

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, July 17, 2017- 7:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - July 3, 2017
 - B. Accounts Payable and Payroll Check Registers
 - C. MML Workers Compensation Fund Board Election
 - D. Request by Charlevoix Yacht Club for Free Parking – Nucore Triangle and Red Fox Regatta
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Site Plan Approval: Sutton Hangar
Elise Crafts, Staff Planner- Networks Northwest
 - B. Sale of Fire Truck
Dan Thorp, Fire Chief- Charlevoix Township Fire Department & Mark L. Heydlauff, City Manager
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager Comments
 - C. Mayor and Council Comments
- 9. Other Council Business**
- 10. Adjourn**

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

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - July 3, 2017

DATE: July 17, 2017

ATTACHMENTS:

- ▣ City Council Minutes 07.03.2017

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, July 3, 2017 – 7:00 p.m.
Council Chambers, 210 State Street, 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 Shirley Gibson, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: Councilmember Shane Cole
City Manager: Mark Heydlauff
City Clerk: Joyce Golding

3. Presentations

A. Officer James Schlappi – Medal of Valor Recipient

Chief Doan recalled that on March 18, 2017 Officer James Schlappi responded to a house fire on W. Lincoln Street. Officer Schlappi arrived to find flames spreading in the living room where the occupant of the home was standing. Chief Doan stated that Officer Schlappi quickly assisted the occupant in safely exiting the home.

Chief Doan stated that Officer 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 by exhibiting exceptionally meritorious conduct involving exemplary courage, great risk and danger to his own personal safety. Officer Schlappi was awarded the Medal of Valor by the Michigan Association of Chiefs of Police.

B. Lake Michigan Beach Park Conceptual Designs

Ken Polakowski, Shade Tree Commission, has been working on a conceptual design for the future of Lake Michigan Beach Park and the Park Avenue Corridor. Mayor Kurtz requested he provide an update on this plan. Mr. Polakowski discussed the existing conditions at length and the Shade Tree Commission's proposed concept design for the entire area. He stated that the Commission would like the City to submit a request for proposal for engineering services to move this project forward.

Mayor Kurtz opened the item to public comment.

Sharon Doherty expressed concern for the height of underbrush and felt it should be addressed to keep the park safe.

Bob Christoph suggested moving utilities underground.

Mike Doherty commented that the trails are a mess and he doesn't see anyone maintaining the area while the study is going on. He felt that Park Avenue should be fixed now.

Shelly Langeweg felt that the numerous drug deals in front of her house should be addressed.

The item was closed to the public.

4. Inquiry Regarding Conflicts of Interest

Councilmember Hagen stated he would recuse himself from the Food Truck discussion.

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 19, 2017 Regular Meeting
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – June 14, 2017
 - b. Special Accounts Payable Check Register – June 22, 2017
 - c. Regular Accounts Payable Check Register – July 5, 2017
 - d. ACH Payments – June 19, 2017 to June 30, 2017
 - e. Payroll Check Register – June 30, 2017
 - f. Payroll Transmittal – June 30, 2017

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

Yeas: Kalbfell, Perron, Gibson, Oleksy, Hagen

Nays: None
Absent: Cole

6. Public Hearings & Actions Requiring Public Hearings

A. Capital Budget

City Manager Heydlauff stated that the City Charter and the Michigan Planning and Zoning Enabling Act both require the adoption of a Capital Improvement Plan (CIP) or Capital Budget. This document is part of our larger effort to be Redevelopment Ready Community certified by the Michigan Economic Development Corporation. He explained that the Capital Budget frames our long-term budgetary planning and should be done in conjunction with projected changes in the community. 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. City Manager Heydlauff commented that a conceptual design for the combined Public Works building will be presented to Council this fall.

Mayor Kurtz opened the public hearing at 7:34 p.m. There was no comment and the item was closed.

**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: Kalbfell, Perron, Gibson, Oleksy, Hagen
Nays: None
Absent: Cole

Motion by Councilmember Hagen, second by Councilmember Kalbfell, to approve Resolution 2017-07-01 2017-18 Capital Budget as presented.

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

B. Branding and Logo Design

DDA/Main Street Executive Director Dotson stated that a5 was hired by the Downtown Development Authority 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. Director Dotson noted the branding process began November 2016. She recalled that during the June 5th Council meeting, John Harris from a5 presented one brand platform/theme surrounding the word "beautiful" and indicated that the after several meetings with key stakeholders Concept B was recommended by the DDA for their approval. Council requested a public hearing to solicit additional feedback from the community.

Mayor Kurtz opened the public hearing at 7:41 p.m.

Candice Speck, a resident graphic artist, submitted her own branding proposal. She felt the traditional script should be retained.

Jodi Laurent was in favor of the traditional script which would depict Charlevoix's elegant character.

Kathie Libert offered free branding services and felt that Council should not commit to a brand that 50% did not want.

Shelly Langwig preferred Ms. Speck's proposal.

Amanda Wilkin, CVB, explained that the goal of rebranding was to enhance the Charlevoix that we all know and love as well as provide a more modern feel, draw more youth to the community and have brand consistency across all platforms.

Marge Kirinovic preferred Ms. Speck's proposal.

Scott Woody stated that the graphic "C" (Concept B) was not unique and was used in advertising collateral in Colorado. Councilwoman Gibson showed an example.

Carissa Mullaney, Main Street Promotions Committee, felt that a5 had strong community branding experience. She acknowledged that locals are fond of the traditional font, but wondered if it is recognizable for people outside of Charlevoix.

John Haggard was in favor of listening to the youth's opinion regarding new branding and felt the lighthouse should be included.

Carol Mack-Griffin was in favor the traditional script.

The item was closed at 7:59 p.m.

Councilmember Perron felt that Council should consider the context of where the brand will be used and he agreed with the DDA's recommendation. He wondered how long the debate might continue. Councilmember Hagen agreed.

Councilmember Kalbfell asked a high school graduate in the audience for her preference.

Mayor Kurtz noted that we are not giving up our identity by selecting Concept B. He felt that the traditional script could still be used locally, while Concept B could be used to brand the town outside the area.

Councilmember Gibson was in favor of Ms. Speck's proposal. Discussion was reopened with the public regarding the variety of logos used over the years and the historical component of the traditional font. Director Dotson explained that once a concept was selected, a5 would adapt the design to promote events and activities throughout the year.

Motion by Councilmember Perron, second by Councilmember Hagen, to approve Concept B and authorize Staff to proceed with the branding process.

Yeas: Kalbfell, Perron, Hagen

Nays: Gibson, Oleksy

Absent: Cole

7. All Other Actions & Requests

A. Fire Pit Policy Options

City Manager Heydlauff recalled that at the 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 what 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.

He stated that 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. City Manager Heydlauff submitted an example ordinance for Council's consideration.

Mayor Kurtz opened the item to public comment.

Carol Mac-Griffon went to great length recalling her experience with a neighbor's fire pit. She asked Council to do something.

Jodi Laurent felt fire pits should be restricted depending on lot size.

The item was closed to the public.

After Council discussion, it was their consensus to direct the City Manager to draft a condensed ordinance which does not require a registration process but does include civil remedies.

B. Boyne City to Charlevoix Trail Support

City Manager Heydlauff recalled that 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.

Mayor Kurtz opened the item to public comment.

Larry Sullivan explained the logistics of Phase II of the Trail and he noted that there may be five phases in the project.

The item was closed to the public.

Motion by Councilmember Kalbfell, second by Councilmember Gibson, to contribute \$12,000 to the Boyne City to Charlevoix Non-Motorized Trail.

Yeas: Kalbfell, Perron, Gibson, Oleksy, Hagen

Nays: None

Absent: Cole

C. Food Truck Pilot Policy Renewal

Councilmember Hagen recused himself. City Manager Heydlauff recalled that 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 but no vendor took advantage. City Manager Heydlauff stated that he received calls from a couple vendors looking to operate this summer and he asked Council if they wanted to reinstate the policy.

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

**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 yea and nay vote:

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

Motion by Councilmember Gibson, second by Councilmember Oleksy, to approve Resolution 2017-07-02 as presented.

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

8. Reports & Communications

A. Public Comments

Larry Sullivan explained the history of Park Avenue parking areas. He also voiced his opinion regarding potential plans for parking in this vicinity.

Mike Doherty agreed with Mr. Sullivan. He felt Park Avenue was the most dangerous street in town. He requested a full time solar speed limit sign.

Dan Walter, International Eats, requested downtown locations for food trucks.

B. City Manager Comments

City Manager Heydlauff reported on the following:

- Thanks to everyone for helping with the playground build at Michigan Beach
- Prospect Street construction begins this week
- Paperless agenda training for Council is scheduled for July 17th at 6 p.m.
- Kudos to Officer Schlappi – the City is lucky to have him

C. Mayor & Council Comments

Councilmember Oleksy felt there needs to be a stop sign at Park and Antrim for safety reasons.

Councilmember Kalbfell questioned whether Park Avenue could be one way from Bridge Street to State Street. City Manager Heydlauff stated that this suggestion was brought forward to MDOT who suggested limiting left turns as a better alternative. The City Manager updated Councilmember Kalbfell on the status of goats as a way of controlling invasive species at Michigan Beach Park: the specific type of goat required is in high demand and unavailable at this time.

9. Other Council Business

None.

10. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn. Meeting adjourned at 8:49 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 06/14/2017			
SULLIVAN, LAWRENCE R	500.00	TOTAL	500.00
Special Accounts Payable – 06/22/2017			
AT&T	1,933.84	GREAT LAKES ENERGY	169.48
AT&T LONG DISTANCE	111.89	METLIFE SMALL BUSINESS CENTER	690.97
AT&T MOBILITY	92.01	PRIORITY HEALTH	38,978.54
CHARLEVOIX STATE BANK	9,895.48	VERIZON WIRELESS	56.72
CHARLEVOIX TOWNSHIP	15.23	VISION SERVICE PLAN	512.74
CHARTER COMMUNICATIONS	822.39		
DELTA DENTAL	3,450.99	TOTAL	56,730.28
Regular Accounts Payable – 07/05/2017			
ABRAMOWSKI, DWAIN M.	100.00	AIRGAS USA LLC	68.01
ABRAXIS INC	505.00	ALLEN NICKAMIN TRUST	78.08
ACME SPORTS INC	1,271.95	ALL-PHASE ELECTRIC SUPPLY CO.	1,177.50

