



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, November 20, 2017- 7:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Hal Evans
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. November 2017 Local Election Results
 - B. City Council Meeting Minutes - November 6, 2017
 - C. Job Description Revisions
 - D. Accounts Payable and Payroll Check Registers
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Water Enjoyment Public Hearing
Luther Kurtz, Mayor
 - B. Level B Site Plan Review: 403 Petoskey Avenue
Larry Sullivan, Interim Zoning Administrator
- 7. All Other Actions and Requests**
 - A. Organizational Meeting
Joyce M. Golding, City Clerk
 - B. Councilmember Appointments
Joyce M. Golding, City Clerk
- 8. Reports and Communications**
 - A. Public Comments
 - B. City Manager Comments
 - C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

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

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Hal Evans

DATE: November 20, 2017

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: November 2017 Local Election Results

DATE: November 20, 2017

BACKGROUND:

The November 2017 local election results are as follows:

WARD 1

Aaron Hagen 209 votes

WARD 2

Leon Perron 136 votes

WARD 3

Greg Bryan 170 votes

Scott Woody 62 votes

City Charter Proposal

Yes 543 votes

No 127 votes

RECOMMENDATION:

Accept the November 2017 local election results as presented.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - November 6, 2017

DATE: November 20, 2017

ATTACHMENTS:

▣ Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, November 6, 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. 2016-17 Fiscal Year Financial Audit Presentation

The City's auditor, Rehmann Robson, completed their audit of the City's financial statements for the year ended March 31, 2017. Their audit encompassed the financial statements of the City's governmental activities, business-type activities, DDA, each major fund and the aggregate remaining fund information. Mike Sparling presented Rehmann's findings and answered questions.

B. Shirley Gibson

Mayor Kurtz and former Mayor Campbell presented Councilmember Gibson with a proclamation for her ten years of service on City Council.

4. Inquiry Regarding Conflicts of Interest

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. 2016-17 Fiscal Year Financial Audit – Accept audit findings
- B. Planning Commission Resignation – Accept resignation of John Elzinga
- C. City Council Meeting Minutes – October 16, 2017 Regular Meeting
- D. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – October 20, 2017
 - b. Regular Accounts Payable Check Register – November 7, 2017
 - c. ACH Payments – October 16, 2017 to November 3, 2017
 - d. Payroll Check Register – October 20, 2017
 - e. Payroll Transmittal – October 20, 2017
 - f. Payroll Check Register – November 3, 2017
 - g. Payroll Transmittal – November 3, 2017
 - h. Tax Disbursement – November 7, 2017
- E. Water Treatment Plant Valve Upgrades – Approve contract with Northern Pump and Well for a cost not to exceed \$13,000
- F. Compensation Commission Report – Accept recommendation by Commission

Motion by Councilmember Perron, second by Councilmember Cole, to approve the Consent Agenda.

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

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. Lake Michigan Beach Park Design

City Manager Heydlauff stated that in late September, we received proposals for design of improvements to Lake Michigan Beach Park. After review of these proposals, Staff recommended Edgewater Resources of St. Joseph, Michigan. Assuming we are pleased with their work upon presentation of a final conceptual design, we could retain them on a time and materials basis to complete a build design for the project. City Manager Heydlauff felt that this was an efficient and cost effective way to complete the project.

Gregory Weykamp of Edgewater Resources discussed his firm as well as a brief summary of how the design process would work. Ken Polakowski, Shade Tree Commission, highly recommended Edgewater Resources.

Mayor Kurtz opened the item to public comment.

Mike Doherty stressed that this was a deeded park and advised Edgewater Resources to listen to the public.

The item was closed to the public.

Motion by Councilmember Kalbfell, second by Councilmember Hagen, to accept the proposal by Edgewater Resources of St. Joseph, Michigan for design of the Lake Michigan Beach Park for a cost of \$24,620 plus costs as outlined in the proposal and authorize the City Manager to sign all necessary documents.

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

Nays: None

B. Recreation Director Job Description

City Manager Heydlauff stated that Recreation Director Kirinovic is retiring early next year and proposed a reorganization of the Recreation Department to include management oversight over all City recreational areas/activities, including the addition of the Marina and the Golf Course. We will still have a seasonal Harbormaster and Tom Heid will continue his management of the golf course. With this increased responsibility, the City Manager recommended that we change the Recreation Director position from a part-time position to a full-time position.

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

Motion by Councilmember Hagen, second by Councilmember Kalbfell, to approve the revised Recreation Director Job Description.

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

Nays: None

8. **Reports & Communications**

A. Public Comments

Mike Doherty expressed concern with the Sewer Fund balance and felt that there should be an end date for the sewer increase.

B. City Manager Comments

City Manager Heydlauff reported on the following:

- Explained water/sewer rates, how the bonds will be repaid, and future improvements
- Nearing the end of infrastructure work for 2017; final course of asphalt will be applied in the spring
- City has planted 200 trees this fall
- Extended his appreciation to Councilmember Gibson for her many years of service.

C. Mayor & Council Comments

Council and the Mayor reflected on their experiences with Councilmember Gibson and thanked her for her service to the City.

Councilmember Kalbfell recommended that the public attend the final SBEI meeting regarding the alleyway design concepts hosted by Michigan State at the library November 13th.

Mayor Kurtz noted that \$4,000 was raised for the preliminary bridge lighting design.

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 7:38 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

Special Accounts Payable – 10/20/2017

AT&T	2,782.42	METLIFE SMALL BUSINESS CENTER	703.12
AT&T MOBILITY	93.59	PRIORITY HEALTH	41,808.08
CHARLEVOIX STATE BANK	4,764.03	STATE OF MICHIGAN	925.00
DELTA DENTAL	3,258.95	VERIZON WIRELESS	56.72
GREAT LAKES ENERGY	177.87	VISION SERVICE PLAN	479.14
HOLIDAY COMPANIES	5,370.90	TOTAL	60,419.82

Regular Accounts Payable – 11/07/2017

ABRAMOWSKI, DWAIN M.	25.00	APOLLO FIRE EQUIPMENT	792.15
AIRGAS USA LLC	66.30	ARCADIA BENEFITS GROUP INC	25.00
ALL-PHASE ELECTRIC SUPPLY CO.	185.10	AT&T CWO	500.00
ALTEC INDUSTRIES INC	1,283.61	AT&T LONG DISTANCE	73.20
AMERICAN WASTE INC.	3,678.06	AVFUEL CORPORATION	49,073.06

BEAR EARTH HERBALS	13.00	MDC CONTRACTING LLC	314,725.39
BEAVER RESEARCH COMPANY	174.02	MERIT NETWORK INC	3,670.57
BEIJO DE CHOCOLAT LLC	15.00	MICHAEL'S LOCKSMITH SERVICE	172.50
BERG, REBECCA	44.00	MILLER, WILLIAM S.	50.00
BRADFORD'S	73.60	MINKIN, EDNA	5.92
CENTRAL DRUG STORE	94.24	MJS PAINTING INC	4,470.00
CENTRAL INTERCONNECT INC	26.25	MORRISON, KEVIN P.	23.00
CHARLEVOIX SCREEN MASTERS INC	1,220.00	MUNETRIX LLC	4,538.55
CHARLEVOIX SEWER & DRAIN	296.00	MUTT MITT	848.13
CHARLEVOIX TOWNSHIP	15.76	NORTHERN CREDIT BUREAU	87.39
CHARTER COMMUNICATIONS	816.40	NORTHWEST DESIGN GROUP	1,847.25
CINTAS CORPORATION	141.74	NW MI COG	13,700.00
CINTAS CORPORATION #729	243.56	OLD DOMINION BRUSH	1,374.91
CITY OF CHARLEVOIX - MISC	2,529.13	OLSON BZDOK & HOWARD	764.50
CITY OF CHARLEVOIX - UTILITIES	39,904.32	OMS COMPLIANCE SERVICES INC	90.00
COMPASS MINERALS AMERICA	6,801.86	O'REILLY AUTOMOTIVE INC	109.56
COOK FAMILY FARMS	90.00	P.I.W. CORPORATION	25.00
CRYSTAL FLASH ENERGY	965.07	PARKER, MICHAEL	6.00
CSI EMERGENCY APPARATUS LLC	1,222.93	PARKS AUTO PARTS	315.00
DCASSESSING SERVICES	4,371.08	PERFORMANCE ENGINEERS INC	33,822.25
DeROSIA, PATRICIA E.	50.00	PERSONAL GRAPHICS	658.62
DITCH WITCH SALES OF MICHIGAN	193.89	PHYSICIAN'S CLINIC OF CHARLEVOIX	305.00
DIXON ENGINEERING INC	2,500.00	POSTMASTER	225.60
DOAN, GERARD P.	50.00	POWER LINE SUPPLY	1,742.77
DOMINIC, JESSICA	25.00	PRECISION DATA PRODUCTS	74.00
DORN, MARK	1.55	PREFERRED WASTE 2 LLC	1,100.00
DOTSON, LINDSEY J.	50.00	PREIN & NEWHOF	18,058.97
DROST LANDSCAPE INC.	1,500.00	PRO WEB MARKETING LLC	30.00
EJ USA INC.	2,588.56	PROVIDENCE FARM LLC	101.00
ELLIOTT, PATRICK M.	50.00	RECDESK LLC	2,150.00
EMERGENCY MEDICAL PRODUCTS INC	611.46	RECORD AUTOMATIC DOORS INC	2,075.19
ETNA SUPPLY	1,282.40	ROTARY CLUB OF CHARLEVOIX	75.00
EXELBY, DONALD	15.00	RUSTIC BAKER	29.00
FARM BUREAU INSURANCE	434.04	SAUL, GINNIE	125.00
FARMER WHITE'S	15.00	SHORELINE POWER SERVICES INC.	67,469.27
FASTENAL COMPANY	212.11	SIEGRIST, DAVID	94.00
FERGUSON & CHAMBERLAIN	2,100.00	SIGNATURE FORD L-M	49,111.00
FREDERICKSON, PHILLIP	630.00	SIRMONS, BRYAN	26.64
GERBER HOMEMADE SWEETS	34.00	SITE PLANNING DEVELOPMENT INC	11,500.00
GINOP SALES INC	27.30	SNAP-ON	44.50
GIVE 'EM A BRAKE SAFETY	240.00	STANDARD ELECTRIC CO	6,795.40
GOLDING, JOYCE M.	50.00	STATE OF MICHIGAN	472.31
GOODMAN, TERRI	36.14	STRICKER'S OUTDOOR POWER EQUIP	3,485.00
GOVERNMENTAL PRODUCTS INC.	615.22	SWANSON K & D INC	1,200.00
GRAINGER	140.84	SWEM, DONALD L.	50.00
GRP ENGINEERING INC.	8,000.00	SYSTEMS SPECIALISTS INC	5,440.00
GUNTZVILLER, RHONDA	11.00	TERMINAL SUPPLY CO	1,233.32
HADDAD, ALBERT	24.63	THAO, STEVEN	16.61
HANKINS, SCOTT A.	50.00	TIMMS, ROBERT	200.00
HARRELL'S	3,598.30	TOWNHOUSE PARTNERS LLC	2,811.00
HEID, THOMAS J.	50.00	TRAVERS, MANUEL J.	50.00
HEYDLAUFF, MARK L	50.00	U S BANK	161.63
HILLING, NICHOLAS A.	106.89	UNIFIRST CORPORATION	733.59
HOLBEN ENVIRONMENTAL	150.00	UP NORTH PROPERTY SERVICES LLC	4,466.00
HYDRO CORP	530.00	UPPER CASE PRINTING INK.	1,105.30
ICMA-MEMBERSHIP RENEWAL	881.55	USA BLUE BOOK	716.88
KIRINOVIC, THOMAS F.	50.00	VALLEY TRUCK - GAYLORD	495.81
KLOOSTER, ALIDA K.	50.00	VILLAGE GRAPHICS INC.	600.40
KMart	76.00	VINCENT, BRIAN	6.71
KOORSEN FIRE & SECURITY	1,253.95	WELLER, LINDA J.	50.00
KSS ENTERPRISES	1,326.93	WOOD SHOP, THE	925.00
LEESE, M. CHRIS	32.00	WORK & PLAY SHOP	290.16
MAYER, SHELLEY L.	50.00	WURST, RANDALL W.	50.00
McGINN, KELLY A.	50.00	WYMAN, MATTHEW A.	50.00
MCGRUFF SAFE KIDS	353.60	TOTAL	711,953.40

ACH Payments – 10/16/2017 to 11/03/2017

MI PUBLIC POWER AGENCY	20,973.06	VANTAGEPOINT (457 ICMA PLAN)	13,124.42
IRS (PAYROLL TAX DEPOSIT)	35,368.43	VANTAGEPOINT (ROTH IRA)	1,161.53
ALERUS FINANCIAL (HCSP)	420.00	MERS (DEFINED BENEFIT PLAN)	30,579.83
STATE OF MI (WITHHOLDING TAX)	5,102.76	MI PUBLIC POWER AGENCY	12,712.96
VANTAGEPOINT (401 ICMA PLAN)	742.50	MI PUBLIC POWER AGENCY	289,700.09

MI PUBLIC POWER AGENCY	13,936.03	VANTAGEPOINT (401 ICMA PLAN)	742.50
IRS (PAYROLL TAX DEPOSIT)	32,257.46	VANTAGEPOINT (457 ICMA PLAN)	12,619.26
ALERUS FINANCIAL (HCSP)	420.00	VANTAGEPOINT (ROTH IRA)	1,161.53
STATE OF MI (WITHHOLDING TAX)	4,647.13	TOTAL	475,669.49

Payroll Net Pay – Pay Period Ending 10/14/2017 (Paid 10/20/2017)

