



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, October 16, 2017- 7:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Redevelopment Ready Communities Report
Pablo Majano, Michigan Economic Development Corporation
 - B. Airport Committee Presentation
Scott Woody, Airport Advisory Committee Chair
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - September 18, 2017
 - B. Liability & Property Insurance 2017-18 Renewal
 - C. Accounts Payable and Payroll Check Registers
 - D. WTP/WWTP Operator
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Short Term Rental Ordinance
Sarah Lucas, Staff Planner
- 7. All Other Actions and Requests**
 - A. Pier Swimming Ordinance
Mayor Luther Kurtz
 - B. Ethics and Conflict of Interest
Mayor Luther Kurtz
 - C. Recreation Advisory Committee Appointment
Joyce M. Golding, City Clerk
 - D. South Taxilane Construction Design
Matthew Wyman, Interim Airport Manager
- 8. Reports and Communications**

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

9. Other Council Business

10. Adjourn

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

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Redevelopment Ready Communities Report

DATE: October 16, 2017

PRESENTED BY: Pablo Majano, Michigan Economic Development Corporation

BACKGROUND:

The Redevelopment Ready Communities Program is a way of reviewing our practices to see how we can work better with prospective businesses and our residents. It evaluates several areas of best practices and provides us feedback on improving.

A hard copy of the attached report will be provided to you at the meeting.

GOALS:

Provide strong stewardship of public resources and promote good governance

ATTACHMENTS:

- ▣ Redevelopment Ready Communities Report



Report of Findings

City of Charlevoix

August 2017

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

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Redevelopment Ready Communities® (RRC) is a certification program supporting community revitalization and the attraction and retention of businesses, entrepreneurs and talent throughout Michigan. RRC promotes communities to be development ready and competitive in today's economy by actively engaging stakeholders and proactively planning for the future—making them more attractive for projects that create places where people want to live, work and invest.

To become formally engaged in the RRC program, communities must complete each of the six RRC self-evaluations and a community representative must attend all six best practice trainings. The governing body must also pass a resolution of intent, outlining the value the community sees in participating in the program. Representatives from the city of Charlevoix's staff submitted the self-evaluation in May 2017 and attended trainings in 2013 and 2014. On December 2, 2016, city council passed a resolution of intent to participate in the program.

Developed by experts in the public and private sector, the RRC best practices are the standard to achieve certification, designed to create a predictable experience for investors, businesses and residents working within a community; communities must demonstrate that all best practice criteria have been met to receive RRC certification.

Going through the RRC certification process, the city of Charlevoix will have the opportunity to strengthen its collaboration efforts with local partners and have the potential to strengthen existing talent and attract new talent to the city. Strengthening local partnerships with the Main Street Downtown Development Authority (DDA), Planning Commission, Chamber, Convention & Visitors Bureau, and residents will help the city share the workload to complete the RRC best practices.

In order to reach certification, the city will need to continue its proactive efforts in planning and zoning and shore up its already impressive resources with just a few additional pieces. It is clear throughout the master plan that the city of Charlevoix relies heavily on public input and it is shown by the surveys taken and results published on the city website. Charlevoix acknowledges throughout the master plan that the city's population is small but mighty. While Charlevoix does a good job seeking input, the creation of a public participation plan would benefit the community in seeking information from key stakeholders on a regular basis. Charlevoix's zoning ordinance is user friendly and redevelopment ready. To ensure alignment with the recently updated master plan, the zoning ordinance should be reviewed to determine if amendments are necessary. An internal policy on development should be developed in order to strengthen how information is received. The policy can also assist staff on tracking projects through the site plan review process.

The RRC process is designed to help communities build capacity and establish a different way of doing business; completing the best practices as a collaborative community effort matches the ideals of being a redevelopment ready community. The city of Charlevoix is a select level member of the Michigan Main Street program. Being a part of the Michigan Main Street network of communities and engaged in RRC will help the city identity itself as ready for progress. Ultimately, RRC is built on the idea that community development is a collaborative effort and is only successful when multiple stakeholders come to the table. Charlevoix is well positioned to move forward in the RRC process and we look forward to strengthening our relationship with the city in the future.

The basic assessment tool for evaluation is the RRC Best Practices. These six standards were developed in conjunction with public and private sector experts and address key elements of community and economic development. A community must demonstrate all of the RRC best practice components have been met to become RRC certified. Once received, certification is valid for three years.

Measurement of a community to the best practices is completed through the RRC team's research, observation and interviews, as well as the consulting advice and technical expertise of the RRC advisory council. The team analyzes a community's development materials, including, but not limited to: the master plan;

redevelopment strategy; capital improvements plan; budget; public participation plan; zoning regulations; development procedures; applications; economic development strategy; marketing strategies; and website. Researchers observe the meetings of the community's governing body, planning commission, zoning board of appeals and other committees as applicable. In confidential interviews, the team also records the input of local business owners and developers who have worked with the community.

A community's degree of attainment for each best practice criteria is visually represented in this report by the following:

	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or outdated.

This report represents the findings of the evaluation of the city of Charlevoix's redevelopment processes and practices. Any questions should be directed to the RRC team at RRC@michigan.org.

Best Practice 1.1—The plans

Best Practice 1.1 evaluates community planning and how the redevelopment vision is embedded in the master plan, downtown plan and capital improvements plan. The master plan sets expectations for those involved in new development and redevelopment, giving the public some degree of certainty about their vision for the future, while assisting the city in achieving its stated goals. Local plans can provide key stakeholders with a roadmap for navigating the redevelopment process in the context of market realities and community goals. The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, requires that the planning commission create and approve a master plan as a guide for development and review the master plan at least once every five years after adoption.

The city of Charlevoix updated the master plan in December 2016. Charlevoix's master plan is focused on a strong community vision and environmental preservation. The master plan is reinforced by the idea that the document serves as an educational tool, providing community members a clear vision of the city's future direction. Given the population of Charlevoix is under 3,000, the plan was made with substantial public input, ranging from high school students, part-time and year-round residents.

Charlevoix is unique in the sense that it has rich history of early development by establishing a commercial fishing base, lumber company and a local mill. Through the tough economic times, the city is looking toward the future and is ready for development as shown in the master plan. Charlevoix has nine district character areas that embody the authentic look and feel of the city. The master plan includes an analysis of each character area. The analysis includes information such as dominant land uses, the period of development, architectural character, lot size, street patterns and the location of development on a property. A comprehensive plan for redevelopment opportunity areas is included. While most of Charlevoix is developed, the city comprehends the

challenge of balancing preservation and redevelopment. Over the years, the city of Charlevoix has been impacted by development in adjacent rural areas, potentially causing a portion of the population to move out of the city. Attention has also been given to the city's aging population, as the city has started to focus on attracting younger generations. The city's future land use plan is an excellent tool to identify targeted redevelopment areas which protect farm land and open spaces.

Charlevoix has developed a strong downtown by participating as a Select Level community in the Michigan Main Street program. The Downtown Development Authority was created on April 12, 1982. A tax increment financing and development plan was also created for the downtown, most recently amended in 2005. The plan, which is now good through 2026, identifies projects, and includes estimated projects costs and expected dates of completion. The city uses the 2007 downtown blueprint and 2015 market study to provide guidance for the future of downtown Charlevoix. A collaboration with Charlevoix Main Street DDA should be established in order to create a solid up to date downtown plan. In order to receive RRC certification, the downtown plan should better coordinate with the master plan and capital improvements plan. In order to increase transparency, the downtown plan should also be made easily available online to the public. The city council and planning commission have adopted a comprehensive document titled "Charlevoix Tomorrow," including information on city council goals, 2016 land use master plan vision statement and development strategy, prime sites for future growth, the capital budget and capital improvements plan (CIP). The CIP projects eight years out and is updated annually. The items included in the CIP address goals of the master plan vision and development strategy. The document is an outstanding resource that should be made available online.

Best Practice 1.1—The plans *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The governing body has adopted a master plan in the past five years.	✓	
	The governing body has adopted a downtown plan.	☐ Include the master plan and CIP into the downtown plan	12 months
	The governing body has adopted a corridor plan.	N/A	
	The governing body has adopted a capital improvements plan.	☐ Post “Charlevoix Tomorrow” document, including the capital improvements online	2 months

Best Practice 1.2—Public participation

Best Practice 1.2 assesses how well the community identifies and engages its stakeholders on a continual basis. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle. Predictability is essential when attracting the correct development to a community. Developers and the city are not the only key stakeholders in what happens in the city, heavy public influence is critical in creating a harmonious community. Creating an easier process to have the voices heard of community members creates a sense of place which has the potential to attract new community members.

With a population of less than 3,000 people, city staff did a remarkable job seeking input from part-time residents, year round residents, business owners, churches, clubs and other community organizations to develop the original version of the master plan. Roughly 700 mailed and 100 hand-delivered surveys were sent out to the community, with an impressive return of approximately 300 surveys. Detailed data from the survey can be found online on the planning department's homepage.

Charlevoix Main Street DDA has a heavy presence on social media. Daily messages are posted, as well as educational posts about planning issues, such as walkability and parking costs. The Main Street DDA website offers everything from a business directory, downtown events, resources and news. Important documents can also be found online, such as the downtown plan, volunteer applications, community partner contact information and available properties for redevelopment. Charlevoix Main Street DDA has also created a mobile app for the downtown to better connect with the public. The app is a great public engagement tool that Charlevoix uses to list business, events and guide maps. It will be important to include the efforts of Charlevoix Main Street's DDA outreach into the public participation plan.

While the city does a good job engaging its community members, a formal public participation plan must be implemented in order to increase transparency and achieve RRC certification. The creation of the public participation plan should make the process of receiving and giving information simple and easy. The plan can also be used to give direction to volunteers about what is expected of them

and how to keep track of assignments/duties.

This plan can help the city determine which methods of engagement it would like to pursue, identify when and how each method would be used, and establish ways to measure the effectiveness of each method. The city will need to establish a toolbox of options verses relying solely on traditional or more modern methods. The RRC best practices provide a list of possible options that the city could explore. With this information outlined in a plan, the city and its stakeholders will have a clear understanding of expectations for engagement. The plan can also be a chance for the city to engage groups such as the Main Street DDA, chamber, and other groups to see where opportunities for partnerships may exist. The city can allow Charlevoix Main Street DDA to take the lead to lead on outreach to downtown stake holders as a part of the public participation plan. As part of the Main Street program, communities have a communications strategy for downtown stakeholders. This could be something that is also used in the public participation plan for the city.

Once the city has selected methods of engagement and created a plan, it should be sure to measure the success of those methods and adjust as needed. For example, the city actively can use their Facebook page to ask event attendees how they found out about the event or what can be done to improve an event. The city can also use their app to receive or ask for feedback on the downtown. There are a variety of effective methods the city may employ to maximize limited resources. Continually collecting and analyzing results of this data will help the city craft the most effective toolbox possible. This will also give the city an opportunity to track the success of community engagement efforts and continuing to share outcomes as they become available.

The final component of any public participation strategy is to ensure that the results of public participation efforts are shared so stakeholders who were not able to attend can learn what happened and those who did attend can see the results of their efforts. While the results are naturally manifested in some projects such as a master plan, others may require more deliberate efforts to share results. An example of this could be if the community chose to hold focus groups or launch a crowdsourcing campaign to receive general feedback.

Best Practice 1.2—Public participation *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has a public participation plan for engaging a diverse set of community stakeholders.	☐ Develop a public participation plan that defines outreach strategies and how the success of these strategies will be evaluated	6 months
	The community demonstrates that public participation efforts go beyond the basic methods.	✓	
	The community shares outcomes of public participation processes.	☐ Create a success tracking method of outreach ☐ Once the tracking method has been completed, share results in a consistent and transparent manner	6 months

Best Practice 2.1—Zoning regulations

Best Practice 2.1 evaluates the city's zoning ordinance and assesses how well it regulates for and implements the goals of the master plan. Zoning is a significant mechanism for achieving desired land use patterns and quality development. Foundationally, the Michigan Zoning Enabling Act (MZEA), Public Act 110 of 2006, requires that a zoning ordinance be based on a plan to help guide zoning decisions.

The city of Charlevoix has completed a zoning ordinance review, to ensure that the ordinance aligns with the most recent update of the master plan. The zoning ordinance should also align with the Downtown TIF/DDA plan and/or any downtown plan that is created in the future. It is vital that the zoning ordinance correlate with the master plan, as the zoning ordinance is the regulatory tool used to implement the vision of the community.

The zoning ordinance offers a variety of uses ranging from residential to commercial and mixed-use. The ordinance allows for uses that have residential units above non-residential uses, cluster housing in the concentrated area of development which includes the downtown/Main Street district. The zoning ordinance also offers a variety of permitted uses by right, with build-to-lines. A central business retail overlay district has been established along one of the city's main corridors is to protect the character of downtown

Charlevoix. Special land uses associated with the districts are clearly indicated and the zoning ordinance provides clear procedures and requirements for those uses. Aside from special land uses, the zoning ordinance allows for someone to apply for a conditional rezoning as a flexible development tool.

Sustainable development practices are incorporated into the zoning ordinance by allowing shared parking between two or more buildings, encouragement of rain gardens and green roofs for storm water management, use of pervious materials and preservation of existing healthy trees. The city's central business district zone which covers most of the downtown encourages support of the central activity area by accommodating a mix of retail, office, service, entertainment and residential uses in a walkable, pedestrian-friendly environment. Within planned unit development regulations, pedestrian accommodations, traffic calming techniques and public realm standards are reinforced. Charlevoix should continue to review different ways the zoning could implement different types of sustainable practices throughout the city in all districts. The current zoning ordinance is easily accessible online to the public with clear requirements and definitions. A user-friendly matrix table provided in the zoning ordinance clearly indicates what uses are permitted by right in zoning districts.

Best Practice 2.1—Zoning regulations *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.	✓	
	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	✓	
	The zoning ordinance includes flexible tools to encourage development and redevelopment.	✓	
	The zoning ordinance allows for a variety of housing options.	✓	
	The zoning ordinance includes standards to improve non-motorized transportation.	✓	
	The zoning ordinance includes flexible parking standards.	✓	
	The zoning ordinance includes standards for green infrastructure.	✓	
	The zoning ordinance is user-friendly.	✓	

Best Practice 3.1—Development review policy and procedures

Best Practice 3.1 evaluates the city's development review policies and procedures, project tracking and internal/external communications. Evaluation of this best practice included interviews with local stakeholder's who have worked on projects in the city of Charlevoix.

Charlevoix's site plan review process is outlined in Article 12 of the zoning ordinance. The city offers two levels of site plan review, Level A and Level B. The zoning administrator is responsible for receiving site plan materials and determining what type of "level" review a project requires. Under a Level A review, the zoning administrator the ability to administratively approve uses that are permitted by right under certain criteria. It is also up to the discretion of the zoning administrator to deem a site plan a Level B review. Under Level B the project must be approved by both the planning commission and city council. Procedures and required site plan content standards for all site plans are outlined and easy to follow within the zoning ordinance. Staff reviews site plan for completeness and obtains comments from city departments or consultants on an as-needed basis.

Policies and documents can be created to make the site plan review process more efficient for the both the city and developer. An efficient site plan review process is integral to becoming redevelopment ready and can assist a community in attracting investment dollars while ensuring its zoning ordinance and other laws are followed. A simple flowchart of site plan review procedures, including timelines may help residents and applicants to better understand the process and timeline of development.

Significant public opposition or concerns can slow down the review and approval of a project and ultimately cost the developer time and money. Often, public concern arises out of limited or incorrect understanding of a project. By soliciting public input early in the process, well before required public meetings and hearings, neighboring residents, business owners and

Main Street DDA can make concerns known to the developer, potentially preventing or minimizing disputes before they become an obstacle. Holding a conceptual site plan review meeting and encouraging applicants to meet with neighborhoods, clubs or organizations can help clear any confusion on a project.

To simplify and clarify policies, operate in a transparent manner and increase efficiency to create an inviting development climate, sound internal procedures need to be in place and followed. This includes an internal staff review policy that articulates roles, responsibilities and timelines. This documentation ensures process consistency regardless of staff turnover or other situations in which various city staff must step in and complete an action in the process. This documentation also ensures common understanding among all parties who have a role in the development review process. The city should document internal review procedures to ensure all involved understand roles and responsibilities and the process remains consistent for applicants. Tracking development projects allows for increased transparency and efficiency, keeps staff well informed, provides clarification as to the status of a project and can assist in measuring the results of the approval process. A tracking mechanism could be included directly on applications, a simple spreadsheet, or another method. Main Street can work with the city to create a project tacker within the district.

In order to keep the city moving forward, documents should be reviewed annually and updated as needed. Creating a formal stakeholder feedback mechanism would be beneficial to identify any obstacles in the development review process. A better measure of communication throughout different departments can be found through weekly joint site plan reviews. This would ensure that projects have a smooth transition from planning to building permits.

Best Practice 3.1—Development review policy and procedures *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The zoning ordinance articulates a thorough site plan review process.	✓	
	The community has a qualified intake professional.	✓	
	The community defines and offers conceptual site plan review meetings for applicants.	☐ Create internal policy to hold site plan review meetings for applicants	6 months
	The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process.	☐ Incorporate policy that assists developers in seeking input into the public participation strategy	6 months
	The appropriate departments engage in joint site plan reviews.	☐ Hold joint site plan review team meetings, including permitting and inspections staff	12 months
	The community has a clearly documented internal staff review policy.	☐ Develop a documented internal review process/policy	6 months
	The community promptly acts on development requests.	☐ Create visual depiction of the site plan review process, including timelines	6 months
	The community has a method to track development projects.	☐ Develop a method to track development projects	12 months
	The community annually reviews the successes and challenges with the site plan review and approval procedures.	☐ Develop a customer feedback mechanism	6 months

Best Practice 3.2—Guide to Development

Best Practice 3.2 evaluates the availability of the community's development information. A guide to development is another tool a community can use to help attract investment dollars. Having a guide allows researchers and developers the opportunity to clearly understand the city's development processes and recognize the type of development wanted in the community.

Increasing the transparency and predictability of development in the city allows for the right projects to come in with support from city staff and city residents. A guide to development can help with transparency and efficiency by including items that the city of Charlevoix has available online, such as contact information, links to specific zoning code, fees, department responsibilities and development plan review. Additional items can be added, such as relevant meeting schedules, special meeting procedures, building permit requirements and application, variance and rezoning request procedures.

Documents should be updated regularly. While the city of Charlevoix does not have a guide to development, RRC has an excellent resource that the city can use to develop a guide. Once created, the guide must be made accessible online. The guide should be easy to follow and give clear indication of the city's development review process. All available resources should also be included in the guide to development.

Charlevoix's fee schedule is posted on the city website under the main planning department home page; the fee schedule is reviewed each year. Along with knowing review costs upfront, many applicants—especially small business owners or residents—may wish to use a credit card to pay fees. The city has partnered with a payment service to accept credit card payment for utilities, property taxes and ambulance fees. A partnership with the payment service should be established in order to accept credit card payments for planning and zoning fees.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals.	☐ Create a guide to development and make available online	12 months
	The community annually reviews the fee schedule.	☐ Accept credit card payment for planning and zoning fees	8 months

Best Practice 4.1—Recruitment and orientation

Best Practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials. Such officials sit on the numerous boards, commissions and committees that advise city leaders on key policy decisions. Charlevoix’s board and committee application can be found online. It could be improved by creating a one page attachment that briefly explains each board/commission and the expectations of members. Board member information is not easily found on the website, but could fit well under a page dedicated to public engagement or with the planning and zoning information. The city could also use Charlevoix Main Street DDA as a resource to implement a roles and responsibilities info sheet. Main Street programs are required to have documents with roles and responsibilities

to board members. While the application does not detail the duties each board or commission and what is expected of members, the application is very thorough in asking for background information, in which the city can determine if the applicant is the right person for the job.

When new members join a board or commission it is important to ensure they are up-to-speed on their responsibilities and relevant issues. The city does not currently provide orientation packets to appointed or elected positions within the city. A comprehensive orientation packets could include bylaws, schedule of fees, policies, past minutes, meeting schedules, plans, ordinances and more. Charlevoix Main Street could also be a beneficial resource for the city in order to create orientation packets.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community sets expectations for board and commission positions.	☐ Outline expectations and desired skill sets for each development related board/commission	6 months
	The community provides orientation packets to all appointed and elected members of development-related boards and commissions.	☐ Create an orientation packet for incoming board members	8 months

Best Practice 4.2—Education and training

Best Practice 4.2 assesses how a community encourages training and tracks educational activities for appointed and elected officials and staff. Trainings provide officials and staff with an opportunity to expand their knowledge and ultimately make more informed decisions about land use and redevelopment issues. Training for elected and appointed officials is included in the budget. Training needs and attendance for elected and appointed officials should be tracked in order to identify the training type that occurred, a template document or some other mechanism could be created to facilitate information-sharing with those not in attendance or what types of trainings are needed in order to better serve the community. A similar mechanism for elected officials would ensure that training for policymakers and staff is strategic toward accomplishing city goals and objectives.

Collaborative trainings and work sessions builds trust and understanding between the various boards and commissions that each play a role in the development process. At a minimum, the planning commission, Main Street DDA and the city council should meet

collaboratively at least once per year to discuss development issues and opportunities. During this time the group could review priorities, resources and the various plans/strategies in place. A joint meeting is another opportunity to discuss what future trainings may be available. The city can find many training opportunities through the Michigan Association of Planning, American Planning Association, Michigan Municipal League, Michigan Main Street and National Main Street Center.

Finally, the city does not currently produce a planning commission annual report as required by the Michigan Planning Enabling Act. The planning commission should be preparing a brief end of year report that concisely recounts the year's activities including attendance, trainings, site approvals, zoning changes, issues discussed and anything else that may be of value to someone who is trying to understand planning commission activities over the past few years. RRC provides a guide that can give the community a basic template that can be customized.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has a dedicated source of funding for training.	✓	
	The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	☐ Create a simple tracking mechanism to log training needs and attendance for the governing body	6 months
	The community encourages the governing body, boards, commissions and staff to attend trainings.	☐ Create a mechanism to track trainings attended and trainings wanted	6 months
	The community shares information between the governing body, boards, commissions and staff.	☐ Implement consistent process(es) for training participants to share information with those not in attendance	6 months

Best Practice 5.1—Redevelopment Ready Sites®

Best Practice 5.1 assesses how a community identifies, visions for and markets their priority redevelopment sites. Communities must think strategically about the redevelopment of properties and investments and should be targeted in areas that can catalyze further development around it. Instead of waiting for developers to propose projects, Redevelopment Ready Communities® identify priority sites and prepare information to assist developers in finding opportunities that match the city’s vision.

Charlevoix’s potential infill sites are identified within the master plan (vacant land map), and listed on the Main Street website. In the document entitled “Charlevoix Tomorrow,” the city identifies ten sites for future growth or redevelopment. This document should be made readily available online. By identifying 10 sites

Charlevoix has the perfect opportunity to build out on a site package for one of the sites as identified in the document Charlevoix tomorrow. With sites and visions identified, basic information such as address, owner, value and infrastructure should be gathered and packaged into a short, marketable document. A collaboration effort between the city and Charlevoix Main Street DDA should happen in order to locate a downtown site that should be developed further into a complete Property Information Package which includes an expanded list of more technical items (as applicable) such as environmental conditions, traffic studies, etc. Finally, the sites should be actively marketed via the city and its economic development partners.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community identifies and prioritizes redevelopment sites.	✓	
	The community gathers basic information for prioritized redevelopment sites.	☐ Gather basic site information	6 months
	The community has development a vision for the priority redevelopment sites.	✓	
	The community identifies potential resources and incentives for prioritized redevelopment sites.	☐ Identify financial resources and other potential incentives for prioritized redevelopment sites	6 months
	A property information package for the prioritized redevelopment site(s) is assembled.	☐ Assemble at least one property information package	6 months
	Prioritized redevelopment sites are actively marketed.	☐ Market at least one property information package(s) online	6 months

Best Practice 6.1—Economic development strategy

Best Practice 6.1 evaluates goals and actions identified by the community to assist in strengthening its overall economic health. Strategic economic development planning is critical to attract jobs and new investment in communities. The City of Charlevoix developed an economic development strategy plan in 2015. The plan was developed based on data from local stakeholders, residents, businesses, and independent research with assistance from the Chesapeake Group. The economic strategy plan ties in with Chapter 4 of the master plan. Chapter 4 is called “Charlevoix Tomorrow,” which defines how the cities land uses are to be shaped in the future.

