



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, February 18, 2019- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

2. Roll Call

3. Presentations

- A. Director of Golf Thomas Heid Retirement
Luther Kurtz, Mayor

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

- A. City Council Meeting Minutes - February 4, 2019
- B. Accounts Payable and Payroll Check Registers
- C. Revised MERS Health Care Savings Program Participation Agreement - Tom Heid
- D. New and Revised Seasonal Golf Course Job Descriptions
- E. Charlevoix County Community Foundation Grant Application

6. Public Hearings and Actions Requiring Public Hearings

- A. Budget Amendment for 2018-19
Mark L. Heydlauff, City Manager
- B. 2019-2020 Budget Ordinance
Mark L. Heydlauff, City Manager
- C. Public Hearing for Code Book Re-codification Ordinance
Mark L. Heydlauff, City Manager

7. All Other Actions and Requests

- A. Hoop Skirt Alley Improvement Project
Sean Bradley, Junior Main Street Committee Chair & DDA Board member
- B. Historic District Request
Lindsey Dotson, Main Street DDA Director & Historic District Commission Staff Advisor
- C. Charter Amendments
Scott Howard, City Attorney

- D. Rates and Fees
Mark L. Heydlauff, City Manager
- E. Development Assistance Grant Program
Mark L. Heydlauff, City Manager
- F. Mayoral Appointment
Joyce M. Golding, City Clerk

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

Presentations

TITLE: Director of Golf Thomas Heid Retirement

DATE: February 18, 2019

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

Director of Golf and Grounds Thomas Heid will be retiring from the City on February 28, 2019.

ATTACHMENTS:

- ▣ Proclamation



MAYORAL PROCLAMATION

- WHEREAS,** Thomas Heid is a graduate of the Agricultural Technology Turfgrass Management Program at Michigan State University; and
- WHEREAS,** Thomas Heid has two sons, Kyle and Nicholas Heid; and
- WHEREAS,** Thomas Heid has been employed as the Superintendent of the Charlevoix Golf Club for 23 years and has taken such pride in overseeing one of Michigan's oldest golf clubs which was established in 1896; and
- WHEREAS,** Thomas Heid was instrumental in the implementation of an automated irrigation system at the Charlevoix Golf Club.

NOW THEREFORE, I, LUTHER KURTZ, MAYOR OF THE CITY OF CHARLEVOIX, do recognize and thank Thomas Heid for his contributions to the City of Charlevoix and its citizens. I do formally commend and thank him for his 23 years of dedicated service. As an ambassador for the City of Charlevoix, Thomas' wealth of knowledge and tireless dedication had a major impact on the City of Charlevoix staff, business partners, residents and visitors; and

FURTHERMORE, it is with great pleasure that we join together with Thomas Heid, his family, colleagues, friends, and community members and celebrate his legacy of service to the people of Charlevoix; and

FURTHERMORE, Thomas will, in his retirement, be able to spend more time with his family and friends and continue to enjoy friendly rivalries with all of his University of Michigan friends and foes; and

FURTHERMORE, I join the City Council, City Manager, City Staff, and all residents of the City of Charlevoix in wishing Thomas Heid much joy, good health, and happiness in his well-earned retirement.

Given under my hand this 28th day of February, 2019.

Luther Kurtz, Mayor

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - February 4, 2019

DATE: February 18, 2019

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
DRAFT REGULAR CITY COUNCIL MEETING MINUTES
Monday, February 4, 2019 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

The meeting was called to order at 6:00 p.m. by Deputy Mayor Shane Cole.

1. Pledge of Allegiance

2. Roll Call

Deputy Mayor: Shane Cole
Members Present: Greg Bryan, Aaron Hagen, Tom Oleksy, Leon Perron
Members Absent: Mayor Luther Kurtz, Janet Kalbfell
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 21, 2019
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – January 23, 2019
 - b. Regular Accounts Payable Check Register – February 5, 2019
 - c. ACH Payments – January 22, 2019 to January 28, 2019
 - d. Payroll Check Register – January 25, 2019
 - e. Payroll Transmittal – January 25, 2019
 - f. Tax Disbursement – February 5, 2019
- C. Annual Poverty Exemption Resolution 2019-02-01

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

- E. Purchase 900 amp Switches for \$12,804.32
- F. Renew Networks Northwest Planning Services Contract – not to exceed \$47,880
- G. Taxiway A Rehabilitation Contract Amendment – approve Resolution 2019-02-02 for \$378.40

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 yea and nay vote:

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

- H. Paid On-Call Emergency Medical Responder (EMR) Job Description
- I. Revised 2019 EMS Billing Rates

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

Motion by Perron, second by Hagen, to approve the Consent Agenda as presented except removing D. Transformer for Hotel Earl [for further discussion.]

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

6. Public Hearings & Actions Requiring Public Hearings

A. Set Public Hearing for Code Book Re-codification Ordinance

City Manager Heydlauff stated that 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.

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

Motion by Hagen, second by Oleksy, 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.

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

7. All Other Actions & Requests

A. 2019-2020 Council Goals

City Manager Heydlauff recalled that at Council's last Work Session, they 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.

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

Motion by Hagen, second by Bryan, to approve the 2019-2020 City Council Goals as presented.

Yeas: Perron, Hagen, Oleksy, Cole, Bryan

Nays: None

Absent: Kalbfell

D. Transformer for Hotel Earl

Deputy Mayor Cole stated that he and the City Manager conferred regarding a way to incentivize development by abating a portion of specific project infrastructure costs such as the Hotel Earl transformer. City Manager Heydlauff suggested that a policy could be crafted with a point system similar in concept to tax abatements which would be in line with Council Goals. Council agreed.

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

Motion by Oleksy, second by Perron, to approve the purchase of the 750 KVA transformer from T&R Electric Supply Company for a cost of \$10,218 and have City Staff explore an incentive program.

Yeas: Perron, Hagen, Oleksy, Cole, Bryan

Nays: None

Absent: Kalbfell

8. Reports & Communications

A. Public Comments

B. City Manager Comments

- Going forward, requests for updates to Rates and Fees will be done by department as needed, rather once per year
- Request for Qualifications Parking Meters and Payment Solutions is due February 27, 2019
- Thanks to Staff for their diligent work during last week's hazardous weather

C. Mayor & Council Comments

- Oleksy expressed his concern for garbage not being picked up last week. City Manager Heydlauff explained that the City has no leverage regarding private contracts with waste haulers and he advocated for a single hauler for the City.

9. Other Council Business

10. Adjourn

The Deputy Mayor adjourned the meeting at 6:23 p.m.

Joyce M. Golding	City Clerk	Shane Cole	Deputy Mayor
Special Accounts Payable – 01/23/2019			
AT&T	4,106.46	PRIORITY HEALTH	45,780.06
AT&T MOBILITY	179.16	STANDARD INSURANCE CO	2,295.60
CHARLEVOIX STATE BANK	8,421.66	VERIZON WIRELESS	56.72
DELTA DENTAL	3,814.56	VISION SERVICE PLAN	571.50
GREAT LAKES ENERGY	325.72		
METLIFE SMALL BUSINESS CENTER	594.66	TOTAL	66,146.10
Regular Accounts Payable – 02/05/2019			
AIRGAS USA LLC	70.51	CHANTELLE YOU	55.76
ALL-PHASE ELECTRIC SUPPLY CO.	241.42	CHARLEVOIX AREA CHAMBER OF COMM	240.00
ALTA CONSTRUCTION EQUIP LLC	188.39	CHARLEVOIX FITNESS CENTER	60.00
ALTEC INDUSTRIES INC	66.53	CHARLEVOIX SCREEN MASTERS INC	335.75
AMERICAN LEGAL PUBLISHING CORP	4,902.00	CHARLEVOIX TOWNSHIP	15.99
AMERICAN PUBLIC WORKS ASSN	390.00	CITY OF FARMINGTON HILLS	75.00
AMERICAN TOTAL SECURITY INC	148.00	COMPASS MINERALS AMERICA	3,811.26
ANZELL, BETH	322.60	DELL MARKETING L P	1,043.16
ARCADIA BENEFITS GROUP INC	25.00	DeROSIA, PATRICIA E.	50.00
AVFUEL CORPORATION	1,520.00	DOAN, GERARD P.	50.00
BOB MATHERS FORD	1,312.00	DOTSON, LINDSEY J.	50.00
BOLANDER, FREDERICK	109.19	EATON, BRAD A.	60.00
CDW GOVERNMENT INC.	1,174.31	ELLIOTT, PATRICK M.	50.00

ELLSWORTH FARMER'S EXCHANGE	800.53	MCMULLEN, DONALD R.	50.00
EMMET COUNTY EMS	750.00	MDC CONTRACTING LLC	565.38
ESENTHER, DEBORA	50.00	MICHIGAN CHAMBER SERVICES, INC	344.00
ETNA SUPPLY	2,400.00	MILLER, WILLIAM S.	50.00
FAMILY FARM & HOME	872.61	MURRAY, BRUCE	165.00
FASTENAL COMPANY	142.75	NCL OF WISCONSIN INC.	338.91
FOX CHARLEVOIX FORD	551.87	PLANNING & ZONING NEWS	185.00
FREDRICKSON SUPPLY	81,276.76	POWER LINE SUPPLY	18,262.47
GOLDING, JOYCE M.	50.00	PREIN & NEWHOF	38,622.35
GRAND TRAVERSE DIESEL INC.	398.27	PRO WEB MARKETING LLC	40.00
GREAT LAKES ELEVATOR LLC	389.46	PRODUCTIVITY PLUS ACCOUNT	821.56
GREENVIEW DATA INC	458.10	PRYOR, RANDY	78.61
HACH COMPANY	572.00	PURITY CYLINDER GASES INC	51.23
HAGGARD'S INC	12,390.00	RICK-BIDDICK, MICHELLE	1,265.00
HANKINS, SCOTT A.	50.00	SHIPPY, WILLIAM	2.85
HEID, THOMAS J.	50.00	SILVA, JESSE L.A.	50.00
HEYDLAUFF, MARK L.	50.00	SPORTS SPECIALISTS	682.08
HOLIDAY COMPANIES	5,911.32	STATE OF MICHIGAN	245.00
HYDE SERVICES LLC	412.01	STATE OF MICHIGAN	721.59
HYDRO CORP	530.00	STEVENS, BRANDON C.	69.91
JACKLIN STEEL SUPPLY CO	229.80	SWEET, MARI	14.26
JOPPA HOUSE MINISTRIES PROGRAM	10,000.00	SWEM, DONALD L.	50.00
KENDALL ELECTRIC INC.	63.49	T & R ELECTRIC	24,948.00
KIWANIS CLUB OF CHARLEVOIX	40.00	THE LAKE HOUSE	20.00
KLOOSTER, ALIDA K.	50.00	THIRD DAY FELLOWSHIP	3,000.00
KLOOSTER, PATRICK H.	50.00	THISTLE	40.00
KNORR, KENT J.	50.00	UNIFIRST CORPORATION	701.11
KSS ENTERPRISES	403.99	USA BLUE BOOK	2,155.42
KUSTOM SIGNALS INC.	98.00	VILLAGE GRAPHICS INC.	35.00
LASER PRINTER TECHNOLOGIES	999.00	WAY, RON	3.20
LAVENDER, JOSEPH E.	50.00	WHITLEY, KIM	34.97
LEELANAU COFFEE ROASTING CO INC	210.35	WURST, RANDALL W.	50.00
MAYER, SHELLEY L.	50.00	WYMAN, MATTHEW A.	50.00
McGINN, KELLY A.	50.00	TOTAL	230,530.08

