



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, December 3, 2018- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - November 19, 2018
 - B. Accounts Payable and Payroll Check Registers
 - C. 2018 Bridge Drop Fireworks Approval
 - D. Schedule Work Session for January 7, 2019 at 4pm
 - E. Club House Intern & Utilities Billing Clerk Job Descriptions
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Asset Management Plans
Mark L. Heydlauff, City Manager
 - B. Airplane De-Icing Pilot Program
Matthew Wyman, Airport Manager
 - C. Mayoral and Council Appointments
Joyce M. Golding, City Clerk
 - D. Recreational Marijuana
Scott Howard, City Attorney
- 8. Reports and Communications**
 - A. Public Comments
 - B. City Manager's 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

Consent Agenda

TITLE: City Council Meeting Minutes - November 19, 2018

DATE: December 3, 2018

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
DRAFT REGULAR CITY COUNCIL MEETING MINUTES
Monday, November 19, 2018 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

The meeting was called to order at 6:20 p.m. by Mayor Luther Kurtz due to Council's Work Session adjourning late.

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

The Mayor disclosed that he had a business at the airport but this did not constitute a conflict with Item 5.E.

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 – November 5, 2018
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – November 20, 2018
 - b. ACH Payments – November 5, 2018 to November 16, 2018
 - c. Payroll Check Register – November 16, 2018
 - d. Payroll Transmittal – November 16, 2018
 - e. Tax Disbursement – November 20, 2018
- C. November 2018 Local Election Results:
 - MAYOR: Luther Kurtz 973 vs Gabe Campbell 383
 - WARD 1: Janet Kalbfell 294 vs Jodi Laurent 170
 - WARD 2: Tom Oleksy 220 vs Greg Stevens 156
 - WARD 3: Shane Cole 268 vs Rick Wertz 158
- D. Michigan Local Agency Pavement Warranty Program – approve required State program

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-11-03
ADOPT LOCAL PAVEMENT WARRANTY PROGRAM

WHEREAS, *the Michigan Legislature (MCL 247.663) requires each city or village to adopt a Local Agency Pavement Warranty Program that was approved by the Michigan Department of Transportation in 2018; and*

WHEREAS, *the Michigan Local Agency Pavement Warranty Program was developed by the Local Agency Pavement Warranty Task Force for use by all 533 cities and villages in the format approved by the Michigan Department of Transportation in 2018; and*

WHEREAS, *the Michigan Department of Transportation has reviewed and approved the Michigan Local Agency Pavement Warranty Program consisting of Special Provisions (Boilerplate, Concrete, HMA, Location, Pass-Through Warranty Bond); a Warranty Bond Form and Contract Form; and Guidelines for Local Agency Pavement Warranty Programs.*

NOW THEREFORE BE IT RESOLVED, *the City of Charlevoix hereby adopts the Michigan Local Agency Pavement Warranty Program and accompanying documents in accordance to the requirements of MCL 247.663; and*

BE IT FURTHER RESOLVED, *this resolution is made a part of the minutes of the City of Charlevoix City Council meeting on November 19, 2018.*

RESOLVED *this 19th day of November, 2018 A.D.*

Resolution was adopted by the following yea and nay vote:

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

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-11-04
IMPLEMENT LOCAL PAVEMENT WARRANTY PROGRAM

- WHEREAS,** the Michigan Legislature created a requirement (MCL 247.663) as part of the Transportation Funding Package of 2015 that requires each city and village to adopt a Local Agency Pavement Warranty Program that was approved by the Michigan Department of Transportation in 2018; and
- WHEREAS,** the City of Charlevoix adopted the Michigan Local Agency Pavement Warranty Program on November 19, 2018; and
- WHEREAS,** the City of Charlevoix agrees to consider a local pavement warranty on each project that includes \$2 million or more in paving-related items and includes any state or federal funds; and
- WHEREAS,** the Local Agency Pavement Warranty Program law requires each city and village to report annually on each project that includes \$2 million or more in paving-related items and includes any state or federal funds, whether or not a warranty was utilized in the project; and
- WHEREAS,** the City of Charlevoix agrees to implement the Michigan Local Agency Pavement Warranty Program consistent with the Guidelines for Local Agency Pavement Warranty Program document that was approved by the Michigan Department of Transportation in 2018; and which the City of Charlevoix's adopted Implementation Policy defines the City's intent of its pavement warranty program.

NOW THEREFORE BE IT RESOLVED, the City of Charlevoix hereby agrees to implement the Local Agency Pavement Warranty Program and annually report in accordance with the law.

RESOLVED this 19th day of November, 2018 A.D.

Resolution was adopted by the following yea and nay vote:

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

- E. Taxiway A Rehabilitation: Final Payment - RS&H \$13,220 and Team Elmer's \$59,069.22

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

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

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. MDOT Annual Permit

City Manager Heydlauff stated that we file an annual permit request with MDOT for a variety of events and activities we know will occur within the MDOT right-of-way on US-31 and M-66.

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

Motion by Kalbfell, second by Hagen, to approve the MDOT Annual Performance Resolution 2018-11-05 and direct the City Manager to advise event organizers of street closure plans for 2019.

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-11-05
PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

RESOLVED WHEREAS, the City of Charlevoix hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.

2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.

3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.

4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.

6. With respect to any activities authorized by a PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.

8. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY:

City Manager Mark L. Heydlauff
Electric Superintendent Don Swem
DPW Superintendent Patrick Elliott
City Clerk Joyce Golding.

RESOLVED this 19th day of November, 2018 A.D.

Resolution was adopted by the following yea and nay vote:

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

B. Organizational Meeting

Clerk Golding stated that Council holds an organizational meeting at the first meeting of the Council after the November General Election at which the 2019 regular Council meeting schedule is set and a Deputy Mayor is chosen. The City Manager noted he had a conflict with the second meeting in October and he proposed that meeting be held on October 17.

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

Motion by Kalbfell, second by Cole, to set 2019 City Council meetings for the first and third Mondays of the month (with the exception of October meetings on the 7th and 17th) at 6:00 p.m.

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

Nays: None

Motion by Hagen, second by Kalbfell, to re-appoint Council member Shane Cole as Deputy Mayor.

Yeas: Kalbfell, Bryan, Hagen, Perron, Oleksy

Nays: None

Abstain: Cole

C. Council Appointments

Clerk Golding stated that Council needs to appoint two Council members to the Board of Review for one year terms. Council members Kalbfell and Perron are incumbents. In addition, Tim Kish requested re-appointment to the Zoning Board of Appeals.

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

Motion by Cole, second by Hagen, to re-appoint Council member Kalbfell to the Board of Review, term expiring November 2019.

Yeas: Bryan, Hagen, Perron, Oleksy, Cole

Nays: None

Abstain: Kalbfell

Motion by Hagen, second by Kalbfell to re-appoint Council member Perron to the Board of Review, term expiring November 2019.

Yeas: Kalbfell, Bryan, Hagen, Oleksy, Cole

Nays: None

Abstain: Perron

Motion by Kalbfell, second by Bryan, to re-appoint Tim Kish to the Zoning Board of Appeals, term expiring December 31, 2021.

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

Nays: None

8. **Reports & Communications**

A. Public Comments

B. City Manager Comments

- City Revenue Sharing Compliance Report will be submitted on November 20th to afford us \$250,000 from the State.
- Encouraged Council to attend the MML Capital Conference in March.

C. Mayor & Council Comments

- Bryan commented on the new pavement striping and signage.
- Kalbfell noted some lane confusion by north bound drivers near M-66.

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 6:40 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 11/20/2018			
ACE HARDWARE	1,730.39	CHARLEVOIX SCREEN MASTERS INC	50.00
AIS CONSTRUCTION EQUIPMENT	147,595.61	CHARLEVOIX SEWER & DRAIN	1,448.00
ALTEC INDUSTRIES INC	264.98	CHEMICAL SYSTEMS INC.	3,360.00
AMERICAN WASTE INC.	3,415.56	CINTAS CORPORATION #729	56.76
AT YOUR SERVICE PLUS INC	279.00	CITY OF CHARLEVOIX - UTILITIES	34,602.90
AUTO VALUE	2,155.80	CROSS III, JOHN H.	6,500.00
AVFUEL CORPORATION	28,608.48	DCL INC.	7,886.91
B & L SOUND INC	159.97	DELL MARKETING L P	1,006.17
BARUZZINI GENERAL CONTRACTORS	4,520.00	DHASELEER, CARL	70.00
BERGMANN CENTER	2,310.40	DORAN, JUSTIN J.	129.31
BLUETARP FINANCIAL	39.99	DOTSON, LINDSEY J.	761.60
BRADFORD'S	68.00	DRAVES, MARTIN J.	299.81
BS& A SOFTWARE	1,162.00	ECONO SIGNS LLC	584.12
CAPTAIN'S CORNER LLC	51.83	EJ USA INC.	512.46
CAPTAIN'S CORNER LLC	4.80	ELHORN ENGINEERING COMPANY	1,610.00
CARLSON, NORMAN	100.00	ELLSWORTH FARMER'S EXCHANGE	125.50
CARQUEST OF CHARLEVOIX	1,592.03	ENERGIS HIGH VOLTAGE RESOURCES	1,528.00
CCP INDUSTRIES INC	273.23	FARMER WHITE'S	36.00
CENTRAL DRUG STORE	78.20	FASTENAL COMPANY	7.06
CHARLEVOIX COUNTY	3,244.80	FOREMOST MEDICAL EQUIPMENT	786.50

FOX CHARLEVOIX FORD	899.64	MUTT MITT	933.83
FREEDOM MAILING SERVICES INC.	2,333.63	NORTHERN CREDIT BUREAU	401.48
GALLS AN ARAMARK COMPANY	988.50	NORTHERN LAKES	3,500.00
GERBER HOMEMADE SWEETS	18.00	NORTHWEST KENT MECHANICAL CO	36,000.00
GIVE 'EM A BRAKE SAFETY	953.55	OLESON'S FOOD STORES	58.62
GOLDING, JOYCE M.	61.94	OLSON BZDOK & HOWARD	2,945.00
GREAT LAKES ENVIRONMENTAL	650.00	OMS COMPLIANCE SERVICES INC	83.00
GREENVIEW DATA INC	705.51	OTEC	1,229.91
HACH COMPANY	1,029.75	OTSEGO CRANE & HOIST CO.	392.00
HAGGARD'S INC	1,141.42	OUDBIER INSTRUMENT CO	3,993.60
HANKINS, SCOTT A.	50.00	PARASTAR INC.	4,109.06
HEYDLAUFF, MARK L.	133.90	PICOTTE, DIANE	100.00
HYDRO CORP	2,850.00	PLUNKETT & COONEY	400.00
IDEXX DISTRIBUTION INC.	1,139.31	POWER LINE SUPPLY	4,440.35
INTERWATER FARMS INC	513.00	PROVIDENCE FARM LLC	126.00
ITP SERVICE D.O.O.	1,340.00	PURITY CYLINDER GASES INC	236.25
JOE'S PROFESSIONAL SERVICES LLC	150.00	RANGE TELECOMMUNICATIONS	148.04
JOHN E. GREEN COMPANY	869.09	RECORD AUTOMATIC DOORS INC	356.00
JONES, JANET	523.74	RESCO	1,752.42
KSS ENTERPRISES	180.20	RIETH-RILEY CONST CO INC	1,375.60
LANDSCAPE FORMS INC.	5,190.00	SIEGRIST, DAVID	134.00
LEELANAU COFFEE ROASTING CO INC	277.30	SPIEGEL, JOZEF	16.00
LETTERS ONLINE	40.00	STATE OF MICHIGAN	95.00
LIVINGSTON, BRIAN	65.00	STEVENS, BRANDON C.	191.84
MADDIN, RICHARD	36.00	STRIKER SUPPLY	40.00
MARBURY, CHRISTINA	200.00	SUHI, LAUREN	92.84
MASSON, DONALD J.	65.94	SYSTEMS SPECIALISTS INC	6,286.00
MATELSKI, KRISTEN	59.07	T.C. RECORD EAGLE	867.00
MAYER, SHELLEY L.	54.17	TELE-RAD INC	927.96
MCCARDEL CULLIGAN-PETOSKEY	100.00	UNIFIRST CORPORATION	579.24
MICHAEL MURPHY IV PHOTOGRAPHY	1,800.00	USA BLUE BOOK	457.44
MICHIGAN AIR COMPRESSOR TECH	964.50	UWC	1.19
MICHIGAN MUNICIPAL LEAGUE	7,127.00	VILLAGE GRAPHICS INC.	155.00
MICHIGAN OFFICEWAYS INC	2,648.65	WHITLEY, ANDREW T.	299.81
MICHIGAN PIPE & VALVE	254.00	WILMOT ELECTRIC INC	8,712.00
MICHIGAN WATER ENV ASSOC	270.00	WORK & PLAY SHOP	186.00
MISTRAS GROUP INC	750.00		
MUSTANG TOOL SERVICE	307.90	TOTAL	377,379.36

ACH Payments – 11/05/2018 to 11/16/2018

MI PUBLIC POWER AGENCY	12,725.09	ALERUS FINANCIAL (HCSP)	400.00
PAYMENT SERVICE NETWORK	249.30	STATE OF MI (WITHHOLDING TAX)	5,374.87
DTE ENERGY	2,050.45	VANTAGEPOINT (401 ICMA PLAN)	802.64
STATE OF MI (SALES TAX)	18,957.10	VANTAGEPOINT (457 ICMA PLAN)	19,090.90
MI PUBLIC POWER AGENCY	10,613.42	VANTAGEPOINT (ROTH IRA)	936.53
IRS (PAYROLL TAX DEPOSIT)	35,630.08	TOTAL	106,830.38

Payroll Net Pay – Pay Period Ending 11/10/2018 (Paid 11/16/2018)

HEYDLAUFF, MARK L.	2,488.48	SWEM, DONALD L.	1,973.85
GOLDING, JOYCE M.	1,761.58	EATON, BRAD A.	1,972.04
DEROSIA, PATRICIA E.	1,259.69	WILSON, TIMOTHY J.	2,192.55
DOTSON, LINDSEY J.	1,327.19	LAVOIE, RICHARD L.	1,752.93
LOY, EVELYN R.	1,091.21	STEVENS, BRANDON C.	2,191.83
KLOOSTER, ALIDA K.	1,647.67	DRAVES, MARTIN J.	1,834.09
GOLOVICH, KAREN J.	993.39	ANDERSON, ELIZABETH A.	1,246.48
SPENCLEY, PATRICIA L.	1,067.44	KENWABIKISE, DAVID L.	1,142.62
MILLER, FAITH G.	33.42	ELLIOTT, PATRICK M.	2,225.85
MCGINN, KELLY A.	1,386.74	SCHWARTZFISHER, JOSEPH L.	1,231.09
JONES, JANET M.	267.84	BRADLEY, KELLY R.	1,516.35
LAVENDER, JOSEPH E.	1,722.03	HART II, DELBERT W.	1,211.93
DOAN, GERARD P.	2,047.46	JONES, ROBERT F.	1,160.40
SCHLAPPI, JAMES L.	1,108.86	DORAN, JUSTIN J.	1,201.74
UMULIS, MATTHEW T.	963.11	FARRELL, MITCHELL L.	1,315.20
HANKINS, SCOTT A.	1,631.98	THORP JR, WILLIAM D.	1,171.18
ORBAN, BARBARA K.	1,145.72	LEITNER, RYAN S.	1,434.95
WILLIAMS, ASHLEY M.	1,246.10	MANKER JR, DAVID W.	420.12
FLICKEMA, ANDREW M.	1,466.86	MANKER SR, DAVID W.	592.77
RILEY, DENISE M.	465.89	BECKER, MICHAEL S.	650.01
MATELSKI, KRISTEN L.	1,297.64	NEDWICK, DAVID J.	489.76
WURST, RANDALL W.	1,169.43	FREY, DYLAN V.	270.39
MAYER, SHELLEY L.	1,689.56	HART III, DELBERT W.	589.93
HILLING, NICHOLAS A.	1,777.37	MCGHEE, ROBERT R.	787.94
MEIER III, CHARLES A.	1,422.76	MUMICH, BARRY J.	142.31
ZACHARIAS, STEVEN B.	1,229.93	CRANDELL, ZACKARY R.	414.55
NEWMAN, MARK J.	816.99	BOSS, SHERRY M.	419.41

SAYWARD, MADISON E.	389.11	JOHNSON, MELISSA A.	1,777.35
ZIPP, BRANDON M.	472.32	AZZOPARDI, ANTHONY J.	1,613.31
ROSENTHAL, GABRIEL M.	305.69	DEKORNE, ELIZABETH A.	435.91
KNORR, KENT J.	1,866.41	VOUSBOUKIS, AUTUMN M.	73.11
ANZELL, BETH A.	870.45	MCRANEY, RUSSELL R.	39.65
KLOOSTER, PATRICK H.	108.32	FILIPAK, CHRISTOPHER D.	96.90
HEID, THOMAS J.	1,315.38	BELMONTE, ANTONIO F.	135.19
LEESE, ALAN K.	330.98	CARLSON, JOANNE E.	60.00
MASSON, DONALD J.	406.92	COLT, JUDITH C.	80.00
LIVINGSTON, BRIAN D.	239.12	FRANCIS, CATHERINE A.	77.50
WYMAN, MATTHEW A.	1,446.14	HUNTLEY, ROSALYNN R.	80.00
MILLER, WILLIAM S.	1,221.90	GORDON, JUDITH A.	80.00
DOUGLAS, MARK	583.29	DALY, SUZETTE M.	194.00
PRIOR, ERIN C.	469.59	DUERR, JANE R.	80.00
CERTA, BRIAN	524.56	GIBSON, SHIRLEY J.	75.00
MCMULLEN, DONALD R.	1,466.58	HERDER, DIANE M.	162.75
SILVA, JESSE L.A.	1,324.55	OHALLORAN, LINDA J.	155.00
TRAVERS, MANUEL J.	1,884.99	WHITLEY, ANDREW T.	1,491.70
STEVENS, JEFFREY W.	259.54	MORRISON, KEVIN P.	1,026.13
RILEY, CASEY W.	976.49	BISHAW, JAMES H.	656.72
JONES, LARRY M.	350.75	GILL, DAVID R.	1,133.36
WILLSON, BRENDA R.	2,090.69	DROST, PATRICIA A.	84.00
BEAN, PETER J.	1,937.37	RUDOLPH, JOELLEN B.	77.50
RILEY, REBECCA J.	459.12	LEFT, LILLIAN M.	70.00
ERWIN, RACHELLE L.	233.42	BUDAY, JOAN E.	130.00
RILEY, DANIEL A.	1,107.88	CAMPBELL, KAREN L.	70.00
WHEELER, MICHAEL W.	1,514.76	PICOTTE, DIANE M.	155.00
SNYDER, CORY G.	665.35	LALEWICZ, AMELIA M.	81.38
PEARSALL, KRISTA M.	251.65	CIUK, JULIA A.	130.00
DRAKE, WILLIAM F.	1,323.58	TOTAL	102,796.97

Payroll Transmittal – 11/16/2018

4FRONT CREDIT UNION	661.07	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	161.02	COMMUNICATION WORKERS OF AMER	583.97
AMERICAN FAMILY LIFE	677.30	MI STATE DISBURSEMENT UNIT	1,002.09
CHAR EM UNITED WAY	52.00	PRIORITY HEALTH	1,542.99
CHARLEVOIX STATE BANK	1,028.00	TOTAL	5,858.44

Tax Disbursement – 11/20/2018

CHARLEVOIX COUNTY TREASURER	20,870.02	CHARLEVOIX PUBLIC SCHOOLS	998.47
CHARLEVOIX PUBLIC SCHOOLS	12,717.83	CITY OF CHARLEVOIX - TAXES DUE	24,243.46
CHARLEVOIX PUBLIC SCHOOLS	4,034.16	TOTAL	63,113.49
CHARLEVOIX PUBLIC SCHOOLS	249.55		

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: December 3, 2018

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
11/16/2018		
125367	AT&T	3,965.80
125368	CHARLEVOIX TOWNSHIP	15.00
125369	CHARTER COMMUNICATIONS	1,833.62
125370	DELTA DENTAL	3,663.15
125371	HOLIDAY COMPANIES	15,010.51
125372	METLIFE SMALL BUSINESS CENTER	569.38
125373	PRIORITY HEALTH	41,792.33
125374	STANDARD INSURANCE CO	2,196.06
125375	STATE OF MICHIGAN	1,338.05
125376	VISION SERVICE PLAN	552.45
Total 11/16/2018:		70,936.35
Grand Totals:		70,936.35

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

11/16/18 Special Accounts Payable Run	\$ 70,936.35
11/26/18 Special Accounts Payable Run	\$ 7,034.29
11/30/18 Payroll (net pay)	\$ 107,615.35
11/30/18 Payroll Transmittal Checks	\$ 5,717.24
12/04/18 Regular Accounts Payable	\$ 108,129.71

Checks Sub-Total: \$ 299,432.94

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

11/19/18 MI Public Power Agency	\$ 9,622.89
11/26/18 MI Public Power Agency	\$ 229,534.60
11/26/18 MI Public Power Agency	\$ 3,538.36
11/30/18 IRS (Payroll Tax Deposit)	\$ 39,471.88
11/30/18 Alerus Financial (HCSP)	\$ 400.00
11/30/18 State of MI (Withholding Tax)	\$ 5,839.47
11/30/18 Vantagepoint (401 ICMA Plan)	\$ 802.64
11/30/18 Vantagepoint (457 ICMA Plan)	\$ 20,249.91
11/30/18 Vantagepoint (Roth IRA)	\$ 936.53
11/30/18 MERS (Defined Benefit Plan)	\$ 63,251.49

ACH Sub-Total: \$ 373,647.77

Huntington National Bank Total: \$ 673,080.71

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

12/04/18 Tax Disbursement	\$ 8,149.18
Charlevoix State Bank Total:	\$ 8,149.18

Grand Total: \$ 681,229.89

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Check Number	Payee	Amount
11/26/2018		
125377	AT&T MOBILITY	91.18
125378	CHARLEVOIX STATE BANK	6,656.17
125379	GREAT LAKES ENERGY	230.22
125380	VERIZON WIRELESS	56.72
Total 11/26/2018:		7,034.29
Grand Totals:		7,034.29

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/24/2018	PC	11/30/2018	27148	HEYDLAUFF, MARK L.	102		2,511.47
11/24/2018	PC	11/30/2018	27149	GOLDING, JOYCE M.	106		1,761.59
11/24/2018	PC	11/30/2018	27150	DEROSIA, PATRICIA E.	107		846.89
11/24/2018	PC	11/30/2018	27151	DOTSON, LINDSEY J.	109		1,348.99
11/24/2018	PC	11/30/2018	27152	LOY, EVELYN R.	117		1,091.21
11/24/2018	PC	11/30/2018	27153	KLOOSTER, ALIDA K.	121		1,647.67
11/24/2018	PC	11/30/2018	27154	GOLOVICH, KAREN J.	122		993.39
11/24/2018	PC	11/30/2018	27155	SPENCLEY, PATRICIA L.	136		1,333.36
11/24/2018	PC	11/30/2018	27156	MCGINN, KELLY A.	146		1,386.75
11/24/2018	PC	11/30/2018	27157	LAVENDER, JOSEPH E.	153		1,722.03
11/24/2018	PC	11/30/2018	27158	DOAN, GERARD P.	201		2,047.46
11/24/2018	PC	11/30/2018	27159	SCHLAPPI, JAMES L.	204		1,430.19
11/24/2018	PC	11/30/2018	27160	UMULIS, MATTHEW T.	205		1,317.81
11/24/2018	PC	11/30/2018	27161	HANKINS, SCOTT A.	208		1,571.62
11/24/2018	PC	11/30/2018	27162	ORBAN, BARBARA K.	209		1,752.34
11/24/2018	PC	11/30/2018	27163	WILLIAMS, ASHLEY M.	210		1,577.40
11/24/2018	PC	11/30/2018	27164	FLICKEMA, ANDREW M.	211		1,773.63
11/24/2018	PC	11/30/2018	27165	RILEY, DENISE M.	213		454.97
11/24/2018	PC	11/30/2018	27166	MATELSKI, KRISTEN L.	230		1,360.73
11/24/2018	PC	11/30/2018	27167	WURST, RANDALL W.	411		1,099.13
11/24/2018	PC	11/30/2018	27168	MAYER, SHELLEY L.	412		1,748.49
11/24/2018	PC	11/30/2018	27169	HILLING, NICHOLAS A.	413		1,635.07
11/24/2018	PC	11/30/2018	27170	MEIER III, CHARLES A.	421		1,313.91
11/24/2018	PC	11/30/2018	27171	ZACHARIAS, STEVEN B.	422		1,776.99
11/24/2018	PC	11/30/2018	27172	NEWMAN, MARK J.	424		1,300.78
11/24/2018	PC	11/30/2018	27173	SWEM, DONALD L.	512		1,973.85
11/24/2018	PC	11/30/2018	27174	EATON, BRAD A.	515		1,904.96
11/24/2018	PC	11/30/2018	27175	WILSON, TIMOTHY J.	516		2,355.99
11/24/2018	PC	11/30/2018	27176	LAVOIE, RICHARD L.	519		1,653.08
11/24/2018	PC	11/30/2018	27177	STEVENS, BRANDON C.	521		2,314.91
11/24/2018	PC	11/30/2018	27178	DRAVES, MARTIN J.	523		2,063.34
11/24/2018	PC	11/30/2018	27179	ANDERSON, ELIZABETH	526		1,246.48
11/24/2018	PC	11/30/2018	27180	KENWABIKISE, DAVID L.	528		1,142.61
11/24/2018	PC	11/30/2018	27181	ELLIOTT, PATRICK M.	600		2,225.84
11/24/2018	PC	11/30/2018	27182	SCHWARTZFISHER, JOS	603		1,441.84
11/24/2018	PC	11/30/2018	27183	BRADLEY, KELLY R.	614		1,264.12
11/24/2018	PC	11/30/2018	27184	HART II, DELBERT W.	616		1,498.98
11/24/2018	PC	11/30/2018	27185	JONES, ROBERT F.	618		2,117.12
11/24/2018	PC	11/30/2018	27186	DORAN, JUSTIN J.	621		1,240.59
11/24/2018	PC	11/30/2018	27187	FARRELL, MITCHELL L.	622		1,664.99
11/24/2018	PC	11/30/2018	27188	THORP JR, WILLIAM D.	623		1,462.02
11/24/2018	PC	11/30/2018	27189	LEITNER, RYAN S.	624		1,738.20
11/24/2018	PC	11/30/2018	27190	MANKER JR, DAVID W.	638		169.67
11/24/2018	PC	11/30/2018	27191	MANKER SR, DAVID W.	639		344.34
11/24/2018	PC	11/30/2018	27192	BECKER, MICHAEL S.	641		317.95
11/24/2018	PC	11/30/2018	27193	NEDWICK, DAVID J.	642		90.50
11/24/2018	PC	11/30/2018	27194	FREY, DYLAN V.	643		270.39
11/24/2018	PC	11/30/2018	27195	HART III, DELBERT W.	657		72.24
11/24/2018	PC	11/30/2018	27196	MCGHEE, ROBERT R.	663		787.94
11/24/2018	PC	11/30/2018	27197	MUMICH, BARRY J.	671		72.24
11/24/2018	PC	11/30/2018	27198	CRANDELL, ZACKARY R.	691		79.42
11/24/2018	PC	11/30/2018	27199	ZIPP, BRANDON M.	697		216.01
11/24/2018	PC	11/30/2018	27200	KNORR, KENT J.	700		1,866.41
11/24/2018	PC	11/30/2018	27201	ANZELL, BETH A.	702		963.02
11/24/2018	PC	11/30/2018	27202	BOSS, BEAU J.	788		1,111.10
11/24/2018	PC	11/30/2018	27203	HEID, THOMAS J	802		1,315.39
11/24/2018	PC	11/30/2018	27204	WYMAN, MATTHEW A.	927		1,492.95

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/24/2018	PC	11/30/2018	27205	MILLER, WILLIAM S.	933		1,107.75
11/24/2018	PC	11/30/2018	27206	DOUGLAS, MARK	935		1,196.64
11/24/2018	PC	11/30/2018	27207	PRIOR, ERIN C.	938		1,015.91
11/24/2018	PC	11/30/2018	27208	CERTA, BRIAN	939		554.26
11/24/2018	PC	11/30/2018	27209	MCMULLEN, DONALD R.	1000		1,466.58
11/24/2018	PC	11/30/2018	27210	SILVA, JESSE L.A.	1001		1,963.16
11/24/2018	PC	11/30/2018	27211	TRAVERS, MANUEL J.	1010		1,869.80
11/24/2018	PC	11/30/2018	27212	STEVENS, JEFFREY W.	1028		360.77
11/24/2018	PC	11/30/2018	27213	RILEY, CASEY W.	1052		1,029.88
11/24/2018	PC	11/30/2018	27214	JONES, LARRY M.	1057		1,105.24
11/24/2018	PC	11/30/2018	27215	WILLSON, BRENDA R.	1059		1,038.74
11/24/2018	PC	11/30/2018	27216	BEAN, PETER J.	1060		1,813.87
11/24/2018	PC	11/30/2018	27217	RILEY, REBECCA J.	1063		845.33
11/24/2018	PC	11/30/2018	27218	ERWIN, RACHELLE L.	1066		152.89
11/24/2018	PC	11/30/2018	27219	SEHL, JENNA R.	1101		91.77
11/24/2018	PC	11/30/2018	27220	RILEY, DANIEL A.	1102		753.06
11/24/2018	PC	11/30/2018	27221	WHEELER, MICHAEL W.	1103		2,325.31
11/24/2018	PC	11/30/2018	27222	SNYDER, CORY G.	1104		600.29
11/24/2018	PC	11/30/2018	27223	PEARSALL, KRISTA M.	1105		945.59
11/24/2018	PC	11/30/2018	27224	DRAKE, WILLIAM F.	1106		1,623.50
11/24/2018	PC	11/30/2018	27225	JOHNSON, MELISSA A.	1107		1,963.80
11/24/2018	PC	11/30/2018	27226	AZZOPARDI, ANTHONY J.	1108		1,030.91
11/24/2018	PC	11/30/2018	27227	DEKORNE, ELIZABETH A.	1109		170.43
11/24/2018	PC	11/30/2018	27228	VOUSBOUKIS, AUTUMN	1110		225.69
11/24/2018	PC	11/30/2018	27229	MCRANEY, RUSSELL R.	1111		149.76
11/24/2018	PC	11/30/2018	27230	BELMONTE, ANTONIO F.	1113		135.19
11/24/2018	PC	11/30/2018	125381	WHITLEY, ANDREW T.	522		2,039.72
11/24/2018	PC	11/30/2018	125382	MORRISON, KEVIN P.	601		1,525.51
11/24/2018	PC	11/30/2018	125383	BOSS JR, DALE E.	701		1,490.86
11/24/2018	PC	11/30/2018	125384	HOLM, ARTHUR R.	791		1,149.66
11/24/2018	PC	11/30/2018	125385	GILL, DAVID R.	856		591.12
Grand Totals:			88				107,615.35

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
11/24/2018	11/30/2018	125386	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	661.07
11/24/2018	11/30/2018	125387	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	148.82
11/24/2018	11/30/2018	125387	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	525.04
11/24/2018	11/30/2018	125388	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 11/24/	52.00
11/24/2018	11/30/2018	125389	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,028.00
11/24/2018	11/30/2018	125390	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
11/24/2018	11/30/2018	125391	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	584.25
11/24/2018	11/30/2018	125392	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	1,002.09
11/24/2018	11/30/2018	125393	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,565.97
Grand Totals:		9				5,717.24



Check Number	Payee	Amount
12/04/2018		
125394	AARTVARK STUDIO	318.18
125395	AIRGAS USA LLC	70.51
125396	ALL-PHASE ELECTRIC SUPPLY CO.	428.41
125397	ALTEC INDUSTRIES INC	240.00
125398	ANZELL, BETH	50.00
125399	BLAKE, CARLTON	56.00
125400	CAMPBELL, JOHN	176.00
125401	CHARLEVOIX MONTESSORI ACADEM	149.31
125402	CINTAS CORPORATION	113.02
125403	CINTAS CORPORATION #729	84.12
125404	CLEARVIEW	1,385.00
125405	COOK FAMILY FARMS	350.00
125406	CRYSTAL FLASH ENERGY	1,133.71
125407	DeROSIA, PATRICIA E.	50.00
125408	DOAN, GERARD P.	50.00
125409	DORAN, JUSTIN J.	75.00
125410	DOTSON, LINDSEY J.	50.00
125411	ELLIOTT, PATRICK M.	50.00
125412	ELLSWORTH FARMER'S EXCHANGE	143.00
125413	ELMER'S CRANE & DOZER INC.	59,069.22
125414	FAMILY FARM & HOME	1,164.72
125415	GOLDING, JOYCE M.	50.00
125416	GRAINGER	64.60
125417	GRAND TRAVERSE GARAGE DOOR	880.72
125418	GRUBER, DAVID	2.84
125419	HACH COMPANY	1,357.74
125420	HANKINS, SCOTT A.	50.00
125421	HEID, THOMAS J.	50.00
125422	HEYDLAUFF, MARK L.	50.00
125423	HOLIDAY LIGHTING SERVICES INC.	3,284.00
125424	INDEPENDENT DRAFTING SERVICES	1,672.00
125425	JOBA, BOB	305.00
125426	KIWANIS CLUB OF CHARLEVOIX	40.00
125427	KLOOSTER, ALIDA K.	50.00
125428	KLOOSTER, PATRICK H.	50.00
125429	KNORR, KENT J.	252.57
125430	KSS ENTERPRISES	150.65
125431	LAKESHORE TIRE & AUTO SERVICE	214.99
125432	LASER PRINTER TECHNOLOGIES	499.00
125433	LAVENDER, JOSEPH E.	50.00
125434	LEITNER, RYAN	66.14
125435	MACDONALD GARBER	499.00
125436	MATELSKI, KRISTEN	66.00
125437	MAYER, SHELLEY L.	50.00
125438	McGINN, KELLY A.	50.00
125439	MCGOUGH'S INC	2,543.10
125440	MCMULLEN, DONALD R.	652.97
125441	MICHIGAN FARMERS MARKET ASSOC	300.00

Check Number	Payee	Amount
125442	MILLER, WILLIAM S.	50.00
125443	MUNSON HEALTHCARE CHARLEVOIX	395.06
125444	MUTT MITT	219.94
125445	NORTH SEAS GALLERY	184.67
125446	NORTHERN MICHIGAN REVIEW INC.	1,899.30
125447	NORTHERN SAFETY CO INC	44.44
125448	ORBAN, BARBARA K.	355.94
125449	O'REILLY AUTOMOTIVE INC	39.97
125450	PERSONAL GRAPHICS	153.52
125451	PHYSICIAN'S CLINIC OF CHARLEVOIX	116.00
125452	POSTMASTER	183.94
125453	POWER LINE SUPPLY	931.72
125454	PREIN & NEWHOF	8,961.00
125455	PRODUCTIVITY PLUS ACCOUNT	871.35
125456	PTM DOCUMENT SYSTEMS	114.85
125457	QUICK CARE MEDICAL CENTER	160.00
125458	RAECKE, MICHAEL	19.00
125459	RS&H MICHIGAN INC	13,220.00
125460	SILVA, JESSE L.A.	50.00
125461	SUMMIT COMPANIES	354.95
125462	SWEM, DONALD L.	50.00
125463	TERMINAL SUPPLY CO	118.21
125464	TRUMBLE, DARRELL	75.00
125465	UNIFIRST CORPORATION	452.14
125466	VILLAGE GRAPHICS INC.	464.26
125467	WATERTRONICS LLC	36.93
125468	WURST, RANDALL W.	50.00
125469	WYMAN, MATTHEW A.	50.00
Total 12/04/2018:		108,129.71
Grand Totals:		108,129.71

Check Number	Payee	Amount
11/19/2018		
111918001	MICHIGAN PUBLIC POWER AGENCY	9,622.89
Total 11/19/2018:		9,622.89
Grand Totals:		9,622.89

Check Number	Payee	Amount
11/26/2018		
112618001	MICHIGAN PUBLIC POWER AGENCY	229,534.60
112618002	MICHIGAN PUBLIC POWER AGENCY	3,538.36
Total 11/26/2018:		233,072.96
Grand Totals:		233,072.96

Check Issue Date	Check Number	Payee	Amount
113018001			
11/30/2018	11301800	**EFTPS* Payroll Taxes	10,301.76
11/30/2018	11301800	**EFTPS* Payroll Taxes	10,301.76
11/30/2018	11301800	**EFTPS* Payroll Taxes	2,409.32
11/30/2018	11301800	**EFTPS* Payroll Taxes	2,409.32
11/30/2018	11301800	**EFTPS* Payroll Taxes	14,049.72
Total 113018001:			
	5		39,471.88
113018002			
11/30/2018	11301800	Alerus Financial	400.00
Total 113018002:			
	1		400.00
113018003			
11/30/2018	11301800	STATE OF MICHIGAN	5,839.47
Total 113018003:			
	1		5,839.47
113018004			
11/30/2018	11301800	Vantagepoint - 401 Plan 109153	802.64
Total 113018004:			
	1		802.64
113018005			
11/30/2018	11301800	Vantagepoint - 457 Plan 300959	6,372.15
11/30/2018	11301800	Vantagepoint - 457 Plan 300959	1,969.64
11/30/2018	11301800	Vantagepoint - 457 Plan 300959	3,869.24
11/30/2018	11301800	Vantagepoint - 457 Plan 300959	8,038.88
Total 113018005:			
	4		20,249.91
113018006			
11/30/2018	11301800	Vantagepoint - Roth IRA 706117	936.53
Total 113018006:			
	1		936.53
Grand Totals:			
	13		67,700.43



Check Number	Payee	Amount
11/30/2018		
113018007	MERS	63,251.49
Total 11/30/2018:		63,251.49
Grand Totals:		63,251.49

Check Number	Payee	Amount
12/04/2018		
3153	CHARLEVOIX COUNTY TREASURER	1,934.87
3154	CHARLEVOIX PUBLIC SCHOOLS	3,332.82
3155	CHARLEVOIX PUBLIC SCHOOLS	374.00
3156	CHARLEVOIX PUBLIC SCHOOLS	23.12
3157	CHARLEVOIX PUBLIC SCHOOLS	92.55
3158	CITY OF CHARLEVOIX - TAXES DUE	2,391.82
Total 12/04/2018:		8,149.18
Grand Totals:		8,149.18

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: 2018 Bridge Drop Fireworks Approval

DATE: December 3, 2018

BACKGROUND:

The Bridge Drop on New Year's Eve has become a great downtown event for the holiday. For several years, the Committee has sponsored a fireworks display from Depot Beach. This year, the organizers would like to launch fireworks at 9:00 p.m. and again at midnight.

We would ask Council's approval for the Fireworks displays based on the following conditions:

- Satisfactory receipt of all insurance and indemnification documents
- Satisfactory safety conditions as determined by the Fire Chief
- Recognition that the Fire Chief, in his sole discretion, can cancel, postpone, delay, or modify any display based on safety and weather conditions on the night of the event.

RECOMMENDATION:

Motion to authorize the City Clerk to issue a permit for the 2018 Bridge Drop fireworks displays as presented with the conditions recommended by City Staff and authorize all necessary documents be signed on behalf of the City by the City Manager.

ATTACHMENTS:

- ▣ Fireworks Application

BARRON & ENGSTROM, P.L.C.
ATTORNEYS AND COUNSELORS AT LAW
P.O. BOX 309
309 PETOSKEY AVENUE
CHARLEVOIX, MICHIGAN 49720

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EDWARD F. ENGSTROM
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TELEPHONE: (231) 547-9950
TELEFAX: (231) 547-2977
beplc@barronengstrom.com

November 15, 2018
"HAND DELIVERED"
"VIA E-MAIL"

Chief Dan Thorp
Charlevoix Township Fire Department
12491 Waller Road
Charlevoix, Michigan 49720

RE: Charlevoix Bridge Drop Fireworks Displays

Dear Chief Thorp:

Charlevoix Bridge Drop, Inc. is again the sponsoring organization for the Bridge Drop/New Year's Eve fireworks displays. I have enclosed the following materials in such regards:

- ▶ Application for Fireworks (Michigan Licensing & Regulatory Affairs form)
- ▶ Application for Marine Event (Department of Homeland Security form)
- ▶ Correspondence to USCG Commander
- ▶ Fireworks Site Plan
- ▶ Pyrotechnic/Fireworks Information Sheet
- ▶ Lead Pyrotechnician References
- ▶ Certificate of Liability Insurance

The proposed displays are to be staged at Depot Beach Park at 9:00 p.m. and at midnight on Monday, December 31, 2018. The proposed staging location is depicted in the enclosed Fireworks Site Plan. The ability to conduct the displays will, of course, be weather dependent.

The master pyrotechnician staging the displays is Frank Loffredo, Jr., in association with Colonial Fireworks Special Effects, LLC, the same pyrotechnician who has overseen the Charlevoix Venetian Festival fireworks displays since 1999. I have enclosed a Summary of Experience to confirm references which you already possess relative to Mr. Loffredo.

I would like to additionally confirm the following matters relative to the proposed fireworks displays:

1. The maximum shell size for the Depot Beach display is 4", requiring a clear zone radius of 280 feet pursuant to NFPA standards.

2. Colonial Fireworks Special Effects technicians will help maintain and enforce the clear zone areas.
4. The set-up for the display will commence on Monday morning, December 31, 2018 at Depot Beach. Equipment and materials will be removed at the conclusion of the displays.
5. There will be no manual ignition of fireworks. Such ignition shall be effected electronically.
6. In addition to cell phone communication, radio communication may be effected with the pyrotechnicians, at your discretion.
7. We will again confirm the consent of the Charlevoix Historical Society to the Depot Beach display.
8. We will promptly submit a Hold Harmless Agreement, in similar form and content to those of past years.

Please feel free to contact me with any questions or comments.

Sincerely,

BARRON & ENGSTROM, PLC



Daniel B. Barron

DBB/jlm

Enclosures

xc: USCG Commander (Marine Events)
USCG BMC Marcus Collison (via email)
Mark Heydlauff, City Manager (via email)
Frank Loffredo, Jr. (via email)
Rick Randall (via e-mail)
Amanda Wilkin (via e-mail)

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY
DATE PERMIT(S) EXPIRE:

BFS-417 (Rev 01/18)

Instructions for Application for Fireworks Other Than Consumer or Low Impact

Applications shall be submitted to the legislative body of a city, village or township board. A permit may be issued as a result of official action by the legislative body. A permit shall be valid only for use within the limits of the jurisdiction of the legislative body of a city, village or township board.

1. **Type of Permit** – check all boxes that may apply to the type of permit needed. You may select several permit types depending on your fireworks display. You may check with your legislative body of a city, village or township board for assistance when making your selection. Please review the following definitions to determine which type of permit to select:
 - **Agricultural or Wildlife Fireworks** – devices distributed to farmers, ranchers, and growers through a wildlife management program administered by the US Department of Interior or Michigan DNR.
 - **Articles Pyrotechnic** – 1.4G fireworks for professional use only that is classified as UN0431 or UN0432.
 - **Display Fireworks** – 1.3G fireworks for professional use only
 - **Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes** – devices with a combination of chemical elements or compounds capable of burning independently of the oxygen of the atmosphere and designed and intended to produce an audible, visual, mechanical or thermal effect for pest or animal control.
 - **Public Display** – a fireworks display that is open to all persons for viewing.
 - **Private Display** – a fireworks display that is not open to the general public for viewing.
2. **Name of applicant** – list the name of the applicant. The applicant may be a person representing an organization, group, firm or corporation, or self. If the applicant is also the operator, enter the same name in the operator's section.
3. **Address of applicant** – complete the address of the applicant; include the street address, city, state and zip code.
4. **Name of person or resident agent representing corporation, LLC, DBA or other** – list the name of the person or resident agent that represents the corporation, LLC, DBA or other.
5. **Address of person or resident agent that represents the corporation, LLC, DBA or other** – list the address of the person or resident agent representing the corporation, LLC, DBA or other.
6. **Non-resident applicant** – list the name of the non-resident applicant. A non-resident applicant shall appoint a Michigan attorney or Michigan resident agent in writing to be the applicant's legal representative upon whom all service of process in any action or proceeding may be served.
7. **Name of pyrotechnic operator** – list the name of the pyrotechnic operator. The pyrotechnic operator is the person in charge of the display. The legislative body of a city, village or township board shall rule on the competency and qualifications of the operator before granting a permit and may require an affidavit from the applicant as to the operator's experience, former pyrotechnic accidents, criminal record, sobriety, etc.
8. **Address of pyrotechnic operator** – list the address of the pyrotechnic operator; include the street address, city, state and zip code.
9. **Age of the pyrotechnic operator** – list the age of the pyrotechnic operator; the operator must be 18 years of age or older.
10. **Name of assistant** – list the name of the assistant to the pyrotechnic operator;
11. **Address of assistant** – list the address of the assistant; include the street address, city, state and zip code. If there is more than one assistant, please list additional assistants on a separate sheet and include the address and age of those additional assistants.
12. **Age of assistant** – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
13. **Name of other assistant** – list the name of other assistant to the pyrotechnic operator.
14. **Age of other assistant** – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
15. **Exact location of proposed display** – list the address of the exact location of the proposed fireworks display.
16. **Date of proposed display** – indicate the date of the proposed fireworks display; only one display date can be used per application.
17. **Time of proposed display** – indicate the time of the proposed fireworks display.
18. **Manner and place of storage** - indicate the manner and place of storage within the legislative body of a city, village or township board of fireworks that are ready for display, just prior to the display in the area of exhibition. The legislative body of a city, village or township board shall obtain approval from the local fire authorities of the manner and place of storage before any permit is issued.

19. Amount of bond or insurance - the issuing legislative body of a city, village or township board shall set the amount of and proof of bond or insurance for the protection of the public to satisfy claims for damages to property or personal injuries arising out of any act or omission on the part of the person, firm or corporation, or any agent or employee of the applicant. The applicant shall assure the bond or insurance required is provided.
20. Name of bonding corporation or insurance company – provide the name of the bonding corporation or insurance company for which the bond was issued through.
21. Address of bonding corporation or insurance company – list the address of the bonding corporation or insurance company; include the street address, city, state and zip code.
22. Number of fireworks and kind of fireworks to be displayed– indicate the total amount of fireworks proposed for the display or use and a description of the type of fireworks for display; such as 10 aerial bombs, 30 aerial rocket bursts, etc.
23. The application is valid for the calendar year in which the application was received and permit was issued.
24. Permit fees shall be established by the legislative body of a city, village or township board and shall be submitted to and retained by legislative body of a city, village or township board.
25. Permitting will be in compliance with the Michigan Fireworks Safety Act, PA 256 of 2011, MCL 28.466, Section 16.
26. Mail the application to the legislative body of a city, village or township board within the location jurisdiction of the display. DO NOT mail the application to the Bureau of Fire Services (BFS). If mailed to the BFS, it will be returned to the sender.

BARRON & ENGSTROM, P.L.C.
ATTORNEYS AND COUNSELORS AT LAW
P.O. BOX 309
309 PETOSKEY AVENUE
CHARLEVOIX, MICHIGAN 49720

DANIEL B. BARRON
dbarron@barronengstrom.com

EDWARD F. ENGSTROM
efengstrom@barronengstrom.com

TELEPHONE: (231) 547-9950
TELEFAX: (231) 547-2977
bepic@barronengstrom.com

November 15, 2018
VIA UPS NEXT DAY AIR

Commander (Marine Events)
Coast Guard Sector Sault Ste. Marie
337 Water Street
Sault Ste. Marie, Michigan 49783

RE: Charlevoix Bridge Drop Fireworks Displays

Dear Commander:

Charlevoix Bridge Drop, Inc. is again sponsoring fireworks displays to be held in conjunction with the Charlevoix Bridge Drop Festival. The proposed displays are scheduled for 9:00 p.m. and midnight on New Year's Eve, Monday, December 31, 2018.

The proposed displays are to be staged and fired at Depot Beach Park in the City of Charlevoix, Michigan. The proposed shoot location is depicted in the enclosed Fireworks Site Plan. The ability to conduct the displays will, of course, be weather dependent.

The master pyrotechnician overseeing the displays is Frank Loffredo, Jr., the same pyrotechnician who has overseen the Charlevoix Venetian Festival fireworks displays since 1999. Mr. Loffredo is one of the most accomplished master pyrotechnicians in the country and a Summary of Experience is enclosed.

Although an Application For Approval of Marine Event does not appear to be required, I have nevertheless enclosed the same for information purposes, together with the following support materials:

- Pyrotechnic/Fireworks Information Sheet
- Application for Fireworks (Michigan Licensing & Regulatory Affairs form)
- Correspondence to Charlevoix Township Fire Chief Thorp
- Fireworks Site Plan
- Lead Pyrotechnician References

Commander (Marine Events)
Coast Guard Sector Sault Ste. Marie
November 15, 2018
Page 2

Please feel free to contact me with any questions or comments.

Sincerely,

BARRON & ENGSTROM, PLC



Daniel B. Barron

DBB/jlm
Enclosures

xc: Charlevoix Township Fire Chief Dan Thorp (via e-mail)
U.S.C.G. - BMC Marcus Collson (via e-mail)
Frank Loffredo, Jr. (via e-mail)
Mark Heydlauff, City Manager (via e-mail)
Rick Randall (via e-mail)
Amanda Wilkin (via e-mail)

**DEPARTMENT OF HOMELAND SECURITY
APPLICATION FOR MARINE EVENT**

OMB Number: 1625-0008
Expires: 09/30/2017

Date Submitted: 11/14/2018

FORM INSTRUCTIONS

1. Please, complete on a computer, a typewriter, or print in black ink to permit reproduction. You may also submit online at: <http://homeport.uscg.mil>.
2. This application must reach the appropriate USCG Sector at least 135 days prior to the event. A list of sectors may be found here: <http://www.uscg.mil/tod/units/>.
3. Attach a section of a chart or a scale drawing showing boundaries and/or courses and markers contemplated
4. Submit a copy of your entry requirements and any special rules pertaining to equipment, rigs, or procedures

1. Name of Event		Charlevoix Bridge Drop Fireworks Display		2. Date of Event	12/31/2018
3. Location of Event		Depot Beach Park Charlevoix, MI		4. Time: From 9:00 pm and midnight to 12:03 a.m.	To 9:07 p.m.
5. Name and Address of Sponsoring Organization (Include Zip Code)		Charlevoix Bridge Drop, Inc. 1302 Bridge Street Charlevoix, MI 49720		6. No. of Participants	0
8. Types of Boats		N/A		7. Sizes of Boats	N/A
9. No. of Spectator Craft		unknown			
10. Description of Events Fireworks displays to occur at 9:00 p.m. and midnight at Depot Beach Park on New Year's Eve (12/31/2018). Aerial display shells not to exceed 4" will be fired near the shoreline of Lake Charlevoix, at Depot Beach Park in the City of Charlevoix, Michigan.					
11. Will This Event Interfere or Impede the Natural Flow of Traffic? ☒ NO ☐ YES					
11a. If YES, briefly explain:					
12. What Extra or Unusual Hazard (to participants or non-participants) Will Be Introduced into the Regatta Area? Fireworks displays which are described in Paragraph 10, wherein portions of the blast zone will protrude into the waters of Lake Charlevoix.					

13. Have any Objections Been Received from Other Interested Parties? ☒ NO ☐ YES

13a. If YES, briefly explain:

14. Vessels Provided by Sponsoring Organization for Safety Purposes (number and description)
No vessels to be provided by sponsoring organization.

15. Does the Sponsoring Organization Deem their Patrol Adequate for Safety Purposes? ☒ NO ☐ YES see 15a and 16 below

15a. If NO, briefly explain: USCG safety patrol vessels are requested, if deemed necessary by USCG.

16. Is a Coast Guard or Coast Guard Auxiliary Patrol Requested for Control of Spectator and/or Commercial Traffic? ☐ NO ☒ YES if USCG deems necessary

16a. If YES, how many vessels do you recommend and why? Defer to USCG expertise

17. Person In Charge Frank Loffredo, Jr. Master Pyrotechnician	18. Where Will 'Person In Charge' be During the Event? cell phone: 419-392-1600	at fireworks display sites in Depot Beach Park
--	--	---

19. How Can 'Person In Charge' be Contacted During the Event?

20. Person to be Contacted for Further Details (Name, Address, Zip Code)
Daniel B. Barron, Esq., PO Box 309, Charlevoix, MI 49720

20a. Area Code and Phone No.: (231) 547-9950

20b. Email Address: dbarron@barronengstrom.com

The undersigned has full authority to represent the sponsoring organization.

21. Name: Daniel B. Barron

22. Title: Vice President

23. Address (Include Zip Code) 309 Petoskey Avenue
Charlevoix, MI 49720

23a. Area Code and Phone No.: (231) 547-9950

23b. Email Address: dbarron@barronengstrom.com

24. Signature:

PRIVACY ACT STATEMENT

Privacy Act Notice

Authority: 33 U.S.C. §1233 authorizes the collection of this information.

Purpose: The Coast Guard will use this information to determine whether an event poses an extra or unusual hazard to the safety of life and whether or not, and under which conditions, to permit the event on the navigable waters of the United States.

Routine Uses: The information will be used by and disclosed to Coast Guard personnel to evaluate the request. Additionally, the Coast Guard may share the information with facility operators, law enforcement or other government agencies as necessary to promote public safety during the requested marine event.

Disclosure: Furnishing this information is voluntary; however, failure to furnish the requested information may delay or prevent the approval of the requested marine event.

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden for this report is 60 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: United States Coast Guard, Commandant (MWM-1) Stop 7509, 2703 Martin Luther King Jr. Ave SE, Washington, DC, 20593-7509 or Office of Management and Budget, Paperwork Reduction Project (1625-0008), Washington, DC 20503.

**COLONIAL FIREWORKS SPECIAL EFFECTS, LLC
CHARLEVOIX BRIDGE DROP
DECEMBER 31, 2015**

Statement: *Fireworks display to be electrically fired in accordance with NFPA 1123 and all state and local regulations and ordinances.*

-  Firing Site up to 4" aerial display shells
-  560' diameter circle (no unauthorized vehicles or personnel (280' radius))





PYROTECHNIC / FIREWORKS INFORMATION SHEET

Company Name and Address

Colonial Fireworks Special Effects, LLC

25 Marlandale Avenue

Boardman OH 44512

Phone 419-392-1600

Fax _____

Company Representative

Brenda Loffredo, President

Name of Person in Charge

Frank Loffredo, Jr.

Years of Experience: 39+

Exact Location of Setup/ Loading: Land-based shoot on Lake Charlevoix shoreline,
at Depot Beach Park.

Date: December 31, 2018 And Time: 9:00 p.m. and of Setup and Loading
midnight

Alternate Plans: Dependent upon weather conditions

Fire Dept. at Loading Site:

Charlevoix Township Fire Department

Phone 231-547-0731

Fire Dept. at Display Site:

same

Phone () _____

Vessels Involved: N/A - LAND-BASED SHOOT

Tug: _____

Official No.: _____

Call Sign: _____

Barge: _____

Official No.: _____

Radio on Board: YES NO

Proper Shipping Name of Pyrotechnic / Hazard Class / Weight of each item:

1. UNO 335 1.3G TBD

2. _____

3. _____

4. _____

5. _____

Net Explosive Radius of Total Load: _____

65

Yards

See proper distances: http://www.uscg.mil/d9/sault/mso/waterways/nfpa_distances.jpg

Maximum Shell Size: 4.0"

(Diameter in inches)

Personnel Authorized to Enter Loading / Setup Area

1. Frank Loffredo, Jr.

2. Daniel Barron

3. Bruce Tyree

4. Colonial Fireworks Personnel

5. Great Lakes Fireworks Personnel

6. _____

7. _____

8. _____

9. _____

10. _____



Colonial Fireworks Special Effects LLC/Great Lakes



CHARLEVOIX BRIDGE DROP

November 14, 2018

LEAD PYROTECHNICIAN

**FRANK LOFFREDO, JR.
25 MARLINDALE AVENUE
BOARDMAN, OH 44512**

Mr. Loffredo has 39 years experience as a pyrotechnician. He has experience in computer, electronic and manual firing. Mr. Loffredo has overseen conventional, as well as specialty pyrotechnic displays, including numerous barge shows as well as roof top firings.

Some of the shows which Mr. Loffredo has overseen include: Charlevoix Venetian Festival; City of Harbor Springs; Bay Harbor; Sommerset Pointe; Mackinac Island/Grand Hotel Anniversary; Detroit Freedom Festival; City of Saginaw; First Night Providence; Governor's Conference/Providence; Air and Sea Show/Fort Lauderdale; New York Harbor/Statue of Liberty; and the "Thunder Over Louisville" kickoff for the Kentucky Derby Festival. "Thunder," which is fired from 6 barges and a 3,000 foot bridge spanning the Ohio River, is one of the largest fireworks displays produced annually in North America.

Mr. Loffredo has fired well over 1000 outdoor and indoor displays throughout the United States and has an excellent safety record.



Administration: 25 Marlindale Avenue, Boardman, OH 44512





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/01/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Allied Specialty Insurance, Inc. 10451 Gulf Blvd Treasure Island, FL 33706-4814	CONTACT NAME: Michelle Kugler	FAX (A/C, No): 727-367-5895	
	PHONE (A/C, No, Ext): 727-547-3070	E-MAIL ADDRESS: mkugler@alliedspecialty.com	
INSURED GREAT LAKES FIREWORKS, LLC COLONIAL FIREWORKS SPECIAL EFFECTS LLC 24805 MARINE EASTPOINTE MI 48021	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: T.H.E. Insurance Company		12866
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	☒	CPP0100711-08	03/27/2018	03/27/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ N/A PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Protection & Indemnity \$ 1,000,000
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY		CPP0100711-08	03/27/2018	03/27/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$		ELP0010168-08 (VL)	03/27/2018	03/27/2019	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	WCP0004594-008 Coverage is afforded in the State(s) of: MI & WI	06/25/2017	06/25/2018	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Excess Liability GL Inland Marine / Hull		ELP0011852-03 (GL) CPP0100711-08	03/27/2018 03/27/2018	03/27/2019 03/27/2019	Ea Occur / Agg Limit \$4,000,000 Hull Limit \$250,000 Show Limit \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Display Date: 12/31/18 Rain Date: N/A Location: Depot Beach Park

RE: General Liability, the following are named as additional insured in respects to the negligence of the named insured Excess is follow form: Charlevoix Area Convention and Visitors Bureau; City of Charlevoix; Charlevoix Historical Society; Charlevoix Downtown Development Authority; Charlevoix Bridge Drop, Inc.; Daniel B Barron and all agents, representatives, volunteers and employees of each.

CERTIFICATE HOLDER

Charlevoix Bridge Drop, Inc
e/o Daniel B Barron Esq
309 Petoskey Ave
Charlevoix MI 49720

Cert 181180

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Carol A. Serra

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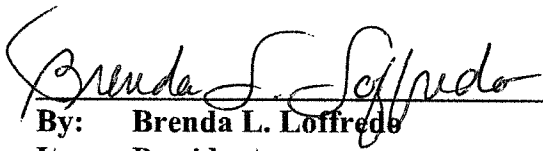
**COLONIAL FIREWORKS SPECIAL EFFECTS, LLC
HOLD HARMLESS AGREEMENT**

Indemnity Provisions (Re: Bridge Drop - 12/31/18 to 1/1/2019)

Colonial Fireworks Special Effects, LLC (hereinafter the "Vendor") agrees to indemnify and save harmless the City of Charlevoix, Charlevoix Township and Charlevoix Bridge Drop, Inc. (hereinafter collectively the "Indemnitees") and their agents, representatives and employees from any and all charges, claims and causes of action by third persons, including but not limited to, agents, representatives and employees of the Vendor and of the Indemnitees, based upon or arising out of any damages, losses, expenses, charges, cost, injuries or illnesses, including death, sustained or incurred by such person or persons resulting from or in any way, directly or indirectly connected with the performance or non performance of this Agreement, and Vendor's associated services, which includes only the Vendor's setup and exhibiting of fireworks, provided, however, that notwithstanding the foregoing, the Vendor does not agree to indemnify and save harmless the Indemnitees, their agents, representatives and employees from any charges, claims or actions based upon or arising out of any damages, losses, claims, expenses, charges, costs, injuries or illnesses including death, sustained or incurred as a sole result of the negligence of the Indemnitees, their agents, representatives or employees. In the event a claim is filed against the Indemnitees for which the Vendor is to be held liable under the terms of this Agreement, the Indemnitees will promptly notify the Vendor of such claim and will not settle such claim without the prior written consent of the Vendor, which shall not be unreasonably withheld. The obligation of Vendor for reimbursement/indemnification hereunder shall encompass and include all reasonable attorney fees and costs of litigation which may be incurred by the Indemnitees.

"VENDOR"

Colonial Fireworks Special Effects, LLC


By: **Brenda L. Loffredo**
Its: **President**
Date: 11-16-18

"INDEMNITEES"

Charlevoix Bridge Drop, Inc.

By:
Its:
Date: _____

"INDEMNITEES"

City of Charlevoix

By:
Its:
Date: _____

"INDEMNITEES"

Charlevoix Township

By:
Its:
Date: _____

Zimbra

joyceg@charlevoixmi.gov

Fwd: Bridge Drop Fireworks

From : Amanda Wilkin <amanda@visitcharlevoix.com> Wed, Nov 21, 2018 12:29 PM
Subject : Fwd: Bridge Drop Fireworks
To : Daniel B. Barron
<dbarron@barronengstrom.com>, Joyce
Golding <joyceg@charlevoixmi.gov>

See below for Charlevoix Historical Society confirmation on fireworks.
Amanda Wilkin



1-800-367-8557

----- Forwarded message -----

From: **Denise Fate** <denise@chxhistory.com>
Date: Thu, Nov 15, 2018 at 5:05 PM
Subject: Re: Bridge Drop Fireworks
To: Amanda Wilkin <amanda@visitcharlevoix.com>

Amanda,

If it is the same service provider we met with, everything should be fine. They are very precautions. I'll inform the board.

Thank you,
Denise

On 2018-11-15 11:42, Amanda Wilkin wrote:

- > Hi Denise!
- > We are in the midst of planning for the Bridge Drop again for New
- > Years Eve. I am hoping to garner support again this year from the
- > Historical Society to shoot off fireworks from the same Depot Beach
- > location as years prior. Everything will be the same (insurance,
- > securing location, etc).
- > Do you need any additional info?

Zimbra

joyceg@charlevoixmi.gov

Re: NYE fireworks

From : township fire charlevoix
<ctfd5600@gmail.com>

Wed, Nov 21, 2018 10:26 AM

Subject : Re: NYE fireworks

To : Joyce Golding <joyceg@charlevoixmi.gov>

I reviewed Dan Barron's fireworks request and everything looks in order.
Thanks Greg

On Wed, Nov 21, 2018 at 8:57 AM Joyce Golding <joyceg@charlevoixmi.gov>
wrote:

Dan and Greg,

Once you have reviewed Dan Barron's request for NYE fireworks at Depot Beach, please forward me an email confirming that all is in order. I need this piece to put this item on Council's December 3rd agenda.

Thanks and Happy Thanksgiving to you and yours!

Joyce M. Golding, CMMC
City Clerk/Executive Assistant

210 State Street
Charlevoix, MI 49720
(231) 547-3250
CharlevoixMi.gov

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Schedule Work Session for January 7, 2019 at 4pm

DATE: December 3, 2018

BACKGROUND:

To begin the Council review and discussion of the FY 2020 Budget, I would recommend you hold a Work Session for January 7, 2019 at 4pm.

RECOMMENDATION:

Motion to set a Work Session for 4pm, January 7, 2019 in the Council Chamber of City Hall for the purpose of discussing the FY 2020 Budget.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Club House Intern & Utilities Billing Clerk Job Descriptions

DATE: December 3, 2018

BACKGROUND:

We are requesting approval of the Club House Internship job description. This job description mirrors the Club House Manager job description already on our books but by declaring the internship option, some interested golf management students might attain credit for work here and we would gain for their insight.

In addition, our current Utilities Billing Clerk is retiring effective March 1, 2018 and we are updating the job description to include a new job duty to assist the Finance Clerk/Deputy Clerk with Accounts Receivable functions.

RECOMMENDATION:

Motion to approve the Club House Internship Job Description.

Motion to approve the Utilities Billing Clerk Job Description.

ATTACHMENTS:

- ▣ Club House Internship Job Description
- ▣ Utilities Billing Clerk Job Description

CITY OF CHARLEVOIX

Title: Club House Internship

FLSA: Exempt
STATUS: Seasonal

Department: Golf

Reports To: Director of Golf & Grounds/Recreation Director

Date: December 3, 2018

Position Purpose and Objectives

Under the supervision of the Recreation Director and Director of Golf and Grounds, this position involves the management of the City of Charlevoix Golf Club House facility, employee coordination, developing and conducting golf course marketing, tournaments, clinics, and various golf events. This position can be either an internship or educational co-op position.

Essential Job Functions

- Manage golf shop as a profit center, performing/maintaining.
 - Merchandising, inventory control, and stock room maintenance
 - Monthly activity records
 - Daily, monthly, and yearly revenue and expense reports
 - Food and beverage sales
 - Daily Tee Sheets
- Employee Coordination.
 - Coordinate starters and rangers and other volunteers
 - Ensure proper communication among staff
 - Coordinate cleaning of all areas of the Club House
- Enforce all City of Charlevoix golf course policies.
- Develop and conduct tournaments, clinics, and various golf events.
- Develop a comprehensive marketing plan
 - Digital and Online Marketing
 - Creativity
 - Measurable Promotions
 - Loyalty Program Development

Knowledge, Skills and Abilities Required

- Comprehensive knowledge of the game of golf.
- Working familiarity with the computers and computer software used at the Club House (MS Word, Excel, etc.).
- Positive attitude.
- Excellent interpersonal and public relations skills.
- Patience working with people of all ages and abilities.
- Flexibility regarding work hours.
- Ability to project a courteous and positive public image of the City of Charlevoix.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: Pending

CITY OF CHARLEVOIX

Title: Utilities Billing Clerk

FLSA: Non-exempt

STATUS: Full-time, union

Department: Treasurer

Reports To: Treasurer

Date: December 3, 2018

Position Summary

This position is responsible for maintaining the City's utility (water, sewer, and electric) billing program: opening and closing accounts and coordinating startups and shutoffs with Electric and Water Departments; loading and uploading handheld meter reading devices (estimating reads as required); preparing, reconciling, and editing reports; billing account holders; collecting payments and maintaining payment records; and providing customer service, including initiating work orders for service calls. Assist Finance Clerk/Deputy Clerk in all Accounts Receivable functions.

Scope

Operates independently under supervision of Treasurer. Duties are performed in cubicle/office environment. Considerable attention to detail and careful time management are required to maintain over 4,000 accounts on a monthly billing cycle. Handles phone calls and back-up responsibilities (walk-ins at counter).

Essential Job Functions

- Open and close accounts, coordinating meter reads (to startup or shutoff service) with Electric and Water Departments. Determine deposit or reconnect fees, coordinate direct deposits, and residential deposit refunds. Works with customers to establish payment plans, explains billing and rates.
- Load point-of-service (POS) handheld meter reading devices for multiple routes. Unload/upload returned meters to compute billings, edit reports for discrepancies including misreads, inaccessible meter readings, shutdowns, high usage, etc.
- Estimate readings for inaccessible meters using prior history. Creates work orders requesting re-reads possible misreads; call customers regarding high usage questions, etc.
- Initiate work orders for service calls -Prepare, reconcile, and edit reports; bill account holders.
- Send out past due notices, shut off notices, door hangers, collect bad debts, and work with collection agencies to insure payment of unpaid utilities.
- Provide excellent customer service.
- Create and prepare required and requested reports and related correspondence.
- Records and reconciles cash receipts and disbursements to the general ledger.
- Assist Finance Clerk/Deputy Clerk in all Accounts Receivable functions.
- Maintain general knowledge of Treasurer's and Clerk's functions in order to provide office services in the absence of other office employees.

Minimum Qualifications

- High school diploma or G.E.D. equivalent, completion of relevant training program(s) is preferred.
- Five (5) years of progressively responsible clerical, administrative and/or accounting/bookkeeping experience, including some A/R experience is preferred.
- Able to operate office machines, such as photocopiers and scanners, coin sorters, facsimile machines, voice mail systems and personal computers.
- Considerable knowledge of governmental accounting systems and best practices.
- Familiarity with State, county, school district and municipal relationships in billing utilities.
- Knowledge of accepted office and bookkeeping practices and procedures.
- Proficiency in Microsoft Office, particularly Excel.
- Highly developed communication and interpersonal skills.
- Strong organizational skills.
- Ability to meet the standards required to be bonded.
- Ability to meet strict deadlines with accuracy.
- Ability to recognize errors or omissions in routine transactions.
- Ability to coordinate multiple and sometimes conflicting sources of information.
- Ability to learn and accurately use specialized software.
- Ability to solve problems with initiative, innovation and resourcefulness.
- Ability to maintain confidential information.
- Ability to work effectively without supervision.
- Ability to work effectively with local, State and Federal officials, fellow employees and the general public.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City.

City Council Approval: Pending

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Asset Management Plans

DATE: December 3, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

On November 19, Council held a Work Session with engineers from Prein & Newhof to better understand the work of our recently concluded SAW Grant and also to understand the recent past and future of our infrastructure upgrades. The details of future proposed projects and the work necessary to maintain our system are outlined in Asset Management Plans. This is directly tied to one of Council's goals and staff recommends you accept and approve these plans for use in future Capital Improvement Plans.

GOALS:

Develop and maintain long-term infrastructure plans

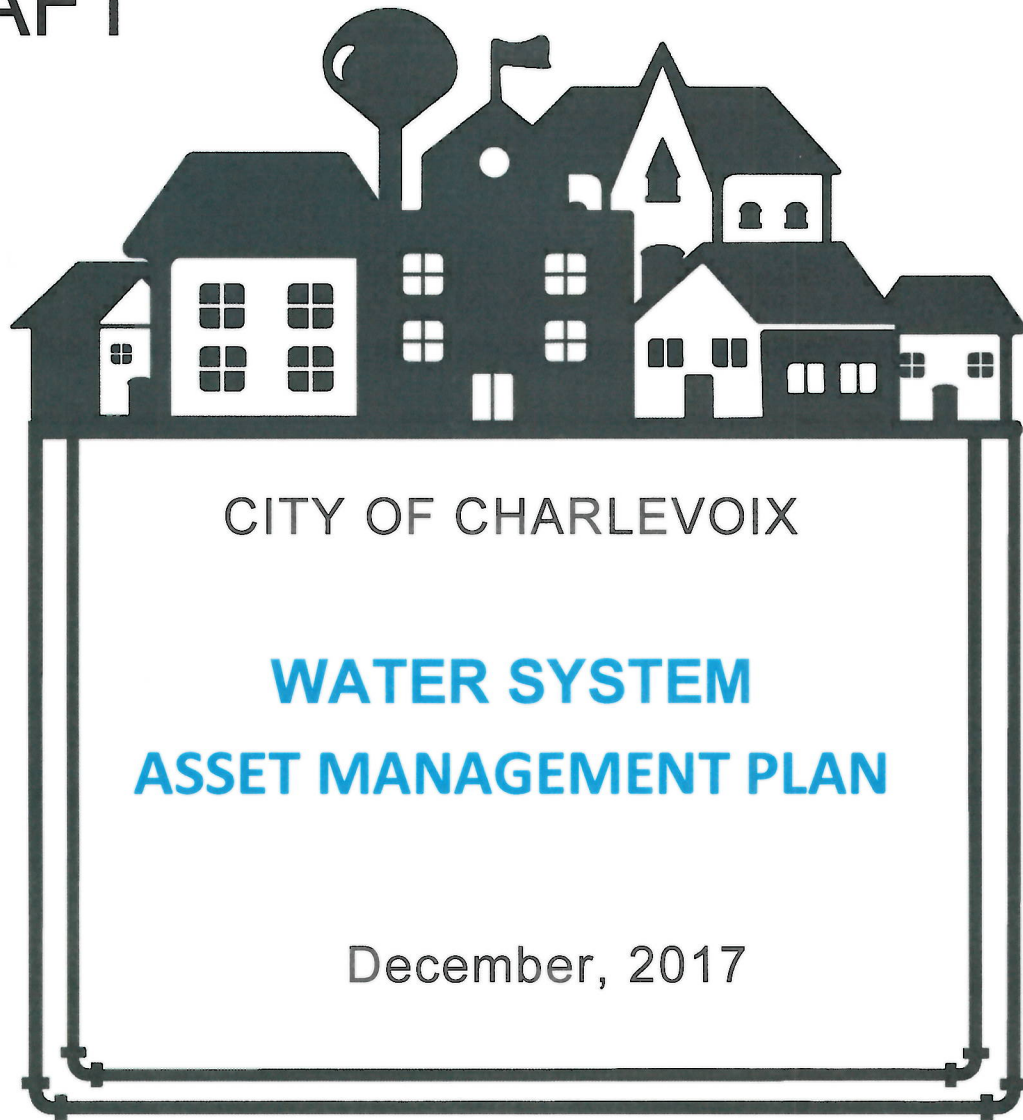
RECOMMENDATION:

Motion to accept and place on file the Asset Management Plans for the water, wastewater, and storm sewer systems.

ATTACHMENTS:

- ▣ 2017 Water Asset Management Plan
- ▣ 2018 Wastewater Asset Management Plan
- ▣ 2018 Stormwater Asset Management Plan

DRAFT



Prepared by

Prein&Newhof

2170364

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CITY OF CHARLEVOIX
WATER SYSTEM ASSET MANAGEMENT PLAN

INTRODUCTION

Our Mission

Our community, Charlevoix, Michigan, is committed to supporting public health and safety, and to protecting property and the environment, through responsible and effective management of three water infrastructure systems: our water supply system, our waste water system, and our storm water system. These three systems affect each other and together they all affect public health, safety, property, and the environment. We strive to manage all three water infrastructure systems in a coordinated approach to provide these essential public services for our citizens in a sustainable way. We plan to pursue this mission by implementing asset management.

Asset Management

Asset management is the way to achieve sustainable infrastructure. All infrastructure deteriorates with age and requires proactive management to operate, maintain, repair, and eventually replace each physical component, or asset. This progression over time, from routine operation and maintenance through repairs and eventual replacement, is the asset's life cycle. Waiting to perform maintenance or make repairs can save money in the short term but may shorten the life cycle of an asset. On the other hand, replacing an asset before it fails may not take full advantage of the asset's value. It is this balance which puts the decisions for operations, maintenance, repair, and replacement actions at the heart of asset management.

Asset management is an evaluation of needed actions after considering the condition of an asset, the consequences of an asset failure, and the action alternatives available. The solution that provides the lowest life cycle cost at the desired level of service is implemented.

About this Document

This document is our Water Asset Management Plan. It outlines our water supply system goals and summarizes how we will apply the principles of asset management to achieve the goals. As we implement asset management, we will update our Water Asset Management Plan to ensure a continuing renewal of our commitment to best management practices.

PART 1: DEFINING OUR GOALS

What is our desired Level of Service?

As a community, we determine the level of service we want from our water system. Defining these goals has an effect on the cost of the service. Many factors play into this determination including public health, safety, compliance with regulations, aesthetics, service reliability, fire protection, and stable rates. To this end, we have established the following primary goals for our water system:

Goal 1: Safe Clean Drinking Water

Our water system provides high-quality drinking water which meets or exceeds regulations established in the Michigan Safe Drinking Water Act. Our system operators routinely test for contaminants in the drinking water according to federal and state regulations. We strive to achieve continued compliance with environmental regulations and provide the cleanest, safest water achievable with the treatment and distribution facilities we have.

Goal 2: Minimize Service Interruptions

Service interruptions from water main breaks, repair operations, and asset replacements are an inevitable part of operating a water system. However, by proactively managing and investing in our system, we can minimize how often these interruptions occur.

Goal 3: Minimize Public Hazards

Water main breaks can cause significant damage, not only to the streets above the mains but also to adjacent utilities and property. Water main breaks can also result in boil-water advisories or other use restrictions. Our goal is to minimize the number of water main breaks that happen each year. To limit the potential damage from main breaks when they do happen, we will maintain staffing levels to provide emergency response services 24 hours per day, 7 days a week.

Goal 4: Reliable Fire Protection

Fire damage can be devastating and our water system provides one of the most effective tools we have for fighting fires. Our goal is to keep the water system ready for fire fighting throughout the service area at all times, with adequate supply, transmission capacity, and hydrant access so our fire fighters can respond any time they are needed.

We also recognize that over sizing water systems to enhance fire protection can negatively affect water quality (see Goal 1 above) when we're not fighting fires. To balance our water quality goal with our fire protection goals, we have established the following capacity benchmarks for design of future system improvements:

- Low and Medium Density Residential Areas: 1,000 gallons per minute for 2 hours
- High Density Residential Areas: 1,500 gallons per minute for 2 hours

CITY OF CHARLEVOIX
WATER SYSTEM ASSET MANAGEMENT PLAN

- Commercial Area: 2,500 gallons per minute for 2 hours
- Industrial Areas: 3,500 gallons per minute for 3 hours

Goal 5: Minimize Water Loss

Like most public water systems, we pump more water into the system than flows out through service connections. By comparing the total water sales through service connection meters with the total water supply that is metered at the treatment plant, we determine our water loss percentage. The American Water Works Association notes that the average water system can expect up to 10 percent water loss, in part because of fire fighting and hydrant flushing. Greater water loss would suggest under calibrated meters, unmetered connections, or leaking underground pipes. If we have under calibrated meters or unmetered connections, then everyone ends up paying higher rates to make up the difference. If we have leaking underground pipes, then we're spending extra money to pump and treat water that is never used.

Our goal is to keep an efficient system with accurate billing. To pursue this goal we plan to systematically replace water meters in accordance with their age and expected life, and also repair any leaks when they are discovered.

Goal 5: Support Community Growth and Development

We will design and maintain our water system assets to provide adequate capacity for existing development, and we will plan for system improvements that allow our service area to develop based on approved future land use plans. We will responsibly control system expansion by balancing requirements for community redevelopment/infill and desires for new development.

Goal 6: Minimize Life Cycle Costs

The best financial decisions are those which achieve the lowest life cycle costs while still meeting the desired level of service. This means we consider the full life cycle of each investment each time we evaluate improvements to our system. We recognize that short term fixes, while they may have lowest immediate costs, may not be the best long-term financial decision. Likewise, not spending money on maintenance and repairs can provide short term cost savings but may result in asset failure, ultimately increasing lifecycle costs. We intend to manage our system to always pursue the lowest life cycle cost possible for each system asset while maintaining our desired level of service.

We will implement asset condition tracking and criticality assessments to determine the optimum time for asset maintenance and/or replacement. Decisions will be made which strike a balance between maximizing the life cycle use of all assets, the risk of failure of the assets, and the consequence of failure of the assets.

PART 2: INVENTORY

What do we own?

Program Status

An inventory of water system assets has been compiled.

- Water mains inventory data includes pipe location, installation year, material, and diameter. The inventory data has been compiled from historical maps and recent memory provided by our water system operators. The inventory data is maintained in our Geographic Information System (GIS). Valves, hydrants, and water services are located on system maps according to historical records without tracking individual asset data.
- An inventory of supply, pumping, treatment, and storage assets has been developed. The inventory includes information about our intake, low service pumps, chemical feed systems, mixers, flocculation tanks, filters, backwash pumps, buildings, high service pumps, generator, plant valves (4 inch and larger), ground storage reservoir, elevated storage tank, and process equipment. Altogether, the inventory for these items is broken down into a list of 91 “assets”. The inventory data for these assets includes a general description of the asset, as well as asset age and expected life cycle. The inventory data is tracked with spreadsheets separate from our GIS.

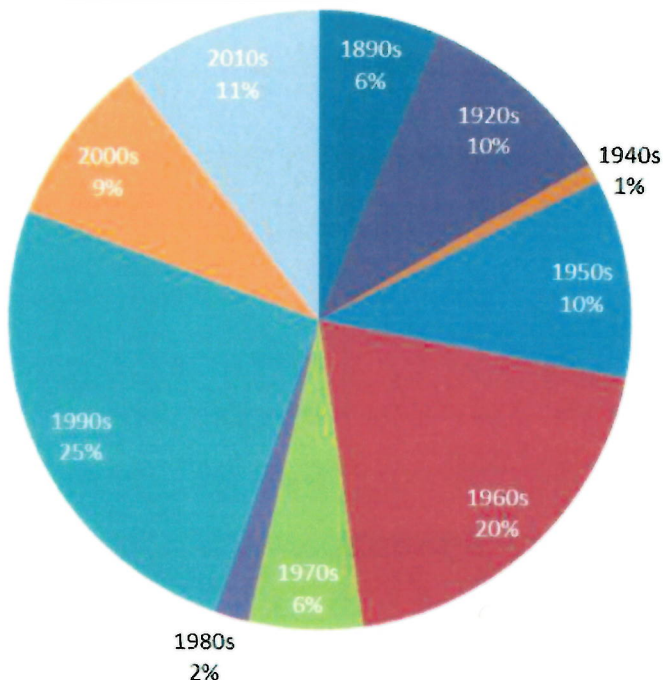
Our Water System

Our water system includes a surface water intake, a treatment plant, a ground storage reservoir, an elevated storage tank, and 37 miles of water mains ranging from 4-inch to 12-inch in diameter.

Much of our water system dates back to the early 20th century, and even the late 19th century as shown in Figure 1. The oldest mains in the system are dated 1890’s, although records for these oldest mains are sparse.

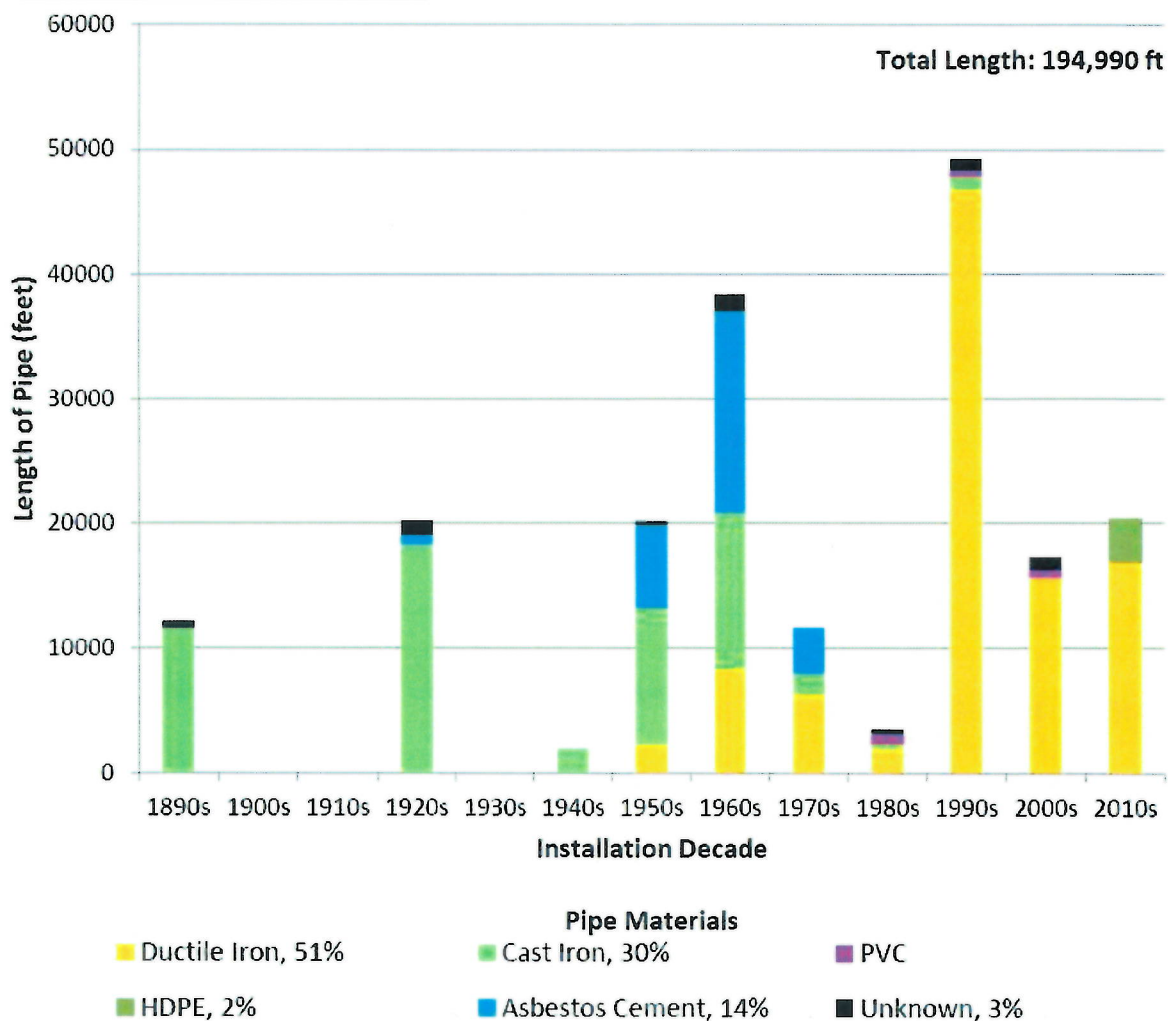
The oldest water mains are believed to be cast iron pipe material. The 1950’s through the 1970’s included some asbestos cement pipe and the more recent decades have been primarily done with ductile iron pipe as shown in Figure 2..

Figure 1: Water Main Age



CITY OF CHARLEVOIX
WATER SYSTEM ASSET MANAGEMENT PLAN

Figure 2: History of Pipe Materials



A life expectancy of 75 years is a common rule of thumb for many pipe materials, although actual life of a given pipe can vary greatly with differing soil, groundwater, freezing, and loading conditions.

Our Plan

We plan to keep our system inventory current through periodic updates to the GIS, no less frequent than once per year. When water system construction happens, the project record plans will be prepared by the engineer of record for the project. Record drawings will be used for updating the system inventory.

We plan to refine the accuracy of our maps over time by field verifying and collecting GPS coordinates on valves and hydrants as time and budget permit. When updating our mapping system with GPS coordinates, we also plan to systematically review construction record drawings to verify underground pipe layout, size, material, and age.

PART 3: RISK OF FAILURE

In What Condition Are Our assets?

Program Status

An asset condition rating system has been developed for each type of asset in the system inventory. All assets are rated on a scale of 1-5 with 5 representing the worst condition, or highest risk of failure. Ratings for water mains and other underground assets are based on age, material, and break history. Ratings for storage, pumping, and treatment system assets which can be accessed are based on visual inspection. Condition rating information is tracked with the asset inventory.

A system wide assessment of the condition of assets has been compiled. The assessments are based on the most recent available inspection records where they exist, along with estimates based on historical knowledge provided by our system operators.

Our Water System

Our 1890's water mains have been given the highest risk of failure rating of 5 based on their age. The 1920's water mains have been given the second highest rating of 4. These ratings are generally consistent with our history of main breaks which have happened with some of our older cast iron mains.

Most assets in the treatment plant have shorter life cycles than the water distribution mains. The treatment system assets which have been given the highest risk of failure rating of 5 include several 12-18 inch butterfly valves and our SCADA system. Assets with a risk of failure rating of 4 include low service pumps and sand filters.

Our Plan

We plan to make an annual reassessment of system wide condition ratings. The annual reassessment will be made by incorporating any new inspections and any system improvements completed within the prior year.

PART 4: CONSEQUENCE OF FAILURE

What happens with a failure?

Program Status

The impact of water main breaks can include washouts that damage streets or other utilities, present public safety hazards until the repair has been made, and can also expose the mains to potential contamination sources requiring boil water advisories. These kinds of events would represent a failure to achieve our goals outlined in Part 1 of this Asset Management Plan. Failures of other types of assets can also impair our ability to continuously achieve these goals.

A rating system has been developed to establish a way for comparing the severity of potential consequences of water system failures. All assets are rated on a scale of 1-5 with 5 representing the most severe consequences. Water mains are rated considering their size, any major traffic routes above the main, nearby infrastructure consequences, and the approximate density of adjoining land use. Other assets are rated based on their function within the system. Redundancy within the system is also considered. Rating information is tracked with the asset inventory.

A system wide assessment of the potential failure consequences has been performed and all assets have been rated.

Our Plan

We plan to keep the consequence of failure rating system current as the system changes over time. This requires very little effort as the potential failure consequences do not significantly change very often. When new assets are added to the system, their potential failure consequences will be evaluated using the same rating system.

We plan to use our consequence of failure ratings as part of a prioritization process, called “Criticality”, when considering potential system improvements.

CITY OF CHARLEVOIX
WATER SYSTEM ASSET MANAGEMENT PLAN

PART 5: CRITICALITY

How do we prioritize our actions?

Program Status

Criticality ratings (otherwise known as Business Risk Factors in some asset management programs) have been compiled for all assets in our water system. Each assets “Risk of Failure” rating (1-5) is multiplied by its “Consequence of Failure” rating (1-5) to establish its Criticality rating (1-25). Rating information is incorporated with the asset inventories.

Our Plan

We plan to use criticality ratings as a guide when considering priorities for system improvements. We plan to keep our criticality ratings current with an annual update of system ratings.

PART 6: RELIABILITY

Can we deliver enough water, now and for the future?

Program Status

Planning for future improvements is an essential part of our asset management program. Water pipes should last for many decades, so decisions about pipe capacity and system improvements require a very long term view. Capacity master planning provides the needed long term view.

A reliability studies for our treatment plant and distribution systems were completed in 2015 and 2016.

Our Water System

- **Supply and Treatment Capacity:** Our plant has a rated capacity of 3.0 million gallons per day. We have historically been using an average of approximately 0.7 to 0.8 million gallons per day with summer peaks as high as 2.6 million gallons per day in 2006.
- **Transmission Capacity.** Transmission from the supply to the storage occurs through the distribution piping network connecting the high service pumps at the treatment plant to the elevated storage tank on Division Street. The distribution piping network provides adequate transmission capacity while still operating within the desired range of pressures.
- **Fire Flow Capacity:** Some portions of our water system do not currently achieve our fire protection goals (see Level of Service Goal #4 above). System improvements to increase fire flow capacity in those areas are included in our Water System Reliability Study.
- **Redundancy:** Certain portions of our distribution system contain long dead ends with multiple users or other areas where closing loops would improve system reliability (see Level of Service Goal #2 above). Improvements to address these areas are included within our Water System Reliability Study.

Our Plan

We plan to coordinate these reliability and fire flow improvements with water main replacement projects identified through the asset rating systems in order to maximize the life cycle of our existing assets and ensure long term capacity needs are met with the construction of any replacement assets. We plan to continue updating our reliability studies every 5 years keep a current master plan in place.

PART 7: CAPITAL IMPROVEMENTS

Continuing system renewal

Program Status

Capital improvements to mitigate potential failure risks, renew the remaining life of critical water system assets, and improve system reliability and fire flows have been identified as shown on Map 1. The estimated cost of these capital improvements is shown in Table 1, which also includes the estimated completion year and funding source for the projects.

The timing for capital improvements which involve water main replacement is intended to be coordinated annually with plans for street capital improvements and sewer system capital improvements. A coordinated capital improvement plan which integrates water system improvements, sewer, drainage, and street improvements is currently in development.

Our Plan

Planning for capital improvements is a continual management process. We expect our capital improvement plan will continue to be shaped by the following influences:

- New information about the condition of our assets may be learned through the ongoing condition assessments (see Part 3 of the Asset Management Plan).
- Changing economic conditions may affect how quickly we can accomplish the capital improvement projects. Economic conditions can affect the pace of new development which increases our system revenues, as well as the rate of inflation which affects the construction costs we pay to implement the projects.
- Coordination with road work and other utility work may require adjustments in timing of the projects. Roadway conditions can dramatically change with severe weather seasons. As roadway conditions change and paving plans are revised, the water system plans may be adjusted.

Because of the influences described above, we plan to keep our Capital Improvement Plan up to date by taking the following steps annually:

- Adjust the cost estimates for capital projects based on current market pricing
- Reconsider capital improvements priorities based on any updated criticality assessments
- Reconsider implementation years for upcoming capital projects to coordinate with changing conditions of roads and other utilities

PART 8: FINANCIAL STRATEGY

Rate planning and stability

Financial Goals and Strategy

To support the overall asset management program goals outlined in Part 1, we have established the following financial policy goals and strategies for the water utility:

- **Stable Rates:** Our goal is to keep user rates relatively stable over time, avoiding rapid unexpected changes in utility bills for our community. Our strategy is to increase rates incrementally each year to keep up with inflation.
- **Cash Balance:** Our goal is to grow the cash reserves of the water fund and maintain an appropriate cash balance. The City Charter requires a \$75,000 minimum cash reserve which is approximately the equivalent of one month of operating expenses. Recent emergency capital improvements have depleted the fund and appropriate rates will be needed to adequately recapitalize the fund. We continue to review rates as outlined below.
- **Debt:** Our goal is to minimize the cost of interest we pay to borrow money. However, we plan to use debt as part of our financial strategy because it helps us achieve our goals of stable rates and adequate cash balance. We plan to continue cash funding all operations and maintenance and some capital improvements. When cash funding capital improvements would deplete our cash balances to an unacceptable level or require significant rate increases, we will consider debt financing our capital improvements.

Program Status

Rate adjustments are being made to appropriately capitalize the system and provide revenue for long term capital improvements.

Our Plan

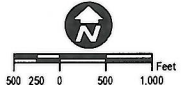
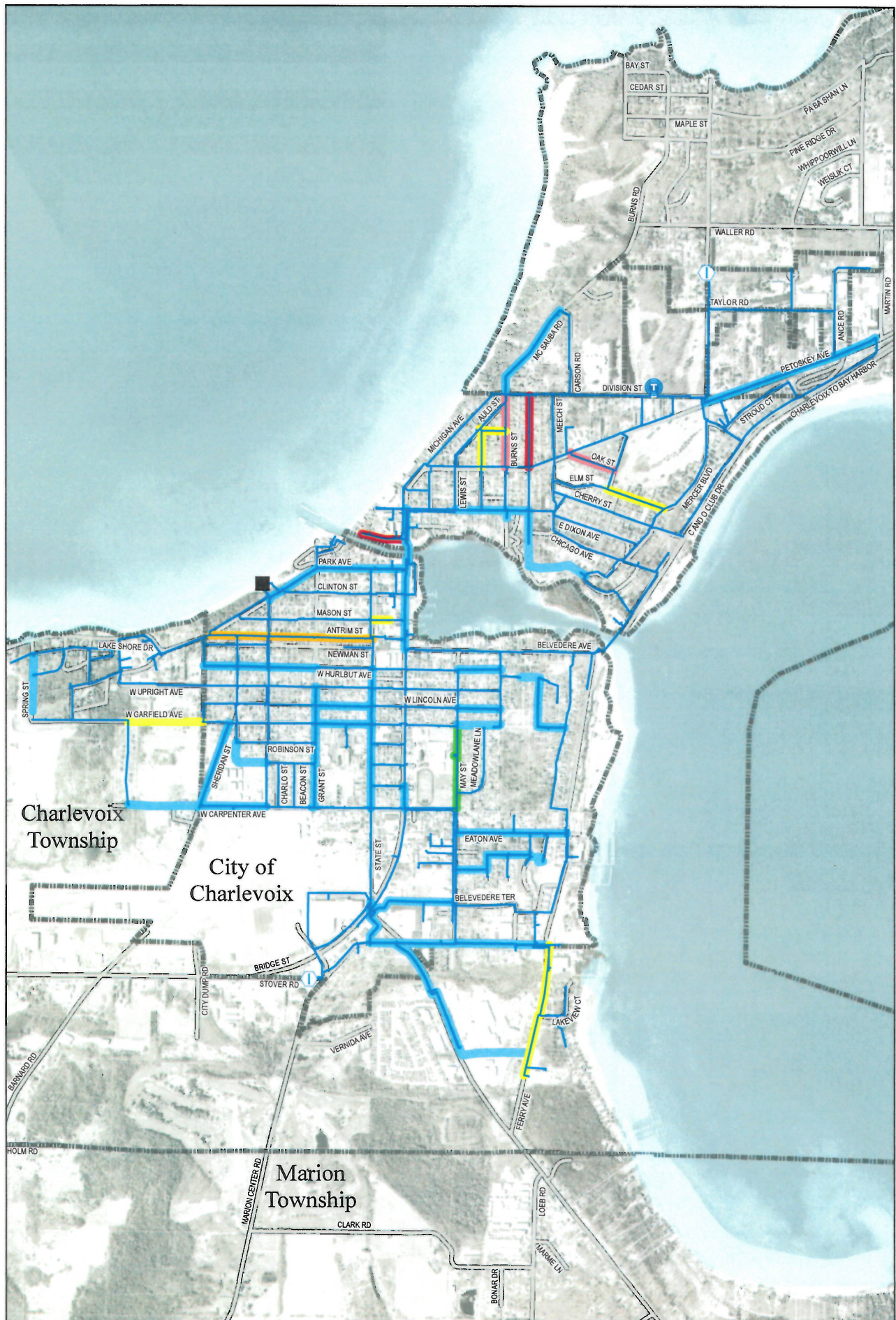
To keep the financial strategy on track, we plan to make the following updates each year:

- Adjust our financial forecast based on number of users, current rates, and cash balances
- Implement updated user rates
- Adjust or reaffirm the long term financial strategy

CITY OF CHARLEVOIX
WATER SYSTEM ASSET MANAGEMENT PLAN

SUMMARY

Asset management is a collection of best management practices to which we will adhere in order to continue providing reliable water service for our community. This Asset Management Plan summarizes the implementation of our program. The specific details of how we implement asset management may be adjusted from time to time as new/improved tools, software, and evaluation techniques are developed. Regardless of those changes, we will incorporate asset management into our everyday activities. By implementing asset management we can ensure reliable and sustainable water service at the lowest life cycle cost for our community.



Capital Improvement Projects

- Year 1 (2019)
- Year 2 (2020)
- Year 3 (2021)
- Year 4 (2022)
- Year 5 (2023)
- Years 6-20

LEGEND

Water Main

Township Interconnects

Pump Station

Storage Tank

CITY OF CHARLEVOIX
CHARLEVOIX COUNTY, MICHIGAN
WATER DISTRIBUTION SYSTEM ASSET MANAGEMENT PLAN
MAP 1: CAPITAL IMPROVEMENT PROJECTS
Preis & Newhof

Table 1: Capital Improvement Projects

<u>Project</u>	<u>FY Ending</u>	<u>Water System Cost (Today's Dollars)</u>	<u>Water System Cost (W/ Inflation¹)</u>
Filter and Flocculator System Upgrades (Water Treatment Plant)	2018	364,000	371,000
Plant Monitoring and Controls Improvements (Water Treatment Plant)	2018	416,000	424,000
Replace Sand Filter Influent Valves, Sand Filter Effluent Valves, and Static Mixer Valves #17 and 18 (Water Treatment Plant)	2018	85,000	85,000
Pine River Lane (Bridge Street to End)	2019	209,000	217,000
Prospect Street (Petoskey Avenue to Division Street)	2019	381,000	396,000
Upgrade to Sodium Hypochlorite System for Disinfection (Water Treatment Plant)	2020	416,000	442,000
High Service Pump Addition (Water Treatment Plant)	2020	156,000	166,000
Low Service Pump Upgrades (Water Treatment Plant)	2020	100,000	106,000
Oak Street (US-31 to Fairway Drive)	2020	230,000	244,000
Burns Street (Petoskey Avenue to Division Street)	2020	364,000	387,000
Antrim Street (State Street to Park Avenue)	2021	853,000	923,000
Electrical Gear Upgrades (Water Treatment Plant)	2022	364,000	402,000
Mason Street (State Street to 260 ft E. of State Street)	2022	94,000	104,000
Elm Street (Fairway Drive to Mercer Street)	2022	259,000	286,000
Crouter Street (Nettleton Street to Burns Street)	2022	111,000	122,000
Nettleton Street (Petoskey Avenue to Crouter Street)	2022	176,000	195,000

CITY OF CHARLEVOIX
WATER SYSTEM ASSET MANAGEMENT PLAN

Table 1: Capital Improvement Projects

<u>Project</u>	<u>FY Ending</u>	<u>Water System Cost (Today's Dollars)</u>	<u>Water System Cost (W/ Inflation¹)</u>
W. Garfield Avenue (Lake Street to Applewood Drive)	2022	316,000	348,000
Ferry Avenue (Stover Road to 950 ' N of M-66)	2022	605,000	668,000
May Street (Garfield Avenue to Carpenter Avenue)	2023	385,000	433,000
High Service Pump Upgrades (Water Treatment Plant)	2024	109,000	125,000
Bridge Street (Belvedere Avenue to Channel)	2024	484,000	555,000
Grant Street (Carpenter Avenue to Upright Street)	2024	541,000	621,000
Channel Crossing	2024	176,000	202,000
Replace Static Mixer and Propeller Mixer (Water Treatment Plant)	2025	175,000	205,000
Construct Second Raw Water Intake (Water Treatment Plant)	2025	1,000,000	1,172,000
Stover Road (Ferry Avenue to M-66)	2025	688,000	806,000
West Lincoln Street (State Street to Grant Street)	2025	279,000	327,000
W. Carpenter Street (Sherman Street to Applewood Drive)	2026	516,000	617,000
Bridge Street (Channel to Dixon Avenue)	2026	169,000	202,000
Bridge Street (at M-66)	2027	245,000	298,000
E. Hurlbut Street (May Street to Alice Street)	2027	213,000	260,000
E. Garfield (May Street to Alice Street)	2027	208,000	253,000
Spring Street (Garfield Street to Boulder Street)	2027	231,000	282,000

CITY OF CHARLEVOIX
WATER SYSTEM ASSET MANAGEMENT PLAN

Table 1: Capital Improvement Projects

Project	FY Ending	Water System Cost (Today's Dollars)	Water System Cost (W/ Inflation ¹)
Sheridan Street (Garfield Avenue to Carpenter Avenue)	2028	368,000	458,000
W. Garfield Avenue (Grant Street to State Street)	2028	287,000	357,000
State Street (Hurlbut Avenue to Carpenter Avenue)	2029	705,000	894,000
Eaton Avenue (May Street to Ferry Avenue)	2030	498,000	644,000
Park Avenue (Grant Street to Sherman Street)	2030	273,000	353,000
E. Dixon Avenue (Lewis Street to Prospect Street)	2031	436,000	575,000
Mount McSaubia Road (Division Street to Carson Avenue)	2031	429,000	566,000
Petoskey Avenue (Mercer Road to Martin Road)	2032	888,000	1,196,000
Bridge Street (Green Street to Carpenter Avenue)	2033	133,000	182,000
East Lincoln Street (May Street to Alice Street)	2033	230,000	316,000
Tennyson Street and Whittier Street Stockman Avenue to Woodsworth Avenue)	2033	402,000	552,000
Whitley Street Robinson Street to Crain Street)	2034	299,000	419,000
Hampton Road (St. James Place to Terrace Street)	2035	456,000	651,000
W. Hurlbut Street (Lake Street to Grant Street)	2036	451,000	658,000
Install 300,000 gallon spheroid, elevated storage tank on south side	2036	1,560,000	2,273,000
Captain's Corners Mall (M-66 to May Street)	2037	273,000	406,000
M-66 (Stover Road to 900' S of Stover Road)	2037	532,000	791,000

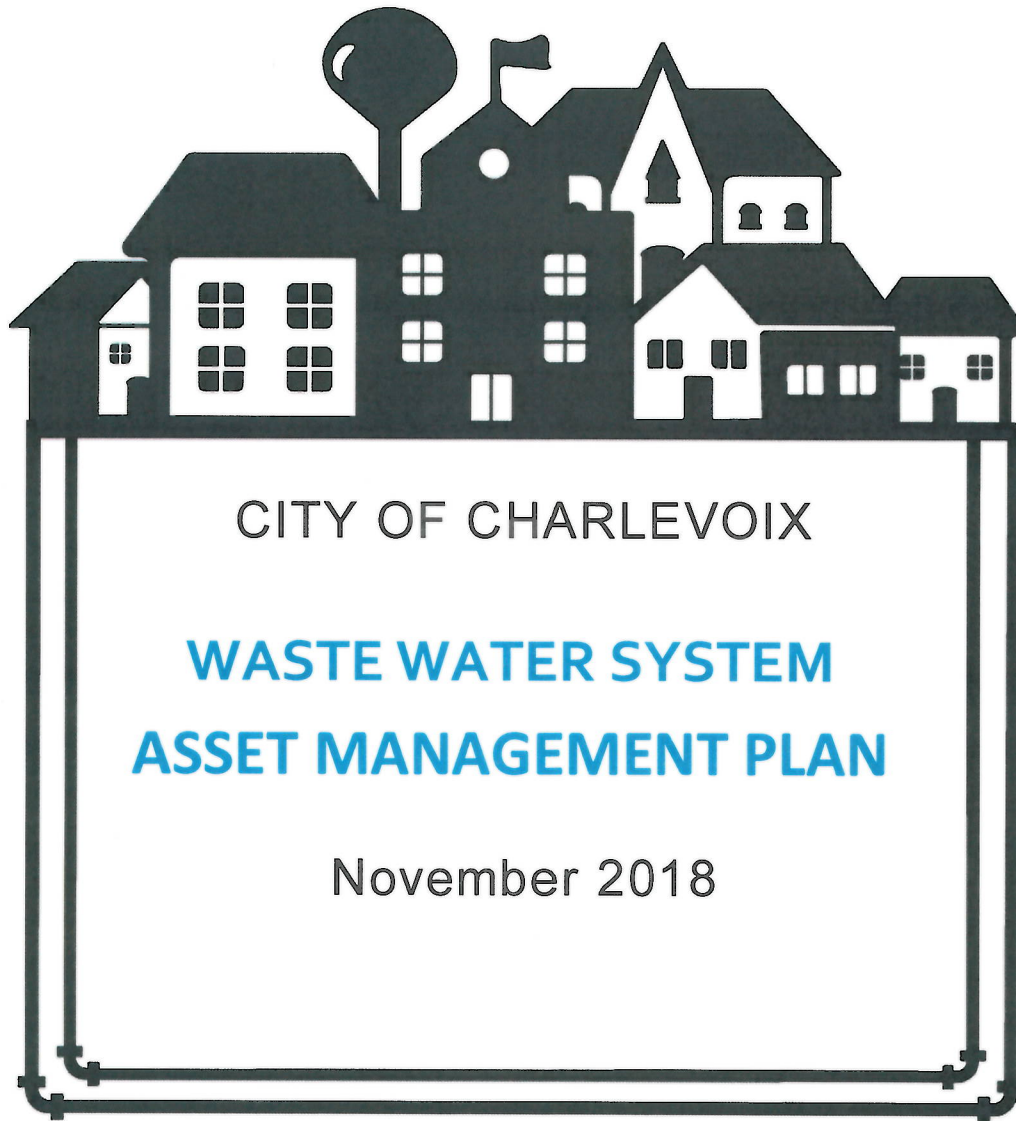
Table 1: Capital Improvement Projects

<u>Project</u>	<u>FY Ending</u>	<u>Water System Cost (Today's Dollars)</u>	<u>Water System Cost (W/ Inflation¹)</u>
Burns Street (Petoskey Avenue to 300' South of Petoskey Avenue)	2038	103,000	156,000
Park Avenue (Bridge Street to Grant Street)	2038	501,000	759,000
Chicago Club (Prospect Street to Upper Terrace Drive)	2038	165,000	251,000
Prospect Street (E. Dixon Avenue to Round Lake)	2038	240,000	363,000

Notes

1. Future costs are based on current estimates adjusted for 3% annual inflation to the year of the proposed project.

DRAFT



CITY OF CHARLEVOIX

**WASTE WATER SYSTEM
ASSET MANAGEMENT PLAN**

November 2018



Prepared by

Prein&Newhof

2130529

Engineer



Financial Advisor

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CITY OF CHARLEVOIX
WASTE WATER ASSET MANAGEMENT PLAN

INTRODUCTION

Our Mission

Our community, Charlevoix, Michigan, is committed to supporting public health and safety, and to protecting property and the environment, through responsible and effective management of three water infrastructure systems: our water supply system, our waste water system, and our storm water system. These three systems affect each other and together they all affect public health, safety, property, and the environment. We strive to manage all three water infrastructure systems in a coordinated approach to provide these essential public services for our citizens in a sustainable way. We plan to pursue this mission by implementing asset management.

Asset Management

Asset management is the way to achieve sustainable infrastructure. All infrastructure deteriorates with age and requires proactive management to operate, maintain, repair, and eventually replace each physical component, or asset. This progression over time, from routine operation and maintenance through repairs and eventual replacement, is the asset's life cycle. Waiting to perform maintenance or make repairs can save money in the short term but may shorten the life cycle of an asset. On the other hand, replacing an asset before it fails may not take full advantage of the asset's value. It is this balance which puts the decisions for operations, maintenance, repair, and replacement actions at the heart of asset management.

Asset management is an evaluation of needed actions after considering the condition of an asset, the consequences of an asset failure, and the action alternatives available. The solution that provides the lowest life cycle cost at the desired level of service is implemented.

Our Waste Water System

The Charlevoix waste water system is a network of underground pipes, structures, and lift stations that collect waste water from our homes and businesses and transport it to our waste water treatment plant where it is processed to remove health hazards before releasing the treated waste water to the environment.

About this Document

This document is our Waste Water Asset Management Plan. It outlines our waste water system goals and summarizes how we will apply the principles of asset management to achieve the goals. As we implement asset management, we will update our Waste Water Asset Management Plan to ensure a continuing renewal of our commitment to best management practices.

PART 1: DEFINING OUR GOALS

What is our desired Level of Service?

As a community, we determine the level of service we want from our waste water system. Defining these goals has an effect on the cost of the service. Many factors play into this determination including public health, safety, compliance with regulations, aesthetics, odors, service reliability and stable rates. To this end, we have established the following primary goals for our waste water system:

Goal 1: Minimize Service Interruptions

Service interruptions are an inevitable part of operating a waste water system and can be caused by many factors such as equipment failure, power outages, clogging, excessive flows, as well as repair and replacement operations. Our goal is to minimize service interruptions by proactively managing and investing in our system. We plan to periodically review records of service interruptions to identify possible preventative actions.

Goal 2: Meet Regulatory Discharge Requirements

The water quality of our discharge is an important value for our community, to minimize potential health and environmental effects.

Goal 3: Minimize Public Hazards

Sewer breaks can cause significant damage, not only to the streets above the mains but also to adjacent utilities and property. Additionally, sewer breaks and blockages may result in sewer backups which raise health concerns and can cause property damage.

To minimize the potential for backups, we will continue to perform regular cleaning of sewers as part of routine operations and maintenance. To minimize the potential for breaks, sewers at risk will be improved or replaced as part of our capital improvement program. To minimize the potential for damage from breaks and/or backups, we will continue to maintain staffing levels to provide emergency response services 24 hours per day, 7 days per week.

Goal 4: Manage Storm Water Inflow and Ground Water Infiltration

Storm water inflow through sources such as roof drains and catch basins can cause sewer overflows and backups. Groundwater infiltration, if severe enough, can also cause backups. Both inflow and infiltration (I/I) take up flow/treatment capacity in the system which reduces the amount of actual waste water our system can manage and increases our transport/treatment costs. We will identify and eliminate sources of I/I wherever practical to meet the Federal EPA guidelines for I/I and to reduce the potential for Sanitary Sewer Overflows.

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Goal 5: Support Community Growth and Development

We will design and maintain our waste water assets to provide adequate capacity for existing development, and we will plan for system improvements that allow our sewer service area to develop based on approved future land use plans. We will responsibly control system expansion by balancing requirements for community redevelopment/infill and desires for new development.

Goal 6: Minimize Life Cycle Costs

The best financial decisions are those which achieve the lowest life cycle costs while still meeting the desired level of service. This means we consider the full life cycle of each investment each time we evaluate improvements to our system. We recognize that short term fixes, while they may have lowest immediate costs, may not be the best long-term financial decision. Likewise, not spending money on maintenance and repairs can provide short term cost savings but may result in asset failure, ultimately increasing lifecycle costs. We intend to manage our system to always to pursue the lowest life cycle cost for each system asset while maintaining our desired level of service.

We will implement asset condition tracking and criticality assessments to determine the optimum time for asset maintenance and/or replacement. Decisions will be made which strike a balance between maximizing the lifecycle use of all assets, the risk of failure of the assets, and the consequence of failure of the assets.

PART 2: INVENTORY

What do we own?

Program Status

An inventory of waste water system assets has been compiled. Manhole inventory data includes structure installation year, material, size, and rim elevations. GPS coordinates have been collected for a majority of manholes for reliable locational accuracy. Gravity sewer pipe inventory data includes the pipe installation year, material, diameter, invert, slope, and approximate depth below grade. The pipe locations are based on manhole GPS coordinates and record drawing information. Force main pipe inventory data includes the pipe installation year, material, diameter, and approximate depth below grade. The force main locations are based on record drawing information. Lift station inventory data includes the type of lift station, number of pumps, and firm capacity (including pump head and flow rate). Treatment system asset inventory data includes installation year, asset type, and expected service life

Sewer pipe, manhole, and force main inventory data is maintained in our Geographic Information System (GIS). The GIS provides convenient access to system inventory information through digital maps which can be accessed both by administrators and maintenance crews. Spreadsheets are used for asset inventory data that do not need to be represented on GIS maps.

Our Waste Water System

Our system includes 175,500 feet of gravity sewer pipes ranging from 4-inch to 24-inch in diameter, 74,100 feet of force main pipes ranging from 2-inch to 16-inch diameter, 796 manholes, 17 lift stations, and a waste water treatment plant.

Our waste water system dates back to the early 20th century, if not the late 19th century. The oldest records on file show our sewer system as it existed in the 1900's. About one third of our gravity sewer pipes are the original clay sewers. About half is new PVC pipe in the residential areas developed since the 1980's. A variety of pipe materials ages make up the rest of the system.

A more detailed description of our waste water system assets is found in a Waste Water System Evaluation report from Prein&Newhof, dated November, 2018.

Our Plan

We plan to keep our system inventory current through periodic updates to the GIS, no less frequent than once per year. When sewer construction happens, the project record plans will be prepared by the engineer of record for the project. Record drawings will be used for updating the system inventory.

PART 3: RISK OF FAILURE

In What Condition Are Our assets?

Program Status

An asset condition rating system has been developed for each type of asset in the system inventory. All assets are rated on a scale of 1-5 with 5 representing the worst condition, or highest risk of failure. Ratings for observable assets are based on inspections. Ratings for assets that cannot be inspected cost effectively are estimated from the asset age and material inventory as well as any known failure history.

A system wide assessment of the condition of assets has been compiled. The assessment is based on inspections from 2015 through 2018. Approximately 64% of the gravity sewers have been assessed using Closed Circuit Televising (CCTV) inspections. The remaining sewers have been assessed using zoom camera inspections, which provide a preliminary assessment to prioritize the more in depth CCTV inspections. The lift stations and observable treatment plant assets have been inspected. A description of the rating systems and assessment methods for all system assets can be found in our Waste Water System Evaluation report.

Our Waste Water System

Our condition assessments found that many of the original clay pipe sewers have structural problems including cracks and broken pipes, as well as roots growing into the pipes. Other problems in various locations include corrosion of concrete pipes, pipes that have settled/sagged because of soil movement, and pipes that have groundwater infiltration. Approximately 26-percent of our gravity sewer pipes have a Risk of Failure rating of 3, 4 or 5. Much of the treatment plant was recently improved and is in very good condition. Some of the original treatment plant assets are in need of repair. The lift station conditions vary, but the most common issues include infiltration in structures, corrosion of valves and piping, outdated controls, and non-code compliant electrical assets.

Our Plan

We plan to continue making CCTV inspections of additional sewers, prioritizing any uninspected clay sewers, sewers within the limits of planned street improvements, and sewers with moderate defects to be monitored. We plan to use our inventory and condition assessment information to make data driven plans for sewer pipe re-inspection. Some sewers, including trunk lines or sewers with moderate deterioration to monitor may be inspected more frequently. Other sewers, including those which are newer or currently in very good condition, may not be re-inspected for a longer time.

Condition information for manholes, lift stations, and treatment plant assets can be kept up to date whenever changed conditions are observed as part of routine maintenance and operations activities.

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We plan to make an annual reassessment of system wide condition ratings. The annual reassessment will be made by incorporating any new inspections and any system improvements completed within the prior year.

PART 4: CONSEQUENCE OF FAILURE

What happens with a failure?

Program Status

In a sewer system, if part of the system fails, the consequences would most commonly be a waste water backup into basements, a discharge of untreated waste water to the environment, or a pipe collapse with a sink hole in the street or other places. These kinds of events would represent a failure to achieve our goals outlined in Part 1 of this Asset Management Plan.

A rating system has been developed to establish a way for comparing the severity of potential consequences of sewer system failures. All assets are rated on a scale of 1-5 with 5 representing the most severe consequences. Underground pipes are rated considering their size, any major traffic routes above the sewer, nearby infrastructure consequences, and the approximate density of adjoining land use. Redundancy within the system is also considered. Lift stations are rated considering the flow rates and available response time. Treatment plant assets are rated considering the importance of their role in the overall treatment process. Rating information is incorporated into the GIS with the asset inventory.

A system wide assessment of the potential failure consequences has been performed and all assets have been rated. A more detailed description of the rating systems and assessment methods can be found in our Waste Water System Evaluation report.

Our Plan

We plan to keep the consequence of failure rating system current as the system changes over time. This requires very little effort as the potential failure consequences do not significantly change very often. When new assets are added to the system, their potential failure consequences will be evaluated using the same rating system.

We plan to use our consequence of failure ratings as part of a prioritization process, called “Criticality”, when considering potential system improvements.

CITY OF CHARLEVOIX
WASTE WATER ASSET MANAGEMENT PLAN

PART 5: CRITICALITY

How do we prioritize our actions?

Program Status

Criticality ratings (otherwise known as Business Risk Factors in some asset management programs) have been compiled for all assets in our waste water system. Each assets “Risk of Failure” rating (1-5) is multiplied by its “Consequence of Failure” rating (1-5) to establish its Criticality rating (1-25). Rating information is incorporated into the GIS with the asset inventory.

Our Plan

We plan to use criticality ratings as a guide when considering priorities for system improvements. We plan to keep our criticality ratings current with an annual update of system ratings.

PART 6: CAPACITY

Do we have enough, now and for the future?

Program Status

Planning for future capacity needs is an essential part of our asset management program. Sewer pipes should last for many decades, so decisions about pipe capacity and system improvements require a very long term view. Capacity master planning provides the needed long term view.

A study of our waste water system has been completed. The study is based on historical flow estimates and projections of future growth based on potential land use. The findings are presented in a Waste Water System Evaluation report by Prein&Newhof dated November, 2018.

Our Waste Water System

Our system has adequate capacity for peak demands on a typical day but certain areas have a potential capacity concern when very large rainfalls result in stormwater inflow and infiltration into the waste water system. Capacity improvements will be needed in certain areas to reduce the risk of backups or overflows if storm water inflow and infiltration is not reduced.

Our Plan

We plan to disconnect sources of storm water inflow and infiltration where they can be found. Our recent smoke testing efforts (see Prein&Newhof Smoke Testing Report from September, 2016) have revealed locations that can be improved to begin reducing the flows. Reducing inflow and infiltration may alleviate some of the potential capacity concerns and have the added benefit of reduced costs for pumping and treatment of excess water.

We plan to monitor land use for compatibility with the sewer system capacity master plan. As land development and new customer connections occur, we plan to continue monitoring the system flows.

We plan to coordinate any needed capacity improvements with sewer rehabilitation/replacement projects to maximize the life cycle of our existing assets and ensure long term capacity needs are met with the construction of any replacement assets.

PART 7: OPERATIONS AND MAINTENANCE

Keeping up with routine work

Program Status

Our asset inventory and condition assessments now give us the ability to build on our historical knowledge, gained through maintenance experience, by using system data to develop more proactive plans for scheduled maintenance activities.

Our Plan

Gravity Sewers: Pipe Cleaning

We plan to establish a scheduled cleaning interval for each sewer to optimize our cleaning efforts. We will use information gathered from the video camera inspections, history of backups, and observations made while cleaning, to make decisions on how often to clean sewers.

Gravity Sewers: Roots Management

We plan to manage gravity sewers with known roots problems by cleaning those lines more regularly. Where roots in the sewer have grown large enough, we will use root cutting and consider chemical application if necessary to slow the regrowth of the roots. We will continue these activities to extend the useful life of these sewers until the roots have developed to a point where rehabilitation or replacement of the sewer would be more cost effective over the long term.

Force Mains

No cost effective maintenance routines have been identified for our force mains. Our maintenance crews remain ready to respond in the event of a force main failure.

Lift Stations and Treatment Plant

We plan to continue performing routine inspections and maintenance. Inspection and maintenance checklists developed in accordance with the operations and maintenance manuals will be used. Operations and maintenance manuals will be kept on file and available for maintenance personnel.

Staffing Levels

We plan to make staffing level determinations based on the time commitment needed to perform the maintenance functions described above.

PART 8: CAPITAL IMPROVEMENTS

Continuing system renewal

Program Status

Our condition assessments have revealed certain assets which are near the end of their life cycle and are in need of rehabilitation or replacement. The capital improvement needs are presented in our Waste Water System Evaluation report.

The capital improvement projects are prioritized considering the criticality ratings of the assets. The improvements are coordinated with plans for roadway capital improvements and water distribution system capital improvements. The resulting plan is compiled in the City of Charlevoix Capital Improvement Plan, 2018 Edition.

Our Plan

Planning for capital improvements is a continual management process. Our Capital Improvement Plan shows our foreseeable project priorities based on the information we have available now. We expect the plan will continue to be shaped by the following influences:

- New information about the condition of our assets may be learned through the ongoing condition assessments (see Part 3 of the Asset Management Plan).
- Changing economic conditions may affect how quickly we can accomplish the capital improvement projects. Economic conditions can affect the pace of new development which increases our system revenues, as well as the rate of inflation which affects the construction costs we pay to implement the projects.
- Coordination with road work and other utility work may require adjustments in timing of the projects. Roadway conditions can dramatically change with severe weather seasons. As roadway conditions change and paving plans are revised, the waste water system plans may need to be adjusted.

Because of the influences described above, we plan to keep our Capital Improvement Plan up to date by taking the following steps annually:

- Adjust the cost estimates for capital projects based on current market pricing
- Reconsider capital improvements priorities based on any updated criticality assessments
- Reconsider implementation years for upcoming capital projects to coordinate with changing conditions of roads and other utilities

PART 9: FINANCIAL STRATEGY

Rate planning and stability

Financial Goals and Strategy

To support the overall asset management program goals outlined in Part 1, we have established the following financial policy goals and strategies for the waste water utility:

- **Stable Rates:** Our goal is to keep user rates relatively stable over time, avoiding rapid unexpected changes in utility bills for our community. Our strategy is to increase rates incrementally each year to keep up with inflation.
- **Cash Balance:** Our goal is to keep the sewer fund cash balance equivalent to at least 12 months of operating expenses. This is not a rigid policy, but rather a flexible target that must be balanced with the other goals regarding stable rates and debt.
- **Debt:** Our goal is to minimize the cost of interest we pay to borrow money. However, we plan to use debt as part of our financial strategy because it helps us achieve our goals of stable rates and adequate cash balance. We plan to continue cash funding all operations and maintenance and some capital improvements. When cash funding capital improvements would deplete our cash balances to an unacceptable level or require significant rate increases, we will consider debt financing our capital improvements.

Program Status

The costs of sustaining our system have been estimated. The operations, maintenance, and repair costs are based on recent annual budget information. The capital improvement costs are based on the projects in our Capital Improvement Plan.

Our Plan

We plan to work with our financial advisor to evaluate our user rates and develop a strategy for funding our Capital Improvement Plan. We plan to make decisions on updated rates as needed to implement the plan.

To keep the financial strategy on track, we plan to make the following updates each year:

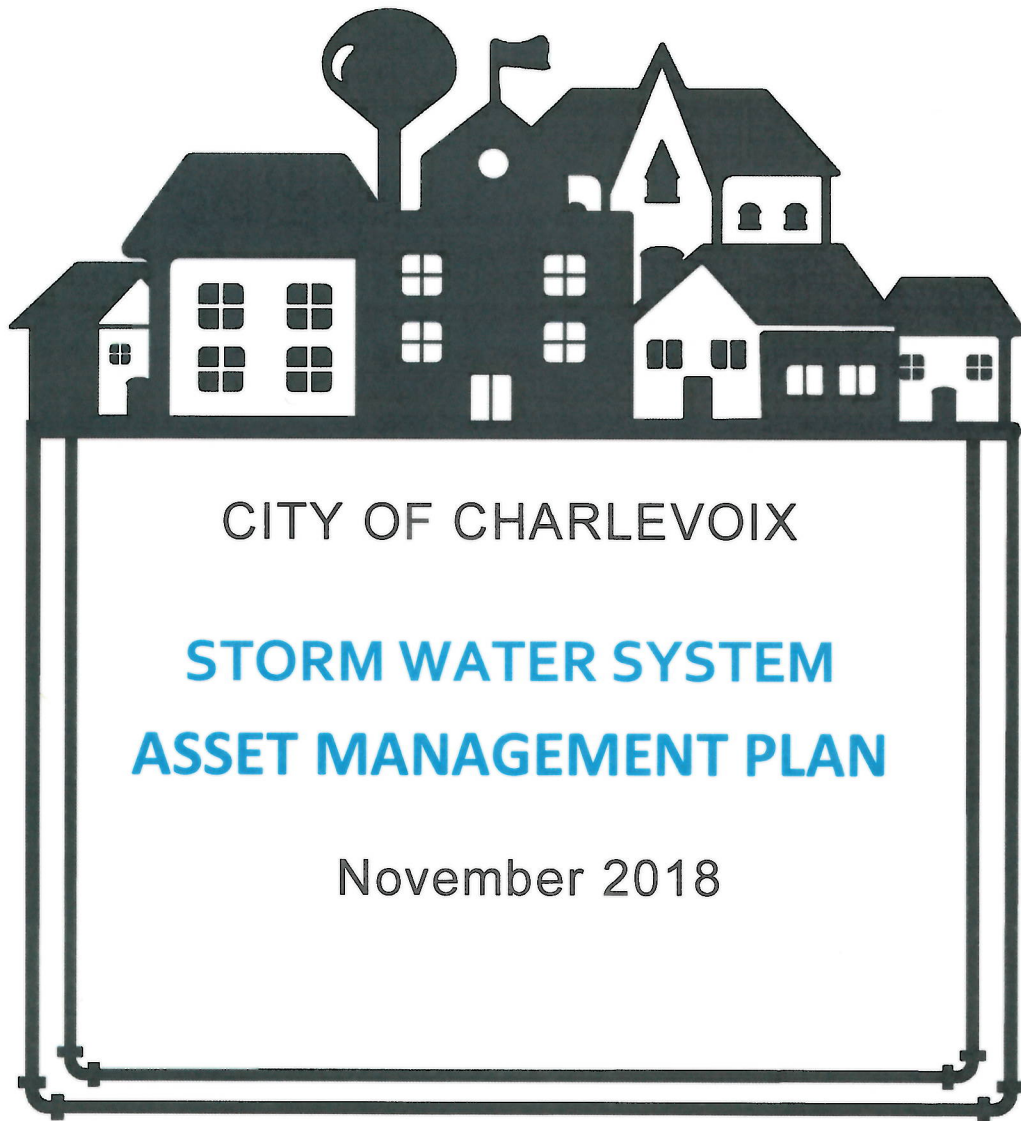
- Adjust our financial forecast based on number of users, current rates, and cash balances
- Implement updated user rates
- Adjust or reaffirm the long term financial strategy

CITY OF CHARLEVOIX
WASTE WATER ASSET MANAGEMENT PLAN

SUMMARY

Asset management is a collection of best management practices to which we will adhere in order to continue providing reliable waste water service for our community. This Asset Management Plan summarizes the implementation of our program. The specific details of how we implement asset management may be adjusted from time to time as new/improved tools, software, and evaluation techniques are developed. Regardless of those changes, we will incorporate asset management into our everyday activities. By implementing asset management we can ensure reliable and sustainable waste water service at the lowest life cycle cost for our community.

DRAFT



CITY OF CHARLEVOIX

**STORM WATER SYSTEM
ASSET MANAGEMENT PLAN**

November 2018



Prepared by
Prein&Newhof
2130529

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CITY OF CHARLEVOIX
STORM WATER ASSET MANAGEMENT PLAN

INTRODUCTION

Our Mission

Our community, Charlevoix, Michigan, is committed to supporting public health and safety, and to protecting property and the environment, through responsible and effective management of three water infrastructure systems: our water supply system, our waste water system, and our storm water system. These three systems affect each other and together they all affect public health, safety, property, and the environment. We strive to manage all three water infrastructure systems in a coordinated approach to provide these essential public services for our citizens in a sustainable way. We plan to pursue this mission by implementing asset management.

Asset Management

Asset management is the way to achieve sustainable infrastructure. All infrastructure deteriorates with age and requires proactive management to operate, maintain, repair, and eventually replace each physical component, or asset. This progression over time, from routine operation and maintenance through repairs and eventual replacement, is the asset's life cycle. Waiting to perform maintenance or make repairs can save money in the short term but may shorten the life cycle of an asset. On the other hand, replacing an asset before it fails may not take full advantage of the asset's value. It is this balance which puts the decisions for operations, maintenance, repair, and replacement actions at the heart of asset management.

Asset management is an evaluation of needed actions after considering the condition of an asset, the consequences of an asset failure, and the action alternatives available. The solution that provides the lowest life cycle cost at the desired level of service is implemented.

Our Storm Water System

The Charlevoix storm water system is a network of pipes, structures, detention basins, and open drainage courses that collects storm water runoff from our buildings, streets, parking lots, and adjoining lands, and conveys it to a desired location (typically into one of several streams, Lake Michigan, Lake Charlevoix, or Round Lake). Our storm water system is interconnected with private systems, Michigan Department of Transportation systems, and Waters of the State.

About this Document

This document is our Storm Water Asset Management Plan. It outlines our storm water system goals and summarizes how we will apply the principles of asset management to achieve the goals. As we implement asset management, we will update our Storm Water Asset Management Plan to ensure a continuing renewal of our commitment to best management practices.

This Asset Management Plan covers the City of Charlevoix owned storm water system assets. It does not include the management of private systems, Michigan Department of Transportation (MDOT) systems, or Waters of the State.

PART 1: DEFINING OUR GOALS

What is our desired Level of Service?

As a community, we determine the level of service we want from our storm water system. Defining these goals has an effect on the cost of the service. Many factors play into this determination including public health, safety, compliance with regulations, aesthetics, flood risk, and predictable costs. To this end, we have established the following primary goals for our storm water system:

Goal 1: Minimize Flood Risk

Extreme weather can potentially overwhelm any storm water system; there is no level of storm protection that can guarantee against flooding. Our goal is to minimize flood risk to a reasonable level that balances the cost of improvements with the benefits of flood prevention. When making modifications to our existing system, we will seek to apply current design standards while balancing the costs with the benefits to the community.

Goal 2: Minimize Public Safety Hazards

Underground drainage systems (storm sewers and culverts) can crack, crumble, and collapse if not maintained. Such failures can allow the water to wash away the soil, forming sink holes that can damage streets or other infrastructure. Erosion can undermine structures, sidewalks, and streets. We plan to maintain our storm water system, following the principals of asset management, to minimize these risks for our community.

Goal 3: Minimize Storm Water Discharges into the Waste Water System

Storm water flowing into the waste water system through sources such as roof drains and catch basins (inflow) can cause waste water overflows or backups in basements. Infiltration of ground water into the waste water system can also cause backups. Both inflow and infiltration (I/I) take up flow and treatment capacity in the waste water system, and increase our transport and treatment costs. We strive to identify and disconnect sources of I/I from the waste water system.

We also recognize that many homeowners desire dry basements, and that sump pumps have made this possible and common place in recent decades. Much of our infrastructure was built at a time when this was not the case. As a result, some home owners desiring to install sump pumps may not have access to a public storm sewer for proper discharge of the water. In order to minimize the potential for illegal discharge of sump pumps to the waste water system, our goal is to make public storm sewer available for properties with potentially wet basements.

Goal 4: Support Community Growth and Development

Our City is built along several lakes, natural low places in the terrain. As a result, any outward growth is likely to be upstream. As land development occurs, additional storm water runoff flows downstream and can increase flood risk for existing properties. Our goal is to ensure proper

CITY OF CHARLEVOIX
STORM WATER ASSET MANAGEMENT PLAN

management of stormwater with new land development to mitigate the potential flood risk impacts for existing properties.

Goal 5: Maintain Water Quality

As storm water travels to and through our storm water system, it can collect sediment, debris, and pollutants, and release them into downstream waterways. Our goal is to release clean storm water to the environment and minimize any environment effects of our storm water discharge.

Goal 6: Minimize Life Cycle Costs

The best financial decisions are those which achieve the lowest life cycle cost while still meeting the desired level of service. This means we consider the full life cycle of each investment each time we evaluate improvements to our system. We recognize that short term fixes, while they may have lowest immediate costs, may not be the best long-term financial decision. Likewise, not spending money on maintenance and repairs can provide short term cost savings but may result in asset failure, ultimately increasing lifecycle costs. We intend to manage our system to always to pursue the lowest life cycle cost possible for each system asset while maintaining our desired level of service.

We will implement asset condition tracking and criticality assessments to determine the optimum time for asset maintenance and/or replacement. Decisions will be made which strike a balance between maximizing the lifecycle use of all assets, the risk of failure of the assets, and the consequence of failure of the assets.

PART 2: INVENTORY

What do we own?

Program Status

An inventory of storm sewers and culverts has been completed. Manhole and catch basin inventory data includes structure installation year, material, size, and rim elevations. Global Positioning System (GPS) coordinates have been collected for a majority of manholes, catch basins, and pipe inlets/outlets for reliable locational accuracy. Sewer pipe and culvert inventory data includes the pipe installation years, materials, sizes, inverts, slopes, and approximate depth below grade. The pipe locations are based on manhole GPS coordinates and record drawing information. The routes of open channel drainage courses and location of detention basins have been mapped. Our system ownership limits, along with that of private, and MDOT systems within our City, has been determined according to our best available information.

System inventory data is maintained in our Geographic Information System (GIS). The GIS provides convenient access to system inventory information through digital maps which can be accessed both by administrators and maintenance crews.

Our Storm Water System

Our system includes 55,500 feet of gravity sewer pipes ranging from 4-inch to 60-inch in diameter, 5 culverts ranging from 12-inch diameter pipe up to a 96-inch concrete pipe arch culvert, 246 manholes, and 439 catch basins.

Our storm sewers date back to the early 20th century. The oldest records on file show some of our storm sewers existing in the 1940's, actual installation years prior to that time are unknown. The pipe materials are primarily concrete pipe installed in the 1980's through 2010's and plastic pipe installed in the 1990's through present.

A more detailed description of our storm sewer system assets is found in a Storm Sewer System Evaluation report from Prein&Newhof, dated November, 2018.

Our Plan

We plan to keep our system inventory current through periodic updates to the GIS, no less frequent than once per year. When the system is modified through construction projects, the project record plans will be prepared by the engineer of record. Record drawings will be used for updating the system inventory.

PART 3: RISK OF FAILURE

In What Condition Are Our assets?

Program Status

An asset condition rating system has been developed for storm sewer pipes, culverts, catch basins, and manholes. Each asset is rated on a scale of 1-5 with 5 representing the worst condition, or highest risk of failure. Ratings are based on inspections of the assets. Condition rating information is incorporated into the GIS with the asset inventory.

A system wide assessment of the condition of assets has been compiled. The assessment is based on inspections from 2015 through 2018. Approximately 87% of the pipes have been assessed using optical zoom camera inspections. Several locations were inspected using closed-circuit televising (CCTV) to verify location of buried manholes and to identify causes of defects. Occasional locations have pipes with condition ratings estimated from age and material information.

Our Storm Water System

Our conditions assessments have revealed some clay pipe and concrete pipe storm sewers with structural problems such as cracks and broken pipes. Approximately 4-percent of our storm sewer pipes have a Risk of Failure rating of 3 or higher. A more detailed description of the rating systems, assessment methods, and findings of our system conditions can be found in our Storm Sewer System Evaluation report.

Our Plan

We plan to continue making CCTV inspections of additional storm sewers to develop a more thorough assessment of our system conditions. We plan to prioritize inspections for older storm sewers within the limits of planned street resurfacing projects, in order to identify and repair potential failure points before investing in pavement resurfacing.

Condition information for manholes and catch basins can be kept up to date whenever changed conditions are observed as part of routine maintenance and operations activities.

We plan to make an annual reassessment of system wide condition ratings. The annual reassessment will be made by incorporating any new inspections and any system improvements completed within the prior year.

PART 4: CONSEQUENCE OF FAILURE

What happens with a failure?

Program Status

In a storm water system, if part of the system fails, the consequences would most commonly be a collapse resulting in wash outs, sink holes, or flooding. These kinds of events would represent a failure to achieve our goals outlined in Part 1 of this Asset Management Plan.

A rating system has been developed to establish a way for comparing the severity of potential consequences of sewer system failures. All assets are rated on a scale of 1-5 with 5 representing the most severe consequences. Underground pipes are rated considering their size, any major traffic routes above the sewer, nearby infrastructure consequences, and the approximate density of adjoining land use. Rating information is incorporated into the GIS with the asset inventory.

A system wide assessment of the potential failure consequences has been performed and assets have been rated. A more detailed description of the rating systems and assessment methods can be found in our Storm Sewer System Evaluation report.

Our Plan

We plan to keep the consequence of failure rating system current as the system changes over time. This requires very little effort as the potential failure consequences do not significantly change very often. When new assets are added to the system, their potential failure consequences will be evaluated using the same rating system.

We plan to use our consequence of failure ratings as part of a prioritization process, called “Criticality”, when considering potential system improvements.

CITY OF CHARLEVOIX
STORM WATER ASSET MANAGEMENT PLAN

PART 5: CRITICALITY

How do we prioritize our actions?

Program Status

Criticality ratings (otherwise known as Business Risk Factors in some asset management programs) have been compiled for our storm sewer pipes and culverts. Each assets “Risk of Failure” rating (1-5) is multiplied by its “Consequence of Failure” rating (1-5) to establish its Criticality rating (1-25). Rating information is incorporated into the GIS with the asset inventory.

Our Plan

We plan to use criticality ratings as a guide when considering priorities for system improvements. We plan to keep our criticality ratings current with an annual update of system ratings.

PART 6: CAPACITY

Do we have enough, now and for the future?

Program Status

Planning for future capacity needs is an essential part of our asset management program. Storm sewers and culverts should last for many decades, so decisions about pipe capacity and system improvements require a very long term view. Capacity master planning provides the needed long term view.

A master plan for future capacity upgrades and storm sewer extensions was developed in 2003. Since 2003 we have been following the storm sewer master plan, incrementally implementing the planned improvements when streets are removed for other utility work.

Our Plan

When making modifications to our existing system, we will continue following the capacity master plan and seek to apply current design standards while balancing the costs with the benefits to the community.

We plan to coordinate the implementation of desired capacity improvements with other rehabilitation/replacement projects to maximize the life cycle of our existing assets and ensure long term capacity needs are met with the construction of any replacement assets.

PART 7: OPERATIONS AND MAINTENANCE

Keeping up with routine work

Program Status

Our asset inventory and condition assessments now give us the ability to build on our historical knowledge, gained through maintenance experience, by using system data to develop more proactive plans for scheduled maintenance activities.

Our Plan

Storm Sewers: Pipe and Catch Basin Cleaning

We plan to clean storm sewers as needed for CCTV inspection as described in Part 3 of this Asset Management Plan.

Detention Basins

We plan to continue regular cleaning of detention basin outlets to ensure continuing functions where needed.

Repairs

We plan to continue making miscellaneous system repairs (fixes which are small enough to be accomplished without engineered plans or project specific budgeting) on an as-needed basis. Such repairs may include adjusting manhole cover castings, patching structures, or replacing pipes as needed. We will continue budgeting for such repairs based on prior years' expenses and known system repair needs. When making decisions on system repairs, we will consider the criticality assessments as well as planned rehabilitation and replacement projects.

PART 8: CAPITAL IMPROVEMENTS

Continuing system renewal

Program Status

Our condition assessments have revealed certain assets which are near the end of their life cycle and are in need of rehabilitation or replacement. The capital improvement needs are presented in our Storm Sewer System Evaluation report.

The capital improvement projects are prioritized considering the criticality ratings of the assets. The improvements are coordinated with plans for capital improvements to streets, water supply and waste water systems. The resulting plan is compiled in the City of Charlevoix Capital Improvement Plan, 2018 Edition.

Our Plan

Planning for capital improvements is a continual management process. Our Capital Improvement Plan shows our foreseeable project priorities based on the information we have available now. We expect the plan will continue to be shaped by the following influences:

- New information about the condition of our assets may be learned through the ongoing condition assessments (see Part 3 of the Asset Management Plan).
- Changing economic conditions may affect how quickly we can accomplish the capital improvement projects. Economic conditions can affect the pace of new development which increases our system revenues, as well as the rate of inflation which affects the construction costs we pay to implement the projects.
- Coordination with road work and other utility work may require adjustments in timing of the projects. Roadway conditions can dramatically change with severe weather seasons. As roadway conditions change and paving plans are revised, the storm water system plans may need to be adjusted.

Because of the influences described above, we plan to keep our Capital Improvement Plan up to date by taking the following steps annually:

- Adjust the cost estimates for capital projects based on current market pricing
- Reconsider capital improvements priorities based on any updated criticality assessments
- Reconsider implementation years for upcoming capital projects to coordinate with changing conditions of roads and other utilities

PART 9: FINANCIAL STRATEGY

How do we pay the costs?

Financial Goals and Strategy

Storm water system costs are funded with street improvements through our general fund. Our goal is to minimize budget impacts through proactive management of the system.

Program Status

The capital improvement costs for sustaining our storm sewers and streets have been estimated as part of the capital improvement plan.

Our Plan

We plan to evaluate financial strategies for storm sewers and streets concurrently with water and sewer utilities as part of a comprehensive capital improvement plan. We plan to re-evaluate street and storm sewer system needs along with revenue projections on an annual basis. We may consider developing a storm water utility to fund system improvement if needed.

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STORM WATER ASSET MANAGEMENT PLAN

SUMMARY

Asset management is a collection of best management practices to which we will adhere in order to continue providing reliable storm water service for our community. This Asset Management Plan summarizes the implementation of our program. The specific details of how we implement asset management may be adjusted from time to time as new/improved tools, software, and evaluation techniques are developed. Regardless of those changes, we will incorporate asset management into our everyday activities. By implementing asset management we can ensure reliable and sustainable storm water service at the lowest life cycle cost for our community.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Airplane De-Icing Pilot Program

DATE: December 3, 2018

PRESENTED BY: Matthew Wyman, Airport Manager

BACKGROUND:

A frequent summer customer of the airport is proposing to purchase a de-icing unit. The airport staff would use the unit to de-ice their jet and piston powered aircraft, so they can visit us during the winter months. The pilot de-icing program would allow the airport to determine its ability to offer a de-icing service in the future. The City Attorney has approved the draft agreement.

RECOMMENDATION:

Motion to approve the De-Icing Service Agreement.

ATTACHMENTS:

- ▣ De-Icing Feedback
- ▣ Pilot De-Icing Program
- ▣ De-Icing Service Agreement

Zimbra

mattw@charlevoixmi.gov

RE: De-icing proposal

From : Houtteman, Steve (MDOT)
<HouttemanS@michigan.gov>

Thu, Nov 08, 2018 03:56 PM

 1 attachment

Subject : RE: De-icing proposal

To : Matthew Wyman <mattw@charlevoixmi.gov>

Cc : Reverman, James (MDOT)
<Revermanj@michigan.gov>

Matt,

Per our discussions and my understanding of your situation, I thought your proposal looked good, and though brief, seems adequate given the very limited scope of your initial operations. For reference, I have attached the current FAA Advisory Circular regarding deicing facilities, as you will notice, if you begin to consider expanded operations, the requirements are also greater.

One of the issues not addressed in your proposal is the fate/disposal of the material that is deposited on the ramp surface (overspray/aircraft runoff). As you described, the deicing area is not located in area serviced by storm drains or runoff conveyances, however the ultimate fate of the material should still be addressed. Once again though, given the very limited scope of your initial "pilot/trial" operations, your initial isolation area should be adequate to address these issues.

Thank you for the opportunity to comment and always feel free to contact me,
Steve

Steve Houtteman
Aeronautics Environmental Specialist
Project Support Unit - Office of Aeronautics
Michigan Department of Transportation
517-335-9866 (Direct) 517-886-0366 (Fax)
houttemans@michigan.gov

-----Original Message-----

From: Matthew Wyman <mattw@charlevoixmi.gov>
Sent: Tuesday, November 6, 2018 3:43 PM
To: Houtteman, Steve (MDOT) <HouttemanS@michigan.gov>
Cc: Reverman, James (MDOT) <Revermanj@michigan.gov>
Subject: De-icing proposal

Zimbra

mattw@charlevoixmi.gov

Designated Deicing Area

From : Joye, David <David.Joye@rsandh.com>

Mon, Nov 05, 2018 04:40 PM

Subject : Designated Deicing Area 2 attachments**To :** Matt Wyman (mattw@charlevoixmi.gov)
<mattw@charlevoixmi.gov>

Matt,

Attached is the figure showing the designated deicing area that we discuss. This location was chosen for a few reasons that I have outlined below. I know you are aware of many of the things I will outline but I wanted to write out the reasons in a manner in which will enable you to take them directly to someone with less knowledge of airport operations, deicing, etc.

1. Safety – first and foremost is always safety. Aircraft deicing is a very time-sensitive operation and reducing the time between the aircraft being deiced and the aircraft being airborne is critical. The chosen location for deicing operations is the closest location to the Airport's main departure runway (Runway 27) that does not impact other airport operations (aircraft taxiing on Taxiway A). This close proximity reduces the time between deicing and takeoff.
2. Environment – Deicing fluids used at airports throughout the U.S. are biodegradable, but in large enough quantities can still have an impact on the surrounding environment. A best management practice is to keep as much of the deicing fluid as possible on airport property. Much of the deicing fluid remains on the aircraft but some fluid is left behind from it dripping off the aircraft, over-spray, etc. The designated area shown is centralized on the existing Terminal Apron, away from storm inlets and drainage swales, which will allow the maximum amount of deicing fluid to remain on the apron.

Please let me know if you have any questions.

David Joye, PE

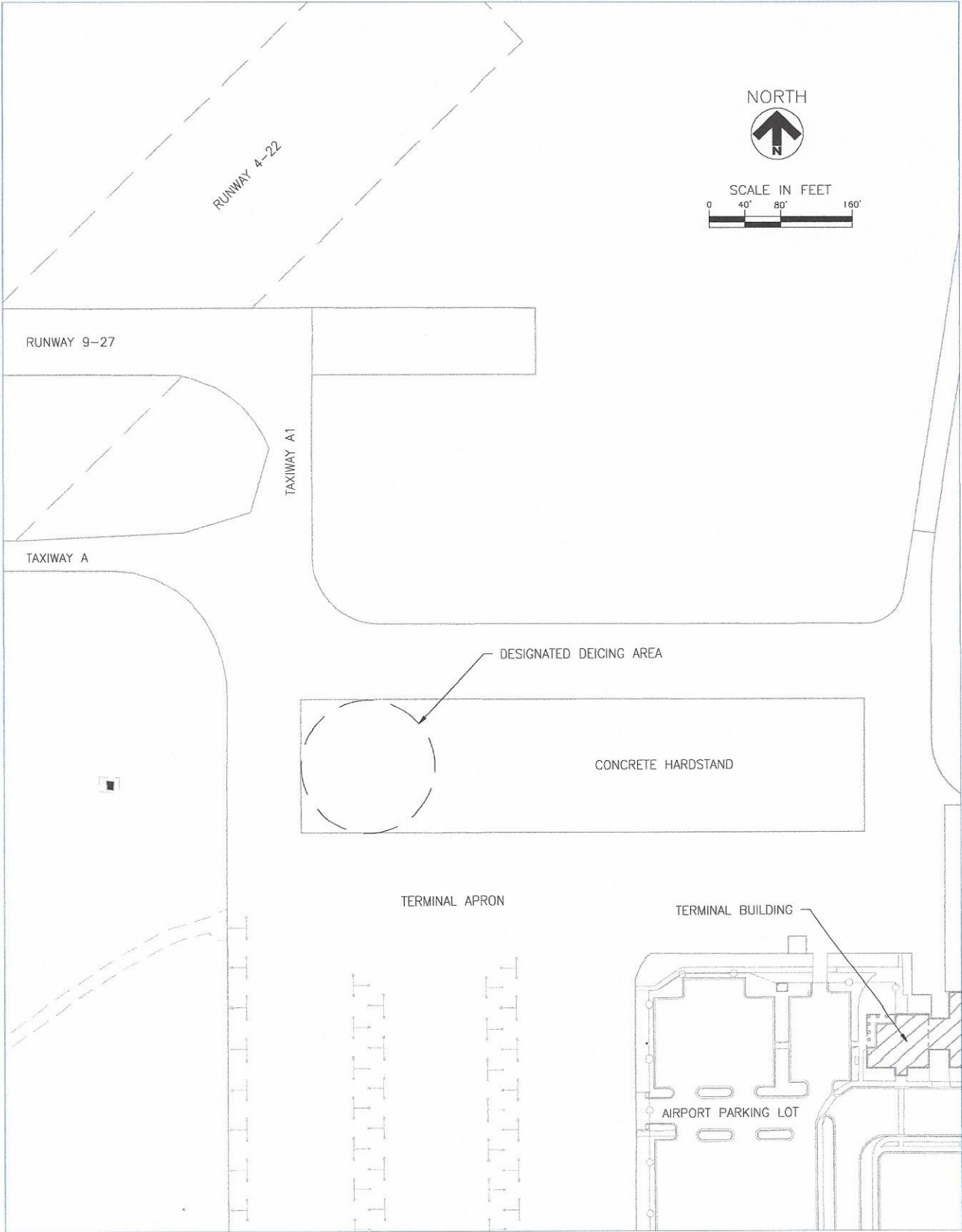
Aviation Engineer

G-3101 W Bristol Rd, Suite 300, Flint, MI 48507

O 810-496-6745 | M 248-496-4102

david.joye@rsandh.comrsandh.com | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Blog](#)

CHARLEVOIX MUNICIPAL AIRPORT - DESIGNATED DEICING AREA





Pilot De-Icing Program

Basic Principals

The goal of the de-icing/anti-icing process is to removing contamination from the aircrafts critical surfaces, (wing, tail and fuselage) thus adhering to the “Clean Aircraft Concept”. This is accomplished by using Type I fluid to remove the contamination. If available, Type IV is then applied to protect the aircrafts surfaces from any precipitation that is falling at the time of application. When the aircraft departs, this coating breaks away, taking the contamination with it, leaving a clean aircraft surface. Smaller non-air carrier airports most commonly only use Type I fluid for their de-icing operations.

Proposed Pilot Program

A frequent customer of ours, Zotec Partners, LLC. would like to purchase a de-icing truck and have us use the truck to deice their aircraft. The de-icing truck is designed to apply Type I fluid or simply known as Aircraft De-Icing Fluid. Type I de-icing fluid is a non-toxic propylene glycol-based fluid containing water, corrosion inhibitors, and orange dye. De-icing fluids are biodegradable and not considered a hazardous waste. Zotec Partners, LLC will be responsible for the purchasing of the de-icing fluid, fuel for the de-icing truck and all the upkeep and maintenance of their de-icing truck.

The entire scope of the proposed de-icing operation will be limited to the aircraft owned and operated by Zotec Partners, LLC. Specifically, the aircraft that could require de-icing will either be a Challenger 600 (N605KB), a Premier Jet (N835ZT) and a Cessna 441 chancellor (N512K). For this service, the Airport will charge a fee of \$50.00 per de-ice event.

The planned location for the de-icing operation will be the west end of our concrete apron. As stated by RS&H, this location is favorable due to its proximity to the runway. It is also far away from any storm water run-off. Snow mixed with de-icing fluid will be moved to the center of our west apron for the same reason, in that it is far away from any storm water run-off. The Environmental Specialists with the State of Michigan Aeronautics reviewed the proposed location and agreed that due to the limited amount of de-icing, the location was favorable for this narrow scope of operation.

The pilot de-icing program will provide valuable experience to our staff as well as providing a service that will allow one of our customers the opportunity to use our airport during the winter months.

SERVICES AGREEMENT

This Services Agreement, dated _____, 2018, is by and between Zotec Partners, LLC (“Zotec”) and the City of Charlevoix on behalf of its Charlevoix Municipal Airport (“Airport”).

WHEREAS, Zotec desire to obtain deicing services for its airplanes; and

WHEREAS, Airport is equipped and willing to provide airplane deicing services to Zotec.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Zotec and Airport hereby agree as follows:

1. Zotec shall supply the deicing truck, truck fuel, deicing fluid, and all upkeep and maintenance for the deicing truck (“Deicing Supplies”).
2. Airport shall provide deicing services, employee training and certification on proper deicing of Zotec’s airplanes, and hangar space for Deicing Supplies (“Services”).
3. The parties agree that the Zotec airplanes with tail numbers Challenger N605KB, Premier N835ZT and Chancellor N512K shall be included under this agreement. Zotec may make changes to this list without council approval by providing written notice to Airport.
4. The rate for the Services shall be \$50 per deicing.
5. Zotec shall release and hold harmless Airport, its agents and employees from and against any and all claims, damages, liabilities, losses and expenses including, without limitation, attorneys’ fees and costs of any kind whatsoever arising out of or resulting from, directly or indirectly, any act or omission of Airport’s agents, employees, invitees, contractors, suppliers, customers and sublessees.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Operating Agreement.

ZOTEC PARTNERS

By: Dean Burger

Printed Name: Dean Burger

Title: CFO

CITY OF CHARLEVOIX

By: _____

Printed Name: _____

Title: _____

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Mayoral and Council Appointments

DATE: December 3, 2018

PRESENTED BY: Joyce M. Golding, City Clerk

BACKGROUND:

Per the Volunteer Board and Committee Appointment Policy, open memberships were advertised.

Bob Timms requested re-appointment to the Board of Review. This is a Council appointment for a three year term. No other applications were received.

Ken Polakowski requested re-appointment to the Shade Tree Commission. This is a Mayoral appointment with Council approval for a three year term. No other applications were received.

RECOMMENDATION:

Motion to appoint/re-appoint *name* to the Board of Review, term expiring December 31, 2021.

Motion to appoint/re-appoint *name* to the Shade Tree Commission, term expiring December 31, 2021.

ATTACHMENTS:

- ▣ Applications



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

RECEIVED
NOV 20 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: ROBERT TIMMS
ADDRESS: 303 CLINTON ST
HOME PHONE: 547 2918 CELL PHONE: _____
EMAIL: BATS303@ATT.NET
ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 60 YRS
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? NO
EDUCATIONAL BACKGROUND: 2 YR COLLEGE

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: APPLIANCE SERVICE

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: FORMER CITY COUNCIL MEMBER

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

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: TO DO A SERVICE TO THE PEOPLE OF CHARLEVOIX

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

SIGNATURE: Robert Timms DATE: 9 Nov 18

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: Kenneth J. Polakowski
ADDRESS: 301 MASON ST.
HOME PHONE: 231.547.6753 CELL PHONE: 231.675.7753
EMAIL: kenpole@umich.edu
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 16 yrs
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? No
EDUCATIONAL BACKGROUND: Master's level

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Professor Eastern University of Michigan, Registered Landscape Architect

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: past chairman - Charlevoix Historic District Commission - present " Shade Tree Commission

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

See above

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

No

REASON(S) YOU WISH TO SERVE:

Continue to serve on the STC and help new members in their role as commission members

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

SIGNATURE:

Kenneth J. Polakowski

DATE:

11/20/18

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

All Other Actions and Requests

TITLE: Recreational Marijuana

DATE: December 3, 2018

PRESENTED BY: Scott Howard, City Attorney

BACKGROUND:

On December 6, the Michigan Regulation and Taxation of Marihuana Act (MRTMA) goes into effect. From this date forward, the consumption, possession and transport of a certain amount of marijuana and marijuana product is legal under Michigan law. Though Council cannot change this, it can (and should) choose whether and how to regulate commercial establishments for marijuana contemplated under the Act. The City Attorney will be help answer your questions and work with you on a strategy going forward.

RECOMMENDATION:

Council discussion and direction.

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: December 3, 2018

BACKGROUND:

A. Parking Recommendations

Attached to this report, you'll find the final recommendation memo from Rob Baciagalupi who has been reviewing our parking this summer and has met with Council, the DDA Board, and business owners on more than one occasion. Based on his recommendations, I'm drafting a request for qualifications for firms to propose ideas and methods to us for meters/payment software and other solutions for parking. The focus, in this case, is on the best user experience that meets the needs we have reviewed rather than simply looking at the cheapest parking meters we can buy. I'll keep you posted as we have responses from this process.

B. Opioid Treatment and Solutions

I've included for you an article that appeared over the weekend in *The New York Times* regarding the steps Dayton, Ohio and it's county have taken to reduce overdose deaths over the past year. We have begun a loose working group with our staff and Munson Healthcare Charlevoix Hospital on how we can address opioids, mental health, and the continuum of care in our community. I do not believe we face the same magnitude of problem as places like Dayton but we would be foolish to pretend we don't have those who live in and visit our community who struggle with uncontrolled substance abuse. Our EMS staff are already using an anti-overdose treatment known commonly as Narcan and we are currently training our police officers to carry this treatment as well. I think this article is a good example of the way many resources in a community can be deployed to assist those in need and those who support loved ones with an addiction.

C. FY 2020 Budget Preparation

We will provide a first draft of the budget to you shortly after Christmas and review it with Council at the Work Session on January 7.

D. Chamber of Commerce Annual Reports

In compliance with the agreements between the City and the Charlevoix Area Chamber of Commerce, the annual reports required from the Chamber are attached to this packet. The affairs between the two organizations are in order and I'm pleased to continue our partnership with them.

ATTACHMENTS:

- ▣ Parking Recommendation Memo
- ▣ Dayton Overdose Article
- ▣ Planning Commission Minutes
- ▣ Historic District Commission Minutes
- ▣ Chamber 2018 Financial Report
- ▣ 2018 Chamber Report
- ▣ Chamber Building Report
- ▣ Charlevoix Trail Ambassadors



Phone: (231) 883-7266 • E-Mail: rob@missionnorthmi.com • Web: www.MissionNorthMI.com

TO: Mark Heydlauff, Charlevoix City Manager

FROM: Rob Bacigalupi, Mission North, LLC

DATE: November 23, 2018

SUBJECT: Parking Study Follow Up For City Council

The purpose of this memo is to clarify and expand on the various strategies that are coming out of the parking study process, and to follow up on questions the City Council had at their October 29, 2018 meeting.

The overriding theme of a good parking strategy is to maximize the utilization of your parking facilities. This means serving as many shoppers, visitors and employees with the parking facilities you have, while facilitating the level of growth you desire. This is something to keep in mind as you discuss strategies. Paid parking is NOT about raising revenue, rather assigning a cost to parking affects behavior to maximize your parking spaces, and the limited real estate, in downtown.

Below is an explanation of strategies we discussed on the 29th:

1. **Replace meters with new technology.** Charlevoix's aged meters do not allow for changing duration or fee. The current parking rate is 25 cents per hour, which is below other Northern Michigan towns, and does not produce enough revenue to cover maintenance and enforcement costs for a modern system. Current smart meter technology would allow Charlevoix to adjust duration and fees based on seasonal and market changes, monitor meter operation, and gather data for uses beyond parking. Charlevoix is considering whether to replace their current stock of single meters with new single meters, to move to pay stations, or a combination of both. The aspects and costs of these meter types are further discussed in *Table 1*.

2. **Expand meter zones to balance out usage.** Based on usage studies, there are three non-metered areas where demand argues for expansion of meter zones. These are the balance of the 100 blocks of Park, Clinton, and Mason; the Dewitt

Table 1 - Meter Options

	Pros	Cons	Cost Considerations
"Smart" Single Meters	- Better audit trail - Can accept credit cards - Easier to change rate and duration - real time alerts of issues - Better data for decision making	- Highest cost of ownership - Must maintain more parts inventory - More meters to collect, creating additional labor burden	- Utilizing existing posts and housings, new meters could cost \$250-\$300 per space - Approx. \$5.50 per space per month for software and communication costs, plus additional per transaction fee - merchant processing fees for credit card
"Smart" Paystations	- Better audit trail - Can accept credit cards - Easier to change rate and duration - real time alerts of issues - Better data for decision making	- Customers must acclimate to walking to pay	- \$9,000-\$12,000 per pay station - Approx. \$75 per pay station for communication and software costs - merchant processing fees for credit card

Notes

- Recurring software and communication costs can be suspended when meters are not in use

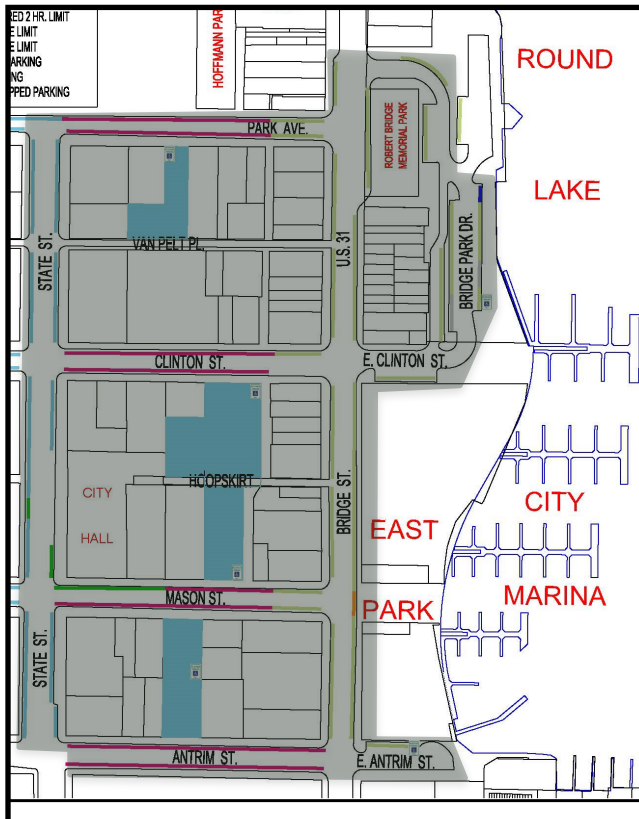
Lot off or Park Street, and State Street between Park and Antrim. A more proactive approach, in anticipation for further development downtown, would be to also meter the other City lots between Bridge and State Streets, and Antrim Street spaces. This would create a cohesive and easily communicated meter zone bound by the harbor, State, Park and Antrim (see *Figure 1*). The number of metered spaces would increase from 150 to 451. If you went with pay stations, you would need approximately 36 to cover the entire meter zone.

3. **Offer mobile payment option.** A mobile payment option would afford customers the ability to pay with credit, without the expense of installing credit card-accepting meters. The City can choose to pay the processing and merchant service fee, or can pass that along to the parker. These solutions include [Parkmobile](#), [Passport](#), and [paybyphone](#). Some of them offer additional functionality such as offering permits by phone or web.

4. **Convert lots into mid-range parking, institute a permit program.** Making the City lots west of Bridge more available to customers could be achieved by imposing a time limit of four or five hours. This would force all day parkers to seek

further out parking leaving more of these lots for shoppers who do not want to pay at the on-street meters. Those full-time employees who are willing to pay to park at these lots could choose to purchase a permit.

Figure 1- Proposed Meter Zone



Permits could be accomplished a few different ways. Low tech, paper or plastic permits could be issued at City Hall and displayed in the vehicle. Some mobile payment solutions, such as Passport, allow customers to purchase a virtual permit by using their license plate. Enforcement staff would see these permits in real time via a smart phone app. Either way, the number of permits issued would need to be limited based on the number of spaces dedicated for that use in the lots. I recommend open parking, where permit holders do not have a dedicated space but

rather have access to an array of permit spaces. This allows for the greatest utilization of parking spaces. The number of permits could exceed the spaces available by a limited percentage. For larger permit lots, overselling by 20% is a safe industry standard.

Another concept discussed at the October 29th meeting was reducing (or eliminating) permits in the Acacia Lot on Bridge Park Drive. This is prime parking for the waterfront and the businesses that operate near it. Putting these spaces into meters would increase their utilization. Permit users could be shifted to the lots west of Bridge.

5. **Continue working with Charlevoix Transit and others on shuttles for events.** Parking demand increases dramatically with events. Encouraging travel by means

other than the automobile helps soften that demand and makes more efficient use of the limited spaces downtown Charlevoix has. Charlevoix Transit has the capacity to provide shuttle service. Beyond, Charlevoix Transit, the Beaver Island Boat Company (BIBCO) also shuttles travelers from their parking lots south downtown to the dock on Pine Lake Harbor. BIBCO is another potential partner for event shuttles.

- 6. Remove parking minimums, and institute maximums for downtown.** Replace the existing payment-in-lieu of parking program with allowance to use tax increment financing for parking improvements. As development fills in surface parking, more taxes are collected, some which can be allocated for parking improvements, if needed.
- 7. Identify location for a future parking garage.** Identify costs and capacity for possible locations. Then develop financing options for a parking garage, including adding it into the Downtown Development Authority's tax increment financing plan. These steps will better position Charlevoix to make a decision on a parking garage if and when the need arrives.

Besides strategies, the question of parking rates in other communities came up at the meeting. *Table 2 compares parking meter rates* for various Northern Michigan communities.

Table 2 - Parking Rate Comparison

	Metered Parking Hourly Rates		
	Short Term (≤4h)	Mid Term (>4h, <8h)	Long Term (≥8h)
Charlevoix	\$0.25	n/a	free
Empire, Empire Beach	\$1.00	\$1.00	\$1.00
Lake Township, Platte River Mouth	\$5.00/ flat fee	\$5.00/ flat fee	\$5.00/ flat fee
Marquette	\$0.50	\$0.50	\$0.50
Petoskey¹	\$0.50	\$0.50	\$0.13
Sault Ste. Marie	\$0.50	\$0.50	\$0.25
Traverse City	\$1.00	\$0.80	\$0.60

Notes:

1 Varies depending on location

Finally, there was a question regarding **vehicle sensing technology** and whether that would be a good option for Charlevoix. Vehicle sensors in conjunction with smart meters, make it easier to have market-based pricing, where rates are changed based on real time use of spaces.

There are at least a couple of different types of vehicle sensors. Pucks are one where they are installed in the pavement at the space. The jury is still out as to how well these work in areas where there is a good amount of snow and therefore plowing. The other type are collars that are mounted on meter poles at the parking space. The cost for these are about \$175 per space plus installation, plus another \$570 for a gateway serving every 25 sensors. There is a communication fee per sensor of about \$3 per month, and one for the gateways of around \$6 per month.

Putting this in context, for Charlevoix, the capital cost would be around \$120,000 and the recurring software and communication cost would be approximately \$1,462 per month. As with any additional technology, care would need to be taken to assure it integrates well with other technologies used in the parking system.

The New York Times

THE TREATMENT GAP

This City's Overdose Deaths Have Plunged. Can Others Learn From It?

Dayton, Ohio, had one of the highest overdose death rates in the nation in 2017. The city made many changes, and fatal overdoses are down more than 50 percent from last year.



By **Abby Goodnough**

Nov. 25, 2018

DAYTON, Ohio — Dr. Randy Marriott clicked open the daily report he gets on drug overdoses in the county. Only one in the last 24 hours — stunningly low compared to the long lists he used to scroll through last year in a grim morning routine.

“They just began to abruptly drop off,” said Dr. Marriott, who oversees the handoff of patients from local rescue squads to Premier Health, the region’s biggest hospital system.

Overdose deaths in Montgomery County, anchored by Dayton, have plunged this year, after a stretch so bad that the coroner’s office kept running out of space and having to rent refrigerated trailers. The county had 548 overdose deaths by Nov. 30 last year; so far this year there have been 250, a 54 percent decline.

Dayton, a hollowed-out manufacturing center at the juncture of two major interstates, had one of the highest opioid overdose death rates in the nation in 2017 and the worst in Ohio. Now, it may be at the leading edge of a waning phase of an epidemic that has killed hundreds of thousands of people in the United States over the last decade, including nearly 50,000 last year.

For the first time in years, the number of opioid deaths nationwide has begun to dip, according to preliminary data from the Centers for Disease Control and Prevention — with totals for the preceding 12 months falling slightly but steadily between December 2017 and April 2018. The flattening curve — along with declining opioid prescription rates and survey data suggesting far fewer Americans tried heroin last year and more got addiction treatment — is the first encouraging news in a while.

While it’s too soon to know if the improvement is part of a long-term trend, it is clear there are some lessons to be learned from Dayton. The New York Times spent several days here interviewing police and public health officials; doctors, nurses and other treatment providers; people recovering from opioid addiction and people who are still using heroin and other drugs.

They point to a variety of factors they believe have contributed to the sharp drop in mortality.



Joshua Lewis, who two years ago overdosed frequently, pointed to tattoos remembering family members claimed by the opioid crisis. Maddie McGarvey for The New York Times

Medicaid expansion hugely increased access to treatment

Mayor Nan Whaley thinks nothing has had as big an impact on overdose deaths as Gov. John Kasich's decision to expand Medicaid in 2015, a move that gave nearly 700,000 low-income adults access to free addiction and mental health treatment.

In Dayton, that's drawn more than a dozen new treatment providers in the last year alone, including residential programs and outpatient clinics that dispense methadone, buprenorphine and naltrexone, the three medications approved by the F.D.A. to treat opioid addiction.

"It's the basis — *the* basis — for everything we've built regarding treatment," Ms. Whaley said in an interview at City Hall. "If you're a state that does not have Medicaid expansion, you can't build a system for addressing this disease."

An event held every other month at a church in Dayton's East End shows the scope of available options. Called Conversations for Change, it gives people addicted to drugs a chance to have a meal and to meet treatment providers, who on a recent evening had set up more than a dozen tables.

“We have medication-assisted treatment programs, withdrawal management — come see me,” a representative for one program, Project Cure, urged the two dozen people present.

“If you’re interested in Narcan training, we’re going to get started in a few minutes — you can bring your food with you,” offered a representative of another program.

Gov. John Kasich has said the state is spending \$1 billion a year to address the opioid epidemic, and a big chunk of that is Medicaid funds. With Medicaid now paying for nearly all low-income residents who need it to get addiction treatment, Ohio has been able to go beyond the basics in spending its share of several billion dollars in the opioid grant money the Trump administration has been giving to states. One example: paying for people who go to jail and lose their Medicaid coverage to stay in treatment with their regular provider while they’re incarcerated.

Lori Erion is the founding president of Families of Addicts, a local support group. “I still go to more wakes than I care to tell you about,” she said.

Maddie McGarvey for The New York Times

Carfentanil, an incredibly toxic fentanyl analog, has faded

It's entirely possible that the biggest factor in Dayton has been the dwindling presence on the streets of carfentanil — an analog of the synthetic opioid fentanyl that the C.D.C. describes as 10,000 times more powerful than morphine. Ohio was particularly hammered by carfentanil in recent years; according to the C.D.C., the state had 1,106 carfentanil-related deaths from July 2016 through June 2017, compared with only 130 in nine other hard-hit states combined.

During that period, carfentanil was showing up regularly in Dayton's street drugs, including methamphetamine, cocaine and fentanyl. Nobody has figured out why Ohio saw more of it than anywhere else, but there's no question it played a huge role in the explosion of deaths in Dayton early last year.

By mid-2017 carfentanil's presence was fading — maybe in part because traffickers realized how much of their customer base it was killing, said Timothy Plancon, the Drug Enforcement Administration special agent in charge of Ohio.

The news is not all good. Cocaine and particularly meth use is rising fast in the Dayton area, as it is nationwide. And they're often mixed with fentanyl; 77 percent of the overdose deaths in Montgomery County from January through April involved fentanyl, roughly the same as during the same period last year. The national data also suggests overdoses involving fentanyl continue to rise, along with those involving cocaine and meth, while deaths involving heroin and prescription drugs are falling slightly.

Since late summer, deaths in Montgomery County have come closer to matching the same period last year — a reminder that the battle is far from over.

"I still go to more wakes than I care to tell you about," said Lori Erion, the founding president of Families of Addicts, a local support group. "Have we got this beat or licked? Absolutely not, on any level."

Naloxone is everywhere

Narcan, a nasal form of naxolone, which Montgomery County police officers have been ordered to carry. Maddie McGarvey for The New York Times

By now, most Americans have heard of naloxone — also known by the brand name Narcan — the medication that reverses opioid overdoses if administered quickly enough, by injection or nasal spray. But few American cities have blanketed their neighborhoods with naloxone like Dayton has.

Montgomery County agencies distributed 3,300 naloxone kits last year, and are on course to more than double that number this year, holding trainings at treatment centers and 12-step meetings as well as at local businesses and schools.

Starting in 2014, Richard Biehl, the Dayton police chief, directed all his officers to carry naloxone — going against some of his peers in other Ohio cities, including a sheriff in a neighboring county who outright refused to equip his deputies with it. Some in Ohio and elsewhere continue to oppose so-called harm reduction tools like naloxone, saying they enable drug use, but the evidence is overwhelming that they save lives.

“We really jumped on it because we saw it as absolutely consistent with our public mission to save lives,” Chief Biehl said.

Research suggests he was right. A recent study from Stanford estimated that wider availability of naloxone could prevent 21,000 deaths over the next decade — more than expanding access to medications for addiction or reducing painkiller prescriptions could.

But as fentanyl analogs — whose chemical structure is slightly different and can be more lethal — started entering the drug supply in Dayton, it became harder to revive overdose victims with the standard dose of naloxone. So the city, with state support, has spent a lot more to provide higher doses — \$350,000 last year.

The investment has paid off, said Helen Jones-Kelley, executive director of Alcohol, Drug Addiction and Mental Health Services for Montgomery County. “If nothing else, you get that second chance with them — and in some cases that third or fourth chance,” she said. “It gives

people the opportunity to get connected to services, who would not otherwise have had that chance at life.”

There is more support for people when treatment ends

Ms. Shepherd, a peer supporter, on her rounds looking for people in need of help. She was herself addicted to opioids. “I just stop and plant a little seed,” she said. Maddie McGarvey for The New York Times

Jason Olson, left, an addiction resource officer, and Amy Dunkin, an E.M.T. and addiction resource liaison, go door-to-door, checking on people who have overdosed and trying to get them into treatment.

Maddie McGarvey for The New York Times

Even though there are many more treatment options here now, that doesn't mean people stay in treatment as long as they should. But the city has an unusually large network of recovery support groups, including neighborhood clubs that provide space for Narcotics Anonymous meetings to Ms. Erion's group, which has thousands of members in Montgomery and four surrounding counties.

Dayton is also investing heavily in peer support — training people who are far enough along in their recovery to work as coaches or mentors for others who are trying to stop using, including in emergency rooms.

One example is an initiative called G.R.O.W. — Getting Recovery Options Working — that dispatches teams of social workers, medics, police officers and people in recovery to homes of people who have recently overdosed. The teams offer to help them get into treatment and to drive them to a program. They also supply them and their families with naloxone to have on hand in case it's needed.

"I just stop and plant a little seed," said Darcy Shepherd, a peer supporter who went through treatment for opioid addiction almost five years ago. "I will pull up to them, ask how they are doing and if they are ready for treatment, and when they are, to give me a call."

Joshua Lewis, 37, is among those who have managed to stay alive long enough to benefit from recovery supports. He overdosed repeatedly last year on heroin and fentanyl, while also using meth. His girlfriend found him a bed at a local treatment center, after which he spent three months at Joshua Recovery Ministries, a religious program that provides housing for men recovering from addiction. He learned how to read there, he said, and is now training to become a peer supporter. He doesn't use medications for addiction but said he would not discourage others from doing so.

"There are more addicts coming out of the shadows," he said. "The stigma's being broke."

Mr. Lewis has lived long enough to benefit from recovery treatments, and he is training to be a peer supporter.
Maddie McGarvey for The New York Times

Police and public health workers actually agree

When Sam Quinones, the author of “Dreamland: The True Tale of America’s Opiate Epidemic,” testified before Congress earlier this year, he said that “the more cops and public health nurses go out for a beer, bridge that cultural chasm between them,” the better chance the country had at solving the problem.

Dayton has largely succeeded at bridging that chasm, which too often pits a punitive, abstinence-only approach to addiction against one that seeks to reduce deaths by any means possible. Law enforcement and public health representatives work hand in hand on a two-year-old Community Overdose Action Team, sharing data and strategizing with dozens of local organizations. Chief Biehl was fully supportive of the city’s decision to set up a syringe exchange in 2014. Research

has consistently found that such programs, which allow people who inject drugs to trade dirty needles for clean ones, prevent deaths related to infections like H.I.V., hepatitis C, and endocarditis.

While other cities, including Charleston, W. Va., and Santa Ana, Calif., closed their needle exchanges this year because of opposition, including from the police, Dayton's program continues to operate at two sites, each open once a week. The needle exchanges also help clients sign up for Medicaid and connect them with addiction treatment.

The city secured a federal grant for a pilot program that distributes fentanyl test strips, which can be used to check street drugs for the presence of various fentanyl analogues. Only a handful of cities are sanctioning the test strips at this point. Sheila Humphrey, the Dayton director for Harm Reduction Ohio, a nonprofit group, has given out thousands of strips, often at parks and community events.

"If it's about conserving and protecting life" Chief Biehl said, "it has to be considered as an option."

Narcotics Anonymous is one of the various support groups in the Dayton area.
Maddie McGarvey for The New York Times

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A version of this article appears in print on Nov. 26, 2018, on Page A1 of the New York edition with the headline: Why Drug Deaths Are Down in an Opioid Town

READ 84 COMMENTS

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, October 8, 2018 - 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order

The meeting was called to order at 6:00 p.m. by Chair Chamberlain.

B. Roll Call

Chair: Sherm Chamberlain

Members Present: Ben Edwards, Toni Felter, Brian Gelb, Rick Golding, Jennifer Muladore, Phillip Parr, RJ Waddell

Members Absent: Dennis Halverson

Staff Present: Kathy Egan, Community Planner Networks Northwest

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Waddell, second by Member Felter to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the September 10, 2018 Minutes

Motion by Member Waddell, second by Member Gelb to approve the minutes of September 10, 2018 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. R-2 District Walking Tour

Planner Egan stated that the point of the tour was not to focus on existing zoning or what is allowed, but “what could be and what fits and what doesn’t”. She encouraged members to look at parking and access as well. At 6:06 p.m. the Planning Commission, Planner, and one member of the public left City Hall and walked around the neighborhood, following the path that was outlined on the map in the meeting packet. They looked at various aspects such as parcels sizes, shapes, and setbacks; building uses, sizes, and character; and parking and sidewalk infrastructure.

2. Reconvene in Council Chambers for Discussion.

The Planning Commission returned to City Hall Council Chambers at 6:45 p.m. Chair Chamberlain stated that the tour was a good chance to let everyone know how some of the properties in the downtown area are being used. He stated that it was R-2 zoning, but basically there were numerous buildings that were not R-2 structures and so the big question was should they come up with rules and regulations for converting residential homes to workforce housing, but not summer rentals. Discussion followed regarding the different approaches to housing types and rental properties, the Charlevoix Housing Authority, non-conforming uses within the subject area, workforce housing possibilities, minimum square footage versus number of units, and the need for sidewalks. Planner Egan stated that she would bring back something more formal for the Commission to discuss at the next meeting.

H. Old Business

I. Staff Updates

Planner Egan stated that City Council will address housekeeping amendments to the Zoning Ordinance on October 15th.

J. Request for Next Month’s Agenda or Research Items

K. Adjournment by 8:00 PM Unless Extended by Motion

Motion by Member Edwards, second by Member Gelb to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:11 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair

Meeting of the
City of Charlevoix
Historic District Commission
Friday, October 26, 2018
Minutes

Vicki Voisin, Chair of the Historic District Commission, called the meeting to order at 11:06 am.

1) Roll Call

Present: Mary Adams, John Campbell, Kay Heise, David Miles, Vicki Voisin Absent: Paul Weston, Hans Wiemer

Representing the City of Charlevoix: Lindsey Dotson, Executive Director, Downtown Development Authority (DDA)

2) Approval of Agenda: A quorum was present, and the agenda was unanimously approved with the correction of

item 5)a from ~~Letter to current property owners in historic district~~ to **Letter to property owners in potential historic district**. Motion made by Mary Adams and supported by David Miles.

3) Inquiry Regarding Conflicts of Interest: none

4) Approval of Minutes: The minutes of the August 24, 2018 meeting were unanimously approved. Motion made by David Miles and supported by Mary Adams.

5) Old Business

a. Letter to property owners in potential historic district

Lindsey Dotson reported that three of the eight letters sent last month to the property owners of the 200 Bridge Street block/ Van Pelt Alley have been returned. All three were positive and supported efforts to proceed with National Historic Register status. Ms. Dotson will attempt to contact the five remaining property owners before our next meeting. Michigan Main Street is expected to help prepare the application documents.

b. CLG (Certified Local Government) Application Status

Ms. Dotson reported that the CLG application has been submitted. This CLG designation from the National Park Service would make available significant grant funds to be used for historic preservation.

6) New Business

a. Request for Removal from Historic District - Feldman

A publication from the Michigan Historic Preservation Network entitled, "Local Historic Districts and Property Values in Michigan Neighborhoods" was made available to the commissioners.

Vicki Voisin read a portion of the October 1, 2018 City Council minutes item 7A (attachment #1) and the letter from the Feldmans requesting that their two homes in the **Earl Young Historic Buildings Local Historic District** be removed from the district. Kay Heise moved to:

Recommend to deny the request

John Campbell seconded. Discussion reflected that there is an obligation to maintain the integrity of the historic district, that the public hearing in 2015 had support from the homeowners and that there have been affirmative State of Michigan court cases upholding the legality of historic districts. Mary Adams offered an amendment to the motion:

And recommend to City Council that it refer to minutes from the public hearing on October 19, 2015, item V.A. (attachment#2) and existing case law before making the final decision

David seconded. Vicki Voisin will investigate the State of Michigan cases with the help of the State Historic Preservation Office (SHPO.) Copies of case law were not available at the time of the meeting but will be provided when received. The motion and the amendment passed unanimously.

7) Request for Future Agenda Items

- John Campbell requested that we consider encouraging the City Council to improve the area on Park Avenue across from the **Earl Young Historic Buildings Local Historic District**.
- Lindsey Dotson requested that we discuss signage at the entrance to the **Earl Young Historic Buildings Local Historic District** which would discourage visitors from entering private property grounds.

8) Adjournment: The agreement to adjourn was unanimously approved. Motion made by John Campbell and supported by Mary Adams. Meeting adjourned at 11:49.

Next Meeting: January 25th tentatively

Submitted by: Kay Heise, Secretary

Attachments:

1. October 1, 2018 City Council minutes
2. October 19, 2015 Public Hearing

Meeting of the
City of Charlevoix
Historic District Commission
Friday, August 24, 2018
Minutes

Vicki Voisin, Chair of the Historic District Commission, called the meeting to order at 11:00 am.

1) Roll Call

Present: Mary Adams, John Campbell, Kay Heise, David Miles, Vicki Voisin, Paul Weston, Hans Wiemer

Absent: none

Representing the City of Charlevoix: Lindsey Dotson, Executive Director, Downtown Development Authority (DDA)

2) Approval of Agenda: A quorum was present, and the agenda was unanimously approved. Motion made by John Campbell and supported by Mary Adams.

3) Inquiry Regarding Conflicts of Interest: none

4) Approval of Minutes: The minutes of the June 22, 2018 meeting were unanimously approved. Motion made by Paul Weston and supported by David Miles.

5) Old Business

a. Draft Letter to Property Owners in Potential 200 Block Historic District

The letter was reviewed and approved. Lindsey Dotson will now print and mail to the property owners.

b. Update to legal property descriptions for Earl Young Local Historic District

Lindsey Dotson has placed the historic designation language into the tax records of all of the properties in the **Earl Young Local Historic District**. Additionally she has notified the Zoning Administrator of those properties, and they have been noted on a map so that they can be appropriately flagged when/if a property owner wishes to get permission to make any exterior changes.

6) New Business

a. Letter to current property owners in historic district

Kay Heise agreed to prepare a draft letter to current property owners in the **Earl Young Local Historic District** informing (or reminding) them of the requirements for maintaining their historic structures. Lindsey Dotson will mail.

b. Practical Preservation Workshop – September 5th at 5:30pm

Members were encouraged to attend a community workshop at the Train Depot to participate in a discussion of historic preservation. The workshop, the third of three, is being sponsored by the Michigan Historic Preservation Network. Lindsey Dotson reported that the previous two sessions included many ideas and suggested resources for maintaining old homes. Paul Weston asked that a list of those resources be added to the city's website. Lindsey Dotson agreed to do that.

7) Request for Future Agenda Items

8) Adjournment: Meeting adjourned at 11:31. Members signed the new city Code of Ethics.

Next Meeting: Friday, September 28th

Charlevoix Area Chamber of Commerce
Transaction Detail By Account
January through November 2018

Date	Name	Memo	Amount
Activities & Events Expense			
Annual Meeting			
01/01/2018	Bertinelli Productions	Award Videos	\$ 1,000.00
01/29/2018	Bertinelli Productions	Award Videos	\$ 1,000.00
01/31/2018	Michael Murphy IV Photography	Promotional Event Photography	\$ 400.00
02/01/2018	Mitchell Graphics	Print Advertising	\$ 631.00
02/02/2018	Charlevoix Screen Masters	Print Advertising	\$ 25.00
02/02/2018	Decka Digital	Print Advertising	\$ 33.10
Total Annual Meeting			\$ 3,089.10
Apple Fest			
1/16/2018	Art-Linx	Email & Web Advertising	\$ 156.67
1/30/2018	Michigan Art Guide	Print & Web Advertising	\$ 10.00
8/2/2018	studioMI, LLC	Print & Web Advertising	\$ 146.25
10/19/2018	studioMI, LLC	Print & Web Advertising	\$ 32.50
10/19/2018	Charlevoix Screen Masters	Print Advertising	\$ 100.00
11/1/2018	Northern Michigan Review	Print Advertising	\$ 700.00
11/8/2018	Northern Broadcast Inc.	Radio Advertising	\$ 672.00
11/9/2018	Traverse City Record Eagle	Print Advertising	\$ 90.00
Total Apple Fest			\$ 1,907.42
Art & Craft Show			
1/16/2018	Art-Linx	Email & Web Advertising	\$ 156.67
1/30/2018	Michigan Art Guide	Print & Web Advertising	\$ 10.00
2/12/2018	Crooked Tree Arts Center	Email & Web Advertising	\$ 225.00
7/2/2018	studioMI, LLC	Banner Advertising	\$ 32.50
7/2/2018	Charlevoix Screen Masters	Banner Advertising	\$ 240.00
Total Art & Craft Show			\$ 664.17
Business Expo			
2/13/2018	Charlevoix Community Shopper	Print Advertising	\$ 299.00
3/1/2018	Mitchell Graphics	Print Advertising - Event Postcard	\$ 403.00
3/1/2018	studioMI, LLC	Banner Advertising	\$ 56.88
3/8/2018	Decka Digital	Print Advertising	\$ 94.00
3/13/2018	Charlevoix Community Shopper	Print Advertising	\$ 299.00
3/20/2018	Michael Murphy IV Photography	Promotional Event Photography	\$ 300.00
4/6/2018	Charlevoix Screen Masters	Banner Advertising	\$ 275.60
4/6/2018	Charlevoix Screen Masters	Print Advertising	\$ 190.80
Total Business Expo			\$ 1,918.28
Christmas Promotions			
10/31/2018	Michigan Officeways	Print Advertising - Tree Lighting & Parade	\$ 75.00
11/1/2018	Charlevoix Screen Masters	Banner Advertising - Tree Lighting & Parade	\$ 339.20
11/2/2018	StudioMI, LLC	Banner Advertising - Tree Lighting & Parade	\$ 81.25
11/30/2018	MacDonald Garber Broadcasting	Radio Advertising - Tree Lighting & Parade	\$ 459.00
11/30/2018	Charlevoix Screen Masters	Banner Advertising - Merchant Open House	\$ 60.00
11/30/2018	Facebook	Social Media Advertising - Tree Lighting & Parade	\$ 50.00
11/30/2018	Michigan Officeways	Print Advertising - Merchant Open House	\$ 75.00
11/30/2018	Charlevoix Community Shopper	Print Advertising - Merchant Open House	\$ 299.00
11/30/2018	Charlevoix Screen Masters	Print Advertising - Merchant Open House	\$ 100.00
11/30/2018	Michael Murphy IV Photography	Promotional Event Photography - Merchant Open House	\$ 200.00
11/30/2018	Michael Murphy IV Photography	Promotional Event Photography - Tree Lighting & Parade	\$ 200.00
11/30/2018	Facebook	Social Media Advertising - Merchant Open House	\$ 50.00
Total Christmas Promotions			\$ 1,913.45

Charlevoix Area Chamber of Commerce
Transaction Detail By Account
January through November 2018

Date	Name	Memo	Amount
Easter Egg Hunt			
3/1/2018	studioMI, LLC	Banner Advertising	\$ 56.87
4/2/2018	Michigan Officeways	Print Advertising	\$ 75.00
4/6/2018	Charlevoix Screen Masters	Banner Advertising	\$ 275.60
Total Easter Egg Hunt			\$ 407.47
 Sidewalk Sales			
7/24/2018	Canva	Print & Web Advertising	\$ 2.00
8/1/2018	Facebook	Social Media Advertising	\$ 50.00
8/2/2018	studioMI, LLC	Banner Advertising	\$ 48.75
8/10/2018	Canva	Print & Web Advertising	\$ 1.00
8/23/2018	Charlevoix Community Shopper	Print Advertising	\$ 299.00
8/23/2018	Charlevoix Screen Masters	Banner Advertising	\$ 260.00
9/4/2018	Facebook	Social Media Advertising	\$ 27.16
11/1/2018	Canva	Print & Web Advertising	\$ 1.00
Total Sidewalk Sales			\$ 688.91
 State of the Community			
9/3/2018	Mitchell Graphics	Print Advertising - Event Postcard	\$ 562.58
9/6/2018	Decka Digital	Print Advertising - Signage	\$ 116.70
9/10/2018	Michael Murphy IV Photography	Promotional Event Photography	\$ 400.00
Total State of the Community			\$ 1,079.28
 Summer Open House			
6/1/2018	Charlevoix Community Shopper	Print Advertising	\$ 299.00
7/2/2018	MacDonald Garber Broadcasting	Radio Advertising	\$ 459.00
7/2/2018	Facebook	Social Media Advertising	\$ 42.54
7/3/2018	Michigan Officeways	Print Advertising	\$ 75.00
11/1/2018	Canva	Print & Web Advertising	\$ 1.00
Total Summer Open House			\$ 876.54
 Summer Art Show			
1/16/2018	Art-Linx	Email & Web Advertising	\$ 156.66
1/30/2018	Michigan Art Guide	Print & Web Advertising	\$ 10.00
5/1/2018	Where The Shows Are	Email & Web Advertising	\$ 300.00
7/2/2018	Facebook	Social Media Advertising	\$ 50.00
7/1/2018	Traverse City Record Eagle	Print Advertising	\$ 204.00
Total Summer Art Show			\$ 720.66
 General Advertising			
1/12/2018	Canva	Print & Web Advertising	\$ 2.00
1/18/2018	Canva	Print & Web Advertising	\$ 12.95
2/13/2018	Mitchell Graphics	Print Advertising	\$ 296.00
2/19/2018	Canva	Print & Web Advertising	\$ 13.95
3/19/2018	Canva	Print & Web Advertising	\$ 12.95
3/26/2018	Canva	Print & Web Advertising	\$ 1.00
4/13/2018	Displays To Go	Literature Displays	\$ 88.66
4/18/2018	Canva	Print & Web Advertising	\$ 12.95
5/14/2018	Canva	Print & Web Advertising	\$ 2.00
5/18/2018	Canva	Print & Web Advertising	\$ 12.95
6/1/2018	Pro Image Design, Inc.	Brochure Bags	\$ 531.88
6/19/2018	Canva	Print & Web Advertising	\$ 12.95
7/19/2018	Canva	Print & Web Advertising	\$ 12.95
8/1/2018	CK Innovate	Email & Web Advertising	\$ 916.52
8/20/2018	Canva	Print & Web Advertising	\$ 12.95
9/4/2018	Canva	Print & Web Advertising	\$ 23.25

Charlevoix Area Chamber of Commerce
Transaction Detail By Account
January through November 2018

Date	Name	Memo	Amount
9/19/2018	Canva	Print & Web Advertising	\$ 12.95
10/18/2018	Canva	Print & Web Advertising	\$ 12.95
11/30/2018	Matthew Malpass	Guide Distribution	\$ 548.80
Total General Advertising			\$ 2,540.61
Joint Promotions with DDA/CVB			
2/20/2018	Charlevoix Main Street	Open For Business Ad Campaign	\$ 900.00
8/9/2018	CVB	Pure Michigan Advertising	\$ 3,000.00
8/23/2018	CVB	Earl Young Tour Map	\$ 233.72
8/23/2018	Charlevoix Main Street	Annual Contribution	\$ 750.00
Total Joint Promotions			\$ 4,883.72
Postage			
1/4/2018	Pitney Bowes	Postage - Brochure & Visitor Information	\$ 500.00
2/1/2018	Mitchell Graphics	Postage - Event Postcards	\$ 140.76
3/1/2018	Pitney Bowes	Postage - Brochure & Visitor Information	\$ 1,005.00
7/2/2018	Pitney Bowes	Postage - Brochure & Visitor Information	\$ 1,510.00
8/1/2018	Pitney Bowes	Postage - Brochure & Visitor Information	\$ 1,624.35
8/30/2018	USPS	Postage - Brochure & Visitor Information	\$ 13.65
9/3/2018	Mitchell Graphics	Postage - Event Postcards	\$ 108.87
10/8/2018	Pitney Bowes	Postage - Brochure & Visitor Information	\$ 1,510.00
Total Postage			\$ 6,412.63
			Minus CVB Postage Reimbursements
			\$ 3,416.31
			\$ 3,416.31
Promotional Website			
1/26/2018	Growth Zone	Annual Web Fee	\$ 2,980.00
7/11/2018	Network Solutions	Annual Domain Fee	\$ 79.98
Total Promotional Website			\$ 3,059.98
2018 Total Expenditures			\$ 27,165.90



In 2018, the Charlevoix Area Chamber of Commerce provided the following promotional and advertising services to make known the industrial, commercial, educational, recreational, civic, resort and other advantages of the City of Charlevoix.

This is a detailed report of our annual efforts of which the City contributes \$7500 annually.

1) Promoted Charlevoix through radio, television, print, online, video, and Social Media advertising:

- **Radio** advertising for the following community events:
 - Charlevoix's Open for Business Campaign
 - Summer Open House
 - Apple Fest
 - Holiday Parade & Tree Lighting Celebration
- **Television** advertising for the following community events:
 - Biz Expo & Taste of Charlevoix
 - Merchant Open House & Cocoa Contest
- **Print** advertising, community calendars, banners and flyers/posters for the following community events:
 - Annual Meeting and Awards
 - Biz Expo & Taste of Charlevoix
 - Easter Egg Hunt
 - Summer Open House
 - Summer Art Show
 - Art and Craft Show
 - Sidewalk Sales – Winter & Summer Sales
 - State of the Community
 - Candidate Forum
 - Apple Fest
 - Holiday Parade and Tree Lighting Celebration
 - Merchant Open House & Cocoa Contest
- **Online** advertising/promotion: www.charlevoix.org, events page, calendar and paid website:
 - Annual Meeting and Awards
 - Biz Expo & Taste of Charlevoix
 - Easter Egg Hunt
 - Summer Open House
 - Summer Art Show
 - Art and Craft Show
 - Sidewalk Sales – Winter & Summer Sales



- State of the Community
- Candidate Forum
- Apple Fest
- Holiday Parade & Tree Lighting Celebration
- Merchant Open House & Cocoa Contest
- **Video** advertising/promotion for the following event:
 - Biz Expo & Taste of Charlevoix
- **Social Media** advertising/promotion for the following community events:
 - Annual Meeting and Awards
 - Biz Expo & Taste of Charlevoix
 - Easter Egg Hunt
 - Summer Open House
 - Summer Art Show
 - Art & Craft Show
 - Sidewalk Sales – Winter & Summer Sales
 - State of the Community
 - Candidate Forum
 - Apple Fest
 - Holiday Parade & Tree Lighting Celebration
 - Merchant Open House & Cocoa Contest
- Weekly Biz Blast promotion sent to over 1500 subscribers with an average open rate of 36%.
- www.charlevoix.org website with links to local information, visitor resources, event pages and online community calendar. Member page visits 110,176 YTD. Community Calendar visits 57,561 YTD. Event Page views 119,652.
- Contributed financially through the Convention & Visitors Bureau for the Pure Michigan Campaign.
- Contributed financially to the Main Street program.
- Co- hosted Hospitality Service Training.
 - In partnership with the Charlevoix Public Library, The CVB and Main Street.
- Co-hosted City Candidate Forum.
 - In partnership with Charlevoix Courier and Charlevoix Public Library.

Total spent in 2018 on promotion and advertising related to Charlevoix initiatives as of November 2018.

- **Total Advertising: \$ 23,200.79**

2) Produced, Edited and Distributed Promotional information:

- Produced and distributed Annual Charlevoix Visitor's Guide:



- 25,000 high quality print copies produced.
- 500 copies mailed to active members
- 6000 copies distributed to MDOT Welcome Center dissemination.
- 20,847 online digital guide views in 5 months.
- 107 downloads of mobile app in 5 months.
- Distribution through the chamber staff, member businesses, MDOT and paid distribution efforts.
- Maintained Community Calendar of Events both online and in print.
 - Distribution through mail and our lobby.
- Produced and distributed our Annual Community Report.
 - Distribution at annual event, mailed with membership renewals, new member packets, and available in our lobby.
- Relocation Packets sent upon request and information available at charlevoix.org
- Distributed promotional information in our lobby representing our members businesses and organizations.
- Dedicated staff person provides information dissemination via phone, computer and walk in traffic.
 - Additional seasonal staff person from Memorial Day-Labor Day.
 - Hours of operation: Monday-Friday 9AM-5PM and seasonally Memorial Day-Labor Day, Saturdays 9-1.

Total spent in 2018 disseminating and distributing information related to Charlevoix initiatives as of November 2018.

- **Total Distribution \$3965.11**

Total 2018 expense: \$ 27,165.90

- **Total Advertising: \$ 23,200.79**
- **Total Distribution \$ 3,965.11**

Charlevoix Area Chamber of Commerce
Account QuickReport
All Transactions

Type	Date	Name	Split	Amount	Balance
Bldg Fund					
Check	10/13/2006	Citizens Bank - Opening Deposit	Building Fund	29,715.00	29,715.00
Deposit	11/12/2006	Interest	Interest	118.45	29,833.45
Deposit	12/12/2006	Interest	Interest	78.47	29,911.92
Check	12/12/2006	Albert L. Shindorf Builders, Inc	Building Fund Expense	-9,222.00	20,689.92
Check	01/11/2007	Albert L. Shindorf Builders, Inc	Building Fund Expense	-18,412.60	2,277.32
Deposit	01/11/2007	Interest	Interest	52.81	2,330.13
Deposit	01/19/2007	Financial Contributions	Building Fund	67,500.00	69,830.13
Check	01/19/2007	Mason Interiors	Building Fund Expense	-11,559.04	58,271.09
Deposit	01/31/2007	Interest	Interest	59.85	58,330.94
Check	02/12/2007	Albert L. Shindorf Builders, Inc	Building Fund Expense	-12,014.61	46,316.33
Deposit	02/12/2007	Interest	Interest	5.86	46,322.19
Check	02/27/2007	Michigan Officeways, Inc.	Building Fund Expense	-10,000.00	36,322.19
Check	02/28/2007	Curtis Tile & Flooring	Building Fund Expense	-5,881.93	30,440.26
Check	03/13/2007	Albert L. Shindorf Builders, Inc	Building Fund Expense	-8,691.44	21,748.82
Check	03/23/2007	Mason Interiors	Building Fund Expense	-4,264.35	17,484.47
Check	03/23/2007	Charlevoix Chamber of Commerce	Building Fund Expense	-4,435.52	13,048.95
Check	03/30/2007	Sears	Building Fund Expense	-569.97	12,478.98
Deposit	03/31/2007	Interest	Interest	37.38	12,516.36
Deposit	04/11/2007	2007 Contribution	Building Fund	2,500.00	15,016.36
Check	04/27/2007	Michigan Officeways, Inc.	Building Fund Expense	-9,259.95	5,756.41
Deposit	04/30/2007	Interest	Interest	18.23	5,774.64
Check	05/18/2007	Haggard's Plumbing & Heating	Building Fund Expense	-1,285.66	4,488.98
Check	05/18/2007	DTE Energy	Building Fund Expense	-519.68	3,969.30
Check	05/29/2007	Charlevoix Glass	Building Fund Expense	-1,121.87	2,847.43
Deposit	05/31/2007	Interest	Interest	5.86	2,853.29
Check	06/01/2007	American Waste	Building Fund Expense	-254.40	2,598.89
Deposit	06/30/2007	Interest	Interest	4.42	2,603.31
Deposit	07/02/2007	Adjustment	Building Fund	88.50	2,691.81
Deposit	07/31/2007	Interest	Interest	4.07	2,695.88
Check	08/06/2007	Belvedere Club	Building Fund Expense	-899.56	1,796.32
Deposit	08/06/2007	Consolidation of Building Accts	Bldg Repair Fund - CSB	2,711.57	4,507.89
Deposit	08/31/2007	Refund	Building Fund	300.00	4,807.89
Deposit	08/31/2007	Interest	Interest	6.44	4,814.33
Deposit	09/30/2007	Interest	Interest	6.63	4,820.96
Check	10/15/2007	Michigan Officeways, Inc.	Building Fund Expense	-300.00	4,520.96
Deposit	10/15/2007	Interest	Interest	7.13	4,528.09
Deposit	11/30/2007	Interest	Interest	6.65	4,534.74
Deposit	12/31/2007	Interest	Interest	6.39	4,541.13
Deposit	01/31/2008	Interest	Interest	6.11	4,547.24
Deposit	02/29/2008	Interest	Interest	5.73	4,552.97
Deposit	03/31/2008	Interest	Interest	6.19	4,559.16
Check	04/11/2008	Belvedere Club	Building Fund Expense	-100.00	4,459.16
Check	04/11/2008	Haggard's Plumbing & Heating	Building Fund Expense	-306.30	4,152.86
Deposit	04/30/2008	Interest	Interest	5.59	4,158.45
Deposit	05/31/2008	Interest	Interest	5.39	4,163.84
Deposit	06/12/2008	Charlevoix State Bank	Building Fund	1,000.00	5,163.84
Deposit	06/30/2008	Interest	Interest	5.22	5,169.06
Deposit	07/31/2008	Interest	Interest	6.37	5,175.43

Charlevoix Area Chamber of Commerce
Account QuickReport
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Type	Date	Name	Split	Amount	Balance
Deposit	08/31/2008	Interest	Interest	6.71	5,182.14
Check	09/15/2008	Albert L. Shindorf Builders, Inc	Building Fund Expense	-419.60	4,762.54
Check	09/15/2008	Charlevoix Chamber of Commerce	Building Fund Expense	-120.40	4,642.14
Deposit	09/30/2008	Interest	Interest	6.19	4,648.33
Deposit	10/31/2008	Interest	Interest	5.03	4,653.36
Check	11/11/2008	Charlevoix State Bank	Building Fund Expense	-1.00	4,652.36
Deposit	11/26/2008	2008 Contribution	Building Fund	2,500.00	7,152.36
Deposit	11/30/2008	Interest	Interest	4.34	7,156.70
Check	12/02/2008	Bartlett's Home Interiors, Inc	Building Fund Expense	-650.00	6,506.70
Deposit	12/11/2008	Interest	Interest	1.93	6,508.63
Check	03/01/2009	Citizens Bank	Building Fund Expense	-30.00	6,478.63
Check	04/30/2009	Bartlett's Home Interiors, Inc	Building Fund Expense	-653.80	5,824.83
Check	06/26/2009	Bartlett's Home Interiors, Inc	Building Fund Expense	-645.30	5,179.53
Check	06/30/2009	Displays2Go	Building Fund Expense	-354.60	4,824.93
Check	07/15/2009	Halfway to the Top	Building Fund Expense	-50.88	4,774.05
Check	07/21/2009	Haggard's Plumbing & Heating	Building Fund Expense	-225.00	4,549.05
Check	08/18/2009	Citizen bank	Building Fund Expense	-15.00	4,534.05
Check	10/14/2009	Charlevoix Chamber of Commerce	Building Fund Expense	-315.00	4,219.05
Check	11/18/2009	Superior Mechanical	Building Fund Expense	-140.00	4,079.05
Deposit	01/12/2010	2009 Contribution	Building Fund	2,500.00	6,579.05
Check	08/01/2010	Haggard's Plumbing & Heating	Building Fund Expense	-188.65	6,390.40
Check	08/01/2010	Charlevoix Lettering	Building Fund Expense	-80.00	6,310.40
Check	11/09/2010	Superior Mechanical	Building Fund Expense	-105.00	6,205.40
Check	11/09/2010	Charlevoix Chamber of Commerce	Building Fund Expense	-5,000.00	1,205.40
Deposit	12/31/2010	2010 Contribution	Building Fund	2,500.00	3,705.40
Check	03/02/2011	Haggard's Plumbing & Heating	Building Fund Expense	-532.25	3,173.15
Check	03/02/2011	Charlevoix Glass	Building Fund Expense	-545.16	2,627.99
Check	06/01/2011	Charlevoix Chamber of Commerce	Building Fund Expense	-2,627.99	0.00
Deposit	06/23/2011	Charlevoix Chamber of Commerce	Building Fund	5,127.94	5,127.94
Deposit	06/23/2011	2011 Contribution	Building Fund	2,500.00	7,627.94
Deposit	06/30/2011	Interest	Interest	0.09	7,628.03
Deposit	08/10/2011	Interest	Interest	0.32	7,628.35
Deposit	09/08/2011	Interest	Interest	0.33	7,628.68
Deposit	10/06/2011	Interest	Interest	0.31	7,628.99
Deposit	11/10/2011	Interest	Interest	0.23	7,629.22
Deposit	12/01/2011	Interest	Interest	0.08	7,629.30
Deposit	01/10/2012	Interest	Interest	0.09	7,629.39
Deposit	02/07/2012	Interest	Interest	0.10	7,629.49
Deposit	03/06/2012	Interest	Interest	0.08	7,629.57
Deposit	04/05/2012	Interest	Interest	0.09	7,629.66
Check	04/10/2012	Superior Mechanical	Building Fund Expense	-999.08	6,630.58
Check	04/10/2012	Charlevoix Chamber of Commerce	Building Fund Expense	-380.50	6,250.08
Deposit	05/08/2012	Interest	Interest	0.08	6,250.16
Check	06/26/2012	Huntington Bank	Building Fund Expense	-15.00	6,235.16
Deposit	06/26/2012	Interest	Interest	0.07	6,235.23
Check	06/26/2012	Site Planning Development, Inc	Building Fund Expense	-2,400.00	3,835.23
Check	06/26/2012	Shindorf Builders	Building Fund Expense	-25.00	3,810.23
Check	07/19/2012	Brady's Carpet Cleaning Inc.	Building Fund Expense	-738.00	3,072.23
Check	08/01/2012	Huntington Bank	Building Fund Expense	-2.50	3,069.73

Charlevoix Area Chamber of Commerce
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Type	Date	Name	Split	Amount	Balance
Check	10/01/2012	Huntington Bank	Building Fund Expense	-2.50	3,067.23
Check	10/02/2012	Huntington Bank	Building Fund Expense	-2.50	3,064.73
Deposit	11/01/2012	Interest	Interest	5.00	3,069.73
Check	11/29/2012	Charlevoix Glass	Building Fund Expense	-310.20	2,759.53
Check	12/17/2012	Huntington Bank	Building Fund Expense	-12.95	2,746.58
Deposit	12/31/2012	2012 Contribution	Building Fund	2,500.00	5,246.58
Check	11/01/2013	Shindorf Builders	Building Fund Expense	-290.00	4,956.58
Deposit	12/31/2013	2013 Contribution	Building Fund	2,500.00	7,456.58
Deposit	02/05/2014	2010 Loan Balance Refund	Building Fund	2,500.00	9,956.58
Check	02/27/2014	Boss Pest Control	Building Fund Expense	-100.00	9,856.58
Check	02/27/2014	JC Services	Building Fund Expense	-100.00	9,756.58
Deposit	05/30/2014	2014 Contribution	Building Fund	2,500.00	12,256.58
Check	07/15/2014	Haggard's Plumbing & Heating	Building Fund Expense	0.00	12,256.58
Check	07/19/2014	Haggard's Plumbing & Heating	Building Fund Expense	-233.16	12,023.42
Check	10/14/2014	Haggard's Plumbing & Heating	Building Fund Expense	-160.00	11,863.42
Check	10/14/2014	Charlevoix Glass	Building Fund Expense	-417.67	11,445.75
Check	10/14/2014	Wilmot Electric, Inc.	Building Fund Expense	-244.02	11,201.73
Check	11/19/2014	MacGregor Plumbing & Heating	Building Fund Expense	-316.00	10,885.73
Check	11/25/2014	Sears	Building Fund Expense	-426.91	10,458.82
Check	12/12/2014	MacGregor Plumbing & Heating	Building Fund Expense	-551.00	9,907.82
Check	01/15/2015	Ken Beyer Plumbing & Heating	Building Fund Expense	-100.00	9,807.82
Check	02/04/2015	MacGregor Plumbing & Heating	Building Fund Expense	-80.00	9,727.82
Check	03/27/2015	Temperature Control	Building Fund Expense	-2,775.00	6,952.82
Deposit	05/14/2015	2015 Contribution	Building Fund	2,500.00	9,452.82
Check	07/24/2015	Michael's Locksmith Service	Building Fund Expense	-82.12	9,370.70
Check	08/20/2015	Home Inspections of USA, LLC	Building Fund Expense	248.95	9,121.75
Check	09/29/2015	Three Oaks Woodworking	Building Fund Expense	-350.00	8,771.75
Check	10/20/2015	Three Oaks Woodworking	Building Fund Expense	-513.12	8,258.63
Check	04/22/2016	City of Charlevoix	Building Fund Expense	-8,000.00	258.63
Check	04/28/2016	Haggard's Plumbing & Heating	Building Fund Expense	-80.00	178.63
Deposit	06/02/2016	2016 Contribution	Building Fund	4,500.00	4,678.63
Check	06/02/2016	Hogarth's Pest Control	Building Fund Expense	-250.00	4,428.63
Deposit	06/29/2017	2017 Contribution	Building Fund	4,500.00	8,928.63
Check	04/05/2018	State of Michigan	Building Fund Expense	-60.00	8,868.63
Check	06/08/2018	Temperature Control	Building Fund Expense	-1,015.81	7,852.82
Deposit	06/28/2018	2018 Contribution	Building Fund	4,500.00	12,352.82
Total Bldg Fund				<u>12,352.82</u>	<u>12,352.82</u>
				<u>12,352.82</u>	<u>12,352.82</u>

Expanding Our BEAUTIFUL MULTI USE TRAILS

Presented by:
Charlevoix Trail Ambassadors
11/29/2018

Implementation of this plan will enhance and expand the multi-use trails in Charlevoix, City and County, and make better use of bike route flow and connections, adding to the quality of life in our area while increasing our area's reputation as a visitor destination.

This is a preliminary plan for presentation to the City Council. If approved for consideration, coordination would take place with Charlevoix County, Charlevoix Township, Charlevoix Recreation Department, The Top of Michigan Trails Council and the State of Michigan.

We anticipate securing input from the public and interested groups, with subsequent revisions to the plan. As much as possible, the new multi-use trail will use city and county land, and existing infrastructure.

Regionally and state wide, Charlevoix faces increasing competitiveness for bicycle tourism. Making Charlevoix a biking destination fits well with and enhances the bike plans in Petoskey and Boyne City. This trail, by increasing Charlevoix's beauty, will draw more visitors to local businesses. At the same time, it will provide a direct benefit to local residents.

A photograph of a person riding a bicycle on a paved trail. The trail is surrounded by lush green trees and foliage. The rider is wearing a helmet and a blue jersey. The trail curves through the landscape, and a car is visible in the distance on the right side of the path.

CHARLEVOIX

PRELIMINARY Route Concept

Above: Petoskey Multi Use Path

NEW ROUTE @ MICHIGAN AVE.

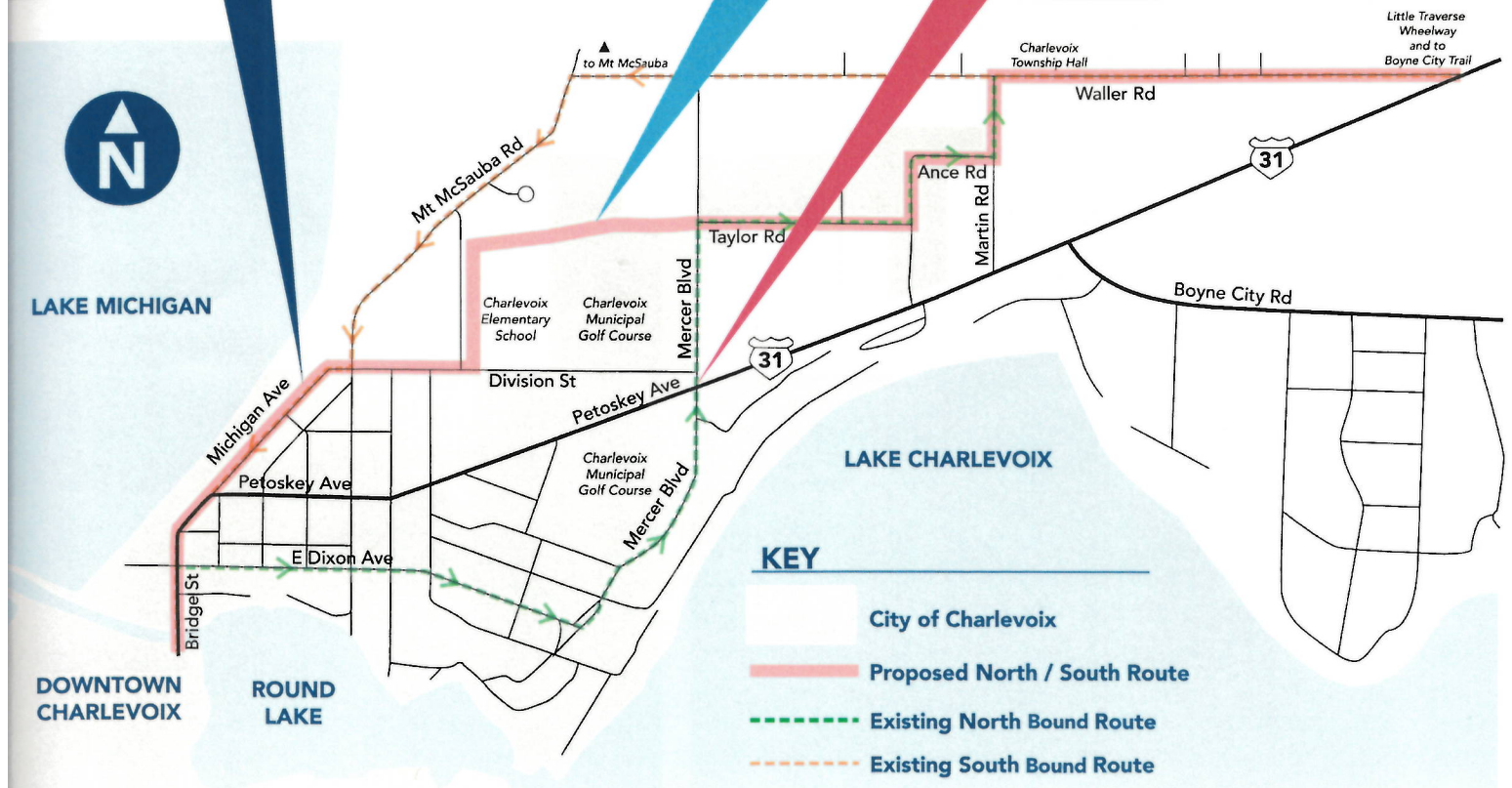
Modified to have parking on one side, vehicular traffic in the center and a multi use contralane path (path allows motion running both ways for bikes)

NEW ROUTE

- Approximately 3/4 mile trail, wooded with beautiful landscaping
- Year-round multi use path (bike, walk, run, snowshoe, cross country ski)
- Multi use path and improved landscaping along Division St

EXISTING ROUTE CONCERNS

- Dangerous crossing at Mercer and US-31
- Confusing separate north and south routes
- Current bike route on busy roads
- Cyclists do not complete route to downtown
- Downtown Charlevoix not seen as a destination



CONNECTION to Area Trails

Little Traverse Wheelway: 26 mile trail, connects Charlevoix/Petoskey/Harbor Springs

Boyne City to Charlevoix Trail: 14.5 mile trail once completed, connects Boyne City to Charlevoix, Phases 1 and 2 completed

Traverse City to Charlevoix Trail: 46 mile proposed route to travel along Grand Traverse Bay along US 31

Lake to Lake Trail: 3 mile trail, connects Lake Charlevoix to Lake Michigan, non-motorized, accessed at Fisherman's Island State Park or trailhead on M-66.

ADVANTAGES and Benefits

The TOP advantages of expanding and improving Charlevoix bike trails and routes are:

- 1|** Giving Charlevoix City and County residents improved and expanded trails for year round use — biking, walking, snowshoeing, cross country skiing and potentially more
- 2|** Support of healthy outdoor activities for all ages and abilities, enjoyment for the whole family
- 3|** Draw more visitors to Charlevoix retail stores, accommodations and restaurants
- 4|** Safer biking for riders and motorists
- 5|** Make Charlevoix a more attractive destination for visitors who use the Little Traverse Wheelway and the Boyne City to Charlevoix Trail and will use the proposed Charlevoix to Traverse City Trail
- 6|** A more attractive and safer connection between the Little Traverse Wheelway and Charlevoix City trails and Charlevoix City center
- 7|** Making maximum use of existing woodland, sidewalks and streets
- 8|** Improved landscaping along the trail and an attractive woodland connector trail
- 9|** Securing money from the Federal and State of Michigan governments and other grants to minimize the local costs
- 10|** Aligns with Charlevoix's Recreational Master Plan: "Work with partners to develop trail systems throughout Charlevoix and to link with surrounding communities"
- 11|** Potential to reduce parking congestion
- 12|** Increasing the property values along and close to the new trail



CHARLEVOIX TRAIL AMBASSADORS NEW TRAIL GOALS:

- 1|** Create a new bike and multi-use path through the woods east and north of the Charlevoix Elementary School (new county property) and north of the city golf course, connecting Division Street to Waller Road via the existing bike route.
- 2|** Expanding the north side Division Street sidewalk to a multi-use pathway including landscaping the area between the pathway and the street.
- 3|** Change Michigan Street from a one-way bike route to a contra flow bike route.

CHARLEVOIX PRELIMINARY ACTION STEPS

- Present tentative plan to City Council for input and consideration
- Modify based on discussion and input from City Council
- Secure City Council approval to study plan
- Coordinate with Charlevoix Recreation Department
- Review with Charlevoix Commission on Aging
- Present to County Commissioners and County Administrator for input and consideration
- Modify based on discussion and input from County Commissioners
- Gain public input using the internet, public meetings and possibly visits to impacted home owners
- During these steps gather information on potential funding sources through the State of Michigan, Federal Government and grants.
- While it is preferable to secure approval and implementation of entire plan, the plan can easily be implemented in steps

Research

Source:

Measuring Trails Benefits Series: Property Value

<http://headwaterseconomics.org/wp-content/uploads/trails-library-property-value-overview.pdf>
(retrieved 11/20/2018)

"Select Research Highlights:

- In San Antonio, Texas, neighborhood trails were associated with a two percent house price premium. Trails that were surrounded by greenbelts were associated with a five percent house price premium.¹
- In southwestern Ohio, the Little Miami Scenic Trail is associated with higher property value in urban, suburban, and rural settings. Up to a mile away from the trail, for every foot closer to the trail, property value increase by about \$7. A home a half mile from the trail would sell for approximately nine percent less than a home adjacent to the trail.²
- In suburban New Castle County, Delaware, homes within 50 meters of bike paths commanded a four percent price premium.³
- In rural Methow Valley, Washington, homes within one-quarter mile of trails benefited from a 10 percent price premium.⁴
- Along a popular trail in Austin, Texas, the price premium ranged from 6 to 20 percent, depending on whether the neighborhood had views of the greenbelt surrounding the trail and whether it had direct neighborhood access to the trail.⁵ This price premium translated to roughly \$59,000 per year in additional tax revenue or five percent of the annual cost of trail construction and maintenance.⁶
- In Indianapolis, researchers found that a high-profile, destination trail was associated with an 11 percent price premium for homes within a half mile of the trail. Other trails had no price premium.⁷

Source:

"Property Value/Desirability Effects of Bike Paths Adjacent to Residential Areas" College of Human Services, Education, and Public Policy University of Delaware, Newark, DE 19716, November 2016

- According to a study by the University of Delaware, walkers and cyclists offer citizens in the neighborhoods increased safety and increased sense of community

Advocates

Charlevoix Trail Ambassadors
Top of Michigan Trails Council

Stakeholders

Charlevoix City and County Residents
Charlevoix City Council
Charlevoix County Government
Charlevoix County Road Commission
Charlevoix Township
Charlevoix Commission on Aging
Charlevoix Business Community
Charlevoix Bike Ambassadors