

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, July 3, 2017- 7:00 PM
Council Chambers, 210 State Street, Charlevoix, MI 49720

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Officer James Schlappi- Recipient of Medal of Valor
Gerard Doan, Chief of Police
 - B. Lake Michigan Beach Park Conceptual Designs
Ken Polakowski, Shade Tree Commission Member
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - June 19, 2017
 - B. Accounts Payable and Payroll Check Registers
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Capital Budget
Mark L. Heydlauff, City Manager
 - B. Branding & Logo Design
Lindsey J. Dotson, Charlevoix Main Street Executive Director
- 7. All Other Actions and Requests**
 - A. Fire Pit Policy Options
Mark L. Heydlauff, City Manager
 - B. Boyne City to Charlevoix Trail Support
Mark L. Heydlauff, City Manager
 - C. Food Truck Pilot Policy Renewal
Mark L. Heydlauff, City Manager
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments
 - C. Mayor and Council Comments
- 9. Other Council Business**
- 10. Adjourn**

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing

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

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Officer James Schlappi- Recipient of Medal of Valor

DATE: July 3, 2017

PRESENTED BY: Gerard Doan, Chief of Police

BACKGROUND:

On March 18, 2017 at approximately 4:40 pm, the Charlevoix City Fire Department was dispatched to a structure fire at 406 W. Lincoln St in the City of Charlevoix. Officer James Schlappi was on duty at the time and responded to the fire to assist. Officer Schlappi arrived to find that the fire was inside an attached porch area blocking the rear exit of the house. He then went around to the front of the house and checked the front door which was partially blocked by furniture inside the living room area of the house. Officer Schlappi made entry into the home and found that the fire had broken through the kitchen area and the flames were spreading across the ceiling to where the occupant of the home was standing in the living room area.

Officer Schlappi ordered the occupant to get out of the house but the occupant was on the phone with 911 and appeared confused and kept looking for his boots in the burning home. Officer Schlappi quickly assisted in finding his boots and helped him out of the house. At this time Officer looked back and saw that fire had engulfed the living room and was coming out the windows.

Officer James Schlappi has been with our department for twenty four years and his dedication to the Department and to the citizens of Charlevoix is without measure. Officer Schlappi went above and beyond when responding to this call for aid; he thought of the occupants of the home before his own safety and did not hesitate when he knew someone could be in danger.

Officer Schlappi has been awarded the Medal of Valor Award from the Michigan Association of Chiefs of Police and was presented the award at a dinner ceremony on Tuesday June 27, 2017 in Bellaire.

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Lake Michigan Beach Park Conceptual Designs

DATE: July 3, 2017

PRESENTED BY: Ken Polakowski, Shade Tree Commission Member

BACKGROUND:

Ken Polakowski has been working on a conceptual design for the future of Lake Michigan Beach Park. Mayor Kurtz requested he provide an update on this planning for Council and the community.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - June 19, 2017

DATE: July 3, 2017

ATTACHMENTS:

- ▣ City Council Meeting Minutes June 19, 2017

**CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, June 19, 2017 – 7:00 p.m.**

Charlevoix Historic Train Depot, 307 Chicago Ave., 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

A. USCG Station Charlevoix

Chief Petty Officer Marcus Collison was given command of the United States Coast Guard Station Charlevoix in a ceremony on June 9, 2017. Chief Collison recalled a brief history of his years of service with the Coast Guard and the capacity of the Charlevoix post. He thanked everyone for welcoming his family to the community.

Denise Fate, Charlevoix Historical Society President, recalled the history of the Depot and explained the schedule of events for the 125th Anniversary celebration this weekend.

4. Inquiry Regarding Conflicts of Interest

Mayor Kurtz stated he would recuse himself from the Taxiway item.

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 – June 5, 2017 Regular Meeting
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – June 1, 2017
 - b. Regular Accounts Payable Check Register – June 20, 2017
 - c. ACH Payments – June 5, 2017 to June 16, 2017
 - d. Payroll Check Register – June 16, 2017
 - e. Payroll Transmittal – June 16, 2017
 - f. Tax Disbursement – June 20, 2017
- C. Venetian Festival Fireworks
- D. Grant Application for Grand Traverse Band of Ottawa and Chippewa Indians
- E. Harbormaster and Assistant Harbormaster Job Description Revisions

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

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

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. Taxiway A Improvement Project

Mayor Kurtz recused himself. Interim Airport Manager Wyman indicated that this improvement project will bring our existing taxiways up to current FAA specifications. He explained our consultant, RS&H will be handling the construction administrative duties, as well as the phasing duties of this project. After receiving bids for the Taxiway A Rehabilitation Project, RS&H recommended Elmer's Crane and Dozer. Interim Airport Manager Wyman noted that the City will be receiving the final grant application for the Taxiway A Rehabilitation in the amount of \$1,349,000.25.

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

**CITY OF CHARLEVOIX
RESOLUTION NO. 2017-06-02
EXECUTION OF AMENDMENT NO.1 TO THE AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES**

(Federal Project No. 3-26-0017-2117)

WHEREAS, the City is approving an amendment to the Contract for Professional Engineering Services with RS&H Michigan, Inc. for the Taxiway Alpha Rehabilitation and Taxiway Alpha Lighting Rehabilitation; and

WHEREAS, the additional design is for replacement of a navigational aid (REIL) on runway 09 and runway 27; and

WHEREAS, the scope of the construction administration includes review of all contractor submittals, requests of information, testing information, change orders, attending weekly construction progress meetings as well as providing full-time construction staff, and production of construction and FAA grant documentation; and

WHEREAS, an independent cost analysis has been performed by MDOT Aeronautics and the cost was found to be reasonable for the services provided; and

WHEREAS, this contract will also be included in the FAA AIP Grant, 3-26-0017-2117 with the project funding breakdown of 90% Federal, 5% State (MDOT) and 5% Local match.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the amendment to the Taxiway Alpha Rehabilitation design contract which includes construction administration, after review by City Staff and the City Attorney.

RESOLVED this 19th day of June, 2017 A.D.

Resolution was adopted by the following yeas and nays vote:

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

**CITY OF CHARLEVOIX
RESOLUTION NO. 2017-06-03
EXECUTION OF CONSTRUCTION CONTRACT FOR TAXIWAY ALPHA REHABILITATION
(Federal Project No. 3-26-0017-2117)**

WHEREAS, the City is approving a construction contract with Elmer's Crane and Dozer, Inc. in the amount of one million two hundred twenty-nine thousand dollars and twenty-five cents (\$1,229,000.25) for the Taxiway Alpha Rehabilitation project resulting from the project bid opening on May 11, 2017 and RS&H Michigan, Inc.'s recommendation to award the construction contract to Elmer's Crane and Dozer, Inc.; and

WHEREAS, the proposed construction start date is September of 2017; and

WHEREAS, this contract will also be included in the FAA AIP Grant, 3-26-0017-2117 with the project breakdown of 90% Federal, 5% State (MDOT) and 5% Local match.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the construction contract with Elmer's Crane and Dozer, Inc. for the Taxiway Alpha Rehabilitation project in the amount of one million two hundred twenty-nine thousand dollars and twenty-five cents (\$1,229,000.25) after review by City Staff and the City Attorney.

RESOLVED this 19th day of June, 2017 A.D.

Resolution was adopted by the following yeas and nays vote:

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

**CITY OF CHARLEVOIX
RESOLUTION NO. 2017-06-04
EXECUTION OF GRANT APPLICATION
(Federal Project No. 3-26-0017-2117)**

WHEREAS, the City is submitting a grant application to the Federal Aviation Administration (FAA) for the Taxiway Alpha Rehabilitation Construction Contract, Amendment No.1 To The Agreement For Professional Engineering Services for the Taxiway Alpha Rehabilitation; and

WHEREAS, the FAA and MDOT will provide the City with a grant application agreement; and

WHEREAS, the grant agreement will be in the amount of one million three hundred forty-nine thousand dollars and twenty-five cents (\$1,349,000.25) with the grant agreement funding breakdown of 90% Federal, 5% State (MDOT) and 5% Local match; and

WHEREAS, the City of Charlevoix Local Share of the grant will be sixty-seven thousand four hundred fifty dollars and one cent (\$67,450.01).

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the FAA and MDOT grant application and grant agreement after review by City Staff and the City Attorney.

RESOLVED this 19th day of June, 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 Kalbfell, to approve Resolution 2017-06-02, Resolution 2017-06-03 and Resolution 2017-06-04, and to authorize the City Manager to sign the agreements after review by Staff and the City Attorney; and authorize the City Manager to sign the Construction Contracts for the Taxiway A Rehabilitation.

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

B. Energy Assistance Fund Opt-out

Mayor Kurtz rejoined the meeting. Electric Superintendent Swem recalled that Michigan's Public Act 95 created the Low-Income Energy Assistance Fund which provides money to low income households for heating assistance. To participate, the City would be required to collect a monthly surcharge of a dollar from each retail meter account. Staff felt that the estimated \$36,000 collected was more than we would ever use to help electric customers in Charlevoix, and therefore our dollars would be subsidizing other utilities rather than helping our customers. He explained that the other choice is to opt out, which means the City would not be a part of this fund. As a result, during the winter our customers would not be eligible for emergency assistance with their utility bills from this fund, and at the same time the City would be prevented from shutting off any residential service for non-payment.

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

Motion by Councilmember Cole, second by Councilmember Oleksy, to opt-out of the requirements of Public Act 95 of 2013.

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

C. Mayoral Appointments

The DDA/Main Street Board has a vacancy with the resignation of Dianne DuPont. This is a Mayoral appointment with Council approval, term expiring April 2019. The Recreation Advisory Committee has a vacancy with the resignation of Jennifer Sell. This is a Mayoral appointment with Council approval, term expiring December 2018. Recreation Director Kirinovic recommended Roger Gowell to fill this position.

Councilmember Gibson commented that Council did not receive three day advance notice of the nominees per the Volunteer Boards and Commission Policy. Mayor Kurtz acknowledged that he emailed and called Council when he realized the notification oversight. He commented that he reached out to Council when he realized the error and he felt that it was appropriate for Council to give him the courtesy of informing him in advance whether it was a problem or to challenge the nomination.

Motion by Councilmember Gibson to table these appointments until the July 3rd meeting after we receive the three day written notification from the Mayor of his desired appointees. Motion died for lack of a second.

Motion by Councilmember Perron, second by Councilmember Cole, to appoint Carissa Mullaney to the DDA/Main Street Board, term expiring April 2019.

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

Motion by Councilmember Cole, second by Councilmember Kalbfell, to appoint Roger Gowell to the Recreation Advisory Committee, term expiring December 2018.

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

8. Reports & Communications

A. Public Comments

Carol Mack-Griffin indicated that she did not get a good response from City officials regarding bonfires in the neighboring yard. She expressed concern with noxious fumes and falling ash. Councilmember Gibson recalled that she received an evasive reply when she questioned the previous Zoning Administrator. City Manager Heydlauff commented that a nuisance for one may not be a nuisance for another however; he explained that his previous community created a set of rules for backyard fire pits which worked well. He will present a draft to Council at the next meeting.

