

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

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

1. Pledge of Allegiance

2. Roll Call

3. Presentations

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.

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|---|----------|
| A. City Council Meeting Minutes – February 20, 2017 Regular Meeting | PG 1-9 |
| B. Accounts Payable Check Registers & Payroll Check Registers | PG 10-21 |
| C. Garden Plot Donation | PG 22-23 |
| D. Job Description Revisions | PG 24-27 |
| E. AT&T Renewal Agreements | PG 28-39 |

6. Public Hearings & Actions Requiring Public Hearings

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| A. Expand Pedestrian Use of Van Pelt Alley | PG 40-43 |
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7. All Other Actions & Requests

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| A. Ferry Beach Dredging/Dock | PG 44-46 |
| B. Hazard Mitigation Plan for Charlevoix, Cheboygan, and Emmet Counties | PG 47-50 |
| C. Marina WiFi | PG 51-77 |

8. Reports & Communications

- | | |
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| A. Public Comments | |
| B. City Manager Comments | PG 78-85 |
| 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 March 2, 2017 12 Noon

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, February 20, 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, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: Aaron Hagen
City Manager: Mark Heydlauff
City Clerk: Joyce Golding

3. Presentations

Matt Peterson and Dean Davenport were recognized for their service on the Recreation Advisory Committee and John Kurtz for his service on the Downtown Development Authority/Main Street Board.

4. Inquiry Regarding Conflicts of Interest

Mayor Kurtz commented that he would facilitate the Airport Advisory Committee appointments later in the agenda.

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 – February 6, 2017 Regular Meeting
- B. Regular Accounts Payable Check Register – February 21, 2017
- C. ACH Payments – February 6, 2017 to February 13, 2017
- D. Payroll Check Register – February 10, 2017
- E. Payroll Transmittal – February 10, 2017
- F. Tax Disbursement – February 21, 2017
- G. Approve 2017 Free Dockage for Sea Scouts Ship 11
- H. Approve Recreation Assistant Job Description dated 02/20/2017

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

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

6. Public Hearings & Actions Requiring Public Hearings

1. Public Hearing and Adoption of 2017 Recreation Master Plan

Alan Bean, Community Planner with the Spicer Group, explained that he assisted the Recreation Department in developing an updated five-year Recreation Master Plan which includes seven goals and 26 action items. The approved plan must be submitted to the Department of Natural Resources in order to qualify for grant funding. Mr. Bean noted that two means of public input are required for approval, the first being an online survey, and the second this public hearing.

Councilmember Kalbfell questioned the potential tunnel under US-31 and Mr. Bean responded that this item was included to address safe crossing for golfers, bikers, and pedestrians.

Councilmember Gibson appreciated the Plan's comments regarding good stewardship of our natural resources.

City Manager Heydlauff commended the volunteer members of the Recreation Advisory Committee for their diligent work on the Master Plan.

Mayor Kurtz opened the public hearing at 7:10 p.m. There was no comment and the item was closed.

Motion by Councilmember Perron, second by Councilmember Kalbfell, to approve Resolution #2017-02-02 and adoption of the 2017 Recreation Master Plan.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2017-02-02
RECREATION MASTER PLAN ADOPTION**

- WHEREAS,** *the City of Charlevoix has undertaken a five year Recreation Master Plan which describes the physical features, existing recreation facilities, and the desired actions to be taken to improve and maintain recreation facilities during the five year period that begins in 2017 and ends on December 31, 2021; and*
- WHEREAS,** *the plan has been developed in accordance with the Michigan Department of Natural Resources requirements for a Community Recreation Plan; and*
- WHEREAS,** *an online input survey was made available to the public from July 17 to September 7, 2016, to provide an opportunity for citizens to share ideas and express opinions regarding the future of parks and recreation in the City of Charlevoix; and*
- WHEREAS,** *the draft Recreation Master Plan was made available for review and public comment from January 12 to February 20, 2017, at the Charlevoix City Hall, the Charlevoix Public Library, and online at <http://charlevoix.recdesk.com>; and*
- WHEREAS,** *at a regular meeting with the Recreation Advisory Board, held on February 1, 2017, 6:00 pm at the Charlevoix City Hall, 210 State Street, the City of Charlevoix Recreation Advisory Board recommended adoption of the Recreation Master Plan by the City Council; and*
- WHEREAS,** *a public meeting with the Charlevoix City Council was held on February 20, 2017, 7:00 pm, at the Charlevoix City Hall located at 210 State Street in Charlevoix, to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Recreation Master Plan; and*
- WHEREAS,** *the City of Charlevoix has developed the Recreation Master Plan for the benefit of the entire community and wishes to use the plan as a document to assist in meeting the recreation needs of Charlevoix.*

NOW THEREFORE BE IT RESOLVED, *on this day that the City of Charlevoix adopts said Recreation Master Plan as a guideline for recreation improvements for the City of Charlevoix.*

RESOLVED this 20th day of February, 2017 A.D

Resolution was adopted by the following yea and nay vote:

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

At this time, Mayor Kurtz requested and received approval from Council for a brief presentation from three Charlevoix High School Students. Noah Carson, Isabel Hess, and Chloe Winnie explained that they were here tonight to draw awareness to recycling in Charlevoix. They asked Council to consider the use of multi-stream recycling bins throughout the City and at the beaches, as well as soliciting local businesses to participate in recycling efforts. Mayor Kurtz stated that this topic was discussed and he felt that this presentation may help to move the Council forward.

2. Public Hearing and Adoption of 2016-2017 Budget Amendment

City Manager Heydlauff explained that the 2016-2017 Budget Amendment aligns our actual spending from the last year with the budget. He stated that overall the General Fund used roughly \$77,000 in reserves compared with an estimated budget of \$211,000 coming from reserves. The General Fund ended the year with \$1.3 million in cash reserves or 38% of annual expenses-a very healthy cash reserve. City Manager Heydlauff recalled that while the City undertook extensive infrastructure improvements in the last year, costs came in roughly \$200,000 less than was budgeted or slightly less than 10% of the overall project. He noted that the utility funds performed within expectations with the Water Fund beginning to improve.

Mayor Kurtz opened the public hearing at 7:16 p.m. There was no comment and the item was closed.

Motion by Councilmember Cole, second by Councilmember Gibson, to approve Ordinance #780 and approve the Budget Amendment for the 2016-2017 budget as presented.

**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	3,450,849	(30,351)
- Legislative	EX Total	44,400	52,974	8,574
- General Government	EX Total	569,000	587,225	(1,775)
- Public Safety	EX Total	1,119,900	1,058,813	(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	1,159,800	1,051,088	(108,512)
- Other	EX Total	131,900	128,758	(5,142)
Major Street Fund	RV Total	287,768	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	159,800	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	208,800	321,768	114,968
	EX Total	208,800	318,298	111,498
Airport Fund	RV Total	2,525,600	2,510,793	(14,807)
	EX Total	1,818,900	1,590,969	(27,931)
P#2 - Sewer Capital Fund Tap Ins	RV Total	8,100	11,100	3,000
P#5 - Sewer Capital Fund	RV Total	6,100	7,750	1,650
P#6 - Infrastructure Improvements Fund	RV Total	3,487,700	478,782	(3,008,918)
	EX Total	3,471,200	2,933,943	(537,257)
P#7 - Street Improvements	RV Total	233,800	234,585	985
	EX Total	207,955	218,541	8,586
P#9 - Industrial Park Fund	RV Total	30	60	30
	EX Total	5,000	3,500	(1,500)
P#12 - Mt. McSaubia 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	2,283,826	(82,874)
Motor Pool Fund	RV Total	1,077,900	1,144,769	66,869
Motor Pool Fund	EX Total	1,279,700	1,281,211	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	\$45,883			
2012-13	\$76,813			
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: Councilmember Cole
Second by: Councilmember Gibson

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

State of Michigan)
) ss
City of Charlevoix)

3. Public Hearing and Adoption of 2017-2018 City Budget, Millage Rates, and Fee Schedule

City Manager Heydlauff recalled that at the last meeting, he submitted the final budget recommendation from Staff and the ordinance to approve it. Pursuant to Michigan law, a Public Hearing must be held on the establishment of the tax rate and budget. He touched briefly on the following budget items:

- Complete reconstruction of Antrim Street (Bridge to State), Hurlbut (Bridge to State), and Prospect (Dixon to Petoskey)
- Extensive repaving of various streets to improve conditions and long-term wear
- Installation of new cooling system for City Hall
- New filter media, pump rebuilds, and control improvements at the Water Treatment Plant
- Taxiway A surface improvements and new lighting at the Charlevoix Municipal Airport
- No change in tax rates
- New City website and online Code of Ordinances to make City government more user friendly
- Software to digitize Council and City Board and Commission packets

The rate and fee schedule includes the following significant points:

- No change in electric rates
- Average City resident water bills will increase \$5 per month; sewer bills will increase \$1 per month
- Golf Course and McSauba Rates remain the same with the exception of a reduction for ice rink season passes
- No change for parking or marina rates

Councilmember Gibson stated the Airport Advisory Committee has not reviewed rates and fees. This will be done at a special meeting in March. She requested that Council wait to approve the Airport Rates and Fees schedule until after the Committee submits their recommendation.

Mayor Kurtz commented on the streamlined budget process and thanked Treasurer McGinn for her work.

City Manager Heydlauff stated that he included a proposed Capital Budget and Plan titled "Charlevoix Tomorrow" which highlights opportunities for growth and redevelopment along with long-term budget planning. He noted that Council action was not needed at this time but it will be referred to the Planning Commission for their consideration before returning to Council.

Mayor Kurtz opened the public hearing at 7:24 p.m. There was no comment and the item was closed.

Motion by Councilmember Kalbfell, second by Councilmember Gibson, to approve Ordinance #781 and approve the 2017-2018 City of Charlevoix Budget as presented.

**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 levy 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 No. 781 was enacted on the 20th day of February, 2017 A.D., by the Charlevoix City Council as follows:

Motion by: Councilmember Kalbfell
Second by: Councilmember Gibson

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

State of Michigan)
) ss
City of Charlevoix)

Motion by Councilmember Gibson, second by Councilmember Kalbfell, to approve Resolution #2017-02-03 and approve the Rates and Fees Schedule for 2017-2018 excluding the Airport Rates and Fees until reviewed by the Airport Advisory Committee.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2017-02-03
RATES & FEES ASSOCIATED WITH THE 2017-18 BUDGET**

- WHEREAS,** the City of Charlevoix annually must adopt a balanced budget to comply with the City Charter; and
- WHEREAS,** the City of Charlevoix in preparing the budget, assumes the adoption of rates and fees for various services they provide in order to pay for those services in whole or in part as proposed in their annual budget; and
- WHEREAS,** the City of Charlevoix defines all of their rates and fees in the rate section of the proposed budget; and
- WHEREAS,** the City of Charlevoix proposes to make these rates and fees effective on April 1, 2017.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix adopts all rates and fees included in the 2017-18 Proposed Budget with changes to the rates and fees for the following areas: utility rates for electric, sewer and water and fees for the following services: airport, golf, parking fines, fees and spaces, Ferry Beach boat launch ramp parking fees, miscellaneous fees, FOIA requests, golf, planning and zoning and recreation.

RESOLVED, this 20th day of February, 2017 A.D.

Resolution adopted by the following yea and nay votes:

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

7. All Other Actions & Requests

A. Charlevoix Area Chamber of Commerce Promotional and Marketing Agreement

City Manager Heydlauff stated that since the 1980s, the City of Charlevoix has entered into an agreement with the Charlevoix Area Chamber of Commerce for promoting and disseminating information on Charlevoix's industry, commerce, educational opportunities, and recreation. The latest agreement expires on March 31, 2017.

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

Motion by Councilmember Cole, second by Councilmember Kalbfell, to approve the Charlevoix Area Chamber of Commerce Promotional and Marketing Agreement and authorize the Mayor and City Clerk to sign on behalf of the City.

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

B. Revision to Recreation Advisory Committee Bylaws

Recreation Director Kirinovic stated that the Recreation Advisory Committee proposed an update to its bylaws to allow more flexibility toward retention of a full Committee roster. The proposed revision permits the Mayor to reappoint an existing member to the Committee for another term, if no other volunteer is interested in the position.

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

Motion by Councilmember Oleksy, second by Councilmember Kalbfell, to approve the Recreation Advisory Committee Bylaws as presented.

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

C. Council Appointments

Motion by Councilmember Gibson, second by Councilmember Kalbfell, to appoint Dennis Kusina to the Board of Review, term expiring December 2019.

Yeas: Kalbfell, Perron, Gibson, Cole, Oleksy

Nays: None
Absent: Hagen

Motion by Councilmember Perron, second by Councilmember Cole, to reappoint Councilmember Gibson to the Airport Advisory Committee, term expiring February 2019.

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

Motion by Councilmember Gibson, second by Councilmember Kalbfell, to reappoint Don Seelye—City Resident to the Airport Advisory Committee, term expiring February 2019.

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

8. Reports & Communications

A. Public Comments

Rick Root, owner of the Taffy Barrel, expressed his concern regarding the proposed changes to Van Pelt Alley. He indicated that businesses along the alley need access for delivery trucks. Mr. Root suggested limiting the alley to commercial traffic only. Councilmember Gibson stated that a Public Hearing was scheduled for March 6th to discuss the alley proposal. Council concurred to expand notification of the Public Hearing to affected "business owners" in addition to those property owners already notified.

Jodi Laurent, 1st Ward, requested that the broken service group sign on Fairway and Petoskey be removed.

B. City Manager Comments

City Manager Heydlauff stated that the Mayor requested a Work Session on March 8th at 1:30 p.m. to review and discuss the progress of the Main Street Program.

C. Mayor & Council Comments

Councilmember Gibson described the current residential garbage/debris pickup procedures. She felt that the ordinance should be consistent and suggested the following: designate one day for household pickup, require construction debris to be placed in a dumpster, change the bimonthly household refuse pickup to quarterly, and require short term rental property owners to manage their renters' garbage. Councilmember Kalbfell questioned the feasibility of the City putting garbage pickup out to bid for one contractor. Councilmember Perron agreed with the idea of a single day pickup, but not contracting a single supplier. City Manager Heydlauff will bring options back to Council.

Mayor Kurtz suggested another work session with the school board, township, and hospital. Council concurred. City Manager Heydlauff will reach out to these organizations and set a date.

9. Other Council Business

None.

10. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn. There were no objections. Meeting adjourned at 7:46 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

Regular Accounts Payable – 02/21/2017

ACE HARDWARE	1,364.28	BARRETT'S AUTO & MARINE TRIM	330.00
ALL AREA TOWING	65.00	BC PIZZA	57.28
ALL-PHASE ELECTRIC SUPPLY CO.	142.20	BRADFORD'S	32.50
ALTEC INDUSTRIES INC	53.72	CARQUEST OF CHARLEVOIX	578.69
AMERICAN WASTE INC.	269.96	CV AREA CHAMBER OF COMMERCE	240.00
ARCH INSURANCE COMPANY	3,095.66	CHARLEVOIX DISTRICT LIBRARY	25.00
ASPLUNDH TREE EXPERT CO	10,580.00	CHARLEVOIX GLASS INC.	206.74
AT YOUR SERVICE PLUS INC	690.00	CHARLEVOIX SCREEN MASTERS INC	359.25
AUTO VALUE	769.81	CHARTER COMMUNICATIONS	994.63
AVFUEL CORPORATION	392.70	CINTAS CORPORATION #729	30.00

CITY OF CHARLEVOIX - UTILITIES	34,910.25	OLESON'S FOOD STORES	7.45
CITY OF PETOSKEY	240.00	OLSON BZDOK & HOWARD	3,134.27
DOWNING, DENNIS	25.17	OSCAR W LARSON COMPANY	3,990.00
FAMILY FARM & HOME	186.03	PARASTAR INC.	935.91
FASTENAL COMPANY	38.47	PICOTTE, DIANE	165.00
FLICKEMA, ANDREW	162.28	PIKE, HELEN	362.06
FREEDOM MAILING SERVICES INC.	2,267.03	PLYMKRAFT INC	2,145.00
FRONT LINE SERVICES INC.	100.95	POWER LINE SUPPLY	188.64
HYDRO CORP	515.00	PREIN & NEWHOF	240.00
JACK DOHENY SUPPLIES INC	252.18	QUICK CARE MEDICAL CENTER	105.00
JACKLIN STEEL SUPPLY CO	184.52	QUILL CORP	269.90
KASSBOHRER ALL TERRAIN VEHICLE	674.00	RANGE TELECOMMUNICATIONS	183.60
KEVIN'S METER TESTING	2,908.72	SAUNDERS, DIANA	88.69
KMart	3.57	SCIENTIFIC BRAKE & EQUIP CO	99.61
KSS ENTERPRISES	250.87	SIGMA-ALDRICH RTC	369.10
LAKESHORE TIRE & AUTO SERVICE	1,040.70	SPICER GROUP INC	675.00
MC SPORTS	239.96	SPOK INC	9.99
MCCARDEL CULLIGAN-PETOSKEY	50.00	STATE OF MICHIGAN	260.00
MCLAREN HEALTH PLAN	198.42	TRUCK & TRAILER SPECIALTIES	1,575.06
MEREDITH, DALE	150.97	USA BLUE BOOK	459.28
METAL HEAD WELDING LLC	705.00	VANAMBURG, LEON	7.24
MICHIGAN MUNICIPAL LEAGUE	18,811.00	VERTIV	3,802.95
MICHIGAN OFFICEWAYS INC	1,738.92	WELLER, LINDA	22.25
MIDWESTERN BROADCASTING CO	536.00	WILBERT BURIAL VAULT CO	591.36
NORTHERN CREDIT BUREAU	201.35	WILLCOME TREE SERVICE	13,510.00
NORTHERN LOGISTICS	695.00	WINDER POLICE EQUIPMENT	151.58
NORTHERN MICHIGAN REVIEW INC.	649.84	WURST, RANDALL W.	201.16
NORTHWEST DESIGN GROUP	37.50	ZACHARIAS, STEVEN B.	100.00
NORTHWEST HYDRAULICS & ENGRG.	205.37	TOTAL	121,906.59

