

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, February 6, 2017 - 7:00 p.m.
City Hall Council Chambers, 210 State Street Charlevoix, Michigan

1. Pledge of Allegiance

2. Roll Call

3. Presentations

- A. Bike Share Charlevoix- Michelle Rick-Biddick PG 1-3

4. Inquiry regarding conflicts of interest

5. Consent Agenda

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

- A. City Council Minutes – January 16, 2017 Regular Meeting PG 4-12
B. City Council Minutes- January 17, 2017 Special Meeting PG 13-14
C. Accounts Payable Check Registers & Payroll Check Registers PG 15-28
D. Set Public Hearing for 2016-17 Budget Amendment PG 29-32
E. Set Public Hearing for 2017-18 Budget PG 33-36

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- A. License Fence in Newman Street Right of Way PG 37-40
B. Purchase of ½ Ton Pickup PG 41
C. Ferry Beach Pier Dredging PG 42-43
D. EMS Mutual Aid with Boyne City PG 44-47
E. Memorandum of Understanding for Collaboration with Boyne City EMS PG 48-50
F. Approve Agreement with the Police Officers Labor Council PG 51-55
G. Northside Trail Routes PG 56-58
H. Seasonal Dock Lease with Sunshine Charters, LLC PG 59-68
I. Expand Pedestrian Use of Van Pelt Alley PG 69-70

8. Reports & Communications

- A. Public Comments
B. City Manager Comments PG 71-91
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.

Posted February 2, 2017 4:00 p.m.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Bike Share Charlevoix Presentation

DATE: February 6, 2017

PRESENTED BY: Michelle Rick-Biddick, Director

ATTACHMENTS: Outline and news clippings

BACKGROUND INFORMATION:

The Bike Share Charlevoix program is a grant-funded bike sharing service administered by the City of Charlevoix. Michelle Rick-Biddick is the program's Director and she will be updating Council on the program from the past year.

COUNCIL GOAL AREA(S):

Enhance and showcase the quality of life in Charlevoix

Include the senior citizen community in all public events and activities

RECOMMENDATION:

No action

BIKE SHARE CHARLEVOIX
SUMMARY REPORT FOR 2016

Brief History-

Began in 2014; 12 bicycles; 3 bike depots.

Total Usage =134

2016

4+bike depots; (CACP, IBS, City Marina, City Airport, Charlevoix Inn and Suites)

20 bicycles (purchased new and donated to program; additional purchase from Grant)

Total Usage = 516

Breakdown by sites

Interesting facts:

Season extended

New bicycles; donated and purchased

Bicycle rack - Marina

Maintenance and upkeep

Facebook and website

Promo events and thank you's

Feedback

Appreciation letters

Ideas for 2017

Promo - ads; displays;other

Wishlist

Green Market Day - June 16 Environmentalists Ex



Environmental expo

There will be an environmentalists expo with free energy saving lightb several community groups sharing information about water, earth and 8 a.m. - 1 p.m. on Thursday, June 16, downtown at the Charlevoix Farmer. Interactive displays for Earth-lovers from Michigan Trails, Inland Se Charlevoix Association, the Conservancy, WATCH, HydroRoot, Owens w many more present interesting information during the ongoing Farmer overlooking Round Lake at East Park. For more information or to repat organization with a free space, call market manager, Chris Leese at (2 0968 or visit CharlevoixMainStreet.org.

A2 CHARLEVOIX COURIER

Local COLOR



COURTESY PHOTO

New to the fleet

Bike Share Charlevoix added four new female type bicycles and two new three-wheeled trikes to the fleet which has 20 bikes available at five locations including the newest bike depot addition at the Charlevoix Community Pool. Hal Evans, Charlevoix City Marina manager shows off the new three-wheeled trikes available for free usage compliments of the Bike Share Charlevoix program.

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, January 16, 2017 – 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 7:00 p.m. by Mayor Luther Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Councilmembers Shane Cole, Shirley Gibson, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: None
City Manager: Mark Heydlauff
City Attorney: Scott Howard
City Clerk: Joyce Golding

3. Presentations

None.

4. Inquiry Regarding Conflicts of Interest

Both Mayor Kurtz and Councilmember Hagen disclosed that they hold a City liquor license, though it was agreed that this was not a conflict of interest.

5. Consent Agenda

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

- A. City Council Meeting Minutes – January 3, 2017 Regular Meeting
- B. Regular Accounts Payable Check Register – January 17, 2017
- C. ACH Payments – January 3, 2017 to January 13, 2017
- D. Payroll Check Register – January 13, 2017
- E. Payroll Transmittal – January 13, 2017
- F. Tax Disbursement – January 17, 2017
- G. Set a Public Hearing for February 20, 2017 at 7 p.m. in Council Chambers of City Hall to consider the Recreation Master Plan

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

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

Nays: None

Absent: None

6. Public Hearings & Actions Requiring Public Hearings

A. Ordinance No. 779 of 2017 – Amending Certain Provisions of Chapter 77 Liquor Licenses

City Manager Heydlauff stated that this fall, the new proprietors of the Townhouse Bar sought to transfer the ownership of the liquor license. This required Council action in addition to approval from the Michigan Liquor Control Commission. We learned we are one of the only communities in northern Michigan still requiring local approval for this type of transfer. He recalled that Council asked the City Attorney to draft an amendment to our Ordinance to do away with the provision of having duplicate review. A public hearing is a required element in the Ordinance approval process.

Mayor Kurtz opened the public hearing at 7:02 p.m. There was no comment, and the item was closed.

City of Charlevoix
Ordinance No. 779 of 2017

AN ORDINANCE TO AMEND TITLE VII, BUSINESS AND TRADES, CHAPTER 77, LIQUOR LICENSES

The Charlevoix City Council desires to no longer give local approve for the transfer of liquor licenses and instructed the City Attorney draft the following amendment to do away with the provision.

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Repeal of Chapter 77 of Title VII, Business and Trades of the Charlevoix City Code

SECTION 2. Amendment to Title VII, Business and Trades of the Charlevoix City Code

Chapter 77, Liquor Licenses is hereby amended to read in its entirety as follows:

CHAPTER 77 LIQUOR LICENSES

7.301. Definitions

For purposes of this chapter, the following words shall be defined to include:

- A. "License" means a liquor license issued by the Michigan Liquor Control Commission.
- B. "Person" means an individual, corporation, partnership, limited liability company, limited liability partnership or any other business entity.
- C. Public Nudity means knowingly or intentionally displaying in a public place, or for payment or promise of payment by any person including, but not limited to, payment or promise of payment of an admission fee, any individual's genitals or anus with less than a fully opaque covering, or a female individual's breast with less than a fully opaque covering of the nipple and areola. Public nudity does not include any of the following:
 - 1. A woman's breastfeeding of a baby whether or not the nipple or areola is exposed during or incidental to the feeding.
 - 2. Material as defined in section 2 of Act No 343 of the Public Acts of 1984, being section 752.362 of the Michigan Compiled Laws.
 - 3. Sexually explicit visual material as defined in section 3 of Act No. 33 of the Public Acts of 1978, being section 722.673 of the Michigan Compiled Laws.
- D. Public Place means any real property or an appurtenance to the real property which is owned by this state, any municipality of this state, a public agency, or by a college or university in this state and may include a structure, enclosure, facility, or complex, including a court, mall, park, or other area, feature, or element; a public place shall also mean a business or an educational, refreshment, entertainment, recreation, health, or transportation facility, or institution of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages, or accommodations are extended, offered, sold, or otherwise made available to the public.

7.302. Legislative Intent

The city council acknowledges the difference which the law recognizes between applications for new licenses and the transfer, renewal or revocation of existing licenses. This Ordinance is designed to provide a framework in which the city council can decide whether to approve or deny an application for a new license or an application to transfer an existing license. This framework, when followed, will show a reviewing court that the city council's discretion was not exercised arbitrarily or capriciously. The city council recognizes that the issuance or denial of a license can be controversial and that litigation over the city council's decision can easily result.

The regulation of licenses and their impact on the land use goals of the city are legislative decisions. The voters and legislative process are the methods which should be used to alter legislative decisions as long as the legislative decisions are not made in an arbitrary and capricious manner. It is hoped that a reviewing court will respect the function of the city council as well as the electoral process in evaluating the actions of the city council.

Sections of this ordinance dealing with Public Nudity are intended to address the city's recognition that Public Nudity in areas in which alcohol is being consumed can create significant negative secondary effects. Such sections are intended to regulate and minimize those negative secondary effects and to effectuate the city's definition of Public Nudity, and are not intended to specifically regulate or inhibit any activity protected by the First Amendment.

The city acknowledges that existing licensees have property rights in those licenses. Thus, for the transfer of existing licenses the city has adopted with modification certain requirements recommended by the Michigan Townships Association. For the renewal or revocation of existing licenses, the city has adopted a system in this ordinance to meet procedural due process requirements.

7.303. Application for License—New and Transfers Requiring Local Approval

- A. Application.

Applications shall be required for a new license or for transfers of existing licenses requiring local approval under the Michigan Liquor Control Code. Applications shall be made to the city council in writing, signed by the applicant, if an individual, or by a duly authorized agent thereof, if a partnership or corporation, verified by oath or affidavit, and shall contain the following statements and information:

 - 1. The name, age and address of the applicant in the case of an individual; or, in the case of a co-partnership, the persons entitled to share in the profits thereof; in the case of a corporation, the objects for which

- organized, the names and addresses of the officers and directors, and, if a majority interest in the stock of such corporation is owned by one person or his/her nominee, the name and address of such person.
2. The citizenship of the applicant, his/her place of birth, and, if a naturalized citizen, the time and place of his naturalization.
 3. The character of the business of the applicant including a description of what services will be provided to patrons and how intoxicating liquor will be offered in conjunction with those services. In the case of a corporation, a copy of the Articles of Incorporation shall also be provided.
 4. The length of time the applicant has been in business of that character, or, in the case of a corporation, the date when its articles of incorporation were approved by the State.
 5. The location and description of the premises or place of business which is to be operated under such license.
 6. A statement whether the applicant has made an application for a similar or other license on premises other than described in this application, and the disposition of that application.
 7. A statement that the applicant has never been convicted of a felony and is not disqualified to receive a license by reason of any matter or thing contained in this Ordinance or the laws of the State or Michigan.
 8. A statement that the applicant will not violate any of the laws of the State of Michigan or of the United States or any ordinances of the city in the conduct of its business.
 9. A statement as to whether the applicant will offer entertainment at the licensed premises, and a description of the kind(s) of entertainment to be offered. The statement will address whether any entertainment will include Public Nudity.
 10. The application shall be accompanied by building and site plans showing the entire structure and premises and, in particular, the specific areas where the license is to be utilized. The plans shall demonstrate adequate off-street parking, lighting, refuse disposal facilities and, where appropriate, adequate plans for screening and noise control.
 11. A copy of all financial information and documents provided to the Michigan Liquor Control Commission investigator regarding financial responsibility.

B. *Approval Standard for New License or License Transfer Requiring Local Approval*

In determining whether a new license should be issued or an existing license should be transferred, the city council shall consider the following factors:

1. Whether the applicant, or if a partnership or corporation any member of the partnership or corporation, has been denied a license in the past seven (7) years and the reasons for the denial.
2. Whether the application is complete and contains all of the information required by this ordinance.
3. Whether the application shows compliance with applicable city ordinances regarding off-street parking, lighting, refuse disposal facilities and landscaping/screening and, additionally, noise control.
4. The impact of the proposed license and associated business on the occupants and owners of adjoining properties.
5. Whether the proposed license and associated business will adversely affect traffic safety.
6. Accessibility to the sight from abutting roads.
7. The distance from public or private schools for minors.
8. Whether the business will cause noise which would so that public or private land will be adversely affected.

C. *Requirements for License—New and Transfers Requiring Local Approval*

Regardless of the city council's evaluation of the approval standards, no license shall be issued to:

1. A person whose license, under this Ordinance, has been revoked for cause.
2. A person who, at the time of the application or renewal of any license issued hereunder, would not be eligible for such license upon a first application
3. A person who does not own the premises for which a license is sought or does not have a lease therefor for the full period for which the license is issued, or to a person, corporation or co-partnership that does not have sufficient financial assets to carry on or maintain the business.
4. A person on whose premises there exists a violation of the applicable building, electrical, mechanical, plumbing or fire codes, applicable zoning regulations, applicable public health regulations, or any other applicable city ordinance.
5. A person whose application proposes a use which would be in violation of any city zoning or police power ordinance, or state or federal law.
6. A person in situations where there are delinquent unpaid real estate taxes and/or personal property taxes relating to the real estate or business which has been used, is used or will be used in conjunction with the license.
7. A person where it is determined by a majority of the city council that the premises for which the license has been requested do not or will not within six (6) months after commencement of operations, have adequate off-street parking, lighting, refuse disposal facilities, screening, noise, or nuisance control or where a nuisance does or will exist.

8. A person whose licensing activity will expand or intensify a non-conforming use under the city zoning ordinance.
- D. **Term of License**--Approval of a license shall continue for as long as the Michigan Liquor Control Commission license continues subject to periodic review by the city council regarding continued compliance with the regulations of this Ordinance and any conditions of approval. Approval of a license shall be on the condition that any necessary remodeling or new construction for the use of the license shall be commenced within six (6) months of the action of the city council or the Michigan Liquor Control Commission approving such license, whichever last occurs. Any delay in the completion of such remodeling or construction may subject the license to revocation.
- E. **Reservation of Authority**--No applicant for a license has the right to the issuance of such a license to him, her or it, and the city council reserves the right to exercise reasonable discretion to determine who, if anyone, shall be entitled to the issuance of such license. If an application is incomplete, the license may be denied without a consideration of the merits of the application.
- F. **License Hearing**--The city council may act on an application for a new license or the transfer of an existing license at any regular or special meeting. The city council may hold a public hearing on any application when it is determined to be in the public interest. Following action on an application, the city council shall submit to the applicant a written statement of its findings and determination.

7.304. Objections to Renewal and Request for Revocation

- A. **Procedure**
Before filing an objection to the renewal or a request for the revocation of a license with the Michigan Liquor Control Commission, the city council shall serve a notice of hearing on the license holder. This notice of hearing shall be served by first class mail, not less than ten (10) days prior to the hearing. The notice of hearing shall contain the following:
 1. Notice of proposed action.
 2. Reasons for the proposed action.
 3. Date, time and place of the hearing.
 4. A statement that the licensee may present evidence and testimony and question adverse witnesses.

Following the hearing, the city council shall submit to the license holder and the Commission, a written statement of its findings and determination. An objection to an application for renewal must be forwarded to the Michigan Liquor Control Commission at least 30 days prior to the expiration of the license.

- B. **Criteria for Non-renewal or Revocation**
The city council shall recommend non-renewal or revocation of a license upon a determination by it that based upon a preponderance of the evidence presented at the hearing either of the following exists:
 1. Violation of any of the requirements on licenses set forth in Section IV, Paragraph C, 1 through 8 above, or,
 2. Maintenance of a nuisance upon the premises.

7.305. City of Charlevoix Redevelopment Liquor License Program

- A. **Definitions**
As used in this section, the following definitions shall apply:

"Downtown Development Authority" (DDA) means the Authority created by and described in Title I, Article IV (Section 1.271, et seq.) of the City Code.

"Redevelopment Project Area" means land and buildings located within the boundaries of the DDA, which are described in Section 1.276 of the City Code.

"Real property interest" means a legally recognized right in land and buildings on that land and may be established by a deed, lease, land contract, contingent sale, contingent lease, or similar documentation.

- B. **Application for Redevelopment Liquor License**
Applications for City approval of a Redevelopment Liquor License, as authorized by MCL 436.1521a(1)(b), as amended, may be submitted to the City Clerk for real property located within the Redevelopment Project Area. The application fee shall be paid at the time of the filing of the application. The application shall contain or be accompanied by the following:
 1. If the applicant is not the owner, the applicant shall include written approval by the owner for the submission of the application.

2. The address of the real property at which the license will be used.
3. Documentation whether the applicant has a real property interest in the real property with which the license will be used.
4. Documentation showing that at least \$75,000 has been expended for the rehabilitation or restoration of the building that will house the licensed premises, or which makes a commitment for a capital investment of at least \$75,000 which will be expended prior to the issuance of the license.
5. Documentation of attempts to purchase a readily available escrowed or quota on-premise license within the City of Charlevoix, and why such license was not reasonably available.
6. Documentation regarding the type of business with which the license will be used.
7. The seating capacity of business with which the license will be used.
8. Additional information or documentation that will show whether the application complies with the standards contained in Section 7.303.A. and Section 7.305.D. of the City Code.

C. Actions of City Clerk, DDA and City Council.

The City Clerk shall determine whether the application is complete. If the application is complete and the application fee has been paid, the application shall be forward to the executive director of the Downtown Development Authority (DDA) for a written recommendation by the DDA board regarding whether the application meets the standards of the City Code for the issuance of the Redevelopment Liquor License and the reasons for DDA's recommendation. The DDA shall have 30 days from the submission of the application to its executive director to make its recommendation to the City Council or this requirement of a recommendation from the DDA shall be waived. Upon the expiration of 30 days from submission of the application to the executive director of the DDA or upon receipt by the City Clerk of the DDA's recommendation, whichever occurs first, the application and the DDA's recommendation, if any, shall be submitted to the City Council for consideration and written notice of the time and date on which the application will be considered by the City Council. An application that is incomplete shall neither be forwarded to the DDA nor to the City Council.

D. Standards For Non-preferential Approval

When an application is submitted for City approval of a Redevelopment Liquor License and the State Liquor Control Commission does not request or require that the City approve one application "above all others" or otherwise prioritize an application, the application may be approved, approved with conditions or denied by the City Council. Any conditions shall relate to compliance with the requirements or standards contained in the City Code and which are applicable to the application. In determining whether a license should be approved, the City Council shall consider the following requirements or factors (jointly, called the Standards):

1. If the applicant is not the owner, the owner of the real property with which the license will be used must approve in writing the submission of the application.
2. The applicant must have a real property interest in the real property with which the license will be used.
3. The business with which the license will be used shall be engaged in dining, entertainment or recreation.
4. The business with which the license will be used shall have a seating capacity of at least twenty-five (25) people.
5. At least \$75,000 shall have been expended for the rehabilitation or restoration of the building that will house the licensed premises, or which makes a commitment for a capital investment of at least \$75,000 or if a commitment has been made to expend at least \$75,000 prior to the issuance of the license, the applicant must agree that the fulfillment of this commitment shall be a condition of approval.
6. The applicant shall have attempted to purchase a readily available escrowed or quota on-premise license within the City of Charlevoix and shall establish that a license was not reasonably available.
7. The extent to which the business with which the license will be used will contribute a new or unique choice to the mix of businesses in the DDA district.
8. The extent to which the business with which the license will be used will promote economic growth in a manner consistent with adopted goals, plans or policies applicable to the DDA district, including but not limited to the DDA's Development Plan and all other master plans applicable to the DDA district.
9. Those factors related to a request for issuance of a new liquor license contained in Section 7.303.B. of the City Code.

