



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, August 7, 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 17, 2017
 - B. City Council Special Meeting Minutes - July 31, 2017
 - C. Accounts Payable and Payroll Check Registers
 - D. 2017 MERS Annual Conference Officer Delegate Appointment
 - E. Michigan Municipal League Delegate
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Hampton Village Street Improvement
Patrick Elliott, DPW Supervisor
 - B. Short Term Rental Options and Senate Bill 329
Sarah Lucas, Networks Northwest
- 8. Reports and Communications**
 - A. Public Comments
 - B. City Manager Comments
 - C. Mayor and Council Comments
- 9. Other Council Business**
 - A. Closed Session: City Manager Performance Review
- 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 17, 2017

DATE: August 7, 2017

ATTACHMENTS:

- ▣ City Council Meeting Minutes - July 17, 2017

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, July 17, 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 Shane Cole, Shirley Gibson, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: None
City Manager: Mark Heydlauff
City Clerk: Joyce Golding

3. Presentations

4. Inquiry Regarding Conflicts of Interest

Mayor Kurtz stated that he would recuse himself from the hangar site plan approval.

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 – July 3, 2017 Regular Meeting
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – July 18, 2017
 - b. ACH Payments – July 3, 2017 to July 14, 2017
 - c. Payroll Check Register – July 14, 2017
 - d. Payroll Transmittal – July 14, 2017
- C. MML Workers Compensation Fund Board Election
- D. Request by Charlevoix Yacht Club for Free Parking – Nucore Triangle and Red Fox Regatta

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 yea and nay vote:

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

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

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

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- A. Site Plan Approval: Sutton Hangar

Mayor Kurtz recused himself. Staff Planner Crafts stated that the applicant, Mr. Kermit Sutton, represented by Jim Malewitz, Performance Engineers, is proposing a 7,200 square foot non-commercial aviation hangar. The proposed development meets all requirements of the Zoning Ordinance and the Planning Commission has unanimously recommended approval with conditions. There are no public safety concerns with the proposal.

Councilmember Gibson stated that the Airport Advisory Committee vetted the proposal and gave their approval.

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

Motion by Councilmember Gibson, second by Councilmember Kalbfell, to approve Project 2017-07 SP with conditions.

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

Nays: None

Councilmember Gibson noted that the Planning Commission recommended that Council consider extending the sanitary sewer system throughout the entire Airport and consider designating future lease areas for development in the Airport's Master Plan, rather than approving space on a case-by-case basis.

B. Sale of Fire Truck

Mayor Kurtz returned to the dais. City Manager Heydlauff stated that the City owns a 1998 tanker with a water tank leak and the repair cost is estimated at \$3,500. He stated that Chief Thorp believes the vehicle is unnecessary for our fire service needs and recommended that the tanker be sold on consignment with Firetec for a 10% commission. Chief Thorp noted that the sale will leave the fleet with three serviceable tankers and suggested that proceeds from the sale could be set aside for future repairs on other equipment.

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

Motion by Councilmember Kalbfell, second by Councilmember Oleksy, 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.

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

Nays: None

8. Reports & Communications

A. Public Comments

Mike Doherty restated that very little was going on with Lake Michigan Beach Park cleanup. He felt that the progress on the park was questionable. He also restated that Park Avenue was the most dangerous street in the City from a safety perspective.

Shelly Langeweg questioned whether she could use her weed-wacker to cut down vegetation in the park. She agreed with Mr. Doherty. She noted that she heard positive comments regarding downtown businesses.

B. City Manager Comments

City Manager Heydlauff reported on the following:

- Proposal for the Chamber audio visual equipment is forthcoming
- Thanks to the DPW crew for their efforts preparing for Venetian
- Directional signage will be installed for Cross Fisheries and Grey Gables during the Venetian street closure
- Special Council meeting was requested for July 31st to consider infrastructure work

C. Mayor & Council Comments

Councilmember Kalbfell questioned the status of the Shade Tree Commission's park management plan and City Manager Heydlauff responded that the request for proposal for the design work should be issued in September.

Councilmember Gibson thanked the Clerk for researching meeting audio retention. Council agreed to continue with the current retention schedule as well as noting "for the record" during meetings when they would like specific comments included in the minutes. She also questioned when the County Prosecutor would do his job with regards to the August 2016 litigation involving illegal tree cutting at Michigan Beach Park.

Mayor Kurtz thanked City Staff and Chief Thorp for their assistance during Venetian.

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 7:22 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

Regular Accounts Payable – 07/18/2017

ABRAMOWSKI, DWAIN M.	100.00	MICHIGAN MUSHROOM MARKET LLC	31.00
ACE HARDWARE	4,333.53	MICHIGAN OFFICEWAYS INC	2,232.87
ALL-PHASE ELECTRIC SUPPLY CO.	894.21	NEALIS ENGINEERING	427.50
AMERICAN WASTE INC.	3,185.20	NORTH SEAS GALLERY	2,450.00
APX INC.	50.82	NORTHERN MICHIGAN DUST CONTROL	288.00
AUTO VALUE	472.42	NORTHERN SAFETY CO INC	37.24
AVFUEL CORPORATION	14,093.53	NORTHWEST DESIGN GROUP	2,275.00
BEAN, PETER	25.14	NOVUSOLUTIONS	5,700.00
BEAVER RESEARCH COMPANY	134.27	NYE UNIFORM CO	213.31
BEIJO DE CHOCOLAT LLC	13.00	ORBAN, BARBARA K.	164.56
BELFY, RONALD	140.07	O'REILLY AUTOMOTIVE INC	12.99
BERG, REBECCA	124.00	OSTLUND PEST CONTROL LLC	425.00
CARQUEST OF CHARLEVOIX	3,439.05	PARASTAR INC.	1,017.07
CHAPDELAINE, EMILY	50.00	PERFORMANCE ENGINEERS INC	7,039.44
CHARLEVOIX COUNTY	12,000.00	PETOSKEY BAND BOOSTERS	2,000.00
CHARLEVOIX COUNTY TREASURER	306.15	POLYDYNE INC	506.00
CHARLEVOIX GLASS INC.	220.19	POND HILL FARM LLC	224.00
CHARLEVOIX SCREEN MASTERS INC	549.25	PRATER DAY	1,000.00
CHARTER COMMUNICATIONS	1,012.56	PRESTON FEATHER	1,653.93
CHEMICAL SYSTEMS INC.	2,240.00	PRO WEB MARKETING LLC	20.00
CINTAS CORPORATION	184.35	PROFESSIONAL SOFTWARE & SERVICES	305.00
CINTAS CORPORATION #729	50.95	PROVIDENCE FARM LLC	321.00
CITY OF CHARLEVOIX - UTILITIES	32,548.54	PURITY CYLINDER GASES INC	158.83
COOK FAMILY FARMS	158.00	PVS TECHNOLOGIES INC	5,940.56
CSI EMERGENCY APPARATUS LLC	285.00	QUICK CARE MEDICAL CENTER	98.00
DHASELEER, CARL	67.00	R & R PRODUCTS INC	95.09
DISTRICT 21 SOFTBALL	100.00	RANGE TELECOMMUNICATIONS	152.40
DITCH WITCH SALES OF MICHIGAN	859.88	RESIDEX LLC	149.94
DORNBOS SIGN INC.	8,269.91	REVOLUTION BIKE LLC	552.48
ELLSWORTH FARMER'S EXCHANGE	256.00	ROCKY TOP FARMS	33.00
EMERGENCY MEDICAL PRODUCTS INC	430.20	RUSTIC BAKER	28.00
EMMET BRICK & BLOCK	529.47	S&W HEALTHCARE CORPORATION	234.93
ENERGIS HIGH VOLTAGE RESOURCES C	1,133.00	SEARS COMMERCIAL ONE	509.99
FAMILY FARM & HOME	593.36	SHARROW MASONRY INC	6,105.50
FARMER WHITE'S	102.00	SHINDORF BUILDERS	1,203.00
FASTENAL COMPANY	73.27	SIEGRIST, DAVID	54.00
FISHER SCIENTIFIC	1,131.17	SITE ONE LANDSCAPE SUPPLY	218.24
FREEDOM MAILING SERVICES INC.	2,280.42	SNAP-ON	239.90
GELDERBLOM, PAUL	25.00	SOS ANALYTICAL	550.00
GERBER HOMEMADE SWEETS	66.00	SPARTAN DISTRIBUTORS INC	216.34
GORDON FOOD SERVICE	41.97	SUPERIOR MECHANICAL	1,116.44
GREAT LAKES ELEVATOR LLC	1,550.00	SWANK MOTION PICTURES	363.00
GRIFFIN BEVERAGE CO	80.00	SWANSON K & D INC	4,750.00
GUNTZVILLER, RHONDA	412.00	SYLVESTER, JAMIE	75.00
HARRELL'S	1,029.72	SYSTEMS SPECIALISTS INC	1,200.00
HEP'S HOMEBAKED GRANOLA	7.00	THE MOXIE STRINGS	1,200.00
HOBSON, PAMELA	100.00	TRI-TURF	240.00
HYDRO CORP	515.00	UNITED STATES PLASTIC CORP.	168.45
JACK DOHENY SUPPLIES INC	1,335.79	UP NORTH PROPERTY SERVICES LLC	4,437.00
JANE'S SASSY SALSA	90.00	USA BLUE BOOK	1,526.92
JESS CONSTRUCTION CO. INC.	3,315.00	VILLAGE GRAPHICS INC.	140.00
KMart	38.48	WASHBURN, BRENDA	50.00
KSS ENTERPRISES	888.23	WATTA COOKIE LLC	13.00
LOTTIE'S BAGELS	140.00	WILBERT BURIAL VAULT CO	336.64
MACDONALD GARBER	350.00	WINNIE'S ORIGINAL LLC	13.00
MCCARDEL CULLIGAN-PETOSKEY	50.00	WITTHOEFT, CHARLES	150.00
METTLER TOLEDO INC	649.44	WORK & PLAY SHOP	252.09
MICHEL'S, CHRISTOPHER	150.00	TOTAL	164,185.19