ACH Payments – 02/06/2017 to 02/13/2017

MI PUBLIC POWER AGENCY	8,578.90	STATE OF MI (WITHHOLDING TAX)	3,899.25
PAYMENT SERVICE NETWORK	215.30	VANTAGEPOINT (401 ICMA PLAN)	699.94
DTE ENERGY	9,500.23	VANTAGEPOINT (457 ICMA PLAN)	12,259.48
STATE OF MI (SALES TAX)	24,656.06	VANTAGEPOINT (ROTH IRA)	911.53
IRS (PAYROLL TAX DEPOSIT)	27,163.00	MI PUBLIC POWER AGENCY	3,449.83
ALERUS FINANCIAL (HCSP)	420.00	TOTAL	91,753.52

Payroll Net Pay – Pay Period Ending 02/04/2017 (Paid 02/10/2017)

WELLER, LINDA JO	1,469.19	STEVENS, BRANDON C.	2,007.98
HEYDLAUFF, MARK L.	2,392.96	DRAVES, MARTIN J.	1,560.39
GOLDING, JOYCE M.	1,080.00	BROWN, STEPHANIE C.	1,042.18
DEROSIA, PATRICIA E.	917.28	ANDERSON, ELIZABETH A.	1,025.90
DOTSON, LINDSEY J.	1,393.28	ELLIOTT, PATRICK M.	1,962.27
LOY, EVELYN R.	1,050.16	SCHWARTZFISHER, JOSEPH L.	1,157.42
KLOOSTER, ALIDA K.	1,736.98	BRADLEY, KELLY R.	1,589.92
GOLOVICH, KAREN J.	970.67	HART II, DELBERT W.	1,141.62
SPENCLEY, PATRICIA L.	1,206.11	JONES, ROBERT F.	1,128.21
PANOFF, ZACHARY R.	1,169.91	DORAN, JUSTIN J.	1,538.85
MILLER, FAITH G.	27.52	BECKER, MICHAEL S.	18.47
LEESE, MERRI C.	323.70	BITELY, KATHERINE A.	423.13
MCGINN, KELLY A.	1,564.07	BOSS, SHERRY M.	525.29
DOAN, GERARD P.	1,559.32	BRADLEY, JOHN P.	73.88
SCHLAPPI, JAMES L.	885.16	DIXON, MIKAYA S.	180.67
UMULIS, MATTHEW T.	1,180.47	NIMPHIE, NOAH J.D.	249.64
HANKINS, SCOTT A.	1,456.96	PORATH, JACOB P.	217.98
ORBAN, BARBARA K.	1,104.88	HAGEN, MADISON L.	313.99
TRAEGER, JASON A.	710.53	CRANDELL, ZACKARY R.	230.11
FLICKEMA, ANDREW M.	1,563.18	BERTINELLI, DAVID P.	923.57
MATELSKI, KIMBERLY A.	1,143.81	ARNOLD, HAILEE M.	165.12
RILEY, DENISE M.	420.66	BOSS, BEAU J.	849.92
WURST, RANDALL W.	1,097.08	BARNEVELD, VLADIMIR R.	35.24
MAYER, SHELLEY L.	1,624.27	FICHTNER, KRISTIE S.	277.05
HILLING, NICHOLAS A.	1,260.61	HEID, THOMAS J.	1,273.44
MEIER III, CHARLES A.	1,052.82	VANLOO, JOSEPH G.	633.68
ZACHARIAS, STEVEN B.	1,162.24	WYMAN, MATTHEW A.	1,423.43
EATON, BRAD A.	1,856.44	BOSS, RYDER S.	466.86
WILSON, TIMOTHY J.	2,253.95	MILLER, WILLIAM S.	1,190.05
LAVOIE, RICHARD L.	1,630.19	DOUGLAS, MARK	135.37

STEVENS, JEFFREY W.	175.70	JOHNSON, STEVEN P.	984.47
WILLSON, BRENDA R.	65.72	BOSS JR, DALE E.	1,212.17
BEAN, PETER J.	585.40	STEBE JR, JOHN M.	372.61
RILEY, DANIEL A.	312.04	STEBE, CATHERINE M.	341.76
SWEM, DONALD L.	1,834.08	HOLM, ARTHUR R.	793.65
WHITLEY, ANDREW T.	1,683.65	MATTER, DAWSON K.	96.90
MORRISON, KEVIN P.	911.92		
HODGE, MICHAEL J.	1,259.66	TOTAL	71,655.76

Payroll Transmittal - 02/10/2017

4FRONT CREDIT UNION	307.69	COMMUNICATION WORKERS OF AMER	519.37
AMERICAN FAMILY LIFE	191.88	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	5,533.61

Tax Disbursement 02/21/2017

CHARLEVOIX COUNTY TREASURER	1,440.09	CHARLEVOIX PUBLIC SCHOOLS	45.10
CHARLEVOIX COUNTY TREASURER	240,284.59	CHARLEVOIX PUBLIC SCHOOLS	170.04
CHARLEVOIX COUNTY TREASURER	804.73	CITY OF CHARLEVOIX - TAXES DUE	62,289.10
CHARLEVOIX DISTRICT LIBRARY	82,705.42	RECREATIONAL AUTHORITY	16,232.81
CHARLEVOIX PUBLIC SCHOOLS	5,961.05	TALON TITLE AGENCY LLC	49.08
CHARLEVOIX PUBLIC SCHOOLS	1,217.62		
CHARLEVOIX PUBLIC SCHOOLS	124.77	TOTAL	411,324.40

Check Number	Payee	Amount
02/21/2017		
119439	AT&T	2,224.48
119440	AT&T MOBILITY	90.07
119441	CHARLEVOIX STATE BANK	11,203.90
119442	CHARTER COMMUNICATIONS	392.57
119443	DELTA DENTAL	3,572.06
119444	GREAT LAKES ENERGY	242.67
119445	METLIFE SMALL BUSINESS CENTER	686.13
119446	PRIORITY HEALTH	41,369.84
119447	VERIZON WIRELESS	56.72
119448	VISION SERVICE PLAN	518.88
Total 02/21/2017:		60,357.32
Grand Totals:		60,357.32

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

02/21/17	Special Accounts Payable Run	\$ 60,357.32
02/23/17	Payroll (net pay)	\$ 87,084.86
02/23/17	Payroll Transmittal Checks	\$ 6,232.61
03/07/17	Regular Accounts Payable	\$ 611,486.65
Checks Sub-Total:		\$ 765,161.44

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

02/21/17	MI Public Power Agency	\$ 30,484.16
02/23/17	IRS (Payroll Tax Deposit)	\$ 33,096.28
02/23/17	Alerus Financial (HCSP)	\$ 420.00
02/23/17	State of MI (Withholding Tax)	\$ 4,855.68
02/23/17	Vantagepoint (401 ICMA Plan)	\$ 699.94
02/23/17	Vantagepoint (457 ICMA Plan)	\$ 12,425.08
02/23/17	Vantagepoint (Roth IRA)	\$ 911.53
02/23/17	MERS (Defined Benefit Plan)	\$ 26,381.28
02/27/17	MI Public Power Agency	\$ 10,236.16
02/27/17	MI Public Power Agency	\$ 254,554.93

ACH Sub-Total: \$ 374,065.04

Huntington National Bank Total: \$ 1,139,226.48

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

03/07/17	Tax Disbursement	\$ 480,665.29
Charlevoix State Bank Total:		\$ 480,665.29

Grand Total: \$ 1,619,891.77

APPROVED:


CITY MANAGER


CITY TREASURER

CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/18/2017	PC	02/23/2017	22898	WELLER, LINDA JO	101		1,469.19
02/18/2017	PC	02/23/2017	22899	HEYDLAUFF, MARK L.	102		2,109.01
02/18/2017	PC	02/23/2017	22900	GOLDING, JOYCE M.	106		1,080.00
02/18/2017	PC	02/23/2017	22901	DEROSIA, PATRICIA E.	107		891.92
02/18/2017	PC	02/23/2017	22902	DOTSON, LINDSEY J.	109		1,393.28
02/18/2017	PC	02/23/2017	22903	LOY, EVELYN R.	117		1,050.16
02/18/2017	PC	02/23/2017	22904	KLOOSTER, ALIDA K.	121		1,540.11
02/18/2017	PC	02/23/2017	22905	GOLOVICH, KAREN J.	122		970.67
02/18/2017	PC	02/23/2017	22906	SPENCLEY, PATRICIA L.	136		1,272.04
02/18/2017	PC	02/23/2017	22907	PANOFF, ZACHARY R.	141		1,169.91
02/18/2017	PC	02/23/2017	22908	MILLER, FAITH G.	142		29.83
02/18/2017	PC	02/23/2017	22909	LEESE, MERRI C.	145		523.99
02/18/2017	PC	02/23/2017	22910	MCGINN, KELLY A.	146		1,564.08
02/18/2017	PC	02/23/2017	22911	DOAN, GERARD P.	201		1,559.32
02/18/2017	PC	02/23/2017	22912	SCHLAPPI, JAMES L.	204		1,161.53
02/18/2017	PC	02/23/2017	22913	UMULIS, MATTHEW T.	205		1,230.71
02/18/2017	PC	02/23/2017	22914	HANKINS, SCOTT A.	208		1,456.97
02/18/2017	PC	02/23/2017	22915	ORBAN, BARBARA K.	209		1,249.50
02/18/2017	PC	02/23/2017	22916	TRAEGER, JASON A.	210		548.67
02/18/2017	PC	02/23/2017	22917	FLICKEMA, ANDREW M.	211		1,698.84
02/18/2017	PC	02/23/2017	22918	MATELSKI, KIMBERLY A.	212		1,143.82
02/18/2017	PC	02/23/2017	22919	RILEY, DENISE M.	306		424.69
02/18/2017	PC	02/23/2017	22920	WURST, RANDALL W.	411		960.48
02/18/2017	PC	02/23/2017	22921	MAYER, SHELLEY L.	412		1,353.00
02/18/2017	PC	02/23/2017	22922	HILLING, NICHOLAS A.	413		1,197.08
02/18/2017	PC	02/23/2017	22923	MEIER III, CHARLES A.	421		1,403.16
02/18/2017	PC	02/23/2017	22924	ZACHARIAS, STEVEN B.	422		1,380.81
02/18/2017	PC	02/23/2017	22925	EATON, BRAD A.	515		1,738.14
02/18/2017	PC	02/23/2017	22926	WILSON, TIMOTHY J.	516		2,016.65
02/18/2017	PC	02/23/2017	22927	LAVOIE, RICHARD L.	519		1,675.52
02/18/2017	PC	02/23/2017	22928	STEVENS, BRANDON C.	521		1,859.12
02/18/2017	PC	02/23/2017	22929	DRAVES, MARTIN J.	523		1,647.10
02/18/2017	PC	02/23/2017	22930	BROWN, STEPHANIE C.	524		354.39
02/18/2017	PC	02/23/2017	22931	ANDERSON, ELIZABETH	526		1,108.01
02/18/2017	PC	02/23/2017	22932	ELLIOTT, PATRICK M.	600		1,962.28
02/18/2017	PC	02/23/2017	22933	SCHWARTZFISHER, JOS	603		1,244.45
02/18/2017	PC	02/23/2017	22934	BRADLEY, KELLY R.	614		1,301.49
02/18/2017	PC	02/23/2017	22935	HART II, DELBERT W.	616		1,237.87
02/18/2017	PC	02/23/2017	22936	JONES, ROBERT F.	618		1,382.71
02/18/2017	PC	02/23/2017	22937	DORAN, JUSTIN J.	621		1,507.13
02/18/2017	PC	02/23/2017	22938	KIRINOVIC, THOMAS F.	700		521.46
02/18/2017	PC	02/23/2017	22939	BITELY, KATHERINE A.	704		335.10
02/18/2017	PC	02/23/2017	22940	BOSS, SHERRY M.	730		587.43
02/18/2017	PC	02/23/2017	22941	BRADLEY, JOHN P.	735		50.79
02/18/2017	PC	02/23/2017	22942	DIXON, MIKAYA S.	736		258.77
02/18/2017	PC	02/23/2017	22943	NIMPHIE, NOAH J.D.	737		265.26
02/18/2017	PC	02/23/2017	22944	PORATH, JACOB P.	741		129.29
02/18/2017	PC	02/23/2017	22945	HAGEN, MADISON L.	752		460.12
02/18/2017	PC	02/23/2017	22946	CRANDELL, ZACKARY R.	753		331.65
02/18/2017	PC	02/23/2017	22947	BERTINELLI, DAVID P.	764		923.57
02/18/2017	PC	02/23/2017	22948	ARNOLD, HAILEE M.	768		265.26
02/18/2017	PC	02/23/2017	22949	BOSS, BEAU J.	788		849.92
02/18/2017	PC	02/23/2017	22950	BARNEVELD, VLADIMIR	789		455.18
02/18/2017	PC	02/23/2017	22951	FICHTNER, KRISTIE S.	792		221.64
02/18/2017	PC	02/23/2017	22952	HEID, THOMAS J	802		1,273.44
02/18/2017	PC	02/23/2017	22953	VANLOO, JOSEPH G.	902		442.59
02/18/2017	PC	02/23/2017	22954	WYMAN, MATTHEW A.	927		1,423.43

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/18/2017	PC	02/23/2017	22955	BOSS, RYDER S.	932		464.72
02/18/2017	PC	02/23/2017	22956	MILLER, WILLIAM S.	933		988.59
02/18/2017	PC	02/23/2017	22957	DOUGLAS, MARK	935		404.00
02/18/2017	PC	02/23/2017	22958	STEVENS, JEFFREY W.	1028		629.42
02/18/2017	PC	02/23/2017	22959	FUNKEY, KRAIG R.	1034		154.68
02/18/2017	PC	02/23/2017	22960	MEGGISON, JERRY B.	1036		229.06
02/18/2017	PC	02/23/2017	22961	RILEY, CASEY W.	1052		644.44
02/18/2017	PC	02/23/2017	22962	THORMAN, MIKAYLA R.	1055		362.81
02/18/2017	PC	02/23/2017	22963	JONES, LARRY M.	1057		1,393.22
02/18/2017	PC	02/23/2017	22964	FLORE, ROBERT A.	1058		892.49
02/18/2017	PC	02/23/2017	22965	WILLSON, BRENDA R.	1059		1,250.44
02/18/2017	PC	02/23/2017	22966	BEAN, PETER J.	1060		1,893.28
02/18/2017	PC	02/23/2017	22967	FENNELL, DREW M.	1062		242.27
02/18/2017	PC	02/23/2017	22968	RILEY, REBECCA J.	1063		114.52
02/18/2017	PC	02/23/2017	22969	WHITLEY, TYLER J.	1065		1,008.40
02/18/2017	PC	02/23/2017	22970	MCCALIB, RACHELLE L.	1066		370.61
02/18/2017	PC	02/23/2017	22971	TRAVERS, MANUEL J.	1071		1,137.16
02/18/2017	PC	02/23/2017	22972	SILVA, JESSE L.A.	1073		132.14
02/18/2017	PC	02/23/2017	22973	RILEY, DANIEL A.	1079		1,864.76
02/18/2017	PC	02/23/2017	119418	SWEM, DONALD L.	512		1,834.09
02/18/2017	PC	02/23/2017	119419	WHITLEY, ANDREW T.	522		1,703.19
02/18/2017	PC	02/23/2017	119420	MORRISON, KEVIN P.	601		1,492.80
02/18/2017	PC	02/23/2017	119421	HODGE, MICHAEL J.	606		1,259.66
02/18/2017	PC	02/23/2017	119422	JOHNSON, STEVEN P.	617		1,363.03
02/18/2017	PC	02/23/2017	119423	BOSS JR, DALE E.	701		1,212.17
02/18/2017	PC	02/23/2017	119424	MILAN, JANE E.	711		60.03
02/18/2017	PC	02/23/2017	119425	STEBE JR, JOHN M.	729		411.27
02/18/2017	PC	02/23/2017	119426	STEBE, CATHERINE M.	765		376.91
02/18/2017	PC	02/23/2017	119427	HOLM, ARTHUR R.	791		684.31
02/18/2017	PC	02/23/2017	119428	ROLOFF, AUDREY M.	1037		431.02
02/18/2017	PC	02/23/2017	119429	MATTER, DAWSON K.	1038		2,302.33
02/18/2017	PC	02/23/2017	119430	WHITLEY, ADAM T.	1089		114.51
Grand Totals:			89				87,084.86

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
02/18/2017	02/23/2017	119431	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	307.69
02/18/2017	02/23/2017	119432	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	191.88
02/18/2017	02/23/2017	119432	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	461.64
02/18/2017	02/23/2017	119433	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 2/18/2	59.00
02/18/2017	02/23/2017	119434	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	2,204.62
02/18/2017	02/23/2017	119435	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
02/18/2017	02/23/2017	119436	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	519.37
02/18/2017	02/23/2017	119437	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	323.45
02/18/2017	02/23/2017	119438	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	2,014.96
Grand Totals		9				6,232.61



Check Number	Payee	Amount
03/07/2017		
119449	a5 Branding & Design	2,106.41
119450	AIRGAS USA LLC	123.22
119451	ALTEC INDUSTRIES INC	596.57
119452	ARCADIA BENEFITS GROUP INC	25.00
119453	ARGUS/HAZCO	303.93
119454	ARROW UNIFORM-TAYLOR L.L.C.	1,153.50
119455	ASPLUNDH TREE EXPERT CO	9,191.38
119456	AT&T LONG DISTANCE	47.16
119457	B & L SOUND INC	198.92
119458	BALCH, GARY	165.00
119459	BEEMON, RICK	101.50
119460	BINSTADT, RICHARD	5.50
119461	BOB MATHERS FORD	872.80
119462	BOSS, LINDA K.	312.56
119463	BRADLEY, KELLY R.	86.00
119464	CCI SOUTH LLC	157.50
119465	CENTRAL DRUG STORE	127.92
119466	CHARLEVOIX GLASS INC.	100.00
119467	CHARLEVOIX SCREEN MASTERS INC	4,677.00
119468	CHARLEVOIX STATE BANK	190.00
119469	CHARLEVOIX TOWNSHIP	399.00
119470	COHEN, VIVIAN	121.00
119471	CROSSROADS MOBILE MAINTENANC	2,421.00
119472	DAVIS, JEAN	49.50
119473	DCASSESSING SERVICES	4,371.08
119474	DeROSIA, PATTY	41.00
119475	DOAN, GERARD	383.60
119476	DOTSON, LINDSEY J.	41.00
119477	ELLIOTT, PATRICK M.	355.98
119478	EMERGENCY MEDICAL PRODUCTS I	1,020.61
119479	ETNA SUPPLY	6,810.00
119480	EVANS, HAL	41.00
119481	FASTENAL COMPANY	16.75
119482	GOLDING, JOYCE	41.00
119483	GREAT LAKES ELEVATOR LLC	2,600.00
119484	GRP ENGINEERING INC.	267.77
119485	GRULER'S FARM SUPPLY INC	693.50
119486	HACH COMPANY	1,602.69
119487	HANKINS, SCOTT	41.00
119488	HART II, DELBERT W.	86.00
119489	HEID, THOMAS J.	41.00
119490	HEYDLAUFF, MARK L	41.00
119491	HILER, SHERRY	19.07
119492	HOLIDAY COMPANIES	5,548.32
119493	HOSLER, MAGGIE	39.10
119494	JACK DOHENY SUPPLIES INC	510.11
119495	JACKSON, CAITLIN	70.00
119496	JOPPA HOUSE MINISTRIES PROGRA	5,000.00