ALTEC INDUSTRIES INC	218.09	JACK DOHENY SUPPLIES INC	2,429.94
AMERICAN WASTE INC.	89.10	JANE'S SASSY SALSA	15.00
ANZELL, BETH	80.00	KIRINOVIC, THOMAS F.	50.00
ARCADIA BENEFITS GROUP INC	25.00	KLOOSTER, ALIDA K.	50.00
ARROW UNIFORM-TAYLOR L.L.C.	1,256.15	KRIS HITCHCOCK MUSIC LLC	1,500.00
ARTFORM FABRICATING &	450.00	KSS ENTERPRISES	998.15
AT YOUR SERVICE PLUS INC	460.00	LAKESHORE TIRE & AUTO SERVICE	20.00
AT&T LONG DISTANCE	0.76	LANGE, JEFFREY	150.00
AVENDT, JOHN	56.57	LOTTIE'S BAGELS	104.00
AVFUEL CORPORATION	65,683.86	MACGREGOR PLUMBING & HEATING	820.00
BARUZZINI GENERAL CONTRACTORS	2,800.00	MAYER, SHELLEY L.	50.00
BAYSIDE BEVERAGE	1,587.40	MCCALLUM, KADIN	25.00
BEIJO DE CHOCOLAT LLC	12.50	McGINN, KELLY A.	50.00
BELL EQUIPMENT COMPANY	1,515.80	MCLAREN HEALTH PLAN	108.59
BOB MATHERS FORD	1,184.00	MDC CONTRACTING LLC	76,534.48
BRADY'S CARPET CLEANING	335.00	MICHIGAN MUNICIPAL LEAGUE	1,790.41
BREITHAUP, GLORIA	436.32	MICHIGAN MUSHROOM MARKET LLC	38.00
CHAPDELAINE, EMILY	100.00	MICHIGAN RURAL WATER ASSN	695.00
CHARLEVOIX AREA CHAMBER OF COMM	169.00	MICHIGAN SURVEYORS SUPPLY	4,213.00
CHARLEVOIX COMMUNITY SHOPPER	348.00	MICHIGAN WATER ENV ASSOC	140.00
CHARLEVOIX CONVENTION &	3,500.00	MILLER, WILLIAM S.	50.00
CHARLEVOIX DISTRICT LIBRARY	12.50	MOBLO, KAYLA	46.15
CHARLEVOIX SCREEN MASTERS INC	603.00	MUNSON HEALTHCARE CVX HOSPITAL	463.32
CHARLEVOIX TOWNSHIP	33,099.25	MUSTANG TOOL SERVICE	1,727.89
CHARLEVOIX VENETIAN FESTIVAL	16,600.00	NEIL, SANDRA	60.00
CHARTER COMMUNICATIONS	129.98	NESBURG, NORMA	146.75
CHRISTOPH, ALY	95.00	NORTHERN MICHIGAN DUST CONTROL	1,248.00
CINTAS CORPORATION #729	101.90	NORTHERN MICHIGAN REVIEW INC.	1,880.38
CLEAR WATER PLUMBING & HEATING	606.49	OLD DOMINION BRUSH	733.69
CMP DISTRIBUTORS INC.	912.50	OSTLUND PEST CONTROL LLC	155.00
COOK FAMILY FARMS	92.00	PETOSKEY NEWS-REVIEW	194.24
CURREY FARMS LLC	12.50	PHILLIPS, BILL	50.00
DCASSESSING SERVICES	4,371.08	PHYSIO-CONTROL INC.	417.96
DELL MARKETING L P	2,067.11	POND HILL FARM LLC	259.00
DeROSIA, PATRICIA E.	50.00	POWER LINE SUPPLY	4,561.65
DHASELEER, CARL	78.00	PRESTON FEATHER	216.49
DITCH WITCH SALES OF MICHIGAN	279.05	PRO WEB MARKETING LLC	10.00
DOAN, GERARD P.	50.00	PRODUCTIVITY PLUS ACCOUNT	20.82
DOTSON, LINDSEY J.	50.00	PURITY CYLINDER GASES INC	93.24
DROST LANDSCAPE INC.	320.00	REAL ESTATE ONE	15.86
EJ USA INC.	1,902.84	RESCO	22,791.90
ELLIOTT, PATRICK M.	50.00	RESIDEX LLC	694.69
ELOWSKY, HUDSON	40.00	RUSTIC BAKER	11.00
EMERGENCY MEDICAL PRODUCTS INC	436.76	SALISBURY, NEIL	43.44
EMMET BRICK & BLOCK	233.18	SHINDORF BUILDERS	172.00
EVANS, HAL	50.00	SHORELINE POWER SERVICES INC.	260.00
FAA	6,230.08	SIEGRIST, DAVID	89.00
FARMER WHITE'S	92.00	SITE ONE LANDSCAPE SUPPLY	2,456.08
FASTENAL COMPANY	49.68	SPARTAN DISTRIBUTORS INC	207.01
FISHER SCIENTIFIC	1,023.83	STEVENS, GREG	12.03
GERBER HOMEMADE SWEETS	18.00	STRAWBRIDGE, MARTHA	55.00
GOLDING, JOYCE M.	50.00	STRICKER'S OUTDOOR POWER EQUIP	44.15
GONZALES, COLLEEN	2.58	STRIEBICH, HARRY	62.63
GORDON FOOD SERVICE	78.44	SWEM, DONALD L.	50.00
GREAT LAKES ENVIRONMENTAL	650.00	SYSTEMS SPECIALISTS INC	1,550.00
GREAT LAKES PIPE & SUPPLY	49.29	T.C. RECORD EAGLE	207.00
GRIFFIN BEVERAGE CO	84.00	TRAVERS, MANUEL J.	50.00
GRP ENGINEERING INC.	4,931.52	UP NORTH PROPERTY SERVICES LLC	3,496.50
GUNTZVILLER, RHONDA	297.00	UPPER CASE PRINTING INK.	157.08
HACH COMPANY	1,793.40	USA BLUE BOOK	585.29
HAKOYAMA, HARUKI	1,400.00	VILLAGE GRAPHICS INC.	252.19
HANKINS, SCOTT A.	50.00	WATTA COOKIE LLC	13.00
HARBOR FENCE COMPANY	120.00	WELLER, LINDA J.	50.00
HEID, THOMAS J.	50.00	WHITLEY, ANDREW T.	26.00
HENTCO TENNIS COURT SPECIALIST	46,426.00	WILSON, TIMOTHY J.	46.00
HEP'S HOMEBAKED GRANOLA	14.00	WITTHOEFT, CHARLES	150.00
HERSEY, BRADFORD	150.00	WURST, RANDALL W.	50.00
HERZOG ELECTRIC	124.80	WYMAN, MATTHEW A.	50.00
HEYDLAUFF, MARK L	50.00	ZACHARIAS, STEVEN B.	24.00
HOLIDAY COMPANIES	4,650.68		
HOUGHTON, ALBERT	5.79		
		TOTAL	349,930.32

ACH Payments – 06/19/2017 to 06/30/2017

MI PUBLIC POWER AGENCY	24,544.60	VANTAGEPOINT (401 ICMA PLAN)	713.94
MI PUBLIC POWER AGENCY	17,501.95	VANTAGEPOINT (457 ICMA PLAN)	12,884.34
MI PUBLIC POWER AGENCY	236,510.64	VANTAGEPOINT (ROTH IRA)	961.53
IRS (PAYROLL TAX DEPOSIT)	39,597.21	MERS (DEFINED BENEFIT PLAN)	46,025.09
ALERUS FINANCIAL (HCSP)	420.00		
STATE OF MI (WITHHOLDING TAX)	5,789.00	TOTAL	384,948.30

Payroll Net Pay – Pay Period Ending 06/24/2017 (Paid 06/30/2017)

WELLER, LINDA JO	1,499.87	HAWKINS, JAMES S.	408.84
HEYDLAUFF, MARK L.	2,161.23	MCGHEE, ROBERT R.	1,135.85
GOLDING, JOYCE M.	1,132.69	ALDEN, CAMDEN D.	274.39
DEROSIA, PATRICIA E.	914.74	MUMICH, BARRY J.	486.24
DOTSON, LINDSEY J.	1,421.14	CRANDELL, ZACKARY R.	572.49
LOY, EVELYN R.	1,050.16	LEITNER, RYAN S.	808.66
KLOOSTER, ALIDA K.	1,566.57	FERGUSON, ROYCE L.	679.93
GOLOVICH, KAREN J.	970.67	BOSS, SHERRY M.	293.38
SPENCLEY, PATRICIA L.	1,182.99	KIRINOVIC, THOMAS F.	497.39
MILLER, FAITH G.	39.77	STEBE, LAURA A.	110.82
LEESE, MERRI C.	535.70	SROUFE, MARC E.	159.83
MCGINN, KELLY A.	1,618.00	SROUFE, PAMELA B.	127.44
JONES, JANET M.	501.32	MILAN, JANE E.	1,092.80
DOAN, GERARD P.	1,603.59	ANZELL, BETH A.	644.68
SCHLAPPI, JAMES L.	955.61	BERNIER, RACHEL M.	723.93
UMULIS, MATTHEW T.	1,240.93	MACGILLIVRAY, RAYMOND L.	741.74
HANKINS, SCOTT A.	1,585.69	DIXON, MIKAYA S.	620.21
ORBAN, BARBARA K.	1,281.77	MILAN, BAC P.	609.64
TRAEGER, JASON A.	1,174.31	HOLECHECK, JENNACA R.	620.85
FLICKEMA, ANDREW M.	1,356.78	LABELLE, DAVIS B.	351.16
MATELSKI, KIMBERLY A.	1,188.90	BAILEY, ALYSSA M.	609.06
RILEY, DENISE M.	434.62	HEID, THOMAS J.	1,299.22
EVANS JR, HALBERT K.	1,470.62	LEESE, ALAN K.	426.64
KLOOSTER, PATRICK H.	1,050.59	HART, DAVID R.	78.50
BINGHAM, LARRY E.	836.39	GRUNCH, RONALD J.	313.71
ENGSTROM, TYLER A.	660.53	DAVIS, RONALD L.	187.96
WARNER, PAYTON J.	879.83	FAIRCHILD, GALEN W.	372.94
MATELSKI, RYAN G.	849.92	DAKROUB, JOSEPH E.	307.12
GREENE, GLORIA C.	645.24	MASSON, DONALD J.	523.46
DAVIS, LEAH R.	645.24	KUSINA, DENNIS W.	279.72
TELGENHOF, WILL G.	645.24	LABLANCE, MAUREEN J.	360.92
WILLIAMS, BRANDON S.	510.67	LIVINGSTON, BRIAN D.	844.01
GREYERBIEHL, KELLY M.	656.20	VANLOO, JOSEPH G.	699.11
WURST, RANDALL W.	1,209.43	WYMAN, MATTHEW A.	1,450.92
MAYER, SHELLEY L.	1,755.75	BOSS, RYDER S.	583.58
HILLING, NICHOLAS A.	1,333.14	MILLER, WILLIAM S.	1,171.34
MEIER III, CHARLES A.	1,179.22	HOUSER, JAMES F.	373.51
ZACHARIAS, STEVEN B.	1,200.36	DOUGLAS, MARK	465.41
EATON, BRAD A.	2,116.24	TRAVERS, MANUEL J.	1,788.73
WILSON, TIMOTHY J.	2,375.17	STEVENS, JEFFREY W.	373.04
LAVOIE, RICHARD L.	1,652.85	RILEY, CASEY W.	374.60
STEVENS, BRANDON C.	1,799.16	JONES, LARRY M.	182.53
DRAVES, MARTIN J.	1,691.46	FLORE, ROBERT A.	1,063.35
BROWN, STEPHANIE C.	1,042.19	WILLSON, BRENDA R.	580.59
ANDERSON, ELIZABETH A.	1,151.81	BEAN, PETER J.	1,200.65
ELLIOTT, PATRICK M.	2,004.05	RILEY, REBECCA J.	133.81
SCHWARTZFISHER, JOSEPH L.	1,173.13	MCCALIB, RACHELLE L.	153.34
BRADLEY, KELLY R.	1,415.70	MC MULLEN, DONALD R.	597.03
HART II, DELBERT W.	1,226.48	SILVA, JESSE L.A.	223.62
JONES, ROBERT F.	1,549.29	RILEY, DANIEL A.	499.04
DORAN, JUSTIN J.	1,536.26	GERBER, SAMUEL A.	18.47
FARRELL, MITCHELL L.	1,103.47	KLINGER, LUCAS D.	537.03
MANKER JR, DAVID W.	573.74	KLINGER, BRADLEY W.	637.57
MANKER SR, DAVID W.	796.02	WILLIAMS, SYDNEY K.	660.53
BECKER, MICHAEL S.	761.43	SWEM, DONALD L.	1,878.07
NEDWICK, DAVID J.	540.42	WHITLEY, ANDREW T.	2,137.94
FREY, DYLAN V.	508.18	MORRISON, KEVIN P.	1,067.65
SHEPARD, ZACHARY N.	517.02	JOHNSON, STEVEN P.	1,138.68
HART III, DELBERT W.	616.00	BISHAW, JAMES H.	616.68
SLADEK, RYLYNN S.	460.50	WITTHOEFT, LUKILA F.	581.83

RITTER, DAVID M.
PETERSON, BENJAMIN D.
GILL, DAVID R.

529.28
578.10
1,031.68

MATTER, DAWSON K.

2,034.53

TOTAL

109,481.76

Payroll Transmittal – 06/30/2017

4FRONT CREDIT UNION
AMERICAN FAMILY LIFE
AMERICAN FAMILY LIFE
CHAR EM UNITED WAY
CHARLEVOIX STATE BANK

277.69
191.88
447.24
59.00
1,259.62

CHEMICAL BANK
COMMUNICATION WORKERS OF AMER
MI STATE DISBURSEMENT UNIT
PRIORITY HEALTH
TOTAL

150.00
516.80
401.83
2,012.33
5,316.39

DRAFT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: July 17, 2017

ATTACHMENTS:

- ▣ Check Register - 07/17/17 Agenda

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/08/2017	07/14/2017	120686	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	277.69
07/08/2017	07/14/2017	120687	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	191.88
07/08/2017	07/14/2017	120687	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	447.24
07/08/2017	07/14/2017	120688	BARRY COUNTY TRIAL C	9029	Wage Assignment: Case 04-6725	20.00
07/08/2017	07/14/2017	120689	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 7/8/20	59.00
07/08/2017	07/14/2017	120690	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,259.62
07/08/2017	07/14/2017	120691	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
07/08/2017	07/14/2017	120692	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	516.80
07/08/2017	07/14/2017	120693	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
07/08/2017	07/14/2017	120694	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 7	251.25
07/08/2017	07/14/2017	120695	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,938.69
Grand Totals:		11				5,514.00

Km

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

07/14/17 Payroll Transmittal Checks	\$	5,514.00
07/14/17 Payroll (net pay)	\$	114,202.69
07/18/17 Regular Accounts Payable	\$	164,185.19
Checks Sub-Total:	\$	283,901.88

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

07/03/17 MI Public Power Agency	\$	18,618.39
07/05/17 Payment Service Network	\$	236.90
07/10/17 State of MI (Sales Tax)	\$	21,329.45
07/11/17 MI Public Power Agency	\$	11,964.07
07/13/17 DTE Energy	\$	2,181.82
07/14/17 IRS (Payroll Tax Deposit)	\$	41,392.18
07/14/17 Alerus Financial (HCSP)	\$	420.00
07/14/17 State of MI (Withholding Tax)	\$	5,952.48
07/14/17 Vantagepoint (401 ICMA Plan)	\$	713.94
07/14/17 Vantagepoint (457 ICMA Plan)	\$	13,016.80
07/14/17 Vantagepoint (Roth IRA)	\$	961.53
ACH Sub-Total:	\$	116,787.56