The city has identified goals in order to improve the overall economic development of the area. The highest priority tools identified to achieve goals in the economic development strategy are enhanced communications, climate control of infrastructure downtown, crowdfunding, creation of incubator space and housing infrastructure and options in downtown, and enhancing entrepreneurship. In order for the city to succeed, the plan

identifies that partnerships with the Main Street DDA, Chamber of Commerce, Charlevoix Township, Charlevoix County and the State of Michigan is paramount. One challenge identified for the community is its small winter population. With a population of less than 3,000, the city benefits from increased tourism throughout the summer months. The plan incorporates various recommendations, goals, actions and responsible parties in order to keep the city moving forward year round. A valuable tool that is missing, is a timeline. With the various goals established in the downtown plan, a timeline will motivate a community to help meet those goals.

Economic development priorities can change from year-to-year and should be annually reviewed and updated as needed. A timeline of goals should be added to the economic development strategy so the city has the opportunity to review goals yearly to make sure they are on track. As economic development crosses many areas, an annual joint meeting as discussed in Best Practice 4.2 may be an excellent opportunity to review the strategy.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has approved an economic development strategy.	☐ Incorporate timelines into the economic development strategy	12 months
	The community annually reviews the economic development strategy.	☐ Review the strategy annually	6 months

Best Practice 6.2—Marketing and promotion

Best Practice 6.2 evaluates how the community promotes and markets itself. Marketing and branding is an essential tool to promote a community's assets and unique attributes. Consumers and investors are attracted to places that evoke positive feelings and to communities that take pride in their town and their history. Marketing and branding should frame what sets a community apart from others.

The City of Charlevoix is seeking to implement a new brand. The city should coordinate marketing efforts with different partners, such as Networks Northwest and Main Street DDA, and focus on the Northwest Michigan regional prosperity plan. This effort will assist Charlevoix in implementing a vision for the city to its full potential by looking at what works and what doesn't work for the region as a whole.

While the City of Charlevoix has adopted an economic development strategy, it should create a unified marketing strategy to attract businesses, consumers and real estate development to the community. There are a number of strategic goals that the city can leverage from the economic development strategy to create or strengthen the existing image for the community. Strategic goals such as retaining and attracting new households by individuals under the age of 35, support of aging in place, enhancing conditions that attract entrepreneurial activity and expanding year round activities can all be targets when creating the marketing strategy for Charlevoix.

A unified marketing strategy should identify opportunities in the community, and outline steps to attract businesses, consumers and real estate development. The strategy should also identify

approaches to marketing priority redevelopment sites. Key stakeholders for formulating a marketing strategy could include the city council, Main Street DDA, planning commission, local business owners, the city manager and city staff. Coordinating marketing efforts with other local, regional and state partners extends the marketing message to a wider audience, providing more opportunities for prospective businesses, consumers and real estate investors to learn about what the community has to offer. The marketing strategy should build off the vision, values and goals outlined in locally adopted planning documents, including the master plan and economic development strategy.

A city's website is often the first point of interaction between a city and its residents, businesses, potential developers and even tourists. As such, having an up-to-date and easy to navigate website is essential for any redevelopment ready community. Developers in particular will visit the website in an effort to learn more about the development process, fees, community activities and more. The city's current website is simple to navigate and uses a clean layout. Meeting schedules, council agenda/packets and online bill payments are front and center. The "Planning & Zoning Department" tab offers the 2016 master land use plan, along with the parks and recreation master plan. Information can be found about zoning fees, boards and committees and zoning permits all under one tab with references added to the Michigan Planning Enabling Act and Michigan Zoning Enabling Act. The downtown plan is not readily accessible from the city's home page. A tab should be created to link the Main Street DDA webpage to access the downtown plan.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has developed a marketing strategy.	☐ Develop a unified marketing strategy working with local, regional and state partners	6 months
	The community has an updated, user-friendly municipal website.	☐ Upload missing documents to the website ☐ Ensure all development related material is in one place for ease of use	9 months

The RRC program assists communities in maximizing their economic potential by embracing effective redevelopment tools and best practices. Next steps for the city include the governing body adopting a resolution of support to proceed with the RRC program. Staff has already attended the RRC best practice trainings and, with the issuance of this report, will be required to submit quarterly progress reports to inform the RRC team of progress made in terms of

implementing the necessary steps to meet the RRC best practices. As the city works toward completing the criteria, its RRC planner will continue to proactively reach out and offer technical assistance as opportunities arise. MEDC has also created a number of technical assistance guides that the city should feel free to utilize. Upon meeting all of the best practice criteria, the city of Charlevoix will be a certified Redevelopment Ready Community®.

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Airport Committee Presentation

DATE: October 16, 2017

PRESENTED BY: Scott Woody, Airport Advisory Committee Chair

BACKGROUND:

Since 2011, the City has been operating the Airport's day-to-day operations which has resulted in frequent City Council involvement, consistent turnover in employees and management, the loss of an annual \$1 million primary grant which is approaching a total of \$3 million. The more time that passes could make it difficult to return the Airport to primary status. There are many ways properly planned grants could benefit the City and surrounding areas for years to come. The Airport Advisory Committee requested a presentation on this subject be given to Council.

ATTACHMENTS:

- ▣ Enplanement Reporting Form



U.S. Department
of Transportation
**Federal Aviation
Administration**

Office of Airport Planning
and Programming

800 Independence Avenue, SW
Washington, DC 20591

Dear On Demand Operator:

The Federal Aviation Administration has arranged for its annual Airport Activity Survey to be conducted by Booz Allen Hamilton, Inc. Data collected in this survey will be used by the Federal Aviation Administration to allocate Airport Improvement Program (AIP) funds to eligible airports. Your participation in this survey is critical to small airports that rely in part on these data to qualify for AIP funds.

The enclosed survey form (FAA Form 1800-31) requests data for the 12-month period January 1 through December 31, 2012. The revenue passenger enplanement data that are requested on the enclosed form should only include those enplanements not reported to the Office of Airline Information on the T-100 form. See the back of the enclosed survey for a detailed explanation of how it should be completed. A sample of a completed form is on the back of this letter.

Submission of this data is voluntary. Your cooperation in completing this survey and returning it by April 19, 2013 is important to the airports you serve.

If you have any questions or comments, please contact Ms. Sharon Glasgow at (202) 267-8739.

Sincerely,

Benito DeLeon
Director, Office of Airport
Planning and Programming

Enclosure

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DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION AIRPORT ACTIVITY SURVEY (By Selected Operators)				FORM APPROVED OMB NO. 2120-0067	
TWELVE-MONTH PERIOD COVERED January 1 through December 31, 2012				FOR FAA USE ONLY	
DO NOT REPORT ACTIVITY PREVIOUSLY SUBMITTED to U.S. DOT on T-100 Form Name and Address				Operator Identification	
				Year	
				Month	
				AIR TAXI/COMMERCIAL CERTIFICATE NUMBER	
				Page of Pages	
OPERATIONS DURING 12-MONTH PERIOD COVERED					
DEPARTURE AIRPORT				ENPLANEMENTS	
CITY	STATE	AIRPORT NAME	FAA Airport Location Identifier (LOCID)	NUMBER OF SCHEDULED ENPLANEMENTS (See Instructions)	NUMBER OF NONSCHEDULED ENPLANEMENTS (See Instructions)
I certify, under penalty of perjury, that the information provided in this Airport Activity Survey (Form 1800-31) is true and correct to the best of my knowledge, information and belief.					
DATE	TYPED NAME AND TITLE OF PREPARING OFFICIAL			SIGNATURE	

INSTRUCTIONS

The information requested on this form is voluntary, but it is needed for the FAA to fairly allocate Airport Improvement Program (AIP) passenger entitlement funds to the airports you serve.

This survey is restricted to on demand operations that are NOT reported to the U.S. Department of Transportation's Bureau of Transportation Statistics (BTS). Carriers not required to report to BTS because they conduct less than five round trips between two points should report revenue enplanements on this form.

Enplanements: An enplanement is a revenue passenger who boarded the aircraft at that airport. Report the total scheduled or nonscheduled enplanements conducted at each airport in a calendar year as one line record. If the number of lines required is more than those provided on the form, please reproduce it for continued entries.

Scheduled or Nonscheduled: The type of operation determines how enplanements are reported. If you conducted charter operations, enter the number of revenue passengers that boarded those flights as Nonscheduled Enplanements in the last column. If you conducted operations for which you offer in advance the departure location, departure time, and arrival location, enter the number of revenue passengers that boarded those flights in the Scheduled Enplanement column. If you conducted both scheduled and nonscheduled operations, enter the scheduled enplanements in scheduled column and the nonscheduled enplanements in nonscheduled column. Note that Part 135 on-demand certificates limit the number of scheduled passenger-carrying operations that may be conducted. These operations must be fewer than five round trips per week "on at least one route between two or more points according to published flight schedules," and must use "airplanes, other than turbojet powered airplanes, having a maximum passenger-seat configuration of 9 seats or less, excluding each crewmember seat, and a maximum payload capacity of 7,500 pounds or less." See 14 CFR 110.2 for more information.

By signing this form you certify, under penalty of perjury, that the information provided on this Airport Activity Survey Form (1800-31) is true, correct and complete to the best of your knowledge, information and belief. The certification represents that your files, records, documents, and data have not been manipulated or falsified in an effort to receive a more favorable allocation of AIP funds. A false or fictitious certification may be subject to criminal and/or civil prosecution, as well as appropriate administrative action.

When submitting the form with handwritten data, please make sure that the information is legible.

If you had no commercial or air taxi activity during the reporting period, please indicate this across the face of the form and return it in the self-addressed envelope provided.

If there are any questions regarding the completion of this form, please contact FAA Headquarters, National Planning & Environmental Division, telephone number 202-267-8739.

Sign and date FAA Form 1800-31 in the spaces provided, and mail it to:

Booz Allen Hamilton, Inc.
Room #4127
Attn: Federal Aviation Admin (FAA)
575 Herndon Parkway
Herndon, VA 20170

If you have completed the form (including signing and dating it) and wish to submit it electronically, you may email it to Sharon.Glasgow@faa.gov

If your name, address, or FAA Air Taxi/Commercial Operator Certificate Number is different from what is already printed on this form, please contact your local FAA Flight Standards District Office (FSDO) to correct the information.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - September 18, 2017

DATE: October 16, 2017

ATTACHMENTS:

- ▣ City Council Minutes - October 2, 2017

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, October 2, 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 disclosed that he has an historic commercial building downtown, but he felt that this did not pose a conflict.

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 – September 18 2017 Regular Meeting
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – September 22, 2017
 - b. Regular Accounts Payable Check Register – October 3, 2017
 - c. ACH Payments – September 18, 2017 to September 25, 2017
 - d. Payroll Check Register – September 22, 2017
 - e. Payroll Transmittal – September 22, 2017
 - f. Tax Disbursement – October 3, 2017

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

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

6. Public Hearings & Actions Requiring Public Hearings

A. Public Hearing: Vacation of Ferry Avenue Right of Way

City Manager Heydlauff stated that in 1989, the City moved the trajectory of Ferry Avenue to the west to occupy area vacated by the railroad line. In so doing, the former right-of-way for Ferry Avenue was left in somewhat of an unclear situation. In the opinion of the City Attorney at the time, the road is a user road meaning the right of way should revert back to the original land owner. This is supported by a letter written in 1989 by local surveyor Mary Feindt. Given the information outlined above, there is a strong case, supported by our current City Attorney, that the right-of-way from the original street was extinguished when the City moved the street. Nevertheless, a clear way of eliminating any confusion for Irish Boat Shop is for the City to vacate this portion of the right-of-way in accordance with City ordinance. The City published the public hearing in the newspaper as well as notified by mail all residents and property owners within 300 feet of the potentially vacated area.

Mayor Kurtz opened the item to public comment at 7:03 p.m. There was no comment and the item was closed.

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-10-01
VACATE A PORTION OF FERRY AVENUE RIGHT OF WAY

WHEREAS, *Ferry Avenue was relocated from its historic location to its current location in 1989; and*

WHEREAS, *the City has not yet determined whether it owns or retains any interest in the historic right of way for Ferry Avenue as a result of the relocation; and*

WHEREAS, *the owner of the Irish Boat Shop has requested that the City vacate a portion of the historic road right of way for Ferry Avenue to resolve any ambiguities about ownership; and*

WHEREAS, *the portion of the historic right of way is occupied by an asphalt area under the operation and control of the Irish Boat Shop; and*

- WHEREAS,** *to the extent that the City still owns or retains any interest in the historic right of way; the City believes historic right of way area in question is surplus and the vacation of the right of way is in the best interest of the public health, safety and welfare; and*
- WHEREAS,** *the City is authorized to vacate the historic road right of way through the authority provided in MCL 117.4h(1), MCL 560.256, and MCL 560.257, and the City Code of Ordinances, Article VI (Sections 4.58-4.60); and*
- WHEREAS,** *the procedures have been followed for the vacation of a public street under the applicable City Code; and*
- WHEREAS,** *after a public hearing, the City Council has determined that it is advisable to vacate, discontinue and abolish a portion of Ferry Avenue described as follows:*

In the City of Charlevoix, Charlevoix County, Michigan,
BEGINNING at a T-iron stake at the Southwest corner of Lot 1 of J. Milo Eaton's Addition to the City of Charlevoix, as recorded in Liber 1 of Plats, Page 54 and 55; thence along the East line of Ferry Avenue, as it existed in 1978, South 01°10'24" West 46.54 feet to a ½" re-rod; thence continuing along the last described course, South 05°53'24" West 292.85 feet to a ½" re-rod on the South line of the former Irving H. & Anna J. Drost and Irving E. & Rose M. Manville Property described in Liber 247, Page 543, Charlevoix County records; thence along the South line of said Drost and Manville Property, North 89°03'36" West 33.12 feet to the center line of said Ferry Avenue and West line of said Drost and Manville Property; thence along said center line and West line of said Drost and Manville Property, North 05°53'24" East 214.89 feet to a point being 66 feet East of the West line of the former C & O Railroad Right-of-Way, as measured perpendicular thereto; thence parallel with the West line of said railroad right-of-way, North 15°40'09" East 128.46 feet to the South line of said J. Milo Eaton's Addition; thence along the aforementioned South line, South 88°51'31" East 7.38 feet to the point of beginning, being a part of Government Lot 1, Section 35, Township 34 North, Range 8 West and containing 0.224 acres. Subject to the right of the public and of any governmental unit in any part thereof taken, used or deeded for street, road or highway purposes.

NOW THEREFORE BE IT RESOLVED, *that the above referenced portion of the Ferry Avenue right of way in the City of Charlevoix is hereby abandoned.*

RESOLVED *this 2nd day of October 2017 A.D.*

Resolution was adopted by the following yea and nay vote:

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

Motion by Councilmember Perron, second by Councilmember Kalbfell, to approve Resolution 2017-10-01 to vacate a portion of the former Ferry Avenue right of way.

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

7. All Other Actions & Requests

A. Fall 2017 Tree Planting Project

DPW Superintendent Elliott stated that we budgeted \$44,000 to plant street trees in the City's right of way. We also have money in a fund with the Charlevoix County Community Foundation that is specifically there for planting trees. In September we advertised for this work and Louis A. Hoffman Nursery from Harbor Springs was the low bidder at \$61,360 for 150 trees which included a couple of deductions. He noted that this company was the same company that planted City trees for a number of years now.

Mayor Kurtz opened the item to public comment.

Bob Schofield questioned whether the trees are warranted and DPW Superintendent Elliott replied yes, for a year.

The item was closed to the public.

Motion by Councilmember Kalbfell, second by Councilmember Hagen, to we accept the [tree planting] bid from Louis A. Hoffman and enter into an agreement with him for the amount of \$49,456.

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

B. Ethics and Conflict of Interest

Mayor Kurtz recalled the history of the proposed ethics ordinance to replace Council's current ethics policy. He felt that working together on Council for a positive Charlevoix was one of the most thoughtful things they could do for the community. Mayor Kurtz offered an apology to Councilmember Oleksy, City Council, and the public for the approach the Mayor took when asking the Councilmember questions at the previous meeting. The Mayor stated that he was hopeful that "we will take a step forward toward more understanding of what is important for each of us on this topic and this step forward may eventually lead us to an agreement that we can all be comfortable with."

Council spent considerable time expressing their individual thoughts on the subject as well as debating the merits of the current Ethics Policy established with Resolution 2009-06-03 and the proposed Ethical Conduct ordinance which failed to pass in May 2017. Councilmembers Hagen and Cole were in favor of the Resolution and respecting the result of the defined process. Councilmembers Oleksy and Gibson were in favor of the proposed ordinance as it stands. Councilmember Perron felt Council needed a clear definition of a conflict. Councilmember Kalbfell stated that a side-by-side comparison of the Resolution and proposed ordinance indicated that they were quite similar and that the Resolution had successfully guided Council since its inception. She suggested tweaking the Resolution to include language regarding disqualification, definition of conflict, and what a recused member was not allowed to do.

Mayor Kurtz questioned if Council had any other issues with the proposed ordinance besides the inability of a recused member to speak as a member of the public. Councilmember Hagen felt that references to "may" could be a gateway to more confusion.

City Manager Heydlauff commented that the main difference between a resolution and ordinance was that enacting an ordinance required a longer process per the City Charter.

Mayor Kurtz opened the item to public comment.

Mitchell Simons, 3rd Ward, questioned whether the City Attorney recommended tweaking the Resolution and Council responded no. *Clerk's Note: The City Attorney was directed to draft an ethics ordinance, not tweak the Resolution.*

Gabe Campbell, former Mayor, felt that one can never be too honest or too ethical.

Joanne Beemon, 1st Ward, read a conflict of interest definition and shared her experiences on boards and committees.

Scott Woody, 3rd Ward, felt this was a waste of time. He cited two previous examples of conflict of interest.

Mary Eveleigh, 1st Ward, shared her experiences on ZBA and their bylaws and felt we should all be on the same page.

The item was closed to the public.

Mayor Kurtz suggested that using the City Attorney's guidance, Council should find an agreeable solution so that this was not an ongoing topic of discussion. Council agreed to continue deliberations at the next meeting.

C. Bridge Lighting Concept

Leilani Durbin stated that late Charlevoix resident Paul Belding had an idea to light the Charlevoix bascule bridge. Now after his passing, she and a group of local residents would like to organize a movement to bring this plan to fruition. The Charlevoix Area Chamber of Commerce and DDA/Main Street Board are in favor of this project. Ultimately, the Michigan Department of Transportation (MDOT) will need to approve the project and Ms. Durbin requested a letter of support from Council.

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

Motion by Councilmember Gibson, second by Councilmember Kalbfell, to send a letter of support for the lighting of the Charlevoix bridge to MDOT.

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

Nays: None

D. Resolution Supporting State Historic Tax Credits

City Manager Heydlauff stated Senate Bill 469, sponsored by Senator Wayne Schmidt, would reinstate the Michigan Historic Preservation Tax Credit that offers a credit of up to 25 percent of rehabilitation expenses against state income tax. This tax credit is a powerful tool to save historic resources and the communities they are in and City Manager Heydlauff recommended supporting the resolution.

Mayor Kurtz opened the item to public comment.

Tony Cutler, District Director for Senator Schmidt, explained how approval of the Bill 469 will enhance local communities.

The item was closed to the public.

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-10-02
SUPPORTING THE REINSTATEMENT OF STATE HISTORIC TAX CREDITS SENATE BILL 469

- WHEREAS,** *the historic buildings, neighborhoods and places in Michigan villages, towns and cities distinguish each community and provide character and a sense of place that contribute significantly to the quality of life and the economic benefits enjoyed in and by each community; and*
- WHEREAS,** *the preservation and rehabilitation of historic buildings, places and neighborhood contributes to the beauty, character and economic vitality of Michigan communities; and*
- WHEREAS,** *the labor intensive nature of historic rehabilitation creates jobs and investment in local businesses and has been proven to generate more economic activity than equivalent investment in new construction; and*
- WHEREAS,** *demolition or destruction of historic buildings creates costs to Michigan and its communities by destroying the embodied energy present in each structure and adding significantly to landfills, whose makeup is estimated to be more than 40 percent building materials and waste; and*
- WHEREAS,** *development and redevelopment within established villages, townships and cities is encouraged to help fulfill Michigan's goals to Restore Our Cities, Protect Our Environment and Create More and Better Jobs; and*
- WHEREAS,** *many public policies and financial and lending practices and policies create disincentives or barriers to the preservation, renovation and rehabilitation of historic buildings and resources and create a preferential financial environment for new construction; and*
- WHEREAS,** *Michigan has measured the economic impacts of the state historic tax credit programs and seen significant positive direct impacts on neighborhood and community revitalization, affordable and market-rate housing preservation and creation, local skilled jobs creation and additional private investment in areas surrounding tax-credit-driven revitalization projects; each \$1.0 of credit issued leverages \$10.56 in direct economic impact. The Michigan HTC, during its twelve year history has leveraged \$251 million in Federal historic tax credits, and*
- WHEREAS,** *the former Michigan Historic Tax Credit has leveraged \$1.46 billion in direct rehabilitation activity and created 36,000 jobs since its enactment in 1999 through its elimination in 2011; and*
- WHEREAS,** *the Michigan legislature is presently considering Senate Bill 469, that would reinstate an up-to-25 percent investment tax credit for owners of historic residential and commercial properties who substantially rehabilitate their properties.*
- NOW THEREFORE BE IT RESOLVED,** *by the Charlevoix City Council that the City of Charlevoix endorses and supports Senate Bill 469 and calls upon the Michigan Legislature to pass this important legislation and Governor Snyder to sign it, in order to stimulate appropriate development and redevelopment and protect the historic character and quality of life of our communities; and*
- BE IT FURTHER RESOLVED THAT,** *a copy of this Resolution be forwarded to State Senator Wayne Schmidt, State Representative Triston Cole, the Senate Finance Committee, Governor Snyder and the Michigan Historic Preservation Network.*

RESOLVED this 2nd day of October, 2017 A.D.

Resolution was adopted by the following yeas and nays vote:

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

Motion by Councilmember Hagen, second by Councilmember Oleksy, to approve Resolution 2017-10-02 supporting the reinstatement of State Historic Tax Credits Senate Bill 469.

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

E. Code Recodification Consultant

City Manager Heydlauff stated the City Charter requires that the City Code be codified at least every 10 years. Funds were included in this year's budget to hire a firm to conduct this task. This firm would host the Code in a web-based format and maintain it so that the Code was always up to date making public access easier. Also as part of this process, the firm would provide a comprehensive review of the Code, identify internal inconsistencies, and also inconsistencies with state and federal statute. A request for proposals was sent to three firms who routinely perform this work in Michigan and Staff recommended American Legal Publishing with the low bid of \$8,000.

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

Motion by Councilmember Cole, second by Councilmember Kalbfell, to approve an agreement with American Legal Publishing for the recodification of the City Code and authorize the City Manager and City Clerk to make all necessary arrangements.

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

Nays: None

8. Reports & Communications

A. Public Comments

Steve Bennett, Keep Charlevoix Beautiful president, commended his volunteers on the annual petunia project. He anticipated some changes for next year and noted that the spent flowers will be removed prior to Apple Fest.

Scott Woody, 3rd Ward Council candidate, stated that he would have liked to know that the Candidate Forum recording was posted on the internet. He stated that he would like to entertain the idea of a public debate between himself and the Mayor possibly sponsored by the newspaper and Chamber.

B. City Manager Comments

City Manager Heydlauff reported on the following:

- ICMA magazine article regarding the importance of arts and culture in the community
- November Council meeting will include a presentation by the Michigan Economic Development Corporation on the Redevelopment Ready Communities program and a presentation regarding the annual financial audit

C. Mayor & Council Comments

Councilmember Cole questioned whether signage could be installed regarding no semitruck jake-braking in town. City Manager stated that implementing an enforceable ordinance was not possible, but will discuss the issue with Police Chief Doan.

Councilmember Oleksy read a statement, which spoke about being open to peoples ideas and beliefs, respectful of differences, and finding common ground and purpose.

