



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, December 4, 2017- 7:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. Rules of Procedure for City Council Amendment
 - B. ZBA Resignation - Art Nash
 - C. City Council Meeting Minutes - November 20, 2017
 - D. Accounts Payable and Payroll Check Registers
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. CZM Grant Proposal for Beach Accessible Walkways at Lake Michigan Beach
Tom Kirinovic, Recreation Director
 - B. Draft Ordinance Language - Administrative Edits
Elise Crafts, Networks Northwest
 - C. Draft Ordinance Language: Signage
Elise Crafts, Networks Northwest
 - D. 2017 Bridge Drop Fireworks Approval
Dan Barron, Bridge Drop Committee; Dan Thorp, Charlevoix Township Fire Chief
 - E. Mayoral and Council 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

Consent Agenda

TITLE: Rules of Procedure for City Council Amendment

DATE: December 4, 2017

BACKGROUND:

At the November 20, 2017 Council directed the City Manager to draft an amending resolution to the *Rules of Procedure for City Council* to enable the Council to set the dates and times for regular City Council meetings by resolution in accordance with the Open Meetings Act.

Per Rule 20 of the *Rules of Procedure*, the amending resolution shall be introduced and then tabled until the next regular meeting where it shall be voted upon.

RECOMMENDATION:

Table the Rules of Procedure for City Council Amendment agenda item until the December 18, 2017 City Council meeting.

ATTACHMENTS:

- ▣ Resolution 2017-12-02

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-12-02
AMENDMENT TO THE RULES OF PROCEDURE FOR CITY COUNCIL

- WHEREAS,** the Charlevoix City Council adopted "Rules of Procedure for City Council" on November 4, 1996; and
- WHEREAS,** the Council subsequently adopted several amendments to the "Rules of Procedure for City Council" on May 16, 2016; and
- WHEREAS,** pursuant to Rule 20 of the Rules, they may be amended by resolution voted upon at any meeting but shall be tabled until the next regular meeting thereof or at such other time as the Council shall determine; and
- WHEREAS,** on November 20, 2017 City Council directed the City Manager to draft an amending resolution enabling the Council to set the dates and times for regular City Council meetings and the Council first introduced this resolution on December 4, 2017.

NOW THEREFORE BE IT RESOLVED, Rule 1(c) of the "Rules of Procedure for City Council" shall be amended as follows:

Strike all language so that Rule 1(c) should read:

The City Council shall from time to time establish, by resolution, dates and times for *regular* meetings of the Council in accord with the Open Meetings Act.

RESOLVED this 18th day of December, 2018 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: ZBA Resignation - Art Nash

DATE: December 4, 2017

BACKGROUND:

Art Nash submitted his resignation from the Zoning Board of Appeals.

RECOMMENDATION:

Accept the resignation of Art Nash from the Zoning Board of Appeals.

ATTACHMENTS:

- ▣ Letter of Resignation

Zimbra

joyceg@charlevoixmi.gov

Art Nash Resignation

From : Joyce Golding <joyceg@charlevoixmi.gov>

Thu, Nov 16, 2017 02:40 PM

Subject : Art Nash Resignation

From: "Art Nash" <the.nasher@hotmail.com>
To: "Linda Weller" <lindaw@charlevoixmi.gov>
Sent: Thursday, November 16, 2017 1:03:35 PM
Subject: ZBA Resignation

Linda,

Please accept this email as my resignation from the Zoning Board of Appeals. The Board did not meet last summer and I will be a resident of Florida before the end of 2017. Thank you.

Art Nash

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - November 20, 2017

DATE: December 4, 2017

ATTACHMENTS:

▣ Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, November 20, 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 Greg Bryan, Shane Cole, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: None
City Manager: Mark Heydlauff
City Clerk: Joyce Golding

3. Presentations

A. Hal Evans

In honor of Hal Evans' retirement from the City, Mayor Kurtz presented a proclamation to Mr. Evans for his many accomplishments including his 20 years of service as Harbormaster.

4. Inquiry Regarding Conflicts of Interest

Mayor Kurtz recused himself from the Airport Advisory Committee appointment.

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. November 2017 Local Election Results – Accept election results
- B. City Council Meeting Minutes – November 6, 2017 Regular Meeting
- C. Job Description Revisions – Chief of Police; Mt. McSauba Manager, Assistant Manager, and Operations Attendant
- D. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – November 21, 2017
 - b. ACH Payments – November 2, 2017 to November 17, 2017
 - c. Payroll Check Register – November 17, 2017
 - d. Payroll Transmittal – November 17, 2017
 - e. Tax Disbursement – November 21, 2017

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

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

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

A. Water Enjoyment Public Hearing

Mayor Kurtz recalled that the Junior Main Street program was developed last year to include youth. Opening the piers to jumping and diving was one item that was significant to them and Mayor Kurtz felt it was important to listen to what young people care about. He commented that Petoskey strongly discourages jumping or swimming from their pier, but it is not illegal to jump. Council decided to hold a public hearing tonight to gain more community input. Charlevoix High School students in Annmarie Conway's class presented their views:

Josh Carlson thanked Council and introduced the presentation.

Olivia Jeakle stated that their goal was not to promote jumping from the pier but, to educate the public and decriminalizing the act while discouraging it.

Dan Nesburg reviewed the presentation agenda.

Rachel Nesburg reviewed the status quo including the lack of safety features, lack of signage and the misdemeanor charge.

Kelsey Robinson commented that the signage and the response from law enforcement was confusing and contradictory regarding whether jumping from the pier was legal.

Michelle Bollini felt that both tourists and residents should be well informed regarding jumping.

Hunter Jenson recalled the history regarding the punishment for jumping from the pier.

Phil Conway felt that education was a more effective form of safety than issuing misdemeanors. The group contacted various individuals involved in water safety education.

Cam Musilek felt that the misdemeanor crime of jumping from the pier was disproportionate. He explained that a misdemeanor may cause a loss of scholarship opportunities and may limit future job prospects.

Natalie Nesburg recalled her experience of riding with the Beaver Island Boat Company to learn their perspective while navigating the Pine River Channel.

Noami Batdorff and Lauren House explained that other activities such as football and driving have become safer due to education.

Councilmember Bryan questioned how many misdemeanors were issued since 2012 and Josh Carlson responded zero.

Councilmember Kalbfell confirmed that the students are not encouraging jumping off the pier but, rather promote water safety while decriminalizing the act.

Mayor Kurtz opened the item to public comment.

Shelley Langeweg, Park Avenue, questioned how to educate tourists and was not in favor.

John Kurtz, BIBCO representative, gave a brief overview of the company and described the dangerous challenges of navigating the Pine River Channel. He encouraged education and additional safety measures. BIBCO felt the misdemeanor should continue and suggested a sky-cam as a deterrent and to help with enforcement.

Judy Przybylski was not in favor and suggested that reopening Ferry Beach dock would solve a lot of problems.

Bob Pratt, Great Lakes Surf Rescue Project, discussed drowning, swim lessons, education and best practices. He stated that knowledge is power and suggested a task force to discuss water safety initiatives and promote community buy in.

Susan Och, Leland Township Supervisor, shared a recent drowning experience in her community and she advocated education, as well as a civil infraction rather than a misdemeanor.

Mark Breederland, Michigan Sea Grant, explained that he is an educator and discussed the dynamics of the Great Lakes. He advocated signage and water safety equipment.

David Nedwick, Antrim Street, stated that he enjoys jumping in the water and encouraged people to look at the bright side of this activity.

Gabe Campbell stated that the pier belongs to Army Corps of Engineers and he was not in favor. He requested that Council explain why they vote yes or no on the topic.

Megan Wuerth, East Jordan Aquatics Director, felt that this was not a safe activity and she supported additional safety measures.

Anmarie Conway noted that the scope of this issue was larger than just people jumping off the pier.

Pat Miller, 121 Hampton, felt that the City had an obligation to enforce the law. She noted that young adults need to look at the big picture, especially little children who go to the pier unsupervised.

Boogie Carlson felt that it was important to listen to the students with respect to increased safety and educating the community. Josh Carlson agreed and confirmed that the students wanted to decriminalize jumping from the pier outside the channel.

The item was closed to the public.

Council discussed the \$500 fine, changing the misdemeanor to a civil infraction, the need for education, signage and water safety equipment, installing a camera on the pier and the reopening of Ferry Beach dock in FY2019. They discussed the process to change the ordinance, how to go about acquiring safety equipment, installing a camera on the pier and the lack of lifeguards.

Motion by Councilmember Hagen, second by Councilmember Cole, to drop it [the pier jumping penalty] from a misdemeanor to a civil infraction with a fine of \$500, signage, get the Army Corps of Engineers involved on the video surveillance and life rings immediately.

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

Nays: None

B. Level B Site Plan Review – 403 Petoskey Avenue

Interim Zoning Administrator Sullivan stated that on November 13, the Planning Commission approved a Special Land Use permit for a proposed boarding/rooming house at 403 Petoskey Avenue to house four Stafford's employees. Stafford's Hospitality is under contract to purchase the property if the approvals are given. 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. Interim Zoning Administrator Sullivan explained the options Council could consider and how the current Zoning Ordinance affects the usage.

Council discussed the parking situation, the need to retain a residential "look", and what happens with a change of ownership. Councilmember Bryan felt that the definition of boarding house should be updated by the Planning Commission.

Mayor Kurtz opened the item to public comment at 8:50 p.m.

Boogie Carlson questioned whether a temporary permit could be issued. He expressed concern regarding a large parking lot and the potential of creating another "Charlevoix Motel."

City Manager Heydlauff recommended the approval of this request in addition to strongly encouraging the Planning Commission to amend the definitions and requirements for this type of scenario promoting a workable ordinance. He felt waivers to the ordinance should be the exception, rather than the norm.

David Marvin, Stafford's Hospitality, noted that the Planning Commission limited the rooming house to four residents. He would prefer two years to determine what type of parking may be required.

The item was closed to the public at 9:05 p.m.

Motion by Councilmember Cole, second by Councilmember Hagen, to pick Option C with the stipulation that we change the completed by to November 1, 2019 giving it two years [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, 2019 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, 2019.]

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

Nays: None

7. All Other Actions & Requests

A. Organizational Meeting

Clerk Golding stated that 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. Council was asked to consider setting the regular Council meeting time and to appoint a Deputy Mayor.

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

Motion by Councilmember Perron, second by Councilmember Hagen, to set 2018 City Council meetings for the first and third Mondays of the month, at 6:00 p.m.

Clerk Golding noted that a resolution was needed to change the Rules of Procedure to accommodate the time change. City Manager Heydlauff suggested that language be added to the Rules allowing for an easier amendment process. Council concurred.

Yeas: Perron, Hagen, Oleksy, Kalbfell, Cole

Nays: Bryan

Motion by Councilmember Kalbfell, second by Councilmember Perron, to re-appoint Councilmember Cole as Deputy Mayor.

Yeas: Perron, Hagen, Oleksy, Kalbfell, Bryan

Nays: None

Abstain: Cole

B. Councilmember Appointments

Mayor Kurtz recused himself from the Airport Advisory Committee appointment. Clerk Golding stated that 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

Deputy Mayor Cole questioned whether the Airport Advisory Committee (AAC) was necessary. Councilmember Oleksy felt that the meetings he attended were interesting and informative and he also felt the AAC was necessary. Councilmember Kalbfell felt that the Airport Manager could address any concerns with Airport users and the City Manager without the AAC similar to other City department heads. The history of the AAC was discussed as well as the level of aviation experience on the Committee. Councilmember Hagen felt the AAC was appropriate only if there was a specific task to be discussed.

Deputy Mayor Cole opened the item to public comment.

Bill Supernaw, 2nd Ward, recommended that the AAC be dissolved. He recalled the meetings he attended and noted that the meetings created controversy rather than being productive.

Don Seeley, AAC member, explained the reasons why the Committee was necessary to run an efficient Airport. He noted the many AAC accomplishments over the last year. He stated that "to dissolve the Committee was a stupid idea."

Boogie Carlson suggested leaving the decision up to the new Airport Manager and noted the challenge of inheriting the current membership of the AAC. City Manager Heydlauff was not in favor of having Staff recommend Committee members.

The item was closed to the public.

Motion by Councilmember Perron, second by Councilmember Hagen, to appoint Councilmember Oleksy to the Airport Advisory Committee, term expiring November 2019.

Yeas: Perron, Hagen, Bryan
Nays: Kalbfell, Cole
Abstain: Oleksy

Mayor Kurtz returned to the dais.

Motion by Councilmember Hagen, second by Councilmember Cole, to re-appoint Councilmember Kalbfell to the Board of Review, term expiring November 2018.

Yeas: Perron, Hagen, Oleksy, Cole, Bryan
Nays: None
Abstain: Kalbfell

Motion by Councilmember Hagen, second by Councilmember Cole, to re-appoint Councilmember Perron to the Board of Review, term expiring November 2018.

Yeas: Hagen, Oleksy, Kalbfell, Cole, Bryan
Nays: None
Abstain: Perron

Motion by Councilmember Hagen, second by Councilmember Kalbfell, to appoint Councilmember Bryan to the Solid Waste Ordinance Ad-hoc Committee.

Yeas: Perron, Hagen, Oleksy, Kalbfell, Cole, Bryan
Nays: None
Abstain: Bryan

Council agreed to retain former Councilmember Gibson on the Solid Waste Committee.

C. Job Description Revision – City Clerk/Executive Assistant

Motion by Councilmember Perron, second by Councilmember Kalbfell, to approve the City Clerk/Executive Assistant job description as presented.

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

8. Reports & Communications

A. Public Comments

Richard Nuciam recalled his history in Charlevoix and boating in the area. He discussed the marina slip cost increases over the last few years and asked Council for a cost reduction.

B. City Manager Comments

City Manager Heydlauff reported on the following:

- Recommended scheduling a Work Session to discuss 2018/2019 Council Goals
- Discussed crosswalks, potential bridge lighting project, overhead wires and 2020 highway reconfiguration with MDOT
- Received 10 RFPs for Website Redesign with recommendations coming in December
- Congratulated Hal Evans for having a great career with the City as well as being a great City ambassador.

C. Mayor & Council Comments

Councilmember Oleksy questioned the status of the boat slip investigation and City Manager Heydlauff replied that the City Attorney was reviewing the documents.

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 9:56 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 11/21/2017			
ABRAMOWSKI, DWAIN M.	50.00	MISTRAS GROUP INC	750.00
ACE HARDWARE	2,476.14	MJS PAINTING INC	1,600.00
ALL-IN-ONE PAINT & STAIN	630.00	MUNSON HEALTHCARE CHX HOSPITAL	27.70
ALL-PHASE ELECTRIC SUPPLY CO.	257.47	NICE RINK	5,702.74
ALPENA SUPPLY COMPANY	3,820.74	NORTHERN A-1 ENVIRONMENTAL SVCS	1,728.75
AMERICAN LEGAL PUBLISHING CORP	3,200.00	NORTHERN CREDIT BUREAU	460.12
AMERICAN WASTE INC.	3,347.16	NORTHWEST KENT MECHANICAL CO	806.20
AUTO VALUE	1,832.39	NYE UNIFORM CO	381.44
AVFUEL CORPORATION	28,671.37	OHDE, SUSANNAH	75.00
B & L SOUND INC	41.97	OTEC	34.00
BEIJO DE CHOCOLAT LLC	42.00	OUDBIER INSTRUMENT CO	3,356.60
BERG, REBECCA	15.00	OWENS, MAUREEN	57.44
BLARNEY CASTLE OIL CO	952.13	PARASTAR INC.	1,440.25
BRADFORD'S	54.15	PICTURE THIS	33.50
BS& A SOFTWARE	1,138.00	PLUNKETT & COONEY	660.00
CARQUEST OF CHARLEVOIX	1,023.74	POWER LINE SUPPLY	4,020.84
CCP INDUSTRIES INC	271.78	PREIN & NEWHOF	5,933.29
CHARLEVOIX SCREEN MASTERS INC	50.00	PRESTON FEATHER	112.13
CHARTER COMMUNICATIONS	1,041.16	PROVIDENCE FARM LLC	139.00
CHEMSEARCH	169.28	PURITY CYLINDER GASES INC	58.35
CINTAS CORPORATION #729	60.89	PVS TECHNOLOGIES INC	6,736.95
CITY OF CHARLEVOIX - UTILITIES	31,824.92	QUICK CARE MEDICAL CENTER	98.00
COOK FAMILY FARMS	47.00	R & R PRODUCTS INC	233.11
DERRER OIL & PROPANE CO	635.25	RANGE TELECOMMUNICATIONS	118.80
DITCH WITCH SALES OF MICHIGAN	1.88	RUSTIC BAKER	23.00
EJ USA INC.	709.23	SCIENTIFIC BRAKE & EQUIP CO	3,072.90
EMERGENCY MEDICAL PRODUCTS INC	440.53	SHINDORF BUILDERS	871.00
FAMILY FARM & HOME	593.63	SIEGRIST, DAVID	15.00
FASTENAL COMPANY	19.24	SOUND ENVIRONMENTS	455.00
FEYEN ZYLSTRA LLC	270.00	SPARTAN DISTRIBUTORS INC	465.22
FREEDOM MAILING SERVICES INC.	2,281.97	SPARTAN STORES LLC	38.94
GOLDING, JOYCE M.	101.82	STATE OF MICHIGAN	130.00
GRAINGER	623.63	STATE OF MICHIGAN	1,291.55
HARBOR FENCE COMPANY	897.00	STERRETT, DONNA	75.00
HEYDLAUFF, MARK L	449.21	SULLIVAN, LAWRENCE R	6,305.00
HILLING, NICHOLAS A.	47.08	SUPERIOR MECHANICAL	90.00
HYDRO CORP	530.00	THAYER POWER & COMMUNICATION	36,918.00
JONES, JANET	568.71	THORNTON, KAYE	15.00
KASSBOHRER ALL TERRAIN VEHICLE	801.56	UNIFIRST CORPORATION	653.17
KIWANIS CLUB OF CHARLEVOIX	40.00	UP NORTH PROPERTY SERVICES LLC	841.00
KOORSEN FIRE & SECURITY	211.80	USA BLUE BOOK	783.88
KSS ENTERPRISES	282.51	VAN'S BUSINESS MACHINES	698.68
MASSON, DONALD J.	60.00	VILLAGE GRAPHICS INC.	1,131.19
MCCARDEL CULLIGAN-PETOSKEY	50.00	WADE TRIM OPERATIONS SERVICES	918.90
MCCI	950.00	WATTA COOKIE LLC	45.00
METTLER TOLEDO INC	1,772.19	WILBERT BURIAL VAULT CO	379.52
MICHIGAN MUNICIPAL LEAGUE	16,049.00		
MICHIGAN OFFICEWAYS INC	736.93	TOTAL	199,921.62
ACH Payments – 11/02/2017 to 11/17/2017			
NEOFUNDS BY NEOPOST (ACH FEE)	50.00	IRS (PAYROLL TAX DEPOSIT)	32,333.17
MI PUBLIC POWER AGENCY	14,387.53	ALERUS FINANCIAL (HCSP)	420.00
PAYMENT SERVICE NETWORK	249.30	STATE OF MI (WITHHOLDING TAX)	4,683.88
DTE ENERGY	1,486.71	VANTAGEPOINT (401 ICMA PLAN)	742.50
STATE OF MI (SALES TAX)	17,739.44	VANTAGEPOINT (457 ICMA PLAN)	12,774.11
MI PUBLIC POWER AGENCY	14,995.06	VANTAGEPOINT (ROTH IRA)	1,161.53

