

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING
Monday, June 5 - 7:00 PM
City Council Chambers, 210 State Street, Charlevoix, MI 49720

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - May 15, 2017
 - B. City Council Meeting Minutes - May 17, 2017
 - C. Accounts Payable and Payroll Check Registers
 - D. Purchase Reel Trailer
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Branding and Logo Design Selection
John Harris, a5 Inc. & Lindsey Dotson, DDA/Main Street Executive Director
 - B. City Hall HVAC Upgrade
Gerard Doan, Chief of Police
 - C. Harvest Barn Request for Use of East Park
Mark L. Heydlauff, City Manager
 - D. Sale of Property: 1522 Bridge Street
Mark L. Heydlauff, City Manager
 - E. Set Public Hearing on Capital Budget
Mark L. Heydlauff, City Manager
 - F. Park Land Sale Protection Charter Amendment
Mark L. Heydlauff
 - G. Charter Communications Franchise Agreement Renewal
Mark L. Heydlauff, City Manager
 - H. Council Appointment
Joyce M. Golding, City Clerk
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager Comments
 - C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

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

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - May 15, 2017

DATE: June 5, 2017

ATTACHMENTS:

- ▣ City Council Meeting Minutes - May 15, 2017

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, May 15, 2017 – 7:00 p.m.
210 State Street, City Hall, Charlevoix, MI

The meeting was called to order at 7:00 p.m. by Mayor Luther Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Councilmembers Shane Cole, Shirley Gibson, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: None
City Manager: Mark Heydlauff
City Clerk: Joyce Golding

3. Presentations

None.

4. Inquiry Regarding Conflicts of Interest

Councilmember Hagen disclosed that he will recuse himself from the Craft Beer Festival Approval during the Consent Agenda. He stepped down from the dais.

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 – May 1, 2017 Regular Meeting
- B. Regular Accounts Payable Check Register – May 16, 2017
- C. ACH Payments – May 1, 2017 to May 8, 2017
- D. Payroll Check Register – May 5, 2017
- E. Payroll Transmittal – May 5, 2017
- F. Purchase 1/0 Kerite Cable
- G. Electric Department Safety Meeting Agreement
- H. Resolution to Waive Parking Fees at Ferry Beach Boat Launch for Charlevoix Trout Tournament

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-05-04
WAIVE PARKING FEES FOR TROUT TOURNAMENT

WHEREAS, the Lake Charlevoix Area Trout Tournament will be held on June 9, 10 and 11, 2017; and

WHEREAS, the Lake Charlevoix Area Trout Tournament is requesting that parking fees be waived for the tournament; and

WHEREAS, the Charlevoix Area Trout Tournament is requesting parking fees to be waived for a practice fishing day on June 8, 2017; and

WHEREAS, the City Code permits City Council to waive parking fees for special or public events.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix hereby waives parking fees for the Lake Charlevoix Area Trout Tournament from June 8 to June 11, 2017.

RESOLVED this 15th day of May, 2017, A.D.

Resolution was adopted by the following yea and nay vote:

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

- I. Craft Beer Festival Approval
- J. New Voting System Grant Agreement

**CITY OF CHARLEVOIX
RESOLUTION NO. 2017-05-02
NEW VOTING SYSTEM GRANT AGREEMENT**

WHEREAS, the City of Charlevoix City Council wishes to apply to the Secretary of State for a grant to purchase a new voting system, which includes precinct tabulators, accessible voting devices for use by individuals with disabilities, and related Election Management System (EMS) software; and

WHEREAS, partial funding for the new voting system will be provided by the State, and will include a combination of Federal Help America Vote Act and State appropriated funds. Local funding obligations are detailed in the attached Dominion Voting quote; and

WHEREAS, the City of Charlevoix plans to begin implementation of the new voting system in 2017; and

WHEREAS, the deadline for submitting the required State Grant Application is April 14, 2017.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Clerk is authorized to submit the Grant Application on behalf of the City of Charlevoix, Charlevoix County.

RESOLVED this 15th day of May, 2017 A.D.

The foregoing resolution offered by Councilmember Perron and second offered by Councilmember Gibson.

Resolution was adopted by the following yeas and nays vote:

Yeas: Kalbfell, Perron, Gibson, Cole, Oleksy

Nays: None

Abstain: Hagen

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

Yeas: Kalbfell, Perron, Gibson, Cole, Oleksy

Nays: None

Abstain: Hagen

6. Public Hearings & Actions Requiring Public Hearings

A. Single Room Rental Zoning Ordinance Amendment

Councilmember Hagen returned to the dais. Staff Planner Lucas stated that the Zoning Ordinance does not allow for the renting of individual rooms on residentially zoned lots. The proposed amendments would clarify rental definitions and allow for one room to be rented long term (more than one month) in an owner occupied structure. She noted that the Zoning Ordinance definitions would be changed to eliminate "transient housing" and its confusing definition altogether, and establish definitions for short- and long-term rentals instead. The Planning Commission and Staff Planners believe this amendment will help to diversify housing options.

Mayor Kurtz opened the public hearing at 7:04 pm. There were no comments and the hearing was closed.

**CITY OF CHARLEVOIX
ORDINANCE NO. 782 of 2017**

AN ORDINANCE TO AMEND TITLE V, CHAPTER 51,

ARTICLE 2: SECTIONS 5.14 AND 5.15, ARTICLE 4: SECTION 5.26, ARTICLE 7: SECTION 5.46, AND ARTICLE 8: SECTION 5.78

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Amendment to Title V, Chapter 51, Article 2, Section 5.14

The following definitions are hereby added to read in their entirety as follows:

Rentals.

- (1) *Long Term Rentals. Any dwelling or condominium or portion thereof, that is available for use for a fee or other compensation for a term of 30 consecutive days or more.*
- (2) *Short Term Rentals. Any dwelling or condominium or portion thereof, that is available for use for a fee or other compensation for a term of less than 30 consecutive days, but not including hotel rooms, transitional housing operated by a non-profit entity, group homes such as nursing homes and adult foster care homes, and hospitals or other health care related facilities.*

SECTION 2. Amendment to Title V, Chapter 51, Article 2, Section 5.15

The following definition is hereby deleted as follows:

Transient Housing. ~~An apartment, condominium, single family home or similar dwelling unit rented out to individuals or groups. (See Section 5.78)~~

SECTION 3. Amendment to Title V, Chapter 51, Article 7, Section 5.26 is hereby repealed in its entirety and replaced with the following:

5.26. Schedule of Uses

Uses permitted in the R1, R2, R2A, R4 and PC districts are listed in Table 5.26. Additional requirements related to a specific **use**, if any, are referenced in the “Specific Requirements” column.

Table 5.26 Allowed Uses: Residential Zones						
<i>P = Permitted Use by Right S = Special Land Use</i>		R1	R2	R2A	R4	PC
Accessory						
Accessory uses, buildings and structures		P	P	P	P	P
Bed and breakfast establishment		S	S	-	-	-
Boathouses		S	-	-	-	S
Day care	Family day care home	S	S	-	-	-
	Group day care home	S	S	-	-	-
Foster care	Adult foster care family home	S	S	-	-	-
	Foster family home and foster family group home	S	S	-	-	-
Major home occupation		S	S	S	S	-
Minor home occupation		P	P	P	P	P
Solar panels		P	P	P	P	P
Wind energy conversion systems, single accessory		P	P	P	P	P
Residential						
Adult foster care large group home		-	-	-	S	-
Adult foster care small group home		S	S	-	-	-
Convalescent and nursing homes		-	-	-	S	-
Dwellings	Single family, detached	P	P	P	P	P
	Single family, attached	-	-	P	P	P
	Two family	-	-	P	P	P
	Multiple family	-	-	-	P	P
Senior housing: Independent living, assisted living and similar facilities		-	-	-	S	-
Rentals		P	P	P	P	P
Boarding/Rooming House		S	S	-	-	-
Offices and Services						
Day care center/nursery		S	S	-	-	-
Recreation and Open Space						
Public parks/playgrounds		P	P	P	P	-
Athletic courts		P	P	-	P	P
Public/Institutional						
Churches and customary related uses		P	P	P	P	P
Colleges and universities		-	-	-	S	-
Community centers		-	-	-	S	-
Other Uses						
Essential service, publicly owned		P	P	P	P	P
Site condominium		P	P	P	P	P

SECTION 4. Amendment to Title V, Chapter 51, Article 7, Section 5.46(1)(j) is hereby repealed in its entirety and replaced with the following:

5.46. Accessory Buildings and Uses¹

- (1) Accessory Buildings and Structures.

- (j) *Prohibited uses within detached **accessory structures** or **accessory structures** connected by a breezeway or similar **structure**:*
1. *May not contain features that form a habitable **dwelling unit** or create a second **dwelling unit**.*
 2. *These **structures** may contain utility sinks, one bathroom, and refrigeration units. Full kitchen facilities that include a range or stove are prohibited.*
 3. *Rooms within **accessory structures** may be used for additional sleeping quarters for the owner, or resident, and their immediate **family** provided that these rooms may not be rented out as **short or long term rentals** for any length of time.*

SECTION 5. Amendment to Title V, Chapter 51, Article 8, Section 5.78 is hereby repealed in its entirety and replaced with the following:

5.78. Renting of Residential Properties

*Renting of residential properties, including but not limited to homes, condos, apartments, townhouses, and duplexes, as **short or long term rentals**, regardless of the underlying **zoning district**, shall comply with the following standards:*

- (1) *Short and long term renting of entire residential structures is permitted in any zoning district.*
- (2) *No exterior signage advertising the rental shall be allowed.*
- (3) ***Accessory Structures** may not be rented to separate individuals or groups.*
- (4) *Short term renting of individual rooms to separate individuals or groups is prohibited and shall be considered a **bed and breakfast**, which requires special land use approval under Article 13.*
- (5) *Long term renting of no more than one (1) individual room in a residential structure is permitted, as long as the structure is owner occupied.*

SECTION 6. 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 7. Effective Date.

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

Ordinance No. 782 was adopted on the 15th day of May, 2017 A.D., by the Charlevoix City Council as follows:

Motion by: Councilmember Hagen

Seconded by: Councilmember Cole

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

Nays: None

*State of Michigan)
) ss
City of Charlevoix)*

B. Lake Michigan Beach/Park Avenue Fence Donation

City Manager Heydlauff recalled the proposed fence donation along Park Avenue in Lake Michigan Beach Park. Pursuant to the Donation Acceptance Policy, the Planning Commission reviewed and extensively discussed this donation but referred it to Council without making a recommendation. He stated this item was posted for a Public Hearing and Staff marked where the fence would be located in the park as Council requested. John Campbell recalled in detail the history of circumstances surrounding the proposed fence donation.

Mayor Kurtz opened the public hearing at 7:11 p.m.

Mary Lynn Heid, Park Avenue, was not in favor and questioned whether the fence would eventually encompass the entire park.

Larry Sullivan restated his concern with lost parking in the City and was not in favor.

Shelly Langeweg, Park Avenue, was not in favor and didn't see how it would work.

Joy Price, Park Avenue, was not in favor and felt the fence would not deter parking along the street.

Bob Timms was not in favor and felt the fence would create a lot of maintenance for the City.

Mike Doherty was not in favor and felt that the fence could be moved to the ridgeline.

The public hearing was closed at 7:21 p.m.

Councilmember Perron noted that the timing of the donation was not appropriate citing the City's cost to install, to remove for future street improvements and to reinstall. Discussion continued. Mr. Campbell noted that the plan could potentially be amended to include more parking spaces or to alter Park Avenue to a one-way street. He was not amendable to moving the fence to the ridgeline. Mr. Campbell stated that his goal was to protect the park. Council voiced their opinions, looked for compromises and questioned Mr. Campbell further.

Motion by Councilmember Perron, second by Councilmember Gibson, that we table this issue in lieu of further designs in the future which might include the fence being pushed back.

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

Nays: None

7. All Other Actions & Requests

A. East Park Planter Design and Planting Donation

City Manager Heydlauff stated that Site Planning contacted the City about donating design work, materials and installation for the planters located in the vicinity of the Harbormaster building using solicited donations. The Planning Commission reviewed the proposal at their May 8th meeting and unanimously recommended that City Council accept the donation. He stated that given the timeline for this donation and the desire to have it complete prior to the summer season, Council could waive the public hearing requirement and adopt immediately.

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

Motion by Councilmember Gibson, second by Councilmember Oleksy, to accept the East Park planter design, material and installation donation from Site Planning.

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

Nays: None

B. 2017 Infrastructure Construction

DPW Superintendent Elliott stated that the 2017 infrastructure improvements include the 100 block of West Hurlbut Avenue, the 100 block of Antrim Street and the 200 block of Prospect Street. We advertised for sealed bids for this work and the low bidder was MDC Contracting for a total price of \$984,242. The bid amount is within the budget.

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

Motion by Councilmember Kalbfell, second by Councilmember Hagen, to accept the proposal from MDC Contracting, Inc. of Charlevoix, Michigan in the amount of \$984,242.

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

Nays: None

C. Motor Pool Vehicle Purchases

DPW Superintendent Elliott stated that the budget includes the purchase of a two-wheel drive dump truck and utility truck. Through the State's MiDEAL program, we are able to purchase a Ford 550 dump truck from Signature Ford for \$49,111 and a Chevrolet 2500 utility truck from Berger Chevrolet for \$46,578. The cost of the utility truck is approximately \$1,600 more than budgeted while the dump truck is approximately \$10,000 under budget. There were no local dealerships that participate in MiDEAL for these specialized vehicles.

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

Motion by Councilmember Perron, second by Councilmember Kalbfell, to authorize the purchase the Ford 550 [dump truck from Signature Ford, of Owosso, Michigan for \$49,111] and the Chevrolet 2500 [utility truck with utility box from Berger Chevrolet of Grand Rapids, Michigan for \$46,578] as requested by Pat Elliott, the DPW Superintendent.

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

Nays: None

D. Pavement Marking 2017

DPW Superintendent Elliott stated that \$17,000 was allocated in the budget for pavement marking downtown. We advertised for sealed bids for this work and the low bid is under budget by approximately \$1,500. He stated we have used PK Contracting in the past and were satisfied with their work.

Mayor Kurtz opened the item to public comment.

Larry Sullivan respectfully requested that stripes not be painted on Antrim Street at the intersection of State Street because it causes confusion with visitors.

Bob Timms felt there was too much yellow striping which eliminates some parking and he suggested moving the stripe over on this side of Antrim Street.

The item was closed to the public.

Motion by Councilmember Gibson, second by Councilmember Kalbfell, to accept the bid from PK Contracting in the amount of \$15,360.35 and have them schedule this work.

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

Nays: None

E. Solid Waste Collection Discussion

Staff Planner Lucas stated that the City currently administers a solid waste ordinance. Some concerns were identified by the public and City officials including trash pick-up schedules and potential inconsistencies regarding solid waste in various sections of the City code. Staff proposed establishing an ad hoc committee with two Planning Commissioners and one or two City Council members to explore the issue. At their May 8th meeting, the Planning Commission appointed Judy Clock and Nelson Fletcher to the committee. Council agreed to establish a Solid Waste Ordinance Ad Hoc Committee.

Mayor Kurtz opened the item to public comment.

Maureen Owens suggested that the committee look at enhanced recycling including curbside.

The item was closed to the public.

Motion by Councilmember Cole, second by Councilmember Kalbfell, to nominate Councilmember Gibson [and appoint her to the Solid Waste Ordinance Ad Hoc Committee.]

Yeas: Kalbfell, Perron, Cole, Oleksy, Hagen

Nays: None

Abstain: Gibson

Motion by Councilmember Gibson, second by Councilmember Oleksy, to nominate Councilmember Hagen [and appoint him to the Solid Waste Ordinance Ad Hoc Committee.]

Yeas: Kalbfell, Perron, Gibson, Cole, Oleksy

Nays: None

Abstain: Hagen

F. US-31 Configuration Recommendation to MDOT

City Manager Heydlauff recalled that last month, representatives from the Michigan Department of Transportation (MDOT) presented information to Council regarding the potential reconfiguration of US-31 from four lanes to three. Citing statistics, MDOT indicated that this configuration would reduce traffic crashes and expedite travel through town. He stated that MDOT controls the road configuration and any decision made about it is solely the choice of MDOT, however they would like local support for this decision from Council. He stated that surface improvements would be made as well as improving pedestrian and bicycle safety.

Mayor Kurtz opened the item to public comment.

Mike Doherty was not in favor of reducing the roadway to two lanes.

Kirby Dipert noted that the traffic backup at the bridge would likely increase and he expressed concern with future plans for the old high school and safe crossing.

The item was closed to the public.

Traffic patterns were discussed by Council and the City Manager with several suggestions proposed for MDOT.

Motion by Councilmember Oleksy, second by Councilmember Gibson, that the Charlevoix City Council supports a three lane configuration of US Highway 31, that the Mayor, City Manager, and other officials are directed to convey this message to MDOT, and that City Staff should study infrastructure improvements within the US Highway 31 right-of-way.

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

G. Venetian Festival Road Closure

City Manager Heydlauff stated that after much discussion, the timing for the closure was approved by the DDA/Main Street Board. The Venetian Festival committee requested to close Bridge Street on Wednesday evening and then again Thursday evening through Saturday midnight. He explained the details of the closure at length as well as planned emergency routes. The Charlevoix Township Fire Department will facilitate the placement and removal of the required MDOT signage for the closure.

Dan Barron stated that the Venetian committee is working on concepts for activities in the 200 block of Bridge Street and discussed several possibilities.

Mayor Kurtz opened the item to public comment.

Bill DuPont, Round Lake Bookstore, stated he is vehemently opposed to closing the street as it would affect his business. He questioned how he would take UPS delivery of 700-800 pounds of books each day.

Bob Borths, Olesons, was opposed to closing the street. He discussed the challenge of getting delivery semi trucks to his store.

The item was closed to the public.

Mayor Kurtz commented that many locals loved the street closure which helped make the festival a community event and he would like to find a way to accommodate the merchants. He stated that he was in favor of the street closure. City Manager Heydlauff noted that only Friday and Saturday deliveries would be affected. Logistics and possible solutions were discussed extensively.

Motion by Councilmember Hagen, second by Councilmember Gibson, to apply for an MDOT permit for the closure of US-31 on Wednesday, July 19th at 5 p.m. reopening at 12 a.m. and closing again on Thursday, July 20th at 5 p.m. through Saturday, July 22, 2017 at midnight and to direct City Staff to take measures to assist with truck deliveries during the closure.

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

H. Park Land Sale Protection Charter Amendment Discussion

City Manager Heydlauff recalled that Council discussed options with the City Attorney for expanding the protection of the parks after the failed conservation easement proposal last fall. The language below would designate parks based on the recently approved Recreation Master Plan and Council would not be able to "un-designate" a park without voter approval. He stated that once a park or cemetery was designated, it could not be sold, leased or subdivided without the consent of a super-majority of City voters.

Amend Section 2.16(f) of the Charter of the City of Charlevoix to read:

f. The Council shall not have the power to sell, divide, lease, partition, plat, subdivide, or dispose of any City park or cemetery, or any part thereof, unless specifically approved by two-thirds (2/3) of the electors voting thereon at any general or special election, except as provided for in "sub-section h" of this section. A City park shall include any property designated as a City park on the City's Recreation Master Plan or otherwise formally designated as a City park by official action of Council. The designation of property as a City park shall not be removed or changed without first being approved by the electors pursuant to this paragraph.

Councilmember Gibson stated that she wanted to send the proposed language back to the City Attorney for some modifications. She would like to see the following activities prohibited outright: off road vehicles trails, constructing any future City facilities, industrial uses, logging and mining. She stated that she agreed with the existing uses of the park and potential expansion of those facilities. Council continued the discussion at length. Councilmember Kalbfell disagreed with prohibiting the above mentioned activities outright as it would be legislating into the future and felt that forthcoming Councils and voters should make any decisions.

Mayor Kurtz opened the item to public comment.

Larry Sullivan supported Councilmember Gibson but he suggested allowing oil/gas leases provided they were non-development.

The item was closed to the public.

Council directed the City Manager to have the City Attorney add the above prohibited language and define the term "facility."

I. Water Treatment Plant Stand-by Generator Purchase and Internal Loan

City Manager Heydlauff stated that the stand-by generator at the Water Treatment Plant was in desperate need of replacement. Prein & Newhof designed the specifications for a new generator and we obtained sealed bids. He suggested an interdepartmental loan from the Electric Fund to cover the cost. Shoreline Power Services had the low bid at \$234,175.

Mayor Kurtz opened the item to public comment.

Mike Doherty questioned whether electric bills would increase and the City Manager replied that the loan would not affect rates.

The item was closed to the public.

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-05-03
CITY OF CHARLEVOIX ELECTRIC DEPARTMENT/FUND TO THE CITY OF CHARLEVOIX WATER DEPARTMENT/FUND
INTERDEPARTMENTAL LOAN AGREEMENT

- WHEREAS,** *the City of Charlevoix is a Michigan Municipal Corporation with principal offices located at 210 State Street, Charlevoix, Michigan, 49720; and*
- WHEREAS,** *the City of Charlevoix Electric Department and the City of Charlevoix Water Department are sub-units of the City of Charlevoix with their offices located in Charlevoix and whose primary mailing addresses are both 210 State Street, Charlevoix, MI 49720; and*
- WHEREAS,** *the City of Charlevoix is undertaking a water treatment plant improvement project in the City of Charlevoix; and*
- WHEREAS,** *the scope and funding necessary to undertake the water treatment improvement project was more than the City of Charlevoix Water Department/Fund has on hand; and*
- WHEREAS,** *all involved desired to undertake the water treatment improvement project; and*
- WHEREAS,** *the Electric Department/Fund has available funds on hand to loan funds to the water treatment plant improvement project without impairing its day to day operations; and*
- WHEREAS,** *the Electric Department is willing to loan the Water Department/Fund the necessary funds to fund the water treatment plant improvement project for which they do not have available cash; and*
- WHEREAS,** *the City of Charlevoix Water Department/Fund desires to borrow funds from the Electric Department/Fund under the interest rate and payment terms detailed below.*

NOW THEREFORE BE IT RESOLVED, that

- 1) *The City of Charlevoix Electric Department loans an amount not to exceed two hundred thirty-four thousand one hundred seventy-five dollars (\$234,175.00) to the City of Charlevoix Water Department /Fund;*
- 2) *That the term of the loan shall be for a period of five years commencing May 15, 2017;*
- 3) *The annual percentage rate of the loan shall be equal to the Annual Applicable Federal Rate established by the Federal Government of 2.05%;*
- 4) *That payment of principal and interest on the loan shall be made once a year on March 31;*
- 5) *That there shall be no penalty for pre-payment of the loan.*

RESOLVED *this 15th day of May, 2017 A.D.*

Resolution was adopted by the following yea and nay vote:

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

Motion by Councilmember Gibson, second by Councilmember Perron, to accept and approve an Interdepartmental Loan Agreement Resolution, as presented.

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

Motion by Councilmember Hagen, second by Councilmember Gibson, to accept the bid from Shoreline Power Services in an amount not to exceed \$234,175.

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

J. Council Appointments

Motion by Councilmember Gibson, second by Councilmember Oleksy, to reappoint John Campbell to the Historic District Commission, term expiring June 2020.

Motion by Councilmember Cole, second by Councilmember Kalbfell, to reappoint David Miles to the Historic District Commission, term expiring June 2020.

Motion by Councilmember Gibson, second by Councilmember Cole, to reappoint Key Heise to the Historic District Commission, term expiring June 2020.

8. Reports & Communications

A. Public Comments

Annette Kuttnauer, Antrim Street, asked Council to consider installing a railing on the steps to the beach as well as providing one or two handicap spaces in front of the steps.

Shelly Langeweg questioned why Michigan Beach Park is not maintained like other City assets and she felt it looked awful.

Mary Eveleigh wanted an opinion from the City Attorney regarding conflict of interest and freedom of speech.

B. City Manager Comments

City Manager Heydlauff noted that he attended the Michigan Public Power Association meetings last week and he shared several topics of discussion.

He reminded Council of the Special Meeting called by Mayor Kurtz on May 17th at 2 p.m. to discuss the Lake Michigan Beach Playground and of the June 19th Council meeting at the Depot.

City Manager Heydlauff congratulated Treasurer McGinn on completing her Michigan Certified Professional Treasurer certification training.

C. Mayor & Council Comments

City Manager Heydlauff explained the invasive species eradication at Lake Michigan Beach for Councilmember Kalbfell.

The Mayor noted that the audience has difficulty hearing Council and requested that the City Manager look for a solution.

9. Other Council Business

None.

10. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn. There were no objections. Meeting adjourned at 9:19 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 05/16/2017			
ABILITA	975.00	CINTAS CORPORATION #729	74.33
ACE HARDWARE	3,123.42	CITY OF CHARLEVOIX - UTILITIES	36,183.74
ALL AREA TOWING	65.00	ELLIS, JESSICA	100.00
ALL-PHASE ELECTRIC SUPPLY CO.	161.15	ELLSWORTH FARMER'S EXCHANGE	167.05
ALTEC INDUSTRIES INC	1,252.47	EMERGENCY MEDICAL PRODUCTS INC	691.20
AMERICAN WASTE INC.	2,095.16	EMILY PANTERA CONSULTING	1,650.00
ARROW UNIFORM-TAYLOR L.L.C.	1,080.50	FAMILY FARM & HOME	976.67
AT YOUR SERVICE PLUS INC	115.00	FICHTNER, KRISTIE	50.00
AUTO VALUE	436.97	FIDELITY GOLF SERVICES LLC	227.00
AVFUEL CORPORATION	30,654.72	FISHER SCIENTIFIC	383.92
BARNES, GLORIA	75.00	FREEDOM MAILING SERVICES INC.	2,263.43
BELLEFONTAINE, SARA	49.67	GCSAA	380.00
BLOXSOM ROOFING & SIDING CO.	32,370.00	GRAINGER	163.60
BREATHING AIR SYSTEMS	65.56	HACH COMPANY	3,914.65
BREITHAUP, GLORIA	436.32	HAMMERSMITH EQUIPMENT CO	5,095.10
BS&A SOFTWARE	1,676.00	HARDY DIAGNOSTICS	178.68
BY THE BAY WINDOW CLEANING SVCS.	357.00	HARRELL'S	6,033.13
CARQUEST OF CHARLEVOIX	959.46	HART II, DELBERT W.	168.68
CHARLEVOIX AGENCY	462.56	HERZOG, JOHN	50.00
CHARLEVOIX COTTAGE CARE INC.	1,350.00	HYDE SERVICES LLC	76.80
CHARLEVOIX COUNTY NEWS	551.10	HYDRO CORP	515.00
CHARLEVOIX COUNTY TREASURER	377.42	IDEXX DISTRIBUTION INC.	2,388.78
CHARLEVOIX GLASS INC.	280.38	JOHNNY MAC'S SPORTING GOODS	192.02
CHARLEVOIX SEWER & DRAIN	2,912.00	KERR, LORI	250.00
CHARLEVOIX TOWNSHIP	22,066.24	KSS ENTERPRISES	440.83
CHARTER COMMUNICATIONS	1,169.60	LAKESHORE TIRE & AUTO SERVICE	52.87
CINTAS CORPORATION	116.08	LIVE FROM CHARLEVOIX INC	500.00

MAXX SUNGLASSES	358.89	QUICK CARE MEDICAL CENTER	105.00
MCCARDEL CULLIGAN-PETOSKEY	50.00	RANGE TELECOMMUNICATIONS	116.40
McGINN, KELLY A.	230.28	RESIDEX LLC	646.50
METTLER TOLEDO INC	419.68	ROWE PROFESSIONAL SERVICES CO	110.00
MICHIGAN OFFICEWAYS INC	2,358.42	RTI LABORATORIES INC.	100.00
MILTONA TURF TOOLS & ACC	86.44	SCHOOL OF PLANNING, DESIGN & CONS	2,500.00
MINE SAFETY APPLIANCES CO. LLC	534.73	SHORELINE POWER SERVICES INC.	351.96
MUNSON HEALTHCARE CHARLEVOIX	119.30	SIGMA-ALDRICH RTC	54.22
MURRAY'S CREATIONS	120.00	SOUND ENVIRONMENTS	826.84
NATIONAL PEN	219.49	STRICKER'S OUTDOOR POWER EQUIP	376.60
NETSOURCE ONE INC.	451.00	STUART C IRBY CO	56.68
OLD DOMINION BRUSH	1,822.51	TERMINAL SUPPLY CO	488.94
OLESON'S FOOD STORES	74.93	TRUCK & TRAILER SPECIALTIES	1,498.72
OVERHEAD DOOR COMPANY	615.44	U S BANK	161.63
PARASTAR INC.	1,079.05	UP NORTH PROPERTY SERVICES LLC	602.00
PERFORMANCE ENGINEERS INC	29,531.34	USA BLUE BOOK	694.07
POWER LINE SUPPLY	14,764.00	VILLAGE GRAPHICS INC.	184.00
PREIN & NEWHOF	240.00	VRONDRAN, CAYTEE	50.00
PRESTON FEATHER	77.76	WILBERT BURIAL VAULT CO	206.64
PRO WEB MARKETING LLC	30.00		
PUTMAN, JODY	50.00	TOTAL	230,764.72

ACH Payments – 05/01/2017 to 05/08/2017

MI PUBLIC POWER AGENCY	9,672.29	VANTAGEPOINT (401 ICMA PLAN)	713.94
PAYMENT SERVICE NETWORK	235.70	VANTAGEPOINT (457 ICMA PLAN)	12,854.13
IRS (PAYROLL TAX DEPOSIT)	31,583.93	VANTAGEPOINT (ROTH IRA)	911.53
ALERUS FINANCIAL (HCSP)	420.00	MI PUBLIC POWER AGENCY	17,935.39
STATE OF MI (WITHHOLDING TAX)	4,589.47	TOTAL	78,916.38

Payroll Net Pay – Pay Period Ending 04/29/2017 (Paid 05/05/2017)

WELLER, LINDA JO	1,499.87	DORAN, JUSTIN J.	1,454.31
HEYDLAUFF, MARK L.	2,445.18	MANKER JR, DAVID W.	596.77
GOLDING, JOYCE M.	1,132.69	MANKER SR, DAVID W.	796.02
DEROSIA, PATRICIA E.	941.36	BECKER, MICHAEL S.	710.17
DOTSON, LINDSEY J.	1,421.14	HAWKINS, JAMES S.	346.70
LOY, EVELYN R.	1,050.16	MCGHEE, ROBERT R.	1,079.93
KLOOSTER, ALIDA K.	1,763.44	CRANDELL, ZACKARY R.	604.34
GOLOVICH, KAREN J.	970.67	LEITNER, RYAN S.	805.15
SPENCLEY, PATRICIA L.	1,160.14	FERGUSON, ROYCE L.	392.53
PANOFF, ZACHARY R.	1,192.91	NEMECEK, ANDREW R.	281.92
MILLER, FAITH G.	95.93	KIRINOVIC, THOMAS F.	537.72
LEESE, MERRI C.	477.13	SROUFE, MARC E.	323.70
MCGINN, KELLY A.	1,618.00	SROUFE, PAMELA B.	99.73
DOAN, GERARD P.	1,603.59	MILAN, JANE E.	60.03
SCHLAPPI, JAMES L.	1,047.58	ANZELL, BETH A.	545.50
UMULIS, MATTHEW T.	1,255.27	HEID, THOMAS J	1,299.22
HANKINS, SCOTT A.	1,486.25	LEESE, ALAN K.	408.18
ORBAN, BARBARA K.	1,192.25	GRUNCH, RONALD J.	213.33
TRAAGER, JASON A.	1,085.18	DAVIS, RONALD L.	185.91
FLICKEMA, ANDREW M.	1,501.32	FAIRCHILD, GALEN W.	219.71
MATELSKI, KIMBERLY A.	1,188.90	DAKROUB, JOSEPH E.	280.82
RILEY, DENISE M.	434.62	MASSON, DONALD J.	432.89
WURST, RANDALL W.	945.38	KUSINA, DENNIS W.	248.87
MAYER, SHELLEY L.	1,380.84	LABLANCE, MAUREEN J.	249.64
HILLING, NICHOLAS A.	1,197.08	LIVINGSTON, BRIAN D.	879.83
MEIER III, CHARLES A.	1,363.11	VANLOO, JOSEPH G.	629.86
ZACHARIAS, STEVEN B.	1,440.43	WYMAN, MATTHEW A.	1,505.74
EATON, BRAD A.	2,053.68	BOSS, RYDER S.	438.47
WILSON, TIMOTHY J.	2,294.71	MILLER, WILLIAM S.	1,344.58
LAVOIE, RICHARD L.	1,652.85	DOUGLAS, MARK	526.81
STEVENS, BRANDON C.	1,629.38	STEVENS, JEFFREY W.	68.34
DRAVES, MARTIN J.	1,588.42	FUNKEY, KRAIG R.	235.49
BROWN, STEPHANIE C.	1,042.18	MEGGISON, JERRY B.	118.05
ANDERSON, ELIZABETH A.	1,151.81	RILEY, CASEY W.	298.06
ELLIOTT, PATRICK M.	2,004.05	THORMAN, MIKAYLA R.	200.20
SCHWARTZFISHER, JOSEPH L.	973.54	JONES, LARRY M.	251.25
BRADLEY, KELLY R.	1,565.17	FLORE, ROBERT A.	906.19
HART II, DELBERT W.	1,188.05	WILLSON, BRENDA R.	443.43
JONES, ROBERT F.	1,233.92	BEAN, PETER J.	1,215.22

FENNELL, DREW M.	242.27	MORRISON, KEVIN P.	1,106.28
RILEY, REBECCA J.	293.92	HODGE, MICHAEL J.	1,259.66
WHITLEY, TYLER J.	317.34	JOHNSON, STEVEN P.	1,207.39
MCMULLEN, DONALD R.	689.98	BISHAW, JAMES H.	693.99
TRAVERS, MANUEL J.	345.67	GILL, DAVID R.	1,024.37
SILVA, JESSE L.A.	66.07	MATTER, DAWSON K.	678.36
RILEY, DANIEL A.	704.46	OCHS, GRACE L.	55.00
OCHS, GRACE L.	(55.00)	BURNS, ANDREW J.	411.80
SWEM, DONALD L.	1,878.07		
WHITLEY, ANDREW T.	1,958.72	TOTAL	85,381.14

Payroll Transmittal – 05/05/2017

4FRONT CREDIT UNION	307.69	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	191.88	COMMUNICATION WORKERS OF AMER	537.32
AMERICAN FAMILY LIFE	461.64	MI STATE DISBURSEMENT UNIT	401.83
BARRY COUNTY TRIAL COURT	20.00	POLICE OFFICERS LABOR COUNCIL	251.25
CHAR EM UNITED WAY	59.00	PRIORITY HEALTH	2,014.96
CHARLEVOIX STATE BANK	1,284.62	TOTAL	5,680.19

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - May 17, 2017

DATE: June 5, 2017

ATTACHMENTS:

- ▣ City Council Meeting Minutes - May 17, 2017

CITY OF CHARLEVOIX
SPECIAL CITY COUNCIL MEETING MINUTES
Wednesday, May 17, 2017 – 2:00 p.m.
210 State Street, City Hall, Charlevoix, MI

The meeting was called to order at 2:00 p.m. by Mayor Luther Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Councilmembers Shane Cole, Shirley Gibson, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: None
City Manager: Mark Heydlauff
City Clerk: Joyce Golding

3. Presentations

None.

4. Inquiry Regarding Conflicts of Interest

None.

5. Consent Agenda

None.

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. Approve Designs and Equipment for Lake Michigan Beach Park Playground

City Manager Heydlauff stated that on Friday, May 12, 2017, we received notification from the DNR approving Penchura, LLC as the equipment provider for the Lake Michigan Beach Park Playground. The Recreation Department requested Council's approval to proceed with Penchura who will provide the appropriate equipment, materials, and supervision to install the playground during the summer 2017 time frame for a total project cost of \$79,237. Recreation Director Kirinovic and the City Manager answered questions from Council, clarifying some details.

Mayor Kurtz opened the item to public comment.

Bob Timms questioned the necessity of the playground, felt that it was a waste of taxpayer money and it would clutter the park.

The item was closed to the public.

Motion by Councilmember Gibson, second by Councilmember Hagen, to approve the purchase agreement with Penchura, LLC at a cost not to exceed \$45,537 to complete the playground equipment and supervision at Lake Michigan Beach Park and authorize the City Manager to complete all other necessary tasks and to sign all necessary documents to complete the project.

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

Nays: None

8. Reports & Communications

A. Public Comments

None.

B. City Manager Comments

City Manager Heydlauff informed Council that he is addressing the audio/visual equipment issues in Council Chambers and he gave an update on the progress of the buildings affected by the fires.

C. Mayor & Council Comments

Councilmember Hagen noted that creating an accessible beach would tie into the playground project quite well and all agreed.

9. Other Council Business

None.

10. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn. There were no objections. Meeting adjourned at 2:22 p.m.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: June 5, 2017

ATTACHMENTS:

- ▣ Accounts Payable and Check Register

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/13/2017	05/19/2017	120171	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	307.69
05/13/2017	05/19/2017	120172	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	191.88
05/13/2017	05/19/2017	120172	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	461.64
05/13/2017	05/19/2017	120173	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 5/13/2	59.00
05/13/2017	05/19/2017	120174	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,284.62
05/13/2017	05/19/2017	120175	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
05/13/2017	05/19/2017	120176	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	537.32
05/13/2017	05/19/2017	120177	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
05/13/2017	05/19/2017	120178	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	2,014.96
Grand Totals:			9			5,408.94

Km

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

05/19/17 Payroll Transmittal Checks	\$ 5,408.94
05/19/17 Payroll (net pay)	\$ 86,206.40
05/22/17 Special Accounts Payable Run	\$ 70,350.55
06/02/17 Payroll (net pay)	\$ 92,850.01
06/02/17 Payroll Transmittal Checks	\$ 5,680.19
06/06/17 Regular Accounts Payable	\$ 105,394.34
Checks Sub-Total:	\$ 365,890.43

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

05/11/17 State of MI (Sales Tax)	\$ 19,171.82
05/12/17 DTE Energy	\$ 6,483.06
05/15/17 MI Public Power Agency	\$ 24,236.14
05/15/17 Neopost (Postage Meter)	\$ 60.00
05/19/17 IRS (Payroll Tax Deposit)	\$ 31,993.62
05/19/17 Alerus Financial (HCSP)	\$ 420.00
05/19/17 State of MI (Withholding Tax)	\$ 4,653.95
05/19/17 Vantagepoint (401 ICMA Plan)	\$ 713.94
05/19/17 Vantagepoint (457 ICMA Plan)	\$ 12,813.59
05/19/17 Vantagepoint (Roth IRA)	\$ 961.53
05/19/17 MERS (Defined Benefit Plan)	\$ 29,227.41
05/22/17 MI Public Power Agency	\$ 11,874.66
05/25/17 MI Public Power Agency	\$ 245,509.41
05/30/17 MI Public Power Agency	\$ 5,881.38
06/02/17 IRS (Payroll Tax Deposit)	\$ 34,480.33
06/02/17 Alerus Financial (HCSP)	\$ 420.00
06/02/17 State of MI (Withholding Tax)	\$ 4,981.59
06/02/17 Vantagepoint (401 ICMA Plan)	\$ 713.94
06/02/17 Vantagepoint (457 ICMA Plan)	\$ 12,813.57
06/02/17 Vantagepoint (Roth IRA)	\$ 961.53
ACH Sub-Total:	\$ 448,471.47

Huntington National Bank Total: \$ 814,361.90

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

06/06/17 Tax Disbursement	\$ 1,815.50
Charlevoix State Bank Total:	\$ 1,815.50

Grand Total: \$ 816,177.40

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/13/2017	PC	05/19/2017	23366	WELLER, LINDA JO	101		1,499.87
05/13/2017	PC	05/19/2017	23367	HEYDLAUFF, MARK L.	102		2,161.23
05/13/2017	PC	05/19/2017	23368	GOLDING, JOYCE M.	106		1,132.69
05/13/2017	PC	05/19/2017	23369	DEROSIA, PATRICIA E.	107		767.62
05/13/2017	PC	05/19/2017	23370	DOTSON, LINDSEY J.	109		1,421.14
05/13/2017	PC	05/19/2017	23371	LOY, EVELYN R.	117		1,050.16
05/13/2017	PC	05/19/2017	23372	KLOOSTER, ALIDA K.	121		1,566.57
05/13/2017	PC	05/19/2017	23373	GOLOVICH, KAREN J.	122		970.67
05/13/2017	PC	05/19/2017	23374	SPENCLEY, PATRICIA L.	136		1,261.44
05/13/2017	PC	05/19/2017	23375	PANOFF, ZACHARY R.	141		1,192.91
05/13/2017	PC	05/19/2017	23376	MILLER, FAITH G.	142		49.14
05/13/2017	PC	05/19/2017	23377	LEESE, MERRI C.	145		402.98
05/13/2017	PC	05/19/2017	23378	MCGINN, KELLY A.	146		1,618.00
05/13/2017	PC	05/19/2017	23379	DOAN, GERARD P.	201		1,603.59
05/13/2017	PC	05/19/2017	23380	SCHLAPPI, JAMES L.	204		1,156.17
05/13/2017	PC	05/19/2017	23381	UMULIS, MATTHEW T.	205		1,240.93
05/13/2017	PC	05/19/2017	23382	HANKINS, SCOTT A.	208		1,486.24
05/13/2017	PC	05/19/2017	23383	ORBAN, BARBARA K.	209		1,173.48
05/13/2017	PC	05/19/2017	23384	TRAEGER, JASON A.	210		1,174.30
05/13/2017	PC	05/19/2017	23385	FLICKEMA, ANDREW M.	211		1,320.69
05/13/2017	PC	05/19/2017	23386	MATELSKI, KIMBERLY A.	212		1,188.90
05/13/2017	PC	05/19/2017	23387	RILEY, DENISE M.	213		432.56
05/13/2017	PC	05/19/2017	23388	EVANS JR, HALBERT K.	214		1,470.62
05/13/2017	PC	05/19/2017	23389	KLOOSTER, PATRICK H.	216		1,050.59
05/13/2017	PC	05/19/2017	23390	GREENE, GLORIA C.	243		238.46
05/13/2017	PC	05/19/2017	23391	DAVIS, LEAH R.	245		99.06
05/13/2017	PC	05/19/2017	23392	TELGENHOF, WILL G.	246		213.85
05/13/2017	PC	05/19/2017	23393	GREYERBIEHL, KELLY M.	260		79.13
05/13/2017	PC	05/19/2017	23394	WURST, RANDALL W.	411		1,329.06
05/13/2017	PC	05/19/2017	23395	MAYER, SHELLEY L.	412		1,473.41
05/13/2017	PC	05/19/2017	23396	HILLING, NICHOLAS A.	413		1,092.80
05/13/2017	PC	05/19/2017	23397	MEIER III, CHARLES A.	421		1,089.73
05/13/2017	PC	05/19/2017	23398	ZACHARIAS, STEVEN B.	422		1,266.72
05/13/2017	PC	05/19/2017	23399	EATON, BRAD A.	515		1,909.08
05/13/2017	PC	05/19/2017	23400	WILSON, TIMOTHY J.	516		2,427.29
05/13/2017	PC	05/19/2017	23401	LAVOIE, RICHARD L.	519		1,674.65
05/13/2017	PC	05/19/2017	23402	STEVENS, BRANDON C.	521		2,019.14
05/13/2017	PC	05/19/2017	23403	DRAVES, MARTIN J.	523		1,853.17
05/13/2017	PC	05/19/2017	23404	BROWN, STEPHANIE C.	524		1,042.18
05/13/2017	PC	05/19/2017	23405	ANDERSON, ELIZABETH	526		1,151.81
05/13/2017	PC	05/19/2017	23406	ELLIOTT, PATRICK M.	600		2,004.05
05/13/2017	PC	05/19/2017	23407	SCHWARTZFISHER, JOS	603		1,107.68
05/13/2017	PC	05/19/2017	23408	BRADLEY, KELLY R.	614		1,514.10
05/13/2017	PC	05/19/2017	23409	HART II, DELBERT W.	616		1,176.78
05/13/2017	PC	05/19/2017	23410	JONES, ROBERT F.	618		1,244.09
05/13/2017	PC	05/19/2017	23411	DORAN, JUSTIN J.	621		1,197.49
05/13/2017	PC	05/19/2017	23412	MANKER JR, DAVID W.	638		473.97
05/13/2017	PC	05/19/2017	23413	MANKER SR, DAVID W.	639		652.32
05/13/2017	PC	05/19/2017	23414	BECKER, MICHAEL S.	641		734.29
05/13/2017	PC	05/19/2017	23415	HAWKINS, JAMES S.	662		368.62
05/13/2017	PC	05/19/2017	23416	MCGHEE, ROBERT R.	663		1,079.93
05/13/2017	PC	05/19/2017	23417	CRANDELL, ZACKARY R.	691		479.25
05/13/2017	PC	05/19/2017	23418	LEITNER, RYAN S.	692		805.15
05/13/2017	PC	05/19/2017	23419	FERGUSON, ROYCE L.	693		751.79
05/13/2017	PC	05/19/2017	23420	NEMECEK, ANDREW R.	694		352.40
05/13/2017	PC	05/19/2017	23421	KIRINOVIC, THOMAS F.	700		497.39
05/13/2017	PC	05/19/2017	23422	STEBE, LAURA A.	703		193.93

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/13/2017	PC	05/19/2017	23423	SROUFE, MARC E.	705		297.26
05/13/2017	PC	05/19/2017	23424	SROUFE, PAMELA B.	707		212.69
05/13/2017	PC	05/19/2017	23425	MILAN, JANE E.	711		78.03
05/13/2017	PC	05/19/2017	23426	ANZELL, BETH A.	712		270.12
05/13/2017	PC	05/19/2017	23427	HEID, THOMAS J.	802		1,299.22
05/13/2017	PC	05/19/2017	23428	LEESE, ALAN K.	835		395.88
05/13/2017	PC	05/19/2017	23429	GRUNCH, RONALD J.	844		252.11
05/13/2017	PC	05/19/2017	23430	DAVIS, RONALD L.	853		214.61
05/13/2017	PC	05/19/2017	23431	FAIRCHILD, GALEN W.	855		309.54
05/13/2017	PC	05/19/2017	23432	DAKROUB, JOSEPH E.	860		322.05
05/13/2017	PC	05/19/2017	23433	MASSON, DONALD J.	861		471.05
05/13/2017	PC	05/19/2017	23434	KUSINA, DENNIS W.	862		281.92
05/13/2017	PC	05/19/2017	23435	LABLANCE, MAUREEN J.	863		325.78
05/13/2017	PC	05/19/2017	23436	LIVINGSTON, BRIAN D.	866		865.75
05/13/2017	PC	05/19/2017	23437	VANLOO, JOSEPH G.	902		650.38
05/13/2017	PC	05/19/2017	23438	WYMAN, MATTHEW A.	927		1,450.92
05/13/2017	PC	05/19/2017	23439	BOSS, RYDER S.	932		537.94
05/13/2017	PC	05/19/2017	23440	MILLER, WILLIAM S.	933		1,061.68
05/13/2017	PC	05/19/2017	23441	HOUSER, JAMES F.	934		195.24
05/13/2017	PC	05/19/2017	23442	DOUGLAS, MARK	935		557.52
05/13/2017	PC	05/19/2017	23443	STEVENS, JEFFREY W.	1028		115.44
05/13/2017	PC	05/19/2017	23444	RILEY, CASEY W.	1052		299.62
05/13/2017	PC	05/19/2017	23445	JONES, LARRY M.	1057		630.22
05/13/2017	PC	05/19/2017	23446	FLORE, ROBERT A.	1058		814.81
05/13/2017	PC	05/19/2017	23447	WILLSON, BRENDA R.	1059		397.05
05/13/2017	PC	05/19/2017	23448	BEAN, PETER J.	1060		196.29
05/13/2017	PC	05/19/2017	23449	FENNELL, DREW M.	1062		176.20
05/13/2017	PC	05/19/2017	23450	WHITLEY, TYLER J.	1065		352.49
05/13/2017	PC	05/19/2017	23451	MCCALIB, RACHELLE L.	1066		235.33
05/13/2017	PC	05/19/2017	23452	TRAVERS, MANUEL J.	1071		443.30
05/13/2017	PC	05/19/2017	23453	SILVA, JESSE L.A.	1073		66.07
05/13/2017	PC	05/19/2017	23454	RILEY, DANIEL A.	1079		988.80
05/13/2017	PC	05/19/2017	120161	SWEM, DONALD L.	512		1,878.07
05/13/2017	PC	05/19/2017	120162	WHITLEY, ANDREW T.	522		1,648.11
05/13/2017	PC	05/19/2017	120163	MORRISON, KEVIN P.	601		910.93
05/13/2017	PC	05/19/2017	120164	HODGE, MICHAEL J.	606		1,278.28
05/13/2017	PC	05/19/2017	120165	JOHNSON, STEVEN P.	617		1,032.08
05/13/2017	PC	05/19/2017	120166	BISHAW, JAMES H.	633		679.93
05/13/2017	PC	05/19/2017	120167	MILAN, BAC P.	740		15.93
05/13/2017	PC	05/19/2017	120168	LABELLE, DAVIS B.	778		36.94
05/13/2017	PC	05/19/2017	120169	GILL, DAVID R.	856		1,087.23
05/13/2017	PC	05/19/2017	120170	MATTER, DAWSON K.	1038		888.33
Grand Totals:			99				86,206.40

Report Criteria:

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

Check Number	Payee	Amount
05/22/2017		
120179	ASPEN WIRELESS	19,499.00
120180	AT&T	2,245.11
120181	AT&T LONG DISTANCE	42.97
120182	AT&T MOBILITY	93.01
120183	CHARLEVOIX STATE BANK	4,424.69
120184	CHARTER COMMUNICATIONS	816.39
120185	DELTA DENTAL	3,515.07
120186	GREAT LAKES ENERGY	271.03
120187	METLIFE SMALL BUSINESS CENTER	716.72
120188	PRIORITY HEALTH	38,160.33
120189	VERIZON WIRELESS	56.72
120190	VISION SERVICE PLAN	509.51
Total 05/22/2017:		70,350.55
Grand Totals:		70,350.55

