional trail, how long is the entire trail system? _____

If the trail is part of a multi-jurisdictional trail, how long is the trail segment in your community? _____

What types of activities are permitted on the trail?

1. _____

2. _____

3. _____

Are their different activities permitted on the trail at different times of the year? (see chart on next page)

Activity	Season
1. _____	_____
2. _____	_____

Appendix A. Trail Town | Evaluation Form I.

Activity Chart

	Daily Exercise Walker	Hiker	Nature Watcher	Snow- Shoe	Cyclist	Equestrian	Snow mobiler	Cross County Skier	Kayaker	ORV	Motorcycle
January											
February											
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											

- x = No users on trail
- 1 = Low months for users of this type of trail
- 2 = Moderate months for users on this type of trail
- 3 = Heavy months for users of this type of trail
- 4 = Peak month for users of this type of trail

Who manages the trail?

Contact Information

Person(s): _____

Phone Number: _____

Email: _____

Trailhead Locations:

- 1. _____
- 2. _____
- 3. _____

More

Appendix A. Trail Town | Evaluation Form I.

Unique features along the Trail

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

More

Potential hazards along the Trail

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

More

	Yes	No
Do you have a physical map of your trails?	☐	☐
Do you have a digital map of your trails?	☐	☐

Appendix A. Trail Town | Evaluation Form I.

Local Capacity

Is there a downtown or business district development organization in your community? Yes ☐ No ☐
If yes, list the name of the organization and their contact information:

What kind of organization is doing downtown development?

- ☐ Main Street Organization
☐ DDA
☐ Chamber of Commerce
☐ Merchants Association
☐ Other (specify) _____

Is the organization(s) local or regional?

Local ☐ Regional ☐

Is there a trail or recreational organization in your community? Yes ☐ No ☐
If yes, list the name of the organization and their contact information:

Is the organization(s) local or regional?

Local ☐ Regional ☐

Are there community celebrations in your community? ☐ If yes, please list them?

Are there special retail celebrations in your community? ☐ If yes, please list them

Appendix A. Trail Town | Evaluation Form I.

Trail Town Team Members

Name:
Organization:
Phone Number:
Email:

Name:
Organization:
Phone Number:
Email:

Name:
Organization:
Phone Number:
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Appendix B. Trail Town | Evaluation Form II.

Four Point Information

Active Planning Efforts and Ideas

Appendix B. Trail Town | Evaluation Form II.

Design

Appendix B. Trail Town | Evaluation Form II.

Promotions

Appendix B. Trail Town | Evaluation Form II.

Economic Restructuring

Appendix B. Trail Town | Evaluation Form II.

Organization

Appendix C. Trail Town | Evaluation Form III.

Connecting Elements

Trail Head

Is it welcoming?

Parking (type, size, amenities)

Restroom Facilities (types, cleanliness)

Information posted

Water

Signage

Bike/Kayak Storage

Trash Receptacle

Shelter/Picnic Area

Power

WiFi

Other Features/Notes

Appendix C. Trail Town | Evaluation Form III.

Portal

Is it welcoming?

Is directional signage posted?

Is it clear where the downtown is located?

Pathway

Is it clean?

Is it safe (lighting, good condition)?

How does it interact with other streets and traffic?

Appendix C. Trail Town | Evaluation Form III.

Gateway

Is it well-defined?

Is it welcoming?

Is it located in the downtown?

Center

Is it clean?

Is it safe (lighting, good condition)?

Is it walkable?

Amenities

Trailhead Sign

Features

Areas for Improvement

Are there wayfinding signs on the trail?

Appendix D. Trail Town | Evaluation Form IV.

Business Checklist

Operations	Yes	No
Is the central business district easily identified?	☐	☐
Do business hours match customers needs (i.e. open late and on weekends)?	☐	☐
Are downtown businesses clustered in a compact area?	☐	☐
Are customers greeted warmly when they walk through the door?	☐	☐
Are the merchandise and store clean and well kept?	☐	☐
Do businesses cross-promote?	☐	☐
Are there window displays that show off the community's heritage?	☐	☐
Do businesses encourage window-shopping?	☐	☐
Accommodations and Amenities		
Do businesses offer out-of-town shipping for large items?	☐	☐
Are there public-accessible restrooms in the businesses?	☐	☐
Do businesses offer information on the town/region?	☐	☐
Can employees answer questions about the town or region?	☐	☐
Do employees answer questions in a friendly manner?	☐	☐
Do shops carry souvenirs, especially related to the town?	☐	☐

Appendix D. Trail Town | Evaluation Form IV.

Signs	Yes	No
Are businesses' signage clearly visible and well-designed?	☐	☐
Do the signs clearly state what is being sold?	☐	☐
Do businesses clearly indicate that they're open?	☐	☐
Are business hours posted on the front door or window?	☐	☐

Does your town have the following types of food service?

Outdoor vending machines	☐	☐
Grocery or portable food	☐	☐
Coffee shop	☐	☐
Ice Cream	☐	☐
Family-style Restaurant	☐	☐
Fast food or chain restaurant	☐	☐
Informal café with wait service	☐	☐
Bar or tavern	☐	☐
Restaurant with liquor service	☐	☐

Does your town have the following types of food service?

Bike rental	☐	☐
Bike equipment and repair	☐	☐
Convenience/quick stop	☐	☐
Drug store	☐	☐

Appendix D. Trail Town | Evaluation Form IV.

	Yes	No
24 hour ATM	☐	☐
Bookstore	☐	☐
Laundromat	☐	☐
Rental/Outfitter	☐	☐
Does your town have these services and amenities?		
Hotel or Motel	☐	☐
Bed and Breakfast	☐	☐
Nearby camping	☐	☐
Emergency medical service available	☐	☐
Family medical service available	☐	☐
Shuttling service	☐	☐
Taxi service	☐	☐
Public park or green area	☐	☐
Calendar of events	☐	☐
Access to public email (library)	☐	☐
Sufficient trash cans	☐	☐
Special events to encourage people to come into town?	☐	☐
Do businesses use marketing tactics to invite people in?	☐	☐
Is there a museum	☐	☐
Are places open on the weekend?	☐	☐

Trail Towns

What is a Trail Town?

A *Trail Town* is a community in which local officials have used their trail system as the focal point of a tourism-centered strategy for economic development and local revitalization. The Trail Town concept was originally developed by the Allegheny Trail Alliance, a coalition of seven trail organizations along the Great Allegheny Passage, a 150-mile multi-use trail running through Pennsylvania and Maryland. Many communities in Michigan are now working to develop their own local Trail Town Program. The basic Trail Town concept is simple: **ensure that communities along the trail are better able to maximize the economic potential of trail-based tourism.**



The local Trail Town effort can be centered around any type of trail (e.g., non-motorized, snow-mobile, equestrian and kayak). While the Trail Town concept is primarily geared toward cities and towns, the concept is very much applicable in rural areas that have at least one small center of commercial activity. Most Trail towns are not isolated communities - they are linked together by the trail, creating a regional destination for residents, trail users and tourists.

How Does a Community Establish a Trail Town?

While there are a number of different ways in which local communities can organize around an effort to create a Trail Town Program, the most common approach has been to use the “Four Point Approach” developed by the National Main Street Center of the National Trust for Historic Preservation.

1. **Organization.** Establish consensus and cooperation by building partnerships among various groups that have a stake in the local trail system and the downtown.
2. **Promotion.** Sells the image and promise of a Trail Town to all prospects.
3. **Design.** Gets the Trail Town into top physical shape to create a safe and appealing environment.
4. **Economic Restructuring.** Helping existing businesses expand and recruit new businesses to respond to current trail activities and market forces.

What are the Benefits of Becoming a Trail Town?

Over the last several years, as the full economic potential of linking trails, recreation, tourism and business development has become better known, the Trail Town concept has caught on. According to an article from the Rails-to-Trails Conservancy, “communities around the country are increasingly utilizing the ‘Trail town’ model of economic revitalization that places trails as the centerpiece of a tourism-centered strategy for small town revitalization.” In fact, studies from neighboring states like Wisconsin have shown that bicycle tourism supports more than \$900 million in tourism and residential spending each year.

For more information about the Trail Towns concept, please contact:

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Michigan Avenue Bike Lane

DATE: September 4, 2018

PRESENTED BY: Gerard Doan, Police Chief

BACKGROUND:

Bicycling is becoming more popular in our community and neighboring communities every year. Bike paths are being created to make it easily accessible for a bicyclist to get from one community to another for either exercise, commuting to work, or tourism.

There has been some initial discussion about putting a painted bike lane in the 400 and 500 blocks of Michigan Ave. This area is restricted to one way traffic moving from north to south. Currently parking is allowed on both sides of the street. In order to move forward with a bike lane in this area, parking would have to be removed from one side of the street or other. If a bicyclist was to follow the traffic laws a bike lane would normally follow the flow of traffic which would mean the bike lane would be installed on the lake side of Michigan Ave or the west side of the street.

The purpose of this agenda item is to get a perspective from City Council if they would support putting in a bike lane in the 400 and 500 blocks of Michigan Ave and remove parking from one side of the street. If the decision is made to move forward with this idea, I would encourage getting MDOT involved for their recommendations. There are ways to design the lane so that bikes can move in both directions within the lane even though car traffic only flows in one direction.

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Deer Management

DATE: September 4, 2018

PRESENTED BY: Gerard Doan, Police Chief

BACKGROUND:

On August 21, 2018 Chief Doan met with Michigan DNR Biologists Jennifer Kleitch and Kristen Wildman over concerns of the deer population in the City. Some residents have expressed concerns that there are presently too many deer living in the City.

The Biologists began by stating that we have to identify what the problem is with the deer and then address some different resolutions. A problem could be that the deer are eating the vegetation that people plant. A solution would be to educate the people to select different plant species that the deer find less palatable. Deer deterrent sprays and fencing options were also discussed. Other options discussed were reducing the habitat that the deer live in. There are overgrown areas within the the City that the deer seek cover in and remain unnoticed during the day. By reducing these overgrown areas the deer will look to different areas to relocate and seek refuge. At this time there are a number of deer that will migrate into the City from Charlevoix Township at night and return to the township by the next morning.

Some cities within the State have asked the local governments to step in and target the deer. This typically occurs when the deer population has gotten so large that it cannot sustain itself on the current vegetation which causes major landscape damage. These highly populated areas will also see deer on playgrounds, in business districts, and an increased number of car deer accidents. At this time I don't believe the City is experiencing these types of problems.

The Biologists did recommend that we start tracking what kind of complaints we are receiving to determine how big of a problem this actually is. They suggested tracking this information for approximately one year, review the information collected and determine how big the problem is. They are willing to attend future meetings if they are requested to give further information.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - August 20, 2018

DATE: September 4, 2018

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
DRAFT REGULAR CITY COUNCIL MEETING MINUTES
Monday, August 20, 2018 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

The meeting was called to order at 6:00 p.m. by Mayor Luther Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Greg Bryan, Shane Cole, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: None
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

4. Inquiry Regarding Conflicts of Interest

Council agreed that Perron did not have a conflict of interest regarding the recycling grant opportunity as this was not geared toward business owners.

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 – August 6, 2018
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – August 21, 2018
 - b. ACH Payments – August 6, 2018 to August 14, 2018
 - c. Payroll Check Register – August 10, 2018
 - d. Payroll Transmittal – August 10, 2018
 - e. Tax Disbursement – August 21, 2018
- C. Designate Representative to MML Annual Meeting – Appoint Council member Kalbfell and City Manager Heydlauff
- D. City Investment Depositories – Approve updated City Investment Depositories and Comerica Corporate Resolution Certification
- E. Resolution to Amend City Street Plan to Include Peppervine Place

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-08-05
AMEND CITY STREET PLAN TO INCLUDE PEPPERVINE PLACE

WHEREAS, the City of Charlevoix City Code requires that the naming of any new street be done by resolution; and

WHEREAS, the City approved a 21-unit site condominium project located off of Division Street named Peppervine Place on June 4, 2018.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix hereby amends the City Street Plan to include a roadway named Peppervine Place.

RESOLVED this 20th day of August, 2018 A.D.

Resolution was adopted by the following yeas and nays vote:

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

Nays: None

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

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

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

A. Set Public Hearing for Zoning Ordinance Amendment

Previously, City Council agreed that they want to shift some zoning approval processes to the Planning Commission and felt that the Planning Commission was the appropriate body to determine if these applications meet the requirements of the Ordinance. By eliminating the second round of review and approval by the City Council the process would be streamlined for both the City and the applicant. Those approvals include: special land use permits, site plan reviews, site condo approvals, and planned unit development approvals. Perron noted that he was not in favor of this change.

Motion by Cole, second by Kalbfell, to set a Public Hearing to consider an amendment to the Zoning Ordinance on September 17, 2018 [at 6:00 p.m.]

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

7. All Other Actions & Requests

A. Appointment of City Assessor

City Manager Heydlauff stated that since 2012, we have been in a joint relationship with Boyne City and East Jordan to retain one part-time assessor who has chosen not to continue her contract. In order to fill the vacancy, the three cities again posted a joint Request for Proposals and interviewed firms and candidates. The City also posted our own full-time position for Assessor and GIS Coordinator. Going forward, he noted that we will continue our cooperation with the neighboring cities and we will have a full-time in-house assessor who will also coordinate and help us develop our GIS capabilities. Pursuant to the City Charter, the Assessor is appointed by the City Council and City Manager Heydlauff formally recommended Council appoint Joe Lavender as such.

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

Motion by Hagen, second by Kalbfell, to appoint Joe Lavender as City Assessor.

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

B. Public Services Facility Update

City Manager Heydlauff stated that over the past several months, OHM Advisors began the final engineering and design of our proposed Public Services Facility. As you will recall, a site selection was completed and a conceptual design and budget were presented to Council in December 2017. Council approved a design contract with OHM Advisors for \$240,000 to complete preliminary and final design services. He noted that OHM Advisors recently completed the preliminary design phase. The current recommended budget for construction is \$10.9 million, drastically up from the \$4.8 million that was originally estimated. The increase in estimated costs due to the desired scope of work not being captured (inside vehicle storage), some costs like temporary facilities, furniture and contingencies not included and some increased construction costs (notably the steep increase in steel).

Amanda Porath and Lucas Porath, OHM Advisors, presented a brief overview and status of the project, and attempted to explain the \$6.1 million increase. They noted that they are confident that they have captured the full scope of the project now and had a third party review the project and budget. OHM is willing to pay the cost of another independent review of the project with a firm selected by the City. They answered several questions for Council.

Mayor Kurtz opened the item to public comment several times.

- Greg Bryan questioned the material storage areas such as salt, sand and, gravel.
- Bob Timms felt that current facilities could be expanded.
- Leilani Durbin cautioned Council to consider the domino effect that this building will have on local residents' taxes.

The item was closed to the public.

Council agreed that a new facility was needed. They requested specific numbers regarding the \$6.1 million increase and OHM will share a line item driven cost sheet to explain the discrepancy. They will continue discussion at the September 4th Council meeting.

C. Sale of Old Street Signs

City Manager Heydlauff stated that Silver Linings Charlevoix is the sponsor group for the effort to light the bridge and they requested Council give them the old wooden street signs in storage. They would attempt to sell them as a fundraiser for this project. By selling them to Silver Linings for \$1, we are able to transfer the asset to them and support the bridge lighting project.

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

Motion by Kalbfell, second by Perron, to authorize the sale of old Charlevoix street signs to Silver Linings Charlevoix for the amount of \$1.

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

D. Tentative CBA with the Communications Workers of America (CWA) 2018-2021

City Manager Heydlauff stated that the CWA agreement was voted on and passed by union members on August 14, 2018. Highlights of the agreement include: wages increased by 2 1/2%, 2% and 2% for the three years, modified leaves to align with non-union and POLC members, short and long term disability, increased City ICMA contribution by 1.8% and City ICMA Match by 1.5%, and ended lifetime accrual of sick leave paid at present day's wages.

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

Motion by Oleksy, second by Kalbfell, to approve the tentative agreement between City of Charlevoix and Communications Workers of America, dated September 2, 2018 through September 1, 2021.

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

Nays: None

E. Employee Handbook Revisions

City Manager Heydlauff proposed revisions to the City of Charlevoix Employee Handbook. The changes are due to a desire to afford non-union employees similar benefits as some union members, and other necessary modifications and corrections.

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

Motion by Kalbfell, second by Perron, to approve the revisions to the City of Charlevoix Employee Handbook with a revision date of September 1, 2018.

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

Nays: None

F. Community Growth Grant Options

City Manager Heydlauff stated that Networks Northwest released a grant program seeking proposals of not more than \$25,000 plus a 25% local match to aid communities in making progress on pre-existing plans. He explained two potential projects: "smart" trash/recycle compactor receptacles for downtown and ADA accessible kayak launches at Ferry or Depot beach. Both of these proposals align with City Council Goals. Council vetted both options thoroughly and commented that both were very worthy.

Mayor Kurtz opened the item to public comment.

- Maureen Owens noted that there is an option to "wrap" the receptacles with graphics.

The item was closed to the public.

Motion by Perron, second by Kalbfell, to select the "smart" trash receptacles project for the Community Growth Grants Program and authorize City Staff to submit the proposal and commit the local match as needed and seek an additional grant for the kayak launches.

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

Nays: None

8. Reports & Communications

A. Public Comments

- Bob Timms questioned whether other downtown workers received a 2.5% raise this year. He wondered if Council reconsidered the paving of a walking path on Park Avenue.
- Maureen Owens thanked Council for the new stairway at Michigan Beach Park.

B. City Manager Comments

- Reviewed upcoming presentations for Council
- Noted that the budget work session would be scheduled January 7, 2019, and final budget adoption on February 18
- State of the Community is September 11
- City Manager evaluation forms will be distributed this week
- Kay Heise researched the history of the bridge railing

C. Mayor & Council Comment

- Kalbfell also noted the new steps at the beach and pier jumping at Ferry Beach
- Cole commended EMS Director McMullen

9. Other Council Business

Mayor Kurtz stated that resident Dennis Kusina agreed to be appointed to the Zoning Board of Appeals as an Alternate Member. This appointment would allow the ZBA to have the required attendees for the scheduled August 22 meeting. Council concurred that Mr. Kusina would be a good choice. *Clerk's Note: The search for someone to fill this vacancy has been exhaustive and it has been a challenge for the ZBA to perform their duties due to member attendance issues. The Zoning Ordinance does not require that an application be submitted for the position. However, before being sworn in, Mr. Kusina will submit an application.*

Motion by Hagen, second by Kalbfell, to appoint Dennis Kusina as Alternate Member on the Zoning Board of Appeals [term expiring December 2020].

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

Nays: None

10. Adjourn

The Mayor adjourned the meeting at 7:42 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

Regular Accounts Payable – 08/21/2018

ACE HARDWARE	4,745.37	KOURY, CHRIS	100.00
ACUSHNET COMPANY	264.94	KSS ENTERPRISES	1,856.69
AIRGAS USA LLC	70.51	LANGE, JEFFREY	150.00
ALL AREA TOWING	75.00	LOTTIE'S BAGELS	134.00
AMERICAN WASTE INC.	4,290.80	LUNDTEIGEN, GUNNAR	1,090.76
AMERIGAS - PETOSKEY	445.62	MCCARDEL CULLIGAN-PETOSKEY	50.00
APEX SOFTWARE	235.00	METTLER TOLEDO INC	458.77
ASPEN WIRELESS	1,770.00	MICHIGAN MUSHROOM MARKET LLC	18.00
AT&T	581.62	MILAN, JANE	6.67
AUTO VALUE	656.31	MUNSON HEALTHCARE CVX HOSPITAL	684.39
AVFUEL CORPORATION	97,944.14	MUNSON MEDICAL CENTER	40.00
BC/BS OF MI REFUNDS	267.88	NCL OF WISCONSIN INC.	207.55
BERG, REBECCA	265.00	NORTHERN CREDIT BUREAU	158.68
BERGER CHEVEROLET	26,689.00	OHM ADVISORS	67,372.50
BOB MATHERS FORD	335.00	OLESON'S FOOD STORES	425.76
BRADFORD'S	29.25	OLSEN, SUZANNE	320.13
BREWER, JOHN	210.00	OLSON BZDOK & HOWARD	2,341.10
CARQUEST OF CHARLEVOIX	1,865.93	PARASTAR INC.	1,695.71
CCI SOUTH LLC	105.00	PARKS AUTO PARTS	65.00
CHARLEVOIX COUNTY TREASURER	903.03	PEASE, RIVER FAITH	50.00
CHARLEVOIX DISTRICT LIBRARY	30,000.00	PERFORMANCE ENGINEERS INC	2,585.00
CHARLEVOIX SCREEN MASTERS INC	2,959.00	PHYSIO-CONTROL INC.	45,869.80
CHARLEVOIX VENETIAN FESTIVAL	6,672.30	PLUNKETT & COONEY	440.00
CHARTER COMMUNICATIONS	1,851.86	POND HILL FARM LLC	279.00
CINTAS CORPORATION #729	108.52	POWER LINE SUPPLY	5,602.18
CITY OF CHARLEVOIX - UTILITIES	35,017.79	PREFERRED WASTE 2 LLC	1,260.00
CURREY FARMS LLC	79.00	PREIN & NEWHOF	40,371.74
ELLSWORTH FARMER'S EXCHANGE	241.85	PRESTON FEATHER	567.63
EMERGENCY MEDICAL PRODUCTS INC	468.75	PROVIDENCE FARM LLC	511.00
ENVIRONMENTAL SYSTEMS RESEARCH	11,100.00	RAECKE, MICHAEL	10.59
ETNA SUPPLY	230.00	RANGE TELECOMMUNICATIONS	179.81
FAMILY FARM & HOME	478.68	REHMANN-ROBSON & CO	3,900.00
FARMER WHITE'S	253.00	RICK-BIDDICK, MICHELLE	1,868.84
FASTENAL COMPANY	783.30	RS&H MICHIGAN INC	4,980.00
FILARSKI, JACOB THOMAS	1,000.00	RUSTIC BAKER	76.00
FOREMOST MEDICAL EQUIPMENT	11,030.00	SIEGRIST, DAVID	47.00
FREEDOM MAILING SERVICES INC.	2,437.99	SILVERMAN, JUDI	15.00
FULLFORD, LARA	75.00	SLADICS, MARCIE	96.80
GERBER HOMEMADE SWEETS	133.00	SNIVELY, KIRBY	75.00
GINOP SALES INC	183.75	SPARTAN DISTRIBUTORS INC	975.45
GOLDING, JOYCE M.	45.02	SPARTAN STORES LLC	121.42
GOLDSTICK, JON	50.00	SPENCLEY, PATRICIA L.	26.25
GOLF ASSOCIATION OF MICHIGAN	20.00	SPIEGEL, JOZEF	10.00
GOLSKI, HARRY	39.00	SPOK INC	9.99
GORDON FOOD SERVICE	194.91	STANDARD ELECTRIC CO	314.54
GREAT LAKES PIPE & SUPPLY	339.48	STATE OF MICHIGAN	50.00
GREAT LAKES PIPE & SUPPLY	19.08	STRYKER SALES CORPORATION	2,041.99
GUNTZVILLER, RHONDA	390.00	SUTTON, BARBARA	275.90
HAGGARD'S INC	3,324.45	T.C. RECORD EAGLE	150.00
HARBOR HOUSE PUBLISHERS	1,306.99	TELE-RAD INC	445.00
HARRELL'S	340.00	TERMINAL SUPPLY CO	46.87
HEADY, KATE	100.00	THE TROPHY CASE	35.00
HEAVEN SENT ADOPTION SERVICES	135.95	TRUCK & TRAILER SPECIALTIES	95.00
HEYDLAUFF, MARK L	515.60	UNIFIRST CORPORATION	667.19
HOLECHECK, ERWIN	183.00	UP NORTH PROPERTY SERVICES LLC	8,004.00
HOLIDAY COMPANIES	8,541.84	UPPER CASE PRINTING INK.	1,260.07
HYDRO CORP	530.00	USA BLUE BOOK	683.55
HYDRODYNAMICS INC.	562.00	VILLAGE GRAPHICS INC.	73.71
IDEXX DISTRIBUTION INC.	434.47	WASHBURNE, BRENDA	44.00
INDEPENDENT DRAFTING SERVICES	1,976.00	WILBERT BURIAL VAULT CO	65.36
INTERWATER FARMS INC	655.00	WILKS, DESTINY	28.12
JOE'S PROFESSIONAL SERVICES LLC	1,850.00	WINNIE'S ORIGINAL LLC	60.00
JOHN E. GREEN COMPANY	6,834.65	WITTHOEFT, CHARLES	150.00
JORDAN VALLEY EMS AUTHORITY	518.75		
KENNEDY INDUSTRIES INC	11,460.00	TOTAL	488,813.89

