

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, December 19, 2016 - 7:00 p.m.
City Hall Council Chambers, 210 State Street Charlevoix, Michigan

1. Pledge of Allegiance

2. Roll Call

3. Presentations

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 – December 5, 2016 Regular Meeting | PG 1-5 |
| B. Accounts Payable Check Registers & Payroll Check Registers | PG 6-16 |
| C. Mt. McSaubia Ski School/Ice Rink Manager and Tow Rope Operator/Ice Rink
Attendant Job Description Revisions | PG 17-19 |
| D. MDOT Performance Resolution for Annual Permit | PG 20-24 |

6. Public Hearings & Actions Requiring Public Hearings

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| A. 2016 Master Plan Review (Resolution #2016-12-01) | PG 25-26 |
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7. All Other Actions & Requests

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| A. Hayes Township EMS Contract Expansion | PG 27-29 |
| B. 2017 Infrastructure Improvements | PG 30-35 |
| C. Airport Hangar Land Lease | PG 36-44 |
| D. Redevelopment Ready Communities (Resolution #2016-12-02) | PG 45-47 |
| E. Networks Northwest Planning Contract | PG 48-54 |
| F. Appointments | PG 55-64 |

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 December 15, 2016 - 4:00 p.m.



CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, December 5, 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 Luther Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Councilmembers Shane Cole, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: Councilmember Shirley Gibson
City Manager: Mark Heydlauff
City Clerk: Joyce Golding

3. Presentations

Carissa Mullaney, Charlevoix Area Community Pool Marketing Coordinator discussed the pool capital campaign project goals, improvements and objectives. She explained that this project is being funded through donations and grants, not the millage.

Anna Boruszewski, Michigan State University forestry student, presented draft findings for the development of a Forestry Management Plan which includes Lake Michigan Beach Forest and Mt. McSaubia Forest and discussed these in depth. City Manager Heydlauff explained the process of moving forward with the proposed plans. Councilmembers asked for and received clarification from Ms. Boruszewski on several items in the presentation including the status of the dune area and the disc golf course. Ken Polakowski, Shade Tree Commission, explained the challenges of preserving the Park Avenue corridor at Lake Michigan Beach Park during the City's future infrastructure improvements in that area and how preservation alternatives were presented.

4. Inquiry Regarding Conflicts of Interest

Mayor Kurtz disclosed that he has a business at the Airport but, Council agreed that he had no conflict.

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 – November 21, 2016 Regular Meeting
- B. Special Accounts Payable Check Register – November 18, 2016
- C. Special Accounts Payable Check Register – November 28, 2016
- D. Regular Accounts Payable Check Register – December 6, 2016
- E. ACH Payments – November 21, 2016 to December 2, 2016
- F. Payroll Check Register – December 2, 2016
- G. Payroll Transmittal – December 2, 2016
- H. Approve Grand Traverse Band of Ottawa and Chippewa Indians grant applications for Colorado Challenge, Joppa House, Third Day Fellowship, Fire Department Dive Equipment, Police Department Gym Equipment, Recreation Department Lake Michigan Beach Playground Equipment, and Recreation Department Mt. McSaubia/Camp McSaubia Scholarships
- I. Accept resignation of Charles Duerr from the Shade Tree Commission
- J. Schedule a public hearing for December 19, 2016 at 7:00 p.m. in Council chambers regarding the adoption of the 2016 Charlevoix Master Plan

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

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

6. Public Hearings & Actions Requiring Public Hearings
None.

7. All Other Actions & Requests

A. Bridge Drop Fireworks Permit

Dan Barron, Bridge Drop Planning Committee, stated that the Committee is again requesting permission to launch fireworks from Depot Beach and described the planned events. This year, they propose displays at both 9 p.m. and midnight. The proposed fireworks professional is the same company who has launched the Venetian Festival fireworks since 1999.

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

Motion by Councilmember Hagen, second by Councilmember Cole, to authorize the Bridge Drop Fireworks Permit for December 31, 2016 with the condition that it may be revoked should the Fire Chief determine weather conditions may cause debris to drift or any other unsafe conditions and authorize the City Manager to sign the Hold Harmless Agreement and all other necessary documents.

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

B. Purchase 2016 Ditch Witch Trencher

Electric Superintendent Swem stated that the Electric Department has been looking for a replacement trencher. Ditch Witch is offering a demo machine at a significant discount for a price of \$129,000 and is within budget. He estimated that the old trencher could be sold for \$10,000-\$15,000.

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

Motion by Councilmember Cole, second by Councilmember Oleksy, to authorize the purchase of the Ditch Witch RT120 Trencher for a cost not to exceed \$129,000.

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

C. Voluntary Airport Quiet Hours Policy

Airport Manager Myer stated that the Airport Advisory Committee and City Council were presented with a petition regarding aircraft noise issues during the late evening and early morning. To address citizen concerns, the Committee recommended initiating a voluntary quiet hour's program for the Airport. She stated that she and the City Manager held a conference call with the FAA, who indicated it would violate our grant assurances to close the Airport overnight; but that we could recommend pilots consider noise when landing in calm winds overnight.

Airport Manager Myer indicated that a letter will be sent to pilots explaining the policy: "The established voluntary quiet hours will be 11:00 p.m. to 7:00 a.m. daily and during these times, pilots and operators are encouraged to limit their flights so that people in the neighboring community are not disturbed during sleeping hours." She stated that a complaint process will be implemented as well.

Mayor Kurtz opened the item to public comment.

Brenda Bryan questioned how many people actually land during the overnight hours. Airport Manager Myer explained that they do not have an accurate count at this time and fines for violators are not permitted.

The item was closed to the public.

Motion by Councilmember Oleksy, second by Councilmember Kalbfell, to approve the Voluntary Quiet Hours Policy as presented and authorize the mailing of letters, updating of the City website, and other communication methods to disseminate this information.

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

D. Mayoral and Council Appointments

The following list includes Council member vacancies which expire this month:

- Board of Review – current Councilmember Leon Perron, Council appointment
- Board of Review – Councilmember Vacancy, Council appointment
- Charlevoix Community Pool Recreation Authority – Councilmember Vacancy, Mayoral appointment/Council approval

Motion by Councilmember Cole, second by Councilmember Oleksy, to re-appoint Councilmember Perron to the Board of Review, term expiring December 2017.

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

Motion by Councilmember Hagen, second by Councilmember Cole, to appoint Councilmember Kalbfell to the Board of Review, term expiring December 2017.

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

Motion by Councilmember Cole, second by Councilmember Perron, to appoint Councilmember Kalbfell to the Charlevoix Community Pool Recreation Authority (no term).

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

8. Reports & Communications

A. Public Comments None.

B. City Manager Comments

City Manager Heydlauff updated Council on two bill packages pending in Lansing: the first being retiree insurance for municipalities which does not apply to the City as we do not offer insurance for our retirees; the second involves additional reporting requirements for the DDA and TIF districts.

On November 28, City Manager Heydlauff submitted the state required Economic Vitality Incentive Program documents in order to qualify for \$175,000 of revenue sharing.

He thanked the Chamber, merchants, and restaurants for participating in the Open House and he encouraged folks to patronize the Live Life Local shopping campaign.

Congratulations were extended to the Charlevoix Hospital Foundation for a great Holly Daze fundraiser at Castle Farms.

C. Mayor & Council Comments

Mayor Kurtz recalled that during his campaign he discussed how Council interacts amongst themselves and with the public. He suggested that now may be a good time to hold a workshop or training to improve communication. Goal setting and follow through was also discussed. Council agreed and City Manager Heydlauff will bring some options back to Council in a couple of weeks.

9. Other Council Business

None.

10. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn. There were no objections. Meeting adjourned at 7:58 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
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Special Accounts Payable – 11/18/2016

AT&T	1,692.23	METLIFE SMALL BUSINESS CENTER	715.78
AT&T MOBILITY	86.90	PRIORITY HEALTH	37,338.03
CHARLEVOIX STATE BANK	2,695.05	VERIZON WIRELESS	56.72
DELTA DENTAL	3,444.14	VISION SERVICE PLAN	507.57
GREAT LAKES ENERGY	191.99	TOTAL	46,728.41

Special Accounts Payable – 11/28/2016

LYNDSEY J. DOTSON)	1,500.00	TOTAL	1,500.00
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Regular Accounts Payable – 12/06/2016

AIRGAS USA LLC	63.22	B & L SOUND INC	210.92
A/S CONSTRUCTION EQUIPMENT	668.84	BANDIT INDUSTRIES INC	998.22
ALL-PHASE ELECTRIC SUPPLY CO.	55.62	BARUZZINI GENERAL CONTRACTORS	2,750.00
ARCADIA BENEFITS GROUP INC	25.00	BEAR EARTH HERBALS	102.00
AT&T LONG DISTANCE	36.52	BEJO DE CHOCOLAT LLC	14.00

BILL'S FARM MARKET	2,082.50	LOUIS A. HOFFMAN NURSERY INC	31,801.00
BIOTECH AGRONOMICS INC	34,375.00	MAYER, SHELLEY L.	41.00
BLUETARP FINANCIAL	39.99	MCCI	950.00
BRADFORD'S	56.35	McGINN, KELLY	41.00
CHARLEVOIX COMMUNITY SHOPPER	184.00	MDC CONTRACTING LLC	1,225.92
CHARLEVOIX TOWNSHIP	15.23	MITCHELL GRAPHICS INC.	290.00
CHEMICAL SYSTEMS INC.	1,952.00	MYER, ELIZABETH A.	41.00
CINTAS CORPORATION	86.01	NORTH COUNTRY CRITTERS	14.00
CINTAS CORPORATION #729	44.33	NORTHERN FIRE & SAFETY INC.	40.00
COOK FAMILY FARMS	136.00	NORTHERN MICHIGAN REVIEW INC.	757.05
CREWS, KEN	57.72	NORTHERN PUMP SERVICE INC.	522.00
DCASSESSING SERVICES	4,371.08	NORTHWEST DESIGN GROUP	4,367.25
DeROSIA, PATTY	41.00	OLSON BZDOK & HOWARD	272.90
DOAN, GERARD	41.00	PANOFF, ZACH	41.00
DOTSON, LINDSEY J.	41.00	PARASTAR INC.	1,917.28
EAST JORDAN FAMILY HEALTH CTR	126.00	PLUNKETT & COONEY	2,060.00
EJ USA INC.	180.48	POND HILL FARM LLC	82.00
ELLIOTT, PATRICK M.	41.00	POWER LINE SUPPLY	815.58
EMERGENCY MEDICAL PRODUCTS INC	504.16	PREFERRED WASTE 2 LLC	120.00
ERIE MARKING INC	161.74	PREIN & NEWHOF	12,429.39
EVANS, HAL	41.00	PROVIDENCE FARM LLC	143.00
EYES ONLY MEDIA LLC	258.40	R & R PRODUCTS INC	307.62
FARMER WHITE'S	109.00	REHMANN-ROBSON & CO	7,952.46
FASTENAL COMPANY	251.93	ROLOFF, ROBERT	41.00
FERGUSON ENTERPRISES #2000	1,517.82	RUSTIC BAKER	64.00
FISHER SCIENTIFIC	513.96	S&W HEALTHCARE CORPORATION	407.42
GELDERBLOM, PAUL	50.00	SECURITY SANITATION INC.	95.00
GERBER HOMEMADE SWEETS	13.00	SHORELINE POWER SERVICES INC.	5,819.00
GINOP SALES INC	103.74	SIEGRIST, DAVID	5.00
GOLDING, JOYCE	41.00	SITE PLANNING DEVELOPMENT INC	250.00
GRP ENGINEERING INC.	882.29	SOCIETY FOR HUMAN RESOURCE MGT	175.00
HAMILTON ELECTRIC COMPANY	498.00	SPECTER INSTRUMENTS	495.00
HANKINS, SCOTT	41.00	STATE OF MICHIGAN	435.00
HEADY, KATE	96.39	SWANSON K & D INC	400.00
HEALTH CARE LOGISTICS	113.64	SWEM, DONALD L.	41.00
HEID, THOMAS J.	41.00	TAYLOR RENTAL	342.50
HEYDLAUFF, MARK L	41.00	THE LAKE HOUSE	650.35
HOLIDAY COMPANIES	4,904.01	TIME EMERGENCY EQUIPMENT	77.30
J & B MEDICAL SUPPLY INC.	97.36	TRI-COUNTY EXCAVATING GROUP	24,000.00
J & J GARAGE DOOR SERVICE INC.	160.00	ULINE	126.15
JACK DOHENY SUPPLIES INC	70.99	USA BLUE BOOK	630.26
KIRINOVIC, THOMAS	41.00	VANDENBELDT, JON	88.00
KLOOSTER, ALIDA K.	41.00	VILLAGE GRAPHICS INC.	95.60
KODIAK EMERGENCY VEHICLES	245.73	WELLER, LINDA	41.00
KSS ENTERPRISES	367.75	WORK & PLAY SHOP	618.43
LAKE FOREST BAKING COMPANY	122.00	WURST, RANDALL W.	41.00
LAKESHORE TIRE & AUTO SERVICE	316.75	WYMAN, MATTHEW A.	41.00
LIPSHAW, JEFF	55.00		
LONG DAY COFFEE LLC	29.00		
		TOTAL	161,735.15

ACH Payments – 11/21/2016 to 12/02/2016

MI PUBLIC POWER AGENCY)	17,757.64	STATE OF MI (WITHHOLDING TAX)	4,420.80
MI PUBLIC POWER AGENCY)	283,708.31	VANTAGEPOINT (401 ICMA PLAN)	699.94
MI PUBLIC POWER AGENCY)	9,053.28	VANTAGEPOINT (457 ICMA PLAN)	12,649.59
IRS (PAYROLL TAX DEPOSIT)	30,534.27	VANTAGEPOINT (ROTH IRA)	911.53
ALERUS FINANCIAL (HCSP)	420.00	TOTAL	360,155.36

Payroll Net Pay – Pay Period Ending 11/26/2016 (Paid 12/02/2016)

