

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, April 17, 2017 - 7:00 p.m.
City Hall Council Chambers, 210 State Street Charlevoix, Michigan

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Certificate of Appreciation – Dan Barron
 - B. Tree City USA Proclamation PG 1
- 4. Inquiry regarding conflicts of interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes – March 20, 2016 Regular Meeting PG 2-8
 - B. City Council Meeting Minutes - April 3, 2016 Regular Meeting PG 9-15
 - C. Accounts Payable Check Registers & Payroll Check Registers PG 16-25
 - D. Mechanic Job Description Revision PG 26-28
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions & Requests**
 - A. Water System Reliability Study Proposal PG 29-32
 - B. Motor Pool Equipment Purchase PG 33
 - C. Veterans Memorial Flame PG 34-36
 - D. Ethical Conduct Ordinance PG 37-42
- 8. Reports & Communications**
 - A. Public Comments
 - B. City Manager Comments PG 43-48
 - 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 April 13, 2017 12:00 p.m.

MAYORAL PROCLAMATION

WHEREAS, in 2016 the City planted, pruned and encouraged our citizens to care for our street trees and encouraged citizens to participate in our Adopt-A-Tree program; and

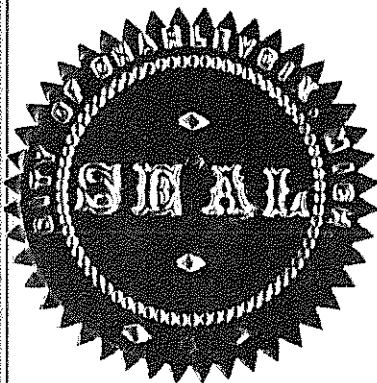
WHEREAS, in 2016 the City was once again certified as a "Tree City USA*" for the twenty-fifth time; and

WHEREAS, the City has met the four standards necessary to become a Tree City USA Community;

BE IT SO RESOLVED THAT THE MAYOR OF THE CITY OF CHARLEVOIX, supports the observance and celebration of National Arbor Day on April 28, 2017 and Earth Day on April 22, 2017; and

BE IT FURTHER RESOLVED, that the City of Charlevoix is a Green Community and supports the City's continuing certification as a Tree City USA; and

BE IT FURTHER RESOLVED, residents are encouraged to continue planting and protecting the young City trees adjoining their properties.



Luther Kurtz,
City of Charlevoix

Mayor
April 17, 2017

** Tree City USA is a nationwide awards program sponsored by the Arbor Day Foundation, supported by the USDA Forestry Service and the National Association of State Foresters including our own Michigan foresters.*

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, March 20, 2017 – 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

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

3. Presentations

Van Pelt Alley Presentation

Mayor Kurtz stepped down from the dais. Evan Chappuies, Cantina Mexican Restaurant, facilitated the Van Pelt Alley presentation. He described the vision of the Alley referring to it as Mercado and discussed handicap accessibility, safety, walkability, and a vibrant atmosphere. Mr. Chappuies introduced the future tenants, which in turn briefly described their businesses. Gail DeMeyere, Charlevoix Circle of Arts Executive Director, was in favor of the plans for the Alley and described future programming and the walkability of the area. In closing, Mr. Chappuies offered options for a trial period whereby the Alley could be closed to vehicles at certain times of the day.

Deputy Mayor Cole opened the floor to the public. Several folks expressed concern with delivery logistics in the Alley which included pedestrian safety and vehicle accessibility, as well as an additional comment regarding how deliveries are made to businesses directly on Bridge Street without an issue.

City Manager Heydlauff explained that he is collaborating with Staff Planner Lucas to submit the Sustainable Built Environment Initiative application. Public spaces, alleys, and parking areas bounded by Bridge, State, Park and Clinton will be included in the study. Council agreed to revisit this topic in more detail after MSU approves the application. The Mayor returned to the meeting.

4. Inquiry Regarding Conflicts of Interest

The Mayor stated that he would recuse himself from the Airport Rates agenda item and he disclosed that Council will be setting a public hearing in the Consent Agenda for a business that he co-owns.

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
- B. Regular Accounts Payable Check Register – March 21, 2017
- C. ACH Payments – March 6, 2017 to March 13, 2017
- D. Payroll Check Register – March 10, 2017
- E. Payroll Transmittal – March 10, 2017
- F. Tax Disbursement – March 12, 2017
- G. Approve Farmers Market Manager and EMS Director Job Descriptions
- H. Set Public Hearing for CFEC Application: Celebrate Me Home, LLC

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

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

Nays: None

Absent: None

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. Forestry Management Plan

City Manager Heydlauff recalled that 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. He stated that the final plan reflects community input on the condition of the wooded area of Lake Michigan Beach Park, how brush and dead trees will be cleaned up, as well as an appendix regarding the care and maintenance needed for the disc golf area of Mt. McSaubia. City Manager Heydlauff suggested that going forward, it would make sense to have the City perform maintenance of this area.

Council discussed and agreed upon several changes to the draft which included clarifying the area for leaving large logs on the forest floor (page 14), removing the proposal for reducing the disc golf course to twelve holes (page 19), removing the Erosion paragraph requiring dogs on leashes (page 19), and changing 'Goulding' to 'Golding' (page 21). Council also discussed the possibility of beach bonfires (page 14) but, agreed to talk about this further at a later date.

Mayor Kurtz commended the Shade Tree Commission and Disc Golf representatives for their efforts in accommodating each other's interests. City Manager Heydlauff noted that there was a map included with the Management Plan which could be used for estimating and planning purposes.

Mayor Kurtz opened the item to public comment.

Larry Sullivan, Sherman Street, agreed with dogs running loose and he noted a safety issue with fire embers on the beach. He had a concern with mowing on the top of the ridge between Sherman and Antrim Streets and felt the area should be allowed to regenerate naturally.

Ms. Langeweg, Park Avenue, felt the ridge should be hand mowed so small trees could be saved and she commented that the area has been neglected for too long. She noted that the rustic steps need to be addressed.

The item was closed to the public.

Motion by Councilmember Cole, second by Councilmember Kalbfell, to remove the whole 'Erosion' paragraph, page 19 [of the Forestry Management Plan].

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

Motion by Councilmember Kalbfell, second by Councilmember Perron, to strike the second and third sentence, page 19, under 'Disc Golf', first bullet [of the Forestry Management Plan].

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

Motion by Councilmember Kalbfell, second by Councilmember Hagen, include 'In Mt. McSaubu' to page 14, under 'Tree Removal', fourth bullet point [of the Forestry Management Plan].

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

Motion by Councilmember Gibson, second by Councilmember Cole, to adopt the Forestry Management Plan, as submitted by the Shade Tree Commission and direct City Staff to implement the recommendations as amended.

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

B. Live from Charlevoix – Round Lake Music Festival

Tim Fore stated that Live from Charlevoix will be presenting the Round Lake Music Festival on May 27-28. Three bands will perform in the Odmark Pavilion each day. The event organizers requested a beer tent in the north end of East Park. Mr. Fore noted that the event will not interfere with the Memorial Day parade.

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.

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

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

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

Absent: None

C. 2017-2018 Airport Rates and Fees Schedule

Mayor Kurtz stepped down from the dais. Interim Airport Manager Wyman recalled that 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 Vice-Chair Woody of the Airport Advisory Committee, it was agreed that all business rates should be \$2,000.

Deputy Mayor Cole 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 Resolution #2017-03-02 setting the 2017-2018 Airport Rates and Fees Schedule.

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

Nays: None

Absent: None

D. Van Pelt Alley Utility Upgrades

The Mayor returned to the meeting and disclosed that he would recuse himself if his project was discussed. Electric Superintendent Swem recalled the 2016 Christmas Eve fire at the Trademark Properties Building which eliminated the infrastructure, specifically the riser atop the building and overhead wires in the Alley. To make a long-term fix and improve this space, Staff recommended burying all the electric line as well as phone and cable. Furthermore, the existing water main under Bridge Street is extremely old and Staff felt it was advantageous to add a water main in the Alley so that new services could be installed in the future without disrupting the highway. Due to the unexpected nature of this critical project, Superintendent Swem stated that Staff abbreviated the normal bid process and provided rough specs to Manthei Development Corporation (MDC) and Team Elmer's, both local firms who have done excellent work for the City. MDC was the low bidder at \$97,186.50 and Superintendent Swem would like the work to be completed before Memorial Day with an estimated timeline of one month to complete.

Mayor Kurtz opened the item to public comment and stepped down from the dais.

Maureen Owens questioned whether the Alley could be more 'aesthetically pleasing.' City Manager Heydlauff advised that using brick pavers would increase the cost of the project as well as extend the timeline. He suggested waiting with any improvements until all construction and the study were complete. Council agreed. Discussion continued with members of the public which included suggestions to visually improve the Alley.

The item was closed to the public by Deputy Mayor Cole.

Motion by Councilmember Kalbfell, second by Councilmember Perron, 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.

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

Nays: None

Absent: None

E. Sale of Property: Marion Center and US-31

The Mayor returned to the meeting. City Manager Heydlauff stated that the City owns a parcel at the corner of Marion Center Road and US-31 across from the Airport. He indicated that he has been approached by parties 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. Michigan Appraisal Company placed the property value at \$110,000. City Manager Heydlauff noted that if Council was willing to sell this property, it would be back on the tax rolls and provide some income for the City. He suggested advertising this property for sealed bids and requiring disclosure of the property's intended use.

Councilmember Perron expressed concern with the proximity to the Airport and the potential of using the parcel for a building or parking lot. City Manager Heydlauff clarified that any and all bids need not be accepted.

Mayor Kurtz opened the item to public comment.

Interim Airport Manager Wyman commented that the parcel is currently used for overflow Airport parking during busy weekends and with potential hangar development there may be a need for additional permanent parking.

The item was closed to the public.

Motion by Councilmember Gibson, second by Councilmember Hagen, 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.

Yeas: Gibson, Cole, Oleksy, Hagen, Kalbfell

Nays: Perron

Absent: None

F. Conflict of Interest Policy

Councilmembers Gibson, Oleksy, and Perron requested this item be placed on the agenda. Councilmember Gibson stated "I feel it is a privilege and honor to serve on City Council and we must not abuse our position, and though it is sometimes challenging, we must remember we are here to serve the public not ourselves and we must always avoid the appearance of impropriety." Councilmember Gibson felt that Resolution 2009-06-03 was an inadequate attempt at defining a code of ethics and conflict of interest policy. She stated that she would like to see a comprehensive ordinance which defines a code of ethics and conflict of interest which would include a procedure. She wondered if the City Manager had any examples that could be used as a draft. City Manager Heydlauff stated that the Michigan Municipal League (MML) would be a good resource.

Mayor Kurtz quoted a paragraph from the MML which cautioned that while an ethics ordinance is a good tool, it can be used as both a sword and a shield. He felt that conflict of interest has been 'a little bit of a moving target' over the last year.

Councilmember Perron stated that a conflict of interest is not something negative but, a circumstance. Councilmember Hagen agreed. Councilmember Perron felt there should be a set procedure for recusal.

Councilmember Oleksy agreed with Councilmembers Perron and Gibson. He stated that Council was here to serve the City and wondered where you draw the line for a Member having to be recused repeatedly from discussion and questioned whose interest the Member is serving.

Councilmember Kalbfell felt that each circumstance is unique and it would be difficult to have a well-defined list of items. She suggested speaking to the Member if a conflict was perceived and Council would decide as a group whether there was a conflict or not. Mayor Kurtz confirmed that this approach was recommended by the City Attorney.

Councilmember Cole agreed with Councilmember Kalbfell and felt that in a small town it was difficult to not have circumstances that may involve a conflict. He proposed that City Manager Heydlauff and the City Attorney work together using MML suggestions.

Mayor Kurtz stated that it was his understanding that Council should not be influencing the Planning Commission in how they work. He stated that at a Short-Term Rental Subcommittee meeting Planning Commission Member Julie Roth announced that a couple of Councilmembers reached out to her saying that if the Planning Commission did not draft a short-term rental ordinance, then they would. Mayor Kurtz then read a brief transcript of the meeting audio confirming this dialog. He questioned each Councilmember individually whether this was true. All responded negatively. Councilmember Gibson disclosed that she has attended some meetings and had spoken to Member Roth. Mayor Kurtz felt that while Council is discussing ethics and conflicts of interest, they should discuss how they interact with the Planning Commission. Councilmember Cole indicated that this situation would be considered undue influence. Councilmember Hagen suggested that Council boundaries be defined in the draft policy.

Mayor Kurtz opened the item to public comment.

Greg Stevens recalled the history of the City's conflict of interest policy.

Ms. Langeweg felt that the Mayor is moving Charlevoix forward as promised.

Steve Bennett, 1st Ward, stated that he voted to keep Charlevoix positive knowing Mr. Kurtz's background and business interests. He declared that he believes in the First Amendment and Mr. Kurtz's right to free speech and the right to recuse himself.

Terry Osterhaut, 1st Ward, commended Council on being effective and moving forward.

The item was closed to the public.

Motion by Councilmember Kalbfell, second by Councilmember Gibson, to have the City Manager connect with City Attorney Scott Howard, in conjunction with the MML, and put together a draft of what a code of ethics could look like for Charlevoix.

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

Nays: None

Absent: None

8. Reports & Communications

A. Public Comments

Larry Sullivan, suggested WiFi in City Hall (which is already being installed.) He voiced his concern over the loss of public parking, the 'rustic stairs' signage, and the condition of the stairs at Lake Michigan Beach park. He also suggested designated fire pits at the beaches.

Don Seelye suggested using lapel microphones to enable the public to hear Council better.

Greg Stevens felt that the Airport Advisory Committee was a vigilante committee and responsible for 'cheap shots' at then Councilmember Kurtz. Mr. Stevens suggested that Council disband the committee.

B. City Manager Comments

City Manager Heydlauff congratulated Charlevoix High School freshman Elise Stuck, Class C All-State Basketball Team and Ferris State sophomore Zach Hanson, NABC Division II All-America First Team. He also congratulated Clerk Golding for completing the three-year Certified Michigan Municipal Clerk program.

C. Mayor & Council Comments

None.

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 8:55 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
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Regular Accounts Payable – 03/21/2017

ABILITA	1,852.50	CARQUEST OF CHARLEVOIX	943.18
ACE HARDWARE	1,592.93	CENTRAL DRUG STORE	85.22
ALTEC INDUSTRIES INC	214,877.62	CHANNING BETE COMPANY INC.	119.95
AMERICAN PUBLIC WORKS ASSN	370.00	CHARLEVOIX COLLISION INC.	358.46
AMERICAN WASTE INC.	338.36	CHARLEVOIX COUNTY FIRE	135.00
ASPLUNDH TREE EXPERT CO	9,780.00	CHARTER COMMUNICATIONS	522.55
AT&T	567.93	CINTAS CORPORATION	112.75
AUTO VALUE	1,414.88	CINTAS CORPORATION #729	30.00
AVFUEL CORPORATION	34,422.01	CITY OF CHARLEVOIX - UTILITIES	36,955.22
AVSURANCE CORPORATION	4,295.00	CRYSTAL FLASH ENERGY	845.41
BERGER CHEVEROLET	23,217.00	EJ USA INC.	869.64
BOLHOUSE, MICHAEL	57.95	ELLSWORTH FARMER'S EXCHANGE	1,087.16
BOSS JR, DALE E.	239.96	EMERGENCY MEDICAL PRODUCTS INC	541.47
BRADFORD'S	22.75	ETNA SUPPLY	12,083.50

FAMILY FARM & HOME	253.41	NORTHERN FIRE & SAFETY INC.	674.00
FOCHTMAN CARQUEST	23.33	NORTHERN MICHIGAN REVIEW INC.	3,032.95
FOX CHARLEVOIX	39,131.31	NORTHERN SAFETY CO INC	83.49
FREIDINGER, REED	27.50	NORTHWEST HYDRAULICS & ENGRG.	1,205.51
GILMET CONSTRUCTION SERVICES	142.35	OLSON BZDOK & HOWARD	2,762.00
GINOP SALES INC	41.58	OWENS, MAUREEN	293.04
GRAINGER	7.71	PARASTAR INC.	1,069.87
GREEN GUARD	47.25	PLUNKETT & COONEY	200.00
HEALTH DEPT OF NW MICHIGAN	1,325.00	POWER LINE SUPPLY	1,861.25
HERITAGE-CRYSTAL CLEAN LLC	75.00	PRESTON FEATHER	93.98
HERRIMAN, THOMAS	25.00	RANGE TELECOMMUNICATIONS	114.00
HOLIDAY COMPANIES	4,665.64	RIETH-RILEY CONST CO INC	2,369.13
HYDRO CORP	515.00	ROWE PROFESSIONAL SERVICES CO	1,310.00
INDEPENDENT DRAFTING SERVICES	1,960.00	SCHMIDT, ELISE	4,915.38
INDUSTRIAL MARKETING	298.16	SPOK INC	9.99
JACK DOHENY SUPPLIES INC	648.95	STATE OF MICHIGAN	1,445.41
KASSBOHRER ALL TERRAIN VEHICLE	174.04	SUPERIOR MECHANICAL	592.68
KIRKPATRICK, TOM	94.47	SYSTEMS SPECIALISTS INC	175.00
KSS ENTERPRISES	673.69	TREDROC TIRE GAYLORD 758	551.20
L & S TREE SERVICE	240.00	TRUCK & TRAILER SPECIALTIES	554.62
LAKESHORE TIRE & AUTO SERVICE	917.70	TRUE FITNESS TECHNOLOGY INC	8,925.00
LASER PRINTER TECHNOLOGIES	469.90	UP NORTH PROPERTY SERVICES LLC	304.50
MCCARDEL CULLIGAN-PETOSKEY	50.00	USA BLUE BOOK	293.12
MICHIGAN ASSN/CHIEFS OF POLICE	675.00	VERIBANC INC.	432.00
MICH LAW ENFORCEMENT TRAINING	250.00	VILLAGE GRAPHICS INC.	280.00
MICHIGAN NURSERY LANDSCAPE ASSOC	190.00	WILLCOME TREE SERVICE	320.00
MICHIGAN OFFICEWAYS INC	3,137.63	WORK & PLAY SHOP	93.04
MICHIGAN SURVEYORS SUPPLY	1,296.00	YP	210.00
MSU/HIGHWAY TRAFFIC SAFETY PGM	675.00		
NORTHERN CREDIT BUREAU	328.75	TOTAL	440,268.93

ACH Payments – 03/06/2017 to 03/13/2017

MI PUBLIC POWER AGENCY	14,866.15	VANTAGEPOINT (401 ICMA PLAN)	699.94
PAYMENT SERVICE NETWORK	241.30	VANTAGEPOINT (457 ICMA PLAN)	12,428.77
DTE ENERGY	8,488.74	VANTAGEPOINT (ROTH IRA)	911.53
IRS (PAYROLL TAX DEPOSIT)	30,104.04	STATE OF MI (SALES TAX)	19,086.68
ALERUS FINANCIAL (HCSP)	420.00	MI PUBLIC POWER AGENCY	8,448.69
STATE OF MI (WITHHOLDING TAX)	4,359.30	TOTAL	100,055.14

Payroll Net Pay – Pay Period Ending 03/04/2017 (Paid 03/10/2017)

WELLER, LINDA JO	1,469.19	LAVOIE, RICHARD L.	1,630.19
HEYDLAUFF, MARK L.	2,405.58	STEVENS, BRANDON C.	1,674.70
GOLDING, JOYCE M.	1,080.01	DRAVES, MARTIN J.	1,588.42
DEROSIA, PATRICIA E.	891.92	BROWN, STEPHANIE C.	1,042.19
DOTSON, LINDSEY J.	1,393.28	ANDERSON, ELIZABETH A.	1,108.01
LOY, EVELYN R.	1,050.16	ELLIOTT, PATRICK M.	1,962.28
KLOOSTER, ALIDA K.	1,736.98	SCHWARTZFISHER, JOSEPH L.	1,336.12
GOLOVICH, KAREN J.	970.67	BRADLEY, KELLY R.	1,393.57
SPENCLEY, PATRICIA L.	1,074.26	HART II, DELBERT W.	1,102.13
PANOFF, ZACHARY R.	1,169.91	JONES, ROBERT F.	1,603.41
MILLER, FAITH G.	73.40	DORAN, JUSTIN J.	1,631.49
LEESE, MERRI C.	402.98	KIRINOVIC, THOMAS F.	521.46
MCGINN, KELLY A.	1,564.08	BITELY, KATHERINE A.	140.18
DOAN, GERARD P.	1,559.32	MILAN, JANE E.	90.04
SCHLAPPI, JAMES L.	979.53	BOSS, SHERRY M.	351.16
UMULIS, MATTHEW T.	1,274.84	DIXON, MIKAYA S.	133.81
HANKINS, SCOTT A.	1,456.97	NIMPHE, NOAH J.D.	217.98
ORBAN, BARBARA K.	1,159.93	PORATH, JACOB P.	217.98
TRAEGER, JASON A.	1,108.69	HAGEN, MADISON L.	267.81
FLICKEMA, ANDREW M.	1,472.51	CRANDELL, ZACKARY R.	280.88
MATELSKI, KIMBERLY A.	1,143.81	BERTINELLI, DAVID P.	923.57
RILEY, DENISE M.	422.67	ARNOLD, HAILEE M.	165.12
WURST, RANDALL W.	1,272.36	BOSS, BEAU J.	849.92
MAYER, SHELLEY L.	1,459.91	FICHTNER, KRISTIE S.	295.00
HILLING, NICHOLAS A.	1,092.80	HEID, THOMAS J.	1,273.44
MEIER III, CHARLES A.	1,134.87	VANLOO, JOSEPH G.	585.91
ZACHARIAS, STEVEN B.	1,297.00	WYMAN, MATTHEW A.	1,423.43
EATON, BRAD A.	1,822.62	BOSS, RYDER S.	481.90
WILSON, TIMOTHY J.	2,254.75	MILLER, WILLIAM S.	1,216.66

DOUGLAS, MARK	467.61	SILVA, JESSE L.A.	26.42
STEVENS, JEFFREY W.	260.26	RILEY, DANIEL A.	1,479.55
FUNKEY, KRAIG R.	69.26	SWEM, DONALD L.	1,834.08
MEGGISON, JERRY B.	66.07	WHITLEY, ANDREW T.	1,816.49
RILEY, CASEY W.	331.65	MORRISON, KEVIN P.	1,221.22
THORMAN, MIKAYLA R.	301.72	HODGE, MICHAEL J.	1,265.87
JONES, LARRY M.	476.70	JOHNSON, STEVEN P.	1,106.41
FLORE, ROBERT A.	997.55	BOSS JR, DALE E.	1,212.17
WILLSON, BRENDA R.	689.93	STEBE JR, JOHN M.	432.75
BEAN, PETER J.	1,132.82	STEBE, CATHERINE M.	365.20
FENNELL, DREW M.	521.40	HOLM, ARTHUR R.	591.38
WHITLEY, TYLER J.	642.32	WHITLEY, ADAM T.	147.76
MCCALIB, RACHELLE L.	157.23		
TRAVERS, MANUEL J.	389.77	TOTAL	79,707.35

Payroll Transmittal - 03/10/2017

4FRONT CREDIT UNION	307.69	CHEMICAL BANK	150.00
4FRONT CREDIT UNION	2,054.00	COMMUNICATION WORKERS OF AMER	519.37
AMERICAN FAMILY LIFE	191.88	MI STATE DISBURSEMENT UNIT	323.45
AMERICAN FAMILY LIFE	461.64	POLICE OFFICERS LABOR COUNCIL	251.25
CHAR EM UNITED WAY	59.00	PRIORITY HEALTH	2,014.96
CHARLEVOIX STATE BANK	1,284.62	TOTAL	7,617.86

Tax Disbursement 03/21/2017

CHARLEVOIX COUNTY TREASURER	8,495.91	CITY OF CHARLEVOIX - TAXES DUE	3,659.01
CHARLEVOIX DISTRICT LIBRARY	2,354.00	RECREATIONAL AUTHORITY	462.06
CHARLEVOIX PUBLIC SCHOOLS	293.21	STERLY, MICHAEL	4.00
CHARLEVOIX PUBLIC SCHOOLS	30.81	WHITLEY, ADAM & JILL	36.51
CHARLEVOIX PUBLIC SCHOOLS	44.45	TOTAL	15,379.96

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, April 3, 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

- A. Check Presentation from Cherry Republic, Inc.
Tamie Gillespie presented a check from a fund raiser sponsored by the Cherry Republic to help support the City's rebuilding efforts after the fires.
- B. Sexual Assault Awareness Month Proclamation
Mayor Kurtz read a Proclamation supporting April as Sexual Assault Awareness Month. He suggested that Council consider signing a declaration for the Women's Resource Center and encouraged the public to be informed.
- C. US-31 Lane Configuration – Matt Radulski & Jason Bodell, Michigan Department of Transportation
Mr. Bodell presented information regarding safety improvements suggested on US-31 from M-66 to Mercer Boulevard. He discussed the possibility of converting from four lanes to three on both the north and south side of the bridge in addition to discussing the safety benefits, advantages, and disadvantages in depth. He noted that MDOT did not have funding for a full improvement at this point but, \$1.8M safety funding may be available in 3-5 years. Mr. Bodell and Mr. Radulski took questions from Council and the public. City Manager Heydlauff explained alternative ways to move forward with this proposal.

4. Inquiry Regarding Conflicts of Interest

Councilmember Kalbfell stated she will recuse herself from the dock lease discussion and Mayor Kurtz stated he will recuse himself from the Commercial Facilities Exemption Request.

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 20, 2017 Regular Meeting
Councilmember Gibson requested that the minutes be removed from the Consent Agenda. She directed the Clerk to add her quote verbatim regarding the conflict of interest item.
- B. Special Accounts Payable Check Register – March 16, 2017
- C. Special Accounts Payable Check Register – March 22, 2017
- D. Regular Accounts Payable Check Register – April 4, 2017
- E. ACH Payments – March 20, 2017 to March 27, 2017
- F. Payroll Check Register – March 24, 2017
- G. Payroll Transmittal – March 24, 2017
- H. Tax Disbursement – March 22, 2017

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

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

6. Public Hearings & Actions Requiring Public Hearings

- A. Celebrate Me Home, LLC Commercial Facilities Exemption Certificate Application
Mayor Kurtz stepped down from the dais. City Manager Heydlauff stated that 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. City Manager Heydlauff explained the point structure used to qualify an applicant and he noted that only the commercial aspect of the properties were eligible for abatement.

He reported that Celebrate Me Home LLC submitted an Application for a Commercial Facilities Exemption Certificate for the following properties: 217 Bridge Street, 100 Van Pelt Place, and 101 Van Pelt Place. The City Clerk and City Manager reviewed the complete application and have determined that Celebrate Me Home LLC is eligible for 12 year tax abatement per the City of Charlevoix Commercial Facilities Exemption Certificate Policy. A public hearing is part of the application approval process.

Councilmember Gibson felt that the CFEC should be based primarily on investment and have a sliding scale. Councilmember Perron agreed and suggested that Council decide how better to award future CFEC points. City Manager reiterated how points were awarded and noted that there was a sliding scale for investment. Councilmember Gibson stated she did not want to hold this project up but, suggested Council refine the policy for the future. Discussion continued.

Sara Christensen, NLEA consultant, explained the goals of the Act and their relationship to the policy. She noted that Charlevoix was on the forefront embracing the CFEC and creating a Commercial Redevelopment District. She commented that this was the first project for the City and there is a 'learning curve' to understand the process.

Deputy Mayor Cole opened the public hearing at 7:53 p.m. There were no comments and the hearing was closed to the public.

Motion by Councilmember Hagen, second by Councilmember Oleksy, to approve Resolution 2017-04-01 granting a Commercial Facilities Exemption Certificate for property located in the Charlevoix Main Street Commercial Redevelopment District No. 1 at 217 Bridge Street, 100 Van Pelt Place, and 101 Van Pelt Place for a period of 12 years beginning December 31, 2017.

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-04-01
RESOLUTION APPROVING COMMERCIAL FACILITIES EXEMPTION CERTIFICATE APPLICATION
FOR CELEBRATE ME HOME LLC LOCATED AT 217 BRIDGE STREET, 100 VAN PELT PLACE AND 101 VAN PELT PLACE,
CHARLEVOIX, MICHIGAN (PA255 OF 1978 AS AMENDED)

- WHEREAS,** the City of Charlevoix legally established the Charlevoix Main Street Commercial Redevelopment District No.1 on October 17, 2016, after a public hearing held on October 17, 2016; and
- WHEREAS,** the state equalized value of the property proposed to be exempt plus the aggregate state equalized value of property previously exempt and currently in force under Public Act 255 of 1978 and under Public Act 198 of 1974 (IFT's) does not exceed 5% of the total state equalized value of the City of Charlevoix; and
- WHEREAS,** the application was approved at a public hearing as provided by section 6(2) of Public Act 255 of 1978 on April 3, 2017; and
- WHEREAS,** Celebrate Me Home LLC is not delinquent in any taxes related to the facility; and
- WHEREAS,** the application is for commercial property as defined in section 3(3) of Public Act 255 of 1978; and
- WHEREAS,** the applicant Celebrate Me Home LLC has provided answers to all required questions under Section 6(1) of PA 255 of 1978 to the City of Charlevoix; and
- WHEREAS,** the City of Charlevoix requires that the construction, restoration or replacement of the facility shall be completed by December 30, 2018; and
- WHEREAS,** the commencement of the construction, restoration or replacement of the facility did not occur more than 45 days prior to the filing of the application for exemption; and
- WHEREAS,** the commencement of the construction, restoration or replacement of the facility did not occur prior to the establishment of the Commercial Redevelopment District; and
- WHEREAS,** the application relates to a construction, restoration or replacement program which when completed constitutes a new, replacement or restored facility within the meaning of Public Act 255 of 1978 and that is situated within a Commercial Redevelopment District established under Public Act 255 of 1978; and
- WHEREAS,** completion of the facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to increase commercial activity and create employment in which the facility is situated.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Charlevoix be and hereby is granted a Commercial Facilities Exemption for the real property, excluding land, located in the Charlevoix Main Street Commercial Redevelopment District No.1 at 217 Bridge Street, 100 Van Pelt Place, 101 Van Pelt Place for a period of 12 years, beginning December 31, 2017, and ending December 30, 2029, pursuant to the provisions of PA 255 of 1978, as amended.

RESOLVED this 3rd day of April, 2017 A.D.

Resolution was adopted by the following yea and nay vote:

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

7. All Other Actions & Requests

A. License for Sidewalk Encroachment: LSB Ventures

Mayor Kurtz returned to the dais. City Manager Heydlauff stated that Harwood Gold would like to add outdoor seating on the Clinton side of the building as well as build a set of steps to access the rear door. While the seating is covered under our Outdoor Dining Policy, the steps represent an encroachment on our right-of-way and he noted that the steps would be constructed to allow at least six feet of space on the sidewalk.

Phillip Munday, part owner Hardwood Gold, explained his future plans for the Café which include converting the back room into a kitchen. He noted that the back door of the property is four feet above the sidewalk and is not accessible without a stairway. Mr. Munday explained that back door access will allow wait staff to expedite food orders to patrons outdoors, allow for product deliveries, and increase fire safety by having two exits from the building. Mayor Kurtz thanked Mr. Munday for participating in the Outdoor Dining program and commented favorably on the building renovations thus far.

Councilmember Gibson stated she was not in favor of encroachments on public property. Councilmember Perron expressed concern that allowing the steps would set a precedent for future requests. City Manager suggested that Council could cite the uniqueness of the sloped sidewalk and unusual door placement as reasons for the license.

City Manager Heydlauff felt that City liability would be negligible for steps versus the sidewalk itself. Mr. Munday agreed to include the steps on his insurance policy. Councilmember Kalbfell and Mr. Munday agreed that the door was unsafe as it is. Councilmembers Cole and Hagen concurred that having two fire exits from the building was beneficial from a safety perspective.

Mayor Kurtz opened the item to public comment.

Perry Matthew suggested a mobile staircase that could be utilized during business hours and then removed.

The item was closed to the public.

Motion by Councilmember Cole, second by Councilmember Kalbfell, to approve the License with LSB Ventures, LLC and authorize the City Manager to sign the agreement.

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

Mayor Kurtz voted 'Yea' to break the tie. Motion carried.

B. Commercial Dock Slip Lease

Councilmember Kalbfell stepped down from the dais. City Manager Heydlauff stated the City Marina is permitted two leased slips for entities performing commercial activities. Sunshine Charters, LLC has been a long-time tenant with one of these slips and a request for proposal was advertised for the second slip. City Manager Heydlauff stated that Little Traverse Charters, LLC submitted the only bid but, noted that Jefferson Beach Yacht Sales attempted to submit a bid after the deadline which was not considered. The draft contract is based on the contract approved in February 2017 for Sunshine Charters, LLC for a term of three years. City Manager Heydlauff noted that the Harbormaster will determine where the boat will be moored.

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

Motion by Councilmember Perron, second by Councilmember Gibson, to award the Commercial Slip to Little Traverse Charters, LLC and authorize the City Manager and City Clerk to sign the documents on behalf of the City.

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

C. Introduction of Ethical Conduct Ordinance

Councilmember Kalbfell returned to the dais. City Manager Heydlauff stated that the City Attorney reviewed the draft Ethics Ordinance, which is largely based on an ordinance the City Manager wrote for Bronson, Michigan. He also provided two other ordinance examples from the Michigan Municipal League.

Councilmember Gibson felt the Preamble (1), (2), and (3) on page 73 should be included. At her request, City Manager explained how 1.802 (3)(b)(iii) works and Clerk Golding confirmed for Mayor Kurtz that this procedure was recommended by the City Attorney during his Ethics presentation.

Councilmember Kalbfell felt that "employee" and "city representative" should be defined to include everyone on a commission, committee, etc. She also felt (16) Implementation and Commission Statement of Acknowledgement page 76-77 and (7) Gifts, Favors, and Loans, A, last sentence, page 74 should be included.

Mayor Kurtz felt that members of Council who recuse themselves from discussion should be afforded the same opportunity as the general public to comment. He suggested striking the word 'commenting' from 1.802(3)(b)(ii) page 70 or better define that Council cannot comment from the dais. Councilmembers Gibson and Oleksy did not endorse this proposed change. Councilmember Kalbfell requested that the City Manager obtain a recommendation from the City Attorney regarding a member of Council commenting (such as answering questions) as a public member when recused. Councilmembers Cole and Hagen agreed. Mayor Kurtz suggested a solution might be to break the agenda item into two sections: one for comments and questions and one for Council deliberation on the action item (with the Council member recused.) Councilmember Gibson felt that this complicated the process and all the information on an item should be included in the agenda packet to alleviate having a Councilmember answer any questions.

Mayor Kurtz was in favor of adding (c) Commissioner Statement of Acknowledgment page 76. Councilmember Kalbfell felt it should not be confined to Council, but encompass employees and other committee members. Councilmembers Cole and Hagen agreed.

Mayor Kurtz opened the item to public comment.

Tony Duerr noted that union employees could not receive any sanctions under the ordinance but, discipline would need to be to be negotiated per contract.

Mary Eveleigh recalled her time on the Zoning Board of Appeals and her experiences with conflicts of interest. She suggested that the ordinance should be easily understood by the public.

The item was closed to the public.

The City Manager was directed to make changes and resubmit a draft for the next meeting as well as contacting the City Attorney.

D. Fire Services Agreement with Charlevoix Township

City Manager Heydlauff recalled that in mid-December Charlevoix Township formally proposed joining our fire services together and he worked with the Township Supervisor and Fire Chief as well as Chief Doan on this arrangement. He stated that beyond costs and colors of trucks, this agreement is a major step forward to continued improvement of relations between the City and Charlevoix Township. He felt that this is also a strong step toward more efficient use of our resources. The Agreement would take effect May 1, 2017 and we would pay an annual fee of \$132,000 to the Township. City Manager Heydlauff stated that additional memos of understanding are likely to be drafted to deal with smaller details of equipment sharing and procedures.

Mayor Kurtz recalled that an important Council goal was to have a collaborative relationship with the Township and he felt this was a step in the right direction. City Manager Heydlauff noted that the use of City equipment will be reevaluated in the future.

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 the Fire Services Agreement with Charlevoix Township and authorize the Mayor and City Clerk to sign on behalf of the City.

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

Nays: None

Absent: None

E. Mayoral/Council Appointments

Mayor Kurtz announced his appointment nominees for the DDA, Planning Commission, and Housing Commission after briefly discussing their individual qualifications. He commented that he invited DDA applicants who were not nominated to become part of the Main Street volunteer program. The City Manager clarified the membership requirement according to the DDA Act.

Motion by Councilmember Gibson, second by Councilmember Hagen, to reappoint Joan Buday to the Housing Commission, term expiring April 2022.

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

Nays: None

Absent: None

Motion by Councilmember Hagen, second by Councilmember Kalbfell, to appoint Richard Christner to the DDA, term expiring April 2021.

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

Nays: None

Absent: None

Motion by Councilmember Cole, second by Councilmember Gibson, to reappoint Maureen Owens to the DDA, term expiring April 2021.

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

Nays: None

Absent: None

Motion by Councilmember Gibson, second by Councilmember Perron, to appoint Dennis Halverson to the Planning Commission, term expiring April 2020.

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

Nays: None

Absent: None

Motion by Councilmember Hagen, second by Councilmember Kalbfell, to reappoint RJ Waddell to the Planning Commission, term expiring April 2020.

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

Nays: None

Absent: None

Motion by Councilmember Cole, second by Councilmember Oleksy, to reappoint Toni Feltzer to the Planning Commission, term expiring April 2020.

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

Nays: None

Absent: None

8. Reports & Communications

A. Public Comments

Perry Matthew suggested that the skate park should be available more and felt that volunteers could help maintain the park. Council discussed Mr. Matthew's ideas and suggested that the Recreation Advisory Committee take a look at improving the park.

Mike Doherty thanked Council for getting Michigan Beach Park cleaned up.

B. City Manager Comments

City Manager Heydlauff commented on the following:

- MDOT bridge closure was completed early
- City is co-sponsoring a Senior Forum on April 26th with Munson Healthcare Charlevoix Hospital
- Trout Stream will be cleaned on April 4th
- Free WiFi is now available at East Park, the Marina, and City Hall
- Vote for Charlevoix as best midwestern small town by USA Today
- Main Street branding timeline has been refreshed and he is looking forward to choosing the final brand
- Congratulations to Dan Barron for his time served on the DDA

C. Mayor & Council Comments

Councilmember Oleksy commented that there were remarks made along with certain behaviors at previous Council meetings that he found embarrassing. He stated that he took them as offensive as did some other Councilmembers. He commented that there are rules of orderly behavior that should be followed at future meetings.

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 9:05 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

U S BANK	Special Accounts Payable – 03/16/2017	
	142,400.00	TOTAL
		142,400.00

AT&T	1,608.46	METLIFE SMALL BUSINESS CENTER	711.37
AT&T LONG DISTANCE	39.91	PRIORITY HEALTH	41,181.38
AT&T MOBILITY	88.45	VERIZON WIRELESS	56.72
CHARLEVOIX STATE BANK	6,026.61	VISION SERVICE PLAN	518.88
DELTA DENTAL	3,579.16		
GREAT LAKES ENERGY	297.16	TOTAL	54,108.10

360WATER	39.00	KLOOSTER, ALIDA K.	50.00
a5 Branding & Design	6,221.16	KMart	23.26
AIRGAS USA LLC	62.88	KSS ENTERPRISES	135.25
AIS CONSTRUCTION EQUIPMENT	219.50	LAKESHORE TIRE & AUTO SERVICE	155.95
ALTA CONSTRUCTION EQUIP LLC	251.89	LAVOIE, RICHARD L.	150.00
ARCADIA BENEFITS GROUP INC	25.00	MAYER, SHELLEY L.	200.00
ARROW UNIFORM-TAYLOR L.L.C.	1,020.79	McGINN, KELLY A.	50.00
ASPLUNDH TREE EXPERT CO	9,918.75	MEIER III, CHARLES A.	150.00
BRADLEY, KELLY R.	150.00	MI-AWWA	160.00
BREWER, JOHN	1,475.00	MICHIGAN ASSN OF MUNICIPAL CLERKS	100.00
BROWN, STEPHANIE C.	150.00	MICHIGAN MUNICIPAL LEAGUE	4,896.56
CHARLEVOIX COUNTY TREASURER	1,518.28	MIDWESTERN BROADCASTING CO	462.40
CHARLEVOIX SCREEN MASTERS INC	1,570.00	MILLER, WILLIAM S.	50.00
CHARLEVOIX TOWNSHIP	15.23	MITCHELL GRAPHICS INC.	290.00
CHEMICAL SYSTEMS INC.	1,952.00	MORRISON, KEVIN P.	150.00
CINTAS CORPORATION	76.74	NETSOURCE ONE INC.	320.00
CITY OF CHARLEVOIX - PETTY CASH	48.52	NORTHERN FIRE & SAFETY INC.	44.00
COCA-COLA REFRESHMENTS	228.24	NUB'S NOB	4,950.00
DCASSESSING SERVICES	4,371.08	OLD DOMINION BRUSH	1,307.12
DeROSIA, PATRICIA E.	50.00	OTEC	1,084.65
DOAN, GERARD P.	50.00	PANOFF, ZACHARY R.	50.00
DORAN, JUSTIN J.	150.00	PERFORMANCE ENGINEERS INC	18,530.00
DOTSON, LINDSEY J.	50.00	PICTURE THIS	206.00
DRAVES, MARTIN J.	150.00	POWER LINE SUPPLY	2,808.22
EATON, BRAD A.	150.00	PREIN & NEWHOF	17,084.82
EJ USA INC.	2,092.40	PRO WEB MARKETING LLC	50.00
ELLIOTT, PATRICK M.	200.00	RESCO	1,674.00
EMERGENCY MEDICAL PRODUCTS INC	239.55	RILEY, DANIEL	50.28
EVANS, HAL	50.00	ROLOFF, ROBERT	620.00
FERGUSON & CHAMBERLAIN	9,400.00	SCHWARTZFISHER, JOSEPH L.	150.00
FOX CHARLEVOIX FORD	221.90	SHORELINE POWER SERVICES INC.	141.00
FREEDOM MAILING SERVICES INC.	2,267.03	STATE OF MICHIGAN	1,040.00
GOLDING, JOYCE M.	344.31	STEVENS, BRANDON C.	150.00
GRAINGER	253.30	SWEM, DONALD L.	200.00
GRAND TRAVERSE RUBBER SUPPLY	208.82	SYSTEMS SPECIALISTS INC	1,800.00
HACH COMPANY	957.48	TERMINAL SUPPLY CO	25.20
HANKINS, SCOTT A.	50.00	TIGER SCORECARD COMM	805.00
HARBOR STEEL & SUPPLY CORP	160.00	TREDROC TIRE GAYLORD 758	1,084.12
HART II, DELBERT W.	150.00	TROPHY CASE, THE	32.00
HARTFORD, THE	608.49	USA BLUE BOOK	786.38
HEID, THOMAS J.	200.00	UTILITY FINANCIAL SOLUTIONS	1,840.00
HERITAGE-CRYSTAL CLEAN LLC	85.58	VILLAGE GRAPHICS INC.	124.00
HEYDLAUFF, MARK L	50.00	WELLER, LINDA J.	50.00
HILLING, NICHOLAS A.	150.00	WHITLEY, ANDREW T.	150.00
HODGE, MICHAEL J.	150.00	WILSON, TIMOTHY J.	150.00
HOLMES, CORINA	49.28	WINTER EQUIPMENT COMPANY INC.	1,025.31
IDEXX DISTRIBUTION INC.	1,314.21	WORK & PLAY SHOP	1,845.41
JERRY'S TIRE	1,774.36	WURST, RANDALL W.	200.00
JOHNSON, STEVEN P.	150.00	WYMAN, MATTHEW A.	50.00
JONES, ROBERT F.	150.00	ZACHARIAS, STEVEN B.	150.00
KALBFELL, JANET P.	16.59		
KIRINOVIC, THOMAS F.	50.00	TOTAL	118,858.29

MI PUBLIC POWER AGENCY	ACH Payments – 03/20/2017 to 03/27/2017	
	23,365.42	IRS (PAYROLL TAX DEPOSIT)
		30,009.31

ALERUS FINANCIAL (HCSP)	420.00	MERS DEFINED BENEFIT PLAN	26,686.24
STATE OF MI (WITHHOLDING TAX)	4,352.50	MI PUBLIC POWER AGENCY	9,533.97
VANTAGEPOINT (401 ICMA PLAN)	699.94	MI PUBLIC POWER AGENCY	249,037.02
VANTAGEPOINT (457 ICMA PLAN)	12,358.34		
VANTAGEPOINT (ROTH IRA)	911.53	TOTAL	357,374.27

Payroll Net Pay – Pay Period Ending 03/18/2017 (Paid 03/24/2017)

WELLER, LINDA JO	1,469.19	PORATH, JACOB P.	217.98
HEYDLAUFF, MARK L.	2,121.63	HAGEN, MADISON L.	406.34
GOLDING, JOYCE M.	1,080.00	CRANDELL, ZACKARY R.	230.11
DEROSIA, PATRICIA E.	891.92	BERTINELLI, DAVID P.	923.57
DOTSON, LINDSEY J.	1,393.28	ARNOLD, HAILEE M.	110.82
LOY, EVELYN R.	1,050.16	BOSS, BEAU J.	849.92
KLOOSTER, ALIDA K.	1,540.11	FICHTNER, KRISTIE S.	295.00
GOLOVICH, KAREN J.	970.67	HEID, THOMAS J.	1,273.44
SPENCLEY, PATRICIA L.	1,387.40	KUSINA, DENNIS W.	132.14
PANOFF, ZACHARY R.	1,169.91	LIVINGSTON, BRIAN D.	468.32
LEESE, MERRI C.	350.12	VANLOO, JOSEPH G.	548.20
MCGINN, KELLY A.	1,564.07	WYMAN, MATTHEW A.	1,423.43
DOAN, GERARD P.	1,559.32	BOSS, RYDER S.	452.40
SCHLAPPI, JAMES L.	935.42	MILLER, WILLIAM S.	988.59
UMULIS, MATTHEW T.	1,230.72	DOUGLAS, MARK	478.58
HANKINS, SCOTT A.	1,456.97	STEVENS, JEFFREY W.	346.60
ORBAN, BARBARA K.	1,166.92	FUNKEY, KRAIG R.	106.20
TRAEGER, JASON A.	1,219.93	MEGGISON, JERRY B.	29.95
FLICKEMA, ANDREW M.	1,499.27	RILEY, CASEY W.	566.97
MATELSKI, KIMBERLY A.	1,143.81	THORMAN, MIKAYLA R.	711.02
RILEY, DENISE M.	424.69	JONES, LARRY M.	878.76
WURST, RANDALL W.	956.90	FLORE, ROBERT A.	778.25
MAYER, SHELLEY L.	1,476.84	WILLSON, BRENDA R.	750.83
HILLING, NICHOLAS A.	1,356.79	BEAN, PETER J.	1,324.97
MEIER III, CHARLES A.	1,185.08	FENNELL, DREW M.	202.62
ZACHARIAS, STEVEN B.	1,274.21	RILEY, REBECCA J.	192.38
EATON, BRAD A.	1,742.86	WHITLEY, TYLER J.	501.96
WILSON, TIMOTHY J.	2,020.78	MCMULLEN, DONALD R.	452.05
LAVOIE, RICHARD L.	1,630.19	TRAVERS, MANUEL J.	590.12
STEVENS, BRANDON C.	2,066.19	SILVA, JESSE L.A.	13.21
DRAVES, MARTIN J.	1,750.15	RILEY, DANIEL A.	1,429.71
BROWN, STEPHANIE C.	1,042.19	TIMMS, ROBERT N.	184.70
ANDERSON, ELIZABETH A.	1,151.81	EVELEIGH, MARY J.	92.35
ELLIOTT, PATRICK M.	1,962.28	SWEM, DONALD L.	1,834.09
SCHWARTZFISHER, JOSEPH L.	1,165.23	WHITLEY, ANDREW T.	1,612.54
BRADLEY, KELLY R.	1,239.53	MORRISON, KEVIN P.	1,048.39
HART II, DELBERT W.	1,256.72	HODGE, MICHAEL J.	1,259.66
JONES, ROBERT F.	1,086.57	JOHNSON, STEVEN P.	984.99
DORAN, JUSTIN J.	1,406.80	BOSS JR, DALE E.	1,212.17
KIRINOVIC, THOMAS F.	346.77	STEBE JR, JOHN M.	398.38
BITELY, KATHERINE A.	204.44	STEBE, CATHERINE M.	294.90
MILAN, JANE E.	120.05	HOLM, ARTHUR R.	509.37
BERNIER, RACHEL M.	99.73	GILL, DAVID R.	561.23
BOSS, SHERRY M.	514.33	SCOTT JR., WINFIELD	207.03
DIXON, MIKAYA S.	70.48	WHITLEY, ADAM T.	13.85
NIMPHIE, NOAH J.D.	129.29	TOTAL	80,769.81

Payroll Transmittal – 03/24/2017

4FRONT CREDIT UNION	307.69	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	191.88	COMMUNICATION WORKERS OF AMER	537.32
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	1,284.62	TOTAL	5,330.56

Tax Disbursement 03/22/2017

CHARLEVOIX COUNTY TREASURER	5.00	TOTAL	5.00
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Check Number	Payee	Amount
04/03/2017		
119794	STATE OF MICHIGAN	95.00
119795	WINNELL, CHARLES	15,454.17
Total 04/03/2017:		15,549.17
Grand Totals:		15,549.17

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

04/03/17	Special Accounts Payable Run	\$	15,549.17
04/07/17	Payroll (net pay)	\$	84,644.63
04/07/17	Payroll Transmittal Checks	\$	5,581.81
04/18/17	Regular Accounts Payable	\$	188,367.50
Checks Sub-Total:		\$	294,143.11

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

04/03/17	MI Public Power Agency	\$	9,353.20
04/05/17	Payment Service Network	\$	242.90
04/07/17	IRS (Payroll Tax Deposit)	\$	31,602.92
04/07/17	Alerus Financial (HCSP)	\$	420.00
04/07/17	State of MI (Withholding Tax)	\$	4,505.01
04/07/17	Vantagepoint (401 ICMA Plan)	\$	699.94
04/07/17	Vantagepoint (457 ICMA Plan)	\$	12,764.80
04/07/17	Vantagepoint (Roth IRA)	\$	911.53
04/10/17	DTE Energy	\$	8,449.04
04/10/17	MI Public Power Agency	\$	16,084.30
04/10/17	State of MI (Sales Tax)	\$	21,239.19

ACH Sub-Total: \$ 106,272.83

Huntington National Bank Total: \$ 400,415.94

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

04/03/17	Special Run Tax Disbursement	\$	-
Charlevoix State Bank Total:		\$	-

Grand Total: \$ 400,415.94

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/01/2017	PC	04/07/2017	23125	GIBSON, SHIRLEY J.	43		668.94
04/01/2017	PC	04/07/2017	23126	PERRON, LEON R.	45		560.09
04/01/2017	PC	04/07/2017	23127	KURTZ, LUTHER J.	54		840.38
04/01/2017	PC	04/07/2017	23128	HAGEN, AARON W.	56		477.91
04/01/2017	PC	04/07/2017	23129	OLEKSY, THOMAS M.	57		378.82
04/01/2017	PC	04/07/2017	23130	KALBFELL, JANET P.	58		627.98
04/01/2017	PC	04/07/2017	23131	WELLER, LINDA JO	101		1,469.19
04/01/2017	PC	04/07/2017	23132	HEYDLAUFF, MARK L.	102		2,405.58
04/01/2017	PC	04/07/2017	23133	GOLDING, JOYCE M.	106		1,080.00
04/01/2017	PC	04/07/2017	23134	DEROSIA, PATRICIA E.	107		750.47
04/01/2017	PC	04/07/2017	23135	DOTSON, LINDSEY J.	109		1,393.28
04/01/2017	PC	04/07/2017	23136	LOY, EVELYN R.	117		1,050.16
04/01/2017	PC	04/07/2017	23137	KLOOSTER, ALIDA K.	121		1,736.98
04/01/2017	PC	04/07/2017	23138	GOLOVICH, KAREN J.	122		970.67
04/01/2017	PC	04/07/2017	23139	SPENCLEY, PATRICIA L.	136		1,206.11
04/01/2017	PC	04/07/2017	23140	PANOFF, ZACHARY R.	141		1,169.91
04/01/2017	PC	04/07/2017	23141	MILLER, FAITH G.	142		130.94
04/01/2017	PC	04/07/2017	23142	LEESE, MERRI C.	145		165.12
04/01/2017	PC	04/07/2017	23143	MCGINN, KELLY A.	146		1,564.07
04/01/2017	PC	04/07/2017	23144	DOAN, GERARD P.	201		1,559.33
04/01/2017	PC	04/07/2017	23145	SCHLAPPI, JAMES L.	204		1,046.68
04/01/2017	PC	04/07/2017	23146	UMULIS, MATTHEW T.	205		1,180.47
04/01/2017	PC	04/07/2017	23147	HANKINS, SCOTT A.	208		1,568.37
04/01/2017	PC	04/07/2017	23148	ORBAN, BARBARA K.	209		1,107.38
04/01/2017	PC	04/07/2017	23149	TRAEGER, JASON A.	210		1,161.34
04/01/2017	PC	04/07/2017	23150	FLICKEMA, ANDREW M.	211		1,463.19
04/01/2017	PC	04/07/2017	23151	MATELSKI, KIMBERLY A.	212		1,143.81
04/01/2017	PC	04/07/2017	23152	RILEY, DENISE M.	306		422.67
04/01/2017	PC	04/07/2017	23153	WURST, RANDALL W.	411		1,151.02
04/01/2017	PC	04/07/2017	23154	MAYER, SHELLEY L.	412		1,732.42
04/01/2017	PC	04/07/2017	23155	HILLING, NICHOLAS A.	413		1,137.34
04/01/2017	PC	04/07/2017	23156	MEIER III, CHARLES A.	421		1,151.32
04/01/2017	PC	04/07/2017	23157	ZACHARIAS, STEVEN B.	422		1,621.64
04/01/2017	PC	04/07/2017	23158	EATON, BRAD A.	515		2,031.40
04/01/2017	PC	04/07/2017	23159	WILSON, TIMOTHY J.	516		2,255.61
04/01/2017	PC	04/07/2017	23160	LAVOIE, RICHARD L.	519		1,707.07
04/01/2017	PC	04/07/2017	23161	STEVENS, BRANDON C.	521		1,674.70
04/01/2017	PC	04/07/2017	23162	DRAVES, MARTIN J.	523		1,650.53
04/01/2017	PC	04/07/2017	23163	BROWN, STEPHANIE C.	524		1,088.30
04/01/2017	PC	04/07/2017	23164	ANDERSON, ELIZABETH	526		1,151.82
04/01/2017	PC	04/07/2017	23165	ELLIOTT, PATRICK M.	600		1,962.28
04/01/2017	PC	04/07/2017	23166	SCHWARTZFISHER, JOS	603		988.21
04/01/2017	PC	04/07/2017	23167	BRADLEY, KELLY R.	614		1,398.48
04/01/2017	PC	04/07/2017	23168	HART II, DELBERT W.	616		1,097.90
04/01/2017	PC	04/07/2017	23169	JONES, ROBERT F.	618		1,197.06
04/01/2017	PC	04/07/2017	23170	DORAN, JUSTIN J.	621		1,425.56
04/01/2017	PC	04/07/2017	23171	KIRINOVIC, THOMAS F.	700		505.65
04/01/2017	PC	04/07/2017	23172	BITELY, KATHERINE A.	704		35.04
04/01/2017	PC	04/07/2017	23173	MILAN, JANE E.	711		72.03
04/01/2017	PC	04/07/2017	23174	ANZELL, BETH A.	712		24.01
04/01/2017	PC	04/07/2017	23175	BERNIER, RACHEL M.	718		22.16
04/01/2017	PC	04/07/2017	23176	BERTINELLI, DAVID P.	764		486.21
04/01/2017	PC	04/07/2017	23177	BOSS, BEAU J.	788		849.92
04/01/2017	PC	04/07/2017	23178	HEID, THOMAS J	802		1,273.44
04/01/2017	PC	04/07/2017	23179	LIVINGSTON, BRIAN D.	866		694.33
04/01/2017	PC	04/07/2017	23180	VANLOO, JOSEPH G.	902		477.80
04/01/2017	PC	04/07/2017	23181	WYMAN, MATTHEW A.	927		1,426.68

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/01/2017	PC	04/07/2017	23182	BOSS, RYDER S.	932		546.20
04/01/2017	PC	04/07/2017	23183	MILLER, WILLIAM S.	933		1,216.66
04/01/2017	PC	04/07/2017	23184	DOUGLAS, MARK	935		399.62
04/01/2017	PC	04/07/2017	23185	STEVENS, JEFFREY W.	1028		72.03
04/01/2017	PC	04/07/2017	23186	FUNKEY, KRAIG R.	1034		23.09
04/01/2017	PC	04/07/2017	23187	MEGGISON, JERRY B.	1036		44.93
04/01/2017	PC	04/07/2017	23188	RILEY, CASEY W.	1052		374.21
04/01/2017	PC	04/07/2017	23189	JONES, LARRY M.	1057		534.82
04/01/2017	PC	04/07/2017	23190	FLORE, ROBERT A.	1058		465.69
04/01/2017	PC	04/07/2017	23191	WILLSON, BRENDA R.	1059		936.85
04/01/2017	PC	04/07/2017	23192	BEAN, PETER J.	1060		1,031.94
04/01/2017	PC	04/07/2017	23193	FENNELL, DREW M.	1062		654.16
04/01/2017	PC	04/07/2017	23194	RILEY, REBECCA J.	1063		223.62
04/01/2017	PC	04/07/2017	23195	WHITLEY, TYLER J.	1065		370.38
04/01/2017	PC	04/07/2017	23196	MCCALIB, RACHELLE L.	1066		262.68
04/01/2017	PC	04/07/2017	23197	SUTHERLAND, SARA A.	1069		42.28
04/01/2017	PC	04/07/2017	23198	TRAVERS, MANUEL J.	1071		559.66
04/01/2017	PC	04/07/2017	23199	SILVA, JESSE L.A.	1073		79.13
04/01/2017	PC	04/07/2017	23200	RILEY, DANIEL A.	1079		1,417.09
04/01/2017	PC	04/07/2017	119796	COLE, SHANE	50		720.33
04/01/2017	PC	04/07/2017	119797	DOAN, GERARD P.	201	License/Certification Stipend	181.89
04/01/2017	PC	04/07/2017	119798	SCHLAPPI, JAMES L.	204	License/Certification Stipend	1,514.89
04/01/2017	PC	04/07/2017	119799	UMULIS, MATTHEW T.	205	License/Certification Stipend	175.84
04/01/2017	PC	04/07/2017	119800	HANKINS, SCOTT A.	208	License/Certification Stipend	175.35
04/01/2017	PC	04/07/2017	119801	ORBAN, BARBARA K.	209	License/Certification Stipend	927.01
04/01/2017	PC	04/07/2017	119802	TRAEGER, JASON A.	210	License/Certification Stipend	158.75
04/01/2017	PC	04/07/2017	119803	FLICKEMA, ANDREW M.	211	License/Certification Stipend	169.30
04/01/2017	PC	04/07/2017	119804	SWEM, DONALD L.	512		1,834.08
04/01/2017	PC	04/07/2017	119805	WHITLEY, ANDREW T.	522		1,733.88
04/01/2017	PC	04/07/2017	119806	MORRISON, KEVIN P.	601		969.68
04/01/2017	PC	04/07/2017	119807	HODGE, MICHAEL J.	606		1,259.66
04/01/2017	PC	04/07/2017	119808	JOHNSON, STEVEN P.	617		1,144.97
04/01/2017	PC	04/07/2017	119809	BOSS JR, DALE E.	701		1,212.17
04/01/2017	PC	04/07/2017	119810	HOLM, ARTHUR R.	791		192.34
04/01/2017	PC	04/07/2017	119811	GILL, DAVID R.	856		1,065.31
04/01/2017	PC	04/07/2017	119812	SCOTT JR., WINFIELD	1072		94.70
04/01/2017	PC	04/07/2017	119813	WHITLEY, ADAM T.	1089		269.67
Grand Totals:			94				84,644.63

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Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/01/2017	04/07/2017	119814	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	307.69
04/01/2017	04/07/2017	119815	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	191.88
04/01/2017	04/07/2017	119815	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	461.64
04/01/2017	04/07/2017	119816	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 4/1/20	59.00
04/01/2017	04/07/2017	119817	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,284.62
04/01/2017	04/07/2017	119818	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
04/01/2017	04/07/2017	119819	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	537.32
04/01/2017	04/07/2017	119820	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	323.45
04/01/2017	04/07/2017	119821	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 4	251.25
04/01/2017	04/07/2017	119822	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	2,014.96
Grand Totals:		10				5,581.81

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Check Number	Payee	Amount
04/18/2017		
119823	a5 Branding & Design	6,341.16
119824	ACE HARDWARE	1,386.73
119825	AIS CONSTRUCTION EQUIPMENT	331.84
119826	ALTEC INDUSTRIES INC	3,077.28
119827	AMERICAN LEGION AUXILLARY	1,066.41
119828	AMERICAN WASTE INC.	208.76
119829	APX INC.	100.82
119830	ARGUS/HAZCO	1,710.97
119831	ASPLUNDH TREE EXPERT CO	10,580.00
119832	AT YOUR SERVICE PLUS INC	345.00
119833	AUTO VALUE	1,215.87
119834	AVFUEL CORPORATION	18,511.17
119835	B & L SOUND INC	253.91
119836	BALLARD'S	12,600.00
119837	BC/BS OF MI REFUNDS	418.52
119838	BEAVER ISLAND BOAT CO	4,943.58
119839	BIOMEDICAL SOLUTIONS	2,227.80
119840	CARQUEST OF CHARLEVOIX	1,464.04
119841	CHARLEVOIX TOWNSHIP	328.50
119842	CHARTER COMMUNICATIONS	1,134.74
119843	CITY OF CHARLEVOIX - PETTY CASH	500.00
119844	CITY OF CHARLEVOIX - UTILITIES	34,789.95
119845	DELL MARKETING L P	3,070.12
119846	ELLSWORTH FARMER'S EXCHANGE	50.00
119847	EMERGENCY MEDICAL PRODUCTS I	434.41
119848	FASTENAL COMPANY	1.77
119849	FISHER SCIENTIFIC	3,042.91
119850	FLICKEMA, ANDREW M.	160.00
119851	FREEDOM MAILING SERVICES INC.	2,255.19
119852	GALPER, RAYMOND	6.40
119853	GRAINGER	380.14
119854	GRAND TRAVERSE GARAGE DOOR	176.90
119855	GREEN GUARD	370.64
119856	HACH COMPANY	417.89
119857	HEID, THOMAS J.	116.00
119858	HYDE SERVICES LLC	166.69
119859	HYDRO CORP	515.00
119860	INDEPENDENT DRAFTING SERVICES	1,995.00
119861	KASSBOHRER ALL TERRAIN VEHICLE	149.15
119862	KIWANIS CLUB OF CHARLEVOIX	40.00
119863	KSS ENTERPRISES	185.46
119864	LAKESHORE TIRE & AUTO SERVICE	265.98
119865	MAILLOUX, MICHELLE	58.78
119866	MCCARDEL CULLIGAN-PETOSKEY	50.00
119867	MCMASTER-CARR	708.47
119868	METAL HEAD WELDING LLC	341.29
119869	MI MUNICIPAL TREASURERS ASSOC	50.00
119870	MI-AWWA	160.00

Check Number	Payee	Amount
119871	MITCHELL GRAPHICS INC.	529.00
119872	MUNICIPAL UNDERWRITERS OF MIC	50.00
119873	MUTT MITT	1,586.36
119874	N M A C P	50.00
119875	NATIONAL MAIN STREET CENTER	350.00
119876	NEALIS ENGINEERING	6,645.00
119877	NORTHERN CREDIT BUREAU	421.92
119878	NORTHERN MICHIGAN HARDWOODS	2,205.00
119879	NORTHERN MICHIGAN REVIEW INC.	1,342.38
119880	NORTHERN SAFETY CO INC	100.14
119881	OLESON'S FOOD STORES	110.56
119882	OLSON BZDOK & HOWARD	2,666.00
119883	OTEC	525.00
119884	PARASTAR INC.	1,590.49
119885	PERFORMANCE ENGINEERS INC	13,232.50
119886	PERSONAL GRAPHICS	128.98
119887	PLUNKETT & COONEY	1,300.00
119888	POWER LINE SUPPLY	12,483.60
119889	PRIORITY HEALTH	319.05
119890	PURITY CYLINDER GASES INC	157.25
119891	R & R PRODUCTS INC	559.01
119892	RANGE TELECOMMUNICATIONS	114.00
119893	ROLOFF, ROBERT	1,500.00
119894	ROWE PROFESSIONAL SERVICES CO	945.00
119895	SAFARILAND	33.04
119896	SCIENTIFIC BRAKE & EQUIP CO	149.00
119897	SPICER GROUP INC	625.50
119898	SPOK INC	566.20
119899	STANDARD ELECTRIC CO	1,615.26
119900	STEVENS FIRE CHEMICAL	142.16
119901	STUART C IRBY CO	397.94
119902	T & R ELECTRIC	7,050.00
119903	TERMINAL SUPPLY CO	261.60
119904	TOP QUALITY GLOVE	119.70
119905	TREDROC TIRE GAYLORD 758	660.00
119906	TRUCK & TRAILER SPECIALTIES	2,310.24
119907	U S BANK	500.00
119908	UP NORTH PROPERTY SERVICES LL	290.00
119909	UPPER CASE PRINTING INK.	1,105.30
119910	USA BLUE BOOK	161.25
119911	VILLAGE GRAPHICS INC.	39.00
119912	WELLER TRUCK	4,600.74
119913	WILHELM, GLENDA	124.09
Total 04/18/2017:		188,367.50
Grand Totals:		188,367.50

Check Number	Payee	Amount
04/03/2017		
40317001	MICHIGAN PUBLIC POWER AGENCY	9,353.20
Total 04/03/2017:		9,353.20
Grand Totals:		9,353.20

Check Number	Payee	Amount
04/05/2017		
40517001	PAYMENT SERVICE NETWORK INC.	242.90
Total 04/05/2017:		242.90
Grand Totals:		242.90

Check Issue Date	Check Number	Payee	Amount
40717001			
04/07/2017	40717001	**EFTPS* Payroll Taxes	7,967.70
04/07/2017	40717001	**EFTPS* Payroll Taxes	7,967.70
04/07/2017	40717001	**EFTPS* Payroll Taxes	1,863.43
04/07/2017	40717001	**EFTPS* Payroll Taxes	1,863.43
04/07/2017	40717001	**EFTPS* Payroll Taxes	11,940.66
Total 40717001:			
	5		31,602.92
40717002			
04/07/2017	40717002	Alerus Financial	420.00
Total 40717002:			
	1		420.00
40717003			
04/07/2017	40717003	STATE OF MICHIGAN	4,505.01
Total 40717003:			
	1		4,505.01
40717004			
04/07/2017	40717004	Vantagepoint - 401 Plan 109153	699.94
Total 40717004:			
	1		699.94
40717005			
04/07/2017	40717005	Vantagepoint - 457 Plan 300959	4,927.95
04/07/2017	40717005	Vantagepoint - 457 Plan 300959	683.95
04/07/2017	40717005	Vantagepoint - 457 Plan 300959	1,684.00
04/07/2017	40717005	Vantagepoint - 457 Plan 300959	5,468.90
Total 40717005:			
	4		12,764.80
40717006			
04/07/2017	40717006	Vantagepoint - Roth IRA 706117	911.53
Total 40717006:			
	1		911.53
Grand Totals:			
	13		50,904.20

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Check Number	Payee	Amount
04/10/2017		
41017001	DTE ENERGY	8,449.04
41017002	MICHIGAN PUBLIC POWER AGENCY	16,084.30
41017003	STATE OF MICHIGAN	21,239.19
Total 04/10/2017:		45,772.53
Grand Totals:		45,772.53

**CHARLEVOIX CITY COUNCIL
CONSENT AGENDA ITEM**

AGENDA ITEM TITLE Mechanic Job Description

DATE: April 17, 2017

PRESENTED BY: Consent Agenda

ATTACHMENT: Mechanic Job Description

BACKGROUND INFORMATION:

We are proposing a revision to the Mechanic job description to add experience working with air brakes and metal welding/fabricating as preferred job qualifications. Mike Hodge, our long-time mechanic, will be retiring at the end of May.

RECOMMENDATION:

Approve the Mechanic Job Description.

CITY OF CHARLEVOIX

Title: Mechanic

FLSA: Non exempt

STATUS: Full-time, union

Department: Department Public Works

Reports To: Superintendent, Department of Public Works

Date: April 17, 2017

Position Purpose

Incumbent(s) is responsible for the maintenance and repair of and recordkeeping for all of the equipment within the motor pool and for associated equipment owned by the City.

Scope and Environment

Incumbent(s) takes the lead role to ensure all repairs and preventive maintenance are performed at the correct intervals and provides support for replacement decisions. This is a skilled hands-on position requiring considerable mechanical skill and experience. The mechanic is responsible for maximizing the life span of expensive equipment and must be able to support the service needs of the department. Decisions can have considerable impact on City expenditures and its ability to serve the community. Incumbents generally work in a shop environment and /or outside where they may be exposed to varying weather conditions. Work environment includes exposure to toxic and caustic chemicals (degreasers and other solvents), noise, and fumes. Job functions require strict adherence to safety requirements. Individual(s) interact with internal users and must balance service requirements with safety and cost. Situations require tact in dealing with competing demands and communicating with internal customers.

Essential Job Functions

- Perform skilled work necessary to maintain and repair equipment at various City facilities, such as diagnosing, adjusting, repairing or overhauling mechanical, hydraulic, and pneumatic equipment, assembling gear systems and aligning frames, etc.
- Implement a comprehensive maintenance management program that ensures equipment operability but within the context of user/community service needs. Generate recurring preventive maintenance work orders consistent with manufacturers' recommendations. Schedule inspections, work, and/or recall orders with user department and ensure supplies/materials will be available when needed, monitoring inventory on a monthly basis. Ensure all repairs and maintenance performed in a safe manner and that they are consistent with the manufacturer's safety manuals, i.e., lock-out/tag-out communication, confined/hazardous space identification, safe handling of chemicals, etc. Ensure all work is properly documented.
- Perform corrective/*adhoc* repairs, including emergency field assistance. Coordinate service schedule with operating staff, communicating changes, etc.
- Train equipment operators in the proper/safe operation of equipment, daily checks of fluid levels, lubrication requirements, checks for wear, and other preventive maintenance tasks.
- Research; assess cost effectiveness, and order parts and materials needed to perform mechanical work for either scheduled or emergency repairs/maintenance. Maintain an inventory list that identifies critical spare parts and frequently used supplies. Assist the

Superintendent with establishing the appropriate budget level for maintenance and repair. Perform repair and maintenance within allotted budget.

Minimum Qualifications

- High school diploma or equivalent
- Michigan driver's license (CDL2) and good driving record
- Minimum five years experience as a lead mechanic, including recordkeeping, inventory, and budgeting responsibilities – relative to a mechanics shop.
- Ability to troubleshoot, diagnose, and repair difficult mechanical issues on equipment ranging from light duty vehicles to heavy equipment, such as fire trucks and EMS.
- Safety orientation

Preferred Qualifications

- State of Michigan Mechanic Certification or ability to become state certified within 90 days.
- Experience working with air brakes.
- Experience working with metal welding/fabricating.

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.

City Council Approval: Pending

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Water System Reliability Study Proposal

DATE: April 17, 2017

PRESENTED BY: Pat Elliott, DPW Superintendent

ATTACHMENTS: Proposal from Prein & Newhof

BACKGROUND INFORMATION:

The Michigan Safe Drinking Water Act has recently added a new requirement for communities that supply water to more than 1,000 people. This new requirement is an asset management plan for their water supply system. This plan must be in place by January 1, 2018. In general, this plan needs to include an inventory of our assets, the criticality of each asset, our level of service goals, a long range capital improvement plan and a plan to demonstrate how rates and other funding sources will be sufficient to implement the asset management plan.

The proposal from Prein & Newhof details what they will be doing to create this overall document for Council's approval and presentation to the MDEQ prior to January 1, 2018. In the approved 2017/18 City budget, we have allocated \$25,000.00 to complete this project.

COUNCIL GOAL AREA(S):

Develop and maintain long-term infrastructure plans

RECOMMENDATION:

Motion to approve the proposal for a Water System Reliability Study from Prein & Newhof for an amount not to exceed \$25,000 and authorize the City Manager to sign all necessary documents.

March 9, 2017

Mark Heydlauff
City of Charlevoix
210 State Street
Charlevoix, MI 49720-1345

RE: Proposal for City of Charlevoix - Water Supply System Asset Management Services

Dear Mr. Heydlauff:

Prein&Newhof is pleased to submit this proposal for Asset Management Services for the City of Charlevoix water supply system. The scope of this project is to create a foundational Asset Management Plan that will efficiently meet the current requirements and allow you to add data/functionality as time and resources allow in the future.

Project Understanding

Michigan's Safe Drinking Water Act was recently amended with additional General Plan requirements for Community Water Supplies such that communities serving more than 1,000 people shall implement an asset management program by January 1, 2018 for all functionally and financially significant assets. In accordance with the requirements, the Asset Management Plan shall include:

- A pipe and non-pipe assets inventory.
- A methodology for assessing the criticality of each asset considering the likelihood and consequence of failure.
- A statement of level of service goals.
- An updated 5 and 20 year Capital Improvement Plan.
- A financial plan showing how rates and other funding will provide sufficient resources to implement the asset management program.

The City of Charlevoix seeks to comply with the new requirements of Michigan's Safe Drinking Water Act by creating an Asset Management Plan for their Community Water Supply that will allow the community to more cost-effectively manage its aging water infrastructure and ensure the long-term sustainability of the water system for its residents.

Scope of Services

Task 1: Inventory and Condition Assessment

System assets generally include the following:

- Water Supply – wells, intakes, pump stations, booster stations, interconnecting pipes/meters, interconnect control valves, and transmission mains.
- Treatment – plants, pumps, specific process components, and chlorination equipment.

3355 Evergreen Drive NE Grand Rapids, MI 49525 T. 616-364-8491 F. 616-364-6955 www.preinnewhof.com

- Storage – storage reservoirs and elevated tanks. Buildings – structural buildings housing treatment facilities and site infrastructure.
- Distribution – distribution mains, valves, and hydrants. (does not include services)
- Electrical and Communications – SCADA and control panels.

We propose to:

- a. Develop your asset inventory using information included in your most recent Water Reliability Study and Sanitary Survey.
- b. Review the inventory with your utility staff and advise you on how to populate any additional information you may desire to include in your Asset Management Plan. Examples of required information include, purchase or installation year, purchase price, risk of failure rating, consequence of failure rating, and material.
- c. If necessary, a second review with your staff will occur to obtain additional information based on their institutional knowledge of the system.

Task 2: Criticality, Risk of Failure, Consequence of Failure, and Level of Service

We plan to work with your staff to develop level of service goals and to assess criticality, considering their failure risk and consequence of failure.

This involves the following:

- a. When we review the inventory with your utility staff, we can cover your level of service goals. This can include a focus on domestic and fire flows, existing and future service districts, available pressures, system reliability, redundancy, leaks in the system, water quality concerns, staffing, and other service goals for the system.
- b. We will guide your staff in assigning risk and consequence of failure ratings for each asset. We use these ratings to create a criticality map in GIS. We have not included on-site condition assessments or inspections in the current scope of services.

Task 3: Prepare Asset Management Plan

This is where we develop your 5 and 20 year Capital Improvement Plans, project those future costs and develop a summary report of our findings to support your Asset Management Plan.

We understand that analysis of water system rates and financial strategy will be provided by the City's financial advisor, therefore we have not included any financial planning services within our scope of services.

We recommend the following steps in collaboration with your financial consultant:

- a. Review the project with your utility staff to discuss the results of Tasks 1 and 2 and develop a 5 and 20 year Capital Improvement Plan.
- b. Review the findings with your financial advisor to evaluate your current rate structure, O&M costs, and your goals to prepare a financial plan/policy for implementing the Asset Management Plan.
- c. Create an Asset Management Plan including:
 - o Water Distribution System Map
 - o Pipe Assets Summary

Mark Heydlauff
March 7, 2017
Page 3

- o Non-pipe Assets Summary
- o Criticality Map methodology summary
- o Statement of Level of Service Goals
- o 5 and 20 year Capital Improvement Plan
- o Financial Plan/Policy
- d. Presentation of Asset Management Plan to your City Council for approval
- e. Final Report (MDEQ submittal)

Fees and Schedule

We propose to provide the services described above on a time and materials basis plus expenses for a not-to-exceed total of \$25,000, in accordance with the master engineering agreement.

Should additional services be requested by you or water system representatives, we would contact you and obtain your authorization prior to performing such services.

We will endeavor to have the asset management plan completed by January, 2018.

Thank you for allowing us the opportunity to present this proposal to you. If this proposal meets with your approval, please sign and date below as authorization to proceed. Feel free to contact us with any additional thoughts or questions.

Sincerely,

Prein&Newhof



Mark Prein, P.E.

MP/so

Cc: Ms. Shelley Mayer
Mr. Patrick Elliot

APPROVED BY:

Date _____

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Motor Pool Equipment Purchase

DATE: April 17, 2017

PRESENTED BY: Patrick Elliott, DPW Superintendent

ATTACHMENTS: None

BACKGROUND INFORMATION:

In the approved 2017/18 Motor Pool budget, we have allocated a total of \$48,000.00 to purchase two pieces of equipment. One is a rubber tracked mini loader and the other item is a quick attach, vibratory compactor for the excavator that we currently own. The loader will be used for a variety of projects that the DPW and Electric Departments take on each year, such as installing new water services and repairing water/sanitary main lines etc. This is a very compact and versatile machine that will be very useful. The quick attach, vibratory compactor will be used whenever we are backfilling any of the trenches from the projects listed above. This unit will quickly attach onto the arm of the excavator and improve the compaction/density of the base materials below the road surface. Currently we use a small, hand operated compactor that is much smaller and much more time consuming for these larger projects.

Due to the fact that we are looking to purchase used equipment, I am requesting Council authorize me to spend up to the budgeted amount on the two items (\$48,000.00). The main reason for pre-authorization is that when we find the pieces that we are looking for, I don't want to wait, possibly three weeks, to get Council's approval and possibly have the piece sold to someone else during that time period. This pre-authorization has been used in the past for equipment purchases like this.

RECOMMENDATION:

Motion to authorize City Staff to purchase both a used rubber tracked mini loader and a used vibratory compactor for a total amount not to exceed \$48,000.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Proposed Veterans Memorial LED "Flame" Donation

DATE: April 17, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Correspondence from Mike Bartz
Photo of proposed donation

BACKGROUND INFORMATION:

Mike Bartz has proposed the donation of an LED "flame" that would sit atop the existing Veterans Memorial in Veteran's Park. The City's Electric Superintendent has reviewed the proposal and found the estimated yearly cost to the City for supplying electricity to be accurate. He does not believe a meter for something like this would be appropriate. Planning Commission reviewed the proposal at their April 10th meeting and recommended that Council approve the acceptance of the donation.

RECOMMENDATION:

Motion to accept the Veterans Memorial LED "flame" donation.

Proposal to the City of Charlevoix:

I wish to propose to put an eternal flame light on our Veterans Memorial. It will be an LED light on 24 hours a day. I have spoken with The American Legion and the VFW and they are totally and completely excited about this project. The electrical work will be done by Ted Felter. Everything is already donated. I would like to request the city to pay the electric for the LED at an estimated cost of \$11,80 yearly. There will be an on/off switch in a locked box for when the light has to be changed. If allowed, Veterans will change the light as needed.

Sincerely,
Mike Bartz
213 W Hurlbut
phone: 231-547-4633



CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Ethical Conduct Ordinance
DATE: April 17, 2017
PRESENTED BY: Mark L. Heydlauff, City Manager
ATTACHMENTS: Revised Draft Ordinance

BACKGROUND:

At your last meeting, you reviewed an initial draft of an Ethical Conduct Ordinance. As you requested, I modified the draft to include some new language regarding its applicability to other boards and commissions and a declaration at the end.

RECOMMENDATION:

Motion to set a Public Hearing for May 1, 2017 at 7pm in the Council Chambers of City Hall to consider Ordinance 782 of 2017- Ethical Conduct Ordinance.

**CITY OF CHARLEVOIX
ORDINANCE NO. 782 of 2017**

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF CHARLEVOIX BY ADDING A NEW CHAPTER, WHICH NEW CHAPTER SHALL BE DESIGNATED AS CHAPTER 10 OF TITLE 1 – ADMINISTRATION OF SAID CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title I, Chapter 10, Sections 1.801 through 1.806 of the City Code are hereby added as follows:

**CHAPTER 10
ETHICAL CONDUCT**

1.801. Ethical Conduct.

- (1) The citizens of Charlevoix are entitled to have fair, ethical and accountable local government that has earned the public's full confidence for integrity.
- (2) Furthermore, the effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; public officials be independent, impartial and fair in their judgment and actions; public office be used for the public good, not for personal gain; and public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.
- (3) To this end, the Charlevoix City Council adopts this ordinance to assure public confidence in the integrity of local government and its effective and fair operation. Serving in local government is the holding of public trust. This trust should never be undermined.

In all actions, employees, the City Manager, and City Council members will adhere to all local, state and federal laws regulating ethical action. Various professional codes of ethics and other similar documents may be used to supplement determinations of ethical conduct.

1.802. Conflicts of Interest.

- (1) Conflicts of interest will naturally occur from time to time and in such cases when they may or do in fact arise, should be presented publicly to diminish the potential of actual or perceived special interests.
- (2) *Definitions.* For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.
 - (a) "Conflict of interest" may occur when action by the city, either through its employees, its boards, committees, commissions or other such bodies, or the City Council, could be construed as impacting negatively or positively an interest of an employee or Council Member, his or her relatives, business or financial investments, property, or other interests.
 - (b) "Immediate family" shall mean the spouse, child, parents, brother, sister, half-sister, half-brother or the spouses of any listed relatives. All relationships shall include those arising from adoption and marriage.
 - (c) "City Council", except where specifically referred to, shall refer to the Mayor and each member of the City Council.
 - (d) "Boards, Commissions, Committees" shall refer to those boards, committees, commissions, or other bodies created by statute, local ordinance, resolution, local policy and any and all subcommittees those bodies may, from time to time, create.
- (3) City Council reporting of conflicts of interest.
 - (a) If a case may arise when a Council Member or the Mayor has a conflict of interest, he or she shall make known the potential conflict in open session when City Council business might involve such interest. The Council Member or Mayor need not provide detail on the potential conflict so as to injure a client or patient relationship.
 - (b) In addition to the general rule on conflicts of interest above, the following specific conflicts of interest are specifically prohibited:

- (i) *Holding of other offices.* No Council Member shall hold any other city office or employment during the term for which they were elected to the Council except where specifically allowed by the Charter and/or statute.
 - (ii) *Voting involving a conflict of interest.* No member of the Council shall vote on any question in which he, she or a member of their immediate family as defined in this subchapter, has a financial interest, other than the common public interest, or on any question concerning his or her own conduct. Council Members who may have a financial interest shall state such interest and then refrain from debating, commenting, or otherwise seeking to influence the Council on such question.
 - (iii) If a member of City Council believes that another member of City Council has a conflict, he or she shall raise such perceived conflict. If the member in question does not concede a conflict, the majority of the remaining Council Members may vote to prohibit that Council Member or the Mayor who may have a conflict from participating in that item of business. The Council shall solely be the judge of its own members and the Mayor.
- (4) Board, Committee, Commission Conflicts of interest.
 - (a) If a case may arise when a member of a board, committee, or commission has a conflict of interest, he or she shall make known the potential conflict in open session when the body might conduct business involving such interest. The member need not provide detail on the potential conflict so as to injure a client or patient relationship.
 - (b) In addition to the general rule on conflicts of interest above, the following specific conflicts of interest are specifically prohibited:
 - (i) *Voting involving a conflict of interest.* No member of the body shall vote on any question in which he, she or a member of their immediate family as defined in this subchapter, has a financial interest, other than the common public interest, or on any question concerning his or her own conduct. Members who may have a financial interest shall state such interest and then refrain from debating, commenting, or otherwise seeking to influence the Council on such question.
 - (ii) If a member believes that another member has a conflict, he or she shall raise such perceived conflict. If the member in question does not concede a conflict, the majority of the remaining body members may vote to prohibit that member who may have a conflict from participating in that item of business.
- (5) City Manager reporting of conflicts of interest.
 - (a) If a case may arise when the City Manager has a conflict of interest, he or she shall make written notification of such conflict to the Mayor and the City Clerk. To the extent possible, the City Manager's involvement in the situation will be minimized to avoid the appearance of impropriety. The City Manager's conduct shall at all times be in accord with the ICMA Code of Ethics.
 - (b) It shall not be deemed a conflict of interest by the City Manager to enforce or cause to be enforced zoning or ordinance violations in keeping with standard practice. It shall also not be deemed a conflict of interest for action to be taken by the city to improve or otherwise conduct normal public activities in the neighborhood where the City Manager may reside.
- (6) *Employee reporting of conflicts of interest.* If a case may arise when an employee of the city or the city's Attorney, Auditor, or other professional contractor may have a conflict of interest, he, she, or the corporation, partnership or entity shall promptly report such conflict or potential conflict to the City Manager. The City Manager shall determine what steps if any may be necessary to avoid the potential for preferential or adverse action because of the conflict.
- (7) *Council appearance before other bodies.* City Council shall not appear before or seek to influence members of other Boards, Commissions, or Committees except when they may be appointed to such body, serve as a member by virtue of statute or Charter, or may be invited to address the body by a majority vote of the body.
- (8) *General prohibition.* The City Council, board, committee, and commission members, the City Manager, and city employees should not take any special advantage of services, goods or opportunity for personal gain that is not available to the public in general.

1.803. Statutory Prohibitions.

In accord with Public Act 196 of 1973 (being M.C.L.A. §§ 15.342 et seq.) the following shall apply to members of the City Council, the City Manager, and all other employees of the city.

- (1) *Confidential information.* The City Council, the City Manager, or an employee shall not divulge to an unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public.
- (2) *Personal opinions.* The City Council, the City Manager, or an employee shall not represent his or her personal opinion as that of the city.
- (3) *Use of city resources.* The City Council, the City Manager, or an employee shall use city personnel resources, property, and funds judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.
- (4) *Acceptance of gifts.* The City Council, the City Manager, or an employee shall not solicit or accept a gift or loan of money, goods, services, or other thing of value for the benefit of a person or organization, other than the state, which tends to influence the manner in which the public officer or employee or another public officer or employee performs official duties.
- (5) *Use of office for private gain.* The City Council, the City Manager or an employee shall not engage in a business transaction in which the public officer or employee may profit from his or her official position or authority or benefit financially from confidential information which the person has obtained or may obtain by reason of that position or authority. Instruction which is not done during regularly scheduled working hours except for annual leave or vacation time shall not be considered a business transaction pursuant to this division if the instructor does not have any direct dealing with or influence on the employing or contracting facility associated with his or her course of employment with this state.
- (6) *Outside employment.* The City Council, the City Manager, or an employee shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the officer or employee's official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties.
- (7) *Negotiation for private gain.* Except in cases of an employment agreement or contract, the City Council, the City Manager, or an employee 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 a business entity in which the person has a financial or personal interest.

1.804. Non-Discrimination.

The city will not discriminate against any person in the provision of public service or employment on the basis of gender, race, creed, age, sexual orientation, language proficiency, income level, or any other legally protected classification. Such non-discrimination provisions may be limited by state or federal law.

1.805. Promulgation.

- (1) The City Manager is authorized to draft policies, procedures, and other documents necessary to enforce provisions of this subchapter. To the extent deemed necessary, statements from this subchapter may be appended to contracts with outside vendors and contractors. The City Manager may also revise the city's Personnel Policy as needed to reflect this subchapter.
- (2) Upon approval of this ordinance and upon assuming office, the Mayor, Council Members, board, committee, and commission members, the City Manager and employees the City Manager may designate from time to time shall affirm their commitment to ethical conduct and this ordinance by signing the form below:

As a _____ of the City of Charlevoix, I agree to uphold the Ethical Conduct Ordinance of the City of Charlevoix and conduct myself by the following model of excellence. I will:

- Recognize the worth of all individuals and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual members, City staff, and the public are free to express their ideas and work to their full potential;
- Respect the dignity and privacy of individuals and organizations;
- Respect and maintain the nature of confidential and privileged information and opinions acquired as a result of my position;

- *Conduct my public affairs with honesty, integrity, fairness and respect for others;*
- *Avoid and discourage conduct that is divisive or harmful to the best interests of Battle Creek; and*
- *Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit.*

I affirm that I have read and fully understand the Code of Ethics for the City of Charlevoix.

Signed

Dated

1.806. Penalty.

- (1) *Violations by Council members and board, commission, and committee members.* Violation of any provision of by a member of the City Council or a board, commission, committee may be punishable by action of the City Council to censure, reprimand, or otherwise discipline its own members or those of a board. Additionally, violations of may also be felonies or misdemeanors under state or federal law.
- (2) *Violations by employees.* Violation of any provision may subject an employee to punishment up to and including termination. In addition to employment disciplinary action, the city may seek remedy in a court of competent jurisdiction for damages.

SECTION 2. Severability.

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

SECTION 3. Effective Date.

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

Ordinance No. 782 was adopted on the 1st day of May, 2017 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

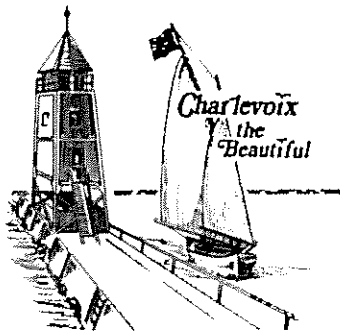
State of Michigan)
) ss
City of Charlevoix)

Joyce M. Golding

Clerk

Luther Kurtz

Mayor



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. Heydlauff, City Manager

Subject: City Manager's Report for April 17, 2017

Date: April 13, 2017

A. Veterans Memorial and Recognition

On the agenda Monday evening is a proposal to add an electric "flame" to the present Veterans Memorial. When Mr. Bartz presented the idea to me, I asked him to gather input from our veterans groups before taking it to the Planning Commission. I wanted to update you on some other proposals we are addressing with our American Legion and VFW. The American Legion has proposed including a Canadian flag at our monument displayed in an appropriate manner and would recognize those residents of Charlevoix who fought under the Canadian flag and are recognized on the plaque. Assuming the veterans groups do not object, I am comfortable with this plan.

The American Legion has also proposed a veterans recognition in Veterans Park during the Venetian Festival. Again, I do not believe there is ever a bad time to recognize those who have served our country.

Finally, I have asked Linda Weller to work with the veterans on the Wreaths Across America program. There are two different program options, (1) seven ceremonial wreaths representing the Air Force, Army, Coast Guard, Marine Corps, Merchant Marines, Navy and MIA/POW to be placed at a designated site during a ceremony, and (2) the placement of wreaths on veteran gravesites during the holiday season. A couple townships in Charlevoix County have done this and I thought it could be a nice partnership for our cemetery as well.

B. Van Pelt Alley

Sarah Lucas and I had a very productive conference call with representatives from the Michigan State University Sustainable Built Environments Initiative on Monday. I just received word this morning that we have been approved for the program. They would like to kick things off in early June and move through the planning phases this summer. I will be receiving more documentation from them in the days ahead.

Also related to this area, construction work has begun on our utility improvements in the north-south portion of Van Pelt Place between Park and Clinton Streets.

C. Ackerman Building Progress

As you are probably aware, demolition and clean-up took place this past week on the former Johan's and Round Lake Gallery buildings. This is a big step toward the recovery of this block. I spoke with Ms. Ackerman this morning and she is anticipating a new business will be opening in the former Charlevoix Wear space by early summer. She is working now with her designers and planners on the next steps toward rebuilding.

D. Projects out for Bid

We have several projects out for bid right now and I expect to bring you proposals in the near future on the following items:

- Airport FBO
- Water Treatment Plant Stand-by Generator Replacement
- City Hall HVAC Replacement

E. ALICE Data

Last week at Rotary, Loraine Manary from the Char-Em United Way presented the updated ALICE (Asset Limited, Income Constrained Employed) Data for our county. This is a measure and snapshot of the economic well-being of our community. I wanted to share it with you so you had a sense of some of the needs of our population.

The following documents are for Council's information:

- Letter to Mayor Kurtz - Arbor Day Foundation – Charlevoix recognized as Tree City USA

ALICE IN CHARLEVOIX COUNTY

2015 Point-in-Time Data

Population: 26,134 | Number of Households: 10,794

Median Household Income: \$46,554 (state average: \$51,084)

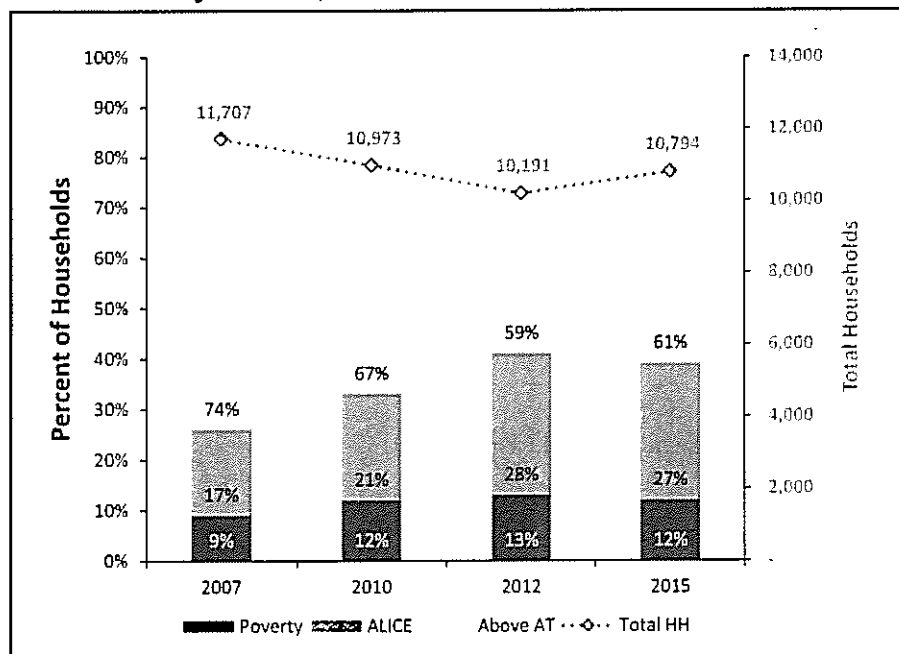
Unemployment Rate: 7.8% (state average: 7.2%)

ALICE Households: 27% (state average: 25%); Poverty Households: 12% (state average: 15%)

How many households are struggling?

ALICE is an acronym for Asset Limited, Income Constrained, Employed – households that earn more than the Federal Poverty Level, but less than the basic cost of living for the county (the ALICE Threshold, or AT). Combined, the number of poverty and ALICE households equals the total population struggling to afford basic needs. The number of households below the ALICE Threshold changes over time; households move in and out of poverty and ALICE as circumstances improve or worsen. The Great Recession, from 2007 to 2010, caused hardship for many families. Conditions started to improve in 2010 and 2012 for some, but not for all.

Households by Income, 2007 to 2015



What does it cost to afford the basic necessities?

The bare-minimum Household Survival Budget does not include any savings, leaving a household vulnerable to unexpected expenses. ALICE households typically earn above the Federal Poverty Level of \$11,770 for a single adult and \$24,250 for a family of four, but less than the Household Survival Budget.

Household Survival Budget, Charlevoix County

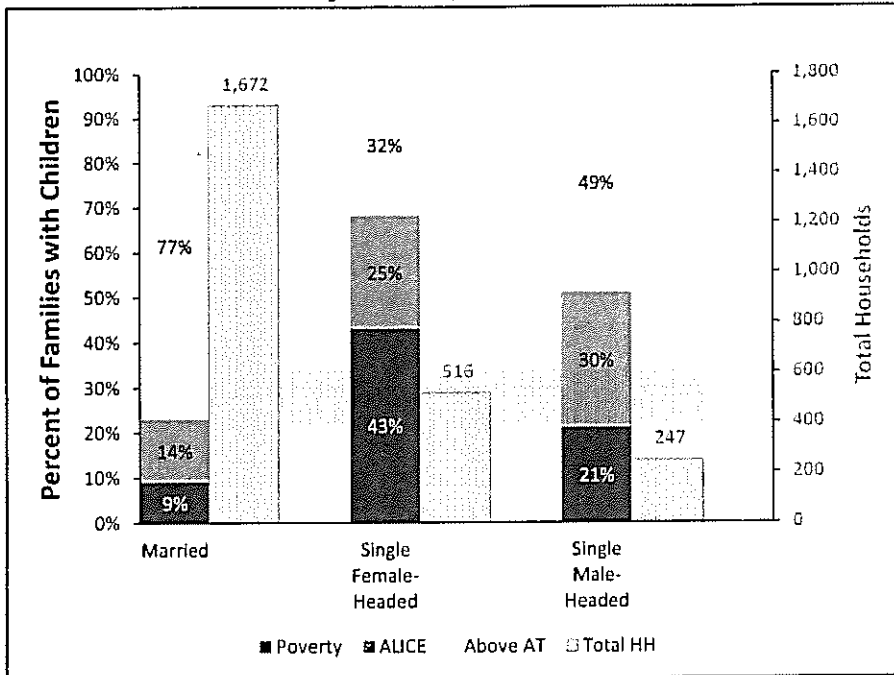
	SINGLE ADULT	2 ADULTS, 1 INFANT, 1 PRESCHOOLER
Monthly Costs		
Housing	\$533	\$660
Child Care	\$–	\$1,229
Food	\$184	\$609
Transportation	\$349	\$697
Health Care	\$184	\$707
Miscellaneous	\$143	\$424
Taxes	\$184	\$333
Monthly Total	\$1,577	\$4,659
ANNUAL TOTAL	\$18,924	\$55,908
Hourly Wage	\$9.46	\$27.95

Sources: 2015 Point-in-Time Data: American Community Survey. ALICE Demographics: American Community Survey; the ALICE Threshold. Budget: U.S. Department of Housing and Urban Development (HUD); U.S. Department of Agriculture (USDA); Bureau of Labor Statistics (BLS); Internal Revenue Service (IRS); Michigan Department of Treasury; Early Childhood Investment Corporation.

How many families with children are struggling?

Children add significant expense to a family budget, so it is not surprising that many Charlevoix County families with children live below the ALICE Threshold. Though more Charlevoix County families are headed by married parents, those families with a single parent are more likely to have income below the ALICE Threshold.

Families with Children by Income, 2015

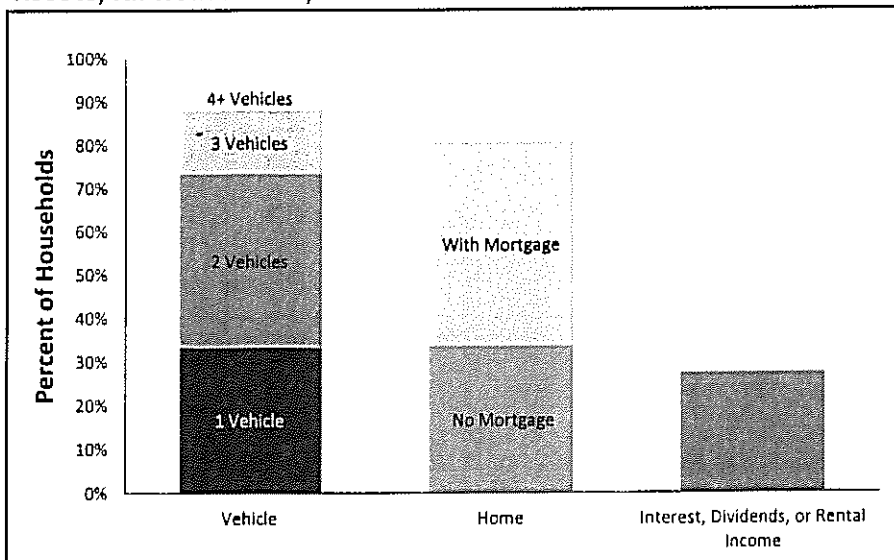


Charlevoix County, 2015		
Town	Total HH	% ALICE & Poverty
Bay Township	493	22%
Boyne City	1,628	44%
Boyne Valley Township	536	35%
Chandler Township	112	35%
Charlevoix City	1,333	54%
Charlevoix Township	607	33%
East Jordan City	959	55%
Evangeline Township	325	36%
Eveline Township	639	29%
Hayes Township	771	31%
Hudson Township	257	33%
Marion Township	629	31%
Melrose Township	513	44%
Norwood Township	320	29%
Peaine Township	128	24%
South Arm Township	668	37%
St. James Township	141	47%
Wilson Township	735	32%

What assets do households have?

Ownership of assets can contribute to stability of households. Yet few families in Charlevoix County own liquid assets, such as a savings account, 401(k) plan, or rental income, that are readily available to cover emergency expenses. Vehicles, the most common asset, depreciate over time. Homeownership, the next most common asset, can build wealth, but is not a liquid asset.

Assets, All Households, 2015



Note: Municipal-level data on this page is for Places and County Subdivisions, which include Census Designated Places (CDP). These are overlapping geographies so totals will not match county-level data. Municipal-level data often relies on 5-year averages and is not available for the smallest towns that do not report income.

Decrease the cost of household basics: The cost of basic household necessities in Michigan has increased faster than the national rate of inflation – and wages of most jobs – leaving ALICE households further behind than a decade ago. Large-scale economic and social changes that could significantly reduce basic household costs over time include a larger supply of affordable housing (market-rate or subsidized), public preschool, accessible and affordable health care, and more public transportation (Collins & Gjertson, 2013; Consumer and Community Development Research Section of the Federal Reserve Board’s Division of Consumer and Community Affairs (DCCA), 2015; Lusardi, Schneider, & Tufano, 2011; Allard, Danziger, & Wathe, 2012).

Improve job opportunities: The seemingly simple solution – to increase the wages of current low-paying jobs – has complex consequences. The increased cost of doing business is either passed on to the consumer, who in many cases is ALICE, or absorbed by the business, resulting in fewer resources to invest in growth, or in some cases in a reduction in staff. However, if ALICE families have more income, they can spend more and utilize less assistance. Increased consumer activity provides benefits to businesses that can offset increased costs in production (Knowledge@Wharton, 2013; Congressional Budget Office, 2014; Wolfson, 2014).

Another option is to focus on restructuring the Michigan economy towards more medium- and high-skilled jobs in both the public and private sectors, an enormous undertaking involving a wide range of stakeholders. But as technology increasingly replaces many low-wage jobs, this will be even more important for Michigan. Such a shift would require an influx of new businesses and new industries, increased education and training for workers, and policies for labor migration to ensure skill needs are met (Luis, 2009; Frey & Osborne, September 2013).

Adjust to fast-paced job change: New gig-focused job opportunities help many ALICE households fill short-term gaps in standard employment and some provide more lucrative opportunities than exist in the traditional employment market. While part-time and contract work has been part of the Michigan economy for decades, these jobs are growing rapidly, pushing economists and policymakers into uncharted territory. With the shift to contract work, the burden of economic risk is increasingly shifted to workers, including retraining and securing benefits such as health insurance and disability insurance. Since any period of unemployment is a financial hardship for ALICE families, new safety measures that keep workers from sliding into financial distress during periods of transition will be needed (Friedman, 2016; Donovan, Bradley, & Shimabukuro, 2016; Watson, Frohlich, & Johnston, 2014).

Accommodate changing demographics: Based on forecasted economic and demographic changes, particularly the increasing number of seniors and immigrants, it is foreseeable that significantly more households will need smaller, lower-cost housing over the next two decades. In addition, these groups prefer housing that is close to transportation and community services. The changing structure of households, including the decline in the number of married parents with children and the increase in single male-parent families, will impact child care and schools as well as neighborhoods (sidewalks and playgrounds) and consumer goods (United Health Foundation, 2016; Stilwell, 2015).

The economics of building, especially in rural areas, and current zoning laws, especially in urban areas, in Michigan limit the building of new, small, or low-cost housing units in most of the remaining open areas in Michigan. To meet the needs of seniors, and preferences of millennials and immigrants, the zoning laws will need to be changed to allow for townhouses and multifamily units in location-efficient areas (close to job centers and public amenities). These groups also prefer energy-efficient homes with lower running and maintenance costs. However, such changes impact developers and existing homeowners, making this a complex undertaking (Joint Center for Housing Studies, 2013; The White House, 2016; Prevost, 2013; Michigan Association of Planning, 2007; Ireland, 2016).

Address institutional bias: While attitudes about race and ethnicity have improved over the last few decades, there is a deeper cause for the sharp economic racial disparities. Recent reports have found that the gaps in education, income, and wealth that now exist along racial lines in the U.S. have little to

do with individual behaviors. Instead, these gaps reflect policies and institutional practices that create different opportunities for Whites, Blacks, and Hispanics. To make a difference for ALICE families that are Black, Hispanic, or another disadvantaged group, changes need to be made within the institutions that impede equity in the legal system, health care, housing, education, and jobs (Mishel, Bivens, Gould, & Shierholz, 2012; Shapiro, Meschede, & Osoro, 2013; Oliver & Shapiro, 2006; Cramer, 2012; Leadership Conference on Civil Rights, 2000; Agency for Healthcare Research and Quality (AHRQ), 2015; Goldrick-Rab, Kelchen, & Houle, 2014; Sum & Khatiwada, 2010) .

Prepare for natural disasters: For the most part, Michigan is less susceptible to natural disasters than coastal states. But there are still extreme winter storms and cold, flooding along lake and river shores, and occasionally tornados, wild fires, and extreme heat. However, the case of lead pipes in Flint serves as an example of how low-income communities can be vulnerable to man-made disasters (Michigan Prepares, 2016; Ankenbrand, 2016).

Natural disasters have a disproportionate impact on low-income families. With no savings to cover even minor damage to their homes or cars, many households have no way to pay for these additional expenses. With a tight budget, most ALICE households cannot afford insurance or even preventative maintenance. As a result, they cannot repair even minor damage to homes and property, or afford dislocation. These natural disasters can also lead to increased mental health issues (Cooley, Eli Moore, & Allen, 2012; Deryugina, Kawano, & Levitt, 2013; Michigan Legal Aid, 2016).

However, because of the demand for more housing, areas have been developed that are vulnerable to flooding and wild fires. The housing that ALICE households can afford is often less expensive because it is located in vulnerable or remote areas, or because the infrastructure is minimal, aging or both (U.S. Global Change Research Program, 2014; Flint Water Advisory Task Force, 2016; School of Public Health, University of Michigan, 2012).

Ultimately, if ALICE households were financially stable, Michigan's economy would be stronger and communities would be more vibrant. It will not be easy to bring about positive change for ALICE and all families. To do so, Michigan stakeholders – family, friends, nonprofits, and the government – will need to work together with innovation and vision, and be willing to change the structure of the local and national economy and even the fabric of their communities.

Mayor Luther Kurtz
210 State St
Charlevoix, MI 49720

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Charlevoix on earning recognition as a 2016 Tree City USA. Residents of Charlevoix should be proud to live in a community that makes the planting and care of trees a priority.

Charlevoix is one of more than 3,400 Tree City USAs, with a combined population of 140 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

As a result of your commitment to effective urban forest management, you already know that trees are vital to the public infrastructure of cities and towns throughout the country, providing numerous environmental, social and economic benefits. In fact, trees are the one piece of community infrastructure that actually increases in value over time.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward information about your awards to your state forester's office to coordinate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Charlevoix and thank you for helping to create a healthier planet for all of us.

Best Regards,



Dan Lambe
President

cc: Pat Elliott

enclosure