



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, February 5, 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 - January 15, 2018
 - B. Accounts Payable and Payroll Check Registers
 - C. Change City Charter Regarding Date for Filing Election Petitions
 - D. Purchase Tracking Unit
 - E. 2018-19 Budget Ordinance
 - F. Budget Amendment #1 for 2017-18
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
- 8. Reports and Communications**
 - A. Public Comments
 - 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 - January 15, 2018

DATE: February 5, 2018

ATTACHMENTS:

- ▣ Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, January 15, 2018 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

The meeting was called to order at 6:00 p.m. by Mayor Luther Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: 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

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. City Council Meeting Minutes – January 2, 2018
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – January 16, 2018
 - b. ACH Payments – January 2, 2018 to January 12, 2018
 - c. Payroll Check Register – January 12, 2018
 - d. Payroll Transmittal – January 12, 2018
 - e. Tax Disbursement – January 16, 2018
- C. McSauba Trail Signs – Authorize \$10,000 payment
- D. Renew Planning Services Contract – Approve one additional year
- E. Groundhog Shadowfest Event Planning - Approve event as presented

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

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

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. Solid Waste Ad Hoc Committee Report and Recommendation

Staff Planner Lucas stated that in 2017, City Council created the Solid Waste Ad Hoc Committee to identify issues and concerns within the City's existing collection system, review case studies of collection systems in other Northwest Michigan communities, and develop recommended solutions/actions. She stated that the Committee recommended adoption of an ordinance that will allow the City to implement a single-hauler residential waste collection system and she gave a brief overview of their discussions. Staff Planner Lucas also explained the timeline should Council wish to proceed. Council spent considerable time debating the pros and cons of this issue and voiced their opinions. Staff Planner Lucas answered several questions along with DPW Superintendent Elliott.

Mayor Kurtz opened the item to public comment.

Wes Fogel, property manager, questioned whether the proposed ordinance would pertain to condominiums. It was noted that condos were an exception from the single-hauler requirement.

The item was closed to the public.

Council came to a consensus and directed the City Manager to forward the draft ordinance to the City Attorney for his review.

B. Zoning Administration Contract with Networks Northwest

City Manager Heydlauff stated that for the past year, we had a very successful partnership with Networks Northwest for providing our planning services. During this time, we lost our full-time employee who handled zoning administration. City Manager Heydlauff felt that this role interacts with the planning function and the Planning Commission; it seemed some continuity made sense. He stated that we have a tentative plan for Networks Northwest to hire an employee who would work three days per week in Charlevoix.

This would tie the planners to the zoning administrator and also lower our employment costs.

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

Motion by Cole, second by Kalbfell, to approve the Zoning Administration Contract with Networks Northwest and authorize the City Manager and City Clerk to sign the contract and any other necessary arrangements.

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

Nays: None

C. Public Services Facility Preliminary Design Contract

Amanda Porath, OHM (previously Northwest Design Group), stated that in December, they presented the Conceptual Design for a new, combined public services facility to be shared by the Public Works and Electric Departments. After extensive research OHM recommended the Carpenter site as best suited to our needs. To conduct preliminary design services to take us to project bidding, OHM proposed a fee of \$240,000 for the Carpenter Avenue site. Alternatively, if we opted for the dump site off US-31 we would need to design the entrance road, ensure we have enough space to build it, and evaluate the current property on Carpenter Avenue for sale. To design the project at the dump site off US-31, the fee is \$260,000; additionally, they have quoted \$5,000 to conduct a Phase 1 environmental review which would be needed in order to sell the current electric shop.

City Manager Heydlauff also requested that OHM provide a bid alternate to incorporate LEED into the building. LEED is the industry standard for sustainability and could help address long-term operational costs. He stated that this would be a \$150,000 additional fee at either site. Even if we opt against obtaining LEED certification, he strongly recommended we include energy saving features in the building like panels to let in natural light, motion sensing lights, and LED lighting.

Council discussed the pros and cons of both sites extensively and Ms. Porath answered their questions. Council was in favor of using LEED methods but, questioned the \$150,000 price tag to become certified. Their consensus was to make a site selection at this time and direct Staff to obtain additional information regarding LEED to be presented at a future meeting to determine whether the certificate was something that Council wished to pursue.

Mayor Kurtz opened the item to public comment.

Bob Timms, was in favor of the Carpenter site and not in favor of the LEED certification. He suggested moving the parking area away from the residences on Charlo in the proposed design.

The item was closed to the public.

Motion by Hagen, second by Oleksy, to approve the Design Service Agreement with OHM in the amount of \$240,000 to design a public services facility on Carpenter Avenue, authorize the City Manager to sign the agreement, and begin researching financing options.

Yeas: Hagen, Bryan, Kalbfell, Cole, Oleksy

Nays: Perron

D. Council Chambers A/V Update

City Manager Heydlauff stated that Council had discussion over the past several months about making improvements to the audio quality and presentation viewing capacity in Council Chambers. Dan Buday of Buday's Sound Advice worked on the system in the past and gave us several options to consider. City Manager Heydlauff felt that the effort to make these improvements is a good one however; we did not specifically include them in the budget. Mr. Buday explained his proposals and answered Council's questions.

Mayor Kurtz opened the item to public comment.

Maureen Owens suggested making the audio improvements but foregoing the \$8,000 LED screen at this time. Hagen questioned why the LED screen was so expensive and Mr. Buday explained the technical aspects of the screen.

The item was closed to the public.

Motion by Kalbfell, second by Hagen, to approve the video portion of the proposal without buying the TV and approve the WiFi portion and approve the new microphone stanchions.

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

Nays: None

E. Redesign of City Website

City Manager Heydlauff stated that in January 2017, Council noted as a priority the redesign of the City's website. After a request for proposal this fall, Staff reviewed bids looking for a strong background in municipal service, as well as technical and aesthetic elements. City Manager Heydlauff recommended retaining CivicPlus. He felt they had a good record of building other municipal websites in Michigan and we could streamline some services for our residents, notably utility payments and agenda packets. This project was budgeted for \$15,000 and should be complete in late summer.

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

Motion by Perron, second by Kalbfell, to approve the web design proposal from CivicPlus in the amount of \$14,165 and authorize the City Manager to make all necessary arrangements.

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

Nays: None

F. Adopt Council Goals & Action Steps

City Manager Heydlauff stated that Council discussed a range of goals, action steps and potential projects during their December 18 Work Session. He revised the document to reflect his understanding of Council's intentions but welcomed further discussion. Mayor Kurtz recalled that Council agreed that amending the Shade Tree Ordinance should not be included. He also suggested that in addition to enhancing the McSauba ice rink, language could be added to further explore a downtown ice rink/warming station.

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

Council directed the City Manager to make the two changes and return a draft to Council at their next meeting.

G. Council Appointments

Council has two Zoning Board of Appeals vacancies to fill, both partial terms expiring December 2018.

Motion by Kalbfell, second by Bryan, to appoint Timothy Kish to the Zoning Board of Appeals, term expiring December 2018.

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

Nays: None

Motion by Hagen, second by Cole, to appoint Richard Hodgson to the Zoning Board of Appeals, term expiring December 2018.

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

Nays: None

8. **Reports & Communications**

A. Public Comments

Bob Timms suggested turning down the HVAC blower to allow the audience to hear Council better.

B. City Manager Comments

City Manager Heydlauff reported on the following:

- Chief Thorp met with an outside firm that tests fire suppression equipment as well as the Harbor Springs Fire Chief to consider additional safety measures
- Appreciation for City crews working the emergency events

C. Mayor & Council Comments

Oleksy felt that the City should adopt a fire code which would require annual inspections and updated equipment. City Manager Heydlauff responded that the City follows the federal code however; a local ordinance would provide more robust requirements. Council requested an agenda item to further explore this proposal.

Bryan noted that currently fire officials have no authority to require a business to resolve safety issues. He felt that a tubing run at McSauba would be beneficial. Kalbfell felt there should be incentives for good grades with discounted lift tickets at McSauba.

The Mayor questioned whether a sign could be posted at the section of damaged pier. Staff has attempted to contact the State regarding the damage but with no success. City Manager Heydlauff stated he will follow up on this issue.

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 8:13 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 01/16/2018			
ACE HARDWARE	1,750.65	CARQUEST OF CHARLEVOIX	1,184.16
AMERICAN WASTE INC.	3,101.95	CHARLEVOIX AREA CHAMBER OF COMM	900.00
APX INC.	33.39	CHARLEVOIX DISTRICT LIBRARY	50.00
AT YOUR SERVICE PLUS INC	345.00	CHARLEVOIX GROUNDHOG SHADOW	500.00
AUTO VALUE	916.10	CHARLEVOIX TOWNSHIP	15.23
BEHAN WINDOW CLEANING	175.00	CHARLEVOIX UNITED METHODIST CH	1,612.80
BELL EQUIPMENT COMPANY	1,001.10	CHARTER COMMUNICATIONS	1,069.35

CINTAS CORPORATION #729	30.00	MICHIGAN MUNICIPAL LEAGUE	290.92
CITY OF CHARLEVOIX - UTILITIES	34,495.04	NCL OF WISCONSIN INC.	852.07
CIVIC SYSTEMS	9,354.00	NORTHERN MICHIGAN REVIEW INC.	765.88
CRYSTAL FLASH ENERGY	1,396.08	NORTHWEST HYDRAULICS & ENGRG.	443.85
DERRER OIL & PROPANE CO	1,718.11	OLESON'S FOOD STORES	64.37
ECONO SIGNS LLC	203.50	OMS COMPLIANCE SERVICES INC	263.25
ELLSWORTH FARMER'S EXCHANGE	809.80	PHYSICIAN'S CLINIC OF CHARLEVOIX	75.00
ETNA SUPPLY	281.05	POWER LINE SUPPLY	901.05
FAMILY FARM & HOME	259.56	PRO WEB MARKETING LLC	30.00
FASTENAL COMPANY	102.01	PTM DOCUMENT SYSTEMS	193.95
GRP ENGINEERING INC.	2,000.00	PURITY CYLINDER GASES INC	49.78
HACH COMPANY	940.77	SEARS COMMERCIAL ONE	17.99
HEALTH DEPT OF NW MICHIGAN	238.00	SHORELINE POWER SERVICES INC.	96,761.63
HEIDER, MICHAEL	600.00	SPOK INC	78.99
HYDE SERVICES LLC	9,070.00	SULLIVAN, LAWRENCE R	3,800.00
IDEXX DISTRIBUTION INC.	1,102.20	SUPERIOR MECHANICAL	90.00
KSS ENTERPRISES	35.64	SYN-TECH SYSTEMS INC.	33.75
LIVE FROM CHARLEVOIX INC	2,500.00	THAYER POWER & COMMUNICATION	4,102.11
MCCARDEL CULLIGAN-PETOSKEY	50.00	TRUCK & TRAILER SPECIALTIES	252.11
McGINN, KELLY A.	32.40	UNIFIRST CORPORATION	729.57
MDC CONTRACTING LLC	1,051.95	VILLAGE GRAPHICS INC.	585.75
MI ASSOC OF AIRPORT EXECUTIVES	600.00	WHITLEY'S FLOOR COVERING	945.07
MICHIGAN ASSN OF MUNICIPAL CLERKS	150.00	TOTAL	191,001.93

ACH Payments – 01/02/2018 to 01/12/2018

MI PUBLIC POWER AGENCY	20,101.04	ALERUS FINANCIAL (HCSP)	420.00
MI PUBLIC POWER AGENCY	24,624.77	STATE OF MI (WITHHOLDING TAX)	5,770.86
STATE OF MI (SALES TAX)	19,022.01	VANTAGEPOINT (401 ICMA PLAN)	742.50
PAYMENT SERVICE NETWORK	256.50	VANTAGEPOINT (457 ICMA PLAN)	13,911.13
DTE ENERGY	8,162.18	VANTAGEPOINT (ROTH IRA)	1,186.53
IRS (PAYROLL TAX DEPOSIT)	40,772.34	TOTAL	134,969.86

Payroll Net Pay – Pay Period Ending 01/06/2018 (Paid 01/12/2018)

PERRON, LEON R.	383.89	DRAVES, MARTIN J.	1,585.35
KURTZ, LUTHER J.	748.03	BROWN, STEPHANIE C.	1,018.43
HAGEN, AARON W.	339.38	ANDERSON, ELIZABETH A.	1,112.49
OLEKSY, THOMAS M.	290.72	ELLIOTT, PATRICK M.	3,272.10
KALBFELL, JANET P.	420.19	SCHWARTZFISHER, JOSEPH L.	1,626.55
BRYAN JR, GREGORY T.	133.81	BRADLEY, KELLY R.	1,734.17
WELLER, LINDA JO	1,496.31	HART II, DELBERT W.	1,222.63
HEYDLAUFF, MARK L.	2,543.08	JONES, ROBERT F.	1,631.23
GOLDING, JOYCE M.	1,654.18	DORAN, JUSTIN J.	2,061.98
DEROSIA, PATRICIA E.	1,203.65	FARRELL, MITCHELL L.	1,592.71
DOTSON, LINDSEY J.	1,444.91	KIRINOVIC, THOMAS F.	96.72
LOY, EVELYN R.	1,048.93	ANZELL, BETH A.	759.87
KLOOSTER, ALIDA K.	1,912.55	BOSS, SHERRY M.	597.66
GOLOVICH, KAREN J.	948.18	HAGEN, MADISON L.	184.70
SPENCLEY, PATRICIA L.	957.36	CRANDELL, ZACKARY R.	351.16
MILLER, FAITH G.	28.07	WHITE III, MARCUS W.	396.70
MCGINN, KELLY A.	1,616.81	SAYWARD, MADISON E.	352.49
JOLLETTE, MELISSA N.	58.18	BERTINELLI, DAVID P.	595.55
DOAN, GERARD P.	1,596.21	BOSS, BEAU J.	849.92
SCHLAPPI, JAMES L.	1,482.72	DVORACEK, HAYDEN R.	507.01
UMULIS, MATTHEW T.	1,784.15	HEID, THOMAS J	1,246.88
HANKINS, SCOTT A.	1,515.75	VANLOO, JOSEPH G.	859.40
ORBAN, BARBARA K.	1,663.77	WYMAN, MATTHEW A.	1,426.90
FLICKEMA, ANDREW M.	2,328.07	BOSS, RYDER S.	471.32
MATELSKI, KIMBERLY A.	1,185.34	MILLER, WILLIAM S.	1,471.17
RILEY, DENISE M.	438.74	DOUGLAS, MARK	691.29
MATELSKI, RYAN G.	1,116.00	HASTINGS, MICHAEL A.	491.56
WURST, RANDALL W.	1,535.96	TRAVERS, MANUEL J.	2,037.48
MAYER, SHELLEY L.	1,813.23	STEVENS, JEFFREY W.	590.76
HILLING, NICHOLAS A.	1,439.15	RILEY, CASEY W.	560.74
MEIER III, CHARLES A.	1,457.47	JONES, LARRY M.	1,225.06
ZACHARIAS, STEVEN B.	1,738.94	WILLSON, BRENDA R.	1,237.40
NEWMAN, MARK J.	696.22	BEAN, PETER J.	1,080.56
SWEM, DONALD L.	1,875.31	RILEY, REBECCA J.	125.99
EATON, BRAD A.	2,187.67	MCCALIB, RACHELLE L.	194.34
WILSON, TIMOTHY J.	2,244.21	MCMULLEN, DONALD R.	158.38
LAVOIE, RICHARD L.	1,071.69	MCFARLAND, JONATHAN A.	808.92
STEVENS, BRANDON C.	2,114.23	SILVA, JESSE L.A.	546.19

BASSETT, FREDERICK A.	2,234.91	MAYER, SHELLEY L.	742.63
COLE, SHANE	581.80	HILLING, NICHOLAS A.	454.72
WELLER, LINDA JO	583.93	WHITLEY, ANDREW T.	2,050.17
HEYDLAUFF, MARK L.	548.23	MORRISON, KEVIN P.	1,840.49
LOY, EVELYN R.	636.90	JOHNSON, STEVEN P.	1,723.90
KLOOSTER, ALIDA K.	630.66	BOSS JR, DALE E.	1,212.17
DOAN, GERARD P.	785.84	HOLM, ARTHUR R.	957.97
SCHLAPPI, JAMES L.	700.36	HEID, THOMAS J	9.00
UMULIS, MATTHEW T.	288.80	WYMAN, MATTHEW A.	689.97
HANKINS, SCOTT A.	229.61	MATTER, DAWSON K.	3,383.07
ORBAN, BARBARA K.	676.71		
WURST, RANDALL W.	1,023.51	TOTAL	107,272.17

Payroll Transmittal – 01/12/2018

4FRONT CREDIT UNION	628.84	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
BARRY COUNTY TRIAL COURT	20.00	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	52.00	PRIORITY HEALTH	1,653.95
CHARLEVOIX STATE BANK	1,260.77	TOTAL	5,369.87

Tax Disbursement – 01/16/2018

CHARLEVOIX COUNTY TREASURER	457,309.42	CITY OF CHARLEVOIX - TAXES DUE	117,502.92
CHARLEVOIX DISTRICT LIBRARY	163,517.77	CORELOGIC	240.84
CHARLEVOIX PUBLIC SCHOOLS	18,144.22	GOLDBLATT, STUART	10.00
CHARLEVOIX PUBLIC SCHOOLS	3,671.45	LEFANOWICZ, MARK	400.00
CHARLEVOIX PUBLIC SCHOOLS	734.22	NOBLE, JEFFREY	2,709.45
CHARLEVOIX PUBLIC SCHOOLS	734.22	RECREATIONAL AUTHORITY	30,664.36
CHARLEVOIX STATE BANK	1,490.91	TOTAL	797,129.78

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: February 5, 2018

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
01/23/2018		
122587	AT&T	2,780.42
122588	AT&T LONG DISTANCE	63.45
122589	AT&T MOBILITY	89.03
122590	CHARLEVOIX STATE BANK	2,446.86
122591	DELTA DENTAL	3,414.77
122592	GREAT LAKES ENERGY	281.95
122593	METLIFE SMALL BUSINESS CENTER	777.98
122594	PRIORITY HEALTH	43,322.95
122595	STATE OF MICHIGAN	57.00
122596	VERIZON WIRELESS	56.72
122597	VISION SERVICE PLAN	492.71
Total 01/23/2018:		53,783.84
Grand Totals:		53,783.84

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

01/23/18 Special Accounts Payable Run	\$	53,783.84
01/26/18 Payroll (net pay)	\$	88,821.36
01/26/18 Payroll Transmittal Checks	\$	5,245.45
02/06/18 Regular Accounts Payable	\$	409,230.50
Checks Sub-Total:	\$	557,081.15

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

01/15/18 MI Public Power Agency	\$	43,688.20
01/22/18 MI Public Power Agency	\$	29,369.00
01/25/18 MI Public Power Agency	\$	15,609.58
01/25/18 MI Public Power Agency	\$	242,966.61
01/26/18 IRS (Payroll Tax Deposit)	\$	30,277.44
01/26/18 Alerus Financial (HCSP)	\$	420.00
01/26/18 State of MI (Withholding Tax)	\$	4,654.57
01/26/18 Vantagepoint (401 ICMA Plan)	\$	742.50
01/26/18 Vantagepoint (457 ICMA Plan)	\$	13,521.09
01/26/18 Vantagepoint (Roth IRA)	\$	1,186.53
01/26/18 MERS (Defined Benefit Plan)	\$	32,428.66
01/29/18 MI Public Power Agency	\$	21,491.69
ACH Sub-Total:	\$	436,355.87

Huntington National Bank Total: \$ 993,437.02

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

02/06/18 Tax Disbursement	\$	166,958.90
Charlevoix State Bank Total:	\$	166,958.90

Grand Total: \$ 1,160,395.92

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
01/20/2018	PC	01/26/2018	25020	WELLER, LINDA JO	101		1,538.62
01/20/2018	PC	01/26/2018	25021	HEYDLAUFF, MARK L.	102		2,358.07
01/20/2018	PC	01/26/2018	25022	GOLDING, JOYCE M.	106		1,547.18
01/20/2018	PC	01/26/2018	25023	DEROSIA, PATRICIA E.	107		1,093.16
01/20/2018	PC	01/26/2018	25024	DOTSON, LINDSEY J.	109		1,477.98
01/20/2018	PC	01/26/2018	25025	LOY, EVELYN R.	117		1,086.31
01/20/2018	PC	01/26/2018	25026	KLOOSTER, ALIDA K.	121		1,623.87
01/20/2018	PC	01/26/2018	25027	GOLOVICH, KAREN J.	122		969.62
01/20/2018	PC	01/26/2018	25028	SPENCLEY, PATRICIA L.	136		1,103.73
01/20/2018	PC	01/26/2018	25029	MILLER, FAITH G.	142		37.43
01/20/2018	PC	01/26/2018	25030	MCGINN, KELLY A.	146		1,653.10
01/20/2018	PC	01/26/2018	25031	DOAN, GERARD P.	201		1,650.59
01/20/2018	PC	01/26/2018	25032	SCHLAPPI, JAMES L.	204		1,442.67
01/20/2018	PC	01/26/2018	25033	UMULIS, MATTHEW T.	205		1,283.01
01/20/2018	PC	01/26/2018	25034	HANKINS, SCOTT A.	208		1,557.25
01/20/2018	PC	01/26/2018	25035	ORBAN, BARBARA K.	209		1,215.30
01/20/2018	PC	01/26/2018	25036	FLICKEMA, ANDREW M.	211		1,354.51
01/20/2018	PC	01/26/2018	25037	MATELSKI, KIMBERLY A.	212		1,213.17
01/20/2018	PC	01/26/2018	25038	RILEY, DENISE M.	213		448.66
01/20/2018	PC	01/26/2018	25039	MATELSKI, RYAN G.	230		1,668.12
01/20/2018	PC	01/26/2018	25040	WURST, RANDALL W.	411		1,435.77
01/20/2018	PC	01/26/2018	25041	MAYER, SHELLEY L.	412		1,814.36
01/20/2018	PC	01/26/2018	25042	HILLING, NICHOLAS A.	413		1,434.49
01/20/2018	PC	01/26/2018	25043	MEIER III, CHARLES A.	421		1,093.03
01/20/2018	PC	01/26/2018	25044	ZACHARIAS, STEVEN B.	422		1,207.46
01/20/2018	PC	01/26/2018	25045	NEWMAN, MARK J.	424		718.80
01/20/2018	PC	01/26/2018	25046	SWEM, DONALD L.	512		1,928.82
01/20/2018	PC	01/26/2018	25047	EATON, BRAD A.	515		2,110.48
01/20/2018	PC	01/26/2018	25048	WILSON, TIMOTHY J.	516		2,084.87
01/20/2018	PC	01/26/2018	25049	LAVOIE, RICHARD L.	519		1,678.25
01/20/2018	PC	01/26/2018	25050	STEVENS, BRANDON C.	521		2,545.26
01/20/2018	PC	01/26/2018	25051	DRAVES, MARTIN J.	523		1,700.40
01/20/2018	PC	01/26/2018	25052	BROWN, STEPHANIE C.	524		1,040.30
01/20/2018	PC	01/26/2018	25053	ANDERSON, ELIZABETH	526		1,132.69
01/20/2018	PC	01/26/2018	25054	ELLIOTT, PATRICK M.	600		2,056.97
01/20/2018	PC	01/26/2018	25055	SCHWARTZFISHER, JOS	603		1,268.65
01/20/2018	PC	01/26/2018	25056	BRADLEY, KELLY R.	614		1,523.91
01/20/2018	PC	01/26/2018	25057	HART II, DELBERT W.	616		2,198.05
01/20/2018	PC	01/26/2018	25058	JONES, ROBERT F.	618		1,280.88
01/20/2018	PC	01/26/2018	25059	DORAN, JUSTIN J.	621		1,408.37
01/20/2018	PC	01/26/2018	25060	FARRELL, MITCHELL L.	622		1,349.51
01/20/2018	PC	01/26/2018	25061	KIRINOVIC, THOMAS F.	700		291.68
01/20/2018	PC	01/26/2018	25062	ANZELL, BETH A.	712		691.83
01/20/2018	PC	01/26/2018	25063	BOSS, SHERRY M.	730		536.57
01/20/2018	PC	01/26/2018	25064	BRADLEY, JOHN P.	735		73.88
01/20/2018	PC	01/26/2018	25065	DIXON, MIKAYA S.	736		225.09
01/20/2018	PC	01/26/2018	25066	NIMPHIE, NOAH J.D.	737		253.22
01/20/2018	PC	01/26/2018	25067	PORATH, JACOB P.	741		182.74
01/20/2018	PC	01/26/2018	25068	WHITLEY, NICHOLAS J	742		105.72
01/20/2018	PC	01/26/2018	25069	HAGEN, MADISON L.	752		240.11
01/20/2018	PC	01/26/2018	25070	CRANDELL, ZACKARY R.	753		348.94
01/20/2018	PC	01/26/2018	25071	WHITE III, MARCUS W.	754		369.58
01/20/2018	PC	01/26/2018	25072	SAYWARD, MADISON E.	755		271.95
01/20/2018	PC	01/26/2018	25073	BERTINELLI, DAVID P.	764		361.20
01/20/2018	PC	01/26/2018	25074	BOSS, BEAU J.	788		876.72
01/20/2018	PC	01/26/2018	25075	FICHTNER, KRISTIE S.	792		184.70
01/20/2018	PC	01/26/2018	25076	DVORACEK, HAYDEN R.	793		390.52

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/20/2018	PC	01/26/2018	25077	HEID, THOMAS J	802		1,285.80
01/20/2018	PC	01/26/2018	25078	VANLOO, JOSEPH G.	902		608.06
01/20/2018	PC	01/26/2018	25079	WYMAN, MATTHEW A.	927		1,459.47
01/20/2018	PC	01/26/2018	25080	BOSS, RYDER S.	932		367.57
01/20/2018	PC	01/26/2018	25081	MILLER, WILLIAM S.	933		1,088.80
01/20/2018	PC	01/26/2018	25082	DOUGLAS, MARK	935		542.65
01/20/2018	PC	01/26/2018	25083	HASTINGS, MICHAEL A.	937		455.51
01/20/2018	PC	01/26/2018	25084	TRAVERS, MANUEL J.	1000		1,684.26
01/20/2018	PC	01/26/2018	25085	STEVENS, JEFFREY W.	1028		825.66
01/20/2018	PC	01/26/2018	25086	RILEY, CASEY W.	1052		177.00
01/20/2018	PC	01/26/2018	25087	JONES, LARRY M.	1057		503.35
01/20/2018	PC	01/26/2018	25088	WILLSON, BRENDA R.	1059		838.13
01/20/2018	PC	01/26/2018	25089	BEAN, PETER J.	1060		478.34
01/20/2018	PC	01/26/2018	25090	FENNELL, DREW M.	1062		436.86
01/20/2018	PC	01/26/2018	25091	RILEY, REBECCA J.	1063		344.19
01/20/2018	PC	01/26/2018	25092	MCCALIB, RACHELLE L.	1066		172.37
01/20/2018	PC	01/26/2018	25093	MCMULLEN, DONALD R.	1067		489.92
01/20/2018	PC	01/26/2018	25094	BOYCE, REBECCA L.	1070		1,107.88
01/20/2018	PC	01/26/2018	25095	MCFARLAND, JONATHAN	1071		716.36
01/20/2018	PC	01/26/2018	25096	SILVA, JESSE L.A.	1073		131.37
01/20/2018	PC	01/26/2018	25097	BASSETT, FREDERICK A.	1083		1,707.91
01/20/2018	PC	01/26/2018	122573	WHITLEY, ANDREW T.	522		1,890.34
01/20/2018	PC	01/26/2018	122574	MORRISON, KEVIN P.	601		989.58
01/20/2018	PC	01/26/2018	122575	JOHNSON, STEVEN P.	617		1,019.81
01/20/2018	PC	01/26/2018	122576	BOSS JR, DALE E.	701		1,235.16
01/20/2018	PC	01/26/2018	122577	HOLM, ARTHUR R.	791		976.16
01/20/2018	PC	01/26/2018	122578	MATTER, DAWSON K.	1038		2,550.73
Grand Totals:			84				88,821.36

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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
01/20/2018	01/26/2018	122579	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	725.42
01/20/2018	01/26/2018	122580	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	158.28
01/20/2018	01/26/2018	122580	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	283.94
01/20/2018	01/26/2018	122580	AMERICAN FAMILY LIFE	9011	Adjustment for pre-tax refund sent	96.58
01/20/2018	01/26/2018	122581	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 1/20/2	52.00
01/20/2018	01/26/2018	122582	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,260.77
01/20/2018	01/26/2018	122583	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
01/20/2018	01/26/2018	122584	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	541.06
01/20/2018	01/26/2018	122585	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	323.45
01/20/2018	01/26/2018	122586	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,653.95
Grand Totals:		10				5,245.45

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Check Number	Payee	Amount
02/06/2018		
122598	AIRGAS USA LLC	72.66
122599	AIS CONSTRUCTION EQUIPMENT	332.54
122600	ALTA CONSTRUCTION EQUIP LLC	211.05
122601	AMERICAN PUBLIC WORKS ASSN	380.00
122602	AMERICAN WASTE INC.	46.76
122603	ANDERSON, ANN	30.45
122604	ARCADIA BENEFITS GROUP INC	50.00
122605	AVFUEL CORPORATION	1,520.00
122606	B & L SOUND INC	186.94
122607	BELL EQUIPMENT COMPANY	369.74
122608	BIGGERSTAFF, JEREMY	555.00
122609	BILL'S FARM MARKET	2,082.50
122610	BIOTECH AGRONOMICS INC	460.00
122611	BLACK DIAMOND BROADCASTING	150.00
122612	BLARNEY CASTLE OIL CO	633.75
122613	BOSS, LINDA K.	202.75
122614	BRADFORD'S	39.00
122615	BRADY'S CARPET CLEANING	520.00
122616	CCP INDUSTRIES INC	282.34
122617	CENTRAL DRUG STORE	53.77
122618	CENTRAL INTERCONNECT INC	52.50
122619	CHARLEVOIX AREA CHAMBER OF CO	240.00
122620	CHARLEVOIX COUNTY EQUALIZATIO	15.00
122621	CHARLEVOIX GLASS INC.	247.10
122622	CHARLEVOIX SCREEN MASTERS INC	791.00
122623	CHARLEVOIX TOWNSHIP	15.99
122624	CINTAS CORPORATION	119.32
122625	CINTAS CORPORATION #729	30.00
122626	CLIA LABORATORY PROGRAM	150.00
122627	CSI EMERGENCY APPARATUS LLC	1,019.10
122628	DCASSESSING SERVICES	4,371.08
122629	DeROSIA, PATRICIA E.	50.00
122630	DIPERT, JILLIAN	54.20
122631	DOAN, GERARD P.	50.00
122632	DOTSON, LINDSEY J.	50.00
122633	ELLIOTT, PATRICK M.	50.00
122634	ELLSWORTH FARMER'S EXCHANGE	692.08
122635	EMERGENCY MEDICAL PRODUCTS I	203.32
122636	FASTENAL COMPANY	17.69
122637	FISHER SCIENTIFIC	1,595.68
122638	FREEDOM MAILING SERVICES INC.	2,274.76
122639	GEMPLER'S	44.49
122640	GINOP SALES INC	142.28
122641	GOLDING, JOYCE M.	50.00
122642	GRAND TRAVERSE GARAGE DOOR	357.50
122643	GREAT LAKES ELEVATOR LLC	370.91
122644	GREEN GUARD	41.50
122645	GRP ENGINEERING INC.	2,000.00

M = Manual Check, V = Void Check

Check Number	Payee	Amount
122646	HACH COMPANY	1,230.64
122647	HAGGARD'S INC	5,391.13
122648	HANKINS, SCOTT A.	50.00
122649	HARRIS, SAMANTHA	7.97
122650	HEALTH CARE LOGISTICS	186.57
122651	HEID, THOMAS J.	50.00
122652	HERITAGE FIRE EQUIPMENT	758.00
122653	HERZOG ELECTRIC	719.36
122654	HEYDLAUFF, MARK L	50.00
122655	HOLIDAY COMPANIES	7,544.45
122656	HYDRO CORP	530.00
122657	INDEPENDENT DRAFTING SERVICES	2,520.00
122658	IRISH BOAT SHOP	15.03
122659	JACK DOHENY SUPPLIES INC	140.25
122660	JOHN E. GREEN COMPANY	97,950.73
122661	KEVIN'S METER TESTING	6,353.26
122662	KIRINOVIC, THOMAS F.	50.00
122663	KIWANIS CLUB OF CHARLEVOIX	40.00
122664	KLOOSTER, ALIDA K.	50.00
122665	KMart	187.51
122666	KSS ENTERPRISES	776.36
122667	LAKEVIEW MAINTENANCE INC.	412.50
122668	LANSING, IRENE	200.00
122669	LASER PRINTER TECHNOLOGIES	342.00
122670	LIVE FROM CHARLEVOIX INC	2,500.00
122671	MAYER, SHELLEY L.	50.00
122672	McGINN, KELLY A.	50.00
122673	MDC CONTRACTING LLC	108,711.07
122674	MICHIGAN ELECTRIC	17,143.00
122675	MICHIGAN MUNICIPAL ELECTRIC	7,842.00
122676	MICHIGAN OFFICEWAYS INC	1,104.93
122677	MICHIGAN RURAL WATER ASSN	170.00
122678	MILLER, WILLIAM S.	50.00
122679	MINE SAFETY APPLIANCES CO. LLC	963.00
122680	MUSTANG TOOL SERVICE	145.43
122681	NCL OF WISCONSIN INC.	116.01
122682	NEALIS ENGINEERING	240.00
122683	NETSOURCE ONE INC.	26.00
122684	NORTH COAST FASTENERS LLC	76.20
122685	NORTH COUNTRY POWER GENERATI	2,774.90
122686	NORTHERN CREDIT BUREAU	103.78
122687	NORTHERN PUMP SERVICE INC.	1,880.00
122688	NORTHERN SAFETY CO INC	229.18
122689	NW MI COG	13,700.00
122690	OLSON BZDOK & HOWARD	1,007.50
122691	OLSTROM EXCAVATING AND PAVING	3,485.00
122692	OSAGE INDUSTRIES INC	77.61
122693	PICTURE THIS	1,210.00
122694	PLUNKETT & COONEY	300.00

M = Manual Check, V = Void Check

Check Number	Payee	Amount
122695	PLYMKRAFT INC	2,145.00
122696	POWER LINE SUPPLY	8,489.57
122697	PREIN & NEWHOF	59,084.45
122698	PRO WEB MARKETING LLC	40.00
122699	PURITY CYLINDER GASES INC	159.45
122700	QUICK CARE MEDICAL CENTER	105.00
122701	QUILL CORP	104.49
122702	RANGE TELECOMMUNICATIONS	115.20
122703	RICK-BIDDICK, MICHELLE	1,764.84
122704	ROTARY CLUB OF CHARLEVOIX	75.00
122705	ROWE PROFESSIONAL SERVICES CO	57.50
122706	RS&H MICHIGAN INC	2,490.00
122707	SCHLAPPI, JAMES L.	265.96
122708	SHORELINE POWER SERVICES INC.	200.00
122709	SIGMA-ALDRICH INC.	599.24
122710	SLC METER LLC	617.55
122711	SMYTHE, DANIELE	80.00
122712	SPICER GROUP INC	508.45
122713	STATE OF MICHIGAN	150.00
122714	STRICKER'S OUTDOOR POWER EQUI	79.40
122715	SWEM, DONALD L.	50.00
122716	SYN-TECH SYSTEMS INC.	1,487.00
122717	SYSTEMS SPECIALISTS INC	2,650.00
122718	TERMINAL SUPPLY CO	701.73
122719	TRAVERS, MANUEL J.	50.00
122720	TREDROC TIRE SERVICES LLC	1,495.95
122721	TRUCK & TRAILER SPECIALTIES	372.10
122722	UNIFIRST CORPORATION	827.29
122723	VILLAGE GRAPHICS INC.	1,308.62
122724	WARCHOL, JOYCE	30.35
122725	WILMOT ELECTRIC INC	61.86
122726	WOOD SHOP, THE	10,000.00
122727	WORK & PLAY SHOP	178.38
122728	WURST, RANDALL W.	50.00
122729	WYMAN, MATTHEW A.	50.00
Total 02/06/2018:		409,230.50
Grand Totals:		409,230.50

Check Number	Payee	Amount
01/15/2018		
11518001	MICHIGAN PUBLIC POWER AGENCY	43,688.20
Total 01/15/2018:		43,688.20
Grand Totals:		43,688.20

Check Number	Payee	Amount
01/22/2018		
12218001	MICHIGAN PUBLIC POWER AGENCY	29,369.00
Total 01/22/2018:		29,369.00
Grand Totals:		29,369.00

Check Number	Payee	Amount
01/25/2018		
12518001	MICHIGAN PUBLIC POWER AGENCY	15,609.58
12518002	MICHIGAN PUBLIC POWER AGENCY	242,966.61
Total 01/25/2018:		258,576.19
Grand Totals:		258,576.19

Check Issue Date	Check Number	Payee	Amount
12618001			
01/26/2018	12618001	**EFTPS* Payroll Taxes	8,184.51
01/26/2018	12618001	**EFTPS* Payroll Taxes	8,184.51
01/26/2018	12618001	**EFTPS* Payroll Taxes	1,914.11
01/26/2018	12618001	**EFTPS* Payroll Taxes	1,914.11
01/26/2018	12618001	**EFTPS* Payroll Taxes	10,080.20
Total 12618001:			
	5		30,277.44
12618002			
01/26/2018	12618002	Alerus Financial	420.00
Total 12618002:			
	1		420.00
12618003			
01/26/2018	12618003	STATE OF MICHIGAN	4,654.57
Total 12618003:			
	1		4,654.57
12618004			
01/26/2018	12618004	Vantagepoint - 401 Plan 109153	742.50
Total 12618004:			
	1		742.50
12618005			
01/26/2018	12618005	Vantagepoint - 457 Plan 300959	5,338.59
01/26/2018	12618005	Vantagepoint - 457 Plan 300959	722.11
01/26/2018	12618005	Vantagepoint - 457 Plan 300959	1,948.98
01/26/2018	12618005	Vantagepoint - 457 Plan 300959	5,511.41
Total 12618005:			
	4		13,521.09
12618006			
01/26/2018	12618006	Vantagepoint - Roth IRA 706117	1,186.53
Total 12618006:			
	1		1,186.53
Grand Totals:			
	13		50,802.13



Check Number	Payee	Amount
01/26/2018		
12618007	MERS	32,428.66
Total 01/26/2018:		32,428.66
Grand Totals:		32,428.66

Check Number	Payee	Amount
01/29/2018		
12918001	MICHIGAN PUBLIC POWER AGENCY	21,491.69
Total 01/29/2018:		21,491.69
Grand Totals:		21,491.69

Check Number	Payee	Amount
02/06/2018		
3018	CHARLEVOIX COUNTY TREASURER	95,352.54
3019	CHARLEVOIX DISTRICT LIBRARY	34,104.92
3020	CHARLEVOIX PUBLIC SCHOOLS	4,019.49
3021	CHARLEVOIX PUBLIC SCHOOLS	759.01
3022	CHARLEVOIX PUBLIC SCHOOLS	151.79
3023	CHARLEVOIX PUBLIC SCHOOLS	151.79
3024	CITY OF CHARLEVOIX - TAXES DUE	24,393.59
3025	GINOP, MICHELLE	1,630.15
3026	RECREATIONAL AUTHORITY	6,395.62
Total 02/06/2018:		166,958.90
Grand Totals:		166,958.90

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Change City Charter Regarding Date for Filing Election Petitions

DATE: February 5, 2018

BACKGROUND:

The state amended the Election law in 2012 (PA 276) to reflect a due date for nominating petitions 15 weeks prior to an election. Before this, the deadline was 12 weeks. The 15 week deadline supersedes charter provisions. The City's Charter reflects the 12 week deadline. However, according to the Home Rule City Act, MCL 117.3(b)(3) a city can pass a Resolution to fix this:

Notwithstanding any charter provision, the city may provide by resolution for any election provision that is consistent with the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992.

After review by the City Attorney and passage of Resolution 2018-02-01 the charter language pertaining to filing nominating petitions for the regular city election would reflect that it is superseded by Michigan election law MCL 168.644e as amended under PA 276 of 2012 and the candidate nomination petition filing deadline is 4:00 p.m., 15th Tuesday prior to the election.

RECOMMENDATION:

Motion to approve Resolution 2018-02-01.

ATTACHMENTS:

- ▣ Resolution 2018-02-01

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-02-01
CHANGE CITY CHARTER REGARDING DATE FOR FILING ELECTION PETITIONS

WHEREAS, to be in compliance with State Election Laws (Act 116-1954-XXVIII; Sect. 168.644e) which requires the City to change its Charter regarding the filing date for nomination petitions for the regular City election which should be 15 weeks prior to the election; and

WHEREAS, the Constitution and laws of the State of Michigan shall apply to the conduct of elections held under the City Charter; and

WHEREAS, Article IV, Sections 4.4 and 4.5 relating to the nomination of both the Mayor and Council Members must be amended to reflect State Election Law; and

WHEREAS, according to the Home Rule City Act, MCL 117.3b(3) a city can pass a resolution for any election provision that is consistent with the Michigan election law (1954 PA 116, MCL 168.1 to 168.992); and

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix replaces the "twelfth Tuesday" with "fifteenth Tuesday" in Article IV, Sections 4.4 and 4.5 in the City Charter.

RESOLVED this 5th day of February, 2018 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Purchase Tracking Unit

DATE: February 5, 2018

PRESENTED BY: Don Swem, Electric Supt

BACKGROUND:

About five years ago we purchased a directional drilling unit (bore machine) from Ditch Witch. It has worked well for us. It could run a lot more efficient and a lot more safely, however, with a new improved guidance system. A TK Recon Series Tracking Unit has many features that will improve our ability to bore in different situations. It has a Drill-To mode that allows real time corrections and the ability to avoid obstacles. It has improved radio performance to reduce interference and allows better depth indication. It has faster more complete information transfer between the bore head, the machine controls and the operator for a safer more efficient job.

The existing tracking system will be transferred over to the older bore machine to upgrade its abilities as well.

The quoted cost for the guidance system, accessories and rechargeable battery system is \$16,516.82 installed. The supplier is part of NJPA, which is similar to the Michigan MIDEAL system only on a national level. We have purchased equipment before under the NJPA in order to get the best price. Like the MIDEAL system, NJPA solicits bids on numerous items from vendors across the country and makes agreements with the lowest bidders to provide the members with significant discounts.

There is \$30,000 budgeted for various trencher and bore rig upgrades of which this is a part, so it is covered in the budget. If we order it now it should be installed and ready for work this spring.

RECOMMENDATION:

It is recommended that Council make a motion to approve the purchase of the TK Recon Tracking Unit for a cost of \$ 16,516.82 from Ditch Witch as quoted.

ATTACHMENTS:

▣ Quote



Quotation

Charles Machine Works
1959 W. Fir Avenue
P.O.Box 66
Perry, OK 73077-0066
Phone No : 800-654-6481
Fax No : 580 336 0617
Email : global@ditchwitch.com

Sold-to Party Address

CITY OF CHARLEVOIX
NJPA # 105135
401 WEST CARPENTER STREET
CHARLEVOIX MI 49720

Information

Quotation No. 20128381
Document Date 01/18/2018
Customer No. 509703
Dealership DITCH WITCH SALES OF MICHIGAN
HOWELL
PO _____
Created by Todd Miller

Global Account Price Quote Quote Valid until : 03/17/2018

TAXES ARE AN ESTIMATE AT TIME OF QUOTATION-ACTUAL TAX WILL BE CALCULATED AT TIME OF INVOICING. IF TAXES ARE QUOTED AND THIS IS A TAX EXEMPT TRANSACTION, PLEASE PROVIDE TAX EXEMPT CERTIFICATE OR LEASING DETAILS WITH YOUR PURCHASE ORDER.

FOR MODEL SPECIFICATIONS OR OTHER INFORMATION, VISIT OUR WEBSITE AT WWW.DITCHWITCH.COM

Page 1 of 1

Quotation Details

Qty	Part Number	Description
1	102-1595	TK RECON1, North America Radio
1	222-5446	3220 HARD CASE, TK SYSTEM
1	220-2661	TRACKER SWIVEL BASE MOUNT *** Unconfirmed delivery date ***
1	220-2500	Battery Tray Final Assy, Li-Ion
1	222-5531	Universal Charger, US/North America
1	222-6520	Travel Adapter Set
1	222-5521	Smart Li Ion Battery, 7.2V
1	102-1653	Commander 7, North America
1	222-4163	750 TO TD JUMPER
1	222-6908	PLATE, ADAPTER, REMOTE DISPLAY
1	102-1623	17T1 BEACON, BASE UNIT
		Global Account Pricing 16,486.82
		Total Freight 30.00
		Total Amount \$ 16,516.82

Confidentiality Notice:

This quote may contain confidential information. The information is intended only for the individual or entity named. If you are not the intended recipient, please immediately notify us at 800-654-6481 to arrange for return of the document.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: 2018-19 Budget Ordinance

DATE: February 5, 2018

PRESENTED BY: Mark Heydlauff

BACKGROUND:

City Council needs to have a public hearing for the 2018-19 Budget, which also sets the millage rates to support the budget. The public hearing also fulfills the Truth in Taxation hearing required to levy the tax millage each year. The budget needs to be in place prior to the start of our new fiscal year beginning on April 1, 2018. An ordinance takes 30 days to take effect following passage by City Council.

RECOMMENDATION:

Set the Budget Public Hearing for 6 p.m. on February 19, 2018 in the City Hall Council Chambers, 210 State Street, Charlevoix, MI.

ATTACHMENTS:

- ▣ Ordinance
- ▣ Public Notice

**CITY OF CHARLEVOIX
ORDINANCE NO. 785 of 2018
BUDGET APPROPRIATION ACT**

THE CITY OF CHARLEVOIX ORDAINS:

WHEREAS, the City Council of the City of Charlevoix did give notice of the time and place when a public hearing would be held in conformity with provisions of Section 7.8, Article VII of the City Charter, which Public Hearing was duly held pursuant to said notice and in conformity therewith.

THEREFORE, BE IT RESOLVED, that the revenues and expenditures for the fiscal year commencing on April 1, 2018 and ending March 31, 2019 are hereby appropriated on a fund level basis (a detailed breakdown by activity level can be found in the Budget Details document) as summarized by the following:

GENERAL FUND

TOTAL REVENUES: \$3,928,500

TOTAL EXPENSE: \$3,928,500

BE IT FURTHER RESOLVED, that the City Council of the City of Charlevoix does hereby levy 11.0959 mills (9.05 mills operating and 2.0459 mills infrastructure) for the period of April 1, 2018 through March 31, 2019 on all real and eligible personal property in the City of Charlevoix according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City of Charlevoix and for infrastructure improvements, and is levied pursuant to Section 8.1, Article VIII of the City Charter; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1.3580 mills for the period April 1, 2018 through March 31, 2019 on all real and eligible personal property in the Downtown Development District, according to the valuation of the same within the district; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1 mill for the period April 1, 2018 through March 31, 2019 on all real and eligible personal property in the City of Charlevoix, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of rubbish collection and other related services provided citizens allowed by the act, and is levied pursuant to Michigan Public Act 213 of 1969; and

BE IT FURTHER RESOLVED, that the City Council does hereby approve the following budgets for the period April 1, 2018 through March 31, 2019 in the amounts set forth below by fund:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENSE</u>
Major Street Fund	\$ 479,234	\$ 479,234
Local Street Fund	158,345	156,900
Electric Fund	7,238,000	7,238,000
Sewer Fund	3,034,860	3,034,860
Water Fund	1,954,700	1,954,700
Marina Fund	1,452,400	1,452,400
Airport Fund	1,697,722	1,589,830
Downtown Development Authority	607,600	607,600
Employee Fringe Benefit	2,561,400	2,561,400
Motor Vehicle Fund	1,384,900	1,384,900
Perpetual Care Trust Fund	6,000	0
General Debt Service Fund	324,300	324,300
Fire/Ambulance Fund	86,691	0
Sewer Tap-in Fund*	11,100	0
Northside/Southside Sewer Fund*	4,250	0
Infrastructure Improvement	472,900	435,700
Road Improvements	239,000	200,000
Public Works Site Fund	393,700	393,700
Industrial Park Fund	3,500	3,500
Mt. McSaubia Recreation Fund	7,020	0

* These funds are part of the Sewer Fund.

PUBLIC NOTICE

There will be a public hearing on the proposed 2018-2019 Annual City Budget at 6:00 pm on Monday, February 19, 2018 in the City Hall Council Chambers, 210 State Street, Charlevoix, MI. The purpose of the hearing is to inform citizens of local budgetary actions and provide the opportunity for participation in the local budget making process. **The proposed property tax millage rate to be levied to support the proposed budget will be a subject of this public hearing.** A copy of the proposed budget is available at City Hall or the Charlevoix Public Library for public inspection.

CITY OF CHARLEVOIX, MICHIGAN 2018-19 Proposed Budget REVENUE AND EXPENSE SUMMARY - ALL FUNDS February 1, 2018

	GENERAL FUND	MAJOR STREET	LOCAL STREET	AIRPORT	ELECTRIC	SEWER	WATER	MARINA	DDA	PERPETUAL CARE	2018-19 Proposed
REVENUES											
Taxes	2,386,900								434,000		\$2,820,900
Licenses & Permits	5,600										5,600
State & Federal Grants	282,100	342,883	123,315	0		306,000			9,600		1,063,897
Charges for Services	728,800			1,159,508	7,055,099	2,331,000	1,485,700	441,830	33,900	4,000	13,239,836
Fines & Forfeits	20,900				35,000	8,500	6,000				70,400
Interest & Rents	178,700		30	54,060	20,630	1,800	200	600	56,100	2,000	314,120
Other	36,500			484,154	3,500	5,600	18,200		40,500		588,454
Fund Transfers	2,500	100,000	35,000	0	83,500	78,900	38,300	335,700	0		673,900
Appropriation-Surplus	286,500	36,351			40,271	303,060	406,300	674,270	33,500		1,780,252
TOTAL REVENUES:	3,928,500	\$479,234	\$158,345	\$1,697,722	\$7,238,000	\$3,034,860	\$1,954,700	\$1,452,400	607,600	\$6,000	\$20,557,360
EXPENDITURES											
Legislative	45,400										\$45,400
General Government	609,850										609,850
Public Safety	1,084,200										1,084,200
Public Works	274,200	299,234	156,900	1,128,900					239,600	0	2,098,834
Health & Welfare	531,200										531,200
Recreation & Culture	1,311,450							274,300			1,585,750
Capital Outlay		180,000		0	430,000	602,560	347,000				1,559,560
Debt Service				25,930		597,400		470,100			1,093,430
Electric					6,166,900						6,166,900
Sewer						1,255,100					1,255,100
Water							1,311,500				1,311,500
Fund Transfers	0			25,000	141,100	39,800	32,500	50,000	338,000		626,400
Other	72,200							0	30,000		102,200
Depreciation				410,000	500,000	540,000	263,700	658,000			2,371,700
TOTAL EXPENSES:	3,928,500	\$479,234	\$156,900	\$1,589,830	\$7,238,000	\$3,034,860	\$1,954,700	\$1,452,400	\$607,600	\$0	\$20,442,024

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Budget Amendment #1 for 2017-18

DATE: February 5, 2018

PRESENTED BY: Mark Heydlauff

BACKGROUND:

The proposed budget amendment will keep the City's budget process in compliance with Public Act 202 and update the estimated year end budget for 2017-18 to our best estimate. A copy of the public notice is attached.

RECOMMENDATION:

Set public hearing for the 2017-18 Budget Amendment Ordinance for February 19, 2018 at 6 p.m. in the City Council Chambers, 210 State Street, Charlevoix, MI.

ATTACHMENTS:

- ▣ Public Notice
- ▣ Ordinance

PUBLIC NOTICE

The City Council of the City of Charlevoix will hold a Public Hearing on the Proposed 2017-18 Fiscal Year Budget Amendment #1 on Monday, February 19, 2018 at 6:00 p.m. at City Hall, 210 State Street, Charlevoix, Michigan. The following Budget Amendment #1 is proposed for the fiscal year April 1, 2017 to March 31, 2018:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	3,539,900	3,762,709	222,809
- Legislative	EX Total	47,800	56,138	8,338
- General Government	EX Total	754,500	776,404	21,904
- Public Safety	EX Total	1,109,400	1,088,086	(21,314)
- Public Works	EX Total	252,100	251,961	(139)
- Health and Welfare	EX Total	426,600	486,656	60,056
- Recreation & Culture	EX Total	1,166,600	1,247,303	80,703
- Other	EX Total	112,700	124,800	12,100
Major Street Fund	RV Total	283,838	326,102	42,265
Major Street Fund	EX Total	272,800	284,666	11,866
Local Street Fund	RV Total	160,442	144,427	(16,014)
Local Street Fund	EX Total	167,600	141,393	(26,207)
DDA Fund	RV Total	562,900	600,033	37,133
DDA Fund	EX Total	716,400	784,999	68,599
General Debt Service Fund	RV Total	321,100	323,003	1,903
General Debt Service Fund	EX Total	321,200	323,412	2,212
Airport Fund	RV Total	2,464,210	2,612,360	148,150
Airport Fund	EX Total	1,597,200	1,707,310	110,110
PI#1 - Fire/Ambulance Replacement Fund	RV Total	79,591	86,018	6,427
PI#2 - Sewer Capital Fund Tap Ins	RV Total	8,100	18,100	10,000
PI#5 - Sewer Capital Fund	RV Total	4,100	21,351	17,251
PI#6 - Infrastructure Improvements Fund	RV Total	552,800	547,893	(4,907)
PI#6 - Infrastructure Improvements Fund	EX Total	1,945,500	1,929,715	(15,785)
PI#7 - Street Improvements	RV Total	234,800	239,592	4,792
PI#7 - Street Improvements	EX Total	247,517	275,319	27,802
PI#9 - Industrial Park Fund	RV Total	60	36,085	36,025
PI#9 - Industrial Park Fund	EX Total	3,500	85,052	81,552
PI#12 - Mt. McSauba Recreation Improvement Fund	RV Total	7,010	7,026	16
Electric Fund	RV Total	7,220,511	7,220,865	354
Electric Fund	EX Total	7,748,200	7,522,072	(226,128)
Sewer Fund	RV Total	2,986,000	2,864,621	(121,379)
Sewer Fund	EX Total	3,000,900	3,059,677	58,777
Water Fund	RV Total	1,560,400	1,496,541	(63,859)
Water Fund	EX Total	1,957,900	1,811,124	(146,776)
Marina Fund	RV Total	744,480	779,323	34,843
Marina Fund	EX Total	1,458,900	1,490,407	31,507
DPW Site Fund	RV Total	188,744	218,300	29,556
DPW Site Fund	EX Total	4,000	7,000	3,000
Employee Fringe Benefit Fund	RV Total	2,333,300	2,292,926	(40,374)
Employee Fringe Benefit Fund	EX Total	2,349,200	2,340,539	(8,661)
Motor Pool Fund	RV Total	739,132	786,440	47,308
Motor Pool Fund	EX Total	1,015,000	957,035	(57,965)
Cemetery Trust	RV Total	6,000	6,725	725

ORDINANCE # 786

The Budget for the fiscal year beginning April 1, 2017 shall be amended for operating the City of Charlevoix.
Ordinance # 786, the Budget Appropriation Act of 2017-2018 is hereby amended as follows:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	3,539,900	3,762,709	222,809
- Legislative	EX Total	47,800	56,138	8,338
- General Government	EX Total	754,500	776,404	21,904
- Public Safety	EX Total	1,109,400	1,088,086	(21,314)
- Public Works	EX Total	252,100	251,961	(139)
- Health and Welfare	EX Total	426,600	486,656	60,056
- Recreation & Culture	EX Total	1,166,600	1,247,303	80,703
- Other	EX Total	112,700	124,800	12,100
Major Street Fund	RV Total	283,838	326,102	42,265
	EX Total	272,800	284,666	11,866
Local Street Fund	RV Total	160,442	144,427	(16,014)
	EX Total	167,600	141,393	(26,207)
DDA Fund	RV Total	562,900	600,033	37,133
	EX Total	716,400	784,999	68,599
General Debt Service Fund	RV Total	321,100	323,003	1,903
	EX Total	321,200	323,412	2,212
Airport Fund	RV Total	2,464,210	2,612,360	148,150
	EX Total	1,597,200	1,707,310	110,110
PI#1 - Fire/Ambulance Replacement Fund	RV Total	79,591	86,018	6,427
PI#2 - Sewer Capital Fund Tap Ins	RV Total	8,100	18,100	10,000
PI#5 - Sewer Capital Fund	RV Total	4,100	21,351	17,251
PI#6 - Infrastructure Improvements Fund	RV Total	552,800	547,893	(4,907)
	EX Total	1,945,500	1,929,715	(15,785)
PI#7 - Street Improvements	RV Total	234,800	239,592	4,792
	EX Total	247,517	275,319	27,802
PI#9 - Industrial Park Fund	RV Total	60	36,085	36,025
	EX Total	3,500	85,052	81,552
PI#12 - Mt. McSaubia Recreation Improvement	RV Total	7,010	7,026	16
Electric Fund	RV Total	7,220,511	7,220,865	354
	EX Total	7,748,200	7,522,072	(226,128)
Sewer Fund	RV Total	2,986,000	2,864,621	(121,379)
	EX Total	3,000,900	3,059,677	58,777
Water Fund	RV Total	1,560,400	1,496,541	(63,859)
	EX Total	1,957,900	1,811,124	(146,776)
Marina Fund	RV Total	744,480	779,323	34,843
	EX Total	1,458,900	1,490,407	31,507
DPW Site Fund	RV Total	188,744	218,300	29,556
	EX Total	4,000	7,000	3,000
Employee Fringe Benefit Fund	RV Total	2,333,300	2,292,926	(40,374)
	EX Total	2,349,200	2,340,539	(8,661)
Motor Pool Fund	RV Total	739,132	786,440	47,308
	EX Total	1,015,000	957,035	(57,965)
Cemetery Trust	RV Total	6,000	6,725	725

Bad Debt Write-Offs

General Fund	20,305	ambulance
Motor Pool Fund	-	
Electric Fund	16,576	
Water Fund	3,479	
Sewer Fund	6,173	

2017-2018 TOTAL: \$46,533

2016-17	\$40,120
2015-16	\$35,724
2014-15	\$55,724
2013-14	\$45,663
2012-13	\$76,613
2011-12	\$31,720

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: February 5, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Proposed Ordinance Changes

I've included for your review a draft ordinance regarding swimming and pier safety as a result of Council discussion last fall. In addition to modifying the penalty for "jumping off the pier" it also clears up some ambiguous, redundant and, perhaps, unnecessary language. I plan to formally present this to you on February 19 and recommend a public hearing be set regarding this proposal on March 19. I'm also working with some volunteers on developing a plan for signage, safety rings, etc to improve safety conditions around all of our beach settings.

On February 19, we also plan to submit to you a revised residential water cross-connection ordinance to revise our code in accord with Michigan DEQ requirements. Final language is being developed by the City Attorney and the DPW Superintendent.

B. Fire Safety Questions

As you know, there have been questions recently about what, if any, changes we could make to improve fire safety in the community. Chief Thorp and I have had several conversations separately and jointly regarding this matter. Ahead of Monday's meeting, I'll send you a memo outlining the status of this topic, interim actions we are taking, and preliminary recommendations for future action.

C. Budget Changes

Reflected in the budget recommendation on Monday are some changes related to our computer network, fiber optic build-out and data security.

ATTACHMENTS:

- ❑ Pier Safety Draft Ordinance Amendment
- ❑ Approved Downtown Development Authority/Main Street Board Minutes - December 19, 2017
- ❑ Approved Planning Commission Minutes - December 11, 2017
- ❑ City Manager Designee Letter

CHAPTER 118
PROHIBITED SWIMMING/WADING AREAS
(Ord ___, 02/06/18)

9.230. Prohibitions Related to the Pine River and Lake Michigan.

As used in this section, Pine River shall mean the water that constitutes the river and all its extensions and further which is bounded on the north by the cement walkway located on the shore; on the east by the inlet of the river at the westerly end of Round Lake; on the south by the cement walkway on the shore; and on the west by the pier heads at the outlet of the river on Lake Michigan. In addition, as used in this section, "pier" means any pier, jetty, or other structure located adjacent to the Pine River and shall include the entire length of each pier including the head or end of the pier and sides of each pier. It shall be unlawful for any person to:

a. swim or wade in Pine River.

b. swim or wade within fifteen (15) feet of a pier.

c. b. dive from a pier.

d. access the Pine River or Lake Michigan from a pier for the purpose of swimming, wading or diving.

9.231. Violation—~~Misdemeanor~~Civil Infraction.

~~A violation of this section shall be a municipal civil infraction pursuant to Section 1.12 of this Code. Each person violating any provision of this Chapter shall be guilty of a misdemeanor and shall be subject to a fine of not more than five hundred dollars (\$500) and costs of prosecution, or by imprisonment for not more than ninety (90) days, or both.~~

CITY OF CHARLEVOIX
CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET MINUTES
Tuesday, December 19, 2017 at 5:30 p.m.
210 State Street, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Kirby Dipert
Members Present: Richard Christner, Fred DiMartino, Luther Kurtz, Maureen Owens, Rick Wertz
Members Absent: Tami Gillespie, Carissa Mullaney, John Yaroch
City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

- A. DDA/Main Street Minutes – October 30, 2017
- B. Committee Meeting Minutes
- C. 2018 DDA Board Meeting Dates

Member Owens stated that a correction was needed to the October 30th minutes under the first item of New Business which indicated 2019 and it should be 2018. Motion by Member Owens, second by Member DiMartino, to approve the Consent Agenda as corrected. Motion passed by unanimous voice vote.

6. Reports

A. Director's Report

Director Dotson indicated that an individual was selected for the Farmers Market Manager, but it was not final until the candidate returns the signed offer letter to the City.

B. Wayfinding Signage Report

Director Dotson stated that installation of the signs will begin on Friday, December 22nd and be completed by the end of the year.

C. Round Lake Group Lease Extension

Director Dotson stated that there was no action needed with this item as the lease was extended.

7. Old Business

A. Façade Grant Guidelines Revisions

Director Dotson stated that the sub-committee met on December 11th to discuss revisions that will take place and she reviewed the major talking points. She stated that a draft of the revised guidelines will be presented to the Board at the January meeting.

8. New Business

A. BIBCO Floor

Chair Dipert stated the floor in the Beaver Island Boat Company (BIBCO) office is failing and Staff obtained two quotes from Bartlett's Home Interiors and Whitley's Floor Covering. Discussion followed regarding specifics of the quotes. Motion by Member Wertz, second by Member Owens, to accept the Bartlett bid in the amount of \$8,541.41. Motion passed by unanimous voice vote.

B. Draft 2018-19 Budget

Director Dotson stated that the draft budget includes funds requested to complete projects that each committee expressed interest in pursuing. If the Board proceeded with the draft budget they would be spending \$121,800 more than the projected revenue which would leave the DDA \$410,997 in cash. Completed work plans will be presented to the Board during the January meeting.

Chair Dipert stated that he was not in favor of approving a negative budget. The Board proceeded to review the proposed projects for 2018 and agreed upon the following:

Design Committee

- Decrease the Façade Grant amount to \$30,000 from \$50,000
- Delete Design Guidelines at \$10,000
- Delete pole banners at \$5,000
- SBEI Site Design \$4,000 – keep in the budget at this point with a possible future reduction

Economic Vitality Committee

- No changes

Junior Main Street Committee

- Recycling bins downtown – keep in the budget at this point with possible future discussion

Organization Committee

- No changes

Promotions Committee

- The possibility of capping event support at \$2,500 per event was discussed.

Discussion followed regarding projected revenue for the next year and beyond, how property values in the DDA affect the DDA's revenue stream, and what sources contribute to the DDA's annual revenue. Formalized travel expenses for volunteers or board members, annual bond payments, eliminating or reducing the façade grant program, determining priorities to increase property values downtown vs. providing special events through DDA support, and the potential need for a visioning session on the budget and DDA goals was also discussed. It was agreed to delay any further work on revisions to the façade grant guidelines until February.

C. Design Committee Vacancy

Mayor Kurtz stated that he would gauge Member Gillespie's level of interest in serving on the Design Committee.

9. Public Comment

10. Request for Future Agenda Items

The DDA Board agreed to schedule a work session on the budget and discussion regarding the sustainability of the façade grant program for Monday, January 15, 2018, at 4:00 p.m.

Member Owens agreed to serve on the Design Committee with Member Wertz taking her place on the Organization Committee.

11. Board Comments

12. Adjourn

Motion by Member Wertz, second by Member Owens, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 8:37 p.m.

Joyce Golding/fgm

City Clerk

Kirby Dipert

Chair

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, December 11, 2017 - 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order

The meeting was called to order at 6:00 p.m. by Chair Chamberlain.

B. Roll Call

Chair: Sherm Chamberlain

Members Present: Judy Clock, Mary Eveleigh, Nelson Fletcher, Toni Felter, Rick Golding, RJ Waddell (6:45pm)

Members Absent: Dennis Halverson

Staff Present: Elise Crafts, Regional Planner Networks Northwest; Larry Sullivan, Interim Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Clock, second by Member Eveleigh to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the October 9, 2017 and November 13, 2017 Minutes

Motion by Member Golding, second by Member Clock to approve the minutes of October 9, 2017 and November 13, 2017 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Public Hearing/Findings of Fact Meeting Procedures

a. Staff Presentation

Regional Planner Crafts provided recommended procedures for conducting public hearings, obtaining public comment, and reviewing findings of fact.

b. Planning Commission Discussion

Chair Chamberlain stated that would be his job to ensure that everyone understood the issues involving each project. No changes were made to the procedures.

2. Level B Site Plan Review 2017 – SP: Wojan Aluminum Products Corporation Site Plan Review

a. Staff/Applicant Presentation

Interim Zoning Administrator Sullivan stated that the applicant was proposing a 10,800 sqft addition to their existing facility on Stover Road. The purpose of the addition is primarily for storage space. He stated that the project met all of the setbacks and will require additional parking. He stated that his main concerns were issues regarding the potential need for additional buffering on the north side of the property (vegetative or a berm), ensuring that the parking area and outdoor storage area be paved, and whether or not 6" curb and gutter will be added throughout the parking area. Jim Malewitz, Performance Engineers, stated that on their revised plan they show E2 curb in the new parking area.

Shawn Worden, General Counsel for Wojan Enterprises, stated that the property to the north of the site was owned by DK Investments and he noted a 6' berm currently on the property. He stated that the Wojan family was not requesting any additional screening. He emphasized this request was for storage and was not increasing the impact on adjacent properties as it was currently industrial zoned property. He stated that he represented the two entities, Wojan and DK Investments, and they were both in favor of this project.

b. Call for Public Comment

Interim Zoning Administrator Sullivan stated that there were three letters/emails from the public regarding the project related to noise from the existing building.

Steve Toornman, 205 Stover, was concerned about light pollution and increased traffic on Stover Road.

c. Planning Commission Discussion

Chair Chamberlain stated that the applicant presented a modified site plan (revision #4) which addressed some of Staff's concerns. He stated that the remaining issues were curbing the whole parking lot or requiring them only to curb the new portion of the driveway and whether to require that they plant more trees along the north side of the property. Interim Zoning Administrator Sullivan stated that there were two landscaping requirements at issue, one is the perimeter of the property and the other is the parking lot landscaping which is required for a parking lot of 10 spaces or more. He stated that the parking between the sidewalk and the street is problematic. Mr. Malewitz stated that there was pre-existing buffering all around the site which was beyond what the requirements are. Discussion followed regarding parking, landscaping and loading zone concerns.

Regional Planner Crafts stated that the Planning Commission needed to move through the Findings of Fact and select which options the Planning Commission was accepting. Following discussion, the Commission chose: Option B for Section 5.95(10.) *Loading Zones*; Option A for Section 5.95 (c), *Landscaping*, with conditions of approval to be added with the motion; changing (d) *Screening* by removing the first Finding of Fact, and replacing the third finding with: "The Planning Commission finds that a buffer is provided on the north side of the property via a ±6' berm." Interim Zoning Administrator Sullivan stated if the landscaping on the north side of the property line was eliminated there would no longer be a buffer between the two properties. Extensive discussion followed regarding the north property line and buffering with the berm and vegetation between the two properties.

d. Motion

Motion by Member Felter, second by Member Eveleigh to accept the changes made to the Findings of Fact. Motion passed by unanimous roll call vote.

Motion by Member Eveleigh, second by Member Fletcher to approve Project 2027-11-SP with the condition of approval based on the Findings of Fact. Motion passed by unanimous roll call vote.

3. Ordinance Updates (Admin & Signage) – Schedule Public Hearing

a. Staff presentation

Regional Planner Crafts stated that Council did not have any questions on the administrative items, but did have a few questions related to signage. She stated that Council was comfortable with the changes to the Nuisance Ordinance as presented. Regional Planner Crafts reviewed the comments provided by City Council at their December 4th meeting. She stated that Council requested some graphics related to the business-friendly sign maximum scenario and she will provide these for the next Council meeting.

b. Planning Commission Discussion

d. Motion

Motion by Member Clock, second by Member Fletcher to schedule a public hearing on administrative and signage changes to the Zoning Ordinance for January 8, 2018. Motion passed by unanimous voice vote.

H. **Old Business**

1. Overlay Districts

a. Staff Presentation

Regional Planner Crafts reviewed a summary she prepared that outlined four existing overlay districts in the City.

b. Planning Commission Discussion

Discussion followed regarding whether there was a Historic District or a historic overlay in the City and Regional Planner Crafts indicated that she would do further research and report back. Member Golding referenced an article in the Petoskey News Review from September 11, 2014 that stated that the Charlevoix Historic District Commission was seeking historical district status for the Earl Young homes in Charlevoix.

I. **Staff Updates**

1. Solid Waste Ad Hoc Committee

Member Fletcher stated that the Committee was recommending to City Council that they go with a one hauler system at the January 15, 2018 City Council meeting. The Committee had a draft ordinance prepared for Council review.

2. Agendas & Packets

Regional Planner Crafts stated the City was switching to a new electronic system to generate agenda packets and they will be using that system for the January meeting.

J. Request for Next Month's Agenda or Research Items

K. Adjournment

Motion by Member Golding, second by Member Fletcher to adjourn the meeting. Motion passed by unanimous voice vote.
Meeting adjourned at 7:37 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair



February 1, 2018

Joyce Golding, City Clerk
City of Charlevoix

Dear Clerk Golding:

Section 3.6 of the Charlevoix City Charter obligates me to file with you a list of three administrative officials who are empowered to act in the case of my temporary absence or disability.

I designate to the following persons in the following order to act on my behalf when I may be unreachable, away from the community, or otherwise unable to perform the duties of City Manager:

Gerard Doan, Chief of Police
Kelly McGinn, City Treasurer
Pat Elliott, Department of Public Works Superintendent

I reserve the right to amend this filing with you at any time for any reason. Pursuant to the Charter, the City Council may revoke this designation.

Very truly yours,
THE CITY OF CHARLEVOIX

Mark L. Heydlauff, MPA, ICMA-CM
City Manager

Cc: Mayor Kurtz and the Charlevoix City Council