After hearing several comments from residents, Mayor Kurtz requested an agenda item for next meeting regarding the possibility of jumping off the pier.

9. Other Council Business

Councilmember Gibson stated that she was approached by concerned citizens regarding the Commercial Slip Lease Agreement with Little Traverse Charters. She requested that the City Attorney answer six specific questions to clarify whether the lease's rules and requirements were being followed and that this was a legitimate charter service. Councilmember Gibson offered the following:

- "Item #4 in the lease 'the dockage shall be for a commercial/charter/cruise ship only. Any other use is prohibited.'
 - Is this vessel being used for other purposes?
 - In the proposal Council received April 3, the Lessee states on their LLC it is a charter operation. Coast Guard Vessel Inspection states they are recreational and the Michigan Watercraft Registration states the boat is pleasure. Which is it?
- Item #6 – the Lessee shall obtain all applicable state and federal licenses and continually comply with all local and state marine regulations which related to Lessee's charter services.
 - Does the charter service operator have to be a licensed captain and what are the requirements for a commercial charter operation?
 - How often does the vessel have to have an inspection and is this by the Coast Guard, which expired 5-31-17, or the DNR, or both?
- Item #16 – Insurance. The City requires that the lessee shall list the City as a named insured. Lessee's policy of insurance must be for one million for personal injury or death and one million for property damage.
 - Does the City have this proof of insurance on file?
- Does a charter service have to maintain log records? If so, I would like to see the log records for this commercial operation."

Motion by Councilmember Gibson, second by Councilmember Oleksy, to direct the City Manager to contact the City Attorney with concerns and questions and to review the lease and the requirements that I stated previously.

Councilmember Kalbfell offered that her husband (Charter Captain) could provide the requested information in lieu of contacting the City Attorney.

Yeas: Gibson, Oleksy, Perron

Nays: Cole, Hagen

Abstain: Kalbfell

10. Adjourn

The Mayor adjourned the meeting at 8:29 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

Special Accounts Payable – 09/22/2017

AT&T MOBILITY	92.49	US BANK	647,400.00
CHARLEVOIX STATE BANK	2,165.86	VERIZON WIRELESS	56.72
DELTA DENTAL	3,205.45	VISION SERVICE PLAN	489.80
GREAT LAKES ENERGY	199.68		
METLIFE SMALL BUSINESS CENTER	690.97	TOTAL	654,300.97

Regular Accounts Payable – 10/03/2017

ADVANCED BUILDING	348.00	LEESE, M. CHRIS	36.38
AIRGAS USA LLC	68.01	LOTTIE'S BAGELS	61.00
ALL-PHASE ELECTRIC SUPPLY CO.	25.91	MACGREGOR PLUMBING & HEATING	726.61
ALTA CONSTRUCTION EQUIP LLC	57.91	MAYER, SHELLEY L.	50.00
ARCADIA BENEFITS GROUP INC	25.00	McGINN, KELLY A.	50.00
AT&T LONG DISTANCE	106.29	MDC CONTRACTING LLC	6,000.00
AVFUEL CORPORATION	17,610.06	MI-AWWA	660.00
BEIJO DE CHOCOLAT LLC	9.00	MICHIGAN MUNICIPAL LEAGUE	2,017.57
BERG, REBECCA	279.00	MICHIGAN MUSHROOM MARKET LLC	42.00
BIOMEDICAL SOLUTIONS	425.00	MILLER, WILLIAM S.	50.00
CAMPBELL, JOHN	312.01	MUNSON HEALTHCARE CHARLEVOIX	55.40
CENTRAL DRUG STORE	26.17	MURRAY, JOHN	1,562.50
CHARLEVOIX AGENCY	66.64	NETWORKS NORTHWEST	80.00
CHARLEVOIX DISTRICT LIBRARY	30,062.50	NORTH COAST FASTENERS LLC	165.20
CHARLEVOIX SCREEN MASTERS INC	558.00	NORTH COUNTRY CRITTERS	42.00
CINTAS CORPORATION	93.00	NORTHERN A-1 ENVIRONMENTAL SVCS	1,156.25
CINTAS CORPORATION #729	121.78	NYE UNIFORM CO	122.99
CITY OF CHARLEVOIX - MISC	1,708.53	OLESON'S FOOD STORES	418.13
COACHING SYSTEMS LLC	163.62	OLSON BZDOK & HOWARD	2,015.00
COOK FAMILY FARMS	140.00	OTEC	1,371.13
CURTIS, SHAWN	55.96	PARASTAR INC.	2,342.84
DCASSESSING SERVICES	4,371.08	PHYSICIAN'S CLINIC OF CHARLEVOIX	115.00
DeROSIA, PATRICIA E.	50.00	PLUNKETT & COONEY	340.00
DERUSHA, LORI & JEFFREY	9.48	POLYDYNE INC	506.00
DHASELEER, CARL	160.00	POND HILL FARM LLC	237.00
DITCH WITCH SALES OF MICHIGAN	1,600.95	POSTMASTER	133.43
DOAN, GERARD P.	50.00	POWER LINE SUPPLY	5,985.64
DOTSON, LINDSEY J.	50.00	PREIN & NEWHOF	1,169.50
DROST LANDSCAPE INC.	11,325.00	PRO IMAGE DESIGN INC	5,416.48
ELLIOTT, PATRICK M.	50.00	PRO WEB MARKETING LLC	30.00
EMERGENCY MEDICAL PRODUCTS INC	388.87	REHMANN-ROBSON & CO	6,200.00
ETNA SUPPLY	2,500.00	RUSTIC BAKER	49.00
EVANS, HAL	50.00	SCHOOL OF PLANNING, DESIGN & CONS	2,500.00
FARMER WHITE'S	68.00	SHARROW, JACOB	1,000.00
FERGUSON & CHAMBERLAIN	292.00	SHORELINE POWER SERVICES INC.	1,445.50
GELDERBLOM, PAUL	25.00	SIEGRIST, DAVID	68.00
GERBER HOMEMADE SWEETS	83.00	SOUND ENVIRONMENTS	110.66
GOLDING, JOYCE M.	50.00	SPENCLEY, PATRICIA L.	608.99
GOLF ASSOCIATION OF MICHIGAN	16.00	SUEDE, BRUCE	22.27
GUNTZVILLER, RHONDA	118.00	SWEM, DONALD L.	50.00
HANKINS, SCOTT A.	50.00	T & R ELECTRIC	9,600.00
HARBOR HOUSE PUBLISHERS	4,661.66	TRAVERS, MANUEL J.	50.00
HEID, THOMAS J.	50.00	TRAVERSE REPRODUCTION	44.88
HEP'S HOMEBAKED GRANOLA	46.00	UNIFIRST CORPORATION	616.69
HEYDLAUFF, MARK L	367.21	UP NORTH PROPERTY SERVICES LLC	3,444.00
HILLING, NICHOLAS A.	234.33	VILLAGE GRAPHICS INC.	283.24
INTERWATER FARMS INC	212.00	WASHBURN, BRENDA	77.00
INVISIBLE FENCE	255.65	WATTA COOKIE LLC	35.00
IRISH BOAT SHOP	218.42	WCMU PUBLIC MEDIA	1,390.00
JOE'S PROFESSIONAL SERVICES LLC	450.00	WELLER, LINDA J.	50.00
KIRINOVIC, THOMAS F.	50.00	WINNELL, CHARLES	3,250.00
KIWANIS CLUB OF CHARLEVOIX	40.00	WITTHOEFT, CHARLES	200.00
KLOOSTER, ALIDA K.	50.00	WOOD SHOP, THE	300.00
KOORSEN FIRE & SECURITY	95.31	WURST, RANDALL W.	50.00
KSS ENTERPRISES	1,167.82	WYMAN, MATTHEW A.	50.00
LAKE FOREST BAKING COMPANY	98.00		
LAKESHORE TIRE & AUTO SERVICE	5.00	TOTAL	146,024.45

ACH Payments – 09/18/2017 to 09/25/2017

MI PUBLIC POWER AGENCY	46,385.93	VANTAGEPOINT (ROTH IRA)	1,061.53
IRS (PAYROLL TAX DEPOSIT)	34,768.64	MERS (DEFINED BENEFIT PLAN)	29,811.29
ALERUS FINANCIAL (HCSP)	420.00	MI PUBLIC POWER AGENCY	12,552.59
STATE OF MI (WITHHOLDING TAX)	5,019.66	MI PUBLIC POWER AGENCY	291,281.53
VANTAGEPOINT (401 ICMA PLAN)	742.50		
VANTAGEPOINT (457 ICMA PLAN)	12,796.48	TOTAL	434,840.15

Payroll Net Pay – Pay Period Ending 09/16/2017 (Paid 09/22/2017)

WELLER, LINDA JO	1,499.86	MANKER SR, DAVID W.	724.16
HEYDLAUFF, MARK L.	2,241.98	BECKER, MICHAEL S.	645.83
GOLDING, JOYCE M.	1,132.69	NEDWICK, DAVID J.	465.44
DEROSIA, PATRICIA E.	805.54	FREY, DYLAN V.	440.56
DOTSON, LINDSEY J.	1,421.14	SHEPARD, ZACHARY N.	243.80
LOY, EVELYN R.	1,050.16	HAWKINS, JAMES S.	405.18
KLOOSTER, ALIDA K.	1,566.57	MCGHEE, ROBERT R.	1,030.23
GOLOVICH, KAREN J.	975.96	ALDEN, CAMDEN D.	418.62
SPENCLEY, PATRICIA L.	1,183.86	CRANDELL, ZACKARY R.	540.65
LEESE, MERRI C.	693.85	LEITNER, RYAN S.	730.17
MCGINN, KELLY A.	1,618.00	FERGUSON, ROYCE L.	659.74
JONES, JANET M.	496.47	BOSS, SHERRY M.	433.96
DOAN, GERARD P.	1,603.59	KIRINOVIC, THOMAS F.	513.52
SCHLAPPI, JAMES L.	1,311.68	SROUFE, MARC E.	55.41
UMULIS, MATTHEW T.	1,529.71	SROUFE, PAMELA B.	55.41
HANKINS, SCOTT A.	1,855.58	ANZELL, BETH A.	699.57
ORBAN, BARBARA K.	1,462.26	HEID, THOMAS J.	1,299.22
TRAEGER, JASON A.	918.93	LEESE, ALAN K.	436.89
FLICKEMA, ANDREW M.	1,705.72	GRUNCH, RONALD J.	235.15
MATELSKI, KIMBERLY A.	1,188.90	DAVIS, RONALD L.	187.96
RILEY, DENISE M.	436.69	FAIRCHILD, GALEN W.	211.91
EVANS JR, HALBERT K.	1,470.62	MASSON, DONALD J.	475.56
KLOOSTER, PATRICK H.	1,050.59	KUSINA, DENNIS W.	96.90
BINGHAM, LARRY E.	758.29	LABLANCE, MAUREEN J.	138.52
MATELSKI, RYAN G.	861.43	LIVINGSTON, BRIAN D.	741.67
KLINGER, LUCAS D.	96.90	VANLOO, JOSEPH G.	785.90
TELGENHOF, WILL G.	140.05	WYMAN, MATTHEW A.	1,505.74
CARLSON, JOSHUA A.	144.93	BOSS, RYDER S.	856.99
GREYERBIEHL, KELLY M.	450.62	MILLER, WILLIAM S.	1,189.61
WURST, RANDALL W.	1,190.32	DOUGLAS, MARK	568.48
MAYER, SHELLEY L.	1,560.14	TRAVERS, MANUEL J.	1,636.68
HILLING, NICHOLAS A.	1,319.81	STEVENS, JEFFREY W.	327.22
MEIER III, CHARLES A.	1,363.11	RILEY, CASEY W.	202.55
ZACHARIAS, STEVEN B.	1,325.41	JONES, LARRY M.	635.32
SWEM, DONALD L.	1,878.07	WILLSON, BRENDA R.	456.01
EATON, BRAD A.	1,900.87	BEAN, PETER J.	765.49
WILSON, TIMOTHY J.	2,024.73	FENNELL, DREW M.	110.13
LAVOIE, RICHARD L.	1,630.19	MCCALIB, RACHELLE L.	106.48
STEVENS, BRANDON C.	1,768.47	MCMULLEN, DONALD R.	841.52
DRAVES, MARTIN J.	1,649.72	BOYCE, REBECCA L.	861.55
BROWN, STEPHANIE C.	1,042.19	MCFARLAND, JONATHAN A.	96.04
ANDERSON, ELIZABETH A.	1,151.81	GERBER, SAMUEL A.	36.94
ELLIOTT, PATRICK M.	2,004.05	WHITLEY, ANDREW T.	1,910.27
SCHWARTZFISHER, JOSEPH L.	1,071.21	MORRISON, KEVIN P.	1,335.70
BRADLEY, KELLY R.	1,408.58	JOHNSON, STEVEN P.	1,206.95
HART II, DELBERT W.	1,183.25	BISHAW, JAMES H.	708.05
JONES, ROBERT F.	1,180.96	GILL, DAVID R.	911.79
DORAN, JUSTIN J.	1,361.57	MATTER, DAWSON K.	2,765.53
FARRELL, MITCHELL L.	1,254.29		
MANKER JR, DAVID W.	566.06	TOTAL	93,214.35

Payroll Transmittal – 09/22/2017

4FRONT CREDIT UNION	277.69	MI STATE DISBURSEMENT UNIT	401.83
AMERICAN FAMILY LIFE	191.88	PRIORITY HEALTH	1,836.43
AMERICAN FAMILY LIFE	447.24	4FRONT CREDIT UNION	22,500.00
CHAR EM UNITED WAY	59.00	CHARLEVOIX STATE BANK	46,550.00
CHARLEVOIX STATE BANK	1,259.62	CHEMICAL BANK	2,500.00
CHEMICAL BANK	150.00		
COMMUNICATION WORKERS OF AMER	537.98	TOTAL	76,711.67

Tax Disbursement – 10/03/2017

CHARLEVOIX COUNTY TREASURER
CHARLEVOIX PUBLIC SCHOOLS
CHARLEVOIX PUBLIC SCHOOLS
CHARLEVOIX PUBLIC SCHOOLS

74,839.71
88,965.11
17,904.12
3,580.54

CHARLEVOIX PUBLIC SCHOOLS
CITY OF CHARLEVOIX - TAXES DUE
VANWIEREN, GORDON & MARY
TOTAL

3,580.54
88,022.07
49.66
276,941.75

DRAFT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Liability & Property Insurance 2017-18 Renewal

DATE: October 16, 2017

BACKGROUND:

The City has received its renewal quote for its general liability and property insurance policy with the Michigan Township Participating Plan (PAR Plan) for the year beginning November 1, 2017. The Invoice is for \$95,383. Last year the premium was \$92,231.00. Any increases were due to additions to the policy and increases in property values.

The quoted insurance policy covers property and equipment valued at over \$57,000,000 and fleet coverage for vehicles valued over \$5,000,000. The coverage is quoted for \$5 million of liability and property coverage and has deductibles of zero on liability and \$500 on our fleet coverage, property, inland marine and EDP (computer equipment). This year's premium again includes Boiler Insurance with Travelers Property Casualty with a \$2,500 deductible, which is the same coverage the City has had in the past with the PAR Plan.

RECOMMENDATION:

Approve the renewal of the City's general liability and property insurance policy with the Michigan Township Participating Plan for \$95,383 for one year (November 1, 2017 - October 31, 2018).

ATTACHMENTS:

- ▣ Summary of Coverages

Municipal Underwriters of West MI
4171 Wolverine Drive
Williamsburg, MI 49690

Toll Free 888-883-6391
Local 231-421-5008
Fax 231-421-3509

October 3, 2017

Kelly McGinn, Treasurer
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Dear Kelly:

Enclosed you will find a Summary of Coverage's for the City of Charlevoix's 2017-2018 insurance years. The renewal date of your policy is 11/01/2017.

Presently, the structure of the Par Plan is better than ever, consisting of US Specialty Insurance Company. US Specialty Insurance Company's operating strategy is based on prudent capital management, and specializes in insuring specialty market business like the Michigan Township Participating Plan's program.

The Michigan Township Par Plan Grant Program is also available to all members, to date, \$1,700,000 has been provided back to our members for the grant program. I am pleased to announce that your dividend was \$5,602.06.

The quoted premium is \$95,383.00. The beginning premium last year was \$92,231.00. This is a 0% rate increase on your policy due to your good loss ratio's. The increases are due to additions to your policy. Property values are up \$3,170,124.00. The number of vehicles has also increased from last year's beginning premium. The Inland Marine Schedule is up \$129,000 from last year's quote.

If you have any questions regarding your insurance coverage's, please do not hesitate to contact me at 888-883-6391. Your continued confidence of the Michigan Township Participating Plan is appreciated. It's been a privilege to have served the City of Charlevoix's insurance needs for the past 7 years. Thank you for your business.

Sincerely,



Paul W. Olson
Regional Risk Manager

**MICHIGAN
TOWNSHIP
PARTICIPATING
PLAN**

**SUMMARY OF COVERAGES
FOR
City of Charlevoix 2017-2018**

Presented By:
PAUL OLSON- RISK MANAGER

SUPPORT/SERVICE COMPANIES

MARKETING AND SERVICE:

Municipal Underwriters of West MI, Inc.
4171 Wolverine Drive
Williamsburg, MI 49690
(231) 421-3509 FAX
(888) 883-6391 MICHIGAN WATTS

TECHNICAL ADMINISTRATION:

Michigan Township Participating Plan
1700 Opdyke Court
Auburn Hills, MI 48326
(248) 371-3100 - LOCAL
(800) 783-1370 - MICHIGAN WATTS
(248) 371-3069 - FAX

RISK CONTROL ADMINISTRATION

Midwest Risk Control
1700 Opdyke Court
Auburn Hills, MI 48326
(248) 371-3100 - LOCAL
(800) 536-7425 - MICHIGAN WATTS
(248) 371-3069 - FAX

CLAIMS ADMINISTRATION

Midwest Claims Service
1700 Opdyke Court
Auburn Hills, MI 48326
(800) 225-6561 - MICHIGAN WATTS
(248) 371-3091 - FAX

I. COMPREHENSIVE MUNICIPAL LIABILITY COVERAGE:*

Limit of Liability Per Occurrence	\$ 5,000,000
Limit of Liability Per Aggregate	\$ No Aggregate
Deductible	\$ 0

ADDITIONAL INSURED:

1. **Any** member of the governing body of the Named Insured
2. **Any** member of boards or commissions of the Named Insured
3. **Any** elected or appointed official of the Named Insured
4. **Any** employee of the Named Insured – Including **Contracted Assessor**
5. **Any** volunteer

ADDITIONAL INCLUDED COVERAGES:

1. Public Officials **RESIDENCE AND PLACE OF EMPLOYMENT**
2. Premises Medical Payments - \$10,000 Limit
3. Host Liquor Law Liability
4. Special Events Liability - Fireworks Liability by Endorsement
5. Governmental Professional Malpractice Liability
6. Incidental Medical Malpractice Liability
7. Cemetery Professional Liability
8. Sewer Back Up Liability- \$100,000
9. Employee Benefit Liability. \$1,000,000/\$3,000,000
10. Extended Bodily Injury and Property Damage Liability
11. Completed Operations
12. Property Legal Liability - \$500,000 Limit
13. Premises and Operations
14. Care, Custody and Control Coverage - \$25,000 per occurrence
15. Explosion, Collapse and Underground (exclusions deleted)
16. Vicarious Liability
17. Fellow Member Liability
18. Governmental Tort Immunity Waiver
19. Non-Owned and Hired auto liability coverage
20. Non-Owned and Owned Watercraft Liability-under 26'in length
21. Personal Injury Protection Includes:
 - A. FALSE ARREST, DETENTION OR IMPRISONMENT
 - B. MALICIOUS PROSECUTION
 - C. WRONGFUL ENTRY OR EVICTION OR OTHER INVASION OF THE RIGHT OF PRIVATE OCCUPANCY
 - D. LIBEL, SLANDER, ORAL OR WRITTEN PUBLICATION
 - E. MENTAL ANGUISH & MENTAL INJURY

**PUBLIC OFFICIALS WRONGFUL ACT LIABILITY
(Errors & Omissions)**

Limit of Liability Per Occurrence:	\$ 5,000,000
Limit of Liability Aggregate:	\$ No Aggregate
Deductible:	\$ 0

The following are areas of exposure to public officials and employees, which most generally are covered by a legal liability policy:

1. A decision or opinion of the municipal board
2. A decision or opinion of the fire & ambulance department
3. A decision or opinion of the zoning or planning board and zoning board of appeals
4. Regulatory Taking of Private Property" sustained by any one person or organization is One Hundred Thousand Dollars and No Cents (\$100,000). "Regulatory Taking of Private Property", means the enactment or enforcement of any regulation or ordinance, which unconstitutionally and temporarily restricts the use of private property.
5. Decisions or opinions of Building, Electrical, Plumbing Inspectors and Contracted Assessors
6. Alleged negligence or incompetence on the part of any public official or employee including the failure to carry out duties.
7. Accusations regarding mismanagement of municipal owned assets
8. Inadequate supervision of voter registration & elections
9. Improper hiring or firing of employees
10. Failure to check auditing & accounting practices
11. Violation of Civil Rights: Civil Rights are defined as "means the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, including discrimination based upon religion, race, color, national origin, age, gender (including sexual harassment, unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature), height, weight, disability, or marital status"
12. Back Wages- \$25,000 per person
13. Non-Monetary Defense Coverage \$25,000/\$50,000

Note: Failure of assured to provide or maintain valid insurance policies is not a covered exposure.

II. FLEET LIABILITY COVERAGE:

LIMITS

A. Bodily Injury & Property Damage [CSL]	\$ 5,000,000
B. Personal Injury Protection	Statutory
C. Personal Property Insurance	\$ 5,000,000
D. Uninsured Motorists	\$ 5,000,000
E. Non-owned & Hired Auto Liability	\$ 5,000,000
F. Mini-Tort Liability	\$ 500
G. Underinsured Motorists	\$ 100,000

III. FLEET PROPERTY COVERAGE:

Property limit \$ 5,153,834.00

A. Comprehensive	\$ 500 ACV Deductible, Actual Cash Value
B. Collision	\$ 500 Deductible, ACV, Broadened

Fire and Ambulance Vehicles Replacement Cost Valuation....