ACH Payments – 07/03/2017 to 07/14/2017

MI PUBLIC POWER AGENCY	18,618.39	ALERUS FINANCIAL (HCSP)	420.00
PAYMENT SERVICE NETWORK	236.90	STATE OF MI (WITHHOLDING TAX)	5,952.48
STATE OF MI (SALES TAX)	21,329.45	VANTAGEPOINT (401 ICMA PLAN)	713.94
MI PUBLIC POWER AGENCY	11,964.07	VANTAGEPOINT (457 ICMA PLAN)	13,016.80
DTE ENERGY	2,181.82	VANTAGEPOINT (ROTH IRA)	961.53
IRS (PAYROLL TAX DEPOSIT)	41,392.18	TOTAL	116,787.56

Payroll Net Pay – Pay Period Ending 07/08/2017 (Paid 07/14/2017)

GIBSON, SHIRLEY J.	710.12	HAWKINS, JAMES S.	419.80
PERRON, LEON R.	427.93	MCGHEE, ROBERT R.	980.51
KURTZ, LUTHER J.	794.21	ALDEN, CAMDEN D.	557.52
HAGEN, AARON W.	385.56	MUMICH, BARRY J.	555.70
OLEKSY, THOMAS M.	378.82	CRANDELL, ZACKARY R.	598.71
KALBFELL, JANET P.	397.10	LEITNER, RYAN S.	725.48
WELLER, LINDA JO	1,499.87	FERGUSON, ROYCE L.	679.93
HEYDLAUFF, MARK L.	2,445.18	BOSS, SHERRY M.	368.36
GOLDING, JOYCE M.	1,132.69	KIRINOVIC, THOMAS F.	707.10
DEROSIA, PATRICIA E.	932.48	STEBE, LAURA A.	60.03
DOTSON, LINDSEY J.	1,421.14	SROUFE, MARC E.	175.70
LOY, EVELYN R.	1,050.16	SROUFE, PAMELA B.	180.97
KLOOSTER, ALIDA K.	1,763.44	MILAN, JANE E.	1,092.80
GOLOVICH, KAREN J.	970.67	ANZELL, BETH A.	591.96
SPENCLEY, PATRICIA L.	1,003.67	BERNIER, RACHEL M.	624.15
MILLER, FAITH G.	58.50	MACGILLIVRAY, RAYMOND L.	532.03
LEESE, MERRI C.	523.99	DIXON, MIKAYA S.	445.32
MCGINN, KELLY A.	1,618.00	MILAN, BAC P.	567.60
JONES, JANET M.	496.47	HOLECHECK, JENNACA R.	667.71
DOAN, GERARD P.	1,603.59	LABELLE, DAVIS B.	343.36
SCHLAPPI, JAMES L.	1,085.18	BAILEY, ALYSSA M.	447.86
UMULIS, MATTHEW T.	1,431.33	HEID, THOMAS J	1,299.22
HANKINS, SCOTT A.	1,486.24	LEESE, ALAN K.	445.08
ORBAN, BARBARA K.	1,375.91	HART, DAVID R.	80.80
TRAEGER, JASON A.	1,341.78	GRUNCH, RONALD J.	373.84
FLICKEMA, ANDREW M.	1,645.71	DAVIS, RONALD L.	192.06
MATELSKI, KIMBERLY A.	1,188.90	FAIRCHILD, GALEN W.	455.18
RILEY, DENISE M.	504.62	DAKROUB, JOSEPH E.	327.03
EVANS JR, HALBERT K.	1,470.62	MASSON, DONALD J.	475.56
KLOOSTER, PATRICK H.	1,050.59	KUSINA, DENNIS W.	279.72
BINGHAM, LARRY E.	953.53	LABLANCE, MAUREEN J.	312.12
ENGSTROM, TYLER A.	600.58	LIVINGSTON, BRIAN D.	829.93
WARNER, PAYTON J.	879.83	VANLOO, JOSEPH G.	899.31
MATELSKI, RYAN G.	849.92	WYMAN, MATTHEW A.	1,725.04
GREENE, GLORIA C.	645.24	BOSS, RYDER S.	978.15
DAVIS, LEAH R.	645.24	MILLER, WILLIAM S.	1,344.57
TELGENHOF, WILL G.	760.38	HOUSER, JAMES F.	641.60
WILLIAMS, BRANDON S.	479.25	DOUGLAS, MARK	673.74
GREYERBIEHL, KELLY M.	689.10	MITCHELL, JACOB A.	293.13
WURST, RANDALL W.	998.40	TRAVERS, MANUEL J.	1,864.75
MAYER, SHELLEY L.	1,905.42	STEVENS, JEFFREY W.	164.23
HILLING, NICHOLAS A.	1,248.66	RILEY, CASEY W.	430.84
MEIER III, CHARLES A.	1,615.87	JONES, LARRY M.	1,134.20
ZACHARIAS, STEVEN B.	1,393.99	FLORE, ROBERT A.	1,110.87
EATON, BRAD A.	1,908.65	WILLSON, BRENDA R.	250.52
WILSON, TIMOTHY J.	2,248.94	BEAN, PETER J.	591.14
LAVOIE, RICHARD L.	1,630.19	FENNELL, DREW M.	215.85
STEVENS, BRANDON C.	1,930.24	SILVA, JESSE L.A.	60.79
DRAVES, MARTIN J.	1,915.28	RILEY, DANIEL A.	325.16
BROWN, STEPHANIE C.	1,042.18	COLE, SHANE	674.15
ANDERSON, ELIZABETH A.	1,151.81	GERBER, SAMUEL A.	46.17
ELLIOTT, PATRICK M.	2,004.05	KLINGER, LUCAS D.	453.96
SCHWARTZFISHER, JOSEPH L.	944.30	KLINGER, BRADLEY W.	568.48
BRADLEY, KELLY R.	1,290.33	WILLIAMS, SYDNEY K.	615.56
HART II, DELBERT W.	1,508.98	SWEM, DONALD L.	1,878.07
JONES, ROBERT F.	1,232.87	WHITLEY, ANDREW T.	2,130.79
DORAN, JUSTIN J.	1,564.86	MORRISON, KEVIN P.	1,461.23
FARRELL, MITCHELL L.	1,414.09	JOHNSON, STEVEN P.	1,436.74
MANKER JR, DAVID W.	379.00	BISHAW, JAMES H.	619.01
MANKER SR, DAVID W.	509.52	WITTHOEFT, LUKILA F.	514.57
BECKER, MICHAEL S.	722.23	ITTER, DAVID M.	476.75
NEDWICK, DAVID J.	254.89	PETERSON, BENJAMIN D.	548.69
FREY, DYLAN V.	440.56	GILL, DAVID R.	1,038.99
SHEPARD, ZACHARY N.	555.78	MATTER, DAWSON K.	1,358.37
HART III, DELBERT W.	557.52		
SLADEK, RYLYNN S.	217.98		
		TOTAL	114,202.69

Payroll Transmittal – 07/14/2017			
4FRONT CREDIT UNION	277.69	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	191.88	COMMUNICATION WORKERS OF AMER	516.80
AMERICAN FAMILY LIFE	447.24	MI STATE DISBURSEMENT UNIT	401.83
BARRY COUNTY TRIAL COURT	20.00	POLICE OFFICERS LABOR COUNCIL	251.25
CHAR EM UNITED WAY	59.00	PRIORITY HEALTH	1,938.69
CHARLEVOIX STATE BANK	1,259.62	TOTAL	5,514.00

DRAFT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Special Meeting Minutes - July 31, 2017

DATE: August 7, 2017

ATTACHMENTS:

- ▣ City Council Special Meeting Minutes - July 31, 2017

CITY OF CHARLEVOIX
SPECIAL CITY COUNCIL MEETING MINUTES
Monday, July 31, 2017 – 4:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

The meeting was called to order at 4:00 p.m. by Mayor Luther Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Councilmembers Shane Cole, Shirley Gibson, Aaron Hagen, Tom Oleksy, Leon Perron
Members Absent: Councilmember Janet Kalbfell
City Manager: Mark Heydlauff
City Clerk: Joyce Golding

3. Inquiry Regarding Conflicts of Interest

4. All Other Actions & Requests

A. Industrial Park Fiber Installation

Electric Superintendent Swem stated that in 2014 the City was awarded a Rural Business Enterprise Grant to install a fiber optic loop through the Industrial Park however, this project was put on hold. He stated the grant money is still available. Thayer Power and Communication updated their proposal and is willing to do the work. John Childs is our technical consultant and will oversee the construction and testing. City Manager Heydlauff felt that this project was a good step to be competitive in the local job market.

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

Motion by Councilmember Hagen, second by Councilmember Oleksy, to authorize the Mayor to sign and the City Clerk to attest to the Construction Contract with Thayer Power and Communication to install fiber optic lines in the Industrial Park for a total of \$41,020.11.

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

B. 2017 Asphalt Improvement Contract

DPW Superintendent Elliott stated that we allocated a little over \$500,000 for street improvements in 2017/18. He explained that the City advertised for sealed proposals and Rieth-Riley was the low bidder, well under budget at \$360,560. He indicated that the City has worked with Rieth-Riley on numerous projects in the past and have been pleased with their performance.

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

Motion by Councilmember Gibson, second by Councilmember Cole, to approve the proposal from Rieth-Riley as presented and enter into a contract with them for a total amount of \$360,560.

