

**AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING**

Monday, April 18, 2016 - 7:00 p.m.

210 State Street, City Hall, Second Floor City Council Chambers, Charlevoix, Michigan

- I. Invocation or Pledge of Allegiance**
- II. Roll Call of Members Present**
- III. Inquiry Regarding Possible Conflicts of Interest**
- IV. Consent Agenda**
 - A. City Council Meeting Minutes - March 21, 2016 Regular Meeting **PG 1-9**
 - B. City Council Meeting Minutes - April 4, 2016 Regular Meeting **PG 10-17**
 - C. Accounts Payable Check Registers & Payroll Check Registers **PG 18-26**
 - D. Resignation from Historic District Study Committee - Linda Mason **PG 27**
 - E. Mayor Proclamation - National Arbor Day and Earth Day **PG 28**
- V. Public Hearings**
 - A. Earl Young Historic Buildings District Ordinance
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Well Rehabilitation - Pump System Upgrade **PG 29-30**
 - B. Kayak/Paddleboard Rentals At Depot Beach **PG 31-34**
 - C. Kayak/Paddleboard Rentals At Lake Michigan and Ferry Beaches **PG 35-38**
 - D. Code Enforcement Officer (seasonal, Part-time) Job Description **PG 39-40**
 - E. Discussion of Miscellaneous Business **PG 41-43**
 - F. Mayor Appointments **PG 44**
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. Resolutions**
- X. Ordinances**
 - A. Earl Young Historic Buildings District Ordinance
- XI. Miscellaneous Business**
- XII. Audience – Non-Agenda Input (written requests take precedent)**
- XIII. 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 14, 2016 4:00 p.m., revised April 15, 2016 12 noon



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

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

Memo

To: The Honorable Mayor Campbell and the Charlevoix City Council

From: Mark L. Heydlauff, City Manager

Subject: Amended Agenda for April 18, 2016

Date: April 15, 2016

I regret the need to amend the agenda for Monday evening, but I believe we are prepared for the item we originally withheld from the agenda. As you will recall, at your April 4 meeting, you set a Public Hearing to consider the Earl Young Historic Buildings District Ordinance for April 18 at 7pm. In conducting the final legal review this past week, the City Attorney questioned whether we had completed one of the steps according to the right schedule. To ensure we acted correctly, I withdrew the item from the agenda delivered to you yesterday afternoon.

Late yesterday afternoon, the City Attorney confirmed all steps were correct and the Standing Historic District Study Committee met again to review the documents. We are fully prepared to hold the public hearing and complete this long process of adopting the Earl Young Historic Buildings District Ordinance. The public hearing has been advertised in accord with state law and local requirements.

This is a very complicated process and I appreciate the work of Zach Panoff, John Campbell, and the members of the Standing Historic District Study Committee and the Historic District Commission for their effort.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Public hearing for the Earl Young Buildings Historic District

DATE: April 18, 2016

PRESENTED BY: Zach Panoff, Interim City Planner
David Miles, Historic District Commission Member

ATTACHMENTS: Ordinance Establishing Earl Young Historic Buildings District

Final Report to State from Standing Historic District Study Committee

BACKGROUND INFORMATION:

The Standing Historic District Study Committee has been meeting regularly since late last year to finish work on establishing a local historic district to preserve the Earl Young residential structures that remain within the City of Charlevoix. These structures are an important part of Charlevoix's cultural history, and continue to contribute to the community by drawing visitors from all over the world to visit the area and view them. This, among other things, results in an economic benefit to the area that is at risk without the protection of a local historic district.

The district has been downsized since it was presented to Council in October of 2015 to no longer include homes on Thistle Downs. It does include those on the block bounded by Park Avenue, Clinton Street, and Grant Street, as well as one lot across Clinton Street to the south. Throughout the process, many of the property owners in the proposed district have been active in this effort or shown support for the preservation of these historic homes, as has the Charlevoix Historical Society. Their help has been of great value to the Committee and very much appreciated.

The Standing Historic District Study Committee has finished work on a report that will be sent to the State if the local historic district is adopted by Council, it is included again for your review before a decision regarding the Earl Young Historic Buildings District is made.

RECOMMENDATION:

Approve the ordinance establishing the Earl Young Historic Buildings District.

CITY OF CHARLEVOIX
CHARLEVOIX COUNTY, MICHIGAN
ORDINANCE NO. 778

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF CHARLEVOIX BY ADDING A NEW SECTION, WHICH NEW SECTION SHALL BE DESIGNATED AS SECTION 1.551: EARL YOUNG HISTORIC BUILDINGS DISTRICT OF ARTICLE VI: HISTORIC DISTRICTS OF CHAPTER 7: BOARDS AND COMMISSIONS OF TITLE I: ADMINISTRATION OF SAID CODE.

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1 Chapter 7: Boards and Commissions, of Title I: Administration, of the Code of Ordinances of the City of Charlevoix, is hereby amended by the addition of a new section in Article VI: Historic Districts, which shall read as follows:

ARTICLE VI: HISTORIC DISTRICTS

Sec. 1.551 Earl Young Historic Buildings District

The Earl Young Historic Buildings District is hereby established and is bounded and described as follows:

Block and lot number: 300 Park Avenue

Dimensions of parcel: Legal information: BEG AT NRN MOST COR LOT 1 BLK 12 ORIG PLAT OF VILL OF CHX TH SLY AL ELY LI SD LOT 113.14 FT TO SE COR SD LOT TH WLY ATANG OF 90DEG25'16" TO RT FRM LAST DESC CRSE AL SLY LI SD LOT 65.98FT TH NWLY ATANG OF 58DEG54'57" TO RT FROM LAST DESC CRSE 26.23 FT TH NWLY AT ANG OF 13DEG15'50" TO RT FROM LAST DESC CRSE 36.94 FT TO NWLY LI SD LOT TH NELY AT ANG OF 76 DEG09'30" TO RT FROM LAST DESC CRSE AL NWLY LI SD LOT 105.74 FT TO POB BEING PTOF LOT 1 BLK 12 ORIG PLAT OF VIL OF CX

Block and lot number: 302 Park Avenue

Dimensions of parcel: Legal information: COM AT SE COR LOT 1 BLK 12 OF ORIGINAL PLAT OF VILL OF CHX TH WLY AL SLY LI LOT 65.98 FT FOR POB TH SLY AT ANG OF 900DEG34' 42" TO LFT FRM LAST DESC CRSE AL ELY LI LOT 3 SD BLK 40.19 FT TH WLY AT ANG OF 90 DEG 45' 53" TO RT FRM LAST DESC CRSE 66.03 FT TO WLY LI SD LOT 3 THNLY AT ANG OF 90 DEG 36' 12" TO RT FRM LAST DESC CRSE AL WLY LI SD LOT 3 23.18 FT TO NW COR SD LOT 3 TH CONT NLY AT ANG OF 0 DEG 03' 46" TO LFT FRM LAST DESC CRSE 16.46 FT TO SLY LI SD LOT 1 TH CONT NLY AT ANG OF 0 DEG 06'37" TO RT FROM LAST DESC CRSE 34.84 FT TO NWLY LI SD LOT 1 TH NELY AT ANG OF 58 DEG 40'03"TO RT FRM LAST DESC CRSE AL NWLY LI SD LOT 48.45 FT TH SELY AT ANG OF 103 DEG 50'30" TO RT FRM LAST DESC CRSE 36.94 FT TH SELY AT ANG OF 13 DEG 15'50" TO LFT FRM LAST DESC CRSE 26.23 FT TO POB BEINGPART OF LOTS 1 & 3 BLK 12 ORIGINAL PLAT OF VILL OF CHX

Block and lot number: 304 Park Avenue (Non-Contributing)

Dimensions of parcel: Legal information: COM AT NERN MOST COR LOT 1 BLK 12 ORIGINAL PLAT OF VILL OF CHX TH SWLY AL NWLY LI SD LOT 154.19 FT FOR POB TH SLY AT ANG OF 58DEG40'03" TO LFT FRM LAST DESC CRSE 34.84 FT TO SLY LI SD LOT TH SLY AT ANG OF 0DEG06'37" TO LFT FRM LAST DESC CRSE 16.46 FT NELY COR LOT 4 SD BLK TH CONT SLY AT ANG OF 0DEG03'46" TO RT FRM LAST DESC CRSE AL ELY LI SD LOT 4 23.18 FT TH CONT SLY ANG OF 0DEG01'12" TO LFT FRM LAST DESC CRSE AL E LI SD LOT 4 46.66 FT TH WLY AT ANG OF 90DEG13'25" TO RT FRM LAST DESC CRSE 66.03 FT TO LI COMM TO LOTS 4&5 TH CONT WLY AL PROLONG- ATION OF LAST DESC CRSE 9.37FT TH NELY AT ANG OF 91DEG18'40" TO RT FRM LAST DESC CRSE 73.97FT TO NWLY LI LOT 5 SD BLK TH NELY AT ANG OF 57DEG12'01" TO RT FRM LAST DESC CRSE AL NWLY LI SD LOT 5 THE NWLY END OF ALLEY & NWLY LI LOT 1 85.94 FT TO POB BEING PT OF LOTS 1,4,&5 BLK 12 ORIGINAL PLAT OF VILL OF CX

Block and lot number: 306 Park Avenue

Dimensions of parcel: Legal information: BEG AT SE COR LOT 5 BLK 12 ORIGINAL PLAT OF VILL OF CHX TH WLY AL SLY LI SD LOT & SLY LI LOT 6 70.20 FT TH NLY AT ANG OF 83 DEG 38' 49" TO RT FRM LAST DESC 22.2 FT TH NWLY AT ANG OF 20 DEG 44'46" TO LFT FRM LAST DESC CRSE 43.9 FT TH NWLY AT ANG OF 15 DEG 06'40" TO LFT FRM LAST DESC CRSE 40.19 FT TO NWLY LI LOT 6 TH NELY AT ANG OF 100 DEG 41'30" TO RT FRM LAST DESC CRSE AL NWLY LI LOTS 5 & 6 130.88 FT TH SWLY AT ANG OF 122 DEG 47' 59" TO RT FRM LAST DESC CRSE 73.97 FT THELY AT ANG OF 91 DEG 18'40" TO LFT FRM LAST DESC CRSE 9.37 FT TO ELY LI SD LOT 5 TH SLY AT ANG OF 89 DEG 46'57" TO RT FRM LAST DESC CRSE AL ELY LI SD LOT 85.39 FT TO POB BEING PART OF LOTS 5&6 ORIGINAL PLAT OF VILL OF CHX

Block and lot number: 308 Park Avenue

Dimensions of parcel: Legal information: COM AT SE COR LOT 5 BLK 12 ORIGINAL PLAT OF VIL OF CHX TH WLY AL SLY LI LOT 5 & 6 70.20 FT FOR POB TH CONT WLY AL PROLONGATION OF LAST DESC CRSE AL SLY LI SD LOT 6 57.17 FT TH NLY AT ANG OF 82DEG 54' 50" TO RT FRM LAST DESC CRSE 27.73 FT TH NWLY AT ANG OF 5 DEG 06' 17" TO LFT FRM LAST DESC CRSE 51.10 FT TO NWLY LI SD LOT 6 TH NELY AT ANG OF 70 DEG 40' 20" TO RT FRM LAST DESC CRSE AL NWLY LI SD LOT 6 25.72 FT TH SELY AT ANG OF 79 DEG 18' 30" TO RT FRM LAST DESC CRSE 40.19 FT TH SELY AT ANG OF 15 DEG 06' 40" TO RT FRM LAST DESC CRSE 43.9 FT TH SLY AT ANG OF 20 DEG 44'46" TO RT FRM LAST DESC CRSE 22.2 FT TO POB BEING PART OF LOT 6 BLK 12 ORIGINAL PLAT OF VILL OF CHX

Block and lot number: 310 Park Avenue

Dimensions of parcel: Legal information: COM AT SE COR LOT 5 BLK 12 ORIGINAL PLAT OF VILL OF CHX TH WLY AL S LI LOT 5 & 6 127.37FT FOR POB TH CONT WLY AL PROLONGATION OF LAST DESC CRSE AL S LI SD LOT 6 120.4FT TH NLY AT ANG 90DEG51'34" TO RT FRM LAST DESC CRSE 12.46FT TO NWLY LI SD LOT TH NELY AT ANG OF 57DEG38'19" TO RT FRM LAST DESC CRSE AL NWLY LI SD LOT 124.35FT TH SELY AT ANG OF 109 DEG19'40" TO RT FRM LAST DESC CRSE 51.1FT TH SLY AT ANG OF 5DEG06'17" TO RT FROM LAST DESC CRSE 27.73FT TO POB BEING PART OF LOT 6 BLK 12 ORIGINAL PLAT OF VIL CX.

Block and lot number: 101 Grant Street and 103 Grant Street

Dimensions of parcel: Legal information: LOT 2 BLOCK 12 OF ORIGINAL PLAT OF CITY OF CHARLEVOIX

Block and lot number: 303 Clinton Street

Dimensions of parcel: Legal information: LOT 3 OF BLOCK 12 OF ORIGINAL PLAT OF CITY OF CHARLEVOIX EX:N 22 FT

Block and lot number: 305 Clinton Street

Dimensions of parcel: Legal information: BEG AT SE COR LOT 4 BLK 12 ORIGINAL PLAT OF VILL OF CHX TH WLY AL SLY LI SD LOT 66 FT TO SW COR SD LOT TH NLY AT ANG OF 89DEG45'09" TO RT FRM LAST DESC CRSE AL W LI SD LOT 85.39 FT TH ELY AT ANG OF 90DEG13'03" TO RT FRM LAST DESC CRSE 66.03 FT TO E LI SD LOT TH SLY AT ANG OF 89DEG48'28" TO RT FRM LAST DESC CRSE AL E LI SD LOT 85.43 FT TO POB BEING PT OF LOT 4 BLK 12 ORIGINAL PLAT OF VILL OF CHX

Block and lot number: 316 Park Avenue

Dimensions of parcel: Legal information: LOT 9 OF BLK 13 OF ORIGINAL PLAT OF CITY OF CHARLEVOIX ALSO N1/2 OF VACATED ALLEY ABUTTING SD LOT AS RECD L348P715 CX R/D

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 of portion of this ordinance or of the Code of the City of Charlevoix, Michigan.

Section 3 EFFECTIVE DATE

This Ordinance shall be effective _____ () days from the date of adoption and shall be published as required by the Charter of the City of Charlevoix.

LOCAL HISTORIC DISTRICT STUDY COMMITTEE REPORT COVER FORM

Historic District Name: The Earl Young Buildings Historic District

City/Village: Charlevoix, Michigan

County: Charlevoix

Date Transmitted: March 4, 2016

Report type: Final

Total Number of Resources: #Historic: 10 #Non-Historic / Non-Contributing: 1
Percentage: 91%

District is Significant under the Following National Register Criteria:

Criterion C: Design/Construction Significance

According to the National Register Bulletin: How to Apply the National Register Criteria for Evaluation, 2005, page 17, Criterion C: Design/Construction, "properties may be eligible if they embody distinctive characteristics of a type, period or method of construction or that represent the work of a master, or that possess high artistic value, or that represent a significant and distinguishable entity whose components may lack individual distinction." As described in Sections 6 and 7, the Earl Young Buildings in the City of Charlevoix meet the criteria for the designation for their significant contribution historically, architecturally, and aesthetically to the City of Charlevoix.

Legal Boundary Description:

Please refer to section 5 for legal descriptions of all properties.

Charge of the Committee:

The City Council of Charlevoix, Michigan passed a resolution on January 17, 2005 to appoint a Historic District Study Committee. That committee is a standing committee and is to identify what is historic and valuable enough for inclusion in a "historic district". On December 3, 2008, the committee was directed to study the Earl Young Buildings in the City of Charlevoix.

Committee Members:

Mary Adams*

Charlevoix Historic District Commission, Co-Chair
Charlevoix Historical Society, former Board President
and current Board Member

John Campbell*

Residential / Commercial Builder and Business Owner
Site Planning Development, Inc.
Charlevoix Historic District Commission
City of Charlevoix Planning Commission

Kay Heise
Charlevoix Historic District Commission
Charlevoix Historical Society, Secretary

Amelia M. Lalewicz
Charlevoix Historical Society, former Board Member and current Member

David Miles
Curator, Harsha House Museum
Charlevoix Historic District Commission

Hugh Mason*
Downtown Development Authority, former Chairman

Linda Mason*
Allied Member, ASID
Chamber of Commerce
Downtown Development Authority
Charlevoix Historic District Commission

Zach Panoff
Interim City Planner / Zoning Administrator for the City of Charlevoix

Kenneth Polakowski
Professor Emeritus, University of Michigan
Registered Landscape Architect
Fellow in the American Society of Landscape Architects
Charlevoix Historical Society, member
Charlevoix Historic District Commission

Paul Weston
Charlevoix Historical Society, Member

*Members, Historical Preservation Ad Hoc Committee
August 2003 – January 2005

Contact Name (City Official): Zach Panoff, Interim City Planner / Zoning Administrator
for the City of Charlevoix, Michigan

Address: 210 State Street Charlevoix, Michigan 49720

Phone: 231-547-3265 **E-Mail:** planner@cityofcharlevoix.org

SHPO use only

Argus Site ID # _____

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THE FINAL HISTORIC DISTRICT STUDY COMMITTEE REPORT
FOR THE EARL YOUNG BUILDINGS
THE CITY OF CHARLEVOIX, MICHIGAN MARCH 4, 2016

1. PURPOSE OF THE REPORT

The purpose of the Historic District Study Committee Report is to:

- a. Safeguard the heritage of the City of Charlevoix by preserving historic Districts in the City, which reflect elements of the City's cultural, social, economic, political or architectural history.
- b. Stabilize and improve property values in the districts.
- c. Foster civic beauty.
- d. Strengthen the local economy, and
- e. Promote the use of historic districts for the education, pleasure, and welfare of the citizens of the City of Charlevoix, and of the State of Michigan.

2. CHARGE OF THE COMMITTEE

The City Council of Charlevoix, Michigan passed a resolution on January 17, 2005 to appoint a Historic District Study Committee. That committee is a standing committee and is to identify what is historic and valuable enough for inclusion in a "historic district". On December 3, 2008, the committee was directed to study the Earl Young Buildings in the City of Charlevoix.