Check Number	Payee	Amount
119497	KELSEY, DORA	34.28
119498	KEVIN'S METER TESTING	1,857.96
119499	KIRINOVIC, THOMAS	41.00
119500	KLOOSTER, ALIDA K.	41.00
119501	KSS ENTERPRISES	137.74
119502	LAKESHORE TIRE & AUTO SERVICE	26.00
119503	LEESE, M. CHRIS	89.88
119504	LEMON, THOMAS	220.00
119505	LOUCKS, SHERRI	30.69
119506	MACKENZIE, JOHN	165.00
119507	MARTIN, RICHARD	58.06
119508	MAYER, SHELLEY L.	41.00
119509	McGINN, KELLY	41.00
119510	MERRILL, BARRY	155.00
119511	MICHIGAN WATER ENV ASSOC	130.00
119512	MILLER, WILLIAM S.	41.00
119513	NETSOURCE ONE INC.	96.00
119514	NORTHERN FIRE & SAFETY INC.	253.50
119515	NORTHERN MICHIGAN REVIEW INC.	2,204.30
119516	NORTHERN PUMP & WELL	1,200.00
119517	NW MI COG	2,240.00
119518	O'LEARY, LINDA	42.38
119519	ORTWINE, MICHAEL	130.94
119520	OTWELL MAWBY	10,055.00
119521	PAIR, EDITH	7.73
119522	PANOFF, ZACH	41.00
119523	PERFORMANCE ENGINEERS INC	6,696.25
119524	PERSONAL GRAPHICS	1,112.22
119525	PLUNKETT & COONEY	1,420.00
119526	PORATH, JAKE	160.00
119527	POWER LINE SUPPLY	5,541.04
119528	PREIN & NEWHOF	8,023.20
119529	PRO WEB MARKETING LLC	10.00
119530	PVS TECHNOLOGIES INC	6,245.51
119531	RYLANDER, DONALD	42.38
119532	SCHMUCKAL OIL CO	677.60
119533	STATE OF MICHIGAN	70.00
119534	STEPHAN, PAUL	25.00
119535	SUPERIOR MECHANICAL	160.00
119536	SWEM, DONALD L.	41.00
119537	TERMINAL SUPPLY CO	991.86
119538	THE BANK OF NEW YORK MELLON N.	502,326.56
119539	THIRD DAY FELLOWSHIP	2,000.00
119540	TRUCK & TRAILER SPECIALTIES	829.17
119541	U.S. SAWS	818.32
119542	USA BLUE BOOK	753.50
119543	VILLAGE GRAPHICS INC.	5.00
119544	WAGNER, BRIAN	115.50
119545	WELLER, LINDA	41.00

Check Number	Payee	Amount
119546	WITHERSPOON, JAMES	134.47
119547	WITHROW, GREGORY	37.65
119548	WORK & PLAY SHOP	132.03
119549	WURST, RANDALL W.	355.98
119550	WYMAN, MATTHEW A.	41.00
119551	ZACHARIAS, STEVEN B.	86.00
Total 03/07/2017:		611,486.65
Grand Totals:		611,486.65

Check Number	Payee	Amount
02/21/2017		
22117001	MICHIGAN PUBLIC POWER AGENCY	30,484.16
Total 02/21/2017:		30,484.16
Grand Totals:		30,484.16

Check Issue Date	Check Number	Payee	Amount
22317001			
02/23/2017	22317001	**EFTPS* Payroll Taxes	8,174.31
02/23/2017	22317001	**EFTPS* Payroll Taxes	8,174.31
02/23/2017	22317001	**EFTPS* Payroll Taxes	1,911.73
02/23/2017	22317001	**EFTPS* Payroll Taxes	1,911.73
02/23/2017	22317001	**EFTPS* Payroll Taxes	12,924.20
Total 22317001:			
	5		33,096.28
22317002			
02/23/2017	22317002	Alerus Financial	420.00
Total 22317002:			
	1		420.00
22317003			
02/23/2017	22317003	STATE OF MICHIGAN	4,855.68
Total 22317003:			
	1		4,855.68
22317004			
02/23/2017	22317004	Vantagepoint - 401 Plan 109153	699.94
Total 22317004:			
	1		699.94
22317005			
02/23/2017	22317005	Vantagepoint - 457 Plan 300959	4,927.95
02/23/2017	22317005	Vantagepoint - 457 Plan 300959	620.65
02/23/2017	22317005	Vantagepoint - 457 Plan 300959	1,673.19
02/23/2017	22317005	Vantagepoint - 457 Plan 300959	5,203.29
Total 22317005:			
	4		12,425.08
22317006			
02/23/2017	22317006	Vantagepoint - Roth IRA 706117	911.53
Total 22317006:			
	1		911.53
Grand Totals:			
	13		52,408.51



Check Number	Payee	Amount
02/23/2017		
22317007	MERS	26,381.28
Total 02/23/2017:		26,381.28
Grand Totals:		26,381.28

Check Number	Payee	Amount
02/27/2017		
22717001	MICHIGAN PUBLIC POWER AGENCY	10,236.16
22717002	MICHIGAN PUBLIC POWER AGENCY	254,554.93
Total 02/27/2017:		264,791.09
Grand Totals:		264,791.09

Check Number	Payee	Amount
03/07/2017		
2863	CHARLEVOIX COUNTY TREASURER	1,158.73
2864	CHARLEVOIX COUNTY TREASURER	264.29
2865	CHARLEVOIX COUNTY TREASURER	283,057.82
2866	CHARLEVOIX COUNTY TREASURER	124.28
2867	CHARLEVOIX DISTRICT LIBRARY	97,928.25
2868	CHARLEVOIX PUBLIC SCHOOLS	3,997.21
2869	CHARLEVOIX PUBLIC SCHOOLS	1,131.00
2870	CHARLEVOIX PUBLIC SCHOOLS	117.69
2871	CHARLEVOIX PUBLIC SCHOOLS	10.07
2872	CHARLEVOIX PUBLIC SCHOOLS	169.55
2873	CITY OF CHARLEVOIX - TAXES DUE	70,485.90
2874	HOLM, BILLIE JEAN	50.31
2875	RECREATIONAL AUTHORITY	19,222.01
2876	STATE OF MICHIGAN	2,948.18
Total 03/07/2017:		480,665.29
Grand Totals:		480,665.29

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

**CHARLEVOIX CITY COUNCIL
CONSENT AGENDA ITEM**

AGENDA ITEM TITLE: Garden Plot Donation

DATE: March 6, 2017

PRESENTED BY: Consent Agenda

ATTACHMENTS: Letter from Paula Connors

BACKGROUND INFORMATION:

Since the 1960's, the City of Charlevoix has made available to its citizens a small garden area located just north of Harbor Industries to plant annual vegetables and flowers. The plot garden area, which was expanded in 2011, is accessed from State Street and has 80 - 24' x 24' garden plots. Many of the gardens have been used by the same families for decades. Council annually sets a fee for the use of these plots.

Paula Connors is requesting the City give her 8 garden plots to plant for Charlevoix's food pantries. The City budget has established a fee of \$35.00 for each plot. Hence, the fee for 8 garden plots would be \$280.00. A similar request was received from Ms. Connors last year. Ms. Connors grew a variety of vegetables that was given to the Charlevoix Food Pantry, community lunch program and needy families.

The garden space is available. The Charlevoix Food Pantry has indicated that they will accept produce from Ms. Connors.

RECOMMENDATION:

Approve the request to waive the fee for Paula Connors to receive 8 garden plots for the growing of vegetables for those in need.

Mayor / City Counsel,

I am requesting to use plots 17, 18, 19 & 20a & b (8 plots) to plant vegetables to be given to the Charlevoix food pantry. At this time I have tomatoe, Red, green, yellow & orange peppers & lettuce seeds germinating. I work for Rebecca Berg and will also be caring for a food pantry garden there. At times, alone time is required while gardening to keep peaceful & serene.

Thanks for your consideration
Paula L Connors
637 Petoskey Ave #203A
Charlevoix, MI 49720
231-675-9859
pconnors25@yahoo.com

**CHARLEVOIX CITY COUNCIL
CONSENT AGENDA ITEM**

AGENDA ITEM TITLE: Job Description Revisions

DATE: March 6, 2017

PRESENTED BY: Consent Agenda

ATTACHMENT(S): Softball/Baseball Field Operator Job Description
Golf Grounds Maintenance/Spray Technician Job Description
Golf Grounds Maintenance Seasonal Job Description

BACKGROUND INFORMATION:

We are proposing a revision to the Softball/Baseball Field Operator, and Golf Grounds Maintenance job descriptions.

Softball/Baseball Field Operator: Added supervision of t-ball games to the job description and changed the job title (previously Sports Field Maintenance Operator) to more accurately reflect the duties of the position.

Golf Grounds Maintenance/Spray Technician: Combined the Equipment Operator/General Laborer and Foreman/Spray Technician job descriptions so the employee can function as both a Spray Technician and Grounds Maintenance. We also deleted the foreman duties as the Director of Golf handles this responsibility.

Golf Grounds Maintenance: Renamed the Equipment Operator/General Laborer job description to Golf Grounds Maintenance and added some miscellaneous grounds job duties.

RECOMMENDATION:

Approve the Softball/Baseball Field Operator, Golf Grounds Maintenance/Spray Technician and Golf Grounds Maintenance Seasonal Job Descriptions.

CITY OF CHARLEVOIX

Title: Softball/Baseball Field Operator

FLSA: Non-exempt
STATUS: Seasonal Summer

Department: Recreation

Reports To: Recreation Director

Date: March 7, 2017

Position Purpose and Objectives

Responsible for preparing and maintaining the City of Charlevoix softball and baseball fields. In addition, evening supervision of t-ball games may be included.

Scope and Environment

Works with little supervision. Work schedule is based on weather (no pay for rain days) and varies throughout the summer season. Work is performed outdoors at the City ball fields on Carpenter Street while exposed to dampness, fumes, odors, dust, dirt, rain, heat, chemicals, machinery with moving parts, and loud noises. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is loud when operating equipment.

Essential Job Functions

- Perform spring and fall clean up of the parks and turf.
- Perform general field maintenance including mowing, field lining, and equipment set up.
- Pick up and dispose of garbage.
- Paint handrails, light poles, etc.
- Maintain daily logs.
- Supervise t-ball games.

Knowledge, Skills and Abilities Required

- Valid driver's license.
- 17 years old or older.
- Ability to work with little supervision.
- Ability to operate light duty equipment, i.e. mowers, blowers, weed whips, etc., safely.
- Ability to work outside in all conditions.
- Positive attitude.
- Flexibility regarding work hours.
- Able to communicate effectively with general public.
- Ability to project a positive public image of the City of Charlevoix.

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

City Council Approval: Pending

CITY OF CHARLEVOIX

Title: Golf Grounds Maintenance/Spray Technician

FLSA: Non-exempt

Status: Seasonal

Department: Golf

Reports To: Director of Golf & Grounds

Date: March 6, 2017

Position Purpose and Objectives

Responsible for maintaining the golf course grounds, building facilities, and for applying pesticides(s) and fertilizers.

Essential Job Functions

- Apply pesticide(s) and fertilizers.
- Provide necessary labor to maintain grounds and building facilities
- Operate various types of motorized and non-motorized equipment and tools.
- Perform tree and general landscape maintenance, adhering to general landscaping practices.
- Assist in basic equipment service needs and perform general equipment maintenance.
- Prepare grounds for tournaments and outings.
- Ensure on a daily basis that shop areas and tools are cleaned and that all cleaned tools are returned to their designated areas.
- Perform irrigation systems operations and repairs.
- Maintain daily record of labor and time distribution.
- Abide by all applicable OSHA, MIOSHA, and City safety practices.

Knowledge, Skills and Abilities Required

- Ability to operate various types of motorized and non-motorized equipment and tools
- Ability to determine the kind of tools and equipment needed to do a job
- Positive attitude
- Ability to communicate with public in courteous and effective manner
- Flexibility regarding work hours
- Ability to project a positive public image of the City of Charlevoix.

Certifications

- High school graduate or equivalent preferred
- Must maintain a Michigan Department of Agriculture commercial pesticide certificate category 3A.

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

City Council Approval: Pending

CITY OF CHARLEVOIX

Title: Golf Grounds Maintenance

FLSA: Non-exempt

Department: Golf

Status: Seasonal

Reports To: Director of Golf & Grounds

Date: March 6, 2017

Position Purpose and Objectives

Responsible for maintaining the golf course grounds and building facilities.

Essential Job Functions

- Provide necessary labor to maintain grounds and building facilities
- Operate various types of motorized and non-motorized equipment and tools.
- Perform tree and general landscape maintenance, adhering to general landscaping practices.
- Assist in basic equipment service needs and perform general equipment maintenance.
- Prepare grounds for tournaments and outings.
- Ensure on a daily basis that shop areas and tools are cleaned and that all cleaned tools are returned to their designated areas.
- Perform irrigation systems operations and repairs.
- Maintain daily record of labor and time distribution.
- Abide by all applicable OSHA, MIOSHA, and City safety practices.

Knowledge, Skills and Abilities Required

- Ability to operate various types of motorized and non-motorized equipment and tools
- Ability to determine the kind of tools and equipment needed to do a job
- Positive attitude
- Ability to communicate with public in courteous and effective manner
- Flexibility regarding work hours
- Ability to project a positive public image of the City of Charlevoix.

Certifications

- High school graduate or equivalent preferred

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

City Council Approval: Pending

**CHARLEVOIX CITY COUNCIL
CONSENT AGENDA ITEM**

AGENDA ITEM TITLE: AT&T Renewal Agreements

DATE: March 6, 2017

PRESENTED BY: Consent Agenda

ATTACHMENTS: AT&T Contracts

BACKGROUND INFORMATION:

Abilita assists the City in arranging the most cost-effective solutions for our telecommunications needs. Our current contracts with AT&T will be expiring soon and those agreements are currently negotiated under the MiDeal program. Within a few months, we anticipate a new MiDeal contract will be issued. In the meantime, if we go off contract, we will see a significant spike in phone costs. Abilita recommends we enter a short-term contract and then transition again to the MiDeal contract, once it is finalized.

RECOMMENDATION:

Approve the agreements with AT&T as presented and authorize the City Manager to execute the agreements.



COMPLETELINK® 2.0
AT&T ILEC Confirmation of Service Order
Provided Pursuant to Standard Service Publication Rates and Terms

Customer	AT&T
CITY OF CHARLEVOIX 210 STATE STREET CHARLEVOIX, MI 49720	The applicable AT&T ILEC Service-Providing Affiliate
Customer Contact (for Notices)	AT&T Contact (for Notices)
Name: MARK HEYDLAUFF Title: CITY MANAGER Street Address: City: State/Province: Zip Code: Country: USA Telephone: 231-547-3270 Fax: Email: markh@cityofcharlevoix.org	Name: DEBORAH A POXSON Street Address: 304 S.JACKSON FLOOR 3 City: JACKSON State/Province: MI Zip Code: Country: USA Telephone: 5177883617 Fax: Email: dp1356@att.com Sales/Branch Manager: SCVP Name: Sales Strata: Sales Region: <u>With a copy (for Notices) to:</u> AT&T Corp. One AT&T Way, Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: mast@att.com
AT&T Solution Provider or Representative Information (if applicable) ☐	
Name: Company Name: Agent Street Address: City: State: Zip Code: Telephone: Fax: Email: Agent Code	

Customer agrees to subscribe to the CompleteLink® 2.0 discount program, in accordance with this Confirmation of Service Order ("CSO") subject to the following, which are incorporated by reference: (a) THE TERMS OF THE APPLICABLE TARIFF, IF THE SERVICE IS OFFERED PURSUANT TO TARIFF; OR (b) THE AT&T BUSINESS SERVICES AGREEMENT (BSA) FOUND AT <http://www.corp.att.com/agreement/> IF THE SERVICE IS NOT OFFERED PURSUANT TO TARIFF. The applicable AT&T Service Publication(s) are identified in Section 1. The terms and conditions provided in this CSO are provided herein for convenience only and do not supersede or modify any applicable Service Publication. In the event of a change to the applicable Service Publication, such change shall be incorporated by reference herein.

The Effective Date of this CSO is the date signed by the last party.

AT&T California currently provides billing and collections services to third parties, which may place charges that Customer authorizes on its bill. To the extent that AT&T California makes blocking of such charges available, Customer may block third-party charges from its bill at no cost.

Customer (by its authorized representative)	AT&T (by its authorized representative)
By:	By:
Printed or Typed Name:	Printed or Typed Name:
Title:	Title:
Date:	Date:

For AT&T internal use only	
Is this CompleteLink 2.0 associated with ABN Complete?	☐ YES ☒ NO
Sales must submit to Contract Management (CM): 1) Customer executed CSO, and 2) a duplicate of this CSO as a Word document, not a PDF file, OR an Excel list of the BTNs.	

COMPLETELINK® 2.0
AT&T ILEC Confirmation of Service Order
Provided Pursuant to Standard Service Publication Rates and Terms

1. DISCOUNT PROGRAM, SERVICE PROVIDER AND SERVICE PUBLICATION

Discount Program	CompleteLink® 2.0*
Customer must separately order services to which CompleteLink 2.0 applies.	