IV. INLAND MARINE COVERAGE:

Providing **ALL RISK, REPLACEMENT COST COVERAGE** for property and equipment while on or off the premises. **NO CO-INSURANCE**

Property limit \$ 2,793,498.00
Deductible \$ 500

SEE ATTACHED SCHEDULE

Auto

Application: T000020020924

CITY OF CHARLEVOIX

▲ Auto #▼	▲ New Cost ▼	▲ Comp. Ded.▼	▲ Coll. Ded.▼	▲ Year ▼	▲ Description ▼	▲ VIN #▼	▲ Type ▼	▲ AUX Running Lights▼	▲ Anti-Theft Device▼
108	\$ 10,304	\$ 500	\$ 500	2017	Felling Trailer	5130	13	No	0
107	\$ 46,578	\$ 500	\$ 500	2017	Chevy 2500 Silverado	3631	2	No	0
106	\$ 39,110	\$ 500	\$ 500	2017	Chevy Tahoe Police	2977	11	No	0
105	\$ 23,217	\$ 500	\$ 500	2017	Chevy Silverado 1500	9043	2	No	0
104	\$ 215,000	\$ 500	\$ 500	2017	International 4300	IHTMMMR8HH484053	2	No	0
103	\$ 5,790	\$ 500	\$ 500	2017	Deluxe Equip Trailer	2283	13	No	0
102	\$ 25,697	\$ 500	\$ 500	2017	Chevy Silverado 2500 4wd	5616	2	No	0
98	\$ 31,786	\$ 500	\$ 500	2016	Chevy Silverado 3500	6072	2	No	0
97	\$ 31,786	\$ 500	\$ 500	2016	Chevy Silverado 3500	2557	2	No	0
99	\$ 140,000	\$ 500	\$ 500	2015	Osage Ambulance 53A1	6742	4	No	0
95	\$ 23,742	\$ 500	\$ 500	2015	FORD SRW SUPER DUTY PU	0352	2	No	0
94	\$ 178,147	\$ 500	\$ 500	2015	INTERNATIONAL UTILITY/BUCKET T	8829	2	No	0
93	\$ 28,804	\$ 500	\$ 500	2014	FORD EXPLORER POLICE INTERCEPT	9766	11	No	0
92	\$ 32,843	\$ 500	\$ 500	2014	FORD F-350 SUPER DUTY	7564	2	No	0
89	\$ 30,574	\$ 500	\$ 500	2013	FORD DRW SUPER DUTY PICK UP	9478	2	No	0
88	\$ 175,000	\$ 500	\$ 500	2013	INTERNATIONAL BUCKET TRUCK	5447	2	No	0
100	\$ 70,000	\$ 500	\$ 500	2012	Oshkosh Utility airport	0221	2	No	0
82	\$ 57,000	\$ 500	\$ 500	2012	FORD TRUCK F-350 AIRPORT	0568	2	No	0
96	\$ 18,229	\$ 500	\$ 500	2011	GMC sierra pickup	1089	2	No	0
90	\$ 22,101	\$ 500	\$ 500	2010	CHEVY SILVERADO 1500 4WD	7753	2	No	0
79	\$ 22,101	\$ 500	\$ 500	2010	CHEVY SILVERADO 2500 LS	1111	2	No	0
78	\$ 150,000	\$ 500	\$ 500	2010	ELGIN/PELICAN STREET SWEEPER	0075	2	No	0
91	\$ 19,525	\$ 500	\$ 500	2009	GMC SIERRA PICK UP ELECTRIC	6629	2	No	0
73	\$ 200,000	\$ 500	\$ 500	2009	KENWORTH FIRE TANKER 53-11	4721	5	No	0
70	\$ 150,000	\$ 500	\$ 500	2009	IHC 4300 AERIAL WITH BUCKET	3912	2	No	0
69	\$ 135,000	\$ 500	\$ 500	2008	STERLING DUMP TRUCK	1211	7	No	0
71	\$ 265,000	\$ 500	\$ 500	2007	STERLING VACTOR JET TRUCK	8911	2	No	0
68	\$ 20,000	\$ 500	\$ 500	2007	FORD EXPLORER ELECTRIC	7574	2	No	0
60	\$ 110,000	\$ 500	\$ 500	2006	OSHKOSH PLOW DUMP TRUCK AIRPOR	8824	7	No	0
58	\$ 130,000	\$ 500	\$ 500	2006	STERLING DUMPSANDER TRUCK	9596	7	No	0
75	\$ 15,000	\$ 500	\$ 500	2005	CHEVY PICK UP	5797	2	No	0
74	\$ 15,000	\$ 500	\$ 500	2005	CHEVY PICK UP	4721	2	No	0
61	\$ 140,000	\$ 500	\$ 500	2005	Ford ambulance F-350 53A2	7579	4	No	0
57	\$ 22,000	\$ 500	\$ 500	2005	DODGE RAM PICK UP	4263	2	No	0
55	\$ 26,000	\$ 500	\$ 500	2004	FORD F-350 4X4	6691	2	No	0
54	\$ 38,000	\$ 500	\$ 500	2004	FORD EXPEDITION FIRE	8984	5	No	0
53	\$ 22,000	\$ 500	\$ 500	2004	FORD F-350 4X2 PICK UP	9231	2	No	0
52	\$ 110,000	\$ 500	\$ 500	2004	STERLING SL 7501 DUMP WITH PLO	8259	7	No	0
66	\$ 18,000	\$ 500	\$ 500	2002	DODGE 1500 4X4 TRUCK	5920	2	No	0
62	\$ 140,000	\$ 500	\$ 500	2002	FORD AMBULANCE F-350 53A3	7524	4	No	0
48	\$ 38,000	\$ 500	\$ 500	2002	FORD F-350 DUMP	7866	7	No	0
47	\$ 85,000	\$ 500	\$ 500	2002	STERLING DUMP WITH PLOW	0124	7	No	0
46	\$ 17,000	\$ 500	\$ 500	2002	DODGE RAM 1/2 TON PICKUP	9871	2	No	0
44	\$ 20,000	\$ 500	\$ 500	2001	DODGE 1/2 TON 4X4 DPV	1881	2	No	0
43	\$ 30,000	\$ 500	\$ 500	2000	CHEVY 1 TON DUMP TRUCK	9575	7	No	0

101	\$ 14,000	\$ 500	\$ 500	1999	Gem Car	5350	1	No	0
42	\$ 200,000	\$ 500	\$ 500	1998	GMC TANKER fire 53-12	3130	5	No	0
35	\$ 26,000	\$ 500	\$ 500	1998	GMC 2500 PICK UP	3208	2	No	0
39	\$ 30,000	\$ 500	\$ 500	1997	GMC UTILITY DIGGER TRUCK	0213	2	No	0
32	\$ 52,000	\$ 500	\$ 500	1995	FORD DUMP TRUCK	1046	7	No	0
30	\$ 17,500	\$ 500	\$ 500	1995	FORD PICK UP	2535	2	No	0
84	\$ 300,000	\$ 500	\$ 500	1994	International Rescue	1665	5	No	0
37	\$ 700,000	\$ 500	\$ 500	1994	Sutphen Aerial Fire 5316	3058	5	No	0
26	\$ 400,000	\$ 500	\$ 500	1994	3D INCORPORATED FIRE 5301	0761	5	No	0
65	\$ 25,000	\$ 500	\$ 500	1991	KODIAK DUMP TRUCK	7569	7	No	0
31	\$ 40,000	\$ 500	\$ 500	1990	DODGE grass rig 5331	0884	5	No	0
87	\$ 2,000	\$ 500	\$ 500	1985	24 FOOT TANDEM AXLE BOAT TRAIL	3-204	13	No	0
11	\$ 170,000	\$ 500	\$ 500	1985	DUPLEX CAB 7 fire 5302	8418	18	No	0
Total: \$5,119,834									

Vehicle Type & Description:	Total # of Vehicles:	Total New Cost
1: Passenger Cars - ACV	1	\$14,000
2: Trucks, Vans - ACV	32	\$1,836,826
3: Garbage Trucks - ACV	0	\$0
4: Rescue Units - RC	3	\$420,000
5: Fire Vehicles - RC	7	\$1,878,000
6: Parade/Antique - RC	0	\$0
7: Dump Trucks - ACV	9	\$715,000
8: Rescue Units - ACV	0	\$0
9: Fire Vehicles - ACV	0	\$0
10: Parade/Antique - ACV	0	\$0
11: Police Cars - ACV	2	\$67,914
12: Buses-22 Passengers or more-ACV	0	\$0
13: Trailers - ACV	3	\$18,094
14: Motorcycles - ACV	0	\$0
15: Police motorcycles - ACV	0	\$0
16: Snowmobile - ACV	0	\$0
17: Rescue Units - Agreed Value	0	\$0
18: Fire Vehicles - Agreed Value	1	\$170,000
19: Parade/Antique - Agreed Value	0	\$0
20: Buses-21 Passengers or less	0	\$0
21: Mobile Equipment - ACV	0	\$0
22: Trucks, Vans - RC - NY Only	0	\$0
23: Garbage Trucks - RC - NY Only	0	\$0
27: Dump Trucks - RC - NY Only	0	\$0
28: Golf Carts / Low Speed Vehicles	0	\$0
29: Amphibious Vehicles	0	\$0
Grand totals:	58	\$5,119,834

This application is READ ONLY. It has already been submitted.



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Inland Marine

Application: T000020020924

CITY OF CHARLEVOIX

▲ number ▼	▲ Serial # ▼	▲ Year ▼	▲ Make ▼	▲ Model ▼	▲ Department ▼	▲ Type ▼	▲ AR ▼	▲ Limit ▼	▲ Spec Ded ▼
23		2008	4 WHEEL DRIVE	TRACTOR	Dept. of Public Works	Contractors Equipment	RC	\$ 49,714	\$ 0
10	10	2012	BANDIT CHIPPER		Streets and Roads	Contractors Equipment	RC	\$ 41,000	\$ 0
19		2013	BORING MACHINE	1220 JET TRACJK	Dept. of Public Works	Contractors Equipment	RC	\$ 114,000	\$ 0
9	9	1978	CASE	586 FORKLIFT	Dept. of Public Works	Contractors Equipment	RC	\$ 70,000	\$ 0
27		2007	CASE 586	FORKLIFT	Dept. of Public Works	Contractors Equipment	RC	\$ 45,900	\$ 0
15	15	1998	CHERRINGTON	BEACH GROOMER	Streets and Roads	Contractors Equipment	RC	\$ 90,000	\$ 0
1		0	CONTRACTORS EQUIP		General Administrative	Contractors Equipment	RC	\$ 45,000	\$ 0
5	5	1993	DITCH WITCH	400SX	Dept. of Public Works	Contractors Equipment	RC	\$ 25,000	\$ 0
6	6	1989	DITCH WITCH	6510/WITH BACKHOE	Dept. of Public Works	Contractors Equipment	RC	\$ 100,000	\$ 0
7	7	2000	DITCH WITCH	JT 920	Dept. of Public Works	Contractors Equipment	RC	\$ 150,000	\$ 0
22		2008	EPOKE 53500	SANDER.VSPREADER	Dept. of Public Works	Contractors Equipment	RC	\$ 103,210	\$ 0
20		2006	FRONT END LOADER	VOLVO	Dept. of Public Works	Contractors Equipment	RC	\$ 166,000	\$ 0
3		0	FUEL TANK AND EQUIP	AT AIRPORT	General Administrative	Commercial Articles	RC	\$ 93,000	\$ 0
14	14	2009	HOLDER SIDEWALK	SNOWBLOWER	Streets and Roads	Contractors Equipment	RC	\$ 125,000	\$ 0
18	6799101665	2014	JACOBSEN	LF510 2WD	Dept. of Public Works	Contractors Equipment	RC	\$ 35,300	\$ 0
12	12	2004	JD	444J LOADER	Streets and Roads	Contractors Equipment	RC	\$ 140,000	\$ 0
13	13	2003	JD 310 SG	LOADER/BACKHOE	Streets and Roads	Contractors Equipment	RC	\$ 100,000	\$ 0
8	8	2002	JD BACKHOE	310 SG	Water and Sewer	Contractors Equipment	RC	\$ 100,000	\$ 0
25	280421	2015	JOHN DEERE 60 D	EXCAVATOR	Dept. of Public Works	Contractors Equipment	RC	\$ 42,000	\$ 0
11	11	2005	LEAF VACUM		Streets and Roads	Contractors Equipment	RC	\$ 25,000	\$ 0
21		2006	LOADER MOUNTED	SNOW BLOWER	Dept. of Public Works	Contractors Equipment	RC	\$ 159,000	\$ 0
4		0	MARINA DOCKS		Parks and Recreation	Commercial Articles		\$ 250,000	\$ 0
2		0	MISC SKI HILL EQUIP		Parks and Recreation	Commercial Articles	RC	\$ 50,000	\$ 0
17		2010	PISTON BULLY	GROOMER	Parks and Recreation	Contractors Equipment	RC	\$ 228,000	\$ 0
24		2008	SWEEPER ATTACH	VOLVO	Dept. of Public Works	Contractors Equipment	RC	\$ 42,374	\$ 0
28		0	TRENCHER	ELECTRIC DEPT	Dept. of Public Works	Contractors Equipment	RC	\$ 129,000	\$ 0
Total:								\$2,518,498	

Schedule Total:	\$2,518,498
Miscellaneous Property & Equipment:	\$150,000
Ancillary Equipment:	\$125,000
Contractors Equipment Rented From Others:	\$0
Aircraft Limit:	\$0
Inland Marine Total:	\$2,793,498

V. PROPERTY [FIRE] COVERAGE:

Total Blanket Building and Contents Limit	\$ 57,165,412.00
Deductible	\$ 500
Per Schedule on File with company	

A. Inflation Guard - 2.5% per quarter

B. Special Municipal Property Endorsement to include:

1. Personal Property off Premises - \$100,000
2. Accounts Receivable- \$250,000
3. Transportation - \$50,000
4. Business Income- \$500,000
5. Debris Removal- 25% of Loss
6. Foundations of Machinery- \$250,000
7. Golf Course Greens- \$100,000
8. Extra Expense Coverage - \$500,000 Limit - No deductible
9. Newly Acquired Property - \$1,000,000
10. Flood Coverage- \$100,000
11. Earthquake Coverage- \$1,000,000
12. Glass Coverage-\$00 Deductible Glass Breakage
13. Underground Pipes and Flues- \$1,000,000
14. Law and Ordinance Coverage- Actual Sustained Loss
15. Fire Hydrants are covered for up to four losses at \$3,500 each. More coverage is available if scheduled

VI. VALUABLE PAPERS AND RECORDS COVERAGE*:

Broad Form Coverage for the reconstruction of valuable papers and records \$250,000 year round limit of protection with \$0 deductible.

*** NOTE: Higher limits available upon request.**

Property

Application: T000020020924

CITY OF CHARLEVOIX

Number	Loc.#	Bldg.#	Within 50 ft	Fac Loc.#	Street Address	POK	BC	Bldg. Lim.	Cont. Lim.	Mine Sub	Yr. Built	FAR	BF	Special Ded	Sprinkler	Sq Foot	BoilerVal
55286	1	1	No	0	210 STATE STREET CITY HALL FIRE HALL	10	2	\$ 6,675,228	\$ 810,338	\$ 0	1950	R	100	0	No	0	R
55327	2	1	No	0	301 PARK BATH HOUSE	11	3	\$ 154,769	\$ 11,461	\$ 0	1967	R	615	0	No	0	R
55326	3	1	No	0	DIVISION STREET WATER TOWER	14	6	\$ 333,185	\$ 0	\$ 0	1950	R	902	0	No	0	R
55300	4	1	No	0	1005 LAKE SHORE DRIVE BUILDING 3	14	2	\$ 17,400,000	\$ 40,864	\$ 0	1980	R	903	0	No	0	R
55325	4	2	No	0	1005 LAKE SHORE BUILDING STORAGE	14	2	\$ 12,856	\$ 0	\$ 0	1964	R	403	0	No	0	R
55296	4	3	No	0	1005 LAKE SHORE DRIVE GRIT REMOVAL AND	10	4	\$ 1,245,555	\$ 11,924	\$ 0	1978	R	903	0	No	0	R
55320	4	4	No	0	CHEMICAL CONTAINMENT BUILDING	14	3	\$ 294,989	\$ 0	\$ 0	1978	R	900	0	No	0	R
55357	4	5	No	0	1005 LAKE SHORE DRIVE ADMIN AND LAB.	10	1	\$ 645,000	\$ 45,000	\$ 0	2015	R	100	0	No	2,345	R
55358	4	6	No	0	1005 LAKE SHORE DR SLUDGE STORAGE TANK	14	3	\$ 750,000	\$ 0	\$ 0	2015	R	903	0	No	0	R
55294	5	1	No	0	DEPOT BEACH LIFT STATION	18	2	\$ 70,716	\$ 0	\$ 0	1978	R	905	0	No	0	R
55293	5	2	No	0	DEPOT BEACH PICNIC/RESTROOMS	11	2	\$ 305,015	\$ 0	\$ 0	1978	R	615	0	No	0	R
55292	7	1	No	0	229 STOVER CITY GARAGE	16	1	\$ 526,400	\$ 151,095	\$ 0	1957	R	401	0	No	0	R
55298	7	2	No	0	229 NSTOVER SALT STORAGE	16	2	\$ 34,392	\$ 0	\$ 0	1967	R	405	0	No	0	R
55295	8	1	No	0	400 FAIRWAY GOLF CLUBHOUSE	11	1	\$ 269,516	\$ 28,941	\$ 0	1978	R	100	0	No	0	R
55283	9	1	No	0	855 MERCER ST FERTILIZER BLDG	11	2	\$ 7,071	\$ 5,209	\$ 0	1980	R	605	0	No	0	R
55299	9	2	No	0	855 MERCER ST PESTICIDE VAULT	11	2	\$ 8,205	\$ 5,789	\$ 0	1970	R	605	0	No	0	R
55297	9	3	No	0	855 MERCER ST AMBULANCE STORAGE	15	1	\$ 10,448	\$ 8,450	\$ 0	1978	R	403	0	No	0	R
55291	9	4	No	0	855 MERCER ST MAINTENANCE SHOP	11	1	\$ 92,045	\$ 23,240	\$ 0	1978	R	401	0	No	0	R
55290	9	5	No	0	855 MERCER ST POLE BARN	11	1	\$ 41,030	\$ 6,174	\$ 0	1978	R	403	0	No	0	R
55289	9	6	No	0	855 MERCER ST CONTENTS STORAGE SHED	11	1	\$ 0	\$ 3,077	\$ 0	1978	R	403	0	No	0	R
55282	10	1	No	0	98 STOVER ROAD CEMETERY CHAPEL	11	2	\$ 72,249	\$ 0	\$ 0	1958	R	700	0	No	0	R
55281	10	2	No	0	98 STOVER CEMETERY STORAGE	11	2	\$ 18,482	\$ 20,259	\$ 0	1956	R	701	0	No	0	R
55280	12	1	No	0	AB 113 PALMER 4 BAY STORAGE GARAGE	16	2	\$ 80,404	\$ 0	\$ 0	1978	R	401	0	No	0	R
55355	13	1	No	0	GRANT STREET STORAGE	16	1	\$ 66,591	\$ 0	\$ 0	1980	R	403	0	No	0	R
55279	14	1	No	0	PALMER ST. FISH CULTURE STATION	11	2	\$ 927,017	\$ 0	\$ 0	1987	R	607	0	No	0	R
55278	15	1	No	0	102 GRANT ST DWELLING	10	2	\$ 136,709	\$ 0	\$ 0	1980	R	100	0	No	0	R
55356	16	1	No	0	FERRY BEACH RESTROOM/CONCESSION	11	2	\$ 148,847	\$ 0	\$ 0	1980	R	615	0	No	0	R
55285	16	2	No	0	FERRY BEACH FISH CLEANING BUILDING	11	2	\$ 6,750	\$ 2,894	\$ 0	1980	R	100	0	No	0	R
55348	16	3	No	0	FERRY BEACH PICNIC PAVILION	11	1	\$ 35,358	\$ 0	\$ 0	1980	R	614	0	No	0	R
55347	16	4	No	0	FERRY BEACH PICNIC PAVILION	11	1	\$ 24,106	\$ 0	\$ 0	1980	R	614	0	No	0	R
55277	16	5	No	0	FERRY BEACH RESTROOM/CONCESSION	11	2	\$ 115,570	\$ 0	\$ 0	1980	R	615	0	No	0	R

55346	17	1	No	0	CARPENTER ST PRESS BOX/CONCESSION	11	1	\$ 43,875	\$ 0	\$ 0	1980	R	612	0	No	0	R
55328	18	1	No	0	MT. MCSUBA SKI LODGE/RESTROOM	11	2	\$ 294,783	\$ 57,881	\$ 0	1965	R	600	0	No	0	R
55301	18	2	No	0	MT. MCSUBA HALF WAY TOW BUILDING	11	1	\$ 17,035	\$ 0	\$ 0	1967	R	403	0	No	0	R
55302	18	3	No	0	MT. MCSUBA WEST HILL TOW BUILDING	11	1	\$ 20,731	\$ 0	\$ 0	1967	R	403	0	No	0	R
55324	18	4	No	0	MT MCSAUBA TOP TOW BUILDING	11	1	\$ 15,448	\$ 10,303	\$ 0	2001	R	403	0	No	0	R
55303	18	5	No	0	MT MCSUBA LIFT OPERATOR BUILDING	11	1	\$ 23,786	\$ 0	\$ 0	1980	R	403	0	No	0	R
55350	18	6	No	0	MT MCSAUBA GROOMER GARAGE	11	1	\$ 54,066	\$ 0	\$ 0	2000	R	401	0	No	0	R
55306	18	7	No	0	MT. MCSAUBA ICE SKATING SHACK AND DECK	11	1	\$ 13,409	\$ 0	\$ 0	2010	R	403	0	No	0	R
55349	19	1	No	0	101 AIRPORT DRIVE TERMINAL	10	2	\$ 785,870	\$ 0	\$ 0	2000	R	922	0	No	0	R
55329	19	2	No	0	101 AIRPORT DR HANGER	16	1	\$ 348,642	\$ 17,365	\$ 0	1980	R	923	0	No	0	R
55317	19	3	No	0	101 AIRPORT DR HANGER	11	1	\$ 144,644	\$ 0	\$ 0	1980	R	923	0	No	0	R
55305	19	4	No	0	101 AIRPORT DR HANGER	11	1	\$ 8,612	\$ 0	\$ 0	1976	R	923	0	No	0	R
55304	19	5	No	0	101 AIRPORT DR HANGER WELKE	11	1	\$ 200,895	\$ 0	\$ 0	1990	R	923	0	No	0	R
55330	19	6	No	0	101 AIRPORT DR LIFT STATION	18	3	\$ 335,613	\$ 0	\$ 0	1980	R	905	0	No	0	R
55331	19	7	No	0	101 AIRPORT DR HANGER UNIT 1	11	1	\$ 69,724	\$ 0	\$ 0	1999	R	923	0	No	0	R
55332	19	8	No	0	101 AIRPORT DR HANGER UNIT 2	11	1	\$ 69,724	\$ 0	\$ 0	1990	R	923	0	No	0	R
55333	19	9	No	0	101 AIRPORT DR HANGER UNIT 3	11	1	\$ 62,608	\$ 0	\$ 0	1990	R	923	0	No	0	R
55334	19	10	No	0	101 AIRPORT DR HANGER UNIT 4	11	1	\$ 62,608	\$ 0	\$ 0	1990	R	923	0	No	0	R
55307	19	11	No	0	101 AIRPORT DR AIRPORT HANGER	11	1	\$ 334,847	\$ 0	\$ 0	2006	R	923	0	No	0	R
55308	19	12	No	0	101 AIRPORT DR FUEL SYSTEM STATION	11	3	\$ 15,774	\$ 0	\$ 0	1978	R	100	0	No	0	R
55309	19	13	No	0	101 AIRPORT FUEL TANK & EQUIPMENT	11	3	\$ 121,034	\$ 0	\$ 0	1978	R	100	0	No	0	R
55310	19	14	No	0	101 AIRPORT DR SRE BLDG	10	2	\$ 1,776,135	\$ 0	\$ 0	1978	R	100	0	No	0	R
55323	19	15	No	0	101 AIRPORT DRIVE HANGER	16	1	\$ 205,482	\$ 0	\$ 0	2011	R	923	0	No	0	R
55318	20	1	No	0	109 MASON RENTAL OLD POST OFFICE	10	1	\$ 593,910	\$ 0	\$ 0	1950	R	100	0	No	0	R
55319	21	1	No	0	98 GRANT ST WATER TREATMENT BUILDING	14	2	\$ 8,437,626	\$ 116,921	\$ 0	1978	R	903	0	No	0	R
55354	21	2	No	0	98 GRANT ST PUMP STATION	14	2	\$ 1,125,018	\$ 0	\$ 0	1980	R	901	0	No	0	R
55353	23	1	No	0	STOVER AT M-66 SRVCE BUILDING	14	2	\$ 24,238	\$ 0	\$ 0	1978	R	401	0	No	0	R
55321	23	2	No	0	STOVER @ M66 TRANSFORMER/FENCING	18	4	\$ 450,509	\$ 0	\$ 0	2000	R	906	0	No	0	R
55352	24	1	No	0	401 CAPENTER ELECTRIC DEPT./STREET DEPT	14	2	\$ 328,481	\$ 92,610	\$ 0	1976	R	906	0	No	0	R
55311	24	2	No	0	401 W CARPENTER FIRE TRAINING CLASSROOM	15	1	\$ 9,386	\$ 0	\$ 0	2000	R	100	0	No	0	R
55351	25	1	No	0	108 PARK AVE CONSERVANCY HOUSE	11	1	\$ 219,469	\$ 0	\$ 0	1980	R	100	0	No	0	R
55288	27	1	No	0	101-109 BRIDGE PARK DR COAST GUARD STOR	10	2	\$ 1,561,519	\$ 91,221	\$ 0	1960	R	403	0	No	0	R
55313	28	1	No	0	LIFT STATION KMART/WOLOHAN M-66	18	3	\$ 67,045	\$ 0	\$ 0	2000	R	101	0	No	0	R
55335	31	1	No	0	TAYLOR AND ANCE RDS LIFT STATION	18	3	\$ 48,214	\$ 0	\$ 0	1989	R	905	0	No	0	R
55336	32	1	No	0	MATTHEWS LANE LIFT STATION	18	3	\$ 32,004	\$ 0	\$ 0	1990	R	905	0	No	0	R
55337	33	1	No	0	BELVEDERE AVE ROUND LAKE LIFT STATION	18	3	\$ 32,144	\$ 0	\$ 0	1978	R	905	0	No	0	R
55338	34	1	No	0	PINE CLUB DRIVE LIFT STATION	18	3	\$ 33,750	\$ 0	\$ 0	1990	R	905	0	No	0	R
55339	35	1	No	0	PALMER ST@ PINE RIVER LIFT STATION	18	3	\$ 45,001	\$ 0	\$ 0	1990	R	905	0	No	0	R
55340	36	1	No	0	OLD ORCHARD RD LIFT STATION	18	3	\$ 40,179	\$ 0	\$ 0	1990	R	905	0	No	0	R
55341	37	1	No	0	FERRY AVE AND EATON LIFT STATION	18	3	\$ 48,214	\$ 0	\$ 0	1990	R	905	0	No	0	R
55342	38	1	No	0	MERCER BLVD LIFT	18	3										

55343	39	1	No	0	EDGEWATER INN @ BRIDGE LIFE STATION	18	3	\$ 31,513	\$ 0	\$ 0	1990	R	905	0	No	0	R
55344	40	1	No	0	COUNTRY CLUB DR LIFT STATION	18	3	\$ 40,179	\$ 0	\$ 0	1990	R	905	0	No	0	R
55345	42	1	No	0	202-204 BRIDGE PARK DR LIFT STATION	18	3	\$ 149,687	\$ 0	\$ 0	1990	R	905	0	No	0	R
55284	43	1	No	0	1522 BRIDGE ST LIFT STATION	10	3	\$ 291,315	\$ 0	\$ 0	1990	R	905	0	No	0	R
55287	44	1	No	0	FERRY AVE DEPOT	11	5	\$ 471,352	\$ 0	\$ 0	1934	R	600	0	No	0	R
55312	45	1	No	0	08825 MARTIN ROAD SERVICE BLDG	16	1	\$ 37,120	\$ 0	\$ 0	1989	R	403	0	No	0	R
55322	45	2	No	0	08825 MARTIN ROAD TRANSFORMER/FENCING	18	5	\$ 525,828	\$ 0	\$ 0	2000	R	906	0	No	0	R
55314	46	1	No	0	SOUTH BREAKWATER SOUTH PIER LIGHTHOUSE	11	2	\$ 92,020	\$ 0	\$ 0	1978	R	622	0	No	0	R
55315	47	1	No	0	100 E. CLINTON HARBOR MASTER	11	1	\$ 2,812,303	\$ 23,153	\$ 0	2000	R	609	0	No	0	R
55316	49	1	No	0	100 E CLINTON ST PERFORMANCE PAVILLION	11	3	\$ 2,449,224	\$ 11,576	\$ 0	2005	R	614	0	No	0	R
Totals:								\$55,569,667	\$1,595,745	\$0							
Grand Total:								\$57,165,412									
																	

This application is READ ONLY. It has already been submitted.