ACH Payments – 08/06/2018 to 08/14/2018

MI PUBLIC POWER AGENCY	17,657.96	VANTAGEPOINT (401 ICMA PLAN)	742.50
PAYMENT SERVICE NETWORK	240.90	VANTAGEPOINT (457 ICMA PLAN)	16,009.66
STATE OF MI (SALES TAX)	27,761.23	VANTAGEPOINT (ROTH IRA)	936.53
IRS (PAYROLL TAX DEPOSIT)	46,940.35	MI PUBLIC POWER AGENCY	16,269.44
ALERUS FINANCIAL (HCSP)	400.00	DTE ENERGY	1,428.41
STATE OF MI (WITHHOLDING TAX)	7,229.81	TOTAL	135,616.79

Payroll Net Pay – Pay Period Ending 08/04/2018 (Paid 08/10/2018)

HEYDLAUFF, MARK L.	2,648.97	ANZELL, BETH A.	727.82
GOLDING, JOYCE M.	2,181.12	MACGILLIVRAY, RAYMOND L.	793.22
DEROSIA, PATRICIA E.	508.51	RITTER, MATTHEW R.	592.90
DOTSON, LINDSEY J.	1,457.31	MCCULLOUGH, SAVHANA C.	645.39
LOY, EVELYN R.	1,086.31	CALO, LEAH M.	573.75
KLOOSTER, ALIDA K.	2,013.71	KLOOSTER, PATRICK H.	1,465.01
GOLOVICH, KAREN J.	969.63	EVANS JR, HALBERT K.	845.37
SPENCLEY, PATRICIA L.	978.18	GREENE, GLORIA C.	695.60
MILLER, FAITH G.	35.79	DAVIS, LEAH R.	789.31
MCGINN, KELLY A.	1,670.39	TELGENHOF, WILL G.	777.03
JONES, JANET M.	436.26	WILLIAMS, BRANDON S.	641.40
JOLLETTE, MELISSA N.	33.25	CARLSON, JOSHUA A.	483.86
DOAN, GERARD P.	1,697.63	HOLECHECK, JENNACA R.	654.85
SCHLAPPI, JAMES L.	1,225.19	VRONDRAN, LARISSA M.	619.69
UMULIS, MATTHEW T.	1,351.78	BAILEY, ALYSSA M.	320.39
HANKINS, SCOTT A.	1,890.13	KIRINOVIC, THOMAS F.	508.62
ORBAN, BARBARA K.	1,237.18	DUTCHER, ROBERT G.	191.18
WILLIAMS, ASHLEY M.	1,788.52	KLOOSTER, SUSAN E.	212.27
FLICKEMA, ANDREW M.	2,431.81	HEID, THOMAS J.	1,317.16
RILEY, DENISE M.	476.82	LEESE, ALAN K.	468.44
MATELSKI, KRISTEN L.	1,078.75	HART, DAVID R.	41.21
BINGHAM, LARRY E.	941.64	GRUNCH, RONALD J.	332.88
MATELSKI, RYAN G.	1,031.31	DAVIS, RONALD L.	317.13
VANLOO, MEAGAN E.	753.26	FAIRCHILD, GALEN W.	364.80
MACGILLIVRAY, ROGER	804.63	MASSON, DONALD J.	538.13
WURST, RANDALL W.	1,113.73	KUSINA, DENNIS W.	360.77
MAYER, SHELLEY L.	1,984.39	LABLANCE, MAUREEN J.	303.25
HILLING, NICHOLAS A.	1,979.98	LIVINGSTON, BRIAN D.	1,170.30
MEIER III, CHARLES A.	1,388.95	STANLEY, MARK J.	60.95
ZACHARIAS, STEVEN B.	1,740.47	VANLOO, JOSEPH G.	898.79
NEWMAN, MARK J.	1,025.05	WYMAN, MATTHEW A.	1,661.84
SWEM, DONALD L.	1,975.53	MILLER, WILLIAM S.	1,697.28
EATON, BRAD A.	1,820.22	DOUGLAS, MARK	989.33
WILSON, TIMOTHY J.	2,319.72	PRIOR, ERIN C.	430.77
LAVOIE, RICHARD L.	1,801.14	CERTA, BRIAN	575.35
STEVENS, BRANDON C.	1,893.24	MCMULLEN, DONALD R.	1,886.81
DRAVES, MARTIN J.	1,796.98	TRAVERS, MANUEL J.	2,131.08
ANDERSON, ELIZABETH A.	1,240.03	STEVENS, JEFFREY W.	931.87
LEITNER, RYAN S.	1,114.77	RILEY, CASEY W.	887.58
ELLIOTT, PATRICK M.	2,167.95	JONES, LARRY M.	586.30
SCHWARTZFISHER, JOSEPH L.	1,364.96	WILLSON, BRENDA R.	2,034.31
BRADLEY, KELLY R.	1,331.25	BEAN, PETER J.	732.26
HART II, DELBERT W.	1,635.91	RILEY, REBECCA J.	131.37
JONES, ROBERT F.	1,650.37	ERWIN, RACHELLE L.	247.57
DORAN, JUSTIN J.	2,016.57	SILVA, JESSE L.A.	2,185.14
FARRELL, MITCHELL L.	1,596.16	SEHL, JENNA R.	461.21
THORP JR, WILLIAM D.	1,634.19	RILEY, DANIEL A.	1,113.58
MANKER JR, DAVID W.	581.19	WHEELER, MICHAEL W.	1,708.10
MANKER SR, DAVID W.	846.51	SNYDER, CORY G.	637.76
BECKER, MICHAEL S.	870.50	PEARSALL, KRISTA M.	316.80
NEDWICK, DAVID J.	647.63	DRAKE, WILLIAM F.	613.23
FREY, DYLAN V.	558.73	JOHNSON, MELISSA A.	2,914.85
HART III, DELBERT W.	630.87	AZZOPARDI, ANTHONY J.	699.95
BOEHM, NOAH A.	704.56	VOUSBOUKIS, AUTUMN M.	487.75
MCGHEE, ROBERT R.	1,102.92	GERBER, SAMUEL A.	38.79
MUMICH, BARRY J.	701.08	WHITLEY, ANDREW T.	2,324.13
CRANDELL, ZACKARY R.	810.85	MORRISON, KEVIN P.	1,827.82
SEESE, GARRETT R.	687.43	JOHNSON, STEVEN P.	1,409.01
FERGUSON, ROYCE L.	917.78	BISHAW, JAMES H.	805.02
MUELLER, JASON C.	707.42	ZIPP, BRANDON M.	643.55
BOSS, SHERRY M.	395.50	KLINGER, BRADLEY W.	781.13
SAYWARD, MADISON E.	659.07	WILLIAMS, SYDNEY K.	697.33
ROSENTHAL, GABRIEL M.	941.14	RITTER, DAVID M.	632.43
NOVOTNY, RAIGAN I.	650.31	PETERSON, BENJAMIN D.	600.30
KNORR, KENT J.	1,958.07	GILL, DAVID R.	1,253.22
STEBE, LAURA A.	27.70		
MILAN, JANE E.	1,260.85	TOTAL	137,766.04

Payroll Transmittal – 08/10/2018

4FRONT CREDIT UNION	558.84	CHAR EM UNITED WAY	52.00
4FRONT CREDIT UNION	560.00	CHARLEVOIX STATE BANK	1,200.77
AMERICAN FAMILY LIFE	198.66	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	372.78	COMMUNICATION WORKERS OF AMER	568.36
BARRY COUNTY TRIAL COURT	20.00	MI STATE DISBURSEMENT UNIT	679.30

POLICE OFFICERS LABOR COUNCIL	201.00		
PRIORITY HEALTH	1,740.91	TOTAL	6,302.62
Tax Disbursement – 08/21/2018			
CHARLEVOIX COUNTY TREASURER	242.28	CHARLEVOIX PUBLIC SCHOOLS	3,028.45
CHARLEVOIX COUNTY TREASURER	252,938.44	CHARLEVOIX PUBLIC SCHOOLS	12,118.24
CHARLEVOIX COUNTY TREASURER	19.75	CHARLEVOIX STATE BANK	12,251.24
CHARLEVOIX DISTRICT LIBRARY	7.32	CITY OF CHARLEVOIX - TAXES DUE	296,673.23
CHARLEVOIX PUBLIC SCHOOLS	297,873.78	RECREATIONAL AUTHORITY	1.37
CHARLEVOIX PUBLIC SCHOOLS	48,961.01	TOTAL	924,115.11

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Schedule Work Session for September 17, 2018

DATE: September 4, 2018

BACKGROUND:

Over the past several months, Rob Bacigalupi of Mission North, a local community planning company, has been working on a parking study for our downtown. This study was jointly funded by the City, the DDA, and the Michigan Economic Development Corporation. The study collected input through surveys, observations, and meetings with downtown stakeholders.

Holding a work session with Rob will allow us to discuss his findings and plan for future action as it relates to downtown parking and parking management more broadly.

RECOMMENDATION:

Schedule a Work Session for the purpose of discussing parking for 5pm on September 17, 2018 in the Council Chambers of City Hall, 210 State Street, Charlevoix, Michigan.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Registers

DATE: September 4, 2018

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Registers

Check Number	Payee	Amount
08/16/2018		
124528	GROSSMAN, ROBERT	1,000.00
Total 08/16/2018:		1,000.00
Grand Totals:		1,000.00

Summary of Check Registers & ACH Payments HUNTINGTON NATIONAL BANK - CHECKS ISSUED

08/16/18 Special Accounts Payable Run	\$ 1,000.00
08/23/18 Special Accounts Payable Run	\$ 76,440.59
08/24/18 Payroll (net pay)	\$ 122,260.17
08/24/18 Payroll Transmittal Checks	\$ 5,717.73
09/05/18 Regular Accounts Payable	\$ 945,973.15
Checks Sub-Total:	\$ 1,151,391.64

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

08/20/18 MI Public Power Agency	\$ 44,083.41
08/24/18 IRS (Payroll Tax Deposit)	\$ 40,010.06
08/24/18 Alerus Financial (HCSP)	\$ 400.00
08/24/18 State of MI (Withholding Tax)	\$ 6,194.00
08/24/18 Vantagepoint (401 ICMA Plan)	\$ 742.50
08/24/18 Vantagepoint (457 ICMA Plan)	\$ 15,525.03
08/24/18 Vantagepoint (Roth IRA)	\$ 936.53
08/24/18 MERS (Defined Benefit Plan)	\$ 41,714.76
08/27/18 MI Public Power Agency	\$ 231,001.13
08/27/18 MI Public Power Agency	\$ 23,710.76

ACH Sub-Total: \$ 404,318.18

Huntington National Bank Total: \$ 1,555,709.82

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

09/05/18 Tax Disbursement	\$ 2,071,439.24
Charlevoix State Bank Total:	\$ 2,071,439.24

Grand Total: \$ 3,627,149.06

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

M = Manual Check, V = Void Check

Check Number	Payee	Amount
08/23/2018		
124557	AT&T	3,137.51
124558	AT&T MOBILITY	91.60
124559	CHARLEVOIX STATE BANK	5,104.58
124560	DELTA DENTAL	3,390.81
124561	GREAT LAKES ENERGY	216.11
124562	METLIFE SMALL BUSINESS CENTER	539.21
124563	NORTHERN SAWMILLS	21,900.00
124564	PRIORITY HEALTH	41,504.55
124565	VERIZON WIRELESS	56.72
124566	VISION SERVICE PLAN	499.50
Total 08/23/2018:		76,440.59
Grand Totals:		76,440.59

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
08/18/2018	PC	08/24/2018	26427	HEYDLAUFF, MARK L.	102		2,358.07
08/18/2018	PC	08/24/2018	26428	GOLDING, JOYCE M.	106		1,764.87
08/18/2018	PC	08/24/2018	26429	DEROSIA, PATRICIA E.	107		1,038.30
08/18/2018	PC	08/24/2018	26430	DOTSON, LINDSEY J.	109		1,457.31
08/18/2018	PC	08/24/2018	26431	LOY, EVELYN R.	117		1,086.31
08/18/2018	PC	08/24/2018	26432	KLOOSTER, ALIDA K.	121		1,652.13
08/18/2018	PC	08/24/2018	26433	GOLOVICH, KAREN J.	122		969.63
08/18/2018	PC	08/24/2018	26434	SPENCLEY, PATRICIA L.	136		1,264.95
08/18/2018	PC	08/24/2018	26435	MCGINN, KELLY A.	146		1,670.39
08/18/2018	PC	08/24/2018	26436	JONES, JANET M.	148		436.26
08/18/2018	PC	08/24/2018	26437	DOAN, GERARD P.	201		1,865.14
08/18/2018	PC	08/24/2018	26438	SCHLAPPI, JAMES L.	204		1,215.88
08/18/2018	PC	08/24/2018	26439	UMULIS, MATTHEW T.	205		1,483.60
08/18/2018	PC	08/24/2018	26440	HANKINS, SCOTT A.	208		1,588.37
08/18/2018	PC	08/24/2018	26441	ORBAN, BARBARA K.	209		1,159.61
08/18/2018	PC	08/24/2018	26442	WILLIAMS, ASHLEY M.	210		1,532.59
08/18/2018	PC	08/24/2018	26443	FLICKEMA, ANDREW M.	211		1,364.59
08/18/2018	PC	08/24/2018	26444	RILEY, DENISE M.	213		479.01
08/18/2018	PC	08/24/2018	26445	MATELSKI, KRISTEN L.	230		1,259.64
08/18/2018	PC	08/24/2018	26446	BINGHAM, LARRY E.	240		854.16
08/18/2018	PC	08/24/2018	26447	MATELSKI, RYAN G.	242		907.16
08/18/2018	PC	08/24/2018	26448	VANLOO, MEAGAN E.	243		707.60
08/18/2018	PC	08/24/2018	26449	MACGILLIVRAY, ROGER	244		684.77
08/18/2018	PC	08/24/2018	26450	WURST, RANDALL W.	411		1,266.43
08/18/2018	PC	08/24/2018	26451	MAYER, SHELLEY L.	412		2,128.17
08/18/2018	PC	08/24/2018	26452	HILLING, NICHOLAS A.	413		1,639.05
08/18/2018	PC	08/24/2018	26453	MEIER III, CHARLES A.	421		1,412.88
08/18/2018	PC	08/24/2018	26454	ZACHARIAS, STEVEN B.	422		1,318.07
08/18/2018	PC	08/24/2018	26455	NEWMAN, MARK J.	424		1,354.30
08/18/2018	PC	08/24/2018	26456	SWEM, DONALD L.	512		1,975.53
08/18/2018	PC	08/24/2018	26457	EATON, BRAD A.	515		1,957.53
08/18/2018	PC	08/24/2018	26458	WILSON, TIMOTHY J.	516		2,162.77
08/18/2018	PC	08/24/2018	26459	LAVOIE, RICHARD L.	519		1,734.42
08/18/2018	PC	08/24/2018	26460	STEVENS, BRANDON C.	521		2,372.94
08/18/2018	PC	08/24/2018	26461	DRAVES, MARTIN J.	523		1,714.66
08/18/2018	PC	08/24/2018	26462	ANDERSON, ELIZABETH	526		1,240.03
08/18/2018	PC	08/24/2018	26463	LEITNER, RYAN S.	527		1,114.77
08/18/2018	PC	08/24/2018	26464	ELLIOTT, PATRICK M.	600		2,167.95
08/18/2018	PC	08/24/2018	26465	SCHWARTZFISHER, JOS	603		1,125.94
08/18/2018	PC	08/24/2018	26466	BRADLEY, KELLY R.	614		1,693.05
08/18/2018	PC	08/24/2018	26467	HART II, DELBERT W.	616		1,280.14
08/18/2018	PC	08/24/2018	26468	JONES, ROBERT F.	618		1,456.99
08/18/2018	PC	08/24/2018	26469	DORAN, JUSTIN J.	621		1,257.85
08/18/2018	PC	08/24/2018	26470	FARRELL, MITCHELL L.	622		1,300.66
08/18/2018	PC	08/24/2018	26471	THORP JR, WILLIAM D.	623		1,074.03
08/18/2018	PC	08/24/2018	26472	MANKER JR, DAVID W.	638		548.46
08/18/2018	PC	08/24/2018	26473	MANKER SR, DAVID W.	639		809.81
08/18/2018	PC	08/24/2018	26474	BECKER, MICHAEL S.	641		826.24
08/18/2018	PC	08/24/2018	26475	NEDWICK, DAVID J.	642		812.25
08/18/2018	PC	08/24/2018	26476	FREY, DYLAN V.	643		298.41
08/18/2018	PC	08/24/2018	26477	SHEPARD, ZACHARY N.	656		60.95
08/18/2018	PC	08/24/2018	26478	HART III, DELBERT W.	657		586.01
08/18/2018	PC	08/24/2018	26479	SLADEK, RYLYNN S.	660		666.32
08/18/2018	PC	08/24/2018	26480	BOEHM, NOAH A.	662		452.61
08/18/2018	PC	08/24/2018	26481	MCGHEE, ROBERT R.	663		1,102.92
08/18/2018	PC	08/24/2018	26482	MUMICH, BARRY J.	671		506.07
08/18/2018	PC	08/24/2018	26483	CRANDELL, ZACKARY R.	691		632.08

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
08/18/2018	PC	08/24/2018	26484	SEESE, GARRETT R.	692		286.65
08/18/2018	PC	08/24/2018	26485	FERGUSON, ROYCE L.	693		886.33
08/18/2018	PC	08/24/2018	26486	MUELLER, JASON C.	694		552.19
08/18/2018	PC	08/24/2018	26487	BOSS, SHERRY M.	695		491.17
08/18/2018	PC	08/24/2018	26488	SAYWARD, MADISON E.	696		681.90
08/18/2018	PC	08/24/2018	26489	ZIPP, BRANDON M.	697		575.05
08/18/2018	PC	08/24/2018	26490	ROSENTHAL, GABRIEL M.	698		941.14
08/18/2018	PC	08/24/2018	26491	NOVOTNY, RAIGAN I.	699		595.14
08/18/2018	PC	08/24/2018	26492	KNORR, KENT J.	700		1,958.07
08/18/2018	PC	08/24/2018	26493	STEBE, LAURA A.	703		170.85
08/18/2018	PC	08/24/2018	26494	MILAN, JANE E.	711		693.62
08/18/2018	PC	08/24/2018	26495	ANZELL, BETH A.	712		762.74
08/18/2018	PC	08/24/2018	26496	MACGILLIVRAY, RAYMO	720		403.02
08/18/2018	PC	08/24/2018	26497	MCCULLOUGH, SAVHAN	733		354.50
08/18/2018	PC	08/24/2018	26498	CALO, LEAH M.	734		323.79
08/18/2018	PC	08/24/2018	26499	KLOOSTER, PATRICK H.	743		1,465.01
08/18/2018	PC	08/24/2018	26500	EVANS JR, HALBERT K.	744		694.70
08/18/2018	PC	08/24/2018	26501	GREENE, GLORIA C.	746		754.96
08/18/2018	PC	08/24/2018	26502	DAVIS, LEAH R.	748		678.86
08/18/2018	PC	08/24/2018	26503	TELGENHOF, WILL G.	749		417.08
08/18/2018	PC	08/24/2018	26504	WILLIAMS, BRANDON S.	751		265.55
08/18/2018	PC	08/24/2018	26505	CARLSON, JOSHUA A.	756		627.69
08/18/2018	PC	08/24/2018	26506	HOLECHECK, JENNACA	777		395.46
08/18/2018	PC	08/24/2018	26507	VRONDRAN, LARISSA M.	781		323.79
08/18/2018	PC	08/24/2018	26508	KIRINOVIC, THOMAS F.	790		412.74
08/18/2018	PC	08/24/2018	26509	DUTCHER, ROBERT G.	794		30.83
08/18/2018	PC	08/24/2018	26510	KLOOSTER, SUSAN E.	795		155.00
08/18/2018	PC	08/24/2018	26511	HEID, THOMAS J.	802		1,317.16
08/18/2018	PC	08/24/2018	26512	LEESE, ALAN K.	835		412.59
08/18/2018	PC	08/24/2018	26513	HART, DAVID R.	836		38.79
08/18/2018	PC	08/24/2018	26514	GRUNCH, RONALD J.	844		332.88
08/18/2018	PC	08/24/2018	26515	DAVIS, RONALD L.	853		310.68
08/18/2018	PC	08/24/2018	26516	FAIRCHILD, GALEN W.	855		360.71
08/18/2018	PC	08/24/2018	26517	MASSON, DONALD J.	861		519.38
08/18/2018	PC	08/24/2018	26518	KUSINA, DENNIS W.	862		300.64
08/18/2018	PC	08/24/2018	26519	LABLANCE, MAUREEN J.	863		356.54
08/18/2018	PC	08/24/2018	26520	LIVINGSTON, BRIAN D.	866		1,060.70
08/18/2018	PC	08/24/2018	26521	STANLEY, MARK J.	867		66.03
08/18/2018	PC	08/24/2018	26522	VANLOO, JOSEPH G.	902		588.31
08/18/2018	PC	08/24/2018	26523	WYMAN, MATTHEW A.	927		1,670.88
08/18/2018	PC	08/24/2018	26524	MILLER, WILLIAM S.	933		1,281.01
08/18/2018	PC	08/24/2018	26525	DOUGLAS, MARK	935		869.75
08/18/2018	PC	08/24/2018	26526	PRIOR, ERIN C.	938		476.43
08/18/2018	PC	08/24/2018	26527	CERTA, BRIAN	939		495.49
08/18/2018	PC	08/24/2018	26528	MCMULLEN, DONALD R.	1000		1,470.22
08/18/2018	PC	08/24/2018	26529	TRAVERS, MANUEL J.	1010		1,657.82
08/18/2018	PC	08/24/2018	26530	STEVENS, JEFFREY W.	1028		502.40
08/18/2018	PC	08/24/2018	26531	RILEY, CASEY W.	1052		765.44
08/18/2018	PC	08/24/2018	26532	JONES, LARRY M.	1057		1,159.13
08/18/2018	PC	08/24/2018	26533	WILLSON, BRENDA R.	1059		220.89
08/18/2018	PC	08/24/2018	26534	BEAN, PETER J.	1060		892.01
08/18/2018	PC	08/24/2018	26535	RILEY, REBECCA J.	1063		344.19
08/18/2018	PC	08/24/2018	26536	SILVA, JESSE L.A.	1073		1,228.44
08/18/2018	PC	08/24/2018	26537	SEHL, JENNA R.	1101		687.42
08/18/2018	PC	08/24/2018	26538	RILEY, DANIEL A.	1102		695.03
08/18/2018	PC	08/24/2018	26539	WHEELER, MICHAEL W.	1103		1,289.20
08/18/2018	PC	08/24/2018	26540	SNYDER, CORY G.	1104		611.00