E. Standards for Preferential Approval

When an application is submitted for a Redevelopment Liquor License and the State Liquor Control Commission requests or requires the City to approve one application "above all others" or otherwise prioritize an application, the following procedure shall apply:

1. The application must be approved or approved with conditions pursuant to Section 7.305.D. of the City Code.
2. The application shall be ranked or prioritized by the City Council in comparison to other pending and approved applications in a manner consistent with the request or requirements of the State Liquor Control Commission.
3. In evaluating the ranking or prioritization of an application, the Council shall consider the extent to which the application and supporting information or documentation exceeds the Standards contained in Section 703.5.D. and the detail and quality of the application and supporting information or documentation. The more detailed and precise the application and the supporting information or documentation and the greater the extent that the Standards contained in Section 705.3.D. are exceeded, then the higher the priority that such an application shall be given.

F. Setting of Application Fee.

The City Council shall adopt by resolution for an application fee for a Redevelopment Liquor License and may modify such fee from time to time.

G. Zoning Compliance.

The issuance of a Redevelopment Liquor License does not alter the requirement that the proposed land use must comply with all applicable zoning regulations.

SECTION 3. Severability.

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

SECTION 4. Effective Date.

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

Ordinance No. 779 of 2017 was enacted on the 16th day of January 2017, by the Charlevoix City Council as follows:

Motion by: Councilmember Kalbfell

Seconded by: Councilmember Oleksy

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

Nays: None

Absent: None

7. All Other Actions & Requests

A. Park Protection Measures

City Manager Heydlauff recalled that at Council's goal setting work session they questioned what additional measures could be implemented to protect our parks, such as a Charter amendment or an Ordinance.

Councilmember Gibson suggested expanding the Shade Tree Commission to five members who would be specific experts in their field with some living outside the City and felt that the Commission should have a budget for such things as hiring consultants. She also felt there should be a Park Commission. Councilmember Gibson suggested that the protections described in the Conservation Easement ballot proposal language should be followed. She felt that John Campbell and Ken Polakowski should be involved in the discussions regarding the Commission expansion.

Mayor Kurtz noted that balancing the recreational aspects of the parks, park protection and place-making was important. Councilmember Gibson replied that the Shade Tree Commission has nothing to do with recreation and she reiterated that the Commission should have member experts for park protection.

Councilmember Hagen felt that the Commission's scope of work should only include the health of trees and protection of these natural assets. Councilmember Gibson commented that the Ordinance should be reworded to include a more definitive scope.

City Attorney Howard instructed Council to forward their suggested Shade Tree Commission Ordinance changes to the City Manager after which they would draft a working document for Council to review. He cautioned that requiring the membership to have certain expert experience may result in hardship when trying to fill the positions and suggested that the membership should have access to expert resources instead. Councilmember Kalbfell felt that a diverse membership may be more beneficial to provide a well-rounded decision making process on issues. She also felt that if the Commission were stacked with experts only, it may prove to be self-serving. Councilmember Cole agreed. Councilmember Hagen suggested that once the scope of the Commission was redefined, it would be easier to define the membership requirements. Council discussed ways that the Shade Tree Commission, Recreational Advisory Committee and Main Street might collaborate on issues.

City Attorney Howard reviewed section 2.16 of the City Charter which protects the parks with a majority vote of the people as well as similar provisions in State law. He suggested that one way to enhance park protection was to require a "super majority" vote, such as 66% or 75%. City Attorney Howard also suggested creating a higher hurdle for Council to approve structures on park property. He stated that making these changes would be the most efficient way to show Council's intent and still keep simple, concise Charter language. City Attorney Howard answered questions with regards to hypothetical reverse decisions and whether the State might take action in such a situation. He explained for Councilmember Perron that natural areas could be protected by establishing area boundary language in either an Ordinance or in the Charter itself.

Mayor Kurtz opened the item to public comment.

Greg Stevens wondered if the Recreation Department was thinking of long range projects which may affect tree planting. He felt that a representative of the Recreation Department should be involved with Shade Tree Commission discussions.

The item was closed to the public.

Each Councilmember voiced their vision of the Shade Tree Commission and what was important to them. City Attorney Howard suggested joint meetings between the Shade Tree Commission and Recreation Advisory Committee may be beneficial.

B. 2017-2018 Council Goals

City Manager Heydlauff stated that based on Council's goal discussion on January 10th he would suggest holding work sessions with guest speakers who could present relevant topics for Council's consideration in addition to having presentations at Council meetings. Council concurred. He noted the five priority areas which Council wanted to address along with associated action items. He suggested that Main Street could be involved in the goal discussion as some goals were pertinent to their area.

Mayor Kurtz stated that the World Health Organization has an "Age-Friendly" (senior citizen) initiative which is in line with one of Council's goals. Council agreed to add this action item to the list.

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

Motion by Councilmember Hagen, second by Councilmember Perron, to adopt the 2017-2018 City Council Goals.

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

C. Mayoral Appointment

The resignation of John Kurtz from the Downtown Development Authority Board created a vacancy and the Mayor is obligated to appoint an applicant to fill this position with the term expiring in April 2017.

Councilmember Gibson cited the State guidelines for DDA board membership and suggested to the Mayor and Council that "we need to follow the rules for appointments to the DDA". She felt that the DDA needed one more 'business owner' member to fulfill the State guidelines and recommended Julie Mann for the position.

The Mayor endorsed Maureen Owens for membership.

Motion by Councilmember Cole, second by Councilmember Hagen, to appoint Maureen Owens to the Downtown Development Authority, term expiring April 2017.

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

8. Reports & Communications

A. Public Comments

None.

B. City Manager Comments

City Manager Heydlauff stated that the Police Department received a grant for a mobile speed limit sign from the AAA Foundation. He noted that the current "Open for Business" media campaign was successful with a radio ad and photography to follow.

C. Mayor & Council Comments

Councilmember Perron wondered whether the large dumpsters could be relocated off of Bridge Street and moved behind the buildings.

Councilmember Oleksy requested that the DDA membership language be interpreted to assure that Council is appointing members correctly. City Manager Heydlauff replied that he and the City Attorney will review the language.

Mayor Kurtz commented on the good Shade Tree Commission discussion as well as the goal setting discussion last week. He reminded folks that WATCH was holding a meeting on January 26th at 6:30 p.m. in the Library.

9. Other Council Business

A. Closed Session for the Discussion of Contents of Attorney-Client Privileged Communication – MCL 15.268(h)

Motion by Councilmember Gibson, second by Councilmember Hagen, to go into Closed Session [under Section 15.268 8(h) of the Open Meetings Act, attorney-client privileged communication.]

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

Nays: None
Absent: None

Council moved into Closed Session at 7:57 p.m. Council resumed Open Session at 9:43 p.m.

Motion by Councilmember Kalbfell, second by Councilmember Gibson, to call a Special Meeting for January 17th at 5 p.m. to discuss the EMS audit report and implement recommendations.

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

10. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn. There were no objections. Meeting adjourned at 9:44 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
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Regular Accounts Payable – 01/17/2017

ACE HARDWARE	2,224.08	LIFTS LLC	300.00
AIS CONSTRUCTION EQUIPMENT	179.00	LOTTIE'S BAGELS	53.00
ALL-PHASE ELECTRIC SUPPLY CO.	597.00	MCCARDEL CULLIGAN-PETOSKEY	50.00
AMERICAN WASTE INC.	2,138.36	MICHIGAN ASSN OF FIRE CHIEFS	85.00
APX INC.	52.41	MICHIGAN MUNICIPAL LEAGUE	990.22
ASPLUNDH TREE EXPERT CO	3,367.50	MICHIGAN OFFICEWAYS INC	1,279.55
AUTO VALUE	1,016.57	MILLER, WILLIAM S.	41.00
AVFUEL CORPORATION	15,992.24	MUNICIPAL UNDERWRITERS OF MICH	685.00
BOB MATHERS FORD	14.00	NEOFUNDS BY NEOPOST	5,010.00
BUDGET RENT-A-CAR	30.00	NORTH COUNTRY POWER GENERATION	
CARQUEST OF CHARLEVOIX	842.96	LLC	1,825.00
CCI SOUTH LLC	72.75	OLSON BZDOK & HOWARD	1,256.56
CHARLEVOIX GLASS INC.	353.90	PAT O'BRIEN ASSOCIATES	81.47
CHARLEVOIX TOWNSHIP	15.00	PERFORMANCE ENGINEERS INC	5,703.00
CHARTER COMMUNICATIONS	994.63	PREIN & NEWHOF	23,638.31
CITY OF CHARLEVOIX - MISC	1,227.66	PRO WEB MARKETING LLC	10.00
CITY OF CHARLEVOIX - UTILITIES	28,731.92	PURITY CYLINDER GASES INC	160.40
CLOCK, JUDY	20.00	SCHMUCKAL OIL CO	702.00
EMERGENCY MEDICAL PRODUCTS INC	234.63	SPICER GROUP INC	679.65
ETNA SUPPLY	1,680.00	STATE OF MICHIGAN	180.00
FAMILY FARM & HOME	1,409.45	SUPERIOR MECHANICAL	760.00
FISHER SCIENTIFIC	1,387.20	SYSTEMS SPECIALISTS INC	75.00
FOX CHARLEVOIX	89.50	T & R ELECTRIC	4,574.00
FREEDOM MAILING SERVICES INC.	2,200.28	TERMINAL SUPPLY CO	189.74
GRP ENGINEERING INC.	775.00	TOP QUALITY GLOVE	289.50
HACH COMPANY	3,875.27	TRUCK & TRAILER SPECIALTIES	440.24
HART, TOM	44.39	USA BLUE BOOK	212.27
HEALTH DEPT OF NW MICHIGAN	234.00	VILLAGE GRAPHICS INC.	62.55
HEDGES, MICHAEL	478.32	WEST MICHIGAN REALTORS TITLE	58.10
J & B MEDICAL SUPPLY INC.	79.90	WORK & PLAY SHOP	152.45
J & J GARAGE DOOR SERVICE INC.	80.00	WYMAN, MATTHEW A.	307.95
KASSBOHRER ALL TERRAIN VEHICLE	1,200.92		
LAKESHORE TIRE & AUTO SERVICE	291.90	TOTAL	121,762.70

ACH Payments – 01/03/2017 to 01/13/2017

MI PUBLIC POWER AGENCY	13,457.30	ALERUS FINANCIAL (HCSP)	420.00
PAYMENT SERVICE NETWORK	268.50	STATE OF MI (WITHHOLDING TAX)	5,074.01
MI PUBLIC POWER AGENCY	4,039.85	VANTAGEPOINT (401 ICMA PLAN)	699.94
STATE OF MI (SALES TAX)	18,582.48	VANTAGEPOINT (457 ICMA PLAN)	13,450.81
DTE ENERGY	7,634.61	VANTAGEPOINT (ROTH IRA)	911.53
IRS (PAYROLL TAX DEPOSIT)	35,778.52	TOTAL	109,317.55

Payroll Net Pay – Pay Period Ending 01/07/2017 (Paid 01/13/2017)

GIBSON, SHIRLEY J.	512.54	KURTZ, LUTHER J.	525.79
PERRON, LEON R.	350.85	HAGEN, AARON W.	304.75

OLEKSY, THOMAS M.	130.63	DORAN, JUSTIN J.	1,974.82
KALBFELL, JANET P.	183.11	KIRINOVIC, THOMAS F.	228.49
WELLER, LINDA JO	1,469.19	BITELY, KATHERINE A.	345.46
HEYDLAUFF, MARK L.	2,392.96	BOSS, SHERRY M.	561.85
GOLDING, JOYCE M.	1,080.00	CRANDELL, ZACKARY R.	316.03
DEROSIA, PATRICIA E.	1,027.12	BERTINELLI, DAVID P.	923.57
DOTSON, LINDSEY J.	1,393.28	BOSS, BEAU J.	849.92
LOY, EVELYN R.	1,050.16	HEID, THOMAS J.	1,273.44
KLOOSTER, ALIDA K.	1,736.98	MYER, ELIZABETH A.	4,992.50
GOLOVICH, KAREN J.	970.67	VANLOO, JOSEPH G.	568.31
SPENCLEY, PATRICIA L.	1,118.21	WYMAN, MATTHEW A.	1,423.43
PANOFF, ZACHARY R.	1,169.91	BOSS, RYDER S.	661.66
MILLER, FAITH G.	36.70	MILLER, WILLIAM S.	1,190.05
LEESE, MERRI C.	96.97	STEVENS, JEFFREY W.	165.12
MCGINN, KELLY A.	1,564.07	WILLSON, BRENDA R.	114.17
DOAN, GERARD P.	1,559.32	BEAN, PETER J.	585.40
SCHLAPPI, JAMES L.	1,233.04	COLE, SHANE	547.17
UMULIS, MATTHEW T.	1,605.15	WELLER, LINDA JO	572.35
HANKINS, SCOTT A.	1,498.74	LOY, EVELYN R.	665.35
ORBAN, BARBARA K.	1,600.33	KLOOSTER, ALIDA K.	619.08
TRAEGER, JASON A.	1,677.90	SCHLAPPI, JAMES L.	597.04
FLICKEMA, ANDREW M.	1,914.23	UMULIS, MATTHEW T.	616.12
MATELSKI, KIMBERLY A.	1,143.81	HANKINS, SCOTT A.	412.44
ROLOFF, ROBERT P.	1,674.90	ORBAN, BARBARA K.	873.03
RILEY, DENISE M.	418.64	TRAEGER, JASON A.	611.47
WURST, RANDALL W.	1,085.82	ROLOFF, ROBERT P.	623.07
MAYER, SHELLEY L.	1,653.85	WURST, RANDALL W.	903.18
HILLING, NICHOLAS A.	1,479.52	MAYER, SHELLEY L.	978.92
MEIER III, CHARLES A.	1,244.78	SWEM, DONALD L.	394.46
ZACHARIAS, STEVEN B.	1,292.96	SWEM, DONALD L.	1,834.08
EATON, BRAD A.	1,962.08	WHITLEY, ANDREW T.	2,047.64
WILSON, TIMOTHY J.	2,249.99	MORRISON, KEVIN P.	1,513.17
LAVOIE, RICHARD L.	1,630.19	HODGE, MICHAEL J.	1,309.30
STEVENS, BRANDON C.	1,813.80	JOHNSON, STEVEN P.	1,420.01
DRAVES, MARTIN J.	1,529.75	BOSS JR, DALE E.	1,212.17
BROWN, STEPHANIE C.	1,042.18	STEBE JR, JOHN M.	394.09
ANDERSON, ELIZABETH A.	1,108.01	STEBE, CATHERINE M.	361.29
ELLIOTT, PATRICK M.	1,962.27	HOLM, ARTHUR R.	899.49
SCHWARTZFISHER, JOSEPH L.	1,507.89	WYMAN, MATTHEW A.	249.08
BRADLEY, KELLY R.	1,409.91	MATTER, DAWSON K.	96.90
HART II, DELBERT W.	1,284.71		
JONES, ROBERT F.	1,460.56		
		TOTAL	93,083.34

Payroll Transmittal - 01/13/2017

4FRONT CREDIT UNION	307.69	COMMUNICATION WORKERS OF AMER	519.37
AMERICAN FAMILY LIFE	228.78	MI STATE DISBURSEMENT UNIT	323.45
AMERICAN FAMILY LIFE	461.64	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	59.00	PRIORITY HEALTH	2,014.96
CHARLEVOIX STATE BANK	1,304.62		
CHEMICAL BANK	150.00	TOTAL	5,570.51

Tax Disbursement 01/17/2017

CHARLEVOIX COUNTY TREASURER	73.11	CITY OF CHARLEVOIX - TAXES DUE	71,669.58
CHARLEVOIX COUNTY TREASURER	208,470.32	HEARTLAND FOOD PRODUCTS	13.36
CHARLEVOIX DISTRICT LIBRARY	64,158.15	RECREATIONAL AUTHORITY	12,593.49
CHARLEVOIX PUBLIC SCHOOLS	40,991.34	SNOEYINK, RANDALL	827.02
CHARLEVOIX PUBLIC SCHOOLS	4,256.37	STATE OF MICHIGAN	190.75
CHARLEVOIX PUBLIC SCHOOLS	447.45		
CHARLEVOIX PUBLIC SCHOOLS	645.30	TOTAL	404,336.24

CITY OF CHARLEVOIX
SPECIAL CITY COUNCIL MEETING MINUTES
Tuesday, January 17, 2017 – 5:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 5:00 p.m. by Deputy Mayor Shane Cole.

1. Pledge of Allegiance

2. Roll Call

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

3. Presentations

None.

4. Inquiry Regarding Conflicts of Interest

None.

5. Consent Agenda

None.

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. Discussion and Implementation of EMS Review

City Manager Heydlauff stated that the City's auditor Rehmann conducted an independent external review of the EMS Department last fall. He indicated that EMS Director Roloff tendered his retirement this morning and it was accepted.

City Manager Heydlauff highlighted several of Rehmann's recommendations as a result of the audit, most specifically time keeping methods and payroll review procedures, as well as the EMS Director's compensation structure. He stated that Chief Doan and he would address the recommendations. The Chief would address staffing issues. City Manager Heydlauff noted that most of the Department was in attendance at this meeting and thanked them for their hard work.

Deputy Mayor Cole opened the item to public comment.

Sandra Bennett, 1st Ward, ER Manager and Medical Control Coordinator for Charlevoix County, questioned whether there was a plan in place to provide continued excellent coverage for Charlevoix. Chief Doan responded that he began working on scheduling last evening and commented that current staff were "stepping up to the plate" to have proper coverage.

The item was closed to the public.

Motion by Councilmember Gibson, second by Councilmember Hagen, to direct the City Manager and the Police/Fire Chief to implement all recommendations of the Rehmann internal review of the EMS group and Director Mr. Robert Roloff.

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

8. Reports & Communications

A. Public Comments

None.

B. City Manager Comments

None.

C. Mayor & Council Comments

None.

9. Other Council Business

- A. Closed Session for the Discussion of Personnel Matters - MCL 15.268(a)
The Closed Session was not called for.

10. Adjourn

Motion by Councilmember Hagen, second by Councilmember Gibson, to adjourn. Motion carried by unanimous voice vote. Meeting adjourned at 5:06 p.m.