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

8. Reports & Communications

- A. Public Comments
- B. City Manager Comments
- C. Mayor & Council Comments

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 4:13 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: August 7, 2017

ATTACHMENTS:

- ▣ Accounts Payable & Payroll Check Registers

Check Number	Payee	Amount
07/24/2017		
120811	AT&T	2,722.94
120812	AT&T LONG DISTANCE	89.17
120813	AT&T MOBILITY	90.33
120814	CHARLEVOIX STATE BANK	6,397.70
120815	CHARTER COMMUNICATIONS	816.51
120816	DELTA DENTAL	3,643.24
120817	GREAT LAKES ENERGY	191.92
120818	HOLIDAY COMPANIES	4,969.45
120819	METLIFE SMALL BUSINESS CENTER	739.57
120820	PRIORITY HEALTH	39,032.49
120821	VERIZON WIRELESS	56.72
120822	VISION SERVICE PLAN	512.74
Total 07/24/2017:		59,262.78
Grand Totals:		59,262.78

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

07/24/17 Special Accounts Payable Run	\$	59,262.78
07/28/17 Payroll (net pay)	\$	118,701.35
07/28/17 Payroll Transmittal Checks	\$	5,242.75
08/08/17 Regular Accounts Payable	\$	408,161.54
Checks Sub-Total:	\$	591,368.42

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

07/17/17 MI Public Power Agency	\$	37,245.95
07/17/17 Neofunds by Neopost (postage refill)	\$	4,990.00
07/24/17 MI Public Power Agency	\$	16,760.06
07/25/17 MI Public Power Agency	\$	254,726.70
07/28/17 IRS (Payroll Tax Deposit)	\$	44,005.50
07/28/17 Alerus Financial (HCSP)	\$	420.00
07/28/17 State of MI (Withholding Tax)	\$	6,355.71
07/28/17 Vantagepoint (401 ICMA Plan)	\$	713.94
07/28/17 Vantagepoint (457 ICMA Plan)	\$	13,296.88
07/28/17 Vantagepoint (Roth IRA)	\$	961.53
07/28/17 MERS (Defined Benefit Plan)	\$	31,193.05
07/31/17 MI Public Power Agency	\$	13,905.90
ACH Sub-Total:	\$	424,575.22

Huntington National Bank Total: \$ 1,015,943.64

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

08/08/17 Tax Disbursement	\$	1,629,953.94
Charlevoix State Bank Total:	\$	1,629,953.94

Grand Total: \$ 2,645,897.58

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/22/2017	PC	07/28/2017	23877	WELLER, LINDA JO	101		1,499.87
07/22/2017	PC	07/28/2017	23878	HEYDLAUFF, MARK L.	102		2,161.23
07/22/2017	PC	07/28/2017	23879	GOLDING, JOYCE M.	106		1,132.69
07/22/2017	PC	07/28/2017	23880	DEROSIA, PATRICIA E.	107		483.25
07/22/2017	PC	07/28/2017	23881	DOTSON, LINDSEY J.	109		1,421.14
07/22/2017	PC	07/28/2017	23882	LOY, EVELYN R.	117		1,050.16
07/22/2017	PC	07/28/2017	23883	KLOOSTER, ALIDA K.	121		1,566.56
07/22/2017	PC	07/28/2017	23884	GOLOVICH, KAREN J.	122		970.67
07/22/2017	PC	07/28/2017	23885	SPENCLEY, PATRICIA L.	136		1,233.43
07/22/2017	PC	07/28/2017	23886	MILLER, FAITH G.	142		28.07
07/22/2017	PC	07/28/2017	23887	LEESE, MERRI C.	145		523.99
07/22/2017	PC	07/28/2017	23888	MCGINN, KELLY A.	146		1,618.00
07/22/2017	PC	07/28/2017	23889	JONES, JANET M.	148		496.47
07/22/2017	PC	07/28/2017	23890	DOAN, GERARD P.	201		1,603.59
07/22/2017	PC	07/28/2017	23891	SCHLAPPI, JAMES L.	204		1,290.95
07/22/2017	PC	07/28/2017	23892	UMULIS, MATTHEW T.	205		1,457.52
07/22/2017	PC	07/28/2017	23893	HANKINS, SCOTT A.	208		2,182.32
07/22/2017	PC	07/28/2017	23894	ORBAN, BARBARA K.	209		1,402.10
07/22/2017	PC	07/28/2017	23895	TRAEGER, JASON A.	210		1,936.32
07/22/2017	PC	07/28/2017	23896	FLICKEMA, ANDREW M.	211		1,862.15
07/22/2017	PC	07/28/2017	23897	MATELSKI, KIMBERLY A.	212		1,188.90
07/22/2017	PC	07/28/2017	23898	RILEY, DENISE M.	213		477.84
07/22/2017	PC	07/28/2017	23899	EVANS JR, HALBERT K.	214		1,470.62
07/22/2017	PC	07/28/2017	23900	KLOOSTER, PATRICK H.	216		1,050.59
07/22/2017	PC	07/28/2017	23901	BINGHAM, LARRY E.	224		836.39
07/22/2017	PC	07/28/2017	23902	ENGSTROM, TYLER A.	225		600.58
07/22/2017	PC	07/28/2017	23903	WARNER, PAYTON J.	229		1,110.09
07/22/2017	PC	07/28/2017	23904	MATELSKI, RYAN G.	230		980.40
07/22/2017	PC	07/28/2017	23905	GREENE, GLORIA C.	243		760.38
07/22/2017	PC	07/28/2017	23906	DAVIS, LEAH R.	245		725.82
07/22/2017	PC	07/28/2017	23907	TELGENHOF, WILL G.	246		645.24
07/22/2017	PC	07/28/2017	23908	WILLIAMS, BRANDON S.	248		431.22
07/22/2017	PC	07/28/2017	23909	CARLSON, JOSHUA A.	249		281.03
07/22/2017	PC	07/28/2017	23910	GREYERBIEHL, KELLY M.	260		812.46
07/22/2017	PC	07/28/2017	23911	WURST, RANDALL W.	411		1,414.01
07/22/2017	PC	07/28/2017	23912	MAYER, SHELLEY L.	412		1,957.22
07/22/2017	PC	07/28/2017	23913	HILLING, NICHOLAS A.	413		1,343.65
07/22/2017	PC	07/28/2017	23914	MEIER III, CHARLES A.	421		1,261.35
07/22/2017	PC	07/28/2017	23915	ZACHARIAS, STEVEN B.	422		1,484.58
07/22/2017	PC	07/28/2017	23916	EATON, BRAD A.	515		1,809.08
07/22/2017	PC	07/28/2017	23917	WILSON, TIMOTHY J.	516		2,027.54
07/22/2017	PC	07/28/2017	23918	LAVOIE, RICHARD L.	519		1,630.19
07/22/2017	PC	07/28/2017	23919	STEVENS, BRANDON C.	521		1,629.38
07/22/2017	PC	07/28/2017	23920	DRAVES, MARTIN J.	523		2,008.03
07/22/2017	PC	07/28/2017	23921	BROWN, STEPHANIE C.	524		1,042.19
07/22/2017	PC	07/28/2017	23922	ANDERSON, ELIZABETH	526		1,151.81
07/22/2017	PC	07/28/2017	23923	ELLIOTT, PATRICK M.	600		2,004.05
07/22/2017	PC	07/28/2017	23924	SCHWARTZFISHER, JOS	603		1,437.91
07/22/2017	PC	07/28/2017	23925	BRADLEY, KELLY R.	614		1,509.35
07/22/2017	PC	07/28/2017	23926	HART II, DELBERT W.	616		1,217.48
07/22/2017	PC	07/28/2017	23927	JONES, ROBERT F.	618		1,082.88
07/22/2017	PC	07/28/2017	23928	DORAN, JUSTIN J.	621		1,812.58
07/22/2017	PC	07/28/2017	23929	FARRELL, MITCHELL L.	622		1,256.48
07/22/2017	PC	07/28/2017	23930	MANKER JR, DAVID W.	638		581.41
07/22/2017	PC	07/28/2017	23931	MANKER SR, DAVID W.	639		796.02
07/22/2017	PC	07/28/2017	23932	BECKER, MICHAEL S.	641		942.35
07/22/2017	PC	07/28/2017	23933	NEDWICK, DAVID J.	642		596.66

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/22/2017	PC	07/28/2017	23934	FREY, DYLAN V.	643		572.14
07/22/2017	PC	07/28/2017	23935	SHEPARD, ZACHARY N.	656		601.55
07/22/2017	PC	07/28/2017	23936	HART III, DELBERT W.	657		637.92
07/22/2017	PC	07/28/2017	23937	SLADEK, RYLYNN S.	660		543.57
07/22/2017	PC	07/28/2017	23938	HAWKINS, JAMES S.	662		445.38
07/22/2017	PC	07/28/2017	23939	MCGHEE, ROBERT R.	663		1,154.49
07/22/2017	PC	07/28/2017	23940	ALDEN, CAMDEN D.	670		610.52
07/22/2017	PC	07/28/2017	23941	MUMICH, BARRY J.	671		595.90
07/22/2017	PC	07/28/2017	23942	CRANDELL, ZACKARY R.	691		643.67
07/22/2017	PC	07/28/2017	23943	LEITNER, RYAN S.	692		802.81
07/22/2017	PC	07/28/2017	23944	FERGUSON, ROYCE L.	693		788.84
07/22/2017	PC	07/28/2017	23945	BOSS, SHERRY M.	695		405.84
07/22/2017	PC	07/28/2017	23946	KIRINOVIC, THOMAS F.	700		432.86
07/22/2017	PC	07/28/2017	23947	STEBE, LAURA A.	703		18.47
07/22/2017	PC	07/28/2017	23948	SROUFE, MARC E.	705		85.88
07/22/2017	PC	07/28/2017	23949	SROUFE, PAMELA B.	707		74.81
07/22/2017	PC	07/28/2017	23950	MILAN, JANE E.	711		1,092.80
07/22/2017	PC	07/28/2017	23951	ANZELL, BETH A.	712		650.22
07/22/2017	PC	07/28/2017	23952	BERNIER, RACHEL M.	718		719.19
07/22/2017	PC	07/28/2017	23953	MACGILLIVRAY, RAYMO	720		660.32
07/22/2017	PC	07/28/2017	23954	DIXON, MIKAYA S.	736		481.50
07/22/2017	PC	07/28/2017	23955	MILAN, BAC P.	740		691.58
07/22/2017	PC	07/28/2017	23956	HOLECHECK, JENNACA	777		828.08
07/22/2017	PC	07/28/2017	23957	LABELLE, DAVIS B.	778		409.75
07/22/2017	PC	07/28/2017	23958	BAILEY, ALYSSA M.	787		700.06
07/22/2017	PC	07/28/2017	23959	HEID, THOMAS J	802		1,299.22
07/22/2017	PC	07/28/2017	23960	LEESE, ALAN K.	835		455.33
07/22/2017	PC	07/28/2017	23961	HART, DAVID R.	836		48.48
07/22/2017	PC	07/28/2017	23962	GRUNCH, RONALD J.	844		433.97
07/22/2017	PC	07/28/2017	23963	DAVIS, RONALD L.	853		243.31
07/22/2017	PC	07/28/2017	23964	FAIRCHILD, GALEN W.	855		321.25
07/22/2017	PC	07/28/2017	23965	DAKROUB, JOSEPH E.	860		247.12
07/22/2017	PC	07/28/2017	23966	MASSON, DONALD J.	861		437.37
07/22/2017	PC	07/28/2017	23967	KUSINA, DENNIS W.	862		374.96
07/22/2017	PC	07/28/2017	23968	LABLANCE, MAUREEN J.	863		286.73
07/22/2017	PC	07/28/2017	23969	LIVINGSTON, BRIAN D.	866		662.34
07/22/2017	PC	07/28/2017	23970	VANLOO, JOSEPH G.	902		965.01
07/22/2017	PC	07/28/2017	23971	WYMAN, MATTHEW A.	927		1,761.58
07/22/2017	PC	07/28/2017	23972	BOSS, RYDER S.	932		793.72
07/22/2017	PC	07/28/2017	23973	MILLER, WILLIAM S.	933		1,354.08
07/22/2017	PC	07/28/2017	23974	HOUSER, JAMES F.	934		533.48
07/22/2017	PC	07/28/2017	23975	DOUGLAS, MARK	935		686.91
07/22/2017	PC	07/28/2017	23976	MITCHELL, JACOB A.	936		648.90
07/22/2017	PC	07/28/2017	23977	TRAVERS, MANUEL J.	1000		1,636.68
07/22/2017	PC	07/28/2017	23978	STEVENS, JEFFREY W.	1028		239.12
07/22/2017	PC	07/28/2017	23979	RILEY, CASEY W.	1052		161.60
07/22/2017	PC	07/28/2017	23980	JONES, LARRY M.	1057		715.73
07/22/2017	PC	07/28/2017	23981	FLORE, ROBERT A.	1058		829.43
07/22/2017	PC	07/28/2017	23982	WILLSON, BRENDA R.	1059		857.17
07/22/2017	PC	07/28/2017	23983	BEAN, PETER J.	1060		693.48
07/22/2017	PC	07/28/2017	23984	FENNELL, DREW M.	1062		127.75
07/22/2017	PC	07/28/2017	23985	MCMULLEN, DONALD R.	1067		1,076.90
07/22/2017	PC	07/28/2017	23986	SILVA, JESSE L.A.	1073		373.30
07/22/2017	PC	07/28/2017	23987	RILEY, DANIEL A.	1079		389.38
07/22/2017	PC	07/28/2017	120823	TIMMS, ROBERT N	92		46.17
07/22/2017	PC	07/28/2017	120824	GERBER, SAMUEL A.	147		41.56
07/22/2017	PC	07/28/2017	120825	KLINGER, LUCAS D.	235		520.94