B. City Manager Comments

City Manager Heydlauff reported on the following:

- Tennis and basketball courts are being resurfaced
- Approved a noise ordinance waiver for brick removal at the Trademark building
- HVAC system is being removed from City Hall
- City Attorney advised that Council could continue negotiations with the two Marion Center property bidders, if desired
- Kudos to Denise Fate and the Historical Society for preserving history at the Depot and Harsha House

C. Mayor & Council Comments

Councilmember Gibson questioned whether meeting audios could be archived so that the minutes could be less detailed. Clerk Golding explained that according to the Michigan Municipal Clerks Association best practice as well as the State of Michigan Retention Schedule, meeting audios should be destroyed once final minutes are approved: final minutes are the official record of the meeting. Clerk Golding also explained that minutes should record actions taken by Council, not what was said. Clerk Golding was directed to contact the City Attorney for his advice on this issue.

Councilmember Gibson suggested that Councilmembers should look at the Consent Agenda closely to discover conflicts of interest. She felt that Councilmember Kalbfell had a conflict on the Harbormaster Job Descriptions because she has a business at the Marina. Councilmember Kalbfell replied that she does not hire anyone at the Marina therefore she disagreed with having a conflict.

Councilmember Cole acknowledged Officer Schlappi and the EMS crew for saving a life at the golf course. On a personal note Councilmember Cole commented that several of his out of town guests loved Charlevoix with one purchasing a home here.

Mayor Kurtz invited everyone to attend the events at the Depot this weekend. He commented that Charlevoix had exciting events planned for this summer. He stated that open Council communication was important and he encouraged anyone with an issue to contact himself or Councilmembers.

9. **Other Council Business**

Mayor Kurtz felt that the Volunteer Board Policy was beneficial and reiterated that he informed Council of his appointment nominees as soon as he discovered the notification error.

Motion by Councilmember Gibson, second by Councilmember Oleksy, to rescind the Volunteer Board and Committee Appointment Policy because we don't want to follow the process.

Yeas: Gibson, Oleksy

Nays: Kalbfell, Perron, Cole, Hagen

Motion failed.

10. **Adjourn**

The Mayor stated if there were no objections, the meeting would adjourn. Meeting adjourned at 7:42 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 06/01/2017			
FABIANO BROTHERS	951.00	IMPERIAL BEVERAGE	1,038.00
GRIFFIN BEVERAGE CO	1,706.00		
HURON DISTRIBUTING INC	969.00	TOTAL	4,664.00
Regular Accounts Payable – 06/20/2017			
ABRAMOWSKI, DWAIN M.	25.00	AVFUEL CORPORATION	39,540.67
ACE HARDWARE	3,211.98	B & L SOUND INC	644.74
ALAN'S GARDENS	35.00	BECK, MADELINE	45.00
ALL-PHASE ELECTRIC SUPPLY CO.	405.27	BLARNEY CASTLE OIL CO	649.40
AMERICAN WASTE INC.	2,295.56	BRACE TWINE	93.68
ARGUS/HAZCO	606.00	BRADFORD'S	52.00
AUTO VALUE	599.70	CAL SIGN COMPANY	1,750.00

CARQUEST OF CHARLEVOIX	1,111.36	NORTH COUNTRY CRITTERS	38.00
CCP INDUSTRIES INC	282.34	NORTHERN CREDIT BUREAU	305.41
CENTRAL DRUG STORE	29.91	NORTHERN FIRE & SAFETY INC.	553.65
CHARLEVOIX AREA CHAMBER OF COMM	7,500.00	NORTHERN LAKES	3,500.00
CHARLEVOIX COUNTY NEWS	230.00	NORTHWEST DESIGN GROUP	7,875.00
CHARLEVOIX COURIER	63.00	OLESON'S FOOD STORES	302.42
CHARLEVOIX SCREEN MASTERS INC	840.00	OLSON BZDOK & HOWARD	992.00
CHARTER COMMUNICATIONS	192.34	P.K. CONTRACTING	16,470.75
CINTAS CORPORATION	150.36	PARASTAR INC.	922.75
CINTAS CORPORATION #729	179.26	PERFORMANCE ENGINEERS INC	8,506.75
CITY OF CHARLEVOIX - UTILITIES	24,969.27	POND HILL FARM LLC	103.00
CMP DISTRIBUTORS INC.	830.00	POWER LINE SUPPLY	4,741.62
COBAUGH, DANIEL	15.00	PREFERRED WASTE 2 LLC	120.00
COOK FAMILY FARMS	182.00	PREIN & NEWHOF	463.00
CROSS CUT CONCRETE CUTTING	359.40	PRO WEB MARKETING LLC	40.00
CRYSTAL FLASH ENERGY	895.66	QUICK CARE MEDICAL CENTER	301.00
DHASELEER, CARL	35.00	RANGE TELECOMMUNICATIONS	135.60
ELLSWORTH FARMER'S EXCHANGE	122.00	REHMANN-ROBSON & CO	750.00
FAMILY FARM & HOME	805.42	RESIDEX LLC	205.93
FARMER WHITE'S	43.00	RH ELECTRONICS	128.00
FARRELL, MITCHELL L.	38.13	RICK-BIDDICK, MICHELLE	1,740.00
FREEDOM MAILING SERVICES INC.	2,330.45	ROTARY CLUB OF CHARLEVOIX	37.50
FUTURE ENVIRONMENTAL INC	320.00	ROWE PROFESSIONAL SERVICES CO	517.50
GELDERBLOM, PAUL	50.00	RUSTIC BAKER	45.00
GERBER HOMEMADE SWEETS	28.00	SEARS COMMERCIAL ONE	49.99
GINOP SALES INC	224.01	SHINDORF BUILDERS	455.00
GOLOVICH, RENEE	20.00	SHORELINE POWER SERVICES INC.	3,585.00
GORDON FOOD SERVICE	208.47	SITE ONE LANDSCAPE SUPPLY	70.00
GREAT LAKES COCA-COLA DISTR	225.34	SOUND ENVIRONMENTS	240.00
GRULER'S FARM SUPPLY INC	179.70	SPARTAN DISTRIBUTORS INC	51.39
HARRELL'S	2,308.00	STATE OF MICHIGAN	89.86
HEP'S HOMEBAKED GRANOLA	19.00	STATE OF MICHIGAN	435.00
HYDE SERVICES LLC	10,830.97	STATE OF MICHIGAN	95.00
HYDRO CORP	515.00	SUPERIOR MECHANICAL	490.00
IDEXX DISTRIBUTION INC.	1,102.20	SURFACE ECO BLAST	3,600.00
INDEPENDENT DRAFTING SERVICES	350.00	SWANK MOTION PICTURES	1,341.00
JACK DOHENY SUPPLIES INC	417.26	SWEETWATER BLUES BAND	1,500.00
JANE'S SASSY SALSA	30.00	TERMINAL SUPPLY CO	88.62
JOE'S PROFESSIONAL SERVICES LLC	300.00	TRAVERS, MANUEL J.	50.00
JOHNNY MAC'S SPORTING GOODS	306.10	TRAVERSE REPRODUCTION	362.50
KSS ENTERPRISES	1,011.07	UP NORTH PROPERTY SERVICES LLC	3,190.00
LEESE, M. CHRIS	91.93	USA BLUE BOOK	1,190.07
LINTON, ROBERT	65.00	VILLAGE GRAPHICS INC.	760.46
LOTTIE'S BAGELS	99.50	WATTA COOKIE LLC	31.00
MATELSKI, KIMBERLY A.	52.85	WBCM RADIO INC	200.00
MCCARDEL CULLIGAN-PETOSKEY	50.00	WCCW RADIO INC	200.00
MCKINNEY, RUTH	132.20	WHITLEY, JILLIAN	30.00
MCLAUGHLIN, TREY	75.00	WILBERT BURIAL VAULT CO	230.40
MEIER III, CHARLES A.	32.00	WILK, MARK	133.10
MICHELS, CHRISTOPHER	150.00	WINNIE'S ORIGINAL LLC	8.00
MICHIGAN MUNICIPAL ELECTRIC	25.00	WITTHOEFT, CHARLES	150.00
MICHIGAN OFFICEWAYS INC	1,288.12	WOLGAST CORPORATION	350.00
MUNSON MEDICAL CENTER	165.00	WORK & PLAY SHOP	42,037.77
MUTT MITT	1,947.62		
NEALIS ENGINEERING	10,375.00	TOTAL	233,961.28

ACH Payments – 06/05/2017 to 06/16/2017

MI PUBLIC POWER AGENCY	11,340.94	ALERUS FINANCIAL (HCSP)	420.00
PAYMENT SERVICE NETWORK	237.30	STATE OF MI (WITHHOLDING TAX)	5,924.28
STATE OF MI (SALES TAX)	16,067.95	VANTAGEPOINT (401 ICMA PLAN)	713.94
MI PUBLIC POWER AGENCY	7,947.16	VANTAGEPOINT (457 ICMA PLAN)	13,605.75
DTE ENERGY	4,748.80	VANTAGEPOINT (ROTH IRA)	961.53
IRS (PAYROLL TAX DEPOSIT)	42,144.26	TOTAL	104,111.91

Payroll Net Pay – Pay Period Ending 06/10/2017 (Paid 06/16/2017)

WELLER, LINDA JO	1,499.87	DOTSON, LINDSEY J.	1,421.14
HEYDLAUFF, MARK L.	2,161.23	LOY, EVELYN R.	1,050.16
GOLDING, JOYCE M.	1,132.69	KLOOSTER, ALIDA K.	1,566.57
DEROSIA, PATRICIA E.	932.48	GOLOVICH, KAREN J.	970.67

