

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, March 20, 2017 - 7:00 p.m.
City Hall Council Chambers, 210 State Street Charlevoix, Michigan

1. Pledge of Allegiance

2. Roll Call

3. Presentations

- A. Van Pelt Alley Presentation

4. Inquiry regarding conflicts of interest

5. Consent Agenda

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

- A. City Council Meeting Minutes – March 6, 2017 Regular Meeting PG 1-6
- B. Accounts Payable Check Registers & Payroll Check Registers PG 7-17
- C. Approve Farmer's Market Manager & EMS Director Job Descriptions PG 18-22
- D. Set Public Hearing for CFEC Application: Celebrate Me Home, LLC PG 23-34

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- A. Forestry Management Plan PG 35-623
- B. Live from Charlevoix-Round Lake Music Festival PG 63
- C. Airport Rates PG 64-68
- D. Van Pelt Alley Utility Upgrades PG 69-70
- E. Sale of Property: Marion Center and US 31 PG 71-72
- F. Conflict of Interest Policy PG 73-77

8. Reports & Communications

- A. Public Comments
- B. City Manager Comments PG 78-86
- 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 16, 2017 4:00 p.m.

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, March 6, 2017 – 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

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

3. Presentations

None.

4. Inquiry Regarding Conflicts of Interest

The Mayor stated that he would recuse himself from the public hearing but, intended on facilitating a presentation regarding his development plan for the area. After a lengthy debate, Council agreed that the Mayor should not be allowed to make his presentation at this meeting. The presentation will be facilitated by someone other than the Mayor at the March 20th meeting.

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 20, 2017 Regular Meeting
- B. Special Accounts Payable Check Register – February 21, 2017
- C. Regular Accounts Payable Check Register – March 7, 2017
- D. ACH Payments – February 21, 2017 to February 27, 2017
- E. Payroll Check Register – February 23, 2017
- F. Payroll Transmittal – February 23, 2017
- G. Tax Disbursement – March 7, 2017
- H. Approve Garden Plot Donation for the Charlevoix Food Pantry
- I. Approve Softball/Baseball Field Operator, Golf Grounds Maintenance/Spray Technician, and Golf Grounds Maintenance Seasonal Job Descriptions dated 03/06/2017
- J. Approve AT&T Renewal Agreement

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

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

6. Public Hearings & Actions Requiring Public Hearings

- 1. Public Hearing on Pedestrian Use of Van Pelt Alley
Mayor Kurtz recused himself.

City Manager Heydlauff stated that 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 on pedestrian alleys from Staff Planner Lucas, and also scheduled a Public Hearing for tonight. He confirmed that letters were sent to property and business owners within the block of Bridge, State, Clinton and Park Streets. City Manager Heydlauff also noted that Ken Polakowski, Shade Tree Commission, suggested that the City look into the Sustainable Built Environment Initiative (SBEI) through Michigan State University.

Clerk's note – The City Manager received the following letters from the public: Mr. & Mrs. John Belfy and Mr. Ken Polakowski were in favor of the closure, whereas Mr. Ian Simpson and Ms. Julee Roth were not in favor of closure.

Deputy Mayor Cole opened the public hearing at 7:18 p.m.

Rick Root, Taffy Barrel, was opposed the closing Van Pelt Alley. He noted delivery trucks block the alley, therefore the side alley is required for vehicle access.

Dr. Steven Voci, 103 Clinton, was opposed to closing the Alley. He foresees a lot of vehicle traffic in his back yard.

Ed Mann, Smoke on the Water, was opposed to closing the Alley. He voiced complaints about traffic and signage for his restaurant.

Greg Stevens, cautioned Council about making a decision tonight without knowing the whole picture (without a presentation from the requestor).

Nancy Suzor, Elements Gallery, was opposed to closing the Alley and expressed concern with deliveries, parking availability and clear lines of sight.

John Campbell, Main Street Design Committee, felt that the overall plan should go before the Planning Commission as well as Main Street before coming to Council for a decision.

Leroy Sumner, Seeley's Printing, stated that he did not receive a notice of the public hearing and was opposed to closing the Alley.

Julie Mann, Smoke on the Water, was opposed to closing the Alley. She discussed the conflict of interest and questioned what Mayor Kurtz's agenda was for Charlevoix.

Danielle Sheller, Salon Beautiful You and future tenant of 100 Van Pelt Alley, stated she was excited about new business in the Alley and was concerned with safe access for her customers. She suggested that as an alternative, the Alley could be closed to vehicle traffic during certain times of the day.

Bill Supernaw stated he was embarrassed by the conflict of interest discussion at the beginning of this meeting. He felt that some Councilmembers had an ongoing vendetta against the Kurtzs and were embarrassing the City with "anti-business and anti-growth".

Luther Kurtz stated that he did not feel like this was a vendetta and noted that several important points were raised which he takes seriously as a developer. He commented that his goal was to make the Van Pelt Alley area great for everyone with or without closing a section of the Alley to vehicles.

The public hearing was closed at 7:54 p.m.

Deputy Mayor Cole felt that a presentation would offer more information and Councilmembers Kalbfell and Hagen agreed that it would allow for a more educated decision.

Councilmember Oleksy stated that he had no personal feelings toward Mr. Kurtz and was offended by Mr. Supernaw's comments. He commented that the Alley should have safe access to the area including fire and EMS and felt that it was important to leave the Alley open. Chief Doan noted that he would have to research how many EMS calls occur in the area.

Councilmember Gibson stated that she was in favor of a comprehensive site plan for the entire area and was not in favor of closing 40 feet of the Alley. She felt that it was wrong for a business to use public property in this manner.

Councilmember Perron commented EMS had its challenges getting to the area.

Motion by Councilmember Gibson, second by Councilmember Oleksy, to study the Sustainable Built Environment Initiative from MSU with input from Sarah Lucas.

City Manager Heydlauff commented that the application deadline was March 30th and he would work with Staff Planner Lucas.

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

Nays: None

Absent: None

Rick Root noted that there was only one 'One Way' sign on the Alley and requested additional signage.

Mayor Kurtz returned to the dais.

7. All Other Actions & Requests

A. Ferry Beach Pier Dredging

Chief Doan recalled that Council was in favor of expanding swimming and diving at Ferry Beach Pier and decided to move forward to have Site Planning apply for the appropriate permits. Chief Doan met with Traver Wood of Site Planning and Ben Cunningham to discuss the dredging project further. The proposed project would include: dredging (\$15,000-\$20,000), new cement cap (\$7,000-\$10,000), and railings along the pier (\$7,000-\$10,000) for a total cost of \$35,000-\$40,000. City Manager Heydlauff noted that the current budget does not allow for a project of this magnitude and recommended that the item be pushed off for another year. Further details of the proposed project were discussed.

Mayor Kurtz opened the item to public comment.

Greg Stevens questioned whether Mr. Cunningham's dredging price was all inclusive and Chief Doan responded affirmatively.

The item was closed to the public.

Motion by Councilmember Cole, second by Councilmember Hagen, to transfer the reopening of the Ferry Beach Pier to the 2018/2019 Capital Budget and direct Staff to plan accordingly.

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

B. Charlevoix, Cheboygan and Emmet County Hazard Mitigation Plan

Chief Doan stated that the Charlevoix, Cheboygan and Emmet County Office of Emergency Management proposed a Hazard Mitigation Plan that determines funding for projects that reduce the potential for damage when an event occurs. The plan is approved by FEMA, Michigan State Police, and Homeland Security Division. Once adopted it will enable the City to be eligible for grant funding for specific projects approved in the plan.

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

Motion by Councilmember Gibson, second by Councilmember Kalbfell, to approve and adopt the Hazard Mitigation Plan.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2017-03-01**

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; and
- 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; and
- WHEREAS,** the Michigan State Police Emergency Management and Homeland Security Division is providing federal mitigation funds to support development of the mitigation plan; and
- WHEREAS,** the Hazard Mitigation Plans for Charlevoix, Cheboygan and Emmet Counties have been combined and updated by the Tri-County Office of Emergency Management; and
- 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; and
- 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; and
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; and
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; and

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

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

Resolution was adopted by the following yeas and nays vote:

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

C. Marina WiFi

City Manager Heydlauff recalled that we struggled to provide quality wireless internet coverage at the Marina and we identified two main issues: limited bandwidth and problems with the hardware distributing data to the boaters. He described two options in depth which included Charter and Merit Network with Aspen Wireless. City Manager Heydlauff noted that East Jordan and Traverse City both use Aspen Wireless. He felt that the Aspen arrangement would let us build out the WiFi coverage by utilizing our light and electric poles to mount small antennae and could spread this incrementally to provide broader coverage.

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

Motion by Councilmember Perron, second by Councilmember Cole, 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.

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

8. Reports & Communications

A. Public Comments

Greg Stevens questioned whether there will be a presentation on the Alley. It was confirmed that the presentation would be held at the March 20th Council meeting and discussion will continue.

Rick Root felt that no decision can be made on the Alley without a comprehensive plan. It was confirmed that no decision will be made after the presentation.

B. City Manager Comments

City Manager Heydlauff stated MDOT scheduled the bridge closure beginning March 27th from 11 p.m. to 5 a.m. on 12 consecutive nights. He assured Council that the City will have emergency coverage with the assistance of Charlevoix Township. He indicated that discussion with Township Supervisor Center regarding combined department coverage is continuing.

City Manager Heydlauff reminded Council of the June 19th Council meeting scheduled at the Depot to commemorate its 125th anniversary. A Main Street Work Session is scheduled for Wednesday, March 8th at 1:30 p.m.

C. Mayor & Council Comments

Mayor Kurtz admitted that this was a tough meeting and the conflict of interest issue was surprising. He remarked that he appreciated everyone's comments.

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 8:34 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

Special Accounts Payable – 02/21/2017

AT&T	2,224.48	DELTA DENTAL	3,572.06
AT&T MOBILITY	90.07	GREAT LAKES ENERGY	242.67
CHARLEVOIX STATE BANK	11,203.90	METLIFE SMALL BUSINESS CENTER	686.13
CHARTER COMMUNICATIONS	392.57	PRIORITY HEALTH	41,369.84

VERIZON WIRELESS	56.72		
VISION SERVICE PLAN	518.88	TOTAL	60,357.32

Regular Accounts Payable - 03/07/2017

a5 BRANDING & DESIGN	2,106.41	KSS ENTERPRISES	137.74
AIRGAS USA LLC	123.22	LAKESHORE TIRE & AUTO SERVICE	26.00
ALTEC INDUSTRIES INC	596.57	LEESE, M. CHRIS	89.88
ARCADIA BENEFITS GROUP INC	25.00	LEMON, THOMAS	220.00
ARGUSHAZCO	303.93	LOUCKS, SHERRI	30.69
ARROW UNIFORM-TAYLOR L.L.C.	1,153.50	MACKENZIE, JOHN	165.00
ASPLUNDH TREE EXPERT CO	9,191.38	MARTIN, RICHARD	58.06
AT&T LONG DISTANCE	47.16	MAYER, SHELLEY L.	41.00
B & L SOUND INC	198.92	McGINN, KELLY	41.00
BALCH, GARY	165.00	MERRILL, BARRY	155.00
BEEMON, RICK	101.50	MICHIGAN WATER ENV ASSOC	130.00
BINSTADT, RICHARD	5.50	MILLER, WILLIAM S.	41.00
BOB MATHERS FORD	872.80	NETSOURCE ONE INC.	96.00
BOSS, LINDA K.	312.56	NORTHERN FIRE & SAFETY INC.	253.50
BRADLEY, KELLY R.	86.00	NORTHERN MICHIGAN REVIEW INC.	2,204.30
CCI SOUTH LLC	157.50	NORTHERN PUMP & WELL	1,200.00
CENTRAL DRUG STORE	127.92	NW MI COG	2,240.00
CHARLEVOIX GLASS INC.	100.00	O'LEARY, LINDA	42.38
CHARLEVOIX SCREEN MASTERS INC	4,677.00	ORTWINE, MICHAEL	130.94
CHARLEVOIX STATE BANK	190.00	OTWELL MAWBY	10,055.00
CHARLEVOIX TOWNSHIP	399.00	PAIR, EDITH	7.73
COHEN, VIVIAN	121.00	PANOFF, ZACH	41.00
CROSSROADS MOBILE MAINTENANCE	2,421.00	PERFORMANCE ENGINEERS INC	6,696.25
DAVIS, JEAN	49.50	PERSONAL GRAPHICS	1,112.22
DCASSESSING SERVICES	4,371.08	PLUNKETT & COONEY	1,420.00
DeROSIA, PATTY	41.00	PORATH, JAKE	160.00
DOAN, GERARD	383.60	POWER LINE SUPPLY	5,541.04
DOTSON, LINDSEY J.	41.00	PREIN & NEWHOF	8,023.20
ELLIOTT, PATRICK M.	355.98	PRO WEB MARKETING LLC	10.00
EMERGENCY MEDICAL PRODUCTS INC	1,020.61	PVS TECHNOLOGIES INC	6,245.51
ETNA SUPPLY	6,810.00	RYLANDER, DONALD	42.38
EVANS, HAL	41.00	SCHMUCKAL OIL CO	677.60
FASTENAL COMPANY	16.75	STATE OF MICHIGAN	70.00
GOLDING, JOYCE	41.00	STEPHAN, PAUL	25.00
GREAT LAKES ELEVATOR LLC	2,600.00	SUPERIOR MECHANICAL	160.00
GRP ENGINEERING INC.	267.77	SWEM, DONALD L.	41.00
GRULER'S FARM SUPPLY INC	693.50	TERMINAL SUPPLY CO	991.86
HACH COMPANY	1,602.69	THE BANK OF NEW YORK MELLON N.A.	502,326.56
HANKINS, SCOTT	41.00	THIRD DAY FELLOWSHIP	2,000.00
HART II, DELBERT W.	86.00	TRUCK & TRAILER SPECIALTIES	829.17
HEID, THOMAS J.	41.00	U.S. SAWS	818.32
HEYDLAUFF, MARK L	41.00	USA BLUE BOOK	753.50
HILER, SHERRY	19.07	VILLAGE GRAPHICS INC.	5.00
HOLIDAY COMPANIES	5,548.32	WAGNER, BRIAN	115.50
HOSLER, MAGGIE	39.10	WELLER, LINDA	41.00
JACK DOHENY SUPPLIES INC	510.11	WITHERSPOON, JAMES	134.47
JACKSON, CAITLIN	70.00	WITHROW, GREGORY	37.65
JOPPA HOUSE MINISTRIES PROGRAM	5,000.00	WORK & PLAY SHOP	132.03
KELSEY, DORA	34.28	WURST, RANDALL W.	355.98
KEVIN'S METER TESTING	1,857.96	WYMAN, MATTHEW A.	41.00
KIRINOVIC, THOMAS	41.00	ZACHARIAS, STEVEN B.	86.00
KLOOSTER, ALIDA K.	41.00	TOTAL	611,486.65

ACH Payments - 02/21/2017 to 02/27/2017

MI PUBLIC POWER AGENCY	30,484.16	VANTAGEPOINT (ROTH IRA)	911.53
IRS (PAYROLL TAX DEPOSIT)	33,096.28	MERS (DEFINED BENEFIT PLAN)	26,381.28
ALERUS FINANCIAL (HCSP)	420.00	MI PUBLIC POWER AGENCY	10,236.16
STATE OF MI (WITHHOLDING TAX)	4,855.68	MI PUBLIC POWER AGENCY	254,554.93
VANTAGEPOINT (401 ICMA PLAN)	699.94		
VANTAGEPOINT (457 ICMA PLAN)	12,425.08	TOTAL	374,065.04

Payroll Net Pay - Pay Period Ending 02/18/2017 (Paid 02/23/2017)

WELLER, LINDA JO	1,469.19	GOLDING, JOYCE M.	1,080.00
HEYDLAUFF, MARK L.	2,109.01	DEROSIA, PATRICIA E.	891.92

DOTSON, LINDSEY J.	1,393.28	HAGEN, MADISON L.	460.12
LOY, EVELYN R.	1,050.16	CRANDELL, ZACKARY R.	331.65
KLOOSTER, ALIDA K.	1,540.11	BERTINELLI, DAVID P.	923.57
GOLOVICH, KAREN J.	970.67	ARNOLD, HAILEE M.	265.26
SPENCLEY, PATRICIA L.	1,272.04	BOSS, BEAU J.	849.92
PANOFF, ZACHARY R.	1,169.91	BARNEVELD, VLADIMIR R.	455.18
MILLER, FAITH G.	29.83	FICHTNER, KRISTIE S.	221.64
LEESE, MERRI C.	523.99	HEID, THOMAS J.	1,273.44
MCGINN, KELLY A.	1,564.08	VANLOO, JOSEPH G.	442.59
DOAN, GERARD P.	1,559.32	WYMAN, MATTHEW A.	1,423.43
SCHLAPPI, JAMES L.	1,161.53	BOSS, RYDER S.	464.72
UMULIS, MATTHEW T.	1,230.71	MILLER, WILLIAM S.	988.59
HANKINS, SCOTT A.	1,456.97	DOUGLAS, MARK	404.00
ORBAN, BARBARA K.	1,249.50	STEVENS, JEFFREY W.	629.42
TRAEGER, JASON A.	548.67	FUNKEY, KRAIG R.	154.68
FLICKEMA, ANDREW M.	1,698.84	MEGGISON, JERRY B.	229.06
MATELSKI, KIMBERLY A.	1,143.82	RILEY, CASEY W.	644.44
RILEY, DENISE M.	424.69	THORMAN, MIKAYLA R.	362.81
WURST, RANDALL W.	960.48	JONES, LARRY M.	1,393.22
MAYER, SHELLEY L.	1,353.00	FLORE, ROBERT A.	892.49
HILLING, NICHOLAS A.	1,197.08	WILLSON, BRENDA R.	1,250.44
MEIER III, CHARLES A.	1,403.16	BEAN, PETER J.	1,893.28
ZACHARIAS, STEVEN B.	1,380.81	FENNELL, DREW M.	242.27
EATON, BRAD A.	1,738.14	RILEY, REBECCA J.	114.52
WILSON, TIMOTHY J.	2,016.65	WHITLEY, TYLER J.	1,008.40
LAVOIE, RICHARD L.	1,675.52	MCCALIB, RACHELLE L.	370.61
STEVENS, BRANDON C.	1,859.12	TRAVERS, MANUEL J.	1,137.16
DRAVES, MARTIN J.	1,647.10	SILVA, JESSE L.A.	132.14
BROWN, STEPHANIE C.	354.39	RILEY, DANIEL A.	1,864.76
ANDERSON, ELIZABETH A.	1,108.01	SWEM, DONALD L.	1,834.09
ELLIOTT, PATRICK M.	1,962.28	WHITLEY, ANDREW T.	1,703.19
SCHWARTZFISHER, JOSEPH L.	1,244.45	MORRISON, KEVIN P.	1,492.80
BRADLEY, KELLY R.	1,301.49	HODGE, MICHAEL J.	1,259.66
HART II, DELBERT W.	1,237.87	JOHNSON, STEVEN P.	1,363.03
JONES, ROBERT F.	1,382.71	BOSS JR, DALE E.	1,212.17
DORAN, JUSTIN J.	1,507.13	MILAN, JANE E.	60.03
KIRINOVIC, THOMAS F.	521.46	STEBE JR, JOHN M.	411.27
BITELY, KATHERINE A.	335.10	STEBE, CATHERINE M.	376.91
BOSS, SHERRY M.	587.43	HOLM, ARTHUR R.	684.31
BRADLEY, JOHN P.	50.79	ROLOFF, AUDREY M.	431.02
DIXON, MIKAYA S.	258.77	MATTER, DAWSON K.	2,302.33
NIMPHIE, NOAH J.D.	265.26	WHITLEY, ADAM T.	114.51
PORATH, JACOB P.	129.29	TOTAL	87,084.86

Payroll Transmittal - 02/23/2017

4FRONT CREDIT UNION	307.69	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	191.88	COMMUNICATION WORKERS OF AMER	519.37
AMERICAN FAMILY LIFE	461.64	MI STATE DISBURSEMENT UNIT	323.45
CHAR EM UNITED WAY	59.00	PRIORITY HEALTH	2,014.96
CHARLEVOIX STATE BANK	2,204.62	TOTAL	6,232.61

Tax Disbursement 03/07/2017

CHARLEVOIX COUNTY TREASURER	1,158.73	CHARLEVOIX PUBLIC SCHOOLS	10.07
CHARLEVOIX COUNTY TREASURER	264.29	CHARLEVOIX PUBLIC SCHOOLS	169.55
CHARLEVOIX COUNTY TREASURER	283,057.82	CITY OF CHARLEVOIX - TAXES DUE	70,485.90
CHARLEVOIX COUNTY TREASURER	124.28	HOLM, BILLIE JEAN	50.31
CHARLEVOIX DISTRICT LIBRARY	97,928.25	RECREATIONAL AUTHORITY	19,222.01
CHARLEVOIX PUBLIC SCHOOLS	3,997.21	STATE OF MICHIGAN	2,948.18
CHARLEVOIX PUBLIC SCHOOLS	1,131.00	TOTAL	480,665.29
CHARLEVOIX PUBLIC SCHOOLS	117.69		

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/04/2017	03/10/2017	119562	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	307.69
03/04/2017	03/10/2017	119563	4FRONT CREDIT UNION	9028	Lump Sum Employer Contribution	2,054.00
03/04/2017	03/10/2017	119564	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	191.88
03/04/2017	03/10/2017	119564	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	461.64
03/04/2017	03/10/2017	119565	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 3/4/20	59.00
03/04/2017	03/10/2017	119566	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,284.62
03/04/2017	03/10/2017	119567	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
03/04/2017	03/10/2017	119568	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	519.37
03/04/2017	03/10/2017	119569	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	323.45
03/04/2017	03/10/2017	119570	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 3	251.25
03/04/2017	03/10/2017	119571	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	2,014.96
Grand Totals:		11				7,617.86

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

03/10/17 Payroll Transmittal Checks	\$	7,617.86
03/10/17 Payroll (net pay)	\$	79,707.35
03/21/17 Regular Accounts Payable	\$	440,268.93
Checks Sub-Total:	\$	527,594.14

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

03/06/17 MI Public Power Agency	\$	14,866.15
03/06/17 Payment Service Network	\$	241.30
03/09/17 DTE Energy	\$	8,488.74
03/10/17 IRS (Payroll Tax Deposit)	\$	30,104.04
03/10/17 Alerus Financial (HCSP)	\$	420.00
03/10/17 State of MI (Withholding Tax)	\$	4,359.30
03/10/17 Vantagepoint (401 ICMA Plan)	\$	699.94
03/10/17 Vantagepoint (457 ICMA Plan)	\$	12,428.77
03/10/17 Vantagepoint (Roth IRA)	\$	911.53
03/10/17 State of MI (Sales Tax)	\$	19,086.68
03/13/17 MI Public Power Agency	\$	8,448.69

ACH Sub-Total: \$ 100,055.14

Huntington National Bank Total: \$ 627,649.28

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

03/21/17 Tax Disbursement	\$	15,379.96
Charlevoix State Bank Total:	\$	15,379.96

Grand Total: \$ 643,029.24

APPROVED:



CITY MANAGER



CITY TREASURER

CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/04/2017	PC	03/10/2017	22974	WELLER, LINDA JO	101		1,469.19
03/04/2017	PC	03/10/2017	22975	HEYDLAUFF, MARK L.	102		2,405.58
03/04/2017	PC	03/10/2017	22976	GOLDING, JOYCE M.	106		1,080.01
03/04/2017	PC	03/10/2017	22977	DEROSIA, PATRICIA E.	107		891.92
03/04/2017	PC	03/10/2017	22978	DOTSON, LINDSEY J.	109		1,393.28
03/04/2017	PC	03/10/2017	22979	LOY, EVELYN R.	117		1,050.16
03/04/2017	PC	03/10/2017	22980	KLOOSTER, ALIDA K.	121		1,736.98
03/04/2017	PC	03/10/2017	22981	GOLOVICH, KAREN J.	122		970.67
03/04/2017	PC	03/10/2017	22982	SPENCLEY, PATRICIA L.	136		1,074.26
03/04/2017	PC	03/10/2017	22983	PANOFF, ZACHARY R.	141		1,169.91
03/04/2017	PC	03/10/2017	22984	MILLER, FAITH G.	142		73.40
03/04/2017	PC	03/10/2017	22985	LEESE, MERRI C.	145		402.98
03/04/2017	PC	03/10/2017	22986	MCGINN, KELLY A.	146		1,564.08
03/04/2017	PC	03/10/2017	22987	DOAN, GERARD P.	201		1,559.32
03/04/2017	PC	03/10/2017	22988	SCHLAPPI, JAMES L.	204		979.53
03/04/2017	PC	03/10/2017	22989	UMULIS, MATTHEW T.	205		1,274.84
03/04/2017	PC	03/10/2017	22990	HANKINS, SCOTT A.	208		1,456.97
03/04/2017	PC	03/10/2017	22991	ORBAN, BARBARA K.	209		1,159.93
03/04/2017	PC	03/10/2017	22992	TRAEGER, JASON A.	210		1,108.69
03/04/2017	PC	03/10/2017	22993	FLICKEMA, ANDREW M.	211		1,472.51
03/04/2017	PC	03/10/2017	22994	MATELSKI, KIMBERLY A.	212		1,143.81
03/04/2017	PC	03/10/2017	22995	RILEY, DENISE M.	306		422.67
03/04/2017	PC	03/10/2017	22996	WURST, RANDALL W.	411		1,272.36
03/04/2017	PC	03/10/2017	22997	MAYER, SHELLEY L.	412		1,459.91
03/04/2017	PC	03/10/2017	22998	HILLING, NICHOLAS A.	413		1,092.80
03/04/2017	PC	03/10/2017	22999	MEIER III, CHARLES A.	421		1,134.87
03/04/2017	PC	03/10/2017	23000	ZACHARIAS, STEVEN B.	422		1,297.00
03/04/2017	PC	03/10/2017	23001	EATON, BRAD A.	515		1,822.62
03/04/2017	PC	03/10/2017	23002	WILSON, TIMOTHY J.	516		2,254.75
03/04/2017	PC	03/10/2017	23003	LAVOIE, RICHARD L.	519		1,630.19
03/04/2017	PC	03/10/2017	23004	STEVENS, BRANDON C.	521		1,674.70
03/04/2017	PC	03/10/2017	23005	DRAVES, MARTIN J.	523		1,588.42
03/04/2017	PC	03/10/2017	23006	BROWN, STEPHANIE C.	524		1,042.19
03/04/2017	PC	03/10/2017	23007	ANDERSON, ELIZABETH	526		1,108.01
03/04/2017	PC	03/10/2017	23008	ELLIOTT, PATRICK M.	600		1,962.28
03/04/2017	PC	03/10/2017	23009	SCHWARTZFISHER, JOS	603		1,336.12
03/04/2017	PC	03/10/2017	23010	BRADLEY, KELLY R.	614		1,393.57
03/04/2017	PC	03/10/2017	23011	HART II, DELBERT W.	616		1,102.13
03/04/2017	PC	03/10/2017	23012	JONES, ROBERT F.	618		1,603.41
03/04/2017	PC	03/10/2017	23013	DORAN, JUSTIN J.	621		1,631.49
03/04/2017	PC	03/10/2017	23014	KIRINOVIC, THOMAS F.	700		521.46
03/04/2017	PC	03/10/2017	23015	BITELY, KATHERINE A.	704		140.18
03/04/2017	PC	03/10/2017	23016	MILAN, JANE E.	711		90.04
03/04/2017	PC	03/10/2017	23017	BOSS, SHERRY M.	730		351.16
03/04/2017	PC	03/10/2017	23018	DIXON, MIKAYA S.	736		133.81
03/04/2017	PC	03/10/2017	23019	NIMPHIE, NOAH J.D.	737		217.98
03/04/2017	PC	03/10/2017	23020	PORATH, JACOB P.	741		217.98
03/04/2017	PC	03/10/2017	23021	HAGEN, MADISON L.	752		267.81
03/04/2017	PC	03/10/2017	23022	CRANDELL, ZACKARY R.	753		280.88
03/04/2017	PC	03/10/2017	23023	BERTINELLI, DAVID P.	764		923.57
03/04/2017	PC	03/10/2017	23024	ARNOLD, HAILEE M.	768		165.12
03/04/2017	PC	03/10/2017	23025	BOSS, BEAU J.	788		849.92
03/04/2017	PC	03/10/2017	23026	FICHTNER, KRISTIE S.	792		295.00
03/04/2017	PC	03/10/2017	23027	HEID, THOMAS J.	802		1,273.44
03/04/2017	PC	03/10/2017	23028	VANLOO, JOSEPH G.	902		585.91
03/04/2017	PC	03/10/2017	23029	WYMAN, MATTHEW A.	927		1,423.43
03/04/2017	PC	03/10/2017	23030	BOSS, RYDER S.	932		481.90

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/04/2017	PC	03/10/2017	23031	MILLER, WILLIAM S.	933		1,216.66
03/04/2017	PC	03/10/2017	23032	DOUGLAS, MARK	935		467.61
03/04/2017	PC	03/10/2017	23033	STEVENS, JEFFREY W.	1028		260.26
03/04/2017	PC	03/10/2017	23034	FUNKEY, KRAIG R.	1034		69.26
03/04/2017	PC	03/10/2017	23035	MEGGISON, JERRY B.	1036		66.07
03/04/2017	PC	03/10/2017	23036	RILEY, CASEY W.	1052		331.65
03/04/2017	PC	03/10/2017	23037	THORMAN, MIKAYLA R.	1055		301.72
03/04/2017	PC	03/10/2017	23038	JONES, LARRY M.	1057		476.70
03/04/2017	PC	03/10/2017	23039	FLORE, ROBERT A.	1058		997.55
03/04/2017	PC	03/10/2017	23040	WILLSON, BRENDA R.	1059		689.93
03/04/2017	PC	03/10/2017	23041	BEAN, PETER J.	1060		1,132.82
03/04/2017	PC	03/10/2017	23042	FENNELL, DREW M.	1062		521.40
03/04/2017	PC	03/10/2017	23043	WHITLEY, TYLER J.	1065		642.32
03/04/2017	PC	03/10/2017	23044	MCCALIB, RACHELLE L.	1066		157.23
03/04/2017	PC	03/10/2017	23045	TRAVERS, MANUEL J.	1071		389.77
03/04/2017	PC	03/10/2017	23046	SILVA, JESSE L.A.	1073		26.42
03/04/2017	PC	03/10/2017	23047	RILEY, DANIEL A.	1079		1,479.55
03/04/2017	PC	03/10/2017	119552	SWEM, DONALD L.	512		1,834.08
03/04/2017	PC	03/10/2017	119553	WHITLEY, ANDREW T.	522		1,816.49
03/04/2017	PC	03/10/2017	119554	MORRISON, KEVIN P.	601		1,221.22
03/04/2017	PC	03/10/2017	119555	HODGE, MICHAEL J.	606		1,265.87
03/04/2017	PC	03/10/2017	119556	JOHNSON, STEVEN P.	617		1,106.41
03/04/2017	PC	03/10/2017	119557	BOSS JR, DALE E.	701		1,212.17
03/04/2017	PC	03/10/2017	119558	STEBE JR, JOHN M.	729		432.75
03/04/2017	PC	03/10/2017	119559	STEBE, CATHERINE M.	765		365.20
03/04/2017	PC	03/10/2017	119560	HOLM, ARTHUR R.	791		591.38
03/04/2017	PC	03/10/2017	119561	WHITLEY, ADAM T.	1089		147.76
Grand Totals:			84				79,707.35

Report Criteria:

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

Check Number	Payee	Amount
03/21/2017		
119572	ABILITA	1,852.50
119573	ACE HARDWARE	1,592.93
119574	ALTEC INDUSTRIES INC	214,877.62
119575	AMERICAN PUBLIC WORKS ASSN	370.00
119576	AMERICAN WASTE INC.	338.36
119577	ASPLUNDH TREE EXPERT CO	9,780.00
119578	AT&T	567.93
119579	AUTO VALUE	1,414.88
119580	AVFUEL CORPORATION	34,422.01
119581	AVSURANCE CORPORATION	4,295.00
119582	BERGER CHEVEROLET	23,217.00
119583	BOLHOUSE, MICHAEL	57.95
119584	BOSS JR, DALE E.	239.96
119585	BRADFORD'S	22.75
119586	CARQUEST OF CHARLEVOIX	943.18
119587	CENTRAL DRUG STORE	85.22
119588	CHANNING BETE COMPANY INC.	119.95
119589	CHARLEVOIX COLLISION INC.	358.46
119590	CHARLEVOIX COUNTY FIRE	135.00
119591	CHARTER COMMUNICATIONS	522.55
119592	CINTAS CORPORATION	112.75
119593	CINTAS CORPORATION #729	30.00
119594	CITY OF CHARLEVOIX - UTILITIES	36,955.22
119595	CRYSTAL FLASH ENERGY	845.41
119596	EJ USA INC.	869.64
119597	ELLSWORTH FARMER'S EXCHANGE	1,087.16
119598	EMERGENCY MEDICAL PRODUCTS I	541.47
119599	ETNA SUPPLY	12,083.50
119600	FAMILY FARM & HOME	253.41
119601	FOCHTMAN CARQUEST	23.33
119602	FOX CHARLEVOIX	39,131.31
119603	FREIDINGER, REED	27.50
119604	GILMET CONSTRUCTION SERVICES	142.35
119605	GINOP SALES INC	41.58
119606	GRAINGER	7.71
119607	GREEN GUARD	47.25
119608	HEALTH DEPT OF NW MICHIGAN	1,325.00
119609	HERITAGE-CRYSTAL CLEAN LLC	75.00
119610	HERRIMAN, THOMAS	25.00
119611	HOLIDAY COMPANIES	4,665.64
119612	HYDRO CORP	515.00
119613	INDEPENDENT DRAFTING SERVICES	1,960.00
119614	INDUSTRIAL MARKETING	298.16
119615	JACK DOHENY SUPPLIES INC	648.95
119616	KASSBOHRER ALL TERRAIN VEHICLE	174.04
119617	KIRKPATRICK, TOM	94.47
119618	KSS ENTERPRISES	673.69
119619	L & S TREE SERVICE	240.00

Check Number	Payee	Amount
119620	LAKESHORE TIRE & AUTO SERVICE	917.70
119621	LASER PRINTER TECHNOLOGIES	469.90
119622	MCCARDEL CULLIGAN-PETOSKEY	50.00
119623	MICHIGAN ASSN/CHIEFS OF POLICE	675.00
119624	MICHIGAN LAW ENFORCEMENT TRAI	250.00
119625	MICHIGAN NURSERY LANDSCAPE AS	190.00
119626	MICHIGAN OFFICEWAYS INC	3,137.63
119627	MICHIGAN SURVEYORS SUPPLY	1,296.00
119628	MSU/HIGHWAY TRAFFIC SAFETY PR	675.00
119629	NORTHERN CREDIT BUREAU	328.75
119630	NORTHERN FIRE & SAFETY INC.	674.00
119631	NORTHERN MICHIGAN REVIEW INC.	3,032.95
119632	NORTHERN SAFETY CO INC	83.49
119633	NORTHWEST HYDRAULICS & ENGRG	1,205.51
119634	OLSON BZDOK & HOWARD	2,762.00
119635	OWENS, MAUREEN	293.04
119636	PARASTAR INC.	1,069.87
119637	PLUNKETT & COONEY	200.00
119638	POWER LINE SUPPLY	1,861.25
119639	PRESTON FEATHER	93.98
119640	RANGE TELECOMMUNICATIONS	114.00
119641	RIETH-RILEY CONST CO INC	2,369.13
119642	ROWE PROFESSIONAL SERVICES CO	1,310.00
119643	SCHMIDT, ELISE	4,915.38
119644	SPOK INC	9.99
119645	STATE OF MICHIGAN	1,445.41
119646	SUPERIOR MECHANICAL	592.68
119647	SYSTEMS SPECIALISTS INC	175.00
119648	TREDROC TIRE GAYLORD 758	551.20
119649	TRUCK & TRAILER SPECIALTIES	554.62
119650	TRUE FITNESS TECHNOLOGY INC	8,925.00
119651	UP NORTH PROPERTY SERVICES LL	304.50
119652	USA BLUE BOOK	293.12
119653	VERIBANC INC.	432.00
119654	VILLAGE GRAPHICS INC.	280.00
119655	WILLCOME TREE SERVICE	320.00
119656	WORK & PLAY SHOP	93.04
119657	YP	210.00
Total 03/21/2017:		440,268.93
Grand Totals:		440,268.93

Check Number	Payee	Amount
03/06/2017		
30617001	MICHIGAN PUBLIC POWER AGENCY	14,866.15
30617002	PAYMENT SERVICE NETWORK INC.	241.30
Total 03/06/2017:		15,107.45
Grand Totals:		15,107.45

Check Number	Payee	Amount
03/09/2017		
30917001	DTE ENERGY	8,488.74
Total 03/09/2017:		8,488.74
Grand Totals:		8,488.74

Check Issue Date	Check Number	Payee	Amount
31017001			
03/10/2017	31017001	**EFTPS* Payroll Taxes	7,562.53
03/10/2017	31017001	**EFTPS* Payroll Taxes	7,562.53
03/10/2017	31017001	**EFTPS* Payroll Taxes	1,768.66
03/10/2017	31017001	**EFTPS* Payroll Taxes	1,768.66
03/10/2017	31017001	**EFTPS* Payroll Taxes	11,441.66
Total 31017001:			
	5		30,104.04
31017002			
03/10/2017	31017002	Alerus Financial	420.00
Total 31017002:			
	1		420.00
31017003			
03/10/2017	31017003	STATE OF MICHIGAN	4,359.30
Total 31017003:			
	1		4,359.30
31017004			
03/10/2017	31017004	Vantagepoint - 401 Plan 109153	699.94
Total 31017004:			
	1		699.94
31017005			
03/10/2017	31017005	Vantagepoint - 457 Plan 300959	4,927.95
03/10/2017	31017005	Vantagepoint - 457 Plan 300959	647.32
03/10/2017	31017005	Vantagepoint - 457 Plan 300959	1,682.37
03/10/2017	31017005	Vantagepoint - 457 Plan 300959	5,171.13
Total 31017005:			
	4		12,428.77
31017006			
03/10/2017	31017006	Vantagepoint - Roth IRA 706117	911.53
Total 31017006:			
	1		911.53
Grand Totals:			
	13		48,923.58

Check Number	Payee	Amount
03/10/2017		
31017007	STATE OF MICHIGAN	19,086.68
Total 03/10/2017:		19,086.68
Grand Totals:		19,086.68

Check Number	Payee	Amount
03/13/2017		
31317001	MICHIGAN PUBLIC POWER AGENCY	8,448.69
Total 03/13/2017:		8,448.69
Grand Totals:		8,448.69

Check Number	Payee	Amount
03/21/2017		
2877	CHARLEVOIX COUNTY TREASURER	8,495.91
2878	CHARLEVOIX DISTRICT LIBRARY	2,354.00
2879	CHARLEVOIX PUBLIC SCHOOLS	293.21
2880	CHARLEVOIX PUBLIC SCHOOLS	30.81
2881	CHARLEVOIX PUBLIC SCHOOLS	44.45
2882	CITY OF CHARLEVOIX - TAXES DUE	3,659.01
2883	RECREATIONAL AUTHORITY	462.06
2884	STERLY, MICHAEL	4.00
2885	WHITLEY, ADAM & JILL	36.51
Total 03/21/2017:		15,379.96
Grand Totals:		15,379.96

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

**CHARLEVOIX CITY COUNCIL
CONSENT AGENDA ITEM**

AGENDA ITEM TITLE: Emergency Medical Services (EMS) Director and Seasonal Farmer's Market Manager Descriptions

DATE: March 20, 2017

PRESENTED BY: Consent Agenda

ATTACHMENT(S): Emergency Medical Services (EMS) Director Job Description
Farmer's Market Manager Seasonal Job Description

BACKGROUND INFORMATION:

We are proposing a revision to the Emergency Medical Services Director job description to remove the Assistant Fire Chief duties and to update the education, experience and job requirements.

We are proposing a revision to the Farmer's Market Manager seasonal job description to update the job title from Assistant Manager to Manager, change department title, supervisor's title and miscellaneous language throughout to reflect Main Street, increased the hours of the position from 8-10 hours per week to 10 – 20 hours per week, extended the market season through November, and removed the requirement to be a minimum of 16 years old.

RECOMMENDATION:

Approve the Emergency Medical Services (EMS) Director and the Farmer's Market Manager Seasonal Job Description.

CITY OF CHARLEVOIX

Title: Farmer's Market Manager
FLSA: Non-exempt
STATUS: Seasonal Summer
Part-time, 10-20 hours/week
Department: Main Street/Downtown Development Authority
Reports To: Main Street Executive Director
Date: March 20, 2017

Position, Purpose, and Objectives: The Farmer's Market Manager coordinates all aspects of the market day including carrying and setting up the City's pop-up tent. The Market Manager works with the Main Street Executive Director & Farmer's Market Advisory Committee to make the market safe by enforcing rules, resolving conflict, communicating with the participants and customers, and with advertising and marketing efforts.

Scope and Environment: The Charlevoix Farmer's Market is held every Thursday, May through November, from 8:00am to 1:00pm, in all weather conditions. It is critical that the Market Manager is available at these times as well as for occasional meetings. The market is a no smoking environment.

Essential Job Functions:

- Maintain a clean, safe market environment.
- Ensure rules and regulations established by the Farmers Market Advisory Committee are communicated to market participations and enforced.
- Seek opportunities to improve the market and its participation – by participants and customers.
- Perform credit transactions.
- Ensure accurate records of transactions and other market functions are created and maintained.
- Write reports and summarize data and other information.
- Develop and implement marketing and advertising campaigns.
- Plan and implement mini events for market days and/or at other items during the season.
- Communicate with the Main Street Executive Director, committee members, and vendors as required.

Knowledge, Skills, and Abilities Required:

- Ability to project a positive and courteous public image.
- Knowledge of the local food culture and agricultural practices preferred.
- Ability to manage conflict professionally.
- Ability to be creative and resourceful regarding market opportunities and challenges
- Moderately adept at basic computer Microsoft computer programs such as Word and Excel and social media.
- Ability to exhibit patience when working with people of all ages, abilities, and backgrounds.
- Excellent organization skills along with attention to detail.
- Excellent verbal and written communication skills.
- Ability to perform simple mathematics (addition, subtraction, division, multiplication, percentages) and use a calculator.
- Ability to remain standing for several hours at a time.
- Ability to lift and carry up to 25 pounds.
- Valid driver's license.

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 Approval

CITY OF CHARLEVOIX

Title: Emergency Medical Services (EMS) Director
FLSA: Exempt
STATUS: Full-Time, Non-Union

Department: Police/EMS/Fire

Reports to: Police/Fire Chief

Date: March 20, 2017

Position Purpose and Objectives

The primary function of the EMS Director is to plan, organize and administer the Emergency Medical Training Program for all EMS Department personnel. Maintain records as required by the State of Michigan Medical Services. Enter and maintain Quality Assurance on all medical documentation of runs performed by the personnel of the Charlevoix City EMS Department. This position will supervise all volunteer EMS and will report directly to the Police Chief.

Essential Functions

- Ability to work independently, using good judgment, and initiative to make sound decisions;
- Ability to communicate professionally and effectively, both verbally and in writing;
- Establish and maintain effective working relationships with various individuals and groups;
- Provide both general and direct supervision to subordinate employees as required;
- Perform work assignments, and respond to emergency and non-emergency calls during normal hours, and on weekend, and on holidays if required;
- Work outdoor on uneven terrain during extreme and difficult weather conditions;
- Climb ladders and stairs without assistance and work at varying heights above the ground;
- Comply with all safety rules and requirements, including the wearing of all required protective clothing, safety equipment, and respiratory protection equipment;
- Perform tasks which require frequent and repetitious bending and stooping; lifting up to 90 pounds, carrying, rolling, dragging and pulling large/heavy objects and persons.
- Sit at a work station for extended periods;
- Effectively utilize computer equipment and associated software applications, telephones, and other office equipment;
- Manage projects and assignments with frequent changes in priorities and interruptions while still meeting specific deadlines and goals;
- Research and prepare detailed reports, develop and maintain confidential records and files;
- Knowledge of fire based emergency medical programs, training methodology, and techniques;
- Ability to plan, organize and conduct emergency medical service training based on the policies and procedures of the City of Charlevoix Fire Department;

- Ability to demonstrate and provide instruction in a variety of medical techniques common to emergency and medical situations;
- Ability to develop and maintain a cooperative working relationship with a variety of local, county, state, and private agencies;
- Skills in oral communications to effectively interact with public, Township employees, and other EMS/Fire personnel;
- Skills in writing and computers to be able to prepare reports and maintain accurate records.

Knowledge, Skills & Abilities

- Instruct, train and coordinate instruction and training on EMS procedures as it related to public education, CPR, Basic Emergency Medical Technician (EMT), quality assurance/improvement and other EMS functions;
- Develop proposals and prepare presentations;
- Attend meetings, training seminars and public hearings to ensure the interests of the Charlevoix EMS are met and to serve as a source of information concerning EMS issues;
- Coordinate all department activities and personal as it relates to EMS operations, continuing education requirements, infectious disease and other EMS/MIOSHA policies and regulations;
- Maintain the records for continued licensing requirements for the State of Michigan;
- Coordinate, research, and maintain records for EMS supplies and budget accordingly for supplies needed for EMS operations;
- Coordinate records as it pertains to personnel relating to licensing, certifications, training, vaccinations, and infectious disease exposures;
- Be responsible to review all patient care reports to ensure accuracy and enter date into the approved collection data base as required by local, state and/or federal requirements;
- Develops, reviews and updates EMS policies, as needed;
- Respond to and perform rescue, emergency medical, hazardous materials, and other emergency and non-emergency activities as directed;
- Attends training programs and seminars in all areas of Emergency Medical, rescue, hazardous materials, and other training as directed;
- Performs other duties which may include administrative, clerical, and public relations;
- Attend regular EMS trainings and stay current in EMS operations;
- Unless otherwise directed during structure fires or other large scale emergencies, maintain a Re-Hab station monitoring firefighters for injuries or medical problems to assure their well-being.
- Other duties as assigned by the Police/Fire Chief.

Desired Minimum Education and Experience:

- High school diploma or GED equivalency; plus significant training in the area of emergency medical services delivery and operations.
- An associate's degree or higher in EMS or equivalent is preferred.
- Three (3) years of field experience as EMT or Paramedic.
- Supervisory and management experience.
- Equivalent combinations of experience, education and training, which provide the required knowledge, skills and abilities, will be considered.

Job Requirements:

- An EMT Paramedic certification or the ability to obtain one within one year of employment.
- Must possess and maintain a valid Michigan driver's license.
- Certification as an ambulance driver by the State of Michigan.
- Shall possess a Hazardous Materials Operations Level.
- Shall possess an Incident Command Systems Certificate.
- Must be at least 18 years of age at the time of application.

Essential Physical Abilities

The primary duties of this class are performed in a work environment in which the employee is subject to potential personal danger; therefore, the following physical abilities are deemed essential:

- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise;
- Sufficient vision and other powers of observation, with or without reasonable accommodations, which permits the employee to effectively operate at an emergency scene;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate EMS equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.

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: Set Public Hearing for Celebrate Me Home LLC CFEC Request

DATE: March 20, 2017

PRESENTED BY: Consent Agenda

ATTACHMENTS: CFEC Application

BACKGROUND INFORMATION:

Public Act 255 of 1978 encourages the replacement, restoration and new construction of commercial property by abating the property taxes generated from new investment for a period up to 12 years in a designated redevelopment district. On October 17, 2016, City Council established a Commercial Redevelopment District for the City.

The local legislative body is authorized to exempt a commercial property from certain parts of the General Property Tax Act. A facility issued a certificate is exempt from real property taxes and is instead subject to a new commercial facilities tax.

Celebrate Me Home LLC has submitted an Application for Commercial Facilities Exemption Certificate for the following properties: 217 Bridge Street, 100 Van Pelt Place, and 101 Van Pelt Place. A public hearing is part of the application approval process.

RECOMMENDATION:

Set a public hearing to receive input on the Application for Commercial Facilities Exemption Certificate submitted by Celebrate Me Home LLC for April 3, 2017 at 7:00 pm at Charlevoix City Hall, 210 State Street, Charlevoix, MI, 49720.

Commercial Facilities Exemption Application Checklist

Applicant Name: CELEBRATE ME HOME LLC - LUTHER KURTZ

GENERAL INFORMATION NEEDED FOR APPLICATIONS RECEIVED:

- ☒ Completed Department of Treasury application Form 4757.
- ☐ Certified copy of the resolution approving the application (must include the following statements):
 - ☐ The district was legally established after a hearing, inclusive of hearing date.
 - ☐ SEV of real and personal property WILL/WILL NOT exceed 5% of
 - ☐ If it exceeds 5% ...shall not have the effect of substantially impeding or impairing the ...
 - ☐ Application was approved at a public hearing, inclusive of hearing date.
 - ☐ Statement that the applicant is not delinquent in any taxes.
 - ☐ The application is for commercial property as defined in section 3(3).
 - ☐ Time period authorized by local governmental unit for construction.
 - ☐ Answers to questions in the application instructions were provided.
 - ☐ If the application is approved for less than 12 years, the criteria required for an extension or not.
 - ☐ Commencement of the restoration, replacement, construction did not begin more than 45 days prior to filing the application.
 - ☐ Application relates to a rehabilitation program that when completed....
 - ☐ Completion of the qualified facility is calculated to...
 - ☐ Restoration includes improvements aggregating 10% or more of TCV at commencement.
- ☐ Separate attachment (must include the answers to the following questions):
 - ☐ General description of facility (year built, original use, recent use, sq. ft. & stories).
 - ☐ Proposed use of the rehabilitated facility.
 - ☐ General nature and extent of restoration, replacement, or construction to be undertaken.
 - ☐ Descriptive list of fixed building equipment that is part of the facility.
 - ☐ Time schedule for undertaking the restoration, replacement, or construction.
 - ☐ Expected economic advantages from exemption.

☐ Legal description of the facility.

COMMENTS:

RECEIVED

FEB 27 2017

Michigan Department of Treasury
4757 (Rev. 08-09)

City of Charlevoix

STATE USE ONLY

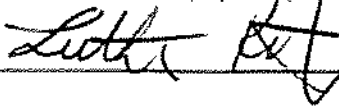
Date Received

LUCI Code

Application for Commercial Facilities Exemption Certificate

Issued under authority of Public Act 255 of 1978, as amended

Read the instructions page before completing the application. This application must be filed after a Commercial Redevelopment District is established. The original application and required documents are filed with the clerk of the Local Governmental Unit (LGU).

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)			
Applicant (Company) Name Celebrate Me Home LLC		NAICS or SIC Code 531120	
Facility's Street Address 217 Bridge St, 100 Van Pelt Pl, 101 Van Pelt Place		City Charlevoix	State MI
Name of City, Township or Village (taxing authority) City of Charlevoix		County Charlevoix	ZIP Code 49720
☒ City ☒ Township ☒ Village		School District Where Facility is Located 15050	
Date of Rehabilitation Commencement (mm/dd/yyyy) 01/17/2017		Planned Date of Rehabilitation Completion (mm/dd/yyyy) 12/30/2018	
Estimated Cost of Rehabilitation \$1,200,000		Number of Years Exemption Requested (1-12) 12	
Expected Project Outcomes (check all that apply)			
☒ Increase Commercial Activity ☐ Retain Employment ☐ Revitalize Urban Areas			
☒ Create Employment ☐ Prevent Loss of Employment ☒ Increase Number of Residents in Facility's Community			
No. of perm. jobs to be created due to facility's rehab 15	No. of perm. jobs to be retained due to facility's rehab 0	Number of construction jobs to be created during rehabilitation 6	
Each year, the State Treasurer may approve 25 additional reductions of half the state education tax for a period not to exceed six years.			
☐ Check this box if you wish to be considered for this exclusion.			
PART 2: APPLICATION DOCUMENTS			
Prepare and attach the following items:			
☒ General description of the facility (year built, original use, most recent use, number of stories, square footage)		☒ Descriptive list of the fixed building equipment that will be a part of the facility	
☒ General description of the facility's proposed use		☒ Time schedule for undertaking and completing the facility's restoration, replacement or construction	
☒ General description of the nature and extent of the restoration, replacement, or construction to be undertaken		☒ Statement of the economic advantages expected from receiving the exemption	
☒ Legal description of the facility			
PART 3: APPLICANT CERTIFICATION			
Name of Authorized Company Officer (no authorized agents) Luther Kurtz		Telephone Number [REDACTED]	
Fax Number		E-mail Address [REDACTED]	
Mailing Address 427 Michigan Street		City Charlevoix	State MI
		ZIP Code 49720	
I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 255 of 1978, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Facilities Exemption Certificate by the State Tax Commission.			
I further certify that this application relates to a program, when completed, will constitute a facility, as defined by Public Act 255 of 1978, as amended.			
Signature of Authorized Company Officer (no authorized agents) 		Title Managing Member	Date 2-17-17

Continue on Page 2

PART 4: LGU ASSESSOR CERTIFICATION

Provide the Taxable Value and State Equalized Value of the Commercial Property.

Building	Taxable Value (excluding land)	State Equalized Value (SEV) (excluding land)

The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Commercial Facilities Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Commercial Facilities Exemption that would also put the same property on the Commercial Facilities specific tax roll.

☐

By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Commercial Facilities Exemption specific tax roll and not on any other specific tax roll.

Name of Assessor (first and last name)	Telephone Number		
Fax Number	E-mail Address		
Mailing Address	City	State	ZIP Code

I certify that, to the best of my knowledge, the information contained in Part 4 of this application is complete and accurate.

Assessor's Signature	Date

PART 5: LGU ACTION / CERTIFICATION (LGU Clerk must complete Part 5)

Action Taken By LGU

☐

Exemption approved for _____ years, ending December 30, _____ (not to exceed 12 years)

☐

Exemption Denied

Date District Established (attach resolution for district)	Local Unit Classification Identification (LUCI) Code	School Code
Name of Clerk (first and last name)	Telephone Number	
Fax Number	E-mail Address	
Mailing Address	City	State ZIP Code
LGU Contact Person for Additional Information	LGU Contact Person Telephone Number	Fax Number
I certify that, to the best of my knowledge, the information contained in this application and attachments is complete and accurate.		
Clerk's Signature	Date	

If you have questions, need additional information or sample documents, call (517) 373-2408 or visit www.michigan.gov/propertytaxexemptions.

General Description of the Facility (year built, original use, most recent use, number of stories, square footage)

217 Bridge Street: This building was constructed in 1909 with the purpose of being the Charlevoix Post Office. Sometime between 1920 and 1935 Procter and Gamble opened a store front in the building. Then between 1944 and 1949, Sloan Abstract and Title moved into the space and the business was later known as Sloan then Advanced Geomatics. A small portion of the building was being used as office space before being purchased by Celebrate Me Home, LLC.

Year built: Building was constructed in 1909, remodeled in 1983

Original use: Post Office

Most recent use: Survey & Title Company

Number of stories: 2 plus a partially finished basement

Approx. Sq. Footage: 3,500

100 Van Pelt Place: This building was built in 1909 and the first floor consisted of a store and shop for a plumber known as "Powers". The second story was originally the Christian Science Hall. At some point in time, Hess Furniture moved into the building before becoming vacant for some time. In 1975, the building was remodeled as the Rainbow resale shop, eventually becoming Consign Design, a consignment and resale store. It again sat vacant for many years before recently being purchased by Celebrate Me Home, LLC.

Year built: 1909

Original use: Multiple tenants of commercial and retail enterprises.

Most recent use: vacant

Number of stories: 2 plus a full basement

Approx. Sq. Footage: 7,000

101 Van Pelt Place: This single story, cement building was constructed in 1909 as a warehouse and may have briefly been occupied by the Courier, a local newspaper. It was remodeled in 1978 and over the years has served as additional storage space for the buildings on the Van Pelt Alley.

Year built: 1909

Original use: Warehouse

Most recent use: Storage

Number of stories: 1

Sq. footage: 896

General Description of the Facility's Proposed Use

Celebrate Me Home, LLC is proposing a construction project involving three separate buildings along the Van Pelt Alleyway. The first is at 217 Bridge Street and will be a mixed-use, two story commercial building with residential above. The first floor which is approximately 1,600 square feet will be divided into three (3) retail/commercial spaces. The second floor which is a total of approximately 1,700 square feet will be divided into two (2) residential apartments.

The second building, 100 Van Pelt Place, will also be a mixed-use, two story commercial building with residential above. The first floor consisting of approximately 3,500 square feet will be divided into two spaces with retail or a restaurant in the front and a retail/commercial space on the backside. The second floor which is a total of approximately 3,500 square feet will be divided into four (4) to six (6) residential apartments.

The third building, 101 Van Pelt Place, is a single story building that will be turned into a Mexican Restaurant. The restaurant will consist of a kitchen, bar, and inside seating for approximately 45 people with an outdoor dining patio that can accommodate an additional 40 patrons.

General Description of the Nature and Extent of Construction to be Undertaken

Complete redevelopment of the three buildings along the Van Pelt Alley includes: exterior brick restoration; new windows; new roofs; upgraded mechanical, plumbing and electrical, fire suppression where needed, and barrier free access upgrades to current standards in the commercial portions, site utilities, site improvement at 101 Van Pelt place to create an outdoor dining space, and finishing of all interior space for lease.

Both two story buildings are historic and will retain their character with high ceilings and large windows. Landscaping around the dining patio and new signage along the alley will be completed as part of this project. Total estimated cost for the entire project is approximately \$1,200,000. Redevelopment of the three buildings began in January 2017 and is expected to be complete by December 2018.

Legal Description of the Facility

Parcel 052-246-001-00 217 Bridge Street
217 BRIDGE ST DDA 1984 C1 BEG AT SE COR LOT 1 BLK 6 TH N 24 FT TH W 82 FT TH S 24 FT TH E TO POB PT LOTS 1&2 BLK 6 VIL OF CX

Parcel 052-265-008-00 100 Van Pelt Place
1 VAN PELT PL DDA 1984 C1 E 66FT OF LOT 8 OF HILLS SUBDIVISION BEING PT OF LOTS 12,13 & 14 ORIGINAL PLAT OF CITY OF CHARLEVOIX

Parcel 052-246-003-10 101 Van Pelt Place
. DDA 1984BEG AT SE COR LOT 3 OF BLK 6 OF ORIG PLAT OF VIL (NOW CITY) OF CX TH AL S LI OF SD LOT 3 N89DEG19'27"W 31.18FT TH N0 DEG37'36"W 59.99FT TH S89DEG19'26"E 31.13FT TO NW COR OF PROP DESC L292P834 CX CTY R/D TH AL N LI OF LAST DESC CRSE S89DEG19'27"E 36.09FT TH AL E LI OF SD PROP S0DEG32'18"W 60FT TO S LI OF SD LOTTH N89DEG19'27"W 36.13FT TO POB BEING PTLOTS 2&3 OF ORIG PLAT OF CITY OF CX 97SP/COMB1096 246-003-00/246-002-50

Descriptive List of the Fixed Building Equipment that will be a part of the Facility

Following is a list of the fixed building equipment that will be part of the project:

- Interior Lighting;
- New or Upgraded HVAC equipment to service all interior spaces;
- Equipment for a full-service kitchen including oven, range, fryer, refrigerator, freezer, and dishwasher.

Time Schedule for Undertaking and Completing the Facility's Construction

Interior redevelopment of the three existing buildings began in January 2017.

Exterior redevelopment of the three buildings began in January 2017.

Complete construction is estimated to last 24 months, with an anticipated completion date around December 2018.

Landscaping and improvements along the alley are anticipated directly following construction completion in Fall 2018.

Statement of the Economic Advantages Expected from Receiving the Exemption

The redevelopment of these three existing, currently vacant buildings in downtown Charlevoix will be an economic advantage to the community and its residents. Not only will each of them create job opportunities for existing and future residents, additional residential opportunities are in high demand in and around the City. The three buildings will provide a total of six (6) commercial spaces plus at least six (6) residential units. These new business and restaurants not only provide additional job opportunities in the City, they bring outside money into the community.

The area of downtown Charlevoix where redevelopment will occur is thriving with activity during the summer season, but in the off-season activity drops off dramatically. The three buildings involved in this project have been either vacant or not used to their highest potential during recent years. Although one of the buildings was occupied until fairly recently, it was not attractive or generating the revenue that it could, nor providing desirable employment opportunities. The proposed redevelopment will blend historic character with modern functionality, with the expectation of increasing activity in the downtown on a more year-round basis. The types of retail sales and service establishments that are expected to fill these buildings will create an economic advantage for all downtown businesses.

Receiving this tax exemption on the commercial spaces will allow the project to be economically feasible. Without the tax abatement, the project may not commence or the redevelopment will have to be scaled back dramatically, potentially jeopardizing the historic character of the buildings. This project proposes to bring a mix of permanent full-time and part-time jobs to the community with an expectation of 15 permanent full-time equivalent new jobs to be created.

**Celebrate Me Home LLC
Charlevoix, MI 49712**

Real Property Investment in Building Renovations:	Estimated Cost Commercial Space	Estimated Cost Residential Space	Beginning Construction Date	Estimated Ending Construction Date
217 Bridge Street	\$100,000	\$200,000	01/17/17	5/15/2017
100 Van Pelt Place	\$300,000	\$400,000	05/15/17	12/15/2018
101 Van Pelt Place	\$200,000		01/17/17	5/15/2017
Total:	\$600,000	\$600,000		

Grand Total:	\$1,200,000
---------------------	--------------------

Building**PERMIT****CHARLEVOIX COUNTY**

Department of Building Safety
301 State Street, Suite #5
Charlevoix, MI 49720
Phone: (231) 547-7236
Fax: (231) 547-7250

PERMIT: PB2016-0683

DATE: 01/17/2017

APPLICANT

NOIROT BRYAN
305 WHURLBUT #23
CHARLEVOIX MI 49720
LICENSE #: 2101108940
LICENSE EXP: 05/31/2017

OWNER

CELEBRATE ME HOME LLC
427 MICHIGAN AVE
CHARLEVOIX MI 49720

LOCATION: 101 VAN PELT PLACE
CITY/TWP: CHARLEVOIX CITY
PROPERTY #: 15-052-246-003-10

Dimensions 1.3%

Use Group: A2

Const Type: SB

Proj Cost: 5116,256

Building Official Kevin Schlickau

Issued: 01/17/2017

REMARKS:

896SF COMM REMODEL SLAB & ADDITION CHANGING EXISTING BLDG TO RESTAURANT

Permit Item	Work Type	Fee Basis	Item Total
Administration	Standard Item	1.00	45.00
Commercial Addition	Standard Item	550.00	314.00
Commercial Remodel	Standard Item	896.00	306.00
Piers/Slab on grade	Standard Item	550.00	31.00

REMARKS:

RECEIPT# 110976, PAID 100.00, CK#1055, 12/19/16
REVIEWED 12/19/16
RECEIPT# 111299 PAID \$263.00, ck#1062, 12/29/2016
RCPT#111850 PD \$333 01-17-17 GK #1079

Fee Total: \$696.00

Amount Paid: \$696.00

Balance Due: \$0.00

Viewing Parcel Number: 052-246-001-00

Parcel Details

Property Address: 217 BRIDGE ST
CHARLEVOIX, MI 49720

Owner Information: CELEBRATE ME HOME LLC
427 MICHIGAN
CHARLEVOIX, MI 49720

Property Class: 201 - Commercial - Improved

School District: 15050 - Charlevoix

P.R.E. Percentage: 0%

2016 SEV: \$215,000

2016 Taxable Value: \$213,839

2015 SEV: \$213,200

2015 Taxable Value: \$213,200

Sales Information

06/15/2016	WDT	1129/500	Confidential
09/28/2009	QC	900/823	\$0

Legal Description

217 BRIDGE ST DDA 1984 C1 BEG AT SE COR LOT 1 BLK 6 TH N 24 FT TH W 82 FT TH S 24 FT TH E TO
POB PT LOTS 1&2 BLK 6 VIL OF CX

Viewing Parcel Number: 052-265-008-00

Parcel Details

Property Address: 100 VAN PELT PL
CHARLEVOIX, MI 49720

Owner Information: CELEBRATE ME HOME LLC
427 MICHIGAN AVE
CHARLEVOIX, MI 49720

Property Class: 201 - Commercial - Improved

School District: 15050 - Charlevoix

P.R.E. Percentage: 0%

2016 SEV: \$98,800

2016 Taxable Value: \$93,801

2015 SEV: \$98,000

2015 Taxable Value: \$93,521

Sales Information

07/29/2016	MLC	1132/817	\$0
11/15/1999	WD	399:698	Confidential

Legal Description

1 VAN PELT PL DDA 1984 C1 E 66FT OF LOT 8 OF HILLS SUBDIVISION BEING PT OF LOTS 12,13 & 14
ORIGINAL PLAT OF CITY OF CHARLEVOIX

Viewing Parcel Number: 052-246-003-10

Parcel Details

Property Address: VAN PELT PLACE
CHARLEVOIX, MI 49720

Owner Information: CELEBRATE ME HOME LLC
427 MICHIGAN
CHARLEVOIX, MI 49720

Property Class: 201 - Commercial - Improved

School District: 15050 - Charlevoix

P.R.E. Percentage: 0%

2016 SEV: \$38,300

2016 Taxable Value: \$30,061

2015 SEV: \$38,200

2015 Taxable Value: \$29,972

Sales Information

06/15/2016	WDT	1129/500	Confidential
11/19/2011	QC	976/707	\$0

Legal Description

. DDA 19848EG AT SE COR LOT 3 OF BLK 6 OF ORIG PLAT OF VIL (NOW CITY) OF CX TH AL S LI OF SD LOT 3 N89DEG19'27"W 31.18FT TH N0 DEG37'36"W 59.99FT TH S89DEG19'26"E 31.13FT TO NW COR OF PROP DESC L292P834 CX CTY R/D TH AL N LI OF LAST DESC CRSE S89DEG19'27"E 36.09FT TH AL E LI OF SD PROP S0DEG32'18"W 60FT TO S LI OF SD LOTTH N89DEG19'27"W 36.13FT TO POB BEING PTLOTS 2&3 OF ORIG PLAT OF CITY OF CX 97SP/COMB1096 246-003-00/246-002-50

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Forestry Management Plan
DATE: March 20, 2017
PRESENTED BY: Mark L. Heydlauff, City Manager
ATTACHMENTS: Forestry Management Plan

BACKGROUND INFORMATION:

As you will recall, last spring the Shade Tree Commission recommended Council have a Forestry Management Plan completed to address the long-term health and sustainability of the forested areas of Lake Michigan Beach Park and Mt. McSaubia. Council retained Site Planning Design, Inc. to do so and an initial draft was presented to Council last December.

The final plan reflects community input on the condition of the wooded area of Lake Michigan Beach Park and how brush and dead trees will be cleaned up. The final plan also includes an appendix regarding the care and maintenance needed for the disc golf area of Mt. McSaubia. Going forward, it would make sense to have the City perform maintenance of this area rather than the volunteers associated with the Charlevoix Disc Golf Club.

RECOMMENDATION:

Motion to adopt the Forestry Management Plan, as submitted by the Shade Tree Commission, and direct City staff to implement the recommendations.

Introduction:

The foundational legacy of providing a warm and welcoming community becomes readily apparent with almost all aspects of the City of Charlevoix. To provide this environment, the City's ongoing goals and emphasis include continuing and keeping the beauty and aesthetics of its forests and lake views.

For the Lake Michigan and Mount McSauba Forests, I have strived to recommend management practices that will protect these areas along with increasing their natural beauty in a cost-effective manner. Additionally, I have suggested areas where further expert input and/or investigation is advised and outlined some issues (such as diseases, insects, invasive species, and erosion) that may become problematic in the future.

Ideally, if my recommendations are followed, these forests should provide current and future generations of citizens and tourists a place to relax, refresh, and rejuvenate.

I offer my thanks to Lesley Schumacher, M.S. of Michigan State University and the Shade Tree Commission of the City of Charlevoix for this opportunity, and to A. N. Yadloczky, III and S. Boruszewski for their suggestions, editing, and research help.

Respectfully,
Anna Boruszewski (December 5th, 2016)

Objectives:

(Charlevoix County Board of Commissioners, February 25, 2015; Charlevoix County Planning Commission, 2009)

- Maintain an unique sense of place:
 - Protecting waterfront areas
 - Creating a more desirable place to live
 - Developing standards that encourage plantings of native trees and the preservation of existing mature trees
 - Increasing tourism
 - Retaining small town character
 - Preserving walkability
- Maintain biological diversity and provide habitat for wildlife:
 - Increasing protection against disturbances
 - Enhancing structural and functional diversity
 - Increased niches for wildlife
- Make development decisions that are predictable, fair, and cost-effective
- Educate/involve the public concerning decisions about preservation

A Brief History:

Lake Michigan Beach Forest:

Lake Michigan Beach Forest is part of Michigan Beach Park which was deeded to the City in 1882 by Amos and Ella Fox. Over the succeeding decades, the area experienced high and low points: from overwhelming support for the City's original purchase to worries about its deterioration (Polakowski, K., February 21, 2008). The current undertaking to better the forest is a welcome sign.

Mt. McSauba:

"I spent a lifetime to try to make Charlevoix a fun place to live." – Dale Boss

Native Americans have lived in the area since 1500 BP. The name "McSauba" comes from Native American Louis McSauba who came from Lower Michigan and settled north of Round Lake at the base of a large wooded sand dune in 1855. (Miles, D.L., 2011)



Image 1: Photograph of Louis McSauba (Photo Courtesy of Charlevoix Historical Society)

Dale Boss helped conceive the plan to create a ski hill for the recreation area. Mr. Don Campbell's property was purchased and given to the City of Charlevoix. The ski hill opened in the fall of 1956 and is operational to this day. (Ivan, J., February 12, 2008)



Image 2: Still image of Dale Boss ("Tip of the Mitt TV". August 5, 2014)

The whole process of creating Mt. McSauba shows the strength of Charlevoix and the accomplishments of what the city can do when neighbors work together. It is a great feature to the city as many people get to enjoy a winter sport in the great outdoors (Dale Boss Obituary, May 2016).

Another winter sport long enjoyed at this recreation area is ice skating. Based on discussions during Regular City Council Meetings February 15th, May 16th, and July 5th of this year, the ski hill and the ice skating rink will continue into the foreseeable future (Goulding, J.M., February 15, July 5, May 16, 2016).

The newest addition to recreational sports is the Disc Golf Course, Informally established in 2001, adopted by the Chain O' Lakes Disc Golf Club as the 'Home Course' in 2003, and later officially proposed to the Charlevoix Office of Planning and Zoning in August, 2010 (Chain O' Lakes Disc Golf Club, ca. 2003, "Mt. McSauba", Spencer, M., August 2, 2010).

Area Overview:

Both the Lake Michigan Forest and Mt. McSauba areas are categorized as wooded dune and swale complexes. The complexes contain both low and high dunes that are the result of glaciers receding into Lake Michigan. These complexes contain a variety of shrubs (common juniper, low sweet blueberry) and trees (paper birch, hemlock, red maple) due to the mixture of both wet and dry areas ("Ecological System", October 2015; Cohen, Kost, Slaughter, & Albert,

2015). Northern cardinals, piping plovers, and seaside grasshoppers are a few of the animal species that live in these areas ("Ecological System", October 2015).

The areas gradually become open dunes and sand/gravel beaches as one gets closer to Lake Michigan. The dunes and beaches are dominated by shrubs (sand cherry, sand dune willow) and grasses (marram grass, seaside spurge). These areas are drier than the wooded dune and swale complexes (Cohen et. al., 2015).

The wooded dunes and sand dunes continually move due to wind and waves. The dunes contain areas of low and high points. The lower points have more protection from wind and waves which allows vegetation to grow more easily ("Planning Guidelines", May 1975).

The soils in these complexes can be divided into two categories:

1. Medium and coarse sand – alkaline sands and gravels
2. "Variety of lacustrine [found in or near lakes] soils, ranging from calcareous [containing calcium carbonate] sands on the foredunes to shallow to deep acidic peat or alkaline marl [mixture of clay and lime] in the swales" (Cohen et. al., 2015)

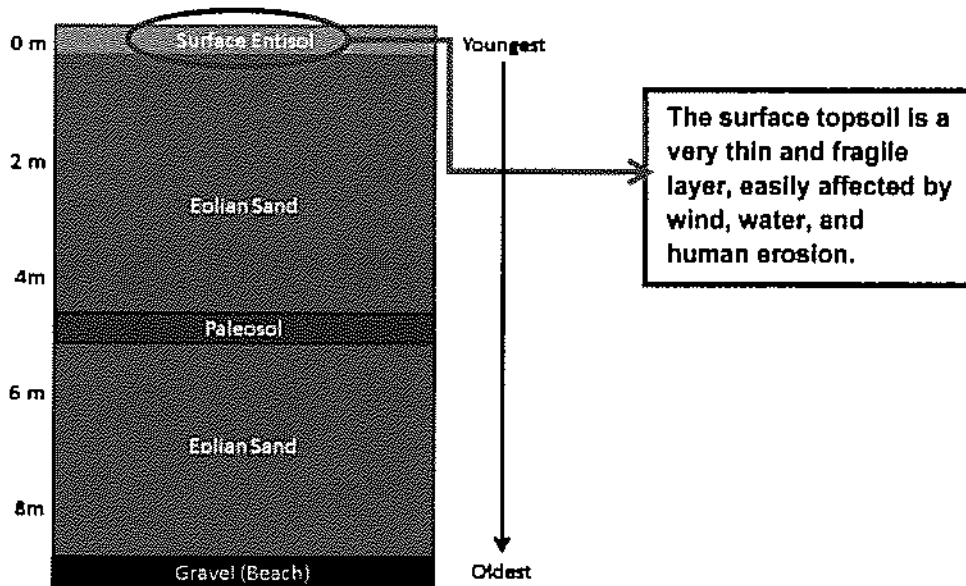


Figure 3: Diagram adapted from *The geoarchaeology of Lake Michigan coastal dunes* that shows the soil types of Mt. McCauba (Lovis et. al, 2012, p. 99)

A more detailed look at the soils shows entisols (soils of recent origin) comprising the surface and eolian (sand or rock material carried or arranged by the wind) sand residing underneath the surface with an organic soil (paleosol – soil of more distant origin) split between two eolian sand layers with gravel on the bottom (Lovis, Arbogast, & Monaghan, 2012, p. 95-99).

Lake Michigan Beach Forest Overview:

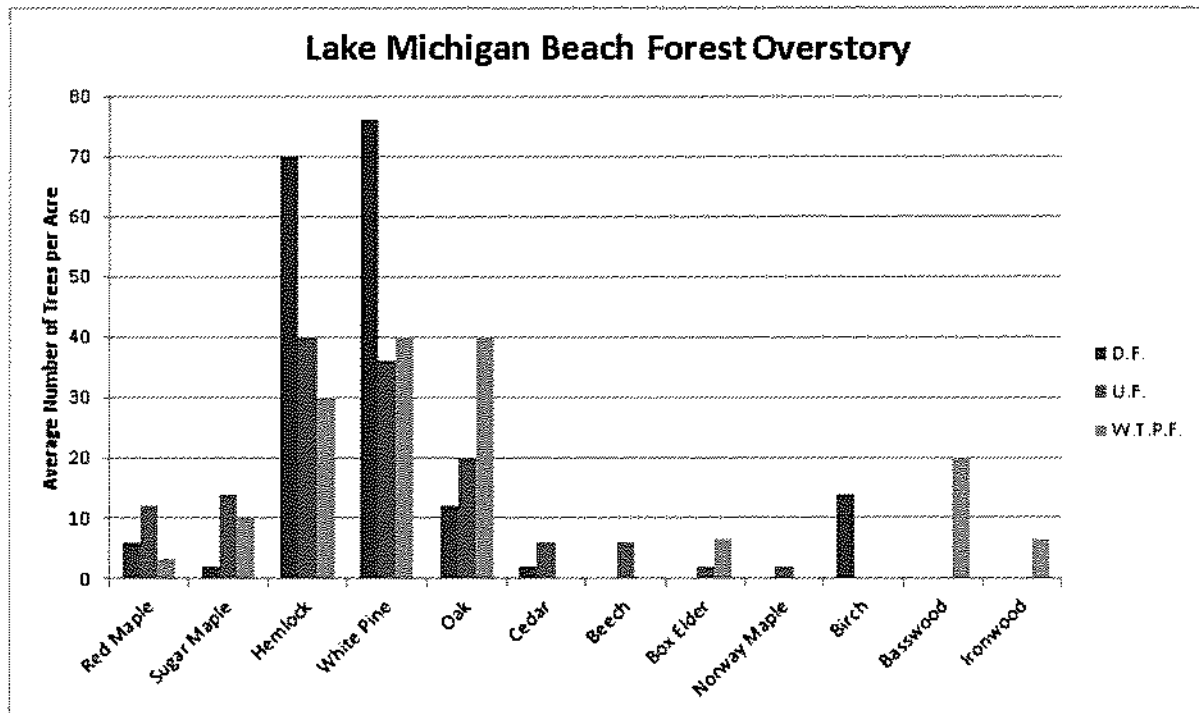


Figure 1: Representation of the Lake Michigan Beach Forest

The Lake Michigan location along Park Ave. appears to have three different forested areas: Downhill Forest (DF), Uphill Forest (UF), and Water Treatment Plant Forest (WTPF). The DF contains stairways that lead down to the Lake Michigan shoreline and has a lot more understory growth than the UF because it has not been mowed.

A fence divides the DF and the UF. The UF has been mowed which has left very little to no understory species or regeneration. Mowing of this area has also damaged bark on some mature trees.

Hemlock, white pine, and oak are the top three species per acre in the UF and WTPF areas. The DF forest has a majority of hemlock and white pine in its area. However, oak is not highly prevalent here. Red maple and sugar maple appear in all three areas, but are not highly distributed. In the DF forest, a few cedar and birch trees appear. A few cedar, beech, box elder, and Norway maple comprise the UF. Box elder, basswood, and ironwood all appear in small numbers in the WTPF.



**Graph 1: Lake Michigan Beach Forest's overstory tree species distribution
(Inventory provided by Mr. Mike McDuffie of Site Planning Development, Inc.)**

Mt. McSauba Overview:

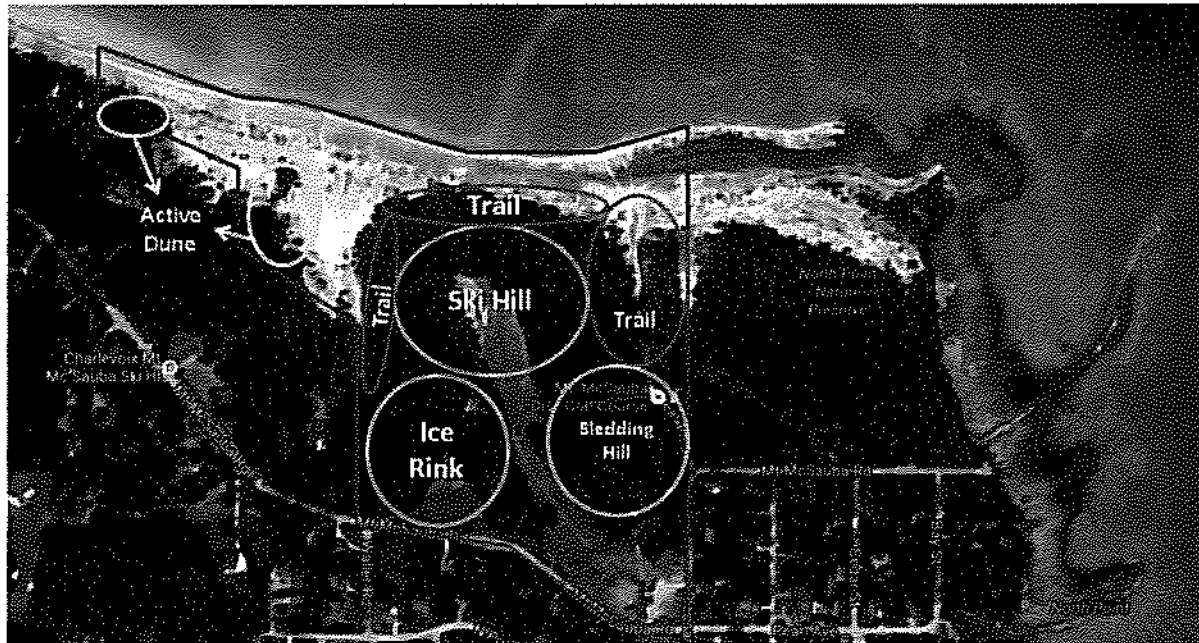
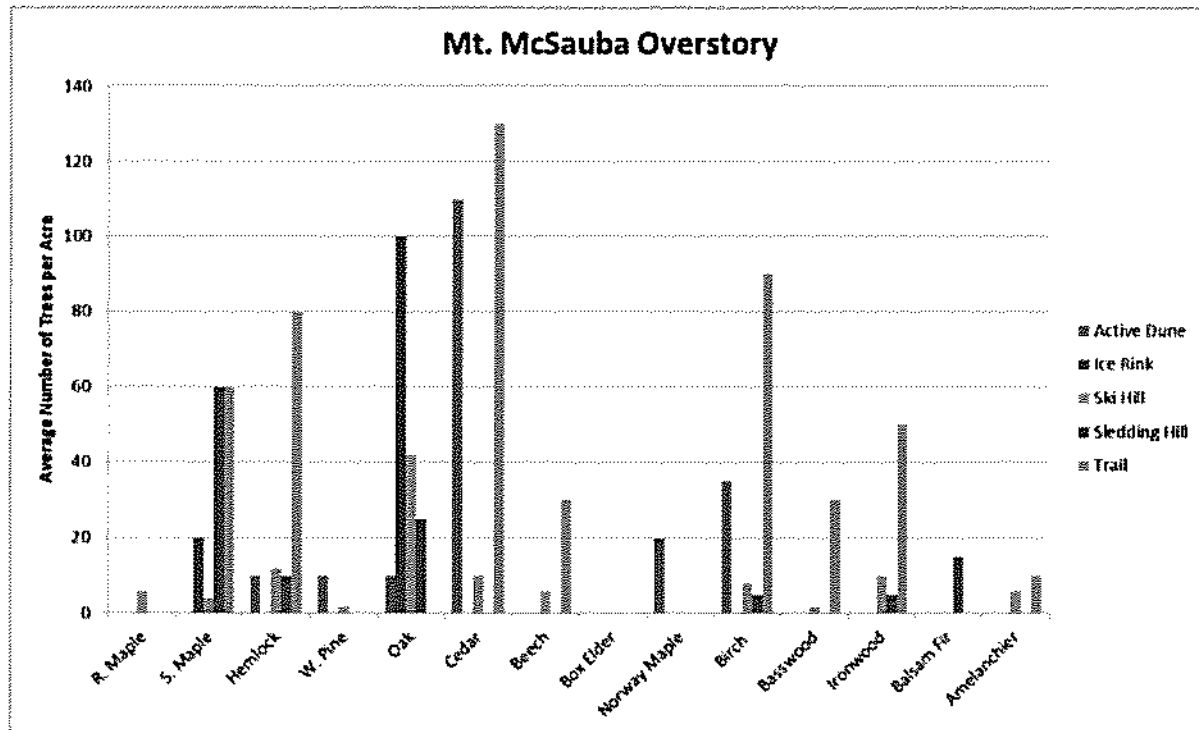


Figure 2: Representation of the Mt. McSauba Forest

The Michigan Department of Environmental Quality categorizes Mt. McSauba as a "Critical Dune Area" and considers this area "...a unique, irreplaceable, and fragile resource that provides significant recreational, economic, scientific, geological, scenic, botanical, educational, agricultural, and ecological benefits to the people of Michigan" ("Atlas of Critical").

The Mt. McSauba location appears to have five different forested areas: Active Dune, Ice Rink, Ski Hill, Sledding Hill, and Trail. They are named according to the features located within these areas. Trails connect all the forested areas together except for the Active Dunes.

Almost all the sites contain sugar maple, hemlock, oak, and birch. Active Dune and Trail contain much more cedar than the other areas. Ice Rink has more oak, and Trail includes more hemlock and birch than the other sites.



Graph 2: Mt. McSauba's overstory tree species distribution
(Inventory provided by Mr. Mike McDuffie of Site Planning Development, Inc.)

Present & Potential Issues Pertaining to Forest Health:

Concerns: Insects / Fungi

- **Emerald Ash Borer** ("Major Forest", March 2009, p. 14-17; McCullough, D.G. & Katovich, S.A. January, 2004)
 - Has already killed most if not all of the ashes in Michigan's lower peninsula
 - D-shaped exit holes from larva
 - **Control**
 - Highly advise cutting out all the ash trees
 - Danger to the public if they fall
 - Little can be done to stop spread of this insect
- **Beech Bark Disease** ("Major Forest", March 2009, p. 62-64)
 - Disease widely found throughout all of Michigan
 - Evidence of disease (beech scale) in the Lake Michigan Beach Forest and Mt. McSaubia
 - "The exotic scale, *Cryptococcus fagisuga*, provides infection points for the *N[eonectria]* fungi" ("Major Forest", March 2009, p.63) and kills layers of bark
 - Can develop thickets of beech saplings after a large, overstory beech dies
 - Concerns about seed availability for wildlife species because many species rely on beech as a food source
 - **Control**
 - No known cures currently for Beech Bark Disease
 - Remove hazardous/dying tree stems
- **Gypsy Moth**
 - "...extremely polyphagous; it is known to feed on hundreds of different tree species in North America." ("Major Forest", March 2009, p.6) – during an outbreak
 - Low population – favored hosts = oaks ("Major Forest", March 2009, p.6)
 - Defoliation occurs
 - "Trees stripped of 50 percent or more of their leaves are likely to refoliate the same season, although new leaves are fewer and smaller than the original ones. The refoliation robs trees of vital starch reserves for future growth and health." ("Major Forest", March 2009, p.6)
 - Defoliation occurring multiple times in one year or for many years = likely to kill the tree
 - Mortality generally uncommon (McCullough, D.G., 2016b)
 - Larvae damage trees, not the moth or other stages ("Major Forest", March 2009, p. 7)
 - Caterpillars hatch in the spring

- Feeding = May to June
- Control
 - Use the insecticide: *Bacillus thuringiensis var. kurstaki* (Btk) ("Major Forest", March 2009, p. 9)
 - To suppress high density populations (McCullough, D.G., 2016b)
 - Target 1st and 2nd instars (McCullough, D.G., 2016b)
 - Remove and destroy egg masses or use sticky/slippery bands on trees (McCullough, D.G., 2016b)
- Hemlock Woolly Adelgid
 - Recently has been found in Ottawa and Muskegon counties (Whitmer, C. October 3, 2016)
 - Hoping that the cold winter temperatures prevent the adelgids from spreading further
 - Feeds on stored nutrients
 - Damage over 4-10 years eventually leads to mortality ("Major Forest", March 2009, p.31)
 - All ages susceptible ("Major Forest", March 2009, p. 31)
 - Control
 - Horticultural oil and insecticidal soap or inject insecticides into soil near base of trees ("Major Forest", March 2009, p. 33)
- Asian Long-Horned Beetle ("Asian Long-Horned")
 - Many look-alikes making it difficult to identify (Peterson, G., 2016, August 16)
 - Not in Michigan, but has been found in Canada
 - Worries that it will cause a lot of damage
 - Kills healthy trees
 - Has many hosts including Birch and Maple (preferred host)
 - Could decrease biodiversity and the majority of canopy trees
 - Control
 - No control methods have been found to accurately combat this pest
- Oak Wilt ("Major Forest", March 2009, p.54-56; McCullough, D., 2016a; McCullough, D., 2016b)
 - "Caused by the fungus *Ceratocystis fagacearum*" ("Major Forest", March 2009, p. 54) carried by a sap beetle that enters into wounds of a tree
 - The fungus can spread through roots
 - The red oak group is more susceptible to the disease than the white oak group, but the white oak group can still become infected
 - Red oaks often die after being contaminated

- White oaks experience damage in a few limbs, but rarely die due to the disease
- Control
 - Prune or remove dead oaks only in the winter
 - If the disease is apparent in the area, use a trencher to stop the spread of the disease through the roots

Concerns: Invasive / Nuisance Species

- (information provided by Mr. Derek Shields of the Little Traverse Conservancy)
 - Recommendations: Lake Michigan Beach Forest
 - Top Priority Species:
 - Dames Rocket
 - Garlic Mustard
 - Oriental Bittersweet
 - Note: Should be checked later in the year to make sure it is not native American Bittersweet
 - Spotted Knapweed
 - Tier Two Priority Invasives:
 - Japanese Barberry
 - Lombardy Poplar
 - Oregon Grape
 - Common Buckthorn
 - Nuisance Species
 - Poison Ivy
 - Control
 - Spot spraying
 - Use of goats (see discussion concerning goat mowing)

WTPF

- more invasive species as a whole
- metal fence on east side

UF

- greater Top Priority invasive species
- wooden fencing only
- more public areas
(parking lots / steps to Lake Michigan)

- Recommendations: Mt. McSauba
 - Top Priority Species:
 - Garlic Mustard
 - Spotted Knapweed
 - Sweet Woodruff
 - Note: Sweet Woodruff is outside the Mt. McSauba area. However, it is known for taking over areas

and should be combatted before it dominates the Mt. McSaubia area.

- Tier Two Stage Invasives:
 - Japanese Barberry
- Control
 - Removing invasive species should involve local volunteers to pull the plants out by hand
 - Herbicides and other chemical/mechanical operations are not advised due to high numbers of visitors
- Additional Michigan Invasive Species Lists:
 - Michigan Natural Features Inventory:
<http://mnfi.anr.msu.edu/invasive-species/factsheets.cfm>
 - Michigan Invasive Species:
http://www.michigan.gov/invasives/0,5664,7-324-68002_71240--,00.html



Figure 4: Lake Michigan Beach Forest Invasive Species Map
created by Mr. Derek Shiels of the Little Traverse Conservancy

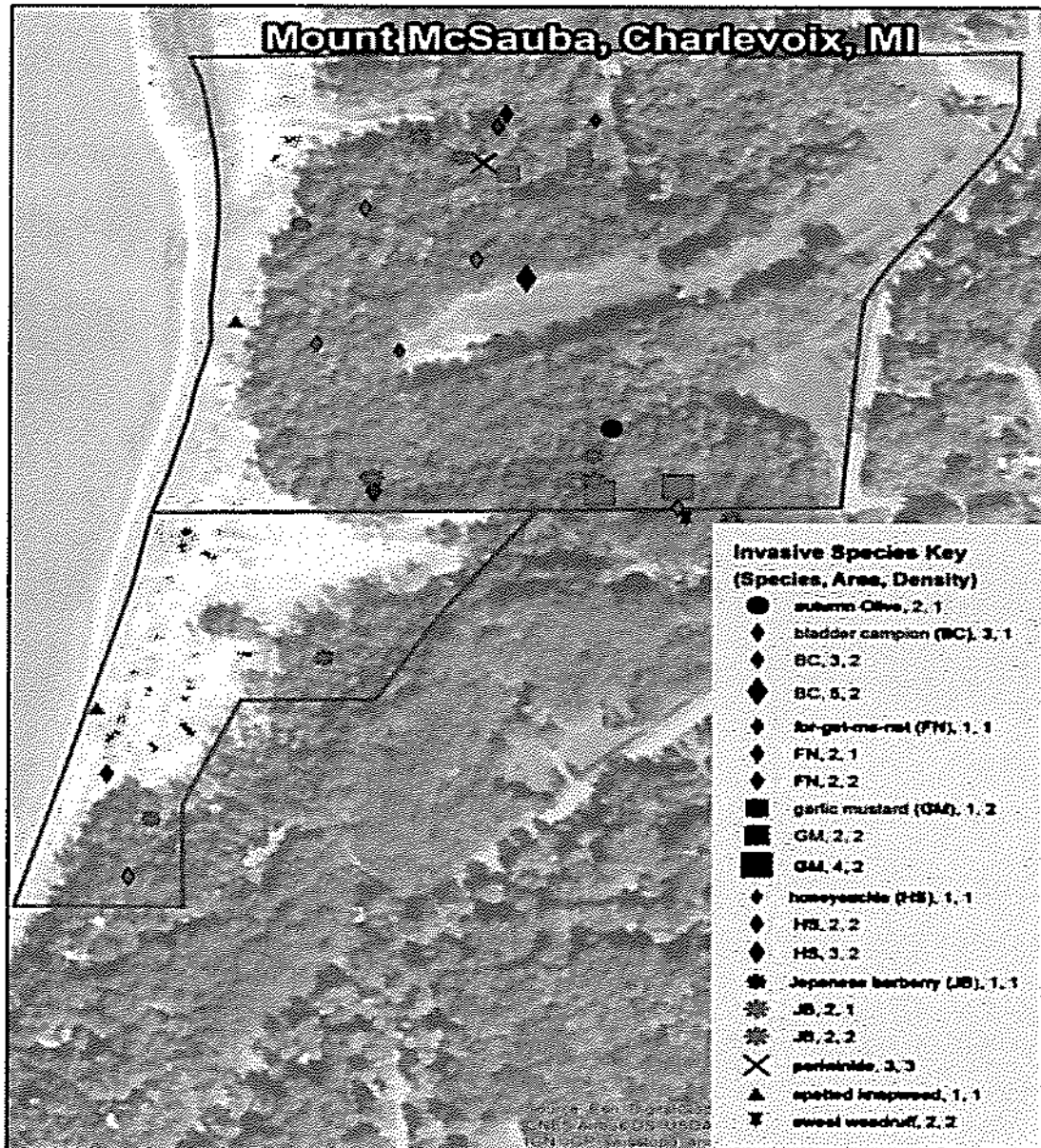


Figure 5: Mt. McSauba Invasive Species Map
created by Mr. Derek Shiels of the Little Traverse Conservancy

Concerns: Erosion

- Human Impact
 - Four wheelers
 - Campfires
 - Cutting of trees
 - Leaving the trail/trampling
 - Illegal cutting for firewood
 - Control
 - Prevent people from creating more trails/paths to leave exposed groundcover
 - Regular patrols and monitoring of the forests and trails
- Trees
 - Essential to keep soil from blowing away
 - Health and aesthetics need to be maintained
 - Control
 - Tree Removal
 - Schedule time of year
 - Remove tops to 6 – 8" in diameter
 - Remove and chip branches up to 8" in diameter
 - Leave logs ≥ 8 " in diameter on forest floor
 - Protect natural seedlings
 - Injured/dead trees within forest boundaries must be climbed and roped for removal
 - Lake Michigan Beach Forest: Trees that are dead, damaged/injured, or pose a safety concern (leaning, appearance of fungus, splits, etc.) along trails will be marked for removal with pink flagging tape wrapped around the base of the tree.
 - Logs greater than 8 inches in diameter should be removed by wheelbarrow from Lake Michigan Beach.

Suggested Tree Species for Size and Aesthetics:

- Sugar Maple (Gilman, 1997, p. 137)
 - Shade to full sun
 - Slightly alkaline to acidic, salt sensitive, moderate drought
 - Can withstand strong winds due to strong wood/limbs
 - Roots can be damaged easily by mowers
 - Nice fall colors (orange, red, yellow) – aesthetically pleasing
 - Moderate growth rate, long-lived
- Paper Birch (Gilman, 1997, p. 165)
 - Part shade to full sun
 - All textures, slightly alkaline to acidic, salt, drought sensitive in urban sites

- Good in cold weather
 - Short-lived
- Eastern White Pine (Gilman, 1997, p. 421)
 - Rapid growing, long-lived
 - Part shade to full sun – prefers full sun
 - Sand, salt, drought, soil compaction, and air pollution sensitive
 - Color through the winter – aesthetically pleasing
- Northern Red Oak (Gilman, 1997, p. 494)
 - Rapid growth rate, long-lived
 - Grows best in full sun
 - Slightly alkaline to acidic soil
 - Plant in spring
- *Canadian Hemlock (Gilman, 1997, p. 559)
 - Slow-growing, long-lived
 - Needs shade, but can tolerate full sun
 - All soil textures
 - Salt and drought sensitive
 - Planting guidelines:
 - Plant in spring
 - Size: 1"-1.5"
 - Planted without mechanized equipment
 - Protection from deer is necessary – use plastic fencing around tree base

*Major concerns about the Hemlock Woolly Adelgid

Trail Management:

Because trails are the most important access points for people to interact with the forests, I highly recommend the city of Charlevoix conduct an in-depth review of the trails in both areas following the guidelines from "The Relationship between Physical Accessibility and Scenic Experiences on West Michigan Coastal Dunes." Below are relevant portions of their fine work:

Observation Chart	
Does the pathway go through a wooded area?	
Is there visible sand along the trail?	
Is there a lookout point?	
Does the trail lead to the top of a dune?	
Is there a view of Lake Michigan?	
Is the beach visible from the trail?	

Trail Characteristic	Points
Trail Width (3 pts possible) Average of measurements taken every 50 meters: _____ cm ☐ >48 in (122 cm) = 3 pts ☐ 36-48 in (91-122 cm) = 2 pts ☐ < 36 (91 cm) = 0 pts	
Trail Length (3 pts possible) As measured by GPS: _____ km ☐ 0-1 km = 3 pts ☐ 1-1.5 km = 2 pts ☐ 1.5-2 km = 1 pt ☐ > 2 km = 0 pts	
Maximum slope (3 pts possible) Measured with compass/level at steepest slope: _____ % grade ☐ ≤10% = 3 pts ☐ 11-14% = 2 pts ☐ 15-20% = 1 pt ☐ >20% = 0 pts	
Average slope (3 pts possible) Averaged from slope measurements every 50 meters: _____ % grade ☐ ≤5% = 3 pts ☐ 6-8% = 2 pts ☐ 9-12% = 1 pt ☐ >12% = 0 pts	
Is there a rest area or bench present? (2 pts possible) ☐ At least 1 = 2 pts ☐ None = 0 pts	
Type of Trail Surface (4 pts possible) ☐ Hard = 4 pts ☐ Moderate = 3 pts ☐ Soft = 2 pts ☐ Very Soft = 0 pts	
Are Signs Present? (1 pt possible) ☐ Yes = 1 pt ☐ No = 0 pts	
Trail is accessible from parking lot? ☐ Yes = 5 pts ☐ No = 0 pts	
Ramps or stairs present? (5 pts possible) ☐ Ramp(s) present or no stairs = 5 pts ☐ < 50 stairs = 3 pts ☐ >50 stairs = 0 pts	
Trail is located before any steps? ☐ Yes = 5 pts ☐ No = 0 pts	
Total Points (34 possible points)	

Figures 6 and 7: “Scenic Observation Chart for Each Trail” and “Accessibility Rate Scale” (Williams, M.L., Clousing, A., Latimer, S., McClellan, J.A., & Van De Walker, A.D., June 2016, p. 7, 8)

Once this review and survey are complete, the City of Charlevoix could then determine which trails are viable, which ones should be abandoned, and which ones should be modified. Enlisting the aid of civil engineers and/or landscape architects would be most helpful in the planning, staging, and eventual management of permanent trails.

Wood chips from the removal of dead trees could improve the upkeep of the trails. The wood chips would provide more of a visual aid for the public in regards to where they should walk. Additionally, the chips could prevent soil erosion and holes when the surface is wet. However, there is one caution. The wood chips should have added binding or stabilization materials (“Ontario’s Best”, 2006, p. 150).

Properly stabilized wood chips could be spread throughout the trail system to guide people on the right path and prevent the creation of new paths. The wood from trees taken out of this area could be chipped, stabilized, and then spread throughout the area.

Lake Michigan Beach Forest Recommendations/Concerns:

Even though little tree/shrub regeneration occurs in the Uphill Forest (UF) and Water Treatment Plant Forest (WTPF) areas, I believe they should still be mowed. Many of Charlevoix’s residents own houses across the street. The view of Lake Michigan is aesthetically pleasing and could still be viewed from residents’ windows if this area is kept cleared from brush and invasive/nuisance species.

The question is how to mow these areas without damaging the trees. I advise a trial run of two courses of action to determine which is best suited for the forest.

1. **Goat grazing:** The Ottawa County Parks and Recreation Department has placed goats at Eastmanville Bayou since 2014 (“Goats help”. May 30, 2014). A lesson learned so far is to not mix goats from different herds or breeds in order to protect their health (Whitmer, C. June 13, 2016). The goats would be separated from the public by electric fencing.

Additional Information:

- If goats ingest poison ivy, their milk can cause reactions in humans
 - Natural pH of rumen needs to be maintained – suggest supplementing with sodium bicarbonate (baking soda)
 - 3 – 4 full-sized goats per acre (Pfalzbot, G.)
2. **Weed whip mowing:** Mowing using only weed whips to prevent damage to bases of trees.

To provide for a fair trial of the differences in the types of mowing, I suggest that both the WTPF and UF should be broken up in four sections: two goat grazing and two weed whip mowing sections. One goat grazing and one weed whip mowing section will reside in the WTPF and likewise in the UF. Placement of the trials is dependent on what the City of Charlevoix considers as top priorities for the forests and how much interaction the public should have with the goats.

The area of study is roughly five acres, so it could be broken up into a maximum of six parcels (a little more than 0.75 acres per parcel) if a more detailed study is desired. Two goats would be able to occupy each of these areas.

It is uncertain whether goats and weed whipping personnel would have a hard time with the steep slopes on the north side. I suggest that if the goats can tolerate the slopes to keep them on the steeper slopes and weed whipping on less steep terrain.



Figure 8: Goat Grazing and Mowing Areas for the Lake Michigan Beach Forest

To combat the low regeneration in this area, tree plantings should occur when old/mature or diseased trees die. Suggested tree species are white pine, red oak, and sugar maple. Existing seedlings must be protected from weed whipping and goats.

Parking spots along the UF should be moved back as far as possible to prevent encroachment, pollutant runoff, and the drying out of soils.

Not much management needs to take place in the Downhill Forest (DF) due to more understory species and regeneration. However, concerns with invasive species should be noted.

The wood chip trail and stairways should remain since they provide protection for the visitors as well as access to the beach and the forest itself. Maintenance should be kept up on the fence, stairway, and trail to prevent the creation of new trails that could damage plants, create further erosion issues, and so that the DF and the UF do not combine.

Mt. McSaubia Recommendations/Concerns:

Disc Golf:

The Mt. McSaubia disc golf course is a good attraction for tourists and residents. There are concerns for its future, however.

- **High number of tees / wandering trail pattern / non-durable signage**
 - The trails are not clearly marked which leads to new unmarked trails and tramped areas. I propose that the disc golf course reduce its number of tees/pins from eighteen/nineteen to twelve. This will reduce the amount of destruction in the forest, but will also allow the public to enjoy the game. Furthermore, I believe that the trails should be clearly marked. I observed that some of the signs are missing or have been vandalized. I also observed no paper maps were available at the time of my visits. I propose a schedule be established for the restocking of paper maps and the clear marking of the tees/trails and main entryway with durable, simple and legible signage. Ecological and aesthetic improvements to the disc golf course are detailed in the appendix.
- **Erosion**
 - To combat the erosion and creation of new trails, a six-foot dog leash policy should be implemented. Retractable leashes should not be allowed. Dogs should not have free rein of the area for other visitors' safety and for the protection of forest plants.
- **Lighting**
 - Create a maintenance plan for current and future lampposts to provide a clearer view of the paths during the evening. I observed some damage to and the listing of one lamppost.
- **Cell tower**

- For aesthetics, concealing the cell tower is an option. There are a number of companies which specialize in the concealment of such towers.



Image 3: Example of a pine tree cell tower design
(Image retrieved from Cell Trees Inc.: <http://www.celltreesinc.com/pine-trees.html>)

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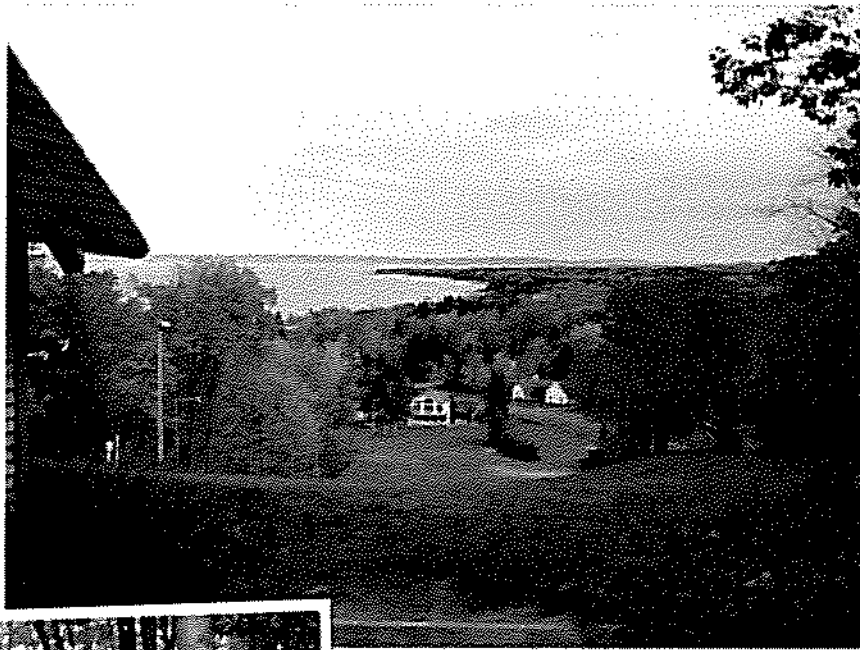
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Appendix

McSauba Disc Golf

Course Update Proposal



As the Charlevoix disc golf club it is our intention to make updates and improvements to our home course at Mt. McSauba. These updates will make the course safer, more eco-friendly, and improve sustainability.

1) Signage

Ease of course navigation will be improved by added signage designed to direct players from hole to hole. Signage will also be added to areas with erosion concerns to redirect traffic and protect sensitive areas.

2) Stairs

We plan to remove both sets of stairs on hole #4. The upper stairs will be replaced with railroad tie stairs. The lower stairs (coming down from hole 4's long tee) will be removed and a sign will redirect exiting traffic to an established walkway.

3) Woodchipping

Our intentions are to provide man-power and labor hours to assist the city recreation department with chipping park walkways. Our desire is to prevent erosion and destruction to the current walking paths while utilizing city funds and resources. Within this process we intend to apply chips to course walking paths where the Rec. Dept. sees applicable.

4) Tree Guards

Burlap tree guards will be installed on trees that are in close proximity to disc flight paths. We have sourced a burlap material that is breathable and non-impeding to the growth of the tree. The burlap will be re-wrapped biennially to assure the fit is current.

5) Hole 18

A possible change in the design of hole 18 has been proposed. The new design would shorten hole 18 in order to distance the basket from the walking path and improve safety. Making the fairway 100 feet shorter will have the unfortunate

side effect of reducing the challenge of the hole, so we intend to elevate the basket to reintroduce a level of challenge that matches the rest of the course. The basket will be elevated approximately 3 feet higher and a base will be built around the bottom of the basket with rail road tie lumber.

6) Drop Zones

Drop zones will be implemented in areas where erosion is of concern. Boundaries will be defined by ground level markers on the edge of relevant fairways to limit traffic in those areas. The ground markers will notify players to retrieve their disc and resume play from the drop zone.

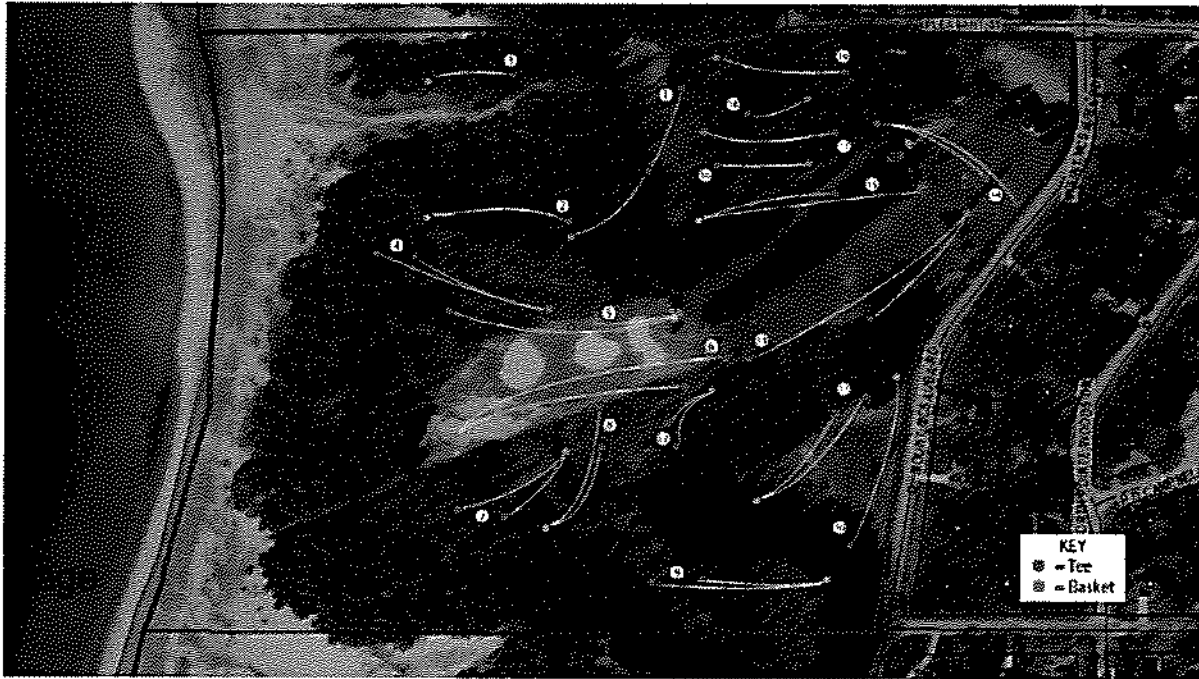
7) Trail Fence

A portion of the McSauba walking trail that leads disc golfers from hole 9 to hole 10 is in need of a fence extension to prevent erosive shortcut paths. 2 additional fence sections would be beneficial to prevent the use of these paths. A small "please stay on path" sign will be installed as well.

8) Hole #3

Hole 3 will be equipped with guards on trees that are in close proximity to disc flight paths. Out of bounds markers will be placed along the North side of the fairway and signage will instruct players to retrieve their discs and resume play from a drop zone if they go out of bounds. Wood chips will be applied to the fairway. A shady grass mix is also a possibility, if applicable. Although unrelated to disc golf, any trails that lead up to the dune will be blocked off.

Course Layout:



**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Live from Charlevoix- Round Lake Music Festival

DATE: March 20, 2017

PRESENTED BY: Tim Fore

ATTACHMENTS: None

BACKGROUND INFORMATION:

Live from Charlevoix will be presenting the Round Lake Music Festival on Saturday, May 27th and Sunday, May 28th. Three bands will perform in the Odmark Pavilion each day. The event has requested to place a beer tent in the north end of East Park.

The City of Charlevoix City Code, Section 3.14 (alcoholic beverages- consumptions prohibited in certain places), states:

It shall be unlawful for any person to consume alcoholic beverages in any part of any park which lies within one thousand (1,000) feet U.S. Highway 31, except that such restriction does not extend to privately owned vessels moored in the yacht basin nor does it extend to any specific function authorized by the city manager, provided, however, that any person or persons or legal entity authorized to control any playground, recreational area or athletic field covered by this chapter which property is not owned, leased or rented by the City of Charlevoix, may extend authority to consume alcoholic beverages on said premises, upon written notification to the city manager.

RECOMMENDATION:

Motion to allow the City Manager to waive the provision in the City Code under *Title III: Parks and Public Grounds, Chapter 31, Section 3.14.*

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: 2017-2018 Airport Rates and Fees Schedule

DATE: March 20, 2017

PRESENTED BY: Matt Wyman, Interim Airport Manager

ATTACHMENTS: 2017-2018 Airport Rates and Fees Schedule
Resolution #2017-03-02

BACKGROUND INFORMATION:

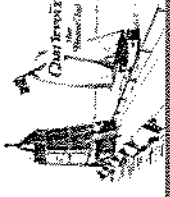
At the February 20, 2017 meeting, City Council approved a resolution setting the 2017-2018 Rates and Fees Schedule with the exception of the Airport fees. After review by the Interim Airport Manager and the Airport Advisory Committee, Staff is ready to submit the schedule for Council's approval.

RECOMMENDATION:

Motion to approve Resolution #2017-03-02 setting the 2017-2018 Airport Rates and Fees Schedule.

Charlevoix Municipal Airport

Schedule of Rates and Charges



		2016-17		2017-18	
Aircraft Landing & Ramp Fees		(4/1/2016 - 3/31/2017)		(4/1/2017 - 3/31/2018)	
Single Engine	Landing Fee	\$0.00	N/A	\$0.00	N/A
	Ramp Fee (overnight)	8.00		8.00	
	Weekly Pass	25.00		25.00	Remove
	Monthly Pass	60.00		60.00	Remove
	Yearly Pass	260.00		260.00	Remove
Piston Twin	Landing Fee	20.00	50 gallons	20.00	30 gallons
	Ramp Fee (overnight)	15.00		15.00	
	Weekly Pass	50.00		50.00	Remove
	Monthly Pass	150.00		150.00	
	Yearly Landing Fee Pass (Working Was: Yearly Pass)	450.00		450.00	
Single Turbo Prop (including Meridian, TBM & Eclipse Jet)	Landing Fee	45.00	75 gallons	50.00	75 gallons
	Ramp Fee (overnight)	30.00		30.00	
	Weekly Pass	130.00		130.00	Remove
	Monthly Pass	300.00		300.00	
	Yearly Landing Fee Pass (Working Was: Yearly Pass)	600.00		500.00	
Twin Turbo Prop (including Pilatus & Caravan singles)	Landing Fee	60.00	100 gallons	65.00	100 gallons
	Ramp Fee (overnight)	40.00		40.00	
	Weekly Pass	150.00		150.00	Remove
	Monthly Pass	400.00		400.00	
	Yearly Landing Fee Pass (Working Was: Yearly Pass)	800.00		700.00	

Charlevoix Municipal Airport

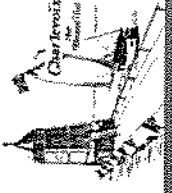
Schedule of Rates and Charges



		2016-17 (4/1/2016 - 3/31/2017)	2017-18 (4/1/2017 - 3/31/2018)
Aircraft Landing & Ramp Fees			
Type I Jet (up to 20,000 lbs)			
Landing Fee	\$80.00	150 gallons	\$90.00
Ramp Fee (overnight)	40.00		40.00
Weekly Pass	150.00		150.00
Monthly Pass	400.00		400.00
Yearly Landing Fee Pass (Working Was: Yearly Pass)	900.00		700.00
Type II Jet (20,000 - 40,000 lbs)			
Landing Fee	110.00	200 gallons	125.00
Ramp Fee (overnight)	50.00		50.00
Weekly Pass	200.00		200.00
Monthly Pass	500.00		500.00
Yearly Landing Fee Pass (Working Was: Yearly Pass)	1,000.00		800.00
Type III Jet (over 40,000 lbs)			
Landing Fee	135.00	250 gallons	150.00
Ramp Fee (overnight)	70.00		70.00
Weekly Pass	250.00		250.00
Monthly Pass	700.00		700.00
Yearly Landing Fee Pass (Working Was: Yearly Pass)	1,200.00		1,000.00
NOTES: 1) Landing fee or ramp fee waived for one day with a qualifying minimum purchase of fuel. 2) Only one fee to be charged per day, either ramp or landing fee. 3) Yearly pass covers all landing and ramp fees for one year. 4) Landing fees are waived for aircraft that land as a result of an in-flight emergency, doing touch-and-goes, are based at Charlevoix Airport, or are owned by the military, state or federal government. Medical flights are not exempt from landing fees.			
Hangar Rental Rates (per month)			
Units 1, 2, 3, 8, 9 & 10	155.00		160.00
Units 4, 5 & 7	160.00		165.00
Unit 6	215.00		220.00
Box B	230.00		235.00
Box C	415.00		420.00
Box D	180.00		185.00
* Proposed rates are not effective until current leases expire. Proposed rates are effective through March 31, 2016.			

Charlevoix Municipal Airport

Schedule of Rates and Charges



	2016-17 (4/1/2016 - 3/31/2017)	2017-18 (4/1/2017 - 3/31/2018)
Land Lease Rates (per month, per square foot)	\$0.30	\$0.30
Access Rate for Through-the-Fence Operations (per square foot)	0.35	0.35
100LL Contract Fuel into Plane Fee (per gallon)	0.35	0.35
100LL Fuel Delivery Surcharge (Fuel Truck) (per gallon)	0.25	0.25
After Hours Call Out Fee (1st hour) - May-September	120.00	Remove and make one year-round rate
After Hours Call Out Fee (1st hour) - October-April	150.00	
Additional Hours	100.00	
Ground Power Unit (GPU) Connection (1 hour maximum)	75.00	75.00
Vehicle Parking Fees		
Daily	3.00	No Charge
Overnight	5.00	5.00
Weekly	20.00	20.00
Monthly	60.00	60.00
6 Months	110.00	100.00
6 Months - Premium	200.00	200.00
Annual	200.00	175.00
Annual - Premium	365.00	365.00
Commercial Operations		
On-Airport Rental Car Service (per year)	Set By Contract	Set By Contract
Aircraft Servicing, Maintaining & Repairing (per year)	500.00	2,000.00
Catering Service	100.00	2,000.00
Part 135 Operator (per year)	3,600.00	2,000.00
Parachuting & Jump Schools (per year)	2,500.00	2,000.00

**CITY OF CHARLEVOIX
RESOLUTION NO. 2017-03-02
AIRPORT 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,** on February 20, 2017, City Council approved all rates and fees associated with the 2017-18 budget with the exception of the Airport fees; and
- WHEREAS,** the Interim Airport Manager and the Airport Advisory Committee have reviewed and revised the fees and recommend that City Council approve them for adoption; 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 the revised Airport rates and fees included in the 2017-18 Proposed Budget, thus completing the rates and fees approval process for the upcoming fiscal year.

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

Resolution adopted by the following yea and nay votes:

Yeas:
Nays:
Absent:

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Van Pelt Alley Utility Upgrades

DATE: March 20, 2017

PRESENTED BY: Don Swem, Electric Department Superintendent

ATTACHMENTS: None

BACKGROUND INFORMATION:

The Christmas Eve fire last year at the Trademark Properties Building exposed the need to upgrade the controls in our system to isolate individual buildings. The fire itself eliminated the infrastructure, specifically the riser atop the building, to serve many of the buildings on the block. In addition, the fire itself damaged a lot of the electrical wires in the air around the building. We have also been looking to place the wires in the alleys underground, whenever we get a chance.

To make a long-term fix and improve this space, we recommend burying all the electric line and also bury the phone and cable utilities. Furthermore, the existing water main under Bridge Street dates to 1892. We believe it would be advantageous to add a water main this alley so that new services could be installed in the future without disrupting the highway.

Given the rebuilding work of the Trademark Building and our desire to cause as little inconvenience as possible during the busy summer season, we abbreviated the normal bid process and provided rough specs to Manthei Development Corporation (MDC) and Team Elmer's; both firms have done recent and quality work for the City and they were given the same information and asked to provide bids.

According to the City's Purchasing Policy, for contracts of \$20,000 or more, competitive bidding is not necessarily required if it is being done for emergency services. Typically, emergency purchases result when an unforeseeable situation or urgency exists and there is no opportunity to seek competitive bids in accordance with the City's procedures. The only parts of the policy that we did not follow were to include the required language for accepting the proposal deemed to be in the best interest of the City, and we did not advertise the work either in the paper or on the web site or bulletin board. We did, however, receive two competitive sealed bids as follows:

Manthei Development Co.	\$97,186.50
Team Elmer's	\$101,034.00

MDC is the low bidder at \$ 97,186.50. Their work has always been acceptable to the City and they are committed to getting the alley done by Memorial Day, if possible. The price covers the removal of the existing asphalt, installation and testing of the new water main, installation of the electric handholes and conduit, backfill, compaction, gravel and repaving. It does not cover the cost of any work to support

the phone, cable or gas installations, nor the cost for the electrical upgrades beyond the handholes and conduit.

The Water Department is covering the cost of the new water main (\$ 41,699.75), while the Electric Department will cover the remaining costs out of the capital construction budget. The Water Department has submitted the plan to the MDEQ for the water main construction permit and we expect that to be approved quickly. We have already ordered a new transformer and handholes for the job, and will still have to cover the costs of the wire and labor to install the new electric services. We hope to start construction as soon as possible. The alley will be closed to traffic during most of the construction. Deliveries will have to be done from the ends (Park and Clinton Streets) until we are through.

Similar electrical work has already been done and is continuing in the alley between Clinton and Mason where the other fire occurred, but in that case we did not have to dig up a significant amount of asphalt, and so therefore are not replacing the alley and no extra work is planned.

RECOMMENDATION:

Motion to declare the infrastructure improvements in the Van Pelt Alley an emergency and award the reconstruction work to Manthei Development Co. for a total price not to exceed \$97,186.50.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Sale of Property: US 31 & Marion Center

DATE: March 20, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Map of the Property

BACKGROUND INFORMATION:

The City owns a parcel at the corner of Marion Center Road and US 31 across from the Airport. In the past several months, I have been approached by parties and brokers expressing interest in purchasing this property. Staff does not know of a future use the City may have for it beyond the utility easement on the east side of the property. We had Michigan Appraisal perform an appraisal of the property, which placed its value at \$110,000.

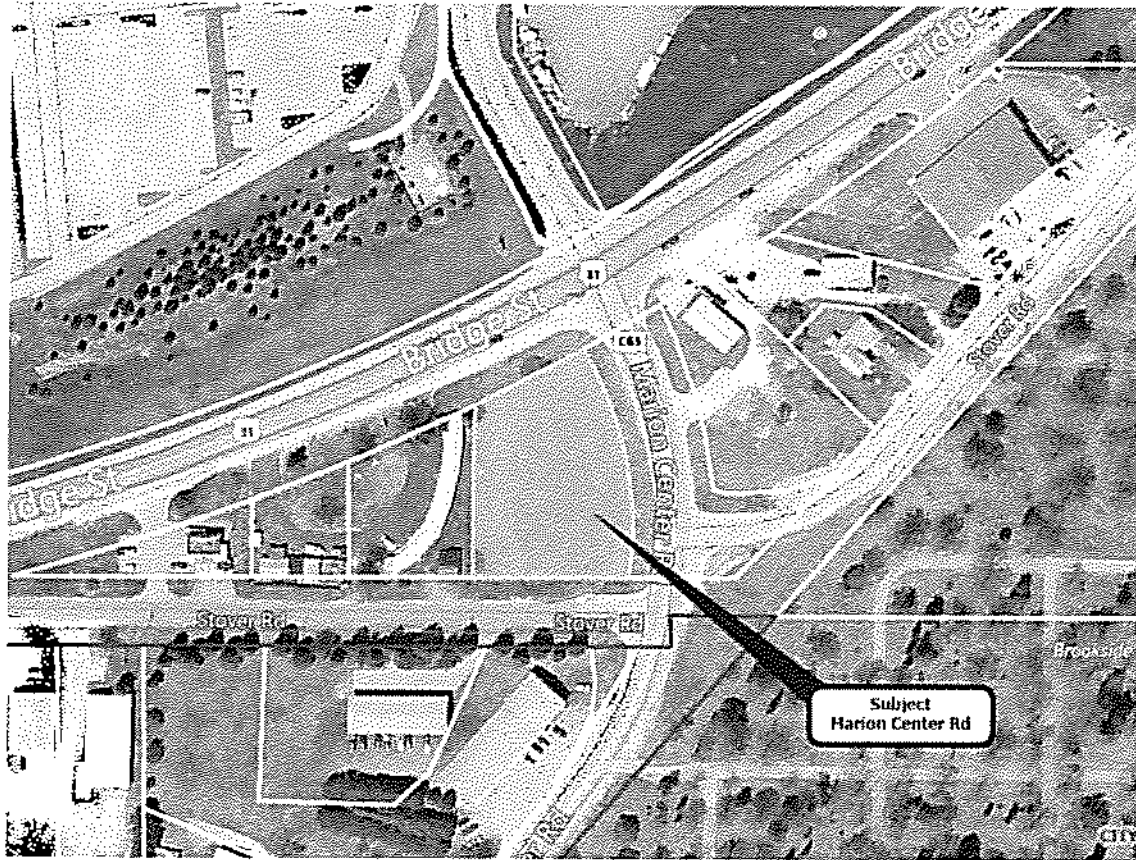
If Council is willing to sell this property, it would be back on the tax rolls and provide some income for the City. We could advertise this property for sealed bids and for the intended use. This would give us some control over the use and the job creation associated with future development.

STAFF RECOMMENDATION:

Motion to authorize the City Manager to advertise for sealed proposals for the sale of the property at the intersection of Marion Center Road and US 31.

1522 Bridge Street

Corner of US 31 & Marion Center



**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Conflict of Interest Policy

DATE: March 20, 2017

PRESENTED BY: Council Members Gibson, Oleksy, and Perron

ATTACHMENTS: Council letter
Conflict of Interest Policy Resolution

BACKGROUND INFORMATION:

Council Members Gibson, Oleksy, and Perron requested the Council discuss potential changes to the existing conflict of interest policies and rules for the City.

RECOMMENDATION:

Council discussion and direction to Staff.

March 8, 2017

Dear Mark,

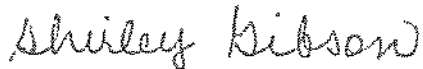
RE: Conflict of Interest Policy

The following City Councilmembers are requesting an agenda item for the City Council Meeting of March 20, 2017 to present our thoughts regarding our Conflict of Interest Policy. Specifically, to possibly define and reword the parameters of disclose and recuse with particular attention to participation, discussion and presenting by elected officials (which is not addressed). We are interested in particular to Resolution No. 2009-06-03 "Establishing Code of Ethics and Conflict of Interest Policy" in the Employee Handbook that pertains to elected officials, which is vague and out of date, and also our "Rules of Procedure" which does not address this issue at all.

Thank you for your attention to this matter.

Respectfully,

Shirley Gibson, 3rd Ward Councilmember

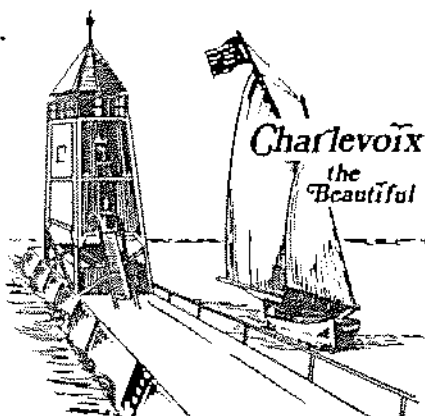


Tom Oleksy, 2nd Ward Councilmember



Leon Perron, 2nd Ward Councilmember





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

The Charlevoix City Council met on June 15, 2009 with Mayor Norman L. Carlson presiding. All Councilmembers were present. The following is an excerpt from the official records of said meeting:

IX. Resolutions

B. Consideration to Amend Code of Ethics Policy

Motion by Councilmember Cole, second by Councilmember Stevens, to approve Resolution 2009-06-03 as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2009-06-03
ESTABLISHING CODE OF ETHICS AND CONFLICT OF INTEREST POLICY**

Recitals

WHEREAS, the City Council recognizes that it is the utmost importance to foster public confidence in the decisions made by the City Council;

WHEREAS, public confidence in the decisions of city government is enhanced when public officials avoid both actual conflicts of interest and the appearance of conflicts of interest;

WHEREAS, the establishment of a Code of Ethics and Conflict of Interest Policy for the City Council will provide assistance so that situations can be avoided which could negatively impact public confidence in the City and in those persons who act on behalf of the City in the performance of their duties or jobs; and

WHEREAS, the City Council desires to adopt a Code of Ethics and Conflict of Interest Policy for the City by the adoption of this resolution.

Resolution

NOW, THEREFORE, BE IT RESOLVED that the Charlevoix City Council establishes the following Code of Ethics and Conflict of Interest Policy for the persons who act on behalf of the City as specified in this resolution:

DEFINITIONS

"Council Members" shall mean members of the Charlevoix City Council.

"City Employees" shall mean the City Manager, the City Clerk, all department heads and all other full-time or part-time employees of the City.

"City Representatives" shall mean Council Members, City Employees, persons serving on any boards or commissions of the City and any other person who is officially authorized to act on behalf of the City.

"Immediate Family Member" shall mean a spouse, child, spouse of a child, or a parent of the employee as well as a person who is residing in the same household as the employee.

"Official Duties" shall mean work performed as a City Employee in the course of that person's employment for the City as well as any duty or act performed by an elected or appointed City official, a Council Member, or a member of any City board or commission when such duty or act is performed in the course of that person's service to the City.