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/27/2017	PC	06/02/2017	23455	WELLER, LINDA JO	101		1,499.87
05/27/2017	PC	06/02/2017	23456	HEYDLAUFF, MARK L.	102		2,445.18
05/27/2017	PC	06/02/2017	23457	GOLDING, JOYCE M.	106		1,132.69
05/27/2017	PC	06/02/2017	23458	DEROSIA, PATRICIA E.	107		1,021.20
05/27/2017	PC	06/02/2017	23459	DOTSON, LINDSEY J.	109		1,421.14
05/27/2017	PC	06/02/2017	23460	LOY, EVELYN R.	117		1,050.16
05/27/2017	PC	06/02/2017	23461	KLOOSTER, ALIDA K.	121		1,763.44
05/27/2017	PC	06/02/2017	23462	GOLOVICH, KAREN J.	122		970.67
05/27/2017	PC	06/02/2017	23463	SPENCLEY, PATRICIA L.	136		1,115.74
05/27/2017	PC	06/02/2017	23464	PANOFF, ZACHARY R.	141		1,192.91
05/27/2017	PC	06/02/2017	23465	MILLER, FAITH G.	142		121.67
05/27/2017	PC	06/02/2017	23466	LEESE, MERRI C.	145		606.00
05/27/2017	PC	06/02/2017	23467	MCGINN, KELLY A.	146		1,618.00
05/27/2017	PC	06/02/2017	23468	JONES, JANET M.	148		340.24
05/27/2017	PC	06/02/2017	23469	DOAN, GERARD P.	201		1,603.59
05/27/2017	PC	06/02/2017	23470	SCHLAPPI, JAMES L.	204		1,031.71
05/27/2017	PC	06/02/2017	23471	UMULIS, MATTHEW T.	205		1,190.68
05/27/2017	PC	06/02/2017	23472	HANKINS, SCOTT A.	208		1,528.86
05/27/2017	PC	06/02/2017	23473	ORBAN, BARBARA K.	209		1,267.62
05/27/2017	PC	06/02/2017	23474	TRAEGER, JASON A.	210		1,124.06
05/27/2017	PC	06/02/2017	23475	FLICKEMA, ANDREW M.	211		1,501.32
05/27/2017	PC	06/02/2017	23476	MATELSKI, KIMBERLY A.	212		1,188.90
05/27/2017	PC	06/02/2017	23477	RILEY, DENISE M.	213		432.56
05/27/2017	PC	06/02/2017	23478	EVANS JR, HALBERT K.	214		1,470.62
05/27/2017	PC	06/02/2017	23479	KLOOSTER, PATRICK H.	216		1,050.59
05/27/2017	PC	06/02/2017	23480	BINGHAM, LARRY E.	224		270.84
05/27/2017	PC	06/02/2017	23481	ENGSTROM, TYLER A.	225		600.58
05/27/2017	PC	06/02/2017	23482	GREENE, GLORIA C.	243		583.84
05/27/2017	PC	06/02/2017	23483	DAVIS, LEAH R.	245		522.44
05/27/2017	PC	06/02/2017	23484	TELGENHOF, WILL G.	246		553.13
05/27/2017	PC	06/02/2017	23485	GREYERBIEHL, KELLY M.	260		219.71
05/27/2017	PC	06/02/2017	23486	WURST, RANDALL W.	411		947.84
05/27/2017	PC	06/02/2017	23487	MAYER, SHELLEY L.	412		1,506.96
05/27/2017	PC	06/02/2017	23488	HILLING, NICHOLAS A.	413		1,403.21
05/27/2017	PC	06/02/2017	23489	MEIER III, CHARLES A.	421		1,250.14
05/27/2017	PC	06/02/2017	23490	ZACHARIAS, STEVEN B.	422		1,162.24
05/27/2017	PC	06/02/2017	23491	EATON, BRAD A.	515		2,077.00
05/27/2017	PC	06/02/2017	23492	WILSON, TIMOTHY J.	516		2,426.12
05/27/2017	PC	06/02/2017	23493	LAVOIE, RICHARD L.	519		1,781.33
05/27/2017	PC	06/02/2017	23494	STEVENS, BRANDON C.	521		1,851.63
05/27/2017	PC	06/02/2017	23495	DRAVES, MARTIN J.	523		2,042.93
05/27/2017	PC	06/02/2017	23496	BROWN, STEPHANIE C.	524		1,042.19
05/27/2017	PC	06/02/2017	23497	ANDERSON, ELIZABETH	526		1,151.81
05/27/2017	PC	06/02/2017	23498	ELLIOTT, PATRICK M.	600		2,004.05
05/27/2017	PC	06/02/2017	23499	SCHWARTZFISHER, JOS	603		1,042.82
05/27/2017	PC	06/02/2017	23500	BRADLEY, KELLY R.	614		1,228.46
05/27/2017	PC	06/02/2017	23501	HART II, DELBERT W.	616		1,459.60
05/27/2017	PC	06/02/2017	23502	JONES, ROBERT F.	618		1,184.34
05/27/2017	PC	06/02/2017	23503	DORAN, JUSTIN J.	621		1,584.18
05/27/2017	PC	06/02/2017	23504	MANKER JR, DAVID W.	638		569.90
05/27/2017	PC	06/02/2017	23505	MANKER SR, DAVID W.	639		796.02
05/27/2017	PC	06/02/2017	23506	BECKER, MICHAEL S.	641		722.23
05/27/2017	PC	06/02/2017	23507	HAWKINS, JAMES S.	662		492.90
05/27/2017	PC	06/02/2017	23508	MCGHEE, ROBERT R.	663		1,079.93
05/27/2017	PC	06/02/2017	23509	CRANDELL, ZACKARY R.	691		671.78
05/27/2017	PC	06/02/2017	23510	LEITNER, RYAN S.	692		702.05
05/27/2017	PC	06/02/2017	23511	FERGUSON, ROYCE L.	693		724.85

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/27/2017	PC	06/02/2017	23512	KIRINOVIC, THOMAS F.	700		513.52
05/27/2017	PC	06/02/2017	23513	STEBE, LAURA A.	703		46.17
05/27/2017	PC	06/02/2017	23514	SROUFE, MARC E.	705		244.40
05/27/2017	PC	06/02/2017	23515	SROUFE, PAMELA B.	707		170.40
05/27/2017	PC	06/02/2017	23516	MILAN, JANE E.	711		168.08
05/27/2017	PC	06/02/2017	23517	ANZELL, BETH A.	712		367.82
05/27/2017	PC	06/02/2017	23518	BERNIER, RACHEL M.	718		102.05
05/27/2017	PC	06/02/2017	23519	MACGILLIVRAY, RAYMO	720		53.52
05/27/2017	PC	06/02/2017	23520	LABELLE, DAVIS B.	778		92.35
05/27/2017	PC	06/02/2017	23521	HEID, THOMAS J.	802		1,299.22
05/27/2017	PC	06/02/2017	23522	LEESE, ALAN K.	835		473.79
05/27/2017	PC	06/02/2017	23523	GRUNCH, RONALD J.	844		357.66
05/27/2017	PC	06/02/2017	23524	DAVIS, RONALD L.	853		241.27
05/27/2017	PC	06/02/2017	23525	FAIRCHILD, GALEN W.	855		394.88
05/27/2017	PC	06/02/2017	23526	DAKROUB, JOSEPH E.	860		297.15
05/27/2017	PC	06/02/2017	23527	MASSON, DONALD J.	861		468.81
05/27/2017	PC	06/02/2017	23528	KUSINA, DENNIS W.	862		279.72
05/27/2017	PC	06/02/2017	23529	LABLANCE, MAUREEN J.	863		280.88
05/27/2017	PC	06/02/2017	23530	LIVINGSTON, BRIAN D.	866		867.02
05/27/2017	PC	06/02/2017	23531	VANLOO, JOSEPH G.	902		593.96
05/27/2017	PC	06/02/2017	23532	WYMAN, MATTHEW A.	927		1,450.91
05/27/2017	PC	06/02/2017	23533	BOSS, RYDER S.	932		541.50
05/27/2017	PC	06/02/2017	23534	MILLER, WILLIAM S.	933		1,289.75
05/27/2017	PC	06/02/2017	23535	HOUSER, JAMES F.	934		413.33
05/27/2017	PC	06/02/2017	23536	DOUGLAS, MARK	935		732.96
05/27/2017	PC	06/02/2017	23537	STEVENS, JEFFREY W.	1028		172.16
05/27/2017	PC	06/02/2017	23538	RILEY, CASEY W.	1052		316.80
05/27/2017	PC	06/02/2017	23539	JONES, LARRY M.	1057		73.98
05/27/2017	PC	06/02/2017	23540	FLORE, ROBERT A.	1058		661.29
05/27/2017	PC	06/02/2017	23541	WILLSON, BRENDA R.	1059		560.59
05/27/2017	PC	06/02/2017	23542	BEAN, PETER J.	1060		653.28
05/27/2017	PC	06/02/2017	23543	FENNELL, DREW M.	1062		202.62
05/27/2017	PC	06/02/2017	23544	WHITLEY, TYLER J.	1065		163.48
05/27/2017	PC	06/02/2017	23545	MCCALIB, RACHELLE L.	1066		86.95
05/27/2017	PC	06/02/2017	23546	MCMULLEN, DONALD R.	1067		518.55
05/27/2017	PC	06/02/2017	23547	TRAVERS, MANUEL J.	1071		264.30
05/27/2017	PC	06/02/2017	23548	SILVA, JESSE L.A.	1073		107.25
05/27/2017	PC	06/02/2017	23549	RILEY, DANIEL A.	1079		857.22
05/27/2017	PC	06/02/2017	120198	GERBER, SAMUEL A.	147		41.56
05/27/2017	PC	06/02/2017	120199	KLINGER, LUCAS D.	235		359.47
05/27/2017	PC	06/02/2017	120200	WILLIAMS, SYDNEY K.	247		187.15
05/27/2017	PC	06/02/2017	120201	SWEM, DONALD L.	512		1,878.07
05/27/2017	PC	06/02/2017	120202	WHITLEY, ANDREW T.	522		1,880.13
05/27/2017	PC	06/02/2017	120203	MORRISON, KEVIN P.	601		1,206.27
05/27/2017	PC	06/02/2017	120204	HODGE, MICHAEL J.	606		1,259.66
05/27/2017	PC	06/02/2017	120205	JOHNSON, STEVEN P.	617		981.67
05/27/2017	PC	06/02/2017	120206	BISHAW, JAMES H.	633		783.03
05/27/2017	PC	06/02/2017	120207	GILL, DAVID R.	856		1,022.91
05/27/2017	PC	06/02/2017	120208	GLOWNEY, TRAVIS T.	865		23.12
05/27/2017	PC	06/02/2017	120209	MATTER, DAWSON K.	1038		1,500.91
Grand Totals:			107				92,850.01

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Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/27/2017	06/02/2017	120210	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	307.69
05/27/2017	06/02/2017	120211	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	191.88
05/27/2017	06/02/2017	120211	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	461.64
05/27/2017	06/02/2017	120212	BARRY COUNTY TRIAL C	9029	Wage Assignment: Case 04-6725	20.00
05/27/2017	06/02/2017	120213	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 5/27/2	59.00
05/27/2017	06/02/2017	120214	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,284.62
05/27/2017	06/02/2017	120215	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
05/27/2017	06/02/2017	120216	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	537.32
05/27/2017	06/02/2017	120217	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
05/27/2017	06/02/2017	120218	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 5	251.25
05/27/2017	06/02/2017	120219	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	2,014.96
Grand Totals:		11				5,680.19



Check Number	Payee	Amount
06/06/2017		
120220	AIRGAS USA LLC	66.30
120221	AIS CONSTRUCTION EQUIPMENT	112.90
120222	ALL-PHASE ELECTRIC SUPPLY CO.	105.48
120223	APPLE INC	2,990.00
120224	ARCADIA BENEFITS GROUP INC	25.00
120225	ARROW UNIFORM-TAYLOR L.L.C.	1,035.78
120226	AT YOUR SERVICE PLUS INC	460.00
120227	AVFUEL CORPORATION	1,540.00
120228	BEIJO DE CHOCOLAT LLC	14.00
120229	BOB MATHERS FORD	276.00
120230	BRADFORD'S	35.75
120231	CENTRAL DRUG STORE	55.50
120232	CHARLEVOIX CITY BAND	3,000.00
120233	CHARLEVOIX COMMUNITY SHOPPER	299.00
120234	CHARLEVOIX COUNTY TREASURER	779.27
120235	CHARLEVOIX GLASS INC.	88.36
120236	CHARLEVOIX SCREEN MASTERS INC	1,397.25
120237	CHARLEVOIX TOWNSHIP	2,088.98
120238	CINTAS CORPORATION #729	90.22
120239	CLEAR WATER PLUMBING & HEATIN	663.17
120240	COOK FAMILY FARMS	87.00
120241	CSI EMERGENCY APPARATUS LLC	1,826.08
120242	CURREY FARMS LLC	8.00
120243	DCASSESSING SERVICES	4,371.08
120244	DeROSIA, PATRICIA E.	50.00
120245	DITCH WITCH SALES OF MICHIGAN	4,521.47
120246	DOAN, GERARD P.	294.60
120247	DOTSON, LINDSEY J.	248.00
120248	E-CONOLIGHT	373.77
120249	EJ USA INC.	951.02
120250	ELLIOTT, PATRICK M.	50.00
120251	ELLSWORTH FARMER'S EXCHANGE	92.66
120252	EMMET BRICK & BLOCK	1,069.87
120253	EVANS, HAL	50.00
120254	FARLEY, JOSEPH	64.74
120255	FARMER WHITE'S	36.00
120256	FERGUSON & CHAMBERLAIN	400.00
120257	FREIGHTLINER OF GRAND RAPIDS	916.51
120258	GEMINI GROUP	2,542.00
120259	GERBER HOMEMADE SWEETS	21.00
120260	GLOBAL EQUIPMENT COMPANY	777.23
120261	GOLDING, JOYCE M.	50.00
120262	GOLOVICH, RENEE	31.00
120263	GOVERNMENT FINANCE	160.00
120264	GRAINGER	262.80
120265	GREAT LAKES ELEVATOR LLC	353.25
120266	GREAT LAKES PIPE & SUPPLY	49.29
120267	GREEN GUARD	29.76

Check Number	Payee	Amount
120268	GRP ENGINEERING INC.	1,461.96
120269	HAMMERSMITH EQUIPMENT CO	1,030.00
120270	HANKINS, SCOTT A.	50.00
120271	HARBOR HOUSE PUBLISHERS	1,275.00
120272	HEID, THOMAS J.	50.00
120273	HEP'S HOMEBAKED GRANOLA	17.00
120274	HEYDLAUFF, MARK L	827.80
120275	HILLING, NICHOLAS A.	47.82
120276	HOGARTH'S PEST CONTROL INC.	225.00
120277	HOLIDAY COMPANIES	5,118.87
120278	HOLLAND SR, ROBERT	17.30
120279	HYDRO CORP	347.50
120280	JANE'S SASSY SALSA	8.00
120281	JTHOMAS PARTS	162.95
120282	KIRINOVIC, THOMAS F.	50.00
120283	KLOOSTER, ALIDA K.	50.00
120284	KMart	5.99
120285	KOORSEN FIRE & SECURITY	300.00
120286	KRIST OIL COMPANY	4,797.68
120287	KSS ENTERPRISES	65.20
120288	LOTTIE'S BAGELS	61.00
120289	MACDONALD GARBER	1,339.00
120290	MAYER, SHELLEY L.	50.00
120291	McGINN, KELLY A.	50.00
120292	MDC CONTRACTING LLC	216.00
120293	MICHIGAN MUNICIPAL LEAGUE	1,722.00
120294	MICHIGAN WATER ENV ASSOC	70.00
120295	MIGCSA	100.00
120296	MILLER, WILLIAM S.	50.00
120297	MUNSON HEALTHCARE CHARLEVOIX	124.96
120298	MYERS POWER PRODUCTS	3,634.24
120299	NETSOURCE ONE INC.	128.00
120300	NORTHERN A-1 ENVIRONMENTAL SE	8,710.16
120301	NORTHERN CREDIT BUREAU	207.56
120302	NORTHERN MICHIGAN REVIEW INC.	4,700.90
120303	NORTHERN PUMP SERVICE INC.	1,080.00
120304	NYE UNIFORM CO	396.78
120305	OLSON BZDOK & HOWARD	1,617.60
120306	OUDBIER INSTRUMENT CO	827.50
120307	PANOFF, ZACHARY R.	50.00
120308	PARDEE, RUBYANN	42.69
120309	PEARSALL, MICHAEL	475.00
120310	PLUNKETT & COONEY	362.50
120311	POND HILL FARM LLC	52.00
120312	POWER LINE SUPPLY	740.52
120313	PREIN & NEWHOF	6,256.29
120314	PRO WEB MARKETING LLC	40.00
120315	PROVIDENCE FARM LLC	33.00
120316	QUILL CORP	389.86

Check Number	Payee	Amount
120317	RESIDEX LLC	1,592.50
120318	RIETH-RILEY CONST CO INC	1,869.30
120319	RUSTIC BAKER	48.00
120320	SAUL, GINNIE	163.26
120321	SCIENTIFIC BRAKE & EQUIP CO	162.40
120322	SHORELINE POWER SERVICES INC.	5,040.00
120323	SPARTAN DISTRIBUTORS INC	4,104.50
120324	SPARTAN STORES LLC	63.80
120325	SPRINGFIELD INC.	1,120.00
120326	STATE OF MICHIGAN	95.00
120327	STITCH N LYD'S	370.00
120328	STRIKER SUPPLY	40.00
120329	SURFACE ECO BLAST	600.00
120330	SWEM, DONALD L.	50.00
120331	SYSTEMS SPECIALISTS INC	400.00
120332	T.C. RECORD EAGLE	677.25
120333	THAT FRENCH PLACE	136.87
120334	UP NORTH PROPERTY SERVICES LL	1,905.00
120335	VILLAGE GRAPHICS INC.	1,089.32
120336	WATTA COOKIE LLC	8.00
120337	WELLER, LINDA J.	50.00
120338	WORK & PLAY SHOP	1,413.42
120339	WURST, RANDALL W.	50.00
120340	WYMAN, MATTHEW A.	50.00
120341	ZIPP, CAROLYN	50.00
Total 06/06/2017:		105,394.34
Grand Totals:		105,394.34

Check Number	Payee	Amount
05/11/2017		
51117001	STATE OF MICHIGAN	19,171.82
Total 05/11/2017:		19,171.82
Grand Totals:		19,171.82

Check Number	Payee	Amount
05/12/2017		
51217001	DTE ENERGY	6,483.06
Total 05/12/2017:		6,483.06
Grand Totals:		6,483.06

Check Number	Payee	Amount
05/15/2017		
51517001	MICHIGAN PUBLIC POWER AGENCY	24,236.14
51517002	NEOFUNDS BY NEOPOST	60.00
Total 05/15/2017:		24,296.14
Grand Totals:		24,296.14

Check Issue Date	Check Number	Payee	Amount
51917001			
05/19/2017	51917001	**EFTPS* Payroll Taxes	8,080.03
05/19/2017	51917001	**EFTPS* Payroll Taxes	8,080.03
05/19/2017	51917001	**EFTPS* Payroll Taxes	1,889.70
05/19/2017	51917001	**EFTPS* Payroll Taxes	1,889.70
05/19/2017	51917001	**EFTPS* Payroll Taxes	12,054.16
Total 51917001:			
	5		31,993.62
51917002			
05/19/2017	51917002	Alerus Financial	420.00
Total 51917002:			
	1		420.00
51917003			
05/19/2017	51917003	STATE OF MICHIGAN	4,653.95
Total 51917003:			
	1		4,653.95
51917004			
05/19/2017	51917004	Vantagepoint - 401 Plan 109153	713.94
Total 51917004:			
	1		713.94
51917005			
05/19/2017	51917005	Vantagepoint - 457 Plan 300959	4,893.59
05/19/2017	51917005	Vantagepoint - 457 Plan 300959	788.71
05/19/2017	51917005	Vantagepoint - 457 Plan 300959	1,888.77
05/19/2017	51917005	Vantagepoint - 457 Plan 300959	5,242.52
Total 51917005:			
	4		12,813.59
51917006			
05/19/2017	51917006	Vantagepoint - Roth IRA 706117	961.53
Total 51917006:			
	1		961.53
Grand Totals:			
	13		51,556.63

Check Number	Payee	Amount
05/19/2017		
51917007	MERS	29,227.41
Total 05/19/2017:		29,227.41
Grand Totals:		29,227.41

Check Number	Payee	Amount
05/22/2017		
52217001	MICHIGAN PUBLIC POWER AGENCY	11,874.66
Total 05/22/2017:		11,874.66
Grand Totals:		11,874.66

Check Number	Payee	Amount
05/25/2017		
52517001	MICHIGAN PUBLIC POWER AGENCY	245,509.41
Total 05/25/2017:		245,509.41
Grand Totals:		245,509.41

Check Number	Payee	Amount
05/30/2017		
53017001	MICHIGAN PUBLIC POWER AGENCY	5,881.38
Total 05/30/2017:		5,881.38
Grand Totals:		5,881.38

Check Issue Date	Check Number	Payee	Amount
60217001			
06/02/2017	60217001	**EFTPS* Payroll Taxes	8,647.96
06/02/2017	60217001	**EFTPS* Payroll Taxes	8,647.96
06/02/2017	60217001	**EFTPS* Payroll Taxes	2,022.48
06/02/2017	60217001	**EFTPS* Payroll Taxes	2,022.48
06/02/2017	60217001	**EFTPS* Payroll Taxes	13,139.45
Total 60217001:			
	5		34,480.33
60217002			
06/02/2017	60217002	Alerus Financial	420.00
Total 60217002:			
	1		420.00
60217003			
06/02/2017	60217003	STATE OF MICHIGAN	4,981.59
Total 60217003:			
	1		4,981.59
60217004			
06/02/2017	60217004	Vantagepoint - 401 Plan 109153	713.94
Total 60217004:			
	1		713.94
60217005			
06/02/2017	60217005	Vantagepoint - 457 Plan 300959	4,893.59
06/02/2017	60217005	Vantagepoint - 457 Plan 300959	832.98
06/02/2017	60217005	Vantagepoint - 457 Plan 300959	1,888.95
06/02/2017	60217005	Vantagepoint - 457 Plan 300959	5,298.05
Total 60217005:			
	4		12,913.57
60217006			
06/02/2017	60217006	Vantagepoint - Roth IRA 706117	961.53
Total 60217006:			
	1		961.53
Grand Totals:			
	13		54,470.96



Check Number	Payee	Amount
06/06/2017		
2896	CHARLEVOIX COUNTY TREASURER	1,029.64
2897	CHARLEVOIX DISTRICT LIBRARY	334.29
2898	CHARLEVOIX PUBLIC SCHOOLS	44.97
2899	CHARLEVOIX PUBLIC SCHOOLS	12.89
2900	CHARLEVOIX PUBLIC SCHOOLS	1.36
2901	CHARLEVOIX PUBLIC SCHOOLS	1.95
2902	CITY OF CHARLEVOIX - TAXES DUE	324.80
2903	RECREATIONAL AUTHORITY	65.60
Total 06/06/2017:		1,815.50
Grand Totals:		1,815.50

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Purchase Reel Trailer

DATE: June 5, 2017

BACKGROUND:

Some of the Electric Department's work could be performed much more efficiently if we had a single reel trailer in addition to the trailers we already own. There are frequently situations where an additional single reel trailer will allow us to work on multiple jobs at once, and it can also be used in combination with our other reel trailers to pull in multiple cables at once.

Attached is a quote from Ditch Witch for a Felling Single Reel Trailer for a total price of \$10,304.28. I have researched comparable trailers on the internet and find that prices are usually in the \$12,000 range.

We have been a member of the National Joint Powers Alliance (NJPA) Coop for several years now. We have purchased several vehicles and other equipment through the Michigan based MiDEAL system.

MiDEAL is program where the State bids out items and then offers the low bid prices to us from those same vendors. The NJPA is very similar to the MiDEAL system, only it is national rather than being a Michigan only program. The NJPA solicits bids on numerous items from vendors across the country and makes agreements with the lowest bidders to provide the members with significant discounts. In this case, Ditch Witch agreed to a 12% discount off of their list price as part of the NJPA system

This trailer was budgeted for \$35,000, so we are well under that amount.

RECOMMENDATION:

Approve the purchase of the Felling Single Reel Trailer from Ditch Witch for cost of \$10,304.28.

ATTACHMENTS:

- ▣ Ditch Witch Quote



Quotation

The Charles Machine Works, Inc.
1959 W.Fir Avenue
P.O.Box 66,
Perry, Oklahoma 73077-0066 USA
Phone No : 580 336 4402
Fax No : 580 336 0617
Email : global@ditchwitch.com

Sold-to Party Address

CITY OF CHARLEVOIX
NJPA # 105135
401 WEST CARPENTER STREET
CHARLEVOIX MI 49720

Information

Quotation No. 20117728
Document Date 03/20/2017
Customer No. 509703
Dealership DITCH WITCH SALES OF MICHIGAN
HOWELL
PO _____
Created by Todd Miller

Global Account Price Quote Quote Valid until : 06/08/2017

TAXES ARE AN ESTIMATE AT TIME OF QUOTATION-ACTUAL TAX WILL BE CALCULATED AT TIME OF INVOICING. IF TAXES ARE QUOTED AND THIS IS A TAX EXEMPT TRANSACTION, PLEASE PROVIDE TAX EXEMPT CERTIFICATE OR LEASING DETAILS WITH YOUR PURCHASE ORDER.

FOR MODEL SPECIFICATIONS OR OTHER INFORMATION, VISIT OUR WEBSITE AT WWW.DITCHWITCH.COM

Page 1 of 1

Quotation Details

Qty	Part Number	Description
1	NON CMW PART	FELLING FT-10 R REEL TRAILER
		Global Account Pricing 9,254.28
		Total Freight 1,050.00

		Total Amount \$ 10,304.28

Confidentiality Notice:

This quote may contain confidential information. The information is intended only for the individual or entity named. If you are not the intended recipient, please immediately notify us at (800)654-6481 to arrange for return of the document.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Branding and Logo Design Selection

DATE: June 5, 2017

PRESENTED BY: John Harris, a5 Inc. & Lindsey Dotson, DDA/Main Street Executive Director

BACKGROUND:

As you know, the DDA retained a5 to conduct research and offer concepts for a revised and refreshed brand and logo for the City, Main Street, and other community events and programs. This logo is not intended to fully replace historic points of recognition, like Charlevoix the Beautiful or the script Charlevoix, but is intended to present a refreshed image in marketing and other material locally and beyond. Initially, the new brand will replace the DDA and City logos.

In order to create a brand that represents the community, a5 conducted research and engaged/connected with more than 300 people to gather input. A subcommittee consisting of representatives from the City, Charlevoix DDA/Main Street, Charlevoix Area Chamber of Commerce, Charlevoix Convention & Visitors Bureau, and Charlevoix Circle of Arts worked collaboratively with a5 throughout the research and development process.

Once a brand platform/theme and identity concept are selected, a5 will finish developing deliverables which will include:

- Brand Platform
 - o Key messages
 - o Positioning statement
 - o Elevator pitch
 - o Written overview of Charlevoix for marketing purposes
 - o Tagline options
- Graphic Identity
 - o Logo concepts
 - o Farmer's Market logo
 - o Summer Concert Series logo
 - o Restaurant Week logo
 - o Downtown Events logo
- Collateral Materials
 - o Letterhead and business card templates
 - o Social media graphics
 - o Newsletter template
 - o Pole banner template
 - o Business directory template
 - o Event tri-fold brochure template
- Implementation Plan
 - o Recommended positioning of logo and brand guidelines
 - o Implementation plans for brand identity applications and brand identity maintenance plan

John Harris of a5 will present a full color packet to City Council which includes the goals and objectives of

the new brand, research findings on what makes Charlevoix different, key messages, positioning statement, brand platform/themes, and identity concepts.

In addition to the Steering Committee, the logos have gone through review meetings with Main Street committee members, two different meetings of the DDA/Main Street Board, and now City Council. This has been and continues to be a collaborative and iterative process with feedback being given and received by a5. We appreciate their work with us as we seek to make the right decision for Charlevoix going forward.

RECOMMENDATION:

Ultimately this decision rests with Council. You will see the recommendation made by the DDA/Main Street Board. You could opt to give additional feedback based on your review or set a public hearing for the future. Alternatively, you could approve the direction at your meeting.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: City Hall HVAC Upgrade

DATE: June 5, 2017

PRESENTED BY: Gerard Doan, Chief of Police

BACKGROUND:

The HVAC system in City Hall is approaching the end of its life. At the recommendation of Performance Engineers, we contacted Nealis Engineering, an engineering firm from Traverse City specializing in plumbing, electrical and mechanical design, to assist with the bid process and host a professional walk through for the project. Bids were accepted through May 9, 2017 with a public opening that morning. The bid information is attached. The work will begin this summer and start with replacement of the air conditioning unit that services the back portion of the building near the ambulance bays, EMS offices and upstairs hallway with the remainder of the system being replaced thereafter. The new system will be more cost effective, more energy efficient and maintain a more consistent climate throughout City Hall.