Joyce M. Golding

City Clerk

Shane Cole

Deputy Mayor

DRAFT

Check Number	Payee	Amount
01/20/2017		
119174	AT&T	2,253.51
119175	AT&T MOBILITY	86.77
119176	CHARLEVOIX STATE BANK	4,079.20
119177	CHARLEVOIX TOWNSHIP	30.98
119178	CHARTER COMMUNICATIONS	394.93
119179	DELTA DENTAL	3,699.97
119180	EMMET COUNTY EQ	10.00
119181	GREAT LAKES ENERGY	208.08
119182	METLIFE SMALL BUSINESS CENTER	741.53
119183	PRIORITY HEALTH	41,087.15
119184	RANGE TELECOMMUNICATIONS	362.40
119185	VERIZON WIRELESS	56.74
119186	VISION SERVICE PLAN	518.88
Total 01/20/2017:		53,530.14
Grand Totals:		53,530.14

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

01/20/17 Special Accounts Payable Run	\$	53,530.14
01/27/17 Payroll (net pay)	\$	101,861.53
01/27/17 Payroll Transmittal Checks	\$	5,369.51
02/07/17 Regular Accounts Payable	\$	286,618.30
Checks Sub-Total:	\$	447,379.48

FIRSTMERIT BANK - ACH/WIRE PAYMENTS

01/17/17 MI Public Power Agency	\$	20,722.58
01/23/17 MI Public Power Agency	\$	8,938.21
01/25/17 MI Public Power Agency	\$	17,404.10
01/25/17 MI Public Power Agency	\$	256,331.88
01/27/17 IRS (Payroll Tax Deposit)	\$	46,176.81
01/27/17 Alerus Financial (HCSP)	\$	420.00
01/27/17 State of MI (Withholding Tax)	\$	6,179.87
01/27/17 Vantagepoint (401 ICMA Plan)	\$	699.94
01/27/17 Vantagepoint (457 ICMA Plan)	\$	13,224.69
01/27/17 Vantagepoint (Roth IRA)	\$	911.53
01/27/17 MERS (Defined Benefit Plan)	\$	29,795.38
01/30/17 MI Public Power Agency	\$	11,690.87
ACH Sub-Total:	\$	412,495.86

FirstMerit Bank Total: \$ 859,875.34

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

02/07/17 Tax Disbursement	\$	124,220.69
Charlevoix State Bank Total:	\$	124,220.69

Grand Total: \$ 984,096.03

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/21/2017	PC	01/27/2017	22766	WELLER, LINDA JO	101		1,469.19
01/21/2017	PC	01/27/2017	22767	HEYDLAUFF, MARK L.	102		2,109.01
01/21/2017	PC	01/27/2017	22768	GOLDING, JOYCE M.	106		1,080.00
01/21/2017	PC	01/27/2017	22769	DEROSIA, PATRICIA E.	107		1,128.51
01/21/2017	PC	01/27/2017	22770	DOTSON, LINDSEY J.	109		1,393.28
01/21/2017	PC	01/27/2017	22771	LOY, EVELYN R.	117		1,050.16
01/21/2017	PC	01/27/2017	22772	KLOOSTER, ALIDA K.	121		1,540.11
01/21/2017	PC	01/27/2017	22773	GOLOVICH, KAREN J.	122		970.67
01/21/2017	PC	01/27/2017	22774	SPENCLEY, PATRICIA L.	136		1,228.08
01/21/2017	PC	01/27/2017	22775	PANOFF, ZACHARY R.	141		1,169.91
01/21/2017	PC	01/27/2017	22776	MILLER, FAITH G.	142		64.24
01/21/2017	PC	01/27/2017	22777	MCGINN, KELLY A.	146		1,564.07
01/21/2017	PC	01/27/2017	22778	DOAN, GERARD P.	201		1,559.32
01/21/2017	PC	01/27/2017	22779	SCHLAPPI, JAMES L.	204		1,005.53
01/21/2017	PC	01/27/2017	22780	UMULIS, MATTHEW T.	205		1,490.24
01/21/2017	PC	01/27/2017	22781	HANKINS, SCOTT A.	208		1,456.97
01/21/2017	PC	01/27/2017	22782	ORBAN, BARBARA K.	209		1,166.92
01/21/2017	PC	01/27/2017	22783	TRAEGER, JASON A.	210		1,260.58
01/21/2017	PC	01/27/2017	22784	FLICKEMA, ANDREW M.	211		1,289.82
01/21/2017	PC	01/27/2017	22785	MATELSKI, KIMBERLY A.	212		1,143.81
01/21/2017	PC	01/27/2017	22786	RILEY, DENISE M.	306		416.61
01/21/2017	PC	01/27/2017	22787	WURST, RANDALL W.	411		1,144.00
01/21/2017	PC	01/27/2017	22788	MAYER, SHELLEY L.	412		1,353.00
01/21/2017	PC	01/27/2017	22789	HILLING, NICHOLAS A.	413		1,110.77
01/21/2017	PC	01/27/2017	22790	MEIER III, CHARLES A.	421		1,199.26
01/21/2017	PC	01/27/2017	22791	ZACHARIAS, STEVEN B.	422		1,562.78
01/21/2017	PC	01/27/2017	22792	EATON, BRAD A.	515		1,719.17
01/21/2017	PC	01/27/2017	22793	WILSON, TIMOTHY J.	516		2,183.54
01/21/2017	PC	01/27/2017	22794	LAVOIE, RICHARD L.	519		1,630.19
01/21/2017	PC	01/27/2017	22795	STEVENS, BRANDON C.	521		1,719.14
01/21/2017	PC	01/27/2017	22796	DRAVES, MARTIN J.	523		1,647.10
01/21/2017	PC	01/27/2017	22797	BROWN, STEPHANIE C.	524		1,042.19
01/21/2017	PC	01/27/2017	22798	ANDERSON, ELIZABETH	526		1,108.01
01/21/2017	PC	01/27/2017	22799	ELLIOTT, PATRICK M.	600		1,962.28
01/21/2017	PC	01/27/2017	22800	SCHWARTZFISHER, JOS	603		1,370.31
01/21/2017	PC	01/27/2017	22801	BRADLEY, KELLY R.	614		1,352.92
01/21/2017	PC	01/27/2017	22802	HART II, DELBERT W.	616		1,191.40
01/21/2017	PC	01/27/2017	22803	JONES, ROBERT F.	618		1,478.03
01/21/2017	PC	01/27/2017	22804	DORAN, JUSTIN J.	621		1,444.18
01/21/2017	PC	01/27/2017	22805	KIRINOVIC, THOMAS F.	700		279.19
01/21/2017	PC	01/27/2017	22806	BITELY, KATHERINE A.	704		309.21
01/21/2017	PC	01/27/2017	22807	BOSS, SHERRY M.	730		510.67
01/21/2017	PC	01/27/2017	22808	DIXON, MIKAYA S.	736		290.01
01/21/2017	PC	01/27/2017	22809	NIMPHIE, NOAH J.D.	737		234.02
01/21/2017	PC	01/27/2017	22810	PORATH, JACOB P.	741		217.98
01/21/2017	PC	01/27/2017	22811	HAGEN, MADISON L.	752		415.57
01/21/2017	PC	01/27/2017	22812	CRANDELL, ZACKARY R.	753		249.64
01/21/2017	PC	01/27/2017	22813	BERTINELLI, DAVID P.	764		923.57
01/21/2017	PC	01/27/2017	22814	ARNOLD, HAILEE M.	768		296.50
01/21/2017	PC	01/27/2017	22815	BOSS, BEAU J.	788		849.92
01/21/2017	PC	01/27/2017	22816	BARNEVELD, VLADIMIR	789		86.95
01/21/2017	PC	01/27/2017	22817	FICHTNER, KRISTIE S.	792		409.52
01/21/2017	PC	01/27/2017	22818	HEID, THOMAS J.	802		1,273.44
01/21/2017	PC	01/27/2017	22819	VANLOO, JOSEPH G.	902		676.43
01/21/2017	PC	01/27/2017	22820	WYMAN, MATTHEW A.	927		1,423.43
01/21/2017	PC	01/27/2017	22821	BOSS, RYDER S.	932		406.72
01/21/2017	PC	01/27/2017	22822	MILLER, WILLIAM S.	933		960.41

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/21/2017	PC	01/27/2017	22823	STEVENS, JEFFREY W	1028		580.61
01/21/2017	PC	01/27/2017	22824	FUNKEY, KRAIG R.	1034		20.77
01/21/2017	PC	01/27/2017	22825	MEGGISON, JERRY B.	1036		215.85
01/21/2017	PC	01/27/2017	22826	RILEY, CASEY W.	1052		446.46
01/21/2017	PC	01/27/2017	22827	JONES, LARRY M.	1057		1,406.75
01/21/2017	PC	01/27/2017	22828	WILLSON, BRENDA R.	1059		662.35
01/21/2017	PC	01/27/2017	22829	BEAN, PETER J.	1060		2,262.25
01/21/2017	PC	01/27/2017	22830	FAUSER, HOPE E.	1064		341.69
01/21/2017	PC	01/27/2017	22831	WHITLEY, TYLER J.	1065		725.98
01/21/2017	PC	01/27/2017	22832	TRAVERS, MANUEL J.	1071		1,396.83
01/21/2017	PC	01/27/2017	22833	RILEY, DANIEL A.	1079		1,317.25
01/21/2017	PC	01/27/2017	119187	ROLOFF, ROBERT P.	304	Lump Sum per Separation Agmt	6,572.98
01/21/2017	PC	01/27/2017	119188	Void			
01/21/2017	PC	01/27/2017	119189	SWEM, DONALD L.	512		1,834.08
01/21/2017	PC	01/27/2017	119190	WHITLEY, ANDREW T.	522		1,703.19
01/21/2017	PC	01/27/2017	119191	MORRISON, KEVIN P.	601		1,210.14
01/21/2017	PC	01/27/2017	119192	HODGE, MICHAEL J.	606		1,259.66
01/21/2017	PC	01/27/2017	119193	JOHNSON, STEVEN P.	617		1,501.77
01/21/2017	PC	01/27/2017	119194	BOSS JR, DALE E.	701		1,212.17
01/21/2017	PC	01/27/2017	119195	STEBE JR, JOHN M.	729		385.50
01/21/2017	PC	01/27/2017	119196	STEBE, CATHERINE M.	765		353.47
01/21/2017	PC	01/27/2017	119197	HOLM, ARTHUR R.	791		815.51
01/21/2017	PC	01/27/2017	119198	ROLOFF, AUDREY M.	1037		3,480.45
01/21/2017	PC	01/27/2017	119199	MATTER, DAWSON K.	1038		3,270.11
01/21/2017	PC	01/27/2017	119200	SCOTT JR., WINFIELD	1072		169.59
01/21/2017	PC	01/27/2017	119201	ROLOFF, ROBERT P.	304		7,127.64
Grand Totals:			83				101,861.53

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
01/21/2017	01/27/2017	119202	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	307.69
01/21/2017	01/27/2017	119203	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	228.78
01/21/2017	01/27/2017	119203	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	461.64
01/21/2017	01/27/2017	119204	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 1/21/2	59.00
01/21/2017	01/27/2017	119205	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,304.62
01/21/2017	01/27/2017	119206	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
01/21/2017	01/27/2017	119207	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	519.37
01/21/2017	01/27/2017	119208	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	323.45
01/21/2017	01/27/2017	119209	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period	2,014.96
Grand Totals:			9			5,369.51

Km

Check Number	Payee	Amount
02/07/2017		
119210	AIRGAS USA LLC	63.22
119211	AIS CONSTRUCTION EQUIPMENT	359.90
119212	ALL-PHASE ELECTRIC SUPPLY CO.	87.37
119213	ALTEC INDUSTRIES INC	175.28
119214	AMERICAN TOTAL SECURITY INC	439.67
119215	ARCADIA BENEFITS GROUP INC	50.00
119216	ARROW UNIFORM-TAYLOR L.L.C.	1,035.75
119217	ASPLUNDH TREE EXPERT CO	13,947.50
119218	AT&T LONG DISTANCE	34.93
119219	AVFUEL CORPORATION	1,534.78
119220	B & L SOUND INC	44.99
119221	BEHAN WINDOW CLEANING	215.00
119222	BELL EQUIPMENT COMPANY	842.97
119223	BELLARIS, EDWIN	22.26
119224	BOB MATHERS FORD	243.20
119225	BRADFORD'S	42.25
119226	BRADY'S CARPET CLEANING	520.00
119227	CENTRAL DRUG STORE	48.99
119228	CHARLEVOIX AREA CHAMBER OF CO	1,380.00
119229	CHARLEVOIX GROUNDHOG SHADOW	1,000.00
119230	CHARLEVOIX PUBLIC SCHOOLS	112.31
119231	CHARTER COMMUNICATIONS	864.65
119232	CINTAS CORPORATION	93.69
119233	CIVIC SYSTEMS	9,354.00
119234	CLOTHING COMPANY, THE	1,530.00
119235	CRYSTAL FLASH ENERGY	866.64
119236	DCASSESSING SERVICES	4,371.08
119237	DeROSIA, PATTY	41.00
119238	DOAN, GERARD	41.00
119239	DOTSON, LINDSEY J.	41.00
119240	ELLIOTT, PATRICK M.	41.00
119241	ELLSWORTH FARMER'S EXCHANGE	100.00
119242	EMILY PANTERA CONSULTING	2,044.00
119243	EVANS, HAL	41.00
119244	FREIGHTLINER OF GRAND RAPIDS	341.96
119245	GBS INC.	265.44
119246	GOLDING, JOYCE	41.00
119247	GRAINGER	841.75
119248	GREAT LAKES ELEVATOR LLC	1,288.73
119249	GREEN GUARD	47.25
119250	GRP ENGINEERING INC.	1,737.03
119251	HANKINS, SCOTT	41.00
119252	HEID, THOMAS J.	41.00
119253	HEYDLAUFF, MARK L	41.00
119254	HOLIDAY COMPANIES	6,397.55
119255	HYDRO CORP	515.00
119256	IDEXX DISTRIBUTION INC.	1,102.20
119257	IRISH BOAT SHOP	110.73

Check Number	Payee	Amount
119258	J & B MEDICAL SUPPLY INC.	30.94
119259	JERRY'S TIRE	1,566.24
119260	KAUFMAN	5,790.00
119261	KIRINOVIC, THOMAS	41.00
119262	KIWANIS CLUB OF CHARLEVOIX	40.00
119263	KLOOSTER, ALIDA K.	41.00
119264	KSS ENTERPRISES	497.20
119265	LAKESHORE TIRE & AUTO SERVICE	607.70
119266	LAKEVIEW MAINTENANCE INC.	874.50
119267	LIGHT, DAVID	49.51
119268	MAYER, SHELLEY L.	41.00
119269	McGINN, KELLY	41.00
119270	MCVEIGH'S TRUCK SPRINGS INC.	274.68
119271	MDC CONTRACTING LLC	139,073.14
119272	MICHAEL MURPHY IV PHOTOGRAPH	600.00
119273	MICHIGAN ASSN OF MUNICIPAL CLE	600.00
119274	MICHIGAN MUNICIPAL ELECTRIC	8,605.00
119275	MICHIGAN WATER ENV ASSOC	495.00
119276	MILLER, WILLIAM S.	41.00
119277	MYER, ELIZABETH A.	84.94
119278	NETSOURCE ONE INC.	1,156.00
119279	NORTH COAST FASTENERS LLC	26.00
119280	NORTHERN CREDIT BUREAU	297.54
119281	NORTHERN PUMP SERVICE INC.	1,880.00
119282	NORTHERN SAFETY CO INC	106.26
119283	NORTHERN TECH SUPPLY	35.84
119284	NORTHWEST DESIGN GROUP	2,441.00
119285	OLESON'S FOOD STORES	146.26
119286	O'REILLY AUTOMOTIVE INC	65.46
119287	OTEC	32.50
119288	PANOFF, ZACH	41.00
119289	PARASTAR INC.	1,125.42
119290	PHYSICIAN'S CLINIC OF CHARLEVOIX	150.00
119291	PLUNKETT & COONEY	80.00
119292	POLYDYNE INC	379.50
119293	POSEIDON AIR SYSTEMS	35.70
119294	POWER LINE SUPPLY	7,415.69
119295	PREIN & NEWHOF	21,284.83
119296	PRO IMAGE DESIGN INC	8,290.90
119297	PRO WEB MARKETING LLC	40.00
119298	RECORD AUTOMATIC DOORS INC	704.25
119299	REHMANN-ROBSON & CO	391.25
119300	RICK-BIDDICK, MICHELLE	2,586.68
119301	ROLOFF, ROBERT	2,500.00
119302	ROTARY CLUB OF CHARLEVOIX	37.50
119303	SCHMUCKAL OIL CO	677.60
119304	STATE OF MICHIGAN	12,848.05
119305	STATE OF MICHIGAN	675.00
119306	SUPERIOR MECHANICAL	1,384.47

Check Number	Payee	Amount
119307	SWEM, DONALD L.	41.00
119308	SYN-TECH SYSTEMS INC.	33.75
119309	T & R ELECTRIC	3,215.00
119310	TERMINAL SUPPLY CO	420.76
119311	THAT FRENCH PLACE	59.66
119312	TRUCK & TRAILER SPECIALTIES	160.90
119313	UP NORTH PROPERTY SERVICES LL	420.50
119314	USA BLUE BOOK	857.35
119315	VILLAGE GRAPHICS INC.	221.94
119316	WEATHERVANE TERRACE INN	58.82
119317	WELLER, LINDA	41.00
119318	WEST SHORE FIRE INC	257.00
119319	WILSON, TIMOTHY J.	79.00
119320	WURST, RANDALL W.	41.00
119321	WYMAN, MATTHEW A.	41.00
Total 02/07/2017:		286,618.30
Grand Totals:		286,618.30

Check Number	Payee	Amount
01/17/2017		
11717001	MICHIGAN PUBLIC POWER AGENCY	20,722.58
Total 01/17/2017:		20,722.58
Grand Totals:		20,722.58

Check Number	Payee	Amount
01/23/2017		
12317001	MICHIGAN PUBLIC POWER AGENCY	8,938.21
Total 01/23/2017:		8,938.21
Grand Totals:		8,938.21

Check Number	Payee	Amount
01/25/2017		
12517001	MICHIGAN PUBLIC POWER AGENCY	17,404.10
12517002	MICHIGAN PUBLIC POWER AGENCY	256,331.88
Total 01/25/2017:		273,735.98
Grand Totals:		273,735.98

Check Issue Date	Check Number	Payee	Amount
12717001			
01/27/2017	12717001	**EFTPS* Payroll Taxes	10,152.97
01/27/2017	12717001	**EFTPS* Payroll Taxes	10,152.97
01/27/2017	12717001	**EFTPS* Payroll Taxes	2,374.51
01/27/2017	12717001	**EFTPS* Payroll Taxes	2,374.51
01/27/2017	12717001	**EFTPS* Payroll Taxes	21,121.85
Total 12717001:			
	5		46,176.81
12717002			
01/27/2017	12717002	Alerus Financial	420.00
Total 12717002:			
	1		420.00
12717003			
01/27/2017	12717003	STATE OF MICHIGAN	6,179.87
Total 12717003:			
	1		6,179.87
12717004			
01/27/2017	12717004	Vantagepoint - 401 Plan 109153	699.94
Total 12717004:			
	1		699.94
12717005			
01/27/2017	12717005	Vantagepoint - 457 Plan 300959	4,959.95
01/27/2017	12717005	Vantagepoint - 457 Plan 300959	641.00
01/27/2017	12717005	Vantagepoint - 457 Plan 300959	1,725.86
01/27/2017	12717005	Vantagepoint - 457 Plan 300959	5,897.88
Total 12717005:			
	4		13,224.69
12717006			
01/27/2017	12717006	Vantagepoint - Roth IRA 706117	911.53
Total 12717006:			
	1		911.53
Grand Totals:			
	13		67,612.84

Check Number	Payee	Amount
01/27/2017		
12717007	MERS	29,795.38
Total 01/27/2017:		29,795.38
Grand Totals:		29,795.38

Check Number	Payee	Amount
01/30/2017		
13017001	MICHIGAN PUBLIC POWER AGENCY	11,690.87
Total 01/30/2017:		11,690.87
Grand Totals:		11,690.87

Check Number	Payee	Amount
02/07/2017		
2843	CHARLEVOIX COUNTY TREASURER	75,034.34
2844	CHARLEVOIX DISTRICT LIBRARY	26,047.97
2845	CHARLEVOIX PUBLIC SCHOOLS	156.24
2846	CHARLEVOIX PUBLIC SCHOOLS	161.03
2847	CHARLEVOIX PUBLIC SCHOOLS	16.93
2848	CHARLEVOIX PUBLIC SCHOOLS	24.41
2849	CITY OF CHARLEVOIX - TAXES DUE	17,666.90
2850	RECREATIONAL AUTHORITY	5,112.87
Total 02/07/2017:		124,220.69
Grand Totals:		124,220.69

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

CONSENT AGENDA ITEM

AGENDA ITEM TITLE: Budget Amendment #1 for 2016-17

DATE: February 6, 2017

PRESENTED BY: Consent Agenda

ATTACHMENTS: Budget Amendment Ordinance

BACKGROUND INFORMATION:

The proposed budget amendment will keep the City's budget process in compliance with Public Act 202 and update the estimated year end budget for 2016-17 to our best estimate. A copy of the public notice is attached. You will note the budget is projected to conclude the year generally stronger than was projected when the original budget was approved. This is due in part to deferred purchases and to lower costs.

