

**CITY OF CHARLEVOIX**  
**REGULAR CITY COUNCIL MEETING MINUTES**  
**Monday, October 16, 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**

**A. Redevelopment Ready Communities Report**

Pablo Majano, RRC Planner Michigan Economic Development Corporation, discussed the Redevelopment Ready Communities Program which supports community revitalization and the attraction and retention of businesses, entrepreneurs and talent throughout Michigan. He reviewed the City's Report of Findings which evaluated several areas of best practices and provided feedback on improving.

**B. Airport Committee Presentation**

Airport Advisory Committee Chairman Scott Woody recalled the recent history of the Airport including his time as the Airport Manager. He explained how voluntary FAA recordings by Island Airways affected grant money and the request by the Committee to Skydive Harbor Springs to help reestablish grant money by altering their landings on specific days.

**4. Inquiry Regarding Conflicts of Interest**

Mayor Kurtz disclosed that he had a short term rental and a business at the Airport. He cited the City Attorney's advice regarding his ability to participate in these items.

**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 – October 2, 2017 Regular Meeting
- B. Liability & Property Insurance 2017-18 Renewal – Renew annual general liability and property insurance policy with the Michigan Township Participating Plan for \$95,383
- C. Accounts Payable and Payroll Check Registers
  - a. Special Accounts Payable Check Register – September 29, 2017
  - b. Regular Accounts Payable Check Register – October 17, 2017
  - c. ACH Payments – October 2, 2017 to October 12, 2017
  - d. Payroll Check Register – October 6, 2017
  - e. Payroll Transmittal – October 6, 2017
  - f. Tax Disbursement – October 17, 2017
- D. WTP/WWTP Operator – Approve new job description

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

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

Nays: None

**6. Public Hearings & Actions Requiring Public Hearings**

**A. Public Hearing: Short Term Rental Ordinance**

Staff Planner Lucas recalled that the Rental Regulations Subcommittee developed a draft short-term rental ordinance that would require registration of properties that are rented two or more weeks per year providing basic information about the unit and require a "good neighbor guide" and compliance with relevant City codes. She noted that the goal of the ordinance was to require property owners to register their homes, not to regulate them. The Planning Commission recommended this new ordinance unanimously. She also noted that the City would be responsible for crafting the "good neighbor guide."

Councilmember Kalbfell questioned whether posting the contact information in a window was prudent for safety reasons. After discussion, it was agreed to remove "door or window" location and replace it with "prominent" location.

Mayor Kurtz opened the item to public comment at 7:37 p.m.

Mitz Lee was not in favor of posting the information externally on the rental unit.

Larry Sullivan, 1<sup>st</sup> Ward, felt rentals should be restricted to families as defined in the Zoning Ordinance. He noted that Hayes Township requires a posted license along with notification to dwellings within 300 feet of the rental.

Tim Kish, 1<sup>st</sup> Ward landlord, questioned what problem we are trying to solve by implementing this ordinance. He felt that rules should apply equitably to all homeowners and he stated that this was "pretty heavy-handed."

John Haggard, City taxpayer, questioned what it would cost him as a taxpayer to administer and enforce the ordinance.

Amanda Wilkin, CVB, stated that they are in full support of the ordinance and questioned how it would be enforced and if there were any fines for not registering a rental.

Sherm Chamberlain, Planning Commission Chairman, explained that the goal of the ordinance was to take an accounting of how many homes are being rented on a regular basis. The information will be used to determine how rentals impact the cost of City services and gain a good understanding of land use. He noted that the Planning Commission never stated that there was an issue with short-term rentals.

Steve Lasky, homeowner, felt the City should limit the number of vacation rentals.

Greg Bryan, 3<sup>rd</sup> Ward and a member of ACK Board of Realtors, felt that the proposed ordinance adds an undue burden on landlords and should be applied to everyone. He recommended tabling the ordinance until property managers can provide additional input.