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/22/2017	PC	07/28/2017	120826	KLINGER, BRADLEY W.	244		691.29
07/22/2017	PC	07/28/2017	120827	WILLIAMS, SYDNEY K.	247		772.91
07/22/2017	PC	07/28/2017	120828	SWEM, DONALD L.	512		1,878.07
07/22/2017	PC	07/28/2017	120829	WHITLEY, ANDREW T.	522		1,939.21
07/22/2017	PC	07/28/2017	120830	MORRISON, KEVIN P.	601		1,775.07
07/22/2017	PC	07/28/2017	120831	JOHNSON, STEVEN P.	617		1,660.50
07/22/2017	PC	07/28/2017	120832	BISHAW, JAMES H.	633		733.83
07/22/2017	PC	07/28/2017	120833	WITTHOEFT, LUKILA F.	780		537.69
07/22/2017	PC	07/28/2017	120834	RITTER, DAVID M.	783		661.68
07/22/2017	PC	07/28/2017	120835	PETERSON, BENJAMIN D	785		235.30
07/22/2017	PC	07/28/2017	120836	GILL, DAVID R.	856		1,094.55
07/22/2017	PC	07/28/2017	120837	MATTER, DAWSON K.	1038		3,521.89
Grand Totals:			126				118,701.35

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Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/22/2017	07/28/2017	120838	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	277.69
07/22/2017	07/28/2017	120839	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	191.88
07/22/2017	07/28/2017	120839	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	447.24
07/22/2017	07/28/2017	120840	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 7/22/2	59.00
07/22/2017	07/28/2017	120841	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,259.62
07/22/2017	07/28/2017	120842	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
07/22/2017	07/28/2017	120843	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	516.80
07/22/2017	07/28/2017	120844	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
07/22/2017	07/28/2017	120845	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,938.69
Grand Totals:		9				5,242.75

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Check Number	Payee	Amount
08/08/2017		
120847	1400 BRIDGE STREET LLC	535.29
120848	a5 Branding & Design	5,250.00
120849	ACCESS LOCKSMITHING INC	75.00
120850	ADVANCED BUILDING	490.00
120851	ADVANCED PAVEMENT MARKING LL	1,542.00
120852	AIRGAS USA LLC	66.30
120853	AIS CONSTRUCTION EQUIPMENT	4,518.00
120854	ALL-PHASE ELECTRIC SUPPLY CO.	435.50
120855	ALTEC INDUSTRIES INC	737.27
120856	AMERICAN WASTE INC.	257.46
120857	ARCADIA BENEFITS GROUP INC	25.00
120858	ASPEN WIRELESS	3,210.00
120859	AVFUEL CORPORATION	96,802.39
120860	BAKER COLLEGE OF CADILLAC	35.00
120861	BALL, MATTHEW	75.00
120862	BEAR EARTH HERBALS	10.00
120863	BEIJO DE CHOCOLAT LLC	80.00
120864	BELL EQUIPMENT COMPANY	811.43
120865	BERLAGE, JIM	30.00
120866	BLACK PEARL PLATINUM BRAND	40.00
120867	BLARNEY CASTLE OIL CO	822.09
120868	BOSS, KEN	33.89
120869	BRADFORD'S	48.75
120870	CCI SOUTH LLC	26.25
120871	CELEBRATE ME HOME	10,000.00
120872	CENTRAL DRUG STORE	51.85
120873	CHAPDELAINE, EMILY	50.00
120874	CHARLEVOIX COMMUNITY SHOPPER	299.00
120875	CHARLEVOIX COUNTY NEWS	260.00
120876	CHARLEVOIX SCREEN MASTERS INC	513.00
120877	CHARLEVOIX SEWER & DRAIN	170.00
120878	CHARLEVOIX TOWNSHIP	15.23
120879	CINTAS CORPORATION	124.76
120880	CINTAS CORPORATION #729	243.71
120881	CITY OF CHARLEVOIX - UTILITIES	34,095.42
120882	CIVIC SYSTEMS	210.00
120883	COOK FAMILY FARMS	192.00
120884	CRYSTAL FLASH ENERGY	798.51
120885	CURREY FARMS LLC	92.00
120886	CWIK, ADOLPH	25.00
120887	DCASSESSING SERVICES	4,371.08
120888	DELL MARKETING L P	713.90
120889	DeROSIA, PATRICIA E.	50.00
120890	DERRER OIL & PROPANE CO	542.85
120891	DHASELEER, CARL	214.00
120892	DOAN, GERARD P.	50.00
120893	DORNBOS SIGN INC.	7,628.96
120894	DOTSON, LINDSEY J.	50.00

Check Number	Payee	Amount
120895	EAST JORDAN COMMUNITY POOL	50.00
120896	ECONO SIGNS LLC	123.00
120897	EJ USA INC.	1,681.64
120898	ELLIOTT, PATRICK M.	203.84
120899	ELLSWORTH FARMER'S EXCHANGE	375.60
120900	EMERGENCY MEDICAL PRODUCTS I	405.39
120901	EMMET BRICK & BLOCK	71.53
120902	EVANS, HAL	50.00
120903	FARMER WHITE'S	407.00
120904	FASTENAL COMPANY	310.92
120905	FERGUSON & CHAMBERLAIN	4,700.00
120906	FISHER SCIENTIFIC	514.46
120907	FREIDINGER, REED	15.00
120908	GEI CONSULTANTS	3,400.00
120909	GERBER HOMEMADE SWEETS	66.00
120910	GILLESPIE, ALISON	15.00
120911	GINOP SALES INC	57.46
120912	GLEN'S MARKET - CHARLEVOIX	1,676.15
120913	GLOBAL EQUIPMENT COMPANY	86.96
120914	GOLDING, JOYCE M.	50.00
120915	GOLOVICH, RENEE	48.00
120916	GORDON FOOD SERVICE	136.81
120917	GREENVIEW DATA INC	5,545.00
120918	GUNTZVILLER, RHONDA	529.00
120919	HANKINS, SCOTT A.	50.00
120920	HARRELL'S	166.00
120921	HEALEY, BRUCE	15.00
120922	HEID, THOMAS J.	50.00
120923	HEP'S HOMEBAKED GRANOLA	68.00
120924	HERSEY, BRADFORD	150.00
120925	HERZOG ELECTRIC	259.85
120926	HEYDLAUFF, MARK L	50.00
120927	IDEXX DISTRIBUTION INC.	1,312.86
120928	INTERWATER FARMS INC	761.00
120929	JANE'S SASSY SALSA	39.00
120930	JOHN E. GREEN COMPANY	47,189.50
120931	JONES & JONES GARAGE DOOR SVC	240.00
120932	JTHOMAS PARTS	123.27
120933	KILWINS CHARLEVOIX	1,037.50
120934	KIRINOVIC, THOMAS F.	50.00
120935	KLOOSTER, ALIDA K.	50.00
120936	KSS ENTERPRISES	2,886.45
120937	LAKE FOREST BAKING COMPANY	220.00
120938	LAKESHORE TIRE & AUTO SERVICE	99.31
120939	LANDSCAPE LOGIC	225.00
120940	LANGE, JEFFREY	150.00
120941	LOTTIE'S BAGELS	330.00
120942	MAYER, SHELLEY L.	50.00
120943	MCCALLUM, KADIN	50.00