RECOMMENDATION:

Set public hearing for the 2016-17 Budget Amendment Ordinance for February 20, 2017 at 7 p.m. in the City Council Chambers, 210 State Street, Charlevoix, MI.

PUBLIC NOTICE

The City Council of the City of Charlevoix will hold a Public Hearing on the Proposed 2016-17 Fiscal Year Budget Amendment #1 on Monday, February 20, 2017 at 7:00 p.m. at City Hall, 210 State Street, Charlevoix, Michigan. The following Budget Amendment #1 is proposed for the fiscal year April 1, 2016 to March 31, 2017:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	3,481,000	3,450,649	(30,351)
- Legislative	EX Total	44,400	52,974	8,574
- General Government	EX Total	569,000	567,225	(1,775)
- Public Safety	EX Total	1,119,900	1,058,613	(61,287)
- Public Works	EX Total	235,100	248,525	13,425
- Health and Welfare	EX Total	432,700	422,849	(9,851)
- Recreation & Culture	EX Total	1,159,600	1,051,088	(108,512)
- Other	EX Total	131,900	126,758	(5,142)
Major Street Fund	RV Total	287,766	304,506	16,740
Major Street Fund	EX Total	260,900	299,931	39,031
Local Street Fund	RV Total	159,814	174,315	14,501
Local Street Fund	EX Total	159,600	172,234	12,634
DDA Fund	RV Total	533,964	564,720	30,756
DDA Fund	EX Total	543,700	663,205	119,505
General Debt Service Fund	RV Total	206,800	321,768	114,968
General Debt Service Fund	EX Total	206,800	316,296	111,496
Airport Fund	RV Total	2,525,600	2,510,793	(14,807)
Airport Fund	EX Total	1,618,900	1,590,969	(27,931)
PI#2 - Sewer Capital Fund Tap Ins	RV Total	8,100	11,100	3,000
PI#5 - Sewer Capital Fund	RV Total	6,100	7,750	1,650
PI#6 - Infrastructure Improvements Fund	RV Total	3,487,700	478,782	(3,008,918)
PI#6 - Infrastructure Improvements Fund	EX Total	3,471,200	2,933,943	(537,257)
PI#7 - Street Improvements	RV Total	233,600	234,565	965
PI#7 - Street Improvements	EX Total	207,955	216,541	8,586
PI#9 - Industrial Park Fund	RV Total	30	60	30
PI#9 - Industrial Park Fund	EX Total	5,000	3,500	(1,500)
PI#12 - Mt. McSaubia Recreation Improvement Fund	RV Total	7,000	7,010	10
PI#12 - Mt. McSaubia Recreation Improvement Fund	EX Total	4,000	0	(4,000)
Electric Fund	RV Total	7,143,372	7,254,796	111,424
Electric Fund	EX Total	8,379,400	8,013,914	(365,486)
Sewer Fund	RV Total	3,812,400	4,045,345	232,945
Sewer Fund	EX Total	3,775,100	4,309,084	533,984
Water Fund	RV Total	1,659,700	1,712,281	52,581
Water Fund	EX Total	1,953,500	1,817,781	(135,719)
Marina Fund	RV Total	734,850	764,098	29,248
Marina Fund	EX Total	1,377,700	1,387,897	10,197
DPW Site Fund	RV Total	187,500	188,700	1,200
DPW Site Fund	EX Total	79,000	34,050	(44,950)
Employee Fringe Benefit Fund	RV Total	2,317,500	2,271,509	(45,991)
Employee Fringe Benefit Fund	EX Total	2,326,500	2,263,826	(62,674)
Motor Pool Fund	RV Total	1,077,900	1,144,769	66,869
Motor Pool Fund	EX Total	1,279,700	1,291,211	11,511
Cemetery Trust	RV Total	4,750	6,000	1,250

**CITY OF CHARLEVOIX
ORDINANCE NO. 780 OF 2017
2016-17 BUDGET AMENDMENT #1**

The Budget for the fiscal year beginning April 1, 2016 shall be amended for operating the City of Charlevoix. Ordinance #776-2016 Budget Appropriation Act, of 2016-2017, is hereby amended as follows:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	3,481,000	3,450,649	(30,351)
- Legislative	EX Total	44,400	52,974	8,574
- General Government	EX Total	569,000	567,225	(1,775)
- Public Safety	EX Total	1,119,900	1,058,613	(61,287)
- Public Works	EX Total	235,100	248,525	13,425
- Health and Welfare	EX Total	432,700	422,849	(9,851)
- Recreation & Culture	EX Total	1,159,600	1,051,088	(108,512)
- Other	EX Total	131,900	126,758	(5,142)
Major Street Fund	RV Total	287,766	304,506	16,740
	EX Total	260,900	299,931	39,031
Local Street Fund	RV Total	159,814	174,315	14,501
	EX Total	159,600	172,234	12,634
DDA Fund	RV Total	533,964	564,720	30,756
	EX Total	543,700	663,205	119,505
General Debt Service Fund	RV Total	206,800	321,768	114,968
	EX Total	206,800	318,296	111,496
Airport Fund	RV Total	2,525,600	2,510,793	(14,807)
	EX Total	1,618,900	1,590,969	(27,931)
PW2 - Sewer Capital Fund Tap Ins	RV Total	8,100	11,100	3,000
PW5 - Sewer Capital Fund	RV Total	6,100	7,750	1,650
PW6 - Infrastructure Improvements Fund	RV Total	3,487,700	478,782	(3,008,918)
	EX Total	3,471,200	2,933,943	(537,257)
PW7 - Street Improvements	RV Total	233,600	234,565	965
	EX Total	207,955	216,541	8,586
PW9 - Industrial Park Fund	RV Total	30	60	30
	EX Total	5,000	3,500	(1,500)
PW12 - Mt. McSaubie Recreation Improvem	RV Total	7,000	7,010	10
	EX Total	4,000	0	(4,000)
Electric Fund	RV Total	7,143,372	7,254,796	111,424
	EX Total	8,379,400	8,013,914	(365,486)
Sewer Fund	RV Total	3,812,400	4,045,345	232,945
	EX Total	3,775,100	4,309,084	533,984
Water Fund	RV Total	1,659,700	1,712,281	52,581
	EX Total	1,953,500	1,817,781	(135,719)
Marina Fund	RV Total	734,850	764,098	29,248
	EX Total	1,377,700	1,387,897	10,197
DPW Site Fund	RV Total	187,500	188,700	1,200
	EX Total	79,000	34,050	(44,950)
Employee Fringe Benefit Fund	RV Total	2,317,500	2,271,509	(45,991)
	EX Total	2,326,500	2,263,826	(62,674)
Motor Pool Fund	RV Total	1,077,900	1,144,769	66,869
Motor Pool Fund	EX Total	1,279,700	1,291,211	11,511
Cemetery Trust	RV Total	4,750	6,000	1,250
Bad Debt Write-Offs				
General Fund	16,866	ambulance		
Motor Pool Fund	-			
Electric Fund	15,063			
Water Fund	2,721			
Sewer Fund	5,471			
2016-2017 TOTAL:	\$40,120			
2015-16	\$35,724			
2014-15	\$55,724			
2013-14	\$45,663			
2012-13	\$76,613			
2011-12	\$31,720			

Ordinance No. 780 was enacted on the 20th day of February, 2017 A.D., by the Charlevoix City Council as follows:

Motion by:
Second by:

Yeas:
Nays:
Absent:

State of Michigan)
) ss
City of Charlevoix)

Joyce M. Golding	Clerk	Luther Kurtz	Mayor
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CHARLEVOIX CITY COUNCIL

CONSENT AGENDA ITEM

AGENDA ITEM TITLE: 2017-18 Budget Ordinance

DATE: February 6, 2017

PRESENTED BY: Consent Agenda

ATTACHMENTS: Budget Ordinance

BACKGROUND INFORMATION:

City Council needs to have a public hearing for the 2017-18 Budget, which also sets the millage rates to support the budget. The public hearing also fulfills the Truth in Taxation Hearing required to levy the tax each year. The budget needs to be in place prior to the start of our new fiscal year which begins April 1, 2017. An ordinance takes 30 days to take effect following passage by City Council.

RECOMMENDATION:

Set the Budget Public Hearing for 7 p.m. on February 20, 2017 in the City Hall Council Chambers, 210 State Street, Charlevoix, MI.

PUBLIC NOTICE

There will be a public hearing on the proposed 2017-2018 Annual City Budget at 7:00 pm on Monday, February 20, 2017 in the City Hall Council Chambers, 210 State Street, Charlevoix, MI. The purpose of the hearing is to inform citizens of local budgetary actions and provide the opportunity for participation in the local budget making process. **The proposed property tax millage rate to be levied to support the proposed budget will be a subject of this public hearing.** A copy of the proposed budget is available at City Hall or the Charlevoix Public Library for public inspection.

CITY OF CHARLEVOIX, MICHIGAN 2017-18 Proposed Budget REVENUE AND EXPENSE SUMMARY - ALL FUNDS January 31, 2017

	GENERAL FUND	MAJOR STREET	LOCAL STREET	AIRPORT	ELECTRIC	SEWER	WATER	MARINA	DDA	PERPETUAL CARE	2017-18 Proposed
REVENUES											
Taxes	2,337,700								429,800		\$2,767,500
Licenses & Permits	5,300										5,300
State & Federal Grants	292,500	283,838	95,412	0		305,000			4,600		982,348
Charges for Services	650,700			1,141,497	7,049,331	2,456,400	1,374,000	408,700	33,900	4,000	13,118,528
Fines & Forfeits	20,900				35,000	9,000	6,000				69,900
Interest & Rents	125,500		30	49,470	21,380	1,600	200	80	54,600	2,000	254,860
Other	34,600			1,262,543	3,500	5,500	17,000		40,000		1,363,143
Fund Transfers	72,700	0	65,000	10,700	111,300	208,500	163,200	335,700	0		967,100
Appropriation-Surplus	329,800		7,158		527,689	14,900	397,500	714,420	153,500		2,144,967
TOTAL REVENUES:	3,869,700	\$283,838	\$167,600	\$2,484,210	\$7,748,200	\$3,000,900	\$1,957,900	\$1,458,900	716,400	\$6,000	\$21,673,647

	GENERAL FUND	MAJOR STREET	LOCAL STREET	AIRPORT	ELECTRIC	SEWER	WATER	MARINA	DDA	PERPETUAL CARE	2017-18 Proposed
EXPENDITURES											
Legislative	47,800										\$47,800
General Government	754,500										754,500
Public Safety	1,109,400										1,109,400
Public Works	252,100	272,800	167,600	1,121,000					350,700	0	2,164,200
Health & Welfare	426,600										426,600
Recreation & Culture	1,166,600							289,700			1,456,300
Capital Outlay		0		56,000	349,300	548,500	513,200				1,477,000
Debt Service				1,200	6,700,700	609,500		461,200			1,071,900
Electric											6,700,700
Sewer						1,264,900					1,264,900
Water							1,198,000				1,198,000
Fund Transfers	0			25,000	173,200	53,000	8,700	50,000	335,700		645,600
Other	112,700							0	30,000		142,700
Depreciation				450,000	525,000	525,000	238,000	658,000			2,396,000
TOTAL EXPENSES:	3,869,700	\$272,800	\$167,600	\$1,663,200	\$7,748,200	\$3,000,900	\$1,957,900	\$1,458,900	\$716,400	\$0	\$20,855,600

**CITY OF CHARLEVOIX
ORDINANCE NO. 781 of 2017
BUDGET APPROPRIATION ACT**

THE CITY OF CHARLEVOIX ORDAINS:

WHEREAS, the City Council of the City of Charlevoix did give notice of the time and place when a public hearing would be held in conformity with provisions of Section 7.8, Article VII of the City Charter, which Public Hearing was duly held pursuant to said notice and in conformity therewith.

THEREFORE, BE IT RESOLVED, that the revenues and expenditures for the fiscal year commencing on April 1, 2017 and ending March 31, 2018 are hereby appropriated on a fund level basis (a detailed breakdown by activity level can be found in the Budget Details document) as summarized by the following:

GENERAL FUND

TOTAL REVENUES: \$3,869,700

TOTAL EXPENSE: \$3,896,700

BE IT FURTHER RESOLVED, that the City Council of the City of Charlevoix does hereby 11.0959 mills (9.05 mills operating and 2.0459 mills infrastructure) for the period of April 1, 2017 through March 31, 2018 on all real and eligible personal property in the City of Charlevoix according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City of Charlevoix and for infrastructure improvements, and is levied pursuant to Section 8.1, Article VIII of the City Charter; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1.3631 mills for the period April 1, 2017 through March 31, 2018 on all real and eligible personal property in the Downtown Development District, according to the valuation of the same within the district; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1 mill for the period April 1, 2017 through March 31, 2018 on all real and eligible personal property in the City of Charlevoix, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of rubbish collection and other related services provided citizens allowed by the act, and is levied pursuant to Michigan Public Act 213 of 1969; and

BE IT FURTHER RESOLVED, that the City Council does hereby approve the following budgets for the period April 1, 2017 through March 31, 2018 in the amounts set forth below by fund:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENSE</u>
Major Street Fund	\$ 283,838	\$ 272,800
Local Street Fund	167,600	167,600
Electric Fund	7,748,200	7,748,200
Sewer Fund	3,000,900	3,000,900
Water Fund	1,957,900	1,957,900
Marina Fund	1,458,900	1,458,900
Airport Fund	2,494,210	1,663,200
Downtown Development Authority	716,400	716,400
Employee Fringe Benefit	2,349,200	2,349,200
Motor Vehicle Fund	1,015,000	1,015,000
Perpetual Care Trust Fund	6,000	0
General Debt Service Fund	321,200	321,200
Fire/Ambulance Fund	79,591	40,000
Sewer Tap-in Fund*	8,100	0
Northside/Southside Sewer Fund*	4,100	0
Infrastructure Improvement	1,945,500	1,945,500
Road Improvements	247,517	247,517
Public Works Site Fund	188,744	4,000
Industrial Park Fund	3,500	3,500
Mt. McSaubia Recreation Fund	7,010	0

* These funds are part of the Sewer Fund.

Ordinance # 781 was enacted on the 20th day of February, 2017 A.D., by the Charlevoix City Council as follows:

Motion by:

Second by:

Yeas:

Nays:

Absent:

State of Michigan)
) ss
City of Charlevoix)

Joyce M. Golding

Clerk

Luther Kurtz

Mayor

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: License for Fence in Newman Street Right of Way

DATE: February 6, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Draft Right-of-Way License

BACKGROUND INFORMATION:

Emily and Gordon Selph own property on Antrim Street that also fronts the Newman Street alley. They wish to replace the fence in the back of their yard but found the existing fence (which is in-line with other fences, garages, and other structures on the alley) is actually within the City right of way. Given the many structures along the alley, it is likely there has been confusion about the alley right-of-way for many years.

By approving this license, the City and Mr. and Mrs. Selph acknowledge the City's right to the right of way but permit the construction of this new fence. Given the alley's use and the prevalence of this issue, I think this is a fair conclusion. The Council last took similar action like this in approving a license for the Weathervane to construct a new accessible ramp into the right of way on Pine River Lane in 2015.

RECOMMENDATION:

Motion to approve the License for Fence in Newman Street Right of Way.

LICENSE FOR FENCE IN NEWMAN STREET RIGHT OF WAY

This Agreement is made on the last date set forth below between the City of Charlevoix, a Michigan municipal corporation (the "City"), and Gordon and Emily Selph ("Licensee").

RECITALS

- A. The City owns the Newman Street right-of-way located in the City of Charlevoix as dedicated in the Upright & Hurlbut's Addition to the Village of Charlevoix as recorded with the Charlevoix County Register of Deeds.
- B. Gordon and Emily Selph own the lot described as: LOT 6 OF UPRIGHT & HURLBUTS ADDITION ALSO NLY 20 FT OF VACATED NEWMAN ST ABUTTING SD LOT RECD IN L296 P301, commonly known as 214 Antrim Street.
- C. The owners wish to replace a portion of fence that was previously constructed within the Newman Street right-of-way (the "Encroachment").
- D. The parties wish to resolve any disputes between them with respect to the proposed Encroachment.