Overall, Nealis recommends using John E. Green for the project with a total cost of \$162,483. This includes the first year performance contract; not all bidders bid the Performance Maintenance Agreement. Alternatively, Council could opt to retain Superior Mechanical of Charlevoix to install one alternate option at a slight savings. The overall project was budgeted at \$175,000.

Aside from the lower bid from Superior Mechanical for Alternate #1, no overall bids qualified for our Local Bidders Preference Policy.

RECOMMENDATION:

Motion to award the City Hall HVAC Project to John E. Green Company for an amount not to exceed \$162,483.

Or

Motion to award City Hall HVAC Project (excluding alternate #1) to John E. Green Company for an amount not to exceed \$149,940 and award Alternative #1 to Superior Mechanical for an amount not to exceed \$11,031.22.

ATTACHMENTS:

- ▢ HVAC Bid Tabulation

CHARLEVOIX CITY HALL HVAC UPGRADES

BID RESULTS 5/9/2017 10:00:00 AM

DESCRIPTION	TEMPERATURE CONTROL	JOHN E GREEN	BALLARDS	HURST	SUPERIOR	HAGGARDS
BID BOND / YES -OR- NO	YES	YES	YES	YES	NOT REQUIRED	YES
BASE BID: (CHILLER)	\$93,045.00	\$57,445.00	\$69,439.00	\$85,400.00	NO BID	\$68,250.00
ADD ALTERNATE #1: MINISPLIT AC	\$16,512.00	\$12,543.00	\$10,550.00	\$17,680.00	\$11,031.22	\$11,500.00
ADD ALTERNATE #2: HEATING BOILER	\$45,200.00	\$35,960.00	\$43,766.00	\$43,600.00	NO BID	\$39,600.00
ADD ALTERNATE #3: TEMPERATURE CONTROLS	\$11,175.00	\$10,265.00	\$9,350.00	\$9,765.00	NO BID	\$10,300.00
ADD ALTERNATE #4: TEMPERATURE CONTROLS #2	\$30,089.00	\$36,140.00	\$34,100.00	\$36,750.00	NO BID	\$38,500.00
ADD ALTERNATE #5: ANNUAL HVAC PM AGREEMENT	\$9,879.96	\$10,130.00	\$11,004.00	\$6,245.00	NO BID	NO BID
COMBINED BID *	\$205,900.96	\$162,483.00	\$178,209.00	\$199,440.00	-	\$168,150.00
ADDED COST FOR PERFORMANCE BOND	\$2,236.00	\$2,437.00	\$2,747.00	\$2,193.84	-	\$3,363.00
ANY VOLUNTARY ALTERNATES? YES -OR- NO	NO	NO	NO	NO	NO	NO

* HAGGARDS COMBINED BID DOES NOT INCLUDE ANNUAL PM AGREEMENT (DID NOT BID)

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Harvest Barn Request for Use of East Park

DATE: June 5, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

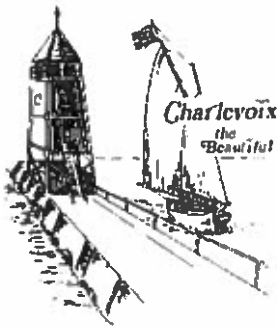
The Harvest Barn Church wishes to hold its 30th Anniversary Celebration in East Park on Friday, August 4, 2017. The Celebration is open to the public. They'd like to use the Odmark Pavilion for a concert at 7:00 p.m. The band Union of Sinners and Saints is scheduled for perform. The Church wishes to have two bounce houses, a water slide, children's games, ice cream and food trucks in the Park. The City has asked Harvest Barn to provide additional liability insurance for the event's activities.

RECOMMENDATION:

Motion to authorize the Harvest Barn Church to use East Park for their 30th anniversary celebration.

ATTACHMENTS:

- ▣ East Park Use Request



City of Charlevoix
210 State Street, Charlevoix, Michigan 49720
231-547-3270
mgr@cityofcharlevoix.org

Event Planning Worksheet/Schedule

Name of Event: 30th Anniversary Celebration

Event Contact Person (Available the day of the event): Bridgette Criner
Phone Number: 231-675-2236

Date(s): August 4th, 2017 (Friday)

Time(s): 2pm - 9pm

Location(s): East Park, Charlevoix

Attach a sketch showing the area you wish to hold the event (i.e., location, size of area, etc.)

List of items/support needed: electricity & water, restrooms
public trash/removal, hang banner on band shell

Date of Event Coordination Meeting: _____



CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Sale of Property: 1522 Bridge Street

DATE: June 5, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

As you will recall, earlier this spring Council authorized staff to offer for sealed bid a parcel of City-owned property at 1522 Bridge Street (vacant lot on the west side of Marion Center Road). The property description we distributed in various newspapers and to realtors is included. We also had an appraisal performed by Michigan Appraisal Company (find it attached). The appraised value is \$110,000.

The two bids we received are obviously well below this amount. Council retains the ability to accept one of the bids or reject both of them. Currently, it costs us to own this parcel since it must be maintained and it generates no tax revenue. If you opt to sell, we would gain the cash from the sale, reduce our expense, and generate tax revenue.

RECOMMENDATION:

Motion to sell 1522 Bridge Street to Lloyd Kelley for an amount not less than \$50,000.

ATTACHMENTS:

- ▣ Property Sale RFP
- ▣ Appraisal
- ▣ Bid Tabulation and Descriptions

PROPERTY FOR SALE

1522 Bridge Street

[West Side of Marion Center Road at US 31]

City of Charlevoix, Charlevoix, Michigan



The City of Charlevoix is accepting bids for the vacant lot located at 1522 Bridge Street. The City will accept and publicly open bids on Monday, May 22, 2017 at 10:00 am EDT at the office of the City Clerk, City of Charlevoix, 210 State Street, Charlevoix, MI 49720. Proposals must be in a sealed envelope and clearly marked "Marion Center Property Bid" on the exterior of the package. Emailed, faxed, and late proposals will not be accepted for any reason. The City of Charlevoix reserves the right to accept or reject any and all offers for any and all reasons, waive any irregularities in any bid deemed in the best interest of the City of Charlevoix.

The property has 143' of street frontage on Bridge Street (US 31), 313' on Marion Center Road and 215' of frontage on Stover Road. It has a slightly irregular shape with 44,000 square feet, more or less or 0.74 acres. The property is zoned General Commercial. On average, more than 14,000 vehicles pass this property each day.

The legal description of the parcel is -- FRM 234-033-00 BEG NWLY LI MARION CENTER RD ON E&W1/4 LI SEC 34 T34N R8W N41DEG52'E AL RD LI 214.07FT N50DEG14'W 252.8FT TO SELY LI HWY US 31 SWLY AL HWY 209.4FT M/L TO PT ON 1/4 LI 986.8FT W OF E1/4 COR S 222.5 FT TO 1/4 LI E 235.49FT TO POB PT OF NE 1/4 SEC 34-34-8 SUBJ TO RD R/W AL 1/4 LI EX: COM AT E1/4 COR SEC 34 T34N R8W TH N89DEG17'14"W AL E&W 1/4 LI 737FT TH N 0DEG00'00"E 115.83FT TO INTER OF NLY LI OF STOVER RD & ELY LI OF MARION CENTER RD SD INTER BEING POB OF THIS DESC TH NWLY AL 471.07FT RAD CURV TO LFT 214.86FT (LONG CHD BEARS N15DEG53'31"W 213.01FT TH S49DEG24'52"E 247.58FT TH SWLY AL 196.66FT CURV TO RT DIST OF 139.72FT (LONG CHD BEARS S71DEG07'47"W 136.80FT TO POB BEING PT OF SE1/4 OF NE1/4 SEC 34 -34-8

The City will retain a utility easement on the western lot line for existing water and sewer lines.

Bids should include a clear and final purchase price for the property. The buyer may also indicate the proposed use for the site and the timeline for development. The City Council may consider the use of the site as a factor when awarding the sale.

The buyer assumes all responsibility for taxes, title fees, transfer costs, and any other and all closing costs. The City will negotiate a final purchase contract with the selected bidder.

All questions are to be directed to City Manager Mark L. Heydlauff at 231-547-3270 or markh@cityofcharlevoix.org.

Mark L. Heydlauff, City Manager

File # 6465-CH

Appraisal - Table of Contents



Located at
Marion Center Rd
Charlevoix, MI 49720

For
City of Charlevoix
210 State St
Charlevoix, MI 49720

Opinion of Value
110,000
As of
02/25/2017

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REAL ESTATE APPRAISERS • CONSULTANTS

Website: www.michiganappr.comE-mail: mac@michiganappr.com

Michigan Appraisal Company, Inc
1201 Bridge St
Charlevoix, MI 49720
(231) 547-2238

02/27/2017

Mark Heydlauff
City of Charlevoix
210 State St
Charlevoix, MI 49720

Re: Property: Marion Center Rd
Charlevoix, MI 49720

File Number: 6465-CH

Opinion of Value: \$ 110,000
Effective Date: 02/25/2017

In accordance with your request, I have appraised the property captioned above. The appraisal report follows as identified in the preceding table of contents. The purpose of the appraisal is to develop an opinion of market value for the subject assuming unencumbered fee-simple title of ownership.

The appraisal is prepared to conform to the definition of *Market Value* contained within following appraisal report. The appraisal adheres to *Uniform Standards of Professional Appraisal Practice* (USPAP) of the *Appraisal Foundation* as well as *Professional Standards and Ethics* of the *Appraisal Institute*. The opinion of value reported above as of the stated effective date is contingent upon *Limiting Conditions* and *Certifications* as cited within the appraisal of the subject property, which are considered usual for this type of assignment.

Furthermore, the appraisal is based on a physical analysis of the property, analysis of the neighborhood, and economic analysis of the market for properties such as the subject. References are also made to narrative addenda sections (*Scope of Work, Descriptions and Valuation*) as identified throughout this report. It has been a pleasure to assist you, and please do not hesitate to contact me or any of our staff if we can be of additional service.

Sincerely,

Jeffrey L Kirby, SRA
License or Certification #: 1201000516
State: MI Expires: 07/31/2018
jkirby@michiganappr.com

Descriptions

File No.: 6465-CH

Property Address:	Marion Center Rd	City:	Charlevoix	State:	MI	Zip Code:	49720
County:	Charlevoix	Legal Description:	Refer to Assessment Addendum...				
SUBJECT	Assessor's Parcel #:	N/A		Tax Year:	2016	R.E. Taxes: \$	Tax exempt
	Market Area Name:	Charlevoix; City Commercial S Side		Map Reference:	26-029-14780	Census Tract:	0008.00
	Current Owner of Record:	City of Charlevoix		Borrower (if applicable):	N/A		
	Project Type (if applicable):	<input type="checkbox"/> PUD <input type="checkbox"/> De Minimis PUD <input checked="" type="checkbox"/> Other (describe) Vacant commercial land		HOA: \$	0	<input type="checkbox"/> per year	<input type="checkbox"/> per month
	Are there any existing improvements to the property?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		If Yes, indicate current occupancy:	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant <input type="checkbox"/> Not habitable		
	If Yes, give a brief description:	N/A					
ASSIGNMENT	The purpose of this appraisal is to develop an opinion of: <input checked="" type="checkbox"/> Market Value (as defined), or <input type="checkbox"/> other type of value (describe)						
	This report reflects the following value (if not Current, see comments): <input checked="" type="checkbox"/> Current (the Inspection Date is the Effective Date) <input type="checkbox"/> Retrospective <input type="checkbox"/> Prospective						
	Property Rights Appraised: <input checked="" type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold <input type="checkbox"/> Leased Fee <input type="checkbox"/> Other (describe)						
	Intended Use: This appraisal is being prepared for decision making and the purpose is to ascertain a supported opinion of market value. Any other use of this appraisal report is not intended and may render it invalid. As such, it's recommended to contact the appraiser if additional uses are applicable.						
	Intended User(s) (by name or type): The client, who is also the property owner.						
Client: City of Charlevoix				Address: 210 State St, Charlevoix, MI 49720			
Appraiser: Jeffrey L Kirby, SRA				Address: 1201 Bridge St, Charlevoix, MI 49720			

Characteristics			Predominant Occupancy	One-Unit Housing		Present Land Use		Change in Land Use	
Location:	<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural	PRICE		AGE	One-Unit	10 %	<input checked="" type="checkbox"/> Not Likely		
Built up:	<input checked="" type="checkbox"/> Over 75% <input type="checkbox"/> 25-75% <input type="checkbox"/> Under 25%	\$ (000)		(yrs)	2-4 Unit	5 %	<input type="checkbox"/> Likely *	<input type="checkbox"/> In Process *	
Growth rate:	<input type="checkbox"/> Rapid <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Slow	60		Low	75	0 %	* To:		
Property values:	<input type="checkbox"/> Increasing <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Declining	200		High	125	Comm'l	75 %		
Demand/supply:	<input type="checkbox"/> Shortage <input checked="" type="checkbox"/> In Balance <input type="checkbox"/> Over Supply	100	Pred	100	Industrial	7 %			
Marketing time:	<input type="checkbox"/> Under 3 Mos. <input type="checkbox"/> 3-6 Mos. <input checked="" type="checkbox"/> Over 6 Mos.				Vacant	3 %			

Factors Affecting Marketability											
Item	Good	Average	Fair	Poor	N/A	Item	Good	Average	Fair	Poor	N/A
Employment Stability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequacy of Utilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Employment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property Compatibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Shopping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Protection from Detrimental Conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Schools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Police and Fire Protection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequacy of Public Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Appearance of Properties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreational Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appeal to Market	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Market Area Comments: The subject neighborhood is located on the south side of Charlevoix and is a commercial core of properties' along US 31 and several of the adjoining intersections. Bounded to the north by Belvedere Avenue extending southwest to Stover Road. US 31 is the main traffic artery through Charlevoix with the highest traffic volume in the county (14,100 units per day). Commercial uses include fast-food and sit-down restaurants, C-stores, shopping center and a variety of small retail/office uses. Harbor Industry accounts for the industrial use, a long-standing major employer, located at the southwest end of the US 31 corridor. Additionally, the neighborhood adjoins the Charlevoix Municipal Airport.

Analysis of area sales and listings reflect stabilized conditions, recognizing that there has been recent sale activity of commercial properties in the competitive market area. Considering the time of year coupled with market-based analysis, marketing time should occur within 12 months when competitively priced. Financing is available from a variety of lending institutions at competitive rates.

Dimensions:	Refer to Survey Addendum...	Site Area:	44,000	Sq.Ft.
Zoning Classification:	GC: General Commercial	Description:	Refer to Descriptions Addendum...	
Do present improvements comply with existing zoning requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> No Improvements				
Uses allowed under current zoning: This district accommodates retail and service establishments within the city, as well as, accommodating larger scale commercial development and associated uses. There are a fair number of minimum sized parcels with commercial uses (mostly professional office and service related) in place.				
Are CC&Rs applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown	Have the documents been reviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Ground Rent (if applicable) \$ 0/
Comments: N/A				
Highest & Best Use as improved: <input checked="" type="checkbox"/> Present use, or <input type="checkbox"/> Other use (explain)				
Actual Use as of Effective Date:		Use as appraised in this report:		
Vacant commercial		Same as actual use		
Summary of Highest & Best Use: The property is not improved. The subject legally complies with zoning and is capable of being developed with a variety of retail or service related uses.single-family residential use.				

Utilities	Public	Other	Provider/Description	Off-site Improvements	Type	Public	Private	Frontage	143' on US 31
Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Municipal	Street	2 Lanes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Topography	Level at the road grade
Gas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DTE	Width	Varies; Adequate			Size	44,000 sf, more or less
Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Municipal	Surface	Asphalt paving			Shape	Slightly irregular (4 sides)
Sanitary Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Municipal	Curb/Gutter	None	<input type="checkbox"/>	<input type="checkbox"/>	Drainage	Surface drainage appears adequate
Storm Sewer	<input type="checkbox"/>	<input type="checkbox"/>	None	Sidewalk	None	<input type="checkbox"/>	<input type="checkbox"/>	View	US 31; Commercial corridor
Telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Various providers	Street Lights	None	<input type="checkbox"/>	<input type="checkbox"/>	Size:Frtg Ratio	308:1
Multimedia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spectrum	Alley	None	<input type="checkbox"/>	<input type="checkbox"/>	Additional Frtg	313' and 215'
Other site elements: <input type="checkbox"/> Inside Lot <input checked="" type="checkbox"/> Corner Lot <input type="checkbox"/> Cul de Sac <input type="checkbox"/> Underground Utilities <input type="checkbox"/> Other (describe) None									
FEMA Spec'l Flood Hazard Area <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No FEMA Flood Zone C FEMA Map # 2600570005B FEMA Map Date 02/11/1983									
Site Comments: The site is located on an established commercial corridor (US 31 - Bridge St) with secondary frontage on Marion Center Rd (313') and Stover Rd (215'). There are no apparent adverse easements, encroachments or any other extenuating circumstances limiting the use of the land for commercial development.									
None of the neighboring improvements present conditions that would negatively impact the value as the result of external influences.									

Sales Comparison Approach & Reconciliation

File No.: 6465-CH

TRANSFER HISTORY

My research ☐ did ☒ did not reveal any prior sales or transfers of the subject property for the three years prior to the effective date of this appraisal.

Data Source(s): Charlevoix County records

1st Prior Subject Sale/Transfer

Analysis of sale/transfer history and/or any current agreement of sale/listing: According to the sources cited above, the subject property has not transferred ownership during the past three years. Also, no current listing agreement and/or sale contract are in place as of the effective date of this report.

Date: N/A

Price: N/A

Source(s): N/A

2nd Prior Subject Sale/Transfer

With regard to the comparable data selection and their respective data county/multiple listing sources, no sale/transfer activity was reported 12 months prior to their respective sale dates. Additionally, based upon the effective date of research no subsequent sale transactions or listings have transpired prior to the effective date of research.

Date: N/A

Price: N/A

Source(s): N/A

SALES COMPARISON APPROACH

FEATURE	SUBJECT PROPERTY	COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
Address	Marion Center Rd Charlevoix, MI 49720	6950 US 31 S Charlevoix, MI 49720		6850 US 31 S Charlevoix, MI 49720		12969 US Highway 31 N Charlevoix, MI 49720	
Proximity to Subject		0.26 miles W		0.39 miles W		2.11 miles NE	
Sale Price	\$ N/A	\$	119,000	\$	312,500	\$	450,000
Price/ Sq.Ft.	\$	\$	1.75	\$	1.51	\$	2.77
Data Source(s)	Inspection & County records	NMMLS #439202;DOM 811		NMMLS #439203;DOM 631		Not Listed	
Verification Source(s)		ROD: L1135 P152		ROD: L1107 P158		ROD: L1109 P716	
VALUE ADJUSTMENT	DESCRIPTION	DESCRIPTION	+(-) % Adjust	DESCRIPTION	+(-) % Adjust	DESCRIPTION	+(-) % Adjust
Sales or Financing		ArmLth		ArmLth		ArmLth	
Concessions	Cash Terms;0	Cash;0	0	Cash;0	0	Cash;0	0
Date of Sale/Time	N/A	s03/16;c01/16	0	s09/15;c04/15	0	s10/15c10/15	0
Rights Appraised	Fee Simple	Fee Simple		Fee Simple		Fee Simple	
Location	Commercial	Commercial		Commercial		Commercial	
Site Area (in Sq.Ft.)	44,000	68,120	+5	206,910	+20	162,475	+15
Frontage (SF-to-FF)	143' (308:1 ratio)	170' (401:1 ratio)	0	494' (419:1 ratio)	0	425' (382:1 ratio)	0
Shape	Slightly irregular	Slightly irregular		Slightly irregular		Slightly irregular	
Exposure	US 31/Marion	US 31	+25	US 31	+25	US 31/Mercer	0
Utilities/Other	All customary	All customary		All customary		All customary	
List	N/A	\$119,000;100%	0	\$399,000;78%	0	\$450,000;100%	0
Net Adjustment (Total, in \$)		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$	35,763	<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$	140,595	<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$	67,508
Net Adjustment (Total, in % of \$ / Sq.Ft.)		Net 30.1 % (30 % of \$/Sq.Ft.)		Net 45.0 % (45 % of \$/Sq.Ft.)		Net 15.0 % (15 % of \$/Sq.Ft.)	
Adjusted Sale Price (in \$ / Sq.Ft.)		Gross 30.0 % \$	2.28	Gross 45.0 % \$	2.19	Gross 15.0 % \$	3.19

Summary of Sales Comparison Approach

In reviewing the sales comparison adjustment grid, a zero (0) is noted to indicate to the reader that a particular item, which varies from the subject, is a differential deemed to be of no value significance, or may be of an equally offsetting nature, or no adjustment is applicable for reasons discussed otherwise. The SCA employs a direct comparison of selected comparable properties to pertinent characteristics of the subject property. Comparable data selection is made with regard to relevant likeness to the subject with respect to location, market conditions, and remaining elements. Refer to Valuation Addendum RE: Discussion of Adjustments and SCA Conclusion...

The above-captioned site area cites land area in square feet for the unit value indicator. Hence, 44,000 sf @ \$2.50/sf = \$110,000.

PUD

PROJECT INFORMATION FOR PUDs (if applicable)

☐ The Subject is part of a Planned Unit Development.

Legal Name of Project:

Describe common elements and recreational facilities:

RECONCILIATION

Indicated Value by: Sales Comparison Approach \$

110,000

Final Reconciliation The sales comparison approach is developed as the only logical method to value the subject property as it's the approach that directly reflects the actions of buyers and sellers. The cost and income approaches are inapplicable, as the subject is a vacant parcel that is maximally developed.

This appraisal is made ☒ "as is", or ☐ subject to the following conditions:

☐ This report is also subject to other Hypothetical Conditions and/or Extraordinary Assumptions as specified in the attached addenda.

Based upon an inspection of the subject property, defined Scope of Work, Statement of Assumptions and Limiting Conditions, and Appraiser's Certifications, my (our) Opinion of the Market Value (or other specified value type), as defined herein, of the real property that is the subject of this report is: \$ 110,000 , as of: 02/25/2017 , which is the effective date of this appraisal. If indicated above, this Opinion of Value is subject to Hypothetical Conditions and/or Extraordinary Assumptions included in this report. See attached addenda.

ATTACH.

A true and complete copy of this report contains 22 pages, including exhibits which are considered an integral part of the report. This appraisal report may not be properly understood without reference to the information contained in the complete report, which contains the following attached exhibits:

☒ Additional Comparables

☒ Valuation Addendum

☒ Definition of Market Value

☒ Limiting Conditions

☒ Appraiser's Certification

☒ USPAP Identification

☒ Additional Scope of Work

☒ Sketches & Map Exhibits

☒ Photographs & Location Map

☒ Appraiser's Qualifications

SIGNATURES

Client Contact: Mark Heydlauff

Client Name: City of Charlevoix

E-Mail: mgr@cityofcharlevoix.org

Address: 210 State St, Charlevoix, MI 49720

APPRaiser

Appraiser Name: Jeffrey L Kirby, SRA

Company: Michigan Appraisal Company, Inc

Phone: (231) 547-2238

Fax: (231) 547-4645

E-Mail: jkirby@michiganappr.com

Date of Report (Signature): 02/27/2017

License or Certification #: 1201000516

State: MI

Designation: SRA - Appraisal Institute

Expiration Date of License or Certification: 07/31/2018

Inspection of Subject: ☒ Did Inspect ☐ Did Not Inspect (Desktop)

Date of Inspection: 02/25/2017

SUPERVISORY APPRAISER (if required) or CO-APPRAISER (if applicable)

Supervisory or Co-Appraiser Name:

Company:

Phone:

Fax:

E-Mail:

Date of Report (Signature):

License or Certification #:

State:

Designation:

Expiration Date of License or Certification:

Inspection of Subject: ☐ Did Inspect ☐ Did Not Inspect

Date of Inspection:

Client	City of Charlevoix	File No.	6465-CH
Property Address	Marion Center Rd		
City	Charlevoix	County	Charlevoix
		State	MI
		Zip Code	49720
Appraiser	Jeffrey L Kirby, SRA		

USPAP Identification

This Report is one of the following types:

☒ Appraisal Report

(A written report prepared under Standards Rule 2-2(a) , pursuant to the Scope of Work, as disclosed elsewhere in this report.)

☐ Restricted Appraisal Report

(A written report prepared under Standards Rule 2-2(b) , pursuant to the Scope of Work, as disclosed elsewhere in this report, restricted to the stated intended use by the specified client or intended user.)

Market Overview

Analysis of marketing is segregated into two components - exposure time and marketing time. Exposure time is a retrospective concept defined as: the estimated length of time that the property interest being appraisal would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal. Marketing time is the time that it takes an interest in real property to sell in the market subsequent to the date of an appraisal. This concept is concerned with current and future trends (forecasting) regarding supply and demand trends in the marketplace. When a market is perceived as improving, before and after the effective date of an appraisal, than the marketing period can be expected to be shorter than the exposure period. Conversely, if the market is believed to be softening, the exposure period would be shorter than the marketing period.

- Exposure Time

An opinion of reasonable exposure time is discussed and concluded below.
- Marketing Time

An opinion reasonable marketing time is a function of price, terms, use and anticipated market conditions. No request was made to provide a reasonable marketing time opinion. This process exceeds the normal information required for the appraisal process and would be treated as a separate process if requested or deemed necessary for a credible result. Further, this process is not to be confused with the neighborhood marketing time previously addressed. Marketing time, in this context, is the typical length of time properties in the subject neighborhood would be expected to be on the market prior to a sales agreement.

Reasonable Exposure Time

(USPAP defines Exposure Time as the estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal.)

My Opinion of Reasonable Exposure Time for the subject property at the market value stated in this report is:

6 to 12 months

As vacant land, the property is subject to different market influences than what is estimated for "marketing time" in the preceding market area analysis section. As a general basis for supporting an estimate of reasonable exposure time, reference is made to a 12-month overview of market conditions in the competitive market area. It is also necessary to consider seasonal market fluctuations in this northern Michigan climate. Real estate activity is most active during late spring and summer, while there is a slowdown during winter through early spring.