Check Number	Payee	Amount
120944	McGINN, KELLY A.	50.00
120945	MDC CONTRACTING LLC	25,495.02
120946	MICHELS, CHRISTOPHER	150.00
120947	MICHIGAN BOATING INDUSTRIES AS	295.00
120948	MICHIGAN MUSHROOM MARKET LLC	32.00
120949	MICHIGAN WATER ENV ASSOC	140.00
120950	MILLER, WILLIAM S.	50.00
120951	MOORS & MCCUMBER	1,250.00
120952	MUSTANG TOOL SERVICE	332.97
120953	NETSOURCE ONE INC.	104.00
120954	NORTH COUNTRY CRITTERS	15.00
120955	NORTHERN CREDIT BUREAU	251.00
120956	NORTHERN FIRE & SAFETY INC.	381.86
120957	NORTHERN SAFETY CO INC	1,231.67
120958	NORTHWEST DESIGN GROUP	350.00
120959	NW MI COG	12,180.00
120960	OLD DOMINION BRUSH	933.08
120961	OLSON BZDOK & HOWARD	1,634.70
120962	OLSTROM EXCAVATING AND PAVING	3,040.00
120963	OMS COMPLIANCE SERVICES INC	202.50
120964	P.I.W. CORPORATION	82.50
120965	PARKER, MICHAEL	81.00
120966	PENCHURA LLC	45,537.00
120967	PERSONAL GRAPHICS	799.48
120968	PHILLIPS, BILL	50.00
120969	PHYSICIAN'S CLINIC OF CHARLEVOIX	75.00
120970	POND HILL FARM LLC	271.00
120971	POWER LINE SUPPLY	5,244.90
120972	PREFERRED WASTE 2 LLC	425.00
120973	PREIN & NEWHOF	3,021.13
120974	PRO WEB MARKETING LLC	30.00
120975	QUILL CORP	540.39
120976	R & R PRODUCTS INC	703.32
120977	REEDY, JOSEPH	38.77
120978	REHMANN-ROBSON & CO	10,500.00
120979	RESIDEX LLC	411.87
120980	RICK-BIDDICK, MICHELLE	1,785.64
120981	ROCKY TOP FARMS	36.00
120982	ROTARY CLUB OF CHARLEVOIX	37.50
120983	ROWE PROFESSIONAL SERVICES CO	400.00
120984	RS TECHNICAL SERVICES	2,004.00
120985	RUSSELL, ANNE	346.00
120986	RUSTIC BAKER	78.00
120987	SAUL, GINNIE	125.00
120988	SEARS COMMERCIAL ONE	224.84
120989	SHINDORF BUILDERS	322.00
120990	SHORELINE POWER SERVICES INC.	450.00
120991	SIEGRIST, DAVID	42.00
120992	SIGN & DESIGN	30.00

M = Manual Check, V = Void Check

Check Number	Payee	Amount
120993	SITE ONE LANDSCAPE SUPPLY	3,838.91
120994	SKILLPATH SEMINARS	417.00
120995	SMITH, MILO	103.58
120996	SNAP-ON	214.95
120997	SNIVELY, KIRBY	75.00
120998	SPARTAN STORES LLC	35.82
120999	STATE OF MICHIGAN	725.00
121000	SULLIVAN, LAWRENCE R	1,000.00
121001	SUPERIOR MECHANICAL	4,815.77
121002	SWANSON, RACHEL	15.00
121003	SWEM, DONALD L.	50.00
121004	SYSTEMS SPECIALISTS INC	1,952.00
121005	TERMINAL SUPPLY CO	408.38
121006	THE CHARLES MACHINE WORKS INC	10,304.28
121007	THE GO ROUNDS LLC	1,000.00
121008	THE TROPHY CASE	40.00
121009	TIMMS, ROBERT	332.00
121010	TRAVERS, MANUEL J.	50.00
121011	TRI-TURF	76.61
121012	UNIFIRST CORPORATION	221.08
121013	UP NORTH PROPERTY SERVICES LL	5,568.00
121014	VILLAGE GRAPHICS INC.	199.90
121015	WAGNER, JODI	66.00
121016	WARD BROTHERS BOATS INC	113.79
121017	WATTA COOKIE LLC	64.00
121018	WCMU PUBLIC MEDIA	695.00
121019	WELLER, LINDA J.	50.00
121020	WILTFONG, DAVID	34.68
121021	WINNIE'S ORIGINAL LLC	5.00
121022	WITMER PUBLIC SAFETY GROUP	432.53
121023	WORK & PLAY SHOP	486.73
121024	WURST, RANDALL W.	50.00
121025	WYMAN, MATTHEW A.	50.00
Total 08/08/2017:		408,161.54
Grand Totals:		408,161.54

Check Number	Payee	Amount
07/17/2017		
71717001	MICHIGAN PUBLIC POWER AGENCY	37,245.95
71717002	NEOFUNDS BY NEOPOST	4,990.00
Total 07/17/2017:		42,235.95
Grand Totals:		42,235.95

Check Number	Payee	Amount
07/24/2017		
72417001	MICHIGAN PUBLIC POWER AGENCY	16,760.06
Total 07/24/2017:		16,760.06
Grand Totals:		16,760.06

Check Number	Payee	Amount
07/25/2017		
72517001	MICHIGAN PUBLIC POWER AGENCY	254,726.70
Total 07/25/2017:		254,726.70
Grand Totals:		254,726.70

Check Issue Date	Check Number	Payee	Amount
72817001			
07/28/2017	72817001	**EFTPS* Payroll Taxes	10,780.75
07/28/2017	72817001	**EFTPS* Payroll Taxes	10,780.75
07/28/2017	72817001	**EFTPS* Payroll Taxes	2,521.36
07/28/2017	72817001	**EFTPS* Payroll Taxes	2,521.36
07/28/2017	72817001	**EFTPS* Payroll Taxes	17,401.28
Total 72817001:			
	5		44,005.50
72817002			
07/28/2017	72817002	Alerus Financial	420.00
Total 72817002:			
	1		420.00
72817003			
07/28/2017	72817003	STATE OF MICHIGAN	6,355.71
Total 72817003:			
	1		6,355.71
72817004			
07/28/2017	72817004	Vantagepoint - 401 Plan 109153	713.94
Total 72817004:			
	1		713.94
72817005			
07/28/2017	72817005	Vantagepoint - 457 Plan 300959	4,863.59
07/28/2017	72817005	Vantagepoint - 457 Plan 300959	734.02
07/28/2017	72817005	Vantagepoint - 457 Plan 300959	1,904.30
07/28/2017	72817005	Vantagepoint - 457 Plan 300959	5,794.97
Total 72817005:			
	4		13,296.88
72817006			
07/28/2017	72817006	Vantagepoint - Roth IRA 706117	961.53
Total 72817006:			
	1		961.53
Grand Totals:			
	13		65,753.56

Check Number	Payee	Amount
07/28/2017		
72817007	MERS	31,193.05
Total 07/28/2017:		31,193.05
Grand Totals:		31,193.05

Check Number	Payee	Amount
07/31/2017		
73117001	MICHIGAN PUBLIC POWER AGENCY	13,905.90
Total 07/31/2017:		13,905.90
Grand Totals:		13,905.90

Check Number	Payee	Amount
08/08/2017		
2914	CHARLEVOIX COUNTY TREASURER	366,196.55
2915	CHARLEVOIX COUNTY TREASURER	153.07
2916	CHARLEVOIX DISTRICT LIBRARY	19.38
2917	CHARLEVOIX PUBLIC SCHOOLS	507,117.77
2918	CHARLEVOIX PUBLIC SCHOOLS	107,122.52
2919	CHARLEVOIX PUBLIC SCHOOLS	21,419.76
2920	CHARLEVOIX PUBLIC SCHOOLS	9.18
2921	CHARLEVOIX PUBLIC SCHOOLS	21,419.92
2922	CITY OF CHARLEVOIX - TAXES DUE	303,458.07
2923	CITY OF CHARLEVOIX/DDA	303,034.24
2924	RECREATIONAL AUTHORITY	3.48
Total 08/08/2017:		1,629,953.94
Grand Totals:		1,629,953.94

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: 2017 MERS Annual Conference Officer Delegate Appointment

DATE: August 7, 2017

BACKGROUND:

The City Council needs to appoint an officer delegate to represent the City at the Annual MERS Conference being held in Detroit this fall. Traditionally, the Treasurer and Assistant Treasurer fulfill this role.

City employees who participate in MERS have elected Andrew Whitley as their employee delegate and Elizabeth Anderson as the alternate.

RECOMMENDATION:

Approve the Certification Form presented to appoint Kelly McGinn as the Officer Delegate and Alida Klooster as the Alternate Officer Delegate.

ATTACHMENTS:

- ▣ 2017 MERS Annual Conference Officer Delegate Certification Form



Municipal Employees' Retirement System of Michigan
1134 Municipal Way • Lansing, MI 48917
800.767.MERS (6377) • Fax: 517.703.9707
www.mersofmich.com

2017 Officer and Employee Delegate Certification Form

MERS 71st Annual Conference | September 21-22, 2017 | Detroit Marriott at the Renaissance Center

Please print clearly • Retain a copy for your records

IMPORTANT: A voting delegate registered to attend the MERS Annual Conference is **NOT** confirmed to have voting rights until this form has been received by MERS.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

If you are **NOT** attending MERS Annual Conference, you do not need to submit this form.

1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

Kelly McGinn

Officer Alternate name

Alida Klooster

Officer delegate and alternate listed above were appointed to serve at the 2017 MERS Annual Conference by official action of the governing body (or chief judge for a participating court) on August 7, 2017.

2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

Andrew Whitley

Employee Alternate name

Elizabeth Anderson

Employee delegate and alternate listed above were elected to serve at the 2017 MERS Annual Conference by secret ballot election conducted by an authorized officer on July 6, 2017.

3. Certification

NOTE: Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court.

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name*

City of Charlevoix

Municipality number*

1505

Email address

pattyd@cityofcharlevoix.org

Employer address

210 State Street

Employer city

Charlevoix

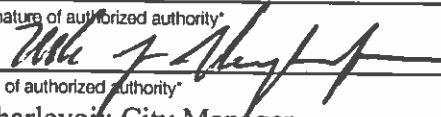
Employer state

MI

Employer zip code

49720

Signature of authorized authority*


Charlevoix City Manager

Printed name

Mark L. Heydlauff

Date

7/25/17

* Required field

TIP: Scan and upload this completed form to your computer. Then attach it to your registration when you register online to attend the conference.

www.mersofmich.com

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Michigan Municipal League Delegate

DATE: August 7, 2017

BACKGROUND:

The Michigan Municipal League (MML) will be holding its annual convention this September in Holland.

Pursuant to the provisions of the MML Bylaws, the City of Charlevoix is requested to designate, by City Council action, our official representative to cast the vote for the municipality at the annual meeting, and, if possible, to designate another official to serve as alternate.

RECOMMENDATION:

Designate Janet Kalbfell as the delegate and City Manager Mark Heydlauff as the alternate delegate to represent the City of Charlevoix at the MML Annual Meeting.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Hampton Village Street Improvement

DATE: August 7, 2017

PRESENTED BY: Patrick Elliott, DPW Supervisor

BACKGROUND:

As you are aware, we are currently working on the 2017 infrastructure projects, which include complete utility upgrades. In addition to these projects, we are currently contracted with Rieth-Riley to crush and shape a number of streets.