In consideration of the foregoing and other good and valuable consideration, the parties agree as follows:

- 1. The City agrees that the Licensee, and their heirs, successors, or assigns (collectively the "Licensee") may occupy a portion of the Newman Street right-of-way with a fence, so long as:
 - a. The Licensee does not expand the proposed fence, and
 - b. The City, in its sole discretion, does not wish to make any other use of the Newman Street right-of-way for any reason.

2. In consideration for this License Agreement, Licensee acknowledge the City's ownership of the road right-of-way and that Licensee have not obtained any right, title or interest in the Newman Street right-of-way by way of adverse possession, prescriptive easement or any other way. Licensee further expressly waive any and all claims for any right, title or interest in the Newman Street right-of-way.
3. The privilege granted by the City to the Licensee is made with the express condition that the Licensee shall not acquire any right of easement or any other rights with respect to the Encroachment in the future. Such permission shall also not evolve into a property right or easement by lapse of time or otherwise.
4. This Agreement shall remain in force and effect only so long as the proposed fence remains in place. Upon the removal of the fence, all rights of the Licensee under this agreement shall cease. Should the City decide, in its sole discretion, to use any portion of the Newman Street right-of-way as provided in Paragraph 1(b), this agreement shall cease.
5. Licensee's proposed fence shall comply with all applicable City Ordinances.

Date: _____

City of Charlevoix
a Michigan municipal corporation

WITNESSES:

By: _____

Its: _____

STATE OF MICHIGAN
COUNTY OF CHARLEVOIX

Signed and acknowledged before me on _____, 2017 by _____, its _____ of the City of Charlevoix, a Michigan municipal corporation, on behalf of the corporation.

Notary Public

County, Michigan
Commission Expires: _____

WITNESSES:

LICENSEE:

STATE OF MICHIGAN
COUNTY OF CHARLEVOIX

Signed and acknowledged before me on _____, 2017 by Gordon and Emily
Selph.

Notary Public
_____ County, Michigan
Commission Expires: _____

Prepared by:
Scott W. Howard (P52028)
OLSON, BZDOK & HOWARD, P.C.
420 E. Front Street
Traverse City, MI 49685
231-946-0044

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Purchase of a ½ Ton Truck

DATE: February 6, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: None

BACKGROUND INFORMATION:

In the approved 2016/17 budget, we allocated \$27,000.00 for the purchase of a ½ ton, two wheel drive pickup truck. This truck will be added to our overall fleet so that we have enough vehicles to adequately transport seasonal employees, especially during the summer season.

Staff has been looking for this vehicle through the MIDEAL program and has located a truck that will fit our needs and is within our budgeted amount. The truck will come with a full light and towing package. The total cost for the vehicle is \$23,217.00

This price is from Berger Chevrolet in Grand Rapids. The City has purchased a number of vehicles from Berger and we've never had an issue with their vehicles or their service.

We did contact the local dealerships to see if they could be competitive with the pricing through the MIDEAL program and they cannot.

RECOMMENDATION:

Motion to authorize the purchase of one Chevrolet ½ ton truck from Berger Chevrolet of Grand Rapids, Michigan in the amount of \$23,217.00.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Ferry Beach Pier Dredging
DATE: February 6, 2017
PRESENTED BY: Gerard Doan, Police/Fire Chief
ATTACHMENTS: Quote from Site Planning Development, Inc.

BACKGROUND INFORMATION:

Council has frequently discussed expanding swimming and diving options in and around the community. We have gathered information on opening of the Ferry Beach Pier for swimming and jumping. We recommend dredging the area around the pier in order to remove vegetation at the end and make the sides much deeper and safer for swimming.

We have obtained a quote from Site Planning to perform project management and permit acquisition for this project since a Corps of Engineers/DEQ Dredging Permit would be required. It should be clear that this fee does not include any actual dredging.

Council Goal Area(s):

Enhance and showcase the quality of life in Charlevoix

RECOMMENDATION:

Motion to authorize Site Planning Development Inc. to apply for necessary dredging permits and other planning for a fee not to exceed \$2,400.



Site Planning Development, Inc.
DESIGN • CONSTRUCTION • MAINTENANCE

City of Charlevoix
Mr. Gerard Doan
210 State Street
Charlevoix, MI 49720

via email: gdoan@cityofcharlevoix.org

Re: Dredging Permit for the Ferry Beach Pier

Dear Gerard:

Site Planning Development, Inc. proposes to furnish professional services to the City of Charlevoix as follows:

- Make application to seek permits from the US Army Corps of Engineers and the Michigan DEQ to conduct dredging activities around the existing pier at Ferry Beach, including fieldwork, map existing conditions, prepare plans and drawings required for applications, complete the forms with additional information as may be needed and act as your agent while seeking the permits.

The cost of service will be calculated on a time and materials basis, the amount payable based upon the following rates: Senior Landscape Architect and Drafting assistant 100.00 /hr and 75.00 /hr. respectively. Initial payment will be made when the application is submitted to regulating agencies. Subsequent payments will be made monthly for completed work thereafter. You might budget approximately \$1,900.00 for the cost of SPD services, plus \$500.00 in permit fees to regulating agencies.

Gerard, I'd like first to conduct with you a preliminary project review to confirm the scope of work and collect readily available printed or digital maps the City might possess. The initial application package, plans and any revisions made pursuant to agency administrations will be subject to your review prior to submittal.

Acceptance: Please authorize us to schedule and complete the work described above by returning a signed copy of this letter which will constitute your acceptance and agreement with the terms of this proposal.

Respectfully submitted

H. Traver Wood, RLA
Senior Landscape Architect

Accepted by:

Gerard Doan
for the City of Charlevoix

Date: _____

Cc: Pat Elliot

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: EMS Mutual Aid Agreement with Boyne City

DATE: February 6, 2017

PRESENTED BY: Gerard Doan, Police/Fire Chief

ATTACHMENTS: Draft Mutual Aid Agreement

BACKGROUND INFORMATION:

As you may recall, last fall we approved Mutual Aid Agreements with Jordan Valley EMS, Emmet County EMS, and Beaver Island EMS. As we have reviewed our EMS Department more closely and consulted others in the area, it would also make sense for us to enter a mutual aid agreement with Boyne City.

RECOMMENDATION:

Motion to approve a Mutual Aid Agreement with Boyne City EMS.

AMBULANCE SERVICE MUTUAL AID AGREEMENT

For the purpose of rendering mutual aid in delivering medical care, the undersigned services hereby enter into a mutual aid agreement upon the following terms and conditions:

Section 1. Definitions:

- a. "Requesting Agency" shall mean the Agency requesting aid
- b. "Responding Agency" shall mean the Agency affording or responding to a call for aid

Section 2. Mutual Aid and Contingency Agreement

The members of Charlevoix Fire and EMS Department's and Boyne City Ambulance Service mutually agree to provide mutual aid and contingency service to each other pursuant to this Agreement.

Section 3. Authority to Respond to Provide Assistance

- a. The authority to make requests for assistance or to provide aid under this Agreement shall reside with the requesting Agency's command personnel and/or command designee. Either Agency shall have the right to request assistance from the other Agency subject to the terms and conditions of this Agreement.
- b. The Emergency Dispatch Center (EDC) will page out the next closest Agency if the primary Agency is unavailable for any reason. Agencies are empowered to set up automatic aid protocols through the EDC for specific circumstances in their service area.

Section 4. Requesting Assistance

An Agency may request assistance from the other Agency if the requesting Agency is unavailable and assistance is determined to be necessary by the requesting Agency because of the existence of an emergency.

Upon request, a responding Agency shall inform the requesting Agency of its ability to respond to the request. The final decision on whether to provide assistance shall be solely that of the responding agency.

Section 5. Personnel and Equipment Provided

The requesting Agency shall include in its request for assistance, the amount and type of equipment. Also, specify the location where the personnel and equipment is needed. The final decision on the amount and type of equipment needed shall be solely that of the responding Agency.

The responding Agency shall be immune from any liability in connection with all acts associated herewith to the full extent provided by law. No Agency shall make any claim against another Agency for refusal to send the requested personnel or equipment.

Section 6. Command and Control at the Emergency Scene

All Agencies have established Incident Command System (ICS) Standard Operating Procedures (SOPs), and will implement them on all incidents involving mutual aid or contingency responses. The responding Agency's personnel and equipment shall report to the Incident Commander or other appropriate officer of the requesting Agency. The responding Agency will report to Incident Command for briefing and assignment.

The responding Agency's personnel and equipment shall be released by the requesting Agency when their services are no longer required or when the responding Agency's resources are needed in their response area.

It is understood that the purpose of this section is to maintain order at the emergency scene and shall not be construed to establish an employee/employer relationship,

Section 7. Reporting and Record Keeping

Each Agency shall maintain its own individual patient care reports.

Section 8. No Reimbursement for Costs

No agency shall be required to reimburse any other Agency for the cost of providing the services set forth in this Agreement for mutual aid services, except as provided in Section 9. Each Agency shall pay its own costs (i.e. salaries, repairs, materials, compensation etc.) for responding for requests for mutual aid or contingency response.

Section 9. Fees for Ambulance Services

Agencies providing ambulance transport or other services normally billed for will be entitled to their normal fees for service and are responsible for their own billing, insurance filing and collection.

Section 10. Liability

Each requesting Agency hereby waives all claims against each responding Agency for compensation for any property loss or damage and/or personal injury or death occurring as a consequence of the performance of this Agreement. The responding Agency assumes all liability and/or cost of damage to its equipment and the injury or death of its personnel when responding or performing under this Agreement.

Section 11. Insurance

Each Agency shall procure and maintain such insurance as is required by applicable federal and state law and as may be appropriate and reasonable to cover its staff, equipment, vehicles, and property, including liability insurance, workers' compensation, automobile liability, and property damage.

Section 12. Conflict Resolution

From time to time, personnel from one Agency or another may have some concerns or questions regarding this Agreement or the working relationship of the parties. Should any such

issue arise, they should be dealt with by the Agency's chain of command to provide answers or resolution.

Section 13. Term of Agreement

This agreement shall be in full force and effect upon execution by all Agencies hereto. This Agreement shall remain in effect for a period of one (1) year and shall renew automatically each year unless cancelled by any Agency by giving thirty days written notice. This Agreement may be amended by agreement of all the Agencies.

Boyne City Ambulance Service
a home rule city

City of Charlevoix,
a home rule city

By: _____
Michael Cain, City Manager

By: _____
Mark L. Heydlauff, City Manager

Date: _____

Date: _____

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Memorandum of Understanding for Collaboration with Boyne City EMS

DATE: February 6, 2017

PRESENTED BY: Gerard Doan, Police/Fire Chief
Mark L. Heydlauff, City Manager

ATTACHMENTS: Draft Memorandum of Understanding

BACKGROUND INFORMATION:

We have been reviewing our management and training practices for the EMS Department and had a beneficial discussion with Boyne City. Given the scheduling for staff, many EMTs and Paramedics in the area work for more than one agency. We believe there could be great benefit in working with a neighboring agency in how we do training, scheduling, and other administrative functions. Additionally, this is a way for us to find ways to improve our practices by learning from others around us. This will not change the availability of ambulances in Charlevoix nor will it mean our resources will be devoted in Boyne City.

RECOMMENDATION:

Motion to authorize the City Manager to sign the Memorandum of Understanding with Boyne City EMS.

**Memorandum of Understanding for EMS Collaboration
between the City of Boyne City and the City of Charlevoix**

This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between the City of Boyne City, a Michigan municipal corporation whose address is 319 N Lake St, Boyne City, MI 49712 and the City of Charlevoix, a Michigan municipal corporation, whose address is 210 State St., Charlevoix, MI 49720.

Purpose

The parties recognize their individual and unique obligations and responsibilities to serve their constituents but recognize there are many ways to collaborate, cooperate, and otherwise find efficiencies in the delivery of advanced life support services in Charlevoix County.

Term

This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and shall extend until one or both parties cancel the agreement.

Responsibilities and Obligations

The parties mutually agree to offer aid, support, and training, where reasonable and beneficial to both parties. The parties will consider how staffing between both parties can be shared and how scheduling can be optimized. The parties will review policies, procedures, quality assurance, and billing functions to find any and all improvements and efficiencies that can be made. The parties will also review whether cooperative purchasing of supplies and equipment is feasible, practical, and economical.

Beyond those services shared under a mutual aid agreement executed between the parties, services rendered by either party to the other shall be invoiced at cost in a cooperative arrangement.

Parties shall continue to be solely and individually responsible for all aspects of their respective EMS services. This MOU notwithstanding, the parties may enter further service sharing and collaborative relationships as they may mutually agree.

General Provisions

Amendments Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU, which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

Applicable Law The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Michigan. The courts of the State of Michigan shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the Michigan.

Entirety of Agreement This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

Severability Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

Governmental Immunity The Emergency Medical Services (EMS) and their respective governing bodies do not waive their governmental immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU, and shall inure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

For the City of Boyne City:

By: Michael Cain
Its: City Manager

Date

City of Charlevoix

By: Mark L. Heydlauff
Its: City Manager

Date

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Approve Agreement with Police Officers Labor Council (POLC) Agreement

DATE: February 6, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Negotiations Summary

BACKGROUND INFORMATION:

Requesting approval of the Police Officers Labor Council (POLC) Agreement, dated April 1, 2017 – March 31, 2020. Below is a summary of the negotiated changes:

- Implement a tiered cost-sharing arrangement for health insurance.
- POLC employees will receive a 2% wage increase for each of the three contract years.
- Increase ICMA 457 plan employer match from 1% to 3%.
- Increase longevity payments by \$100 and eliminate the 30 year longevity payment.
- Increase the EMT and Firefighter license/certification stipend to \$1000.
- Add a \$2000 Paramedic license/certification stipend.
- Add marijuana as a prohibited substance.
- Add new Emergency Manager Language.
- After three years of employment, provide POLC employees an additional week of vacation time.
- POLC employees will now be able to use “one-quarter (1/4) hour” increments when using sick leave.
- Sick leave usage will now count as “hours worked” for computing overtime.
- Remove firefighter and obsolete language throughout the agreement.
- Miscellaneous language changes and clarifications.

RECOMMENDATION:

Motion to approve Police Officers Labor Council (POLC) Agreement, dated April 1, 2007 – March 31, 2020 and authorize the City Manager and City Clerk to sign the contract on behalf of the City.

POLC Negotiations Summary

Union (POLC) Language Change Proposals

Proposal	Section	Explanation of Proposals	Comments	Status
1	Section 1.1 Collective Bargaining Unit	Remove FF language	City Agrees	TA'd under City Proposal #1
2	Section 11.1 Tour of Duty	Replace with LOU language	City Agrees	TA'd under City Proposal #6
3	Section 11.2 Overtime	Replace with LOU language	City Agrees	TA'd under City Proposal #7
4	Section 11.1 Tour of Duty	EE's select shift assignment by seniority	City developed new language to support this language and POLC agreed to it.	TA'd 1/25/17
5	Section 14.4 Holiday During Vacation	Remove this section	Together developed new language	TA'd Counter #18 1/25/17
6	Section 17.1 Emergency Manager Act	Remove this section	We presented a language change to the current proposal – POLC accepted the language	TA'd City Proposal #15
7	Section 18.1 Termination	New contract dates	Agreed to a three year contract from April 1, 2017 thru March 31, 2020 – but didn't type a proposal on this	Agree to 3 year contract. Will enter dates all new dates once negotiations are completed

City Language Proposals

Proposal	Section	Explanation of Proposals	Comments	Status
1	Section 1.1 Collective Bargaining Unit	Remove FF language	Agreed	TA'd 1/24/17
2	Section 4.4 Selection of Arbitrator	Change to MERC from FMCS	Agreed	TA'd 1/24/17
3	Section 5.1 Just Cause	Remove FF language	Agreed	TA'd 1/24/17
4	Section 7.2 Probationary Period	Remove FF language	Agreed	TA'd 1/24/17
5	Section 9.1 Sick Leave	Remove FF language/Allow ¼ hr usage/Reword SL payout language-no change to \$/correct language to require medical statement signed by physician	Agreed	TA'd 1/24/17
6	Section 11.1 Tour of Duty	Change language from LOU	Agreed	TA'd 1/24/17
7	Section 11.2 Overtime	Change language from LOU	Agreed	TA'd 1/24/17
8	Section 13.1 Personnel Policies and Procedures	To better clarify language		City Withdrew Proposal
9	Section 14.1 Holidays	Remove FF language	Agreed	TA'd 1/24/17
10	Section 15.1 Vacations	Remove FF language	Agreed	TA'd 1/24/17
11	Section 16.4 Life Insurance	Advise EE's that life insurance gradually reduces at age 65	Agreed	TA'd 1/24/17
12	Section 16.5 Pension Plan	Remove the name of the company that administers our 457 plan in case of a change.		
13	Section 16.7 Residence	Remove FF language	Agreed	City Withdrew Proposal
14	Section 16.14 Drug Free Workplace	Remove FF language/Add Marijuana as prohibited substance/Add CM designee to policy administration	Agreed	TA'd 1/24/17
15	Section 17.1 Emergency Manager Act	Propose new language	Agreed	TA'd 1/25/17
19	Appendix B	Delete all – now included in Section 15.1	Agreed	TA'd 1/25/17

POLC Money Proposals

Proposal	Section	Explanation of Proposals	Comments	Status
7	Section 11.2(d) Overtime	Add paid SL as hours worked for purposes of OT	Agreement depends on health insurance change agreement.	TA'd Counter #20 1/25/17
9	Section 15.1 Vacation Eligibility	Modify to provide max of 25 vacation days	Agreement depends on health insurance change agreement.	TA'd 1/25/17
10	Section 16.5 Pension Plan	Increase ICMA match to 3%	Agreement depends on health insurance change agreement.	TA'd 1/25/17
11	Section 16.15 Longevity	Increase each level of longevity by \$100 each and eliminate the 30 year level	Agreement depends on health insurance change agreement	Deleted CP#21 TA'd 1/25/17
12	Appendix A Classification and Wages	4% each year for 3 years	Last Agreed Counter was 2%/2%/2%	TA'd Counter #17 1/25/17
13	Appendix A Bonus Lump Sum Amount	EMT: \$2000 FF: \$1500	Counter with \$1000 EMT \$2000 Paramedic \$1000 Firefighter with an agreement to sign up with the City of Charlevoix/ Charlevoix Township Fire Department	TA'd Counter #17 1/25/17

City Money Proposals

Proposal	Section	Explanation of Proposals	Comments	Status
16	Section 16.3 Health Insurance	Premium and effective date changes/Opt Out reimbursement change/Allow for opt-out single coverage/	POLC resisted the premium structure – Mark countered with a 3 year tiered on employee premiums. They agreed.	TA'd 1/25/17

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: North Side Trail Routes

DATE: February 6, 2017

PRESENTED BY: Tom Kirinovic, Recreation Director
Mark L. Heydlauff, City Manager

ATTACHMENTS: Proposed Trail Route Map
Resolution of Support

BACKGROUND INFORMATION: The Charlevoix Trail Ambassadors and the Top of Michigan Trails Council have been working diligently to create a safe and accessible bike trail route throughout Charlevoix. The attached map represents the projected ways of egress and ingress into the Charlevoix Township and downtown Charlevoix. After careful review, the Charlevoix Trail Ambassadors believe that the projected routes will be the safest option for all trail users. They have also worked closely with the Main Street Design Committee, who is coordinating the wayfinding signage plan.