Huntington National Bank Total: \$ 400,689.44

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

07/18/17 Tax Disbursement	\$	-
Charlevoix State Bank Total:	\$	-

Grand Total: \$ 400,689.44

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/08/2017	PC	07/14/2017	23762	GIBSON, SHIRLEY J.	43		710.12
07/08/2017	PC	07/14/2017	23763	PERRON, LEON R.	45		427.93
07/08/2017	PC	07/14/2017	23764	KURTZ, LUTHER J.	54		794.21
07/08/2017	PC	07/14/2017	23765	HAGEN, AARON W.	56		385.56
07/08/2017	PC	07/14/2017	23766	OLEKSY, THOMAS M.	57		378.82
07/08/2017	PC	07/14/2017	23767	KALBFELL, JANET P.	58		397.10
07/08/2017	PC	07/14/2017	23768	WELLER, LINDA JO	101		1,499.87
07/08/2017	PC	07/14/2017	23769	HEYDLAUFF, MARK L.	102		2,445.18
07/08/2017	PC	07/14/2017	23770	GOLDING, JOYCE M.	106		1,132.69
07/08/2017	PC	07/14/2017	23771	DEROSIA, PATRICIA E.	107		932.48
07/08/2017	PC	07/14/2017	23772	DOTSON, LINDSEY J.	109		1,421.14
07/08/2017	PC	07/14/2017	23773	LOY, EVELYN R.	117		1,050.16
07/08/2017	PC	07/14/2017	23774	KLOOSTER, ALIDA K.	121		1,763.44
07/08/2017	PC	07/14/2017	23775	GOLOVICH, KAREN J.	122		970.67
07/08/2017	PC	07/14/2017	23776	SPENCLEY, PATRICIA L.	136		1,003.67
07/08/2017	PC	07/14/2017	23777	MILLER, FAITH G.	142		58.50
07/08/2017	PC	07/14/2017	23778	LEESE, MERRI C.	145		523.99
07/08/2017	PC	07/14/2017	23779	MCGINN, KELLY A.	146		1,618.00
07/08/2017	PC	07/14/2017	23780	JONES, JANET M.	148		496.47
07/08/2017	PC	07/14/2017	23781	DOAN, GERARD P.	201		1,603.59
07/08/2017	PC	07/14/2017	23782	SCHLAPPI, JAMES L.	204		1,085.18
07/08/2017	PC	07/14/2017	23783	UMULIS, MATTHEW T.	205		1,431.33
07/08/2017	PC	07/14/2017	23784	HANKINS, SCOTT A.	208		1,486.24
07/08/2017	PC	07/14/2017	23785	ORBAN, BARBARA K.	209		1,375.91
07/08/2017	PC	07/14/2017	23786	TRAEGER, JASON A.	210		1,341.78
07/08/2017	PC	07/14/2017	23787	FLICKEMA, ANDREW M.	211		1,645.71
07/08/2017	PC	07/14/2017	23788	MATELSKI, KIMBERLY A.	212		1,188.90
07/08/2017	PC	07/14/2017	23789	RILEY, DENISE M.	213		504.62
07/08/2017	PC	07/14/2017	23790	EVANS JR, HALBERT K.	214		1,470.62
07/08/2017	PC	07/14/2017	23791	KLOOSTER, PATRICK H.	216		1,050.59
07/08/2017	PC	07/14/2017	23792	BINGHAM, LARRY E.	224		953.53
07/08/2017	PC	07/14/2017	23793	ENGSTROM, TYLER A.	225		600.58
07/08/2017	PC	07/14/2017	23794	WARNER, PAYTON J.	229		879.83
07/08/2017	PC	07/14/2017	23795	MATELSKI, RYAN G.	230		849.92
07/08/2017	PC	07/14/2017	23796	GREENE, GLORIA C.	243		645.24
07/08/2017	PC	07/14/2017	23797	DAVIS, LEAH R.	245		645.24
07/08/2017	PC	07/14/2017	23798	TELGENHOF, WILL G.	246		760.38
07/08/2017	PC	07/14/2017	23799	WILLIAMS, BRANDON S.	248		479.25
07/08/2017	PC	07/14/2017	23800	GREYERBIEHL, KELLY M.	260		689.10
07/08/2017	PC	07/14/2017	23801	WURST, RANDALL W.	411		998.40
07/08/2017	PC	07/14/2017	23802	MAYER, SHELLEY L.	412		1,905.42
07/08/2017	PC	07/14/2017	23803	HILLING, NICHOLAS A.	413		1,248.66
07/08/2017	PC	07/14/2017	23804	MEIER III, CHARLES A.	421		1,615.87
07/08/2017	PC	07/14/2017	23805	ZACHARIAS, STEVEN B.	422		1,393.99
07/08/2017	PC	07/14/2017	23806	EATON, BRAD A.	515		1,908.65
07/08/2017	PC	07/14/2017	23807	WILSON, TIMOTHY J.	516		2,248.94
07/08/2017	PC	07/14/2017	23808	LAVOIE, RICHARD L.	519		1,630.19
07/08/2017	PC	07/14/2017	23809	STEVENS, BRANDON C.	521		1,930.24
07/08/2017	PC	07/14/2017	23810	DRAVES, MARTIN J.	523		1,915.28
07/08/2017	PC	07/14/2017	23811	BROWN, STEPHANIE C.	524		1,042.18
07/08/2017	PC	07/14/2017	23812	ANDERSON, ELIZABETH	526		1,151.81
07/08/2017	PC	07/14/2017	23813	ELLIOTT, PATRICK M.	600		2,004.05
07/08/2017	PC	07/14/2017	23814	SCHWARTZFISHER, JOS	603		944.30
07/08/2017	PC	07/14/2017	23815	BRADLEY, KELLY R.	614		1,290.33
07/08/2017	PC	07/14/2017	23816	HART II, DELBERT W.	616		1,508.98
07/08/2017	PC	07/14/2017	23817	JONES, ROBERT F.	618		1,232.87
07/08/2017	PC	07/14/2017	23818	DORAN, JUSTIN J.	621		1,564.86

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/08/2017	PC	07/14/2017	23819	FARRELL, MITCHELL L.	622		1,414.09
07/08/2017	PC	07/14/2017	23820	MANKER JR, DAVID W.	638		379.00
07/08/2017	PC	07/14/2017	23821	MANKER SR, DAVID W.	639		509.52
07/08/2017	PC	07/14/2017	23822	BECKER, MICHAEL S.	641		722.23
07/08/2017	PC	07/14/2017	23823	NEDWICK, DAVID J.	642		254.89
07/08/2017	PC	07/14/2017	23824	FREY, DYLAN V.	643		440.56
07/08/2017	PC	07/14/2017	23825	SHEPARD, ZACHARY N.	656		555.78
07/08/2017	PC	07/14/2017	23826	HART III, DELBERT W.	657		557.52
07/08/2017	PC	07/14/2017	23827	SLADEK, RYLYNN S.	660		217.98
07/08/2017	PC	07/14/2017	23828	HAWKINS, JAMES S.	662		419.80
07/08/2017	PC	07/14/2017	23829	MCGHEE, ROBERT R.	663		980.51
07/08/2017	PC	07/14/2017	23830	ALDEN, CAMDEN D.	670		557.52
07/08/2017	PC	07/14/2017	23831	MUMICH, BARRY J.	671		555.70
07/08/2017	PC	07/14/2017	23832	CRANDELL, ZACKARY R.	691		598.71
07/08/2017	PC	07/14/2017	23833	LEITNER, RYAN S.	692		725.48
07/08/2017	PC	07/14/2017	23834	FERGUSON, ROYCE L.	693		679.93
07/08/2017	PC	07/14/2017	23835	BOSS, SHERRY M.	695		368.36
07/08/2017	PC	07/14/2017	23836	KIRINOVIC, THOMAS F.	700		707.10
07/08/2017	PC	07/14/2017	23837	STEBE, LAURA A.	703		60.03
07/08/2017	PC	07/14/2017	23838	SROUFE, MARC E.	705		175.70
07/08/2017	PC	07/14/2017	23839	SROUFE, PAMELA B.	707		180.97
07/08/2017	PC	07/14/2017	23840	MILAN, JANE E.	711		1,092.80
07/08/2017	PC	07/14/2017	23841	ANZELL, BETH A.	712		591.96
07/08/2017	PC	07/14/2017	23842	BERNIER, RACHEL M.	718		624.15
07/08/2017	PC	07/14/2017	23843	MACGILLIVRAY, RAYMO	720		532.03
07/08/2017	PC	07/14/2017	23844	DIXON, MIKAYA S.	736		445.32
07/08/2017	PC	07/14/2017	23845	MILAN, BAC P.	740		567.60
07/08/2017	PC	07/14/2017	23846	HOLECHECK, JENNACA	777		667.71
07/08/2017	PC	07/14/2017	23847	LABELLE, DAVIS B.	778		343.36
07/08/2017	PC	07/14/2017	23848	BAILEY, ALYSSA M.	787		447.86
07/08/2017	PC	07/14/2017	23849	HEID, THOMAS J.	802		1,299.22
07/08/2017	PC	07/14/2017	23850	LEESE, ALAN K.	835		445.08
07/08/2017	PC	07/14/2017	23851	HART, DAVID R.	836		80.80
07/08/2017	PC	07/14/2017	23852	GRUNCH, RONALD J.	844		373.84
07/08/2017	PC	07/14/2017	23853	DAVIS, RONALD L.	853		192.06
07/08/2017	PC	07/14/2017	23854	FAIRCHILD, GALEN W.	855		455.18
07/08/2017	PC	07/14/2017	23855	DAKROUB, JOSEPH E.	860		327.03
07/08/2017	PC	07/14/2017	23856	MASSON, DONALD J.	861		475.56
07/08/2017	PC	07/14/2017	23857	KUSINA, DENNIS W.	862		279.72
07/08/2017	PC	07/14/2017	23858	LABLANCE, MAUREEN J.	863		312.12
07/08/2017	PC	07/14/2017	23859	LIVINGSTON, BRIAN D.	866		829.93
07/08/2017	PC	07/14/2017	23860	VANLOO, JOSEPH G.	902		899.31
07/08/2017	PC	07/14/2017	23861	WYMAN, MATTHEW A.	927		1,725.04
07/08/2017	PC	07/14/2017	23862	BOSS, RYDER S.	932		978.15
07/08/2017	PC	07/14/2017	23863	MILLER, WILLIAM S.	933		1,344.57
07/08/2017	PC	07/14/2017	23864	HOUSER, JAMES F.	934		641.60
07/08/2017	PC	07/14/2017	23865	DOUGLAS, MARK	935		673.74
07/08/2017	PC	07/14/2017	23866	MITCHELL, JACOB A.	936		293.13
07/08/2017	PC	07/14/2017	23867	TRAVERS, MANUEL J.	1000		1,864.75
07/08/2017	PC	07/14/2017	23868	STEVENS, JEFFREY W.	1028		164.23
07/08/2017	PC	07/14/2017	23869	RILEY, CASEY W.	1052		430.84
07/08/2017	PC	07/14/2017	23870	JONES, LARRY M.	1057		1,134.20
07/08/2017	PC	07/14/2017	23871	FLORE, ROBERT A.	1058		1,110.87
07/08/2017	PC	07/14/2017	23872	WILLSON, BRENDA R.	1059		250.52
07/08/2017	PC	07/14/2017	23873	BEAN, PETER J.	1060		591.14
07/08/2017	PC	07/14/2017	23874	FENNELL, DREW M.	1062		215.85
07/08/2017	PC	07/14/2017	23875	SILVA, JESSE L.A.	1073		60.79

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/08/2017	PC	07/14/2017	23876	RILEY, DANIEL A.	1079		325.16
07/08/2017	PC	07/14/2017	120671	COLE, SHANE	50		674.15
07/08/2017	PC	07/14/2017	120672	GERBER, SAMUEL A.	147		46.17
07/08/2017	PC	07/14/2017	120673	KLINGER, LUCAS D.	235		453.96
07/08/2017	PC	07/14/2017	120674	KLINGER, BRADLEY W.	244		568.48
07/08/2017	PC	07/14/2017	120675	WILLIAMS, SYDNEY K.	247		615.56
07/08/2017	PC	07/14/2017	120676	SWEM, DONALD L.	512		1,878.07
07/08/2017	PC	07/14/2017	120677	WHITLEY, ANDREW T.	522		2,130.79
07/08/2017	PC	07/14/2017	120678	MORRISON, KEVIN P.	601		1,461.23
07/08/2017	PC	07/14/2017	120679	JOHNSON, STEVEN P.	617		1,436.74
07/08/2017	PC	07/14/2017	120680	BISHAW, JAMES H.	633		619.01
07/08/2017	PC	07/14/2017	120681	WITTHOEFT, LUKILA F.	780		514.57
07/08/2017	PC	07/14/2017	120682	RITTER, DAVID M.	783		476.75
07/08/2017	PC	07/14/2017	120683	PETERSON, BENJAMIN D	785		548.69
07/08/2017	PC	07/14/2017	120684	GILL, DAVID R.	856		1,038.99
07/08/2017	PC	07/14/2017	120685	MATTER, DAWSON K.	1038		1,358.37
Grand Totals:			130				114,202.69