Additional Report Identification
(State mandated requirements & Appraisal Institute disclosure)

- State of Michigan

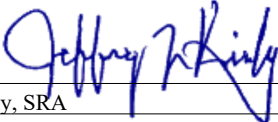
- Michigan law states that Real Estate Appraisers are required to be licensed and are regulated by the Michigan Department of Licensing and Regulatory Affairs, P.O. Box 30018, Lansing, Michigan 48909-7518. The signing appraiser is licensed by the Board of Real Estate Appraisers as a "Certified General Appraiser," Jeffrey L. Kirby; license #1201000516.
- Appraisal Institute

- As an Appraisal Institute member I certify that the reported analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the Appraisal Institute.

- As an Appraisal Institute member I certify that the use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.

- As a designated SRA Appraisal Institute member I certify that as of the date of this report, Jeffrey L. Kirby has completed the continuing education program of the Appraisal Institute.

APPRAISER:

Signature: 

Name: Jeffrey L Kirby, SRA

SRA - Appraisal Institute

State Certification #: 1201000516

or State License #:

State: MI Expiration Date of Certification or License: 07/31/2018

Date of Signature and Report: 02/27/2017

Effective Date of Appraisal: 02/25/2017

Inspection of Subject: ☐ None ☒ Interior and Exterior ☐ Exterior-Only

Date of Inspection (if applicable): 02/25/2017

SUPERVISORY or CO-APPRAISER (if applicable):

Signature:

Name:

State Certification #:

or State License #:

State: Expiration Date of Certification or License:

Date of Signature:

Inspection of Subject: ☐ None ☐ Interior and Exterior ☐ Exterior-Only

Date of Inspection (if applicable):

Definition of Market Value & Limiting Conditions

File No.: 6465-CH

Property Address:	Marion Center Rd	City:	Charlevoix	State:	MI	Zip Code:	49720
Client:	City of Charlevoix	Address:	210 State St, Charlevoix, MI 49720				
Appraiser:	Jeffrey L Kirby, SRA	Address:	1201 Bridge St, Charlevoix, MI 49720				

DEFINITION OF MARKET VALUE*: The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- 1. buyer and seller are typically motivated;
- 2. both parties are well informed or well advised, and each acting in what he considers his own best interest;
- 3. a reasonable time is allowed for exposure in the open market;
- 4. payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- 5. the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale*.

Source: *The Dictionary of Real Estate, 4th edition, Appraisal Institute*

* Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

STATEMENT OF ASSUMPTIONS AND LIMITING CONDITIONS: The appraiser's certification that appears in the appraisal report is subject to the following conditions:

- 1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis of it being under responsible ownership.
- 2. The appraiser may have provided a plat and/or parcel map in the appraisal report to assist the reader in visualizing the lot size, shape, and/or orientation. The appraiser has not made a survey of the subject property.
- 3. If so indicated, the appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
- 4. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.
- 5. The appraiser has noted in the appraisal report any adverse conditions (including, but not limited to, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property, or that he or she became aware of during the normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property, or adverse environmental conditions (including, but not limited to, the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of the property.
- 6. The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
- 7. The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice, and any applicable federal, state or local laws.
- 8. An appraiser's client is the party (or parties) who engage an appraiser in a specific assignment. Any other party acquiring this report from the client does not become a party to the appraiser-client relationship. Any persons receiving this appraisal report because of disclosure requirements applicable to the appraiser's client do not become intended users of this report unless specifically identified by the client at the time of the assignment.
- 9. Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser or the firm with which he is connected, or any reference to the Appraisal Institute or to the MAI or SRA designation) shall be disseminated to the public means of communication without the prior written consent and approval of the undersigned.
- 10. Forecasts of effective demand for the highest and best use or the best fitting and most appropriate use were based on the best available data concerning the market and are subject to conditions of economic uncertainty about the future.
- 11. The signature(s) affixed to this report, and certification, were applied by the original appraiser(s) or supervisory appraiser and represent their acknowledgments of the facts, opinions and conclusions found in the report. Each appraiser(s) applied his or her signature electronically using a password-encrypted method. Hence these signatures have more safeguards and carry the same validity as the individual's hand-applied signature. If the report has a hand-applied signature, this comment does not apply.

Appraiser's Certification

File No.: 6465-CH

Property Address:	Marion Center Rd	City:	Charlevoix	State:	MI	Zip Code:	49720
Client:	City of Charlevoix	Address:	210 State St, Charlevoix, MI 49720				
Appraiser:	Jeffrey L Kirby, SRA	Address:	1201 Bridge St, Charlevoix, MI 49720				

APPRAISER'S CERTIFICATION: I certify that, to the best of my knowledge and belief:


1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
5. I have no bias with respect to the property that is the subject of this report or the parties involved with this assignment.
6. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
7. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
8. My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
9. I did not base, either partially or completely, my analysis and/or the opinion of value in the appraisal report on the race, color, religion, sex, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property, or of the present owners or occupants of the properties in the vicinity of the subject property.
10. Unless otherwise indicated, I have made a personal inspection of the interior and exterior areas of the property that is the subject of this report, and the exteriors of all properties listed as comparables.
11. Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification (if there are exceptions, the name of each individual providing significant real property appraisal assistance is stated elsewhere in this report).
12. I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
13. This appraisal report was prepared in accordance with the requirements of XI FIRREA and any implementing regulations.

Client Contact:	Mark Heydlauff	Client Name:	City of Charlevoix
E-Mail:	mgr@cityofcharlevoix.org	Address:	210 State St, Charlevoix, MI 49720

APPRAISER

SUPERVISORY APPRAISER (if required)
or CO-APPRAISER (if applicable)

SIGNATURES



Appraiser Name: Jeffrey L Kirby, SRA

Company: Michigan Appraisal Company, Inc

Phone: (231) 547-2238 Fax: (231) 547-4645

E-Mail: jkirby@michiganappr.com

Date Report Signed: 02/27/2017

License or Certification #: 1201000516 State: MI

Designation: SRA - Appraisal Institute

Expiration Date of License or Certification: 07/31/2018

Inspection of Subject: ☒ Did Inspect ☐ Did Not Inspect (Desktop)

Date of Inspection: 02/25/2017

Supervisory or
Co-Appraiser Name: _____

Company: _____

Phone: _____ Fax: _____

E-Mail: _____

Date Report Signed: _____

License or Certification #: _____ State: _____

Designation: _____

Expiration Date of License or Certification: _____

Inspection of Subject: ☐ Did Inspect ☐ Did Not Inspect

Date of Inspection: _____

ADDENDA - Scope of Work, Descriptions & Valuation

File No. 6465-CH

Client	City of Charlevoix					
Property Address	Marion Center Rd					
City	Charlevoix	County	Charlevoix	State	MI	Zip Code 49720
Appraiser	Jeffrey L Kirby, SRA					

● SCOPE OF WORK ●

Client information provides the basis for determining the type and extent of research and analyses to include in the development of an appraisal. Assignment elements relevant to the appraisal of the subject property are as follows:

● Work Determination & Disclosure

It is the responsibility of the appraiser to demonstrate the work necessary to produce a credible assignment result. Initially, this process is planned based on client information and past experience from the appraisal of residential properties. The initial job request asked that a current appraisal be preformed, as is. I have used an industry standard Land Appraisal Report format. It was not necessary to alter the initial appraisal assignment as requested by the client.

I was able to obtain adequate information during the normal course of business regarding the subject and comparable data. The information reported is completed with the information sources deemed to be most reliable; unreliable data is disregarded. Comparable data was obtained from third-party sources, including but not limited to real estate professionals, in-house appraisal files, other appraisers, multiple listing services, county assessment records, township assessors and online resources.

Should there be any suspicion that an environmental condition defect may be present during inspection of the subject property, the client will be informed that a more intensive investigation may be warranted by a qualified professional regarding potential adverse conditions. With that being stated, any further investigation will be at the discretion of the client.

● FIRREA Certification Statement

The appraiser certifies and agrees that this appraisal was prepared in accordance with the requirements of Title XI of the Financial Institutions, Reform, Recovery, and Enforcement Act (FIRREA) of 1989, as amended (12 U.S.C. 331 et seq.), and any applicable implementing regulations in effect at the time the appraiser signs the appraisal certification.

● Competency Provision

I have spent sufficient time in the subject market and understand the nuances of the local market and the supply and demand factors relating to the specific property type and the location involved. Such understanding will not be imparted solely from a consideration of specific data such as demographics, cost, sales, etc. Furthermore, the necessary understanding of local market conditions provides the bridge between a sale and a comparable sale, and I regularly perform residential appraisal assignments within the market area of the subject property. Furthermore, our company subscribes to MLS services providing the most complete coverage of the subject marketplace.

● Property Address Information

The address and zip code information for the subject and comparable properties follow the standardized U.S. Postal Service (USPS) whenever possible. However, in some instances property addresses are not registered with the USPS web site service. When this occurs address information will make reference to the County Uniform Numbering Ordinance (CUNO). If the property is vacant land and there is not an assigned address, the lot number or parcel id number may be referenced.

● Map Reference

This input is intended for the Metropolitan Statistical Area (MSA) or Micropolitan Statistical Area (μSA) as established via U.S. Census Bureau. Because of low population within this northern Lower Peninsula region, known as northern Michigan, the subject is outside the MSA/μSA designation. The supplied map reference applies to the respective FIPS state; county; and city, township, or village identification numbers per U.S. Census.

● Special Assessments

It is noted that subject may have special assessments/taxes. This information is normally supplied within a title search and is not readily available for reporting purposes. Therefore, I have not verified or do I assume any liability as to their existence or type. It is an implied assumption that the subject has no special assessments based upon review of the tax information provided by published data bases; however it is recommended that the intended user of this report independently verify. Based on this reasoning the special assessment is reported as "Unknown."

● DESCRIPTIONS ●

The following additional comments are made relative to the subject information section of this report.

● Discussion of Tax Year & Taxes

Tax Exempt

● FEMA Clarification

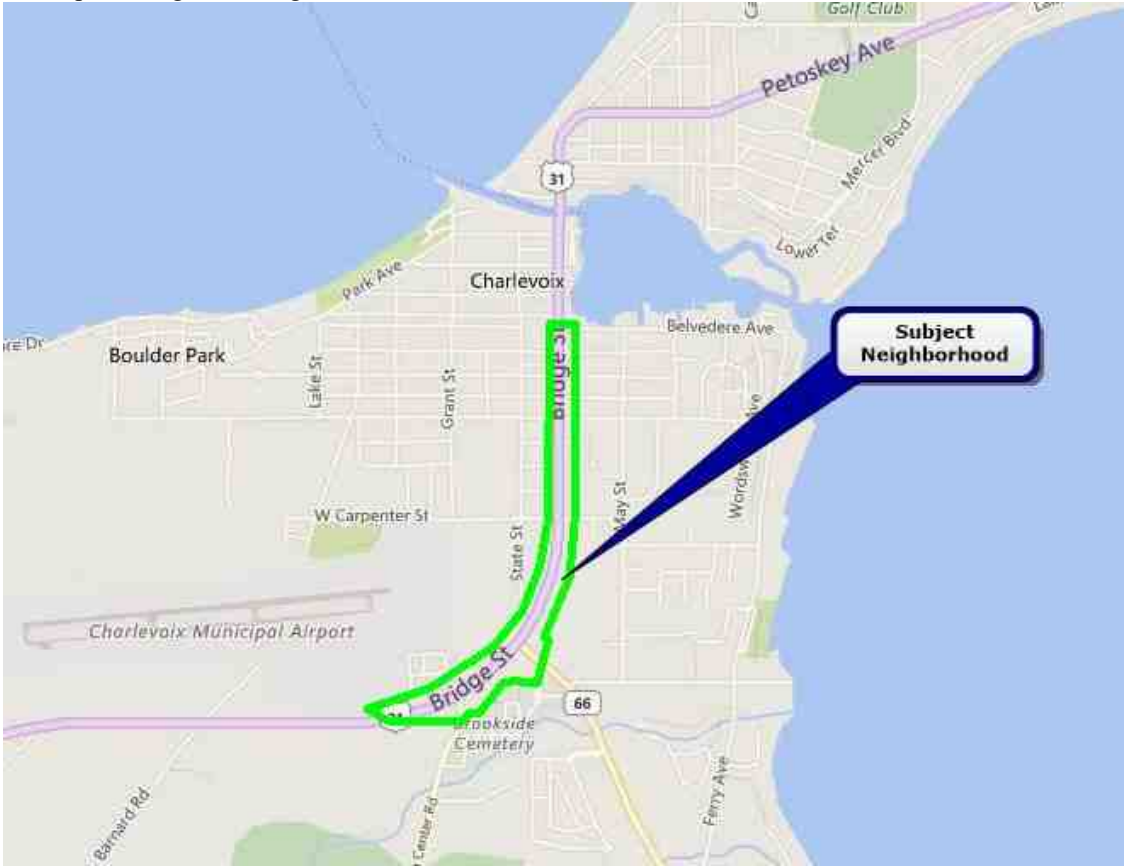
The City of Charlevoix is flood mapped and the FEMA flood map prepared by Interflood is attached as a map addendum. This map depicts the subject proximity, identifying the subject property as a Zone C flood area, an area that is non-prone to 100-year flooding.

ADDENDA - Scope of Work, Descriptions & Valuation File No. 6465-CH

Client	City of Charlevoix					
Property Address	Marion Center Rd					
City	Charlevoix	County	Charlevoix	State	MI	Zip Code 49720
Appraiser	Jeffrey L Kirby, SRA					

Market Area Description

The map below depicts the general neighborhood boundaries.



The previous description section identifies neighborhood characteristics, trends, housing price ranges and land uses within the highlighted map area.

Site Data

Expanded characteristics of the subject site are discussed as follows:

• Zoning

The City of Charlevoix has a zoning ordinance regulating land development. According to the available zoning ordinance the subject is zoned General Commercial (GC). This district is primarily designed for the purpose of accommodating retail and service establishments within the city. Basic area regulations for this district are referenced as follows:

Regulation Description for the GC District	Area
Minimum front yard setback	15 ft
Minimum rear yard setback	25 ft
Minimum side yard setback (interior / corner)	10 ft / 15 ft
Minimum lot coverage	N/A
Minimum lot area	20,000 sf
Minimum width	100 ft
Maximum building height	26 ft

Based upon cited area regulations the subject site parameters are legal conforming.

• VALUATION •

The following commentary is made relative to valuation of the subject property.

Sales Comparison Approach (SCA)

Identification of the competitive market area and reasoning for the adjustments applied are discussed as follows:

• Area Identification & Comparable Data Selection

The market area encompasses part of the Northern Michigan region of the Lower Peninsula that is not part of a Metropolitan or Micropolitan Statistical area due to low population. The area depends on tourism as its main industry, a popular tourist destination as well as a substantial influx of summer residents with second homes.

ADDENDA - Scope of Work, Descriptions & Valuation File No. 6465-CH

Client	City of Charlevoix					
Property Address	Marion Center Rd					
City	Charlevoix	County	Charlevoix	State	MI	Zip Code 49720
Appraiser	Jeffrey L Kirby, SRA					

Because of the extensive state and national forests, lakes and rivers, and a large portion of the Great Lakes' shoreline, this portion of the region constitutes an environment that is predominantly identified as rural. Within the counties of Antrim, Charlevoix and Emmet there are only three cities (Petoskey, Boyne City and Charlevoix) qualifying as urban by U.S. Census Bureau standards, population clusters of 2,500.

This particular market is a qualified small urban community, and given the general confines of comparable data coupled with the subject's unique physical characteristics (a commercial parcel fronting on three roads) searches for listings and sales of like properties resulted data with a wide array of differences. The data selected stood out as having the best level of comparability to the subject.

● **Sale Concessions**

All of the sales are typical market transactions, otherwise arms-length; These sales involved conventional financing or cash without sale concessions paid by the seller. Comps 5 & 6 are active listings. An adjustment of approximately 10% is deducted from their current asking prices. As a basis for market support, reference is made to median list-to-sale ratios within the competitive marketplace.

● **Date of Sale**

The sale dates of the selected comparable sales range from 90 days to 17 months, while the appraisal is made as of February 20, 2017. Analysis of market conditions does not indicate any definitive increase or decrease in market conditions for the time frame presented, as the trend for market conditions is concluded to be stable at this point in time.

● **Location**

There is not any need for adjustment as all of the comparables are zoned for commercial use and are identified to be competitive with respect to location.

● **Leasehold / Fee Simple**

The subject and all of the comparables are owned in fee.

● **Site Area**

The site area noted here is used as a basis for calculating the unit rate indication of value. As a result of interviews with real estate professionals who are involved in listing and selling real estate in this market area, properties are commonly exchanged with reference to the value increment per area of land.

When considering the area of the site, which is expressed in square feet of land area, and in this instance, all of the comparable sales are larger than the subject. Adjustments are applied to Comps 1-4 for size differences while Comp 5 is similar to the subject. As a basis for market support Comps 1 and 2 are paired and there is a 16% differential in price while Comp 2 is roughly three times larger than Comp 1. As such, rounded adjustments are applied to Comps 1-4 for differences in site area while Comp 5 is similar in this respect.

● **Frontage & Shape**

Although there are differences in the ratio of primary frontage the combination of the frontage/shape characteristics are considered to be offsetting in nature.

● **Exposure**

The subject and Comp 3 have corner influence while Comps 1, 2, 4 and 5 are interior sites. Upward adjustments are applied for inferior exposure, noting that Comp 5 is adjusted at a higher rate for only having exposure to US 31. Adjustments are applied at market direction.

● **Utilities**

No adjustments were necessary.

● **Sold-To-List Ratios**

The list price of the comparable sales are indicated here as well as the percentage relationship of the sale price to the listed price at the time of sale.

● **SCA Conclusion**

Comp 1 is the sale with the closest size relationship. Comp 3 is located along of same commercial corridor on the north side of town and is the sale that resulted the fewest adjustments and has similar corner influence. Overall, these sales are weighed equally at 30% each. Comps 2 and 4 are considered to be the next best indicators, which is attributed to their proximity to the subject while they receive a greater extent of adjustment and are given secondary weight on this basis; these sales are weighted at 20% each. Comp 5 is a competing listing offering a reasonable level of support to the value concluded.

Assessment Addendum

Client	City of Charlevoix					
Property Address	Marion Center Rd					
City	Charlevoix	County	Charlevoix	State	MI	Zip Code 49720
Appraiser	Jeffrey L Kirby, SRA					

Viewing Parcel Number: 052-234-033-10

Parcel Details

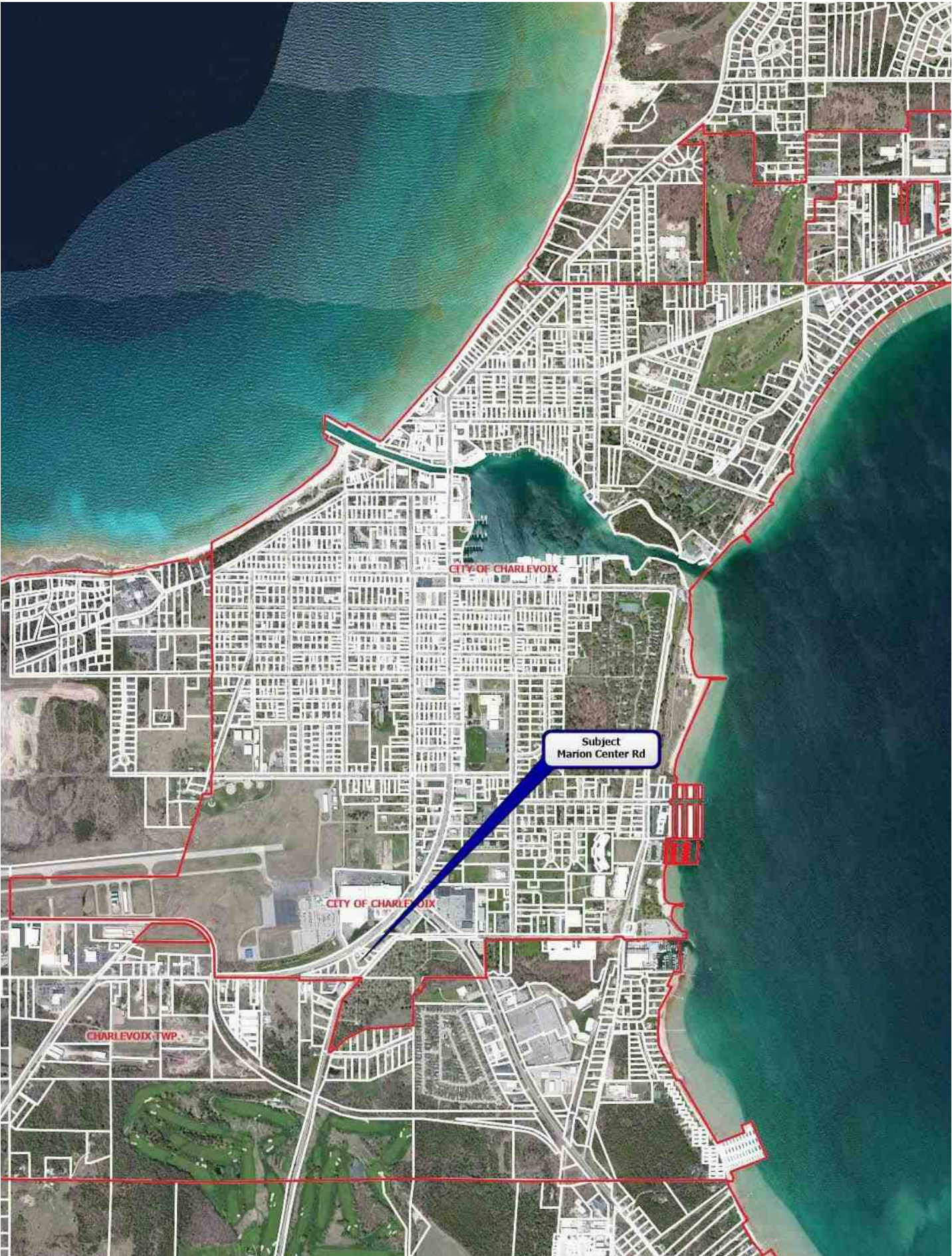
Property Address:	CHARLEVOIX, MI 49720
Owner Information:	CITY OF CHARLEVOIX 210 STATE ST CHARLEVOIX, MI 49720
Property Class:	703 - Exempt County, City, Twp
School District:	15050 - Charlevoix
P.R.E. Percentage:	0%
2016 SEV:	\$0
2016 Taxable Value:	\$0
2015 SEV:	\$0
2015 Taxable Value:	\$0

Legal Description

. 2002SP 01/2001 FRM 234-033-00 BEG NWLY LI MARION CENTER RD ON E&W1/4 LI SEC 34 T34N R8W N41DEG52'E AL RD LI 214.07FT N50DEG14'W 252.8FT TO SELY LI HWY US 31 SWLY AL HWY 209.4FT M/L TO PT ON 1/4 LI 986.8FT W OF E1/4 COR S 222.5 FT TO 1/4 LI E 235.49FT TO POB PT OF NE 1/4 SEC 34-34-8 SUBJ TO RD R/W AL 1/4 LIEX: COM AT E1/4 COR SEC 34 T34N R8W TH N89DEG17'14"W AL E&W 1/4 LI 737FT TH N 0DEG00'00"E 115.83FT TO INTER OF NLY LI OF STOVER RD & ELY LI OF MARION CENTER RD SD INTER BEING POB OF THIS DESC TH NWLY AL 471.07FT RAD CURV TO LFT 214.86FT (LONG CHD BEARS N15DEG53'31"W 213.01FT TH S49DEG24'52"E 247.58FT TH SWLY AL 196.66FT CURV TO RT DIST OF 139.72FT (LONG CHD BEARS S71DEG07'47"W 136.80FT TO POB BEING PT OF SE1/4 OF NE1/4 SEC 34 -34-8

Aerial Overview Map

Client	City of Charlevoix				
Property Address	Marion Center Rd				
City	Charlevoix	County	Charlevoix	State	MI Zip Code 49720
Appraiser	Jeffrey L Kirby, SRA				



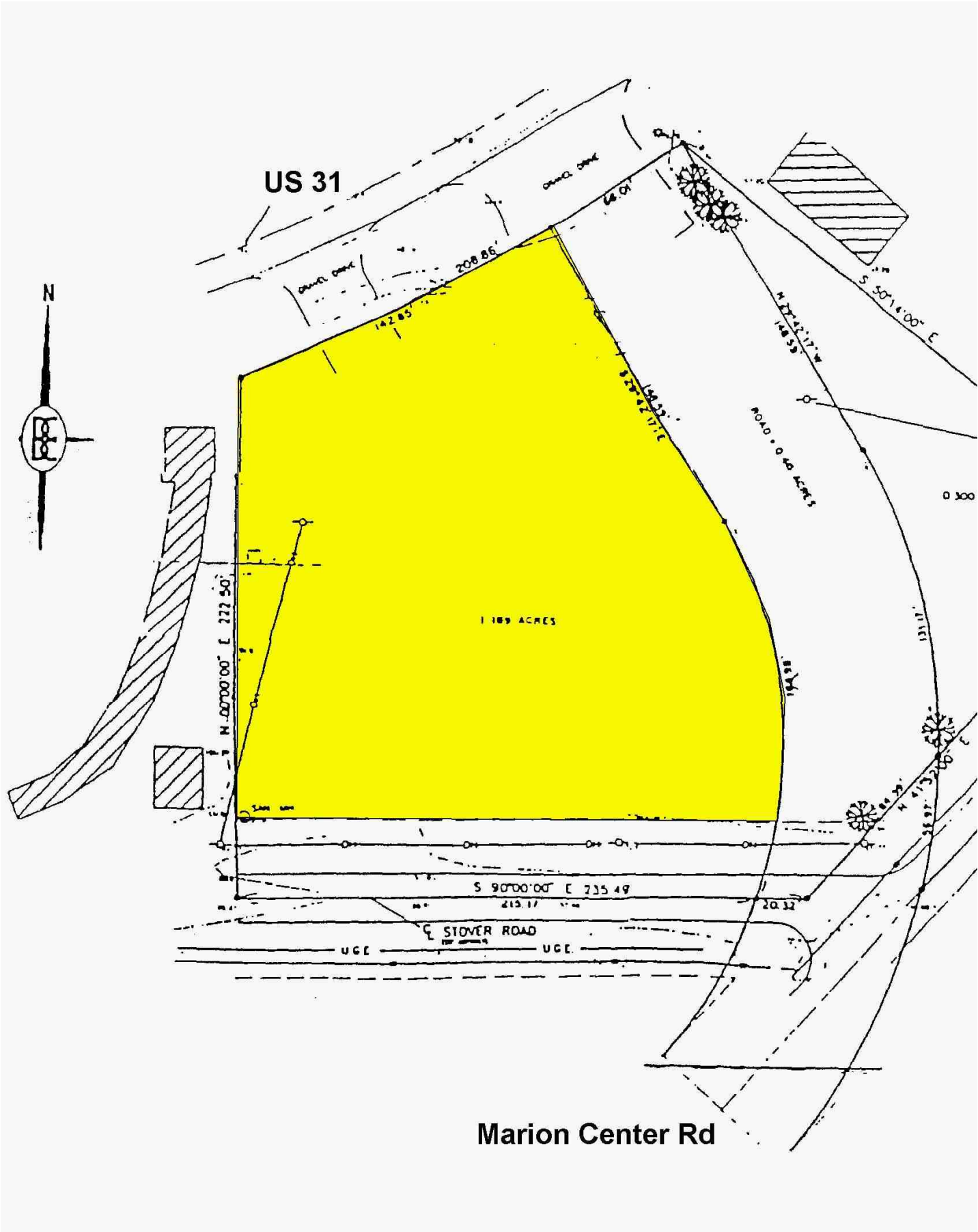
Aerial Site Map

Client	City of Charlevoix				
Property Address	Marion Center Rd				
City	Charlevoix	County	Charlevoix	State	MI Zip Code 49720
Appraiser	Jeffrey L Kirby, SRA				