SPENCLEY, PATRICIA L.	1,317.48	BOSS, SHERRY M.	255.88
PANOFF, ZACHARY R.	1,995.35	KIRINOVIC, THOMAS F.	513.52
LEESE, MERRI C.	523.99	STEBE, LAURA A.	92.35
MCGINN, KELLY A.	1,618.00	SROUFE, MARC E.	217.98
JONES, JANET M.	462.54	SROUFE, PAMELA B.	116.36
DOAN, GERARD P.	1,603.59	MILAN, JANE E.	246.12
SCHLAPPI, JAMES L.	1,332.42	ANZELL, BETH A.	494.73
UMULIS, MATTHEW T.	1,698.16	BERNIER, RACHEL M.	27.02
HANKINS, SCOTT A.	1,713.53	DIXON, MIKAYA S.	33.91
ORBAN, BARBARA K.	1,654.78	HOLECHECK, JENNACA R.	41.62
TRAEGER, JASON A.	1,557.91	LABELLE, DAVIS B.	110.82
FLICKEMA, ANDREW M.	1,777.92	HEID, THOMAS J.	1,299.22
MATELSKI, KIMBERLY A.	1,188.90	LEESE, ALAN K.	424.58
RILEY, DENISE M.	434.62	GRUNCH, RONALD J.	438.60
EVANS JR, HALBERT K.	1,470.62	DAVIS, RONALD L.	306.87
KLOOSTER, PATRICK H.	1,050.59	FAIRCHILD, GALEN W.	393.04
BINGHAM, LARRY E.	836.39	DAKROUB, JOSEPH E.	207.81
ENGSTROM, TYLER A.	600.58	MASSON, DONALD J.	491.26
WARNER, PAYTON J.	716.09	KUSINA, DENNIS W.	226.86
MATELSKI, RYAN G.	604.30	LABLANCE, MAUREEN J.	284.79
GREENE, GLORIA C.	222.06	LIVINGSTON, BRIAN D.	795.39
DAVIS, LEAH R.	629.88	VANLOO, JOSEPH G.	888.89
TELGENHOF, WILL G.	645.24	WYMAN, MATTHEW A.	1,450.92
WILLIAMS, BRANDON S.	271.11	BOSS, RYDER S.	526.61
GREYERBIEHL, KELLY M.	254.86	MILLER, WILLIAM S.	1,116.51
WURST, RANDALL W.	1,161.90	HOUSER, JAMES F.	725.15
MAYER, SHELLEY L.	1,604.77	DOUGLAS, MARK	102.57
HILLING, NICHOLAS A.	1,092.80	STEVENS, JEFFREY W.	216.21
MEIER III, CHARLES A.	1,481.00	RILEY, CASEY W.	326.17
ZACHARIAS, STEVEN B.	1,538.82	JONES, LARRY M.	875.10
EATON, BRAD A.	1,854.58	FLORE, ROBERT A.	286.05
WILSON, TIMOTHY J.	2,018.94	WILLSON, BRENDA R.	283.81
LAVOIE, RICHARD L.	1,630.19	BEAN, PETER J.	1,244.20
STEVENS, BRANDON C.	1,884.90	FENNELL, DREW M.	544.82
DRAVES, MARTIN J.	1,769.70	RILEY, REBECCA J.	145.52
BROWN, STEPHANIE C.	1,042.19	WHITLEY, TYLER J.	86.95
ANDERSON, ELIZABETH A.	1,151.81	MCCALIB, RACHELLE L.	52.86
ELLIOTT, PATRICK M.	2,004.05	TRAVERS, MANUEL J.	955.65
SCHWARTZFISHER, JOSEPH L.	1,221.87	SILVA, JESSE L.A.	161.14
BRADLEY, KELLY R.	1,237.06	RILEY, DANIEL A.	820.68
HART II, DELBERT W.	1,623.49	KLINGER, LUCAS D.	453.96
JONES, ROBERT F.	1,246.33	KLINGER, BRADLEY W.	238.46
DORAN, JUSTIN J.	1,202.53	WILLIAMS, SYDNEY K.	431.22
FARRELL, MITCHELL L.	1,428.24	SWEM, DONALD L.	1,878.06
MANKER JR, DAVID W.	558.38	WHITLEY, ANDREW T.	1,913.41
MANKER SR, DAVID W.	724.16	MORRISON, KEVIN P.	1,184.65
BECKER, MICHAEL S.	669.97	HODGE, MICHAEL J.	5,510.63
NEDWICK, DAVID J.	488.87	HODGE, MICHAEL J.	5,687.27
FREY, DYLAN V.	321.25	JOHNSON, STEVEN P.	1,359.34
HAWKINS, JAMES S.	419.80	BISHAW, JAMES H.	604.97
MCGHEE, ROBERT R.	1,079.93	ITTER, DAVID M.	35.46
CRANDELL, ZACKARY R.	495.26	GILL, DAVID R.	983.43
LEITNER, RYAN S.	730.17	MATTER, DAWSON K.	2,151.49
FERGUSON, ROYCE L.	688.92	TOTAL	111,548.49

Payroll Transmittal – 06/16/2017

4FRONT CREDIT UNION	307.69	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	191.88	COMMUNICATION WORKERS OF AMER	516.80
AMERICAN FAMILY LIFE	461.64	MI STATE DISBURSEMENT UNIT	401.83
CHAR EM UNITED WAY	59.00	PRIORITY HEALTH	1,990.01
CHARLEVOIX STATE BANK	1,284.62	TOTAL	5,363.47

Tax Disbursement – 06/20/2017

CHARLEVOIX COUNTY TREASURER	2,450.86	CITY OF CHARLEVOIX - TAXES DUE	3,408.39
CHARLEVOIX COUNTY TREASURER	16.39	RECREATIONAL AUTHORITY	87.79
CHARLEVOIX DISTRICT LIBRARY	447.22	STATE OF MICHIGAN	11.85
CHARLEVOIX PUBLIC SCHOOLS	446.53	STATE OF MICHIGAN	6,235.79
CHARLEVOIX PUBLIC SCHOOLS	46.96		
CHARLEVOIX PUBLIC SCHOOLS	67.70	TOTAL	13,219.48

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: July 3, 2017

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
06/14/2017		
120489	SULLIVAN, LAWRENCE R	500.00
Total 06/14/2017:		500.00
Grand Totals:		500.00

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

06/14/17 Special Accounts Payable Run	\$	500.00
06/22/17 Special Accounts Payable Run	\$	56,730.28
06/30/17 Payroll (net pay)	\$	109,481.76
06/30/17 Payroll Transmittal Checks	\$	5,316.39
07/05/17 Regular Accounts Payable	\$	349,930.32
Checks Sub-Total:	\$	521,958.75

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

06/19/17 MI Public Power Agency	\$	24,544.60
06/26/17 MI Public Power Agency	\$	17,501.95
06/26/17 MI Public Power Agency	\$	236,510.64
06/30/17 IRS (Payroll Tax Deposit)	\$	39,597.21
06/30/17 Alerus Financial (HCSP)	\$	420.00
06/30/17 State of MI (Withholding Tax)	\$	5,789.00
06/30/17 Vantagepoint (401 ICMA Plan)	\$	713.94
06/30/17 Vantagepoint (457 ICMA Plan)	\$	12,884.34
06/30/17 Vantagepoint (Roth IRA)	\$	961.53
06/30/17 MERS (Defined Benefit Plan)	\$	46,025.09
ACH Sub-Total:	\$	384,948.30

Huntington National Bank Total: \$ 906,907.05

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

07/05/17 Tax Disbursement	\$	-
Charlevoix State Bank Total:	\$	-

Grand Total: \$ 906,907.05

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

M = Manual Check, V = Void Check

Check Number	Payee	Amount
06/22/2017		
120490	AT&T	1,933.84
120491	AT&T LONG DISTANCE	111.89
120492	AT&T MOBILITY	92.01
120493	CHARLEVOIX STATE BANK	9,895.48
120494	CHARLEVOIX TOWNSHIP	15.23
120495	CHARTER COMMUNICATIONS	822.39
120496	DELTA DENTAL	3,450.99
120497	GREAT LAKES ENERGY	169.48
120498	METLIFE SMALL BUSINESS CENTER	690.97
120499	PRIORITY HEALTH	38,978.54
120500	VERIZON WIRELESS	56.72
120501	VISION SERVICE PLAN	512.74
Total 06/22/2017:		56,730.28
Grand Totals:		56,730.28

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/24/2017	PC	06/30/2017	23652	WELLER, LINDA JO	101		1,499.87
06/24/2017	PC	06/30/2017	23653	HEYDLAUFF, MARK L.	102		2,161.23
06/24/2017	PC	06/30/2017	23654	GOLDING, JOYCE M.	106		1,132.69
06/24/2017	PC	06/30/2017	23655	DEROSIA, PATRICIA E.	107		914.74
06/24/2017	PC	06/30/2017	23656	DOTSON, LINDSEY J.	109		1,421.14
06/24/2017	PC	06/30/2017	23657	LOY, EVELYN R.	117		1,050.16
06/24/2017	PC	06/30/2017	23658	KLOOSTER, ALIDA K.	121		1,566.57
06/24/2017	PC	06/30/2017	23659	GOLOVICH, KAREN J.	122		970.67
06/24/2017	PC	06/30/2017	23660	SPENCLEY, PATRICIA L.	136		1,182.99
06/24/2017	PC	06/30/2017	23661	MILLER, FAITH G.	142		39.77
06/24/2017	PC	06/30/2017	23662	LEESE, MERRI C.	145		535.70
06/24/2017	PC	06/30/2017	23663	MCGINN, KELLY A.	146		1,618.00
06/24/2017	PC	06/30/2017	23664	JONES, JANET M.	148		501.32
06/24/2017	PC	06/30/2017	23665	DOAN, GERARD P.	201		1,603.59
06/24/2017	PC	06/30/2017	23666	SCHLAPPI, JAMES L.	204		955.61
06/24/2017	PC	06/30/2017	23667	UMULIS, MATTHEW T.	205		1,240.93
06/24/2017	PC	06/30/2017	23668	HANKINS, SCOTT A.	208		1,585.69
06/24/2017	PC	06/30/2017	23669	ORBAN, BARBARA K.	209		1,281.77
06/24/2017	PC	06/30/2017	23670	TRAEGER, JASON A.	210		1,174.31
06/24/2017	PC	06/30/2017	23671	FLICKEMA, ANDREW M.	211		1,356.78
06/24/2017	PC	06/30/2017	23672	MATELSKI, KIMBERLY A.	212		1,188.90
06/24/2017	PC	06/30/2017	23673	RILEY, DENISE M.	213		434.62
06/24/2017	PC	06/30/2017	23674	EVANS JR, HALBERT K.	214		1,470.62
06/24/2017	PC	06/30/2017	23675	KLOOSTER, PATRICK H.	216		1,050.59
06/24/2017	PC	06/30/2017	23676	BINGHAM, LARRY E.	224		836.39
06/24/2017	PC	06/30/2017	23677	ENGSTROM, TYLER A.	225		660.53
06/24/2017	PC	06/30/2017	23678	WARNER, PAYTON J.	229		879.83
06/24/2017	PC	06/30/2017	23679	MATELSKI, RYAN G.	230		849.92
06/24/2017	PC	06/30/2017	23680	GREENE, GLORIA C.	243		645.24
06/24/2017	PC	06/30/2017	23681	DAVIS, LEAH R.	245		645.24
06/24/2017	PC	06/30/2017	23682	TELGENHOF, WILL G.	246		645.24
06/24/2017	PC	06/30/2017	23683	WILLIAMS, BRANDON S.	248		510.67
06/24/2017	PC	06/30/2017	23684	GREYERBIEHL, KELLY M.	260		656.20
06/24/2017	PC	06/30/2017	23685	WURST, RANDALL W.	411		1,209.43
06/24/2017	PC	06/30/2017	23686	MAYER, SHELLEY L.	412		1,755.75
06/24/2017	PC	06/30/2017	23687	HILLING, NICHOLAS A.	413		1,333.14
06/24/2017	PC	06/30/2017	23688	MEIER III, CHARLES A.	421		1,179.22
06/24/2017	PC	06/30/2017	23689	ZACHARIAS, STEVEN B.	422		1,200.36
06/24/2017	PC	06/30/2017	23690	EATON, BRAD A.	515		2,116.24
06/24/2017	PC	06/30/2017	23691	WILSON, TIMOTHY J.	516		2,375.17
06/24/2017	PC	06/30/2017	23692	LAVOIE, RICHARD L.	519		1,652.85
06/24/2017	PC	06/30/2017	23693	STEVENS, BRANDON C.	521		1,799.16
06/24/2017	PC	06/30/2017	23694	DRAVES, MARTIN J.	523		1,691.46
06/24/2017	PC	06/30/2017	23695	BROWN, STEPHANIE C.	524		1,042.19
06/24/2017	PC	06/30/2017	23696	ANDERSON, ELIZABETH	526		1,151.81
06/24/2017	PC	06/30/2017	23697	ELLIOTT, PATRICK M.	600		2,004.05
06/24/2017	PC	06/30/2017	23698	SCHWARTZFISHER, JOS	603		1,173.13
06/24/2017	PC	06/30/2017	23699	BRADLEY, KELLY R.	614		1,415.70
06/24/2017	PC	06/30/2017	23700	HART II, DELBERT W.	616		1,226.48
06/24/2017	PC	06/30/2017	23701	JONES, ROBERT F.	618		1,549.29
06/24/2017	PC	06/30/2017	23702	DORAN, JUSTIN J.	621		1,536.26
06/24/2017	PC	06/30/2017	23703	FARRELL, MITCHELL L.	622		1,103.47
06/24/2017	PC	06/30/2017	23704	MANKER JR, DAVID W.	638		573.74
06/24/2017	PC	06/30/2017	23705	MANKER SR, DAVID W.	639		796.02
06/24/2017	PC	06/30/2017	23706	BECKER, MICHAEL S.	641		761.43
06/24/2017	PC	06/30/2017	23707	NEDWICK, DAVID J.	642		540.42
06/24/2017	PC	06/30/2017	23708	FREY, DYLAN V.	643		508.18