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VII. CRIME COVERAGE:

- A. Limit of Coverage - \$ 100,000
- B. "Broad Form" Money & Securities
- C. Inside Coverage:
- D. Outside Coverage:
- E. Money Order and Counterfeit Paper Currency
- F. Depositors' Forgery
- G. Locations to Include:
 - 1. All Officials Homes
 - 2. Place of Employment
 - 3. Banking Facility

VIII: PUBLIC OFFICIAL BONDS*

Treasurer \$25,000

BLANKET BOND \$100,000

NOTE: THE ABOVE BONDS ARE INCLUDED AT NO ADDITIONAL CHARGE

ADDITIONAL POSITIONS AND HIGHER LIMITS AVAILABLE
(Those who collect money or fees should be bonded)

*** NOTE: Higher limits available upon request.**

X. LAW ENFORCEMENT PROFESSIONAL LIABILITY COVERAGE:

Limit of Liability Per Occurrence	\$ 5,000,000
Limit of Liability Per Aggregate	\$ No Aggregate
Deductible	\$ 0

- A. PERSONAL INJURY
- B. WRONGFUL ACT
- C. HOT PURSUIT ENDORSEMENT

XI. BUSINESS ELECTRONIC EQUIPMENT COVERAGE:

- A. Combined Media and Extra Expense Coverage - \$ 100,000
- B. Computer Coverage- \$100,000
- C. System Breakdown Coverage Endorsement
 - 1. Mechanical Breakdown; Machinery Breakdown
 - 2. Short Circuit; Blow out; other Electrical Disturbance
 - 3. Electrical or Magnetic Injury

XII. BOILER AND MACHINERY:

- A. Repair or Replacement Coverage Included
- B. Direct Damage Coverage as follows: Unfired Pressure Vessels, Motors and Centrifugal Pumps. Internal Combustion Engines, Generators and
- C. Miscellaneous Electrical Apparatus

Deductible of \$ 2,500 Deductible \$ 57,165,412.00

PREMIUM SUMMARY

I. COMPREHENSIVE MUNICIPAL LIABILITY	INCLUDED
II. FLEET LIABILITY	INCLUDED
III. FLEET (PROPERTY)	INCLUDED
IV. INLAND MARINE	INCLUDED
V. PROPERTY (FIRE)	INCLUDED
VI. VALUABLE PAPERS AND RECORDS	INCLUDED
VII. CRIME	INCLUDED
VIII. BONDS	INCLUDED
IX. WORKERS COMPENSATION	
X. POLICE PROFESSIONAL	INCLUDED
XI. BUSINESS ELECTRONIC EQUIPMENT	INCLUDED
XII. BOILER AND MACHINERY	INCLUDED
XIII. VOLUNTEER FIREMEN'S ACCIDENT	

TOTAL PAR-PLAN ANNUAL PREMIUM: **\$95,383.00**

NOTE: The **MICHIGAN TOWNSHIP PARTICIPATING PLAN** is formed under the enabling legislation of Public Act #138. It is a 'fixed cost, fully reinsured, **non-assessable program**', controlled by the Board of Directors of the Michigan Township Participating Plan.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: October 16, 2017

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
09/29/2017		
121579	PRIORITY HEALTH	38,256.36
Total 09/29/2017:		38,256.36
Grand Totals:		38,256.36

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

09/29/17 Special Accounts Payable Run	\$	38,256.36
10/06/17 Payroll (net pay)	\$	96,720.14
10/06/17 Payroll Transmittal Checks	\$	5,502.13
10/17/17 Regular Accounts Payable	\$	591,886.03
Checks Sub-Total:	\$	732,364.66

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

10/02/17 MI Public Power Agency	\$	16,923.07
10/06/17 IRS (Payroll Tax Deposit)	\$	35,662.66
10/06/17 Alerus Financial (HCSP)	\$	420.00
10/06/17 State of MI (Withholding Tax)	\$	5,090.96
10/06/17 Vantagepoint (401 ICMA Plan)	\$	742.50
10/06/17 Vantagepoint (457 ICMA Plan)	\$	12,532.51
10/06/17 Vantagepoint (Roth IRA)	\$	1,061.53
10/06/17 Payment Service Network	\$	234.90
10/10/17 MI Public Power Agency	\$	14,637.16
10/11/17 State of MI (Sales Tax)	\$	25,456.31
10/12/17 DTE Energy	\$	1,436.74
ACH Sub-Total:	\$	114,198.34

Huntington National Bank Total: \$ 846,563.00

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

10/17/17 Tax Disbursement	\$	52,905.06
Charlevoix State Bank Total:	\$	52,905.06

Grand Total: \$ 899,468.06

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
09/30/2017	PC	10/06/2017	24400	GIBSON, SHIRLEY J.	43		586.59
09/30/2017	PC	10/06/2017	24401	PERRON, LEON R.	45		516.03
09/30/2017	PC	10/06/2017	24402	KURTZ, LUTHER J.	54		886.56
09/30/2017	PC	10/06/2017	24403	HAGEN, AARON W.	56		431.73
09/30/2017	PC	10/06/2017	24404	OLEKSY, THOMAS M.	57		422.88
09/30/2017	PC	10/06/2017	24405	KALBFELL, JANET P.	58		443.28
09/30/2017	PC	10/06/2017	24406	WELLER, LINDA JO	101		1,496.31
09/30/2017	PC	10/06/2017	24407	HEYDLAUFF, MARK L.	102		2,543.08
09/30/2017	PC	10/06/2017	24408	GOLDING, JOYCE M.	106		1,132.69
09/30/2017	PC	10/06/2017	24409	DEROSIA, PATRICIA E.	107		941.36
09/30/2017	PC	10/06/2017	24410	DOTSON, LINDSEY J.	109		1,435.09
09/30/2017	PC	10/06/2017	24411	LOY, EVELYN R.	117		1,048.93
09/30/2017	PC	10/06/2017	24412	KLOOSTER, ALIDA K.	121		1,901.19
09/30/2017	PC	10/06/2017	24413	GOLOVICH, KAREN J.	122		993.67
09/30/2017	PC	10/06/2017	24414	SPENCLEY, PATRICIA L.	136		1,074.62
09/30/2017	PC	10/06/2017	24415	MILLER, FAITH G.	142		42.13
09/30/2017	PC	10/06/2017	24416	LEESE, MERRI C.	145		343.51
09/30/2017	PC	10/06/2017	24417	MCGINN, KELLY A.	146		1,611.87
09/30/2017	PC	10/06/2017	24418	JONES, JANET M.	148		496.47
09/30/2017	PC	10/06/2017	24419	DOAN, GERARD P.	201		1,600.03
09/30/2017	PC	10/06/2017	24420	SCHLAPPI, JAMES L.	204		931.57
09/30/2017	PC	10/06/2017	24421	UMULIS, MATTHEW T.	205		1,389.03
09/30/2017	PC	10/06/2017	24422	HANKINS, SCOTT A.	208		1,533.90
09/30/2017	PC	10/06/2017	24423	ORBAN, BARBARA K.	209		1,325.80
09/30/2017	PC	10/06/2017	24424	FLICKEMA, ANDREW M.	211		1,849.65
09/30/2017	PC	10/06/2017	24425	MATELSKI, KIMBERLY A.	212		1,185.34
09/30/2017	PC	10/06/2017	24426	RILEY, DENISE M.	213		436.69
09/30/2017	PC	10/06/2017	24427	EVANS JR, HALBERT K.	214		1,470.62
09/30/2017	PC	10/06/2017	24428	KLOOSTER, PATRICK H.	216		1,050.59
09/30/2017	PC	10/06/2017	24429	BINGHAM, LARRY E.	224		836.39
09/30/2017	PC	10/06/2017	24430	MATELSKI, RYAN G.	230		849.92
09/30/2017	PC	10/06/2017	24431	CARLSON, JOSHUA A.	249		72.24
09/30/2017	PC	10/06/2017	24432	GREYERBIEHL, KELLY M.	260		184.58
09/30/2017	PC	10/06/2017	24433	WURST, RANDALL W.	411		1,471.99
09/30/2017	PC	10/06/2017	24434	MAYER, SHELLEY L.	412		1,654.09
09/30/2017	PC	10/06/2017	24435	HILLING, NICHOLAS A.	413		1,140.14
09/30/2017	PC	10/06/2017	24436	MEIER III, CHARLES A.	421		1,055.58
09/30/2017	PC	10/06/2017	24437	ZACHARIAS, STEVEN B.	422		1,264.33
09/30/2017	PC	10/06/2017	24438	SWEM, DONALD L.	512		1,875.31
09/30/2017	PC	10/06/2017	24439	EATON, BRAD A.	515		1,830.99
09/30/2017	PC	10/06/2017	24440	WILSON, TIMOTHY J.	516		2,240.96
09/30/2017	PC	10/06/2017	24441	LAVOIE, RICHARD L.	519		1,089.04
09/30/2017	PC	10/06/2017	24442	STEVENS, BRANDON C.	521		1,836.90
09/30/2017	PC	10/06/2017	24443	DRAVES, MARTIN J.	523		1,735.98
09/30/2017	PC	10/06/2017	24444	BROWN, STEPHANIE C.	524		1,089.85
09/30/2017	PC	10/06/2017	24445	ANDERSON, ELIZABETH	526		1,112.49
09/30/2017	PC	10/06/2017	24446	ELLIOTT, PATRICK M.	600		2,000.49
09/30/2017	PC	10/06/2017	24447	SCHWARTZFISHER, JOS	603		1,219.04
09/30/2017	PC	10/06/2017	24448	BRADLEY, KELLY R.	614		1,300.65
09/30/2017	PC	10/06/2017	24449	HART II, DELBERT W.	616		1,402.87
09/30/2017	PC	10/06/2017	24450	JONES, ROBERT F.	618		1,445.14
09/30/2017	PC	10/06/2017	24451	DORAN, JUSTIN J.	621		1,439.35
09/30/2017	PC	10/06/2017	24452	FARRELL, MITCHELL L.	622		1,451.17
09/30/2017	PC	10/06/2017	24453	MANKER JR, DAVID W.	638		596.77
09/30/2017	PC	10/06/2017	24454	MANKER SR, DAVID W.	639		796.02
09/30/2017	PC	10/06/2017	24455	BECKER, MICHAEL S.	641		675.99
09/30/2017	PC	10/06/2017	24456	NEDWICK, DAVID J.	642		427.96

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/30/2017	PC	10/06/2017	24457	FREY, DYLAN V.	643		563.00
09/30/2017	PC	10/06/2017	24458	HAWKINS, JAMES S.	662		193.15
09/30/2017	PC	10/06/2017	24459	MCGHEE, ROBERT R.	663		1,154.49
09/30/2017	PC	10/06/2017	24460	ALDEN, CAMDEN D.	670		321.25
09/30/2017	PC	10/06/2017	24461	CRANDELL, ZACKARY R.	691		564.99
09/30/2017	PC	10/06/2017	24462	LEITNER, RYAN S.	692		745.33
09/30/2017	PC	10/06/2017	24463	FERGUSON, ROYCE L.	693		659.74
09/30/2017	PC	10/06/2017	24464	BOSS, SHERRY M.	695		710.23
09/30/2017	PC	10/06/2017	24465	KIRINOVIC, THOMAS F.	700		626.44
09/30/2017	PC	10/06/2017	24466	ANZELL, BETH A.	712		621.25
09/30/2017	PC	10/06/2017	24467	HEID, THOMAS J.	802		1,246.89
09/30/2017	PC	10/06/2017	24468	LEESE, ALAN K.	835		432.78
09/30/2017	PC	10/06/2017	24469	DAVIS, RONALD L.	853		79.29
09/30/2017	PC	10/06/2017	24470	FAIRCHILD, GALEN W.	855		116.24
09/30/2017	PC	10/06/2017	24471	MASSON, DONALD J.	861		468.81
09/30/2017	PC	10/06/2017	24472	KUSINA, DENNIS W.	862		116.73
09/30/2017	PC	10/06/2017	24473	LABLANCE, MAUREEN J.	863		80.80
09/30/2017	PC	10/06/2017	24474	LIVINGSTON, BRIAN D.	866		708.40
09/30/2017	PC	10/06/2017	24475	VANLOO, JOSEPH G.	902		699.11
09/30/2017	PC	10/06/2017	24476	WYMAN, MATTHEW A.	927		1,500.48
09/30/2017	PC	10/06/2017	24477	BOSS, RYDER S.	932		637.38
09/30/2017	PC	10/06/2017	24478	MILLER, WILLIAM S.	933		1,393.56
09/30/2017	PC	10/06/2017	24479	DOUGLAS, MARK	935		779.01
09/30/2017	PC	10/06/2017	24480	TRAVERS, MANUEL J.	1000		2,024.33
09/30/2017	PC	10/06/2017	24481	STEVENS, JEFFREY W.	1028		312.25
09/30/2017	PC	10/06/2017	24482	RILEY, CASEY W.	1052		285.96
09/30/2017	PC	10/06/2017	24483	JONES, LARRY M.	1057		867.43
09/30/2017	PC	10/06/2017	24484	WILLSON, BRENDA R.	1059		535.20
09/30/2017	PC	10/06/2017	24485	BEAN, PETER J.	1060		458.10
09/30/2017	PC	10/06/2017	24486	FENNELL, DREW M.	1062		378.85
09/30/2017	PC	10/06/2017	24487	MCCALIB, RACHELLE L.	1066		188.47
09/30/2017	PC	10/06/2017	24488	MCMULLEN, DONALD R.	1067		1,362.74
09/30/2017	PC	10/06/2017	24489	BOYCE, REBECCA L.	1070		589.24
09/30/2017	PC	10/06/2017	24490	MCFARLAND, JONATHAN	1071		385.92
09/30/2017	PC	10/06/2017	24491	SILVA, JESSE L.A.	1073		207.22
09/30/2017	PC	10/06/2017	121580	COLE, SHANE	50		674.15
09/30/2017	PC	10/06/2017	121581	GERBER, SAMUEL A.	147		64.64
09/30/2017	PC	10/06/2017	121582	WHITLEY, ANDREW T.	522		2,000.84
09/30/2017	PC	10/06/2017	121583	MORRISON, KEVIN P.	601		1,017.23
09/30/2017	PC	10/06/2017	121584	JOHNSON, STEVEN P.	617		1,024.21
09/30/2017	PC	10/06/2017	121585	BISHAW, JAMES H.	633		754.91
09/30/2017	PC	10/06/2017	121586	GILL, DAVID R.	856		1,022.91
09/30/2017	PC	10/06/2017	121587	MATTER, DAWSON K.	1038		2,928.75
Grand Totals:			100				96,720.14

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
09/30/2017	10/06/2017	121588	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	450.00
09/30/2017	10/06/2017	121589	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	191.88
09/30/2017	10/06/2017	121589	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	447.24
09/30/2017	10/06/2017	121590	BARRY COUNTY TRIAL C	9029	Wage Assignment: Case 04-6725	20.00
09/30/2017	10/06/2017	121591	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 9/30/2	59.00
09/30/2017	10/06/2017	121592	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,410.77
09/30/2017	10/06/2017	121593	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
09/30/2017	10/06/2017	121594	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	537.98
09/30/2017	10/06/2017	121595	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
09/30/2017	10/06/2017	121596	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 9	201.00
09/30/2017	10/06/2017	121597	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,632.43
Grand Totals:		11				5,502.13

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Check Number	Payee	Amount
10/17/2017		
121598	ACE HARDWARE	2,046.36
121599	AHERN, ROBERT & ELIZABETH	98.44
121600	ALL-PHASE ELECTRIC SUPPLY CO.	60.17
121601	ALTEC INDUSTRIES INC	232.59
121602	AMERICAN WATER WORKS ASSN	187.00
121603	APX INC.	50.82
121604	AUDICARE HEARING CENTER	114.28
121605	AUTO VALUE	1,058.34
121606	AVFUEL CORPORATION	91,366.09
121607	B & L SOUND INC	732.31
121608	BEAVER RESEARCH COMPANY	111.16
121609	BEIJO DE CHOCOLAT LLC	21.00
121610	BELL EQUIPMENT COMPANY	161.79
121611	BERG, REBECCA	99.00
121612	BLACK DIAMOND BROADCASTING	300.00
121613	CARQUEST OF CHARLEVOIX	1,092.05
121614	CCP INDUSTRIES INC	138.72
121615	CHARLEVOIX AREA CHAMBER OF CO	62.50
121616	CHARLEVOIX COUNTY NEWS	130.00
121617	CHARLEVOIX COURIER	63.00
121618	CHARLEVOIX SCREEN MASTERS INC	317.00
121619	CHARLEVOIX TOWNSHIP	15.23
121620	CHARLEVOIX-EMMET ISD	140.00
121621	CHARTER COMMUNICATIONS	1,173.39
121622	CHEMICAL SYSTEMS INC.	2,240.00
121623	CINTAS CORPORATION #729	121.78
121624	CITY OF CHARLEVOIX - MISC	2,556.33
121625	COMPLETE CAR DETAILING	28.21
121626	COOK FAMILY FARMS	105.00
121627	DERRER OIL & PROPANE CO	600.00
121628	DHASELEER, CARL	70.00
121629	DITCH WITCH SALES OF MICHIGAN	477.60
121630	DORNBOS SIGN INC.	1,103.72
121631	DOTSON, LINDSEY J.	25.08
121632	EATON CORPORATION	644.28
121633	EJ USA INC.	473.81
121634	EMERGENCY MEDICAL PRODUCTS I	223.14
121635	EMERGENCY VEHICLE PARTS & PRO	264.75
121636	ETNA SUPPLY	4,120.01
121637	FAMILY FARM & HOME	163.90
121638	FARMER WHITE'S	153.00
121639	FARRELL, MITCHELL L.	43.38
121640	FASTENAL COMPANY	522.50
121641	FISHER SCIENTIFIC	598.21
121642	FOLTZ, VIRGINIA	48.63
121643	FOX CHARLEVOIX FORD	3.40
121644	FREEDOM MAILING SERVICES INC.	2,294.84
121645	GBS INC.	68.18

Check Number	Payee	Amount
121646	GOLOVICH, KAREN	14.00
121647	GRAND TRAVERSE GARAGE DOOR	162.00
121648	GREAT LAKES COCA-COLA DISTRIBU	230.30
121649	GRP ENGINEERING INC.	4,000.00
121650	HACH COMPANY	910.09
121651	HANKINS, SCOTT A.	67.50
121652	HARBOR HOUSE PUBLISHERS	84.50
121653	HEIDER, MICHAEL	40.00
121654	HEYDLAUFF, MARK L	329.97
121655	HYDE SERVICES LLC	221.65
121656	IDEXX DISTRIBUTION INC.	212.01
121657	INDESIGN	665.00
121658	INTERWATER FARMS INC	175.00
121659	JACOBSEN	83.52
121660	JOHN E. GREEN COMPANY	417.00
121661	KMart	144.04
121662	KNUTSON, ROGER	100.89
121663	KOORSEN FIRE & SECURITY	42.70
121664	KSS ENTERPRISES	809.01
121665	LAKESHORE TIRE & AUTO SERVICE	144.90
121666	LOTTIE'S BAGELS	195.00
121667	MANAGEMENT AND BEHAVIOR	625.00
121668	MATELSKI, KIMBERLY A.	77.13
121669	MCCARDEL CULLIGAN-PETOSKEY	50.00
121670	McGINN, KELLY A.	397.28
121671	MCKENZIE, LOUIS	68.36
121672	MDC CONTRACTING LLC	204,892.98
121673	MEADOWBROOK INSURANCE GROU	923.08
121674	MELKE, PEGGY	75.00
121675	MI-AWWA	160.00
121676	MICHIGAN OFFICEWAYS INC	1,954.62
121677	MICHIGAN WEBS	500.00
121678	MJS PAINTING INC	4,979.00
121679	MUNICIPAL UNDERWRITERS OF MIC	95,383.00
121680	MUNICIPAL UNDERWRITERS OF MIC	55.00
121681	MUNSON HEALTHCARE CHARLEVOIX	219.12
121682	MURRAY'S CREATIONS	75.00
121683	MYERS, DAN	40.00
121684	NORTHERN MICHIGAN REVIEW INC.	1,122.24
121685	NORTHERN SAFETY CO INC	80.97
121686	OMS COMPLIANCE SERVICES INC	52.50
121687	OTEC	85.00
121688	OWENS, MAUREEN	33.81
121689	PARASTAR INC.	2,037.90
121690	PERFORMANCE ENGINEERS INC	9,392.50
121691	PHYSICIAN'S CLINIC OF CHARLEVOIX	230.00
121692	PLUNKETT & COONEY	80.00
121693	POND HILL FARM LLC	95.00
121694	POWER LINE SUPPLY	16,027.37