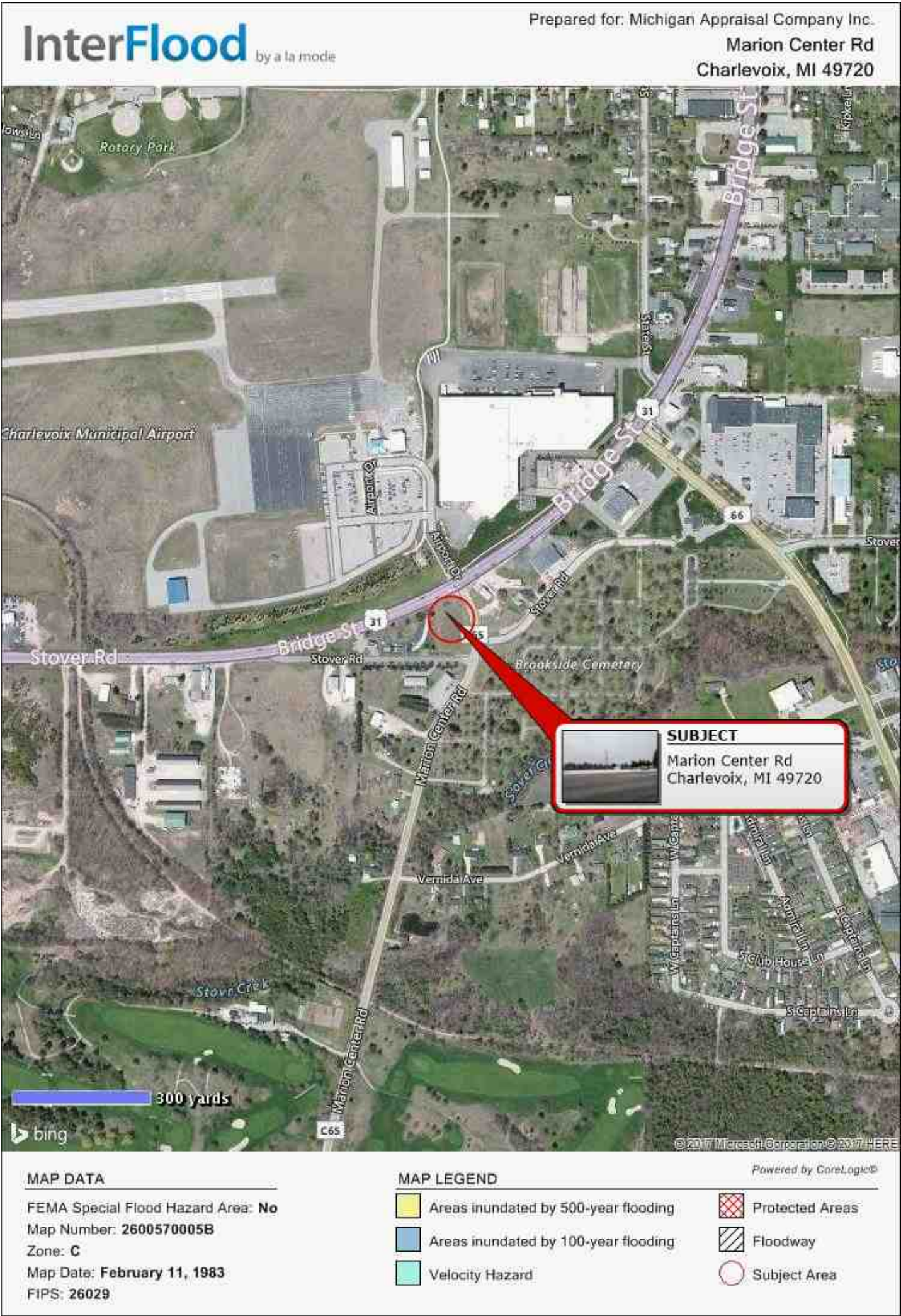
Survey Map

Client	City of Charlevoix				
Property Address	Marion Center Rd				
City	Charlevoix	County	Charlevoix	State	MI Zip Code 49720
Appraiser	Jeffrey L Kirby, SRA				



Flood Map

Client	City of Charlevoix				
Property Address	1520 Bridge St				
City	Charlevoix	County	Charlevoix	State	MI
Appraiser	Jeffrey L Kirby, SRA			Zip Code	49720



Subject Photographs

Client	City of Charlevoix					
Property Address	Marion Center Rd					
City	Charlevoix	County	Charlevoix	State	MI	Zip Code 49720
Appraiser	Jeffrey L Kirby, SRA					



Facing South
Marion Center Rd



SW From Marion Ctr



US 31; Subject to Rt

Location Map

Client	City of Charlevoix					
Property Address	Marion Center Rd					
City	Charlevoix	County	Charlevoix	State	MI	Zip Code 49720
Appraiser	Jeffrey L Kirby, SRA					



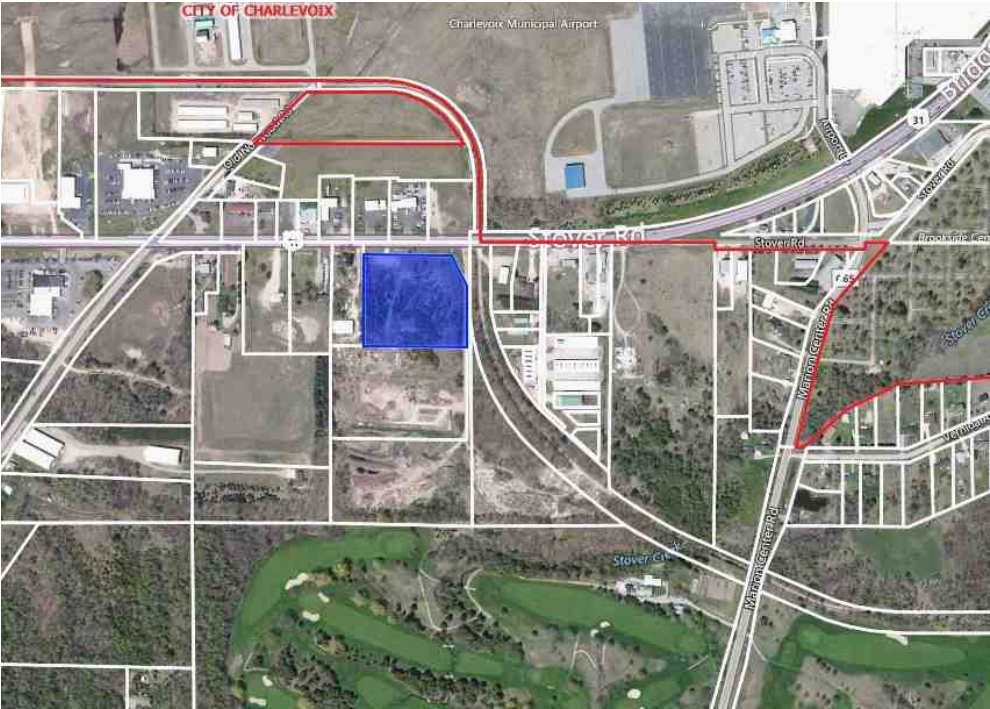
Comparable Photographs 1-3

Client	City of Charlevoix					
Property Address	Marion Center Rd					
City	Charlevoix	County	Charlevoix	State	MI	Zip Code 49720
Appraiser	Jeffrey L Kirby, SRA					



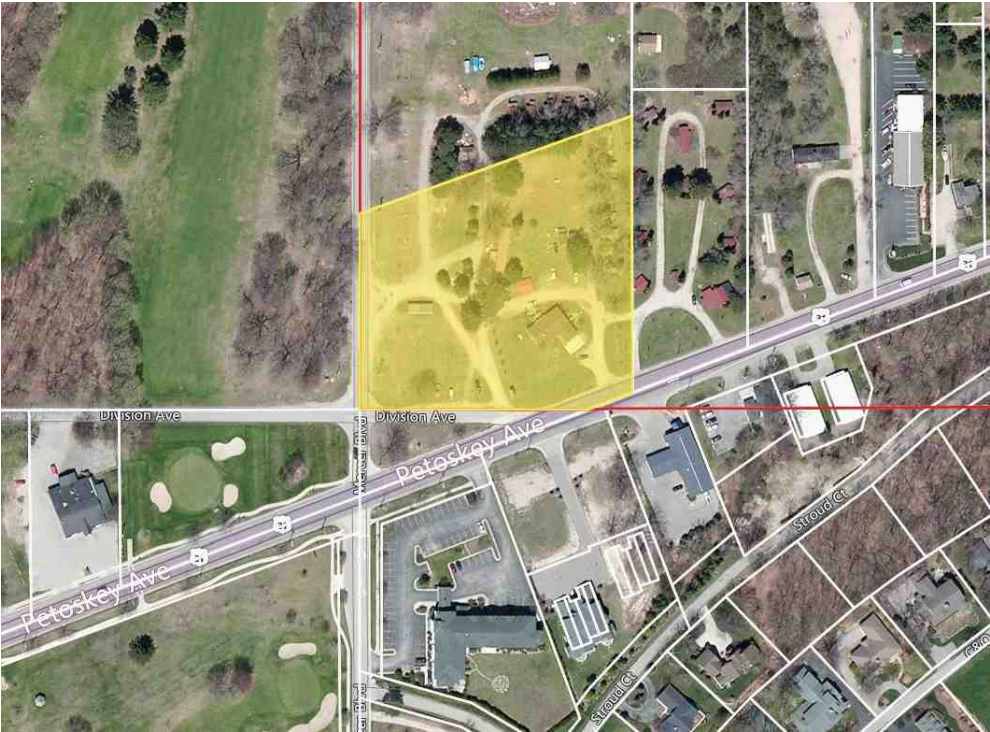
Comparable 1

6950 US 31 S	
Prox. to Subj.	0.26 miles W
Sales Price	119,000
Date of Sale	s03/16;c01/16
Site Area	68,120
Location	Commercial
Frontage (SF-to-FF)	170' (401:1 ratio)
Shape	Slightly irregular
Exposure	US 31
Utilities/Other	All customary
List	\$119,000;100%



Comparable 2

6850 US 31 S	
Prox. to Subj.	0.39 miles W
Sales Price	312,500
Date of Sale	s09/15;c04/15
Site Area	206,910
Location	Commercial
Frontage (SF-to-FF)	494' (419:1 ratio)
Shape	Slightly irregular
Exposure	US 31
Utilities/Other	All customary
List	\$399,000;78%

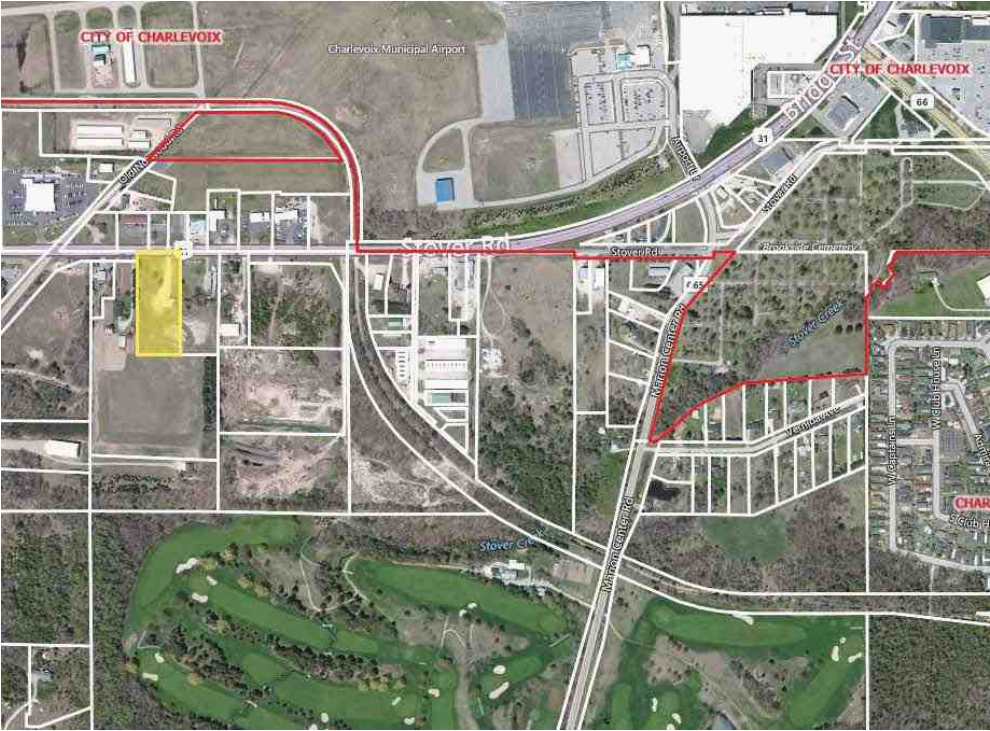


Comparable 3

12969 US Highway 31 N	
Prox. to Subj.	2.11 miles NE
Sales Price	450,000
Date of Sale	s10/15c10/15
Site Area	162,475
Location	Commercial
Frontage (SF-to-FF)	425' (382:1 ratio)
Shape	Slightly irregular
Exposure	US 31/Mercer
Utilities/Other	All customary
List	\$450,000;100%

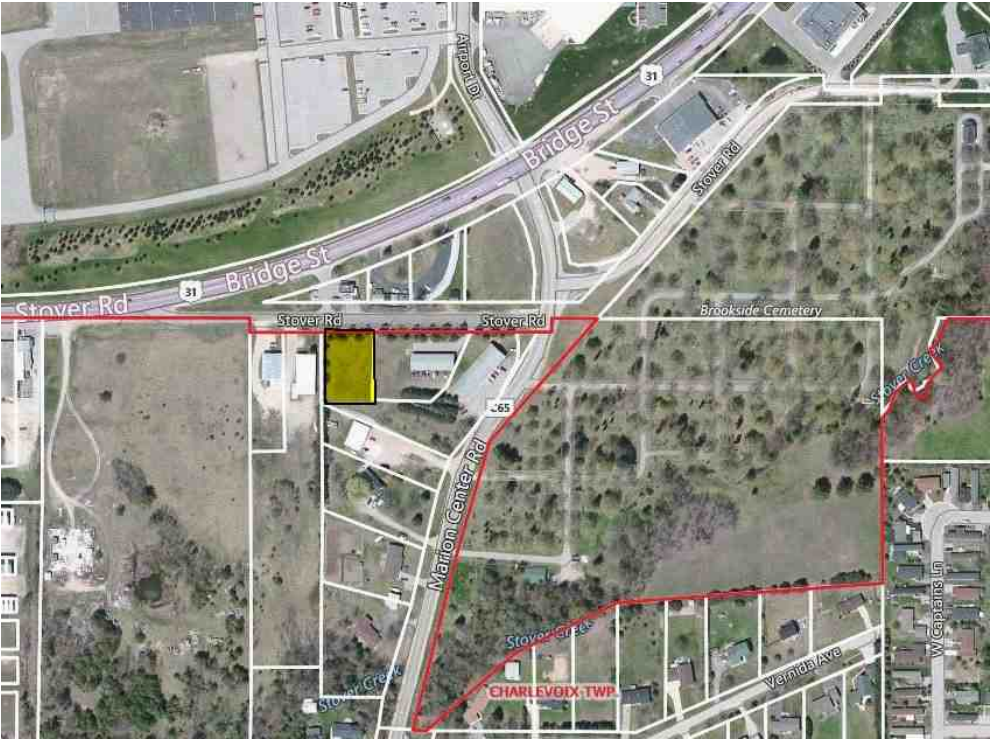
Comparable Photographs 4-6

Client	City of Charlevoix					
Property Address	Marion Center Rd					
City	Charlevoix	County	Charlevoix	State	MI	Zip Code 49720
Appraiser	Jeffrey L Kirby, SRA					



Comparable 4

6798 US 31 S	
Prox. to Subj.	0.52 miles W
Sales Price	157,500
Date of Sale	s11/16;c06/16
Site Area	103,680
Location	Commercial
Frontage (SF-to-FF)	216' (480:1 ratio)
Shape	Rectangular
Exposure	US 31
Utilities/Other	All customary
List	\$250,000;63%



Comparable 5

Stover Rd	
Prox. to Subj.	0.10 miles SW
Sales Price	49,900
Date of Sale	Active
Site Area	29,375
Location	Commercial
Frontage (SF-to-FF)	150' (198:1 ratio)
Shape	Slightly irregular
Exposure	Stover/US 31
Utilities/Other	All customary
List	N/A

Appraiser’s Qualifications

File No. 6465-CH

Client	City of Charlevoix					
Property Address	Marion Center Rd					
City	Charlevoix	County	Charlevoix	State	MI	Zip Code 49720
Appraiser	Jeffrey L Kirby, SRA					

Jeffrey L Kirby, SRA
Real Estate Appraiser & Consultant
1201 Bridge St, Charlevoix, MI 49720
Website: www.michiganappr.com

Phone: 231.547.2238
Mobile: 231.675.6777
Fax: 231.547.4645
E-mail: jkirby@michiganappr.com

Experience

- Michigan Appraisal Company, Inc - President / Vice President (2007 - Present / 1991 - 2006)
- Certified General Appraiser - residential, land, commercial and industrial
- Michigan Appraisal Company, Inc - staff appraiser (1982 - 1991)
- Real Estate Broker - real estate appraisal assignments
 - Real Estate Salesperson - real estate appraiser trainee
- Torch Lake Township Assessor - Antrim County, MI (1983 - 1985)
- Responsible for maintaining property assessments
 - Maintenance of added parcels as well as new construction

Licenses / Voluntary Membership

- Michigan Certified General Appraiser, License #1201000516 (1991 - Present)
- Michigan Real Estate Broker, License #6501190276 (1985 -2001)
- Michigan Real Estate Salesperson, License #6501190276 (1982 - 1984)
- SRA Member of the Appraisal Institute (1992 - Present)
- RM Member of the American Institute of Real Estate Appraisers (1989 - 1992)
- Member of the National Association of Realtors (1988 - Present)
- Member of the Northern Michigan Board of Realtors (1988 - Present)
- Member of the Traverse Area Association of Realtors (1997 - 2004)

Appraisal Professional Service

- Chairperson on the RM Admissions Committee (1989 - 2000)
- Chairman of SRA Candidate Guidance Committee (1992 - 2000)
- Board of Directors Member - Appraisal Institute, Great Lakes Chapter (2007 - 2009)
- Chairman of SRA Associate Guidance Committee (2007 - 2009)

General Areas of Appraisal Assignments

Appraisals of all types of residential properties, condominium, vacant land, commercial, and industrial real estate. Residential assignments include single-family residential, multi-family and vacant residential development land. Appraisal assignments of commercial and industrial properties encompass a variety of existing facilities as well as vacant land tracts.

Specialty Appraisal Work

- Eminent Domain assignments for the Michigan Dept. of Transportation since 1989
- Eminent Domain assignments for the Aeronautics Division of MDOT since 2000
- Appraisal work for the Department of Natural Resources since 1989
- Appraisal work for the USDA Forest Service, Yellow Book standards since 2005
- Appraisal of conservation easements with the DNR and various conservancies
- Appraisal of condominium projects, land-locked properties, residential subdivisions, farms, hotels/motels, bar/restaurants, fast-food franchises, health care facilities, ski lodge, golf courses, railroad corridors, great lakes bottom lands, before and after diminution appraisal assignments, etc.

Appraisal Education

- AI Course I-A Real Estate Appraisal Principals (Michigan State University - 04/1980)
- AI Course 8 Residential Valuation (Michigan State University - 09/1980)
- AI Course I-A2 Basic Valuation Procedures (Michigan State University - 04/1982)
- AI Standards of Professional Practice (Farmington MI - 1986)
- AI Capitalization Theory & Techniques, Part A (Ohio State University - 08/1990)
- AI Capitalization Theory & Techniques, Part B (Ohio State University - 08/1990)
- AI Standards of Professional Practice, Part B (Grand Rapids, MI - 09/1992)
- AI Standards of Professional Practice, Part C (Flint, Michigan - 10/1997)
- AI Report Writing (University of North Carolina - 04/1998)
- AI Advanced Applications (University of North Carolina - 04/1998)
- AI Advanced Sales Comparison & Cost Approaches (St. Thomas - 07/2000)
- AI Residential Case Study (Michigan State University - 09/2003)
- AI Business Practices and Ethics (Flint, MI - 06/2008)
- AI Advanced Education Diagnostic Test (Online Prerequisite, 12/2013)
- AI Advanced Market Analysis and Highest and Best Use (Atlanta GA, 02/2013)
- AI General Appraiser Income Approach - Part I (San Diego CA, 06/2016)

Appraiser’s Qualifications

File No. 6465-CH

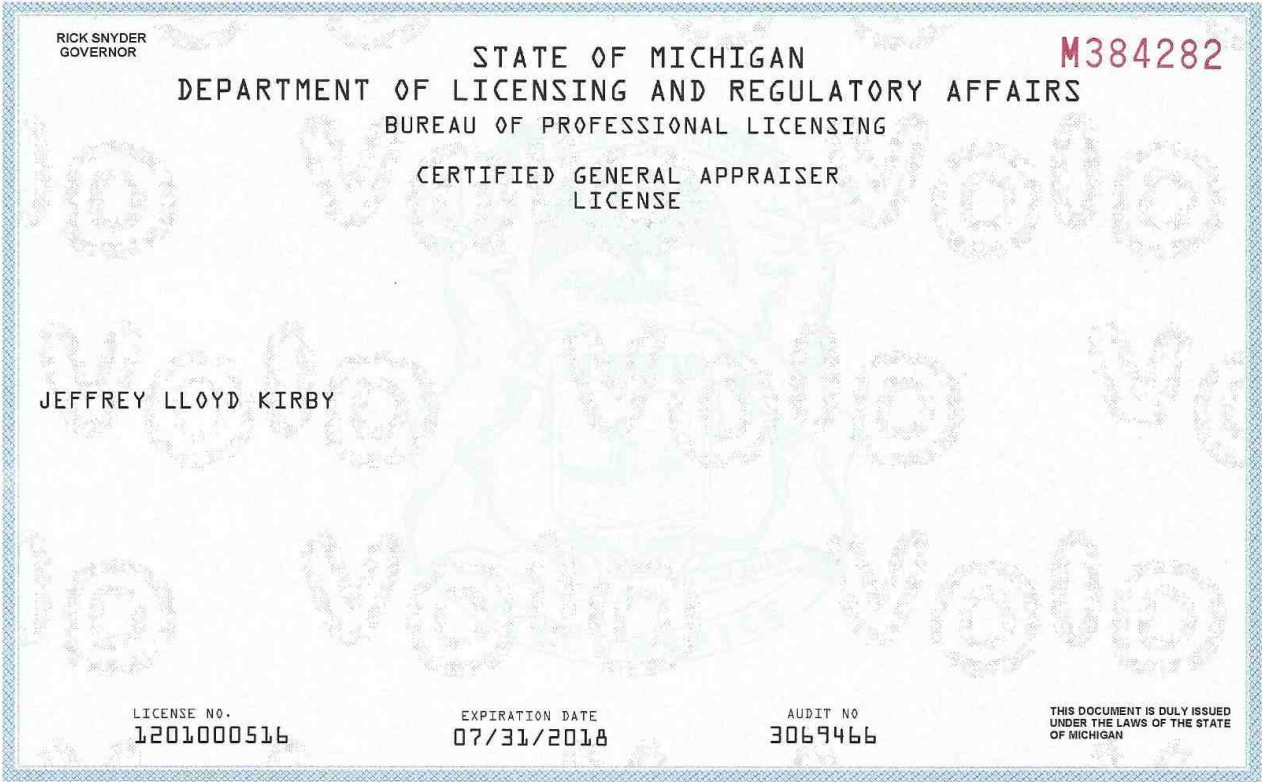
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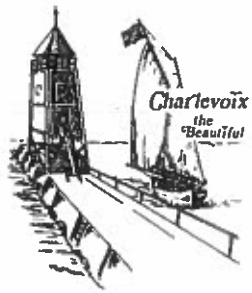
Appraisals Performed in the Following Counties

Alpena County	Allegan County	Antrim County *	Arenac County
Bay County	Benzie County	Charlevoix County *	Cheboygan County
Chippewa County	Clare County	Crawford County	Emmet County *
Grand Traverse County	Ionia County	Iosco County	Isabella County
Kalkaska County	Leelanau County	Luce County	Mackinac County
Manistee County	Marquette County	Menominee County	Midland County
Montmorency County	Oakland County	Oscoda County	Otsego County
Presque Isle County	Roscommon County	Tuscola County	Wayne County
Wexford County	* testified as expert witness in circuit and/or district court		

Partial Client List of Governmental Agencies

Department of Natural Resources	Michigan Dept. of Transportation	USDA Forest Service
US Postal Department	Grand Traverse Co Rd Commission	Grand Trav. Regional LC
Little Traverse Land Conservancy	Grass River Land Conservancy	City of Charlevoix
City of East Jordan	City of Petoskey	City of Harbor Springs
Bear Creek Township	Charlevoix Township	Marion Township
St. James Township	Peaine Township	





CITY OF CHARLEVOIX
1522 Bridge Street Property
Bid Opening at City Hall
May 22, 2017 – 10:00am

Bidder Name	Total Cost
Vezer Industrial Professionals Fairfield, CA	\$25,000
Lloyd Kelley Houston, TX	\$50,000

CITY OF CHARLEVOIX – SEALED BID
VACANT COMMERCIAL LOT
CORNER OF US 31 S & MARION CENTER RD

May 15, 2017

\$50,000 Bid

Proposal: Coffee Shop or Café

Purchaser:

LLOYD E. KELLEY

2726 BISSONNET, STE 240 PMB 12

HOUSTON, TX 77005

Please Contact: Lynn Robinson, Assoc Broker CBSR (231)547-4444
Buyer's Agent



INDUSTRIAL PROFESSIONALS

April 26th, 2017

Mark L. Heydlauff
City of Charlevoix
210 State Street
Charlevoix, MI 49720

RE: Property for Sale – 1522 Bridge Street – Marion Center Property Bid

Dear Mr. Heydlauff:

Please use this correspondence as my official bid for the above-mentioned property. I have recently purchased the Courtside Motel and would like to purchase the vacant lot directly behind.

My plan is to landscape the lot to tie in to the motel and enhance both properties. My plans include picnic areas for guests, a playground for children and a few much needed spaces for luxury RV's.

I realize that the corner of Marion Center and US 31 is very busy and I will make every effort to coordinate safe traffic flow as well as safe areas for my guests. I am currently gathering bids for painting the existing structure as well as landscaping so I can add to the already beautiful, "Charlevoix the Beautiful".

I hope you find my bid of \$25,000.00 appropriate and fair for the purchase of the property adjoin my motel.

Thank you for your consideration,



Frank Vezer

Owner

Vezer Industrial Professionals

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Set Public Hearing on Capital Budget

DATE: June 5, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The City Charter and the Michigan Planning and Zoning Enabling Act both require the adoption of a Capital Improvement Plan (CIP) or Capital Budget. Pursuant to the Charter, Council must adopt a Capital Budget by October. The Planning Commission reviewed the draft in April in accord with statute.

This document is part of our larger effort to be Redevelopment Ready Community certified by the Michigan Economic Development Corporation. In addition to the Capital Budget, the attached document references key sites for redevelopment, our strategy for economic growth (based on the Master Plan), and other factors important for RRC certification.

The Capital Budget frames our long-term budgetary planning and should be done in conjunction with projected changes in the community. This document is meant to be updated annually in terms of our key sites and also the infrastructure needed to support them. The items listed in the Capital Budget are projections at this point; staff and Council could re-order priorities or modify them as we move forward.

GOALS:

Develop and maintain long-term infrastructure plans

RECOMMENDATION:

Motion to set a Public Hearing regarding the 2017-2018 Capital Budget for Monday, July 3, 2017 at 7:00 p.m. in Council Chambers.

ATTACHMENTS:

- ▣ Charlevoix Tomorrow

Charlevoix Tomorrow

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

Introduction

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

2017-2018 City Council Goals

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

Ensure Charlevoix is environmentally sustainable while also economically viable

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

Include the senior citizen community in all public events and activities

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

Develop and maintain long-term infrastructure plans

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

Provide strong stewardship of public resources and promote good governance

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

Enhance and showcase the outstanding quality of life in Charlevoix

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

2016 Land Use Master Plan Vision Statement & Development Strategy

Master Plan Vision Statement

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

Development Strategy

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

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

Prime Sites for Future Growth or Redevelopment

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

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

Prime Sites for Future Growth or Redevelopment (continued)

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

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

Capital Budget & Improvement Plan

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

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

City Hall Chiller Replacement Estimated cost: \$175,000

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

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

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

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

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

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

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

Taxiway A Lighting Estimated Cost: \$229,000

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

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

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

Street Reconstruction Estimated cost: \$1.2 million

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

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

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

Street Paving Estimated cost: \$400,000

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

Vehicle Replacements

Estimated cost: \$271,300

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

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

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

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

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

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

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

Electric Capital Improvements

Estimated cost: \$ 225,000

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

Remote Communication Upgrades

Estimated cost: \$60,000

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

Retaining Wall at Ferry and Stover

Estimated cost: \$25,000

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

2018-2019 Capital Projects**Sodium Hypochlorite System for Disinfection**

Estimated cost: \$400,000

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

Electric Capital Improvements

Estimated cost: \$ 225,000

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

Wastewater Treatment Plant Improvements

Estimated cost: \$292,560

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

Sewer Collection System/Lift Stations

Estimated cost: \$241,000

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

Construct Combined Public Services Facility

Estimated cost: \$TBD

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

Vehicle Replacements

Estimated cost: \$324,700

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

2019-2020 Capital Projects**High Service Pump Addition**

Estimated cost: \$150,000

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

Electric Capital Improvements

Estimated cost: \$ 225,000

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

Sewer Collection System/Lift Stations

Estimated cost: \$241,000

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

Vehicle Replacements

Estimated cost: \$277,800

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

Airport Perimeter Fencing

Estimated cost: \$155,000

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

Replace 2002 Ambulance

Estimated cost: \$180,000

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

2020-2021 Capital Projects

Electrical Gear Upgrades

Estimated cost: \$350,000

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

Electric Capital Improvements

Estimated cost: \$ 225,000

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

Sewer Collection System/Lift Stations

Estimated cost: \$241,000

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

Vehicle Replacements

Estimated cost: \$195,000

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

2021-2022 Capital Projects

Low & High Service Pump Upgrades

Estimated Cost: \$150,000

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

Electric Capital Improvements

Estimated cost: \$ 225,000

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

Sewer Collection System/Lift Stations

Estimated cost: \$241,000

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. Currently the City is working with Prein & Newhof on an asset

management plan for these systems and that plan will better guide the projects conducted going forward. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

Vehicle Replacements

Estimated cost: \$150,000

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

T Hangar Construction

Estimated cost: \$350,000

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

2022-2023 Capital Projects

Electric Capital Improvements

Estimated cost: \$ 225,000

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

Sewer Collection System/Lift Stations

Estimated cost: \$241,000

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

Vehicle Replacements

Estimated cost: \$150,000

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

Replace 2004 Ambulance

Estimated cost: \$180,000

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

2023-2024 Capital Projects

Electric Capital Improvements

Estimated cost: \$ 225,000

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades, LED streetlights, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to

maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

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

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

Vehicle Replacements Estimated cost: \$150,000

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

2024-2025 Capital Projects

Construct Second Raw Water Intake Estimated cost: \$1 million

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

Electric Capital Improvements Estimated cost: \$ 225,000

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

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

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

Vehicle Replacements Estimated cost: \$150,000

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

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Park Land Sale Protection Charter Amendment

DATE: June 5, 2017

PRESENTED BY: Mark L. Heydlauff

BACKGROUND:

At your last meeting, you discussed draft language for an amendment to the City Charter to make it more difficult to sell or lease park and cemetery lands. This does not make it impossible but would merely raise the threshold of voter support necessary to make this possible.

Attached, you'll find a memo from the City Attorney outlining the proposal and a resolution to move the process forward. Following adoption of the resolution, it would be sent to the Attorney General's office for review.

GOALS:

Provide strong stewardship of public resources and promote good governance

RECOMMENDATION:

Motion to approve the Park and Cemetery Protection Ballot Language proposal in Resolution 2017-06-03 and authorize the City Attorney to refer the item to the Attorney General.

ATTACHMENTS:

- ▣ Memo from City Attorney Scott Howard
- ▣ Resolution 2017-06-03



MEMORANDUM

TO: Charlevoix City Council
FILE NO. 5984.00
FROM: Scott W. Howard
DATE: June 1, 2017
RE: Draft Charter Amendment Language

I have prepared a draft amendment to Section 2.16(f) of the City’s Charter, along with a resolution that would put the question on the ballot for the next City election. It is my understanding the Council may wish to increase the level of protections for its parks. I have drafted the proposed language with that goal in mind.

Section 2.16(f) currently provides that Council may not sell or otherwise dispose of “any City park” without first obtaining approval of a majority of residents voting on the question at an election. State law similarly requires that a City obtain approval of electors voting on the question if the City wants “to sell a park, cemetery, or any part of a park or cemetery, except where the park is not required under an official master plan of the city.”¹ This statutory language has been interpreted by the Michigan courts to require a vote of the electorate except in situations where a City has removed a park from its master plan. In other words, a City can avoid the vote requirement if it goes through the process of amending its master plan and re-classifies the property as something other than a park.

The proposed changes to Section 2.16(f) read as follows:

The Council shall not have the power to sell, divide, lease, partition, plat, subdivide, or dispose of any City park or cemetery, or any part thereof, unless specifically approved by two-thirds (2/3) of the electors voting thereon at any general or special election, except as provided for in "sub-section h" of this section. City park shall include any property designated as a City park on the City’s Recreation Master Plan or otherwise formally designated as a City park by official action of Council. The designation of property as a City park shall not be removed or changed without first being approved by the electors pursuant to this paragraph.

The draft changes are designed to accomplish two things: 1) to increase the number of voters required for an approval from majority to two-thirds; and 2) to better define what constitutes a “City park.” The purpose of the first of these changes is self-explanatory – it would make the

¹ MCL 117.5(e).



sale of a park by a future council more difficult by requiring a super-majority vote for approval. The second change would better define what a park is and how that designation gets removed. The concern that this change addresses is the issue that has arisen under state law – exactly how does a City create a “park” and how does it remove the “park” designation for the property? The proposed amendment would clarify that a park is created by the City’s Recreation Master Plan or otherwise formally designated by official action of Council. It would also require the City to seek approval of the electorate before it changes the classification of what has been already designated as a City park.

If you agree that the proposed changes to the Charter should be put to the voters, the next step would be for you to approve a resolution instructing the City Clerk (with assistance from the City Manager and Legal Counsel) to put the issue on the ballot at the next regularly scheduled election. I have provided a draft resolution for your consideration if you choose to go this route. Prior to the language going on the ballot, I would provide the proposed ballot language to the State of Michigan for review and comment. After receiving the State’s input, we would then prepare the final language that would appear on the ballot.

As always, I am happy to address any follow up questions or concerns that you might have.

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-06-03
PARK AND CEMETERY PROTECTION BALLOT LANGUAGE

WHEREAS, The City Council desires to propose an amendment to the City Charter, as provided and permitted by Public Act No. 279 of the Public Acts of 1909, State of Michigan, as amended; and

WHEREAS, state law requires that the ballot language be phrased as a question and be no more than 100 words in length; and

WHEREAS, the City Council is required to provide ballot language for the proposed amendment consistent with state law through adoption by resolution; and

WHEREAS, the City Attorney has crafted proposed ballot language that is consistent with the requirements of state law.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the question on the ballot for the November 7, 2017 general election:

Shall Article II, Section 2.16 (f) of the City Charter be amended to prohibit sale, division, leasing, partition, platting, subdivision, or disposal of any City park or cemetery unless first approved by two-thirds of the electors voting thereon; to include any property designated as a City park on the City's Recreation Master Plan or otherwise formally designated as a City park by official action of Council as a "City park"; and to require that the designation of property as a City park shall not be removed or changed without first being approved by two-thirds of the electors?

RESOLVED this 5th day of June 2017 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

Absent:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Charter Communications Franchise Agreement Renewal

DATE: June 5, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

In 2007, the City of Charlevoix entered into a ten year agreement with Charter Communications, which expired on May 19, 2017. Per the requirements outlined by the City Charter, the City Council adopted Charlevoix City Code, Title 11, Chapter 3 in 2008 that creates addresses the Video Services Local Franchise Act and the use of our right-of-ways and utility poles.

Section VI of the proposed Agreement refers to a Franchise Fee. The City can set a franchise fee rate that it wishes Charter Spectrum to collect from Charter customers. The fee is then paid to the City for the term of the Agreement. This fee can be 0 to 5%. When reviewing the Franchise Agreement Fee in 2007, the City Council chose not to levy the fee, as the fee would be passed on to our citizens, ultimately increasing their monthly cable bill. Staff is recommending that the Council not set a franchise fee in the proposed Agreement.

While the City Charter limits franchises to five years, the City Attorney is of the opinion that Uniform Video Franchise Act supersedes this provision and requires the 10-year term. The previously approved ordinance for the franchise is also still binding and this agreement, in accord with statute, is merely an updating of term.

RECOMMENDATION:

Motion to renew the Uniform Video Service Local Franchise Agreement with Charter Communications authorize the City Manager to sign a 10 year agreement with Charter Communications.

ATTACHMENTS:

- ▣ Charter Franchise Agreement

INSTRUCTIONS FOR UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT

Pursuant to 2006 Public Act 480, MCL 484.3301 *et seq*, any Video Service Provider seeking to provide video service in one or more service areas in the state of Michigan after January 30, 2007, shall file an application for a Uniform Video Service Local Franchise Agreement with the Local Unit of Government ("Franchising Entity") that the Provider wishes to service. Pursuant to Section 2(2) of 2006 PA 480, "Except as otherwise provided by this Act, a person shall not provide video services in any local unit of government without first obtaining a uniform video service local franchise as provided under Section 3." Procedures applicable to incumbent video service providers are set forth below.

As of the effective date (January 1, 2007) of the Act, no existing franchise agreement with a Franchising Entity shall be renewed or extended upon the expiration date of the agreement. The incumbent video Provider, at its option, may continue to provide video services to the Franchising Entity by electing to do one of the following:

1. Terminate the existing franchise agreement before the expiration date of the agreement and enter into a new franchise under a uniform video service local franchise agreement.
2. Continue under the existing franchise agreement amended to include only those provisions required under a uniform video service local franchise.
3. Continue to operate under the terms of an expired franchise until a uniform video service local franchise agreement takes effect. An incumbent video Provider with an expired franchise on the effective date has 120 days after the effective date of the Act to file for a uniform video service local franchise agreement.

On the effective date (January 1, 2007) of the Act, any provisions of an existing Franchise that are inconsistent with or in addition to the provisions of a uniform video service local Franchise Agreement are unreasonable and unenforceable by the Franchising Entity.

If, at a subsequent date, the Provider would like to provide video service to an additional Local Unit of Government, the Provider must file an additional application with that Local Unit of Government.

The forms shall meet the following requirements:

- The Provider must complete both the "Uniform Video Service Local Franchise Agreement" and "Attachment 1 - Uniform Video Service Local Franchise Agreement" forms if they are seeking a new/renewed Franchise Agreement, and send the forms by mail (certified, registered, first-class, return receipt requested, or by a nationally recognized overnight delivery service) to the appropriate Franchising Entity. Until otherwise officially notified by the Franchising Entity, the forms shall be sent to the Clerk or any official with the responsibilities or functions of the Clerk in the Franchising Entity. "Attachment 2 - Uniform Video Service Local Franchise Agreement" is not required to be filed at this time *unless* it is being used regarding amendments, terminations, or transfers pertaining to an existing Uniform Video Service Local Franchise Agreement. (Refer to Sections X to XII of the Agreement, as well as Section 3(4-6) of the Act.)
- Pursuant to Section 11 of the Act: Except under the terms of a mandatory protective order, trade secrets and commercial or financial information designated as such and submitted under the Act to the Franchising Entity or Commission are exempt from the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246 and **MUST BE KEPT CONFIDENTIAL.**
 1. The Provider may specify which items of information should be deemed "confidential." It is the responsibility of the provider to clearly identify and segregate any confidential information submitted to the franchising entity with the following information:

"[insert PROVIDER'S NAME]
[CONFIDENTIAL INFORMATION]"

2. The Franchising Entity receiving the information so designated as confidential is required (a) to protect such information from public disclosure, (b) exempt such information from any response to a FOIA request, and (c) make the information available only to and for use only by such local officials as are necessary to approve the franchise agreement or perform any other task for which the information is submitted.
 3. Any Franchising Entity which disputes whether certain information submitted to it by a provider is entitled to confidential treatment under the Act may apply to the Commission for resolution of such a dispute. Unless and until the Commission determines that part or all of the information is not entitled to confidential treatment under the Act, the Franchising Entity shall keep the information confidential.
-
- Responses to all questions must be provided and must be amended appropriately when changes occur.
 - All responses must be printed out, typed, signed/dated (where appropriate), and mailed (certified, registered, first class, return receipt requested, or by a national recognized overnight delivery service) to the appropriate party.
 - The Agreement and Attachments are templates. Tab through the documents and fill in as appropriate, use the appropriate "dropdown box" (City/Village/Township) when indicated.
 - For sections that need explanation, if the Provider runs out of space, the Provider should then submit the application with typed attachments that are clearly identified.
-
- The Franchising Entity shall notify the Provider as to whether the submitted Franchise Agreement is complete as required by this Act within 15 business days after the date that the Franchise Agreement is filed. If the Franchise Agreement is not complete, the Franchising Entity shall state in its notice the reasons the franchise agreement is incomplete. The Franchising Entity cannot declare an application to be incomplete because it may dispute whether or not the applicant has properly classified certain material as "confidential."
 - A Franchising Entity shall have 30 days after the submission date of a complete Franchise Agreement to approve the agreement. If the Franchising Entity does not notify the Provider regarding the completeness of the Franchise Agreement or approve the Franchise Agreement within the time periods required under this subsection, the franchise agreement shall be considered complete and the Franchise Agreement approved. The Provider shall notify both the Franchising Entity and the Michigan Public Service Commission of such an approved and completed Agreement by completing **Attachment 3 - Uniform Video Service Local Franchise Agreement**.
 - For changes to an existing Uniform Video Service Local Franchise Agreement (amendments, transfers, or terminations), the Provider must complete the **"Attachment 2 - Uniform Video Service Local Franchising Entity"** form, and send the form to the appropriate Franchising Entity.
 - For information that is to be submitted to the Michigan Public Service Commission, please use the following address:

Michigan Public Service Commission
Attn: Video Franchising
P.O. Box 30221
Lansing, MI 48909

Fax: (517) 284-8200

Questions should be directed to the Telecommunications Division, Michigan Public Service Commission at (517) 284-8190.

UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT

THIS UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT ("Agreement") is made, pursuant to 2006 PA 480, MCL 484.3301 *et seq.* (the "Act") by and between the City of Charlevoix, a Michigan municipal corporation (the "Franchising Entity"), and CC VIII Operating, a Delaware Limited Liability corporation doing business as Charter Communications.

I. Definitions

For purposes of this Agreement, the following terms shall have the following meanings as defined in the Act:

- A. "Cable Operator" means that terms as defined in 47 USC 522(5).
- B. "Cable Service" means that terms as defined in 47 USC 522(6).
- C. "Cable System" means that term as defined in 47 USC 522(7).
- D. "Commission" means the Michigan Public Service Commission.
- E. "Franchising Entity" means the local unit of government in which a provider offers video services through a franchise.
- F. "FCC" means the Federal Communications Commission.
- G. "Gross Revenue" means that term as described in Section 6(4) of the Act and in Section VI(D) of the Agreement.
- H. "Household" means a house, an apartment, a mobile home, or any other structure or part of a structure intended for residential occupancy as separate living quarters.
- I. "Incumbent video provider" means a cable operator serving cable subscribers or a telecommunication provider providing video services through the provider's existing telephone exchange boundaries in a particular franchise area within a local unit of government on the effective date of this act.
- J. "IPTV" means internet protocol television.
- K. "Local unit of government" means a city, village, or township.
- L. "Low-income household" means a household with an average annual household income of less than \$35,000.00 as determined by the most recent decennial census.
- M. "METRO Act" means the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, 2002 PA 48, MCL 484.3101 *et seq.*
- N. "Open video system" or "OVS" means that term as defined in 47 USC 573.
- O. "Person" means an individual, corporation, association, partnership, governmental entity, or any other legal entity.
- P. "Public rights-of-way" means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easements dedicated for compatible uses.
- Q. "Term" means the period of time provided for in Section V of this Agreement.
- R. "Uniform video service local franchise agreement" or "franchise agreement" means the franchise agreement required under the Act to be the operating agreement between each franchising entity and video provider in this state.
- S. "Video programming" means that term as defined in 47 USC 522(20).
- T. "Video service" means video programming, cable services, IPTV, or OVS provided through facilities located at least in part in the public rights-of-way without regard to delivery technology, including internet protocol technology. This definition does not include any video programming provided by a commercial mobile service provider defined in 47 USC 332(d) or provided solely as part of, and via, a service that enables users to access content, information, electronic mail, or other services offered over the public internet.
- U. "Video service provider" or "Provider" means a person authorized under the Act to provide video service.
- V. "Video service provider fee" means the amount paid by a video service provider or incumbent video provider under Section 6 of the Act and Section VI of this Agreement.

II. Requirements of the Provider

- A. An unfranchised Provider will not provide video services in any local unit of government without first obtaining a uniform video service local franchise agreement as provided under **Section 3 of the Act** (except as otherwise provided by the Act).
- B. The Provider shall file in a timely manner with the Federal Communications Commission all forms required by that agency in advance of offering video service in Michigan.
- C. The Provider agrees to comply with all valid and enforceable federal and state statutes and regulations.
- D. The Provider agrees to comply with all valid and enforceable local regulations regarding the use and occupation of public rights-of-way in the delivery of the video service, including the police powers of the Franchising Entity.
- E. The Provider shall comply with all Federal Communications Commission requirements involving the distribution and notification of federal, state, and local emergency messages over the emergency alert system applicable to cable operators.
- F. The Provider shall comply with the public, education, and government programming requirements of Section 4 of the Act.
- G. The Provider shall comply with all customer service rules of the Federal Communications Commission under 47 CFR 76.309 (c) applicable to cable operators and applicable provisions of the Michigan Consumer Protection Act, 1976 PA 331, MCL 445.901 to 445.922.
 - i. Including but not limited to: MCL 445.902; MCL 445.903 (1)(a) through 445.903(1)(cc); MCL 445.903(1)(ff) through (jj); MCL 445.903(2); MCL 445.905; MCL 445.906; MCL 445.907; MCL 445.908; MCL 445.910; MCL 445.911; MCL 445.914; MCL 445.915; MCL 445.916; MCL 445.918.
- H. The Provider agrees to comply with in-home wiring and consumer premises wiring rules of the Federal Communications Commission applicable to cable operators.
- I. The Provider shall comply with the Consumer Privacy Requirements of 47 USC 551 applicable to cable operators.
- J. If the Provider is an incumbent video provider, it shall comply with the terms which provide insurance for right-of-way related activities that are contained in its last cable franchise or consent agreement from the Franchising Entity entered before the effective date of the Act.
- K. The Provider agrees that before offering video services within the boundaries of a local unit of government, the video Provider shall enter into a Franchise Agreement with the local unit of government as required by the Act.
- L. The Provider understands that as the effective date of the Act, no existing Franchise Agreement with a Franchising Entity shall be renewed or extended upon the expiration date of the Agreement.
- M. The Provider provides an exact description of the video service area footprint to be served, pursuant to **Section 2(3)(e) of the Act**. If the Provider is not an incumbent video Provider, the date on which the Provider expects to provide video services in the area identified under **Section 2(3)(e) of the Act** must be noted. The Provider will provide this information in Attachment 1 - Uniform Video Service Local Franchise Agreement.
- N. The Provider is required to pay the Provider fees pursuant to **Section 6 of the Act**.

III. Provider Providing Access

- A. The Provider shall not deny access to service to any group of potential residential subscribers because of the race or income of the residents in the local area in which the group resides.
- B. It is a defense to an alleged violation of Paragraph A if the Provider has met either of the following conditions:
 - i. Within 3 years of the date it began providing video service under the Act and the Agreement; at least 25% of households with access to the Provider's video service are low-income households.
 - ii. Within 5 years of the date it began providing video service under the Act and Agreement and from that point forward, at least 30% of the households with access to the Provider's video service are low-income households.
- C. [If the Provider is using telecommunication facilities] to provide video services and has more than 1,000,000 telecommunication access lines in Michigan, the Provider shall provide access to its video service to a number of households equal to at least 25% of the households in the provider's telecommunication

service area in Michigan within 3 years of the date it began providing video service under the Act and Agreement and to a number not less than 50% of these households within 6 years. **The video service Provider is not required to meet the 50% requirement in this paragraph until 2 years after at least 30% of the households with access to the Provider's video service subscribe to the service for 6 consecutive months.**

- D. The Provider may apply to the Franchising Entity, and in the case of paragraph C, the Commission, for a waiver of or for an extension of time to meet the requirements of this section if 1 or more of the following apply:
- i. The inability to obtain access to public and private rights-of-way under reasonable terms and conditions.
 - ii. Developments or buildings not being subject to competition because of existing exclusive service arrangements.
 - iii. Developments or buildings being inaccessible using reasonable technical solutions under commercial reasonable terms and conditions.
 - iv. Natural disasters
 - v. Factors beyond the control of the Provider
- E. The Franchising Entity or Commission may grant the waiver or extension only if the Provider has made substantial and continuous effort to meet the requirements of this section. If an extension is granted, the Franchising Entity or Commission shall establish a new compliance deadline. If a waiver is granted, the Franchising Entity or Commission shall specify the requirement or requirements waived.
- F. The Provider shall file an annual report with the Franchising Entity and the Commission regarding the progress that has been made toward compliance with paragraphs B and C.
- G. Except for satellite service, the provider may satisfy the requirements of this paragraph and Section 9 of the Act through the use of alternative technology that offers service, functionality, and content, which is demonstrably similar to that provided through the provider's video service system and may include a technology that does not require the use of any public right-of-way. The technology utilized to comply with the requirements of this section shall include local public, education, and government channels and messages over the emergency alert system as required under Paragraph II(E) of this Agreement.