CITY OF CHARLEVOIX CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

A. The following standards of conduct shall be followed in the discharge of official duties for the City:

1. When performing Official Duties, City Representatives shall treat members of the public with respect and fairness.

2. City Representatives shall discharge their Official Duties in accordance with prescribed constitutional, statutory, and regulatory procedures and shall apply the laws and policies of the City in an evenhanded manner without partiality, favoritism, or dishonesty, and not for personal gain or benefit.
3. City Representatives shall not divulge any unauthorized personal or confidential information acquired in the course of their Official Duties in advance of the time prescribed for its authorized release to the public. Confidential legal advice or opinions, such as written opinions from the City attorney, are protected by attorney-client privilege. The City is the client (and not individual Council Members or City Officials). Accordingly, a majority of the City Council should decide when confidential legal information is released.
4. City Representatives who acquire confidential information in the course of their duties that is not available at the time to the general public shall not use such information to further their private interests or the private interests of another person.
5. City Representatives shall not represent their personal opinions as that of the City or the committee, commission, or board on which they serve, unless expressly authorized to do so.
6. City Representatives shall not, directly or indirectly, make use of or permit others to make use of City property, equipment, vehicles, or supplies of any kind for personal gain or benefit.
7. City Representatives shall not, directly or indirectly, solicit or accept any gift or a loan of money, goods, services, or other thing of value which tends to influence or creates the appearance that it influences the manner in which they perform their Official Duties or is intended or has the appearance of being intended as a reward for the performance of any Official Duty.
8. City Representatives shall not engage in or accept employment or render services that are incompatible or in conflict with the discharge of their Official Duties or that tends to impair their independence of judgment when discharging their Official Duties.
9. Except as permitted under the Contracts of Public Servants with Public Entities Act, MCL 15.321, *et seq.* (also mentioned in paragraph 10 below), City Representatives shall not, directly or indirectly, solicit or be a party to a contract between themselves and the City and shall not solicit a contract between an entity in which they have a financial or personal interest and the City.
10. All persons involved in a proposed contract with the City shall comply with the Contracts of Public Servants with Public Entities Act, MCL 15.321, *et seq.* In addition to the requirements of the statute cited above, the following requirements must be met:
 - a. No Council Member shall vote on a City-related project when the Council Member has a reasonable likelihood of obtaining a financial benefit because of the project. This includes by way of example and not limitation, situations in which a Council Member will be a bidder on the project or has a reasonable likelihood of being a subcontractor on the project.
 - b. When a City Employee or a member of the City Employee's immediate family will be a party to a proposed contract with the City or have a personal interest in a proposed contract with the City, the department head who is seeking approval of the contract shall disclose these facts to the City Manager in writing (which includes e-mail). The disclosure shall identify all parties to the contract and the nature of the financial interest of the employee or the employee's Immediate Family Member. If the proposed contract may be approved by the City Manager pursuant to the City Code and the City Manager finds that the proposed contract is in the best interests of the City, then the City Manager may approve the contract and, as early as practical after its approval, shall inform the City Council in writing of the same information that was provided to the City Manager as required above. In addition, the City Manager shall explain to the City Council why the proposed contract is in the best interests of the City. If the proposed contract is to be approved by the City Council, the City Manager (or the department head as directed by the City Manager) shall provide the same information that was provided to the City Manager as required above. In addition, the City Council shall be informed why the proposed contract is in the best interests of the City.
11. City Representatives shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates or other regulation or supervision relating to any business entity in which they have, directly or indirectly, a financial or personal interest.
12. When making discretionary, administrative decisions City Representatives shall refrain from making statements or taking any actions outside the formal decision-making process that would suggest they have prejudged the matter before them

or would in any way preclude them from affording the applicant and the public a fair hearing.

- B. As permitted by law, a violation of these standards of conduct may be grounds for the discharge of or other disciplinary action against a City Employee, or for removal from a Council-appointed or a Mayoral-appointed position.
- C. This resolution supersedes any prior resolution or policy of the City regarding this subject matter.

RESOLVED, this 15th day of June, 2009.

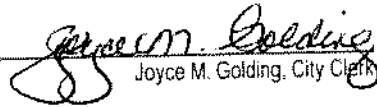
Resolution adopted by the following yea and nay votes:

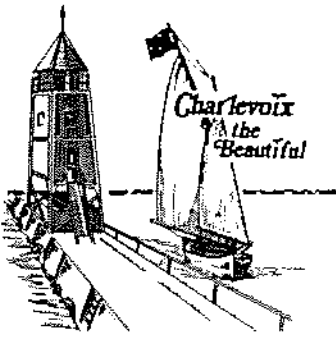
Yeas:	Gennett, Kusina, Picha, Stevens, Campbell, Cole
Nays:	None
Absent:	None

CERTIFICATION

I, the undersigned, the Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on June 15, 2009, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated: November 10, 2014


Joyce M. Golding, City Clerk



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. Heydlauf, City Manager
Subject: City Manager's Report for March 20, 2017
Date: March 16, 2017

A. Sustainable Built Environment Initiatives Proposal

As Council asked, Sarah Lucas is preparing our application to the Sustainable Built Initiatives Program at Michigan State University. We are obtaining letters of support from Alison Hubbard of the Charlevoix Area Chamber of Commerce, Lindsey Dotson on behalf of Charlevoix Main Street, and John Campbell on behalf of the Shade Tree Commission. I anticipate this will be sent at some point next week.

B. Building Demolition

Interior clean-out of the Trademark Properties Building began on Monday, March 13 and will continue for a couple of weeks. We are coordinating some alley closures with the construction company. In the coming weeks, we anticipate a longer-term sidewalk closure to be placed in front of the building on Bridge Street. The contractor will coordinate this with MDOT and our staff as they do façade work. Clean-up of the Ackerman Building is finally scheduled and should begin next week. At their request, we will assist that contractor with providing water to wet down the debris to control dust during demolition.

C. RFP for Airport FBO

Yesterday we released a request for proposals for the Fixed Based Operator Services at the Airport currently provided by our staff. Proposals are due on April 17.

D. Winter Fest at Mt. McSaubia

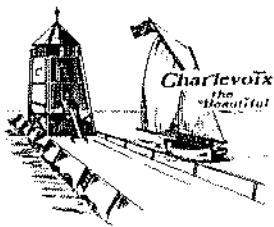
This coming weekend is the final weekend for snow sports at Mt. McSaubia. They will be holding Winter Fest with live music, food, and activities for the whole family. Thanks again to Bo Boss and his entire staff who helped create another great season at the hill for the entire community.

E. Water Treatment Plant Generator

We will be releasing specifications in the next couple of weeks for the replacement of the back-up generator at the Water Treatment Plant. As you know if you've seen it, the existing generator is truly a relic and was purchased from military surplus after being used on a ship during World War II. We anticipate seeking Council approval for the purchase in May with the new generator being installed this summer.

The following documents are for Council's information:

- Zoning Board of Appeals agenda – March 22, 2017
- Approved Shade Tree Commission Minutes – February 2, 2017
- Approved Charlevoix Downtown Development Authority/Main Street Board Minutes – January 23, 2017
- Airport Advisory Committee Agenda – March 22, 2017



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

ZONING BOARD OF APPEALS AGENDA

Created: March 15, 2017 Posted: March 15, 2017 5:00PM

Wednesday, March 22, 2017 6:00PM

City Hall Council Chambers

- A) CALL TO ORDER
 - B) ROLL CALL/PLEDGE OF ALLEGIANCE
 - C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST
 - D) APPROVAL OF AGENDA
 - E) APPROVAL OF MINUTES
 - 1. Motion to approve or amend the November 2, 2016 meeting minutes.
 - E) OLD BUSINESS
 - 1. Second Hearing for Project 2016-12 ZBA. Variance request from Tom Heckman and Linda Sawyer – 201 E. Lincoln Ave.
 - a. Staff presentation.
 - b. Applicant presentation. (If requested)
 - c. Call for public comments.
 - d. ZBA determination of findings of fact.
 - e. Motion.
 - F) NEW BUSINESS
 - 1. Public Hearing for Project 2017-03 ZBA. Variance request from Stuart Kaufman – 221 Park Ave.
 - a. Staff presentation.
 - b. Applicant presentation. (If requested)
 - c. Call for public comments.
 - d. ZBA determination of findings of fact.
 - e. Motion.
- According to Roberts Rules of Order, Newly Revised, 10th Edition, the Board should appoint the Chair to approve the minutes when the next meeting of the Board will not be held within the next quarter.*
- G) CALL FOR GENERAL PUBLIC COMMENT
 - H) ADJOURNMENT

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon 1 weeks' notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250

Shade Tree Commission
Meeting Minutes
February 2, 2017, 11am
Second Floor Conference Room, City Hall

Members Present: John Campbell; Perry Irish-Hodgson

Also present: Mark L. Heydlauff, City Manager; Mike Greiyerbiehl; Mike Murphy; Dick Vance; Mike Doherty; Shelley Langeweg; Tom Oleksy, City Council Member; Leon Perron, City Council Member; Larry Sullivan; Jeanne White; Tony Duerr; Ken Polokowski (by phone); Pat Elliot, DPW Superintendent;

Chair Campbell called the meeting to order at 11:02am.

Motion to approve the minutes of the December 15, 2017 Meeting by Irish-Hodgson, second by Campbell with change to date for 2017.

Motion carried

Change to McSauba in the 1970s brought top soil onto the slopes meaning it is more stable than originally assumed. A revised text of the management plan will reflect this change.

Chair Campbell discussed the existing stairs and how they might be replaced with ground steps.

Mr. Greyerbiehl discussed the proposal from the Charlevoix Disc Golf Club; their draft is attached to these minutes. He mentioned their need of funds to complete some of these projects. No new pathways are planned and some current walkways will be further restricted- allowing new undergrowth and erosion prevention. He discussed their goal for increased sustainability including tree wraps to prevent damage from discs on the trees.

Going forward, Mr. Greyerbiehl discussed future maintenance plans to protect the trees and provide upkeep on the course items. They also plan to change the layout of the 18th hole in order to eliminate a "blind shot." This will improve safety. The group desires to reinforce to all players that walkers, joggers, and bikers should have the right of way. They also will explore fencing on the 9th hole.

Ms. Irish-Hodgson asked how the group planned to pay for added signage and whether grant support could be a possibility. Mr. Greyerbiehl indicated they would be looking at various options and Mr. Heydlauff discussed the grant the City had received for signage at McSauba.

Ms. Langeweg commended Mr. Greyerbiehl and Mr. Murphy for their work on this plan. Mr. Polokowski indicated he was impressed by the work done by the gentlemen.

The Commission will meet again on February 23rd to discuss the final disc golf presentation.

Ms. Langeweg indicated she was unhappy with the condition of the park at Lake Michigan Beach. Chair Campbell explained the draft management plan and how large tree trunks would be left in place to prevent soil erosion. Ms. White explained there are many trees dying and being left on the ground with no room left for new growth to come up.

Ms. Irish-Hodgson questioned how things would be removed. Mr. Elliot explained branches would be removed and chipped. Mr. Doherty believes Lake Michigan Beach Park should be treated like other

parks (Ferry Beach for example); he believes ants and other insects will become a pest in the area. He believes the area should be treated as a park not a forest.

Mr. Sullivan indicated the City has every 10 years or so cleared out underbrush. He believes a well-developed tree canopy would keep out a lot of the undergrowth. He believes the trees removed will create more sunlight and increase the erosion of the soil. Mr. Vance said several large pine trees were cut in the vicinity of his home; he questioned whether logs could be pulled out from existing trails and paths. Ms. Langeweg questioned how steps could be improved. Chair Campbell indicated he was aware and Ms. Irish-Hodgson indicated she would review the conditions and study the issue further.

Chair Campbell brought up a proposal to install fencing along Park Avenue to better define parking areas. Mr. Oleksy questioned whether a stop sign could be installed at Antrim Street and Park Avenue.

Chair Campbell adjourned the meeting at 12:01pm.

CITY OF CHARLEVOIX
CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET BOARD MINUTES
Monday, January 23, 2017 at 5:30 p.m.
210 State Street, City Hall, Second Floor Council Chambers, Charlevoix, Michigan

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

Chair: Dan Barron
Members Present: Dianne DuPont, Tami Gillespie, Maureen Owens, Rick Wertz, John Yaroch
Members Absent: Luther Kurtz, Fred DiMartino, Kirby Dipert
City Staff: Mark Heydlauff, City Manager; Lindsey Dotson, Executive Director

Chair Barron welcomed Maureen Owens as a member of the DDA/Main Street Board.

4. **Inquiry into Potential Conflicts of Interest**

None

5. **Consent Agenda**

a. Minutes of the December 20, 2016 Board Meeting

Chair Barron referenced Item 8-A, Draft Budget, second paragraph, specifically: "The proposal from Pro Image for the design process was approved in October for full implementation estimated at \$200,000 including the replacement of the *Welcome to Charlevoix the Beautiful* entry signs." He noted that the estimate could be \$200,000 for full implementation, but it was not approved for that amount. City Manager Heydlauff recalled that the Board approved the design phase of the contract which was not to exceed \$19,500. Chair Barron recommended that the minutes be revised to reflect that the Pro Image proposal estimated the expense of \$200,000 for full signage implementation including replacement.

b. Committee Meeting Minutes

c. Main Street Monthly Report for December 2016

d. Michigan Main Street Program Community Requirements and Expectations Agreement – Selected Level – MEDC

e. Trademark Sublicense Agreement – National Main Street Center

f. Transformation Strategic Planning & Alignment Visit – March 8–9, 2017

Motion by Member Yaroch, second by Member Owens, to approve the Consent Agenda as presented subject to revision of the minutes in the manner as discussed. Motion passed by unanimous voice vote.

6. **Reports**

a. Director's Report

Member Owens referenced page 25 of the report and questioned if the DDA should be using the new Main Street America accredited program logo instead of or in addition to the current logo. Director Dotson stated that the logo referred to was the National Main Street Center's new brand and they can use it freely, but they can't use the "accredited" because the DDA has not obtained that designation yet.

Director Dotson stated that the City had a Select Level Main Street Agreement with Michigan State Housing Development Authority (MICHDA) but Main Street has subsequently been renamed as the Michigan Economic Development Corporation (MEDC) so an agreement needed to be signed again.

b. Branding Update

Director Dotson reported that the workshops were very well attended. She stated that they were in line with their project timeline and as she receives information from a5 she will share with the Promotions Committee. She noted that Pro Image met with a5 while they were in town.

c. Wayfinding Signage Update

Director Dotson reported that she met with Pro Image Design and they are aware of the \$50,000 price tag for the first phase of implementation and that the DDA will be focusing on downtown. She stated that Pro Image was essentially on hold until a5 was finished. They will be at the next Design Committee meeting.

7. **Old Business**

a. Draft DDA Budget for 2017-18

Director Dotson stated that the numbers fundamentally stayed the same since the last meeting. She noted an increase in hours per week for the Farmers Market Manager and the number of weeks worked per year, but the cost will be offset by an increase in vendor fees and sponsor dollars. Add-ons to the draft budget included:

- Design Committee – add tree lights to the side streets as well as new Christmas tree lights (\$15,000)
- The Design Committee was also interested in pursuing a new façade grant incentive program that would be administered by the Committee and the DDA Director. The idea is for a 50% reimbursement grant with a maximum of \$10,000 per project; a budget of \$30,000 would enable them to give out three grants in the coming year. Guidelines have yet to be developed. Director Dotson stated that she worked with similar programs in the past and if the proposal is approved she would bring back draft guidelines for the Board to review next month. By improving the buildings in the District, they would be improving the tax base which increases DDA revenue.

Discussion followed regarding the possibility of setting aside reserve funds for holiday lighting expenditures, feedback related to the Farmers Market, and the potential decrease in property tax revenue from the property tax capture.

Motion by Member Wertz, second by Member DuPont, to adopt the proposed 2017-18 budget as presented. Motion passed by unanimous voice vote.

8. **New Business**

a. Application Based Services – Market Study Update & Business Recruitment Training

Director Dotson stated that she will learn more about available services when Michigan Main Street visits in March. She stated that services include branding, business assistance, technical assistance including merchandising, and transition planning. She stated that the Market Study Update & Business Recruitment Training seemed most pertinent after she met with the Convention & Visitors Bureau, Chamber of Commerce and the Economic Restructuring Committee. The Committee overwhelmingly felt this was a worthy endeavor. She stated that with the Board's approval she will submit the application and advised that there was no application fee.

Motion by Member Owens, second by Member Wertz, to move forward with staff's recommendation to submit the application for a Market Study Update & Business Recruitment Training to Michigan Main Street. Motion passed by unanimous voice vote.

b. Agreement with Bill's Farm Market – Christmas Decorations

Director Dotson stated that the agreement with Bill's Farm Market expired this year. She proposed that the DDA enter into a new agreement with the Market for the next three years for the same terms in the amount of \$2,082.50 each year. She noted that Charlevoix was the only City that uses their installation services.

Motion by Member Wertz, second by Member Gillespie, to approve the revised agreement with Bill's Farm Market. Motion passed unanimously by roll call vote.

c. Snowmelt System – Antrim Street

Director Dotson stated that the City will continue their infrastructure improvement projects in 2017 including improvements to the 100 block of Antrim Street (Bridge Street to State Street) which is in the DDA District. An opportunity presents itself to install a heated sidewalk as a test run in conjunction with the City's street work. She cited the city of Grand Haven where the entire downtown has heated sidewalks, a \$3 million dollar project and \$60,000 per year to maintain.

City Manager Heydlauff questioned whether or not the Board felt it was worth exploring further. He stated in going back to the report that the Board had commissioned last year, it addressed the benefit that heated sidewalks could provide. He suggested incorporating this project with the rebuilding of Antrim Street before considering this for the remainder of downtown. Director Dotson explained that there are snowmelt systems in Traverse City where they have a boiler located next to the sidewalk.

Motion by Member DuPont, second by Member Wertz, to have staff research the potential cost of adding a heated sidewalk to Antrim Street. Motion passed by a 5 to 1 vote with Member Wertz voting against the motion.

9. Public Comment

None.

10. Request for Future Agenda Items

None.

11. Board Comments

Member DuPont questioned whether there was some way of getting feedback from downtown merchants regarding Live From Charlevoix. Member Wertz stated that his wife who works for The Clothing Company said that it had really helped their sales on concert evenings.

Member DuPont also questioned if there was any update on the fires or new businesses. City Manager Heydlauff responded that there were a lot of things in the flux and he did not have a definitive answer at this time.

12. Adjourn

Motion by Member Wertz, second by Member Gillespie, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 6:39 p.m.

Joyce Golding/fgm

City Clerk

Dan Barron

Chair

Agenda
Airport Advisory Committee Meeting
March 22, 2017

Second Floor Conference Room, Charlevoix City Hall
10:00 am

- I. Call to Order
- II. Inquiry Regarding Possible Conflicts of Interest
- III. Approval of February 13th Meeting Minutes
- IV. Airport Managers Report
- V. General Business
 - A. Business Licenses
- VI. Miscellaneous
- VII. Public comment not regarding General Business
- VIII. Adjourn