WELLER, LINDA JO	1,496.31	MANKER JR, DAVID W.	596.77
HEYDLAUFF, MARK L.	2,259.85	MANKER SR, DAVID W.	710.69
GOLDING, JOYCE M.	1,132.69	BECKER, MICHAEL S.	800.62
DEROSIA, PATRICIA E.	976.85	NEDWICK, DAVID J.	521.68
DOTSON, LINDSEY J.	1,435.09	FREY, DYLAN V.	499.04
LOY, EVELYN R.	1,048.93	MCGHEE, ROBERT R.	1,079.93
KLOOSTER, ALIDA K.	1,567.40	CRANDELL, ZACKARY R.	415.22
GOLOVICH, KAREN J.	948.18	LEITNER, RYAN S.	710.23
SPENCLEY, PATRICIA L.	1,231.96	FERGUSON, ROYCE L.	792.20
MILLER, FAITH G.	56.16	BOSS, SHERRY M.	552.35
LEESE, MERRI C.	402.98	KIRINOVIC, THOMAS F.	481.27
MCGINN, KELLY A.	1,620.47	ANZELL, BETH A.	638.82
JONES, JANET M.	496.47	HEID, THOMAS J.	1,246.88
DOAN, GERARD P.	1,596.21	LEESE, ALAN K.	379.48
SCHLAPPI, JAMES L.	945.72	GRUNCH, RONALD J.	38.79
UMULIS, MATTHEW T.	1,439.28	DAVIS, RONALD L.	73.15
HANKINS, SCOTT A.	1,743.04	FAIRCHILD, GALEN W.	94.75
ORBAN, BARBARA K.	1,496.37	MASSON, DONALD J.	372.26
FLICKEMA, ANDREW M.	1,753.86	KUSINA, DENNIS W.	79.28
MATELSKI, KIMBERLY A.	1,185.34	LIVINGSTON, BRIAN D.	828.65
RILEY, DENISE M.	438.74	VANLOO, JOSEPH G.	673.45
EVANS JR, HALBERT K.	1,470.62	WYMAN, MATTHEW A.	1,500.48
KLOOSTER, PATRICK H.	1,050.59	BOSS, RYDER S.	568.69
BINGHAM, LARRY E.	543.52	MILLER, WILLIAM S.	1,116.52
MATELSKI, RYAN G.	966.88	DOUGLAS, MARK	654.02
DAVIS, LEAH R.	140.05	TRAVERS, MANUEL J.	1,637.63
CARLSON, JOSHUA A.	136.93	STEVENS, JEFFREY W.	273.92
GREYERBIEHL, KELLY M.	425.94	RILEY, CASEY W.	491.74
WURST, RANDALL W.	1,085.44	JONES, LARRY M.	922.25
MAYER, SHELLEY L.	1,669.13	WILLSON, BRENDA R.	329.49
HILLING, NICHOLAS A.	1,129.18	BEAN, PETER J.	473.09
MEIER III, CHARLES A.	1,536.21	MCCALIB, RACHELLE L.	243.15
ZACHARIAS, STEVEN B.	1,198.96	MCMULLEN, DONALD R.	1,320.96
SWEM, DONALD L.	1,875.30	BOYCE, REBECCA L.	963.89
EATON, BRAD A.	1,809.40	MCFARLAND, JONATHAN A.	274.64
WILSON, TIMOTHY J.	2,027.54	SILVA, JESSE L.A.	207.22
LAVOIE, RICHARD L.	1,637.74	BASSETT, FREDERICK A.	296.86
STEVENS, BRANDON C.	1,625.81	WURST, RANDALL W.	2,574.12
DRAVES, MARTIN J.	1,644.03	MAYER, SHELLEY L.	2,350.44
BROWN, STEPHANIE C.	1,018.43	WHITLEY, ANDREW T.	1,765.69
ANDERSON, ELIZABETH A.	1,112.49	MORRISON, KEVIN P.	1,234.08
ELLIOTT, PATRICK M.	2,000.49	JOHNSON, STEVEN P.	987.48
SCHWARTZFISHER, JOSEPH L.	1,118.87	BISHAW, JAMES H.	768.97
BRADLEY, KELLY R.	1,478.58	HOLM, ARTHUR R.	252.69
HART II, DELBERT W.	1,204.63	GILL, DAVID R.	1,012.67
JONES, ROBERT F.	1,366.48	MATTER, DAWSON K.	1,134.34
DORAN, JUSTIN J.	1,468.65		
FARRELL, MITCHELL L.	1,254.29	TOTAL	94,208.62

Payroll Transmittal – 10/14/2017

4FRONT CREDIT UNION	550.00	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	158.28	COMMUNICATION WORKERS OF AMER	541.06
AMERICAN FAMILY LIFE	394.32	MI STATE DISBURSEMENT UNIT	401.83
CHAR EM UNITED WAY	59.00	PRIORITY HEALTH	1,632.43
CHARLEVOIX STATE BANK	1,260.77	TOTAL	5,147.69

Payroll Net Pay – Pay Period Ending 10/28/2017 (Paid 11/03/2017)

WELLER, LINDA JO	1,496.31	KLOOSTER, ALIDA K.	1,901.19
HEYDLAUFF, MARK L.	2,543.08	GOLOVICH, KAREN J.	948.18
GOLDING, JOYCE M.	1,132.69	SPENCLEY, PATRICIA L.	957.36
DEROSIA, PATRICIA E.	483.25	MILLER, FAITH G.	16.38
DOTSON, LINDSEY J.	1,432.75	LEESE, MERRI C.	317.09
LOY, EVELYN R.	1,048.93	MCGINN, KELLY A.	1,616.81

JONES, JANET M.	340.24	LEITNER, RYAN S.	657.61
DOAN, GERARD P.	1,596.21	FERGUSON, ROYCE L.	666.45
SCHLAPPI, JAMES L.	991.73	BOSS, SHERRY M.	534.79
UMULIS, MATTHEW T.	1,196.51	KIRINOVIC, THOMAS F.	497.39
HANKINS, SCOTT A.	1,515.75	ANZELL, BETH A.	568.54
ORBAN, BARBARA K.	1,145.31	BOSS, BEAU J.	440.56
FLICKEMA, ANDREW M.	1,753.41	HEID, THOMAS J.	1,246.88
MATELSKI, KIMBERLY A.	1,185.34	LEESE, ALAN K.	352.83
RILEY, DENISE M.	438.74	DAVIS, RONALD L.	118.25
EVANS JR, HALBERT K.	213.15	FAIRCHILD, GALEN W.	182.61
KLOOSTER, PATRICK H.	92.49	MASSON, DONALD J.	268.98
MATELSKI, RYAN G.	975.66	LIVINGSTON, BRIAN D.	782.61
WURST, RANDALL W.	1,316.05	VANLOO, JOSEPH G.	622.17
MAYER, SHELLEY L.	1,509.96	WYMAN, MATTHEW A.	1,424.58
HILLING, NICHOLAS A.	1,143.41	BOSS, RYDER S.	468.55
MEIER III, CHARLES A.	1,217.34	MILLER, WILLIAM S.	1,558.04
ZACHARIAS, STEVEN B.	1,427.50	DOUGLAS, MARK	599.19
SWEM, DONALD L.	1,875.30	TRAVERS, MANUEL J.	2,024.33
EATON, BRAD A.	1,940.84	STEVENS, JEFFREY W.	197.28
WILSON, TIMOTHY J.	2,273.83	RILEY, CASEY W.	321.88
LAVOIE, RICHARD L.	1,644.41	JONES, LARRY M.	757.04
STEVENS, BRANDON C.	2,084.44	WILLSON, BRENDA R.	727.71
DRAVES, MARTIN J.	1,742.84	BEAN, PETER J.	876.24
BROWN, STEPHANIE C.	1,018.44	MCMULLEN, DONALD R.	313.53
ANDERSON, ELIZABETH A.	1,112.49	BOYCE, REBECCA L.	616.67
ELLIOTT, PATRICK M.	2,000.49	MCFARLAND, JONATHAN A.	403.88
SCHWARTZFISHER, JOSEPH L.	1,076.03	SILVA, JESSE L.A.	155.28
BRADLEY, KELLY R.	1,249.99	BASSETT, FREDERICK A.	767.41
HART II, DELBERT W.	1,293.01	GERBER, SAMUEL A.	55.41
JONES, ROBERT F.	1,354.85	WHITLEY, ANDREW T.	1,804.40
DORAN, JUSTIN J.	1,432.93	MORRISON, KEVIN P.	1,138.66
FARRELL, MITCHELL L.	1,451.17	JOHNSON, STEVEN P.	1,197.21
MANKER JR, DAVID W.	481.62	BISHAW, JAMES H.	583.88
MANKER SR, DAVID W.	625.37	BOSS JR, DALE E.	555.23
BECKER, MICHAEL S.	718.20	HOLM, ARTHUR R.	824.89
NEDWICK, DAVID J.	549.80	GILL, DAVID R.	1,037.53
FREY, DYLAN V.	321.25	MATTER, DAWSON K.	359.00
MCGHEE, ROBERT R.	980.51		
CRANDELL, ZACKARY R.	413.21	TOTAL	85,301.33

Payroll Transmittal – 11/03/2017

4FRONT CREDIT UNION	550.00	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	158.28	COMMUNICATION WORKERS OF AMER	541.06
AMERICAN FAMILY LIFE	394.32	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	1,657.36
CHARLEVOIX STATE BANK	1,260.77	TOTAL	5,393.62

Tax Disbursement – 11/07/2017

CHARLEVOIX COUNTY TREASURER	5,995.32	CHARLEVOIX PUBLIC SCHOOLS	286.80
CHARLEVOIX PUBLIC SCHOOLS	7,894.85	CITY OF CHARLEVOIX - TAXES DUE	6,987.72
CHARLEVOIX PUBLIC SCHOOLS	1,434.31		
CHARLEVOIX PUBLIC SCHOOLS	286.80	TOTAL	22,885.80

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Job Description Revisions

DATE: November 20, 2017

BACKGROUND:

We are proposing the modification of the following job descriptions:

City Clerk/Executive Assistant – Linda Weller, who is the Executive Assistant in my office, is retiring at the end of January. I am proposing that we combine the Executive Assistant position with the City Clerk position. Joyce Golding, the City Clerk, is currently working part time has agreed to take on the additional duties of the Executive Assistant position and will work full time.

Chief of Police – As a result of the transfer of the fire services to Charlevoix Township, we removed the Fire Chief duties from this job description. Serving as the primary point of contact with the Township Fire Chief in order to coordinate interagency services between agencies and responsibility for overseeing the upkeep and maintenance of some additional City buildings were added to the job description.

Mt. McSaubu Ski Hill - We are proposing the revision of three Mt. McSaubu Ski Hill job descriptions to allow management to move employees between positions as necessary - making a more flexible workforce. In addition, the job descriptions were revised to provide a better description of the knowledge, skills and abilities necessary to perform the job duties.

- The **Mt. McSaubu Operations Attendant** replaces the Tow Operator/Ice Rink Attendant job description. This was modified to add additional duties as assigned by management.
- The **Assistant to the Mt. McSaubu Manager** replaces the Groomer/Snow and Ice Maker/Tow Operator/Counter Attendant job description. This revision allows employees in this position to supervise ski hill employees in the absence of the Ski Hill Manager.
- The **Mt. McSaubu Manager** job description was modified to add additional ski hill duties in order to back up other positions when necessary.

RECOMMENDATION:

Approve the Executive Assistant/City Clerk, Chief of Police, Mt. McSaubu Operations Attendant, Attendant to Mt. McSaubu Manager, and Mt. McSaubu Manager job descriptions.

ATTACHMENTS:

- ❑ City Clerk/Executive Assistant
- ❑ Chief of Police
- ❑ Mt. McSaubu Operations Attendant
- ❑ Assistant to the Mt. McSaubu Manager
- ❑ Mt. McSaubu Manager

CITY OF CHARLEVOIX

Title: City Clerk/Executive Assistant

FLSA: Exempt

STATUS: Full-time, non-union

Department: City Manager/Clerk

Reports To: City Manager

Date: November 20, 2017

This position will provide both executive level administrative support to the City Manager and serve as the City of Charlevoix City Clerk. These job descriptions are described separately below.

Executive Assistant Job Description

Purpose

Provides executive level administrative support to the City Manager and other staff in routine office tasks and responds to general public inquiries.

Scope and Environment

Assists City Manager and other staff as directed with routine office tasks including answering phones, document management, preparing written communications, agenda management, and other activities as assigned. Responds to general public inquiries by directing them to the appropriate staff member and department.

Essential Duties

- Coordinate meetings and distribute meeting agendas and packets and proof as directed.
- Screen mail for City Manager and/or direct correspondence to appropriate departments.
- Provide administrative support to the City Manager and for other City staff as the City Manager may from time to time designate.
- Coordinate collection and preparation of time and content-sensitive items and documents. Index and file minutes and other City documents for efficient retrieval. Retrieve files as required.
- Maintain current information about City operations and fees.
- Coordinate the use of City conference and meeting rooms by external groups.
- Answers telephones and takes complaints and directs them to the appropriate staff members and departments.
- Maintain schedule of expiring contracts and documents.
- Assign street and house numbers as needed and requested. Serve as primary contact for Census Bureau activities and responses.
- Coordinate requests and cancellations of employee landline phones and assisting with maintenance requests.

Knowledge, Skills and Abilities

- Excellent written and oral communication skills.
- Customer service orientation and strong interpersonal skills. Experience dealing with difficult people or experience in a public relations capacity preferred.
- Strong organizational skills, including time-management.
- Strong problem-solving skills.

Preferred Qualifications

- Associates degree strongly preferred with more advanced degrees, coursework, or specialized training desired.
- Comprehensive knowledge of administrative support systems and procedures as evidenced by a minimum of five years progressively responsible related administrative support experience.
- Previous experience working in a municipal and/or public service environment, is preferred.

City Clerk Job Description

Purpose

To perform all of the duties of a city clerk as provided by Federal and Michigan Statutes and the City Charter and Code Book. Administers all national, state, and local elections. Maintains all official City records and ordinances. Responsible for all meeting minutes of City Council, Zoning Board of Appeals, Planning Commission, and Downtown Development Authority. Supervises election officials and the Deputy Clerk.