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/24/2017	PC	06/30/2017	23709	SHEPARD, ZACHARY N.	656		517.02
06/24/2017	PC	06/30/2017	23710	HART III, DELBERT W.	657		616.00
06/24/2017	PC	06/30/2017	23711	SLADEK, RYLYNN S.	660		460.50
06/24/2017	PC	06/30/2017	23712	HAWKINS, JAMES S.	662		408.84
06/24/2017	PC	06/30/2017	23713	MCGHEE, ROBERT R.	663		1,135.85
06/24/2017	PC	06/30/2017	23714	ALDEN, CAMDEN D.	670		274.39
06/24/2017	PC	06/30/2017	23715	MUMICH, BARRY J.	671		486.24
06/24/2017	PC	06/30/2017	23716	CRANDELL, ZACKARY R.	691		572.49
06/24/2017	PC	06/30/2017	23717	LEITNER, RYAN S.	692		808.66
06/24/2017	PC	06/30/2017	23718	FERGUSON, ROYCE L.	693		679.93
06/24/2017	PC	06/30/2017	23719	BOSS, SHERRY M.	695		293.38
06/24/2017	PC	06/30/2017	23720	KIRINOVIC, THOMAS F.	700		497.39
06/24/2017	PC	06/30/2017	23721	STEBE, LAURA A.	703		110.82
06/24/2017	PC	06/30/2017	23722	SROUFE, MARC E.	705		159.83
06/24/2017	PC	06/30/2017	23723	SROUFE, PAMELA B.	707		127.44
06/24/2017	PC	06/30/2017	23724	MILAN, JANE E.	711		1,092.80
06/24/2017	PC	06/30/2017	23725	ANZELL, BETH A.	712		644.68
06/24/2017	PC	06/30/2017	23726	BERNIER, RACHEL M.	718		723.93
06/24/2017	PC	06/30/2017	23727	MACGILLIVRAY, RAYMO	720		741.74
06/24/2017	PC	06/30/2017	23728	DIXON, MIKAYA S.	736		620.21
06/24/2017	PC	06/30/2017	23729	MILAN, BAC P.	740		609.64
06/24/2017	PC	06/30/2017	23730	HOLECHECK, JENNACA	777		620.85
06/24/2017	PC	06/30/2017	23731	LABELLE, DAVIS B.	778		351.16
06/24/2017	PC	06/30/2017	23732	BAILEY, ALYSSA M.	787		609.06
06/24/2017	PC	06/30/2017	23733	HEID, THOMAS J.	802		1,299.22
06/24/2017	PC	06/30/2017	23734	LEESE, ALAN K.	835		426.64
06/24/2017	PC	06/30/2017	23735	HART, DAVID R.	836		78.50
06/24/2017	PC	06/30/2017	23736	GRUNCH, RONALD J.	844		313.71
06/24/2017	PC	06/30/2017	23737	DAVIS, RONALD L.	853		187.96
06/24/2017	PC	06/30/2017	23738	FAIRCHILD, GALEN W.	855		372.94
06/24/2017	PC	06/30/2017	23739	DAKROUB, JOSEPH E.	860		307.12
06/24/2017	PC	06/30/2017	23740	MASSON, DONALD J.	861		523.46
06/24/2017	PC	06/30/2017	23741	KUSINA, DENNIS W.	862		279.72
06/24/2017	PC	06/30/2017	23742	LABLANCE, MAUREEN J.	863		360.92
06/24/2017	PC	06/30/2017	23743	LIVINGSTON, BRIAN D.	866		844.01
06/24/2017	PC	06/30/2017	23744	VANLOO, JOSEPH G.	902		699.11
06/24/2017	PC	06/30/2017	23745	WYMAN, MATTHEW A.	927		1,450.92
06/24/2017	PC	06/30/2017	23746	BOSS, RYDER S.	932		583.58
06/24/2017	PC	06/30/2017	23747	MILLER, WILLIAM S.	933		1,171.34
06/24/2017	PC	06/30/2017	23748	HOUSER, JAMES F.	934		373.51
06/24/2017	PC	06/30/2017	23749	DOUGLAS, MARK	935		465.41
06/24/2017	PC	06/30/2017	23750	TRAVERS, MANUEL J.	1000		1,788.73
06/24/2017	PC	06/30/2017	23751	STEVENS, JEFFREY W.	1028		373.04
06/24/2017	PC	06/30/2017	23752	RILEY, CASEY W.	1052		374.60
06/24/2017	PC	06/30/2017	23753	JONES, LARRY M.	1057		182.53
06/24/2017	PC	06/30/2017	23754	FLORE, ROBERT A.	1058		1,063.35
06/24/2017	PC	06/30/2017	23755	WILLSON, BRENDA R.	1059		580.59
06/24/2017	PC	06/30/2017	23756	BEAN, PETER J.	1060		1,200.65
06/24/2017	PC	06/30/2017	23757	RILEY, REBECCA J.	1063		133.81
06/24/2017	PC	06/30/2017	23758	MCCALIB, RACHELLE L.	1066		153.34
06/24/2017	PC	06/30/2017	23759	MCMULLEN, DONALD R.	1067		597.03
06/24/2017	PC	06/30/2017	23760	SILVA, JESSE L.A.	1073		223.62
06/24/2017	PC	06/30/2017	23761	RILEY, DANIEL A.	1079		499.04
06/24/2017	PC	06/30/2017	120502	GERBER, SAMUEL A.	147		18.47
06/24/2017	PC	06/30/2017	120503	KLINGER, LUCAS D.	235		537.03
06/24/2017	PC	06/30/2017	120504	KLINGER, BRADLEY W.	244		637.57
06/24/2017	PC	06/30/2017	120505	WILLIAMS, SYDNEY K.	247		660.53

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/24/2017	PC	06/30/2017	120506	SWEM, DONALD L.	512		1,878.07
06/24/2017	PC	06/30/2017	120507	WHITLEY, ANDREW T.	522		2,137.94
06/24/2017	PC	06/30/2017	120508	MORRISON, KEVIN P.	601		1,067.65
06/24/2017	PC	06/30/2017	120509	JOHNSON, STEVEN P.	617		1,138.68
06/24/2017	PC	06/30/2017	120510	BISHAW, JAMES H.	633		616.68
06/24/2017	PC	06/30/2017	120511	WITTHOEFT, LUKILA F.	780		581.83
06/24/2017	PC	06/30/2017	120512	RITTER, DAVID M.	783		529.28
06/24/2017	PC	06/30/2017	120513	PETERSON, BENJAMIN D	785		578.10
06/24/2017	PC	06/30/2017	120514	GILL, DAVID R.	856		1,031.68
06/24/2017	PC	06/30/2017	120515	MATTER, DAWSON K.	1038		2,034.53
Grand Totals:			124				109,481.76

Km

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/24/2017	06/30/2017	120516	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	277.69
06/24/2017	06/30/2017	120517	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	191.88
06/24/2017	06/30/2017	120517	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	447.24
06/24/2017	06/30/2017	120518	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 6/24/2	59.00
06/24/2017	06/30/2017	120519	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,259.62
06/24/2017	06/30/2017	120520	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
06/24/2017	06/30/2017	120521	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	516.80
06/24/2017	06/30/2017	120522	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
06/24/2017	06/30/2017	120523	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	2,012.33
Grand Totals:		9				5,316.39

Km

Check Number	Payee	Amount
07/05/2017		
120524	ABRAMOWSKI, DWAIN M.	100.00
120525	ABRAXIS INC	505.00
120526	ACME SPORTS INC	1,271.95
120527	AIRGAS USA LLC	68.01
120528	ALLEN NICKAMIN TRUST	78.08
120529	ALL-PHASE ELECTRIC SUPPLY CO.	1,177.50
120530	ALTEC INDUSTRIES INC	218.09
120531	AMERICAN WASTE INC.	89.10
120532	ANZELL, BETH	80.00
120533	ARCADIA BENEFITS GROUP INC	25.00
120534	ARROW UNIFORM-TAYLOR L.L.C.	1,256.15
120535	ARTFORM FABRICATING &	450.00
120536	AT YOUR SERVICE PLUS INC	460.00
120537	AT&T LONG DISTANCE	.76
120538	AVENDT, JOHN	56.57
120539	AVFUEL CORPORATION	65,683.86
120540	BARUZZINI GENERAL CONTRACTOR	2,800.00
120541	BAYSIDE BEVERAGE	1,587.40
120542	BEIJO DE CHOCOLAT LLC	12.50
120543	BELL EQUIPMENT COMPANY	1,515.80
120544	BOB MATHERS FORD	1,184.00
120545	BRADY'S CARPET CLEANING	335.00
120546	BREITHAUPT, GLORIA	436.32
120547	CHAPDELAINE, EMILY	100.00
120548	CHARLEVOIX AREA CHAMBER OF CO	169.00
120549	CHARLEVOIX COMMUNITY SHOPPER	348.00
120550	CHARLEVOIX CONVENTION &	3,500.00
120551	CHARLEVOIX DISTRICT LIBRARY	12.50
120552	CHARLEVOIX SCREEN MASTERS INC	603.00
120553	CHARLEVOIX TOWNSHIP	33,099.25
120554	CHARLEVOIX VENETIAN FESTIVAL	16,600.00
120555	CHARTER COMMUNICATIONS	129.98
120556	CHRISTOPH, ALY	95.00
120557	CINTAS CORPORATION #729	101.90
120558	CLEAR WATER PLUMBING & HEATIN	606.49
120559	CMP DISTRIBUTORS INC.	912.50
120560	COOK FAMILY FARMS	92.00
120561	CURREY FARMS LLC	12.50
120562	DCASSESSING SERVICES	4,371.08
120563	DELL MARKETING L P	2,067.11
120564	DeROSIA, PATRICIA E.	50.00
120565	DHASELEER, CARL	78.00
120566	DITCH WITCH SALES OF MICHIGAN	279.05
120567	DOAN, GERARD P.	50.00
120568	DOTSON, LINDSEY J.	50.00
120569	DROST LANDSCAPE INC.	320.00
120570	EJ USA INC.	1,902.84
120571	ELLIOTT, PATRICK M.	50.00