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Report Criteria:

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

Check Number	Payee	Amount
07/18/2017		
120696	ABRAMOWSKI, DWAIN M.	100.00
120697	ACE HARDWARE	4,333.53
120698	ALL-PHASE ELECTRIC SUPPLY CO.	894.21
120699	AMERICAN WASTE INC.	3,185.20
120700	APX INC.	50.82
120701	AUTO VALUE	472.42
120702	AVFUEL CORPORATION	14,093.53
120703	BEAN, PETER	25.14
120704	BEAVER RESEARCH COMPANY	134.27
120705	BEIJO DE CHOCOLAT LLC	13.00
120706	BELFY, RONALD	140.07
120707	BERG, REBECCA	124.00
120708	CARQUEST OF CHARLEVOIX	3,439.05
120709	CHAPDELAINE, EMILY	50.00
120710	CHARLEVOIX COUNTY	12,000.00
120711	CHARLEVOIX COUNTY TREASURER	306.15
120712	CHARLEVOIX GLASS INC.	220.19
120713	CHARLEVOIX SCREEN MASTERS INC	549.25
120714	CHARTER COMMUNICATIONS	1,012.56
120715	CHEMICAL SYSTEMS INC.	2,240.00
120716	CINTAS CORPORATION	184.35
120717	CINTAS CORPORATION #729	50.95
120718	CITY OF CHARLEVOIX - UTILITIES	32,548.54
120719	COOK FAMILY FARMS	158.00
120720	CSI EMERGENCY APPARATUS LLC	285.00
120721	DHASELEER, CARL	67.00
120722	DISTRICT 21 SOFTBALL	100.00
120723	DITCH WITCH SALES OF MICHIGAN	859.88
120724	DORNBOS SIGN INC.	8,269.91
120725	ELLSWORTH FARMER'S EXCHANGE	256.00
120726	EMERGENCY MEDICAL PRODUCTS I	430.20
120727	EMMET BRICK & BLOCK	529.47
120728	ENERGIS HIGH VOLTAGE RESOURCE	1,133.00
120729	FAMILY FARM & HOME	593.36
120730	FARMER WHITE'S	102.00
120731	FASTENAL COMPANY	73.27
120732	FISHER SCIENTIFIC	1,131.17
120733	FREEDOM MAILING SERVICES INC.	2,280.42
120734	GELDERBLOM, PAUL	25.00
120735	GERBER HOMEMADE SWEETS	66.00
120736	GORDON FOOD SERVICE	41.97
120737	GREAT LAKES ELEVATOR LLC	1,550.00
120738	GRIFFIN BEVERAGE CO	80.00
120739	GUNTZVILLER, RHONDA	412.00
120740	HARRELL'S	1,029.72
120741	HEP'S HOMEBAKED GRANOLA	7.00
120742	HOBSON, PAMELA	100.00
120743	HYDRO CORP	515.00

Check Number	Payee	Amount
120744	JACK DOHENY SUPPLIES INC	1,335.79
120745	JANE'S SASSY SALSA	90.00
120746	JESS CONSTRUCTION CO. INC.	3,315.00
120747	KMart	38.48
120748	KSS ENTERPRISES	888.23
120749	LOTTIE'S BAGELS	140.00
120750	MACDONALD GARBER	350.00
120751	MCCARDEL CULLIGAN-PETOSKEY	50.00
120752	METTLER TOLEDO INC	649.44
120753	MICHELS, CHRISTOPHER	150.00
120754	MICHIGAN MUSHROOM MARKET LLC	31.00
120755	MICHIGAN OFFICEWAYS INC	2,232.87
120756	NEALIS ENGINEERING	427.50
120757	NORTH SEAS GALLERY	2,450.00
120758	NORTHERN MICHIGAN DUST CONTR	288.00
120759	NORTHERN SAFETY CO INC	37.24
120760	NORTHWEST DESIGN GROUP	2,275.00
120761	NOVUSOLUTIONS	5,700.00
120762	NYE UNIFORM CO	213.31
120763	ORBAN, BARBARA K.	164.56
120764	O'REILLY AUTOMOTIVE INC	12.99
120765	OSTLUND PEST CONTROL LLC	425.00
120766	PARASTAR INC.	1,017.07
120767	PERFORMANCE ENGINEERS INC	7,039.44
120768	PETOSKEY BAND BOOSTERS	2,000.00
120769	POLYDYNE INC	506.00
120770	POND HILL FARM LLC	224.00
120771	PRATER DAY	1,000.00
120772	PRESTON FEATHER	1,653.93
120773	PRO WEB MARKETING LLC	20.00
120774	PROFESSIONAL SOFTWARE & SERVI	305.00
120775	PROVIDENCE FARM LLC	321.00
120776	PURITY CYLINDER GASES INC	158.83
120777	PVS TECHNOLOGIES INC	5,940.56
120778	QUICK CARE MEDICAL CENTER	98.00
120779	R & R PRODUCTS INC	95.09
120780	RANGE TELECOMMUNICATIONS	152.40
120781	RESIDEX LLC	149.94
120782	REVOLUTION BIKE LLC	552.48
120783	ROCKY TOP FARMS	33.00
120784	RUSTIC BAKER	28.00
120785	S&W HEALTHCARE CORPORATION	234.93
120786	SEARS COMMERCIAL ONE	509.99
120787	SHARROW MASONRY INC	6,105.50
120788	SHINDORF BUILDERS	1,203.00
120789	SIEGRIST, DAVID	54.00
120790	SITE ONE LANDSCAPE SUPPLY	218.24
120791	SNAP-ON	239.90
120792	SOS ANALYTICAL	550.00

Check Number	Payee	Amount
120793	SPARTAN DISTRIBUTORS INC	216.34
120794	SUPERIOR MECHANICAL	1,116.44
120795	SWANK MOTION PICTURES	363.00
120796	SWANSON K & D INC	4,750.00
120797	SYLVESTER, JAMIE	75.00
120798	SYSTEMS SPECIALISTS INC	1,200.00
120799	THE MOXIE STRINGS	1,200.00
120800	TRI-TURF	240.00
120801	UNITED STATES PLASTIC CORP.	168.45
120802	UP NORTH PROPERTY SERVICES LL	4,437.00
120803	USA BLUE BOOK	1,526.92
120804	VILLAGE GRAPHICS INC.	140.00
120805	WASHBURNE, BRENDA	50.00
120806	WATTA COOKIE LLC	13.00
120807	WILBERT BURIAL VAULT CO	336.64
120808	WINNIE'S ORIGINAL LLC	13.00
120809	WITTHOEFT, CHARLES	150.00
120810	WORK & PLAY SHOP	252.09
Total 07/18/2017:		164,185.19
Grand Totals:		164,185.19

Check Number	Payee	Amount
07/03/2017		
70317001	MICHIGAN PUBLIC POWER AGENCY	18,618.39
Total 07/03/2017:		18,618.39
Grand Totals:		18,618.39

Check Number	Payee	Amount
07/05/2017		
70517001	PAYMENT SERVICE NETWORK INC.	236.90
Total 07/05/2017:		236.90
Grand Totals:		236.90

Check Number	Payee	Amount
07/11/2017		
71117001	MICHIGAN PUBLIC POWER AGENCY	11,964.07
Total 07/11/2017:		11,964.07
Grand Totals:		11,964.07

Check Number	Payee	Amount
07/10/2017		
71017001	STATE OF MICHIGAN	21,329.45
Total 07/10/2017:		21,329.45
Grand Totals:		21,329.45

Check Number	Payee	Amount
07/13/2017		
71317001	DTE ENERGY	2,181.82
Total 07/13/2017:		2,181.82
Grand Totals:		2,181.82

Check Issue Date	Check Number	Payee	Amount
71417001			
07/14/2017	71417001	**EFTPS* Payroll Taxes	10,341.40
07/14/2017	71417001	**EFTPS* Payroll Taxes	10,341.40
07/14/2017	71417001	**EFTPS* Payroll Taxes	2,418.54
07/14/2017	71417001	**EFTPS* Payroll Taxes	2,418.54
07/14/2017	71417001	**EFTPS* Payroll Taxes	15,872.30
Total 71417001:			
	5		41,392.18
71417002			
07/14/2017	71417002	Alerus Financial	420.00
Total 71417002:			
	1		420.00
71417003			
07/14/2017	71417003	STATE OF MICHIGAN	5,952.48
Total 71417003:			
	1		5,952.48
71417004			
07/14/2017	71417004	Vantagepoint - 401 Plan 109153	713.94
Total 71417004:			
	1		713.94
71417005			
07/14/2017	71417005	Vantagepoint - 457 Plan 300959	4,863.59
07/14/2017	71417005	Vantagepoint - 457 Plan 300959	752.58
07/14/2017	71417005	Vantagepoint - 457 Plan 300959	1,904.29
07/14/2017	71417005	Vantagepoint - 457 Plan 300959	5,496.34
Total 71417005:			
	4		13,016.80
71417006			
07/14/2017	71417006	Vantagepoint - Roth IRA 706117	961.53
Total 71417006:			
	1		961.53
Grand Totals:			
	13		62,456.93



CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: MML Workers Compensation Fund Board Election

DATE: July 17, 2017

BACKGROUND:

The City of Charlevoix is part of the Michigan Municipal League Workers' Compensation Fund. Annually, we elect members of that board. The following five persons have been nominated for the five open, four-year terms:

- Councilmember Lois Allen-Richardson, City of Ypsilanti
- Mayor Maureen Donker, City of Midland
- Mayor Deb Doyle, City of Durand
- Scott Erickson, City Manager- City of Ironwood
- John Shay, City Manager- City of Ludington

RECOMMENDATION:

Authorize the City Clerk to cast the City of Charlevoix ballot for the slate offered by the nominating committee of the Trustees of the Michigan Municipal League Workers' Compensation Fund.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Request by Charlevoix Yacht Club for Free Parking – Nucore Triangle and Red Fox Regatta

DATE: July 17, 2017

BACKGROUND:

The Charlevoix Yacht Club is asking that the City Council waive the parking fees at Ferry Launch Ramp for the Nucore Triangle on September 1, 2017 and the Red Fox Regatta on September 2-3, 2017.

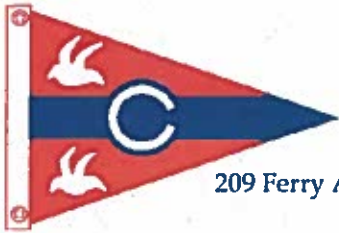
The Charlevoix City Code, Title X, Chapter 148, Section 10.84 states: “The city council, by resolution, may revise or waive fees for special or public events. The term "special or public events" shall mean a tournament, festival or other type of event, whether or not open to public participation or observation, the occurrence of which will, in the judgment of the city council, benefit the city economically or by virtue of the publicity surrounding the event.”

RECOMMENDATION:

Approve Resolution 2017-07-03 Waive Parking Fees for Charlevoix Yacht Club.

ATTACHMENTS:

- ▣ Charlevoix Yacht Club Request Letter
- ▣ Resolution 2017-07-03



Charlevoix Yacht Club

209 Ferry Avenue · PO Box 522 Charlevoix, MI 49720 · www.CharlevoixYachtClub.org · 231-547-9170

June 20, 2017

Mayor and City Council
City of Charlevoix
210 State Street
Charlevoix, MI 49720

RE: Use of Boat Launch Facility for Red Fox Regatta

Dear Mayor and Council;

This letter is a request to the City Council to again allow free use of the boat launch ramp at the end of Stover Road on September 1, 2 and 3 of 2017. These are the dates of the Nucore Triangle Race, Friday evening and the annual Red Fox Regatta sailboat race between Charlevoix and Boyne City, Saturday and Sunday, sponsored by the Charlevoix Yacht Club.

We have sailboats participating in these races from out of town that will need to use the launch ramp. Last year there were about thirty launch passes used by out of town sailboats. Local boats are either in the water or already have seasonal launch passes. Participants will be identified by showing a colored card indicating that they are a Red Fox participant.

There will be approximately 80 to 90 boats with anywhere from 1 to 18 people on board. Over half of the race participants come from out of town and will be patronizing Charlevoix restaurants, businesses and motels during their stay. There will be a definite economic benefit to the City of Charlevoix. Charlevoix also receives good community exposure as the host of this annual event.

Your consideration and approval of this matter will be appreciated.