Scope and Environment

The incumbent has considerable contact with the City Council, Treasurer Staff, department heads, contractor and vendor representatives, voting officials, and the general public. Duties require tact and discretion to research and resolve issues. The city clerk duties are task-oriented, dependent on a particular situation, and are generally of a clerical/administrative nature. Many of those tasks have mandated deadlines. Considerable attention to detail and careful time management are also required to meet deadlines and to respond to issues in a timely manner. The incumbent operates a computer and standard office equipment. Work is performed in a cubicle/office environment. Essential functions may require walking, standing, or sitting for prolonged periods of time and lifting a standard-sized box of records or election equipment. Concentration may be interrupted by phone calls and walk-ins at counter.

Essential Functions

- Serves as the City's election official liaison to the County, conducts all aspects of the City's general and special elections including legal notices, absentee ballots, and voting equipment information. Ensures compliance with federal, state, and local laws related to municipal elections. Works closely with the County election officials.
- Attend City Council meetings, takes minutes, and causes them to be published, indexed, and recorded in a permanent journal. Serves as clerk to the Board of Review and the Compensation Commission.
- Publish and post all notices of hearings and meetings.
- Serves as clerk to the Planning Commission, Zoning Board of Appeals, and Downtown Development Authority.
- Administer oath of office for City Council, Commissioners, Boards and Committee members, and maintains custody of official City seal.
- Responds to citizen inquiries regarding election processes and Freedom of Information Act requests.
- Responsible for oversight and/or issuance of licenses (e.g. airport, business, liquor), bid openings, and cemetery records.
- Responsible for City's official records maintenance, ensuring documents are recorded and filed properly; coordinates records retention and storage schedules;
 - Oversees archiving all paper records into a digital format.
 - Oversees annual inspection of official records room; discarding records according to state statutes.
- Remains current on legal changes, principles, practices, and developments in the field.
- Develop and administer the budget for the City Clerk's Office.
- Serves as signatory on all City contracts, agreements, ordinances, resolutions, checks and related documents; maintain and codify all ordinances in the Municipal Code.
- Other duties as assigned.

Skills, Ability, and Knowledge

- Extensive knowledge of State and Municipal laws, rules and regulations as they pertain to the City Clerk functions and the administration of City government.
- General knowledge of office management procedures, records management and retention, filing systems, correspondence, etc.
- Proficiency in Microsoft Office Suite, particularly WORD and EXCEL; ability to learn and become proficient in the Qualified Voter File (QVF), Electronic Poll Book (EPB) programs and records management software.
- Skill in maintaining and updating records and documents.

- Skill in interpersonal relations and written and oral communications sufficient to soothe irate citizens, work with vendors, employees, and communicate with council and board members.
- Ability to attend meetings and accommodate deadlines scheduled at night or at times other than regular business hours.
- Ability to work effectively under stress and changes in work priorities.

Certifications Desirable

- Ability to meet the standards required for bonding.
- Ability to meet the standards required to become a notary.
- Certified Michigan Municipal Clerk

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City Council approved: Pending

CITY OF CHARLEVOIX

Title: Chief of Police

FLSA: Exempt

STATUS: Full-time, non-union

Departments: Police & EMS

Reports To: City Manager

Date: November 20, 2017

Position Purpose and Objectives

Under the general direction of the City Manager, plans, develops and directs a complete program of public safety to protect the lives and property of the public and to preserve peace in the City. Acts as a spokesperson for the City regarding public safety issues. Interacts with other agencies and departments to ensure a comprehensive and coordinated approach to public safety services provision.

Scope and Environment

While performing the duties of this job, the employee regularly works in an office setting and occasionally works in dangerous law enforcement or fire/EMS emergency settings. The employee may occasionally be exposed to outside weather conditions and dangerous situations.

Essential Job Functions

- Plans, organizes, and directs all aspects of Police and EMS departmental operations including personnel, budgeting, general administration, and capital needs assessment. Develops, recommends and implements Police and EMS departmental policies and procedures, internal controls, and departmental goals and needs, City directives, and legal requirements.
- Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
- Develops and administers the annual Police and EMS departmental operating and capital budgets. Ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time. Approves purchases and prepares departmental financial summaries as required.
- Directs Police and EMS departmental operations through a defined command structure.
- Develops long-term plans to improve Police and EMS departmental operations, law enforcement, crime prevention efforts, rescue and medical services, and emergency programming.
- Evaluates pending legislation and statutes and responds to changing regulations and technology regarding law enforcement and EMS operations and training through review of technical materials and professional education.
- Advises and assists City administration and Council regarding law enforcement, building, traffic, crime, rescue and medical services and emergency issues. Acts as spokesperson for the department, receives and answers inquiries and complaints from the public, other agencies and the media.
- Coordinates Police and EMS departmental activities with other agencies including Federal, State, County, Township and other local law enforcement departments, EMS departments and fire agencies. Serves as the primary point of contact with the Charlevoix Township Fire Chief and coordinates interagency emergency services between the agencies.
- Serves on community boards and commissions related to public safety, as appropriate. Meets with community groups to address public safety concerns.
- Oversees the acquisition and maintenance of department equipment and vehicles; maintain safety standards for personnel and equipment.
- Oversees all upkeep and maintenance of City Hall, Bridge Park Building, Harbormaster Office, and Odmark Performance Pavilion.

Knowledge, Skills and Abilities Required

- Bachelor's degree in criminal justice or a related field with a Master's degree preferred. Alternatively, an Associate's degree plus seven to ten years of relevant training and experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Seven years of increasingly responsible law enforcement experience, including four years of supervisory and management responsibility.
- Michigan Commission on Law Enforcement Standards (MCOLES) certification; EMT, paramedic or fire certifications preferred.
- Valid Michigan driver license.
- Knowledge of State and Federal laws and local ordinances governing limitations and obligations of police power and EMS responsibility.
- Substantial knowledge of the principles, practices and techniques of modern police science to establish and maintain effective law enforcement operations. Knowledge of scientific methods of crime detection and prevention.
- Knowledge of the operation of relevant vehicles, surveillance and communication equipment, and firearms.
- Skill in leading, delegating and supervising the work of others in routine and emergency situations.
- Ability to communicate effectively and present ideas orally and in writing, and make public presentations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, law enforcement colleagues, fire/EMS colleagues, community leaders, the media, and the public.
- Ability to prepare and maintain a wide variety of records and reports according to accepted standards.
- Ability to work effectively under stress and in emergency and confrontational situations.
- Ability to respond to emergencies and attend meetings at any hour.
- Ability to project a courteous and positive public image of the City of Charlevoix.

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City Council Approval: Pending

CITY OF CHARLEVOIX

Title: Mt. McSauba Operations Attendant **FLSA:** Non-exempt
STATUS: Seasonal
Department: Recreation
Reports To: Mt. McSauba Manager
Date: November 20, 2017

Scope & Environment

Operates under general supervision of Mt. McSauba Manager. Works outdoors in wintry weather conditions (day or night) and indoors in busy and often noisy areas. Professional demeanor is required. Work schedule is based on weather.

Position Purpose and Objectives

Ensures safe and effective rope tow operations for skiers at Mt. McSauba. Operates ice rink which includes collection of funds, skate rentals, and tracking of City vs. Township usage. Ensures ice rink rental area is maintained and organized. Adjusts snow guns and water valves as necessary and as assigned. Contributes to a safe work environment and projects a courteous and positive image of the City of Charlevoix to the public.

Essential Job Functions

- Hang and unhang tow ropes at the beginning and ending of each day.
- Monitor rope tow operations.
- Operate and shut down rope tow as necessary.
- Conduct safety inspections of work site to ensure safety of skiers.
- Shovel snow from tow ropes and drive units, as necessary.
- Emergency response and rescue of skiers caught in tow ropes.
- Sign daily book with temperature and snow conditions.
- Enforce ski area and skate rules.
- Assist with the Ski Lodge Operations, as assigned.
- Ensure all ski, snowboard equipment is in good working order and operates in a safe manner.
- Alert to emergency situations and notify ski patrol/supervisors immediately.
- Maintain ice rink facility.
- Organize/distribute rental equipment and assist customers with putting equipment on.
- Collect customer information.
- Compute charges and receive payments.
- Shovel snow from ice rink, when needed.
- Build and maintain a small, contained warming fire near the warming shack.
- Assist with building and routine maintenance of ice surface.
- If assigned by supervisor, adjusts snow guns and water valves, as necessary.
- Inform manager of any incidents/problems immediately.
- Other duties as assigned by Ski Hill Manager.

Knowledge, Skills and Abilities Required

- Able to operate a four wheeler with snow plow to remove snow from ice rink.
- Able to operate a Zamboni to maintain ice surface.
- Able to operate a snowmobile up and down the ski hills.

- Able to walk up and down snow covered ski slopes.
- Able to climb tower, even during high winds.
- Able to adjust snow guns and water valves.
- Ability to shovel while walking on ice.
- Able to use snow shovels, brooms, mops, and other simple hand tools.
- Able to handle pressurized hose with 50 lbs.
- Able to make change.
- Possess an understanding of ski and skate area rules and safety requirements.
- Demonstrate excellent public relations, customer service, and communication skills.
- Possess experience and patience working with people of all ages and abilities.
- Able to work flexible hours, including special events.
- Able and willing to work outside in all kinds of winter weather.

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City Council Approval: Pending

CITY OF CHARLEVOIX

Title: Assistant to Mt. McSauba Manager

FLSA: Non-Exempt
Status: Seasonal

Department: Recreation

Reports To: Mt. McSauba Manager

Date: November 20, 2017

Scope & Environment

Operates under general supervision of Mt. McSauba Manager. Works outdoors in wintry weather conditions (day or night) or indoors in busy and often noisy area. Interaction with children and parents requires maturity to maintain professional customer service.

Position Purpose and Objectives

Ensure ski area is appropriately prepared and safe for the needs and enjoyment of ski area clients. Make snow and ice when necessary. Ensure rope tow operating safely and effectively for skiers. Operation of lift ticket office including collection of funds, ski rentals, and tracking of City vs. Township usage. Ensure counter and rental area is organized. Supervise ski area staff in the event of the absence of the Ski Hill Manager. Contribute to a safe work environment and project a courteous and positive image of the City of Charlevoix to the public.

Essential Job Functions

- Operate snow making/grooming equipment.
- Groom all runs on an "as needed" basis.
- Run/adjust snow guns and ice making equipment.
- Operate heavy equipment to keep the snow conditions safe for all skiers.
- Ensure all equipment in good working order and operated in a safe manner.
- Supervise ski area staff in the event of the absence of the Ski Hill Manager.
- Operate/monitor rope tow for skiers/shutdown when necessary.
- Conduct safety inspections of work site to ensure safety of skiers.
- Sign daily book with temperature and snow conditions.
- Enforce ski area rules.
- Set up, manage, track and fit all rental equipment for daily rentals and ski school.
- Adjust and fit customer's personal ski and snowboard equipment.
- Coordinate all scheduling of ski school classes.
- Compute charges and receive payments; operate cash register.
- Prepare and distribute skier usage information.
- Track transactions and number of customers electronically.
- Answer telephone to provide information.
- Take reservations for ski/snowboard lessons.
- Help maintain a clean lodge area when not busy with other duties.
- Alert to emergency situations and notifies ski patrol/supervisors in emergency situations.
- Inform manager of any incidents/problems immediately.
- Other duties as assigned by Ski Hill Manager.

Knowledge, Skills and Abilities Required

- Able to operate and maintain snow making/grooming equipment.
- Able to operate a four wheeler with snow plow to remove snow from ice rink.
- Able to operate a Zamboni to maintain ice surface.
- Able to operate a snowmobile up and down the ski hills.
- Able to operate a chainsaw.
- Able to walk up and down snow covered ski slopes.
- Able to climb tower, even during high winds.
- Able to adjust snow guns and water valves.
- Ability to shovel while walking on ice.
- Able to handle pressurized hose with 50 lbs.
- Able to lift up to 50 pounds and carry the load short distances.
- Able to use snow shovels, brooms, mops, and other simple hand tools.
- Possess an understanding of ski area rules and safety requirements.
- Demonstrate excellent public relations and communication skills.
- Possess experience and patience working with people of all ages and abilities.
- Able to operate a cash register and make change.
- Excellent public relations, customer service, and communication skills.
- Experience and patience working with people of all ages and abilities.
- Able to operate a cash register and make change.
- Able to work flexible hours, including special events.
- Able and willing to work outside in all kinds of winter weather.

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City Council Approval: Pending Approval

CITY OF CHARLEVOIX

Title: Mt. McSauba Manager

FLSA: Exempt
STATUS: Seasonal

Department: Recreation

Reports To: Recreation Director

Date: November 20, 2017

Scope and Environment

Operates under limited supervision of Recreation Director. Works outdoors in wintry weather conditions (day or night). Interaction with children and parents requires patience and maturity.

Position Purpose and Objectives

Oversee and supervise all aspects of the Mt. McSauba ski area to ensure that it is operational and safe for all clients. Maintain all equipment on a daily and annual basis, as well as all preparation needed to open and close out each snow season. Supervise all ski area employees and ensures that they are fulfilling their job responsibilities and maintaining a safe environment. The Assistant Manager fulfills all responsibilities when the Manager is absent.

Essential Job Functions

- Operate and maintain all ski area equipment - snowmaking, water pump station operation, grooming, shovels, tow ropes.
- Maintain all buildings and equipment; ensure lodge is neat and clean.
- Design and maintain the Terrain Park.
- Assist with making and maintaining ice at the rink.
- Set up, manage, track, and fit all rental equipment for daily rentals and ski school.
- Adjust and fit customer's personal ski and snowboard equipment as needed.
- Coordinate all scheduling of ski school classes and supervise staff.
- Ensure all equipment in good working order and operated in a safe manner.
- Conduct safety inspections of work site to ensure safety of skiers.
- Compute charges and receive payments; operate cash register.
- Prepare and distribute skier usage information.
- Track transactions and number of customers electronically.
- Answer telephone to provide information.
- Take reservations for ski/snowboard lessons
- Coordinate staffing levels based on demand and weather.
- Prepare budget with Recreation Director; monitoring ongoing.
- Supervise entire area to keep safety first.
- Keep ski area in compliance with the State of Michigan Ski Area Safety laws.
- Enforce ski area rules on a consistent and fair basis following protocol.
- Notify ski patrol and/or supervisors in emergency situations.
- Report any incidents/problems immediately.