Bill Walsh, 1<sup>st</sup> Ward seasonal resident, suggested setting a reasonable limit of rentals within a given area.

The hearing was closed to the public at 8:14 p.m.

After discussion, Council concurred to amend the language as discussed above and remove the reference to fees.

**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 51, Article 2, Sections 5.6, 5.7, 5.9, 5.11 and 5.14 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 7, 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~~ location 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 again be issued a short term rental registration for a period of twelve (12) months and during said time the premises shall not be utilized for a short term rental. Appeal from denial or suspension or revocation of a short term rental registration is allowed.
- (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.

**SECTION 3. Severability.**

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

**SECTION 4. Effective Date.**

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

Ordinance No. 784 was adopted on the 16th day of October, 2017 A.D., by the Charlevoix City Council as follows:

Motion by:  
Seconded by:  
Yeas:  
Nays:

State of Michigan        )  
                                  ) §  
City of Charlevoix        )

Motion by Councilmember Hagen, second by Councilmember Perron, to amend the draft as discussed [delete Section 2(5)(b)2 and replace "door or window" location with "prominent" in Section 2.(5)(c)2.] and approve Ordinance 784 of 2017.  
Yeas: Cole, Perron, Oleksy, Gibson, Kalbfell, Hagen  
Nays: None

**7. All Other Actions & Requests**

**A. Pier Swimming Ordinance**

Mayor Kurtz recalled that the Junior Main Street program was developed last year to include youth. Opening the piers to jumping and diving was one item that was significant to them and Mayor Kurtz felt it was important to listen to what young people care about. He commented that Petoskey strongly discourages jumping or swimming from their pier, but it is not illegal to jump. He proposed continuing to discourage jumping and swimming from the pier in all areas but amend the ordinance so it is only illegal to jump into the Pine River Channel.

Councilmember Gibson felt there "was not a problem to be fixed" and was not in favor of changing the ordinance. Councilmember Oleksy had a serious safety concern and suggested jumping from the "blue dock" in Lake Charlevoix instead.

Mayor Kurtz opened the item to public comment.

Marilyn Gibbons (not in attendance) felt the pier was a dangerous structure and was against swimming. She suggested fines be increased to \$1,000.

Gabe Campbell, 2<sup>nd</sup> Ward, had no problem with jumping at Ferry Beach but was not in favor of jumping off the pier.

Walker Fogle and Tucker Hilligan, Charlevoix High School students, stated the student body requested that Council hold a public hearing to receive input regarding their request.

Jodi Laurent, 1<sup>st</sup> Ward, questioned whether diving boards could be placed at Lake Michigan and Depot Beach as an alternative and noted her concern regarding potential lawsuits.

Annmarie Conway, Charlevoix High School teacher, supported her students and felt an open forum would be a good way to exchange ideas and support the youth.

Don Seelye, State Street, was not in favor of jumping from the pier from a safety perspective.

Steve Lasky felt that if there were no accidents when jumping was allowed, then there may be no accidents going forward if everything else was constant.

The item was closed to the public.

Council continued to discuss their ideas, alternatives and concerns.

Motion by Councilmember Hagen, second by Councilmember Cole, to hold a public hearing and gather input from the public on enhancements at Lake Michigan Beach to better help Council understand how we manage these community assets on November 20, 2017.

Yeas: Cole, Perron, Kalbfell, Hagen

Nays: Oleksy, Gibson

**B. Ethics and Conflict of Interest**

Mayor Kurtz stated there may have been some confusion at the last meeting and questioned whether Council wished to continue this discussion. Councilmembers Perron, Cole and Gibson stated that they had nothing further.

Mayor Kurtz opened the item to public comment.

Mary Eveleigh, 1<sup>st</sup> Ward, reiterated her time on the Zoning Board of Appeals and how conflict of interest was handled. She felt Council should be on board with understanding what ethics and conflict means.

The item was closed to the public.

**C. Recreation Advisory Committee Appointment**

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 recommended the reappointment.