Sincerely,

Judy A. Gordon
Red Fox Committee
Charlevoix Yacht Club

RECEIVED

JUN 23 2017

CITY OF CHARLEVOIX

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-07-03
WAIVE PARKING FEES FOR CHARLEVOIX YACHT CLUB

WHEREAS, the Charlevoix Yacht Club is hosting the Nucore Triangle Race on September 1 and the Red Fox Regatta on September 2–3, 2017; and

WHEREAS, the Charlevoix Yacht Club is requesting that parking fees be waived for the races; and

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

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix, hereby waives parking fees for the Nucore Triangle Race on September 1 and the Red Fox Regatta on September 2–3, 2017.

RESOLVED this 17th day of July, 2017 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Site Plan Approval: Sutton Hangar

DATE: July 17, 2017

PRESENTED BY: Elise Crafts, Staff Planner- Networks Northwest

BACKGROUND:

The purpose of this agenda item is to review the proposed Planning Commission recommendation for a new aviation hangar. The applicant, Mr. Kermit Sutton, represented by Jim Malewitz, Performance Engineers, is proposing a 7,200 square foot non-commercial aviation hangar at 100 Apache Lane. The property is zoned PF (Public Facilities) and owned by the City of Charlevoix. The location of the proposed hangar will be leased to the applicant.

The proposed development meets all of the requirements of the zoning ordinance in regards to site plan review. Plans for the development have been included on 11X17 paper. If you would like to see more detailed plans I can provide a larger size for you upon request.

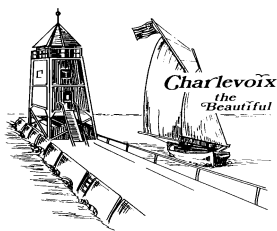
The Planning Commission has unanimously recommended approval with conditions regarding approval from applicable authorities, land use, signage, and lighting. There are no public safety concerns over the proposal.

RECOMMENDATION:

Motion to approve Project 2017-07 SP with conditions.

ATTACHMENTS:

- ❑ Sutton Hangar Report from the Planning Commission
- ❑ site plan
- ❑ Public Safety Approvals



CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MICH. 49720

PLANNING COMMISSION (PC) REPORT / RECOMMENDATION

AGENDA TITLE:	<u>Project 2017-07 SP: Sutton Aviation Hangar Site Plan Review</u>
PUBLIC MEETING DATE:	June 27, 2017 at 3:00 PM (Planning Commission) July 17, 2017 at 7:00PM (City Council)

EXHIBITS:	1. Site Plan Review application. 2. Site Plan provided by applicant. 3. City of Charlevoix Zoning Ordinance.
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I. GENERAL INFORMATION:

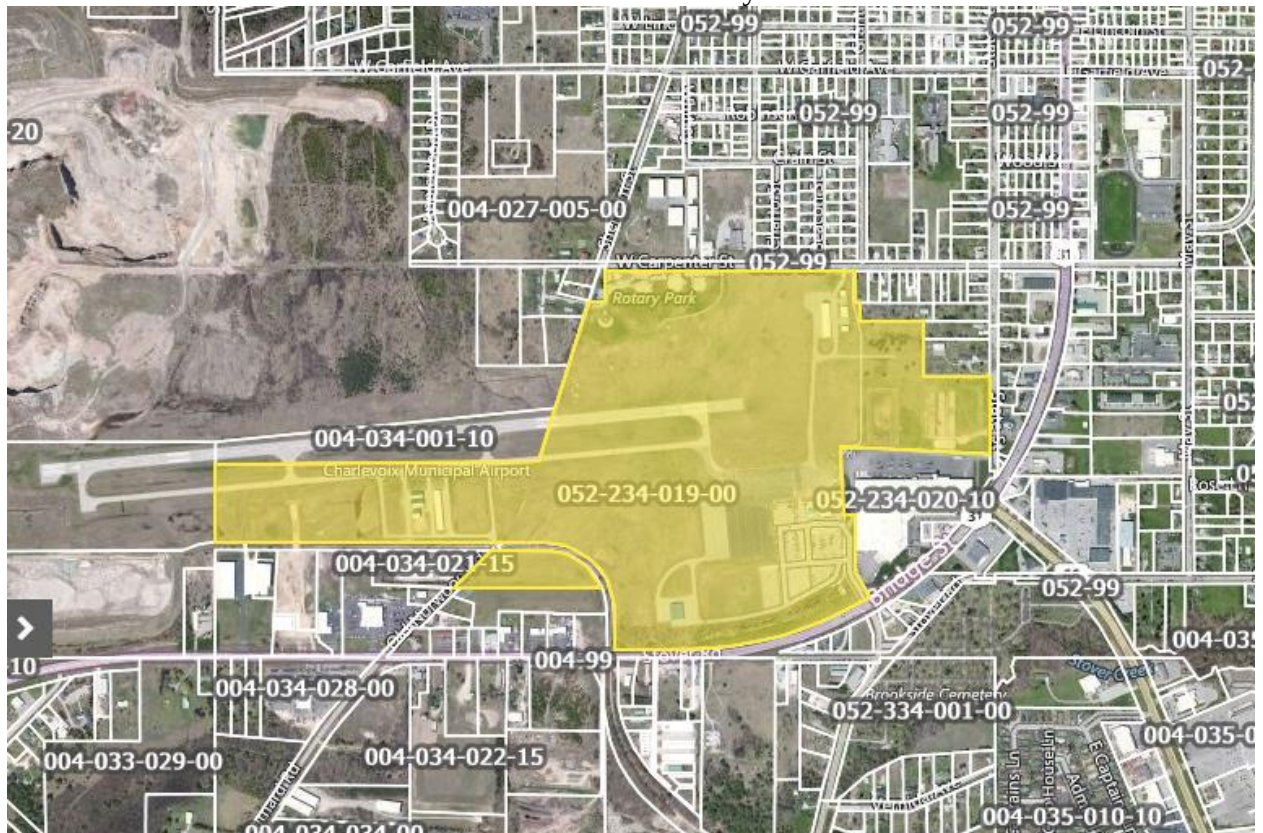
Applicant:	Kermit S. Sutton 715 Tenth St. S. Naples, FL 34102								
Property Owner:	City of Charlevoix								
Requested Action:	Construct a non-commercial hangar at the Charlevoix Municipal Airport.								
Zoning:	PF – Public Facilities								
Project Location:	111 Airport Drive								
Project Site Size:	156.4 Acres								
Existing Land Use:	Airport runway, terminal, hangars and other related buildings.								
Adjacent Land Uses:	<table style="width: 100%;"> <tr> <td style="width: 5%; text-align: center;">N</td> <td>Low and Medium Density Residential, Storage, City Electric Department and Skate Park</td> </tr> <tr> <td style="text-align: center;">E</td> <td>Low Density Residential, Highway Commercial Development</td> </tr> <tr> <td style="text-align: center;">S</td> <td>Highway Commercial Development, Township Commercial Development</td> </tr> <tr> <td style="text-align: center;">W</td> <td>Mining Operations</td> </tr> </table>	N	Low and Medium Density Residential, Storage, City Electric Department and Skate Park	E	Low Density Residential, Highway Commercial Development	S	Highway Commercial Development, Township Commercial Development	W	Mining Operations
N	Low and Medium Density Residential, Storage, City Electric Department and Skate Park								
E	Low Density Residential, Highway Commercial Development								
S	Highway Commercial Development, Township Commercial Development								
W	Mining Operations								
Adjacent Zoning:	<table style="width: 100%;"> <tr> <td style="width: 5%; text-align: center;">N</td> <td>R1 – Low Density Residential, R2 – Medium Density Residential, I – Industrial, PF – Public Facilities</td> </tr> <tr> <td style="text-align: center;">E</td> <td>R1 – Low Density Residential, I – Industrial, GC – General Commercial</td> </tr> <tr> <td style="text-align: center;">S</td> <td>GC – Highway Commercial, C – Commercial (Township)</td> </tr> <tr> <td style="text-align: center;">W</td> <td>R-2 – One and Two Family Dwelling (Township), I – Industrial (Township), MRD – Mineral Resource District (Township)</td> </tr> </table>	N	R1 – Low Density Residential, R2 – Medium Density Residential, I – Industrial, PF – Public Facilities	E	R1 – Low Density Residential, I – Industrial, GC – General Commercial	S	GC – Highway Commercial, C – Commercial (Township)	W	R-2 – One and Two Family Dwelling (Township), I – Industrial (Township), MRD – Mineral Resource District (Township)
N	R1 – Low Density Residential, R2 – Medium Density Residential, I – Industrial, PF – Public Facilities								
E	R1 – Low Density Residential, I – Industrial, GC – General Commercial								
S	GC – Highway Commercial, C – Commercial (Township)								
W	R-2 – One and Two Family Dwelling (Township), I – Industrial (Township), MRD – Mineral Resource District (Township)								

PROJECT DESCRIPTION/LOCATION:

The applicant is requesting site plan approval for a new 7,200 square foot non-commercial hangar at the Charlevoix Municipal Airport

Airport Aerial Photo (Property lines are approximate)

Source: Charlevoix County



Site Aerial Photo (Property lines are approximate)

Source: Charlevoix County



MASTER PLAN CONSIDERATIONS: *Please note that Site Plan Review is not based on consistency with the Land Use Master Plan, this section is included only for general reference.

The 2011 Land Use Master Plan identifies the Charlevoix Municipal Airport as the primary focus area for adding services for residents that create an attractive regional transportation hub and create revenue for airport operations.

Further, the 2013 Charlevoix Municipal Airport Master Plan designates the southwest area of the airport property for future aviation related development.

PROPERTY ZONING HISTORY:

Under the 1978 Zoning Ordinance the subject parcel was given a PR – Public Reserve zoning designation. When the new Zoning Ordinance was adopted on August 5th, 2013 the parcel was zoned with a PF – Public Facility zoning designation based on the subject land use.

II. SITE PLAN REVIEW:

The following section is taken directly from the Section 5.120 (pg. 130) of the Zoning Ordinance. The PC must make findings of fact to determine if the proposal meets each of the following standards. The PC must find that this proposal meets all of the following standards based on findings of fact before considering a motion to approve or deny. Staff has written the following recommended findings of fact as a starting point. The PC may add, modify, or delete any of the following draft findings at the meeting. The draft findings are all bulleted and in *italics*.

5.120. Standards for Site Plan Approval: A site plan shall be approved only upon a finding of compliance with the following standards:

- (1) The site plan must comply with all standards of this Article and all applicable requirements of this ordinance, as well as with all other applicable city, county, state and federal laws and regulations.
 - *The PC finds that the site plan proposal complies with Section 5.30 (pg. 30) of the Zoning Ordinance, which states that PF – Public Facility districts are intended to accommodate municipal, county and federal government related buildings and uses.*
 - *The PC finds that the site plan proposal complies with Section 5.31 (pg. 33) of the Zoning Ordinance, which states that “Essential services” (as the airport is stated to be in the 2011 Master Plan) or a “Similar use” are a use by right in Public Facility districts.*
 - *The PC finds that the site plan proposal complies with Section 5.32 (pg. 34) of the Zoning Ordinance which requires that the minimum lot width for a parcel in the Public Facility zoning district must be 100 feet.*
 - *The PC finds that the site plan proposal complies, with some additional circumstances, with Section 5.32 (pg. 34) of the Zoning Ordinance which establishes the required building setbacks (20 feet in the front, 15 feet in the rear, 10/15 feet on sides) and maximum building height (35 feet) for buildings in a Public Facility zoning district.*

- *The PC finds that the site plan proposes a new connection to public water services and new private sewage disposal facility. Prior to commencing construction, the proposed site plan shall comply with Section 5.77 (pg. 86) including all applicable Health Department reviews and permits.*
 - *The PC finds that Section 5.81 Landscaping (pg. 88) does not apply to this proposal as there are no landscaping or buffer requirements for lots zoned Public Facility and imposing additional landscaping requirements is not necessary as none of the adjacent uses in this area of the airport would be impacted by the addition of a private hangar.*
 - *The PC finds that this property has an existing parking lot which more than meets the parking demand for the use proposed.*
- (2) The site must be designed in a manner that is harmonious, to the greatest extent possible, with the character of the surrounding area.
- *The PC finds that the proposed development is harmonious with the character of the existing airport. The development is located in an area that is already largely occupied by similar operations, so the design is generally harmonious and not out of place.*
- (3) The site must be designed to minimize hazards to adjacent property and to reduce the negative effects of traffic, noise, smoke, fumes and glare to the greatest extent possible.
- *The PC finds adequate measures have been taken to limit hazards to adjacent properties.*
- (4) Unless a more specific design standard is required by the city through a different ordinance or regulation, all uses and structures subject to site plan review shall comply with the following design standards:
- (a) TRAFFIC CIRCULATION.
- The number, location and size of access and entry points, and internal vehicular and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, as well as circulation within the site. In reviewing traffic features, the number, spacing and alignment of existing and proposed access points shall be considered relative to their impact on movement on abutting streets and adjacent properties.
- *The PC finds there would be sufficient vehicular access from outside the airport. The access points already exist and will not affect traffic in the area in a negative way.*
- (b) STORM WATER.
- Storm water retention and drainage systems shall be designed so the removal of surface water will not adversely affect neighboring properties or public storm water drainage systems. Unless impractical, storm water shall be removed from all roofs, canopies and paved areas by an underground surface drainage system. Low impact design solutions such as rain gardens and green roofs are encouraged.
- *The PC finds that there are no known drainage issues affecting adjacent properties in this area of the airport, and the proposed building would not be expected to create any on a lot of this size.*
 - *The PC finds that the subject site is adequately served by the existing stormwater infrastructure of the airport and the site plan is designed to appropriately integrate on-site drainage into existing infrastructure.*

(c) LANDSCAPING.