Service Provider (Select all that apply.)	Service Publication (incorporated by reference)	Service Publication Location
☐ AT&T Arkansas	AT&T Arkansas Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/ar/index.html
☐ AT&T California	AT&T California Guidebook, including Part 9, Section 3	http://cpr.att.com/guidebook/ca/index.html
☐ AT&T Illinois	AT&T Illinois Guidebook, including Part 4 Section 5	http://cpr.att.com/guidebook/il/index.html
☐ AT&T Indiana	AT&T Indiana Guidebook, including Part 4, Section 2	http://cpr.att.com/guidebook/in/index.html
☐ AT&T Kansas	AT&T Kansas Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/ks/index.html
☒ AT&T Michigan	AT&T Michigan Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/mu/index.html
☐ AT&T Missouri	AT&T Missouri Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/mo/index.html
☐ AT&T Ohio	AT&T Ohio Guidebook, including Part 4, Section 2	http://cpr.att.com/guidebook/oh/index.html
☐ AT&T Oklahoma	AT&T Oklahoma Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/ok/index.html
☐ AT&T Texas	AT&T Texas Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/tx/index.html
☐ AT&T Wisconsin	AT&T Wisconsin Guidebook, including Part 4, Section 2	http://cpr.att.com/guidebook/wg/index.html

2. TERM and EFFECTIVE DATES

Term:	1 years
Start Date of Term:	Upon initial implementation of Discount Program in the applicable AT&T systems
Effective Date of Rates and Discounts:	Start Date of Term
Rates Following Termination or Expiration of the Term:	Service Publication rates for Eligible services (as described in the applicable Service Publication) in effect at time of termination or expiration of the Term

3. MINIMUM ANNUAL REVENUE COMMITMENT (MARC) / MAXIMUM ANNUAL DISCOUNT

MARC* / Maximum Annual Discount	\$ 1200 MAD 240
* Contributory Services, as described in the applicable Service Publication, billed under BTN in section 7 <u>before</u> the application of discounts and credits.	

COMPLETELINK® 2.0
AT&T ILEC Confirmation of Service Order
Provided Pursuant to Standard Service Publication Rates and Terms

4. RATES and DISCOUNTS

The rates and discounts below are listed for convenience only. If there is conflict between any rate or discount below and the corresponding Service Publication rate or discount in effect on the Effective Date, the Service Publication will control.

MARC Volume Discount (applies to Eligible services and may not exceed the Maximum Annual Discount)			
1 Year Term	1 Year Term	2 Year Term	2 Year Term
2% – MARC \$1,200	6% – MARC \$50,000	3% – MARC \$1,200	7% – MARC \$50,000
2% – MARC \$3,000	7% – MARC \$75,000	3% – MARC \$3,000	8% – MARC \$75,000
3% – MARC \$7,000	8% – MARC \$100,000	4% – MARC \$7,000	9% – MARC \$100,000
4% – MARC \$12,000	9% – MARC \$150,000	5% – MARC \$12,000	9% – MARC \$125,000
4% – MARC \$18,000	10% – MARC \$200,000	5% – MARC \$18,000	10% – MARC \$150,000
5% – MARC \$25,000		6% – MARC \$25,000	11% – MARC \$200,000
5% – MARC \$35,000		6% – MARC \$35,000	

Optional Features Discount (applies to Central Office Optional Features as described in the applicable Service Publication)	Discount
	40%

IntraLATA Intrastate Toll (Enter only those which apply or enter N/A. **NOTE:** When "N/A" is selected, Discount Program discount rates for this service will not apply.)

Arkansas N/A	California N/A	Kansas N/A	Illinois N/A
Indiana N/A	Michigan \$0.055	Missouri N/A	Ohio N/A
Oklahoma N/A	Texas N/A	Wisconsin N/A	

IntraLATA Interstate Rate (Enter only those which apply or enter N/A. **NOTE:** When "N/A" is selected, Discount Program discount rates for this service will not apply.)

Illinois N/A	Indiana N/A	Michigan \$0.12	Ohio N/A	Wisconsin N/A
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Local Usage Rates/Discounts (Enter only those which apply or enter N/A. **NOTE:** When "N/A" is selected, Discount Program discount rates for this service will not apply.)

California	Illinois	Michigan	Ohio	Wisconsin
Zone 1 & Zone 2: N/A	Illinois Band A: N/A	per message rate:	per message rate:	per message rate:
Zone 3: N/A	Illinois Band B: N/A	\$0.0900	N/A	N/A
	Illinois Band C: N/A			

Local Usage Service Level Discount: For BTN's listed in section 7 that include a combination of Exchange Access Lines and/or Centrex with ISDN PRI and PBX Trunks. (Does not apply to per message rate listed above.)

Michigan	Ohio	Wisconsin
35%	15%	30%

Other Discounts which may apply: (Enter only those which apply or enter N/A. **NOTE:** When "N/A" is selected, Discount Program discount rates, if available, for the service or service component will not apply.)

Arkansas N/A	California N/A	Kansas N/A	Illinois N/A
Indiana N/A	Michigan N/A	Missouri N/A	Ohio N/A
Oklahoma N/A	Texas N/A	Wisconsin N/A	

COMPLETELINK® 2.0
AT&T ILEC Confirmation of Service Order
Provided Pursuant to Standard Service Publication Rates and Terms

Business Access Line Rates:

State	Monthly Recurring Rate, per Line
AR, IN, KS, MO, OK, TX	\$39.00
KS - EAS	\$46.00
CA, IL, MI, OH, WI	\$28.00

5. UNDER UTILIZATION CHARGE

Under Utilization Charge:	if Customer fails to meet the MARC in any completed year of the Term, the difference between the MARC and the actual billings for Contributory Services
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6. EARLY TERMINATION CHARGE

Main BTN State	Early Termination Charge
AR, CA, KS, IN, MI, MO, OH, OK, TX, WI	With No IL BTNs 50% of the unsatisfied MARC (after application of any Shortfall Charges) for the balance of the Term With IL BTNs - MARC is prorated for amount of MARC Eligible Charges in IL and outside IL - For IL BTNs, IL MARC Termination Charge; plus - For non-IL BTNs, 50% of the unsatisfied MARC (prorated after application of any Shortfall Charges) for the balance of the Term
IL	the amount of unearned discounts for the 12-month period immediately preceding Customer's early termination ("IL MARC Termination Charge"). Unearned discounts are calculated by subtracting the discounted charges for Eligible services actually incurred during the twelve months immediately preceding termination from the discounted charges for those Eligible services that Customer would have incurred during that period under the longest CompleteLink 2.0 term for which the Customer would have actually qualified based upon the actual term of service (or Service Publication month-to-month rates for those Eligible services if the Customer would not have qualified for any CompleteLink 2.0 term)

7. BILLING TELEPHONE NUMBER (BTN) LIST

Eligibility: (max. of 1,000 BTNs)	All BTNs listed below or in an attachment: - must be valid business lines; - may not be Consolidated or Special Bill Numbers; - may not include Bill-Under, Working Telephone Numbers (WTNs), Account Telephone Numbers (ATNs), Cross Reference, Pager, Cell Phone, Pay Phone, Directory Advertising, Toll Free (800, 866, etc.) or Residential Numbers - are all of the BTNs intended by Customer to be included on Effective Date To qualify as an Eligible or Contributory Service, a service must be billed under one of the listed BTNs or under a BTN added by Customer through Customer's AT&T Sales Contact.
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BTN List follows

BTN LIST

[illegible]



AT&T ILEC CENTREX SERVICE
Confirmation of Service Order
Pursuant to Standard Service Publication Rates and Terms

Customer	AT&T
CITY OF CHARLEVOIX 210 STATE STREET CHARLEVOIX, MI 49720	AT&T ILEC Service-Providing Affiliate
Customer Contact (for notices)	AT&T Sales Contact Information and for Contract Notices ☒ Primary Contact AT&T
Name: MARK HEYDLAUFF' Title: CITY MANAGER Street Address: City: State/Province: Zip Code: Country: USA Telephone: 231-547-3270 Fax: Email: markh@cityofcharlevoix.org Customer Account Number or Master Account Number: 231 547 3260 360	Name: DEBORAH A POXSON Street Address: 304 S.JACKSON FLOOR 3 City: JACKSON State/Province: MI Zip Code: Country: USA Telephone: 5177883617 Fax: Email: dp1356@att.com Sales/Branch Manager: SCVP Name: Sales Strata: Sales Region: <u>With a copy to:</u> AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: mast@att.com
AT&T Solution Provider or Representative Information (if applicable) ☐	
Name: Company Name: Agent Street Address: City: State: Zip Code: Telephone: Fax: Email: Agent Code	

Customer agrees to purchase Service according to the prices, terms and conditions set forth in this Service Agreement, as well as the AT&T Business Service Agreement ("BSA") http://www.corp.att.com/agreement/docs/serviceagreement_2009.pdf, which is incorporated herein by this reference.

The order of priority of the documents is: the applicable Service Publication(s), this Service Agreement, and then the BSA.

Customer (by its authorized representative)	AT&T (by its authorized representative)
By:	By:
Printed or Typed Name: MARK HEYDLAUFF'	Printed or Typed Name:
Title: CITY MANAGER	Title:
Date:	Date:

AT&T ILEC CENTREX SERVICE
Confirmation of Service Order
Pursuant to Standard Service Publication Rates and Terms

1. SERVICE, SERVICE PUBLICATION and SERVICE PROVIDER(S)

Service	Centrex Service
Service Provider	The Michigan Bell Telephone Company d/b/a AT&T Michigan
Service Publications	AT&T Michigan Guidebook: http://www.att.com/gen/public-affairs?pid=9700

2. SERVICE TERM, EFFECTIVE DATES AND LINE COMMITMENT

Minimum Payment Period (Service Term)	the minimum period for which Customer is required to pay recurring charges for the applicable Service component and is subject to early termination liability
Start Date of Minimum Payment Period	Effective Date of this Confirmation of Service Order
Effective Date of Rates	Start Date of the Minimum Payment Period
Rate Stabilization per Service Component	Rates as specified for each Service Component are stabilized until the end of its Minimum Payment Period.
Rates Following end of Minimum Payment Period	applicable Service Publication rates then in effect
Line Commitment* and Line Commitment Start Date	7 following Start Date of Minimum Payment Period
*Does not apply for 12 and 24 month Service Term	

3. MINIMUM PAYMENT PERIOD

Service Components	Percentage of Monthly Recurring Rate Applied for Calculation of Early Termination Charges*	Minimum Payment Period
All Service components	80% of the Line Commitment x the Monthly Recurring Rate* x the number of remaining months in the Service Agreement Term x 50%	36 months
*The early termination charge will be equal to the stated percentage of the Monthly Recurring Rates for the terminated Service multiplied by the number of months remaining in the Minimum Payment Period at the date of termination.		
**Monthly Recurring Rate" is the sum of network access monthly price and contracted monthly Centrex Line charge.		

4. UNDER UTILIZATION CHARGE

Under Utilization Charge	If the number of lines billed in a month is fewer than the Line Commitment, Customer shall pay: Under Utilization Charge = contracted monthly Centrex Line price x (Line Commitment quantity – actual lines billed).
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5. LOCATION OF SERVICE

Service Location (if different than Customer address):

210 STATE ST
98 STOVER RD
15116 LAKESHORE DR
95 GRANT ST
229 STOVER RD
401 W CARPENTER ST
855 MERCER BLVD
101 BRIDGE
9223 MOUNT MCSAUBA RD
1509 US HIGHWAY 31 S

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AT&T and Customer Confidential Information Standard

AT&T ILEC CENTREX SERVICE
Confirmation of Service Order
Pursuant to Standard Service Publication Rates and Terms

6. RATES

Rates:	Applicable Service Publication rates on Effective Date for selected Term
Rate Stabilization:	The Monthly Recurring Rate, and the Optional System Feature/Optional Line Feature rates as shown for 36 and 60 month Term Payment Plans in the Service Publication, may vary during the Service Agreement Term, but will not exceed applicable rates on the Effective Date.

<i>For internal use only</i>	
Billing Telephone Number for Existing service, if applicable:	231 547 3260 360
Program Code:	
Order Type:	☐ New Install ☐ Conversion from Month-to-Month ☒ Renewal ☐ Recast

End of Document

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AT&T HIGH VOLUME CALLING IVSM
Up To \$12,000 MARC
Service Agreement

Customer	AT&T
CITY OF CHARLEVOIX Street Address: 210 STATE STREET City: CHARLEVOIX State/Province: MI Zip Code: 49720 Country: USA	AT&T Corp.
Customer Contact (for Notices)	AT&T Contact (for Notices)
Name: MARK HEYDLAUFF Title: CITY MANAGER Street Address: City: State/Province: Zip Code: Country: USA Telephone: Email: markh@cityofcharlevoix.org Customer Account Number or Master Account Number:	Name: Deb Poxson Street Address: 304 S. JACKSON City: JACKSON State/Province: MI Zip Code: 49201 Country: USA Telephone: 517-788-3617 Email: DP1356@ATT.COM Sales/Branch Manager: SCVP Name: Sales Strata: Sales Region: <u>With a copy (for Notices) to:</u> AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: mast@att.com
AT&T Solution Provider or Representative Information (if applicable) ☐	
Name: Company Name: Agent Street Address: City: State: Zip Code: Telephone: Fax: Email: Agent Code	

Customer agrees to purchase the Service identified below in accordance with this Service Agreement and the following documents, which are incorporated by reference: (i) applicable Tariffs, Guidebooks found at att.com/servicepublications; and (ii) the AT&T Business Services Agreement ("BSA") located <http://www.corp.att.com/agreement/>. AT&T may revise Tariffs, Guidebooks and the BSA (collectively "Service Publications") at any time and may direct Customer to websites other than listed above. The order of priority of the documents that form this Agreement is: this Service Agreement, and the applicable Service Publications; provided that Tariffs will be first in priority in any jurisdiction where applicable law or regulation does not permit contract terms to take precedence over inconsistent Tariff terms. This Agreement continues so long as Services are provided under this Agreement.

The Effective Date of this Service Agreement is the date signed by the last party.

AT&T reserves the right to reject this Service Agreement if not signed by Customer and submitted to AT&T on or before June 30, 2017.

Customer (by its authorized representative)	AT&T (by its authorized representative)
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:



AT&T HIGH VOLUME CALLING IVSM
Up To \$12,000 MARC
Service Agreement

1. SERVICE, SERVICE PROVIDER and SERVICE PUBLICATION

Service	AT&T High Volume Calling IV SM – an optional calling plan for outbound and inbound long distance services
Service Provider	SBC Long Distance, LLC d/b/a AT&T Long Distance ("AT&T")
Service Publication	AT&T Long Distance Voice Product Reference and Pricing Guidebook ("Guidebook") and applicable state tariff or guidebook: http://cpr.att.com/pdf/sbclld/sbclldmain.html

2. SERVICE AGREEMENT TERM and EFFECTIVE DATES

Service Agreement Term	Selected below.
Start Date of Service Agreement Term	When this Service Agreement is implemented in the AT&T billing system.
Effective Date of Rates and Discounts	Start Date of Service Agreement Term.
Rates Following end of Service Agreement Term	Non-stabilized out of Term rates applicable to Customer's plan then in effect in the Service Publication.

3. MARC, MINIMUM NUMBER of ACCESS LINES, RATES and CHARGES

A. Domestic Interstate Rates and Charges

Domestic: \$600, \$2,400, \$6,000, \$9,000 OR \$12,000 MARC
Minimum of 2 access lines
Term and Interstate Rates* 1 Year Term \$600 MAC - Sw \$.0450

B. Domestic Intrastate Rates and Charges. The following rates shall apply for intrastate interlata and intralata DDD and TFS calls.

California
Select One

Nevada
Select One

Texas, Oklahoma and Kansas
Select One

Michigan, Illinois, Indiana & Ohio
1 Year Term \$600 MAC - Sw \$0.045

Arkansas
Select One

Wisconsin
Select One

Missouri
Select One

The MARC and term commitment selected above must match those selected in Section 3.A. Otherwise, the rates selected above shall be void and the applicable rates shall be those listed in the applicable Tariffs.

C. International Rates and Charges (Select One)

☐ International – High Volume Calling IV Option C Rates Non-recurring charge: \$9.95 ☒ Standard International Rates No additional non-recurring charge
--



AT&T HIGH VOLUME CALLING IVSM
Up To \$12,000 MARC
Service Agreement

4. GENERAL TERMS

- A. If Customer fails to maintain the minimum number of access lines, Customer will be moved to a High Volume Calling Plan II with the same MARC and term commitments at the then-current usage rates in the Guidebook.
- B. **Additional Services, Rates and Charges:** The rates and charges for the following are not stabilized for the Service Agreement Term: International, International Mobile Termination Charges, Operator Toll Assistance Services, Directory Assistance Services, and any applicable payphone origination and other third-party pass through charges, regulatory fees, surcharges, and TFS charges. All such rates and charges are as set forth in the then-current Guidebook or Tariffs, and are subject to change at any time.
- C. **Automatic Dialer Devices.** CUSTOMER SHALL NOT USE AUTODIALERS, PREDICTIVE DIALERS OR OTHER DEVICES THAT GENERATE AUTOMATED OUTBOUND CALLS IN CONJUNCTION WITH SERVICE OR SERVICE COMPONENTS PROVIDED UNDER THIS SERVICE AGREEMENT IS STRICTLY PROHIBITED. AT&T MAY TERMINATE THIS SERVICE AGREEMENT IMMEDIATELY IF CUSTOMER USES SUCH DEVICES.
- D. **Cancellation.** If Customer is non-responsive or not ready to have AT&T provision/fulfill the Service, AT&T may cancel this Service Agreement: (1) ninety (90) Days after Customer executes this Service Agreement; or (2) if Customer appropriately applies for E-Rate funding, (a) the later of (i) ninety (90) days after July 1st of the applicable E-Rate funding year or (ii) ninety (90) days after the date of the E-Rate Funding Commitment Decision Letter (FCDL)* for the Service in such E-Rate funding year, but, in any event, (b) upon expiration of the last day of such E-Rate funding year.

	<i>New or upgrade to an existing AT&T Long Distance Agreement</i>
☐	This is a new AT&T Long Distance Service Agreement
☐	This is an upgrade to an existing AT&T Long Distance Agreement and the guidelines from Section 3.9.7 Revenue and Term plan Commitments of the Guidebook will apply to such existing agreement.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Public Hearing on Pedestrian Use of Van Pelt Alley

DATE: March 6, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Letter from Julee Roth
Letter from John & Debbie Belfy
Email from Ken Polakowski

BACKGROUND INFORMATION:

On February 6, Council considered a request to close a portion of Van Pelt Alley to vehicular traffic. The section extends west of the north-south Van Pelt Alley. At that time, Council asked for more information (included in February 20 Council Packet) on pedestrian alleys from Sarah Lucas, our planner at Networks Northwest, and also scheduled a Public Hearing for March 6. Letters were sent to property and business owners within the block of Bridge, State, Clinton and Park Streets. We received responses from some of them and also feedback from others in the community.