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
08/18/2018	PC	08/24/2018	26541	PEARSALL, KRISTA M.	1105		113.65
08/18/2018	PC	08/24/2018	26542	DRAKE, WILLIAM F.	1106		1,009.19
08/18/2018	PC	08/24/2018	26543	JOHNSON, MELISSA A.	1107		1,491.02
08/18/2018	PC	08/24/2018	26544	AZZOPARDI, ANTHONY J	1108		597.00
08/18/2018	PC	08/24/2018	26545	DEKORNE, ELIZABETH A.	1109		116.30
08/18/2018	PC	08/24/2018	26546	CARLSON, JOANNE E.	2007		87.50
08/18/2018	PC	08/24/2018	26547	COLT, JUDITH C.	2018		105.00
08/18/2018	PC	08/24/2018	26548	FRANCIS, CATHERINE A.	2029		99.75
08/18/2018	PC	08/24/2018	26549	HUNTLEY, ROSALYNN R.	2031		100.00
08/18/2018	PC	08/24/2018	26550	GORDON, JUDITH A.	2036		105.00
08/18/2018	PC	08/24/2018	26551	DUERR, JANE R.	2042		100.00
08/18/2018	PC	08/24/2018	26552	GIBSON, SHIRLEY J.	2043		100.00
08/18/2018	PC	08/24/2018	26553	HERDER, DIANE M.	2044		100.00
08/18/2018	PC	08/24/2018	26554	OHALLORAN, LINDA J.	2045		92.50
08/18/2018	PC	08/24/2018	124529	GERBER, SAMUEL A.	147		154.54
08/18/2018	PC	08/24/2018	124530	WHITLEY, ANDREW T.	522		1,863.48
08/18/2018	PC	08/24/2018	124531	MORRISON, KEVIN P.	601		1,393.57
08/18/2018	PC	08/24/2018	124532	JOHNSON, STEVEN P.	617		1,067.35
08/18/2018	PC	08/24/2018	124533	BISHAW, JAMES H.	633		809.80
08/18/2018	PC	08/24/2018	124534	KLINGER, BRADLEY W.	747		678.86
08/18/2018	PC	08/24/2018	124535	WILLIAMS, SYDNEY K.	750		364.75
08/18/2018	PC	08/24/2018	124536	RITTER, DAVID M.	783		358.36
08/18/2018	PC	08/24/2018	124537	PETERSON, BENJAMIN D	785		388.17
08/18/2018	PC	08/24/2018	124538	GILL, DAVID R.	856		1,123.38
08/18/2018	PC	08/24/2018	124539	DROST, PATRICIA A.	2002		99.75
08/18/2018	PC	08/24/2018	124540	RUDOLPH, JOELLEN B.	2008		95.00
08/18/2018	PC	08/24/2018	124541	LEFT, LILLIAN M.	2010		110.00
08/18/2018	PC	08/24/2018	124542	BUDAY, JOAN E.	2011		130.00
08/18/2018	PC	08/24/2018	124543	CAMPBELL, KAREN L.	2013		92.50
08/18/2018	PC	08/24/2018	124544	PICOTTE, DIANE M.	2016		207.00
08/18/2018	PC	08/24/2018	124545	LALEWICZ, AMELIA M.	2034		97.13
08/18/2018	PC	08/24/2018	124546	CIUK, JULIA A.	2035		105.00
08/18/2018	PC	08/24/2018	124547	OCHS, GRACE L.	2037		175.00
Grand Totals:			147				122,260.17

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
08/18/2018	08/24/2018	124548	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	558.84
08/18/2018	08/24/2018	124549	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	198.66
08/18/2018	08/24/2018	124549	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	372.78
08/18/2018	08/24/2018	124550	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 8/18/2	52.00
08/18/2018	08/24/2018	124551	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,200.77
08/18/2018	08/24/2018	124552	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
08/18/2018	08/24/2018	124553	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	568.36
08/18/2018	08/24/2018	124554	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	679.30
08/18/2018	08/24/2018	124555	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,740.91
08/18/2018	08/24/2018	124556	VELO LAW OFFICE	9030	Garnishment: File #RR-00021817	196.11
Grand Totals:		10				5,717.73

dm

Check Number	Payee	Amount
09/05/2018		
124567	ACCESS LOCKSMITHING INC	334.00
124568	ACUSHNET COMPANY	224.56
124569	AMERICAN CEMETERY SUPPLIES INC	197.10
124570	AMERICAN WASTE INC.	663.96
124571	ARCADIA BENEFITS GROUP INC	25.00
124572	AT YOUR SERVICE PLUS INC	9,593.18
124573	AVFUEL CORPORATION	42,489.46
124574	BEIJO DE CHOCOLAT LLC	13.00
124575	BERG, REBECCA	40.00
124576	BLANCHARD, SARAH	4.40
124577	CCP INDUSTRIES INC	286.78
124578	CDW GOVERNMENT INC.	117.50
124579	CENTRAL DRUG STORE	45.60
124580	CHARLEVOIX AREA CHAMBER OF CO	240.00
124581	CHARLEVOIX COMMUNITY SHOPPER	299.00
124582	CHARLEVOIX SCREEN MASTERS INC	559.50
124583	CHOMICZEWSKI, NANCY	15.00
124584	CHRIST EPISCOPAL CHURCH	1,998.96
124585	CINTAS CORPORATION	77.42
124586	CINTAS CORPORATION #729	90.30
124587	CIVICPLUS	8,852.50
124588	CONSUMER OFFICE FURNITURE	240.00
124589	COUNTY OF CHARLEVOIX	44.00
124590	DeROSIA, PATRICIA E.	50.00
124591	DOAN, GERARD P.	50.00
124592	DOTSON, LINDSEY J.	50.00
124593	ECONO SIGNS LLC	891.52
124594	EDGEWATER RESOURCES LLC	9,030.46
124595	EJ USA INC.	705.15
124596	ELLIOTT, PATRICK M.	50.00
124597	ELLSWORTH FARMER'S EXCHANGE	41.50
124598	EMERGENCY MEDICAL PRODUCTS I	798.22
124599	FARMER WHITE'S	160.00
124600	FASTENAL COMPANY	9.79
124601	FISHER SCIENTIFIC	333.07
124602	GEMPLER'S	184.98
124603	GOLDING, JOYCE M.	50.00
124604	GOLSKI, HARRY	12.00
124605	GRAINGER	173.60
124606	GREAT LAKES PIPE & SUPPLY	432.68
124607	GRIFFIN BEVERAGE CO	120.00
124608	GUNTZVILLER, RHONDA	238.00
124609	HANKINS, SCOTT A.	50.00
124610	HARRIS, ASHLEY	55.35
124611	HART II, DELBERT W.	109.00
124612	HEID, THOMAS J.	120.00
124613	HEYDLAUFF, MARK L	50.00
124614	HUFF, KENNETH	11.58

Check Number	Payee	Amount
124615	HUNTER, DON	305.00
124616	JOHN E. GREEN COMPANY	2,201.05
124617	KLOOSTER, ALIDA K.	50.00
124618	KLOOSTER, PATRICK H	50.00
124619	KMart	14.97
124620	KNORR, KENT	50.00
124621	KSS ENTERPRISES	1,145.11
124622	LABELLE, DOUGLAS	46.32
124623	LAKE FOREST BAKING COMPANY	195.00
124624	LAKESHORE TIRE & AUTO SERVICE	12.50
124625	LEELANAU COFFEE ROASTING CO IN	215.20
124626	LOTTIE'S BAGELS	45.00
124627	MAYER, SHELLEY L.	50.00
124628	McGINN, KELLY A.	50.00
124629	MCMULLEN, DONALD R	127.96
124630	METAL HEAD WELDING LLC	68.75
124631	METTLER TOLEDO INC	233.71
124632	MICHIGAN MUNICIPAL LEAGUE	17,463.00
124633	MICHIGAN OFFICEWAYS INC	4,471.00
124634	MICHIGAN WATER ENV ASSOC	405.00
124635	MILLER, BLAIR	100.00
124636	MILLER, WILLIAM S.	50.00
124637	MMK CONSULTING	363.00
124638	MURRAY'S CREATIONS	95.00
124639	NORTHERN MICHIGAN REVIEW INC.	608.20
124640	PERSONAL GRAPHICS	777.76
124641	PHYSICIAN'S CLINIC OF CHARLEVOIX	348.00
124642	POLYDYNE INC	514.80
124643	POND HILL FARM LLC	91.00
124644	POSTMASTER	48.54
124645	POWER LINE SUPPLY	1,606.13
124646	PREIN & NEWHOF	41,592.12
124647	PRESTON FEATHER	233.28
124648	PRO WEB MARKETING LLC	157.50
124649	PRODUCTIVITY PLUS ACCOUNT	427.48
124650	PURITY CYLINDER GASES INC	71.61
124651	ROHRER, CONRAD	40.00
124652	SILVA, JESSE	92.65
124653	SPIEGEL, JOZEF	1.00
124654	SPRINGFIELD INC.	523.00
124655	STATE OF MICHIGAN	250.00
124656	STERRETT, TODD	50.00
124657	STRYKER SALES CORPORATION	384.82
124658	STUART C IRBY CO	4,927.50
124659	SWEM, DONALD L.	50.00
124660	TERMINAL SUPPLY CO	300.19
124661	THE BANK OF NEW YORK MELLON N.	108,682.03
124662	TRI-TURF	949.66
124663	UMULIS, MATTHEW T.	84.00

Check Number	Payee	Amount
124664	UNIFIRST CORPORATION	496.25
124665	UP NORTH PROPERTY SERVICES LL	4,039.00
124666	UPPER CASE PRINTING INK.	223.20
124667	US BANK	659,400.00
124668	VILLAGE GRAPHICS INC.	1,473.79
124669	WHEELER, MICHAEL	135.00
124670	WILMOT ELECTRIC INC	7,585.00
124671	WORK & PLAY SHOP	1,673.95
124672	WURST, RANDALL W.	50.00
124673	WYMAN, MATTHEW A.	50.00
Total 09/05/2018:		945,973.15
Grand Totals:		945,973.15

Check Number	Payee	Amount
08/20/2018		
82018001	MICHIGAN PUBLIC POWER AGENCY	44,083.41
Total 08/20/2018:		44,083.41
Grand Totals:		44,083.41

Check Issue Date	Check Number	Payee	Amount
82418001			
08/24/2018	82418001	**EFTPS* Payroll Taxes	10,791.21
08/24/2018	82418001	**EFTPS* Payroll Taxes	10,791.21
08/24/2018	82418001	**EFTPS* Payroll Taxes	2,523.78
08/24/2018	82418001	**EFTPS* Payroll Taxes	2,523.78
08/24/2018	82418001	**EFTPS* Payroll Taxes	13,380.08
Total 82418001:			
	5		40,010.06
82418002			
08/24/2018	82418002	Alerus Financial	400.00
Total 82418002:			
	1		400.00
82418003			
08/24/2018	82418003	STATE OF MICHIGAN	6,194.00
Total 82418003:			
	1		6,194.00
82418004			
08/24/2018	82418004	Vantagepoint - 401 Plan 109153	742.50
Total 82418004:			
	1		742.50
82418005			
08/24/2018	82418005	Vantagepoint - 457 Plan 300959	5,903.59
08/24/2018	82418005	Vantagepoint - 457 Plan 300959	1,391.05
08/24/2018	82418005	Vantagepoint - 457 Plan 300959	2,126.76
08/24/2018	82418005	Vantagepoint - 457 Plan 300959	6,103.63
Total 82418005:			
	4		15,525.03
82418006			
08/24/2018	82418006	Vantagepoint - Roth IRA 706117	936.53
Total 82418006:			
	1		936.53
Grand Totals:			
	13		63,808.12



Check Number	Payee	Amount
08/24/2018		
82418007	MERS	41,714.76
Total 08/24/2018:		41,714.76
Grand Totals:		41,714.76

Check Number	Payee	Amount
08/27/2018		
82718001	MICHIGAN PUBLIC POWER AGENCY	231,001.13
82718002	MICHIGAN PUBLIC POWER AGENCY	23,710.76
Total 08/27/2018:		254,711.89
Grand Totals:		254,711.89

Check Number	Payee	Amount
09/05/2018		
3106	CHARLEVOIX COUNTY TREASURER	567,377.32
3107	CHARLEVOIX PUBLIC SCHOOLS	693,318.86
3108	CHARLEVOIX PUBLIC SCHOOLS	109,673.10
3109	CHARLEVOIX PUBLIC SCHOOLS	6,784.58
3110	CHARLEVOIX PUBLIC SCHOOLS	27,145.48
3111	CITY OF CHARLEVOIX - TAXES DUE	663,009.78
3112	CORELOGIC	835.20
3113	KISH, TIM	10.00
3114	WELLS FARGO BANK	3,284.92
Total 09/05/2018:		2,071,439.24
Grand Totals:		2,071,439.24

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Audit Proposal Extension

DATE: September 4, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The City has received a 3-year renewal quote for its Annual Audit for fiscal years ending March 31, 2019, 2020, and 2021. The fee for each yearly audit will remain at \$23,900, including Single Audit procedures, plus a not-to-exceed reimbursement for out of pocket expenditures of \$1,500 annually. The proposal extension letter from Rehmann Robson has been included.

RECOMMENDATION:

Motion to approve the proposed extension of Audit services with Rehmann Robson for years ending March 31, 2019, 2020, and 2021.

ATTACHMENTS:

- ▣ Charlevoix Audit Proposal Extension

August 15, 2018

City of Charlevoix
Mr. Mark Heydlauff, City Manager
Ms. Kelly McGinn, City Treasurer
210 State Street
Charlevoix, MI 49720

Thank you for the opportunity to provide audit services to the City of Charlevoix over the past several years. We hope that you have found our deliverables and, more importantly, our proactive services have exceeded your expectations. As you are aware, our contract with the City expired after the fiscal year ended March 31, 2018. Our fee for that engagement was \$23,900, including Single Audit procedures, plus a not-to-exceed reimbursement for out of pocket expenditures of \$1,500 annually.

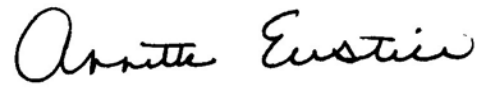
We would like to continue our professional relationship with the City. Please consider extending our contract for three years (the fiscal years ended March 31, 2019, 2020 and 2021) at the existing fee of \$23,900, including Single Audit procedures, plus the not-to-exceed reimbursement for out of pocket expenditures of \$1,500 annually.

These fees are based on the presumption that the City's accounting records are reasonably adjusted and auditable. Any additional services required to assist the City in preparing a reasonably adjusted trial balance or if you would like us to assist in preparing your F-65, will be discussed in advance with appropriate City personnel and once agreed to, will be billed at an hourly rate of \$120.

Our fees for the Single Audit, which are included above, contemplate a Single Audit with up to 2 major programs. Additional major programs, if required, would be billed separately at \$1,500 - \$2,000 each, depending on the size and complexity of the related compliance requirements to be tested. Generally, the City of Charlevoix has not had more than 2 major programs requiring audit in any given year.

The fees quoted may be subjected to change orders if changes in professional standards or reporting requirements make our initial estimate of hours to complete the audit unrealistic. If any such changes occur, we will discuss the reasons with you and arrive at a new fee arrangement prior to incurring any additional charges.

We appreciate the opportunity to continue to be of service to the City. If you have any questions, please let us know. If you agree with the terms of our proposal as described in this letter, please sign below and return this document to us.

A handwritten signature in black ink that reads "Annette Eustice". The script is cursive and fluid.

Annette Eustice, CPA, CGFM
Principal

ACCEPTANCE:

This letter correctly sets forth the understanding of the ***City of Charlevoix***.

Name: _____

Title: _____

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Sale of Surplus Parking Meters

DATE: September 4, 2018

BACKGROUND:

Last month, Council authorized the sale of outdated street signs to Silver Linings Charlevoix for \$1. This will allow the signs to be moved out of City storage at the Brookside Cemetery Chapel and give Silver Linings a way to generate revenue from the sale of the signs. Along with the old signs in the Chapel, they found some outdated parking meters. Chief Doan believes these meters have been there more than 15 years and are mechanically obsolete; they retain only scrap value. Silver Linings Charlevoix would again request the chance to purchase these meters for \$1. Their volunteers would remove and scrap them versus our staff doing this.

RECOMMENDATION:

Motion to sell obsolete parking meters to Silver Linings Charlevoix for \$1.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Resolution to Designate Charlevoix as a Trail Town

DATE: September 4, 2018

PRESENTED BY: Kent Knorr, Recreation Director

BACKGROUND:

The City of Charlevoix is applying for designation as a Pure Michigan Trail Town. Charlevoix is well positioned as a hub for a variety of trails and bike routes which connect residents and visitors with local businesses, parks, and scenic areas.

Part of the Trail Town designation includes an effort to utilize trails and bike route systems for trail based learning and educational components for schools. Expanding bike routes to safely enable students to participate in biking and educational opportunities outside the traditional classroom setting allows for increased bike safety education and skills development. As the elementary school relocates in 2019, the desire is a designated bike route to connect the school to Ferry Beach Park and the existing Lake to Lake trail. The bike route will utilize parts of May St, Garfield Ave, Alice St., Belvedere Ave., Ferry Ave., and Eaton Ave.

RECOMMENDATION:

Motion to approve Resolution 2018-09-02.

Motion to develop a new bike route to connect the Elementary School to Ferry Beach Park.

ATTACHMENTS:

- ▣ Pure Michigan Trail Town Program
- ▣ Resolution 2018-09-02

Pure Michigan® Trail and Trail Town Designation Program Handbook



Pure Michigan® Trail and Trail Town Designation Program Handbook

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Pure Michigan® Trail and Trail Town Designation Program

Pure Michigan® Trail, Water Trail and Trail Town Designation Program Background

In 2014, the Michigan Trailways Act was revised (Act 451 of 1994, Part 721) to add the Department of Natural Resources' ability to designate trails and towns as Pure Michigan® Trails and Trail Towns. This designation is designed to acknowledge Michigan's position as the nation's trail state. Michigan has an incredible array of trails, developed and maintained by an extensive collaboration among state and local governments, non-profits, foundations and volunteers with exceptional scenic beauty and excellent outdoor recreation opportunities.

An extensive, statewide network of non-motorized and motorized trails:

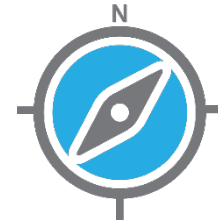
1. Provide for public enjoyment, health and fitness.
2. Serve to encourage constructive leisure-time activities.
3. Protect open space, cultural and historical resources, as well as habitat for wildlife and plants.
4. Enhance the local and state economies as tourism becomes a prominent part of the area.
5. Link communities through alternative transportation, parks and natural resources.
6. Create opportunities for rural-urban exchange, agricultural education and the marketing of farm products.
7. Preserve corridors for possible future use of other public purposes.

The trails that will be designated represent the best in the state. This handbook serves as a guide for the applications for the Pure Michigan® Trail and Trail Town Designation Program.

Pure Michigan® Trail Criteria

The DNR, in designating a trail and in addition to requirements outlined in Act 451, Part 721, will seek to ensure the following:

1. A quality trail experience
2. Clear information for users
3. Broad community support
4. A sustainable business, maintenance and marketing plan



1. A quality trail experience

- a. The trail is either a part of a state network or in the trail proposal process. If this is not complete, there is adequate proof of completion within a year.
- b. The trail is permanently open for public use and is at least five miles or more in length, providing access to significant scenic features.
- c. Support facilities which may include, where feasible, parking, restrooms and emergency phones are available and accessible.
- d. Wherever possible, programmed activities are available. This allows for an increased enjoyment of the trails and a better understanding of the natural and cultural resources related to them.
- e. Encourages safety and respect for the surrounding environment.
- f. Unless the trail is primarily a looped trail or intended for a one-day trip or less, lodging is available for at least the following: every 12 miles for trails primarily used by walkers; every 15 miles for trails primarily used by cross country skiers; every 40 miles for trails primarily used by bikers; every 40 miles for trails primarily used by equestrians and every 100 miles for trails primarily used by snowmobile or ORV riders.
- g. The trail's terrain and setting will be considered, including its slope, tread, drainage techniques, structures and vegetation management.
- h. Accessibility standards are met and exceeded where feasible and the trail is available for public use and enjoyment on a nondiscriminatory basis.