MERS (DEFINED BENEFIT PLAN)	29,696.08	TOTAL	130,719.31
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Payroll Net Pay – Pay Period Ending 11/11/2017 (Paid 11/17/2017)

GIBSON, SHIRLEY J.	258.05	FERGUSON, ROYCE L.	688.92
WELLER, LINDA JO	1,496.31	BOSS, SHERRY M.	405.84
HEYDLAUFF, MARK L.	2,259.85	KIRINOVIC, THOMAS F.	497.39
GOLDING, JOYCE M.	1,132.69	ANZELL, BETH A.	597.82
DEROSIA, PATRICIA E.	1,101.04	BOSS, BEAU J.	849.92
DOTSON, LINDSEY J.	1,444.91	HEID, THOMAS J	1,246.88
LOY, EVELYN R.	1,048.93	MASSON, DONALD J.	379.00
KLOOSTER, ALIDA K.	1,567.40	LIVINGSTON, BRIAN D.	690.51
GOLOVICH, KAREN J.	948.18	VANLOO, JOSEPH G.	681.15
SPENCLEY, PATRICIA L.	1,119.89	WYMAN, MATTHEW A.	1,333.20
MILLER, FAITH G.	30.42	BOSS, RYDER S.	451.03
LEESE, MERRI C.	198.15	MILLER, WILLIAM S.	1,006.86
MCGINN, KELLY A.	1,616.81	DOUGLAS, MARK	533.40
JONES, JANET M.	179.73	BRADLEY, JOHN P.	308.03
DOAN, GERARD P.	1,596.21	TRAVERS, MANUEL J.	1,637.63
SCHLAPPI, JAMES L.	1,101.00	STEVENS, JEFFREY W.	171.72
UMULIS, MATTHEW T.	1,459.45	RILEY, CASEY W.	389.83
HANKINS, SCOTT A.	1,657.81	JONES, LARRY M.	643.00
ORBAN, BARBARA K.	1,255.72	WILLSON, BRENDA R.	875.82
FLICKEMA, ANDREW M.	1,386.86	BEAN, PETER J.	375.87
MATELSKI, KIMBERLY A.	1,185.34	MCMULLEN, DONALD R.	1,065.17
RILEY, DENISE M.	438.74	BOYCE, REBECCA L.	744.59
MATELSKI, RYAN G.	975.66	MCFARLAND, JONATHAN A.	568.42
WURST, RANDALL W.	1,218.73	SILVA, JESSE L.A.	284.54
MAYER, SHELLEY L.	1,766.93	BASSETT, FREDERICK A.	310.52
HILLING, NICHOLAS A.	1,346.97	CARLSON, JOANNE E.	112.50
MEIER III, CHARLES A.	1,126.87	COLT, JUDITH C.	115.00
ZACHARIAS, STEVEN B.	1,159.84	FRANCIS, CATHERINE A.	119.00
SWEM, DONALD L.	1,875.31	LALONDE, SANDRA L.	115.00
EATON, BRAD A.	1,960.22	GORDON, JUDITH A.	115.00
WILSON, TIMOTHY J.	2,138.96	VILLERMAIN-SHEA, MICHELLE M.	197.75
LAVOIE, RICHARD L.	1,644.41	DALY, SUZETTE M.	184.00
STEVENS, BRANDON C.	2,114.24	GERBER, SAMUEL A.	101.58
DRAVES, MARTIN J.	1,610.95	WHITLEY, ANDREW T.	1,894.16
BROWN, STEPHANIE C.	1,023.56	MORRISON, KEVIN P.	1,198.72
ANDERSON, ELIZABETH A.	1,112.49	JOHNSON, STEVEN P.	1,273.92
ELLIOTT, PATRICK M.	2,000.49	BISHAW, JAMES H.	623.71
SCHWARTZFISHER, JOSEPH L.	1,235.76	BOSS JR, DALE E.	1,051.35
BRADLEY, KELLY R.	1,613.47	HOLM, ARTHUR R.	957.97
HART II, DELBERT W.	1,263.75	GILL, DAVID R.	1,021.45
JONES, ROBERT F.	1,191.40	MATTER, DAWSON K.	1,663.54
DORAN, JUSTIN J.	1,571.28	DROST, PATRICIA A.	192.50
FARRELL, MITCHELL L.	1,394.92	RUDOLPH, JOELLEN B.	113.75
MANKER JR, DAVID W.	520.01	LEFT, LILLIAN M.	110.00
BECKER, MICHAEL S.	728.26	BUDAY, JOAN E.	155.00
NEDWICK, DAVID J.	427.96	CAMPBELL, KAREN L.	115.00
FREY, DYLAN V.	528.28	PICOTTE, DIANE M.	190.00
MCGHEE, ROBERT R.	980.51	LALEWICZ, AMELIA M.	110.00
CRANDELL, ZACKARY R.	367.18	CIUK, JULIA A.	172.50
LEITNER, RYAN S.	789.19	TOTAL	88,811.55

Payroll Transmittal – 11/17/2017

4FRONT CREDIT UNION	550.00	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	158.28	COMMUNICATION WORKERS OF AMER	541.06
AMERICAN FAMILY LIFE	366.72	MI STATE DISBURSEMENT UNIT	401.83
CHAR EM UNITED WAY	59.00	PRIORITY HEALTH	1,640.74
CHARLEVOIX STATE BANK	1,260.77	TOTAL	5,147.69

Tax Disbursement – 11/21/2017

CHARLEVOIX COUNTY TREASURER	7,548.19	CHARLEVOIX PUBLIC SCHOOLS	361.11
CHARLEVOIX PUBLIC SCHOOLS	12,063.56	CITY OF CHARLEVOIX - TAXES DUE	9,054.51
CHARLEVOIX PUBLIC SCHOOLS	1,805.76		
CHARLEVOIX PUBLIC SCHOOLS	361.11	TOTAL	31,194.24

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: December 4, 2017

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
11/17/2017		
122039	AT&T	2,778.66
122040	AT&T LONG DISTANCE	102.47
122041	AT&T MOBILITY	90.99
122042	CHARLEVOIX STATE BANK	8,492.73
122043	DELTA DENTAL	3,467.45
122044	METLIFE SMALL BUSINESS CENTER	703.12
122045	PRIORITY HEALTH	42,641.74
122046	VERIZON WIRELESS	56.72
122047	VISION SERVICE PLAN	486.57
Total 11/17/2017:		58,820.45
Grand Totals:		58,820.45

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

11/17/17 Special Accounts Payable Run	\$	58,820.45
12/01/17 Payroll (net pay)	\$	92,816.38
12/01/17 Payroll Transmittal Checks	\$	5,363.20
12/05/17 Regular Accounts Payable	\$	399,228.07
Checks Sub-Total:	\$	556,228.10

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

11/20/17 MI Public Power Agency	\$	29,513.01
11/27/17 MI Public Power Agency	\$	271,626.80
11/27/17 DTE Energy	\$	22.03
11/27/17 MI Public Power Agency	\$	19,275.21
12/01/17 IRS (Payroll Tax Deposit)	\$	34,794.41
12/01/17 Alerus Financial (HCSP)	\$	420.00
12/01/17 State of MI (Withholding Tax)	\$	4,997.89
12/01/17 Vantagepoint (401 ICMA Plan)	\$	742.50
12/01/17 Vantagepoint (457 ICMA Plan)	\$	12,695.47
12/01/17 Vantagepoint (Roth IRA)	\$	1,186.53

ACH Sub-Total: \$ 375,273.85

Huntington National Bank Total: \$ 931,501.95

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

12/05/17 Tax Disbursement	\$	30,329.80
Charlevoix State Bank Total:	\$	30,329.80

Grand Total: \$ 961,831.75

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/25/2017	PC	12/01/2017	24738	WELLER, LINDA JO	101		1,496.31
11/25/2017	PC	12/01/2017	24739	HEYDLAUFF, MARK L.	102		2,543.08
11/25/2017	PC	12/01/2017	24740	GOLDING, JOYCE M.	106		1,132.69
11/25/2017	PC	12/01/2017	24741	DEROSIA, PATRICIA E.	107		1,056.69
11/25/2017	PC	12/01/2017	24742	DOTSON, LINDSEY J.	109		1,444.92
11/25/2017	PC	12/01/2017	24743	LOY, EVELYN R.	117		1,048.93
11/25/2017	PC	12/01/2017	24744	KLOOSTER, ALIDA K.	121		1,901.19
11/25/2017	PC	12/01/2017	24745	GOLOVICH, KAREN J.	122		948.18
11/25/2017	PC	12/01/2017	24746	SPENCLEY, PATRICIA L.	136		1,030.22
11/25/2017	PC	12/01/2017	24747	MILLER, FAITH G.	142		35.10
11/25/2017	PC	12/01/2017	24748	LEESE, MERRI C.	145		523.99
11/25/2017	PC	12/01/2017	24749	MCGINN, KELLY A.	146		1,616.81
11/25/2017	PC	12/01/2017	24750	DOAN, GERARD P.	201		1,596.21
11/25/2017	PC	12/01/2017	24751	SCHLAPPI, JAMES L.	204		1,351.40
11/25/2017	PC	12/01/2017	24752	UMULIS, MATTHEW T.	205		1,639.77
11/25/2017	PC	12/01/2017	24753	HANKINS, SCOTT A.	208		1,629.39
11/25/2017	PC	12/01/2017	24754	ORBAN, BARBARA K.	209		1,557.48
11/25/2017	PC	12/01/2017	24755	FLICKEMA, ANDREW M.	211		1,945.91
11/25/2017	PC	12/01/2017	24756	MATELSKI, KIMBERLY A.	212		1,185.34
11/25/2017	PC	12/01/2017	24757	RILEY, DENISE M.	213		436.69
11/25/2017	PC	12/01/2017	24758	MATELSKI, RYAN G.	230		975.66
11/25/2017	PC	12/01/2017	24759	WURST, RANDALL W.	411		1,100.11
11/25/2017	PC	12/01/2017	24760	MAYER, SHELLEY L.	412		1,446.78
11/25/2017	PC	12/01/2017	24761	HILLING, NICHOLAS A.	413		1,394.07
11/25/2017	PC	12/01/2017	24762	MEIER III, CHARLES A.	421		1,406.28
11/25/2017	PC	12/01/2017	24763	ZACHARIAS, STEVEN B.	422		1,634.45
11/25/2017	PC	12/01/2017	24764	SWEM, DONALD L.	512		1,875.30
11/25/2017	PC	12/01/2017	24765	EATON, BRAD A.	515		1,827.13
11/25/2017	PC	12/01/2017	24766	WILSON, TIMOTHY J.	516		2,244.38
11/25/2017	PC	12/01/2017	24767	LAVOIE, RICHARD L.	519		1,060.13
11/25/2017	PC	12/01/2017	24768	STEVENS, BRANDON C.	521		2,014.18
11/25/2017	PC	12/01/2017	24769	DRAVES, MARTIN J.	523		1,724.90
11/25/2017	PC	12/01/2017	24770	BROWN, STEPHANIE C.	524		1,033.80
11/25/2017	PC	12/01/2017	24771	ANDERSON, ELIZABETH	526		1,112.49
11/25/2017	PC	12/01/2017	24772	ELLIOTT, PATRICK M.	600		2,000.49
11/25/2017	PC	12/01/2017	24773	SCHWARTZFISHER, JOS	603		987.25
11/25/2017	PC	12/01/2017	24774	BRADLEY, KELLY R.	614		1,279.48
11/25/2017	PC	12/01/2017	24775	HART II, DELBERT W.	616		1,329.34
11/25/2017	PC	12/01/2017	24776	JONES, ROBERT F.	618		1,080.56
11/25/2017	PC	12/01/2017	24777	DORAN, JUSTIN J.	621		1,363.55
11/25/2017	PC	12/01/2017	24778	FARRELL, MITCHELL L.	622		1,451.17
11/25/2017	PC	12/01/2017	24779	MANKER JR, DAVID W.	638		473.97
11/25/2017	PC	12/01/2017	24780	BECKER, MICHAEL S.	641		577.13
11/25/2017	PC	12/01/2017	24781	FREY, DYLAN V.	643		258.77
11/25/2017	PC	12/01/2017	24782	MCGHEE, ROBERT R.	663		881.09
11/25/2017	PC	12/01/2017	24783	CRANDELL, ZACKARY R.	691		287.12
11/25/2017	PC	12/01/2017	24784	LEITNER, RYAN S.	692		574.27
11/25/2017	PC	12/01/2017	24785	FERGUSON, ROYCE L.	693		464.39
11/25/2017	PC	12/01/2017	24786	KIRINOVIC, THOMAS F.	700		497.40
11/25/2017	PC	12/01/2017	24787	ANZELL, BETH A.	712		392.81
11/25/2017	PC	12/01/2017	24788	BOSS, BEAU J.	788		849.92
11/25/2017	PC	12/01/2017	24789	HEID, THOMAS J	802		1,246.89
11/25/2017	PC	12/01/2017	24790	MASSON, DONALD J.	861		79.65
11/25/2017	PC	12/01/2017	24791	VANLOO, JOSEPH G.	902		570.88
11/25/2017	PC	12/01/2017	24792	WYMAN, MATTHEW A.	927		1,333.19
11/25/2017	PC	12/01/2017	24793	BOSS, RYDER S.	932		461.42
11/25/2017	PC	12/01/2017	24794	MILLER, WILLIAM S.	933		1,393.56

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/25/2017	PC	12/01/2017	24795	DOUGLAS, MARK	935		423.75
11/25/2017	PC	12/01/2017	24796	HASTINGS, MICHAEL A.	937		376.96
11/25/2017	PC	12/01/2017	24797	TRAVERS, MANUEL J.	1000		2,024.32
11/25/2017	PC	12/01/2017	24798	STEVENS, JEFFREY W.	1028		259.82
11/25/2017	PC	12/01/2017	24799	RILEY, CASEY W.	1052		594.73
11/25/2017	PC	12/01/2017	24800	JONES, LARRY M.	1057		1,282.80
11/25/2017	PC	12/01/2017	24801	WILLSON, BRENDA R.	1059		655.86
11/25/2017	PC	12/01/2017	24802	BEAN, PETER J.	1060		1,019.15
11/25/2017	PC	12/01/2017	24803	MCCALIB, RACHELLE L.	1066		166.99
11/25/2017	PC	12/01/2017	24804	MCMULLEN, DONALD R.	1067		402.65
11/25/2017	PC	12/01/2017	24805	BOYCE, REBECCA L.	1070		2,402.13
11/25/2017	PC	12/01/2017	24806	MCFARLAND, JONATHAN	1071		522.00
11/25/2017	PC	12/01/2017	24807	SILVA, JESSE L.A.	1073		465.78
11/25/2017	PC	12/01/2017	24808	BASSETT, FREDERICK A.	1083		1,240.75
11/25/2017	PC	12/01/2017	122048	WELLER, LINDA JO	101	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122049	HEYDLAUFF, MARK L.	102	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122050	GOLDING, JOYCE M.	106	Christmas Bonus	81.48
11/25/2017	PC	12/01/2017	122051	DEROSIA, PATRICIA E.	107	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122052	DOTSON, LINDSEY J.	109	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122053	LOY, EVELYN R.	117	Christmas Bonus	81.48
11/25/2017	PC	12/01/2017	122054	KLOOSTER, ALIDA K.	121	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122055	GOLOVICH, KAREN J.	122	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122056	SPENCLEY, PATRICIA L.	136	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122057	LEESE, MERRI C.	145	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122058	MCGINN, KELLY A.	146	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122059	DOAN, GERARD P.	201	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122060	SCHLAPPI, JAMES L.	204	Christmas Bonus	81.48
11/25/2017	PC	12/01/2017	122061	UMULIS, MATTHEW T.	205	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122062	HANKINS, SCOTT A.	208	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122063	ORBAN, BARBARA K.	209	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122064	FLICKEMA, ANDREW M.	211	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122065	MATELSKI, KIMBERLY A.	212	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122066	RILEY, DENISE M.	213	Christmas Bonus	81.48
11/25/2017	PC	12/01/2017	122067	EVANS JR, HALBERT K.	214	Christmas Bonus	81.48
11/25/2017	PC	12/01/2017	122068	WURST, RANDALL W.	411	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122069	MAYER, SHELLEY L.	412	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122070	HILLING, NICHOLAS A.	413	Christmas Bonus	81.48
11/25/2017	PC	12/01/2017	122071	MEIER III, CHARLES A.	421	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122072	ZACHARIAS, STEVEN B.	422	Christmas Bonus	81.48
11/25/2017	PC	12/01/2017	122073	SWEM, DONALD L.	512	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122074	EATON, BRAD A.	515	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122075	WILSON, TIMOTHY J.	516	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122076	LAVOIE, RICHARD L.	519	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122077	STEVENS, BRANDON C.	521	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122078	WHITLEY, ANDREW T.	522	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122079	WHITLEY, ANDREW T.	522		1,629.72
11/25/2017	PC	12/01/2017	122080	DRAVES, MARTIN J.	523	Christmas Bonus	81.48
11/25/2017	PC	12/01/2017	122081	BROWN, STEPHANIE C.	524	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122082	ANDERSON, ELIZABETH	526	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122083	ELLIOTT, PATRICK M.	600	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122084	MORRISON, KEVIN P.	601	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122085	MORRISON, KEVIN P.	601		1,254.71
11/25/2017	PC	12/01/2017	122086	SCHWARTZFISHER, JOS	603	Christmas Bonus	81.48
11/25/2017	PC	12/01/2017	122087	BRADLEY, KELLY R.	614	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122088	HART II, DELBERT W.	616	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122089	JOHNSON, STEVEN P.	617	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122090	JOHNSON, STEVEN P.	617		1,270.52