3. COMPOSITION OF COMMITTEE MEMBERSHIP

Mary Adams*
Charlevoix Historic District Commission
Charlevoix Historical Society, former Board President
and current Board Member

John Campbell*
Residential / Commercial Builder and Business Owner
Site Planning Development, Inc.
Charlevoix Historic District Commission
City of Charlevoix Planning Commission

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Charlevoix Historic District Commission

Paul Weston
Charlevoix Historical Society, Member

*Members, Historical Preservation Ad Hoc Committee
August 2003 – January 2005

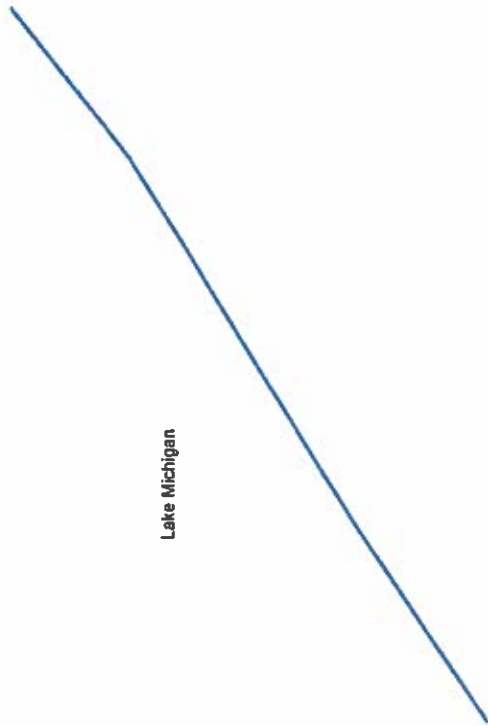
4. THE NAME OF THE PROPOSED HISTORIC DISTRICT

The Earl Young Buildings Historic District

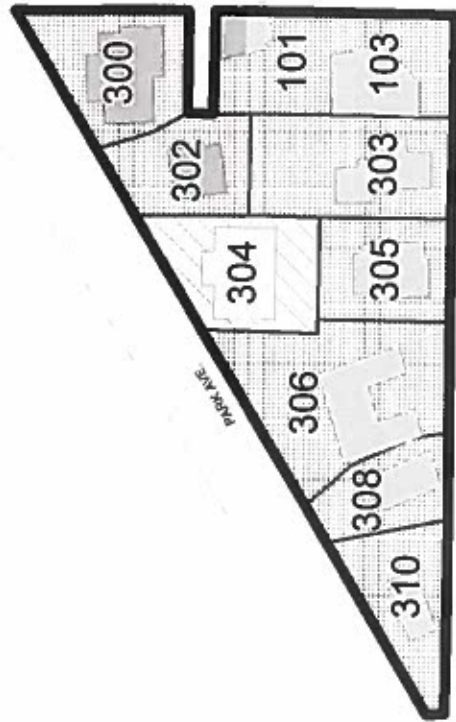
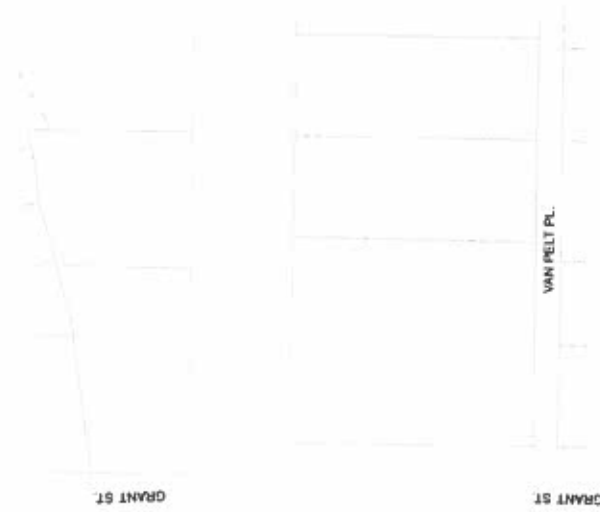
5. THE BOUNDARIES OF THE PROPOSED DISTRICT

a. Verbal Boundary Description

1. Legal parcel number: 052-252-001-00
Block and lot number: 300 Park Avenue
Dimensions of parcel: Legal information: BEG AT NRN MOST COR LOT 1 BLK
12 ORIG PLAT OF VILL OF CHX TH SLY AL ELY LI SD LOT 113.14 FT TO SE
COR SD LOT TH WLY ATANG OF 90DEG25'16" TO RT FRM LAST DESC CRSE
AL SLY LI SD LOT 65.98FT TH NWLY ATANG OF 58DEG54'57" TO RT FROM
LAST DESC CRSE 26.23 FT TH NWLY AT ANG OF 13DEG15'50" TO RT FROM
LAST DESC CRSE 36.94 FT TO NWLY LI SD LOT TH NELY AT ANG OF 76



Lake Michigan



CLINTON ST.



SHERMAN ST

The Earl Young Buildings
Historic District
City of Charlevoix, Charlevoix County, Michigan
February 5, 2016

Legend

-  District Boundary
-  District Buildings
-  District Parcels
-  Contributing
-  Non-Contributing

DEG09'30" TO RT FROM LAST DESC CRSE AL NWLY LI SD LOT 105.74 FT TO POB BEING PTOF LOT 1 BLK 12 ORIG PLAT OF VIL OF CX

2. Legal parcel number: 052-252-003-50

Block and lot number: 302 Park Avenue

Dimensions of parcel: Legal information: COM AT SE COR LOT 1 BLK 12 OF ORIGINAL PLAT OF VILL OF CHX TH WLY AL SLY LI LOT 65.98 FT FOR POB TH SLY AT ANG OF 90DEG34' 42" TO LFT FRM LAST DESC CRSE AL ELY LI LOT 3 SD BLK 40.19 FT TH WLY AT ANG OF 90 DEG 45' 53" TO RT FRM LAST DESC CRSE 66.03 FT TO WLY LI SD LOT 3 THNLY AT ANG OF 90 DEG 36' 12" TO RT FRM LAST DESC CRSE AL WLY LI SD LOT 3 23.18 FT TO NW COR SD LOT 3 TH CONT NLY AT ANG OF 0 DEG 03' 46" TO LFT FRM LAST DESC CRSE 16.46 FT TO SLY LI SD LOT 1 TH CONT NLY AT ANG OF 0 DEG 06'37" TO RT FROM LAST DESC CRSE 34.84 FT TO NWLY LI SD LOT 1 TH NELY AT ANG OF 58 DEG 40'03"TO RT FRM LAST DESC CRSE AL NWLY LI SD LOT 48.45 FT TH SELY AT ANG OF 103 DEG 50'30" TO RT FRM LAST DESC CRSE 36.94 FT TH SELY AT ANG OF 13 DEG 15'50" TO LFT FRM LAST DESC CRSE 26.23 FT TO POB BEINGPART OF LOTS 1 & 3 BLK 12 ORIGINAL PLAT OF VILL OF CHX

3. Legal parcel number: 052-252-004-50

Block and lot number: 304 Park Avenue (Non-Contributing)

Dimensions of parcel: Legal information: COM AT NERN MOST COR LOT 1 BLK 12 ORIGINAL PLAT OF VILL OF CHX TH SWLY AL NWLY LI SD LOT 154.19 FT FOR POB TH SLY AT ANG OF 58DEG40'03" TO LFT FRM LAST DESC CRSE 34.84 FT TO SLY LI SD LOT TH SLY AT ANG OF 0DEG06'37" TO LFT FRM LAST DESC CRSE 16.46 FT NELY COR LOT 4 SD BLKTH CONT SLY AT ANG OF 0DEG03'46" TO RT FRM LAST DESC CRSE AL ELY LI SD LOT 4 23.18 FT TH CONT SLY ANG OF 0DEG01'12" TO LFT FRM LAST DESC CRSE AL E LI SD LOT4 46.66 FT TH WLY AT ANG OF 90DEG13'25" TO RT FRM LAST DESC CRSE 66.03 FT TO LI COMM TO LOTS 4&5 TH CONT WLY AL PROLONG- ATION OF LAST DESC CRSE 9.37FT TH NELY AT ANG OF 91DEG18'40" TO RT FRM LAST DESC CRSE 73.97FT TO NWLY LI LOT 5 SD BLK TH NELY AT ANG OF 57DEG12'01" TO RT FRM LAST DESC CRSE AL NWLY LI SD LOT 5 THE NWLY END OF ALLEY & NWLY LI LOT 1 85.94 FT TO POB BEING PT OF LOTS 1,4,&5 BLK 12 ORIGINAL PLAT OF VILL OF CX

4. Legal parcel number: 052-252-005-00

Block and lot number: 306 Park Avenue

Dimensions of parcel: Legal information: BEG AT SE COR LOT 5 BLK 12 ORIGINAL PLATOF VILL OF CHX TH WLY AL SLY LI SD LOT & SLY LI LOT 6 70.20 FT TH NLY AT ANG OF 83 DEG 38' 49" TO RT FRM LAST DESC 22.2 FT TH NWLY AT ANG OF 20 DEG 44'46" TO LFT FRM LAST DESC CRSE 43.9 FT TH NWLY AT ANG OF 15 DEG 06'40" TO LFT FRM LAST DESC CRSE 40.19 FT TO NWLY LI LOT 6 TH NELY AT ANG OF 100 DEG 41'30" TO RT FRM LAST DESC CRSE AL NWLY LI LOTS 5 & 6 130.88 FT TH SWLY AT ANG OF 122 DEG 47' 59" TO RT FRM LAST DESC CRSE 73.97 FT THELY AT ANG OF 91 DEG 18'40" TO LFT FRM LAST DESC CRSE 9.37 FT TO ELY LI SD LOT 5 TH SLY AT ANG OF 89 DEG 46'57" TO RT FRM LAST DESC CRSE AL ELY LI SD LOT 85.39 FT TO POB BEING PART OF LOTS 5&6 ORIGINAL PLAT OF VILL OF CHX

5. Legal parcel number: 052-252-006-00

Block and lot number: 308 Park Avenue

Dimensions of parcel: Legal information: COM AT SE COR LOT 5 BLK 12 ORIGINAL PLATOF VIL OF CHX TH WLY AL SLY LI LOT 5 & 6 70.20 FT FOR POB TH CONT WLY AL PROLONGATION OF LAST DESC CRSE AL SLY LI SD LOT 6 57.17 FT TH NLY AT ANG OF 82DEG 54' 50" TO RT FRM LAST DESC

CRSE 27.73 FT TH NWLY AT ANG OF 5 DEG 06' 17" TO LFT FRM LAST DESC
CRSE 51.10 FT TO NWLY LI SD LOT 6 TH NELY AT ANG OF 70 DEG 40' 20" TO
RT FRM LAST DESC CRSE AL NWLY LI SD LOT 6 25.72 FT TH SELY AT ANG OF 79
DEG 18' 30" TO RT FRM LAST DESC CRSE 40.19 FT TH SELY AT ANG OF 15 DEG 06' 40"
TO RT FRM LAST DESC CRSE 43.9 FT TH SLY AT ANG OF 20 DEG 44' 46" TO RT FRM
LAST DESC CRSE 22.2 FT TO POB BEING PART OF LOT 6 BLK 12 ORIGINAL PLAT OF
VILL OF CHX

6. Legal parcel number: 052-252-006-50

Block and lot number: 310 Park Avenue

Dimensions of parcel: Legal information: COM AT SE COR LOT 5 BLK 12
ORIGINAL PLAT OF VILL OF CHX TH WLY AL S LI LOT 5 & 6 127.37 FT FOR POB
TH CONT WLY AL PROLONGATION OF LAST DESC CRSE AL S LI SD LOT 6
120.4 FT TH NLY AT ANG 90 DEG 51' 34" TO RT FRM LAST DESC CRSE 12.46 FT
TO NWLY LI SD LOT TH NELY AT ANG OF 57 DEG 38' 19" TO RT FRM LAST DESC
CRSE AL NWLY LI SD LOT 124.35 FT TH SELY AT ANG OF 109 DEG 19' 40" TO RT
FRM LAST DESC CRSE 51.1 FT TH SLY AT ANG OF 5 DEG 06' 17" TO RT FROM
LAST DESC CRSE 27.73 FT TO POB BEING PART OF LOT 6 BLK 12 ORIGINAL
PLAT OF VIL CX.

7. Legal parcel number: 052-252-002-00

Block and lot number: 101 Grant Street and 103 Grant Street

Dimensions of parcel: Legal information: LOT 2 BLOCK 12 OF ORIGINAL
PLAT OF CITY OF CHARLEVOIX

8. Legal parcel number: 052-252-003-00

Block and lot number: 303 Clinton Street

Dimensions of parcel: Legal information: LOT 3 OF BLOCK 12 OF
ORIGINAL PLAT OF CITY OF CHARLEVOIX EX: N 22 FT

9. Legal parcel number: 052-252-004-00

Block and lot number: 305 Clinton Street

Dimensions of parcel: Legal information: BEG AT SE COR LOT 4 BLK 12
ORIGINAL PLAT OF VILL OF CHX TH WLY AL SLY LI SD LOT 66 FT TO SW COR
SD LOT TH NLY AT ANG OF 89 DEG 45' 09" TO RT FRM LAST DESC CRSE AL W
LI SD LOT 85.39 FT TH ELY AT ANG OF 90 DEG 13' 03" TO RT FRM LAST DESC
CRSE 66.03 FT TO E LI SD LOT TH SLY AT ANG OF 89 DEG 48' 28" TO RT FRM
LAST DESC CRSE AL E LI SD LOT 85.43 FT TO POB BEING PT OF LOT 4 BLK 12
ORIGINAL PLAT OF VILL OF CHX

10. Legal parcel number: 052-253-009-00

Block and lot number: 316 Park Avenue

Dimensions of parcel: Legal information: LOT 9 OF BLK 13 OF ORIGINAL
PLAT OF CITY OF CHARLEVOIX ALSO N 1/2 OF VACATED ALLEY ABUTTING SD
LOT AS RECD L348P715 CX R/D

b. Visual Boundary Description

The map titled, "The Earl Young Buildings Historic District", found in front
of this report, provides the required information for this section.

c. Boundary Justification

This mostly contiguous district is made up of properties on the block bounded by Park, Clinton and Grant Streets that are related to each other in that Earl Young designed and built them from 1919 through 1954. The boundary for each resource is the current boundary for each parcel included.

6. THE HISTORY OF THE PROPOSED DISTRICT IN CONTEXT

Charlevoix, Michigan is set in the midst of Lake Michigan, Lake Charlevoix, and Round Lake. The arrival of the first settlers came between 1854 and 1857, with the city's development having its origins in commercial fishing and the lumber trades. The expansion of the original Pine River Channel, connecting Round Lake to Lake Michigan, was extremely important in the making of the harbor. Charlevoix's history as a summer resort began in the late 1870's and by the 1880's became a popular summer retreat leading to the development of exclusive summer resorts. The first visitors came only by boat. The Charlevoix Summer Resort Association, now known as the Belvedere Club, was formed in 1878, between the south side of Round Lake and Lake Charlevoix. After additional acres were purchased the Belvedere Hotel was built in 1887. In 1880, the Chicago Summer Resort, now known as the Chicago Club was established. J. P. Wilson and Edward Waller, members of the Chicago Club, founded the Chicago Golf Club in 1896 and laid out a course designed by Willy Watson. The club relinquished the golf course in 1937 and sold it to the City of Charlevoix. After the arrival of the railroad in 1892, Charlevoix grew and its reputation as a desirable vacation destination because of its natural air conditioning, began to spread across the nation, and hotels began to appear. By 1898 Charlevoix had grown into a splendid resort. In 1926, the Belvedere Club opened its own golf course. Many passenger liners, including two legendary ships, the North American and the South American that cruised the Great Lakes, used the current Charlevoix city dock area on Round Lake extensively. Charlevoix received its village charter in 1879, and was incorporated as a city in 1905. Today approximately 3,000 year-round residents inhabit Charlevoix, but in the summer months, when tourism is at its peak, the population is estimated to triple.

Earl Young was a resident of Charlevoix for over seventy years. Born on March 31, 1889, in Mancelona, Michigan, Earl was the son of Myrtie and Adolphus Young, an insurance salesman by trade. In 1900, the family moved to Charlevoix where Adolphus Young set up an insurance agency in a small downtown office. After graduating from Charlevoix High School in 1908, Earl Young attended the University of Michigan, seeking a degree in architecture. However, he became disenchanted with conservative university professors, returned to Charlevoix and entered into the insurance sales business with his mother.

In 1915 Earl Young married his high school sweetheart, Irene Harsha, a soft-spoken artist and poet. Irene Young is most known for designing and painting the popular historic landmark maps of the Grand Traverse Region, Mackinaw Island, and the Little Traverse Region. Together, Earl and Irene Young had four children: Drew, Louise, Marguerite, and Virginia.

Around 1915, Earl Young obtained his real estate broker's license that he held for more than sixty years. Not long after receiving his license, Young became a member of the Charlevoix-Antrim Board of Realtors and opened his own real estate agency at 224 Bridge Street, which he later remodeled and faced with limestone and decorative half-timbering. This office was demolished in 2003 and the fireplace moved to another location. With his real estate business flourishing, he bought and sold land and buildings in and around Charlevoix. By 1921 Young completed the construction of his first home, designed and built especially for his family. Several of the subsequent structures he erected over fifty years were used by the Young family as a source of rental income; others were designed for specific individuals. All of the buildings had a whimsical nature and were characterized by the creative use of stone.

Earl Young, who was never formally trained in architecture, designed, constructed and remodeled a total of thirty buildings throughout his fifty-five year building career. With present requirements for certification as a licensed architect or builder being clearly defined, Earl would never have been able to meet them. In addition, building codes, zoning regulations, and planning commissions now have specific requirements that must be adhered to in the design and construction of homes and commercial buildings.

Earl Young's stone architecture has been a source of tourism in Charlevoix since the 1950's. He designed and built residential structures in two locations around the city: a triangular block bounded by Park Avenue, Clinton, and Grant Streets; and Thistle Downs, a secluded residential development along Round Lake's north shore. In the 1920's, Young also designed and built a lakeside subdivision called Boulder Park in Charlevoix Township, outside the jurisdiction of this study committee, as are two other houses on Park Avenue. All of Young's commercial structures are located in downtown Charlevoix. Tours of Young's architecture continue to be offered by the Charlevoix Historical Society and other local organizations. The Charlevoix Historical Society provides flyers for self-guided tours of Young's structures. A book of Young's buildings has been published, and recently the Charlevoix Historical Society has produced a DVD of his life and buildings.