ACH Payments – 01/22/2019 to 01/28/2019

MI PUBLIC POWER AGENCY	33,516.14	VANTAGEPOINT (ROTH IRA)	936.53
IRS (PAYROLL TAX DEPOSIT)	35,874.39	MERS DEFINED BENEFIT PLAN	45,173.03
ALERUS FINANCIAL (HCSP)	400.00	MI PUBLIC POWER AGENCY	241,046.07
STATE OF MI (WITHHOLDING TAX)	5,421.22	MI PUBLIC POWER AGENCY	19,849.58
VANTAGEPOINT (401 ICMA PLAN)	802.64	TOTAL	401,882.38
VANTAGEPOINT (457 ICMA PLAN)	18,862.78		

Payroll Net Pay – Pay Period Ending 01/19/2019 (Paid 01/25/2019)

HEYDLAUFF, MARK L.	2,557.16	ANDERSON, ELIZABETH A.	1,210.74
GOLDING, JOYCE M.	1,764.16	KENWABIKISE, DAVID L.	1,144.55
DEROSIA, PATRICIA E.	1,082.12	ELLIOTT, PATRICK M.	2,228.16
DOTSON, LINDSEY J.	1,351.30	SCHWARTZFISHER, JOSEPH L.	1,014.91
LOY, EVELYN R.	1,091.81	BRADLEY, KELLY R.	1,415.55
KLOOSTER, ALIDA K.	1,652.48	HART II, DELBERT W.	1,335.74
GOLOVICH, KAREN J.	996.81	JONES, ROBERT F.	1,159.98
SPENCLEY, PATRICIA L.	1,199.60	DORAN, JUSTIN J.	1,269.34
MCGINN, KELLY A.	1,941.35	FARRELL, MITCHELL L.	1,376.20
LAVENDER, JOSEPH E.	1,725.99	THORP JR, WILLIAM D.	1,569.99
DOAN, GERARD P.	2,049.77	LEITNER, RYAN S.	1,249.74
SCHLAPPI, JAMES L.	1,301.13	KNORR, KENT J.	1,853.36
UMULIS, MATTHEW T.	1,240.50	ANZELL, BETH A.	952.78
HANKINS, SCOTT A.	1,573.05	BOSS, SHERRY M.	663.23
ORBAN, BARBARA K.	1,140.19	BRADLEY, JOHN P.	147.76
WILLIAMS, ASHLEY M.	1,431.57	DIXON, MIKAYA S.	163.00
FLICKEMA, ANDREW M.	1,468.29	NIMPHIE, NOAH J.D.	165.77
RILEY, DENISE M.	453.38	PORATH, JACOB P.	110.82
MATELSKI, KRISTEN L.	1,301.60	HAGEN, MADISON L.	335.23
WURST, RANDALL W.	1,517.62	CRANDELL, ZACKARY R.	359.11
MAYER, SHELLEY L.	1,668.98	WHITE III, MARCUS W.	395.94
HILLING, NICHOLAS A.	1,368.72	BERTINELLI, DAVID P.	506.57
MEIER III, CHARLES A.	1,187.45	FOSTER, WILLIAM P.	342.64
ZACHARIAS, STEVEN B.	1,232.48	BEMIS, ADDISON J.	286.01
NEWMAN, MARK J.	854.76	NIMPHIE, MASON K.D.	155.20
SWEM, DONALD L.	1,976.17	HERBOLDSHEIMER, HANNAH M.	155.20
EATON, BRAD A.	1,768.92	BOSS, BEAU J.	1,111.70
WILSON, TIMOTHY J.	2,442.54	HEID, THOMAS J.	1,316.87
LAVOIE, RICHARD L.	1,755.23	WYMAN, MATTHEW A.	1,495.27
STEVENS, BRANDON C.	1,889.74	MILLER, WILLIAM S.	1,109.87
DRAVES, MARTIN J.	2,037.87	DOUGLAS, MARK	885.98

PRIOR, ERIN C.	942.11	PEARSALL, KRISTA M.	292.52
CERTA, BRIAN	245.06	DRAKE, WILLIAM F.	1,270.18
MCMULLEN, DONALD R.	1,990.42	JOHNSON, MELISSA A.	1,112.90
SILVA, JESSE L.A.	1,681.35	AZZOPARDI, ANTHONY J.	648.77
WILLSON, BRENDA R.	2,312.64	DEKORNE, ELIZABETH A.	468.47
BEAN, PETER J.	1,233.13	VOUSBOUKIS, AUTUMN M.	768.06
TRAVERS, MANUEL J.	1,643.70	MCCRANEY, RUSSELL R.	17.62
STEVENS, JEFFREY W.	398.43	BELMONTE, ANTONIO F.	910.12
RILEY, CASEY W.	738.32	WHITLEY, ANDREW T.	1,645.33
JONES, LARRY M.	1,187.89	MORRISON, KEVIN P.	1,136.28
RILEY, REBECCA J.	1,401.90	BOSS JR, DALE E.	1,493.16
ERWIN, RACHELLE L.	91.76	MATTER, DAWSON K.	293.81
RILEY, DANIEL A.	1,001.94	HOLM, ARTHUR R.	1,151.08
WHEELER, MICHAEL W.	1,291.49	TOTAL	101,878.39

Payroll Transmittal – 01/25/2019

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
CHAR EM UNITED WAY	90.00	PRIORITY HEALTH	1,582.76
CHARLEVOIX STATE BANK	1,061.00	TOTAL	5,619.81

Tax Disbursement – 02/05/2019

CHARLEVOIX COUNTY TREASURER	152,140.92	CHARLEVOIX PUBLIC SCHOOLS	41.93
CHARLEVOIX DISTRICT LIBRARY	42,523.86	CITY OF CHARLEVOIX - TAXES DUE	27,091.73
CHARLEVOIX PUBLIC SCHOOLS	861.08	LERETA LLC	530.84
CHARLEVOIX PUBLIC SCHOOLS	169.38	RECREATIONAL AUTHORITY	7,960.71
CHARLEVOIX PUBLIC SCHOOLS	10.47	TOTAL	231,330.92

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: February 18, 2019

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/02/2019	02/08/2019	126030	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	851.84
02/02/2019	02/08/2019	126031	4FRONT CREDIT UNION	9028	Lump Sum Employer Contribution	1,834.00
02/02/2019	02/08/2019	126032	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	148.82
02/02/2019	02/08/2019	126032	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	525.04
02/02/2019	02/08/2019	126033	BARRY COUNTY TRIAL C	9029	Wage Assignment: Case 04-6725	20.00
02/02/2019	02/08/2019	126034	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 2/2/20	90.00
02/02/2019	02/08/2019	126035	CHARLEVOIX STATE BAN	9016	Lump Sum Employer Contribution	990.00
02/02/2019	02/08/2019	126036	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,146.00
02/02/2019	02/08/2019	126037	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
02/02/2019	02/08/2019	126038	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	584.25
02/02/2019	02/08/2019	126039	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	596.88
02/02/2019	02/08/2019	126040	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 2	201.00
02/02/2019	02/08/2019	126041	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,551.66
Grand Totals:		13				8,689.49

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

02/08/19 Payroll Transmittal Checks	\$	8,689.49
02/08/19 Payroll (net pay)	\$	114,268.44
02/19/19 Regular Accounts Payable	\$	205,387.86
Checks Sub-Total:	\$	328,345.79

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

02/04/19 MI Public Power Agency	\$	10,214.06
02/05/19 Payment Service Network Inc	\$	214.70
02/08/19 IRS (Payroll Tax Deposit)	\$	41,754.08
02/08/19 Alerus Financial (HCSP)	\$	400.00
02/08/19 State of MI (Withholding Tax)	\$	6,184.59
02/08/19 Vantagepoint (401 ICMA Plan)	\$	802.64
02/08/19 Vantagepoint (457 ICMA Plan)	\$	19,443.10
02/08/19 Vantagepoint (Roth IRA)	\$	936.53
02/11/19 MI Public Power Agency	\$	15,332.05
02/11/19 State of MI (Sales Tax)	\$	18,003.15
02/13/19 DTE Energy	\$	7,778.18
ACH Sub-Total:	\$	121,063.08

Huntington National Bank Total: \$ 449,408.87

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

02/19/19 Tax Disbursement	\$	455,564.17
Charlevoix State Bank Total:	\$	455,564.17

Grand Total: \$ 904,973.04

APPROVED:

CITY MANAGER

CITY TREASURER

CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/02/2019	PC	02/08/2019	27550	HEYDLAUFF, MARK L.	102		2,845.62
02/02/2019	PC	02/08/2019	27551	GOLDING, JOYCE M.	106		2,188.06
02/02/2019	PC	02/08/2019	27552	DEROSIA, PATRICIA E.	107		949.40
02/02/2019	PC	02/08/2019	27553	DOTSON, LINDSEY J.	109		1,351.30
02/02/2019	PC	02/08/2019	27554	LOY, EVELYN R.	117		1,091.81
02/02/2019	PC	02/08/2019	27555	KLOOSTER, ALIDA K.	121		2,020.65
02/02/2019	PC	02/08/2019	27556	GOLOVICH, KAREN J.	122		996.81
02/02/2019	PC	02/08/2019	27557	SPENCLEY, PATRICIA L.	136		1,230.53
02/02/2019	PC	02/08/2019	27558	MILLER, FAITH G.	142		35.79
02/02/2019	PC	02/08/2019	27559	MCGINN, KELLY A.	146		2,365.24
02/02/2019	PC	02/08/2019	27560	LAVENDER, JOSEPH E.	153		1,725.99
02/02/2019	PC	02/08/2019	27561	DOAN, GERARD P.	201		2,049.77
02/02/2019	PC	02/08/2019	27562	SCHLAPPI, JAMES L.	204		905.81
02/02/2019	PC	02/08/2019	27563	UMULIS, MATTHEW T.	205		1,190.25
02/02/2019	PC	02/08/2019	27564	HANKINS, SCOTT A.	208		1,573.05
02/02/2019	PC	02/08/2019	27565	ORBAN, BARBARA K.	209		1,102.73
02/02/2019	PC	02/08/2019	27566	WILLIAMS, ASHLEY M.	210		1,308.88
02/02/2019	PC	02/08/2019	27567	FLICKEMA, ANDREW M.	211		1,739.64
02/02/2019	PC	02/08/2019	27568	RILEY, DENISE M.	213		451.20
02/02/2019	PC	02/08/2019	27569	MATELSKI, KRISTEN L.	230		1,301.60
02/02/2019	PC	02/08/2019	27570	WURST, RANDALL W.	411		1,101.44
02/02/2019	PC	02/08/2019	27571	MAYER, SHELLEY L.	412		1,616.75
02/02/2019	PC	02/08/2019	27572	HILLING, NICHOLAS A.	413		1,649.59
02/02/2019	PC	02/08/2019	27573	MEIER III, CHARLES A.	421		1,429.99
02/02/2019	PC	02/08/2019	27574	ZACHARIAS, STEVEN B.	422		1,232.48
02/02/2019	PC	02/08/2019	27575	NEWMAN, MARK J.	424		725.68
02/02/2019	PC	02/08/2019	27576	SWEM, DONALD L.	512		1,976.17
02/02/2019	PC	02/08/2019	27577	EATON, BRAD A.	515		2,094.50
02/02/2019	PC	02/08/2019	27578	WILSON, TIMOTHY J.	516		2,562.78
02/02/2019	PC	02/08/2019	27579	LAVOIE, RICHARD L.	519		1,755.23
02/02/2019	PC	02/08/2019	27580	STEVENS, BRANDON C.	521		2,525.46
02/02/2019	PC	02/08/2019	27581	DRAVES, MARTIN J.	523		1,811.62
02/02/2019	PC	02/08/2019	27582	ANDERSON, ELIZABETH	526		1,210.74
02/02/2019	PC	02/08/2019	27583	KENWABIKISE, DAVID L.	528		1,203.22
02/02/2019	PC	02/08/2019	27584	ELLIOTT, PATRICK M.	600		2,732.24
02/02/2019	PC	02/08/2019	27585	SCHWARTZFISHER, JOS	603		1,289.43
02/02/2019	PC	02/08/2019	27586	BRADLEY, KELLY R.	614		1,496.63
02/02/2019	PC	02/08/2019	27587	HART II, DELBERT W.	616		1,572.48
02/02/2019	PC	02/08/2019	27588	JONES, ROBERT F.	618		1,698.41
02/02/2019	PC	02/08/2019	27589	DORAN, JUSTIN J.	621		1,793.28
02/02/2019	PC	02/08/2019	27590	FARRELL, MITCHELL L.	622		1,767.18
02/02/2019	PC	02/08/2019	27591	THORP JR, WILLIAM D.	623		1,452.16
02/02/2019	PC	02/08/2019	27592	LEITNER, RYAN S.	624		1,823.95
02/02/2019	PC	02/08/2019	27593	KNORR, KENT J.	700		1,853.36
02/02/2019	PC	02/08/2019	27594	ANZELL, BETH A.	702		952.78
02/02/2019	PC	02/08/2019	27595	MILAN, JANE E.	711		62.33
02/02/2019	PC	02/08/2019	27596	BOSS, SHERRY M.	730		564.16
02/02/2019	PC	02/08/2019	27597	BRADLEY, JOHN P.	735		420.65
02/02/2019	PC	02/08/2019	27598	DIXON, MIKAYA S.	736		202.06
02/02/2019	PC	02/08/2019	27599	NIMPHIE, NOAH J.D.	737		303.50
02/02/2019	PC	02/08/2019	27600	PORATH, JACOB P.	741		225.23
02/02/2019	PC	02/08/2019	27601	CRANDELL, ZACKARY R.	753		331.80
02/02/2019	PC	02/08/2019	27602	WHITE III, MARCUS W.	754		383.64
02/02/2019	PC	02/08/2019	27603	BERTINELLI, DAVID P.	764		484.54
02/02/2019	PC	02/08/2019	27604	FOSTER, WILLIAM P.	765		342.64
02/02/2019	PC	02/08/2019	27605	BEMIS, ADDISON J.	766		289.92
02/02/2019	PC	02/08/2019	27606	NIMPHIE, MASON K.D.	776		280.16

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/02/2019	PC	02/08/2019	27607	HERBOLDSHEIMER, HAN	784		155.20
02/02/2019	PC	02/08/2019	27608	BOSS, BEAU J.	788		1,111.70
02/02/2019	PC	02/08/2019	27609	HEID, THOMAS J	802		1,316.87
02/02/2019	PC	02/08/2019	27610	WYMAN, MATTHEW A.	927		1,495.27
02/02/2019	PC	02/08/2019	27611	MILLER, WILLIAM S.	933		1,533.93
02/02/2019	PC	02/08/2019	27612	DOUGLAS, MARK	935		885.98
02/02/2019	PC	02/08/2019	27613	PRIOR, ERIN C.	938		1,446.03
02/02/2019	PC	02/08/2019	27614	CERTA, BRIAN	939		488.22
02/02/2019	PC	02/08/2019	27615	MCMULLEN, DONALD R.	1000		1,990.42
02/02/2019	PC	02/08/2019	27616	SILVA, JESSE L.A.	1001		1,655.90
02/02/2019	PC	02/08/2019	27617	WILLSON, BRENDA R.	1002		1,841.26
02/02/2019	PC	02/08/2019	27618	BEAN, PETER J.	1003		1,443.54
02/02/2019	PC	02/08/2019	27619	RILEY, REBECCA J.	1009		1,413.47
02/02/2019	PC	02/08/2019	27620	TRAVERS, MANUEL J.	1010		5,792.78
02/02/2019	PC	02/08/2019	27621	STEVENS, JEFFREY W.	1028		721.44
02/02/2019	PC	02/08/2019	27622	RILEY, CASEY W.	1052		301.74
02/02/2019	PC	02/08/2019	27623	JONES, LARRY M.	1057		534.77
02/02/2019	PC	02/08/2019	27624	MATZ, EMILY S.	1059		155.20
02/02/2019	PC	02/08/2019	27625	ERWIN, RACHELLE L.	1066		125.94
02/02/2019	PC	02/08/2019	27626	SEHL, JENNA R.	1101		88.10
02/02/2019	PC	02/08/2019	27627	RILEY, DANIEL A.	1102		653.77
02/02/2019	PC	02/08/2019	27628	WHEELER, MICHAEL W.	1103		1,215.78
02/02/2019	PC	02/08/2019	27629	DRAKE, WILLIAM F.	1106		2,436.12
02/02/2019	PC	02/08/2019	27630	JOHNSON, MELISSA A.	1107		987.33
02/02/2019	PC	02/08/2019	27631	AZZOPARDI, ANTHONY J.	1108		1,599.41
02/02/2019	PC	02/08/2019	27632	DEKORNE, ELIZABETH A.	1109		1,106.19
02/02/2019	PC	02/08/2019	27633	VOUSBOUKIS, AUTUMN	1110		1,882.48
02/02/2019	PC	02/08/2019	27634	BELMONTE, ANTONIO F.	1113		84.24
02/02/2019	PC	02/08/2019	126025	WHITLEY, ANDREW T.	522		1,719.67
02/02/2019	PC	02/08/2019	126026	MORRISON, KEVIN P.	601		1,495.19
02/02/2019	PC	02/08/2019	126027	BOSS JR, DALE E.	701		1,493.16
02/02/2019	PC	02/08/2019	126028	MATTER, DAWSON K.	786		303.95
02/02/2019	PC	02/08/2019	126029	HOLM, ARTHUR R.	791		1,151.08
Grand Totals:			90				114,268.44

dm

Report Criteria:

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

Check Number	Payee	Amount
02/19/2019		
126042	ACE HARDWARE	1,423.96
126043	ALL-PHASE ELECTRIC SUPPLY CO.	33.98
126044	ALTEC INDUSTRIES INC	1,073.45
126045	AMERICAN WASTE INC.	3,106.00
126046	ARCADIA BENEFITS GROUP INC	25.00
126047	AT&T	605.88
126048	AUTO VALUE	1,135.08
126049	AVFUEL CORPORATION	28,573.05
126050	BIDDICK TOWING & SALVAGE	200.00
126051	BOATRIGHT, DARRELL & MARISSA	165.00
126052	BOSS JR, DALE E.	300.00
126053	BRADFORD'S	66.75
126054	BRADLEY, KELLY R.	86.00
126055	CARQUEST OF CHARLEVOIX	930.38
126056	CCI SOUTH LLC	26.25
126057	CCP INDUSTRIES INC	280.63
126058	CDW GOVERNMENT INC.	298.00
126059	CFII	2,000.00
126060	CINTAS CORPORATION	93.03
126061	CITY OF CHARLEVOIX - PETTY CASH	610.57
126062	CITY OF CHARLEVOIX - UTILITIES	30,542.19
126063	CIVICPLUS	3,000.00
126064	CRYSTAL FLASH ENERGY	855.53
126065	DELL MARKETING L P	5,404.70
126066	ELLIOTT, PATRICK M.	333.08
126067	ESRI	3,826.17
126068	FAMILY FARM & HOME	214.97
126069	FASTENAL COMPANY	29.12
126070	FEYEN ZYLSTRA LLC	15,917.26
126071	FOREMOST MEDICAL EQUIPMENT	102.00
126072	GALLS AN ARAMARK COMPANY	227.50
126073	GBS INC.	307.65
126074	GRAND TRAVERSE DIESEL INC.	51.27
126075	GREEN GUARD	204.13
126076	HACH COMPANY	4,975.32
126077	HART II, DELBERT W.	86.00
126078	HERITAGE TELECOM CO	76.30
126079	HEYDLAUFF, MARK L.	319.56
126080	HYDE SERVICES LLC	318.96
126081	HYDRO CORP	530.00
126082	KNORR, KENT J.	423.32
126083	KSS ENTERPRISES	877.33
126084	LASER PRINTER TECHNOLOGIES	449.00
126085	LEELANAU COFFEE ROASTING CO IN	98.40
126086	LEMON, THOMAS	25.00
126087	MCCARDEL CULLIGAN-PETOSKEY	50.00
126088	MCMULLEN, DONALD R.	127.94
126089	METAL HEAD WELDING LLC	346.50