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

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

Nays: None

**D. South Taxilane Construction Design**

Interim Airport Manager Wyman stated that with the recent interest in private hangar development at the airport, one logical location was 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. He stated this project will put in place the needed infrastructure for future private hangar development. The cost of the design work (\$49,800) will need to be paid up front by the City, after which next fall the City will be reimbursed the cost of the design work, less the City's 5% local match.

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

**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 yea and nay vote:

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

Motion by Councilmember Kalbfell, second by Councilmember Perron, 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.  
Yeas: Cole, Perron, Oleksy, Gibson, Kalbfell, Hagen  
Nays: None

**8. Reports & Communications**

- A. Public Comments  
John Haggard questioned the ordinance adoption and felt the amendment and ordinance should be a separate vote. For the sake of clarity, the City Manager suggested having a separate vote.
- B. City Manager Comments  
City Manager Heydlauff reported on the following:
- Ottawa County follows a good customer service business model worth emulating
  - Using arts as a catalyst as part of the entrepreneurial spirit in the community was reinforced at a conference he attended
  - Congratulations to Hal Evans on his retirement as Harbormaster for twenty years
- C. Mayor & Council Comments  
Councilmember Kalbfell noted that the ICMA magazine article regarding the importance of arts and culture in the community was well received by two local artists.

Councilmember Perron noted that his constituents were pleased with the new stop sign arrangement at State and Antrim. It was agreed to keep the arrangement as is until further discussion.

**9. Other Council Business**

Motion by Councilmember Hagen, second by Councilmember Kalbfell, to reconsider the first motion [to amend the draft as discussed and approve Ordinance 784 of 2017].  
Yeas: Cole, Perron, Oleksy, Gibson, Kalbfell, Hagen  
Nays: None

Motion by Councilmember Hagen, second by Councilmember Gibson, to amend the draft ordinance as stated previously with regards to posting information within the rental and removing the reference to fees [delete Section 2(5)(b)2 and replace "door or window" location with "prominent" in Section 2.(5)(c)2.]  
Yeas: Cole, Perron, Oleksy, Gibson, Kalbfell, Hagen  
Nays: None

Motion by Councilmember Hagen, second by Councilmember Gibson, to approve Ordinance 784 of 2017.  
Yeas: Cole, Perron, Oleksy, Gibson, Kalbfell, Hagen  
Nays: None

**10. Adjourn**

The Mayor adjourned the meeting at 9:19 p.m.

|                                       |            |                               |           |
|---------------------------------------|------------|-------------------------------|-----------|
| Joyce M. Golding                      | City Clerk | Luther Kurtz                  | Mayor     |
| Special Accounts Payable – 09/29/2017 |            |                               |           |
| PRIORITY HEALTH                       | 38,256.36  | TOTAL                         | 38,256.36 |
| Regular Accounts Payable – 10/17/2017 |            |                               |           |
| ACE HARDWARE                          | 2,046.36   | CHARLEVOIX COUNTY NEWS        | 130.00    |
| AHERN, ROBERT & ELIZABETH             | 98.44      | CHARLEVOIX COURIER            | 63.00     |
| ALL-PHASE ELECTRIC SUPPLY CO.         | 60.17      | CHARLEVOIX SCREEN MASTERS INC | 317.00    |
| ALTEC INDUSTRIES INC                  | 232.59     | CHARLEVOIX TOWNSHIP           | 15.23     |
| AMERICAN WATER WORKS ASSN             | 187.00     | CHARLEVOIX-EMMET ISD          | 140.00    |
| APX INC.                              | 50.82      | CHARTER COMMUNICATIONS        | 1,173.39  |
| AUDICARE HEARING CENTER               | 114.28     | CHEMICAL SYSTEMS INC.         | 2,240.00  |
| AUTO VALUE                            | 1,058.34   | CINTAS CORPORATION #729       | 121.78    |
| AVFUEL CORPORATION                    | 91,366.09  | CITY OF CHARLEVOIX - MISC     | 2,556.33  |
| B & L SOUND INC                       | 732.31     | COMPLETE CAR DETAILING        | 28.21     |
| BEAVER RESEARCH COMPANY               | 111.16     | COOK FAMILY FARMS             | 105.00    |
| BEIJO DE CHOCOLAT LLC                 | 21.00      | DERRER OIL & PROPANE CO       | 600.00    |
| BELL EQUIPMENT COMPANY                | 161.79     | DHASELEER, CARL               | 70.00     |
| BERG, REBECCA                         | 99.00      | DITCH WITCH SALES OF MICHIGAN | 477.60    |
| BLACK DIAMOND BROADCASTING            | 300.00     | DORNBOS SIGN INC.             | 1,103.72  |
| CARQUEST OF CHARLEVOIX                | 1,092.05   | DOTSON, LINDSEY J.            | 25.08     |
| CCP INDUSTRIES INC                    | 138.72     | EATON CORPORATION             | 644.28    |
| CHARLEVOIX AREA CHAMBER OF COMM       | 62.50      | EJ USA INC.                   | 473.81    |