Young's love for Charlevoix did not subside as he aged. He continued to throw himself into projects to beautify and develop the city and the surrounding area. After his death on May 24, 1975, *Charlevoix Courier* writer Fran Martin said "(Earl Young) was probably one of the earliest and greatest promoters of Charlevoix as a summer resort community. Charlevoix was his love. He did a great deal for the community."

"The buildings of Earl Young have lured architecture buffs from every corner of the country and abroad. Inspired by England's Cotswold architecture, and other rural English places, he turned stone and wavy eaves into a signature style."

7. STATEMENT OF SIGNIFICANCE

The Earl Young Buildings in the City of Charlevoix, Michigan qualify according to the National Register of Historic Places by meeting the following criteria.

a. Criterion C: Design / Construction Significance

According to the National Register Bulletin: How to Apply the National Register Criteria for Evaluation, 2005, on page 17, Criterion C: Design / Construction it lists: "Properties may be eligible for the National Register if they embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction."

These properties meet the following requirements:

- They embody distinctive characteristics of a type, period, or method of construction

- Represent the work of a master whose work is distinguishable from others by its characteristic style

- Possess high artistic value through aesthetic achievement

- The property characteristics are expressed in terms of form, proportion, structure, plan, style and choice of materials.

The Earl Young buildings are significant as examples of the unique folk architecture of real estate developer Earl Young who used stone, wood, and recycled materials to create distinctive businesses and cottages, often referred to as the "Mushroom Houses" in the City of Charlevoix.

As described in Section 6, History of the Proposed District, the Earl Young Buildings meet the criteria for this designation for their significant contribution historically, architecturally, and aesthetically to the City of Charlevoix.

Today Earl Young's legacy is preserved in his remaining stone structures. His influence on local architecture and enthusiasm in promoting the area was instrumental in making Charlevoix one of the most popular and unique cities in the northwestern corner of Lower Michigan. In an interview a few years before his death Young said of his creations: "detail, that's my success. I build each house as you paint a picture...something you can enjoy...something that will live after you that others can enjoy."

The northern Michigan terrain is awash with glacial boulders left behind by the Wisconsin period glacier that covered the area more than ten thousand years ago. Granite and igneous boulders were deposited throughout the peninsula when the glacier retreated. Limestone deposits were also formed by the stratification of the soil under the tremendous weight of the ice. Young took advantage of this wealth of boulders and limestone. Earl was known for driving around the region and spotting boulders in fields that he thought would be good to use. If necessary, Young would purchase the boulder from the landowner and pay extra to bury it safely until he had the right project. When a canal on the St. Mary's River in the Upper Peninsula was being constructed near Sault Ste. Marie, Young purchased red sandstone from the site. "I get rocks from many places...we have our own quarry here, and I gather them from the places I go," Young said in a 1962 interview.

Earl Young designed and erected his stone buildings for one purpose—personal enjoyment. His architecture earned him fame, but also raised a few eyebrows, said his

daughter Virginia. Young “was an artist, but he wasn’t always practical. He didn’t build his buildings for other people; he built them for himself.” With no formal education in architecture, Young designed his buildings without plans or specifications, only jottings on scraps of paper he carried in his pocket. Young found inspiration in stone, often allowing specific boulders to dictate the design of a building. He selected boulders for their size, shape, color, and texture, and they often had to be meticulously set and sometimes held in place by a crane for several days until the mortar had hardened. His architecture does not conform to a particular style. Instead, his buildings incorporate design elements from a number of different styles such as Arts and Crafts, Prairie, and even Swiss Chalet. While each of Young’s structures has its own distinct character, they are unified by a number of key elements, including exterior stonework, massive stone fireplaces, and generally low-lying roofs.

Young sought to design durable structures that would blend with the environment and last for hundreds of years. His belief that buildings should co-exist with nature led him to be painstakingly meticulous and controlling throughout all construction. In designing his unique architecture, Earl Young sought inspiration from his passions—nature and stone. Each structure was made to conform to its topography so that it appeared to have grown there naturally. Young “...believed in tucking the house into the landscape...Trees weren’t torn down to make room for the house. He built according to the lot because it wasn’t just a house to him. It was a work of art. Every part of it had to go together.” Because he used no formal plans, Young had to tell masons and contractors where he wanted each stone, window, and door. Occasionally Young would change his mind about how the building should look after it was partially completed; thus doorways and windows would have to be replaced with stonework and rebuilt in other locations at Young’s whim. To facilitate the construction process, it is rumored that Irene Young often provided the patient masons and carpenters with drawings of her husband’s “vision” on the sly.

Aside from the boulders and fieldstone collected and / or purchased from around the northern Michigan region, Young also used driftwood and recycled lumber. While some of the scrap materials were hidden under cedar shingles in order to emphasize a roof’s undulating effect, others were proudly displayed.

The most significant characteristic of Earl Young’s architecture is his use of stone masonry, the majority of which is structural. Twenty of his thirty original structures are constructed of structural masonry. Many of the buildings of this type typically appear massive; only their window and door openings are wood framed. The remaining ten structures are of frame construction, with quarried or cut stone applied to the exterior. Most of his interiors have plaster walls; stonework is exposed inside only a few buildings. In the homes built of structural masonry the interiors were framed out after the exterior stonework was in place; insulation was added to the cavity between the stonework and the interior wall.

Stone was also used in the construction of massive fireplaces. All of Young’s buildings have at least one fireplace; many have two or more. To show them off, Young designed rooms to be centered around a fireplace.

Another distinguishing feature is cedar shingle roofs. Some of the houses in the triangular Park Avenue block have roofs that appear to undulate. In contrast, the roofs of the homes in Boulder Park are more conservative, typically gabled or hipped in form;

straight lines with deeply overhanging eaves and decorative exposed rafter tails dominate them. Young's low-lying undulating cedar shake roofs function in harmony with the landscape, helping to blend each home into its environment. To create these roofs, Young first framed them in a wave-like form; he then applied three to four layers of cedar shakes on top of the rafters, laying them to accentuate the motion. In some cases, like the famous "Mushroom House," Young used scrap lumber to heighten portions of the roof.

Several of Young's structures are characterized by hidden or sheltered entries. Young's front doors are either concealed from view by a deep covered porch or sheltered by a small overhang, or in some cases, the roof's deep overhanging eaves.

Unfortunately, because of his lack of interest in cooking, a common interior feature is small, inadequate kitchens. Most of his homes also had small dining rooms, or lacked them altogether.

There are also a number of features that appear in many, but not all, of Young's structures. Mullioned and leaded glass windows are common. Squat chimneys that resemble partially melted candles are noticeable in several structures. The short stone chimneys are liberally frosted with cement, which gives them a whimsical appearance. Creative landscaping also frequently complements Young's architecture accented by the use of small boulders or stone walls, which assist in unifying the homes with their environment.

Young's stone masonry is quite different from that of other, past and present, regional builders. His architecture is characterized by the frequent use of massive granite boulders, although Young built several structures using limestone from a quarry in Onaway, Michigan. Those that employed boulders in their construction have an almost bulbous appearance. It is this characteristic that has lent Young's homes the name "Mushroom Houses," although only two have any resemblance to a mushroom. Today twenty-eight of Young's structures remain: two have been razed, and several others have undergone significant renovations. While some interior features, including extraordinary fireplaces, are mentioned in these descriptions, the ordinance will only include the exterior features of the resources.

Earl Young's buildings are one of the most popular attractions in northern Michigan and a living tribute to his love for nature, stone, and the community. Not only have Young's "mushroom" houses had an aesthetic influence on architecture in the Charlevoix area, they have been a magnet of tourism for well over fifty years. Characteristics of his style are reflected in both commercial and residential architecture throughout the local area and in the 2008 renovated, award winning East Park.

The following is a list of Contributing Resources citing information pertinent to the above definition:

THE EARL YOUNG BUILDINGS HISTORIC DISTRICT

300 Park Avenue

Earl Young in 1944 dubbed this former farmhouse the "Pines Cottage". It was constructed by Harvey Lee and Nellie Iddings. Harvey Lee Iddings was the first mayor

of Charlevoix from 1905 to 1907; he died in 1910. Historic tax records suggest the structure was remodeled on or shortly after Harvey Lee's death. In November of 1944, Young acquired the property as a source of rental income. The home was rented throughout the 1940's and 1950's. In the 1960's Young's daughter Marguerite occupied it. Between 1961 and 1962 Earl remodeled the house, adding stonework and an impressive fireplace. On the first story of the façade he added smooth-faced quarried limestone with raised mortar joints. He extended the limestone to the porch posts and rear chimney; inside, he created a dramatic limestone fireplace.

The house is a variation on the Michigan gabled-ell type house, a popular rural housing form characterized by a dominant two-story upright section with a front-facing gable and a one or two-story wing with side-facing gable. The entrance is shielded from view by the deep porch, which extends the length of the wing. The windows, characteristic of many in Young's homes, are leaded glass accented by colorful wooden trim. The second story is finished in cream-colored stucco with semi-circular shingles under the gable. The steep roof is covered with asphalt shingles and is pierced by a bay window with a pointed roof. Today the house is privately owned by the Candace Sucher Savage Trust and is used as a vacation home.

302 Park Avenue

Named the "Half House" because of its peculiar shape, this home is one of Earl Young's most distinctive creations. The cottage was built in 1947, and remained in the Young family until the 1970's and was used primarily as rental income. Today it is owned by Thom Investments.

The small one-and-a-half story cottage is situated on the site of the carriage house for the house at 300 Park Avenue. The cottage is semi-circular in shape and appears to be snuggled into the landscape. It is composed of solid masonry, with only the roof and window and door openings framed with wood supports. Both the front door and window appear to be recessed into the house, sheltered by the low roof and rough boulders that form the exterior walls. "Half House" is constructed almost entirely of granite boulders and local fieldstone. The flat east elevation is made of concrete and faced in white stucco, a sharp contrast to the rest of the house's rounded and uneven appearance. It rises from a pile of boulders at its base in a perfect vertical line and extends above the sloped roof to form a small chimney. The south elevation contains a shed-roof dormer with wood siding to add space to the small half story. Its cedar-shingled roof, which rises at an angle from the boulder walls in a wavy, organic fashion, appears to be more a part of the hillside than the house. The rippling form is primarily due to careful framing; cedar shingles laid atop the undulating rafters emphasize the form and suggest motion.

306 Park Avenue

No longer in need of the house at 304 Park Avenue in which they had raised their children, Earl Young designed and built this house between 1946 and 1947. They lived in this house until Irene sold it to her daughter and son-in-law in September 1976.

The home has a rambling low-lying appearance and blends gracefully into the landscape. It is composed entirely of cut limestone from the Onaway quarry east of Petoskey, stacked horizontally in stratified layers. Large floor-to-ceiling plate glass windows with simple trim provide a view of Lake Michigan. While the main doorway is not hidden within a deep porch, a small overhang with decorative brackets shelters the entrance. The cedar-shingled roof is framed to give an undulating appearance; the

shingles are laid in a pattern that further accentuates this movement. Two squat, "cement-frosted" chimneys, sit atop the low-lying roof.

A portion of the south elevation of the house is visible from Clinton Street. Its primary feature is a tiered wall made of the stacked Onaway limestone. The street-side garage, which appears to have been built into the hillside, is believed to have been added in 1962, and can be accessed from within the house. The similar color and motion of the roof and tiered wall give the illusion of the two blending into one another as if they jointly form part of the hillside. The home is currently owned by Sidney and Beth Feldman.

308 Park Avenue

"Betide Cottage" was constructed circa 1943 according to Earl Young's daughter Virginia Olsen. The Youngs used it primarily as rental income, and it was sold by Irene in September 1978. Debra and Miles Singer currently own the home.

The façade appears almost round, with setbacks on either side of a central ribbon window. It is constructed almost entirely of quarried Onaway limestone, laid in an intricate pattern with a smooth texture. Dark wood is used as an accent on the projecting portion of the façade to create the illusion of exposed framing members. The narrow, glass-paned front door is sheltered from view and the elements by a deep overhanging eave, which also extends over the plate glass ribbon window. The cedar shingled hipped roof is topped with a squat, cement-frosted chimney. The roof does not appear to undulate, but its edges do have an irregular rippled effect. The south elevation of the house is visible from Clinton Street, and is unlike the façade. It is dominated both by stonework on the lower level and a cantilevered main level faced with irregular wood siding, which provides much-needed space for the tiny house.

In July 1999, the present owner modified the home's roof and replaced the existing asphalt shingles with cedar shingles. Previously, the shallow slope of the roof and one-to-two-inch eave overhangs caused water to run off the surface at a very low velocity allowing an excess of moisture to penetrate the window sills and frames and seep into the stonework. Prolonged exposure to moisture caused damage to the sills and frames, and also caused spalling of some of the limestone in freeze-and-thaw conditions during the winter months. To remedy the problem, the owner increased the roof overhang so that it is one foot deep on the north, east, and west elevations.

310 Park Avenue

The "Abide Cottage" retains the name given to it by Earl Young. It was built in 1938. Tax records indicate that in the late 1940's and early 1950's Young may have made some renovations. The family used the house as a source of rental income until Irene Young sold it in September 1978.

Nestled within a cluster of pine trees on the narrow triangular corner of the Park Avenue block, "Abide Cottage" appears to have grown from the earth. It is constructed entirely of fieldstone and limestone rubble from the Onaway quarry. The stonework is quite detailed. Intricate stonework over the doorways and at the corners of the house show Young's attention to detail. The one story cottage is random in form, taking on a rambling organic appearance. Rounded windows and doorways add a touch of character. The undulating cedar shingled roof and stone retaining wall covered with moss and vegetation help blend the house into its environment.

"Abide Cottage" is privately owned by Susan and Harry Boyd, but continues to be used as a rental property. In the summer of 2004 an electrical fire broke out within the house, damaging much of the interior and a portion of the roof.

316 Park Avenue

One of Earl Young's most unique creations was constructed on this site circa 1945. Tax records indicate that Drew Young acquired the property in 1943 with the value of the land increasing by 1945, which suggests that the home was built at that time.

Although composed entirely of structural stone, the house was originally whitewashed and accented by dark wooden beams that emulated half-timbering. A thatch roof, which Young shipped in pieces from Great Britain to Charlevoix, was its crowning feature. The home was originally designed to have the look and feel of an English country cottage. Young's departure from his usual design philosophy suggests that he may have been influenced by European architecture during his travels abroad.

In January 1947, Drew Young sold the house to Lawrence E. Towe, who lived in it until 1950, when he sold it to C. H. Flomsbee. It is believed that Flomsbee made a number of modifications between 1959 and 1961, including removal of the thatch roof and replacing it with asphalt shingles. The whitewash was removed to expose the colorful stonework. Today the shape of the roof is reminiscent of the original thatch roof. The present owners, Samuel and Judith Jassenoff, recently constructed a small stone wall, its design influenced by Young's characteristic use of multi-shaped stone and excess cement, along the front yard.

101 Grant Street

This hillside house sits on the site of what was once an outbuilding for the farmhouse at 301 Clinton Street. This small cottage, at first glance, appears to be more a garage than a house. However, the second story contains a sizeable living space. It was built in 1954 when Earl Young acquired the lot that also contained the century-old farmhouse. Jeannine Wallace, presently the owner, uses the home as a source of rental income.

The cottage has a Swiss chalet appearance with its steeply pitched gable roof and flared eaves. The first story is constructed of horizontally stacked Onaway limestone, which blends seamlessly into an attached limestone retaining wall that climbs sinuously up the hillside. The small arched entryway on the east elevation is sheltered by a rectangular bay window on the second level. The wooden door appears to have been carved into the limestone itself. Dividing the first floor from the second are decorative wooden joist ends which give the cottage a rustic appearance. The second story, which houses the majority of the living space, is faced with dark irregular wood siding on the east elevation. Two shed dormers punctuate the steep roof, which extends steeply toward the ground, on the south elevation. A glass block window on the west elevation demonstrates Young's fascination with new materials. An enclosed porch on the less visible north elevation adds additional living space to the second story.

In the fall of 2004, the home's asphalt shingled roof was replaced with cedar shingles reminiscent of Young's initial design. The original cedar shingles had been removed decades before and were replaced with cheaper and more durable, asphalt shingles that were both designed and laid to emulate the original wooden shakes.

103 Grant Street

The "Mushroom House" is one of Earl Young's most well-known and photographed creations. The house derives its name from its unusual oval form, thick stone walls, and low-lying cedar shingle roof. Earl Young purchased the property in the early 1950's when the former farmhouse had fallen into severe disrepair. Tax records indicate a dramatic increase in the value of the land by 1955, which suggests that the house was constructed at that time.

The "Mushroom House" was built at the corner of Clinton and Grant Streets. It is constructed entirely of structural masonry consisting of Onaway stone facing and local fieldstone. The unusual round house is two stories in height and resembles a massive button mushroom. It was built on the foundation of the former farmhouse, some of whose beams were saved and used in the construction of the new house. The main entrance is sheltered and partially shielded from view by the home's stone walls and deep overhanging eaves. Leaded glass windows are nestled into the three-and-a-half-foot thick walls. The interior is rambling, with a random traffic pattern and oddly shaped rooms. The living room is paneled in cypress and contains large leaded glass windows and a massive fireplace composed of cut Onaway limestone laid diagonally. The home's cedar-shingled roof is one of Young's most distinctive; round in form, it rises and falls as if floating upon water. The roof's undulating form is due to a number of factors, primarily careful framing. Multiple layers of cedar shingles were laid atop the rafters to accentuate the rolling motion. Young used scrap lumber, including old wood doors with brass doorknobs still attached, to prop up portions of the roof for added definition. In the mid 1980's, the current owner Jeannine Wallace replaced the home's original cedar shingle roof, which had begun rotting due to prolonged exposure to moisture. During this process the roofers uncovered a number of pieces of scrap lumber used to accentuate the roof's motion. This scrap lumber generated the same effect as eighteen layers of shingles. The roof again was replaced exactly the same as the original in cedar shakes in 2008.

Jeannine Wallace purchased the property in 1964, although she did not close and move into the house until 1966. In the early 1970's the Wallaces remodeled the extremely small kitchen to make it more accommodating. With the addition of two doors, an office space, and a sizeable bathroom off the west side, the kitchen now feels more comfortable. The new bathroom's most interesting feature is the east wall, which was formerly the exterior of the house. The exposed stonework in the bathroom provides an up-close and personal view of the boulders and fieldstone Young used in the construction of the house.