Check Number	Payee	Amount
126090	MICHIGAN ASSOC OF PLANNING	650.00
126091	MICHIGAN OFFICEWAYS INC	2,711.11
126092	MICHIGAN PIPE & VALVE	383.27
126093	MMK CONSULTING	865.50
126094	NORTHERN MICHIGAN REVIEW INC.	878.56
126095	NORTHERN PUMP SERVICE INC.	2,080.00
126096	OHM ADVISORS	53,835.75
126097	OLESON'S FOOD STORES	29.24
126098	OLSON BZDOK & HOWARD	5,831.93
126099	OSAGE INDUSTRIES INC	190.46
126100	PARASTAR INC.	6,125.62
126101	PAUL'S METER TESTING LLC	3,984.15
126102	PLUNKETT & COONEY	500.00
126103	POWER LINE SUPPLY	400.64
126104	POWERPLAN	135.00
126105	PREIN & NEWHOF	788.00
126106	PURITY CYLINDER GASES INC	94.77
126107	RANGE TELECOMMUNICATIONS	130.00
126108	RECORD AUTOMATIC DOORS INC	356.00
126109	SCHEEL, JONATHAN	64.00
126110	SPARTAN STORES LLC	36.91
126111	STANDARD ELECTRIC CO	7,313.46
126112	TASTE THE LOCAL DIFFERENCE	100.00
126113	TERMINAL SUPPLY CO	505.22
126114	TOP LINE	1,960.00
126115	TRUCK & TRAILER SPECIALTIES	1,648.48
126116	UNIFIRST CORPORATION	447.14
126117	UNITED STATES PLASTIC CORP.	135.41
126118	UPPER CASE PRINTING INK.	1,147.30
126119	WOLTERS KLUWER LAW & BUSINESS	626.39
126120	WORK & PLAY SHOP	43.02
126121	WURST, RANDALL W.	552.32
126122	ZACHARIAS, STEVEN B.	86.00
Total 02/19/2019:		205,387.86
Grand Totals:		205,387.86

Check Number	Payee	Amount
02/04/2019		
20419001	MICHIGAN PUBLIC POWER AGENCY	10,214.06
Total 02/04/2019:		10,214.06
Grand Totals:		10,214.06

Check Number	Payee	Amount
02/05/2019		
20519001	PAYMENT SERVICE NETWORK INC.	214.70
Total 02/05/2019:		214.70
Grand Totals:		214.70

Check Issue Date	Check Number	Payee	Amount
20819001			
02/08/2019	20819001	**EFTPS* Payroll Taxes	10,772.36
02/08/2019	20819001	**EFTPS* Payroll Taxes	10,772.36
02/08/2019	20819001	**EFTPS* Payroll Taxes	2,519.37
02/08/2019	20819001	**EFTPS* Payroll Taxes	2,519.37
02/08/2019	20819001	**EFTPS* Payroll Taxes	15,170.62
Total 20819001:			
	5		41,754.08
20819002			
02/08/2019	20819002	Alerus Financial	400.00
Total 20819002:			
	1		400.00
20819003			
02/08/2019	20819003	STATE OF MICHIGAN	6,184.59
Total 20819003:			
	1		6,184.59
20819004			
02/08/2019	20819004	Vantagepoint - 401 Plan 109153	802.64
Total 20819004:			
	1		802.64
20819005			
02/08/2019	20819005	Vantagepoint - 457 Plan 300959	5,067.15
02/08/2019	20819005	Vantagepoint - 457 Plan 300959	2,190.10
02/08/2019	20819005	Vantagepoint - 457 Plan 300959	4,022.41
02/08/2019	20819005	Vantagepoint - 457 Plan 300959	8,163.44
Total 20819005:			
	4		19,443.10
20819006			
02/08/2019	20819006	Vantagepoint - Roth IRA 706117	936.53
Total 20819006:			
	1		936.53
Grand Totals:			
	13		69,520.94



Check Number	Payee	Amount
02/11/2019		
21119001	MICHIGAN PUBLIC POWER AGENCY	15,332.05
21119002	STATE OF MICHIGAN	18,003.15
Total 02/11/2019:		33,335.20
Grand Totals:		33,335.20

Check Number	Payee	Amount
02/13/2019		
21319001	DTE ENERGY	7,778.18
Total 02/13/2019:		7,778.18
Grand Totals:		7,778.18

Check Number	Payee	Amount
02/19/2019		
3196	CHARLEVOIX COUNTY TREASURER	302,384.32
3197	CHARLEVOIX DISTRICT LIBRARY	84,996.87
3198	CHARLEVOIX PUBLIC SCHOOLS	61.47
3199	CHARLEVOIX PUBLIC SCHOOLS	6.91
3200	CHARLEVOIX PUBLIC SCHOOLS	.43
3201	CHARLEVOIX PUBLIC SCHOOLS	1.70
3202	CITY OF CHARLEVOIX - MISC	33.47
3203	CITY OF CHARLEVOIX - TAXES DUE	52,166.91
3204	RECREATIONAL AUTHORITY	15,912.09
Total 02/19/2019:		455,564.17
Grand Totals:		455,564.17

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Revised MERS Health Care Savings Program Participation Agreement - Tom Heid

DATE: February 18, 2019

PRESENTED BY: Mark Heydlauff

BACKGROUND:

Tom Heid is retiring and would like contribute a certain percentage of his accrued Sick and Vacation Leave to his Health Care Savings Plan with MERS. Per MERS, the IRS requires that the Health Care Savings Program Participation Agreement (Section V. sub-section C.) must allow for these types of contributions. We have made the requested changes per Tom Heid to this form and attached for your review. This does not change the amount the City is paying out nor entitle Mr. Heid to additional benefits.

RECOMMENDATION:

Motion to approve the revised MERS Health Care Savings Program Participation Agreement for Tom Heid.

ATTACHMENTS:

- ▣ Heid HCSP Agreement

MERS Health Care Savings Program Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

www.mersofmich.com

I. PARTICIPATING EMPLOYER

Employer Name: _____
(Name of municipality or court)

Municipality Number: _____ **Division Number:** _____

II. EFFECTIVE DATE

1. If this is the initial Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of the program here adopted shall be:

(Date)

2. If this is an amendment and restatement of an existing Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of this amendment and restatement shall be effective: _____

(Date)

The original Health Care Savings Program was effective: _____
(Date)

Note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

III. COVERED EMPLOYEE GROUPS

A participating Employer may cover all of its employee groups, bargaining units or personnel/ employee classifications ("Covered Group"), in Health Care Savings Program. **Contributions shall be made on the same basis within each Covered Group identified by this agreement, and remitted as directed by the Program Administrator.** If the Employer has varying coverage or contribution structures between groups, a separate agreement will need to be completed for each covered group. This agreement encompasses the following group(s):

(Name/s of HCSP covered group/s)

IV. ELIGIBLE EMPLOYEES

Only Employees of a "municipality" may be covered by the Health Care Savings Program Participation Agreement. Independent contractors may not participate in the Health Care Savings Program.

The Employer shall provide MERS with the name, address, Social Security Number, and date of birth for each Eligible Employee, as defined by the Participation Agreement.

MERS Health Care Savings Program Participation Agreement

V. EMPLOYER CONTRIBUTIONS TO THE HEALTH CARE SAVINGS PROGRAM

The Participating Employer hereby elects to make contributions to the Trust. Contributions shall be made on the same basis within each Covered Group specified in this agreement, and remitted to MERS as directed by the Employer, to be credited to the individual accounts of Eligible Employees as follows:

Check one or more (A, B, and/or C):

- A. ☐ **Basic Employer (Before-Tax) Contributions.** Before-tax employer contributions may be made as a percentage of salary and/or by a specified dollar amount. Identify below the basic employer contribution formula to be applied to the covered groups within the Health Care Savings Program identified in this agreement.

Contribution structure (specify):

Vesting Cycle For Basic Employer Contributions Only. The employer contributions identified in this Participation Agreement are subject to the following vesting cycle.

- ☐ Immediate Vesting upon Participation
- ☐ Cliff Vesting: The participant is 100% vested upon _____ year(s).
(Stated years)
- ☐ Graded Vesting Percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service:

Years of Service	Percent Vested
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	100%

FORFEITURE PROVISION. Upon separation from service with the Employer prior to meeting the required vesting schedule set out above or in the event a Participant dies without Dependent(s) and/or a named Beneficiary, a Participant's account assets shall:

Check only one:

- ☐ Remain in the HCSP sub-trust to be reallocated among all Plan participants equally
- ☐ Remain in the HCSP sub-trust to be used to offset future Employer Contributions
- ☐ Be transferred to the Retiree Health Funding Vehicle ("RHFV")

MERS Health Care Savings Program Participation Agreement

- B. ☐ **Mandatory Salary Reduction (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory salary reduction resulting from collective bargaining or the establishment of a personnel policy. These reductions may be made as a percentage of salary or a specific dollar amount.

Contribution structure (specify):

--

- C. ☐ **Mandatory Leave Conversion (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory conversion of accrued leave including, but not limited to vacation, holiday, sick leave, or severance amounts otherwise paid out, to a cash contribution. These contributions may be calculated as a percentage of accrued leave or a specific dollar amount representing the accrued leave. Leave conversions may be made on an annual basis or at separation from service, or at such other time as the Employer indicates. *(Note: The leave conversion program shall not permit employees the option of receiving cash in lieu of the employer contribution.)*

Check one or more:

- | | | | |
|--------------------------|---|--------------------------------|---|
| ☐ | As of _____,
Annual date or X weeks before termination | _____ % of _____
Percentage | Type of Leave Conversion (sick, vacation, etc.) |
| | must be contributed to the HCSP. | | |
| ☐ | As of _____,
Annual date or X weeks before termination | _____ % of _____
Percentage | Type of Leave Conversion (sick, vacation, etc.) |
| | must be contributed to the HCSP. | | |
| ☐ | As of _____,
Annual date or X weeks before termination | _____ % of _____
Percentage | Type of Leave Conversion (sick, vacation, etc.) |
| | must be contributed to the HCSP. | | |
| ☐ | As of _____,
Annual date or X weeks before termination | _____ % of _____
Percentage | Type of Leave Conversion (sick, vacation, etc.) |
| | must be contributed to the HCSP. | | |

MERS Health Care Savings Program Participation Agreement

Post-Tax Employee Contributions. Post-tax Employee Contributions made by Eligible Employees within the Covered Group(s) shall be remitted as directed by the Program Administrator, to be credited to the individual accounts of Eligible Employees. All Employee Contributions must be remitted to MERS along with the Participation Report.