WELLER, LINDA JO	1,463.42	McGINN, KELLY A.	1,563.31
HEYDLAUFF, MARK L.	2,396.23	DOAN, GERARD P.	1,558.54
GOLDING, JOYCE M.	1,082.62	SCHLAPPI, JAMES L.	1,231.30
DEROSIA, PATRICIA E.	644.74	UMULIS, MATTHEW T.	1,557.21
LOY, EVELYN R.	1,049.78	HANKINS, SCOTT A.	1,609.39
KLOOSTER, ALIDA K.	1,735.26	ORBAN, BARBARA K.	1,505.19
GOLOVICH, KAREN J.	966.91	TRAEGER, JASON A.	1,432.23
SPENCLEY, PATRICIA L.	1,194.55	FLICKEMA, ANDREW M.	2,052.01
PANOFF, ZACHARY R.	1,169.52	MATELSKI, KIMBERLY A.	1,143.04
MILLER, FAITH G.	66.53	ROLOFF, ROBERT P.	1,674.13
LEESE, MERRI C.	389.77	RILEY, DENISE M.	416.23

WURST, RANDALL W.	1,009.92	DOAN, GERARD P.	523.60
MAYER, SHELLEY L.	1,949.21	SCHLAPPI, JAMES L.	310.76
HILLING, NICHOLAS A.	1,520.12	UMULIS, MATTHEW T.	176.99
MEIER III, CHARLES A.	1,111.42	HANKINS, SCOTT A.	423.38
ZACHARIAS, STEVEN B.	1,160.51	ORBAN, BARBARA K.	85.23
EATON, BRAD A.	1,727.83	ROLOFF, ROBERT P.	423.38
WILSON, TIMOTHY J.	2,552.47	RILEY, DENISE M.	86.75
LAVOIE, RICHARD L.	1,437.61	WURST, RANDALL W.	347.45
STEVENS, BRANDON C.	2,023.24	MAYER, SHELLEY L.	257.35
DRAVES, MARTIN J.	1,700.82	HILLING, NICHOLAS A.	159.70
BROWN, STEPHANIE C.	1,041.41	MEIER III, CHARLES A.	89.35
ELLIOTT, PATRICK M.	1,961.50	SWEM, DONALD L.	152.74
SCHWARTZFISHER, JOSEPH L.	1,165.14	SWEM, DONALD L.	1,833.32
BRADLEY, KELLY R.	1,275.29	EATON, BRAD A.	138.91
HART II, DELBERT W.	1,437.04	WILSON, TIMOTHY J.	89.35
JONES, ROBERT F.	1,206.32	LAVOIE, RICHARD L.	89.35
DORAN, JUSTIN J.	1,597.02	STEVENS, BRANDON C.	89.35
MANKER JR, DAVID W.	456.02	WHITLEY, ANDREW T.	1,566.45
BECKER, MICHAEL S.	505.87	BROWN, STEPHANIE C.	170.45
MCGHEE, ROBERT R.	953.42	ELLIOTT, PATRICK M.	182.74
STEWART, SAMUEL D.	177.35	MORRISON, KEVIN P.	393.52
KIRINOVIC, THOMAS F.	505.26	MORRISON, KEVIN P.	941.39
BITELY, KATHERINE A.	355.63	SCHWARTZFISHER, JOSEPH L.	310.76
CRANDELL, ZACKARY R.	364.64	HODGE, MICHAEL J.	385.52
BOSS, BEAU J.	440.18	HODGE, MICHAEL J.	1,447.96
HEID, THOMAS J.	1,272.05	BRADLEY, KELLY R.	140.45
MASSON, DONALD J.	258.43	JOHNSON, STEVEN P.	255.68
MYER, ELIZABETH A.	1,881.11	JOHNSON, STEVEN P.	1,026.90
VANLOO, JOSEPH G.	462.32	JONES, ROBERT F.	85.23
WYMAN, MATTHEW A.	993.04	BISHAW, JAMES H.	510.15
SCHRADER, LOU ANN	345.73	BOSS JR, DALE E.	640.74
BOSS, RYDER S.	419.41	HOLM, ARTHUR R.	465.24
MILLER, WILLIAM S.	1,189.29	HEID, THOMAS J.	343.17
BEAN, PETER J.	438.54	GILL, DAVID R.	517.10
WELLER, LINDA JO	461.48		
LOY, EVELYN R.	427.88		
KLOOSTER, ALIDA K.	176.20		
SPENCLEY, PATRICIA L.	92.35		
		TOTAL	80,615.39

Payroll Transmittal - 12/02/2016

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
CHARLEM UNITED WAY	56.00	PRIORITY HEALTH	1,860.96
CHARLEVOIX STATE BANK	1,304.62		
CHEMICAL BANK	150.00	TOTAL	5,491.89

Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/10/2016	12/16/2016	118849	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	307.69
12/10/2016	12/16/2016	118850	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	228.78
12/10/2016	12/16/2016	118850	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	461.64
12/10/2016	12/16/2016	118851	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 12/10/	56.00
12/10/2016	12/16/2016	118852	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,304.62
12/10/2016	12/16/2016	118853	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
12/10/2016	12/16/2016	118854	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	519.37
12/10/2016	12/16/2016	118855	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	323.45
12/10/2016	12/16/2016	118856	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	2,014.96
Grand Totals:		9				5,366.51

KM

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

12/16/16 Payroll Transmittal Checks	\$	5,366.51
12/16/16 Payroll (net pay)	\$	89,391.67
12/20/16 Regular Accounts Payable	\$	184,832.51
Checks Sub-Total:	\$	279,590.69

FIRSTMERIT BANK - ACH/WIRE PAYMENTS

12/05/16 MI Public Power Agency	\$	6,286.43
12/05/16 Payment Service Network	\$	241.70
12/09/16 DTE Energy	\$	3,625.79
12/09/16 State of Michigan (Sales Tax)	\$	17,321.35
12/12/16 MI Public Power Agency	\$	9,251.15
12/16/16 IRS (Payroll Tax Deposit)	\$	33,970.65
12/16/16 Alerus Financial (HCSP)	\$	420.00
12/16/16 State of MI (Withholding Tax)	\$	4,917.34
12/16/16 Vantagepoint (401 ICMA Plan)	\$	699.94
12/16/16 Vantagepoint (457 ICMA Plan)	\$	12,726.18
12/16/16 Vantagepoint (Roth IRA)	\$	911.53

ACH Sub-Total: \$ 90,372.06

FirstMerit Bank Total: \$ 369,962.75

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

Tax Disbursement	\$	-
Charlevoix State Bank Total:	\$	-

Grand Total: \$ 369,962.75

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/10/2016	PC	12/16/2016	22582	SUPERNAW, WILLIAM J.	55		189.69
12/10/2016	PC	12/16/2016	22583	WELLER, LINDA JO	101		1,463.42
12/10/2016	PC	12/16/2016	22584	HEYDLAUFF, MARK L.	102		2,112.28
12/10/2016	PC	12/16/2016	22585	GOLDING, JOYCE M.	106		1,082.62
12/10/2016	PC	12/16/2016	22586	DEROSIA, PATRICIA E.	107		877.26
12/10/2016	PC	12/16/2016	22587	DOTSON, LINDSEY J.	109		1,392.52
12/10/2016	PC	12/16/2016	22588	LOY, EVELYN R.	117		1,049.78
12/10/2016	PC	12/16/2016	22589	KLOOSTER, ALIDA K.	121		1,538.39
12/10/2016	PC	12/16/2016	22590	GOLOVICH, KAREN J.	122		966.90
12/10/2016	PC	12/16/2016	22591	SPENCLEY, PATRICIA L.	136		1,260.27
12/10/2016	PC	12/16/2016	22592	PANOFF, ZACHARY R.	141		1,169.52
12/10/2016	PC	12/16/2016	22593	MILLER, FAITH G.	142		43.59
12/10/2016	PC	12/16/2016	22594	MCGINN, KELLY A.	146		1,563.31
12/10/2016	PC	12/16/2016	22595	DOAN, GERARD P.	201		1,558.55
12/10/2016	PC	12/16/2016	22596	SCHLAPPI, JAMES L.	204		1,089.18
12/10/2016	PC	12/16/2016	22597	UMULIS, MATTHEW T.	205		1,277.14
12/10/2016	PC	12/16/2016	22598	HANKINS, SCOTT A.	208		1,456.20
12/10/2016	PC	12/16/2016	22599	ORBAN, BARBARA K.	209		1,154.36
12/10/2016	PC	12/16/2016	22600	TRAEGER, JASON A.	210		1,248.69
12/10/2016	PC	12/16/2016	22601	FLICKEMA, ANDREW M.	211		1,277.74
12/10/2016	PC	12/16/2016	22602	MATELSKI, KIMBERLY A.	212		1,143.05
12/10/2016	PC	12/16/2016	22603	ROLOFF, ROBERT P.	304		3,867.35
12/10/2016	PC	12/16/2016	22604	RILEY, DENISE M.	306		418.25
12/10/2016	PC	12/16/2016	22605	WURST, RANDALL W.	411		939.33
12/10/2016	PC	12/16/2016	22606	MAYER, SHELLEY L.	412		1,342.18
12/10/2016	PC	12/16/2016	22607	HILLING, NICHOLAS A.	413		1,195.35
12/10/2016	PC	12/16/2016	22608	MEIER III, CHARLES A.	421		1,383.41
12/10/2016	PC	12/16/2016	22609	ZACHARIAS, STEVEN B.	422		1,447.79
12/10/2016	PC	12/16/2016	22610	EATON, BRAD A.	515		1,881.06
12/10/2016	PC	12/16/2016	22611	WILSON, TIMOTHY J.	516		2,151.56
12/10/2016	PC	12/16/2016	22612	LAVOIE, RICHARD L.	519		1,659.16
12/10/2016	PC	12/16/2016	22613	STEVENS, BRANDON C.	521		1,790.37
12/10/2016	PC	12/16/2016	22614	DRAVES, MARTIN J.	523		1,547.57
12/10/2016	PC	12/16/2016	22615	BROWN, STEPHANIE C.	524		1,041.41
12/10/2016	PC	12/16/2016	22616	ANDERSON, ELIZABETH	526		575.81
12/10/2016	PC	12/16/2016	22617	ELLIOTT, PATRICK M.	600		1,961.51
12/10/2016	PC	12/16/2016	22618	SCHWARTZFISHER, JOS	603		1,198.20
12/10/2016	PC	12/16/2016	22619	BRADLEY, KELLY R.	614		1,312.30
12/10/2016	PC	12/16/2016	22620	HART II, DELBERT W.	616		1,253.90
12/10/2016	PC	12/16/2016	22621	JONES, ROBERT F.	618		1,085.45
12/10/2016	PC	12/16/2016	22622	DORAN, JUSTIN J.	621		1,232.06
12/10/2016	PC	12/16/2016	22623	BECKER, MICHAEL S.	641		365.29
12/10/2016	PC	12/16/2016	22624	MCGHEE, ROBERT R.	663		1,049.92
12/10/2016	PC	12/16/2016	22625	KIRINOVIC, THOMAS F.	700		505.26
12/10/2016	PC	12/16/2016	22626	BITELY, KATHERINE A.	704		459.18
12/10/2016	PC	12/16/2016	22627	CRANDELL, ZACKARY R.	753		320.13
12/10/2016	PC	12/16/2016	22628	BERTINELLI, DAVID P.	764		870.74
12/10/2016	PC	12/16/2016	22629	BOSS, BEAU J.	788		849.54
12/10/2016	PC	12/16/2016	22630	HEID, THOMAS J.	802		1,272.06
12/10/2016	PC	12/16/2016	22631	MYER, ELIZABETH A.	900		1,653.04
12/10/2016	PC	12/16/2016	22632	VANLOO, JOSEPH G.	902		520.14
12/10/2016	PC	12/16/2016	22633	WYMAN, MATTHEW A.	927		993.04
12/10/2016	PC	12/16/2016	22634	SCHRADER, LOU ANN	929		465.22
12/10/2016	PC	12/16/2016	22635	BOSS, RYDER S.	932		346.39
12/10/2016	PC	12/16/2016	22636	MILLER, WILLIAM S.	933		960.02
12/10/2016	PC	12/16/2016	22637	FUNKEY, KRAIG R.	1034		106.20
12/10/2016	PC	12/16/2016	22638	MEGGISON, JERRY B.	1036		257.69

