



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Tuesday, January 2, 2018- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - December 18, 2017
 - B. Redevelopment Ready Communities Certification Resolution
 - C. Accounts Payable and Payroll Check Registers
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's 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.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - December 18, 2017

DATE: January 2, 2018

ATTACHMENTS:

▣ Council Minutes

**CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, December 18, 2017 – 7:00 p.m.
Council Chambers, 210 State Street, 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 Greg Bryan, Shane Cole, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: None
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

A. Public Services Facility Conceptual Design

City Manager Heydlauff stated that in September of 2016, the City entered into an agreement with Northwest Design Group (NDG) to perform engineering services for the proposed Public Services Facility. These services were to include site selection and conceptual design based on the needs of the Electric and Public Works Departments. The condition of the existing facilities was discussed. Amanda Porath, NDG, facilitated a presentation and ensuing discussion regarding the conceptual designs. City Manager Heydlauff reviewed possible financing scenarios and he noted that this topic will be included on the January 15th agenda for action.

Mayor Kurtz opened the item to public comment.

Maureen Owens inquired about the skate park.

The item was closed to the public.

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.

- A. Grant Application for Grand Traverse Band of Ottawa and Chippewa Indians – Approve applications
- B. City Council Meeting Minutes – December 4, 2017
- C. MDOT Performance Resolution for Annual Permit – Approve resolution

**CITY OF CHARLEVOIX
RESOLUTION NO. 2017-12-04
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
Electric Superintendent Don Swem
DPW Superintendent Patrick Elliott
City Clerk Joyce Golding.

RESOLVED this 18th day of December, 2017 A.D.

Resolution was adopted by the following ye and nay vote:

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

- D. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – December 19, 2017
 - b. ACH Payments – December 4, 2017 to December 15, 2017
 - c. Payroll Check Register – December 15, 2017
 - d. Payroll Transmittal – December 15, 2017
 - e. Tax Disbursement – December 19, 2017

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

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

6. Public Hearings & Actions Requiring Public Hearings

A. Level B Site Plan Review 2017-11 SP: Wojan Aluminum Products Corporation

Interim Zoning Administrator Sullivan stated that Wojan was proposing an expansion of their facility on Stover Road for storage purposes. The Planning Commission approved the site plan with conditions. The property on which the expansion is proposed is zoned industrial but it is surrounded by residential properties.

Mayor Kurtz opened the item to public comment.

Dennis Halverson, 104 Overlook Drive, is a Planning Commission member and neighboring property owner. He voiced concerns regarding: four residences sharing an unreliable electric service feed with Wojan, site plan not approved by the Fire Chief, and noise from the manufacturing facility.

The item was closed to the public.

Aaron Nordman, Performance Engineering, and Shawn Worden attorney representing Wojan, felt there would be minimal increase in electrical usage, noted that fire lanes were approved by the Police Chief, and felt the location of the proposed building would actually lessen the noise impact. They requested that the Planning Commission's conditions for a berm and curbing around the new parking area be waived. Mr. Worden noted that Wojan would be willing to pay their fair share of any necessary electrical upgrade. He also stated that going forward; Wojan will keep their doors and windows closed during production to mitigate noise issues.

Council discussed curbing required by the ordinance, Fire Chief approval, and a review/study by the Electric Department to see if removing the four residences from the Wojan feed would be beneficial.

Motion by Councilmember Kalbfell, second by Councilmember Perron, to approve the Level B Site Plan Review 2017-11 SP for Wojan Aluminum Products Corporation with the [contingent upon] approval from Fire Chief Thorp and [Electrical Superintendent] Don Swem with the conditions from the Planning Commission with the exception of giving two years to complete the curb and gutter [allowing the Planning Commission time to re-evaluate the curb requirement.]

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

Nays: None

7. All Other Actions & Requests

A. State and Antrim Intersection

During this fall's construction on Antrim Street, we temporarily reversed the stop signs at the intersection with State Street by giving State Street traffic the right-of-way and requiring Antrim Street traffic to stop while Council considered whether this traffic pattern should remain as such. Chief Doan felt a four-way stop may be effective and he felt that we could safely change the stops on a temporary basis when the highway was closed. To date, there have been no accidents at the intersection while the right-of-way has been changed but there have been some "near misses."

Mayor Kurtz opened the item to public comment.

Maureen Owens was in favor of Antrim being the right-of-way.

Dennis Halverson suggested a traffic volume study to determine the road with the most volume.

Larry Sullivan noted the increase speed on State Street.

The item was closed to the public.

Motion by Councilmember Perron, second by Councilmember Bryan, to affirm the return of the State Street and Antrim Street intersection to its previous configuration with Antrim Street having the right-of-way.

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

Nays: None

B. Rules of Procedure for City Council Amendment

City Manager Heydlauff recalled that at the November 20, 2017 Council directed the City Manager to draft an amending resolution to the Rules of Procedure for City Council to enable the Council to set regular Council meeting dates and times by resolution in accordance with the Open Meetings Act. Per Rule 20 of the Rules of Procedure, the amending resolution shall be introduced and then tabled until the next regular meeting where it shall be voted upon. Resolution 2017-12-02 was introduced at the December 4th Council meeting.

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

CITY OF CHARLEVOIX RESOLUTION NO. 2017-12-02 AMENDMENT TO THE RULES OF PROCEDURE FOR CITY COUNCIL

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

WHEREAS, the Council subsequently adopted several amendments to the "Rules of Procedure for City Council" on May 16, 2016; and

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

WHEREAS, on November 20, 2017 City Council directed the City Manager to draft an amending resolution enabling the Council to set the dates and times for regular City Council meetings and the Council first introduced this resolution on December 4, 2017.

NOW THEREFORE BE IT RESOLVED, Rule 1(c) of the "Rules of Procedure for City Council" shall be amended as follows:

Strike all language so that Rule 1(c) should read:

The City Council shall from time to time establish, by resolution, dates and times for *regular* meetings of the Council in accord with the Open Meetings Act.

RESOLVED this 18th day of December, 2017 A.D.

Resolution was adopted by the following yeas and nays vote:

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

Motion by Councilmember Hagen, second by Councilmember Kalbfell, to approve Resolution 2017-12-02 Amendment to the Rules of Procedure for City Council.

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

C. Set City Council Regular Meeting Schedule

At the November 20, 2017 meeting, Council expressed a desire to change the start time of the Council meetings from 7:00 p.m. to 6:00 p.m. With the passage of Resolution 2017-12-02, they can now set the dates and times of regular scheduled meetings by way of resolution. Meetings will remain on the first and third Mondays.

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

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-12-03
ADOPT CITY COUNCIL REGULAR MEETING SCHEDULE

WHEREAS, Section 2.15(b) of the City Charter for the City of Charlevoix states that regular meetings of the Council shall be held at least twice each month; and

WHEREAS, City Council adopted Resolution 2017-12-02 amending the Rules of Procedure for City Council enabling them to establish, by resolution, dates and times for regular meetings of the Council in accord with the Open Meetings Act; and

WHEREAS, the Council desires to establish their regular meeting schedule; and

WHEREAS, the Mayor, Deputy Mayor or any three Council members may call special meetings when necessary.