VI. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If a Participating Employer desires to amend any of its previous elections contained in this Participation Agreement, including attachments, the Governing Body by official action must adopt a new Participation Agreement and forward it to the Board for approval. The amendment of the new Participation Agreement is not effective until approved by the Board and other procedures required by the Trust Agreement and Plan Document have been implemented.

VII. STATE LAW

To the extent not preempted by federal law, this agreement shall be interpreted in accordance with Michigan law.

VIII. TERMINATION OF THE PARTICIPATION AGREEMENT

This Participation Agreement may be terminated only in accordance with the Trust Agreement.

IX. EXECUTION BY GOVERNING BODY OF MUNICIPALITY

The foregoing Participation Agreement is hereby adopted and approved on the ____ day of _____, 20____ at the official meeting held by _____.
(Name of approving employer)

Authorized Signature: _____

Title: _____

Witness Signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____

(Authorized MERS signatory)

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: New and Revised Seasonal Golf Course Job Descriptions

DATE: February 18, 2019

BACKGROUND:

Tom Heid, the current full-time Director of Golf, is retiring at the end of February. Recreation Director Kent Knorr is proposing that instead of hiring a full-time Golf Superintendent that we hire a Seasonal Golf Course Supervisor and a Seasonal Club House Manager that will both report directly to him. The Golf Course Supervisor is a new job description and the Club House Manager job description will be revised.

RECOMMENDATION:

Motion to approve the seasonal Golf Course Supervisor and Club House Manager job descriptions.

ATTACHMENTS:

- ▢ Seasonal Golf Course Supervisor
- ▢ Seasonal Club House Manager Job Description

CITY OF CHARLEVOIX

Title: Golf Course Supervisor

FLSA: Exempt
STATUS: Seasonal

Department: Golf

Reports To: Recreation Director

Date: February 18, 2019

Position Purpose and Objectives

Plans, organizes, and directs golf operations at the City of Charlevoix. Oversees all aspects of golf including turf care operations, and record keeping. Professionally manages the labor, time, materials, and financial resources needed to care for the turfgrass and landscaped grounds on the Charlevoix Golf Club.

Essential Job Functions

- Maintain the Charlevoix Golf Club, its facilities, fairways, greens, and other properties and equipment.
- Create, implement, report, analyze, and direct the golf operations plan including budget.
- Direct all golf course employees and volunteers.
- Work as required to maintain the course in a satisfactory manner and condition.
- Work with the Street Superintendent on any turf, grass, agronomic needs.
- Responsible for OSHA compliance.
- Attends and makes recommendations to City Council and other public meetings as needed.
- Works closely with City of Charlevoix department heads, as needed, for special projects.

Knowledge, Skills, and Abilities

- Minimum of a two-year certificate (college or tech institute) in golf administration or closely related field, and/or equivalent experience related to golf course management.
- Comprehensive knowledge of the golf industry, the game of golf, and golf etiquette.
- Must be able to obtain and maintain a Michigan Department of Agriculture Commercial Pesticide Applicator Certificate Category 3A.
- Strong management and supervisory skills including the ability to motivate and train employees preferred.
- Computer skill proficiency including MS Office (Word, Excel, and Outlook).
- Excellent interpersonal and public relations skills. Patience working with people of all ages and abilities.
- Flexibility regarding work hours.
- Ability to project positive public image of the City of Charlevoix.

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 Approval: Pending

CITY OF CHARLEVOIX

Title: Club House Manager

FLSA: Exempt
STATUS: Seasonal

Department: Golf

Reports To: Recreation Director

Date: February 18, 2019

Position Purpose and Objectives

Under the supervision of the Recreation Director, this position involves the management of the City of Charlevoix Golf Club and Club House facilities, training and managing employees, developing a comprehensive marketing plan and developing and conducting tournaments, clinics, and various golf events. This position can also be either an internship or educational co-op position.

Essential Job Functions

- Manage golf shop as a profit center, performing/maintaining.
 - Merchandising, inventory control, and stock room maintenance
 - Monthly activity records
 - Daily, monthly, and yearly revenue and expense reports
 - Food and beverage sales
 - Daily Tee Sheets
 - Schedule clubhouse staff
- Train and manage employees.
 - Recruit, motivate, and train employees
 - Train and coordinate starters and rangers and other volunteers
 - Ensure proper communication among staff
 - Coordinate cleaning of all areas of the Club House
- Enforce all City of Charlevoix golf course policies.
- Develop and conduct tournaments, clinics, and various golf events.
- Develop a comprehensive marketing plan.
 - Digital and Online Marketing
 - Creativity
 - Measurable Promotions
 - Loyalty Program Development

Knowledge, Skills and Abilities Required

- Comprehensive knowledge of the game of golf.
- Excellent management and supervisory skills.
- Working familiarity with the computers and computer software used at the Club House (MS Word, Excel, etc.).
- Positive attitude.
- Excellent interpersonal and public relations skills.
- Patience working with people of all ages and abilities.
- Flexibility regarding work hours.
- Ability to project a courteous and positive public image of the City of Charlevoix.

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 Approval: Pending

City Council Regular Meeting -

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Charlevoix County Community Foundation Grant Application

DATE: February 18, 2019

BACKGROUND:

Charlevoix Main Street DDA's Live on the Lake Summer Concert Series subcommittee is submitting a grant application to the Charlevoix County Community Foundation to support the 2019 performance lineup. This year a Shakespeare performance will be taking place twice in July and this has increased the amount of funding needed for programming. Additionally, grants will help reduce the need to seek out sponsorships from the business community. The amount requested will be \$4,000.

RECOMMENDATION:

Motion to approve the Main Street DDA grant application to the Charlevoix County Community Foundation requesting \$4,000 to support Live on the Lake Summer Concerts.

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Budget Amendment for 2018-19

DATE: February 18, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The 2018-2019 Budget Amendment reflects the budget changes during the year that align with actual spending. In general the budget reflects a tightening of the margin for expenditures relative to revenue and is within expectations.

RECOMMENDATION:

Motion to adopt Ordinance #797 and approve the Budget Amendment for the 2018-19 budget as presented.

ATTACHMENTS:

- ▣ Ordinance 797 - 2018-19 Budget Amendment

CITY OF CHARLEVOIX
ORDINANCE NO. 797 OF 2019
2018-19 BUDGET AMENDMENT #1

The Budget for the fiscal year beginning April 1, 2018 shall be amended for operating the City of Charlevoix. Ordinance #785 of 2018 Budget Appropriation Act for 2018-2019, is hereby amended as follows:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	3,643,000	4,212,731	569,731
- Legislative	EX Total	45,400	54,038	8,638
- General Government	EX Total	609,850	663,259	53,409
- Public Safety	EX Total	1,084,200	1,075,408	(8,792)
- Public Works	EX Total	274,200	266,024	(8,176)
- Health and Welfare	EX Total	531,200	1,045,820	514,620
- Recreation & Culture	EX Total	1,321,350	1,278,364	(42,986)
- Other	EX Total	63,200	41,137	(22,063)
Major Street Fund	RV Total	442,883	367,279	(75,604)
	EX Total	479,234	288,369	(190,865)
Local Street Fund	RV Total	158,055	172,932	14,876
	EX Total	156,900	140,325	(16,575)
DDA Fund	RV Total	574,100	604,352	30,252
	EX Total	607,600	668,981	61,381
General Debt Service Fund	RV Total	323,000	324,244	1,244
	EX Total	324,300	324,450	150
Airport Fund	RV Total	1,697,725	2,489,757	792,032
	EX Total	1,589,830	1,843,509	253,679
PI#1 - Fire/Ambulance Replacement Fund	RV Total	86,691	87,000	309
PI#2 - Sewer Capital Fund Tap Ins	RV Total	11,100	22,120	11,020
PI#6 - Infrastructure Improvements Fund	RV Total	472,900	471,427	(1,473)
	EX Total	435,700	336,924	(98,776)
PI#7 - Street Improvements	RV Total	239,200	244,321	5,121
	EX Total	200,000	200,013	13
PI#12 - Mt. McSaubu Recreation Improvemen	EX Total	0	10,000	10,000
Electric Fund	RV Total	7,197,729	7,222,302	24,573
	EX Total	7,281,400	7,327,629	46,229
Sewer Fund	RV Total	2,736,050	2,719,652	(16,398)
	EX Total	3,045,360	3,080,232	34,872
Water Fund	RV Total	1,548,400	1,560,990	12,590
	EX Total	1,958,100	1,870,408	(87,692)
Marina Fund	RV Total	778,130	789,020	10,890
	EX Total	1,540,400	1,589,904	49,504
DPW Site Fund	RV Total	239,946	261,546	21,600
	EX Total	393,700	563,700	170,000
Employee Fringe Benefit Fund	RV Total	2,389,600	2,595,913	206,313
	EX Total	2,561,400	2,744,784	183,384
Motor Pool Fund	RV Total	868,330	959,897	91,567
	EX Total	1,384,900	1,383,683	(1,217)
Cemetery Trust	RV Total	6,000	6,500	500
<u>Bad Debt Write-Offs</u>				
General Fund	28,785	ambulance		
Motor Pool Fund	-			
Electric Fund	7,587			
Water Fund	1,479			
Sewer Fund	2,828			
2018-2019 TOTAL:	40,680			

2017-18	\$47,070
2016-17	\$40,120
2015-16	\$35,724
2014-15	\$55,724
2013-14	\$45,663
2012-13	\$76,613
2011-12	\$31,720

Ordinance No. 797 was adopted on the 18th 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

Public Hearings and Actions Requiring Public Hearings

TITLE: 2019-2020 Budget Ordinance

DATE: February 18, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

At the January 21, 2019 Council Meeting, we submitted to Council the final budget recommendation from staff and the ordinance to approve it. In accord with the Charter, an ordinance takes 30 days to be effective and our fiscal year begins April 1. Pursuant to Michigan law, you must hold a Public Hearing on the establishment of the tax rate and budget.

Since the January 21, 2019 Council Meeting, we have made a few minor changes with most of the focus on our continued evaluation and improvement of the EMS Department.