The landscape shall be preserved in its natural state, insofar as practical, by minimizing unnecessary tree and soil removal. Any grade changes shall be in keeping with the general appearance of neighboring developed areas. Provision or preservation of landscaping, buffers or greenbelts may be required to ensure the proposed uses will be adequately buffered from one another and from surrounding property.

- *The PC finds that Section 5.81 Landscaping (pg. 88) does not apply to this proposal as there are no landscaping or buffer requirements for lots zoned Public Facility and imposing additional landscaping requirements is not necessary as none of the adjacent uses in this area of the airport would be impacted by the addition of a private hangar.*

(d) SCREENING.

Where non-residential uses abut residential uses, appropriate screening shall be provided in accordance with Section 5.81(9) (pg. 94) to shield residential properties from noise, headlights and glare.

- *The PC finds that no screening is necessary.*

(e) LIGHTING

Lighting shall be designed to minimize glare on adjacent properties and public streets. As a condition of site plan approval, reduction of lighting during non-business hours may be required.

- *The PC finds that no additional lighting is proposed for the proposed building at this time. Existing lighting on-site already meets the requirements of the zoning ordinance.*
- *The PC finds that future lighting is allowed provided it meets all applicable regulations, including the standards of the Charlevoix Municipal Airport and zoning ordinance.*

(f) UTILITY SERVICE.

All utility service shall be underground, unless impractical due to engineering difficulties.

- *The PC finds that any new utilities/connections required for this development shall be underground.*

(g) EXTERIOR USES.

Exposed storage areas, machinery, heating and cooling units, service areas, loading areas, utility buildings and structures, and similar accessory areas shall be located to have a minimum negative effect on adjacent properties and shall be screened, if reasonably necessary, to ensure compatibility with surrounding properties.

- *The PC finds that this business is located in the Charlevoix Municipal Airport, where such buildings are common, and no exterior uses are proposed, so no negative effect on adjacent properties exists.*

(h) EMERGENCY ACCESS.

All building and structures shall be readily accessible to emergency vehicles.

- *The PC finds that the site plan has been reviewed and preliminarily approved by the Fire Chief and Police Chief. They feel the structure has adequate access to the building.*

(i) WATER AND SEWER.

Water and sewer installation shall comply with all city specifications and requirements.

- *The PC finds that the site plan proposes a new connection to public water services and new private sewage disposal facility. Prior to commencing construction, the proposed site plan shall comply with Section 5.77 (pg. 86) including all applicable Health Department reviews and permits.*

(j) SIGNS.

Permitted signs shall be located to avoid creating distractions, visual clutter and obstructions for traffic entering or exiting a site.

- *The PC finds that there are no additional signs proposed on the property, or on or near the proposed building.*
- *The PC finds that future signage related to addressing purposes is allowed, provided the proposed signage complies with all applicable regulations, including the zoning ordinance.*

III. CONDITIONS OF APPROVAL

The following section is taken directly from the Section 5.121 (pg. 131) of the Zoning Ordinance. The PC may impose conditions of approval on the site plan based on the following criteria.

5.121. Conditions of Site Plan Approval.

Conditions which are designed to ensure compliance with the intent of this ordinance and other regulations of the City of Charlevoix may be imposed on site plan approval.

Conditions imposed shall be based on the following criteria:

- (1) Ensure that public services and facilities affected by the proposed land use and site plan will not be adversely affected.
- (2) Ensure that the Use is compatible with adjacent land uses and activities.
Condition 1: *The proposed hangar shall not be used as living quarters or sleeping space at any time.*
- (3) Protect natural resources, the health, safety, welfare and social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
- (4) Ensure compatibility between the proposed use or activity and the rights of the city to perform its governmental functions.
Condition 2: *Should the Health Department not approve the proposed septic field, the applicant may reduce the lease area on the subject property.*

Condition 3: *The applicant shall bear all costs associated with installation and maintenance of the proposed septic system.*

Condition 4: *Should the City of Charlevoix extend sanitary sewer within a reasonable distance from the subject property, as determined by the Health Department, the applicant shall connect to the sanitary sewer system and remove the proposed septic field, at their own cost.*

- (5) Meet the intent and purpose of the zoning ordinance, be related to the regulations and standards established in the ordinance for the land use or activity under consideration and be necessary to ensure compliance with those standards.

Condition 5: *Any future exterior building lights shall be down lit and meet the requirements of the ordinance and subject to review by the Charlevoix Municipal Airport Committee.*

Condition 6: *Any future signage shall meet the requirements of the ordinance and is subject to review by the Zoning Administrator.*

- (6) Ensure compliance with the intent of other city ordinances that are applicable to the site plan.

Condition 7: *The applicant shall submit, in writing, the required approvals from the Fire Chief, Police Chief, and Charlevoix Municipal Airport.*

Condition 8: *The proposed site plan is subject to Health Department review and approval.*

- (7) Ensure compatibility with other uses of land in the vicinity.

IV. PC RECOMMENDATION TO CITY COUNCIL:

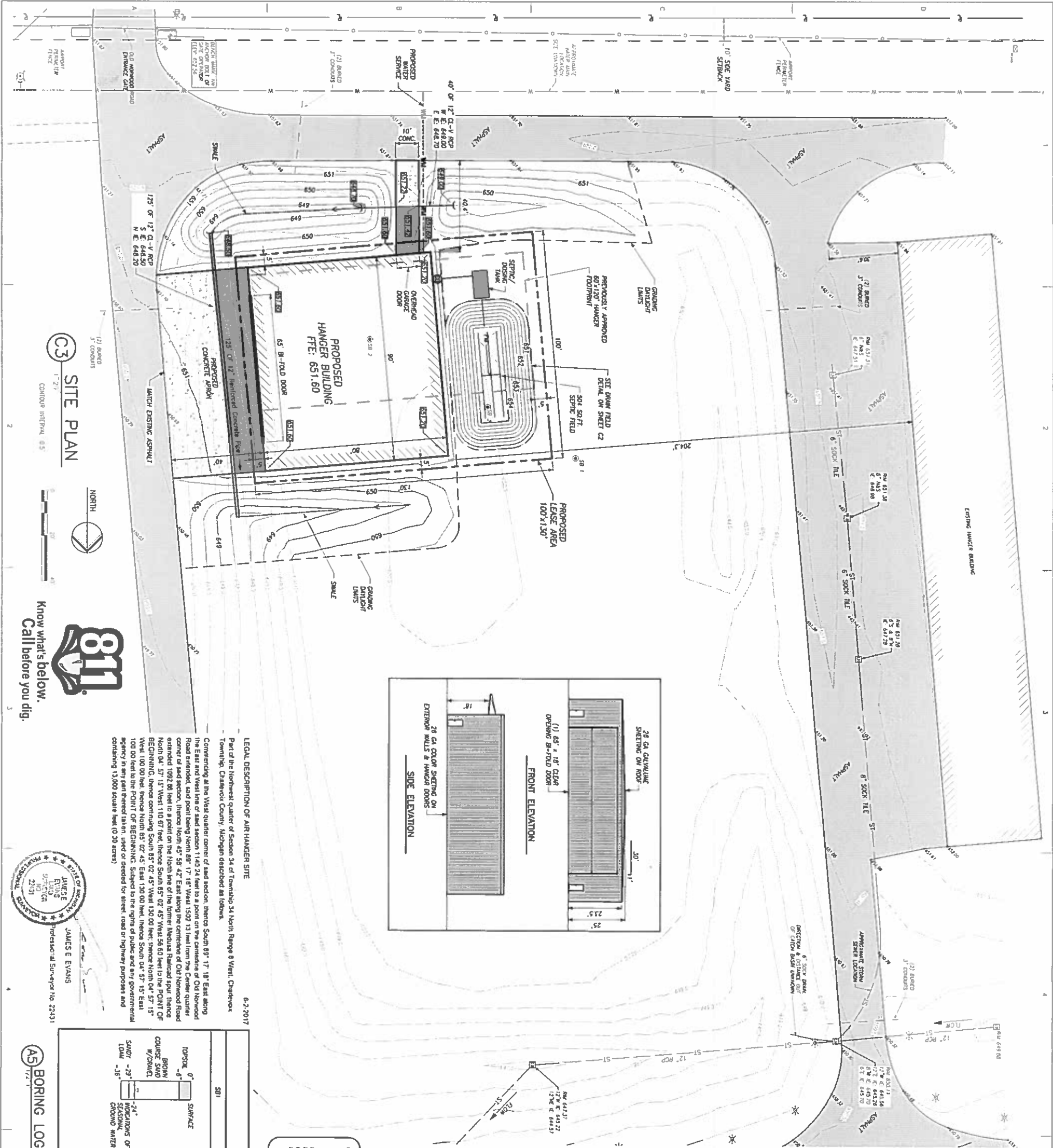
Approve Project 2017-07 SP **with conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 5.120.

General Discussion Recommendations for Council (not related to Site Plan Approval)

The Planning Commission recommends that the City Council (a) consider extending the sanitary sewer system throughout the entire Charlevoix Municipal airport and (b) consider designating future lease areas for future hangar and other developments in the airport master plan (similar to a subdivision lot plan, for example), rather than approving requested lease spaces on a case-by-case basis.

V. CITY COUNCIL ACTIONS (choose one):

- A. **Approve** Project 2017-07 SP **with conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 5.120;
- B. **Approve** Project 2017-07 SP **without conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 5.120;
- C. **Deny** Project 2017-07 SP based on specific findings of fact that prove the project does not meet the review standards in Section 5.120; or
- D. **Table** the decision on Project 2017-07 SP. (Usually this option is only used when additional information is needed to assist the City Council in making the decision.)



C3 SITE PLAN
T-21
CONTOUR INTERVAL: 0.5'

811
Know what's below.
Call before you dig.

LEGAL DESCRIPTION OF AIR HANGER SITE
6-2-2017

Part of the Northwest quarter of Section 34 of Township 34 North Range 8 West, Charlevoix Township, Charlevoix County, Michigan described as follows:

Commencing at the West quarter corner of said section, thence South 89° 17' 18" East along the East and West line of said section 1140.24 feet to a point on the extension of Old Woodward Road extended, said point being North 88° 17' 18" West 1502.13 feet from the Center quarter corner of said section, thence North 45° 58' 42" East along the centerline of Old Woodward Road extended 1082.88 feet to a point on the North line of the former Michigan Railroad spur, thence North 04° 57' 13" West 110.67 feet, thence South 85° 02' 45" West 150.00 feet, thence North 04° 57' 15" West 100.00 feet, thence North 85° 02' 45" East 130.00 feet, thence South 04° 57' 15" East 100.00 feet to the POINT OF BEGINNING. Subject to the rights of public and any governmental agency in any part thereof taken, used or devoted for street, road or highway purposes and containing 13,000 square feet (0.30 acres).

A5 BORING LOG

BORING	LOG	DEPTH	SOIL TYPE	REMARKS
SB1	SURFACE	0' - 8"	TOPSOIL	
		8" - 12"	BROWN COARSE SAND W/ GRAVEL	
		12" - 18"	TAH SAND	
SB2	SURFACE	0' - 18"	TOPSOIL	
		18" - 24"	BROWN COARSE SAND W/ GRAVEL	
		24" - 30"	TAH SAND	
SB3	SURFACE	0' - 24"	TOPSOIL	
		24" - 30"	BROWN COARSE SAND W/ GRAVEL	
		30" - 36"	TAH SAND	

SITE INFORMATION

OWNER: KERMIT S. SUTTON
715 TENTH STREET SOUTH
MAPLES, FLORIDA 34102

PROJECT NARRATIVE: SITE IS PLANNED FOR A HANGER FOR AN AIRPLANE AND POSSIBLY A CAR OR TWO. PARKING IS AVAILABLE ALONG THE SIDE OF THE HANGER. SEWER AND WATER IS TO BE MADE AVAILABLE FOR A TOILET AND A SINK.

ADDITIONAL SITE INFORMATION:
SIGNAGE & LIGHTING TO MEET CITY OF CHARLEVOIX SIGN & LIGHTING ORDINANCES TO BE APPROVED AT LATER DATE

SURFACE DRAINAGE TO BE INCORPORATED INTO OVERALL AIRPORT SYSTEM

SURFACE DRAINAGE TO BE INCORPORATED INTO OVERALL AIRPORT SYSTEM

VICINITY MAP
SCALE: 1" = 2000'

Map showing the location of the site relative to the City of Charlevoix, Michigan. The site is located on the northeast corner of Section 34 of Township 34 North Range 8 West, Charlevoix Township, Charlevoix County, Michigan. The map shows the location of the site relative to the City of Charlevoix, Michigan, and the location of the site relative to the City of Charlevoix, Michigan.