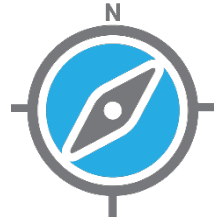
2. Clear information for users

- a. The trail is marked with an appropriate amount of both regulatory and wayfinding signage (to help users stay on path and be aware of where they are) throughout its length. Signs are also encouraged to include directions to nearby businesses.
- b. Accessibility information is provided and standards for accessibility are met.
- c. Wayfinding signage and information on parking and directions are provided.
 - i. Signs are also encouraged to include directions to nearby amenities and cultural resources.
 - ii. Wayfinding signs are also encouraged to include directions to nearby services and attractions.
- d. The trail is identified on a website or other digital means of communication, including social media, with a map that can be printed and is appropriately keyed to make the user aware of its location, length, hazards, level of

difficulty and trail-related amenities. Web information is encouraged to also include information on nearby amenities and cultural resources.

3. Broad community support

- a. The trail has a resolution of support for the designation of the trail as a Pure Michigan® Trail by the local unit of government, authority or non-profit that is primarily responsible for it.
- b. The trail enhances the local community and its culture, businesses and more.
- c. The trail's setting is its underlying attraction including its landscape, features, historic or unique built features and skylines, native vegetation, water features and lighting.
- d. Local opportunities to enhance a user's experience in the area, as well as needed facilities in case of an emergency, overnight stay and the like will be considered, including shopping, lodging, food options and medical services.



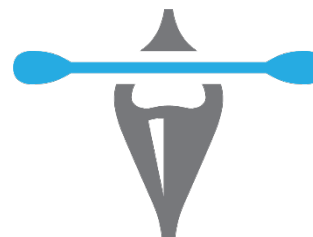
4. A sustainable business, maintenance and marketing plan

- a. There is adequate enforcement of trail rules and regulations.
- b. Construction and maintenance is kept up with, including fencing.
- c. A plan must be in place that identifies the existing and planned amenities associated with the trail and how those amenities will be maintained and enhanced.
- d. A schedule for trail maintenance is established, along with a budget that identifies funding sources and those in charge of its upkeep.
- e. The trail must be supported, managed and maintained by at least one organization. If that organization works with others for the trail, they must create a written agreement with each other. These organizations must broadly represent the community(s), which might include recreation, education, conservation, heritage, business, public safety, health and government organizations, and need to get permission from all people that have an ownership interest over any portion of the trail.
- f. Wherever possible, programmed activities are available. This allows for an increased enjoyment of the trail(s) and a better understanding of the natural and cultural resources related to it.
- g. A way to evaluate the economic impact of the trail at least every five years must be identified, including the trail's users (who they are, where they live—a target market) and money spent on the trail.
- h. A local marketing plan has been developed to promote the trail, types of trail designations and descriptions, location tools and more to gain public interest.

Pure Michigan® Water Trail Criteria

The DNR, in designating a water trail and in addition to the requirements outlined in Act 451, Part 721, will seek to ensure the following:

1. A quality trail experience
2. Clear information for users
3. Broad community support
4. A sustainable business, maintenance and marketing plan



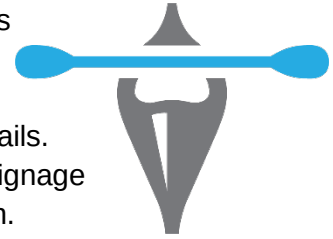
1. A quality trail experience

- a. The water trail is a waterway that is open to public recreational use and is a state-designated water trail.
- b. The water body must meet water quality use designations for partial body contact standards, as established by the Michigan Department of Environmental Quality, in addition to the requirements established by section 72103(3)(c) of the act.
- c. The water trail has access sites and rest areas available to the public within reasonable distances depending on the designated type of trail experience.
 - i. All access sites and rest areas along the trail need to be approved by the landowner they are on. The goal of this is to reduce potential conflicts and maintain public support for accessible water trails.
- d. The water trail may have amenities depending on the type of trail experience including restrooms, picnic areas, overnight lodging, camping, parking and drinking water.
 - i. Restroom facilities must be available on all trail types but can range from modern facilities to rustic ones. The spacing between restroom locations will vary by trail segment description.
 - ii. Provide information regarding trail segments that provide barrier-free access and amenities.
- e. Water trails should have connections to other recreational opportunities like camping, bicycling and hiking trails, fishing, hunting, cultural and historic experiences.

2. Clear information for users

- a. The trail is marked with an appropriate amount of both regulatory and wayfinding signage (to help users stay on path and be aware of where they are) throughout its length.
- b. Trail access sites need to have a high level of accessibility. Accessibility information is provided and standards for accessibility are met, and the trail is available for public use and enjoyment on a nondiscriminatory basis.
- c. The trail is identified on a website with a map that can be printed and is appropriately signed to make the user aware of its location, length, hazards, level of difficulty and trail-related amenities.
- d. Wayfinding signage and information on parking and directions are provided.

- i. Signs are also encouraged to include directions to nearby amenities and cultural resources.
 - ii. Wayfinding signs are also encouraged to include directions to nearby services and attractions.
- e. Information provided during the trail experience promotes safety and encourages “leave no trace” principles.
 - i. Standard signs to warn of man-made hazards such as dams or electrical lines are used on all trails.
 - ii. Primary access sites are marked with reflective signage visible from the water with emergency information.
 - iii. Emergency contacts are listed on electronic and printed publications.
 - iv. Communicates ordinary risks with water recreation including safety messages about personal floatation devices, self-rescue, first aid skills, natural and man-made obstacles, paddler immersion and contact with water, ambient water quality, high water or flood events, severe weather and high wind or waves.



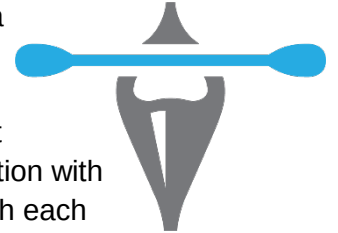
3. Broad community support

- a. The trail has a resolution of support for the designation as a Pure Michigan® Water Trail by the local unit of government, authority or non-profit that is primarily responsible for it.
- b. The trail enhances the local community and its culture, businesses and more.
- c. The trail's setting is the underlying attraction of the trail and will be taken into consideration including its water quality, landscape, features, historic or unique built features, and skylines and native vegetation.
- d. Local opportunities to enhance a user's experience in the area, as well as facilities needed in case of an emergency, overnight stay and the like will be considered including shopping, lodging, food options and medical services.

4. Sustainable business, maintenance and marketing plan

- a. A plan exists that shows how the water trail will and has provided a quality trail experience, as well as user information expectations in conjunction with public/ private partnerships.
- b. Plans must include a list of environmental, natural and cultural assets along the waterway, including existing public or private amenities, access sites, rest areas, accessible features and more.
- c. The plan addresses what the trail is lacking and devises ways to improve it.
 - i. A plan must be in place that identifies the existing and planned amenities associated with the trail and how those amenities will be maintained and enhanced.
- d. Trail information is promoted locally and as part of the state's marketing program.

- e. A local marketing plan has been developed to promote the trail, types of water trail designations and descriptions, location tools and more to gain public interest.
- f. There is adequate enforcement of trail rules and regulations.
- g. Construction and maintenance is kept up with.
- h. A schedule for trail maintenance is established, along with a budget that identifies funding sources and those in charge of its upkeep.
- i. The trail must be supported, managed and maintained by at least one organization. If that organization works in conjunction with others for the trail, they must create a written agreement with each other. These organizations broadly represent the community, including recreation, education, conservation, heritage, business, public safety, health, and government organizations, and need to get permission from all people that have an ownership interest over any portion of the trail.
- j. The trail includes programming and educational activities along the waterway when possible, increasing the understanding of the natural, cultural and historic resources related to the trail and outdoor ethics.
- k. A mechanism to evaluate the economic impact of the trail at least every five years must be identified, including the trail's users (who they are, where they live—a target market) and money spent on the trail.



Pure Michigan® Trail Town Criteria

The DNR, in designating a water trail and in addition to requirements outlined in Act 451, Part 721, will seek to ensure the following:

1. A quality trail town experience
2. Clear information for users
3. Broad community support
4. A sustainable business, maintenance and marketing plan



1. A quality trail town experience

- a. The city, village or township should be easily accessible to users of a Pure Michigan® Trail or a Pure Michigan® Water Trail.
- b. There has been or will be an annual trail-related project or event within the city, village or township with adequate plans to attract public involvement.
- c. A school board within the city, village or township has endorsed a trail-based service-learning educational component within its schools.
- d. Support facilities including parking, restrooms and emergency phones are available and accessible within the town.
- e. The trail town trail's terrain and setting will be considered including its ability to provide convenient connections to residential and commercial neighborhoods, parks, scenic areas, other trail networks and significant destinations.
- f. The trail town has attractions that make it a tourist destination.

2. Clear information for users

- a. Upon designation, the trail town will be marked with an official Pure Michigan® Trail Town sign and logo at major access points.
- b. Signage and information on parking and directions are provided.

3. Broad community support

- a. The city, village or township has a resolution of support for the designation of the town as a Pure Michigan® Trail Town by the local unit of government
- b. The local community and its culture, businesses and more enhance the trail.
- c. Local opportunities to enhance a user's experience in the area, as well as needed facilities in case of an emergency, overnight stay and the like will be considered including shopping, lodging, food options and medical services.

4. A sustainable business, maintenance and marketing plan

- a. The petitioner demonstrates at least three of the following:
 - i. An advisory committee must be created, which should include people from various sectors of the community such as merchants, DDA chambers of commerce, government and trail users, showing support for designation.

- ii. Land use plans, planning tools, ordinances or guidelines must be in place, or support to add them, which recognizes the relationship between the trail and other staples in the community.
- iii. A local marketing plan has been developed to promote the trail, types of trail designations and descriptions, location tools and more to gain public interest.
- iv. A way to evaluate the economic impact of the trail town designation at least every five years must be identified, including the town's visitors (who they are, where they live—a target market) and money spent on the town in relation to the trail.



Designation Process

An individual, local unit of government, authority or non-profit must submit documentation and an application that does the following:

1. Describes the quality trail or trail town experience
2. Provides clear information for users
3. Demonstrates broad community support
4. Provides a sustainable business plan that includes maintenance, marketing and emergencies

1. Describe the quality trail or trail town experience

- a. Written description of the trail or town.
- b. Maps of the town, trail, river, river segments or water body should be provided, which include all available access sites, rest areas, portage routes, amenities, signage and launch type plus known static hazards.
- c. List of names and photos of access sites, launches, rest areas and signage. Launches, access sites and rest areas need to have adequate spacing as indicated in segment descriptions.
- d. Describe the educational information that is shared along the trails (natural and cultural heritage, conservation and health benefits).
- e. Documentation of land-owner approval of public and privately-owned access sites, rest areas and portage routes.
- f. Descriptions of barrier-free amenities. "Barrier-free" means they provide accessible launches at both the put-in and take-out locations.
- g. Plan for promoting safe trail use that respects the water, lands and private property, including "leave no trace" principles.
- h. Photos of the amenities, attractions and opportunities given to visitors.

2. Provide clear information for users

- a. Proof of standardized safety and wayfinding signage in place on the river or a written commitment to install it within one year of designation, as well as the appropriate signage for a trail town and trail.
- b. Documentation of information (stewardship, safety, rules, etc.) in various formats, including electronic and printed (maps, websites, pamphlets, etc.), as well as contact information to provide user input.

3. Demonstrate broad community support

- a. Minutes of the public meeting(s) held in the largest population area near or adjoining the river, trail or in the town, depending on the type of designation, to obtain input and explain the value of the trail.
- b. Resolutions of support from the government entities involved.
- c. List of partners and/or businesses involved with the trail or town, including those participating from the education, heritage, conservation, tourism, business or health sectors.

4. **Provide a sustainable business plan that includes maintenance, marketing and emergencies**
 - a. Written documentation of a sustainable business plan that includes goals for development, management, promotion, operation and maintenance plans.
 - b. Documentation that the trail and amenities meet all local, state and federal land use plans and laws, and that, if a trail town, the town does, as well.
 - c. A list of cultural and natural heritage assets and conservation concerns with an explanation of how they are addressed and incorporated into the trail and town.

Application Process

Applicants must complete the application for designation as a Pure Michigan® Trail, Water Trail (application A) or Trail Town (application B) and submit it, along with all required documentation, to the DNR state trails coordinator. Due date for applications is Nov. 1, 2018.

There are two applications: Application A for trails and water trails and application B for trail towns. The application form and all other documents must be attached at the time of submittal to be considered. Submittals can be sent by mail or email.

Trails proposed for Pure Michigan® Trails designations are reviewed against a set of standards and criteria, not by comparison to one another. The review committee evaluates applications through a process that includes the following:

1. A preliminary review by DNR staff of applications for completeness.
2. All complete applications will be presented to the review committee for consideration, discussion and recommendation.
3. A field visit and assessment may be conducted by a review committee member or designee.
4. The review committee will review and discuss applications and any field assessments.
5. The review committee sends a referral of the application back to the applicant with comments or a recommendation to the DNR director for approval from the NRC (which includes a public meeting).
6. Upon approval from the NRC, the DNR state trails coordinator will forward the nomination to the MEDC for a Pure Michigan® license.
7. The NRC approved recommendations will be provided to MTAC.
8. Official designation and promotion will occur during December 2018 or Michigan Trails Week in September in subsequent years.

If the trail designation is approved, it will be handled as follows:

1. Designation will consist of a letter from the DNR state trails coordinator and a Memorandum of Understanding (MOU) between the DNR and the applicant.
2. A DNR press release announces the designation in December or during Michigan Trails Week.
3. Pure Michigan® incorporates the trail into its maps and marketing materials.
4. Signage with branding is placed in appropriate locations by the designee.

Applications and documentation should be sent to: MorrisonM4@michigan.gov or:

State Trails Coordinator—Pure Michigan Trails Designation
Parks and Recreation Division
Michigan Department of Natural Resources
PO Box 30257
Lansing MI 48909

Definitions and Roles

There are five main parties involved in the process of proposing a Pure Michigan® Trail or Trail Town: The applicant, DNR Trail System and Services Section (DNR Trails), Michigan Trails Advisory Committee (MTAC), Michigan Economic Development Corporation (MEDC) and the Natural Resources Commission (NRC).

Access site: Public (federal, state, county or local units of government) or private land where it is legal for the public to access, launch and land a watercraft into and from its adjoining waters. Access sites will have at least some legal parking along a public roadway. Access sites are also rest areas and may include amenities.

Applicant: Applicants can be individuals, local units of government, authority or non-profits. The applicant is the lead promoter of the trail or trail town and is responsible for coordinating the development of all materials needed for the application. The applicant is responsible for applying and consulting with DNR Trails prior to doing so and during the initial review.

Barrier-free access: A facility and its amenities can be approached, entered and used by persons with disabilities.

Baseline economic impact plan: Does the plan capture trail users' demographics, counts, perceptions of the trail and its usage characteristics? Does the plan showcase the regional business impact including trail-related spending, expansion, new businesses or other indicators?

Designee: The designee is defined as the public or non-profit body that has applied and received state water trail designation on a certain water system.

Easily accessible: Within two miles of the trail unless otherwise designated.

Economic impact assessment report: Evaluates, at a minimum, trail users (trail region demographics, user counts, usage characteristics, demographics of trail users or visitors, their perception of the trail and spending related to trail activities).

Formally adopted: Adopted by a resolution of the governing body overseeing the trail or the city, village or township seeking a Pure Michigan® designation.

Government agency: The federal government, a county, city, village or township—or a combination of these.

Launch: The mechanism used to access the water. Whenever possible, the type of launch should match the context of the surrounding environment. Launch types may include a natural surface (shoreline), paved ramp, geo-textile mat, stairs, dock, cantilever dock, floating dock and designated launch that meet the guidelines to be barrier-free.

Lodging: A place to sleep like a campsite, hut, shelter or other licensed overnight accommodation.

Maintenance plan: Is the plan adequate for maintenance and costs to support a

sustainable trail?

Marketing plan: Trails must be marketed in a way that appropriately and efficiently attracts users, addresses the target audience and identifies the best way to reach them.

Michigan Trails Advisory Committee (MTAC): MTAC reviews applications. Applicant's trail designation will either be recommended to the director of the DNR for adoption and submitted to MEDC for licensure, or the application will be returned to DNR Trails and the applicant with comment.

Michigan Economic Development Corporation (MEDC): The DNR director and DNR Trails forwards the signed nomination to MEDC, which offers services pertaining to business assistance and capital programs serving to help attract value and accelerate success, for a Pure Michigan® license.

Natural Resources Commission (NRC): The NRC will be involved within the designation process, checking to see if the proposed trails and trail towns meet all necessary requirements.

Nearby attractions and needed facilities: Local opportunities to enhance a user's experience in the area, as well as needed facilities in case of an emergency, overnight stay and the alike will be considered.

Portage: The practice of carrying a water craft or cargo over land either around an obstacle in a river or between two bodies of water.

Primary access site: A designated, legal access site that is promoted for use by the water trail and serves as a trailhead. The primary access site will have an appropriate launch and landing facility for the context of the site, off-street parking for vehicles, water trail and local wayfinding signage and amenities such as restrooms, potable water, picnic areas and boat racks. A primary access site is also an access site and a rest area.

Programming and educational plan: Is the material engaging and are tours provided for the public, as well as schools?

Pure Michigan® designated trails and trail towns: Trails, water trails or trail towns that have been approved for designation by the DNR and other involved groups following a prescribed process. Designated trails and towns are supported by broad-based community partnerships and a statewide marketing program, which provide conservation, heritage and recreation opportunities.

Resolution of support: By the governing agency for the designation that includes support from all entities that have an ownership interest in the trail.

Rest areas: Places where it is permissible to land a watercraft, but not a place to access the water from a road. Rest areas may have campsites and amenities.

Statewide trail network: The statewide trail network established in section 72114 of Act 451.

Support Facilities: A formal or informal stopping place along the trail that provides

services that may be needed or desired by trail users. This includes access sites, primary access sites, rest areas or trailheads.

Trail: A right-of-way adapted to foot, horseback, motorized or other nonmotorized travel. A trail also includes a water trail.

Trail condition: Quality and upkeep of the trail in addition to its terrain will be considered.

Trail design: Trail design is the summation of all design elements that result in the constructed trail and its interaction with the environment. The trail must meet certain requirements for consideration as previously explained.

Trailhead: Public or private land where it is legal for the public to access a right-of-way adapted to foot, horseback, motorized or other nonmotorized travel and provides some legal parking along a public roadway.

Trail map and website link: Evaluate the maps and sites. Check to see if it provides users a variety of ways to understand the trail.

Trail setting: The trail's setting is the underlying attraction of the trail and takes in all the visual, auditory, tactile and olfactory elements of the trail experience.

Water trail: Recreational routes, motorized or non-motorized, on waterways with a network of public access sites.



Pure Michigan® Trail or Water Trail Designation Application (Application A)

APPLICATION SUBMITTAL	DEADLINE
STATE TRAILS COORDINATOR PARKS AND RECREATION DIVISION MICHIGAN DEPARTMENT OF NATURAL RESOURCES PO BOX 30257 LANSING MI 48909	November 1

INSTRUCTIONS
Please complete this form in its entirety. Once completed, attach all necessary documents and submit application as stated above. Please contact the program coordinator with any questions you may have with this proposal.

SECTION A.0 APPLICANT INFORMATION					
Applicant:					
Primary contact name and title:					
Telephone:		Email:			
Secondary contact name and title:					
Telephone:		Email:			
Address:					
City:		State:		Zip:	

SECTION A.1 TRAIL OR WATER TRAIL LOCATION INFORMATION (IF TRAIL TOWN SKIP TO APPLICATION B BELOW)				
Applying for:	☐ Pure Michigan® Trail		☐ Pure Michigan® Water Trail	
Trail name:				
☐ On statewide trail network ☐ Trail proposal is in process (see interactive map on DNR website for designated trails in network) ☐ Trail is complete ☐ Trail is within one year of completion (please provide documentation that there is obligated funding to complete trail within one year of designation)				
Land ownership:	☐ State ☐ Federal ☐ County ☐ Township ☐ Other: _____ ☐ Permanently open to public ☐ Requires a Recreation Passport			
Trail length:		Trail width:		
Designated trail type:		Permitted uses:		
Beginning point (lat/long):		End point (lat/ long):		

USGS quad:		Town(s) T:		Range(s) R:		Section(s):	
Trail map(s) and website link (Please provide a list of maps of the trail included in application):							

SECTION A.2
(FOR THIS SECTION, PLEASE ANSWER IN ANOTHER DOCUMENT AND ATTACH)

1. Describe the natural, cultural, historic resources and attractions along this trail that make this trail desirable to non-resident and resident users alike.
2. Describe any other factors that make this trail an iconic example.
3. What design standards or other sustainability considerations went into the design and creation of this trail?
4. Please document all easily accessible public facilities for the trail including parking, sanitary facilities, lodging, food and emergency phones.
 - If a water trail, also describe access areas and rest areas, contiguous use and open portages along entire length of trail being designated.
5. Describe the signage and wayfinding system along the trail.

SECTION A.3 DOCUMENTS REQUIRED
(SEE INSTRUCTION BOOKLET FOR MORE INFORMATION)

A.1 Application from Section A.1

A.2 Supplemental responses from questions

Formally adopted plan that includes:

- Existing and planned amenities
- Maintenance plan
- Programming and educational plan
- Marketing plan
- Baseline economic impact plan and schedule for creating an economic impact plan every five years after designation

Resolution of support by the governing agency for the designation that includes support from all entities that have an ownership interest in the trail.

Accessibility report: Document that evaluates that the trail meets or exceeds ADA standards.

Other photos or documentation.