After reviewing the proposed route, the Recreation Advisory Board supports the Trail Ambassadors designated route. By approving the proposed resolution, the City and the Trail Ambassadors will be able to strategically place wayfinding signage along the bike route. This will help residents and visitors navigate the vast trail system throughout northern Michigan.

COUNCIL GOAL AREA(S):
Enhance and showcase the quality of life in Charlevoix
Include the senior citizen community in all public events and activities

RECOMMENDATION: Motion to approve Resolution 2017-02-01 designating non-motorized trail routes for the north side of Charlevoix.



Google

Map data ©1998-2014, Imagery ©1998-2014, 45°15'30"N, 8°13'30"W, WGS 1984

©2016 Google
Map data ©1998-2014, Imagery ©1998-2014, 45°15'30"N, 8°13'30"W, WGS 1984

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-02-01
A RESOLUTION TO SUPPORT A MORE BIKEABLE COMMUNITY

- WHEREAS,** the City of Charlevoix and its officials consider bicycle and pedestrian transportation to be of the utmost importance to the region by providing recreation and transportation opportunities as well as the possibility of economic and community development; and
- WHEREAS,** the City of Charlevoix wishes to support the proposed bike trail (see attached map); and
- WHEREAS,** the Charlevoix Trail Ambassadors was created in 2016 to advocate for the creation of a trail connecting the Little Traverse Wheelway to downtown Charlevoix; and
- WHEREAS,** the City of Charlevoix has incorporated this trail system into its 2017-2021 Recreation Master Plan; and
- WHEREAS,** officials of the City of Charlevoix believe it is in the best interest of the citizens and visitors of Charlevoix to endorse said project.

THEREFORE BE IT RESOLVED, that the City of Charlevoix, Michigan hereby endorses the connection to the Little Traverse Wheelway and downtown Charlevoix, and will provide technical assistance when available and needed for the duration of the project.

RESOLVED this 6th day of February, A.D. 2017.

Resolution was adopted by the following yea and nay vote:

Yeas:
Nays:
Absent:

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Seasonal Dock Lease with Sunshine Charters, LLC

DATE: February 6, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Draft Lease with Sunshine Charters, LLC
Commercial Slip RFP

BACKGROUND INFORMATION:

As you know, we have two seasonal slips in the Charlevoix Marina reserved for commercial enterprises. One of these has long been held by Sunshine Charters. Captain Josh Mack and his crew have developed a strong and positive reputation in the community and welcomed many visitors to Charlevoix. The lease with Sunshine expired in 2016 and we are proposing a renewal of this lease at very similar terms. The only significant change is the lowering of the required insurance from \$2 million to \$1 million. Our insurer felt this was a more appropriate figure and the City's liability is unchanged.

We have not recently filled the second commercial slip though we will again put out a request for proposals. I have included it for your reference and it largely mirrors the terms included in the Sunshine lease.

RECOMMENDATION:

Motion to approve the lease with Sunshine Charters LLC for the term 2017-2021.

BOAT DOCKAGE LEASE

This Lease is between the City of Charlevoix, a Michigan municipal corporation, ("CITY") and Sunshine Charters, LLC., ("Lessee") a Michigan limited liability company, along with its successors.

1. DESCRIPTION OF PREMISES - The dock site shall be designated by the CITY. The location shall be determined by the Harbormaster.

2. TERM - This Lease shall be deemed to have commenced on May 1, 2017, and shall terminate on September 30, 2021.

3. RENT - The annual rent for the dock for the 2017 – 2021 seasons, shall be Four Thousand & no/100's (\$4,000.00) Dollars (equaling \$100 per vessel foot) unless specified differently within the terms of this lease. There shall be two annual payments of \$2,000 for dockage rent. The first dockage rent installment of \$2,000 shall be made by July 1 with the second annual payment of \$2,000 due by August 1 of each year.

Sunshine Charters LLC shall also rent the City-owned Ticket Kiosk Building located near the Harbormaster's office from May 1st to September 30th for the 2017 – 2021 seasons. Payment for the kiosk shall be made by September 1st of each year. The annual rent for the kiosk is One Thousand & no/100's (\$1,000) Dollars.

4. USAGE - The dockage shall be for a commercial charter/cruise ship only. Any other use is prohibited. The dock space shall be used at least seventy-five (75) days a year. If a second boat is docked at the slip, it must be approved by the City prior to mooring. In the event that a second boat is allowed to moor at the dock, the rent shall be an additional \$4,000. This is effective upon the date which the second boat is approved and is in effect for the entire season and subsequent seasons for the term of this agreement. There shall be no refunds for partial use.

5. SERVICES PROVIDED BY LESSEE - With prior approval of the CITY, the vessel at the dock may be serviced by electricity and water and such approval shall not be unreasonably withheld. However, Lessee shall be responsible for relocating all electrical and water plumbing and for all associated costs.

6. TERMINATION - Lessee acknowledges that the CITY has an interest in promoting public safety for those persons who will use Lessee's services since CITY docks are being used in connection with Lessee's business. Accordingly, the Lessee shall obtain all applicable state and federal licenses and continually comply with all local and state marine regulations which relate to Lessee's charter services. The vessel shall have a U.S. Coast Guard inspection certificate. During the term of this lease, if Lessee fails to maintain all required licenses and/or certificates or if Lessee violates any applicable marine regulation, then the CITY may declare that the Lessee has committed

an incurable breach of this lease and may immediately terminate this lease. There shall be no refund of rent and rent shall continue until the effective date of lease termination.

7. UTILITIES - Lessee shall not be responsible to pay any utility charges for preexisting utilities that are provided by Lessor. This exemption from utility charges does not apply to additional utilities that may be installed by Lessee pursuant to paragraph 5 above.

8. ALTERATION OF PREMISES - Lessee shall also be responsible for welding any necessary cleats and/or bollards on the dock after obtaining prior approval of the CITY for installation of these items. Lessee may not make any alteration to the dock, including making improvements to the dock, without the prior written permission of the CITY.

9. WASTE AND NUISANCE PROHIBITED - Lessee shall comply with all applicable laws and shall not commit waste on or damage the premises nor create any nuisance by its use of the premises.

10. CITY'S RIGHT OF ENTRY - The CITY has the right to enter the dock site and any boat located at the dock site at reasonable times for inspection.

11. NOTICES - Notices required pursuant to this Lease may be given by personal service or sent by certified mail, e-mail or facsimile. Notice shall be deemed made on the date of personal service or on the date of mailing. For purposes of this provision, the CITY's address shall be 210 State Street, Charlevoix, MI 49720. Lessee's address shall be P. O. Box 774, Charlevoix, Michigan 49720. It should be the responsibility of each party to notify the other of any change of address.

12. INDEMNIFICATION - The Lessee agrees to defend, indemnify and hold harmless the CITY and the State of Michigan, its departments, officers, agents and employees, from and against all claims resulting from Lessee's use of the dock site or kiosk, including but not limited to such loss, damage, injury or other casualty resulting from Lessee's negligence or willful misconduct or resulting from a breach by Lessee of its obligations hereunder.

13. THEFT/DAMAGE - The CITY is not responsible for loss, damage, theft or pilferage related to any vessel or any other type of personal property of Lessee, employees of Lessee or any guest, invitee or customer of Lessee. The Lessee is responsible for properly securing its vessel. The Lessee is responsible for fully repairing any damage it causes to the dock or the kiosk. Failure to repair damage within 30 days of written notice of default by the CITY shall be a breach of this Lease.

14. MISCELLANEOUS - This Lease does not convey any interest in the property. The lease authorizes the use of the property by the Lessee only for the authorized activities, dockage of a commercial vessel and is subject to the conditions

set forth by the CITY. Lessee shall be liable for damage to any City-owned property resulting from this commercial service. Damages resulting from the commercial service shall be repaired or replaced by the Lessee at his expense and to the satisfaction of the CITY. The Lessee shall advise the CITY in writing, of any additional repairs needed to the City Marina.

15. REMEDIES CUMULATIVE - In the event of a default under this Lease, the CITY shall have the right to exercise all remedies provided by law in addition to remedies provided in this Lease.

16. INSURANCE - Lessee shall maintain a public liability insurance which lists the CITY as a named insured. Lessee's policy of insurance must be for one million dollars (\$1,000,000) for personal injury or death and one million dollars (\$1,000,000) for property damage. The Lessee shall provide the CITY certificates of insurance on an annual basis and all policies of insurance shall require that the CITY be notified prior to a cancellation of the policy.

17. DEFAULT - If Lessee shall default in the performance of any covenant, except for rent, contained in the Lease and shall not cure such default within thirty (30) days after written notice from the CITY specifying the default complained of, then the CITY may terminate this Lease. If Lessee fails to make a timely rental payment, then the CITY shall give written notice to Lessee. If Lessee fails to cure the non-payment within five (5) days of the notice, then the CITY may terminate this Lease. Notice pursuant to this provision may be made as set forth in Paragraph 11.

18. DISPOSITION OF IMPROVEMENTS - Any improvements made to the premises shall remain the property of the CITY upon termination of this Lease.

19. SECTION CAPTIONS - All headings of this Lease are convenience only and are not actual terms of the Lease.

20. RESTRICTION ON ALCOHOLIC BEVERAGES - The Lessee will not allow the use, possession, sale or consumption of any alcoholic beverages on the leased premises.

21. NO WAIVER - One or more waivers of any covenant or condition by the CITY should not be construed as a waiver of a further breach of the same covenant or condition.

22. EFFECTIVE DATE - This Lease shall become effective upon the last of the parties to execute it.

IN WITNESS OF this Agreement, the parties have executed this document as set forth below.

WITNESSES:

THE CITY OF CHARLEVOIX

By: _____
Mark L. Heydlauff, City Manager

By: _____
Joyce Golding, City Clerk

SUNSHINE CHARTERS, LLC

By: _____
Joshua Mack

**Request for Proposals
City of Charlevoix**

Commercial Dock at the Charlevoix City Marina

Introduction

The City of Charlevoix is accepting sealed proposals to lease a commercial dock space in the Charlevoix City Marina for up to three (3) years. There is only one (1) slip available. All proposals must be from a commercial charter service and are required to use the dock space for commercial purposes at least seventy-five (75) days per year.

The RFP documents can be obtained from and all inquiries are to be directed to City Manager's Office at 231-547-3270 or mgr@cityofcharlevoix.org.

Purpose

The City of Charlevoix is accepting proposals for the use of a commercial dock space in the Charlevoix City Marina. Charlevoix has one (1) commercial slip available. Proposals may be up to three (3) years in length. Each proposal must clearly identify the intended use and the amount of space needed for operations. The proposal shall be for seasonal full-time service; the Charlevoix Marina typically opens around the second weekend of May and closes the second weekend of October. Charter operations shall be based in the Marina and operate in and around area waterways.

Submittal Deadline & Requirements

Proposals will be accepted until 10am Eastern Standard Time on February 22, 2017 in the office of the City Clerk, 210 State Street, Charlevoix, Michigan 49720, at which time they will be opened and publicly read aloud. All proposals shall be marked "**Charlevoix Commercial Boat Slip**" on the outside of the envelope. E-mailed or faxed proposals will not be accepted. Proposals received after the stated deadline will not be considered for any reason.

- All RFP's shall be on the form provided by the City.
- The slip is leased for one boat; once a proposal is accepted by the City, changes to the boat permitted in the slip must be agreed to in writing by both the City and the charter operator.
- The commercial operation shall be open and dock space used at least seventy-five (75) days a year.

The City of Charlevoix reserves the right to accept or reject any and all proposals deemed in the best interest of the City of Charlevoix. Upon acceptance of a winning proposal, the operator shall be furnish the following to the City of Charlevoix; failure to do so shall be grounds for non-award of the proposal.

Insurance – A \$1 million combined single occurrence for bodily injury, property damage, personal injury and advertising injury. The general aggregate limit shall be \$1 million. The general aggregate limits shall apply separately to each occurrence. Successful lessee will be required to provide a Certificate of Insurance on or before execution of the lease. The City of Charlevoix shall be named as additional co-insured.

Legal Compliance - All activities authorized under this lease shall be conducted in compliance with all applicable federal, state and local laws, regulations, ordinances, and orders of governmental authorities having jurisdiction over all applicable licenses, permits, and waterways. Specifically, a United States Coast Guard inspection certificate required shall be annually furnished to the City of Charlevoix showing the vessel to be certified for the use offered in the proposal.

The lease does not convey any interest in the property. The lease authorizes the use of the property by the Lessee only for the authorized activities, dockage of a commercial vessel, and is subject to the conditions set forth by the City of Charlevoix. Commercial operations shall not affect the boating public's use of the facility.

The Lessee is responsible for properly securing their vessel.

The City of Charlevoix is not responsible for loss, damage, theft or pilferage.

The Lessee shall be liable for damage to any City-owned property resulting from this commercial service. Damages resulting from the commercial service shall be repaired or replaced by the Lessee at his expense and to the satisfaction of the City of Charlevoix. The Lessee shall advise the City, in writing, of any additional repairs needed to the City Marina.

Lessee shall also be responsible for and bare the sole expense of welding any necessary cleats and/or bollards on the docks, after obtaining prior written approval by the City, for the installation of these items.

Violation of lease conditions will result in lease cancellation and may disqualify the Lessee from receiving a permit or lease from the City of Charlevoix for five years. Should circumstances warrant, the lease may be modified or suspended in writing by the City of Charlevoix to protect resources, health safety and the environment, or if the City Manager determines it is in the best interest of the City to do so.

Site Information

The dock is located in the Charlevoix City Marina, 100 East Clinton Street. The dock location will be designated by the Harbormaster at his or her sole discretion. Standard electrical and water connections are available.

Applicants may visit their site at their own risk prior to submitting a proposal. Ticket kiosk, parking, and any on-shore land are not included as a part of the commercial dock lease.

Proposals

Proposals should be prepared providing straightforward, concise descriptions of the applicants' capabilities to satisfy the requirements of the request.

Applicants must designate and establish one vessel to moor at an agreed upon space at the Marina. The applicant will not moor another vessel in the same dock space designated. Please provide the name of the vessel to be designated and the details of the boat (size, make of vessel, any historical significance, etc.).

Evaluation

The City will review the proposals and the qualifications as submitted in the RFP process. The City Council will award the proposal to an operator based on the following criteria:

Tourism: Describe what services you plan to offer and how your business will bring visitors to Charlevoix.

Community: List any and all community contributions and/or partnerships that your company has been able to offer service groups, associations, and agencies.

Accident and safety procedures: Provide your accident and safety procedures. In the event of an accident, please describe how damages caused by your vessel to the dock will be handled.

Business experience: Describe the business background of the operator and provide at least three (3) references (for each category below) to support, document or verify your performance in providing vessel services and/or operating a business. Include name, address, phone number, and nature of your relationship.

- **Client references** Provide information about similar clients for whom you currently provide commercial boat services.
- **Business or financial references** Please provide three financial or business references. These could include financial institutions, suppliers, insurance companies, clients, etc. Please do not use the same references for both Client References and Business References.

Compensation: Detail the moorage fees and compensation being proposed to the City; at minimum, the City shall receive \$100 per vessel-foot, per year.

Selection

Upon action of the City Council, the chosen operator will be required to sign contracts, submit business licenses and insurance requirements, and provide all other documents the City of Charlevoix may reasonably require.

Lease will be awarded for up to three years.

The City will only grant successful lessees an individual, revocable and non-transferable privilege to use the premises for the concession granted. The successful Lessee understands and agrees that the City of Charlevoix will only grant space by the lease.

Inquiries

If clarification is required, submit questions by e-mail to Mark L. Heydlauff, City Manager at markh@cityofcharlevoix.org prior to the due date. Please allow three business days for responses.

Commercial Dock Proposal Form

Company Name _____

Mailing Address _____

City, State, and Zip Code _____

Contact Person _____

Phone Number _____

Email Address _____

Name of Vessel: _____

Type of Boat: _____

Length of Boat: _____

Width of Boat: _____

Draft of Boat: _____

Checklist for additional information to attach:

- Provide information on the proposed commercial service.
- Submit materials on the company's business activities for the past three (3) years. (i.e., number of passengers, types of cruises, brochures, etc.)
- Copy of US Coast Guard Inspection Certificate
- Provide information on what services you plan to offer and how your business aligns with promoting tourism
- List community contributions and/or partnerships
- Accident and safety procedures
- Outline of business experience and provide three (3) business references and client references
- Information on proposed compensation for the slip

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Expand Pedestrian Use of Van Pelt Alley
DATE: February 6, 2017
PRESENTED BY: Mark L. Heydlauff, City Manager
ATTACHMENTS: Map

BACKGROUND INFORMATION:

Bob Jess Sr. has been retained to do extensive remodeling on the former Consign Design Building; the building is owned by Luther and Mary Kurtz. Mr. Jess is planning to reopen a long-closed door way in the historic building and modern building codes require this door swing out. Mr. Jess believes this will cause the door to swing into the alley and cause a potential safety hazard for customers entering and exiting the building. Chief Doan and I reviewed the site and concur with this.

I spoke with Sarah Lucas, our Staff Planner from Networks Northwest, about this request. She reviewed our ordinances and did not find anything that addresses making an alley pedestrian only. She advises this is not an uncommon practice to encourage more walkability and pedestrian access to buildings.

Chief Doan has reviewed the request and believes it would improve pedestrian safety in the alley- especially with pedestrian traffic expected to grow. The effect for public safety vehicles would be minimal and would also depend on the circumstances of an emergency. I would recommend we require Mr. and Mrs. Kurtz to place appropriate barriers in this portion to keep vehicles from entering. This should be planned with the Fire Department in order to assure ease of movement in case of an emergency- much like the planters currently present in the Van Pelt Alley. An additional planter and/or high quality picnic tables might be appropriate. We would also explore the installation of posts as we have in Hoop Skirt Alley.