Knowledge, Skills and Abilities Required

- Able to prepare and monitor budgets and other financial data.
- Knowledge of and ability to operate all Mt. McSauba mechanical equipment properly.
- Knowledge of applicable state and federal safety laws, ski area rules and protocols.
- Excellent supervisory skills, especially scheduling.
- Able to operate and maintain snow making/grooming equipment.
- Able to operate a four wheeler with snow plow to remove snow from ice rink.
- Able to operate a Zamboni to maintain ice surface.
- Able to operate a snowmobile up and down the ski hills.

- Able to operate a chainsaw.
- Able to walk up and down snow covered ski slopes.
- Able to climb tower, even during high winds.
- Able to adjust snow guns and water valves.
- Ability to shovel while walking on ice.
- Able to handle pressurized hose with 50 lbs.
- Able to lift up to 50 pounds and carry the load short distances.
- Able to use snow shovels, brooms, mops, and other simple hand tools.
- Possess an understanding of ski area rules and safety requirements.
- Demonstrate excellent public relations and communication skills.
- Possess experience and patience working with people of all ages and abilities.
- Able to operate a cash register and make change.
- Demonstrate excellent public relations, customer service, and communication skills.
- Experience and patience working with people of all ages and abilities.
- Able to operate a cash register and make change.
- Able to work flexible hours, including special events.
- Able and willing to work outside in all kinds of winter weather.

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City Council Approval: Pending

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: November 20, 2017

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/11/2017	11/17/2017	121937	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	550.00
11/11/2017	11/17/2017	121938	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	158.28
11/11/2017	11/17/2017	121938	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	366.72
11/11/2017	11/17/2017	121939	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 11/11/	59.00
11/11/2017	11/17/2017	121940	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,260.77
11/11/2017	11/17/2017	121941	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
11/11/2017	11/17/2017	121942	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	541.06
11/11/2017	11/17/2017	121943	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
11/11/2017	11/17/2017	121944	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,640.74
Grand Totals:		9				5,128.40

Xm

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

11/17/17 Payroll Transmittal Checks	\$	5,128.40
11/17/17 Payroll (net pay)	\$	88,811.55
11/21/17 Regular Accounts Payable	\$	199,921.62
Checks Sub-Total:	\$	293,861.57

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

11/02/17 Neofunds by Neopost (ACH fee)	\$	50.00
11/06/17 MI Public Power Agency	\$	14,387.53
11/06/17 Payment Service Network	\$	249.30
11/09/17 DTE Energy	\$	1,486.71
11/09/17 State of MI (Sales Tax)	\$	17,739.44
11/13/17 MI Public Power Agency	\$	14,995.06
11/17/17 IRS (Payroll Tax Deposit)	\$	32,333.17
11/17/17 Alerus Financial (HCSP)	\$	420.00
11/17/17 State of MI (Withholding Tax)	\$	4,683.88
11/17/17 Vantagepoint (401 ICMA Plan)	\$	742.50
11/17/17 Vantagepoint (457 ICMA Plan)	\$	12,774.11
11/17/17 Vantagepoint (Roth IRA)	\$	1,161.53
11/17/17 MERS (Defined Benefit Plan)	\$	29,696.08
ACH Sub-Total:	\$	130,719.31

Huntington National Bank Total: \$ 424,580.88

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

11/21/17 Tax Disbursement	\$	31,194.24
Charlevoix State Bank Total:	\$	31,194.24

Grand Total: \$ 455,775.12

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/11/2017	PC	11/17/2017	24656	GIBSON, SHIRLEY J.	43		258.05
11/11/2017	PC	11/17/2017	24657	WELLER, LINDA JO	101		1,496.31
11/11/2017	PC	11/17/2017	24658	HEYDLAUFF, MARK L.	102		2,259.85
11/11/2017	PC	11/17/2017	24659	GOLDING, JOYCE M.	106		1,132.69
11/11/2017	PC	11/17/2017	24660	DEROSIA, PATRICIA E.	107		1,101.04
11/11/2017	PC	11/17/2017	24661	DOTSON, LINDSEY J.	109		1,444.91
11/11/2017	PC	11/17/2017	24662	LOY, EVELYN R.	117		1,048.93
11/11/2017	PC	11/17/2017	24663	KLOOSTER, ALIDA K.	121		1,567.40
11/11/2017	PC	11/17/2017	24664	GOLOVICH, KAREN J.	122		948.18
11/11/2017	PC	11/17/2017	24665	SPENCLEY, PATRICIA L.	136		1,119.89
11/11/2017	PC	11/17/2017	24666	MILLER, FAITH G.	142		30.42
11/11/2017	PC	11/17/2017	24667	LEESE, MERRI C.	145		198.15
11/11/2017	PC	11/17/2017	24668	MCGINN, KELLY A.	146		1,616.81
11/11/2017	PC	11/17/2017	24669	JONES, JANET M.	148		179.73
11/11/2017	PC	11/17/2017	24670	DOAN, GERARD P.	201		1,596.21
11/11/2017	PC	11/17/2017	24671	SCHLAPPI, JAMES L.	204		1,101.00
11/11/2017	PC	11/17/2017	24672	UMULIS, MATTHEW T.	205		1,459.45
11/11/2017	PC	11/17/2017	24673	HANKINS, SCOTT A.	208		1,657.81
11/11/2017	PC	11/17/2017	24674	ORBAN, BARBARA K.	209		1,255.72
11/11/2017	PC	11/17/2017	24675	FLICKEMA, ANDREW M.	211		1,386.86
11/11/2017	PC	11/17/2017	24676	MATELSKI, KIMBERLY A.	212		1,185.34
11/11/2017	PC	11/17/2017	24677	RILEY, DENISE M.	213		438.74
11/11/2017	PC	11/17/2017	24678	MATELSKI, RYAN G.	230		975.66
11/11/2017	PC	11/17/2017	24679	WURST, RANDALL W.	411		1,218.73
11/11/2017	PC	11/17/2017	24680	MAYER, SHELLEY L.	412		1,766.93
11/11/2017	PC	11/17/2017	24681	HILLING, NICHOLAS A.	413		1,346.97
11/11/2017	PC	11/17/2017	24682	MEIER III, CHARLES A.	421		1,126.87
11/11/2017	PC	11/17/2017	24683	ZACHARIAS, STEVEN B.	422		1,159.84
11/11/2017	PC	11/17/2017	24684	SWEM, DONALD L.	512		1,875.31
11/11/2017	PC	11/17/2017	24685	EATON, BRAD A.	515		1,960.22
11/11/2017	PC	11/17/2017	24686	WILSON, TIMOTHY J.	516		2,138.96
11/11/2017	PC	11/17/2017	24687	LAVOIE, RICHARD L.	519		1,644.41
11/11/2017	PC	11/17/2017	24688	STEVENS, BRANDON C.	521		2,114.24
11/11/2017	PC	11/17/2017	24689	DRAVES, MARTIN J.	523		1,610.95
11/11/2017	PC	11/17/2017	24690	BROWN, STEPHANIE C.	524		1,023.56
11/11/2017	PC	11/17/2017	24691	ANDERSON, ELIZABETH	526		1,112.49
11/11/2017	PC	11/17/2017	24692	ELLIOTT, PATRICK M.	600		2,000.49
11/11/2017	PC	11/17/2017	24693	SCHWARTZFISHER, JOS	603		1,235.76
11/11/2017	PC	11/17/2017	24694	BRADLEY, KELLY R.	614		1,613.47
11/11/2017	PC	11/17/2017	24695	HART II, DELBERT W.	616		1,263.75
11/11/2017	PC	11/17/2017	24696	JONES, ROBERT F.	618		1,191.40
11/11/2017	PC	11/17/2017	24697	DORAN, JUSTIN J.	621		1,571.28
11/11/2017	PC	11/17/2017	24698	FARRELL, MITCHELL L.	622		1,394.92
11/11/2017	PC	11/17/2017	24699	MANKER JR, DAVID W.	638		520.01
11/11/2017	PC	11/17/2017	24700	BECKER, MICHAEL S.	641		728.26
11/11/2017	PC	11/17/2017	24701	NEDWICK, DAVID J.	642		427.96
11/11/2017	PC	11/17/2017	24702	FREY, DYLAN V.	643		528.28
11/11/2017	PC	11/17/2017	24703	MCGHEE, ROBERT R.	663		980.51
11/11/2017	PC	11/17/2017	24704	CRANDELL, ZACKARY R.	691		367.18
11/11/2017	PC	11/17/2017	24705	LEITNER, RYAN S.	692		789.19
11/11/2017	PC	11/17/2017	24706	FERGUSON, ROYCE L.	693		688.92
11/11/2017	PC	11/17/2017	24707	BOSS, SHERRY M.	695		405.84
11/11/2017	PC	11/17/2017	24708	KIRINOVIC, THOMAS F.	700		497.39
11/11/2017	PC	11/17/2017	24709	ANZELL, BETH A.	712		597.82
11/11/2017	PC	11/17/2017	24710	BOSS, BEAU J.	788		849.92
11/11/2017	PC	11/17/2017	24711	HEID, THOMAS J.	802		1,246.88
11/11/2017	PC	11/17/2017	24712	MASSON, DONALD J.	861		379.00

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/11/2017	PC	11/17/2017	24713	LIVINGSTON, BRIAN D.	866		690.51
11/11/2017	PC	11/17/2017	24714	VANLOO, JOSEPH G.	902		681.15
11/11/2017	PC	11/17/2017	24715	WYMAN, MATTHEW A.	927		1,333.20
11/11/2017	PC	11/17/2017	24716	BOSS, RYDER S.	932		451.03
11/11/2017	PC	11/17/2017	24717	MILLER, WILLIAM S.	933		1,006.86
11/11/2017	PC	11/17/2017	24718	DOUGLAS, MARK	935		533.40
11/11/2017	PC	11/17/2017	24719	BRADLEY, JOHN P.	937		308.03
11/11/2017	PC	11/17/2017	24720	TRAVERS, MANUEL J.	1000		1,637.63
11/11/2017	PC	11/17/2017	24721	STEVENS, JEFFREY W.	1028		171.72
11/11/2017	PC	11/17/2017	24722	RILEY, CASEY W.	1052		389.83
11/11/2017	PC	11/17/2017	24723	JONES, LARRY M.	1057		643.00
11/11/2017	PC	11/17/2017	24724	WILLSON, BRENDA R.	1059		875.82
11/11/2017	PC	11/17/2017	24725	BEAN, PETER J.	1060		375.87
11/11/2017	PC	11/17/2017	24726	MCMULLEN, DONALD R.	1067		1,065.17
11/11/2017	PC	11/17/2017	24727	BOYCE, REBECCA L.	1070		744.59
11/11/2017	PC	11/17/2017	24728	MCFARLAND, JONATHAN	1071		568.42
11/11/2017	PC	11/17/2017	24729	SILVA, JESSE L.A.	1073		284.54
11/11/2017	PC	11/17/2017	24730	BASSETT, FREDERICK A.	1083		310.52
11/11/2017	PC	11/17/2017	24731	CARLSON, JOANNE E.	2007		112.50
11/11/2017	PC	11/17/2017	24732	COLT, JUDITH C.	2018		115.00
11/11/2017	PC	11/17/2017	24733	FRANCIS, CATHERINE A.	2029		119.00
11/11/2017	PC	11/17/2017	24734	LALONDE, SANDRA L.	2032		115.00
11/11/2017	PC	11/17/2017	24735	GORDON, JUDITH A.	2036		115.00
11/11/2017	PC	11/17/2017	24736	VILLERMAIN-SHEA, MICH	2039		197.75
11/11/2017	PC	11/17/2017	24737	DALY, SUZETTE M.	2040		184.00
11/11/2017	PC	11/17/2017	121920	GERBER, SAMUEL A.	147		101.58
11/11/2017	PC	11/17/2017	121921	WHITLEY, ANDREW T.	522		1,894.16
11/11/2017	PC	11/17/2017	121922	MORRISON, KEVIN P.	601		1,198.72
11/11/2017	PC	11/17/2017	121923	JOHNSON, STEVEN P.	617		1,273.92
11/11/2017	PC	11/17/2017	121924	BISHAW, JAMES H.	633		623.71
11/11/2017	PC	11/17/2017	121925	BOSS JR, DALE E.	701		1,051.35
11/11/2017	PC	11/17/2017	121926	HOLM, ARTHUR R.	791		957.97
11/11/2017	PC	11/17/2017	121927	GILL, DAVID R.	856		1,021.45
11/11/2017	PC	11/17/2017	121928	MATTER, DAWSON K.	1038		1,663.54
11/11/2017	PC	11/17/2017	121929	DROST, PATRICIA A.	2002		192.50
11/11/2017	PC	11/17/2017	121930	RUDOLPH, JOELLEN B.	2008		113.75
11/11/2017	PC	11/17/2017	121931	LEFT, LILLIAN M.	2010		110.00
11/11/2017	PC	11/17/2017	121932	BUDAY, JOAN E.	2011		155.00
11/11/2017	PC	11/17/2017	121933	CAMPBELL, KAREN L.	2013		115.00
11/11/2017	PC	11/17/2017	121934	PICOTTE, DIANE M.	2016		190.00
11/11/2017	PC	11/17/2017	121935	LALEWICZ, AMELIA M.	2034		110.00
11/11/2017	PC	11/17/2017	121936	CIUK, JULIA A.	2035		172.50
Grand Totals:			99				88,811.55

Report Criteria:

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

Check Number	Payee	Amount
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121945	ABRAMOWSKI, DWAIN M.	50.00
121946	ACE HARDWARE	2,476.14
121947	ALL-IN-ONE PAINT & STAIN	630.00
121948	ALL-PHASE ELECTRIC SUPPLY CO.	257.47
121949	ALPENA SUPPLY COMPANY	3,820.74
121950	AMERICAN LEGAL PUBLISHING CORP	3,200.00
121951	AMERICAN WASTE INC.	3,347.16
121952	AUTO VALUE	1,832.39
121953	AVFUEL CORPORATION	28,671.37
121954	B & L SOUND INC	41.97
121955	BEIJO DE CHOCOLAT LLC	42.00
121956	BERG, REBECCA	15.00
121957	BLARNEY CASTLE OIL CO	952.13
121958	BRADFORD'S	54.15
121959	BS& A SOFTWARE	1,138.00
121960	CARQUEST OF CHARLEVOIX	1,023.74
121961	CCP INDUSTRIES INC	271.78
121962	CHARLEVOIX SCREEN MASTERS INC	50.00
121963	CHARTER COMMUNICATIONS	1,041.16
121964	CHEMSEARCH	169.28
121965	CINTAS CORPORATION #729	60.89
121966	CITY OF CHARLEVOIX - UTILITIES	31,824.92
121967	COOK FAMILY FARMS	47.00
121968	DERRER OIL & PROPANE CO	635.25
121969	DITCH WITCH SALES OF MICHIGAN	1.88
121970	EJ USA INC.	709.23
121971	EMERGENCY MEDICAL PRODUCTS I	440.53
121972	FAMILY FARM & HOME	593.63
121973	FASTENAL COMPANY	19.24
121974	FEYEN ZYLSTRA LLC	270.00
121975	FREEDOM MAILING SERVICES INC.	2,281.97
121976	GOLDING, JOYCE M.	101.82
121977	GRAINGER	623.63
121978	HARBOR FENCE COMPANY	897.00
121979	HEYDLAUFF, MARK L	449.21
121980	HILLING, NICHOLAS A.	47.08
121981	HYDRO CORP	530.00
121982	JONES, JANET	568.71
121983	KASSBOHRER ALL TERRAIN VEHICLE	801.56
121984	KIWANIS CLUB OF CHARLEVOIX	40.00
121985	KOORSEN FIRE & SECURITY	211.80
121986	KSS ENTERPRISES	282.51
121987	MASSON, DONALD J.	60.00
121988	MCCARDEL CULLIGAN-PETOSKEY	50.00
121989	MCCI	950.00
121990	METTLER TOLEDO INC	1,772.19
121991	MICHIGAN MUNICIPAL LEAGUE	16,049.00
121992	MICHIGAN OFFICEWAYS INC	736.93

M = Manual Check, V = Void Check

Check Number	Payee	Amount
121993	MISTRAS GROUP INC	750.00
121994	MJS PAINTING INC	1,600.00
121995	MUNSON HEALTHCARE CHARLEVOIX	27.70
121996	NICE RINK	5,702.74
121997	NORTHERN A-1 ENVIRONMENTAL SE	1,728.75
121998	NORTHERN CREDIT BUREAU	460.12
121999	NORTHWEST KENT MECHANICAL CO	806.20
122000	NYE UNIFORM CO	381.44
122001	OHDE, SUSANNAH	75.00
122002	OTEC	34.00
122003	OUDBIER INSTRUMENT CO	3,356.60
122004	OWENS, MAUREEN	57.44
122005	PARASTAR INC.	1,440.25
122006	PICTURE THIS	33.50
122007	PLUNKETT & COONEY	660.00
122008	POWER LINE SUPPLY	4,020.84
122009	PREIN & NEWHOF	5,933.29
122010	PRESTON FEATHER	112.13
122011	PROVIDENCE FARM LLC	139.00
122012	PURITY CYLINDER GASES INC	58.35
122013	PVS TECHNOLOGIES INC	6,736.95
122014	QUICK CARE MEDICAL CENTER	98.00
122015	R & R PRODUCTS INC	233.11
122016	RANGE TELECOMMUNICATIONS	118.80
122017	RUSTIC BAKER	23.00
122018	SCIENTIFIC BRAKE & EQUIP CO	3,072.90
122019	SHINDORF BUILDERS	871.00
122020	SIEGRIST, DAVID	15.00
122021	SOUND ENVIRONMENTS	455.00
122022	SPARTAN DISTRIBUTORS INC	465.22
122023	SPARTAN STORES LLC	38.94
122024	STATE OF MICHIGAN	130.00
122025	STATE OF MICHIGAN	1,291.55
122026	STERRETT, DONNA	75.00
122027	SULLIVAN, LAWRENCE R	6,305.00
122028	SUPERIOR MECHANICAL	90.00
122029	THAYER POWER & COMMUNICATION	36,918.00
122030	THORNTON, KAYE	15.00
122031	UNIFIRST CORPORATION	653.17
122032	UP NORTH PROPERTY SERVICES LL	841.00
122033	USA BLUE BOOK	783.88
122034	VAN'S BUSINESS MACHINES	698.68
122035	VILLAGE GRAPHICS INC.	1,131.19
122036	WADE TRIM OPERATIONS SERVICES	918.90
122037	WATTA COOKIE LLC	45.00
122038	WILBERT BURIAL VAULT CO	379.52
Total 11/21/2017:		199,921.62

Check Number	Payee	Amount
11/02/2017		
110217001	NEOFUNDS BY NEOPOST	50.00
Total 11/02/2017:		50.00
Grand Totals:		50.00

Check Number	Payee	Amount
11/06/2017		
110617001	MICHIGAN PUBLIC POWER AGENCY	14,387.53
110617002	PAYMENT SERVICE NETWORK INC.	249.30
Total 11/06/2017:		14,636.83
Grand Totals:		14,636.83

Check Number	Payee	Amount
11/09/2017		
110917001	DTE ENERGY	1,486.71
110917002	STATE OF MICHIGAN	17,739.44
Total 11/09/2017:		19,226.15
Grand Totals:		19,226.15

Check Number	Payee	Amount
11/13/2017		
111317001	MICHIGAN PUBLIC POWER AGENCY	14,995.06
Total 11/13/2017:		14,995.06
Grand Totals:		14,995.06

Check Issue Date	Check Number	Payee	Amount
111717001			
11/17/2017	11171700	**EFTPS* Payroll Taxes	8,139.72
11/17/2017	11171700	**EFTPS* Payroll Taxes	8,139.72
11/17/2017	11171700	**EFTPS* Payroll Taxes	1,903.63
11/17/2017	11171700	**EFTPS* Payroll Taxes	1,903.63
11/17/2017	11171700	**EFTPS* Payroll Taxes	12,246.47
Total 111717001:			
	5		32,333.17
111717002			
11/17/2017	11171700	Alerus Financial	420.00
Total 111717002:			
	1		420.00
111717003			
11/17/2017	11171700	STATE OF MICHIGAN	4,683.88
Total 111717003:			
	1		4,683.88
111717004			
11/17/2017	11171700	Vantagepoint - 401 Plan 109153	742.50
Total 111717004:			
	1		742.50
111717005			
11/17/2017	11171700	Vantagepoint - 457 Plan 300959	4,938.59
11/17/2017	11171700	Vantagepoint - 457 Plan 300959	684.80
11/17/2017	11171700	Vantagepoint - 457 Plan 300959	1,854.99
11/17/2017	11171700	Vantagepoint - 457 Plan 300959	5,295.73
Total 111717005:			
	4		12,774.11
111717006			
11/17/2017	11171700	Vantagepoint - Roth IRA 706117	1,161.53
Total 111717006:			
	1		1,161.53
Grand Totals:			
	13		52,115.19



Check Number	Payee	Amount
11/17/2017		
111717007	MERS	29,696.08
Total 11/17/2017:		29,696.08
Grand Totals:		29,696.08

Check Number	Payee	Amount
11/21/2017		
2975	CHARLEVOIX COUNTY TREASURER	7,548.19
2976	CHARLEVOIX PUBLIC SCHOOLS	12,063.56
2977	CHARLEVOIX PUBLIC SCHOOLS	1,805.76
2978	CHARLEVOIX PUBLIC SCHOOLS	361.11
2979	CHARLEVOIX PUBLIC SCHOOLS	361.11
2980	CITY OF CHARLEVOIX - TAXES DUE	9,054.51
Total 11/21/2017:		31,194.24
Grand Totals:		31,194.24

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Water Enjoyment Public Hearing

DATE: November 20, 2017

PRESENTED BY: Luther Kurtz, Mayor

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 decriminalize jumping and swimming from the Lake Michigan side of the pier.
2. Council could decrease the penalty for swimming or jumping from the pier on the Lake Michigan side of the pier. This would provide an incentive for those who were going to jump anyway, to avoid jumping in the most dangerous area.
3. The Council could do nothing and leave the ordinance the way it is and develop other places that the kids can jump. Two ideas proposed at the previous meeting are; (1) some sort of raft or platform out in the water and away from the jetty, or (2) removing the fence at the Ferry Beach Pier (now that the water is back up) so the kids can play from there as they always did.

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Level B Site Plan Review: 403 Petoskey Avenue

DATE: November 20, 2017

PRESENTED BY: Larry Sullivan, Interim Zoning Administrator

BACKGROUND:

On November 13, the Planning Commission considered a Special Land Use permit for a proposed boarding/rooming house to be located at 403 Petoskey Avenue. Stafford's Hospitality is under contract to purchase the property if the approvals are satisfactorily achieved. The Special Land Use application was approved.

The Planning Commission also considered the Level B Site Plan Review for the property and gave conditional approval. The City Council is responsible for taking final action on Level B Site Plan Reviews upon receipt of the recommendation from the Planning Commission.

We often discuss the need for more types and kinds of housing to address the shortage we have. This is a concrete step being taken by a local business to address this issue; Council has the opportunity to stand in support of this action and help pave the way for more housing in Charlevoix.

The options for Council are as follows:

- A. Approve Project 2017-10 SP without conditions, based on specific findings of fact that prove the project does meet the review standards in Section 5.120;
- B. Approve Project 2017-10 SP with conditions as recommended by the Planning Commission, based on specific findings of fact that prove the project does meet the review standards in Section 5.120 and that the parking facility complies with all provisions of the Zoning Ordinance including Section 5.94, Off-Street Parking Facility Design, by November 1, 2018.
- C. Approve Project 2017-10 SP with conditions as recommended by the Planning Commission, based on specific findings of fact that prove the project does meet the review standards in Section 5.120 and that the parking facility complies with all provisions of the Zoning Ordinance including Section 5.94, Off-Street Parking Facility Design, by November 1, 2018 with the exception of allowing the use movable barriers at the end of each parking space and at the end of the turnaround area which will allow the dispersion of rainwater and to allow the barriers to be moved during the winter months to facilitate snow plowing, and to assist in preserving the single family character of the property. The parking lot improvements shall be completed by November 1, 2018.
- D. Deny Project 2017-10 SP based on specific findings of fact that prove the project does not meet the review standards in Section 5.120.
- E. Table the decision on Project 2017-10 SP. (Usually this option is only used when additional information is needed to assist the City Council in making the decision.)

RECOMMENDATION:

Approve Project 2017-10 SP with conditions as recommended by the Planning Commission, based on specific findings of fact that prove the project does meet the review standards in Section 5.120 and that the parking facility complies with all provisions of the Zoning Ordinance including Section 5.94, Off-Street Parking Facility Design, by November 1, 2018 with the exception of allowing the use movable barriers at the end of each parking space and at the end of the turnaround area which will allow the dispersion of rainwater and to allow the barriers to be moved during the winter months to facilitate snow plowing, and to assist in preserving the single family character of the property. The parking lot improvements shall be completed by November 1, 2018.

ATTACHMENTS:

- ▣ 403 Petoskey Site Plan Application
- ▣ 403 Petoskey Site Plan
- ▣ 403 Petoskey Resident Input Letter
- ▣ Planning Commission Recommendation



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

LEVEL B SITE PLAN APPLICATION

Bill Dietrich Agent for owners
Applicant

403 Petoskey Ave
Address of subject property

502 May St. Charlevoix MI 49720
Address (City/State/Zip)

William & Kristen Herriman
Property Owner Name (If different than applicant)

512 May St Charlevoix MI 49720
Property Owner Address (City/State/Zip) (If different than address of subject property)

Property Owner Phone
(231) 330-2438

Email
billherriman@hotmail.com

Agent Phone
(231) 633-1353

Email
billdietrich50@gmail.com

Zoning of subject property: R-1

Tax ID: 15-052-123 0 29 -10

Current use of property (example: single family, apartments, commercial, industrial, etc.):

~~Single Family~~

Proposed use: Boarding/Rooming House for Restaurant Employees

Dimensions of parcel: 59.39 x 164.64

Parcel size: 9,763

Square feet

.224

Acres

Please describe the type of construction (example: 20' x 20' addition to the rear of the building for storage.):

None Planned

Dimensions of proposed construction, excluding eaves: NA

Total square footage of proposed construction: NA
Height of proposed construction to the top of the roof: NA
Height of proposed construction to the midpoint of the roof, for gabled roof: NA
Roof type (example: gable, hip, flat, etc.): NA
Square footage of all impervious surfaces (please show all on site plan: paved driveways, sidewalks, patios, etc.): _____
Requested date to begin construction if known: _____

AFFIDAVIT

I the undersigned, do hereby make application to the City of Charlevoix for approval of the attached Site Plan which has been drawn in accordance with the City of Charlevoix Zoning Ordinance. I certify that the property owner has authorized the proposed work, and that I have been empowered by the owner to make this application as his/her selected agent. I agree the statements made in the above application and associated documents are true, and if found not to be true, the approval of the site plan may be void. I also agree to comply with the conditions and regulations required by the approved development plan. Further, I agree that if the site plan is approved, it is approved with the understanding that the individual(s) or organization(s) applying for that site plan (or those individual(s) or organization(s) represented by the applicant) will comply with all applicable sections of the City of Charlevoix Zoning Ordinance. For purposes of site inspection, I also agree to notify the City of Charlevoix Zoning Administrator when locations of lot lines and proposed structures are located and staked on the ground. I also agree to give permission for officials of the City of Charlevoix, the County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. I understand that the City may impose conditions of approval and that the conditions must be met by the specific times as defined in the Decision and Order. Finally, I understand that this is a site plan application, and if approved, cannot be implemented until applicant has applied for and the City has issued a zoning permit.