SITE NOTES

CURRENT ZONING: PUBLIC FACILITIES
PROPOSED ZONING: PUBLIC FACILITIES
EXISTING USE: AIRPORT
PROPOSED USE: AIRPORT
LEASE AREA: 13,000 SFT
PROPOSED BUILDING: 1,200 SFT

SETBACK REQUIREMENTS FOR AIRPORT:
FRONT YARD: 20 FEET
REAR YARD: 15 FEET
SIDE YARD: 10 FEET

BUILDING HEIGHT NOT TO EXCEED 25' (TALL)
PROPOSED BUILDING HEIGHT AT PEAK: 25.0 FEET

PARKING REQUIREMENTS:
ONE (1) PER EMPLOYEE
NUMBER OF EMPLOYEES (MAX): 1
TOTAL PARKING SPACES REQUIRED: 1 SPACES

MARK

MARK	DATE	DESCRIPTION
0	5/10/17	ALTERNATE SITE REVIEW
1	5/18/17	OWNER REVIEW
2	5/25/17	CITY SUBMITTAL
3	6/02/17	SITE PLAN REQUIREMENTS

PROJECT NO. 17-4895

CAD DWG FILE: 4895BASE-C1.DWG

DRAWN BY: D. COOK

DESIGNED BY: J. WILKINSON

CHECKED BY:

CONSULTANTS

OWNER: KERMIT SUTTON
715 TENTH STREET SOUTH, MAPLES, FLORIDA 34102

Performance Engineers, Inc.
Civil / Structural Engineering
408 Potomac Avenue
Charlevoix, Michigan 49720
Phone: (231) 547-2121
Fax: (231) 547-0084
www.performanceeng.com

Mark Heydlauff

From: Gerard Doan
Sent: Friday, June 30, 2017 11:22 AM
To: Mark Heydlauff
Subject: RE: Hangar Construction- Charlevoix Airport

I don't have any issues with this.

From: Mark Heydlauff
Sent: Thursday, June 29, 2017 9:21 AM
To: Charlevoix Township Fire Department (ctfd5600@gmail.com) <ctfd5600@gmail.com>; Gerard Doan <gerardd@cityofcharlevoix.org>; Matthew Wyman <mattw@cityofcharlevoix.org>
Subject: Hangar Construction- Charlevoix Airport

Hello all-

The Planning Commission approved a site plan for a hangar to be constructed at the airport. The Planning Commission would like to have written confirmation from each of you that there is no issue for your department with this construction. If you need additional details, please contact me but otherwise, I'd like an email from you confirming you're fine with this.

MH

Mark L. Heydlauff
City Manager

City of Charlevoix
210 State Street
Charlevoix, MI 49720
Phone: (231) 547-3270
www.cityofcharlevoix.org

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Mark Heydlauff

From: Matthew Wyman
Sent: Thursday, June 29, 2017 11:13 AM
To: Mark Heydlauff
Subject: RE: Hangar Construction- Charlevoix Airport

Hi Mark,

On behalf of the airport, we would be happy to welcome a new hangar/tenant to our airport. I would also like to thank the planning commission for their approval of this project.

Best Regards,

Matthew A. Wyman
Charlevoix Municipal Airport
(231) 547-3605

From: Mark Heydlauff
Sent: Thursday, June 29, 2017 9:21 AM
To: Charlevoix Township Fire Department (ctfd5600@gmail.com); Gerard Doan; Matthew Wyman
Subject: Hangar Construction- Charlevoix Airport

Hello all-

The Planning Commission approved a site plan for a hangar to be constructed at the airport. The Planning Commission would like to have written confirmation from each of you that there is no issue for your department with this construction. If you need additional details, please contact me but otherwise, I'd like an email from you confirming you're fine with this.

MH

Mark L. Heydlauff
City Manager

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Mark Heydlauff

From: township fire charlevoix <ctfd5600@gmail.com>
Sent: Wednesday, July 05, 2017 1:09 PM
To: Mark Heydlauff
Subject: Re: Hangar Construction- Charlevoix Airport

There is no problem with the hangar project with the fire department

On Thu, Jun 29, 2017 at 9:21 AM, Mark Heydlauff <markh@cityofcharlevoix.org> wrote:

Hello all-

The Planning Commission approved a site plan for a hangar to be constructed at the airport. The Planning Commission would like to have written confirmation from each of you that there is no issue for your department with this construction. If you need additional details, please contact me but otherwise, I'd like an email from you confirming you're fine with this.

MH

Mark L. Heydlauff
City Manager

City of Charlevoix
210 State Street
Charlevoix, MI 49720
Phone: (231) 547-3270
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CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Sale of Fire Truck

DATE: July 17, 2017

PRESENTED BY: Dan Thorp, Fire Chief- Charlevoix Township Fire Department & Mark L. Heydlauff, City Manager

BACKGROUND:

The City of Charlevoix owns a 1998 CSI Tanker as part of our fire vehicle fleet. During vehicle inspections performed following the service agreement with Charlevoix Township, a leak was found in the water tank of this vehicle and the repair cost is estimated at \$3,500.

Chief Thorp believes the vehicle is unnecessary to the fire service needs of the Township and the City is not obligated to provide it to the Township as part of our agreement. As such, it is the recommendation of Chief Thorp and City Staff that the tanker be sold.

Chief Thorp and his staff have researched vehicle sale options. When a vehicle is at the end of its useful life, many fire vehicles are re-purposed and sold for little value. However, this vehicle still has useful life and would likely be desirable for continued use as a fire vehicle. Chief Thorp recommends we use a vehicle marketer to market the vehicle (much like a realtor would market a piece of real estate). Firetec is just such a reputable firm and a proposed agreement with them is attached. We would pay them a 10% commission once the vehicle sells and we would retain ownership and control of the transaction until we choose to sell. Firetec will also appraise the vehicle and advise us on the appropriate sale price.

By selling the vehicle, we will reduce ongoing maintenance costs, create more room for apparatus to be stored downtown, and return some cash to the City.

GOALS:

Provide strong stewardship of public resources and promote good governance

RECOMMENDATION:

Motion to authorize the City Manager to sign the Listing and Marketing Commission Agreement with Firetec and authorize the City Manager to sell the 1998 CSI Tanker at a reasonable market-based price.

ATTACHMENTS:

- ▣ Firetec Agreement

AMERICA'S SOURCE FOR USED FIRE APPARATUS

RIGHT TRUCK. REAL RESULTS.

FIRETEC

USED APPARATUS SALES

Adobe Reader 8 Or Higher Is Needed To Fill In This Form

LISTING AND MARKETING COMMISSION AGREEMENT

The undersigned being duly authorized, hereby enter into the following contractual agreement: Firetec Used Apparatus Sales agrees to market the following apparatus:

Apparatus (year/make/model): _____

Owned by: _____

Firetec® will refer to Owner all qualified inquiries Firetec® receives regarding the specified apparatus. If Owner sells the marketed apparatus or any other apparatus to the customer referred by Firetec®, or anyone acting on behalf of the referred customer, the Owner will pay a commission of % of the sale price (or a minimum of \$750) to Firetec® within 10 days of the sale. While Firetec does not require an exclusive agreement, seller understands that Firetec blankets the market with information and photos of the apparatus it has been hired to sell. Occasionally buyers will contact sellers without mentioning Firetec's involvement. Firetec keeps meticulous records of its contacts on each apparatus and strives to notify sellers of all potential leads. However, it's the responsibility of the seller to confirm with Firetec the source of the lead prior to sale, as commission may be due.

Owner agrees to notify Firetec®, at the time of sale, as to the sale price and the name and address of the buyer.

This agreement shall be in effect for a period of one (1) year unless extended. Either party may terminate at any time by notifying the other party in writing. If any sale takes place subsequent to termination, to a party previously referred by Firetec®, the same commission will be paid as if the agreement were still in effect.

Agreed to by:

Firetec Apparatus Sales

Authorized Owner

Date

Date

11/1/2016

When Submitting Form Please Insert
Department Name in the Subject Line

www.usedfiretrucks.com
app.firetec.com
facebook.com/FiretecFireTrucks



CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager Comments

DATE: July 17, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Green Initiatives

Earlier this week, I participated in a conference call with my colleagues from Traverse City, Harbor Springs, and Petoskey. We are exploring ways to work collectively and jointly to provide greener energy to our region.

Electric Shock Hazard

Starting with the Independence Day weekend, we have implemented a new testing protocol at our Marina. Staff will be testing the power systems of boats as they enter and ensuring they meet the standard for safe operation. Boats with a longer stay in the Marina will also be tested periodically to ensure they remain within safe standards.

Recreation Collaboration

As you know, we have an arrangement with Charlevoix Township for them to provide us water for Mt. McSaubia. In this same spirit, Recreation Director Tom Kirinovic and I met with Charlevoix Township Supervisor Chuck Center to discuss potential further collaboration. We agreed it would be beneficial to inventory the recreation assets across area jurisdictions and then explore ways to work more collaboratively together as we strive to provide high-class recreation assets to the public regardless of where the person lives or where the recreation asset lies.

Stop Sign Installation

As Council requested, Chief Doan studied the traffic conditions along Park Avenue and has given a temporary traffic control order to make Park Avenue and Sherman Street a three-way stop. This should calm traffic on Park and also give us a chance to assess whether this location is best, whether other stops would be appropriate, or if it is not a good location. As soon as our DPW Crew is able, this will be installed and become effective.

Shade Tree Commission

The Shade Tree Commission met on July 6 and reviewed the presentation made by Ken Polakowski regarding Lake Michigan Beach Park. They recommend a Request for Proposals be created to solicit firms to draw final specifications for improvement of the park. The goal is to release this RFP after Labor Day for winter design work and further public input.

ATTACHMENTS:

- ❑ Shade Tree Commission Minutes - May 4, 2017
- ❑ Shade Tree Commission Minutes - June 28, 2017
- ❑ Planning Commission Minutes - June 12, 2017

- ▣ Planning Commission Minutes - June 27, 2017
- ▣ Historic District Commission and Standing Historic District Study Committee Agenda - July 14, 2017

City of Charlevoix
Shade Tree Commission
Meeting Minutes
May 4, 2017, 10:00am
Second Floor Conference Room, Charlevoix City Hall

Members Present: John Campbell; Perry Irish-Hodgson; Ken Polakowski

Also Present: Tom Clement, Antrim County Conservation District/CAKE-CISMA; Pat Elliott, DPW Superintendent; Mark L. Heydlauff, City Manager; Tony Duerr

Chair Campbell called the meeting to order at 10:00am.

Chair Campbell introduced Tom Clement from Charlevoix, Antrim, Kalkaska, Emmet Cooperative Invasive Species Management Area and also from the Antrim County Conservation District. Mr. Clement discussed the assessment he has done of both Lake Michigan Beach Park and Mt. McSaubia. He advised that there is significant invasive species in Lake Michigan Beach Park and offered some recommendations for removing invasives.

He explained the services the CISMA cooperative will provide the City at little to no charge to eliminate a variety of invasive species. He referred to the species found on page 12 of the recently approved Forestry Management Plan.

Mr. Clement and the Commission discussed the option of using goats to control some invasive species and non-invasive but nuisance species like poison ivy. While goats are not essential in controlling some of these species, they could be helpful in helping control of the challenges in this area.

Mr. Polakowski questioned ways to control the hemlock woody adelgid. Mr. Clement discussed the movement of the HWA and how it could be controlled.

Ms. Irish-Hodgson questioned how decisions are made to remove dead or dying trees, especially maples. Mr. Elliott and Mr. Campbell discussed the past practice on this and how the decision making is done in keeping with Commission policies and ordinances.

Mr. Elliott discussed the Fall 2017 tree planting process and questioned how the Commission wished to handle this matter this year. Last year, he took care of choosing locations and species. He questioned whether the Commission wanted to play a more active role in this process. Mr. Polakowski said he felt Mr. Elliott did a good job in 2016 and mentioned how he had helped with the effort before. Mr. Campbell wanted to see more trees planted at the Charlevoix Golf Course.

By consensus, the Commission decided to focus on planting trees on the north side and the Golf Course. Mr. Elliott asked the members to suggest addresses for potential tree planting locations. Mr. Campbell asked the Commission to reconvene on July 6th for a meeting to discuss their findings.

Mr. Campbell provided an overview of the proposed fence along Park Avenue in Lake Michigan Beach Park. This matter will come before City Council on May 15 for a Public Hearing and action. The Commission discussed some of the prospects regarding the proposed fence.

Mr. Polakowski presented an updated concept for the entire Lake Michigan Beach/Park Avenue Corridor based on the input received last summer from a resident meeting at the library. The Commission discussed some potential next steps for this plan including arranging a public meeting with residents in the vicinity of Lake Michigan Beach Park.