The full FY 2020 Budget Book is too large to upload through this system. Click this link [City Manager's webpage](#) and look under Key Documents to find the document. Following Council approval, printed and bound copies will be made for you to keep and review.

RECOMMENDATION:

Motion to approve Ordinance #798 and approve the 2019-20 City of Charlevoix Budget as presented.

ATTACHMENTS:

- ▣ Ordinance 798 of 2019-20

**CITY OF CHARLEVOIX
ORDINANCE NO. 798 of 2019
BUDGET APPROPRIATION ACT**

THE CITY OF CHARLEVOIX ORDAINS:

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

THEREFORE, BE IT RESOLVED, that the revenues and expenditures for the fiscal year commencing on April 1, 2019 and ending March 31, 2020 are hereby appropriated on a fund level basis (a detailed breakdown by activity level can be found in the Budget Details document) as summarized by the following:

GENERAL FUND

TOTAL REVENUES: \$4,559,300

TOTAL EXPENSE: \$4,559,300

BE IT FURTHER RESOLVED, that the City Council of the City of Charlevoix does hereby levy 11.0526 mills (9.05 mills operating and 2.0026 mills infrastructure) for the period of April 1, 2019 through March 31, 2020 on all real and eligible personal property in the City of Charlevoix according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City of Charlevoix and for infrastructure improvements, and is levied pursuant to Section 8.1, Article VIII of the City Charter; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1.3556 mills for the period April 1, 2019 through March 31, 2020 on all real and eligible personal property in the Downtown Development District, according to the valuation of the same within the district; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1 mill for the period April 1, 2019 through March 31, 2020 on all real and eligible personal property in the City of Charlevoix, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of rubbish collection and other related services provided citizens allowed by the act, and is levied pursuant to Michigan Public Act 213 of 1969; and

BE IT FURTHER RESOLVED, that the City Council does hereby approve the following budgets for the period April 1, 2019 through March 31, 2020 in the amounts set forth below by fund:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENSE</u>
Major Street Fund	\$ 552,740	\$ 514,352
Local Street Fund	168,100	168,100
Electric Fund	7,869,100	7,869,100
Sewer Fund	3,664,700	3,664,700
Water Fund	1,927,500	1,927,500
Marina Fund	1,489,500	1,489,500
Airport Fund	2,604,222	1,943,530
Downtown Development Authority	605,200	605,200
Employee Fringe Benefit	2,815,100	2,815,100
Motor Vehicle Fund	1,065,100	1,065,100
Perpetual Care Trust Fund	6,000	0
General Debt Service Fund	321,700	321,700
Fire/Ambulance Fund	200,000	200,000
Sewer Tap-in Fund*	15,100	0
Northside/Southside Sewer Fund*	4,250	0
Infrastructure Improvement	471,400	301,400
Road Improvements	244,300	200,000
Public Works Site Fund	326,393	103,900
Industrial Park Fund	3,500	3,500
Mt. McSaubia Recreation Fund	7,020	0

* These funds are part of the Sewer Fund.

Ordinance # 798 was adopted on the 18th 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

Public Hearings and Actions Requiring Public Hearings

TITLE: Public Hearing for Code Book Re-codification Ordinance

DATE: February 18, 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 hold a Public Hearing to consider Ordinance 799 of 2019 which would approve and implement the revised City Code.

RECOMMENDATION:

Motion to approve Ordinance 799 of 2019 re-codifying the Charlevoix Code of Ordinances.

ATTACHMENTS:

- ▣ Ordinance

**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 18th 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: Hoop Skirt Alley Improvement Project

DATE: February 18, 2019

PRESENTED BY: Sean Bradley, Junior Main Street Committee Chair & DDA Board member

BACKGROUND:

The Junior Main Street Committee is in its 3rd year of programming and this year membership has been extended beyond Mrs. Conway's AP government class. Now any interested student at the high school who wants to participate is able to by meeting during the school day during AIM hour or lunchtime. The students chose to improve Hoop Skirt Alley this year pursuant to recommendations made by the MSU Sustainable Built Environment Initiative report. This project helps meet a goal set by the Main Street DDA Board to start implementing SBEI recommendations to improve walkability and multimodal transportation in downtown Charlevoix.

While the proposed design of the alley isn't exactly as the renderings suggest, attached is a presentation outlining the areas of improvement. A professional rendering of our project is currently being developed for fundraising purposes.

The Main Street DDA Board has already budgeted \$4,000 to support this project but as plans have developed the costs affiliated with the alley improvements has risen substantially. In order to ensure that this project is of the highest quality, to maintain a consistent look with the rest of our downtown furnishings we have forgone the initial plan to have furnishings made by the shop class and will purchase them from the approved vendor other furnishings have been purchased from. This ensures that the new Hoop Skirt Alley will be a space that we can all be proud of.

The enhancement of this public space will make it interactive and comfortable for all who frequent or visit downtown Charlevoix. The alley currently acts as a walkway connecting Bridge Street to the parking lot. Instead it will be a space to take a load off, eat an ice cream cone, chat with friends, enjoy live music performances, learn the rich history of our downtown, play games, and make memories. In planning we are making sure that a 36" pathway is clear for ease of navigation and ADA compliance.

With a funding gap of approximately \$12,000 the committee hopes to fundraise through a crowdfunding/crowdgranting program through the MEDC called Public Spaces for Community Places. This format of fundraising allows the community to invest in the project by making secure donations online, increases awareness and engagement in the project, and if our goal is met each local contribution is doubled by a grant from the state. Charlevoix is eligible to participate in this program because we are engaged in obtaining our Redevelopment Ready Community certification and have a traditional downtown.

The goal is to have the Hoop Skirt Alley improvement project complete by the end of the school year with a ribbon cutting celebration on June 8th.

With permission to proceed with this project from City Council, additional fundraising and equipment purchasing will begin soon. All of the proposed improvements will not make any permanent changes to the space aside from the one parking space that we propose be converted into scooter parking to

accommodate more vehicles in our downtown during busy times of the year. This can also be considered a trial as paint and signage can easily be altered/removed if deemed necessary. The Public Works department has already agreed to assist with the implementation and maintenance of the alley improvements including watering the planters throughout the summer months.

GOALS:

Enhance and showcase the outstanding quality of life in Charlevoix

RECOMMENDATION:

Motion to grant permission to the Junior Main Street committee and Charlevoix Main Street DDA to move forward with the Hoop Skirt Alley Improvement project.

ATTACHMENTS:

- ▣ Hoop Skirt Alley Presentation



CHARLEVOIX
MAIN STREET DDA

Hoop Skirt Alley

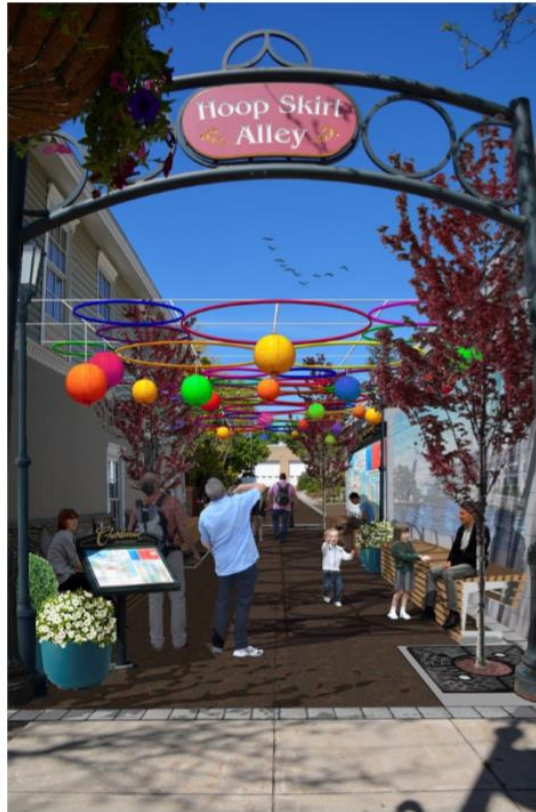
Junior Main Street Committee

MSU Sustainable Built Environment Initiative: Downtown Alley Corridor Vision Implementation

Before:



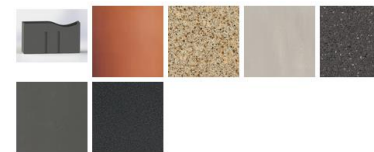
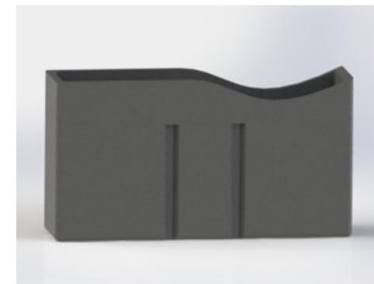
After:



Overhead string lights + benches



Scooter parking + Self Watering Planters



MIRAMAR SELF WATERING PLANTER

Sleek and stylish in design, the Miramar is visually stunning. Having a fairly narrow footprint makes the Miramar a perfect choice to line sidewalks, boulevards, patios, and store fronts. From the desert to the tundra our rugged UV protected double wall constructed planters are nearly indestructible standing up to the harshest of environments. An extra large water reservoir allows the Miramar to go up to 3 weeks without requiring more water.

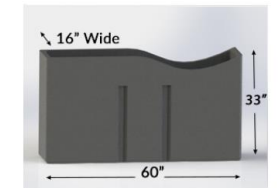
Color

SKU: N/A
Category: Self Watering Planter
Tag: miramar

[Contact Us Today](#)

Toll Free: 1-800-439-4157
Local: (204) 590-6050
E-mail: info@urbanscapeplanters.com

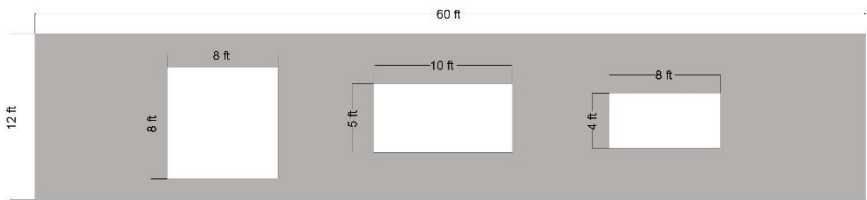
MIRAMAR DIMENSIONS



WATER RESERVOIR CAPACITY:
50 gallons or 189 litres

SOIL VOLUME: 8.5 CUBIC FEET

Historic Photos of Charlevoix on the side of J. Phillips



Actual Wall Size to Scale

PLEASE CHECK ALL INFORMATION CAREFULLY

PRO IMAGE Design			
TRAVERSE CITY • PETOSKEY • TORCH RIVER • 231-322-8052			
CLIENT:	DESCRIPTION:	APPROVED BY:	APPROVAL DATE:
CVX DDA	Hoop Skirt Alley		

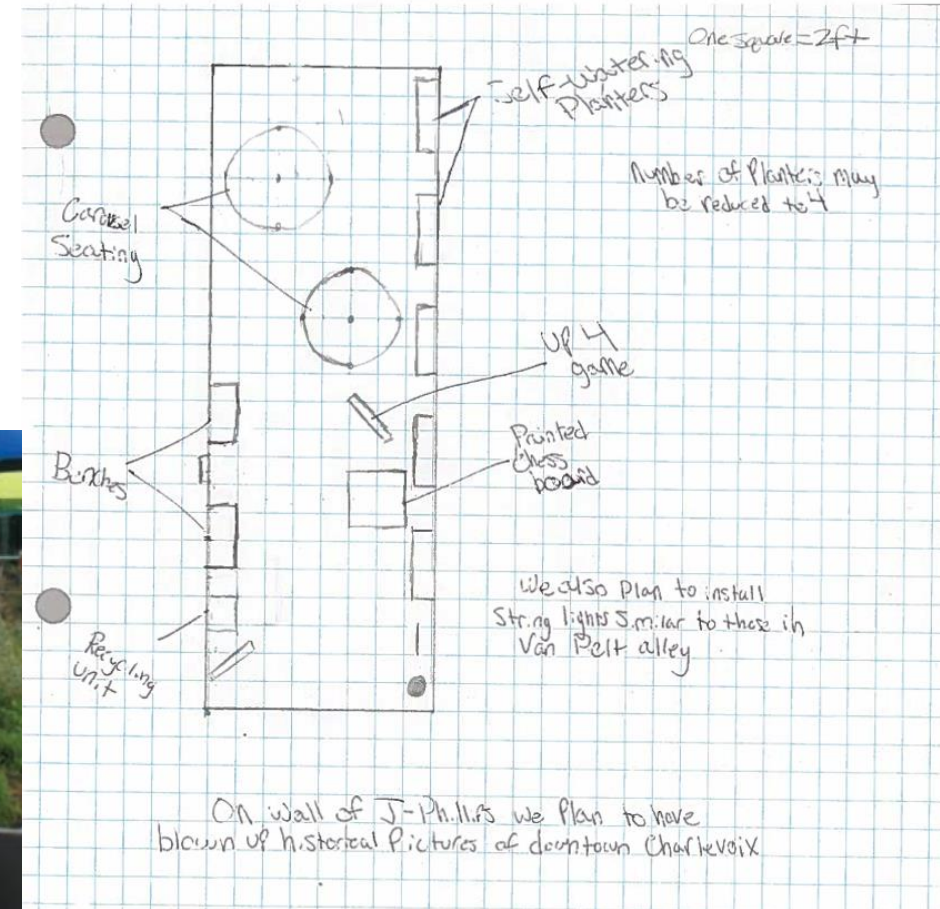
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Edith Pair photo cutout + Games/Activities



Picnic Tables + “Big Belly” recycling bin



“Ribbon Cutting” Celebration: June 8, 2019

- Live Music
 - “Identity Theft”
- Food Truck
- Hula hooping contest



Budget:

Expenses:

- String Lights ~ \$2,000
- Benches 2 x \$1,805 = \$3,610
- Parking space conversion ~ \$60
- Cornhole ~ \$100
- Giant Chess ~ \$700
- Picnic Table ~ \$4,660
- 3 Self Watering Planters = \$1,200
- Custom Photo Standup Cutout = \$300
- Historic Photos on building = \$2,700
- TOTAL: \$15,330

Income:

Contribution from DDA: \$4,000

GAP: \$11,330

Crowdfunding

Patronicity = Crowdfunding/Crowdgranting with match from MEDC



Hoop Skirt Alley Project

Hoop Skirt Alley has a rich history and deserves to be another welcoming public gathering space in downtown Charlevoix for residents and visitors alike.





After:



Charlevoix, MI
Placemaking

Community

\$0
funded of \$6,000 goal

0
patrons

Not Submitted

PARTIAL FUNDING
This campaign will collect all funds raised by May 1, 2019 12:00 AM.

TAX DEDUCTIBLE
City of Charlevoix is a tax-exempt government organization, Tax ID 28-0000000.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Historic District Request

DATE: February 18, 2019

PRESENTED BY: Lindsey Dotson, Main Street DDA Director & Historic District Commission Staff Advisor

BACKGROUND:

On October 1, 2018 during the regular City Council meeting City Manager Mark Heydlauff presented a request from property owner Sidney Feldman to have two properties removed from the Earl Young Local Historic District. Council voted to refer this to the Historic District Commission.

Since then the Historic District Commission has met several times to review the request, review the ordinance and procedure related to the alteration of the district, and also reached out to the Michigan State Historic Preservation Office for examples on how this has been handled by other communities.

Attached is the letter the Historic District Commission has drafted with their conclusion and recommendation.

RECOMMENDATION:

Motion to reject the request to modify the Earl Young Local Historic District.

ATTACHMENTS:

- ▣ Letter to Council from HDC re: Earl Young District



January 21, 2019

To Charlevoix City Council,

In response to the letter that was sent to Charlevoix City Manager Mark Heydlauff on September 12, 2018 regarding the removal of two homes from the Earl Young Local Historic District (306 Park Ave. & 308 Park Ave.) the Charlevoix City Council referred to the Historic District Commission for a recommendation.

The letter sent also refers to the fact that the property owners did not support the establishment of the district. According to the minutes from the public hearing that took place on October 19, 2015, Mr. Feldman was "ambivalent toward the proposed district and felt that it would only benefit the City." Referring to Opinion No. 6919 from October 10, 1996 from the State of Michigan Attorney General, the opinion states that since the city has declared the creation of the historic district to be a public purpose, it cannot pass a historic district that requires owner consent. **Therefore, property owner support was not a requirement of establishing the local historic district.**

The local ordinance, Historic District Commission and Historic District Governing Ordinance (Ord. 706 10/17/05; Ord. 751, 7/18/11), states the following:

1.502 Section 2. STATEMENT OF PURPOSE

"Historic Preservation is hereby declared to be a public purpose and the City Council of the City of Charlevoix may hereby regulate the construction, addition, alteration, repair, moving, excavation, and demolition of resources in historic districts within the City limits."

1.505 Section 5. ESTABLISHING, MODIFYING, OR ELIMINATING HISTORIC DISTRICTS

"The City Council may at any time establish by ordinance additional historic districts, including proposed districts previously considered and rejected, may modify boundaries of an existing historic district, or may eliminate an existing historic district. Before establishing, modifying, or eliminating a historic district, a historic district study committee appointed by the City Council shall follow the procedures as stated in Section 399.203 (1-3) of Public Act 169 of 1970, as amended."

LOCAL HISTORIC DISTRICTS ACT Act 169 of 1970

399.203 Historic districts; establishment; study committee; duties; public hearing; notice; actions; availability of writings to public.

(a) Conduct a photographic inventory of resources within each proposed historic district following procedures established or approved by the department.

(b) Conduct basic research of each proposed historic district and the historic resources located within that district.

(c) Determine the total number of historic and nonhistoric resources within a proposed historic district and the percentage of historic resources of that total. In evaluating the significance of historic resources,



the committee shall be guided by the selection criteria for evaluation issued by the United States secretary of the interior for inclusion of resources in the national register of historic places, as set forth in 36 C.F.R. part 60, and criteria established or approved by the department, if any.

(d) Prepare a preliminary historic district study committee report that addresses at a minimum all of the following:

(i) The charge of the committee.

(ii) The composition of the committee membership.

(iii) The historic district or districts studied.

(iv) The boundaries for each proposed historic district in writing and on maps.

(v) The history of each proposed historic district.

(vi) The significance of each district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district, relative to the evaluation criteria.

(e) Transmit copies of the preliminary report for review and recommendations to the local planning body, to the department, to the Michigan historical commission, and to the state historic preservation review board.

(f) Make copies of the preliminary report available to the public pursuant to subsection (4).

(2) Not less than 60 calendar days after the transmittal of the preliminary report, the committee shall hold a public hearing in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the hearing shall be given in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Written notice shall be mailed by first-class mail not less than 14 calendar days before the hearing to the owners of properties within the proposed historic district, as listed on the tax rolls of the local unit.

The above steps outline the process for the creation and/or modification of a local historic district. Since the two resources in question have not been altered to the point of losing their historic integrity the Charlevoix Historic District Commission recommends that it is not necessary to conduct another study of the Earl Young Local Historic District to modify boundary lines. Therefore, the request to remove the two properties from the district shall be denied.

Sincerely,

Charlevoix Historic District Commission:
Vicki Voisin
John Campbell
David Miles
Kay Heise

Mary Adams
Paul Weston
Hans Weimer

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Charter Amendments

DATE: February 18, 2019

PRESENTED BY: Scott Howard, City Attorney

BACKGROUND:

I have prepared several draft “housekeeping” amendments to the City’s Charter for your review. A proposed amendment is to be confined to one subject, so there will need to be several amendments on the ballot to accomplish each of these changes.

If you agree that the proposed changes to the Charter should be put to the voters, the next step would be to obtain the informal input of the State of Michigan on the changes. Once we have feedback from the State, you would approve a resolution instructing the City Clerk (with assistance from the City Manager and Legal Counsel) to put the issue on the ballot at the next regularly scheduled election. Prior to the language going on the ballot, we would formally provide the proposed ballot language to the State of Michigan for review and comment. The purpose of the informal consultation with the State is to avoid any major issues during the formal review process. After receiving the State’s input, we would then prepare the final language that would appear on the ballot.

I will be at your meeting next week to discuss the proposed amendments. As always, I am happy to address any follow up questions or concerns that you might have.

RECOMMENDATION:

Council discussion and direction. One or more motions is necessary if you want to proceed in this process.