Check Number	Payee	Amount
120572	ELOWSKY, HUDSON	40.00
120573	EMERGENCY MEDICAL PRODUCTS I	436.76
120574	EMMET BRICK & BLOCK	233.18
120575	EVANS, HAL	50.00
120576	FAA	6,230.08
120577	FARMER WHITE'S	92.00
120578	FASTENAL COMPANY	49.68
120579	FISHER SCIENTIFIC	1,023.83
120580	GERBER HOMEMADE SWEETS	18.00
120581	GOLDING, JOYCE M.	50.00
120582	GONZALES, COLLEEN	2.58
120583	GORDON FOOD SERVICE	78.44
120584	GREAT LAKES ENVIRONMENTAL	650.00
120585	GREAT LAKES PIPE & SUPPLY	49.29
120586	GRIFFIN BEVERAGE CO	84.00
120587	GRP ENGINEERING INC.	4,931.52
120588	GUNTZVILLER, RHONDA	297.00
120589	HACH COMPANY	1,793.40
120590	HAKOYAMA, HARUKI	1,400.00
120591	HANKINS, SCOTT A.	50.00
120592	HARBOR FENCE COMPANY	120.00
120593	HEID, THOMAS J.	50.00
120594	HENTCO TENNIS COURT SPECIALIST	46,426.00
120595	HEP'S HOMEBAKED GRANOLA	14.00
120596	HERSEY, BRADFORD	150.00
120597	HERZOG ELECTRIC	124.80
120598	HEYDLAUFF, MARK L	50.00
120599	HOLIDAY COMPANIES	4,650.68
120600	HOUGHTON, ALBERT	5.79
120601	JACK DOHENY SUPPLIES INC	2,429.94
120602	JANE'S SASSY SALSA	15.00
120603	KIRINOVIC, THOMAS F.	50.00
120604	KLOOSTER, ALIDA K.	50.00
120605	KRIS HITCHCOCK MUSIC LLC	1,500.00
120606	KSS ENTERPRISES	998.15
120607	LAKESHORE TIRE & AUTO SERVICE	20.00
120608	LANGE, JEFFREY	150.00
120609	LOTTIE'S BAGELS	104.00
120610	MACGREGOR PLUMBING & HEATING	820.00
120611	MAYER, SHELLEY L.	50.00
120612	MCCALLUM, KADIN	25.00
120613	McGINN, KELLY A.	50.00
120614	MCLAREN HEALTH PLAN	108.59
120615	MDC CONTRACTING LLC	76,534.48
120616	MICHIGAN MUNICIPAL LEAGUE	1,790.41
120617	MICHIGAN MUSHROOM MARKET LLC	38.00
120618	MICHIGAN RURAL WATER ASSN	695.00
120619	MICHIGAN SURVEYORS SUPPLY	4,213.00
120620	MICHIGAN WATER ENV ASSOC	140.00

Check Number	Payee	Amount
120621	MILLER, WILLIAM S.	50.00
120622	MOBLO, KAYLA	46.15
120623	MUNSON HEALTHCARE CHARLEVOIX	463.32
120624	MUSTANG TOOL SERVICE	1,727.89
120625	NEIL, SANDRA	60.00
120626	NESBURG, NORMA	146.75
120627	NORTHERN MICHIGAN DUST CONTR	1,248.00
120628	NORTHERN MICHIGAN REVIEW INC.	1,880.38
120629	OLD DOMINION BRUSH	733.69
120630	OSTLUND PEST CONTROL LLC	155.00
120631	PETOSKEY NEWS-REVIEW	194.24
120632	PHILLIPS, BILL	50.00
120633	PHYSIO-CONTROL INC.	417.96
120634	POND HILL FARM LLC	259.00
120635	POWER LINE SUPPLY	4,561.65
120636	PRESTON FEATHER	216.49
120637	PRO WEB MARKETING LLC	10.00
120638	PRODUCTIVITY PLUS ACCOUNT	20.82
120639	PURITY CYLINDER GASES INC	93.24
120640	REAL ESTATE ONE	15.86
120641	RESCO	22,791.90
120642	RESIDEX LLC	694.69
120643	RUSTIC BAKER	11.00
120644	SALISBURY, NEIL	43.44
120645	SHINDORF BUILDERS	172.00
120646	SHORELINE POWER SERVICES INC.	260.00
120647	SIEGRIST, DAVID	89.00
120648	SITE ONE LANDSCAPE SUPPLY	2,456.08
120649	SPARTAN DISTRIBUTORS INC	207.01
120650	STEVENS, GREG	12.03
120651	STRAWBRIDGE, MARTHA	55.00
120652	STRICKER'S OUTDOOR POWER EQUI	44.15
120653	STRIEBICH, HARRY	62.63
120654	SWEM, DONALD L.	50.00
120655	SYSTEMS SPECIALISTS INC	1,550.00
120656	T.C. RECORD EAGLE	207.00
120657	TRAVERS, MANUEL J.	50.00
120658	UP NORTH PROPERTY SERVICES LL	3,496.50
120659	UPPER CASE PRINTING INK.	157.08
120660	USA BLUE BOOK	585.29
120661	VILLAGE GRAPHICS INC.	252.19
120662	WATTA COOKIE LLC	13.00
120663	WELLER, LINDA J.	50.00
120664	WHITLEY, ANDREW T.	26.00
120665	WILSON, TIMOTHY J.	46.00
120666	WITTHOEFT, CHARLES	150.00
120667	WURST, RANDALL W.	50.00
120668	WYMAN, MATTHEW A.	50.00
120669	ZACHARIAS, STEVEN B.	24.00

Check Number	Payee	Amount
Total 07/05/2017:		349,930.32
Grand Totals:		349,930.32

Check Number	Payee	Amount
06/19/2017		
61917001	MICHIGAN PUBLIC POWER AGENCY	24,544.60
Total 06/19/2017:		24,544.60
Grand Totals:		24,544.60

Check Number	Payee	Amount
06/26/2017		
62617001	MICHIGAN PUBLIC POWER AGENCY	17,501.95
62617002	MICHIGAN PUBLIC POWER AGENCY	236,510.64
Total 06/26/2017:		254,012.59
Grand Totals:		254,012.59

Check Issue Date	Check Number	Payee	Amount
63017001			
06/30/2017	63017001	**EFTPS* Payroll Taxes	9,929.98
06/30/2017	63017001	**EFTPS* Payroll Taxes	9,929.98
06/30/2017	63017001	**EFTPS* Payroll Taxes	2,322.37
06/30/2017	63017001	**EFTPS* Payroll Taxes	2,322.37
06/30/2017	63017001	**EFTPS* Payroll Taxes	15,092.51
Total 63017001:			
	5		39,597.21
63017002			
06/30/2017	63017002	Alerus Financial	420.00
Total 63017002:			
	1		420.00
63017003			
06/30/2017	63017003	STATE OF MICHIGAN	5,789.00
Total 63017003:			
	1		5,789.00
63017004			
06/30/2017	63017004	Vantagepoint - 401 Plan 109153	713.94
Total 63017004:			
	1		713.94
63017005			
06/30/2017	63017005	Vantagepoint - 457 Plan 300959	4,863.59
06/30/2017	63017005	Vantagepoint - 457 Plan 300959	738.57
06/30/2017	63017005	Vantagepoint - 457 Plan 300959	1,901.70
06/30/2017	63017005	Vantagepoint - 457 Plan 300959	5,380.48
Total 63017005:			
	4		12,884.34
63017006			
06/30/2017	63017006	Vantagepoint - Roth IRA 706117	961.53
Total 63017006:			
	1		961.53
Grand Totals:			
	13		60,366.02

Check Number	Payee	Amount
06/30/2017		
63017007	MERS	46,025.09
Total 06/30/2017:		46,025.09
Grand Totals:		46,025.09

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Capital Budget

DATE: July 3, 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 approve Resolution 2017-07-01 2017-18 Capital Budget as presented.

ATTACHMENTS:

- ▣ Charlevoix Tomorrow
- ▣ Resolution 2017-07-01

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.

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-07-01
2017-18 CAPITAL BUDGET

WHEREAS, the City of Charlevoix annually must adopt a Capital Budget to comply with the City Charter; and

WHEREAS, the Capital Budget, with or without amendments, shall be adopted after a public hearing on or before October 15th of each year; and

WHEREAS, the City Council shall publish in a newspaper of general circulation in the City a general summary of the Capital Budget and notice the public hearing at least two weeks before the hearing.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix having properly noticed and held a public hearing hereby adopts the Capital Budget for the fiscal year 2017-18.

RESOLVED, this 3rd day of July, 2017 A.D.

Resolution adopted by the following yea and nay votes:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Branding & Logo Design

DATE: July 3, 2017

PRESENTED BY: Lindsey J. Dotson, Charlevoix Main Street Executive Director

BACKGROUND:

a5 has been hired by the City of Charlevoix Downtown Development Authority and related entities to create a new brand for Charlevoix, and to craft the story that can be shared internally and throughout the region to increase community pride, economic development and tourism.

In order to create a brand that represents the community, a5 conducted research and engaged the community in the process, connecting with and gathering input from more than 370 people.

Research

In-depth interviews	24
Online surveys	213
Chamber surveys	27
Community workshop.....	40
Promotions Committee.....	20
DDA presentation.....	30
Junior Main Street/AP Government Class.....	25

Goals/Objectives

- Craft a cohesive memorable story that resonates and lingers - and generates activity and results.
- For community building, the brand will provide a clear, concise and cohesive story that invites cooperation, collaboration and progress.
- For economic development, the brand will invite entrepreneurs, small business owners and management of companies to Charlevoix with specific benefits, including quality of workforce, quality of life, hospital availability and airport access, among others.
- For tourism, the new brand will tell a crisp, differentiated and compelling story to visit - and return again and again. It will also “broaden the shoulders” to invite people to visit year-round.