Another project that is a bit different from the two described above is improving the streets in Hampton Village. This project will include removing the existing asphalt, undercutting the street 1.5', installing geotextile fabric, new sand, gravel and then new pavement. The project area would be from May Street, down Hampton Road to St. James and all of St. James Place. In the contract that we currently have with MDC, all of the pay/work items to complete the Hampton project are included. This means they have already been competitively bid. We recommend adding to the total quantities in order to complete the Hampton project, which would increase the total contract amount by -----. This is an quick and cost-effective way to make this improvement and MDC is well-known for their work in our community.

This project will use up the money derived from the 2016 Infrastructure Improvement Bonds and money set aside in the 2017/2018 Operating Budget for street improvements.

Final numbers for this are expected from MDC either late Thursday afternoon or Friday morning. The packet will be updated accordingly so please check back Friday afternoon.

RECOMMENDATION:

It is my recommendation that Council approve change order #-----, in the amount of -----, and add this work to MDC's existing contract.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Short Term Rental Options and Senate Bill 329

DATE: August 7, 2017

PRESENTED BY: Sarah Lucas, Networks Northwest

BACKGROUND:

The City of Charlevoix's Rental Subcommittee has developed a draft short-term rental ordinance for the City Council's review and discussion. As currently written, the draft ordinance would:

- Propose new and/or modified definitions of relevant terms
- Require registration of short-term rentals that are rented two or more weeks per year
- Require owners/agents of short-term rentals to provide basic information about the rental unit
- Require relevant information, including a "good neighbor guide," to be posted/provided/visible to tenants and others
- Require compliance with relevant City codes, including safety, inspections, nuisance, and fireworks codes
- Propose procedures necessary for effective administration of the ordinance

At the June 12 Planning Commission meeting, the Planning Commission reviewed the draft ordinance and moved to present it to the City Council for review and further direction. The ordinance is not presented for consideration of adoption at this time. Rather, the Planning Commission requests feedback as to whether additional changes are desired, or if the City Council feels that the draft ordinance as written is ready to proceed to the public hearing process.

Also at the June 12 meeting, the Planning Commission discussed legislation that is currently proposed in the Michigan State Senate that would restrict restrict the ability of local governments to regulate short-term rentals. The bill is sponsored by Senator Dale Zorn, 17th District, and is currently in the Senate Local Government Committee. The Planning Commission directed staff to prepare a letter for consideration by the City Council to send to state senators and representatives. That letter, along with the current version of Senate Bill 329 is attached for your reference, review, and discussion.

I will be in attendance at the August 7 meeting to discuss the attached information and answer any questions you may have. If you have any questions prior to the meeting, please don't hesitate to contact me at 231-929-5034, or via email at sarahlucas@networksnorthwest.org.

RECOMMENDATION:

Council discussion and direction

ATTACHMENTS:

- ❑ Draft Short-term Rental Ordinance
- ❑ Good Visitor Guide and Application
- ❑ Letter regarding Senate Bill 329

DRAFT City of Charlevoix

Short-Term Rental Ordinance

Definitions

Bed and Breakfast. Any place of lodging that provides rooms for rent for more than 10 nights in a 12-month period, is the owner's personal residence, is occupied by the owner or owner's representative at the time of rental, and in which a morning meal is served to guests.

Bedroom. A separate room or space with a legal means of egress, used or intended to be used specifically for sleeping purposes. The following spaces do not qualify as bedrooms: 1) kitchens; 2) dining areas; 3) gathering spaces such as family rooms, dens, or living rooms; and 4) attics or basements without egress meeting standards in applicable building, residential, and fire codes.

Dwelling Unit. A building or portion of a building, designed for use and occupancy by individuals, or one family, for living and sleeping purposes and with housekeeping facilities. A recreational vehicle, vehicle chassis or tent is not considered a dwelling.

(1) Dwelling, Multiple Family. A building containing three (3) or more dwelling units where each unit may have access to a common hallway, stairs or elevator, or where each unit may have individual access to a street or common courtyard.

(2) Dwelling, Single Family. (a) Detached. A single family dwelling unit that is separate and distinct from any other dwelling. A single family dwelling that does not share a party wall with any other dwelling is a detached single family dwelling. (b) Attached. A dwelling designed for occupancy by one (1) family in a row of at least three such units in which each unit has its own front and rear access to the outside, no unit is located over another, and each unit is separated from any other unit by one or more vertical common fire-resistant walls (also known as a townhouse or rowhouse).

(3) 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").

Good Visitor Guideline Materials. Materials prepared by the City's Planning and Zoning Department that include 1) a summary of the City's noise ordinance, fireworks ordinance, trash disposal ordinances, and applicable offenses against the public peace; 2) a reminder that the rental property is located in a residential neighborhood and that neighbors may not be vacationing; 3) information regarding amenities and regulations regarding pets; 4) parking rules and designated areas; 5) street address; 6) safety features; and 7) a statement informing the renters that neighboring property owners may contact the local agent and local police to report any issues relating to the property.

Local Agent. An individual designated to oversee the short-term rental of a dwelling unit in accordance with this article and to respond to calls from renters, concerned citizens, law enforcement, and representatives of the city. The local agent must be available to accept telephone calls on a 24 hour basis at all times that the short-term rental is rented and occupied. The local agent must have a key to the rental unit and be able to respond to the short-term rental within sixty (60) minutes to address issues or must have arranged for another person to address issues within the same timeframe.

Short-term rental. Any dwelling or condominium or portion thereof, excepting boat docks, that is available for use for a fee or other compensation for a term of less than 30 consecutive days, not including bed and breakfasts, hotel rooms, transitional housing operated by a non-profit entity, group homes such as nursing homes and adult foster care homes, and hospitals or other health care related facilities.

Motel/Hotel. A building or group of buildings on the same lot, containing sleeping or dwelling units in which lodging is provided for compensation on a transient basis. The term includes tourist cabins, motor courts, motor lodges and similar facilities.

Registration Required.

Registration Required. All dwelling units used for short-term rentals for a total of two (2) or more weeks per calendar year shall be registered with the City. The short-term rental of an unregistered dwelling unit for a total of two or more weeks during a calendar year is prohibited. Registration shall be issued by calendar year. All short-term rental registrations shall expire at the end of the calendar year and must be renewed each year.

Application. To register a dwelling unit used for short-term rentals, the property owner or agent of the owner shall, for each unit on the property:

- Provide and certify as true the following on a form provided by the City:
 - Name, address, and telephone number of the local agent for the dwelling unit
 - The street address of the dwelling unit, along with other identification if more than one dwelling unit has the same street address.
 - The number of bedrooms in each dwelling unit, and in the dwelling as a whole.
 - The number of weeks the dwelling unit is available for short term rental each calendar year.
 - A statement certifying that the property owner or a local agent will provide at least one copy of the City's good visitor guideline materials to the renters each time the dwelling unit is rented.
 - A statement indicating which year the dwelling unit was first used as a short-term rental, and for how many weeks it was rented in the previous calendar year.
 - Such other information as the City deems appropriate.
- Pay an administrative fee, as set by resolution of the City Council.

Short-term rental regulations.

Local agent required. All dwelling units used for short-term rentals shall have a designated local agent.

Contact information posted in window. A notice shall be posted in a prominent first-floor door or window of any dwelling unit used for short-term rentals stating (in at least 16-point type) the name of the local agent, a 24-hour telephone number with which the agent can be reached.

Compliance with codes. The dwelling unit must meet all applicable residential building, health department, nuisance, and safety codes.

Noise and nuisance. Noise during quiet hours must be limited to that which does not disturb the quiet, comfort or repose of a reasonable person of normal sensitivities. Quiet hours shall be from 11:00 PM to 7:00 AM. The City of Charlevoix Noise Control Ordinance shall also apply.

Fireworks. Fireworks of any kind are not allowed on rental property except in accordance with the City of Charlevoix Fireworks Ordinance.

Inspections and Conditions.

Upon written complaint, the zoning administrator may make periodic inspections of a short-term rental to ensure continuing compliance with the approval standards specified in this Ordinance. In addition, the zoning administrator may impose reasonable conditions on a registration issued under this Ordinance which are reasonably necessary to ensure compliance with the approval standards provided in this Ordinance.

Suspension or Revocation of Short Term Rental Registration.

Grounds for Suspension or Revocation. In addition to any other penalty authorized by law, a short term rental registration may be suspended or revoked if the Zoning Administrator finds by competent, material, and substantial evidence and after written notice of the charges to the owner and an opportunity to be heard, that the licensee or his or her agents or employees has or have violated, or failed to fulfill, the requirements of any of the following:

- Any provision of this Ordinance
- Title VI of the City Code: Health Regulations
- Title IX of the City Code: Police Regulations
- Title II of the City Code: Utilities and Services
- Any provision of the Zoning Ordinance or any permit or approval issued pursuant to the Zoning Ordinance.

Revocation Procedure. The written notice of the charges and the notice of the hearing shall be personally served on the owner or agent or served on the owner by certified mail, restricted delivery, no less than 21 days before the hearing before the Zoning Administrator.

- Upon a finding by the Zoning Administrator of a First violation within any twelve (12) month period, the short term rental registration may be suspended for up to thirty (30) days and during said time the premises shall not be utilized for a short term rental.
- Upon a finding by the Zoning Administrator of a Second violation within any twelve (12) month period, the short term rental registration shall be suspended for thirty (30) days and during said time the premises shall not be utilized for a short term rental.
- Upon a finding by the Zoning Administrator of a Third violation within any twelve (12) month period, the short term rental registration shall be revoked and the owner or local agent who had been issued the short term rental registration shall not again be issued a short term rental registration for a period of twelve (12) months and during said time the premises shall not be utilized for a short term rental. Appeal from denial or suspension or revocation of a short term rental registration is allowed.

Appeals.

Appeal. Upon a determination by the zoning administrator that the registration of a dwelling unit is subject to revocation pursuant to subsection), the zoning administrator shall issue a notice to the owner and agent stating that the City intends to revoke the rental registration. The notice shall inform the owner and local agent of a right to a hearing to show cause as to why the registration should not be revoked. If a hearing is requested within 14 days of the service of the notice, the City shall schedule the hearing before the Zoning Board of Appeals and notify the owner and agent in writing of a time and place for that hearing. At the hearing, the owner and agent may present evidence that the requirements for revocation provided in subsection_ are not satisfied, or that the property owner and agent should not be held responsible for one or more of the three requisite violations due to extenuating circumstances. Extenuating circumstances may include circumstances that the owner or the owner's agent could not reasonably anticipate and prevent, and could not reasonably control.