Mr. Kurtz also plans to present information on his plans for the area.

RECOMMENDATION:

Council discussion and direction to staff.

Julee Roth
102 Alice St
Charlevoix MI 49720

February 22, 2017

Via Email

Mr. Mark Heydlauff, Charlevoix City Manager
Charlevoix City Council Men and Women
Citizens and Interested Parties of Charlevoix

To All Concerned:

I am deeply dismayed that the Mayor of Charlevoix is seeking to vacate Van Pelt Alley for his own enrichment. Not only has proper procedure not been followed, but the manner in which this issue was presented was flawed, careless and non-transparent.

As a member of the Planning Commission, I take my role quite seriously. At the February 13, 2017 Planning meeting, I asked if proper procedure was followed for this and for the other adjacent property redeveloped by the Mayor, especially in regards to Article 10 Off-Street Parking, Loading, Access and Circulation. Reading Article 10, 5.91 (2), I see no plan submitted to the Planning Commission or Application to the Zoning Board of Appeals. Therefore, proper procedures must be followed and the request to vacate the alley be denied. Plus there needs to be a review of the loss of parking spaces the Mayor took away with his redevelopment.

I further question, especially when contemplating our recent area fires, if there is a more than adequate fire lane – we need more than assurances on this issue. We have very old buildings in this area and we need more than just vibrancy and enrichment thinking – keeping the alley clear and available for fire personnel should be tantamount in any decision. Safety first!

I urge our City Council to not vacate the Van Pelt Alley and direct the Mayor to follow proper procedure.

Respectfully submitted,
Julee Roth

February 25, 2017

Re: Van Belt

Dear Mark,

We just received the letter from the City Council today February 23, 2017. I always thought Van Belt was a street, not an ally, as the city maintains and plows it and there is a street sign.

Debbie and I have a big problem with this proposal. As you know after our phone call, we have owned the 125 year old house at 102 State Street for the last 10 years. Our house driveway and garage all have access to Van Pelt as it's been I assume for years and years.

Your proposal is diminishing our property value, plus our access to our home, especially in the summer. We cannot park in the public lot overnight in the summer and at night during the snow season because of snow plowing. We can't park overnight on State St because of the snow plowing. We can't park on State St in front of our house on Sunday's because of the Church parking. Where are we to park? Another issue is that the garbage pickup for us is on Van Belt as is the church's next door. How are you going to mediate these issues?

Why would the city even consider this proposal? For a construction company remodeling a building for a doorway.

Our plan for our home is to register it as a historical landmark. We plan to move there fulltime in a couple of years. We also own the house my father built on Sequota Heights. I have been coming to Charlevoix forever as my father was born on Beaver Island and I still have relatives there and in Charlevoix. We come to Charlevoix 5 times a year or more. Just wanted everyone to know we are not just a summer homeowner, just because we live now in California.

Sincerely,

John & Debbie Belfy

386 Poppinga Way
Santa Maria, CA. 93455
805-934-2296
cell John 805-331-6400
email - buonat@silcom.com

Linda Weller

From: Kenneth Polakowski <kenpole@umich.edu>
Sent: Tuesday, February 14, 2017 10:07 PM
To: Joyce Golding; Mark Heydlauff
Subject: Pedestrian Alleys and Parking areas

Follow Up Flag: Flag for follow up
Due By: Tuesday, March 7, 2017 4:00 PM
Flag Status: Flagged

Categories: Council

for your information; I have sent the following e-mail to the city council.

Dear City Council Members:

I found the recent newspaper article regarding the vacating of a portion of an alley for pedestrian uses very informative and encouraging. I agree with the overall concept if the alley remains a public pedestrian way and not used for private purposes.

I would like to urge the city council to expand this discussion to a comprehensive design study of all the alleys and parking areas behind the Bridge Street businesses.

It is apparent that the existing conditions of this area isn't very attractive, safe or conducive to a memorable shopping, eating or leisure experience. The study should include the analysis of present uses, ownership, pedestrian and auto traffic patterns, service alternatives and many other design and planning factors. Including analysis and proposals for the hardscape, lighting, signage, planting, etc..

It is refreshing to see this kind of thinking about the potential development opportunities within the business district. I sure hope it continues.

ken Polakowski

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Ferry Beach Pier Dredging

DATE: March 6, 2017

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

ATTACHMENTS: Project Drawings

BACKGROUND INFORMATION:

On February 6, 2017, Police/Fire Chief Gerard Doan met with Council in reference to expanding swimming and diving options at the Ferry Beach Pier. At this time Council decided to move forward and have Site Planning apply for the appropriate permits.

On February 24, 2017, Police/Fire Chief Gerard Doan met with Traver Wood of Site Planning and Ben Cunningham to discuss the dredging project further. The elements of the project would include:

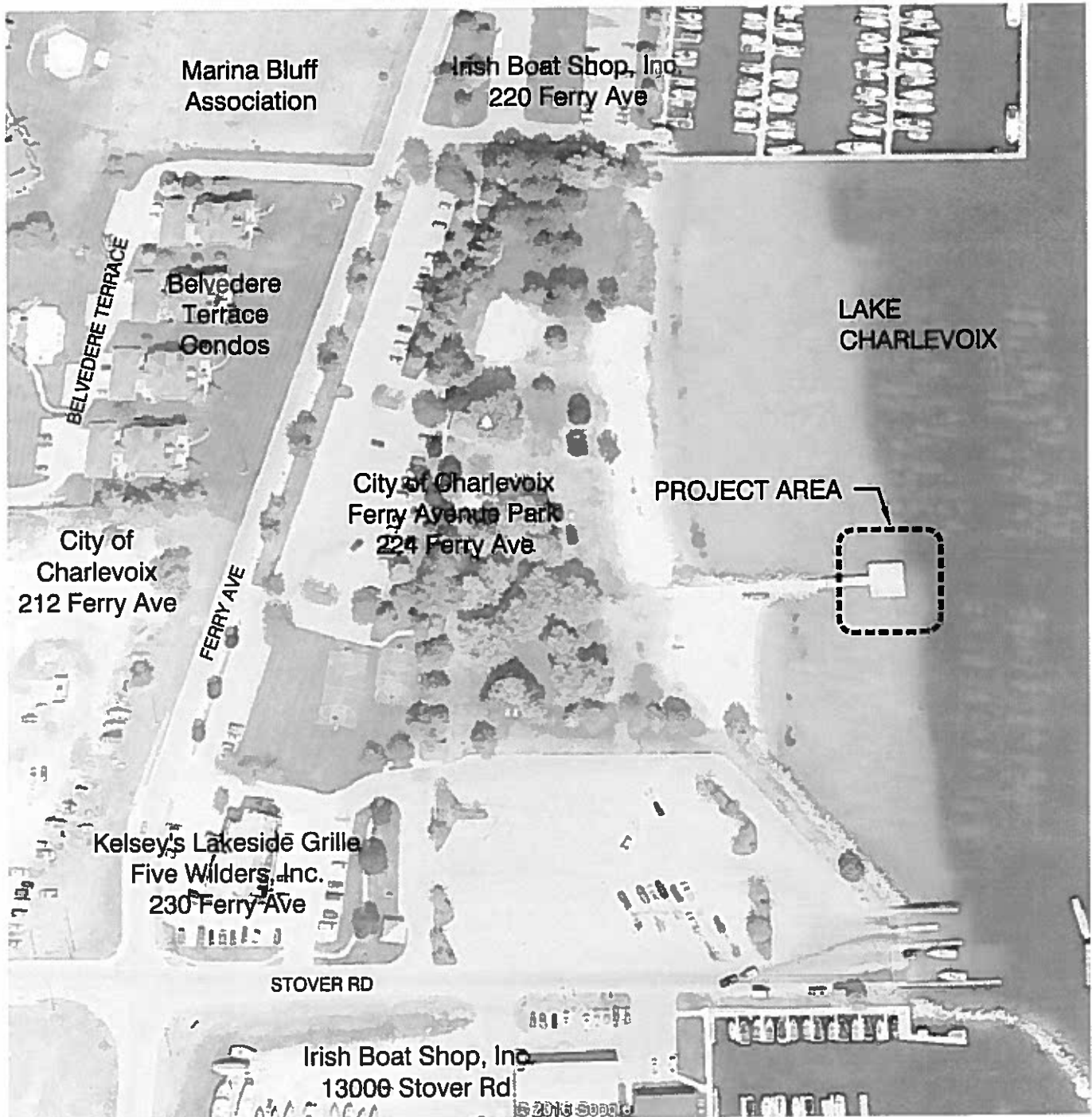
- Dredging with a rough estimate of cost at \$15,000. - \$20,000
- New Cement Cap for the end of the pier - rough estimate \$ 7,000- \$10,000
- Fencing and Railing along the pier to direct swimmers and jumpers to jump off the end of the pier, rather than the more shallow sides, \$7,000- \$10,000.

Total rough estimate for project \$ 35,000- \$40,000.

Given this cost estimate, we wanted to advise Council before spending any more on dredging permit fees. As it stands, the budget does not include this much money for a project like this.

RECCOMENDATION:

Motion to transfer the reopening of the Ferry Beach Pier to the 2018/2019 Capital Budget and direct staff to plan accordingly.



VICINITY MAP

PROPOSED ACTIVITY:

APPLICATION TO DREDGE APPROXIMATELY 234.4 CUBIC YARDS OF MATERIAL FROM AN AREA 56' LONG BY 76' WIDE BY 10' DEEP FROM RECORD LOW WATER LEVEL (576.10). ALL SPOILS SHALL BE DISPOSED OF OFF-SITE, REF. ATTACHMENT 'A' MAP.
DATUM: IGLD 1985

APPLICANT: CITY OF CHARLEVOIX
WATERWAY: LAKE CHARLEVOIX
CITY: CHARLEVOIX
TOWNSHIP: CHARLEVOIX
COUNTY: CHARLEVOIX
SHEET: 1 OF 5
DATE: 24 FEBRUARY 2017



NOT TO SCALE

**City of Charlevoix - Ferry Beach
Proposed Dredging Project**

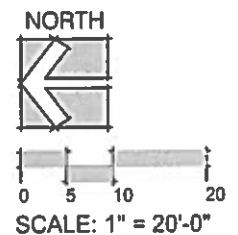
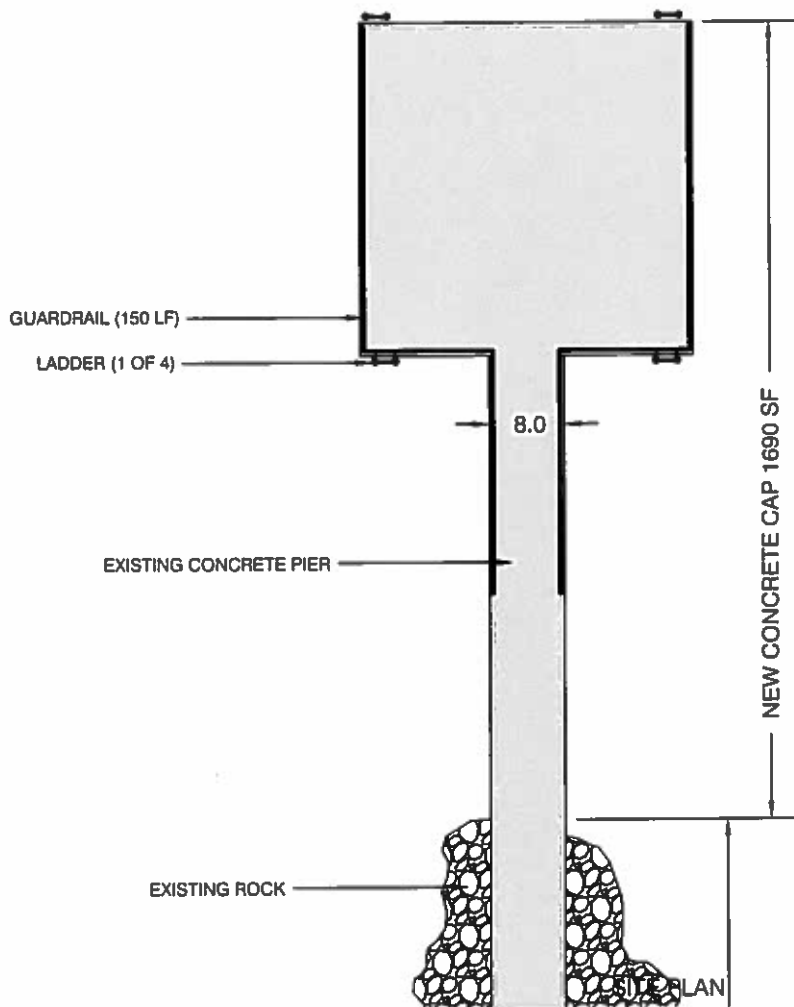
224 Ferry Avenue, Charlevoix, MI 49720
LAT: 45°18'12.00"N LONG: 85°14'48.80"W

DRAWN	DBG
DATE	02/24/17
FILE NO	17.069
SHEET NO.	1 of 4



**Site Planning
Development, Inc.**

PO Box 528 Charlevoix, MI 49720 (231) 547-4429



RAIL & CAP CONCEPT



**Site Planning
Development, Inc.**

PO Box 528 Charlevoix, MI 49720 (231) 547-4429

City of Charlevoix - Ferry Beach

Proposed Dredging Project

224 Ferry Avenue, Charlevoix, MI 49720
LAT: 45°18'12.00"N LONG: 85°14'48.80"W

DRAWN:	D&G
DATE:	02/24/17
FILE NO:	17.069
SHEET NO.	1 of 5

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Charlevoix, Cheboygan and Emmet County Hazard Mitigation Plan

DATE: March 6, 2017

PRESENTED BY: Gerard Doan, Police/ Fire Chief

ATTACHMENTS: Resolution Adopting the Hazard Mitigation Plan

BACKGROUND INFORMATION:

The Charlevoix, Cheboygan and Emmet County Office of Emergency Management have presented a Hazard Mitigation Plan. This is a document that determines funding for projects that reduce or lessen the potential for damage when an event occurs.

This plan has been approved by FEMA. Michigan State Police and Homeland Security Division, it has also been adopted by all three Counties. Once adopted by local governments and townships it will become official and will make local governments eligible for grant funding of local projects that meet specific criteria spelled out in the plan.

RECCOMENDATION:

Motion to approve and adopt the Hazard Mitigation Plan.

The Hazard Mitigation Plan is approximately 160 pages long. If Council wishes to see entire plan contact Chief Doan

RESOLUTION 2016

RESOLUTION ADOPTING THE CHARLEVOIX, CHEBOYGAN AND EMMET COUNTY HAZARD MITIGATION PLAN

WHEREAS the Counties of Charlevoix, Cheboygan and Emmet, MI, have experienced natural hazards that result in public safety hazards and damage to private and public property;

WHEREAS the hazard mitigation planning process set forth by the State of Michigan and the Federal Emergency Management Agency offers the opportunity to consider natural hazards and risks, and to identify mitigation actions to reduce future risk;

WHEREAS the Michigan State Police Emergency Management and Homeland Security Division is providing federal mitigation funds to support development of the mitigation plan;

WHEREAS THE Hazard Mitigation Plans for Charlevoix, Cheboygan and Emmet Counties have been combined and updated by the Tri-County Office of Emergency Management.

WHEREAS the Hazard Mitigation Plan includes a prioritized list of mitigation actions including activities that, over time, will help minimize and reduce safety threats and damage to private and public property, and

WHEREAS the draft plan was provided to each participating jurisdiction and was posted on the Tri-County Office of Emergency Management's website so as to introduce the planning concept and to solicit questions and comments from the public.

WHEREAS public hearings were held in Charlevoix, Cheboygan and Emmet County to allow the public the opportunity to comment on the plan.

NOW THEREFORE BE IT RESOLVED:

1. The Charlevoix, Cheboygan and Emmet County Multi-Jurisdictional Hazard Mitigation Plan, as submitted to and approved by the Michigan State Police Emergency Management and Homeland Security Division and the Federal Emergency Management Agency on October 20, 2016 by the Tri-County Office of Emergency Management was adopted as an official plan of Counties of Charlevoix, Cheboygan and Emmet.
2. The Charlevoix, Cheboygan and Emmet County departments identified in the plan may now pursue implementation of the recommended high priority activities that are assigned to their departments.
3. Any action proposed by the plan shall be subject to and contingent upon budget approval, if required, which shall be at the discretion of the Charlevoix, Cheboygan and Emmet County Board of Commissioners respectively and this resolution shall not be interpreted so as to mandate any such appropriations.

4. The Emergency Management Coordinator is designated to coordinate with other offices and shall periodically report on the activities, accomplishments, and progress.

The Charlevoix, Cheboygan and Emmet plan is hereby adopted as an official plan for the city of Charlevoix in the County of Charlevoix this __ day of December, 2016.

Joyce Golding
Charlevoix City Clerk

Hazard Mitigation Plan 2016



Charlevoix, Cheboygan &
Emmet County, Michigan

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Marina WiFi

DATE: March 6, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Aspen Wireless Quote and Information
Tricon Services Quote

BACKGROUND INFORMATION:

As you know, we have struggled to provide quality wireless internet coverage at the Charlevoix City Marina and this service is increasingly demanded by the boating public. We identified two problems at the Marina: limited bandwidth (the flow of data to the Marina) and problems with the hardware distributing data to the boaters.

Currently, the Marina is served with something like a standard cable line for broadband internet like you might have in your home. This line is not able to deliver the volume of data used by hundreds of people in the Marina at one time. We obtained pricing from Charter to install a fiber optic connection to the Marina. The monthly service fee would be approximately \$1,000 per month and necessitate a multi-year contract. Merit Network operates a fiber optic service around the state and is available primarily for public entities; their service currently runs to the Charlevoix County Building on State Street. As a public subscriber, our service through them would cost around \$100 per month, plus some annual fees in the range of \$3,000 for maintenance. East Jordan is currently using Merit for their Marina and to provide WiFi for their downtown, City Hall, and Police Station; these fees are consistent with their costs.