303 Clinton Street

The house was first constructed by A. J. and Mary Hamilton between 1910 and 1912. In August 1951, Drew Young purchased it from Mary Hamilton, and the Youngs appear to have made several renovations beginning in 1952. In January 1954, Drew sold the rights to the property to his father, who then sold it to his son-in-law Robert Gill. In 1962 the Youngs made yet another set of renovations. The improvements made between 1952 and 1962 were similar to those made at 305 Clinton Street. Young added smooth-faced irregularly patterned limestone to both the first level and the chimney at the rear of the house, topping the squat chimney with his signature excess cement. It is unknown whether he added the irregular shingles on the second story.

The building is a simple version of a Michigan upright-and-wing house. The front-gabled upright portion is accentuated with irregular shingles on the second story. The side-gabled wing portion harbors a narrow covered porch that shields the main entry. The house is presently privately owned by Alice Timms.

305 Clinton Street

Tax records suggest the house was constructed between 1910 and 1911 by M. J. Parmelee. It was later owned by Hugh E. Vandewalker, a life insurance salesman residing in Ann Arbor, who used it as a vacation home from 1925 until 1940 when it was sold to the state. Drew Young is listed as taxpayer on the property from 1944 until 1973. Earl Young remodeled the house from 1961 to 1962. Young added quarried Onaway limestone laid in a smooth pattern which extended approximately three-quarters of the height of the house; the rest was finished with wood siding. He also adorned the chimney with limestone and added stonework to the fireplace indoors.

The house itself is rather simple in form and is dominated by a side-facing gable roof. A shed roof dormer on the west elevation and a covered entry on the east elevation add interest. Its distinguishing feature is the limestone stonework. Today the house is privately owned by James Buschman and Deborah Harmon.

The following is a list of Contributing Landscape and/or Design Elements present in the district that are not exclusive to a single parcel or address:

Grant Street Wall

This retaining wall that was constructed by Earl Young abuts Grant Street from the house at 101 Grant Street north to the corner of Park Avenue. The wall is built of horizontally stacked stone with inset flat faced stones.

Park Avenue Wall

The wall that sits next to Park Avenue and stretches from 306 Park Avenue to 310 Park Avenue was built by Earl Young in Onaway stone.

Clinton Street Wall

This low wall consists of mortared rough stone that sits back from Clinton Street and passes from the rear of 306 Park Avenue to the rear of 310 Park Avenue.

The following is a list of Non-Contributing Resources:

304 Park Avenue

Erected in 1918 -1921, this was the first house designed and built by Earl Young. Young created a unique two and a half story stone home for himself and his wife, Irene. This is the home in which they raised their family, moving next door in the late 1940's only after their children had grown. The house at one time was owned by Robert Gill, the son-in-law of Earl Young, and is presently owned by Amstar Non-Qual Retirement Fund LLC. Major demolition and re construction began in 2014.

The house has now been completely rebuilt and can no longer be considered a contributing resource. (See pg.39) The stonework is structural; only the roof, window, and door openings are wood framed. A deep front porch shelters the main entrance to the house. Two squat stone chimneys and plate glass windows with wooden trim add

character and detail. The new owners are replacing the old roof of asphalt shingles with a thatched roof being installed by roofers from Ireland..

8. PHOTOGRAPHIC INVENTORY

Please view photographs attached at the end of the report.

9. RESOURCE COUNTS AND PERCENTAGE

Ten of the eleven buildings are contributing, one of the eleven buildings is non-contributing, therefore 91% are contributing, and 9% are non-contributing.

10. BIBLIOGRAPHY

City of Charlevoix Assessment Roll, 2008

Bob Miles, **Charlevoix II**, book published by the Charlevoix Historical Society, 2002

Thesis submitted by Kelly Elizabeth Simpson to the Department of Geography and Geology, Eastern Michigan University, for her Master of Science in Historic Preservation, **From Boulder Park to Mushroom Houses: The Stone Architecture of Earl Young**, 2005.

The Charlevoix Historical Society, DVD on **The Life and Works of Earl Young, Charlevoix's Master Builder in Stone**, written and produced by David L. Miles, Co-Director, Harsha House Museum, 2008

The Charlevoix Public Library, excerpts from the **Charlevoix Courier**.

Historic Photographs provided by the Charlevoix Historical Society

Current Photographs provided by the City of Charlevoix Planning Department.

**AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING**

Monday, April 18, 2016 - 7:00 p.m.

210 State Street, City Hall, Second Floor City Council Chambers, Charlevoix, Michigan

- I. Invocation or Pledge of Allegiance**
- II. Roll Call of Members Present**
- III. Inquiry Regarding Possible Conflicts of Interest**
- IV. Consent Agenda**
 - A. City Council Meeting Minutes - March 21, 2016 Regular Meeting PG 1-9
 - B. City Council Meeting Minutes - April 4, 2016 Regular Meeting PG 10-17
 - C. Accounts Payable Check Registers & Payroll Check Registers PG 18-26
 - D. Resignation from Historic District Study Committee - Linda Mason PG 27
 - E. Mayor Proclamation - National Arbor Day and Earth Day PG 28
- V. Public Hearings**
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Well Rehabilitation - Pump System Upgrade PG 29-30
 - B. Kayak/Paddleboard Rentals At Depot Beach PG 31-34
 - C. Kayak/Paddleboard Rentals At Lake Michigan and Ferry Beaches PG 35-38
 - D. Code Enforcement Officer (seasonal, Part-time) Job Description PG 39-40
 - E. Discussion of Miscellaneous Business PG 41-43
 - F. Mayor Appointments PG 44
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. Resolutions**
- X. Ordinances**
- XI. Miscellaneous Business**
- XII. Audience – Non-Agenda Input (written requests take precedent)**
- XIII. 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 14, 2016 4:00 p.m.

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, March 21, 2016 – 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 Deputy Mayor Shane Cole.

I. Pledge of Allegiance

II. Roll Call of Members Present

Deputy Mayor: Shane Cole
City Manager: Mark Heydlauff
Recording Secretary: Linda Weller
Members Present: Councilmembers Shirley Gibson, Luther Kurtz, Leon Perron, Bill Supernaw
Absent: Mayor Gabe Campbell, Councilmember Aaron Hagen

III. Inquiry Regarding Possible Conflicts of Interest

Councilmember Kurtz recused himself from the Airport Attendant job descriptions item.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – March 7, 2016 Regular Meeting Minutes
- B. Regular Accounts Payable Check Register – March 22, 2016
- C. ACH Payments – March 4, 2016–March 15, 2016
- D. Tax Disbursement March 22, 2016
- E. Payroll Check Register – March 11, 2016
- F. Payroll Transmittal – March 11, 2016

V. Public Hearings

A. Lake Harbor Apartments PILOT Ordinance

City Manager Heydlauff explained that Lake Harbor Apartments requested a Payment in Lieu of Tax (PILOT) - a method to encourage the improvement and development of housing intended to serve persons of low to moderate income.

Tom Lapka, co-owner of Lake Harbor Apartments, shared the timeline, cost and details of the project. He stated that he will focus on local contractors when possible. The dumpster on the property will be enclosed.

In reply to Councilmember Supernaw, City Manager Heydlauff indicated that the PILOT practice is fairly common across the state.

Deputy Mayor Cole opened the item to public comment at 7:08 p.m. There was no comment, and the item was closed to the public.

B. St. Marys Challenger Propeller Donation

In December, Council considered whether to accept the donation of the *St. Marys Challenger* propeller. The Planning Commission suggested that if the City accepted the propeller, it might be placed along the Pine River Channel near the DNR Fish Hatchery. St. Marys offered to clean the propeller prior to display, provide cement and transportation. Council requested a public hearing. A Facebook poll indicated that the public was in favor of the donation.

Council discussed potential liability issues. City Manager Heydlauff said that permission would be obtained by the Army Corps of Engineers for final placement. Councilmember Gibson suggested that the propeller and buoy be placed together and Council agreed.

Deputy Mayor Cole opened the item to public comment at 7:16 p.m.

Don Seelye was in favor of the donation.

The item was closed to the public at 7:17 p.m.

VI. Reports

City Manager Heydlauff extended the City's condolences to the family of seasonal employee Dennis Curtis. Construction should commence on the infrastructure project in a couple of weeks. City Manager Heydlauff thanked Bo Boss at Mt. McSaubia for a successful season and he congratulated him on 40 years of service. City Manager Heydlauff thanked Executive Assistant Weller for acting as the recording secretary at this meeting and congratulated her on receipt of the 2014 Customer Service award.

VII. Requests, Petitions and Communications and Actions Thereon

A. Purchase Two 1-ton Trucks

DPW Superintendent Elliott stated that at a previous Council meeting Council authorized \$60,000 to purchase two used 1-ton dump trucks. Since that approval, Staff was unable to locate two trucks in good condition. As an alternative, DPW Superintendent Elliott procured a \$63,572 quote from Berger Chevrolet for two new vehicles using the MIDEAL program. This amount is \$3,572 over the approved amount, but still within the Motor Pool Fund budget. He noted that local dealerships were unable to match this competitive bid.

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

Motion by Councilmember Kurtz, second by Councilmember Gibson, to approve the purchase of two 1-ton dump trucks, for a total amount of \$63,572 under the MIDEAL program.

Yeas: Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: Hagen

B. 2016 Power Line Trimming Contract

Electric Superintendent Swem reported that trees are encroaching on the power lines. In addition, there is a new problem that is becoming an issue - the ash trees infected by the emerald ash borer. He stated that the electric industry as a whole, is proactively cutting down infected ash trees to protect lines and workers. The City budgeted \$190,000 for this project and received four bids for the work. Asplundh was low bidder.

Deputy Mayor Cole opened the item to public comment.

Don Seelye questioned Superintendent Swem regarding the infected trees.

The item was closed to the public.

Motion by Councilmember Supernaw, second by Councilmember Perron, to award the tree trimming contract to Asplundh Tree Expert Co. at the hourly rates as bid and authorize the Mayor and Clerk to sign the contract with Asplundh.

Yeas: Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: Hagen

C. Consideration to Approve the Airport Attendant (seasonal), Airport Attendant (part-time), Electric Department Technician, Foreman/Spray Tech, Mt. McSaubia Camp Counselor, Mt. McSaubia Junior Camp Counselor, and Water Distribution System Operator Job Descriptions

City Manager Heydlauff requested the approval of changes to the Airport Attendant (part-time), Foreman/Spray Tech, Mt. McSaubia Camp Counselor, Mt. McSaubia Junior Camp Counselor and Water Distribution System Operator job descriptions and new positions of Airport Attendant (seasonal) and Electric Department Technician.

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

Motion by Councilmember Perron, second by Councilmember Gibson, to approve the Airport Attendant (seasonal), Airport Attendant (part-time), Electric Department Technician, Foreman/Spray Tech, Mt. McSaubia Camp Counselor, Mt. McSaubia Junior Camp Counselor, and Water Distribution System Operator job descriptions as presented.

Yeas: Perron, Gibson, Cole, Supernaw
Nays: None
Absent: Hagen
Abstain: Kurtz

D. USCG Acacia Buoy Donation

City Manager Heydlauff was contacted by representatives of the United States Coast Guard in Sault Ste. Marie, who offered to give the City of Charlevoix the last service buoy from the USCGC Acacia once stationed in Charlevoix. Pursuant to the Donation Acceptance Policy, the donation proposal was referred to the Planning Commission which recommended the City accept the buoy and place it along the Pine River Channel near the DNR Fish Hatchery or the Beaver Island Boat Company in Robert Bridge Memorial Park.

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

Motion by Councilmember Cole, second by Councilmember Gibson, to accept the *Acacia* buoy donation to be located near the DNR Fish Hatchery.

Yeas: Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: Hagen

E. Bike Rack Donation

City Manager Heydlauff stated that the LaBlance family offered to donate a second bike rack to Charlevoix. Pursuant to the Donation Acceptance Policy, the proposed donation was referred to the Planning Commission who recommended an 18-place bike rack be placed in Robert Bridge Memorial Park of consistent color.

Councilmember Kurtz recalled that Main Street was tasked with bike rack design and placement. City Manager Heydlauff thought that Main Street did not make progress with this task.

Deputy Mayor Cole opened the item to public comment.

Maureen Owens questioned the details of powder coating the bike rack.

Don Seelye was against powder coating the bike rack and suggested "bike" signage.

The item was closed to the public.

Council discussed the pros and cons of painted versus galvanized bike racks and the fact that the bike rack could be painted at a later date.

Motion by Councilmember Gibson, second by Councilmember Perron, to accept the LaBlance family bike rack for placement in Bridge Park.

Yeas: Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: Hagen

VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action
None.

IX. Resolutions
None.

X. Ordinances

A. Lake Harbor Apartments PILOT Ordinance

Motion by Councilmember Supernaw, seconded by Councilmember Cole, to approve Ordinance No. 777 of 2016, as follows:

CITY OF CHARLEVOIX
ORDINANCE NO. 777 of 2016

AN ORDINANCE TO AUTHORIZE THE PAYMENT OF AN ANNUAL SERVICE CHARGE IN LIEU OF TAXES FOR RESIDENTIAL UNITS SERVING LOW INCOME OR MODERATE INCOME PERSONS IN ACCORDANCE WITH THE STATE HOUSING DEVELOPMENT AUTHORITY ACT 346 OF THE PUBLIC ACTS OF MICHIGAN OF 1966, AS AMENDED, AND MATTERS RELATED THERETO

THE CITY OF CHARELVOIX ORDAINS:

Section 1. Purpose. This Ordinance authorizes and approves an annual service charge in lieu of taxes for residential housing developments that: (a) serve Low Income or Moderate Income Persons (as defined in the State Housing Development Authority Act, Act 346 of the Public Acts of Michigan of 1966, as amended, and this Ordinance); (b) are financed or assisted by USDA-RD or the Authority in accordance with Act 346; (c) are located within the City of Charlevoix; and (d) comply with this Ordinance.

Section 2. Title. This Ordinance shall be known and cited as the "City of Charlevoix Tax Exemption Ordinance."

Section 3.

Preamble. It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for low income citizens and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with Act 346. The City is authorized by Act 346 and this Ordinance to establish or change the annual service charge to be paid in lieu of taxes by any and all classes of housing exempt from taxation under Act 346 at any amount it chooses not to exceed the taxes that would be paid but for Act 346. It is further acknowledged that housing for low income persons and families is a public necessity, and as the City will be benefitted and improved by such housing, the encouragement of the same by providing certain real estate tax exemptions for such housing is a valid public purpose; further, that the continuance of the provisions of this Ordinance for tax exemption and the service charge in lieu of taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of housing developments which are constructed and financed in reliance on such tax exemption.

The City acknowledges that Watermark II Limited Dividend Housing Association Limited Partnership (the "Sponsor" as defined in Section 4 of this Ordinance) has committed to rehabilitate, own and operate a housing development identified as "Lake Harbor Apartments" on certain property located on 637 Petoskey Avenue, Charlevoix, Michigan, which is legally described in Section 4.G. of this Ordinance, to serve Low Income or Moderate Income Persons, and that the Sponsor has offered to pay and will pay to the City, on account of the Housing Development, an annual service charge for public services in lieu of all taxes.

Section 4.

Definitions. The terms used within this Ordinance shall have the following meanings:

- A. "Act" means the State Housing Development Authority Act, being Act 346 of the Public Acts of Michigan of 1966, as amended.
- B. "Annual Shelter Rents" means the total actual collections during each calendar year from all occupants of a housing development representing rents or occupancy charges, which rental amounts shall be exclusive of charges for gas, electricity, heat, or other utilities furnished to the occupants.
- C. "Authority" means the Michigan State Housing Development Authority.
- D. "Class" means the Housing Development known as Lake Harbor Apartments for Low Income or Moderate Income Persons.
- E. "Contract Rents" are as defined by the U.S. Department of Housing and Urban Development in regulations promulgated pursuant to the U.S. Housing Act of 1937, as amended.
- F. "Federally-Aided Mortgage" means any of the following:
 - (i) A below market interest rate mortgage insured, purchased, or held by the Secretary of the Department of Housing and Urban Development (HUD) or United States Department of Agriculture - Rural Development (USDA-RD);
 - (ii) A mortgage receiving interest reduction payments provided by the HUD or USDA-RD;
 - (iii) A Housing Development to which the Authority allocates low income housing tax credits under Section 22b of the Act; or
 - (iv) A mortgage receiving special benefits under other federal law designated specifically to develop low and moderate-income housing, consistent with the Act.
- G. "Housing Development" means a development which contains a significant element of housing for persons of low income and such elements of other housing, commercial, recreational, industrial, communal, and educational facilities as the Authority determines to improve the quality of the development as it relates to housing for persons of low income. For the purposes of this Ordinance, "Housing Development" means Lake Harbor Apartments located on the property legally described as:

Land located in the City of Charlevoix, County of Charlevoix, and State of Michigan, described as: Commencing at a 1 inch, iron bar (set by Robinson) at the East quarter of Section 23, Town 34 North, Range 8 West; thence on a bearing of West along the East and West quarter line of said section, as monumented, 1320.32 feet to a nail on the East eighth line of said section, as monumented; thence South 0°12'44" West along said eighth line, 297.34 feet (recorded as 297.0 feet) to a concrete monument, being the point of Beginning of this description; thence continuing along said eighth line, as monumented, South 0°58'24" West 33.20 feet to a concrete monument recorded as being 1321.0 feet West and 330.0 feet South of the quarter corner between Sections 23 and 24, Town 34 North, Range 8 West; thence North 89°46'01" West 161.20 feet (recorded as 161.62 feet) to a concrete monument; thence South 0°34'28" East along the Easterly line of the former A. D. Cruickshank property 320.75 feet (recorded as 321.38 feet) to a concrete monument on the Northwesternly line of Highway U.S. 31; thence North 6°40'46" East along said highway line, 340.27 feet (recorded as 339.37 feet) to a ½ inch rod on the Westerly line of "CHEZ CHARLEVOIX" Condominium as recorded in Liber 232, Page 955, Charlevoix County Records; thence North 0°04'56" West along said Westerly condominium line 295.21

feet (recorded as 294.99 feet) to a ½ inch rod; thence South 69°25'38" West 171.03 feet (recorded as 169.73 feet) to the point of beginning; being a part of the West Half of the Southeast Quarter of Section 23, Town 34 North, Range 8 West.