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/25/2017	PC	12/01/2017	122091	JONES, ROBERT F.	618	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122092	DORAN, JUSTIN J.	621	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122093	FARRELL, MITCHELL L.	622	Christmas Bonus	81.48
11/25/2017	PC	12/01/2017	122094	BISHAW, JAMES H.	633	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122095	BISHAW, JAMES H.	633		558.11
11/25/2017	PC	12/01/2017	122096	MANKER JR, DAVID W.	638	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122097	BECKER, MICHAEL S.	641	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122098	CRANDELL, ZACKARY R.	691	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122099	KIRINOVIC, THOMAS F.	700	Christmas Bonus	81.48
11/25/2017	PC	12/01/2017	122100	BOSS JR, DALE E.	701		1,212.17
11/25/2017	PC	12/01/2017	122101	ANZELL, BETH A.	712	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122102	HOLM, ARTHUR R.	791		957.97
11/25/2017	PC	12/01/2017	122103	HEID, THOMAS J	802	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122104	LEESE, ALAN K.	835	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122105	GILL, DAVID R.	856	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122106	GILL, DAVID R.	856		533.11
11/25/2017	PC	12/01/2017	122107	MASSON, DONALD J.	861	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122108	VANLOO, JOSEPH G.	902	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122109	WYMAN, MATTHEW A.	927	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122110	BOSS, RYDER S.	932	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122111	MILLER, WILLIAM S.	933	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122112	DOUGLAS, MARK	935	Christmas Bonus	85.88
11/25/2017	PC	12/01/2017	122113	TRAVERS, MANUEL J.	1000	Christmas Bonus	81.93
11/25/2017	PC	12/01/2017	122114	MATTER, DAWSON K.	1038		1,822.55
Grand Totals:			138				92,816.38

km

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/25/2017	12/01/2017	122115	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	550.00
11/25/2017	12/01/2017	122116	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	158.28
11/25/2017	12/01/2017	122116	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	380.52
11/25/2017	12/01/2017	122117	BARRY COUNTY TRIAL C	9029	Wage Assignment: Case 04-6725	20.00
11/25/2017	12/01/2017	122118	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 11/25/	59.00
11/25/2017	12/01/2017	122119	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,260.77
11/25/2017	12/01/2017	122120	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
11/25/2017	12/01/2017	122121	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	541.06
11/25/2017	12/01/2017	122122	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
11/25/2017	12/01/2017	122123	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	201.00
11/25/2017	12/01/2017	122124	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,640.74
Grand Totals:		11				5,363.20

km

Check Number	Payee	Amount
12/05/2017		
122125	ACE HARDWARE	7,304.32
122126	AIRGAS USA LLC	68.01
122127	ALL-PHASE ELECTRIC SUPPLY CO.	432.97
122128	ALTEC INDUSTRIES INC	144.59
122129	AMERICAN WASTE INC.	60.00
122130	AMERIGAS - PETOSKEY	463.87
122131	ATCHISON PAPER SUPPLY	67.75
122132	AVFUEL CORPORATION	1,547.14
122133	BLUETARP FINANCIAL	39.99
122134	CENTRAL DRUG STORE	64.67
122135	CHARLEVOIX BRIDGE DROP	2,500.00
122136	CHARLEVOIX COMMUNITY SHOPPER	184.00
122137	CHARLEVOIX COUNTY	504.00
122138	CHARLEVOIX GLASS INC.	1,126.56
122139	CHARLEVOIX SCREEN MASTERS INC	52.00
122140	CHARLEVOIX TOWNSHIP	15.23
122141	CINTAS CORPORATION	121.47
122142	CINTAS CORPORATION #729	60.89
122143	CIRCLE K SERVICE	1,973.22
122144	CITY OF CHARLEVOIX - MISC	2,947.05
122145	COUSE, DONALD	3.27
122146	CRAINE, JOE & TERI	19.43
122147	CROSS III, JOHN H.	6,500.00
122148	DCASSESSING SERVICES	4,371.08
122149	DeROSIA, PATRICIA E.	50.00
122150	DITCH WITCH SALES OF MICHIGAN	485.09
122151	DOAN, GERARD P.	50.00
122152	DORAN, JUSTIN J.	126.34
122153	DOTSON, LINDSEY J.	50.00
122154	EJ USA INC.	238.92
122155	ELLIOTT, PATRICK M.	50.00
122156	ELLSWORTH FARMER'S EXCHANGE	435.56
122157	EMERGENCY MEDICAL PRODUCTS I	213.65
122158	ENERGY ADVANTAGE GROUP	1,922.50
122159	ETNA SUPPLY	42.60
122160	FASTENAL COMPANY	38.50
122161	FOX CHARLEVOIX FORD	397.32
122162	GOLDING, JOYCE M.	50.00
122163	GOODMAN, TERRI	36.14
122164	GRAINGER	429.18
122165	GREAT LAKES ENERGY	249.81
122166	HACH COMPANY	5,224.12
122167	HANKINS, SCOTT A.	50.00
122168	HEID, THOMAS J.	50.00
122169	HERZOG ELECTRIC	346.15
122170	HEYDLAUFF, MARK L	50.00
122171	HOLIDAY COMPANIES	5,744.91
122172	HOLIDAY LIGHTING SERVICES INC.	10,020.00

M = Manual Check, V = Void Check

Check Number	Payee	Amount
122173	IDEXX DISTRIBUTION INC.	2,220.36
122174	KIRINOVIC, THOMAS F.	50.00
122175	KLOOSTER, ALIDA K.	50.00
122176	KSS ENTERPRISES	130.21
122177	MAYER, SHELLEY L.	50.00
122178	MCCLANATHAN, ANGELIA	56.43
122179	McGINN, KELLY A.	50.00
122180	MCGOUGH'S INC	1,215.90
122181	MCMASTER-CARR	348.82
122182	MDC CONTRACTING LLC	254,039.74
122183	MDS OF MICHIGAN INC	78.42
122184	MED ALLIANCE GROUP INC	513.65
122185	MEIER III, CHARLES A.	48.19
122186	MILLER, WILLIAM S.	50.00
122187	MPARKS	135.00
122188	MUNICIPAL UNDERWRITERS OF MIC	631.00
122189	NORTHERN A-1 ENVIRONMENTAL SE	1,477.65
122190	OLESON'S FOOD STORES	257.90
122191	OLSON BZDOK & HOWARD	362.80
122192	OTSEGO CRANE & HOIST CO.	392.00
122193	PEASE, JERRY	20.00
122194	PERFORMANCE ENGINEERS INC	10,587.50
122195	PHYSICIAN'S CLINIC OF CHARLEVOIX	75.00
122196	POLLARD WATER	669.55
122197	POSTMASTER	192.55
122198	POWER LINE SUPPLY	2,868.07
122199	PREIN & NEWHOF	58,899.68
122200	QUILL CORP	679.44
122201	RIETH-RILEY CONST CO INC	1,071.00
122202	SHORELINE POWER SERVICES INC.	950.00
122203	studioMI LLC	390.00
122204	SUNDELIUS, ELISABETH	44.47
122205	SWEM, DONALD L.	50.00
122206	SYSTEMS SPECIALISTS INC	1,375.00
122207	TERMINAL SUPPLY CO	432.39
122208	TRAVERS, MANUEL J.	50.00
122209	UNIFIRST CORPORATION	549.41
122210	USA BLUE BOOK	370.84
122211	VILLAGE GRAPHICS INC.	91.80
122212	WELLER, LINDA J.	50.00
122213	WILMOT ELECTRIC INC	60.00
122214	WOJAN PLUMBING & HEATING	75.04
122215	WORK & PLAY SHOP	495.96
122216	WURST, RANDALL W.	50.00
122217	WYMAN, MATTHEW A.	50.00
Total 12/05/2017:		399,228.07

Check Number	Payee	Amount
11/20/2017		
112017001	MICHIGAN PUBLIC POWER AGENCY	29,513.01
Total 11/20/2017:		29,513.01
Grand Totals:		29,513.01

Check Number	Payee	Amount
11/27/2017		
1127001	MICHIGAN PUBLIC POWER AGENCY	271,626.80
112717002	DTE ENERGY	22.03
112717003	MICHIGAN PUBLIC POWER AGENCY	19,275.21
Total 11/27/2017:		290,924.04
Grand Totals:		290,924.04

Check Issue Date	Check Number	Payee	Amount
120117001			
12/01/2017	12011700	**EFTPS* Payroll Taxes	8,659.83
12/01/2017	12011700	**EFTPS* Payroll Taxes	8,659.83
12/01/2017	12011700	**EFTPS* Payroll Taxes	2,025.35
12/01/2017	12011700	**EFTPS* Payroll Taxes	2,025.35
12/01/2017	12011700	**EFTPS* Payroll Taxes	13,424.05
Total 120117001:			
	5		34,794.41
120117002			
12/01/2017	12011700	Alerus Financial	420.00
Total 120117002:			
	1		420.00
120117003			
12/01/2017	12011700	STATE OF MICHIGAN	4,997.89
Total 120117003:			
	1		4,997.89
120117004			
12/01/2017	12011700	Vantagepoint - 401 Plan 109153	742.50
Total 120117004:			
	1		742.50
120117005			
12/01/2017	12011700	Vantagepoint - 457 Plan 300959	4,938.59
12/01/2017	12011700	Vantagepoint - 457 Plan 300959	671.13
12/01/2017	12011700	Vantagepoint - 457 Plan 300959	1,839.00
12/01/2017	12011700	Vantagepoint - 457 Plan 300959	5,246.75
Total 120117005:			
	4		12,695.47
120117006			
12/01/2017	12011700	Vantagepoint - Roth IRA 706117	1,186.53
Total 120117006:			
	1		1,186.53
Grand Totals:			
	13		54,836.80

Check Number	Payee	Amount
12/05/2017		
2981	CHARLEVOIX COUNTY TREASURER	9,128.79
2982	CHARLEVOIX PUBLIC SCHOOLS	6,843.98
2983	CHARLEVOIX PUBLIC SCHOOLS	2,183.91
2984	CHARLEVOIX PUBLIC SCHOOLS	436.71
2985	CHARLEVOIX PUBLIC SCHOOLS	436.71
2986	CITY OF CHARLEVOIX - TAXES DUE	11,236.70
2987	COLWELL, CHARRIE	63.00
Total 12/05/2017:		30,329.80
Grand Totals:		30,329.80

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: CZM Grant Proposal for Beach Accessible Walkways at Lake Michigan Beach

DATE: December 4, 2017

PRESENTED BY: Tom Kirinovic, Recreation Director

BACKGROUND:

Now that our handicapped accessible playground has been installed at Lake Michigan Beach, the Recreation Department would like to apply for grant funding for ADA compliant beach accessible walkways through the DEQ Coastal Zone Management Program. The walkways would be placed at Lake Michigan Beach mid-May through October and would allow easy access to the water's edge for individuals with walkers, wheelchairs or strollers. After the season ends, the mats would be rolled up and stored in the concession building. We have shown Mobi-Mats, which is one product, but we would review other options if the grant were awarded.

The Michigan Coastal Zone Management (CZM) Program, housed in the Office of the Great Lakes, promotes wise management of the cultural and natural resources of Michigan's Great Lakes coastal areas by fostering environmental stewardship through the development and application of tools, science-based policies, and effective regulation. The CZM Program provides grant funds to assist in the development of vibrant and resilient coastal communities through the protection and restoration of our sensitive coastal resources and biologically diverse ecosystems, and development of coastal recreation and tourism opportunities. These grant funds are made available by the National Oceanic and Atmospheric Administration (NOAA), pursuant to the Coastal Zone Management Act (CZMA) of 1972. The CZM Program anticipates \$700,000 in grant funds will be available in the funding cycle covered by this Grant Funding Opportunity (GFO).

Grant awards through the CZM Program are between \$10,000 and \$100,000.

GOALS:

Enhance and showcase the outstanding quality of life in Charlevoix

RECOMMENDATION:

Motion to approve Resolution #2017-12-01 authorizing the Recreation Department to submit a grant request to the DEQ/CZM for funds to purchase accessible walkways to Lake Michigan.

ATTACHMENTS:

- ▣ Resolution 2017-12-01
- ▣ Mobi-mat Image 1
- ▣ Mobi-mat Image 2

**CITY OF CHARLEVOIX
RESOLUTION NO. 2017-12-01**

**APPROVE SUBMISSION OF DEQ COASTAL ZONE MANAGEMENT GRANT APPLICATION FOR
ADA COMPLIANT BEACH ACCESS WALKWAYS AT LAKE MICHIGAN BEACH**

WHEREAS, the City of Charlevoix wishes to place ADA compliant beach access walkways at Lake Michigan Beach Park; and

WHEREAS, funding is available from the Michigan Department of Environmental Quality, Office of the Great Lakes, Coastal Zone Management Program; and

WHEREAS, the project cost is estimated at \$20,000, 50% of which would be funded through the Coastal Zone Management Program and 50% would be a local match; and

WHEREAS, the City of Charlevoix desires to enhance and provide ADA accessible walkways to the water's edge at Lake Michigan Beach to meet the recreation needs of all beach goers in Charlevoix County.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix approves the submission of the grant application to the DEQ Coastal Zone Management Program in the amount of \$20,000 for the ADA accessible walkways and commits that the local match shall be provided if the project is funded.

RESOLVED this 4th day of December, 2017 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:





CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Draft Ordinance Language - Administrative Edits

DATE: December 4, 2017

PRESENTED BY: Elise Crafts, Networks Northwest

BACKGROUND:

The Planning Commission is proposing general edits to several sections of the City of Charlevoix Zoning Ordinance, based on recommendations of former City staff and external review of the zoning ordinance by planning and zoning consultants (Northeast Michigan Council of Government and Networks Northwest).

These recommendations are largely administrative in nature and are not generally anticipated to result in significant changes to current/future land uses or processes.

Prior to holding a public hearing on these proposed changes, the Planning Commission seeks Council review and feedback. The recommended changes are summarized and presented in the exhibit titled, "Draft Ordinance Language: Administrative Edits".

RECOMMENDATION:

No formal action required. Please review the proposed ordinance language and provide feedback to the Planning Commission.

ATTACHMENTS:

- ▣ Draft Ordinance Language: Administrative Edits

Draft Ordinance Language: Administrative Edits

(for review by Council at December 4, 2017 regular meeting)

Suggested changes are underlined and shown in red below.

Article 1, Section 5.1 Title

- Added reference to **Michigan Zoning Enabling Act**.

An ordinance enacted under Public Act 110 of 2006 to regulate and restrict the use of land and structures; to meet the needs for food, fiber, energy and other natural resources, places of residence, recreation, industry, trade, service and other uses of land; to ensure that uses of the land shall be situated in appropriate locations and relationships; to limit the inappropriate overcrowding of land and congestion of population, transportation systems and other public facilities; to facilitate adequate and efficient provision for transportation systems, sewage disposal, water, energy, education, recreation and other public service and facility needs; and to promote public health, safety and welfare; and for those purposes to divide the city into districts; to prescribe penalties for the violation thereof; and to repeal conflicting ordinances.

Article 2, Definitions:

- Amended definition of **adjoining** to include parcels separated by ROW or certain water bodies.
- Added definition of **aggrieved person**
- Added definition of **dredging**
- Amended definitions of **manufactured home** and **mobile home** according to HUD
- Added definition of **planned unit development**

Adjoining. ~~Touching or bounding at a point or line; bordering; contiguous.~~ All lands which touch, border, or are contiguous to a specific parcel of land including, but not limited to, those lands separated from the parcel by a road right-of-way, easements, public utility rights-of-way, or inland lakes and streams as defined by the Natural Resources and Environmental Protection Act 451 of 1994.

Aggrieved Person. A person who has suffered a substantial damage from a zoning decision not in common to other property owners similarly situated, and who has actively opposed the decision in question.

Dredging. The process of cleaning out the bed of a harbor, river, or other areas of water by scoop out mud and other materials with a dredge.

- (1) Upland Dredging. Removing material from above the high water mark in order to allow for waterway access.
- (2) Inland Dredging. Removing material from inland waterways to maintain watercraft navigability or increase water depth.

Manufactured Home. ~~A factory-built, single family structure that is manufactured under the National Manufactured Home Construction and Safety Standards Act. It is transportable in one (1) or more sections, built on a permanent chassis or foundation and designed and used as a dwelling. It is not constructed with a permanent hitch or other device allowing its transport, other than for its delivery to a permanent site and does not have wheels or axles permanently attached to its body or frame.~~ A structure (formerly known as a Mobile Home) built to the Manufactured Home Construction and Safety standards (HUD code) and which displays a red

certification label on the exterior of each transportable section. Manufactured homes are built in the controlled environment of a manufacturing plant and are transportable in one or more sections on a permanent chassis.