Property Owner Signature or Authorized Agent: _____

Bill Dutcher, agent for owner

Date: _____

10-26-17

THIS SECTION FOR OFFICE USE ONLY

Zoning District: R-1

Tax ID: 052-123-029-10

Receipt Number: 1.550347

Date Inspected: Oct. 26, 2017

Approved: ☐ Denied: ☐ If variance was required: Project # _____

Lot Coverage Calculations: Existing: 870

Proposed: 0

Total: 870

Lot Size: 9763 Percentage: 8.9%

Staff findings or notes: _____

Zoning Administrator Signature: _____

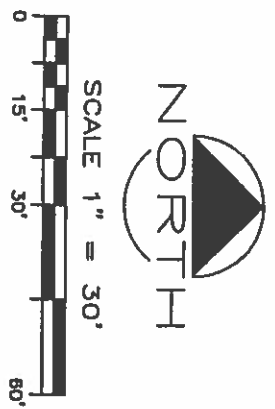
Date: _____

SITE PLAN

FOR

WEATHERVANE RESTAURANT & REAL ESTATE
PART OF GOV'T LOT 3,
SECTION 23, TOWN 34 NORTH, RANGE 8 WEST
CITY OF CHARLEVOIX, CHARLEVOIX COUNTY, MICHIGAN
R-1 ZONING DISTRICT

Property Address:
403 Petoskey Avenue
Charlevoix, Michigan 49720
Property Tax # 052-123-029-10



- LEGEND:
- 1. ALL DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.
 - 2. * INDICATES NAIL SET.
 - 3. " SET 1/2" RE-ROD.
 - 4. " INDICATES IRON/ROD FOUND IN PLACE.
 - 5. BEARINGS ARE BASED ON THE CITY OF CHARLEVOIX COORDINATE SYSTEM.

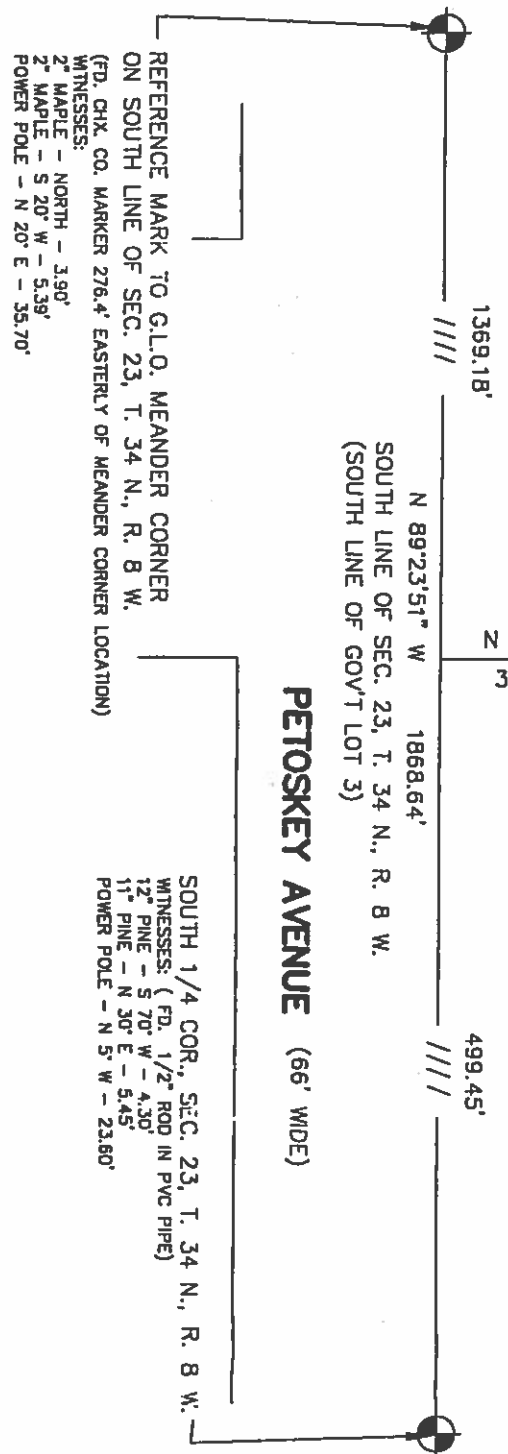
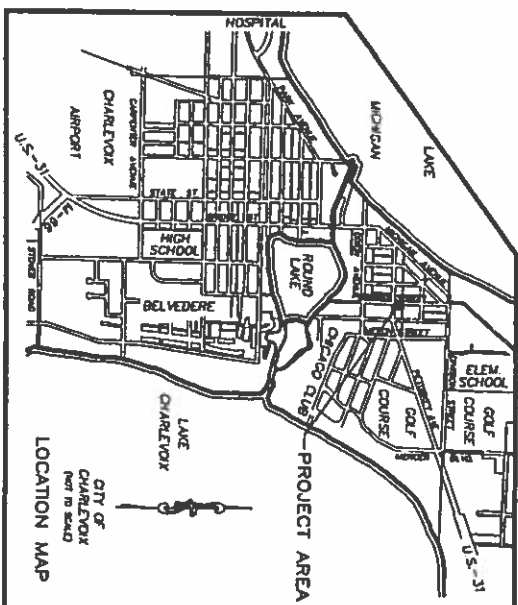


COVERAGE DATA

House Size:	566 Sq. Feet
Lean To Size:	112 Sq. Feet
Shed Size:	192 Sq. Feet
TOTAL:	870 Sq. Feet
% COVERAGE:	9%

ZONING DATA:

Front Yard	15'
Side Yard	10'
Rear Yard	25'
Maximum Lot Coverage	40%
Minimum Lot Area	9000 Sq. Feet
Minimum Lot Width	70'
Maximum Lot Height	26'
Minimum Dwelling Size	1040 (one story) 1600 (two story)



REFERENCE MARK TO G.L.O. MEANDER CORNER
ON SOUTH LINE OF SEC. 23, T. 34 N., R. 8 W.
(FD. CHX. CO. MARKER 276.4' EASTERLY OF MEANDER CORNER LOCATION)
WITNESSES:
2" MAPLE - NORTH - 3.90'
2" MAPLE - S 20° W - 5.39'
POWER POLE - N 20° E - 35.70'

SOUTH 1/4 COR., SEC. 23, T. 34 N., R. 8 W.
WITNESSES: (FD. 1/2" ROD IN PVC PIPE)
12" PINE - S 70° W - 4.30'
11" PINE - N 30° E - 5.45'
POWER POLE - N 5° W - 23.60'

Revised Permits 11-14-2017

FERGUSON & CHAMBERLAIN ASSOCIATES, INC.
PROFESSIONAL SURVEYORS
103 W. LAMBERT STREET
CHARLEVOIX, MICHIGAN 49720
Phone: (231) 547-8882
Email: survey@ferguson.net

Job Number: SB-26711C-17

DATE 10-17-17

Zimbra

lindaw@charlevoixmi.gov

Property at 403 Petoskey

From : Judy Herriman <jmherriman@hotmail.com>

Mon, Oct 30, 2017 12:33 PM

Subject : Property at 403 Petoskey**To :** planner@charlevoixmi.gov

I do not object to the plans for this residence. I think it is stupid to be giving the buyer such a hard time!!! Quit dragging it out. 306 Burns St.



CITY COUNCIL AGENDA ITEM

AGENDA TITLE:	<u>Level B Site Plan Review 2017-10 SP: Herriman/Marvin Site Plan Review</u>	
PUBLIC MEETING DATE:	November 13, 2017	7:00PM
EXHIBITS:	1. Site Plan Review application. 2. Site Plan provided by applicant. 3. City of Charlevoix Zoning Ordinance.	

I. GENERAL INFORMATION:

Applicant:	W. & K. Herriman and David Marvin/Stafford's Hospitality
Property Owner:	W. & K. Herriman
Requested Action:	Level B Site Plan Approval for Special Use Permit for Boarding/Rooming House
Zoning:	R-1 – Residential Low Density with a North Side Professional Office Overlay
Project Location:	403 Petoskey Avenue
Project Site Size:	0.224 acres, 9781 square feet
Existing Land Use:	Single Family Residential Dwelling
Adjacent Land Uses:	Single family residential to the north, single family residential to the east and west and general retail and professional office to the south (across Petoskey Avenue). Dwelling to the west received a Special Use Permit in 2006 to allow the use of a professional office. The use does not appear to be occurring at this time.
Adjacent Zoning:	The property on both sides and to the north are zoned R-1 Residential. The property to the east and the west are also in the North Side Professional Office Overlay, while the property to the north is not subject to the overlay. The property to the south (across Petoskey Avenue) is zoned General Commercial.

PROJECT DESCRIPTION/LOCATION:

The applicant is requesting a Special Land Use permit to operate a Boarding/Rooming House which requires a Level B Site Plan Review. The applicant is not proposing any exterior changes to the existing residence which currently exists on the property. The only change proposed to be made to the property is an increase in the parking area to provide for three parking spaces and an area in which three point turns can be made to allow vehicles to turn around on the property and then drive onto Petoskey Avenue, as opposed to having to back onto Petoskey Avenue which is currently the case.

Aerial photo from 2016.



Source: Charlevoix County Website, property boundary lines are approximate.

Photo taken 10/26/2017



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

The 2011 Land Use Master Plan identifies this area of Charlevoix as being Low Density Residential.

II. SITE PLAN REQUIREMENTS:

The Zoning Administrator has been granted the authority to waive portions of the information that is typically required in a site plan by the Zoning Ordinance. The table below Section 5.119 (1) indicates what items are included on the site plan as submitted and what items the Zoning Administrator has waived. The key for the responses on the right hand side of the Table 5.119(1) are noted below.

X	Information Provided on Site Plan
SA	See Attached Information
PI	Partial Information Provided on Site Plan
NA	Not Applicable, Requirement Waived by Zoning Administrator
M	Missing

5.115. Submittal Requirements

(1) Required Content. Each site plan submitted shall contain the information detailed in Table 5.119(1), as applicable:

Table 5.119(1): Required Site Plan Content

<u>Required Information</u>	<u>Level “B”</u>
------------------------------------	-------------------------

General Information

Date, north arrow and scale	X
Name and firm address of the professional individual responsible for preparing the site plan	X
Name and address of the property owner or petitioner	X
Location sketch	X
Legal description of the subject property	SA*
Size of subject property in acres or square feet	SA**
Boundary survey	X
Preparer's professional seal	X
Revision block (month, day and year)	X

Existing Conditions

Existing zoning classification of subject property	X
Property lines and required setbacks (dimensioned)	PI
Location, width and purpose of all existing easements	NA
Location and dimension of all existing structures on the subject property	X
Location of all existing driveways, parking areas and total number of existing parking spaces on subject property	PI
Abutting street right-of-way width	M
Location of all existing structures, driveways and parking areas	
Within three hundred (300) feet of the subject property's boundary	NA
Existing water bodies (rivers, creeks, wetlands, etc.)	NA
Existing landscaping and vegetation on the subject property	NA
Size and location of existing utilities	NA
Location of all existing surface water drainage facilities	NA

Proposed Development

Location and dimensions of all proposed buildings	NA
Location of all proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, walls, fences, signs, exterior lighting, curbing, parking areas (including dimensions of a typical	

<u>parking space and the total number of spaces to be provided) and</u>	
<u>unloading areas</u>	PI
<u>Setbacks for all buildings and structures</u>	NA
<u>Recreation areas, common use areas, dedicated open space and</u>	
<u>areas to be conveyed for public use</u>	NA
<u>Flood plain areas and basement and finished floor elevations of all</u>	
<u>buildings</u>	NA
<u>Landscape plan (showing location of proposed materials, size and type)</u>	NA
<u>Layout and typical dimensions of proposed parcels and lots</u>	NA
<u>Number of proposed dwelling units (by type), including typical floor</u>	
<u>plans for each type of unit</u>	NA
<u>Number and location (by code, if necessary) of efficiency and one, two</u>	
<u>and three or more bedroom units</u>	NA
<u>All deed restrictions or covenants</u>	NA
<u>Brief narrative description of the project including proposed use,</u>	
<u>existing floor area (sq. ft.), size of proposed expansion (sq. ft.) and</u>	
<u>any change in the number of parking spaces</u>	X

Engineering

<u>Proposed method of handling sanitary sewage and providing potable</u>	
<u>Water</u>	NA
<u>Location and size of proposed utilities, including connections to public</u>	
<u>sewer and water supply systems and/or size and location of on-site systems</u>	NA
<u>Location and spacing of fire hydrants</u>	NA
<u>Location and type of all proposed surface water drainage facilities</u>	NA
<u>Grading plan at no more than two (2) foot contour intervals</u>	NA
<u>Proposed streets (including pavement width, materials and easement or</u>	
<u>right-of-way dimensions)</u>	NA

Building Details

<u>Typical elevation views of all sides of each building</u>	NA
<u>Gross and usable floor area</u>	NA
<u>Elevation views of building additions</u>	NA
<u>Building height</u>	NA

*The legal description of this property is as follows: *Lot 2, Block 5 of Fox and Eaton Addition to the Village of Charlevoix (Unrecorded)*

**Size of Property is: *9782 Square feet, being approximately 0.224 acres*

(2) Information Waiver. Specific requirements of either a Level “A” or “B” site plan may be waived by the Zoning Administrator where it is determined that such information is not applicable to the request.

(3) Additional Reports/Study: The Zoning Administrator or Planning Commission may require additional studies, reports or written opinions from qualified consultants to determine

compliance with this ordinance or to ensure negative impacts to public health, safety and welfare are avoided or mitigated. These reports/studies may include, but are not limited to, traffic studies, transportation plans, geotechnical reports, flood hazard evaluations or environmental assessments. The Zoning Administrator or Planning Commission shall have the authority to choose the individual consultant, firm or company. The costs of additional study shall be paid for by the applicant.