IV. Responsibility of the Franchising Entity

- A. The Franchising Entity hereby grants authority to the Provider to provide Video Service in the Video Service area footprint, as described in this Agreement and Attachments, as well as the Act.
- B. The Franchising Entity hereby grants authority to the Provider to use and occupy the Public Rights-of-way in the delivery of Video Service, subject to the laws of the state of Michigan and the police powers of the Franchising Entity.
- C. The Franchising Entity shall notify the Provider as to whether the submitted Franchise Agreement is complete as required by the Act within 15 business days after the date that the Franchise Agreement is filed. If the Franchise Agreement is not complete, the Franchising Entity shall state in its notice the reasons the Franchise Agreement is incomplete. The Franchising Entity cannot declare an application to be incomplete because it may dispute whether or not the applicant has properly classified certain material as "confidential."
- D. The Franchising Entity shall have 30 days after the submission date of a complete Franchise Agreement to approve the agreement. If the Franchising Entity does not notify the Provider regarding the completeness of the Franchise Agreement or approve the Franchise Agreement within the time periods required under **Section 3(3) of the Act**, the Franchise Agreement shall be considered complete and the Franchise Agreement approved.
- i. If time has expired for the Franchising Entity to notify the Provider, The Provider shall send (via mail: certified or registered, or by fax) notice to the Franchising Entity and the Commission, using Attachment 3 of this Agreement.
- E. The Franchising Entity shall allow a Provider to install, construct, and maintain a video service or communications network within a public right-of-way and shall provide the provider with open, comparable, nondiscriminatory, and competitively neutral access to the public right-of-way.
- F. The Franchising Entity may not discriminate against a video service provider to provide video service for any of the following:
- i. The authorization or placement of a video service or communications network in public right-of-way.
 - ii. Access to a building owned by a governmental entity.
 - iii. A municipal utility pole attachment.
- G. The Franchising Entity may impose on a Provider a permit fee only to the extent it imposes such a fee on incumbent video providers, and any fee shall not exceed the actual, direct costs incurred by the Franchising Entity for issuing the relevant permit. A fee under this section shall not be levied if the Provider already has

- paid a permit fee of any kind in connection with the same activity that would otherwise be covered by the permit fee under this section or is otherwise authorized by law or contract to place the facilities used by the Provider in the public right-of-way or for general revenue purposes.
- H. The Franchising Entity shall not require the provider to obtain any other franchise, assess any other fee or charge, or impose any other franchise requirement than is allowed under the Act and this Agreement. For purposes of this Agreement, a franchise requirement includes but is not limited to, a provision regulating rates charged by video service providers, requiring the video service providers to satisfy any build-out requirements, or a requirement for the deployment of any facilities or equipment.
- I. Notwithstanding any other provision of the Act, the Provider shall not be required to comply with, and the Franchising Entity may not impose or enforce, any mandatory build-out or deployment provisions, schedules, or requirements except as required by **Section 9 of the Act**.
- J. The Franchising Entity is subject to the penalties provided for under Section 14 of the Act.

V. Term

- A. This Franchise Agreement shall be for a period of 10 years from the date it is issued. The date it is issued shall be calculated either by (a) the date the Franchising Entity approved the Agreement, provided it did so within 30 days after the submission of a complete franchise agreement, or (b) the date the Agreement is deemed approved pursuant to **Section 3(3) of the Act**, if the Franchising Entity either fails to notify the Provider regarding the completeness of the Agreement or approve the Agreement within the time periods required under that subsection.
- B. Before the expiration of the initial Franchise Agreement or any subsequent renewals, the Provider may apply for an additional 10-year renewal under **Section 3(7) of the Act**.

VI. Fees

- A. A video service Provider shall calculate and pay an annual video service provider fee to the Franchising Entity. The fee shall be 1 of the following:
 - i. If there is an existing Franchise Agreement, an amount equal to the percentage of gross revenue paid to the Franchising Entity by the incumbent video Provider with the largest number of subscribers in the Franchising Entity.
 - ii. At the expiration of an existing Franchise Agreement or if there is no existing Franchise Agreement, an amount equal to the percentage of gross revenue as established by the Franchising Entity of _____% (percentage amount to be inserted by Franchising Entity which shall not exceed 5%) and shall be applicable to all providers
- B. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.
- C. The Franchising Entity shall not demand any additional fees or charges from a provider and shall not demand the use of any other calculation method other than allowed under the Act.
- D. For purposes of this Section, "gross revenues" means all consideration of any kind or nature, including, without limitation, cash, credits, property, and in-kind contributions received by the provider from subscribers for the provision of video service by the video service provider within the jurisdiction of the franchising entity.
 - 1. **Gross revenues shall include all of the following:**
 - i. All charges and fees paid by subscribers for the provision of video service, including equipment rental, late fees, insufficient funds fees, fees attributable to video service when sold individually or as part of a package or bundle, or functionally integrated, with services other than video service.
 - ii. Any franchise fee imposed on the Provider that is passed on to subscribers.
 - iii. Compensation received by the Provider for promotion or exhibition of any products or services over the video service.
 - iv. Revenue received by the Provider as compensation for carriage of video programming on that Provider's video service.
 - v. All revenue derived from compensation arrangements for advertising to the local franchise area.
 - vi. Any advertising commissions paid to an affiliated third party for video service advertising.
 - 2. **Gross revenues do not include any of the following:**
 - i. Any revenue not actually received, even if billed, such as bad debt net of any recoveries of bad debt.
 - ii. Refunds, rebates, credits, or discounts to subscribers or a municipality to the extent not already offset by subdivision (D)(i) and to the extent the refund, rebate, credit, or discount is attributable to the video service.

- iii. Any revenues received by the Provider or its affiliates from the provision of services or capabilities other than video service, including telecommunications services, information services, and services, capabilities, and applications that may be sold as part of a package or bundle, or functionality integrated, with video service.
 - iv. Any revenues received by the Provider or its affiliates for the provision of directory or internet advertising, including yellow pages, white pages, banner advertisement, and electronic publishing.
 - v. Any amounts attributable to the provision of video service to customers at no charge, including the provision of such service to public institutions without charge.
 - vi. Any tax, fee, or assessment of general applicability imposed on the customer or the transaction by a federal, state, or local government or any other governmental entity, collected by the Provider, and required to be remitted to the taxing entity, including sales and use taxes.
 - vii. Any forgone revenue from the provision of video service at no charge to any person, except that any forgone revenue exchanged for trades, barter, services, or other items of value shall be included in gross revenue.
 - viii. Sales of capital assets or surplus equipment.
 - ix. Reimbursement by programmers of marketing costs actually incurred by the Provider for the introduction of new programming.
 - x. The sale of video service for resale to the extent the purchaser certifies in writing that it will resell the service and pay a franchise fee with respect to the service.
- E. In the case of a video service that is bundled or integrated functionally with other services, capabilities, or applications, the portion of the video Provider's revenue attributable to the other services, capabilities, or applications shall be included in gross revenue unless the Provider can reasonably identify the division or exclusion of the revenue from its books and records that are kept in the regular course of business.
- F. Revenue of an affiliate shall be included in the calculation of gross revenues to the extent the treatment of the revenue as revenue of the affiliate has the effect of evading the payment of franchise fees which would otherwise be paid for video service.
- G. The Provider is entitled to a credit applied toward the fees due under **Section 6(1) of the Act** for all funds allocated to the Franchising Entity from annual maintenance fees paid by the provider for use of public rights-of-way, minus any property tax credit allowed under **Section 8 of the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act (METRO Act)**, 2002 PA 48, MCL 484.3108. The credits shall be applied on a monthly pro rata basis beginning in the first month of each calendar year in which the Franchising Entity receives its allocation of funds. The credit allowed under this subsection shall be calculated by multiplying the number of linear feet occupied by the Provider in the public rights-of-way of the Franchising Entity by the lesser of 5 cents or the amount assessed under the **METRO Act**. The Provider is not eligible for a credit under this section unless the provider has taken all property tax credits allowed under the **METRO Act**.
- H. All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.
- I. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.
- J. The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(1) of the Act**, applied against the amount of the subscriber's monthly bill.
- K. The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

VII. Public, Education, and Government (PEG) Channels

- A. The video service Provider shall designate a sufficient amount of capacity on its network to provide for the same number of public, education, and government access channels that are in actual use on the incumbent video provider system on the **effective date of the Act** or as provided under **Section 4(14) of the Act**.
- B. Any public, education, or government channel provided under this section that is not utilized by the Franchising Entity for at least 8 hours per day for 3 consecutive months may no longer be made available to the Franchising Entity and may be programmed at the Provider's discretion. At such a time as the Franchising Entity can certify a schedule for at least 8 hours of daily programming for a period of 3 consecutive months, the Provider shall restore the previously reallocated channel.
- C. The Franchising Entity shall ensure that all transmissions, content, or programming to be retransmitted by a video service Provider is provided in a manner or form that is capable of being accepted and retransmitted by a Provider, without requirement for additional alteration or change in the content by the Provider, over the

- particular network of the Provider, which is compatible with the technology or protocol utilized by the Provider to deliver services.
- D. The person producing the broadcast is solely responsible for all content provided over designated public, education, or government channels. The video service Provider shall not exercise any editorial control over any programming on any channel designed for public, education, or government use.
- E. The video service Provider is not subject to any civil or criminal liability for any program carried on any channel designated for public, education, or government use.
- F. If a Franchising Entity seeks to utilize capacity pursuant to **Section 4(1) of the Act** or an agreement under **Section 13 of the Act** to provide access to video programming over one or more PEG channels, the Franchising Entity shall give the Provider a written request specifying the number of channels in actual use on the incumbent video provider's system or specified in the agreement entered into under **Section 13 of the Act**. The video service Provider shall have 90 days to begin providing access as requested by the Franchising Entity. The number and designation of PEG access channels shall be set forth in an addendum to this agreement effective 90 days after the request is submitted by the Franchising Entity.
- G. A PEG channel shall only be used for noncommercial purposes.

VIII. PEG Fees

- A. The video service Provider shall also pay to the Franchising Entity as support for the cost of PEG access facilities and services an annual fee equal to one of the following options:
 1. If there is an existing Franchise on the effective date of the Act, the fee (enter the fee amount _____) paid to the Franchising Entity by the incumbent video Provider with the largest number of cable service subscribers in the Franchising Entity as determined by the existing Franchise Agreement;
 2. At the expiration of the existing Franchise Agreement, the amount required under (1) above, which is _____% of gross revenues. (The amount under (1) above is not to exceed 2% of gross revenues);
 3. If there is no existing Franchise Agreement, a percentage of gross revenues as established by the Franchising Entity and to be determined by a community need assessment, is _____% of gross revenues. (The percentage that is established by the Franchising Entity is not to exceed 2% of gross revenues.); and
 4. An amount agreed to by the Franchising Entity and the video service Provider.
- B. The fee required by this section shall be applicable to all providers, pursuant to Section 6(9) of the Act.
- C. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.
- D. All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.
- E. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.
- F. The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(8) of the Act**, applied against the amount of the subscriber's monthly bill.
- G. The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

IX. Audits

- A. No more than every 24 months, a Franchising Entity may perform reasonable audits of the video service Provider's calculation of the fees paid under **Section 6 of the Act** to the Franchising Entity during the preceding 24-month period only. All records reasonably necessary for the audits shall be made available by the Provider at the location where the records are kept in the ordinary course of business. The Franchising Entity and the video service Provider shall each be responsible for their respective costs of the audit. Any additional amount due verified by the Franchising Entity shall be paid by the Provider within 30 days of the Franchising Entity's submission of invoice for the sum. If the sum exceeds 5% of the total fees which the audit determines should have been paid for the 24-month period, the Provider shall pay the Franchising Entity's reasonable costs of the audit.
- B. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the provider shall be made within 3 years from the date the compensation is remitted.

X. Termination and Modification

This Franchise Agreement issued by a Franchising Entity may be terminated or the video service area footprint may be modified, except as provided under **Section 9 of the Act**, by the Provider by submitting notice to the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

XI. Transferability

This Franchise Agreement issued by a Franchising Entity or an existing franchise of an incumbent video service Provider is fully transferable to any successor in interest to the Provider to which it is initially granted. A notice of transfer shall be filed with the Franchising Entity within 15 days of the completion of the transfer. The Provider will use Attachment 2, when notifying the Franchising Entity. The successor in interest will assume the rights and responsibilities of the original provider and will also be required to complete their portion of the Transfer Agreement located within Attachment 2.

XII. Change of Information

If any of the information contained in the Franchise Agreement changes, the Provider shall timely notify the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

XIII. Confidentiality

Pursuant to Section 11 of the Act: Except under the terms of a mandatory protective order, trade secrets and commercial or financial information designated as such and submitted under the Act to the Franchising Entity or Commission are exempt from the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246 and **MUST BE KEPT CONFIDENTIAL**.

- A. The Provider may specify which items of information should be deemed "confidential." It is the responsibility of the provider to clearly identify and segregate any confidential information submitted to the franchising entity with the following information:
 "[insert PROVIDER'S NAME]
 [CONFIDENTIAL INFORMATION]"
- B. The Franchising Entity receiving the information so designated as confidential is required (a) to protect such information from public disclosure, (b) exempt such information from any response to a FOIA request, and (c) make the information available only to and for use only by such local officials as are necessary to approve the franchise agreement or perform any other task for which the information is submitted.
- C. Any Franchising Entity which disputes whether certain information submitted to it by a provider is entitled to confidential treatment under the Act may apply to the Commission for resolution of such a dispute. Unless and until the Commission determines that part or all of the information is not entitled to confidential treatment under the Act, the Franchising Entity shall keep the information confidential.

XIV. Complaints/Customer Service

- A. The Provider shall establish a dispute resolution process for its customers. Provider shall maintain a local or toll-free telephone number for customer service contact.
- B. The Provider shall be subjected to the penalties, as described under **Section 14 of the Act**, and the Franchising Entity and Provider may be subjected to the dispute process as described in **Section 10 of the Act**.
- C. Each Provider shall annually notify its customers of the dispute resolution process required under **Section 10 of the Act**. Each Provider shall include the dispute resolution process on its website.
- D. Before a customer may file a complaint with the Commission under **Section 10(5) of the Act**, the customer shall first attempt to resolve the dispute through the dispute resolution process established by the Provider in **Section 10(2) of the Act**.
- E. A complaint between a customer and a Provider shall be handled by the Commission pursuant to the process as described in **Section 10(5) of the Act**.
- F. A complaint between a Provider and a franchising entity or between two or more Providers shall be handled by the Commission pursuant to the process described in **Section 10(6) of the Act**.
- G. In connection with providing video services to the subscribers, a provider shall not do any act prohibited by Section 10(1)(a-f) of the Act. The Commission may enforce compliance to the extent that the activities are not covered by **Section 2(3)(I) in the Act**.

XV. Notices

Any notices to be given under this Franchise Agreement shall be in writing and delivered to a Party personally, by facsimile or by certified, registered, or first-class mail, with postage prepaid and return receipt requested, or by a nationally recognized overnight delivery service, addressed as follows:

If to the Franchising Entity:
(must provide street address)

If to the Provider:
(must provide street address)

City of Charlevoix:

210 State Street

Charlevoix, MI 49720

Attn: City Manager

Fax No.: 231-547-3617

Charter Communications

12405 Powerscourt Drive

St. Louis, MO 63131

Attn: Legal Department

Fax No.: 314-965-6640

Or such other addresses or facsimile numbers as the Parties may designate by written notice from time to time.

XVI. Miscellaneous

- A. **Governing Law.** This Franchise Agreement shall be governed by, and construed in accordance with, applicable Federal laws and laws of the State of Michigan.
- B. **The parties to this Franchise Agreement are subject to all valid and enforceable provisions of the Act.**
- C. **Counterparts.** This Agreement may be signed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same agreement.
- D. **Power to Enter.** Each Party hereby warrants to the other Party that it has the requisite power and authority to enter into this Franchise Agreement and to perform according to the terms hereof.
- E. **The Provider and Franchising Entity are subject to the provisions of 2006 Public Act 480.**

IN WITNESS WHEREOF, the Parties, by their duly authorized representatives, have executed this Franchise Agreement.

City of Charlevoix, a Michigan Municipal Corporation

By _____
Print Name
City Manager
Title
210 State Street
Address
Charlevoix, MI 49720
City, State, Zip
231-547-3270
Phone
231-547-3617
Fax
Email

CC VIII Operating, a Delaware Limited Liability corporation doing business as Charter Communications

Mark E. Brown
By _____
Print Name
Mark E. Brown
Title
VP, State Government Affairs
Address
12405 Powerscourt Drive
City, State, Zip
St. Louis, MO 63131
Phone
314-543-2306
Fax
314-965-8793
Email

FRANCHISE AGREEMENT *(Franchising Entity to Complete)*

Date submitted:

Date completed and approved:

ATTACHMENT 1

UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT
(Pursuant To 2006 Public Act 480)
(Form must be typed)

Date: February 5, 2017		
Applicant's Name: CC VIII Operating LLC		
Address 1: 12405 Powerscourt Drive		
Address 2:		Phone: 314-965-0555
City: St. Louis	State: Missouri	Zip: 63131
Federal I.D. No. (FEIN): 38-2558446		

Company executive officers:

Name(s): Thomas M. Rutledge
Title(s): President and Chief Executive Officer

Person(s) authorized to represent the company before the Franchising Entity and the Commission:

Name: Marilyn Passmore		
Title: Director, Government Affairs		
Address: 4670 E. Fulton, #102, Ada, MI 49301		
Phone: 616-607-2377	Fax: 616-975-1107	Email: marilyn.passmore@charter.com

Describe the video service area footprint as set forth in Section 2(3e) of the Act. (An exact description of the video service area footprint to be served, as identified by a geographic information system digital boundary meeting or exceeding national map accuracy standards.)

The area provided service is the City of Charlevoix. Upon request, Charter Communications shall provide route maps showing the location of the Cable System, to Municipality, access to "as-built" maps, and updated route maps to reflect any changes. Municipality shall give Grantee a minimum of 48 hours notice of the request to view "as-built" maps, unless there exists an emergency situation requiring earlier viewing. Charter Communications' local office and engineering contact information (engineering drawings/"as-built" map addresss) is listed below. This information also applies to 24 hour emergencies:

Keith Schierbeek-Director of Field Operations
1433 Fulton Street
Grand Haven, MI 49417
Phone: 616-607-2302
email: keith.schierbeek@charter.com

[Option A: for Providers that Options B and C are not applicable, a description based on a geographic information system digital boundary meeting or exceeding national map accuracy standards]

[Option B: for Providers with 1,000,000 or more access lines in Michigan using telecommunication facilities to provide Video Service, a description based on entire wire centers or exchanges located in the Franchising Entity]

[Option C: for an Incumbent Video Service Provider, it satisfies this requirement by allowing the Franchising Entity to seek right-of-way information comparable to that required by a permit under the METRO Act as set forth in its last cable franchise or consent agreement from the Franchising Entity entered into before the effective date of the Act]

Pursuant to Section 2(3)(d) of the Act, if the Provider is not an incumbent video Provider, provide the date on which the Provider expects to provide video services in the area identified under Section 2(3)(e) (the Video Service Area Footprint).

Date: N/A

For All Applications:

**Verification
(Provider)**

I, Mark E. Brown, of lawful age, and being first duly sworn, now states: As an officer of the Provider, I am authorized to do and hereby make the above commitments. I further affirm that all statements made above are true and correct to the best of my knowledge and belief.

Name and Title (printed): Mark E. Brown, VP State Government Affairs

Signature:

Mark E. Brown

Date:

2/8/16

(Franchising Entity)

City of Charlevoix, a Michigan municipal corporation

By

Print Name

City Manager

Title

210 State Street

Address

Charlevoix, MI 49720

City, State, Zip

231-547-3270

Phone

231-547-3617

Fax

Email

Date

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Council Appointment

DATE: June 5, 2017

PRESENTED BY: Joyce M. Golding, City Clerk

BACKGROUND:

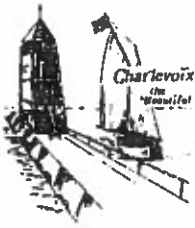
The Airport Advisory Committee has a vacancy with a two year term. We received three applications for the position including Scott Woody who requested reappointment.

RECOMMENDATION:

Motion to appoint [reappoint] Citizen Name to the Airport Advisory Committee, term expiring June 2019.

ATTACHMENTS:

- ▣ Committee Applications



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

- ☒ AIRPORT ADVISORY COMMITTEE
☐ BOARD OF REVIEW
☐ COMPENSATION COMMISSION
☐ DDA/MAIN STREET BOARD

- ☐ HISTORIC DISTRICT COMMISSION
☐ HOUSING COMMISSION
☐ PLANNING COMMISSION
☐ RECREATION ADVISORY COMMITTEE

- ☐ SHADE TREE COMMISSION
☐ ZONING BOARD OF APPEALS
☐ OTHER _____
☐ NO PREFERENCE

PLEASE PRINT

NAME: Scott Woody

ADDRESS: 208 Alice St.

HOME PHONE: _____ CELL PHONE: (989) 390-5472

EMAIL: N808HC@charlevoix.net

ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 5 yrs.

HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? _____

EDUCATIONAL BACKGROUND: Same BA from Embury Riddle Aero Univ.
Michigan Institute of Aeronautics.

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Same Airport Manager, consultant
and Pilot.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Same - Formered Committee in 2014

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

Same Committee

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

Same NO I do not do business with the Airport

REASON(S) YOU WISH TO SERVE: Same - move airport forward and help
get the million dollar grant back that has been lost.

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

SIGNATURE: Scott Woody DATE: 5/22/17

RETURN APPLICATION TO THE CITY CLERK'S OFFICE:

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



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

<input checked="" type="checkbox"/> AIRPORT ADVISORY COMMITTEE	<input type="checkbox"/> HISTORIC DISTRICT COMMISSION	<input type="checkbox"/> SHADE TREE COMMISSION
<input type="checkbox"/> BOARD OF REVIEW	<input type="checkbox"/> HOUSING COMMISSION	<input type="checkbox"/> ZONING BOARD OF APPEALS
<input type="checkbox"/> COMPENSATION COMMISSION	<input type="checkbox"/> PLANNING COMMISSION	<input type="checkbox"/> OTHER _____
<input type="checkbox"/> DDA/MAIN STREET BOARD	<input type="checkbox"/> RECREATION ADVISORY COMMITTEE	<input type="checkbox"/> NO PREFERENCE

PLEASE PRINT

NAME: DENNIS KUSINA
ADDRESS: 205 Elm St. CHARLEVOIX MI. 49720
HOME PHONE: 547-4844 CELL PHONE: 231-590-5290
EMAIL: dkusina@charlevoixmi.net
ARE YOU A REGISTERED VOTER IN THE CITY? Yes HOW LONG HAVE YOU LIVED IN THE CITY? Since 1976
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? NO.

EDUCATIONAL BACKGROUND: BS Northern Michigan Marketing Associate Degree
Northwood Institute Automobile Marketing

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Owned & Operated Kusin Motor Insurance
Agent Farm Bureau Insurance

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: CHX CHAMBER Ambassador, Saint Mary's Parish
Council

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
CHX DDA, CHX Planning Commission, CHX City Council, Charlevoix
Main Street

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

REASON(S) YOU WISH TO SERVE: To help to make Charlevoix City Airport
the best airport in Michigan.

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

SIGNATURE: Dennis W Kusina DATE: 4/26/16

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



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

<input checked="" type="checkbox"/> AIRPORT ADVISORY COMMITTEE	<input type="checkbox"/> HISTORIC DISTRICT COMMISSION	<input type="checkbox"/> SHADE TREE COMMISSION
<input type="checkbox"/> BOARD OF REVIEW	<input type="checkbox"/> HOUSING COMMISSION	<input type="checkbox"/> ZONING BOARD OF APPEALS
<input type="checkbox"/> COMPENSATION COMMISSION	<input type="checkbox"/> PLANNING COMMISSION	<input type="checkbox"/> OTHER _____
<input type="checkbox"/> DDA/MAIN STREET BOARD	<input type="checkbox"/> RECREATION ADVISORY COMMITTEE	<input type="checkbox"/> NO PREFERENCE

PLEASE PRINT

NAME: Charles Scherping
ADDRESS: P.O. Box 67
HOME PHONE: 231 330 0353 CELL PHONE: _____
EMAIL: charlesscherping@BBCGlobal.net
ARE YOU A REGISTERED VOTER IN THE CITY? NO HOW LONG HAVE YOU LIVED IN THE area - 50 year
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? NO

EDUCATIONAL BACKGROUND: BS in Electronic Eng.

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Flight Instructor & SINCE 1971

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: on the zoning Board for 10 year

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

Zoning Board of appeal

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

No

REASON(S) YOU WISH TO SERVE: concern about Airport

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? No/yes

SIGNATURE: C. Scherping DATE: 4/28/2017

RETURN APPLICATION TO THE CITY CLERK'S OFFICE:

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

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager Comments

DATE: June 5, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

As you can see, we are experimenting with our new agenda software and as such, there are some formatting changes. We will continue to tweak the process and systems; please share your feedback with me.

ATTACHMENTS:

▣ Manager's Report



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

Charlevoix City Manager's Office
231-547-3270 markh@cityofcharlevoix.org

Memo

To: The Honorable Mayor Kurtz and the Charlevoix City Council

From: Mark L. Heydlauff, City Manager

Subject: City Manager's Report for June 5, 2017

Date: June 1, 2017

A. Congratulations to Mike Hodge

Longtime City mechanic, Mike Hodge, retired yesterday after 26 years and three months of service to the City. If you see Mike around town, please wish him well after his dedicated service to the community. Mitchell Farrell began work on Tuesday and successfully replaced the radiator on the street sweeper today!

B. Paperless Packets

We have used the new agenda program to build this meeting's agenda. Please give me feedback on how it looks and we can still make tweaks. We'll run this process again for the June 19 agenda packet. Ideally, I'd like to have you do the test with iPads (supported with paper) for the July 3 meeting with and be paperless for July 17.

C. Sustainable Built Environment Initiative

Representatives from Michigan State University's School of Planning and Design will be in town on June 7 for the review of our downtown alleys and pedestrian infrastructure. The public meeting will be held at the Library at 6pm and is planned as a series of round table discussions among the participants. They will visit a couple more times later in the summer and early fall before providing their ideas and recommendations to us.

The following events are planned in public spaces during the month of June:

- June 3rd - Charlevoix Craft Beer Festival, Robert Bridge Memorial Park
- June 7th – 11th - Charlevoix Area Trout Tournament, East Park
- June 12th – 16th - Kid's Day Camp – Elm Street Closed between 9:45 a.m. – 3:30 p.m.
- June 15th – Green Market Day at Farmer's Market
- June 16th - Annual Charlevoix Summer Open House, Downtown Charlevoix
- June 19th – City Council meeting to be held at the Depot

- June 21st – 24th – Charlevoix Marathon, Robert Bridge Memorial Park – Race on June 24th
- June 24th & 25th – 16th Annual Summer Art Show, East Park
- June 25th – Charlevoix Historical Society “Depot 125- An 1892 Experience” Family Gala, Depot Beach
- Every Thursday – Farmer’s Market in East Park
- June 22nd – Labor Day on Tuesdays & Thursdays - Yoga in East Park
- June 29th– Summer Concert Series in Odmark Pavilion