Mobile Home. A single family dwelling manufactured prior to the Manufactured Home Construction and Safety Standards (HUD Code). See *Manufactured Home*. ~~designed for permanent year round living that is transportable in one (1) or more sections and built on a chassis, designed to be used as a dwelling with or without permanent foundation. The term “mobile home” shall not include motor homes, campers, recreational vehicles (whether licensed or not as motor vehicles) or other transportable structures designed for temporary use and which are not designed primarily for permanent residence and connection to sanitary sewage, electrical power and potable water utilities.~~

Planned Unit Development (PUD): A use which allows a development to be designed and built as a unit and which is designed to encourage quality land development and site design outside the typical zoning standards through flexible design and use standards and a greater latitude in the mix or uses resulting in more efficient and effective use of the land and infrastructure.

Article 4, Table 5.26 Allowed Uses: Residential Zones

- Added **upland dredging** as a special land use permitted in the R1 and PC districts.

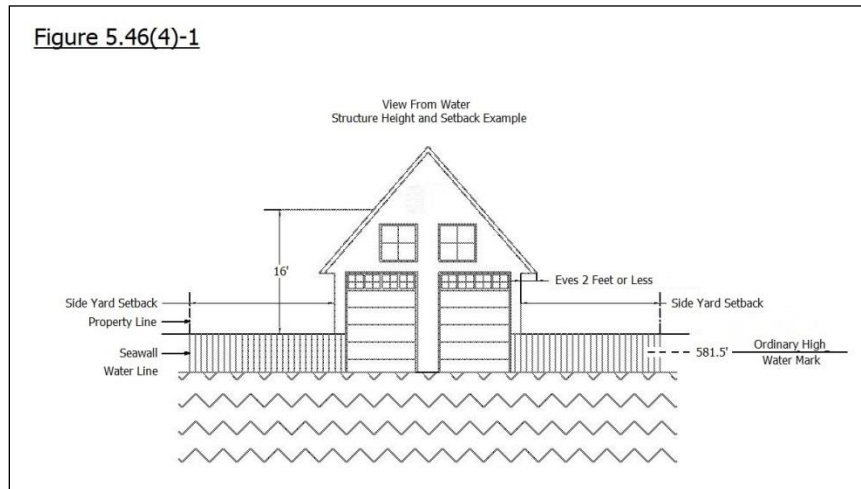
Table 5.26 Allowed Uses: Residential Zones						
P = Permitted Use by Right S = Special Land Use	R1	R2	R2A	R4	PC	Specific Requirements
Accessory						
Accessory uses, buildings and structures	P	P	P	P	P	Section 5.46(1)
Bed and breakfast establishment	S	S	-	-	-	Section 5.46(3)
Boathouses, <u>Upland Dredging</u>	S	-	-	-	S	Section 5.46(4)

Article 7, Section 5.46(4) Boathouses and Upland Dredging

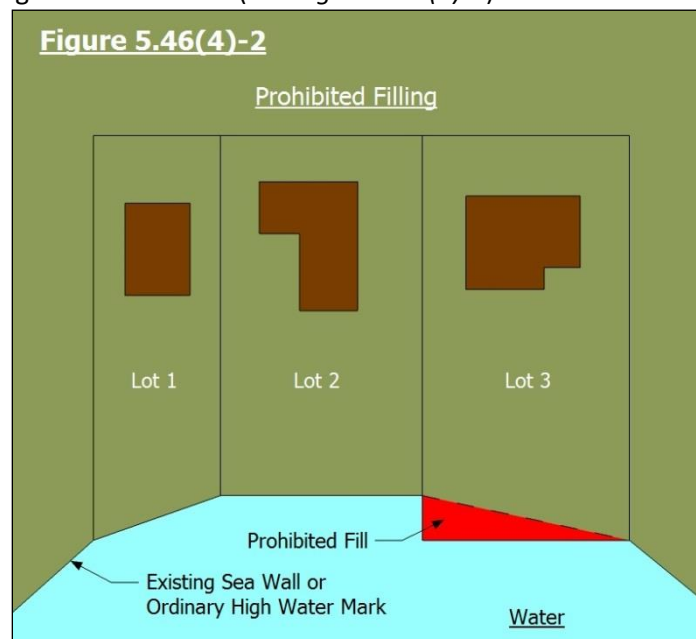
- Added **upland dredging** as a use permitted
 - Added subsection 5.45(4)(k) regarding **upland dredging**
- (4) *Boathouses and Upland Dredging.* Special land **use** approval for a **boathouse and upland dredging without a boathouse** in the R1 **Zone** shall be subject to the following requirements. **Boathouses and upland dredging:**
- shall not be permitted on Lake Michigan or Lake Charlevoix;
 - Boathouses** shall have a gabled roof with a minimum roof pitch of 8:12 for new construction. Repair of existing **structures** may utilize the existing roof pitch and roof design at the time of application. Multiple peaks and a variety of rooflines or other architectural features consistent with the character of the neighborhood are encouraged. Eaves extending out greater than twenty-four (24) inches shall be considered part of the building footprint;
 - Boathouses** are permitted over the water but may not extend greater than eighty (80) feet lake ward from the existing sea wall location¹, or **ordinary high water mark** if no sea wall is present;
 - where inland dredging is required, **boathouses** may not extend greater than fifty (50) feet inland from the existing sea wall location or **ordinary high water mark** if no sea wall is present;

¹ Existing sea wall locations shall be those locations as of the adoption of the zoning ordinance.

- (e) shall be located at least ten (10) feet from **side lot lines**; no **rear yard setback** required;
- (f) **Boathouses** shall not exceed a building footprint (length x width) of two thousand (2,000) square feet in area, exclusive of eaves;
- (g) shall not contain sleeping quarters, kitchens or bathrooms;
- (h) in the R1 **Zone**, shall not exceed a height of sixteen (16) feet with the base elevation starting at the **ordinary high water mark**. (See Figure 5.46(4)-1)



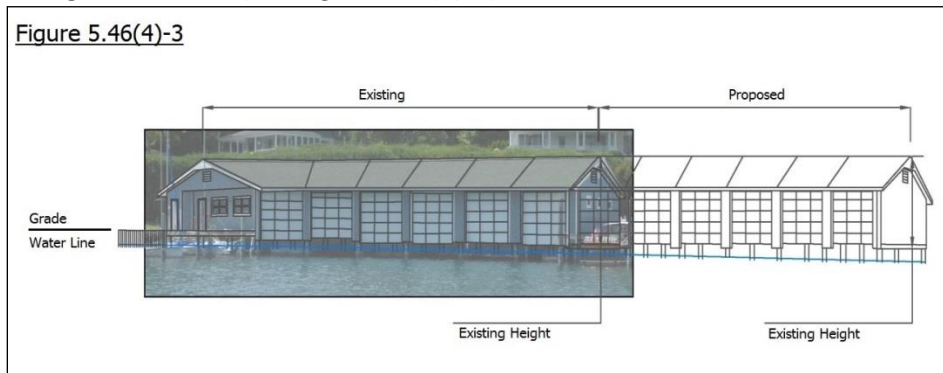
- (i) Existing sea wall² locations shall be considered the **rear lot line** for the purposes of calculating **lot area** and **coverage** requirements.
- (j) Sea walls may not be extended lake ward, nor shall any **filling** take place for the purposes of increasing lot size or relocating the **rear lot line**. (See Figure 5.46(4)-2)



- (k) Upland dredging that would result in permanent altering of the shoreline requires a public hearing for a special use permit before the property owner applies for permits from the State and Federal governments.

² Existing sea wall locations shall be those locations as of the adoption of the zoning ordinance.

- (l) **Boathouses** in the Belvedere Club and Chicago Club are excluded from the height requirements for **accessory structures** provided that they may be extended in the same building line elevation and size as the existing **boathouses**. (See *Figure 5.46(4)-3*)



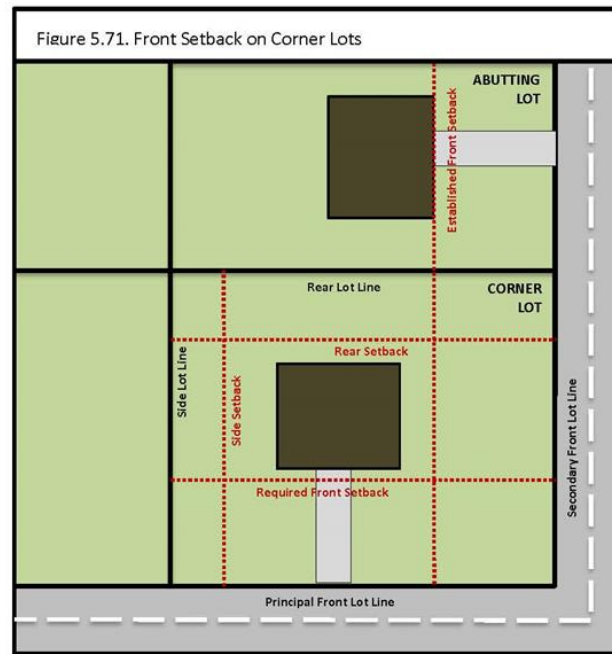
Article 8, Section 5.65 Fences and Walls

- Added subsection 5.65(2) regarding fencing material
- Added subsection 5.65(13) regarding **retaining walls**

- (2) Fence and wall materials may include treated wood, painted/stained wood, treated split rail, ornamental wrought iron, brick, stone, masonry block, molded vinyl, or chain link. Scrap lumber, plywood, woven wire, sheet metal, plastic or fiberglass sheets are specifically prohibited.
- (13) **Retaining Walls** in residential districts are subject to the following requirements:
- Retaining walls in the front yard(s), or yard(s) facing the public right-of-way, may be no taller than three (3) feet in height, and must be set back from the front property line, or property lines fronting the public right-of-way, a minimum of two (2) feet.
 - In cases where the height or slope of the grade in the front yard(s), or yard(s) facing the public right-of-way, needing to be retained is greater than three (3) feet, multiple tiers may be used. The horizontal distance between tiers must be a minimum of five (5) feet.
 - Retaining walls in side or rear yards that do not face a public right-of-way may be greater than three (3) feet tall, but are required to be designed and sealed by a licensed engineer to ensure the safety of adjoining property.
 - Retaining walls must be constructed of stone, brick, treated lumber or similar materials. Plain cement block and untreated wood are not acceptable materials.
 - The fill behind retaining walls must consist of dirt, drain stone, or similar materials.
 - Retaining walls must be maintained in such a condition as to not present a threat to adjacent properties, or people or objects in the public right-of-way.

Article 8, Section 5.71(1) Front Setback on Corner Lots

- Added diagram regarding **front setback** on **corner lots** to visually clarify the relationship of the corner lot, required front setback, established front setback, and abutting lot.



Article 9, Section 5.81(3)(g) Buffer Area Requirements by District

- Added clarifying language to explain buffer type numeral system
- (g) **Buffer** areas are required as shown in *Table 5.81(3)(g)*. The numbers one (1), two (2), and three (3) refer to the buffer type as detailed in *Table 5.81(3)(h)*.

Table 5.81(3)(g): Buffer Area Requirements by District			
Subject Zoning District	Adjacent district		
	R1 (buffer type)	R2 (buffer type)	Residential areas in Charlevoix Township
R4	3	3	NA
GC	1	1	1
CBD	2	2	NA
CH	1	1	NA
MC	1	1	NA
I	1	1	1

- (h) *Table 5.81(3)(h)* shows landscaping requirements by **buffer** type:

Table 5.81(3)(h): Buffer Area Landscaping Requirements			
Buffer Type	Minimum Width	Minimum Requirements	Intensity
1	10 feet	Two (2) canopy trees , <i>plus</i> one (1) evergreen tree or one (1) ornamental tree , <i>plus</i> twelve (12) shrubs , for each fifty (50) linear feet of buffer area	Most Intense ↓
2	10 feet	One (1) canopy tree , <i>plus</i> one (1) evergreen tree or one (1) ornamental tree , <i>plus</i> eight (8) shrubs , for each fifty (50) linear	

		feet of buffer area	
3	10 feet	One (1) canopy tree or one (1) evergreen tree <i>plus</i> one (1) ornamental tree or twelve (12) shrubs , for each fifty (50) linear feet of buffer area	Least Intense

Article 12, Section 5.116(2) Level “B” Review

- Added subsection requiring level “B” site plan review on waterfront parcels.
- (2) *Level “B” Review.* The **planning commission** shall act upon all **site plans**, other than those provided for level “A” review, in connection with the creation of a **use** or the erection of a **building** or **structure** in any of the following circumstances:
- (a) Any “permitted” **use** within any **zoning district** occupying a **building** of two thousand (2000) square feet or more.
 - (b) Any special **use** in any district.
 - (c) Any Planned Unit Development.
 - (d) Any site plan on a waterfront parcel.
 - (e) As otherwise required by this ordinance

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Draft Ordinance Language: Signage

DATE: December 4, 2017

PRESENTED BY: Elise Crafts, Networks Northwest

BACKGROUND:

The Planning Commission is proposing a new signage ordinance to replace the existing signage standards (Section 11). The proposed ordinance is based on the US Supreme Court ruling in the 2015 case *Reed v Town of Gilbert, AZ*, in which the Supreme Court ruled that sign regulations must not be content-based.

In this particular case, the town of Gilbert allowed non-profit event signs to be displayed for 12 hours prior to the event advertised and were required to be removed one hour after the event concluded. Political signs, on the other hand, were allowed to be displayed for an unlimited time prior to an election and required to be removed 10 days after the election. The Supreme Court found that these ordinance distinctions based on sign content favor one type of speech over another and therefore violate the First Amendment.

Content-based sign regulations are common to many Ordinances, including the City of Charlevoix standards. For example, the current ordinance provides different standards for real estate and construction signs. While the City is no longer able to regulate signage based on **content** (language), the City is able to regulate the physical attributes of signage – including location, maximum, dimensions, etc. – by sign **type**, such as wall, window, and ground signs.

The proposed ordinance strives to meet the following criteria:

- Sign standards are as content-neutral as possible (while still containing some regulations related to commercial signage, as allowed by the Supreme Court);
- Sign standards reflect the current and future needs of Charlevoix residents and businesses; and
- Sign standards are convenient to understand and apply.

Prior to holding a public hearing on the proposed sign ordinance, the Planning Commission seeks Council review and feedback. The recommended changes are summarized in the exhibit titled *Signage Summary*. The proposed ordinance is also attached, titled *Signage Ordinance Nov 2017*.

RECOMMENDATION:

No formal action required. Please review the proposed ordinance language and provide feedback to the Planning Commission.

ATTACHMENTS:

- ❑ Signage Summary
- ❑ Signage Ordinance Nov 2017

Draft Ordinance Language: Signage

(for review by Council at December 4, 2017 regular meeting)

Summary of new ordinance below.

Section 5.100 Purpose

No changes made.

Section 5.101 General Provisions

- (1) Prohibited Signs**
- (2) Signs Authorized Without a Sign Permit**
- (3) Permit Required for Signs**
- (4) Signs in Public Rights-of-Way**
- (5) Unsafe Signs**
- (6) Nonconforming Signs**

We reorganized this section to include much of the “administrative” components of the signage ordinance (permits, appeals, etc.) and regulations that apply broadly to all signs, everywhere (prohibited signs, unsafe signs, dangerous signs, etc.). The text in this section is substantially similar to the existing sign ordinance, though we pulled much of it from different places in the existing ordinance and consolidated it into one section.

However, the Planning Commission did propose changes to the list of signs authorized without a sign permit, including:

- Signs making up this list are not only allowed without a permit, but also do not count toward sign maximums (this may have been the intent of the current ordinance, but it is not specified).
- Signs posted on private property, less than or equal to 1 sf are allowed without permit.
- Window signs located on the interior of a building, regardless of size, are allowed without permit. Window signs located on the exterior of a building, regardless of size are considered wall signs.
- Dangerous signs are proposed to be regulated in the nuisance ordinance, rather than zoning ordinance, because these standards authorize public officials to immediately enter private property if dealing with signage which poses imminent danger to the public (similar to dangerous buildings, which are regulated in the nuisance ordinance also). The Planning Commission felt such standards are best administered by the Chief of Police, rather than the Zoning Administrator.

Section 5.102 Sign Standards for All Signs

- (1) Number and Placement Requirements**
- (2) Computation of Sign Face Area**
- (3) Sign Height**
- (4) Illumination and Lighting**
- (5) Sign Materials**

We reorganized this section to include the physical regulations applicable to all signs (lighting, sign face area, materials, etc.). The text is substantially similar to the existing sign ordinance.

Section 5.103 Sign Standards for Specific Signs

- (1) Ground Signs**
- (2) Two-Sided Signs**

- (3) Wall Signs
- (4) Projecting Signs
- (5) Awning, Canopy, Marquee Signs
- (6) Temporary Banners
- (7) Flags
- (8) Portable Signs

This section provides requirements for each type of sign, no matter where that sign is located in the City. The text is substantially similar to the existing sign ordinance, though we pulled much of it from different places in the existing ordinance and consolidated it into one section.

Section 5.104 Sign Standards for Specific Land Use

- (1) Automobile Gasoline Service Stations
- (2) Major Home Occupations
- (3) Multi-tenant Business Center

This section provides specific sign standards for three separate land uses – gas stations, major home occupations, and multi-tenant business centers – but does not provide standards related to what the signage says. After extensive research, we determined that regulating commercial signage post-Reed v. Town of Gilbert is still a “gray area”. This approach offers minimal regulation (based on land use, not content) and still allows these specific uses a practical sign option without opening up that option to the entire zoning district within which they reside.

Section 5.105 Schedule of Regulations for Specific Land Use

This section summarizes the information contained in Section 5.104 as a table and offers additional dimensional requirements such as height, location, etc.

Sections 5.106-5.113 Zoning Districts

These sections provide the types of signs allowed (without and with a permit) for each zoning district in the City. The sections are broken up by district (though in several cases multiple districts are lumped together because the regulations are the same). We determined which signs are allowed in which district based on the existing sign ordinance.

However, these are the standards of the current ordinance which require the most significant revision to comply with the Supreme Court ruling. These revisions include:

- **Temporary signs:** Temporary signs less than or equal to 8 sf are allowed in most districts without a permit. This is intended to provide for real estate, yard sales, event, political signs, etc. Temporary signs larger than that will require a permit – which is a departure from the current ordinance. To avoid this, we could increase the size of temporary signs allowed without a permit. All temporary signs, regardless of size, are subject to the same max number, max height and setup/removal periods, which will be detailed further in Section 5.114.