The Zoning Administrator has seen no need to require additional information in regard to this site plan.

III. SITE PLAN REVIEW:

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

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

- (1) The site plan must comply with all standards of this Article and all applicable requirements of this ordinance, as well as with all other applicable city, county, state and federal laws and regulations.

The Planning Commission finds that the site plan proposal complies with Section 5.21.(1) (pg. 23) of the Zoning Ordinance, which states that R-1, Low Density Residential Districts are intended to provide stable, low density neighborhoods of primarily single family dwellings.

The Planning Commission finds that no water supply and sewage disposal facilities are proposed beyond those that currently service the single family dwelling, so the requirements of Section 5.77 (pg. 86) are met.

- (2) The site must be designed in a manner that is harmonious, to the greatest extent possible, with the character of the surrounding area.

The Planning Commission finds that the proposed development is harmonious with the character of the existing neighborhood. The use proposed is for the residential use of a single family dwelling. The dwelling is located in an area that is already largely occupied by similar dwelling units with the exception of the uses on the south side of Petoskey Avenue, which are general retail and professional offices, so the design is generally harmonious and not out of place.

- (3) The site must be designed to minimize hazards to adjacent property and to reduce the negative effects of traffic, noise, smoke, fumes and glare to the greatest extent possible.

The Planning Commission finds adequate measures have been taken to limit hazards to adjacent properties. The area behind the single family dwelling allows for sufficient parking, as required by the Zoning Ordinance and provides for the ability for the residents vehicles to be turned around so that they are not backing onto Petoskey Avenue, which is a potential traffic safety hazard.

- (4) Unless a more specific design standard is required by the city through a different ordinance or regulation, all uses and structures subject to site plan review shall comply with the following design standards:

(a) TRAFFIC CIRCULATION.

The number, location and size of access and entry points, and internal vehicular and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, as well as circulation within the site. In reviewing traffic features, the number, spacing and alignment of existing and proposed access points shall be considered relative to their impact on movement on abutting streets and adjacent properties.

Parking Considerations

The Definition Section of the Zoning Ordinance defines a “Parking Lot” as “a facility providing parking spaces, along with adequate drives, aisles, and maneuvering space, to allow unrestricted ingress and egress to at least two (2) vehicles.”

The Zoning Ordinance does not contain any standards that require a driveway, parking area or turnaround area located on private property in the R-1 Low Density Single Family Residential District to be surfaced with gravel or be paved with some other type of impervious surface. The R-4 Planned High Density Residential District does state the following in Section 5.27(4) (b) 3: “all areas being used by vehicles and all pedestrian walks shall be surfaced with bituminous asphalt, concrete or similar materials and be properly drained.”

Article 10 of the Zoning Ordinance addresses the issue of Off-Street Parking, Loading, Access and Circulation. A brief summary of the applicable portions of this Article is as follows:

Section 5.90 Adequate parking and access are to be provided in a safe and convenient manner and afford reasonable protection for adjacent land uses. Parking impacts shall be reduced through minimum and maximum parking requirements.

Section 5.92 Minimum parking spaces shall not be exceeded without the approval of the Planning Commission based upon documented evidence. The Planning Commission may require additional spaces be constructed using alternate paving

materials such as pervious pavers or concrete. Use of alternative materials shall include a maintenance plan satisfactory to the Planning Commission. When calculations for required parking spaces result in a fraction over one-half (1/2), one (1) full space shall be required. A Boarding or Rooming House requires one (1) space per two (2) beds, plus one (1) additional space for owner or employee use.

Section 5.93 Other forms of travel such as bicycle, or transit are available and are reasonable alternatives. Where a reduction in parking spaces is not warranted, but the applicant can demonstrate the parking requirements may be excessive given the use of the property, the Planning Commission may defer some parking some of the required parking but the site plan shall designate an area where the deferred parking can be provided at a later date. The property owner or the City may at a later date require the deferred parking to be provided. The Planning Commission may require the parking to be located in the side or rear of a building. In this instance, the Planning Commission may waive the landscaping or screening requirements.

Section 5.94 Off-Street Parking shall meet the side and yard setback requirements and not be closer than fifteen (15) feet to the rear lot line. All parking lots shall be hard surfaced using asphalt, concrete, or concrete or brick pavers and shall be appropriately graded and drained. A public street shall not be used as a maneuvering space for a vehicle to get into or out of an off-street parking space. Off-Street parking areas shall be landscaped in accord with Section 5.81(8).

The Planning Commission finds there would be sufficient vehicular access to the property, as well as maneuvering area on the parcel.

(b) STORM WATER.

Storm water retention and drainage systems shall be designed so the removal of surface water will not adversely affect neighboring properties or public storm water drainage systems. Unless impractical, storm water shall be removed from all roofs, canopies and paved areas by an underground surface drainage system. Low impact design solutions such as rain gardens and green roofs are encouraged.

The Planning Commission finds that there are no known drainage issues affecting this parcel or adjoining parcels, therefore, this is not a concern.

(c) LANDSCAPING.

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

Section 5.81 Landscaping requirements do not appear to apply to this use as it is a residential use located in a residentially zoned area. The only instance where it appears that landscaping or buffering is required in a R-1 or R-2 District is in those

instances where the use is either non-residential or where the development being planned is a new subdivision or a residential PUD whereby the ordinance requires stated amounts of landscaping based upon the number of new dwelling units be planned for construction. Further, the applicant does not propose to remove soils or vegetation. Section 5.81 (8) on page 93 states that “a parking lot containing more than ten (10) spaces shall be screened as follows:”. No language is contained in the ordinance addressing parking lots of less than 10 spaces. This “parking lot” will contain only three (3) spaces and as such does not appear to be required to be landscaped or buffered.

The Planning Commission finds that the development meets this requirement.

(d) SCREENING.

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

The Planning Commission finds that since this is a residential use, no screening of adjoining residences is necessary.

(e) LIGHTING

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

The Planning Commission finds that no additional lighting is proposed for the property, thus this item is not applicable.

(f) UTILITY SERVICE.

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

The Planning Commission finds that the existing utilities adequately serve the residence and that no new utilities are being proposed, therefore this item is not applicable.

(g) EXTERIOR USES.

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

The Planning Commission finds that since the use of the property will not be changing and no outdoor storage will be occurring other than that which would typically occur on a residential parcel, no negative impacts will result and no screening will be necessary.

(h) EMERGENCY ACCESS.

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

The Planning Commission finds that the site plan has been reviewed and preliminarily approved by the Police Chief. He feels public safety vehicles have adequate access to the residence.

(i) WATER AND SEWER.

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

The Planning Commission finds that no new utility connections to the building or property will be necessary based upon the current and proposed uses so this criteria has been met.

(j) SIGNS.

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

The Planning Commission finds that there is no signage being proposed for the property nor is none necessary on the property or on the building.

IV. CONDITIONS OF APPROVAL

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

5.121. Conditions of Site Plan Approval.

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

Conditions imposed shall be based on the following criteria:

- (1) Ensure that public services and facilities affected by the proposed land use and site plan will not be adversely affected.
- (2) Ensure that the Use is compatible with adjacent land uses and activities.
- (3) Protect natural resources, the health, safety, welfare and social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
- (4) Ensure compatibility between the proposed use or activity and the rights of the city to perform its governmental functions.
- (5) Meet the intent and purpose of the zoning ordinance, be related to the regulations and standards established in the ordinance for the land use or activity under consideration and be necessary to ensure compliance with those standards.

- (6) Ensure compliance with the intent of other city ordinances that are applicable to the site plan.
- (7) Ensure compatibility with other uses of land in the vicinity.

V. Planning Commission Recommendation to City Council:

- A. **Approve** Project 2017-10 SP **with conditions**, those conditions being that the proposed parking facilities shall comply with all applicable provisions of the Ordinance, including Section 5.94 Off-Street Parking Facility Design, by November 1, 2018.

VI. City Council Role and Options

The City Council is responsible for taking final action on Level B Site Plan Reviews upon receipt of the recommendation from the Planning Commission.

- A. Approve Project 2017-10 SP without conditions, based on specific findings of fact that prove the project does meet the review standards in Section 5.120;
- B. Approve Project 2017-10 SP with conditions as recommended by the Planning Commission, based on specific findings of fact that prove the project does meet the review standards in Section 5.120 and that the parking facility complies with all provisions of the Zoning Ordinance including Section 5.94, Off-Street Parking Facility Design, by November 1, 2018.
- C. Approve Project 2017-10 SP with conditions as recommended by the Planning Commission, based on specific findings of fact that prove the project does meet the review standards in Section 5.120 and that the parking facility complies with all provisions of the Zoning Ordinance including Section 5.94, Off-Street Parking Facility Design, by November 1, 2018 with the exception of allowing the use movable barriers at the end of each parking space and at the end of the turnaround area which will allow the dispersion of rainwater and to allow the barriers to be moved during the winter months to facilitate snow plowing, and to assist in preserving the single family character of the property. The parking lot improvements shall be completed by November 1, 2018.
- D. Deny Project 2017-10 SP based on specific findings of fact that prove the project does not meet the review standards in Section 5.120.
- E. Table the decision on Project 2017-10 SP. (Usually this option is only used when additional information is needed to assist the City Council in making the decision.)

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Organizational Meeting

DATE: November 20, 2017

PRESENTED BY: Joyce M. Golding, City Clerk

BACKGROUND:

Section 2.15 of the City Charter requires that Council hold an organizational meeting at the first meeting of the Council after the November General Election. The meeting shall be held for the purpose of organization at the usual place for holding meetings of the legislative body of the City. Council is asked to consider the following items:

1. Meeting time -- The regular meetings of the Council shall be held at least twice each month. These meetings shall be held at the City Hall unless otherwise provided. The *Rules of Procedure for City Council*, Rule 1c sets the meetings as the first and third Mondays of the month at 7:00 p.m., unless Monday is a legal holiday, at which point the meeting moves to the following Tuesday at 7:00 p.m. The City Charter allows the Council to set the day and time of its meetings. If Council would like to change its meeting dates and times, a resolution would need to be drafted to amend the Rules of Procedure. Any change would not take place until January 2018, but a decision needs to be made now in order for the Clerk to meet required posting and advertising deadlines for the coming year.

Deputy Mayor -- Section 2.9 of the City Charter requires that the Council elect one of its members to serve as Deputy Mayor at the organizational meeting of the Council. The Deputy Mayor shall serve until the next organizational meeting of the Council or until a successor takes office. Councilmember Cole currently serves as Deputy Mayor.

RECOMMENDATION:

Motion to set 2018 City Council meetings for the first and third Mondays of the month at 7:00 p.m.

Motion to appoint (re-appoint) *Councilmember Name* as Deputy Mayor.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Councilmember Appointments

DATE: November 20, 2017

PRESENTED BY: Joyce M. Golding, City Clerk

BACKGROUND:

Council needs to appoint a Councilmember to the following committees:

- Airport Advisory Committee - 2 year term
- Board of Review - 1 year term (Councilmember Perron incumbent)
- Board of Review - 1 year term (Councilmember Kalbfell incumbent)
- Solid Waste Ordinance Ad-Hoc Committee - no term

RECOMMENDATION:

Motion to appoint *Councilmember* to the Airport Advisory Committee, term expiring November 2019.

Motion to appoint/re-appoint *Councilmember* to the Board of Review, term expiring November 2018.

Motion to appoint/re-appoint *Councilmember* to the Board of Review, term expiring November 2018.

Motion to appoint *Councilmember* to the Solid Waste Ordinance Ad-hoc Committee.

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: Public Comments

DATE: November 20, 2017

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager Comments

DATE: November 20, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Lake Michigan Beach Design Input Process

Staff from Edgewater Resources will be in Charlevoix on December 14 to conduct interviews with key stakeholder representatives regarding the future of Lake Michigan Beach Park. They will also be holding the first public input listening session that evening in Community Room A of the Charlevoix Public Library. As we have more information, we will share it with you.

B. SBEI Report

On November 13, we received the final presentation from Sustainable Built Environments Initiative of Michigan State University. They presented some refined examples of possible projects to invigorate off-Bridge Street portions of our downtown. They will present us a written report in the next couple of months.

C. 2017 Goals Report

Included with this report is a memo outlining my thoughts regarding the goals Council set for 2017 and suggesting how the action steps might be updated going forward. Our departments are finalizing their budgets now; I would suggest Council plan now to hold a budget work session in early January. You might also consider having a work session yet this year to consider any modifications to your goals for the coming budget.

ATTACHMENTS:

- ▣ 2017 Goals Report Memo
- ▣ Solid Waste Ordinance Ad Hoc Committee Agenda - November 20, 2017
- ▣ Solid Waste Ad Hoc Committee Draft Minutes - October 3, 2017
- ▣ Downtown Development Authority/Main Street Minutes - September 25, 2017
- ▣ Downtown Development Authority/Main Street Public Notice Cancellation of November 27, 2017 Meeting



Memo

TO: The Honorable Mayor Luther Kurtz and the Charlevoix City Council

FROM: Mark L. Heydlauff, City Manager

RE: Progress on City Goals

DATE: November 16, 2017

As I ask Department Heads to begin preparation of proposed budgets and we think about the plans for the next budget, I think it is an appropriate time for us to consider the status and progress on goals Council set in January. I believe Council wisely set five areas of focus for the City and then outlined potential action steps to explore. I've listed each goal below followed by actions we've taken toward that area and then some thoughts on how we can continue to work toward action in that area.