- H. "Low Income or Moderate Income Persons" shall be as defined in the Act, as amended.
- I. "Sponsor" means person(s) or entities which have applied to the Authority for the Tax Credits to finance a Housing Development. For the purposes of this Ordinance, the Sponsor is Watermark II Limited Dividend Housing Association Limited Partnership.
- J. "Tax Credits" means the low income housing tax credits made available by the Authority to the Sponsor for rehabilitation of the Housing Development by the Sponsor in accordance with the Low Income Housing Tax Credit Program administered by the Authority under Section 42 of the Internal Revenue Code of 1986, as amended.
- K. "USDA-RD" means the United States Department of Agriculture, Rural Services Division.
- L. "Utilities" means fuel, water, sanitary sewer service and/or electrical service, which are paid by the Housing Development.

Section 5. **Class of Housing Development.** This Ordinance shall apply only to the Housing Development to the extent that the Housing Development provides housing for Low Income and Moderate Income Persons and is financed or assisted by USDA-RD or the Authority pursuant to the Act.

Section 6. **Establishment of Annual Service Charge.**

- A. The City acknowledges that the Sponsor and USDA-RD and/or the Authority have established the economic feasibility of the Housing Development in reliance upon the enactment and continuing effect of this Ordinance and the qualification of the Housing Development for exemption from all property taxes and payment of an annual service charge in lieu of taxes in an amount established in accordance with this Section. In consideration of the Sponsor's offer to rehabilitate, own and operate the Housing Development, the City agrees to accept payment of an annual service charge for public services in lieu of all ad valorem property taxes that would otherwise be assessed to the Housing Development under Michigan law.

- (1) Effective upon the adoption of this Ordinance and subject to the receipt by the City of the "Notification of Exemption" (or such other similar notification) by the Sponsor and/or the Authority, the annual service charge shall be the greater of eleven point one eight percent (11.18%) percent of Annual Shelter Rents; or \$13,080.00 increased at the rate of 2% per year (as detailed in the schedule below). The property shall not benefit from this Ordinance until the property has transferred to the Sponsor and the planned renovations have commenced. The PILOT Ordinance shall commence for the next calendar year following the commencement of renovations. Until such time the property shall continue to pay ad valorem taxes.

Year of Agreement	Calendar Year	Annual Charge	2% Annual Increase	Year of Agreement	Calendar Year	Annual Charge	2% Annual Increase
1	2016	\$13,080.00	--	10	2025	15,632.40	306.60
2	2017	13,341.60	\$261.60	11	2026	15,945.10	312.70
3	2018	13,608.50	266.90	12	2027	16,264.10	319.00
4	2019	13,880.70	272.20	13	2028	16,589.40	325.30
5	2020	14,158.40	277.70	14	2029	17,259.70	331.80
6	2021	14,441.60	283.20	15	2030	17,604.90	345.20
7	2022	14,730.50	288.90	16	2031	17,957.00	352.10
8	2023	15,025.20	294.70	17	3032	18,316.14	359.14
9	2024	15,325.80	300.60	18	3033	18,682.46	366.32

- B. The Housing Development, and the property on which it is constructed, shall be exempt from all property taxes from and after the commencement of rehabilitation of the Housing Development by the Sponsor under the terms of this Ordinance.

Section 7. **Limitation on the Payment of Annual Service Charge.** Notwithstanding Section 6, if any portion of the Housing Development is occupied by other than Low Income and Moderate Income Persons, the full amount of the taxes that would be paid on those units of the Housing Development if the Housing Development were not tax exempt shall be added to the service charge in lieu of taxes.

Section 8. **Contractual Effect of Ordinance.** Notwithstanding the provisions of Section 15(a)(5) of the Act to the contrary, and subject to the terms of this Ordinance including, but not limited to Section 11 herein, this Ordinance constitutes a contract between the City and the Sponsor to provide an exemption from ad valorem property taxes and to accept the payment of an annual service charge in lieu of such taxes, as previously described in this Ordinance. It is expressly recognized that the Authority and USDA-RD are third party beneficiaries to this Ordinance. By accepting a service charge in lieu of taxes, the Sponsor and its successors in interest in the property shall be deemed to have agreed, as a matter of contract, to all of the provisions of this Ordinance.

Section 9. **Payment of Service Charge.** The service charge in lieu of taxes shall be payable to the City in the same manner as ad valorem property taxes are payable, except that the annual payment shall be paid on or before May 1 of each year for the previous calendar year.

Section 10. **Duration/Failure to Pay.**

- A. Subject to subsection B, below, this Ordinance shall remain in effect and shall not terminate for a maximum term of 18 years and so long as the Housing Development remains subject to a Federally Aided Mortgage and so long as the Housing Development submits the required annual notification of exemption pursuant to M.C.L. 125.1415a(1), as amended. The term of this Ordinance shall commence upon the issuance of the Notification to Local Assessor of Exemption as issued by the Authority.
- B. This Ordinance may be terminated if rehabilitation of the Housing Development does not commence within two (2) years from the effective date of this Ordinance; or if the renovations are not completed within one year from the start of rehabilitation.
- C. Notwithstanding anything contained herein to the contrary, if the Sponsor fails to pay the final adjusted service charge in lieu of taxes granted hereunder, or fails to provide the verification of the calculations used to make the payment, and such failure continues after thirty (30) days of written notice of such failure to the Sponsor, the service charge in lieu of taxes granted by this Ordinance will automatically be terminated. Written notice shall be sent to:

Watermark II LDHA LP
Attn: Tom Lapka
605 S. Capitol Avenue
Lansing, MI 48933

AND

MSHDA
Attn: Director of Legal Affairs
735 East Michigan Avenue
Lansing, MI 48909

If the Sponsor or its successors do not correct the failure or failures as provided in the written notice, the effective date of termination shall be thirty (30) days from the date of mailing of the written notice. The City shall file a Notice of Termination to the Sponsor of the Housing Development and the Authority, by certified mail. If the service charge in lieu of taxes is terminated, then, in addition to the termination of the service charge, the City in its discretion shall have the right to either (a) prospectively impose upon the property all taxes which would have been applicable to the property if the service charge in lieu of taxes had not been granted or (b) place a lien on the property for all unpaid service charges and record a notice of the lien with the Register of Deeds. The lien may be enforced as if the amount of the lien were a mortgage and shall include the right to foreclose by advertisement. The amount of the unpaid service shall accrue interest at the maximum interest rate authorized by law for an unsecured debt with interest beginning on the effective date of termination. Nothing in this Ordinance shall restrict the rights of the City to exercise other remedies authorized by law for the collection of unpaid monies authorized by law for breach of contract. Regardless of the remedy chosen by the City, all costs, including attorney fees, incurred by the City after the effective date of termination, which relate to the exercise of its rights under this Ordinance or as otherwise provided by law, shall be added to the lien amount or any court judgment.

Section 11. **Filing of Annual Audit.** The Sponsor, or its successor, shall file a copy of any and all annual audits required to be provided to the federal government, the State of Michigan, and/or the Authority simultaneously with the City. The audit shall include detail with respect to occupancy of the Housing Development, Annual Shelter Rents received from the Housing Development, and the cost for utilities during the audit period.

Section 12. **Publication: Effective Date.** This Ordinance shall become effective the day following its publication or the day following publication of a summary of its provisions in a newspaper of general circulation in the City.

Section 13. **Repeal.** City of Charlevoix Ordinance 761 of 2013 is expressly repealed by the enactment of this Ordinance, and all ordinances or parts of ordinances in conflict with this Ordinance are repealed to the extent of such conflict.

Ordinance No. 777 of 2016 was enacted on the 21st day of March 2016, by the Charlevoix City Council as follows:

Motion by: Councilmember Supernaw

Seconded by: Councilmember Cole

Yeas: Kurtz, Perron, Gibson, Cole, Supernaw

Nays: None
Absent: Hagen

State of Michigan)
) ss
City of Charlevoix)

Joyce M. Golding, City Clerk
Shane Cole, Deputy Mayor

XI. Miscellaneous Business

Motion by Councilmember Cole, second by Councilmember Gibson, to accept the *St. Marys Challenger* propeller donation for the City of Charlevoix.

Yeas: Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: Hagen

Council directed Staff to research placing the propeller and buoy together.

XII. Audience - Non-agenda Input (written requests take precedent)

Bob Timms agreed with the potential placement of the donated items. He felt that the Michigan Beach Park playground grant money should not be used and the current equipment should be refurbished.

In reference to the new playground, Councilmember Supernaw felt that the "masses are going to see what is happening down there and revolt." He expressed concern with the traffic pattern and the loss of the grassy area. Councilmember Perron agreed with the potential pedestrian safety issues.

Councilmember Gibson recalled that the playground was required to be ADA compliant and this limited its location.

Councilmember Supernaw stated that he attended Recreation Advisory Committee meetings where there was "serious opposition", but not a majority. He was unsure whether the Committee voted on the issue.

City Manager Heydlauff reminded Council that the grant was approved over a year ago and contracts were in place for the project. He indicated that cancelling contracts now may have a cost.

It was noted that Ferry Beach is ADA compliant, but not Depot Beach.

Councilmember Supernaw questioned whether Council should hold a public hearing. City Manager Heydlauff responded that a hearing needed to take place fifteen months ago when the proposal was first introduced. He advised that if Council desires a change, then they need to act quickly because contractors are ready to begin work.

Councilmember Kurtz recalled that when the project was first proposed, the same issues were discussed and Council decided to move forward. Councilmember Gibson felt that Council shouldn't do anything "rash" without the Recreation Director being present at the meeting. Councilmember Kurtz stated that the project was already vetted and re-addressing the issue was like a "knee-jerk reaction." Councilmember Gibson and Deputy Mayor Cole concurred.

Brenda Bryan felt that the placement of the playground on the grass will cause safety problems.

Deputy Mayor Cole questioned whether the discussion should continue at the next Council meeting with the Recreation Director. City Manager Heydlauff reiterated that he did not know exactly how far along the project was, but that the project is "ready to go". Councilmember Supernaw suggested that the City's previous Recreation Director, who was against the project, should partake in the discussion as well.

Councilmember Perron felt that installing the playground in the grassy area would eliminate any other uses of this area.

Motion by Councilmember Supernaw, second by Councilmember Perron, to delay any action on the Lake Michigan Beach recreational equipment until further discussion by the Council (as early as possible).

Council discussed the project contracts and the potential that some money would be lost when breaking said contracts. The grant money could be returned.

Yeas: Perron
Nays: Kurtz, Gibson, Cole, Supernaw
Absent: Hagen

Motion failed.

City Manager Heydlauff will report to Council with a status of the project.

XIII. Adjourn

It was generally agreed to adjourn at 8:07 p.m.

Joyce M. Golding	City Clerk	Shane Cole	Deputy Mayor
Regular Accounts Payable – 03/22/2016			
ACE HARDWARE	1,221.93	INDEPENDENT DRAFTING SERVICES	840.00
AHI ASSOCIATES	13.37	J & B MEDICAL SUPPLY INC.	442.74
ALL-PHASE ELECTRIC SUPPLY CO	277.16	KLOOSTER, ALIDA K.	251.30
AMERICAN TOTAL SECURITY INC	813.24	KMart	18.96
AMERICAN WASTE INC.	345.56	KSS ENTERPRISES	73.93
ANYBATTERY INC.	107.81	MATYE, ELIZABETH	679.81
ARROW UNIFORM-TAYLOR L.L.C.	1,026.44	MCCARDEL CULLIGAN-PETOSKEY	50.00
AUTO VALUE	458.72	MICHIGAN OFFICEWAYS INC	1,217.50
AVFUEL CORPORATION	20.00	NETSOURCE ONE INC.	2,641.30
AVSURANCE CORPORATION	2,957.00	NORTH COUNTRY POWER GENERATION	757.00
BARRETT'S AUTO & MARINE TRIM	400.00	NORTHERN CREDIT BUREAU	934.09
BEHAN WINDOW CLEANING	410.00	NORTHERN FIRE & SAFETY INC.	86.00
BOLLINI, PIER	28.00	NORTHERN MICHIGAN REVIEW INC.	1,748.07
BRADFORD'S	39.00	NYE UNIFORM CO	419.68
BRIAN DIXON PAINTING	1,160.00	OLSON BZDOK & HOWARD	4,859.21
BULBS.COM	94.75	PERFORMANCE ENGINEERS INC	15,512.30
CARQUEST OF CHARLEVOIX	1,298.07	POWER LINE SUPPLY	2,512.90
CENTRAL DRUG STORE	123.75	PREIN & NEWHOF	33,023.02
CERILLANT	268.92	PRO WEB MARKETING LLC	80.00
CHANNING BETE COMPANY INC.	177.89	RANGE TELECOMMUNICATIONS	114.00
CHARLEVOIX WRESTLING CLUB	174.18	REHMANN-ROBSON & CO	3,518.90
CHARTER COMMUNICATIONS	109.98	RIETH-RILEY CONST CO INC	1,922.20
CHEMICAL SYSTEMS INC.	1,912.00	SEELYE, DON	71.83
CROSSROADS MOBILE MAINTENANCE	356.00	SPARTAN STORES LLC	10.47
CRYSTAL FLASH ENERGY	658.27	STATE OF MICHIGAN	22,906.81
DEAN, JENNIFER	511.50	STATE OF MICHIGAN	1,243.57
EJ EQUIPMENT INC	544.28	STATE OF MICHIGAN	205.62
ELLSWORTH FARMER'S EXCHANGE	462.00	STATE OF MICHIGAN	300.00
ETNA SUPPLY	520.97	SUPERIOR MECHANICAL	300.00
FAMILY FARM & HOME	243.70	SYSTEMS SPECIALISTS INC	675.00
FISHER SCIENTIFIC	837.91	T & R ELECTRIC	8,156.00
FREEDOM MAILING SERVICES INC.	2,276.29	TERMINAL SUPPLY CO	20.50
GALLS AN ARAMARK COMPANY	11.02	TRUCK & TRAILER SPECIALTIES	377.24
GOLDING, JOYCE	104.21	UPPER CASE PRINTING INC.	94.30
GRAND TRAVERSE GARAGE DOOR	415.10	US BANK	88,097.50
GROESSER, BETTY	150.00	USA BLUE BOOK	121.31
HACH COMPANY	530.68	VERIBANC INC.	432.00
HAGGARD'S INC	810.00	VILLAGE GRAPHICS INC.	508.67
HART, RICHARD	210.00	WHITLEY, ANDREW	65.00
HEALTH DEPT OF NW MICHIGAN	1,307.00	WORK & PLAY SHOP	162.84
HODNEY, DONALD	71.93	ZACHARIAS, STEVEN B.	70.00
HOLIDAY COMPANIES	3,323.40		
HYDRO CORP	515.00		
		TOTAL	222,818.60

ACH Payments – 03/04/2016 – 03/15/2016

DEVERE CONSTRUCTION COMPANY	142,890.01	STATE OF MI (WITHHOLDING TAX)	4,034.65
PAYMENT SERVICE NETWORK	230.50	VANTAGEPOINT (401 ICMA PLAN)	686.22
MI PUBLIC POWER AGENCY	23,399.99	VANTAGEPOINT (457 ICMA PLAN)	12,319.52
STATE OF MI (SALES TAX)	19,160.60	MI PUBLIC POWER AGENCY	29,401.77
IRS (PAYROLL TAX DEPOSIT)	28,022.57	DTE	7,710.96
ALERUS FINANCIAL (HCSP)	420.00	TOTAL	268,278.79

Tax Disbursement – 03/22/2016

CHARLEVOIX COUNTY TREASURER	10,105.64	CHARLEVOIX PUBLIC SCHOOLS	118.59
CHARLEVOIX DISTRICT LIBRARY	3,304.33	CHARLEVOIX PUBLIC SCHOOLS	25.63
CHARLEVOIX PUBLIC SCHOOLS	1,047.37	CITY OF CHARLEVOIX - TAXES DUE	43,972.65
CHARLEVOIX PUBLIC SCHOOLS	243.62	RECREATIONAL AUTHORITY	602.40
CHARLEVOIX PUBLIC SCHOOLS	11.53	TOTAL	59,431.76

PAYROLL: NET PAY

Pay Period Ending 03/05/2016 – Paid 03/11/2016

WELLER, LINDA JO	1,648.61	BROWN, STEPHANIE C.	1,020.24
HEYDLAUFF, MARK L.	2,363.72	ELLIOTT, PATRICK M.	1,738.95
GOLDING, JOYCE M.	1,061.95	SCHWARTZFISHER, JOSEPH L.	958.84
DEROSIA, PATRICIA E.	878.25	WELLS JR., DONALD E.	1,572.56
DOYLE, ANNE E.	1,362.36	BRADLEY, KELLY R.	1,371.75
LOY, EVELYN R.	1,029.15	JONES, ROBERT F.	1,078.98
KLOOSTER, ALIDA K.	1,628.11	DORAN, JUSTIN J.	1,446.15
GOLOVICH, KAREN J.	1,000.87	BITELY, KATHERINE A.	410.04
SPENCLEY, PATRICIA L.	1,302.39	GREGORY, CHRISTOPHER I.	67.19
PANOFF, ZACHARY R.	1,027.00	BOSS, SHERRY M.	568.40
LEESE, MERRI C.	110.82	MURPHY IV, MICHAEL J.	358.94
MCGINN, KELLY A.	1,456.33	RAMSEY, MADISON L.	164.85
DOAN, GERARD P.	1,514.92	BERTINELLI, DAVID P.	870.74
SCHLAPPI, JAMES L.	878.18	BOSS, BEAU J.	440.18
UMULIS, MATTHEW T.	1,328.93	FICHTNER, KRISTIE S.	418.34
HANKINS, SCOTT A.	1,600.99	HEID, THOMAS J.	1,244.10
ORBAN, BARBARA K.	1,329.73	MYER, ELIZABETH A.	1,851.28
TRAEGER, JASON A.	1,200.04	VANLOO, JOSEPH G.	295.73
FLICKEMA, ANDREW M.	927.30	WYMAN, MATTHEW A.	930.30
MATELSKI, KIMBERLY A.	1,094.17	SCHRADER, LOU ANN	222.39
ROLOFF, ROBERT P.	1,643.48	BOSS, RYDER S.	289.77
RILEY, DENISE M.	410.66	MILLER, WILLIAM S.	1,171.91
LOPER II, GARY D.	607.01	SWEM, DONALD L.	1,790.16
TEUNIS, STEVEN L.	1,988.09	WHITLEY, ANDREW T.	1,341.85
WURST, RANDALL W.	1,128.45	MORRISON, KEVIN P.	1,134.16
MAYER, SHELLEY L.	1,324.50	HODGE, MICHAEL J.	1,252.31
HILLING, NICHOLAS A.	1,175.16	JOHNSON, STEVEN P.	1,143.81
MEIER III, CHARLES A.	1,551.50	BOSS JR, DALE E.	1,116.49
ZACHARIAS, STEVEN B.	1,315.65	STEBE JR, JOHN M.	428.38
NISWANDER, JOSEPH F.	1,373.17	BEHAN, DEAN T.	311.93
EATON, BRAD A.	1,861.83	STEBE, CATHERINE M.	351.52
WILSON, TIMOTHY J.	2,190.96	HOLM, ARTHUR R.	576.92
LAVOIE, RICHARD L.	1,662.98	STEVENS, JEFFREY W.	258.92
STEVENS, BRANDON C.	1,758.77	MATTER, DAWSON K.	101.31
DRAVES, MARTIN J.	1,558.64	TOTAL	74,594.06

PAYROLL: TRANSMITTAL – 03/11/2016

4FRONT CREDIT UNION	248.46	CHEMICAL BANK	150.00
4FRONT CREDIT UNION	2,136.00	COMMUNICATION WORKERS OF AMER	526.98
AMERICAN FAMILY LIFE	166.74	MI STATE DISBURSEMENT UNIT	323.45
AMERICAN FAMILY LIFE	379.74	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	56.00	PRIORITY HEALTH	2,047.09
CHARLEVOIX STATE BANK	1,336.16	TOTAL	7,571.62

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, April 4, 2016 – 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 Gabe Campbell.