Information on Application A: Trails or Water Trails

Section A.1 Trail or Water Trail Location Information

Applying for: Check the box for the type of trail that you are applying for designation.

Trail name: Please use the most official, recognized or common name of the trail seeking designation. It is understood that many trails have several names or are pieces of other trails.

Trail network/trail proposal: Please use the interactive map on the DNR website to determine if the trail is designated on the state network. If not, there must be an active trail proposal in the DNR system prior to applying for designation.

Trail is complete: If the trail is not complete, documentation must accompany the application showing obligated funding and a plan for having the trail complete within one year of designation of the trail.

Land ownership: Mark boxes showing ownership. Land may be under a long-term lease or other agreement to one of the entities listed. If so, please include documentation.

Open to the public: The trail must be permanently open for public use.

Trail length: Please list the length of the trail that is seeking designation. Length must match the beginning and end points listed below.

Trail width: Please list the trail width. If variable, please list the various widths and how long the trail runs for at that width.

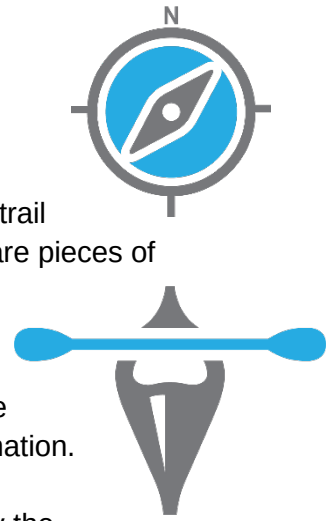
Designated trail type: Please list the primary use the trail is designed for.

Permitted uses: Please list any other uses that are permitted on the trail.

Beginning point: Please list the latitude and longitude of the first terminus of the trail that is seeking designation. It is understood that many trails are pieces of other trails and the termini for the trail seeking designation may be part of a longer trail, as well.

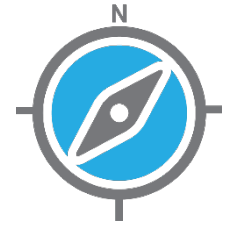
End point: Please list the latitude and longitude of the second terminus of the trail that is seeking designation. It is understood that many trails are pieces of other trails and the termini for the trail seeking designation may be part of a longer trail, as well.

USGS quad: Please determine what map(s) the trail falls on based on US Topo standards. Maps can be found here: <https://nationalmap.gov/maps.html>.



Town/range/section: Please list all the town/range/sections for the trail seeking designation.

Trail map and website link: Please list all official websites that represent this trail and attach any official paper or digital maps.



Section A.2 Supplemental Questions

1. Describe the natural, cultural and historic resources and attractions along this trail that make it desirable to both non-resident and resident users.

2. Describe any other factors that make this trail an iconic example of its type.

3. What design standards or other sustainability considerations went into the design and creation of this trail? Please provide documentation for all standards or considerations that you used to determine the trail design. Answers to questions such as: What standards did you use to guide your decision making? Is this an American Association of State Highway and Transportation Officials (AASHTO) compliant trail? Did you base the design on ADA or did you attempt to make it universally accessible? What design principles or maintenance practices are you using to ensure the life and sustainability of the trail? How are you planning to prevent water and erosion damage? How are you addressing up-and-coming trends in trail uses (electric bikes, larger ORV's, snowmobile studs, boating trends, etc.)?

4. Please document all easily accessible support facilities for the trail open to the public including parking, sanitary facilities, lodging, food and emergency phones.

- **If a water trail, also describe access areas and rest areas, contiguous use and open portages along entire length of trail being designated.**

Easily accessible means within two miles of the trail. Please include any maps that will help the reviewers understand where things are located and/or addresses or key identifying features.

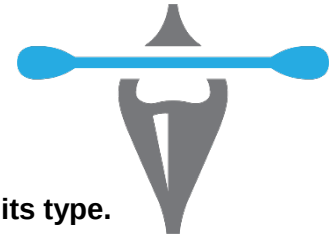
5. Discuss your signage and wayfinding system along the trail. Wayfinding plays an important role in trail use safety, connecting users with emergency services. Items to have in the description include plans for regulatory signage, as well as directional and wayfinding signage. How are you going to lead people to towns that are near the trail and not on the trail? If signs are not in place yet, please provide a plan for where they will go and what they will say.

Section A.3 Documents Required

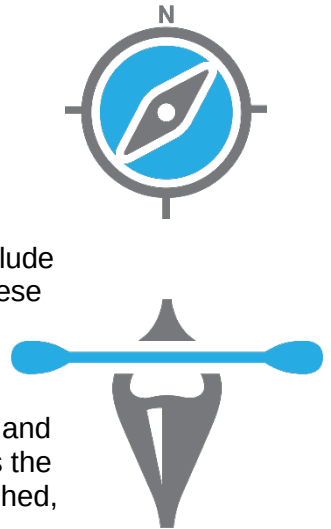
A.1 Application from Section A.1

A.2 Supplemental responses from questions

Formally adopted plan that includes:



- **Existing and planned amenities:** Please include all items that are planned, estimated dates for completion, costs and funding mechanisms.
- **Maintenance plan:** For the proposed trail, provide the agency responsible for the operation and maintenance of the trail, annual maintenance schedule (including invasive species control where relevant), maintenance costs (indicate frequency of maintenance), lifecycle costs and provide the current maintenance budget.
- **Programming and educational plan:** Provide information regarding planned material that is engaging and readily available to visitors. Include information on tours with their length, stops and discussed topics. These should be provided on a weekly basis during the season to the public, schools and other organizations.
- **Marketing plan:** Trails must be marketed in a way that appropriately and efficiently attracts users, addresses the target audience and identifies the best way to reach them. Provide information on how this is accomplished, including social media insights and the like.
- **Baseline economic impact plan and schedule for creating an economic impact plan every five years after designation:** Provide a plan that adequately captures trail users' demographics, counts, perceptions of the trail and its usage characteristics. Provide information on adequately showcasing the regional business impact including trail-related spending, expansion or new businesses or other indicators. Provide information on the trail or trail town's plan and schedule for renewal every five years or less.
- **Resolution of support by the governing agency for the designation:** Includes support from all entities that have an ownership interest in the trail. This can include a formal resolution or letters of support for the designation.
- **Accessibility report:** Document that evaluate how the trail meets or exceeds ADA standards.
- **Other photos or documentation:** Anything else that you would like the review team to know about your trail or its management.





Pure Michigan® Trail Town Designation Application (Application B)

APPLICATION SUBMITTAL	DEADLINE
STATE TRAILS COORDINATOR PARKS AND RECREATION DIVISION MICHIGAN DEPARTMENT OF NATURAL RESOURCES PO BOX 30257 LANSING MI 48909	November 1

INSTRUCTIONS
Please complete this form in its entirety. Once completed, attach all necessary documents and submit application as stated above. Please contact the program coordinator with any questions you may have with this proposal.

SECTION B.0 APPLICANT INFORMATION				
Applicant:				
Primary contact name and title:				
Telephone:		Email:		
Secondary contact name and title:				
Telephone:		Email:		
Address:				
City:		State:		Zip:

SECTION B.1 TRAIL TOWN INFORMATION (IF SPECIFIC TRAIL OR WATER TRAIL NOMINATION, USE APPLICATION A)	
City, village or township (town) name:	
Pure Michigan® Trail near town (designated or applied for designation):	
Please demonstrate that the applicant community has 3 or more of these:	
☐ Advisory Committee or other community support group.	
☐ Annual trail related project or event.	
☐ School board has endorsed a trail-based service learning educational program within its Schools.	
☐ Demonstrated relationship between the trail(s) and other community assets or a plan implement.	

SECTION B.2
(FOR THIS SECTION, PLEASE COMPLETE IN ANOTHER DOCUMENT AND ATTACH)

1. Describe how the town is easily accessible to users of a Pure Michigan® Trail or Pure Michigan Water ®Trail.
2. Describe the natural, cultural, historic resources and attractions in the town and along the trail(s) that make this town desirable to non-resident visitors.

SECTION B.3 DOCUMENTS REQUIRED
(SEE INSTRUCTION BOOKLET FOR MORE INFORMATION)

B.1 Application

B.2 Supplemental responses from questions

Formally adopted plan that includes:

- Existing and planned support services for trail users
- Build and maintenance plan for Pure Michigan® signage
- Programming and educational plan
- Marketing plan for Pure Michigan® Trail(s) and evidence of implementation
- Baseline economic impact plan and schedule for creating an economic impact plan every five years after designation

Resolution of support by the governing agency for the designation

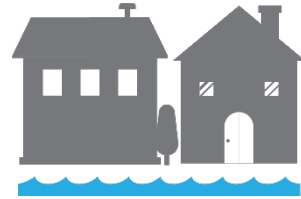
Other photos or documentation

Information on Application B: Trail Towns

Section B.1 Trail Town Information

Applying for: Check the box for a Pure Michigan® Trail Town.

City, village or township (town) name: The name of the place you want to become a trail town and a map of its location in relation to the Pure Michigan® Trail.



Pure Michigan® Trail near town: Designated or applied for designation.

Please demonstrate that the applicant community has three or more of the following:

- Advisory Committee or other community support group.
- Annual trail-related project or event.
- School board has endorsed a trail-based service learning educational program within its schools.
- Demonstrated relationship between the trail(s) and other community assets or a plan to implement doing so.

Section B.2 Supplemental Questions

1. **Describe how the town is easily accessible to users of a Pure Michigan® Trail or Pure Michigan® Water Trail.** Easily accessible means within two miles of the trail. Please include any maps that will help the reviewers understand where things are located and/or addresses or key identifying features
2. **Describe the natural, cultural and historic resources as well as trail-related businesses and attractions in the town and along the trail(s) that make this town desirable to non-resident and resident trail users.**

Section B.3 Documents Required

Application from Section B.1

B.2 Supplemental responses from questions

Formally adopted plan that includes:

- **Existing and planned support services for trail users.**
- **Build and maintenance plan for Pure Michigan® signage:** For the proposed trail town, provide the agency responsible for constructing and maintenance of the signage, annual maintenance schedule, maintenance costs (indicate frequency of maintenance) and lifecycle costs, as well as the current maintenance budget.

- **Programming and educational plans:** Provide information regarding how the town integrates and promotes the trail's programming and educational plan and how it ties into the local schools and other town programs.
- **Marketing plan for Pure Michigan® Trail(s) and evidence of implementation:** Provide information regarding how the town integrates and promotes the trail(s) and how it ties into the marketing and visitor services for the town.
- **Baseline economic impact plan and schedule for creating an economic impact plan every five years after designation:** Utilize the trail's economic impact plan and show how the trail has impacted local businesses including trail-related spending, expansion or new businesses or other indicators. Provide information on the trail or trail town's plan and schedule for renewal every five years or less.
- **Resolution of support by the governing agency for the designation:** Includes support from all entities that have an ownership interest in the trail. This can include a formal resolution or letters of support for the designation.
- **Other photos or documentation:** Anything else that you would like the review team to know about your trail or its management.



Michigan Revised Statute

NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT (EXCERPT) Act 451 of 1994

PART 721

MICHIGAN TRAILWAYS

324.72101 Definitions.

Sec. 72101. As used in this part:

- (a) "Advisory council" means the Michigan trails advisory council created in section 72110.
- (b) "Council" means a trail management council established pursuant to section 72106.
- (c) "Department" means the department of natural resources.
- (d) "Director" means the director of the department or his or her designee.
- (e) "Equine access locations" means open access roads, management roads, forestry access roads, 2-track and single-track trails that are not wildlife paths, staging areas for pack and saddle animals to be dropped off or picked up, and associated wilderness campsites.
- (f) "Forest road" means that term as defined in section 81101.
- (g) "Fund" means the Pure Michigan Trails fund created in section 72109.
- (h) "Governmental agency" means the federal government, a county, city, village, or township, or a combination of any of these entities.
- (i) "Pack and saddle trails" means trails and equine access locations that may be used by pack and saddle animals.
- (j) "Pure Michigan Trail" means a trail designated as a "Pure Michigan Trail" under section 72103.
- (k) "Pure Michigan Water Trail" means a water trail designated as a "Pure Michigan Water Trail" under section 72103.
- (l) "Pure Michigan Trail Town" means a "Pure Michigan Trail Town" designated under section 72104.
- (m) "Rail-trail" means a former railroad bed that is in public ownership and used as a trail.
- (n) "Statewide trail network" means the statewide trail network established in section 72114.
- (o) "Trail" means a right-of-way adapted to foot, horseback, motorized, or other nonmotorized travel. Trail also includes a water trail.
- (p) "Water trail" means a designated route on a body of water.

History: Add. 1995, Act 58, Imd. Eff. May 24, 1995; Am. 1997, Act 129, Imd. Eff. Nov. 5, 1997; Am. 2010, Act 46, Imd. Eff. Apr. 2, 2010; Am. 2014, Act 211, Eff. Sept. 25, 2014; Am. 2016, Act 288, Imd. Eff. Sept. 28, 2016.

Popular name: Act 451

Popular name: NREPA

324.72102 Legislative findings.

Sec. 72102. The legislature finds that a statewide system of trails will provide for public enjoyment, health, and fitness; encourage constructive leisure-time activities; protect open space, cultural and historical resources, and habitat for wildlife and plants;

enhance the local and state economies; link communities, parks, and natural resources; create opportunities for rural-urban exchange, agricultural education, and the marketing of farm products; and preserve corridors for possible future use for other public purposes. Therefore, the planning, acquisition, development, operation, and maintenance of trails are in the best interest of this state and are a public purpose.

History: Add. 1995, Act 58, Imd. Eff. May 24, 1995; Am. 2010, Act 46, Imd. Eff. Apr. 2, 2010; Am. 2014, Act 211, Eff. Sept. 25, 2014.

Popular name: Act 451

Popular name: NREPA

324.72103 Designation as "Pure Michigan Trail" or "Pure Michigan Water Trail";

requirements; public hearing; revocation of designation.

Sec. 72103. (1) The director may designate a trail in this state located on land as a "Pure Michigan Trail". A person may request that the director designate a trail as a Pure Michigan Trail. The director shall not designate a trail as a Pure Michigan Trail unless it meets, or will meet when completed, all of the following requirements:

- (a) The trail is a model trail for its designated uses and the designation of the trail as a Pure Michigan Trail contributes to a statewide trail network that promotes healthy lifestyles, economic development, recreation, and conservation of the natural and cultural resources of this state.
- (b) The land on which the trail is located is owned by this state or a governmental agency, or otherwise is under the long-term control of this state or a governmental agency through a lease, easement, or other arrangement. If the land is owned by a governmental agency, the director shall obtain the consent of the governmental agency before designating the land as part of a Pure Michigan Trail.
- (c) The design and maintenance of the trail and its related facilities meet generally accepted standards of public safety.
- (d) The trail meets appropriate standards for its designated recreation uses.
- (e) The trail is available for designated recreation uses on a nondiscriminatory basis.
- (f) The trail is, or has potential to be, a segment of a statewide network of trails, or it attracts a substantial share of its users from beyond the local area.
- (g) The trail is marked with an official Pure Michigan Trail sign and logo at major access points.
- (h) Where feasible, the trail offers adequate support facilities for the public, including parking, sanitary facilities, and emergency telephones, that are accessible to people with disabilities and are at reasonable frequency along the trail.
- (i) Potential negative impacts of trail development on owners or residents of adjacent property are minimized through all of the following:
 - (i) Adequate enforcement of trail rules and regulations.
 - (ii) Continuation of access for trail crossings for agricultural and other purposes.
 - (iii) Construction and maintenance of fencing, where necessary, by the owner or operator of the trail.
 - (iv) Other means as considered appropriate by the director.
- (j) A trademark license is obtained by the department from the Michigan economic

development corporation for use of the words "Pure Michigan".

(k) Other conditions required by the director.

(2) In designating trails as Pure Michigan Trails under subsection (1), the director shall consider all forms of permissible recreation uses equally in order to develop a Pure Michigan Trails network that is representative of the various trail uses.

(3) The director may designate a water trail as a "Pure Michigan Water Trail". A person may request that the director designate a trail as a Pure Michigan Water Trail. The director shall not designate a trail as a Pure Michigan Water Trail unless it meets, or will meet when completed, all of the following requirements:

(a) The trail and its access points are open to public use and are designed, constructed, and maintained according to best management practices.

(b) The trail is located on a contiguous waterway or a series of waterways that are contiguous or are connected by portages.

(c) The trail is consistent with applicable land use plans and environmental laws.

(d) The trail meets the criteria of subsection (1)(a), (c), (d), (e), (f), (g), (h), (i)(i) and (iv), and (k).

(e) A trademark license is obtained by the department from the Michigan economic development corporation for use of the words "Pure Michigan".

(4) Prior to designating a Pure Michigan Trail under subsection (1) or a Pure Michigan Water Trail under subsection (3), the director shall refer the proposed designation to the natural resources commission, which shall hold a public hearing on the proposed designation. Within 90 days after receiving the referral under this subsection, the natural resources commission shall provide the director with its recommendation regarding the designation.

(5) The director may revoke a Pure Michigan Trail or a Pure Michigan Water Trail designation if he or she determines that a trail fails to meet the requirements of this section. Before revoking a Pure Michigan Trail or a Pure Michigan Water Trail designation, the director shall provide notice to all entities involved in the management of the trail. If the trail is brought into compliance with this section within 90 days after providing this notice, the director shall not revoke the designation.

History: Add. 1995, Act 58, Imd. Eff. May 24, 1995; Am. 2014, Act 210, Eff. Sept. 25, 2014.

Popular name: Act 451

Popular name: NREPA

324.72104 Designation as "Pure Michigan Trail Town"; sign and logo; revocation of designation.

Sec. 72104.

(1) The director, upon petition by a person, may designate a city, village, or township as a "Pure Michigan

Trail Town" if the director determines that the following conditions have been met:

(a) The city, village, or township is easily accessible to users of a Pure Michigan Trail or a Pure Michigan Water Trail.

- (b) The city, village, or township has adopted a resolution in support of the designation.
- (c) The city, village, or township has adopted a plan for providing support services to trail users such as parking, sanitary facilities, restaurants, accommodations, grocery stores, bike shops, boat docks, or other services that may be needed or desired by trail users.
- (d) The petitioner demonstrates at least 3 of the following:
 - (i) There is community support for the designation as evidenced by creation of an advisory committee.
 - (ii) There has been an annual trail-related project or event within the city, village, or township.
 - (iii) A school board within the city, village, or township has endorsed a trail-based service learning educational component within its schools.
 - (iv) Land use plans, planning tools, ordinances, or guidelines are in place that recognize the relationship between the trail and other community assets, or that there is support to amend, change, or add these provisions.
- (e) A trademark license is obtained by the department from the Michigan economic development corporation for use of the words "Pure Michigan".
- (2) Upon designation of a city, village, or township as a Pure Michigan Trail Town, the city, village, or township may erect and maintain along the Pure Michigan Trail or Pure Michigan Water Trail at a junction with the city, village, or township an official Pure Michigan Trail Town sign and logo designed by the department. The department shall only provide for the erection and maintenance of an official Pure Michigan Trail Town sign and logo when sufficient private contributions are received to pay for the cost of erecting and maintaining the sign and logo.
- (3) The director may revoke a Pure Michigan Trail Town designation if he or she determines that the city, village, or township has failed to meet the requirements of this section. Before revoking a Pure Michigan Trail Town designation, the director shall provide notice to the city, village, or township. If the city, village, or township is brought into compliance with this section within 90 days after providing this notice, the director shall not revoke the designation.

History: Add. 1995, Act 58, Imd. Eff. May 24, 1995; Am. 2014, Act 210, Eff. Sept. 25, 2014.

Popular name: Act 451

Popular name: NREPA

Michigan Administrative Rules

(Filed with the Great Seal: 5/4/2018)

DEPARTMENT OF NATURAL RESOURCES

PARKS AND RECREATION DIVISION

PURE MICHIGAN TRAIL, WATER TRAIL, AND TRAIL TOWN
DESIGNATION

(By authority conferred on the director of the department of natural resources by
section 72112 of 2014 PA 210, MCL 324.72112)

R 324.1451 Definitions.

Rule 1. (1) As used in these rules:

(a) "Access site" means public or private land where it is legal for the public to access, launch, and land a boat into and from its adjoining waters. An access site has at least some legal parking along a public roadway. Access sites may be rest areas and may include amenities.

(b) "Act" means Part 721 of 1994 PA 451, MCL 324.72101 to 324.72118.

(c) "Easily accessible" means within 2 miles of the trail unless otherwise designated in these rules.

(d) "Formally adopted" means adopted by resolution of the governing body overseeing the trail or the city, village, or township seeking a Pure Michigan designation.

(e) "Lodging" means a place to sleep, including but not limited to, a designated campsite, hut, shelter, or other licensed overnight accommodation.

(f) "Rest areas" means places where it is permissible to leave the water and may have amenities such as restrooms, trash receptacles, and picnic tables. Rest areas may be access points.

(g) "Staging area" means public or private land where it is legal for the public to assemble and access a right-of-way adapted to foot, horseback, motorized, or other nonmotorized travel and provides some legal parking along a public roadway.

(h) "Trailhead" means public or private land where it is legal for the public to access a right-of-way adapted to foot, horseback, motorized, or other nonmotorized travel and provides some legal parking along a public roadway.

(2) A term defined in Act has the same meaning when used in these rules.

R 324.1452 Nomination process.

Rule 2. (1) To nominate a trail, water trail, or trail town for a Pure Michigan designation, an individual, local unit of government, authority, or non-profit shall complete an electronic form available on the department's website and include all of the following:

(a) A description of how the nominated trail, water trail, or trail town meets the requirements identified in section 72103 or 72104 of the Act and these rules.

(b) A description of the natural resources, cultural resources, historic resources, attractions to non-resident users, or any other factors that make the trail, water trail, or trail town an iconic example of its type.

(c) A description of whether the trail, water trail, or trail town meets standards

determined and approved by the department.

(d) For a trail town nomination, evidence of sufficient funds to erect and maintain an official Pure Michigan Trail Town sign and logo.

(e) If the nominated trail has not been completed, evidence of sufficient funds and governmental support to complete the trail within 1 year after receiving a Pure Michigan Trail designation.

(2) The department shall review the nomination. If the nomination meets the criteria identified in section 72103 or 72104 of the Act and these rules, the department shall forward the nomination to the Michigan Economic Development Corporation for a Pure Michigan license.

(3) Upon receipt of a Pure Michigan license, the department shall proceed with the process as provided in the Act.