Furthermore, since there is no formal process for making a change like this, we advise Council simply make a motion directing it. I spoke also with Fred DiMartino, owner of the Trademark Building. He believes there will be extensive construction work on his building this summer and is supportive of this change. Unlike a street abandonment or vacation, the City is not ceding its ownership or right to the street and thus this action can be relatively easily undone in the future.

This plan will maintain vehicular access to all buildings but simply not allow turning between the alleys (both named Van Pelt).

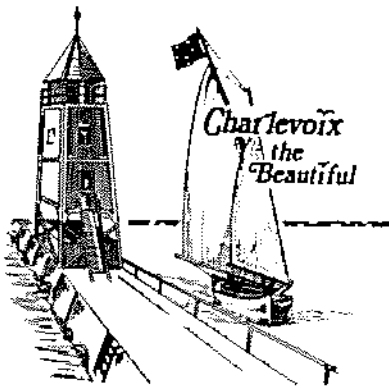
Council Goal Area(s):

Enhance and showcase the quality of life in Charlevoix

RECOMMENDATION:

Motion to authorize the closure of W. Van Pelt Alley from the westerly intersection with N. Van Pelt Alley westward approximately 40 feet and further direct City staff to assure all necessary barriers are placed in the alley to protect public safety to the satisfaction of the Chief of Police.





CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

Charlevoix City Manager's Office
231-547-3270 markh@cityofcharlevoix.org

Memo

To: The Honorable Deputy Mayor Cole and the Charlevoix City Council
From: Mark L. Heydlauff, City Manager
Subject: City Manager's Report for February 6, 2017
Date: February 1, 2017

A. Implementation of City Council Goals

On January 16, Council approved Goals for 2017-2018. I have distributed these to our Department Heads and also sent a memo along to our Boards, Committees, and Commissions on how they might provide input on achieving these goals. Beginning with Monday's meeting, I'm also including the goals on agenda items when it seems the item is in keeping with one or more of our goals. This might be a way to consider how the action we are taking is moving us toward the goals we have set.

B. 2017-2018 Budget

We are recommending to set the budget Public Hearings for February 20. This is well in-line with the timing necessary for the budget to become effective on April 1, 2017. You will receive final budget packets in the next couple of weeks. Discussions with Charlevoix Township regarding fire coverage are progressing well and I anticipate some savings from this, but I am not proposing anything in the budget at this point since details are still uncertain.

C. Senior Housing

I read an opinion piece in *The New York Times* over the weekend that I thought was rather insightful, as we look at the future needs of housing in our community. It is included in the packet for your review.

D. Charlevoix County Elected Officials Summit

Council Member Hagen and I attended the Charlevoix County Elected Officials Summit on Monday evening in Boyne City. We joined representatives of most of the townships, the County, and the other two cities in

discussion of updates from each entity and a presentation on road maintenance from Dr. Tim Colling from the Michigan Transportation Asset Management Council. I've included a handout from the presentation in your packet.

E. Packet Changes

As you've noticed, I am trying a tweak of the packet by including this memo and the attachments normally found with it, into the regular Council packet. This puts this memo and all the accompanying information online and should make it slightly more streamlined to prepare the documents. The City Clerk and I continue to review potential methods for electronic assembly and delivery of the packet in the future.

F. Wireless Internet

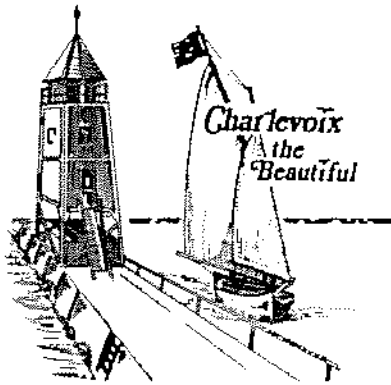
I met this week with representatives from Merit Network on utilizing the bandwidth they provide Charlevoix County as a means to serve our Marina and downtown wifi coverage needs. I also met with a firm who specializes wifi distribution systems; this firm is the current provider for downtown East Jordan.

G. Housing

As you know, finding housing solutions is a major issue in Northern Michigan. I have been participating in a working group facilitated by Networks Northwest. We'll be meeting again this week to discuss how to develop a housing partnership that would bring public and private stakeholders together to push for housing in a variety of ways. I'll continue to keep you informed on progress of this effort.

I wanted to share the following documents with you along with those referenced above:

- Memo to City of Charlevoix Board, Committees, and Commissions dated January 24, 2017
RE: Implementation of City Goals for 2017-18
- Allison Arieff "A Housing Crisis for Seniors," *The New York Times*, January 28, 2017,
<https://www.nytimes.com/2017/01/28/opinions/sunday/a-housing-crisis-fo-seniors.html>
- Michigan's Local Technical Assistance Program -- Transportation Asset Management for Local Officials
- Letter from Linda Adams of the Charlevoix Public Library dated January 13, 2017 RE: Strategic Planning Process
- Approved Charlevoix Housing Commission Minutes - November 15, 2016
- Approved Charlevoix Housing Commission Minutes - December 20, 2016



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MI 49720

Charlevoix City Manager's Office

231-547-3270 markh@cityofcharlevoix.org

Memo

To: City of Charlevoix Boards, Committees, and Commissions
From: Mark L. Heydlauff, City Manager
Subject: Implementation of City Goals for 2017-2018
Cc: Mayor Kurtz and the City Council
Date: January 24, 2017

Earlier this month, the City Council approved the attached Goals to guide the City during the next year and beyond. Each of the five areas is broad and could be implemented in a variety of ways. You will see some specific action steps that may be used toward implementation of these goals.

As members of our various City boards, committees, and commissions, you help us review and study various aspects of the City but at the end of the day, we are all working toward a stronger community. To this end, I'd like you to review these goals and offer input on how your board, committee, or commission might help advance these goals in the area your board, committee, or commission considers. You might, for example, recognize an ordinance that could be modified to help with this or recommend a new program for our residents. Whatever the case may be, we welcome your input and feedback. While sometimes spending money is involved in reaching a goal, many things can be changed through a re-orientation of our philosophy and I encourage you to think of these kinds of changes rather than just appropriating money. Furthermore, as you are considering goals or priorities for your board, committee, or commission, please consider how these goals may fit with your area and work accordingly.

On behalf of the City Council and City Staff, I thank you for your work and welcome your comments as we move forward.

The New York Times <https://nyti.ms/2jIAQVI>

SundayReview | CONTRIBUTING OP-ED WRITER

A Housing Crisis for Seniors

Allison Arieff JAN. 28, 2017

Last fall, I had to take the car keys away from an elderly relative who lives alone. This intervention should have happened much earlier, but when the day came it was one of the more emotionally wrenching things I've ever done. "Don't take my car away," he pleaded. "Without my car I don't have a life."

The fear he expressed is one shared by many older Americans, who, overwhelmingly, live in places where car travel is a necessity. And that number is skyrocketing: The population aged 65 and over is expected to grow to 79 million from 48 million in the next 20 years, and by 2035, one in three American households will be headed by someone 65 or older (and 9.3 million of those will be one-person households like my relative's). A report just out from the Joint Center for Housing Studies at Harvard, "Projects and Implications for a Growing Population: Older Households 2015-2035 Housing," reveals that this demographic shift will increase the need for affordable, safe housing that is well connected to services way beyond what current supply can meet.

My now-car-free relative is not the sort to sign up for one of those 55-plus communities promising sunshine, gardens and golf. Retirement was an eventuality that inspired in him not relief but dread. Fiercely independent, an old-school intellectual and, frankly, a bit of a loner, he insists on remaining in his suburban

home (“I will die in this house” typically ends any conversation in which I suggest a move) — even if that home is slowly becoming a dangerous place for him to be in.

A new study from the Urban Land Institute’s Terwilliger Center for Housing, a nonprofit research group, shows that suburban areas surrounding the 50 largest metropolitan areas in the United States make up 79 percent of the population of those areas but accounted for 91 percent of population growth over the past 15 years (and three-quarters of people age 25 to 34 in these metro areas live in suburbs).

But suburban homes were originally designed, and for the most part still are, for young families — and for drivers. They are typically surrounded by other single-family houses. Lacking a fitter partner or a network of helpful neighbors and caring family members, older residents can end up feeling isolated, unable to do basic errands or keep up their property. Further, most suburbs are zoned to prevent any non-single-family housing from being built, whether multiunit projects or the seemingly benign granny flat.

We’ve got to change this paradigm.

Before she died, way too young, of breast cancer at 60, my mother used to say to me, only half-joking, “You promise you’re not going to put your mother in a home, are you?” She had vivid memories of her grandmother’s generally miserable experience at an old-age home.

Decades later, some progress has been made in rethinking these facilities (and they tend to be called “communities” now rather than “the home”), yet the unease about where one will end up as one ages is not at all unfounded. Better housing for older people exists at the lowest and the highest ends of the economic spectrum — for those who can afford luxury options and those who qualify for aid.

Really good options are limited, particularly for the middle class. A colleague of mine, bemoaning the lack of attention and care at his father’s pricey assisted-living center, put it this way: “It’s not like they’re worrying about cultivating repeat customers.”

Thoughtfully designed housing for older adults is not being created on a scale commensurate with the growing need. It's not a market many architects or developers have embraced. Conversely, a disproportionate amount of attention has been focused on the presumed desires of millennials. We hear all the time that it's that group that craves walkability, good transit and everything-at-their-doorstep amenities — and that only cities can provide it.

But what if these offerings weren't exclusively urban? What if suburban communities could provide some of them? And what if more communities weren't so keyed into specific demographics, maybe even aiming instead to serve multiple generations? Professionals are starting to pay attention, with some suggesting that the housing industry ditch the term "senior" altogether.

NORCs — naturally occurring retirement communities — are found most often in dense and vibrant cities like New York, and demonstrate how well cities can work for older people. But less than a quarter of older adults live in high-density areas, so demand is likely to increase for new housing options within existing suburbs and rural communities. While it wouldn't be impossible for suburbs to morph into NORCs, it wouldn't be easy. Zoning precludes a lot of the mixed-use (stores, restaurants, multifamily housing) that is required, as does Nimbyism (the "not in my backyard" syndrome). But we already have many of the tools for incremental transformation.

The social safety net that helped provide so much of what we're talking about here has evaporated; it has to re-emerge in new ways. As I've observed over the years when writing about topics from communes to urban agriculture, much of this is so old-fashioned as to seem innovative.

New York University recently announced an initiative that matches students in need of housing with older people who have rooms to spare. Programs like Marin Villages, in Northern California, put together networks of volunteers to organize activities, cultivate community and supply rides and other services to seniors, though it does not offer housing.

Co-housing, if it can shed its 1960s hippie commune associations, which doesn't square with how these communities operate today, is another path toward providing

community and care for all ages. The homebuilder Lennar is offering houses with a range of floor plans to accommodate varied family stages and needs. De-stigmatizing housing for older people through good design, as architects like David Baker and Anne Fougeron are doing in California, is also heartening, as is Perkins Eastman's recently released report on biophilic design in senior housing (in non-architect-speak, integrating nature into architecture).

Technology can be part of the solution, though not without some tweaks. I've been engaged in a slow-moving campaign to convince my newly nondriving relative of the safety, convenience and economic savings of using the car services Lyft and Uber, but the transition isn't an easy one. Summoning these cars is a no-brainer for heavy users of smartphones, but for older people with declining vision and motor skills, it's a puzzle. (Why is it nearly impossible to telephone one of these services? It shouldn't be.)

On-demand delivery services (meals, groceries, medicine) can also help bridge the gap, with the caveat that receiving everything at your doorstep can increase isolation (that goes for all ages). Expect a slew of "smart" products to hit the marketplace soon, some actually smart (some probably really stupid) that include "time to take your medication" notification systems, wearables that deploy airbags in case of a fall or aid in walking and sitting.

The difficulties *inside* the home are significant, and homes themselves must evolve and adapt as their residents age. And again, there are existing fixes: universal design elements such as step-free entrances, single-floor living, under-counter appliances, and halls and doorways that accommodate wheelchairs. Many of these could be standard, yet, typically, they're renovations done after the need for them arises.

Every day for the next 19 years, 10,000 people will reach age 65. That companies aren't scrambling to exploit this market is not only unfortunate for their bottom line, but almost certainly treacherous, eventually, for all of us.

Allison Arieff is a writer on architecture and design and a contributing opinion writer.

Follow The New York Times Opinion section on Facebook and Twitter (@NYTopinion), and sign up for the Opinion Today newsletter.

A version of this op-ed appears in print on January 29, 2017, on Page SR6 of the New York edition with the headline: A Housing Crisis for Seniors.

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Transportation Asset Management for Local Officials

Transportation Asset Management is...

“an ongoing process of maintaining, upgrading, and operating physical assets cost effectively, based on a continuous physical inventory and condition assessment” (PA 499, of 2002).



What Destroys A Pavement?

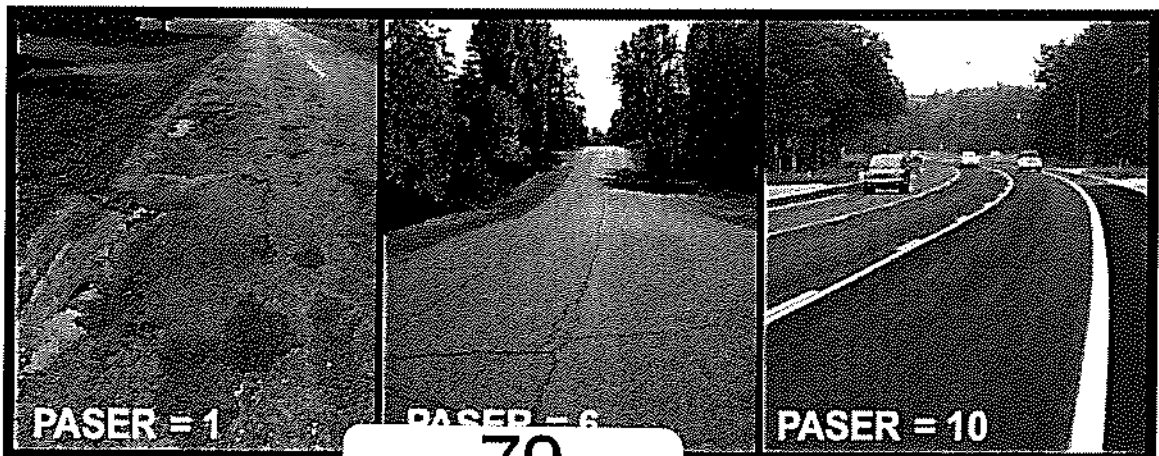
- Water – weakens structure
- Traffic – excessive loadings & volumes
- Environment – temperature & oxidation

Do you use Asset Management every day?

Yes. Most people use asset management every day to manage things like maintenance on a car, repair and upkeep of a home or even with things as basic as health care. Businesses use asset management principles extensively.

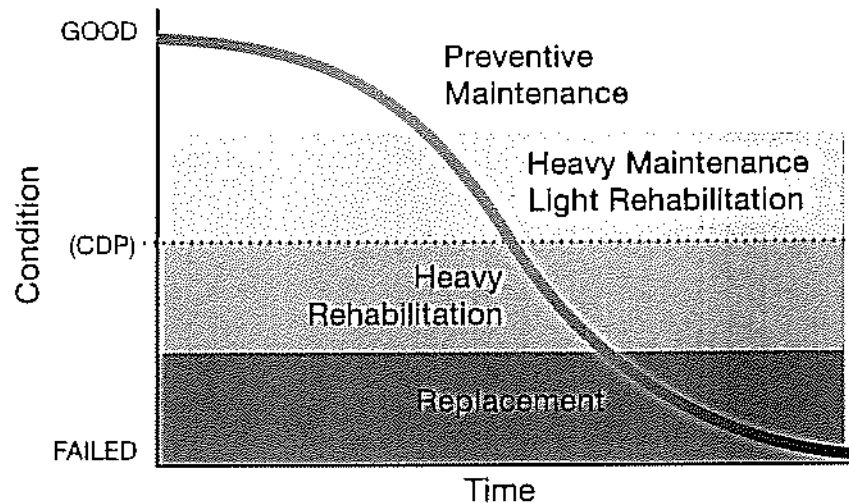
Pavement Surface Evaluation and Rating (PASER)

The Pavement Surface Evaluation and Rating (PASER) system is a visual pavement survey methodology based on the number, type, and extent of distresses present in a pavement. The PASER scale is 1 to 10, with 10 being brand new pavement and 1 being totally failed. In general, pavements with a PASER of 8 to 10 need little or no maintenance. Pavements with PASER scores of 5 to 7 need capital preventative maintenance, and pavements with PASER scores of 1 to 4 need structural improvement.



Window of Opportunity

If you apply a fix to a pavement too early or too late in the pavement's life, you are not likely to gain the optimal benefit from the fix. Each pavement fix has a window of opportunity for preventive maintenance or structural improvement.



Mix-of-Fixes Approach to Pavements

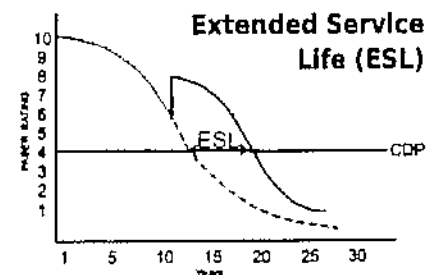
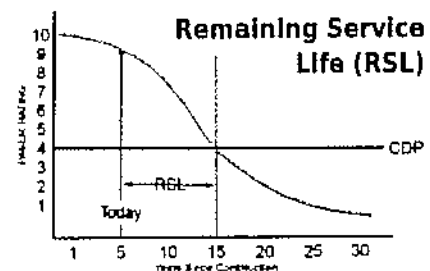
A mix of fixes is a pavement management strategy of applying the right fix at the right time in the right place. This approach makes preventive maintenance the priority, capitalizing on the "windows of opportunity" for treatment while using rehabilitation and reconstruction only when necessary. The goal is to keep good pavements in good condition longer, thus delaying the need for more costly rehabilitation and reconstruction projects.

Key Pavement Management Definitions

Critical Distress Point (CDP) – Point when pavement distress changes from needing preventive maintenance to needing structural improvement.

Remaining Service Life (RSL) – Time in years from the present to the point when pavement distresses are structural (CDP) and preventive maintenance treatments are no longer cost effective.

Extended Service Life (ESL) – Time in years added to the current RSL based on the type of fix used.



