



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, February 4, 2019- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - January 21, 2019
 - B. Accounts Payable and Payroll
 - C. Annual Poverty Exemption Resolution
 - D. Transformer for Hotel Earl (Purchase and Bill for \$10,218)
 - E. Purchase 900 Amp Switches for \$12,804.32
 - F. Renew Networks Northwest Planning Services Contract
 - G. Taxiway A Rehabilitation: Contract Amendment
 - H. Paid-On-Call Emergency Medical Responder (EMR) Job Description
 - I. Revised 2019 EMS Billing Rates
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Set Public Hearing for Code Book Re-codification Ordinance
Mark L. Heydlauff, City Manager
- 7. All Other Actions and Requests**
 - A. 2019-2020 Council Goals
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 - January 21, 2019

DATE: February 4, 2019

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
DRAFT REGULAR CITY COUNCIL MEETING MINUTES
Monday, January 21, 2019 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Greg Bryan, Shane Cole, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: None
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

- A. City Council Meeting Minutes – January 7, 2019
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – January 22, 2019
 - b. ACH Payments – January 7, 2019 to January 15, 2019
 - c. Payroll Check Register – January 11, 2019
 - d. Payroll Transmittal – January 11, 2019
 - e. Tax Disbursement – January 22, 2019
- C. Emmet County Intercept Agreement for \$250 per billable run
- D. Groundhog Shadowfest Beer Tent authorized by the City Manager
- E. Lavatory Cart Service Fee of \$85 per occurrence

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-01-01
AMENDED MISCELLANEOUS FEES ASSOCIATED WITH THE 2018-19 BUDGET

WHEREAS, *the City of Charlevoix annually must adopt a balanced budget to comply with the City Charter; and*

WHEREAS, *the City of Charlevoix in preparing the budget, assumes the adoption of rates and fees for various services they provide in order to pay for those services in whole or in part as proposed in their annual budget; and*

WHEREAS, *the City of Charlevoix defines all of their rates and fees in the rate section of the proposed budget; and*

WHEREAS, *upon request, City Staff will be operating a Lavatory Cart for the purpose of providing a Lav Service at the Airport; and*

WHEREAS, *the City Council is required to set the fee for Lav Service; and*

WHEREAS, *the City of Charlevoix proposes to make this fee effective on January 22, 2019.*

NOW THEREFORE BE IT RESOLVED *that the City of Charlevoix sets the rate of \$85 per Lav Service occurrence effective January 22, 2019.*

RESOLVED, *this 21st day of January, 2019 A.D.*

Resolution adopted by the following yea and nay votes:

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

- F. DDA Resignation – Fred DiMartino
- G. Housing Commission Resignation – Paul Stephan

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

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

6. Public Hearings & Actions Requiring Public Hearings

A. Set Public Hearing for Budget Amendment #1 for 2018-19 Ordinance 797

City Manager Heydlauff stated that the proposed budget amendment will keep the City's budget process in compliance with Public Act 202 and update the estimated year end budget for 2018-19 to our best estimate.

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

Motion by Kalbfell, second by Hagen, to set a public hearing for the 2018-19 Budget Amendment Ordinance for February 18, 2019 at 6 p.m. in the City Council Chambers, 210 State Street, Charlevoix, MI.

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

Nays: None

B. Set Public Hearing for 2019-20 Budget Ordinance 798

City Manager Heydlauff noted that City Council needs to have a public hearing for the 2019-20 Budget, which also sets the millage rates to support the budget.

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

Motion by Cole, second by Hagen, to set the Budget Public Hearing for 6 p.m. on February 18, 2019 in City Hall Council Chambers, 210 State Street, Charlevoix, MI.

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

Nays: None

7. All Other Actions & Requests

A. Charlevoix County Park Millage Funding Resolutions

Recreation Director Knorr stated that Staff would like to submit applications to the Charlevoix County Park Millage Fund for three projects this year: \$10,000 for an accessible kayak launch at Ferry Beach, \$5,000 for a beach accessible wheelchair, and \$2,000 for four adult tricycles.

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

Motion by Kalbfell, second by Cole, to approve Resolutions 2019-01-02, 2019-01-03 and 2019-01-04 in support of applications for 2019 Charlevoix County Parks Millage Grants.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2019-01-02
APPLICATION TO CHARLEVOIX COUNTY PARKS MILLAGE FUNDING
FOR PARKS AND RECREATION ADULT TRICYCLES**

WHEREAS, the City of Charlevoix wishes to increase access and visibility of parks and recreation assets in the City of Charlevoix; and

WHEREAS, the City of Charlevoix is requesting a \$2,000 appropriation from the County Board of Commissioners; and

WHEREAS, the City of Charlevoix desires to purchase adult tricycles to meet the needs of recreation users in Charlevoix County.

NOW THEREFORE BE IT RESOLVED, by the City of Charlevoix that pursuant and subject to all of the terms and provisions of the Charlevoix County Parks millage, application be made to the Charlevoix County Board of Commissioners for funding; and

BE IT FURTHER RESOLVED, that the City Manager of the City of Charlevoix is hereby authorized and directed to cause the necessary data to be prepared and the application to be signed and filed with the County of Charlevoix.

RESOLVED this 21st day of January, 2019 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

**CITY OF CHARLEVOIX
RESOLUTION NO. 2019-01-03
APPLICATION TO CHARLEVOIX COUNTY PARKS MILLAGE FUNDING
FOR PARKS AND RECREATION ACCESSIBLE WHEELCHAIR**

WHEREAS, the City of Charlevoix wishes to increase access and visibility of parks and recreation assets in the City of Charlevoix; and

WHEREAS, the City of Charlevoix is requesting a \$5,000 appropriation from the County Board of Commissioners; and

WHEREAS, the City of Charlevoix desires to purchase an accessible wheelchair to meet the needs of recreation users in Charlevoix County.

NOW THEREFORE BE IT RESOLVED, by the City of Charlevoix that pursuant and subject to all of the terms and provisions of the Charlevoix County Parks millage, application be made to the Charlevoix County Board of Commissioners for funding; and

BE IT FURTHER RESOLVED, that the City Manager of the City of Charlevoix is hereby authorized and directed to cause the necessary data to be prepared and the application to be signed and filed with the County of Charlevoix.

RESOLVED this 21st day of January, 2019 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-01-04
APPLICATION TO CHARLEVOIX COUNTY PARKS MILLAGE FUNDING
FOR PARKS AND RECREATION ACCESSIBLE KAYAK LAUNCH AT FERRY BEACH

WHEREAS, the City of Charlevoix wishes to increase access and visibility of parks and recreation assets in the City of Charlevoix; and

WHEREAS, the City of Charlevoix is requesting a \$10,000 appropriation from the County Board of Commissioners; and

WHEREAS, the City of Charlevoix desires to install an accessible kayak launch at Ferry Beach to meet the needs of recreation users in Charlevoix County.

NOW THEREFORE BE IT RESOLVED, by the City of Charlevoix that pursuant and subject to all of the terms and provisions of the Charlevoix County Parks millage, application be made to the Charlevoix County Board of Commissioners for funding; and

BE IT FURTHER RESOLVED, that the City Manager of the City of Charlevoix is hereby authorized and directed to cause the necessary data to be prepared and the application to be signed and filed with the County of Charlevoix.

RESOLVED this 21st day of January, 2019 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

B. Charter Amendments Discussion

City Manager Heydlauff recalled that Council suggested changes to the City Charter and he also asked Staff to propose any modifications with regard to their departments. Council discussed the list of prospective amendments. In addition, they had a long discussion about changing Council term limits to four years. They agreed that the Mayor should remain a two year term. The Mayor also disclosed that he questioned the City Attorney regarding the Mayor being unable to vote on ordinances and why that decision was made.

Mayor Kurtz opened the item to public comment.

- Maureen Owens and John Kurtz felt four year terms were a good idea for Council.

The item was closed to the public.

Motion by Kalbfell, second by Hagen, to ask the City Attorney to work on a draft ballot proposal with Council moving to four year terms and the Mayor staying at a two year term.

Yeas: Oleksy, Bryan, Hagen, Cole, Kalbfell

Nays: Perron

Council agreed to submit all proposed changes to the City Attorney with the ability for Council to choose which amendments would be submitted for the November 2019 election.

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

Motion by Hagen, second by Kalbfell, to move forward with these amendments as written [have the City Attorney draft ballot proposal language for all amendments.]

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

Nays: None

8. Reports & Communications

A. Public Comments

B. City Manager Comments

- First run water advisory of the year was issued; an Emergency Alert was posted on the website.
- Re-codification of the Code Book is complete and an adopting ordinance will be considered in February.

C. Mayor & Council Comments

- Kalbfell commented on jet de-icing at the Airport.
- Bryan thanked Fred DiMartino and Paul Stephan for their service to the City.

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 6:48 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 01/22/2019			
a5 Branding & Design	1,000.00	JONES, LARRY	15.00
ACE HARDWARE	1,689.90	KASSBOHRER ALL TERRAIN VEHICLE	637.82
ALL AREA TOWING	481.50	KSS ENTERPRISES	123.52
ALL-PHASE ELECTRIC SUPPLY CO.	318.02	LAKEVIEW TIRE & AUTO SERVICE	43.90
AMERICAN TOTAL SECURITY INC	258.00	LAKEVIEW MAINTENANCE INC.	1,567.50
AMERICAN WASTE INC.	3,163.56	MCCARDEL CULLIGAN-PETOSKEY	50.00
APX INC.	32.72	METAL HEAD WELDING LLC	5,040.00
AT YOUR SERVICE PLUS INC	230.00	MICHIGAN ASSN OF MUNICIPAL CLERKS	150.00
AUTO VALUE	776.08	MICHIGAN FARMERS MARKET ASSOC	250.00
AVFUEL CORPORATION	20,251.01	MICHIGAN MUNICIPAL ELECTRIC	8,705.00
BARTLETT'S HOME INTERIORS INC.	351.28	MICHIGAN MUNICIPAL LEAGUE	17,463.00
BEHAN WINDOW CLEANING	245.00	MICHIGAN MUNICIPAL LEAGUE	1,157.97
BILL'S FARM MARKET	2,082.50	MICHIGAN OFFICEWAYS INC	1,966.12
BRADFORD'S	39.00	MICHIGAN WATER ENV ASSOC	440.00
BRADY'S CARPET CLEANING	474.00	MUNSON HEALTHCARE CVX HOSPITAL	758.11
BY THE BAY WINDOW CLEANING SVCS.C	357.00	NCL OF WISCONSIN INC.	301.90
CDW GOVERNMENT INC.	411.00	NORTHERN LIGHTS FAMILY	266.00
CENTRAL DRUG STORE	25.59	NORTHERN MICHIGAN REVIEW INC.	378.40
CERTIFIED LABORATORIES	353.90	NORTHWEST KENT MECHANICAL CO	27,262.05
CHARLEVOIX GLASS INC.	355.52	NW MI COG	12,090.00
CHARLEVOIX TOWNSHIP	15.23	OLESON'S FOOD STORES	35.38
CHARTER COMMUNICATIONS	2,616.59	OLSON BZDOK & HOWARD	3,115.50
CINTAS CORPORATION #729	86.76	OMS COMPLIANCE SERVICES INC	286.50
CIVIC SYSTEMS	9,354.00	O'REILLY AUTOMOTIVE INC	19.98
COMPASS MINERALS AMERICA	3,824.26	OTEC	160.00
CUNNINGHAM, BRIAN	45.17	PARASTAR INC.	1,176.88
DOTSON, LINDSEY J.	556.50	PHYSICIAN'S CLINIC OF CHARLEVOIX	109.00
EBY, DEAN	140.13	PLUNKETT & COONEY	500.00
EJ USA INC.	112.70	POWER LINE SUPPLY	4,932.77
EMERGENCY MEDICAL PRODUCTS INC	278.29	PRECISION DATA PRODUCTS	208.40
ENMET CORP	617.52	PREIN & NEWHOF	1,804.00
ETNA SUPPLY	7,590.00	PRO WEB MARKETING LLC	20.00
FASTENAL COMPANY	64.94	PURITY CYLINDER GASES INC	400.69
FEYEN ZYLSTRA LLC	7,700.00	QUICK CARE MEDICAL CENTER	60.00
FOX CHARLEVOIX FORD	500.54	RANGE TELECOMMUNICATIONS	130.00
GINOP SALES INC	243.44	ROTARY CLUB OF CHARLEVOIX	37.50
GRAINGER	73.12	SPARTAN STORES LLC	5.00
GRAND TRAVERSE DIESEL INC.	216.10	SPOUL, DONALD	48.00
HACH COMPANY	982.80	STATE OF MICHIGAN	180.00
HAVEL, SUSAN	60.08	SUMMIT COMPANIES	313.40
HERITAGE-CRYSTAL CLEAN LLC	89.68	SYSTEMS SPECIALISTS INC	6,931.00
HIGBEE, JORDYN	39.22	UNIFIRST CORPORATION	463.37
HYDE SERVICES LLC	48.94	WHEELER, MICHAEL	33.96
IDEXX DISTRIBUTION INC.	1,189.91	WHITLEY, KIM	45.00
JOHN E. GREEN COMPANY	5,467.93	TOTAL	174,492.05
ACH Payments – 01/07/2019 to 01/15/2019			
MI PUBLIC POWER AGENCY	17,023.49	IRS (PAYROLL TAX DEPOSIT)	48,097.12
PAYMENT SERVICE NETWORK	274.90	ALERUS FINANCIAL (HCSP)	400.00
STATE OF MI (SALES TAX)	17,056.63	STATE OF MI (WITHHOLDING TAX)	7,217.49

VANTAGEPOINT (401 ICMA PLAN)	802.64	MI PUBLIC POWER AGENCY	25,651.49
VANTAGEPOINT (457 ICMA PLAN)	19,098.86	DTE ENERGY	7,805.35
VANTAGEPOINT (ROTH IRA)	936.53	TOTAL	144,364.50

Payroll Net Pay – Pay Period Ending 01/05/2019 (Paid 01/11/2019)

PERRON, LEON R.	549.08	BEMIS, ADDISON J.	243.06
KURTZ, LUTHER J.	921.19	BOSS, BEAU J.	1,111.70
HAGEN, AARON W.	512.54	HEID, THOMAS J.	1,316.87
OLEKSY, THOMAS M.	455.91	WYMAN, MATTHEW A.	1,495.27
KALBFELL, JANET P.	524.08	MILLER, WILLIAM S.	1,533.93
BRYAN JR, GREGORY T.	422.88	DOUGLAS, MARK	1,085.36
HEYDLAUFF, MARK L.	2,845.62	PRIOR, ERIN C.	1,605.60
GOLDING, JOYCE M.	2,188.04	CERTA, BRIAN	303.21
DEROSIA, PATRICIA E.	693.17	MC MULLEN, DONALD R.	1,990.42
DOTSON, LINDSEY J.	1,351.30	SILVA, JESSE L.A.	1,900.45
LOY, EVELYN R.	1,091.81	TRAVERS, MANUEL J.	2,125.15
KLOOSTER, ALIDA K.	2,020.65	STEVENS, JEFFREY W.	989.66
GOLOVICH, KAREN J.	996.81	RILEY, CASEY W.	1,398.03
SPENCLEY, PATRICIA L.	1,156.30	JONES, LARRY M.	1,531.57
MILLER, FAITH G.	28.64	WILLSON, BRENDA R.	2,398.26
MCGINN, KELLY A.	2,365.24	BEAN, PETER J.	1,662.88
LAVENDER, JOSEPH E.	1,726.00	RILEY, REBECCA J.	1,800.97
DOAN, GERARD P.	2,049.78	ERWIN, RACHELLE L.	91.76
SCHLAPPI, JAMES L.	1,588.96	RILEY, DANIEL A.	976.24
UMULIS, MATTHEW T.	1,725.40	WHEELER, MICHAEL W.	1,684.80
HANKINS, SCOTT A.	1,573.05	DRAKE, WILLIAM F.	1,557.23
ORBAN, BARBARA K.	1,920.82	JOHNSON, MELISSA A.	1,760.69
WILLIAMS, ASHLEY M.	1,775.18	AZZOPARDI, ANTHONY J.	887.60
FLICKEMA, ANDREW M.	2,353.20	DEKORNE, ELIZABETH A.	1,968.05
RILEY, DENISE M.	444.62	VOUSBOUKIS, AUTUMN M.	1,821.14
MATELSKI, KRISTEN L.	1,301.60	BELMONTE, ANTONIO F.	221.35
WURST, RANDALL W.	1,406.08	COLE, SHANE	754.96
MAYER, SHELLEY L.	1,665.47	HEYDLAUFF, MARK L.	1,058.08
HILLING, NICHOLAS A.	1,345.91	LOY, EVELYN R.	684.65
MEIER III, CHARLES A.	1,469.89	KLOOSTER, ALIDA K.	663.08
ZACHARIAS, STEVEN B.	1,743.17	DOAN, GERARD P.	937.97
NEWMAN, MARK J.	1,101.58	SCHLAPPI, JAMES L.	557.92
SWEM, DONALD L.	1,976.18	UMULIS, MATTHEW T.	167.65
EATON, BRAD A.	1,750.01	HANKINS, SCOTT A.	70.26
WILSON, TIMOTHY J.	2,531.57	ORBAN, BARBARA K.	897.68
LAVOIE, RICHARD L.	1,755.24	WURST, RANDALL W.	1,138.10
STEVENS, BRANDON C.	2,253.82	MAYER, SHELLEY L.	1,093.71
DRAVES, MARTIN J.	2,077.94	HILLING, NICHOLAS A.	839.02
ANDERSON, ELIZABETH A.	1,210.74	MEIER III, CHARLES A.	1,030.06
KENWABIKISE, DAVID L.	1,144.55	ZACHARIAS, STEVEN B.	686.98
ELLIOTT, PATRICK M.	2,228.16	EATON, BRAD A.	1,148.28
SCHWARTZFISHER, JOSEPH L.	1,729.70	WHITLEY, ANDREW T.	1,740.36
BRADLEY, KELLY R.	1,489.34	ELLIOTT, PATRICK M.	766.19
HART II, DELBERT W.	1,433.18	MORRISON, KEVIN P.	862.11
JONES, ROBERT F.	1,938.67	MORRISON, KEVIN P.	1,480.08
DORAN, JUSTIN J.	1,846.60	SCHWARTZFISHER, JOSEPH L.	109.70
FARRELL, MITCHELL L.	1,732.96	BRADLEY, KELLY R.	884.40
THORP JR, WILLIAM D.	1,709.19	JONES, ROBERT F.	553.44
LEITNER, RYAN S.	1,605.97	BOSS JR, DALE E.	1,493.16
KNORR, KENT J.	1,853.36	MATTER, DAWSON K.	293.81
ANZELL, BETH A.	952.78	HOLM, ARTHUR R.	1,151.08
BOSS, SHERRY M.	680.83	HEID, THOMAS J.	513.80
CRANDELL, ZACKARY R.	440.96	WYMAN, MATTHEW A.	674.41
WHITE III, MARCUS W.	166.32	MILLER, WILLIAM S.	269.74
BERTINELLI, DAVID P.	979.21		
FOSTER, WILLIAM P.	463.34	TOTAL	137,246.52

Payroll Transmittal – 01/11/2019

4FRONT CREDIT UNION	801.84	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	148.82	COMMUNICATION WORKERS OF AMER	584.25
AMERICAN FAMILY LIFE	525.04	MI STATE DISBURSEMENT UNIT	676.10
BARRY COUNTY TRIAL COURT	20.00	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	90.00	PRIORITY HEALTH	1,537.34
CHARLEVOIX STATE BANK	3,276.00		
CHARLEVOIX STATE BANK	1,061.00	TOTAL	9,071.39

Tax Disbursement – 01/22/2019

CHARLEVOIX COUNTY TREASURER	343.27	CHARLEVOIX DISTRICT LIBRARY	46,750.86
CHARLEVOIX COUNTY TREASURER	172,256.50	CHARLEVOIX PUBLIC SCHOOLS	8,540.71

CHARLEVOIX PUBLIC SCHOOLS	1,217.71	RECREATIONAL AUTHORITY	8,751.81
CHARLEVOIX PUBLIC SCHOOLS	75.30	SNOEYINK, RANDALL	89.79
CHARLEVOIX PUBLIC SCHOOLS	301.41		
CITY OF CHARLEVOIX - TAXES DUE	35,949.96	TOTAL	274,277.32

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll

DATE: February 4, 2019

ATTACHMENTS:

- ▣ Accounts Payable and Payroll

Check Number	Payee	Amount
01/23/2019		
125922	AT&T	4,106.46
125923	AT&T MOBILITY	179.16
125924	CHARLEVOIX STATE BANK	8,421.66
125925	DELTA DENTAL	3,814.56
125926	GREAT LAKES ENERGY	325.72
125927	METLIFE SMALL BUSINESS CENTER	594.66
125928	PRIORITY HEALTH	45,780.06
125929	STANDARD INSURANCE CO	2,295.60
125930	VERIZON WIRELESS	56.72
125931	VISION SERVICE PLAN	571.50
Total 01/23/2019:		66,146.10
Grand Totals:		66,146.10

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

01/23/19 Special Accounts Payable Run	\$ 66,146.10
01/25/19 Payroll (net pay)	\$ 101,878.39
01/25/19 Payroll Transmittal Checks	\$ 5,619.81
02/05/19 Regular Accounts Payable	\$ 230,530.08
Checks Sub-Total:	\$ 404,174.38

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

01/22/19 MI Public Power Agency	\$ 33,516.14
01/25/19 IRS (Payroll Tax Deposit)	\$ 35,874.39
01/25/19 Alerus Financial (HCSP)	\$ 400.00
01/25/19 State of MI (Withholding Tax)	\$ 5,421.22
01/25/19 Vantagepoint (401 ICMA Plan)	\$ 802.64
01/25/19 Vantagepoint (457 ICMA Plan)	\$ 18,862.78
01/25/19 Vantagepoint (Roth IRA)	\$ 936.53
01/25/19 MERS Defined Benefit Plan	\$ 45,173.03
01/25/19 MI Public Power Agency	\$ 241,046.07
01/28/19 MI Public Power Agency	\$ 19,849.58

ACH Sub-Total: \$ 401,882.38

Huntington National Bank Total: \$ 806,056.76

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

02/05/19 Tax Disbursement	\$ 231,330.92
Charlevoix State Bank Total:	\$ 231,330.92

Grand Total: \$ 1,037,387.68

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/19/2019	PC	01/25/2019	27466	HEYDLAUFF, MARK L.	102		2,557.16
01/19/2019	PC	01/25/2019	27467	GOLDING, JOYCE M.	106		1,764.16
01/19/2019	PC	01/25/2019	27468	DEROSIA, PATRICIA E.	107		1,082.12
01/19/2019	PC	01/25/2019	27469	DOTSON, LINDSEY J.	109		1,351.30
01/19/2019	PC	01/25/2019	27470	LOY, EVELYN R.	117		1,091.81
01/19/2019	PC	01/25/2019	27471	KLOOSTER, ALIDA K.	121		1,652.48
01/19/2019	PC	01/25/2019	27472	GOLOVICH, KAREN J.	122		996.81
01/19/2019	PC	01/25/2019	27473	SPENCLEY, PATRICIA L.	136		1,199.60
01/19/2019	PC	01/25/2019	27474	MCGINN, KELLY A.	146		1,941.35
01/19/2019	PC	01/25/2019	27475	LAVENDER, JOSEPH E.	153		1,725.99
01/19/2019	PC	01/25/2019	27476	DOAN, GERARD P.	201		2,049.77
01/19/2019	PC	01/25/2019	27477	SCHLAPPI, JAMES L.	204		1,301.13
01/19/2019	PC	01/25/2019	27478	UMULIS, MATTHEW T.	205		1,240.50
01/19/2019	PC	01/25/2019	27479	HANKINS, SCOTT A.	208		1,573.05
01/19/2019	PC	01/25/2019	27480	ORBAN, BARBARA K.	209		1,140.19
01/19/2019	PC	01/25/2019	27481	WILLIAMS, ASHLEY M.	210		1,431.57
01/19/2019	PC	01/25/2019	27482	FLICKEMA, ANDREW M.	211		1,468.29
01/19/2019	PC	01/25/2019	27483	RILEY, DENISE M.	213		453.38
01/19/2019	PC	01/25/2019	27484	MATELSKI, KRISTEN L.	230		1,301.60
01/19/2019	PC	01/25/2019	27485	WURST, RANDALL W.	411		1,517.62
01/19/2019	PC	01/25/2019	27486	MAYER, SHELLEY L.	412		1,668.98
01/19/2019	PC	01/25/2019	27487	HILLING, NICHOLAS A.	413		1,368.72
01/19/2019	PC	01/25/2019	27488	MEIER III, CHARLES A.	421		1,187.45
01/19/2019	PC	01/25/2019	27489	ZACHARIAS, STEVEN B.	422		1,232.48
01/19/2019	PC	01/25/2019	27490	NEWMAN, MARK J.	424		854.76
01/19/2019	PC	01/25/2019	27491	SWEM, DONALD L.	512		1,976.17
01/19/2019	PC	01/25/2019	27492	EATON, BRAD A.	515		1,768.92
01/19/2019	PC	01/25/2019	27493	WILSON, TIMOTHY J.	516		2,442.54
01/19/2019	PC	01/25/2019	27494	LAVOIE, RICHARD L.	519		1,755.23
01/19/2019	PC	01/25/2019	27495	STEVENS, BRANDON C.	521		1,889.74
01/19/2019	PC	01/25/2019	27496	DRAVES, MARTIN J.	523		2,037.87
01/19/2019	PC	01/25/2019	27497	ANDERSON, ELIZABETH	526		1,210.74
01/19/2019	PC	01/25/2019	27498	KENWABIKISE, DAVID L.	528		1,144.55
01/19/2019	PC	01/25/2019	27499	ELLIOTT, PATRICK M.	600		2,228.16
01/19/2019	PC	01/25/2019	27500	SCHWARTZFISHER, JOS	603		1,014.91
01/19/2019	PC	01/25/2019	27501	BRADLEY, KELLY R.	614		1,415.55
01/19/2019	PC	01/25/2019	27502	HART II, DELBERT W.	616		1,335.74
01/19/2019	PC	01/25/2019	27503	JONES, ROBERT F.	618		1,159.98
01/19/2019	PC	01/25/2019	27504	DORAN, JUSTIN J.	621		1,269.34
01/19/2019	PC	01/25/2019	27505	FARRELL, MITCHELL L.	622		1,376.20
01/19/2019	PC	01/25/2019	27506	THORP JR, WILLIAM D.	623		1,569.99
01/19/2019	PC	01/25/2019	27507	LEITNER, RYAN S.	624		1,249.74
01/19/2019	PC	01/25/2019	27508	KNORR, KENT J.	700		1,853.36
01/19/2019	PC	01/25/2019	27509	ANZELL, BETH A.	702		952.78
01/19/2019	PC	01/25/2019	27510	BOSS, SHERRY M.	730		663.23
01/19/2019	PC	01/25/2019	27511	BRADLEY, JOHN P.	735		147.76
01/19/2019	PC	01/25/2019	27512	DIXON, MIKAYA S.	736		163.00
01/19/2019	PC	01/25/2019	27513	NIMPHIE, NOAH J.D.	737		165.77
01/19/2019	PC	01/25/2019	27514	PORATH, JACOB P.	741		110.82
01/19/2019	PC	01/25/2019	27515	HAGEN, MADISON L.	752		335.23
01/19/2019	PC	01/25/2019	27516	CRANDELL, ZACKARY R.	753		359.11
01/19/2019	PC	01/25/2019	27517	WHITE III, MARCUS W.	754		395.94
01/19/2019	PC	01/25/2019	27518	BERTINELLI, DAVID P.	764		506.57
01/19/2019	PC	01/25/2019	27519	FOSTER, WILLIAM P.	765		342.64
01/19/2019	PC	01/25/2019	27520	BEMIS, ADDISON J.	766		286.01
01/19/2019	PC	01/25/2019	27521	NIMPHIE, MASON K.D.	776		155.20
01/19/2019	PC	01/25/2019	27522	HERBOLDSHEIMER, HAN	784		155.20

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/19/2019	PC	01/25/2019	27523	BOSS, BEAU J.	788		1,111.70
01/19/2019	PC	01/25/2019	27524	HEID, THOMAS J	802		1,316.87
01/19/2019	PC	01/25/2019	27525	WYMAN, MATTHEW A.	927		1,495.27
01/19/2019	PC	01/25/2019	27526	MILLER, WILLIAM S.	933		1,109.87
01/19/2019	PC	01/25/2019	27527	DOUGLAS, MARK	935		885.98
01/19/2019	PC	01/25/2019	27528	PRIOR, ERIN C.	938		942.11
01/19/2019	PC	01/25/2019	27529	CERTA, BRIAN	939		245.06
01/19/2019	PC	01/25/2019	27530	MCMULLEN, DONALD R.	1000		1,990.42
01/19/2019	PC	01/25/2019	27531	SILVA, JESSE L.A.	1001		1,681.35
01/19/2019	PC	01/25/2019	27532	WILLSON, BRENDA R.	1002		2,312.64
01/19/2019	PC	01/25/2019	27533	BEAN, PETER J.	1003		1,233.13
01/19/2019	PC	01/25/2019	27534	TRAVERS, MANUEL J.	1010		1,643.70
01/19/2019	PC	01/25/2019	27535	STEVENS, JEFFREY W.	1028		398.43
01/19/2019	PC	01/25/2019	27536	RILEY, CASEY W.	1052		738.32
01/19/2019	PC	01/25/2019	27537	JONES, LARRY M.	1057		1,187.89
01/19/2019	PC	01/25/2019	27538	RILEY, REBECCA J.	1063		1,401.90
01/19/2019	PC	01/25/2019	27539	ERWIN, RACHELLE L.	1066		91.76
01/19/2019	PC	01/25/2019	27540	RILEY, DANIEL A.	1102		1,001.94
01/19/2019	PC	01/25/2019	27541	WHEELER, MICHAEL W.	1103		1,291.49
01/19/2019	PC	01/25/2019	27542	PEARSALL, KRISTA M.	1105		292.52
01/19/2019	PC	01/25/2019	27543	DRAKE, WILLIAM F.	1106		1,270.18
01/19/2019	PC	01/25/2019	27544	JOHNSON, MELISSA A.	1107		1,112.90
01/19/2019	PC	01/25/2019	27545	AZZOPARDI, ANTHONY J.	1108		648.77
01/19/2019	PC	01/25/2019	27546	DEKORNE, ELIZABETH A.	1109		468.47
01/19/2019	PC	01/25/2019	27547	VOUSBOUKIS, AUTUMN	1110		768.06
01/19/2019	PC	01/25/2019	27548	MCCRANEY, RUSSELL R.	1111		17.62
01/19/2019	PC	01/25/2019	27549	BELMONTE, ANTONIO F.	1113		910.12
01/19/2019	PC	01/25/2019	125909	WHITLEY, ANDREW T.	522		1,645.33
01/19/2019	PC	01/25/2019	125910	MORRISON, KEVIN P.	601		1,136.28
01/19/2019	PC	01/25/2019	125911	BOSS JR, DALE E.	701		1,493.16
01/19/2019	PC	01/25/2019	125912	MATTER, DAWSON K.	786		293.81
01/19/2019	PC	01/25/2019	125913	HOLM, ARTHUR R.	791		1,151.08
Grand Totals:			89				101,878.39

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/19/2019	01/25/2019	125914	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	801.84
01/19/2019	01/25/2019	125915	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	148.82
01/19/2019	01/25/2019	125915	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	525.04
01/19/2019	01/25/2019	125916	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 1/19/2	90.00
01/19/2019	01/25/2019	125917	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,061.00
01/19/2019	01/25/2019	125918	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
01/19/2019	01/25/2019	125919	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	584.25
01/19/2019	01/25/2019	125920	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	676.10
01/19/2019	01/25/2019	125921	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,582.76
Grand Totals:		9				5,619.81



Check Number	Payee	Amount
02/05/2019		
125932	AIRGAS USA LLC	70.51
125933	ALL-PHASE ELECTRIC SUPPLY CO.	241.42
125934	ALTA CONSTRUCTION EQUIP LLC	188.39
125935	ALTEC INDUSTRIES INC	66.53
125936	AMERICAN LEGAL PUBLISHING CORP	4,902.00
125937	AMERICAN PUBLIC WORKS ASSN	390.00
125938	AMERICAN TOTAL SECURITY INC	148.00
125939	ANZELL, BETH	322.60
125940	ARCADIA BENEFITS GROUP INC	25.00
125941	AVFUEL CORPORATION	1,520.00
125942	BOB MATHERS FORD	1,312.00
125943	BOLANDER, FREDERICK	109.19
125944	CDW GOVERNMENT INC.	1,174.31
125945	CHANTELLE YOU	55.76
125946	CHARLEVOIX AREA CHAMBER OF CO	240.00
125947	CHARLEVOIX FITNESS CENTER	60.00
125948	CHARLEVOIX SCREEN MASTERS INC	335.75
125949	CHARLEVOIX TOWNSHIP	15.99
125950	CITY OF FARMINGTON HILLS	75.00
125951	COMPASS MINERALS AMERICA	3,811.26
125952	DELL MARKETING L P	1,043.16
125953	DeROSIA, PATRICIA E.	50.00
125954	DOAN, GERARD P.	50.00
125955	DOTSON, LINDSEY J.	50.00
125956	EATON, BRAD A.	60.00
125957	ELLIOTT, PATRICK M.	50.00
125958	ELLSWORTH FARMER'S EXCHANGE	800.53
125959	EMMET COUNTY EMS	750.00
125960	ESENTER, DEBORA	50.00
125961	ETNA SUPPLY	2,400.00
125962	FAMILY FARM & HOME	872.61
125963	FASTENAL COMPANY	142.75
125964	FOX CHARLEVOIX FORD	551.87
125965	FREDRICKSON SUPPLY	81,276.76
125966	GOLDING, JOYCE M.	50.00
125967	GRAND TRAVERSE DIESEL INC.	398.27
125968	GREAT LAKES ELEVATOR LLC	389.46
125969	GREENVIEW DATA INC	458.10
125970	HACH COMPANY	572.00
125971	HAGGARD'S INC	12,390.00
125972	HANKINS, SCOTT A.	50.00
125973	HEID, THOMAS J.	50.00
125974	HEYDLAUFF, MARK L.	50.00
125975	HOLIDAY COMPANIES	5,911.32
125976	HYDE SERVICES LLC	412.01
125977	HYDRO CORP	530.00
125978	JACKLIN STEEL SUPPLY CO	229.80
125979	JOPPA HOUSE MINISTRIES PROGRA	10,000.00

Check Number	Payee	Amount
125980	KENDALL ELECTRIC INC.	63.49
125981	KIWANIS CLUB OF CHARLEVOIX	40.00
125982	KLOOSTER, ALIDA K.	50.00
125983	KLOOSTER, PATRICK H.	50.00
125984	KNORR, KENT J.	50.00
125985	KSS ENTERPRISES	403.99
125986	KUSTOM SIGNALS INC.	98.00
125987	LASER PRINTER TECHNOLOGIES	999.00
125988	LAVENDER, JOSEPH E.	50.00
125989	LEELANAU COFFEE ROASTING CO IN	210.35
125990	MAYER, SHELLEY L.	50.00
125991	McGINN, KELLY A.	50.00
125992	MCMULLEN, DONALD R.	50.00
125993	MDC CONTRACTING LLC	565.38
125994	MICHIGAN CHAMBER SERVICES, INC	344.00
125995	MILLER, WILLIAM S.	50.00
125996	MURRAY, BRUCE	165.00
125997	NCL OF WISCONSIN INC.	338.91
125998	PLANNING & ZONING NEWS	185.00
125999	POWER LINE SUPPLY	18,262.47
126000	PREIN & NEWHOF	38,622.35
126001	PRO WEB MARKETING LLC	40.00
126002	PRODUCTIVITY PLUS ACCOUNT	821.56
126003	PRYOR, RANDY	78.61
126004	PURITY CYLINDER GASES INC	51.23
126005	RICK-BIDDICK, MICHELLE	1,265.00
126006	SHIPPY, WILLIAM	2.85
126007	SILVA, JESSE L.A.	50.00
126008	SPORTS SPECIALISTS	682.08
126009	STATE OF MICHIGAN	245.00
126010	STATE OF MICHIGAN	721.59
126011	STEVENS, BRANDON C.	69.91
126012	SWEET, MARI	14.26
126013	SWEM, DONALD L.	50.00
126014	T & R ELECTRIC	24,948.00
126015	THE LAKE HOUSE	20.00
126016	THIRD DAY FELLOWSHIP	3,000.00
126017	THISTLE	40.00
126018	UNIFIRST CORPORATION	701.11
126019	USA BLUE BOOK	2,155.42
126020	VILLAGE GRAPHICS INC.	35.00
126021	WAY, RON	3.20
126022	WHITLEY, KIM	34.97
126023	WURST, RANDALL W.	50.00
126024	WYMAN, MATTHEW A.	50.00
Total 02/05/2019:		230,530.08

Check Number	Payee	Amount
01/22/2019		
12219001	MICHIGAN PUBLIC POWER AGENCY	33,516.14
Total 01/22/2019:		33,516.14
Grand Totals:		33,516.14

Check Issue Date	Check Number	Payee	Amount
12519001			
01/25/2019	12519001	**EFTPS* Payroll Taxes	9,629.59
01/25/2019	12519001	**EFTPS* Payroll Taxes	9,629.59
01/25/2019	12519001	**EFTPS* Payroll Taxes	2,252.13
01/25/2019	12519001	**EFTPS* Payroll Taxes	2,252.13
01/25/2019	12519001	**EFTPS* Payroll Taxes	12,110.95
Total 12519001:			
	5		35,874.39
12519002			
01/25/2019	12519002	Alerus Financial	400.00
Total 12519002:			
	1		400.00
12519003			
01/25/2019	12519003	STATE OF MICHIGAN	5,421.22
Total 12519003:			
	1		5,421.22
12519004			
01/25/2019	12519004	Vantagepoint - 401 Plan 109153	802.64
Total 12519004:			
	1		802.64
12519005			
01/25/2019	12519005	Vantagepoint - 457 Plan 300959	5,067.15
01/25/2019	12519005	Vantagepoint - 457 Plan 300959	2,152.57
01/25/2019	12519005	Vantagepoint - 457 Plan 300959	4,042.58
01/25/2019	12519005	Vantagepoint - 457 Plan 300959	7,600.48
Total 12519005:			
	4		18,862.78
12519006			
01/25/2019	12519006	Vantagepoint - Roth IRA 706117	936.53
Total 12519006:			
	1		936.53
Grand Totals:			
	13		62,297.56



Check Number	Payee	Amount
01/25/2019		
12519007	MERS	45,173.03
12519008	MICHIGAN PUBLIC POWER AGENCY	241,046.07
Total 01/25/2019:		286,219.10
Grand Totals:		286,219.10

Check Number	Payee	Amount
01/28/2019		
12819001	MICHIGAN PUBLIC POWER AGENCY	19,849.58
Total 01/28/2019:		19,849.58
Grand Totals:		19,849.58

Check Number	Payee	Amount
02/05/2019		
3187	CHARLEVOIX COUNTY TREASURER	152,140.92
3188	CHARLEVOIX DISTRICT LIBRARY	42,523.86
3189	CHARLEVOIX PUBLIC SCHOOLS	861.08
3190	CHARLEVOIX PUBLIC SCHOOLS	169.38
3191	CHARLEVOIX PUBLIC SCHOOLS	10.47
3192	CHARLEVOIX PUBLIC SCHOOLS	41.93
3193	CITY OF CHARLEVOIX - TAXES DUE	27,091.73
3194	LERETA LLC	530.84
3195	RECREATIONAL AUTHORITY	7,960.71
Total 02/05/2019:		231,330.92
Grand Totals:		231,330.92

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Annual Poverty Exemption Resolution

DATE: February 4, 2019

BACKGROUND:

MCL 211.7u provides for a property tax exemption in whole or part, for the principal residence of persons who, by reason of poverty, are unable to contribute to the public charge. State Tax Commission Bulletin 6 of 2017 requires that municipalities annually adopt guidelines via resolution which specify the total household income which will be used to approve or deny poverty exemptions, an asset test to determine the resources available that could be used to pay property taxes, an allowance for partial poverty exemptions and, an application with a written policy that details the process. The poverty guidelines are issued each year in the Federal Register by the Department of Health and Human Services using the Consumer Price Index.

RECOMMENDATION:

Motion to approve Resolution 2019-02-01.

ATTACHMENTS:

- ▣ Poverty Exemption Application
- ▣ Resolution 2019-02-01



The following policy and guidelines, adopted by the City Council, shall be followed by the City of Charlevoix Board of Review when considering poverty exemptions according to MCL 211.7u and State Tax Commission Bulletin 6 of 2017.

Application Guidelines

To be eligible for a Poverty Exemption in the City of Charlevoix:

1. The primary applicant must own and occupy the property as their principle residence and shall satisfy all requirements of P.A. 390 of 1994 (Principle Residential Exemptions) and State Tax Commission bulletin No. 5 of 1995.
2. File an annual claim with the Board of Review after January 1st, but before the day prior to the last day of the Board of Review on an application form provided by the Treasurer's Office.
3. The applicant (and all members of the household if applicable) must include signed Federal and State Income Tax Returns, including any property tax credit returns, filed in the immediately preceding year or in the current year. If the applicant did not file a Federal or State Tax Return, Michigan Department of Treasury Form 4988 must be included.
4. Produce a valid driver's license or other form of identification, if required by the Board of Review.
5. Produce a deed, land contract or other evidence of ownership of the property for which an exemption is requested, if required by the Board of Review.
6. Income and asset information is required for all owners and occupants of the property.
7. Applicants must meet the income and asset test to be eligible to apply for a full or partial exemption of the property tax on their principle residence. Applications will be reviewed by the Board of Review in making a determination to grant or deny an exemption and if an exemption is granted, what percentage of the taxable value will be exempted.

Poverty Income Guidelines

The total annual income for all members of the taxpayer's family unit shall not exceed the federal poverty income standards established annually by the U.S. Department of Health and Human Services (ref. aspe.hhs.gov/poverty):

Number of Persons	2019 Income Limit
1 (owner)	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30,170
6	\$34,590
7	\$39,010
8	\$43,430
more than 8 persons, add \$4,420 each additional person	

Asset Test

1. Things of value that a person can own and are exempt from consideration in determining eligibility for a hardship exemption:
 - Applicant's principal residence
 - One motor vehicle per working adult
 - Essential household goods
 - Personal assets of any nature with a total value up to one-half the annual federal poverty income standards
2. Things of value that the Board of Review can consider in determining what percent exemption to grant:
 - Real estate other than principal residence
 - Personal Property
 - Motor vehicles other than one vehicle per working adult
 - Recreational vehicles and equipment
 - Certificates of deposits, savings accounts, checking accounts, stocks, bonds, life insurance, and retirement funds, etc.
3. The Board of Review shall consider the value of the assets, or indebtedness otherwise owned by the applicant. Assets (except those exempt from consideration as listed above), shall not exceed one-half the annual federal poverty income standards.

Evaluation Procedures

1. The Board of Review shall follow the above policy and guidelines when granting and denying poverty exemptions. The same standards shall apply to each taxpayer within the City claiming the poverty exemption for the assessment year.
2. Medical and extraordinary hardship situations may be used to qualify applicants who do not otherwise meet the above income and asset tests.
3. The applicant should be prepared to answer questions regarding their financial affairs, health, status of people living in the household, and any other question relevant to the exemption request.
4. All information is subject to verification. The verification process can be used to determine future ineligibility.

CITY OF CHARLEVOIX POVERTY EXEMPTION APPLICATION

I, _____, Petitioner, being the owner and residing at the property that is listed below as my principal residence, apply for property tax relief under MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893. The principal residence of persons who, in the judgment of the city assessor and board of review, by reason of poverty are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation per MCL 211.7u(1).

In order to be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PERSONAL INFORMATION: Petitioner must list all required personal information.

Property Address of Principal Residence:	Daytime Phone Number:	
Age of Petitioner:	Marital Status:	Age of Spouse:
Number of Legal Dependents:	Age of Dependents:	
Applied for Homestead Property Tax Credit (yes or no):	Amount of Homestead Property Tax Credit:	

REAL ESTATE INFORMATION: List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the BOR meeting.

Property Parcel Code Number:	Name of Mortgage Company:	
Unpaid Balance Owed on Principal Residence:	Monthly Payment:	Length of Time at This Residence:
Property Description:		

ADDITIONAL PROPERTY INFORMATION: List information related to any other property you, or any household member owns.

Do you own, or are buying, other property (yes or no)? If yes, complete the information below.		Amount of Income Earned from Other Property:	
Property Address	Name of Owner(s)	Assessed Value	Amt & Date of Last Taxes Paid

SUBSTANTIAL & COMPELLING REASON(S): List any substantial and compelling reason(s) you feel the Board should consider during the evaluation of this application.

EMPLOYMENT INFORMATION: List your current employment information.

Name of Employer:	Name of Contact Person:
Address of Employer:	Employer Phone Number:

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRA's (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income.

Source of Income	Monthly or Annual Income (indicate which)

CHECKING, SAVINGS AND INVESTMENT INFORMATION: List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

LIFE INSURANCE: List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payment	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

MOTOR VEHICLE INFORMATION: All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

LIST ALL PERSONS LIVING IN HOUSEHOLD: All persons residing in the residence must be listed.

First & Last Name	Age	Relationship to Applicant	Place of Employment	Monetary Contribution to Family Income

PERSONAL DEBT: All personal debt for all household members must be listed.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

MONTHLY EXPENSE INFORMATION: The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating:	Electric:	Water:
Phone:	Cable:	Food:
Clothing:	Health Insurance:	Garbage:
Daycare:	Car Expense (gas, repair, etc):	Other (list type):
Other (list type):	Other (list type):	Other (list type):
Other (list type):	Other (list type):	Other (list type):
Other (list type):	Other (list type):	Other (list type):

Notice: Any willful misstatements or misrepresentations made on this form may constitute perjury, which, under the law, is a felony punishable by fine or imprisonment.

IMPORTANT: A copy of all household members' federal income tax returns (Form 1040), state income tax returns (MI-1040) and Homestead Property Tax Credit claims (MI-1040CR) must be attached as proof of income. Documentation for all income sources including, but not limited to, credits, claims, Social Security income, child support, alimony income, and all other income sources must be provided at time of application. (per MCL 211.7u(2b))

PETITIONERS: DO NOT SIGN THIS APPLICATION UNLESS WITNESSED BY THE CITY CLERK, ASSESSOR, BOARD OF REVIEW OR NOTARY PUBLIC.

I, the undersigned Petitioner, hereby declare that the foregoing information is complete and true and that neither I, nor any household member residing within the principal residency, have money, income or property other than mentioned herein.

Petitioner Signature

Date

Subscribed and sworn this _____ day of _____, 20____

Clerk Signature: _____ Printed Name: _____

Assessor Signature: _____ Printed Name: _____

BOR Member Signature: _____ Printed Name: _____

Notary Signature: _____ Printed Name: _____

STATE OF MICHIGAN
COUNTY OF _____

My Commission Expires: _____

This application shall be filed after January 1, but before the day prior to the last day of March, July or December Board of Review to the address below:

Charlevoix City Clerk – Board of Review
210 State Street
Charlevoix, MI 49720

DECISIONS OF THE MARCH BOARD OF REVIEW MAY BE APPEALED TO THE MICHIGAN TAX TRIBUNAL BY JULY 31 OF THE CURRENT YEAR. JULY OR DECEMBER BOARD OF REVIEW DENIALS MAY BE APPEALED TO MICHIGAN TAX TRIBUNAL WITHIN 30 DAYS OF THE DENIAL. A COPY OF THE BOARD OF REVIEW DECISION MUST BE INCLUDED WITH THE FILING.

Michigan Tax Tribunal
PO Box 30232
Lansing, MI 48909
Phone: 517-373-3003
Fax: 517-373-1633
E-mail: taxtrib@michigan.gov

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date

PARCEL # _____

DATE _____

FOR BOARD OF REVIEW USE ONLY

INCOME:

Total all income sources

Total income from household members

TOTAL INCOME

Is total annual household income less than federal poverty income standard? _____

ASSETS:

Total checking, savings and investments

Total motor/recreational vehicles

TOTAL ASSETS

Are total assets less than ½ the federal poverty income standard (excluding principal residence, one auto per working adult, essential household goods)? _____

EXPENSES:

Total life insurance payment

Total motor vehicle payment

Total personal debt

Total monthly expenses

TOTAL EXPENSES

If applicant does not meet the poverty income standards, are there substantial and compelling reasons why applicant should be granted an exemption? _____

Disposition by Board of Review: APPROVED / DENIED

Taxable Value reduced to: _____

BOR Secretary Signature: _____

**CITY OF CHARLEVOIX
RESOLUTION NO. 2019-02-01**

ESTABLISH POLICY AND GUIDELINES FOR USE BY THE BOARD OF REVIEW FOR GRANTING POVERTY EXEMPTIONS

- WHEREAS,** MCL 211.7u and State Tax Commission Bulletin 6 of 2017 requires the Charlevoix City Council to annually adopt a policy, including an asset test, used to approve or deny poverty exemptions; and
- WHEREAS,** the principal residence of persons, who the City of Charlevoix Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and
- WHEREAS,** pursuant to PA 390 of 1994, the City of Charlevoix, Charlevoix County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

1. Be an owner of and occupy as a principal residence the property for which an exemption is requested.
2. File a claim with the City Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, *Poverty Exemption Affidavit*.
3. File a claim reporting that the combined assets of all persons (except those exempt from consideration as listed below) do not exceed one-half the current federal poverty income guidelines.
 - a. Assets exempt from consideration in determining eligibility for poverty exemption are the applicant's principal residence, one motor vehicle per working adult, essential household goods, personal assets of any nature with a total value up to one-half the annual federal poverty income guidelines listed below.
 - b. Assets the Board of Review can consider include but are not limited to, real estate other than the principal residence, personal property, motor vehicles other than one vehicle per working adult, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
4. Produce a valid driver's license or other form of identification if requested.
5. Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
6. Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
7. The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the **2019** federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

FEDERAL POVERTY GUIDELINES USED IN THE DETERMINATION OF POVERTY EXEMPTIONS

Number of Persons	2019 Income Limit
1 (owner)	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30, 170
6	\$34,590
7	\$39,010
8	\$43,430
more than 8 persons, add \$4,420 each additional person	

NOW THEREFORE BE IT RESOLVED, that the City Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying any exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

RESOLVED this 4th day of February, 2019 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Transformer for Hotel Earl (Purchase and Bill for \$10,218)

DATE: February 4, 2019

BACKGROUND:

The developers for the new Hotel Earl contacted us a while ago to ask about a new transformer to power the renovated site. As part of the renovations they are adding a lot of new electrical load, which requires a new 750 KVA transformer to supply this load. The new transformer will be located near the northeast corner of the site instead of along US-31 which is where the old transformers sat. A quote was obtained from T&R Electric Supply Company for a 750 KVA transformer for a delivered price of \$10,218. Quotes from other suppliers were thousands of dollars higher.

Because this is a new service all costs will be paid by the developer.

RECOMMENDATION:

Motion to approve the purchase of the 750 KVA transformer from T&R Electric Supply Company for a cost of \$10,218 and bill Hotel Earl, LLC accordingly.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Purchase 900 Amp Switches for \$12,804.32

DATE: February 4, 2019

BACKGROUND:

The Electric Department has been replacing some of the hook switches in the distribution system with gang switches that switch all three phases at once. This is a much safer means of switching or disconnecting and reconnecting three phase loads.

We received three quotes for the switches:

	Powerline	IRBY	RESCO
3 Phase Gang Switch	\$3,201.08	\$3,739.00	\$3,249.00

We need to get four of these switches, three to put up soon and one to keep as a spare.

RECOMMENDATION:

Motion to approve the purchase of four 900 Amp Switches from Powerline Supply for a total of \$12,804.32.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Renew Networks Northwest Planning Services Contract

DATE: February 4, 2019

BACKGROUND:

The attached contract renews the agreement we have with Networks Northwest to provide planning services for us at the same rates and terms as in the last agreement.

RECOMMENDATION:

Motion to approve the contract for planning services with Networks Northwest as presented and authorize the City Manager and City Clerk to sign the agreement.

ATTACHMENTS:

- ▣ Contract

Contractual Agreement

Between

City of Charlevoix
210 State Street
Charlevoix, MI 49720

And

Networks Northwest
P.O. Box 506
Traverse City, MI 49685-0506

This Contract, designated Number 2019 CHX MP is made and entered into by and between the City of Charlevoix, 210 State Street, Charlevoix, MI 49720, hereinafter referred to as THE CITY and Networks Northwest, P.O. Box 506, Traverse City, MI 49685-0506, hereinafter referred to as NN.

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

I. STATEMENT OF PURPOSE

The purpose of this agreement is to establish formal terms related to technical assistance provided by NN to THE CITY for the purposes of conducting panning processes and services

II. SCOPE OF WORK

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

III. PERIOD OF PERFORMANCE

The CONTRACTOR shall commence performance of this Contract on January 1, 2019, and shall complete said performance on December 31, 2019.

IV. STIPULATIONS

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

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

V. COMPENSATION

THE CITY agrees to pay NN \$70 per hour as compensation for all costs, work performed and services provided under this Agreement, not to exceed \$3990 per month (up to 57 hours at \$70 per hour) for up to 12 months; with total payment under this contract not to exceed \$47,880. Should any additional services be required, the City Manager shall solely be permitted to raise this cap subject to budgetary controls of THE CITY. NN is not authorized to make any purchases or charge any expenditures to THE CITY without prior approval of the City Manager or his/her authorized representative. Services shall be billed monthly and payment is due upon receipt of any invoice.

VI. TERMINATION

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

VII. INDEMNIFICATION

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

VIII. MISCELLANEOUS

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

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

ACKNOWLEDGEMENT OF AGREEMENT

FOR THE CITY OF CHARLEVOIX

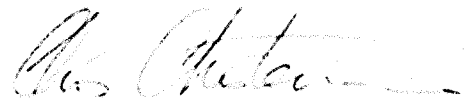
Mark J. Heydlauff
City Manager

Date

Joyce Golding
City Clerk

Date

FOR NETWORKS NORTHWEST



Chris Christensen
Board Chair

1-21-19

Date

SCOPE OF WORK

Planning Support

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

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

Master Plan Implementation & Special Planning Projects

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

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

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Taxiway A Rehabilitation: Contract Amendment

DATE: February 4, 2019

BACKGROUND:

Back in 2017 the Charlevoix Airport rehabilitated its Taxiway Alpha and the Taxiway Alpha Lighting. The project had a slightly higher than anticipated construction costs due to a nationwide shortage of airfield lighting components. As with other AIP funded projects, the breakdown of the funding will be 90% Federal, 5% State and 5% Local.

RECOMMENDATION:

Motion to approve Resolution 2019-02-02, Execution of Contract Amendment with the State of Michigan

ATTACHMENTS:

- ▣ Resolution 2019-02-02
- ▣ Contract Amendment 2017-0716/A1

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-02-02
EXECUTION OF CONTRACT AMENDMENT WITH THE STATE OF MICHIGAN
(Contract No.2017-0716/A1)

WHEREAS, the City of Charlevoix entered into a contract agreement with the State of Michigan (Contract No. 2017-0716) dated September 7, 2017 for the rehabilitation of Taxiway Alpha and rehabilitation of Taxiway Alpha lighting; and

WHEREAS, MDOT and the City of Charlevoix desire to amend the contract to increase the amount to cover higher than anticipated construction costs associated with the project; and

WHEREAS, the original contract amount will be increased by Seven Thousand Five Hundred Sixty-Eight Dollars (\$7,568.00), for a revised total Contract amount of One Million Three Hundred Fourteen Thousand Eight Hundred Ninety-Three Dollars (\$1,314,893.00); and

WHEREAS, the City of Charlevoix local share of the contract increase is 5% or, Three Hundred Seventy-Eight Dollars and Forty Cents (\$378.40).

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the Contract Amendment No. 2017-0716/A1 after review by City Staff and the City Attorney.

RESOLVED this 4th day of February, 2019 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

MICHIGAN DEPARTMENT OF TRANSPORTATION

CITY OF CHARLEVOIX

AMENDMENT

This Amendatory Contract is made and entered into this date of _____ by and between the Michigan Department of Transportation (MDOT) and the City of Charlevoix (SPONSOR) for the purpose of amending Contract No. 2017-0716, dated September 7, 2017 (CONTRACT).

Recitals:

The CONTRACT provides for the rehabilitation of Taxiway A (approximately 4,549' x 75', construction) and the rehabilitation of the Taxiway A runway lighting (approximately 4,549' x 75', 160 taxiway edge lights, construction) at Charlevoix Municipal Airport in Charlevoix, Michigan; and

The parties desire to amend the CONTRACT to increase the amount to cover higher than anticipated costs associated with the project.

The parties agree that the CONTRACT be and that the same is amended as follows:

1. In order to set forth the revised amount, Exhibit 1 of the CONTRACT, dated July 28, 2017, is replaced with Revised Exhibit 1, dated December 11, 2018, attached hereto and made a part hereof, and all references in the CONTRACT to Exhibit 1 will be construed to mean Revised Exhibit 1, dated December 11, 2018.
2. In order to increase the CONTRACT amount by Seven Thousand Five Hundred Sixty-Eight Dollars (\$7,568.00), for a revised total CONTRACT amount of One Million Three Hundred Fourteen Thousand Eight Hundred Ninety-Three Dollars (\$1,314,893.00), Section 11 of the CONTRACT is amended to read as follows:
 - "11. The PROJECT COST participation is estimated to be as shown below and as shown in Revised Exhibit 1. The PROJECT COST participation shown in Revised Exhibit 1 is to be considered an estimate. The actual MDOT, FAA, and SPONSOR shares of the PROJECT COST will be determined at the time of financial closure of the FAA grant.

Federal Share	\$1,183,402.00
Maximum MDOT Share	\$ 65,745.00
SPONSOR Share	<u>\$ 65,746.00</u>
Estimated PROJECT COST	\$1,314,893.00"

3. All other provisions of the CONTRACT, except as herein amended, remain in full force and effect as originally set forth.
4. The SPONSOR agrees that the compensation noted above represents payment in full for all services requested by MDOT and waives any and all claims it has or may have against MDOT that arise out of the need to amend the CONTRACT.
5. This Amendatory Contract will become binding on the parties and of full force and effect upon signing by the duly authorized representatives of the SPONSOR and MDOT and upon adoption of a resolution approving said Amendatory Contract and authorizing the signature(s) thereto of the respective representatives(s) of the SPONSOR, a certified copy of which resolution will be returned to MDOT with this Amendatory Contract, as applicable.

CITY OF CHARLEVOIX

By: _____
Title:

MICHIGAN DEPARTMENT OF TRANSPORTATION

By: _____
Title: Department Director

**Charlevoix Municipal Airport
Charlevoix,
Project No. 3-26-0017-2117
Contract No. FM 15-01-C50**

Revised Exhibit 1

12/11/2018

Cost DistributionPLANNING

AIP @ 90%					
				Planning Subtotal=	\$0

CONSTRUCTION

Rehab Taxiway A	AIP @ 90%	565,429	31,413	31,413	628,255	JN 133386
Rehab Taxiway A - Revisions	AIP @ 90%	\$15,705	\$873	\$873	\$17,451	JN 133386
Rehab Taxiway A Lighting	AIP @ 90%	\$499,563	\$27,753	\$27,754	\$555,070	JN 133387
Rehab Taxiway A Lighting - Revisions	AIP @ 90%	-\$8,895	-\$494	-\$494	-\$9,883	JN 133388
				Construct. Subtotal=	\$1,190,893	

ENGINEERING

AERO - CA
CONSULTANT - Design

AIP @ 90%					
				Design. Subtotal =	\$0

Construction Engineering

Rehab Taxiway A	AIP @ 90%	\$8,550	\$475	\$475	\$9,500	JN 133386
AERO - CA	AIP @ 90%	\$64,800	\$3,600	\$3,600	\$72,000	JN 133386
CONSULTANT - CA						
Rehab Taxiway A Lighting	AIP @ 90%	\$37,800	\$2,100	\$2,100	\$42,000	JN 133387
CONSULTANT - CA						
				Proj Inspection Subtotal =	\$123,500	

ADMINISTRATION

ADMIN	AIP @ 90%	\$450	\$25	\$25	\$500	JN 133386
				Administration Total =	\$500	

Original Project Budget	\$1,176,592	\$65,366	\$65,367	\$1,307,325
Increase to Budget	\$6,810	\$379	\$379	\$7,568
Total Project Budget	\$1,183,402	\$65,745	\$65,746	\$1,314,893

MAC Transfer: 7/26/17
Supplemental: 12/6/18

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Paid-On-Call Emergency Medical Responder (EMR) Job Description

DATE: February 4, 2019

BACKGROUND:

We are proposing a new job description entitled Paid-On-Call Emergency Medical Responder (EMR). An EMR is the most basic level of first responder; an EMR and an EMT can staff an ambulance and provide Basic Life Support. This level of care is appropriate in certain transfer scenarios or in the case of multiple calls at once when our resources may be spread thin.

RECOMMENDATION:

Motion to Approve Emergency Medical Responder (EMR) job description.

ATTACHMENTS:

- ▣ Paid-On-Call Emergency Medical Responder (EMR) Job Description

CITY OF CHARLEVOIX

Title: Emergency Medical Responder (EMR)

FLSA: Non-Exempt
STATUS: Paid-On-Call,
Non-Union

Department: Police/Emergency Medical Services

Reports To: Emergency Medical Services Director

Date: February 4, 2019

Purpose

The EMR reports to the EMS Director; however, also takes direction from the Assistant EMS Director. The EMR will work on scene independently until a higher level of provider arrives. Once a higher level of provider arrives on scene the EMR will report and work in cooperation of the higher level provider. The EMR, with a limited amount of equipment, responds to emergency calls to provide efficient and immediate care to ill and injured patients. After receiving notification of an emergency, the EMR safely responds to the address or location given, using the most expeditious route, depending on traffic and weather conditions. The EMR must observe traffic ordinances and regulations concerning emergency vehicle operation.

Scope

EMR work involves a wide variety of duties and atmospheres. Often the work atmosphere consists of extreme weather conditions without adequate lighting, space, safety and/or personnel. EMR must be adept in carrying, lifting and extrication maneuvers that do not negatively impact patients, fellow workers, or self. Safety is a responsibility and the EMS personnel should know the physical requirements of the job and work within those guidelines. Performs job duties safely at all times, utilizing learned body mechanics and transferring/lifting techniques. Plans actions to promote safety. Reports any unsafe situations/equipment according to hospital procedure. Works under physical and mental pressure produced by working with patients during emergency and non-emergency transports. May be exposed to communicable diseases. Must be willing to work all type of shifts (i.e. 12 or 24-hour schedules including nights, weekends and/or holidays).

Essential Job Functions

- Functions in uncommon situations while remaining calm.
- Basic understanding of stress response and methods to ensure personal wellbeing.
- Understands body substance isolation.
- Understands basic medical - legal principles
- Functions within the scope of care as defined by state, regional and local regulatory agencies.
- Complies with regulations on the handling of the deceased, protection of property and evidence at the scene, while awaiting additional EMS resources.
- Before initiating patient care, EMR will "size - up" the scene to determine if the scene is safe, to identify the mechanism of injury or nature of illness, the total number of patients and to request additional help, if necessary.

- In the absence of law enforcement, EMR creates a safe traffic environment, such as the placement of road flares, removal of debris and redirection of traffic for the protection of the injured and those assisting in the care of injured patients.
- Using a limited amount of equipment, EMR renders emergency medical care to adults, children and infants based on assessment findings. Duties include but are not limited to:
 - Opens and maintains an airway.
 - Ventilates patients.
 - Administers cardiopulmonary resuscitation.
- Providing emergency medical care of simple and multiple system trauma such as:
 - Provides Narcan, as needed.
 - Conduct Random Blood Glucose Measurements.
 - Controls hemorrhage.
 - Bandages wounds.
 - Manually stabilizes injured extremities.
 - Assists in childbirth.
 - Manages general medical complaints, altered mental status, seizures, environmental emergencies, behavioral emergencies and psychological crises.
 - Searches for medical identification emblems as a guide to appropriate emergency medical care.
 - Reassures patients and bystanders by working in a confident, efficient manner.
 - Avoids mishandling and undue haste while working expeditiously to accomplish the task.
- Where a patient must be extricated from entrapment, the EMR:
 - Assesses the extent of injury and assists other EMS providers rendering emergency medical care and protection to the entrapped patient.
 - Performs emergency moves and assists other EMS providers in the use of prescribed techniques and appliances for safely removing the patient.
 - Assists other EMS providers, in lifting the stretcher, placing the stretcher in the ambulance, and seeing that the patient and stretcher are secured.
 - If needed, radios the dispatcher for additional help or special rescue and/or utility services.
 - In case of multiple patients, performs basic triage.
 - Reports directly to the responding EMS unit, emergency department or the communications center the nature and extent of injuries, the number of patients, and the condition of each patient.
 - Identifies assessment findings that may require communicating with medical control for advice.
 - Constantly assesses patient and administers additional care while awaiting additional EMS resources and while enroute to the emergency facility.
- For purposes of records and diagnostics the EMR reports verbally and in writing, observations and emergency medical care of the patient at the emergency scene and in transit, to the responding EMS unit or the receiving medical facility staff. Upon request, the EMR provides assistance to the transporting unit staff or the receiving medical facility staff. After each call, the EMR:
 - Restocks and replaces used supplies.
 - Cleans all equipment following appropriate disinfecting procedures.
 - Carefully checks all equipment to ensure the availability for the next response.
 - Maintains emergency vehicle in efficient operating condition.

- Ensures that the emergency vehicle is clean and washed and kept in a neat orderly condition.
- In accordance with local, state or federal regulations, decontaminates the interior of any vehicle used to transport patients after transport of a patient with contagious infection or hazardous materials exposure.
- Additionally the EMR:
 - Determines that the emergency vehicle is in proper mechanical condition by checking items required by service management.
 - Maintains familiarity with specialized equipment used by the service.
 - Attends continuing education and refresher education programs as required by employers, medical control and licensing or certifying agencies.

Knowledge, Skills and Abilities

- Ability to work independently, using good judgment, and initiative to make sound decisions.
- Ability to communicate professionally and effectively, both verbally and in writing.
- Establish and maintain effective working relationships with various individuals and groups.
- Perform work assignments, and respond to emergency and non-emergency calls during normal hours, and on weekend, and on holidays if required.
- Work outdoor on uneven terrain during extreme and difficult weather conditions.
- Climb stairs without assistance and work at varying heights above the ground.
- Comply with all safety rules and requirements, including the wearing of all required protective clothing and safety equipment.
- Perform tasks which require frequent and repetitive bending and stooping; lifting up to 90 pounds, carrying, rolling, dragging and pulling large/heavy objects and persons.
- Effectively utilize computer equipment and associated software applications, telephones, and other office equipment.
- Research and prepare detailed reports, develop and maintain confidential records and files.
- Knowledge of emergency medical programs, training methodology, and techniques.
- Be adept with the use of map books, electronic mapping and can receive and follow written and/or verbal instructions appropriately.
- Strong computer skills, including the ability to chart electronically and complete electronic documentation.
- Be able to maintain a respectful and positive attitude under a variety of conditions, and relate appropriately to a variety of individuals.
- Exemplary customer service, documentation and interpersonal abilities.
- Be physically able to perform job functions as described.
- Perform all required skills as outlined under the medical control authority scope of practice.
- Recognize the need for ALS interventions and verbalize to partner as appropriate.

Essential Physical Abilities

The primary duties of this class are performed in a work environment in which the employee is subject to potential personal danger; therefore, the following physical abilities are deemed essential:

- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate

effectively, including during emergency situations which may involve a high degree of noise.

- Sufficient vision and other powers of observation, with or without reasonable accommodations, which permits the employee to effectively operate at an emergency scene.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate EMS equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.

Education and Experience

- Possess high school diploma or GED certificate

Job Requirements

- 18 years of age or older
- Maintain a current, unrestricted Michigan driver's license
- Maintain good standing with appropriate Medical Control Authority
- Current EMR card issued by the State of Michigan or/and the National Registry of Emergency Medical Technicians (NREMT)
- CPR Certification (AHA or equivalent)
- Possess and Drivers Training Certificate (FFTC, CEVO, EVOC)
- Trauma Certification; PHTLS, ITLS, or EMR First Responder (8 hour) Trauma Certification

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council approved: Pending

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Revised 2019 EMS Billing Rates

DATE: February 4, 2019

BACKGROUND:

We are requesting to revise our 2019 EMS Billing Rates to reflect the most recent adjustments to Medicare and Blue Cross Blue Shield reimbursement rates. Our actual rates are adjusted to higher levels in order to capture reimbursement rates which commercial payers such as Priority Health, AETNA, United Healthcare and private payers.

ATTACHMENTS:

- ▣ Resolution

**CITY OF CHARLEVOIX
RESOLUTION NO. 2019-02-03
EMS BILLING RATES**

WHEREAS, the City of Charlevoix provides emergency medical services to its residents and those of surrounding communities; and

WHEREAS, the City of Charlevoix charges for these services which include Basic Life Support (BLS), Advanced Life Support (ALS), Transports (hospital to hospital), Treatment and Release, Lift Assists and Oxygen Delivery; and

WHEREAS, the City of Charlevoix has an established fee schedule for these services and utilizes Parastar, Inc., a third-party billing agent, to manage our billing and receivables; and

WHEREAS, the City of Charlevoix reviews these billing rates annually and adjusts them to reflect market conditions driven by changes in government and commercial reimbursement.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix approves the below billing rates to become effective immediately upon approval:

<u>Service Type</u>	<u>Current Fee</u>	<u>Fee Change</u>
ALS EMERGENCY	\$ 765.00	\$ 810.00
ALS II EMERGENCY	\$ 1,025.00	\$ 1,300.00
ALS NON-EMERGENCY	\$ 595.00	\$ 675.00
BLS EMERGENCY	\$ 610.00	\$ 675.00
BLS NON- EMERGENCY	\$ 610.00	\$ 675.00
LALS EMERGENCY	\$ 810.00	\$ 810.00
MILEAGE	\$ 15.75	\$ 16.75
OXYGEN	\$ 48.00	\$ 50.00
LIFT ASSIST	\$ 150.00	\$ 225.00
BLS TRANSFER	\$ 525.00	\$ 675.00
ALS TRANSFER	\$ 600.00	\$ 810.00
TREATMENT/NO TRANSPORT	\$ 485.00	\$ 485.00

RESOLVED this 4th day of February 2019 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Set Public Hearing for Code Book Re-codification Ordinance

DATE: February 4, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Section 5.7 of the City Charter requires that the City Code be codified at least every 10 years. American Legal Publishing has completed their work. The next step in the process is to set a Public Hearing to consider Ordinance 799 of 2019 which would approve and implement the revised City Code. The new code can be viewed at http://www.amlegal.com/codes/client/charlevoix_mi/ or hard copies are available in the Clerk's office.

GOALS:

Provide strong stewardship of public resources and promote good governance

RECOMMENDATION:

Motion to set a Public Hearing for February 18, 2019 at 6:00 pm in Council Chambers of City Hall to consider the re-codification of the City Code, Ordinance 799 of 2019.

ATTACHMENTS:

- ▣ Ordinance 799 of 2019

**CITY OF CHARLEVOIX
ORDINANCE NO. 799 of 2019**

AN ORDINANCE ADOPTING, ENACTING, AND RECODIFYING THE CITY CODE FOR THE CITY OF CHARLEVOIX, MICHIGAN;
PROVIDING FOR THE MANNER OF AMENDING THE CODE; AND PROVIDING WHEN THE CODE AND THIS ORDINANCE SHALL
BECOME EFFECTIVE.

THE CITY OF CHARLEVOIX ORDAINS:

WHEREAS, the State of Michigan has authorized recodification as provided for in MCL 117.5b and the Acts of the Legislature of the State of Michigan to empower and authorize the City of Charlevoix to revise, amend, restate, codify and compile any existing ordinances and all new ordinances not heretofore adopted or published and to incorporate such ordinances into one ordinance in book form; and

WHEREAS, the City Council for the City of Charlevoix has authorized a general compilation, revision and codification of the ordinances of the Political Subdivision of a general and permanent nature and publication of such ordinance in book form.

THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHARLEVOIX:

SECTION 1. The general ordinances of the Political Subdivision as revised, amended, restated, codified, and compiled in book form are hereby adopted as and shall constitute the "Code of Ordinances of the City of Charlevoix, Michigan."

SECTION 2. The Code entitled "Code of Ordinances, City of Charlevoix, Michigan," published by American Legal Publishing consisting of Sections 1.1 through 14.11, each inclusive, is adopted.

SECTION 3. All prior ordinances pertaining to the subjects treated in such Code of Ordinances shall be deemed repealed from and after the effective date of this ordinance except as they are included and re-ordained in whole or in part in such Code; provided, such repeal shall not affect any offense committed or penalty incurred or any right established prior to the effective date of this ordinance, nor shall such repeal affect the provisions of ordinances levying taxes, appropriating money, annexing or detaching territory, establishing franchises, or granting special rights to certain persons, authorizing public improvements, authorizing the issuance of bonds or borrowing of money, authorizing the purchase or sale of real or personal property, granting or accepting easements, plat or dedication of land to public use, vacating or setting the boundaries of streets or other public places; nor shall such repeal affect any other ordinance of a temporary or special nature or pertaining to subjects not contained in or covered by the Code.

SECTION 4. Such Code shall take effect and be deemed published as of the date that this Ordinance becomes effective under Michigan Law and the Clerk of the City of Charlevoix is hereby authorized and ordered to file a copy of such Code of Ordinances in the Office of the Clerk.

SECTION 5. All proceedings pending and all rights and liabilities existing, acquired, or incurred at the time this ordinance takes effect are saved from repeal and may be consummated according to the law in force when they commenced or occurred. This ordinance shall not be construed to affect any prosecution pending or initiated before the effective date of this ordinance, or initiated after the effective date for an offense committed before such effective date.

SECTION 6. Ordinances adopted after February 4, 2019 that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

SECTION 7. Effective Date: This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 799 was adopted on the 4th day of February, 2019 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan } §
City of Charlevoix

Joyce M. Golding

Clerk

Luther Kurtz

Mayor

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: 2019-2020 Council Goals

DATE: February 4, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

At your last Work Session, you discussed the draft list of goals and action steps and also expressed an interest in recognizing the importance of housing and year-round jobs as part of the area-wide Charlevoix Agenda. To this end, I've drafted language for you to reflect these goals. Please feel free to edit further, adopt, or have further discussion.

RECOMMENDATION:

Motion to approve the 2019-2020 City Council Goals as presented.

ATTACHMENTS:

- ▣ Draft 2019-2020 City Council Goals



2019-2020 City Council Goals & Action Steps

Work with our neighbors to solve area-wide challenges

We believe Charlevoix is defined as a collection of townships, a city, a county, civic groups, neighborhoods, and schools bounded by Lake Charlevoix and Lake Michigan. In order to support the quality of life and local economy we now enjoy, we understand that it is important to look at the long-term picture of prosperity in this area.

Action Steps:

- The City should focus on creating an environment to sustain and encourage year-round occupancy in our neighborhoods to welcome a growing population
- More and better housing should be created by enhancing the density of our existing residential neighborhoods along with mixed-use commercial opportunities
- A growing population should be supported by growing the jobs and investments in the community through existing businesses and welcoming new investment to perpetuate the vitality of our region

Ensure Charlevoix is environmentally sustainable while also economically viable

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

Action steps:

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

Include the senior citizen community in all public events and activities

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

Action steps:

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

- Develop a policy requiring all festivals and special events who use public spaces to provide a statement of inclusion for senior citizens
- Consider adding activities in East Park and Bridge Park like shuffle board and concrete checker and chess boards
- Explore designation as “Age-friendly City” from the World Health Organization

Develop and maintain long-term infrastructure plans

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

Action steps:

- Continue development of city-wide Wi-Fi, fiber optic connections, and other technological benefits for our permanent residents, visitors, and seasonal residents
- Improve the snow and ice clearing from sidewalks throughout the community by working with property owners

Provide strong stewardship of public resources and promote good governance

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

Action steps:

- Consider amending the Shade Tree Ordinance to expand the mission of the Shade Tree Commission to protect the long-term condition of our parks
- Explore further avenues of cooperation with neighboring townships, especially in the areas of infrastructure planning and recreation
- Study the use of our business-like enterprises (i.e. Golf Course, EMS, and others) and the degree to which they are subsidized by taxpayers

Enhance and showcase the outstanding quality of life in Charlevoix

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

Action steps:

- Recognize the role of our cultural corridor institutions (Charlevoix Public Library, Circle of Arts, and Historical Society) and build on their programming
- Encourage more outdoor dining and placemaking settings that showcase the unique geography, architecture, and programming of Charlevoix, including looking for ways to implement the findings of the Sustainable Built Environment Initiative that studied downtown alleys
- Development of a dog park and a dog beach to help residents enjoy public spaces with their four-legged friends

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: February 4, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Networks Northwest Contracts

This past week I signed an extension with Networks Northwest for the Zoning Services Contract that Council approved last year. This extension continues until March 31, 2019. The terms remain the same. The original document was never dated therefore, Networks Northwest issued the amendment continuing the contract until the end of March when they will issue a new annual contract.

B. Grants Received and Explored

The Joppa House and Third Day Fellowship both received grants from the Grand Traverse Bay Band of the Ottawa and Chippewa Indians. We are grateful for the tribe's ongoing support of causes in Charlevoix. I have directed staff to explore tribal grants for both environmental and public safety priorities in their next round of funding.

C. Snow Storm

Thanks are owed to our staff who continue to keep roads plowed and systems running smoothly during the recent rounds of heavy snow. If you see our staff around town, please give them a high five. Due to extreme cold, we have periodically close certain outdoor activities at Mt. McSauba. Staff will continue to make these decisions as needed based on conditions.

ATTACHMENTS:

- ▣ ZBA Minutes

CITY OF CHARLEVOIX
ZONING BOARD OF APPEALS MINUTES
Monday, August 22, 2018 – 6:00 p.m.
210 State Street, Charlevoix, MI

A) CALL TO ORDER

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

B) ROLL CALL/PLEDGE OF ALLEGIANCE

Chair: Greg Withrow
Members Present: Gary Anderson (late), Ann Gorney, Dennis Kusina, Richard Hodgson, Timothy Kish
Members Absent: Patricia Miller
Staff Present: Jonathan Scheel, Zoning Administrator

C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST

Chair Withrow recalled that Member Hodgson previously indicated a conflict of interest on Old Business, Applicant 2018-02 ZBA which will continue for this meeting.

D) APPROVAL OF AGENDA

E) APPROVAL OF MINUTES

1. Motion to Approve or Amend the July 25, 2018 Meeting Minutes

Motion by Member Hodgson, second by Member Gorney to approve the July 25, 2018 meeting minutes as presented. Motion passed by unanimous voice vote.

Clerk's Note: Chair changed the order of the agenda.

G) NEW BUSINESS

2. Public Hearing for Applicant 2018-05 ZBA: Dimensional Variance Request from Paul Lefevre – 100 Michigan Avenue

b. Applicant Presentation (if requested)

John Campbell, representing the French Quarter New Orleans Bistro, explained the proposal for outdoor seating on a 524 square foot deck and to provide an entrance into the restaurant from Michigan Avenue. He stated that the property was zoned CM, Commercial Mixed Use. Chair Withrow questioned if he was aware that some condominium owners were objecting to the request and Mr. Campbell stated that it was the restaurant's responsibility to work with them.

Member Anderson arrived at the meeting at this time.

a. Staff Presentation

Zoning Administrator Scheel stated that the Edgewater commercial area is part of the DDA and the front setback on Michigan Avenue was 15'. He explained what makes this property different than others. He stated that the restaurant would be able to accommodate sidewalk tables and chairs, but the deck may be a better solution.

c. Call for Public Comment

Claudia Baird supported the addition of the deck.

d. ZBA Determination of Findings of Fact

Chair Withrow noted that they received several negative opinions from the condominium owners. Member Kish questioned if they should be treating this establishment differently than they treat all the other businesses along Bridge Street and Michigan Avenue. Chair Withrow responded yes, because this was a mixed-use property. He stated that he did not have a problem on the sidewalk towards the road. He wondered if a little more could be done to address the condominium owners' concerns. Discussion followed regarding the possibility of reducing or moving the barrier free area, property owner objections, and potential changes to the design. Chair Withrow stated that because there was so much opposition to this that it would behoove the restaurant owner and designer to create a design that works for everyone, then bring it back to the Board for consideration.

Gordon Hasing, owner of Unit 221, stated that his wife owns another unit and he expressed that it was important to have a restaurant in the facility and anything they could do to make this work commercially is a winner for all.

e. Motion

Motion by Member Kish, second by Member Hodgson to table 2018-05 ZBA. Motion passed by unanimous voice vote.

F) OLD BUSINESS

1. Public Hearing for Applicant 2018-02 ZBA: Use Variance Request from Mike Pattullo – 228 Bridge Street

Chair Withrow stated that the Board had discussed this request several times at previous meetings. New Member Kusina indicated that he read through all the information.

a. Staff Presentation

Addressed in previous meetings.

b. Applicant Presentation (if requested)

c. Call for Public Comments

d. ZBA Determination of Findings of Fact

Chair Withrow stated that Staff provided Findings of Fact that basically went to approve the project without conditions based on the review standards. He felt it was acceptable for one of the members to make a motion to approve Project 18-02 ZBA.

e. Motion

Motion by Member Gorney, second by Member Anderson to approve project 18-02 ZBA without conditions, based on specific findings of fact that they have had in previous meetings that does prove that the project does meet the review standards in 5.178 (6).

Motion passed by roll call vote:

Yeas: Anderson, Gorney, Kish, Kusina, Withrow

Nays: None

Absent: Miller

Abstained: Hodgson

I) CALL FOR GENERAL PUBLIC COMMENT

J) ADJOURNMENT

Members concurred to adjourn the meeting at 6:44 p.m.

Joyce M. Golding/fgm

City Clerk

Greg Withrow

Chair