|                                |            |                                  |                   |
|--------------------------------|------------|----------------------------------|-------------------|
| EMERGENCY MEDICAL PRODUCTS INC | 223.14     | NORTHERN MICHIGAN REVIEW INC.    | 1,122.24          |
| EMERGENCY VEHICLE PARTS & PROD | 264.75     | NORTHERN SAFETY CO INC           | 80.97             |
| ETNA SUPPLY                    | 4,120.01   | OMS COMPLIANCE SERVICES INC      | 52.50             |
| FAMILY FARM & HOME             | 163.90     | OTEC                             | 85.00             |
| FARMER WHITE'S                 | 153.00     | OWENS, MAUREEN                   | 33.81             |
| FARRELL, MITCHELL L.           | 43.38      | PARASTAR INC.                    | 2,037.90          |
| FASTENAL COMPANY               | 522.50     | PERFORMANCE ENGINEERS INC        | 9,392.50          |
| FISHER SCIENTIFIC              | 598.21     | PHYSICIAN'S CLINIC OF CHARLEVOIX | 230.00            |
| FOLTZ, VIRGINIA                | 48.63      | PLUNKETT & COONEY                | 80.00             |
| FOX CHARLEVOIX FORD            | 3.40       | POND HILL FARM LLC               | 95.00             |
| FREEDOM MAILING SERVICES INC.  | 2,294.84   | POWER LINE SUPPLY                | 16,027.37         |
| GBS INC.                       | 68.18      | PREIN & NEWHOF                   | 12,090.84         |
| GOLOVICH, KAREN                | 14.00      | PRO-VISION VIDEO SYSTEMS         | 1,818.00          |
| GRAND TRAVERSE GARAGE DOOR     | 162.00     | PURITY CYLINDER GASES INC        | 189.55            |
| GREAT LAKES COCA-COLA DISTR    | 230.30     | QUILL CORP                       | 50.86             |
| GRP ENGINEERING INC.           | 4,000.00   | R & R PRODUCTS INC               | 223.13            |
| HACH COMPANY                   | 910.09     | RAECKE, MICHAEL                  | 15.00             |
| HANKINS, SCOTT A.              | 67.50      | RANGE TELECOMMUNICATIONS         | 116.40            |
| HARBOR HOUSE PUBLISHERS        | 84.50      | RESIDEX LLC                      | 330.00            |
| HEIDER, MICHAEL                | 40.00      | ROWE PROFESSIONAL SERVICES CO    | 805.00            |
| HEYDLAUFF, MARK L              | 329.97     | RUSTIC BAKER                     | 27.00             |
| HYDE SERVICES LLC              | 221.65     | S&W HEALTHCARE CORPORATION       | 269.98            |
| IDEXX DISTRIBUTION INC.        | 212.01     | SALMONSON, TIM                   | 25.00             |
| INDESIGN                       | 665.00     | SEARS COMMERCIAL ONE             | 474.99            |