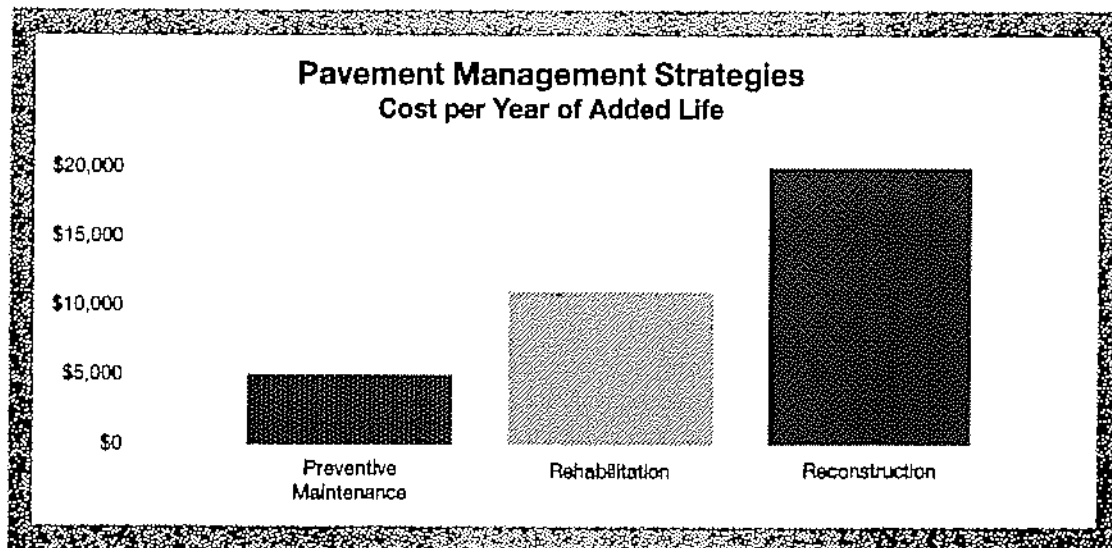
Preventive Maintenance Treatments

	What It Is	How long it lasts
Crack seal	Asphalt sealant that seals out water and debris, which will further de-grade the pavement, by filling discrete cracks under $\frac{1}{4}$ " wide	1-2 years
Fog seal	Asphalt emulsion surface coating placed on top of relatively new pave-ments to fill hair line cracks and keep the asphalt binder from hardening	1-2 years
Slurry seal	Asphalt emulsion, aggregate and portland cement mixture applied to the road surface to seal the pavement from water and debris	3-6 years
Microsurfacing	Polymer modified asphalt emulsion, aggregate, and portland cement applied to the road surface to seal the pavement from water and debris; also used to fill ruts or correct cross slope problems	3-6 years or more, if properly applied
Seal coat (chip seal)	Liquid asphalt emulsion followed by aggregate chips applied (in single, double, or triple layer) to an asphalt pavement surface to create a wa-terproof membrane that seals the pavement from water and debris and increases surface friction	3-6 years, possibly longer

For more information see: Minnesota Department of Transportation "Best Practices Handbook on Asphalt Pavement Maintenance" at <http://www.mnhtp.umn.edu/publications/handbooks/documents/asphalt.pdf>

Structural Improvements

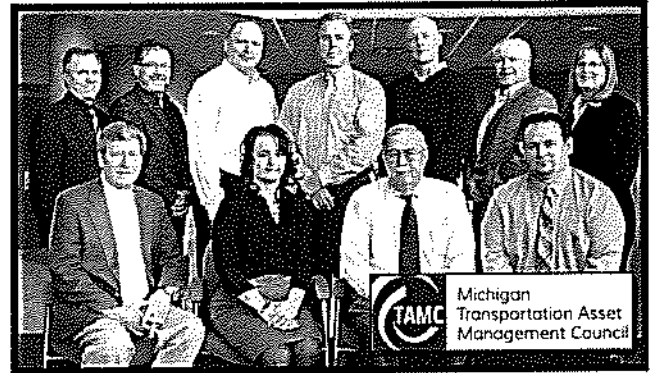
	What It Is	How long it lasts
Structural overlay	An asphalt layer 1.5" to 3" thick on top of the existing pavement that builds structural strength into the pavement. The pavement can be milled prior to placement to remove severe surface imperfections.	5-10 years, possibly longer
Crush and shape	Pulverized existing distressed asphalt surface mixed with the existing aggregate base, then a new hot mix asphalt surface is placed	
Reconstruction	A completely new road by removing the pavement in addition to the base and/or sub base, correcting geometric problems (vertical or hor-izontal alignment), upgrading utilities, correcting drainage problems, and rebuilding the roadway. This is the most expensive option.	



Michigan Transportation Asset Management Council (TAMC)

The Michigan Transportation Asset Management Council (TAMC) is composed of representation from:

- Local agencies
- County Road Association of Michigan
- Metropolitan Planning Organizations
- Michigan Municipal League
- Michigan Association of Counties
- Michigan Association of Regions
- Michigan Townships Association
- Michigan Department of Transportation
- Michigan Department of Technology
- Michigan Municipal League



The TAMC is working to:

- Implement recommendations of Act 51 Funding Committee
- Move from needs studies to managing pavements and bridges in the state
- See the road system as the customer sees it – without boundaries
- Work cooperatively rather than competitively between road owning agencies.

Michigan TAMC Quick Facts

- Established by Act 499 of Public Acts of 2002
- Resources include Act 499 of Public Acts of 2002, Act 199 of Public Acts of 2007, and the Asset Management Guide for Local Agencies
- <http://michigan.gov/tamc>





RECEIVED

JAN 20 2017

CITY OF CHARLEVOIX

January 13, 2017

Dear Mark,

The Charlevoix Public Library has just completed a yearlong strategic planning process. The Board of Trustees hired Kimberly Bolan and Associates, an organization known for its understanding of library services and expertise on future library trends. Their goal is to "help libraries survive and thrive in an environment of constant change."

Strategic planning looks at collections and services that are currently offered, evaluates how effective they've been and identifies collections and services for the future. The first part of the process is to look at library statistics and data from the community. We had 150 people complete a comprehensive survey, then over 100 people attended community forums in the spring and summer.

That input explored several topics including customer service, programming, marketing, technology, collections, and overall physical library space. All of the stakeholder input, data analysis, and follow-up exploration work fed into the Strategic Retreat, in which you took part. You synthesized the data and input into key strategic foci, goals and investments. Your work is summarized in the attachment.

The staff has taken these goals and constructed an 18 month work plan with specific projects to implements the ideas. Libraries are living and breathing extensions of the communities they serve. We will continue to rework and revise these projects as time moves forward.

We feel that the process of involving the community in identifying needs was as valuable as the final product. Hearing positive comments from users and non-users strengthened our resolve that we are doing well for this community. It also gave us the tools to move forward and to continue to be a leader for library service in Northern Michigan.

We are only as strong as the people that support us. Thank you for your help in this process.

All the best,

Linda Adams

Charlevoix Public Library Director
220 W. Clinton Street
Charlevoix, MI 49720
231-237-7360

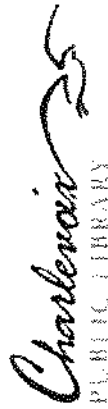
Charlevoix Public Library

Strategic Plan

2017-2021



Reviewed: Kimberly Bolan and Associates
approved January 12, 2017



Strategic Plan for 2017-2021

Adopted by the Charlevoix Public Library Board of Trustees on 1/12/2017

In 2016, under the guidance of the Charlevoix Public Library's strategic planning committee, the Library began strategic planning for years 2017 – 2022. Library consultants Kimberly Bolan and Associates, LLC facilitated the process.

The Process

The Charlevoix Public Library's strategic planning process included the following key areas.

- 1) **Gathering community input and data**, which involved showing Charlevoix staff and residents (both users and non-users) the possibilities for the Library as a thriving 21st century library, and then gathering their input and ideas. In addition, benchmark, demographic, and collection analyses were completed.
 - 2) **Developing solutions** by compiling all gathered data and input and then working with the planning team during a Strategic Retreat to establish key strategic areas, specific goals, and related investments required to implement the goals to help the Library thrive over the next three years and beyond.
 - 3) **Providing a path to results** by creating a plan that the Library staff and board can live, breathe, and readily implement on a day-to-day basis.
- Stakeholder sessions were conducted for the Charlevoix Public Library. Focus group participants included the general public, parents, educators, boomers and seniors, the business community, Friends of the Library, teens, staff members, and trustees. Participants included frequent library users as well as infrequent and non-users and ranged in ages and backgrounds. Overall, 103 stakeholders participated in the discussions regarding the Library's facility, services, and strategic future. In addition to the stakeholder sessions, an online survey was conducted. 150 surveys were completed. Survey participants included a mix of library users, infrequent users and non-users, with 90% being regular users (i.e., using the library multiple times a month or more) and the remainder being infrequent to non-users. Survey takers ranged from 13 to over 75 years of age. 65% were 55 years of age or older.

What We Heard

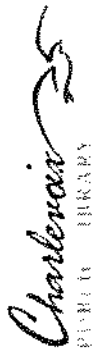
The community focus groups and online survey explored several topics including customer service, programming, outreach, marketing, technology, collections, and overall physical library space. Detailed summaries of all focus group and stakeholder feedback were provided to the Library's leadership. All stakeholder input, data analysis, and follow-up exploration work fed into the Strategic Retreat, which included 23 stakeholders. This group synthesized all of the data and input into the key strategic foci, goals, and investments outlined on pages 2 and 3 of this document.

Evaluation & Collaboration

With the goal of achieving all outlined goals over the next three years, administration, staff, and the board of trustees will regularly evaluate their progress and achievements. Objectives set forth in this plan will be accomplished as outlined and will be reviewed on quarterly basis at the Library's board meetings. This balanced and systematic process places emphasis on the resulting plan being iterative as well as substantially evolving over the next several years. A more detailed work plan has been created by the team in order to best carry out and assess the strategies set forth in this document.

The keys to Charlevoix Public Library's implementation, evaluation and, ultimately, the success of its strategic plan will be:

- A thorough understanding of the plan as well as active involvement in implementing the plan by staff and the board of trustees
- Frequent and ongoing communication between administration and staff
- Frequent and ongoing communication between Library staff and the public
- Active collaboration between the Library's board of trustees, administration, staff, outside organizations, and the community



Strategic

Focus



Be the educational and cultural anchor for the Charlevoix community.

Our Vision:



Our Mission:

Connect the community to resources that educate, enrich and empower



Goal

To be Charlevoix's "Community Connector" and seen by the residents as the concierge to the city and its rich activities, history, and culture.

Outreach and Community Engagement

Investments

- Increase commitment and resources to actively engage schools and non-profit organizations, focusing not only on what the Library has for them, but how the Library can help them
- Improve outreach and connections with local business, making concerted efforts to raise resource awareness within this sector of the community and engaging the community in what else the Library can do to help them
- Experiment with the School Bus - Wi-Fi project idea, exploring whether this program can better serve and engage a captive audience of teens and youth.

To be a regional and national leader in effective, efficient, and personalized customer service that keeps users raving and supports the high value perception of the Library by the community

Admired Customer Service

- Evaluate and explore what more can be done to make the Library as easy and as friendly to use as possible (hours, processes, procedures, and policies).
- Continue fostering a staff and volunteer culture that not only values, but constantly holds true to the best practices in customer service.
- Improve the web and mobile experiences, focusing on how to make the Library's digital experiences easy, engaging, and effective
- Keep the Library's technological resources up to date and relevant to user and community needs
- Explore ways to re-allocate/re-purpose low-use spaces within the building to address evolving space needs

To purchase and provide highly used and easy-to-access resources that are consistently evaluated by staff using data to improve acquisitions and best meet Charlevoix's needs

Highly Relevant Resources and Materials

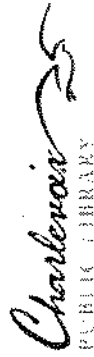
- Increase the amount and frequency of collection analysis (e.g., turnover, trends, digital and physical usage patterns, etc.) to determine purchasing priorities
- Explore and expand collection merchandising strategies for both physical and digital resources
- Increase the collections marketing emphasis and awareness related to digital resources
- Develop a friendly digital interactive experience representing the rich history and uniqueness of Charlevoix

Outcome

The Library is THE place Charlevoix residents and visitors turn to for answers and community insight and happenings

Happy and engaged users who feel well-served by staff on a personal level

A collection of resources that are appreciated as well as highly used and accessed by a broader portion of the community



Strategic Focus

Goal

Investments

Outcome

Effective Community Awareness / Marketing

To deploy a more strategic approach to marketing that further improves community awareness and perception of services to users and non-users

- Develop a strategic marketing plan for the library
- Update the website focused on ease of use and supporting the library's brand and community image.
- Evaluate new avenues and ideas for reaching users and non-users alike

A community that not only appreciates the specialness of CPL, but is also more aware of the new and evolving resources available to them

87 Vibrant and Engaging Youth Services (0-18)

To please the typical Library family as well as continue to draw in and serve youth and families who aren't currently using Library services

- Further build a culture within youth staff of "engagement" verses "containment," fostering creativity, not just consumption as well as a mindset of looking outward and looking beyond who the Library currently serves
- Partner with local groups and organizations who have an adjacent or shared mission with the Library relative to youth
- Experiment with re-launching a Teen/Tween advisory group focusing on building an engaged culture of youth that ideally represents the diverse personalities and needs of the youth within the community
- Continue to evaluate and evolve youth spaces within the Library, with the understanding that these areas will require frequent updating to remain engaging and relevant to young users
- Emphasize programming that engages Teens/Tweens

Youth who are actively engaged in using the Library, expanding their knowledge and literacy skills across both physical and digital realms

Exceptional Programming

To offer programs that are vibrant, engaging, and reach frequent users as well as community members who might not use the Library

- Continue to foster a culture of experimentation in regard to programming at the Library
- Experimentally develop and grow Maker and STEAM programming with the understanding that success may eventually lead to creating dedicated space for these services
- Continue to evolve the role of the Library as "the place" for technology education/literacy and experimentation

A diverse, comprehensive, and valued slate of programs and activities that raise the bar for lifelong learning and user engagement

CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes November 15, 2016

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: None
OTHERS: Julie Waterman, Executive Director
Cindy Morris, Administrative Assistant
Resident of Pine River Place

Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the October regular meeting or questions on the October bills. A motion to approve the minutes from the October regular meeting and the October 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 October financial reports. Pine River Place is 100% occupied. This Thursday (November 17th) the contractor will be starting the project of replacing the shingles on the roof of the community room. Julie presented a demographic report for Pine River Place Apartments. Julie gave an update on the progress of the application for disposition of the storage building at 207 W. Garfield Street.

Old Business:

Executive Directors Evaluation:

Discussion occurred in regards to conducting a performance evaluation of the Executive Director (January 1, 2016 to present). Julie Waterman requested a closed session for the discussion of her performance evaluation. Joan Buday made a motion to go into closed session immediately following the public comment agenda item to conduct the Executive Director's performance evaluation. Paul Stephan seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

New Business:

2017 Meeting Schedule:

Discussion occurred in regards to the 2017 meeting dates of the board of commissioners of the Charlevoix Housing Commission. Joan Buday made a motion to accept the proposed meeting schedule for 2017. Lillian Left seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

FY 2017 Fair Market Rents and Flat Rent Schedule:

Discussion occurred in regards to the FY 2017 Fair Market Rents and Flat Rent Schedule. Lillian Left made a motion to set the Flat Rent Schedule for fiscal year 2017 at the Fair Market Rent amounts to match the Fair Market Rent Final Calculation amounts set for Charlevoix County by approving Resolution 2016-09. Joan Buday seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

Public Comment:

Barbara Evans stated that if the work on the community room roof is not complete by Saturday she would reschedule the annual Rummage Sale.

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

The board went into closed session at 2:22pm. The board came out of closed session at 4:08pm.
The evaluation of the Executive Director was completed with a positive/favorable evaluation of the performance of Julie Waterman as her role as Executive Director.

Adjournment: The meeting adjourned at 4:09 pm. The next meeting will be held Tuesday, December 20, 2016 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

November 17, 2016



Approved by: Laurie Crandall, Board President

12-20-16

CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes December 20, 2016

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:01 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Lillian Left, Joan Buday, Paul Stephan, Laurie Crandall
ABSENT: None
OTHERS: Julie Waterman, Executive Director

Cindy Morris, Administrative Assistant
Resident of Pine River Place

Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the November regular meeting and the November 15th closed session or questions November bills. Discussion occurred concerning the Sam's Club membership and if the savings were worth the membership fees, mileage and hourly wages. Julie explained that the savings on paper products, cleaning supplies, office supplies, etc. are significant enough to make it cost effective to shop at Sam's. The cost to clean the washing machines was discussed. A motion to approve the minutes from the November 15th closed session was made by Joan Buday and seconded by Lillian Left.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

A motion to approve the minutes from the November regular meeting and the November bills was made by Lillian Left and seconded by Joan Buday.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

Executive Directors Report: Executive Director Julie Waterman presented the November financial reports. Pine River Place is 100% occupied. The Community Room roof has been re-shingled. There is a Michigan Housing Directors Association conference coming up February 8 – 10, 2017 in Mount Pleasant if any board members are interested in attending. Julie has details. The Charlevoix Rotary club generously provided a holiday luncheon for residents of Pine River Place on December 15th – 61 people attended (43 residents, 3 staff and 15 Rotarians). Julie received information from HUD with the new regulations concerning smoke-free public housing. Revising our current Smoke-Free Housing Policy will be an agenda item for the January regular meeting.

Old Business:

None

New Business:

Executive Director Contract:

Discussion occurred in regards to the contract for the Executive Director for January 1, 2017 to December 31, 2017. Specifically salary and paid time off. Notes were made by Laurie Crandall on a contract draft. Lillian Left made a motion for the Board President, Laurie Crandall, to sign the contract with the Executive Director after the revisions/additions/corrections discussed today are made. Joan Buday seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

Inventory Removal:

Discussion occurred in regards to Resolution 2016-10 for inventory removal. Lillian Left made a motion to approve Resolution 2016-10 for Removal of Inventory as listed. Joan Buday seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

Public Comment:

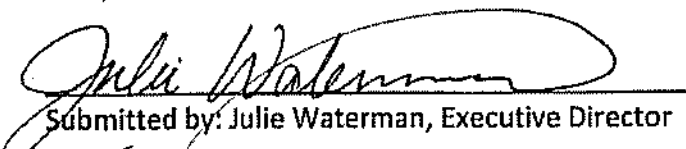
President Crandall asked if there were public comments.

Cindy Morris (Administrative Assistant) mentioned that she will be attending a rent calculation training and exam in late January 2017.

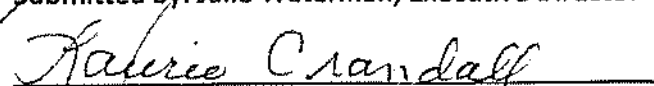
Paul Stephan mentioned the light bulbs the city is giving away to city of Charlevoix residents.

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

Adjournment: The meeting adjourned at 3:26 pm. The next meeting will be held Tuesday, January 17, 2016 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

December 21, 2016


Approved by: Laurie Crandall, Board President

12-21-16