To highlight that a brand is much more comprehensive than just the logo concept itself, here is a list of what deliverables we will receive from a5 once a concept is selected:

Research and Recommendations

- Research Summary
- Goals and objectives
- Key assets and gaps
- Key audiences prioritized
- Key competitors
- Recommended strategies for success

Brand Platform

- Key messages
- Positioning Statement

- Elevator pitch
- Written overview of Charlevoix for marketing purposes
- Tagline options

Graphic Identity

- Logo Concepts
- Farmer's Market Logo
- Summer Concert Series Logo
- Restaurant Week Logo
- Downtown events logo

Collateral Materials

- Letterhead and business card templates
- Social media graphics
- Newsletter template
- Pole banner template
- Business directory template
- Event tri-fold brochure template

Implementation Plan

- Proposed timelines for development of creative elements
- Recommended positioning of logo and brand guidelines
- Implementation plans for brand identity applications and brand identity maintenance plan

During the June 5th Council meeting, John Harris from a5 presented one brand platform/theme surrounding the word "beautiful:"

- Something Beautiful
- Classic Beauty
- More than Beautiful
- Uncommonly Beautiful

Two identity concepts (A & B) were also presented. Concept B was recommended by the Downtown Development Authority Board after several rounds of design review with members of the core branding "team" (Gail DeMeyere, Lindsey Dotson, Mark Heydlauff, Alison Hubbard, Carissa Mullaney and Amanda Wilkin), two meetings of design review with the DDA Board, one meeting including volunteers from all Main Street committees (a diverse mix of community members including downtown merchants, representatives from partner organizations etc.), and feedback gathered from the high school students involved with the Junior Main Street Committee.

Concept B is a block letter "C" with three shades of blue representing one of Charlevoix's unique features: the 3 lakes that surround us. Imagery also includes our iconic lighthouse and a sunset that can be enjoyed anytime of the year. The font beneath the "C" replicates that on the historic Charlevoix Train Depot to tie in with our community's rich history, while also giving the brand a more modern feel. Overall this process has been ongoing since January 2017.

GOALS:

Provide strong stewardship of public resources and promote good governance

RECOMMENDATION:

Council discussion and direction.

OR

Motion to approve Concept {A or B} and authorize staff to proceed with the branding process.

ATTACHMENTS:

- ▣ Logo Concepts A & B
- ▣ Letter from Charlevoix Convention and Visitors Bureau Board



A



B

DDA Recommendation

June 27, 2017

To the City Council of the City of Charlevoix,

It has come to our attention that you have tabled the decision of branding Charlevoix, Michigan. We as the Board of Directors of the Charlevoix Convention & Visitors Bureau would like to voice our support in the decision made by the DDA/Main Street Board of Directors to use the branding that includes the Train Depot font and the "C" logo. When presented with the final two different brand options, our Board of Directors sought to incorporate a logo and brand image that clearly defines and promotes Charlevoix as a year-round destination to visitors as well as a place to work and live year-round. We feel this option nods to Charlevoix's rich history while also defining that Charlevoix is a vibrant, contemporary and fun place to visit, move, start a business, etc.

It is our understanding that the DDA/Main Street wanted to implement a consistent brand for all of Charlevoix so all parties are sending consistent messaging to the community and beyond. We agree that with the right brand, we can incorporate it into our marketing plans to be consistent in our marketing message with the rest of the community. It is also our understanding that several extremely important projects have been put on hold to incorporate the brand; including: wayfinding, internal and external marketing pieces, and recruitment of new businesses. Each of these elements is of vital importance for to the visitor experience, which is the cornerstone of the Charlevoix economy. We hope that you can vote to approve the brand as decided on by the DDA/Main Street board, who has graciously paid for and encouraged this branding process.

The nostalgic Charlevoix cursive font represents a wonderfully historic part of Charlevoix; however, it is also important to consider the context in which this logo and brand will be used. From a visitor perspective, the font is difficult to read and therefore pronounce and can often leave a visitor confused. In terms of marketing, the nostalgic Charlevoix font lacks clarity making it extremely difficult to read on any type of promotional marketing piece. The Charlevoix brand needs to provide a clear and concise messaging, giving potential visitors a better sense of our wonderful community.

The Charlevoix Convention and Visitors Bureau Board of Directors believes that City Council needs to consider the marketing aspects of this proposed brand.

Respectfully,

Charlevoix Convention & Visitors Bureau Board of Directors
Jessie Corp, Beth Goodwin, Chris Kowal, Tracy Sell, Rani Smith, Alissa Post

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Fire Pit Policy Options

DATE: July 3, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

At your last meeting, a resident shared her concerns about a neighbor's fire pit. Currently, the only restriction on backyard fires is found in the Nuisance Ordinance where it contemplates the things that might be a nuisance:

(10) The emission of fumes or gas in such quantities as to cause discomfort to a person of normal sensory acuity at an adjoining property or public place.

Ordinarily, backyard fires are not a problem and nearly all occur without incident. This ordinance, however, relies entirely on the responding police officer's discretion on determining if a nuisance exists.

In my previous community, we had issues with residents burning brush or garbage under the guise of a "fire pit." We established rules for what could and could not be burned and how the pit would be located on the property. Limiting burned materials to dry wood and requiring a minimum distance between the fire pit and the property line reduced the concerns with smoke disturbing an adjoining neighbor. It also limited the size of the fires as a matter of safety. I have attached this policy for your review.

Alternatively, you could increase the rules for a fire pit but not require each one be inspected. This would have the same effect and require compliance but if an officer was called and found the rules have not been followed, it would trigger enforcement. Chief Doan believes it would be a great amount of work to try to individually inspect each pit.

RECOMMENDATION:

Council discussion and direction to staff.

ATTACHMENTS:

- ▢ Bronson Fire Pit Ordinance

Ordinance #194

An ordinance of the City of Bronson establishing certain regulations for fires in order to protect the health, welfare, and property of the residents of the City

The People of the City of Bronson ordain:

Section 1: Definitions.

For purposes of this ordinance, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

RECREATIONAL FIRE. A small fire set for recreational purposes kindled from dried, cut wood. A recreational fire does not include the burning of leaves or other lawn refuse or a fire kindled from construction material or household waste.

APPROVED CONTAINER. A metal, clay, and/or aggregate container designed for the purpose of holding a recreational fire. The construction of such container shall inhibit the spread of fire and shall include appropriate covers and sides to limit the projection of embers and sparks from the fire. An approved container may not exceed an area of 3 feet by 3 feet.

FIRE PIT. A hole or depression below the grade of soil intended to hold a recreational fire. Such pit shall be maintained in such a way to limit the spread of fire and appropriate precautions shall be taken to inhibit the projection of sparks and embers from the fire. Such precautions shall include use of rocks, cement, metal screening, or other approved protective measures. A fire pit may not exceed an area of 3 feet by 3 feet.

ACCELERANT. An accelerant is a substance used to enhance a fire and includes lighter fluid, gasoline, kerosene, and any other petroleum based liquid or gel. Any other liquid, gel or substance intended to accelerate the rate of burning is deemed to be an accelerant and may include: alcohol, ethanol, and other chemicals.

Section 2: Open fires prohibited.

All open fires, except those which are specifically recreational and properly registered, are prohibited.

Section 3: Registration required.

Recreational fires require annual registration. The City Council shall, from time-to-time, establish a fee schedule for said registration. Registrations expire on April 30 of each year. The registration shall be obtained by requesting an inspection of the fire location; the inspection shall be conducted by the Chief of Police or his/her designee. The inspection shall ensure reasonable conformity to recreational fire regulations set forth in this ordinance. An approved registration application shall be signed by the Chief of Police or his/her designee and shall be remitted to the City Treasurer along with the registration fee. A registration may not be issued if an inspection determines the requirements of this ordinance are not satisfied and/or if the property has been the source of frequent alcohol, drug, or fire related complaints and/or for the presence of other unsafe conditions. A registration application shall be created and modified as needed by the City Manager.

Section 4: Conditions established.

- A. *Limited number.* Only one recreational fire is permitted per residence or lot, whichever is less.
- B. *Location.* Recreational fires may only be built in an approved container or fire pit. A police officer shall determine if a container meets the conditions for an approved container. Fires should be at least twenty-five (25) feet from property lines, structures, or other combustible material.

- C. *Supervision.* A recreational fire must have a competent and sober adult monitoring the fire at all times. A water source and/or sand must, at all times, be present to extinguish the fire.
- D. *Liability.* The property owner and/or occupant shall be liable for any and all damage caused by a recreational fire on the premises.
- E. *Complaints.* If a police officer observes unsafe conditions at a recreational fire or finds smoke becoming a nuisance to neighboring property owners/occupants, she or he is authorized to direct the fire be completely extinguished. Smoldering embers may be deemed a nuisance and a police officer may require the property owner/occupant to completely extinguish the smoldering embers.
- F. *Prohibitions.* Accelerants shall not be used in kindling or maintaining a recreational fire. Material other than dried, cut timber is prohibited for use in a recreational fire.
- G. *Compliance with other ordinances.* Violations of other City ordinances may be deemed a violation of this ordinance if said violation occurs in a manner related to a recreational fire.

Section 5: **Authorization for burning ban.**

Upon the advice of the fire chief and/or other emergency service personnel, the City Manager is authorized to place a ban on any recreational fire at times where weather conditions may make burning particularly unsafe. Such ban shall be filed with the City Clerk, posted publicly at the Bronson City Hall, and shall be conveyed by any method deemed appropriate. To the extent possible, those holding registrations created under this ordinance shall be notified. A burning ban, if issued, shall extend as long as it may be necessary and shall be rescinded by either a notice from the City Manager or by a resolution of the City Council.

Section 6: **Penalties established.**

- A. *Violations.* Any person who violates any provision of this Ordinance is responsible for a municipal civil infraction, subject to payment of a civil fine of not less than \$50.00 or more than \$500.00, plus costs and other sanctions, for each infraction. Every day that a violation continues shall constitute a separate offense. In addition to any fines so described above, a \$750 fee may be assessed for services of the fire department if service is required to contain or fight a fire under this ordinance.
- B. *Repeat Offenses.* Repeat offenses under this Ordinance shall be subject to increased fines as provided below. As used herein, "repeat offense" means a second (or any subsequent) municipal civil infraction violation of any provision of this Ordinance committed by a person within any one (1) year period and for which the person admits responsibility or is determined to be responsible. The increased fine for repeat offenses shall be as follows:
 - 1. The fine for any offense, which is a first repeat offense, shall be not less than \$100.00, plus costs.
 - 2. The fine for any offense, which is a second repeat offense or any subsequent repeat offense, shall be not less than \$500.00, plus costs.
- C. *Persons Chargeable With a Violation.* Persons chargeable with a violation of this Ordinance and subject to being responsible for a municipal civil infraction may include the following:
 - 1. The owner, agent, lessee, tenant, contractor or any other person using or having control of the land, building or premises where such violation has been committed or shall exist;
 - 2. Any person who knowingly commits, aids and abets, takes part or assists in any such violation;
 or

3. Any person who owns or maintains any land, building, or premise on which such violation shall exist.

D. *Loss of Burning Privileges.* Any person found responsible for a violation of a municipal civil infraction offense pursuant to this Ordinance shall have their burning privileges suspended for 60 days.