Reasoning: The current ordinance provides different standards (max size, max number, setup/removal periods) for temporary signs by category: construction, political, real estate, real estate development, and special events. These distinctions are content-based and the Planning Commission removed all mention of content and instead proposes regulating temporary signs by physical attributes (size). Signs greater than 8 sf, regardless of content, are treated differently than signs less than or equal to 8 sf.

- **Portable signs:** The regulations for portable signs have not changed from the current ordinance, however, we did specify which districts portable signs are allowed to be placed (this is not stated in the current ordinance). These are proposed to be allowed in the CBD and CM districts only.

Reasoning: Portable signs are governed by standards that appear to be compatible with commercial uses with high pedestrian/vehicular traffic outside the business. The uses allowed in the CBD and CM districts best match this commercial use.

Section 5.114 Schedule of Regulations

This section summarizes the information contained in Sections 5.106-5.113 as a table and offers additional dimensional requirements such as maximum number of signs, height, location, etc. Like Sections 5.106-5.113, we determined which signs are allowed in which district based on the existing sign ordinance.

However, the maximum number of sign standards experienced significant revision in our effort to ensure the ordinance complies with the Supreme Court decision and meets the current/future needs of the Charlevoix community. These revisions include:

- Signs & Business: The maximum number of signs allowed is increased in all zoning districts, but particularly for districts which allow business uses.

Reasoning: The current ordinance does not specify a maximum number of signs allowed per district. Instead, the current standards allow businesses a maximum of two types of signs per public frontage (for example, a wall/projecting sign per public frontage). This treatment of sign maximums leaves us guessing as to the maximum number of signs allowed for non-business land use and may be incompatible with business needs, judging by the number of businesses in Charlevoix who display more than the maximum number of signs allowed.

To gain a better understanding of how the existing sign maximums are working (or not working) in the Charlevoix business community, the Planning Commissioners each “toured” downtown Charlevoix and surrounding commercial corridors to note the numbers and types of signs in place. We also contacted local business owners, realtors, and residents to determine how many signs they feel should be allowed in each zoning district.

Based on that feedback and best practices in other ordinances which comply with the Supreme Court ruling, the Planning Commission evaluated three sign maximum scenarios:

1. “Business-friendly” option, with loosened sign maximums
2. Current ordinance standards, with maximums for all districts listed (including those with non-business uses)
3. Hybrid of options 1 and 2

Based on the feedback from local community members, the Planning Commissioners’ tours of commercial corridors in Charlevoix, and best practices, we decided option 1 is the most viable sign maximum scenario going forward. We look forward to the Council’s feedback on this decision!

Temporary signage: Reasoning: The current ordinance provides different standards (max size, max number, setup/removal periods) for temporary signs by category: construction, political, real estate, real estate development, and special events. These distinctions are content-based and the Planning Commission elected to remove all mention of content and instead regulate temporary signs by physical attributes (size). Signs greater than 8 sf, regardless of content, are treated differently than signs less than or equal to 8 sf.

- Temporary signs: Temporary signs are allowed in all districts with no maximum number of signs.

Reasoning: The current ordinance provides different maximum numbers for temporary signs by category: construction, political, real estate, real estate development, and special events. These distinctions are content-based and the Planning Commission removed all mention of content and elected to treat all temporary signs the same in terms of maximum number. At issue, though, is political signage. The ordinance cannot dictate a maximum number of political signs per parcel, frontage, etc. because political signs are a form of free speech under the Constitution. According to the Supreme Court ruling, the ordinance can also not regulate political signage differently than other forms of temporary signage because that is content-based. Therefore, the Planning Commission decided to lift maximums on all temporary signs.

Section 5.115 Severability and Substitution Clause

This is the recommended language to include in every sign ordinance and protects the ordinance as a whole if the legality of one section/subsection is challenged and ruled invalid.

Draft Ordinance Language: Signage

(for review by Council at December 4, 2017 regular meeting)

Proposed new ordinance presented below. Will be formatted to match existing ordinance.

Article 11 Signs

5.100 Purpose

The purpose of this article is to regulate signs designed to be visible to the public in a manner which does not restrict the content thereof while:

1. Recognizing the mass communications needs of both businesses and other parties.
2. Protecting property values and neighborhood character.
3. Creating a more attractive business climate.
4. Promoting pedestrian and traffic safety by reducing sign distractions, obstructions and other hazards.
5. Promoting pleasing community environmental aesthetics.
6. Discouraging visual competition among businesses.

5.101 General Provisions

(1) Prohibited Signs

The following signs shall not be allowed in any zoning district:

- a. Signs that are not consistent with the standards of this chapter.
- b. Signs that are not clean i.e. are covered with materials that obscure the message, in whole or in part. Signs that are not in good repair, i.e. having broken foundation, base or support structures, lighting fixtures, etc., and/or having a faded appearance.
- c. Signs that are structurally unsafe and/or dangerous, i.e. in a state of disrepair or being designed and/or constructed so as to pose a likely threat of total or partial collapse. See *Section 5.101(5)* and *Section 5.101(6)*.
- d. Signs that are not securely affixed to a substantial structure that will hold the sign in a fixed position under normal weather conditions.
- e. Signs that are attached to any natural growth, such as trees, shrubs or other natural foliage.
- f. Signs, which by reason of their location, shape, size or color appear to regulate, warn or direct the movement of traffic on public thoroughfares or interfere with or resemble an official traffic sign, signal or device.

- g. Signs other than official utility company signs affixed to power utility poles or other utility structures or fixtures.
- h. Signs located so as to interfere with the view necessary for motorists to proceed safely through intersections or to enter onto or exit from public streets or private roads. (See *Section 5.62*.)
- i. Signs in public rights-of-way other than those allowed by the City Highway Banner Program and State of Michigan TODS program.
- j. External neon signs other than in the GC, CBD, or CH Districts.
- k. All types of flags, feathers, banners (except those authorized under *Section 5.101(2)(d)* and *Section 5.103(7)*, pennants, streamers and airborne devices attached to the ground or buildings ("Over Highway Banners" are allowed only by the City Highway Banner Program by permit from the City Manager and MDOT.)
- l. Billboard-highway advertising signs.
- m. Internally lighted signs.
- n. Off-premises signs.
- o. Roof signs.
- p. Signs containing an electronic sign face other than allowed by *Section 5.104(1)*.

(2) Signs Authorized Without a Sign Permit

The following signs are authorized in any district without a Sign Permit and are not included towards the maximum number of signs allowed on a parcel, but shall conform to the applicable requirements of this chapter and the applicable building codes.

- a. Signs posted on private property less than or equal to one (1) square foot in sign face area.
- b. Signs erected by, on behalf of, or pursuant to the authorization of a governmental body.
- c. Official signs erected by public utilities.
- d. Non-commercial flags or insignia.
- e. Integral decorative or architectural features of buildings or works of art, so long as such features or works do not contain letters, trademarks, moving parts or lights.
- f. Any sign located wholly within a building and not visible from outside the building.
- g. Window signs located on the interior of a building. Window signs located on the exterior of a building are considered wall signs and are subject to all applicable regulations.

- h. Public signs or signs sanctioned by a public body on public land are not subject to this chapter.

(3) Permit Required for Signs

- a. Except as otherwise provided in this chapter, no sign may be constructed, erected, moved, enlarged, illuminated or otherwise altered unless a sign permit has been issued in accordance with the provisions of this chapter. Repainting or changing the message of a sign shall not in and of itself be considered an alteration.
- b. Application for a sign permit shall be submitted to the zoning administrator on appropriate forms supplied by her/his office. Said application shall contain the following information:
 - i. Name, address, and telephone number of the applicant.
 - ii. Written permission of property owner on whose property the sign will be located (if the applicant is not the property owner).
 - iii. Type of sign as defined by this chapter.
 - iv. Scaled drawing showing sign size, height, type of support (if applicable), zoning district in which the sign will be located, location of sign on property including front and side yard setback distances and any other information required herein.
 - v. Street address of the property upon which the sign will be located.
 - vi. The name of the sign contractor, who shall erect the sign and/or sign structure.
- c. No permit shall be issued for the erection of any sign or signs until such sign(s) have been reviewed and approved by the zoning administrator and without first having paid a permit fee as established by the city council.
- d. Any person aggrieved by a decision of the zoning administrator may appeal that decision to the zoning board of appeals.

(4) Signs in Public Rights-of-Way

All signs in the US 31 and M 66 Highway Rights of Way are jointly regulated by the City of Charlevoix and Michigan Department of Transportation (MDOT) at locations approved by and installed in accord with the State of Michigan TODS program.

(5) Unsafe Signs

- a. No person, corporation, business organization or other legal entity shall own or maintain any sign or advertising device that is structurally unsafe. For purposes of this section, the term “structurally unsafe” shall mean being in a state of

disrepair or being designed and/or constructed so as to pose a likely threat of a total or partial collapse.

- b. The zoning administrator and/or other officials designated by the zoning administrator shall have the right to inspect signs and advertising devices to determine whether they are structurally unsafe. The zoning administrator and/or other officials designated by the zoning administrator may exercise this right of inspection by consent of the owner of the sign or advertising device and the owner of the property on which the sign or advertising device is located or by administrative search warrant.
- c. If the zoning administrator finds that a sign or advertising device is structurally unsafe, he or she shall serve on the owner of the sign or advertising device and the owner of the property on which the sign or advertising device is located a written notice, which specifies all of the following:
 - i. The location of the sign or advertising device that is structurally unsafe.
 - ii. The nature of the unsafe condition.
 - iii. The date, no less than twenty (20) days after the written notice was served, before which the owner of the sign or advertising device or the owner of the property on which the sign or advertising device is located shall remedy the unsafe condition.
 - iv. A statement that if the owner of the sign or advertising device or the owner of the property on which the sign or advertising device is located fails to remedy the unsafe condition within the time specified in the written notice, the city may enter onto the property to remedy the unsafe condition and charge the costs of such action, including reasonable attorney fees, to the owner of the sign or advertising device and/or the owner of the property on which the sign or advertising device is located.
 - v. A statement that the owner of the sign or advertising device and the owner of the property on which the sign or advertising device is located has the right before the expiration of the deadline contained in the written notice to request a hearing before the city council regarding whether the sign or advertising device is structurally unsafe.
 - vi. The service required by this subsection shall be personal service or service by certified mail, restricted delivery, return receipt requested. For purposes of this section, the phrase “remedy the unsafe condition” shall mean repairing the sign or advertising device so that

it does not pose a serious threat of a total or partial collapse or removing the sign or advertising device from the property.

- vii. If the owner of the sign or advertising device or the owner of the property on which the sign or advertising device is located requests a hearing before the city council as provided in this section, the city shall take no action to remedy the unsafe condition until, after notice and hearing, the city council finds that the sign or advertising device is structurally unsafe. A notice of the time, date and place of the hearing before the city council shall be served on the owner of the sign or advertising device and on the owner of the property on which the sign or advertising device is located no less than fourteen (14) days before the scheduled hearing. The service of this notice may be made by first class mail. The owner of the sign or advertising device or the owner of the property on which the sign or advertising device is located may appeal an adverse decision by city council to the circuit court as provided by law.
- viii. In exercising its right under this section to remedy the unsafe condition, either with or without a hearing before the city council, the city shall remove the sign or advertising device from the property if the repairs necessary to remedy the unsafe condition exceed fifty (50) percent of the value of the sign or advertising device.
- ix. The costs of remedying the unsafe condition shall be collected by the city from the owner of the sign or advertising device or the owner of the property on which the sign or advertising device is located.

(6) Nonconforming Signs

- a. Subject to the remaining restrictions of this Section, nonconforming signs that were otherwise lawful on the effective date of this chapter may be continued, repaired and maintained as is necessary to keep in a sound condition.
- b. No person may engage in any activity that causes an increase in the extent of nonconformity of a nonconforming sign. In addition, no person may add illumination.
- c. A nonconforming sign may not be moved or replaced except to bring the sign into greater conformity with this chapter.
- d. If a nonconforming sign is destroyed to the extent it is impractical to be restored using a majority of its existing major components, it may not thereafter be repaired, reconstructed or replaced except in conformity with all the provisions

of this chapter, and the remnants of the former sign structure shall be cleared from the land.

- e. The message of a nonconforming sign may be changed so long as this does not create any new non-conformity.

5.102 Sign Standards for All Signs

(1) Number and Placement Requirements

- a. For the purpose of determining the number of signs where graphic material is displayed in a random manner without an organized relationship of elements, each element shall be considered a single sign. A number of small signs randomly placed on a wall cannot be construed to be a single sign.
- b. No sign may extend above any parapet or be placed upon any roof surface, except that for purposes of this chapter, roof surfaces constructed at an angle of seventy-five (75) degrees or more from horizontal shall be regarded as wall space. This subsection shall not apply to displays, including lighting, erected in connection with the observation of holidays on the roofs of residential structures.

(2) Computation of Sign Face Area

- a. The sign face area of a sign shall be computed by including the entire area within a single, continuous perimeter of a circle, triangle, rectangle or parallelogram enclosing the extreme limits of the writing, representation, emblem or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework or bracing that is clearly incidental to the display itself.
- b. If the sign consists of more than one (1) section or module, all of the area, including that between sections or modules, shall be included in the computation of the sign face area.
- c. Subject to the provisions of *Section 5.103 (3)* the sign face area of two-sided, multi-sided or three-dimensional signs shall be computed by including the total of all sides designed to attract attention or communicate information that can be seen at any one time by a person from one vantage point.

(3) Sign Height

- a. The height of a sign shall be measured vertically from the ground level to the top of the sign, unless otherwise specified.

(4) Illumination and Lighting

- a. All electrical wiring to a sign shall be placed underground when applicable.
- b. Signs must be lighted indirectly and not internally. Indirect lighting shall be directed either downward or upward onto the sign face and shielded so that it illuminates only the sign face and does not shine directly into a public right-of-way or residential premises.
- c. Signs may be illuminated using a high intensity reflective surface or lettering.
- d. No sign may contain or be illuminated by flashing or intermittent lights or lights of changing degrees of intensity.
- e. External neon signs no larger than two (2) square feet in sign face area are allowed in the GC (General Commercial), CBD (Central Business District), and CH (Commercial Hospitality) zoning districts only.

(5) Sign Materials

- a. Signs shall be constructed of durable materials.
- b. Natural or natural-like materials are encouraged. Earth tone colors are to be encouraged.
- c. It is recommended that the sign be constructed of materials compatible with the existing structure.

5.103 Sign Standards for Specific Signs

(1) Ground Signs

- a. No part of a ground sign may exceed a height of sixteen (16) feet, measured from ground level.
- b. No part of a ground sign may be closer than four (4) feet to the right-of-way line.

(2) Two-sided Signs

- a. A two-sided or multi-sided sign shall be regarded as one (1) sign so long as the interior angle of a "V" type sign does not exceed thirty (30) degrees and the two (2) side are at no point separated by a distance that exceeds five (5) feet; and the distance between the backs of each face of a double-faced (back-to-back) sign does not exceed three (3) feet.

(3) Wall Signs

- a. No wall sign attached to a building may project more than twelve (12) inches from the building wall. In those instances where a wall sign is affixed to the wall of the structure which lies on a right-of-way line, the bottom of the wall sign may be no closer than eight (8) feet from the ground. In all other instances, see *Section 5.115* for height requirements.

(4) Projecting Signs

- a. Projecting signs located above a public right-of-way shall be located at least nine (9) feet from ground level, measured vertically from ground level to the bottom of the sign.
- b. Projecting signs located above an alley shall be located at least sixteen (16) feet above ground level, measured vertically from ground level to the bottom of the sign.
- c. No part of a projecting sign may extend more than eight (8) feet over private property or a public right-of-way.

(5) Awning, Canopy, Marquee Signs

- a. Except for awning, canopy, and marquee signs hanging entirely over private property, no part of an awning sign may be closer than eight (8) feet from ground level.

(6) Temporary Banner Signs

- a. Temporary banners in conjunction with a one-time event are only allowed in two (2) specific locations within the city, adjacent to the city golf course and near the intersection of M-66 and US-31. Banners do not require a sign permit and may only be placed in those locations, by non-profit or for-profit businesses or entities, after the Zoning Administrator determines that these events will provide a substantial benefit to the City of Charlevoix and the event will not create any unfair competition among local businesses. Temporary banners may be erected not more than two (2) weeks before the event and must be removed within two (2) days after the event.

(7) Flags

- a. Commercial flags shall be a maximum of fifteen (15) square feet and shall be located as to not interfere with pedestrian activity.

(8) Portable Signs

- a. Shall be not more than forty-eight (48) inches in height and thirty (30) inches in width, and cannot exceed six (6) square feet in sign face area;
- b. Shall be located on private property;
- c. Shall not block pedestrian access;
- d. Shall be constructed of durable materials and be clearly portable in terms of size, weight and placement; and
- e. Shall only be displayed between the hours of 7:00 a.m. and 12:00 a.m.
- f. Shall use chalkboards or whiteboards for their signage area.
- g. Shall not utilize changeable lettering for their messaging

5.104 Sign Standards for Specific Land Use

(1) Automobile Gasoline Service Stations

- a. In addition to the signs allowed by *Section 5.115*, automobile gasoline service stations, including any business selling gasoline, may display one (1) other sign with a sign face area not to exceed eighteen (18) square feet. For purposes of this subsection, the sign may be an electronic sign face. Signs on pump canopies may be considered secondary to a station's primary sign should the primary sign, for example be a ground sign. See *Section 5.105* for all dimensional requirements.
- b. On-premise signs displayed over individual entrances or service bays shall be permitted. Not more than one (1) such sign per bay shall be permitted and each sign shall not exceed four (4) square feet in total sign face area. See *Section 5.105* for all dimensional requirements.

(2) Major Home Occupations

- a. Major home occupations may have one (1) wall sign no larger than four (4) square feet. See *Section 5.105* for all dimensional requirements.

