

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, November 21, 2016 - 7:00 p.m.
City Hall Council Chambers, 210 State Street Charlevoix, Michigan

1. Pledge of Allegiance

2. Roll Call

3. Presentations

Certificates of Appreciation

- A. Bill Supernaw
- B. Gabe Campbell

4. Inquiry regarding conflicts of interest

5. Consent Agenda

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

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|--|----------|
| A. City Council Meeting Minutes - November 7, 2016 Regular Meeting | PG 1-7 |
| B. Accounts Payable Check Registers & Payroll Check Registers | PG 8-21 |
| C. November 2016 Local Election Results | PG 22 |
| D. Federal Surplus Property Resolution 2016-11-03 | PG 23-26 |

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- | | |
|---------------------------------------|----------|
| A. Organizational Meeting | PG 27 |
| B. Purchase Police Cruiser | PG 28-30 |
| C. EMS Mutual Aid Agreements | PG 31-41 |
| D. Volunteer Board & Committee Policy | PG 42-43 |

8. Reports & Communications

- A. Public Comments
- B. City Manager Comments
- C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

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

Posted November 17, 2016 - 4:00 p.m.

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, November 7, 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.

1. Pledge of Allegiance

2. Roll Call

Mayor: Gabe Campbell
Members Present: Councilmembers Shane Cole, Shirley Gibson, Luther Kurtz, Aaron Hagen, Leon Perron, Bill Supernaw
Members Absent: None
City Manager: Mark Heydlauff
City Clerk: Joyce Golding

3. Presentations

None.

4. Inquiry Regarding Conflicts of Interest

None.

5. Consent Agenda

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

- A. City Council Meeting Minutes – October 17, 2016 Regular Meeting
- B. Special Accounts Payable Check Register – October 13, 2016
- C. Special Accounts Payable Check Register – October 21, 2016
- D. Regular Accounts Payable Check Register – November 8, 2016
- E. ACH Payments – October 17, 2016 to November 4, 2016
- F. Payroll Check Register – October 21, 2016
- G. Payroll Transmittal – October 21, 2016
- H. Payroll Check Register – November 4, 2016
- I. Payroll Transmittal – November 4, 2016
- J. Tax Disbursement – November 8, 2016

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

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

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. Water Treatment Plant Roof

City Manager Heydlauff stated that the original roof of the lab building at the Water Treatment Plant is leaking. This repair is included in the current year's budget and Staff recommended adding the insulation option noted on the bid for a total of \$32,370.

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

Motion by Councilmember Cole, second by Councilmember Hagen, to award a contract to Bloxsom Roofing in the amount of \$32,370 to repair the Water Treatment Plant Lab Building roof.

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

B. Charlevoix – Traverse City Bike Trail Resolution

City Manager Heydlauff stated that the Top of Michigan Trails Council and the Traverse Area Regional Trail (TART) System have begun joint work on developing a 46-mile connector trail between their two systems. This new trail would begin in Charlevoix with the Lake-to-Lake Trail. He stated that the draft resolution simply would express Council's support for this endeavor and would be

used by the groups as they seek support from other regional stakeholders, including the Department of Natural Resources. He noted that the trail would make Charlevoix a "destination" City for tourism.

Councilmember Kurtz disclosed that he is the president of the Trails Council and Councilmember Hagen added that he sits on that board as well.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2016-11-01**

A RESOLUTION SUPPORTING THE DEVELOPMENT OF THE TRAVERSE CITY TO CHARLEVOIX TRAIL CONNECTING THE TART TRAIL IN ACME TOWNSHIP TO THE LAKE TO LAKE TRAIL IN THE CITY OF CHARLEVOIX

- WHEREAS,** the Charlevoix City Council is interested in providing many ways for area residents and visitors to access downtown Charlevoix including non-motorized trails; and
- WHEREAS,** the Charlevoix City Council supports the development of non-motorized trails and connected trail networks for transportation and outdoor recreation; and
- WHEREAS,** the Charlevoix City Council and its Recreation Advisory Committee recognizes and values the importance of trails and have included them in past and current Recreation Master Plans; and
- WHEREAS,** the Charlevoix City Council believes that constructing the 46 mile Traverse City to Charlevoix Trail will connect two major multi-use trail networks, the TART Trail System and the Top of Michigan Trails Network to create a 325 mile northern Michigan regional trail system; and
- WHEREAS,** the Charlevoix City Council encourages the use of existing pathways and routes utilizing Fisherman's Island State Park; and
- WHEREAS,** trails have demonstrated a positive impact on residents' quality of life and the local economy; and
- WHEREAS,** the Traverse City to Charlevoix Trail will have a positive benefit to our community; and
- WHEREAS,** the Traverse City to Charlevoix Trail Committee is moving forward with the development of their trail plan and is seeking support.

NOW THEREFORE BE IT RESOLVED, that the Charlevoix City Council supports the development of the Traverse City to Charlevoix Trail and the positive benefits of trails.

RESOLVED this 7th day of November, 2016 A.D.

Resolution was adopted by the following yea and nay vote:

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

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

Motion by Councilmember Kurtz, second by Councilmember Gibson, to approve Resolution No. 2016-11-01 in support of the Charlevoix-Traverse City Trail.

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

C. Request MDOT Study Improvements to the Storm Sewer/Curbs on US-31 Resolution

City Manager Heydlauff noted that after several heavy rains, there were short-term floods at several intersections along US-31. Beyond the safety concerns this poses, excess water was among the issues affecting this year's petunia planting. He stated that the drafted resolution simply asks MDOT to consider the issue and look for possible ways of improving the situation.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2016-11-02**

A RESOLUTION URGING THE MICHIGAN DEPARTMENT OF TRANSPORTATION TO STUDY APPROPRIATE IMPROVEMENTS TO THE CURBS AND STORM SEWER SYSTEMS ON US HIGHWAY 31

WHEREAS, the City of Charlevoix prides itself on its beauty and as a welcoming place to those visiting and living in our community; and

WHEREAS, frequent heavy rains and snow show the inadequacy of storm sewer and drainage systems under US-31 in Charlevoix; and

WHEREAS, traffic on US-31 can occasionally be impeded because standing water makes it difficult and dangerous for motorists, cyclists, and pedestrians to move maneuver on the highway.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix respectfully requests the Michigan Department of Transportation to study the conditions of US Highway 31 in Charlevoix and find ways to improve the highway, especially drainage and curbing.

RESOLVED this 7th day of November, 2016 A.D.

Resolution was adopted by the following yea and nay vote:

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

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

Motion by Councilmember Hagen, second by Councilmember Kurtz, to approve Resolution No. 2016-11-02 and urge the Michigan Department of Transportation to find ways to improve the drainage and curbs on US 31.

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

D. Recreation Advisory Committee Student Member Appointments

The Recreation Advisory Committee members are appointed by the Mayor and approved by Council. Recreation Director Kirinovic held interviews for Recreation Advisory Committee Student Members, recommended the following appointments, and the Mayor concurred: Ben Peterson senior Student Member, Annie Joy Student Member, and Abby Cunningham alternate Student Member.

Motion by Councilmember Perron, second by Councilmember Gibson, to re-appoint Ben Peterson as Recreation Advisory Committee Student Member, term expiring September 2017.

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

Motion by Councilmember Gibson, second by Councilmember Cole, to appoint Annie Joy and Abby Cunningham as Recreation Advisory Committee Student Members, terms expiring September 2017.

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

8. Reports & Communications

A. Public Comments

None.

B. City Manager Comments

City Manager Heydlauff reported that the fall tree planting will be completed this week (160 trees). He met with St. Marys Cement on November 5th and discussed their future expansion including five new permanent jobs. City Manager Heydlauff stated that we are one step closer to the approval of the Coast Guard Acacia buoy donation. He congratulated the Mayor on another term concluded and said good luck to Council candidates running in Tuesday's election.

C. Mayor & Council Comments

Mayor Campbell declared that this was his last scheduled meeting and said "it has been an honor." He encouraged everyone to vote.

Councilmember Kurtz congratulated the Mayor and thanked him for his service. He stated that he is up for election and depending on the outcome, may not be at the next meeting. Councilmember Kurtz commented that he enjoyed working with Council, the City Manager, and the public.

Councilmember Perron commended the candidates for running clean, positive campaigns.

Councilmember Gibson stated that she would miss the Mayor but was only a phone call away.

Councilmember Cole thanked the Mayor and commented that he had learned a lot from him. He appreciated everything that Mayor Campbell has done for the City over the years.

Councilmember Supernaw congratulated the Mayor. He discussed his campaign and offered his opinion regarding several comments made throughout the course of this election cycle. Councilmember Supernaw said 'good luck' to those running.

Councilmember Hagen offered his congratulations to the Mayor as well and stated that he had a great year on Council and is looking forward to another good year.

9. Other Council Business

None.

10. Adjourn

Motion by Councilmember Kurtz to adjourn. Motion passed by unanimous voice vote. Council adjourned at 7:16 p.m.

Joyce M. Golding

City Clerk

Gabe Campbell

Mayor

	Special Accounts Payable – 10/13/2016	
PRIORITY HEALTH	41,416.51	TOTAL 41,416.51

	Special Accounts Payable – 10/21/2016	
AT&T	2,291.11	MUNICIPAL UNDERWRITERS OF MICH 92,231.00
AT&T LONG DISTANCE	41.51	NEMECEK, TIMOTHY 25.00
AT&T MOBILITY	87.90	PRIORITY HEALTH 39,568.17
CHARLEVOIX STATE BANK	4,891.17	VERIZON WIRELESS 56.72
DELTA DENTAL	3,591.36	VISION SERVICE PLAN 507.57
GREAT LAKES ENERGY	192.19	
METLIFE SMALL BUSINESS CENTER	715.78	TOTAL 144,199.48

	Regular Accounts Payable – 11/08/2016	
AIRGAS USA LLC	61.60	DCASSESSING SERVICES 4,371.08
ALL-PHASE ELECTRIC SUPPLY CO.	209.11	DeROSIA, PATTY 41.00
AMERICAN WASTE INC.	46.76	DHASELEER, CARL 18.00
AMERIGAS - PETOSKEY	330.65	DITCH WITCH SALES OF MICHIGAN 1,181.58
APOLLO FIRE EQUIPMENT	711.69	DOAN, GERARD 41.00
ARCADIA BENEFITS GROUP INC	25.00	ELLIOTT, PATRICK M. 41.00
ARROW UNIFORM-TAYLOR L.L.C.	1,117.24	ELLSWORTH FARMER'S EXCHANGE 553.14
ASPLUNDH TREE EXPERT CO	13,912.50	EMERGENCY MEDICAL PRODUCTS INC 410.50
AT YOUR SERVICE PLUS INC	460.00	EVANS, HAL 41.00
AVFUEL CORPORATION	53,648.14	FARMER WHITE'S 5.00
B & L SOUND INC	170.95	FASTENAL COMPANY 18.53
BEIJO DE CHOCOLAT LLC	3.00	FLETCH'S 519.20
BERG, REBECCA	39.00	FREEDOM MAILING SERVICES INC. 2,193.35
BLARNEY CASTLE OIL CO	766.59	FREIGHTLINER OF GRAND RAPIDS 67.14
BOB MATHERS FORD	118.00	GELDERBLOM, PAUL 25.00
BRADFORD'S	32.50	GERBER HOMEMADE SWEETS 14.00
C & O CLUB	4,556.39	GINOP SALES INC 180.68
CENTRAL DRUG STORE	71.35	GOLDING, JOYCE 41.00
CHARLEVOIX DISTRICT LIBRARY	12.50	GRAND TRAVERSE GARAGE DOOR 183.75
CHARLEVOIX SCREEN MASTERS INC	380.00	GRP ENGINEERING INC. 1,734.36
CHARLEVOIX TOWNSHIP	15.23	HACH COMPANY 12,940.15
CHARTER COMMUNICATIONS	111.62	HANKINS, SCOTT 41.00
CINTAS CORPORATION	155.99	HARRELL'S 775.00
CINTAS CORPORATION #729	44.33	HARTFORD, THE 608.49
CIRCLE K SERVICE	1,647.55	HEID, THOMAS J. 86.36
CLARK, DOLORES	46.08	HEYDLAUFF, MARK L 41.00
COOK FAMILY FARMS	33.00	HOLIDAY COMPANIES 4,635.11

HOLIDAY LIGHTING SERVICES INC.	30,547.50	NUB'S NOB	28,000.00
HYDE SERVICES LLC	318.97	OLD DOMINION BRUSH	211.22
HYDRO CORP	1,030.00	OLSTROM EXCAVATING AND PAVING	17,911.00
ICMA	830.75	PANOFF, ZACH	41.00
IDEXX DISTRIBUTION INC.	1,074.57	PARASTAR INC.	1,125.29
INDUSTRIAL MARKETING	34.00	POND HILL FARM LLC	283.00
IRISH BOAT SHOP	810.11	POWER LINE SUPPLY	8,784.38
JACKLIN STEEL SUPPLY CO	63.07	PRO WEB MARKETING LLC	40.00
JOE'S PROFESSIONAL SERVICES LLC	600.00	PROVIDENCE FARM LLC	675.00
KEVIN'S METER TESTING	1,036.00	RESIDEX LLC	31.20
KIRINOVIC, THOMAS	41.00	RIETH-RILEY CONST CO INC	1,224.90
KIWANIS CLUB OF CHARLEVOIX	40.00	ROLOFF, ROBERT	41.00
KLOOSTER, ALIDA K.	41.00	ROTARY CLUB OF CHARLEVOIX	37.50
KMart	168.03	RUSTIC BAKER	18.00
KSS ENTERPRISES	540.19	S&W HEALTHCARE CORPORATION	240.94
LAKE FOREST BAKING COMPANY	85.00	SECURITY SANITATION INC.	95.00
LAKESHORE TIRE & AUTO SERVICE	146.00	SENSUS USA	435.13
LANDSCAPE FORMS INC.	4,560.00	SIEGRIST, DAVID	34.00
LONG DAY COFFEE LLC	11.00	SMITH, MICHAEL	48.76
MASSON, DONALD J.	60.00	STATE INDUSTRIAL PRODUCTS	636.45
MATELSKI, KIMBERLY A.	79.88	STATE OF MICHIGAN	885.44
MAYER, SHELLEY L.	41.00	STATE OF MICHIGAN	75.00
McGINN, KELLY	41.00	STRICKER'S OUTDOOR POWER EQUIP	58.40
MDC CONTRACTING LLC	457,657.67	SVAVORA, RONALD	49.45
MICHIGAN AIR COMPRESSOR TECH	969.50	SWEM, DONALD L.	41.00
MICHIGAN MUNICIPAL ELECTRIC	250.00	SYN-TECH SYSTEMS INC.	135.00
MICHIGAN MUNICIPAL LEAGUE	18,813.00	T & R ELECTRIC	4,574.00
MICHIGAN MUNICIPAL LEAGUE	329.10	THE ANTENNA FARM	1,569.35
MICHIGAN MUSHROOM MARKET LLC	4.00	TREDROC TIRE GAYLORD 758	12,148.86
MICHIGAN OFFICEWAYS INC	1,597.85	TRUCK & TRAILER SPECIALTIES	2,335.88
MICHIGAN POLICE EQUIPMENT	212.00	ULINE	249.82
MIDSTATE SECURITY	2,917.00	UP NORTH PROPERTY SERVICES LLC	2,218.50
MUTT MITT	1,586.36	USA BLUE BOOK	1,164.21
MYER, ELIZABETH A.	153.02	VILLAGE GRAPHICS INC.	380.35
NORTH COAST FASTENERS LLC	376.62	WALSH, YVONNE	5.96
NORTHERN CREDIT BUREAU	65.67	WELLER, LINDA	41.00
NORTHERN FIRE & SAFETY INC.	542.00	WILLCOME TREE SERVICE	2,175.00
NORTHERN PUMP SERVICE INC.	499.70	WORK & PLAY SHOP	441.88
NORTHERN SAFETY CO INC	226.83	WURST, RANDALL W.	41.00
NORTHWEST DESIGN GROUP	7,303.50	WYMAN, MATTHEW A.	41.00
NORWOOD FARM LLC	107.00	TOTAL	733,888.95

ACH Payments – 10/17/2016 to 11/04/2016

MI PUBLIC POWER AGENCY	27,161.27	MI PUBLIC POWER AGENCY	277,710.31
IRS (PAYROLL TAX DEPOSIT)	35,154.02	MI PUBLIC POWER AGENCY	5,199.42
ALERUS FINANCIAL (HCSP)	420.00	IRS (PAYROLL TAX DEPOSIT)	28,585.92
STATE OF MI (WITHHOLDING TAX))	5,043.18	ALERUS FINANCIAL (HCSP)	420.00
VANTAGEPOINT (401 ICMA PLAN)	699.94	STATE OF MI (WITHHOLDING TAX))	4,090.15
VANTAGEPOINT (457 ICMA PLAN)	12,747.11	VANTAGEPOINT (401 ICMA PLAN)	699.94
VANTAGEPOINT (ROTH IRA)	911.53	VANTAGEPOINT (457 ICMA PLAN)	12,476.03
MERS (DEFINED BENEFIT PLAN)	27,545.76	VANTAGEPOINT (ROTH IRA)	911.53
MI PUBLIC POWER AGENCY	4,170.20	TOTAL	443,946.31

Payroll Net Pay – Pay Period Ending 10/15/2016 (Paid 10/21/2016)

WELLER, LINDA JO	1,463.42	UMULIS, MATTHEW T.	1,229.95
HEYDLAUFF, MARK L.	2,112.29	HANKINS, SCOTT A.	1,484.05
GOLDING, JOYCE M.	1,082.62	ORBAN, BARBARA K.	1,343.10
DEROSIA, PATRICIA E.	936.39	TRAAGER, JASON A.	1,164.49
LOY, EVELYN R.	1,049.78	FLICKEMA, ANDREW M.	1,458.92
KLOOSTER, ALIDA K.	1,545.34	MATELSKI, KIMBERLY A.	1,291.46
GOLOVICH, KAREN J.	979.05	EVANS JR, HALBERT K.	1,468.90
SPENCLEY, PATRICIA L.	1,282.46	KLOOSTER, PATRICK H.	745.12
PANOFF, ZACHARY R.	1,169.52	GROSBERG, ASHLEY M.	96.13
MILLER, FAITH G.	78.00	CARLSON, JOSHUA A.	124.67
LEESE, MERRI C.	376.56	ZAHNER, ANNA O.	63.44
MCGINN, KELLY A.	1,488.25	FUCHS, TYLER S A	121.11
JONES, JANET M.	310.70	GREYERBIEHL, KELLY M.	343.70
DOAN, GERARD P.	1,558.55	ROLOFF, ROBERT P.	3,889.24
SCHLAPPI, JAMES L.	1,258.72	RILEY, DENISE M.	418.25

WURST, RANDALL W.	1,300.20	MASSON, DONALD J.	579.36
MAYER, SHELLEY L.	1,526.99	KUSINA, DENNIS W.	44.93
HILLING, NICHOLAS A.	1,092.42	MYER, ELIZABETH A.	1,653.03
MEIER III, CHARLES A.	1,058.37	VANLOO, JOSEPH G.	648.37
ZACHARIAS, STEVEN B.	1,361.86	WYMAN, MATTHEW A.	993.04
EATON, BRAD A.	2,026.28	SCHRADER, LOU ANN	458.78
WILSON, TIMOTHY J.	2,049.26	BOSS, RYDER S.	367.87
LAVOIE, RICHARD L.	1,583.17	MILLER, WILLIAM S.	1,016.06
STEVENS, BRANDON C.	2,162.36	FUNKEY, KRAIG R.	145.45
DRAVES, MARTIN J.	1,628.43	MEGGISON, JERRY B.	133.03
BROWN, STEPHANIE C.	1,041.42	RILEY, CASEY W.	381.82
SOMERVILLE, DAVID A.	617.81	JONES, LARRY M.	1,305.78
ELLIOTT, PATRICK M.	1,961.51	WILLSON, BRENDA R.	367.38
SCHWARTZFISHER, JOSEPH L.	1,256.17	BEAN, PETER J.	1,137.69
BRADLEY, KELLY R.	1,284.43	FAUSER, HOPE E.	431.28
HART II, DELBERT W.	1,334.93	WHITLEY, TYLER J.	241.34
JONES, ROBERT F.	1,421.10	TRAVERS, MANUEL J.	548.48
DORAN, JUSTIN J.	1,294.69	RILEY, DANIEL A.	648.23
MANKER JR, DAVID W.	502.08	WOLLETZ, JOSHUA D.	17.62
MANKER SR, DAVID W.	724.95	SWEM, DONALD L.	1,833.31
BECKER, MICHAEL S.	675.43	WHITLEY, ANDREW T.	1,700.67
MCGHEE, ROBERT R.	1,049.92	MORRISON, KEVIN P.	1,136.35
STEWART, SAMUEL D.	339.01	HODGE, MICHAEL J.	1,258.89
KIRINOVIC, THOMAS F.	647.59	JOHNSON, STEVEN P.	1,116.49
BITLEY, KATHERINE A.	355.63	BISHAW, JAMES H.	721.76
CRANDELL, ZACKARY R.	501.69	GILL, DAVID R.	982.94
HEID, THOMAS J.	1,272.06	TODD, RICHARD D.	270.84
LEESE, ALAN K.	526.73	STEVENS, JEFFREY W.	350.57
GRUNCH, RONALD J.	56.68	ROLOFF, AUDREY M.	2,046.03
DAVIS, RONALD L.	59.40	MATTER, DAWSON K.	2,257.76
FAIRCHILD, GALEN W.	39.24	SCOTT JR., WINFIELD	70.48
DAKROUB, JOSEPH E.	90.76	TOTAL	89,642.38

Payroll Transmittal – 10/21/2016

4FRONT CREDIT UNION	307.69	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	228.78	COMMUNICATION WORKERS OF AMER	541.97
AMERICAN FAMILY LIFE	414.12	MI STATE DISBURSEMENT UNIT	401.83
CHAR EM UNITED WAY	56.00	PRIORITY HEALTH	2,035.30
CHARLEVOIX STATE BANK	1,304.62	TOTAL	5,440.31

Payroll Net Pay – Pay Period Ending 10/29/2016 (Paid 11/04/2016)

WELLER, LINDA JO	1,463.42	ZACHARIAS, STEVEN B.	1,198.63
HEYDLAUFF, MARK L.	2,396.23	EATON, BRAD A.	1,777.99
GOLDING, JOYCE M.	1,082.62	WILSON, TIMOTHY J.	2,328.95
DEROSIA, PATRICIA E.	894.15	LAVOIE, RICHARD L.	2,027.21
LOY, EVELYN R.	1,049.78	STEVENS, BRANDON C.	2,179.25
KLOOSTER, ALIDA K.	1,735.25	DRAVES, MARTIN J.	1,589.31
GOLOVICH, KAREN J.	966.90	BROWN, STEPHANIE C.	1,041.41
SPENCLEY, PATRICIA L.	1,211.04	ELLIOTT, PATRICK M.	1,961.51
PANOFF, ZACHARY R.	1,169.52	SCHWARTZFISHER, JOSEPH L.	1,147.19
LEESE, MERRI C.	402.98	BRADLEY, KELLY R.	1,840.03
MCGINN, KELLY A.	1,563.31	HART II, DELBERT W.	1,314.59
JONES, JANET M.	155.87	JONES, ROBERT F.	1,236.72
DOAN, GERARD P.	1,558.55	DORAN, JUSTIN J.	1,658.62
SCHLAPPI, JAMES L.	884.78	MANKER JR, DAVID W.	475.76
UMULIS, MATTHEW T.	1,179.70	MANKER SR, DAVID W.	540.35
HANKINS, SCOTT A.	1,567.61	BECKER, MICHAEL S.	668.11
ORBAN, BARBARA K.	1,104.11	MCGHEE, ROBERT R.	1,049.92
TRAEGER, JASON A.	1,208.48	STEWART, SAMUEL D.	300.35
FLICKEMA, ANDREW M.	1,460.49	KIRINOVIC, THOMAS F.	245.21
MATELSKI, KIMBERLY A.	1,143.04	BITLEY, KATHERINE A.	438.48
KLOOSTER, PATRICK H.	48.89	CRANDELL, ZACKARY R.	490.78
GROSBERG, ASHLEY M.	96.13	HEID, THOMAS J.	1,272.06
CARLSON, JOSHUA A.	66.50	LEESE, ALAN K.	483.75
GREYERBIEHL, KELLY M.	68.71	DAVIS, RONALD L.	16.54
ROLOFF, ROBERT P.	1,674.13	FAIRCHILD, GALEN W.	54.95
RILEY, DENISE M.	420.27	DAKROUB, JOSEPH E.	90.76
WURST, RANDALL W.	998.31	MASSON, DONALD J.	473.21
MAYER, SHELLEY L.	1,494.48	MYER, ELIZABETH A.	1,881.11
HILLING, NICHOLAS A.	1,401.48	VANLOO, JOSEPH G.	522.66
MEIER III, CHARLES A.	1,241.19	WYMAN, MATTHEW A.	1,084.41

SCHRADER, LOU ANN	355.42	HODGE, MICHAEL J.	1,258.89
BOSS, RYDER S.	239.00	JOHNSON, STEVEN P.	987.56
MILLER, WILLIAM S.	1,189.29	BISHAW, JAMES H.	690.26
BEAN, PETER J.	584.98	GILL, DAVID R.	931.96
SWEM, DONALD L.	1,833.32	TODD, RICHARD D.	60.03
WHITLEY, ANDREW T.	1,575.35		
MORRISON, KEVIN P.	1,223.93	TOTAL	74,027.73

Payroll Transmittal – 11/04/2016			
4FRONT CREDIT UNION	307.69	COMMUNICATION WORKERS OF AMER	519.37
AMERICAN FAMILY LIFE	228.78	MI STATE DISBURSEMENT UNIT	401.83
AMERICAN FAMILY LIFE	461.64	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	56.00	PRIORITY HEALTH	1,860.96
CHARLEVOIX STATE BANK	1,304.62		
CHEMICAL BANK	150.00	TOTAL	5,491.89

Tax Disbursement – 11/08/2016			
CHARLEVOIX COUNTY TREASURER	11,200.96	CITY OF CHARLEVOIX - TAXES DUE	13,213.55
CHARLEVOIX PUBLIC SCHOOLS	14,010.34	STATE OF MICHIGAN	4,993.26
CHARLEVOIX PUBLIC SCHOOLS	1,814.71	WALSH, LYNN	12.47
CHARLEVOIX PUBLIC SCHOOLS	190.73		
CHARLEVOIX PUBLIC SCHOOLS	275.08	TOTAL	45,711.10

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/12/2016	11/18/2016	118604	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	307.69
11/12/2016	11/18/2016	118605	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	228.78
11/12/2016	11/18/2016	118605	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	461.64
11/12/2016	11/18/2016	118606	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 11/12/	56.00
11/12/2016	11/18/2016	118607	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,304.62
11/12/2016	11/18/2016	118608	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
11/12/2016	11/18/2016	118609	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	519.37
11/12/2016	11/18/2016	118610	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
11/12/2016	11/18/2016	118611	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,860.96
Grand Totals:		9				5,290.89

Km

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

11/18/16 Payroll Transmittal Checks	\$	5,290.89
11/18/16 Payroll (net pay)	\$	79,431.97
11/22/16 Regular Accounts Payable	\$	292,861.14
Checks Sub-Total:	\$	377,584.00

FIRSTMERIT BANK - ACH/WIRE PAYMENTS

11/04/16 Payment Service Network	\$	241.20
11/07/16 MI Public Power Agency	\$	13,886.52
11/09/16 State of MI (Sales Tax)	\$	15,661.92
11/10/16 DTE Energy	\$	1,674.67
11/14/16 MI Public Power Agency	\$	11,738.43
11/18/16 IRS (Payroll Tax Deposit)	\$	30,635.35
11/18/16 Alerus Financial (HCSP)	\$	420.00
11/18/16 State of MI (Withholding Tax)	\$	4,420.37
11/18/16 Vantagepoint (401 ICMA Plan)	\$	699.94
11/18/16 Vantagepoint (457 ICMA Plan)	\$	12,410.63
11/18/16 Vantagepoint (Roth IRA)	\$	911.53
11/18/16 MERS Defined Benefit Plan	\$	26,890.97
ACH Sub-Total:	\$	119,591.53

FirstMerit Bank Total: \$ 497,175.53

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

11/22/16 Tax Disbursement	\$	40,829.82
Charlevoix State Bank Total:	\$	40,829.82

Grand Total: \$ 538,005.35

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/12/2016	PC	11/18/2016	22450	WELLER, LINDA JO	101		1,463.42
11/12/2016	PC	11/18/2016	22451	HEYDLAUFF, MARK L.	102		2,112.28
11/12/2016	PC	11/18/2016	22452	GOLDING, JOYCE M.	106		1,082.62
11/12/2016	PC	11/18/2016	22453	DEROSIA, PATRICIA E.	107		762.11
11/12/2016	PC	11/18/2016	22454	LOY, EVELYN R.	117		1,049.78
11/12/2016	PC	11/18/2016	22455	KLOOSTER, ALIDA K.	121		1,538.38
11/12/2016	PC	11/18/2016	22456	GOLOVICH, KAREN J.	122		966.90
11/12/2016	PC	11/18/2016	22457	SPENCLEY, PATRICIA L.	136		1,287.96
11/12/2016	PC	11/18/2016	22458	PANOFF, ZACHARY R.	141		1,169.52
11/12/2016	PC	11/18/2016	22459	MILLER, FAITH G.	142		75.71
11/12/2016	PC	11/18/2016	22460	LEESE, MERRI C.	145		237.79
11/12/2016	PC	11/18/2016	22461	MCGINN, KELLY A.	146		1,563.31
11/12/2016	PC	11/18/2016	22462	JONES, JANET M.	148		74.44
11/12/2016	PC	11/18/2016	22463	DOAN, GERARD P.	201		1,558.56
11/12/2016	PC	11/18/2016	22464	SCHLAPPI, JAMES L.	204		1,028.73
11/12/2016	PC	11/18/2016	22465	UMULIS, MATTHEW T.	205		1,229.95
11/12/2016	PC	11/18/2016	22466	HANKINS, SCOTT A.	208		1,470.12
11/12/2016	PC	11/18/2016	22467	ORBAN, BARBARA K.	209		1,177.94
11/12/2016	PC	11/18/2016	22468	TRAEGER, JASON A.	210		1,157.21
11/12/2016	PC	11/18/2016	22469	FLICKEMA, ANDREW M.	211		1,277.74
11/12/2016	PC	11/18/2016	22470	MATELSKI, KIMBERLY A.	212		1,143.04
11/12/2016	PC	11/18/2016	22471	ROLOFF, ROBERT P.	304		3,161.29
11/12/2016	PC	11/18/2016	22472	RILEY, DENISE M.	306		426.32
11/12/2016	PC	11/18/2016	22473	WURST, RANDALL W.	411		1,150.25
11/12/2016	PC	11/18/2016	22474	MAYER, SHELLEY L.	412		1,363.07
11/12/2016	PC	11/18/2016	22475	HILLING, NICHOLAS A.	413		1,104.40
11/12/2016	PC	11/18/2016	22476	MEIER III, CHARLES A.	421		1,173.22
11/12/2016	PC	11/18/2016	22477	ZACHARIAS, STEVEN B.	422		1,439.04
11/12/2016	PC	11/18/2016	22478	EATON, BRAD A.	515		1,872.99
11/12/2016	PC	11/18/2016	22479	WILSON, TIMOTHY J.	516		1,832.38
11/12/2016	PC	11/18/2016	22480	LAVOIE, RICHARD L.	519		1,816.98
11/12/2016	PC	11/18/2016	22481	STEVENS, BRANDON C.	521		1,628.62
11/12/2016	PC	11/18/2016	22482	DRAVES, MARTIN J.	523		1,762.74
11/12/2016	PC	11/18/2016	22483	BROWN, STEPHANIE C.	524		1,041.41
11/12/2016	PC	11/18/2016	22484	ELLIOTT, PATRICK M.	600		1,961.51
11/12/2016	PC	11/18/2016	22485	SCHWARTZFISHER, JOS	603		986.78
11/12/2016	PC	11/18/2016	22486	BRADLEY, KELLY R.	614		1,386.57
11/12/2016	PC	11/18/2016	22487	HART II, DELBERT W.	616		1,231.49
11/12/2016	PC	11/18/2016	22488	JONES, ROBERT F.	618		1,254.95
11/12/2016	PC	11/18/2016	22489	DORAN, JUSTIN J.	621		1,173.25
11/12/2016	PC	11/18/2016	22490	MANKER JR, DAVID W.	638		502.08
11/12/2016	PC	11/18/2016	22491	BECKER, MICHAEL S.	641		675.43
11/12/2016	PC	11/18/2016	22492	MCGHEE, ROBERT R.	663		1,049.92
11/12/2016	PC	11/18/2016	22493	STEWART, SAMUEL D.	668		346.05
11/12/2016	PC	11/18/2016	22494	KIRINOVIC, THOMAS F.	700		262.09
11/12/2016	PC	11/18/2016	22495	BITELY, KATHERINE A.	704		509.75
11/12/2016	PC	11/18/2016	22496	CRANDELL, ZACKARY R.	753		539.90
11/12/2016	PC	11/18/2016	22497	HEID, THOMAS J.	802		1,272.06
11/12/2016	PC	11/18/2016	22498	LEESE, ALAN K.	835		115.44
11/12/2016	PC	11/18/2016	22499	MASSON, DONALD J.	861		625.61
11/12/2016	PC	11/18/2016	22500	MYER, ELIZABETH A.	900		1,653.04
11/12/2016	PC	11/18/2016	22501	VANLOO, JOSEPH G.	902		369.57
11/12/2016	PC	11/18/2016	22502	WYMAN, MATTHEW A.	927		993.05
11/12/2016	PC	11/18/2016	22503	SCHRADER, LOU ANN	929		268.20
11/12/2016	PC	11/18/2016	22504	BOSS, RYDER S.	932		230.41
11/12/2016	PC	11/18/2016	22505	MILLER, WILLIAM S.	933		960.02
11/12/2016	PC	11/18/2016	22506	MEGGISON, JERRY B.	1036		140.07

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/12/2016	PC	11/18/2016	22507	RILEY, CASEY W.	1052		168.64
11/12/2016	PC	11/18/2016	22508	JONES, LARRY M.	1057		752.77
11/12/2016	PC	11/18/2016	22509	WILLSON, BRENDA R.	1059		238.75
11/12/2016	PC	11/18/2016	22510	BEAN, PETER J.	1060		1,232.71
11/12/2016	PC	11/18/2016	22511	FAUSER, HOPE E.	1064		158.85
11/12/2016	PC	11/18/2016	22512	WHITLEY, TYLER J.	1065		319.44
11/12/2016	PC	11/18/2016	22513	TRAVERS, MANUEL J.	1071		824.32
11/12/2016	PC	11/18/2016	22514	RILEY, DANIEL A.	1079		578.73
11/12/2016	PC	11/18/2016	22515	DROST, PATRICIA A.	2002		155.00
11/12/2016	PC	11/18/2016	22516	CARLSON, JOANNE E.	2007		155.00
11/12/2016	PC	11/18/2016	22517	COLT, JUDITH C.	2018		80.00
11/12/2016	PC	11/18/2016	22518	FRANCIS, CATHERINE A.	2029		84.00
11/12/2016	PC	11/18/2016	22519	HUNTLEY, ROSALYNN R.	2031		80.00
11/12/2016	PC	11/18/2016	22520	LALONDE, SANDRA L.	2032		80.00
11/12/2016	PC	11/18/2016	22521	GORDON, JUDITH A.	2036		75.00
11/12/2016	PC	11/18/2016	22522	BASEY, HEATHER N.	2038		80.00
11/12/2016	PC	11/18/2016	22523	VILLERMAIN-SHEA, MICH	2039		72.50
11/12/2016	PC	11/18/2016	22524	DALY, SUZETTE M.	2040		117.50
11/12/2016	PC	11/18/2016	22525	GOLDING, RICKY W.	2041		80.00
11/12/2016	PC	11/18/2016	118584	GERBER, SAMUEL A.	147		55.41
11/12/2016	PC	11/18/2016	118585	SWEM, DONALD L.	512		1,833.32
11/12/2016	PC	11/18/2016	118586	WHITLEY, ANDREW T.	522		1,566.44
11/12/2016	PC	11/18/2016	118587	MORRISON, KEVIN P.	601		999.70
11/12/2016	PC	11/18/2016	118588	HODGE, MICHAEL J.	606		1,258.89
11/12/2016	PC	11/18/2016	118589	JOHNSON, STEVEN P.	617		1,169.59
11/12/2016	PC	11/18/2016	118590	BISHAW, JAMES H.	633		726.27
11/12/2016	PC	11/18/2016	118591	GILL, DAVID R.	856		948.95
11/12/2016	PC	11/18/2016	118592	STEVENS, JEFFREY W.	1028		348.81
11/12/2016	PC	11/18/2016	118593	ROLOFF, AUDREY M.	1037		1,216.35
11/12/2016	PC	11/18/2016	118594	MATTER, DAWSON K.	1038		1,493.29
11/12/2016	PC	11/18/2016	118595	SCOTT JR., WINFIELD	1072		22.03
11/12/2016	PC	11/18/2016	118596	RUDOLPH, JOELLEN B.	2008		78.75
11/12/2016	PC	11/18/2016	118597	LEFT, LILLIAN M.	2010		88.00
11/12/2016	PC	11/18/2016	118598	BUDAY, JOAN E.	2011		162.75
11/12/2016	PC	11/18/2016	118599	STEPHAN, MARY ANN	2012		40.00
11/12/2016	PC	11/18/2016	118600	CAMPBELL, KAREN L.	2013		162.75
11/12/2016	PC	11/18/2016	118601	LALEWICZ, AMELIA M.	2034		75.00
11/12/2016	PC	11/18/2016	118602	CIUK, JULIA A.	2035		70.00
11/12/2016	PC	11/18/2016	118603	OCHS, GRACE L.	2037		75.00
Grand Totals:			96				79,431.97

Report Criteria:

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

Check Number	Payee	Amount
11/22/2016		
118471	ACE HARDWARE	1,301.76
118472	AMERICAN WASTE INC.	2,400.12
118473	ANDRESKY, MARK	128.14
118474	ARROW UNIFORM-TAYLOR L.L.C.	1,048.74
118475	ASPLUNDH TREE EXPERT CO	8,980.00
118476	AUTO VALUE	603.54
118477	AVFUEL CORPORATION	25,444.06
118478	BALLARD'S	4,800.00
118479	BELL EQUIPMENT COMPANY	184.88
118480	BIOMEDICAL SOLUTIONS	160.00
118481	BLECKE, SCOTT	55.00
118482	BOSS, NATHAN	84.72
118483	BREATHING AIR SYSTEMS	95.90
118484	BS& A SOFTWARE	1,128.00
118485	CALIFORNIA CONTRACTORS	159.60
118486	CARQUEST OF CHARLEVOIX	1,060.46
118487	CENTRAL DRUG STORE	67.05
118488	CHARLEVOIX AREA CHAMBER OF CO	178.67
118489	CHARLEVOIX DISTRICT LIBRARY	30,000.00
118490	CHARLEVOIX SEWER & DRAIN	725.00
118491	CHARTER COMMUNICATIONS	794.99
118492	CHRISTENSEN, ROGER	110.00
118493	CITY OF CHARLEVOIX - UTILITIES	30,234.87
118494	CLEES, JENNIFER	32.24
118495	CROSS III, JOHN H.	6,500.00
118496	DEGRIECK, JEFFERY	220.00
118497	DETROIT SALT COMPANY	10,504.17
118498	DILLON, ANN	44.00
118499	DITCH WITCH SALES OF MICHIGAN	368.56
118500	EJ USA INC.	3,265.49
118501	EMERGENCY MEDICAL PRODUCTS I	1,802.82
118502	ETNA SUPPLY	1,680.00
118503	FAMILY FARM & HOME	380.41
118504	FASTENAL COMPANY	81.09
118505	FREEDOM MAILING SERVICES INC.	2,200.77
118506	FREIGHTLINER OF GRAND RAPIDS	52.23
118507	GARDNER, LAWRENCE	31.78
118508	GILMORE, PATRICK	115.50
118509	GOLDING, JOYCE	55.45
118510	GRAINGER	1,617.50
118511	GREAT LAKES ELEVATOR LLC	400.00
118512	GUTHRE, JAMES	66.00
118513	HACH COMPANY	1,114.15
118514	HALVERSON, DENNIS	13.77
118515	HANKINS, SCOTT	90.00
118516	HEALTH CARE LOGISTICS	221.54
118517	HEERES, KENNETH	14.82
118518	HILLING, NICHOLAS A.	46.98

Check Number	Payee	Amount
118519	HYDRO CORP	515.00
118520	INDUSTRIAL MARKETING	355.05
118521	J & B MEDICAL SUPPLY INC.	779.10
118522	JACKLIN STEEL SUPPLY CO	81.36
118523	JONES, JANET	454.14
118524	KODIAK EMERGENCY VEHICLES	123.50
118525	KSS ENTERPRISES	264.13
118526	MATYE, ELIZABETH	34.88
118527	MAYS, SCOTT	26.00
118528	MCBRIDE, KRISTY	220.00
118529	MCCARDEL CULLIGAN-PETOSKEY	50.00
118530	MCMASTER-CARR	93.66
118531	MCVEIGH'S TRUCK SPRINGS INC.	91.98
118532	MEYERING, JACK	121.00
118533	MICHIGAN ELECTRIC	15,610.00
118534	MICHIGAN MUNICIPAL LEAGUE	8,259.00
118535	MICHIGAN OFFICeways INC	966.50
118536	MICHIGAN STATE UNIVERSITY	29.80
118537	MIDWEST INDUSTRIAL LIGHTING	400.00
118538	MJS PAINTING INC	14,929.00
118539	MONTGOMERY, PAIGE	22.94
118540	NEFF, GALE	11.00
118541	NFIRS ONLINE	395.00
118542	NORTH COUNTRY POWER GENERATI	1,260.00
118543	NORTHERN CREDIT BUREAU	146.30
118544	NORTHERN MICHIGAN REVIEW INC.	3,380.50
118545	OLESON'S FOOD STORES	51.02
118546	OLSON BZDOK & HOWARD	1,676.80
118547	O'NEILL, EDWARD	25.00
118548	PEABODY, GREG	220.00
118549	PERFORMANCE ENGINEERS INC	21,618.75
118550	PHYSICIAN'S CLINIC OF CHARLEVOIX	300.00
118551	POWER LINE SUPPLY	951.66
118552	PREIN & NEWHOF	59,782.13
118553	PUTMAN, EVERETT	47.62
118554	RAECKE, MICHAEL	22.00
118555	RANGE TELECOMMUNICATIONS	175.20
118556	RICK-BIDDICK, MICHELLE	2,037.80
118557	ROSIN, GLENN	127.09
118558	RUNDBLAD, TED	187.00
118559	SEARS COMMERCIAL ONE	99.99
118560	SECURITY SANITATION INC.	285.00
118561	SHELDON, GALE	66.00
118562	SIMONS, MITCHELL	77.00
118563	SITE PLANNING DEVELOPMENT INC	4,028.50
118564	SMITH, GEORGE	75.00
118565	SOUND ENVIRONMENTS	435.00
118566	SPICER GROUP INC	954.00
118567	SPOK INC	9.99

Check Number	Payee	Amount
118568	STATE OF MICHIGAN	1,278.78
118569	THORP, JOSEPH	44.00
118570	TIMMS, ROBERT	200.00
118571	TRAVERSE MAGAZINE	300.00
118572	U S BANK	161.63
118573	UP NORTH PROPERTY SERVICES LL	1,305.00
118574	UPPER CASE PRINTING INK.	1,105.30
118575	USA BLUE BOOK	2,037.51
118576	VILLAGE GRAPHICS INC.	117.11
118577	WEST SHORE FIRE INC	167.98
118578	WILBERT BURIAL VAULT CO	185.60
118579	WILKINS, TERI	75.00
118580	WILLIAMS, CAROLYN	75.00
118581	WILSON, RICHARD J.	75.00
118582	WOLVERINE POWER SYSTEMS	201.85
118583	WORK & PLAY SHOP	2,994.22
Total 11/22/2016:		292,861.14
Grand Totals:		292,861.14

Check Number	Payee	Amount
11/04/2016		
110416007	PAYMENT SERVICE NETWORK INC.	241.20
Total 11/04/2016:		241.20
Grand Totals:		241.20

Check Number	Payee	Amount
11/07/2016		
110716001	MICHIGAN PUBLIC POWER AGENCY	13,886.52
Total 11/07/2016:		13,886.52
Grand Totals:		13,886.52

Check Number	Payee	Amount
11/09/2016		
110916001	STATE OF MICHIGAN	15,661.92
Total 11/09/2016:		15,661.92
Grand Totals:		15,661.92

Check Number	Payee	Amount
11/10/2016		
111016001	DTE ENERGY	1,674.67
Total 11/10/2016:		1,674.67
Grand Totals:		1,674.67

Check Number	Payee	Amount
11/14/2016		
111416001	MICHIGAN PUBLIC POWER AGENCY	11,738.43
Total 11/14/2016:		11,738.43
Grand Totals:		11,738.43

Check Issue Date	Check Number	Payee	Amount
111816001			
11/18/2016	11181600	**EFTPS* Payroll Taxes	7,469.77
11/18/2016	11181600	**EFTPS* Payroll Taxes	7,469.77
11/18/2016	11181600	**EFTPS* Payroll Taxes	1,747.00
11/18/2016	11181600	**EFTPS* Payroll Taxes	1,747.00
11/18/2016	11181600	**EFTPS* Payroll Taxes	12,201.81
Total 111816001:			
	5		30,635.35
111816002			
11/18/2016	11181600	Alerus Financial	420.00
Total 111816002:			
	1		420.00
111816003			
11/18/2016	11181600	STATE OF MICHIGAN	4,420.37
Total 111816003:			
	1		4,420.37
111816004			
11/18/2016	11181600	Vantagepoint - 401 Plan 109153	699.94
Total 111816004:			
	1		699.94
111816005			
11/18/2016	11181600	Vantagepoint - 457 Plan 300959	4,959.95
11/18/2016	11181600	Vantagepoint - 457 Plan 300959	603.42
11/18/2016	11181600	Vantagepoint - 457 Plan 300959	1,705.51
11/18/2016	11181600	Vantagepoint - 457 Plan 300959	5,141.75
Total 111816005:			
	4		12,410.63
111816006			
11/18/2016	11181600	Vantagepoint - Roth IRA 706117	911.53
Total 111816006:			
	1		911.53
Grand Totals:			
	13		49,497.82

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Check Number	Payee	Amount
11/18/2016		
111816007	MERS	26,890.97
Total 11/18/2016:		26,890.97
Grand Totals:		26,890.97

Check Number	Payee	Amount
11/22/2016		
2804	CHARLEVOIX COUNTY TREASURER	10,653.99
2805	CHARLEVOIX PUBLIC SCHOOLS	15,344.91
2806	CHARLEVOIX PUBLIC SCHOOLS	1,726.11
2807	CHARLEVOIX PUBLIC SCHOOLS	181.45
2808	CHARLEVOIX PUBLIC SCHOOLS	261.67
2809	CITY OF CHARLEVOIX - TAXES DUE	12,661.69
Total 11/22/2016:		40,829.82
Grand Totals:		40,829.82

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

**CHARLEVOIX CITY COUNCIL
CONSENT AGENDA ITEM**

AGENDA ITEM TITLE: November 2016 Local Election Results

DATE: November 21, 2016

PRESENTED BY: Consent Agenda

ATTACHMENTS:

BACKGROUND INFORMATION:

The November 8, 2016 local election results are as follows:

MAYOR

Luther Kurtz	972
Shirley Gibson	468

WARD 1 COUNCIL

Janet Kalbfell	292
Bob Bergmann	235

WARD 2 COUNCIL

Tom Oleksy	222
Bill Supernaw	197

WARD 3 COUNCIL

Shane Cole	350
-------------------	------------

BALLOT PROPOSAL

YES	604
NO	816

RECOMMENDATION:

Approve the local election results as presented.

**CHARLEVOIX CITY COUNCIL
CONSENT AGENDA ITEM**

AGENDA ITEM TITLE: Federal Surplus Resolution

DATE: November 21, 2016

PRESENTED BY: Consent Agenda

ATTACHMENTS: Buoy Information
Board Resolution

BACKGROUND INFORMATION:

The City has expressed an interest in obtaining the last working buoy from the USCGC Acacia. The buoy will be available on November 23rd from the State & Federal Surplus Property Program.

We are anticipating the City will have to pay approximately \$1,000 for the buoy. The buoy weighs 6500 pounds and is 18 feet long and 6 feet wide. If the City is awarded the buoy, we will be responsible to its pickup and delivery to Charlevoix.

RECOMMENDATION:

Approve the attached resolution designating the City Manager as Surplus Property Donee and Custodian.



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Property Item record displayed

Personal Property Report

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Item Information

Item Control Number: Z3105083120001
Item Name: BUOY
Item Description: RED 6X20 STEEL HULL BUOY PUT IN SERVICE IN 1962□□□□□□
FSC/National Stock Number: 2050-008516788
Date Created: 11/07/2016
Surplus Release Date:
Excess Release Date: 11/22/2016
Original Quantity Reported: 1 EACH
Quantity Available: 1 EACH
Original Unit Acquisition Cost: \$13,000.00
Total Acquisition Cost: \$13,000.00
Fair Market Value: \$0.00
GSA Control Number:
Condition: Scrap
Make:
Manufacturer:
Model: 6X20 LB
Date of Manufacture:

TO (Name and address of agency which report is made through)

DEPARTMENT OF HOMELAND SECURITY
ASSET MANAGEMENT PROGRAMS

FROM (Name and address of Reporting Agency)

COMMANDING OFFICER
U.S. COAST GUARD BASE CLEVELAND
1240 EAST NINTH STREET
CLEVELAND ,OH-44199-2060

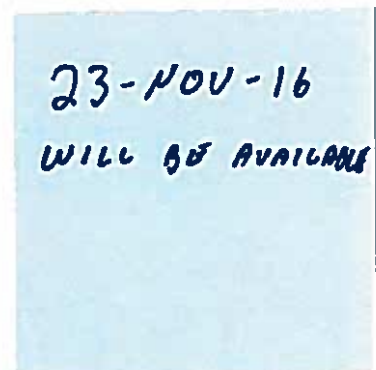
Item Location

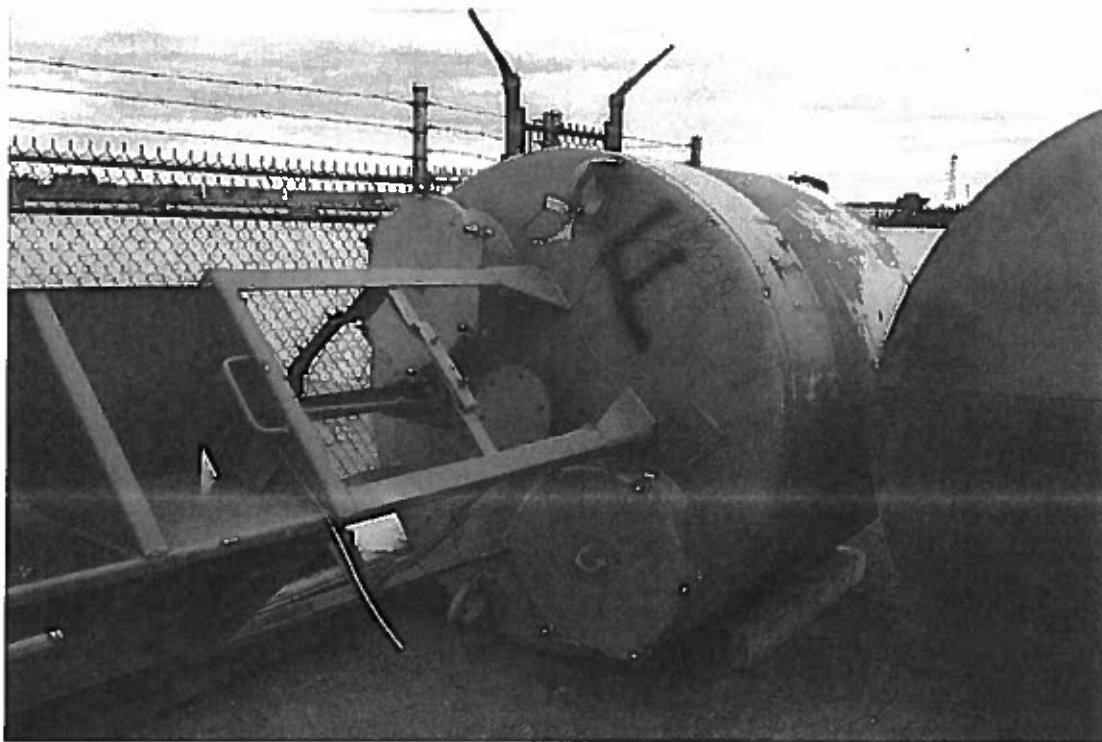
COMMANDING OFFICER
USCGC BUCKTHORN
210 STATE ST
CHARLEVOIX ,MI-49720

Point Of Contact

Name: JOHN HEATH
Phone: 216 902 6441
Email: JOHN.R.HEATH@USCG.MIL
CC Email: BRADLEY.A.BRUNAUGH@USCG.MIL

Item Photos





**STATE OF MICHIGAN
BOARD RESOLUTION
FEDERAL SURPLUS ASSISTANCE PROGRAM**

WHEREAS, THE City of Charlevoix, State of Michigan has met all
(Agency)

other State and Federal requirements for participation in the Federal Property Assistance Program under Public Law 94-519.

WHEREAS, it is a requirement that a resolution be adopted by the governing body specifically designating a coordinator as Surplus Property Donee and Custodian, to be responsible for the acceptance and accountability and authorized to sign for surplus property.

NOW THEREFORE, BE IT RESOLVED:

1. That the Governing Body for the City of Charlevoix
(Agency)
the of the State of Michigan, hereby designates Mark L. Heydlauff
(Name)
who is the authorized coordinator as the person responsible for accepting Federal Surplus Property, with the power and full authority to sign for such surplus property.
2. The coordinator named above is to be held responsible for the accountability and will maintain the necessary records for all surplus property obtained for public purposes until relieved from accountability by State and/or Federal authorities.
3. That money is available to pay service charges for surplus property obtained.
4. That the coordinator is further hereby authorized to direct payment of service charges for surplus property to complete all transactions.

I do hereby certify that the foregoing resolution was adopted by the favorable vote of a majority of the member of said

City of Charlevoix

(Agency)

Date: 11/21/2016

Signature, Chairman of the Board
Luther Kurtz, Mayor

Signature, Secretary/Clerk/Treasurer
Joyce M. Golding, City Clerk

210 State Street
Charlevoix, Michigan 49720-1345

Agency Mailing Address

Phone: 231-547-3270

e-Mail: mgr@cityofcharlevoix.org

Return form to: **State of Michigan, DTMB
Federal Surplus Program
3111 W. St. Joseph Street
Lansing, MI, 48917**

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Organizational Meeting

DATE: November 21, 2016

PRESENTED BY: Joyce Golding, City Clerk

BACKGROUND INFORMATION: Section 2.15 of the City Charter requires that Council hold an organizational meeting at the first meeting of the Council after the November General Election. The meeting shall be held for the purpose of organization at the usual place for holding meetings of the legislative body of the City. Council is asked to consider the following items:

- A. Meeting time -- The regular meetings of the Council shall be held at least twice each month. These meetings shall be held at the City Hall unless otherwise provided. The *Rules of Procedure for City Council*, Rule 1c sets the meetings as the first and third Mondays of the month at 7:00 p.m., unless Monday is a legal holiday, at which point the meeting moves to the following Tuesday at 7:00 p.m. The City Charter allows the Council to set the day and time of its meetings. If Council would like to change its meeting dates and times, a resolution would need to be drafted to amend the Rules of Procedure. Any change would not take place until January 2017, but a decision needs to be made now in order for the Clerk to meet required posting and advertising deadlines for the coming year.
- B. Deputy Mayor -- Section 2.9 of the City Charter requires that the Council elect one of its members to serve as Deputy Mayor at the organizational meeting of the Council. The Deputy Mayor shall serve until the next organizational meeting of the Council or until a successor takes office. Councilmember Cole currently serves as Deputy Mayor.

RECOMMENDATION:

- A. Motion to set 2017 City Council meetings for the first and third Mondays of the month at 7:00 p.m. (If Council does not wish to meet on the 1st and 3rd Mondays of the month, Council will have to revise its Rules of Procedure resolution.
- B. Motion to appoint (re-appoint) *Councilmember Name* as Deputy Mayor.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Purchase Police Cruiser
DATE: November 21, 2016
PRESENTED BY: Gerard Doan, Police/Fire Chief
ATTACHMENTS: Bid Responses from Fox Charlevoix and Berger Chevrolet Inc.

BACKGROUND INFORMATION:

The 2016 budget includes the purchase of a new patrol car and equipment. According to the capital plan, two patrol vehicles are purchased every three years. The last vehicle we purchased was in 2013 when we acquired a 2014 Ford Police Interceptor. This year, the new patrol car will be replacing a 2009 Ford Crown Victoria with 101,201 miles on it, which is the oldest car in the fleet.

The new patrol vehicle selected is a 2017 Chevrolet Tahoe 4 WD Police Package with some major equipment. This vehicle is pursuit rated and is held to higher standards than other Chevrolet Tahoe's on the road. By selecting the Tahoe, I am opting for more room, practicality of a SUV, reliability and safety.

Berger Chevrolet Inc. in Grand Rapids was contacted for a bid price on a 2017 Chevrolet Tahoe 4 WD Police Package vehicle because they had been awarded the State Bid thru MI DEAL. Once the bid was received, I contacted Fox Charlevoix to see if they could compete with the State Bid. Fox Charlevoix came in below the State Bid. Fox Charlevoix has also been the low bidder on two previous police rated vehicles purchased by the Department.

RECOMMENDATION:

Motion to authorize the purchase of a 2017 Chevrolet Tahoe (police package, pursuit-rated 4WD) in an amount not to exceed \$39,142.21 from Fox Charlevoix.

November 4, 2016

City of Charlevoix
Attn: Gerard Doan, Chief

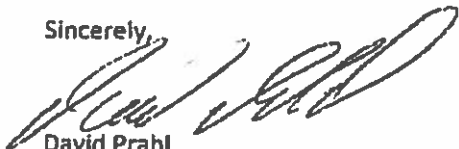
RE: Bid on 2017 GM Chevy Tahoe Police Vehicle

See attached order sheet for specifications:

Price of Vehicle is: \$38,885.21 + Fees: +\$210 doc fee and \$47 for plate transfer

Please contact us with questions.

Sincerely,



David Prah
General Manager
Fox Charlevoix

BID PER ENCLOSED SPECIFICATIONS

Cost per vehicle \$ \$40,986.04

Number of units 1

Total Bid Amount \$ \$40,986.04

Vehicle Description:

Year 2017

Make Chevrolet

Model Tahoe 4WD
Police Package

Vendor:

Berger Chevrolet Inc.

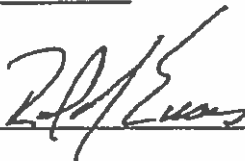
Address 2525 28th Street S.E.

Grand Rapids. MI 49512

Phone (616) 949-5200

Fax (616) 988-9178

Signature



Printed Signature Robert M. Evans

Date 8/23/2016

Bid Prepared For :

City of Charlevoix

Price includes title fee and delivery.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: EMS Mutual Aid Agreements

DATE: November 21, 2016

PRESENTED BY: Gerard Doan, Police/Fire Chief

ATTACHMENTS: Beaver Island EMS Mutual Aid Agreement
Emmet County EMS Mutual Aid Agreement
Jordan Valley EMS Mutual Aid Agreement

BACKGROUND INFORMATION:

As a condition of state licensing, we are obligated to have mutual aid agreements with neighboring EMS departments in order to have a clear line of service in the case of an extreme emergency and vice versa.

We recommend entering into three such agreements. One with Emmet County EMS, another with Jordan Valley EMS, and finally with Beaver Island EMS. The City Attorney has reviewed the agreements and does not have any concerns.

RECOMMENDATION:

Motion to approve mutual aid agreements with EMS Mutual Aid Agreements with Beaver Island EMS, Emmet County EMS, and Jordan Valley EMS, as presented.

AMBULANCE SERVICE MUTUAL AID AGREEMENT

For the purpose of rendering mutual aid in delivering medical care, the undersigned services hereby enter into a mutual aid agreement upon the following terms and conditions:

Section 1. Definitions:

- a. "Requesting Agency" shall mean the Agency requesting aid
- b. "Responding Agency" shall mean the Agency affording or responding to a call for aid

Section 2. Mutual Aid and Contingency Agreement

The members of Charlevoix EMS and Beaver Island EMS mutually agree to provide mutual aid and contingency service to each other pursuant to this agreement.

Section 3. Authority to Respond to Provide Assistance

- a. The authority to make requests for assistance or to provide aid under this agreement shall reside with the requesting Agency's command personnel and/or command designee. Either Agency shall have the right to request assistance from the other Agency subject to the terms and conditions of this Agreement.
- b. The Emergency Dispatch Center (EDC) will page out the next closest Agency if the primary Agency is unavailable for any reason. Agencies are empowered to set up automatic aid protocols through the EDC for specific circumstances in their service area.

Section 4. Requesting Assistance

An Agency may request assistance from the other Agency if the requesting Agency is unavailable and assistance is determined to be necessary by the requesting Agency because of the existence of an emergency.

Upon request, a responding Agency shall inform the requesting Agency of its ability to respond to the request. This final decision on whether to provide assistance shall be solely that of the responding agency.

Section 5. Personnel and Equipment Provided

The requesting Agency shall include in its request for assistance, the amount and type of equipment.

Also, specify the location where the personnel and equipment is needed. The final decision on the amount and type of equipment needed shall be solely that of the responding Agency.

The responding Agency shall be immune from any liability in connection with all acts associated herewith to the full extent provided by law. No Agency shall me any claim against another Agency for refusal to send the requested personnel or equipment.

Section 6. Command and Control at the Emergency Scene

All Agencies have established Incident Command System (ICS) Standard Operating Procedures (SOPs), and will implement them on all incidents involving mutual aid or contingency responses. The responding Agency's personnel and equipment shall report to the Incident Commander or other appropriate officer

of the requesting Agency. The responding Agency will report to Incident Command for briefing and assignment.

The responding Agency's personnel and equipment shall be released by the requesting Agency when their services are no longer required or when the responding Agency's resources are needed in their response area.

It is understood that the purpose of this section is to maintain order at the emergency scene and shall not be construed to establish an employee/employer relationship.

Section 7. Reporting and Record Keeping

Each Agency shall maintain its own individual patient care reports.

Section 8. No Reimbursement for Costs

No Agency shall be required to reimburse any other Agency for the cost of providing the services set forth in this Agreement for mutual aid services, except as provided in Section 9. Each Agency shall pay its own costs (e.g. salaries, repairs, materials, compensation, etc.) for responding for requests for mutual aid or contingency response.

Section 9. Fees for Ambulance Services

Agencies providing ambulance transport or other services normally billed for will be entitled to their normal fees for service and are responsible for their own billing, insurance filing and collection.

Section 10. Liability

Each requesting Agency hereby waives all claims against each responding Agency for compensation for any property loss or damage and/or personal injury or death occurring as a consequence of the performance of this Agreement. The responding Agency assumes all liability and/or cost of damage to its equipment and the injury or death of its personnel when responding or performing under this Agreement.

Section 11. Insurance

Each Agency shall procure and maintain such insurance as is required by applicable federal and state law and as may be appropriate and reasonable to cover its staff, equipment, vehicles, and property, including liability insurance, workers' compensation, automobile liability, and property damage.

Section 12. Conflict Resolution

From time to time, personnel from one Agency or another may have some concerns or questions regarding this Agreement or the working relationship of the parties. Should any such issue arise, they should be dealt with by the Agency's chain of command to provide answers or resolution.

Section 13. Term of Agreement

This agreement shall be in full force and effect upon execution by all Agencies hereto. This Agreement shall remain in effect for a period of one (1) year and shall renew automatically each year unless

cancelled by any Agency by giving thirty (30) days written notice. This Agreement may be amended by agreement of all the Agencies.

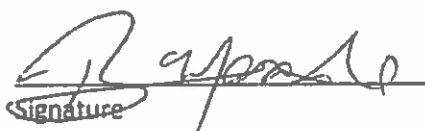
Charlevoix EMS

Signature

Printed Name and Title

Date

Beaver Island EMS


Signature

Brian Meade Executive Director

Printed Name and Title

11/17/16
Date

Emmet County EMS
200 Division St
Petoskey, MI 49770
231-383-1702

Charlevoix Fire Dept.
210 State Street
Charlevoix, MI 49720
231-547-3279

AMBULANCE SERVICE MUTUAL AID AGREEMENT

For the purpose of rendering mutual aid in delivering medical care, the undersigned services hereby enter into a mutual aid agreement upon the following terms and conditions:

Section 1. Definitions:

As uses herein:

- a. "Requesting Agency" shall mean the Agency requesting aid
- b. "Responding Agency" shall mean the Agency affording or responding to a call for aid

Section 2. Mutual Aid and Contingency Agreement

The members of Charlevoix Fire Department and Emmet County EMS mutually agree to provide mutual aid and contingency service to each other.

Section 3. Authority to Respond to Provide Assistance

- a. The authority to make requests for assistance or to provide aid under this Agreement shall reside with the requesting Agency's command personnel and/or command designee. Either Agency shall have the right to request assistance from the other Agency subject to the terms and conditions of this agreement.
- b. The Emergency Dispatch Center (EDC) will page out the next closest Agency if the primary Agency is unavailable for any reason. Agencies are empowered to set up automatic aid protocols through the EDC for specific circumstances in their service area.

Section 4. Requesting Assistance

An Agency may request assistance from the other Agency when such assistance is essential to protect life.

Upon request, a responding Agency, if determined that an emergency exists, shall dispatch EMS personnel and equipment to aid the requesting Agency.

Section 5. Personnel and Equipment Provided

The requesting Agency shall include in its request for assistance, the amount and type of equipment. Also, specify the location where the personnel and equipment is needed. The final decision on the amount and type of equipment needed shall be solely that of the responding Agency.

The responding Agency shall be immune from any liability in connection with all acts associated herewith, provided that the final decision is made with reasonable diligence. NO Agency shall make any claim against another Agency for refusal to send the requested personnel or equipment.

Section 6. Command and Control at the Emergency Scene

All Agencies have established Incident Command System (ICS) Standard Operating Procedures (SOPs), and will implement them on all incidents involving mutual aid or contingency responses. The responding Agency's personnel and equipment shall report to the Incident Commander or other appropriate officer of the requesting Agency. The responding Agency will report to Incident Command for briefing and assignment.

The responding Agency's personnel and equipment shall be released by the requesting Agency when their services are no longer required or when the responding Agency's resources are needed in their response area.

It is understood that the purpose of this section is to maintain order at the emergency scene and shall not be construed to establish an employee/employer relationship.

Section 7. Reporting and Record Keeping

Each Agency shall maintain its own individual patient care reports.

Section 8. No Reimbursement for Costs

No agency shall be required to reimburse any other Agency for the cost of providing the services set forth in this Agreement for mutual aid services, except as provided in Section 9. Each Agency shall pay its own costs (i.e. salaries, repairs, materials, compensation, etc...) for responding for requests for mutual aid or contingency response.

Section 9. Fees for Ambulance Services

Agencies providing ambulance transport or other services normally billed for will be entitled to their normal fees for service and are responsible for their own billing, insurance filing and collection.

Section 10. Liability

Each responding Agency hereby waives all claims against each responding Agency for compensation for any property loss or damage and/or personal injury or death occurring as a consequence of the performance of this Agreement. The responding Agency assumes all liability and/or cost of damage to its equipment and the injury or death of its personnel when responding or performing under this Agreement.

Section 11. Insurance

Each Agency shall procure and maintain such insurance as is required by applicable federal and state law and as may be appropriate and reasonable to cover its staff, equipment, vehicles, and property, including liability insurance, workers' compensation, automobile liability, and property damage.

Section 12. Conflict Resolution

From time to time, personnel from one Agency or another may have some concerns or questions regarding this Agreement or the working relationship of the parties. Should any such issues arise, they should be dealt with by the Agency's chain of command to provide answers or resolution.

Section 13. Term of Agreement

This agreement shall be in full force and effect upon execution by all Agencies hereto. This Agreement shall remain in Effect for a period of one (1) year and shall renew automatically each year unless cancelled by any Agency by giving thirty days written notice. This Agreement may be amended by agreement of all the Agencies.

Emmet County EMS

Signature

Date

Charlevoix Fire Department

Signature

Date

AMBULANCE SERVICE MUTUAL AID AGREEMENT

For the purpose of rendering mutual aid in delivering medical care, the undersigned services hereby enter into a mutual aid agreement upon the following terms and conditions:

Section 1. Definitions:

- a. "Requesting Agency" shall mean the Agency requesting aid
- b. "Responding Agency" shall mean the Agency affording or responding to a call for aid

Section 2. Mutual Aid and Contingency Agreement

The members of Jordan Valley EMS Authority and Charlevoix Fire Department mutually agree to provide mutual aid and contingency service to each other pursuant to this agreement.

Section 3. Authority to Respond to Provide Assistance

- a. The authority to make requests for assistance or to provide aid under this agreement shall reside with the requesting Agency's command personnel and/or command designee. Either Agency shall have the right to request assistance from the other Agency subject to the terms and conditions of this Agreement.
- b. The Emergency Dispatch Center (EDC) will page out the next closest Agency if the primary Agency is unavailable for any reason. Agencies are empowered to set up automatic aid protocols through the EDC for specific circumstances in their service area.

Section 4. Requesting Assistance

An Agency may request assistance from the other Agency if the requesting Agency is unavailable and assistance is determined to be necessary by the requesting Agency because of the existence of an emergency.

Upon request, a responding Agency shall inform the requesting Agency of its ability to respond to the request. This final decision on whether to provide assistance shall be solely that of the responding agency.

Section 5. Personnel and Equipment Provided

The requesting Agency shall include in its request for assistance, the amount and type of equipment. Also, specify the location where the personnel and equipment is needed. The final decision on the amount and type of equipment needed shall be solely that of the responding Agency.

The responding Agency shall be immune from any liability in connection with all acts associated herewith to the full extent provided by law. No Agency shall me any claim against another Agency for refusal to send the requested personnel or equipment.

Section 6.command and Control at the Emergency Scene

All Agencies have established Incident Command System (ICS) Standard Operating Procedures (SOPs), and will implement them on all incidents involving mutual aid or contingency responses. The responding Agency's personnel and equipment shall report to the Incident Commander or other appropriate officer of the requesting Agency. The responding Agency will report to Incident Command for briefing and assignment.

The responding Agency's personnel and equipment shall be released by the requesting Agency when their services are no longer required or when the responding Agency's resources are needed in their response area.

It is understood that the purpose of this section is to maintain order at the emergency scene and shall not be construed to establish an employee/employer relationship.

Section 7. Reporting and Record Keeping

Each Agency shall maintain its own individual patient care reports.

Section 8. No Reimbursement for Costs

No Agency shall be required to reimburse any other Agency for the cost of providing the services set forth in this Agreement for mutual aid services, except as provided in Section 9. Each Agency shall pay its own costs (i.e. salaries, repairs, materials, compensation, etc.) for responding for requests for mutual aid or contingency response.

Section 9. Fees for Ambulance Services

Agencies providing ambulance transport or other services normally billed for will be entitled to their normal fees for service and are responsible for their own billing, insurance filing and collection.

Section 10. Liability

Each requesting Agency hereby waives all claims against each responding Agency for compensation for any property loss or damage and/or personal injury or death occurring as a consequence of the performance of this Agreement. The responding Agency assumes all liability and/or cost of damage to its equipment and the injury or death of its personnel when responding or performing under this Agreement.

Section 11. Insurance

Each Agency shall procure and maintain such insurance as is required by applicable federal and state law and as may be appropriate and reasonable to cover its staff, equipment, vehicles, and property, including liability insurance, workers' compensation, automobile liability, and property damage.

Section 12.conflict Resolution

From time to time, personnel from one Agency or another may have some concerns or questions regarding this Agreement or the working relationship of the parties. Should any such issue arise, they should be dealt with by the Agency's chain of command to provide answers or resolution.

Section 13. Term of Agreement

This agreement shall be in full force and effect upon execution by all Agencies hereto. This Agreement shall remain in effect for a period of one (1) year and shall renew automatically each year unless cancelled by any Agency by giving thirty days written notice. This Agreement may be amended by agreement of all the Agencies.

Jordan Valley EMS Authority

City of Charlevoix

Todd Sorenson, President

Mark Heydlauff, City Manager

Date

Date

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Volunteer Board & Committee Appointment Policy

DATE: November 21, 2016

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Draft Volunteer Board and Committee Appointment Policy

BACKGROUND INFORMATION:

With several vacancies and term expirations coming in the near future on our various boards, committees, and commissions, Mayor Kurtz asked me to suggest some ways to standardize this process so that Council would be informed in advance of his desired appointments when applicable. I have adopted this policy from the City of Sturgis, who has a comprehensive Board and Commission Handbook that structures many aspects of these committees and how they interact with the City.

I would recommend adopting this policy now but would also recommend we look at the more comprehensive handbook in the future. In a broader sense, we are moving toward becoming a Redevelopment Ready Community certified by the Michigan Economic Development Corporation. This program encourages communities to adopt best practices for economic development. There are six RRC Best Practices and Best Practice 1.2 emphasizes a strong public participation plan that gives all members of the community a seat at the governing table.

RECOMMENDATION:

Motion to approve the Volunteer Boards and Committee Appointment Policy as presented.

City of Charlevoix
Volunteer Board and Committee Appointment Policy

Applying to a Board or Commission

Individuals interested in serving on a City board, commission, or committee must complete the "Application for Volunteer Board and Committees", indicating which board or commission they are applying for. This application can be obtained from the City Clerk's Office or the City's website and returned to the Clerk's Office upon completion. Applications will be considered 'active' for six months and will be considered by the Mayor and Council if an opening in the applicable board or commission becomes available.

Eligibility to apply and serve on a board or commission varies based on bylaws and authorizing legislation. Several boards and commissions require residency within the City of Charlevoix while other positions are specifically reserved for township residents or property owners within the City.

Appointment Process

When terms expire and/or upon notification of a board or board resignation, openings for the position will be advertised by the City Clerk in the local newspaper, through the City website, and via social media. The City Clerk will gather new applications and contacts all applicants on file to confirm whether they are still interested in serving on that board. After gathering and verifying applications, the City Clerk will forward them to the Mayor or City Council (depending on the appointing authority). For appointments made by the Mayor with the consent of Council, the Mayor shall notify Council of his or her desired appointees in writing at least three calendar days in advance of the City Council meeting at which he or she desires to make the appointments.

Term of Service

Each board and commission has different terms of service based on their bylaws and authorizing legislation.

Reappointment

All members of commissions or boards whose terms are set to expire must complete an "Application for Volunteer Board and Committees" and resubmit to the City Clerk. The application will confirm the board or commission member's interest to continue or discontinue service. Reappointments are not automatic.

Resignation

Any board member that intends to resign must forward a letter to their board or commission chair, who will then forward that letter to the City Clerk. The resignation letter will then be forwarded to the City Council for their acceptance. If a board or commission member resigns before their term expires, a replacement member will be appointed via the process listed above to serve the remainder of the term.