



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, May 21, 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 - May 7, 2018
 - B. Top of Michigan Community Marathon Spaghetti Dinner
 - C. Resolution to Waive Parking Fees for Charlevoix Trout Tournament
 - D. Accounts Payable and Payroll Check Registers
 - E. Opt In/Out of PA 95
 - F. Charlevoix Craft Beer Festival
 - G. Taxiway A Rehabilitation: Amendment No. 2
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Blue Star Memorial Garden
Charlevoix Garden Club
 - B. Venetian Festival Street Closure Request
Dan Barron, Charlevoix Venetian Festival
 - C. Remote Participation Policy Resolution
Mark L. Heydlauff, City Manager
 - D. Public Participation Plan
Mark L. Heydlauff, City Manager
 - E. Mayoral Appointments
Joyce M. Golding, City Clerk
 - F. Discussion: Cemetery Perpetual Care Fund
Mark L. Heydlauff, City Manager

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 - May 7, 2018

DATE: May 21, 2018

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, May 7, 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 – April 2, 2018
- B. Beer Tent Approval for Round Lake Music Festival on May 26-27, 2018
- C. Renewal of Automated Weather Observation System Contract for the Airport

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-05-02
EXECUTION OF MDOT CONTRACT NO. 2018-0390
WEATHER OBSERVATION SYSTEM AND DATA DISSEMINATION SYSTEM

WHEREAS, the Charlevoix Municipal Airport operates and maintains a Weather Observation and Data Dissemination System; and

WHEREAS, the system is made up of three components (a) the Weather Briefing System, (b) Automated Weather Observation System (AWOS), and (c) a system to collect the AWOS data for national dissemination (Data Collection System); and

WHEREAS, the continued operation and maintenance of the Weather Observation and Data Dissemination system is required by the Federal Aviation Agency (FAA) and the Michigan Department of Transportation's Office of Aeronautics (MDOT) for aviation safety and efficiency.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the MDOT Contract No. 2018-0390 for the Weather Observation System and Data Dissemination System Contract after review by the City Attorney.

RESOLVED this 7th day of May, 2018 A.D.

Resolution was adopted by the following yea and nay vote:

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

- D. Revised MERS Health Care Savings Program Participation Agreements for Treasurer, Chief of Police, Golf Superintendent, City Manager and DPW Superintendent
- E. Purchase Two Pickup Trucks for \$64,548 through MiDEAL Program
- F. Purchase Front-end Loader for \$147,595 through MiDEAL Program
- G. Purchase 5 Cubic Yard Plow/Dump Truck for \$171,814.61 through MiDEAL Program
- H. Pavement Marking Proposal for \$16,890.30 from PK Contracting
- I. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – April 23, 2018
 - b. Regular Accounts Payable Check Register – May 8, 2018
 - c. ACH Payments – April 11, 2018 to May 4, 2018
 - d. Payroll Check Register – April 20, 2018
 - e. Payroll Transmittal – April 20, 2018

- f. Payroll Check Register – May 4, 2018
- g. Payroll Transmittal – May 4, 2018

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

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

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

8. Reports & Communications

A. Public Comment

- Bob Timms felt that the double yellow line on Antrim at State should be straightened. He also felt that grants cost the City money and money was wasted on the park study.
- Shelly Langeweg questioned when the goats would arrive, when the pier would be fixed and when the steps to Michigan Beach would be repaired.
- Josh Mack, representing the waterfront business owners, suggested that reserved parking should be dispersed throughout the City, not just in the Acacia lot. He felt that the spaces reserved on Clinton for Venetian volunteers impacted local businesses.
- Mike Doherty felt that the Park Avenue traffic study was the worst he has seen in his lifetime. He suggested ways of improving the speeding problem again and he felt that he was being ignored.

B. City Manager Comments

City Manager Heydlauff reported on the following:

- Park Avenue will be a three-way stop at Antrim with crosswalks and signage added
- Scheduled power outage south of town on Saturday 1-5am for substation maintenance
- Final work on last fall's paving projects is scheduled
- Don McMullen was appointed the new EMS Director
- MDOT open house on May 15 from 4-6pm to learn about the planned lane reconfiguration

C. Mayor & Council Comments

- Oleksy questioned whether having Council meetings at 6pm was affecting attendance. Perron suggested that the start time could be reconsidered after a full cycle.
- Mayor Kurtz suggested that it may encourage new development if Council's approval was no longer a requirement for new projects. He felt that if the Planning Commission approved the project, then Council's approval was redundant thereby causing project delays. Council concurred to ask the Planning Commission to consider this request.

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 6:34 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 04/23/2018			
AT&T	2,878.43	GREAT LAKES ENERGY	238.85
AT&T LONG DISTANCE	85.57	METLIFE SMALL BUSINESS CENTER	721.72
AT&T MOBILITY	88.91	PRIORITY HEALTH	39,974.79
CHARLEVOIX STATE BANK	1,992.89	VERIZON WIRELESS	56.72
CHARTER COMMUNICATIONS	864.97	VISION SERVICE PLAN	502.08
DELTA DENTAL	3,384.79	TOTAL	50,789.72
Regular Accounts Payable – 05/08/2018			
AIRGAS USA LLC	74.66	BISHAW, JAMES H.	150.00
AIS CONSTRUCTION EQUIPMENT	171.87	BOB MATHERS FORD	1,158.13
ALL-PHASE ELECTRIC SUPPLY CO.	133.06	BRANOFF, DENNIS	165.00
AMERICAN LEGAL PUBLISHING CORP	3,260.00	CCI SOUTH LLC	105.00
ARCADIA BENEFITS GROUP INC	25.00	CDW GOVERNMENT INC.	652.82
AT YOUR SERVICE PLUS INC	230.00	CENTRAL DRUG STORE	43.87
AVFUEL CORPORATION	21,297.84	CHARLEVOIX AREA CHAMBER OF COMM	500.00
BEAVER RESEARCH COMPANY	282.25	CHARLEVOIX COMMUNITY SHOPPER	184.00
BECK, MADELINE	85.00	CHARLEVOIX GLASS INC.	286.14
BELL EQUIPMENT COMPANY	1,626.55	CHARLEVOIX SCREEN MASTERS INC	205.00
BIOMEDICAL SOLUTIONS	3,380.00	CHARLEVOIX TOWNSHIP	30.23

CHARTER COMMUNICATIONS	137.00	KSS ENTERPRISES	1,335.58
CINTAS CORPORATION	41.80	LAKESHORE TIRE & AUTO SERVICE	30.00
CINTAS CORPORATION #729	30.00	MACGREGOR PLUMBING & HEATING	5,806.00
CRYSTAL FLASH ENERGY	2,262.26	MASSON, DONALD J.	130.95
DCASSESSING SERVICES	4,371.08	MAYER, SHELLEY L.	50.00
DeROSIA, PATRICIA E.	50.00	MCGINN, KELLY A.	50.00
DOAN, GERARD P.	50.00	MCMMASTER-CARR	270.87
DORAN, JUSTIN J.	129.31	MCMULLEN, DONALD R	299.67
DOTSON, LINDSEY J.	1,675.01	MICHIGAN MUNICIPAL ELECTRIC	25.00
EASYPRO POND PRODUCTS	929.78	MICHIGAN MUNICIPAL LEAGUE	17,463.00
ELLIOTT, PATRICK M.	50.00	MILLER, WILLIAM S.	50.00
ELLSWORTH FARMER'S EXCHANGE	522.00	MUNSON HEALTHCARE CHX HOSPITAL	124.96
EMERGENCY MEDICAL PRODUCTS INC	1,652.06	NEWMAN, MARK J.	48.29
ENVIRONMENTAL SYSTEMS RESEARCH	14,550.00	NORTH COUNTRY POWER GENERATION	479.90
ETNA SUPPLY	725.35	NORTHERN PUMP SERVICE INC.	4,785.16
FASTENAL COMPANY	151.20	NW MI COG	11,970.00
FEYEN ZYLSTRA LLC	11,036.00	OVERHEAD DOOR COMPANY	350.72
FICHTNER, KRISTIE	48.25	POSTAL PRODUCTS UNLIMITED INC	650.00
FISHER SCIENTIFIC	714.33	POSTMASTER	62.76
FLICKEMA, ANDREW M.	42.01	POWER LINE SUPPLY	491.51
FREIDINGER, REED	8.00	PREIN & NEWHOF	57,132.68
GBS INC.	39.23	PRESTON FEATHER	1,431.00
GCSAA	380.00	PRO WEB MARKETING LLC	30.00
GINOP SALES INC	117.83	ROTARY CLUB OF CHARLEVOIX	37.50
GOLDING, JOYCE M.	113.59	SIGMA-ALDRICH INC.	219.24
GRAHAM, JUANITA	41.04	SPENCLEY, PATRICIA L.	63.37
GRAND TRAVERSE GARAGE DOOR	144.85	STATE OF MICHIGAN	325.00
GREAT LAKES ELEVATOR LLC	370.91	STATE OF MICHIGAN	95.00
GREAT LAKES ENVIRONMENTAL	650.00	STATE OF MICHIGAN	30.00
HACH COMPANY	1,075.51	SUPERIOR MECHANICAL	676.93
HANKINS, SCOTT A.	50.00	SWEM, DONALD L.	50.00
HEID, THOMAS J.	50.00	SYNERGY SYSTEMS INC.	732.42
HESS, TOM	150.00	SYSTEMS SPECIALISTS INC	10,836.00
HEYDLAUFF, MARK L	50.00	TELE-RAD INC	206.23
HIGBEE, JAMES	49.72	TERMINAL SUPPLY CO	484.84
HOLIDAY COMPANIES	665.47	TRAVERS, MANUEL J.	74.29
HYDE SERVICES LLC	332.50	TRUCK & TRAILER SPECIALTIES	98.26
IDEXX DISTRIBUTION INC.	1,138.30	UNIFIRST CORPORATION	1,237.50
INDUSTRIAL ARTS INSTITUTE	1,600.00	UPPER CASE PRINTING INK.	1,105.30
J. BIGGERSTAFF BUILDER	1,015.00	USA BLUE BOOK	5,167.51
JACK DOHENY SUPPLIES INC	280.00	VERIBANC INC.	432.00
KENNEDY INDUSTRIES INC	1,383.25	VILLAGE GRAPHICS INC.	1,265.15
KIESLER'S POLICE SUPPLY INC	2,320.50	WALDIE, YOLAND	5.27
KIWANIS CLUB OF CHARLEVOIX	40.00	WHARFSIDE ENT. LTD.	1,100.00
KLOOSTER, ALIDA K.	50.00	WORK & PLAY SHOP	471.26
KLOOSTER, PATRICK H	50.00	WURST, RANDALL W.	50.00
KMart	59.22	WYMAN, MATTHEW A.	50.00
KNORR, KENT	50.00	TOTAL	213,369.90

ACH Payments – 04/11/2018 to 05/04/2018

PAYMENT SERVICE NETWORK	239.70	MI PUBLIC POWER AGENCY	14,000.17
DTE ENERGY	7,690.98	MI PUBLIC POWER AGENCY	203,546.66
MI PUBLIC POWER AGENCY	30,923.48	MI PUBLIC POWER AGENCY	24,950.90
NEOFUNDS BY NEOPOST	4,950.00	IRS (PAYROLL TAX DEPOSIT)	31,515.09
IRS (PAYROLL TAX DEPOSIT)	29,329.80	ALERUS FINANCIAL (HCSP)	400.00
ALERUS FINANCIAL (HCSP)	400.00	STATE OF MI (WITHHOLDING TAX)	4,832.95
STATE OF MI (WITHHOLDING TAX)	4,509.51	VANTAGEPOINT (401 ICMA PLAN)	742.50
VANTAGEPOINT (401 ICMA PLAN)	742.50	VANTAGEPOINT (457 ICMA PLAN)	14,257.17
VANTAGEPOINT (457 ICMA PLAN)	14,003.77	VANTAGEPOINT (ROTH IRA)	1,186.53
VANTAGEPOINT (ROTH IRA)	1,186.53	TOTAL	427,615.15
MERS (DEFINED BENEFIT PLAN)	38,206.91		

Payroll Net Pay – Pay Period Ending 04/14/2018 (Paid 04/20/2018)

HEYDLAUFF, MARK L.	2,358.07	SCHLAPPI, JAMES L.	1,117.38
GOLDING, JOYCE M.	1,764.87	UMULIS, MATTHEW T.	1,382.10
DEROSIA, PATRICIA E.	1,339.77	HANKINS, SCOTT A.	1,709.08
DOTSON, LINDSEY J.	1,507.57	ORBAN, BARBARA K.	1,197.95
LOY, EVELYN R.	1,086.31	WILLIAMS, ASHLEY M.	1,494.02
KLOOSTER, ALIDA K.	1,652.13	FLICKEMA, ANDREW M.	1,439.45
GOLOVICH, KAREN J.	969.62	MATELSKI, KIMBERLY A.	1,237.60
SPENCLEY, PATRICIA L.	1,269.65	RILEY, DENISE M.	457.14
MILLER, FAITH G.	42.96	WURST, RANDALL W.	1,190.08
MCGINN, KELLY A.	1,670.38	MAYER, SHELLEY L.	1,639.07
JOLLETTE, MELISSA N.	178.69	HILLING, NICHOLAS A.	1,686.37
DOAN, GERARD P.	1,697.64	MEIER III, CHARLES A.	1,299.36

ZACHARIAS, STEVEN B.	1,207.46	BOSS, RYDER S.	231.89
NEWMAN, MARK J.	744.54	MILLER, WILLIAM S.	1,109.79
SWEM, DONALD L.	1,975.53	DOUGLAS, MARK	590.27
EATON, BRAD A.	2,092.29	HASTINGS, MICHAEL A.	438.76
WILSON, TIMOTHY J.	2,180.10	TRAVERS, MANUEL J.	1,543.80
LAVOIE, RICHARD L.	1,829.74	STEVENS, JEFFREY W.	568.97
STEVENS, BRANDON C.	2,305.25	JONES, LARRY M.	1,006.37
DRAVES, MARTIN J.	1,832.84	FLORE, ROBERT A.	132.14
ANDERSON, ELIZABETH A.	1,240.03	WILLSON, BRENDA R.	1,219.36
ELLIOTT, PATRICK M.	2,167.96	BEAN, PETER J.	160.28
SCHWARTZFISHER, JOSEPH L.	1,159.77	RILEY, REBECCA J.	172.37
BRADLEY, KELLY R.	1,274.37	MCCALIB, RACHELLE L.	556.15
HART II, DELBERT W.	1,360.55	MCMULLEN, DONALD R.	2,849.88
JONES, ROBERT F.	1,434.14	MC FARLAND, JONATHAN A.	764.67
DORAN, JUSTIN J.	1,685.51	SILVA, JESSE L.A.	756.74
FARRELL, MITCHELL L.	1,314.57	NEWINGTON, BENJAMIN K.	22.03
KNORR, KENT J.	1,958.07	SEHL, JENNA R.	274.30
MILAN, JANE E.	62.33	RILEY, DANIEL A.	1,324.40
ANZELL, BETH A.	751.09	WHEELER, MICHAEL W.	667.45
HEID, THOMAS J.	1,317.16	SNYDER, CORY G.	170.43
LEESE, ALAN K.	40.63	PEARSALL, KRISTA M.	74.00
MASSON, DONALD J.	132.98	WHITLEY, ANDREW T.	1,759.09
LIVINGSTON, BRIAN D.	615.62	MORRISON, KEVIN P.	1,311.00
KIRINOVIC, THOMAS F.	119.34	JOHNSON, STEVEN P.	1,360.99
VANLOO, JOSEPH G.	502.28	GILL, DAVID R.	959.36
WYMAN, MATTHEW A.	1,490.61	TOTAL	84,206.51

Payroll Transmittal – 04/20/2018

4FRONT CREDIT UNION	528.84	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	158.28	COMMUNICATION WORKERS OF AMER	548.22
AMERICAN FAMILY LIFE	380.52	MI STATE DISBURSEMENT UNIT	323.45
CHAR EM UNITED WAY	52.00	PRIORITY HEALTH	1,731.11
CHARLEVOIX STATE BANK	1,160.77	TOTAL	5,033.19

Payroll Net Pay – Pay Period Ending 04/28/2018 (Paid 05/04/2018)

HEYDLAUFF, MARK L.	2,648.97	DORAN, JUSTIN J.	1,732.09
GOLDING, JOYCE M.	2,181.12	FARRELL, MITCHELL L.	1,569.32
DEROSIA, PATRICIA E.	1,141.94	BECKER, MICHAEL S.	409.52
DOTSON, LINDSEY J.	1,457.31	MCGHEE, ROBERT R.	575.50
LOY, EVELYN R.	1,086.31	FERGUSON, ROYCE L.	411.48
KLOOSTER, ALIDA K.	2,013.70	KNORR, KENT J.	1,958.07
GOLOVICH, KAREN J.	969.63	MILAN, JANE E.	87.27
SPENCLEY, PATRICIA L.	1,077.90	ANZELL, BETH A.	768.57
MILLER, FAITH G.	19.10	KIRINOVIC, THOMAS F.	48.61
MCGINN, KELLY A.	1,670.39	HEID, THOMAS J.	1,317.16
JOLLETTE, MELISSA N.	456.37	DAVIS, RONALD L.	156.05
DOAN, GERARD P.	1,697.63	FAIRCHILD, GALEN W.	184.39
SCHLAPPI, JAMES L.	913.73	LIVINGSTON, BRIAN D.	489.71
UMULIS, MATTHEW T.	981.08	VANLOO, JOSEPH G.	756.22
HANKINS, SCOTT A.	1,588.38	WYMAN, MATTHEW A.	1,490.61
ORBAN, BARBARA K.	1,262.75	BOSS, RYDER S.	262.14
WILLIAMS, ASHLEY M.	1,458.97	MILLER, WILLIAM S.	1,526.05
FLICKEMA, ANDREW M.	1,736.99	DOUGLAS, MARK	533.23
MATELSKI, KIMBERLY A.	1,237.61	HASTINGS, MICHAEL A.	353.57
RILEY, DENISE M.	452.78	DENHOFF, COLIN M.	83.11
WURST, RANDALL W.	1,129.00	TRAVERS, MANUEL J.	2,159.60
MAYER, SHELLEY L.	1,505.38	STEVENS, JEFFREY W.	459.66
HILLING, NICHOLAS A.	1,272.21	RILEY, CASEY W.	442.59
MEIER III, CHARLES A.	1,248.98	JONES, LARRY M.	1,176.45
ZACHARIAS, STEVEN B.	1,495.75	FLORE, ROBERT A.	132.14
NEWMAN, MARK J.	901.38	WILLSON, BRENDA R.	969.48
SWEM, DONALD L.	1,975.53	BEAN, PETER J.	777.78
EATON, BRAD A.	1,963.13	RILEY, REBECCA J.	118.93
WILSON, TIMOTHY J.	2,312.06	MCCALIB, RACHELLE L.	213.38
LAVOIE, RICHARD L.	1,753.48	MCMULLEN, DONALD R.	3,017.01
STEVENS, BRANDON C.	2,082.44	SILVA, JESSE L.A.	1,054.92
DRAVES, MARTIN J.	1,820.97	RILEY, DANIEL A.	1,278.12
ANDERSON, ELIZABETH A.	1,240.03	WHEELER, MICHAEL W.	1,768.92
LEITNER, RYAN S.	1,004.47	PEARSALL, KRISTA M.	229.79
ELLIOTT, PATRICK M.	2,167.95	WHITLEY, ANDREW T.	1,925.20
SCHWARTZFISHER, JOSEPH L.	1,163.80	MORRISON, KEVIN P.	1,358.45
BRADLEY, KELLY R.	1,522.18	JOHNSON, STEVEN P.	1,674.34
HART II, DELBERT W.	1,196.89	GILL, DAVID R.	856.27
JONES, ROBERT F.	1,794.31	TOTAL	89,928.30

Payroll Transmittal – 05/04/2018

4FRONT CREDIT UNION	558.84	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	158.28	COMMUNICATION WORKERS OF AMER	548.22
AMERICAN FAMILY LIFE	380.52	MI STATE DISBURSEMENT UNIT	600.92
BARRY COUNTY TRIAL COURT	20.00	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	52.00	PRIORITY HEALTH	1,744.32
CHARLEVOIX STATE BANK	1,160.77	TOTAL	5,574.87

DRAFT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Top of Michigan Community Marathon Spaghetti Dinner

DATE: May 21, 2018

BACKGROUND:

The Top of Michigan Trails Council will be hosting the Top of Michigan Community Marathon on Saturday, May 26, 2018. The event has requested an extension of the Bridge Street Tap Room's outdoor dining area, in which a spaghetti dinner and alcohol will be served by the Bridge Street Tap Room.

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

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

RECOMMENDATION:

Motion to affirm the City Manager's decision to waive the provision in the City Code under Title III: Parks and Public Grounds for the Top of Michigan Community Marathon Spaghetti Dinner and authorize the use of the park.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Resolution to Waive Parking Fees for Charlevoix Trout Tournament

DATE: May 21, 2018

BACKGROUND:

The Charlevoix Trout Tournament will be hosting a fishing tournament from June 6-10, 2018. They are asking the City Council to waive the parking fees from June 7-10, 2018 for the tournament.

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

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

The Tournament will be using the Odmark Pavilion for fish displays and registration as well as displaying their sponsor's boats, trucks and ATV's in East Park during the event.

The Trout Tournament wishes to have a kid's fishing pond again this year. The Trout Tournament will purchase additional fish for the trout stream, and whatever fish are left over will be kept in the trout stream for the remainder of the summer. DPW Superintendent Pat Elliott plans to supervise the placement of the fish in the trout stream. Mr. Elliott will also be working with Tournament representatives to ensure that children do not climb on the streams rocks and landscaping. The children will be permitted to fish only on the brick paver areas. The stream has a maximum density of 200 fish for a short period of time.

RECOMMENDATION:

Motion to approve Resolution 2018-05-03 waiving parking fees for the Charlevoix Trout Tournament from June 7-10, 2018 and allow children to fish in the trout stream on June 9, 2018.

ATTACHMENTS:

- ▣ Resolution 2018-05-03

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-05-03
WAIVE PARKING FEES FOR TROUT TOURNAMENT

WHEREAS, the Lake Charlevoix Area Trout Tournament will be held on June 8, 9 and 10, 2018; and

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

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

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix hereby waives parking fees for the Lake Charlevoix Area Trout Tournament from June 8 to June 10, 2018.

RESOLVED this 21st day of May, 2018, A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: May 21, 2018

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/12/2018	05/18/2018	123480	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	558.84
05/12/2018	05/18/2018	123481	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	158.28
05/12/2018	05/18/2018	123481	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	380.52
05/12/2018	05/18/2018	123482	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 5/12/2	52.00
05/12/2018	05/18/2018	123483	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,160.77
05/12/2018	05/18/2018	123484	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
05/12/2018	05/18/2018	123485	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	548.50
05/12/2018	05/18/2018	123486	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	679.30
05/12/2018	05/18/2018	123487	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,757.53
Grand Totals:		9				5,445.74

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Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

05/18/18 Payroll Transmittal Checks	\$	5,445.74
05/18/18 Payroll (net pay)	\$	101,859.40
05/22/18 Regular Accounts Payable	\$	160,439.69
Checks Sub-Total:	\$	267,744.83

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

05/07/18 MI Public Power Agency	\$	15,113.29
05/07/18 Payment Service Network, Inc.	\$	240.90
05/10/18 State of MI (Sales Tax)	\$	17,978.58
05/14/18 MI Public Power Agency	\$	15,181.55
05/15/18 DTE Energy	\$	7,384.45
05/18/18 IRS (Payroll Tax Deposit)	\$	34,144.78
05/18/18 Alerus Financial (HCSP)	\$	400.00
05/18/18 State of MI (Withholding Tax)	\$	5,287.90
05/18/18 Vantagepoint (401 ICMA Plan)	\$	742.50
05/18/18 Vantagepoint (457 ICMA Plan)	\$	14,532.21
05/18/18 Vantagepoint (Roth IRA)	\$	1,186.53
05/18/18 MERS (Defined Benefit Plan)	\$	38,615.68

ACH Sub-Total: \$ 150,808.37

Huntington National Bank Total: \$ 418,553.20

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

05/22/18 Tax Disbursement	\$	-
Charlevoix State Bank Total:	\$	-

Grand Total: \$ 418,553.20

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/12/2018	PC	05/18/2018	25634	HEYDLAUFF, MARK L.	102		2,358.07
05/12/2018	PC	05/18/2018	25635	GOLDING, JOYCE M.	106		1,764.87
05/12/2018	PC	05/18/2018	25636	DEROSIA, PATRICIA E.	107		1,057.15
05/12/2018	PC	05/18/2018	25637	DOTSON, LINDSEY J.	109		1,457.31
05/12/2018	PC	05/18/2018	25638	LOY, EVELYN R.	117		1,086.31
05/12/2018	PC	05/18/2018	25639	KLOOSTER, ALIDA K.	121		1,652.14
05/12/2018	PC	05/18/2018	25640	GOLOVICH, KAREN J.	122		969.62
05/12/2018	PC	05/18/2018	25641	SPENCLEY, PATRICIA L.	136		1,232.53
05/12/2018	PC	05/18/2018	25642	MCGINN, KELLY A.	146		1,670.39
05/12/2018	PC	05/18/2018	25643	JOLLETTE, MELISSA N.	149		438.79
05/12/2018	PC	05/18/2018	25644	DOAN, GERARD P.	201		1,697.63
05/12/2018	PC	05/18/2018	25645	SCHLAPPI, JAMES L.	204		1,015.11
05/12/2018	PC	05/18/2018	25646	UMULIS, MATTHEW T.	205		1,235.85
05/12/2018	PC	05/18/2018	25647	HANKINS, SCOTT A.	208		1,588.38
05/12/2018	PC	05/18/2018	25648	ORBAN, BARBARA K.	209		1,287.43
05/12/2018	PC	05/18/2018	25649	WILLIAMS, ASHLEY M.	210		1,225.82
05/12/2018	PC	05/18/2018	25650	FLICKEMA, ANDREW M.	211		1,377.38
05/12/2018	PC	05/18/2018	25651	MATELSKI, KIMBERLY A.	212		2,437.87
05/12/2018	PC	05/18/2018	25652	RILEY, DENISE M.	213		459.34
05/12/2018	PC	05/18/2018	25653	MATELSKI, KRISTEN L.	230		188.15
05/12/2018	PC	05/18/2018	25654	WURST, RANDALL W.	411		1,874.35
05/12/2018	PC	05/18/2018	25655	MAYER, SHELLEY L.	412		1,691.76
05/12/2018	PC	05/18/2018	25656	HILLING, NICHOLAS A.	413		1,324.23
05/12/2018	PC	05/18/2018	25657	MEIER III, CHARLES A.	421		1,370.02
05/12/2018	PC	05/18/2018	25658	ZACHARIAS, STEVEN B.	422		1,220.63
05/12/2018	PC	05/18/2018	25659	NEWMAN, MARK J.	424		813.96
05/12/2018	PC	05/18/2018	25660	SWEM, DONALD L.	512		1,975.53
05/12/2018	PC	05/18/2018	25661	EATON, BRAD A.	515		2,081.95
05/12/2018	PC	05/18/2018	25662	WILSON, TIMOTHY J.	516		2,473.12
05/12/2018	PC	05/18/2018	25663	LAVOIE, RICHARD L.	519		1,734.43
05/12/2018	PC	05/18/2018	25664	STEVENS, BRANDON C.	521		2,510.44
05/12/2018	PC	05/18/2018	25665	DRAVES, MARTIN J.	523		2,126.54
05/12/2018	PC	05/18/2018	25666	ANDERSON, ELIZABETH	526		1,240.04
05/12/2018	PC	05/18/2018	25667	LEITNER, RYAN S.	527		1,067.28
05/12/2018	PC	05/18/2018	25668	ELLIOTT, PATRICK M.	600		2,167.96
05/12/2018	PC	05/18/2018	25669	SCHWARTZFISHER, JOS	603		996.98
05/12/2018	PC	05/18/2018	25670	BRADLEY, KELLY R.	614		1,363.91
05/12/2018	PC	05/18/2018	25671	HART II, DELBERT W.	616		1,382.07
05/12/2018	PC	05/18/2018	25672	JONES, ROBERT F.	618		1,368.82
05/12/2018	PC	05/18/2018	25673	DORAN, JUSTIN J.	621		1,265.97
05/12/2018	PC	05/18/2018	25674	FARRELL, MITCHELL L.	622		1,324.70
05/12/2018	PC	05/18/2018	25675	MANKER JR, DAVID W.	638		548.46
05/12/2018	PC	05/18/2018	25676	MANKER SR, DAVID W.	639		750.15
05/12/2018	PC	05/18/2018	25677	BECKER, MICHAEL S.	641		760.69
05/12/2018	PC	05/18/2018	25678	NEDWICK, DAVID J.	642		489.76
05/12/2018	PC	05/18/2018	25679	MCGHEE, ROBERT R.	663		1,102.92
05/12/2018	PC	05/18/2018	25680	CRANDELL, ZACKARY R.	691		572.91
05/12/2018	PC	05/18/2018	25681	FERGUSON, ROYCE L.	693		746.45
05/12/2018	PC	05/18/2018	25682	BOSS, SHERRY M.	695		646.72
05/12/2018	PC	05/18/2018	25683	SAYWARD, MADISON E.	696		382.08
05/12/2018	PC	05/18/2018	25684	KNORR, KENT J.	700		1,958.07
05/12/2018	PC	05/18/2018	25685	STEBE, LAURA A.	703		110.82
05/12/2018	PC	05/18/2018	25686	MILAN, JANE E.	711		105.98
05/12/2018	PC	05/18/2018	25687	ANZELL, BETH A.	712		751.09
05/12/2018	PC	05/18/2018	25688	MILAN, BAC P.	740		22.16
05/12/2018	PC	05/18/2018	25689	KLOOSTER, PATRICK H.	743		1,465.01
05/12/2018	PC	05/18/2018	25690	EVANS JR, HALBERT K.	744		502.92

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/12/2018	PC	05/18/2018	25691	KLINGER, LUCAS D.	745		79.28
05/12/2018	PC	05/18/2018	25692	GREENE, GLORIA C.	746		182.14
05/12/2018	PC	05/18/2018	25693	DAVIS, LEAH R.	748		148.57
05/12/2018	PC	05/18/2018	25694	TELGENHOF, WILL G.	749		148.57
05/12/2018	PC	05/18/2018	25695	GREYERBIEHL, KELLY M.	757		91.62
05/12/2018	PC	05/18/2018	25696	DUTCHER, ROBERT G.	794		271.34
05/12/2018	PC	05/18/2018	25697	HEID, THOMAS J	802		1,317.16
05/12/2018	PC	05/18/2018	25698	LEESE, ALAN K.	835		421.18
05/12/2018	PC	05/18/2018	25699	GRUNCH, RONALD J.	844		323.20
05/12/2018	PC	05/18/2018	25700	DAVIS, RONALD L.	853		246.26
05/12/2018	PC	05/18/2018	25701	FAIRCHILD, GALEN W.	855		453.90
05/12/2018	PC	05/18/2018	25702	MASSON, DONALD J.	861		449.09
05/12/2018	PC	05/18/2018	25703	KUSINA, DENNIS W.	862		240.51
05/12/2018	PC	05/18/2018	25704	LABLANCE, MAUREEN J.	863		260.93
05/12/2018	PC	05/18/2018	25705	LIVINGSTON, BRIAN D.	866		1,012.00
05/12/2018	PC	05/18/2018	25706	VANLOO, JOSEPH G.	902		752.30
05/12/2018	PC	05/18/2018	25707	WYMAN, MATTHEW A.	927		1,490.61
05/12/2018	PC	05/18/2018	25708	BOSS, RYDER S.	932		136.65
05/12/2018	PC	05/18/2018	25709	MILLER, WILLIAM S.	933		1,109.79
05/12/2018	PC	05/18/2018	25710	DOUGLAS, MARK	935		620.54
05/12/2018	PC	05/18/2018	25711	HASTINGS, MICHAEL A.	937		570.61
05/12/2018	PC	05/18/2018	25712	TRAVERS, MANUEL J.	1010		1,790.84
05/12/2018	PC	05/18/2018	25713	STEVENS, JEFFREY W.	1028		597.09
05/12/2018	PC	05/18/2018	25714	BIXBY, JAMES R.	1041		131.37
05/12/2018	PC	05/18/2018	25715	RILEY, CASEY W.	1052		92.35
05/12/2018	PC	05/18/2018	25716	JONES, LARRY M.	1057		1,201.44
05/12/2018	PC	05/18/2018	25717	FLORE, ROBERT A.	1058		209.24
05/12/2018	PC	05/18/2018	25718	WILLSON, BRENDA R.	1059		487.60
05/12/2018	PC	05/18/2018	25719	BEAN, PETER J.	1060		592.49
05/12/2018	PC	05/18/2018	25720	FENNELL, DREW M.	1062		209.24
05/12/2018	PC	05/18/2018	25721	RILEY, REBECCA J.	1063		131.37
05/12/2018	PC	05/18/2018	25722	MCCALIB, RACHELLE L.	1066		110.13
05/12/2018	PC	05/18/2018	25723	MCMULLEN, DONALD R.	1067		2,777.12
05/12/2018	PC	05/18/2018	25724	MCFARLAND, JONATHAN	1071		184.06
05/12/2018	PC	05/18/2018	25725	SILVA, JESSE L.A.	1073		827.39
05/12/2018	PC	05/18/2018	25726	NEWINGTON, BENJAMIN	1084		178.39
05/12/2018	PC	05/18/2018	25727	RILEY, DANIEL A.	1102		697.89
05/12/2018	PC	05/18/2018	25728	WHEELER, MICHAEL W.	1103		1,735.86
05/12/2018	PC	05/18/2018	25729	PEARSALL, KRISTA M.	1105		445.73
05/12/2018	PC	05/18/2018	25730	DRAKE, WILLIAM F.	1106		580.88
05/12/2018	PC	05/18/2018	25731	CARLSON, JOANNE E.	2007		140.00
05/12/2018	PC	05/18/2018	25732	COLT, JUDITH C.	2018		84.00
05/12/2018	PC	05/18/2018	25733	FRANCIS, CATHERINE A.	2029		70.88
05/12/2018	PC	05/18/2018	25734	GORDON, JUDITH A.	2036		84.00
05/12/2018	PC	05/18/2018	123466	WHITLEY, ANDREW T.	522		2,064.14
05/12/2018	PC	05/18/2018	123467	MORRISON, KEVIN P.	601		1,571.11
05/12/2018	PC	05/18/2018	123468	JOHNSON, STEVEN P.	617		1,218.40
05/12/2018	PC	05/18/2018	123469	BISHAW, JAMES H.	633		656.72
05/12/2018	PC	05/18/2018	123470	KLINGER, BRADLEY W.	747		113.65
05/12/2018	PC	05/18/2018	123471	GILL, DAVID R.	856		1,264.87
05/12/2018	PC	05/18/2018	123472	DROST, PATRICIA A.	2002		142.50
05/12/2018	PC	05/18/2018	123473	RUDOLPH, JOELLEN B.	2008		70.88
05/12/2018	PC	05/18/2018	123474	LEFT, LILLIAN M.	2010		84.00
05/12/2018	PC	05/18/2018	123475	BUDAY, JOAN E.	2011		135.00
05/12/2018	PC	05/18/2018	123476	CAMPBELL, KAREN L.	2013		80.50
05/12/2018	PC	05/18/2018	123477	PICOTTE, DIANE M.	2016		60.00
05/12/2018	PC	05/18/2018	123478	LALEWICZ, AMELIA M.	2034		73.50

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/12/2018	PC	05/18/2018	123479	CIUK, JULIA A.	2035		147.50
Grand Totals:			115				101,859.40

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Report Criteria:

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

Check Number	Payee	Amount
05/22/2018		
123488	a5 Branding & Design	1,500.00
123489	ACE HARDWARE	1,270.02
123490	AIRGAS USA LLC	68.65
123491	ALLEN SUPPLY	1,816.08
123492	ALL-PHASE ELECTRIC SUPPLY CO.	513.04
123493	AMERICAN LEGION AUXILLARY	490.98
123494	AMERICAN WASTE INC.	2,987.16
123495	AUTO VALUE	1,101.41
123496	AVFUEL CORPORATION	34,143.93
123497	BEAVER RESEARCH COMPANY	124.95
123498	BELL EQUIPMENT COMPANY	968.97
123499	BOYNE CITY FARMERS MARKET	266.88
123500	BRADFORD'S	39.25
123501	BS& A SOFTWARE	1,711.00
123502	BURNETTE, ELVIN	57.39
123503	CARQUEST OF CHARLEVOIX	1,166.98
123504	CCI SOUTH LLC	157.50
123505	CDW GOVERNMENT INC.	1,023.42
123506	CHARLEVOIX AREA CHAMBER OF CO	500.00
123507	CHARLEVOIX COUNTY	349.16
123508	CHARLEVOIX STATE BANK	100.00
123509	CHARTER COMMUNICATIONS	1,874.13
123510	CINTAS CORPORATION #729	30.00
123511	CITY OF CHARLEVOIX - UTILITIES	32,793.96
123512	CRANE, SHIRLEY	44.38
123513	DOTSON, LINDSEY J.	65.34
123514	ELLSWORTH FARMER'S EXCHANGE	3,147.28
123515	EMERGENCY MEDICAL PRODUCTS I	847.56
123516	ETNA SUPPLY	156.27
123517	FAMILY FARM & HOME	388.77
123518	FASTENAL COMPANY	346.03
123519	FREEDOM MAILING SERVICES INC.	2,310.00
123520	GOLDING, JOYCE M.	240.37
123521	GORDON FOOD SERVICE	269.48
123522	GRAINGER	25.22
123523	GRAND TRAVERSE DIESEL INC.	624.18
123524	GRAND TRAVERSE GARAGE DOOR	190.60
123525	GREEN GUARD	47.15
123526	GRIFFIN BEVERAGE CO	332.80
123527	HANKINS, SCOTT A.	14.00
123528	HARDY DIAGNOSTICS	182.47
123529	HARRELL'S	7,665.00
123530	HERZOG ELECTRIC	125.00
123531	HILLING, NICHOLAS A.	47.96
123532	HYDRO CORP	530.00
123533	KSS ENTERPRISES	47.05
123534	LINKLATER, LINDA	250.00
123535	MACDONALD GARBER	499.00

M = Manual Check, V = Void Check

Check Number	Payee	Amount
123536	MCCARDEL CULLIGAN-PETOSKEY	50.00
123537	McGINN, KELLY A.	228.40
123538	MED ALLIANCE GROUP INC	465.25
123539	MEIER, JACQUELINE	94.90
123540	MICHIGAN OFFICEWAYS INC	1,184.66
123541	NORTH COAST FASTENERS LLC	17.11
123542	NORTHERN CREDIT BUREAU	136.98
123543	NORTHERN MICHIGAN HARDWOODS	2,214.00
123544	NORTHERN MICHIGAN REVIEW INC.	932.46
123545	OHM ADVISORS	15,476.25
123546	OLESON'S FOOD STORES	13.50
123547	OLSON BZDOK & HOWARD	1,441.50
123548	O'REILLY AUTOMOTIVE INC	34.47
123549	OTEC	38.00
123550	PARASTAR INC.	1,783.77
123551	PETOSKEY RV USA	9,495.00
123552	PHYSICIAN'S CLINIC OF CHARLEVOIX	147.00
123553	PLUSTER, EVON	51.18
123554	POSTMASTER	229.60
123555	POWER LINE SUPPLY	5,992.50
123556	POWERPLAN	263.27
123557	PRESTON FEATHER	103.16
123558	PVS TECHNOLOGIES INC	6,548.67
123559	RANGE TELECOMMUNICATIONS	217.20
123560	RON'S AUTO & WRECKER	640.00
123561	ROTARY CLUB OF CHARLEVOIX	37.50
123562	SHEPARD, MEGAN	100.00
123563	SHORELINE POWER SERVICES INC.	1,012.50
123564	SIGMA-ALDRICH INC.	620.92
123565	SITE ONE LANDSCAPE SUPPLY	689.03
123566	SKRETTING USA	109.68
123567	SPARTAN DISTRIBUTORS INC	33.92
123568	SPARTAN STORES LLC	4.99
123569	STATE OF MICHIGAN	896.56
123570	STATE OF MICHIGAN	95.00
123571	T.C. RECORD EAGLE	386.10
123572	UNIFIRST CORPORATION	697.12
123573	UP NORTH PROPERTY SERVICES LL	1,000.50
123574	USA BLUE BOOK	1,609.28
123575	VILLAGE GRAPHICS INC.	147.50
123576	WHITLEY, ANDREW T.	150.00
123577	WORK & PLAY SHOP	298.95
123578	XYLEM WATER SOLUTIONS USA INC	1,300.54
Total 05/22/2018:		160,439.69
Grand Totals:		160,439.69

Check Number	Payee	Amount
05/07/2018		
50718001	MICHIGAN PUBLIC POWER AGENCY	15,113.29
50718002	PAYMENT SERVICE NETWORK INC.	240.90
Total 05/07/2018:		15,354.19
Grand Totals:		15,354.19

Check Number	Payee	Amount
05/10/2018		
51018001	STATE OF MICHIGAN	17,978.58
Total 05/10/2018:		17,978.58
Grand Totals:		17,978.58

Check Number	Payee	Amount
05/14/2018		
51418001	MICHIGAN PUBLIC POWER AGENCY	15,181.55
Total 05/14/2018:		15,181.55
Grand Totals:		15,181.55

Check Number	Payee	Amount
05/15/2018		
51518001	DTE ENERGY	7,384.45
Total 05/15/2018:		7,384.45
Grand Totals:		7,384.45

Check Issue Date	Check Number	Payee	Amount
51818001			
05/18/2018	51818001	**EFTPS* Payroll Taxes	9,212.67
05/18/2018	51818001	**EFTPS* Payroll Taxes	9,212.67
05/18/2018	51818001	**EFTPS* Payroll Taxes	2,154.58
05/18/2018	51818001	**EFTPS* Payroll Taxes	2,154.58
05/18/2018	51818001	**EFTPS* Payroll Taxes	11,410.28
Total 51818001:			
	5		34,144.78
51818002			
05/18/2018	51818002	Alerus Financial	400.00
Total 51818002:			
	1		400.00
51818003			
05/18/2018	51818003	STATE OF MICHIGAN	5,287.90
Total 51818003:			
	1		5,287.90
51818004			
05/18/2018	51818004	Vantagepoint - 401 Plan 109153	742.50
Total 51818004:			
	1		742.50
51818005			
05/18/2018	51818005	Vantagepoint - 457 Plan 300959	5,628.59
05/18/2018	51818005	Vantagepoint - 457 Plan 300959	954.55
05/18/2018	51818005	Vantagepoint - 457 Plan 300959	2,008.92
05/18/2018	51818005	Vantagepoint - 457 Plan 300959	5,940.15
Total 51818005:			
	4		14,532.21
51818006			
05/18/2018	51818006	Vantagepoint - Roth IRA 706117	1,186.53
Total 51818006:			
	1		1,186.53
Grand Totals:			
	13		56,293.92



Check Number	Payee	Amount
05/18/2018		
51818007	MERS	38,615.68
Total 05/18/2018:		38,615.68
Grand Totals:		38,615.68

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Opt In/Out of PA 95

DATE: May 21, 2018

PRESENTED BY: Don Swem, Electric Supt

BACKGROUND:

Michigan's Public Act 95 was signed into law in 2013 to create the Low-Income Energy Assistance Fund (LIEAF) within the State Treasury. This fund provides money to low income households for heating assistance. The Act requires the City to either participate in the fund or to officially opt out of participation.

To participate the City would be required to collect a surcharge of a dollar or less from each retail billing meter (but no more than one residential meter per residential site) every month and send all of the money to the State for this fund. The money is supposed to be used back in this geographic area as much as possible. The total amount collected in a year would be roughly \$36,000.

The other choice is to opt out, which means the City would not collect any money and would not be a part of this fund. As a result, during the winter from November 1st to April 15th, our customers would not be eligible for emergency assistance with their utility bills from this fund, and at the same time the City would be prevented from shutting off any residential service for non-payment.

The City must make this choice whether to opt in or opt out every year at this time. For the last five years Charlevoix has opted out of this fund. One of the problems with opting in to the fund is the significant amount of work and expense it would take to code all of our customers' accounts for this surcharge, as only one surcharge can be assessed per residential site (so that people with separate garages or boat slips are not double-charged). This would have to be done manually by going through all of our accounts to code them so that they could be billed at separate rates. This would be an ongoing cost to administer.

Another item to note is that although it is impossible to predict how much money would be needed in such a fund next year, it is clear that \$36,000 is more than we would ever need to help electric customers in Charlevoix, and therefore the majority of our dollars will be subsidizing other utilities and other locations rather than helping our customers.

RECOMMENDATION:

City Staff would recommend that Council entertain a motion to opt out of the PA 95 legislation again this year, saving our electric customers a dollar each month. This legislation allows the State to collect the cash and then decide how it gets distributed, with the cost going to each of our electric customers, with no guarantee that all of it would be used to help any of our customers.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Charlevoix Craft Beer Festival

DATE: May 21, 2018

BACKGROUND:

The Charlevoix Craft Beer Festival will be held on Saturday, June 2, 2018. The event has requested a beer tent in Bridge Park for the event.

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

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

RECOMMENDATION:

Motion to affirm the City Manager's decision to waive the provision in the City Code under Title III: Parks and Public Grounds for the Craft Beer Festival.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Taxiway A Rehabilitation: Amendment No. 2

DATE: May 21, 2018

BACKGROUND:

The construction work on Taxiway A last fall was delayed due to a nationwide shortage of lighting components, not the mistake of any one contractor and therefore did not finish on time. Due to the lengthened construction schedule, additional costs for professional services were required to complete the project. The increased cost to the City was slightly over \$600; this resolution authorizes this change and the additional payment.

RECOMMENDATION:

Motion to approve Resolution 2018-05-04, Execution of Amendment No. 2 to the Agreement for Professional Engineering Services.

ATTACHMENTS:

- ▣ Amendment No. 2 Agreement for Professional Engineering Services
- ▣ Resolution 2018-05-04

**AMENDMENT NO. 2 TO THE
AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES**

This Amendment made this ____ day of _____, in the year of 2018, to the Agreement made on the 6th day of June, in the year of 2016.

BETWEEN THE Owner (hereinafter referred to as Sponsor),

City of Charlevoix
210 State Street
Charlevoix, Michigan 49720

and the Engineer (hereinafter referred to as the Consultant),

RS&H Michigan, Inc.
G-3101 West Bristol Road, Suite 300
Flint, Michigan 48507

for the following project:

Location: Charlevoix Municipal Airport
Charlevoix, Michigan

Description: Taxiway A Rehabilitation

Changes: Due to delays in construction, to no fault of the Engineer, the project was not able to be completed within the original construction time. Due to this extended construction schedule, additional cost for professional services were required to complete the project. Attachment C to this Amendment identifies the additional Professional Construction Phase Services required.

Fee Summary:

Original Contract (design phase services):	\$ 92,200
Amendment No. 1 (construction phase services):	\$ 120,000
Amendment No. 2 (see attachment C):	<u>\$ 12,200</u>
 Updated Contract Total:	 \$ 224,400

IN WITNESS WHEREOF the parties hereto have fixed their hand this date first written above.

ACCEPTED BY THE SPONSOR

SIGNED IN THE PRESENCE OF

CITY OF CHARLEVOIX

By: _____

ACCEPTED BY THE CONSULTANT

SIGNED IN THE PRESENCE OF:

RS&H MICHIGAN, INC.



By: 
Patrick T. Frame
President



CHARLEVOIX MUNICIPAL AIRPORT

Attachment C

TAXIWAY A REHABILITATION - CONSTRUCTION PHASE

SCOPE / TASK TITLE		PROJECT OFFICER	PROJECT MANAGER	PROJECT ENGINEER	STAFF ENGINEER	RES. PROJ. REPRESENT.	CADD TECHNICIAN	SUPPORT STAFF	TOTAL
Construction Phase Services									
Task 1.14 Additional Weekly Progress Meetings (2)				24					24
TOTAL HOURS	0	0	24	0	0	0	0	24	
RATE	\$75.00	\$56.00	\$42.00	\$30.00	\$32.00	\$24.00	\$18.00		
TOTAL DIRECT LABOR \$	\$0	\$0	\$1,008	\$0	\$0	\$0	\$0	\$1,008	
OVERHEAD @	178.83%								\$1,803
PROFIT @	11%								\$309
TOTAL BURDENED LABOR @	3.10								\$3,120
OTHER DIRECT NON-SALARY COSTS									
SPECIALTY SUBCONSULTANTS									
Task 2a - Resident Project Representative	Alpine Engineering, Inc. (DBE)								\$8,725
TOTAL SPECIALTY SUBCONSULTANTS									\$8,725
TRAVEL									
	# People	# Days	Airfare @	Car @	Per Diem @	Lodging @			
Additional Weekly Progress Meetings (1 visit / week) (2)	1	2	\$ 400	\$ 70	\$ 38	\$ 110			
TOTAL TRAVEL								\$436	
TOTAL ODC's								\$9,161	
Total Proposed Fee (Rounded) for:	Construction Phase Services								\$12,200

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-05-04
EXECUTION OF AMENDMENT NO. 2 TO THE AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES
FOR THE TAXIWAY ALPHA REHABILITATION
(Federal Project No. 3-26-0017-2117)

WHEREAS, the City is approving the second contract amendment for Professional Engineering Services with RS&H Michigan, Inc. for professional engineering services for the Taxiway A Rehabilitation and Construction; and

WHEREAS, there is an additional fee for the extended construction phase services; and

WHEREAS, the addition fee amount of Twelve Thousand Two Hundred Dollars (\$12,200) less the City's 5% Local Match would be included in the FAA AIP Grant; and

WHEREAS, the funding breakdown is 90% Federal, Ten Thousand Nine Hundred Eighty Dollars (\$10,980) 5% State (MDOT), Six Hundred Ten Dollars (\$610) and 5% Local Match Six Hundred Ten Dollars (\$610).

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute Amendment No.2 to the Agreement for Professional Engineering Services for the Taxiway Alpha Rehabilitation.

RESOLVED this 21st day of May, 2018 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Blue Star Memorial Garden

DATE: May 21, 2018

PRESENTED BY: Charlevoix Garden Club

BACKGROUND:

The Blue Star Marker placement is a program sponsored by the National Garden Clubs (NGC). The Charlevoix Area Garden Club and the Charlevoix Evening Garden Club are members of this national organization. The NGC program suggests that member clubs place a Blue Star Marker in their communities to commemorate US war veterans.

There will be no cost to the City as the clubs will pay for the marker, the supporting boulder, and some plantings. DPW Superintendent Pat Elliott, said he would search for the appropriate size boulder and assist in placement. Any expense in this regard will be assumed by the clubs. The marker will be 41" high and 45" wide made of cast aluminum. Since it takes about 3 months to manufacture, the earliest dedication could be September but, Veterans Day in November is also a consideration.

The Garden Clubs feel that a marker of this nature would be very timely and appropriate .

The Clubs conferred with City Staff about placement of the marker and wish to locate it in a landscaping bed by the Harbormaster's office. Once complete, the marker would be bordered by perennial flowers; the Garden Clubs are also interested in working with us on these plantings. To accommodate the boulder, some existing bushes would be moved within the existing bed.

RECOMMENDATION:

Motion to authorize the Blue Star Memorial in the landscape bed by the Harbormaster's office as presented.

ATTACHMENTS:

- ▣ Photo Overview
- ▣ Photo Close-up
- ▣ Photo medium view







CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Venetian Festival Street Closure Request

DATE: May 21, 2018

PRESENTED BY: Dan Barron, Charlevoix Venetian Festival

BACKGROUND:

The Charlevoix Venetian Festival is again requesting closure of US 31 during portions of the 2018 Festival. The attached letter outlines the requested closure. In 2017, the City purchased traffic control equipment sufficient to conduct closures like this. The support of the Charlevoix Township Fire Department is essential for this closure.

In order for this closure to occur, the City must apply for a permit from MDOT for the closure of the highway. Council must authorize this permit application.

RECOMMENDATION:

Motion to authorize City Staff to apply for a permit from MDOT for the closure of US 31 on the following dates and times: July 25, 2018 from 5:30pm-July 26, 2018 at 1am; July 26, 2018 from 5:30pm-July 27, 2018 at 1:00am; and July 27, 2018 at 5:30pm-July 29, 2018 at 1:00am.

ATTACHMENTS:

- ▣ Venetian Festival Street Closure Request

CHARLEVOIX VENETIAN FESTIVAL, INC.

309 Petoskey Avenue
P.O. Box 120
Charlevoix, Michigan 49720
PH 231-547-3872 / FAX 231-547-2977
www.venetianfestival.com Email: info@venetianfestival.com

May 16, 2018
Hand-Delivered

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

Re: Bridge Street Closure

Dear Mr. Heydlauff:

As you will recall, in July of 2017 Bridge Street was closed in the downtown area over an extended period, at various times from July 19th through July 23rd, during the 2017 Venetian Festival. The street closure occurred on Wednesday evening, was thereafter re-opened throughout the day on Thursday, and was thereafter closed from Thursday evening through Saturday evening.

The primary goal in closing the street was enhancement of pedestrian safety, especially the safety of children.

The 2017 street closure allowed the community to observe the impact of the street closure and to register their sentiments. Several public polls were taken including an online survey by the Charlevoix Venetian Festival, wherein 77% of the 158 responses favored some form of an extended street closure.

The most prominent reason for support was the obvious and significant enhancement of pedestrian safety, as well as the observation, which was shared by numerous officials, that vehicular traffic actually flowed more smoothly, once public safety personnel stepped in to direct vehicular and pedestrian traffic.

The 2017 extended street closure also allowed the Festival to receive and review the logistical challenges and receive various concerns expressed by downtown merchants and the general public. The Festival has taken into account various issues, opinions and perspectives relating to the closure of Bridge Street in the downtown area during Venetian, and proposes the following plan:

<u>DATE</u>	<u>CLOSURE OF BRIDGE STREET</u>	<u>RE-OPENING</u>
1. Venetian Wednesday (7/25/2018)	5:30 p.m.	1:00 a.m. (7/26/2018)
2. Venetian Thursday (7/26/2018)	5:30 p.m.	1:00 a.m. (7/27/2018)
3. Venetian Friday (7/27/2018)	5:30 p.m.	1:00 a.m./Sunday (7/29/2018)

The Charlevoix Township Fire Department will again be staging the proposed street closure, and may in their discretion re-open the street prior to the 1:00 a.m. time set forth above, if pedestrian and vehicular circumstances facilitate the same. We are very appreciative of this service being provided by the Charlevoix Township Fire Department and its benefit to the community.

The Festival believes that the present street closure proposal creates a win/win scenario for all concerned, and thus requests the support and approval of the City Council in such regards.

Sincerely,



Dan Barron
President

DBB/an

CC: Dan Thorp, Charlevoix Township Fire Chief

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Remote Participation Policy Resolution

DATE: May 21, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

There have been some requests--especially from our volunteer boards and commissions for members to participate in meetings remotely. The City Attorney has drafted this resolution that would establish a blanket policy permitting this.

If approved, Members of the Council (along with other bodies) could participate remotely so long as a quorum could be established with persons attending the meeting in person. Members could vote but all votes would need a roll call.

RECOMMENDATION:

Motion to approve Resolution 2018-05-01 Remote Participation Policy.

ATTACHMENTS:

- ▣ Resolution 2018-05-01

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-05-01
REMOTE PARTICIPATION POLICY

- WHEREAS,** the City Council for the City of Charlevoix has determined that sufficient technology exists to allow for remote participation in meetings by members of the Charlevoix City Council or any City commission, board, committee, or sub-committee; and
- WHEREAS,** the City Council has determined that remote participation will facilitate better attendance, participation and decision making by members of Council and other City commissions, boards, committees, or sub-committees; and
- WHEREAS,** the Michigan Courts have determined that telephonic participation of a hearing that is open to the public does not violate the Open Meetings Act, M.C.L. 15.261 et seq. (See *Goode v Dept. of Soc. Services*, 143 Mich. App 756, 758 (1985)).

NOW THEREFORE BE IT RESOLVED, the Charlevoix City Council adopts this Remote Participation Policy.

- A. Any member of the Charlevoix City Council or any City commission, board, committee, or sub-committee may be connected to a meeting and participate in that meeting remotely under the following conditions:
- (1) In the case of City Council, the request to participate has been submitted to the City Manager at least 24 hours in advance of the meeting. In the case appropriate any other City commission, board, committee, or sub-committee the request to participate has been submitted to the City staff member, or chair of the commission, board, committee, or sub-committee at least 24 hours in advance of the meeting.
 - (2) The remote connectivity is sufficient for all persons attending the meeting to hear the remote participant and the remote participation will not interfere with the progress of the meeting.
 - (3) A remote participant may vote or take any action as part of the meeting as if the remote participant were attending the meeting in person. All votes at the meeting shall be by roll call vote of the members present and the remote participant.
 - (4) Remote participation in a meeting shall not be considered attendance for the purpose of establishing a quorum or receiving per diem. All other provisions of the Open Meetings Act shall be observed.
- B. The bylaws of any City commission, board, committee, or sub-committee shall be amended to incorporate this Remote Participation Policy.

RESOLVED this 21st day of May, 2018 A.D.

Resolution was adopted by the following yeas and nays:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Public Participation Plan

DATE: May 21, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

As you will recall, we have been working toward being certified as a Redevelopment Ready Community (RRC) by the Michigan Economic Development Corporation. RRC is a program intended to help communities be ready for development and redevelopment by building a strong governance structure. One piece of this is to have a good plan for engaging the public--especially around development issues. The draft plan that is attached has been prepared to help outline the steps that will be taken to engage the community and how we can use that information. We expect to revise this later this fall as our website (and it's new communication options) go live in September.

RECOMMENDATION:

Motion to approve the Public Participation Plan as presented.

ATTACHMENTS:

- ▣ Draft Public Participation Plan



**CITY OF
CHARLEVOIX**

Public Participation Plan

City of Charlevoix
210 State Street
Charlevoix, MI 49720

April 2018

Purpose

The City of Charlevoix has developed this Public Participation Plan to serve as a guide to gather public input during the planning and development review and approval process. This plan shall outline a process for seeking and gathering public input, and to create a uniform understanding of all requirements and goals of the City of Charlevoix in utilizing public opinion. While the City already engages with the public throughout the planning and development process, this plan will increase transparency and predictability between the City and local stakeholders and will be updated as needed.

“Public Participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.” – International Association of Public Participation, Core Values

Goals

In order to be consistent, it is important to tie the goals of this plan to what the City has already committed to do, as such, per the 2017-2018 City of Charlevoix, City Council Goals:

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.

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

We also strive to:

- Seek broad identification and representative involvement of all residents of the community
- Utilize effective and equitable avenues for distributing information and receiving comments
- Support and encourage continuous improvement in the methods used to meet the public need for information and involvement
- Record results of public engagement and recount these results back to the public
- Update our communications strategies and needed

State and Local Regulations

The City of Charlevoix is subject to a number of State and local regulations pertaining to public participation. City Council, Planning Commission, committees follow the guidelines contained within the following acts:

- Charlevoix City Charter
- Charlevoix Code of Ordinances
- The Michigan Open Meetings Act (PA 267 of 1976)
- The Michigan Planning Enabling Act (PA 33 of 2008)
- The Michigan Zoning Enabling Act (PA 110 of 2006)
- Downtown Development Authority Act (PA 197 of 1975)
- Brownfield Redevelopment Financing Act (PA of 381 of 1996)
- Local Historic Districts Act (PA 169 of 1970)
- Other pertinent local and/or State legislation.

Open Meetings Act

The Michigan Open Meetings Act was created to ensure government transparency and accountability to citizens. It required certain meetings of public bodies to be open to the public, timely public notice of these meetings, and the keeping of minutes at these meetings.

The entirety of the act can be accessed: [Open Meetings Act-267-of-1976](#)

In accordance with PA 267 of 1976, the City of Charlevoix will hold meetings in the City Hall building located at 210 State Street, which is accessible to the public.

Planning Enabling Act (PA 33 of 2008)

The Michigan Planning Enabling act serves to codify laws regarding county, city, and village planning. The entirety of the act can be accessed: [Planning Enabling 33 of 2008](#).

In accordance with PA of 33 of 2008, the necessary parties will be notified via first class mail, personal delivery or electronic mail a notice explaining the Planning Commission's intent to plan and requesting the recipient's cooperation and comment.

Before approving a proposed master plan, a Planning Commission will hold not fewer than one public hearing on the proposed master plan. The hearing will be held after the expiration of the deadline for comment as outlined in the act.

The Planning Commission will give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within Charlevoix.

The Planning Commission will also submit notice of the public hearing by first class mail, personal delivery or electronic mail to the previously listed entities for review.

After the adoption of the master plan, the Planning Commission may publish and distribute copies of the master plan or of any report, and employ other means of publicity and education.

Key Stakeholders

This Plan identifies important groups that can assist and enhance the public participation process, as well as identify groups that are not often at the visioning table. The following list represents a diverse set of individuals, groups and organizations that may be interested in or affected by the planning process. Engagement with groups will vary according to the project being reviewed. Possible key stakeholders include, but are not limited to:

- Local residents
- City Council
- Planning Commission
- Zoning Board of Appeals
- Charlevoix Area Chamber of Commerce
- Charlevoix Convention and Visitors Bureau
- Charlevoix Public Schools
- Charlevoix Montessori School
- St. Mary's Catholic School
- Commercial Developers, Brokers, Real Estate Professionals
- Potential Investors
- Northern Lakes Economic Alliance
- Charlevoix County Commission on Aging
- Local Business Owners
- Community, Civic and Social Groups
- Students and Student Groups
- Neighboring Communities
- Major Employers
- Neighborhood Associations
- Students
- State Agencies

Communications Toolbox

There are many situations in which the city will solicit public input for a plan or project. Public participation in the planning process not only satisfies political and public need, it also increases the likelihood of plan success. Broad engagement in the planning process also helps to prevent delays caused by unforeseen issues.

The following methods are used to advertise the public meetings of the City Council, Planning Commission, and other boards and commissions acting as advisory bodies to the City Council when taking action on land use or development applications. This list is flexible and can change based on needs and circumstances. The City of Charlevoix plans to use new technology as it becomes available and will update this plan to reflect updates and changes.

The City of Charlevoix makes all attempts to communicate with and reach all affected stakeholders.

- **Inform:** A variety of one-way communication formats are used including, newspaper, website and social media postings, flyers posted in public locations, mailings, various newsletters, television and radio announcements, press releases, attachments to utility bills.
- **Consult:** Other public participation methods of communication include in person, by phone or mail and online surveys, community workshops, focus groups, walkabouts, One-on-one interviews for the more vocal stakeholders, standing committees (Main Street or more projects specific), partnerships (schools, employers, groups), Manager's Call.
- **Involve:** Public Meetings shall take place at City Hall and/or the Charlevoix Public Library, a barrier-free and accessible location. At times, meetings may be held in other locations (i.e. library) to better accommodate residents.

City Council meetings 1st and 3rd Mondays at 6pm in Council Chambers

Planning Commission 2nd Monday 6pm

Downtown Development Authority/Main Street 4th Monday 5:30pm

Board of Review as posted

Zoning Board of Appeals (ZBA) as needed

Recreation Board as posted

Strategies for Outreach

This plan aims to outline how the City of Charlevoix plans ahead for public input and involve the public sooner rather than later in the development process. Proactively engaging a diverse group of stakeholders, including those in our community that may be under-represented, fosters a sense of ownership and prevents delays caused by unforeseen issues.

In order to accomplish this goal, this plan incorporates methods and tools that facilitate strong relationships and ongoing conversations with our residents and partners.

Communicating Results

The City of Charlevoix is dedicated to promoting transparency and therefore acknowledges the need to share public participation outcomes with the community in a timely and thorough manner.

Public Meetings: All meeting minutes will be posted online and available in City Hall in a timely manner.

Social Media: At this time response to public posts and communication of announcements is fluid and not an official method of communication from the City to the public, although many announcements will be posted this way. We plan to develop an official process in the future.

Surveys: We strive to improve the distribution and use of surveys whenever possible, beneficial and feasible, to identify key citizen concerns. These surveys will be compiled, evaluated and results may be posted online and communicated to the City Council, residents, survey participants and other stakeholders in the planning process for upcoming events.

Community workshops/focus groups: The City and other local boards or committees may conduct focus groups for gathering the community's opinion on specific issues, as needed. The minutes or reports from these meetings may be shared with the participants and the community as well as included in any report or plan generated on the feedback collected during these meetings.

Attach: (documents or links)

Updated meeting schedules (published as amended)

Updated planning review process (in development)

Community engagement tree/flow chart (in development)

RRC – Internal Public Participation Evaluation (see below)

RRC – Community Event Satisfaction Survey – making an effort to reach seniors and to city council (see below)

Community Event Satisfaction Survey

What event did you attend today?

How did you hear about this event?

Was this event held at a convenient location and time?

Are you glad you came to this event? Would you improve it in any way?

Date:

Internal Public Participation Survey

Type of public participation

Date

How was the event advertised?

Where was the event held?

How many people attended? Was there a group that was under-represented?

Who facilitated/completed the event?

Are there ways this could be improved for future events?

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Mayoral Appointments

DATE: May 21, 2018

PRESENTED BY: Joyce M. Golding, City Clerk

BACKGROUND:

Per the Volunteer Board and Committee Appointment Policy, all positions were advertised and incumbents were sent information regarding how to request reappointment if desired. Applications received by the Clerk are attached. The Mayor is nominating applicants for the following boards and commissions:

- * DDA (Kirby Dipert incumbent) 4 year term
- * DDA (Tamie Gillespie incumbent) 4 year term
- * Housing Commission (Laurene Crandall incumbent) 5 year term
- * Planning Commission (Judy Clock incumbent) 3 year term
- * Planning Commission (Mary Eveleigh incumbent) 3 year term
- * Planning Commission (Nelson Fletcher incumbent) 3 year term

RECOMMENDATION:

Motion to appoint/reappoint **Name** to the Downtown Development Authority, term expiring April 2022.

Motion to appoint/reappoint **Name** to the Downtown Development Authority, term expiring April 2022.

Motion to appoint/reappoint **Name** to the Housing Commission, term expiring April 2023.

Motion to appoint/reappoint **Name** to the Planning Commission, term expiring April 2021.

Motion to appoint/reappoint **Name** to the Planning Commission, term expiring April 2021.

Motion to appoint/reappoint **Name** to the Planning Commission, term expiring April 2021.

ATTACHMENTS:

- ▢ Applications



**CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION**

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

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

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

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

PLEASE PRINT

NAME: Emma Buday

ADDRESS: 305 Burns St Charlevoix, MI 49720

HOME PHONE: 231-237-0218

CELL PHONE: 231-330-9064

EMAIL: 20budemm@rayder.org

ARE YOU A REGISTERED VOTER IN THE CITY? No

HOW LONG HAVE YOU LIVED IN THE CITY? 13 years

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

EDUCATIONAL BACKGROUND: Charlevoix High School

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Member of student council, previous vice president of National Junior Honors Society, appointed section leader of high brass for the Charlevoix Bands, co-captain of Charlevoix Girls JV basketball team.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Weeding petunias, member of Zonta, member of St Mary's Youth Group, recent youth member of Charlevoix Democrats, member of SAFE- substance abuse prevention in youths.

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
Nothing other than student council.

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

REASON(S) YOU WISH TO SERVE: In college and beyond I foresee myself pursuing a degree and/or career in political science. This would be an amazing opportunity for me to gain experience in the field of public service and a better understanding of how government is run. I also happen to be very excited about government and public service, so this would be an eyeopening, and honestly quite fun, experience for me. Most of all, I want to help make a difference in this town and the world for the better, and this position would allow me to do just that.

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

SIGNATURE: Emma Buday

DATE: 4/6/5

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



CITY OF CHARLEVOIX

VOLUNTEER BOARDS AND COMMITTEES APPLICATION

RECEIVED
APR 11 2018

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

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

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

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

PLEASE PRINT

NAME: Sean Bradley
ADDRESS: 14755 Vernida Ave.
HOME PHONE: 231-547-1369 CELL PHONE: 231-675-9622
EMAIL: 20 Br. Sean@rayder.org
ARE YOU A REGISTERED VOTER IN THE CITY? No HOW LONG HAVE YOU LIVED IN THE CITY? 16 years
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? No

EDUCATIONAL BACKGROUND: Sophomore at Charlevoix High School

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Manager at Charlevoix Kiln for 2 years and I am a representative on the Charlevoix High School Student Council second year in a row. I have maintained a 4.00 GPA and I am first in my class.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: I have been a performer with the Charlevoix PA club for 5 years and volunteer to build and paint sets. I also organize student activities through Student Council. Further volunteer work I've done is setting up the waterfront Art fair and Plant Petting both of which I've done for several years.

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

No

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

No

REASON(S) YOU WISH TO SERVE:

I have a passion to serve. The opportunity to better my community and lend my voice to improve our city is incredible. I believe the best kind of citizen is one who gets involved and through this board, I am given that opportunity. I also must acknowledge the great opportunity this board offers. The chance to work directly with the great administration of our city and our mayor is something I look forward to.

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

SIGNATURE:

Sean Bradley

DATE: 4-6

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



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION



Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

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

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

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

PLEASE PRINT

NAME: Marell Staffel

ADDRESS: 13100 PD Campbell Ct. Charlevoix, MI 49720

HOME PHONE: _____ CELL PHONE: 231-459-8668

EMAIL: marelljean@gmail.com

ARE YOU A REGISTERED VOTER IN THE CITY? No HOW LONG HAVE YOU LIVED IN THE CITY? City 1980-2000
Chx Twp 2000-Present

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

EDUCATIONAL BACKGROUND: Associate Degree of Commerce from NCMC 1983

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Work at Charlevoix Camera/Picture This, located in the Oleson's Plaza. 1984 to 1992 Employee 1992 to Present Owner

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Co-coordinator of the Annual Charlevoix Memorial Day Street Parade and Ceremony in East Park. 2015 to present. I take and provide the free Santa pictures for the Charlevoix Chamber Holiday event held annually on Thanksgiving weekend. 1988 to Present

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

I held various board positions on Keep Charlevoix Beautiful for 10 years including treasurer and volunteer coordinator. I was also very involved in their fundraising activities.

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

No

REASON(S) YOU WISH TO SERVE: A thriving downtown is important to the success of a community. I have seen many positive changes happening in our downtown in the last few years. I think that with my 35 years of experience in the downtown Charlevoix business community I could be an asset to the DDA. I would be honored to be given the opportunity to participate in the continued growth and prosperity of Charlevoix.

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

SIGNATURE: Marell Staffel

DATE: April 26, 2018

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



**CITY OF
CHARLEVOIX**

**CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION**



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☐ COMPENSATION COMMISSION	☐ PLANNING COMMISSION	☐ OTHER _____
☒ DDA/MAIN STREET BOARD	☐ RECREATION ADVISORY COMMITTEE	☐ NO PREFERENCE

PLEASE PRINT

NAME: Kirby Dipert
 ADDRESS: 216 W Hurlbut St
 HOME PHONE: 547-7007 CELL PHONE: 330-5359
 EMAIL: ragmerchant@charter.net

ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 9 mo
 HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? NO

EDUCATIONAL BACKGROUND: College Assoc. Degree

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: DDA Board 12 yrs

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Rotary

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

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

REASON(S) YOU WISH TO SERVE: continue

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

SIGNATURE: Kirby Dipert DATE: 4/30/18

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



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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☐ COMPENSATION COMMISSION	☐ PLANNING COMMISSION	☐ OTHER _____
☒ DDA/MAIN STREET BOARD	☐ RECREATION ADVISORY COMMITTEE	☐ NO PREFERENCE

PLEASE PRINT

NAME: Amanda Wilkin
ADDRESS: 04670 Six Mile Lake Rd Ellsworth Mi 49729
HOME PHONE: 248-802-9692 CELL PHONE: Same
EMAIL: Amandawilkin@gmail.com
ARE YOU A REGISTERED VOTER IN THE CITY? No HOW LONG HAVE YOU LIVED IN THE CITY? _____
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? No

EDUCATIONAL BACKGROUND: BA from MSU in apparel and textile design

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Executive Director for CVB
Served on Main Street steering committee. Serve on
economic vitality and promotions committees and
COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: numerous sub committees.

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
Served on Keep Charlevoix Beautiful. Currently serve
on MACVB as secretary, Charlevoix Historical Society
DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
There is some potential conflict due to my job with the
CVB, but I would recuse myself from the conversation.

REASON(S) YOU WISH TO SERVE:
Downtown is the heartbeat of the community
and very important as an economic driver. I
think I would be a good asset to the team.

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? Yes
SIGNATURE: [Signature] DATE: 5/4/2018

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





CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION



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☐ COMPENSATION COMMISSION	☐ PLANNING COMMISSION	☐ OTHER _____
☐ DDA/MAIN STREET BOARD	☐ RECREATION ADVISORY COMMITTEE	☐ NO PREFERENCE

PLEASE PRINT

NAME: Laurene Crandall
ADDRESS: 210 W. Garfield Apt. 115 Charlevoix, MI 49720
HOME PHONE: 231-237-9511 CELL PHONE: _____
EMAIL: laurieKC47@yahoo.com
ARE YOU A REGISTERED VOTER IN THE CITY? NO HOW LONG HAVE YOU LIVED IN THE CITY? most of my life
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? NO

EDUCATIONAL BACKGROUND: LPN - retired

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Nursing - mostly in nursing homes - AS charge nurse

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: have been PRR commissioner for 2 yrs. - the last yr. president

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

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

[3]

REASON(S) YOU WISH TO SERVE: I Am greatly enjoying being on the board now, and hope to keep doing it in the future. Trying to make a difference in a community that is near & dear to my heart

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

SIGNATURE: Laurene Crandall DATE: 3-13-18

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



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

RECEIVED
MAR 15 2018

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

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☒ PLANNING COMMISSION
☐ RECREATION ADVISORY COMMITTEE

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

PLEASE PRINT

NAME: Judith A. Clock
ADDRESS: 207 E. Dixon Ave., Charlevoix, MI
HOME PHONE: (231) 547-9627 CELL PHONE: _____
EMAIL: judith.clock@gmail.com
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 53 years
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? No
EDUCATIONAL BACKGROUND: BS Central Michigan University

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Member of planning commission since 2009
Master Citizen Planner training and member since 2010.
Six hours of training every year since.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Employed by Charlevoix Public Schools
for 30 years until retirement in 2011

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

Planning Commission since 2009 Vice Chair 2017, 2018

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

The only foreseeable conflict is that I'm an unpaid manager of Sunshine
Charters which operates from the city marina. (I collect the mail in the
winter.)

REASON(S) YOU WISH TO SERVE: I have enjoyed my tenure on the planning commission
and wish to continue. I feel that my training as a MCP and my
long history in the community is an asset to the planning commission

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

SIGNATURE: Judith A. Clock DATE: March 12, 2018

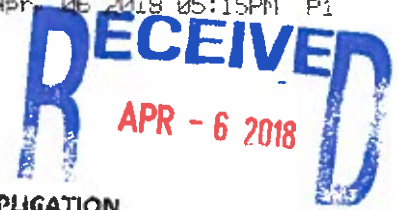
RETURN APPLICATION TO THE CITY CLERK'S OFFICE: 210 STATE STREET CHARLEVOIX, MI 49720 - FAX (231) 547-3617 - EMAIL clerk@charlevoixmi.gov



CITY OF
CHARLEVOIX

CITY OF CHARLEVOIX

VOLUNTEER BOARDS AND COMMITTEES APPLICATION



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☒ PLANNING COMMISSION
☐ RECREATION ADVISORY COMMITTEE

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

PLEASE PRINT

NAME: Mary Eveleigh

ADDRESS: 208 E. Dixon Ave.

HOME PHONE: 231-547-5548 CELL PHONE: 231-336-1478

EMAIL: eveleighm92@dstglobal.net

ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 32 yrs

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

EDUCATIONAL BACKGROUND: high school graduate & 2 yrs College

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: office manager, retail businesses
ADVANCE Master Citizen planner 2004 - till present

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: (20 yrs) Rainbow Shoppe, Charlevoix Community
Food Pantry, Charlevoix Community Christmas Project - 2004 till present
(10 yrs)

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
Zoning Board of Appeals 2001-2002, Board of Review - 2 yrs
Planning Commission 3 yrs

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
Do not foresee any potential conflict, but if
there is a case where there is a potential conflict of
interest I will Recuse myself and notify the planning Commission of
my decision in accordance to the bylaws.

REASON(S) YOU WISH TO SERVE:
I have always Community and economic development through Smart
Growth Planning and zoning. I have continued to take
educational classes

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

SIGNATURE: Mary Eveleigh DATE: April 6th 2018

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



CITY OF CHARLEVOIX

VOLUNTEER BOARDS AND COMMITTEES APPLICATION



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☐ COMPENSATION COMMISSION	☒ PLANNING COMMISSION	☐ OTHER _____
☐ DDA/MAIN STREET BOARD	☐ RECREATION ADVISORY COMMITTEE	☐ NO PREFERENCE

PLEASE PRINT

NAME: NELSON FLETCHER
ADDRESS: 907 STATE ST
HOME PHONE: 231-547-4803 CELL PHONE: 231-330-4366
EMAIL: nelsonfletcher@hotmail.com
ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? APPROX. 30YRS
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? No

EDUCATIONAL BACKGROUND: BS - NORTHERN MICHIGAN UNIVERSITY

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: RETIRED BUILDING OFFICIAL, BUILDING INSPECTOR & PLAN REVIEWER - CHARLEVOIX COUNTY

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: MEMBER PLANNING COMMISSION, MEMBER CHARLEVOIX COUNTY HOUSING COMMITTEE, MEMBER COUNCIL 7172 KNIGHTS OF COLUMBUS

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

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
No, WITH THE POSSIBLE EXCEPTION THAT MY WIFE & I OWN A RENTAL ON OUR LOT (NONCONFORMING)

REASON(S) YOU WISH TO SERVE: I BELIEVE I CAN BRING A COMMON SENSE APPROACH TO CITY ISSUES WHILE WORKING WITHIN THE ORDINANCES, AND AM WILLING TO WORK TOWARD CHANGE IF NECESSARY

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

SIGNATURE: [Signature] DATE: 4-18-2018

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



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

RECEIVED
APR 17 2018

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☒ PLANNING COMMISSION
☐ RECREATION ADVISORY COMMITTEE

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

PLEASE PRINT

NAME: Philip Parr
ADDRESS: 108 Green St Charlevoix, MI 49720
HOME PHONE: 517-282-1091 CELL PHONE: 517-282-1091
EMAIL: parrphil14@gmail.com

ARE YOU A REGISTERED VOTER IN THE CITY? Yes
HOW LONG HAVE YOU LIVED IN THE CITY? Since December 2011
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? Yes, Impaired Driving in 2010. East Lansing, MI District 54-B
EDUCATIONAL BACKGROUND: Bachelor of Arts in Interpersonal Communications, Michigan State University
Graduated in 2010

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE:

Director of Restaurants/F&B at the Inn at Bay Harbor from 2011-2014, General Manager & Partner for Round Lake Group LLC (Bridge Street Tap Room) from January 2014-October 2015, Wine Sales Rep for Fabiano Brothers from January 2016-October 2017 (wine division sold to Great Lakes Wine and Spirits LLC) transferred to them and currently calling on Charlevoix, Boyne City, and Walloon Lake businesses.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE:

Served as the chairman of the Main Street Steering committee to bring the program to Charlevoix. Spoke at the MSMDA offices in Lansing for our presentation. Served as the director of the Charlevoix Craft Beer Festival for 2 years, volunteered under Tap Room for several community events with the chamber and Main Street.

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

No

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

No

REASON(S) YOU WISH TO SERVE:

I want to see Charlevoix grow and keep developing a more sustainable year-round community. I want to see a balance in housing (short term vs. long term) by finding ways to increase more long-term housing. I feel like we have a special city and want to serve as a young professional to the public sector.

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

SIGNATURE:

Philip M. Parr

DATE: 4/17/18

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



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

RECEIVED
MAY 17 2018

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☐ HOUSING COMMISSION
☒ PLANNING COMMISSION
☐ RECREATION ADVISORY COMMITTEE

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

PLEASE PRINT

NAME: Jennifer Muladore

ADDRESS: 1020 Stroud Court, Charlevoix 49720

HOME PHONE: _____ CELL PHONE: 231-350-3614

EMAIL: jennifer.muladore@gmail.com

ARE YOU A REGISTERED VOTER IN THE CITY? yes

HOW LONG HAVE YOU LIVED IN THE CITY? 3 years

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

EDUCATIONAL BACKGROUND: BS, Biology and English, University of Michigan - Ann Arbor

MS, Resource Ecology and Management - Conservation Biology and Ecosystem Management, University of Michigan School of Environment and Sustainability

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Since 2007, I have been an ecologist for a conservation nonprofit in Gaylord. I manage programs related to invasive species, forest stewardship, native plants, water quality, and landowner assistance. I am a certified Forest Stewardship Plan Writer for the State of Michigan and I am a statewide leader in invasive species issues through the Michigan Invasive Species Coalition.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: I'm an active participant in community events and a frequent user of city park and recreational space. In my professional capacity, I often work with communities to help them create and implement natural asset plans (including stormwater and invasive species management) and link public recreation opportunities to protecting and promoting Northern Michigan's special natural resources.

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

I currently serve on the Charlevoix Shade Tree Commission, and in the past I was on Grayling's Wellhead Protection Committee and frequently serve on technical advisory committees for other groups around the state (including the state Low Impact Development Committee in 2007-2009).

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

No.

REASON(S) YOU WISH TO SERVE: I want Charlevoix to be a thriving community with a diverse range of families living, working, and enjoying local opportunities.

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? Yes - may need to call in occasionally since I work in Gaylord.

SIGNATURE: _____ DATE: 5/16/18

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

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Discussion: Cemetery Perpetual Care Fund

DATE: May 21, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A couple of years ago, Senate Bill 1125 was signed by the Governor and authorized cities to endow their cemetery perpetual care funds with a qualified community foundation. A cemetery perpetual care fund is established under Michigan law and the operator of the cemetery must use it to perpetually maintain a cemetery with revenue derived at the sale of a cemetery plot. At its most basic level, the perpetual care fund is used to cover any ongoing maintenance for the cemetery though in practice, Charlevoix has generally maintained the cemetery based on lot sale, interment, and general fund revenue and continued to accrue the perpetual care fund as a reserve.

Michigan law sets limits on how public funds are invested and those limits are intended to protect funds from market losses by investing in very limited and conservative savings instruments. By allowing perpetual care funds to be endowed with a community foundation, funds can appreciate more rapidly but are also exposed to greater risk--though the Charlevoix County Community Foundation has a relatively conservative risk tolerance.

Once funds are endowed with the Charlevoix County Community Foundation, they must remain there in perpetuity. We can chose to take the annual earnings from the fund in semi-annual installments or allow those funds to return to the fund (as we generally do today). We can also choose to take an annual distribution or decline it from year to year based on funding needs. We can also choose to stop contributing new revenue to the fund and we could chose not to endow all of the current fund with the Foundation.

I wanted to bring this information to Council for your consideration and for you to determine whether you'd like to consider this option further and, if so, what additional information you would like. The City Attorney and our independent auditor have reviewed this proposal and do determine it can be done. There are pros and cons of it. The biggest positive of this proposal is the potential of greater returns while the greatest con of the proposal is the loss of control over the body of the fund. Ultimately, you are committing this fund to the Foundation in perpetuity so it is important Council carefully consider the ramifications of this decision.

RECOMMENDATION:

I recommend Council discuss this and determine whether it is worth pursuing this prospect. If you believe it is worth considering, I would recommend you advise staff of what further information you would like in order to make a decision. We can then prepare this information and bring it back to the agenda for action.

Should you wish not to pursue this, no action is needed.

ATTACHMENTS:

- ▣ Draft Fund Agreement
- ▣ Chip Hansen Email
- ▣ Perpetual Care Fund Investment Scenarios

AGREEMENT TO ESTABLISH THE
CITY OF CHARLEVOIX – PERPETUAL CARE FUND
AN ENDOWED ORGANIZATIONAL FUND
OF THE CHARLEVOIX COUNTY COMMUNITY FOUNDATION

I. Contributions

The City of Charlevoix (“the Organization”) hereby irrevocably delivers \$ **AMOUNT** to the Charlevoix County Community Foundation (“the Community Foundation”), a Michigan nonprofit corporation. This is a gift for the purposes enumerated and set forth in the Articles of Incorporation establishing the Community Foundation and is to be administered by the Community Foundation subject to the terms and conditions contained in ~~its~~ the Michigan Community Foundation Act (MCL 123.901, et seq.), and the Community Foundation’s Articles of Incorporation and By-Laws establishing and governing the Community Foundation and any amendments or additions thereto, including presumption of donor intent and variance from Donor’s directions.

The Fund will be effective upon the acceptance of this agreement by the Community Foundation and will be administered in accordance with the normal and customary policies of the Community Foundation.

The Fund is open-ended and assets can be added at any time upon acceptance by the Community Foundation. All gifts to the Community Foundation to be added to the Fund shall be irrevocable once accepted by the Community Foundation.

II. Fund Name and Purpose

Through this gift it is the intention of the governing board of the organization to establish the *City of Charlevoix – Perpetual Care Fund* (“the Fund”) of the Community Foundation. The Fund will be so identified in printed/electronic materials that the Community Foundation disseminates. *The purpose of the Fund is to support the care and maintenance of current and future cemeteries operated by the City of Charlevoix.*

III. Investment and Fees

The Community Foundation may commingle the assets of the Fund with the assets of other Community Foundation funds, provided, however, that the separate identity of each fund will be maintained. The Fund will be the property of the Community Foundation and will not be deemed a separate trust fund held by it in a trustee capacity. The Community Foundation has the absolute and ultimate authority and control of all property in the Fund, all income derived from the Fund and of its use for the Community Foundation's charitable purposes. The assets of the Fund shall be invested according to the Community Foundation's investment policy, as it may be amended from time to time by the Community Foundation's Finance and Investment Committee (with the approval of the Board of Trustees of the Community Foundation).

The Fund shall share a fair portion of the total investment and administrative costs of the Community Foundation. Those costs will at all times be reasonable, will be in accordance with the current fee schedule applicable to funds of this type, and will not exceed usual and customary rates. Any cost to the Community Foundation in accepting, transferring, or managing property donated to the Community Foundation for the Fund shall be paid from the Fund.

IV. Distributions (Grants)

The governing board of the Organization reserves the right to recommend to the Trustees of the Community Foundation as to the distribution of *net income* from the Fund. The term “net income” means the amount available for distribution from the Fund under the Foundation’s spending policy in effect from time to time. *The principal of the Fund shall remain intact and not be subject to distribution, absent unusual circumstances.*

Distributions shall be made *twice* annually and shall be in accordance with the spending policy established by the Community Foundation. The recommendation to the Trustees of the Community Foundation as to distributions from the Fund shall be in writing and shall contain the statement that the recommendation is made with the approval of at least a majority of the governing board of the Organization. In the event of the dissolution of the Organization, the Community Foundation shall make distributions of net income from the Fund for such purposes or to such organizations as, in the opinion of the Board of Trustees of the Community Foundation, most nearly meet the purpose of the Organization.

The Board of Trustees of the Community Foundation shall have the power, *cypres*, to modify any condition or restriction on the distribution of assets if, in its sole judgment, those restrictions become, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the area served by the Community Foundation.

MY SIGNATURE INDICATES ACCEPTANCE of the terms and conditions of the agreement.

City of Charlevoix

Luther Kurtz – Mayor

Date

WE HEREBY ACKNOWLEDGE RECEIPT OF THE ABOVE GIFT, and agree to administer the same under the provisions of the Articles of Incorporation and By-Laws establishing and governing the Community Foundation, as amended.

CHARLEVOIX COUNTY COMMUNITY FOUNDATION

R.A. Hansen, Jr. - President

Date

Kelly and Mark,

I'm looking forward to meeting with you next Friday at 9:00 a.m., to review the information we've prepared related to the City of Charlevoix's Perpetual Care Trust Fund. The attached Excel file contains 3 tabs, including:

- Tab A is the original spreadsheet (reformatted) that Kelly provided a few weeks ago. The spreadsheet chronicles the actual performance of the Perpetual Care Trust Fund from 2007-2008 through and including 2016-2017. Key elements include:
 - Cemetery lot sales total \$48,875 over the 10-year period.
 - Interest earnings total \$46,156 over the 10-year period.
 - No expenses are listed, since the City of Charlevoix covers cemetery expenses through the DPW budget.
 - The 2017 EOY Fund Balance is \$418,277.
- Tab B assumes the City of Charlevoix transferred the Perpetual Care Trust Fund to the Charlevoix County Community Foundation (C3F) on 1/1/2008, and chronicles the estimated performance of the Fund based on the performance of the C3F investment pool. Key elements include:
 - Cemetery lot sales match Tab A at \$48,875 over the 10-year period.
 - Interest earnings (losses) total approximately \$216,235 over the 10-year period, reflecting the performance of the C3F investment pool.
 - Expenses include:
 - The C3F assesses a 1% administrative fee to funds of this type. The fee total over the 10-year period would have been approximately \$29,858.
 - The C3F spending policy provides the City with an annual grant of 4.75% of a 12-quarter rolling average of the market value of the Fund. This grant would be provided regardless of the relationship of market value to principal. The C3F would have distributed approximately \$139,308 to the City of Charlevoix to support cemetery care and maintenance over the 10-year period.
 - The surplus (deficiency) of revenues over expenses left the 2017 EOY Fund Balance at approximately \$419,190.

It is important to note that the scenario assumes the Perpetual Care Trust Fund arrived at the C3F on 1/1/2008, and further, that 2008 was the start of the great recession. The C3F investment portfolio dropped 28.6% in 2008, the single-most challenging year in C3F history. Even with the Fund arriving at the C3F at the worst possible time in the last decade, the Fund still paid the City of Charlevoix approximately \$139,308 in grants to support cemetery care and maintenance, while also growing the Fund Balance to \$419,190.

You will note that we use the word “approximate” to identify the estimated performance of the Perpetual Care Trust Fund at the C3F. “Approximate” is a necessary term, as the spreadsheet assumes that all of the dollars in the Fund were present at the C3F on the first day of the City’s fiscal year and also assumes that market adjustments only occur at the end of the year. Both assumptions are unlikely, of course. Cemetery plots sell at various times throughout the year, and interest gains (losses) arrive monthly. So, the numbers aren’t perfect, but I hope you’ll agree that they are a reasonable representation based on the available information.

- Tab C also assumes the City of Charlevoix transferred the Perpetual Care Trust Fund to the C3F on 1/1/2008. The spreadsheet also chronicles the estimated performance of the Fund based on the performance of the C3F investment pool. This model, however, assumes that the City of Charlevoix didn't elect to take the annual grants, choosing, instead, to reinvest those dollars in the principal of the Fund. Key elements include:
 - Cemetery lot sales match Tabs A and B at \$48,875 over the 10-year period.
 - Interest earnings (losses) match Tab B and total approximately \$271,366 over the 10-year period, reflecting the performance of the C3F investment pool.
 - Expenses include:
 - The C3F assesses a 1% administrative fee to funds of this type. The fee total over the 10-year period would have been approximately \$35,842.
 - The surplus (deficiency) of revenues over expenses left the 2017 EOY Fund Balance at approximately \$607,645.

This scenario also assumes the Perpetual Care Trust Fund arrived at the C3F on 1/1/2008, at the start of the great recession. Reinvesting the \$139,308 in grants (reflected as an expense item on Tab B) back in the Fund creates the conditions for the Fund's market value to grow to approximately \$607,645.

I hope this narrative, and the corresponding spreadsheets, make sense and prove to be useful for you. I'll cover the narrative comments in greater detail when we're together on Friday. In the interim, if you have any questions, or if you need additional information, just let me know.

See you soon!

Chip Hansen

Chip Hansen, President

Charlevoix County Community Foundation

PO Box 718, 301 Water Street

East Jordan, MI 49727

(W) [231-536-2440](tel:231-536-2440) (F) [231-536-2640](tel:231-536-2640)

chansen@c3f.org www.c3f.org

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				CITY OF CHARLEVOIX								
		Comparison of Perpetual Care Trust Fund Performance (2007 to 2017,										
		City of Charlevoix and the Charlevoix County Community Foundation										
City of Charlevoix - Perpetual Care Trust Fund - 2007 to 2017 - ACTUAL (<i>Information Provided by Kelly McGinn, Treasurer, City of Charlevoix</i>)												
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014 -15	2015-16	2016-17		
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual		
REVENUES												Totals
Charges for Services	3,825	5,875	2,850	5,525	5,525	7,175	8,025	2,875	3,825	3,375		48,875
Interest Earnings	18,891	7,751	4,262	4,766	2,365	480	964	1,765	2,656	2,256		46,156
TOTAL REVENUES	22,716	13,626	7,112	10,291	7,890	7,655	8,989	4,640	6,481	5,631		95,031
EXPENSES												
Professional Services	0	0	0	0	0	0	0	0	0	0		
Contractual Services	0	0	0	0	0	0	0	0	0	0		
TOTAL EXPENSES	0	0	0	0	0	0	0	0	0	0		
EXCESS (DEFICIENCY) of												
REVENUES OVER EXPENSES	22,716	13,626	7,112	10,291	7,890	7,655	8,989	4,640	6,481	5,631		
YEAR-END BALANCES												
Beginning Fund Balance	323,246	345,962	359,588	366,700	376,991	384,881	392,536	401,525	406,165	412,646		
Net Change in Fund Balance	22,716	13,626	7,112	10,291	7,890	7,655	8,989	4,640	6,481	5,631		
FUND BALANCE	345,962	359,588	366,700	376,991	384,881	392,536	401,525	406,165	412,646	418,277		

				CITY OF CHARLEVOIX								
		Comparison of Perpetual Care Trust Fund Performance (2007 to 2017,										
		City of Charlevoix and the Charlevoix County Community Foundation										
		(With Annual Distributions According to the C3F Spending Policy and UPMIFA)										
City of Charlevoix - Perpetual Care Trust Fund - 2007 to 2017 - ESTIMATED <i>Information Provided by Chip Hansen, President, Charlevoix County Community Foundation)</i>												
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017		
	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated		
REVENUES											Totals	
Gifts to the Fund	3,825	5,875	2,850	5,525	5,525	7,175	8,025	2,875	3,825	3,375	48,875	
Interest Earnings (Losses)	(92,448)	68,745	44,928	(9,100)	43,263	61,450	11,959	(10,798)	26,013	72,223	216,235	
TOTAL REVENUES	(88,623)	74,620	47,778	(3,575)	48,788	68,625	19,984	(7,923)	29,838	75,598	265,110	
FEES/DISTRIBUTIONS												
C3F 1% Administrative Fee	0	(2,346)	(2,936)	(3,250)	(3,046)	(3,357)	(3,857)	(3,856)	(3,563)	(3,647)	(29,858)	
C3F 4.75% Distribution	0	(13,250)	(13,482)	(13,510)	(14,619)	(15,287)	(16,249)	(17,531)	(17,856)	(17,524)	(139,308)	
TOTAL FEES/DISTRIBUTIONS	0	(15,596)	(16,418)	(16,760)	(17,665)	(18,644)	(20,106)	(21,387)	(21,419)	(21,171)	(169,166)	
EXCESS (DEFICIENCY) of												
REVENUES OVER												
FEES/DISTRIBUTIONS	(88,623)	59,024	31,360	(20,335)	31,123	49,981	(122)	(29,310)	8,419	54,427		
YEAR-END BALANCES												
Beginning Fund Balance	323,246	234,623	293,647	325,007	304,672	335,795	385,776	385,654	356,344	364,763		
Net Change in Fund Balance	(88,623)	59,024	31,360	(20,335)	31,123	49,981	(122)	(29,310)	8,419	54,427		
FUND BALANCE	234,623	293,647	325,007	304,672	335,795	385,776	385,654	356,344	364,763	419,190		
CCCF Investment Performance	-28.6%	29.3%	15.3%	-2.8%	14.2%	18.3%	3.1%	-2.8%	7.3%	19.8%		
Fund Principal (Historic Gifts)	323,246	329,121	331,971	337,496	343,021	350,196	358,221	361,096	364,921	368,296		

				CITY OF CHARLEVOIX								
		Comparison of Perpetual Care Trust Fund Performance (2007 to 2017)										
		City of Charlevoix and the Charlevoix County Community Foundation										
					(No Distributions)							
City of Charlevoix - Perpetual Care Trust Fund - 2007 to 2017 -ESTIMATED (Information Provided by Chip Hansen, President, Charlevoix County Community Foundation)												
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017		
	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated		
REVENUES												Totals
Gifts to the Fund	3,825	5,875	2,850	5,525	5,525	7,175	8,025	2,875	3,825	3,375		48,875
Interest Earnings (Losses)	(92,448)	68,745	46,955	(9,902)	49,092	72,629	14,654	(13,739)	34,668	100,712		271,366
TOTAL REVENUES	(88,623)	74,620	49,805	(4,377)	54,617	79,804	22,679	(10,864)	38,493	104,087		320,241
FEES/DISTRIBUTIONS												
C3F 1% Administrative Fee	-	(2,346)	(3,068)	(3,536)	(3,457)	(3,968)	(4,727)	(4,906)	(4,748)	(5,086)		(35,842)
C3F 4.75% Distribution	0	0	0	0	0	0	0	0	0	0		0
TOTAL FEES/DISTRIBUTIONS	-	(2,346)	(3,068)	(3,536)	(3,457)	(3,968)	(4,727)	(4,906)	(4,748)	(5,086)		(35,842)
EXCESS (DEFICIENCY) of												
REVENUES OVER												
FEES/DISTRIBUTIONS	(88,623)	72,274	46,737	(7,913)	51,160	75,836	17,952	(15,770)	33,745	99,001		
YEAR-END BALANCES												
Beginning Fund Balance	323,246	234,623	306,897	353,634	345,721	396,881	472,717	490,669	474,899	508,644		
Net Change in Fund Balance	(88,623)	72,274	46,737	(7,913)	51,160	75,836	17,952	(15,770)	33,745	99,001		
FUND BALANCE	234,623	306,897	353,634	345,721	396,881	472,717	490,669	474,899	508,644	607,645		
CCCF Investment Performance	-28.6%	29.3%	15.3%	-2.8%	14.2%	18.3%	3.1%	-2.8%	7.3%	19.8%		
Fund Principal (Historic Gifts)	323,246	329,121	331,971	337,496	343,021	350,196	358,221	361,096	364,921	368,296		

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: May 21, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Ferry Avenue Boat Launch Fees

Recently, there has been much discussion about the increase in rates for parking at the Ferry Avenue Boat Launch. In the most recently completed fiscal year, the Launch collected revenue totaling \$20,969 with costs totaling \$19,606. Interestingly, the cost to remove waste from the fish cleaning station is not included in these costs but logically flows from the operation of the launch. In the coming year, we anticipate an additional and one-time expense of roughly \$61,000 for the full replacement of the docks at the launch. Going forward, the fee increase which also included a new senior rate at half the resident and non-resident annual rates, is projected to generate an additional \$8,000 per year. This would allow us to recoup the dock expense over the next 7-8 years assuming costs hold steady. A review of other community's fees shows that rates vary widely though the quality of launch facilities does as well.

B. Redevelopment Ready Community Update

While we are proposing action on one piece of the RRC program at Monday's meeting, another part is beginning and is being supported with funds from the MEDC. During the review of our current practices, they found many studies, plans, and programs for our downtown that are not clearly linked together (think for example of the 2015 report from the Chesapeake Group, the 2017 Sustainable Built Environment Initiative, and the 2017 Market Study). With the advent of Main Street and additional new concerns like parking, they are proposing Networks Northwest do a comprehensive review of space use and a cohesive vision for the future. The \$19,000 fee for this will be paid half by the State of Michigan a quarter each by the DDA and the City. In the end, we expect to have a clearer picture of parking needs and how best to address them in our growing downtown among other challenges.

ATTACHMENTS:

- ▣ Shade Tree Commission Minutes MAY
- ▣ Planning Commission Annual Report
- ▣ Housing Commission Minutes - FEB, MAR & APR

Shade Tree Commission Minutes
Friday, May 11, 2018, 9am
210 State Street, Charlevoix, Michigan

Present: Perry Irish Hodgson; Jennifer Muladore; Ken Polakowski
Also present: Pat Elliot, DPW Superintendent; Mark Heydlauff, City Manager

Chair Perry Irish Hodgson called the meeting to order at 9am.

Member Muladore introduced herself to the commission and discussed her background in environmental conservation. She specializes in invasive species removal and works for Huron Pines in Gaylord serving northeast Michigan.

There were no conflicts of interest raised by the commission.

Chair Hodgson asked for an update on the 2017 tree plantings. Mr. Elliot reviewed conversations he had with Tom Hoffman and indicated there was a bill adjustment of \$5,000. City staff will be monitoring the trees, especially the ginkgoes and maples. Watering bags will be added in the next few weeks. Chair Hodgson received a request from the property owner at 103 Chicago Avenue to move the tree down a few feet to accommodate construction. The Commission felt there was no concern with this as long as the property owner paid for the work.

Mr. Heydlauff updated the Commission on the status of goats being used in Lake Michigan Beach Park; they are expected to begin work in early June.

Chair Hodgson questioned what work could be done to eradicate garlic mustard. Member Muladore discussed methods for pulling it or spraying it and advised that it will be a long-term process to remove it. Member Muladore volunteered to review the conditions and report back to staff for future planning.

Mr. Heydlauff updated the Commission on the Master Plan for Lake Michigan Beach Park.

Mr. Elliot and Mr. Heydlauff advised of progress to remove beech trees from the Golf Course.

The Commission discussed tree removals and processes for completing this work.

Mr. Elliot discussed planting a sustainable number of trees and also discussed feedback he received about planting ginkgo trees. He believes they are still a good tree and doesn't believe any have died; perhaps it makes sense to put a brief moratorium on them due to the fact that our suppliers are having a hard time sourcing them. Members will be looking at north/south streets on the north side for planting.

There was no public comment.

Motion by Polakowski, second by Muladore to adjourn. Meeting adjourned at 9:41am.



CITY OF CHARLEVOIX

Charlevoix Planning Commission Annual Report 2018

Each year the Planning Commission reports to the City Council and to the public on the activities they undertook the previous 12 months, and the priorities they have for the next twelve months. The Commission met twelve times over the past year (May 2017-April 2018). Here is their report:

Updates to the Zoning Ordinance

A Zoning Ordinance is never done. That's a fact. It is constantly being reviewed and updated to meet the current needs and the goals stated in the City's Master Plan. This past year two amendments were adopted and incorporated into the Zoning Ordinance:

- Regulations for short term rental operations were adopted in October. Annual registration and adherence to a set of standards was added as a new section to the Zoning ordinance.
- The topic of signs was on the agenda for ten of the twelve months this past year. After months of examining the language, rewriting it and tweaking it yet again, a public hearing was held over the course of a few months (it was postponed while waiting for a legal review). Finally the work was done and the amendment to the Zoning Ordinance was forwarded to the City Council who adopted it in March 2018.
- A text amendment to the Zoning Ordinance of a few miscellaneous topics was worked through and forwarded on to the ultimate adoption by the City Council in March. The amendment dealt with updating dredging and boathouses, fences and retaining walls, and some associated definitions.

Public Hearings

The Planning Commission conducted six public hearings this past year, covering a variety of topics and applications of the Zoning Ordinance. In addition to updates the Zoning Ordinance they held public hearings on the following proposals:

- In June the Commission reviewed the development plans for Sutton Aviation Hangar at the municipal airport. They recommended approval with conditions.
- November was the timing for a public hearing for special use permit for a Boarding/Rooming House submitted by Herriman/Marvin. The site plan, with conditions, was forwarded to the City Council for their review.
- December's public hearing was a consideration of a commercial plan from Wojan Aluminum Products Corporation to construct a 10,800 square foot addition to their existing site on Stover Road. The addition will be used for storage. The site plan was forwarded on to the City Council.
- And in April a public hearing was held on the request from Silva Property Management to implement overall site improvements and add a third story to The Lodge motel on Michigan Avenue. The Commission recommended the City Council approve the site plan with two conditions.

The Year in Review...

Members of the Planning Commission sat on several city committees to offer their expertise and perspective. Two members (R.J. Waddell, Rick Golding and Dennis Halverson) sat on the Short Term Rental Committee and kept the Commission up to date on the work of the committee. An ordinance was adopted in October and goes into effect for 2018.

Two members of the Commission (Judy Clock, Nelson Fletcher) sat on the Solid Waste Committee and worked on an all-encompassing update to the city ordinance which was adopted in March.

A preliminary site condo development plan review was conducted for a 21 unit single family residential site. The plan, along with five issues that the Commission felt needed more information, was forwarded on to the City Council.

The Commission updated their own Bylaws; it is good practice to periodically review your procedures.

Because of a turnover in planning services to the city, the Commission was asked to discuss their own priorities several times throughout the year. The good news is that the list seems to be consistent, and the Commission is focused and ready to get things checked off the list in 2018/2019.

And Looking Forward...

Employee-owned housing for employees was discussed no less than four times in the previous year and is at the top of the Commission's priority list for the coming year. They recognize the critical need for worker housing in the community and will be looking at ways to allow for more creative adaption and reuse of existing buildings.

An expansion on the topic of employee housing is the critical need for all forms and levels of housing in the community. The Commission plans to study the various residential zoning districts to see if and how the residential uses can be expanded without having a negative impact on the current level of use.

Other upcoming areas of work will include:

- Review of B&B and transient housing definitions and standards
- Changes to the process and procedures of site plan review
- A look at the parking requirements for commercial business – can they be adaptable to the specific use?
- Assisting the city with the Redevelopment Ready Community process as much as possible
- A review of standards for various areas within the Zoning Ordinance such as home businesses, nonconformities, landscaping, and wind energy
- Organizing and hosting a joint meeting with the neighboring townships

Local Economy Support

In an ideal world the local economy is supported and enhanced by having a solid, forward-thinking master plan. And that is the case for Charlevoix even as we enter into the 40th year of the history of Charlevoix Master Plans which goes back to 1978 and was most recently adopted in 2016. It is a well-thought out document that continues to guide the community.

Master Plan Goals

The current Master Plan guides the Commission in everything they do. Their focus and priorities align with the community vision and goals found within the Master Plan.

Respectfully Submitted by the Members of the Planning Commission:

Chair	Sherm Chamberlain
Vice Chair	Judy Clock
Members:	John Elzinga
	Mary Eveleigh
	Toni Felter
	Nelson Fletcher
	Brian Gelb
	Rick Golding
	Dennis Halverson
	RJ Waddell

Planning & Zoning Staff:

Planner:	Sarah Lucas, Networks Northwest
	Elise Crafts, Networks Northwest
	Kathy Egan, Networks Northwest

Zoning

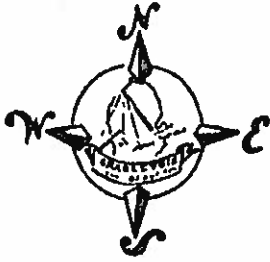
Administrator:	Larry Sullivan, Interim
	Jonathan Scheel, Networks Northwest

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes

February 20, 2018

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:00 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Lillian Left, Joan Buday, Paul Stephan, Laurie Crandall, Mitts Lee

ABSENT:

OTHERS: Kim Johnson, Executive Director
Cindy Morris, Administrative Assistant
Brad Waterman, Maintenance Supervisor
Several residents of Pine River Place

Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the previous meetings. A motion to approve the minutes from the regular meeting of January 2018 and the January/February bills was made by Commissioner Stephan and seconded by Commissioner Left.

Yes: Left, Buday, Stephan, Crandall, Lee

No:

Abstentions:

Absent:

Executive Directors Report: Director Johnson presented an update on the EPC report. Director Johnson will be working on the sale of the storage building.

Old Business: NONE

New Business: NONE

Public Comment:

President Crandall asked if there were any public comments.

With no further public comments, President Crandall closed the meeting to public comments.

Adjournment:

Commissioner Stephan made a motion to adjourn the meeting at 2:28pm. Commissioner Left seconded the motion.

Yes: Left, Buday, Stephan, Crandall, Lee

No:

Abstentions:

Absent:

The meeting adjourned at 2:28 pm. The next regular meeting will be held Tuesday, March 20, 2018 at 2:00 pm in the Pine River Place Community Room located at 210 W. Garfield in Charlevoix. Telephone 231-547-5451. Email info@chvxhousing.org.


Submitted by: Kim Johnson, Executive Director

February 20, 2018


Approved by: Laurie Crandall, Board President

4-17-18

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720
(231) 547-5451



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes March 20, 2018

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:00 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Lillian Left, Joan Buday, Paul Stephan, Laurie Crandall, Mitts Lee
ABSENT: None
OTHERS: Kim Johnson, Executive Director

Several residents of Pine River Place

Approval of Meeting Minutes and Expenditures:

President Crandall asked if there were any corrections or additions to the minutes from the previous meetings and or the expenditures presented for payment. A motion to approve the minutes from the previous regular meeting and expenditures as presented was made by Commissioner LEE and seconded by Commissioner LEFT. After a complete discussion, the motion was read and voted on as follows:

Ayes: Left, Buday, Stephan, Crandall, Lee
Nays: None
Abstentions: None
Absent: None

Motion carries.

Executive Directors Report: Director Johnson presented an update on the EPC report, as well as the agency's progress in training and transitioning with all aspects including the new financial reporting and close out procedures. Director Johnson will be working on the sale of the storage building after a thorough review is completed and contact with the Field Office to insure regulations are being followed. Agency had one vacancy that the staff was working to fill.

Old Business: NONE

New Business:

Resolution # I-18 Approval of the FYE 03/31/2018 Revised Budget was introduced and read. A motion was made by Commissioner LEFT and seconded by Commissioner LEE to approve the revised budget for FYE 03/31/2018 as presented and required by the U.S. Department of Housing and Urban Development. After a complete discussion, the motion was voted on as follows:

Ayes: Left, Buday, Stephan, Crandall, Lee

Nays: None
Abstentions: None
Absent: None

Motion Carries.

Resolution #II-18 Approval of the FYB 04/01/2018 Initial Budget was introduced and read. A motion was made by Commissioner LEFT and seconded by Commissioner LEE to approve the initial budget for FYE 04/01/2018 as presented and required by the U.S. Department of Housing and Urban Development. After a complete discussion, the motion was voted on as follows:

Ayes: Left, Buday, Stephan, Crandall, Lee
Nays: None
Abstentions: None
Absent: None

Motion Carries.

No further new business

Public Comment:

President Crandall asked if there were any public comments. One resident asked about the Board speaking up so the audience could hear.

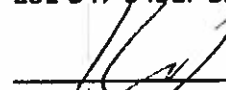
With no further public comments, President Crandall closed the meeting to public comments.

Adjournment:

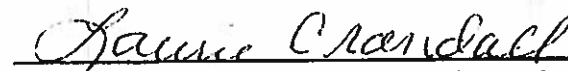
Commissioner BUDAY made a motion to adjourn the meeting at 3:18 p.m. Commissioner STEPHAN seconded the motion.

Ayes: Left, Buday, Stephan, Crandall, Lee
Nays: None
Abstentions: None
Absent: None

The meeting adjourned at 3:18 p.m. The next regular meeting will be held Tuesday, April 17, 2018 at 2:00 pm in the Pine River Place Community Room located at 210 W. Garfield in Charlevoix. Telephone 231-547-5451. Email info@chvxhousing.org OR Director@mphcstaff.org.


Submitted by: Kim Johnson, Executive Director

April 17, 2018


Approved by: Laurie Crandall, Board President

April 17, 2018



CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720
(231) 547-5451

PROJECT
PINE RIVER PLACE

Regular Meeting Minutes April 17, 2018

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:05 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Lillian Left, Joan Buday, Paul Stephan, Laurie Crandall
ABSENT: Mitts Lee
OTHERS: Kim Johnson, Executive Director

Residents of Pine River Place

Approval of Meeting Minutes and Expenditures:

President Crandall asked if there were any corrections or additions to the minutes from the previous meetings and or the expenditures presented for payment. A motion to approve the minutes from the previous regular meeting and expenditures as presented was made by Commissioner STEPHAN and seconded by Commissioner LEFT. After a complete discussion, the motion was read and voted on as follows:

Ayes: Left, Buday, Stephan, Crandall
Nays: None
Abstentions: None
Absent: Lee

Motion carries.

Executive Directors Report: Director Johnson presented an update on the EPC report, as well as the agency's progress in training and transitioning with all aspects including the new financial reporting and close out procedures. Director Johnson will be working on the sale of the storage building after a thorough review is completed and contact with the Field Office to insure regulations are being followed. Agency had one vacancy that the staff was working to fill. Updated the Board about access to SAM.gov.

Old Business: NONE

New Business:

Commissioner Left made a motion to approve Resolution #III-18 Election of Officers at the Annual Meeting of the Board to leave all existing officers in place and a second was made by Commissioner Buday. After a complete discussion, Voice vote as follows:

Ayes: Left, Buday, Stephan, Crandall
Nays: None
Abstentions: None
Absent: Lee

Motion Carries.

The Executive Director went over some new reports from the agency's software system including the number of families currently on the waiting list for housing with the agency, the tenant accounts receivable, and Statement of Operations.

No further new business

Public Comment:

President Crandall asked if there were any public comments. One resident asked about the on-call maintenance when Brad was on vacation so the procedure was discussed again and made known that all the residents have to do is call the office, just as they normally would. One resident also mentioned that he'd like the idea of being able to use a debit card to pay rent.

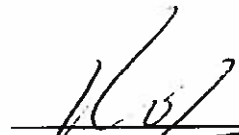
With no further public comments, President Crandall closed the meeting to public comments.

Adjournment:

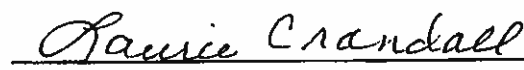
Commissioner STEPHAN made a motion to adjourn the meeting at 2:54 p.m. Commissioner BUDAY seconded the motion.

Ayes: Left, Buday, Stephan, Crandall
Nays: None
Abstentions: None
Absent: Lee

The meeting adjourned at 2:54 p.m. The next regular meeting will be held Tuesday, May 15, 2018 at 2:00 pm in the Pine River Place Community Room located at 210 W. Garfield in Charlevoix. Telephone 231-547-5451. Email info@chvxhousing.org OR Director@mphcstaff.org.


Submitted by: Kim Johnson, Executive Director

May 15, 2018


Approved by: Laurie Crandall, Board President

May 15, 2018