(3) Multi-tenant Business Center

- a. Notwithstanding the requirements of *Section 5.115* In the case of a shopping center or other integrated group of stores or commercial buildings, one (1) ground sign may be erected per street frontage. The maximum area for such a sign face shall be equal to twenty (20) square feet one of sign face area for each business, or sixty (60) square feet, whichever is less. See *Section 5.105* for all dimensional requirements.

5.105 Schedule of Regulations for Specific Land Use

Table 5.105 Schedule of Regulations for Specific Land Use

Land Use	Sign Type Allowed	Sign Face Area	Height	Number	Location	Permit Required?
Major Home Occupations	Wall	Max 4 sf	Max 8 ft	Max 1 per parcel	First floor of building	Yes
Business Center	Ground	See Section 5.104(3)	Max 16 ft	See Section 5.104(3)	Min set back 4 ft from ROW	Yes
Automobile Gasoline Service	Electronic	Max 18 sf	Max 16 ft	See Section 5.104(1)	Min set back 4 ft from ROW	Yes
	Service Bay	Max 4 sf	Min 8 ft Max 12 ft	Max 1 per service bay	See Section 5.104 (1)	Yes

5.106 R1, R2, R2A, R4, PC, and SR Zoning Districts

The following signs are authorized in the R1 (Residential Low Density), R2 (Residential Medium Density), R2A (Residential Medium Density – Multi Family), R4 (Residential Planned High Density), PC (Residential Private Clubs), and SR (Scenic Reserve) zoning districts. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. Temporary signs less than or equal to eight (8) square feet in sign face area. Such signs shall be removed within seven (7) days after the activity referenced has concluded.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. Temporary signs greater than eight (8) square feet in sign face area but not to exceed thirty-six (36) square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise ground sign.

5.107 PUD Zoning District

The following signs are authorized in the PUD (Planned Unit Development) zoning district. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. Temporary signs less than or equal to eight (8) square feet in sign face area. Such signs shall be removed within seven (7) days after the activity referenced has concluded.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. Temporary signs greater than eight (8) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise ground sign.
- c. On-premise projecting sign.
- d. On-premise wall sign.

(3) Mixed-use Planned Unit Development

- a. Except for the signs permitted under *Section 5.107*, no other signs are permitted in residential areas of a PUD zoning district, but are allowed in the commercial areas of a PUD zone district. See *Section 5.115* for all dimensional requirements.

5.108 PF Zoning District

The following signs are authorized in the PF (Public Facilities) zoning District. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. Temporary signs less than or equal to eight (8) square feet in sign face area. Such signs shall be removed within seven (7) days after the activity referenced has concluded.
- c. Temporary Banners. See *Section 5.103(7)*.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. Temporary signs greater than eight (8) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise ground sign.
- c. On-premise wall sign.

5.109 GC Zoning District

The following signs are authorized in the GC (General Commercial) zoning district. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. Temporary signs less than or equal to eight (8) square feet in sign face area. Such signs shall be removed within seven (7) days after the activity referenced has concluded.
- c. External neon signs no larger than two (2) square feet in sign face area.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. Temporary signs greater than eight (8) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.

- b. On-premise awning, canopy, or marquee sign.
- c. On-premise ground sign.
- d. On-premise projecting sign.
- e. On-premise wall sign.

5.110 CM Zoning District

The following signs are authorized in the CM (Commercial Mixed Use) zoning district. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. Temporary signs less than or equal to eight (8) square feet in sign face area and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after the activity referenced has concluded.
- c. Portable signs. See *Section 5.103(8)*.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. On-premise temporary ground signs greater than eight (8) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise awning, canopy, or marquee sign.
- c. On-premise ground sign.
- d. On-premise projecting sign.

5.111 CBD Zoning District

The following signs are authorized in the CBD zoning districts. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. Temporary signs less than or equal to eight (8) square feet in sign face area and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after the activity referenced has concluded.
- c. External neon signs no larger than two (2) square feet in sign face area.
- d. One (1) commercial flag per business. See *Section 5.103(7)*.
- e. Portable signs. See *Section 5.103(8)*.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. Temporary signs greater than eight (8) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise awning, canopy, marquee sign.
- c. On-premise ground sign.
- d. On-premise projecting sign.
- e. On-premise wall sign.

5.112 I Zoning District

The following signs are authorized in the I (Industrial) zoning district. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. Temporary signs less than or equal to eight (8) square feet in sign face area and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after the activity referenced has concluded.
- c. Temporary Banners. See *Section 5.103(7)*.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. Temporary signs greater than eight (8) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise awning, canopy, marquee sign.
- c. On-premise ground sign.
- d. On-premise projecting sign.
- e. On-premise wall sign.

5.113 PO and MC Zoning Districts

The following signs are authorized in the PO (Professional Office) and MC (Marine Commercial) zoning districts. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.

- b. Temporary signs less than or equal to eight (8) square feet in sign face area and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after the activity referenced has concluded.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. Temporary signs greater than eight (8) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise awning, canopy, marquee sign.
- c. On-premise ground sign.
- d. On-premise projecting sign.
- e. On-premise wall sign.

5.114 CH Zoning District

The following signs are authorized in the CH (Commercial Hospitality) district. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. Temporary signs less than or equal to eight (8) square feet in sign face area and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after the activity referenced has concluded.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. Temporary signs greater than eight (8) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise ground sign.
- c. On-premise projecting sign.
- d. On-premise wall sign.

5.115 Schedule of Regulations

Table 5.113 Schedule of Regulations by Zoning District

Zoning District	Sign Type	Max Sign Face Area	Max Height	Max. Number	Location	Permit Required?
R1, R2, R2A, R4, PC, SR	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes

Zoning District	Sign Type	Max Sign Face Area	Max Height	Max. Number	Location	Permit Required?
PUD	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	No – if sign face area less than/equal to 2 sf
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/public frontage	Shall not be located in ROW	Yes
PF	Temporary Banner	Max 30 sf	Max 16 ft	n/a	US 31/M 66 intersection only. Shall not be located in ROW	No – Zoning Administrator approval is required
	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	No – if sign face area less than/equal to 2 sf
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
GC	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	No – if sign face area less than/equal to 2 sf
	Awning, Canopy, Marquee	Max 16 sf	Max 8 ft	1/awning, canopy, or marquee	Shall not be located in ROW	Yes
	Ground	Max 20 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes
	External Neon	Max 2 sf	Max 8 ft	1/business	n/a	No
CM	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Portable	Max 6 sf	Max 4 ft	1/business	No	
	Awning, Canopy, Marquee	Max 16 sf	Max 8 ft	1/awning, canopy, or marquee	Shall not be located in ROW	Yes
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes
CBD	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	No – if sign face area less than/equal to 2 sf
	Portable	Max 6 sf	Max 4 ft	1/business	No	
	External Neon	Max 2 sf	Max 8 ft	1/business	n/a	No
	Commercial Flag	Max 15 sf	n/a	1/business	Shall not interfere with pedestrians	No

Zoning District	Sign Type	Max Sign Face Area	Max Height	Max. Number	Location	Permit Required?
	Awning, Canopy, Marquee	Max 16 sf	Max 8 ft	1/awning, canopy, marquee	Shall not be located in ROW	Yes
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes
I	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Temporary Banner	Max 30 sf	Max 16 ft	n/a	Adjacent to City Golf Course. Shall not be located in ROW	No – Zoning Administrator approval is required
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	No – if sign face area less than/equal to 2 sf
	Awning, Canopy, Marquee	Max 16 sf	Max 8 ft	1/awning, canopy, marquee	Shall not be located in ROW	Yes
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes
PO, MC	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	No – if sign face area less than/equal to 2 sf
	Awning, Canopy, Marquee	Max 16 sf	Max 8 ft	1/awning, canopy, marquee	Shall not be located in ROW	Yes
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes
CH	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	No – if sign face area less than/equal to 2 sf
	Ground	Max 20 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes

5.116 Severability and Substitution Clause

If any part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word in this code is declared invalid or unconstitutional, such invalidity shall not affect the validity or enforceability of the remaining portions of the code.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: 2017 Bridge Drop Fireworks Approval

DATE: December 4, 2017

PRESENTED BY: Dan Barron, Bridge Drop Committee; Dan Thorp, Charlevoix Township Fire Chief

BACKGROUND:

The Bridge Drop on New Year's Eve has become a great new downtown event for the holiday. For several years, they have sponsored a fireworks display from Depot Beach. New this year, the organizers would like to launch stadium fireworks from the ends of the docks at the Marina. These fireworks are like those used in professional sports stadia throughout the country. There is a safety protocol for these kinds of displays and Chief Thorp will be meeting tomorrow with organizers to better assess these conditions.

We would ask Council's approval for the Fireworks displays based on the following conditions:

- Satisfactory receipt of all insurance and indemnification documents
- Satisfactory safety conditions as determined by the Fire Chief
- Recognition that the Fire Chief, in his sole discretion, can cancel, postpone, delay, or modify any display based on safety and weather conditions on the night of the event

RECOMMENDATION:

Motion to authorize the fireworks displays for Bridge Drop 2017 as presented and with the conditions as recommended by City Staff and authorize all necessary documents be signed on behalf of the City by the City Manager.

ATTACHMENTS:

- ▣ Bridge Drop Fireworks Request

BARRON & ENGSTROM, P.L.C.

ATTORNEYS AND COUNSELORS AT LAW

**P.O. BOX 309
309 PETOSKEY AVENUE
CHARLEVOIX, MICHIGAN 49720**

DANIEL B. BARRON
dbarron@barronengstrom.com

EDWARD F. ENGSTROM
efengstrom@barronengstrom.com

**TELEPHONE: (231) 547-9950
TELEFAX: (231) 547-2977
beplc@barronengstrom.com**

November 30, 2017
"HAND DELIVERED"
"VIA E-MAIL"

Chief Dan Thorp
Charlevoix Township Fire Department
12491 Waller Road
Charlevoix, Michigan 49720

RE: Charlevoix Bridge Drop Fireworks Displays

Dear Chief Thorp:

Charlevoix Bridge Drop, Inc. is again the sponsoring organization for the Bridge Drop/New Year's Eve fireworks displays. I have enclosed the following materials in such regards:

- ▶ Application for Fireworks (Michigan Licensing & Regulatory Affairs form)
- ▶ Application for Marine Event (Department of Homeland Security form)
- ▶ Correspondence to USCG Commander
- ▶ Fireworks Site Plans
- ▶ Pyrotechnic/Fireworks Information Sheet
- ▶ Lead Pyrotechnician References

The proposed displays are to be staged at Depot Beach Park at 9:00 p.m. and at midnight on Sunday, December 31, 2017. An additional display location site proposed for the midnight shoot, on a designated "T" dock portion of the City of Charlevoix municipal marina docks, utilizing indoor/outdoor arena style stadium fireworks. Further details regarding the marina staging site are set forth in Paragraph 2 below.

The proposed staging locations are also depicted in the enclosed Fireworks Site Plans. The ability to conduct the displays will, of course, be weather dependent.

The master pyrotechnician staging the displays is Frank Loffredo, Jr., in association with Colonial Fireworks Special Effects, LLC, the same pyrotechnician who has overseen the Charlevoix Venetian Festival fireworks displays since 1999. I have enclosed a Summary of Experience to confirm references which you already possess relative to Mr. Loffredo.

I would like to additionally confirm the following matters relative to the proposed fireworks displays:

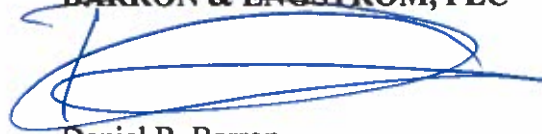
1. The maximum shell size for the Depot Beach display is 4", requiring a clear zone radius of 280 feet pursuant to NFPA standards.
2. With respect to the indoor/outdoor arena style stadium fireworks on the City of Charlevoix municipal docks, a clear zone radius of 50' is required.
 - a. These are the same type of fireworks which are displayed on the field of sporting events.
 - b. The stadium fireworks will be displayed only during the midnight fireworks shoot.
 - c. The display will be conducted on the "T" dock portion of either the "B" dock or the "C" dock, based upon a site review and determination by you and Mr. Loffredo on December 30, 2017.
 - d. Plywood sheets will be placed upon the pertinent portions of the "T" dock, for protective purposes, upon which the pyrotechnic materials will be placed and staged.
 - e. The sidewalk areas on the marina promenade which are contiguous to the dock entrance, will be cordoned off for security purposes, other than a pedestrian passage way approximately three (3') feet in width, which will be maintained.
3. Colonial Fireworks Special Effects technicians will help maintain and enforce the clear zone areas.
4. The set-up for the Depot Beach displays will commence on Sunday morning, December 31, 2017. The set-up for the marina display will commence on Sunday afternoon, December 31, 2017. Equipment and materials will be removed at the conclusion of the displays.
5. There will be no manual ignition of fireworks. Such ignition shall be effected electronically.
6. In addition to cell phone communication, radio communication may be effected with the pyrotechnicians, at your discretion.
7. Denise Fate, President of the Charlevoix Historical Society, has again confirmed their consent to the Depot Beach displays.

8. We will promptly submit a Certificate of Liability Insurance and a Hold Harmless Agreement, in the form and content which was provided last year.

Please feel free to contact me with any questions or comments.

Sincerely,

BARRON & ENGSTROM, PLC



Daniel B. Barron

DBB/jlm
Enclosures

xc: USCG Commander (Marine Events)
USCG BMC Marcus Collison (via email)
Mark Heydlauff, City Manager (via email)
Frank Loffredo, Jr. (via email)
Rick Randall (via e-mail)

BARRON & ENGSTROM, P.L.C.

ATTORNEYS AND COUNSELORS AT LAW

**P.O. BOX 309
309 PETOSKEY AVENUE
CHARLEVOIX, MICHIGAN 49720**

DANIEL B. BARRON

dbarron@barronengstrom.com

EDWARD F. ENGSTROM

efengstrom@barronengstrom.com

TELEPHONE: (231) 547-9950

TELEFAX: (231) 547-2977

beplc@barronengstrom.com

November 30, 2017

VIA UPS NEXT DAY AIR

Commander (Marine Events)
Coast Guard Sector Sault Ste. Marie
337 Water Street
Sault Ste. Marie, Michigan 49783

RE: Charlevoix Bridge Drop Fireworks Displays

Dear Commander:

Charlevoix Bridge Drop, Inc. is again sponsoring fireworks displays to be held in conjunction with the Charlevoix Bridge Drop Festival. The proposed displays are scheduled for 9:00 p.m. and midnight on New Year's Eve, Sunday, December 31, 2017.

The proposed displays are to be staged and fired at Depot Beach Park in the City of Charlevoix, Michigan. An additional display site is proposed for the midnight shoot, on a designated "T" dock portion of the City of Charlevoix municipal marina docks. The proposed shoot locations are depicted in the enclosed Fireworks Site Plans. The ability to conduct the displays will, of course, be weather dependent.

The master pyrotechnician overseeing the displays is Frank Loffredo, Jr., the same pyrotechnician who has overseen the Charlevoix Venetian Festival fireworks displays since 1999. Mr. Loffredo is one of the most accomplished master pyrotechnicians in the country and a Summary of Experience is enclosed.

Although an Application For Approval of Marine Event does not appear to be required, I have nevertheless enclosed the same for information purposes, together with the following support materials:

- Pyrotechnic/Fireworks Information Sheet
- Application for Fireworks (Michigan Licensing & Regulatory Affairs form)
- Correspondence to Charlevoix Township Fire Chief Thorp

Commander (Marine Events)
Coast Guard Sector Sault Ste. Marie
November 30, 2017
Page 2

- Fireworks Site Plans
- Lead Pyrotechnician References

Please feel free to contact me with any questions or comments.

Sincerely,

BARRON & ENGSTROM, PLC



Daniel B. Barron

DBB/jlm
Enclosures

xc: Charlevoix Township Fire Chief Dan Thorp (via e-mail)
U.S.C.G. - BMC Marcus Collson (via e-mail)
Frank Loffredo, Jr. (via e-mail)
Mark Heydlauff, City Manager (via e-mail)
Rick Randall (via e-mail)

Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY
OF CITY, VILLAGE OR TOWNSHIP
BOARD ONLY

DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256
Compliance: Voluntary
Penalty: Permit will not be issued

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

- ☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☐ Display Fireworks
☒ Public Display ☐ Private Display
☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Charlevoix Bridge Drop, Inc.		ADDRESS OF APPLICANT 1302 Bridge St., Charlevoix, MI 49720	AGE (18 YEARS OR OLDER) OF APPLICANT 61
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Daniel B. Barron, Vice President		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 1302 Bridge St., Charlevoix, MI 49720	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Frank Loffredo, Jr.		ADDRESS OF PYROTECHNIC OPERATOR 25 Marlindale, Boardman, OH 44572	AGE (18 YEARS OR OLDER) OF PYROTECHNIC OPERATOR 57
NO. YEARS EXPERIENCE 38+	NO. DISPLAYS 1,000 +	WHERE throughout U.S., including Northern Michigan	
NAME OF ASSISTANT Richard Loffredo		ADDRESS OF ASSISTANT 6480 Tomer Rd., Clayton, MI 49235	AGE OF ASSISTANT (18 YEARS OR OLDER) 68
NAME OF OTHER ASSISTANT		ADDRESS OF OTHER ASSISTANT	AGE OF OTHER ASSISTANT (18 YEARS OR OLDER)

EXACT LOCATION OF PROPOSED DISPLAY

Depot Beach Park and City municipal docks, Charlevoix, Michigan

DATE OF PROPOSED DISPLAY December 31, 2017	TIME OF PROPOSED DISPLAY 9:00 p.m. and midnight
---	--

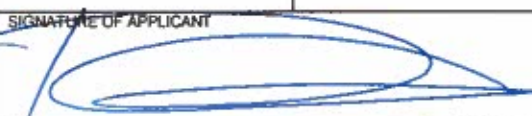
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT

Authorized vehicle of Colonial Fireworks Special Effects, LLC

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) \$5,000,000.00	NAME OF BONDING CORPORATION OR INSURANCE COMPANY Allied Specialty Insurance, Inc.
---	--

ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY
10451 Gulf Boulevard, Treasure Island, FL 33706-4814

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)
Depot Beach	360 3" aerial display shells; 212 4" aerial display shells; 1.3G break now/short duration product
Municipal Docks	(midnight only) indoor/outdoor arena style stadium fireworks

SIGNATURE OF APPLICANT 	Daniel B. Barron, Vice President Charlevoix Bridge Drop, Inc.	DATE 11/29/2017
---	--	--------------------

**DEPARTMENT OF HOMELAND SECURITY
APPLICATION FOR MARINE EVENT**

OMB Number: 1625-0008
Expires: 09/30/2017

Date Submitted: 11/29/2017

FORM INSTRUCTIONS

1. Please, complete on a computer, a typewriter, or print in black ink to permit reproduction. You may also submit online at: <http://homeport.uscg.mil>.
2. This application must reach the appropriate USCG Sector at least 135 days prior to the event. A list of sectors may be found here: <http://www.uscg.mil/top/units/>.
3. Attach a section of a chart or a scale drawing showing boundaries and/or courses and markers contemplated.
4. Submit a copy of your entry requirements and any special rules pertaining to equipment, rigs, or procedures.