E. *Civil Remedies.* In addition to the municipal civil infraction remedies provided above, the violation of any provision of this Ordinance may be legally enjoined and otherwise abated in any manner provided by law.
For the purpose of this Ordinance, each day that any person, firm, or corporation shall violate this Ordinance shall be deemed a separate offense.

Section 7: Severability.

The invalidity of any clause, sentence, paragraph or part of this ordinance shall not affect the validity of the remaining parts of this ordinance.

Section 8: Effective date.

This ordinance shall come into effect in accordance with the Bronson City Charter (section 5.4).

Approved this 9th day of July, 2012.

Thomas J. Rissman, Mayor

Karen A. Smith, City Clerk

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Boyne City to Charlevoix Trail Support

DATE: July 3, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

In the 2017/2018 Budget, we included \$12,000 toward construction of the bike trail connecting Charlevoix and Boyne City. This trail is included in the City of Charlevoix's Recreation Master Plan. The plan notes that trails are important to the quality of life in northern Michigan. The trail is being funded collaboratively with Chalevoix Township, Hayes Township, MDOT, the Michigan Natural Resources Trust Fund, the Top of Michigan Trails Council, the Frey Foundation, and the Charlevoix County Community Foundation all contributing.

GOALS:

Ensure Charlevoix is environmentally sustainable while also economically viable

RECOMMENDATION:

Motion to contribute \$12,000 to the Boyne City to Charlevoix Non-Motorized Trail.

ATTACHMENTS:

- ▣ Letter from Charlevoix County Planning Department



A MICHIGAN HISTORICAL SITE

CHARLEVOIX COUNTY PLANNING DEPARTMENT

301 State Street
Charlevoix, Michigan 49720
(231) 547-7234

planning@charlevoixcounty.org

RECEIVED

June 16, 2017

JUN 19 2017

CITY OF CHARLEVOIX

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

Dear Mr. Heydlauff,

It was nice to meet you the other day, first over the phone and then at the Lake Charlevoix Watershed Committee meeting. As we discussed, Phase 2 of the Boyne City to Charlevoix Non-motorized Trail is currently under construction. We're excited about the progress we've made on Phases 1 and 2!

The City of Charlevoix has generously pledged \$12,000 toward the development of Phase 2 of the trail. At this time, we'd like to request that these funds be released to the County.

Please make a check payable to: Charlevoix County
On the memo line, please write BC to Chx Trail – Phase 2

If you'd like to formally present the check to the Board of Commissioners at an upcoming meeting, I'd be pleased to assist in scheduling this through our Clerk's Office. Or, if you'd prefer, a check may be hand-delivered or mailed to:

Charlevoix County Clerk's Office
Attn: Cheryl Potter Browe
203 Antrim St.
Charlevoix, Michigan 49720

Thank you for your generous contribution toward Phase 2 of the Boyne City to Charlevoix Trail! We greatly appreciate it! *This project would not be possible without the support of the community.*

If you have any questions about this request, please give me a call at 547-7234.

Sincerely,

Kiersten Stark
Planning Coordinator

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Food Truck Pilot Policy Renewal

DATE: July 3, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

As you are aware, in the fall of 2015, Council appointed a committee to study food trucks and how they might be included in the Charlevoix community. The committee recommended a pilot policy that was adopted by Council in June 2016. During the remainder of 2016, no vendor took advantage of the policy which was limited to certain public locations on designated dates and times.

In the past couple of weeks, I have received calls from a couple vendors looking to operate this summer. Since there were no vendors under the policy last year, it seems like this would be a way to have some feedback on how vendors work in the community and whether this policy should be made more permanent. This policy does not change how vendors on private property are treated or how vendors working during a festival are categorized.

GOALS:

Enhance and showcase the outstanding quality of life in Charlevoix

RECOMMENDATION:

Motion to approve Resolution 2017-07-02 as presented.

ATTACHMENTS:

- ▣ Resolution 2017-07-02

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-07-02
FOOD TRUCK PILOT PROGRAM POLICY

WHEREAS, the City Council appointed a committee to study how and where food trucks might be permitted in Charlevoix; and

WHEREAS, the Committee has met frequently over last year; and

WHEREAS, the City has received renewed interest from vendors contemplating operation if the policy were in effect and this policy mirrors the one developed last year by the committee.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following pilot program policy regarding food trucks on City property:

FOOD TRUCK PILOT PROGRAM POLICY

Food trucks, food carts, and other mobile food vendors (collectively hereafter referred to as vendors) shall be permitted at certain locations and certain days on City-owned property according to the following rules:

- Vendors shall obtain a business license from the City Clerk in accord with City Code.
- Vendors shall pay a fee of \$450 for a license to operate on City property and fulfill all requirements for vendors; the City Manager is directed to develop reasonable standards for vendors in consultation with the Food Truck Committee. Vendors shall be required to obtain appropriate health department certifications and provide to the City certificates of insurance. Failure to adhere to these standards shall be cause for termination of the license to operate without a refund of fees paid.
- The City Manager shall cause a schedule to be created and maintained permitting vendors to register their location based on the following stipulations from May 1-October 31:
 - On Thursdays, two vendors shall be permitted downtown in the parking lane in the vicinity of Plaza B from 9am until 8pm.
 - On Tuesdays, one vendor each shall be permitted at Lake Michigan Beach and Ferry Beach and shall park in the parking lot near the concession stands. Such vendors are permitted from 10am until 10pm. The Recreation Director may specify exact parking locations and may move this location as necessary based on events and activities in the parks.
 - One vendor may locate at Depot Beach in the parking lot on any day from 10am-9pm.
 - One vendor may locate at the Charlevoix Golf Club in the parking area near the clubhouse on any day from 10am-8pm.
 - One vendor may locate at the Charlevoix Municipal Airport in a parking spot designated by the Airport Manager from 9am-8pm. A vendor parking at the Airport shall be responsible to pay applicable parking fees.
 - The City Manager is permitted to restrict scheduling based on community events, inclement weather, or reasons as necessary.
 - Scheduling of vendors shall occur based on availability of space on a "first come, first served" basis. Upon meeting all requirements to be a vendor and paying all fees, the vendor may register for a space(s) on the schedule published by the City Manager.
- This policy shall expire October 31, 2017.

Vendors locating on private property shall be subject to the provisions of the Charlevoix City Code relative to temporary business licenses. Vendors used during festivals and events not sponsored by the City of Charlevoix but which occur on City property shall be subject to the terms of use for those festivals and events.

RESOLVED this 3rd day of July, 2017 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: July 3, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Lake Michigan Beach Park

The Shade Tree Commission met this past week and recommended the use of spraying contractor GEI Consulting to do invasive species spraying at Lake Michigan Beach Park. This will be a strong step toward controlling the undergrowth in the Park and eliminating pest plants, including poison ivy.

2017 Infrastructure Work

We anticipate MDC will begin work next week on the reconstruction of Prospect Street between Petoskey and Dixon. Pavement improvement for Hamilton Place (an alley running between State and May Streets between Hurlbut and Upright) will likely begin after Venetian. Reconstruction of Antrim and Hurlbut between Bridge and State will occur after Labor Day. Later in July or early August, we anticipate bringing a proposal to Council for significant paving work to address a number of asphalt concerns.

Michigan Beach Playground

Please join us at Michigan Beach on Saturday morning to help construct our long-awaited accessible playground at Michigan Beach. Work will begin at 8am.

Events are planned in public spaces during the month of July:

July 1st – Community Playground Build

July 1st – Up North Vocal Institute in Odmark Pavilion

July 1st – Hufford Wedding at Railroad Depot

July 1st – Varcoe Family Reunion at Ferry Beach (Tent, music and cater planned)

July 3rd – All Hands on Deck, Lake Michigan Beach

July 8th - Boyne Thunder – Lunch in Robert Bridge Memorial Park

July 8th & 9th – Art & Craft Show in East Park (set up on July 7th)

July 10th, 11th, 12th & 13th - Petunia Weeding

July 14th – Street Legends Cruise In – Concert in Odmark Pavilion\

July 15th Street Legends Car Show – East Park

July 15th – July 22nd – Venetian Festival

July 20th & 21st - Charlevoix Farmer's Market in Robert Bridge Memorial Park

July 22nd – Laterman – Taylor Wedding at Mount McSauba Beach

Recurring Events:

Every Thursday – Farmer's Market in East Park

June 22nd – Labor Day on Tuesdays & Thursdays - Yoga in East Park

June 29th and every Thursday till August 24th – Summer Concert Series in Odmark Pavilion

July 4th – August 22nd – City Band concert in Odmark Pavilion

ATTACHMENTS:

- ▣ Zoning Board of Appeals Minutes for March 22, 2017
- ▣ Planning Commission Minutes for May 8, 2017
- ▣ Downtown Development Authority/Main Street Board Minutes for May 22, 2017

CITY OF CHARLEVOIX
ZONING BOARD OF APPEALS MINUTES
Wednesday, March 22, 2017 - 6:00 p.m.
210 State Street, City Hall, Charlevoix, MI

A) CALL TO ORDER

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

B) ROLL CALL/PLEDGE OF ALLEGIANCE

Members Present: Greg Bryan, Ann Gorney, Greg Withrow
Members Absent: Gary Anderson, Bob Bergmann, Pat Miller, Art Nash
Staff Present: Interim City Planner Zach Panoff

Chair Withrow indicated that there was a quorum present.

C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST

Member Bryan disclosed that he had business dealings with Stuart Kaufman on Park Avenue and presently has some of his property listed, but he did not have any direct impact with this decision on the Park Avenue property.

D) APPROVAL OF AGENDA

No changes.

E) APPROVAL OF MINUTES

Motion by Member Gorney, second by Member Bryan, to approve the November 2, 2016 meeting minutes as presented.
Motion passed by unanimous voice vote.

F) OLD BUSINESS

1. Second Public Hearing for Project 2016-12 ZBA: Variance Request from Tom Heckman and Linda Sawyer – 201 E. Lincoln Avenue

- a. Staff Presentation

Interim Planner Panoff presented background of the project and stated that the owners were requesting dimensional and rear lot coverage variances for a new detached garage at 201 E. Lincoln Avenue. The application was altered since the first hearing in November 2016 and now includes just a 24' x 27' detached garage in the rear yard.

- b. Applicant Presentation

None.

- c. Call for Public Comments

None.

- d. ZBA Determination of Findings of Fact

Member Gorney questioned if the garage was going to be a two-story structure. Ms. Sawyer responded that there would be an upstairs to the garage serving as a guest bedroom. Interim Planner Panoff stated that sleeping quarters above an accessory building are allowed as long as there are no full living facilities such as a kitchen.

- e. Motion

Motion by Member Bryan, second by Member Gorney, to approve Project 2016-12 ZBA without conditions based on the findings of fact contained in the staff report.