R 324.1453 Requirements for designation; trail; water trail.

Rule 3. (1) The department shall consider a trail or water trail for a Pure Michigan designation if the trail or water trail meets the requirements established in section 72103 of the Act, and the following requirements:

(a) The trail or water trail is open for use by the public and publicly available access sites, staging areas, trailheads, and rest areas are appropriately spaced for the type of trail.

(b) The trail or water trail is identified on a website with a map that can be printed and is appropriately signed to make the user aware of all of the following:

(i) The location and length of the trail or water trail.

(ii) Hazards and level of difficulty of the trail or water trail.

(iii) Amenities related to the trail or water trail, including easily accessible access sites, staging areas, trailheads, rest areas, lodging, eating facilities, and other recreational opportunities.

(c) The trail or water trail is appropriately signed, including pictures as appropriate, to do all of the following:

(i) Make users aware of their location on the trail or water trail.

(ii) Make users aware of easily accessible access sites, staging areas, trailheads, rest areas, trail amenities, lodging facilities, and eating facilities as well as hazards, towns, and emergency contacts.

(iii) Encourage safety and respect for the environment.

(d) Unless the trail or water trail is primarily a looped trail or water trail or otherwise intended for the user to return to his or her vehicle in 1 day or less, lodging facilities appropriate to the type of trail or water trail users are available for at least the following:

(i) Every 12 miles for trails primarily used by walkers.

(ii) Every 12 miles for trails located upon water.

(iii) Every 15 miles for trails primarily used by cross country skiers.

(iv) Every 40 miles for trails primarily used by bikers.

(v) Every 40 miles for trails primarily used by equestrians.

(vi) Every 100 miles for trails primarily used by snowmobile or ORV riders.

(e) The trail or water trail is designed so that increased use of the trail or water trail

will not degrade the local experience, cultural resources, or the environment. Applicants shall identify the designs applied to ensure sustainability of the trail or water trail.

(f) At a minimum, for a water trail, the water body shall meet water quality use designations for Partial Body Contact standards, as established by Michigan department of environmental quality, in addition to the requirements established by section 72103(3)(c) of the Act.

(g) The trail or water trail has a formally adopted plan that does the following:

(i) Identifies the existing and planned amenities associated with the trail or water trail and how those amenities will be maintained and enhanced.

(ii) Establishes a schedule for the maintenance of the trail or water trail that identifies funding sources and the party or parties responsible for maintaining the trail or water trail and discouraging vandalism.

(iii) Includes programming and educational activity associated with the trail or water trail that allow or increase enjoyment of the trail or water trail, understanding of the natural, cultural, and historic resources related to the trail or water trail, boating skills, outdoor ethics and, for a water trail, efforts to improve the quality of the waterway and its water.

(iv) Identifies a mechanism to evaluate the economic impact of the trail or water trail at least every 5 years that includes an understanding of users and where they live, impact on area businesses, and money spent in conjunction with trail or water trail use.

(v) Includes a marketing plan for the trail or water trail.

(h) The trail or water trail has a resolution of support of the designation of the trail or water trail as a Pure Michigan Trail or Water Trail by the local unit of government, authority, or non-profit that is primarily responsible for the trail or water trail.

(i) The trail or water trail is supported, managed, and maintained by 1 or more organizations. If the trail or water trail is supported, managed, and maintained by more than 1 organization, the organizations shall enter into a written agreement with each other. The organizations shall be broadly representative of the community, including recreation, education, conservation, heritage, business, public safety, health, and government organizations and shall obtain permission from all persons or entities that have an ownership interest over any portion of the trail or water trail.

(j) The trail or water trail is part of the statewide trail network.

(2) The department may consult with the Michigan economic development corporation when considering a trail or water trail nomination for a Pure Michigan designation.

R 324.1454 Requirements for designation; trail town.

Rule 4. To be considered for a Pure Michigan Trail Town designation, a city, village, or township shall meet the requirements established in section 72104 of the Act and the following requirements:

(a) The city, village, or township has a formally adopted plan for marketing the trail or water trail and evidence of implementation of that plan. The plan may be part of a trail or water trail marketing effort that includes this state, other trail towns, or other trail marketing efforts.

(b) The city, village, or township has a plan to evaluate the economic impact of a

Pure Michigan Trail Town designation every 5 years.

R 324.1455 Application review; notification; designation.

Rule 5. The department shall review applications for a Pure Michigan designation for consistency with the requirements established in the Act and these rules, and notify the petitioner whether the director approved the Pure Michigan designation. The department shall keep a list of the active Pure Michigan Trails, Water Trails, and Trail Towns on its website.

R 324.1456 Generally accepted trail standards.

Rule 6. The generally accepted trail standards shall be determined and approved by the department.

R 324.1457 Expiration, re-designation, and revocation.

Rule. 7. (1) A Pure Michigan Trail, Water Trail, or Trail Town designation shall expire every 5 years.

(2) Unless re-designated, all trademarked Pure Michigan materials shall be removed by the governing body overseeing the trail, water trail, or the city, village, or township within 60 days of expiration of the Pure Michigan designation.

(3) A nominee may seek re-designation upon a form available on the department's website.

(4) Before approving a nominee's re-designation, the department shall inspect the trail, water trail, or trail town and evaluate the success of the trail, water trail, or trail town and related marketing plans by reviewing the economic impact report.

(5) If, after inspection and evaluation, the department determines that the trail, water trail, or trail town warrants re-designation based on continued compliance with these rules, the department shall recommend to the Michigan economic development corporation the licensing of the trail, water trail, or trail town with the Pure Michigan brand.

(6) A Pure Michigan Trail, Water Trail, or Trail Town designation may be revoked by the director under the Act.

History: 2018 MR 9, Eff. May 4, 2018.

Editor's Note: An obvious error in R 324.1457 was corrected at the request of the promulgating agency, pursuant to Section 56 of 1969 PA 306, as amended by 2000 PA 262, MCL 24.256. The rule containing the error was published in Michigan Register, 2018 MR 9. The memorandum requesting the correction was published in Michigan Register, 2018 MR 9.

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-09-02
DESIGNATION OF CHARELOIX AS A PURE MICHIGAN TRAIL TOWN

WHEREAS, the City of Charlevoix City is the hub for a number of trails and bike routes including the Little Traverse Wheel Way, the Lake to Lake Trail, Boyne City to Charlevoix Trail, and the future Traverse City to Charlevoix Trail; and

WHEREAS, the City of Charlevoix is committed to increased use and development of trails; and

WHEREAS, the City and the local culture, businesses and more enhance the trails; and

WHEREAS, local opportunities to enhance a user's experience in the area, as well as needed facilities in case of emergency and overnight stay, include shopping, lodging, food options and medical services.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix through the City Council, authorizes submission of the application to designate Charlevoix as a Pure Michigan Trail Town.

RESOLVED this 4th day of September, 2018 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Public Service Facility Next Steps

DATE: September 4, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Last month, you heard a presentation from OHM Advisors about the planning process for a new public services facility. The significantly increased cost has caused us to place the project on hold pending further direction from Council. One approach for determining next steps might be a work session where Council can discuss the project with our staff and OHM in more detail.

If there are other items of information Council would like, this is a chance to request those as well.

RECOMMENDATION:

Council discussion and direction

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: The Charlevoix Agenda

DATE: September 4, 2018

PRESENTED BY: Mayor Luther Kurtz

BACKGROUND:

Recently, the Chamber of Commerce has helped convene some informal meetings of area township and business leaders to discuss the future of manufacturing in the area. What arose from this discussion was a need to articulate common goals across the jurisdictions in the area. The City and the five townships around us agreed on this document as a basis for more collaboration across entities in the key priorities of housing, jobs, and quality of life. Passage of this resolution simply affirms our recognition of these priorities and our desire to work collaboratively with our neighbors to address them.

RECOMMENDATION:

Motion to approve Resolution 2018-09-01 as presented.

ATTACHMENTS:

- ▣ Resolution 2018-09-01

**CITY OF CHARLEVOIX
RESOLUTION NO. 2018-09-01
THE CHARELVOIX AGENDA**

WHEREAS, the City of Charlevoix City Council believes that Charlevoix is defined as a collection of townships, a city, a county, civic groups, neighborhoods, and schools bounded by Lake Charlevoix and Lake Michigan and in order to support the quality of life and local economy we now enjoy, we understand that it is important to look at the long-term picture of prosperity in this area; and

WHEREAS, in order to support the quality of life and local economy we now enjoy, we understand that it is important to look at the long-term picture of prosperity in this area; and

WHEREAS, as local leaders, we affirm the following regional priorities and pledge our efforts to work together and cooperatively toward achieving progress in these areas:

- **More and better housing.** Housing is critical to the future of our area. We desire to see housing options available and affordable for our workforce, our children, and grandchildren. Additionally, we believe Charlevoix has always prospered as premier destination on the Great Lakes and it is important to continue our tradition of resorts, second homes, and short-term and seasonal accommodations. Housing in Charlevoix should have clean and reliable utilities, strong access to high-speed data connections, and should have close access to walking and biking transportation. We believe housing should be offered for various stages of life and local regulations should welcome seniors and young families alike to enjoy the neighborhoods many of us have called home for decades; we believe housing should welcome persons of all income levels and ages together.
- **Jobs.** With people come the need and opportunity for ingenuity, investment, and industry. In order to support a growing workforce, we believe Charlevoix should foster an atmosphere welcoming of newcomers and affirming the businesses who have defined this community for generations. We believe a need exists to explore development and redevelopment for new business ventures in keeping with the values of this community. While we welcome all people to enjoy leisure time here, we affirm that this is a prosperous community and the encouragement of local business is a top priority.
- **Life lived better.** The calling card of the Charlevoix area is quality of life. We affirm the need to protect our vital natural resources—notably our freshwater. We believe the woods, dunes, waves, and snow are critically important to the draw for people to live and work in Charlevoix. Critical to quality of life is quality education. We believe the youth of Charlevoix should stand prepared for life and career upon graduation from high school and we encourage a robust investment in education for college bound students and students interested in skilled trades. This should entail education that is well-rounded and emphasizes life skills obtained through traditional classes, sports, the arts, and other extra-curricular activities. A world-class community deserves world-class schools.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix affirms these values in our own entity and pledges to work cooperatively with Charlevoix area townships to reach the outcome we as a community know is important.

RESOLVED this 4th day of September, 2018 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Establish Bridge Lighting Reserve

DATE: September 4, 2018

PRESENTED BY: Mayor Luther Kurtz

BACKGROUND:

As many on Council know, there is a movement underway to light the bridge. I think we all appreciate the efforts of those in the community who are making this project happen. Their efforts include promotion of the project to gain community support, fundraising for purchase and installation of the lights, working through design and construction engineering, and obtaining the appropriate approvals from MDOT. This is turning into a great community project that was originally envisioned by the late Paul Belding, a long-time resident of the Charlevoix area.

At the last council meeting, the City agreed to maintain the lights for MDOT in its approval process. This does not require that the City keep the bridge lit up, but rather that we just make sure it is mechanically safe, which could include removing lights as they malfunction. I think it is all our intention to support this project with continued maintenance that keeps the bridge lit and looking good with the same spirit and enthusiasm that the Bridge Lighting group has put into getting this project completed. One way to demonstrate that commitment would be to set aside money for a maintenance fund, a fund that future councils can use to properly maintain the bridge lighting.

RECOMMENDATION:

Motion to restrict \$20,000 in the Electric Fund for long-term maintenance of the Bridge Lights.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Planning Commission Appointment

DATE: September 4, 2018

PRESENTED BY: Joyce M. Golding, City Clerk

BACKGROUND:

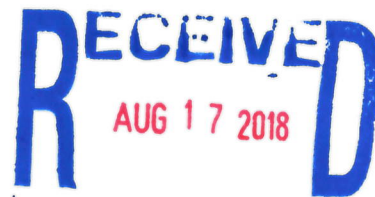
We have three applications on file for the Planning Commission vacancy. This position is appointed by the Mayor and approved by Council.

RECOMMENDATION:

Motion to appoint *Name* to the Planning Commission, term expiring April 2021.

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	☐ HISTORIC DISTRICT COMMISSION	☐ SHADE TREE COMMISSION
☐ BOARD OF REVIEW	☐ HOUSING COMMISSION	☐ ZONING BOARD OF APPEALS
☐ COMPENSATION COMMISSION	☒ PLANNING COMMISSION	☐ OTHER _____
☐ DDA/MAIN STREET BOARD	☐ RECREATION ADVISORY COMMITTEE	☐ NO PREFERENCE

PLEASE PRINT

NAME: Benjamin Edwards
ADDRESS: 116 E. Upright Charlevoix, MI 49720
HOME PHONE: _____ CELL PHONE: 616-894-0556
EMAIL: benwards2@gmail.com

ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 2 years
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? No

EDUCATIONAL BACKGROUND: B.S. - Fisheries and Wildlife, Michigan State University
M.D. - Michigan State University College of Human Medicine

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Physician - Charlevoix Primary Care

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: _____

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
No

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

REASON(S) YOU WISH TO SERVE: I want to do my part to help find solutions to the problems facing this community where I live and work

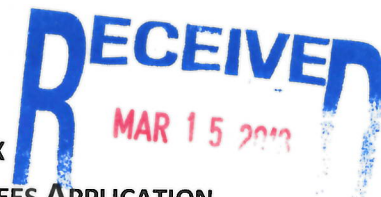
HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? _____

SIGNATURE: Ben Edwards DATE: 8-16-2018

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



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	☐ HISTORIC DISTRICT COMMISSION	☐ SHADE TREE COMMISSION
☐ BOARD OF REVIEW	☐ HOUSING COMMISSION	☐ ZONING BOARD OF APPEALS
☐ COMPENSATION COMMISSION	☒ PLANNING COMMISSION	☐ OTHER _____
☐ DDA/MAIN STREET BOARD	☐ RECREATION ADVISORY COMMITTEE	☐ NO PREFERENCE

PLEASE PRINT

NAME: Judith A. Clock
ADDRESS: 207 E. Dixon Ave., Charlevoix, MI
HOME PHONE: (231) 547-9627 CELL PHONE: _____
EMAIL: judith.clock@gmail.com
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 53 years
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? No
EDUCATIONAL BACKGROUND: BS Central Michigan University

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Member of planning commission since 2009
Master Citizen Planner training and member since 2010.
Six hours of training every year since.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Employed by Charlevoix Public Schools
for 30 years until retirement in 2011

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

Planning Commission since 2009 Vice Chair 2017, 2018

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

The only foreseeable conflict is that I'm an unpaid manager of Sunshine
Charters which operates from the city marina. (I collect the mail in the
winter.)

REASON(S) YOU WISH TO SERVE: I have enjoyed my tenure on the planning commission
and wish to continue. I feel that my training as a MCP and my
long history in the community is an asset to the planning commission

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

SIGNATURE: Judith A. Clock DATE: March 12, 2018

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



**CITY OF
CHARLEVOIX**

**CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION**

RECEIVED
APR - 6 2018

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	☐ HISTORIC DISTRICT COMMISSION	☐ SHADE TREE COMMISSION
☐ BOARD OF REVIEW	☐ HOUSING COMMISSION	☐ ZONING BOARD OF APPEALS
☐ COMPENSATION COMMISSION	☒ PLANNING COMMISSION	☐ OTHER _____
☐ DDA/MAIN STREET BOARD	☐ RECREATION ADVISORY COMMITTEE	☐ NO PREFERENCE

PLEASE PRINT

NAME: Mary Eveleigh
 ADDRESS: 208 E. Dixon Ave.
 HOME PHONE: 231-547-5548 CELL PHONE: 231-336-1478
 EMAIL: eveleigh0922@sbglobal.net
 ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 32 yrs
 HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? no

EDUCATIONAL BACKGROUND: high school graduate & 2 yrs College

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: office manager, Retail businesses
Advance Master Citizen planner 2004 - till present

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: (10 yrs) Rainbow Shoppe, Charlevoix Community
Food Pantry, Charlevoix Community Christmas Project - 2007 till present

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
Zoning Board of Appeals 2001-2012, Board of Review - 2 yrs
Planning Commission 3 yrs

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

Do not foresee, foresee any potential conflict, but if
there is a case where there is a potential conflict of
interest I will Recuse myself and notify the planning Commission of
my decision in accordance to the bylaws.

REASON(S) YOU WISH TO SERVE:

I have always Community and economic development through Smart
Growth Planning and zoning. I have continued to take
educational classes.

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

SIGNATURE: Mary Eveleigh DATE: April 6th 2018

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

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager Comments

DATE: September 4, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Airport Staffing

Airport Manager Matthew Wyman has been working on a revised staffing model for the airport to reduce our reliance on seasonal workers and reduce staff turnover. He'll be presenting these proposals to Council next month.

B. Solid Waste RFP

The Solid Waste Request for proposals was released and available for firms who may be interested in contracting with us to collect solid waste. I'll keep you advised as we learn more from this process.

C. ADA Beachmat Grant

You may recall that this spring we submitted a grant to the DNR's Coastal Zone Management Grant Program for ADA walkways on the beach. This grant proposal was rejected for funding. We will seek other ways to fund this project going forward. I appreciate the hard work of Recreation Department Staff on this project.

D. Oleson's Plaza Reconstruction

In accord with City Code, I have issued a permit for sidewalk obstruction to the firm reconstructing the Oleson's Plaza. They will be installing a pedestrian walkway under scaffolding at the east end of the property along Bridge Street. I have authorized this to be in place from September 4 through October 11 pending any other restrictions from MDOT.

ATTACHMENTS:

- ❑ ZBA Minutes - July
- ❑ DDA Minutes - July
- ❑ Revised Employee Handbook

CITY OF CHARLEVOIX
ZONING BOARD OF APPEALS MINUTES
Monday, July 25, 2018 – 6:00 p.m.
210 State Street, Charlevoix, MI

A) CALL TO ORDER

The meeting was called to order by Chair Withrow at 6:00 p.m.

B) ROLL CALL/PLEDGE OF ALLEGIANCE

Chair: Greg Withrow
Members Present: Gary Anderson, Ann Gorney, Richard Hodgson, Timothy Kish
Members Absent: Patricia Miller
Staff Present: Jonathan Scheel, Zoning Administrator

C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST

D) APPROVAL OF AGENDA

E) APPROVAL OF MINUTES

1. Motion to Approve or Amend the Meeting Minutes

Chair Withrow noticed a reference to a basement under the garage and Zoning Administrator Scheel stated that was some confusion that can be clarified.

Motion by Member Anderson, second by Member Kish to approve the [May 21, 2018] meeting minutes as presented. Motion passed by unanimous voice vote.

F) ELECTION OF OFFICERS

G) OLD BUSINESS

H) NEW BUSINESS

Chair Withrow changed the order of the agenda to discuss the second item first.

2. Public Hearing for Applicant 2018-03 ZBA: Dimensional Variance Request from Robert Yancey - 999 May Street

a. Staff Presentation

Zoning Administrator Scheel stated that the applicant was proposing to install a 160 sq. ft. accessory building at 999 May Street and was requesting a variance from Section 5.27(2) which defines the Dimensional Requirements for a R-1 Single Family District. The variance requested is: (1) a 10-foot street side yard variance, and (3) a lot coverage variance of an additional 1%. The standards in the R-1 district are: 10 feet side yard setback, 15 feet front yard setback, 25 feet rear yard setback and, 40% maximum lot coverage. Minimum lot size is 7,000 square feet.

Zoning Administrator Scheel stated that the property was a duplex in a single-family zone. Member Gorney stated that it used to be a hotel and then was remodeled. Zoning Administrator Scheel further reviewed the background and staff analysis of the project. Member Gorney stated that there were two buildings out there. Zoning Administrator Scheel stated that those buildings are against the ordinance and should not be there and they were not there when the applicant applied for the variance. He stated that the applicant advised that he couldn't live any longer without storage and that he installed the buildings.

b. Applicant Presentation (if requested)

The applicant was not present.

c. Call for Public Comments

d. ZBA Determination of Findings of Fact

Member Gorney stated that the applicant had two buildings there already that were temporary and against zoning. Zoning Administrator Scheel stated that the buildings looked to be approximately 5' x 6' each. The requested building is a pre-built

building and it would be set on gravel. It would be split in two with a wall in the middle, one side for each duplex. Discussion followed among the Board members regarding the layout of the lot, parking spaces, permanent vs. non-permanent accessory structure, location for the temporary building, and setting a possible precedence if this request were approved.

Chair Withrow questioned if anyone on the Board saw a reason that they would vote in favor of this variance. Member Gorney replied that the size would have to be reduced, she did not like that it was on the lot line and she also didn't like that the applicant already added the temporary structures without approval. Chair Withrow stated that the Board needed "to decide whether or not it's appropriate or not, whether there's reasonable evidence to move forward with it".

Discussion followed regarding other possibilities for the accessory structure. Chair Withrow referenced the variance general standards. The Board members concurred that the applicant had other options for placement of the additional storage on the property to support both duplex units.

e. Motion

Motion by Member Kish, second by Member Gorney to deny project 18-03 ZBA based on specific findings of fact that prove the project does not meet the review standards in 5.178(6) specifically the setback issue.

Yeas: Anderson, Gorney, Hodgson, Kish, Withrow

Nays: None

Absent: Miller

1. Public Hearing for Applicant 2018-02 ZBA: Use Variance Request from Mike Pattullo – 228 Bridge Street

Chair Withrow stated that once again they did not have enough members present to hear Variance Request 2018-02-ZBA. Member Hodgson had previously advised that he had a conflict of interest on this application.

Zoning Administrator Scheel stated that he would find out from the City Attorney if a member could participate in a Board meeting via cellphone or other electronic means. He also reported that they have a request for August which was a request from the Edgewater Inn to take out landscaping in order to place a short deck to the property line back to the side lot and wrap around to the river side for dining for their restaurant.

I) CALL FOR GENERAL PUBLIC COMMENT

J) ADJOURNMENT

Motion by Member Kish, second by Member Anderson to adjourn the meeting. Motion passed by unanimous voice vote. The meeting adjourned at 6:31 p.m.

Joyce M. Golding/fgm

City Clerk

Greg Withrow

Chair

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING
Monday, July 23, 2018 at 5:30 p.m.
210 State Street, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Kirby Dipert

Members Present: Richard Christner, Fred DiMartino, Luther Kurtz, Carissa Mullaney, Maureen Owens, Amanda Wilkin

Members Absent: Rick Wertz

Non-Voting Member: Sean Bradley

City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

A. Regular Meeting Minutes – June 25, 2018

B. Committee Minutes

C. Monthly Reports – May & June

Motion by Member Mullaney, second by Member Christner to approve the Consent Agenda items as presented. Motion passed by unanimous voice vote.