Ensure Charlevoix is environmentally sustainable while also economically viable

Progress areas:

- The Tip of the Mitt Watershed Council has been organizing a loose group of leaders in Northwest Michigan to talk about environmental sustainability and how joint efforts might make these viable in the region. While there are no concrete steps, it has been informative to hear how other peer communities, specifically Petoskey and Traverse City, have been considering sustainability matters, especially in power generation and distribution. Since Petoskey, Harbor Springs, Traverse City and Charlevoix are municipal power companies, we have good opportunities to think collectively about these matters.
- As a member of the Michigan Public Power Agency (MPPA), we are provided a variety of services and options to help us stay abreast of changing State regulations. As you know, earlier this year we purchased a stake in a wind generation facility in the thumb to help us continue meeting our green energy requirements already enshrined in State law.
- MPPA has recently begun work on a program that would allow our customers to opt-in to paying rates designed to make their energy entirely renewable. This grows out of State law but we believe it is a good way to balance the goals of environmental sustainability with the economics of energy production.
- Our Solid Waste Ad-Hoc Committee, being led with the insight of our Staff Planner Sarah Lucas, is working on thinking through our community's waste from a holistic perspective - large item collection, garbage, recycling, and yard waste. I think a well-constructed plan implemented in the years ahead could be a good way to address a variety of issues related to recycling especially.

Future considerations:

- Much of the focus in this area is on green energy but I think we could also think more about ways to improve our waterways. This could include continued efforts on cleaning the effluent of storm water into the lakes and diverting it to alternative sources (like rain gardens). Water conservation is also an item to consider since it has the effect of helping residents reduce their water bill and lower the volume of water we treat.
- I believe Council would benefit from more education on these topics and I would still like to plan some kind of work session targeted around these topics.

Include the senior community in all public events and activities

Progress areas:

- In May, we teamed with Munson Healthcare Charlevoix Hospital and the Charlevoix District Library to host a Senior Forum. This was a way to gather input from our senior population on a range of issues based on the Age Friendly Communities guidelines from the World Health Organization. We do have a baseline of information now from this forum but we have not actively taken steps to implement these things.
- We have had many conversations with Charlevoix County Transit on creating a bus shuttle system for the summer and targeting special events. Staffing challenges for them did not make this possible during the summer, but we did have a shuttle in place during Apple Fest this year. It was arranged at the last minute but we did see nearly 200 people take advantage of the service, primarily on Friday and Saturday of the Festival. I think this is a good basis for future growth, especially with more planning and consideration for improvement in future years.

Future considerations:

- One topic that has come up occasionally is to provide priority parking spaces for seniors. This could be done without making more handicap spaces but simply by installing signage designating them. Compliance would likely be on the honor system much like some retailers will have “expectant mother” parking, but it is an acknowledgment that, as a community, we value our older residents and want to create a convenient experience for them.
- While not specifically age related, I think we should pursue opportunities to make our beaches and parks more accessible. Installing a mat on the sand at Michigan Beach would allow those with mobility challenges better access to the water and beach. Similarly, devices can also be installed that make it easier for those with mobility challenges to use paddle sports like kayaks.

Develop and maintain long-term infrastructure plans

Progress areas:

- The installation of a new WiFi at the Marina and East Park was an accomplishment for the year but it was not seamless. I believe it will take some more time to work with our vendor to adjust capacity issues. We also added full-service public WiFi in City Hall which is a strong benefit toward making meeting packets available to the public during Council meetings with some members of the public using their own devices to access your meeting packets, while the meeting is underway. We are further exploring how to make a hard-wire connection to the Merit Fiber network at the County Building. Doing this will open up greater opportunities to connect our various sites and thus build the backbone of a larger community network. I believe this is still the right path to pursue since it extends fiber service around the community and will make our internal operations more efficient. I did, however, hear a cautionary tale at the 2017 ICMA Convention that many communities, who set out to create their own public broadband

networks, ended up turning them over to private companies because they found local government was not well suited for operating a network like this. We should continue to study this as we move forward. On a related note, we have now completed the fiber build-out in the business park. This will open the door for those businesses to connect to fiber networks as well which is a critical competitive advantage for modern technology.

- We have made significant strides on improving our infrastructure over the past couple of years. Combining investments at our Water Plant, in-ground utility upgrades, and street improvements, we have spent over \$5 million to strengthen our infrastructure but more work is needed. I would suggest we have a work session in the next couple of months to review future plans.

Future considerations:

- Recent natural disasters and even smaller-scale, regional challenges show the need to evaluate the redundancy of systems. I think it would be prudent for us to explore our external power connection, water intake, and other key points of infrastructure. We are also exploring increasing the redundancy of some of our channel crossings. None of these infrastructure items are in immediate risk but it is important to think about costs if some of these connections were damaged or lost for a period of time and how we would react.
- Early in December, we plan to have Northwest Design Group present to Council their findings on a combined public services facility. I think moving forward on this will be a good way to protect the investment we have made in equipment and also to be more efficient in how we support our resources. I look forward to the prospect of moving forward on this within the next couple of years.

Provide strong stewardship of government resources and promote good governance

Progress areas:

- We made two strong areas of progress for this goal in 2017 with the merging of our Fire Department with Charlevoix Township. I believe this partnership has been a major accomplishment of this Council and applaud your willingness to break down barriers with our neighbors for the benefit of our taxpayers. We will continue to evaluate our resources to right-size our fleet in light of our joint resources. Furthermore, our citizens approved a Charter amendment regarding the protection of our parks. Again, I applaud Council on your willingness to find a way to collaboratively respond to concerns about our parks for the future.
- Similarly, I believe we're making good progress toward enhancing our website. An RFP is out currently for the redesign of the site and we have already moved forward toward rebranding it as Charlevoixmi.gov along with a new email system. We are also in the process of digitizing and recodifying our City Code and having it available on the website. The switch to paperless packets has increased our transparency and helped residents see the same documents you consider when making decisions. I applaud Council on your openness and willingness to try new technologies. While it takes sometime to get familiar, I believe we are in a better shape for the long-run. Just recently, we have also engaged Munetrix, a firm specializing in performance reporting, to help us improve the performance dashboards and financial reports we include on our website. I believe they will help Council and residents better understand how public resources are used.

Future considerations:

- The longer I have been in Charlevoix, the more I have recognized the lack of staff capacity we have. The Department of Public Works is down several staff members from 15 years ago; we have reduced our Planning/Zoning Department staff; and, we frequently rely on our partners at the Chamber of Commerce and Convention and Visitors Bureau for assistance with Main Street and economic development related priorities. I believe these choices have been correct to deal with funding situations but I also believe there are technological advances we can also make to increase the efficiency of our staff. I would like to pursue a greater role for GIS software, productivity software, and also a greater role for our employees to suggest and implement their own ways to improve our services. We have, I believe, successfully engaged outside vendors like Networks Northwest to provide critical services. I expect arrangements like this to continue as available but it does not replace the critical role our staff play. Additionally, I'd like to see us learn from our peers by benchmarking our service delivery indicators with those of other communities in Michigan and across the country. This is made possible by an ICMA benchmarking program that tracks 80 measures of municipal performance. We need to ultimately strive for what's right for our community but we ought to also consider how we can improve performance.

Enhance and showcase the outstanding quality of life in Charlevoix

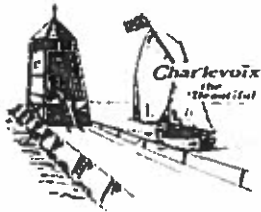
Progress areas:

- As Council is well aware, we are currently discussing how best to enhance our recreational options by exploring pier jumping either from Michigan Beach or Ferry Beach. We have included the restoration of the Ferry Beach pier in our Capital Improvement Plan and thus could include it in the FY 2019 Budget, if Council so desired. I look forward to our Public Hearing on November 20 for more community input.
- By my count, our downtown has five more restaurants now than one year ago. Vacancies are low and we continue to have people interested in starting or expanding their business in Charlevoix.
- Lindsey Dotson has been a great addition to our Main Street program and I believe she is doing a good job coordinating volunteers for growth in our downtown which is infectious for the rest of the community.

Future considerations:

- I would recommend we continue pursuing collaboration with Charlevoix Township on various projects including a dog park along with joint zoning changes that might make it easier whether someone is located in the township or the City.
- Non golf areas of our golf course might make ideal areas for future housing growth to deal with the housing shortage we have in the community. By deed restricting these and controlling some design elements to make them owner occupied, we might be able to create a moderately dense housing community that would be appealing for those at various income and housing needs.
- While not easily solved, I believe our continued growth and prosperity is significantly inhibited by the shortage of housing and, by extension, workers. We are effectively drawing in new guests and seasonal residents but we struggle to provide the workforce needed to service their needs. This is a problem of housing, labor, and skill. This is not easily solved and will take the cooperation of many stakeholders.

I look forward to a conversation with Council on how we can continue improving our government and maintaining Charlevoix's status as a premiere resource community on the Great Lakes. We have significant resources to help our community continue moving forward. To me, it is exciting to think how we have made progress and the ways we can continue improving.



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

SOLID WASTE AD HOC COMMITTEE PUBLIC MEETING AGENDA

Created: November 20, 2017 Posted November 20, 2017 at 4:30 PM

MONDAY, November 20, 2017 at 2:00 P.M. in the City Hall second floor conference room.

- A) CALL TO ORDER/PLEDGE OF ALLEGIANCE
- B) ROLL CALL
- C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST
- D) APPROVAL OF AGENDA
- E) APPROVAL OF MINUTES
- F) NEW BUSINESS
 - 1. Review draft proposed ordinance/outline.
 - a. Staff introduction/discussion
 - b. Committee discussion.
- G) STAFF UPDATES
- H) REQUESTS FOR NEXT MONTHS AGENDA OR RESEARCH ITEMS.
- I) ADJOURNMENT

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon 1 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

**CITY OF CHARLEVOIX
SOLID WASTE AD HOC COMMITTEE
October 3, 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 (via phone); Mark Heydlauff, City Manager; Pat Elliot, DPW Director

INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST

None.

APPROVAL OF AGENDA

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

APPROVAL OF 9-5-2017 MINUTES

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

NEW BUSINESS

1. Solid waste and recycling issues

Staff Planner Lucas reviewed background on previous committee discussions. City Manager Heydlauff discussed opportunities for curbside recycling and partnerships with other communities and the Community Foundation.

Committee members discussed recycling and refuse pickup issues, including questions on the frequency of refuse pickup. DPW Director Elliot suggested twice/year pickup would prevent people from saving up items or putting it out on the wrong day. Staff and committee members discussed approaches used in other communities to handle refuse and recycling, and coordinating all types of pick-up on a single day. Members agreed that the most efficient way to address multiple collection types would be for a single hauler, and that it could provide cost savings to residents.

STAFF UPDATES

None.

REQUESTS FOR NEXT MONTH'S AGENDA OR RESEARCH ITEMS

Lucas will:

- Provide draft outline for solid waste ordinance that would provide for a single hauler to provide services including:
 - Curbside recycling
 - Refuse pickup
 - Garbage collection
 - Yard waste (with some City services)

ADJOURN

The meeting was adjourned at 3:15 p.m.

CITY OF CHARLEVOIX
CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET MINUTES
Monday, September 25, 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 Yaroeh
City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

- a. Minutes of the August 28, 2017 Regular Board Meeting
- b. Committee Meeting Minutes
- c. Main Street Monthly Report for August 2017

Member Owens stated with regards to the Board Meeting minutes she did not recall the need to specify color on the posts so she requested that the reference to "black posts" be removed. She also stated that the adjourned time was 6:56 not 7:56 p.m.

Motion by Member Wertz, second by Member Owens, to approve the Consent Agenda with the above changes.
Motion passed by unanimous voice vote.

6. Reports

a. Director's Report

Director Dotson stated that she received a letter of resignation from Farmers Market Manager Chris Leese, but she will be finishing the season. She stated with recent challenges that Boyne City has faced in filling their Market Manager position they talked about combining and posting the jobs together, essentially making the posting more attractive. The Board concurred with the suggestion to combine the advertising/posting for the position.

b. Branding Update

Director Dotson discussed the new Brand Guidelines. She stated that the "brand rollout" will be gradual and would include incorporating the new brand into items as they come up for purchase, i.e., business cards, letterhead, signage in addition to designing graphics and ads related to events and wayfinding.

c. Wayfinding Signage Update

Director Dotson stated that City Council approved the DDA's recommendation for the signs with the logo on the bottom. Pro Image will attend the next Design Committee meeting to discuss pricing for the first phase of sign production and installation along with specifics for placement. Discussion followed about new or existing poles for the signage, locations for the signage, and the upcoming Design Committee meeting.

7. Old Business

8. New Business

a. Letter of Support for Bridge Lights Project

Director Dotson stated that Leilani Durbin and her team were asking for a letter of support from the DDA as the group plans to take the proposal to City Council on October 2nd and then to MDOT. Ms. Durbin stated that Paul Belding who was the visionary behind this project passed away on September 1st and she promised him that she would help bring this project to fruition. She stated that if they went through the regular channels of the Main Street Program that it could take 2-3 years to complete and they were hoping to fast track the project. Ms. Durbin felt confident with the community and DDA support that they could get City Council on board with the project. She

stated that she would involve the Design Committee, but basically Mr. Belding's design was white lights along the bottom of the arch, lights along the pathway and possibly lighting the railing as well. She stated that she had two lighting companies come forward with the idea of product donations to support the project. Estimated cost of the project: \$200,000-\$300,000.

Discussion followed regarding the history of this project, whether the project is within the DDA District, lighting of the bridge all year, and project specifics. Ms. Durbin read the letter of support from the Chamber of Commerce. Mayor Kurtz felt that they should enthusiastically support this project and discuss how to make some sort of contribution in the future.

Motion by Member DiMartino, second by Mayor Kurtz, that the DDA show enthusiastic support of the possible lighting of our bridge. Motion passed by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

Motion by Mayor Kurtz, second by Member Mullaney, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 6:02 p.m.

Joyce Golding/fgm

City Clerk

Kirby Dipert

Chair



PUBLIC NOTICE

THE CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET BOARD WILL NOT MEET ON MONDAY, NOVEMBER 27, 2017 AT 210 STATE STREET, CITY HALL, IN THE CITY COUNCIL CHAMBERS AS SCHEDULED.

THE NEXT SCHEDULED MEETING OF THE DDA WILL BE ON TUESDAY, DECEMBER 19, 2017. A COMPLETE AGENDA WILL BE POSTED PRIOR TO THE MEETING.

MARK L. HEYDLAUFF
CITY MANAGER

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: Mayor and Council Comments

DATE: November 20, 2017