City of Charlevoix

GOOD VISITOR GUIDE

1. The City of Charlevoix Noise Control Ordinance has Quiet Hours from 11:00 p.m. to 7:00 a.m. Your neighbors may not be vacationing, especially in residential areas.
2. The City of Charlevoix Fireworks Ordinance does not allow any fireworks. This also includes Chinese Lanterns (paper balloons that go aloft by candle).
3. Vehicle parking needs to be in designated driveway or properly at the street. The City of Charlevoix Parking Ordinance requires off-street parking in winter.
4. The City of Charlevoix Pet Ordinance requires pets not in their yard to be on a leash. Pick-up after pets is required and pick-up stations are available. Pets are NOT allowed in the park during events (concerts, vendor fairs, etc.) There is a designated dog park in Charlevoix and pets are not to be on the beaches.
5. Trash is to be put at the curb edge. The pick-up date for this property is:
6. Alcohol is not allowed in any City park, playground, recreational area or athletic field between the hours of 9:30 p.m. and 6:00 a.m. Alcohol is also prohibited in any park within 1,000 feet of US 31.
7. Please do enjoy:
 - Charlevoix Chamber of Commerce
 - Charlevoix Convention and Visitors Bureau at 109 West Mason Street, or online at www.charlevoix.org
 - Charlevoix's parks and three city beaches: Lake Michigan, Depot, and Ferry Earl Young Mushroom Houses
 - The drawbridge which goes up on the hour and half hour if there is boat traffic
 - Bike and Walking trails: Mount McSaubia, Lake-to-Lake
 - The Charlevoix Public Library at 22 West Clinton Street.

Dear Property Owner,

The City of Charlevoix has adopted Ordinance __, to provide for the annual registration of Short-Term Rentals.

The purpose of this Ordinance is to:

1. Provide information and assistance to property owners/landlords regarding insurance needs, business and tax issues, and other issues.
2. Provide information and assistance to the visitors/renters through a "Good Visitor Guide" to enhance their Charlevoix experience and encourage responsible renters and neighbors.
3. Provide information for the city on short-term rentals to ensure the health and safety for our residents and visitors.
4. Short-term rentals are homes that are rented for a term of less than 30 consecutive days. They do not include bed and breakfasts, hotel rooms, transitional housing operated by a non-profit entity, group homes such as nursing homes and adult foster care homes, and hospitals or other health care related facilities.

If this applies to your residence, please complete the attached form.

If you are uncertain if this applies to you, or if you have any questions, please contact__.

Office of Planning and Zoning
Zoning Administrator
210 State Street Charlevoix, MI. 49720
planner@cityofcharlevoix.org
www.cityofcharlevoix.org
(231)547-3265

SHORT-TERM RENTAL REGISTRATION

APPLICATION

1. This application is to be completed by the applicant, signed, and filed with the Zoning Administrator.
2. Applicant must pay \$__ Short-Term Rental Registration fee made payable to the City of Charlevoix. For multiple rentals one one property (as determined by a single tax identification number), only one fee is required, but each unit must have a separate registration.
3. Two copies of the approved registration are provided to the applicant. The original application is part of the City's permanent records.

SHORT-TERM RENTAL REGISTRATION APPLICATION

Applicant

Address of Rental

Property Owner Name (if different than applicant)

Property Owner Address (If different than address of subject property)

Local Agent (24-hour, 7-day-a-week contact) Name

Local Agent Address

Property Owner Phone

Local Agent Phone

Number of Bedrooms in the Rental Unit

Number of Weeks Rental Unit is Available in a Calendar Year

Number of Weeks Rented in Previous Calendar Year

First Year Rented

AFFIDAVIT

I agree the statements made in the above application are true, and if found not to be true, any registration or permit issued may be void.

I also agree to comply with the conditions and regulations provided with any registration or permit that may be issued.

Further, I agree that any permit that may be issued is issued with the understanding that the individual(s) or organization(s) named or represented on that permit will comply with all applicable sections of the Charlevoix City Code.

Accordingly, I agree that at least one copy of the City's Good Visitor Guidelines will be provided to renters each time the dwelling unit is rented.

I also agree that a local agent will be available to oversee the short-term rental in accordance with City Code and to respond to calls from renters, concerned citizens, and representatives of the City. The local agent will be available to accept telephone calls on a 24-hour basis at all times that the short-term rental is rented and occupied, and will have a key to the rental unit and be able to respond to the rental within 60 minutes to address issues, or will have arranged for another person to address issues in the same timeframe.

I also agree that the address of the property must be posted in a prominent first-floor door or window of each unit used as short-term rental.

Finally, I understand that this is an application for a short-term rental registration only (not a zoning permit) and does not include any representation or conveyance of rights in any other statute, building code, deed restriction, or other property rights.

Owner Signature

Date

SB 329, as presented, proposes to restrict any local regulation of short-term rental operations. Under this proposed legislation, such uses of property would effectively be reclassified from commercial land uses to residential land uses and would further be exempt from reasonable and well-considered local land use regulations. As a highly seasonal community that is considered statewide to be a prime vacation destination, the City of Charlevoix would be significantly impacted by any regulations affecting short-term rentals. For this reason, the City opposes SB 329 and respectfully requests that you reject the bill as currently proposed.

The City of Charlevoix recognizes that short-term rentals present an important option for homeowners and vacationers, and that they can have a positive impact on local economies. At the same time, they come with neighborhood concerns and economic impacts related to community character, commercial lodging activity, workforce housing, and more. As such, the City has worked over the last year to develop regulations that accommodate short-term rentals while providing basic guidance that ensures responsible, community-minded rental activity. However, Charlevoix is a seasonal community that is experiencing changing demographics and a shrinking labor force, trends that are closely linked to a significant shortage of workforce housing. The City is therefore keenly aware that any changes impacting short-term rentals could have significant repercussions on Charlevoix's:

- Year-round housing stock and workforce housing opportunities
- Community and neighborhood character
- Safety of both renters and year-round residents

The State of Michigan has a strong tradition of Home Rule, and it has long been the responsibility of local units of government to develop regulations that best reflect the character and unique circumstances of their community. In doing so, these local regulations are able respond to conditions in each community that do not exist statewide and which therefore should not be uniformly regulated by our state legislature.

Thus, it's critical that the City retains its ability to address short-term rentals in a way that's appropriate for the community – which may be markedly different from how they're addressed in communities in Michigan that experiencing different realities in their economies, demographics, or housing markets.

In conclusion, it is the position of the City of Charlevoix that the bill is neither warranted nor appropriate, and that it usurps the tradition of local control upon which our communities have been developed. We strongly urge you to reject it as proposed.

Thank you for your consideration and review of these comments

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager Comments

DATE: August 7, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Infrastructure Progress

Our 2017 infrastructure projects are progressing well. The new water main on Prospect Street has been fully connected and is now in use. The sanitary sewer line was connected a couple weeks ago. We anticipate Rieth-Riley will begin asphalt improvements within the next couple of weeks for the project Council approved on July 31. Work on Antrim and Hurlbut Streets will begin after Labor Day.

McSaubu Scholarships

The City was again the recipient of a generous grant from the Chicago Club to help fund scholarships for children to attend the programming at McSaubu. These funds will be used to help kids attend camp and get ski lessons when their family may not have the financial resources to do so.

Email/Technology Updates

As you know, we are rolling out a new email system and continuing to convert work over to it. All emails to cityofcharlevoix.org will be automatically forwarded beginning on August 8; after this date, data will be migrated from the old server to the new system. I am also working on a request for proposals for the redesign and building of a new website that will be more user-friendly and help us connect better with the public. Finally, I released an RFP recently for the recodification of the City Code. This will bring us a much more user-friendly, searchable format that will be fully digitized and include a legal review during the process.

MME Summer Workshop

Last week I attended the Michigan Municipal Executives Summer Workshop in Muskegon. I attended sessions on improving civic engagement, team-building in government, professional ethics, and brownfield redevelopment. I am most excited for the fact that Charlevoix will be hosting this conference next summer. I am grateful for our team here who was able to provide a solid proposal to host my colleagues from around the state.

Park Sale Protection Ballot Question

The Governor and Attorney General have received the final version of the park sale protection Charter Amendment. No changes were made by the Attorney General and we should be on track for this to appear on the November ballot.

ATTACHMENTS:

- ❑ Approved Airport Advisory Committee Minutes - May 11, 2017
- ❑ Approved Airport Advisory Committee Minutes - May 22, 2017
- ❑ Shade Tree Commission Agenda - August 8, 2017

CITY OF CHARLEVOIX
AIRPORT ADVISORY COMMITTEE SPECIAL MEETING MINUTES
Thursday, May 11, 2017 — 9:00 a.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

I. Call to Order

The meeting was called to order at 9:02 a.m. by Chair Tough.

II. Roll Call of Members Present

Chair: Ken Tough
Members Present: Shirley Gibson, Don Seelye, Scott Woody
Member Absent: Richie Gillespie
City Staff: Matt Wyman, Interim Airport Manager

III. Inquiry Regarding Possible Conflicts of Interest

None.

Motion by Member Woody, second by Member Gibson, to approve all the outstanding minutes that were rewritten verbatim. Motion passed by unanimous voice vote.

IV. General Business/All Other Actions & Requests

a) Skydiving Safety of Flight Discussion with FAST (FAA Safety Team) Program Manager, Mr. Samuel Heiter

Mr. Heiter stated that he was an Operations Inspector for the General Aviation Office (GA). He stated that parachuting was an aviation activity allowed by the FAA and Charlevoix was a public use airport that takes federal funds. He noted aviation is a self-policing organization. Mr. Heiter stated that he was new to this district and his thoughts were to conduct a safety meeting and talk about operations at non-tower airports. He stated that they would reach out to all the general aviation pilots and operators. He suggested that they all start a dialog to work together. He felt that removing an operator from the Airport was not possible.