Yeas: Bryan, Gorney, Withrow

Nays: None

G) NEW BUSINESS

1. Public Hearing for Project 2017-03 ZBA: Variance Request from Stuart Kaufman – 221 Park Avenue

a. Staff Presentation

Interim Planner Panoff stated that the property owner, Stuart Kaufman, represented by Al Shindorf, was requesting a dimensional variance for the construction of an accessory building on property located at 221 Park Avenue. The owner wishes to construct a 12' x 20' garage on the west side of the lot in the side yard to replace an existing accessory structure (shed) which will be removed. The proposed structure does not meet the setbacks required for side yards in the R2 Residential Medium Density Zone (Section 5.27).

b. Applicant Presentation

Mr. Shindorf stated that the reason for the variance was that the back half of the subject lot was at a 60% slope down to Palmer Court and that portion of the property was totally unusable. He indicated that Mr. Kaufman currently can park two vehicles at the top of his single-car driveway. If the variance was granted and they could keep the garage over to one side, then they would still maintain two parking spots. The only variance is for the side yard setback. Mr. Shindorf stated that the existing shed that is 3' off the property line will be removed. He stated that the back edge of the garage would be in the same location as the back edge of the existing shed. Mr. Shindorf noted that they were also planning to do some bank reinforcement with railroad ties.

c. Call for Public Comments

None.

d. ZBA Determination of Findings of Fact

None.

e. Motion

Motion by Member Bryan, second by Member Gorney, to approve Project 2017-03 ZBA without conditions based on the findings of fact contained in the staff report.

Yeas: Bryan, Gorney, Withrow

Nays: None

H) CALL FOR GENERAL PUBLIC COMMENT

None.

I) ADJOURNMENT

Motion by Member Gorney, second by Member Bryan, to adjourn the meeting. Motion passed by unanimous voice vote.

The meeting adjourned at 6:12 p.m.

Greg Withrow, Chair

Joyce Golding/fgm, City Clerk

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, May 8, 2017 - 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order

The meeting was called to order at 7:00 p.m. by Chair Chamberlain.

B. Roll Call

Chair: Sherm Chamberlain

Members Present: Judy Clock, John Elzinga, Mary Eveleigh, Toni Felter, Nelson Fletcher, Rick Golding, RJ Waddell

Members Absent: Dennis Halverson

City Staff: Elise Crafts, Regional Planner Networks Northwest; Interim City Planner Zach Panoff

C. Inquiry Into Potential Conflicts of Interest

None.

D. Approval of Agenda

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

E. Approval of April 10, 2017 Minutes

Motion by Member Waddell, second by Member Felter, to approve the April 10, 2017 minutes as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment not Related to Agenda Items

Annette Kuttbauer, 318 Antrim, stated that there needs to be a railing on the steps going down to Lake Michigan Beach. She suggested also having handicap parking spaces closer to the steps.

G. New Business

1. Consideration of East Park Planter Planning, Material and Work Donation from Site Planning Development

a. Staff Presentation

John Campbell reviewed a presentation of existing plantings in East Park near the bandshell and the proposed design to remove the existing perennials and replace with annuals. He explained that the proposal went through the DDA Design Committee and the DDA Board. He stated that they have done fundraising efforts through the Main Street Program and there was no cost to the City.

b. Applicant Presentation (if requested)

None.

c. Call for Public Comments

None.

d. Planning Commission Discussion

None.

e. Motion

Motion by Member Waddell, second by Member Wertz, to send this on to the City Council as the Planning Commission has reviewed the Plan and approved the donation. Motion passed by unanimous voice vote.

2. Solid Waste Ordinance Ad Hoc Committee

a. Staff Presentation

Regional Planner Elise Crafts stated that several issues in the City's solid waste ordinance were identified and it was decided to form a Solid Waste Ordinance Ad Hoc Committee, appointing two Planning Commission members.

b. Call for Public Comments

None.

d. Planning Commission Discussion

Discussion held to determine who would be available to serve on the committee.

e. Motion

Motion by Member Waddell, second by Member Golding, to appoint Judy Clock and Nelson Fletcher to the Solid Waste Ordinance Ad Hoc Committee. Motion passed by unanimous voice vote.

H. Old Business

1. Zoning Code Review

a. Staff Presentation

The Commission agreed with the recommended definition for adjoining: "All lands which touch, border, or are contiguous to a specific parcel of land including, but not limited to, those lands separated from the parcel by a road rights-of-way, or inland lakes and streams as defined by the Natural Resources and Environmental Protect Act 451 of 1994."

Regional Planner Crafts referenced HUD's definition for manufactured home, which read: "A structure (formally known as a Mobile Home) built to the Manufactured Home Construction and Safety Standards (HUD Code) and which displays a red certification label on the exterior of each transportable section. Manufactured homes are built in the controlled environment of a manufacturing plant and are transported in one or more sections on a permanent chassis." Member Fletcher explained the differences between a State and a HUD approved manufactured home. Regional Planner Crafts recommended referencing the federal Act (HUD Code) for manufactured homes in the Zoning Ordinance. She indicated that she would amend that definition to reflect State legislation and she will review Section 5.47 of the Zoning Ordinance.

Regional Planner Crafts referenced Article 11 of the Zoning Ordinance related to Signs. She cited the Town of Gilbert lawsuit that resulted in a mandate that all sign ordinances must be content neutral. She stated that the rule of thumb going forward is "if you have to read the sign it's not content neutral". She referenced a template for a sign ordinance included in the agenda packet and it was clear that the City's ordinance goes too far and the template was too bare. She also referenced an article entitled *Drafting and Enforcing Sign Codes after Reed v Town of Gilbert*. Regional Planner Crafts stated she will draft an ordinance and bring it back to the Commission for further review.

b. Planning Commission Discussion

None.

2. Update on Short Term Rental Subcommittee

a. Summary of May 8th Meeting

Member Waddell stated that they were going ahead with the short-term rental registration form and Good Visitor Guide. He stated that their goal was to implement the registration process in 2018 with a draft to the Commission during the summer and then City Council in the fall. He noted that both the State House and Senate proposed bills to eliminate all short-term rental regulations. Chair Chamberlain questioned if it would be possible to have the City Council pass a resolution or write a letter to our State Senator and State Representative opposing any legislation that would deregulate short-term rentals. Interim Planner Panoff responded that he would speak to the City Manager. Member Golding noted that they plan to have a draft ordinance ready for the next Planning Commission meeting.

b. Planning Commission Discussion.

Discussion followed regarding methods to notify their legislative representatives.

I. Staff Updates

Interim Planner Panoff stated that he submitted his notice of resignation effective June 2.

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

Member Waddell asked Interim Planner Panoff to include a list of the other sections of the Zoning Code that the Commission discussed in the past that needed revisions.

K. Adjournment

Motion by Member Golding to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 8:18 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair

CITY OF CHARLEVOIX
CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET BOARD MINUTES
Monday, May 22, 2017 at 5:30 p.m.
210 State Street, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Kirby Dipert
Members Present: Richard Christner, Tami Gillespie, Luther Kurtz, Maureen Owens, Rick Wertz
Members Absent: Fred DiMartino, John Yaroch
City Staff: Mark Heydlauff, City Manager; Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

None.

5. Consent Agenda

- a. Minutes of the April 24, 2017 Regular Board Meeting (No Quorum)
- b. Minutes of the May 4, 2017 Regular Board Meeting
- c. Committee Meeting Minutes
- d. Main Street Monthly Report for April 2017

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

6. Reports

a. Director's Report

Director Dotson stated that Cherry Republic came to an agreement with The Lake House to sell 40 of their products this season and also The Lake House will be featuring Fustini's products now.

Director Dotson stated that the Charlevoix County Community Foundation awarded the Junior Main Street Program a \$1,000 Sun grant for their app. She stated that the students would be offering one-hour training sessions on how to use the app and there will also be a formal training opportunity with the Mobile Town Guide company in the future.

7. Old Business

a. a5, Inc. Branding Concept Refinements

Director Dotson proceeded to go through the presentation describing the two platforms, current mixed bag of digital identities, and concepts A, B1, B2, B3 & B4 and how they could be used. Discussion followed regarding the font style, the package of templates and deliverables that were a part of this branding process, and the scripts, images and platform. Amanda Wilkin stated that most members of their Committee selected B2 as the best option and explained the reasons for their selection.

Motion by Member Wertz, second by Member Gillespie, to go with Concept B (the big "C"). Motion passed by unanimous voice vote.

Motion by Mayor Kurtz, second by Member Owens, to eliminate B3 and B1. Motion passed by unanimous voice vote.

Motion by Member Wertz, second by Member Owens, to recommend B4. Discussion followed regarding the various options and logos. Motion failed by a 2 to 4 vote with Owens and Wertz voting Aye and Christner, Dipert, Gillespie and Kurtz voting Nay.

Motion by Member Wertz, second by Member Christner, to recommend the B2 logo to the City Council. Motion passed by a 5 to 1 vote with Owens voting Nay.

Motion by Member Owens, second by Member Wertz, to select "Beautiful" as the brand platform. Motion passed by unanimous voice vote.

8. **New Business**

a. Main Street Refresh Strategy Adoption

Director Dotson recalled that both the Michigan and the National Main Street Associations visited Charlevoix after they conducted research and a community survey. Discussion followed regarding the proposed Health & Wellness or Healthy Living Transformation Strategy, a long-term goal of creating an entrepreneurial ecosystem in Charlevoix, and whether they needed a Michigan Main Street representative on the phone for the meeting. Director Dotson stated that the Economic Vitality Committee recommended approval of this strategy. She stated that Michigan Main Street will be presenting this strategy at the June 12th meeting. She stated that Charlevoix applied for their Market Study Update and the Business Recruitment Training which goes together with their long-term goal of creating an entrepreneurial ecosystem.

Motion by Member Wertz, second by Member Owens, to adopt the Health & Wellness Strategy of the National Main Street Program. Motion passed by unanimous voice vote.

b. Façade Grant Application – North Seas Gallery

Director Dotson stated that both applications were approved by the Design Committee. The North Seas Gallery application requested \$2,450 to replace awnings and windows on the building.

Motion by Member Owens, second by Member Wertz, to approve the façade grant for North Seas Gallery in the amount of \$2,450. Motion passed by unanimous voice vote.

c. Façade Grant Application – Kilwin's

The Kilwin's application requested \$1,037.50 to replace awnings. Director Dotson stated that if this grant was approved the remaining balance of the Façade Grant Program fund would be \$6,512.50.

Motion by Member Wertz, second by Member Christner, to approve the application for Kilwin's for an amount of \$1,037.50. Motion passed by unanimous voice vote.

d. Board Profile Worksheet Discussion

Chair Dipert stated that the purpose of the worksheet was to obtain information about the people currently serving on the Board, what their intentions are and whether they would want to hold office/continue on the Board. He encouraged members to complete the worksheet. Chair Dipert stated that they received a letter of resignation from Diane Dupont, so there is currently a vacancy on the Board.

9. **Public Comment**

None.

10. **Request for Future Agenda Items**

Member Owens suggested pursuing additional grant opportunities to help fund activities and events and the Board concurred.

11. **Board Comments**

None.

12. **Adjourn**

Motion by Member Christner, second by Member Wertz, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 6:36 p.m.

Joyce Golding/fgm

City Clerk

Kirby Dipert

Chair