M = Manual Check, V = Void Check

Check Number	Payee	Amount
121695	PREIN & NEWHOF	12,090.84
121696	PRO-VISION VIDEO SYSTEMS	1,818.00
121697	PURITY CYLINDER GASES INC	189.55
121698	QUILL CORP	50.86
121699	R & R PRODUCTS INC	223.13
121700	RAECKE, MICHAEL	15.00
121701	RANGE TELECOMMUNICATIONS	116.40
121702	RESIDEX LLC	330.00
121703	ROWE PROFESSIONAL SERVICES CO	805.00
121704	RUSTIC BAKER	27.00
121705	S&W HEALTHCARE CORPORATION	269.98
121706	SALMONSON, TIM	25.00
121707	SEARS COMMERCIAL ONE	474.99
121708	SHARROW MASONRY INC	4,971.95
121709	SHORELINE POWER SERVICES INC.	28,744.88
121710	SIEGRIST, DAVID	29.00
121711	SITE ONE LANDSCAPE SUPPLY	349.77
121712	SPARTAN DISTRIBUTORS INC	406.55
121713	SPARTAN STORES LLC	47.76
121714	SPENCLEY, PATRICIA L.	67.50
121715	STANDARD ELECTRIC CO	461.32
121716	STATE OF MICHIGAN	68,001.00
121717	STATE OF MICHIGAN	10.00
121718	STUART C IRBY CO	1,718.70
121719	SURFACE ECO BLAST	1,075.00
121720	SUTPHEN TOWERS	1,400.00
121721	SWEET, RICKIE	78.05
121722	SYN-TECH SYSTEMS INC.	124.20
121723	SYSTEMS SPECIALISTS INC	50.00
121724	TELE-RAD INC	515.00
121725	UNIFIRST CORPORATION	524.12
121726	VILLAGE GRAPHICS INC.	197.55
121727	WATTA COOKIE LLC	41.00
121728	WHITLEY, ANDREW T.	319.18
121729	WINNIE'S ORIGINAL LLC	8.00
121730	WOOD SHOP, THE	780.00
121731	WURST, RANDALL W.	47.82
Total 10/17/2017:		591,886.03
Grand Totals:		591,886.03

Check Number	Payee	Amount
10/02/2017		
100217001	MICHIGAN PUBLIC POWER AGENCY	16,923.07
Total 10/02/2017:		16,923.07
Grand Totals:		16,923.07

Check Issue Date	Check Number	Payee	Amount
100617001			
10/06/2017	10061700	**EFTPS* Payroll Taxes	8,923.19
10/06/2017	10061700	**EFTPS* Payroll Taxes	8,923.19
10/06/2017	10061700	**EFTPS* Payroll Taxes	2,086.90
10/06/2017	10061700	**EFTPS* Payroll Taxes	2,086.90
10/06/2017	10061700	**EFTPS* Payroll Taxes	13,642.48
Total 100617001:			
	5		35,662.66
100617002			
10/06/2017	10061700	Alerus Financial	420.00
Total 100617002:			
	1		420.00
100617003			
10/06/2017	10061700	STATE OF MICHIGAN	5,090.96
Total 100617003:			
	1		5,090.96
100617004			
10/06/2017	10061700	Vantagepoint - 401 Plan 109153	742.50
Total 100617004:			
	1		742.50
100617005			
10/06/2017	10061700	Vantagepoint - 457 Plan 300959	4,863.59
10/06/2017	10061700	Vantagepoint - 457 Plan 300959	676.25
10/06/2017	10061700	Vantagepoint - 457 Plan 300959	1,839.20
10/06/2017	10061700	Vantagepoint - 457 Plan 300959	5,153.47
Total 100617005:			
	4		12,532.51
100617006			
10/06/2017	10061700	Vantagepoint - Roth IRA 706117	1,061.53
Total 100617006:			
	1		1,061.53
Grand Totals:			
	13		55,510.16



Check Number	Payee	Amount
10/06/2017		
100617007	PAYMENT SERVICE NETWORK INC.	234.90
Total 10/06/2017:		234.90
Grand Totals:		234.90

Check Number	Payee	Amount
10/10/2017		
101017001	MICHIGAN PUBLIC POWER AGENCY	14,637.16
Total 10/10/2017:		14,637.16
Grand Totals:		14,637.16

Check Number	Payee	Amount
10/11/2017		
101117001	STATE OF MICHIGAN	25,456.31
Total 10/11/2017:		25,456.31
Grand Totals:		25,456.31

Check Number	Payee	Amount
10/12/2017		
101217001	DTE ENERGY	1,436.74
Total 10/12/2017:		1,436.74
Grand Totals:		1,436.74

Check Number	Payee	Amount
10/17/2017		
2963	CHARLEVOIX COUNTY TREASURER	14,711.59
2964	CHARLEVOIX PUBLIC SCHOOLS	15,821.18
2965	CHARLEVOIX PUBLIC SCHOOLS	3,519.44
2966	CHARLEVOIX PUBLIC SCHOOLS	703.77
2967	CHARLEVOIX PUBLIC SCHOOLS	703.77
2968	CITY OF CHARLEVOIX - TAXES DUE	17,445.31
Total 10/17/2017:		52,905.06
Grand Totals:		52,905.06

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: WTP/WWTP Operator

DATE: October 16, 2017

BACKGROUND:

We are proposing a new WTP/WWTP Operator (D and/or F4 or higher) job description to replace the previous WTP/WWTP Apprentice and WTP/WWTP Operator (D and/or F4 or higher) job description.

We believe it is necessary to remove the Apprentice Program from this job description to ensure that we can hire an experienced operator. In addition, we have changed the requirements to allow for either an F4 WTP license or a Municipal Wastewater Treatment Certificate D; whereas, we previously required both licenses.

RECOMMENDATION:

Approve the new WTP/WWTP Operator (D and/or F4 or higher) job description.

ATTACHMENTS:

- ▣ WTP/WWTP Operator (D and/or F4 or higher)

CITY OF CHARLEVOIX

Title: WTP/WWTP Operator (D and/or F4 or higher) **FLSA:** Non-exempt
STATUS: Full-time, Union

Department: WTP/WWTP

Reports to: Chief Operators of WTP/WWTP

Date: 10/16/2017

Position Purpose and Objectives

Learns to and/or operates and controls an entire process or system of machines through the use of control boards or direct physical activity, to transfer and treat water and liquid waste.

Scope and Environment

Work is performed at the City's Water Treatment Plant and Waste Water Treatment Plant or where designated by the Chief Operator. May be scheduled "on-call" for consecutive 24-hour periods. Shifts fluctuate and require weekend work as part of regular schedule. Prompt and regular attendance required.

Essential job functions:

- Operate and maintain pumps, valves, chlorinators, and other mechanical equipment. Repair and lubricate equipment, using hand tools and power tools.
- Operate emergency equipment in case of power failure.
- Add and adjust process chemicals.
- Collect and test water and sewage samples, using test equipment and color analysis standards.
- Accurately record routine operational data, personnel in attendance, and meter and gauge readings, including rates of water flow, pressure, temperature, atmospheric conditions, chemical and power usage, et al.
- Preparation of various reports; relay pertinent data to co-workers in oral, written, and electronic form.
- Operate/drive vehicles and mechanized equipment.
- Practice all OSHA, MIOSHA, and City safety protocols.
- Observe gauge levels and other instruments to determine conditions.
- Operate and adjust controls to purify/clarify water, process or dispose of sewage and generate power and other mechanical equipment needed to operate the plants.
- Inspect equipment – monitor conditions and equipment to determine load requirements and to detect malfunctions.
- Supervise subordinate personnel at direction of Chief Operator.

Knowledge, Skills, and Abilities

- High school graduate or equivalent.
- 18-years-old or older.
- Valid driver's license/safe driving record.
- Responsible attitude/commitment to safety.
- Mathematical and mechanical aptitudes.
- Ability to work in adverse weather conditions/exposed to variety of physical substances.

- Attention to detail; ability to comprehend detailed instructions and communicate clearly.
- Positive attitude and respectful of property and personnel/ability to deal with public.
- Ability to project a positive public image of the City of Charlevoix.
- Ability to see details at close range.
- Physical (static and trunk) strength, dexterity, and coordination to safely handle drums of chemicals as needed.
- To make precisely coordinated movements (control mechanisms and vehicles).

Knowledge, Skills, and Abilities required

- Active Municipal Wastewater Treatment Certificate D or higher, and/or
- Active F4 WTP license or higher.
- Prior experience in WTP/WWTP.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change.

City Council Approval: Pending

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Short Term Rental Ordinance

DATE: October 16, 2017

PRESENTED BY: Sarah Lucas, Staff Planner

BACKGROUND:

As you know, the Charlevoix City Planning Commission 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

City staff presented the proposed ordinance at the August City Council meeting, at which time the Council advised the Planning Commission and staff to proceed with a public hearing process and attorney review. City Attorney Scott Howard has reviewed the language and proposed some minor changes. At the September 11 Planning Commission meeting, the Planning Commission moved to recommend approval of the ordinance with changes. The draft recommended for approval by the Planning Commission is attached for your reference.

Once the ordinance is approved, it will be published and take effect in 30 days.

I will be attending the October 16 meeting to discuss the amendments and answer any questions you may have. If you have any questions in the meantime, please don't hesitate to contact me at 231-929-5034, or via email at sarahlucas@networksnorthwest.org.

RECOMMENDATION:

Motion to approve Ordinance 784 of 2017 as presented and recommend by the Planning Commission.

ATTACHMENTS:

- ▣ Ordinance 784 of 2017

**CITY OF CHARLEVOIX
ORDINANCE NO. 784 of 2017**

AN ORDINANCE TO AMEND ARTICLES 2 AND 5 OF CHAPTER 51 OF TITLE V PLANNING & ZONING OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Amendment of Title V, Chapter 50, Article 2, Sections 5.6, 5.7, 5.9, and 5.11 Definitions

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

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 may include, but are not limited to, the following:

- (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.

The Good Visitor Guideline Materials may be revised by the City's Planning and Zoning Department from time to time.

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.

SECTION 2. Amendment of Title V, Chapter 50, Article 5, Section 5.55 Other Uses

Section 5.55 Other Uses (5) Short-Term Rentals is hereby added and shall read in its entirety as follows:

- (5) *Short-Term Rentals.*
 - (a) 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.

(b) 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:

1. Provide and certify as true the following on a form provided by the City:
 - a) Name, address, and telephone number of the local agent for the dwelling unit
 - b) The street address of the dwelling unit, along with other identification if more than one dwelling unit has the same street address.
 - c) The number of bedrooms in each dwelling unit, and in the dwelling as a whole.
 - d) The number of weeks the dwelling unit is available for short term rental each calendar year.
 - e) 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.
 - f) 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.
 - g) Such other information as the City deems appropriate.
2. Pay an administrative fee, as set by resolution of the City Council.

(c) Regulations.

1. Local agent required. All dwelling units used for short-term rentals shall have a designated local agent.
2. 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.
3. Compliance with codes. The dwelling unit must meet all applicable residential building, health department, nuisance, and safety codes.
4. 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 apply.
5. Fireworks. Fireworks of any kind are not allowed on rental property except in accordance with the City of Charlevoix Fireworks Ordinance.

(d) 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.

(e) Suspension or Revocation of Short Term Rental Registration.

1. 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:
 - a. Any provision of this Ordinance
 - b. Title VI of the City Code: Health Regulations
 - c. Title IX of the City Code: Police Regulations
 - d. Title II of the City Code: Utilities and Services
 - e. Any provision of the Zoning Ordinance or any permit or approval issued pursuant to the Zoning Ordinance.

The Zoning Administrator may find 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.

2. 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.
 - a. 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.
 - b. 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.
 - c. 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

(f) Appeals. Upon a determination by the zoning administrator that the registration of a dwelling unit is subject to revocation pursuant to subsection 5.55.3(e), 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 5.55.3(e) 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. The Zoning Board of Appeals shall independently determine whether there is competent, material, and substantial evidence establishing a violation of Section 5.55.3, and/or whether there is competent, material, and substantial evidence establishing that extenuating circumstances exist.

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

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

Motion by:
Seconded by:
Yeas:
Nays:

State of Michigan)
) §
City of Charlevoix)

Mayor

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Pier Swimming Ordinance

DATE: October 16, 2017

PRESENTED BY: Mayor Luther Kurtz

BACKGROUND:

Current City Ordinance prohibits jumping from the piers on either side of the Pine River Channel where it empties into Lake Michigan. Since 2007, it was a Civil Infraction to jump or swim in the Pine River Channel. About five years ago, due to concerns about people still swimming in the Pine River Channel, the City Council increased the penalty from a civil infraction to a misdemeanor, punishable by a \$500 fine and/or up to 90 days in jail. At the same time, the Council expanded the scope of the prohibited area to include both sides of the Pier.

In Petoskey, the city strongly discourages jumping or swimming from or near the pier, but it is not illegal to jump from the pier in Petoskey. Though, there are some differences between the pier in Petoskey and the pier in Charlevoix. One notable difference is that one side of the Charlevoix Pier is the Pine River Channel, with potentially strong currents. Another notable difference is the Pine River Channel side of the Charlevoix Pier has intensive boat traffic in close proximity to the pier. Although, both of these differences do not appear to be true on the Lake Michigan sides of the Charlevoix Piers.

Petoskey has a sign that reads “Warning — Structure is Not Designed for Public Access — Proceed at Your Own Risk” at the entrance to its pier. Both Lake Michigan Piers in Charlevoix have the same sign posted at their respective entrances.

Regarding Liability: The City Manager reached out to our insurance agent on the potential affect this change might have on insurance; the insurance agent simply referenced the coverage included in our policy.

The restrictions regarding the Channel are found in two sections of the City Code and both are included for your review.

There are a few options to consider;

1. Council could adopt the Petoskey model and continue to discourage jumping and swimming from the Pier in all areas. But it could amend the ordinance so it is only illegal to jump or swim from the pier into the Pine River Channel (or near the entrance to the channel), but not illegal to jump or swim from the pier in other areas.
2. Council could draft new language for the ordinance for the purpose of having a public hearing and getting input from the public. This would better help the Council understand the public’s feeling about how we manage these community assets.
3. The Council could do nothing and leave the ordinance the way it is.

RECOMMENDATION:

Discussion

ATTACHMENTS:

- ▣ Charlevoix City Code, Chapter 117 - Diving or Jumping from a Bridge
- ▣ Charlevoix City Code, Chapter 118 - Prohibited Swimming/Wading Areas
- ▣ Insurance Email

**CHAPTER 117
DIVING OR JUMPING FROM A BRIDGE**

9.221. Diving or jumping.

It shall be unlawful for any person to jump or dive from any bridge, within the City of Charlevoix.

9.222. Causing to fall.

It shall be unlawful for any person to shove, push or cause another person to fall from any bridge, wharf, dock or pier within the City of Charlevoix.

9.223. Penalty.

A violation of this section shall be a municipal civil infraction pursuant to Section 1.12 of this Code.

(Ord. No. 658 03-06-00)

CHAPTER 118
PROHIBITED SWIMMING/WADING AREAS
(Ord 757, 04/16/12)

9.230. Prohibitions Related to the Pine River and Lake Michigan.

As used in this section, Pine River shall mean the water that constitutes the river and all its extensions and further which is bounded on the north by the cement walkway located on the shore; on the east by the inlet of the river at the westerly end of Round Lake; on the south by the cement walkway on the shore; and on the west by the pier heads at the outlet of the river on Lake Michigan. In addition, as used in this section, "pier" means any pier located adjacent to the Pine River and shall include the entire length of each pier including the head or end of the pier and sides of each pier. It shall be unlawful for any person to:

- a. swim or wade in Pine River.
- b. swim or wade within fifteen (15) feet of a pier.
- c. dive from a pier.
- d. access the Pine River or Lake Michigan from a pier for the purpose of swimming, wading or diving.

9.231. Violation—Misdemeanor.

Each person violating any provision of this Chapter shall be guilty of a misdemeanor and shall be subject to a fine of not more than five hundred dollars (\$500) and costs of prosecution, or by imprisonment for not more than ninety (90) days, or both.

Zimbra

markh@charlevoixmi.gov

Re: Swimming/jumping from piers

From : Paul Olson <polson@i2k.com>

Fri, Sep 29, 2017 10:21 AM

Subject : Re: Swimming/jumping from piers**To** : Mark Heydlauff <markh@charlevoixmi.gov>

Hi Mark, Policy and procedures would not supersede coverage documents. We would have a duty and responsibility to defend the City of Charlevoix if a litigation for damages was brought against you. Signage is a good thing as well. I hope this clears up your insurance concerns.

Paul Olson

Sent from my iPad

On Sep 29, 2017, at 5:54 AM, Mark Heydlauff <markh@charlevoixmi.gov> wrote:

Good morning Paul-

There have been requests from community members about allowing people to jump from the break walls of our piers into Lake Michigan with signage indicating it is at the person's own risk. Signage like this is installed on the pier in Petoskey as well. We have signage on the beaches that indicate no lifeguards are present and swimmers are at their own risk also.

Secondly, we have a pier into Lake Charlevoix at Ferry Beach Park. It has been closed for many years but historically there was a diving board at the end and it was used for recreational purposes. In a similar way, if signage were to be posted indicating use of the pier is at one's own risk people could use it as they desired.

If the City Council were to change policy on both or either of these locations, would you have a concern from an insurance perspective and do you anticipate it would increase our rates? Thanks in advance for your feedback.

MH

Mark L. Heydlauff

City Manager

<City_Of_Charlevoix_Logo_Horizontal.png>

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

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CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Ethics and Conflict of Interest

DATE: October 16, 2017

PRESENTED BY: Mayor Luther Kurtz

BACKGROUND:

I would like the Ethics and Conflict of Interest subject to be placed on the agenda for this coming meeting. It seems that we have not had a formal discussion about this in some time, but it is brought up at almost every meeting in some fashion. I think it will be good to give everyone an opportunity to share their thoughts about how we should move forward from here, about how the current resolution works, and about how the proposed ordinance would or could have worked.

RECOMMENDATION:

Discussion

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Recreation Advisory Committee Appointment

DATE: October 16, 2017

PRESENTED BY: Joyce M. Golding, City Clerk

BACKGROUND:

Two current student members of the Recreation Advisory Committee wish to be reappointed for another year. This is a Mayoral appointment with Council approval. Recreation Director Kirinovic recommends the reappointment.

RECOMMENDATION:

Motion to reappoint Abigail Cunningham and Benjamin Peterson to the Recreation Advisory Committee, term expiring September 2018.

ATTACHMENTS:

- ▣ Applications



CITY OF CHARLEVOIX VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

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

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

PLEASE PRINT

NAME: Benjamin Peterson
 ADDRESS: 210 W Hurlbut Charlevoix, MI 49720
 HOME PHONE: 231-675-0623 CELL PHONE: 231-675-0623
 EMAIL: 18petben@rayder.org

ARE YOU A REGISTERED VOTER IN THE CITY? NO HOW LONG HAVE YOU LIVED IN THE CITY? 17 years
 HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? NO

EDUCATIONAL BACKGROUND: Graduating high school in June 2018.

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Work at Camp Mescabi in the summer.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: President of Zonta International at CHS.

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
Yes, I have been on the recreation board since 2016.

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

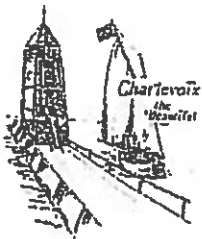
REASON(S) YOU WISH TO SERVE: I want to make a impact in what happens in our community parks and be more involved in the community.

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

SIGNATURE: Ben Peterson DATE: 9-29-17

RETURN APPLICATION TO THE CITY CLERK'S OFFICE:

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



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

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

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

PLEASE PRINT

NAME: Abigail Cunningham
ADDRESS: 06359 Brown Rd, Charlevoix, MI 49720
HOME PHONE: 231-547-3576 CELL PHONE: 231-547-3576
EMAIL: 20cunabi@rayder.org
ARE YOU A REGISTERED VOTER IN THE CITY? no HOW LONG HAVE YOU LIVED IN THE CITY? _____
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? no

EDUCATIONAL BACKGROUND: finished 9th grade high school and starting 10th.

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Employed for 1 year at Northwest Marina

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Have volunteered at Safe Haven Ministries since the age of 8 years old. Volunteer at Games and Grub. Member of Varsity basketball, Varsity Soccer, Varsity volleyball and Varsity Track & Field. Volunteered at the Grand Rapids Student Council in 6th grade. Charlevoix Recreation Department 2016
HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN: Food Basket making lunches.

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN: None

REASON(S) YOU WISH TO SERVE: To continue to contribute to developing fun, clean & safe parks. To be on a platform for recreations of children to develop the love of sports and being healthy.

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

SIGNATURE: Abby Cunningham DATE: 9/2/17

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

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: South Taxilane Construction Design

DATE: October 16, 2017

PRESENTED BY: Matthew Wyman, Interim Airport Manager

BACKGROUND:

With the recent development of and interest in private hangar development at the airport, one logical location is to place them in the overflow lot to the south of the current ramp. The design work to be conducted is for a new taxiway connecting our west apron to the overflow lot. This project will put in place the needed infrastructure for future private hangar development. This project also includes the addition of new fencing on the NE corner of the airport. The \$49,800 of the design work will need to be paid up front by the City, then next fall the City will be reimbursed the cost of the design work, less the City's 5% local match.

The work would be conducted by our airport engineers, RS&H, and their subcontractors.

RECOMMENDATION:

Motion to approve Resolution 2017-10-03 and authorize RS&H to conduct design services outlined in the scope of work as presented for an amount not to exceed \$49,800.

ATTACHMENTS:

- ▣ Scope of Project
- ▣ Design Fee
- ▣ Exhibit
- ▣ Resolution 2017-10-03

**ATTACHMENT E
SCOPE OF SERVICES**

SOUTH TAXILANE CONSTRUCTION

**CITY OF CHARLEVOIX
CHARLEVOIX MUNICIPAL AIRPORT
CHARLEVOIX, MICHIGAN**

I. PROJECT DESCRIPTION

This project consists of design engineering and bid phase services for the South Taxilane Construction at Charlevoix Municipal Airport, in accordance with FAA and MDOT Office of Aeronautics (AERO) standards. Specific elements of work include:

- NEPA documentation – Documented Categorical Exclusion
- Bituminous pavement analysis – Airfield pavement
- Bituminous pavement design – Airfield pavement
- Construction Safety/Phasing Plans and security design.

Construction Administration (CA) and Resident Project Representation (RPR) services will be negotiated at a later date.

II. PROJECT TASKS

TASK 1: INVESTIGATIVE SERVICES

Task 1.1

The Consultant shall coordinate and attend one (1) pre-design meeting with the City of Charlevoix staff in Charlevoix, MI to establish the preliminary design goals and methods. RS&H staff shall also conduct a site visit to access the existing apron pavement and surrounding area.

Task 1.2

The Consultant shall collect, review, compile, and summarize available data related to the project. The Consultant will review the City of Charlevoix files and records to determine relevant information for the Airport to provide, such as survey data, previous design plans and as-built plans, specifications, and geotechnical investigation reports.

Task 1.3

The Consultant shall perform necessary field survey for the project. All surveying activities will be coordinated with the City of Charlevoix prior to surveying. The Consultant shall coordinate and review specific geometric criteria required for topography of existing pavements, airfield lighting and signage, drainage structures and other utilities.

The survey work shall include the following tasks:

- All survey work shall be performed in the Michigan State Plane coordinate system.
- Survey shall be performed at appropriate intervals within the project area. Spot elevations at appropriate intervals shall be included.

- Accurately locate any inlets, manholes, utilities, edge lights, signs, nav aids, edges of pavement, etc. which are within the project limits and provide top elevations only for each structure. Pipe sizes entering and exiting all structures shall be accurately noted.
- Fillets at all pavement intersections shall be supplemented with sufficient intermediate locations and elevations to provide accurate contouring of the intersections.
- An accurate plan of all facilities within the project limits shall be provided, as well as all appurtenant structures adjacent to or near the limits.
- All pavement grades shall be measured to the nearest hundredth of a foot and ground shots to the nearest tenth of a foot. All foot contours shall be interpolated and shown on the survey drawings and electronic files. The contours shall take into account all faults, break lines, etc.
- Show and site benchmark locations and elevations. Benchmarks shall be set using a closed loop from an established USGS benchmark on the airport. All level runs, benchmark descriptions and USGS benchmark descriptions shall be clearly recorded.

All survey data will be provided to the City of Charlevoix, if requested, in an acceptable format.