Member Woody recalled skydiving operations over the past three years. He stated that he and Interim Airport Manager Wyman sat down with the skydiving operator, to share the Committee's recommendation of landing off-site, and "nothing doing, no compromise at all" so they decided to do a study. Mr. Heiter suggested that based on the wind conditions they could have multiple jump sites on the Airport and Member Woody replied that there was limited space. Mr. Heiter stated that everything he has seen points to "that they are doing the right thing". He recommended that they have Standard Operating Procedures (SOPs) in place. Interim Airport Manager questioned at what point do they say "let's just stop, let's have this study conducted". Mr. Heiter stated that was an Airport decision and he did not know what the requirements were to have an Airport study done. Member Woody noted that the skydiving operator said that signed waivers were proprietary information and refused to provide copies to the City.

Member Gibson expressed concern regarding liability of the Airport and she did not understand why the FAA thinks that "it's okay for jumpers to land on our Airport and there's no insurance and in my mind the skydive operation has shifted liability to the City of Charlevoix, he can't even get insurance, when those skydivers are in the plane they're insured as soon as they jump out and hit our property they're not insured. I don't understand, maybe you can tell me, being with the FAA, why you don't think that is a problem." Mr. Heiter stated that is something that the FAA doesn't get involved in. Member Woody questioned if the Airport is obligated to allow balloon operators and Mr. Heiter responded affirmatively that if it was an aviation activity and the Airport was taking federal funds it was his understanding that they would be obligated to allow skydivers, gliders, power parachuters, etc. He felt they should set their own standards and guidelines for the Airport. Mr. Heiter stated that from his standpoint when they inspected the operator there were no issues as the aircraft and the pilots were legal. He stated that the jumpers were not FAA certified airmen, but licensed by the USPA which was an accepted FAA organization.

Angel Welke, Island Airways, stated that she was in favor of the safety meeting. She questioned if Mr. Heiter had any guidance about the guidelines and can they be implemented mid-stream. Mr. Heiter stated that he did not know, but he recommended that they reach out to the Michigan Airport Manager's Association or similar organizations for guidelines. He stated that he could plan a safety meeting and put out a notice that would be a reminder regarding skydiving operations. Ms. Welke felt that they would only get half of the operators to attend a safety meeting.

Member Woody stated that this could all be easily remedied if the operator just operated the way they agreed to when they came here or operate as they have for many years just north of here. Mr. Heiter stated that was something that Airport management would have to work out with the operator. He questioned if there have been any pilot complaints

and Ms. Welke replied that they made a complaint 2.5 years ago. Member Seelye questioned what the FAA would do if there was an accident. Member Woody stated that the thing that scares him is the loss of economics due to jet traffic going to other airports. Ms. Welke stated that she met with Mr. Kurtz last June and asked for better communication.

Interim Airport Manager Wyman stated that he reached out to FSDO in Arizona which is conducting a study at an airport in Arizona dealing with the same issue and same operator and the last he heard was that their study would come out around June 20. Member Woody stated that at the Arizona airport they were not landing on the field while they were waited for the study. He stated if no compromise can be reached he would suggest doing the same thing and Member Gibson agreed. Mr. Heiter suggested that Interim Airport Manager Wyman reach out to the ADO (Airports District Office) and tell them about the traffic concerns and the mix of operations. Member Woody stated that Interim Airport Manager Wyman did talk to the ADO and shared the proposed Memorandum of Understanding (MOU) and they thought it was very reasonable. Mr. Heiter stated in the interim he will do the notice and set up the safety meeting which would be open to all local pilots with a secondary meeting with the principals involved. He noted that this was the limit of what he could do.

Interim Airport Manager Wyman questioned if it would be reasonable to say that until they have this safety meeting that operations cease. Mr. Heiter stated that he could not say one way or the other. It was hard for him to talk against an operator that he was not that familiar with and as long as they were landing in the drop zone he felt they could not force him to stop operations.

V. Miscellaneous Business/Reports

None.

VI. Public Comment Other Than Agenda Items

Tom Oleksy, 2nd Ward Councilman, wondered because of FAA approval of this matter would the FAA share in any of the liability if an accident happens. Mr. Heiter felt that the FAA did not approve anything and "that's what you accept when you take those funds, the way I understand it."

VII. Adjournment

Motion by Member Woody, second by Member Gibson, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 9:54 a.m.

Joyce Golding/fgm

City Clerk

Ken Tough

Chair

CITY OF CHARLEVOIX
AIRPORT ADVISORY COMMITTEE MEETING MINUTES
Monday, May 22, 2017 — 10:00 a.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

I. Call to Order

The meeting was called to order at 10:00 a.m. by Chair Tough.

II. Roll Call of Members Present

Chair: Ken Tough
Members Present: Shirley Gibson, Don Seelye, Scott Woody
Member Absent: Richie Gillespie
City Staff: Mark Heydlauff, City Manager; Matt Wyman, Interim Airport Manager

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. General Business/All Other Actions & Requests

- a) Future Charlevoix Airport Capital Improvement (taxiway connecting west apron to overflow lot, land acquisition, new t-hanger construction)

Interim Airport Manager Wyman stated that the Airport was looking to build and expand. He stated that they have some entitlement funds left, but there was really nothing on the docket for next fall. Member Seelye questioned the new t-hanger construction and Interim Airport Manager Wyman stated that they would like to build another bank of t-hangers which would use the State Block Program money. Chair Tough questioned if they would be looking at de-icing equipment and Interim Airport Manager Wyman stated that was under consideration. Member Woody felt that de-icing equipment does not fall in line with federal funds.

Interim Airport Manager Wyman clarified that Mr. Sutton wanted to move back to his original location because of the logistics of having to construct his own taxiway and he didn't want to wait any longer. Interim Airport Manager Wyman stated that there was no design in this grant for that taxiway and in order to get that accomplished for next year's project, the City would have to upfront the money for the design and then get reimbursed through next year's grant.

Member Woody felt that the Airport should pursue every piece of property that it could buy. Member Gibson questioned what would they use additional land for and Interim Airport Manager Wyman responded future hanger development. Member Woody replied that the land could be used to alleviate future issues with Airport neighbors.

Interim Airport Manager Wyman stated that they currently have Part A and Part B entitlements and the State Block Grant Program entitlements totaling \$2,045,589. City Manager Heydlauff suggested that the Committee prioritize the properties for sale then Staff could take that back to the FAA. Member Woody stated that the old hangers were not getting any younger and they are not in a good location. Discussion followed regarding the t-hanger area, overall space needs, having to allow skydiving which needs a designated landing area, and property currently for sale that borders the Airport.

Motion by Member Woody, seconded by Member Gibson, that the Committee recommends to the Airport to start land acquisitions. Motion passed by unanimous roll call vote.

Interim Airport Manager Wyman stated that the new hanger proposed by Mr. Sutton had to go before the Planning Commission. City City Manager Heydlauff directed Interim Airport Manager Wyman to move that item to the Planning Commission. Committee members concurred with the green and white color as the standard for the hangers.

Member Gibson questioned the status of the Minimum Standards and felt that the proposed draft was very well done. Member Woody suggested that the Aviation Attorney should review the proposed Minimum Standards prior to formal adoption. City Manager Heydlauff stated that the Airport Ordinance should be revised at the same time as the Minimum Standards, and he offered to prepare a draft of changes needed and forward to the Committee and City Attorney.

Interim Airport Manager Wyman stated that there was one jumper on Friday and he did not receive a copy of the City waiver signed by the jumper. Member Woody stated that they kept going back to that airport in Arizona where they moved forward for a safety study and they stopped jumping until the study was complete and he questioned if that

airport got cut off from their federal funding. Interim Airport Manager Wyman understood that they were initially jumping in the township, the township said no, and they wanted to jump on the city airport and they said no, so as far as he was aware they did not jump on the airport at all. He stated that Mr. Zapata requested a list of things (pictures, documentation) he needed to provide to the FSDO (Flight Standards District Office). He stated that the landing zone was marked and the perimeter of the landing zone was marked. The operator had flags coming that will denote the central area that they are shooting for but he preferred to add a circle of pea gravel there instead of the flags. Interim Airport Manager Wyman stated that "he did not believe" that Mr. Kurtz intended on jumping Friday before Memorial Day and Interim Airport Manager Wyman told Mr. Kurtz the "4th of July and Labor Day" as well.

Chair Tough questioned if the City Attorney had weighed in on the issue of the waivers being turned into the City and City Manager Heydlauff stated that he had not. Member Woody raised the question about whether the waivers were "FOIA-able." He stated, "when you're concerned about whether something is FOIA-able or not, I think the rest of it is pretty self-explanatory". Member Seelye questioned what would happen if there was an accident and they did not have the waiver. Member Gibson stated that they wanted the waivers. Member Woody stated that in the old Minimum Standards the City would not allow skydiving to happen "so they really didn't care about details, another reason why we needed a new Minimum Standard, and now we're trying to create rules and he won't sign them." He stated that "I've obviously changed my tune about skydiving, it just irritates me, I'm the one that tried to negotiate it and work on it and the Airport and the City is just, I am jumping regardless, I am jumping without any regard for the impact at the Airport."

V. Miscellaneous Business/Reports

None.

VI. Public Comment Other Than Agenda Items

None.

Member Woody discussed his understanding of the committee membership application process and his perceived problem with "going around the back and trying to eliminate him from this Committee."

Clerk's Note: The Clerk follows the Volunteer Board and Committee Policy by advertising/requesting applications in advance of a member's term expiration in order for Council to make a timely appointment. The Clerk is more than willing to clarify the steps in the membership application process.

VII. Adjournment

Motion by Member Seelye, second by Member Woody, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 10:37 a.m.

Joyce Golding/fgm

City Clerk

Ken Tough

Chair



Work Session Agenda

Charlevoix Shade Tree Commission
Second Floor Conference Room, City Hall
210 State Street, Charlevoix, Michigan
Tuesday, August 8, 2017 – 3:00 p.m.

- 1. Roll Call**
- 2. Inquiry Regarding Possible Conflict of Interest**
- 3. Old Business**
 - A. Review Tree Inventory and Identify Fall 2017 Tree Planting Locations
- 4. Public Comment – Non Agenda Items**
- 5. 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

Posted August 1, 2017 -- 1:00 p.m.

CHARLEVOIX CITY COUNCIL

Other Council Business

TITLE: Closed Session: City Manager Performance Review

DATE: August 7, 2017

BACKGROUND:

Pursuant to my right under the Open Meetings Act, I request Council enter closed session to conduct my annual performance review.

Mark L. Heydlauff
City Manager

RECOMMENDATION:

Motion to enter closed session for the purpose of conducting a performance evaluation at the request of the employee [MCL 15.268 Section 8(a).]