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12/10/2016	PC	12/16/2016	22639	RILEY, CASEY W.	1052		371.29
12/10/2016	PC	12/16/2016	22640	JONES, LARRY M.	1057		1,216.95
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12/10/2016	PC	12/16/2016	22642	BEAN, PETER J.	1060		929.35
12/10/2016	PC	12/16/2016	22643	FAUSER, HOPE E.	1064		448.82
12/10/2016	PC	12/16/2016	22644	WHITLEY, TYLER J.	1065		407.30
12/10/2016	PC	12/16/2016	22645	TRAVERS, MANUEL J.	1071		722.39
12/10/2016	PC	12/16/2016	22646	RILEY, DANIEL A.	1079		825.54
12/10/2016	PC	12/16/2016	118775	WELLER, LINDA JO	101	Christmas Bonus	77.52
12/10/2016	PC	12/16/2016	118776	HEYDLAUFF, MARK L.	102	Christmas Bonus	81.26
12/10/2016	PC	12/16/2016	118777	GOLDING, JOYCE M.	106	Christmas Bonus	77.37
12/10/2016	PC	12/16/2016	118778	DEROSIA, PATRICIA E.	107	Christmas Bonus	77.52
12/10/2016	PC	12/16/2016	118779	DOTSON, LINDSEY J.	109	Christmas Bonus	81.26
12/10/2016	PC	12/16/2016	118780	LOY, EVELYN R.	117	Christmas Bonus	77.37
12/10/2016	PC	12/16/2016	118781	KLOOSTER, ALIDA K.	121	Christmas Bonus	77.52
12/10/2016	PC	12/16/2016	118782	GOLOVICH, KAREN J.	122	Christmas Bonus	77.52
12/10/2016	PC	12/16/2016	118783	SPENCLEY, PATRICIA L.	136	Christmas Bonus	81.26
12/10/2016	PC	12/16/2016	118784	PANOFF, ZACHARY R.	141	Christmas Bonus	81.26
12/10/2016	PC	12/16/2016	118785	LEESE, MERRI C.	145	Christmas Bonus	81.26
12/10/2016	PC	12/16/2016	118786	MCGINN, KELLY A.	146	Christmas Bonus	81.26
12/10/2016	PC	12/16/2016	118787	DOAN, GERARD P.	201	Christmas Bonus	81.26
12/10/2016	PC	12/16/2016	118788	SCHLAPPI, JAMES L.	204	Christmas Bonus	77.37
12/10/2016	PC	12/16/2016	118789	UMULIS, MATTHEW T.	205	Christmas Bonus	81.26
12/10/2016	PC	12/16/2016	118790	HANKINS, SCOTT A.	208	Christmas Bonus	77.52
12/10/2016	PC	12/16/2016	118791	ORBAN, BARBARA K.	209	Christmas Bonus	77.52
12/10/2016	PC	12/16/2016	118792	TRAEGER, JASON A.	210	Christmas Bonus	77.37
12/10/2016	PC	12/16/2016	118793	FLICKEMA, ANDREW M.	211	Christmas Bonus	77.52
12/10/2016	PC	12/16/2016	118794	MATELSKI, KIMBERLY A.	212	Christmas Bonus	77.52
12/10/2016	PC	12/16/2016	118795	EVANS JR, HALBERT K.	214	Christmas Bonus	77.37
12/10/2016	PC	12/16/2016	118796	ROLOFF, ROBERT P.	304	Christmas Bonus	77.52
12/10/2016	PC	12/16/2016	118797	RILEY, DENISE M.	306	Christmas Bonus	77.37
12/10/2016	PC	12/16/2016	118798	WURST, RANDALL W.	411	Christmas Bonus	81.26
12/10/2016	PC	12/16/2016	118799	MAYER, SHELLEY L.	412	Christmas Bonus	81.26
12/10/2016	PC	12/16/2016	118800	HILLING, NICHOLAS A.	413	Christmas Bonus	77.37
12/10/2016	PC	12/16/2016	118801	MEIER III, CHARLES A.	421	Christmas Bonus	81.26
12/10/2016	PC	12/16/2016	118802	ZACHARIAS, STEVEN B.	422	Christmas Bonus	77.37
12/10/2016	PC	12/16/2016	118803	SWEM, DONALD L.	512	Christmas Bonus	81.26
12/10/2016	PC	12/16/2016	118804	SWEM, DONALD L.	512		1,833.31
12/10/2016	PC	12/16/2016	118805	EATON, BRAD A.	515	Christmas Bonus	77.52
12/10/2016	PC	12/16/2016	118806	WILSON, TIMOTHY J.	516	Christmas Bonus	81.26
12/10/2016	PC	12/16/2016	118807	LAVOIE, RICHARD L.	519	Christmas Bonus	81.26
12/10/2016	PC	12/16/2016	118808	STEVENS, BRANDON C.	521	Christmas Bonus	81.26
12/10/2016	PC	12/16/2016	118809	WHITLEY, ANDREW T.	522	Christmas Bonus	77.52
12/10/2016	PC	12/16/2016	118810	WHITLEY, ANDREW T.	522		1,845.53
12/10/2016	PC	12/16/2016	118811	DRAVES, MARTIN J.	523	Christmas Bonus	77.37
12/10/2016	PC	12/16/2016	118812	BROWN, STEPHANIE C.	524	Christmas Bonus	77.52
12/10/2016	PC	12/16/2016	118813	ANDERSON, ELIZABETH	526	Christmas Bonus	81.26
12/10/2016	PC	12/16/2016	118814	ELLIOTT, PATRICK M.	600	Christmas Bonus	81.26
12/10/2016	PC	12/16/2016	118815	MORRISON, KEVIN P.	601	Christmas Bonus	77.52
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12/10/2016	PC	12/16/2016	118817	SCHWARTZFISHER, JOS	603	Christmas Bonus	77.37
12/10/2016	PC	12/16/2016	118818	HODGE, MICHAEL J.	606	Christmas Bonus	77.52
12/10/2016	PC	12/16/2016	118819	HODGE, MICHAEL J.	606		1,275.49
12/10/2016	PC	12/16/2016	118820	BRADLEY, KELLY R.	614	Christmas Bonus	77.52
12/10/2016	PC	12/16/2016	118821	HART II, DELBERT W.	616	Christmas Bonus	77.52
12/10/2016	PC	12/16/2016	118822	JOHNSON, STEVEN P.	617	Christmas Bonus	77.52
12/10/2016	PC	12/16/2016	118823	JOHNSON, STEVEN P.	617		1,182.92

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/10/2016	PC	12/16/2016	118824	JONES, ROBERT F.	618	Chirstmas Bonus	77.52
12/10/2016	PC	12/16/2016	118825	DORAN, JUSTIN J.	621	Chirstmas Bonus	77.52
12/10/2016	PC	12/16/2016	118826	BISHAW, JAMES H.	633	Chirstmas Bonus	77.52
12/10/2016	PC	12/16/2016	118827	BISHAW, JAMES H.	633		393.08
12/10/2016	PC	12/16/2016	118828	MANKER JR, DAVID W.	638	Chirstmas Bonus	81.26
12/10/2016	PC	12/16/2016	118829	BECKER, MICHAEL S.	641	Chirstmas Bonus	81.26
12/10/2016	PC	12/16/2016	118830	STEWART, SAMUEL D.	668	Chirstmas Bonus	77.37
12/10/2016	PC	12/16/2016	118831	KIRINOVIC, THOMAS F.	700	Chirstmas Bonus	77.37
12/10/2016	PC	12/16/2016	118832	BOSS JR, DALE E.	701		1,211.41
12/10/2016	PC	12/16/2016	118833	BITELY, KATHERINE A.	704	Chirstmas Bonus	77.52
12/10/2016	PC	12/16/2016	118834	HOLM, ARTHUR R.	791		898.72
12/10/2016	PC	12/16/2016	118835	HEID, THOMAS J.	802	Chirstmas Bonus	81.26
12/10/2016	PC	12/16/2016	118836	LEESE, ALAN K.	835	Chirstmas Bonus	81.26
12/10/2016	PC	12/16/2016	118837	GILL, DAVID R.	856	Chirstmas Bonus	77.52
12/10/2016	PC	12/16/2016	118838	MASSON, DONALD J.	861	Chirstmas Bonus	81.26
12/10/2016	PC	12/16/2016	118839	MYER, ELIZABETH A.	900	Chirstmas Bonus	77.52
12/10/2016	PC	12/16/2016	118840	VANLOO, JOSEPH G.	902	Chirstmas Bonus	81.26
12/10/2016	PC	12/16/2016	118841	WYMAN, MATTHEW A.	927	Chirstmas Bonus	81.26
12/10/2016	PC	12/16/2016	118842	SCHRADER, LOU ANN	929	Chirstmas Bonus	81.26
12/10/2016	PC	12/16/2016	118843	BOSS, RYDER S.	932	Chirstmas Bonus	77.52
12/10/2016	PC	12/16/2016	118844	MILLER, WILLIAM S.	933	Chirstmas Bonus	81.26
12/10/2016	PC	12/16/2016	118845	STEVENS, JEFFREY W.	1028		286.25
12/10/2016	PC	12/16/2016	118846	ROLOFF, AUDREY M.	1037		1,552.61
12/10/2016	PC	12/16/2016	118847	MATTER, DAWSON K.	1038		2,431.54
12/10/2016	PC	12/16/2016	118848	SCOTT JR., WINFIELD	1072		198.23
Grand Totals:			139				89,391.67

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Report Criteria:

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

Check Number	Payee	Amount
12/20/2016		
118857	a5 Branding & Design	3,000.00
118858	ABILITA	12,507.63
118859	ACE HARDWARE	3,290.26
118860	AMERICAN WASTE INC.	2,185.16
118861	AT YOUR SERVICE PLUS INC	460.00
118862	AT&T	2,256.84
118863	AUTO VALUE	255.19
118864	AVFUEL CORPORATION	21,154.98
118865	BD SERVICES	150.00
118866	BELL EQUIPMENT COMPANY	705.21
118867	BERGER CHEVEROLET	25,697.58
118868	BOB MATHERS FORD	49.00
118869	BRADFORD'S	42.25
118870	BREATHING AIR SYSTEMS	1,307.00
118871	BY THE BAY WINDOW CLEANING SVC	357.00
118872	CARQUEST OF CHARLEVOIX	422.55
118873	CHARLEVOIX BRIDGE DROP	2,500.00
118874	CHARLEVOIX GLASS INC.	409.76
118875	CHARLEVOIX ROD & GUN CLUB	330.00
118876	CHARTER COMMUNICATIONS	2,215.99
118877	CINTAS CORPORATION #729	44.33
118878	CITY OF CHARLEVOIX - UTILITIES	30,187.42
118879	CITY OF CHARLEVOIX/DDA	714.53
118880	COCA-COLA REFRESHMENTS	139.96
118881	CUMMINS BRIDGEWAY LLC	385.20
118882	DODDER, HANNAH	75.00
118883	DOTSON, LINDSEY J.	281.88
118884	ELHORN ENGINEERING COMPANY	865.00
118885	ELLSWORTH FARMER'S EXCHANGE	1,174.58
118886	EMERGENCY MEDICAL PRODUCTS I	6.10
118887	ENERCO CORPORATION	700.00
118888	FAMILY FARM & HOME	544.25
118889	FASTENAL COMPANY	196.31
118890	FOX CHARLEVOIX FORD	168.86
118891	FREEDOM MAILING SERVICES INC.	2,202.75
118892	GINOP SALES INC	505.69
118893	GOLDING, JOYCE	26.49
118894	GORDON FOOD SERVICE	263.01
118895	GROSSMEYER, TEDDIE	75.00
118896	HACH COMPANY	1,052.08
118897	HOLIDAY COMPANIES	4,346.49
118898	HYDE SERVICES LLC	5,198.00
118899	HYDRO CORP	515.00
118900	IDEXX DISTRIBUTION INC.	1,089.82
118901	J & B MEDICAL SUPPLY INC.	73.99
118902	KOELLER, JENNA	33.00
118903	KSS ENTERPRISES	339.30
118904	KURTZ, JOHN	223.56

Check Number	Payee	Amount
118905	KUSINA, DENNIS	294.96
118906	LABLANCE, LUKE	364.50
118907	LAKESHORE TIRE & AUTO SERVICE	1,985.70
118908	LANDSCAPE FORMS INC.	2,355.00
118909	MACMILLAN, MICHAEL	124.00
118910	MARTIN, JOHN	100.00
118911	MARTIN, ROBERT	122.36
118912	MCCARDEL CULLIGAN-PETOSKEY	50.00
118913	MCVEIGH'S TRUCK SPRINGS INC.	462.28
118914	MICHIGAN ASSN OF MUNICIPAL CLE	120.00
118915	MICHIGAN MUNICIPAL EXECUTIVES	110.00
118916	MICHIGAN OFFICEWAYS INC	1,422.25
118917	MICHIGAN WATER ENV ASSOC	630.00
118918	MIDWEST INDUSTRIAL LIGHTING	1,615.00
118919	MISS DIG SYSTEM INC	1,164.61
118920	MPARKS	165.00
118921	NEOPOST USA INC.	1,704.00
118922	NORTHERN CREDIT BUREAU	470.79
118923	NORTHERN FIRE & SAFETY INC.	455.00
118924	OLSON BZDOK & HOWARD	883.50
118925	OTSEGO CRANE & HOIST CO.	392.00
118926	PANOFF, ZACH	218.16
118927	PAULK, CHARLES	11.00
118928	PLUNKETT & COONEY	147.52
118929	POLLUTION CONTROL SERVICES INC	3,515.00
118930	POSTMASTER	88.23
118931	POWER LINE SUPPLY	29.00
118932	PRO WEB MARKETING LLC	70.00
118933	PTM DOCUMENT SYSTEMS	210.90
118934	R B LYONS INC	3,280.00
118935	REHMANN-ROBSON & CO	8,199.92
118936	ROTARY MULTIFORMS INC	738.96
118937	SCUBA NORTH INC.	75.00
118938	SEARS COMMERCIAL ONE	398.18
118939	SECURITY SANITATION INC.	117.29
118940	SEELYE, DEBRA	203.50
118941	SMITH, STEPHEN	25.00
118942	SPEEDWRENCH INC.	4,857.00
118943	SPICER GROUP INC	257.52
118944	SPOK INC	32.15
118945	T & R ELECTRIC	4,160.00
118946	TASER INTERNATIONAL	1,138.12
118947	TOS HOLDINGS LLC	46.62
118948	TRAFFIC SAFETY STORE	1,690.01
118949	TREDROC TIRE GAYLORD 758	230.00
118950	UP NORTH PROPERTY SERVICES LL	696.00
118951	USA BLUE BOOK	120.40
118952	VANDERCOOK, DEBBIE	75.00
118953	VENTRY SOLUTIONS INC	332.95

Check Number	Payee	Amount
118954	VILLAGE GRAPHICS INC.	1,347.00
118955	WALTERS, LEEANN	22.28
118956	WATERWORKS SYSTEMS & EQUIP IN	1,149.97
118957	WBCM-FM	75.00
118958	WEST SHORE FIRE INC	56.00
118959	WHITLEY'S FLOOR COVERING	4,261.70
118960	WORK & PLAY SHOP	1,242.18
Total 12/20/2016:		184,832.51
Grand Totals:		184,832.51

Check Number	Payee	Amount
12/05/2016		
120516001	MICHIGAN PUBLIC POWER AGENCY	6,286.43
120516002	PAYMENT SERVICE NETWORK INC.	241.70
Total 12/05/2016:		6,528.13
Grand Totals:		6,528.13

Check Number	Payee	Amount
12/09/2016		
120916001	DTE ENERGY	3,625.79
120916002	STATE OF MICHIGAN	17,321.35
Total 12/09/2016:		20,947.14
Grand Totals:		20,947.14

Check Number	Payee	Amount
12/12/2016		
121216001	MICHIGAN PUBLIC POWER AGENCY	9,251.15
Total 12/12/2016:		9,251.15
Grand Totals:		9,251.15

Check Issue Date	Check Number	Payee	Amount
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12/16/2016	12161600	**EFTPS* Payroll Taxes	8,385.79
12/16/2016	12161600	**EFTPS* Payroll Taxes	8,385.79
12/16/2016	12161600	**EFTPS* Payroll Taxes	1,961.34
12/16/2016	12161600	**EFTPS* Payroll Taxes	1,961.34
12/16/2016	12161600	**EFTPS* Payroll Taxes	13,276.39
Total 121616001:			
	5		33,970.65
121616002			
12/16/2016	12161600	Alerus Financial	420.00
Total 121616002:			
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121616003			
12/16/2016	12161600	STATE OF MICHIGAN	4,917.34
Total 121616003:			
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121616004			
12/16/2016	12161600	Vantagepoint - 401 Plan 109153	699.94
Total 121616004:			
	1		699.94
121616005			
12/16/2016	12161600	Vantagepoint - 457 Plan 300959	4,959.95
12/16/2016	12161600	Vantagepoint - 457 Plan 300959	596.46
12/16/2016	12161600	Vantagepoint - 457 Plan 300959	1,772.84
12/16/2016	12161600	Vantagepoint - 457 Plan 300959	5,396.93
Total 121616005:			
	4		12,726.18
121616006			
12/16/2016	12161600	Vantagepoint - Roth IRA 706117	911.53
Total 121616006:			
	1		911.53
Grand Totals:			
	13		53,645.64

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**CHARLEVOIX CITY COUNCIL
CONSENT AGENDA ITEM**

AGENDA ITEM TITLE: Mt. McSaubu Ski School/Ice Rink Manager and Tow Operator/Ice Rink Attendant Job Descriptions

DATE: December 19, 2016

PRESENTED BY: Consent Agenda

ATTACHMENTS: Mt. McSaubu Ski School/Ice Rink Manager Job Description
Tow Operator/Ice Rink Attendant Job Description

BACKGROUND INFORMATION:

We are abolishing the Mt. McSaubu Assistant Manager job description and replacing it with the new Mt. McSaubu Ski School/Ice Rink Manager job description. This change will better utilize the previous Assistant Manager's skills and improve the efficiency of the overall management of the Mt. McSaubu Recreation Area.

We currently have job descriptions for both Tow Operator and Ice Rink Attendant for Mt. McSaubu Recreation Area. We are requesting approval to combine these two job descriptions into one Tow Operator/Ice Rink Attendant job description. This change will allow employees to move between the positions when necessary.

RECOMMENDATION:

Approve the Mt. McSaubu Ski School/Ice Rink Manager Job description and the Tow Operator/Ice Rink Attendant Job Description as presented.

CITY OF CHARLEVOIX

Title: Mt. McSauba Ski School/Ice Rink Manager

FLSA: Exempt
STATUS: Seasonal

Department: Recreation

Reports To: Mt. McSauba Manager

Date: December 19, 2016

Scope and Environment

Operates under general supervision of Mt. McSauba Manager. Works outdoors in wintry weather conditions (day or night). Interaction with children and parents requires patience and maturity.

Position Purpose and Objectives

Manages all aspects of the ski school which includes scheduling of ski lessons, scheduling and supervision of ski instructors, teaching individual ski lessons, setting up and managing rental equipment for ski school. Manages all aspects of the ice rink which includes making and maintaining ice at the rink, scheduling and supervision of ice rink attendants, and maintaining ice rink facility and skate rental equipment. Assists in the operation and maintenance of all ski area equipment (i.e. snowmaking, water pump station operation, grooming, shovels, tow ropes, etc.) and ensures that the recreation area is operational and safe for all clients.

Essential Job Functions

- Manage all aspects of the ski school
- Schedule ski school classes
- Supervise all ski instructors, coordinate staffing levels based on demand and weather, and ensure a backup system is in place in the event of illness or injury
- Teach individual ski lessons appropriate to client level building confidence in each skier
- Teach proper ski etiquette and enforce ski area rules
- Set up, manage, track, and fit all rental equipment for ski school
- Follow appropriate ski/snowboard safety procedures
- Manage all aspects of the ice rink, including making and maintaining ice at the rink. Maintain and ensure ice rink facility shack is clean and all skate rental equipment is in order.
- Supervise all ice rink attendants, coordinate staffing levels based on demand and weather, and ensure a backup system is in place in the event of illness or injury
- Assist in the operation and maintenance of all ski area equipment (i.e. snowmaking, water pump station operation, grooming, shovels, tow ropes, etc.)
- Inform Mt. McSauba Manager of any incidents/problems immediately and be alert to emergency situations and if necessary alert ski patrol/supervisors
- Keep ski area in compliance with the State of Michigan Ski Area Safety laws
- Enforce ski area rules on a consistent and fair basis following protocol

Knowledge, Skills and Abilities Required

- Able and willing to work outside in all kinds of winter weather
- Able to walk up and down snow covered ski slopes
- Able to lift up to 50 pounds and carry the load short distances
- Able to use snow shovels, brooms, mops, and other simple hand tools
- Demonstrate excellent public relations and communication skills
- Knowledge of and ability to operate all Mt. McSauba mechanical equipment properly
- Knowledge of applicable state and federal safety laws, ski area rules and protocols
- Excellent supervisory skills, especially scheduling
- Able to work flexible hours

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

CITY OF CHARLEVOIX

Title: Tow Operator/Ice Rink Attendant

FLSA: Non-exempt
STATUS: Seasonal

Department: Recreation

Reports To: Mt. McSauba Manager

Date: December 19, 2016

Scope & Environment

Operates under general supervision of Mt. McSauba Manager. Works outdoors in wintry weather conditions (day or night) and indoors in busy and often noisy areas. Professional demeanor is required. Work schedule is based on weather.

Position Purpose and Objectives

Ensures safe and effective rope tow operations for skiers at Mt. McSauba. Operates ice rink which includes collection of funds, skate rentals, and tracking of City vs. Township usage. Ensures rental area is maintained and organized. Contributes to a safe work environment and projects a courteous and positive image of the City of Charlevoix to the public.

Essential Job Functions

- Operate and shut down rope tow as necessary
- Monitor rope tow operations and conduct safety inspections of work site to ensure safety of skiers
- Sign daily book with temperature and snow conditions
- Enforce ski area and skate rules
- Ensure all equipment is in good working order and operates in a safe manner
- Alert to emergency situations and notifies ski patrol/supervisors in emergency situations
- Compute charges and receive payments
- Prepare and distribute skater usage information
- Maintain ice rink facility and organize rental equipment
- Build and maintain a small, contained warming fire near the warming shack
- Inform manager of any incidents/problems immediately

Knowledge, Skills and Abilities Required

- Able and willing to work outside in all kinds of winter weather
- Able to walk up and down snow covered ski slopes
- Able to use snow shovels, brooms, mops, and other simple hand tools
- Possess an understanding of ski and skate area rules and safety requirements
- Possess experience and patience working with people of all ages and abilities
- Able to make change
- Demonstrate excellent public relations, customer service, and communication skills
- Able to work flexible hours, including special events

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.

**CHARLEVOIX CITY COUNCIL
CONSENT AGENDA ITEM**

AGENDA ITEM TITLE: MDOT Performance Resolution for Annual Permit

DATE: December 19, 2016

PRESENTED BY: Consent Agenda

ATTACHMENTS: MDOT Performance Resolution for Governmental Bodies

BACKGROUND INFORMATION:

The Michigan Department of Transportation (MDOT) requires various permits to be obtained to work in the highway right-of-way. This Annual Permit grants permission to plant and maintain petunias, plant, remove, and trim trees, work on various overhead and underground utilities, do survey work and soil borings, emergency hazardous spill/clean up, host parades and other day to day maintenance operations in the US 31 right-of-way.

RECOMMENDATION:

Approve the attached MDOT Performance Resolution as presented.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2016-12-03
PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES**

RESOLVED WHEREAS, the City of Charlevoix hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.

6. With respect to any activities authorized by a PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.

8. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

City Manager Mark L. Heydlauff
Executive Assistant Linda Jo Weller
Electric Superintendent Don Swem
DPW Superintendent Patrick Elliott

RESOLVED this 19th day of December, 2016 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:
Nays:
Absent:

Planned activities in Charlevoix for 2017

December 13, 2017

February 4-5, 2017	Groundhog Shadow Fest
February 18, 2017	Dogman Challenge
April 15, 2017	Easter Egg Hunt in East Park
May 13, 2017	Walk/Run/Cure-DeYoung-Edger Breast Cancer Walk - East Park
May 25, 2017	Petunia Planting – Closure of portion of US 31 and M-66 to permit planting of petunias - part of MDOT Annual Permit
May 27, 2017	The Community Marathon - part of MDOT Annual Permit
May 29, 2017	Memorial Day Parade Closure of US 31 for ½ hour detour will be provided - part of MDOT Annual Permit
June 3, 2017	Craft Beer Festival
June 7 - 11, 2017	Charlevoix Area Trout Tournament - East Park
June 15, 2017	Summer Open House
June 24, 2017	Charlevoix Marathon - part of MDOT Annual Permit
June 24 -25, 2017	Summer Art Show - East Park
July 4, 2017	July 4 th parade Closure of US 31 for ½ hour detour will be provided - part of MDOT Annual Permit
July 8, 2017	Boyne Thunder
July 8-9, 2017	Craft Show - East Park
July 14-15, 2017	Street Legends Drive In & Car Show - East Park
July, 2017 (exact date unknown)	Petunia Weeding- part of MDOT Annual Permit
July 15-22, 2017	Venetian Festival

July 22, 2017	Venetian Foot Race
	Parade - Closure of US 31 for 1½ hour
	Street Closure to Provide Pedestrian Plaza
	(MDOT Individual permit will be submitted)
August 12, 2017	Waterfront Art Show
August, 2017 (exact date unknown)	Petunia Weeding - part of MDOT Annual Permit
August 17- 19, 2017	Downtown Sidewalk Sales
August 26, 2017	V-Twins for Vets
TBD	Charlevoix High School Homecoming -- Closure of US 31 for ½ hour detour will be provided - part of MDOT Annual Permit
October 13-15, 2017	Apple Festival
November 23, 2017	Turkey Trot
November 24, 2017	Charlevoix Holiday Parade Closure of US 31 for ½ hour detour will be provided - part of MDOT Annual Permit
December 31, 2017	Bridge Drop Closure of US 31 bridge for 15 minutes - part of MDOT Annual Permit

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Public Hearing and Resolution to adopt the 2016 City of Charlevoix Master Plan

DATE: December 19, 2016

PRESENTED BY: Zach Panoff, Interim City Planner

ATTACHMENTS: Resolution 2016-12-01 to adopt the 2016 Master Plan

BACKGROUND INFORMATION:

As you are aware the Planning Commission has been actively working on updating the Master Plan for the past year, and they voted to recommend approval of the plan on November 14th. Council received a complete copy of the Planning Commission's recommended Master Plan at the December 5th meeting, and the Resolution to adopt the plan following a public hearing is included here. Staff and the Planning Commission have followed the requirements of the Michigan Planning Enabling Act to create this Plan and up to this point have only received comment from the Charlevoix County Planning Commission. Their comments pertained to future plans for two parcels the County owns on Antrim Street, and addressing transportation to Beaver Island, both of which have been taken into account in the recommended version of the Master Plan.

Council may make any changes to the Master Plan, however if those changes are considered substantial or substantive the plan must go back to the Planning Commission for review and another public hearing. Once adopted, the contents of the plan including text, maps, pictures, graphs, etc will be put into a consistent format, published, printed and distributed to Council, the Planning Commission, the library, and surrounding jurisdictions. The Plan will also be available on the City website.

RECOMMENDATION:

Motion to approve Resolution #2016-12-01 and adopt the 2016 City of Charlevoix Master Plan as presented.

CITY OF CHARLEVOIX
RESOLUTION NO. 2016-12-01
RESOLUTION ADOPTING THE 2016 CITY OF CHARLEVOIX MASTER PLAN

- WHEREAS,** Resolution 2004-09-01 established that City Council reserved the authority to grant final approval to any proposed Master Plan; and
- WHEREAS,** the City of Charlevoix Planning Commission, under the provisions of MCL 125.3807 of PA 33 of 2008 of the State of Michigan may adopt a Master Plan; and
- WHEREAS,** MCL 125.3845[45]2 of PA 33 of 2008 requires the Planning Commission to review and, if necessary, revise or amend the Plan at least once every five years and the current *Waterfront Areas Management and City Master Plan* was adopted in 1982; and
- WHEREAS,** the City of Charlevoix Planning Commission recognized the need to revise and adopt a Master Plan, including establishment and support of visions, goals, actions, implementations, and the Future Land Use Plan as described within the document; and
- WHEREAS,** the Master Plan is a living document intended to be amended and updated with changing conditions and has been prepared for the purpose of guiding and accomplishing coordinated, adjusted, and harmonious development of the City of Charlevoix; and
- WHEREAS,** the Planning Commission forwarded copies of the Draft Master Plan to all neighboring townships and jurisdictions pursuant to the Michigan Planning Enabling Act (PA 33 of 2008), the Master Plan has been reviewed by all neighboring townships and jurisdictions, various businesses, local organizations and institutions, and all utilities operating within the City; and
- WHEREAS,** after the preparation of the Draft Master Plan, the Planning Commission gave notice of the time and place of Public Hearing by giving notice in a newspaper of general circulation in the City, on the City's website, and through regular mail; and
- WHEREAS,** the Planning Commission held the required public hearing on the Draft Master Plan on July 11, 2016, and an additional public hearing on October 10, 2016; and
- WHEREAS,** the Planning Commission finalized amendments to the Master Plan, and unanimously recommended approval the 2016 City of Charlevoix Master Plan on October 10, 2016.

NOW, THEREFORE, BE IT RESOLVED that the City of Charlevoix hereby adopts the 2016 City of Charlevoix Master Plan, pursuant to MCL 125.3843 of PA 33 of 2008. The Master Plan consists of the following:

- a. The publication entitled the *City of Charlevoix Master Plan*, dated 2016; and
- b. The Existing Land Use maps, Infill Development maps, and the Future Land Use maps contained therein; and
- c. All documents contained in appendices A-I of the Master Plan.

RESOLVED this XXst day of December, 2016 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:
Nays:
Absent:

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Hayes Township EMS Expansion Agreement

DATE: December 19, 2016

PRESENTED BY: Gerard Doan, Police and Fire Chief

ATTACHMENTS: Addendum to Agreement for Ambulance Services

BACKGROUND INFORMATION:

In recent months, there has been discussion between the City of Charlevoix and Hayes Township about the City providing Ambulance Services for the Township in its entirety. Presently there are six sections in Hayes Township that are covered by Emmet Ambulance Service. Hayes Township has requested the City of Charlevoix provide Ambulance Services to the Township in its entirety. There will be an additional cost to the Township for the additional sections and small refunds to the other townships, pursuant to our agreement.

The Ambulance Service costs are determined by a four-part formula that was created to pay for unfunded EMS costs. These categories consist of the City and townships' individual total taxable value, total population, 911 addresses, and total number of ambulance runs for the year. Ambulance runs to Charlevoix Area Hospital and Boulder Park Terrace are split evenly by the six government agencies involved.

The included addendum would amend our agreement with Hayes Township effective January 1, 2017. City Attorney Scott Howard has reviewed the proposal and is supportive of the proposal. We appreciate our on-going partnership with Hayes Township and the other townships with whom we work.

RECOMMENDATION:

Motion to approve the Addendum to the Agreement for Ambulance Services for Hayes Township.

ADDENDUM TO AGREEMENT FOR AMBULANCE SERVICES

This Addendum is agreed to between the City of Charlevoix, a Michigan home rule city, whose address is 210 State Street, Charlevoix, Michigan 49720 (City); and Hayes Township, a Michigan general law township, whose address is 09195 Old US-31 N., Charlevoix, Michigan 49720.

Recitals

- A. The City and Hayes Township have entered into an Agreement for Ambulance Services, along with other neighboring townships, dated June 1, 2015.
- B. That Agreement provides that the City shall provide ambulance services to "Hayes Township, except Sections 1, 2, 11, 12, 13 and 14."
- C. Hayes Township desires to have the City provide ambulance services in the entirety of Hayes Township for the remaining term of the Agreement, and the City has agreed to provide services to the entirety of Hayes Township.

Agreement

Now, therefore, in consideration of the mutual promises contained in this Addendum and in the original Agreement, the parties agree as follows:

- 1. The City shall provide services to the entirety of Hayes Township, without any sections excluded.
- 2. With the exception of the elimination of the excluded sections of Hayes Township, all other provisions of the original Agreement shall remain in full force and effect. Any amounts paid by the parties to the original Agreement shall be adjusted accordingly to account for the additional area covered within Hayes Township.
- 3. This Addendum shall last the entire term of the original Agreement, unless amended or revoked by mutual written consent of the City and Hayes Township.
- 4. This Addendum shall become effective January 1, 2017.

IN WITNESS WHEREOF, the parties have executed this Addendum to be effective as provided above.

Date: _____

CITY OF CHARLEVOIX, a Michigan home rule city

By: _____

Luther Kurtz

Its: Mayor

Date: _____

By: _____

Joyce Golding

Its: Clerk

Date: _____

HAYES TOWNSHIP, a Michigan general law township

By: _____

Ron Vanzee

Its: Supervisor

By: _____

Marlene Golovich

Its: Clerk

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: 2017 Infrastructure Improvements

DATE: December 19, 2016

PRESENTED BY: Patrick Elliott, DPW Superintendent

ATTACHMENTS: Performance Engineers Inc. Proposal

BACKGROUND INFORMATION:

In preparation for the construction of the 2017 infrastructure projects, staff has requested and received an engineering proposal from Performance Engineers Inc.

The three projects that staff is recommending to be engineered are as follows:

- 100 block of West Hurlbut (between Bridge and State)
- 100 block of Antrim St (between Bridge and State)
- 200 block of Prospect (between Petoskey and Dixon)

By completing the Prospect and Antrim Street projects, we will be eliminating two blocks of 4" water main that is estimated to be 100 years old. The sanitary sewer on all three streets is of similar age and also in need of being replaced. These three blocks would be completely rebuilt with all underground City utilities being replaced.

We have typically entered into these professional agreements with Performance Engineers and paid them on a percent of construction basis. Performance is proposing to use the same percentages as in the past, see attached proposal.

RECOMMENDATION:

Motion to approve the 2017 Infrastructure improvements as presented and authorize the proposal with Performance Engineers.



Performance Engineers Inc.

Civil / Structural Engineering

October 17, 2016

Mr. Mark Heydlauff, City Manager
Attention: Pat Elliott
City of Charlevoix
210 State Street
Charlevoix, MI 49720

RE: Engineering Services Contract For 2017 Street Work – Antrim Street from State to US-31, Hurlbut Street from State Street to US-31, and Prospect Street from East Dixon to US-31

Dear Mark:

Performance Engineers appreciates the opportunity of working directly with the City of Charlevoix for infrastructure design work. With your direction and that of Pat Elliott and Don Swem I believe the City will continue to give Performance the timely direction necessary to provide a superior final design product which translates to very competitive bidding and quality results.

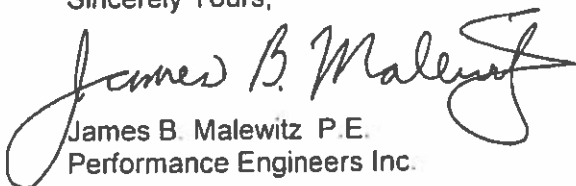
This design proposal is to include reconstruction of entire streets that are listed above and to upgrade all inadequate City utilities that are currently in the road ways. Also, new curbs, sidewalks and pavements will be reconstructed to meet current street standards established by the City of Charlevoix.

Based on projects completed with the City over the years it has been determined that engineering costs are closely approximated at 16% of construction costs; 8% for design and 8% for construction engineering which includes managing the project with full time inspections and payment approvals. For the three streets that are being designed the overall project costs have been estimated at a total of \$1,162,635.42 with construction costs at \$905,479.30 (see Attachment #1). The design costs would be \$72,438.34 and the engineering though construction would also be \$72,438.34. Adjustments of these fees will be considered when construction costs are realized.

Performance Engineers proposes to provide Resident Engineering and Inspection through the construction phase of the project at very competitive rates of \$115/Hr and \$60/Hr respectively. Computer Aided Drafting rate will be at \$80/Hr.

I appreciate this opportunity to provide you with this proposal. We are hoping to be on a track to bid these projects at mid-February to allow for a bid opening date of early March. If you have any questions please give me a call. I look forward to working with you on these projects.

Sincerely Yours,



James B. Malewitz P.E.
Performance Engineers Inc.

406 Petoskey Ave. • Charlevoix, MI 49720 • (231) 547-2121 • Fax: (231) 547-0084

www.performanceeng.com

City of Charlevoix Infrastructure Projects (2017)

	Antrim	Hurlbut	Prospect	TOTAL COST
Sewer	\$27,500.00	\$44,220.00	\$51,040.00	\$122,760.00
Water	\$31,900.00	\$0.00	\$71,390.00	\$103,290.00
Storm	\$11,880.00	\$36,300.00	\$48,840.00	\$97,020.00
Street	\$141,712.45	\$163,362.10	\$218,462.75	\$523,537.30
Trees	\$6,600.00	\$6,600.00	\$6,600.00	\$19,800.00
Electrical	\$9,240.00	\$12,672.00	\$17,160.00	\$39,072.00
Total Est Construction Costs	\$228,832.45	\$263,154.10	\$413,492.75	\$905,479.30
16% Engineering & Admin	\$36,613.19	\$42,104.66	\$66,158.84	\$144,876.69
4% Misc Legal & Testing	\$9,153.30	\$10,526.16	\$16,539.71	\$36,219.17
7% Contingency	\$19,221.93	\$22,104.94	\$34,733.39	\$76,060.26
Project Total	\$293,820.87	\$337,889.86	\$530,924.69	\$1,162,635.42
			TOTAL COSTS =	\$1,162,635.42
Feet of Project	370	430		650
Price per Foot	\$794.11	\$785.79		\$816.81

10/17/2016					
I Antrim - State to US-31					
COST CATEGORY	COST ITEM	UNITS	QUANTITIY	UNIT COST	TOTAL COSTS
SEWER					
	New Main	LFT	325	\$44.00	\$14,300.00
	Manholes	EA	2	\$3,300.00	\$6,600.00
	Connect Services	EA	5	\$1,320.00	\$6,600.00
	New Services	EA		\$1,320.00	\$0.00
Subtotal = \$27,500.00					
WATER					
	6" CIP - 1892Vintage				
	New Main	LFT	290	\$55.00	\$15,950.00
	Hydrants	EA	1	\$4,950.00	\$4,950.00
	Isolation Valves	EA	1	\$1,650.00	\$1,650.00
	Connect Services	EA	5	\$1,870.00	\$9,350.00
	New Services	EA		\$1,870.00	\$0.00
Subtotal = \$31,900.00					
STORM					
	New 12" RCP	LFT	140	\$33.00	\$4,620.00
	New 15" RCP	LFT		\$33.00	\$0.00
	New 18" RCP	LFT		\$38.50	\$0.00
	New 24" RCP	LFT		\$49.50	\$0.00
	New 36" RCP	LFT		\$71.50	\$0.00
	New 42" RCP	LFT		\$93.50	\$0.00
	New 48" RCP	LFT		\$110.00	\$0.00
	Catch Basins	EA	2	\$1,980.00	\$3,960.00
	Manholes	EA	1	\$3,300.00	\$3,300.00
	Large Manholes	EA		\$10,500.00	\$0.00
Subtotal = \$11,880.00					
STREET					
	Asphalt R&R	LFT	370	\$183.43	\$67,867.25
	Curb & Gutter	LFT	700	\$22.00	\$15,400.00
	Sidewalk	LFT	640	\$36.58	\$23,408.00
	Drive Approach	EA	4	\$1,316.70	\$5,266.80
	Restoration & Mob	LFT	320	\$41.47	\$13,270.40
	Undercut	CYD	1000	\$16.50	\$16,500.00
Subtotal = \$141,712.45					
TREES					
		EA	12	\$550.00	\$6,600.00
ELECTRICAL					
		LFT	700	\$13.20	\$9,240.00

TOTAL COSTS =		\$228,832.45
ENGINEERING	16.00%	\$36,613.19
MISC LEGAL & TESTING	4.00%	\$9,153.30
CONTINGENCIES	7%	\$19,221.93
OVERALL COSTS =		\$293,820.87

10/17/2016

II

Hurlbut - State Street to US-31

COST

CATEGORY	COST ITEM	UNITS	QUANTITIY	UNIT COST	TOTAL COSTS
SEWER					
	New Main	LFT	420	\$44.00	\$18,480.00
	Manholes	EA	3	\$3,300.00	\$9,900.00
	Connect Services	EA	12	\$1,320.00	\$15,840.00
	New Services	EA		\$1,320.00	\$0.00
Subtotal = \$44,220.00					
WATER					
	4" CIP - 1892 Vintage				
	New Main	LFT	0	\$55.00	\$0.00
	Hydrants	EA	0	\$4,950.00	\$0.00
	Isolation Valves	EA	0	\$1,650.00	\$0.00
	Connect Services	EA	0	\$1,870.00	\$0.00
	New Services	EA	0	\$1,870.00	\$0.00
Subtotal = \$0.00					
STORM					
	New 12" RCP	LFT	440	\$33.00	\$14,520.00
	New 15" RCP	LFT		\$33.00	\$0.00
	New 18" RCP	LFT		\$38.50	\$0.00
	New 24" RCP	LFT		\$49.50	\$0.00
	New 36" RCP	LFT		\$71.50	\$0.00
	New 42" RCP	LFT		\$93.50	\$0.00
	New 48" RCP	LFT		\$110.00	\$0.00
	Catch Basins	EA	6	\$1,980.00	\$11,880.00
	Manholes	EA	3	\$3,300.00	\$9,900.00
	Large Manholes	EA		\$10,500.00	\$0.00
Subtotal = \$36,300.00					
STREET					
	Asphalt R&R	LFT	430	\$151.80	\$65,274.00
	Curb & Gutter	LFT	960	\$22.00	\$21,120.00
	Sidewalk	LFT	860	\$36.58	\$31,454.50
	Drive Approach	EA	12	\$1,188.00	\$14,256.00
	Restoration & Mob	LFT	430	\$34.32	\$14,757.60
	Undercut	CYD	1000	\$16.50	\$16,500.00
Subtotal = \$163,362.10					
TREES					
		EA	12	\$550.00	\$6,600.00
ELECTRICAL					
		LFT	960	\$13.20	\$12,672.00

TOTAL COSTS = \$263,154.10

ENGINEERING 16.00% \$42,104.66

MISC LEGAL & TESTING 4.00% \$10,526.16

CONTINGENCIES 7% \$22,104.94

OVERALL COSTS = \$337,889.86

10/17/2016

III

Prospect - East Dixon To US-31

COST CATEGORY	COST ITEM	UNITS	QUANTITY	UNIT COST	TOTAL COSTS
SEWER					
	New Main	LFT	650	\$44.00	\$28,600.00
	Manholes	EA	2	\$3,300.00	\$6,600.00
	Connect Services	EA	12	\$1,320.00	\$15,840.00
	New Services	EA	0	\$1,320.00	\$0.00
Subtotal = \$51,040.00					
WATER					
	4" CIP - 1892 Vintage				
	New Main	LFT	650	\$55.00	\$35,750.00
	Hydrants	EA	2	\$4,950.00	\$9,900.00
	Isolation Valves	EA	2	\$1,650.00	\$3,300.00
	Connect Services	EA	12	\$1,870.00	\$22,440.00
	New Services	EA	0	\$1,870.00	\$0.00
Subtotal = \$71,390.00					
STORM					
	New 12" RCP	LFT	200	\$33.00	\$6,600.00
	New 15" RCP	LFT	400	\$33.00	\$13,200.00
	New 18" RCP	LFT		\$38.50	\$0.00
	New 24" RCP	LFT		\$49.50	\$0.00
	New 36" RCP	LFT		\$71.50	\$0.00
	New 42" RCP	LFT		\$93.50	\$0.00
	New 48" RCP	LFT		\$110.00	\$0.00
	Catch Basins	EA	8	\$1,980.00	\$15,840.00
	Manholes	EA	4	\$3,300.00	\$13,200.00
	Large Manholes	EA		\$10,500.00	\$0.00
Subtotal = \$48,840.00					
STREET					
	Asphalt R&R	LFT	650	\$151.80	\$98,670.00
	Curb & Gutter	LFT	1300	\$22.00	\$28,600.00
	Sidewalk	LFT	1010	\$36.58	\$36,940.75
	Drive Approach	EA	13	\$1,188.00	\$15,444.00
	Restoration & Mob	LFT	650	\$34.32	\$22,308.00
	Undercut	CYD	1000	\$16.50	\$16,500.00
Subtotal = \$218,462.75					
TREES					
		EA	12	\$550.00	\$6,600.00
ELECTRICAL					
		LFT	1300	\$13.20	\$17,160.00

TOTAL COSTS = \$413,492.75

ENGINEERING 16.00% \$66,158.84
MISC LEGAL & TESTING 4.00% \$16,539.71
CONTINGENCIES 7% \$34,733.39

OVERALL COSTS = \$530,924.69

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Airport Hangar Land Lease

DATE: December 19, 2016

PRESENTED BY: Liz Myer, Airport Manager

ATTACHMENT(S): Draft Airport Hangar Land Lease

BACKGROUND INFORMATION:

As you will recall, the Airport has received interest from parties wishing to build new hangars. In an effort to continue encouraging hangar development, the Airport Advisory Committee suggested permitting hangar development on leased land rather than leasing the hangars. This would have privately-owned hangars on leased land where the owner would pay the Airport an annual land lease payment.

In conjunction with the Airport Advisory Committee, we have developed this draft lease that would be used going forward. The City Attorney has reviewed it and modified it as well. We propose these terms for a model hangar land lease contract and then specific agreement would more or less follow this language depending on the needs of the hangar developer.

RECOMMENDATION:

Motion to approve the Airport Hangar Land Lease as presented.

PRIVATE HANGAR LAND LEASE AGREEMENT

This agreement, made this ___ day of _____, _____, by and between the Charlevoix Municipal Airport ("Airport") whose principal offices are 111 Airport Drive, Charlevoix, MI 49720 and _____ (the "Lessee"), is for the purpose of outlining the rights and responsibilities of the parties to this Agreement. The parties to this Agreement do agree as follows:

1. **Lease of airport property:** The Lessee leases from the Airport a private hangar lot, as described on a map located at the City of Charlevoix offices. The lot is situated upon the Charlevoix Municipal Airport, an airport owned by the City of Charlevoix. The lot is leased together with land and any improvements that may have been placed on it. This lease is for lot # _____ (hereinafter referred to as "lot" or "premises").
2. **Use of the airport:** The Lessee has the privilege of using the public portions of the airport in common with other users. Lessee shall have the right to conduct all operations authorized pursuant to the terms of this lease, provided, however, that this lease shall not be deemed to grant to Lessee, or those claiming under Lessee, the exclusive right to use any part or portion of the airport other than the premises. Use of the airport is subject to the rules and conditions as now exist or may be enacted in the future by the Airport, the State of Michigan, or the United States government. The Lessee is subject to customary charges for such use as may be established from time to time by the Airport. The Airport reserves the right to enter, at any time, upon the leased land as described in this agreement and any building on said land for the purpose of inspection to determine compliance with all terms of this agreement. Reasonable efforts will be made to notify Lessee of such entry before entry is made.

The Airport reserves the right to further develop or improve the airport as it sees fit, regardless of the desires or views of the Lessee, and without interference or hindrance. Nothing in this lease shall be construed to prevent Airport from making such commitments as it desires to the Federal Government or the State of Michigan in order to qualify for the expenditure of Federal or State funds on the airport.

3. **Term:** The Airport grants Lessee a five (5) year renewable lease commencing on _____, _____ ("Commencement Date") for the land on which Lessee desires to build a hangar. Such lease shall automatically renew at the conclusion of a five-year term unless either party expresses in writing a desire to terminate the lease. Such notification shall be conveyed to either party via certified mail and shall be given at least one year in advance of the expiration of the lease.
4. **Lease payments:** The Lessee agrees to pay to the Airport an annual sum of \$ _____ per square foot per year, as determined by the dimensions of the leased land. The first such payment is due upon execution of this lease and shall be a pro-rated sum of the annual amount from the date of execution until March 31. After the initial payment, annual lease payments shall be made by April 1 of each year. Payments made after April 30 shall be subject to a 10% late payment fee.

Lease payments shall annually increase by the lesser of 5% or the Inflation Rate Multiplier (calculated pursuant to MCL 211.34d and as issued by the State Tax Commission); however the rate shall not decrease in a year if the Inflation Rate Multiplier is negative.

5. **Construction of private buildings on leased property:** Any structure built upon leased property must be constructed in full compliance with any and all applicable regulations, rules, and orders of the Federal Aviation Administration, the City of Charlevoix, and the Charlevoix Municipal Airport. The Lessor retains the right to, at the time of signing the initial lease or the renewal of any subsequent agreement, provide standards of maintenance, color schemes, and any other change deemed necessary and beneficial to the Charlevoix Municipal Airport. Furthermore, hangars must comply with the Airport Minimum Standards and Airport Ordinance as the City Council may from time to time amend at its sole discretion. Any construction for non-aviation purposes is prohibited unless written approval is given by the Airport Manager. Any commercial activity is prohibited without a license for commercial activity pursuant to the Airport Minimum Standards.

Lessee shall begin construction on the hangar within 180 days of the effective date of this lease. If construction and/or development of a hangar or series of hangars has not substantially begun within 180 days of the signing of this lease, the Airport may, at its sole discretion, terminate this lease without refunding any lease payments made. At the sole discretion of the Airport, an additional 180 days may be provided to begin substantial construction and/or development of the leased premises.

At the Lessor's sole expense if available, utility lines may be extended so long as they are permitted under the Airport Layout Plan. The extension of utilities shall be contingent upon the normal policies applied by the utility servicer. The Lessee shall pay all site improvement costs, including but not limited to, grading, gravel, bituminous, concrete, utility installations, and any other improvements required on the leased property.

Prior to construction of any building located on leased property, the Lessee shall furnish to the Airport, for the Airport Advisory Committee's review and approval by the City Council, the plans for the building. During construction of the building, the Lessee and/or Lessee's contractor shall maintain insurance as required by the City's Schedule of Insurances for the Airport. At a minimum, this shall require that the Lessee and/or Lessee's contractor provide a certificate of insurance showing liability limits of at least \$1 million and name the City and Airport as an Additional Insureds and shall provide insurance with respect to Lessee's full indemnification and defense responsibilities contained in this lease. All required insurance policies shall insure on an occurrence and not a claims-made basis, shall be issued by insurance companies which are reasonably acceptable to the City and Airport, and shall not be cancelable, reduced or materially changed unless thirty (30) days prior written notice shall have been given to the Airport. The Lessee shall provide the Airport with a current certificate of liability insurance consistent with these requirements.

6. **Use and Maintenance of leased property:** Lessees, at their own cost and expense, shall take good care of the leased property and any buildings or structures placed thereon. Lessees shall keep and

maintain the property in good order and repair and in a clean and neat condition. Use of the leased premises shall be in keeping with the Airport Minimum Standards. Lessee agrees to comply with all local, state and federal environmental regulations concerning the use of the leased premises.

It is further agreed that the enjoyment and use, in common with others upon the Airport, of all entrances, exits, approaches and approaches for light and air now existing in favor of the airport premises shall not be interfered with or interrupted by any act of the Airport. The Lessee shall not permit any storage, debris, or other material to be left outside of the hangar.

Lessee shall not permit any waste or nuisance on the leased property nor permit anything on the leased property to interfere with the rights of other Lessees of the Airport or users of the airport. In the event the property is not properly maintained, the Airport may, after notifying the Lessee, cause the property to be maintained. The costs of maintenance and an administrative fee will be billed to the Lessee and become Lessee's responsibility. Unpaid billings shall be certified to property taxes.

The cost for customary maintenance routinely performed by the Airport, related to areas affecting the value or use of leased properties are included in the annual lease costs charged for the property, and includes snow removal, grounds maintenance and maintenance of apron areas. Snow removal is performed by Airport employees on a priority basis. The Airport reserves the right to perform snow removal functions in whatever manner it deems necessary. In any case, snow removal in front of buildings is the Lessee's responsibility. The Airport is not required to perform any snow removal function on leased property, but may plow snow on or adjacent to leased properties to expedite other snow removal operations at the airport. Mowing and weed control are the Lessee's responsibility, however, the Airport may mow or perform weed control on or adjacent to leased properties to expedite other maintenance operations. The Airport shall establish the standards by which ramp areas and other paved surfaces are maintained.

7. **Hazardous Materials:** Lessee shall not store hazardous materials on the leased premises except such materials normal to and reasonably necessary for aircraft operation and such maintenance operations reasonably conducted on the premises. All hazardous materials shall be stored, handled, and disposed of properly in accordance with all local, state and federal rules and regulations, and any spill or discharge shall be immediately reported to the Airport. Improper storage, use, handling, or disposal of hazardous materials shall be grounds for termination of this lease agreement.
8. **Taxes, assessments, and other charges:** In addition to other charges identified in this agreement, the Lessee shall pay all taxes, assessments, licenses, fees, or other charges that may be levied or assessed upon the Lessee's property or building or any activity of the Lessee. Should it be determined that the interest of the Lessee in this Agreement is taxable, and should any tax be levied, the Lessee shall pay such tax. Upon request by the Airport, the Lessee shall provide proof of such payment. In the event the Lessee fails to pay the lease payments, taxes, assessments, fees, or other charges due, the Airport shall notify the Lessee of the default. If the Lessee fails to cure such

default within ten days from the receipt of the written notice, the Airport shall have the right to immediately terminate this lease without further obligation to the Lessee.

9. **Default:** Failure to pay the land lease payment by April 30 shall constitute a breach and default of this agreement. Failure to adhere to any and all standards set forward in this lease, in the Airport Minimum Standards, and the Airport Ordinance shall constitute a breach and default. When any of these conditions shall occur, the Airport shall notify the Lessee in writing of the breach and permit thirty days or other reasonable time, in the Airport's sole discretion, to cure such default. If a default occurs and is not cured, Airport, at its option and in its sole discretion, may at any time thereafter do one or more of the following to the extent permitted by applicable law:
- a. Airport may, without releasing Lessee from its obligations under the lease, attempt to cure the default. Airport may enter the premises for such purpose and take such action as it deems desirable or appropriate to cure the default. This entry is not an eviction of Lessee or a termination of this lease;
 - b. With legal process, but without further notice to Lessee, re-enter the premises or any part thereof and take possession of it fully and absolutely, without such re-entry working a forfeiture of the money to be paid and the terms and conditions to be performed by Lessee for the full term of this lease. Airport's re-entry of the premises is not a termination of this lease. In the event of such re-entry, Airport may proceed for the collection of money to be paid under this lease or for properly measured damages;
 - c. Terminate this lease upon written notice to Lessee and re-enter the premises as of its former estate, and Lessee covenants in the case of such termination to indemnify Airport against all loss of rents and expenses during the remainder of the term; and
 - d. Exercise all other rights and remedies including injunctive relief, ejectment or summary proceedings such as an eviction action and any other lawful remedies, actions or proceedings.

In the event of any default and for any type of remedy chosen by Airport, Lessee shall reimburse Airport for all reasonable fees and costs incurred by Airport, including reasonable attorneys' fees, relating to such default and/or the enforcement of Airport's rights hereunder, and costs incurred attempting to cure a default. Any and all legal remedies, actions and proceedings shall be cumulative.

10. **Property of Lessee and termination provisions:** It is understood and agreed that the lands above described consist of unimproved real estate and any buildings placed or constructed upon the premises by the Lessee remain Lessee's personal property. At the expiration of the term of this lease or any renewal term hereof, the Lessee may remove any improvement or buildings, provided that the Lessee restore the premises to their present condition, free from any debris or materials remaining from the removal of the structures. All plans for any demolition, in compliance with this

paragraph, shall be approved in writing by the Airport Manager. The Lessee hereby grants to the Lessor the option of purchasing any of the buildings or other improvements belonging to the Lessee will be determined by an independent appraiser, mutually selected by the parties. The expense of the independent appraiser will be shared equally between the parties. However, in no event shall the Lessor be required to purchase the building or improvement. The Lessee shall have a period of one hundred and eighty days (180 days) from the termination date to remove property. In the event the Lessee cannot complete the removal within 180 days, the Airport may grant an extension of time, in its sole discretion, if the Lessee can demonstrate the reasons for failure to remove property within the 180 day period are beyond the control of the Lessee. If the Lessee does not remove the property within the period granted by the Airport, the Airport may retain ownership of the building and property for any municipal purpose.

If the leased premises becomes deserted, abandoned or vacated, the Airport may terminate the lease. If the Lessee's interest in the property is taken by process of law, the Airport may terminate the lease. If the buildings or properties on the premises are destroyed, the Airport or Lessee shall have the right to terminate this agreement upon giving written notice, with response, to the other party.

Should the Lessee default in the performance of any terms, conditions or covenants of this Agreement not otherwise specified, and should the default continue for a period of more than thirty (30) days after the Airport serves the Lessee with written notice, the Airport may terminate the lease. This may be done with or without terminating this Agreement and without prejudice to any other remedy for lease payments or breach of covenant. In any such event the Airport may terminate this Agreement by giving written notice of the termination. The rights and remedies given to the Airport are, and shall be deemed to be, cumulative, and the exercise of one shall not be deemed to be an election excluding the exercise by the Airport at any other or different time of a different or inconsistent remedy.

11. **Liability provisions; Indemnification; Insurance:** Notwithstanding anything to the contrary in this lease, the Airport, its officers, agents, and employees shall not be liable or responsible in any manner to the Lessee, Lessee's successors or assigns, the Lessee's contractor or subcontractors, material suppliers, laborers, or to any other person or persons for any claim, demand, damage, or cause of action of any kind or character arising out of or by reason of the execution of this lease or the performance of this lease, nor will the Lessee make any claim against the City of Charlevoix or the Airport for or on account of any injury, loss or damage resulting from the Lessee's property or use thereof. The Lessee, and the Lessee's successors or assigns, agree to defend, indemnify and hold City of Charlevoix and the Airport, and its officers, agents, and employees, harmless from all such claims, demands, damages, and causes of action and the costs, disbursements, and expenses of defending the same, including but not limited to, attorney's fees, consulting services, and other technical, administrative or professional assistance. Nothing in this lease shall constitute a waiver or limitation of any immunity or limitation on liability to which the Airport or Airport is entitled.

Furthermore, the Lessee shall abide by an indemnification agreement drafted by the Airport Attorney from time to time.

The Lessee shall obtain and keep current a liability insurance policy required by the City of Charlevoix's schedule of insurances, but at least the sum of \$1,000,000 aggregate coverage. The Lessee's policy shall include the Airport as an additional insured, shall be in a form acceptable to the Airport and shall provide insurance with respect to Lessee's full indemnification and defense responsibilities contained in this lease. All required insurance policies shall insure on an occurrence and not a claims-made basis, shall be issued by insurance companies which are reasonably acceptable to the Airport, and shall not be cancelable, reduced or materially changed unless thirty (30) days prior written notice shall have been given to the Airport. The Lessee shall provide the Airport with a current certificate of liability insurance consistent with these requirements.

The Lessee shall meet, and provide upon request verification of, all licensure requirements of the City of Charlevoix, State of Michigan and/or the United States Government to legally comply with this lease.

12. **Transferring, subletting, selling:** The Lessee shall not assign, transfer, sublet or sell any interest in this agreement or in the improvements located on the property without first obtaining the written consent of the Airport. Failure to obtain written consent shall be sufficient grounds for terminating this agreement without obligation of the Airport to the Lessee.
13. **Commercial Use:** Lessee must indicate to Airport at time of signing that the leased property will be used to conduct commercial activities and obtain written permission from the Airport to conduct such activities. Any wish to alter the use of the property to include commercial activity during the term of this agreement requires prior written consent of the Airport. Failure to notify the Airport and obtain written consent as described above shall be grounds for immediate termination of this agreement. Commercial activities include repair, restoration, maintenance or rental of aircraft. No commercial activity which is not directly related to aeronautics is permitted. No outdoor storage of planes or equipment is permitted in the hangar area. Any hangar constructed or used to conduct commercial activities shall comply with any all applicable building code requirements for commercial buildings.
14. **Communication:** At all times, the Lessee shall furnish the Airport Manager with accurate written documentation of the following:
 - Contact information of lessee (including an emergency contact)
 - Name and contact information of Lessee's Business Agent (if applicable)
 - Names of those to whom gate access cards should be issued
 - Tail numbers of all aircraft to be stored in the hangar

Any notice required under this lease shall be in writing and delivered in person or by courier or mailed by certified mail, return receipt requested by United States Mail, postage prepaid addressed as follows:

If to the Airport:

If to the tenant:

15. **Transferability:** Lessee may transfer, sell, or otherwise convey this lease with the written permission of the Airport Manager. Such permission shall not unduly be withheld without cause. This lease is binding on the heirs and assigns of the parties.
16. **Waiver:** The waiver by Airport or tenant of any breach of any term of this lease shall not be deemed a waiver of any prior or subsequent breach of the same term or any other term of this lease.
17. **Choice of Law and Venue:** This lease shall be governed by and construed in accordance with the laws of the State of Michigan. Venue for any disputes, controversies, or claims arising out of this lease shall lie in Charlevoix County, State of Michigan, and all parties to this lease waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.
18. **Severability:** If any part of this lease shall be held invalid, it shall not affect the validity of the remaining parts of this lease, provided that such invalidity does not materially prejudice either party under the remaining parts of this lease.

Full agreement: This constitutes the full agreement between the parties. This lease may only be amended or modified if done in writing and executed by all parties to this agreement.

Signed in witness whereof this _____ day of _____, 20__

For the Lessee:

Lessee

For the Airport:

Mark L. Heydlauff
City Manager

Joyce Golding
City Clerk

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Redevelopment Ready Communities

DATE: December 19, 2016

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENT(S): Resolution #2016-12-02 RRC Program

BACKGROUND INFORMATION:

The Michigan Economic Development Corporation established the Redevelopment Ready Communities Program as a tool of both internal and external assessment for communities to judge their ability to aid in redeveloping. The program has identified the following best practices:

Best Practice One: Community Plans and Public Outreach

- 1.1—The plans
- 1.2—Public participation

Best Practice Two: Zoning Regulations

- 2.1—Zoning regulations

Best Practice Three: Development Review Process

- 3.1—Development review procedures
- 3.2—Guide to Development

Best Practice Four: Recruitment and Education

- 4.1—Recruitment and orientation
- 4.2—Education and training

Best Practice Five: Redevelopment Ready Sites®

- 5.1—Redevelopment Ready Sites®

Best Practice Six: Community Prosperity

- 6.1—Economic development strategy
- 6.2—Marketing and promotion

By focusing on being proactive in updating our policies and ordinances, we can better welcome new development opportunities while staying true to the values of our community in an open and honest way. MEDC has also made successful application to the RRC Program a condition for

continuing support from MEDC including Main Street and development grant support and development assistance.

Given the importance of this program, I retained Emily Pantera, formerly of MEDC and Michigan Main Street, to consult with us on the application process and how we can improve our practices in light of the best practices identified by the program. Among the requirements is the adoption by Council of a resolution of support.

RECOMMENDATION:

Motion to approve Resolution #2016-12-02.

CITY OF CHARLEVOIX
RESOLUTION NO. 2016-12-02
**A RESOLUTION AUTHORIZING THE CITY OF CHARLEVOIX TO PARTICIPATE IN THE MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION (MEDC) REDEVELOPMENT READY COMMUNITIES (RRC) PROGRAM**

WHEREAS, the Michigan Economic Development Corporation has established the statewide Redevelopment Ready Communities Program to empower communities to shape their future and maximize economic potential; and

WHEREAS, RRC is a program that provides technical assistance to and certifies Michigan communities who actively engage stakeholders and plan deliberate, fair and consistent processes; and

WHEREAS, the City of Charlevoix recognizes the value of the RRC Program and seeks to improve its redevelopment readiness via a detailed review of existing development processes; and

WHEREAS, the RRC Program includes evaluating and strengthening the development related partnerships between the City Council and stakeholder organizations such as: Charlevoix Main Street, MEDC, Charlevoix Area Chamber of Commerce, Charlevoix Convention and Visitors Bureau, Northern Lake Economic Alliance and, others.

NOW THEREFORE BE IT RESOLVED, that:

1. The Charlevoix City Council is willing to participate in the MEDC RRC Program; and
2. The Charlevoix City Council commits resources to implement the RRC Program as part of ongoing budget decisions; and
3. The City of Charlevoix hereby commits to the RRC Best Practices and self-evaluation process with the intent to improve our processes and communication with stakeholders.

RESOLVED this 19th day of December, 2016 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

Absent:

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Networks Northwest Planning Contract

DATE: December 19, 2016

PRESENTED BY: Mark L. Heydlauff, City Manager
Sarah Lucas, Regional Planning Department Manager,
Networks Northwest

ATTACHMENTS: Planning Contract with Networks Northwest

BACKGROUND INFORMATION:

For more than a year, I have been searching and reviewing potential applicants for the vacant Planning Director position. While I have interviewed for this position, we have not found a mutually agreeable fit for the position.

This fall, I attended a Housing Summit hosted by Networks Northwest, the regional planning agency for northwest Michigan (formerly known as the Northwest Michigan Council of Governments). Networks Northwest has been studying and looking for creative, inclusive solutions to the housing challenge of our region among other issues. I was impressed with the degree to which this group has been seeking best practices for many of the challenges we face locally and the professionalism of their staff. Networks Northwest has also occasionally assisted our Planning Commission and Planning Department with special projects and background information.

Given our inability to find the right fit for our Planning position, Sarah Lucas of Networks Northwest and I had a series of conversations about ways their staff could play the lead planning role for us. We agreed this should begin with an initial one-year trial period to see how this relationship might work. Networks Northwest would handle staffing the Planning Commission, Zoning Board of Appeals, and other smaller bodies like the Ad-Hoc Short Term Rental Study Committee. They would review site plans and recommend changes to our ordinances and planning documents. We plan to have one of their staff members in our office roughly once a week (or as needed) with additional work being done from their office in Traverse City.

Ultimately, this is an experiment for both parties; we recognize we may need to mold and change the relationship as we gain experience. Zach Panoff would continue in his role and channel Planning Department business, as needed for either administrative review performed in coordination with Ms. Lucas and her staff. Ms. Lucas would provide overall direction with Mr.

Panoff and others implementing day-to-day work, including continued Code Enforcement efforts.

Essentially, this plan allows us to gain from the rich and widespread experience of the Networks Northwest staff, while reducing personnel costs in the department. A full-time planner, inclusive of salary and benefits, would likely range around \$100,000. We anticipate the agreement with Networks Northwest will range around \$50,000 with us paying them only for the services we use.

RECOMMENDATION:

Motion to approve a Memorandum of Understanding with Networks Northwest to provide planning services pursuant to the agreement.

Contractual Agreement

Between

**City of Charlevoix
210 State Street
Charlevoix, MI 49720**

And

**Northwest Michigan Council of Governments,
dba Networks Northwest
P.O. Box 506
Traverse City, MI 49685-0506**

This Contract, designated Number 2016 CHX MP is made and entered into by and between City of Charlevoix, 203 Antrim Street, Charlevoix, MI 49720, hereinafter referred to as **THE CITY** and Northwest Michigan Council of Governments, dba Networks Northwest, P.O. Box 506, Traverse City, MI 49685-0506, hereinafter referred to as **NN**.

In consideration of the mutual promises, covenants, and representations herein contained, the parties hereto agree as follows:

I. STATEMENT OF PURPOSE

The purpose of this agreement is to establish formal terms related to technical assistance provided by **NETWORKS NORTHWEST** to **THE CITY OF CHARLEVIOX** for the purposes of conducting planning processes and services.

II. SCOPE OF WORK

NN agrees to perform the functions set forth in Attachment A, hereinafter referred to as 'The Project', and comply fully with subsequent revisions and modifications.

III. PERIOD OF PERFORMANCE

The **CONTRACTOR** shall commence performance of this Contract on January 1, 2017, and shall complete said performance on December 31, 2017.

IV. STIPULATIONS

1. **NN** is performing the planning services contemplated by this Agreement as an independent contractor and is not acting as an employee or agent of the City. As a result of the Company's status as an independent contractor, the City shall not be responsible for any state or federal income tax withholdings and shall not be responsible for providing worker's compensation insurance coverage for **NN**.

2. A request for Contract modification can be made by either party and will be subject to negotiation, if necessary.

V. COMPENSATION

The THE CITY agrees to pay NN \$70 per hour as compensation for all costs, work performed and services provided under this Agreement, not to exceed \$3,990 per month (up to 57 hours at \$70 per hour) for up to 12 months; with total payment under this contract not to exceed \$47,880. Should additional services be required, the City Manager shall solely be permitted to raise this cap subject to budgetary controls of the THE CITY. NN is not authorized to make any purchases or charge any expenditures to THE CITY without prior approval of the City Manager or his/her authorized representative. Services shall be billed monthly and payment is due upon receipt of an invoice.

VI. TERMINATION

1. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination.
2. If either party terminates this Contract, NN will be reimbursed for all hours worked and costs incurred up to receipt of said effective termination date. THE CITY will receive the work product produced by NN under this Contract up to the effective date of termination, prior to NN being reimbursed. In no case will the compensation paid to NN for partial completion of services exceed the amount NN would have received had the services been completed in full.

VII. INDEMNIFICATION

1. To the fullest extent permitted by law, the THE CITY shall indemnify, defend (at THE CITY's sole expense) and hold harmless NN (including its officers, employees and agents) from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorneys' fees and costs, and consultants' fees and costs) which arise or are in any way connected with the work performed, materials furnished, or services provided under this Agreement by NN or its agents, up to the full amount of any applicable insurance policy limits of the City.
2. THE CITY shall not be obligated to indemnify and defend NN for any negligence or willful misconduct of NN, whether passive or active (including its officers, employees and agents); and NN shall indemnify, defend and hold harmless THE CITY for said negligent or willful misconduct of NN.
3. The indemnification and defense obligations hereunder shall extend to claims occurring after this agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated that any and all actions against NN (including

its officers, employees and agents) for such matters which are indemnified hereunder are fully and finally barred by applicable laws.

VIII. MISCELLANEOUS

- 1. Governing Law.** The parties agree that the validity, construction, enforcement and interpretation of this Agreement shall be governed by the laws of the State of Michigan.
- 2. Entire Agreement.** The Agreement contains the entire Agreement of the parties hereto and supersedes all prior agreements and understandings, oral or written, if any, among the parties.
- 3. Severability.** The invalidity or unenforceability of any provision of this Agreement shall not affect the other provisions, and this Agreement shall be construed as if such invalid or unenforceable provision were omitted.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

ACKNOWLEDGEMENT OF AGREEMENT

FOR CITY OF CHARLEVOIX

Mark L. Heydlauff
City Manager

Date

Joyce Golding
City Clerk

Date

**FOR NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS,
dba NETWORKS NORTHWEST**

Chris Christensen
Board Chair

Date

SCOPE OF WORK

Planning Support

Networks Northwest staff will provide professional services to the City of Charlevoix Planning Commission and Planning and Zoning Department, and other City departments as needed. Networks Northwest staff will:

- Attend, participate, and provide professional assistance/support at Planning Commission meetings and other meetings as necessary and requested.
- Work with City staff to develop/review meeting agendas and reports.
- Work with City staff to coordinate activities and project implementation.
- Represent the City of Charlevoix as needed and requested at events and meetings.

Master Plan Implementation & Special Planning Projects

Networks Northwest staff will provide professional and technical assistance for the implementation of planning projects, such as ordinance development, plan updates, or grant development, as prioritized by the Planning Commission and City staff. Networks Northwest staff will:

- Lead a working session with the Planning Commission to prioritize goals of the 2016 City Master Plan. Based on Planning Commission input, Networks Northwest staff will work with City staff to develop a work plan for prioritized projects.
- Convene and staff meetings of committees or task forces organized for the purpose of implementation of adopted City Master Plan goals or special planning projects.
- Conduct necessary research and provide resources, technical assistance, and professional assistance related to implementation of Master Plan goals as needed.
- Explore/pursue grant opportunities as necessary for project implementation.
- Convene community and regional partners to collaborate on and participate in shared priorities and projects.



**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Mayoral and Council Appointments

DATE: December 19, 2016

PRESENTED BY: Joyce M. Golding, City Clerk

ATTACHMENTS: Volunteer Boards and Committees Applications

BACKGROUND INFORMATION:

The following list includes vacancies on various City boards and committees:

- Board of Review – Vacancy
Council appointment for a three year term
- Compensation Commission – current member John Campbell
Mayoral appointment/Council approval for a five year term
- Housing Commission – Vacancy
Mayoral appointment/Council approval filling vacancy expiring April 2020
- Recreation Advisory Committee – Vacancy, City Resident
Mayoral appointment/Council approval for a three year term
- Recreation Advisory Committee – Vacancy, Township resident
Mayoral appointment/Council approval for a three year term
- Shade Tree Commission – Vacancy
Mayoral appointment/Council approval for a three year term
- Zoning Board of Appeals – current member Patricia Miller
Council appointment for a three year term
- Zoning Board of Appeals – current member Gary Anderson (Alternate)
Council appointment for a three year term

RECOMMENDATION:

Motion to appoint Citizen Name to the Board of Review, term expiring December 2019.

Motion to appoint [re-appoint] Citizen Name to the Compensation Commission, term expiring December 2021.

Motion to appoint Citizen Name to the Housing Commission, term expiring April 2020.

Motion to appoint Citizen Name to the Recreation Advisory Committee (City Resident), term expiring December 2019.

Motion to appoint Citizen Name to the Recreation Advisory Committee (Township Resident), term expiring December 2019.

Motion to appoint Citizen Name to the Shade Tree Commission, term expiring December 2019.

Motion to appoint [re-appoint] Citizen Name to the Zoning Board of Appeals, term expiring December 2019.

Motion to appoint [re-appoint] Citizen Name to the Zoning Board of Appeals, term expiring December 2019.



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

MEMO

To: The Charlevoix City Council

From: Luther Kurtz, Mayor

Date: December 15, 2016

RE: Proposed Mayoral Appointments

Pursuant to the recently approved Volunteer Board and Committee Policy, I plan to appoint, with Council's approval, the following individuals to open board positions:

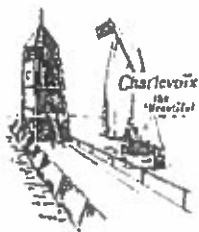
For the Compensation Commission: John Campbell

For the Housing Commission: No appointment at this time

For the Recreation Advisory Committee (city): Brenda Bryan

For the Recreation Advisory Committee (township): Scott Kelly

For the Shade Tree Commission: Perry Irish Hodgson



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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☐ AIRPORT ADVISORY COMMITTEE
☐ BOARD OF REVIEW
☒ COMPENSATION COMMISSION
☐ DDA/MAIN STREET BOARD

☐ HISTORIC DISTRICT COMMISSION
☐ HOUSING COMMISSION
☐ PLANNING COMMISSION
☐ RECREATION ADVISORY COMMITTEE

☐ SHADE TREE COMMISSION
☐ ZONING BOARD OF APPEALS
☐ OTHER _____
☐ NO PREFERENCE

PLEASE PRINT

NAME: JOHN W. CAMPBELL
ADDRESS: 309 EAST OXON AVENUE
HOME PHONE: 231-547-2478 CELL PHONE: 231-330-3559
EMAIL: jwc@siteplanning.com
ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 46 YEARS
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? _____

EDUCATIONAL BACKGROUND: B.A. / B.S. MICHIGAN STATE UNIVERSITY
SPECIAL EDUCATION AND LANDSCAPE ARCHITECTURE

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: LICENSED LANDSCAPE ARCHITECT,
BUSINESS OWNER

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: CHAMBER OF COMMERCE NUMEROUS
CITY BOARDS & COMMISSIONS, STATE AND NATIONAL BOARDS

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:

YES - SEE ABOVE

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:

NO

REASON(S) YOU WISH TO SERVE:

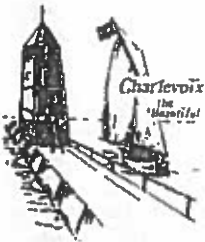
SERVICE TO MY COMMUNITY

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? _____

SIGNATURE: _____

DATE: 12/1/2016

RETURN APPLICATION TO THE CITY CLERK'S OFFICE:
210 STATE STREET CHARLEVOIX, MI 49720 - FAX (231) 547-3617 - EMAIL clerk@cityofcharlevoix.org



CITY OF CHARLEVOIX

RECEIVED

VOLUNTEER BOARDS AND COMMITTEES APPLICATION JUL 20 2016

City of Charlevoix

- ☐ AIRPORT ADVISORY COMMITTEE
☐ BOARD OF REVIEW
☐ COMPENSATION COMMISSION
☐ DDA/MAIN STREET BOARD

- ☐ HISTORIC DISTRICT COMMISSION
☐ HOUSING COMMISSION
☐ PLANNING COMMISSION
☒ RECREATION ADVISORY COMMITTEE

- ☐ SHADE TREE COMMISSION
☐ ZONING BOARD OF APPEALS
☒ OTHER Mt. Mansueta
☐ NO PREFERENCE

PLEASE PRINT

NAME: Brenda Bryan DATE: 7-20-16
ADDRESS: 108 Belvedere Ave.
DAYTIME PHONE: 231 590-4541 EVENING PHONE: same
EMAIL ADDRESS: brenda.bryan4@gmail.com

REASON(S) YOU WISH TO SERVE: Spent many years in the area.

DESCRIBE YOUR BACKGROUND, PROFESSIONAL QUALIFICATIONS, WORK EXPERIENCE, COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCES THAT MAY QUALIFY YOU TO SERVE THE CITY AS A VOLUNTEER COMMITTEE MEMBER. (ATTACH RESUME IF DESIRED)

Coached at Ctx public schools, work full time at Ctx public schools, worked as a volunteer for Venetian Festival.

HAVE YOU PREVIOUSLY SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:

No

ARE YOU AVAILABLE FOR NIGHT MEETINGS? Yes DAYTIME MEETINGS? Not during school year

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, EXPLAIN:

No

IF A CONFLICT OF INTEREST AROSE FOR YOU, HOW WOULD YOU DEAL WITH IT?

SIGNATURE: Brenda L Bryan DATE: 7-20-16

THANK YOU FOR YOUR INTEREST IN VOLUNTEERING. WHEN A VACANCY ARISES, YOU WILL BE CONTACTED.

PLEASE RETURN YOUR APPLICATION TO THE CITY MANAGER'S OFFICE AT YOUR EARLIEST CONVENIENCE.
210 STATE STREET CHARLEVOIX, MI 49720 - FAX (231) 547-3617 - EMAIL mgr@cityofcharlevoix.org



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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☐ BOARD OF REVIEW
☐ COMPENSATION COMMISSION
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☐ HISTORIC DISTRICT COMMISSION
☐ HOUSING COMMISSION
☐ PLANNING COMMISSION
☒ RECREATION ADVISORY COMMITTEE

☒ SHADE TREE COMMISSION
☐ ZONING BOARD OF APPEALS
☐ OTHER _____
☐ NO PREFERENCE

PLEASE PRINT

NAME: TERRY D. OSTERHAUT
ADDRESS: 305 W HURLBUT APT #21, Charlevoix, MI 49720
HOME PHONE: N.A. CELL PHONE: 714-552-5011
EMAIL: terryost2@mac.com
ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 3 years
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? NO

EDUCATIONAL BACKGROUND: HIGH School Graduate - Petoskey 1988,
Westchester Community College - Political Science

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: 20 years of Management &
public relations jobs, currently Manager, Charlevoix
Cinema III,

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: 10 years of life in NYC & Southern
California gave me great perspective on community
building and unity.

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:

NO

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:

NO

REASON(S) YOU WISH TO SERVE:

To help grow and strengthen the
community.

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE?

NO - Flexible

SIGNATURE:

Terry Osterhaut

DATE:

12-8-2016

RETURN APPLICATION TO THE CITY CLERK'S OFFICE:

210 STATE STREET CHARLEVOIX, MI 49720 - FAX (231) 547-3617 - EMAIL clerk@cityofcharlevoix.org

City of Charlevoix

Application for Volunteer Boards and Advisory Committees

Date: 11/12/16

- ☐ Planning Commission ☐ Historic District Commission ☐ Main Street Program
☐ Board of Review ☐ Downtown Development Authority
☐ Zoning Board of Appeals ☐ Shade Tree Commission ☐ Historic District Study
☐ Housing Commission ☐ Compensation Commission ☒ No Preference Recreation Advisory Committee

Name: Scott Kelly DAVID (SCOTT) KELLY

Address: 6123 OLD 31 SOUTH, CHARLEVOIX, MI 49720

Phone: 231-547-1065 Cell Phone: 231-881-0810 Email: scott@masad21.org or scott@basesteencenter.org

Business Phone: 231-547-1144 May we call you there? YES

Describe the reasons you are interested in this position:

Interested in helping; love of sports + athletics; view recreational opportunities as an important activity for a balanced life style; look forward to working with Tom Kuinonit

Describe any background, experience and interests that you have which may assist you in performing the responsibilities of this appointment:

Occupation: Business Office Work, BASES Director + Co-Founder

Education: MA in Counseling, Bachelors in Social Work

Experience: Michigan Amateur Softball Association Commissioner + Tournament Director

(Please attach a detailed resume if desired)

(SEE BACK ALSO)

Have you served on any previous boards or in any governmental positions in the past: If yes, please explain: NO

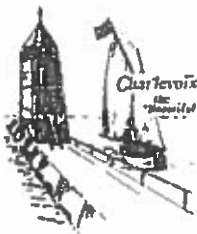
Are you available for night meetings? YES Daytime meetings? YES

Do you foresee any potential conflicts of interest that you might have in executing the duties of this appointed position? If yes, please explain: NONE THAT I'M AWARE OF.

If a conflict of interest arose for you, how would you deal with it as an appointed member of this board?

LET IT BE KNOWN RIGHT AWAY AND FOLLOW GUIDANCE OF COMMITTEE CHAIRPERSON

Please return this application to the City of Charlevoix Offices. It can be returned in person, by mail to 210 State Street, Charlevoix, MI 49720, by fax to 231.547.3617 or by email to mgr@cityofcharlevoix.org



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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☐ AIRPORT ADVISORY COMMITTEE
☐ BOARD OF REVIEW
☐ COMPENSATION COMMISSION
☐ DDA/MAIN STREET BOARD

☐ HISTORIC DISTRICT COMMISSION
☐ HOUSING COMMISSION
☐ PLANNING COMMISSION
☐ RECREATION ADVISORY COMMITTEE

☒ SHADE TREE COMMISSION
☐ ZONING BOARD OF APPEALS
☐ OTHER _____
☐ NO PREFERENCE

PLEASE PRINT

NAME: Perry Irish Hodgson
ADDRESS: 209 Meech St., CVR MI
HOME PHONE: 231 547 7296 CELL PHONE: 231 675 6060
EMAIL: peirhodgson@gmail.com
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 7 yrs
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? no

EDUCATIONAL BACKGROUND: attended University of Michigan. BA and MBA degrees.
graduated Harbor Springs High School

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: I have worked for non-profits most of my
career, mostly as a professional fundraiser. I also worked part-time
at the Little Traverse Conservancy and retain close ties to the organization.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: _____

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:

I currently serve as Trustee, Chx County Community Foundation; board member
of Chx Children's House Montessori; board member - Friends of Chx Public Library

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:

REASON(S) YOU WISH TO SERVE: so many. I love Charlevoix and though I've only lived
here for seven years. I grew up in Harbor Springs and my family owns
IRISH BOAT SHOP. I want to see our community thrive and I want to
do my part to contribute to that.

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? _____

SIGNATURE: _____

DATE: 12/13/16

RETURN APPLICATION TO THE CITY CLERK'S OFFICE:

210 STATE STREET CHARLEVOIX, MI 49720 - FAX (231) 547-3617 - EMAIL clerk@cityofcharlevoix.org



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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☐ HOUSING COMMISSION
☐ PLANNING COMMISSION
☐ RECREATION ADVISORY COMMITTEE

☒ SHADE TREE COMMISSION
☐ ZONING BOARD OF APPEALS
☐ OTHER _____
☐ NO PREFERENCE

PLEASE PRINT

NAME: Roger M. Kantson
ADDRESS: 408 Burns St
HOME PHONE: 382-2145 CELL PHONE: _____
EMAIL: _____

ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 16 yrs
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? NO

EDUCATIONAL BACKGROUND: BA Spanish College MS Michigan State U.
PhD Mich State Univ

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: 30 yrs teaching @ Luther College

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Tru Comm, 2 yrs

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
NO

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
NO

REASON(S) YOU WISH TO SERVE: was asked to agree

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? _____

SIGNATURE: Roger M. Kantson DATE: 21 Nov 2016

RETURN APPLICATION TO THE CITY CLERK'S OFFICE:
210 STATE STREET CHARLEVOIX, MI 49720 - FAX (231) 547-3617 - EMAIL clerk@cityofcharlevoix.org



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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☐ HOUSING COMMISSION
☐ PLANNING COMMISSION
☐ RECREATION ADVISORY COMMITTEE

☐ SHADE TREE COMMISSION
☒ ZONING BOARD OF APPEALS
☐ OTHER _____
☐ NO PREFERENCE

PLEASE PRINT

NAME: Patricia A. Miller

ADDRESS: 121 Hampton Charlevoix MI 49720

HOME PHONE: _____ CELL PHONE: 231-437-0924

EMAIL: plorion@gmail.com

ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 35 years

HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? no

EDUCATIONAL BACKGROUND: Eastern Michigan University, Bachelor of Science, Master of Science

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: I am currently serving on the Zoning Board of Appeals.
I have approximately ten years of experience on the Zoning Board.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Retired teacher, part-time employment as a lifeguard and swimming instructor at the
Charlevoix Community Pool.

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
See above. I have previously served on the following boards: Charlevoix Montessori, Charlevoix
Area Community Pool.

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
no

REASON(S) YOU WISH TO SERVE: I am currently serving on the zoning board. I very much enjoy being involved in
my local community and I wish to continue this service.

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? yes

SIGNATURE: Patricia A. Miller DATE: December 12, 2016

RETURN APPLICATION TO THE CITY CLERK'S OFFICE:
210 STATE STREET CHARLEVOIX, MI 49720 - FAX (231) 547-3617 - EMAIL clerk@cityofcharlevoix.org



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

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

Memo

To: The Honorable Mayor Kurtz and the Charlevoix City Council
From: Mark L. Heydlauff, City Manager
Subject: City Manager's Report for December 19, 2016
Date: December 14, 2016

A. Budget Preparations

We are working to finalize the 2017/2018 Budget Recommendation and will bring it to you in the next couple of weeks. I'd like to propose a Council Work Session to review the budget recommendation on January 10, 2017 at 5pm. At this point, the City Treasurer and I can review the draft budget with you and answer your questions. You can decide at that point whether a follow-up work session would be needed or whether we are on track for final approval of the budget ordinance on February 20.

Aside from the proposal on Monday's agenda for infrastructure improvements, I do not anticipate any large-scale items in the coming year beyond more routine replacement and maintenance.

B. Council Facilitator

As Council discussed at the last meeting, I have been working to secure a person to do a work session with Council on improving your work flow and to help you be an even more effective governing board. I have reached out to Dr. Barbara Liggett of the School of Public Affairs and Administration at Western Michigan University. She has extensive experience in human resources and institutional governance. I'm hopeful she might be willing to work with us on this. If not, I will consult with some colleagues who have used others for this type of work.

C. Bridge Drop Plans

Plans are in place for Bridge Drop on December 31. There will be festivities throughout the afternoon and evening including fireworks at both 9pm and midnight. A bridge replica will be "lowered" in East Park at Midnight. This is another terrific shoulder-season event helping bring activity to our downtown in an otherwise quieter time of year. Thanks are owed to the many volunteers who are helping make this event happen!

D. City Hall Closures

As is customary, City Hall will be closed on the following dates in observance of the coming holidays:

- December 23 and 26 for Christmas Eve and Christmas
- January 2 in observance of New Year's Day (Council meeting moved to January 3)

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