6. Reports

A. Director's Report

Member Owens questioned how the registration was going for the *Practical Preservation Workshop* and Director Dotson replied that there were four attendees to the first session.

7. Old Business

8. New Business

A. Bylaws Provision – Charitable Gaming

Director Dotson stated that the Board needed to vote to amend the By-Laws to state that “we will remain a non-profit entity forever”.

Motion by Member Owens, second by Member Christner to amend the Charlevoix Downtown Development Authority *Bylaws of Authority* to include a provision indicating that the organization will remain nonprofit forever as requested by the State of Michigan Bureau of State Lottery. Motion passed by unanimous voice vote.

B. Main Street Board Assessment Tool

Director Dotson stated that a new board performance self-assessment tool was sent to them by Michigan Main Street and the purpose was to allow them to identify, based on the Board's input, the services that they will award to the DDA. She asked the members to complete the self-assessment and return it to her by August 16th.

C. Shuffleboard Court Donation

Director Dotson stated that a request was submitted by Todd Wyett for the DDA to consider the installation of two shuffleboard courts in Bridge Park which would be paid for by private donations. She stated that Mr. Wyett also proposed additional ideas. Mayor Kurtz suggested that they discuss each idea individually.

Director Dotson stated that at this point, none of the shuffleboard details have been worked out. Members discussed upkeep/maintenance, alternative locations, and the need for green space. It was noted that the Planning Commission was generally in favor of the idea but, suggested other locations. The Board agreed to have Director Dotson take this project idea to the Design Committee for vetting and recommendations.

Director Dotson stated that the second proposal was for flowers down the Channel inside the railings with a solar powered self-watering system. Discussion followed regarding the proposal including the upkeep/maintenance costs, the amount of wind that comes down the Channel, suggestion to talk to the *Keep Charlevoix Beautiful* group to get their input, possible fisherman concerns, whether volunteers would be available to help with the upkeep, lights along the Channel, and suggestion for a feasibility study to investigate the proposal more. The Board concurred to have Director Dotson contact Mr. Wyett to see if he was willing to fund some type of study regarding the costs, including installation and upkeep, and what would happen during the winter.

Director Dotson stated the third proposal was display large photos of Charlevoix on the lampposts downtown. She recalled that during their work planning and budget process, the Board turned down the idea of pole banners because of concerns about clutter downtown. The Design Committee was working on something similar to this which has been an ongoing project – high quality resolution photos to place in storefronts during the winter, or a historical plaque system. She felt that including Mr. Wyett in the Design Committee discussion would be helpful.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

Chair Dipert stated there was some confusion regarding the 2018 Venetian donation. Director Dotson recalled that they donated \$1,200 to the Venetian Festival based on the DDA budget. Chair Dipert noted that the new policy allotted \$10,000 for donation purposes to support various events with the maximum donation being \$2,500, so he recommended that the DDA donate \$2,500 to the Venetian Festival. Director Dotson stated that the DDA also paid about \$1,000 for the movie and moving of the sound system for Venetian. She stated that the DDA gave Venetian \$1,500 as a sponsor this year. Discussion followed regarding sponsorships, in-kind contributions, and shadow season events. Member Wilkin asked that the Director remind Venetian of the in-kind contribution as well.

Motion by Member Owens, second by Member Christner to amend their contribution from \$1,500 to \$2,500 for the 2018 Venetian Festival. Motion passed by unanimous voice vote.

Member Owens announced that she will was unable to attend the next Board meeting.

12. Adjourn

Motion by Member Christner, second by Member DiMartino to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 5:25 p.m.

Joyce Golding/fgm

City Clerk

Kirby Dipert

Chair

City of Charlevoix

Employee Handbook

City of Charlevoix
Charlevoix, Michigan
231-547-3270
www.charlevoixmi.gov
September 2, 2018

Approved by City Council: August 20, 2018

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

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

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

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

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SECTION 1: GENERAL INFORMATION

1.1 APPLICABILITY AND SCOPE OF COVERAGE

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

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

1.2 PURPOSE OF THE HANDBOOK

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

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

1.3 RESERVATION OF RIGHTS

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

1.4 EXCLUSIVE POLICY STATEMENT

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

1.5 EMPLOYMENT AT-WILL

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

1.6 EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

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

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

1.8 WORKPLACE HARASSMENT

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

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

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

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

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

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

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

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

1.9 RELATIVES/NEPOTISM

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

Definitions:

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

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

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

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

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

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

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

SECTION 2: EMPLOYMENT POLICIES

2.1 EMPLOYMENT REFERENCE CHECKS AND BACKGROUND INFORMATION

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

2.2 EMPLOYMENT CLASSIFICATION

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

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

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

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

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

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

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

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

2.3 INTRODUCTORY PERIOD & PERFORMANCE EVALUATIONS

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

All employees receive regular performance evaluations.

2.4 ATTENDANCE

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

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

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

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

2.5 ETHICAL CONDUCT

The City Council passed an Ethical Conduct Ordinance (No. 793 of 2018). This ordinance applies to all employees. See Appendix A to view this ordinance.

2.6 RULES OF CONDUCT

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

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

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

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

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

2.7 SUBSTANCE ABUSE

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

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

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

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

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

2.8 POLITICAL ACTIVITIES

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

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

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

2.9 RESIDENCY

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

2.10 DISSEMINATION OF INFORMATION

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

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

2.11 CONFIDENTIALITY

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

2.12 SOCIAL SECURITY NUMBER PRIVACY

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

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

2.13 PRIVACY POLICY DISPOSAL/SHREDDING OF SENSITIVE DATA

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

Sensitive data includes:

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

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

2.14 KEEPING US INFORMED

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

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

2.15 SECONDARY EMPLOYMENT AND COMMUNITY INVOLVEMENT

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

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

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

2.16 JOB POSTINGS

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

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

2.17 RESIGNATIONS AND TERMINATIONS

Although the employee or the City may terminate the employment relationship at any time, the City requests that the employee provide a minimum of a two week notice of his/her intent to resign.

Failure to provide this notice will be noted in the personnel file and may affect the employee's eligibility for re-employment with the City.

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

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

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

2.18 PERSONAL PROPERTY

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

2.19 RIGHT OF INSPECTION AND SEARCH

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

2.20 USE OF CITY VEHICLES

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

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

2.21 VEHICLE SAFETY

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

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

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

license prior to driving any City vehicle or when driving any vehicle for the purpose of conducting City business.

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

2.21 (a) IDLING GUIDELINES FOR CITY VEHICLES

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

I. PURPOSE

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

II. RESEARCH

Well-documented research has proven that:

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

III. GUIDELINES

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

IV. EXEMPTIONS

A. For Police and Public Works Vehicles

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

B. For All Vehicles

1. Any vehicle that needs to be running during service or repair is permitted to idle, but only for as long as absolutely necessary.
2. Any vehicle that needs to defrost its windshield in order to drive safely is permitted to idle, only for as long as it takes to defrost and maintain a clear windshield.

C. Additional Diesel Engine Specific Exemptions

1. Regardless of weather conditions, a diesel engine may be permitted to warm up for no more than five (5) minutes.
2. It is encouraged that block heaters (with timers) be installed and used in diesel-powered vehicles, in which case the above exemption for diesel engines will not apply, except when the vehicle is away from its garage.

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

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

2.22 USE OF OTHER CITY PROPERTY

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

2.23 PERSONAL TELEPHONE CALLS & TEXTS

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

2.24 COMPUTERS, EMAIL, AND INTERNET USAGE

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

Because of the nature of this data, the City reserves the right to examine, monitor, regulate, and access all information on the City computers, network, files, email and voicemail systems, internet usage, and any information transmitted by or stored in its technology systems, whether onsite or offsite, even if personal passwords have been assigned.

Internal and external e-mail, voice mail, text messages and other electronic communications are considered business records and may be subject to legal discovery so employees must be aware of this possibility when communicating electronically within and outside the company.

Employees do not have a personal privacy right to any matter created, received, or sent from the City's telephone, network, Internet or email systems. Therefore, employees should not put personal data or other information on these computers.

Employees are prohibited from downloading, copying, or acquiring any software without prior written consent from their department head. Copyrighted materials belonging to entities other than the City's may not be transmitted by employees on the company's network without permission of the copyright holder.

Due to the significant risk of harm to the City's electronic resources, employees should not bring personal computers or data storage devices (such as CDs/DVDs, external hard drives, USB / flash drives, "smart" phones, iPods/iPads/iTouch or similar devices, laptops or other mobile computing devices, or other data storage media) to the workplace and connect them to the City's electronic systems unless expressly permitted to do so by their Department Head.

Email may not be used to solicit or to advocate non-city or purely personal interests, religious or political causes. Employees may not use the City's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. Messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference is strictly prohibited.

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

Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment. Employees should notify their department head upon learning of violations of this policy.

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

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

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

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

2.26 SOCIAL MEDIA/NETWORKING

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

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

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

The following additional prohibitions apply:

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

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

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

2.27 SMOKING POLICY

In compliance with the Public Health Clean Indoor Air Regulation, the City is a smoke-free working environment. The Clean Indoor Air Regulation states: "Smoking is prohibited in all enclosed areas within this worksite without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, employer owned or leased vehicles if occupied by more than one employee, and all other enclosed facilities."

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

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

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

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

2.28 WORKPLACE VIOLENCE

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

The City may, in its sole discretion,

- Conduct pre-employment criminal background investigations before extending an offer of employment (or make an offer of employment contingent upon the results of a criminal background check).
- Implement security measures to restrict unauthorized entry to the premises, allow security surveillance of the premises, and otherwise foster an orderly and safe working environment.

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

SECTION 3: HOURS AND PAY PROCEDURES

3.1 WORK SCHEDULES

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

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

Police and EMS Personnel – Police and EMS Departments schedules will vary.

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

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

3.1 (a) CITY EMPLOYEES RESPONDING TO EMERGENCIES

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

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

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

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

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

3.2 TIME RECORDING

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

3.3 COMPENSATION/PAY

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

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

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

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

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

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

3.4 OVERTIME

Non-exempt employees shall receive time and one-half (1½) at their straight-time rate for all hours worked in excess of forty (40) in one work week. Sick, vacation, personal, and holiday will be counted as hours worked for the purpose of computing overtime payments. Unpaid leave shall not count as hours worked.

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

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

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

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

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

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

3.5 COMPENSATORY TIME FOR NON EXEMPT EMPLOYEES

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

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

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

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

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

3.5 (a) COMPENSATORY TIME FOR EXEMPT EMPLOYEES

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

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

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

Exempt employees may accumulate a maximum of forty (40) hours of earned compensatory time and may carry forward a maximum of sixteen (16) hours into the next calendar year and will not receive payment for unused compensatory time under any circumstances. Special or extenuating circumstances will be addressed on an individual basis and with the approval of the City Manager.

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

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

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

Certain City operations require that there be an on-call person at all times. In such cases when it is necessary for an exempt employee to participate in the on-call rotation, he/she will be paid at a flat rate of \$31.00 per day. If called out, payment will be at time and a half (1½) his/her base rate of pay, at a minimum of two (2) hours.

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

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

SECTION 4: EMPLOYEE BENEFITS

4.1 PAID TIME OFF

4.1 (a) HOLIDAYS

The City recognizes nine holidays each year. Regular full-time and part-time employees are granted their regular pay for the following days:

New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Day before Christmas
Fourth of July	Christmas Day
Labor Day	

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

All non-exempt who work on a recognized holiday will receive time and a half for hours worked.

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

4.1 (b) PERSONAL LEAVE

Regular full-time employees are credited twenty four (24) hours of personal leave hours each calendar year (on January 1). Personal leave hours are prorated for new or returning (from leave of absence) employees on the basis of hire or return date. These hours must be taken in the calendar year in which they are credited or they are forfeited. Personal leave hours must be scheduled with and approved by the department head or the City Manager. Personal leave hours can be used in one-quarter hour (1/4) increments. No payment for unused personal leave hours is made upon an employee's departure.

<u>Hire Date or Date Returned to Work</u>	<u>Number of Personal Hours</u>
January through April	24
May through August	16
September through December	8

4.1 (c) VACATION LEAVE

New employees, upon completion of 6 months of employment, who work a forty (40) hour workweek schedule, shall be credited with forty (40) hours of vacation leave. Once the new employee has completed one full year (2080 hours) of employment, they shall be credited with an additional forty (40) hours of vacation leave. Upon completion of two full years of employment, the employee will be credited with vacation leave based on the following scale.

Regular full-time employees, who normally work a forty (40) hour workweek schedule, shall be credited with vacation leave at their anniversary date based on the following scale.

In consideration of transitioning from a calendar year accrual to an anniversary date accrual, employees will be credited in 2019 as follows:

1. On January 1, 2019, current employees will be credited with vacation hours according to years of employment identified in the scale below. Upon employee's 2019 anniversary date, employee will also receive a prorated credit to make them whole.

Example: An employee who on December 31, 2018, has reached seven (7) years of employment, will be credited with 152 vacation hours according to the scale below. Credit will occur on January 1, 2019. This employee, who has an April hire date, will also be credited with an additional 41 vacation hours on their April 2019 anniversary date. As a result, this employee would have a total of 193 vacation hours available to use until their April 2020 anniversary date.

2. Employee will follow the scale below on their 2020 anniversary date.

Credited Years of Full Time Employment as of Employee's Anniversary Date)	Vacation Leave Hours Credited on Employee's Anniversary Date
6 months	40
1	40
2	80
3	120
4	128
5	136
6	144
7	152
8	160
9	168
10	176
11	184
12	192
13	200

3. Vacation leave shall be the employee's regular straight-time hourly rate at the time the vacation leave is taken. An employee who works eight (8) hours a day, five days a week, shall record eight (8) hours of leave time when taking a day off on vacation leave. If the employee works a ten (10) hour day, four (4) day workweek, and takes a day off for vacation, he/she shall record ten (10) hours of vacation leave.
4. Employees who lose time from work or who do not complete a scheduled work year due to a layoff or any unpaid leave of absence, shall have vacation benefits determined on a pro rata basis of the months or parts of months worked during the calendar year. Illustratively, an employee who returns on August 14th of a given year will receive a vacation benefit equal to 5/12ths of that provided in the schedule above.
5. Unused and accrued vacation hours are paid upon an employee's departure.
6. When an employee leaves active employment or retires from City service, accrued and carry over vacation will not be considered as pay for the purpose of extending or further accumulating benefits, including health care, sick leave, vacation, etc.
7. All vacation will be taken at the convenience of the department and must have prior approval of the department head; department head vacation is subject to prior approval of the City Manager.
8. Vacation leave hours can be used in one-quarter hour ($\frac{1}{4}$) increments.
9. A maximum of eighty (80) hours of vacation leave may be carried forward from one calendar year to the next. Unused hours in excess of eighty (80) are forfeited. Special or extenuating circumstances will be addressed on an individual basis and with the approval of the City Manager.
10. Unused and accrued vacation hours are paid upon an employee's departure.

4.1 (d) SICK LEAVE

Starting January 1, 2019, and each year thereafter, eligible employees are credited with ninety-six (96) hours of sick leave. Sick leave hours are prorated for new or returning (from leave of absence) employees on the basis of hire or return date identified below.

Hire Date or Date Returned to Work	Sick Leave Hours	Hire date or Date Returned to Work	Sick Leave Hours
January - February	96	July - August	48
March - April	80	September- October	32
May – June	64	November - December	16

1. Unused paid sick leave hours may be accumulated from year to year up to a maximum of 248 hours.
2. On December 31st of 2018, if the number of accumulated sick leave hours for an individual exceeds 112 hours, then the employee will be paid for those hours in excess of 112 hours at half (1/2) the employee's current rate of pay. *Note: Payout for 2018 is under the previous terms of this Section where maximum sick leave accumulation was 168 hours.*

On December 31, 2019, and each year thereafter, if the number of hours for an individual exceeds 152 hours, then the employee will be paid for those hours in excess of 152 at half (1/2) the employee's current rate of pay.

3. Employees are eligible to use sick leave hours for personal illness, injury, serious health condition, or temporary disability that necessitates absence from work. Employees can also use sick leave hours to attend doctor, dentist, or other recognized practitioner to the extent required to complete such appointments. Sick leave should not be used as "Personal Leave".
4. Employees are eligible to use sick leave hours for illness or injury in the immediate family necessitating absence from work. Employees can also use sick leave hours to accompany an immediate family member to a doctor, dentist, or other recognized practitioner to the extent required to complete such appointments. Immediate family is defined as the employee's spouse, child, step-child, grandchild, parent, step-parent, sister, sister-in-law, brother, brother-in-law, mother-in-law, father-in-law, grandparents and grandparents-in-law of the employee.
5. In order to qualify for sick leave or sickness and accident benefits, an employee must contact his/her supervisor as soon as possible prior to the beginning of a work day or scheduled shift. If the circumstances surrounding the absence make the timely reporting extremely difficult, then the employee must notify his/her supervisor as soon as possible.
6. All sick leave usage requires the submission and approval of a "Request for Absence Report" form.
7. Employees may use sick leave in increments of one quarter (1/4) hour increments.
8. In the event of an absence of more than five (5) regularly scheduled working days, or in

the event of hospitalization for any period of time, or if the Employer has reason to believe an employee is misusing sick leave or disability benefits, the employee will be required to provide a medical certification signed by the physician indicating the specific diagnosis and prognosis necessitating the employee's absence from work and the expected return to work date. The City also reserves the right to require periodic medical reports during leaves under this provision. Before the employee returns to work he/she must present a fitness for duty medical statement from his physician.

9. When an employee's absence from work is due to an illness or injury arising out of and in the course of his/her employment by the City and which is compensable under the Michigan Workers' Compensation Act, after the first day of absence necessitated thereby he/she shall be entitled to utilize his/her unused sick leave hours to make up the difference between the amount of daily benefit to which he/she is entitled under such Act and the amount of daily salary he/she would have received in his/her own job classification had he/she worked, but not to exceed the total equivalent of what he/she would have received in daily pay on an eight (8) hour per day basis. Employees may also use frozen sick leave hours to make up the difference but only after they have exhausted their regular sick leave hours.
10. An employee who makes a false claim for paid sick leave shall be subject to disciplinary action or dismissal depending upon the circumstances involved.
11. When an employee resigns or is discharged, all benefits under this section are null and void and the employee will not be reimbursed for any accumulated sick leave.
12. If an employee who has quit, retired or been discharged from his/her employment is subsequently rehired, such employee shall, as any other new employee, only accumulate paid sick leave hours as set forth in Section 4.1 (d).
13. In the event an employee is laid off from work, he/she shall, upon his/her return to work, be credited with all of his/her unused sick leave hours that he/she had prior to his/her layoff.
14. When an employee retires under the City's retirement program, he/she shall be entitled to be paid one-half ($\frac{1}{2}$) of his/her accumulated unused paid sick leave hours as of the date of retirement. Payment is at the employee's last rate of pay.

NOTE: The 1983 Frozen Bank - Subject to the restrictions specified above for regular sick leave, employees hired before January 1, 1983, have sick leave credits from preceding years in a frozen bank for their use if their annual allotment or accumulation of fifty six (56) hours does not cover an extended illness and their Short Term Disability cannot be used until the fourteenth (14th) calendar day of an illness. Frozen bank hours from 1983 or earlier will be paid to an employee at the hourly rate the employee was earning on January 1, 1983 or the date they became department heads. Upon retirement, an employee with frozen bank hours from 1983 will be paid for half of the hours remaining in the bank at the wage rate the employee was earning on January 1, 1983.

4.1 (e) SHORT TERM AND LONG TERM DISABILITY PLANS.

The City agrees, at its expense, to establish and maintain for all eligible employees a short-term and long-term disability program through an insurance carrier of the City's selection. Disability benefits are governed by the Plan Document and/or the Summary Plan Description.

1. The Short Term Disability Plan will provide weekly benefits equal to 66 2/3% of the employee's base earnings, which were being earned immediately prior to the disability.
2. The Long Term Disability Plan will provide monthly benefits equal to 60% of the employee's base earnings, which were being earned immediately prior to the disability
3. The waiting period before disability payments can be issued is fourteen (14) calendar days. Employee may use sick, personal, vacation leave hours to satisfy the waiting period. Frozen sick leave hours can also be used, but only if regular sick leave hours have been exhausted. If applicable, parental leave may also be used to satisfy the waiting period.
4. Employees may use available sick, vacation, personal leave hours to make up the difference between the amount of daily benefit to which he/she is entitled under the Disability Plan and the amount of daily salary he/she would have received in his/her own job classification had he/she worked, but not to exceed the total equivalent of what he/she would have received in daily pay on an eight (8) hour per day basis. Employees may use frozen sick leave hours, once the regular sick leave benefits are exhausted, to supplement the disability plan; however those hours will be paid at the rate of pay the employee was receiving on July 31, 2018.

4.1 (f) CONFERENCES AND TRAINING

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

4.1 (g) LEAVES OF ABSENCE

FUNERAL LEAVE

In the event of a death in the immediate family of an employee, up to 3 working days with pay shall be allowed for personal matters relating to the death. Immediate family shall include: spouse, child, step-child, grandchild, parent, step-parent, sister, sister-in-law, brother, brother-in-law, mother-in-law, father-in-law, grandparents and grandparents-in-law of the employee. Additional personal, sick or vacation leave may be granted from the employee's unused leave banks, not to exceed sixteen (16) hours. Additional hours may be granted without pay when extenuating circumstances warrant same.

JURY DUTY LEAVE

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

MILITARY LEAVE

The City follows State and Federal law with respect to military service. Federal and State statutes mandate that the City grant unpaid leave to employees who voluntarily choose to serve in the Armed Forces and National Guard. Military leave must be allowed for active duty, training, or to meet military-related obligations, such as reporting for periodic physical fitness examinations. Employees who are members of the reserve components of the Armed Forces will be granted leave of absence without pay for summer components and/or other periods of activation and

reactivation upon presentation of substantiating documentation. It is recommended that leaves of absence for this purpose be taken as a vacation whenever possible.

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

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

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

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

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

PARENTAL LEAVE

An employee shall, after the birth of his/her child or adoption of a child, be granted eighty (80) hours of paid parental leave to bond with the child. This time can be taken in a block of time or intermittently as needed. This grant will expire and must conclude within twelve (12) months after the birth or adoption. In those instances where both spouses are covered by this provision, such leaves may be taken either concurrently or consecutively. Requests for time off must follow the same process as requests for sick, personal and vacation leave.

4.1 (h) REQUESTS FOR TIME OFF

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

4.1 (i) LEAVE OF ABSENCES – WITHOUT PAY

Regular full-time employees may be granted leaves of absence without pay as determined by the City Manager. All requests for leave shall be in writing with the terms of the leave set forth in writing when approved.

4.1 (j) MEDICAL COVERAGE DURING LEAVES OF ABSENCE

If an employee is provided group health insurance prior to the leave of absence, the employee is entitled to the continuation of the group health insurance coverage during an approved FMLA leave. If family member coverage is provided to an employee, family member coverage will also be maintained during the FMLA leave. Employees on workers compensation, who have a qualifying "serious health condition" under FMLA, are also entitled to continue their group health insurance coverage.

If leave hours are being used during the FMLA leave, the employee's share of group health plan premiums will be deducted through payroll deduction. If the employee is not using leave hours, and is therefore on an unpaid FMLA leave, the employee must make arrangements to pay the normal employee portion of the insurance premiums in order to maintain insurance coverage. Other authorized deductions (i.e. FSA contributions, co-pays, etc.) still apply during the leave period and will be billed to the employee as necessary.

Group health insurance coverage shall terminate after the first thirty (30) days when an employee is on an un-paid, non-FMLA leave of absence, or any other unpaid leave of absence except in a worker's compensation related situation where sixty (60) days shall govern rather than thirty (30) days. For leaves in excess of 30/60 calendar days, the employee will be required to pay the full premium. (See also COBRA.)

4.2 BENEFIT PLANS

4.2 (a) RETIREMENT BENEFITS

Defined Benefit Plan

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

Defined Contribution Plan

For all regular full-time non-union employees, the City also contributes 5.6% of gross wages and 3% of base wages to the 457 Deferred Compensation Plan. In addition, the City will match up to an additional 1.9%, equal to the employee's contribution, whichever is less.

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

4.2 (b) MEDICAL/DENTAL/VISION INSURANCE

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

Part-time employees who average 30 or more hours per week during their measurement period may be eligible for the City's health plan; however the employee would be required to pay 100% (of full) cost. (For more details on the eligibility period, please see the Plan Document and Summary Plan Description for the City of Charlevoix Health and Welfare Benefit Plan available in Human Resources or the Treasurer's Office.)

Beginning October 1, 2014, retired employees (union and non-union) will not have access to the City's health care plans, unless employee elects COBRA as defined in Section 4.12.

4.2 (c) SECTION 125 PLAN AND FLEXIBLE SPENDING ACCOUNT

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

4.2 (d) MEDICAL OPT-OUT REIMBURSEMENT

The City will pay an annual cash reimbursement, based on the single coverage limit (set annually) that a public employer may contribute to a medical benefit plan set forth in MCL 15.563, as amended by 2013 Public Act 270, for the employee who elects not to participate in 1-Person (single), 2-Person (double) or family coverage.

To be eligible the employee must provide written certification that they waive their right to enroll in a City health care plan and proof of the employee's non-City provided health care insurance coverage.

Payment of the reimbursement will be made in twelve equal payments in the first paycheck of each month. (These reimbursement amounts are not wages for purposes such as retirement, overtime, etc., and are taxable income unless they are directly deposited into the City provided Section 125 Plan.)

4.3 HEALTH SAVINGS ACCOUNT (HSA)

The HSA is an employee-owned, IRS-defined, savings account for use on eligible medical expenses. It is used in conjunction with a High Deductible Health Plan (HDHP). This policy applies to all regular full-time employees covered by the City's HSA/HDHP health insurance plan option. Current employees who select the HSA/HDHP option may be offered a City HSA lump sum contribution of \$2500.00 for double or family (D & F) coverage and \$1350.00 for single (S) coverage. The payment would be effective the date of qualified plan coverage.

New employees selecting HSA/HDHP coverage will receive a prorated HSA contribution on the first pay of the month after completion of their 90 day probationary period.

The City will direct deposit HSA contributions to a City-approved participating bank of the employee's choice. Employees may contribute additional pre-tax monies into their HSA through payroll deduction, up to the legal limits imposed by the IRS. Changes to the payroll deduction amount may be made during open enrollment and/or no more than two other times during the plan year.

All rules pertaining to the use of HSA accounts and funds are governed by current IRS regulations and are the responsibility of the employee. Nothing in this policy creates an obligation on the part of the City which is inconsistent or prohibited by current State or Federal rules, regulations or laws regarding such plans.

4.4 LIFE INSURANCE

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

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

4.5 OTHER INSURANCE

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

4.6 MEMBERSHIPS

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

4.7 EDUCATION/TUITION ASSISTANCE

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

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

Requests will be considered for approval based on the following:

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

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

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

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

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

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

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

4.8 MISCELLANEOUS EMPLOYEE BENEFITS/DISCOUNTS

Employment at various recreational facilities owned by the City of Charlevoix bring with it the ability for employees to utilize these facilities at times when they are not on the time clock at the facility. Those opportunities include:

- Mt. McSauba Ski Area employees and one dependent are allowed to ski for free.
- Charlevoix Municipal Golf Club employees will be allowed to golf for free.

City 10% Employee Discounts* on the following:

- One (1) pavilion rental per year at 10% off. Employee must sign the agreement and be present during the rental.
- 10% off registered programs over \$5 (for employee or dependents). Discount excludes trips, extra material fees, tournaments and leagues. Certain programs are not eligible for 10% discount due to instructor contracts, registrants will be informed at the time of registration.
- 10% off employee admission to the Charlevoix Golf Club, Mt. McSauba Ski Hill, Ice Rink and Skate Park.
- 10% off employee season passes to the Charlevoix Golf Club, Mt. McSauba Ski Hill, Ice Rink and Skate Park.

**10% City Employee Discount cannot be combined with other discounts or promotions*

4.9 SOCIAL SECURITY AND MEDICARE

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

4.10 UNEMPLOYMENT AND WORKER COMPENSATION

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

4.11 FAMILY AND MEDICAL LEAVE ACT (FMLA)

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

Eligibility

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

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

An eligible part-time employee (less than 40 hours a week for purposes of this policy) is entitled to FMLA leave on a pro-rata basis only.

Reasons for Taking Leave

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

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

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

A Qualifying Exigency

In general, leave may be taken because of a "Qualifying Exigency" where the team member's spouse, son, daughter or parent is on active duty or is called to active duty for any of the following reasons:

- To address issues that arise from an impending call or order to active duty 7 or less calendar days before deployment during that 7 day notice period.
- To attend an official ceremony, program or event sponsored by the military that is related to the call to active duty or active duty of the Military Member.
- To attend certain family support or assistance programs and informational briefings related to the call to active duty or active duty of the Military Member.

- To arrange for alternative child care when the call to duty or active duty necessitates a change in existing arrangements.
- To provide child care on an urgent, immediate basis (but not on a routine, regular or everyday basis), when the need arises because of the call to active duty or active duty.
- To enroll in or transfer a child to a new school or day care facility when necessitated by the call to active duty or active duty.
- To attend meetings with team member at a school or day care facility when attendance is necessary due to circumstances arising from the call to active duty or active duty.
- To make or update financial or legal arrangements to address the covered Military Member's absence caused by the call to active duty or active duty.
- To act as the Military Member's representative before a government agency concerning military service benefits while he/she is called to active duty and for 90 days following termination of active duty.
- To attend counseling for the covered Military Member or his/her child or certain other dependents.
- To spend up to 15 calendar days with the Military Member or his/her child or certain other dependents on leave for rest and recuperation.
- To attend ceremonies and reintegration briefings and events sponsored by the military during the 90 day period following termination of active service.
- To attend to issues surrounding the death of the Military Member.
- To care for a Military Member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty (including making arrangements for alternative care, providing care on an immediate basis, admitting or transferring the parent to a care facility, or attending meetings with team member at a care facility.
- To address miscellaneous matters which arise out of the call to active duty or active duty provided the team member and FCB agree that such leave is a "qualifying exigency" and further agree as to the timing, frequency and duration of the leave.

Injured Service Member Leave/Additional Military Family Leave Entitlement

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to take up to 26 weeks of leave during a single 12 month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available on a per injury basis during a single 12 month period and when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12 month period. The single 12 month period begins on the first day an eligible employee takes leave to care for the injured service member. Additional leave may be granted during a subsequent 12 month period for a different injury to the same covered Military Member or for an injury to a different Military Member.

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

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

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

Eligible employees may take family and medical leave intermittently – which means taking leave in blocks of time, or by reducing one's normal weekly or daily work schedule – whenever it is medically necessary to care for a seriously ill family member, because the employee is seriously ill and unable to work, for qualified exigency leave or for military caregiver leave. Intermittent leave is not permitted for the birth of a child or placement of a child for adoption or foster care.

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

Pay and Benefits - time off during the FMLA Leave will be unpaid. The individual's coverage under the City's group health plan will be maintained during the leave. Vacation and personal time for employees will not accrue during the unpaid FMLA Leave. An employee may choose to use any available accrued sick, personnel or vacation time while the employee is on FMLA.

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

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

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

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

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

Notice of Eligibility For and Designation of FMLA Leave

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

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

Employee Obligations

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

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

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

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

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

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

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

Submit Medical Certifications

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

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

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

Initial Medical Certifications – Employees requesting leave because of their own, or a covered relative's serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of the covered family or service member. The certification must state the date when the serious health condition commenced; probable duration of the employee or family member's condition or the estimated period of time during which the employee will be needed to care for the family member; and all appropriate medical facts upon which the opinion

is based. Medical certification for employee's serious health condition will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition Form WH-380-E (<http://www.dol.gov/>). Medical certification for the family member's serious health condition will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition Form WH-380-F (<http://www.dol.gov/>).

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

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

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

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

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

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

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

Return to Work/Fitness for Duty Medical Certifications

Certification to return to work - Before returning to work, an individual who has been on FMLA Leave because of the individual's serious health condition must provide a certification from the

individual's licensed health care provider that the individual is able to resume work and perform the essential functions of the job, with or without reasonable accommodation. Reinstatement will be denied until the required certification is provided.

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

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

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

General Rules of Leave

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

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

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

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

Employees will be subject to immediate termination of employment for:

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

Intent to Return to Work From FMLA Leave

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

4.12 COBRA

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

Initial notice of continuation coverage rights under COBRA

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

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

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

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

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

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

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

1. The parent-employee dies;
2. The parent-employee's hours of employment are reduced;
3. The parent-employee's employment ends for any reason other than his/her gross misconduct;

4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
5. The parents become divorced or legally separated; or
6. The child stops being eligible for coverage under the plan as a “dependent child.”

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

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

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

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

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

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

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

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

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

4.13 LONGEVITY

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

<u>Years of Service As of December 1st</u>	<u>Annual Payment</u>
Five (5)	\$200.00
Ten (10)	\$300.00
Fifteen (15)	\$400.00
Twenty (20)	\$500.00
Twenty-Five (25)	\$600.00
Thirty (30)	\$700.00

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

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

SECTION 5: SAFETY POLICIES

5.1 EQUIPMENT

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

5.2 PROTECTIVE DEVICES

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

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

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

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

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

5.2 (a) PROTECTIVE DEVICE REIMBURSEMENT

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

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

5.3 REPORTING ACCIDENTS, INJURIES, AND SAFETY VIOLATIONS

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

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

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

5.4 HAZARDOUS MATERIALS

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

5.5 SAFETY RULES

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

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

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

City of Charlevoix
Employee Handbook
APPENDIX A

The Charlevoix City Council met on Monday, June 18, 2018 with Mayor Luther Kurtz presiding. All Councilmembers were present. The following is an excerpt from the official records of said meeting:

Motion by Cole, seconded by Kalbfell, to approve Ordinance No. 793 of 2018, as follows:

**CITY OF CHARLEVOIX
ORDINANCE NO. 793 of 2018**

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF CHARLEVOIX BY ADDING A NEW CHAPTER, WHICH NEW CHAPTER SHALL BE DESIGNATED AS CHAPTER 10 OF TITLE 1 – ADMINISTRATION OF SAID CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title I, Chapter 10, Sections 1.801 through 1.806 of the City Code are hereby added as follows:

**CHAPTER 10
ETHICAL CONDUCT**

1.801. Ethical Conduct.

- (1) The citizens of Charlevoix are entitled to have fair, ethical and accountable local government that has earned the public's full confidence for integrity.
- (2) Furthermore, the effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; public officials be independent, impartial and fair in their judgment and actions; public office be used for the public good, not for personal gain; and public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.
- (3) To this end, the Charlevoix City Council adopts this ordinance to assure public confidence in the integrity of local government and its effective and fair operation. Serving in local government is the holding of public trust. This trust should never be undermined.

In all actions, employees, the City Manager, and City Council members will adhere to all local, state and federal laws regulating ethical action. Various professional codes of ethics and other similar documents may be used to supplement determinations of ethical conduct.

1.802. Conflicts of Interest.

- (1) Conflicts of interest will naturally occur from time to time and in such cases when they may or do in fact arise, should be presented publicly to diminish the potential of actual or perceived special interests.
- (2) *Definitions.* For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.
 - (a) "Conflict of interest" may occur when action by the city, either through its employees, its boards, committees, commissions or other such bodies, or the City Council, could be construed as impacting negatively or positively an interest of an employee or Council Member, his or her relatives, business or financial investments, property, or other interests.
 - (b) "Immediate family" shall mean the spouse, child, parents, brother, sister, half- sister, half-brother or the spouses of any listed relatives. All relationships shall include those arising from adoption and marriage.

- (c) "City Council", except where specifically referred to, shall refer to the Mayor and each member of the City Council.
 - (d) "Boards, Commissions, Committees" shall refer to those boards, committees, commissions, or other bodies created by statute, local ordinance, resolution, local policy and any and all subcommittees those bodies may, from time to time, create.
- (3) City Council reporting of conflicts of interest.
- (a) If a case may arise when a Council Member or the Mayor has a conflict of interest, he or she shall make known the potential conflict in open session when City Council business might involve such interest. The Council Member or Mayor need not provide detail on the potential conflict so as to injure a client or patient relationship.
 - (b) In addition to the general rule on conflicts of interest above, the following specific conflicts of interest are specifically prohibited:
 - (i) *Holding of other offices.* No Council Member shall hold any other city office or employment during the term for which they were elected to the Council except where specifically allowed by the Charter and/or statute.
 - (ii) *Voting involving a conflict of interest.* No member of the Council shall vote on any question in which he, she or a member of their immediate family as defined in this subchapter, has a financial interest, other than the common public interest, or on any question concerning his or her own conduct. Council Members who may have a financial interest shall state such interest and then refrain from debating, commenting, or otherwise seeking to influence the Council on such question.
 - (iii) If a member of City Council believes that another member of City Council has a conflict, he or she shall raise such perceived conflict. If the member in question does not concede a conflict, the majority of the remaining Council Members may vote to prohibit that Council Member or the Mayor who may have a conflict from participating in that item of business. The Council shall solely be the judge of its own members and the Mayor.
- (4) Board, Committee, Commission Conflicts of interest.
- (a) If a case may arise when a member of a board, committee, or commission has a conflict of interest, he or she shall make known the potential conflict in open session when the body might conduct business involving such interest. The member need not provide detail on the potential conflict so as to injure a client or patient relationship.
 - (b) In addition to the general rule on conflicts of interest above, the following specific conflicts of interest are specifically prohibited:
 - (i) *Voting involving a conflict of interest.* No member of the body shall vote on any question in which he, she or a member of their immediate family as defined in this subchapter, has a financial interest, other than the common public interest, or on any question concerning his or her own conduct. Members who may have a financial interest shall state such interest and then refrain from debating, commenting, or otherwise seeking to influence the Council on such question.
 - (ii) If a member believes that another member has a conflict, he or she shall raise such perceived conflict. If the member in question does not concede a conflict, the majority of the remaining body members may vote to prohibit that member who may have a conflict from participating in that item of business.
- (5) City Manager reporting of conflicts of interest.

- (a) If a case may arise when the City Manager has a conflict of interest, he or she shall make written notification of such conflict to the Mayor and the City Clerk. To the extent possible, the City Manager's involvement in the situation will be minimized to avoid the appearance of impropriety. The City Manager's conduct shall at all times be in accord with the ICMA Code of Ethics.
- (b) It shall not be deemed a conflict of interest by the City Manager to enforce or cause to be enforced zoning or ordinance violations in keeping with standard practice. It shall also not be deemed a conflict of interest for action to be taken by the city to improve or otherwise conduct normal public activities in the neighborhood where the City Manager may reside.
- (6) *Employee reporting of conflicts of interest.* If a case may arise when an employee of the city or the city's Attorney, Auditor, or other professional contractor may have a conflict of interest, he, she, or the corporation, partnership or entity shall promptly report such conflict or potential conflict to the City Manager. The City Manager shall determine what steps if any may be necessary to avoid the potential for preferential or adverse action because of the conflict.
- (7) *Council appearance before other bodies.* City Council shall not appear before or seek to influence members of other Boards, Commissions, or Committees except when they may be appointed to such body, serve as a member by virtue of statute or Charter, or may be invited to address the body by a majority vote of the body.
- (8) *General prohibition.* The City Council, board, committee, and commission members, the City Manager, and city employees should not take any special advantage of services, goods or opportunity for personal gain that is not available to the public in general.

1.803. Statutory Prohibitions.

In accord with Public Act 196 of 1973 (being M.C.L.A. §§ 15.342 et seq.) the following shall apply to members of the City Council, the City Manager, and all other employees of the city.

- (1) *Confidential information.* The City Council, the City Manager, or an employee shall not divulge to an unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public.
- (2) *Personal opinions.* The City Council, the City Manager, or an employee shall not represent his or her personal opinion as that of the city.
- (3) *Use of city resources.* The City Council, the City Manager, or an employee shall use city personnel resources, property, and funds judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.
- (4) *Acceptance of gifts.* The City Council, the City Manager, or an employee shall not solicit or accept a gift or loan of money, goods, services, or other thing of value for the benefit of a person or organization, other than the state, which tends to influence the manner in which the public officer or employee or another public officer or employee performs official duties.
- (5) *Use of office for private gain.* The City Council, the City Manager or an employee shall not engage in a business transaction in which the public officer or employee may profit from his or her official position or authority or benefit financially from confidential information which the person has obtained or may obtain by reason of that position or authority. Instruction which is not done during regularly scheduled working hours except for annual leave or vacation time shall not be considered a business transaction pursuant to this division if the instructor does not have any direct dealing with or influence on the employing or contracting facility associated with his or her course of employment with this state.
- (6) *Outside employment.* The City Council, the City Manager, or an employee shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with

the discharge of the officer or employee's official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties.

- (7) *Negotiation for private gain.* Except in cases of an employment agreement or contract, the City Council, the City Manager, or an employee shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which the person has a financial or personal interest.

1.804. Non-Discrimination.

The city will not discriminate against any person in the provision of public service or employment on the basis of gender, race, creed, age, sexual orientation, language proficiency, income level, or any other legally protected classification. Such non-discrimination provisions may be limited by state or federal law.

1.805. Promulgation.

- (1) The City Manager is authorized to draft policies, procedures, and other documents necessary to enforce provisions of this subchapter. To the extent deemed necessary, statements from this subchapter may be appended to contracts with outside vendors and contractors. The City Manager may also revise the city's Personnel Policy as needed to reflect this subchapter.
- (2) Upon approval of this ordinance and upon assuming office, the Mayor, Council Members, board, committee, and commission members, the City Manager and employees the City Manager may designate from time to time shall affirm their commitment to ethical conduct and this ordinance by signing the form below:

As a _____ of the City of Charlevoix, I agree to uphold the Ethical Conduct Ordinance of the City of Charlevoix and conduct myself by the following model of excellence. I will:

- Recognize the worth of all individuals and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual members, City staff, and the public are free to express their ideas and work to their full potential;
- Respect the dignity and privacy of individuals and organizations;
- Respect and maintain the nature of confidential and privileged information and opinions acquired as a result of my position;
- Conduct my public affairs with honesty, integrity, fairness and respect for others;
- Avoid and discourage conduct that is divisive or harmful to the best interests of Charlevoix; and
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit.

I affirm that I have read and fully understand the Code of Ethics for the City of Charlevoix.

Signed

Dated

1.806. Penalty.

- (1) *Violations by Council members and board, commission, and committee members.* Violation of any provision of by a member of the City Council or a board, commission, committee may be punishable by action of the City Council to censure, reprimand, or otherwise discipline its own members or those of a board. Additionally, violations may also be felonies or misdemeanors under state or federal law.
- (2) *Violations by employees.* Violation of any provision may subject an employee to punishment up to and including termination. In addition to employment disciplinary action, the city may seek remedy in a court of competent jurisdiction for damages.

SECTION 2. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 3. Effective Date.

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

Ordinance No. 793 of 2018 was adopted on the 18th day of June, 2018 A.D., by the Charlevoix City Council as follows:

Motion by: Cole
Seconded by: Kalbfell

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

State of Michigan } §
City of Charlevoix }

Luther Kurtz, Mayor
Joyce M. Golding, Clerk

CERTIFICATION

I, the undersigned, City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Ordinance No. 793 of 2018 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on June 18, 2018 and published in the *Charlevoix Courier* on June 22, 2018, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated: June 22, 2018

Joyce M. Golding
Joyce M. Golding, City Clerk

City of Charlevoix
Employee Handbook
APPENDIX B

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

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

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

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

Recitals

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

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

Resolution

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

1. Purpose:

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

2. Policy:

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

3. Procedure:

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

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

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

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

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

4. Exceptions to Privacy Policy:

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

RESOLVED this 6th day of March, 2006.

Resolution adopted by the following yeas and nays votes:

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

RESOLUTION DECLARED ADOPTED.

CITY OF CHARLEVOIX

By: _____
Norman Carlson, Jr., Mayor

CERTIFICATION

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

Dated: 07/03/06

Carol A. Ochs, Clerk

RECEIPT AND ACKNOWLEDGMENT PAGE

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

****Continued on the next page****

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

Employee Signature: _____ Date _____

Print Name: _____

The City of Charlevoix
210 State Street
Charlevoix, MI 49720

EMPLOYEE HANDBOOK
December 2015