Task 1.4

The Consultant shall perform a Geotechnical Investigation and prepare a Geotechnical Report, in accordance with FAA Advisory Circular 150/5320-6E, "Airport Pavement Design and Evaluation". All geotechnical activities are to be coordinated with the City of Charlevoix.

The Geotechnical Investigation shall include the following items:

- Mobilization.
- Up to two (2) borings in the area of the proposed taxi lane.
- Two (2) boring shall be to a depth of at least 10 feet.
- Standard boring logs which will include material types, thickness and specifics of any materials present.
- Determination of groundwater table level and the associated seasonal high and/or low groundwater levels.
- Two (2) calculations of California Bearing Ratio (CBR) for the subgrade material found.

The Geotechnical Report shall include the following items:

- A description of the site and subsurface conditions, design recommendations, and a discussion of any special considerations (i.e. removal of unsuitable material, re-compaction of weak soils, estimated settlement, groundwater control, etc.).
- Stratified soil boring profiles, laboratory test data sheets, design CBR calculations and graphs, and any other pertinent information.

All geotechnical reports and data will be provided to the City of Charlevoix, if requested, in an acceptable format.

Task 1.5

The Consultant shall prepare National Environmental Policy Act (NEPA) documentation, required for environmental clearance of the project. This includes preparation of a Documented Categorical Exclusion. Consultant shall submit the Documented Categorical Exclusion to the City of Charlevoix for submittal to FAA.

TASK 2: 60% DESIGN

Task 2.1

The Consultant shall prepare 60% plans, specifications, opinion of probable construction cost, and Final Engineer's Report. The development of the 90% design documents will be coordinated with City of Charlevoix authorized representative(s).

Task 2.2

The Consultant shall conduct an in-house quality control review of the 60% design plans, specifications, opinion of probable construction cost, and Final Engineer's Report prior to submittal to City of Charlevoix authorized representative(s).

Task 2.3

The Consultant shall submit two (2) sets of the 60% plans, specifications, opinion of probable construction cost, and 60% Engineer's Report to the City of Charlevoix for review, comment, and approval to proceed to 90% design.

Task 2.4

The Consultant shall coordinate and attend one (1) meeting in Charlevoix, MI to review the 60% design submittal. The Consultant will provide written minutes of the meeting and distribute to all attendees within five (5) working days of the meeting. City of Charlevoix authorized representative(s) will provide any additional written comments to the Consultant within two weeks of the design review meeting.

TASK 3: 90% DESIGN

Task 3.1

The Consultant shall review all comments received from City of Charlevoix authorized representative(s) from 60% design submittal review and incorporate applicable comments into the plans, specifications, opinion of probable construction cost, and Engineer's Report.

Task 3.2

The Consultant shall prepare 90% plans, specifications, opinion of probable construction cost, and Final Engineer's Report. The development of the 90% design documents will be coordinated with City of Charlevoix authorized representative(s).

Task 3.3

The Consultant shall prepare Construction Safety/Phasing Plans, FAA Form 7460-1 and other appropriate documentation for FAA airspace review for the project, and submit to the City of Charlevoix for submittal to the FAA for review and comment.

Task 3.4

The Consultant shall conduct an in-house quality control review of the 90% design plans, specifications, opinion of probable construction cost, and Final Engineer's Report prior to submittal to City of Charlevoix authorized representative(s).

Task 3.5

The Consultant shall submit two (2) sets of the 90% plans, specifications, opinion of probable construction cost, and Final Engineer's Report to the City of Charlevoix for review, comment, and approval to proceed to Bid Set design.

Task 3.6

The Consultant shall coordinate and attend one (1) meeting in Charlevoix, MI to review the 90% design submittal. The Consultant will provide written minutes of the meeting and distribute to all attendees within five (5) working days of the meeting. City of Charlevoix authorized representative(s) will provide any additional written comments to the Consultant within two weeks of the design review meeting.

Task 3.7

The Consultant shall submit the 90% plans, specifications, and opinion of probable construction cost to the FAA for review and comment.

TASK 4: 100% (BID SET) DESIGN**Task 4.1**

The Consultant shall review all comments received from City of Charlevoix authorized representative(s) from 90% design submittal review and incorporate applicable comments into the plans, specifications, and opinion of probable construction cost.

Task 4.2

The Consultant shall prepare Bid Set plans and technical specifications in accordance with FAA and AERO standards. Specifications shall be based on a unit price total cost construction contract. Front-end specification requirements and format shall include, but not be limited to, the advertisement to bid, legal requirements, proposal, contract, bond forms, general provisions, labor rates, minority participation requirements, special conditions, insurance requirements, and any other pertinent and or required information.

Task 4.3

The Consultant shall prepare final opinion of probable construction costs. The opinion of probable construction cost is made on the basis of the experience, qualifications, and best judgment of a professional consultant familiar with the construction industry. However, the Consultant has no control over the cost of labor and materials, general contractor's or subcontractor's method of determining prices, or competitive bidding and market conditions. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from this or subsequent cost estimates.

Task 4.4

The Consultant shall conduct an in-house quality control review of the Bid Set design plans, specifications, and opinion of probable construction cost, and related documentation prior to each submittal to the City of Charlevoix.

Task 4.5

The Consultant shall submit to the City of Charlevoix all required documentation for CVX's use in bidding the project, including bidding documents, plans, specifications, and engineer's opinion of probable construction cost.

TASK 5: BID/AWARD SERVICES

Task 5.1

The Consultant shall attend a pre-bid conference at the Airport, receive comments, record the minutes of the conference and distribute to City of Charlevoix authorized representative(s) and prospective contractors.

Task 5.2

The Consultant shall issue to the City of Charlevoix all required information to revise plans, specifications and other contract documents prepared by the Consultant in order to (1) provide clarifications, (2) correct discrepancies, or (3) answer bidder questions.

Task 5.3

The Consultant review contractor bids for errors and improprieties, tabulate submitted bids, and provide the City of Charlevoix with a recommendation for award of construction contract.

III. PRESENTATIONS AND/OR MEETINGS

The Consultant will prepare for and attend the following meetings:

- 1) Project Pre-design or Kick-off Meeting
- 3) Project 60% Design Review Meeting
- 4) Project 90% Design Review Meeting
- 5) Pre-Bid Conference at Airport
- 6) Required meetings with tenants

IV. DELIVERABLES

The Consultant will provide the following deliverables:

- 1) NEPA Documentation
- 2) 2 Sets of 60% Plans, Specifications, Cost Estimate, and Engineer's Report
- 3) 2 Sets of 90% Plans, Specifications, Cost Estimate, and Engineer's Report
- 4) 2 Sets of 100% (Bid Set) Plans, Supplemental Specifications and Cost Estimate
- 5) Safety & Phasing plans, 7460-1 Forms, and other documentation as necessary for FAA airspace and safety/phasing reviews
- 6) Bid tabulation and recommendation for award of construction contract

V. SCHEDULE

Project Pre-Design or Kick-Off Meeting	November 2017
Project 60% Design Review Meeting	January 2018
Project 90% Design Review Meeting	February 2018
Bid Set Available to Contractors	April 2018
Pre-Bid Conference	April 2018
Bid Opening	May 2018

SOUTH TAXILANE CONSTRUCTION - DESIGN & BID PHASE SERVICES

SCOPE / TASK TITLE	PROJECT OFFICER	PROJECT MGR	PROJECT ENGINEER	STAFF ENGINEER	CADD TECHN	SUPPORT STAFF	TOTAL
BASIC SERVICES (LUMP SUM)							
Task 1: Investigative Services							
Task 1.1 Pre-Design Meeting w/Airport		8		8			16
Task 1.2 Data Collection		2	4	16			22
Task 1.3 Coordinate Surveying Needs			2				2
Task 1.4 Coordinate Geotechnical Needs			2				2
Task 1.5 NEPA Documentation		2	2	8			12
TOTAL HOURS	0	12	10	32	0	0	54
RATE	\$75.00	\$56.00	\$42.00	\$30.00	\$24.00	\$18.00	\$38.00
TOTAL DIRECT LABOR \$	\$0	\$672	\$420	\$960	\$0	\$0	\$2,052
OVERHEAD @ 178.83%							\$3,670
PROFIT @ 11%							\$629
TOTAL BURDENED LABOR @ 3.10							\$6,351
OTHER DIRECT NON-SALARY COSTS							
SPECIALTY SUBCONSULTANTS							
Survey - Inland Seas Engineering (DBE) - Task 1.3							\$3,000
Geotechnical - Inland Seas Engineering (DBE) - Task 1.4							\$3,000
TOTAL SPECIALTY SUBCONSULTANTS							\$6,000
TRAVEL							
	# People	# Days	Airfare @ \$500	Car @ \$65	Lodging @ \$125	Per Diem @ \$40	No. of Times
Design Kickoff Meeting	2	2	\$0	\$130	\$250	\$160	1
							\$540
TOTAL ODC's							\$6,540
Total Proposed Fee for: Task 1: Investigative Services							\$12,890
Task 2: 60% Design							
Task 2.1 Prepare 60% Documents							
60% Plans		4	10	24	8		46
Preliminary Engineer's Report		2	4	6			12
60% Contract Documents		2	4				6
60% Specifications (FAA)		2	8	4			14
Task 2.2 60% In-House Q.C. Review		8	4	4			16
Task 2.3 60% Design Submittal							0
Task 2.4 60% Design Review Meeting		8		8			16
TOTAL HOURS	0	26	30	46	8	0	110
RATE	\$75.00	\$56.00	\$42.00	\$30.00	\$24.00	\$18.00	\$38.98
TOTAL DIRECT LABOR \$	\$0	\$1,456	\$1,260	\$1,380	\$192	\$0	\$4,288
OVERHEAD @ 178.83%							\$7,668
PROFIT @ 11.0%							\$1,315
TOTAL BURDENED LABOR @ 3.10							\$13,271
OTHER DIRECT NON-SALARY COSTS							
REPRODUCTION	# DWGS	# PAGES					
	@ \$1.50	@ \$0.10	#SETS				
Drawings	20		2				\$60
Reports/Specifications		200	2				\$40
TOTAL REPRODUCTION							\$100
POSTAGE/DELIVERY	# PCKGS	# PCKGS					
	@ \$15.00	@ \$3.00					
Drawings and Specifications	2	2					\$36
TOTAL POSTAGE/DELIVERY							\$36
TRAVEL							
	# People	# Days	Airfare @ \$500	Car @ \$65	Lodging @ \$125	Per Diem @ \$40	No. of Times
60% Design Review Meeting	2	2	\$0	\$130	\$250	\$160	1
Coordination Meeting - Electrical Design	1	2	\$500	\$130	\$125	\$80	1
							\$1,375
TOTAL ODC's							\$1,511
Total Proposed Fee for: Task 2: 60% Design							\$14,780

SCOPE / TASK TITLE			PROJECT OFFICER	PROJECT MGR	PROJECT ENGINEER	STAFF ENGINEER	CADD TECHN	SUPPORT STAFF	TOTAL
Task 3: 90% Design									
Task 3.1 Incorporate 60% Review Comments				2		4			6
Task 3.2 Prepare 90% Documents									
90% Plans				2	8	16	16	2	44
Final Engineer's Report				2	4	4			10
90% Contract Documents				2					2
90% Specifications (FAA)				2	4	2			8
Task 3.3 FAA Airspace Submittals				2			2		4
Task 3.4 90% In-House Q.C. Review				4	2	2			8
Task 3.5 90% Design Submittal									0
Task 3.6 90% Design Review Meeting				8		8			16
Task 3.7 FAA Checklist/Submission 90% Review				2					2
TOTAL HOURS			0	26	18	36	18	2	100
RATE			\$75.00	\$56.00	\$42.00	\$30.00	\$24.00	\$18.00	\$37.60
TOTAL DIRECT LABOR \$			\$0	\$1,456	\$756	\$1,080	\$432	\$36	\$3,760
OVERHEAD @		178.83%							\$6,724
PROFIT @		11.0%							\$1,153
TOTAL BURDENED LABOR @		3.10							\$11,637
OTHER DIRECT NON-SALARY COSTS									
REPRODUCTION		# DWGS @ \$1.50	# PAGES @ \$0.10	#SETS					
Drawings		30		2					\$90
Reports/Specifications			300	2					\$60
TOTAL REPRODUCTION									\$150
POSTAGE/DELIVERY		# PCKGS @ \$15.00	# PCKGS @ \$3.00						
Drawings and Specifications		2	2						\$36
TOTAL POSTAGE/DELIVERY									\$36
TRAVEL									
		# People	# Days	Airfare @ \$500	Car @ \$65	Lodging @ \$125	Per Diem @ \$40	No. of Times	
90% Review Meeting		2	2	\$0	\$130	\$250	\$160	1	\$540
									\$540
									\$726
TOTAL ODC's									
Total Proposed Fee for:		Task 3: 90% Design							\$12,360
Task 4: 100% (Bid Set) Design									
Task 4.1 Incorporate 90% Review Comments				2	2	2			6
Task 4.2 Prepare 100% Bid Documents									
Bid Set Plans				2	4	4	4		14
Final Contract Documents				2					2
Final Specifications (FAA)				1	2	2			5
Task 4.3 Prepare Final Cost Estimate				1		4			5
Task 4.4 100% In-House Q.C. Review				4	2	2			8
Task 4.5 100% Design Submittal									0
TOTAL HOURS			0	12	10	14	4	0	40
RATE			\$75.00	\$56.00	\$42.00	\$30.00	\$24.00	\$18.00	\$40.20
TOTAL DIRECT LABOR \$			\$0	\$672	\$420	\$420	\$96	\$0	\$1,608
OVERHEAD @		178.83%							\$2,876
PROFIT @		11.0%							\$493
TOTAL BURDENED LABOR @		3.10							\$4,977
OTHER DIRECT NON-SALARY COSTS									
REPRODUCTION		# DWGS @ \$1.50	# PAGES @ \$0.10	#SETS					
Drawings		30		2					\$90
Reports/Specifications			300	2					\$60
TOTAL REPRODUCTION									\$150
POSTAGE/DELIVERY		# PCKGS @ \$15.00	# PCKGS @ \$3.00						
Drawings and Specifications		2	2						\$36
TOTAL POSTAGE/DELIVERY									\$36
TOTAL ODC's									\$186
Total Proposed Fee for:		Task 4: 100% (Bid Set) Design							\$5,163

SCOPE / TASK TITLE			PROJECT OFFICER	PROJECT MGR	PROJECT ENGINEER	STAFF ENGINEER	CADD TECHN	SUPPORT STAFF	TOTAL
Task 5: Bid/Award Services									
Task 5.1 Pre-Bid Conference				8	8				16
Task 5.2 Addenda				2		2			4
Task 5.3 Bid Tabulation/Recommendation				2		2			4
TOTAL HOURS			0	12	8	4	0	0	24
RATE			\$75.00	\$56.00	\$42.00	\$30.00	\$24.00	\$18.00	\$47.00
TOTAL DIRECT LABOR \$			\$0	\$672	\$336	\$120	\$0	\$0	\$1,128
OVERHEAD @		178.83%							\$2,017
PROFIT @		11.0%							\$346
TOTAL BURDENED LABOR @		3.10							\$3,491
OTHER DIRECT NON-SALARY COSTS									
		# DWGS	# PAGES						
REPRODUCTION		@	@						
		\$1.50	\$0.10	#SETS					
Drawings		10		2					
Reports/Specifications			100	2					
TOTAL REPRODUCTION									\$50
		# PCKGS	# PCKGS						
POSTAGE/DELIVERY		@	@						
		\$15.00	\$3.00						
Drawings and Specifications		2	2						
TOTAL POSTAGE/DELIVERY									\$36
									\$36
TRAVEL									
		Airfare @	Car @	Lodging @	Per Diem @	No. of			
		# People	# Days	\$500	\$65	\$125	\$40	Times	
Pre-Bid Conference		2	2	\$0	\$130	\$250	\$160	1	\$540
Bid Opening		2	2	\$0	\$130	\$250	\$160	1	\$540
									\$1,080
TOTAL ODC's									\$1,166
Total Proposed Fee for:		Task 5: Bid/Award Services							\$4,660
GRAND TOTAL PROPOSED FEE (LUMP SUM) FOR:		SOUTH TAXILANE CONSTRUCTION - DESIGN & BID PHASE SERVICES							\$49,800

CHARLEVOIX MUNICIPAL AIRPORT - SOUTH TAXILANE CONSTRUCTION

ATTACHMENT D

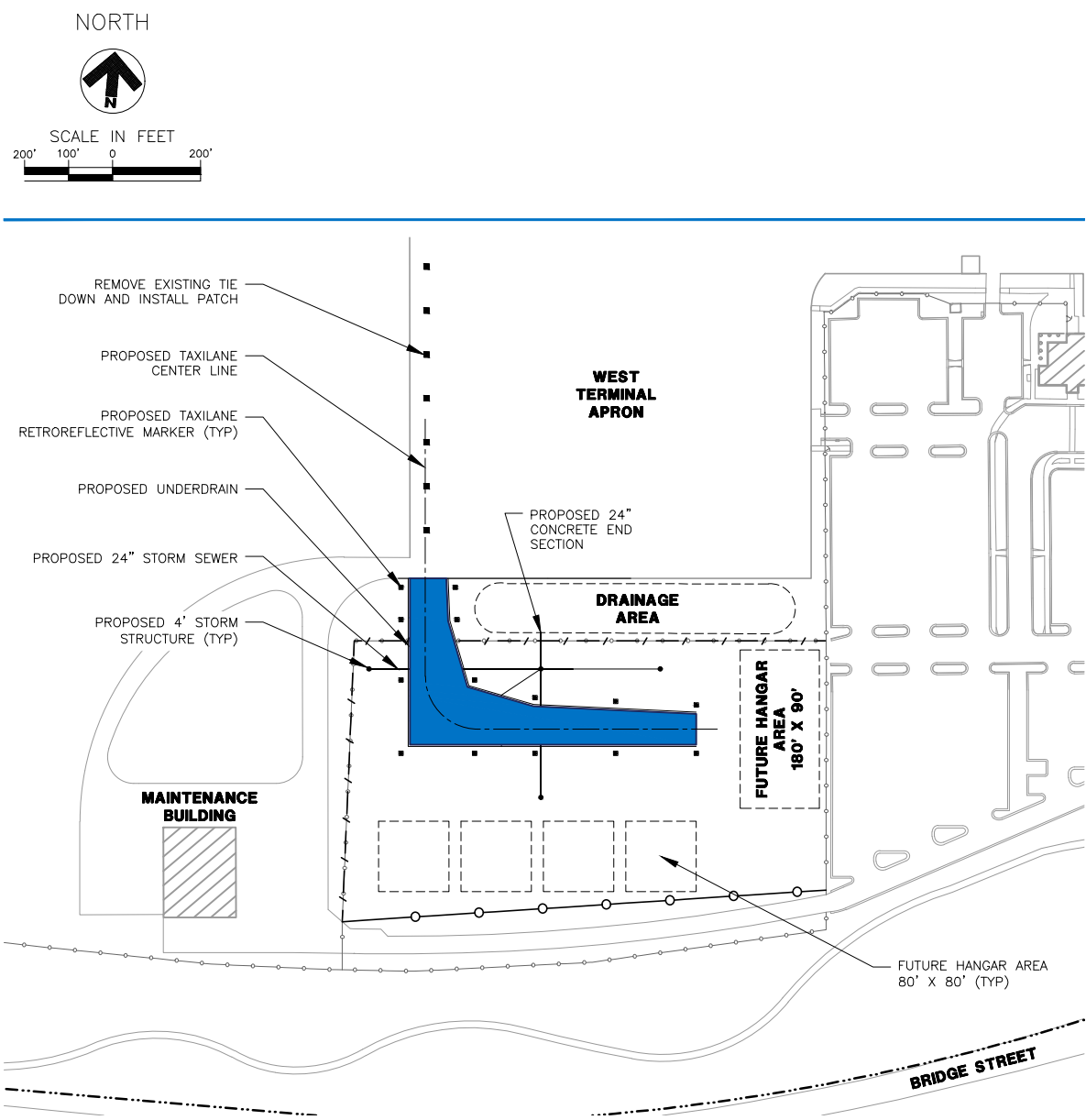


FIGURE 1 - PROPOSED TAXILANE GEOMETRY AND UTILITY CONFIGURATION

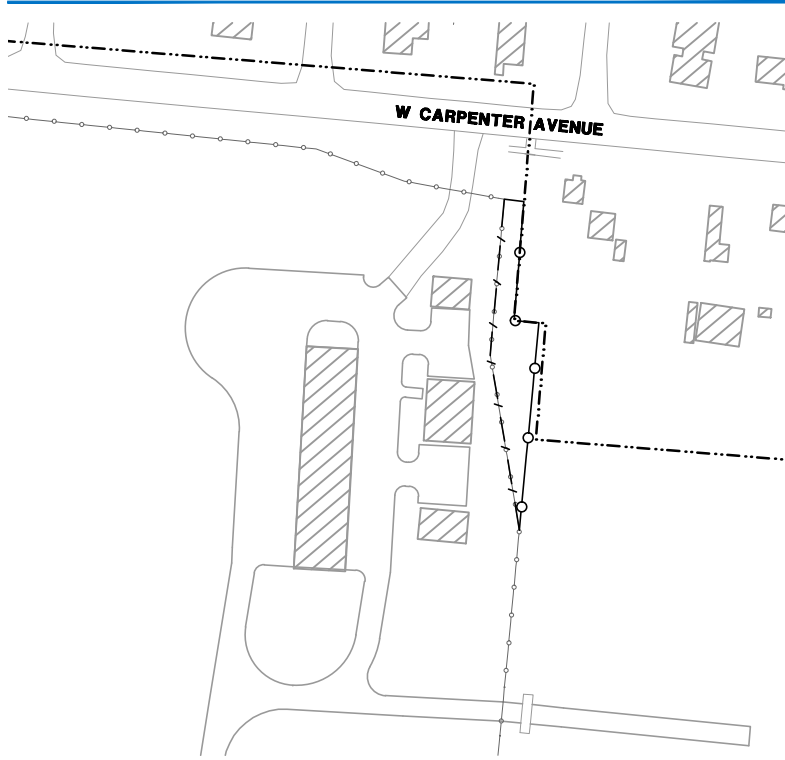
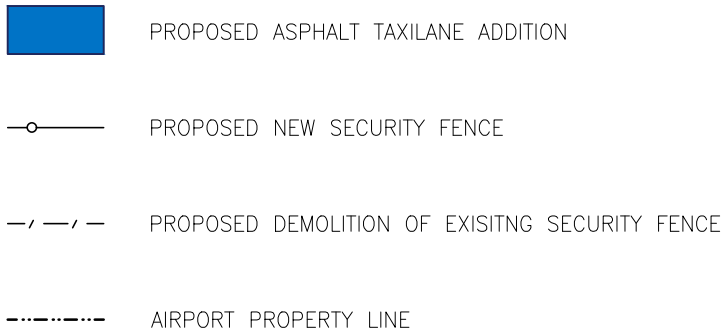


FIGURE 2 - PROPOSED NORTHEAST FENCE RECONFIGURATION



**CITY OF CHARLEVOIX
RESOLUTION NO. 2017-10-03**

**EXECUTION OF AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR SOUTH TAXILANE CONSTRUCTION
(Federal/State project # TBD)**

WHEREAS, the City is approving a contract for Professional Engineering Services with RS&H Michigan, Inc. for the design of a taxiway connecting the West Terminal Apron to the overflow lot for purpose of future private hangar development and fence restoration/installation; and

WHEREAS, the scope of this project will include the design engineering and bid phase services; and

WHEREAS, the cost of the design project, Forty-Nine Thousand Eight Hundred Dollars (\$49,800.00) is to be paid in full by the City of Charlevoix; and

WHEREAS, upon receipt of the FAA and State Block Grants, the City of Charlevoix would be reimbursed Forty-Seven Thousand Three Hundred Ten Dollars, (\$47,310.00) the cost of the design, less the City's 5% Local match of Two Thousand Four Hundred Ninety Dollars (\$2,490.00); and

WHEREAS, this contract will be included in the future FAA AIP Grant / State Block Grant, (Project Number TBD) with the project funding breakdown of 90% Federal, 5% State (MDOT) and 5% Local match.