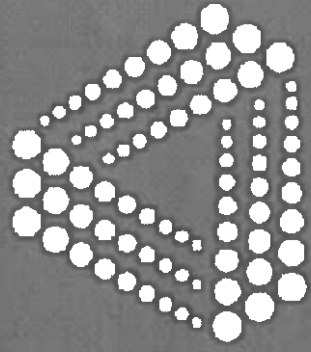
To upgrade the hardware, we reached out to Tricon Services, a firm who specializes in providing WiFi systems for marinas. They have given us a quote for just over \$12,000 to install the hardware to cover our Marina. This system was based on using Charter service at the Marina. East Jordan has used Aspen Wireless (based in Elk Rapids) to set-up their downtown and marina WiFi system and have been very satisfied. Aspen has also been working with Charlevoix County on build-out options for wireless broadband coverage in more rural areas. They propose transmitting a fiber-grade wireless signal from the County Building to City Hall, connecting our internal network to the fiber service, installing whole-building WiFi in City Hall, and then connecting the system wirelessly to the Marina to cover the slips and all of East Park. Aspen would also manage the public portions of the system to scale it up for events like Venetian and provide boaters a separate connection so as not to be affected by activity in the Park. The Aspen proposal is more expensive but also covers a lot more coverage, including the connection with the fiber that exists in the County Building. Furthermore, this system could be easily ramped up to cover downtown and beyond. Aspen built and maintains the public WiFi system in downtown Traverse City.

Beyond the Marina, I believe the Aspen arrangement would let us build out the WiFi coverage in a broader sense. They will utilize our light and electric poles to mount small antennae and can spread this through the community as we wish. I think the Marina and East Park would be a good test case; from there, we could branch out to Lake Michigan Beach and other public areas.

COUNCIL GOAL AREA(S): Develop and maintain long-term infrastructure plans

RECOMMENDATION:

Motion to approve the quote from Aspen Wireless for an amount not to exceed \$19,499 and authorize the City Manager to sign all necessary documents, including the initiation and execution of a contract with Merit Network and Charlevoix County.



ASPEN WIRELESS

City of Charlevoix Public WiFi Proposal for Marina, Park and City Hall

Jim Selby

jim@aspenwireless.net

(970) 948-9998

About Aspen Wireless

- Design Build and Operate municipal broadband infrastructure - Municipal Wi-Fi Networks, Fixed Wireless, DAS, Public Safety and Custom Applications
- Pioneer of Ubiquitous WAN Wi-Fi Networks since 1999
- Certified in over 28 wireless vendors solutions - We know the industry inside and out.
- Help communities get digital
 - Inventory and bundle
 - Metro Act & DAS ROW
 - Bring abundance and choice to Charlevoix

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THE WALL STREET JOURNAL



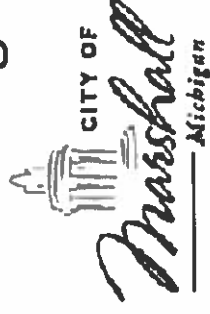
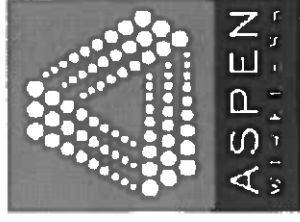
About our technologies:

- Carrier Grade Wi-Fi controller in the Google cloud saves IT resources.
- Municipal WiFi Operator - We have 18 yrs experience!
- Fiber Optic construction for city utilities
- WaVE-NOC - specific to Wireless networks - custom software, probes and methodologies.

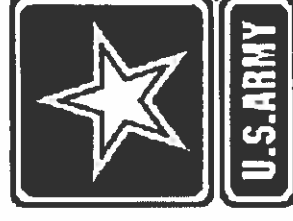
We specialize in public networks

- Community Networks
- Managed Public Space Wi-Fi
- Options for fiber extensions
- Smart City experts
- Guide Communities through The Metro Act process
- Distinctive, proven, reliable providers to solve Municipal challenges 2.2 Million users per year managed!

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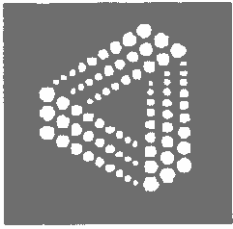
BEDROCK
—DETROIT—

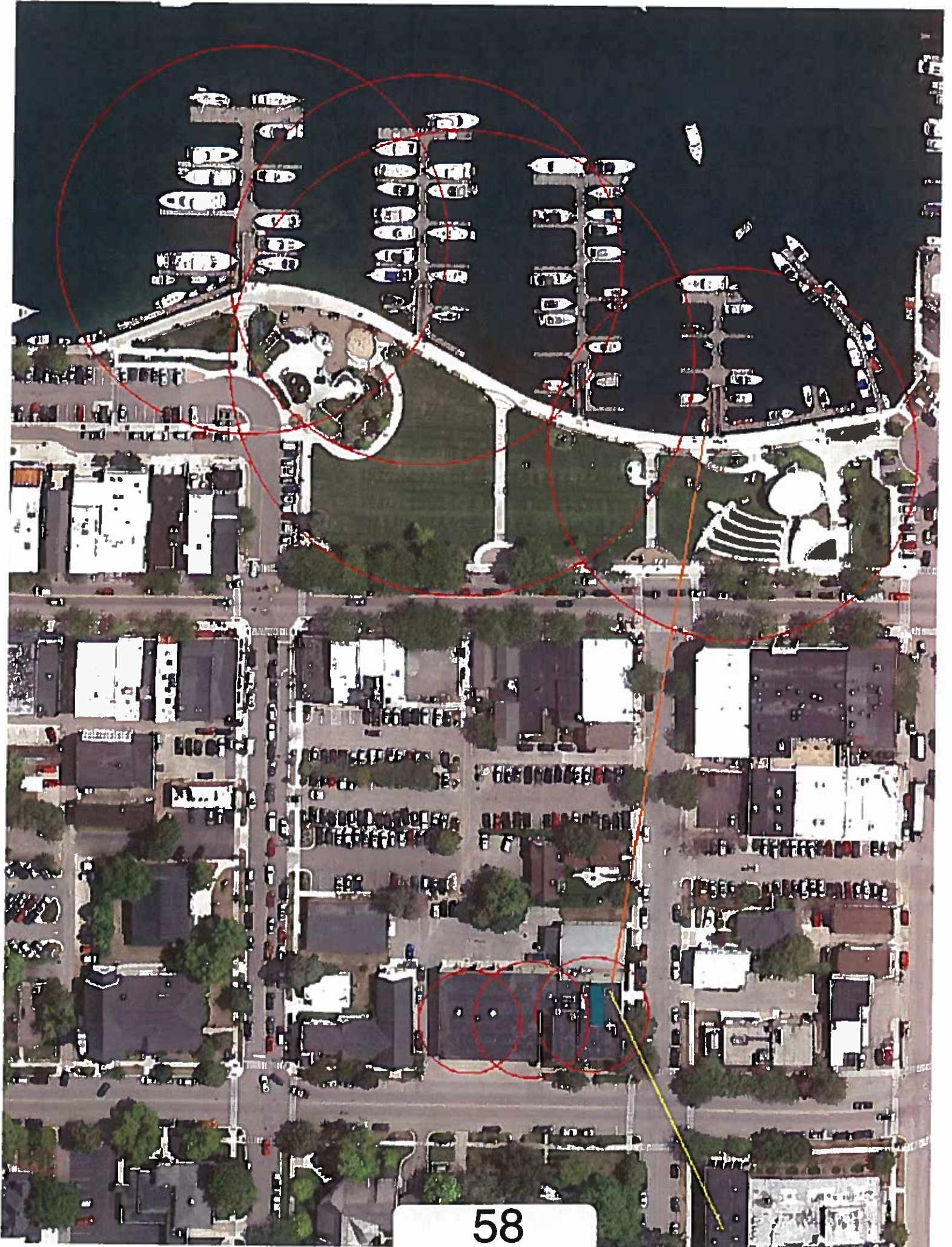


TRAVERSE CITY
LIGHT & POWER

Coverage area and requirements:

- Get better Wi-Fi - Present WiFi system in place are not adequate.
- Proposal breaks down costs for different coverage areas: 100% coverage for Marina, Park and City Hall.
- Plan for future - exponential data consumption (16 fold by 2018)
- Several Wi-Fi devices per user becoming the norm (iPad, iPod, iPhone, android, Mac PC, AppleTV, Netflix, etc.)
- Same Commercial Grade Wi-Fi as used by AT&T- reduced interference and 4x speeds and capacity.
- Aspen acts as White-label network operator working behind the scenes supporting the infrastructure and providing support for Charlevoix. We also happen to be local!



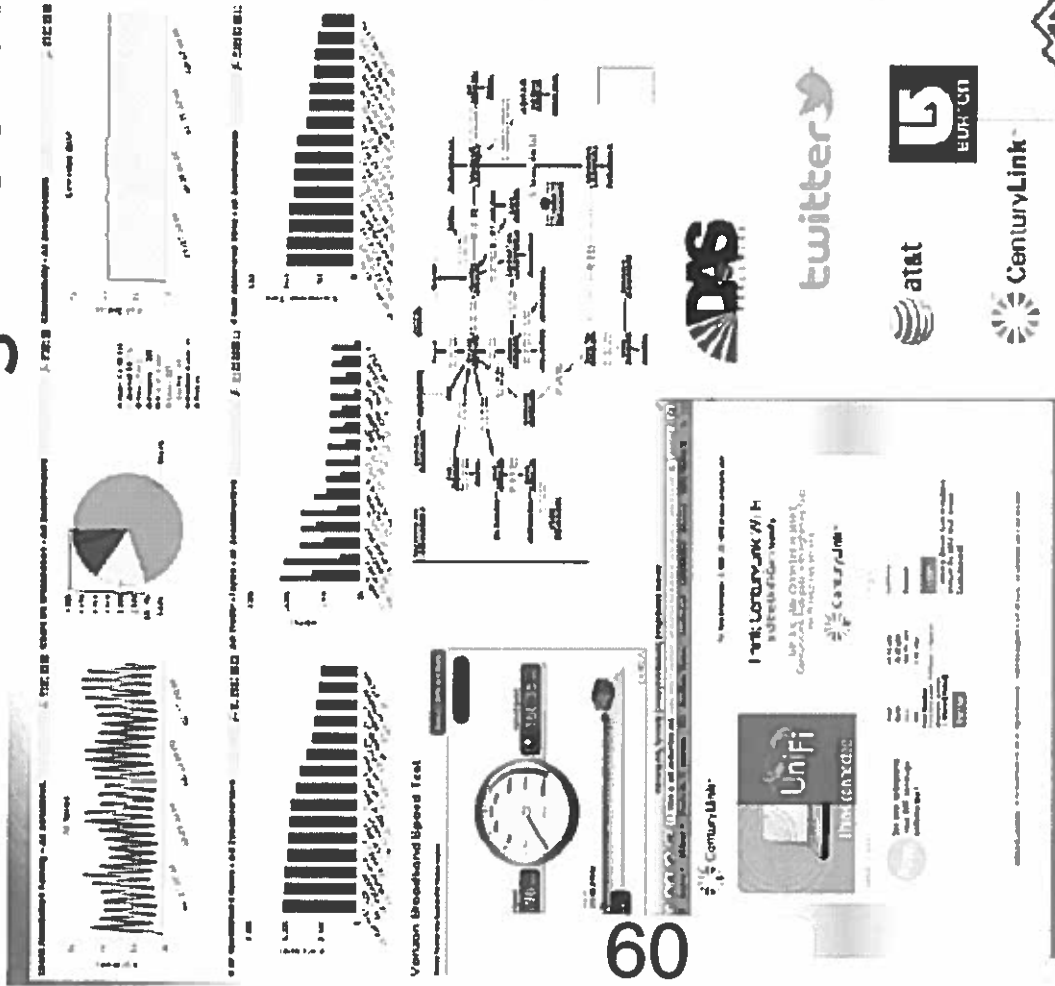


How Aspen Operates and Maintains municipal Wi-Fi

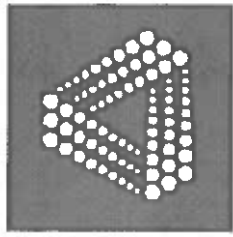
- Operate & Maintain all devices in network
 - Ruckus Wireless SmartMesh Wi-Fi network
- Power outages
- Warranty bad units
- Clean, paint or move for optimization
 - PTMP devices extend the fiber
- Maintain our reputation and end user experience
 - We are available 24/7/365 just a call away for Charlevoix staff.
 - Work with Charlevoix IT department to resolve connectivity issues.
 - Update city council with Wi-Fi usage statistics.
 - Proactively add capacity and design for effective network growth.

Managed Services with WaVE-NOC

- since 2006 our Wireless and Virtual Network Operations Center (WaVE-NOC) is PROVEN DAILY in large deployments.
- Wi-Fi centric expertise with tiered support. Our techs have real-time visibility to deploy, control, monitor and upgrade components or users.
- As the network technology evolves, ASPEN will place measures to enhance the network and make system changes for better support and increasing operational margin, which is included in the monthly recurring rate.
- Costs provide warranty on hardware, software and all maintenance for a carefree experience.



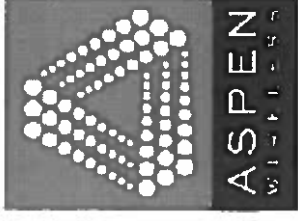
Satisfied Customers using WaVE-NOC:



WaVE-NOC Reporting shows our design expertise

- Service Level Agreement reporting (like uptime %)
- Full device List with Availability (1 Minute polling)
- Interface Utilization
- Live Topographical Map
- Controller Dashboard
 - Concurrent users
 - Data transmitted
 - Avg signal (SNR)
 - Device fingerprinting
 - Top used AP's both data and client loads
 - Top applications

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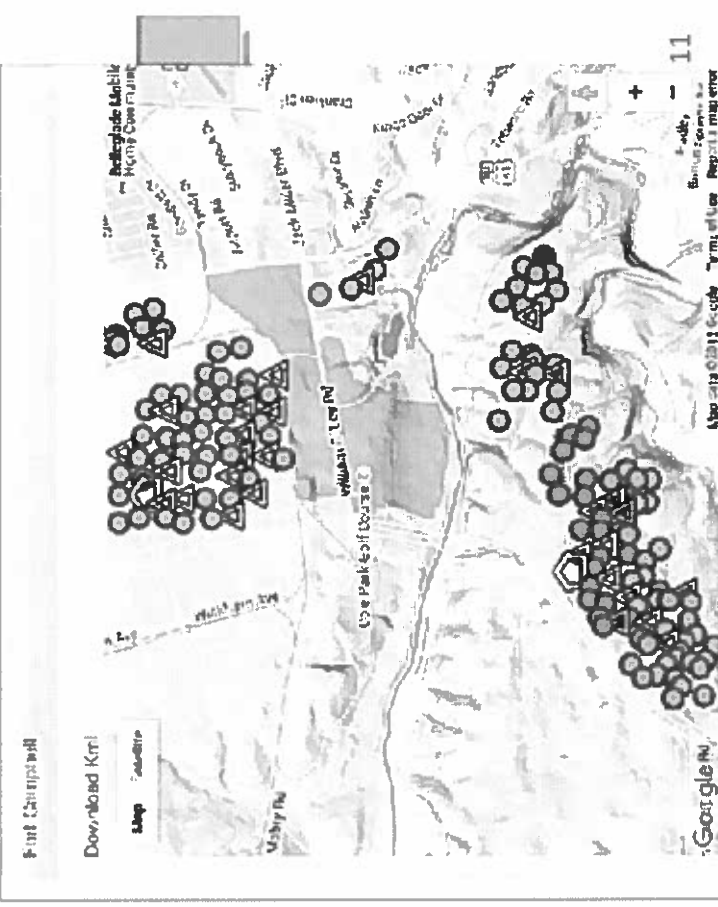
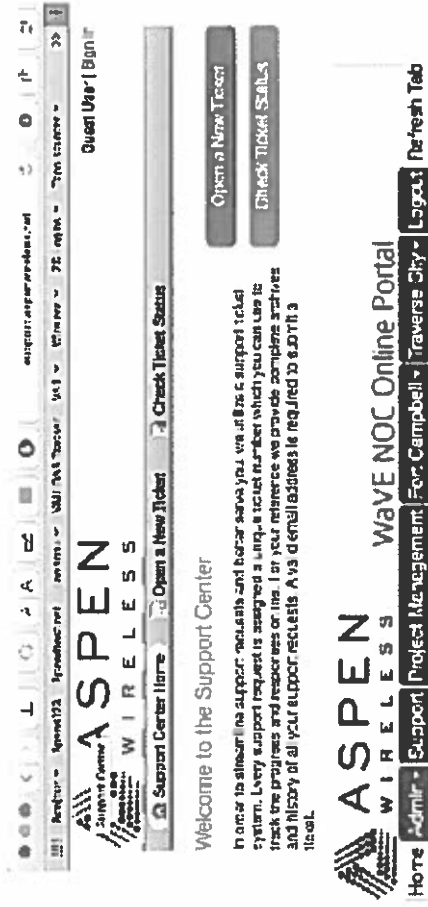
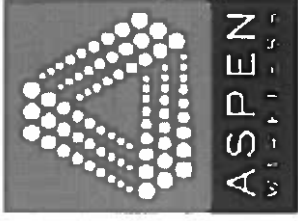


WaVE-NOC Reporting shows our design expertise

- Bandwidth graphs
- Optional Live Web cam
- Realtime monitoring
- Wireless Clients
 - Apps on net
 - Application performance
 - Active clients
- Speed test reports
- Many more reports are available.

Our own Unique software solutions for Wide Area Wi-Fi

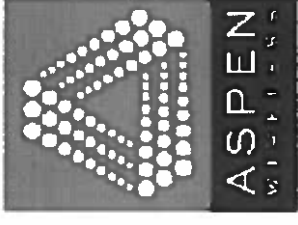
- Aspen Portal
- Ticketing system
- Poller and devices monitor
- Bandwidth Monitor
- Google Earth integration - coming 2016 for Vail
- Project Management App on iPhone
- Network Monitoring Software
- FlexMaster Server



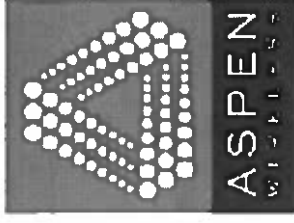
Extremely Robust Network

- Our Fault Tolerant Linux based virtualized hardware
- MPLS/OSPF/Traffic Engineered
- Geo-spatially diverse NMS Clusters
 - Vail, CO
 - Traverse City MI
 - Google Cloud
- VoIP, round robin call software
- Automated Alarming and escalation processes in place.