There were no public comments.

Motion by Irish-Hodgson to appoint the Chair to approve the minutes, second by Polakowski.

Motion carried.

Motion by Irish-Hodgson to adjourn, second by Polakowski.

Motion carried. Meeting adjourned at 11:33am.


John Campbell, Chairman
Mark L. Heydlauff, Recording Secretary

Charlevoix Shade Tree Commission

Meeting Minutes

June 28, 2017, 9:00am

Members present: John Campbell, Perry Irish-Hodgson, Ken Polakowski

Also present: Mark Heydlauff, City Manager; Pat Elliott, DPW Superintendent; Tom Oleksy, Second Ward Council Member

Chair Campbell called the meeting to order at 9am.

Motion by Irish-Hodgson, second by Polakowski to approve the minutes of the May 4, 2017 meeting.

Motion carried.

Chair Campbell discussed the conversations he has had with Charlevoix Antrim Kalkaska Emmet Conservation District about removing invasive species. A quote from GEI Consultants was received to do a spraying application to remove poison ivy, choke cherry, and a variety of other invasive species as outlined in the Management Plan for a cost of \$3,400. If approved, GEI will begin work on June 29 weather permitting.

Ms. Irish-Hodgson questioned whether the spraying treatment would kill saplings on the site; Chair Campbell advised the spraying would kill these small trees but that they choke cherry would overtake them anyway.

Mr. Polakowski questioned whether signs would restrict use during the spraying; Chair Campbell advised that state law would require this and GEI would supply signage.

Ms. Irish-Hodgson questioned when future applications would be applied and what costs would be associated with those. Mr. Polakowski suggested we evaluate this treatment before planning future applications.

Motion by Irish-Hodgson to approve the GEI Proposal for \$3,400, second by Polakowski.

Motion carried.

Chair Campbell suggested the committee meet again on July 6 and discuss City Council feedback from Mr. Polakowski's conceptual design he will be presenting on Monday evening. The committee also agreed they would like to move around the community to identify locations for tree planting.

Mr. Elliott requested the spraying be conducted in consideration of the community playground to be built on Saturday.

Motion by Polakowski, second by Irish-Hodgkin to adjourn at 9:24am.

Meeting adjourned.


John Campbell, Chairman


Mark L. Heydlauff, Recording Secretary

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, June 12, 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, Dennis Halverson, Nelson Fletcher, RJ Waddell
Members Absent: Toni Felter, Rick Golding
City Staff: Susan Lucas, Staff Planner Networks Northwest; Elise Crafts, Regional Planner Networks Northwest

C. Inquiry Into Potential Conflicts of Interest

None.

D. Approval of Agenda

The Commission approved the agenda as presented.

E. Approval of May 8, 2017 Minutes

Motion by Member Waddell, second by Member Clock, to approve the May 8, 2017 minutes as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment not Related to Agenda Items

Rick Groot, Taffy Barrel, questioned the approval of The Cantina. He felt it was not harmonious to any building in town. He stated the building had sheet metal siding and a walk-in cooler and storage shed in the back of the building. He also questioned how the out buildings were allowed which did not improve the alley. Chair Chamberlain asked Staff to provide photos for the Commission to review, and asked that the item be placed on the next agenda.

G. New Business

1. Short-Term Rental Ordinance

a. Staff Presentation

Staff Planner Lucas reviewed the draft Short-Term Rental Ordinance. The proposed ordinance would require registration of any short-term rentals that are rented two or more weeks per year. Member Waddell handed out draft documents for the registration process and the Good Visitor Guide. Discussion followed regarding enforcement provisions of the draft ordinance.

b. Planning Commission Discussion

Member Waddell stated that there were a few corrections as follows:

- Dwelling, two family - A single family dwelling unit attached to one (1) other single-family dwelling by a common wall or floor (also known as a "duplex")
- Bedroom – change first sentence to read: "A separate room or space with a legal means of egress, used or intended to be used specifically for sleeping purposes."
- Good Visitor Guideline Materials – numbering of the items 3) to be changed to 7)
- Short-term Rental – change beginning of first sentence to read: "Any dwelling or condominium, excepting boat docks, that is available for use for a fee or other compensation for a term of less than 30 consecutive days..."
- Application – change first sentence to read: "To register a dwelling unit used for short-term rentals, the property owner or agent of the owner shall complete an application form for each unit on the property."
- Revocation Procedure – change last bullet item to "short-term rental registration"

c. Motion

Motion by Member Elzinga, second by Member Halverson, to move the proposed Short-Term Rental Ordinance to City Council for further action and/or direction. Motion passed by unanimous voice vote.

2. Short-Term Rental Legislation

a. Staff Presentation

Staff Planner Lucas read aloud the proposed Senate Bill regarding short-term rentals and stated that if the Bill passes municipalities will not be able to adopt zoning language that interferes with the use of any dwelling unit as a short-term rental in a residential district.

b. Planning Commission Discussion

After discussion, the Commission concurred to have Staff Planner Lucas draft a letter opposing the Bill for Council's consideration.

c. Motion

Motion by Member Clock, second by Member Waddell, to authorize Staff Planner Lucas to draft a letter in opposition to the Senate Bill and present it to the City Council. Motion passed by unanimous voice vote.

H. Old Business.

1. Zoning Code Review

a. Staff Presentation

Regional Planner Crafts explained the proposed language changes to the definitions of manufactured home and mobile home. She began a discussion of Article II, *Signs*, of the Zoning Code and explained the extent to which the current ordinance does not comply with content neutral language. She posed the following questions:

Section 5.103(1): Do temporary banners at the intersection of M-66 and US-31 require a sign permit?

The banners require approval from the Zoning Administrator, but no sign permit.

Section 5.103(2): Is the Planning Commission comfortable with allowing temporary signs up to four square feet in sign face area and up to four feet in height in any district without a permit, so long as timing controls are in place before/after land use begins/concludes?

Regional Planner Crafts stated the simplest way to regulate was to define a maximum height dimension and a sign face area dimension as well as a specified posting duration for temporary signage which would not require a permit. She stated that another option would be to regulate temporary signs per zoning district. Discussion followed regarding possible scenarios for different type of temporary signs in residential or commercial zones. After discussion, the Commission concurred with allowing temporary signs up to four square feet in sign face area and up to four feet in height in any district without a permit.

Section 5.106: Needs to be regulated based on zoning district, not specific business (use). How do we balance the need for gas stations, for example, to have electronic signs, without opening that option to the entire zoning district (GC and MC) where gas stations are an allowed use? Same concern for home occupations within residential zoning districts, etc.

Regional Planner Crafts stated that electronic sign faces were prohibited in the sign ordinance. She suggested review by an attorney to offer some guidance on this issue and Staff Planner Lucas agreed. Regional Planner Crafts noted that the other issue was home occupation signage which was a specific use in a residential district which she would also need to research further.

Section 5.107: Should temporary sign sizes be regulated based on frontage widths or zoning districts? Should the maximum number of signs be accounted for in sum, or by each sign type, i.e. 2 temporary signs, 1 ground sign, etc.?

Discussion followed regarding the number of temporary signs allowed per parcel. Regional Planner Crafts stated that she will review best practices for how to divide up the number of signs allowed.

Section 5.112: Added severability clause which predicts valid signage regulations in the event of a lawsuit.

Regional Planner Crafts referenced the last page of the ordinance which included a severability and substitution clause that was recommended which provides that if any part of the ordinance is challenged in court and is rendered illegal the rest of the ordinance stays in effect.

b. Planning Commission Discussion

Member Waddell reviewed his questions regarding the proposed ordinance including the need to regulate business plaza signs so that a development had one sign with business names listed vs. multiple signs for each business. He felt that governmental, informational, building permit, and safety signs should be addressed in the ordinance as

exempted from a permit requirement. Discussion followed regarding window signs and temporary poster type signs and the Commission concurred to discuss window signs further at the next meeting. Regional Planner Crafts stated that she will provide an amended draft for the next meeting as well as highlighted sections that need further discussion and direction.

I. Staff Updates

Staff Planner Lucas stated that Larry Sullivan will be providing Zoning Administrator services on an interim basis.

Regional Planner Crafts stated that there was an administrative error in the noticing for the hangar site plan review that the Commission was to review that evening in that the property owners within the 300' radius were not properly noticed. She stated that Mr. Sutton was coming forward with a proposal for a new hangar at the Airport which requires a Level B site plan review. She requested a special meeting in June to accommodate the applicant.

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

Member Waddell questioned whether the Commission could receive a copy of the "tickler" list of future topics.

Member Eveleigh addressed conflict of interest issues and the Commission agreed to review the Commission's By-Laws regarding such at the next meeting.

Staff Planner Lucas stated that she had a site plan review for the next meeting. She gave a brief overview of last week's event with MSU's *Sustainable Built Environment Initiative* involving Van Pelt Alley.

K. Adjournment

Motion by Member Halverson, second by Member Clock, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 8:48 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair

CITY OF CHARLEVOIX
PLANNING COMMISSION SPECIAL MEETING MINUTES
Tuesday, June 27, 2017 - 3:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order

The meeting was called to order at 3:00 p.m. by Chair Chamberlain.

B. Roll Call

Chair: Sherm Chamberlain

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

Staff Present: Elise Crafts, Regional Planner Networks Northwest

C. Inquiry Into Potential Conflicts of Interest

Chair Chamberlain contacted Jim Malewitz in regards to the septic system. Plans indicated that there would be a mound system for a bathroom, but the application did not include a septic system.

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. Call for Public Comment not Related to Agenda Items

None.

F. New Business

1. Project 2017-07 SP: Sutton Aviation Hangar Site Plan Review

a. Staff Presentation

Regional Planner Crafts reviewed the proposed project, standards for site plan approval, and conditions of approval. She responded to questions from the Commission members, and indicated that the Airport Advisory Committee and the Interim Airport Manager recommended approval of this project.

After discussion, Chair Chamberlain stated that it would be beneficial for the Airport Advisory Committee to look at developing an organized layout for Airport hangars and a long-range plan for the Airport.

b. Applicant Presentation

Jim Malewitz displayed drawings that showed the lack of sanitary sewer facilities on the Airport property. He stated that Mr. Sutton agreed to abandon and remove the septic system once sanitary sewer facilities become available. He was proposing just a shower and toilet for the hangar. He stated that the FAA had also approved this location. Discussion continued regarding sanitary sewer issues, setting a precedent by allowing the mounded septic system, and future expansion of the Airport.

c. Call for Public Comments

None.

d. Planning Commission Discussion

Chair Chamberlain reviewed each of the Findings of Facts included in the Staff Report. The following changes were discussed and agreed upon:

- Stormwater – added a second bullet point: “The Planning Commission finds that the site is served by existing and adequate stormwater retention and drainage system and the site plan integrates the onsite drainage into the existing stormwater system.”
- Landscaping – changed the bullet to read: “The Planning Commission finds that the development requires no landscaping.”
- Lighting – added a condition of approval: “Any exterior lighting must be approved by the Airport Advisory Committee.”
- Water and Sewer – bullet point changed to read: “The PC finds the site plan proposal for a new connection to a public water service and a new private sewage disposal facility. Prior to commencement and construction,

the proposed site plan shall comply with Section 5.77 (page 86) including all applicable Health Department reviews and minutes.”

Chair Chamberlain read the proposed Conditions of Approval. He recommended the following conditions of approval:

1. Approval is subject to Health Department approval;
2. Applicant would bear all maintenance costs for the on-site septic system;
3. Applicant shall remove the on-site septic system upon expansion of the municipal sanitary sewer system in a reasonable distance from the site location as determined by the Health Department;
4. Applicant shall connect into the public sewer when it becomes available at the applicant's expense;
5. In the event the Health Department approval is not granted, the applicant may reduce the size of the leased area due to the removed septic system;
6. Site is not to be used as a living space at any time;
7. Applicant shall submit letters of approval from the Police Chief and Fire Chief to be included as part of the record; and
8. Lighting will be as permitted by the Airport Advisory Committee and City ordinance standards.

e. Motion

Motion by Member Golding, second by Member Waddell, to approve Project 2017-07 SP with conditions, based on specific findings of fact that prove the project does meet the review standards in Section 5.120 and conditions specified by the Planning Commission. Motion passed by unanimous roll call vote.

G. Staff Updates

None.

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

None.

K. Adjournment

Motion by Member Golding to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 4:01 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

AGENDA

Joint Meeting of the Historic District Commission and Standing Historic District Study Committee

Friday, July 14, 2017 -- **11:00 a.m.**
Second Floor Conference Room, City Hall, 210 State Street, Charlevoix, MI

- 1) Roll Call
- 2) Approval of Agenda
- 3) Inquiry Regarding Possible Conflicts of Interest
- 4) Approval of Minutes – June 16, 2017
- 5) New Business
- 6) Old Business
 - A. Discussion on National and State Historic Places
 - B. Next Meeting Date
 - C. Adjournment

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.

Posted: July 10, 2017 5:00 p.m.