| INTERWATER FARMS INC           | 175.00     | SHARROW MASONRY INC              | 4,971.95          |
| JACOBSEN                       | 83.52      | SHORELINE POWER SERVICES INC.    | 28,744.88         |
| JOHN E. GREEN COMPANY          | 417.00     | SIEGRIST, DAVID                  | 29.00             |
| KMart                          | 144.04     | SITE ONE LANDSCAPE SUPPLY        | 349.77            |
| KNUTSON, ROGER                 | 100.89     | SPARTAN DISTRIBUTORS INC         | 406.55            |
| KOORSEN FIRE & SECURITY        | 42.70      | SPARTAN STORES LLC               | 47.76             |
| KSS ENTERPRISES                | 809.01     | SPENCLEY, PATRICIA L.            | 67.50             |
| LAKESHORE TIRE & AUTO SERVICE  | 144.90     | STANDARD ELECTRIC CO             | 461.32            |
| LOTTIE'S BAGELS                | 195.00     | STATE OF MICHIGAN                | 68,001.00         |
| MANAGEMENT AND BEHAVIOR        | 625.00     | STATE OF MICHIGAN                | 10.00             |
| MATELSKI, KIMBERLY A.          | 77.13      | STUART C IRBY CO                 | 1,718.70          |
| MCCARDEL CULLIGAN-PETOSKEY     | 50.00      | SURFACE ECO BLAST                | 1,075.00          |
| McGINN, KELLY A.               | 397.28     | SUTPHEN TOWERS                   | 1,400.00          |
| MCKENZIE, LOUIS                | 68.36      | SWEET, RICKIE                    | 78.05             |
| MDC CONTRACTING LLC            | 204,892.98 | SYN-TECH SYSTEMS INC.            | 124.20            |
| MEADOWBROOK INSURANCE GROUP    | 923.08     | SYSTEMS SPECIALISTS INC          | 50.00             |
| MELKE, PEGGY                   | 75.00      | TELE-RAD INC                     | 515.00            |
| MI-AWWA                        | 160.00     | UNIFIRST CORPORATION             | 524.12            |
| MICHIGAN OFFICEWAYS INC        | 1,954.62   | VILLAGE GRAPHICS INC.            | 197.55            |
| MICHIGAN WEBS                  | 500.00     | WATTA COOKIE LLC                 | 41.00             |
| MJS PAINTING INC               | 4,979.00   | WHITLEY, ANDREW T.               | 319.18            |
| MUNICIPAL UNDERWRITERS OF MICH | 95,383.00  | WINNIE'S ORIGINAL LLC            | 8.00              |
| MUNICIPAL UNDERWRITERS OF MICH | 55.00      | WOOD SHOP, THE                   | 780.00            |
| MUNSON HEALTHCARE CHARLEVOIX   | 219.12     | WURST, RANDALL W.                | 47.82             |
| MURRAY'S CREATIONS             | 75.00      |                                  |                   |
| MYERS, DAN                     | 40.00      | <b>TOTAL</b>                     | <b>591,886.03</b> |