NOW THEREFORE BE IT RESOLVED, that the City Council shall meet on the first and third Mondays of each month in Council Chambers at City Hall convening at 6:00 p.m. local time; and

BE IT FURTHER RESOLVED, that when such Monday is a holiday effective upon City Staff, the Council shall meet on the Tuesday next following.

RESOLVED this 18th day of December, 2017 A.D.

Resolution was adopted by the following yeas and nays vote:

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

Motion by Councilmember Cole, second by Councilmember Kalbfell, to approve Resolution 2017-12-03 to Adopt the City Council Regular Meeting Schedule.

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

D. Mayoral and Council Appointments

Motion by Councilmember Hagen, second by Councilmember Perron, to reappoint Conrad "Bud" Klooster to the Compensation Commission, term expiring December 2022.

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

Motion by Councilmember Kalbfell, second by Councilmember Oleksy, to appoint Mitts Lee to the Housing Commission, term expiring April 2020.

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

Motion by Councilmember Cole, second by Councilmember Kalbfell, to appoint Brian Gelb to the Planning Commission, term expiring April 2019.

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

Motion by Councilmember Hagen, second by Councilmember Perron, to reappoint Jennifer Vollmer to the Recreation Advisory Committee, term expiring December 2020.

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

Motion by Councilmember Cole, second by Councilmember Kalbfell, to appoint Jennifer Muladore to the Shade Tree Commission, term expiring December 2020.

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

Motion by Councilmember Cole, second by Councilmember Kalbfell, to reappoint Ann Gorney to the Zoning Board of Appeals, term expiring December 2020.

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

Motion by Councilmember Kalbfell, second by Councilmember Perron, to reappoint Greg Withrow to the Zoning Board of Appeals, term expiring December 2020.

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

8. Reports & Communications

A. Public Comments

B. City Manager Comments

City Manager Heydlauff reported on the following:

- City Attorney responded to the question of whether a Councilmember could be a member of the Planning Commission or Zoning Board of Appeals; Council concurred that a Councilmember should not be on the Planning Commission or ZBA
- City Attorney is verifying the completeness of the charter boat slip application package with the appropriate entities
- John Campbell is retiring from the Shade Tree Commission after 40 years of service.

C. Mayor & Council Comments

Council discussed the graphic representation of the proposed new sign ordinance with regards to maximum allowable signage.

9. Other Council Business

The Mayor called for a Budget Work Session on January 29, 2018 at 5:00 p.m.

Councilmembers Oleksy and Perron re-addressed the location of the stop sign on Park Avenue from a safety perspective. The City Manager will discuss this item with Chief Doan.

10. Adjourn

The Mayor adjourned the meeting at 9:20 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 12/19/2017			
ABILITA	487.50	AMERICINN	330.00
ABRAMOWSKI, DWAIN M.	25.00	ARCADIA BENEFITS GROUP INC	25.00
ACCESS LOCKSMITHING INC	525.00	AT YOUR SERVICE PLUS INC	575.00
ACE HARDWARE	2,197.80	AUTO VALUE	3,613.88
ALTA CONSTRUCTION EQUIP LLC	1,098.00	AVFUEL CORPORATION	49,551.75
ALTEC INDUSTRIES INC	516.29	B & L SOUND INC	65.97
AMERICAN WASTE INC.	46.76	BARUZZINI GENERAL CONTRACTORS	3,010.00

BEAR EARTH HERBALS	5.00	MICHIGAN MUSHROOM MARKET LLC	11.00
BEIJO DE CHOCOLAT LLC	33.00	MICHIGAN OFFICEWAYS INC	1,938.52
BELL EQUIPMENT COMPANY	652.87	MICHIGAN WATER ENV ASSOC	745.00
BRADFORD'S	61.75	MISS DIG SYSTEM INC	1,164.61
BRADY'S CARPET CLEANING	390.00	MUNICIPAL UNDERWRITERS OF MICH	55.00
BY THE BAY WINDOW CLEANING SVCS.	357.00	NEALIS ENGINEERING	270.00
CARQUEST OF CHARLEVOIX	1,929.35	NETSOURCE ONE INC.	416.00
CHARLEVOIX AREA CHAMBER OF COMM	250.00	NORTHERN A-1 ENVIRONMENTAL SVCS	1,540.00
CHARLEVOIX COUNTY TREASURER	313.78	NORTHERN CREDIT BUREAU	56.80
CHARLEVOIX GLASS INC.	1,597.09	NORTHERN MICHIGAN REVIEW INC.	2,085.85
CHARLEVOIX SCREEN MASTERS INC	113.00	NORTHWEST HYDRAULICS & ENGRG.	244.77
CHARLEVOIX SEWER & DRAIN	95.00	NYE UNIFORM CO	597.45
CHARLEVOIX TOWNSHIP	33,099.25	OLESON'S FOOD STORES	197.35
CHARTER COMMUNICATIONS	1,006.37	OLSON BZDOK & HOWARD	1,031.00
CINTAS CORPORATION #729	30.00	OTEC	32.50
CITY OF CHARLEVOIX - UTILITIES	30,113.88	PARASTAR INC.	1,471.76
COOK FAMILY FARMS	192.00	PARKER, MICHAEL	22.00
DERRER OIL & PROPANE CO	283.25	PERFORMANCE ENGINEERS INC	5,791.00
DHASELEER, CARL	5.00	PERSONAL GRAPHICS	200.00
DITCH WITCH SALES OF MICHIGAN	2,587.32	POND HILL FARM LLC	126.00
ELLSWORTH FARMER'S EXCHANGE	3,575.08	POWER LINE SUPPLY	4,268.82
ENERCO CORPORATION	700.00	PRESTON FEATHER	753.86
FAMILY FARM & HOME	806.49	PRO WEB MARKETING LLC	20.00
FARMER WHITE'S	62.00	PROVIDENCE FARM LLC	624.00
FISHER SCIENTIFIC	259.36	R B LYONS INC	6,400.00
FLICKEMA, ANDREW M.	23.43	RANGE TELECOMMUNICATIONS	177.60
GERBER HOMEMADE SWEETS	36.00	RIETH-RILEY CONST CO INC	342,099.00
GRAINGER	26.70	ROWE PROFESSIONAL SERVICES CO	595.00
GRAND TRAVERSE DIESEL INC.	2,041.67	RS&H MICHIGAN INC	4,980.00
GRAND TRAVERSE GARAGE DOOR	137.50	RUSTIC BAKER	49.00
GREAT LAKES ELEVATOR LLC	353.25	SHORELINE POWER SERVICES INC.	8,219.25
GRULER'S FARM SUPPLY INC	9.99	SIEGRIST, DAVID	44.00
HACH COMPANY	2,330.78	SIKORSKI, CHRIS	100.00
HARBOR SPRINGS EXCAVATING	1,041.79	SPOK INC	21.99
HOSLER, REBECCA	39.70	STATE OF MICHIGAN	10.00
HYDE SERVICES LLC	326.62	STATE OF MICHIGAN	3,201.00
HYDRO CORP	530.00	SULLIVAN, LAWRENCE R	4,300.00
J & N CONSTRUCTION	6,850.00	TELEDYNE INSTRUMENTS INC	1,508.00
JANE'S SASSY SALSA	20.00	TERMINAL SUPPLY CO	588.14
JOE'S PROFESSIONAL SERVICES LLC	225.00	TRAVERS, MANUEL J.	81.30
KOORSEN FIRE & SECURITY	625.00	TRUCK & TRAILER SPECIALTIES	1,611.69
KSS ENTERPRISES	233.27	UNIFIRST CORPORATION	532.59
LAKESHORE TIRE & AUTO SERVICE	20.00	UP NORTH PROPERTY SERVICES LLC	870.00
LAMOREAUX, JAMES	100.00	VILLAGE GRAPHICS INC.	2,061.94
LANDSCAPE FORMS INC.	2,405.00	WARKENTEN, SARAH	25.00
LEESE, M. CHRIS	312.29	WATTA COOKIE LLC	48.00
LEWIS, TERRY	248.91	WILBERT BURIAL VAULT CO	149.76
LOTTIE'S BAGELS	36.00	WIN-911 SOFTWARE	495.00
MCCARDEL CULLIGAN-PETOSKEY	50.00		
MICHIGAN ASSN OF MUNICIPAL CLERKS	120.00	TOTAL	560,560.24

ACH Payments – 12/04/2017 to 12/15/2017

MI PUBLIC POWER AGENCY	19,972.37	ALERUS FINANCIAL (HCSP)	420.00
PAYMENT SERVICE NETWORK	234.90	STATE OF MI (WITHHOLDING TAX)	4,719.88
MI PUBLIC POWER AGENCY	14,770.69	VANTAGEPOINT (401 ICMA PLAN)	742.50
DTE ENERGY	5,129.44	VANTAGEPOINT (457 ICMA PLAN)	12,611.41
STATE OF MI (SALES TAX)	18,910.99	VANTAGEPOINT (ROTH IRA)	1,186.53
IRS (PAYROLL TAX DEPOSIT)	32,074.76	TOTAL	110,773.47

Payroll Net Pay – Pay Period Ending 12/09/2017 (Paid 12/15/2017)

WELLER, LINDA JO	1,496.32	SCHLAPPI, JAMES L.	945.72
HEYDLAUFF, MARK L.	2,259.85	UMULIS, MATTHEW T.	1,256.85
GOLDING, JOYCE M.	1,132.69	HANKINS, SCOTT A.	1,515.76
DEROSIA, PATRICIA E.	1,163.16	ORBAN, BARBARA K.	1,326.98
DOTSON, LINDSEY J.	1,444.92	FLICKEMA, ANDREW M.	1,441.01
LOY, EVELYN R.	1,048.93	MATELSKI, KIMBERLY A.	1,185.34
KLOOSTER, ALIDA K.	1,567.40	RILEY, DENISE M.	428.45
GOLOVICH, KAREN J.	948.18	MATELSKI, RYAN G.	873.32
SPENCLEY, PATRICIA L.	850.89	WURST, RANDALL W.	1,478.00
MILLER, FAITH G.	11.70	MAYER, SHELLEY L.	1,651.99
LEESE, MERRI C.	83.11	HILLING, NICHOLAS A.	1,246.80
MCGINN, KELLY A.	1,616.81	MEIER III, CHARLES A.	1,071.50
DOAN, GERARD P.	1,596.21	ZACHARIAS, STEVEN B.	1,307.91

SWEM, DONALD L.	1,875.30	BASSETT, FREDERICK A.	1,538.62
EATON, BRAD A.	1,905.37	WELLER, LINDA JO	461.87
WILSON, TIMOTHY J.	2,021.48	LOY, EVELYN R.	428.26
LAVOIE, RICHARD L.	1,626.62	KLOOSTER, ALIDA K.	264.30
STEVENS, BRANDON C.	1,810.24	SPENCLEY, PATRICIA L.	182.74
DRAVES, MARTIN J.	1,526.66	DOAN, GERARD P.	523.99
BROWN, STEPHANIE C.	1,018.43	SCHLAPPI, JAMES L.	384.59
ANDERSON, ELIZABETH A.	1,112.49	UMULIS, MATTHEW T.	262.22
ELLIOTT, PATRICK M.	2,000.49	HANKINS, SCOTT A.	501.87
SCHWARTZFISHER, JOSEPH L.	1,219.35	ORBAN, BARBARA K.	170.45
BRADLEY, KELLY R.	1,369.80	RILEY, DENISE M.	165.05
HART II, DELBERT W.	1,179.70	WURST, RANDALL W.	347.45
JONES, ROBERT F.	1,253.03	MAYER, SHELLEY L.	257.54
DORAN, JUSTIN J.	1,226.99	HILLING, NICHOLAS A.	159.90
FARRELL, MITCHELL L.	1,254.29	MEIER III, CHARLES A.	178.70
MCGHEE, ROBERT R.	670.57	SWEM, DONALD L.	328.94
KIRINOVIC, THOMAS F.	481.26	EATON, BRAD A.	138.91
ANZELL, BETH A.	721.49	WILSON, TIMOTHY J.	176.99
BOSS, BEAU J.	849.92	LAVOIE, RICHARD L.	89.35
HEID, THOMAS J.	1,246.88	STEVENS, BRANDON C.	89.35
VANLOO, JOSEPH G.	591.39	WHITLEY, ANDREW T.	85.23
WYMAN, MATTHEW A.	1,415.79	WHITLEY, ANDREW T.	1,967.90
BOSS, RYDER S.	223.78	DRAVES, MARTIN J.	84.38
MILLER, WILLIAM S.	1,006.85	BROWN, STEPHANIE C.	170.45
DOUGLAS, MARK	548.74	ELLIOTT, PATRICK M.	270.84
HASTINGS, MICHAEL A.	443.31	MORRISON, KEVIN P.	393.91
TRAVERS, MANUEL J.	1,637.63	MORRISON, KEVIN P.	1,108.27
STEVENS, JEFFREY W.	436.91	SCHWARTZFISHER, JOSEPH L.	310.96
RILEY, CASEY W.	733.99	BRADLEY, KELLY R.	140.45
JONES, LARRY M.	840.74	JOHNSON, STEVEN P.	255.68
WILLSON, BRENDA R.	1,583.79	JOHNSON, STEVEN P.	1,212.97
BEAN, PETER J.	1,064.83	JONES, ROBERT F.	85.23
FENNELL, DREW M.	363.23	BOSS JR, DALE E.	1,212.17
MCCALIB, RACHELLE L.	194.34	HOLM, ARTHUR R.	957.97
MCMULLEN, DONALD R.	1,102.67	HEID, THOMAS J.	421.46
BOYCE, REBECCA L.	1,013.22	MATTER, DAWSON K.	530.79
MCFARLAND, JONATHAN A.	184.06		
SILVA, JESSE L.A.	125.99	TOTAL	86,691.17
Payroll Transmittal – 12/15/2017			
4FRONT CREDIT UNION	550.00	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	158.28	COMMUNICATION WORKERS OF AMER	541.06
AMERICAN FAMILY LIFE	380.52	MI STATE DISBURSEMENT UNIT	323.45
CHAR EM UNITED WAY	59.00	PRIORITY HEALTH	1,640.74
CHARLEVOIX STATE BANK	1,260.77	TOTAL	5,063.82
Tax Disbursement – 12/19/2017			
TIMPAYMENT CORP	101.51	TOTAL	101.51

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Redevelopment Ready Communities Certification Resolution

DATE: January 2, 2018

BACKGROUND:

This resolution signifies the Council's support for continuing with the Redevelopment Ready Communities program presented in October. A resolution to begin was approved last spring but this further confirms Council's interest in the program as we undertake projects.

RECOMMENDATION:

Approve Resolution 2018-01-01 as presented.

ATTACHMENTS:

- ▣ Resolution 2018-01-01

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-01-01
RESOLUTION AUTHORIZING THE IMPLEMENTATION OF RECOMMENDATIONS NECESSARY
TO RECEIVE REDEVELOPMENT READY COMMUNITIES CERTIFICATION FROM THE
MICHIGAN ECONOMIC DEVELOPMENT CORPORATION (MEDC)

- WHEREAS,** the City of Charlevoix has engaged in the MEDC Redevelopment Ready Communities Program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the City's redevelopment practices as reported in the Redevelopment Ready Communities Community Assessment Report and Evaluation of Findings dated August 2017; and
- WHEREAS,** the MEDC has developed a program for certifying Redevelopment Ready Communities and the City of Charlevoix desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and
- WHEREAS,** the City of Charlevoix is currently updating its Master Plan and will utilize recommendations and technical assistance to ensure that development readiness is appropriately addressed in that document; and
- WHEREAS,** the program includes evaluating the strong partnerships with City boards and commissions related to development including the City Council, Planning Commission, Zoning Board of Appeals and Downtown Development Authority/Main Street; and
- WHEREAS,** after review of the Redevelopment Ready Community Assessment Report, the City of Charlevoix is willing to complete the tasks as outlined, which will involve interaction with the aforementioned City commissions and boards; and
- WHEREAS,** certain recommendations have been and will be made by the MEDC that are required in order for the City to attain Redevelopment Ready Communities Certification.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix, through its City Council, authorizes the implementation of recommendations made by MEDC which are necessary to receive Redevelopment Ready Communities Certification from MEDC.

RESOLVED this 2nd day of January, 2018 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: January 2, 2018

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
12/20/2017		
122373	AT&T	2,773.57
122374	AT&T LONG DISTANCE	76.38
122375	AT&T MOBILITY	88.79
122376	BARTLETT'S HOME INTERIORS INC.	4,270.71
122377	CHARLEVOIX STATE BANK	5,298.63
122378	DELTA DENTAL	3,350.03
122379	GREAT LAKES ENERGY	160.74
122380	METLIFE SMALL BUSINESS CENTER	703.12
122381	PRIORITY HEALTH	42,337.66
122382	VERIZON WIRELESS	56.72
122383	VISION SERVICE PLAN	486.57
Total 12/20/2017:		59,602.92
Grand Totals:		59,602.92

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

12/20/17 Special Accounts Payable Run	\$	59,602.92
12/29/17 Payroll (net pay)	\$	81,053.22
12/29/17 Payroll Transmittal Checks	\$	5,077.03
01/03/18 Regular Accounts Payable	\$	102,541.30
Checks Sub-Total:	\$	248,274.47

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

12/18/17 MI Public Power Agency	\$	33,784.40
12/26/17 MI Public Power Agency	\$	18,898.21
12/26/17 MI Public Power Agency	\$	278,434.92
12/29/17 IRS (Payroll Tax Deposit)	\$	31,064.61
12/29/17 Alerus Financial (HCSP)	\$	420.00
12/29/17 State of MI (Withholding Tax)	\$	4,505.63
12/29/17 Vantagepoint (401 ICMA Plan)	\$	742.50
12/29/17 Vantagepoint (457 ICMA Plan)	\$	12,607.71
12/29/17 Vantagepoint (Roth IRA)	\$	1,186.53
12/29/17 MERS (Defined Benefit Plan)	\$	45,308.73
ACH Sub-Total:	\$	426,953.24

Huntington National Bank Total: \$ 675,227.71

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

01/03/18 Tax Disbursement	\$	389,029.70
Charlevoix State Bank Total:	\$	389,029.70

Grand Total: \$ 1,064,257.41

APPROVED:


CITY MANAGER


CITY TREASURER

CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/23/2017	PC	12/29/2017	24874	WELLER, LINDA JO	101		1,496.32
12/23/2017	PC	12/29/2017	24875	HEYDLAUFF, MARK L.	102		2,259.85
12/23/2017	PC	12/29/2017	24876	GOLDING, JOYCE M.	106		1,132.70
12/23/2017	PC	12/29/2017	24877	DEROSIA, PATRICIA E.	107		710.74
12/23/2017	PC	12/29/2017	24878	DOTSON, LINDSEY J.	109		1,444.90
12/23/2017	PC	12/29/2017	24879	LOY, EVELYN R.	117		1,048.93
12/23/2017	PC	12/29/2017	24880	KLOOSTER, ALIDA K.	121		1,567.40
12/23/2017	PC	12/29/2017	24881	GOLOVICH, KAREN J.	122		948.18
12/23/2017	PC	12/29/2017	24882	SPENCLEY, PATRICIA L.	136		957.36
12/23/2017	PC	12/29/2017	24883	MILLER, FAITH G.	142		39.77
12/23/2017	PC	12/29/2017	24884	MCGINN, KELLY A.	146		1,616.81
12/23/2017	PC	12/29/2017	24885	DOAN, GERARD P.	201		1,596.21
12/23/2017	PC	12/29/2017	24886	SCHLAPPI, JAMES L.	204		1,066.05
12/23/2017	PC	12/29/2017	24887	UMULIS, MATTHEW T.	205		1,256.85
12/23/2017	PC	12/29/2017	24888	HANKINS, SCOTT A.	208		1,515.76
12/23/2017	PC	12/29/2017	24889	ORBAN, BARBARA K.	209		1,134.46
12/23/2017	PC	12/29/2017	24890	FLICKEMA, ANDREW M.	211		1,428.98
12/23/2017	PC	12/29/2017	24891	MATELSKI, KIMBERLY A.	212		1,185.34
12/23/2017	PC	12/29/2017	24892	RILEY, DENISE M.	213		438.74
12/23/2017	PC	12/29/2017	24893	MATELSKI, RYAN G.	230		1,037.06
12/23/2017	PC	12/29/2017	24894	WURST, RANDALL W.	411		1,085.45
12/23/2017	PC	12/29/2017	24895	MAYER, SHELLEY L.	412		1,561.73
12/23/2017	PC	12/29/2017	24896	HILLING, NICHOLAS A.	413		1,493.27
12/23/2017	PC	12/29/2017	24897	MEIER III, CHARLES A.	421		1,267.02
12/23/2017	PC	12/29/2017	24898	ZACHARIAS, STEVEN B.	422		1,159.85
12/23/2017	PC	12/29/2017	24899	NEWMAN, MARK J.	424		589.57
12/23/2017	PC	12/29/2017	24900	SWEM, DONALD L.	512		1,875.31
12/23/2017	PC	12/29/2017	24901	EATON, BRAD A.	515		1,761.80
12/23/2017	PC	12/29/2017	24902	WILSON, TIMOTHY J.	516		1,981.25
12/23/2017	PC	12/29/2017	24903	LAVOIE, RICHARD L.	519		1,626.62
12/23/2017	PC	12/29/2017	24904	STEVENS, BRANDON C.	521		1,873.33
12/23/2017	PC	12/29/2017	24905	DRAVES, MARTIN J.	523		1,832.16
12/23/2017	PC	12/29/2017	24906	BROWN, STEPHANIE C.	524		1,018.43
12/23/2017	PC	12/29/2017	24907	ANDERSON, ELIZABETH	526		1,112.49
12/23/2017	PC	12/29/2017	24908	ELLIOTT, PATRICK M.	600		2,000.49
12/23/2017	PC	12/29/2017	24909	SCHWARTZFISHER, JOS	603		1,186.46
12/23/2017	PC	12/29/2017	24910	BRADLEY, KELLY R.	614		1,243.55
12/23/2017	PC	12/29/2017	24911	HART II, DELBERT W.	616		1,281.04
12/23/2017	PC	12/29/2017	24912	JONES, ROBERT F.	618		1,231.52
12/23/2017	PC	12/29/2017	24913	DORAN, JUSTIN J.	621		1,582.00
12/23/2017	PC	12/29/2017	24914	FARRELL, MITCHELL L.	622		1,285.56
12/23/2017	PC	12/29/2017	24915	KIRINOVIC, THOMAS F.	700		319.95
12/23/2017	PC	12/29/2017	24916	ANZELL, BETH A.	712		644.68
12/23/2017	PC	12/29/2017	24917	BOSS, SHERRY M.	730		110.82
12/23/2017	PC	12/29/2017	24918	CRANDELL, ZACKARY R.	753		85.19
12/23/2017	PC	12/29/2017	24919	SAYWARD, MADISON E.	755		79.13
12/23/2017	PC	12/29/2017	24920	BERTINELLI, DAVID P.	764		158.58
12/23/2017	PC	12/29/2017	24921	BOSS, BEAU J.	788		849.92
12/23/2017	PC	12/29/2017	24922	DVORACEK, HAYDEN R.	793		354.29
12/23/2017	PC	12/29/2017	24923	HEID, THOMAS J	802		1,246.88
12/23/2017	PC	12/29/2017	24924	KUSINA, DENNIS W.	862		44.04
12/23/2017	PC	12/29/2017	24925	VANLOO, JOSEPH G.	902		665.76
12/23/2017	PC	12/29/2017	24926	WYMAN, MATTHEW A.	927		1,426.91
12/23/2017	PC	12/29/2017	24927	BOSS, RYDER S.	932		455.99
12/23/2017	PC	12/29/2017	24928	MILLER, WILLIAM S.	933		1,071.32
12/23/2017	PC	12/29/2017	24929	DOUGLAS, MARK	935		636.46
12/23/2017	PC	12/29/2017	24930	HASTINGS, MICHAEL A.	937		473.46

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/23/2017	PC	12/29/2017	24931	TRAVERS, MANUEL J.	1000		1,637.63
12/23/2017	PC	12/29/2017	24932	STEVENS, JEFFREY W.	1028		509.54
12/23/2017	PC	12/29/2017	24933	RILEY, CASEY W.	1052		772.72
12/23/2017	PC	12/29/2017	24934	JONES, LARRY M.	1057		1,369.87
12/23/2017	PC	12/29/2017	24935	WILLSON, BRENDA R.	1059		604.01
12/23/2017	PC	12/29/2017	24936	BEAN, PETER J.	1060		450.79
12/23/2017	PC	12/29/2017	24937	FENNELL, DREW M.	1062		747.88
12/23/2017	PC	12/29/2017	24938	MCCALIB, RACHELLE L.	1066		221.67
12/23/2017	PC	12/29/2017	24939	BOYCE, REBECCA L.	1070		1,258.11
12/23/2017	PC	12/29/2017	24940	MCFARLAND, JONATHAN	1071		665.65
12/23/2017	PC	12/29/2017	24941	SILVA, JESSE L.A.	1073		387.20
12/23/2017	PC	12/29/2017	24942	BASSETT, FREDERICK A.	1083		1,580.67
12/23/2017	PC	12/29/2017	122468	TIMMS, ROBERT N	92		46.17
12/23/2017	PC	12/29/2017	122469	WHITLEY, ANDREW T.	522		1,743.02
12/23/2017	PC	12/29/2017	122470	MORRISON, KEVIN P.	601		1,257.10
12/23/2017	PC	12/29/2017	122471	JOHNSON, STEVEN P.	617		1,151.47
12/23/2017	PC	12/29/2017	122472	BOSS JR, DALE E.	701		1,212.17
12/23/2017	PC	12/29/2017	122473	HOLM, ARTHUR R.	791		957.97
12/23/2017	PC	12/29/2017	122474	MATTER, DAWSON K.	1038		1,924.89
Grand Totals:			76				81,053.22

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Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/23/2017	12/29/2017	122475	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	550.00
12/23/2017	12/29/2017	122476	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	158.28
12/23/2017	12/29/2017	122476	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	380.52
12/23/2017	12/29/2017	122477	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 12/23/	59.00
12/23/2017	12/29/2017	122478	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,260.77
12/23/2017	12/29/2017	122479	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
12/23/2017	12/29/2017	122480	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	541.06
12/23/2017	12/29/2017	122481	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	323.45
12/23/2017	12/29/2017	122482	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,653.95
Grand Totals:		9				5,077.03

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Check Number	Payee	Amount
01/03/2018		
122384	AIRGAS USA LLC	66.30
122385	ALL-PHASE ELECTRIC SUPPLY CO.	231.16
122386	ALTEC INDUSTRIES INC	129.74
122387	AMERICAN WASTE INC.	3,170.80
122388	AVFUEL CORPORATION	1,520.00
122389	BIGGERSTAFF, JEREMY	1,800.00
122390	BRADLEY, KELLY R.	347.26
122391	CENTRAL DRUG STORE	66.06
122392	CHARLEVOIX AREA HOSPITAL	525.26
122393	CHARLEVOIX COUNTY NEWS	70.00
122394	CHARTER COMMUNICATIONS	877.44
122395	CHEMICAL SYSTEMS INC.	2,240.00
122396	CINTAS CORPORATION	129.24
122397	CITY OF CHARLEVOIX - PETTY CASH	578.95
122398	CRYSTAL FLASH ENERGY	937.66
122399	DCASSESSING SERVICES	4,371.08
122400	DCL INC.	4,000.00
122401	DeROSIA, PATRICIA E.	50.00
122402	DOAN, GERARD P.	50.00
122403	DOTSON, LINDSEY J.	50.00
122404	ELHORN ENGINEERING COMPANY	1,476.00
122405	ELLIOTT, PATRICK M.	50.00
122406	ELLSWORTH FARMER'S EXCHANGE	80.33
122407	EMERGENCY MEDICAL PRODUCTS I	530.21
122408	EMMET COUNTY SHERIFF'S OFC	400.00
122409	ETNA SUPPLY	89.84
122410	FREEDOM MAILING SERVICES INC.	2,291.24
122411	GOLDING, JOYCE M.	50.00
122412	HACH COMPANY	161.20
122413	HANKINS, SCOTT A.	50.00
122414	HART II, DELBERT W.	114.00
122415	HEALTH CARE LOGISTICS	112.42
122416	HEID, THOMAS J.	50.00
122417	HERZOG ELECTRIC	263.40
122418	HEYDLAUFF, MARK L	50.00
122419	HOLIDAY COMPANIES	5,601.22
122420	INDEPENDENT DRAFTING SERVICES	1,750.00
122421	IRISH BOAT SHOP	66.95
122422	JERRY'S TIRE	600.24
122423	KIRINOVIC, THOMAS F.	50.00
122424	KLOOSTER, ALIDA K.	50.00
122425	KOORSEN FIRE & SECURITY	63.75
122426	KSS ENTERPRISES	198.12
122427	MACDONALD GARBER	499.00
122428	MATELSKI, KIMBERLY A.	14.00
122429	MAYER, SHELLEY L.	50.00
122430	McGINN, KELLY A.	50.00
122431	MILLER, WILLIAM S.	50.00

M = Manual Check, V = Void Check

Check Number	Payee	Amount
122432	MODERN MARKETING	219.63
122433	MUNSON HEALTHCARE CHARLEVOIX	325.69
122434	MUTT MITT	848.13
122435	NEOPOST USA INC.	1,704.00
122436	ORBAN, BARBARA K.	48.67
122437	PARKS AUTO PARTS	100.00
122438	PHYSICIAN'S CLINIC OF CHARLEVOIX	107.00
122439	POWER LINE SUPPLY	5,504.33
122440	PREIN & NEWHOF	39,817.40
122441	PRO WEB MARKETING LLC	60.00
122442	PURITY CYLINDER GASES INC	37.90
122443	QUILL CORP	89.48
122444	R B LYONS INC	3,360.00
122445	SCIENTIFIC BRAKE & EQUIP CO	60.89
122446	SHELDON, GALE	79.84
122447	SHORELINE POWER SERVICES INC.	3,306.25
122448	STANDARD ELECTRIC CO	121.92
122449	STATE OF MICHIGAN	180.00
122450	STATE OF MICHIGAN	1,413.52
122451	STATE OF MICHIGAN	30.00
122452	studioMI LLC	65.00
122453	SWANSON K & D INC	300.00
122454	SWEM, DONALD L.	50.00
122455	SYSTEMS SPECIALISTS INC	1,565.00
122456	T.C. RECORD EAGLE	657.00
122457	TELE-RAD INC	2,079.62
122458	TRAVERS, MANUEL J.	50.00
122459	UNIFIRST CORPORATION	337.28
122460	UPPER CASE PRINTING INK.	1,105.30
122461	USA BLUE BOOK	2,382.62
122462	VILLAGE GRAPHICS INC.	233.35
122463	WAGNER, ROSINA	99.15
122464	WELLER, LINDA J.	50.00
122465	WURST, RANDALL W.	50.00
122466	WYMAN, MATTHEW A.	50.00
122467	ZEITLER, DALE	29.46
Total 01/03/2018:		102,541.30
Grand Totals:		102,541.30

Check Number	Payee	Amount
12/18/2017		
121817001	MICHIGAN PUBLIC POWER AGENCY	33,784.40
Total 12/18/2017:		33,784.40
Grand Totals:		33,784.40

Check Number	Payee	Amount
12/26/2017		
122617001	MICHIGAN PUBLIC POWER AGENCY	18,898.21
122617002	MICHIGAN PUBLIC POWER AGENCY	278,434.92
Total 12/26/2017:		297,333.13
Grand Totals:		297,333.13

Check Issue Date	Check Number	Payee	Amount
122917001			
12/29/2017	12291700	**EFTPS* Payroll Taxes	7,716.57
12/29/2017	12291700	**EFTPS* Payroll Taxes	7,716.57
12/29/2017	12291700	**EFTPS* Payroll Taxes	1,804.69
12/29/2017	12291700	**EFTPS* Payroll Taxes	1,804.69
12/29/2017	12291700	**EFTPS* Payroll Taxes	12,022.09
Total 122917001:			
	5		31,064.61
122917002			
12/29/2017	12291700	Alerus Financial	420.00
Total 122917002:			
	1		420.00
122917003			
12/29/2017	12291700	STATE OF MICHIGAN	4,505.63
Total 122917003:			
	1		4,505.63
122917004			
12/29/2017	12291700	Vantagepoint - 401 Plan 109153	742.50
Total 122917004:			
	1		742.50
122917005			
12/29/2017	12291700	Vantagepoint - 457 Plan 300959	4,838.59
12/29/2017	12291700	Vantagepoint - 457 Plan 300959	693.63
12/29/2017	12291700	Vantagepoint - 457 Plan 300959	1,872.93
12/29/2017	12291700	Vantagepoint - 457 Plan 300959	5,202.56
Total 122917005:			
	4		12,607.71
122917006			
12/29/2017	12291700	Vantagepoint - Roth IRA 706117	1,186.53
Total 122917006:			
	1		1,186.53
Grand Totals:			
	13		50,526.98



Check Number	Payee	Amount
12/29/2017		
122917007	MERS	45,308.73
Total 12/29/2017:		45,308.73
Grand Totals:		45,308.73

Check Number	Payee	Amount
01/03/2018		
2989	CHARLEVOIX COUNTY TREASURER	255.56
2990	CHARLEVOIX COUNTY TREASURER	180,758.71
2991	CHARLEVOIX DISTRICT LIBRARY	45,411.89
2992	CHARLEVOIX PUBLIC SCHOOLS	11,877.83
2993	CHARLEVOIX PUBLIC SCHOOLS	2,772.36
2994	CHARLEVOIX PUBLIC SCHOOLS	554.40
2995	CHARLEVOIX PUBLIC SCHOOLS	554.40
2996	CITY OF CHARLEVOIX - TAXES DUE	41,792.98
2997	CITY OF CHARLEVOIX/DDA	92,786.26
2998	KUTTNAUER, ANNETTE	1,667.31
2999	LERETA LLC	382.27
3000	NORTH STAR BREAKFAST CLUB	824.02
3001	RECREATIONAL AUTHORITY	8,242.90
3002	SEELEY'S PRINTING SERVICE	166.77
3003	SHINDORF, MATTHEW	982.04
Total 01/03/2018:		389,029.70
Grand Totals:		389,029.70

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: January 2, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Goals Update

I have edited your goals document from last year based on the Work Session held on December 18; please see the attached document. Items highlighted in green are items previously noted that I have reworded based on our discussion; items in yellow are new; and, items struck through are proposed for elimination. Please review and this will be on the agenda on January 15.

B. Staff Transitions

Mark Newman began work on December 18 as a new operator for our Water/Wastewater Treatment Plants. He previously worked for the City and most recently worked in the Charlevoix Township Water Department.

Beginning January 2, Joyce Golding will be a full-time employee in preparation for her transition to Executive Assistant following Linda Weller's retirement on January 31. There will be a public open house honoring Linda from 2-5 on January 31 so please spread the word.

I also anticipate posting for the new Recreation Director in the next couple of days. I initially had hoped to use a search firm but felt the cost was too much at this point in the recruitment. Depending on the pool of candidates we receive, I may still recommend this. Tom Kirinovic will be retiring from this role in late winter/early spring.

Charlevoix Main Street selected Missy Jollette, in partnership with Boyne City Main Street to jointly manage the Farmer's Markets in both communities. She replaces Chris Leese who resigned this fall upon season's end.

C. Budget Preparation

As you will recall, Mayor Kurtz called a Work Session for 5pm on January 29 to review the budget. I will give you a draft budget in mid-January.

ATTACHMENTS:

- ▣ 2018 Goals Draft with edits
- ▣ Envisioning the New Localism



2018-2019 City Council Goals & Action Steps

Ensure Charlevoix is environmentally sustainable while also economically viable

Charlevoix should be a leader in using renewable energy to meet the demands of our electric customers and to protect our natural resources. Our built infrastructure should incorporate design standards that protect our waterways, preserve our trees, and encourage healthy living. Recycling, energy optimization, and water conservation will be encouraged.

Action steps:

- Schedule a work session with Tip of the Mitt Watershed Council regarding storm water and water improvement to learn about these topics (Michigan Environmental Council, Tip of the Mitt Watershed Council, and others)
- Set an attainable and economically viable goal of powering all City-owned facilities with renewable energy. Engage in learning and planning about how to improve the energy efficiency and environmental impact of City operations including using renewables to power facilities, reducing energy loss, and by working with knowledgeable organizations to create a sustainability plan
- Develop a program for electric customers to cooperate and invest in solar and wind generation projects
- Consider ordinance changes in support of the Lake Charlevoix Watershed Plan and improve storm water effluent
- Improve the availability of recycling receptacles throughout the community- especially downtown
- Continue work of Solid Waste Ad-hoc Committee by exploring improvements and contracts to remove solid waste including curbside recycling
- Plan for non-motorized trails, bike parking, and pedestrian-friendly design in infrastructure projects where appropriate

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Include the senior citizen community in all public events and activities

We have a growing senior citizen population and it is important for all members of the community to enjoy the quality of life we offer. Public facilities, especially parks, should have activities available for all ages and ability levels.

Action steps:

- Expand Work with the Charlevoix County Transit Authority to provide shuttles during special events to provide remote parking and ease of transit

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- ~~Consider a survey to see what additional activities are desired – especially for senior citizens~~
- Develop a policy requiring all festivals and special events who use public spaces to provide a statement of inclusion for senior citizens
- Consider adding activities in East Park and Bridge Park like shuffle board and concrete checker and chess boards
- Explore designation as “Age-friendly City” from the World Health Organization
- Add voluntary “senior” parking spaces on side streets in the downtown and near the library

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Develop and maintain long-term infrastructure plans

As a progressive, year-round community, Charlevoix’s infrastructure must be reliable in all weather conditions and should deliver the services required by our population.

Action steps:

- ~~Develop and continually maintain a~~ Schedule work session to review long-range plan of street and utility upgrades that can be used for planning and capital budget development and consider how to add redundant systems for catastrophic back-up
- ~~Develop a plan for implementing~~ Continue development of city-wide Wi-Fi, fiber optic connections, and other technological benefits for our permanent residents, visitors, and seasonal residents
- ~~Obtain more information about and explore professional consultation for adding heated sidewalks in the downtown~~
- Improve the snow and ice clearing from sidewalks throughout the community by working with property owners

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Provide strong stewardship of public resources and promote good governance

We will seek collaboration with other entities around the area and look for ways to efficiently provide the quality services the community expects. Charlevoix government should be organized around gathering public input and effectively giving staff and Council good recommendations for public policy.

Action steps:

- Assess our committees, boards, and commissions to determine continued need and whether restructuring is appropriate
- Consider amending the Shade Tree Ordinance to expand the mission of the Shade Tree Commission to protect the long-term condition of our parks
- ~~Draft a charter amendment to increase the protections for all of our parks, while ensuring local enjoyment of these resources in perpetuity~~
- ~~Provide appropriate fire protection for the community that recognizes pro active fire prevention measures and collaboration with neighboring municipalities~~
- ~~Improve the City’s website and include more information for those seeking to live, visit, and build a business in Charlevoix; include ways for residents to keep in contact with the City through electronic methods~~

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Draft pending Council Consideration on January 15, 2018

- Explore further avenues of cooperation with neighboring townships, especially in the areas of infrastructure planning and recreation

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Enhance and showcase the outstanding quality of life in Charlevoix

Charlevoix is well known as one of the premiere resort communities on the Great Lakes, but of equal importance is that it is home to our residents. We cannot lose sight of our community being “home.” One of our strongest attributes is the many activities and amenities offered; we should support these and build upon them.

Action steps:

- Recognize the role of our cultural corridor institutions (Charlevoix Public Library, Circle of Arts, and Historical Society) and build on their programming
- Encourage more outdoor dining and placemaking settings that showcase the unique geography, architecture, and programing of Charlevoix including looking for ways to implement the findings of the Sustainable Built Environment Initiative that studied downtown alleys
- Collaborate with Charlevoix Township on the development of a dog park and a dog beach to help residents enjoy public spaces with their four-legged friends
- Enhance existing recreation options by opening the pier for jumping at Ferry Beach and considering tubing at Mt. McSaubu and curling and hockey at the ice rink at McSaubu

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Envisioning the New Localism

Local Governments Have the Real Power to Create Change

ARTICLE | Dec 27, 2017

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By Bruce Katz

City and county managers hold increasingly more responsibility for solving the problems facing localities across the country than many might realize. After decades of demographic, economic, and social change, the location and nature of power is shifting.



Power is drifting downward from the nation-state to metropolitan areas; horizontally from governments to networks of public, private, and civic actors; and globally along circuits of capital, trade, and innovation.

This power shift is driving a governing philosophy—what Jeremy Nowak, a Distinguished Visiting Fellow at Drexel University's Lindy Institute for Urban Innovation, and I have labeled "The New Localism"—to solve the challenges of modern societies: economic competitiveness, social inclusion and opportunity, a renewed public life, the challenge of diversity, and the imperative of environmental sustainability.

If New Localism is to succeed, it demands a fundamental change in how we organize power and in how city and county governments operate. Leadership by the public, the private, or the civic sector alone is often not sufficient to tackle the multidimensional nature of urban challenges today.

Rather, the way cities and counties are governed must reflect their special role as networks of institutions and leaders who co-produce the economy and co-govern daily life.

To solve challenges in a multidisciplinary way, local governments and their leaders must deploy the hard power of their governmental authority to regulate, tax, educate, and plan, but also the soft power

to convene the broad networks of actors within their communities who often do the legwork of delivering change.

As higher levels of government step back, local governments must step up, reinterpret their missions, inventory their toolkits, and scan their nations and the world for smart innovations that can be easily adapted, tailored, and replicated.

For New Localism to thrive, we must build a new class of city and metropolitan leaders and new governance institutions in communities that enable these leaders to flourish.

New Localism in Action

Examples of institutional change abound worldwide, but a few communities have emerged as early leaders in New Localism because they represent a structural shift in how city leaders can deliver efficient and inclusive services, create new ways of governing, and adopt new financial mechanisms.

In **Salt Lake County, Utah**, Mayor Ben McAdams sought a better way to provide crucial community services to improve the well-being of some of the county's residents most in need of assistance. In December 2016, he executed two Pay for Success contracts to improve programs serving the roughly 550 people affected by persistent homelessness and repeat county jail stays.

The Pay for Success model brings together government, nonprofit, academic, philanthropic, and for-profit stakeholders in a data-driven approach that holds the county accountable for achieving results: if independent evaluations by external reviewers—in this case, the nonprofits delivering the programs—indicate that the programs achieve agreed-upon outcomes, then the original investments are repaid by the government.

Numerous funders and donors, including the Sorenson Impact Center, The Reinvestment Fund, and several foundations, banks, insurance companies, and asset management firms, provided Salt Lake County a combined \$11.5 million to administer these programs. This capital—to be repaid upon the programs' success—allowed the county to better serve residents in need, and to use scarce tax dollars for other purposes.

The Road Home and First Step House were the local nonprofits chosen to operate and evaluate the two programs designed to prevent homelessness and recidivism in Salt Lake County. The first program, Homes Not Jail, provides housing and rental assistance and access to behavioral health treatment and employment counseling for 315 individuals over the course of four years.

The second program, REACH (Recovery, Engagement, Assessment, Career, and Housing) will serve about 225 formerly incarcerated adult males at risk of additional criminal charges by providing

behavioral health treatment, housing, and case management services.

Another way in which a community's residents can prosper is through the adoption of new models of networked governance to achieve inclusive growth. To address the lag in kindergarten readiness among many children in **Louisville, Kentucky**, Mayor Greg Fischer sought to create a life-cycle learning initiative that focused on collaboration across systems.

Though Mayor Fischer doesn't control the schools or other youth-focused programs, he recognized his role in coordinating across sectors to achieve citywide learning goals.

In 2014, he launched Cradle to Career, an integrated effort of disparate organizations focused on kindergarten readiness, elementary and secondary education, college completion, and workforce-oriented skills training. This effort has successfully aligned key community institutions around a goal of achieving tangible results in workforce inclusion by 2020.

The Louisville Metro United Way took responsibility for early care and kindergarten readiness, aiming for 77 percent of entering kindergarteners to be prepared for school. The Jefferson County Public School district leads the K–12 success effort, aiming for 70 percent of graduates to be college or career ready.

A local nonprofit organization titled 55K directs the initiative to increase the percentage of working-age adults with bachelor's or associate's degrees to 40 percent and 10 percent, respectively. And the Louisville Metro Office of Civic Innovation is leading the effort to tighten the talent pipeline between students and employers.

As regions face the constraints of limited flexibility in public budgets, new financial mechanisms must be developed. **Copenhagen, Denmark**, shows how cities can reclaim public assets and capture their value appreciation to create new public-purpose revenue.

In the early 1990s, to revitalize its economy after years of unemployment and budget deficits, city leaders created a public asset corporation—publicly owned, but privately managed—tasked with developing idle city land in strategic areas of the city and financing new infrastructure.

The results have been impressive: CPH City and Port Development has spurred the regeneration of the older industrial harbor as well as the Ørestad district, an area between the downtown and the airport.

It has also raised capital for developing the Copenhagen metro system and other infrastructure by rezoning and selling building rights on publicly owned land. Today, the corporation is responsible for

roughly 50 percent of all urban redevelopment in the city. Variants of the Copenhagen model have been successfully used in Hamburg, Lyon, and other European cities.

There's no one way to design solutions. They can be led by city and county managers and elected officials, a product of private-civic leadership, or mixed public-purpose vehicles managed by the private sector. Each of these institutions or intermediaries, however, shares the capacity to invest in the long-term betterment of their community.

Where Do We Go from Here?

We have spent the past century creating separate public institutions in part to dilute the concentration of political power in local governments. Now, we may need to create new kinds of community-led institutions that are fit to the larger purpose—how to survive, thrive, and generate new sources of revenue and growth when national and state governments are scaling back.

Cities and counties start with market power, the cumulative effect of real economic, physical, and social assets. In successful places, there is experimentation with deploying this power to unlock more public capital (fiscal power) as well as private and philanthropic capital (financial power).

The aggregation of fiscal and financial power, in turn, funds the future through transformative investments in innovation, infrastructure, and inclusion.

We are moving fast from a federally dominated, policymaking world to a community-led, problem-solving reality. Local leaders are accumulating and using power through these nontraditional means:

- Growing their economies through cross-sector innovation networks.
- Creating formal and informal coalitions that co-govern to deliver solutions.
- Unlocking private, public, and philanthropic capital to reshape economies.

These leaders are upending conventional wisdom about who solves problems in an age with too much partisan conflict and not enough common purpose.

To realize the full potential of New Localism, now is the time to conduct a thorough community audit based on these principles:

Accountability. In many places, the market power of existing assets has not yet been realized due to a lack of open, accessible information. As was demonstrated in the example of Copenhagen's public

asset management, a city's leaders can only align the functions and strategic value of its assets when they are made transparent.

Professional managers can facilitate governing officials' ability to know what a region owns, not just what it owes.

Ingenuity. Smart use of data can allow communities to reinvent existing problem-solving approaches in order to improve resident well-being and government efficiency. Salt Lake County's Pay for Success model brought diverse stakeholders together to deliver crucial community services.

According to Ben McAdams, "Pay for Success is an innovative approach to give better outcomes and hold ourselves accountable for achieving those results."

Continuity. Communities that form networks to achieve an inclusive economy, as Louisville and Salt Lake County are doing, are demonstrating their willingness to invest in their future. This vision for shared growth draws from the ability of groups to co-solve problems, and managers can help to spur new information-sharing networks to efficiently meet a community's needs.

Economic growth efforts will not succeed over the long term without strategies that provide more opportunities for lower-income residents or those displaced by a rapidly changing job market.

The principles described here represent leadership traits that are qualitatively different from the more conventional ones useful for running a hierarchical government where command-and-control lines of authority are in place.

They are often rooted in soft power, which requires the ability to convene, cajole, and even shame private, civic, university, and community leaders to come together and collaborate.

At times, they are based in institutional innovation, the matching of public legitimacy with professional management as is the case in public asset corporations.

To succeed, New Localism must start with innovative practices in one community, scale from individual places to larger networks of localities, and combine to form new widespread norms of behavior.

This is the way we reimagine power, redefine leadership, and create and repurpose effective institutions for this challenging age. This is the way power will truly belong to the problem solvers.

The power of city and county managers is the ability to work with elected officials to convene networks of leaders and to design, finance, and deliver collective efforts to resolve difficult challenges. Local government managers are responsible for more now than ever before.

If they are to succeed, they must find ways to maximize their existing hard power and to deploy their underlying soft power.

Bruce Katz is the Centennial Scholar at the Brookings Institution, Washington, D.C. He is one of the leaders of the Brookings Project on 21st Century City Governance and is the coauthor, with Jennifer Bradley, of *The Metropolitan Revolution* (Brookings, 2013). This article is adapted from the book *The New Localism: How Cities Can Thrive in the Age of Populism*, scheduled to be published in January 2018. He was a featured speaker at ICMA's 2017 Annual Conference in San Antonio, Texas.

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