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Gabe Campbell
City Manager: Mark Heydlauff
City Clerk: Joyce Golding
Members Present: Councilmembers Shirley Gibson, Aaron Hagen, Luther Kurtz, Leon Perron, Bill Supernaw
Absent: Councilmember Shane Cole

III. Inquiry Regarding Possible Conflicts of Interest

Councilmember Supernaw stated that he had a potential conflict of interest regarding the tree inventory proposal: James Monteith is married to his niece. Mayor Campbell indicated that this was not a conflict.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – March 21, 2016 Regular Meeting Minutes
Councilmember Gibson requested to add additional Council dialog. Clerk Golding will resubmit the minutes on April 18th for approval.
- B. Special Accounts Payable Check Register – March 21, 2016
- C. Special Accounts Payable Check Register – March 23, 2016
- D. Regular Accounts Payable Check Register – April 5, 2016
- E. ACH Payments – March 21, 2016–March 28, 2016
- F. Tax Disbursement April 5, 2016
- G. Payroll Check Register – March 24, 2016
- H. Payroll Transmittal – March 24, 2016
- I. Shade Tree Commission Resignation – Candyce Speck
- J. Historic District Commission Resignation – Linda Mason
- K. Certificate of Appreciation – Kenneth Staley for service on the Compensation Commission 2003 to 2015
- L. Certificate of Appreciation – Jessica Spencer for service on the Shade Tree Commission 2013 to 2015
- M. Certificate of Appreciation – Don Heise for service on the Planning Commission 2015 to 2016
- N. Certificate of Appreciation – John Hess for service on the Planning Commission 2004 to 2016

V. Public Hearings

None.

VI. Reports

City Manager Heydlauff reported that the section of State Street from Garfield to Carpenter will be closed until the beginning of May.

VII. Requests, Petitions and Communications and Actions Thereon

A. Donate Garden Plots

Paula Connors requested that the City waive the fee for 8 plots in the community garden to plant for Charlevoix's food pantry. The City budget established a fee of \$35 per plot for a total of \$280.

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

Motion by Councilmember Gibson, second by Councilmember Hagen, to approve waiving the \$280 fee for 8 garden plots for Ms. Connors which will benefit the Charlevoix food pantry.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

B. Refuse Collection Bid

DPW Superintendent Elliott stated that American Waste was the sole bidder and the City has contracted with them for at least 10 years. Staff felt that pricing was fair and recommended accepting the bid.

Councilmember Perron and City Manager Heydlauff discussed the compactor that is provided for use by the businesses between Clinton and the bridge. It was explained that the compactor is owned by the City and American Waste bills these businesses and residents directly for usage. Discussion ensued with DPW Superintendent Elliott answering Council's questions.

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

Motion by Councilmember Supernaw, second by Councilmember Perron, to accept the bid as presented by American Waste and enter into an agreement with them based on the following unit pricing: 1st and 3rd Monday refuse pick up - \$1,595.00 per month, dumpster waste - \$3.60 per cubic yard, and compactor - \$405.00 per dump.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

C. Tree Trimming/Removal Bid

The City received three bids for tree removal, trimming and stump grinding for trees on City property. Staff recommended the City's current contractor Willcome Tree Service who was low bidder on the project.

Councilmember Supernaw questioned the disparity in the bid amounts. DPW Superintendent Elliott felt comfortable with Willcome's bid after having worked with them for ten years.

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

Motion by Councilmember Hagen, second by Councilmember Kurtz, to accept the bid from Willcome Tree Service as provided, and enter into an agreement with them based on the following unit costs: hazardous limb removal/coarse pruning \$82 per tree, tree removal \$352 per tree, and stump grinding \$71 per stump.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

D. Fuel Agreement Bid

DPW Superintendent Elliott stated that the City received one sealed bid for the supply of all gasoline and diesel fuel for City owned vehicles and equipment from Holiday Station Stores. Holiday provided this service for the City for a number of years and is able to provide quality fuel, un-interrupted service, and was recommended by Staff.

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

Motion by Councilmember Kurtz, second by Councilmember Gibson, to enter into an agreement with Holiday Station Stores as per their bid, with a discount of 7.5 cents per gallon of fuel purchased.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

E. Employee Uniform Bid

Staff recommended that the Arrow Uniform proposal be accepted. Arrow was the sole bidder for this service and is our current supplier with similar pricing year over year.

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

Motion by Councilmember Perron, second by Councilmember Kurtz, to accept the proposal, as presented, by Arrow Uniform and enter into an agreement consistent with unit pricing per the fee schedule.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

F. Restroom Cleaning Contract

DPW Superintendent Elliott stated that two bids were received for the City's restroom cleaning contract. On March 30th, Tina Holm with Clean Source Housekeeping Service withdrew her bid. Staff recommended Up North Services (our provider for the past 8 years). There are eight locations that require cleaning.

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

Motion by Councilmember Gibson, second by Councilmember Hagen, to accept the proposal from Up North Services for restroom cleaning.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

G. Roof Project at 109 Mason Street

City Manager Heydlauff stated that two bids were received to replace the roof on the City-owned Chamber of Commerce building at 109 Mason Street.

Upon review of the proposals, Staff discovered that Bob's Roofing did not include several aspects required by the specifications, they indicated building permits were not included, and that the price of roofing materials was subject to change. Given these circumstances, Staff recommended that this bid be declined. City Manager Heydlauff stated that Staff reached out to Bob's Roofing to clarify their bid, but there was no response.

Motion by Councilmember Supernaw, second by Councilmember Gibson, to award the roof project at 109 Mason Street to South Arm Construction of East Jordan, Michigan for a price not to exceed \$26,220.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

H. Tree Inventory Proposal

City Manager Heydlauff stated that the Shade Tree Commission recommended a tree inventory and appraisal for both Lake Michigan Beach Park and the Mt. McSaubia Recreational Area in order to better manage these areas in the future. This information will help us plan for future planting, trimming, and cutting to ensure these areas remain well wooded and healthy for decades to come.

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

Motion by Councilmember Gibson, second by Councilmember Supernaw, to accept the proposal from Site Planning, Inc. to conduct an inventory and appraisal of the tree stock at both Lake Michigan Beach Park and the Mt. McSaubia Recreational Area for a cost not to exceed \$9,600.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

I. Wire Transfer Agreement

City Manager Heydlauff stated that due to a recent wire transfer request, the City determined that it did not have the ability to complete wire transfers through our First Merit account.

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

Action by Resolution.

J. Mayoral Appointments

The Mayor and Council made the following appointments:

Motion by Councilmember Gibson, second by Councilmember Perron, to re-appoint Rick Wertz to the DDA/Main Street, term expiring April 2020.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

Motion by Councilmember Perron, second by Councilmember Gibson, to appoint Vicki Voisin to the Historic District Commission, term expiring June 2019.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

Motion by Councilmember Supernaw, second by Councilmember Gibson, to re-appoint Lillian Left to the Housing Commission, term expiring April 2021.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

Motion by Councilmember Kurtz, second by Councilmember Gibson, to re-appoint Sherm Chamberlain to the Planning Commission, term expiring April 2019.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

Motion by Councilmember Supernaw, second by Councilmember Gibson, to appoint Steven Seely to the Recreation Advisory Committee, term expiring December 2018.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

Motion by Councilmember Hagen, second by Councilmember Supernaw, to appoint Jennifer Sell to the Recreation Advisory Committee, term expiring December 2018.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

Motion by Councilmember Gibson, second by Councilmember Hagen, to appoint Ben Peterson as Student Member to the Recreation Advisory Committee, term expiring September 2016.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

Motion by Councilmember Gibson, second by Councilmember Perron, to appoint Tony Duerr to the Shade Tree Commission, term expiring December 2016.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action

A. Set Public Hearing for Earl Young Historic District

The Standing Historic District Study Committee established a proposed local historic district to preserve the Earl Young residential structures within the City of Charlevoix. The district has been downsized to include homes on the block bounded by Park Avenue, Clinton Street, and Grant Street, as well as one lot across Clinton Street to the south. The Committee requested that a public hearing be set for April 18th, where the decision to adopt an ordinance establishing the Earl Young Buildings Historic District can be made by Council.

Councilmember Supernaw questioned legislation that was passed regarding Historic District designations.

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

Motion by Councilmember Hagen, second by Councilmember Gibson, to set a public hearing for Monday, April 18, 2016 at 7 p.m. in the Council Chambers of City Hall to consider adopting an Earl Young Historic District Ordinance.

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

IX. Resolutions

A. Wire Transfer Resolution

Motion by Councilmember Supernaw, second by Councilmember Gibson, to approve Resolution 2016-04-01 Resolution Regarding the Wire Transfer Agreement of City of Charlevoix, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2016-04-01
RESOLUTION REGARDING THE WIRE TRANSFER AGREEMENT OF CITY OF CHARLEVOIX**

BE IT RESOLVED that CITY OF CHARLEVOIX (referred to hereinafter as "Company"), be and it hereby is authorized and empowered to enter into a Wire Transfer Agreement ("the Agreement") with FirstMerit Bank, N.A., 106 S. Main Street, Ohio 44308 Attention TOW-13 ("FirstMerit"), authorizing funds transfers by wire, such Agreement to contain any and all terms and conditions required by the FirstMerit and agreed to by the officer of this Corporation hereinafter specifically designated and authorized to sign the Agreement; and

BE IT FURTHER RESOLVED that Mark Heydlauff, the City Manager, of this Company (hereinafter "Authorized Officer"), be and he is hereby authorized from time to time and at his/her sole discretion to execute for and on behalf of this Company the Agreement authorizing transfers as aforesaid and containing any and all other terms and conditions as he/she in his/her sole and uncontrolled discretion deems necessary and proper or desirable in order to transfer funds as aforesaid and to execute or approve such amendments to modifications of any Agreement pertaining to funds transferred by wire from time to time in his/her sole and uncontrolled discretion.

BE IT FURTHER RESOLVED that the aforesaid Authorized Officer shall be authorized to designate an individual or individuals (hereinafter "Authorized Representative(s)") who shall be authorized to initiate funds transfer by wire, said Authorized Representative(s) to be designated by the aforesaid Authorized Officer on the list of authorized representatives furnished by the Company to FirstMerit pursuant to the aforesaid Agreement, it being expressly within the power and authority of the aforesaid Authorized Officer to change the aforesaid list of Authorized Representatives from time to time in any way or manner in which he/she deems necessary in his/her sole and uncontrolled discretion, FirstMerit being fully authorized to rely upon the authorities of any such Authorized Representatives as named on the most current list.

BE IT FURTHER RESOLVED that FirstMerit is authorized and requested to accept requests for funds transfers pursuant to the aforesaid Agreement from any one of the Authorized Representative(s), acting alone and individually, without further inquiry and that FirstMerit shall be fully protected in relying on representations made by any one of the Authorized Representatives without further inquiry.

BE IT FURTHER RESOLVED that all previous transfers of funds or actions relating to transfers of funds by wire by any officer, employee, or agent of the Company are hereby ratified and affirmed.

BE IT FURTHER RESOLVED that FirstMerit shall rely on these resolutions and the provisions contained herein, including specifically the designation initially and from time to time of Authorized Representatives, which resolutions shall remain in full force and effect and may be relied upon by FirstMerit until receipt of written notice by the Secretary or other Authorized Officer of the Company of their amendment or rescission.

RESOLVED this 4th day of April, 2016 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Supernaw, Hagen, Kurtz, Perron, Gibson
Nays: None
Absent: Cole

X. Ordinances
None.

XI. Miscellaneous Business

Councilmember Kurtz proposed that Council discuss what types of issues Council should deliberate/move on during Miscellaneous Business. He suggested that issues should be placed on the following meeting's agenda. Mayor Campbell and Councilmember Gibson agreed. After discussion, Council's consensus was to direct Staff to create an agenda item discussing Miscellaneous Business and the possibility of reviewing/revising "Rules of Procedure for City Council".

Councilmember Gibson stated that she is impressed with the progress of the Waste Water Treatment Plant and City Manager Heydlauff indicated that there would be a tour of the facility in May.

XII. Audience - Non-agenda Input (written requests take precedent)

Robert Timms, questioned whether ground rubber would be included in the new playground. City Manager Heydlauff replied no.

Jodi Laurent, 1st Ward, felt that Council should not have made the determination regarding the conservation easement, but rather the voters should be allowed to decide the issue.

XIII. Adjourn

Motion by Councilmember Supernaw, second by Councilmember Hagen, to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 7:54 p.m.

Joyce M. Golding City Clerk Gabe Campbell Mayor

CITY OF CHARLEVOIX - MISC Special Accounts Payable - 03/21/2016
72,882.63 TOTAL 72,882.63

Special Accounts Payable - 03/23/2016
AT&T LONG DISTANCE 35.77 METLIFE SMALL BUSINESS CENTER 720.13
AT&T MOBILITY 73.01 PRIORITY HEALTH 42,012.24
CHARLEVOIX STATE BANK 6,659.04 VERIZON WIRELESS 56.76
DELTA DENTAL 3,969.04 VISION SERVICE PLAN 495.36
GREAT LAKES ENERGY 270.63 TOTAL 54,291.98

Regular Accounts Payable - 04/05/2016
ADVANCED GEOMATICS 609.82 DeROSIA, PATTY 41.00
AIRGAS USA LLC 55.37 DOAN, GERARD 41.00
ALL-PHASE ELECTRIC SUPPLY CO 681.40 DORAN, JUSTIN J. 150.00
ALTA CONSTRUCTION EQUIP LLC 353.85 DOYLE, ANNIE 41.00
AVFUEL CORPORATION 7,355.77 DRAVES, MARTIN J. 150.00
BEAVER ISLAND BOAT CO 4,985.47 DROST, DAN 77.00
BELL EQUIPMENT COMPANY 122.50 DXE MEDICAL INC 1,045.00
BLUETARP FINANCIAL 209.98 EATON, BRAD A. 150.00
BOB MATHERS FORD 48.00 ELLIOTT, PATRICK M. 191.00
BOLLINI, PIER 132.00 ENMET CORP 297.44
BOSS, KEN 82.50 ETNA SUPPLY 520.97
BRADLEY, KELLY R. 150.00 EVANS, ERIN 21.49
BROWN, STEPHANIE 150.00 EVANS, HAL 41.00
BY THE BAY WINDOW CLEANING SVCS. 357.00 FASTENAL COMPANY 2.27
CARR, JORGE 75.00 FLEMMING, BILL 160.00
CARSON, BRIAN 210.73 FOX CHARLEVOIX FORD 166.29
CHARLEVOIX GLASS INC 200.00 FREIGHTLINER OF GRAND RAPIDS 317.20
CINTAS CORPORATION 80.12 FULMER, DANIEL 185.21
CINTAS CORPORATION #729 41.37 GINOP SALES INC 1,273.02
DCASSESSING SERVICES 4,371.08 GOLDING, JOYCE 41.00

GRAINGER	160.65	MINE SAFETY APPLIANCES CO. LLC	375.00
GRP ENGINEERING INC.	1,340.15	MORRISON, KEVIN P.	150.00
HACH COMPANY	1,406.55	MYER, ELIZABETH A.	41.00
HARRELL'S	1,857.90	NORTHERN SAFETY CO. INC.	336.19
HEID, THOMAS J.	191.00	OMS COMPLIANCE SERVICES INC.	78.75
HEIGHTS MACHINERY	7,369.00	PANOFF, ZACH	41.00
HEYDLAUFF, MARK L.	41.00	PARASTAR INC.	3,846.85
HILER, SHERRY	60.50	PERRY, ROSE	75.00
HILLING, NICHOLAS A.	150.00	PLUNKETT & COONEY	1,380.00
HODGE, MICHAEL J.	150.00	PREIN & NEWHOF	26,281.79
INTERSTATE ALL BATTERY CTRS	739.20	RAJEWSKI, ROBERT	77.00
JACK DOHENY SUPPLIES INC.	8,000.00	ROLOFF, ROBERT	261.00
JOHNSON, STEVEN P.	150.00	SANDISON, TOM	74.94
JONES, ROBERT F.	150.00	SCHMUCKAL OIL CO.	677.60
KEVIN'S METER TESTING	1,985.48	SCHWARTZFISHER, JOSEPH L.	150.00
KIRBY, CRAIG	38.50	SEELYE, DEBRA	27.50
KIRINOVIC, THOMAS	41.00	STEVENS, BRANDON	150.00
KIRKPATRICK, TOM	31.78	STRYKER SALES CORPORATION	1,113.42
KLOOSTER, ALIDA K.	41.00	SWEM, DONALD L.	191.00
KMart	9.99	THOMPSON, ERIC	220.00
KSS ENTERPRISES	40.59	VILLAGE GRAPHICS INC.	693.88
LAKE SHORE TIRE & AUTO SERVICE	12.50	WALKER, CAROL	77.00
LAVOIE, RICHARD	150.00	WELLER, LINDA	41.00
LIEBERMAN, KRAIG	99.00	WHITLEY, ANDREW	150.00
MACMILLAN, MICHAEL	65.56	WILSON, TIMOTHY J.	150.00
MARSARS Water Rescue Systems Inc.	115.44	WORK & PLAY SHOP	104.30
MARWIN, PATRICIA	85.98	WURST, RANDALL W.	191.00
MAYER, SHELLEY L.	191.00	WYMAN, MATTHEW A.	41.00
MCGINN, KELLY	41.00	ZACHARIAS, STEVEN B.	150.00
MEIER III, CHARLES A.	150.00	ZOLL MEDICAL CORPORATION	2,352.00
MERRIFIELD, CURTIS	335.50		
MICHIGAN MUNICIPAL LEAGUE	12,115.33	TOTAL	101,987.67

ACH Payments - 03/21/16 - 03/28/2016

MI PUBLIC POWER AGENCY	31,790.95	VANTAGEPOINT (457 ICMA PLAN)	12,708.00
PAYMENT SERVICE NETWORK	219.00	MERS (DEFINED BENEFIT PLAN)	24,320.97
IRS (PAYROLL TAX DEPOSIT)	33,577.43	MI PUBLIC POWER AGENCY	250,859.67
ALERUS FINANCIAL (HCSP)	420.00	MI PUBLIC POWER AGENCY	26,976.16
STATE OF MI (WITHOLDING TAX)	4,785.91		
VANTAGEPOINT (401 ICMA PLAN)	686.22	TOTAL	386,344.31

Tax Disbursement - 04/05/2016

CHARLEVOIX COUNTY TREASURER	847.97	CHARLEVOIX PUBLIC SCHOOLS	15.84
CHARLEVOIX PUBLIC SCHOOLS	150.57	CITY OF CHARLEVOIX - TAXES DUE	959.64
CHARLEVOIX PUBLIC SCHOOLS	7.13		
CHARLEVOIX PUBLIC SCHOOLS	73.30	TOTAL	2,054.45

PAYROLL: NET PAY

Pay Period Ending 03/19/16 - Paid 03/24/16

WELLER, LINDA JO	1,648.61	ORBAN, BARBARA K.	1,355.77
HEYDLAUFF, MARK L.	2,079.77	TRAEGER, JASON A.	1,196.61
GOLDING, JOYCE M.	1,061.95	FLICKEMA, ANDREW M.	1,180.60
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HANKINS, SCOTT A.	1,465.98	LAVOIE, RICHARD L.	1,750.14

STEVENS, BRANDON C.	1,828.49	BEAN, PETER J.	420.96
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RAMSEY, MADISON L.	86.75	BOSS JR, DALE E.	1,116.49
BERTINELLI, DAVID P.	870.74	STEBE JR, JOHN M.	274.19
BOSS, BEAU J.	239.04	BEHAN, DEAN T.	110.82
FICHTNER, KRISTIE S.	129.29	STEBE, CATHERINE M.	220.90
HEID, THOMAS J.	1,244.10	HOLM, ARTHUR R.	399.14
MYER, ELIZABETH A.	1,623.20	STEVENS, JEFFREY W.	546.26
VANLOO, JOSEPH G.	528.28	ROLOFF, AUDREY M.	1,728.05
WYMAN, MATTHEW A.	930.30	MATTER, DAWSON K.	1,391.98
SCHRADER, LOU ANN	484.54	SCOTT JR., WINFIELD	48.45
BOSS, RYDER S.	321.01	RUDOLPH, JOELLEN B.	195.50
MILLER, WILLIAM S.	941.42	LEFT, LILLIAN M.	160.00
FUNKEY, KRAIG R.	200.86	BUDAY, JOAN E.	168.00
MEGGISON, JERRY B.	163.43	STEPHAN, MARY ANN	64.00
RILEY, CASEY W.	272.10	PICOTTE, DIANE M.	168.00
JONES, LARRY M.	1,219.14		
WILLSON, BRENDA R.	206.15		
		TOTAL	86,060.64

PAYROLL: TRANSMITTAL – 03/24/2016

4FRONT CREDIT UNION	248.46	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	166.74	COMMUNICATION WORKERS OF AMER	526.98
AMERICAN FAMILY LIFE	379.74	MI STATE DISBURSEMENT UNIT	627.13
CHARLEMUNited WAY	56.00	PRIORITY HEALTH	2,014.09
CHARLEVOIX STATE BANK	1,336.16	TOTAL	5,505.30

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/02/2016	04/08/2016	116398	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	248.46
04/02/2016	04/08/2016	116399	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	166.74
04/02/2016	04/08/2016	116399	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	379.74
04/02/2016	04/08/2016	116400	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 4/2/20	56.00
04/02/2016	04/08/2016	116401	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,286.16
04/02/2016	04/08/2016	116402	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
04/02/2016	04/08/2016	116403	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	489.93
04/02/2016	04/08/2016	116404	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	627.13
04/02/2016	04/08/2016	116405	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 4	201.00
04/02/2016	04/08/2016	116406	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,858.52
Grand Totals:		10				5,463.68

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Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

04/08/16 Payroll Transmittal Checks \$ 5,463.68
 04/08/16 Payroll \$ 91,513.27
 04/19/16 Regular Accounts Payable \$ 169,943.95
Checks Sub-Total: \$ 266,920.90

FIRSTMERIT BANK - ACH PAYMENTS

04/04/16 MI Public Power Agency \$ 25,642.47
 04/04/16 Payment Service Network \$ 238.50
 04/08/16 IRS (Payroll Tax Deposit) \$ 34,919.11
 04/08/16 Alerus Financial (HCSP) \$ 420.00
 04/08/16 State of MI (Withholding Tax) \$ 4,714.12
 04/08/16 Vantagepoint (401 ICMA Plan) \$ 687.59
 04/08/16 Vantagepoint (457 ICMA Plan) \$ 13,552.26
 04/08/16 State of MI (Sales Tax) \$ 19,287.74
 04/11/16 MI Public Power Agency \$ 34,270.71

ACH Sub-Total: \$ 133,732.50

First Merit Bank Total: \$ 400,653.40

CHARLEVOIX STATE BANK - CHECKS ISSUE

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

04/19/16 Tax Disbursement \$ -
Charlevoix State Bank Total: \$ -

Grand Total: \$ 400,653.40

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/02/2016	PC	04/08/2016	21088	CAMPBELL, GABRIEL M.	40		828.84
04/02/2016	PC	04/08/2016	21089	GIBSON, SHIRLEY J.	43		554.47
04/02/2016	PC	04/08/2016	21090	PERRON, LEON R.	45		483.01
04/02/2016	PC	04/08/2016	21091	KURTZ, LUTHER J.	54		385.56
04/02/2016	PC	04/08/2016	21092	SUPERNAW, WILLIAM J.	55		339.38
04/02/2016	PC	04/08/2016	21093	HAGEN, AARON W.	56		350.93
04/02/2016	PC	04/08/2016	21094	WELLER, LINDA JO	101		1,631.90
04/02/2016	PC	04/08/2016	21095	HEYDLAUFF, MARK L.	102		2,367.61
04/02/2016	PC	04/08/2016	21096	GOLDING, JOYCE M.	106		1,061.96
04/02/2016	PC	04/08/2016	21097	DEROSIA, PATRICIA E.	107		878.25
04/02/2016	PC	04/08/2016	21098	DOYLE, ANNE E.	108		1,364.90
04/02/2016	PC	04/08/2016	21099	LOY, EVELYN R.	117		1,029.15
04/02/2016	PC	04/08/2016	21100	KLOOSTER, ALIDA K.	121		1,640.39
04/02/2016	PC	04/08/2016	21101	GOLOVICH, KAREN J.	122		985.42
04/02/2016	PC	04/08/2016	21102	SPENCLEY, PATRICIA L.	136		1,219.79
04/02/2016	PC	04/08/2016	21103	PANOFF, ZACHARY R.	141		1,028.48
04/02/2016	PC	04/08/2016	21104	MILLER, FAITH G.	142		55.91
04/02/2016	PC	04/08/2016	21105	LEESE, MERRI C.	145		253.22
04/02/2016	PC	04/08/2016	21106	MCGINN, KELLY A.	146		1,460.00
04/02/2016	PC	04/08/2016	21107	DOAN, GERARD P.	201		1,519.27
04/02/2016	PC	04/08/2016	21108	SCHLAPPI, JAMES L.	204		1,102.41
04/02/2016	PC	04/08/2016	21109	UMULIS, MATTHEW T.	205		1,512.21
04/02/2016	PC	04/08/2016	21110	HANKINS, SCOTT A.	208		1,468.84
04/02/2016	PC	04/08/2016	21111	ORBAN, BARBARA K.	209		1,367.94
04/02/2016	PC	04/08/2016	21112	TRAEGER, JASON A.	210		1,334.22
04/02/2016	PC	04/08/2016	21113	FLICKEMA, ANDREW M.	211		1,507.78
04/02/2016	PC	04/08/2016	21114	MATELSKI, KIMBERLY A.	212		1,098.71
04/02/2016	PC	04/08/2016	21115	ROLOFF, ROBERT P.	304		1,646.56
04/02/2016	PC	04/08/2016	21116	RILEY, DENISE M.	306		411.34
04/02/2016	PC	04/08/2016	21117	LOPER II, GARY D.	308		357.46
04/02/2016	PC	04/08/2016	21118	WURST, RANDALL W.	411		1,351.74
04/02/2016	PC	04/08/2016	21119	MAYER, SHELLEY L.	412		1,444.31
04/02/2016	PC	04/08/2016	21120	HILLING, NICHOLAS A.	413		1,274.29
04/02/2016	PC	04/08/2016	21121	MEIER III, CHARLES A.	421		1,691.87
04/02/2016	PC	04/08/2016	21122	ZACHARIAS, STEVEN B.	422		1,153.76
04/02/2016	PC	04/08/2016	21123	NISWANDER, JOSEPH F.	504		5,411.98
04/02/2016	PC	04/08/2016	21124	EATON, BRAD A.	515		1,703.20
04/02/2016	PC	04/08/2016	21125	WILSON, TIMOTHY J.	516		2,213.61
04/02/2016	PC	04/08/2016	21126	LAVOIE, RICHARD L.	519		1,914.00
04/02/2016	PC	04/08/2016	21127	STEVENS, BRANDON C.	521		1,852.90
04/02/2016	PC	04/08/2016	21128	DRAVES, MARTIN J.	523		1,775.24
04/02/2016	PC	04/08/2016	21129	BROWN, STEPHANIE C.	524		1,070.47
04/02/2016	PC	04/08/2016	21130	ELLIOTT, PATRICK M.	600		1,761.19
04/02/2016	PC	04/08/2016	21131	SCHWARTZFISHER, JOS	603		1,184.88
04/02/2016	PC	04/08/2016	21132	WELLS JR., DONALD E.	609		5,945.64
04/02/2016	PC	04/08/2016	21133	BRADLEY, KELLY R.	614		1,265.12
04/02/2016	PC	04/08/2016	21134	JONES, ROBERT F.	618		1,277.51
04/02/2016	PC	04/08/2016	21135	DORAN, JUSTIN J.	621		1,804.20
04/02/2016	PC	04/08/2016	21136	KIRINOVIC, THOMAS F.	700		588.98
04/02/2016	PC	04/08/2016	21137	BITELY, KATHERINE A.	704		431.47
04/02/2016	PC	04/08/2016	21138	BERTINELLI, DAVID P.	764		459.61
04/02/2016	PC	04/08/2016	21139	BOSS, BEAU J.	788		219.51
04/02/2016	PC	04/08/2016	21140	HEID, THOMAS J.	802		1,247.00
04/02/2016	PC	04/08/2016	21141	MYER, ELIZABETH A.	900		1,855.74
04/02/2016	PC	04/08/2016	21142	VANLOO, JOSEPH G.	902		636.75
04/02/2016	PC	04/08/2016	21143	WYMAN, MATTHEW A.	927		940.11
04/02/2016	PC	04/08/2016	21144	SCHRADER, LOU ANN	929		472.05

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/02/2016	PC	04/08/2016	21145	BOSS, RYDER S.	932		359.28
04/02/2016	PC	04/08/2016	21146	MILLER, WILLIAM S.	933		1,173.97
04/02/2016	PC	04/08/2016	116384	COLE, SHANE	50		593.34
04/02/2016	PC	04/08/2016	116385	DOAN, GERARD P.	201	AED Stipend	181.89
04/02/2016	PC	04/08/2016	116386	HANKINS, SCOTT A.	208	AED Stipend	175.35
04/02/2016	PC	04/08/2016	116387	ROLOFF, ROBERT P.	304	Prorated Fire Officer Stipend	291.80
04/02/2016	PC	04/08/2016	116388	NISWANDER, JOSEPH F.	504	SL Payout at Retirement	1,513.45
04/02/2016	PC	04/08/2016	116389	SWEM, DONALD L.	512		1,794.47
04/02/2016	PC	04/08/2016	116390	WHITLEY, ANDREW T.	522		2,210.69
04/02/2016	PC	04/08/2016	116391	MORRISON, KEVIN P.	601		1,295.18
04/02/2016	PC	04/08/2016	116392	HODGE, MICHAEL J.	606		1,355.80
04/02/2016	PC	04/08/2016	116393	WELLS JR., DONALD E.	609	SL Payout at Retirement	3,903.78
04/02/2016	PC	04/08/2016	116394	JOHNSON, STEVEN P.	617		1,178.59
04/02/2016	PC	04/08/2016	116395	BOSS JR, DALE E.	701		1,116.49
04/02/2016	PC	04/08/2016	116396	HOLM, ARTHUR R.	791		160.15
04/02/2016	PC	04/08/2016	116397	STEPHAN, MARY ANN	2012		16.00
Grand Totals:			73				91,513.27

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Report Criteria:

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

Check Number	Payee	Amount
04/19/2016		
116407	ACE HARDWARE	1,838.50
116408	AMERICAN TOTAL SECURITY INC	188.00
116409	AMERICAN WASTE INC.	2,015.96
116410	APX INC.	102.41
116411	ARCADIA BENEFITS GROUP INC	25.00
116412	ARROW UNIFORM-TAYLOR L.L.C.	1,299.22
116413	AT&T	2,550.30
116414	AUTO VALUE	445.19
116415	AVFUEL CORPORATION	31,147.51
116416	B & L SOUND INC	401.89
116417	BC PIZZA	60.95
116418	BELL EQUIPMENT COMPANY	172.79
116419	BRADFORD'S	32.50
116420	BRIAN DIXON PAINTING	2,260.00
116421	CARQUEST OF CHARLEVOIX	726.69
116422	CERILLIANT	359.96
116423	CHARLEVOIX COUNTY FIRE	50.00
116424	CHARLEVOIX DISTRICT LIBRARY	10,000.00
116425	CHARLEVOIX SCREEN MASTERS INC	300.00
116426	CHARLEVOIX STATE BANK	70.00
116427	CHARLEVOIX TOWNSHIP	16.79
116428	CHARTER COMMUNICATIONS	1,075.50
116429	CINTAS CORPORATION	64.66
116430	CINTAS CORPORATION #729	41.37
116431	CITY OF CHARLEVOIX - UTILITIES	36,670.28
116432	COCA-COLA REFRESHMENTS	318.66
116433	CROSS CUT CONCRETE CUTTING	375.90
116434	DITCH WITCH SALES OF MICHIGAN	2,702.80
116435	DXE MEDICAL INC	303.50
116436	ETNA SUPPLY	840.00
116437	FAMILY FARM & HOME	267.85
116438	FASTENAL COMPANY	259.25
116439	FISHER SCIENTIFIC	716.81
116440	FISHER, HOLLY	75.00
116441	FLETCH'S	142.15
116442	FREEDOM MAILING SERVICES INC.	2,244.89
116443	GBS INC.	172.46
116444	GOLDING, JOYCE	225.84
116445	HANKINS, SCOTT	41.00
116446	HEID, THOMAS J.	58.32
116447	HEIGHTS MACHINERY	566.61
116448	HELLEBUYCK DRYWALL	3,500.00
116449	HYDRO CORP	515.00
116450	IDEXX DISTRIBUTION INC.	1,074.57
116451	JACK DOHENY SUPPLIES INC	6,492.67
116452	KANTOLA, ANNE	55.00
116453	KMart	259.43
116454	KSS ENTERPRISES	342.71

Check Number	Payee	Amount
116455	MATELSKI, KIM	14.00
116456	MCCARDEL CULLIGAN-PETOSKEY	50.00
116457	MICHIGAN OFFICEWAYS INC	1,009.98
116458	MINE SAFETY APPLIANCES CO. LLC	650.00
116459	MMS CO LLC	557.65
116460	NORTHERN CREDIT BUREAU	665.90
116461	NORTHERN LAKES	40.00
116462	NORTHERN MICHIGAN REVIEW INC.	2,315.28
116463	NORTHERN PUMP & WELL	3,495.00
116464	NORTHERN PUMP SERVICE INC.	2,162.84
116465	OLD DOMINION BRUSH	630.52
116466	OLESON'S FOOD STORES	30.25
116467	ORBAN, BARBARA	14.00
116468	OVERHEAD DOOR COMPANY	75.64
116469	PATRICK, SABRINA	75.00
116470	PERFORMANCE ENGINEERS INC	11,743.88
116471	PHYSIO-CONTROL INC.	417.84
116472	POLYDYNE INC	379.50
116473	POWER LINE SUPPLY	5,545.30
116474	PRESTON FEATHER	252.99
116475	PURITY CYLINDER GASES INC	321.26
116476	RANGE TELECOMMUNICATIONS	114.00
116477	RESCO	844.48
116478	SAYLOR, JESSICA	75.00
116479	SEARS COMMERCIAL ONE	19.99
116480	SHARROW MASONRY INC	1,945.00
116481	SMITH, MARY	75.00
116482	SOUTH ARM CONSTRUCTION LLC	13,110.00
116483	SPARTAN DISTRIBUTORS INC	5,860.00
116484	STATE OF MICHIGAN	115.00
116485	SYSTEMS SPECIALISTS INC	1,200.00
116486	TERMINAL SUPPLY CO	368.39
116487	TRUCK & TRAILER SPECIALTIES	242.66
116488	UNITED HEALTHCARE SERVICES INC	571.70
116489	USA BLUE BOOK	681.51
116490	ZOLL MEDICAL CORPORATION	808.50
Total 04/19/2016:		169,943.95
Grand Totals:		169,943.95

Check Number	Payee	Amount
04/04/2016		
40416001	MICHIGAN PUBLIC POWER AGENCY	25,642.47
40416002	PAYMENT SERVICE NETWORK INC.	238.50
Total 04/04/2016:		25,880.97
Grand Totals:		25,880.97

Check Issue Date	Check Number	Payee	Amount
40816001			
04/08/2016	40816001	**EFTPS* Payroll Taxes	8,596.69
04/08/2016	40816001	**EFTPS* Payroll Taxes	8,596.69
04/08/2016	40816001	**EFTPS* Payroll Taxes	2,010.52
04/08/2016	40816001	**EFTPS* Payroll Taxes	2,010.52
04/08/2016	40816001	**EFTPS* Payroll Taxes	13,704.69
Total 40816001:			
	5		34,919.11
40816002			
04/08/2016	40816002	Alerus Financial	420.00
Total 40816002:			
	1		420.00
40816003			
04/08/2016	40816003	STATE OF MICHIGAN	4,714.12
Total 40816003:			
	1		4,714.12
40816004			
04/08/2016	40816004	Vantagepoint - 401 Plan 109153	687.59
Total 40816004:			
	1		687.59
40816005			
04/08/2016	40816005	Vantagepoint - 457 Plan 300959	5,050.03
04/08/2016	40816005	Vantagepoint - 457 Plan 300959	503.50
04/08/2016	40816005	Vantagepoint - 457 Plan 300959	1,736.57
04/08/2016	40816005	Vantagepoint - 457 Plan 300959	6,262.16
Total 40816005:			
	4		13,552.26
Grand Totals:			
	12		54,293.08

Check Number	Payee	Amount
04/08/2016		
40816006	STATE OF MICHIGAN	19,287.74
Total 04/08/2016:		19,287.74
Grand Totals:		19,287.74

Check Number	Payee	Amount
04/11/2016		
41116001	MICHIGAN PUBLIC POWER AGENCY	34,270.71
Total 04/11/2016:		34,270.71
Grand Totals:		34,270.71

RECEIVED

APR 08 2016

PS

City of Charlevoix

I am resigning from the Charlevoix Historic Study Committee.


Linda Mason

MAYORAL PROCLAMATION

WHEREAS, in 2015 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 2015 the City was once again certified as a "Tree City USA*" for the twenty-fourth 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 29, 2016 and Earth Day on April 22, 2016; 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.



Gabe Campbell,
City of Charlevoix

Mayor
April 18, 2016

** 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.*

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Well Rehabilitation-Pump System Upgrade

DATE: April 18, 2016

PRESENTED BY: Thomas Heid, Director of Golf and Grounds

ATTACHMENTS: Well Pump Bid Tabulation

BACKGROUND INFORMATION: The 2016/2017 Budget includes \$26,000.00 for well rehabilitation and pump system upgrades at the Charlevoix Golf Club. The 6" well was established in 1983, along with the installation of a pump motor at the same time. A prefabricated pumping system was added in 1998, completing the course's automated irrigation system.

On March 18, 2016, an advertisement for bids was posted in the newspaper and listed on the City's website. On April 6, 2016, we received bids from three contractors. The lowest bidder was C.S. Raymer Co. Incorporated of Marne, Michigan at the sum of \$26,000.00; the bid meets all bid specifications. Raymer has worked for the City several times in the past and all experiences have been positive.

RECOMMENDATION: Award the well pump upgrade bid to C. S. Raymer Company, Inc. of Marne, Michigan at the sum of \$26,000.00.

CITY OF CHARLEVOIX
Well Pump
Bid Opening
City Hall, Second Floor Conference Room
April 6, 2016 – 10:00 a.m.

Bidder Name & Contact Info	Total Cost
C.S. RAYMER CO. INC. MARNE, MI	\$26,000.00
LUTTRELL WELL DRILLING HARBOR SPRINGS, MI	\$31,839.92
HAGGARD'S PLUMBING & HEATING CHARLEVOIX, MI	\$93,360.00

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration of Kayak/Paddleboard rentals at Depot Beach

DATE: April 18, 2016

PRESENTED BY: Tom Kirinovic, Recreation Director

ATTACHMENTS: Business Proposal from Schulman Paddleworks (including aerial map)
Contract for 2016/17

BACKGROUND INFORMATION:

Stand up paddleboards and kayaks provide unparalleled summer recreational opportunities. The ability to rent kayaks and paddleboards from the beaches allow the public to be more active and get out on the water at relatively low costs.

Schulman Paddleworks is proposing a similar agreement to 2015. They would like to be located at the south end of Depot Beach for the summer season. The trailer with kayaks and paddleboards would be parked next to the white fencing bordering the Chicago Club property. They would put a visible flag up that would be removed every evening.

This organization would stress the importance of staying out of the swim areas while paddling. They would also remind customers to enter/exit the water via city property and stay off the property owned by the Chicago Club. This entity would need to pay for a business license to operate on city property as well as provide liability insurance naming the City as coinsured.

RECOMMENDATION:

Approve the agreement with Schulman Paddleworks. As presented.

Schulman Paddleworks: Depot Beach



Schulman Paddleworks is requesting the same location as last year.

**CITY OF CHARLEVOIX
KAYAK AND STANDUP PADDLEBOARD AGREEMENT
Schulman Paddleworks**

BACKGROUND

They City of Charlevoix (the City), 210 State Street, Charlevoix, MI 49720 and Schulman Paddleworks (the Company), 204 Bridge Street, Charlevoix, MI 49720, mutually agree to the terms listed below for operating a kayak and paddleboard rental company at the City-owned Depot Beach Park. This Agreement describes the rights and obligations of the parties.

THE PARTIES AGREE AS FOLLOWS:

1. **USE OF DEPOT BEACH.** The Company desires to operate a business on Depot Beach as the Company has done for the past four years. The standup paddleboards and kayaks will be located at the south end of Depot Beach Park, but away from the maintenance gate of the Chicago Club fence. The Company shall insure that all participants will not interfere with pedestrians, swimming or boating traffic. In addition, they will verbally remind customers to enter/exit the water from City property, not the Chicago Club property.
2. **TIMING AND FREQUENCY OF USE.** Depot Beach is a public beach. The rental stand will be open from 8am-5pm.
3. **FEES.** The City will charge 3 payments of \$100.00 for the season (June 1-September 5). Each payment shall be made by the last day of June, July, and August. Under no circumstances are the rates for the stand to exceed other regional standup paddleboard businesses.
4. **TERM.** The agreement shall become effective upon execution of signatures of both parties and shall expire two (2) years after date on signatures unless terminated earlier by the City because of a breach of this agreement by the Company. If mutually agreed in writing by both parties, agreement can be extended for an additional one (1) year.
5. **LIABILITY INSURANCE.** The Company shall purchase \$1 million dollars in liability insurance. The Company shall name the City covered by the liability insurance. Anyone who purchases the Company's services will be required to sign a release of liability before participating in any activities provided by the Company. The City will need proof of it being an additional insured.
6. **BUSINESS LICENSE.** The Company will purchase a business license from the City Clerk.
7. **BREACH BY THE COMPANY.** If the Company breaches its obligations under this Agreement, the City may prohibit the Company from operating a business at Depot Beach and may terminate this agreement. This right shall be in addition to any other rights granted to the City or the Company by law for breach of contract. The failure of the City to exercise this right of termination for breach shall not constitute a waiver of its rights as to any future breaches.
8. **DAMAGES TO DEPOT BEACH OR CITY-OWNED PROPERTY.** The Company shall be fully responsible to pay for any damages to Depot Beach or City-owned property as a result of

performing the activities contemplated by this agreement.

9. **INDEMNIFICATION.** The Company shall indemnify and hold harmless the City, its officers, board members, assigns, agents, servants, employees, and insurance companies from any and all damages, legal fees or expenses, losses, claims and actions which may arise out of performing the activities contemplated by this Agreement.

In acknowledgment of this Agreement, authorized representatives of the parties have executed this document as shown below.

Mark L. Heydlauff, City Manager	Date
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Bill Schulman, Schulman Paddleworks	Date
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**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Kayak/Paddleboard rentals at Lake Michigan and Ferry Beaches

DATE: April 18, 2016

PRESENTED BY: Tom Kirinovic, Recreation Director

ATTACHMENTS: Business Proposal from Charlevoix Paddle Sports, LLC (including aerial map)
Contract for 2016/17

BACKGROUND INFORMATION:

Stand up paddleboards and kayaks provide unparalleled summer recreational opportunities. The ability to rent kayaks and paddleboards from the beaches allow the public to be more active and get out on the water at relatively low costs.

Charlevoix Paddle Sports, LLC. is requesting to have locations at Lake Michigan Beach and Ferry Beach. Attached is a map identifying the locations at the beaches.

This organization would stress the importance of staying out of the swim areas while paddling. They would also remind customers to enter/exit the water via city property. Charlevoix Paddle Sports, LLC. would need to pay for a business license to operate on City property, as well as provide liability insurance naming the City as co-insured.

RECOMMENDATION:

Authorize the agreement with Charlevoix Paddle Sports, LLC.

Charlevoix Paddle Sports, LLC: Michigan Beach



Charlevoix Paddle Sports, LLC: Ferry Beach



**CITY OF CHARLEVOIX
KAYAK AND STANDUP PADDLEBOARD AGREEMENT
Charlevoix Paddle Sports, LLC.**

BACKGROUND

They City of Charlevoix (the City), 210 State Street, Charlevoix, MI 49720 and Charlevoix Paddle Sports, LLC (the Company), 311 West Hurlbut Street, Charlevoix, MI 49720, mutually agree to the terms listed below for operating a kayak and paddleboard rental company at the South end of the City-owned Lake Michigan Beach Park and Ferry Beach Park. This Agreement describes the rights and obligations of the parties.

THE PARTIES AGREE AS FOLLOWS:

1. **USE OF FERRY AND LAKE MICHIGAN BEACH.** The Company desires to operate a business on Lake Michigan Beach and Ferry Beach. The Company shall ensure that all participants will not interfere with pedestrians, swimming or boating traffic. In addition, they will verbally remind customers to enter/exit the water from City property.
2. **TIMING AND FREQUENCY OF USE.** Lake Michigan Beach and Ferry Beach are public beaches. The rental stand will be open from 10am-6pm (weather permitting) from the Saturday before Memorial Day through the last Saturday in September.
3. **FEES.** The Company will pay four payments of \$100 to the City on or before the last day of the months of June, July, August, and September. Rates after the first year may be adjusted to reflect reasonable adjustments to maintain the condition of Ferry Beach and Lake Michigan Beach. Under no circumstances are the rates for the stand to exceed other regional standup paddleboard businesses.
4. **TERM.** The agreement shall become effective upon execution of signatures of both parties and shall expire two (2) years after date on signatures unless terminated earlier by the City because of a breach of this agreement by the Company. If mutually agreed in writing by both parties, agreement can be extended for an additional one (1) year.
5. **LIABILITY INSURANCE.** The Company shall purchase \$1 million dollars in liability insurance. The Company shall name the City covered by the liability insurance. Anyone who purchases the Company's services will be required to sign a release of liability before participating in any activities provided by the Company. The City will need proof of it being an additional insured.
6. **BUSINESS LICENSE.** The Company will purchase a business license from the City Clerk.
7. **BREACH BY THE COMPANY.** If the Company breaches its obligations under this Agreement, the City may prohibit the Company from operating a business at Ferry Beach and Lake Michigan Beach and may terminate this agreement. This right shall be in addition to any other rights granted to the City or the Company by law for breach of contract. The failure of the City to exercise this right of termination for breach shall not constitute a waiver of its rights as to any future breaches.

8. **DAMAGES TO FERRY AND LAKE MICHIGAN BEACH OR CITY-OWNED PROPERTY.** The Company shall be fully responsible to pay for any damages to Ferry Beach and Lake Michigan Beach or City-owned property as a result of performing the activities contemplated by this agreement.
9. **INDEMNIFICATION.** The Company shall indemnify and hold harmless the City, its officers, board members, assigns, agents, servants, employees, and insurance companies from any and all damages, legal fees or expenses, losses, claims and actions which may arise out of performing the activities contemplated by this Agreement.

In acknowledgment of this Agreement, authorized representatives of the parties have executed this document as shown below.

Mark L. Heydlauff, City Manager

Date

Ron Edwards, Charlevoix Paddle Sports, LLC

Date

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Code Enforcement Officer (Seasonal, Part-Time) Job Description

DATE: April 18, 2016

PRESENTED BY: Mark Heydlauff, City Manager

ATTACHMENT(S): Code Enforcement Officer (Seasonal, Part-Time) Job Description

BACKGROUND INFORMATION: Charlevoix residents expect a clean, nuisance-free community- especially during the summer. To better meet this expectation, we are proposing a dedicated part-time code enforcement officer who will spend considerable time “on the street” ensuring our ordinances are followed. Funds for this position are included in the Planning Department Budget. Depending on the candidates, we may pursue this position as an hourly employee or as an independent contractor. We may also seek to partner with neighboring communities for this work.

RECOMMENDATION: Approve the Code Enforcement Officer (Seasonal, Part-Time) Job Description.

CITY OF CHARLEVOIX

Title: Code Enforcement Officer

FLSA: Non-Exempt

STATUS: Part-time, non-union

Department: Economic Development & Planning

Reports To: Planning/Zoning Administrator

Date: April 18, 2016

Position Summary

Under the general supervision of the City Planner/Zoning Administrator, the Code Enforcement Officer performs a variety of field and office duties in support of the City's code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, health and safety, blights and other matters of concerns and performs other related duties as assigned.

Essential Job Functions

- Receives, records and investigates complaints from the public and staff regarding violations of municipal codes, ordinances, standards, and health and safety regulations.
- Initiates contacts with residents, business representatives and other parties to explain the nature of violations and to encourage compliance with municipal codes, ordinances and community standards, initiates abatement of dangerous properties a, provides confirmation to public regarding code regulations.
- Coordinates and enforces the City's vegetation management program, including identification of properties in violations, notification to property owners.
- Conducts field investigations of potential violations, gathers evidence, questions or interviews complainants and witnesses, and compares facts to code requirements and makes findings.
- Patrols assigned areas to identify and evaluate potential violations.
- Provides information to violators, the general public, business community, and other governmental agencies regarding codes, laws, and ordinances; respond to questions, complaints and inquiries.
- Prepares staff reports related to code compliance activities and services.
- Maintains files and records related to citations and violations; prepares correspondence and reports.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to interact with the public in a courteous and professional manner.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to operate a motor vehicle.
- Ability to prepare accurate and detailed documentation of investigative findings.

Minimum Qualifications

- High school graduate or equivalent.
- 18 years of age or older.
- Possess a valid driver's license.
- Prior experience in municipal code enforcement preferred.

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

City Council approved: Pending Approval

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Discussion on Miscellaneous Business

DATE: April 18, 2016

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: none

BACKGROUND INFORMATION:

At the last Council meeting, Council Member Kurtz and Council Member Gibson requested a discussion regarding how Council uses the Miscellaneous Business portion of the agenda and a broader discussion of the Council's Rules of Procedure. I wanted to provide some background on these issues as you consider the topic.

The entire agenda format for the City Council is laid out and directed by the Rules of Procedure for City Council approved on November 4, 1996 and was developed largely by Robert Gill, former Mayor Josh Barnes and City Attorney Jim Young. The Rules of Procedure act as the by-laws for the Council and reflect requirements of the City Charter and the Robert's Rules of Order. Many of the elements of the Rules of Procedures are pro forma and similar to things found in various other similar documents for other city councils and commissions. Council Member Gibson suggested the Mayor appoint a small committee to review the Rules of Procedure again now as was done in the mid-1990s.

Miscellaneous Business is not defined in the 1996 Rules of Procedures. As Council well knows, it has had varied uses over time including recognizing different achievements in the community, requesting more information from City Staff, or taking significant action including making personnel changes or setting policy.

From my experience and observation in other communities, most City Councils or Commissions have a section of the agenda to give members an opportunity. In my last community, the agenda item was called Council Comments. Generally it was used for recognizing employee achievements (retirements, good works, etc), asking questions of staff, and asking for items to be included for future agendas. Rarely was a motion made or action taken beyond these kinds of items.

As a matter of reference, I have reviewed the agendas from other area communities:

- Traverse City includes a section of their agenda known as “Reports, Correspondence, and Announcements” and includes a section for the Mayor and Commissioners to make announcements and be recognized for questions and comments. The Traverse City Rules of the City Commission do not stipulate what should or should not be said in this section or how it may be used; however the clear intent is for correspondence and announcements. This is also the section of the agenda for the City Manager to give his or her report and reports from other city staff or entities.
- Petoskey includes a section called “Council Comments.” The Petoskey “Council Meeting Procedures” do not include any direction on what is included in this section but again it would be doubtful this includes action.
- Boyne City includes a section call “Good of the Order” but does not specify what should be covered with this section. Minutes reflect it was recently used to congratulate a donation to the city museum at one meeting while nothing was noted at the next meeting.
- East Jordan includes sections for both “Mayor’s Report” and “City Commissioner Comments” under a subject heading of “Announcements & Reports.”
- Gaylord has sections on the agenda for “Mayor’s Report” and “Council Member Reports.” Recent minutes do not indicate anything from either section

As for a broader look at the Rules of Procedures, I pulled council/commissioner rules from Traverse City, Holland, and Troy. The Michigan Municipal League has listed these communities (among others) for examples of Council Rules of Procedure. I have also reviewed the rules for the Boyne City City Commission, East Jordan Commission and the Petoskey City Council. These documents have many common elements.

I would suggest Council seek political stability and transparency as much as possible. A significant part of this goal is to have predictable, stable meetings. It is an organizational challenge when Council moves from one position to another between meetings. Staff takes its direction from Council and we orient ourselves accordingly. If there is frequent change in this direction, it creates needless work and confusion about the direction of the City. Miscellaneous Business is the wild card slot on each agenda. While a meeting may be orderly and planned up until that point, Miscellaneous Business is an open question of what may happen.

I would suggest Council consider limiting the Miscellaneous Business section to Council comments or questions as many other councils do. You may occasionally have procedural motions made during a meeting; those could be handled at various times.

Beyond Miscellaneous Business, the agenda format could be made more smooth and concise by combining certain items such as the split between when a resolution is discussed and when it is voted upon. Streamlining these kinds of things might cause meetings to move more quickly.

RECOMMENDATION:

Council discussion and further direction to staff.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Mayoral Appointments

DATE: April 18, 2016

PRESENTED BY: Joyce M. Golding, City Clerk

ATTACHMENTS:

BACKGROUND INFORMATION:

The City has one vacancy on the DDA/Main Street board and one vacancy on the Planning Commission. These positions are Mayoral appointments and approved by Council.

RECOMMENDATION:

Motion to appoint (re-appoint) xxx to the DDA/Main Street, term expiring April 2020.

Motion to appoint (re-appoint) xxx to the Planning Commission, term expiring April 2019.