



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

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - June 18, 2018
 - B. Accounts Payable and Payroll Check Registers
 - C. Planning Commission Resignation - Nelson Fletcher
 - D. Beer Tent Approval for Dragon Boat Festival
 - E. Charlevoix Yacht Club Request for Free Parking – Nucore Triangle and Red Fox Regatta
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Blue Star Memorial Garden
Charlevoix Area Garden Club
 - B. Keep Charlevoix Beautiful Donor Recognition
Steven Bennett, President Keep Charlevoix Beautiful
 - C. EMS Fee Increases
Gerard Doan, Chief of Police
 - D. Historic District Commission Appointments
Joyce M. Golding, City Clerk
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments
 - C. Mayor and Council Comments
- 9. Other Council Business**

10. Adjourn

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

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - June 18, 2018

DATE: July 2, 2018

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Council minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, June 18, 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 Attorney: Scott Howard
City Clerk: Joyce Golding

3. Presentations

4. Inquiry Regarding Conflicts of Interest

The Mayor disclosed that he has a business at the airport but does not have a conflict 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 – June 4, 2018
- B. Local Governing Body Resolution for Charitable Gaming Licenses – Approve Resolution 2018-06-04

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-06-04
RESOLUTION FOR CHARITABLE GAMING LICENSE

WHEREAS, at a Regular meeting of the City Council called to order by Mayor Kurtz on June 18, 2018 at 6:00 P.M.; and

WHEREAS, the request from the City of Charlevoix Downtown Development Authority of Charlevoix, county of Charlevoix, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses.

NOW THEREFORE BE IT RESOLVED, that City of Charlevoix Downtown Development Authority be considered for approval of obtaining a charitable gaming license to hold a raffle.

RESOLVED this 18th day of June, 2018 A.D.

Resolution was adopted by the following yea and nay vote:

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

- C. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – June 19, 2018
 - b. ACH Payments – June 4, 2018 to June 15, 2018
 - c. Payroll Check Register – June 15, 2018
 - d. Payroll Transmittal – June 15, 2018
- D. MME Charlevoix Reception – Waive alcohol restrictions in park
- E. Venetian Festival Tiki Tent – Waive alcohol restrictions in park
- F. Venetian Festival Fireworks and Contract – Approve fireworks permit and execute Hold Harmless Agreement

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

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

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- A. 2018 South Taxilane Construction and Fencing Improvement Project

Airport Manager Wyman stated that the south taxilane will connect our west general aviation apron with our overflow parking lot. The new taxilane will give the airport the needed infrastructure for future private hangar development. The fencing aspect of this project will move our existing fence on the northeast side of our airport from its current location out to the actual airport property line. Also included in the grant for this project is a reimbursement to the City for the money it paid RS&H to do the design work that was conducted last year.

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

Motion by Kalbfell, second by Hagen, to approve Resolution 2018-06-01 Execution of Construction Contract for the South Taxilane Construction and Fencing Improvements.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2018-06-01**

EXECUTION OF CONSTRUCTION CONTRACT FOR THE SOUTH TAXILANE CONSTRUCTION AND FENCING IMPROVEMENTS
(Federal Project No. 3-26-0017-2218 MDOT CONTRACT NO. FM 26-01-C51)

WHEREAS, the City is approving a construction contract with Reith-Riley Construction Co., in the total amount of four hundred eighty-eight thousand two hundred thirty dollars (\$488,230.00) for the South Taxilane Construction and Fencing Improvement Project resulting from the project bid opening on June 6th, 2018 and RS&H Michigan, Inc.'s recommendation to award the construction contract to Reith-Riley Construction Co.; and

WHEREAS, the proposed construction start date is September of 2018; and

WHEREAS, this contract will also be included in the FAA AIP Grant, with the project breakdown of 90% Federal, 5% State (MDOT) and 5% Local match.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the construction contract with Reith-Riley Construction Co., for the South Taxilane Construction and Fencing Improvement project in the amount of four hundred eighty-eight thousand two hundred thirty dollars (\$488,230.00) after review by City Staff and the City Attorney.

RESOLVED this 18th day of June, 2018 A.D.

Resolution was adopted by the following yeas and nays vote:

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

Nays: None

Motion by Perron, second by Kalbfell, to approve Resolution 2018-06-02 Execution of Grant Application.

**RESOLUTION NO. 2018-06-02
EXECUTION OF GRANT APPLICATION**

(Federal Project No. 3-26-0017-2218 MDOT CONTRACT NO. FM 26-01-C51)

WHEREAS, the City is submitting a grant application to the Federal Aviation Administration (FAA) for the South Taxilane Construction and Fencing Improvements, Construction Contract Amendment No.1 To The Agreement For Professional Engineering Services; and

WHEREAS, the FAA and MDOT will provide the City with a grant application agreement; and

WHEREAS, the grant agreement will be in the amount of Five Hundred Eighty-Five Thousand Five Hundred Six Dollars (\$585,506.00) with the grant agreement funding breakdown of 90% Federal, 5% State (MDOT) and 5% Local match; and

WHEREAS, the City of Charlevoix Local Share of the grant will be Twenty-Nine Thousand Two Hundred Seventy-Six Dollars (\$29,276.00); and

WHEREAS, the City of Charlevoix will be reimbursed Forty-Nine Thousand Eight Hundred Dollars (\$49,800.00) for the pre-paid design work for the South Taxilane Project; and

WHEREAS, the City of Charlevoix Local Share of the grant will be deducted from the reimbursed amount of Forty-Nine Thousand Eight Hundred Dollars (\$49,800.00); and

WHEREAS, the City of Charlevoix will be receiving a net reimbursed amount of Twenty Thousand Five Hundred Twenty-Four Dollars (\$20,524.00).

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the FAA and MDOT grant application and grant agreement after review by City Staff and the City Attorney.

RESOLVED this 18th day of June, 2018 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

Motion by Bryan, second by Oleksy, to approve Resolution 2018-06-03 Execution of Amendment No.1 to the Agreement For Professional Engineering Services.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2018-06-03**

**EXECUTION OF AMENDMENT NO.1 TO THE AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES
(Federal Project No. 3-26-2017-2218 MDOT CONTRACT NO. FM 26-01-C51)**

WHEREAS, the City is approving an amendment to the Contract for Professional Engineering Services with RS&H Michigan, Inc. for the South Taxilane Construction and Fencing Improvements; and

WHEREAS, the scope of the construction administration includes review of all contractor submittals, requests of information, testing information, change orders, attending weekly construction progress meetings, and production of construction and FAA grant documentation; and

WHEREAS, an independent cost analysis has been performed by MDOT Aeronautics and the cost was found to be reasonable for the services provided; and

WHEREAS, this contract will also be included in the FAA AIP Grant, with the project funding breakdown of 90% Federal, 5% State (MDOT) and 5% Local match.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute Amendment No.1 to the Agreement For Professional Engineering Services which includes construction administration, after review by City Staff and the City Attorney.

RESOLVED this 18th day of June, 2018 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

B. Ethics Ordinance

Mayor Kurtz questioned whether anything had happened over the last year that would have had a different outcome if the Ethical Conduct Ordinance had passed.

Oleksy responded that several instances of conflict of interest had occurred and noted that the discussion regarding the Cantina was distracting and he felt that the Mayor should have left the room. Oleksy felt the ordinance was well written and benefited the whole City. He read the first section of the draft ordinance.

The Mayor asked the City Attorney several questions. The City Attorney responded as follows:

- The body would be able to ask questions of a potential applicant who recused himself/herself if the body needed particular information. Someone who recused himself/herself would not be allowed to lobby for their cause.
- A recused member may have a representative speak on his/her behalf.
- If a recused member discovered that something was mistakenly presented on their behalf, the recused member could consult with their representative to correct the facts.
- A member has the obligation to vote and cannot recuse himself/herself just because a difficult decision is being made. A member can only recuse himself/herself when they truly have a conflict of interest.

Perron felt the draft ordinance was well written and noted that if there was a gray area regarding a conflict, Council would legislate itself. The Mayor suggested that a decision should be made so that Council can move forward devoting energy on their Council Goals.

Mayor Kurtz opened the item to public comment.

- Gabe Campbell, 2nd Ward, was proud that Council is reviewing the ordinance again.

The item was closed to the public.

Motion by Perron, second by Cole, to suspend Rule 13(k) [of the Rules of Procedure for City Council].

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

Nays: None

Motion by Perron, second by Oleksy, to reconsider the previous vote on the Ethical Conduct Ordinance.
Yeas: Kalbfell, Bryan, Hagen, Perron, Oleksy, Cole
Nays: None

**CITY OF CHARLEVOIX
ORDINANCE NO. 793 of 2018**

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF CHARLEVOIX BY ADDING A NEW CHAPTER, WHICH NEW CHAPTER SHALL BE DESIGNATED AS CHAPTER 10 OF TITLE 1 – ADMINISTRATION OF SAID CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title I, Chapter 10, Sections 1.801 through 1.806 of the City Code are hereby added as follows:

**CHAPTER 10
ETHICAL CONDUCT**

1.801. Ethical Conduct.

- (1) The citizens of Charlevoix are entitled to have fair, ethical and accountable local government that has earned the public's full confidence for integrity.
- (2) Furthermore, the effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; public officials be independent, impartial and fair in their judgment and actions; public office be used for the public good, not for personal gain; and public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.
- (3) To this end, the Charlevoix City Council adopts this ordinance to assure public confidence in the integrity of local government and its effective and fair operation. Serving in local government is the holding of public trust. This trust should never be undermined.

In all actions, employees, the City Manager, and City Council members will adhere to all local, state and federal laws regulating ethical action. Various professional codes of ethics and other similar documents may be used to supplement determinations of ethical conduct.

1.802. Conflicts of Interest.

- (1) Conflicts of interest will naturally occur from time to time and in such cases when they may or do in fact arise, should be presented publicly to diminish the potential of actual or perceived special interests.
- (2) *Definitions.* For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.
 - (a) "Conflict of interest" may occur when action by the city, either through its employees, its boards, committees, commissions or other such bodies, or the City Council, could be construed as impacting negatively or positively an interest of an employee or Council Member, his or her relatives, business or financial investments, property, or other interests.
 - (b) "Immediate family" shall mean the spouse, child, parents, brother, sister, half- sister, half-brother or the spouses of any listed relatives. All relationships shall include those arising from adoption and marriage.
 - (c) "City Council", except where specifically referred to, shall refer to the Mayor and each member of the City Council.
 - (d) "Boards, Commissions, Committees" shall refer to those boards, committees, commissions, or other bodies created by statute, local ordinance, resolution, local policy and any and all subcommittees those bodies may, from time to time, create.
- (3) City Council reporting of conflicts of interest.
 - (a) If a case may arise when a Council Member or the Mayor has a conflict of interest, he or she shall make known the potential conflict in open session when City Council business might involve such interest. The Council Member or Mayor need not provide detail on the potential conflict so as to injure a client or patient relationship.

- (b) In addition to the general rule on conflicts of interest above, the following specific conflicts of interest are specifically prohibited:
 - (i) *Holding of other offices.* No Council Member shall hold any other city office or employment during the term for which they were elected to the Council except where specifically allowed by the Charter and/or statute.
 - (ii) *Voting involving a conflict of interest.* No member of the Council shall vote on any question in which he, she or a member of their immediate family as defined in this subchapter, has a financial interest, other than the common public interest, or on any question concerning his or her own conduct. Council Members who may have a financial interest shall state such interest and then refrain from debating, commenting, or otherwise seeking to influence the Council on such question.
 - (iii) If a member of City Council believes that another member of City Council has a conflict, he or she shall raise such perceived conflict. If the member in question does not concede a conflict, the majority of the remaining Council Members may vote to prohibit that Council Member or the Mayor who may have a conflict from participating in that item of business. The Council shall solely be the judge of its own members and the Mayor.
- (4) Board, Committee, Commission Conflicts of interest.
 - (a) If a case may arise when a member of a board, committee, or commission has a conflict of interest, he or she shall make known the potential conflict in open session when the body might conduct business involving such interest. The member need not provide detail on the potential conflict so as to injure a client or patient relationship.
 - (b) In addition to the general rule on conflicts of interest above, the following specific conflicts of interest are specifically prohibited:
 - (i) *Voting involving a conflict of interest.* No member of the body shall vote on any question in which he, she or a member of their immediate family as defined in this subchapter, has a financial interest, other than the common public interest, or on any question concerning his or her own conduct. Members who may have a financial interest shall state such interest and then refrain from debating, commenting, or otherwise seeking to influence the Council on such question.
 - (ii) If a member believes that another member has a conflict, he or she shall raise such perceived conflict. If the member in question does not concede a conflict, the majority of the remaining body members may vote to prohibit that member who may have a conflict from participating in that item of business.
- (5) City Manager reporting of conflicts of interest.
 - (a) If a case may arise when the City Manager has a conflict of interest, he or she shall make written notification of such conflict to the Mayor and the City Clerk. To the extent possible, the City Manager's involvement in the situation will be minimized to avoid the appearance of impropriety. The City Manager's conduct shall at all times be in accord with the ICMA Code of Ethics.
 - (b) It shall not be deemed a conflict of interest by the City Manager to enforce or cause to be enforced zoning or ordinance violations in keeping with standard practice. It shall also not be deemed a conflict of interest for action to be taken by the city to improve or otherwise conduct normal public activities in the neighborhood where the City Manager may reside.
- (6) *Employee reporting of conflicts of interest.* If a case may arise when an employee of the city or the city's Attorney, Auditor, or other professional contractor may have a conflict of interest, he, she, or the corporation, partnership or entity shall promptly report such conflict or potential conflict to the City Manager. The City Manager shall determine what steps if any may be necessary to avoid the potential for preferential or adverse action because of the conflict.
- (7) *Council appearance before other bodies.* City Council shall not appear before or seek to influence members of other Boards, Commissions, or Committees except when they may be appointed to such body, serve as a member by virtue of statute or Charter, or may be invited to address the body by a majority vote of the body.
- (8) *General prohibition.* The City Council, board, committee, and commission members, the City Manager, and city employees should not take any special advantage of services, goods or opportunity for personal gain that is not available to the public in general.

1.803. Statutory Prohibitions.

In accord with Public Act 196 of 1973 (being M.C.L.A. §§ 15.342 et seq.) the following shall apply to members of the City Council, the City Manager, and all other employees of the city.

- (1) *Confidential information.* The City Council, the City Manager, or an employee shall not divulge to an unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public.
- (2) *Personal opinions.* The City Council, the City Manager, or an employee shall not represent his or her personal opinion as that of the city.
- (3) *Use of city resources.* The City Council, the City Manager, or an employee shall use city personnel resources, property, and funds judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.
- (4) *Acceptance of gifts.* The City Council, the City Manager, or an employee shall not solicit or accept a gift or loan of money, goods, services, or other thing of value for the benefit of a person or organization, other than the state, which tends to influence the manner in which the public officer or employee or another public officer or employee performs official duties.
- (5) *Use of office for private gain.* The City Council, the City Manager or an employee shall not engage in a business transaction in which the public officer or employee may profit from his or her official position or authority or benefit financially from confidential information which the person has obtained or may obtain by reason of that position or authority. Instruction which is not done during regularly scheduled working hours except for annual leave or vacation time shall not be considered a business transaction pursuant to this division if the instructor does not have any direct dealing with or influence on the employing or contracting facility associated with his or her course of employment with this state.
- (6) *Outside employment.* The City Council, the City Manager, or an employee shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the officer or employee's official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties.
- (7) *Negotiation for private gain.* Except in cases of an employment agreement or contract, the City Council, the City Manager, or an employee shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which the person has a financial or personal interest.

1.804. Non-Discrimination.

The city will not discriminate against any person in the provision of public service or employment on the basis of gender, race, creed, age, sexual orientation, language proficiency, income level, or any other legally protected classification. Such non-discrimination provisions may be limited by state or federal law.

1.805. Promulgation.

- (1) The City Manager is authorized to draft policies, procedures, and other documents necessary to enforce provisions of this subchapter. To the extent deemed necessary, statements from this subchapter may be appended to contracts with outside vendors and contractors. The City Manager may also revise the city's Personnel Policy as needed to reflect this subchapter.
- (2) Upon approval of this ordinance and upon assuming office, the Mayor, Council Members, board, committee, and commission members, the City Manager and employees the City Manager may designate from time to time shall affirm their commitment to ethical conduct and this ordinance by signing the form below:

As a _____ of the City of Charlevoix, I agree to uphold the Ethical Conduct Ordinance of the City of Charlevoix and conduct myself by the following model of excellence. I will:

- Recognize the worth of all individuals and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual members, City staff, and the public are free to express their ideas and work to their full potential;
- Respect the dignity and privacy of individuals and organizations;
- Respect and maintain the nature of confidential and privileged information and opinions acquired as a result of my position;
- Conduct my public affairs with honesty, integrity, fairness and respect for others;
- Avoid and discourage conduct that is divisive or harmful to the best interests of Charlevoix; and
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit.

Regular Accounts Payable – 06/19/2018

ACE HARDWARE	3,609.08	LANDSCAPE FORMS INC.	6,615.00
ACKERT, LEANNE	25.00	LOTTIE'S BAGELS	114.00
ACUSHNET COMPANY	255.49	MACGREGOR PLUMBING & HEATING	220.00
AERKO INTERNATIONAL MICHIGAN INC	132.00	MACKINDER, LINDA	10.00
AMERICAN WASTE INC.	3,195.56	MAYER, SHELLEY L.	30.00
AQUATIC TECHNOLOGY INC	254.24	MCCARDEL CULLIGAN-PETOSKEY	50.00
AT YOUR SERVICE PLUS INC	1,265.00	MCMULLEN, DONALD R	1,044.75
AT&T	2,293.19	MICHIGAN MUSHROOM MARKET LLC	75.00
AUTO VALUE	1,692.14	MICHIGAN PIPE & VALVE	517.00
AVFUEL CORPORATION	49,580.84	MIKULSKI, DEAN	10.00
B & L SOUND INC	123.97	MMK CONSULTING	724.50
BARRETT'S AUTO & MARINE TRIM	330.00	MORROW, CHUCK	5.00
BEIJO DE CHOCOLAT LLC	87.00	MURRAY'S CREATIONS	35.00
BLARNEY CASTLE OIL CO	768.53	MUSTANG TOOL SERVICE	150.66
BOB MATHERS FORD	218.00	MUTT MITT	1,653.45
BRADY'S CARPET CLEANING	456.00	NATIONAL BUSINESS FURNITURE	262.00
BUTTON, RJ	10.00	NORTHERN A-1 ENVIRONMENTAL SVCS	12,005.12
BY THE BAY WINDOW CLEANING SVCS.	357.00	NORTHERN CREDIT BUREAU	183.60
CARQUEST OF CHARLEVOIX	2,845.33	NORTHERN MICHIGAN REVIEW INC.	867.98
CENTRAL DRUG STORE	24.88	NORTHERN SAFETY CO INC	1,004.22
CHANNING BETE COMPANY INC.	501.92	NORTHWEST CANVAS	336.45
CHARLEVOIX SCREEN MASTERS INC	1,231.00	NW MI COG	11,250.00
CHARLEVOIX TOWNSHIP	33,099.25	OLESON'S FOOD STORES	243.15
CHARTER COMMUNICATIONS	1,255.37	OLSON BZDOK & HOWARD	992.00
CINTAS CORPORATION	95.19	O'REILLY AUTOMOTIVE INC	25.00
CINTAS CORPORATION #729	109.76	PARASTAR INC.	1,600.74
CLARK, JAMES	10.00	PERSONAL GRAPHICS	1,172.58
CLOTHING COMPANY, THE	150.00	PETOSKEY REGIONAL CHAMBER OF	500.00
COLLINS, NEAL	47.07	PLUNKETT & COONEY	1,320.00
CPSM	7,500.00	POND HILL FARM LLC	88.00
CROSS, RICHARD	30.00	POWER LINE SUPPLY	1,095.15
DAVIS, RON	10.00	PREIN & NEWHOF	220.00
DELL MARKETING L P	11,836.58	PRESTON FEATHER	954.74
DEMINS, JEFF	60.00	PRO WEB MARKETING LLC	30.00
DITCH WITCH SALES OF MICHIGAN	226.04	PROTEC	314.13
DORK, RON	10.00	PROVIDENCE FARM LLC	31.00
DORNBOS SIGN INC.	108.80	R & R PRODUCTS INC	1,144.84
DOTSON, LINDSEY J.	585.29	RANGE TELECOMMUNICATIONS	166.80
DROST LANDSCAPE INC.	1,725.00	RESCO	15,425.00
EMERGENCY MEDICAL PRODUCTS INC	199.25	RHINO SEED & LANDSCAPE SUPP	294.00
FAMILY FARM & HOME	415.15	ROSENTHAL, WALTER	60.00
FARMER WHITE'S	13.00	RS&H MICHIGAN INC	7,470.00
FASTENAL COMPANY	39.55	RUSTIC BAKER	35.00
FEYEN ZYLSTRA LLC	1,592.50	SAUL, GINNIE	125.00
FIDELITY GOLF SERVICES LLC	232.00	SCHAEFER, RICHARD	5.00
FREEDOM MAILING SERVICES INC.	2,313.15	SCHOFIELD, ROBERT	5.00
GEMINI GROUP LLC	2,606.00	SIMONS, JOSEPH	5.00
GOLDING, JOYCE M.	178.08	SITE ONE LANDSCAPE SUPPLY	100.61
GOLOVICH, DAVID	10.00	SOUND ENVIRONMENTS	739.65
GRAINGER	364.77	SPOK INC	105.94
GRAND TRAVERSE DIESEL INC.	556.07	STATE OF MICHIGAN	318.67
GRAND TRAVERSE GARAGE DOOR	259.60	STATE OF MICHIGAN	768.00
GUNTZVILLER, RHONDA	224.00	STATE OF MICHIGAN	50.00
HACH COMPANY	1,342.68	STATE OF MICHIGAN	4,924.76
HARBOR HOUSE PUBLISHERS	1,295.00	SULLIVAN, LAWRENCE R	6,500.00
HARPHAM, CHARLES	5.00	SWARTZ, DON	5.00
HARRELL'S	1,556.50	TERMINAL SUPPLY CO	314.29
HEP'S HOMEBAKED GRANOLA	23.00	UNIFIRST CORPORATION	722.23
HEWARD, JEFF	10.00	UP NORTH PROPERTY SERVICES LLC	2,755.00
HIMEBAUCH, GORDY	60.00	USA BLUE BOOK	1,581.80
HYDE SERVICES LLC	2,368.88	VARCOE, RANDALL	30.00
HYDRO CORP	530.00	VILLAGE GRAPHICS INC.	656.85
INDEPENDENT DRAFTING SERVICES	1,216.00	VOISIN, DONALD	30.00
IRISH BOAT SHOP	26.34	WAY, RICHARD	30.00
JESS CONSTRUCTION CO. INC.	140.40	WILBERT BURIAL VAULT CO	788.48
JOHN E. GREEN COMPANY	1,255.08	WILKIN, AMANDA	30.62
JONES, ROBERT F.	63.00	WINDER POLICE EQUIPMENT	590.34
KENDALL ELECTRIC INC.	1,201.43	WOLCOTT, ROBERT	10.00
KMart	70.00	WOOD SHOP, THE	515.00
KOORSEN FIRE & SECURITY	60.75	WORK & PLAY SHOP	651.56
KSS ENTERPRISES	1,430.98	XYLEM WATER SOLUTIONS USA INC	38.00
LAKE FOREST BAKING COMPANY	73.00	TOTAL	240,588.34

ACH Payments – 06/04/2018 to 06/15/2018

MI PUBLIC POWER AGENCY	13,793.24	ALERUS FINANCIAL (HCSP)	400.00
PAYMENT SERVICE NETWORK	231.70	STATE OF MI (WITHHOLDING TAX)	5,951.40
MI PUBLIC POWER AGENCY	14,085.01	VANTAGEPOINT (401 ICMA PLAN)	742.50
STATE OF MI (SALES TAX)	18,055.05	VANTAGEPOINT (457 ICMA PLAN)	15,476.37
DTE ENERGY	3,871.57	VANTAGEPOINT (ROTH IRA)	1,186.53
IRS (PAYROLL TAX DEPOSIT)	38,387.45	TOTAL	112,180.82

Payroll Net Pay – Pay Period Ending 06/09/2018 (Paid 06/15/2018)

HEYDLAUFF, MARK L.	2,358.07	NOVOTNY, RAIGAN I.	264.15
GOLDING, JOYCE M.	1,764.87	KNORR, KENT J.	1,958.08
DEROSIA, PATRICIA E.	1,344.49	STEBE, LAURA A.	64.64
DOTSON, LINDSEY J.	1,457.31	MILAN, JANE E.	199.48
LOY, EVELYN R.	1,086.31	ANZELL, BETH A.	786.04
KLOOSTER, ALIDA K.	1,652.13	KLOOSTER, PATRICK H.	1,465.01
GOLOVICH, KAREN J.	969.62	EVANS JR, HALBERT K.	667.30
SPENCLEY, PATRICIA L.	1,090.26	KLINGER, LUCAS D.	659.96
MILLER, FAITH G.	14.32	GREENE, GLORIA C.	580.69
MCGINN, KELLY A.	1,670.38	DAVIS, LEAH R.	646.14
JONES, JANET M.	518.62	TELGENHOF, WILL G.	564.33
JOLLETTE, MELISSA N.	656.69	WILLIAMS, BRANDON S.	463.15
DOAN, GERARD P.	1,697.64	CARLSON, JOSHUA A.	145.43
SCHLAPPI, JAMES L.	1,404.32	GREYERBIEHL, KELLY M.	349.28
UMULIS, MATTHEW T.	1,280.60	KIRINOVIC, THOMAS F.	273.51
HANKINS, SCOTT A.	1,829.78	DUTCHER, ROBERT G.	320.68
ORBAN, BARBARA K.	1,568.65	KLOOSTER, SUSAN E.	18.45
WILLIAMS, ASHLEY M.	1,814.84	HEID, THOMAS J.	1,317.16
FLICKEMA, ANDREW M.	1,927.01	LEESE, ALAN K.	438.36
RILEY, DENISE M.	454.96	HART, DAVID R.	46.07
MATELSKI, KRISTEN L.	1,078.75	GRUNCH, RONALD J.	264.12
BINGHAM, LARRY E.	941.64	DAVIS, RONALD L.	317.13
MATELSKI, RYAN G.	818.88	FAIRCHILD, GALEN W.	356.60
VANLOO, MEAGAN E.	744.14	MASSON, DONALD J.	467.85
MACGILLIVRAY, ROGER	397.55	KUSINA, DENNIS W.	360.77
WURST, RANDALL W.	1,442.01	LABLANCE, MAUREEN J.	405.75
MAYER, SHELLEY L.	1,464.74	LIVINGSTON, BRIAN D.	1,115.50
HILLING, NICHOLAS A.	1,457.92	VANLOO, JOSEPH G.	966.52
MEIER III, CHARLES A.	1,089.09	WYMAN, MATTHEW A.	1,547.68
ZACHARIAS, STEVEN B.	1,745.58	MILLER, WILLIAM S.	1,281.01
NEWMAN, MARK J.	901.38	DOUGLAS, MARK	826.65
SWEM, DONALD L.	1,975.53	PRIOR, ERIN C.	501.55
EATON, BRAD A.	1,915.48	MCMULLEN, DONALD R.	2,220.36
WILSON, TIMOTHY J.	2,073.17	TRAVERS, MANUEL J.	2,250.69
LAVOIE, RICHARD L.	1,758.00	STEVENS, JEFFREY W.	878.90
STEVENS, BRANDON C.	1,901.81	BIXBY, JAMES R.	131.37
DRAVES, MARTIN J.	1,943.91	RILEY, CASEY W.	299.93
ANDERSON, ELIZABETH A.	1,240.03	JONES, LARRY M.	1,188.76
LEITNER, RYAN S.	1,067.28	WILLSON, BRENDA R.	1,204.12
ELLIOTT, PATRICK M.	2,167.95	BEAN, PETER J.	508.84
SCHWARTZFISHER, JOSEPH L.	1,395.55	ERWIN, RACHELLE L.	850.04
BRADLEY, KELLY R.	1,303.28	SILVA, JESSE L.A.	610.76
HART II, DELBERT W.	1,333.56	SEHL, JENNA R.	137.62
JONES, ROBERT F.	1,462.98	RILEY, DANIEL A.	654.12
DORAN, JUSTIN J.	1,208.90	WHEELER, MICHAEL W.	1,354.15
FARRELL, MITCHELL L.	1,333.27	SNYDER, CORY G.	676.39
THORP JR, WILLIAM D.	1,155.61	PEARSALL, KRISTA M.	211.05
MANKER JR, DAVID W.	528.01	DRAKE, WILLIAM F.	525.71
MANKER SR, DAVID W.	750.15	JOHNSON, MELISSA A.	224.65
BECKER, MICHAEL S.	746.99	GERBER, SAMUEL A.	55.41
NEDWICK, DAVID J.	326.05	WHITLEY, ANDREW T.	1,810.80
HART III, DELBERT W.	364.47	MORRISON, KEVIN P.	1,276.56
MCGHEE, ROBERT R.	1,051.18	JOHNSON, STEVEN P.	1,083.55
MUMICH, BARRY J.	586.01	BISHAW, JAMES H.	704.56
CRANDELL, ZACKARY R.	678.49	ZIPP, BRANDON M.	605.49
SEESE, GARRETT R.	282.74	KLINGER, BRADLEY W.	572.51
FERGUSON, ROYCE L.	676.74	WILLIAMS, SYDNEY K.	479.56
BOSS, SHERRY M.	642.06	GILL, DAVID R.	1,577.83
SAYWARD, MADISON E.	590.58	STANLEY, MARK J.	60.95
ROSENTHAL, GABRIEL M.	852.86	TOTAL	113,748.91

Payroll Transmittal – 06/15/2018

4FRONT CREDIT UNION	558.84	CHAR EM UNITED WAY	52.00
AMERICAN FAMILY LIFE	158.28	CHARLEVOIX STATE BANK	1,200.77
AMERICAN FAMILY LIFE	345.60	CHEMICAL BANK	150.00

COMMUNICATION WORKERS OF AMER
MI STATE DISBURSEMENT UNIT

550.41
679.30

PRIORITY HEALTH
TOTAL

1,749.22
5,444.42

DRAFT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: July 2, 2018

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
06/21/2018		
123877	AT&T	2,873.40
123878	AT&T LONG DISTANCE	877.84
123879	AT&T MOBILITY	89.35
123880	CHARLEVOIX STATE BANK	10,270.54
123881	CHARTER COMMUNICATIONS	857.97
123882	DELTA DENTAL	3,575.37
123883	GREAT LAKES ENERGY	203.71
123884	HEADY, KATE	100.00
123885	HERSEY, BRADFORD	100.00
123886	METLIFE SMALL BUSINESS CENTER	790.25
123887	PRIORITY HEALTH	43,040.84
123888	STATE OF MICHIGAN	150.00
123889	VERIZON WIRELESS	56.72
123890	VISION SERVICE PLAN	506.93
123891	WITTHOEFT, CHARLES	650.00
Total 06/21/2018:		64,142.92
Grand Totals:		64,142.92

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

06/21/18 Special Accounts Payable Run	\$	64,142.92
06/29/18 Payroll (net pay)	\$	120,932.65
06/29/18 Payroll Transmittal Checks	\$	5,444.42
07/03/18 Regular Accounts Payable	\$	319,520.63
Checks Sub-Total:	\$	510,040.62

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

06/18/18 MI Public Power Agency	\$	39,116.42
06/18/18 MERS (Defined Benefit Plan)	\$	120,000.00
06/25/18 MI Public Power Agency	\$	184,420.21
06/25/18 MI Public Power Agency	\$	13,065.70
06/29/18 IRS (Payroll Tax Deposit)	\$	40,154.92
06/29/18 Alerus Financial (HCSP)	\$	400.00
06/29/18 State of MI (Withholding Tax)	\$	6,276.16
06/29/18 Vantagepoint (401 ICMA Plan)	\$	742.50
06/29/18 Vantagepoint (457 ICMA Plan)	\$	15,417.60
06/29/18 Vantagepoint (Roth IRA)	\$	1,186.53
06/29/18 MERS (Defined Benefit Plan)	\$	58,877.70
ACH Sub-Total:	\$	479,657.74

Huntington National Bank Total: \$ 989,698.36

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

07/03/18 Tax Disbursement	\$	12,064.10
Charlevoix State Bank Total:	\$	12,064.10

Grand Total: \$ 1,001,762.46

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/23/2018	PC	06/29/2018	25949	HEYDLAUFF, MARK L.	102		2,358.07
06/23/2018	PC	06/29/2018	25950	GOLDING, JOYCE M.	106		1,764.87
06/23/2018	PC	06/29/2018	25951	DEROSIA, PATRICIA E.	107		1,226.72
06/23/2018	PC	06/29/2018	25952	DOTSON, LINDSEY J.	109		1,457.31
06/23/2018	PC	06/29/2018	25953	LOY, EVELYN R.	117		1,086.31
06/23/2018	PC	06/29/2018	25954	KLOOSTER, ALIDA K.	121		1,652.14
06/23/2018	PC	06/29/2018	25955	GOLOVICH, KAREN J.	122		969.62
06/23/2018	PC	06/29/2018	25956	SPENCLEY, PATRICIA L.	136		1,195.43
06/23/2018	PC	06/29/2018	25957	MILLER, FAITH G.	142		33.42
06/23/2018	PC	06/29/2018	25958	MCGINN, KELLY A.	146		1,670.39
06/23/2018	PC	06/29/2018	25959	JONES, JANET M.	148		518.62
06/23/2018	PC	06/29/2018	25960	JOLLETTE, MELISSA N.	149		473.94
06/23/2018	PC	06/29/2018	25961	DOAN, GERARD P.	201		1,697.63
06/23/2018	PC	06/29/2018	25962	SCHLAPPI, JAMES L.	204		1,168.49
06/23/2018	PC	06/29/2018	25963	UMULIS, MATTHEW T.	205		1,146.38
06/23/2018	PC	06/29/2018	25964	HANKINS, SCOTT A.	208		1,844.86
06/23/2018	PC	06/29/2018	25965	ORBAN, BARBARA K.	209		1,287.43
06/23/2018	PC	06/29/2018	25966	WILLIAMS, ASHLEY M.	210		1,250.36
06/23/2018	PC	06/29/2018	25967	FLICKEMA, ANDREW M.	211		1,543.55
06/23/2018	PC	06/29/2018	25968	RILEY, DENISE M.	213		457.14
06/23/2018	PC	06/29/2018	25969	MATELSKI, KRISTEN L.	230		1,078.75
06/23/2018	PC	06/29/2018	25970	BINGHAM, LARRY E.	240		941.64
06/23/2018	PC	06/29/2018	25971	MATELSKI, RYAN G.	242		915.45
06/23/2018	PC	06/29/2018	25972	VANLOO, MEAGAN E.	243		780.66
06/23/2018	PC	06/29/2018	25973	MACGILLIVRAY, ROGER	244		641.40
06/23/2018	PC	06/29/2018	25974	WURST, RANDALL W.	411		1,675.87
06/23/2018	PC	06/29/2018	25975	MAYER, SHELLEY L.	412		1,858.56
06/23/2018	PC	06/29/2018	25976	HILLING, NICHOLAS A.	413		1,469.72
06/23/2018	PC	06/29/2018	25977	MEIER III, CHARLES A.	421		1,247.03
06/23/2018	PC	06/29/2018	25978	ZACHARIAS, STEVEN B.	422		1,272.40
06/23/2018	PC	06/29/2018	25979	NEWMAN, MARK J.	424		841.73
06/23/2018	PC	06/29/2018	25980	SWEM, DONALD L.	512		1,975.53
06/23/2018	PC	06/29/2018	25981	EATON, BRAD A.	515		1,866.10
06/23/2018	PC	06/29/2018	25982	WILSON, TIMOTHY J.	516		2,086.33
06/23/2018	PC	06/29/2018	25983	LAVOIE, RICHARD L.	519		1,734.43
06/23/2018	PC	06/29/2018	25984	STEVENS, BRANDON C.	521		1,915.87
06/23/2018	PC	06/29/2018	25985	DRAVES, MARTIN J.	523		1,734.33
06/23/2018	PC	06/29/2018	25986	ANDERSON, ELIZABETH	526		1,240.03
06/23/2018	PC	06/29/2018	25987	LEITNER, RYAN S.	527		1,067.28
06/23/2018	PC	06/29/2018	25988	ELLIOTT, PATRICK M.	600		2,167.95
06/23/2018	PC	06/29/2018	25989	SCHWARTZFISHER, JOS	603		1,074.64
06/23/2018	PC	06/29/2018	25990	BRADLEY, KELLY R.	614		1,599.75
06/23/2018	PC	06/29/2018	25991	HART II, DELBERT W.	616		1,292.25
06/23/2018	PC	06/29/2018	25992	JONES, ROBERT F.	618		1,345.60
06/23/2018	PC	06/29/2018	25993	DORAN, JUSTIN J.	621		1,253.78
06/23/2018	PC	06/29/2018	25994	FARRELL, MITCHELL L.	622		1,333.27
06/23/2018	PC	06/29/2018	25995	THORP JR, WILLIAM D.	623		1,423.83
06/23/2018	PC	06/29/2018	25996	MANKER JR, DAVID W.	638		601.64
06/23/2018	PC	06/29/2018	25997	MANKER SR, DAVID W.	639		796.03
06/23/2018	PC	06/29/2018	25998	BECKER, MICHAEL S.	641		877.49
06/23/2018	PC	06/29/2018	25999	FREY, DYLAN V.	643		270.39
06/23/2018	PC	06/29/2018	26000	HART III, DELBERT W.	657		523.62
06/23/2018	PC	06/29/2018	26001	BOEHM, NOAH A.	662		658.90
06/23/2018	PC	06/29/2018	26002	MCGHEE, ROBERT R.	663		1,102.92
06/23/2018	PC	06/29/2018	26003	MUMICH, BARRY J.	671		625.03
06/23/2018	PC	06/29/2018	26004	CRANDELL, ZACKARY R.	691		392.67
06/23/2018	PC	06/29/2018	26005	SEESE, GARRETT R.	692		636.06

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/23/2018	PC	06/29/2018	26006	FERGUSON, ROYCE L.	693		886.33
06/23/2018	PC	06/29/2018	26007	MUELLER, JASON C.	694		658.90
06/23/2018	PC	06/29/2018	26008	BOSS, SHERRY M.	695		684.01
06/23/2018	PC	06/29/2018	26009	SAYWARD, MADISON E.	696		754.96
06/23/2018	PC	06/29/2018	26010	ROSENTHAL, GABRIEL M	698		978.37
06/23/2018	PC	06/29/2018	26011	NOVOTNY, RAIGAN I.	699		365.67
06/23/2018	PC	06/29/2018	26012	KNORR, KENT J.	700		1,958.07
06/23/2018	PC	06/29/2018	26013	STEBE, LAURA A.	703		120.05
06/23/2018	PC	06/29/2018	26014	MILAN, JANE E.	711		775.34
06/23/2018	PC	06/29/2018	26015	ANZELL, BETH A.	712		774.38
06/23/2018	PC	06/29/2018	26016	MACGILLIVRAY, RAYMO	720		515.09
06/23/2018	PC	06/29/2018	26017	RITTER, MATTHEW R.	731		399.21
06/23/2018	PC	06/29/2018	26018	CALO, LEAH M.	734		373.01
06/23/2018	PC	06/29/2018	26019	KLOOSTER, PATRICK H.	743		1,465.01
06/23/2018	PC	06/29/2018	26020	EVANS JR, HALBERT K.	744		667.30
06/23/2018	PC	06/29/2018	26021	KLINGER, LUCAS D.	745		557.23
06/23/2018	PC	06/29/2018	26022	GREENE, GLORIA C.	746		572.32
06/23/2018	PC	06/29/2018	26023	DAVIS, LEAH R.	748		678.86
06/23/2018	PC	06/29/2018	26024	TELGENHOF, WILL G.	749		678.86
06/23/2018	PC	06/29/2018	26025	WILLIAMS, BRANDON S.	751		528.75
06/23/2018	PC	06/29/2018	26026	CARLSON, JOSHUA A.	756		415.93
06/23/2018	PC	06/29/2018	26027	HOLECHECK, JENNACA	777		416.80
06/23/2018	PC	06/29/2018	26028	BAILEY, ALYSSA M.	787		445.07
06/23/2018	PC	06/29/2018	26029	KIRINOVIC, THOMAS F.	790		245.39
06/23/2018	PC	06/29/2018	26030	DUTCHER, ROBERT G.	794		405.24
06/23/2018	PC	06/29/2018	26031	KLOOSTER, SUSAN E.	795		31.66
06/23/2018	PC	06/29/2018	26032	HEID, THOMAS J	802		1,317.16
06/23/2018	PC	06/29/2018	26033	LEESE, ALAN K.	835		477.03
06/23/2018	PC	06/29/2018	26034	HART, DAVID R.	836		41.21
06/23/2018	PC	06/29/2018	26035	GRUNCH, RONALD J.	844		391.02
06/23/2018	PC	06/29/2018	26036	DAVIS, RONALD L.	853		314.98
06/23/2018	PC	06/29/2018	26037	FAIRCHILD, GALEN W.	855		295.11
06/23/2018	PC	06/29/2018	26038	MASSON, DONALD J.	861		552.19
06/23/2018	PC	06/29/2018	26039	KUSINA, DENNIS W.	862		300.64
06/23/2018	PC	06/29/2018	26040	LABLANCE, MAUREEN J.	863		356.54
06/23/2018	PC	06/29/2018	26041	LIVINGSTON, BRIAN D.	866		1,057.66
06/23/2018	PC	06/29/2018	26042	VANLOO, JOSEPH G.	902		957.36
06/23/2018	PC	06/29/2018	26043	WYMAN, MATTHEW A.	927		1,547.68
06/23/2018	PC	06/29/2018	26044	MILLER, WILLIAM S.	933		1,223.93
06/23/2018	PC	06/29/2018	26045	DOUGLAS, MARK	935		883.73
06/23/2018	PC	06/29/2018	26046	PRIOR, ERIN C.	938		229.79
06/23/2018	PC	06/29/2018	26047	MCMULLEN, DONALD R.	1000		1,470.22
06/23/2018	PC	06/29/2018	26048	TRAVERS, MANUEL J.	1010		1,467.79
06/23/2018	PC	06/29/2018	26049	STEVENS, JEFFREY W.	1028		657.36
06/23/2018	PC	06/29/2018	26050	BIXBY, JAMES R.	1041		194.84
06/23/2018	PC	06/29/2018	26051	RILEY, CASEY W.	1052		377.78
06/23/2018	PC	06/29/2018	26052	JONES, LARRY M.	1057		1,418.77
06/23/2018	PC	06/29/2018	26053	WILLSON, BRENDA R.	1059		2,138.56
06/23/2018	PC	06/29/2018	26054	BEAN, PETER J.	1060		625.58
06/23/2018	PC	06/29/2018	26055	FENNELL, DREW M.	1062		178.39
06/23/2018	PC	06/29/2018	26056	SILVA, JESSE L.A.	1073		936.84
06/23/2018	PC	06/29/2018	26057	NEWINGTON, BENJAMIN	1084		372.21
06/23/2018	PC	06/29/2018	26058	SEHL, JENNA R.	1101		280.56
06/23/2018	PC	06/29/2018	26059	RILEY, DANIEL A.	1102		857.69
06/23/2018	PC	06/29/2018	26060	WHEELER, MICHAEL W.	1103		1,309.53
06/23/2018	PC	06/29/2018	26061	SNYDER, CORY G.	1104		422.91
06/23/2018	PC	06/29/2018	26062	PEARSALL, KRISTA M.	1105		433.81

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/23/2018	PC	06/29/2018	26063	DRAKE, WILLIAM F.	1106		1,091.23
06/23/2018	PC	06/29/2018	26064	JOHNSON, MELISSA A.	1107		1,708.40
06/23/2018	PC	06/29/2018	123892	GERBER, SAMUEL A.	147		66.50
06/23/2018	PC	06/29/2018	123893	WHITLEY, ANDREW T.	522		1,734.55
06/23/2018	PC	06/29/2018	123894	MORRISON, KEVIN P.	601		1,523.12
06/23/2018	PC	06/29/2018	123895	JOHNSON, STEVEN P.	617		1,284.99
06/23/2018	PC	06/29/2018	123896	BISHAW, JAMES H.	633		733.26
06/23/2018	PC	06/29/2018	123897	ZIPP, BRANDON M.	697		639.74
06/23/2018	PC	06/29/2018	123898	KLINGER, BRADLEY W.	747		678.86
06/23/2018	PC	06/29/2018	123899	WILLIAMS, SYDNEY K.	750		689.34
06/23/2018	PC	06/29/2018	123900	RITTER, DAVID M.	783		406.54
06/23/2018	PC	06/29/2018	123901	PETERSON, BENJAMIN D	785		402.23
06/23/2018	PC	06/29/2018	123902	GILL, DAVID R.	856		1,348.11
06/23/2018	PC	06/29/2018	123903	STANLEY, MARK J.	867		63.49
Grand Totals:			128				120,932.65

km

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/23/2018	06/29/2018	123904	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	558.84
06/23/2018	06/29/2018	123905	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	158.28
06/23/2018	06/29/2018	123905	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	345.60
06/23/2018	06/29/2018	123906	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 6/23/2	52.00
06/23/2018	06/29/2018	123907	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,200.77
06/23/2018	06/29/2018	123908	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
06/23/2018	06/29/2018	123909	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	550.41
06/23/2018	06/29/2018	123910	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	679.30
06/23/2018	06/29/2018	123911	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,749.22
Grand Totals:		9				5,444.42

km

Check Number	Payee	Amount
07/03/2018		
123912	4IMPRINT INC	95.87
123913	ABRAMOWSKI, DWAIN M.	100.00
123914	ABRAXIS INC	505.00
123915	ACCESS LOCKSMITHING INC	2,520.00
123916	AIRGAS USA LLC	70.51
123917	ANDY'S CLEANING SYSTEMS	115.00
123918	AVFUEL CORPORATION	57,110.21
123919	BAKER COLLEGE OF CADILLAC	570.00
123920	BARUZZINI GENERAL CONTRACTOR	2,800.00
123921	BEIJO DE CHOCOLAT LLC	22.00
123922	BELL EQUIPMENT COMPANY	350.68
123923	BIOTECH AGRONOMICS INC	44,237.50
123924	BKRK HOLDINGS	385.92
123925	BLAAUW-HARA, MARK EDWARD	200.00
123926	BRADFORD'S	68.00
123927	BREWER, JOHN	60.00
123928	BYERS, REBECCA	100.00
123929	CCI SOUTH LLC	131.25
123930	CDW GOVERNMENT INC.	885.00
123931	CHAPDELAINE, EMILY	50.00
123932	CHARLEVOIX AREA CHAMBER OF CO	7,500.00
123933	CHARLEVOIX CITY BAND	5,000.00
123934	CHARLEVOIX COMMUNITY SHOPPER	299.00
123935	CHARLEVOIX LITTLE LEAGUE	6,165.70
123936	CHARLEVOIX SCREEN MASTERS INC	3,516.20
123937	CHARLEVOIX SEWER & DRAIN	350.00
123938	CHRISTOPH, ALY	125.00
123939	CINTAS CORPORATION	128.71
123940	CINTAS CORPORATION #729	86.76
123941	CLEAR WATER PLUMBING & HEATIN	1,804.40
123942	COOK FAMILY FARMS	62.00
123943	DCASSESSING SERVICES	4,371.08
123944	DeROSIA, PATRICIA E.	50.00
123945	DISTRICT 21 SOFTBALL	100.00
123946	DITCH WITCH SALES OF MICHIGAN	947.27
123947	DOAN, GERARD P.	50.00
123948	DORNBOS SIGN INC.	215.14
123949	DOTSON, LINDSEY J.	50.00
123950	DRAVES, MARTIN J.	172.61
123951	ELLIOTT, PATRICK M.	50.00
123952	ELLSWORTH FARMER'S EXCHANGE	111.50
123953	EMMET COUNTY SHERIFF'S OFC	400.00
123954	ETNA SUPPLY	9,100.00
123955	E-Z-GO A TEXTRON COMPANY	53.38
123956	FARMER WHITE'S	18.00
123957	FASTENAL COMPANY	452.06
123958	GALLS AN ARAMARK COMPANY	105.00
123959	GERBER HOMEMADE SWEETS	57.00

M = Manual Check, V = Void Check

Check Number	Payee	Amount
123960	GINOP SALES INC	111.96
123961	GOLDING, JOYCE M.	50.00
123962	GORDON FOOD SERVICE	32.85
123963	GREAT LAKES COCA-COLA DISTRIBU	336.72
123964	GREENVIEW DATA INC	22.00
123965	GUNTZVILLER, RHONDA	49.00
123966	HACH COMPANY	303.01
123967	HANKINS, SCOTT A.	50.00
123968	HARBOR HOUSE PUBLISHERS	3,855.40
123969	HARRELL'S	4,696.60
123970	HEID, THOMAS J.	50.00
123971	HERZOG ELECTRIC	129.99
123972	HEYDLAUFF, MARK L	50.00
123973	HILLIER, JAY	297.33
123974	HOLIDAY COMPANIES	6,855.54
123975	HUGH'S EXCAVATING LLC	1,000.00
123976	HYDE SERVICES LLC	382.47
123977	IDEXX DISTRIBUTION INC.	1,156.15
123978	IMMONEN, PAT	50.00
123979	IRISH BOAT SHOP	282.76
123980	JENNINGS, MARK	28.85
123981	JOE'S PROFESSIONAL SERVICES LLC	262.50
123982	KIESLER'S POLICE SUPPLY INC	258.43
123983	KLOOSTER, ALIDA K.	50.00
123984	KLOOSTER, PATRICK H	50.00
123985	KNORR, KENT	50.00
123986	KSS ENTERPRISES	928.29
123987	KUSINA, DENNIS	341.14
123988	LAKE FOREST BAKING COMPANY	35.00
123989	LAKESHORE TIRE & AUTO SERVICE	50.00
123990	LANDSCAPE FORMS INC.	2,405.00
123991	LANGE, JEFFREY	150.00
123992	LIQUID MONK LLC	1,000.00
123993	LOTTIE'S BAGELS	60.00
123994	MACGREGOR PLUMBING & HEATING	338.00
123995	MAYER, SHELLEY L.	50.00
123996	McGHEE, ROBERT	74.20
123997	McGINN, KELLY A.	93.00
123998	MCLAUGHLIN, TREY	400.00
123999	MCMULLEN, DONALD R	50.00
124000	MICHIGAN ASSESSORS ASSOCIATIO	125.00
124001	MICHIGAN MUSHROOM MARKET LLC	68.00
124002	MICHIGAN OFFICEWAYS INC	3,170.01
124003	MICHIGAN PIPE & VALVE	240.00
124004	MILLER, WILLIAM S.	50.00
124005	NCL OF WISCONSIN INC.	764.58
124006	NEWKIRK ELECTRIC	46.07
124007	NORTHERN LIGHTS FAMILY	288.00
124008	NORTHERN SAFETY CO INC	112.51

M = Manual Check, V = Void Check

Check Number	Payee	Amount
124009	OHM ADVISORS	22,295.00
124010	OSTLUND PEST CONTROL LLC	155.00
124011	PETOSKEY NEWS-REVIEW	200.00
124012	POLAKOWSKI, KEN	30.00
124013	POND HILL FARM LLC	249.00
124014	POWER LINE SUPPLY	3,330.00
124015	PREIN & NEWHOF	52,686.23
124016	PRESTON FEATHER	7,513.45
124017	PRO WEB MARKETING LLC	315.00
124018	REITENGA, MARK	100.00
124019	RUSTIC BAKER	43.00
124020	S&W HEALTHCARE CORPORATION	192.95
124021	SHARROW MASONRY INC	903.00
124022	SHINDORF BUILDERS	728.00
124023	SHORELINE POWER SERVICES INC.	39,946.73
124024	SPARTAN DISTRIBUTORS INC	402.11
124025	ST ARMOUR, RONALD	21.01
124026	SUPERIOR MECHANICAL	535.55
124027	SWANSON K & D INC	180.00
124028	SWEM, DONALD L.	50.00
124029	TOP LINE	180.00
124030	TRAVERS, MANUEL J.	109.68
124031	TREDROC TIRE SERVICES LLC	200.00
124032	UNIFIRST CORPORATION	626.18
124033	UNITED STATES PLASTIC CORP.	816.67
124034	UP NORTH PROPERTY SERVICES LL	3,654.00
124035	VILLAGE GRAPHICS INC.	445.00
124036	WINNIE'S ORIGINAL LLC	55.00
124037	WORK & PLAY SHOP	439.96
124038	WURST, RANDALL W.	50.00
124039	WYMAN, MATTHEW A.	50.00
Total 07/03/2018:		319,520.63
Grand Totals:		319,520.63

Check Number	Payee	Amount
06/18/2018		
61818001	MICHIGAN PUBLIC POWER AGENCY	39,116.42
61818002	MERS	120,000.00
Total 06/18/2018:		159,116.42
Grand Totals:		159,116.42

Check Number	Payee	Amount
06/25/2018		
62518001	MICHIGAN PUBLIC POWER AGENCY	184,420.21
62518002	MICHIGAN PUBLIC POWER AGENCY	13,065.70
Total 06/25/2018:		197,485.91
Grand Totals:		197,485.91

Check Issue Date	Check Number	Payee	Amount
62918001			
06/29/2018	62918001	**EFTPS* Payroll Taxes	10,833.13
06/29/2018	62918001	**EFTPS* Payroll Taxes	10,833.13
06/29/2018	62918001	**EFTPS* Payroll Taxes	2,533.57
06/29/2018	62918001	**EFTPS* Payroll Taxes	2,533.57
06/29/2018	62918001	**EFTPS* Payroll Taxes	13,421.52
Total 62918001:			
	5		40,154.92
62918002			
06/29/2018	62918002	Alerus Financial	400.00
Total 62918002:			
	1		400.00
62918003			
06/29/2018	62918003	STATE OF MICHIGAN	6,276.16
Total 62918003:			
	1		6,276.16
62918004			
06/29/2018	62918004	Vantagepoint - 401 Plan 109153	742.50
Total 62918004:			
	1		742.50
62918005			
06/29/2018	62918005	Vantagepoint - 457 Plan 300959	6,353.59
06/29/2018	62918005	Vantagepoint - 457 Plan 300959	975.41
06/29/2018	62918005	Vantagepoint - 457 Plan 300959	2,117.85
06/29/2018	62918005	Vantagepoint - 457 Plan 300959	5,970.75
Total 62918005:			
	4		15,417.60
62918006			
06/29/2018	62918006	Vantagepoint - Roth IRA 706117	1,186.53
Total 62918006:			
	1		1,186.53
Grand Totals:			
	13		64,177.71



Check Number	Payee	Amount
06/29/2018		
62918007	MERS	58,877.70
Total 06/29/2018:		58,877.70
Grand Totals:		58,877.70

Check Number	Payee	Amount
07/03/2018		
3078	CHARLEVOIX COUNTY TREASURER	2,148.85
3079	CHARLEVOIX COUNTY TREASURER	6.01
3080	CHARLEVOIX DISTRICT LIBRARY	414.97
3081	CHARLEVOIX PUBLIC SCHOOLS	580.55
3082	CHARLEVOIX PUBLIC SCHOOLS	116.11
3083	CHARLEVOIX PUBLIC SCHOOLS	116.11
3084	CITY OF CHARLEVOIX - TAXES DUE	3,041.31
3085	RECREATIONAL AUTHORITY	77.81
3086	STATE OF MICHIGAN	5,562.38
Total 07/03/2018:		12,064.10
Grand Totals:		12,064.10



City of Charlevoix
Planning Commission
210 State St
Charlevoix, MI 49720
Attn: Mr. Sherm Chamberlain

June 13, 2018

Dear Sherm:

Please, accept this letter as my resignation from the City of Charlevoix Planning Commission. It has been my honor to serve with you and the other commission members.

Initially, I agreed to fill the position created by the untimely death of David Novotny for the remainder of his appointment. As we discussed in early April, I intended to serve until that term expired on April 20, 2018. You had asked me to continue, but I believe I can better serve this community in other ways.

I appreciate your dedication and hard work, and that of the other members. I thank you for the opportunity that I have had to work with you, and I wish you continued success.

Respectfully,

A handwritten signature in black ink, appearing to read "Nelson Fletcher".

Nelson Fletcher

✓ Cc: City Clerk, Joyce M. Golding, CMMC

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Beer Tent Approval for Dragon Boat Festival

DATE: July 2, 2018

BACKGROUND:

On August 4, 2018, the Charlevoix Circle of Arts will be hosting the Dragon Boat Festival. The festival is a festival/fundraiser which will include 20 different teams, consisting of 21 team members each. The Circle of Arts has requested to place a beer tent at Ferry Beach.

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 allow the City Manager to waive the provision in the City Code under Title III: Parks and Public Grounds, Chapter 31, Section 3.14 for the Dragon Boat Festival

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Charlevoix Yacht Club Request for Free Parking – Nucore Triangle and Red Fox Regatta

DATE: July 2, 2018

BACKGROUND:

The Charlevoix Yacht Club is asking that the City Council waive the parking fees at Ferry Launch Ramp for the Nucore Triangle on August 31 and the Red Fox Regatta on September 1-2, 2018.

The Charlevoix City Code, Title X, Chapter 148, Section 10.84 states: “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.”

RECOMMENDATION:

Approve Resolution 2018-07-01 Waive Parking Fees for Charlevoix Yacht Club.

ATTACHMENTS:

- ▣ Request Letter
- ▣ Resolution 2018-07-01



RECEIVED
JUN 15 2018

Charlevoix Yacht Club

209 Ferry Avenue · PO Box 522 Charlevoix, MI 49720 · www.CharlevoixYachtClub.org · 231-547-9170

June 14, 2018

Mayor and City Council
City of Charlevoix
210 State Street
Charlevoix, MI 49720

RE: Use of Boat Launch Facility for Red Fox Regatta

Dear Mayor and Council;

This letter is a request to the City Council to again allow free use of the boat launch ramp at the end of Stover Road on August 31, September 1 and 2 of 2018. These are the dates of the Nucore Triangle Race, Friday evening and the annual Red Fox Regatta sailboat race between Charlevoix and Boyne City, Saturday and Sunday, sponsored by the Charlevoix Yacht Club.

We have sailboats participating in these races from out of town that will need to use the launch ramp. Last year there were about thirty launch passes used by out of town sailboats. Local boats are either in the water or already have seasonal launch passes. Participants will be identified by showing a colored card indicating that they are a Red Fox participant.

There will be approximately 80 to 90 boats with anywhere from 1 to 18 people on board. Over half of the race participants come from out of town and will be patronizing Charlevoix restaurants, businesses and motels during their stay. There will be a definite economic benefit to the City of Charlevoix. Charlevoix also receives good community exposure as the host of this annual event.

Your consideration and approval of this matter will be appreciated.

Sincerely,

Judy A. Gordon
Red Fox Committee
Charlevoix Yacht Club

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-07-01
WAIVE PARKING FEES FOR CHARLEVOIX YACHT CLUB

WHEREAS, the Charlevoix Yacht Club is hosting the Nucore Triangle Race on August 31 and the Red Fox Regatta on September 1-2, 2018; and

WHEREAS, the Charlevoix Yacht Club is requesting that parking fees be waived for the races; and

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

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix, hereby waives parking fees for the NucoreTriangle Race on August 31 and the Red Fox Regatta on September 1-2, 2018.

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

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Blue Star Memorial Garden

DATE: July 2, 2018

PRESENTED BY: Charlevoix Area Garden Club

BACKGROUND:

Several weeks ago, Council approved a Blue Star Memorial to be located in the planter bed by the Harbor Master's Office. At that time, the Garden Club had decided to install the plaque on a boulder. After further consideration, they would like to switch to a pole-mounted sign as depicted in the attached photos.

RECOMMENDATION:

Motion to authorize the pole-mounted Blue Start Memorial as described.

ATTACHMENTS:

- ▣ Petoskey Pole-mounted Memorial
- ▣ Southeast view
- ▣ Northeast View
- ▣ Southwest View



NATIONAL
GARDEN CLUBS INC.

BLUE STAR
MEMORIAL

A tribute to the Armed Forces
that have defended the
United States of America

SPONSORED BY
Petoskey Area Garden Club, Inc.
at Veterans Memorial Plaza
to honor the Veterans of Emmet County
2014







CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Keep Charlevoix Beautiful Donor Recognition

DATE: July 2, 2018

PRESENTED BY: Steven Bennett, President Keep Charlevoix Beautiful

BACKGROUND:

Keep Charlevoix Beautiful, a non profit organization in Charlevoix, would like to acknowledge donors who have given to our petunia basket program at a higher than normal level of donation.

Several donors have requested that if they gave a larger donation, could they get a more visible plaque location (in the central business district) to honor loved ones. The plaques will be located on poles which have baskets currently. The plaque, being made by Ace Hardware, will be approximately 3 inches by 5 inches and made of strong brass components. We at Keep Charlevoix Beautiful will do the purchasing of the plaques and installation of same. The City will incur no costs, but will dictate where and how they are installed.

Keep Charlevoix Beautiful is working at changing over the flower bed program, especially on the south side of town, to give our city a clean, wholesome look, and a welcoming sight for visitors entering our community. We have had issues in the past and this year as well, with curb heights and sprinkler systems ruining the petunia beds. As you can see by the baskets we installed between Hurlbut and Carpenter, we are having good success in upgrading our curb program. The baskets will not be affected when MDOT resurfaces US-31 this fall.

Thank you for considering our idea. If you have any questions or concerns, please contact me, Steven Bennett at 231-497-4080, or email at stbenn@chartermi.net

RECOMMENDATION:

Motion to approve plaques for the Keep Charlevoix Beautiful petunia basket donor recognition program.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: EMS Fee Increases

DATE: July 2, 2018

PRESENTED BY: Gerard Doan, Chief of Police

BACKGROUND:

We continue to make advances with our current EMS system. Our staffing levels have grown significantly, training is being conducted routinely, and morale is at a all time high. One issue that has come to our attention is our current EMS Billing Rates.

The current rates have not been adjusted for at least two years. Our current rates are below the market averages and should be modified to reflect current reimbursement rates using BC/BS as a benchmark. The new rates are set at a slightly higher level than current BC/BS reimbursement rates in order to capture all private pay and those insurers that reimburse at levels higher than BC/BS. We also have not been charging allowable fees for oxygen. The new fee schedule allows for billing of this often used medication.

The above modifications will allow the city to recoup significant fees from the insurers and private pay patients. It should be noted that these fees are not being directly billed to the patients but to the insurers.

RECOMMENDATION:

Motion to approve the proposed adjusted EMS Billing Rates effective immediately.

ATTACHMENTS:

- ☐ EMS Billing

EMS Fee Authorization Form

Customer Name: Charlevoix EMS

Effective Date: 1-Jun-18

Authorized Signature: _____

(Signature)

(Date Form Signed)

(Print Name)

If 'fee change' column is left blank, it will be implied there is no change to be made to that fee.

Service Type	Current Fee	Fee Change
ALS Emergency	\$600.00	\$765.00
ALS II Emergency	na	\$1,025.00
ALS Non Emergency	na	\$595.00
BLS Emergency	\$525.00	\$610.00
BLS Non Emergency	na	\$510.00
LALS Emergency	none	\$765.00
Mileage	\$11.50	\$15.75
Oxygen	none	\$48.00
Lift Assist	\$150.00	\$150.00
BLS Transfer	\$525.00	\$525.00
ALS Transfer	\$600.00	\$600.00
Treatment/No Transport	\$450.00	\$485.00

Current Special Instructions:

New Special Instructions: If this area is left blank, it will be implied there is no new instructions

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Historic District Commission Appointments

DATE: July 2, 2018

PRESENTED BY: Joyce M. Golding, City Clerk

BACKGROUND:

Council needs to appoint two members to the Historic District Commission for three year terms. 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.

RECOMMENDATION:

Motion to appoint/reappoint **Name** to the Historic District Commission, term expiring June 2021.

Motion to appoint/reappoint **Name** to the Historic District Commission, term expiring June 2021.

ATTACHMENTS:

- ▣ Applications



**CITY OF
CHARLEVOIX**

**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	☒ HISTORIC DISTRICT COMMISSION	☐ SHADE TREE COMMISSION
☐ BOARD OF REVIEW	☐ HOUSING COMMISSION	☐ ZONING BOARD OF APPEALS
☐ COMPENSATION COMMISSION	☐ PLANNING COMMISSION	☐ OTHER _____
☐ DDA/MAIN STREET BOARD	☐ RECREATION ADVISORY COMMITTEE	☐ NO PREFERENCE

PLEASE PRINT

NAME: Mary Adams

ADDRESS: 429 Michigan Ave

HOME PHONE: _____

CELL PHONE: 231 437 0301

EMAIL: mary.adams cvx@gmail.com

ARE YOU A REGISTERED VOTER IN THE CITY? Yes

HOW LONG HAVE YOU LIVED IN THE CITY? 23 years

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

EDUCATIONAL BACKGROUND: Some College

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Mortgage Baking for 30+ years

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Chair of Standing Historic District Study Committee; Chair of Historic District Commission (and vice-chair of each); Chair of Lighthouse Preservation Committee (oversaw the acquisition of the light house and the original restoration of same; President of Charlevoix Historical Society; Chair Keep Charlevoix Beautiful Beautification Committee, spearheading, obtaining funding and overseeing the hanging basket and Christmas Light/wreath projects and chair of the petunia picnic; Chair Charlevoix Area Hospital Foundation, raising millions of dollars for the previous hospital expansion, helicopter pad and equipment; Chair of Holly Daze and Symphony on the Green; Member of the Charlevoix Shade Tree Commission; Chair of the Charlevoix Garden Club garden walk; Member of multiple City Focus Groups; Design Committee Chair for the Charlevoix Area Community Pool; Design Committee member for the Crooked Tree Arts Council restoration project; Fundraiser for the City Fish Pond; Fundraiser for Mt. McSaubia Ski Hill groomer;

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

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

NO

REASON(S) YOU WISH TO SERVE:

To continue to help preserve and protect the historic buildings within Charlevoix

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

SIGNATURE: _____

DATE: 6-22-18

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
JUN 25 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	☒ HISTORIC DISTRICT COMMISSION	☐ SHADE TREE COMMISSION
☐ BOARD OF REVIEW	☐ HOUSING COMMISSION	☐ ZONING BOARD OF APPEALS
☐ COMPENSATION COMMISSION	☐ PLANNING COMMISSION	☐ OTHER _____
☐ DDA/MAIN STREET BOARD	☐ RECREATION ADVISORY COMMITTEE	☐ NO PREFERENCE

PLEASE PRINT

NAME: PAUL J. WESTON
ADDRESS: 110 BURNS ST. CHARLEVOIX, MI 49720
HOME PHONE: 231-547-6603 CELL PHONE: 231-409-3389
EMAIL: pjweston@charter.net (Seasonally + Prime: 63 yrs)
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? Primary Residence: 18 yrs
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? No

EDUCATIONAL BACKGROUND: B.A. - Bowdoin College (4 yrs.) MBA Program: Wharton (2 yrs.)

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Assistant to Deputy Commissioner, U.S. FDA 1968-69
Executive Vice President of GRADISON Financial Services/McDonald & Co 1969-98

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Charlevoix Area Hospital

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

Yes: study Committee of Historic District Commission
Design Committee of Main Street

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

No

REASON(S) YOU WISH TO SERVE:

To bring my 70 years of experience as a
Charlevoix resident - both seasonal and full-time for last 18 years
to the table - and thereby helping to preserve historical aspects
of Charlevoix.

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

SIGNATURE:

Paul Weston

DATE: 6/19/2018

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

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: July 2, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. 911 Radio Upgrades

This week, I attended a County Commission meeting regarding the upgrade to 911 Emergency Radios for the CCE system. The County Commission will likely be asking County voters to approve a small millage this fall to pay for costs of new radios for emergency responders in in the County as part of the upgrade to an 800 Mhz radio system. This will improve communication (including here in the City) and better connect emergency responders to state and other entities like the Coast Guard and DNR. I will update you as I learn more.

B. South Pier Walkway

We have continued our communication with the Army Corps regarding the broken pier. They are reviewing methods they may use and perhaps will have a fix in early July. Apparently federal funding for projects like this continues to be a challenge.

C. Art Bikes

As part of the Cultural Corridor Block Party this week, the Charlevoix Public Library initiated the Art Bikes public art installation around the community for the summer. 13 different artists decorated bikes and they have been placed throughout the community. Audrey Shapiro of the Library deserves praise for planning this project and Revolution Bikes who helped sponsor the project. You can find a map of the bikes and more information at the Library.

ATTACHMENTS:

- ❑ Planning Commission Minutes May
- ❑ Housing Commission Minutes May
- ❑ DDA Minutes May
- ❑ DDA Special Meeting Minutes June
- ❑ Historic District Commission Minutes June

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, May 14, 2018 - 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order

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

B. Roll Call

Chair:	Sherm Chamberlain
Members Present:	Judy Clock, Mary Eveleigh, Nelson Fletcher, Dennis Halverson, RJ Waddell, Toni Felter
Members Absent:	Rick Golding, Brian Gelb
Staff Present:	Kathy Egan, Community Planner Networks Northwest

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

E. Approval of the February 12, 2018 Minutes

Motion by Member Waddell, second by Member Eveleigh, to approve the April 9, 2018 meeting minutes as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Presentation from Lindsey Dotson, Main Street Executive Director, on the History of Historical Districts in Charlevoix
Executive Director Dotson provided a handout showing a map of the Earl Young Buildings Historic District, a listing of the addresses and other design elements included in the district, a map of the Train Depot Historic District, notes from a presentation on the forming of a historic district, standards of rehab, application procedures for any changes in the historic districts, and a chart of affected building features. She explained the process of creating a district and the benefits it brings. She spoke to the possibility of future districts. Commissioners had questions about the process and the actual ordinance creating a district and what is the role of the Planning Commission. Executive Director said she will provide the ordinance to the commissioners

2. Annual Report

Commissioners reviewed the draft Charlevoix Planning Commission Annual Report 2018. Commissioners asked about the annual CIP process and when that document will come before the Planning Commission. It has been done in May in previous years, and it is time to review it. Planner Egan will verify the timing of the process with the City Manager and will share the Planning Commission's concerns. Changes made to the Annual Report included:

- correcting the name Harriman to Herriman on page two
- adding the names Rick Golding and Dennis Halverson to the members of the Short Term Rental Committee
- Changing the second sentence in the Local Economy Support section to read – "And that is the case for Charlevoix even as we enter into the 40th year of the history of Charlevoix Master Plans which dates back to 1978 and was most recently adopted in 2016."

Motion by member Fletcher, second by Member Felter, to adopt the Charlevoix Planning Commission Annual Report 2018 as amended and forward on to City Council. Motion passed by unanimous voice vote.

H. Old Business

1. Long Term Rental Discussion

Commissioners went around the table and each expressed their leading concerns with regard to rental housing. Commissioners want to know what is required at the state level, and they want to continue working on the topic.

2. Priority List as ranked by Planning Commission

The Compiled To-Do List by Category as determined at the April meeting was part of the packet. There was no discussion on the handout.

I. Staff Updates

Planner Egan said she had a few items that could be put together to form a Housekeeping Amendment.

Waddell inquired about the Short Term Rental registration process; has it been enacted? Planner Egan explained that a letter was written to go out to property owners; when and to who still needs to be determined. There have been many calls and a few registrations so far.

Planner Egan also reported that there is a first draft of a rewrite/review of the Site Plan Review article. The next step is for the Zoning Administrator to review it.

There will be a new City website scheduled to launch in the fall. Both she and Zoning Administrator Scheel have been drafting language to update both the current website and the new site.

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

Commissioners want to continue working on rental standards.

K. Adjournment

Motion be Member Halverson, second by Member Felter, to adjourn the meeting. Motion passed by unanimous vote. Meeting adjourned at 7:37 p.m.

Joyce M. Golding/ke

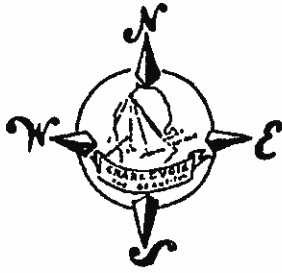
City Clerk

Sherm Chamberlain

Chair

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes May 15, 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 & Cindy Morris, Occupancy Specialist

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, including the charges from Schindler for elevator repairs, 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. Discussion was had with regard to possibility of changing fee accountants due to some discrepancies in identifying income sources at another agency. Audit Bids were received and the FYE 03/31/218 has been scheduled for the end of July. Agency had one vacancy that the staff was working to fill.

Old Business: NONE

New Business:
Review of financials and software reports.

No further new business

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720



PROJECT
PINE RIVER PLACE

Public Comment:

President Crandall asked if there were any public comments. One resident asked about the Agency possibly getting a keyless entry system for the building.

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

Adjournment:

Commissioner STEPHAN made a motion to adjourn the meeting at 2:37 p.m. Commissioner LEE seconded the motion.

Ayes: Left, Buday, Stephan, Crandall, Lee

Nays: None

Abstentions: None

Absent: None

The meeting adjourned at 2:37 p.m. The next regular meeting will be held Tuesday, June 19, 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

June 19, 2018


Approved by: Laurie Crandall, Board President

June 19, 2018

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING
Tuesday, May 29, 2018 at 5:30 p.m.
210 State Street, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Vice Chair: Rick Wertz

Members Present: Richard Christner, Fred DiMartino, Luther Kurtz, Carissa Mullaney, Maureen Owens, Amanda Wilkin

Members Absent: Kirby Dipert, John Yaroch

City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

Member Owens stated that she would abstain from voting on the Live from Charlevoix application for contribution.

5. Consent Agenda

A. DDA/Main Street Meeting Minutes – April 23, 2018

B. Committee Minutes

C. Monthly Report

Motion by Member Christner, second by Member Owens to approve the Consent Agenda as presented. Motion passed by unanimous voice vote.

At the Mayor's request the first item under New Business would be moved ahead on the agenda.

New Business

A. Non-Voting Members of the DDA Board

Mayor Kurtz stated that he discussed the idea of having a non-voting member from Junior Main Street on the DDA with City Council and there were no objections. He felt that the DDA could appoint non-voting members, rather than having it go through the City Council. Member Owens recommended that it be a two-year term.

Sean Bradley agreed with the idea of Mayor Kurtz choosing the student and with the two-year term.

Member Christner stated that in the future there may be a reason that they would be asking the Board to make the selection rather than the Mayor and he questioned if this would be a one-time decision that could be changed in the future. Vice Chair Wertz stated that a change could be made in the future as needed. The Board concurred to have the Charlevoix High School Advanced Placement Teacher recommend students for this position.

Motion by Member Owens, second by ~~Member Wilkin~~Member Mullaney to approve a non-voting advisory seat or two to the DDA Board to be fulfilled by a high school student(s) for a 2-year term. Motion passed by unanimous voice vote.

Mayor Kurtz stated that he would like to nominate Sean Bradley for one of the two non-voting advisory seats on the DDA Board. Motion by Member Owens, second by ~~Member Wilkin~~Member Mullaney to appoint Shawn Bradley as a non-voting member of the DDA Board for a two-year term. Motion passed by unanimous voice vote. The Board invited Mr. Bradley up to the dais as the newest member of the DDA Board.

Vice Chair Wertz stated that John Yaroch resigned from the DDA Board after ten years of service.

6. Reports

A. Director's Report

Member Owens questioned the level of invitation for the Communication Workshop and Director Dotson stated that it was a general invite for anyone involved with the organization.

Director Dotson introduced Andrew Reid who will be volunteering as a summer intern for Main Street.

Director Dotson stated that there was an update to Michigan Main Street Basics Training to be held in Charlevoix on June 21st. The State requested that the DDA provide a small panel of people involved with the Main Street Program to address the group as attendees ask about what it was like to start a Main Street Program. She invited the Boardmembers to attend the training as well. National Main Street will also be present that day for an accreditation visit instead of conducting that visit in the fall. They want to meet with the Board on the afternoon of June 21st and she questioned if there was a quorum of members available for that day. Four of the members agreed that they could attend the meeting with National Main Street on June 21st at 2:30 p.m.

7. Old Business

A. Charlevoix Main Street DDA Draft Policies & Procedures

Director Dotson stated that she made one change to No. 5 of the *Working with other Organizations & Sponsoring of Events* section and an additional change on page 22 of the document regarding licensing. She stated that she was working with the City Attorney relative to trademarking the brand. ~~Member Wilkin~~ Member Mullaney stated that she would not be voting on this item because of work she had done.

Motion by Member Owens, second by Member Christner to approve the Charlevoix Main Street DDA Policies and Procedures document as written with corrections. Motion passed by unanimous voice vote except for ~~Member Wilkin~~ Member Mullaney who abstained from the vote.

8. New Business

B. Sponsorship Requests

Motion by ~~Member Wilkin~~ Member Mullaney, second by Vice Chair Wertz to approve sponsorship of Charlevoix Venetian Festival in the amount of \$1,000 to be a Captain Sponsor and Round Lake Music Festival in the amount of \$2,000 to be a Platinum Sponsor. Motion passed by unanimous voice vote except for Member Owens who abstained from the vote.

C. Downtown Plan Proposal

Director Dotson explained the details of the *Redevelopment Ready Communities Report of Findings* and the benefits of the proposed Downtown Plan and Parking Assessment. She responded to questions from the Board.

Motion by Member Owens, second by Vice Chair Wertz to approve the expenditure of \$4,890 for the Downtown Plan and Parking Assessment, which is one half of the match required from the MEDC. Motion passed by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

Director Dotson reported that the wayfinding sign in front of Paddleworks would be moved this week.

Mayor Kurtz welcomed Sean Bradley and Amanda Wilkin to the DDA Board.

12. Adjourn

Motion by Mayor Kurtz, seconded by Member Owens to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 6:07 p.m.

Joyce Golding/fgm

City Clerk

Rick Wertz

Vice Chair

Charlevoix Downtown Development Authority/Main Street

Special Meeting Minutes

Thursday, June 21, 2018 – 2:30 p.m.

210 State Street, Charlevoix, MI

The meeting was called to order at 2:30 p.m. by Chair Kirby Dipert.

1. Roll Call

Chair: Kirby Dipert

Members Present: Sean Bradley, Richard Christner, Fred DiMartino, Carissa Mullaney, Maureen Owens, Amanda Wilkin

Members Absent: Luther Kurtz, Rick Wertz

City Staff: Lindsey Dotson, Executive Director

Others Present: Janet Kalbfell, Laura Krizov, Norma Ramirez de Miess

2. 2018 PROGRESS VISIT PRESENTED BY: Norma Ramírez de Miess, Director of Leadership Development, National Main Street Center

Purpose: The Progress Visits scheduled throughout 2018 are offered as supporting services from National and Michigan Main Street to help Michigan Main Street communities:

1. Recognize the progress made in aligning their work with the Transformation Strategies selected as well as the goals and specific activities outlined throughout the Main Street “Refresh” process.
2. Identify needs for direction, adjustments, or technical assistance to continue to move the program’s efforts forward with strategic direction and strong organizational capacity.
3. Highlight the value and impact of the local revitalization efforts as well as of the partnership involved.

The Visit was conducted by Laura Krizov, Manager for the Michigan Main Street Center at MEDC and Norma Ramirez de Miess, Senior Program Officer and Director of Leadership Development for the National Main Street Center.

Discussion took place around the Transformation Strategies that Charlevoix selected during the Main Street Refresh process: Health & Wellness and Entrepreneurial Ecosystems and the overall progress of the Charlevoix Main Street program thus far.

3. Adjourn.

Meeting adjourned at 3:30 p.m.

Lindsey J. Dotson Executive Director

Kirby Dipert Chair

Meeting of the
City of Charlevoix
Historic District Commission
Friday, June 22, 2018
Minutes

Vicki Voisin, Interim Chair of the Historic District Commission, called the meeting to order at 11:04 am.

1) Roll Call

Present: Mary Adams, John Campbell, Kay Heise, Vicki Voisin

Absent: David Miles, Hans Wiemer

Attending as an observer: Paul Weston, potential commissioner awaiting confirmation by the City Council

Representing the City of Charlevoix: Lindsey Dotson, Executive Director, Downtown Development Authority (DDA)

2) Approval of Agenda

A quorum was present, and the agenda was unanimously approved with the correction of the date of the previous minutes to **2018** instead of 2017.

Motion made by Mary Adams and supported by John Campbell.

3) Inquiry Regarding Conflicts of Interest
none

4) Approval of Minutes

The minutes of the May 25, 2018 meeting were unanimously approved with a typo corrected to **of** instead of "if" in section 5a, line 3 and the addition of the last name **Adams** to "Mary" in section 8, line 3.

Motion made by Mary Adams and supported by John Campbell.

5) Old Business

a. Draft Letter to Property Owners in Potential 200 Block Historic District

Due to an increased work load for Lindsey Dotson, she has not had the opportunity to prepare the letter.

b. Potential National Register Historic District for the 200 Block of Downtown Update

Debra Ball Johnson from the State Historic Preservation Office (SHPO) is waiting for us to get written support from the property owners.

c. Historic District Commission Chair

The unanimous selection of Vicki Voisin as Chair of the Commission occurred after nomination by Mary Adams with support from John Campbell.

6) New Business

a. Update to legal property descriptions for Earl Young Local Historic District

Lindsey Dotson reported that no documentation was ever supplied to the equalization office as to the designation of the homes in the Earl Young Local Historic District. She is supplying that office with the property numbers and the descriptions of the properties affected.

b. Letter to current property owners in historic district

Vicki Voisin and Kay Heise agreed to prepare a letter to property owners in the 200 Block Downtown plus Van Pelt Alley, using as a guide the several examples from other communities which were provided by Lindsey Dotson.

7) Next Meeting Date

Friday, August 24th

8) Adjournment

The agreement to adjourn was unanimously approved.

Motion made by John Campbell and supported by Mary Adams.

Meeting adjourned at 11:23 am.

Submitted by: Kay Heise