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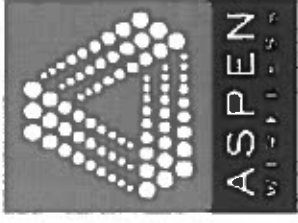


Reference Town of Vail, CO



In Vail, we support almost 1M of Wi-Fi users annually

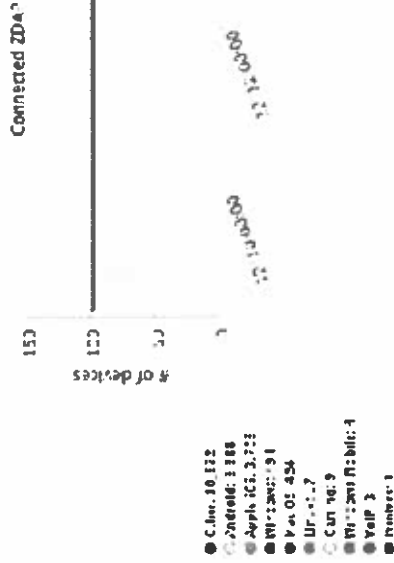
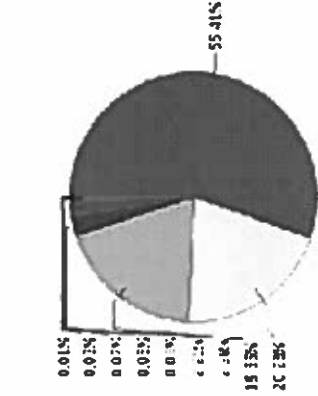
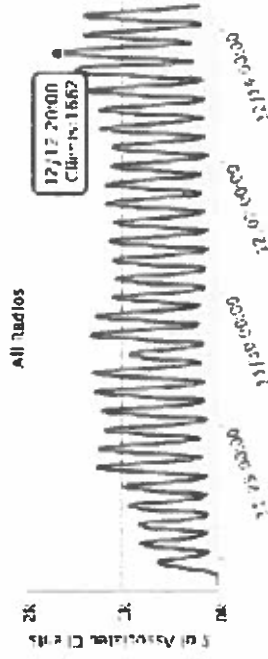
- 800-4000 users per day
- 2.8 Terra Bytes of data during peak times!
- Satisfied Wi-Fi customer for 11 years.



TIMESTAMP	NEW VISITORS	REPEAT VISITORS	TOTAL	AVG DWELL HOURS
Mar-14	35,323	35,870	71,193	6.63
Apr-14	18,425	24,226	42,651	7.6
May-14	12,288	16,090	28,378	6.22
Jun-14	22,128	28,546	51,074	7.25
Jul-14	28,120	42,583	71,103	7.5
Aug-14	25,466	40,273	65,739	7.02
Sep-14	15,333	25,527	40,860	6.24
Oct-14	11,738	20,698	32,436	5.84
Nov-14	10,878	25,505	34,383	7.06
Dec-14	22,191	41,005	63,196	7.79
Jan-15	21,506	49,500	71,006	7.5
Feb-15	9,163	26,693	37,856	9.11
Mar-15	5,876	20,715	26,591	12.06
Apr-15	2,756	15,999	16,755	11.24
May-15	1,510	6,583	8,093	9.24
Jun-15	3,619	12,440	16,058	10.41
Jul-15	6,377	16,697	23,074	10.96
Aug-15	4,552	14,537	19,489	9.9
Sep-15	3,083	11,413	14,496	9.72
Oct-15	2,174	9,297	11,471	9.01
Nov-15	1,283	6,543	7,826	8.4

* Route's dropped coming that stored half of data

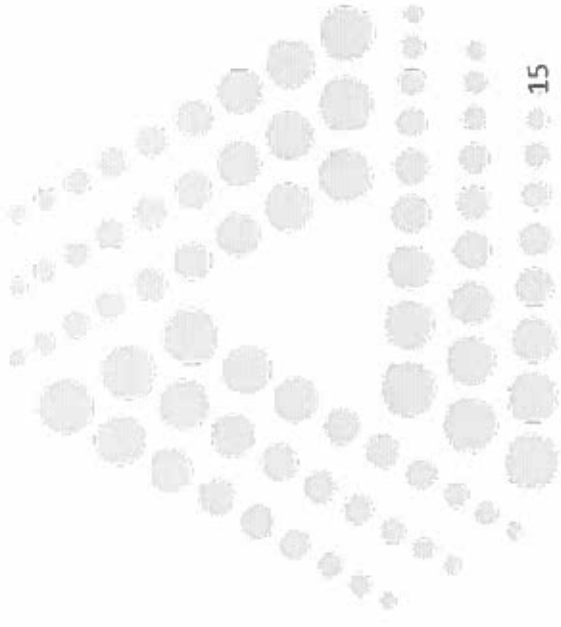
Client Association Activity - All Zonedirectors Client OS Information - All Zonedirectors Connected ZDA





OTHER APPLICATIONS THE WI-FI NETWORK SUPPORTS IN VAIL

- Cellular Small Cells put at WiFi locations
 - Brought investment from Carriers
 - AT&T and VZW
- Smart City
 - Connected City
 - \$2M network and \$1M data center
 - 911 Public Safety
 - Parking structures
 - Snow melt systems
 - CDOT and ToV IP cameras
 - Plus more
 - FIS Alpine World Ski Championships
 - Burton Open
 - Ron Braden IT Director can be reference.





Reference: Traverse City Wi-Fi



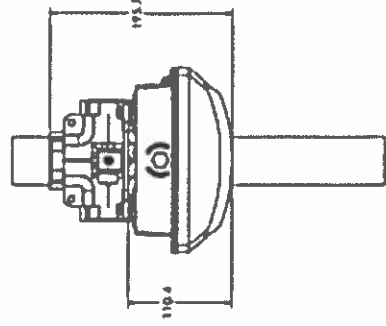
About the TC Wi-Fi Project

- End Goal:
- Extract value from the under utilized Fiber asset
- Only 1% of fiber capability being used
- Accelerate ROI for previous Fiber Plant investment
- Provide new service to Traverse City tourists and businesses
- Invest and collaborate with Chamber, DDA and BATA to build economic base
- Strengthens economic base for job and wealth creation
- TBEDC Regional Broadband Investment Strategy
- Tie broadband access to tourism – Pure Michigan®
- Strengthen TCLP brand:
- Leadership with a successfully executed project
- Affinity with transit visitors and locals

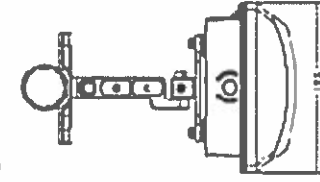
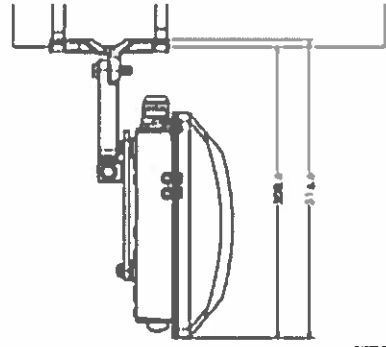


Node Dimensions and attachment detail

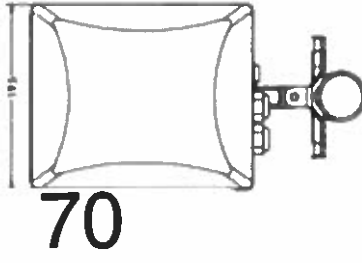
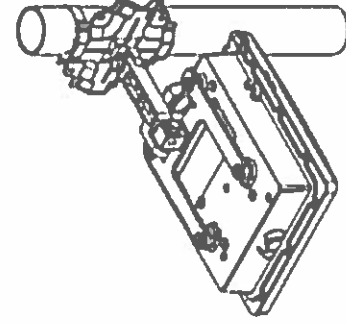
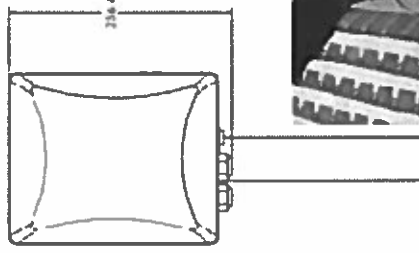
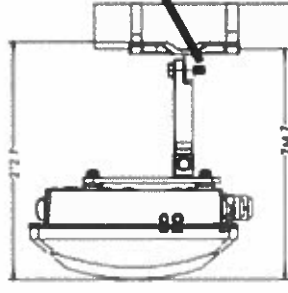
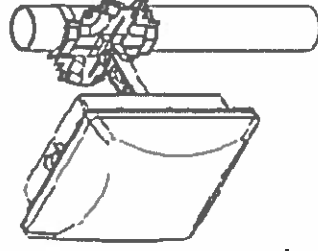
Figure 43. Dome-down mounting maximum dimensions



OMNI



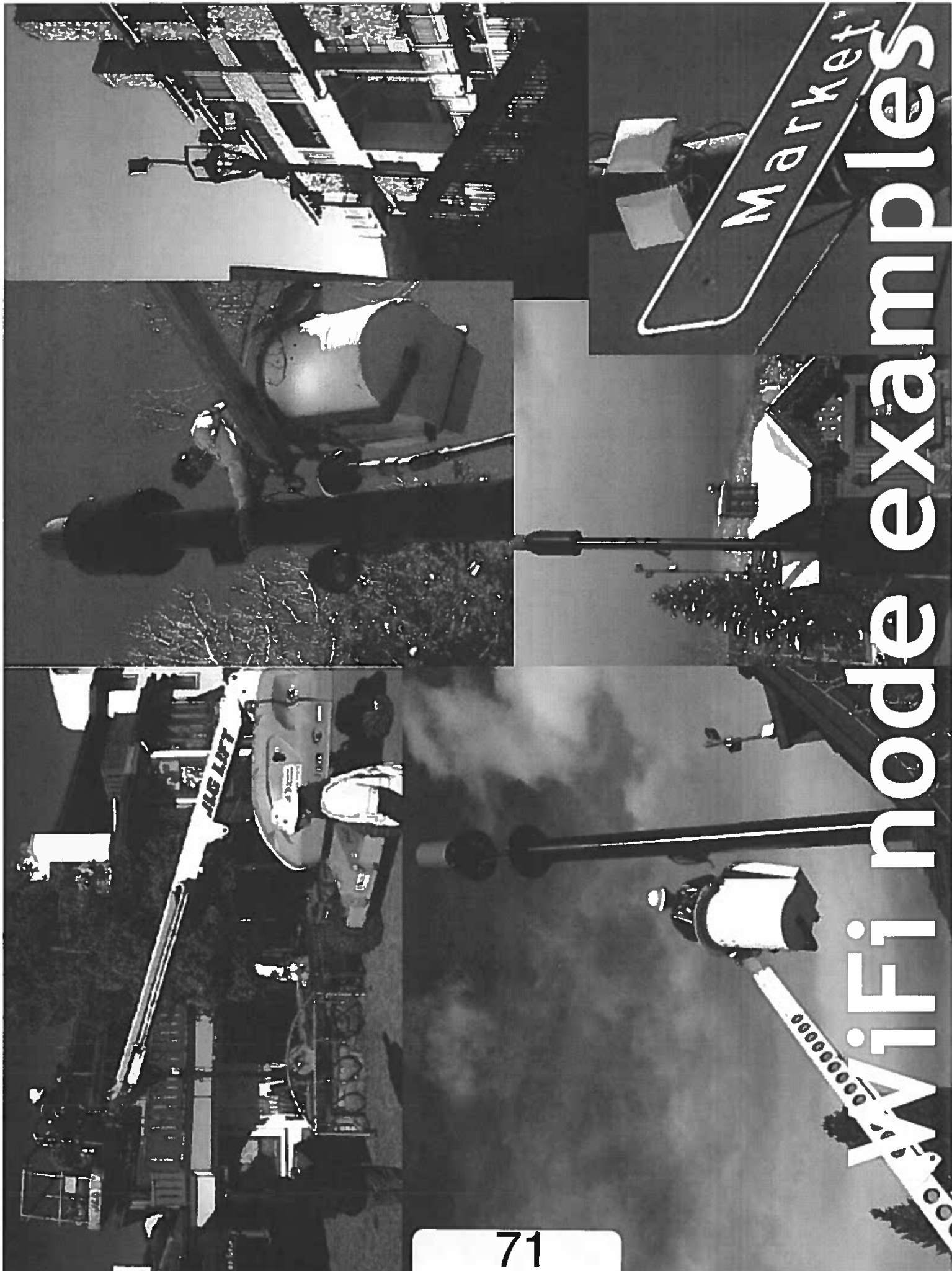
Directional



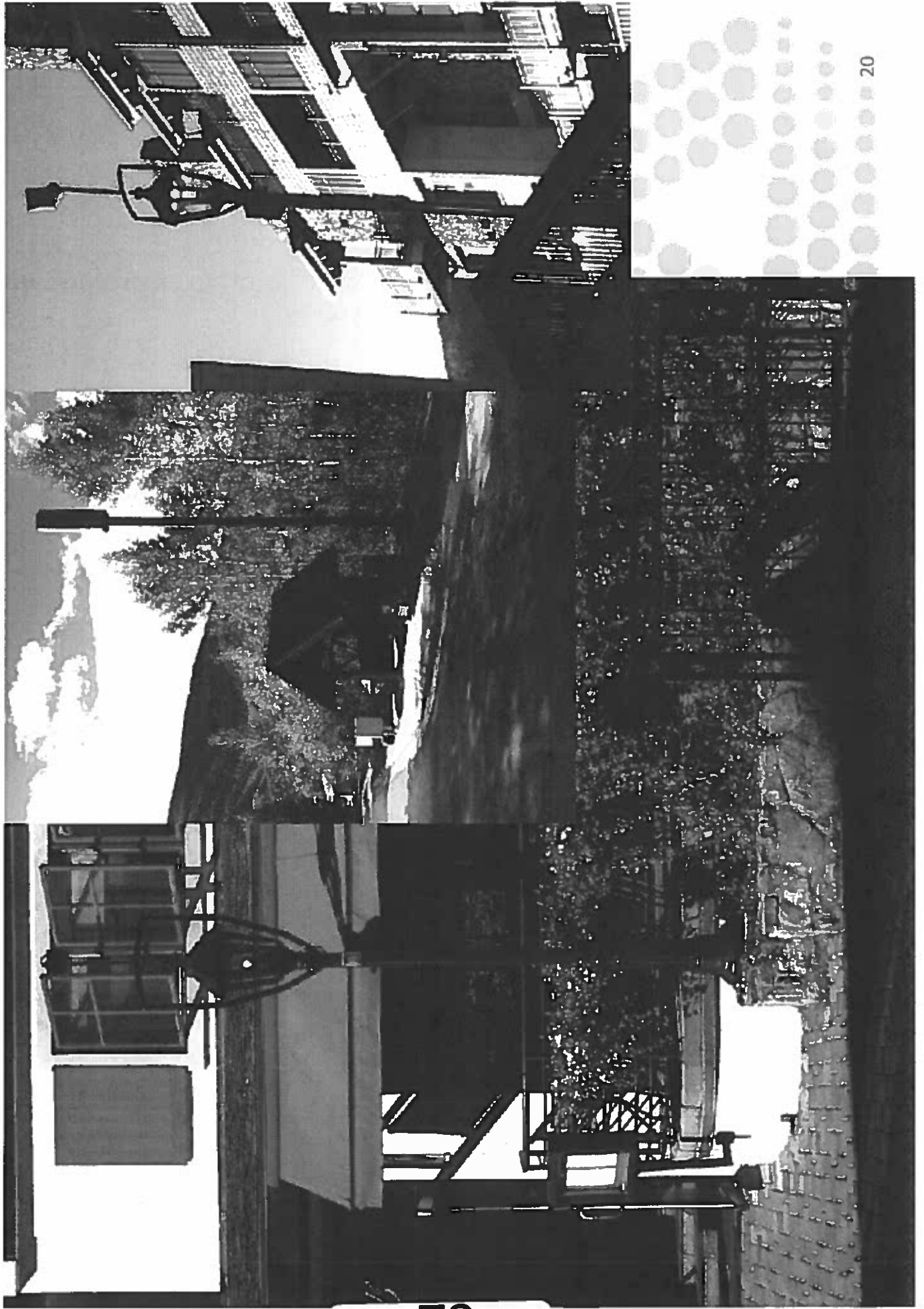
70

Figure 42. Sector mounting maximum dimensions

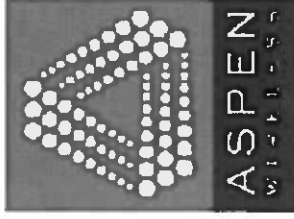




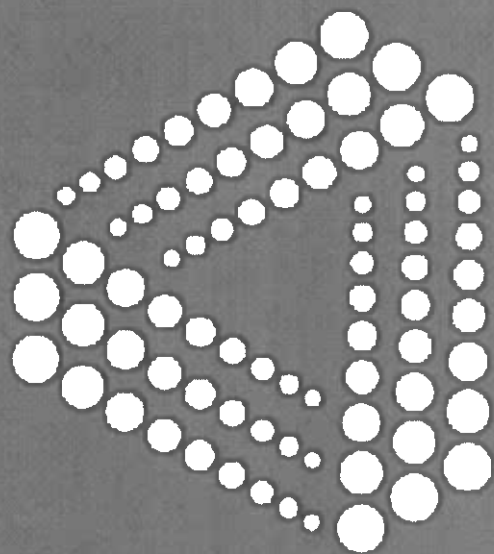
WiFi node examples



Case Study: US D.O.D WiFi MeshNET



- 4700 Homes IoT Network built in 3.5 months!
- 460 Base stations, 3700 devices being monitored.
- Gigawatts of energy savings



ASPEN

WIRELESS

For More information please contact

sales@aspenwireless.net

231-714-6400



ASPEN WIRELESS
 PO BOX 468
 Glen Arbor, MI 49636
 (408) 412-9434
 admin@aspenwireless.net

Estimate 1185

ADDRESS	SHIP TO	DATE	TOTAL	EXPIRATION DATE
City Manager Mark Heydlauff City of Charlevoix 210 State Street Charlevoix, MI 49720 United States	City Manager Mark Heydlauff City of Charlevoix 210 State Street Charlevoix, MI 49720 United States	02/16/2017	\$19,499.00	03/16/2017