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

RESOLVED this 16th day of October, 2017 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: October 16, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Infrastructure Update

During the past week, portions or all of 17 streets have been under construction in some fashion. Rieth-Riley has pulverized portions of streets and is now grading and repaving. To the extent possible, we are looking to correct drainage issues that may exist but the primary intent is to improve the quality of the road surface. Construction on Hurlbut has largely been completed and awaits asphalt; work will continue on Antrim Street over the next two to three weeks. Paving on both Antrim and Hurlbut will be completed at the same time along with the east portion of Hamilton Place.

Coming Conferences

I am pleased to announce that, as a result of great local teamwork, Charlevoix has been selected to host two conferences in 2018. The Michigan Municipal Executives will host their 2018 Summer Workshop in downtown Charlevoix. This is the statewide organization of local government managers. It's an honor for me to welcome my colleagues here and show them some of the great projects being done in our community. We have also been chosen to host the Connecting Entrepreneurial Communities Conference next October. This conference is focused on entrepreneurs and how best to develop and engage them in a community.

Site Plan Review Review

At their most recent meeting, the Planning Commission said they would like to explore modifying the Site Plan Review process to remove Council as the final step in the process. They've asked Larry Sullivan to discuss this with Council. Mr. Sullivan will do some research on how other communities in our region handle this and also the kind of training that is available to Planning Commissioners to understand complex zoning matters. He will be at your next meeting to discuss this matter.

Upcoming Meetings

The November 6 meeting will have the presentation of the Annual Audit and the December 2 meeting is tentatively planned for the presentation on the Public Services Facility from Northwest Design Group.

Congratulations

Please congratulate Hal Evans for his 20 years of service as Harbormaster. With the seasonal closure of the Marina this weekend, Hal has tied his last line (at least for a while) and I am grateful for the enthusiasm he has brought to the job and for the excellent way with which he has represented the City of Charlevoix over the years.

ATTACHMENTS:

- ❑ Approved Airport Advisory Committee Minutes - July 31, 2017

- ▣ Approved Downtown Development Authority/Main Street Minutes - August 28, 2017
- ▣ Approved Charlevoix Historic District Commission and Standing Historic District Study Committee Minutes - August 11, 2017
- ▣ Approved Planning Commission Minutes September 11, 2017
- ▣ Approved Shade Tree Commission Minutes - July 6, 2017
- ▣ Approved Shade Tree Commission Minutes - August 8, 2017
- ▣ Approved Solid Waste Ad Hoc Committee Minutes - September 5, 2017
- ▣ Compensation Commission Agenda - October 19, 2017
- ▣ Housing Commission Agenda - October 17, 2017
- ▣ Housing Commission Worksession - October 17, 2017

CITY OF CHARLEVOIX
AIRPORT ADVISORY COMMITTEE MEETING MINUTES
Monday, July 31, 2017 — 10:00 a.m.
210 State Street, Charlevoix, MI

I. Call to Order

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

II. Roll Call of Members Present

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

III. Approval of June 29th Minutes

Chair Woody referenced the Sutton Hangar Update and indicated in the first sentence of Item VI-e that he wasn't the one who stated that "the hangar proposal was heard by the Planning Commission and would now be considered by City Council". He stated that his stance on the Planning Commission was that they shouldn't really have anything to do with Airport issues. Member Gibson stated that she was pleased with what the Planning Commission came up with including conditions on the hangar placement and the suggestion that the Airport Advisory Committee needs to look at a bonafide hangar development plan rather than review on a case by case basis.

Motion by Member Gibson, second by Member Seelye, to approve the June 29th AAC meeting minutes as corrected.
Motion passed by unanimous voice vote.

IV. Inquiry Regarding Possible Conflicts of Interest

V. Managers' Report

Chair Woody stated that based on fuel sales data, skydiving has not damaged the fuel sales. Member Seelye suggested that Mr. Sutton's Bachteal's new hangar should have a 14' door rather than a 12' door.

VI. General Business/All Other Actions and Requests

- a) Conditions for Future Hangar Approval, as Recommended and Approved by the Charlevoix City Council
 - b) New Proposed Hangar
- Both items discussed previously.

VII. Miscellaneous Business/Reports

Chair Woody questioned the status of the Minimum Standards. City Manager Heydlauff replied that the City Attorney felt that they needed to be in greater detail and a new draft would be worked on.

Chair Woody questioned the status of the FBO (Fixed Based Operator) contract and he felt that both contractors who submitted proposals had basically written it off. City Manager Heydlauff disagreed and he stated that he had conversations with the bidders within the last month. It was still his intent to provide a questionnaire to both bidders to provide more detail regarding their proposals. Member Gibson felt that once the Minimum Standards are approved they should be forwarded to the bidders for their review because they bid based on the old Standards. Chair Woody stated that representatives of both entities have told him "that they doubt that it's going to happen".

Del Terrill questioned the amount owed to the City Electric and Sewer funds from the Airport. City Manager Heydlauff replied that the electrical loan debt service would be paid off this year, and there was no sewer loan.

Chair Woody questioned whether the Airport could get its primary entitlement back and Interim Airport Manager Wyman responded that he had nothing further to report. Chair Woody questioned Luther Kurtz's investment in the Airport. Member Gibson stated that Mr. Kurtz's business investment doesn't really have anything to do with the community, the Airport or the City. Chair Woody summarized the issues related to the primary entitlement funding and he felt that skydiving was a factor in the loss of the primary entitlement. He also summarized the Airport's noise abatement policy and associated issues.

Mr. Terrill felt that it was highly inappropriate for Chair Woody to characterize Mr. Kurtz as having no concern or care about the Airport. Mr. Terrill also felt that he was libeled by Chair Woody in saying that he was harassing him. He questioned if the letter he sent to the City Manager was incorporated into the minutes and City Manager Heydlauff

stated that the letter was not. Member Gibson stated that a member of the public could not attack a member of the Committee. Mr. Terrill stated that he wanted to make sure that his public comments are incorporated in the minutes of this meeting "otherwise you may be facing a libel act".

Mr. Terrill felt that the noise policy was not effective and it was being ignored. Don Exelby recalled that they presented a citizen petition to adopt a voluntary noise curfew. He questioned why "quiet hours" was chosen as opposed to "curfew", and Interim Airport Manager Wyman replied that it was voluntary whether it was called a quiet hours policy or a curfew. Mr. Exelby questioned the signage that was promised over a year ago, and Interim Airport Manager Wyman stated he was picking the signs up that day from the printer.

Dan McKenzie indicated that his wife was bothered by the noise from the planes during the night. Pat Miller stated that she also did not care for the noise. She felt sad to hear a Committee member say "if you don't like it, move". She felt that it was important for them to work together as a community and in fairness to those who have the jets coming over their homes at very early hours in the morning it was important to have a voluntary curfew.

Mr. Exelby began a discussion regarding a preferred runway system, and a tag on the AWOS (Automated Weather Observation System) that reiterated the preferred runway system that was very effective per Interim Airport Manager Wyman at the time which has since been removed. Chair Woody felt that he was interrogating Interim Airport Manager Wyman and he took exception to Mr. Exelby "kind of quizzing Matt as if he was on the stand". Mr. Exelby stated that he wanted the record to reflect the discussion, and Chair Woody stated that he wanted the record to know that Mr. Exelby was a pilot "who actually enjoyed the location of your home when you flew" and Mr. Exelby questioned if that was relevant to the issue. Mr. Exelby stated that in a previous conversation with City Manager Heydlauff he suggested that this voluntary quiet hour policy should be available to the pilots in the planning charts. Interim Airport Manager Wyman stated that the preferred runway policy is in the Airport Facilities Directory (AFD) and it states night landings.

Chair Woody questioned how many people in the community have a problem with the noise. With regards to off-hour Airport activity, Pat Miller stated that "I know a lot of people notice them, but people don't want to get involved". Chair Woody suggested that if they could get a large number of people together then the FAA may get involved and listen. He stated that coming to this Committee and wasting it's time and making allegations is just a waste. Member Seelye agreed that it takes a big movement of people to get something started on noise reduction through the FAA.

Mr. Exelby questioned if a NOTAM was published about the voluntary noise reduction program, but Interim Airport Manager Wyman stated it was non-publishable per NOTAM guidelines. Discussion followed regarding a particular flight in early July and which pilots were actually sent the voluntary quiet hour policy letter. Lengthy conversation continued which was heated and argumentative at times.

VIII. Public Comment Other Than Agenda Items

IX. Adjournment

Motion by Member Seelye, second by Member Gibson to adjourn the meeting. Meeting adjourned at 11:11 a.m.

Joyce Golding/fgm

City Clerk

Scott Woody

Chair

CITY OF CHARLEVOIX
CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET MINUTES
Monday, August 28, 2017 at 5:30 p.m.
210 State Street, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Kirby Dipert

Members Present: Richard Christner, Fred DiMartino, Luther Kurtz, Carissa Mullaney, Maureen Owens, Rick Wertz

Members Absent: Tami Gillespie, John Yarocho

City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

a. Minutes of the July 24, 2017 Regular Board Meeting

b. Minutes of the August 14, 2017 Work Session

b. Committee Meeting Minutes

c. Main Street Monthly Report for July 2017

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

6. Reports

a. Director's Report

Director Dotson outlined her maternity leave plan and indicated that her projected last day of work was September 29th. She will work part-time in mid-November/full time the week after Christmas or part-time after Thanksgiving/full-time after the New Year.

b. Branding Update

Director Dotson reiterated information previously provided. No further discussion.

7. Old Business

a. Post Venetian Festival Road Closure Business Owner Survey

Director Dotson stated that there were 42 responses to the Business Owner Survey, with most of the businesses saying that they had a positive or neutral overall experience with the road closure. Links that include complete answers will be shared with members of the DDA, Chamber, and the Venetian Festival planners so that they can review the results. General discussion followed.

8. New Business

a. Wayfinding Signage Design Recommendation

Director Dotson noted that they finished the branding process and were focusing on wayfinding signage. She stated that the Wayfinding Committee liked the second sign without the logo as shown on page 22 of the agenda packet. The Committee voted "blue sign, black pole, no logo" as their recommendation to the DDA Board. Member Owens felt the sign looked much better with the logo. Member Wertz stated that he was the only Committee member that voted against the proposed sign. He stated that other light/sign poles in the City were green and questioned if those poles would be painted black. He commented that it cost over \$100,000 to re-paint all of the poles black. He felt that they should go with the green sign matching the current green posts.

Director Dotson noted that the signs would stand out more with the blue color and the Wayfinding Committee looked at where they can place signs on existing poles to maximize the \$50,000 planned for Phase 1. After discussion regarding sign colors, pole colors, and the design with or without the logo, the majority of the Board preferred the sign with the logo.

Motion by Member Wertz, second by Member DiMartino, to recommend the blue sign with the logo on the bottom (one on the left of page 22 of the agenda packet) and black posts. Motion passed by unanimous voice vote.

b. Recap of Strategy Implementation Work Session on August 14th

Director Dotson summarized the Transformation Strategy and Main Street Refresh as discussed at the Work Session on August 14th. She described current programming and how it fits with the strategy, and updated Over-Arching Goals.

Director Dotson recommended that all Committee meetings be structured so that the Board would receive Work Plan tracking sheets rather than meeting minutes. The Board members concurred with Director Dotson's recommendation.

c. Side Street Tree Lights – Holiday Tree Lights in East Park

Director Dotson stated that the DDA budgeted \$20,000 for lighting more downtown trees and she included a work plan to formalize the additional side street lighting for a cost of \$14,640 (labor and materials). Discussion followed regarding the additional lighting, funding issues, the DDA fund balance, and the additional expenses this year for the branding and wayfinding efforts.

Motion by Member Owens, second by Member Wertz, to approve the Work Plan for \$14,640 to move forward with lighting the side streets. Motion passed by unanimous voice vote.

9. **Public Comment**

10. **Request for Future Agenda Items**

11. **Board Comments**

12. **Adjourn**

Motion by Member Kurtz to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 7:56 p.m.

Joyce Golding/fgm

City Clerk

Kirby Dipert

Chair

Joint Meeting of the
City of Charlevoix
Historic District Commission and the
Historic District Study Committee
Friday, August 11, 2017
Minutes

Ken Polakowski, Chair of the Historic District Commission, called the meeting to order at 11:04 a.m.

Present for the Historic District Commission: Mary Adams, John Campbell, Kay Heise, David Miles, Kenneth Polakowski, Hans Wiemer

Absent: Vicki Voisin

Present for the Historic District Study Committee: Mary Adams, John Campbell, Kenneth Polakowski, Paul Weston

Absent: Hugh Mason, Vicki Voisin, Jeannine Wallace

1) Roll Call

2) Approval of Agenda

A quorum was present, and the agenda was unanimously approved with the order of item 6c switched with item 6b.

Motion made by David Miles and supported by John Campbell.

3) Inquiry Regarding Conflicts of Interest: None

4) Approval of Minutes

The minutes of the July 14, 2017 meeting were unanimously approved.

Motion made by David Miles and supported by Hans Wiemer.

5) New Business: None

6) Old Business

a. Discussion of State Historic Markers

Kay Heise shared information about the cost of historic markers. Ken Polakowski reported that the state listing of historic sites has been discontinued due to budgetary limitations.

b. Historic District Ordinance

There was discussion of Ken Polakowski's meeting last month with City Manager Mark Heydlauff about the committee's concern regarding the appropriateness of the Historic Commission's involvement in the investigation of local properties and/or sites for listing in the National Register of Historic Places. The City Manager felt the issue could be easily addressed by amending the current ordinance. Kay Heise offered the following motion:

"The committee requests a sentence to be added to the current city ordinance under section 1.327 to be known as item #6 as follows: *Investigate and advocate the nomination of properties within the City of Charlevoix for listing in the National Register of Historic Places.*"

John Campbell seconded, and the motion was unanimously approved.

c. **Bridge Street/Van Pelt Alley National Register Listing**

- 1) Ken Polakowski reported that he had a phone conversation last month with Debra Ball Johnson from the State Historic Preservation Office (SHPO). She strongly recommends that we proceed with an attempt to put the 200 block of Bridge Street on the National Register of Historic Places. To that end, a questionnaire/survey of relevant property owners is being prepared by Lindsey Dotson, Executive Director of the Downtown Development Authority (DDA).
- 2) The **Bridge Street East Side Report** with historic and current photos along with documentation of building ownership, historic significance, etc. has been located. A search for the **West Side Report**, which was done several years ago, is underway. Ken Polakowski will check with SHPO to see if they have a copy. These reports have much, if not all, of the information needed to proceed with the National Historic Register Listing.

7) **Next Meeting Date**

September 22, 2017 at 11 a.m. in the First Floor Conference Room.

8) **Adjournment**

The agreement to adjourn was unanimously approved.

Motion made by John Campbell and supported by David Miles.

Meeting adjourned at 11:34 a.m.

Submitted by: Kay Heise

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CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, September 11, 2017 - 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order

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

B. Roll Call

Chair: Sherm Chamberlain

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

Members Absent: None

Staff Present: Sarah Lucas, Staff Planner Networks Northwest; Elise Crafts, Regional Planner Networks Northwest

C. Inquiry Into Potential Conflicts of Interest

D. Approval of Agenda

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

E. Approval of Minutes – August 14, 2017

Motion by Member Clock, second by Member Fletcher, to approve the minutes of the August 14, 2017 meeting as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment not Related to Agenda Items

G. New Business

1. Public Hearing: Proposed Short-Term Rental Ordinance

a. Staff Presentation

Staff Planner Lucas provided a brief history of the proposed short-term rental ordinance. She stated that City Council reviewed the proposed ordinance at their August 7th meeting and directed the Planning Commission to move forward with a public hearing and that they were generally agreeable to the provisions. She stated that the City Attorney reviewed the draft ordinance and she reviewed his suggested changes.

Member Fletcher suggested that the first sentence under Section 5.55 (c), *Regulations* should be stricken in order to have the Noise and Nuisance section applicable to short-term rentals the same as the Noise Control Ordinance.

b. Call for Public Comment

Judith Lozo stated that she has owned a home in Charlevoix for 24 years and she thanked Staff Planner Lucas and the Commission for addressing the impact short-term rentals have on neighbors. She questioned the availability of the Good Visitor Guide and if it addressed parking issues, maximum number of occupants allowed, and restrictions against bonfires.

Amanda Wilkin, Charlevoix Visitors Bureau, stated that this was a great first step and questioned when it was going to be re-addressed. Member Waddell stated that the registration process was for one year.

c. Planning Commission Discussion

Member Waddell attended the City Council meeting and Council's questions were about enforcement. He stated that a landlord questioned why the Good Visitor Guide didn't include "you can drink the water" instead of bottled water.

c. Motion

Motion by Member Eveleigh, second by Member Clock, to accept the proposed zoning amendments regarding short-term rentals with changes as proposed by the City Attorney and the Planning Commission. Motion passed by unanimous voice vote.

H. Old Business

1. Zoning Code Review: Signage

a. Staff Presentation

Regional Planner Crafts reviewed the changes made to the signage regulations since the last meeting. Discussion followed regarding examples of abandoned or unsafe signs, signage and historic logos painted on the sides of buildings, and artwork (decorative or architectural features of buildings, works of art, and 3D artwork) that also function as a type of sign. She went through a detailed review of Sections 5.105-6.113, *Zoning Districts*, which was an administrative shift from how the current ordinance is organized, but the standards were somewhat similar. The Commission removed the reference to "25% of the total area of each window pane" under each section that references window signs.

The Commission discussed businesses that paper over their windows during the winter months and the possibility of having a contest for the best winter window display. Interim Zoning Administrator Sullivan preferred the sign sizes be defined rather than referenced by percentages and the Commission agreed.

Planner Crafts reviewed Section 5.114, *Schedule of Regulations*, and stated that she and Interim Zoning Administrator Sullivan will review the number of signs allowed for each particular district for the next meeting.

Planner Crafts stated that the section dealing with dangerous signage would be included in the current Code of Ordinances, under Chapter 61, *Nuisances*. Discussion followed regarding garage sale signs posted on utility poles.

Planner Crafts proposed facilitating a focus group including a Chamber of Commerce representative, a DDA representative, a couple of businesses in the City as well as interested residents and a realtor. The purpose of the group would be to review and vet the draft Ordinance before it is presented to City Council. The Commission concurred.

b. Planning Commission Discussion

Discussion held during the staff presentation.

2. Zoning Code Review: Site Plan Review

a. Staff Presentation

Regional Planner Crafts referenced the site plan review process and the review conducted by Interim Zoning Administrator Sullivan. She stated that Interim Zoning Administrator Sullivan suggested that the Planning Commission be the sole reviewing entity for Level B reviews, which would eliminate the second review by City Council. Chair Chamberlain requested Interim Zoning Administrator Sullivan write a letter to Council seeking their opinion on the elimination of Council review for Level B projects.

I. Staff Updates

1. Solid Waste Ad Hoc Committee

Member Fletcher stated that the Committee was considering options to limit trash collection to two times per week and they would be meeting with the City's Public Works Director on October 2nd to further review current practices.

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

K. Adjournment

Motion by Member Eveleigh, second by Member Fletcher, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 8:34 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair

**City of Charlevoix
Shade Tree Commission
Meeting Minutes
July 6, 2017, 11am**

Members present: Chair John Campbell; Perry Irish-Hodgson; Ken Polakowski

Also present: Sydney Feldman; Mark Heydlauff, City Manager; Pat Elliott, DPW Superintendent

Chair Campbell called the meeting to order at 11:00am

Motion by Polakowski, second by Irish-Hodgson to approve the minutes of June 28, 2017.

Motion carried.

Chair Campbell discussed the work that GEI Consulting did to control invasive species at Lake Michigan Beach Park. He believes within the next week to ten days the die-off will occur. They also took great care to preserve the maple saplings that are coming up.

Member Polakowski discussed the presentation he made to City Council on July 3. He recommends we issue an RFP to study how to implement these ideas. The Committee discussed ways to draft an RFP and what technical specifications it should include.

Chair Campbell asked the committee consider how the Commission's purpose might be broadened to a larger focus on parks. Mr. Polakowski indicated a commission had existed and had disbanded a long time ago. The Committee will discuss this further.

Chair Campbell questioned the plantings around the trout stream. Mr. Elliott advised this is part of his plan; it could be done in the spring. He does plan to add wood bark in the near future. Mr. Polakowski advised that he believes it is a difficult area.

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

Meeting adjourned.

John Campbell, Chairman

Mark L. Heydlauff, Recording Secretary

**City of Charlevoix
Shade Tree Commission
Work Session Minutes
August 8, 2017**

**Members present: John Campbell; Ken Polakowski; Perry Irish-Hodgson
Also present: Tony Duerr**

Chair Campbell called the work session to order at 3pm.

The Commission reviewed and discussed the placement of trees during the 2017 planting cycle.

The Commission also discussed basic elements for the RFP for Lake Michigan Beach Park.

Chair Campbell adjourned the work session at 4:25pm.

John Campbell, Chairman

Mark L. Heydlauff, Recording Secretary

**CITY OF CHARLEVOIX
SOLID WASTE AD HOC COMMITTEE
September 5, 2017
DRAFT Minutes**

CALL TO ORDER

The meeting was called to order at 2:00 p.m.

ROLL CALL

Members Present: Councilmember Gibson, Council Member Hagen, Judy Clock, Nelson Fletcher

City Staff: Sarah Lucas, Networks Northwest/City of Charlevoix Staff Planner

INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST

None.

APPROVAL OF AGENDA

Motion by Clock, seconded by Fletcher, to accept the agenda as presented. Motion carried unanimously.

APPROVAL OF 8-1-2017 MINUTES

Motion by Gibson, seconded by Fletcher, to accept the the minutes as presented. Motion carried unanimously.

NEW BUSINESS

1. Solid waste and recycling issues

Staff Planner Lucas reviewed background information provided on neighboring communities and solid waste collection systems.

Committee members discussed benefits and concerns related to case studies. Lack of competition was identified as a concern around single hauler waste collection systems.

Members clarified the primary issues in Charlevoix are related to the number of trucks on the road, noise, and enforcement of regulations related to length of time trash sits on the curb, and discussed opportunities to address them with and without single hauler systems. They discussed the potential for all collection to occur on one or two days in the City, designated by zone, and whether that could be required by an ordinance without moving to a single hauler system; and whether the seasonal code enforcement officer could address trash that sits out too long, on a complaint basis.

STAFF UPDATES

None.

REQUESTS FOR NEXT MONTH'S AGENDA OR RESEARCH ITEMS

Lucas will:

- Provide information/outline on potential considerations for an updated solid waste ordinance, including:
 - Scheduling/coordinating truck routes
 - Enforcement
 - Registration

- Invite DPW Director and City Manager to attend next meeting for discussion on:
 - Enforcement
 - Yard waste/refuse pickup
 - Costs/maintenance of equipment/collection

Future meetings will be held on the first Tuesday of each month at 2 p.m.



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

PUBLIC NOTICE **COMPENSATION COMMISSION MEETING**

Thursday, October 19, 2017 – 5:00pm

Second Floor Conference Room, City Hall, 210 State Street, Charlevoix MI 49720

- I. Call to Order/Roll Call
- II. Inquiry into Potential Conflicts of Interest
- III. Public Comment
- IV. General Business
 - A. Council Compensation Review
- V. Miscellaneous Business
- VI. Motion to Appoint Chair to Approve Minutes

According to *Robert's Rules of Order, Newly Revised, 10th Edition*, appoint the Chairman to approve the minutes.
- VII. Adjourn


Joyce M. Golding, City Clerk
10/11/2017 10:30am

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 week 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 HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720
(231) 547-5451

PROJECT
PINE RIVER PLACE

REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, OCTOBER 17, 2017
2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

AGENDA:

Call to Order/Roll Call

Additions to the Agenda

Approval of Meeting Minutes and Bills

Executive Director's Report

Old Business: None

New Business: FY 2018 Fair Market Rents and Flat Rent Schedule

Public Comment on subjects unrelated to Agenda Items

Adjournment



CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720
(231) 547-5451

PROJECT
PINE RIVER PLACE

Board President Laurie Crandall called for a

WORK SESSION

of the

CHARLEVOIX HOUSING COMMISSION

for the purposes of discussing the
Executive Director Search

TUESDAY, OCTOBER 17, 2017

3:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM