

**REVISED AGENDA**  
**CITY OF CHARLEVOIX CITY COUNCIL MEETING**

**Monday, May 2, 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. | <u>City Council Meeting Minutes - April 18, 2016 Regular Meeting</u>  | PG 1-7  |
| B. | <u>Accounts Payable Check Registers &amp; Payroll Check Registers</u> | PG 8-19 |
| C. | <u>Mayor Proclamation - Charlevoix City Band</u>                      | PG 20   |

**V. Public Hearings**

**VI. Reports**

**VII. Requests, Petitions and Communications and Actions Thereon**

- |    |                                                                                                              |          |
|----|--------------------------------------------------------------------------------------------------------------|----------|
| A. | <u>Concession Agreement with Jack and Annie Russell</u>                                                      | PG 21-26 |
| B. | <u>Mt. McSaubia Assistant Camp Director Job Description</u>                                                  | PG 27-28 |
| C. | <u>Lake Charlevoix Mariners Agreements</u>                                                                   | PG 29    |
|    | 1. License Agreement                                                                                         | PG 30-32 |
|    | 2. Stand Agreement                                                                                           | PG 33-34 |
| D. | <u>Charlevoix City Band Contract</u>                                                                         | PG 35-38 |
| E. | <u>Sea Scout Ship 11 Use of Marina Slip</u>                                                                  | PG 39-40 |
| F. | <u>Resolution to Waive Parking Fees at Ferry Beach Boat Launch for Lake Charlevoix Area Trout Tournament</u> | PG 41-44 |
| G. | <u>Charlevoix Craft Brew Festival</u>                                                                        | PG 45    |
| H. | <u>Planter Design in East Park</u>                                                                           | PG 46-48 |
| I. | <u>Food Truck Pilot Program Policy</u>                                                                       | PG 49-50 |
| J. | <u>Amendment to Rules of Procedure for City Council</u>                                                      | PG 51-54 |

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

**IX. Resolutions**

- |    |                                                                        |                     |
|----|------------------------------------------------------------------------|---------------------|
| A. | <u>Charlevoix Trout Tournament Parking Fee</u>                         | PG 44               |
| B. | <del><u>Amendment to the Rules of Procedure for City Council</u></del> | <del>PG 52-53</del> |
| B. | <u>Food Truck Pilot Program Policy</u>                                 | PG 50               |

**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*



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**Monday, May 2, 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 - April 18, 2016 Regular Meeting PG 1-7
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- V. Public Hearings**
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
  - A. Concession Agreement with Jack and Annie Russell PG 21-26
  - B. Mt. McSauba Assistant Camp Director Job Description PG 27-28
  - C. Lake Charlevoix Mariners Agreements PG 29
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  - F. Resolution to Waive Parking Fees at Ferry Beach Boat Launch for Lake Charlevoix Area Trout Tournament PG 41-44
  - G. Charlevoix Craft Brew Festival PG 45
  - H. Planter Design in East Park PG 46-48
  - I. Food Truck Pilot Program Policy PG 49-50
  - J. Amendment to Rules of Procedure for City Council PG 51-54
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. Resolutions**
  - A. Charlevoix Trout Tournament Parking Fee PG 44
  - B. Amendment to the Rules of Procedure for City Council PG 52-53
- X. Ordinances**
- XI. Miscellaneous Business**
- XII. Audience – Non-Agenda Input (written requests take precedent)**
- XIII. Adjourn**

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**CITY OF CHARLEVOIX**  
**REGULAR CITY COUNCIL MEETING MINUTES**  
**Monday, April 18, 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 Shane Cole, Shirley Gibson, Aaron Hagen, Luther Kurtz, Leon Perron, Bill Supernaw  
Absent: None

**III. Inquiry Regarding Possible Conflicts of Interest**

None.

**IV. Consent Agenda**

The following items were approved and filed:

- A. Approval of Minutes – March 21, 2016 Regular Meeting Minutes
- B. Approval of Minutes – April 4, 2016 Regular Meeting Minutes
- C. Regular Accounts Payable Check Register – April 19, 2016
- D. ACH Payments – April 4, 2016–April 11, 2016
- E. Payroll Check Register – April 8, 2016
- F. Payroll Transmittal – April 8, 2016
- G. Resignation from Historic District Study Committee – Linda Mason
- H. Mayor Proclamation – National Arbor Day and Earth Day

**V. Public Hearings**

A. Earl Young Historic Buildings District Ordinance

Interim Planner Panoff recalled the history of establishing the proposed local historic district to preserve 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.

David Miles, Charlevoix Historical Society and Historic District Commission, discussed the value of a historic district to preserve Earl Young homes and how it will benefit the local economy. On behalf of the historical committees, he recommended approval of the ordinance.

Mayor Campbell opened the item to public comment at 7:12 p.m. There were no comments and the item was closed to the public.

**VI. Reports**

City Manager Heydlauff stated that Staff is preparing for the summer season. He toured the Nu Core facility and learned about their product line. City Manager Heydlauff extended his appreciation to the Shade Tree Commission members and the work they do.

**VII. Requests, Petitions and Communications and Actions Thereon**

A. Well Rehabilitation – Pump System Upgrade

Golf Director Heid stated that the 2016/2017 Budget includes \$26,000 for well rehabilitation and pump system upgrades at the Charlevoix Golf Club. The 6" well was established in 1983 and has experienced major failures over the last few years. Director Heid explained how the pump system works. On April 6, 2016, the City received bids from three contractors with the lowest bidder being C.S. Raymer Co., Inc. of Marne, Michigan at \$26,000. This bid meets all bid specifications and Raymer has worked for the City several times in the past.

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

Motion by Councilmember Supernaw, second by Councilmember Gibson, to award the well pump upgrade bid to C.S. Raymer Company, Inc. of Marne, Michigan for the sum of \$26,000.

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

B. Kayak/Paddleboard Rentals at Depot Beach

Recreation Director Kirinovic stated that Schulman Paddleworks is proposing a similar agreement to 2015 and would like to be located at the south end of Depot Beach for the summer season. The term of the agreement would be two years.

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

Motion by Councilmember Gibson, second by Councilmember Kurtz, to approve the agreement with Schulman Paddleworks as presented.

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

C. Kayak/Paddleboard Rentals at Lake Michigan and Ferry Beaches

Recreation Director Kirinovic stated that Charlevoix Paddle Sports, LLC is requesting to have rental locations at Lake Michigan Beach and Ferry Beach for a two year term. He discussed the specifics of the proposed agreement.

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

Motion by Councilmember Kurtz, second by Councilmember Cole, to authorize the agreement with Charlevoix Paddle Sports, LLC.

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

D. Code Enforcement Officer (seasonal part-time) Job Description

City Manager Heydlauff stated that this part-time position would assist the Planner's office proactively ensuring that City ordinances are followed. He felt that Staff should be regularly addressing code compliance.

Mayor Campbell opened the item to public comment.

Greg Stevens, 2<sup>nd</sup> Ward, was in support of this position. He indicated that the Planner's office is very busy in the summer season.

The item was closed to the public.

Motion by Councilmember Hagen, second by Councilmember Gibson, to approve the Code Enforcement Officer (seasonal part-time) Job Description.

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

E. Discussion of Miscellaneous Business

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 *Rules of Procedure for City Council*. City Manager Heydlauff provided background on these topics.

Councilmember Gibson stated that the Miscellaneous Business agenda item has been abused in the past by many Councils. She felt that this agenda item should be for Council comments only and not for major decisions. Councilmember Gibson suggested that if Council wanted to move on an issue, they should have a straw vote. If the majority of Council wanted to take action, three members could request that the item be placed on the following agenda. She also mentioned that in her years on Council, action has never been taken under Audience – Non-Agenda Input. Councilmember Gibson indicated that if Council decides to update the *Rules of Procedure*, then these two agenda items should be limited and clarified.

City Manager Heydlauff explained how Council might define the content of agenda items such as Miscellaneous Business and Audience – Non-Agenda Input and how additional agenda items could be added to an existing agenda.

Councilmember Supernaw felt that the reconsideration of the conservation easement resulted in this conversation. The proper steps for reconsidering a motion were discussed at length. The City Manager also explained the importance of having predictable, stable meetings and Staff challenges when Council swings from one position to another between meetings.

Councilmember Gibson stated that her goal was to amend the *Rules of Procedure* to assure transparency when it comes to City business. Councilmember Cole agreed.

Councilmember Kurtz clarified that he requested "Miscellaneous Business" be put on this evening's agenda to discuss transparency, not because of any specific issues. He also wanted to mitigate wasted Staff time when Council proposes spontaneous motions.

Councilmember Gibson stated that she doesn't have a problem with Council changing their position on an issue at a later date, but the public should be aware of the proposed change.

The format of the agenda was discussed and several efficiencies were suggested. The need to have a sub-committee to review the *Rules of Procedure* was debated. It was generally agreed that the City Manager and City Attorney would propose language changes to the *Rules of Procedure*. This draft would be brought to Council following Rule 20: Amendment or Repeal of Council Rules.

F. Mayor Appointments

Motion by Councilmember Kurtz, second by Councilmember Supernaw, to re-appoint Fred DiMartino to the DDA, term expiring April 2020.

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

Motion by Councilmember Supernaw, second by Councilmember Cole, to re-appoint John Elzinga to the Planning Commission, term expiring April 2019.

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

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. Earl Young Historic Buildings District Ordinance

Motion by Councilmember Kurtz, seconded by Councilmember Gibson, to approve Ordinance No. 778 of 2016, as follows:

**CITY OF CHARLEVOIX  
ORDINANCE NO. 778 of 2016**

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 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

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

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 ANGOF 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 PLATOF 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 PARTOF 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 OFCHARLEVOIX

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 PLATOF 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 4BLK 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 CITYOF 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 in valid 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 thirty (30) days from the date of adoption and shall be published as required by the Charter of the City of Charlevoix.

Ordinance No. 778 was adopted on the 18th day of April, 2016 A.D., by the Charlevoix City Council as follows:

Motion by: Councilmember Kurtz  
 Seconded by: Councilmember Gibson

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

State of Michigan )  
 ) ss  
 City of Charlevoix )

Joyce M. Golding Clerk

Gabe Campbell Mayor

### **XI. Miscellaneous Business**

Mayor Campbell suggested that a 10' x 10' sign should be placed on Grant Street at the entrance to Michigan Beach Park that prohibits the cutting of trees. He would like to include this topic on the next meeting's agenda.

### **XII. Audience - Non-agenda input (written requests take precedent)**

None.

### **XIII. Adjourn**

Motion by Councilmember Hagen, second by Councilmember Gibson, to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 7:56 p.m.

Joyce M. Golding City Clerk

Gabe Campbell Mayor

### **Regular Accounts Payable - 04/19/2016**

|                             |          |                        |           |
|-----------------------------|----------|------------------------|-----------|
| ACE HARDWARE                | 1,838.50 | AVFUEL CORPORATION     | 31,147.51 |
| AMERICAN TOTAL SECURITY INC | 188.00   | B & L SOUND INC        | 401.89    |
| AMERICAN WASTE INC.         | 2,015.96 | BC PIZZA               | 60.95     |
| APX INC.                    | 102.41   | BELL EQUIPMENT COMPANY | 172.79    |
| ARCADIA BENEFITS GROUP INC  | 25.00    | BRADFORD'S             | 32.50     |
| ARROW UNIFORM-TAYLOR L.L.C. | 1,299.22 | BRIAN DIXON PAINTING   | 2,260.00  |
| AT&T                        | 2,550.30 | CARQUEST OF CHARLEVOIX | 726.69    |
| AUTO VALUE                  | 445.19   | CERILLIANT             | 359.96    |

|                                |           |                                 |                   |
|--------------------------------|-----------|---------------------------------|-------------------|
| CHARLEVOIX COUNTY FIRE         | 50.00     | MINE SAFETY APPLIANCES CO. LLC  | 650.00            |
| CHARLEVOIX DISTRICT LIBRARY    | 10,000.00 | MMS CO LLC                      | 557.65            |
| CHARLEVOIX SCREEN MASTERS INC  | 300.00    | NORTHERN CREDIT BUREAU          | 665.90            |
| CHARLEVOIX STATE BANK          | 70.00     | NORTHERN LAKES                  | 40.00             |
| CHARLEVOIX TOWNSHIP            | 16.79     | NORTHERN MICHIGAN REVIEW INC.   | 2,315.28          |
| CHARTER COMMUNICATIONS         | 1,075.50  | NORTHERN PUMP & WELL            | 3,495.00          |
| CINTAS CORPORATION             | 64.66     | NORTHERN PUMP SERVICE INC.      | 2,162.84          |
| CINTAS CORPORATION #729        | 41.37     | OLD DOMINION BRUSH              | 630.52            |
| CITY OF CHARLEVOIX - UTILITIES | 36,670.28 | OLESON'S FOOD STORES            | 30.25             |
| COCA-COLA REFRESHMENTS         | 318.66    | ORBAN, BARBARA                  | 14.00             |
| CROSS CUT CONCRETE CUTTING     | 375.90    | OVERHEAD DOOR COMPANY           | 75.64             |
| DITCH WITCH SALES OF MICHIGAN  | 2,702.80  | PATRICK, SABRINA                | 75.00             |
| DXE MEDICAL INC                | 303.50    | PERFORMANCE ENGINEERS INC       | 11,743.88         |
| ETNA SUPPLY                    | 840.00    | PHYSIO-CONTROL INC.             | 417.84            |
| FAMILY FARM & HOME             | 267.85    | POLYDYNE INC                    | 379.50            |
| FASTENAL COMPANY               | 259.25    | POWER LINE SUPPLY               | 5,545.30          |
| FISHER SCIENTIFIC              | 716.81    | PRESTON FEATHER                 | 252.99            |
| FISHER, HOLLY                  | 75.00     | PURITY CYLINDER GASES INC       | 321.26            |
| FLETCH'S                       | 142.15    | RANGE TELECOMMUNICATIONS        | 114.00            |
| FREEDOM MAILING SERVICES INC.  | 2,244.89  | RESCO                           | 844.48            |
| GBS INC.                       | 172.46    | SAYLOR, JESSICA                 | 75.00             |
| GOLDING, JOYCE                 | 225.84    | SEARS COMMERCIAL ONE            | 19.99             |
| HANKINS, SCOTT                 | 41.00     | SHARROW MASONRY INC             | 1,945.00          |
| HEID, THOMAS J.                | 58.32     | SMITH, MARY                     | 75.00             |
| HEIGHTS MACHINERY              | 566.61    | SOUTH ARM CONSTRUCTION LLC      | 13,110.00         |
| HELLEBUYCK DRYWALL             | 3,500.00  | SPARTAN DISTRIBUTORS INC        | 5,860.00          |
| HYDRO CORP                     | 515.00    | STATE OF MICHIGAN               | 115.00            |
| IDEXX DISTRIBUTION INC.        | 1,074.57  | SYSTEMS SPECIALISTS INC         | 1,200.00          |
| JACK DOHENY SUPPLIES INC       | 6,492.67  | TERMINAL SUPPLY CO              | 368.39            |
| KANTOLA, ANNE                  | 55.00     | TRUCK & TRAILER SPECIALTIES     | 242.66            |
| KMart                          | 259.43    | UNITED HEALTHCARE SERVICES INC. | 571.70            |
| KSS ENTERPRISES                | 342.71    | USA BLUE BOOK                   | 681.51            |
| MATELSKI, KIM                  | 14.00     | ZOLL MEDICAL CORPORATION        | 808.50            |
| MCCARDEL CULLIGAN-PETOSKEY     | 50.00     |                                 |                   |
| MICHIGAN OFFICEWAYS INC        | 1,009.98  | <b>TOTAL</b>                    | <b>169,943.95</b> |

**ACH Payments - 04/04/2016 - 04/11/2016**

|                               |           |                              |                   |
|-------------------------------|-----------|------------------------------|-------------------|
| MI PUBLIC POWER AGENCY        | 25,642.47 | VANTAGEPOINT (401 ICMA PLAN) | 687.59            |
| PAYMENT SERVICE NETWORK       | 238.50    | VANTAGEPOINT (457 ICMA PLAN) | 13,552.26         |
| IRS (PAYROLL TAX DEPOSIT)     | 34,919.11 | STATE OF MI (SALES TAX)      | 19,287.74         |
| ALERUS FINANCIAL (HCSP)       | 420.00    | MI PUBLIC POWER AGENCY       | 34,270.71         |
| STATE OF MI (WITHHOLDING TAX) | 4,714.12  | <b>TOTAL</b>                 | <b>133,732.50</b> |

**PAYROLL: NET PAY**

**Pay Period Ending 04/02/2016 - Paid 04/08/2016**

|                       |          |                           |          |
|-----------------------|----------|---------------------------|----------|
| CAMPBELL, GABRIEL M.  | 828.84   | ORBAN, BARBARA K.         | 1,367.94 |
| GIBSON, SHIRLEY J.    | 554.47   | TRAEGER, JASON A.         | 1,334.22 |
| PERRON, LEON R.       | 483.01   | FLICKEMA, ANDREW M.       | 1,507.78 |
| KURTZ, LUTHER J.      | 385.56   | MATELSKI, KIMBERLY A.     | 1,098.71 |
| SUPERNAW, WILLIAM J.  | 339.38   | ROLOFF, ROBERT P.         | 1,646.56 |
| HAGEN, AARON W.       | 350.93   | RILEY, DENISE M.          | 411.34   |
| WELLER, LINDA JO      | 1,631.90 | LOPER II, GARY D.         | 357.46   |
| HEYDLAUFF, MARK L.    | 2,367.61 | WURST, RANDALL W.         | 1,351.74 |
| GOLDING, JOYCE M.     | 1,061.96 | MAYER, SHELLEY L.         | 1,444.31 |
| DEROSIA, PATRICIA E.  | 878.25   | HILLING, NICHOLAS A.      | 1,274.29 |
| DOYLE, ANNE E.        | 1,364.90 | MEIER III, CHARLES A.     | 1,691.87 |
| LOY, EVELYN R.        | 1,029.15 | ZACHARIAS, STEVEN B.      | 1,153.76 |
| KLOOSTER, ALIDA K.    | 1,640.39 | NISWANDER, JOSEPH F.      | 5,411.98 |
| GOLOVICH, KAREN J.    | 985.42   | EATON, BRAD A.            | 1,703.20 |
| SPENCLEY, PATRICIA L. | 1,219.79 | WILSON, TIMOTHY J.        | 2,213.61 |
| PANOFF, ZACHARY R.    | 1,028.48 | LAVOIE, RICHARD L.        | 1,914.00 |
| MILLER, FAITH G.      | 55.91    | STEVENS, BRANDON C.       | 1,852.90 |
| LEESE, MERRI C.       | 253.22   | DRAVES, MARTIN J.         | 1,775.24 |
| MCGINN, KELLY A.      | 1,460.00 | BROWN, STEPHANIE C.       | 1,070.47 |
| DOAN, GERARD P.       | 1,519.27 | ELLIOTT, PATRICK M.       | 1,761.19 |
| SCHLAPPI, JAMES L.    | 1,102.41 | SCHWARTZFISHER, JOSEPH L. | 1,184.88 |
| UMULIS, MATTHEW T.    | 1,512.21 | WELLS JR., DONALD E.      | 5,945.64 |
| HANKINS, SCOTT A.     | 1,468.84 | BRADLEY, KELLY R.         | 1,265.12 |

|                      |          |
|----------------------|----------|
| JONES, ROBERT F.     | 1,277.51 |
| DORAN, JUSTIN J.     | 1,804.20 |
| KIRINOVIC, THOMAS F. | 588.98   |
| BITELY, KATHERINE A. | 431.47   |
| BERTINELLI, DAVID P. | 459.61   |
| BOSS, BEAU J.        | 219.51   |
| HEID, THOMAS J.      | 1,247.00 |
| MYER, ELIZABETH A.   | 1,855.74 |
| VANLOO, JOSEPH G.    | 636.75   |
| WYMAN, MATTHEW A.    | 940.11   |
| SCHRADER, LOU ANN    | 472.05   |
| BOSS, RYDER S.       | 359.28   |
| MILLER, WILLIAM S.   | 1,173.97 |
| COLE, SHANE          | 593.34   |

|                      |                  |
|----------------------|------------------|
| DOAN, GERARD P.      | 181.89           |
| HANKINS, SCOTT A.    | 175.35           |
| ROLOFF, ROBERT P.    | 291.80           |
| NISWANDER, JOSEPH F. | 1,513.45         |
| SWEM, DONALD L.      | 1,794.47         |
| WHITLEY, ANDREW T.   | 2,210.69         |
| MORRISON, KEVIN P.   | 1,295.18         |
| HODGE, MICHAEL J.    | 1,355.80         |
| WELLS JR., DONALD E. | 3,903.78         |
| JOHNSON, STEVEN P.   | 1,178.59         |
| BOSS JR, DALE E.     | 1,116.49         |
| HOLM, ARTHUR R.      | 160.15           |
| STEPHAN, MARY ANN    | 16.00            |
| <b>TOTAL</b>         | <b>91,513.27</b> |

**PAYROLL: TRANSMITTAL - 04/08/2016**

|                       |          |
|-----------------------|----------|
| 4FRONT CREDIT UNION   | 248.46   |
| AMERICAN FAMILY LIFE  | 166.74   |
| AMERICAN FAMILY LIFE  | 379.74   |
| CHAR EM UNITED WAY    | 56.00    |
| CHARLEVOIX STATE BANK | 1,286.16 |
| CHEMICAL BANK         | 150.00   |

|                               |                 |
|-------------------------------|-----------------|
| COMMUNICATION WORKERS OF AMER | 489.93          |
| MI STATE DISBURSEMENT UNIT    | 627.13          |
| POLICE OFFICERS LABOR COUNCIL | 201.00          |
| PRIORITY HEALTH               | 1,858.52        |
| <b>TOTAL</b>                  | <b>5,463.68</b> |



| Check Number      | Payee                         | Amount    |
|-------------------|-------------------------------|-----------|
| <b>04/21/2016</b> |                               |           |
| 116510            | AT&T LONG DISTANCE            | 39.88     |
| 116511            | CHARLEVOIX STATE BANK         | 5,526.41  |
| 116512            | DELTA DENTAL                  | 3,756.80  |
| 116513            | GREAT LAKES ENERGY            | 294.65    |
| 116514            | METLIFE SMALL BUSINESS CENTER | 705.61    |
| 116515            | PRIORITY HEALTH               | 38,800.78 |
| 116516            | STATE OF MICHIGAN             | 100.00    |
| 116517            | VERIZON WIRELESS              | 56.72     |
| 116518            | VISION SERVICE PLAN           | 495.36    |
| Total 04/21/2016: |                               | 49,776.21 |
| Grand Totals:     |                               | 49,776.21 |

## Summary of Check Registers &amp; ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

|                                       |    |            |
|---------------------------------------|----|------------|
| 04/21/16 Special Accounts Payable Run | \$ | 49,776.21  |
| 04/22/16 Payroll                      | \$ | 76,476.99  |
| 04/22/16 Payroll Transmittal Checks   | \$ | 5,287.61   |
| 05/03/16 Regular Accounts Payable     | \$ | 67,859.93  |
| Checks Sub-Total:                     | \$ | 199,400.74 |

FIRSTMERIT BANK - ACH PAYMENTS

|                                        |    |            |
|----------------------------------------|----|------------|
| 04/18/16 MI Public Power Agency        | \$ | 35,564.66  |
| 04/19/16 DTE Energy                    | \$ | 7,161.30   |
| 04/22/16 IRS (Payroll Tax Deposit)     | \$ | 30,340.14  |
| 04/22/16 Alerus Financial (HCSP)       | \$ | 420.00     |
| 04/22/16 State of MI (Withholding Tax) | \$ | 4,319.77   |
| 04/22/16 Vantagepoint (401 ICMA Plan)  | \$ | 699.94     |
| 04/22/16 Vantagepoint (457 ICMA Plan)  | \$ | 12,391.23  |
| 04/22/16 Vantagepoint (Roth IRA)       | \$ | 261.53     |
| 04/22/16 MERS (Defined Benefit Plan)   | \$ | 29,163.78  |
| 04/22/16 DeVere Construction Company   | \$ | 251,080.84 |
| 04/25/16 MI Public Power Agency        | \$ | 237,685.49 |
| 04/22/16 MI Public Power Agency        | \$ | 29,402.29  |

ACH Sub-Total: \$ 638,490.97

First Merit Bank Total: \$ 837,891.71

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

|                              |    |        |
|------------------------------|----|--------|
| 05/03/16 Tax Disbursement    | \$ | 729.74 |
| Charlevoix State Bank Total: | \$ | 729.74 |

Grand Total: \$ 838,621.45

APPROVED:

  
CITY MANAGER

  
CITY TREASURER

  
CITY CLERK

M = Manual Check, V = Void Check

| Pay Period<br>Date | Journal<br>Code | Check<br>Issue Date | Check<br>Number | Payee                 | Emp<br>ID | Description | Amount   |
|--------------------|-----------------|---------------------|-----------------|-----------------------|-----------|-------------|----------|
| 04/16/2016         | PC              | 04/22/2016          | 21147           | WELLER, LINDA JO      | 101       |             | 1,481.58 |
| 04/16/2016         | PC              | 04/22/2016          | 21148           | HEYDLAUFF, MARK L.    | 102       |             | 2,118.60 |
| 04/16/2016         | PC              | 04/22/2016          | 21149           | GOLDING, JOYCE M.     | 106       |             | 1,082.62 |
| 04/16/2016         | PC              | 04/22/2016          | 21150           | DEROSIA, PATRICIA E.  | 107       |             | 894.15   |
| 04/16/2016         | PC              | 04/22/2016          | 21151           | DOYLE, ANNE E.        | 108       |             | 1,387.69 |
| 04/16/2016         | PC              | 04/22/2016          | 21152           | LOY, EVELYN R.        | 117       |             | 1,029.15 |
| 04/16/2016         | PC              | 04/22/2016          | 21153           | KLOOSTER, ALIDA K.    | 121       |             | 1,554.10 |
| 04/16/2016         | PC              | 04/22/2016          | 21154           | GOLOVICH, KAREN J.    | 122       |             | 985.42   |
| 04/16/2016         | PC              | 04/22/2016          | 21155           | SPENCLEY, PATRICIA L. | 136       |             | 1,249.37 |
| 04/16/2016         | PC              | 04/22/2016          | 21156           | PANOFF, ZACHARY R.    | 141       |             | 1,180.04 |
| 04/16/2016         | PC              | 04/22/2016          | 21157           | MILLER, FAITH G.      | 142       |             | 111.83   |
| 04/16/2016         | PC              | 04/22/2016          | 21158           | LEESE, MERRI C.       | 145       |             | 262.02   |
| 04/16/2016         | PC              | 04/22/2016          | 21159           | MCGINN, KELLY A.      | 146       |             | 1,492.91 |
| 04/16/2016         | PC              | 04/22/2016          | 21160           | DOAN, GERARD P.       | 201       |             | 1,558.33 |
| 04/16/2016         | PC              | 04/22/2016          | 21161           | SCHLAPPI, JAMES L.    | 204       |             | 956.47   |
| 04/16/2016         | PC              | 04/22/2016          | 21162           | UMULIS, MATTHEW T.    | 205       |             | 1,219.71 |
| 04/16/2016         | PC              | 04/22/2016          | 21163           | HANKINS, SCOTT A.     | 208       |             | 1,494.68 |
| 04/16/2016         | PC              | 04/22/2016          | 21164           | ORBAN, BARBARA K.     | 209       |             | 1,355.76 |
| 04/16/2016         | PC              | 04/22/2016          | 21165           | TRAEGER, JASON A.     | 210       |             | 1,098.76 |
| 04/16/2016         | PC              | 04/22/2016          | 21166           | FLICKEMA, ANDREW M.   | 211       |             | 1,241.80 |
| 04/16/2016         | PC              | 04/22/2016          | 21167           | MATELSKI, KIMBERLY A. | 212       |             | 1,118.59 |
| 04/16/2016         | PC              | 04/22/2016          | 21168           | ROLOFF, ROBERT P.     | 304       |             | 3,327.37 |
| 04/16/2016         | PC              | 04/22/2016          | 21169           | RILEY, DENISE M.      | 306       |             | 418.25   |
| 04/16/2016         | PC              | 04/22/2016          | 21170           | LOPER II, GARY D.     | 308       |             | 906.09   |
| 04/16/2016         | PC              | 04/22/2016          | 21171           | WURST, RANDALL W.     | 411       |             | 1,317.21 |
| 04/16/2016         | PC              | 04/22/2016          | 21172           | MAYER, SHELLEY L.     | 412       |             | 1,486.95 |
| 04/16/2016         | PC              | 04/22/2016          | 21173           | HILLING, NICHOLAS A.  | 413       |             | 1,266.18 |
| 04/16/2016         | PC              | 04/22/2016          | 21174           | MEIER III, CHARLES A. | 421       |             | 1,244.18 |
| 04/16/2016         | PC              | 04/22/2016          | 21175           | ZACHARIAS, STEVEN B.  | 422       |             | 1,479.08 |
| 04/16/2016         | PC              | 04/22/2016          | 21176           | EATON, BRAD A.        | 515       |             | 1,771.19 |
| 04/16/2016         | PC              | 04/22/2016          | 21177           | WILSON, TIMOTHY J.    | 516       |             | 1,962.89 |
| 04/16/2016         | PC              | 04/22/2016          | 21178           | LAVOIE, RICHARD L.    | 519       |             | 1,662.97 |
| 04/16/2016         | PC              | 04/22/2016          | 21179           | STEVENS, BRANDON C.   | 521       |             | 1,821.51 |
| 04/16/2016         | PC              | 04/22/2016          | 21180           | DRAVES, MARTIN J.     | 523       |             | 1,703.08 |
| 04/16/2016         | PC              | 04/22/2016          | 21181           | BROWN, STEPHANIE C.   | 524       |             | 1,020.24 |
| 04/16/2016         | PC              | 04/22/2016          | 21182           | ELLIOTT, PATRICK M.   | 600       |             | 1,961.37 |
| 04/16/2016         | PC              | 04/22/2016          | 21183           | SCHWARTZFISHER, JOS   | 603       |             | 984.13   |
| 04/16/2016         | PC              | 04/22/2016          | 21184           | BRADLEY, KELLY R.     | 614       |             | 1,363.14 |
| 04/16/2016         | PC              | 04/22/2016          | 21185           | HART II, DELBERT W.   | 616       |             | 821.21   |
| 04/16/2016         | PC              | 04/22/2016          | 21186           | JONES, ROBERT F.      | 618       |             | 1,375.70 |
| 04/16/2016         | PC              | 04/22/2016          | 21187           | DORAN, JUSTIN J.      | 621       |             | 1,203.59 |
| 04/16/2016         | PC              | 04/22/2016          | 21188           | MANKER JR, DAVID W.   | 638       |             | 24.94    |
| 04/16/2016         | PC              | 04/22/2016          | 21189           | HAWKINS, JAMES S.     | 662       |             | 39.65    |
| 04/16/2016         | PC              | 04/22/2016          | 21190           | MCGHEE, ROBERT R.     | 663       |             | 419.47   |
| 04/16/2016         | PC              | 04/22/2016          | 21191           | KIRINOVIC, THOMAS F.  | 700       |             | 312.79   |
| 04/16/2016         | PC              | 04/22/2016          | 21192           | BITELY, KATHERINE A.  | 704       |             | 433.30   |
| 04/16/2016         | PC              | 04/22/2016          | 21193           | MILAN, JANE E.        | 711       |             | 420.10   |
| 04/16/2016         | PC              | 04/22/2016          | 21194           | HEID, THOMAS J.       | 802       |             | 1,272.04 |
| 04/16/2016         | PC              | 04/22/2016          | 21195           | LEESE, ALAN K.        | 835       |             | 398.03   |
| 04/16/2016         | PC              | 04/22/2016          | 21196           | DAVIS, RONALD L.      | 853       |             | 115.02   |
| 04/16/2016         | PC              | 04/22/2016          | 21197           | DAKROUB, JOSEPH E.    | 860       |             | 106.78   |
| 04/16/2016         | PC              | 04/22/2016          | 21198           | MASSON, DONALD J.     | 861       |             | 231.10   |
| 04/16/2016         | PC              | 04/22/2016          | 21199           | MYER, ELIZABETH A.    | 900       |             | 1,653.03 |
| 04/16/2016         | PC              | 04/22/2016          | 21200           | VANLOO, JOSEPH G.     | 902       |             | 613.18   |
| 04/16/2016         | PC              | 04/22/2016          | 21201           | WYMAN, MATTHEW A.     | 927       |             | 1,006.89 |
| 04/16/2016         | PC              | 04/22/2016          | 21202           | SCHRADER, LOU ANN     | 929       |             | 467.36   |
| 04/16/2016         | PC              | 04/22/2016          | 21203           | BOSS, RYDER S.        | 932       |             | 294.85   |

| Pay Period Date | Journal Code | Check Issue Date | Check Number | Payee               | Emp ID | Description | Amount    |
|-----------------|--------------|------------------|--------------|---------------------|--------|-------------|-----------|
| 04/16/2016      | PC           | 04/22/2016       | 21204        | MILLER, WILLIAM S.  | 933    |             | 960.02    |
| 04/16/2016      | PC           | 04/22/2016       | 21205        | FUNKEY, KRAIG R.    | 1034   |             | 92.35     |
| 04/16/2016      | PC           | 04/22/2016       | 21206        | MEGGISON, JERRY B.  | 1036   |             | 87.66     |
| 04/16/2016      | PC           | 04/22/2016       | 21207        | RILEY, CASEY W.     | 1052   |             | 406.82    |
| 04/16/2016      | PC           | 04/22/2016       | 21208        | JONES, LARRY M.     | 1057   |             | 1,242.91  |
| 04/16/2016      | PC           | 04/22/2016       | 21209        | WILLSON, BRENDA R.  | 1059   |             | 153.29    |
| 04/16/2016      | PC           | 04/22/2016       | 21210        | BEAN, PETER J.      | 1060   |             | 338.95    |
| 04/16/2016      | PC           | 04/22/2016       | 21211        | OCHS, THOMAS F.     | 1068   |             | 30.01     |
| 04/16/2016      | PC           | 04/22/2016       | 21212        | TRAVERS, MANUEL J.  | 1071   |             | 453.32    |
| 04/16/2016      | PC           | 04/22/2016       | 21213        | RILEY, DANIEL A.    | 1079   |             | 542.41    |
| 04/16/2016      | PC           | 04/22/2016       | 116491       | SWEM, DONALD L.     | 512    |             | 1,833.28  |
| 04/16/2016      | PC           | 04/22/2016       | 116492       | WHITLEY, ANDREW T.  | 522    |             | 1,603.09  |
| 04/16/2016      | PC           | 04/22/2016       | 116493       | MORRISON, KEVIN P.  | 601    |             | 1,255.24  |
| 04/16/2016      | PC           | 04/22/2016       | 116494       | HODGE, MICHAEL J.   | 606    |             | 1,284.79  |
| 04/16/2016      | PC           | 04/22/2016       | 116495       | JOHNSON, STEVEN P.  | 617    |             | 1,271.07  |
| 04/16/2016      | PC           | 04/22/2016       | 116496       | GILL, DAVID R.      | 856    |             | 968.20    |
| 04/16/2016      | PC           | 04/22/2016       | 116497       | TODD, RICHARD D.    | 859    |             | 191.89    |
| 04/16/2016      | PC           | 04/22/2016       | 116498       | STEVENS, JEFFREY W. | 1028   |             | 420.16    |
| 04/16/2016      | PC           | 04/22/2016       | 116499       | ROLOFF, AUDREY M.   | 1037   |             | 1,501.43  |
| 04/16/2016      | PC           | 04/22/2016       | 116500       | MATTER, DAWSON K.   | 1038   |             | 26.42     |
| 04/16/2016      | PC           | 04/22/2016       | 116501       | SCOTT JR., WINFIELD | 1072   |             | 35.24     |
| Grand Totals:   |              |                  | 78           |                     |        |             | 76,476.99 |



## Report Criteria:

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

| Pay Period<br>Date | Check<br>Issue Date | Check<br>Number | Payee                | Emp<br>ID | Description                   | Amount   |
|--------------------|---------------------|-----------------|----------------------|-----------|-------------------------------|----------|
| 04/16/2016         | 04/22/2016          | 116502          | 4FRONT CREDIT UNION  | 9024      | HSA-EMPLOYEE CONTRIB-4FR      | 248.46   |
| 04/16/2016         | 04/22/2016          | 116503          | AMERICAN FAMILY LIFE | 9011      | AMERICAN FAMILY LIFE-POST     | 166.74   |
| 04/16/2016         | 04/22/2016          | 116503          | AMERICAN FAMILY LIFE | 9011      | AMERICAN FAMILY LIFE-PRETA    | 379.74   |
| 04/16/2016         | 04/22/2016          | 116504          | CHAR EM UNITED WAY   | 9009      | UNITED WAY Pay Period: 4/16/2 | 56.00    |
| 04/16/2016         | 04/22/2016          | 116505          | CHARLEVOIX STATE BA  | 9017      | HSA - EMPLOYEE CONTRIB - C    | 1,286.16 |
| 04/16/2016         | 04/22/2016          | 116506          | CHEMICAL BANK        | 9018      | HSA - EMPLOYEE CONTRIB - C    | 150.00   |
| 04/16/2016         | 04/22/2016          | 116507          | COMMUNICATION WORK   | 9004      | CWA UNION DUES Pay Period:    | 489.93   |
| 04/16/2016         | 04/22/2016          | 116508          | MI STATE DISBURSEME  | 9012      | FRIEND OF THE COURT Pay P     | 652.06   |
| 04/16/2016         | 04/22/2016          | 116509          | PRIORITY HEALTH      | 392358    | PRIORITY HEALTH Pay Period:   | 1,858.52 |
| Grand Totals:      |                     | 9               |                      |           |                               | 5,287.61 |



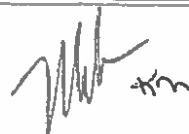
| Check Number      | Payee                           | Amount   |
|-------------------|---------------------------------|----------|
| <b>05/03/2016</b> |                                 |          |
| 116519            | ABILITA                         | 292.50   |
| 116520            | AIRGAS USA LLC                  | 58.43    |
| 116521            | ALEXANDER, TOM                  | 300.00   |
| 116522            | ALL-PHASE ELECTRIC SUPPLY CO.   | 546.32   |
| 116523            | ALTEC INDUSTRIES INC            | 337.50   |
| 116524            | AVFUEL CORPORATION              | 2,270.00 |
| 116525            | BARRETT'S AUTO & MARINE TRIM    | 430.00   |
| 116526            | BELLEROC TIRE/GAYLORD           | 295.00   |
| 116527            | BOSS, KEN                       | 8.50     |
| 116528            | CANNON EQUIPMENT                | 54.71    |
| 116529            | CHANNING BETE COMPANY INC.      | 540.37   |
| 116530            | CHARLEVOIX DISTRICT LIBRARY     | 70.00    |
| 116531            | CHARLEVOIX GLASS INC.           | 230.64   |
| 116532            | CHARLEVOIX SCREEN MASTERS INC   | 461.00   |
| 116533            | CHARLEVOIX TOWNSHIP             | 15.23    |
| 116534            | CHESAPEAKE GROUP INC.           | 4,400.00 |
| 116535            | CINTAS CORPORATION #729         | 118.23   |
| 116536            | CITY OF CHARLEVOIX - PETTY CASH | 264.00   |
| 116537            | CLOTHING COMPANY, THE           | 1,905.00 |
| 116538            | DCASSESSING SERVICES            | 4,371.08 |
| 116539            | DELL MARKETING L P              | 1,567.55 |
| 116540            | DeROSIA, PATTY                  | 41.00    |
| 116541            | DITCH WITCH SALES OF MICHIGAN   | 26.34    |
| 116542            | DOAN, GERARD                    | 41.00    |
| 116543            | DOYLE, ANNIE                    | 41.00    |
| 116544            | ELECTION SYSTEMS & SOFTWARE     | 31.60    |
| 116545            | ELHORN ENGINEERING COMPANY      | 942.10   |
| 116546            | ELLIOTT, PATRICK M.             | 41.00    |
| 116547            | ELLSWORTH FARMER'S EXCHANGE     | 366.01   |
| 116548            | EVANS, HAL                      | 41.00    |
| 116549            | FASTENAL COMPANY                | 40.07    |
| 116550            | FREIDINGER, REED                | 33.00    |
| 116551            | GEMPLER'S                       | 519.15   |
| 116552            | GOLDING, JOYCE                  | 41.00    |
| 116553            | GORDON FOOD SERVICE             | 212.95   |
| 116554            | GOVERNMENT FINANCE              | 160.00   |
| 116555            | GRAINGER                        | 448.09   |
| 116556            | GREAT LAKES PIPE & SUPPLY       | 110.20   |
| 116557            | HACH COMPANY                    | 1,190.10 |
| 116558            | HANKINS, SCOTT                  | 223.00   |
| 116559            | HARRELL'S                       | 290.00   |
| 116560            | HEID, THOMAS J.                 | 41.00    |
| 116561            | HELNER, JOHN                    | 12.81    |
| 116562            | HEYDLAUFF, MARK L               | 41.00    |
| 116563            | HYDE SERVICES LLC               | 332.57   |
| 116564            | INDEPENDENT DRAFTING SERVICES   | 1,225.00 |
| 116565            | JONES & JONES GARAGE DOOR SVC   | 434.40   |
| 116566            | KIRINOVIC, THOMAS               | 41.00    |

| Check Number      | Payee                         | Amount    |
|-------------------|-------------------------------|-----------|
| 116567            | KIWANIS CLUB OF CHARLEVOIX    | 39.00     |
| 116568            | KLOOSTER, ALIDA K.            | 41.00     |
| 116569            | KSS ENTERPRISES               | 705.99    |
| 116570            | LALONDE, GEORGE               | 38.50     |
| 116571            | MASSON, DONALD J.             | 132.24    |
| 116572            | MATELSKI, KIM                 | 14.00     |
| 116573            | MAYER, SHELLEY L.             | 41.00     |
| 116574            | McGINN, KELLY                 | 272.74    |
| 116575            | METAL HEAD WELDING LLC        | 963.90    |
| 116576            | MI-AWWA                       | 155.00    |
| 116577            | MICHIGAN WATER ENV ASSOC      | 200.00    |
| 116578            | MYER, ELIZABETH A.            | 41.00     |
| 116579            | N M A C P                     | 50.00     |
| 116580            | NORTHERN LAKES                | 60.00     |
| 116581            | NORTHERN PUMP SERVICE INC.    | 3,908.23  |
| 116582            | OLSON BZDOK & HOWARD          | 1,066.60  |
| 116583            | ORBAN, BARBARA                | 14.00     |
| 116584            | OTEC                          | 1,591.25  |
| 116585            | OVERHEAD DOOR COMPANY         | 675.00    |
| 116586            | PANOFF, ZACH                  | 41.00     |
| 116587            | PARASTAR INC.                 | 723.06    |
| 116588            | PLUNKETT & COONEY             | 582.63    |
| 116589            | PRO WEB MARKETING LLC         | 50.00     |
| 116590            | PURITY CYLINDER GASES INC     | 49.15     |
| 116591            | QUILL CORP                    | 716.67    |
| 116592            | REHMANN-ROBSON & CO           | 11,483.20 |
| 116593            | ROLOFF, ROBERT                | 41.00     |
| 116594            | SHORELINE POWER SERVICES INC. | 634.50    |
| 116595            | SPARTAN DISTRIBUTORS INC      | 137.18    |
| 116596            | STATE OF MICHIGAN             | 14,723.17 |
| 116597            | SUPERIOR MECHANICAL           | 556.93    |
| 116598            | SWEM, DONALD L.               | 41.00     |
| 116599            | TERMINAL SUPPLY CO            | 35.58     |
| 116600            | TRI-TURF                      | 188.89    |
| 116601            | UNITED STATES PLASTIC CORP.   | 259.15    |
| 116602            | UP NORTH PROPERTY SERVICES LL | 434.00    |
| 116603            | USA BLUE BOOK                 | 308.23    |
| 116604            | WELLER, LINDA                 | 41.00     |
| 116605            | WHARFSIDE ENT. LTD.           | 1,100.00  |
| 116606            | WILMOT ELECTRIC INC           | 119.69    |
| 116607            | WURST, RANDALL W.             | 41.00     |
| 116608            | WYMAN, MATTHEW A.             | 41.00     |
| Total 05/03/2016: |                               | 67,859.93 |
| Grand Totals:     |                               | 67,859.93 |

| Check Number      | Payee                        | Amount    |
|-------------------|------------------------------|-----------|
| <b>04/18/2016</b> |                              |           |
| 41816001          | MICHIGAN PUBLIC POWER AGENCY | 35,564.66 |
| Total 04/18/2016: |                              | 35,564.66 |
| Grand Totals:     |                              | 35,564.66 |

| Check Number      | Payee      | Amount   |
|-------------------|------------|----------|
| <b>04/19/2016</b> |            |          |
| 41916001          | DTE ENERGY | 7,161.30 |
| Total 04/19/2016: |            | 7,161.30 |
| Grand Totals:     |            | 7,161.30 |

| Check<br>Issue Date | Check<br>Number | Payee                          | Amount    |
|---------------------|-----------------|--------------------------------|-----------|
| <b>42216001</b>     |                 |                                |           |
| 04/22/2016          | 42216001        | **EFTPS* Payroll Taxes         | 7,349.43  |
| 04/22/2016          | 42216001        | **EFTPS* Payroll Taxes         | 7,349.43  |
| 04/22/2016          | 42216001        | **EFTPS* Payroll Taxes         | 1,718.85  |
| 04/22/2016          | 42216001        | **EFTPS* Payroll Taxes         | 1,718.85  |
| 04/22/2016          | 42216001        | **EFTPS* Payroll Taxes         | 12,203.58 |
| Total 42216001:     |                 |                                |           |
|                     | 5               |                                | 30,340.14 |
| <b>42216002</b>     |                 |                                |           |
| 04/22/2016          | 42216002        | Alerus Financial               | 420.00    |
| Total 42216002:     |                 |                                |           |
|                     | 1               |                                | 420.00    |
| <b>42216003</b>     |                 |                                |           |
| 04/22/2016          | 42216003        | STATE OF MICHIGAN              | 4,319.77  |
| Total 42216003:     |                 |                                |           |
|                     | 1               |                                | 4,319.77  |
| <b>42216004</b>     |                 |                                |           |
| 04/22/2016          | 42216004        | Vantagepoint - 401 Plan 109153 | 699.94    |
| Total 42216004:     |                 |                                |           |
|                     | 1               |                                | 699.94    |
| <b>42216005</b>     |                 |                                |           |
| 04/22/2016          | 42216005        | Vantagepoint - 457 Plan 300959 | 4,960.03  |
| 04/22/2016          | 42216005        | Vantagepoint - 457 Plan 300959 | 548.30    |
| 04/22/2016          | 42216005        | Vantagepoint - 457 Plan 300959 | 1,717.76  |
| 04/22/2016          | 42216005        | Vantagepoint - 457 Plan 300959 | 5,165.14  |
| Total 42216005:     |                 |                                |           |
|                     | 4               |                                | 12,391.23 |
| <b>42216006</b>     |                 |                                |           |
| 04/22/2016          | 42216006        | Vantagepoint - Roth IRA 706117 | 261.53    |
| Total 42216006:     |                 |                                |           |
|                     | 1               |                                | 261.53    |
| Grand Totals:       |                 |                                |           |
|                     | 13              |                                | 48,432.61 |



| Check Number      | Payee                       | Amount     |
|-------------------|-----------------------------|------------|
| <b>04/22/2016</b> |                             |            |
| 42216007          | MERS                        | 29,163.78  |
| 42216008          | DEVERE CONSTRUCTION COMPANY | 251,080.84 |
| Total 04/22/2016: |                             | 280,244.62 |
| Grand Totals:     |                             | 280,244.62 |

| Check Number      | Payee                        | Amount     |
|-------------------|------------------------------|------------|
| <b>04/25/2016</b> |                              |            |
| 42516001          | MICHIGAN PUBLIC POWER AGENCY | 237,685.49 |
| 42516002          | MICHIGAN PUBLIC POWER AGENCY | 29,402.29  |
| Total 04/25/2016: |                              | 267,087.78 |
| Grand Totals:     |                              | 267,087.78 |

| Check Number      | Payee                          | Amount |
|-------------------|--------------------------------|--------|
| <b>05/03/2016</b> |                                |        |
| 2730              | CHARLEVOIX COUNTY TREASURER    | 436.84 |
| 2731              | CHARLEVOIX DISTRICT LIBRARY    | 165.24 |
| 2732              | CITY OF CHARLEVOIX - TAXES DUE | 97.54  |
| 2733              | RECREATIONAL AUTHORITY         | 30.12  |
| Total 05/03/2016: |                                | 729.74 |
| Grand Totals:     |                                | 729.74 |

**CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT**

## **MAYORAL PROCLAMATION**

**WHEREAS,** the visitors and citizens of Charlevoix have been entertained by the Charlevoix City Band for decades; and

**WHEREAS,** the Charlevoix City Band will be providing its musical programs in East Park's Clarence Odmark Performance Pavilion for eight Tuesday evenings again this Summer; and

**WHEREAS,** the Charlevoix City Council wishes to congratulate the Charlevoix City Band for receiving the Sudler Silber Scroll Historic Award;

**BE IT SO RESOLVED THAT THE MAYOR OF THE CITY OF CHARLEVOIX,** hereby expresses his appreciation to the members of the Charlevoix City Band and its director Gary Stutzman for their talent and dedication in making Charlevoix's downtown alive with music.

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**Gabe Campbell,  
City of Charlevoix**

**Mayor  
May 2, 2016**



100



100



**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Consideration to Approve a Concession Agreement with Jack and Annie Russell

**DATE:** May 2, 2016

**PRESENTED BY:** Tom Kirinovic, Recreation Director

**ATTACHMENTS:** Concession Agreement

**BACKGROUND INFORMATION:** Jack and Annie Russell have had concession agreements for Lake Michigan Beach, Ferry Beach, and Carpenter Street Ball Field concession stands. The Russell's are again pursuing a concession agreement with the City. The proposed concession agreement will take effect May 15, 2016 and conclude November 14, 2019. The days and hours of operation will be set forth at the discretion of the concessionaire with discussion with the Recreation Director. The concessionaire will be responsible for buying a business license at the time of signing the concession agreement. The Russell's will be responsible for providing monthly rent payments and they will be responsible for all costs associated with propane/gas. The electric and water for the concession stands shall be provided by the City. Concession stands provide a public service to visitors and residents.

**RECOMMENDATION:**

Move to approve the concession stand agreement with Jack and Annie Russell to operate the Lake Michigan Beach, Ferry Beach, and the Carpenter Street Ball Field Concessions (contingent upon receipt of liability insurance validation, purchase of a business license) and authorize the City Manager to sign the concession agreement.

## CONCESSION AGREEMENT

AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2016 between the CITY OF CHARLEVOIX, a Michigan municipal corporation (the "City"), of 210 State Street, Charlevoix, Michigan 49720, and Jack and Annie Russell ("Concessionaire") PO Box 393, Charlevoix, Michigan 49720 as follows:

In consideration of Concessionaire's payment to the City of \$100 Business License fee at the time of signing this agreement, the City grants to Concessionaire the privilege and right of conducting concession sales within the concessions buildings on the grounds of Lake Michigan Beach, the Ferry Avenue Beach Park, and the Carpenter Avenue Ball fields. The Concessionaire shall pay the City \$300 per month, on the dates of June 15<sup>th</sup>, July 15<sup>th</sup> and August 15<sup>th</sup> for a total of \$900 for the time period. No other business is to be performed on the premises. The electric and water for the concession shall be paid by the City. The Concessionaire is responsible for paying all costs associated with any propane/gas.

1. The space presently set aside for concession sales at each of the venues mentioned above is not being leased to the Concessionaire. The Concessionaire is a licensee and not a lessee thereof. The Concessionaire shall comply with all of the requirements of this Agreement. If the Concessionaire defaults in strict and prompt performance of any portion of this Agreement, in lieu of terminating this Agreement without cause upon 7 days notice as described below, the City may immediately or at any time after such default close up and take possession of said area designated for and presently utilized for concession sales at said beach concession and any improvements made thereon, and the license to Concessionaire shall be forfeited together with all privileges to occupy or use any part of said area.
2. Concessionaire shall have no authority whatsoever, nor any power to permit any other person or party to have any interest in or use any part of the premises, building space, or space covered by this concession for any purpose whatsoever. It is the purpose of this Agreement to grant said concession and privilege solely to the Concessionaire and neither directly nor indirectly to any other person or party.
3. Concessionaire shall supply and have ready for sale sufficient quantities of food and drink to satisfy the demands of the patrons of at all three venues mentioned previously. Hours of Operation will be mutually agreed upon between the Recreation Director on behalf of the City and the Concessionaire within the parameters as follows below for each venue:

LAKE MICHIGAN BEACH: beginning no earlier than May 15 and ending no later than October 1 the stand will open no later than 11:00 a.m. and close no later than 10:00 p.m. each business day.

FERRY AVENUE BEACH: beginning no earlier than May 15 and ending no later than October 1 the stand will open no later than 11:30 a.m. and close no later than 10:00 p.m. each business day.

CARPENTER STREET BALL FIELDS: beginning no earlier than June 1 and ending no later than November 14 the stand will be open as field usage and game times require.

Either party may terminate this Agreement without cause upon 7 days written notice to the other party. This Agreement, which includes the license granted by this Agreement, shall terminate on November 14, 2019.

4. It shall be the responsibility of the Concessionaire to maintain the premises in a clean and neat fashion, to assume maintenance of the grounds in the immediate area of the beach concession with respect to any paper, wrappings, or other evidence of concession sales and to insure the efficient operation of said concession by staffing with responsible employees. It shall be the duty of the Concessionaire to inspect the premises, including building, equipment, grounds and appurtenances and promptly report in writing to the City Manager or Street Superintendent any portion of the premises in need of repair.
5. Concessionaire, as well as any persons named above, shall be personally responsible for the management of said concession including but not limited to such important management functions as maintenance of inventory, security of premises, and designation of qualified and responsible employees of Concessionaire.
6. Concessionaire shall at their own cost and expense procure all necessary licenses and official permits necessary for carrying out the provisions of this Agreement, with the exception that the City of Charlevoix shall obtain the Michigan Public Health Department license and the Concessionaire shall comply with the terms of the Michigan Public Health Department license and the applicable sections of the Public Health Code during the term of this Agreement.
7. All notices and orders given to Concessionaire shall be served by delivering a copy thereof to them in person, or by leaving same addressed to Concessionaire at the Michigan Beach Concession Stand with any person then in charge of same.

8. Concessionaire shall conduct the business of Concession Sales at all times in a courteous, respectful and business-like manner, and the premises shall be kept in a neat, clean and sanitary manner.
9. The CITY OF CHARLEVOIX agrees that it will not, during the existence of this Agreement grant like or similar privileges hereby granted to any other person(s) or corporations to locate and/or operate at the Ferry Avenue Beach Concession area, Lake Michigan Beach Concession area, and the Carpenter Street Ball Fields Concession area with the exception that additional concessionaires will be permitted during the Venetian Festival week. Upon mutual agreement between the Concessionaire and the City Recreation Director, the City may provide alternative concessionaires to cover the Michigan Beach and Ferry Beach concessions areas. Any alternative concessionaire will not be able to utilize the concessions buildings at each beach.
10. Concessionaire shall not improve or alter the improvements set aside for concession sales at all Concessions Areas in any manner without the prior written consent of the Manager of the City of Charlevoix. All improvements or alterations so approved and erected or made on the premises shall belong to the City upon expiration or sooner termination of this Agreement.
11. The CITY OF CHARLEVOIX shall not be liable, and Concessionaire waives all claims, for injury or damage to persons or property sustained by Concessionaire or any occupant of the space presently set aside for concession sales at the Ferry Avenue Beach Concession and surrounding areas resulting from:
  - (A) Any part of the building, equipment, or appurtenances in the space set aside at the Concession Areas as afore described in need of repair, unless the Concessionaire has reported the need of repair as required by paragraph 4;
  - (B) Any injury or damage resulting directly or indirectly from any act or negligence of Concessionaire.
12. Concessionaire indemnifies the City against all liability, loss, costs, damage, or expense sustained by the City, including reasonable attorney fees and other expenses of litigation arising prior to the termination of this Agreement even if such claims are made after the termination of this Agreement:
  - (A) On account of or which relate to the Concessionaire's exercise of the rights and privileges granted in this Agreement; and/or
  - (B) Arising out of, or directly or indirectly due to, any failure of Concessionaire in any respect promptly and faithfully to satisfy their obligations under this Agreement.

This indemnification provision shall be effective regardless of whether such claims are proximately caused by an act or omission of the Concessionaire (such as a food-related illness that the Concessionaire asserts was caused by a supplier or other third party) and regardless of any such claims resulted from a wrongful act or omission of the Concessionaire. As used in this Agreement, "claims" include, but are not limited to any damage to real or personal property and the injury, illness or death of a person or animal.

13. The City shall not be responsible for any claims arising from any act or omission in connection with the Concessionaire's operation, management or maintenance of any equipment or facilities on the space set aside for concession sales at the Concession Stands. Concessionaire shall assume all of such liability and indemnify the City against any liability arising there from. The Concessionaire shall inspect all equipment owned by the City and which is being used by the Concessionaire and shall promptly notify the City in writing if any repairs are needed. If repairs are needed to any equipment, then such equipment shall not be used without written permission of the City until all repairs have been made.
14. The City shall have no obligation to issue a new license to Concessionaire or enter into a new agreement with Concessionaire in the future.
15. The Concessionaire shall under go a standard background check as is required by all City employees or volunteers who have contact with the public. If the results of that background check are unsatisfactory to the City, then City may terminate this contract immediately and without prior notice. This shall be in addition to the right of either party to terminate this contract as described in paragraph 3.
16. The Concessionaire shall not employ or accept the services of another person as a volunteer on the premises unless the person has been approved in advance by the City. Any person whom the Concessionaire proposes to perform services on the premises shall undergo a standard background check as is required by all City employees or volunteers who have contact with the public.
17. The City of Charlevoix owns a stove hood and an old cooler at the Ferry Beach Concession. In addition, the City will provide active internal phone lines at the Michigan Beach concessions stand and the Ferry Beach concession stand.

**CITY OF CHARLEVOIX**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Mark L. Heydaulff

Its: City Manager

**CONCESSIONAIRE**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Mt. McSauba Assistant Camp Director (Seasonal, Part-Time) Job Description

**DATE:** May 2, 2016

**PRESENTED BY:** Tom Kirinovic, Recreation Director

**ATTACHMENT(S):** Mt. McSauba Assistant Camp Director (Seasonal, Part-Time) Job Description

**BACKGROUND INFORMATION:** We are requesting the approval to create a part-time, seasonal Assistant Camp Director job description. This position will assist our Camp Director with oversight of Camp McSauba and extended day camp activities.

**RECOMMENDATION:** Move to approve the Mt. McSauba Assistant Camp Director (Seasonal, Part-Time) Job Description as presented.

## CITY OF CHARLEVOIX

**Title:** Mt. McSauba Assistant Camp Director      **FLSA:** Exempt, Salaried  
**STATUS:** Part-time, Seasonal Summer

**Department:** Recreation

**Reports To:** Mt. McSauba Camp Director

**Date:** May 2, 2016

### **Position Purpose and Objectives**

Assist the Camp Director with oversight of Camp McSauba to ensure that it is operational and safe for all campers. Assist with the creation, coordination, and implementation of a variety of programs suitable for day camp participants. Supervise all camp staff to ensure that they are fulfilling job responsibilities and maintaining a safe environment.

### **Scope/Environment**

Works under the general supervision of the Camp Director and exercises day-to-day supervision, as needed, over approximately seven camp counselors. Directs weekly summer camp and extended day camp activities that include swimming, field sports, and arts and crafts on the lakefront property. Works in all types of summer weather.

### **Essential Job Functions**

- Assist in directing day-to-day operations of camp.
- Assist in coordination and implementation of a variety of programs including physical fitness activities, the arts, nature education, and other activities that maintain the children's interests and broaden their knowledge.
- Assist with the implementation and enforcement of safety standards.
- Supervise personnel on day-to-day basis as needed.
- Resolve problems and keep superiors apprised of incidents, etc.
- Assist in covering the extended day camp activities.

### **Knowledge, Skills and Abilities Required**

- Be at least 21 years old.
- Possess a minimum of 8 weeks of cumulative full-time experience working with a population similar to that which the camp serves.
- Excellent interpersonal and public relations skills, including the ability to interact with children and parents.
- Able to work outdoors in all types of summer weather.
- Must be able to withstand activities in the water for up to one hour at a time and be able to swim.
- Resourceful, self-starter.
- Positive attitude.
- Patience working with people of all ages and abilities.
- Ability to project a courteous and positive public image of the City of Charlevoix.

### **Certifications**

- Current Red Cross Certification or equivalent to Community First Aid and Safety Course.
- Ability to pass a fingerprint background check

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

City Council Approval: Pending Approval

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Lake Charlevoix Mariners Agreements

**DATE:** May 2, 2016

**PRESENTED BY:** Tom Kirinovic, Recreation Director

**ATTACHMENTS:** Lake Charlevoix Mariners License Agreement  
Lake Charlevoix Mariners Boat Storage Concession Agreement

**BACKGROUND INFORMATION:** The Lake Charlevoix Mariners have been running a successful sailing school at Depot Beach for area youth. During the summer months, area children have the opportunity to learn sailing fundamentals through this program. The organization also offers adult sailing lessons. The Mariners are seeking approval to renew their contract.

The Mariners also rent stands for kayak and stand up paddle board storage. The stands are located in the furthest northern location of Depot Beach. The stands have been in the same location for the past five years.

**RECOMMENDATION** Move to approve the agreements with Lake Charlevoix Mariners, Inc. as presented and authorize the Mayor and City Clerk to sign all necessary agreements.

## LICENSE AGREEMENT

The License Agreement is made to be effective this \_\_\_\_ day of \_\_\_\_, 2016 between the City of Charlevoix, a Michigan home rule city, whose address is 210 State Street, Charlevoix, MI 49720 (the City) and Lake Charlevoix Mariners, Inc. a Michigan nonprofit corporation, whose address is P.O. Box 122, Charlevoix, MI 49720 (the Mariners).

### RECITALS

- A. The City currently owns and operates a park on the shore of Lake Charlevoix commonly known as Depot Beach as a public outdoor recreation facility.
- B. The City obtained state grant funds under the Land and Water Conservation Fund Act, (L&WCF) to assist in the development of Depot Beach.
- C. Under the grant regulations, the City may provide for the operation of a L&WCF assisted facility by granting private a organization or individuals the right to use the facility for public outdoor recreation purposes.
- D. The Mariners desire to use a portion of Depot Beach in conjunction with its summer sailing classes, which are offered to members of the public.
- E. As a result, the parties desire to specify their rights and responsibilities in this Agreement.

### Agreement

Therefore, in consideration of the mutual covenants and promises contained herein the parties agree as follows:

#### 1. Description

The City hereby grants to the Mariners a nonexclusive, revocable license to use the north 250 feet of the City Park of Lake Charlevoix, commonly known as Depot Beach (the Licensed Area) to be used under the terms and conditions specified in this Agreement.

#### 2. Purpose

The Mariners shall use the Licensed Area for its summer sailing classes, a public outdoor recreation activity, in full compliance with the provisions of the Land & Water Conservation Fund Act and implementing guidelines.

#### 3. License Fee

The Mariners shall pay the City ONE DOLLAR (\$1.00) as a fee for the license granted herein.

#### 4. Term of Agreement

The term of this agreement shall be for 5 years from the effective date hereof, unless this Agreement is terminated earlier under paragraph 11 below.

#### 5. Temporary Structures

The Mariners may place on the Licensed Area temporary structures for use with its summer sailing classes. All temporary structures placed on the Licensed Area shall be removed by the Mariners upon the expiration or termination of this Agreement.

#### 6. Assignment

This Agreement may not be assigned by the Mariners.

#### 7. Identification of the Licensed Area as Being Public

The Mariners shall identify the Licensed Area as being publically owned and operated as a public outdoor recreation facility in all signs, literature and advertising. In addition, the Mariners shall post a notice in a conspicuous location on the Licensed Area that the facility is open to the public in accordance with Chapter 675.4 of the L&WCF Grants Manual.

#### 8. User Fees

The fees charged by the Mariners in connection with its summer sailing classes shall be competitive with the fees charged by similar private facilities.

#### 9. Compliance with Federal and State Accessibility Legislation

When using the Licensed Area and providing its summer sailing classes, the Mariners shall comply with federal Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, and the Americans with Disability Act, shall comply with the state Handicappers' Civil Rights Act, and shall comply with any other applicable federal and state accessibility legislation.

#### 10. Right of Periodic Review

The City shall have the right during the term of this Agreement to inspect the Mariners' use of the Licensed Area and to review whether the actions of the Mariners in connection with its use of the Licensed Area complies with the Land and Water Conservation Fund Act and the City's grant agreement, including standards for maintenance, public use, and accessibility.

#### 11. Termination

The City may revoke the license granted herein and terminate this Agreement at any time during the term of this Agreement for failure of the Mariners to comply with the terms of this Agreement or for any other reason whatsoever. If the City elects to revoke the license granted herein and terminate this Agreement, it shall personally deliver or send written notice of the revocation and termination to the Mariners at the above address no less than 7 days prior to the effective dates of the revocation and termination. The date of service of a notice served by mail shall be the date on which the mailing occurred.

#### 12. Indemnification

The Mariners shall indemnify and hold harmless the City for any claims made against the City arising from the Mariners' use of the Licensed Area. The provision shall apply to any claims by the Mariners, its agents or any other third party.

### 13. Liability Insurance

The Mariners shall at its sole expense during the term of this Agreement obtain and maintain public liability insurance for the benefit of the City in the sum of not less than One Hundred Thousand and 00/100 (\$100,000) for damages relating to any one person and Three Hundred Thousand and 00/100 (\$300,000) for damages relating to a single occurrence. The insurance policy shall name the City as an Additional Insured using ISO "Form B-CG2010" and shall contain a provision that the policy cannot be terminated or canceled without 30 days written notice to the City.

14.

The Mariners will secure a business license from the City Clerk on an annual basis. The license must be in place prior to the agreement be considered by the City Council.

IN WITNESS WHEREOF this License Agreement has been executed to be effective on the day and year set forth above.

Date:

CITY OF CHARLEVOIX

By: \_\_\_\_\_

Gabe Campbell, Its: Mayor

By: \_\_\_\_\_

Joyce Golding, Its: Clerk

LAKE CHARLEVOIX MARINERS

Date:

By: \_\_\_\_\_

Chris Kuhn, Its: President

By: \_\_\_\_\_

John Friedly, Its: Treasurer

**CITY OF CHARLEVOIX DEPOT BEACH  
BOAT STORAGE CONCESSION AGREEMENT**

**BACKGROUND**

The City of Charlevoix (the City), 210 State Street, Charlevoix, MI 49720 and Lake Charlevoix Mariners (the Company), PO Box 122, Charlevoix, MI 49720, mutually agree to the terms listed below for operating a boat storage concession on the North End of the City-owned Depot Beach Park. This Agreement describes the rights and obligations of both parties.

**THE PARTIES AGREE AS FOLLOWS:**

1. **Use of Depot Beach.** The company desires to operate a boat storage concession on the property presently used to operate the Sailing School program. The storage will consist of a series of racks placed on or adjacent to the beach area between the Sail School Docks and the old railroad spurt. Depending on water level, the racks may be moved inland. It is contemplated that up to 50 racks will be desired but the program will not expand beyond 20 racks without the express written permission of the City.
2. **Timing and Frequency of Use.** Depot Beach is a public beach. The racks are to be set back from the shore a minimum of 10 feet to allow pedestrian access along the waterfront. The storage season will run from May 1<sup>st</sup> to October 31<sup>st</sup>, after which boaters leaving their boats may lose their priority for future rack use.
3. **Fees.** The Company will charge \$75 per rack. Rates after the first year may be adjusted to reflect reasonable adjustments to maintain the racks in good condition. Under no circumstances are the rates for the racks to exceed other regional boat storage rates. The split is contemplated at 50/50, after any additional rack storage construction or maintenance costs.
4. **Term.** The agreement shall become effective upon execution of signatures of both parties and shall expire 5 year after date of 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, the Agreement can be extended for an additional 1 year.
5. **Breach by the Company.** If the Company breaches its obligations under this Agreement, the City may prohibit the Company from operating a boat storage concession 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 a breach shall not constitute a waiver of its rights as to any future breaches.
6. **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.
7. **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 acknowledgement of this Agreement, authorized representatives of the parties have executed this document as shown below.

Date:

CITY OF CHARLEVOIX

BY: \_\_\_\_\_

Gabe Campbell, Its: Mayor

By: \_\_\_\_\_

Joyce Golding, Its: Clerk

Date:

LAKE CHARLEVOIX MARINERS

By: \_\_\_\_\_

Chris Kuhn, Its: President

By: \_\_\_\_\_

John Friedly, Its: Treasurer

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Charlevoix City Band Contract

**DATE:** May 2, 2016

**PRESENTED BY:** Gary Stutzman

**ATTACHMENTS:** Letter from Charlevoix City Band  
Draft Contract

**BACKGROUND INFORMATION:**

Residents of the City of Charlevoix have been entertained by the Charlevoix City Band for generations. The Charlevoix City Band entertains residents in East Park on Tuesday evenings during the summer. Charlevoix City Band uses the City's contribution to help defray the costs of providing its musical programs to Charlevoix residents and visitors.

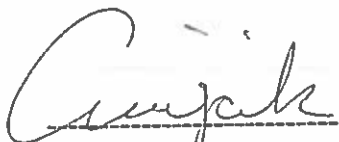
The 2016-17 budget has \$3,000 allocated for the Charlevoix City Band.

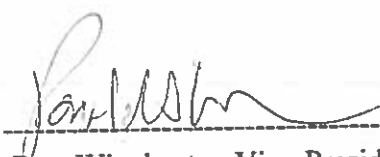
**RECOMMENDATION:**

Move to approve the draft contract for the Charlevoix City Band and authorize the Mayor to sign the contract.

Office of the City Manager  
City of Charlevoix

This letter constitutes the request for funding for the 2016 season of the Charlevoix City Band.

  
Evelyn Wucik, President

  
Ron Winchester, Vice-President

RECEIVED

APR - 7 2016

CITY OF CHARLEVOIX

# The Sudler Silver Scroll

Historic Award

an international award  
recognizing a community band program  
of very special merit  
is awarded to

**CHARLEVOIX CITY BAND**  
**Gary Stutzman, Director**  
**Charlevoix, Michigan**

**2015**



Sponsored by  
Louis & Virginia Sudler  
Chicago, Illinois

Administered by  
The John Philip Sousa  
Foundation

## CONTRACT

THIS CONTRACT is effective on the \_\_\_\_\_ day of \_\_\_\_\_, 2016 between the City of Charlevoix, a Michigan home rule city, whose address is 210 State Street, Charlevoix, Michigan 49720 (City) and the Charlevoix City Band, a Michigan nonprofit corporation, whose address is 06685 M-66, Lot #108, Charlevoix, Michigan 49720.

### Recitals

- A. Pursuant to MCLA 117.3(j); MSA 5.2073(j) and Article I, Section 1.6 of the City Charter the City is authorized to provide for the peace and health and for the safety of persons and property within the City and to expend funds for that purpose.
- B. Charlevoix City Band provides music in the Clarence Odmark Performance Pavilion for the residents and visitors of the City of Charlevoix during the Summer season.
- C. The parties desire to act cooperatively in providing the above musical services to citizens in the City.

### Agreement

NOW, THEREFORE, in consideration of the mutual promises contained in this Contract, the parties hereby agree as follows:

- 1. The City shall pay to Charlevoix City Band the sum of Three Thousand and 00/100 Dollars (\$3,000.00).
- 2. Charlevoix City Band shall provide not less than eight musical programs during the forthcoming summer season and shall use the above money to help defray the costs of providing those musical programs to Charlevoix residents and visitors.

### CITY OF CHARLEVOIX

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Gabe Campbell, Mayor

### CHARLEVOIX CITY BAND

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Evelyn Wujcik, President

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Ron Winchester, Vice-President

**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** Sea Scout Ship 11 Use of Marina Slip

**DATE:** May 2, 2016

**PRESENTED BY:** Scott Stebe, Ship 11 Skipper

**ATTACHMENTS:** Email from Scott Stebe, Ship 11 Skipper

**BACKGROUND INFORMATION:** Scott Stebe, representing local Sea Scout Ship 11, would like the City to consider waiving docking fees for the summer months for the 30-foot Santana 30. See Mr. Stebe's letter.

Harbormaster Hal Evans said that in the early part of the season there should be plenty of docking space for this vessel. There would also be sufficient docking space after Labor Day. The Sea Scouts program is consistent with Charlevoix's maritime values and has tremendous educational and character building benefits for Charlevoix youth. The City is highly supportive of the program.

The City's DNR grant documents state, *"The City shall request, not more than once annually, approval to vary from fee rates set by the DNR Waterways Commission."* If Council chooses to waive docking fees, City staff will send a written request to the Michigan Waterways Commission seeking their support of the request that the fees be waived.

**RECOMMENDATION:** Move to approve free dockage for the Sea Scouts for the 2016 Boating Season when the marina is not full, contingent upon support from the Waterways Commission and approval from the DNR.

**Linda Weller**

---

**From:** Scott Stebe [seascoutship11@gmail.com]  
**Sent:** Friday, April 22, 2016 8:12 PM  
**To:** Linda Weller  
**Subject:** Sea Scout Ship dockage

Ship 11 would like to renew there agreement with the City of Charlevoix for dockage at the city marina, in the past the city has allowed the Sea Scouts to dock there sailboat at the marina, at no cost, when there are vacant slips, when notified, the Sea Scouts will vacate the slip until a latter date when a becomes available once again.

Thank you for your time

--  
*Scott Stebe  
Skipper  
Ship 11*

*231-675-5806*

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Resolution to Waive Parking Fees at Ferry Beach Boat Launch for Lake Charlevoix Area Trout Tournament

**DATE:** May 2, 2016

**PRESENTED BY:** Chris Mikulski and Kent Seymour  
Lake Charlevoix Area Trout Tournament

**ATTACHMENTS:** April 22, 2016 email from Lake Charlevoix Trout Tournament Resolution

**BACKGROUND INFORMATION:**

The Charlevoix Area Trout Tournament wishes to host a fishing tournament from June 10 - 12, 2016. They are asking the City Council to waive the parking fees for a practice fishing day on June 9 and for the tournament on June 10 - 12, 2016.

Section 10.84 of Chapter 148 of the City Code permits the City Council to waive the fees:

"Any person launching a boat from the Ferry Beach boat launch; or parking a vehicle with or without trailer or parking a single trailer shall be required to obtain a permit from the city and display the permit on their vehicle. Charges for the permit shall be set by resolution of the city council. **The city council, by resolution, may revise or waive fees for special or public events. The term "special or public events" shall mean a tournament, festival or other type of event, whether or not open to public participation or observation, the occurrence of which will, in the judgment of the city council, benefit the city economically or by virtue of the publicity surrounding the event.**"

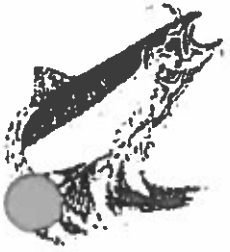
The Charlevoix Area Trout Tournament wish to hold their event in East Park. They will be using the Odmark Pavilion for fish displays and registration. The Tournament also wishes to display their sponsor's boats, trucks, ATV's in the park during the event.

The Trout Tournament wishes to have a Kid's Fishing Pond again this year. The trout tournament will purchase additional fish for the trout stream and then whatever fish are left over will be kept in the trout stream for the remainder of the summer. DPW Superintendent Pat Elliott plans to supervise the placement of the fish in the trout stream. Mr. Elliott will also

be working with Tournament representatives to ensure that children do not climb on the stream's rocks and landscaping. The children will be permitted to fish only on the brick paver areas. The stream has a maximum density of 200 fish for a short period of time

**RECOMMENDATION:**

Move to approve the draft resolution waiving parking fees for the Lake Charlevoix Area Trout Tournament from June 9 - 12, 2016 and to allow children to fish in the trout stream on June 12, 2016 .



# Charlevoix Trout Tournament Inc.

April 22, 2016

Mark Heydlauff, City Manager  
City of Charlevoix  
210 State Street  
Charlevoix, MI 49720

Dear Mark,

The Charlevoix Area Trout Tournament will take place June 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup>, 2016. The tournament is once again requesting the launch fees to be waived the dates of the tournament and also on June 9<sup>th</sup> for a practice fishing day.

Thank you for your consideration on this matter and please feel free to contact me if you have any questions regarding the tournament.

Sincerely,

Charlevoix Area Trout Tournament  
Kent Seymour, President

P.O. Box 616

Charlevoix, MI 49720

A NON-PROFIT ORGANIZATION

**CITY OF CHARLEVOIX  
RESOLUTION NO. 2016-05-xx  
WAIVE PARKING FEES FOR TROUT TOURNAMENT**

**WHEREAS,** the Lake Charlevoix Area Trout Tournament will be held on June 10, 11 and 12, 2016; and

**WHEREAS,** the Lake Charlevoix Area Trout Tournament is requesting that parking fees be waived for the tournament; and

**WHEREAS,** the Charlevoix Area Trout Tournament is requesting parking fees to be waived for a practice fishing day on June 9, 2016; and

**WHEREAS,** the City Code permits City Council to waive parking fees for special or public events.

**NOW THEREFORE BE IT RESOLVED,** that the City of Charlevoix hereby waives parking fees for the Lake Charlevoix Area Trout Tournament from June 9 to June 12, 2016.

RESOLVED this \_\_\_\_ day of May, 2016, A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:  
Nays:  
Absent:

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Charlevoix Craft Beer Festival

**DATE:** May 2, 2016

**PRESENTED BY:** Annie Doyle, Executive Director, Charlevoix Main Street/DDA

**ATTACHMENTS:** none

**BACKGROUND INFORMATION:**

The Charlevoix Main Street along with Bridge Street Tap Room and the Lake Charlevoix Brewing Company will be presenting the 3<sup>rd</sup> Annual Charlevoix Craft Beer Festival on Saturday, June 4, 2016 in Robert Bridge Memorial Park. Over 20 Michigan breweries from around the state will be participating.

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

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

**RECOMMENDATION:**

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



**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Planter Design in East Park

**DATE:** May 2, 2016

**PRESENTED BY:** Mark L. Heydlauff, City Manager

**ATTACHMENTS:** Design Concept from Site Planning

**BACKGROUND INFORMATION:**

John Campbell of Site Planning has brought a proposal to us to update the plantings in the planters in East Park. Due to the design of the Harbormaster Building, there are unique challenges to these planters because of the weight of soil and water. Rather than do a full-scale redesign of all planters, we thought it might best to redo one planter to see how the plants performed, consider the maintenance time requirements for those plantings, and plan our way forward. The planter in question is not around the Harbormaster Building and thus is not as sensitive as others- making it a good choice to pilot this design.

As you can see, Site Planning is proposing to donate the plantings while our staff would be responsible to remove the current plants. Conceivably, this could be considered through under our Donation Acceptance Policy though this does not change the size of the planters, is not a capital item, and, aside from design, does not materially change the space.

**RECOMMENDATION:**

Move to authorize the redesign as presented.



Site Planning Development, Inc.  
DESIGN • CONSTRUCTION • MAINTENANCE

March 4, 2016

***RE: Renovate the street level planting bed near the band shell***

The process to replant this area would be divided into five tasks. They are as follows:

**Plant Removal**

City of Charlevoix would be responsible for removal of all existing plant material within the planting bed.

**Topsoil**

This area would need approximately 8-10 cubic yards of additional processed topsoil. City of Charlevoix would be responsible for this task.

**Planting & Mulching**

The following new plant material would be added (as per plan dated 3/4/16):

- o (10) Weigela 'Fine Wine' – 18-24"
- o (15) Spiraea 'Double Play Big Bang' - 18-24"
- o (3) Buddleia 'Black Knight' - 2 gal.
- o (20) flats of wax begonias

Following planting, pre-emergent herbicide would be added, followed by top dressing with wood bark mulch. An estimated four cubic yards of mulch is needed. Site Planning Development would be responsible for installation of plant material, herbicide, and mulch. Estimated cost for materials & labor is \$3000.

**Irrigation**

Existing irrigation would be modified as necessary to provide water to new plantings. Site Planning Development would be responsible for this task. Estimated cost is \$500.

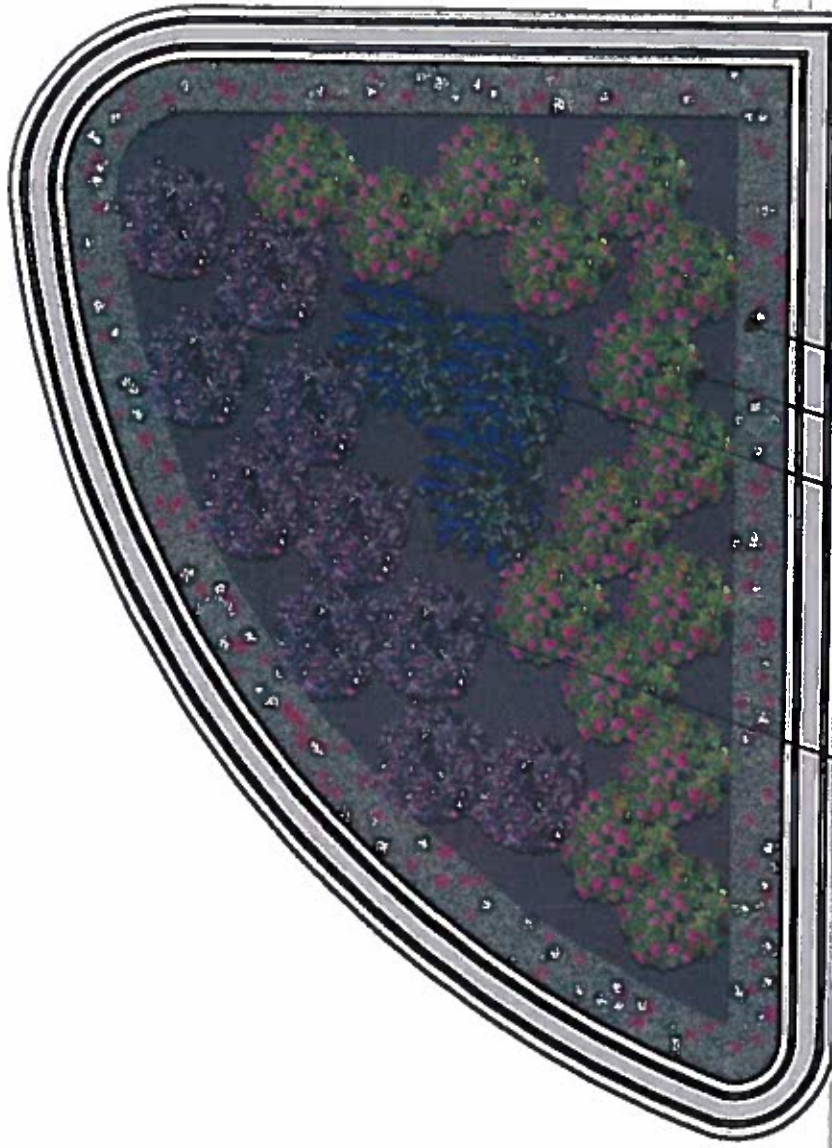
**Maintenance**

Planting materials would require minimal maintenance. In a 26 week growing season, average hours per week spent on maintenance in this area would be roughly two hours for annual plant care, annual fertilization, and weeding. Spring cleanup maintenance may require additional time with pruning and cut backs of plantings. City of Charlevoix would be responsible in providing maintenance.

***NOTE: Site Planning Development would be responsible to solicit funding for the future installation of plants, mulch, and irrigation amendments/installation.***

# South Landscape Bed

On street level near bandshell



(10) - Weigela 'Fine Wine'

(3) - Buddleia 'Black Knight'

(15) - Spirea 'Double Play Big Bang'

Annual plantings border  
of wax begonias (20 flats)



Hilary Harrington  
Landscape Designer  
Site Planning Development, Inc.  
3/4/16 - (231) 547-4429



**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Food Truck Pilot Policy

**DATE:** May 2, 2016

**PRESENTED BY:** Mark L. Heydlauff, City Manager

**ATTACHMENTS:** Policy Resolution

**BACKGROUND INFORMATION:**

Council appointed a committee last fall to study the issue of food trucks. The Committee has met extensively over the past several months. The policy includes is a pilot policy intended only for this year. It is fair to say not all members of the Committee are pleased with all aspects of the policy. The goal is to give something a try and see what works and what does not work. It includes a provision for the City Manager to place certain other requirements and qualifications for food trucks into effect based on further discussion by the Committee; a meeting is set in a couple of weeks for this purpose. The policy would expire October 31, 2016 giving Council the option to reconsider the issue next fall.

**RECOMMENDATION:** Move to approve the Food Truck Pilot Policy Resolution as presented.

**CITY OF CHARLEVOIX  
RESOLUTION NO. 2016-05-XX  
FOOD TRUCK PILOT PROGRAM POLICY**

**WHEREAS,** the City Council appointed a committee to study how and where food trucks might be permitted in Charlevoix; and

**WHEREAS,** the Committee has met frequently over the past several months to discuss these matters.

**NOW THEREFORE BE IT RESOLVED,** that the City of Charlevoix City Council hereby adopts the following pilot program policy regarding food trucks on City property:

**FOOD TRUCK PILOT PROGRAM POLICY**

Food trucks, food carts, and other mobile food vendors (collectively hereafter referred to as vendors) shall be permitted at certain locations and certain days on City-owned property according to the following rules:

- Vendors shall obtain a business license from the City Clerk in accord with City Code.
- Vendors shall pay a fee of \$450 for a license to operate on City property and fulfill all requirements for vendors; the City Manager is directed to develop reasonable standards for vendors in consultation with the Food Truck Committee. Vendors shall be required to obtain appropriate health department certifications and provide to the City certificates of insurance. Failure to adhere to these standards shall be cause for termination of the license to operate without a refund of fees paid.
- The City Manager shall cause a schedule to be created and maintained permitting vendors to register their location based on the following stipulations from May 1-October 31:
  - On Thursdays, two vendors shall be permitted downtown in the parking lane in the vicinity of Plaza B from 9am until 8pm.
  - On Tuesdays, one vendor each shall be permitted at Lake Michigan Beach and Ferry Beach and shall park in the parking lot near the concession stands. Such vendors are permitted from 10am until 10pm. The Recreation Director may specify exact parking locations and may move this location as necessary based on events and activities in the parks.
  - One vendor may locate at Depot Beach in the parking lot on any day from 10am-9pm.
  - One vendor may locate at the Charlevoix Golf Club in the parking area near the clubhouse on any day from 10am-8pm.
  - One vendor may locate at the Charlevoix Municipal Airport in a parking spot designated by the Airport Manager from 9am-8pm. A vendor parking at the Airport shall be responsible to pay applicable parking fees.
  - The City Manager is permitted to restrict scheduling based on community events, inclement weather, or reasons as necessary.
  - Scheduling of vendors shall occur based on availability of space on a "first come, first served" basis. Upon meeting all requirements to be a vendor and paying all fees, the vendor may register for a space(s) on the schedule published by the City Manager.
- This policy shall expire October 31, 2016.

Vendors locating on private property shall be subject to the provisions of the Charlevoix City Code relative to temporary business licenses. Vendors used during festivals and events not sponsored by the City of Charlevoix but which occur on City property shall be subject to the terms of use for those festivals and events.

**RESOLVED** this 2nd day of May, 2016 A.D.

Resolution was adopted by the following ye and nay vote:

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Amendment to Rules of Procedure for City Council

**DATE:** May 2, 2016

**PRESENTED BY:** Mark L. Heydlauff, City Manager

**ATTACHMENTS:** Amendment Resolution  
Sample Agenda

**BACKGROUND INFORMATION:**

As you know at the last Council meeting, you requested the City Attorney, City Clerk, and me to develop a draft amendment to the Rules of Procedure for City Council. We have developed this with an eye toward making the meetings smooth and concise. We have also proposed a couple of small amendments to remove language regarding the election of the City Clerk and to clarify all resolutions need not be read aloud.

I have drafted a sample agenda for the May 2 meeting following the format proposed in the amendment.

If there are changes you wish to make to this draft, please advise. Otherwise, pursuant to Rule 20 of the Rules of Procedure for City Council, you may not approve this amendment until at least the next meeting.

**RECOMMENDATION:** Move to introduce Resolution 2016-05-xx and lay it upon the table in accord with Rule 20 with the Rules of Procedure for City Council.

**CITY OF CHARLEVOIX  
RESOLUTION NO. 2016-05-xx  
AMENDMENT TO THE RULES OF PROCEDURE FOR CITY COUNCIL**

**WHEREAS,** the Charlevoix City Council adopted "Rules of Procedure for City Council" on November 4, 1996; and

**WHEREAS,** pursuant to Rule 20 of the Rules, they may be amended by resolution voted upon at any meeting but shall be tabled until the next regular meeting thereof or at such other time as the Council shall determine; and

**WHEREAS,** on April 18, 2016 City Council directed the City Manager to draft an amending resolution.

**NOW THEREFORE BE IT RESOLVED,** the Rules of Procedure for City Council shall be amended as follows:

Rule 1 (b) shall be amended as follows:

Strike language referring to the election of the City Clerk so that Rule 1(b) should read:

The Mayor shall be elected at the annual General Election in even numbered years, for a two (2) year term, by the balloting of the electors of the City at large. The Mayor shall take office at the first regular City Council meeting after the Mayor's election. The names of the nominees shall appear on the ballots and election materials of the Primary and General Election without reference to ward residence.

Rule 4(a) shall be amended as follows:

Modify the order of actions, remove certain categories, add other categories, and add explanatory information so that Rule 4(a) should read:

a. The Order of Business at any regular meeting of the Council shall be as follows:

1. Invocation or Pledge of Allegiance
2. Roll Call
3. Presentations  
(This section shall be used for presentations for which Council action is not required or anticipated. This section shall include, but not be limited to, reports of community groups, recognition of significant achievements, proclamations, or other items determined by the City Manager as appropriate presentations for this section.)
4. Inquiry regarding conflicts of interest
5. Consent Agenda  
(This section is to receive and list any item which is deemed by the City Manager to be of a routine nature. All items, including, but not limited to, reading of the minutes of the previous Meeting(s), the most recent Accounts Payable Check Register, the scheduling of Public Hearings, shall be listed and may be acted upon in one motion. All items to be received and acted upon under the Consent Agenda must be included in the packet for that meeting. Any Council member may request that any item(s) be taken from the consent agenda for discussion and possible action by Council.)
6. Actions Laid Upon the Table  
(This section shall be omitted except when there are actions tabled at the previous regular or special Council meeting.)
7. Public Hearings and Actions Requiring Public Hearings
8. All Other Actions & Requests
9. Reports & Communications

a. Public Comments

(Public Comments shall be governed by Robert's Rules of Order and the rules found in Exhibit A of the Rules of Procedure for City Council.)

b. City Manager Comments

c. Mayor and Council Comments

10. Other Council Business

(This section shall be used for procedural motions which are in order under State statute, the City Charter, and the Rules of Procedure for City Council including, but not limited to, motion to reconsider, motion to add future agenda items, and motion to enter Closed Session. If the City Manager requests a Closed Session for any legally permitted reason, it shall be listed on the agenda for this section.)

11. Adjourn

Rule 9(a) shall be amended as follows:

Strike the requirement that motions and resolutions be read and permit the City Manager the right to speak on such actions so that Rule 9(a) should read:

- a. Motions and Resolutions presented to the Council by the City Manager shall be provided to the Council in writing together with the City Manager's recommendations or reports thereon. Upon the mayor opening such agenda item, it shall be in order for any member of the Council to move adoption, and if seconded, the question shall be on the adoption of the motion or resolution as the case may be. In all actions of the Council, the City Manager shall have the right to speak.

**RESOLVED** this 5th day of May, 2016 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

1. Invocation or Pledge of Allegiance
2. Roll Call
3. Presentations
  - a. Mayoral Proclamation for the 100<sup>th</sup> Anniversary of the Charlevoix City Band
4. Inquiry regarding conflicts of interest
5. Consent Agenda
  - a. City Council Meeting Minutes - April 18, 2016 Regular Meeting
  - b. Accounts Payable Check Registers & Payroll Check Registers
  - c. Resolution to waive Parking Fees at Ferry Beach Launch Ramp for Lake Charlevoix Area Trout Tournament
  - d. Sea Scout Ship 11 Use of Marina
  - e. Mt. McSauba Assistant Camp Director Job Description
6. Public Hearings and Actions Requiring Public Hearings
7. All Other Actions & Requests
  - a. Concession Agreement for Ferry Beach and Lake Michigan Beach
  - b. Lake Charlevoix Mariners Agreements
    1. License Agreement
    2. Stand Agreement
    3. Lake Charlevoix Mariners Use of Depot Beach
  - c. Charlevoix City Band Contract
  - d. Charlevoix Craft Beer Festival
  - e. Planter Design in East Park
  - f. Food Truck Pilot Program Policy Resolution
  - g. Resolution Amending Rules of Procedure for City Council
8. Reports & Communications
  - a. Public Comments
  - b. City Manager Comments
  - c. Mayor and Council Comments
9. Other Council Business
10. Adjourn



## CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

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

### Memo

**To:** Mayor and City Council Members  
**From:** City Manager's Office  
**Subject:** Miscellaneous Information  
**Date:** April 28, 2016

Below is a list of materials for your review:

- Memo from City Manager Mark Heydlauff dated April 28, 2016
- WWTP Construction Update
- Approved Airport Advisory Committee Minutes - March 28, 2016