1. Name of Event	Charlevoix Bridge Drop Fireworks Displays		
2. Date of Event	12/31/2017		
3. Location of Event	Depot Beach Park, and City of Charlevoix municipal docks, Charlevoix, MI		
4. Time: From	9:00 pm	To	_____
5. Name and Address of Sponsoring Organization (Include Zip Code)	6. No. of Participants	7. Sizes of Boats	9. No. of Spectator Craft
Charlevoix Bridge Drop, Inc. 1302 Bridge Street Charlevoix, MI 49720	0	N/A	unknown
8. Types of Boats	9. No. of Spectator Craft		
N/A			
10. Description of Events			
Fireworks displays to occur at 9:00 p.m. and midnight at Depot Beach Park on New Year's Eve (12/31/2017). Aerial display shells not to exceed 4" will be fired near the shoreline of Lake Charlevoix, at Depot Beach Park in the City of Charlevoix, Michigan.			
An additional display of indoor/outdoor arena style stadium fireworks will occur at midnight on the City of Charlevoix municipal docks.			
11. Will This Event Interfere or Impede the Natural Flow of Traffic?	✓ NO	YES	
11a. If YES, briefly explain:			
12. What Extra or Unusual Hazard (to participants or non-participants) Will Be Introduced into the Regatta Area?			
Fireworks displays which are described in Paragraph 10, wherein portions of the blast zone will protrude into the waters of Lake Charlevoix and Round Lake Harbor.			

13. Have any Objections Been Received from Other Interested Parties? ☒ NO ☐ YES			
13a. If YES, briefly explain:			
14. Vessels Provided by Sponsoring Organization for Safety Purposes (number and description) No vessels to be provided by sponsoring organization.			
15. Does the Sponsoring Organization Deem their Patrol Adequate for Safety Purposes? ☐ NO ☐ YES * unknown			
15a. If NO, briefly explain: USCG safety patrol vessels are requested, if deemed necessary by USCG.			
16. Is a Coast Guard or Coast Guard Auxiliary Patrol Requested for Control of Spectator and/or Commercial Traffic? ☐ NO ☐ YES* see # 15a above			
16a. If YES, how many vessels do you recommend and why? Defer to USCG expertise			
17. Person In Charge	Frank Lofredo, Jr. Master Pyrotechnician	18. Where Will 'Person In Charge' be During the Event?	at fireworks display sites in Depot Beach Park and/or city municipal docks
19. How Can 'Person In Charge' be Contacted During the Event?	cell phone: 419-392-1600		
20. Person to be Contacted for Further Details (Name, Address, Zip Code) Daniel B. Barron, Esq., PO Box 309, Charlevoix, MI 49720	20a. Area Code and Phone No.: (231) 547-9950 20b. Email Address: dbarron@barronengstrom.com		
The undersigned has full authority to represent the sponsoring organization.			
21. Name: Daniel B. Barron	22. Title: Vice President		
23. Address (include Zip Code) 309 Petoskey Avenue Charlevoix, MI 49720	23a. Area Code and Phone No.: (231) 547-9950		
24. Signature 	23b. Email Address: dbarron@barronengstrom.com		
PRIVACY ACT STATEMENT			
Privacy Act Notice			
Authority: 33 U.S.C. §1233 authorizes the collection of this information. Purpose: The Coast Guard will use this information to determine whether an event poses an extra or unusual hazard to the safety of life and whether or not, and under which conditions, to permit the event on the navigable waters of the United States. Routine Uses: The information will be used by and disclosed to Coast Guard personnel to evaluate the request. Additionally, the Coast Guard may share the information with facility operators, law enforcement or other government agencies as necessary to promote public safety during the requested marine event. Disclosure: Furnishing this information is voluntary; however, failure to furnish the requested information may delay or prevent the approval of the requested marine event. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden for this report is 60 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: United States Coast Guard, Commandant (NMM-1) Stop 7509, 2703 Martin Luther King Jr. Ave SE, Washington, DC, 20593-7509 or Office of Management and Budget, Paperwork Reduction Project (1625-0008), Washington, DC 20503.			

**COLONIAL FIREWORKS SPECIAL EFFECTS, LLC
CHARLEVOIX BRIDGE DROP
DECEMBER 31, 2015**

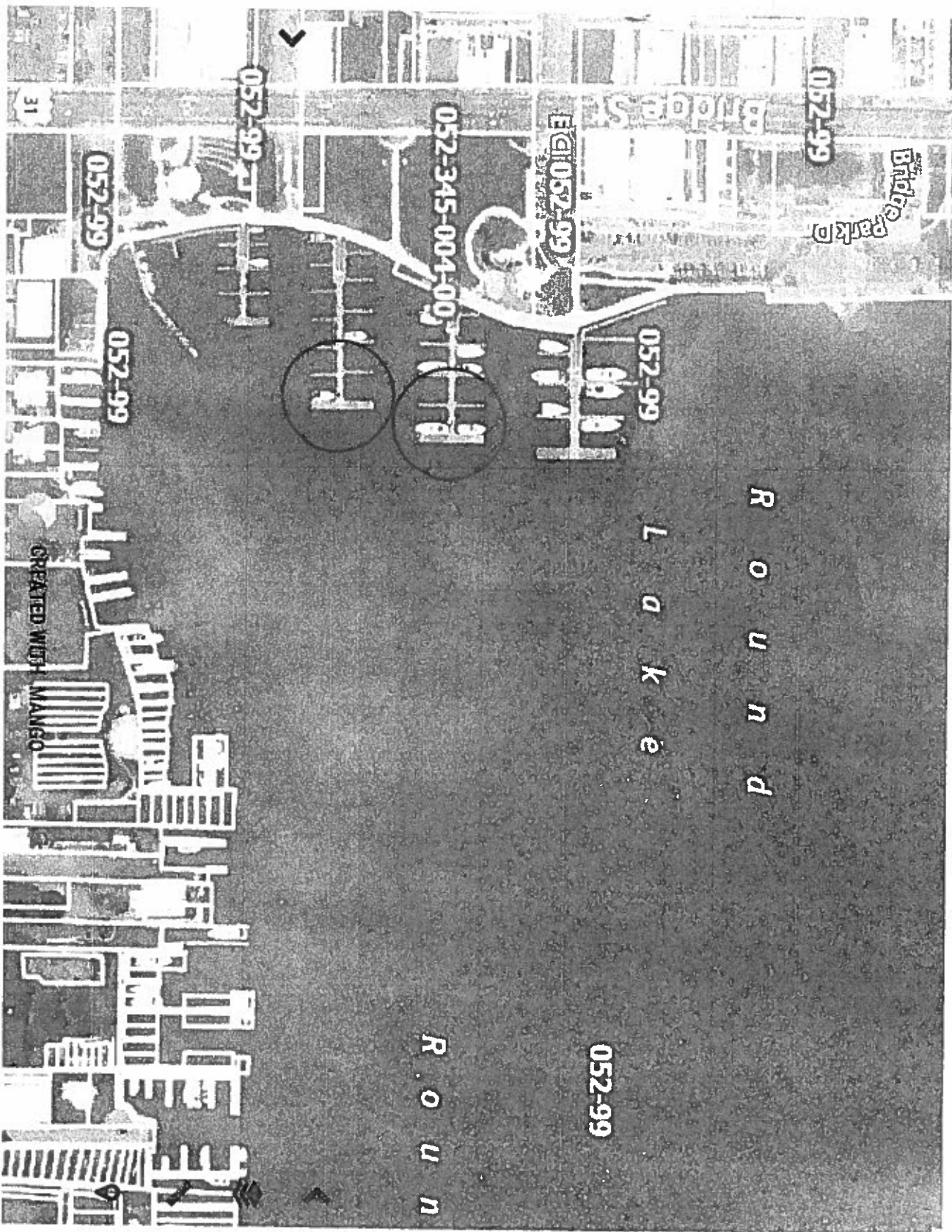
Statement: *Fireworks display to be electrically-fired in accordance with NFPA 1123 and all state and local regulations and ordinances.*

-  Firing Site up to 4" aerial display shells
-  560' diameter circle (no unauthorized vehicles or personnel (280' radius))





Data Search





PYROTECHNIC / FIREWORKS INFORMATION SHEET

Company Name and Address <u>Colonial Fireworks Special Effects, LLC</u> <u>25 Marlindale Avenue</u> <u>Boardman, OH 44512</u> Phone <u>419-392-1600</u> Fax _____	Company Representative <u>Brenda Loffredo, President</u> Name of Person in Charge <u>Frank Loffredo, Jr.</u> Years of Experience: <u>38+</u>
---	---

Exact Location of Setup /Loading: <u>Land-based shoot on Lake Charlevoix shoreline, at</u> <u>Depot Beach Park, City of Charlevoix marina docks</u> Date: <u>December 31, 2017</u> And Time: <u>9:00 p.m. and</u> of Setup and Loading <u>midnight</u> Alternate Plans: <u>Dependent upon weather conditions</u>

Fire Dept. at Loading Site: <u>Charlevoix Township Fire Department</u> Phone <u>231-547-0731</u> Fire Dept. at Display Site: <u>same</u> Phone () _____	Vessels Involved: <u>N/A - LAND-BASED SHOOT</u> Tug: _____ Official No.: _____ Call Sign: _____ Barge: _____ Official No.: _____ Radio on Board: <u>YES /NO</u>
---	--

Proper Shipping Name of Pyrotechnic / Hazard Class / Weight of each item: 1. <u>UNO 335 1.3G TBD</u> 2. _____ 3. _____ 4. _____ 5. _____
--

Net Explosive Radius of Total Load: <u>65</u> Yards See proper distances: <u>http://www.uscg.mil/d9/sault/mso/waterways/hspa/distances.jpg</u> Maximum Shell Size: <u>4.0"</u> (Diameter in inches)
--

Personnel Authorized to Enter Loading / Setup Area	
1. <u>Frank Loffredo, Jr.</u>	6. <u>Colonial Fireworks Personnel</u>
2. <u>Richard Loffredo</u>	7. <u>Great Lakes Fireworks Personnel</u>
3. <u>Daniel Barron</u>	8. _____
4. <u>Bruce Tyree</u>	9. _____
5. _____	10. _____



Colonial Fireworks Special Effects LLC/Great Lakes

CHARLEVOIX BRIDGE DROP

November 29, 2017

LEAD PYROTECHNICIAN

**FRANK LOFFREDO, JR.
25 MARLINDALE AVENUE
BOARDMAN, OH 44512**

Mr. Loffredo has 38 years experience as a pyrotechnician. He has experience in computer, electronic and manual firing. Mr. Loffredo has overseen conventional, as well as specialty pyrotechnic displays, including numerous barge shows as well as roof top firings.

Some of the shows which Mr. Loffredo has overseen include: Charlevoix Venetian Festival; City of Harbor Springs; Bay Harbor; Sommerset Pointe; Mackinac Island/Grand Hotel Anniversary; Detroit Freedom Festival; City of Saginaw; First Night Providence; Governor's Conference/Providence; Air and Sea Show/Fort Lauderdale; New York Harbor/Statue of Liberty; and the "Thunder Over Louisville" kickoff for the Kentucky Derby Festival. "Thunder," which is fired from 6 barges and a 3,000 foot bridge spanning the Ohio River, is one of the largest fireworks displays produced annually in North America.

Mr. Loffredo has fired well over 1000 outdoor and indoor displays throughout the United States and has an excellent safety record.



Administration: 25 Marlindale Avenue, Boardman, OH 44512



CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Mayoral and Council Appointments

DATE: December 4, 2017

PRESENTED BY: Joyce M. Golding, City Clerk

BACKGROUND:

The Mayor needs to appoint a member to the Recreation Advisory Committee replacing Brandon Stevens who resigned. This term expires in December 2018. Based on Council policy, Mayor Kurtz intends to appoint Sarah Matye.

Council needs to appoint a member to the Board of Review for a three year term. Mary Eveleigh is seeking re-appointment.

Council also needs to appoint a a member to the Airport Advisory Committee, term expiring December 2019. Richard Gillespie is seeking re-appointment.

RECOMMENDATION:

Motion to appoint *name* to the Recreation Advisory Committee, term expiring December 2018.

Motion to appoint/re-appoint *name* to the Board of Review, term expiring December 2020.

Motion to appoint/re-appoint *name* to the Airport Advisory Committee, term expiring December 2019.

ATTACHMENTS:

- ▣ Applications



**CITY OF
CHARLEVOIX**

**CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION**

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

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

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

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

PLEASE PRINT

NAME: Mary Eveleigh

ADDRESS: 208 E. Dixon Ave

HOME PHONE: 231-547-5548 CELL PHONE: 231-330-1478

EMAIL: eveleigh0922@Sbcglobal.net

ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 31 YRS

HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? no

EDUCATIONAL BACKGROUND: 12 YRS 2 YRS College Michigan State Advanced
citizen Planner since 2004 till Present
Academy

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Zoning Board of Appeals for City
of Charlevoix 2004 till 2012. member of planning Commission
Since 2014 * Office Manager for Eveleigh Tiles Stone - 40 YRS

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Board member of Community Food Pantry
(also serving clients clients) Rainbow Shoppe Volunteer for
10 past yrs - Charlevoix Christmas Project - Co chair since 1999

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:

ZBA vice chair 2004-2012 Board of Review 2 YRS
Planning Commission - Present 2014 - Present

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:

no

REASON(S) YOU WISH TO SERVE: enjoy the learning process of government entities
and service

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

SIGNATURE: Mary Eveleigh DATE: November 20th
2017

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



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

☒ AIRPORT ADVISORY COMMITTEE
☐ BOARD OF REVIEW
☐ COMPENSATION COMMISSION
☐ DDW/MAN STREET BOARD

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

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

PLEASE PRINT

NAME: RICHARD L. GILLESPIE

ADDRESS: 38270 GALLAGHER AVE.

HOME PHONE: 231 448 2366 CELL PHONE: 231 620 -0191

EMAIL: rich@gillesspieentcapres.com

ARE YOU A REGISTERED VOTER IN THE CITY? NO HOW LONG HAVE YOU LIVED IN THE CITY? _____

HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? NO

EDUCATIONAL BACKGROUND: 12TH GRADE - REAL ESTATE BROKER - LICENSED
BUILDER - LICENSED PILOT

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: 45 years in business

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: COUNTY COMMISSIONER - ZONING BOARD
CHAIR - COMMITTEES

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
(ABOUT)

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

REASON(S) YOU WISH TO SERVE: TO MAKE THE AIRPORT THE BEST IT CAN BE.

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

SIGNATURE: [Signature] DATE: 11/27/2017

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



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

☒ AIRPORT ADVISORY COMMITTEE	☐ HISTORIC DISTRICT COMMISSION	☐ SHADE TREE COMMISSION
☐ BOARD OF REVIEW	☐ HOUSING COMMISSION	☐ ZONING BOARD OF APPEALS
☐ COMPENSATION COMMISSION	☐ PLANNING COMMISSION	☐ OTHER _____
☐ DDA/MAIN STREET BOARD	☐ RECREATION ADVISORY COMMITTEE	☐ NO PREFERENCE

PLEASE PRINT

NAME: Charles Scherping
ADDRESS: 6685 Mable St Lot 168
HOME PHONE: 231 330 0353 CELL PHONE: 231 330 6353
EMAIL: charlesscherping@SBCglobal.net
ARE YOU A REGISTERED VOTER IN THE CITY? Yes HOW LONG HAVE YOU LIVED IN THE CITY? Township 40 years
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? No

EDUCATIONAL BACKGROUND: 2 year Degree Electronic Eng.

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Comm ~~Police~~ Police - Pres of Emmet Sport Flyer

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: City - Board of appeal Zoning Township Board of Appeal - Zoning

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
Board of Zoning Appeal - 10 year - City
Board of Zoning Appeal 8 year Township

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

REASON(S) YOU WISH TO SERVE: To assist Airport Manager in improving airport

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

SIGNATURE: Charles Scherping DATE: 11/20/17

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



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

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

PLEASE PRINT

NAME: Sarah Matye
ADDRESS: 209 Lewis St, Charlevoix
HOME PHONE: _____ CELL PHONE: (435) 729-9534
EMAIL: Sarah.matye@gmail.com
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? last 4 years + 29 years prior
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? no

EDUCATIONAL BACKGROUND: Bachelors of Social Work, currently enrolled in Masters of Public Administration program

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: current nonprofit fundraiser for Women's Resource Center former Program Officer at Charlevoix County Community Foundation

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: I use and enjoy Charlevoix's existing recreation opportunities with my family and friends.

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:

no

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:

no

REASON(S) YOU WISH TO SERVE: to give back and be involved in the community.