SHIP VIA
 Turnkey Operation

FIELD CONTACT
 Mark Heydlauff

PURCHASE ORDER
 City of Charlevoix Public WiFi

TRANSACTION DETAILS

	QTY	RATE	AMOUNT
*Equipment All electronics and Network Hardware: Border Router & Power over Ethernet Switch- 9 Gbps port with 10Gig fiber uplink BGP Router to manage client access and provide bandwidth monitoring and metering. 6-Port PoE+ managed switch to power all radios in City Hall. Full turnkey installation, configuration and integration with Charlevoix County's Merit Internet Circuit. Coordination with Merit & County Staff included.	1	1,995.00	1,995.00
NETWORK CORE EQUIPMENT AT CITY HALL			
*Equipment 1Gbp/s Half Duplex TDD Point to Point millimeter wave link 60GHz V-Band Radio. Includes licenses, power supplies, mounting brackets, hardware, cabling and ancillary materials. Full turnkey installation and configuration	2	2,500.00	5,000.00
POINT TO POINT LINK FROM MERIT FIBER AT COUNTY BUILDING TO CITY HALL			
*Equipment 5 GHz PtP backhaul 750 Mbps Includes licenses, power supplies, mounting hardware, cabling and ancillary materials. Full turnkey installation and configuration.	1	1,495.00	1,495.00
POINT TO POINT LINK TO PARK & MARINA			
*Equipment Ruckus ZoneFlex T710 Dual-Band 4x4:4 802.11AC Wave 2 Outdoor Smart Wi-Fi Access Points Includes licenses, power supplies, mounting poles, hardware, cabling and ancillary materials. Full turnkey installation and configuration.	2	1,495.00	2,990.00
MARINA OUTDOOR WIFI NODES			

TRANSACTION DETAILS	QTY	RATE	AMOUNT
*Equipment Ruckus ZoneFlex T710s 802.11ac Outdoor AP, 4x4:4 Str, 120 degree sector, Beamflex+ ,2.4GHz and 5GHz Includes licenses, power supplies, mounting poles, hardware, cabling and ancillary materials. Full turnkey installation and configuration.	2	1,495.00	2,990.00
MARINA OUTDOOR SECTOR WIFI NODES			
*Equipment Ruckus ZoneFlex T710s 802.11ac Outdoor AP, 4x4:4 Str, 120 degree sector, Beamflex+ ,2.4GHz and 5GHz Includes licenses, power supplies, mounting poles, hardware, cabling and ancillary materials. Full turnkey installation and configuration.	1	1,495.00	1,495.00
PARK OUTDOOR SECTOR WIFI NODE			
Ruckus R710 Ruckus Zoneflex R510 AC WAVE 2 delivers the high performance Smart Wi-Fi access point available, increased device density, and Wi-Fi monetization with Internet of Things (IoT) technologies enabling new business models for Governments & Service Providers. Includes licenses (one for one replacement of existing AP's)	6	469.00	2,814.00
CITY HALL INDOOR WIFI NODES			
*Technical Support 24/7 Customer Support to monitor, manage and maintain all the Wi-Fi Networks (City, Marina & Staff SSID's). Technical Support of Licensing, Upgrades, Devices and Networks Partner Premium WatchDog Support includes L2 & Level 3 Support, Support web login for controller and all APs manageable by the controller, and Advanced Hardware Replacement. Software updates and upgrades, as available, for the controller are included in the controller support. (Monthly Recurring Fee).	12	60.00	720.00
FULLY MANAGED AND LICENSED			
City of Charlevoix Public access Wi-Fi upgrade. Turnkey all-inclusive system including Core router, Park & Marina Wi-Fi and City Hall Wi-Fi.			
TOTAL			\$19,499.00

THANK YOU.

Accepted By

Accepted Date

Tricon Services
5119 Highland Rd Suite 265
Waterford, MI 48327
(844) 987-4266
sales@tricon-services.com

Estimate



ADDRESS
Zach Panoff
Charlevoix City Marina
210 State St
Charlevoix, MI 49720

ESTIMATE # DATE
1122 09/19/2016

ACTIVITY

AMOUNT

09/19/2016

WIFI SERVICE

QTY. Description

1 Mikrotik- CCR1009-8G-1S-1S+
1 Ruckus- ZD1205
1 Ruckus- WatchDog
5 Ruckus- T300
5 Tycon- 48v POE AF
4 UBNT- Loco M5
4 10Ft Pole 1-1/2"
4 14x10x4 Inch 120 VAC Weatherproof Enclosure
1 UBNT- Rocket M5
1 UBNT- 5Ghz Omni 10dBi

12,872.66

Installation

Install,Parts, Equipment

Service Agreement

Seasonal Service Agreement to Manage and Maintain System (\$1200.00 Due May 1 each season)

Includes:

24-48 Hour Response time if can't be fixed remotely
24/7 monitoring
All Labor and trip charges for repairs and troubleshooting

Full Replacement Warranty of all Equipment (can be purchased for an additional \$600 per season to the Service Agreement)

Assumptions: Power will be provided if not already provided at Access
Point locations.

TOTAL

\$12,872.66

50% Deposit is Required with Balance Due upon Completion

Accepted By

Accepted Date



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

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

Memo

To: The Honorable Mayor Kurtz and the Charlevoix City Council
From: Mark L. Heylauff, City Manager
Subject: City Manager's Report for March 6, 2017
Date: March 1, 2017

A. Marina Work

There are several projects taking shape for the Marina ahead of this summer's season. On Monday, I'll be asking your approval for the installation of an upgraded Wi-Fi system. I've also asked Electric Superintendent Don Swem to design and request bids for a system to reduce the threat of electricity in the water, which can be a deadly hazard if a person comes into contact with electrified water. This system would automatically shut the electricity off when a shock is detected. Finally, I've asked Chief Doan and Harbormaster Evans to work this spring on an updated Emergency Response Plan for the Marina to address the risk of fires, fuel spills, and other hazards we might encounter.

B. Goals Progress

I met last week with Munson Healthcare Charlevoix Hospital CEO Lyn Jenks about the goals the Council adopted earlier this year. Senior care and independence is a goal of her board so we decided it made sense for our organizations to jointly look at these issues and how we might play a collaborative role in addressing them. We plan to meet soon with representatives of the Commission on Aging and the Health Department of Northwest Michigan to discussing initiatives.

I also met with Erika Van Dam of the Health Department of Northwest Michigan regarding our goals and ways we can collaborate with them. There are some good opportunities for us to look at outdoor space, accessibility, and encouraging healthy living, especially as we look at our public spaces.

C. Redevelopment Ready Communities

Emily Pantera, our RRC Consultant, and Main Street Executive Director Lindsey Dotson and I have been finishing up our application to the MEDC RRC Program and I expect we'll submit the application within a week. There are many pieces to this process but I believe we have made quick work of it. Once it is complete, we will be compliant with MEDC rules for receiving grants and assistance, as well as proactively reviewing our practices.

D. Main Street News

At Monday's DDA/Main Street Meeting, the Board approved Façade Grant Guidelines (as developed by Rick Wertz, John Campbell and the Main Street Design Committee). These will be used to offer grants to downtown building owners to help them improve the exterior of their building.

Also we have received our first request for design services. This is a service provided by Michigan Main Street to building owners within the Main Street district who desire to improve the exterior of their building by returning it to the historic look. Main Street will provide a historic consultation and advice on how a new look can be in keeping with the history of Bridge Street.

E. MDOT Presentation

On April 3, representatives from MDOT will be presenting on the potential of converting portions of US 31 from four lanes to three. They want you to be more informed about the issue before any decisions are made.

F. Main Street Work Session

In the packet, you will see a memo from Lindsey Dotson regarding the Main Street Work Session coming up next week. This will be a good time to hear more about the progress of our Main Street Program and ways we can continue to make our community more vibrant.

The following documents are for Council's information:

- Memo from Main Street/DDA Director Lindsey Dotson RE: Main Street Refresh Meeting
- Agenda for Council Work Session of March 8, 2017 at 1:30pm
- Approved Planning Commission Minutes – January 9, 2017



CITY OF CHARLEVOIX

210 STATE STREET | CHARLEVOIX, MICHIGAN | 49720

Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

Memo

To: Charlevoix City Council

From: Lindsey J. Dotson, Main Street/DDA Executive Director

Subject: Main Street Refresh Meeting

Date: March 2, 2017

On March 8 at 1:30pm, Charlevoix Main Street will have their Transformation Strategic Planning & Alignment Visit with leadership from the Michigan Main Street Center as well as representatives of the National Main Street Center. This visit is an important service provided to assist existing Michigan Main Street communities define community-informed and market-driven strategies that can direct and strengthen their revitalization efforts. This service also reflects Michigan Main Street efforts in helping all of its designated communities implement the "Refreshed" Main Street approach for comprehensive revitalization of traditional historic downtowns across the state.

During the visit, they will meet with a variety of stakeholders including City Council. Since Council sets the broad direction for the community, it is important to understand your views on how Charlevoix Main Street is operating and discuss with you the status of the program. Later in the day, they'll meet with Main Street committee leaders, business owners, and finally, the Main Street/DDA Board. I appreciate all of your time in this special meeting.

After the visit, The National Main Street Center will provide a written summary of the visit outlining the findings and recommendations outlined during the visit within a month after onsite visit. Copies of the surveys' results, market information, and supporting materials will also be provided. The National Main Street and Michigan Main Street will work with local leaders to confirm and schedule additional technical assistance and services to be offered to the program throughout the year.

As a reminder, the Main Street program is a four-point approach to historic preservation through economic development and it emphasizes promotion, design, organization, and economic vitality. Each of these areas has an active volunteer committee working on a variety of projects in our Main Street District.

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL WORK SESSION

Wednesday, March 8, 2017 – 1:30 p.m.
City Hall Council Chambers, 210 State Street Charlevoix, Michigan

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. National Main Street Center Review of Charlevoix Main Street**
- 4. Public Comment**
- 5. 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 March 2, 2017, 12 Noon



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

PUBLIC MEETING NOTICE CITY COUNCIL WORK SESSION

Pursuant to Section 2.15(c) of the City Charter of the City of Charlevoix, the Mayor has called a City Council Work Session on **Wednesday, March 8, 2017 at 1:30 p.m.** in Council Chambers of City Hall, 210 State Street, Charlevoix, MI.

The purpose of the session is to review and discuss the progress of the Charlevoix Main Street Program with representatives of the Michigan Main Street Center and the National Main Street Center.

A handwritten signature in blue ink that reads "Joyce M. Golding".

Joyce M. Golding, City Clerk
02/21/2017 2:30pm

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

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, January 9, 2017 - 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

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

B. Roll Call

Chair: Sherm Chamberlain

Members Present: Judy Clock, John Elizinga, Mary Eveleigh (7:04 p.m.), Toni Felter, Nelson Fletcher, Rick Golding, RJ Waddell

Member Absent: Julee Roth

City Staff: Interim Planner Zach Panoff

C. Inquiry Into Potential Conflicts of Interest

None.

D. Approval of Agenda

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

E. Approval of November 14, 2016 Minutes

Member Fletcher stated that a correction was needed on page 4, item 2b, second line should read "Michigan Residential Code". Motion by Member Clock, second by Member Fletcher, to approve the November 14, 2016 minutes as corrected. Motion passed by unanimous voice vote.

F. Call for Public Comment not Related to Agenda Items

None.

G. New Business

1. Networks Northwest Goal Setting

a. Staff Update

Chair Chamberlain noted that the memo included in the agenda packet notified the Commission that the City has come to an initial agreement with Networks Northwest for the agency to serve as the City Planner.

b. Presentation and Planning Commission Discussion with Sarah Lucas

Sarah Lucas, Networks Northwest Manager, gave a quick introduction of her company, their staff and expertise. She referenced the proposed contract with the City and the scope of work. She reviewed a brief presentation regarding the Master Plan Implementation, special Planning projects, and overall goals/priorities for the Planning Commission and how the agency could assist the City in reaching those goals.

Chair Chamberlain referenced the possibilities of the Redevelopment Ready Program. Ms. Lucas also briefly reviewed transportation recommended enhancements and their interaction with the Michigan Department of Transportation. Chair Chamberlain suggested that each member should think about what they wanted to add to the list and then they could prioritize the items. He stated that they need to finalize the summer housing issue and all the zoning amendments that relate to housing at this time.

Ms. Lucas agreed the first step was to review the Zoning Ordinance and other applicable City ordinances. Ms. Lucas stated that staff will be in Charlevoix 1–2 days a week, but she can be reached at the Traverse City office any time.

H. Old Business

1. Potential Summer Worker Housing Zoning Amendments

a. Staff Presentation

Interim Planner Panoff presented draft language for minor revisions to the Zoning Ordinance to provide more affordable housing. He included adding definitions of short-term (less than 30 consecutive days) and long-term (more than 30 consecutive days) rentals as well as "long term renting of no more than one individual room in a residential structure is permitted, as long as the structure is owner occupied."

Member Waddell noted that this would allow every house in R-1 and R-2 to be eligible for room rentals. He stated there was no way to control a college student from renting a room. He felt that issues discussed in the Short-Term Rental Sub-Committee such as traffic, apply with summer workforce housing. He stated that he was "not sure we're going to address the need we want and opening up another issue that we don't have right now." He stated that they had boarding house language as a special use. He questioned how they would ensure that houses had smoke detectors and were safe.

Member Fletcher felt they needed to differentiate between "owner present and owner not present". He said that short-term rentals could be apartments, single family dwellings, one room in a single family dwelling, one room in a multi-family dwelling, or seasonal. He felt there was a lot to try to regulate. He was concerned about hiring a building inspector and the City's liability.

Member Eveleigh asked if there was language to exclude the City to avoid liability. Member Golding responded that if you had a City employee performing inspections for the City, the City would then assume responsibility for the results of those inspections. Chair Chamberlain recalled Sub-Committee meeting discussion regarding the owner of the house registering the house as a summer rental. He stated whether or not the City had a similar registration for summer workforce housing is a question for the Commission, and they could have a similar list of regulations for summer workforce housing renters.

Member Fletcher questioned where does the City "have the authority to say what I do with my house with one room with one student." He felt the City should not restrict individuals from renting a room in their home if the home was owner occupied.

Interim Planner Panoff read the Ordinance definitions for "bed and breakfasts" and "boarding and rooming house." He noted that the current Zoning Code does not differentiate between short and long-term rentals.

b. Call for Public Comments

Maureen Owens, Main Street Economic Restructuring Committee, stated that the Main Street Board was asking the Commission to remove existing restrictions so homeowners can legally rent a room in their home. She felt homeowners should decide what level of insurance coverage they carry.

Dan Barron, DDA Chairman, stated that they were looking for flexibility and felt that the proposed language was a step in the right direction. He stated that they needed to look at a matter of personal responsibility vs. government stepping in as big brother to ensure certain actions. He stated that young adults looking for this type of housing would have the opportunity to inspect the property and the homes were owner occupied.

c. Planning Commission Discussion

Chair Chamberlain stated that rentals being owner occupied was a key point. Discussion followed regarding the proposed language change, owner responsibilities, parking issues, number of people per room, and boarding house regulations. Interim Planner Panoff stated that the proposed language needed to be approved by the City Attorney and then the public hearing would be the next step.

Motion by Member Felter, second by Member Elzinga, to forward this on to the list of proposed changes [to the Zoning Ordinance and hold a public hearing at a future date.] Motion passed by unanimous voice vote.

2. Update on Short Term Rental Sub-Committee

a. Summary of December 12th Meeting

Member Waddell reported that Interim Planner Panoff and Member Golding received quite a bit of information from a seminar they attended in Grand Haven. The Sub-Committee determined that they needed to look at this issue as three prongs: 1) registration process for short-term rentals, registration fee and 24/7 contact information for the owner or representative; 2) reach out to short-term rental homeowners to ensure that their homeowners insurance covers rentals and provide sample contracts for short-term rentals; and 3) reach out to renters through something similar to South Haven's "Good Visitor Guide."

b. Planning Commission Discussion

Discussion followed regarding the three-prong approach.

c. Public comments.

Jonathan Pack, Charlevoix Inn & Suites General Manager, stated that as a hotel operator he had concerns regarding short-term rentals due to the number of regulations and codes that hotels must follow that are not applicable to short-term rentals. He felt that short-term rentals created an unfair advantage over the hotel industry. He stated that the City has not inspected their property in at least the last three years and he expressed concerns about safety issues in private homes. He felt that there will continue to be a higher demand for short-term rentals.

Maureen Owens felt that short-term rentals were displacing citizens and causing a loss of workforce and affordable housing. She stated that Traverse City was looking at perimeters for short-term rentals. Member Waddell stated that Traverse City looked at the issues a few years ago and now they are revisiting them and he noted Petoskey eliminated short-term rentals outside their downtown area.

Chair Chamberlain felt that the Sub-Committee should continue with their three-prong approach and the Commission agreed. The next Sub-Committee meeting is 10:00 a.m. on February 13, 2017.

3. Proposed PUD Rezoning for Property on Division Street

a. Staff Update

Interim Planner Panoff recalled in April 2016 they held a second public hearing regarding the proposed PUD rezoning for property on Division Street for four 12-unit apartment buildings. He stated that after hearing presentations and public comments, the Commission opted to table the decision to give the applicant more time to either revise their project or proceed with their original plan by the end of 2016. John Murray, the property owner's broker, advised that the applicant did not have anything else to submit in regard to their project and that they would not continue.

b. Tabled Motion

Motion by Member Waddell, second by Member Elzinga, to deny the [PUD rezoning on Division Street] proposal as it did not meet their requirements and the applicant had not submitted any revisions to the proposed plan. Motion passed by a unanimous vote.

4. Review of 2017 Planning Commission Meeting Schedule

There were no changes proposed to the meeting schedule as presented. Chair Chamberlain requested a motion for Chairman. Member Clock nominated Sherm Chamberlain as Chair. Member Waddell nominated Judy Clock as Vice Chairman. Motion by Member Clock, second by Member Felter to accept the nominations for the next year. Motion passed by a unanimous vote.

I. Staff Updates

None.

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

Member Waddell commented that per the Supreme Court, sign ordinances cannot deal with any content on the sign; they can only regulate the sign size.

K. Adjournment

Motion by Member Elzinga, second by Member Waddell, to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 8:48 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair