



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, March 18, 2019- 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 - March 4, 2019
 - B. Accounts Payable and Payroll Check Registers
 - C. Rates and Fees
 - D. Transformer Purchases
 - E. EMS Billing Agreement
 - F. Taxiway A Rehabilitation: Contract Amendment No.2
 - G. Police Officers Labor Council (POLC) Letter of Understanding
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Public Hearing for Historic Preservation Ordinance No. 800
Lindsey Dotson, Main Street DDA Director & Historic District Commission Staff Advisor
 - B. Set Public Hearing for Zoning Ordinance Housekeeping Amendments
Mark L. Heydlauff, City Manager
 - C. Set Public Hearing Zoning Ordinance Amendment Accessory Dwelling Units
Mark L. Heydlauff, City Manager
- 7. All Other Actions and Requests**
 - A. Michigan Beach Recreation Passport Grant
Kent Knorr, Recreation Director
 - B. USDA Grant Application
Mark L. Heydlauff, City Manager
 - C. Creation of Ferry Beach District Tax Capture
Scott Howard, City Attorney

- D. Historical Society Sign Request
Denise Fate, Charlevoix Historical Society President
- E. Parking RFQ
Mark L. Heydlauff, City Manager
- F. MDOT Contract Amendment for Bridge Lighting Project
Mark L. Heydlauff, City Manager
- G. Bridge Rail Paint Removal
Mark L. Heydlauff, City Manager

8. Reports and Communications

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

9. Other Council Business

- A. Closed Session

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 - March 4, 2019

DATE: March 18, 2019

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
DRAFT REGULAR CITY COUNCIL MEETING MINUTES
Monday, March 4, 2019 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

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

3. Presentations

A. Main Street Update

DDA Director Dotson presented an informational update on the efforts of the Charlevoix Main Street DDA program over the past two years and a look ahead at programming for 2019/2020.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

- A. City Council Meeting Minutes – February 18, 2019
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – February 20, 2019
 - b. Regular Accounts Payable Check Register – March 5, 2019
 - c. ACH Payments – February 19, 2019 to February 25, 2019
 - d. Payroll Check Register – February 22, 2019
 - e. Payroll Transmittal – February 22, 2019
 - f. Tax Disbursement – March 5, 2019
- C. Renew Networks Northwest Zoning Administrator Contract – not to exceed \$49,500
- D. Oleson Foundation Grant – application for \$9,500 to fund two beach accessibility mats

Motion by Kalbfell, second by Oleksy, to approve the Consent Agenda as presented.

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

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

A. Set Public Hearing for Historic Preservation Ordinance Update

DDA Director and Historic District Commission Staff Advisor Dotson stated that the State Historic Preservation Office recommended updates to the Historic District Governing Ordinance of the City of Charlevoix in response to our application to become a Certified Local Government through the National Park Service. Much of the language has been cleaned up in relation to the Historic District Commission and also to better align with current Michigan Building Code.

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

Motion by Hagen, second by Kalbfell, to set a public hearing to consider updates to the Historic District Governing Ordinance of the City of Charlevoix on March 18, 2019 at 6 p.m. in the Council Chambers of City Hall.

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

Nays: None

7. All Other Actions & Requests

8. Reports & Communications

A. Public Comments

B. City Manager Comments

- Mayor called for a joint work session with Council and the Planning Commission on March 20th at 6:30 p.m.
- Solid Waste Request for Proposals for Boyne City, East Jordan and Charlevoix will be released in the next couple of weeks
- Parking Request for Qualifications results will be discussed at the March 18th meeting

C. Mayor & Council Comments

- Oleksy reiterated his frustration with the lack of refuse pickup over the last couple of weeks

9. **Other Council Business**

10. **Adjourn**

The Deputy Mayor adjourned the meeting at 6:29 p.m.

Joyce M. Golding	City Clerk	Shane Cole	Deputy Mayor
Special Accounts Payable – 02/20/2019			
AT&T	3,537.13	HEALTH DEPT OF NW MICHIGAN	150.00
AT&T MOBILITY	91.18	METLIFE SMALL BUSINESS CENTER	590.52
CHARLEVOIX STATE BANK	5,716.45	PRIORITY HEALTH	43,987.78
CHARTER COMMUNICATIONS	1,138.96	STANDARD INSURANCE CO	2,448.68
DELTA DENTAL	3,490.37	VISION SERVICE PLAN	565.15
GREAT LAKES ENERGY	294.58	TOTAL	62,010.80
Regular Accounts Payable – 03/05/2019			
AIRGAS USA LLC	65.55	KLOOSTER, PATRICK H.	50.00
ALTEC INDUSTRIES INC	88.35	KNORR, KENT J.	50.00
AMERICAN WASTE INC.	46.76	KSS ENTERPRISES	42.75
ANNIS, JOEL	24.00	LAKESHORE TIRE & AUTO SERVICE	10.00
ANYTIME TOWING SERVICES INC	405.00	LAVENDER, JOSEPH E.	50.00
ANZELL, BETH	50.00	MAYER, SHELLEY L.	50.00
ARCADIA BENEFITS GROUP INC	25.00	McGINN, KELLY A.	50.00
AT YOUR SERVICE PLUS INC	1,174.66	MCMULLEN, DONALD R.	139.32
B & L SOUND INC	171.93	MICHIGAN MUNICIPAL LEAGUE	17,462.00
BARTLETT'S HOME INTERIORS INC.	601.40	MICHIGAN PIPE & VALVE	393.27
BRADFORD'S	42.35	MICHIGAN WATER ENV ASSOC	75.00
CDW GOVERNMENT INC.	102.33	MILLER, WILLIAM S.	50.00
CENTRAL DRUG STORE	39.00	MUNSON HEALTHCARE CVX HOSPITAL	845.00
CINTAS CORPORATION #729	30.00	NORTHERN CREDIT BUREAU	921.97
CIVIC SYSTEMS	2,000.00	PARKS AUTO PARTS	35.00
CLOTHING COMPANY, THE	140.00	PERSONAL GRAPHICS	187.22
CROSSROADS MOBILE MAINTENANCE	3,752.07	PHYSICIAN'S CLINIC OF CHARLEVOIX	116.00
CRYSTAL FLASH ENERGY	1,586.15	POWER LINE SUPPLY	4,556.42
CUMMINS BRIDGEWAY LLC	900.76	PRO IMAGE DESIGN INC	2,270.00
DeROSIA, PATRICIA E.	50.00	PRO WEB MARKETING LLC	20.00
DOAN, GERARD P.	50.00	SANDWEISS/THAV CHARLEVOIX ACCT	455.00
DOTSON, LINDSEY J.	50.00	SILVA, JESSE L.A.	129.98
ELLIOTT, PATRICK M.	50.00	SWEM, DONALD L.	50.00
FASTENAL COMPANY	216.58	SWIDORSKI, RAYMOND	25.42
FEYEN ZYLSTRA LLC	700.00	SYSTEMS SPECIALISTS INC	5,366.50
FICK & SONS DIESEL GARAGE	210.00	TELE-RAD INC	255.99
FREEDOM MAILING SERVICES INC.	2,358.28	THE BANK OF NEW YORK MELLON N.A.	498,682.03
GOLDING, JOYCE M.	50.00	TRUCK & TRAILER SPECIALTIES	330.34
GOLDSTICK, JON	75.00	UNIFIRST CORPORATION	572.04
GRAINGER	179.06	US BANK	123,900.00
GREENVIEW DATA INC	272.00	USA BLUE BOOK	313.50
HANKINS, SCOTT A.	50.00	VILLAGE GRAPHICS INC.	90.00
HEYDLAUFF, MARK L.	401.50	WEBB CHEMICAL SERVICE CORP	1,849.82
HOLIDAY COMPANIES	14,021.75	WORK & PLAY SHOP	22.92
JOHN E. GREEN COMPANY	646.53	WURST, RANDALL W.	50.00
KEY CONTROLS ELECTRICAL SERVICES	120.00	WYMAN, MATTHEW A.	50.00
KLOOSTER, ALIDA K.	66.70	TOTAL	690,330.20
ACH Payments – 02/19/2019 to 02/25/2019			
MI PUBLIC POWER AGENCY	50,596.39	VANTAGEPOINT (ROTH IRA)	936.53
IRS (PAYROLL TAX DEPOSIT)	37,181.70	MERS DEFINED BENEFIT PLAN	46,095.24
ALERUS FINANCIAL (HCSP)	400.00	MI PUBLIC POWER AGENCY)	192,579.57
STATE OF MI (WITHHOLDING TAX)	5,561.50	MI PUBLIC POWER AGENCY	12,653.16
VANTAGEPOINT (401 ICMA PLAN)	802.64		
VANTAGEPOINT (457 ICMA PLAN)	19,002.80	TOTAL	365,809.53
Payroll Net Pay – Pay Period Ending 02/16/2019 (Paid 02/22/2019)			
HEYDLAUFF, MARK L.	2,557.16	LOY, EVELYN R.	1,118.81
GOLDING, JOYCE M.	1,764.16	KLOOSTER, ALIDA K.	1,652.48
DEROSIA, PATRICIA E.	1,096.25	GOLOVICH, KAREN J.	996.81
DOTSON, LINDSEY J.	1,351.30	BARNEVELD, RICHELLE L.	585.58

SPENCLEY, PATRICIA L.	1,354.23	NIMPHIE, NOAH J.D.	334.74
MILLER, FAITH G.	54.90	PORATH, JACOB P.	229.21
MCGINN, KELLY A.	1,941.35	CRANDELL, ZACKARY R.	357.00
LAVENDER, JOSEPH E.	1,726.00	WHITE III, MARCUS W.	301.63
DOAN, GERARD P.	2,049.78	BERTINELLI, DAVID P.	396.44
SCHLAPPI, JAMES L.	956.06	FOSTER, WILLIAM P.	380.12
UMULIS, MATTHEW T.	1,299.01	BEMIS, ADDISON J.	379.73
HANKINS, SCOTT A.	1,573.05	NIMPHIE, MASON K.D.	105.72
ORBAN, BARBARA K.	1,140.19	HERBOLDSHEIMER, HANNAH M.	248.92
WILLIAMS, ASHLEY M.	1,345.68	BOSS, BEAU J.	1,111.70
FLICKEMA, ANDREW M.	1,378.80	HEID, THOMAS J.	1,316.87
RILEY, DENISE M.	451.20	WYMAN, MATTHEW A.	1,495.27
MATELSKI, KRISTEN L.	1,301.60	MILLER, WILLIAM S.	965.67
WURST, RANDALL W.	1,101.44	DOUGLAS, MARK	885.98
MAYER, SHELLEY L.	1,469.04	PRIOR, ERIN C.	917.38
HILLING, NICHOLAS A.	1,361.12	CERTA, BRIAN	461.79
MEIER III, CHARLES A.	1,336.47	MCMULLEN, DONALD R.	1,990.42
ZACHARIAS, STEVEN B.	1,552.92	SILVA, JESSE L.A.	1,913.37
NEWMAN, MARK J.	946.08	WILLSON, BRENDA R.	2,381.47
SWEM, DONALD L.	1,976.17	BEAN, PETER J.	1,198.32
EATON, BRAD A.	1,943.94	RILEY, REBECCA J.	2,227.85
WILSON, TIMOTHY J.	2,403.89	STEVENS, JEFFREY W.	393.51
LAVOIE, RICHARD L.	1,852.69	RILEY, CASEY W.	513.32
STEVENS, BRANDON C.	1,967.70	JONES, LARRY M.	524.78
DRAVES, MARTIN J.	2,064.31	MATZ, EMILY S.	901.10
ANDERSON, ELIZABETH A.	1,210.74	ERWIN, RACHELLE L.	266.26
KENWABIKISE, DAVID L.	1,209.74	SEHL, JENNA R.	131.76
ELLIOTT, PATRICK M.	2,403.49	RILEY, DANIEL A.	863.38
SCHWARTZFISHER, JOSEPH L.	1,411.12	WHEELER, MICHAEL W.	951.71
BRADLEY, KELLY R.	1,245.82	DRAKE, WILLIAM F.	1,144.43
HART II, DELBERT W.	1,589.96	JOHNSON, MELISSA A.	651.44
JONES, ROBERT F.	1,617.08	AZZOPARDI, ANTHONY J.	1,003.84
DORAN, JUSTIN J.	1,508.69	DEKORNE, ELIZABETH A.	652.44
FARRELL, MITCHELL L.	1,353.38	VOUSBOUKIS, AUTUMN M.	2,196.68
THORP JR, WILLIAM D.	1,352.81	MCCRANEY, RUSSELL R.	52.86
LEITNER, RYAN S.	1,401.25	BELMONTE, ANTONIO F.	177.61
KNORR, KENT J.	1,853.36	WHITLEY, ANDREW T.	1,890.16
ANZELL, BETH A.	952.78	MORRISON, KEVIN P.	1,325.53
WASHBURNE, MICHAEL J.	110.82	BOSS JR, DALE E.	1,493.16
BOSS, SHERRY M.	634.22	MATTER, DAWSON K.	172.24
BRADLEY, JOHN P.	218.63	HOLM, ARTHUR R.	1,151.08
DIXON, MIKAYA S.	248.92	TOTAL	104,049.87

Payroll Transmittal – 02/22/2019

4FRONT CREDIT UNION	851.84	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	148.82	COMMUNICATION WORKERS OF AMER	584.25
AMERICAN FAMILY LIFE	525.04	MI STATE DISBURSEMENT UNIT	676.10
CHAR EM UNITED WAY	90.00	PRIORITY HEALTH	1,563.15
CHARLEVOIX STATE BANK	1,146.00	TOTAL	5,735.20

Tax Disbursement – 03/05/2019

BRAATZ, JEFFREY	38.01	CHARLEVOIX PUBLIC SCHOOLS	2.86
CHARLEVOIX COUNTY TREASURER	1,125.82	CHARLEVOIX PUBLIC SCHOOLS	11.44
CHARLEVOIX COUNTY TREASURER	347,770.55	CITY OF CHARLEVOIX - TAXES DUE	60,324.24
CHARLEVOIX DISTRICT LIBRARY	98,015.75	MARMER, LYNN	1,699.61
CHARLEVOIX PUBLIC SCHOOLS	12.30	RECREATIONAL AUTHORITY	18,348.94
CHARLEVOIX PUBLIC SCHOOLS	46.16	TOTAL	527,395.68

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: March 18, 2019

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/02/2019	03/08/2019	126227	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	851.84
03/02/2019	03/08/2019	126228	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	148.82
03/02/2019	03/08/2019	126228	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	525.04
03/02/2019	03/08/2019	126229	BARRY COUNTY TRIAL C	9029	Wage Assignment: Case 04-6725	20.00
03/02/2019	03/08/2019	126230	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 3/2/20	90.00
03/02/2019	03/08/2019	126231	CHARLEVOIX STATE BAN	9016	Lump Sum Employer Contribution	857.00
03/02/2019	03/08/2019	126232	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	5,271.00
03/02/2019	03/08/2019	126233	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
03/02/2019	03/08/2019	126234	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	584.25
03/02/2019	03/08/2019	126235	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	580.77
03/02/2019	03/08/2019	126236	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 3	251.25
03/02/2019	03/08/2019	126237	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,540.17
Grand Totals:		12				10,870.14

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

03/08/19 Payroll Transmittal Checks	\$	10,870.14
03/08/19 Payroll (net pay)	\$	115,051.67
03/19/19 Regular Accounts Payable	\$	300,599.92
Checks Sub-Total:	\$	426,521.73

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

03/04/19 MI Public Power Agency	\$	21,656.36
03/05/19 Payment Service Network Inc	\$	239.50
03/07/19 State of MI (Sales Tax)	\$	23,298.14
03/08/19 IRS (Payroll Tax Deposit)	\$	43,164.03
03/08/19 Alerus Financial (HCSP)	\$	4,717.76
03/08/19 State of MI (Withholding Tax)	\$	6,280.35
03/08/19 Vantagepoint (401 ICMA Plan)	\$	802.64
03/08/19 Vantagepoint (457 ICMA Plan)	\$	19,521.20
03/08/19 Vantagepoint (Roth IRA)	\$	955.76
03/11/19 MI Public Power Agency	\$	20,094.00
03/13/19 DTE Energy	\$	11,277.63
ACH Sub-Total:	\$	152,007.37

Huntington National Bank Total: \$ 578,529.10

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

03/19/19 Tax Disbursement	\$	57,936.33
Charlevoix State Bank Total:	\$	57,936.33

Grand Total: \$ 636,465.43

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/02/2019	PC	03/08/2019	27721	HEYDLAUFF, MARK L.	102		2,845.61
03/02/2019	PC	03/08/2019	27722	GOLDING, JOYCE M.	106		2,188.05
03/02/2019	PC	03/08/2019	27723	DEROSIA, PATRICIA E.	107		654.49
03/02/2019	PC	03/08/2019	27724	DOTSON, LINDSEY J.	109		1,351.30
03/02/2019	PC	03/08/2019	27725	LOY, EVELYN R.	117		3,978.86
03/02/2019	PC	03/08/2019	27726	KLOOSTER, ALIDA K.	121		2,020.65
03/02/2019	PC	03/08/2019	27727	GOLOVICH, KAREN J.	122		996.81
03/02/2019	PC	03/08/2019	27728	BARNEVELD, RICHELLE	123		1,144.60
03/02/2019	PC	03/08/2019	27729	SPENCLEY, PATRICIA L.	136		1,304.75
03/02/2019	PC	03/08/2019	27730	MILLER, FAITH G.	142		26.26
03/02/2019	PC	03/08/2019	27731	MCGINN, KELLY A.	146		2,365.23
03/02/2019	PC	03/08/2019	27732	LAVENDER, JOSEPH E.	153		1,726.00
03/02/2019	PC	03/08/2019	27733	DOAN, GERARD P.	201		2,049.77
03/02/2019	PC	03/08/2019	27734	SCHLAPPI, JAMES L.	204		905.81
03/02/2019	PC	03/08/2019	27735	UMULIS, MATTHEW T.	205		1,190.25
03/02/2019	PC	03/08/2019	27736	HANKINS, SCOTT A.	208		1,573.05
03/02/2019	PC	03/08/2019	27737	ORBAN, BARBARA K.	209		1,089.94
03/02/2019	PC	03/08/2019	27738	WILLIAMS, ASHLEY M.	210		1,476.57
03/02/2019	PC	03/08/2019	27739	FLICKEMA, ANDREW M.	211		1,739.64
03/02/2019	PC	03/08/2019	27740	RILEY, DENISE M.	213		464.31
03/02/2019	PC	03/08/2019	27741	MATELSKI, KRISTEN L.	230		1,301.60
03/02/2019	PC	03/08/2019	27742	WURST, RANDALL W.	411		1,587.92
03/02/2019	PC	03/08/2019	27743	MAYER, SHELLEY L.	412		1,668.98
03/02/2019	PC	03/08/2019	27744	HILLING, NICHOLAS A.	413		1,368.72
03/02/2019	PC	03/08/2019	27745	MEIER III, CHARLES A.	421		1,129.75
03/02/2019	PC	03/08/2019	27746	ZACHARIAS, STEVEN B.	422		1,232.49
03/02/2019	PC	03/08/2019	27747	NEWMAN, MARK J.	424		854.76
03/02/2019	PC	03/08/2019	27748	SWEM, DONALD L.	512		1,976.17
03/02/2019	PC	03/08/2019	27749	EATON, BRAD A.	515		2,390.89
03/02/2019	PC	03/08/2019	27750	WILSON, TIMOTHY J.	516		2,566.61
03/02/2019	PC	03/08/2019	27751	LAVOIE, RICHARD L.	519		1,755.23
03/02/2019	PC	03/08/2019	27752	STEVENS, BRANDON C.	521		2,642.40
03/02/2019	PC	03/08/2019	27753	DRAVES, MARTIN J.	523		1,811.61
03/02/2019	PC	03/08/2019	27754	ANDERSON, ELIZABETH	526		1,210.74
03/02/2019	PC	03/08/2019	27755	KENWABIKISE, DAVID L.	528		1,209.74
03/02/2019	PC	03/08/2019	27756	ELLIOTT, PATRICK M.	600		2,228.15
03/02/2019	PC	03/08/2019	27757	SCHWARTZFISHER, JOS	603		1,114.89
03/02/2019	PC	03/08/2019	27758	BRADLEY, KELLY R.	614		1,527.57
03/02/2019	PC	03/08/2019	27759	HART II, DELBERT W.	616		1,358.81
03/02/2019	PC	03/08/2019	27760	JONES, ROBERT F.	618		1,563.06
03/02/2019	PC	03/08/2019	27761	DORAN, JUSTIN J.	621		1,904.18
03/02/2019	PC	03/08/2019	27762	FARRELL, MITCHELL L.	622		1,710.14
03/02/2019	PC	03/08/2019	27763	THORP JR, WILLIAM D.	623		1,988.81
03/02/2019	PC	03/08/2019	27764	LEITNER, RYAN S.	624		1,377.62
03/02/2019	PC	03/08/2019	27765	KNORR, KENT J.	700		1,853.36
03/02/2019	PC	03/08/2019	27766	ANZELL, BETH A.	702		302.31
03/02/2019	PC	03/08/2019	27767	MILAN, JANE E.	711		99.73
03/02/2019	PC	03/08/2019	27768	BOSS, SHERRY M.	730		846.82
03/02/2019	PC	03/08/2019	27769	BRADLEY, JOHN P.	735		287.88
03/02/2019	PC	03/08/2019	27770	DIXON, MIKAYA S.	736		248.92
03/02/2019	PC	03/08/2019	27771	NIMPHIE, NOAH J.D.	737		271.49
03/02/2019	PC	03/08/2019	27772	PORATH, JACOB P.	741		229.21
03/02/2019	PC	03/08/2019	27773	HAGEN, MADISON L.	752		162.54
03/02/2019	PC	03/08/2019	27774	CRANDELL, ZACKARY R.	753		382.18
03/02/2019	PC	03/08/2019	27775	WHITE III, MARCUS W.	754		448.50
03/02/2019	PC	03/08/2019	27776	BERTINELLI, DAVID P.	764		686.34
03/02/2019	PC	03/08/2019	27777	FOSTER, WILLIAM P.	765		401.21

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/02/2019	PC	03/08/2019	27778	BEMIS, ADDISON J.	766		321.16
03/02/2019	PC	03/08/2019	27779	NIMPHIE, MASON K.D.	776		105.72
03/02/2019	PC	03/08/2019	27780	HERBOLDSHEIMER, HAN	784		202.06
03/02/2019	PC	03/08/2019	27781	BOSS, BEAU J.	788		1,111.70
03/02/2019	PC	03/08/2019	27782	HEID, THOMAS J	802		1,285.72
03/02/2019	PC	03/08/2019	27783	WYMAN, MATTHEW A.	927		1,495.27
03/02/2019	PC	03/08/2019	27784	MILLER, WILLIAM S.	933		1,389.55
03/02/2019	PC	03/08/2019	27785	DOUGLAS, MARK	935		891.86
03/02/2019	PC	03/08/2019	27786	PRIOR, ERIN C.	938		1,305.66
03/02/2019	PC	03/08/2019	27787	CERTA, BRIAN	939		504.07
03/02/2019	PC	03/08/2019	27788	MCMULLEN, DONALD R.	1000		1,990.42
03/02/2019	PC	03/08/2019	27789	SILVA, JESSE L.A.	1001		1,480.33
03/02/2019	PC	03/08/2019	27790	WILLSON, BRENDA R.	1002		1,556.30
03/02/2019	PC	03/08/2019	27791	BEAN, PETER J.	1003		1,137.39
03/02/2019	PC	03/08/2019	27792	RILEY, REBECCA J.	1009		1,852.50
03/02/2019	PC	03/08/2019	27793	STEVENS, JEFFREY W.	1028		409.14
03/02/2019	PC	03/08/2019	27794	RILEY, CASEY W.	1052		675.70
03/02/2019	PC	03/08/2019	27795	JONES, LARRY M.	1057		1,075.91
03/02/2019	PC	03/08/2019	27796	MATZ, EMILY S.	1059		457.24
03/02/2019	PC	03/08/2019	27797	STEPHENS, LYON G.	1060		441.60
03/02/2019	PC	03/08/2019	27798	ERWIN, RACHELLE L.	1066		306.55
03/02/2019	PC	03/08/2019	27799	TRAVERS, MANUEL J.	1071		165.62
03/02/2019	PC	03/08/2019	27800	SEHL, JENNA R.	1101		91.62
03/02/2019	PC	03/08/2019	27801	RILEY, DANIEL A.	1102		857.28
03/02/2019	PC	03/08/2019	27802	WHEELER, MICHAEL W.	1103		935.73
03/02/2019	PC	03/08/2019	27803	PEARSALL, KRISTA M.	1105		207.23
03/02/2019	PC	03/08/2019	27804	DRAKE, WILLIAM F.	1106		770.78
03/02/2019	PC	03/08/2019	27805	JOHNSON, MELISSA A.	1107		954.45
03/02/2019	PC	03/08/2019	27806	AZZOPARDI, ANTHONY J.	1108		458.12
03/02/2019	PC	03/08/2019	27807	DEKORNE, ELIZABETH A.	1109		453.05
03/02/2019	PC	03/08/2019	27808	VOUSBOUKIS, AUTUMN	1110		1,533.04
03/02/2019	PC	03/08/2019	27809	BELMONTE, ANTONIO F.	1113		93.41
03/02/2019	PC	03/08/2019	126221	LOY, EVELYN R.	117	Sick Leave Payouts	5,612.53
03/02/2019	PC	03/08/2019	126222	WHITLEY, ANDREW T.	522		1,628.84
03/02/2019	PC	03/08/2019	126223	MORRISON, KEVIN P.	601		1,628.64
03/02/2019	PC	03/08/2019	126224	BOSS JR, DALE E.	701		1,493.16
03/02/2019	PC	03/08/2019	126225	MATTER, DAWSON K.	786		227.96
03/02/2019	PC	03/08/2019	126226	HOLM, ARTHUR R.	791		1,151.08
Grand Totals:			95				115,051.67

Report Criteria:

Computed checks included
Supplemental checks included
Termination checks included

Check Number	Payee	Amount
03/19/2019		
126239	ACE HARDWARE	1,497.71
126240	AIRGAS USA LLC	70.51
126241	ALL-PHASE ELECTRIC SUPPLY CO.	53.61
126242	ALTEC INDUSTRIES INC	309.57
126243	AMERICAN WASTE INC.	3,113.20
126244	AMERIGAS PROPANE LP	100.17
126245	ANZELL, BETH A.	272.60
126246	AT YOUR SERVICE PLUS INC	562.50
126247	AUTO VALUE	1,625.67
126248	AVFUEL CORPORATION	1,520.00
126249	B & L SOUND INC	116.96
126250	BEAVER RESEARCH COMPANY	317.80
126251	BELL EQUIPMENT COMPANY	874.22
126252	BOLANDER, FREDERICK	40.00
126253	BOUND TREE MEDICAL LLC	239.02
126254	CARQUEST OF CHARLEVOIX	2,206.26
126255	CDW GOVERNMENT INC.	2,141.72
126256	CHARLEVOIX TOWNSHIP	33,099.25
126257	CHARTER COMMUNICATIONS	1,062.04
126258	CINTAS CORPORATION	100.76
126259	CINTAS CORPORATION #729	30.00
126260	CITY OF CHARLEVOIX - MISC	636.02
126261	CITY OF CHARLEVOIX - UTILITIES	37,839.38
126262	CLEAR WATER PLUMBING & HEATING	6,070.00
126263	DELL MARKETING L P	1,287.35
126264	DERRER OIL & PROPANE CO	81.00
126265	DOMINIC, MICHAEL	72.91
126266	DROST LANDSCAPE INC.	10,440.00
126267	FAMILY FARM & HOME	332.02
126268	FARRELL, MITCHELL L.	26.00
126269	FASTENAL COMPANY	213.36
126270	FEYEN ZYLSTRA LLC	8,795.38
126271	FICK & SONS DIESEL GARAGE	390.66
126272	FOX CHARLEVOIX FORD	1,017.85
126273	FREEDOM MAILING SERVICES INC.	2,349.72
126274	GLIK'S	20.00
126275	GOLDING, JOYCE M.	74.03
126276	GOVERNMENT FINANCE	160.00
126277	GRAHAM ELECTRIC CO	480.00
126278	GRAINGER	38.34
126279	GRAND TRAVERSE DIESEL INC.	418.92
126280	HACH COMPANY	2,238.53
126281	HAGGARD'S INC	439.95
126282	HEALTH DEPT OF NW MICHIGAN	850.00
126283	HYDE SERVICES LLC	108.36
126284	HYDRO CORP	530.00
126285	INDEPENDENT DRAFTING SERVICES	1,976.00
126286	J RANCK ELECTRIC INC	896.00

Check Number	Payee	Amount
126287	KENNEDY, SUE	55.00
126288	KLOOSTER, ALIDA K.	27.38
126289	KSS ENTERPRISES	361.74
126290	MCCARDEL CULLIGAN-PETOSKEY	50.00
126291	MCGOUGH'S INC	405.30
126292	MCLAREN HEALTH PLAN	201.69
126293	MCLAREN NORTHERN MICHIGAN	150.00
126294	MCMULLEN, DONALD R.	51.39
126295	MDC CONTRACTING LLC	22,202.74
126296	MICHIGAN OFFICEWAYS INC	880.59
126297	MUNICIPAL UNDERWRITERS OF MICH	55.00
126298	N M A C P	75.00
126299	NORTHERN MICHIGAN LAW ENFORC	125.00
126300	NORTHERN MICHIGAN REVIEW INC.	2,176.40
126301	NORTHERN PUMP SERVICE INC.	4,123.49
126302	NORTHERN SAFETY CO INC	178.35
126303	OHM ADVISORS	113,249.25
126304	OLESON'S FOOD STORES	122.32
126305	OLSON BZDOK & HOWARD	4,137.25
126306	OVERHEAD DOOR COMPANY	577.00
126307	PAUL'S METER TESTING LLC	2,604.60
126308	PERFORMANCE ENGINEERS INC	1,088.50
126309	PERSONAL GRAPHICS	740.22
126310	PHYSICIAN'S CLINIC OF CHARLEVOIX	41.00
126311	POLYDYNE INC	399.61
126312	POWER LINE SUPPLY	2,706.00
126313	POWERPLAN	617.69
126314	PREIN & NEWHOF	275.00
126315	PURITY CYLINDER GASES INC	84.14
126316	PVS TECHNOLOGIES INC	6,665.67
126317	R L DEPPMANN CO	2,133.57
126318	RANGE TELECOMMUNICATIONS	243.40
126319	RILEY, REBECCA	23.99
126320	ROBERTS, MERLIN	200.00
126321	SPARTAN STORES LLC	16.56
126322	SUMMIT COMPANIES	298.13
126323	SYSTEMS SPECIALISTS INC	55.00
126324	TELEDYNE INSTRUMENTS INC	1,414.00
126325	TELE-RAD INC	374.99
126326	TERMINAL SUPPLY CO	129.82
126327	TRUCK & TRAILER SPECIALTIES	743.98
126328	UNIFIRST CORPORATION	639.40
126329	USA BLUE BOOK	439.45
126330	VERIBANC INC.	432.00
126331	VILLAGE GRAPHICS INC.	332.17
126332	WOLVERINE POWER SYSTEMS	290.00
126333	WORK & PLAY SHOP	1,270.79

Check Number	Payee	Amount
Total 03/19/2019:		300,599.92
Grand Totals:		300,599.92

Check Number	Payee	Amount
03/04/2019		
30419001	MICHIGAN PUBLIC POWER AGENCY	21,656.36
Total 03/04/2019:		21,656.36
Grand Totals:		21,656.36

Check Number	Payee	Amount
03/05/2019		
30519001	PAYMENT SERVICE NETWORK INC.	239.50
Total 03/05/2019:		239.50
Grand Totals:		239.50

Check Number	Payee	Amount
03/07/2019		
30719001	STATE OF MICHIGAN	23,298.14
Total 03/07/2019:		23,298.14
Grand Totals:		23,298.14

Check Issue Date	Check Number	Payee	Amount
30819001			
03/08/2019	30819001	**EFTPS* Payroll Taxes	10,923.29
03/08/2019	30819001	**EFTPS* Payroll Taxes	10,923.29
03/08/2019	30819001	**EFTPS* Payroll Taxes	2,554.66
03/08/2019	30819001	**EFTPS* Payroll Taxes	2,554.66
03/08/2019	30819001	**EFTPS* Payroll Taxes	16,208.13
Total 30819001:			
	5		43,164.03
30819002			
03/08/2019	30819002	Alerus Financial	4,717.76
Total 30819002:			
	1		4,717.76
30819003			
03/08/2019	30819003	STATE OF MICHIGAN	6,280.35
Total 30819003:			
	1		6,280.35
30819004			
03/08/2019	30819004	Vantagepoint - 401 Plan 109153	802.64
Total 30819004:			
	1		802.64
30819005			
03/08/2019	30819005	Vantagepoint - 457 Plan 300959	4,997.92
03/08/2019	30819005	Vantagepoint - 457 Plan 300959	2,171.04
03/08/2019	30819005	Vantagepoint - 457 Plan 300959	3,938.57
03/08/2019	30819005	Vantagepoint - 457 Plan 300959	8,413.67
Total 30819005:			
	4		19,521.20
30819006			
03/08/2019	30819006	Vantagepoint - Roth IRA 706117	955.76
Total 30819006:			
	1		955.76
Grand Totals:			
	13		75,441.74



Check Number	Payee	Amount
03/11/2019		
31119001	MICHIGAN PUBLIC POWER AGENCY	20,094.00
Total 03/11/2019:		20,094.00
Grand Totals:		20,094.00

Check Number	Payee	Amount
03/13/2019		
31319001	DTE ENERGY	11,277.63
Total 03/13/2019:		11,277.63
Grand Totals:		11,277.63

Check Number	Payee	Amount
03/19/2019		
3216	CHARLEVOIX COUNTY TREASURER	1,366.78
3217	CHARLEVOIX COUNTY TREASURER	32,682.15
3218	CHARLEVOIX DISTRICT LIBRARY	9,165.98
3219	CHARLEVOIX PUBLIC SCHOOLS	1,512.95
3220	CHARLEVOIX PUBLIC SCHOOLS	195.46
3221	CHARLEVOIX PUBLIC SCHOOLS	26.37
3222	CHARLEVOIX PUBLIC SCHOOLS	105.55
3223	CITY OF CHARLEVOIX - TAXES DUE	8,145.79
3224	RECREATIONAL AUTHORITY	1,715.98
3225	STATE OF MICHIGAN	3,019.32
Total 03/19/2019:		57,936.33
Grand Totals:		57,936.33

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Rates and Fees

DATE: March 18, 2019

BACKGROUND:

At the February 18, 2019 Council Meeting, we presented some resolutions to modify city rates. After the resolutions were presented and approved, we presented a formal document listing the City of Charlevoix Schedule of Rates, Fees & Charges. There was an error in the Airport Section of this report.

First, there were a few airport rates that needed to be changed through a resolution. The resolution is included with this agenda item. The following rates will change per the resolution:

Aircraft Landing & Ramp Fees	Old Rate	New Rate
a. Type I Jet (up to 20,000lbs) Yearly Landing Fee Pass	\$700.00	\$ 900.00
b. Type II Jet (20,000 – 40,000 lbs) Annual Landing Fee	\$900.00	\$1,200.00
c. Type III Jet (over 40,000 lbs) Annual Pass	\$1,150.00	\$1,500.00

Hanger and Access Rates	Old Rate	New Rate
Hanger Rental Rates*(per month)		
Units 1,2,3,8,9&10	\$160.00	\$164.00
Units 4,5&7	\$165.00	\$169.13
Unit 6	\$220.00	\$225.50
Box B	\$235.00	\$240.88
Box C	\$420.00	\$430.50
Box D	\$185.00	\$189.63

*Rates are not effective until current leases expire

Second, there was an error in the Airport Section of the City of Charlevoix Schedule of Rates, Fees & Charges. Some of the Airport rates were already modified through Council approval from an October 2018 Council Meeting, but were not reflected accurately in the Schedule of Rates, Fees & Charges Report. The following rates were changed in October 2018:

Aircraft Landing & Ramp Fees	Old Rate	New Rate
a. Single Turbo Prop (including Meridan, TBM & Eclipse Jet)		
Landing Fee	\$45.00	\$50.00
Ramp Fee (overnight)	\$25.00	\$30.00
b. Twin Turbo Prop (including Pilatus & Caravan singles)		
Landing Fee	\$65.00	\$75.00
Ramp Fee (overnight)	\$40.00	\$50.00
c. Type I Jet (up to 20,000 lbs)		
Landing Fee	\$90.00	\$105.00
Ramp Fee (overnight)	\$40.00	\$55.00
d. Type II Jet (20,000 – 40,000 lbs)		
Landing Fee	\$125.00	\$145.00
Ramp Fee (overnight)	\$50.00	\$70.00

e. Type III Jet (over 40,000 lbs)

Landing Fee	\$150.00	\$175.00
Ramp Fee (overnight)	\$70.00	\$95.00
Fuel Rates and Ground Services		
Ground Handling Fee	\$20.00	\$30.00

RECOMMENDATION:

Motion to approve resolution 2019-03-01 as presented.

ATTACHMENTS:

- ▢ Schedule of Rates, Fees & Charges 3-18-19
- ▢ Resolution 2019-03-01 Airport Fees



**CITY OF
CHARLEVOIX**

Schedule of Rates, Fees & Charges

Unless otherwise noted, all of the following rates, fees, and charges are currently effective.

Airport

Aircraft Landing & Ramp Fees

- *Landing fee waived for one day with a qualifying minimum purchase of fuel.*
- *Annual landing pass covers all landing fees for one year.*
- *Landing fees are waived for aircraft that land as a result of an in-flight emergency, doing touch-and-goes, are based at Charlevoix Airport, or are owned by the military, state or federal government. Medical flights are not exempt from landing fees.*

Single Engine		Min. Fuel Purchase
Landing Fee	\$0.00	N/A
Ramp Fee (overnight)	8.00	
Monthly Ramp Fee	60.00	
Piston Twin		
Landing Fee	20.00	30 gallons
Ramp Fee (overnight)	15.00	
Monthly Ramp Fee	150.00	
Annual Landing Pass	450.00	
Single Turbo Prop (including Meridan, TBM & Eclipse Jet)		
Landing Fee	50.00	50 gallons
Ramp Fee (overnight)	30.00	
Monthly Ramp Fee	300.00	
Annual Pass	500.00	
Twin Turbo Prop (including Pilatus & Caravan singles)		
Landing Fee	75.00	100 gallons
Ramp Fee (overnight)	50.00	
Monthly Ramp Fee	400.00	
Annual Pass	700.00	
Type I Jet (up to 20,000 lbs)		
Landing Fee	\$105.00	100 gallons
Ramp Fee (overnight)	55.00	
Monthly Ramp Fee	400.00	
Yearly Landing Fee Pass	900.00	

Type II Jet (20,000 - 40,000 lbs)

Landing Fee	145.00	225 gallons
Ramp Fee (overnight)	70.00	
Monthly Ramp Fee	500.00	
Annual Landing Fee	1,200.00	

Type III Jet (over 40,000 lbs)

Landing Fee	175.00	275 gallons
Ramp Fee (overnight)	95.00	
Monthly Ramp Fee	700.00	
Annual Pass	1,500.00	

Hangar and Access Rates

Hangar Rental Rates* (per month)

Units 1, 2, 3, 8, 9 & 10	164.00
Units 4, 5 & 7	169.13
Unit 6	225.50
Box B	240.88
Box C	430.50
Box D	189.63

* Rates are not effective until current leases expire.

Land Lease Rates (per month, per square foot) \$0.30

Access Rate for Through-the-Fence Operations (per square foot) 0.35

Fuel Rates and Ground Services

100LL Contract Fuel into Plane Fee (per gallon)	0.35
After Hours Call Out Fee (1st hour)	150.00
Additional Hours	100.00
Ground Power Unit (GPU) Connection (1 hour maximum)	85.00
Ground Handling Fee	30.00
Lav Cart Fee	85.00

Vehicle Parking Fees

Daily	No Charge
Overnight	5.00
Weekly	20.00

Monthly	60.00
6 Months	100.00
6 Months - Premium	200.00
Annual	175.00
Annual - Premium	365.00
<u>Commercial Operations</u>	
On-Airport Rental Car Service (per year)	Set by contract
Aircraft Servicing, Maintaining & Repairing (per year)	2,000.00
Catering Service	2,000.00
Part 135 Operator (per year)	2,000.00
Parachuting & Jump Schools (per year)	2,000.00

Ambulance Fees

ALS Emergency	\$ 810.00
ALS II Emergency	1,300.00
ALS Non-Emergency	675.00
BLS Emergency	675.00
BLS Non-Emergency	675.00
LALS Emergency	810.00
Mileage	16.75
Oxygen	50.00
Lift Assist	225.00
BLS Transfer	675.00
ALS Transfer	810.00
Treatment/NO Transport	485.00

Cemetery

<u>Service/Charge</u>	<u>Resident</u>	<u>Non-resident</u>
Adult Lots	\$410.00	\$615.00
Baby Lots	205.00	307.50
Adult Opening	307.50	465.00
Baby Opening	153.75	235.00
Winter Opening	615.00	922.50
Adult Exhumation	615.00	922.50

Cremation Opening	180.00	282.00
Cremation Exhumation	205.00	307.50
Winter Storage: City Cemetery	102.00	102.00
Winter Storage: Other Cemetery	155.00	155.00
Monument Foundation: Single or Double (price per square inch)	0.25	0.25
Replacement Deed	15.00	15.00
Deed Transfers: One to Four (1-4) (price each)	25.00	25.00
Deed Transfers: More than Four (4+)	At Cost	At Cost
Perpetual Care	180.00	280.00
Seeding / Topseeding / Leveling	Cost	Cost
Full Setup	102.50	102.50
Partial Setup	51.00	51.00
Saturday / Sunday / Holiday	Double	Double

Charlevoix Municipal Marina

Transient Boater Daily Fee	DNR Tier E
Transient Boater Discount - Open to May 31 and Labor Day to Close – Rent one day get one day Free	
Daily Dingy Fee	\$10.00
Seasonal Slips	DNR Tier C for 156 days
Seasonal Dingy (individual)	\$525.00
Seasonal Dingy (commercial)	650.00
Burns Street Dock	43.00 per foot

Parking Fees & Fines

Unless otherwise noted, “resident” means a resident of the City of Charlevoix. Resident: Must meet one of the following criteria: 1) Taxpayer in the City of Charlevoix (including business or personal property), 2) Renter in the City of Charlevoix and registered to vote in the City of Charlevoix or 3) a dependent of an adult resident, claimed by the adult on their income taxes as a legal dependent and under the age of 18. A senior citizen must be 55 or over.

<u>Violations</u>	<u>Fine</u>
Non-metered parking violation (paid within 72 hours)	\$15.00
Non-metered parking violation (paid beyond 72 hours)	30.00
Metered parking violation (paid within 24 hours)	10.00
Metered parking violation (paid after 24 hours)	30.00

<u>Boat Launch Parking</u>	<u>Resident</u>	<u>Non-Resident</u>
Seasonal	\$20.00	40.00
Daily Car and/or Car with Trailer	5.00	8.00
Commercial*	1,200	1,500
10-punch (any commercial, limit one)*	500.00	750.00

*Resident commercial rate for business with a City of Charlevoix tax bill in the name of the business.

Planning & Zoning

Level A Site Plan Review	\$135.00
Level B Site Plan Review	275.00 +actual expenses
Rezoning Application	325.00+actual expenses
Variance - Zoning Board of Appeals	350.00 +actual expenses
Zoning Permit	45.00
Zoning Appeals	300.00 +actual expenses
Special Use Permit	300.00 +actual expenses
Parcel Division	125.00
Sign Permit (per sign)	30.00
Sign Variance	300.00
Alley Abandonment	1000.00+actual expenses
Sidewalk Café (Annual Fee)	50.00
Outdoor Dining Fee	50.00

*Additional actual expenses shall not exceed \$500 except where permitted by ordinance.

Freedom of Information Act (FOIA) Requests

Copies (per page)	\$0.10
Blueprints (each)	Minimum \$3 or Cost
CDs (each)	3.00
Flash Drives (each)	Actual Cost
Postage	Actual Cost
Cost of labor to locate, examine, redact, copy and/or transfer records (Cost is calculated by rounding down to the nearest quarter hour)	Hourly Wage plus 50% fringe benefit Factor of the least paid employee capable of performing the work

Recreation

Unless otherwise noted, “resident” means a resident of the City of Charlevoix. Resident: Must meet one of the following criteria: 1) Taxpayer in the City of Charlevoix (including business or personal property), 2) Renter in the City of Charlevoix and registered to vote in the City of Charlevoix or 3) a dependent of an adult resident, claimed by the adult on their income taxes as a legal dependent and under the age of 18. A senior citizen must be 55 or over.

<u>Pavilion Reservation</u>	<u>Resident</u>	<u>Non-Resident</u>
Picnic Pavilion Rental - Weekday	\$30.00	\$55.00
Picnic Pavilion Rental - Weekend or Holiday	50.00	80.00
Picnic Pavilion Rental - Non-Profit	No charge	No Charge
Performance Pavilion Rental (case by case)	50.00	100.00
Use of Public Property (case by case basis) (must be approved)	200.00	750.00
Wedding on Public Property (must be approved)	200.00	750.00

Sports Fees

Team Fees (Basketball, Volleyball, Softball) (per team)	150.00	150.00
Youth Sport (per person)	25.00	25.00

Skate Park (Carpenter Avenue)

Daily Pass	3.00	5.00
Seven Day Punch Card	15.00	20.00
Summer Pass	30.00	40.00

Mt. McSauba

For all activities at Mt. McSauba, Charlevoix Township residents will be given the same rate as City residents. A “resident” must be one of the following criteria: 1) Taxpayer in the City of Charlevoix or Charlevoix Township (including business or residential property), 2) Renter in the City of Charlevoix or Charlevoix Township and registered to vote in the City of Charlevoix or Charlevoix Township or 3) a dependent of an adult resident, claimed by the adult on their income taxes as a legal dependent and under the age of 18.

<u>Day Camp</u>	<u>Resident</u>	<u>Non-Resident</u>
Mt. McSauba Day Camp (per person per week)	100.00	120.00
Camp CHILL (Before/After Camp)	25.00	25.00
<u>Mt. McSauba Ski Hill</u>		
Weeknight Daily	\$10.00	\$15.00
Weekend Daily	13.00	18.00
Season Pass: 1 Person	135.00	215.00

Each Additional Family Member	70.00	80.00
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Equipment Rental

Downhill Skis or Snowboard	10.00	12.00
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Cross Country Skis or Snowshoes (8 hour rental)	5.00	8.00
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Cross Country Skis or Snowshoes (24 hour rental)	10.00	12.00
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Lessons

Group Ski or Snowboard Lessons (per person)	45.00	50.00
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Group Ski or Snowboard Lessons with Rental (per person)	55.00	60.00
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Individual Ski or Snowboard Lessons with Rental (1/2 hour)	25.00	30.00
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Individual Ski or Snowboard Lessons with Rental (1 hour)	35.00	40.00
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Skating Rink

Daily Fee	2.00	2.00
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Season Pass	30.00	30.00
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Ice Skate Rental	1.00	1.00
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Mt. McCauba Area Rental Fee

Initial Rate (Two hours)	155.00	260.00
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Additional rate per hour	110.00	110.00
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Supervisor fee per hour (Required)	28.00	28.00
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Charlevoix Golf Club

Daily Rates

9 Holes	\$15.00
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18 Holes	25.00
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9 Hole Youth (With "Youth on Course Membership")	5.00
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The Recreation Director is authorized to offer sales, specials, and other inducements to account for seasonality and market competitiveness beyond the rates set above.

5-play punch card (Before Memorial Day)	50.00
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5-play punch card (After Memorial Day)	60.00
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Pull Cart Rental	3.00
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Upper Locker Rental	35.00
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Lower Locker Rental	45.00
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<u>Season Pass</u>	<u>Resident</u>	<u>Non-Resident</u>
Single	336.00	488.00
Family	520.00	657.00
Student	185.00	200.00
Senior Citizen - Single	268.00	420.00
Senior Citizen - Double	405.00	562.00

Utility Rates

Water Rates

<u>Service Charge - Meter Size</u>	<u>City</u>	<u>Non-City</u>
3/4 " or Smaller	\$26.90	\$53.80
1"	35.00	70.00
1 1/2"	55.00	110.00
2"	78.00	156.00
3"	130.00	260.00
4"	250.00	500.00
6"	465.00	930.00
Sprinkling Meter	5.00	9.50
<u>Commodity Charge</u>		
1st 2,000 Gallons	4.00	8.00
3rd-50th 1,000 Gallons	4.00	8.00
51st 1,000 Gallons and Over	4.00	8.00
Water Usage Minimum (Gallons)	2,000 gal.	2,000 gal.
Water Minimum Charge	26.90	53.80
<u>Privilege Fees</u>		
New User Cost per REU, Prepaid	1,000.00	1,500.00
Turn On Fee - Water	175.00	300.00
Turn On / Off Fee - Water (Seasonal)	35.00	45.00
Turn On Fee - Sprinkler	35.00	45.00
<u>Water Tap Fees</u>		
3/4" Line	\$250.00	
1" Line	320.00	
Larger Than 1" Line	At cost	

Other Fees

Service Upgrade* 1,500.00

*Remove old galvanized pipe from Main to Curb if owner has copper or PVC otherwise additional charges may be warranted.

Bacteriological Tests 20.00 / sample

Sewer Rates

Service Charge – (Based on Water Meter Size)

3/4 " or Smaller	\$38.00	\$57.00
1"	54.00	81.00
1 1/2"	88.00	132.00
2"	128.00	192.00
3"	242.00	363.00
4"	410.00	615.00
6"	N/A	620.00

Commodity Charge

Commodity Rate per 1,000 Gallons 6.25 9.38

Sewer Minimum Charge 50.50 75.76

Privilege Fees

New User Cost per REU, Prepaid 2,000.00 3,000.00

Turn On Fee - Water & Sewer 500.00 750.00

Electric Rates

	Rate / kWh	Charge	PCA*
Residential - In City	\$0.0774	\$8.75	\$0.02139
Residential - In Senior	0.0703	8.75	0.02139
Residential - Rural	0.0884	10.00	0.02139
Residential - Rural Senior	0.0869	10.00	0.02139
Commercial - In City (GS-C)	0.0892	21.50	0.02139
Commercial - Out (GS-R)	0.0973	21.50	0.02139
Commercial – Demand	0.0482	62.00	0.02139
Industrial & Charity Demand	0.0383	294.50	0.02139
Demand KW	10.90 / KW		

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

Renewable Credits

These credits are available for approved renewable generation:	Credit Rate/kWH
Solar	\$0.0844
Wind	0.0504

Services

Disconnect / Reconnect - Regular	No charge
Disconnect / Reconnect - After Hours	150.00
Disconnect / Reconnect - Regular (Without 24 Hour Notice)	50.00
Disconnect / Reconnect - Seasonal**	115.00
Disconnect / Reconnect - Seasonal After Hours**	167.00
** Disconnected from the system for longer than one billing cycle	
Reconnect - Non Payment	30.00
Reconnect - Non Payment (After Hours)	150.00
Trenching for All Underground Residential Services 200 amps & Under	3.00 Per Foot
Meter Test	25.00
Additional meter test at the same location	5.00

Security Lights

	City	Non-City
70 Watt	5.28	5.60
100 Watt	6.60	7.08
150 Watt	8.92	9.23
250 Watt	14.11	15.24
400 Watt	20.79	22.60
105 Watt LED (400 W equivalent)	9.70	10.23
1000 Watt	47.37	51.90

Miscellaneous Fees

Tax Abatement Application Fee (IFT, CFEC, etc)	\$200.00
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Temporary / Seasonal Business Fees

Solicitor's License	\$50.00/day; \$100/week; \$150/month
Roadside Stand / Temporary Business (per season)	100.00
Transient Merchant (per season)	\$200.00

NSF Fees

NSF / Returned Check Charge (per occurrence)	\$45.00
ACH NSF Charge (per occurrence)	35.00
Police Bad Check Processing Fee (per request)	45.00

Public Safety Fees

Mass Gathering Permit	100.00
Public safety services for events (applies to for-profit organizations only)	1,000.00
Standby for Fireworks (Equipment & Personnel) (per hour)	500.00
Police Escort Fee (per occurrence)	100.00
Liquor License (Standard license)	100.00
Redevelopment Liquor License	200.00
Trash License (annual fee)	10.00

Copy/Fax/Report Charges

General Copies (per copy)	0.25
Accident Report (per report)	2.00
Garden Plots (per plot)	35.00
Notary Service	5.00

Farmers Market Spaces

10' Space per Season	\$300.00
20' Space per Season	600.00
10' Space – Daily Fee	30.00

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-03-01
AMENDED RATES, FEES & CHARGES ASSOCIATED WITH THE FISCAL BUDGET

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

WHEREAS, the City of Charlevoix defines these amounts in the *Schedule of Rates, Fees & Charges*; and

WHEREAS, the Charlevoix City Council wishes to incorporate in one Resolution all amendments to fees, rates and charges under the purview of the City Airport Manager.

NOW THEREFORE BE IT RESOLVED that the Charlevoix City Council hereby establishes the following amendments to the *Schedule of Rates, Fees & Charges*, effective April 1, 2019:

1. Aircraft Landing & Ramp Fees
 - a. Type I Jet (up to 20,000lbs) Yearly Landing Fee Pass \$ 900.00
 - b. Type II Jet (20,000 – 40,000 lbs) Annual Landing Fee \$1,200.00
 - c. Type III Jet (over 40,000 lbs) Annual Pass \$1,500.00
 2. Hanger and Access Rates
 - Hanger Rental Rates*(per month)
 - Units 1,2,3,8,9&10 \$164.00
 - Units 4,5&7 169.13
 - Unit 6 225.50
 - Box B 240.88
 - Box C 430.50
 - Box D 189.63
- *Rates are not effective until current leases expire

RESOLVED, this 18th day of March, 2019 A.D.
Resolution adopted by the following yeas and nays votes:
Yeas:
Nays:

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Transformer Purchases

DATE: March 18, 2019

PRESENTED BY: Don Swem, Electric Superintendent

BACKGROUND:

As part of our continuing upgrades to the electric system we plan on replacing several lower voltage transformers with higher voltage more efficient transformers. The transformers being replaced have been in service for decades and some are nearing their expected end of life. They are all on the old inefficient 2400 volt system, and to upgrade we will need to replace all of the wiring as well as the transformers. We are not sure when all of this will get done but the transformers have a long lead time and this way they will be here when needed.

We got quotes from three suppliers for new transformers. The quote from RESCO is lower than the others and we have never had issues with RESCO as a supplier. The quotes were as follows:

Quantity	Desc	RESCO		IRBY		Powerline	
1	150 3ph 120/208	\$5,681.00	\$5,681.00	\$6,952.00	\$6,952.00	\$6,780.85	\$6,780.85
1	112.5 3ph 120/240	\$5,226.00	\$5,226.00	\$6,378.35	\$6,378.35	\$6,485.88	\$6,485.88
1	45 3ph 120/208	\$4,533.00	\$4,533.00	\$5,513.40	\$5,513.40	\$5,771.15	\$5,771.15
2	45 3ph 120/240	\$4,585.00	\$9,170.00	\$5,851.55	\$11,703.10	\$6,011.67	\$12,023.33
1	167 1ph 120/240	\$3,202.00	\$3,202.00	\$3,532.00	\$3,532.00	\$3,409.39	\$3,409.39
4	37.5 1ph 120/240	\$1,359.00	\$5,436.00	\$1,342.30	\$5,369.20	\$1,692.04	\$6,768.15
		\$33,248.00		\$39,448.05		\$41,238.75	

There is money in the budget to cover this cost.

RECOMMENDATION:

Motion to approve the purchase of transformers from RESCO for a total of \$33,248.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: EMS Billing Agreement

DATE: March 18, 2019

BACKGROUND:

On January 22, 2019 Charlevoix EMS received bids for an EMS Billing RFP and after careful review and consultation with vendors we would like to execute an agreement with the AccuMed Group. The initial bid request was for a three year agreement but after further discussion, AccuMed offered a more cost effective plan if the City would sign up for a seven year agreement instead of a three year agreement. The other bidders were contacted and did not want to compete with a seven year agreement. AccuMed is an in-state vendor with a strong and reputable history for providing quality and compliant billing service, including a majority of public and private agencies throughout Northern Michigan. AccuMed is also accredited with the required federal and state accreditations.

AccuMed has negotiated a lower billing fee from our current billing service, Parastar Inc. The City should expect enhanced EMS receivables due to AccuMed's strict billing discipline and focus on recovery efforts. In addition to enhanced receivables and improvements in compliance, AccuMed will be providing on site education support as well as administrative support for the City's EMS billing department.

RECOMMENDATION:

Motion to approve the EMS Billing agreement for a seven year contract with AccuMed Group, Riverview, MI.

ATTACHMENTS:

- ▣ AccuMed Billing Agreement

BILLING SERVICE AGREEMENT

AccuMed:	AccuMed Billing, Inc. a Michigan corporation P.O. Box 2122 Riverview, MI 48192	Customer:	City of Charlevoix 210 State Street Charlevoix, Michigan 49720
Phone:	(734) 479-6300	Contact:	Donald McMullen
Facsimile:	(734) 479-6319	Phone:	231.547.3279
		Facsimile:	231.547.3266
		Effective Date:	Implementation Activities shall commence March 1, 2019. For purposes of establishing Term, the Effective Date shall be May 1, 2019.

THIS BILLING SERVICE AGREEMENT ("Agreement") is made by and between AccuMed and Customer.

THE TERMS AND CONDITIONS SET FORTH HEREINAFTER ARE A PART OF THIS AGREEMENT. THE CUSTOMER ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT UNDERSTANDS IT AND AGREES TO BE BOUND BY IT. CUSTOMER AGREES THAT THIS AGREEMENT SHALL NOT BE BINDING UNTIL ACCEPTED BY ACCUMED AT ITS OFFICE IN THE STATE OF MICHIGAN.

TERMS AND CONDITIONS

1. SERVICES.

A. From the Effective Date to the date of the termination of this Agreement AccuMed agrees to perform those activities which are reasonably necessary to invoice on behalf of Customer the following services provided by Customer (check the applicable boxes):

- ☒ Emergency Medical Services ("EM Services")
- ☐ EM Services provided by Customer prior to the Effective Date ("Old EM Services").
- ☐ Fire Services, including insurance only billing if that box is checked in 4 A ("Fire Services"). For purposes of this Agreement the term "Fire Services" shall include services provided by Customer, excluding EM Services, which AccuMed agrees to invoice on behalf of Customer, such as, but not limited to, Haz Mat, Extrication, stand-by suppression and similar services.

Further AccuMed agrees to provide to Customer the following software solutions and hardware products (check the applicable boxes):

- ☐ Electronic Patient Care Reporting described in Schedule A ("ePCR").
- ☐ Hardware products described in Schedule B ("Hardware").

B. Customer acknowledges and agrees that: (i) during the term of this Agreement all relevant information relating to the selected services identified in Section 1.A. shall be delivered to AccuMed and AccuMed shall be the sole source for processing such bills; (ii) AccuMed is not responsible for the accuracy of any of the back-up documentation relating to the selected services identified in Section 1.A.; (iii) AccuMed is not responsible for validating or verifying the accuracy of such documentation or detecting or correcting errors in documentation relating to the selected services identified in Section 1.A.; (iv) Customer has reviewed with its legal counsel its rights and obligations under the law and represents and warrants that it has the authority under applicable federal, state and local law and regulations to implement, enforce and collect the costs and/or fees for the selected services; and (v) Customer shall defend, indemnify and hold AccuMed harmless from all liabilities, costs and expenses (including actual attorney's fees) related or arising out of the services AccuMed performs relating to the selected services identified in Section 1.A.

C. AccuMed shall begin processing all incidents for services rendered by Customer within 10 business days following the date AccuMed receives accurate and complete information, which will permit it to perform its services identified in Section 1.A. of this Agreement, such information shall include, but not necessarily be limited to: the amount Customer charges for its services, fully completed incident reports which satisfy all signature requirements, including the then current Medicare signature and authorization requirements, demographic, insurance information, procedure, charge, diagnosis and treatment related information, Advance Beneficiary Notice, Physician's Certification Statement, copy of the Advanced Life Support incident report when receiving intercept services, all supplemental forms and reports as well as such other information and documentation as AccuMed shall reasonably request (collectively the "Billing Information"). AccuMed shall promptly notify Customer if AccuMed fails to process such invoices within thirty (30) days of AccuMed's receipt of accurate and complete Billing Information. Customer agrees that AccuMed shall have no liability or responsibility for any change or changes made by Customer to any of the Billing Information, until AccuMed has accepted in writing such change or changes. Customer agrees that it must use AccuMed's approved forms to make any change or changes to the Billing Information and that such change or changes shall only be effective as of the date AccuMed accepts such change or changes in writing.

D. Customer shall have the right to request AccuMed to direct the payment of all Customer funds and the delivery of all Customer correspondence in one of two ways (i) to AccuMed's then current Post Office Box, or (ii) to a lock box established, controlled and paid for by Customer. Such request shall be in writing and shall be implemented by AccuMed as soon as reasonably practical following its receipt of such written request. AccuMed shall have no right to negotiate checks and funds payable to Customer. AccuMed shall instruct all prospective payers billed for the selected services identified in Section 1.A. to make all funds payable to Customer. If AccuMed receives Customer funds directly, it will deposit those Customer funds into a nationally recognized bank account designated by Customer in writing to AccuMed which has a physical

location that is reasonably accessible to AccuMed. Such bank account shall be established, controlled and paid for by Customer. AccuMed shall not co-mingle Customer funds with AccuMed funds at any time.

2. TERM. Except as otherwise provided in this Agreement, this Agreement will commence on the Effective Date and shall continue for a period of seven (7) years (the "Initial Term"). At the end of the Initial Term and except as otherwise provided in this Agreement, this Agreement shall renew for additional one (1) year terms until canceled by either party, by giving to the other written notice of such cancellation not more than ninety (90) days nor less than thirty (30) day's prior to the expiration of the current term.

3. CUSTOMER'S OBLIGATIONS AND AUTHORIZATION REQUIREMENTS.

A. Customer agrees that, during the term of this Agreement, all Billing Information relating to the selected services identified in Section 1.A. shall be delivered to AccuMed and AccuMed shall be the sole source for processing such bills for Customer. AccuMed's agreement to perform its services under this agreement at the rate or in the amount of the fees for services set forth in section 4 A. below is expressly conditioned upon Customer's agreement to deliver to AccuMed a NEMSIS compliant incident data file and named attachments, which contain complete demographic and insurance information to AccuMed's FTP server once each week during the term of this Agreement ("NEMSIS File Delivery Requirement"). In the event Customer fails to meet the NEMSIS File Delivery Requirement, AccuMed may, in its sole discretion, and without any additional notice to Customer increase the amount or rate of the fees established in Section 4.A. by and amount not to exceed fifteen (15%) percent for each.

B. Customer agrees to provide any and all information which AccuMed may, from time to time, request in order for it to perform its services hereunder, including, but not limited to, complete, accurate and prompt (i) Billing Information, including incident reports, which satisfy all signature requirements, including Medicare's then current signature and authorization requirements, (ii) all available insurance and demographic information to enable AccuMed to process the incident to known insurance carriers and other responsible parties (iii) notification to AccuMed of names of each person or entity who has paid an invoice billed by AccuMed on the Customer's behalf (iv) all supplemental forms and reports required for billing such as, but not limited to, Advanced Beneficiary Notice, Physician's Certification Statement and a copy of the Advanced Life Support incident report when receiving intercept services. With regard to each and every payment received by Customer for fire, EMS or other Customer services and for which AccuMed has provided billing services under the terms of this Agreement, within fourteen (14) days of Customers receipt of any such payment Customer shall provide to AccuMed a written statement setting forth the name of the payee and the amount received by Customer for such (the "Direct Payment Notice"). In the event Customer fails to provide a Direct Payment Notice to AccuMed, AccuMed shall bill Customer and Customer shall pay AccuMed's fees according to AccuMed's payment calculations determined by any evidence of payment to Customer obtained by AccuMed.

C. Customer hereby authorizes AccuMed to use its provider numbers and agrees to execute any and all documentation, which may be necessary in connection therewith.

D. In the event Customer at any time uses ePCR software, Customer hereby authorizes AccuMed to access and use such information available on such ePCR software that is reasonably necessary to assist AccuMed in performing its services under this Agreement.

E. Customer agrees that AccuMed, including but not limited to its employees, representatives, contractors and agents, shall not be required to travel to visit Customer's location(s) or for any other reason connected with Customer's business more than one (1) time in any consecutive twelve (12) month period. In the event Customer requests more than one (1) such visit within said time period, all out of pocket expenses incurred in connection therewith shall be paid by Customer upon receipt of an invoice from AccuMed.

4. PAYMENT AND COLLECTION.

A. Customer agrees to pay AccuMed for all payments made on accounts billed by AccuMed in the following amounts (check the applicable boxes):

- ☒ An amount equal to 5.00% of the amount collected each month for EM Services based upon a minimum annual billable run volume, subject to the provisions of 4 G below as follows:

Year 1: 1,438
Year 2: 1,491
Year 3: 1,535
Year 4: 1,581
Year 5: 1,628
Year 6: 1,676
Year 7: 1,726

Two days of concurrent initial on-site training shall be provided.

- ☐ An amount equal to % of the amount collected each month for Fire Services.
- ☐ For ePCR software the fee payable in the amount and in the manner set forth in Schedule A hereto. In addition the name of the ePCR software supplier, a description of the software, the value of the software and the anticipated annual run volume are also set forth in Schedule A hereto. Further, Customer also agrees to pay (i) the amount of all increases charged by the ePCR software, including but not limited to increases as a result in an increase in the annual run volume; and (ii) all taxes, if any, charged by the ePCR software supplier.
- ☐ For the Hardware described in Schedule B hereto the fee payable in the amount and in the manner set forth in Schedule B.

B. AccuMed shall invoice Customer on a monthly basis for the services provided under this Agreement. Customer agrees to pay each such invoice by the 28th day of the month in which the invoice is issued. In the event AccuMed receives more than one (1) payment for its services with respect to an invoice processed by AccuMed on behalf of Customer, AccuMed agrees to refund to Customer the amount it receives that is in excess of the amount AccuMed is entitled to under the terms of this Agreement.

C. Any amounts which Customer fails to pay by the last day of the month in which the invoice is issued, shall bear interest at the rate of one and one-half (1-1/2%) percent per month or the maximum monthly rate permitted by applicable law, whichever is less, from the day on which payment was due, as specified above in 4.B. until said amount is paid in full. Further, Customer agrees to pay all costs and expenses, including actual attorney's fees, which AccuMed incurs in collecting any past due amounts from Customer.

D. If Customer refunds amounts collected or waives payment of any amount billed by AccuMed for any reason other than (i) it is a refund of a duplicate payment, or (ii) it is because of a breach by AccuMed of its obligations under this Agreement; AccuMed shall be entitled to retain the fees paid by Customer in connection therewith or in the case of a waiver Customer agrees to pay AccuMed the fee AccuMed would have been entitled but for such waiver. If AccuMed has not yet been paid its fees in connection therewith, Customer shall remain obligated to pay the fees in accordance with this Agreement.

E. Reserved.

F. Reserved.

G. In the event that either or both of the boxes relating to EM Services is checked in Section 4 A above and there is a decrease of five (5%) percent or more in the stated annual billable run volume, then Customer agrees to negotiate in good faith with AccuMed to increase the percentage payable to AccuMed for all amounts collected for those EM Services. In the event AccuMed and Customer are unable to reach an agreement within thirty (30) days from the date AccuMed gives written notice to Customer that it desires to negotiate such increase, then AccuMed shall have the right to terminate this Agreement by giving fifteen (15) days prior written notice of termination to Customer.

H. Any other provision of this Agreement notwithstanding, in the event (i) AccuMed issues to Customer a Collection Detail Report stating that AccuMed has exhausted its efforts to collect the amount due to Customer, (ii) the account is then assigned to a third party debt collection agency and (iii) thereafter a payment is made on such account; Customer will not be obligated to pay AccuMed the fees that would otherwise be due under this Agreement for that account.

5. BUSINESS ASSOCIATE AGREEMENT. AccuMed and Customer agree to be bound by the terms and conditions of the Business Associate Agreement attached hereto on Schedule C and as the same may from time to time be amended.

6. TERMINATION.

A. Either party has the right to terminate this Agreement on thirty (30) days' written notice of termination to the other, if (i) the other party defaults on any of its material obligations under this Agreement (excluding Customer's payment obligations, which shall be controlled by Section 6.B.) and such party has not begun to cure such default (which cure must be diligently pursued in a timely manner until completed) within fifteen (15) days after written notice of such default is delivered; (ii) a court having appropriate jurisdiction enters a decree or order for relief in respect of the other party in an involuntary case under any applicable bankruptcy, insolvency or other similar law now or hereafter in effect; or (iii) the other party commences a voluntary case under any applicable bankruptcy, insolvency or other similar law now or hereafter in effect.

B. AccuMed will have the right to terminate this Agreement as provided in Section 4 G; further AccuMed will have the right to terminate this Agreement, which may in AccuMed's sole discretion be effective on any date including immediately upon delivery of notice thereof to Customer, if Customer defaults on its payment obligations under Section 4.

C. Reserved.

7. TERMINATION PROCEDURES.

A. In the event of termination of this Agreement under the provisions of Sections 2 or 6, AccuMed shall, on the effective date of such termination (the "Termination Date"), cease to accept new Billing Information from Customer, but may, at AccuMed's sole discretion (i) continue to perform for a period ninety (90) days following the Termination Date (the "Wind Down Period") its services relating to Billing Information received prior to the Termination Date, in which case Customer shall be obligated to pay AccuMed all amounts invoiced to Customer through the end of the Wind Down Period in accordance with the provisions of Section 4 hereof, or (ii) discontinue all services effective as of the Termination Date, in which case Customer shall be obligated to pay the amounts invoiced by AccuMed for work performed through the Termination Date in accordance with the provisions of Section 4 hereof.

B. Provided Customer has made full payment of all amounts due and owing to AccuMed and AccuMed has reasonable grounds to believe that future amounts owed to it will be paid by Customer in a timely manner (together the "Transitional Pre-Conditions"), AccuMed agrees to provide to Customer reasonable assistance following the Termination Date to transition the services formerly provided by AccuMed back to Customer or to a third party selected by Customer. Customer agrees to promptly pay AccuMed's reasonable costs and expenses incurred

in connection with said transitional services. AccuMed shall have no obligation to provide any transitional assistance to Customer until the Transitional Pre-Conditions shall, in AccuMed's sole discretion, have been met to its satisfaction.

8. CUSTOMER AUDITS. Customer will have the right under this Agreement to engage, at the sole expense of Customer, independent auditors (the "Auditors") (provided that such persons are not employed by or in any manner affiliated with any entity that performs services substantially similar to any services then being provided by AccuMed) for the purpose of performing audits that may be considered necessary by Customer to determine the accuracy and correctness of the accounting and internal control performed and maintained by AccuMed. AccuMed will cooperate by furnishing such Auditors with any and all information as is reasonably necessary to perform and complete all audit procedures determined to be necessary by the Auditors. Prior to performing such audits, Customer will cause the Auditors and Customer to execute an agreement to maintain the confidentiality of any information they receive about AccuMed's and, if applicable, the ePCR software provider's computer programs and software it employs, inventions, processes, trade secrets, technical information, know-how, plans, specifications, identity of customers and identity of suppliers, financial plans, patient records, its business practices, including but not limited to those relating to, its accounts payable, accounts receivable and billing systems such agreement to be in the form and substance satisfactory to AccuMed in its sole discretion. Customer agrees that any such audit will be conducted at such times and in such a manner so as to avoid undue disruption of AccuMed's operations, and shall not be performed more than once during any consecutive twelve (12) month period. Customer agrees to promptly pay to AccuMed all out of the ordinary costs and expenses AccuMed incurs relating to the audit.

9. OPERATING DISCLAIMER. Customer acknowledges that AccuMed has incentive to perform its services hereunder in a timely and proficient manner but that the timing and amount of collections generated by its services are subject to numerous variables beyond the control of AccuMed. THEREFORE, ACCUMED DISCLAIMS ANY AND ALL WARRANTIES AND REPRESENTATIONS, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE PERTAINING TO THE TIMING AND AMOUNT OF COLLECTIONS GENERATED BY ITS SERVICES. Notwithstanding the foregoing, AccuMed agrees to perform its services hereunder in accordance with industry standards and applicable laws, rules and regulations.

10. LIMITATION OF LIABILITY. AccuMed shall exercise commercially reasonable efforts to prevent the loss or destruction of Customer's records. In the event of error or omission in the performance of its services, AccuMed will re-perform the services at no additional cost to Customer. Customer acknowledges that Customer shall be responsible for the accuracy of the codes, fees, Billing Information, and all other data provided to AccuMed for use in the provision of its services. Notwithstanding the foregoing, it is expressly understood and agreed that AccuMed's sole obligation for any breach of this Agreement or failure to meet its obligations hereunder is limited to the obligation of AccuMed to return all monies paid it by Customer relating to the bill or bills in question. THE FOREGOING OBLIGATIONS ARE IN LIEU OF ALL

WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING MERCHANTABILITY AND FITNESS FOR PURPOSE. IN NO EVENT SHALL ACCUMED BE LIABLE FOR DIRECT, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES WHETHER BASED ON CONTRACT, REPRESENTATION, WARRANTY OR TORT, ARISING OUT OF THIS AGREEMENT.

11. NOTICES. Any notice required or permitted to be delivered hereunder shall be (i) delivered in person; (ii) sent by certified mail, return receipt requested, or by national overnight delivery service to the address set forth above; or (iii) by facsimile transmission to the facsimile phone number set forth above, until written notice of change of address or facsimile number has been delivered in the manner set forth herein. Such notice shall be deemed to have been received on the day it was personally delivered or sent by facsimile transmission or the date it was received in the case of mailing or overnight delivery.

12. FORCE MAJEURE. Neither party shall be liable for any failure or delay in performing its obligations under this Agreement due to any cause beyond its reasonable control, including but not limited to fire, accident, labor dispute or unrest, flood, riot, war, rebellion, insurrection, sabotage, transportation delays, shortage of raw materials, energy or machinery, acts of God or of the civil or military authorities of a state or nation, or the inability, due to the aforementioned causes, to obtain necessary labor or facilities.

13. WAIVER. The failure of either party to enforce any term or condition of this Agreement shall not be construed as a waiver by such party of such term or condition, nor shall a waiver of any breach of a term or condition of this Agreement on any one occasion constitute a waiver of any subsequent breach of the same or similar term or condition.

14. ENTIRE AGREEMENT/MODIFICATION. This Agreement embodies the entire agreement and understanding between the parties hereto with respect to the subject matter hereof. Neither this Agreement nor any provision hereof may be changed, waived or discharged orally, but only by an instrument duly signed by the party against which enforcement of the changes, waiver or discharge is sought; provided, however, changes made in order to comply with the provisions of HIPAA shall be deemed accepted and made a part of this Agreement without said signed instrument unless the party receiving such change within thirty (30) days of its receipt thereof delivers written notice to the other party that such change is not acceptable.

15. BINDING EFFECT/ASSIGNMENT. Except as otherwise provided in this Section 15, neither party may assign this Agreement without the prior written consent of the other, which consent shall not be unreasonably withheld or delayed; provided, however, AccuMed shall have the right without obtaining Customer's consent to assign this Agreement and all rights and obligations hereunder to any successor of AccuMed due to acquisition, whether by sale of stock or assets, merger, consolidation, reorganization or otherwise. This Agreement shall be binding upon and inure to the benefit of the permitted successors and assignees of the parties hereto and upon such assignment by AccuMed, AccuMed shall be released from all further obligations.

16. INDEPENDENT CONTRACTOR. The parties agree that Customer shall exercise no control over the activities or operations of AccuMed, other than to enforce the specific

obligations of AccuMed under this Agreement, and further agree that their relationship is as independent contractors.

17. SEVERABILITY. If any term or provision contained in this Agreement shall be found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such term or provision shall be considered independent and severable from this Agreement and the remaining provisions of this Agreement shall remain in full force and effect. The parties agree that, to the extent allowed by law, any such term or provision found to be invalid, illegal or unenforceable shall be reinterpreted or adapted by the parties in such a way that the intended business purpose of such term or provision is achieved to the maximum extent possible.

18. GOVERNING LAW. As to all matters, including, validity, construction and effect, this Agreement shall be governed by, and construed in accordance with the laws of the State of Michigan without regard to its principles of conflicts of laws.

19. JURISDICTION. Customer consents and agrees that the following courts shall have personal jurisdiction over Customer and all lawsuits relating or arising out of this Agreement: (a) all courts included within the state court system of the State of Michigan; and (b) all courts of the United States of America sitting within the State of Michigan including, but not limited to, all of the United States District Courts sitting within the State of Michigan. Customer waives any defense of lack of personal jurisdiction or inconvenient forum in these courts.

IN WITNESS WHEREOF the parties have signed this Agreement on the dates set forth below their signatures hereto.

ACCEPTANCE

ACCEPTANCE:

ACCUMED BILLING, INC.

(CUSTOMER NAME)

BY: _____
(AUTHORIZED SIGNATURE)

BY: _____
(AUTHORIZED SIGNATURE)

NAME:

NAME: _____
(PRINT OR TYPE NAME AND TITLE)

DATE _____

DATE: _____

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Taxiway A Rehabilitation: Contract Amendment No.2

DATE: March 18, 2019

BACKGROUND:

Back in 2017 the Charlevoix Airport rehabilitated its Taxiway Alpha and the Taxiway Alpha Lighting. Due to a national shortage of airfield lighting components, the project ran into higher than anticipated construction costs and engineering cost. The amendment before you is for the engineering portion of these costs. The breakdown of funding for the Contract Amendment will be 90% Federal, 5% State and 5% Local.

RECOMMENDATION:

Motion to approve Resolution 2019-03-02 Execution of Contract Amendment with the State of Michigan.

ATTACHMENTS:

- ▣ MDOT Contract Amendment No.2
- ▣ Resolution

MICHIGAN DEPARTMENT OF TRANSPORTATION

CITY OF CHARLEVOIX

AMENDMENT

This Amendatory Contract is made and entered into this date of _____ by and between the Michigan Department of Transportation (MDOT) and the City of Charlevoix (SPONSOR) for the purpose of amending Contract No. 2017-0716, dated September 7, 2017, as amended (CONTRACT).

Recitals:

The CONTRACT provides for the rehabilitation of Taxiway A (approximately 4,549' x 75', construction) and the rehabilitation of the Taxiway A runway lighting (approximately 4,549' x 75', 160 taxiway edge lights, construction) at Charlevoix Municipal Airport in Charlevoix, Michigan; and

The parties desire to amend the CONTRACT to increase the amount to cover higher than anticipated costs associated with the project.

The parties agree that the CONTRACT be and that the same is amended as follows:

1. In order to set forth the revised amount, Exhibit 1 of the CONTRACT, dated July 28, 2017, as replaced with Revised Exhibit 1, dated December 11, 2018, is replaced with Revised Exhibit 1, dated January 23, 2019, attached hereto and made a part hereof, and all references in the CONTRACT to Exhibit 1 will be construed to mean Revised Exhibit 1, dated January 23, 2019.
2. In order to increase the CONTRACT amount by Thirteen Thousand Two Hundred Dollars (\$13,200.00), for a revised total CONTRACT amount of One Million Three Hundred Twenty-Eight Thousand Ninety-Three Dollars (\$1,328,093.00), Section 11 of the CONTRACT is amended to read as follows:
 - “11. The PROJECT COST participation is estimated to be as shown below and as shown in Revised Exhibit 1. The PROJECT COST participation shown in Revised Exhibit 1 is to be considered an estimate. The actual MDOT, FAA, and SPONSOR shares of the PROJECT COST will be determined at the time of financial closure of the FAA grant.

Federal Share	\$1,195,282.00
Maximum MDOT Share	\$ 66,405.00
SPONSOR Share	<u>\$ 66,406.00</u>
Estimated PROJECT COST	\$1,328,093.00"

3. All other provisions of the CONTRACT, except as herein amended, remain in full force and effect as originally set forth.
4. The SPONSOR agrees that the compensation noted above represents payment in full for all services requested by MDOT and waives any and all claims it has or may have against MDOT that arise out of the need to amend the CONTRACT.
5. This Amendatory Contract will become binding on the parties and of full force and effect upon signing by the duly authorized representatives of the SPONSOR and MDOT and upon adoption of a resolution approving said Amendatory Contract and authorizing the signature(s) thereto of the respective representatives(s) of the SPONSOR, a certified copy of which resolution will be returned to MDOT with this Amendatory Contract, as applicable.

CITY OF CHARLEVOIX

By: _____
Title:

MICHIGAN DEPARTMENT OF TRANSPORTATION

By: _____
Title: Department Director

Revised Exhibit 1
Charlevoix Municipal Airport
Charlevoix,
Project No. 3-26-0017-2117
Contract No. FM 15-01-C50
MDOT Job No. 133386 & 133387

EXHIBIT 1 Revision 2

1/23/2019

Cost Distribution

PLANNING

AIP @ 90%					
				Planning Subtotal=	\$0

CONSTRUCTION

Rehab Taxiway A	AIP @ 90%	565,429	31,413	31,413	628,255	JN 133386
Rehab Taxiway A - Amendment 1	AIP @ 90%	\$15,705	\$873	\$873	\$17,451	JN 133386
Rehab Taxiway A Lighting	AIP @ 90%	\$499,563	\$27,753	\$27,754	\$555,070	JN 133387
Rehab Taxiway A Ltg- Amendment 1	AIP @ 90%	-\$8,895	-\$494	-\$494	-\$9,883	JN 133387
				Construct. Subtotal=	\$1,190,893	

ENGINEERING

AERO - CA						
CONSULTANT - Design	AIP @ 90%					
				Design. Subtotal =	\$0	

Construction Engineering

Rehab Taxiway A						
AERO - CA	AIP @ 90%	\$8,550	\$475	\$475	\$9,500	JN 133386
CONSULTANT - CA	AIP @ 90%	\$64,800	\$3,600	\$3,600	\$72,000	JN 133386
CONSULTANT - CA - Amendment 2	AIP @ 90%	\$10,980	\$610	\$610	\$12,200	JN 133386
Rehab Taxiway A Lighting						
CONSULTANT - CA	AIP @ 90%	\$37,800	\$2,100	\$2,100	\$42,000	JN 133387
				Proj Inspection Subtotal =	\$135,700	

ADMINISTRATION

ADMIN	AIP @ 90%	\$450	\$25	\$25	\$500	JN 133386
ADMIN - Amendment 2	AIP @ 90%	\$900	\$50	\$50	\$1,000	JN 133386
				Administration Total =	\$500	

Original Project Budget	\$1,176,592	\$65,366	\$65,367	\$1,307,325
Increase to Budget - Amendment 1	\$6,810	\$379	\$379	\$7,568
Increase to Budget - Amendment 2	\$11,880	\$660	\$660	\$13,200
Total Project Budget	\$1,195,282	\$66,405	\$66,406	\$1,328,093

MAC Transfer: 7/26/17
Supplemental: 12/6/18, 1/18/19

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-03-02
EXECUTION OF CONTRACT AMENDMENT WITH THE STATE OF MICHIGAN
(Contract No.2017-0716/A2)

WHEREAS, the City of Charlevoix entered into a contract agreement with the State of Michigan (Contract No. 2017-0716) dated September 7, 2017 for the rehabilitation of Taxiway Alpha and rehabilitation of Taxiway Alpha lighting; and

WHEREAS, MDOT and the City of Charlevoix desire to amend the contract to increase the amount to cover higher than anticipated construction costs associated with the project; and

WHEREAS, the original contract amount will be increased by Thirteen Thousand Two Hundred Dollars (\$13,200), for a revised total Contract amount of One Million Three Hundred Twenty-Eight Thousand Ninety-Three Dollars (\$1,328,093); and

WHEREAS, the City of Charlevoix local share of the contract increase is 5% or, Six Hundred Sixty Dollars (\$660).

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the Contract Amendment No. 2017-0716/A2 after review by City Staff and the City Attorney.

RESOLVED this 18th day of March, 2019 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Police Officers Labor Council (POLC) Letter of Understanding

DATE: March 18, 2019

BACKGROUND:

We are proposing approval of the Letter of Understanding to modify the Collective Bargaining Agreement between the City of Charlevoix and the Police Officers Labor Council, dated April 1, 2017 and March 31, 2020. The agreement shall modify the CBA to include a change in the short-term disability waiting period from seven (7) to fourteen (14) days as well as the addition of a long-term disability plan.

ATTACHMENTS:

- ▣ POLC Letter of Understanding - April 1, 2019

LETTER OF UNDERSTANDING
CITY OF CHARLEVOIX
AND
POLICE OFFICERS LABOR COUNCIL

April 1, 2019

The parties agree that:

The agreement between the City of Charlevoix and the Police Officers Labor Council, dated April 1, 2017 and March 31, 2020, shall be modified to include a change in the short-term disability waiting period from seven (7) to fourteen (14) days and the addition of a long term disability plan as follows:

SICK LEAVE AND SHORT-TERM/LONG-TERM DISABILITY PROGRAM

Section 9.1. Sick Leave Credit.

Probationary Police Officer - After working for three (3) months, the probationary police officer will be credited with 16 hours of paid sick leave and thereafter will accumulate 4 hours each month for the remainder of the probationary period.

After the police officer completes the probationary period, any further accumulation of sick leave through the end of that calendar year will be prorated based on 4.7 hours per month.

Non-Probationary Police Officer - On January 1 of each year, a police officer who has completed the probationary period will be credited with 96 hours of paid sick leave. If the number of unused paid sick leave hours available from the previous year exceeds 152 hours, then the employee will be paid for half of those hours in excess of 152 at half (1/2) the employee's regular hourly rate of pay. Unused sick leave hours may be accumulated from year-to-year up to a maximum of 248 hours (152 hours plus 96 hours).

(a) All earned and unused sick leave accumulated prior to January 1, 1999, the effective date of this new sick leave program provided in this Section, will be frozen in a separate account for the employee. The employee will not be required to use such frozen accumulated sick leave prior to drawing benefits from the City's self-insured short-term disability program in Section 9.4. Employees who retire under the City's retirement program will be paid one-half of their accumulated unused sick leave from their frozen account up to a maximum of 40 days. Any payout of frozen sick leave credits will be at the rate of pay the employee was receiving on the day preceding January 1, 1999, and, except for purposes of Section 9.2(b) only, frozen sick leave credits when used will not be aggregated to increase this frozen sick leave rate of pay.

For conversion purposes in freezing accumulated sick leave, a "day" will equal 8 hours for police officers.

Section 9.2. Use of Accumulated Sick Leave Credits. Sick leave may be used at a minimum of one-quarter (1/4) hour increments under the following conditions:

(a) When an employee, because of an illness or injury that is non-compensable under the Michigan Worker's Compensation Act, is unable to regularly and safely perform the requirements of his job classification, the employee will be granted a leave of absence with pay at his/her regular hourly rate for each hour lost from the normal work schedule, up to the maximum current accumulated sick leave credits (152 hours). Such lost hours and pay will be deducted from the current accumulated sick leave credits. Where these current accumulated sick leave credits have been exhausted, the employee may use frozen sick leave credits available under Section 9.1(a), which will then be deducted from the employee's frozen sick leave account.

When an employee's absence from work is due to an illness or injury that is compensable under the Michigan Worker's Compensation Act, after the first day of absence necessitated thereby, the employee will be entitled to use first his/her current accumulated sick leave credits, and thereafter frozen sick leave credits, to make up the difference between the amount of weekly benefit received under the Act and the amount of salary the employee would have received in his/her own job classification had s/he worked the regular work schedule. Frozen sick leave credits may be aggregated, including with current accumulated sick leave credits as necessary, to make up the difference in pay. In no case will the employee utilize current and/or frozen accumulated sick leave credits beyond that which is necessary, so that when the supplement from accumulated sick leave is added to worker's compensation benefits, the sum received would equal an amount that the employee would otherwise have received in take home pay had the employee worked his/her regular schedule.

Subject to furnishing proof satisfactory to the City that a critical illness has occurred within the employee's immediate family, an employee may use first his/her current accumulated sick leave credits and thereafter frozen sick leave credits for an emergency leave subject to the following limitations:

Paid emergency leave for critical illness of the employee's immediate family is limited to such illness on the part of the employee's current spouse, children, or parent.

Section 9.3. Sick Leave Eligibility. In order to qualify for sick leave payments, the employee must report to the Chief or designee, or notify the City Police Department not later than one (1) hour before the employee's normal starting time on the first day of absence unless, in the judgment of the City, the circumstances surrounding the absence made such reporting impossible, in which event such report must be made as soon as is possible. All absences, for which sick leave pay is desired, regardless of the length of the duration of such absence, requires the submission and approval of a "Request for Absence Report" form before payment is made under these Sections.

(a) In the event of an absence of more than two (2) regularly scheduled working days or if the City has reason to believe an employee is misusing paid sick leave, the employee will be required to provide a medical statement signed by the physician who attended the employee or immediate family member, unless under subsection (b) such signature is not required. If the

physician's statement is required, it must state the cause for such absence, confirm the necessity for the absence, and before the employee resumes normal duties, must state that the employee is physically able to return to and perform his job duties.

The Chief may waive the requirements of the physician's signature in subsection (a) above, provided s/he or the employee's immediate supervisor has knowledge that the employee was ill to the degree that absence was required and that the attendance of a physician was not necessary. In such event, the Chief will sign the "Request for Absence Report" form in the space provided for the physician's signature.

An employee who makes a false claim for paid sick leave will be subject to disciplinary action or dismissal depending upon the circumstances involved.

Section 9.4. Short-Term and Long-Term Disability Program. The City agrees at its expense to establish and maintain for all eligible employees, a short-term and long-term disability program, through an insurance carrier of the City's selection. Disability benefits are governed by the Plan Document and/or the Summary Plan Description.

- (a) The Short Term Disability Plan will provide weekly benefits equal to 66 2/3% of the employee's base earnings, which were being earned immediately prior to the disability.
- (b) The Long Term Disability Plan will provide monthly benefits equal to 60% of the employee's base earnings, which were being earned immediately prior to the disability.
- (c) The waiting period before disability payments can be issued is fourteen (14) calendar days. Employee may use sick, personal, vacation leave hours to satisfy the waiting period.
- (d) Employees may use available sick, vacation, personal leave hours to make up the difference between the amount of daily benefit to which he/she is entitled under the Disability Plan and the amount of daily salary he/she would have received in his/her own job classification had he/she worked, but not to exceed the total equivalent of what he/she would have received in daily pay on an eight (8) hour per day basis.

Section 9.5. Use of Accumulated Sick Leave. Qualified employees, subject to the provisions set forth in these Sections, will be eligible for paid sick leave from and to the extent of their unused accumulated paid sick leave credits in the following situations:

- (a) When an employee's absence from work is due to a non-duty incurred illness or injury provided such illness or injury was not attributable to the intemperate use of alcoholic beverages, use of non-prescribed controlled substances, or was not attributable to causes stemming from employment or work in the service of another employer or while acting in the capacity of a private contractor.

When an employee's absence from work is due to an illness or injury arising out of and in the course of employment by the City and which is compensable under the Michigan Workers' Compensation Act, after the first day of absence necessitated thereby will be entitled to utilize unused paid sick leave credits to make up the difference between the amount of daily benefit to which the employee is entitled under such Act and the amount of daily salary s/he would have received in his/her own job classification had the employee worked, but not to exceed the total amount that the employee would otherwise have received in take home pay had the employee worked his/her regular schedule.

Section 9.6. Sick Leave Bank. When police officer uses one (1) day of sick leave, eight (8) hours are deducted from the yearly bank. Sick leave will be used in increments of not less than one-quarter (1/4) hour.

Section 9.7. Sick Leave Pay Out. If and when an employee quits or is discharged from employment, any unused accumulation of paid sick leave will be canceled. When an employee retires under the City's retirement program, the employee will be entitled to be paid one-half (½) of accumulated unused paid sick leave as of the date of retirement up to a maximum of forty (40) days. When an employee who has quit, retired, or been discharged from employment is subsequently rehired, such employee will, as any other new employee, accumulate paid sick leave credits as set forth in Section 9.1. In the event an employee is laid off from work, the employee will, upon return to work, be credited with all of unused sick leave credits accumulated prior to layoff.

Section 9.8. Pro-rata Sick Leave Allotment. Employees who are employed after January 1 of any given year will receive a pro rata sick leave allotment per month for that year on the basis of one-twelfth (1/12) the annual amount.

This change will be in effect until the end of the current Contract or until otherwise changed as agreed to by the parties.

POLICE OFFICERS LABOR COUNCIL

CITY OF CHARLEVOIX

Signature

Signature

Printed Name/Title

Printed Name/Title

Date

Date

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Public Hearing for Historic Preservation Ordinance No. 800

DATE: March 18, 2019

PRESENTED BY: Lindsey Dotson, Main Street DDA Director & Historic District Commission Staff Advisor

BACKGROUND:

Jessica Flores, a consultant hired by Michigan Main Street and former State Historic Preservation Office employee, has prepared an update to the Historic District Governing Ordinance of the City of Charlevoix pursuant to recommendations made by SHPO staff in response to our application to become a Certified Local Government through the National Park Service.

I've attached the proposed updates, which are highlighted. Much of the language has been cleaned up in relation to the Historic District Commission and also to better align with current Michigan Building Code.

Public Comment will be taken at this meeting and Council's vote on these proposed changes will take place at a later meeting when all Council members are present.

RECOMMENDATION:

ATTACHMENTS:

- ▣ Revisions to HD Ordinance
- ▣ Ordinance 800 of 2019

CHAPTER 35: HISTORIC PRESERVATION

Section

- 35.01 Short title
- 35.02 Statement of purpose
- 35.03 Definitions
- 35.04 Historic District Study Committee; report
- 35.05 Establishing, modifying or eliminating historic districts
- 35.06 Historic District Commission; establishment; meetings, recordkeeping and rules of procedure
- 35.07 Delegation of minor classes of work
- 35.08 Ordinary maintenance
- 35.09 Review by Commission
- 35.10 Design review standards and guidelines
- 35.11 Permits; applications, denials and appeal
- 35.12 Demolition by neglect
- 35.13 Review of work in proposed districts
- 35.14 Emergency moratoriums
- 35.15 Acceptance of gifts or grants
- 35.16 Acquisition of historic resources

- 35.99 Penalty

§ 35.01 SHORT TITLE.

This chapter shall be known as the "Historic District Governing Ordinance of the City of Charlevoix".

(Prior Code, § 1.501) (Ord. 706, passed 10-17-2005; Ord. 751, passed 7-18-2011)

§ 35.02 STATEMENT OF PURPOSE.

(A) Historic preservation is hereby declared to be a public purpose and the City Council may hereby regulate the construction, addition, alteration, repair, moving, excavation and demolition of resources in historic districts within the city limits.

(B) The purpose of this chapter is to:

(1) Safeguard the heritage of the city by preserving districts which reflect elements of its history, architecture, archaeology, engineering or culture;

(2) Stabilize and improve property values in each district and surrounding areas;

(3) Foster civic beauty;

- (4) Strengthen the local economy;
- (5) Promote the use of historic districts for the education, pleasure and welfare of the citizens of the city and of the state; and
- (6) Investigate and advocate the nomination of properties within the city for listing in the National Register of Historic Places.

(C) The city may, by ordinance, establish one or more historic districts. The historic district(s) shall be administered by the Historic District Commission and pursuant to this chapter.

(Prior Code, § 1.502) (Ord. 706, passed 10-17-2005; Ord. 751, passed 7-18-2011; Ord. 783, passed 9-6-2017)

§ 35.03 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ALTERATION. Work that changes the detail of a resource, but does not change its basic size or shape.

CERTIFICATE OF APPROPRIATENESS. The written approval of a permit application for work that is appropriate and does not adversely affect a resource.

COMMISSION. The Historic District Commission of the city.

DEMOLITION. The razing or destruction, whether entirely or in part, of a resource and includes, but is not limited to, demolition by neglect.

DEMOLITION BY NEGLECT. Neglect in maintaining, repairing or securing a resource that results in deterioration of an exterior feature of the resource or the loss of structural integrity of the resource.

DENIAL. The written rejection of a permit application for work that is inappropriate and that adversely affects a resource.

HISTORIC DISTRICT. An area, or group of areas, not necessarily having contiguous boundaries, that contains one resource or a group of resources that are related by history, architecture, archaeology, engineering or culture.

HISTORIC PRESERVATION. The identification, evaluation, establishment and protection of resources significant in history, architecture, archaeology, engineering or culture.

HISTORIC RESOURCE. A publicly or privately owned building, structure, site, object, feature or open space that is significant in the history, architecture, archaeology, engineering or culture of the city, the state or the United States.

NOTICE TO PROCEED. The written permission to issue a permit for work that is inappropriate and that adversely affects a resource, pursuant to a finding under Public Act 169 of 1970, being M.C.L.A. § 399.205(6), as amended.

OPEN SPACE. Undeveloped land, a naturally landscaped area or a formal or man-made landscaped area that provides a connective link or buffer between other resources.

ORDINARY MAINTENANCE. Keeping a resource unimpaired and in good condition through ongoing minor intervention, undertaken from time to time, in its exterior condition. **ORDINARY MAINTENANCE** does not change the external appearance of the resource, except through the elimination of the usual and expected effects of weathering. **ORDINARY MAINTENANCE** does not constitute work for the purposes of this chapter.

PROPOSED HISTORIC DISTRICT. An area, or group of areas not necessarily having contiguous boundaries, that has delineated boundaries and that is under review by a committee or a standing committee for the purpose of making a recommendation as to whether it should be established as a historic district or added to an established historic district.

REPAIR. To restore a decayed or damaged resource to good or sound condition by any process. A repair that changes the external appearance of a resource constitutes work for the purposes of this chapter.

RESOURCE. One or more publicly or privately owned historic or non-historic buildings, structures, sites, objects, features or open spaces located within a historic district.

WORK. Construction, addition, alteration, repair, moving, excavation or demolition.

§ 35.04 HISTORIC DISTRICT STUDY COMMITTEE; REPORT.

(A) Before establishing a historic district(s), the City Council shall appoint a Historic District Study Committee. A majority of the persons appointed to the Study Committee shall have a clearly demonstrated interest in or knowledge of historic preservation. If a Historic District Study Committee has already been created prior to the enactment of this chapter, then that committee shall be deemed to be in compliance with this chapter. The Study Committee shall contain representation of at least one member appointed from one or more duly organized local historic preservation organizations.

(B) The Study Committee shall do all of the following:

(1) Conduct a photographic inventory of resources within each proposed historic district following procedures established by the state's Historic Preservation Office of the state's **Historical Center; (Revise and change to Housing Development Authority)**

(2) Conduct basic research of each proposed historic district and historic resources located within that district;

(3) Determine the total number of historic and non-historic resources within a proposed historic district and the percentage of historic resources of that total. In evaluating the significance of historic resources, the Committee shall be guided by the selection criteria for evaluation issued by the United States Secretary of the Interior for inclusion of resources in the National Register of Historic Places, as set forth in 36 C.F.R. part 60, and criteria established or approved by the state's Historic Preservation Office of the state's **Historical Center; (Revise and change to Housing Development Authority)**

(4) Prepare a preliminary Historic District Study Committee report that addresses at a minimum all of the following:

(a) The charge of the Committee;

(b) The composition of Committee membership;

(c) The historic district(s) studied;

(d) The boundaries of each proposed historic district in writing and on maps;

(e) The history of each proposed historic district;

(f) The significance of each district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district, relative to the evaluation criteria;

(5) Transmit copies of the preliminary report for review and recommendations to the local planning body, the state's Historic Preservation Office of the state's **Historical Center, (Revise and change to Housing Development Authority)** the state's Historical Commission and the state's Historic Preservation Review Board; and

(a) Make copies of the preliminary report available to the public pursuant to Public Act 169 of 1970, being M.C.L.A. § 399.203(4), as amended.

(6) Not less than 60 calendar days after the transmittal of the preliminary report, the Historic District Study Committee shall hold a public hearing in compliance with Public Act 267 of 1976, as amended, being M.C.L.A. §§ 15.261 through 15.275. Public notice of the time, date and place of the hearing shall be given in the manner required by Public Act 267 of 1976, as amended, being M.C.L.A. §§ 15.261 through 15.275. Written notice shall be mailed by first class mail not less than 14 calendar days prior to the hearing to the owners of properties within the proposed historic district, as listed on the most current tax rolls. The report shall be made available to the public in compliance with Public Act 442 of 1976, as amended;

(7) After the date of the public hearing, the Committee and the City Council have not more than one year, unless otherwise authorized by the City Council, to take the following actions.

(a) The Committee shall prepare and submit a final report with its recommendations and the recommendations, if any, of the local planning body to the City Council as to the establishment of a historic district(s). If the recommendation is to establish a historic district(s), the final report shall include a draft of the proposed ordinance(s).

(b) After receiving a final report that recommends the establishment of a historic district(s), the City Council, at its discretion, may introduce and pass or reject an ordinance(s). If the City Council passes an ordinance(s) establishing one or more historic districts, the city shall file a copy of the ordinance(s), including a legal description of the property or properties located within the historic

district(s) with the Register of Deeds.

(8) A writing prepared, owned, used, in the possession of, or retained by a committee in the performance of an official function of the Historic District Commission should be made available to the public in compliance with Public Act 442 of 1976, as amended.

(Prior Code, § 1.504) (Ord. 706, passed 10-17-2005; Ord. 751, passed 7-18-2011)

PROPOSED REVISION TO ADOPT:

Section 399.203 (1) of Public Act 169:

Historic districts; establishment; study committee; duties; public hearing; notice; actions; availability of writings to public.

Sec. 3.

(1) A local unit may, by ordinance, establish 1 or more historic districts. The historic districts shall be administered by a commission established pursuant to section 4. Before establishing a historic district, the legislative body of the local unit shall appoint a historic district study committee. The committee shall contain a majority of persons who have a clearly demonstrated interest in or knowledge of historic preservation, and shall contain representation from 1 or more duly organized local historic preservation organizations. The committee shall do all of the following:

(a) Conduct a photographic inventory of resources within each proposed historic district following procedures established or approved by the department.

(b) Conduct basic research of each proposed historic district and the historic resources located within that district.

(c) Determine the total number of historic and nonhistoric resources within a proposed historic district and the percentage of historic resources of that total. In evaluating the significance of historic resources, the committee shall be guided by the selection criteria for evaluation issued by the United States secretary of the interior for inclusion of resources in the national register of historic places, as set forth in 36 C.F.R. part 60, and criteria established or approved by the department, if any.

(d) Prepare a preliminary historic district study committee report that addresses at a minimum all of the following:

(i) The charge of the committee.

(ii) The composition of the committee membership.

(iii) The historic district or districts studied.

(iv) The boundaries for each proposed historic district in writing and on maps.

(v) The history of each proposed historic district.

(vi) The significance of each district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district, relative to the evaluation criteria.

(e) Transmit copies of the preliminary report for review and recommendations to the local planning body, to the department, to the Michigan historical commission, and to the state historic preservation review board.

(f) Make copies of the preliminary report available to the public pursuant to subsection (4).

(2) Not less than 60 calendar days after the transmittal of the preliminary report, the committee shall hold a public hearing in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the hearing shall be given in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Written notice shall be mailed by first-class mail not less than 14 calendar days before the hearing to the owners of properties within the proposed historic district, as listed on the tax rolls of the local unit.

(3) After the date of the public hearing, the committee and the legislative body of the local unit shall have not more than 1 year, unless otherwise authorized by the legislative body of the local unit, to take the following actions:

(a) The committee shall prepare and submit a final report with its recommendations and the recommendations, if any, of the local planning body to the legislative body of the local unit. If the recommendation is to establish a historic district or districts, the final report shall include a draft of a proposed ordinance or ordinances.

(b) After receiving a final report that recommends the establishment of a historic district or districts, the legislative body of the local unit, at its discretion, may introduce and pass or reject an ordinance or ordinances. If the local unit passes an ordinance or ordinances establishing 1 or more historic districts, the local unit shall file a copy of that ordinance or those ordinances, including a legal description of the property or properties located within the historic district or districts, with the register of deeds. A local unit shall not pass an ordinance establishing a contiguous historic district less than 60 days after a majority of the property owners within the proposed historic district, as listed on the tax rolls of the local unit, have approved the establishment of the historic district pursuant to a written petition.

(4) A writing prepared, owned, used, in the possession of, or retained by a committee in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

§ 35.05 ESTABLISHING, MODIFYING OR ELIMINATING HISTORIC DISTRICTS.

(A) (1) The City Council may, at any time, establish by ordinance additional historic districts, including proposed districts previously considered and rejected, may modify boundaries of an existing historic district or may eliminate an existing historic district. Before establishing, modifying or eliminating a historic district, a historic district study committee appointed by the City Council shall follow the procedures as stated in Public Act 169 of 1970, being M.C.L.A. § 399.203(1)-(3), as amended.

(2) To conduct these activities, the City Council may retain the initial committee, establish a standing committee or establish a committee to consider only specific proposed districts and then be dissolved.

(3) The Committee shall consider any previously written Committee reports pertinent to the proposed action.

(B) In considering elimination of a historic district, a Committee shall follow the procedures set forth in Public Act 169 of 1970, being M.C.L.A. § 399.203(1)-(3), as amended for the issuance of a preliminary report, holding a public hearing and issuing a final report but with the intent of showing one or more of the following:

(1) The historic district has lost those physical characteristics that enabled the establishment of the district;

(2) The historic district was not significant in the way previously defined; and/or

(3) The historic district was established pursuant to defective procedures.

(Prior Code, § 1.505) (Ord. 706, passed 10-17-2005; Ord. 751, passed 7-18-2011)

§ 35.06 HISTORIC DISTRICT COMMISSION; ESTABLISHMENT; MEETINGS, RECORDKEEPING AND RULES OF PROCEDURE.

(A) *Establishment.*

(1) The City Council may establish, by ordinance, a commission to be called a Historic District Commission. The Commission may be established at any time, but not later than the time the first historic district is established. Each member of the Commission shall reside within the city limits. The Commission shall consist of seven members. Members shall be appointed by the City Council. A majority of the members shall have a clearly demonstrated interest in or knowledge of historic preservation. Members shall be appointed for a term of three years, except the initial appointments of three members for a term of two years and two members for a term of one year. Subsequent appointments shall be for three-year terms. Members shall be eligible for reappointment. In the event of a vacancy on the Commission, interim appointments shall be made by the City Council within 60 calendar days to complete the unexpired term of such position. Two members shall be appointed from a list submitted by duly organized local historic preservation organizations. If such a person is available for appointment, one member shall be an architect who has two years of architectural experience or who is duly registered in the state.

(2) The City Council may prescribe powers and duties of the Commission in addition to those prescribed in this chapter, that foster historic preservation activities, projects and programs in the local unit.

(Prior Code, § 1.506)

(B) Meetings, recordkeeping and rules of procedure.

(1) The Historic District Commission shall meet at least quarterly or more frequently at the call of the Commission.

(2) The business that the Commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act, Public Act 267 of 1976, being M.C.L.A. §§ 15.261 through 15.275, as amended. Public notice of the date, time and place of the meeting shall be given in the manner required by Public Act 267 of 1976, being M.C.L.A. §§ 15.261 through 15.275. A meeting agenda shall be part of the notice and shall include a listing of each permit application to be reviewed or considered by the

Commission.

(3) The Commission shall keep a record of its resolutions, proceedings and actions. A writing prepared, owned, used, in the possession of or retained by the Commission in the performance of an official function shall be made available to the public in compliance with the Freedom of Information Act, Public Act 442 of 1976, being M.C.L.A. §§ 15.231 to 15.246 as amended.

(4) The Commission shall adopt its own rules of procedure and shall adopt design review standards and guidelines to carry out its duties under this act.

(Prior Code, § 1.507)

(C) *Creation of Historic District Commission.* The City Council hereby creates a Historic District Commission.

(Prior Code, § 1.523)

(D) *Appointments and membership.* Each member of the Commission shall reside within the city limits. The Commission shall consist of seven members. The Mayor may recommend members, but members shall be appointed by motion of the City Council. A majority of the members shall have a clearly demonstrated interest in or knowledge of historic preservation. Members shall be appointed for a term of three years, except the initial appointments of three members for a term of two years and two members for a term of one year. Subsequent appointments shall be for three-year terms. Members shall be eligible for reappointment. In the event of a vacancy on the Commission, interim appointments shall be made by the City Council within 60 calendar days to complete the unexpired term of such position. Two members shall be appointed from a list submitted by duly organized local historic preservation organizations. If such a person is available for appointment, one member shall be an architect who has two years of architectural experience or who is duly registered in the state.

(Prior Code, § 1.524)

(E) *Powers and duties.* The Commission shall have those powers and duties prescribed in this chapter. The Commission may have such additional powers and duties as the City Council may prescribe by ordinance.

(Prior Code, § 1.525)

(Ord. 711, passed 5-15-2006)

§ 35.07 DELEGATION OF MINOR CLASSES OF WORK.

The Commission may delegate the issuance of certificates of appropriateness for specified minor classes of work to its staff, or to another delegated authority. The Commission shall provide to its delegated authority specific written standards for issuing certificates of appropriateness under this section. The Commission shall review the certificates of appropriateness issued by the delegate on at least a quarterly basis to determine whether or not the delegated responsibilities should be continued.

(Prior Code, § 1.508) (Ord. 706, passed 10-17-2005; Ord. 751, passed 7-18-2011)

§ 35.08 ORDINARY MAINTENANCE.

Nothing in this chapter shall be construed to prevent ordinary maintenance or repair of a resource within a historic district or to prevent work on any resource under a permit issued by the Inspector of Buildings or other duly delegated authority before the chapter was enacted.

(Prior Code, § 1.509) (Ord. 706, passed 10-17-2005; Ord. 751, passed 7-18-2011)

§ 35.09 REVIEW BY COMMISSION.

The Commission shall review and act upon only exterior features of a resource and shall not review and act upon interior arrangements unless specifically authorized to do so by the City Council or unless interior work will cause visible change to the exterior of the resource. The Commission shall not disapprove an application due to considerations not prescribed in Public Act 169 of 1970, being M.C.L.A. § 399.205(3), as amended.

(Prior Code, § 1.510) (Ord. 706, passed 10-17-2005; Ord. 751, passed 7-18-2011)

§ 35.10 DESIGN REVIEW STANDARDS AND GUIDELINES.

(9) In reviewing plans, the Commission shall follow the U.S. Secretary of Interior's Standards for Rehabilitation and guidelines for rehabilitating historic buildings as set forth in 36 C.F.R. part 67. Design review standards and guidelines that address special design characteristics of historic districts administered by the Commission may be followed if they are equivalent in guidance to the Secretary of Interior's Standards and guidelines and are established or approved by the state's Historic Preservation Office of the state's **Historical Center.** **(Revise and change to Housing Development Authority)**

(A) In reviewing plans, the Commission shall also consider all of the following:

- (1) The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area;
- (2) The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area;
- (3) The general compatibility of the design, arrangement, texture and materials proposed to be used; and
- (4) Other factors, such as aesthetic value, that the Commission finds relevant.

(Prior Code, § 1.511) (Ord. 706, passed 10-17-2005; Ord. 751, passed 7-18-2011)

§ 35.11 PERMITS; APPLICATIONS, DENIALS AND APPEAL.

(A) (1) A permit shall be obtained before any work affecting the exterior appearance of a resource is performed within a historic district. The person, individual, partnership, firm, corporation, organization, institution or agency of government proposing to do that work shall file an application for a permit with the inspector of buildings. Upon receipt of a complete application, the inspector of buildings shall immediately refer the application, along with all required supporting materials that make the application complete to the Commission. A permit shall not be issued and proposed work shall not proceed until the Commission has acted on the application by issuing a certificate of appropriateness or a notice to proceed as prescribed in this chapter.

(2) The Commission shall file certificates of appropriateness, notices to proceed, and denials of applications for permits with the Inspector of Buildings. A permit shall not be issued until the Commission has acted as prescribed by this chapter. **Revise to include: Whether the applicant has certified in the application that the property where work will be undertaken has, or will have before the proposed project completion date, a fire alarm system or a smoke alarm complying with the requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.**

(3) If an application is for work that will adversely affect the exterior of a resource the Commission considers valuable to the city, the state or the nation, and the Commission determines that the alteration or loss of that resource will adversely affect the public purpose of the city, state or nation, the Commission shall attempt to establish with the owner of the resource an economically feasible plan for the preservation of the resource.

(4) The failure of the Commission to act on an application within 60 calendar days after the date a complete application is filed with the Commission, unless an extension is agreed upon in writing by the applicant and the Commission, shall be considered to constitute approval.

Revise to include: A commission shall not issue a certificate of appropriateness unless the applicant certifies in the application that the property where work will be undertaken has, or will have before the proposed project completion date, a fire alarm system or a smoke alarm complying with the requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.

(6) The Commission may charge a reasonable fee to process a permit application.

(Prior Code, § 1.512)

(B) If a permit application is denied, the decision shall be binding on the inspector or other authority. A denial shall be accompanied by a written explanation by the Commission of the reasons for denial and, if appropriate, a notice that an application may be reconsidered at the next City Council Regular Meeting -

submitted for Commission review when the suggested changes have been made. The denial shall also include the notification of the applicant's right to appeal to the state's Historic Preservation Review Board and to the Circuit Court.

(Prior Code, § 1.513)

(C) Work within a historic district shall be permitted through the issuance of a notice to proceed by the Commission if any of the following conditions prevail and if the proposed work can be demonstrated by a finding of the Commission to be necessary to substantially improve or correct any of the following conditions:

- (1) The resource constitutes a hazard to the safety of the public or to the structure's occupants;
- (2) The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing and environmental clearances;

(3) Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner; and/or

(4) Retaining the resource is not in the interest of the majority of the community.

(Prior Code, § 1.514)

(D) (1) An applicant aggrieved by a decision of the Commission concerning a permit application may file an appeal with the state's Historic Preservation Review Board. The appeal shall be filed within 60 calendar days after the decision is furnished to the applicant. The appellant may submit all or part of the appellant's evidence and arguments in written form. The state's Historic Preservation Review Board shall consider an appeal at its first regularly scheduled meeting after receiving the appeal. A permit applicant aggrieved by the decision of the state's Historic Preservation Review Board may appeal the decision to the Circuit Court having jurisdiction over the Historic District Commission whose decision was appealed to the state's Historic Preservation Review Board.

(2) Any citizen or duly organized historic preservation organization in the city, as well as resource property owners, jointly or severally aggrieved by a decision of the Historic District Commission may appeal the decision to the Circuit Court; except that, a permit applicant aggrieved by a decision rendered under this chapter may not appeal to the court without first exhausting the right to appeal to the state's Historic Preservation Review Board.

(Prior Code, § 1.515)

(E) When work has been done upon a resource without a permit, and the Commission finds that the work does not qualify for a certificate of appropriateness, the Commission may require an owner to restore the resource to the condition that the resource was in before the inappropriate work or to modify the work so that it qualifies for a certificate of appropriateness. If the owner does not comply with the restoration or modification requirement within a reasonable time, the Commission may seek an order from the Circuit Court to require the owner to restore the resource to its former condition or to modify the work so that it qualifies for a certificate of appropriateness. If the owner does not comply or cannot comply with the order of the court, the Commission or its agents may enter the property and conduct work necessary to restore the resource to its former condition or modify the work so that it qualifies for a certificate of appropriateness in accordance with the court's order. The costs of the work done shall be charged to the owner, and may be levied by the city as a special assessment against the property. When acting pursuant to an order of the Circuit Court, the Commission or its agents may enter a property for purposes of this section.

(Prior Code, § 1.516)

(Ord. 706, passed 10-17-2005; Ord. 751, passed 7-18-2011)

§ 35.12 DEMOLITION BY NEGLECT.

Upon a finding by the Commission that a historic resource within a historic district or a proposed historic district subject to its review and approval is threatened with demolition by neglect, the Commission may do either of the following:

(A) Require the owner of the resource to repair all conditions contributing to demolition by neglect; and

(B) If the owner does not make repairs within a reasonable time, the Commission or its agents may enter the property and make such repairs as necessary to prevent demolition by neglect. The costs of the work shall be charged to the owner, and may be levied by the city as a special assessment against the property. The Commission or its agents may enter the property for purposes of this section upon obtaining an order from the Circuit Court.

(Prior Code, § 1.517) (Ord. 706, passed 10-17-2005; Ord. 751, passed 7-18-2011)

§ 35.13 REVIEW OF WORK IN PROPOSED DISTRICTS.

Upon receipt of substantial evidence showing the presence of historic, architectural, archaeological, engineering or cultural significance of a proposed historic district, the City Council may, at its discretion, adopt a resolution requiring that all applications for permits within the proposed historic district be referred to the Historic District Commission as prescribed in § 35.12 of this chapter. The Historic District Commission shall review permit applications with the same powers that would apply if the proposed historic

district was an established historic district. The review may continue in the proposed historic district for not more than one year, or until such time as the City Council approves or rejects the establishment of the historic district by ordinance, whichever occurs first.

(Prior Code, § 1.518) (Ord. 706, passed 10-17-2005; Ord. 751, passed 7-18-2011)

§ 35.14 EMERGENCY MORATORIUMS.

If the City Council determines that pending work will cause irreparable harm to resources located within an established or proposed historic district, the City Council may, by resolution, declare an emergency moratorium on all such work for a period not to exceed six months. The City Council may extend the emergency moratorium for an additional period not to exceed six months, upon finding that the threat of irreparable harm to resources is still present. Any pending permit application concerning a resource subject to an emergency moratorium may be summarily denied.

(Prior Code, § 1.519) (Ord. 706, passed 10-17-2005; Ord. 751, passed 7-18-2011)

§ 35.15 ACCEPTANCE OF GIFTS OR GRANTS.

The City Council may accept state or federal grants for historic preservation purposes; may participate in state and federal programs that benefit historic preservation, and may accept public or private gifts for historic preservation purposes. The City Council may appoint the Historic District Commission to accept and administer grants, gifts and program responsibilities.

(Prior Code, § 1.521) (Ord. 706, passed 10-17-2005; Ord. 751, passed 7-18-2011)

§ 35.16 ACQUISITION OF HISTORIC RESOURCES.

If all efforts by the Commission to preserve a resource fail, or if it is determined by the City Council that public ownership is most suitable, the City Council, if considered to be the public interest, may acquire the resource using public funds, public or private gifts, grants or proceeds from the issuance of revenue bonds. The acquisition shall be based upon the recommendation of the Commission. The Commission is responsible for maintaining publicly owned resources using its own funds, if not specifically designated for other purposes, or public funds committed for that use by the City Council. Upon recommendation of the Commission, the city may sell resources acquired under this section with protective easements included in the property transfer documents, if appropriate.

(Prior Code, § 1.522) (Ord. 706, passed 10-17-2005; Ord. 751, passed 7-18-2011)

§ 35.99 PENALTY.

(A) A person, individual, partnership, firm, corporation, organization, institution or agency of government that violates this chapter is responsible for a civil violation and may be fined not more than \$5,000.

(B) A person, individual, partnership, firm, corporation, organization, institution or agency of government that violates this chapter may be ordered by the court to pay the costs to restore or replicate a resource unlawfully constructed, added to, altered, repaired, moved, excavated or demolished.

(Prior Code, § 1.520) (Ord. 706, passed 10-17-2005; Ord. 751, passed 7-18-2011)

**CITY OF CHARLEVOIX
ORDINANCE NO. 800 of 2019**

AN ORDINANCE TO AMEND TITLE III, CHAPTER 35, SECTIONS 35.03, 35.04, 35.10 and 35.11 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title III, Chapter 35, Section 35.03 of the City of Charlevoix Code is hereby amended to add two definitions as follows:

FIRE ALARM SYSTEM. A system designed to detect and annunciate the presence of fire or by-products of fire. Fire alarm system includes smoke alarms.

SMOKE ALARM. A single-station or multiple-station alarm responsive to smoke and not connected to a system. As used in this subdivision, "single-station alarm" means an assembly incorporating a detector, the control equipment, and the alarm sounding device into a single unit, operated from a power supply either in the unit or obtained at the point of installation. "Multiple-station alarm" means 2 or more single-station alarms that are capable of interconnection such that actuation of 1 alarm causes all integrated separate audible alarms to operate.

SECTION 2. Title III, Chapter 35, Section 35.04 of the City of Charlevoix Code is hereby amended to read as follows:

(A) Before establishing a historic district(s), the City Council shall appoint a Historic District Study Committee. A majority of the persons appointed to the Study Committee shall have a clearly demonstrated interest in or knowledge of historic preservation. The Study Committee shall contain representation of at least one member appointed from one or more duly organized local historic preservation organizations.