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

SIGNATURE: Sarah Matye DATE: 10/23/17

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



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

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

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

PLEASE PRINT

NAME: Luke LaBlance
ADDRESS: 105 Cherry Street, Charlevoix, MI
HOME PHONE: (231) 675-9717 CELL PHONE: (231) 675 9717
EMAIL: _____

ARE YOU A REGISTERED VOTER IN THE CITY? Yes HOW LONG HAVE YOU LIVED IN THE CITY? 37 years
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? No

EDUCATIONAL BACKGROUND: Charlevoix Elementary, Middle, High School. Michigan State University - BS

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: 10 years professional Purchasing experience. 5 years Production Scheduling experience. Currently Operations Manager @ MANNA Food Project.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Run a yearly Golf Tournament for charity. Daily manage volunteers for large Non-Profit organization

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
No

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

REASON(S) YOU WISH TO SERVE: I wish to serve to improve and enhance the Charlevoix community. I have already donated 2 Bike Racks to downtown Charlevoix through fundraising and I see numerous opportunities to improve the process's used by local government.

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

SIGNATURE: Luke LaBlanceDATE: 11/28/17

RETURN APPLICATION TO THE CITY CLERK'S OFFICE: 210 STATE STREET CHARLEVOIX, MI 49720 - FAX (231) 547-5517 - EMAIL clerk@charlevoixmi.gov

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: Public Comments

DATE: December 4, 2017

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager Comments

DATE: December 4, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Airport Manager Hire

I am pleased to announce the hiring of Matthew Wyman as Airport Manager for the Charlevoix Municipal Airport and the City of Charlevoix. As interim manager on two occasions and assistant manager for several years, Matt has built relationships with our operators, flying public, and members of the Charlevoix community to assure me he will continue to lead the airport with humility and respect for a variety of viewpoints. Matt has my complete confidence and I appreciate his ongoing dedication to the City and our airport. The Michigan Department of Transportation has found the Charlevoix Municipal Airport contributes more than \$29 million annually to the state and local economy and more than 80,000 operations were conducted on its two runways in 2016. Matt Wyman has been a licensed Airport Manager since 2014 and has been an employee of the airport since 2013. Matt is also a licensed pilot.

B. CVTRS Requirements

Today, we have submitted the requirements to the Michigan Department of the Treasury to receive our annual City, Village, and Township Revenue Sharing revenue from the State. The performance and financial data for this can be found on our website.

The following events are planned in public spaces during the month of December:

- December 2nd - Holiday Merchant Open House
- December 31st - Charlevoix Bridge Drop

ATTACHMENTS:

- ❑ Charlevoix Housing Commission Minutes - August 15, 2017
- ❑ Charlevoix Housing Commission Minutes - September 7, 2017
- ❑ Charlevoix Housing Commission Minutes - September 19, 2017
- ❑ Charlevoix Housing Commission Minutes - October 17, 2017
- ❑ Charlevoix Housing Commission Minutes - October 17, 2017 Work Session
- ❑ Charlevoix Housing Commission Minutes - October 25, 2017 Special Meeting
- ❑ Charlevoix Housing Commission Minutes - November 4, 2017 Special Meeting
- ❑ Charlevoix Housing Commission Minutes - November 9, 2017

CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes August 15, 2017

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:00 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Lillian Left, Joan Buday, Laurie Crandall
ABSENT: Paul Stephan
OTHERS: Julie Waterman, Executive Director
Brad Waterman, Maintenance Supervisor
Cindy Morris, Administrative Assistant
Tammy May, Custodian
Kim Johnson and staff of Mount Pleasant Housing Commission
Residents of Pine River Place

Additions to the Agenda: Municipal Insurance Policy Quote

Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the May regular meeting, the July 10th special meeting or questions on the May, June, and July bills. A motion to approve the minutes from May regular meeting, the July 10th special meeting, and the May, June, and July bills was made by Lillian Left and seconded by Joan Buday.

Yes: Left, Buday, Crandall

No:

Abstentions:

Absent: Stephan

Executive Directors Report: Executive Director Julie Waterman presented the April, May, June and July financial reports. Pine River Place is 100% occupied at this time. We received a PHAS (Public Housing Assessment System) score of 98 with a "high performer" designation. A Community Service State Trooper has been to the building informally to meet with residents to discuss various things that may concern them. The next "Coffee with Julie" will be on September 13th and will have a flu shot clinic at the same time. The patio grill has had the propane left on to run out several times now and will be replaced with an electric grill for safety. The CHC phone system is not working properly and will need to be replaced. The transfer of emergency calls and the maintenance voicemail is still working correctly. A pair of devices called Firestops have been purchased for each unit and will be installed above every stovetop as soon as they arrive. This will help prevent the spread of any accidental stovetop fires.

Old Business:

None

New Business:

FYE 2017 Financial Audit:

Discussion occurred in regards to the Financial Audit Report for FYE 2017. There were no findings or recommendations. Lillian Left made a motion to accept the FYE 2017 Financial Audit Report. Joan Buday seconded the motion.

Yes: Left, Buday, Crandall

No:

Abstentions:

Absent: Stephan

Annual Plan:

Discussion occurred in regards to the Revised Annual Plan, which needs more information to be completed. Joan Buday made a motion to postpone a vote on the Revised Annual Plan. Lillian Left seconded the motion.

Yes: Left, Buday, Crandall

No:

Abstentions:

Absent: Stephan

Upcoming Executive Director Vacancy:

Discussion occurred in regards to the upcoming vacancy in the Executive Director position. Joan Buday made a motion to accept (with regrets) Julie Waterman's resignation effective December 31, 2017 and to move forward with securing a post office box for incoming resumes and to begin drafting an employment advertisement. Lillian Left seconded the motion.

Yes: Left, Buday, Crandall

No:

Abstentions:

Absent: Stephan

Municipal Insurance Policy:

Julie Waterman presented a quote for the municipal insurance policy from Municipal Underwriters of West Michigan Incorporated. Joan Buday made a motion to accept the quote for the municipal insurance policy from Municipal Underwriters of West Michigan Incorporated for \$18,611.00. Lillian Left seconded the motion.

Yes: Left, Buday, Crandall

No:

Abstentions:

Absent: Stephan

Public Comment:

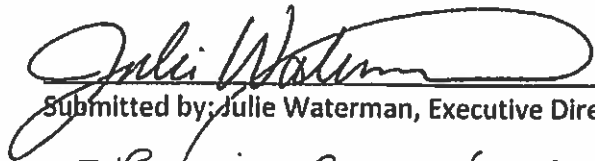
President Crandall asked if there were any public comments.

Kim Johnson, Executive Director of the Mount Pleasant Housing Commission, spoke to the board about the possibility of them considering an agreement with the Mount Pleasant Housing Commission to

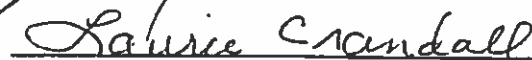
provide the services of an Executive Director to fill the upcoming vacancy at the Charlevoix Housing Commission.

With no further public comments, President Crandall closed the meeting to public comments.

Adjournment: The meeting adjourned at 3:25 pm. The next meeting will be held Tuesday, September 19, 2017 at 2:00 pm in the Pine River Place Community Room located at 210 W. Garfield in Charlevoix. Telephone 231-547-5451. Email info@chvxhousing.org.


Submitted by: Julie Waterman, Executive Director

August 17, 2017


Approved by: Laurie Crandall, Board President

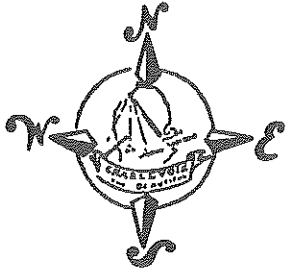
9-19-17

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT

PINE RIVER PLACE

Special Meeting Minutes September 7, 2017

A Special Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 1:13 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Left, Buday, Crandall
ABSENT: Stephan
OTHER: Julie Waterman, Executive Director
Cindy Morris, Administrative Assistant

New Business:

Advertisement for Executive Director Position –

The board discussed details of the wording most appropriate for an advertisement to be placed immediately for the Executive Director position (starting January 1, 2018).

Lillian Left made a motion to approve the advertisement for the Executive Director position as written to be placed in the Petoskey News-Review, Charlevoix Courier, NAHRO Monitor and on the city of Charlevoix's website. Joan Buday seconded the motion.

Yes: Left, Buday, Crandall

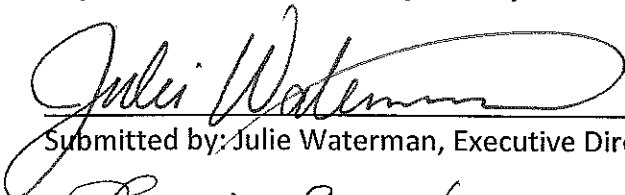
No:

Abstentions:

Absent: Stephan

Public Comment – None

Adjournment – The meeting was adjourned at 1:20 pm.


Submitted by: Julie Waterman, Executive Director

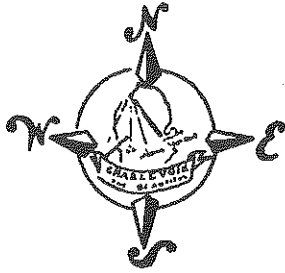
September 8, 2017


Approved by: Laurie Crandall, Board President

9-19-17

CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes September 19, 2017

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:00 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Lillian Left, Joan Buday, Paul Stephan, Laurie Crandall

ABSENT:

OTHERS: Julie Waterman, Executive Director
Brad Waterman, Maintenance Supervisor
Cindy Morris, Administrative Assistant
Gus Schmidt, resident of Pine River Place

Additions to the Agenda: Executive Director Search

Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the August regular meeting, the September 7th special meeting or questions on August bills. A motion to approve the minutes from August regular meeting, the September 7th special meeting, and the August bills was made by Lillian Left and seconded by Paul Stephan.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

Executive Directors Report: Executive Director Julie Waterman presented the August financial reports. Pine River Place is 100% occupied at this time. The next "Coffee with Julie" will be on October 11th. Several previously discussed items have been installed: Fire Stops, addressable devices, a resident use computer and a new lobby camera monitor.

Old Business:

None

New Business:

Executive Director Search:

Discussion occurred in regards to the search for an Executive Director. A list of questions needs to be compiled to use when interviewing applicants. A work session was scheduled for Tuesday, October 17th at 3:00pm.

Public Comment:

President Crandall asked if there were any public comments.

Cindy Morris, Administrative Assistant, requested clarification on handing Executive Director applications/resumes that may be brought into the office of Pine River Place. They are to be sent by the applicant to the post office box as listed in the advertisement (P.O. Box 776, Charlevoix).

With no further public comments, President Crandall closed the meeting to public comments.

Adjournment: The meeting adjourned at 2:35 pm. The next meeting will be held Tuesday, October 17, 2017 at 2:00 pm in the Pine River Place Community Room located at 210 W. Garfield in Charlevoix. Telephone 231-547-5451. Email info@chvxhousing.org.



Submitted by: Julie Waterman, Executive Director

September 19, 2017

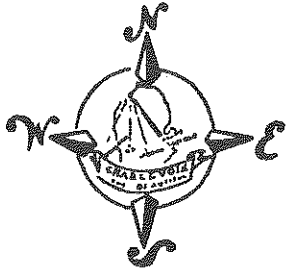


Approved by: Laurie Crandall, Board President

10-17-17

CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes October 17, 2017

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:00 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Lillian Left, Joan Buday, Paul Stephan, Laurie Crandall

ABSENT:

OTHERS: Julie Waterman, Executive Director
Cindy Morris, Administrative Assistant

Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the September 19th regular meeting or questions on the September bills. A motion to approve the minutes from the September 19th regular meeting and the September bills was made by Joan Buday and seconded by Lillian Left.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

Executive Directors Report: Executive Director Julie Waterman presented the September financial reports. Pine River Place is 100% occupied at this time. An email from Kim Johnson of the Mount Pleasant Housing Commission was read in regards to the Energy Performance Contract which is moving along. HUD has shown a favorable response to the process.

Old Business:

None

New Business:

FY 2018 Fair Market Rents and Flat Rent Schedule:

Discussion occurred in regards to the FY 2018 Fair Market Rents and Flat Rents Schedule. Julie Waterman read the proposed resolution 2017-09. Lillian Left made a motion to set the Flat Rent Schedule for fiscal year 2018 at the Fair Market Rent amounts to match the Fair Market Rent Final Calculation amounts set for Charlevoix County by approving Resolution 2017-09. Paul Stephan seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

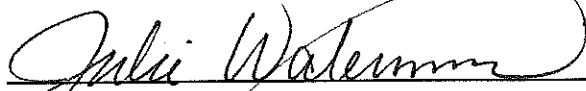
Absent:

Public Comment:

President Crandall asked if there were any public comments.

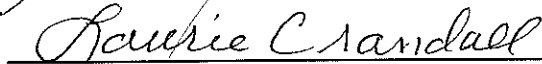
With no further public comments, President Crandall closed the meeting to public comments.

Adjournment: The meeting adjourned at 2:26 pm. The next regular meeting will be held Tuesday, November 21, 2017 at 2:00 pm in the Pine River Place Community Room located at 210 W. Garfield in Charlevoix. Telephone 231-547-5451. Email info@chvxhousing.org.



Submitted by: Julie Waterman, Executive Director

October 23, 2017

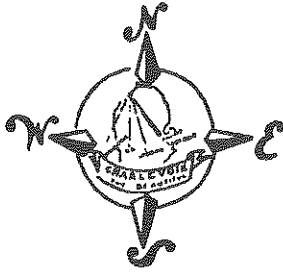


Approved by: Laurie Crandall, Board President

11-21-17

CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Work Session Minutes October 17, 2017

A Work Session of the Charlevoix Housing Commission was called to order by President Crandall for the purposes of discussing the Executive Director search. The session began at 3:00 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Buday, Left, Stephan, Crandall
ABSENT: none
OTHER: Julie Waterman, Executive Director
Cindy Morris, Administrative Assistant

Discussion of the Executive Director search. The board came up with a list of questions to be used when reviewing the resumes/applications that will be received and to be used in the interviewing process.

Adjournment – at 3:58 pm.

Submitted by: Julie Waterman, Executive Director

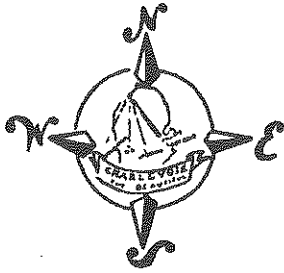
Approved by: Laurie Crandall, Board President

October 23, 2017

11-21-17

CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Special Meeting Minutes October 25, 2017

A Special Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 3:04 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Left, Buday, Stephan, Crandall
ABSENT:
OTHER: Julie Waterman, Executive Director
Cindy Morris, Administrative Assistant

New Business:

Executive Director Search –

The board opened and discussed the applications/resumes received for the Executive Director position available January 1, 2018.

The board decided which applicants to schedule interviews with. President Crandall will contact them to set up interviews and arrange the date and time.

A letter was drafted to be sent to the applicants not being interviewed. The letters will be sent by President Crandall.

Public Comment – None

Adjournment – The meeting was adjourned at 4:40 pm.

Submitted by: Julie Waterman, Executive Director

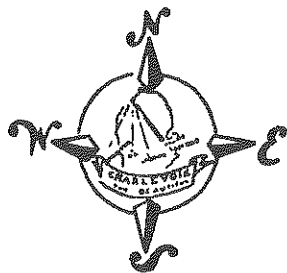
October 30, 2017

Approved by: Laurie Crandall, Board President

11-21-17

CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Special Meeting Minutes November 4, 2017

A Special Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 10:10 am at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Left, Buday, Stephan (present for the afternoon portion only), Crandall
ABSENT: None
OTHER: Cindy Morris, Administrative Assistant

New Business:

Interviews of Candidates for Executive Director Position –

Applicant Dave White was introduced to the board. The board asked questions of Mr. White in regards to the position available.

A motion to recess the meeting until 2:00pm was made by Joan Buday and seconded by Lillian Left. The meeting was recessed at 11:10 am.

Yes: Left, Buday, Crandall

No:

Abstentions:

Absent: Stephan

The meeting was called back into session by President Crandall at 2:02 pm.

Applicant Kim Johnson was introduced to the board. The board asked questions of Ms. Johnson in regards to the position available.

Public Comment on the Interviews – None

Adjournment – A motion to adjourn the meeting at 3:26 pm was made by Joan Buday and seconded by Paul Stephan.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

Cindy Morris
Submitted by: Cindy Morris, Administrative Assistant

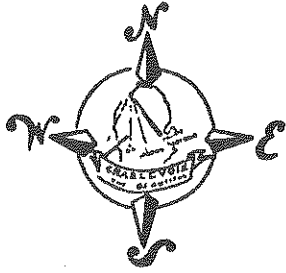
November 6, 2017

Laurie Crandall
Approved by: Laurie Crandall, Board President

11-21-17

CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Special Meeting Minutes November 9, 2017

A Special Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:13 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Buday, Stephan, Crandall
ABSENT: Left
OTHER: Cindy Morris, Administrative Assistant
Residents of Pine River Place

Old Business:

Executive Director Vacancy –

The board discussed the interviews conducted with Dave White and Kim Johnson. The proposed contract from Kim Johnson was discussed. It was suggested that Joan Buday, on behalf of the board, have Laura Dinon, attorney, look over the contract before proceeding. Joan Buday made a motion to contact the attorney and Paul Stephan seconded the motion.

Yes: Buday, Stephan, Crandall

No:

Abstentions:

Absent: Left

Discussion continued on the qualifications of the applicants.

Paul Stephan made a motion for Laurie Crandall, board president, to contact Kim Johnson to begin negotiations for the Executive Director position. Joan Buday seconded the motion.

Yes: Buday, Stephan, Crandall

No:

Abstentions:

Absent: Left

Public Comment on the Executive Director Vacancy –

Cindy Morris, Administrative Assistant, stated that she thought the board was moving in the right direction and she was pleased with the choice of Kim Johnson.

Adjournment – A motion to adjourn the meeting at 2:40 pm was made by Joan Buday and seconded by Paul Stephan.

Yes: Buday, Stephan, Crandall

No:

Abstentions:

Absent: Left

Cindy Morris

Submitted by: Cindy Morris, Administrative Assistant

Laurie Crandall

Approved by: Laurie Crandall, Board President

November 13, 2017

11-21-17

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: Mayor and Council Comments

DATE: December 4, 2017