**ACH Payments – 10/02/2017 to 10/12/2017**

|                               |           |                         |                   |
|-------------------------------|-----------|-------------------------|-------------------|
| MI PUBLIC POWER AGENCY        | 16,923.07 | VANTAGEPOINT (ROTH IRA) | 1,061.53          |
| IRS (PAYROLL TAX DEPOSIT)     | 35,662.66 | PAYMENT SERVICE NETWORK | 234.90            |
| ALERUS FINANCIAL (HCSP)       | 420.00    | MI PUBLIC POWER AGENCY  | 14,637.16         |
| STATE OF MI (WITHHOLDING TAX) | 5,090.96  | STATE OF MI (SALES TAX) | 25,456.31         |
| VANTAGEPOINT (401 ICMA PLAN)  | 742.50    | DTE ENERGY              | 1,436.74          |
| VANTAGEPOINT (457 ICMA PLAN)  | 12,532.51 | <b>TOTAL</b>            | <b>114,198.34</b> |

**Payroll Net Pay – Pay Period Ending 09/30/2017 (Paid 10/06/2017)**

|                       |          |                           |          |
|-----------------------|----------|---------------------------|----------|
| GIBSON, SHIRLEY J.    | 586.59   | MAYER, SHELLEY L.         | 1,654.09 |
| PERRON, LEON R.       | 516.03   | HILLING, NICHOLAS A.      | 1,140.14 |
| KURTZ, LUTHER J.      | 886.56   | MEIER III, CHARLES A.     | 1,055.58 |
| HAGEN, AARON W.       | 431.73   | ZACHARIAS, STEVEN B.      | 1,264.33 |
| OLEKSY, THOMAS M.     | 422.88   | SWEM, DONALD L.           | 1,875.31 |
| KALBFELL, JANET P.    | 443.28   | EATON, BRAD A.            | 1,830.99 |
| WELLER, LINDA JO      | 1,496.31 | WILSON, TIMOTHY J.        | 2,240.96 |
| HEYDLAUFF, MARK L.    | 2,543.08 | LAVOIE, RICHARD L.        | 1,089.04 |
| GOLDING, JOYCE M.     | 1,132.69 | STEVENS, BRANDON C.       | 1,836.90 |
| DEROSIA, PATRICIA E.  | 941.36   | DRAVES, MARTIN J.         | 1,735.98 |
| DOTSON, LINDSEY J.    | 1,435.09 | BROWN, STEPHANIE C.       | 1,089.85 |
| LOY, EVELYN R.        | 1,048.93 | ANDERSON, ELIZABETH A.    | 1,112.49 |
| KLOOSTER, ALIDA K.    | 1,901.19 | ELLIOTT, PATRICK M.       | 2,000.49 |
| GOLOVICH, KAREN J.    | 993.67   | SCHWARTZFISHER, JOSEPH L. | 1,219.04 |
| SPENCLEY, PATRICIA L. | 1,074.62 | BRADLEY, KELLY R.         | 1,300.65 |
| MILLER, FAITH G.      | 42.13    | HART II, DELBERT W.       | 1,402.87 |
| LEESE, MERRI C.       | 343.51   | JONES, ROBERT F.          | 1,445.14 |
| MCGINN, KELLY A.      | 1,611.87 | DORAN, JUSTIN J.          | 1,439.35 |
| JONES, JANET M.       | 496.47   | FARRELL, MITCHELL L.      | 1,451.17 |
| DOAN, GERARD P.       | 1,600.03 | MANKER JR, DAVID W.       | 596.77   |
| SCHLAPPI, JAMES L.    | 931.57   | MANKER SR, DAVID W.       | 796.02   |
| UMULIS, MATTHEW T.    | 1,389.03 | BECKER, MICHAEL S.        | 675.99   |
| HANKINS, SCOTT A.     | 1,533.90 | NEDWICK, DAVID J.         | 427.96   |
| ORBAN, BARBARA K.     | 1,325.80 | FREY, DYLAN V.            | 563.00   |
| FLICKEMA, ANDREW M.   | 1,849.65 | HAWKINS, JAMES S.         | 193.15   |
| MATELSKI, KIMBERLY A. | 1,185.34 | MCGHEE, ROBERT R.         | 1,154.49 |
| RILEY, DENISE M.      | 436.69   | ALDEN, CAMDEN D.          | 321.25   |
| EVANS JR, HALBERT K.  | 1,470.62 | CRANDELL, ZACKARY R.      | 564.99   |
| KLOOSTER, PATRICK H.  | 1,050.59 | LEITNER, RYAN S.          | 745.33   |
| BINGHAM, LARRY E.     | 836.39   | FERGUSON, ROYCE L.        | 659.74   |
| MATELSKI, RYAN G.     | 849.92   | BOSS, SHERRY M.           | 710.23   |
| CARLSON, JOSHUA A.    | 72.24    | KIRINOVIC, THOMAS F.      | 626.44   |
| GREYERBIEHL, KELLY M. | 184.58   | ANZELL, BETH A.           | 621.25   |
| WURST, RANDALL W.     | 1,471.99 | HEID, THOMAS J            | 1,246.89 |

|                      |          |                        |                  |
|----------------------|----------|------------------------|------------------|
| LEESE, ALAN K.       | 432.78   | BEAN, PETER J.         | 458.10           |
| DAVIS, RONALD L.     | 79.29    | FENNELL, DREW M.       | 378.85           |
| FAIRCHILD, GALEN W.  | 116.24   | MCCALIB, RACHELLE L.   | 188.47           |
| MASSON, DONALD J.    | 468.81   | MCMULLEN, DONALD R.    | 1,362.74         |
| KUSINA, DENNIS W.    | 116.73   | BOYCE, REBECCA L.      | 589.24           |
| LABLANCE, MAUREEN J. | 80.80    | MCFARLAND, JONATHAN A. | 385.92           |
| LIVINGSTON, BRIAN D. | 708.40   | SILVA, JESSE L.A.      | 207.22           |
| VANLOO, JOSEPH G.    | 699.11   | COLE, SHANE            | 674.15           |
| WYMAN, MATTHEW A.    | 1,500.48 | GERBER, SAMUEL A.      | 64.64            |
| BOSS, RYDER S.       | 637.38   | WHITLEY, ANDREW T.     | 2,000.84         |
| MILLER, WILLIAM S.   | 1,393.56 | MORRISON, KEVIN P.     | 1,017.23         |
| DOUGLAS, MARK        | 779.01   | JOHNSON, STEVEN P.     | 1,024.21         |
| TRAVERS, MANUEL J.   | 2,024.33 | BISHAW, JAMES H.       | 754.91           |
| STEVENS, JEFFREY W.  | 312.25   | GILL, DAVID R.         | 1,022.91         |
| RILEY, CASEY W.      | 285.96   | MATTER, DAWSON K.      | 2,928.75         |
| JONES, LARRY M.      | 867.43   |                        |                  |
| WILLSON, BRENDA R.   | 535.20   | <b>TOTAL</b>           | <b>96,720.14</b> |

**Payroll Transmittal – 10/06/2017**

|                          |          |                               |                 |
|--------------------------|----------|-------------------------------|-----------------|
| 4FRONT CREDIT UNION      | 450.00   | CHEMICAL BANK                 | 150.00          |
| AMERICAN FAMILY LIFE     | 191.88   | COMMUNICATION WORKERS OF AMER | 537.98          |
| AMERICAN FAMILY LIFE     | 447.24   | MI STATE DISBURSEMENT UNIT    | 401.83          |
| BARRY COUNTY TRIAL COURT | 20.00    | POLICE OFFICERS LABOR COUNCIL | 201.00          |
| CHAR EM UNITED WAY       | 59.00    | PRIORITY HEALTH               | 1,632.43        |
| CHARLEVOIX STATE BANK    | 1,410.77 | <b>TOTAL</b>                  | <b>5,502.13</b> |

**Tax Disbursement – 10/17/2017**

|                             |           |                                |                  |
|-----------------------------|-----------|--------------------------------|------------------|
| CHARLEVOIX COUNTY TREASURER | 14,711.59 | CHARLEVOIX PUBLIC SCHOOLS      | 703.77           |
| CHARLEVOIX PUBLIC SCHOOLS   | 15,821.18 | CITY OF CHARLEVOIX - TAXES DUE | 17,445.31        |
| CHARLEVOIX PUBLIC SCHOOLS   | 3,519.44  |                                |                  |
| CHARLEVOIX PUBLIC SCHOOLS   | 703.77    | <b>TOTAL</b>                   | <b>52,905.06</b> |