(B) The Study Committee shall do all of the following:

(1) Conduct a photographic inventory of resources within each proposed historic district following procedures established by the state's Historic Preservation Office of the state's Housing Development Authority;

(2) Conduct basic research of each proposed historic district and historic resources located within that district;

(3) Determine the total number of historic and non-historic resources within a proposed historic district and the percentage of historic resources of that total. In evaluating the significance of historic resources, the Committee shall be guided by the selection criteria for evaluation issued by the United States Secretary of the Interior for inclusion of resources in the National Register of Historic Places, as set forth in 36 C.F.R. part 60, and criteria established or approved by the state's Historic Preservation Office of the state's Housing Development Authority;

(4) Prepare a preliminary Historic District Study Committee report that addresses at a minimum all of the following:

- (a) The charge of the Committee;
- (b) The composition of Committee membership;
- (c) The historic district(s) studied;
- (d) The boundaries of each proposed historic district in writing and on maps;
- (e) The history of each proposed historic district;
- (f) The significance of each district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district, relative to the evaluation criteria;

(5) Transmit copies of the preliminary report for review and recommendations to the local planning body, the state's Historic Preservation Office of the state's Housing Development Authority, the state's Historical Commission and the state's Historic Preservation Review Board; and

(a) Make copies of the preliminary report available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(6) Not less than 60 calendar days after the transmittal of the preliminary report, the Historic District Study Committee shall hold a public hearing in compliance with the open meetings act, Public Act 267 of 1976, as amended, being M.C.L.A. §§ 15.261 through 15.275. Public notice of the time, date and place of the hearing shall be given in the manner required by Public Act 267 of 1976, as amended, being M.C.L.A. §§ 15.261 through 15.275. Written notice shall be mailed by first class mail not less than 14 calendar days before the hearing to the owners of properties within the proposed historic district, as listed on the most current tax rolls. The report shall be made available to the public in compliance with Public Act 442 of 1976, as amended;

(7) After the date of the public hearing, the Committee and the City Council have not more than one year, unless otherwise authorized by the City Council, to take the following actions.

(a) The Committee shall prepare and submit a final report with its recommendations and the recommendations, if any, of the local planning body to the City Council as to the establishment of a historic district(s). If the recommendation is to establish a historic district(s), the final report shall include a draft of the proposed ordinance(s).

(b) After receiving a final report that recommends the establishment of a historic district(s), the City Council, at its discretion, may introduce and pass or reject an ordinance(s). If the City Council passes an ordinance(s) establishing one or more historic districts, the city shall file a copy of the ordinance(s), including a legal description of the property or properties located within the historic district(s) with the Register of Deeds. The City shall not pass an ordinance establishing a contiguous historic district less than 60 days after a majority of the property owners within the proposed historic district, as listed on the tax rolls of the local unit, have approved the establishment of the historic district pursuant to a written petition.

(8) A writing prepared, owned, used, in the possession of, or retained by a committee in the performance of an official function of the Historic District Commission should be made available to the public in compliance with Public Act 442 of 1976, as amended.

SECTION 3. Title III, Chapter 35, Section 35.10 of the City of Charlevoix Code is hereby amended to read as follows:

(A) In reviewing plans, the Commission shall follow the U.S. Secretary of Interior's Standards for Rehabilitation and guidelines for rehabilitating historic buildings as set forth in 36 C.F.R. part 67. Design review standards and guidelines that address special design characteristics of historic districts administered by the Commission may be followed if they are equivalent in guidance to the Secretary of Interior's Standards and guidelines and are established or approved by the state's Historic Preservation Office of the state's Housing Development Authority.

(B) In reviewing plans, the Commission shall also consider all of the following:

- (1) The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area;
- (2) The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area;
- (3) The general compatibility of the design, arrangement, texture and materials proposed to be used;
- (4) Other factors, such as aesthetic value, that the Commission finds relevant; and
- (5) Whether the applicant has certified in the application that the property where work will be undertaken has, or will have before the proposed project completion date, a fire alarm system or a smoke alarm complying with the requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.

SECTION 4. Title III, Chapter 35, Section 35.11(A)(1) of the City of Charlevoix Code is hereby amended to read as follows:

(A) (1) A permit shall be obtained before any work affecting the exterior appearance of a resource is performed within a historic district. The person, individual, partnership, firm, corporation, organization, institution or agency of government proposing to do that work shall file an application for a permit with the inspector of buildings. Upon receipt of a complete application, the inspector of buildings shall immediately refer the application, along with all required supporting materials that make the application complete to the Commission. A permit shall not be issued and proposed work shall not proceed until the Commission has acted on the application by issuing a certificate of appropriateness or a notice to proceed as prescribed in this chapter. The commission shall not issue a certificate of appropriateness unless the applicant certifies in the application that the property where work will be undertaken has, or will have before the proposed project completion date, a fire alarm system or a smoke alarm complying with the requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531. A local unit may charge a reasonable fee to process a permit application.

SECTION 5. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 6. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 800 was adopted on the 1st day of April, 2019 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan } §
City of Charlevoix

Joyce M. Golding

Clerk

Luther Kurtz

Mayor

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Set Public Hearing for Zoning Ordinance Housekeeping Amendments

DATE: March 18, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

This amendment addresses some miscellaneous issues including a conflict in city ordinances addressing outdoor RV storage and updating how commercial signs may be lit to account for recent advancement in lighting methods. It also begins to address the housing goals by amending some definitions, adding a definition for accessory dwelling unit, and adjusting the parking standards for some residential uses such as B&Bs and ADUs.

RECOMMENDATION:

Set a public hearing for Monday, April 15, 2019 at 6:00 p.m. in Council Chambers to consider various housekeeping amendments to the Zoning Code.

ATTACHMENTS:

- ▣ Chart of proposed amendments
- ▣ Draft RV Storage language with legal edits
- ▣ Draft Sign Illumination language

City of Charlevoix
Zoning Ordinance Amendments - Housekeeping
2/11/19 PC Meeting

Old ZO		New ZO				
Page No.	Section Number	Page No.	Section Number	Topic	Language	Notes
5	5.6	28	153.005	Amend Building Height Defintion	Building Height. (a) The vertical distance measured from the average finished grade around the building to the highest point of a flat roof; to the deck line of a mansard roof; and to the average height between the eaves and ridge for a gable, hip and gambrel roof, or to an equivalent point on any other roof, excluding structural elements not intended for habitation and not exceeding six (6) feet above the maximum building height including antenna arrays, smoke and ventilation stacks, flag poles, mechanical and elevator equipment, and parapet walls designed solely to screen mechanical and elevator equipment. -(b) For a building located on a sloping site, height shall be measured from the average-finished grade. (See ' 153.146 of this chapter.)	to allow for roof mechanicals above building height
8	5.7	31	153.005	Amend Dwelling Unit Definition	Dwelling Unit. A building or portion of a building, designed for use and occupancy by individuals, or one family, for living, kitchen and bathing and sleeping purposes and with housekeeping facilities. A recreational vehicle, vehicle chassis or tent is not considered a dwelling.	clarification
8	5.7	31	153.005	Add Accessory Dwelling Unit Defintion under "Dwelling Unit"	Dwelling, Accessory (ADU). A second unit on an owner-occupied single-family parcel that is a minimum of three-hundred (300) and less than six-hundred-fifty (650) square feet and is either attached to the principal dwelling or in a separate structure on the same parcel.	add new ADU defintion
9	5.8	32	153.005	Amend Family Defintion	... A collective number of individuals, domiciled together in one (1) dwelling unit whose relationship is of a continuing, non-transient domestic character, and who cook and live as a single nonprofit housekeeping unit...	correct contradiction with STR (strike one word and keep everything else)
39	5.46(1) (f)	79	153.116 (A) (6)	Strike access bldg yard coverage standard	The total area of all accessory buildings and structures on a lot shall not occupy more than 25% of the rear yard.	already covered in lot coverage maximums which do include parking
41	5.46(3) (a) (3)	81	153.116 (C) (3)	Strike B&B parking standard	Off-street parking shall include a minimum of five parking spaces. Required parking shall be accessible at all times.	strike off street parking requirement

City of Charlevoix
Zoning Ordinance Amendments - Housekeeping
2/11/19 PC Meeting

Page No.	Section Number	Page No.	Section Number	Topic	Language	Notes
41	5.46(3) (a)(5)	81	153.116 (C) (5)	Amend B&B signage (strike all and replace)	Signage shall be subject to the requirements of ' '153.205 through 153.219.	refer to sign section
85	5.73	118	153.153(C)	Amend Outdoor Storage	Replace entire section on RV Storage with Attachment #1	update of RV stoorage
86	5.78(3)	119	153.158(C)	Amend Renting of Residential Properties to allow for STR and more housing	Strike (C): Accessory structures may not be rented to separate indivuals or groups.	allows for ADUs
86	5.78(4)	119	153.158(D)	Amend Renting of Residential Properties to allow for STR and more housing	Strike (D): Short term renting of individual rooms to separate individuals or groups is prohibited and shall be considered a bed and breakfast, which requires a special land use approval under ' '153.250 through 153.0257 of this chapter.	allows for STRs
86	5.78(5)	119	153.158(E)	Amend Renting of Residential Properties to allow for STR and more housing	Long-term renting of no more than one individual room in within a residential structure is permitted, as long as the structure is owner-occupied.	allows for renting more than one room
117	5.105(4)	143	153.207(D)	Amend Sign Illumination and Lighting section	Replace entire section with Attachment #2	allows for more modern sign illumination methods

Attachment #1

‘ ‘ 153.153(C) Outdoor Storage

(C) Recreational Vehicle Storage

- (1) All recreational equipment and vehicles shall be maintained in good condition, shall be operable and shall have a current license and/or registration.
- (2) Recreational equipment and vehicles parked or stored outside shall not be connected to electricity, water, gas or sanitary facilities for living or lodging purposes other than allowed for in ‘ ‘ 153.153.(C)(9)
- (3) The parking and/or storage of buses and converted buses in excess of 18 feet in length, and boats in excess of 30 feet in length, is prohibited.
- (4) A suitable covering shall be placed over all boats whenever stored outside.
- (5) Outdoor storage of not more than two recreational equipment or vehicles shall be permitted on any parcel of property.
- (6) Recreational equipment and vehicles shall be parked completely in an enclosed structure or within the side or rear yards, except that they may not be parked in required setbacks, and such recreational equipment or vehicles units shall not be closer than five feet from any lot line, unless otherwise provided by this section.
- (7) Such recreational equipment or vehicles units shall be placed or parked on a lot with a principal building, structure or use unless it is a lot which is attached to an occupied lot under the same ownership.
- (8) Recreational vehicles or recreational equipment may be parked or placed within any front yard or within a public right-of-way where on-street parking is permitted for a period not to exceed 48 hours for loading and unloading or in the process of normal maintenance and cleaning.
- (9) Recreational equipment and vehicles may be used for living or lodging purposes on a parcel with a principal building for no more than seven days within any 60-day period.

Attachment #2 (Sign Illumination and Lighting)

(D) *Illumination and lighting.*

(1) For the safety of the general public, no unshielded lights, or lights directed upward or horizontally at sign faces, flashing lights, scrolling or moving electronic lights, or other distractive devices may be used in conjunction with any sign or business.

(2) Each sign, which is artificially illuminated, shall have the light source shielded from the direct vision of individuals using adjacent roadways, properties, or sidewalks.

(3) Signs shall not emit light directly into the sky. The light source shall not be positioned so that the center of the light source exceeds more than 45 degrees from ground level.

(4) Illumination by bare bulbs or flames is prohibited.

(5) Underground wiring shall be required for all illuminated signs that are not attached to a building.

(6) External neon signs no larger than two square feet in sign face area are allowed in the GC (General Commercial), CBD (Central Business District) and CH (Commercial Hospitality) Zoning Districts only.

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Set Public Hearing Zoning Ordinance Amendment Accessory Dwelling Units

DATE: March 18, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

This proposed ordinance amends various sections of the Zoning Code to allow for Accessory Dwelling Units within the R2 Residential Zoning District.

RECOMMENDATION:

Set a public hearing for Monday, April 15, 2019 at 6:00 p.m. in Council Chambers to consider Accessory Dwelling Unit amendments to the Zoning Code.

ATTACHMENTS:

- ▣ ADU Draft Amendment

City of Charlevoix Planning Commission
Draft Zoning Ordinance Amendment to allow ADUs
February 11, 2019 Meeting

ITEM #1

Old Ordinance Reference: p23 Section 5.25 (2)

New Ordinance: p64 Section 153.070(B)

R2, Medium Density Single Family Residential District. The R2 District has the same intent as the R1 District, but allows a slightly higher residential **density** by permitting smaller minimum **lot areas** and opportunities for additional dwelling units on a parcel.

ITEM #2

Old Ordinance Reference: p24 Section 5.26

New Ordinance Table 153.071 p65 – add two new listings under "Dwellings"

Portion of Table

Dwellings	Single family, detached	P	P	P	P	P	Section 5.47(1)
	Single family, attached	-	-	P	P	P	Section 5.47(1)
	Two family	-	-	P	P	P	
	Multiple family	-	-	-	P	P	
	Accessory Dwelling Unit	-	P	-	-	-	Section 153.116(D)
	Home Conversion	-	P	-	-	-	Section _____

ITEM #3**Old Ordinance Reference: p25 Section 5.27 Add new Table 5.27(3)****New Ordinance p67: add new Table after' 153.072(B) and renumber the rest of the section****Create chart:**

Table 153.072 (c) Dimensional Requirements: Square footage for accessory dwelling units and home conversion units

Zoning District	Floor Area (sq. ft.)	
	Minimum	Maximum
R2	300	650

ITEM #4**Old Ordinance Reference: p57 Section 5.47 (4)****New Ordinance p92: add new section 153.117(D)**

153.117 ~~153.117~~ (D) Accessory Dwelling Unit (ADU).

(1) Accessory dwelling unit means a smaller, secondary home on the same lot as a principal dwelling. ADUs are independently habitable and provide the basic requirements of shelter, heating, cooking and sanitation. There are 2 types of accessory dwelling units:

(a) Accessory dwelling in an accessory building (examples include converted garages or new construction).

(b) Accessory dwelling that is attached or part of the principal dwelling (examples include converted living space, attached garages, basements or attics; additions; or a combination thereof).

~~(1)~~(2) ADUs are subject to all applicable regulations of the zoning district in which they are located unless otherwise expressly stated in this ordinance. ADUs are considered an accessory building and shall fit within the standards of ⁴ 153.116(A) which covers both attached and detached ADUs. All ADUs are required to obtain a zoning permit prior to construction.

~~(2)~~(3) In districts that allow ADUs, they may be allowed on any legal parcel of record as of January 1, 2019, and there shall be an existing principal residential use on the parcel.

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~~(3)~~(4) At least one of the units on the parcel shall be occupied by an owner with at least 50% interest in the subject property. The owner shall occupy either the principal dwelling unit or the ADU as their permanent residence via Michigan homestead exemption. An ADU shall not be sold independently of the primary dwelling on the parcel. Short term rentals of ADUs shall only be allowed in compliance with the standards and requirements of this Zoning Ordinance and the City of Charlevoix's Code of Ordinances.

~~(4)~~(5) The minimum square footage of an ADU is 300 square feet. The maximum square footage of an ADU is 650 square feet.

~~(5)~~(6) A permanent foundation is required.

~~(6)~~(7) The maximum lot coverage for parcels with an ADU may be increased to a maximum of 50% when stormwater runoff equivalent to 20% of the lot coverage area is collected in rain barrels, rain gardens, or is mitigated via porous concrete or other materials on the parcel.

~~(7)~~(8) The ADU shall be designed so that the appearance of the structure maintains that of a single-family dwelling.

~~(8)~~(9) Any exterior staircases that provide access to a second floor ADU shall not be on the front of either the principal dwelling or the ADU.

~~(9)~~(10) Dimensional Requirement Modifications. Under some circumstances certain dimensional requirements modifications may be granted by a Special Land Use Permit after a site plan review by the Planning Commission. Application for modifications may be applied for new construction or pre-existing structures built prior to 2019 that are located within the required setbacks of the district. In order to grant a Special Land Use ~~permit~~permit for any modifications all of the following must be met:

- (a) That any walls within the setback areas comply with applicable building and fire codes.
- (b) That a setback requirement of a minimum of 5 feet from the side and rear property lines shall be required.
- (c) The location and design of the ADU maintains a compatible relationship to adjacent properties and does not significantly impact the privacy, light, air, or parking of adjacent properties.
- (d) Windows on the ADU that impact the privacy of the neighboring side or rear yards have been minimized or screened.

ITEM #5**Old Ordinance Reference: p102 Section 5.92.(8)****(New Ordinance p132 Section 153.187)**

Portion of Table. Parking and Access Requirements by Use

Table 153.187 Parking and Access Requirements by Use	
Use	Number of Parking Spaces
Residential Uses	
Bed and breakfast	See Section ' 153.116(C)
Boarding, rooming house, principal dwelling with ADU, home conversion	Minimum of two (2) off-street spaces required.
Dwellings above first floor businesses	One (1) space per dwelling unit .
Multiple family residential dwellings	Minimum of two (2) off-street spaces required.
Senior apartments and senior independent living	One-half (0.5) space per unit, and one (1) space per employee. Should units revert to general occupancy, the requirements for multiple family residential dwellings shall apply.
Single family and two family dwellings	Minimum of two (2) off-street spaces required.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Michigan Beach Recreation Passport Grant

DATE: March 18, 2019

PRESENTED BY: Kent Knorr, Recreation Director

BACKGROUND:

Edgewater Resources upon completion of a Master Plan for Michigan Beach Park and at the Direction of the City Council, applied for a Michigan Recreation Passport Grant in April of 2018.

In December of 2018 the City was notified that we did not receive the Recreation Passport Grant. This is a highly competitive grant process. We did score well, and have identified a few areas that we feel that we can improve our score.

Edgewater has offered to submit another Grant Application on our behalf, at no cost, for the 2019 DNR Michigan Passport Grant.

At previously completed public meetings in 2018, it was noted that four items garnered public attention, the construction of a pedestrian and bicycle walkway to divert people off the street, designated handicap and accessible parking off of Park Ave., creation of an over look, and installation of rain gardens.

By adopting the attached resolution, we will again apply for a grant from DNR to fund the with a match of \$41,783. The total project is expected to cost \$167,135.

RECOMMENDATION:

Motion to approve resolution 2019-03-04 to authorize the City Manager to file the Grant Application with the Michigan Department of Natural Resources and direct the City Manager to modify the 2019 Capital Improvement Plan accordingly.

ATTACHMENTS:

- ❑ Resolution
- ❑ Michigan Beach Masterplan
- ❑ Concept Drawings-Mi Beach
- ❑ Consensus Plan cost
- ❑ Mi Beach Phase 1 Overview Power Point

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-03-04
RECREATION PASSPORT GRANT PROGRAM AUTHORIZATION

WHEREAS, the City of Charlevoix supports the submission of an application titled "Michigan Beach Park" to the Recreation Passport Grant Program for development of site improvements at Michigan Beach Park; and

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

WHEREAS, the proposed application is supported by the current annual Capital Improvement Plan; and

WHEREAS, the City of Charlevoix is hereby making a financial commitment to the project in the amount of \$41,783.85 matching funds, in cash and/or force account.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix through the City Council, authorizes submission of a Passport Grant Program Application for \$167,135; and

BE IT FURTHER RESOLVED, that the City of will make available its financial obligation amount of \$41,783.85 (25%) of the total \$167,135 project cost, during the 2019-20 fiscal year.

RESOLVED this 18th day of March, 2019 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

MICHIGAN BEACH PARK MASTER PLAN

City of Charlevoix, Michigan

May 2, 2018





Prepared for:

The City of Charlevoix
210 State Street
Charlevoix, MI 49720

Prepared by:



Edgewater Resources, LLC
518 Broad Street, Suite 200
St. Joseph, MI 49085

Mayor

Luther Kurtz

Charlevoix City Council

Aaron Hagen,	Ward 1
Janet Kalbfell,	Ward 1
Leon Perron,	Ward 2
Tom Oleksy,	Ward 2
Shane Cole,	Ward 3
Greg Bryan,	Ward 3

City Manager

Mark Heydlauff

Shade Tree Commission

Perry Irish Hodgson
Ken Polakowski
John Campbell

Recreation Department

Kent Knorr, Director

Department of Public Works

Pat Elliott, Superintendent

Police Department

Gerard Doan, Chief of Police

Historical Society

David Miles

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PROJECT LOCATION



INTRODUCTION

PLAN PURPOSE

In 2017, the City of Charlevoix updated its Five-Year Recreation Master Plan as a guide to help prioritize improvements for existing recreation facilities and development of new recreation opportunities. Taking a proactive approach, the City looked at park development opportunities along Michigan Beach Park where general deterioration of site features such as beach stairs and benches has resulted in decreased site access and safety concerns.

A planning and design firm, Edgewater Resources of St. Joseph, Michigan, was tasked with Master Planning services to determine the best use of this public space - to both preserve the existing natural resources and meet the recreation needs of the community.

The 17-acre Michigan Beach Park boasts approximately 2,000 feet of Lake Michigan shoreline and a heavily forested upper dune area. The active public beach and the upper wooded areas are separated by the City's water treatment facility. Northeast of the facility is a groomed beach with walking paths, playground equipment, a volleyball net, basketball courts, picnic tables, and a covered pavilion. The southwest portion of the park is comprised of forested dune bluff with unpaved walking trails, benches, trash receptacles, and wooden stairways leading to the beach. The forested areas are accessed from the beach below or from the unpaved shoulder of Park Avenue. The primary scope of this Plan includes the forested dune and upland area adjacent to Park Avenue. While the public beach is not the focus, proposed improvements aim to connect all areas of the park, providing increased access to the forested portion of the site.

GOALS AND OBJECTIVES

Early in the design process for Michigan Beach Park, specific objectives were established by the project Steering Committee. These goals include:

- Better define parking areas along Park Avenue.
- Improve public access to wooded trails from Park Avenue.
- Consider addition of an accessible pathway along Park Avenue that connects to the public beach.
- Address potential safety considerations and traffic conflicts.
- Enhance community amenities such as seating, signage, and/or litter/recycling receptacles.
- Eliminate invasive plant species and protect/expand native plant species.
- Engage potential local partners to help manage and maintain the park.
- Consider design improvements that enable the City to be eligible for State and Federal Grants.



RELATED PLANNING EFFORTS

- City of Charlevoix Recreation Master Plan, 2017-2021
- City of Charlevoix Forestry Management Plan, 2017
- Site Development Concept, Professor Kenneth Polakowski, 2017

The development of this parcel as a public amenity meets the following Recreation Master Plan Goals:

- Build common ground among the City of Charlevoix residents and stakeholders in addressing the future recreational needs, and priorities of the City.
- Support the implementation of improvements for barrier-free access to City parks and recreational sites.



PLAN PROCESS

- Continuous Community Involvement
- Site Assessment
- Community Visioning
- Development of Concept Alternatives
- Refinement of Alternatives to Consensus Plan
- Development of Maintenance Strategies



This Plan helped to identify the value of Charlevoix's assets for their:

- **Environmental value**
The site provides the city of Charlevoix with access to a unique diversity of natural habitats in one location. Restoration of native plantings have the potential to enhance the natural beauty found in the region, increase bluff stability and delineate views of Lake Michigan.
- **Economic value**
This park will not only attract locals with its beautiful views, but has potential to be a unique regional draw, with the addition of an accessible pathway and seating.
- **Recreational value**
This park has approximately 2000 linear feet of Lake Michigan shoreline. With the addition of an ADA accessible trail along Park Avenue and better-defined parking opportunities, there is now ample room for recreational activities such as walking, leisure biking, sunset viewing, bird watching, and more.

PROJECT INVENTORY

SITE PHOTOS

Multiple visits were made to the project site over several months between November of 2017 and March of 2018. The following site photos indicate existing site conditions.



1. Typical existing parking area



2. Park amenities at trail entrance



3. Rustic steps leading to beach example 1



4. Beach at West edge



5. Rustic steps leading to beach example 2



6. Trailhead with amenities



7. Trail condition



8. Bluff edge



9. Trail condition



10. Undergrowth along trails



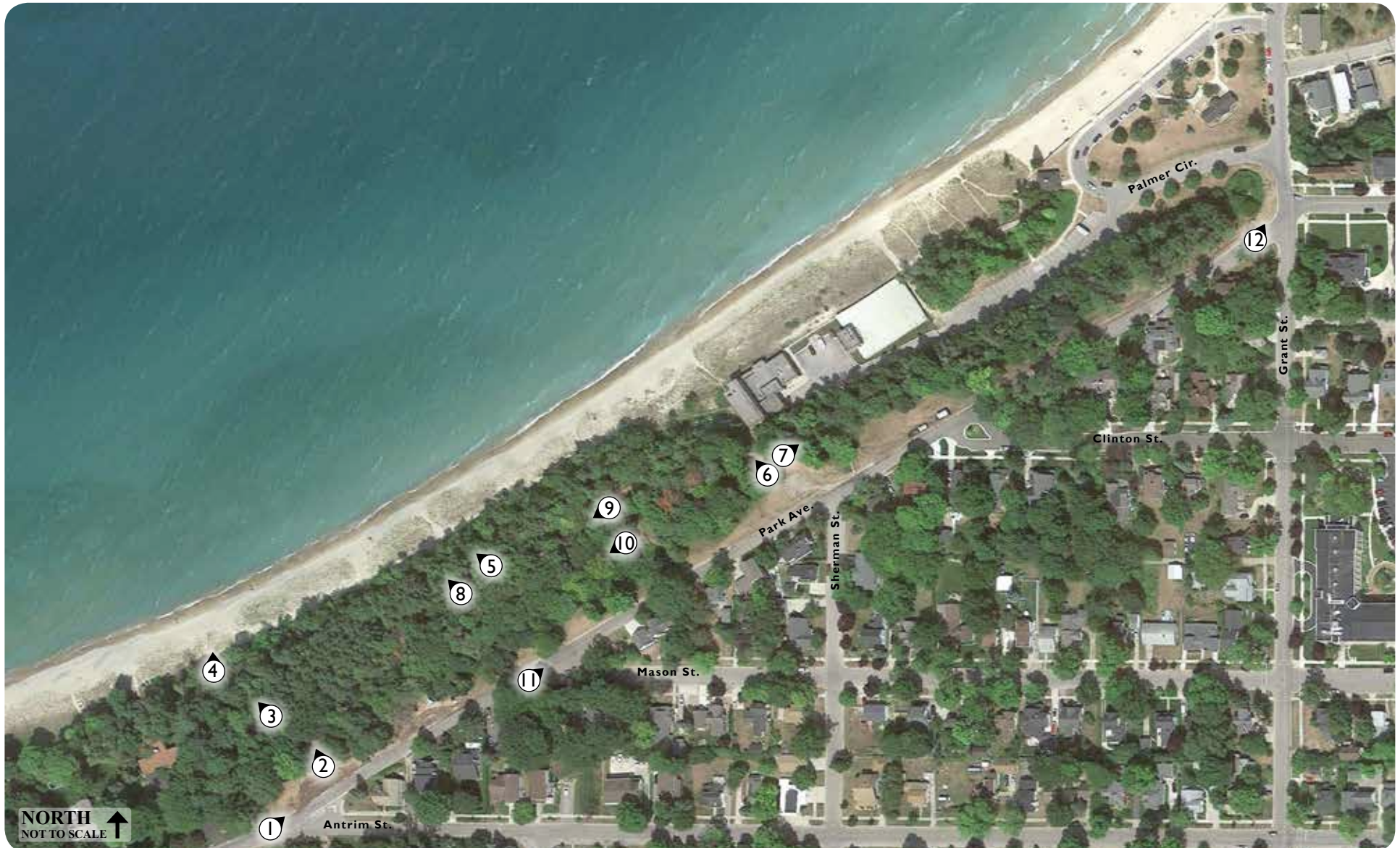
11. Park Ave. looking East



12. Grant St. connection

SITE PHOTO KEY

(Arrows on numbers indicate direction of view)



PROJECT INVENTORY

SITE ANALYSIS



PUBLIC MEETINGS

A key factor in the development of the Michigan Beach Park Consensus Plan was public discussion and feedback. Stakeholder interviews and two public meetings were held for the project: a kick-off/visioning session and a presentation of the Draft Consensus Plan toward the end of the planning process.

Announcements for these meetings were advertised on the City website, on Facebook, in local newspapers such as the Charlevoix Courier and Petoskey News, and through an email mailing list.

- Stakeholder Interviews: December 14, 2017.

Primary stakeholders were interviewed to gather feedback to guide overall design implementation strategies. Stakeholder groups interviewed included the Recreation Department, members of the Shade Tree Commission, Department of Public Works, Zoning Department, Planning Commission, Chamber of Commerce, Police Department, and Historical Society. The planning team also reached out to park neighbors, including individual residents and an employee of the nearby Munson Healthcare Charlevoix Hospital.

- Public Visioning Session: December 14, 2017.

This meeting was held as a project introduction and listening session. The project team presented a series of images and potential program elements to gauge community needs and wants for the park.

- Presentation of Consensus Plan and Grant Application Public Hearing: March 8, 2018.

The Draft Consensus Plan, based on all public and stakeholder feedback received to date was presented to the group. The proposed Michigan Department of Natural Resources Passport Grant application scope was also presented at this meeting.



PUBLIC INPUT

ONLINE SURVEYS

Two online surveys were held throughout the planning process in order to reach the maximum amount of Charlevoix residents many of whom had moved south for the winter months.

Visual Preference Survey: December 27, 2017 - January 31, 2018.

30 images in an online survey format were shown to the community and feedback was gathered on which program elements were desired for this site, and which were undesirable. A total of 334 responses were received. The 30 images shown in the survey were then grouped based on the number of 'likes' and 'dislikes'.

Most popular images(280+ likes):

- Wooded path, unpaved
- Bench along trail with view of lake
- Existing beach access stairs with woodland on both sides

Popular images(200+ likes):

- Kayaks
- Bird watching opportunities
- Small restroom facility
- Woodland path with clear understory
- Clear and colorful signage
- Swing bench with lake view
- Cross-country ski trail

Least popular images(<75 likes):

- Slack-line park
- Zip-line play structure
- Disc golf course



Concept Alternative Preference Survey: February 9, 2018 - March 1, 2018

Three concept alternatives were presented to the community in an online survey format, and the group was invited to vote for the plan they liked and comment on elements that they did not like. A total of 54 responses were received.

The concepts as presented online are shown in the following section.

Concept A: Park as Woodland Arboretum

- 27% chose as favorite
- Like: Reintroduction of native plants, management of undergrowth for views, off-street trail, parking improvements, basic improvements to beach steps, educational signage
- Dislike: Higher maintenance planting, picnic areas, parking in front of Earl Young homes

Concept B: Park as Space for Quiet Reflection

- 30% chose as favorite
- Like: Minimalist approach, off-street trail, preserve woodland character, overlooks
- Dislike: One-way traffic idea, not enough parking

Concept C: Park as Visitor Destination

- 16% chose as favorite
- Like: Restroom, landscape slide
- Dislike: Restroom, landscape slide, play is too active for this natural space

CONCEPT ALTERNATIVES

CONCEPT PLAN THEMES

After an initial round of public input, three concept alternatives were developed for Michigan Beach Park. It was determined that some design considerations needed to be addressed in all concept alternatives. These considerations include:

Site-Wide Design Elements

- Selective clearing of site corridors
- 6' accessible asphalt trail system
- Bollard pathway lighting
- Woodland management zones
- Bollard lighting

Existing Design Elements to Improve

- Trash receptacles
- Mutt Mitts Receptacles

Design-Specific Elements

- Accessible overlooks

Using these common design considerations as a starting point, three concept plan alternatives were developed, each prioritizing amenities differently.

Concept A

This concept most closely resembles Ken Polakowski's 2017 plan. Common to all three concepts is the preservation and protection of plant biodiversity on the lower woodland dunes (between woodchip trails and the beach). This plan proposes minimal improvements within this woodland zone, with the exception of woodchip trail connections, beach step and rail repair, and minimal clearing of underbrush and branches in key site corridors. Park improvements for Concept A are focused on native planting zones, or woodland "Meadows", along Park Avenue. These Meadows would consist of small areas of mown turf adjacent to parking, with seating and picnic tables for visitors. The transition between mown turf and existing woodland would be marked by a planting zone of low-maintenance native trees and shrubs. Meadows would be linked by the multi-use trail, which connects down Grant Street to the public beach.

Concept B

This concept responds to community feedback stating that residents enjoy the park's natural character and do not wish to see extensive improvements or changes. Park improvements in this plan are focused on maintaining woodland biodiversity (with minimal site clearing for view corridors) with improvements along Park Avenue for passive recreation such as walking, sitting, and viewing of both the natural surroundings and the historic Earl Young homes. Seating areas are again linked by the multi-use trail, which connects down Grant Street to the public beach. This plan includes cantilevered overlooks along the trail between upper and lower dunes, which could be constructed to be fully accessible for park users of all ages and abilities.

Concept C

This concept explores the idea of creating a point of interest at the west end of the park that would serve as a unique recreational draw to the community. For the majority of this plan, park improvements are focused on natural spaces and passive recreation. The exception is a nature based play area for families with adjacent restroom structure near Antrim Street. Feedback received through the Visual Preference Survey indicates interest in a small restroom structure along Park Avenue and more activities for families. As in other plans, site amenities would be located along the multi-use trail and selective clearing of understory trees would provide lake views. The trail would again connect along Grant Street to the public beach.

Common Ideas for All Concepts

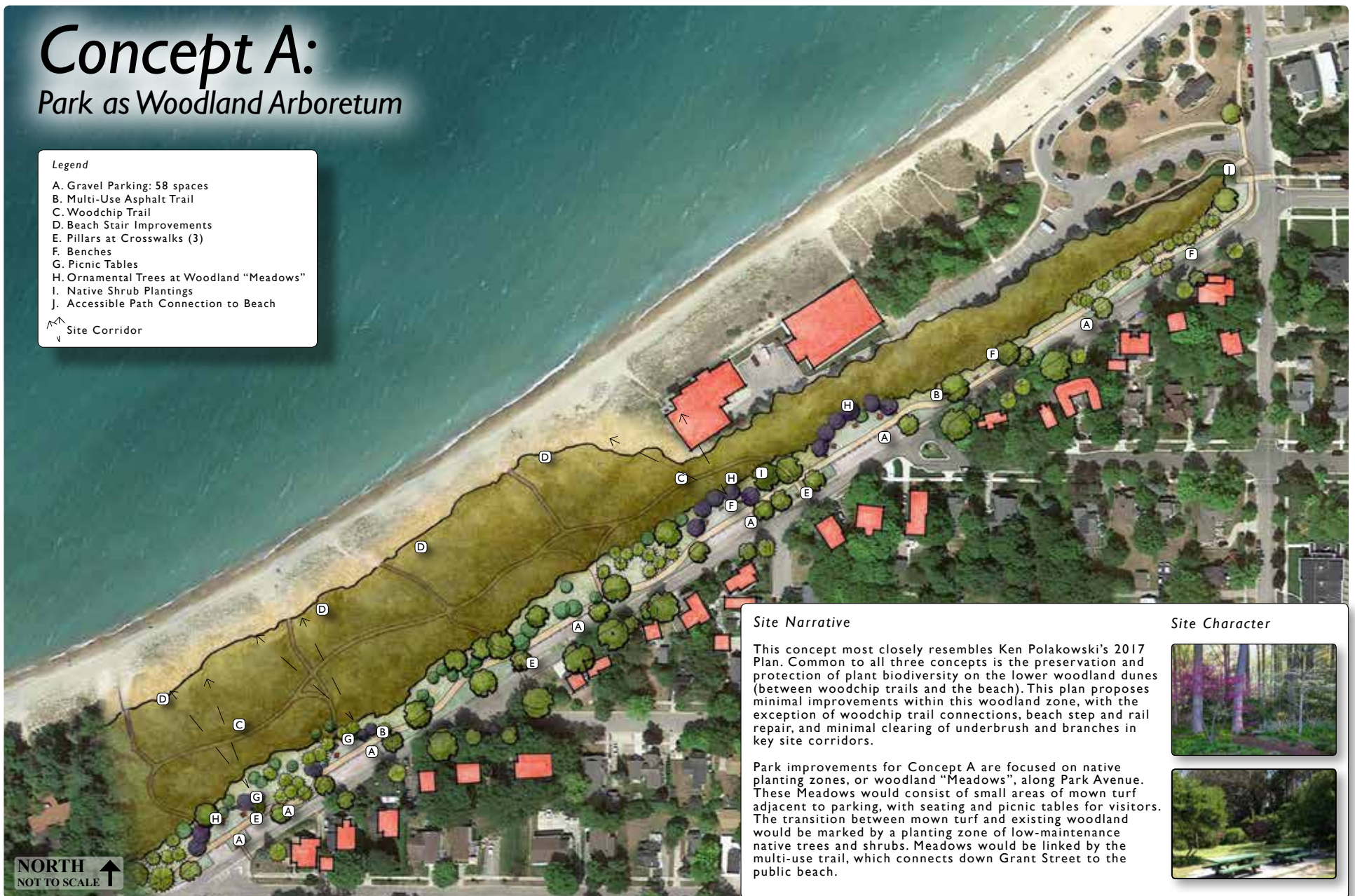


Concept A: Park as Woodland Arboretum

Legend

- A. Gravel Parking: 58 spaces
- B. Multi-Use Asphalt Trail
- C. Woodchip Trail
- D. Beach Stair Improvements
- E. Pillars at Crosswalks (3)
- F. Benches
- G. Picnic Tables
- H. Ornamental Trees at Woodland "Meadows"
- I. Native Shrub Plantings
- J. Accessible Path Connection to Beach

Site Corridor



Site Narrative

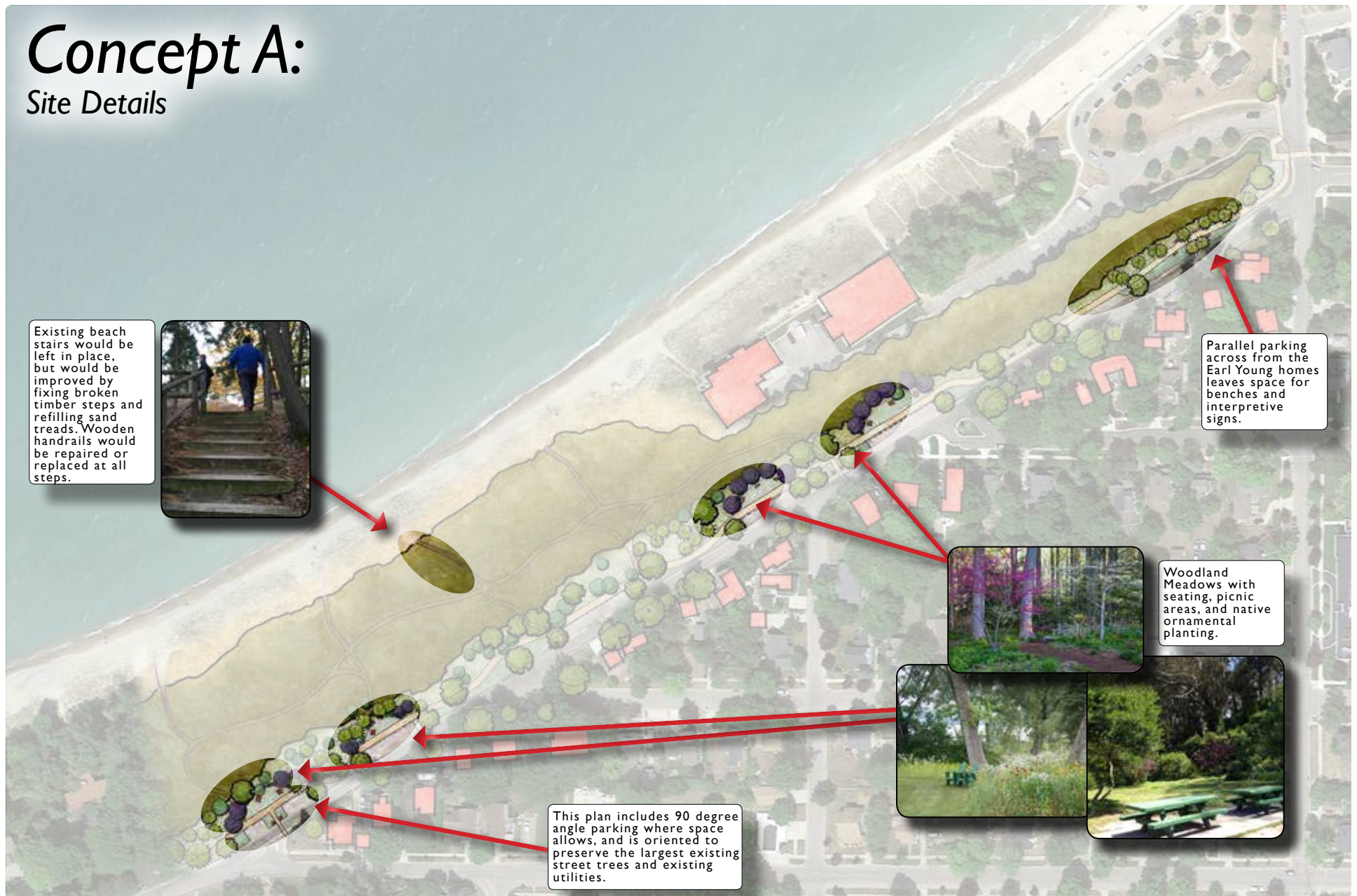
This concept most closely resembles Ken Polakowski's 2017 Plan. Common to all three concepts is the preservation and protection of plant biodiversity on the lower woodland dunes (between woodchip trails and the beach). This plan proposes minimal improvements within this woodland zone, with the exception of woodchip trail connections, beach step and rail repair, and minimal clearing of underbrush and branches in key site corridors.

Park improvements for Concept A are focused on native planting zones, or woodland "Meadows", along Park Avenue. These Meadows would consist of small areas of mown turf adjacent to parking, with seating and picnic tables for visitors. The transition between mown turf and existing woodland would be marked by a planting zone of low-maintenance native trees and shrubs. Meadows would be linked by the multi-use trail, which connects down Grant Street to the public beach.

Site Character



Concept A: Site Details

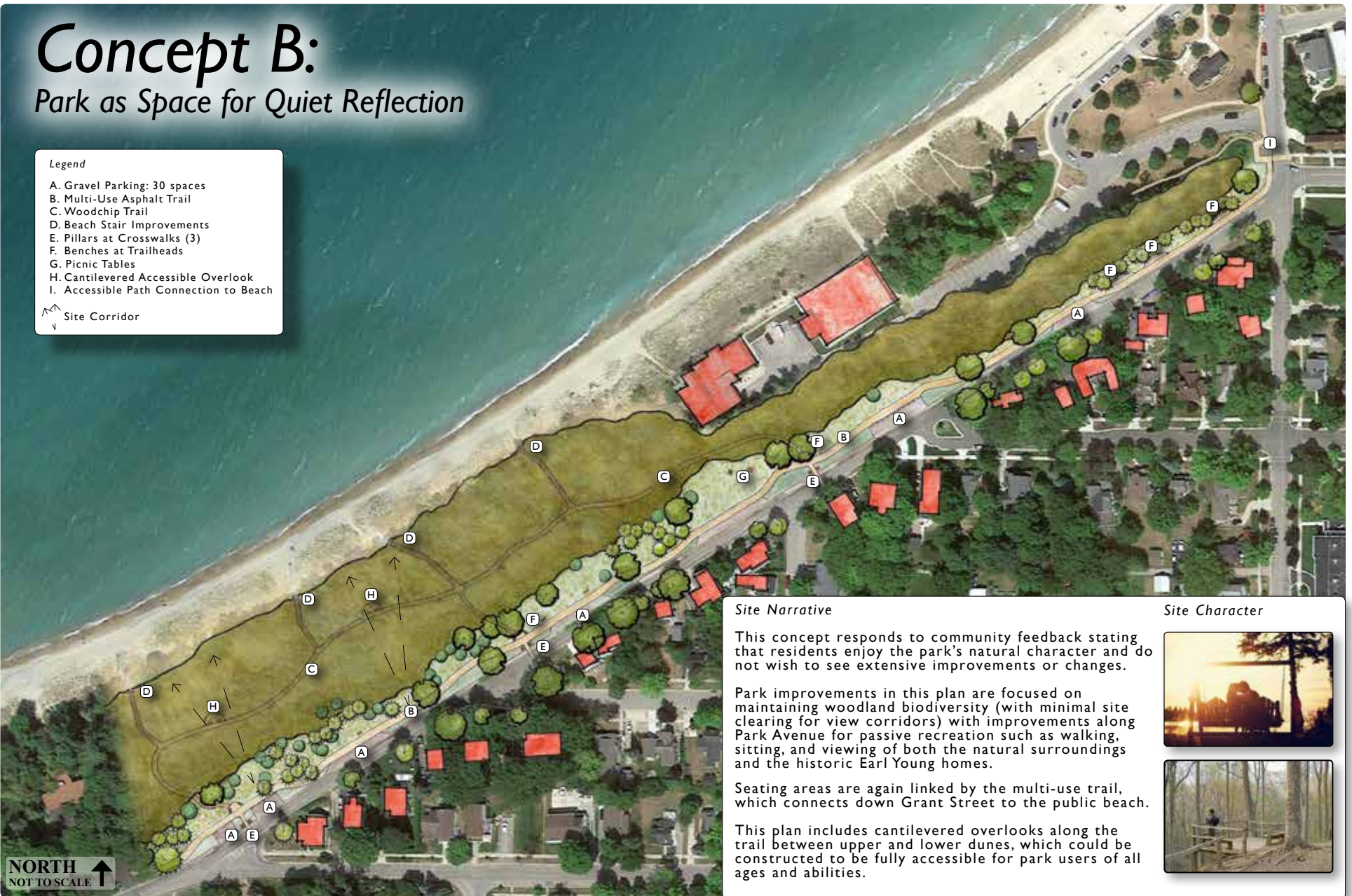


Concept B: *Park as Space for Quiet Reflection*

Legend

- A. Gravel Parking: 30 spaces
- B. Multi-Use Asphalt Trail
- C. Woodchip Trail
- D. Beach Stair Improvements
- E. Pillars at Crosswalks (3)
- F. Benches at Trailheads
- G. Picnic Tables
- H. Cantilevered Accessible Overlook
- I. Accessible Path Connection to Beach

Site Corridor



Site Narrative

This concept responds to community feedback stating that residents enjoy the park's natural character and do not wish to see extensive improvements or changes.

Park improvements in this plan are focused on maintaining woodland biodiversity (with minimal site clearing for view corridors) with improvements along Park Avenue for passive recreation such as walking, sitting, and viewing of both the natural surroundings and the historic Earl Young homes.

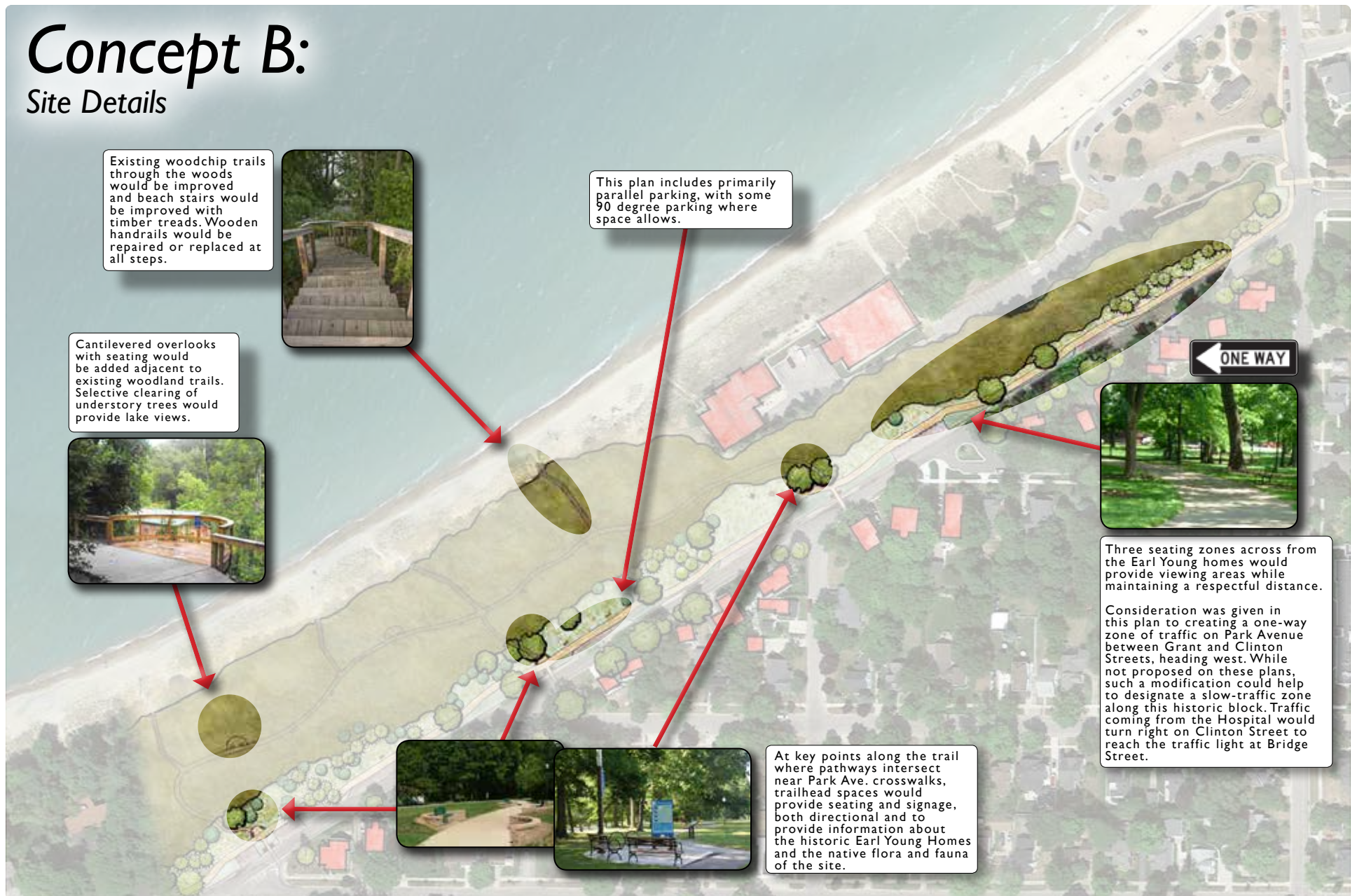
Seating areas are again linked by the multi-use trail, which connects down Grant Street to the public beach.

This plan includes cantilevered overlooks along the trail between upper and lower dunes, which could be constructed to be fully accessible for park users of all ages and abilities.

Site Character



Concept B: Site Details

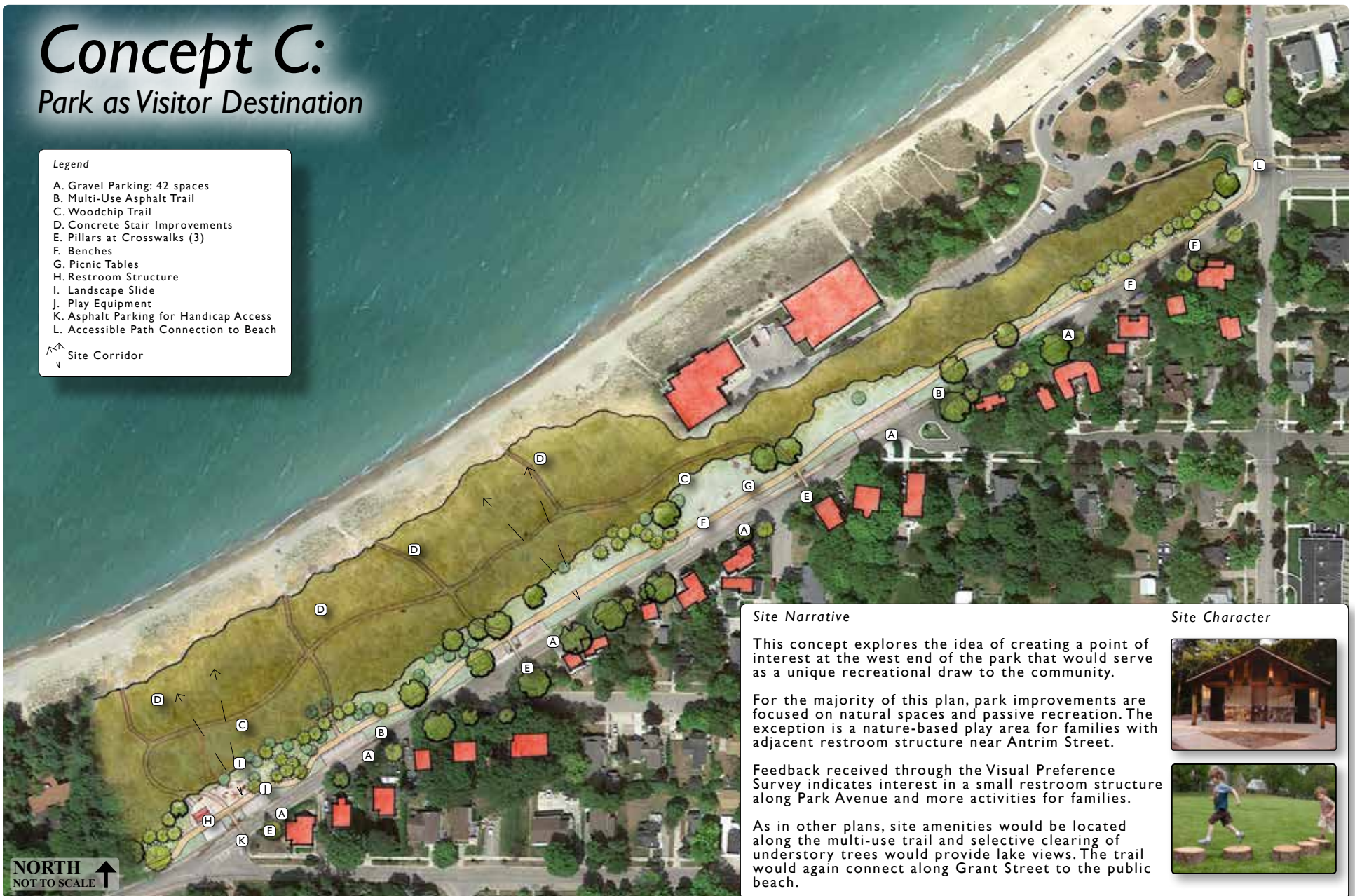


Concept C: Park as Visitor Destination

Legend

- A. Gravel Parking: 42 spaces
- B. Multi-Use Asphalt Trail
- C. Woodchip Trail
- D. Concrete Stair Improvements
- E. Pillars at Crosswalks (3)
- F. Benches
- G. Picnic Tables
- H. Restroom Structure
- I. Landscape Slide
- J. Play Equipment
- K. Asphalt Parking for Handicap Access
- L. Accessible Path Connection to Beach

Site Corridor



Site Narrative

This concept explores the idea of creating a point of interest at the west end of the park that would serve as a unique recreational draw to the community.

For the majority of this plan, park improvements are focused on natural spaces and passive recreation. The exception is a nature-based play area for families with adjacent restroom structure near Antrim Street.

Feedback received through the Visual Preference Survey indicates interest in a small restroom structure along Park Avenue and more activities for families.

As in other plans, site amenities would be located along the multi-use trail and selective clearing of understory trees would provide lake views. The trail would again connect along Grant Street to the public beach.

Site Character



Concept C: Site Details

Existing woodchip trails through the woods would be improved and beach stairs in this plan would be replaced with concrete treads. Wooden handrails would be repaired.



A small, fully accessible restroom with architecture to blend into the site would provide facilities for visitors.



This plan maximizes parking where slopes and existing features allow.



As in other plans, seating is provided across Park Avenue from the Earl Young homes. In this concept, the only parking in this zone is for tour buses to pull off the road. Keeping the area free of parking would allow a best visitor viewing experience of this unique historic resource.

The play area to the west would include nature-based play equipment, such as a climbing feature or logs and sticks for creative play. The most exciting feature of the play area would be a landscape slide set into the adjoining hillside. Through careful design, this slide could provide a thrilling, yet safe element of fun.



DRAFT CONSENSUS PLAN



DRAFT CONSENSUS PLAN PUBLIC FEEDBACK

The Draft Consensus Plan was presented to the community at a public session. The Plan received overall positive feedback for incorporating comments received on the Concept Plan Alternatives. The following comments were heard at the public session and helped to form the Final Consensus Plan.

Fix the steps to the beach soon, do not wait for outside funding.

Increased traffic/safety concerns. Residents currently experience significant traffic on Clinton including cars, horse & carriage, bus, and golf cart tours of the Earl Young homes. Concerns that increased parking will increase traffic.

Residents have previously been able to use the area where the proposed parking is located to park extra vehicles, Are there any accommodations to be made for those who have no parking in front of their homes?

Some concerns that goats are a bad idea for clearing the area of undergrowth and invasive species. A better solution is to use volunteers.

Regarding the split rail fence along Park Ave.: Residents do not want a continuous fence that would limit access from all points along the trail. They would much rather see a low fence in short segments set back from the road, rain gardens, or large boulders to help delineate parking.

Suggested idea to locate a viewing platform and small park on top of the Water Treatment Plant.

Some are against any lighting along this trail even downward directed lighting because it adds to the light pollution and makes the beautiful night sky harder to observe.

Rainwater ponding and drainage concerns along the North side of Park Ave. Perhaps the City should consider curbs along this section to manage stormwater.

Comment addressing need for a separate identity from Michigan Beach Park public beach.



FINAL CONSENSUS PLAN

PLAN NARRATIVE

The Consensus Plan for Michigan Beach Park contains elements from the plan alternatives, and responds directly to the public input surveys of desired program elements. Through this public input, it was determined that the community values the natural resource of the dunes, beach, and bluff area and seeks to improve features of the existing site, not to develop the space with structures or program the space with activities that would draw a crowd. To respond to this input, proposed program elements will engage the public, yet respect the intent of the park as a quiet and peaceful place.

The community enjoys this space as a passive recreation area for beach access and for walking, sunset viewing, and quiet contemplation. Those involved with the planning process desired to see minimal changes beyond the addition of a multi-use path along Park Avenue. This park provides a unique contrast to the regional attractions of the rest of Charlevoix while complementing the natural beauty that is so vital to the health and wellness of visitors of all ages and abilities.

At the public beach area, Michigan Beach Park provides ample parking, opportunity to use restrooms, and accessible access to various active beach activities for those seeking an active recreation experience. Historic Earl Young architecture to the southeast of Park Avenue provides an educational opportunity as a popular regional attraction. The portion of the Michigan Beach Park site in question is a more natural and unprogrammed link between these two parks, and this plan did not change that character.

The key design elements of the plan are focused on the top of the bluff, along the northwest side of Park Avenue. Along the bluff itself, a 6' multi-use, fully accessible asphalt trail is proposed to connect downtown Charlevoix through city sidewalks, while two supplementary crossing locations are provided in addition to the popular ravine crossing to safely increase neighborhood access. Trail alignment is designed to avoid existing trees and utilities when possible to minimize environmental impact and reduce cost. The trail is meant to serve as a more natural and contemplative version of a city sidewalk, and is not intended to handle cyclist traffic, which would remain on the street. Consideration should be given to widening the path to 8' wide if the City of Charlevoix plans to continue the path west toward the hospital at some point in the future.

The plan maintains beach access at five existing locations and provides an additional accessible access point to the beach at Grant Street. The new accessible connection is essential in pursuing grant funding through the MDNR. This would allow Capital Improvement funds to be applied to areas of more immediate concern, mainly the steps connecting to the beach.

In order to provide pedestrian access to the beach while protecting the existing habitat, the forested paths are proposed to be maintained to a 6' clear width. Coupled with informational signage about the fragile nature of dune plant and animal life this will help locals and visitors alike to become stewards of this natural resource.

Bluff Management Areas, indicated by the dotted red lines on the plan, are areas for which management guidelines have been developed (see Forestry Management Plan). These areas would benefit from invasive plant removal, allowing native species to return and stabilize the dune slope. While most trees are proposed to remain in the areas defined, guidelines are provided to allow for lake viewing from the top of the bluff in key locations.



FINAL CONSENSUS PLAN

SECTION 1



NOT TO SCALE

SECTION 2



NOT TO SCALE

ENLARGEMENTS



ADA connection at Grant St. provides essential infrastructure to help secure grant funding for trail construction.



Defined parking and seating areas create a trailhead feel at popular beach and lower trail system access location.



Crosswalk locations at seating area creates safer pedestrian environment while rain gardens at strategic locations mitigate ponding issues along the North side of Park Ave. and provide buffer between trail and vehicular traffic.



ADA infrastructure at Southwest edge of site allows wheelchair access to lower bluff trail and overlook.

PROGRAM ELEMENTS SURVEY RESULTS

Green Dot on Image = Most Popular
Red Dot on Image = Least Popular

Michigan Beach Park - Park Program and Character Preference Survey

334 TOTAL RESPONSES
as of 02/01/18

1. Existing Site Character: minimally developed parking area.



155 I want this in the park
107 I do not want this in the park
63 No opinion

Comment:

2. Existing Site character: woodchip trails and minimally maintained woods.



287 I want this in the park
28 I do not want this in the park
15 No opinion

Comment:

3. Existing site character: timber stairs and handrails.



284 I want this in the park
29 I do not want this in the park
18 No opinion

Comment:

4. Existing site character: secondary trails with benches at prime viewing spots and rustic rails.



304 I want this in the park
11 I do not want this in the park
16 No opinion

Comment:

This survey can be found online at: <https://www.surveymonkey.com/r/KJ22BNG>

Page 1

APPENDIX

5. Program element: paved multi-use trail separated from Park Ave.



166 I want this in the park
118 I do not want this in the park
43 No opinion

Comment:

6. Program element: signs to show local paths and points of interest.



236 I want this in the park
59 I do not want this in the park
35 No opinion

Comment:

7. Program element: activity along Park Ave. such as farmer's market.



109 I want this in the park
184 do not want this in the park
37 No opinion

Comment:

8. Program element: restroom structure (not necessarily this one, but something similar).



230 I want this in the park
75 I do not want this in the park
23 No opinion

Comment:

This survey can be found online at: <https://www.surveymonkey.com/r/KJ22BNG>

Page 2

9. Program element: picnic/shade structure at flat area on upper bluff.



181 I want this in the park
110 I do not want this in the park
38 No opinion

Comment:

10. Program element: swing, rocking chairs at key viewing points.



198 I want this in the park
97 I do not want this in the park
36 No opinion

Comment:

11. Program element: open forest floor in flat areas, reduction of understory growth in key areas.



207 I want this in the park
86 I do not want this in the park
36 No opinion

Comment:

12. Program element: boardwalk path in sloped areas.



137 I want this in the park
148 I do not want this in the park
45 No opinion

Comment:

This survey can be found online at: <https://www.surveymonkey.com/r/KJ22BNG>

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APPENDIX

13. Program element: trails groomed for winter use, skiing, shoeing, hiking.



207 I want this in the park
80 I do not want this in the park
44 No opinion

Comment:

14. Program element: trails appropriate for mountain biking.

snow-



100 I want this in the park
171 I do not want this in the park
57 No opinion

Comment:

15. Program element: space for food trucks/flexible temporary food options.



137 I want this in the park
149 I do not want this in the park
42 No opinion

Comment:

16. Program element: outdoor performance space.



120 I want this in the park
165 I do not want this in the park
45 No opinion

Comment:

This survey can be found online at: <https://www.surveymonkey.com/r/KJ22BNG>

Page 4

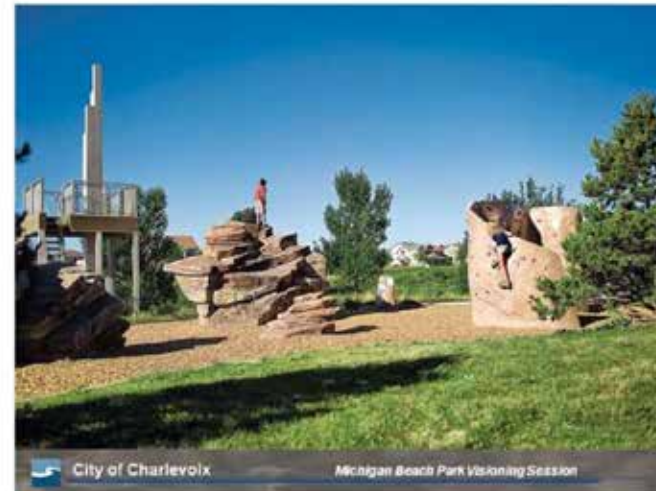
17. Program element: tree house style play structures.



142 I want this in the park
144 I do not want this in the park
43 No opinion

Comment:

18. Program element: climbing activity play structures for all ages.



120 I want this in the park
163 I do not want this in the park
46 No opinion

Comment:

19. Program element: slackline play activity for all ages, tight rope suspended just above ground, with one overhead for easier version.



67 I want this in the park
195 I do not want this in the park
68 No opinion

Comment:

20. Program element: zip line play activity for all ages, could be very long, but Not very steep or high above ground for maximum entertainment & safety.



72 I want this in the park
202 I do not want this in the park
56 No opinion

Comment:

This survey can be found online at: <https://www.surveymonkey.com/r/K122BNG>

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APPENDIX

21. Program element: play structures build from rustic materials, could be built to last just one season and then rebuilt.



80 I want this in the park
192 I do not want this in the park
57 No opinion

Comment:

23. Program element: slide build into hillside.



128 I want this in the park
160 I do not want this in the park
42 No opinion

Comment:

This survey can be found online at: <https://www.surveymonkey.com/r/KJ22BNG>

22. Program element: rustic play elements, ladders in good climbing trees so kids build their own play equipment.



101 I want this in the park
165 I do not want this in the park
63 No opinion

Comment:

24. Program element: rope climbing activities for all ages.



90 I want this in the park
177 I do not want this in the park
51 No opinion

Comment:

Page 6

25. Program element: dogs allowed off leash at certain hours, (early morning) and seasons.



144 I want this in the park
141 I do not want this in the park
44 No opinion

Comment:

27. Program element: disc golf.



59 I want this in the park
217 I do not want this in the park
53 No opinion

Comment:

26. Program element: nature-based art and sculpture.



110 I want this in the park
162 I do not want this in the park
56 No opinion

Comment:

28. Program element: pathway allowing easier access for kayak launching from the beach.



206 I want this in the park
60 I do not want this in the park
61 No opinion

Comment:

This survey can be found online at: <https://www.surveymonkey.com/r/KJ22BNG>

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APPENDIX

29. Program element: spaces appropriate for bird watching and similar passive activities.



221 I want this in the park
36 I do not want this in the park
71 No opinion

Comment:

30. Program element: use of sustainable practices such as goats for clearing invasive plant species.



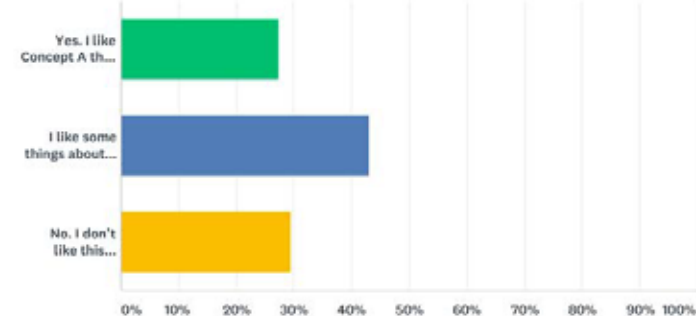
130 I want this in the park
131 I do not want this in the park
67 No opinion

Comment:

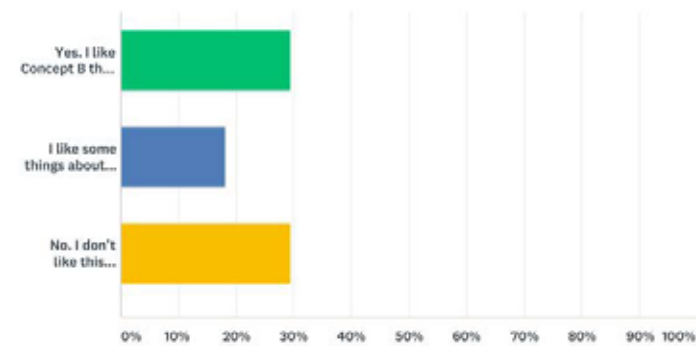
CONCEPT ALTERNATIVES SURVEY RESULTS



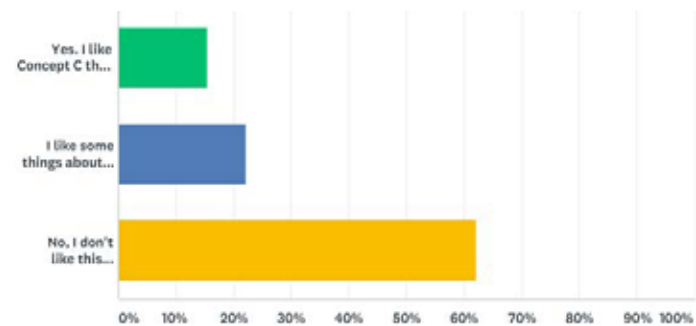
1. Is Concept A: Park as Woodland Arboretum your overall favorite?



2. Is Concept B: Park for Quiet Reflection your overall favorite?



3. Is Concept C: Park as Visitor Destination your overall favorite?



APPENDIX

SURVEY COMMENTS: CONCEPT ALTERNATIVE A

Some information hidden to preserve privacy.

1	please leave it alone and don't go signing this lovely area like you have now done for much of the city	20	No asphalt - parking or trails - with it's toxic run-off. No trails of any description between Clinton and Grant. Mowed grass is best. Just eliminate the invasive toxic plants. No parking along Park Avenue on either side because it creates a traffic and pedestrian hazard as well as obscuring the view and photo-ops for Lake Michigan and the Earl Young homes. Please check the property boundaries of Park Avenue between Grant and Clinton. When it was first developed, each home had two spaces in front on their own property (with the exception of the thatch home who CHOSE to eliminate theirs when they "renovated") which comply with City zoning requiring two spaces for each residential home. This is private property which is not part of Park Avenue street or City owned. If parking is an issue, restore the 28 spaces that were eliminated on Park Av. between State St. and Grant St. when it was narrowed a few years ago. This would also ease some of the parking issues that are created with the East Park events as well as church service attendance 12 months out of the year. No parking — gravel or otherwise. As with your 'seasonal labor housing' concept which seeks to eliminate parking requirements for the proposed residence, encourage walking or biking. Please be mindful that this is a residential area and keep the spaces open for enjoyment 12 months of the year.
2	No picnic tables. No parking. Creates a traffic congestion on a narrow street. Runoff will exacerbate the erosion that is already a problem. With a row of parked cars it will be difficult for people to take photos of the earl Young homes. Needs more than minimal clearing of underbrush. Needs total removal of underbrush and a reintroduction of native plants to restore a natural healthy floor which will be self sustaining. No trails. Replace the mature trees that were chopped down with mature fir trees that were there before.	21	Lets keep the area as natural as possible, easy to maintain.
3	Like the amount of parking, and parallel parking across from earl young houses. Do not like adding more planting that will require maintenance, don't like NOT opening sight lines to the lake.	22	The meadow areas are a nice touch. I don't want to disrupt the native vegetation, but clearing the gnarly undergrowth is a must to improve the sight lines to our beautiful lake an give the area a more manicured appearance.
4	street level picnic areas not good	23	Some improvements are needed on stairs, paths, etc., but this plan makes minimum changes. The natural areas around town should remain as they are. Protect our parks.
5	We need to keep all existing parking and all existing steps.	24	I prefer more extensive trimming to create vistas for views. Otherwise, Ken has a good plan.
6	Just keep the park cleaned up and existing parking and steps kept up	25	I want things left as is with the thought of redoing Park ave. Adding a sidewalk and calling the chipped pathes perfect. Our city does not need more parks to take care of, we are not staffed to the point of making any one really nice. Let's concentrate on the beach parks and developments we currently have and make them nice.
7	"More parking please" Keep beach steps	26	I'm concerned that the under growth is still not being taken care of enough. I am also concerned that there will not be enough parking.
8	Need more parking. I want the steps there to stay	27	My only concern is that the underbrush be cut down and controlled throughout the summer months.
9	We need more Parking. Does this still include all the existing steps going down now?	28	Second choice.....see below.
10	This focuses on the existing natural environment and maintains the current rustic feel.	29	I like the increase in natural multi colored foliage to give this area some natural color. This large piece of Charlevoix Parkland has been underutilized since I was a child 60 years ago. I applaud the City for making some changes. I support Concept B however, but strongly prefer that any viewing corridors be judiciously achieved and that large numbers of trees do not get cut. The filtered light effect in this Park area is a natural delight of which too few are aware. Charlevoix's version of California Redwoods.
11	It should be left alone. This is the best option with the least amount of "improvements".	30	Don't care for the benches and picnic table areas.
12	If there needs to be any changes to this last tranquil spot for the LOCALS... then keep it natural and simple and FIX the stairs. Picnic tables are not necessary and will provide reasons for more trash scattered.		
13	I would like the park to stay as natural as possible. So many trees have already been removed, I would wish that no more trees be removed even to make a lake view.		
14	No reason for visitors to go. lack of interaction.		
15	Minimalism is the key to what needs to be done. Catering to summer people who literally spend a week or two a year here is ridiculous. Locals live here year around for the unspoiled nature. Charlevoix is a special place and deserves to be kept that way.		
16	I love the idea of native plantings and educational signage. I think the other two plans also have many positives and few negatives, but this one is my favorite.		
17	I live in one of those Earl Young homes. I certainly do not want cars parked in front of my house. It feels like I am losing control over my own space. While I am happy to share our wonderful home there has to be a means to respect our privacy.		
18	Boring, we can do better.		
19	would like restroom added		

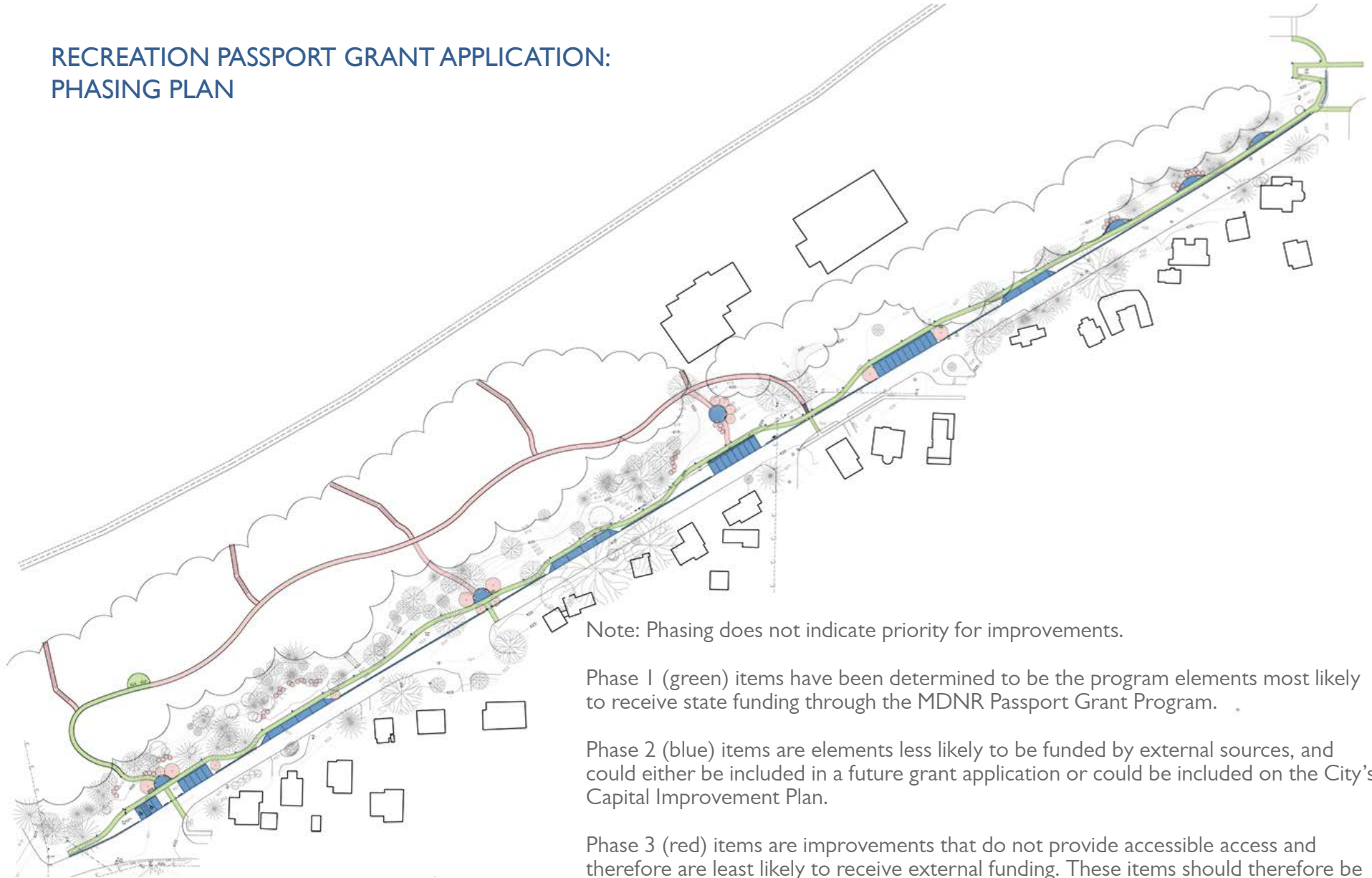
SURVEY COMMENTS: CONCEPT ALTERNATIVE B

- 1 Add more parking, do not change road directions, open even more sight lines to the lake. Too much brush!
- 2 don't need more than one overlook
- 3 Please keep it as natural as possible
- 4 I like the overview!
- 5 This is not a nature preserve. For quiet reflection, take a walk at Mt. Mc Saba or the woods.
- 6 I like this concept. I wish you would consider adding a bathroom to this concept. There is a great need for it.
- 7 It's perfect
- 8 Now we're getting somewhere. I like the cantilevered look outs
- 9 I like the cantilevered overlooks. Probably could use more parking. And more trimming for vistas.
- 10 I want things left as is with the thought of redoing Park ave. Adding a sidewalk and calling the chipped pathes perfect. Our city does not need more parks to take care of, we are not staffed to the point of making any one really nice. Let's concentrate on the beach parks and developments we currently have and make them nice.

SURVEY COMMENTS: CONCEPT ALTERNATIVE C

1	park is too small to be a visitor destination. Definitely don't need a bathroom	17	This isn't stupid and childish like our Mayor.
2	what the hell are you thinking are you trying to turn the city into Gatlinburg North? God how gross	18	Lets make this a destination and enhance this beautiful space. Everything looked great!
3	Please respect the fact that this borders single family residences.	19	no concrete stairway-prefer pathways to be similar to what is there
4	Do not make a destination park. Would add a tremendous maintenance and operational burden to city. Beach has high useage now, do not add more people. I can see my city taxes increasing if this option is selected.	20	NO ONE-WAY TRAFFIC ON PARK AV. DO NOT RE-ROUTE PARK AVENUE (hospital) TRAFFIC ONTO CLINTON ST. It is not a through-way. It is a residential street that was once quite hazardous until the island was installed a few years ago to "quiet" the speeders and semi / service trucks.
5	Way too invasive of natural space and beauty of Lake Michigan Beach area	21	I cannot imagine concrete steps. Back to wooden steps please. I question the usefulness of new bathrooms and the effort/cost to maintain them.
6	I see no reason to add a restroom. The play area would be great for local families as well as visitors. We need to try to DRAW more year around young families to our little town. If we do not encourage industry and such we will be just another tourist stop that closes up for the winter. We need to start acting like a community that encourages our local youth instead of only having concerns about drawing more tourism.	22	We have too much park space dedicated to children and family activity already. This concept is too targeted. The beach is a place to reflect and relax.
7	This is too much to add to this small patch of woods. Why can't we have a natural area to enjoy instead of making a "destination playground"? I don't think that we need more cars in this area.	23	I like the bathrooms, and I do like the attractions, but they seem like too much. But after they are there for a year or two, they will probably be beloved by many, including myself. I worry about cost, and wonder if the attractions on the West end could be in a separate phase?
8	First and foremost, Park Ave. is a private residential street and homeowners (year round and summer) peace and privacy must be weighed heavily. This park is one of the few areas in town one can go for some sense of serenity. In addition to viewing the houses; dog walking, jogging and bike riding is very active along this stretch. The split rail fence separating the road with a walking path is overdue and additional soft lighting is a positive. Less future expenditures for upkeep is also a positive. Attention to this beautiful space is long overdue but LESS is often better More,	24	I want things left as is with the thought of redoing Park ave. Adding a sidewalk and cailing the chipped paths perfect. Our city does not need more parks to take care of, we are not staffed to the point of making any one really nice. Let's concentrate on the beach parks and developments we currently have and make them nice.
9	least favorite of all of the proposed plans. Definitely no concrete stairs or kids slides! This is nature, please honor that and don't take away from it.	25	too much STUFF in this concept, I would like this area to be kept as natural as possible...
10	Great ammineties! Would expand current use beach, especially for both families and adults. Love the slide! Same idea as the fountain at the marina!	26	I like this concept with some reservations about the concrete stairs. The stairs need to be designed in a way that is unobtrusive, regardless of material, and I feel that a large concrete stair system may be an eyesore in an otherwise beautiful plan
11	This option has appeal to both visitors and residents. It is interesting with interactron. Concrete steps are best for seniors, too.	27	Again I am concerned that there will not be enough parking and that the undergrowth will not be taken care of enough
12	We want VISITORS to come and go back with wonderful memories of Charlevoix and beautiful Lake Michigan.	28	Not enough parking. Again, concerned that the underbrush growth should be cut down and maintained.
13	Disneyland is in Flordia for a reason. You want that then go there. We have great tourism without a mini Disneyland.	29	This should be a destination park. Include parking near the Mushroom houses. Desperately needed. Add to this plan the overlook. Concerned about the maintenance and useful life of concrete stairs due to the shifting sands and prevailing west winds. Perhaps treated wood better? Need the stairs but need to construct them to last. Integrated play area and restroom a must. Viewing vistas or corridors are a must also. The park originally had them and it's important to bring them back. It was labeled as the "Million Dollar View" but time and neglect has overtaken that view and people believe it should be wild due to this neglect. Not so.....need to see the lake.
14	I like the idea of the nature-based play area, but I'm concerned about protecting the beach and dunes from too much use and destruction. Keep this in mind for a less critical coastal area.	30	As a former [redacted], I am always fearful of liability issues. The children's slide and climbing area truly worry me given the high potential law suits v. City of Charlevoix for injuries that may occur in/on this "attractive nuisance" improvements. Also I have learned that from my time in Washington, D.C., that unsupervised public lavatories become quite unattractive because of misuse over time. Further, while Charlevoix has few vagrant issues that I am aware of, I feel frankly that this public lavatory will become a spot for vagrants to collect.
15	Again a total invasion of the homeowners privacy		
16	We live on [redacted] We are totally against buses parking across from our homes. Furthermore, picnic benches will invite more people spending too much time and possibly creating problems with trash and discarded food. We don't think a place where people are liable to spend extended time should be within sight of our homes.		

RECREATION PASSPORT GRANT APPLICATION: PHASING PLAN



Note: Phasing does not indicate priority for improvements.

Phase 1 (green) items have been determined to be the program elements most likely to receive state funding through the MDNR Passport Grant Program.

Phase 2 (blue) items are elements less likely to be funded by external sources, and could either be included in a future grant application or could be included on the City's Capital Improvement Plan.

Phase 3 (red) items are improvements that do not provide accessible access and therefore are least likely to receive external funding. These items should therefore be highest priority for inclusion on the City's Capital Improvement Plan.

APPENDIX

Michigan Beach Park - Concept Plan Cost Estimate									
	Item	Description	Quantity	Unit	Unit Cost	Total Cost	Phase 1	Phase 2	Phase 3
PREFERRED CONCEPT	1. Site Preparation								
	1	General Permitting: Building and Utilities	-	ALLOW	\$ 2,000.00	\$ -	\$1,500	\$1,500	\$1,500
	2	Mobilization	1	ALLOW	\$ 10,000.00	\$ 10,000	\$3,500	\$3,000	\$3,500
	3	Soil Erosion and Sedimentation Control	1	ALLOW	\$ 5,000.00	\$ 5,000	\$5,000		
	4	Site Clearing and Rough Grading	36,000	SF	\$ 0.60	\$ 21,600	\$15,000	\$5,000	\$1,600
	5	Selective Understory Clearing	5,000	SF	\$ 5.00	\$ 25,000	\$6,000		\$19,000
	2. Site Improvements								
	1	Site Lighting	45	EA	\$ 1,200.00	\$ 54,000		\$54,000	
	2	Asphalt Parking	620	SF	\$ 8.00	\$ 4,960		\$4,960	
	3	Wheel Stops	26	EA	\$ 150.00	\$ 3,900		\$3,900	
	4	Gravel Parking	7,200	SF	\$ 5.00	\$ 36,000		\$36,000	
	5	Misc Traffic/Parking Signs	20	EA	\$ 600.00	\$ 12,000		\$12,000	
	6	Split Rail Fencing (north side of Park Ave)	1,250	LF	\$ 5.00	\$ 6,250		\$6,250	
	7	Cantilevered Overlook	400	SF	\$ 50.00	\$ 20,000	\$20,000		
	8	Concrete Paving	1,500	SF	\$ 12.00	\$ 18,000		\$18,000	
	9	Multi-use Trail, Asphalt, 6' wide	11,760	SF	\$ 6.00	\$ 70,560	\$70,560		
	10	Crusher-fine Trail, 6' wide	1,620	SF	\$ 4.50	\$ 7,290	\$7,290		
	11	Woodchip Trail	5,904	SF	\$ 2.00	\$ 11,808			\$11,808
	12	Beach Stair Improvements: Steps and Rails	435	LF	\$ 7.00	\$ 3,045			\$3,045
	13	Pillars at Crosswalks	6	EA	\$ 1,000.00	\$ 6,000		\$6,000	
	14	Walkway Connection at Grant	1,210	SF	\$ 12.00	\$ 14,520	\$14,520		
	3. Landscaping								
	1	Shade Tree	6	EA	\$ 1,500.00	\$ 9,000			\$9,000
	2	Evergreen Tree	-	EA	\$ 800.00	\$ -			
	3	Ornamental Tree	9	EA	\$ 800.00	\$ 7,200			\$7,200
	4	Native Shrub Planting	1,600	SF	\$ 10.00	\$ 16,000			\$16,000
	5	Seed	12,100	SF	\$ 0.50	\$ 6,050		\$2,000	\$4,050
	4. Site Furnishings								
	1	Trail Interpretive Sign	4	EA	\$ 2,500.00	\$ 10,000	\$8,000		\$2,000
	2	Litter and Recycling Receptacles	5	EA	\$ 2,000.00	\$ 10,000			\$10,000
	3	Bike Racks	6	EA	\$ 500.00	\$ 3,000			\$3,000
	4	Benches	12	EA	\$ 3,500.00	\$ 42,000			\$42,000
	5	Swing Bench	2	EA	\$ 7,500.00	\$ 15,000			\$15,000
	6	Rocking Chairs	2	EA	\$ 500.00	\$ 1,000			\$1,000
						Subtotal	\$ 449,183	\$ 151,370	\$152,610
						Consulting Fee (8%)	\$ 35,935	\$ 12,110	\$ 11,976
						PREFERRED CONCEPT TOTAL	\$ 485,118	\$ 163,480	\$ 164,819
						Charlevoix 25% match minimum	\$ 121,279.41	\$ 40,869.90	\$ 41,204.70

Notes:

- (1) This cost estimate is preliminary and is for general information only.
- (2) Utility costs assume nearby supplies with capacity.
- (3) Engineering, bidding, construction administration, environmental testing and permitting are excluded from this estimate.



Sand Reed Grass



Little Bluestem



Beach Pea



Pitcher's Thistle



Marram Grass



Blueleaf Willow



Creeping Juniper



Wormwood

NATIVES	
COMMON NAME	LATIN NAME
Foredune	
Marram grass	<i>Ammophila breviligulata</i>
Sand reed grass	<i>Calamovilfa longifolia</i>
Eastern cottonwood	<i>Populus deltoides</i>
Sand cherry	<i>Prunus pumila</i>
Common milkweed	<i>Asclepias syriaca</i>
American sea-rocket	<i>Cakile edentula</i>
Harebell	<i>Campanula rotundifolia</i>
Riverbank grape	<i>Vitis riparia</i>
Transition Dune	
Little bluestem	<i>Schizachyrium scoparium</i>
Sand cress	<i>Arabisopsis lyrata</i>
Bearberry	<i>Arctostaphylos uva-ursi</i>
Wormwood	<i>Artemisia campestris</i>
Blueleaf willow	<i>Salix myricoides</i>
Summer grape	<i>Vitis aestivalis</i>
Bug-seed, tick-seed	<i>Corispermum sp.</i>
Pitcher's thistle***	<i>Cirsium pitcheri</i>
Backdune	
Red-osier dogwood	<i>Cornus sericea</i>
Canada wild rye	<i>Elymus canadensis</i>
Flowering spurge	<i>Euphorbia corollata</i>
Seaside spurge	<i>Euphorbia polygonifolia</i>
False heather	<i>Hudsonia tomentosa</i>
St. John's wort	<i>Hypericum kalmianum</i>
Ground juniper	<i>Juniperus communis</i>
Creeping juniper	<i>Juniperus horizontalis</i>
Eastern red cedar	<i>Juniperus virginiana</i>
Beach pea	<i>Lathyrus japonicus</i>
Eastern white pine	<i>Pinus strobus</i>
Plains puccoon	<i>Lithospermum carolinense</i>
American yew	<i>Taxus canadensis</i>
Hop-hornbeam	<i>Ostrya virginiana</i>
Common evening primrose	<i>Oenothera biennis</i>
American basswood	<i>Tilia americana</i>
Balsam fir	<i>Abies balsamea</i>
Red maple	<i>Acer rubrum</i>
Sugar maple	<i>Acer saccharum</i>
Inland serviceberry	<i>Amelanchier interior</i>
Smooth serviceberry	<i>Amelanchier laevis</i>
Red serviceberry	<i>Amelanchier sanguinea</i>
Serviceberry	<i>Amelanchier spicata</i>
American beech	<i>Fagus grandifolia</i>
Jack pine	<i>Pinus banksiana</i>
Red pine	<i>Pinus resinosa</i>
Northern red oak	<i>Quercus rubra</i>
Black oak	<i>Quercus velutina</i>
Horsemint	<i>Monarda punctata</i>
Alternate-leaved dogwood	<i>Cornus alternifolia</i>
Northern white cedar	<i>Thuja occidentalis</i>
Eastern hemlock	<i>Tsuga canadensis</i>
Wafer Ash	<i>Ptelea trifoliata</i>

***Endangered

APPENDIX



Lyme Grass



Babys Breath



Japanese Knotweed



Common Reed Grass

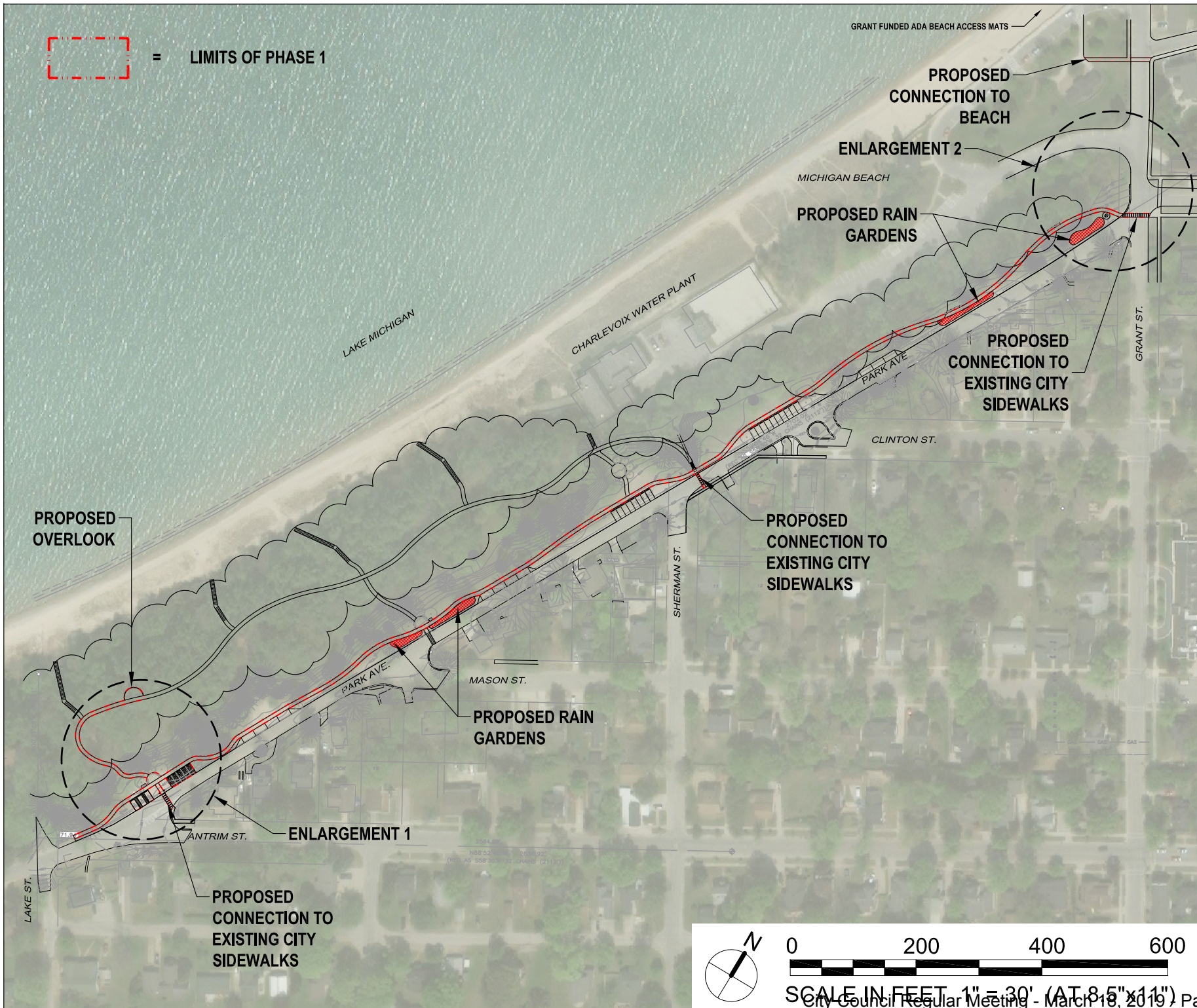
INVASIVES	
COMMON NAME	LATIN NAME
Trees	
Norway Maple	<i>Acer platanoides</i>
Tree of Heaven	<i>Ailanthus altissima</i>
Black Alder	<i>Alnus glutinosa</i>
Russian Olive	<i>Elaeagnus angustifolia</i>
Black Locust	<i>Robinia pseudoacacia</i>
Shrubs	
Japanese Barberry	<i>Berberis thunbergii</i>
Autumn Olive	<i>Elaeagnus umbellata</i>
Glossy Buckthorn	<i>Frangula alnus/Rhamnus frangula</i>
Privet	<i>Ligustrum vulgare</i>
Amur Honeysuckle	<i>Lonicera maackii</i>
Morrow's Honeysuckle	<i>Lonicera morrowii</i>
Tartarian Honeysuckle	<i>Lonicera tatarica</i>
Bell's Honeysuckle	<i>Lonicera xbella</i>
Common Buckthorn	<i>Rhamnus cathartica</i>
Black Jetbead	<i>Rhodotypos scandens</i>
Multiflora Rose	<i>Rosa multiflora</i>
Herbaceous Plants	
Garlic Mustard	<i>Alliaria petiolata</i>
Asiatic Sand Sedge	<i>Carex kobomugi</i>
Narrow-leaved Bitter-cress	<i>Cardamine impatiens</i>
Spotted Knapweed	<i>Centaurea stoebe/Centaurea maculosa</i>
Canada Thistle	<i>Cirsium arvense</i>
European Swamp Thistle	<i>Cirsium palustre</i>
Black Swallow-wort	<i>Cynanchum louiseae /Vincetoxicum nigrum</i>
Pale Swallow-wort	<i>Cynanchum rossicum /Vincetoxicum rossicum</i>
Chinese Yam	<i>Dioscorea oppositifolia</i>
Leafy Spurge	<i>Euphorbia esula</i>
Baby's Breath	<i>Gypsophila paniculata</i>
Giant Hogweed	<i>Heracleum mantegazzianum</i>
Himalayan Balsam	<i>Impatiens glandulifera</i>
Dame's Rocket	<i>Hesperis matronalis</i>
Lyme-grass	<i>Leymus arenarius</i>
Purple Loosestripe	<i>Lythrum salicaria</i>
White Sweet Clover	<i>Melilotus alba</i>
Yellow Sweet Clover	<i>Melilotus officinalis</i>
Japanese Stilt Grass	<i>Microstegium viminium</i>
Wild Parsnip	<i>Pastinaca sativa</i>
Butterbur	<i>Petasites hybridus</i>
Reed Canarygrass	<i>Phalaris arundinacea</i>
Common Reed Grass	<i>Phragmites australis</i>
Japanese Knotweed	<i>Polygonum cuspidatum</i>
Giant Knotweed	<i>Polygonum sachalinense</i>
Mile-a-minute Weed	<i>Polygonum perfoliatum</i>
Narrow-leaved Cat-tail	<i>Typha angustifolia</i>
Vines	
Oriental Bittersweet	<i>Celastrus orbiculatus</i>
Japanese Honeysuckle	<i>Lonicera japonica</i>
Kudzu	<i>Pueraria lobata</i>
Aquatic Plants	
Flowering Rush	<i>Butomus umbellatus</i>
Water-hyacinth	<i>Eichornia crassipes</i>
Hydrilla	<i>Hydrilla verticillata</i>
European Frog-bit	<i>Hydrocharis morsus-ranae</i>
Eurasian Water Milfoil	<i>Myriophyllum spicatum</i>
Curly Pondweed	<i>Potamogeton crispus</i>

Species accounts are available at www.misin.msu.edu for a number of plants that have been noted as invasive or having invasive tendencies in Michigan. Some of these are commonly recognized invasive species: Garlic Mustard, Purple Loosestripe or Phragmites. Others such as Black Jetbead, Swallow-wort, Water Hyacinth and European Frog-bit are emerging threats. Hydrilla and Mile a Minute are not yet in state but are nearby and considered particularly destructive.





= LIMITS OF PHASE 1



0 200 400 600

SCALE IN FEET, 1" = 30' (AT 8.5" x 11")

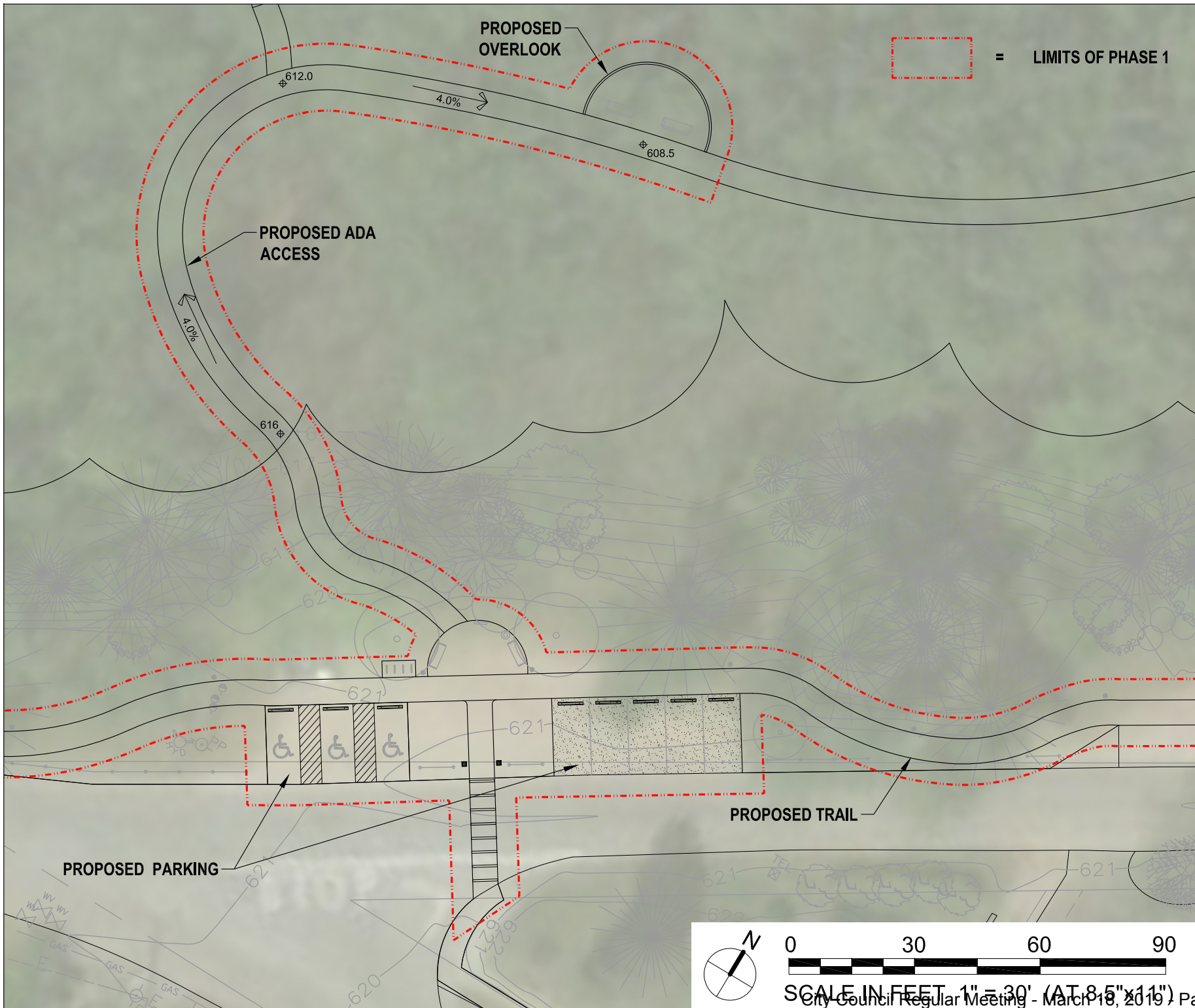
SITE OVERVIEW

APPLICANT: CITY OF CHARLEVOIX
WATERWAY: LAKE MICHIGAN
CITY: CHARLEVOIX, MICHIGAN
COUNTY: CHARLEVOIX COUNTY
DATE: 03/12/2019
DATUM: NAD83

SHEET: 1 OF 3

Edgewater
resources

118 BROAD STREET, SUITE 200
ST. JOSEPH, MI 49085
T: 269 932 4502
F: 269 932 3542



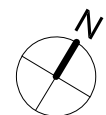
= LIMITS OF PHASE 1

PROPOSED OVERLOOK

PROPOSED ADA ACCESS

PROPOSED TRAIL

PROPOSED PARKING



SCALE IN FEET, 1" = 30' (AT 8.5" x 11")

ENLARGEMENT 1

APPLICANT: CITY OF CHARLEVOIX
 WATERWAY: LAKE MICHIGAN
 CITY: CHARLEVOIX, MICHIGAN
 COUNTY: CHARLEVOIX COUNTY
 DATE: 03/12/2019
 DATUM: NAD83

SHEET: 2 OF 3

Edgewater
resources

118 BROAD STREET, SUITE 200
 ST. JOSEPH, MI 49085
 T: 269 932 4502
 F: 269 932 3542



= LIMITS OF PHASE 1

PROPOSED RAIN
GARDEN

PROPOSED
CONNECTION
TO BEACH

EXISTING CITY
SIDEWALK

PROPOSED
CONNECTION TO
EXISTING CITY
SIDEWALKS

EXISTING CITY
SIDEWALK



0 40 80 120

SCALE IN FEET 1" = 30' (AT 8.5"x11")

ENLARGEMENT 2

APPLICANT: CITY OF CHARLEVOIX
WATERWAY: LAKE MICHIGAN
CITY: CHARLEVOIX, MICHIGAN
COUNTY: CHARLEVOIX COUNTY
DATE: 03/12/2019
DATUM: NAD83

SHEET: 3 OF 3

Edgewater
resources

118 BROAD STREET, SUITE 200
ST. JOSEPH, MI 49085
P: 269 932 4502
F: 269 932 3542

Michigan Beach Park - Upland Project Cost Estimate

PROJECT SCOPE ITEMS	Item	Description	Quantity	Unit	Unit Cost	Total Cost	Universal Design	Grant Project Scope	Additional & Future Project Scope
	<i>1. Site Preparation</i>								
	1	General Permitting	-	ALLOW	\$ 2,000.00	\$ -		\$1,500	\$3,000
	2	Mobilization	1	ALLOW	\$ 10,000.00	\$ 10,000		\$3,500	\$6,500
	3	Soil Erosion and Sedimentation Control	1	ALLOW	\$ 5,000.00	\$ 5,000		\$5,000	
	4	Site Clearing and Rough Grading	36,000	SF	\$ 0.60	\$ 21,600		\$10,000	\$11,600
	5	Topsoil, Fine Grading	-	SF	\$ 1.75	\$ -			
	6	Selective Understory Clearing	5,000	SF	\$ 5.00	\$ 25,000		\$3,000	\$22,000
	<i>2. Site Improvements</i>								
	1	Site Lighting	45	EA	\$ 1,200.00	\$ 54,000	Yes		\$54,000
	2	Asphalt Parking	700	SF	\$ 8.00	\$ 5,600	Yes	\$5,600	
	3	Wheel Stops	26	EA	\$ 150.00	\$ 3,900	Yes	\$1,200	\$2,700
	4	Gravel Parking	7,200	SF	\$ 5.00	\$ 36,000	No	\$4,225	\$31,775
	5	Misc Traffic/Parking Signs	20	EA	\$ 600.00	\$ 12,000	Yes	\$1,800	\$10,200
	6	Cantilevered Overlook	400	SF	\$ 50.00	\$ 20,000	Yes	\$20,000	
	7	Concrete Paving	1,500	SF	\$ 12.00	\$ 18,000	Yes		\$18,000
	8	Multi-use Trail, Asphalt, 6' wide	11,820	SF	\$ 6.00	\$ 70,920	Yes	\$70,920	
	9	Crusher-fine Trail, 6' wide	1,620	SF	\$ 4.50	\$ 7,290	Yes	\$7,290	
	10	Woodchip Trail	5,904	SF	\$ 2.00	\$ 11,808	No		\$11,808
	11	Beach Stair Improvements	435	LF	\$ 7.00	\$ 3,045	No		\$3,045
	12	Pillars at Crosswalks	6	EA	\$ 1,000.00	\$ 6,000	Yes		\$6,000
	13	Pavement Striping Connection @ Park Ave. (x2)	1	LS	\$ 700.00	\$ 700	Yes	\$700	
	14	Pavement Striping Connection @ Grant St.	1	LS	\$ 700.00	\$ 700	Yes	\$700	
	15	ADA Parking Pavement Striping	1	LS	\$ 1,320.00	\$ 1,320	Yes	\$1,320	
	<i>3. Landscaping</i>								
	1	Shade Tree	6	EA	\$ 1,500.00	\$ 9,000	Yes		\$9,000
	2	Evergreen Tree	6	EA	\$ 800.00	\$ 4,800	Yes		\$4,800
	3	Ornamental Tree	9	EA	\$ 800.00	\$ 7,200	Yes		\$7,200
	4	Native Shrub Planting	1,600	SF	\$ 10.00	\$ 16,000	Yes		\$16,000
	5	Rain Gardens	2,800	SF	\$ 5.00	\$ 14,000	No	\$14,000	
	6	Seed	12,100	SF	\$ 0.50	\$ 6,050	Yes		\$6,050
	<i>4. Site Furnishings</i>								
	1	Trail Interpretive Sign	5	EA	\$ 2,000.00	\$ 10,000	Yes	\$4,000	\$6,000
	2	Litter and Recycling Receptacles	5	EA	\$ 2,000.00	\$ 10,000	Yes		\$10,000
	3	Bike Racks	6	EA	\$ 500.00	\$ 3,000	Yes		\$3,000
	4	Benches	12	EA	\$ 3,500.00	\$ 42,000	Yes		\$42,000
	5	Swing Bench	2	EA	\$ 7,500.00	\$ 15,000	Yes		\$15,000
	6	Rocking Chairs	2	EA	\$ 500.00	\$ 1,000	Yes		\$1,000
					Subtotal	\$ 450,933		\$154,755	\$300,678
					Consulting Fee (8%)	\$ 36,075		\$ 12,380	\$ 24,054
					TOTAL	\$ 487,008		\$167,135	\$ 324,732
					Charlevoix 25% match minimum	\$ 121,751.91		\$ 41,783.85	

Notes:

(1) This cost estimate is preliminary and is for general information only.

(2) Utility costs assume nearby supplies with capacity.

Phase 1 and Phase 2 totals may not add up to the 'Total Cost' column, as there are some efficiencies realized when combining into a single phase.

MICHIGAN BEACH RECREATION PASSPORT GRANT



CONSTRUCTION OF PEDESTRIAN AND BICYCLE WALKWAY

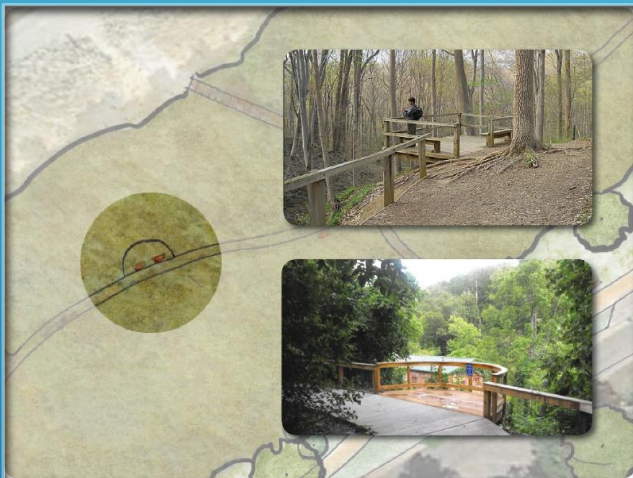


- ▶ Allows for designated pedestrian traffic
- ▶ Improved pedestrian safety along Park Ave.

DESIGNATED HANDICAP PARKING SPACE



CREATION OF AN OVERLOOK



INSTALLATION OF RAIN GARDEN



Benefits

- Treat Water Quality
- Mitigates Storm Water Run Off
- Creates Habitat and increases biodiversity

COST OF PROJECT

- ▶ Phase #1

- ▶ \$167,135

- ▶ Charlevoix 25%
Match
Minimum
\$41,783

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: USDA Grant Application

DATE: March 18, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The Beaver Island Boat Company has secured an option to purchase the former Kelsey's Restaurant on Ferry Avenue. Under the plan we've been negotiating with them for several months, the City and BIBCo will pursue the construction of a new ferry docking area in the northern portion of the parking lot for the Ferry Avenue Boat Launch and extending into Lake Charlevoix to the north of the launch ramp. Launch activities will be unaffected by this plan aside from our desire to gain funding from the Waterways Commission to rebuild the launch piers and make them permanent. BIBCo will operate from the Kelsey's property including ticketing, offices, crew lodging and waiting areas. They will construct small dock buildings in the dock area to house equipment and freight.

The current DPW building will be razed and the site redeveloped for parking. A portion of the site would be used for additional Boat Launch parking and the remainder would be used for BIBCo passenger parking. Under this scenario, BIBCo would operate a small shuttle system for their passengers and boat launch customers between this parking area and the water below. We also plan to pursue funding from MDOT for a reconstruction of Stover Road to both improve the road and to handle more traffic headed to the boat docks. Under current thinking, permitting and construction activities would occupy the next couple of years. Operations are unlikely to begin until 2021 at the earliest.

The grant proposal in front of you would, if awarded, cover costs to design and engineer the improvements discussed above. Funds would be granted to the City and administered by the Northern Lakes Economic Alliance who is preparing the application on our behalf. The funds would be used for some City projects and also BIBCo expenses. This is an excellent example of the public private partnership we have long had with BIBCo, BITA, the MEDC, and other state and federal entities. In the coming weeks, we expect to come back to Council to approve road funding grants from MDOT.

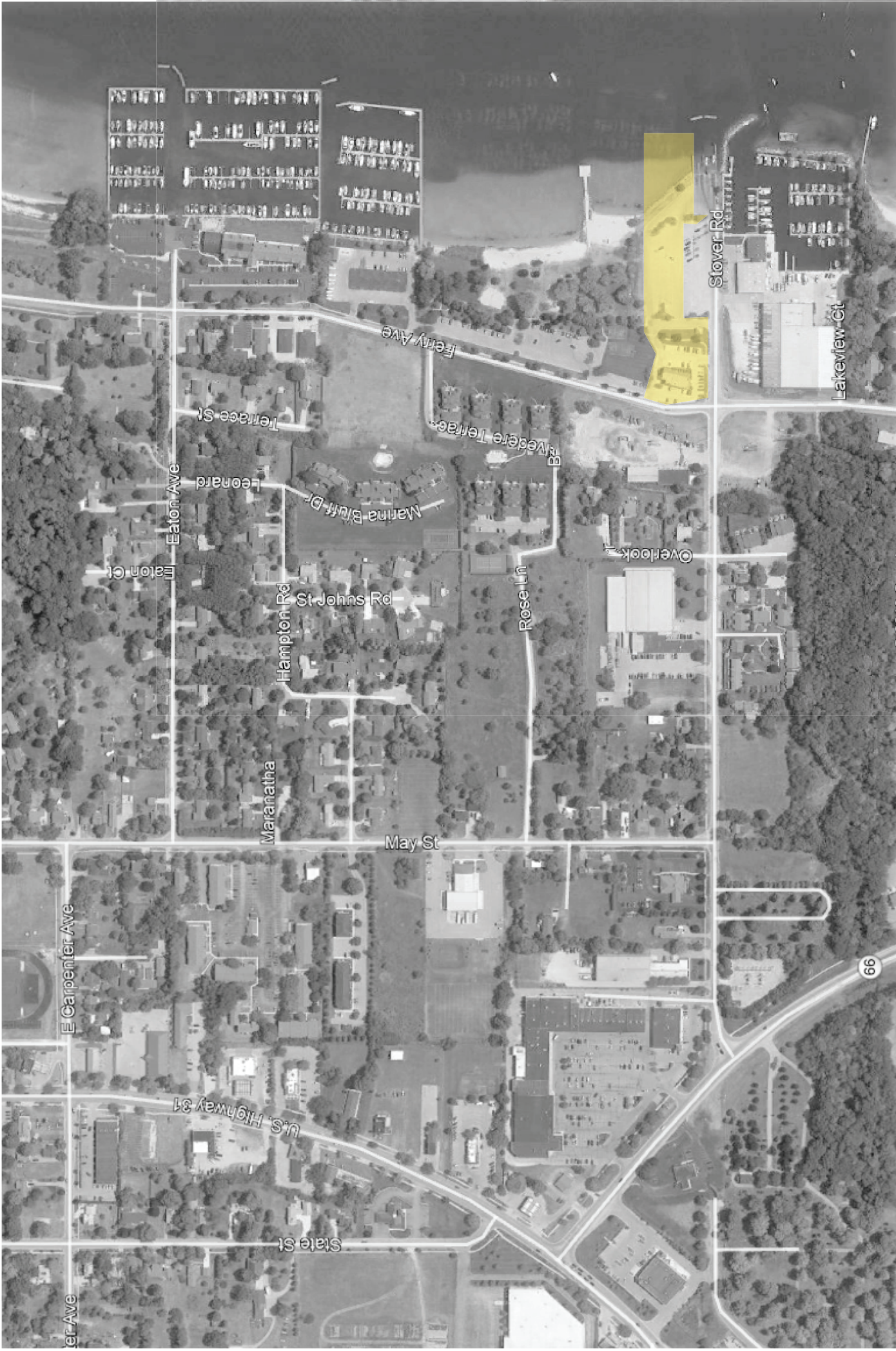
Attached, you'll find a draft site layout for the new facility and docks. This would be further refined by the planning activities included in this grant.

RECOMMENDATION:

Motion to approve Resolution 2019-03-05 in support of a \$350,000 grant application from the USDA for design of the relocation site for the Beaver Island Boat Company.

ATTACHMENTS:

- ❑ Draft BIBCO Site Layout
- ❑ Resolution



Vicinity Map - Not to Scale



Proposed Site Plan - Not to Scale

**CITY OF CHARLEVOIX
RESOLUTION NO. 2019-03-05**

A RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING, DESIGNATE AN AGENT, AND COMMIT TO SUPPORT THE DEVELOPMENT, ENGINEERING AND DESIGN OF THE RELOCATION SITE FOR THE BEAVER ISLAND BOAT COMPANY FUNDED BY THE UNITED STATES DEPARTMENT OF AGRICULTURE RURAL BUSINESS DEVELOPMENT GRANT FOR TECHNICAL ASSISTANCE.

WHEREAS, the City of Charlevoix is applying for \$350,000 in funding through USDA from the Rural Business Development Grant Program to construct site develop, engineer and design the relocation site for the Beaver Island Boat Company on the boat launch area of Stover Road; and

WHEREAS, USDA requires a formal commitment from the public agency that will be receiving these funds and will be implementing and managing this project.

NOW THEREFORE BE IT RESOLVED, the City has authorized Mark Heydlauff, City Manager, to act as agent on behalf of the City to request Rural Business Development Grant funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.

RESOLVED this 18th day of March, 2019 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Creation of Ferry Beach District Tax Capture

DATE: March 18, 2019

PRESENTED BY: Scott Howard, City Attorney

BACKGROUND:

Tax captures are a method to capture the increased value of land in a specific district for improvements made in that specific area. Tax revenue remains the same for entities levying taxes before the district is established while the natural increase in value over time is diverted for the improvements for items contained within a TIF plan. The City Attorney will discuss some options for this relative to the Ferry Beach District.

RECOMMENDATION:

Council discussion and direction

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Historical Society Sign Request

DATE: March 18, 2019

PRESENTED BY: Denise Fate, Charlevoix Historical Society President

BACKGROUND:

The Charlevoix Historical Society has been working with the Main Street Design Committee on a project to design and install interpretive historic signs to tell the story of Charlevoix's history to visitors and residents walking through downtown, along the channel and at the Train Depot. The Planning Commission approved the request at their March 11th meeting.

RECOMMENDATION:

Motion to approve signage as requested by the Historical Society.

ATTACHMENTS:

- ▣ 01 Request Letter
- ▣ 02 Sign Locations
- ▣ 03 Sample Sign
- ▣ 04 Sample Sign Content
- ▣ Lower Channel Bridges Rendering



February 28, 2019

Charlevoix City Planning Commission
City of Charlevoix

Re: Historic Interpretive Signs Project

Dear Commissioners,

The Charlevoix Historical Society has been working with the Main Street Design Committee on a project to design and install interpretive historic signs to tell the story of Charlevoix's history to visitors and residents walking through downtown, along the channel and at the Train Depot.

The proposed sign proof is in Exhibit 1. The panel is 3'x3', and the posts are 66" high. The signs are constructed mostly of aluminum and acrylic to be extremely durable. They are either one- or two-sided, depending on the orientation of the location.

The proposed seven (7) signs are designed to fit with the City's Wayfinding signs and branding, are designed by the same provider, Prolmage Design, and will be placed in strategic locations. The locations are selected along themes depicting Charlevoix's history, and are placed in high-foot traffic spots, but situated so that they do not block views of the water. (Ref. Exhibits 2 and 3) In each case, the signs will depict what would have been seen from the respective location in the 19th or early to mid-20th century.

The sign costs range from \$1,900 to \$3,100, and the total project budget is \$18,500. Funding is committed or being sought from a variety of sources, including private individuals, foundation grants and potentially service organization grants and DDA sponsorship.

All of the proposed sign locations are on public property, with the exception of #6, which is MDNR property, and the Train Depot, which is the property of the Charlevoix Historical Society. This space is open to, and very visible to, the public. Permission will be required from the MDNR.

With this letter, we are requesting approval to have these signs erected in the designated locations, which have been reviewed and accepted by the City Zoning Administrator, Jonathan Scheel, with no associated permit fees.

Sincerely,

Denise Fate, President

cc: L. Dotson
M. Heydlauff
J. Scheel



#1: Round Lake Marina north end: grassy area north of Harbor Masters office, 2-sided placed perpendicular to sidewalk.
N-facing: "Round Lake West Waterfront and East Park"
S-facing: "Round Lake Vessels and Venetian Parade"



#2: Round Lake south end: plaza above amphitheater . Two one-sided panels on one v-shaped sign with center post in back stone corner.
Left: "East Park Marina Transformation"
Right: "Round Lake From Commercial to Pleasure Boating"



#3 Bridge park, on pavers aligned with vent towers near drive overlooking harbor master office, perpendicular to Bridge St and walk. 2-sided
N-facing: "Round Lake Lumbering and Fishing"
S-facing: "Bridge Park and Bridge Street" (from 1870s)



#4: One-sided, placed in grass near walkways, N-facing towards the bridge
"Bridges & Channel"



#5 at base of Hoffmann park on channel (2-sided)
E-facing: "Pine River Channel Maritime Development"
W-facing: "Along the Channel Entertainment, Industry and Lodging"

#6 at base of stairs to Water Tower Park (2-sided):
E-facing: "Channel and Vessels"
W-facing: North and South Pier area





#7 "Train Depot and Railroad", 2-sided, in grassy area between parking areas

NORTH face

CHARLEVOIX TRAIN DEPOT

Built 1892, donated to the Charlevoix Historical Society 1992. It is a designated Charlevoix local historic district.



circa 1900-1910
The Charles T. Davis Depot was
designed by Charles T. Davis & Company
Architects, 111 N. LaSalle St. in Chicago &
the Michigan Railway. Construction
began in late May of 1902, but it was
not until the summer of 1903 that the first
train pulled into the depot. At the height
of its glory, this depot served the railway
up to Union Street around 1900.



since 1900-1910
The Lincoln Inn Hotel was built
above the depot by the Chicago and
North Michigan Railway in 1898. With
248 rooms it was the second largest
hotel in Michigan after the Grand
Hotel on Mackinac Island.
It lasted over four decades until the
Great Depression and a lack of parking
rooms caused it to come down in 1947.



Free Methylene Redefined absorbed C- & W.M. 38 in 1997. In May of 1999 animals of Free Methylene RA passed to Chemopur and Glab. Anyway The two companies merged in 1997 to become the C- & O. Over time Midlogic produced Supreme series patches, considered to be the form of their kind and time, very handled on the platform



1992
The radio report was released while in the 1990s and initial feel that way the 2018 when the Chelavets. Musical Society returned in 60 in original 1992 poster scheme. This is how it looked in 1992 when it was donated to the Chelavets. Musical Society before. Musical



since 2003

In the first few years of the 21st century, the Charlotte Area Council On the Environment's (CACE) mission was to transform a rural landscape into a formal garden using historic design principles and historic settings from area plants to name Depot.

Historic Gardens. The construction of the project was designed to maintain the curves above the depot parking



SOUTH face

THE RAILROAD BRIDGE,
THE TRAINS, AND THE NATATORIUM



circa 1900-1910
This was the view east from the old bridge, located in the middle of the upper railroad bed, to Lake Umbagog. The Depot was a sturdy structure directly across the track, on the left side of the picture.
Francis J. Ryan, ca. 1905
The bridge was removed in February 1902. The bridge was



As the name says the Inn Vöck was being built on the terrace above the Depot in indoor heated swimming



When the railroad bridge was removed to make way for the new bridge, the old bridge was sold to a private owner. The bridge was used for many years as a private residence. The bridge was eventually sold to a private owner. The bridge was eventually sold to a private owner.



1900-1910
A southbound train crosses the new railroad bridge several hundred feet south of the Depot, here showing the 1911 construction detail, yet to be released from the site. The demand



PLEASE CHECK ALL INFORMATION CAREFULLY

TRAVERSE CITY • PETOSKEY • TORCH RIVER • 231 322-8052

CLIENT:	DESCRIPTION:	APPROVED BY:	APPROVAL DATE:
Charlevoix Historical Society	Interpretive Display Signage		

Pro Image Design will make changes ONE time after production of initial concept, from that point any revisions will be billed at \$85 per hour. This preparatory /and/or art work created or furnished by PRO IMAGE DESIGN shall remain their exclusive property and no use of the same shall be made, nor ideas obtained from be used. If reproduction does occur, PRO IMAGE DESIGN expects to be reimbursed any and all costs incurred in compensation for time, materials, and effort entailed in creating these plans. – All artwork is the property of Pro Image Design • Copyright 2016





Lake Michigan Beach Area, Lighthouse & Piers

A U. S. government fish hatchery was established in Charlevoix in 1917. When it opened, this was the largest Federal hatchery in the United States. Today the building serves as the State of Michigan's Charlevoix Fisheries Research Station.



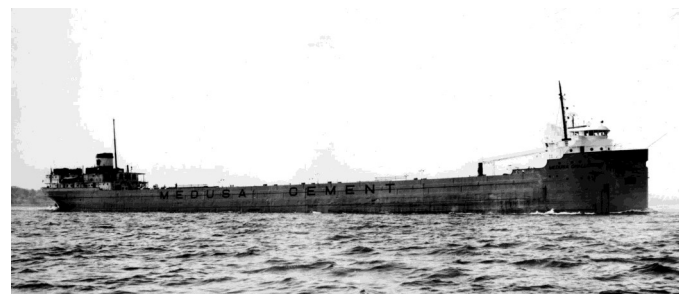
The first regulation lighthouse was built in 1885 at the end of the north pier, made of wood and painted white. An elevated wood trestle connected it to the shore. The lighthouse was moved to the south pier in 1911 and painted red. By 1948 it had deteriorated almost to the point of collapse and was replaced by the steel structure still there today.

The Life-Saving Service (later named the Coast Guard) station was commissioned here in 1900, and built in 1901 on what is now the open land adjacent to the fisheries research building. The station was a presence in Charlevoix until the Coast Guard moved across Round Lake to the entrance into Lake Charlevoix in 1962. The building was razed in 1965 and the land reverted to the city.



By the end of the 19th century, the rotted wood trestle of the north pier needed to be replaced by a metal one that ran the full length of the boulders that constituted the first two-thirds of the pier's length. After subsequent replacements came and went, the current all-concrete structure was put in place in the 1980s.

On the bluff above the Life-Saving station rose Charlevoix's first water tower in 1906. It stood well over 100 feet tall and became a mariner's landmark, seen for over twenty miles out in Lake Michigan. The tower lasted for nine decades until the badly aged structure was pulled down in 1995.

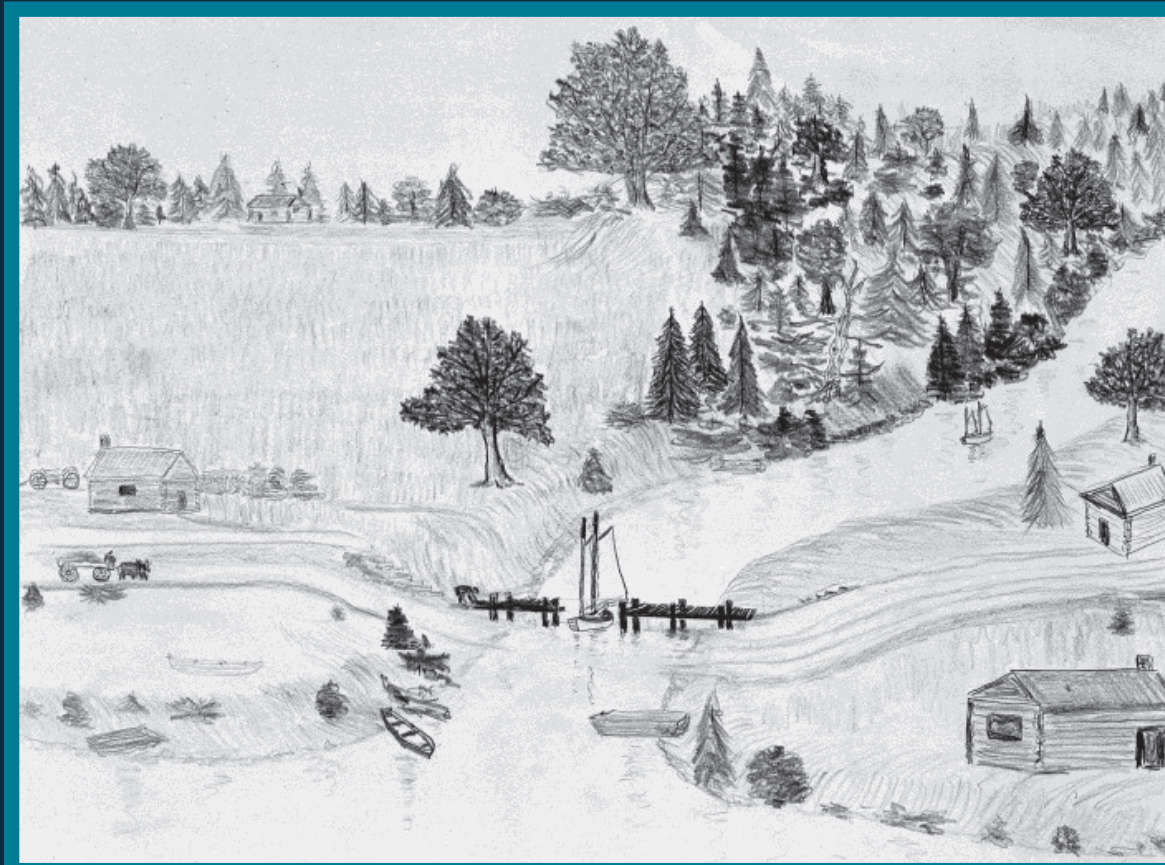


Launched in 1906, the 552-foot *Challenger* was one of the largest lake freighters ever to sail the Great Lakes. She became the official cement carrier for the Medusa Cement Company plant on South Point in 1967. The *Challenger* was decommissioned in 2013 after 107 years of service. Only the vessel's gigantic propeller remains in Charlevoix along the south channel walkway.

THE LOWER CHANNEL BRIDGES

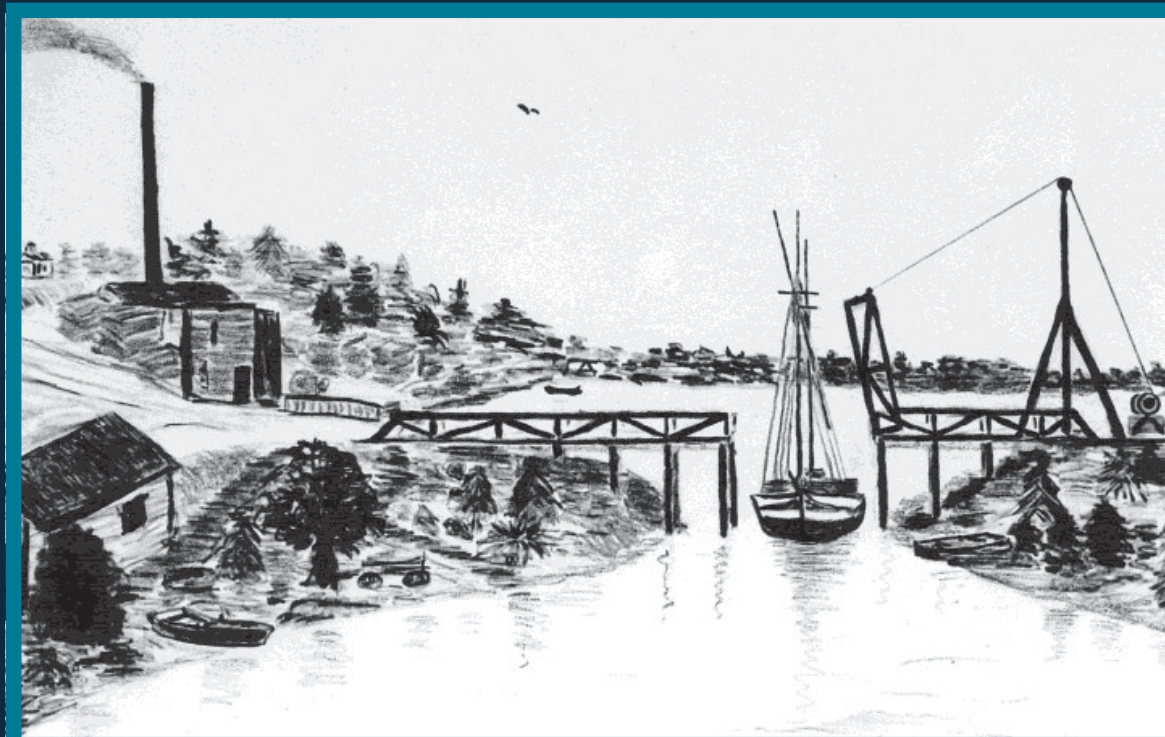
Bridge #1 1859-1864

Built wide enough for two pedestrians to pass, this wooden structure was four feet across and two feet above the water, with removable planks in the middle. If someone wasn't nearby to help, those in a boat reached up, moved the planks aside, went through, turned around, and pulled them back into place. Animal-drawn wagons passed through the shallow water beside the bridge. The road sweeping up the hill at right is today's US-31.



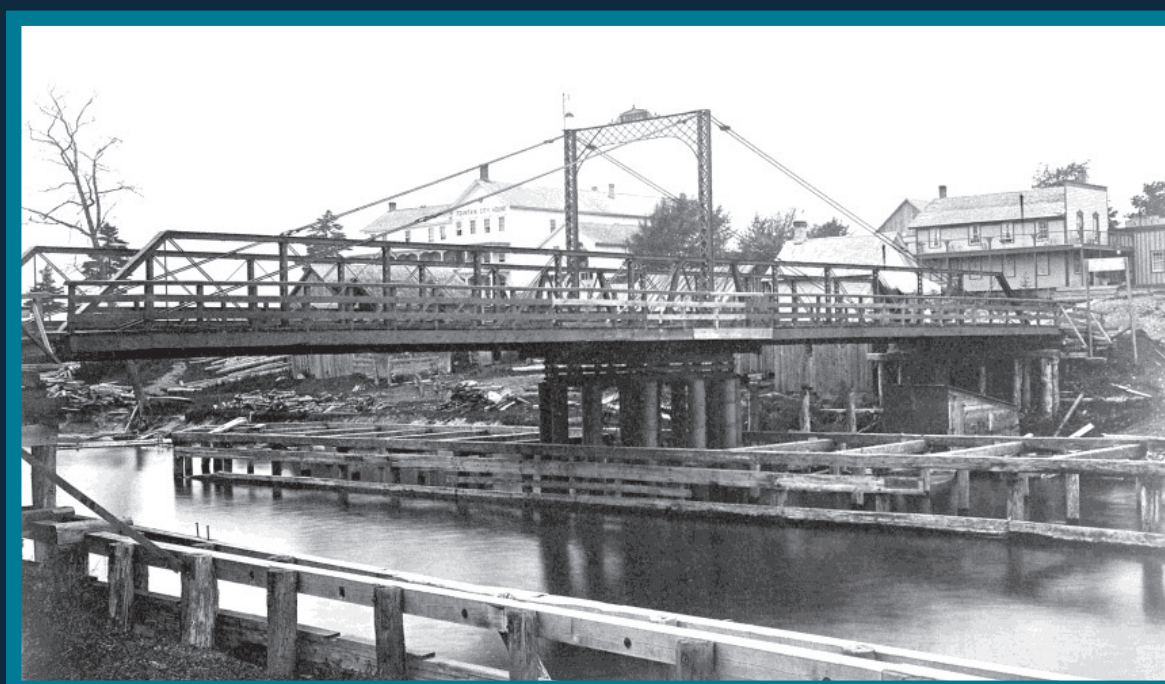
Bridge #2 1864-1877

The first drawbridge and second all-wood bridge, placed sixteen feet above the water, had only one lift (seen here) on the south bank. This changed in 1869 to two lifts, both hoisted by a rope, pulley, and manpowered winch apparatus. The two-lift bridge spanned a 24-foot draw, less than a third of today's distance. It was half-demolished by a schooner in fall of 1877, and Charlevoix was bridge-less for the next eight months.



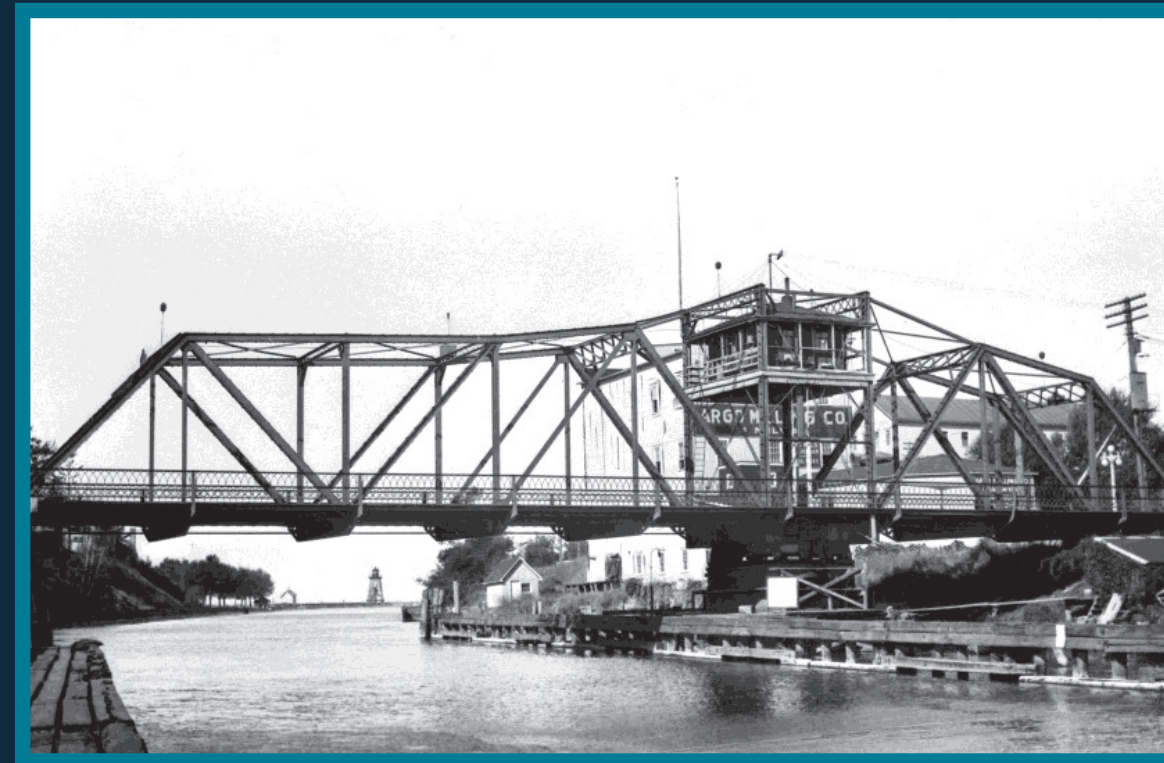
Bridge #3 1878-1901

This metal bridge with a plank roadbed, Charlevoix's first swing bridge, sat precisely in the middle of the channel and pivoted in both directions. It sat on a turntable supported by a circle of metal pilings protected by an island of wood timbers. The bridge was turned manually by means of a 16-foot long key holding a 4-foot steel peg whose tip was inserted into a hole in the roadbed above a worm-gear mechanism.



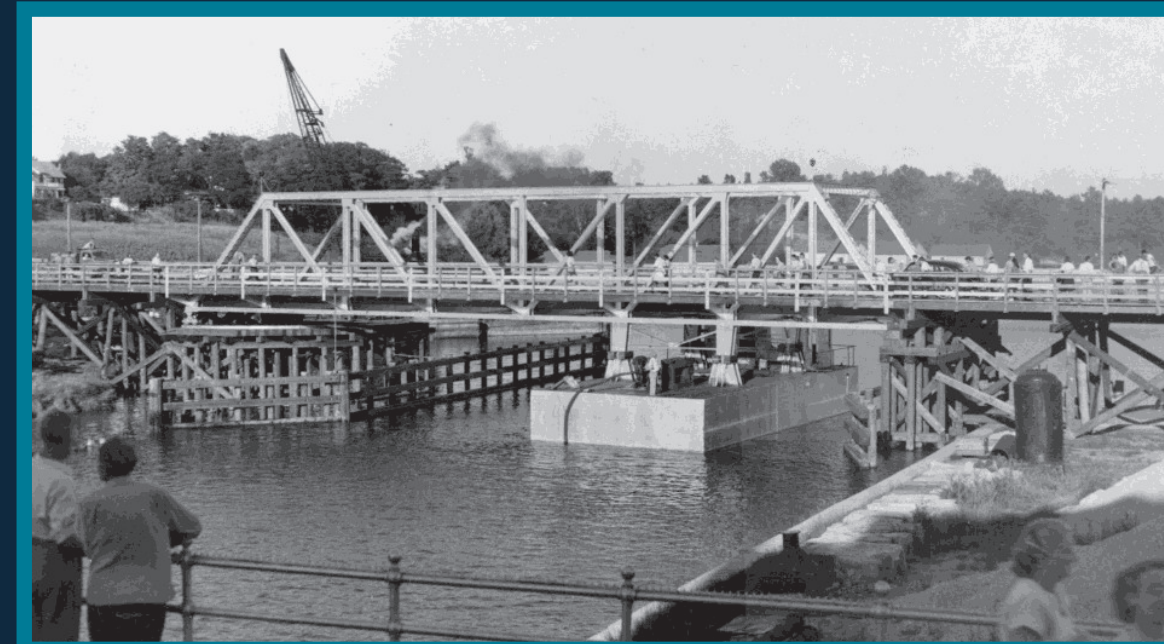
Bridge #4 1901-1947

The second swing bridge was likewise metal with a plank roadbed. A wider channel was needed to accommodate larger lake vessels, so this bold span displayed an off-center profile after the channel was widened by twenty feet. The turning mechanism was quickly converted from manual to steam power because of vastly increased demand. The bridge was scheduled for replacement in 1941, but the onset of World War II delayed that from happening by six years.



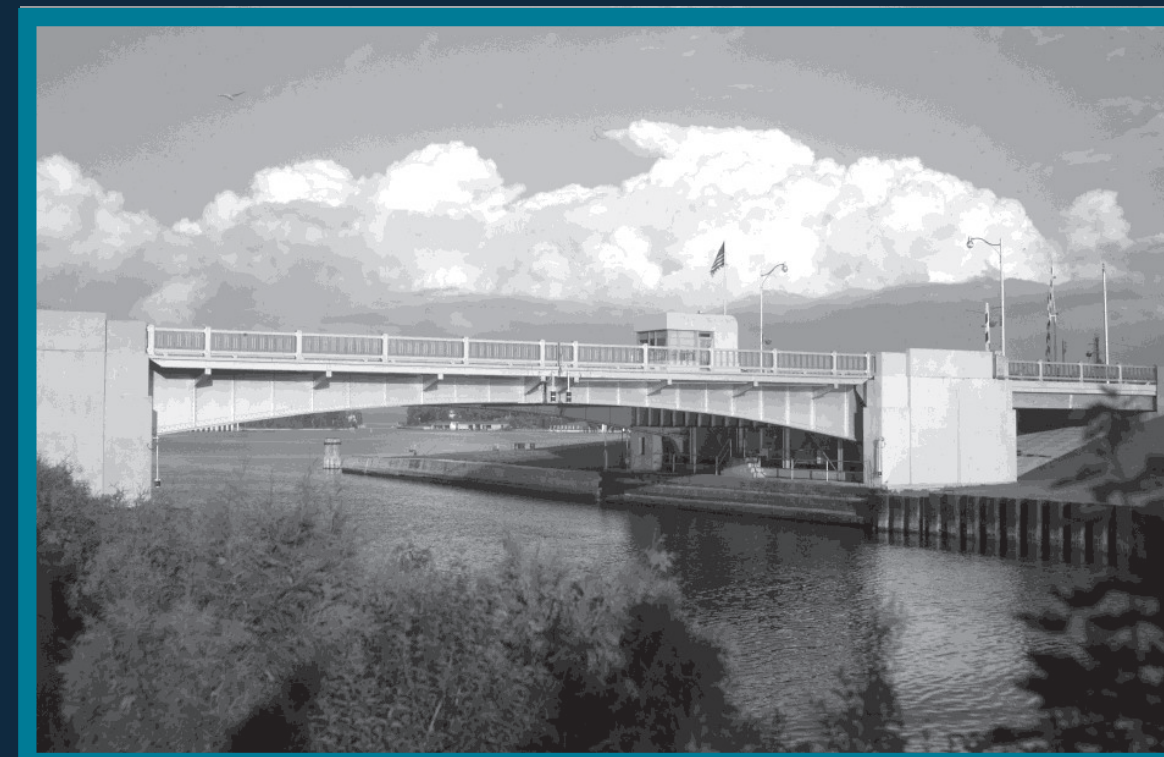
Bridge #5 1947-1949

Charlevoix's third swing bridge lasted only twenty-two months during the demolition of bridge #4 and the construction of bridge #6. This temporary structure, at the far east neck of the channel, rode on a rectangular pontoon out of which water was pumped so the bridge could rise, then the whole structure, pontoon included, swung out into Round Lake. A complete opening and closing would sometimes take up to half an hour.



Bridge #6 completed 1949

This span, called the "Memorial Bridge," was constructed for slightly under \$1 million and opened in June of 1949. A plaque mounted on the southwest concrete railing reads "Dedicated To Those Heroes of Charlevoix and Vicinity Who Made the Supreme Sacrifice in World War II." The bridge opens and closes on average just over 4000 times per year. At times, this has caused traffic to back up to the city limits on both sides of town.



CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Parking RFQ

DATE: March 18, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Attached to this report are the qualification packets we received for parking meters and related technology. We just opened these yesterday. I've asked a group of staff to review them and I'd suggest Council do so as well prior to further discussion at your March 18 meeting. The intent of an RFQ (rather than an RFP) is to focus on the qualifications of the firms rather than solely a price-based comparison. Each company or group has a little bit different technique and method for parking meters and this will allow us to dig into this in greater depth. Between now and your next meeting, I'm happy to discuss this with any of you as you may wish.

ATTACHMENTS:

- ▣ Parking Meters & Payment Solutions RFQ
- ▣ Harvey Electronics RFQ
- ▣ POM Parking RFQ
- ▣ Parksol USA RFQ
- ▣ IPS Group RFQ
- ▣ Xaqt Inc RFQ
- ▣ Traffic & Safety Control RFQ



Request for Qualifications Parking Meters and Payment Solutions

Responses due February 27, 2019

Summary

The City of Charlevoix seeks statements of qualifications from vendors who provide parking meters, pay stations, mobile payment applications, and other related service to provide comprehensive paid parking services in the community. Ultimately, the City desires to partner with one or more vendors to provide an intuitive, customer-friendly paid parking system that maximizes parking resources and will capitalize on the current best practices of parking planning.

About the community

The City of Charlevoix, Michigan is a premier Great Lakes resort destination with a year-round population of 2,600 and a much larger summer and visitor population. The community's 2 square miles are bordered by Lake Michigan and Lake Charlevoix with downtown and the City's Marina situated on Round Lake and the Pine River Channel. The City operates under the Council-Manager form of government and employs approximately 50 full-time staff and another 75 part-time and seasonal staff to deliver exceptional services to residents and visitors.

Current parking conditions

The City has a mix of on-street paid and non-paid parking, paid permit spaces, and free parking in lots in and around the downtown. Primarily, parking in this area is provided in public lots with some private lots providing free parking designated for customers. In 2018, the City conducted a parking study to help frame current and future decisions around paid-parking, the potential of a parking garage, and opportunities to improve parking conditions. Based on this study, the City is releasing this RFQ.

Currently on-street, paid-parking, is collected with mechanical meters charging 25 cents per hour. The current meters do not support mobile or card-based payments and it is not possible to easily change parking rates. 16 spaces in one parking lot are used as permit parking with permit holders paying an annual fee for the exclusive use of these spaces.

The full study conducted in 2018 is appended to this RFQ. Currently, there are roughly 450 spaces in the paid-parking area (including on-street and parking lot spaces). There is a suggestion from the report that more paid spaces should be added.

Request for Qualifications

The City seeks to have a customer-friendly, intuitive parking payment system. While currently metered paid parking is only located downtown, the City anticipates a future in which the system will be expanded to places including the airport and other facilities. In these locations, the rate and term of parking may be modified but the City wishes to engage one vendor to handle various types of paid parking. The City anticipates a combination of pay stations, meters, mobile apps and other solutions as recommended by the selected vendor(s).

The qualifications of vendors will be judged on the basis of the following items:

- User-friendliness and intuitiveness of the customer interface

- Ability of the City to manage rates, spaces, time-frames and other administrative functions
- Integration with ticketing software and ability to offer online ticket payment
- The aesthetic of the hardware to be installed
- The requirements of installation (need for power, mounting methods, etc)
- Longevity of the equipment and the degree to which the equipment has a proven quality record in cold and snowy installations
- Warranties, speed of service technicians, and ability to order replacement parts
- The integration of equipment vehicle sensing technology to automatically indicate when lots or spaces are full and also the ability to price parking on-demand; the City may choose to add these capabilities in the future
- Costs including installation, on-going maintenance, and operation
- The financing or leasing of meters including operation of meetings by the vendor under license to the City

The City recognizes that firms may offer a variety of methods and equipment to meet our parking needs. The purpose of this RFQ is for firms to offer their best solution to meet the needs we require and also to devise a system to expand the paid parking in the future if the City so desires.

Submission information

Interested firms may respond independently or partner to create a consolidated package to address the needs identified. Statements of qualification should demonstrate the firm or firm's ability to address the qualifications outlined and should not exceed 10 pages.

Sealed packages are due no later than February 27, 2019 at 1pm EST and should be addressed to:

Charlevoix City Clerk
ATTN: Parking RFQ
210 State Street
Charlevoix, MI 49720

Late, electronic, and facsimile responses and packages will not be accepted.

The City of Charlevoix reserves the right to accept or reject any and all proposals and also to request follow-up information and/or demonstrations prior to making a decision. The City would like to see installation of new meters as early as April 2019.

Method of Evaluation

The City of Charlevoix intends to award a contract based on the qualifications presented. By addressing the list of desired qualifications above, the firm(s) will demonstrate their ability to meet our parking needs. The following factors will be used to measure the abilities of the firm(s):

- Vendor Qualifications (35%)
This measures the degree to which the firm has functioned in similar communities, climates, and a mix of on-street and parking lot situations.
- User Experience (25%)

This measures the degree to which users, both customers and staff, find the user experience to be intuitive and user-friendly. This includes all aspects of the experience from administering rates, paying for parking, writing tickets, and producing parking reports.

- **Cost (20%)**
This factor includes the cost to purchase or lease equipment, the expected rate of return on this investment, and the financing options offered by the vendor(s).
- **Technological advancement (20%)**
Meters, payment methods, and all aspects of the installation should be forward thinking and expandable. Vehicle sensing technology should be compatible for future installation and meters, pay stations, and other hardware should be wirelessly connected in order to receive communication from City administration. Allow customers to pre-select spaces, reserve spaces, and similar mobile app-based features.

Further information

Questions about this request and further information about the community can be obtained from the City Manager's Office. Please email City Manager Mark Heydlauff at markh@charlevoixmi.gov or call (231) 547-3270. Firms interested in responding are obligated to seek additional information if desired; the City does not anticipate follow-up addenda to this request.



Harvey Electronics and Radio LLC Response to City of Charlevoix Request for Qualifications



CHARLEVOIX



Harvey Electronics and Radio LLC
28287 Beck Road
Unit D2
Wixom, MI 48393
Authorized contact: Jason Wiitala
jason@harveyec.com
248-308-7337



To whom it may concern

In response to your request, Harvey Electronics is pleased to submit our response for your Request for Qualifications.

We have carefully reviewed all contents of this request for qualifications and have responded with a parking solution meeting all your stated objectives. We feel we should be considered for this project as we bring a unique offering to the City of Charlevoix, most notably:

- A single head meter with the ability to operate two spaces, providing tremendous cost savings
- A Multi-space meter with the ability to operate as pay by space, pay by plate, or pay and display
- Open platform with established integrations for pay by cell, enforcement, and guidance
- Proven, risk-free investment with the largest customer base

We are proposing a hybrid solution featuring state of the art Flowbird hardware and software. The Flowbird Group has been a global leader in multi-space parking solutions for over 40 years.

Harvey Electronics and Radio LLC has carefully selected our solutions to prepare an offer for this next generation Revenue System. Our team has over 50 years of experience in the parking industry. Our technicians are factory trained and our service center is less than 3 hours away from The City of Charlevoix. We are Michigan's fastest growing parking company and have installed over 300 Flowbird multi-space meters in the past year in Michigan. Our references include the City of East Lansing, Detroit Metropolitan Airport, and the City of Grand Rapids.

On behalf of myself, Harvey Electronics and Radio LLC employees, and Flowbird, I want to express our sincere appreciation to have this opportunity to demonstrate our desire, commitment, and capability to execute this project. We are looking forward to the day we can meet with you and your team in the hopes that we are your choice based solely on our superior offering now, and for the life of this system. We believe we are the best choice for this project, and we are ready to demonstrate our parking access and revenue control system and service knowledge should you award this opportunity to Harvey Electronics and Radio LLC.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jason A. Wiitala'.

Jason A. Wiitala
Vice President



HARVEY ELECTRONICS AND RADIO LLC INFORMATION

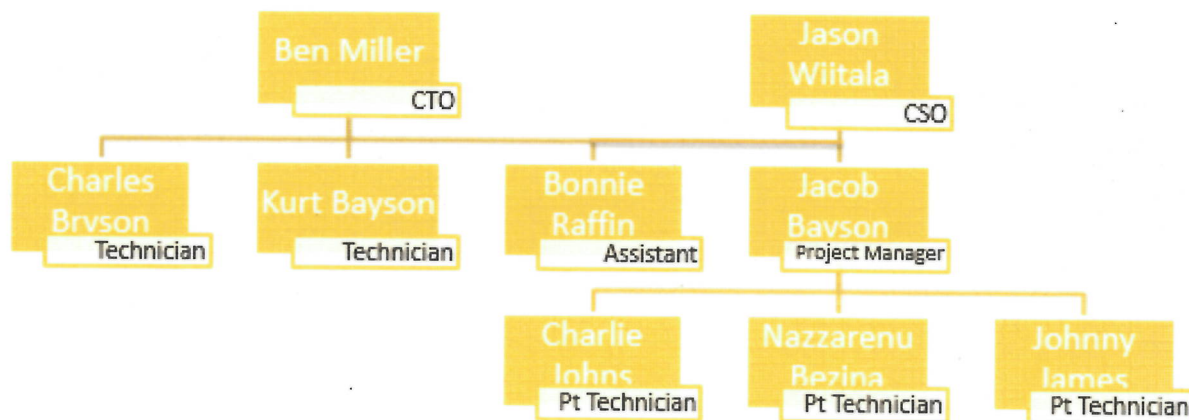
BUSINESS ORGANIZATION | PROJECT STAFFING

Harvey Electronics and Radio LLC is located at 28287 Beck Road Unit D2 Wixom, MI 48393. Our phone number is 248-477-7200. You will find us online on our website www.harveyec.com. We are a Limited Liability Corporation licensed to do business in the State of Michigan.

Jason Wiitala is the vice president and the individual authorized to correspond, negotiate, and contractually bind Harvey Electronics and Radio LLC during this RFQ process. His email address is jason@harveyec.com and his mobile phone is 248-308-7337.

Harvey Electronics and Radio LLC guarantees a phone, email or voice message reply to service calls within 30 minutes. We will be on site within 4 hours for service calls involving critical system outages. We will respond to all other service calls within one day.

Harvey Electronics has been in business since 1970 however, we have been in the parking industry since 2014. We are the authorized dealer for Flowbird and SKIDATA in the State of Michigan.



Harvey Electronics and Radio LLC References

City of East Lansing, MI
Mr. Tom Fleury
517-881-3981
tfleury@cityofeastlansing.com

City of Grand Rapids
Barbara Singleton
Parking Meter Operations Supervisor
616-456-3755
bsinglet@grand-rapids.mi.us
248-540-9690

Wayne County Airport Authority
Mr. Josh Gunn
Joshua.gunn@wcaa.us

Manufacturer Information (Flowbird)

EXPERIENCE AND BACKGROUND

Flowbird is the largest provider of on-street parking solutions in the world with systems in over 60 countries. In January 2018, Parkeon and Cale merged together to change the urban mobility landscape and reinforced its position of Global Worldwide Leader in Urban Intelligence and Mobility. Both companies have been in the parking industry for over 40 years. Cale developed its first parking terminal in 1955, while Parkeon developed its first parking terminal in the early 1970s. With more than 1,300 Flowbird employees around the globe, the company has an annual revenue of over \$300 million.

The core business for Flowbird is payment solutions – pay stations for parking, bus tickets, train tickets, parks admission – mobile apps for parking and transit – and back office analytics and reporting platforms. We design and manufacture equipment, provide Open Platform for software and back office applications, act as a global integrator in Mobility (Parking and Transit) and provide secure hosting Services. We pride ourselves on having unique core competencies in supplying solar powered open architecture devices, electronic payments and Big Data Analytics.



Focus On Innovation and Smart City Initiatives

To ensure that we are providing top of the line products and cutting-edge systems at reasonable costs for our customers, we invest over \$20 million in Research & Development each year. We have spent significant resources in developing upgradable equipment and systems to help protect our clients' investments. This investment has allowed us to be truly innovative for our clients, enabling them to meet key Smart City initiatives such as:

- **Simplify Mobility to Citizens** with Better Data Management through our Big & Open Data Suite
- **Partner with cities** to Optimize Downtown Revenue, providing secure flexible payment options and the capability to generate additional revenue through local merchant and advertising
- **Safer Communities** via messaging such as Amber Alerts on display screens throughout the City
- **Stronger Communication** with our dynamic City News and Banner Ads features
- **Sustainable Approach** through the use of solar power pay stations capable of remote rate changes to better manage traffic congestion



Trusted By The Largest Organizations Around the Globe

The core customer base of Flowbird is municipalities, transit agencies, Universities, as well as National, State, and Local Park systems. Our team team supports transit and parking solutions for major organizations across the US including:



Municipalities

Alexandria, VA
Atlanta, GA
Austin, TX
Baltimore, MD
Boston, MA
Detroit, MI
Chicago, IL
Coral Gables, FL
Fort Worth, TX
Hartford, CT
Indianapolis, IN
Las Vegas, NV
Memphis, TN
Miami, FL
Minneapolis, MN
New York, NY
Oklahoma City, OK
Philadelphia, PA
Pittsburgh, PA
Providence, RI
Sacramento, CA
San Antonio, TX
St. Louis, MO
Seattle, WA
Syracuse, NY
Tacoma, WA
Washington, DC

Transit Agencies

Community Transit (Everett, WA)
C-Tran (Vancouver, WA)
Lane Transit (Eugene, OR)
Loop Trolley (St. Louis, MO)
M1-Rail (Detroit, MI)
METRO Houston
METRO Minneapolis/St. Paul
New Jersey Transit
New York City Transit
Portland Streetcar
Sacramento RT

Universities

Clemson University
Florida International University
Harvard University
Old Dominion University
Southern Illinois University
State University of New York
Texas Tech University
University of Arkansas
University of Florida
University of Maryland
University of North Florida
University of Oklahoma
University of San Diego
University of Texas
Washington State University

References For Max Single Space Meter

Please refer to the below list of relevant Flowbird references for this project.

Reference #1 - City of Salem, OR

Sara Long, Project Manager
350 Commercial St. NE, Salem, OR 97301-3412
slong@cityofsalem.net
503-588-2065



In 2015, Cale installed CWT Pay and Display and MAX Single and Dual space solar charged meters that feature coin and credit/debit card acceptance, along with 3G communications. In total the City utilizes 72 CWT Pay Stations, 30 Dual Space MAX meters, and 12 single space MAX meters.

Reference #2 - City of St. Pete Beach, FL

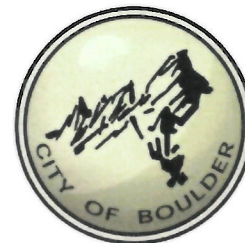
Dan O'Connor, Administrative Services Supervisor
200 76th Ave, St. Pete Beach, FL 33706
d.oconnor@stpetebeach.org
727-363-9213 or 727-542-7431



The City has been a client since 2006. The meters are solar charged and feature coin and credit card acceptance as well as 3G wireless communication. In January of 2015, the City ordered new CWT meters. The solar-charged CWT Pay by Space meters feature coin and credit/debit card acceptance. The City also added Cale's WayToPark mobile payment service in 2015 as an additional payment option that allows patrons to purchase or add time remotely from the beach or restaurants without having to return to a meter. In 2016 Installed Cale MAX single and dual space meters.

Reference #3 - City of Boulder, CO

Melissa Yates
1500 Pearl Street, Suite 302, Boulder, CO 80302
yatesm@bouldercolorado.gov
303-441-4440



Since 2006, Cale has serviced the City of Boulder by offering consultation on the location and number of meters and installing the meters to the City's prepared locations. The Cale MPC and CWT Pay and Display meters feature coin and credit card acceptance as well as MAX Single and Dual space meters. The meters are solar charged and use wireless communications. In total the City utilizes close to 200 Cale parking devices.

Cale MAX Meter

We are proposing to implement our single or double space meter called the MAX Space Meter.

Cale's MAX meter is unique in the industry. One MAX meter covers two parking spaces. This allows for a large cost savings to parking organizations who have dual space meters today. Using one meter rather than two allows the City to:

- Reduce upfront purchase cost for meters
- Reduce operating and transactional expenses
- Achieve greater efficiency relative to short-term parking regulations and enforcement
- Enhance customer accessibility as a result of multiple payment acceptance methods
- Update current parking meter technology with the latest and greatest the market has to offer



- Reduce service calls and customer complaints due to malfunctioning equipment
- Lower maintenance and repair costs
- Increase parking payment simplicity, convenience, and satisfaction

MAX features include:

- Larger Solar Panel: Capture more sun to boost uptime. Built-in overload and lightning- proof protection is included.
- Protected: Airplane strength aluminum alloy and tough polycarbonate protect against vandals and weather.
- LED Alerts: Front and rear colored LEDs indicate meter pay status and flash operational alerts from a great distance.
- Digital Alerts: Email & texts ensure rapid response to alerts.
- Remote Programming: Wireless software and configuration updates maximize uptime and revenue.
- Coin Validator: Infrared coin jam detection alerts maximize uptime.
- Power: Redundant battery and solar power systems maximize uptime and profit
- Security: ID cards provide 3 levels of access for meter configurations, service, or collections
- Communications: 3G/4g modem wireless connectivity
- 99% recyclability

The MAX meter is integrated with the CaleWebOffice for real-time reporting and remote configuration management.

Parkeon is pleased to present our Strada Pay Station and associated back-office services to the City of Charlevoix. Over 100,000 Stradas have been deployed worldwide assuring you that our system is proven to work in all climates, as well as flexible and robust to meet the demands of parking organizations large and small. Below is an overview of the Strada.

PARKEON STRADA PAY STATION

The Strada features an easy to understand user interface featuring a 4" x 2.75" monochrome display or large 7" full color display (proposed as an option). Both displays are graphical, allowing for the addition of logos and icons to easily communicate messages to the end user.

Strada can be configured for Pay & Display, Pay-by-Space or Pay-by-Plate. customizable capacitive keyboard allows you to change the parking mode by just replacing the printed overlay. There is no hardware to buy or modify if you decide to change parking modes later.

The Strada can be configured to accept coins, tokens, bills, credit cards, and smart cards. We can also provide a system for you to create validation codes that are accepted at the Strada.

Strada features a graphical printer so you can print logos, QR codes, special messages, etc. The ticket roll has a capacity of up to 6,500 tickets for coin/card machines and 4,300 tickets for coin/bill/card machines.

Two-way wireless communication is handled via a 4G modem, allowing for real-time communication of all transactions, alerts, and alarms to Smartfolio - the Parkeon back-office parking management system. Credit cards transactions are communicated wirelessly in real-time allowing for quick authorization or denial of the payment. Communication through Ethernet is an available option.





Solar Expertise

Strada is powered by battery which is trickle charged either by solar power or AC mains power. Parkeon can help you determine the best option for power management and will configure the machine to your liking. Strada was built from the ground up to operate on solar power with the major components designed specifically to draw minimal power. The solar panel needs just a few hours of exposure to ambient light so you can place the Strada in almost any outdoor location, even under trees or next to tall buildings.



Strada is protected by a highly secure locking system and robust 11-gauge steel housing. The unit has separate maintenance and collection compartments so that there is no access to cash by maintenance technicians unless they have the proper key. Strada is proven around the world to perform in all climates. The housing is powder coated to resist corrosion and all inlets are covered or angled in such a way to protect against rain, snow, dust, sand, and dirt from entering the inside cabinets.

Strada offers the following features and benefits:

- Proven to function in all climates
- Custom software designed for the needs of your operation
- Large displays – 4" x 2.75" monochrome or 7" full color display allowing for the display of logos and animations
- Weatherproof and customizable capacitive keyboard can be updated for any payment and/or parking application (e.g. Pay by Plate, Pay by Space, Pay & Display) without a hardware change
- Using advanced solar technology there is no need to hook the pay station up to AC power
- Two-way wireless communication via cellular networks – the pay station can be placed virtually anywhere
- Remote configuration management including rate changes, banking configuration, welcome screen, etc.
- Sturdy, secure engineering with special anti-vandalism, anti-theft, and anti-fraud systems deployed
- Configurable to accept a variety of payments (coins, bills, cards, NFC payments)
- Coin and bill vaults are separate from maintenance compartment
- Large coin vault capacity (up to \$800 in quarters)
- Large bill vault capacity (1,000 notes)
- "Plug and run" component design; easy to maintain
- Ability to print tickets on either standard receipt paper or on "sticky-back" paper stock with capability to print graphics/logos and QR codes
- PCI DSS Level 1 Certified On-Line Real-Time Credit Card Authorization
- EMV ready card reader

Intuitive User Interface

Strada has been carefully designed to best facilitate the end user experience. The user interface features:

- User friendly interface with a 7" full color graphic screen (optional)
- Transaction that is guided by a combination of text, icons, and animation
- Customizable capacitive keyboard designed for your operations
- Easy to identify payment inlets
- Areas for application for custom labeling

Credit Card Inlet

Coin Inlet

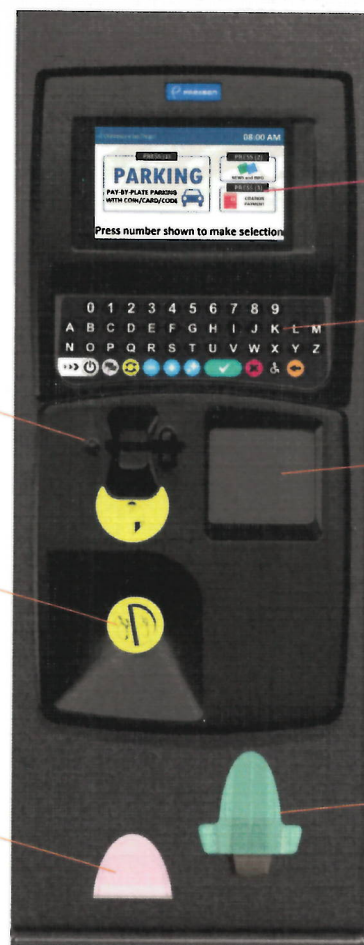
Coin Return

7" Full Color Display

Customizable Keyboard

Additional Labeling Area

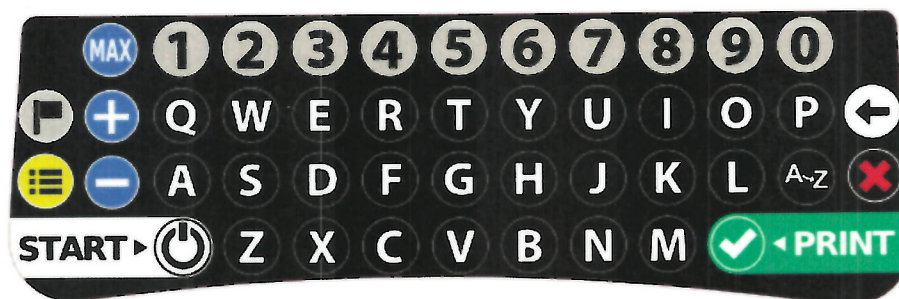
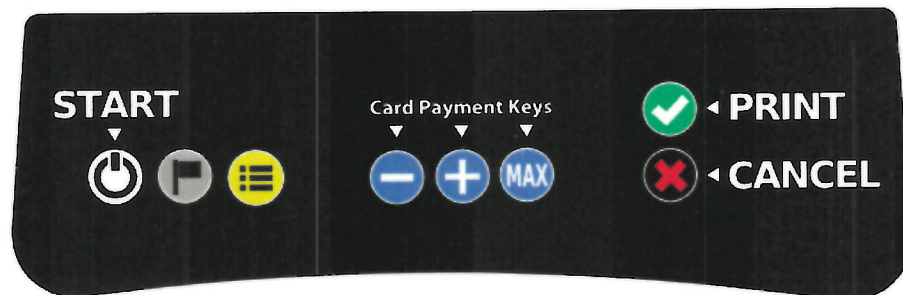
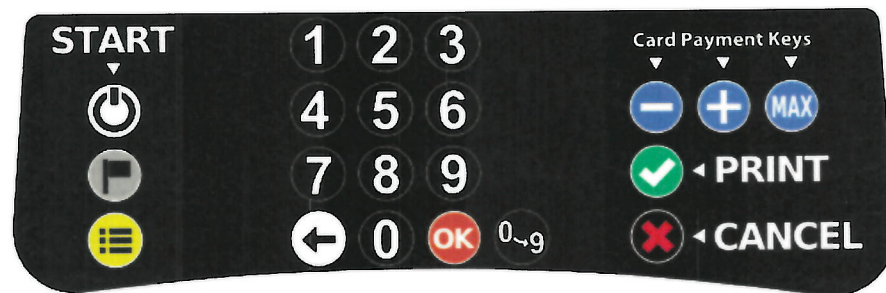
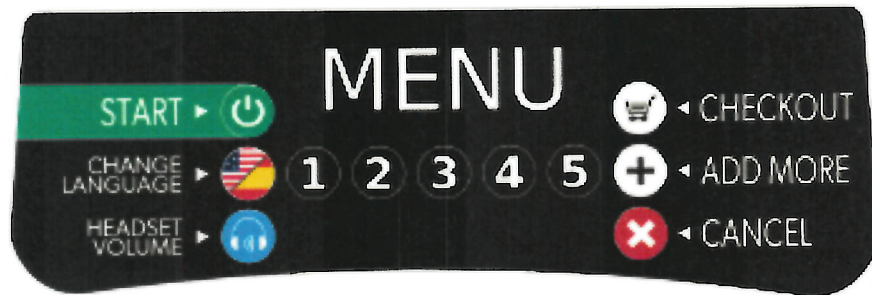
Receipt Slot



It is obviously very important that the keyboard is understandable for the end user. The Strada keyboard is simple, colorful, and customizable and we hope it met your satisfaction during the trial. If you desire to make a change to the keyboard or if you need to change payment/parking mode the overlay is replaced and new software is loaded on the pay station without having to change the entire keyboard. It's that easy! We feel this is a key distinguisher for Parkeon in Seal Beach. Should the city proceed cautiously with pay and display in lieu of starting out with pay by plate, our easy and efficient upgrade is unmatched in the market. It's as simple as new software and a new keypad overlay. No new parts required.

Examples of keyboard layouts can be found on the following page.

EXAMPLES OF CUSTOMIZABLE CAPACITIVE KEYBOARD DESIGNS



ENFORCEMENT SOLUTIONS

Enforcement is key to the success of any metered parking system. If enforcement does not happen, then users will figure out very quickly that they do not have to pay, and that they can overstay the parking limits.

For Pay & Display applications, Parkeon provides various receipt stock options, such as adhesive back tickets, to make it easy for Parking Enforcement Officers (PEOs) to quickly enforce each blockface.

For Pay by Space and Pay by Plate systems, Parkeon offers a browser based enforcement application providing



PEOs the paid/unpaid status of each space or plate number as shown below. Our applications work with any web-enabled device, even iPhones or Android devices.

Parkeon also provides an open system in order to integrate our payment data with 3rd party enforcement applications. We have successfully integrated with leading citation issuance providers such as:

- Complus Data Innovations (CDI)
- Duncan Solutions
- EDC AIMS
- Schweers
- T2 Systems
- Xerox
- Data Ticket – pending contract with the City

REFERENCES FOR STRADA

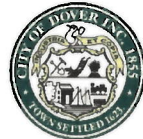
- City of Grand Rapids
Barbara Singleton
Parking Meter Operations Supervisor
616-456-3755
bsinglet@grand-rapids.mi.us
248-540-9690



- City of East Lansing, MI
Mr. Tom Fleury
517-881-3981
tfleury@cityofeastlansing.com



- City of Dover, NH
Bill Simons
Parking Manager
Dover Police Department
46 Locust Street
Dover, NH 03820
603-516-2277



Pricing

Description	Unit Cost	Monthly Fees
Strada Pal Rapide	\$7,175.00	\$55.00/machine/month
Cale Max Single Space	\$499.00	\$8.00/meter/month
Cale Max Dual Space	\$750.00	\$15.00/meter/month



Proposal To



City of
harlevoix

In response to
Request for Qualifications
Parking Meters and Payment Solutions
due February 27, 2019

 **Parktel 2.0**

by
Bobra Schultes
Technical Sales Manager



PO Box 430, Russellville, AR 72811
Ph 800-331-7275, or 479-968-2880
Fx 479-968-2840, email pom@pom.com
<http://www.pom.com>

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The University at Albany, NY



Virginia Beach, Virginia



200 South Elmira Avenue
Russellville, AR 72802
(PO Box 430, zip 72811-0430)
Toll Free in USA 800-331-7275
Ph 479-968-2880, Fx 479-968-2840
www.pom.com ~ pom@pom.com

February 22, 2019

Charlevoix City Clerk
ATTN: Parking RFQ
210 State Street
Charlevoix, MI 49720

RESPONSE TO REQUEST FOR QUALIFICATIONS, PARKING METERS AND PAYMENT SOLUTIONS

Since the invention of the parking meter in 1935, POM (descended from the original Park-O-Meter factory) has continued a proud tradition of manufacturing high quality, durable parking meters for the ever-changing worldwide parking market. POM is pleased to offer its latest technology, Parktel 2 solar smart parking meters, to The City of Charlevoix. Since your existing infrastructure of mechanical parking meters has reached its end of life, we offer complete new meters in expanded capacity housings, to fit your existing posts, with mechanisms that can meter one or two (left-right) spaces, cellular networked to MeterManager.Net cloud dashboard. The Parktel 2 includes solar panels with recharging battery and long-life backup battery; acceptance of U.S. coins and all major credit and debit cards; high-visibility/low-power display; user friendly interface; and bright RGB status lights. We feel our retro-yet-modern style meter will enhance your downtown parking areas, provide many years of dependable service, and most importantly, provide the revenue and parking turnover you need. We currently price the two-space meter same as the single-space to reduce your capital outlay and as well as the monthly connectivity fees.

We appreciate this opportunity to add The City of Charlevoix as a new POM customer. Our Statement of Qualifications follows.

Sincerely,

A handwritten signature in blue ink, reading 'Bobra Schultes'.

Bobra Schultes
Technical Sales Manager



Recipient of the
President's E-Star Award
for Continued Excellence
in Exporting



Statement of Qualifications

The Parktel 2 complete meter we offer will fit onto industry standard 2" i.d. Schedule 40 galvanized steel pipe. Attachments show the standard mounting method and post installation method we recommend. The new meters will look like this:



Single-space version close-up
<https://youtu.be/oKZnLuFW574>



Two-space version
<https://youtu.be/tAjuCdu07BY>

To further enhance your downtown, we offer the option of Victorian sleeves and bases to cover your existing posts, assuming they are the industry standard 2" i.d. Schedule 40 galvanized steel pipe with no added bars or appendages:



These meters and accessories are easily installed by city personnel with minimal factory training, so we have not included installation in the meter pricing. We recommend at least a Webex training session on the use of the MeterManager.Net cloud dashboard and basic meter maintenance functions. MeterManager.Net also has online help with a downloadable user manual that links to helpful how-to videos.

Benefits of the POM Parktel 2

POM has extensive experience with making durable parking meters with features that enhance user experience, increase revenue, make the enforcer's job easier, and enhance the streetscape. This all comes at a minimum cost to the client.

- The 2-space Parktel meters for left-right spaces will cut the cost of meter heads AND their monthly connectivity fees in half.
- Change Parktel meters from single-space to two-space or vice-versa by simple firmware download from MeterManager.Net dashboard. This firmware download occurs automatically when installing a meter out on the street to a location that has been predetermined to be single-space or two-space. Dynamic and seasonal rates are no problem for the Parktel and MeterManager.Net.
- The Parktel E-reader type display is the most low-power yet high-visibility of any other meter display on the market. In bright sunlight, it is even easier to read, and it is backlit for use in low-light conditions. In static mode, it draws no power at all.
- The Parktel 2 meters have an aesthetic, retro look that will complement any streetscape more so than any other parking meter on the market. Choose our gloss black or gunmetal gray powder paint finish, or for a slight upcharge, we can match your downtown color scheme (simply provide Pantone color number for matching).
- The zinc upper housing and dome of the Parktel 2 meter provides 4-corner locking security.
- MeterManager.Net cloud dashboard will communicate by cellular wireless with the Parktel 2 meters, allowing you to monitor status, usage, revenue, backup battery levels, and create/download your own dynamic, demand-based rate schedules.
- The Parktel solar panels, rechargeable battery, and power management chip provide for long backup battery life. This allows us to keep our modems always on standby, so all transactions are cleared quickly AND in real time. We call this "Always-On Technology", and it's how the Parktel is also able to integrate with pay-by-cell and/or sensors with little effect on battery life.
- The Parktel smart meters will accept prepaid smart cards that can be branded for The City of Charlevoix AT NO ADDITIONAL CHARGE. Prepaid smart cards have no transaction fees and are popular in many POM meter installations because of the refunding feature and the up-front card sales revenue. You may issue and reload the prepaid smart cards from our MeterManager.Net dashboard using the Mako Technologies DT-3500 USB card interface. As a no-charge option, place and designate special Parktel meters around town to act as smart card reloading stations – again just a firmware download from MeterManager.Net. The cards cost \$3.50 each for a minimum purchase of 1,000 cards, with custom branded artwork and instruction text. The prepaid smart cards could be sold to residents or to retailers to use during loading.
- Because the heavy duty Parktel meter buttons are interactive and programmable (not burned-in/limited to one function), one may be programmed to provide a small amount of free time at a single-space meter. Our two-space meter may provide free time when the user first selects the left or right parking space. Free time option is no extra charge and would be useful for your retailers' loading spaces.
- The Parktel 2 offers 512 kilobytes of reprogrammable memory.
- The Parktel 2 has three expansion ports for future operation hardware or accessories.
- The Parktel 2 coin chute has no moving parts (which can contribute to coin jamming). Instead, the chute detects backward movement of the coin and will remove the purchased time from the meter, deduct the purchase from the audit data, and create a record of the attempt.
- POM can integrate with the client's choice of Passport, Parkmobile, or MPay2Park cell phone payment that will push time onto the meters. Enforcement personnel may continue to drive by the meters and view the same status signal, no matter what payment method was used. POM will soon also offer our own mobile app that can be branded for The City of Charlevoix, with a much lower user fee than the aforementioned companies.
- Products made 100% in the USA (including circuit boards) mean high quality, fast factory turnaround, and Americans working for you.

Specifications

1. Housing

The smart meter housing shall be made of durable die-cast zinc, polyester powder painted and baked to withstand ASTM B117 1000-hr salt spray test. Colors shall be gloss black, gunmetal gray, or provide a Pantone color number for matching other colors. The two-piece design allows for easy upgrade to iron vault options. The vault door features a rear-loaded lock, heavy duty sliding steel locking plate (to prevent punching in or pulling out the lock), and the tapered base deflects upward blows to attempt forced removal from the post. The vault door “falls” open when unlocked, to reduce key wear, and it is easily removed when open and replaced without use of tools.

2. Solar, Smart Mechanism

2.1 The mechanism shall have a large 4.4”, 320x240 pixel, 50% reflective display, vertically mounted for optimum viewing in bright sunlight and from a vehicle or wheelchair. The display shall be easily read in bright sunlight, with backlighting around the display and each button for low-light conditions. Four heavy duty stainless, contextual buttons shall allow the user to pick the parking space (if a two-space meter), and payment method. The instructions shall be simple and easy to understand. The display shall be static, so it does not draw power when at rest. The buttons and display also provide interactive utility menus for set-up and maintenance.

2.2 Four large RGB LED lights shall be visible from either side of the meter, with a variety of colors that may include (but are not limited to) red for expired mode, green for paid mode, yellow for trouble, and blue for transaction in process.

2.3 The mechanism specifications, display messages, configuration for the buttons, and for the lights, may be downloaded from the wireless, web-based dashboard accessible from any computer, notepad, or smart phone with internet access.

2.4 One meter shall be configured to accept payment for one parking space, or for two (left/right) parking spaces. The meter buttons, lights, and instructions shall be configured to make choosing a space, paying, and enforcement simple and easy to follow. Reconfiguration to single or multi-spaces after installation may be accomplished from the cloud dashboard.

2.5 The solar smart meter allows users to choose from multiple payment options including as a minimum, U.S. nickels, dimes, quarters, dollar coins, and all major credit cards or debit cards. Optional payment methods include prepaid smart card, token, and specific mobile app payments (Parkmobile, Passport, MPay, or soon POM’s own mobile app), at no additional charge or hardware. Users that pay with the prepaid smart card must be able to retrieve leftover time back onto their card when they return to the meter, which will reset the time back to zero. As an additional option, meters may be programmed to provide a small amount of free time for quick stops. Payment methods shall be independent of each other to enable the user to choose another payment method if one fails; in the event of cellular interruption, coins are still accepted.

2.6 The solar smart meter is upgradeable to an EMV credit card reader.

2.7 Each meter has a large solar panel with internal, rechargeable lithium ion battery, power management chip, and lithium thionyl backup battery pack with guaranteed 1-year life (and estimated 1-2 years life, depending on usage and availability of ambient light). The solar panel is protected behind the Lexan™ dome window. If the Parktel is to be used inside a garage where solar panels are not applicable, a 110v power relay can be included for hard wire connection.

2.8 No credit card specific electronic data is stored within the parking meter. At the time of card swipe, all transactional information is immediately point-to-point encrypted (P2PE) and transmitted for processing via secure signal in real time to a PCI certified gateway provider for decryption. The fit and design of the card reader prevents skimming devices.

2.9 The meter system’s gateway provider, CreditCall/NMI, works with the client’s current credit card processor used by the acquiring bank holding their merchant account. Current processors include (but are not limited to) Heartland, First Data, FHMS, TSYS, RBS, Elavon, Fifth Third Bank, Global, Chase Paymentech, Moneris, ADS, and Mercury Payment Systems.

2.10 The coin chute has no moving parts inside and shall be able to recognize and give time for standard US coins of denominations of \$0.05, \$0.10, \$0.25 and \$1.00 coins. The coin acceptor shall be programmable to either limit or expand the types of coins accepted. The meter will cause all invalid coins, washers, gaming tokens, etc., to fall through into the inner coin box without registering. No time will be given for these fraudulent coins. A coin inserted on a string or ribbon and retrieved shall be detected, and the time removed from the meter when the

coin passes backward through the chute, which shall also log such an event for reporting. The coin acceptor shall detect metallic as well as non-metallic jams. Jam clearance shall be accomplished without special tools. Coins passing through the mechanism shall be deposited into the coin box in the meter vault when the mechanism is properly installed in the upper housing. In the event of a jam or other malfunction, the meter must notify the data dashboard in real time, create a record of such, shall show a jam icon or message on the meter display, and designated maintenance staff shall receive notification by text message, email, or both.

2.11 The following rate and operating characteristics shall apply to all meter mechanism purchased:

2.11.a The meter shall be able to operate under either a FIXED RATE (same rate all day, for select/every day(s) of the week) or MULTIPLE-RATES (varied rates throughout the day). At least 25 special event dates and rate schedules may be set up in the dashboard and downloaded to all or specified meters.

2.11.b The meter shall be able to Escrow Payments (allow a motorist to pay for parking prior to the beginning of enforcement hours, up to the maximum stay period.)

2.11.c To save backup battery life, the meter may be programmed to go OFF overnight or at other specified times.

2.11.d The meter shall be able to receive changes/updates to all rate structures, maximum stay (time limits), available payment methods, and hours of meter operations shall also be managed and updated via a web-based management system, providing remote management capability.

2.11.e The meter in the event of a coin jam will continue to allow payment via other methods. In the event of the card reader failing or internet connection going down the meter will continue to operate in a coin, token, or smart card mode. In the event that both a coin jam and card reader failure are present, the meter will display "Out of Order".

3. Wireless Data and Management System Capabilities

3.1 Each meter shall be individually capable of transmitting and receiving wireless data for the purpose of payment card processing, coin transactions, fault notifications, updates to the operating features and rate configuration of the meter.

3.2 The wireless capability will be accomplished without any additional networking equipment that would require to be installed on street poles, buildings or other locations.

Updates to the meters software, such as firmware and operating software, must be able to be performed wirelessly and not require direct interaction with each individual meter.

3.3 The meter management system shall be a completely web-based system accessible via desktop computer, laptop computer or pad, or handheld wireless device to authorized personnel. No additional software other than Google Chrome internet browser shall be required for the management system to be accessed and fully used in conjunction with the meter. This system shall be accessible to authorized users 24/7.

3.4 The meter management system shall provide reports in delimited format to include financial, technical and administrative functions via a single web-portal. No additional software will be required to access and update the meter system other the access to the meter management system.

3.5 A "test card" shall be provided for maintenance staff to determine if the credit card reader is functioning properly.

3.6 An "audit card" shall be provided for use during collections to set a cut-off for the audit table and send up the audit data wirelessly to the back-office data website.

3.7 Each meter shall make contact with the data dashboard each night to report current status and revenue intake since the last audit. This allows administration to monitor coin box capacity, power status, and address any outstanding coin chute or card reader malfunctions each morning before the influx of users.

4. Data Security Specs

4.1 Software Platform and Programming Language

MeterManager.Net cloud management software is a MySQL program residing on secure Amazon servers for POM. The Parktel smart meters are on a VPN Network, Cisco Router on Kore/Wyless side with VPC on AWS (Amazon) Side.

4.2 Protocol, Polling, Message Flow

Communication Protocol is Proprietary to POM Incorporated for security and efficiency. TCP Socket Level Binary Data is used to maximize performance and power. The smart meter devices are listening 24 hours a day, 7 days a week and respond immediately to server requests. Credit Card Transactions are pushed up to the server in real time.

4.3 Fault Tolerance/Backup Procedures

Monitoring routines are employed on Amazon Server that restarts any failed processes. Nightly backups to from Cloud Server to On Site storage are employed.

4.4 Data Security, Storage, and Retrieval

4.4.a Security features include redundant data at the meter vendor and the gateway provider hosted servers. Data is encrypted and password protected with firewall, SSL connection security, and scheduled backups.

4.4.b The gateway provider (CreditCall) utilizes end-to-end DUKPT tokenization encryption and is PCI-DSS Level 1 Compliant. Dialing out commences immediately upon choice of card payment, and no credit card or user information is stored at the meter, but rather is encrypted and sent in real time immediately after the card is swiped, to prevent unauthorized capture of the card details.

4.4.c The gateway processing network consists of at least four independent processing nodes (data centers), each capable of handling the full transaction processing load. These centers are cross-connected by high reliability, carrier-diverse links.

4.4.d All electronic data is encrypted and backed up, archived on a weekly basis to secure off-site underground storage. Specific (confidential) policies are in place to deal with the need to evacuate the head office building on a short and long term basis, to deal with eventualities such as fire, flood, theft, explosion and terrorism.

4.4.e All systems and networks are designed for reliability and resilience to enable an uptime delivery of a minimum of 99.9%. CreditCall certifies that during the past three years, the current network architecture has provided 99.996% uptime.

4.4.f CreditCall has in place DDOS (Distributed Denial of Service) protection to prevent malicious attack from bringing down the service.

4.4.g CreditCall has over 20,000 clients worldwide and works with most all processors, including but not limited to Heartland, First Data, FHMS, TSYS, RBS, Elavon, Fifth Third Bank, Global, Chase Paymentech, Moneris, ADS, and Mercury Payment Systems.

5.0 Integration Capability

The POM Parktel 2 meter is currently integrated with several pay-by-cell companies and can work with others if required by the City. Integration with sensors, enforcement, and wayfinding apps is easily accomplished through sharing of POMs API, and our "always-on technology" allows communications with these applications through our back-office communicating with the other vendors' back-offices in real time, requiring no additional hardware in the meter and with little effect on backup battery life. We recommend Streetline sensors and Passport pay-by-cell (and enforcement app) due to their experience, reputation, and most complete suite of complimentary applications.

Warranty

POM products are warranted to be free of defects in materials and workmanship for twelve consecutive months from date of delivery. This warranty excludes defects caused by acts of God, vandalism, misuse and abuse, improper or inadequate preventive or reactive maintenance per factory training and documentation, and improper or inadequate packaging for returning goods to POM for any reason. One additional year (12 consecutive months) warranty shall be available for purchase at time of initial contract at the price stated in this proposal. This warranty and the City's exclusive remedy shall be at POM's discretion upon proof satisfactory to POM and shall be in lieu of all other warranties, express or implied, with regard to fitness for particular purpose.

Service and Availability of Repair Parts

POM factory training (whether on-site or via Webex) shall enable the City streets and parking technicians to install and self-service the equipment offered in this proposal. For equipment malfunctions covered under warranty or that otherwise require factory assistance, a live customer service contact shall be available by 800 number 5 days a week, from 8AM-5PM CST. Response time

shall be immediate or may be referred for call-back within 2 hours. Email inquiries may also be sent to support@pom.com 24/7 with response time within 8 hours of initial inquiry (if copied to pom@pom.com). If meters are to be returned to the factory, POM will issue an RMA and have a courier pick up the goods. It will be the City's responsibility to package the goods in adequate, authorized packaging to avoid additional damage in shipping (which is not covered under warranty). The City should order and keep a recommended supply of spare parts to avoid downtime, and POM will reimburse any parts used for warranty repairs. Additional spare parts shall be available and in stock for shipment within 24-48 hours after receipt of order, allow additional time for painted or custom parts (i.e. locks and keys).

References

Natalie Hermann
Parking Services Supv.
City of Milwaukee
1540 W. Canal Street
Milwaukee, WI 53233
Ph 414-286-5929

Email nherma@milwaukee.gov
3-year contract for 3,500 meters awarded to POM in fall 2017,
after successful on-street trial against IPS and
Duncan\Civicsmart . Over 500 installed so far.

Sgt. Jessica Jorgenson
Minnesota State University
Public Safety Parking Office
1616 9th Avenue South
Moorhead, MN 56563 (slightly farther north than Charlevoix)
Ph 218.477.675
Email parking@mnstate.edu
15 installed since October 2015.

Scott Mercereau, Parking Services Dir.
Town of Westfield Police Dept.
425 East Broad Street
Westfield, NJ 07090
Phone (908) 370-9079
Installed 120 complete two-space and 40 single-space Parktel 2
credit card smart meters, October 2017.



Price Proposal

Description	Price Ea	Quantity	Extended
Parktel 2 solar smart meters in all-zinc, expanded capacity housings with security coin box keyed to match your existing collection equipment, powder painted gray or gloss black; <u>meter one or two (left-right) spaces at no additional charge</u> ; accept prepaid smart cards, free-time, and/or pay-by-cell app (no additional charge)	\$ 820.00	500*	\$410,000.00
Spare Parktel 2 mechanism only, recommend 1 per 100 meters purchased (other spare parts offered on next pg.)	551.00	5	2,755.00
Webex training on MeterManager.Net and meter auditing, reporting, troubleshooting; approx. 2hr session	500.00	1	500.00
SUBTOTAL, BEFORE OPTIONS			\$413,255.00
OPTIONS			
On-site training, 2 days max. duration	4,000.00	1	4,000.00
One additional year extended warranty, per meter	50.00	500	25,000.00
Victorian sleeve and base set, per post	74.00	500	37,000.00
Streetline Vehicle Detection Sensors , per space, installed (price includes all hardware and installation; warranty good for life of the contract; Parker Mobile Guidance app and ParkerMap web-based guidance incl at no extra chg)	225.00	500	112,500.00
First year advance sensor fees (covers sensor activation; analytics dashboard, management and reports; and guided enforcement) \$17 per sensor X 12 months. THIS WILL BE AN ANNUAL RECURRING FEE	204.00	500	102,000.00
TOTAL PROPOSAL, INCLUSIVE OF ALL OPTIONS			\$693,755.00

*may be reduced when utilizing some or all 2-space meters

Recurring Fees:

Billed monthly in arrears by POM:

\$5 per meter (NOT per space) covers wireless plan and back office hosting, AND
\$0.10 per settled credit card transaction (covers PCI secure gateway services)

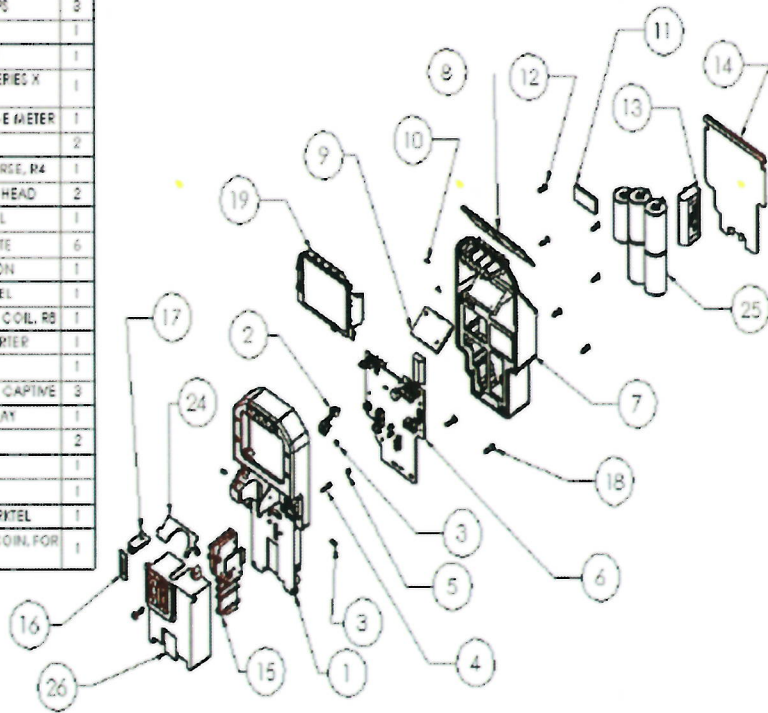
Base prices include delivery and one-year warranty on materials and workmanship. All prices are firm for one (1) year from date of this proposal and may be extended each additional year by mutual agreement at the same price or at a mutually agreed nominal price increase. TERMS Net 30 days after receipt of invoice. DELIVERY of first 200 meters 4-6 weeks after receipt of order and specifications, assumes banking activation details will be provided during this time to allow for transaction testing prior to shipping. Subsequent deliveries may vary based on volume and factory backlog, but not more than an additional week per 100 meters.

Lease/purchase financing may be arranged upon City advising POM of the quantity, options, and preferred term and payment schedule.

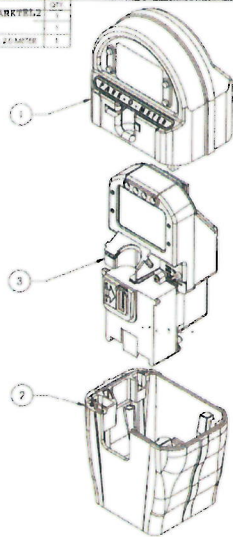
Meter Spare Parts Pricing

PART NO.	DESCRIPTION	PRICE EA
500-016	Spare Parktel 2.0 mechanism (specify single or 2-space)	\$551.00
500-011	Zinc dome assembly w/window and buttons	70.00
500-001	Main circuit board	229.49
301-016-001	Coin chute	41.00
500-022	Smart card reader head	41.70
500-002	Display daughterboard, includes display and modem	322.60
301-206	Solar panel (requires 2 per meter)	4.25
301-209	Rechargeable Lithium Ion Battery Pack	6.50
500-015	Lithium Thionyl backup battery pack 5XD cell	57.00
301-193-001	Mag stripe reader head	19.00
301-201	Antenna	11.00
500-007	Display button	.56
500-004	Battery cover	2.56
500-045	Dome window, Lexan	9.00
500-006	Dome outer housing front	25.00
500-009	Dome outer housing back	31.00
500-013	Shell front	6.42
500-014	Shell back	4.75
301-235	Audit Card (also acts as SmartLock card in SmartLock meters)	7.00
301-235	Test card	7.00
500-018	Display only, 4.4" memory LCD	67.50

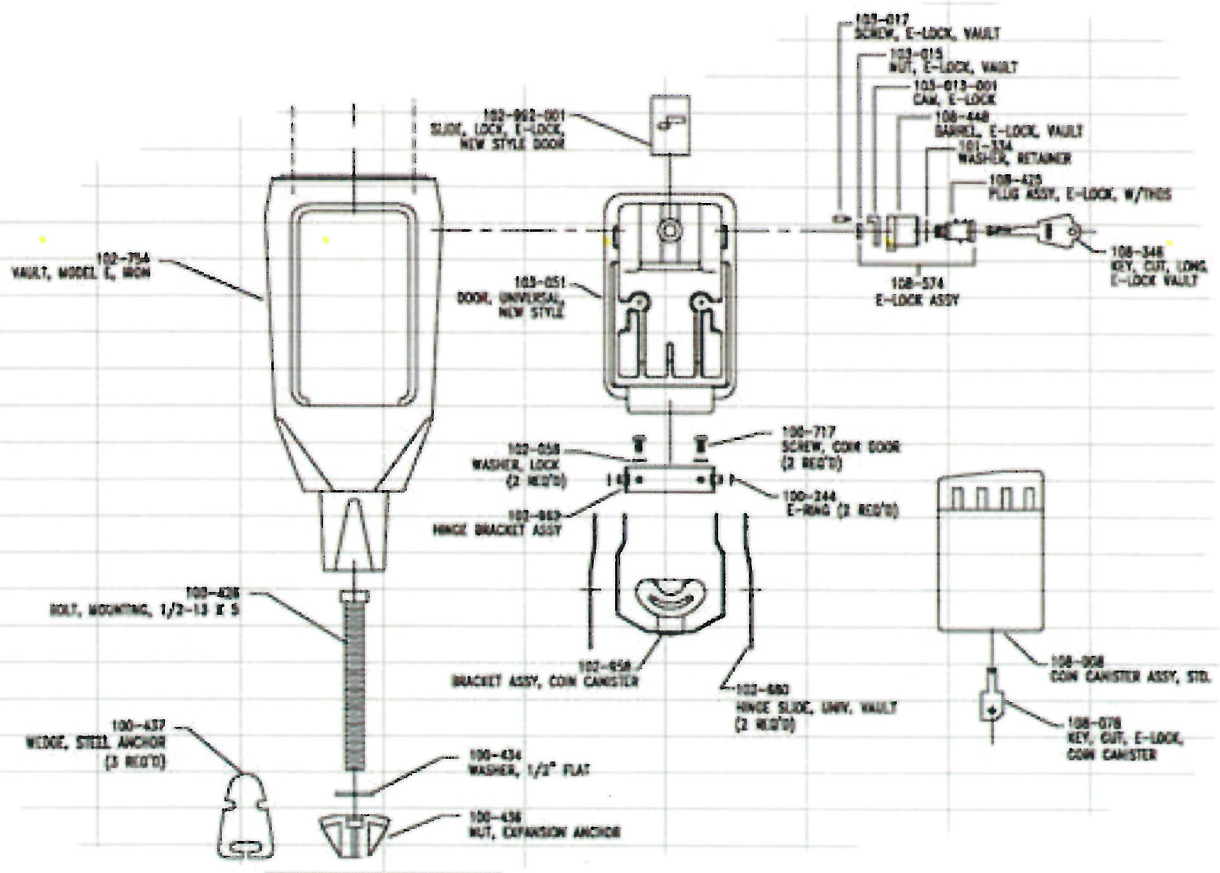
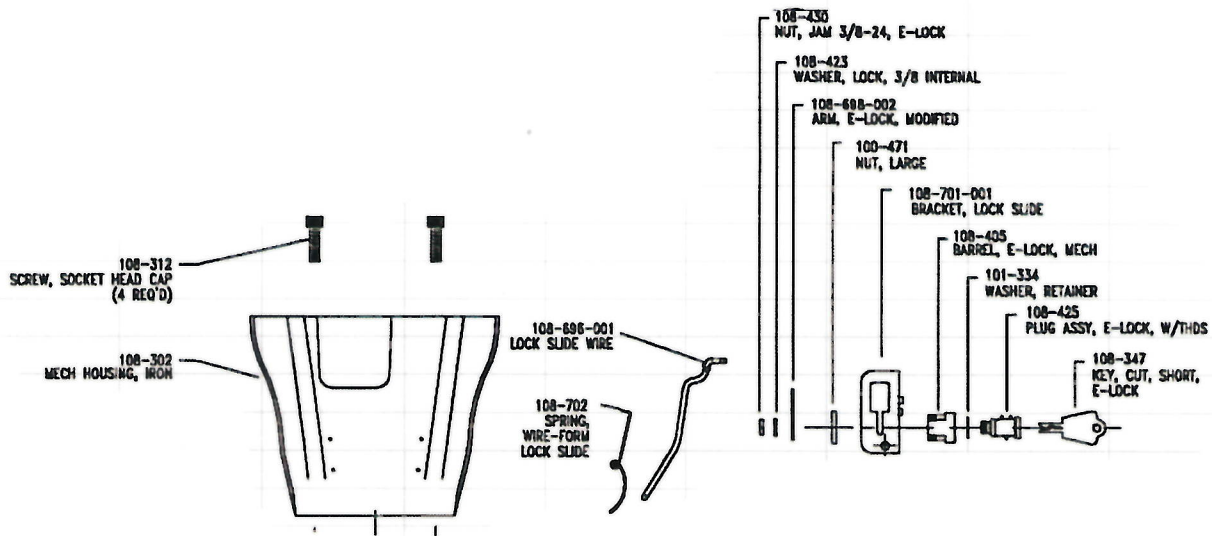
ITEM NO.	PART NUMBER	DESCRIPTION	QTY.
1	500-013	SHELL, FRONT, PARKTEL	1
2	301-193-001	READER HEAD ASSY, W/CONNECTOR	1
3	500-028	SCREW, #2 X 3/8 PHILLIPS	3
4	300-342	BUTTON, RESET	1
5	300-241	SPRING, RESET BUTTON	1
6	500-001	MAIN CIRCUIT BOARD FOR SERIES X APN-E METER	1
7	500-014	BACK SHELL FOR SERIES X APN-E METER	1
8	301-206	SOLAR PANEL, .35 W	2
9	500-022	CARD READER ASSY, APN, PURSE, #4	1
10	500-029	SCREW, #2 .56 PHILLIPS FLAT HEAD	2
11	500-023	ANTENNA, GSM, PARKTEL	1
12	300-581	SCREW, #6 X 1/2, PLASTIC	6
13	301-209	BATTERY PACK, LITHIUMION	1
14	500-004	COVER, BATTERY, PARKTEL	1
15	300-563	COIN CHUTE ASSY, APN, THREE COIL, RS	1
16	500-223	INSERT, COIN SLOT, US QUARTER	1
17	300-346	LID, COIN CHUTE	1
18	100-005-001	SCREW, 0-32 X 5/8, PAN HEAD, CAPTIVE	3
19	500-002	PCB ASSY, PARKTEL, O DISPLAY	1
20	500-032-001	CLIP, DISPLAY, SHORT	2
21	500-032-002	CLIP, DISPLAY, LONG	1
22	500-026	BRACKET, CARD	1
23	500-015	BATTERY PACK, 3.6V, D, PARKTEL	1
24	300-145-001	MECH FRAME, APN, CARD & COIN, FOR INSERT	1



ITEM NO.	DESCRIPTION	QTY.
1	DOOR ASSEMBLY, PART#102	1
2	DOOR LOCK	1
3	MECH ASSEMBLY FOR PART#1, 2.0 METER	1



Part No.	Description	Price Ea
100-426	Mounting bolt 1/2-13x5 Grade 5 h.d.	\$ 0.96
100-434	Washer, 1/2" flat	\$ 0.42
100-435	Steel wedge assy, 2" w/nut	\$ 4.00
100-436	Nut, expansion anchor	\$ 1.70
100-437	Steel wedge, 2" (3 required)	\$ 0.94
100-717	Screw, coin door bracket	\$ 0.24
102-959	Coin box bracket, lg or Magnum coin box	\$ 7.30
102-962	Hinge bracket assy	\$ 3.10
102-965-POW	Vault, E zinc, w/o door, powder painted	\$ 67.80
102-967-POW	Vault door, E zinc, powder painted gray	\$ 21.99
102-992-001	Lock slide for E-lock	\$ 3.63
102-994	Shoulder screw for E-lock in vault	\$ 0.80
103-015	Nut, E-Lock, TP Vault	\$ 1.50
103-017	Shoulder screw for E-lock in vault	\$ 1.00
103-063	Gripper wedge (3 required)	\$ 1.50
103-064	Gripper wedge assy w/nut, 2" ID pipe	\$ 6.00
103-065	Gripper wedge kit w/washer & grade 5 bolt	\$ 6.71
103-184	Plate, drain	\$ 8.25
103-310	Gasket, drain plate	\$ 0.59
108-006*	Coin box, Cyclocac, expanded, w/E-lock	\$ 50.00
108-006*	Coin box, Cyclocac, expanded, w/L series lock	\$ 50.00
108-078	E-key for collection head, specify series	\$ 12.00
108-078-001	E-key, long, steel	\$ 11.00
108-081-001	Screw	\$ 0.13
108-308-002	Lock arm, E-lock	\$ 0.48
108-316-POW	Zinc mechanism housing, powder painted gray (for EX, Changematic, Duo or E-lock)	\$ 48.60
108-346	E-key, long for vault, specify series	\$ 10.78
108-347	E-key, short for mech housing, series?	\$ 10.20
108-379	Key, collection head, Duo L-series	\$ 8.30
108-405	E-lock barrel for mech housings	\$ 3.00
108-406	Large nut	\$ 0.43
108-411	Spin shield	\$ 0.22
108-412	Fixed shield for vault	\$ 0.45
108-412-001	E-lock plug shield for vault	\$ 0.41
108-425	E-lock plug for mech housing, w/threads	\$ 12.12
108-448	Lock barrel, TP vault door	\$ 2.13
108-574	E-lock for vault doors, specify series	\$ 20.78
108-696	Lock slide, wire form	\$ 4.08
108-698-002	Lock arm, wire form	\$ 1.00
108-701	Bracket, lock slide	\$ 0.96
108-702	Lock slide spring, wire form	\$ 1.32



Features Always-On Technology
Multi-Space Capable
100% American Made
Proven Reliability
No Hidden Fees
Best Display

parktel 2.0



200 S Elmira Ave., Russellville, AR 72802
www.pom.com ~ 800-331-PARK (7275)
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100% Woman Owned



LET POM ADD CLASSIC STYLE TO YOUR DOWNTOWN...

UPGRADE YOUR PARKING METERS FROM BROKEN-DOWN EYESORES TO STATE-OF-THE ART ELECTRONICS ON DECORATIVE POLES.

EXTRUDED ALUMINUM, FLUTED POST SLEEVE IS STANDARD 42", BUT CAN BE CUSTOM CUT TO YOUR SPECIFICATIONS; INSTALLS EASILY OVER EXISTING PARKING METER POSTS. DIE-CAST ALUMINUM BASE SLIDES DOWN AROUND THE BASE OF THE SLEEVE, WITH SET SCREWS TO ADJUST AND SET THE SLEEVE HEIGHT. DURABLE POWDER PAINT FINISH IN DARK GRAY OR GLOSS BLACK, OR POM CAN MATCH YOUR STREET FURNITURE AND LIGHT POLE COLOR SCHEME. POM VINTAGE SLEEVE AND BASE ARE COMPATIBLE WITH ANY BRAND PARKING METER. IMPROVE AESTHETICS EVEN MORE BY REDUCING THE NUMBER OF POLES ON THE STREET WITH POM TWO-SPACE ELECTRONIC PARKING METERS ON VINTAGE SLEEVES AND BASES.



PO Box 430
200 SOUTH ELMIRA AVENUE
RUSSELLVILLE, AR 72811-0430
PHONE 479-968-2880
TOLL-FREE IN USA 800-331-7275
FAX 479-968-2840
EMAIL POM@POM.COM
WEBSITE WWW.POM.COM

SPECIFICATIONS

SLEEVE: SERIES 6000 OR GREATER, HARDENED EXTRUDED ALUMINUM, ALLOY #6063-T6. DIMENSIONS 3.050" X 42" (2.550" ID, 3.050" OD, OUTSIDE FLUTE RADIUS .330R, INSIDE FLUTE RADIUS .280R. WEIGHT: 4.5# MIN. SLEEVE SHOULD BE 3/16" SHORTER THAN THE ABOVE-GROUND LENGTH OF THE PARKING METER POST. IT MAY BE 1-2" SHORTER IF HEIGHT ADJUSTMENT SCREWS ARE UTILIZED. SLEEVE MAY BE TRIMMED ON-SITE USING A CHOP SAW WITH DIAMOND TIPPED CUTTING BLADE OR COMPARABLE.

DECORATIVE BASE: DIE-CAST NON-FERROUS #319S CERTIFIED ALUMINUM ALLOY. DIMENSIONS: 7.375" X 4.25" (7.375" OD, 6.625" ID, OUTSIDE FLUTE RADIUS .330R, INSIDE FLUTE RADIUS .280R. WEIGHT 3.25# MIN. INCLUDES (3) 1/4-20X3.8 STAINLESS STEEL HEIGHT ADJUSTMENT SET SCREWS.

FINISH: ELECTROSTATICALLY PAINTED WITH TGIC POLYESTER POWDER PAINT IN STANDARD DARK GRAY COLOR OR GLOSS BLACK, AND BAKED TO WITHSTAND ASTM B117 1000-HOUR SALT SPRAY TEST. OPTIONAL COLORS SHALL BE AVAILABLE.



VISIT OUR WEBSITE

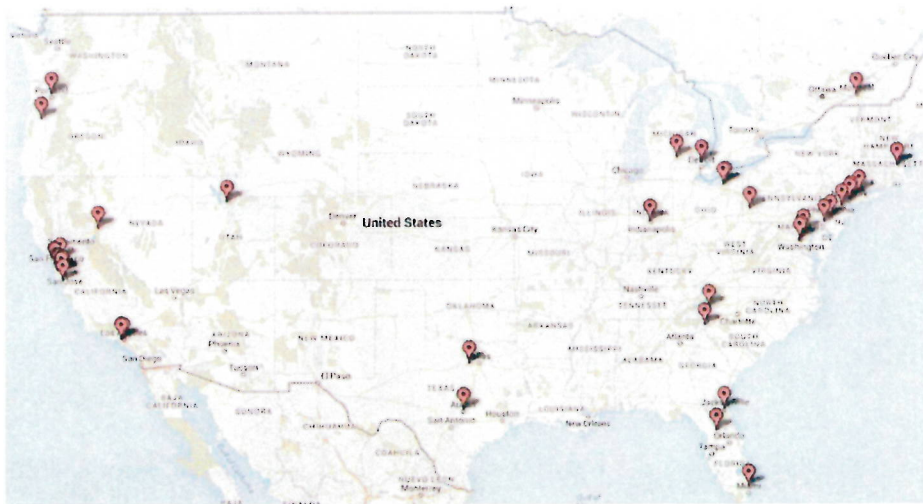
WWW.POM.COM TO VIEW ALL OUR PARKING METER PRODUCTS:

- APM ELECTRONIC PARKING METERS – SINGLE AND MULTI-SPACE
- MAGNUM VAULT
- HIGH-VISIBILITY SIGNALS
- SMARTLOCK REVENUE PROTECTION
- PARKCARD SYSTEMS
- METERMANAGER SOFTWARE AND COMMUNICATIONS
- COIN COLLECTION ACCESSORIES
- WEDGELOK POST MOUNTING SYSTEM
- POLESAVER
- AND MANY MORE!

POM PRODUCTS ARE PROUDLY MADE IN THE USA.



State-of-the-art smart parking solutions with worldwide coverage and award winning services.



Smart Parking Innovator

- 40,000+ sensors; 51 cities
- Patented sensing technology
- 99.5% system uptime – APIs & Apps
- In-house sensor w/ +95% accuracy
- In-house machine-learning engine
- Open Data Platform
- Suite of Smart Parking Services
- Comprehensive DMS portfolio

Proven Impact

INCREASED PARKING COMPLIANCE



CITY 1
Population: 30,000

INCREASED ENFORCEMENT PRODUCTIVITY



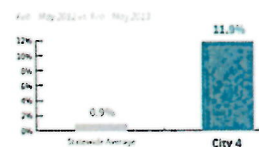
CITY 2
Population: 3.8 million

3.6X INCREASE IN TURNOVER



CITY 3
Population: 800,000

INCREASED MERCHANT REVENUE



CITY 4
Population: 65,000

REDUCED GREENHOUSE EMISSION

↓ 3,142,843 LBS.



For every 100,000
Parker Users annually

40,000 spaces*

Generating continuous real-time occupancy insights

500 Million Parking Events

Collected globally across 51+ deployments

10 YEARS

Smart Parking Guidance & Analytics Expertise

Notes: (*) Streetline also provides real-time and static guidance to off-street locations across 10+ Cities and Universities



Streetline

The Parking Innovator

Streetline is a leader in the Smart Parking industry that has amassed 10 years of expertise and experience in providing a fully integrated end-to-end Smart Parking solution to solve the parking problem in cities.

Combining our patented sensing technology and our in-house machine-learning engine, we have developed a Smart Parking Solutions Portfolio that provides comprehensive, accurate and actionable parking data using *only a single sensor per blockface*.

Our solution includes 24/7 parking occupancy detection, policy management, and on-demand access to parking analytics to effectively facilitate sophisticated analyses, planning and implementation of custom Smart Parking Programs.

Company Overview

Founded in 2006, acquired by Kapsch TrafficCom AG in 2015

Headquarters: San Mateo, CA

Notable Achievements:

- Experience with 50+ deployments
- 40,000+ covered spaces
- Patented sensing technology
- NEW! Hybrid Data Platform

Website: www.streetline.com

Smart Parking for Smart Cities

INCREASED PARKING COMPLIANCE



CITY 1
Population: 30,000

INCREASED ENFORCEMENT PRODUCTIVITY



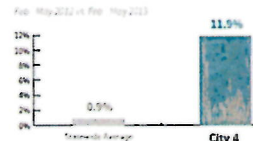
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Population: 65,000

REDUCED GREENHOUSE EMISSION



For every 100,000
Parker Users annually





Streetline

The Global Leader



Smart Parking Innovator

Streetline is a leader in the Smart Parking industry that has amassed 10 years of expertise and experience in providing a fully integrated end-to-end Smart Parking solution to solve your parking problem.

Combining our patented sensing technology and half a billion collected parking events into our in-house machine-learning engine, we have developed a Smart Parking Solutions Portfolio that provides comprehensive, accurate and actionable parking data to empower you with a city-wide view of curbside occupancy demand and motorists with real-time, city-wide guidance to available parking spaces.

Our solution includes parking occupancy detection, 24/7 curbside occupancy monitoring and parking policy and demand analytics for cities to effectively facilitate sophisticated analyses, planning and implementation of a custom Smart Parking Program to achieve your city's goals.



40,000 spaces*

Generating continuous real-time occupancy insights

500 Million Parking Events

Collected globally across 51+ deployments

10 YEARS

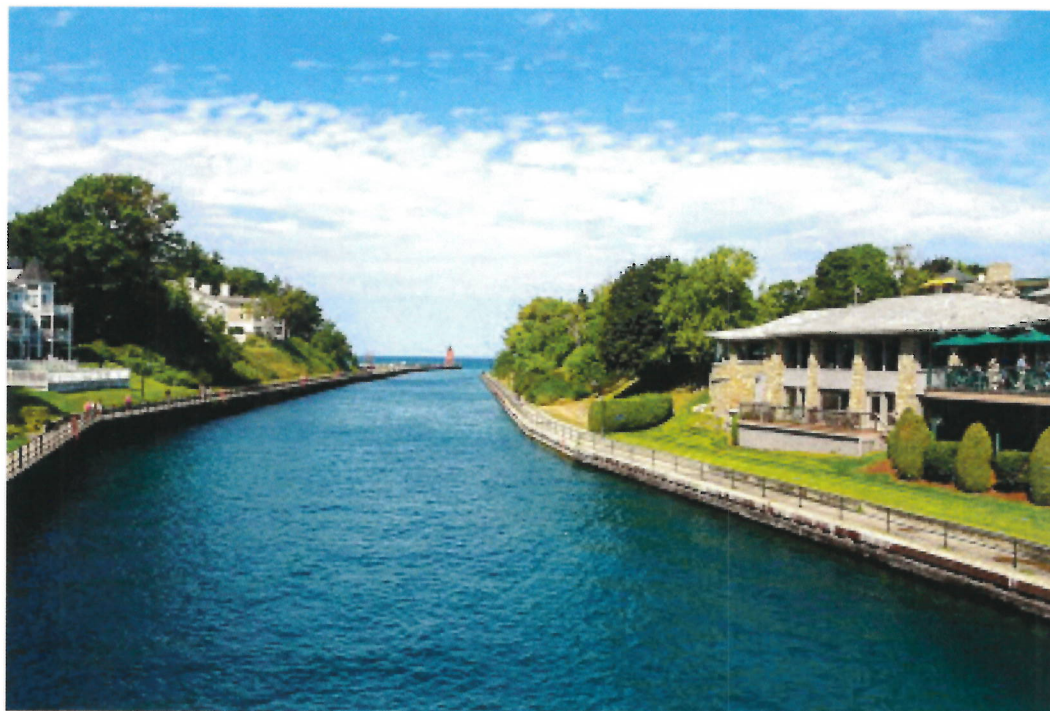
Smart Parking Guidance & Analytics Expertise

Notes: () Streetline also provides real-time and static guidance to off-street locations across 10+ Cities and Universities*



CITY OF
CHARLEVOIX

Request for Qualifications Parking Meters and Payment Solutions



Omer Shloush, CEO ParkSol USA
Cell 480.231.6601 Office 1(800) 460 6889
oshloush@parksolusa.com
7360 E ACOMA DR, SCOTTSDALE, AZ, 85253, USA



GLOBAL PARKING SYSTEM, INC.
World Class Parking at Each and Every Location



Parksol U.S.A.

Parksol USA

Parksol USA provides automated parking solution for on-street parking, parking garages and open parking lots. Parksol-EU has over 15 years experience in parking technology, and installed parking solutions in over 60 countries representing over 200,000 parking spaces. We specialize in government and state/city parking and parking structures (e.g. airports, universities, shopping centers, hospitals, etc.). We provide comprehensive software and smart device monitoring solutions.

Parking guidance systems is an emerging industry in the United States, responding to needs such as attracting customers, providing superior customer experience, diminishing revenues and margins, combined with scarcity of parking spaces and garages and the high costs associated with adding new garages or lots. These needs require novel solutions.

Many parking owners identify the technology as an enabler to increase their revenues and profits. revenue control can be more automated with advanced technology, and by adding parking guiding system to the revenue control, Cities and owners can maximize revenue and profits.

Parking guidance system is a mature market in Europe. Parksol U.S.A. combines the best of both worlds – we bring the European experience, business savvy and lessons learned along with our experience and understanding of the American market, U.S. government work and the construction aspect of parking garage and system installations.

For this project parksolusa/Global Parking and ACE Parking will bring over 60 years of creative and cutting edge technologies and project operations expertise as a collaborative partnership. Together our experiences, operational expertise and technologies will provide a world class customer service experience for the residents and visitors to Charlevoix.

Meet Our Managing Partners

Global Parking System, Inc

Global Parking System (GPS), Inc. was formed in 1999 and is 100% owned by Hal W. Darring, President and CEO with Paul Collier, Vice President. GPS has over 20 years of premium valet parking service, customer service, frequent parker programs, maintenance, garage operations, shuttle lot service, curb side service, transition team and consulting; more recently for the Indianapolis International Airport and Syracuse John Hancock International Airport. **GPS is 51% majority owner of a 50-year meter contract with the City of Indianapolis.** GPS conducts annual parking and event contracts with the CIB (Capital Improvement Board) of Indianapolis. In addition, GPS is a partnership Owner of Parksol-USA, a parking technologies company offering unmatched technology in parking automation, LPR/LPI systems, cameras, on-line reservation, guidance systems and support. Our premium valet parking Services, garage operations, meter operations and shuttle/cashier services have generated over \$104 million in revenue with an **avg. yearly increase of 17%**. Our Ancillary Special Services have generated over \$640,000 in revenue with an **avg. yearly increase of 35%**. GPS operates with tested operational protocols, financial accountability, flexibility and daily auditing communication. **We conduct background screens, implement employee customer service training and employee qualified staffing with an unmatched turnover rate of less than 1%.**

Ace Parking

Ace Parking is **one of the largest privately-owned** parking companies in the United States, we believe we are best suited to provide parking meter operations and equipment in response to your RFQ because of our proven system of success that our clients value. After 62 years, we can confidently say that we consistently increase our clients' customer service levels. Ace Parking with Global Parking System along with the technology background of Parksol-USA, will demonstrate our ability to provide service, installation, operations oversight and cutting edge technology above the competition including the following:

- Extensive experience in operating on-street enforcement;
- Organization depth and management capabilities;
- Financial capacity;
- Community involvement

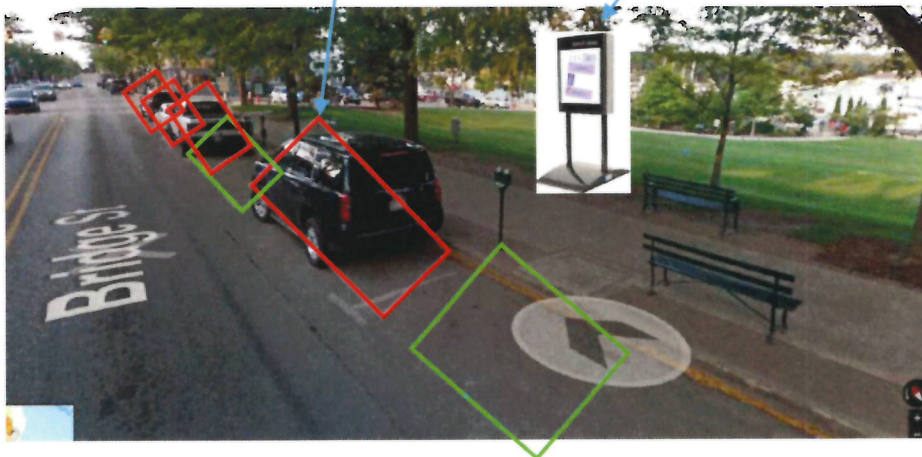
We have built a reputation for providing innovative, effective operations and systems for the parking needs of our clients and their customers. Ace does not have layers of management to go through. At any given moment, our clients have direct access to our top executives and will see them on a regular basis onsite, monitoring the operation. We also have the financial strength, expertise and operational ability of the large national parking operators, but are able to deliver our services with a small company feel, a sense of urgency, and the highest levels of service, client and customer commitment.

Automated On Street Parking Solution

- With our automated on street solution monitoring parking spaces, enforcing and find parking spaces using our on street cameras, smartphones and pay-on-foot station will enhance customer service and efficiency to the city.
- Users can easily find a parking space and pay for parking on a phone app.
- Users that will not use the app can pay for parking at a pay by foot station which will be installed in close proximity of where they parked.
- 100% enforcement is available to the city by sending parking violations to residence physical addresses and or notifying the violation in real time to the enforcer which easily will find the location of the violator using his smartphone.
- The system will be used for surveillance as well and by inserting license plate number by the authority a video of the incident could be playback.

Monitoring of parking spaces with LPR

Pay-on-foot station with LPR





CITY OF
CHARLEVOIX



TOUCH SCREEN OUTDOOR LCD KIOSK DISPLAY

LCD Sizes is 52" and will display parking maps information and any other City messages in real-time , the interactive function will allow clients to enter the license plate number then pay for their parking fees, find their car or contact the help center. there's an option to add a physical payment by credit card.

The LCD vandal resistant and displays
Brightness of up to 4,000 Nits.
IP65 rated displays are Strong, Sturdy, Weather
Resistant, Dust Proof and designed to operate 24/7.



CITY OF
CHARLEVOIX

Interactive license plate recognition (ILPR)

Our interactive license plate recognition (ILPR) system will follow the vehicles from one frame to the next, it will provide 96% detection of LPR rating , 100% surveillance on vehicle in motion and at rest. this will be our perfect solution for parallel parking..

Our occupancy monitoring is at 99% when vehicle is at rest

LP = License plate #



GLOBAL PARKING SYSTEM, INC.
World Class Parking at Each and Every Location

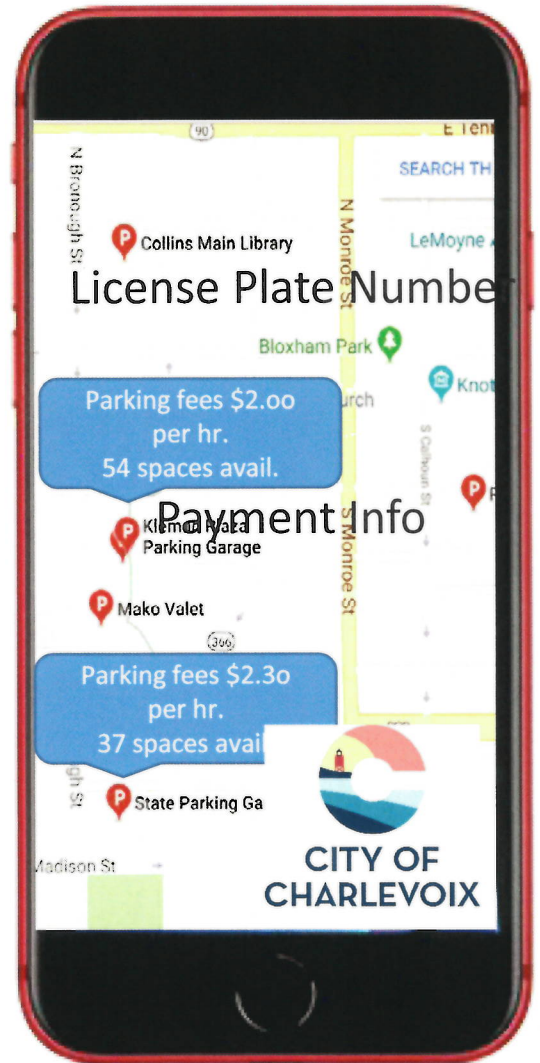


Charlevoix, MI parking app

Using the phone app will allow clients to make payments and find their car by providing their license plate number. The phone app is a “skeleton app” and all graphics will be customized for The City of Charlevoix.

Operators will use phone app that will allow them to view in real time the location of specific parking space in violation and issue physical citation ticket. There will be no need for operators to physically search for violations.

Operators will have real-time inventory status and will receive notifications from the system regarding parking issues.



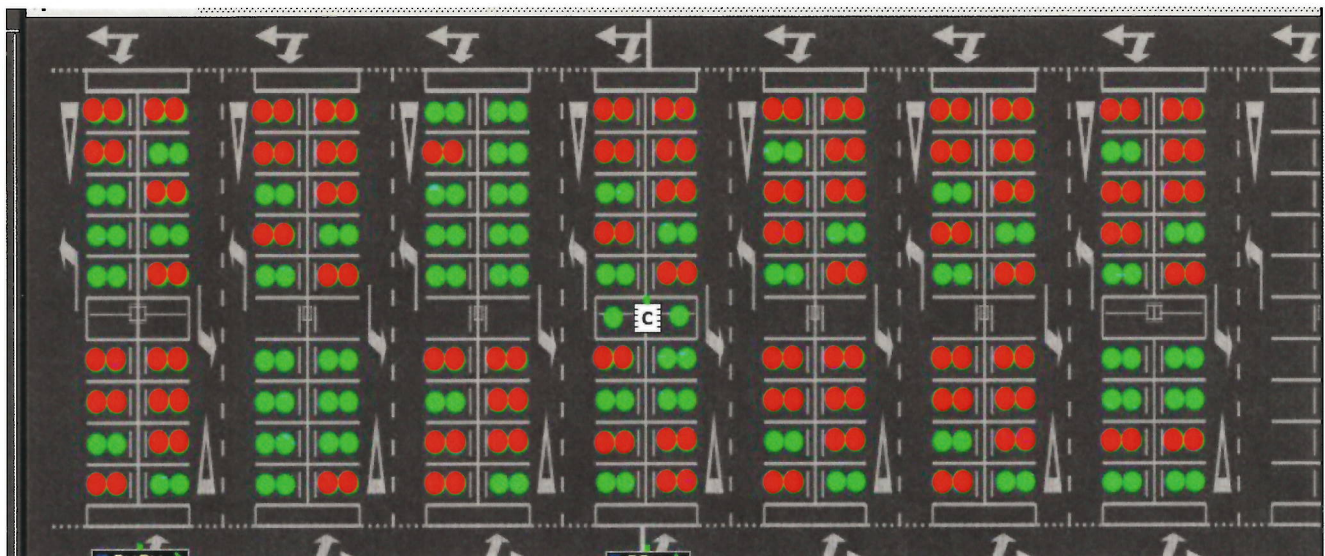
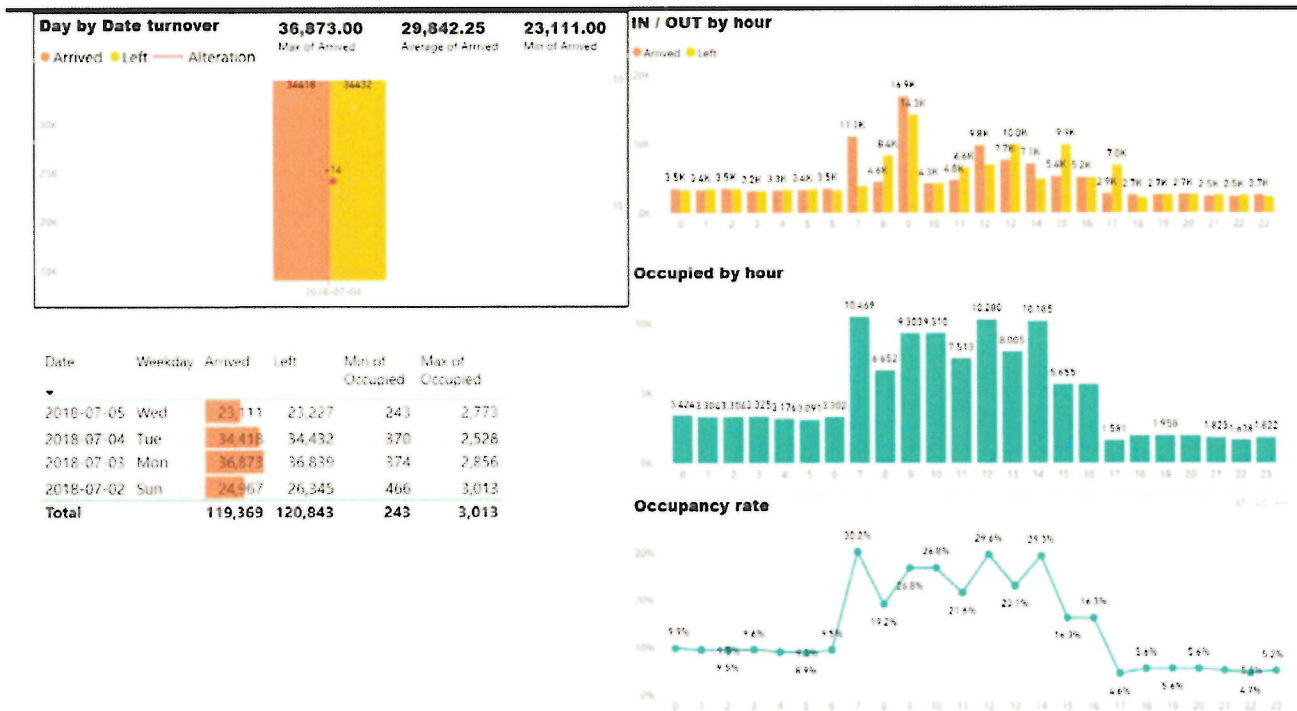
Closed-circuit television (CCTV),

Our system also provides CCTV security with recording capabilities and live streams to law enforcement. With all of the obvious benefits of CCTV security system, which are added here, we add another layer when tracking suspects using vehicles license plates numbers. For example, if there is need to track a certain vehicle within the city our system can detect the license plate in real-time and report its location within the area of coverage.



Parking management reports screenshots

**For illustration purposes only*





CITY OF
CHARLEVOIX

Our Business Proposition

ACE/GPS/Parksol USA will install the system as outlined in this proposal at \$0.00 for the City of Charlevoix, covering 700 on-street parking spaces and additional 100 spaces per the recommendation in this RFQ.

Parking fees will increase:

- From \$.50 to \$2.00 from May 2019 to August 2019, during peak season.
- From \$.50 to \$1.00 during off-peak season.

Contract duration is 10 years

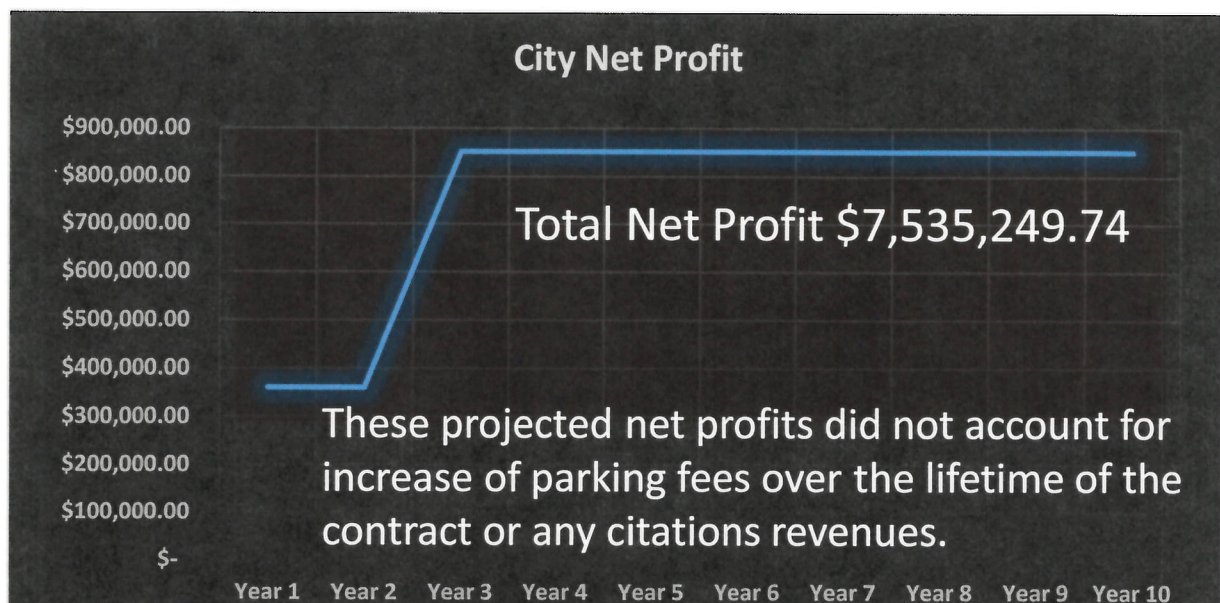
Profit sharing revenue with the City will be fixed at \$30,000 for 24 months.

Profit sharing revenue with the City will be split 50/50

Parking operation will be done by ACE/GPS/Parksol USA.

ACE/GPS/Parksol USA will provide 100% service and warranty for the life of the contract on all installed equipment (as above).

No fees of maintenance of any kind will be billed to the city for the contract life time.



GLOBAL PARKING SYSTEM, INC.
World Class Parking at Each and Every Location





CHARLEVOIX

REQUEST FOR QUALIFICATIONS
PARKING METERS AND PAYMENT SOLUTIONS

FEBRUARY 27, 2019 @ 1:00 PM EST

PREPARED BY: IPS GROUP, INC. 7737 KENAMAR COURT, SAN DIEGO, CA 92121 U.S.A. IPSGROUPINC.COM

CONTACT: CHAD P. RANDALL, CHIEF OPERATING OFFICER

IPS GROUP, INC. DIRECT: 858.404.0607 FAX: 858.403.3352 EMAIL: CHAD.RANDALL@IPSGROUPINC.COM



February 26, 2019

Mayor Kurtz and Council Members:

IPS is pleased to submit a response to the Request for Qualifications for the town of Charlevoix. As a pioneer in the industry since 1994, IPS has evolved to meet the ever-changing needs of our customers and has grown from the inventor of the credit card-enabled single-space parking meter, to the leading provider of all Technologies that make the Paid-parking "Ecosystem". That includes: Single-space meters and Multi-space pay stations, Vehicle detection Sensors, Smart collection systems, Smart phone and NFC contactless payment options, integrated In-vehicle payments, Enforcement and Permitting solutions, End-to-end Credit Card Processing, and Lease-to-own options.

WHAT SETS IPS APART FROM THE COMPETITION?

For over two decades, we have partnered with cities worldwide to build Smart Parking solutions that bring Smart Cities to life. We offer the only true, Fully-Integrated Parking Management Suite of products that connects to a single, powerful backend data management system (DMS).

We are passionate about developing innovation that empowers cities to reach their full potential. In many cases, our technology outpaces the useful life of the parking equipment itself. IPS's Solutions are designed with the future in mind, with customer input being a huge factor. Unlike expensive legacy systems that are inflexible and are slow to modernize, IPS technology is scalable and flexible to meet the growing needs of cities. IPS provides cities with the latest in parking technology, built on the most robust platform and designed to integrate with tomorrow's technologies. Our full portfolio of integrated products provides the most efficient, powerful parking solution to our customers and is backed by a professional support team that delivers fast, efficient, and effective service.

IPS Group, Inc. is the only company to offer a, **Fully-Integrated Parking Management "End-to-end"** suite of products that all connect to one powerful backend system

No other supplier in the industry knows parking like we do. Your dedicated IPS team has over 200 combined years of experience ranging from management, R&D, sales and marketing, to engineering and customer support. We provide professional, dependable and courteous experts that are committed to the ongoing support of your parking operations, to ensure you achieve the best results possible. We look forward to the opportunity to enhance our successful partnership with the City of Charlevoix in the upcoming weeks and months.

Respectfully,

Michael Wilson

Michael Wilson, Regional Director of Sales

IPS Group, Inc.

858-371-3616, Michael.Wilson@ipsgroupinc.com

SUMMARY OF KEY DIFFERENTIATORS

PROVEN TECHNOLOGY

With unmatched experience in wireless technology, digital payments, low power electronics and web-based data systems, IPS continues to pioneer great value, high performance and the best web-based back office system in the parking industry. Importantly, IPS has all of the capabilities and knowledge in-house, which provides us with the ability to continue to innovate and move with the very latest trends in technology. IPS units include IntelliTouch™ technology that ensures superior customer satisfaction by providing flexibility in the transaction process.

INCREASED USER CONVENIENCE

With my Parking Receipt™ and/or PARK SMARTER™, citizens have the ease of the license plate auto-population feature, eliminating hassles of remembering license plate numbers or returning to the vehicle to verify accuracy.

WEB-BASED MANAGEMENT SYSTEM

Each IPS multi-space pay-station is integrated into a web-based data management system (DMS). Data is stored on central servers hosted by IPS. This data transfer happens automatically and, unlike others, our Parking meter technology allows all rate changes, firmware downloads, and communication to/from the meter to take place remotely.

DEDICATED PROJECT TEAM

IPS engineering, manufacturing and customer services are all based in San Diego, CA. We will be utilizing our highly experienced project support team for Charlevoix going forward.

LEADER IN INNOVATION

As a technology company, IPS invests heavily in research and development in order to position itself as the industry leader. We are able to provide our clients with state-of-the-art products to help maximize existing infrastructure, enhance revenue, and improve the overall customer experience. Examples include vehicle detection sensors, visual analytics tools, and mobile maintenance applications.

REFERENCES

With installations in Michigan, across North America, and internationally (*more than 300,000 credit card enabled meters*), IPS meters operate in a variety of extreme climates. We invite Charlevoix to ask for references, who can attest to the high level of customer support and product dependability IPS provides

EXECUTIVE SUMMARY



IPS DRIVES THE SMART CITIES EVOLUTION AS A LEADING INNOVATOR AND TRUSTED PROVIDER OF SMART PARKING TECHNOLOGY.

IPS Group understands that it is the intention of the Town of Charlevoix to contract with a qualified vendor to procure and install single-space parking meters and multi-space pay stations for off-street lots for approximately 450 spaces. IPS proposes the following to Charlevoix as part of its powerful, fully-integrated solution:

- **The M5™ Single-Space Meter:** The IPS flagship product and gold standard for single-space Smart Parking meters, the patented M5™ retrofits into existing parking meter housings to maximize infrastructure, and is fully-operational in seconds. IPS meters provides a simple and consistent parking user experience that is more cost-effective, customer-friendly, and more reliable than alternatives. *Pricing for removable and non-removable poles included.*
- **Dome Mount Sensor:** Integrates directly into the M5™ meter dome for quick, non-intrusive installation and easy maintenance. With the Dome Mount Sensor, the Town can generate turnover by resetting the meter to zero, prevent piggybacking, enable more complex rate structures and manage enforcement with maximum efficiency.
- **The MS1™ Multi-Space Pay Station:** IPS pay stations offer many payment options (credit/ debit card, coins, smart card, pay-by-cell, and NFC contactless payment) and are built for both ease of maintenance and ease of customer interaction. The MS1™ features Intellitouch™ technology from IPS that provides additional flexibility to users when completing a transaction. Users may begin the payment sequence in any order by pressing any key. The MS1™ will then intuitively guide them through the transaction. This key innovation greatly improves the user experience associated with typical kiosk use, reducing confusion and frustration and providing greater customer service.
- **PARK SMARTER™:** PARK SMARTER™ was designed to let cities offer its user community the most convenient payment method available. Like other popular applications, it will send expiration notifications and allows users the ability to add time to prevent parking ticket fines. Unlike other applications, however, it is fully integrated with IPS Enforcement system and does not require PEO's to check a backend system for adherence. It also does not require users to pay a "Convenience Fee" for use of the application.
- **Enforcement Management:** One solution manages the entire citation lifecycle from issuance to collections and incorporates state-of-the-art, real time technology, and dedicated customer service resources. The complete Enforcement Management Solution seamlessly integrates with a number of Smart Parking Technologies including IPS single- space Smart Parking meters, multi-space pay stations, License Plate Recognition (LPR) technology, Permit Management, Code Enforcement, and pay-by-phone apps.
- **Next-Generation Data Management System (DMS):** Feature-rich back office system that helps customers better manage and interpret their Smart Parking data. The DMS connects all IPS solutions for improved management of parking networks from anywhere, at any time. The DMS is also proven to have the ability integrate data in both directions making the system very powerful and versatile.



M5™ SINGLE-SPACE METER

The IPS flagship product and gold standard for single-space Smart Parking meters, the patented M5™ retrofits into existing parking meter housings to maximize infrastructure, and is fully-operational in seconds. IPS meters provide Cities and their patrons with a simple and consistent parking user experience that is more cost-effective, customer-friendly, and more reliable than alternatives. The credit card-enabled single-space smart meter patented by IPS offers multiple payment options including coins, credit/debit card, optional NFC/contactless payment (such as Apple Pay and Android Pay), smart card, and tokens; access to real-time data, solar power technology, and a comprehensive web-based meter management system.

PHYSICAL FEATURES

- Mechanism is protected by zinc alloy meter dome and UV resistant, anti-fog Lexan cover
- Vandal resistant coin slot/chute allows for worry-free operation and quick servicing
- Keypad has four easy-to-read mechanical buttons for intuitive payment navigation—rated at more than 250,000 cycles
- Environmentally-friendly solar panel and combination rechargeable/back-up battery pack maximize ongoing power
- Tri-colored LED lights on front and back of meter alert enforcement officers of meter status: paid (green), unpaid (red), and meter fault (yellow)
- Proven ability to operate under varying environmental conditions such as snow, sleet, rain, humidity, dust storms, extreme cold, and extreme heat



VEHICLE DETECTION SENSORS

IPS Vehicle Detection Sensors reliably detect the presence and absence of a vehicle in a parking space, while recording arrival and departure times. IPS sensor data integrates seamlessly with the IPS Data Management System and enforcement applications, creating a powerful system for monitoring real-time occupancy and analyzing parking trends.

BENEFITS OF IPS DOME MOUNT SENSORS INCLUDE:

- No street work required—sensor is integrated directly into the meter dome
- Ability to reset the meter to zero when a vehicle leaves the parking space.
- Ability to prevent meter feeding, thereby generating turnover.
- Ability to offer courtesy time resulting in positive public perception of the meters.
- Access to real-time occupancy data.
- Easy access for maintenance and/or replacement
- Wireless connection to the IPS meter. Sensor data communicated/ transferred via cellular network.

MS1™ PAY STATION

THE MS1™ PAY STATION IS THE LATEST GENERATION OF UNATTENDED PAYMENT SYSTEMS FROM IPS GROUP.

KEY FEATURES

- Accepts credit and debit cards, coins, tokens, smart card, pay-by-phone,
- NFC/contactless (optional), EMV (optional) and bill notes (optional)
- Available in Pay-by-Space, Pay-and-Display, and Pay-by-Plate with the simple change of keypad and firmware update
- Separate maintenance cabinet and collection vault. The cash box is housed secure vault that features a six-point locking system and high- security lock.
- Highly-secure, stainless steel cabinet with weather and graffiti-resistant powder coating and scratch-resistant armored glass LCD display window.
- Independently certified to operate in all climate types, and temperature range of -40°F to 140°F
- Modular parts allow for easy servicing in the field with just a Phillips screwdriver.
- ADA compliant
- Enables strategic price structures including demand-based and variable rate structures.
- Automatic alerts sent to technicians or staff members in the field via email, text, or both.
- Pre-integrated with IPS meters/sensors, most pay-by-phone and guidance/enforcement applications.
- Interchangeable components with IPS Single Space Smart Parking Meters.
- Real-time online secure credit card authorizations, coin payment, and wireless download of rates and messages via the cellular network.
- Provides customers with the easiest user interface on the market. Intellitouch technology



in a

PARK SMARTER™

IPS offers its own mobile payment application, PARK SMARTER™, which works with IPS Smart Meters to bring greater efficiency and choices to the on-street parking customer experience and parking operations.



PARK SMARTER™ integrates with the IPS Data Management System (DMS) so that cities can manage parking policy with live alerts, reporting and data analytics across both meters and the mobile app. The app sends expiration notifications and allows the ability to add time to prevent parking ticket fines. Users can add multiple vehicles and credit cards under one account so business and personal parking is conveniently managed in one place.

FEATURES INCLUDE:

- Real-time notifications alert users in advance of parking expiration
- Optimized with BLE connectivity to put time directly on the meter
- Parking Finder provides direction to open parking spaces
- Ability to pay and extend parking session remotely (if allowed by parking policy)
- Integrates with Visa Checkout and Masterpass, as well as Visa Commerce Network (VCN coming soon)
- No convenience fee

PARKING ENFORCEMENT MANAGEMENT



The Parking Enforcement Management solution seamlessly integrates with parking technology that is already in place, such as IPS single-space Smart Parking meters and multi-space pay stations, License Plate Recognition (LPR) technology, and mobile payment applications, as well as third-party services such as the Department of Motor Vehicles (DMV) and National Law Enforcement Telecommunications Systems (NLETS).



SALES SUPPORT

AT IPS, YOUR SATISFACTION IS OUR PRIORITY.

THE FOLLOWING SERVICE OFFERINGS ARE INCLUDED THROUGHOUT THE LIFE OF THE CONTRACT WITH IPS:



24/7 TELEPHONE HELP DESK & ONGOING SUPPORT

Knowledgeable, friendly service is just a phone call away.

IPS offers customer service resources with in-depth system knowledge around the clock to ensure you get what you need, fast. Our team of experts are available via a telephone-based help desk during normal business hours from 8 a.m. to 5 p.m. PST, Monday through Friday.



ONLINE SUPPORT AND RMA PROCESS

Get online assistance and RMA management from one easy-to-use portal.

IPS offers one easy-to-use portal, the next-generation Data Management System (DMS), from which Cities can submit and track help tickets, as well as closely monitor RMA requests.



USER MANUALS AND TRAINING MATERIALS

Self-help support resources are right at your fingertips.

Our products have been developed so that an easy, immediate fix may be available without the help of additional IPS personnel support. The next-generation DMS provides Cities with all of the self-help resources to get the job done. Online help tools include product manuals, FAQs, "how-to" training videos, and more.



MANUFACTURING SUPPORT

Designated technical resources are ready to help you.

As both the designer and manufacturer of its smart parking technology, IPS is prepared to designate your Town with technical resources including a team of hardware/software engineers, database administrators, and web/data-integration engineers for additional support.



DATA SECURITY MANAGEMENT

Your data is protected.

IPS offers ongoing data security management and backup systems support of the DMS in case of a critical failure.

REFERENCES



CITY OF BOSTON, MA

Primary Contact: Stephen Maguire, Parking Clerk
Email: Stephen.Maguire@CityofBoston.gov **Tel:** 617.635.3667
Address: Boston City Hall - Room 224, Boston, Massachusetts 02201
Project Dates: Installation in 2015, account still active
Model: M5™ single-space meters
Quantity of Meters Installed: 6,600 single-space meters



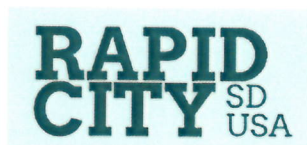
CITY OF CINCINNATI, OH

Primary Contact: Robert Schroer, Parking Facilities Superintendent
Email: bob.schroer@cincinnati-oh.gov **Tel:** 513.352.4530
Address: 300 W. 6th St., Cincinnati, Ohio 45202
Project Dates: June 2011-Present, account still active
Model: IPS single-space meters, multi-space pay stations
Quantity of Meters Installed: 1,400 single-space, 110 multi-space



CITY OF MARQUETTE, MI

Primary Contact: Mona Lang, Executive Director
Email: mlang@downtownmarquette.org **Tel:** 906.250.8437
Address: 300 W. Baraga Ave., Marquette, MI 49855
Project Dates: Installation 2017
Model: IPS single-space meters, multi-space pay stations
Quantity of Meters Installed: 455 single-space, 3 multi-space



CITY OF RAPID CITY, SD

Primary Contact: Cathy Bock, Special Operations Lieutenant
Email: cathy.bock@rcgov.org **Tel:** 605.394.4133
Address: 300 6th Street, Rapid City, SD 57701
Project Dates: Installation set for June, 2019 (Pilot ran from Aug. - Oct., 2018)
Model: M5™ single-space meters, M5™ Dome Sensors, multi-space pay stations, Park Smarter, Enforcement, Permit Management
Quantity of Meters Installed: 620 single-space, 620 Sensors, 3 multi-space

PRICING

M5™ CAPITAL COSTS

PRODUCT/SERVICE	PRICE PER UNIT
M5™ IPS Credit Card-Enabled Single-Space Meter (includes solar power, RFID tag, meter top, 12-month warranty)	\$455.00
Installation Services	\$10.00
Secure Wireless Gateway/Data Fee and Meter Management System Software License Fee (Ongoing Fee)	\$5.75
Secure Credit Card Gateway Fee (Per Transaction)	\$0.13

DOME MOUNT VEHICLE DETECTION SYSTEM

PRODUCT	PRICE PER UNIT
Vehicle Detection Sensors (12 month warranty)	\$270.00
Installation Services	\$10.00
Management System/Base Data Fee	\$3.50
OPTIONAL: Real Time Reporting Fee	\$2.75

MS1™ CAPITAL COSTS

PRODUCT/SERVICE	PRICE PER UNIT
MS1™ Multi-Space Pay Station (Solar, Pay-and-Display, monochrome display, graphical printer, mechanical door/vaults, locks, integrated wireless modem, stainless steel cabinet and 12-month warranty.)	\$5,882.00
Installation Services	\$10.00
Secure Wireless Gateway/Data Fee and Meter Management System Software License Fee (per unit/per month)	\$25.00
Secure Credit Card Gateway Fee (per transaction)	\$0.13

PARK SMARTER™

PAY-BY-PHONE PLATFORM - PARK SMARTER™	FEE
System Setup and Training	\$5,000 (waived if IPS implements during the installation of meters)
Secure Credit Card Gateway Fee (per transaction)	\$0.13

For the PARK SMARTER™, pricing quoted requires that Charlevoix implement IPS meter system as well.

FULLY-INTEGRATED PARKING MANAGEMENT SUITE

ENFORCEMENT MANAGEMENT SYSTEM

PRODUCT/SERVICE	PRICE PER UNIT
One-time Setup \$5,000.00	WAIVED
City System License for EMS	INCLUDED
N5 Print Mobile Enforcement Device	\$2,600.00
Citation Processing Fee	\$1.00
RO Acquisition	\$1.00
RMV Hold and Release	\$1.00
IPS Manual Citation Input	\$.50
Delinquent Notice Processing Fee (includes postage)	\$.77
Mail-in payments	\$.50
IVR Solution (OPTIONAL) - per month	\$250.00
IVR Record and Store Calls (OPTIONAL) - per call	\$.50
IVR Call Transcription (OPTIONAL) - per call	\$1.00
Online & IVR Secure Credit Card Payments - Gateway Fee per transaction *Charged to Public	\$2.00 or 3% (whichever higher)
Additional Letters and Correspondence	\$1.25
Online Appeals	INCLUDED
Credit Reporting Collections	35% of amount collected

PURCHASE FINANCE / LEASE

OPTIONS	DETAILS
FREE Trial	IPS takes such pride in the performance of its meters, it encourages cities to try before you buy and take advantage of its 60-day FREE trial offering - travel / installation services are paid for by IPS
Shared Revenue Model	IPS offers a shared revenue purchase option to cities, but does not encourage it because of the revenue cities give up by doing so
Lease	IPS offers 3, 4, and 5 year Lease-to-own options for cities who do not have budgeted funds for the Solution or they need to use those funds elsewhere

Request for Qualifications - City of Charlevoix, Michigan



PARKING METERS AND PAYMENT SOLUTIONS

PARKING RFQ



Xaqt, Inc.
117 N Jefferson St.
Suite 304
Chicago, IL 60661

Submitted To:
Charlevoix City Clerk
ATTN: Parking RFQ
210 State Street
Charlevoix, MI 49720

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Company Overview and Qualifications

Xaqt creates products that transform how organizations and governments use their data. We believe that with data and the right technology, people and institutions can solve hard problems and change the world for the better. We work with cities to build products addressing big urban problems. To do this, we have built and are continuing to grow a platform and set of urban applications to accelerate innovation in cities around the world. Our platform was built from the ground-up to power Data Smart Cities. Whether you're the Mayor, the Director of Public Works, or a first responder, Smart City Engage can be tailored to meet individual or group information needs. Xaqt's scalable yet highly stable architecture is designed to grow as the City's needs grow.

Xaqt's Awards and Recognition for Smart City and Digital Government Analytics

- Gold Edison Award for Collective Collaboration for the Kansas City, MO Smart City Initiative (along with KCMO, Cisco, Smart City Media and Sprint)
- Harvard Kennedy School of Government's Map of the Month
- Recognized by CIO Review as one of the Top Most Promising Smart City Companies in 2017
- Amazon Web Services City on a Cloud Partner Innovation Challenge Winner 2017
- Smart Cities Connect Smart 50 Winner in 2018

Xaqt has been featured in

Wall Street Journal, Government Technology, TechCrunch, TechRepublic, StateScoop, and International Business Times.

FIRM PROFILE

Xaqt is a State of Delaware corporation incorporated in July of 2015. Xaqt is headquartered in Chicago, IL.

Legal Name: Xaqt, Inc.

Address: 117 N Jefferson St., Suite 304, Chicago, IL 60661

Phone: (617) 866-0496; **email:** chris@xaqt.com

Federal ID#: 81-1450853

Website: www.xaqt.com

Authorized Officer/Representative

Chris Crosby

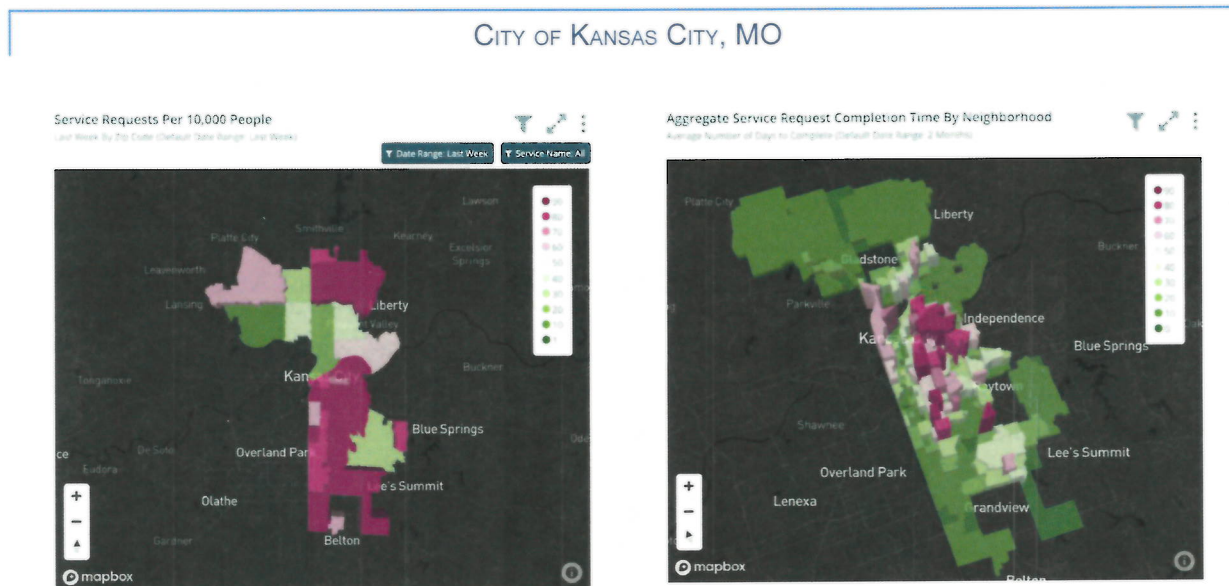
CEO

chris@xaqt.com

(617) 866-0496

Relevant Experience and Team

The following examples demonstrate Xaqt's relevant experience with mobility and parking analytics, as well as dashboards and data communications platforms for Cities.



Client Name: City of Kansas City, MO

Contact: Bob Bennett, Chief Innovation Officer, (816) 513-6546, bob.bennett@kcmo.org

Scope of Services Provided: Integrated Data Analytics Platform

Xaqt began their partnership with the City in Spring 2016 while providing consulting services for the City's U.S. DOT Smart City Grant Challenge proposal. The City entered into an agreement with Xaqt to provide Xaqt's Urban Analytics platform and custom data illustration, data integration into city data sources, analytics on city performance and services, performance-based dashboards designed for the mayor and city manager, and a resource to be available at City Hall and accessible during normal business hours. Through success of the partnership, the scope of work has since been expanded to include providing a fully hosted and managed connected data lake and smart city platform, real-time ingestion and historical archival of all IoT data, assisting the City's Offices of Innovation and Performance Management with smart city data program management, providing advisory services and guidance on data governance and policy creation, data science-as-a-service, hosting of external facing APIs and support for Avis Rental Car Mobility Lab, hosting and managing the City's Open Access Portal, operational analytics and dashboards for city employees (i.e., 311, public safety, parking, traffic, street quality analysis).

CITY OF SAN DIEGO, CA

Live Traffic View



Client Name: City of San Diego, CA

Contact: Maksim Pecherskiy, Chief Data Officer, (619) 533-4817, maksimp@sandiego.gov

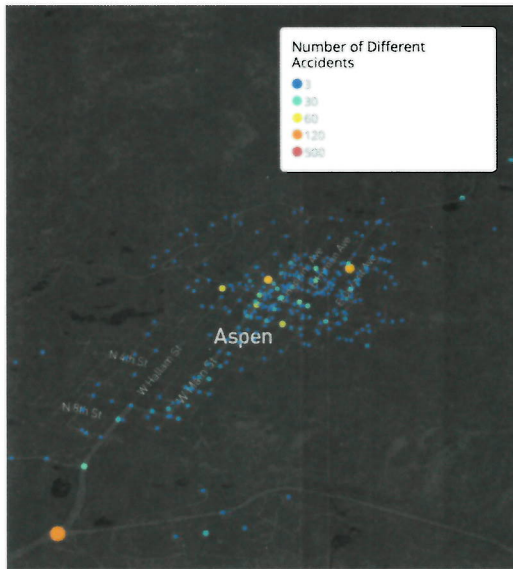
Scope of Services Provided: Integrated Data Analytics Platform & Smart City Program Management

The City of San Diego is deploying 4,200 smart street light nodes provided by Current (powered by General Electric) equipped with video sensors for parking, traffic, and pedestrian counting. The City also collects real-time location data on their city fleets, smart parking meters, and dozens of other fixed assets. The City chose Xaqt's MetroGraph and Smart City Engage platform along with Xaqt's data science services to design, build and implement the City's end-to-end analytics initiative. Xaqt will deploy on-site resources to work with key City stakeholders to gather requirements and deliver the end-user reports and analysis. These analytic capabilities will be used by the City of San Diego to align data with city priorities and outcomes. In addition, Xaqt will create and execute a Smart City Data Innovation program for the City of San Diego, which includes advisory services and program management in the development of the City's data governance and privacy policies, along with implementation and change management for adoption of the platform and algorithms.

CITY OF ASPEN, CO

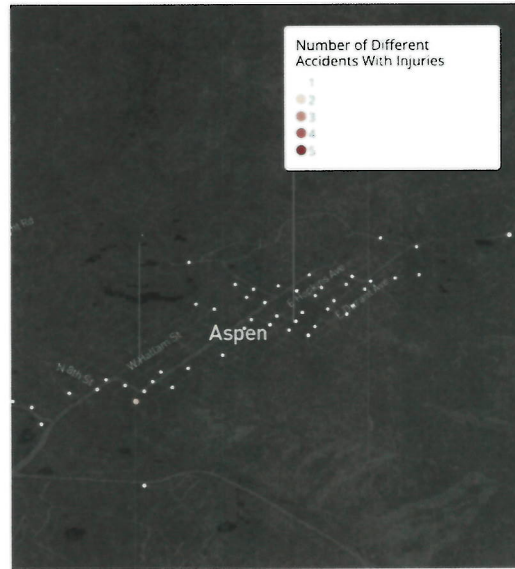
Heatmap of Common Car Accident Locations

This insight shows the count historical unique accident cases for each 11 meter radius of Aspen



Heatmap of Common Car Accident Locations With Injuries

This insight shows the count historical unique accident cases with injuries for each 11 meter radius of Aspen



Client Name: City of Aspen, CO

Contact: Karen Harrington, (970) 429-2856, karen.harrington@cityofaspen.com

Scope of Services Provided: Integrated Data Analytics Platform for City Mobility Lab

Xaqt was selected by the City of Aspen, CO to power their Mobility Lab for the summer of 2019. As part of this project, Xaqt is integrating all existing city datasets. This includes, all mobility related data as well as traditional city data, such as Sales Tax and ESRI datasets along with mobile app providers. The purpose is to build a solid data foundation to support the traffic intervention testing next summer. Xaqt will provide a hosted and fully managed database to store all data related to the project, leverage Xaqt's open data models and existing data connectors for integration and analysis, support data from data collection initiative and data providers as required, provide our web based user interface and dashboards for accessing underlying data and analytics dashboards and make data available for export in supported formats, including Excel and by API.

Team Xaqt

The Xaqt team is led by experienced professionals with backgrounds in government, data and analytics, and connected devices.

At Xaqt, we thoroughly vet each of our team members for expertise, cultural fit and grit. Our people thrive on solving urban challenges and work cross-functionally with governments and academic institutions to solve them.

Xaqt has identified the following key employees as committed to this effort for the contract duration.

Executive Sponsor: Chris Crosby

Program Management Lead: Nicholas Cosentino

Data Engineering and Data Science: William Arloff

KEY EMPLOYEE RESUME SUMMARIES

Chris Crosby - Executive Sponsor
Years of Experience - 17 years
Years with Xaqt - 4 Years
Location: Chicago, IL
Education - Master in Public Administration, Harvard Kennedy School of Government B.A. in Economics and Government, University of Harvard
Chris Crosby, as founder and CEO of Xaqt, provides clients with smart city technologies and predictive intelligence. In this role, he oversees the aspects of Xaqt's urban intelligence platform and smart city services based on emerging technology and requirements. He advises both governments and startups at the intersection of policy, technology, and adaptive leadership. Specific to smart cities, Mr. Crosby offers product solutions that transform how cities use their data and address challenges that span public safety, public health, transportation/mobility, operational efficiencies, and citizen engagement. He focuses on gaining a thorough understanding of his city clients to enable him to architect solutions to their critical questions. Mr. Crosby works across stakeholder groups to engage people, understand desired outcomes, and use data to meet those goals. He offers relevant experience in technology design and operations, public policy, data governance, and privacy management, as well as architecture and build of multiple scalable big data platforms.

Nicholas Cosentino - Digital Government Practice Lead
Years of Experience - 5 years
Years with Xaqt - 1 year

Location: Chicago, IL
Education - B.S. Political Science and Government, Illinois State University
From 2015-2018 Nick Cosentino worked for the State of Illinois where he was the Lead and Program Manager for Smarter Illinois. Nick developed this program from inception. In this role he coordinated with multiple state agencies to actively support Illinois in its goal of becoming the first Smart State in the nation. Where all citizens, whether rural or urban, benefit from technological advances that improve quality of life and provide optimal use of resources. Nick actively helped local governments stay competitive and support the development of smart cities and communities around the State. Nick crafted campaigns to foster economic development and attract innovative companies to Illinois, as well as, improve state government efficiency and effectiveness. Nick oversaw, managed, and participate in current initiative ventures including Smart Buildings, Smart Street Lighting and Digital Kiosks initiatives, the State Data and Analytics Practice, Smart Highways and Transportation, Artificial Intelligence, Illinois Blockchain Initiative and many others. Nick is also the co-author to Illinois First Smarter State Strategy. A Strategy that can serve as a template for both States and Cities. This Strategy was presented to the National Governors Association where Illinois is the Lead State advisor for Smarter States and Smarter Communities. In his role at Xaqt, Nick also serves as a program manager with an emphasis on helping Cities bridge the digital divide and become smarter.

William Arloff - Data Engineering and Data Science
Years of Experience - 5 years
Years with Xaqt - 2 Years
Location: Chicago, IL
Education - B.S. Data Science, Valparaiso University
Will's passion lies in finding truth through data. Ability to synthesize disconnected streams of thought into a cohesive understanding of what the problem is, what the data means, what the product needs, what users are motivated by, and where the impact could be.

Scope of Services

For every engagement, we begin with a vision. The City of Charlevoix seeks statements of qualifications from vendors who provide parking meters, pay stations, mobile payment applications, and other related services to provide comprehensive paid parking services in the community. Xaqt is prepared to partner with the City of Charlevoix throughout the program journey and assist in achieving your long term strategies as stated in the Charlevoix parking case study.

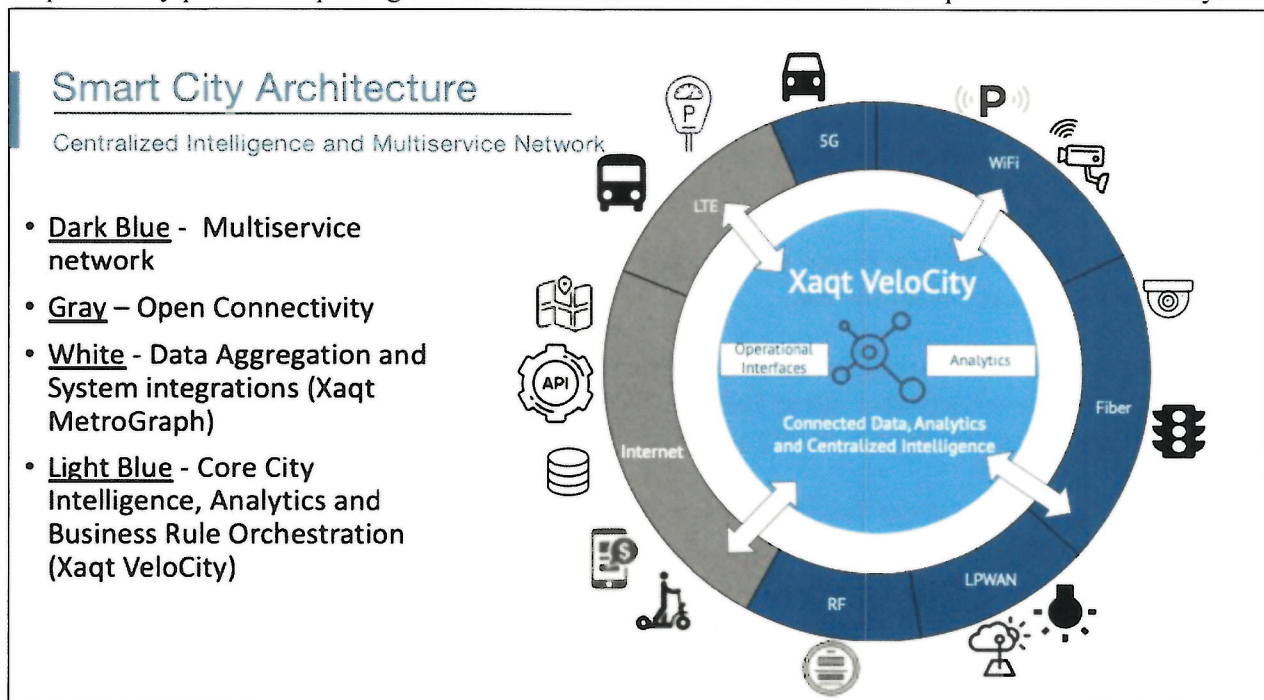
XAQT'S INTEGRATED ANALYTICS AND CITY OPERATING PLATFORM

We believe data is the core to success in any Smart City or analytics program. The Xaqt Smart City Engage Platform is fully ready to rapidly expand the data sets beyond parking to include data from any source. As the City of Charlevoix contemplates other Smart City projects, Xaqt is well equipped to support you across the entire program lifecycle – including strategy and planning, program and change management, integration, technology implementation, deployment, and on-going operations.

Cities have informed the development of our platform from the beginning. We've collectively learned from the successes and failures of projects together. These learnings have been codified into the platform and serve as a strong basis on which to build and expand.

Xaqt runs on state-of-the-art cloud architecture that will continue to evolve to meet the needs of cities. As projects move forward Xaqt will work closely with you to collect, integrate, process, and structure the data with the city's goals front of mind.

Xaqt currently provides reporting and visualization tools for cross functional departments within a city.



Xaqt's Integrated Data Analytics Platform is comprised of two functional components. MetroGraph handles the Data integration Layer as well as the Data Governance and Access Layer, where as VeloCity is the Data Analysis and Operational Engine. The core of this platform provides the ability for quick analysis as well as scalable data processing for complex analytics. The resulting data and analysis are made available through VeloCity, as well as other applications such as Parking Analysis and Management.

Xaqt's MetroGraph and VeloCity together create an open, extensible data platform and set of applications (including Parking, and Mobility) that help cities innovate across policy and service delivery to achieve key equity, access and environmental outcomes.

Entirely cloud-based, the existing coupling to the latest Amazon Web Services Serverless solutions enables the platform to stay up to date on the latest architectures.

Real-time data processing

MetroGraph processes a variety of data from different sources. Several types of city data have real-time uses and implications. Currently, we ingest real-time data from traffic and parking sensors for a number of Cities.

MetroGraph Developer Portal

Xaqt recently launched our developer portal to make it easier for Cities to share their data in a consistent and interoperable way, ensuring wider adoption for wayfinding apps. Existing APIs include: Parking, Traffic, Shared Mobility and GTFS. These APIs also power the Avis Mobility Lab. The public portal is available here <http://developers.xaqt.com>

Any City can make their parking data available through MetroGraph at no charge.

VeloCity Centralized and Intelligent Workflow Automation

VeloCity was built from the ground-up to power Data Smart Cities. Whether you're the Mayor, the Director of Public Works, or a first responder, VeloCity can be tailored to meet individual or group information needs. VeloCity makes it easy for users to quickly find and interact with the data they need. Insights and dashboards can be filtered on the fly and data is exported in one click.

VeloCity's Intelligent Workflow Engine give you one place to manage all of your parking rules, inventory, data and change management.

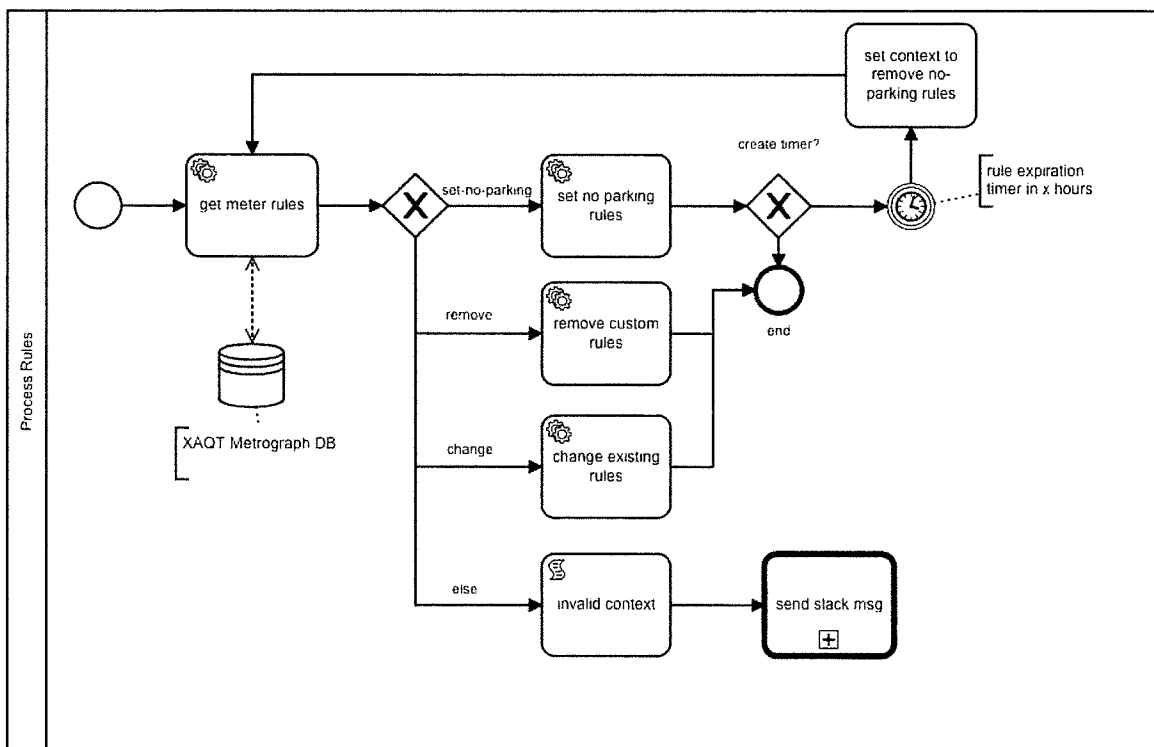
For example, when a smart parking meter goes offline, Xaqt's algorithms can detect the event and automatically create a service order ticket. The result is reduced downtime that translates into more revenue for the City, and a reduction in 311 calls from citizens.

In the below example, the City of San Diego needs to implement special parking rule around Petco Park during home baseball games and special events. The first image shows on-street parking zones with the standard policy in effect. Then, using VeloCity's policy engine, the Parking Operations team creates a new policy and workflow for Game Day. The resulting image reflects the Parking spots that are affected by the change and the active policy.

God View Parking Spots



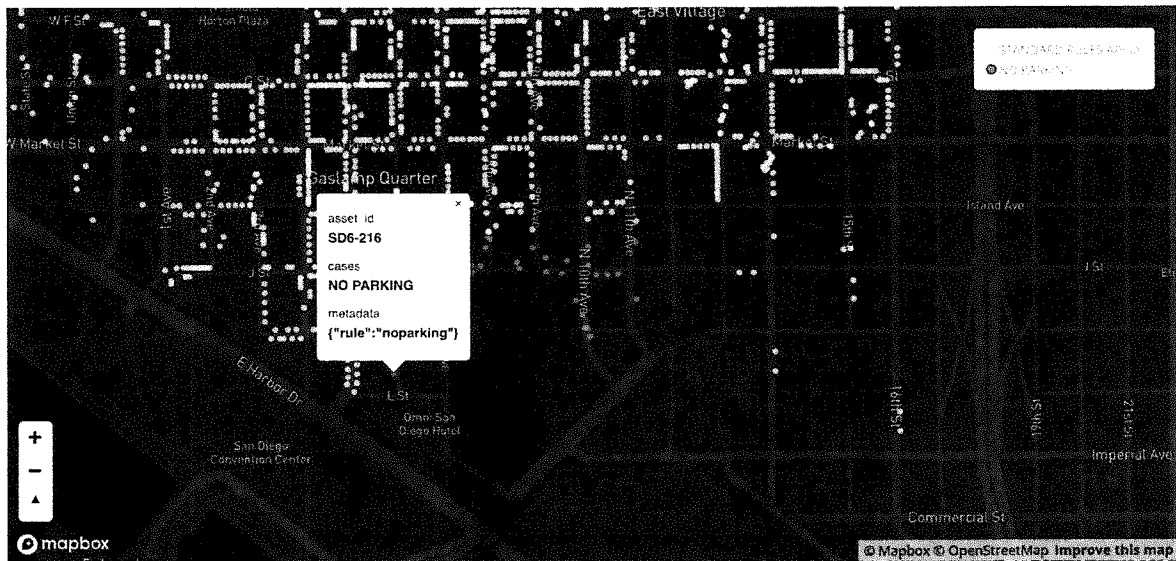
San Diego Standard Parking Rules



Example Policy setting no parking rules during game.

God View Parking Spots

Kyle



Parking spots with Game Day rules in effect.

Insight Commons

In addition to our software, Xaqt has developed a growing library of prebuilt insights that are automatically generated for every city in the U.S. These insights are developed on public datasets, such as: Census, IRS tax returns (anonymized), Zillow's Housing Research data, Education analysis from Stanford, and FCC Broadband datasets. These insights have proven valuable to cities in their analysis of economic mobility and digital equity. The insights as well as the underlying data are included as part of any customer deployment.

Graphic Quality of visualizations

VeloCity is a fully hosted and managed Urban Intelligence Platform. VeloCity let's each user create data visualizations to suit their own needs and use cases. Our visualization capabilities are ever expanding, and currently they include: bar charts, funnel chart, pie charts, line charts, tree diagrams, scatter plots, maps, tables with custom formatting, bubble chart, area range chart. All insights can be configured with unlimited filters and support unlimited drill downs into sub-insights.



Figure 2-1: Screen shots from Xaqt's Insight and Visualization Builder. Users simply click on the chart type they want to create.

Mapping

Location is built into the fabric of our daily experiences and Smart Cities thrive on geospatial data. Engage's mapping functionality brings location-based experiences to life. We handle the mapping so that you are free to focus on designing, building, and developing your insights.



As example, Xaqt has created several storytelling maps for Kansas City, MO that have gained national attention. These include: Digital Inclusion (Map of the Month Winner from Harvard Kennedy School of Government).

ESRI Integration

Xaqt supports integration of ESRI as a data source for analysis. We can also export data back into ESRI for visualization. We do not view ESRI as a competing product, but rather a rich source of data and another way for users to get value out of our consolidated data and analytics. GIS data can be rich in context that adds meaning to City data.

Self-Service Analytics

Engage empowers users to personalize their reports and how they access information.

A few key Features

- **Alerting** - Be notified of potential issues in real-time by email, SMS, or on page alerts.
- **Scheduling** - Schedule Insights to email to distribution lists on any schedule.
- **Drill Downs** - Insights can be linked together allowing for an infinite number of drill-down possibilities.
- **Insight Builder** - Create custom insights from scratch on any data source.
- **Personal Insights** - Create and Save Personal Insights and Dashboards on the fly
- **Ad Hoc or Prefiltered Reporting**
- **Mapping and Geolocation** - Learn more about your customers with our powerful mapping tools.
- **Charting** - Choose from 13 different chart types, with more being added.

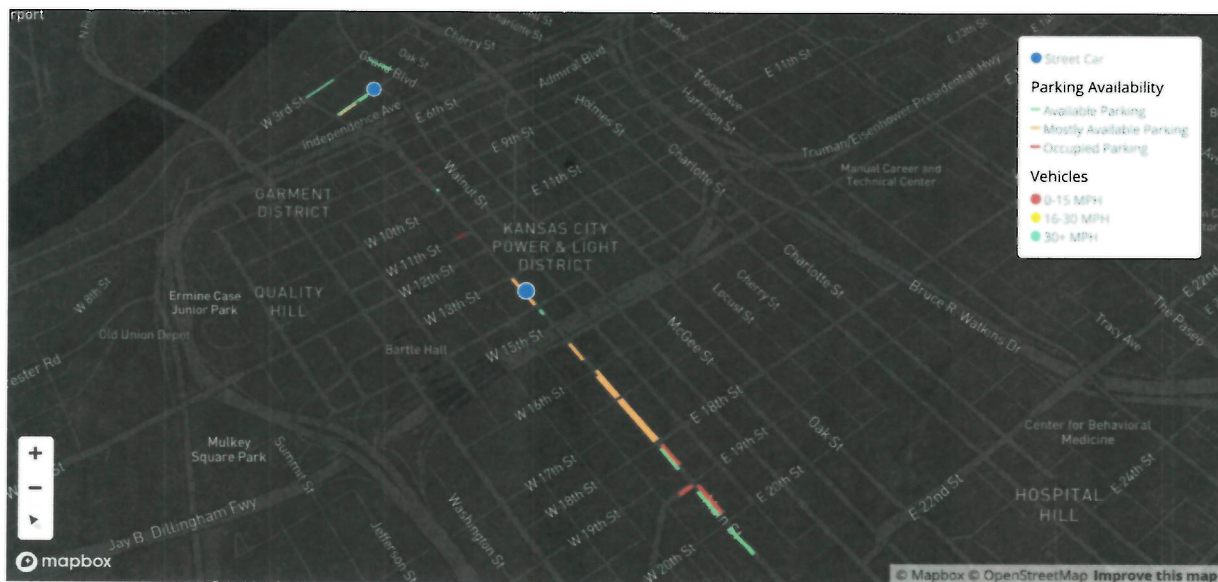
Public-Facing Portal

Xaqt has deployed a demo site at <http://sandiego.xaqt.com> as an example of what can be built and deployed with VeloCity. The City of Charlevoix can also create their own custom domain to point to a URL of your choosing.

From both a technical and an end-user perspective, making an insight or dashboard public is simple. We've spent years developing our data governance model and mechanisms to make it easy to specify what users (and groups of users) have access to what data and in what format.

Pricing for the public portal is included with this proposal.

KC Public Transit Map



XAQT'S SMART PARKING AND ANALYTICS

Xaqt Parking uses new techniques that provide high quality parking information, helping cities set policy and helping potential drivers make more efficient travel decisions.

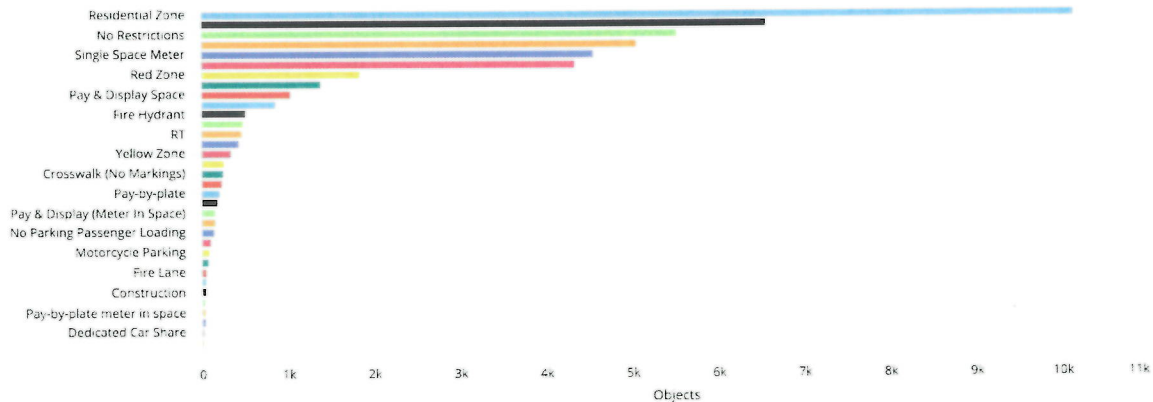
Xaqt Parking offers:

Inventory and regulation collection, making it easier to understand existing policy and supply. Reliable occupancy estimates without expensive per space sensors in order to understand demand (when sensors are not available) Simple, powerful dashboard for the city to understand supply and demand of parking and manage curb space & inventory holistically. Communication with drivers through navigation apps by encouraging transit and sending drivers directly to a parking space.	Demand-responsive management tools such as variable rates and time limits are suggested based on occupancy results. Virtualized parking inventory that incorporates private and public spaces into one pool for the user. Optimized enforcement that deploys personnel where most needed. Bike/car share placement recommendations to maximize your curb space and mobility usage.
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Inventory and regulation data

Xaqt Parking provides a tool for cities to upload and maintain their curbside regulations and parking spaces, including schedule exceptions such as street cleaning or event schedules. Xaqt also provides the tools to communicate planned or unexpected changes to drivers, such as road closures or indicating a block as a no parking zone.

Sacramento On Street Inventory



On-Street occupancy

Xaqt Parking provides estimate of on-street parking occupancy and usage. By combining parking meter transaction data from cities and sensors where appropriate, Xaqt Parking provides accurate occupancy estimates. View historical, current and projected on-street parking demand with recommended levers to spread parking demand across all available assets and prepare for special events.

Off-Street inventory and occupancy combined in a single platform for drivers

Xaqt Parking can provide an estimate of off-street occupancy and usage by incorporating data from existing Parking Access Revenue Control Systems (PARCS). Xaqt Parking also integrates privately-run public garages and lots, in a common platform for drivers to reserve and pay for parking at facilities in our network.

Virtualized parking inventory

Xaqt Parking integrates together municipal, public and as well as private locations, to make use of all available parking spaces. Increases parking supply without expensive new structures or lots, enabling local businesses to build fewer parking spaces.

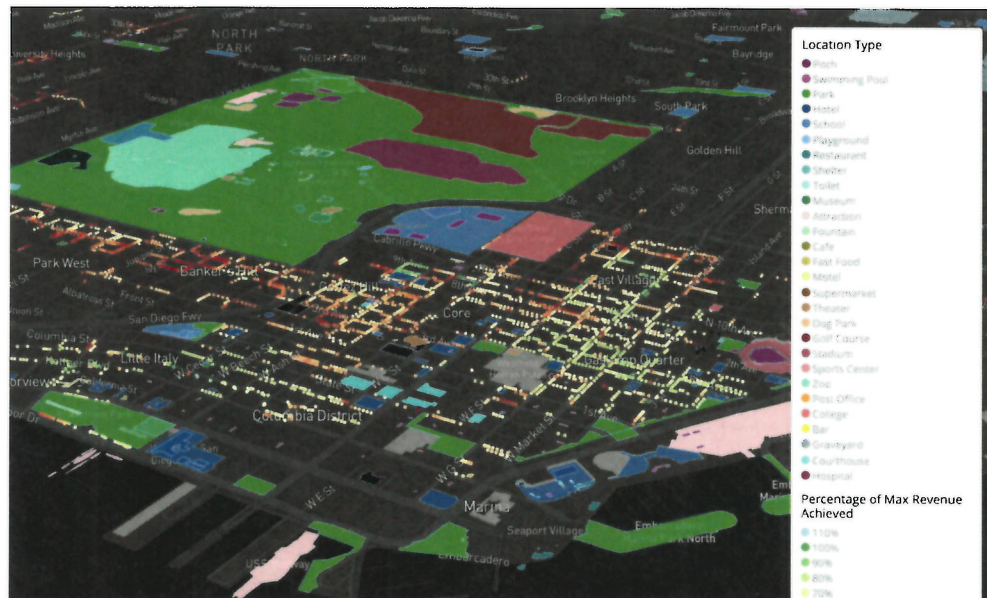
Optimized parking enforcement

Xaqt Parking can provide recommended enforcement routes so that personnel are deployed where needed the most. Updated at intervals defined by cities, dynamic routes will be based on algorithms comparing occupancy and meter transaction data, as well as integration with cities' citation management system.

Demand-management (rates and regulations)

Based on best practices from cities with demand-responsive parking programs, Xaqt Parking will assess the current on-street and off-street occupancy and usage and recommend changes to rates and regulations to shift demand where parking is available or encourage faster turnover. The demand-responsive engine can even make predictions ahead of a sporting event or festival, or dynamically price in real-time in response to surging demand.

Percentage of Maximum Parking Revenue Achieved by Meter and Proximity to Points of Interest
San Diego



Demand-management (change in driver behavior)

With its open APIs and navigation partners, such as Avis, Xaqt can push parking information in standard formats to drivers, including likelihood of finding a parking space, rates, time limits, distance from destination, average parking search time and difficulty. With this information before the trip, travelers may opt to take a different mode. During the trip, drivers will be directed to available parking spaces that suit their preferences, instead of circling for a space while adding to congestion and distracted driving. Drivers will receive the best information to make the best decision.

Live Duration in Stay of Real-time Parkers and Meter Maximum Interval to Park



Example Screenshots from VeloCity Curbs Management

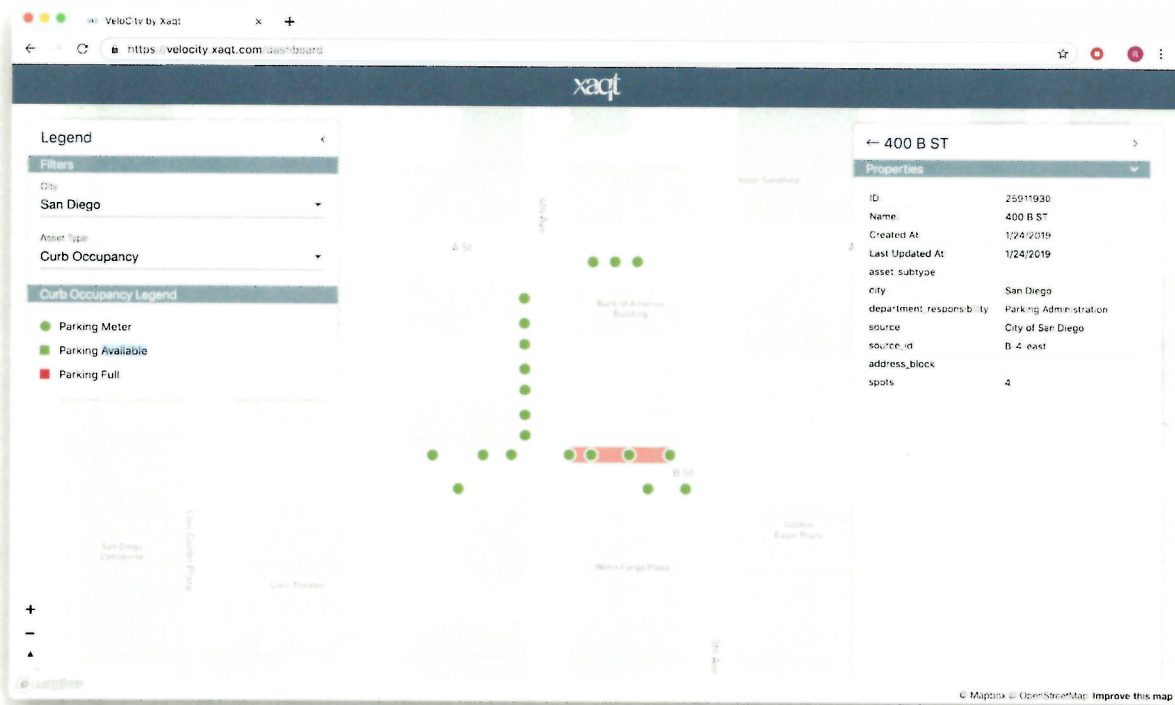


Parking and Curb Utilization in San Diego





Curbs and Asset View



Example Project Schedule

The below provides two views of the project schedule, which covers a six-week period.

Task Schedule	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Discovery and Scoping						
Solution Design & Environment Prep						
Configure Data Connections and User Authentication Model						
Identify initial users and use cases, Set-up Data Governance						
Configuration of initial set of insights and dashboards						
Train the Trainer and UAT						

Cost Proposal

The below table presents the costs for year one of the project.

Software-as-a-Service	Annual Price	QTY	Total
Enterprise License for Smart City Engage w/ MetroGraph. Hosted and fully managed Smart City Analytics Platform. Includes: - Unlimited Users (admin, creators, consumers) - Customizable Public Portal	\$5,000	1	\$5,000
One-time set-up and configuration fee	One-Time Fee	1	\$950
Total			\$5,950

Response to:

City of Charlevoix, Michigan – Request for Qualifications, Parking Meters and Payment Solutions



CITY OF CHARLEVOIX

Response Due Date: February 27th 2019

Submitted by:



Traffic and Safety Control Systems, Inc.
Tom Neff, Sales Representative
48584 Downing, Wixom, MI 48393
Office: (248) 348-0570
Facsimile: (248) 348-6505
tomn@trafficandsafety.com



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Traffic & Safety Control Systems, Inc.

EXECUTIVE SUMMARY

Charlevoix City Clerk
ATTN: Parking RFQ
210 State Street,
Charlevoix, MI 49720

Subject: Parking Meters and Payment Solutions Request for Qualifications

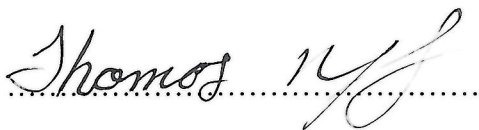
Traffic and Safety Control Systems, Inc. is pleased to submit this formal response to The City of Charlevoix, RFQ for parking meters and payment solutions. We have thoroughly reviewed the RFQ document and believe that Traffic and Safety is uniquely suited to provide the equipment, technology, integrations, and ongoing support that The City of Charlevoix has requested.

Traffic and Safety has over 43 years experience installing and supporting parking systems and parking operators throughout Michigan. We are proud to currently serve parking operations in City of Petoskey, Michigan including Michigan State University, City of Traverse City, City of Sault Ste. Marie, University of Michigan, Village of Empire, Wayne State University, Grand Valley State University, City of Grand Rapids, City of Detroit, Ford Field, Little Caesars Arena, Ann Arbor DDA, and the Bedrock/Quicken Loans locations in downtown Detroit. Our main office is located at 48584 Downing, Wixom, MI 48393. We also have offices and technicians located in Greater Grand Rapids, MI.

Traffic and Safety prides itself on working with our clients to understand their parking related challenges and goals. We take a customized approach to maximize the value of a parking system. We work with our technology vendors to provide a custom solution to address the challenges of the environment and meet the requirements of the user(s). Our technicians are highly skilled, factory trained, QIR Certified by the PCI Council, and customer service oriented.

Thank you for the opportunity to present our solution. We hope that the following details and information fully address your inquiry. We are happy to provide any further information you may need. Please utilize my contact information below should you need anything additional.

Tom Neff
Traffic and Safety Control Systems Inc
Sales Representative



248-756-7027

tomn@trafficandsafety.com



Traffic & Safety Control Systems, Inc.

GENERAL INFORMATION ON TRAFFIC AND SAFETY

About Traffic and Safety Control Systems, Inc:

Traffic and Safety Control Systems, INC is a family owned Corporation based in Wixom, MI: 48584 Downing, Wixom, MI 48393. We also have a branch office in Greater Grand Rapids, MI. Traffic and Safety has provided parking equipment to organizations around the state of Michigan for over 40 years. As the largest parking focused distributor in Michigan, Traffic & Safety is a full-service provider carrying the finest state-of-the-art parking access control systems, parking revenue control, building access control, CCTV and high security barriers.

Our technicians are factory trained and certified. We focus on customer satisfaction and supply top tier products.

Traffic and Safety has an extensive client list and our employees are active in many community based & parking geared organizations in Michigan such as the Michigan Parking Association, Michigan Downtowns Association, and mParks.



In the 40-plus years Traffic & Safety has been in business, the sales team has quoted, designed, sourced, installed, and integrated projects for a diverse range of clients in a variety of industries, including: municipalities, hospitals, colleges, universities, utility companies, public parking facilities, industrial users, professional parking operators, and private residences. For more information on Traffic and Safety Control Systems, please visit <http://www.trafficandsafety.com>

At the end of the day, it's results that matter. Traffic & Safety has a time tested reputation for cost-effective solutions that meet expectations and stand up to daily use in the Michigan climate. Our diverse teams of parking professionals listens carefully to the needs of the organization and translate the those requirements and end-goals into a fully operational, fully integrated solution. We have the experience and skills required to assist Charlevoix in all ways parking.





Traffic & Safety Control Systems, Inc.

PROPOSED SYSTEM(S)

The Charlevoix RFQ document indicated a variety of products of interest. Traffic and Safety carries a wide spectrum of parking related products to fit Charlevoix's needs. The following product information is a quick overview of the solutions that fit the criteria stated in the RFQ.



Most product lines are highly configurable. Features, pricing, system options, quantity needed and functionality can adjust depending on the stipulated need of operation.

Further details can be provided for any of the products listed. Client references, case studies, product webinars, or PCI certifications are available for all listed products. Products listed have multiple technology integrations, high quality construction, and reliable hardware.

MULTI-SPACE METER: LUKE II BY T2 SYSTEMS CANADA

The LUKE II and COMSO Multi-space parking meters are a highly versatile payment solution. The LUKE II and COSMO are PCI level 1 certified and offer the highest level of data security. The first-in-class IRIS management software is cloud based and easy to use. LUKE II and COSMO provide the ability to adjust rates and parking methods remotely. Monitoring of alarms, cash in machine status, and real time transaction data are accessible via the net. Enforcement can be done either through the use of a third party handheld system, or by using any smart device or computer. Enforcement can also run on machine reports to enforce. <http://www.digitalpaytech.com>

There are numerous cities that have seen revenues increase and labor costs decrease with the LUKE II. These multi-space parking pay station solutions offer more convenience and payment options for the parking public.



LUKE II and COSMO Advantages:

- *Full analytics, records database, and transaction tracking
- * Smart cards, coupons, contactless payment, credit card, bill, and coin acceptance
- *System can solar powered. It does not require infrastructure to function
- *Auto alerts can send text messages or emails when an item needs attention
- *Auto reporting can generate and email daily, weekly, monthly or yearly reports
- *Easily change the greeting, messages, or rates remotely

We can tailor the pay station configuration to best benefit your application. Every transaction is traceable, reporting functions are easy and can be automated, and referencing past transactions to support enforcement is quick and simple. The majority of the machines elements are modular. This reduces spare part inventory, simplifies service, and speeds troubleshooting.



Traffic & Safety Control Systems, Inc.



LUKE II Integrations:

T2 Canada offers numerous technology integrations for their LUKE II system.

Parking Sensor Systems

Parkifi

Mobile LPR Integrations

Genetec
Tannery Creek

Business Intelligence Integrations

Smarking
Infinite Computing

Parking Reservations

Best Parking
Park Jockey
Click and Park
Parking Panda

Financial System Integrations

Blackboard
cbord
IntegraPark
NuVision
TotalCard

Enforcement

AIMS
Complus Data Innovations
Data Ticket
Duncan Autocite
mPay2Park
Municipal Citations Services
OmniPark
Parktrak
SureCall
Turbo Data Systems
VIPMAN

Mobile Payments

MobileNOW
ParkMobile
Passport Parking
PaybyPhone
QP QuickPay
Honk Mobile
mPay2Park
Pango
PayHop

LUKE II Installation Requirements:

LUKE can be configured with a variety of options to fit the installation site. Units can be equipped with any combination of coin, bill, credit card, or contactless payments. LUKE II units can be powered via solar panel or AC power. Installation can require a little as a sunny patch of concrete. Wireless communications and flexible machine configurations allow a high level of flexibility.



Traffic & Safety Control Systems, Inc.

LUKE II Warranties / Response Time:

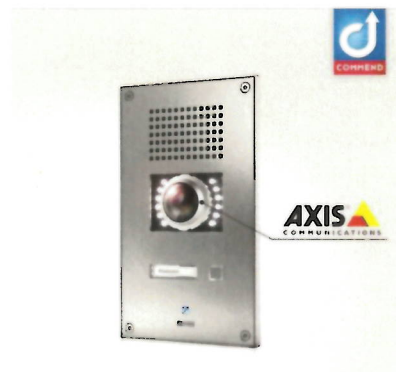
The LUKE II and COSMO pay stations include a 5-year paint warranty, 1-year software, parts, & labor warranty. Warranty extensions for additional years are available. The product is weatherproof, vandal resistant, and built to last and withstands hot summers as well as cold winters. We have many units that have exceeded 11 years in the field. T2 Canada offers an advance replacement program that maximizes product up-time. Traffic and Safety offers 24/7/365 service and support for all products it sells.

LUKE II Costs:

Depending on quantity ordered and configuration, the LUKE II meter pricing spans from \$8,500 to \$11,000 per unit. Installation, shipping and tax are additional. The COSMO pay station line offers almost all of the LUKE II features in a slimmer, more compact design. The COSMO price point falls below the LUKE II. Monthly fees start at \$55 per meter, per month. Specific system pricing, configuration, monthly fees, and further details are available.

CAMERA AND INTERCOM SYSTEMS

Camera and intercom systems can increase security and provide a high level of customer service. Traffic and Safety can design, install, and service an intercom and/or camera system that fits the needs of the application. Camera and intercom systems can deter crime, better assist customers, increase safety, and monitor areas of interest. Traffic and Safety offers multiple lines of cameras, intercoms, license plate recognition systems, emergency call boxes, video analytics, wireless camera systems, wireless communication devices, and in vehicle systems are all available.





Traffic & Safety Control Systems, Inc.

LIBERTY NEXT GENERATION SMART SINGLE SPACE BY CIVICSMART



**FAST MOTORIST
ACCEPTANCE**



**FLEXIBLE
CONFIGURATION
OPTIONS**



**MANAGEMENT
EFFICIENCY**

CivicSmart's "Liberty Next Gen" (LNG) meter is engineered with the future in mind and makes use of recent advances in communications, battery and security technologies. The LNG is designed to be future-proof by supporting emerging technologies. Built to last, the Liberty Next Gen offers the durability and reliability that our clients have come to know and trust, with advanced technological features that make managing your parking program easier.

Super bright LED lights equipped on the front and back of the LNG allow nighttime enforcement that is visible from up to 85 feet away.

The LNG accepts tokens, coins, credit cards, debit cards, smart cards, and mobile payments. Additionally, it can be configured as a coin only meter.

Uses fully rechargeable batteries, so there's no need to buy replacement batteries every year.



Fits into traditional housings with the same secure top cap and a new flat dome makes the screen easy to read.

The crystal clear, backlit LCD display is visible in any lighting condition and is remotely programmable with CivicSmart's Parking Enterprise Management System.

The four-key, tactile button keypad is intuitive and easy to use, decreasing time to full motorist acceptance.



Traffic & Safety Control Systems, Inc.

Liberty Next Gen Smart Meter Advantages:

- **Battery Powered** – The LNG has rechargeable batteries with an average of 6 months between charges. The LNG is not affected by the downfalls of solar-powered meters.
- **Payment Options** – Accepts coin, credit cards, debit cards, smart cards, tokens, and mobile payments.
- **Mobile Payment Latency** – Mobile payments populate on the meter within seconds.
- **Flexible Configuration Options** – The LNG can be configured in more than 5 ways; including single-space, dual-space, coin-only, and small footprint multi-space meter.

Liberty Next Gen Smart Meter User Friendliness & Payment Options:

Liberty Next Gen meters look, and feel, like traditional single-space parking meters. The design increases motorist acceptance and parker adoption. Unlike traditional single space meters, the LNG offers expanded payment options and PCI certified data security. The LNG is designed ADA compliant. The LNG accepts tokens, coins, credit cards, debit cards, and smart cards. Mobile transactions will be immediately updated on the meter, providing a consistent user and enforcement experience. The PCI compliant Liberty Next Gen meter features an EMV Level I and Level II certified card reader and can support magnetic-stripes from smart cards as well as VISA, MasterCard, American Express and Discover.

Through innovative design, low-power electronics, and next generation communications technology, power consumption has been drastically reduced. The Liberty Next Gen displays time/date and all rate information on the meter screen. The clear, backlit LCD display is visible in any condition, light or dark. The LCD display is protected by a top cap and anti-fog / anti-glare dome lens. The meter display is customizable and remotely programmable with CivicSmart's Parking Enterprise Management System™. The screen can display the information relevant to the motorist, as determined by the City. The LNG supports a variety of messages and symbols such as "No Parking" and "Out of Order".

Green, yellow, and red LED's clearly indicate valid parking time, meter fault, and expired meter time. When legal parking time is displayed, the green LED flashes, further providing an easy enforcement signal, especially useful for people who are color blind.

Liberty Next Gen Smart Meter Communication:

The Liberty Next Gen meter communicates wirelessly using 3G/4G and LTE networks, and also supports Bluetooth and WiFi communications and is upgradable to NFC communications. The LNG processes all credit card transactions in real time. In the event the wireless network is down the solution can be configured to operate a "hold and send" mode where credit card transactions can still be accepted when offline.



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Liberty Next Gen Smart Meter Costs:

The LNG meter can utilize existing posts and meter housings, thus reducing the costs to install. Depending on Charlevoix's needs, system costs will vary. I have included below some budgetary pricing that assumes existing meter housings and posts can be utilized. Depending on the operational requirements, features, options, configuration, and pricing can be adjusted. Specific pricing including training, installation, shipping, etc, is available once system requirements are determined. The LNG Smart Single Space Meter system can be integrated with the CivicSmart Space Sensor System and the CivicSmart Ticketing and Enforcement System to create a streamlined, integrated, effective, and easy to use system for both the operator and the parking patron.

Equipment List:

(1) CivicSmart Liberty Next Gen Mechanism

*w/ Credit Card Acceptance and Wireless Communications.

Equipment	\$ 290.00
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*Please add 6% Michigan Sales Tax if applicable

PARKING SPACE SENSOR SYSTEMS BY CIVICSMART

CivicSmart's parking space sensors feature directional radar. This technology can be installed either subterranean or pole mount. The system uses radio waves to detect vehicles. The sensors are not affected by conditions that interfere with other sensor technologies (ambient light, color, weather, passing or adjacent vehicles, and electromagnetic interference). Time-of-flight true radar continuously travels at the speed of light, which enables frequency bands to detect objects both large and small.



Sensors completely self-configure and communicate directly via a gateway to the CivicSmart centralized server. Each gateway communicates with a maximum of 75 sensors. These gateways will be located within a few hundred feet of the sensor. Gateways are typically installed on light poles, parking signs, or traffic signal poles.

The solar-powered gateways feature proprietary, low latency, noise-tolerant, communication technology. Data is wirelessly transmitted to the Enterprise Management System (PEMS).



Traffic & Safety Control Systems, Inc.

Parking Space Sensor System by CivicSmart Advantages:

Fully integrated with the CivicSmart's Parking Enterprise Management System (PEMS), the sensors lead to a number of advantages. Sensors improve parking program management through advanced data analysis, integration with way finding applications, more efficient parking violation enforcement, and increased revenue. (The meters can zero out remaining meter time when a vehicle leaves a parking space.)

- Provides real-time on-street parking availability through way finding applications
- Allows real-time and historical data on occupancy and parking program performance
- Supports detailed parking program analysis through advanced data collection
- Informs parking program managers and policy makers through real-time and historical data
- Guides enforcement staff in real-time directly to vehicles in violation
- Automatically zero out remaining time in empty parking spaces

Parking Space Sensor System by CivicSmart Integrations:

CivicSmart regularly works with the top solution providers in the industry. CivicSmart meters and sensors are naturally designed to integrate seamlessly with a range of parking equipment.

CivicSmart's Smart Parking Integrations	
Component	Description
Vehicle Detection Sensors	• CivicSmart Sensors & Gateways • GE Intelligent Light Fixtures
Handheld Enforcement Technology	• AutoISSUE enforcement software • Duncan Solution's AutoPROCESS software • Panasonic FZ Series • Zebra/Motorola/Symbol handhelds and printers • Two Technologies N5 Series • Samsung Mobile Devices • Casio • Intermec • AirWatch
Mobile Payment Applications	• Parkmobile • Passport Parking • Pango Parking • MobileNow • PaybyPhone • GoParkIt
Parking Meters	• CivicSmart's Enterprise Management System (PEMS)

City of Charlevoix, Michigan

Request for Qualifications - Parking Meters and Payment Solutions

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Traffic & Safety Control Systems, Inc.

Other Third-Party Integrations

- CivicSmart's Liberty Next Gen Smart Meter
- T2 Systems/Digital
- Parkeon
- Cale America
- Genetec (LPR)
- Parkopedia (Parking Inventory Aggregator)
- Smarking (Parking Data Analytics)
- Dynamic/Variable Message Signs
- Various Records Management Systems
- Various Court & Citation Processing Systems

Parking Space Sensor System by CivicSmart Warranty / Response Time:

Traffic and Safety offers a 12 month parts, software, and labor warranty on all new equipment purchases. This warranty covers any issues arising from manufacturer defects, workmanship, or installation. (Acts of God, equipment re-location, vandalism, edits to rates / programming, network problems, electrical issues, or intentional misuse is not covered.) Labor warranty covers work during normal business hours / non-holidays. Warranty extensions for additional years are available. Traffic and Safety offers 24/7/365 service and support for all products it sells.

Parking Space Sensor System by CivicSmart Pricing:

The below budgetary pricing indicates costs to provide, install, and warranty for 1 year (parts, software, labor). Pricing is subject to site specific installation requirements and meter qty.

Equipment List:

(1) Space Sensor by CivicSmart

*Each Space Sensor incurs a monthly fee of \$3.00 and requires a communication gateway.

Equipment	\$ 175.00
Installation	\$ 30.00
Shipping	\$ 7.00
TOTAL	\$ 212.00

*Please add 6% Michigan Sales Tax if applicable

Equipment List:

(1) Gateway for CivicSmart Space Sensors

*Each Gateway incurs a monthly fee of \$6.00 per month - The number of gateways needed can be determined once the total number of meters is determined and meter / sensor placement is finalized.

Equipment	\$ 575.00
Installation	\$ 95.00
Shipping	\$ 25.00
TOTAL	\$ 695.00

*Please add 6% Michigan Sales Tax if applicable



Traffic & Safety Control Systems, Inc.

CITATION MANAGEMENT BY PASSPORT

Passport's Citation Management Platform ("CMP") is a cloud-based, SaaS solution that is accessible from any internet-connected device. CMP is broken down into several components: Issuance, Processing, Collections, and Reporting.



Each component is seamlessly integrated with the other, providing real time data collection and retrieval. Passport's suite of products is all built on an open Application Program Interface ("API"), which means that it is capable of integrating with any other software provider within the City's ecosystem.

All citations in CMP are issued through Passport's Android-based mobile application OpsMan Mobile. During the implementation process, Passport will configure the City's application to be fully compliant with all state and local regulations, including customizing codes associated with each cause of action. OpsMan Mobile is available to download for free in the Google Play Store by any parking enforcement officer.

When a parker receives a citation they become a violator and will have access to settle their citation through Passport's online ticket payment portal: Resolve My Citation ("RMCPay"). RMCPay will be fully branded for the City and will have a similar look and feel to other government websites. RMCPay allows the violator to search for citations based on their LPN or citation number. Customers can use this online ticket pay portal to pay citations, or appeal them. Once a violator resolves their citation, the Passport system updates in real time. If the violator does not resolve their citation, it will enter the collections process.

Passport's CMP not only handles issuance and payment, but also assists the City in the collection process. Passport is a partner of NLETs, which provides access to all registered owner information in all 50 states. If a violator fails to resolve a citation through either payment or appeal, OpsMan will automatically generate a send out a collection letter in accordance with local rules. If the citation remains unpaid after the first letter, OpsMan will adjust the fine amount and send another letter, up until additional state action is required.

Notifications will continue to be generated and mailed until the fine is either paid or the delinquency requires additional action by the state. If unpaid citations are punishable by the state, the Harvester will automatically push all necessary information directly to the DMV to suspend vehicle registration or a driver's license. Passport has seen a collection rate of above 90% even where the citation has been backlogged for years.





Traffic & Safety Control Systems, Inc.

Citation Management by Passport Advantages:

Passports OpsMan Mobile makes the parking enforcement officer's job easier through features like dynamic searches, black and white list notifications, scofflaw notifications, digital chalking, auto-completion of habitual offenders, and photographic evidence. The City will also have increased transparency into its citation management process through heat maps, in-field reporting, real-time integrations, and extensive data collection. Additionally, Passport can configure the system to push pertinent data to towing company, municipal courts, and LPR technology providers.

Citation Management by Passport Pricing:

Passport Citation Management system is highly configurable. Pricing varies depending on the level of operations required by Charlevoix. To determine costs, a meeting is needed to iron out the details of the desired system.

MOBILE PAY BY PASSPORT PARKING

The Passport Parking mobile payment app offers a first in class, modern, user-friendly front-end application. Passport includes a mobile optimized website that mimics the application; a secure IVR system; the most powerful, proprietary backend management tool on the market; and the option to power it all with Passport's secure Merchant Processing and Gateway services.

Passport Parking's front-end application is a native application that is available for free on the Google Play and Apple App stores, which will be used by parkers to initiate and purchase parking sessions. In four clicks, the parker will start a session, identifying the zone, space #, and duration of the parking session. To streamline this experience further, all clicks occur on the same main page, with the exception of one: the confirmation. Prior to completing their purchase, the parker will be asked to confirm the session and the itemized charges, including parking and convenience fees. The parker will have the option of adding means of payment including a debit or credit card, PayPal account, Apple Pay, Android Pay, Visa Checkout, or a dedicated wallet. If the parker adds more than one payment method, they will be asked to select a default payment, which may be changed at any time, but which will streamline the initiation process. After the session has been started, the parker will be able to track when their session expires, receive a notification at a custom-set time prior to expiration, see a map of where their car is parked, and extend their session remotely without incurring additional convenience fees. Passport services are customized to best fit the client. Please inquire for pricing and further details.





Traffic & Safety Control Systems, Inc.

REFERENCES – TRAFFIC AND SAFETY CONTROL SYSTEMS INC

1. Wayne State University

Contact Person: Jon Frederick, Director, Parking and Transportation Services

Telephone: 313-577-4349

2. City of St. Joseph, MI

Contact Person: Greg Grothous, Deputy Director of Public Works

Telephone: 269-985-0309

3. Michigan State University

Contact Person: Steve Grice, Public Safety

Telephone: 517-432-2600

4. City of Ludington, MI

Contact Person: Joe Stickney, Superintendent, Public Works

Telephone: 231-843-2873

5. City of Clarkston, MI

Contact Person: Jonathan Smith, City Manager

Telephone: 248-909-3380

6. City of Traverse City

Contact Person: Nicole VanNess, Parking Director, Traverse City Parking Services

Telephone: 231-922-0241

*Additional contacts are available, if needed.

Multi-Space Pay Station

For On- and Off-Street Parking Environments

Public and private parking operators are realizing the benefits of multi-space pay stations: increased revenue, reduced operational costs, and superior customer service, to name just a few. Consumers also enjoy the added convenience, diverse payment options, and ease of use provided by pay stations. The LUKE® II pay station is highly secure, flexible, and suitable for both on- and off-street deployments. LUKE II fulfills customer service expectations and delivers superior performance and significant contributions to operators' top and bottom line.

LUKE® II Features for Consumers

- Range of convenient payment options, such as coins, bills, credit cards, smart cards, value cards, campus cards, coupons, and Pay-by-Phone services
- Contactless payments for rapid parking transactions
- Extend-by-Phone service provides expiry reminders and the ability to add time via mobile phone
- Large color screen that is easy to read
- Prompts in multiple languages
- Ability to pay for parking or add time using any pay station in the system
- Coin escrow refunds consumers' money upon a cancelled transaction
- 38-key full alphanumeric keypad for easy license plate entry
- Easily recognizable design identifies machine as a parking pay station

LUKE® II Features for Parking Operators

- Separate maintenance and collections compartments for enhanced security
- Theft-resistant design to protect coins, bills, and internal components
- Enhanced locking mechanism and electronic lock support for added security
- PCI compliant and PA-DSS validated system ensures credit card data security
- Pay-and-Display, Pay-by-Space, and Pay-by-License Plate on the same pay station
- Remote configuration of rates and policies saves time and money
- Integration with leading parking technology partners for a complete solution
- Flexible rate structures and diverse payment options can increase revenue
- Reduced maintenance and collections costs
- Real-time credit card processing to reduce processing fees and eliminate bad debt
- Real-time reporting and alarming
- Complete audit trail and rich analytics



Standard

Premium



Charcoal
Gray



Jet
Black



Pebble
Gray



Racing
Green



Marine
Blue



Citrus
Yellow

LUKE® II Specifications

Cabinet:	12-gauge cold rolled steel protected with an anti-corrosion coating
Payment Options:	Coins, bills, credit cards, contactless payments, smart cards, value cards, campus cards, coupons, Pay-by-Phone services. Coin escrow optional
Card Reader:	Cards are not ingested – no moving parts. Reads Tracks 1, 2, and 3 of all magnetic stripe cards conforming to ISO 7810 and 7811. Reads and writes to chip-based smart cards conforming to ISO 7810 and 7816
Bill Stacker:	1,000-bill capacity (U.S. only)
Printer:	2" receipt width
Display:	Color backlit LCD with 640 x 480 resolution
Keypad:	38-key alphanumeric with tactile buttons
Locks:	Can be re-keyed twice without removal of lock cylinder. Electronic locks optional
Access:	Separate compartments for maintenance and collections
Communications Options:	GSM/GPRS, CDMA, Ethernet
Environmental Requirements:	-40°F to +140°F (-40°C to +60°C)* Relative humidity: up to 95%
Power:	120 V AC. Slimline solar panel optional
Operational Modes:	Pay-and-Display, Pay-by-Space, Pay-by-License Plate
Multilingual Support:	Up to four languages using roman or non-roman characters
Audible Alarm:	Senses shock and vibration
Color:	Charcoal gray. Additional colors optional
Standards:	UL/CSA approved, ADA compliant, PCI compliant, PA-DSS validated

*using separately purchased heater/insulator option.
Low end of range is -4°F (-20°C) ambient without heater/insulator option

Think Technology. Think Solutions. Think T2.



Since 1994, T2 Systems has been providing the parking industry with solutions that meet the ever-changing needs of parking managers and parkers alike. T2's unified parking management platform combines quality products and services with a commitment to thought leadership and strong customer relationships. T2's intelligent platform of Solutions-as-a-Service (SaaS)—including enforcement, permits, payments, PARCS, event parking and real-time parking availability—is trusted by over 1,000 organizations in the United States and Canada, including universities, cities, towns, private operators, and airports.

For additional information about T2 Systems, Inc. products and services, visit www.T2systems.com.

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Data Intelligence Platform

The value of a parking system is measured by the ability to manage your pay station network, identify opportunities, take action, and measure results. An effective parking system is one that empowers parking operators, and their field staff, to make informed decisions that increase efficiencies, productivity, and the bottom line.

Digital Iris™ is an easy to use cloud-based data intelligence platform that provides secure and actionable information to the right people at the right time. This platform delivers insight through interactive metrics, data visualization, and automated reporting. With a wealth of real-time data, Digital Iris meets the needs of all users in your organization, from simple reporting to advanced analytics.

Core Functionality

- Secure cloud-based system accessible anytime, anywhere
- Personalized Web-based dashboards
- Self-administration of your pay station network
- Access to real-time operational and financial data
- Automated reporting offering basic reports and advanced analytics
- Real-time credit card and passcard processing

Collections and Maintenance

- Dedicated modules for collections and maintenance
- Real-time monitoring of your pay station network
- User created and managed pay station alerts
- Pay station alerts sent directly to field personnel
- Intuitive mapping for “hot spots” and efficient maintenance and collections routes
- Collections and maintenance data accessible to field personnel reducing response times

Operations Management

- Full operational insight into data and trends using data visualization
- Over 90 available metrics with 3,000 widget combinations including occupancy, utilization, and turnover
- Unified corporate dashboard supporting multiple branch operations
- Intuitive mapping to easily locate your pay stations and see real-time status alerts
- Configurable widgets to track the most important metrics in your operation

Enforcement

- Transaction data sent to enforcement handheld devices
- Integration with license plate recognition (LPR) systems for a 10- to 20-fold improvement in enforcement productivity
- Communication with space sensors
- Integration with mobile payment services

Mobile Workforce

- Real-time data to field personnel via Digital Payment Technologies mobile apps or third-party integrated devices
- Remote access to:
 - Transaction data and permit information
 - Pay station collections status and alerts
 - Pay station details and maintenance alerts

Parking Management

- Passcards and coupons to streamline financial management
- Coupons for complimentary or discounted parking
- Passcards for a reusable discount or a reloadable method of payment
- Support for event parking, permit parking, and parking validation
- Track and manage coupon and passcard use by individual consumer
- Billing reports to monitor coupon and passcard usage

Consumer Convenience

- Pay for parking or add time using any pay station or your mobile phone
- Receive expiry reminders via your mobile phone
- Advanced payment types such as passcards, smart cards, and contactless payments
- Load funds onto your smart card using any pay station

Open and Robust Architecture

- Easily integrate with third-party systems and custom built applications
- Extensive integrated partner network
- Clustered database architecture
- High availability with seamless failover
- Extensive application level monitoring

Data Security

- Secure role-based permission structure to enable only approved personnel to make system adjustments
- Secure hardware-based encryption for card processing
- PCI compliant (Level 1 service provider) and externally audited
- System does not require Flash or Java



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BOSS

Pay Station Configuration Made Easy

The power to quickly and easily configure your multi-space pay stations is at your finger tips. The BackOffice Support System (BOSS) from T2 Systems (T2) is a software application designed to configure all operating aspects of your pay station and is available with every Digital parking machine. BOSS enables you to configure and adjust rates, payment and display options, and unit configuration as often as you like. Updating your network of pay stations is easy. You can use the supplied BOSS Data Key or the Internet via T2's Digital Iris.

Configuration

Each pay station can be configured to meet your specific needs. Settings for each pay station include:

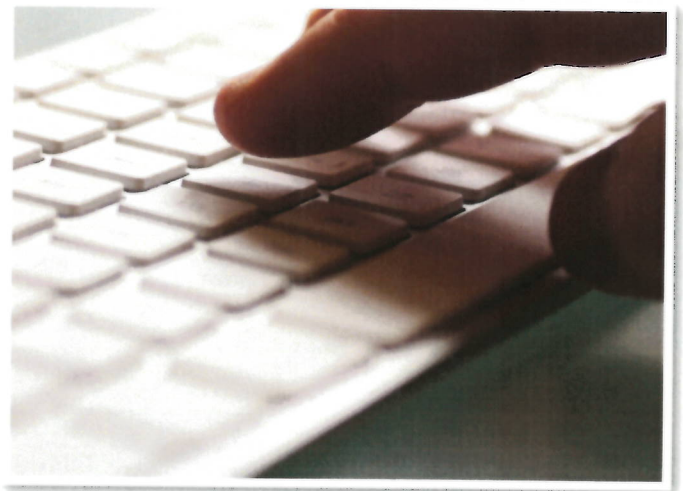
- Introduction screen
- Operational mode (Pay-by-License Plate, Pay-by-Space, Pay-and-Display)
- Language support
- Accepted payment types
- Accepted currency denominations
- Extend-by-Phone support
- Receipt headers and footers

Rates

The pay station supports a range of rate types providing you with complete flexibility for your operation. All rates can be previewed before updating the pay station. Supported rate types include:

- Hourly
- Daily
- Incremental
- Monthly
- Blended
- Scheduled
- Valid For
- Expires At
- Holiday

BOSS also offers a Restricted Rate that can be used to inform consumers when and why the pay station(s) is not in operation due to street maintenance or special events.



Coupons

Coupons can be enabled in BOSS to provide discounted parking for individuals or groups. Consumers likely to benefit most from using coupons are:

- Patrons of local merchants
- Event attendees
- Special guests
- Carpool pass-holders

Languages

Digital pay stations support both Roman and non-Roman characters. Pre-configured languages can display on the pay station screen. Most pre-configured languages can also print on receipts. Supported languages include:

- English
- French
- Spanish
- Vietnamese
- Simplified Chinese

All on-screen prompts and receipt fields can be modified using BOSS to meet your specific language needs.

Offline Credit Card Processing

All of T2's systems are PCI compliant and PA-DSS validated for the secure processing of both online and offline credit card transactions. BOSS facilitates the offline processing of credit card transactions by manually downloading transactions from the pay station and then processing them.

Offline Reporting

Numerous reports can be generated using BOSS by first downloading pay station transaction data. BOSS can generate the following reports:

- Transaction Report
- Audit Report
- Cash Report
- Rate Report
- Custom Card Report
- Online Configuration

Online Configuration

Pay stations can be configured and have their rates adjusted in real-time using BOSS when connected to Digital Iris. Alone BOSS allows you to manually upload configuration and rate changes to your pay stations using the supplied BOSS Data Key.



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Anti-Corrosion Coating

Protecting Your Investment

T2 Systems (T2) continues to lead the industry with innovative solutions. In order to combat corrosion, T2 has introduced an anti-corrosion Thermal Spray Coating (TSC) a well studied and proven technology that has been used for years in marine, bridge, and pipeline infrastructures. Now for the first time in the multi-space parking meter industry, T2 is using TSC to protect its pay stations from corrosion. TSC offers a protective layer that bonds to the surface of the pay station to create a robust and self-healing anti-corrosion barrier.

About Thermal Spray Coating

There have been numerous studies and innovations in the area of anti-corrosion to improve the durability of metal structures exposed to harsh urban and coastal environments. In such conditions, exposure to high-chloride and salt concentrations, strong winds, and changing conditions of relative humidity and temperature are common.

After extensive study and market research, TSC has been identified as the most effective solution for Digital pay stations. The TSC process has gone through extensive long-term field exposure testing, and The National Association of Corrosion Engineering (NACE) has published numerous articles highlighting the effectiveness and durability of TSC against corrosion. Besides serving as an excellent anti-corrosion agent against environmental degradation, TSC is also eco-friendly and offers minimal impact on the environment when compared to other anti-corrosion treatments.

5-Year Warranty

As testament to T2's commitment to use this highly durable technology, T2 offers a five-year anti-corrosion warranty on its TSC-treated pay station cabinets. This warranty shows the confidence T2 has in TSC and also provides clients with additional peace of mind when choosing a Digital pay station that is treated with TSC.



Contactless Payments

Faster Service and Happier Customers

Consumers looking for a faster way to pay for parking can now take advantage of T2 Systems (T2) contactless payments solution. Parking operators will notice less queues, happier consumers, and less card reader maintenance. By adding contactless payment acceptance to its Digital pay stations, T2 continues to lead the way in consumer convenience and operator satisfaction.

Why Contactless Payments?

Contactless payments are ideal for low-value, traditionally cash-only transactions where speed is essential, such as fast food restaurants, convenience stores, movie theatres, mass transit, and now parking. These transactions are as secure as traditional card payment methods; contactless payments incorporate a special security technology to help prevent fraud. For the parking operator, contactless payments allow consumers to pay more quickly while reducing costs related to cash collections and traditional card reader maintenance.

Consumer Benefits

- Fast and convenient way to pay
- Supported by both Visa and MasterCard
- As secure as traditional card payment transactions
- Cards are not inserted into the pay station

Operator Benefits

- Increased speed and number of transactions
- Reduced collections and cash handling by employees
- Increased consumer satisfaction
- Reduced pay station maintenance



Coupons

Improve Consumer Loyalty with a Convenient Payment and Discount Option

Coupons are a PIN code-based, fully auditable method of payment available for pay stations from T2 Systems (T2). With coupons, a consumer, or groups of consumers, can purchase parking at a reduced rate. Coupons can also be used to issue complimentary parking permits.

Benefits of Coupons

- **Additional Payment Option:** Coupons are considered an additional payment option and can be accepted for any dollar or percentage discount at the pay station. Coupons can be set for either single or multi-use.
- **Easy to Use:** The consumer simply enters their coupon code when paying for parking at the pay station. The pay station then validates the coupon code in real-time and issues a permit.
- **Increase Parking Control:** Coupon use can be restricted to any combination of date, region, lot, pay station, space number, and number of uses. With real-time validation, the system prevents abuse from coupon sharing.
- **Streamline Accounting:** Coupons are easily managed and can be assigned to different organizations or departments to track parking costs. This enables accounting departments to allocate parking costs accordingly.

Applications for Coupons

There are many applications for coupons to serve your consumers.

Customer Service

- A goodwill gesture to consumers who have a valid consumer service concern
- A promotional giveaway to increase adoption of a new parking system
- As part of a local merchant loyalty program
- If the pay station is unable to accept payment, using coupons in lieu of payment allows consumers to avoid any unnecessary citation
- Complimentary parking for special guests or VIPs

Operational Efficiency

- Staff or guest parking, optionally billed to a certain department or organization
- Volunteer parking, as a form of compensation
- Maintenance and pay station testing, eliminating the need to carry coins or use credit cards

Additional Revenue Stream

- An add-on for consumers when purchasing special event tickets
- As part of a package included with admissions fee to tourist attraction or event

How Contactless Payments Work

Contactless payment is easy for consumers to use and easier for operators to maintain.

For Parking Operators

- When the pay station is ready to accept payment, the contactless card reader is activated
- The card reader recognizes an enabled payment card or device and exchanges payment account details in less than a second
- Transaction data is then authorized in real-time
- Contactless payment transactions are for purchases of up to USD\$25
- Accepted contactless payment types are Visa PayWave and MasterCard PayPass

For Consumers

- The consumer initiates payment by waving their enabled payment card over the contactless payment reader on the pay station
- A computer chip in the enabled payment card or device securely communicates with the pay station
- In seconds, a light and an electronic beep indicate an approved transaction
- The consumer collects their permit and leaves



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Pay-by-Phone

Increase Convenience, Increase Revenue

Expand the payment options available to consumers, increase revenues, and raise the rate of compliance by allowing consumers to pay for parking using their mobile phone. T2 Systems (T2) has partnered with market leaders PayByPhone and Parkmobile to bring you integrated Pay-by-Phone functionality that delivers consolidated enforcement and transaction reporting. With Pay-by-Phone, you can reduce enforcement costs and increase operational efficiencies.



Pay-by-Phone Benefits

Convenient Payment Option

Statistics show that providing consumers with multiple payment options like Pay-by-Phone can increase revenues dramatically as they tend to select rates that allow parking for extended periods. In addition, the convenience of more payment choices increases compliance and reduces your enforcement costs.

Add Time Remotely

Consumers can add time to their parking session using their mobile phone, without needing to return to the pay station. This leads to more parking revenue and increased compliance with parking policies.

Online Access

Consumers can access and print their Pay-by-Phone transactions online.

E-mail Receipts

Parking receipts can be directly e-mailed to the consumer.

Benefits For Parking Operators

- A secure method of payment that uses state-of-the-art encryption to protect card data and prevent card copying or “topping up”
- Reduced collection costs due to less currency in meter vaults
- Less coin acceptor maintenance
- Simplified management through cross-platform use; cards can be used in both single-space meters and Digital multi-space pay stations
- Prevention of misuse through creation of a smart card bad list
- Upfront revenue from card sales and reloads; in the bank earning interest while it may take weeks or months before a card’s value is depleted
- Additional revenue is possible by selling advertising on the card

Smart Cards and Digital Pay Stations

During the course of a transaction, the pay station shows the smart card’s current card balance and also prints the remaining balance on the receipt once the transaction has been completed. Additionally, the consumer can add funds to the card at the pay station.*

Smart cards can operate in both online and offline mode. In offline mode, connectivity to Digital Iris is not required to accept or reload cards. However, in online mode, operators can conduct real-time credit card authorization at the pay station during the card-reloading process.

Compatible Smart Cards

Digital pay stations are compatible with smart cards from two industry leading suppliers, POM a manufacturer of single-space parking meters, and PXT Payments an electronic payments company. Both POM smart cards and PXT Payments’ Parcsmart smart cards work with Digital pay stations. Several T2 clients have deployed both POM and Parcsmart smart cards and are already realizing the benefits of cashless payment.

* feature only compatible with POM smart cards



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Smart Cards

A Smarter Way to Park, Pay, and Go

Consumers looking for a convenient alternative to cash when paying for parking can now take advantage of T2 Systems (T2) smart card solution. Parking operators will notice upfront revenue from card sales and reloads, reduced meter collection costs, and compatibility with both single-space and multi-space meters. By providing smart card acceptance on its Digital pay stations, T2 continues to lead the way in consumer convenience and operator satisfaction.

What Are Smart Cards?

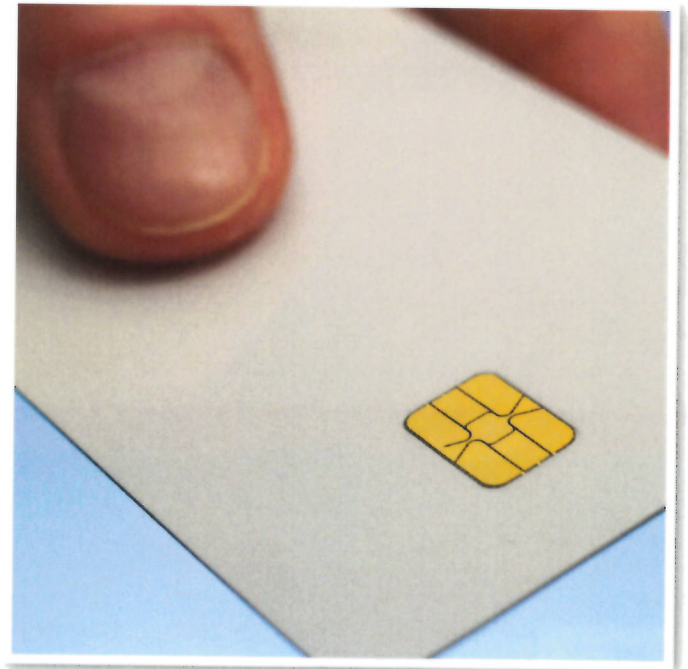
The smart card acts as an electronic purse in lieu of hard currency. It is a pocket-sized card with an embedded microprocessor (chip), which contains a stored dollar value that is deducted to pay for parking transactions, similar to debit card transactions.

Smart cards can be used with both single-space meters and T2's Digital multi-space pay stations. Because of their dual-purpose use, operators with existing single-space meters opting to upgrade to Digital multi-space pay stations, have a seamless migration with no hardware or software updates required. All that's needed is the security code of the existing group of smart cards to enable the pay stations to accept and process smart card transactions.

Smart cards use high-grade data encryption and are managed in Digital Iris to provide safeguards against misuse. Consumers no longer need to scour for loose change to feed the meter. The chip-based smart card offers consumers a convenient, hassle-free way to pay.

Benefits For Consumers

- More convenient than cash; no need to remember to bring cash to pay for parking
- Easier than cash; exact change every time
- Safer than cash
- Card is reloadable and reusable
- Easily add funds onto the card at the pay station*



Features

- Operates as an online application
- Deploys either as single or multi-use
- Use can be restricted to only once-daily
- Provides a method of validation
- Coupon codes can be alphanumeric and up to ten digits in length
- Allows parking to be purchased at a reduced rate either by a dollar amount or percentage
- Easily configured through Digital Iris
- Third-party systems can easily integrate and manage coupons in Digital Iris using T2's Coupon API

How Coupons Work

Each coupon code can be configured using Digital Iris. Coupons can be created individually or through a batch process using a comma-separated value (CSV) file. Once the coupons are created they are then activated using Digital Iris.

Technology Integration

Coupons can be used in conjunction with other types of third-party management systems. By using the coupon number as the consumer identifier, management systems used for events and carpooling can easily connect to the pay stations. Also, since coupons can be either single or multi-use, there is a high degree of flexibility in how they are deployed. When used with third-party systems, coupons can also provide a method of participation validation.



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Extend Your Parking Session Remotely

The Extend-by-Phone service from T2 Systems makes it easy for consumers to receive expiry reminders and add time to their parking session using their mobile phone. As a result, parking operators notice better compliance and increased revenue. By integrating the Extend-by-Phone service into our Digital pay stations, T2 Systems has eliminated the account setup process, making it more convenient for consumers. Equally, operators find Extend-by-Phone attractive as it provides consolidated management and reporting.

Why Extend-by-Phone?

Parking operators are quickly realizing the many benefits of providing their consumers with parking expiration reminders as well as the ability to remotely add time to their parking session via mobile phone. However, all existing solutions in the market require consumers to set up an account prior to using the service. As a result, many consumers never use the service and parking operators don't see the adoption and revenue they expect.

Extend-by-Phone is different. By integrating with the pay station, Extend-by-Phone eliminates the need for consumers to set up an account and enables the parking operator to use the same management system they already use for their pay stations.



Consumer Benefits

- No account setup required
- Simple and easy-to-use
- Receive a text message reminder when parking is about to expire
- Ability to extend parking session remotely
- Works with any mobile phone

Operator Benefits

- Increased consumer satisfaction
- Higher rate of consumer adoption
- Higher rate of compliance with parking policies
- Increased parking revenue
- Consolidated management and reporting

Pay-by-Phone Applications

Parking Payments

Allow consumers to use their mobile phone to pay for parking easily and conveniently. Consumers first create an account using their name, license plate, credit card, and mobile phone numbers. Once the consumer has an account, parking purchases are automated by phoning a dedicated number or using a smartphone application then entering the lot number and the amount of time needed.

Violation Payments

Collect payments instantly, 24 hours a day, seven days a week. The consumer simply calls a 1-800 number or goes online and the fully automated system processes the credit card payment.

Digital Permits

Administering parking permits digitally is a streamlined and cost-effective approach for the instant application, renewal or revocation of parking permits.

E-vite

Send parking coupons by e-mail. Each e-mail contains a clickable link that allows recipients to pre-register parking in advance for a specific day and time.

Event Parking

Allow event parking to be purchased and pre-paid online to eliminate costly and frustrating lines on the day of the event.

Additional Pay-by-Phone Applications

- Ticketless hotel guest passes
- Online reservations for airports and events

Integrating with Pay-by-Phone

Through the integration of Digital pay stations, and either the PayByPhone or Parkmobile Pay-by-Phone solution, you will provide consumers with a higher level of convenience, and receive more comprehensive data.

Consolidated Enforcement Data

Transaction data from the Pay-by-Phone system can be easily merged with your pay station transaction data to provide consolidated reporting for enforcement purposes.

Consolidated Revenue Data

Transaction data from the Pay-by-Phone system can be easily merged with your pay station transaction data to provide consolidated revenue reporting.

Pay-by-Phone Partners:



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How Extend-by-Phone Works

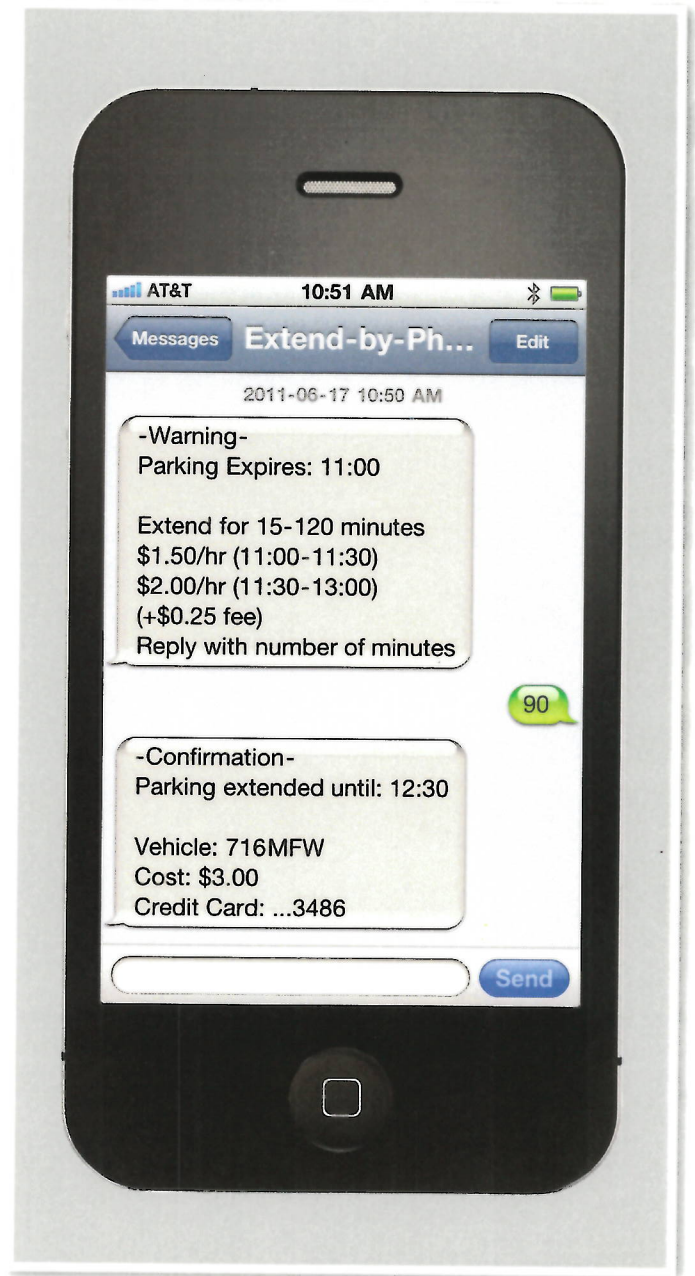
Extend-by-Phone is easy for consumers to use and simple for operators to manage.

For Parking Operators

- Manage the service directly through the same system used for managing pay stations, Digital Iris
- Easily configure rates, policies and fees
- Works with Pay-by-Space and Pay-by-License Plate
- Pay stations must be enabled with online credit card processing to offer Extend-by-Phone

For Consumers

- Simply pay for parking at the pay station using a credit card
- Enter mobile phone number when prompted
- Receive a reminder text message when parking is about to expire
- Send a reply message with the amount of additional time needed
- Receive a confirmation message indicating parking session has been extended



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City Council Regular Meeting -



Passport

Citation Management

Here's your ticket to increased collection yield.

Passport's Citation Management service allows you to manage your entire ticketing process from issuance to collection. This means not only a higher collection yield with citations, but when combined with Passport Mobile Pay, offers a significant cost savings by utilizing a single provider for your various needs.

Enforcing with OpsMan Mobile

Passport's Citation Management service **can be utilized on any Android-based mobile phone or tablet** through our OpsMan Mobile app in the Google Play store. OpsMan Mobile provides Parking Enforcement Officers (PEOs) in the field an actionable real-time list of parking transactions, allowing them to quickly and efficiently determine a space's status and issue a citation if necessary. We integrate with all the industry leaders in multi-space meters, allowing you to **view all payment information in one place**, without having to print transactions from the meter. Since OpsMan Mobile is available through Google Play, **updating your software is as easy as updating an app on your smartphone** saving you upgrade and maintenance costs.

From OpsMan Mobile, PEOs can proceed through the citation process to include relevant notes as well as capture photos of the infraction, which are immediately uploaded to the system and made available for payment. Our system will also check for scofflaws and previous infractions when vehicle information is entered. Violation types as well as payment schedules are created to support fines and fee schedules set forth by the operator or local ordinances.

Our Citation Management service also provides operators with real-time tracking of their PEOs enforcement activities in the field. As information is loaded and stored in the system in real-time, administrators can see the most recent location and activity of their PEOs. This information can then be utilized to improve signage, communication with your customers, as well as enforcement routes.



**ACCESSIBLE ON ANY
ANDROID-BASED DEVICE**



**CITATIONS UPLOADED
AND VISIBLE IN REAL TIME**



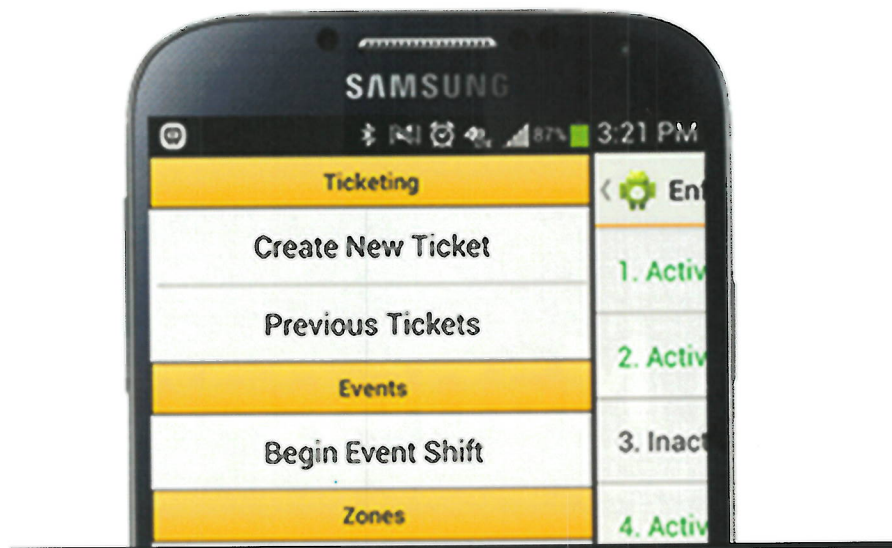
**SCOFFLAW AND PREVIOUS
INFRACTION LOOKUP**



**REAL-TIME
FIELD TRACKING**

For more information on Citation Management or PassportParking's other services, please contact us at:
(704) 837-8066 or sales@passportparking.com

City Council Regular Meeting -



We only get paid when you do.

Payment & Collections

If you're still relying on violators to pay their citations by mailing in cash or checks, you're losing money. By offering credit and debit options that violators can pay as soon as the citation is issued, you make it easier for the violator to pay, which **will lead to increased collection yield**. Passport's Citation Management service provides these real-time payment options through via secure web and automated voice systems. With our plug-in, operators can choose to accept payments through their own websites or use Passport's dedicated payment site ResolveMyCitation.com.

By utilizing our cloud-based Citation Management system, administrators and violators **no longer have to wait for PEOs to upload citation information** from a hardware dock. All information is immediately uploaded and available for payment as soon as the citation is input. All relevant notes, photos and violation information can immediately be accessed from any computer with an internet connection. As part of our Citation Management service, Passport can also assist operators with multiple stages of collections. These options range from basic letter generation, branded with the operator's letterhead, to full-scale collections processing.



**REAL-TIME CREDIT/DEBIT
PAYMENT OPTIONS**



**NO HARDWARE
DOCKING REQUIRED**



**MULTIPLE OPTIONS FOR
ESCALATING CITATIONS**

We're exceedingly focused on attaining the highest yield possible. This isn't just talk, we put our money where our mouth is. **We only collect a fee when someone pays a citation.**

Appeals & Adjustments

Appeals and adjustments are a key part of any citation management process. They allow the operator to provide a high level of customer service and build trust with their customers. Operators have the option to enable appeals by individual citation type. Approved users will be notified via email and in the dashboard that a citation has been appealed. The Administrator has the option of accepting or declining the appeal which will flow through to the holder of the citation along with the payment site. In addition, administrators also have the ability to adjust citation details or void the citation entirely from within the system.

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Passport

Mobile Pay

**Your new parking payment technology
is already in your customer's pocket.**

Payment Options

Passport's Mobile Pay service blends state-of-the-art technology with a complete suite of mobile payment options to offer the **quickest and most intuitive mobile parking payment service** on the market. By providing a mobile pay service that allows customers to pay for parking in under 2 minutes, you'll see higher utilization rates, which means more money for you. Mobile payment options include:

Pay by App	Available for download on iOS and Android devices, the PassportParking app is the most popular Mobile Pay option
Pay by Web	PassportParking's Mobile Web gives users all the features of the mobile app through any web browser on any device.
Pay by Voice	No need for a smart phone! With Pay by Voice and Pay by Text options, Passport Mobile Pay provides greater accessibility to users.
Pay by Text	

Not only is Passport's service easy to use, but is incredibly convenient for parking customers. Your customers can extend their time remotely, either through the app, phone, or text. That means they no longer have to return to the meter to add more time!

Passport's Mobile Pay service is not only easy and convenient for the customer, but also generates higher revenues for you. With Mobile Pay, customers no longer think about how much cash they have, but how much time they need. This change in purchasing behavior leads to customers purchasing longer parking sessions to ensure they have enough time.

Features unique to Passport Mobile Pay include:



**Electronic
Validation**



**One-touch login
with Facebook**



**Zone Cash
System**



**Multiple Language
Capability**



**Private Label
Mobile Pay Suite**

For more information on Mobile Pay or PassportParking's other services, please contact us at:
(704) 837-8066 or **sales@passportparking.com**

Electronic Merchant Validation

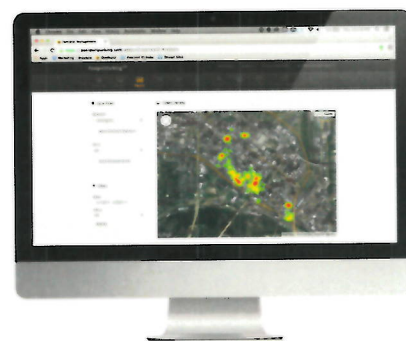
Passport's Mobile Pay service is the **only mobile pay service to offer electronic merchant validation and at no cost to the operator**. Our system allows local merchants the ability to offer discounted parking to customers visiting their business - increasing foot traffic for the merchant and occupancy for you. When a customer uses a validation code provided by the merchant, the discounted amount would then be transferred from the merchant's secure prepaid account to you. Once the discounts start, it's only a matter of time before word spreads and more people are drawn to the operator's facilities.

Operations Management Dashboard

At the center of the operator's mobile payment experience is the Operations Management (OpsMan) dashboard, which provides the operator with complete control and detailed analytics of their mobile payments. This allows you to not only increase revenues, but also lower costs with improved operational efficiency through real-time monitoring and reduced maintenance, such as less coin collection, service, vandalism, and theft.

The OpsMan console allows operators to:

- ➔ **View parking sessions and respective expiration times**
- ➔ **Create and update daily rates**
- ➔ **Add temporary rates for special events**
- ➔ **Analyze utilization and turnover**
- ➔ **Set-up users with varying degrees of access**



OpsMan's real-time reporting and analytics **improves operational efficiencies for the operator through clarity and transparency** into all of your parking transactions. Operators can view all transactions as they happen as well as instantly generate reports and export them to Excel spreadsheets for additional analysis and internal reporting requirements. With these reports, there's no more going with just a gut feeling. Operators can easily drill down into specific transactions or space utilization over time to **make relevant financial and operational decisions**.

As with any software, it's only as good as how easily you can access it. The OpsMan console is completely cloud-based, meaning **you can access it anytime, anywhere from any computer with an internet connection**. Our cloud architecture is based on some of the most reliable in the industry with a 99.9% uptime.

Fully Integrated and Secure Platform

At Passport, we're not ones to take our ball and go home. We'd rather play nice with others on the playground. That's why all our software and hardware architecture is open, enabling seamless integrations with other products and services. This means that **Passport can be integrated with any existing infrastructure**. Our hardware technology partners include:



At Passport, we take our security seriously. We maintain **Payment Card Industry Data Security Standard (PCI-DSS) Service Level 1** through quarterly audits performed by an independent third-party organization.

For more information on Mobile Pay or PassportParking's other services, please contact us at:
(704) 837-8066 or sales@passportparking.com

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: MDOT Contract Amendment for Bridge Lighting Project

DATE: March 18, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

As Council is aware, there is an ongoing private effort to raise funds for the lighting of our bridge. While the funds are being privately raised, the City is assuming responsibility for this. Council approved the original contract on August 6, 2018. The scope of the project has changed to include lighting under the bridge therefore, MDOT has amended the contract to include language specifying this including that the City is responsible for electrical expenses.

RECOMMENDATION:

Motion to approve Resolution 2019-03-03, executing the contract amendment with MDOT for the installation of lights under the Charlevoix Bascule Bridge.

ATTACHMENTS:

- ▣ Contract Amendment
- ▣ Resolution

AMENDMENT TO CONTRACT 18-5341	DA	
	Control Section	15012
	Permit Reference #	55361
	Contract No.	19-5049

THIS AMENDATORY CONTRACT is made and entered into this date of _____, by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the CITY OF CHARLEVOIX, a Michigan municipal corporation, hereinafter referred to as the "AGENCY"; for the purpose of fixing the rights and obligations of the parties in agreeing to this Amendment to CONTRACT #18-5341.

WITNESSETH:

WHEREAS, the parties to the Amendment have heretofore, by a Contract dated August 20, 2018, hereinafter referred to as "CONTRACT 18-5341" provided for the permitting of the AGENCY for the construction of that which is hereinafter referred to as the "PROJECT" and is described as follows:

Bridge accent and pedestrian lighting installation work on Structure B01 of 15012 which carries Highway US-31 over the Round Lake Channel; together with necessary related work, located within the corporate limits of the AGENCY; and

WHEREAS, the AGENCY has requested that the PROJECT work of CONTRACT 18-5341 be revised to include lighting and pedestrian railing installation under Structure B01 of 15012 which carries Highway US-31 over the Round Lake Channel; and

WHEREAS, the DEPARTMENT and the AGENCY having appropriate authority desire to amend CONTRACT 18-5341 to provide for the installation of lighting and pedestrian railing under Structure B01 of 15012 which carries Highway US-31 over the Round Lake Channel.

NOW, THEREFORE, it is hereby agreed by and between the parties hereto that:

1. The project description of CONTRACT 18-5341 is revised to read as follows:

Bridge accent and pedestrian lighting installation work on Structure B01 of 15012 which carries Highway US-31 over the Round Lake Channel and pedestrian lighting and railing under Structure B01 of 15012 which carries Highway US-31 over the Round Lake Channel; together with necessary related work, located within the corporate limits of the AGENCY; and

2. Section 2 of CONTRACT 18-5341 is revised to add Section 2D and to read as follows:

D. All expenses for the electrical services for the pedestrian lighting installed under Structure B01 of 15012 that are connected to the DEPARTMENT'S electrical services shall be the responsibility of the AGENCY.

3. Except as amended by the provisions herein, all of the provisions, covenants, and obligations of the parties contained in CONTRACT 18-5431 shall remain in full force and effect.

4. The AGENCY waives any and all claims it has or may have against the DEPARTMENT which arise out of the need to amend CONTRACT 18-5431.

5. This Amendatory Contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto; upon the adoption of the necessary resolution approving said contract and authorizing the signatures thereto of the respective officials of the AGENCY, a certified copy of which resolution shall be attached to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed the day and year first above written.

CITY OF CHARLEVOIX

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By _____
Title:

By _____
Department Director MDOT

By _____
Title:



CITY OF CHARLEVOIX
RESOLUTION NO. 2019-03-03
EXECUTION OF MDOT CONTRACT NO. 18-5341 AMENDMENT
BASCULE BRIDGE ACCENT AND PEDESTRIAN LIGHTING

WHEREAS, the City of Charlevoix is proposing the installation of bascule bridge accent and pedestrian lighting; and

WHEREAS, the project will beautify the structure, welcome boaters and increase safety; and

WHEREAS, the project has support from the Downtown Development Authority, City Council, and Charlevoix Area Chamber of Commerce; and

WHEREAS, on August 6, 2018 City Council authorized the execution of MDOT Contract No. 18-5341; and

WHEREAS, the project has expanded to include pedestrian and railing lighting under the bridge.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the Mayor and City Manager to execute the amendment to MDOT Contract No. 18-5341 for the bridge accent and pedestrian lighting project.

RESOLVED this 18th day of March, 2019 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Bridge Rail Paint Removal

DATE: March 18, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS:

- ▣ Warner Paint Removal Quote

Kelly Warner Painting
P.O. Box 158
Charlevoix, MI 49720
231.838.8264

Bid Proposal Charlevoix Bridge Paint Removal

3.12.19

Removal of paint off Charlevoix Bridge aluminum railing system covers and decorative lattice between railing. Aluminum covers are wrapped around railings.

Step 1: Remove covers and lattice by sections.

Each section is 8 to 10 feet

Replace with temporary plastic lattice if need. TBD

Step 2: Sections to be removed to an off site shop.

Sections will be blasted with a glass beads process to remove paint.

Sand blasting has been suggested however it is too harsh and will damage aluminum.

Step 3: Put section back in place on bridge.

Bolts are aluminum, fragile and old. Many will break in the process. All broken bolts will be replaced with same material bolts.

Scope of work 6-8 weeks.

TOTAL: \$45,000

Bid good for 30 days

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: March 18, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Public Service Facility Update

We are nearing completion of the design phase for our Public Services Facility. I expect to have revised renderings and details to share with Council and the public in the coming month. We are still on track to bid this project later this spring and begin the financing of the construction.

B. Joint Planning Commission/City Council Work Session

The joint work session for the Planning Commission and City Council is set for Wednesday, March 20 at 6:30pm. I'll have an agenda for the discussion out to both bodies tomorrow afternoon. As we look to the future of housing and growth in our community, it's important to have discussion about the direction of zoning and our master plan.

C. Michigan Saves

Please see the attached memo regarding this method for helping property owners finance larger energy efficiency projects.

D. Holland Mayor's Exchange

We've been working with the City of Holland on the planned Mayor's Exchange for this summer. Currently it looks like it will work for our delegation to visit Holland in May or early June and for the Holland delegation to visit Charlevoix in mid-August. I'll keep you informed as we solidify this planning.

ATTACHMENTS:

- ▣ Michigan Saves Memo



MEMO

TO: The Honorable Luther Kurtz and the Charlevoix City Council
FROM: Blake Schulman, Environment and Sustainability Intern and Mark L. Heydlauff, City Manager
RE: Michigan Saves On-bill Energy Efficiency Financing
DATE: March 14, 2019

Michigan Saves, a nonprofit organization focused on easily integrating energy improvements into the homes of all Michigan energy consumers, has approached the City of Charlevoix about creating an on-bill financing program to promote energy efficiency upgrades in our city. According to a report created by Michigan Saves: “an on-bill program is a financial collection mechanism whereby financing for clean energy improvements is repaid by the building owner on their monthly utility bill.” Through this program, citizens of Charlevoix would be able to elect to have energy upgrades done on their home with a loan from the utility provider and be able to pay for it incrementally on their monthly electric bill. There are multiple ways in which the utility provider can help finance these upgrades, which will be discussed later in this description. This is not a required program, but the City could be a conduit to provide this financing.

On-bill financing has become a trend due to the desire of many homeowners to have greater energy savings, but who may also not have the funds or resources to bring it to fruition. In order to reach large numbers of homeowners in the city who want to participate in obtaining greater energy efficiency, accessible and affordable financing is essential. On-bill financing is helpful to communities as it can expand access to clean energy and energy improvements, have greater affordability, and help to create a more informed customer base regarding energy efficiency.

An effective and inclusive program design will allow greater access to on-bill financing and provide the City of Charlevoix the means to become cleaner and more energy efficient at an affordable cost. There are three areas that must be fully considered and fleshed out before an on-bill financing program can be created:

1. **Program Scope:** what are the goals of our city in creating an on-bill financing program? Do we want to expand upon an already existing program, or start a completely new one? Whether it is to reduce greenhouse gas emissions, maximize per-home energy savings, or meet a legal mandate, goals are an important aspect of understanding the direction in which the city wants this program to go. This area will also help to set up the parameters of the program, with examples listed in the Michigan Saves report.

2. **Program Financing:** how will the City of Charlevoix fund this program? Options include utility reserves, private lenders, or foundations among other options. Other examples of sources of capital are listed in the report. Another important aspect of funding is deciding who is eligible to participate in this program. On-bill programs most often use metrics such as credit score, debt-to-income ratio, or on-time utility bill payment to determine those who can participate.
3. **Program Administration:** How can we define our target market in a way that will recruit the most participants, and how can we advertise to those people about enrolling in the on-bill financing program? The best targets include those with higher than average energy bills and new homeowners who are more likely to renovate and remodel their homes to include energy upgrades. Ways to reach these customers can include social media campaigns, cold calling, direct mail, utility bill inserts, or word of mouth. Contractors can be utilized to help install energy upgrades, and it is the responsibility of the city to find a highly skilled and qualified pool of workers to fill these positions. An energy audit of each home will be required to be completed by these contractors to discern which energy efficiency upgrades will be necessary. Management of this program will be done by the utility provider, and a third-party partner may be hired to help implement the program if necessary. Contracting a financial institution that can help administer the loans to customers is common for on-bill programs. Managers will also be responsible for maintaining program goals, required reporting, customer satisfaction, and impacts of billing within the program.

The City of Holland, Michigan implemented an on-bill financing program in 2016 and had early success. Approximately 40 people had been approved for the program in the first five months of operations and could borrow between \$5,000 and \$30,000 to finance their energy upgrades and improvements. Customers received an interest rate of 4.99% for a selected term of up to 10 years, and an interest rate of 5.99% for a selected term between 10 and 15 years.

This is an item we suggest Council consider further and perhaps we plan a discussion with Michigan Saves in the future.

CHARLEVOIX CITY COUNCIL

Other Council Business

TITLE: Closed Session

DATE: March 18, 2019

RECOMMENDATION:

Motion to enter closed session pursuant to MCL 15.268 Section 8(d) to discuss the purchase or lease of real property.