ATTACHMENTS:

- ▣ Draft Charter Amendments

Section 1.2 WARD BOUNDARIES - ALTERATION THEREOF

The City of Charlevoix, Charlevoix County, Michigan, shall be divided into three (3) wards which shall be evenly balanced with the population of the City as established by the decennial Census of the United States. The City Council shall, by ordinance, when it deems necessary, or when required by law, alter adjust the boundaries of the several wards of the City; following each census or upon a significant change in the boundaries of the City by way of annexation or other legal modification of the size and population of the City. ~~with their several boundaries described as follows:~~

~~First Ward: All that territory embraced within the corporate limits of the City of Charlevoix lying Northerly and Easterly of the following described line:~~

~~**BEGINNING** at the North extension of the centerline of Grant Street at the shore of Lake Michigan (on the North side of Pine River Channel); thence Southerly along the extended centerline of Grant Street to the centerline of Park Avenue; thence Southwesterly along the centerline of Park Avenue to the centerline of Sherman Street; thence South along the centerline of Sherman Street to the centerline of Hurlbut Avenue; thence East along the centerline of Hurlbut Avenue to the centerline of Bridge Street; thence North along the centerline of Bridge Street to the centerline of Mason Street; thence East along the Easterly extension of Mason Street to the shore of Round Lake; thence Northeasterly to a point in the middle of Round Lake at the intersection of the Southerly extension of Nettleton Street with the Easterly extension of Clinton Street; thence Southeasterly to the centerline of the Upper Pine River Channel (Southerly of Park Island) with Round Lake; thence Southeasterly along said centerline of said Upper Channel to Lake Charlevoix being the Point of Ending.~~

~~(1) Second Ward: All that territory embraced within the corporate limits of the City of Charlevoix contained within the following described boundary:~~

~~Commencing at the North extension of the centerline of Grant Street at the shore of Lake Michigan (on the North side of Pine River Channel); thence Southerly along the extended centerline of Grant Street to the centerline of Park Avenue; thence Southwesterly along the centerline of Park Avenue to the centerline of Sherman Street, being the **POINT OF BEGINNING** of this description; thence South along the centerline of Sherman Street to the centerline of Hurlbut Avenue; thence East along the centerline of Hurlbut Avenue to the centerline of Bridge Street; thence South along the centerline of Bridge Street to the centerline of St. Mary's Drive; thence West along the centerline of St. Mary's Drive to the centerline of State Street; thence South along the centerline of State Street to the centerline of Carpenter Avenue; thence West along the centerline of Carpenter Avenue to the West corporate limits of the City of Charlevoix; thence North along said corporate limits to the centerline of Park Avenue; thence Northeasterly along the centerline of Park Avenue to the Point of Beginning.~~

~~(2) Third Ward: All that territory embraced within the corporate limits of the City of Charlevoix lying Southerly and Easterly of the following described line:~~

~~**BEGINNING** at Sheridan Street at the corporate limit; thence East along the centerline of Carpenter Street to the centerline of State Street; thence North along the centerline of State Street to the centerline of St. Mary's Drive; thence East along the centerline of St. Mary's Drive to the centerline of Bridge Street; thence North along the centerline of Bridge Street to the centerline of Mason Street; thence East along the Easterly extension of Mason Street to the shore~~

~~of Round Lake; thence Northeasterly to a point in the middle of Round Lake at the intersection of the Southerly extension of Nettleton Street with the Easterly extension of Clinton Street; thence Southeasterly to the centerline of the Upper Pine River Channel (Southerly of Park Island) with Round Lake; thence Southeasterly along said centerline of said Upper Channel to Lake Charlevoix being the Point of Ending.~~

~~The City Council shall, by ordinance, when it deems necessary, or when required by law, alter the boundaries of the several wards of the City.~~

ANNOTATION: WARD BOUNDARIES REVISED BY ORD. NO. 420, DECEMBER 6, 1982; ORD. NO. 595, April 6, 1992; ORD. NO. 672, February 18, 2002.; ORD. NO. 750, July 18, 2011.

Section 2.4 COUNCIL - TERMS

The Council members shall be elected for a term of ~~two-four~~ (24) years. The term of each Council member shall start on the first regular City Council meeting after their election, except as provided for in Article XIV, Section 14.3.

Section 2.11 COUNCIL - COMPENSATION

Each Council Member, the Mayor and the Deputy Mayor shall receive as payment for services a sum as determined by the local Compensation Commission, which shall be established in accordance with Public Act 1972, No. 8 as amended.

Such compensation shall be payable ~~bi-weekly~~ quarterly or as otherwise determined by the local Compensation Commission, and except as otherwise provided in the Charter, shall constitute the only remuneration which may be paid for services performed by such officers for the discharging of official duties for or on behalf of the City during their term of office.

ANNOTATION: AS AMENDED BY VOTE OF ELECTORS NOVEMBER 4, 1980 AND AUGUST 5, 2014.

Section 2.12 COUNCIL - REIMBURSEMENT

The City Council may reimburse a Council member, and/or the Mayor, for any reasonable expenses incurred on behalf of the City. Claims, supported by receipts, must be submitted to the ~~Council~~ City Clerk.

Section 2.13 COUNCIL - PROPERTY

The Council members and other elected or appointed officials leaving office shall deliver to the ~~Council~~ City Clerk within thirty (30) days all City property of every kind, name, and nature in their

custody, which in any way pertains to their office.

Section 2.15 COUNCIL - MEETINGS - MINUTES AND NOTICES THEREOF

a An organizational meeting of the Council shall be held at the first regularly scheduled meeting of the Council ~~after the following the November election of Council Members and the Mayor November General Election.~~ The meeting shall be held for the purpose of organization at the usual place for holding meetings of the legislative body of the City, ~~at seven o'clock in the evening (7:00 p.m.), or the first day thereafter that is not a legal holiday, except~~ as provided in Article XIV. At the organizational meeting, the Council may consider matters in addition to organizational matters.

ANNOTATION: AS AMENDED BY VOTE OF ELECTORS NOVEMBER 7, 2006.

b The regular meetings of the Council shall be held at least ~~twice each month~~ monthly. These meetings shall be held at the City Hall unless otherwise provided for by ordinance.

c Special meetings of the Council may be called in keeping with the requirements of the laws of the State and notice of such meetings to Council members shall be in keeping with the law of the State and in a manner in which Council routinely receives notifications of meetings and agendas. ~~by the City Clerk upon a request of the Mayor, or Deputy Mayor, or any three (3) Council members. The City Clerk shall notify all Council members of any special meeting and the business to be transacted at that meeting. This notice shall be given to all Council members in writing at least twelve (12) hours before the time of the special meeting. Notice shall be served personally or delivered to the residence of the Council member. However, any special meeting of the Council at which all members of the Council are present or have, in writing, waived the notice requirement of this sub-section and at which a quorum of the Council is present, shall be a legal meeting, so long as the other provisions of this section regarding public notice have been properly completed.~~

d The City Clerk shall post a notice of the times established for regular scheduled meetings of the Council in a conspicuous public area of the City Hall at such times so as to comply with the laws of the State, and in no event fewer than three (3) days prior to the first (1st) regular scheduled meeting of the Council. The City Clerk also shall post a notice of all special meetings and their purposes in a conspicuous public area of the City Hall at such times so as to comply with the laws of the State, ~~but in no event fewer than twelve (12) hours prior to the time of the meeting.~~ No business shall be transacted at a special meeting of the Council except as set forth in the notice of the special meeting.

e Four (4) Council members shall be a quorum for the holding of all meetings of the Council, but, in the absence of a quorum, two (2) Council members may adjourn any regular or special meeting to a later date. When reconvening an adjourned meeting, notice of the time and place of that

meeting shall be given in the manner required of a special meeting, as set out in sub-section d, except that in the case of an adjourned regular meeting no statement of the business to be transacted need be included in the notice.

f. The Council may adopt rules and by-laws for its procedures that are not inconsistent with this Charter or the laws of the State. The Council shall keep a journal of its proceedings, written in English.

~~g. The proceedings of the Council shall be published in a local newspaper of general circulation in the city within ten (10) days after each meeting of the Council. The publication of a synopsis of these proceedings, prepared by the City Clerk, showing the substance of each separate action of the Council, shall constitute compliance with the requirements of this provision.~~

~~hg.~~ All regular and special meetings of the Council and all records of the municipality shall be open to the public.

Section 2.16 COUNCIL - POWERS AND LIMITATIONS

a. Except where authorized by this Charter, no elected official shall hold any other office or City employment during the term for which elected.

b. Upon majority vote of the entire Council, the Council may require the City Manager to suspend or discharge any City official or employee whom the City Manager or his subordinates are empowered to appoint or hire. The Council may offer its opinions and freely discuss with the City Manager anything pertaining to the appointment, suspension, removal or disciplining of any such officials or employees.

c. The Council and its members shall deal solely through the City Manager with officials and employees subject to the direction and supervision of the City Manager. Neither the City Council

nor its members, individually, shall give orders to any such officials or employees, either publicly or privately.

d. The Mayor, as President of the Council, may be delegated by the Council to convey to the City Manager its concerns or its orders with the respect to the conduct of officials or employees subject to the direction and supervision of the City Manager, but otherwise the Mayor is bound by the same restrictions as apply to the Council and its members under "sub-section c", immediately preceding.

e. All Council members, City officials and employees, when engaging in City business, shall be guided by the conflict of interest laws of the State.

f. The Council shall not have the power to sell, divide, lease, partition, plat, subdivide, or dispose of any City park or cemetery, or any part thereof, unless specifically approved by a majority of the electors voting thereon at any general or special election, except as provided for in "sub-section h" of this section.

g. The Council shall not have the power to sell, divide, lease, partition, plat, subdivide, or dispose of any City owned interest in real property which lies within one-hundred (100) feet of the water's edge of Lake Michigan, Round Lake, or Lake Charlevoix, or the connecting waterways, unless specifically approved by a majority of the electors voting thereon at any general or special election, except as provided for in "sub-section h" of this section. This sub-section does not apply to the normal operation of a cemetery.

h. The Council may, by a majority vote of the entire Council, when it deems it in the best public interest, lease for a period of not more than ~~five-thirty~~ (530) years those facilities used in connection with the operation of public parks and/or beaches, City owned docks with freight storage facilities, and buildings used in connection with the operation of the City owned airport. The Council has the power to sell lots and/or plots in any City owned cemetery.

Section 2.18 COUNCIL - OVERALL CONTROL OF MUNICIPAL OPERATIONS

In keeping with its authority to set and control the budget for the City and its various entities, the Council shall effect management by way of setting compensation and number of staff in the annual budget and directives it may give to the City Manager from time to time. When requested by Council, the City Manager shall promptly report to Council on such management affairs including but not limited to: the organizational structure of the government; job descriptions; employee benefits; and, employee compensation. ~~The Council shall effect the development of, and the periodic updating of, such management guidelines as may be deemed appropriate for the proper exercise of its authority over and discharge of its responsibility for all municipal operations. Such management guidelines are to include -- but are not to be limited to -- organization charts with lines of authority and responsibility,~~

~~job descriptions and qualifications, procedures, reporting, and personnel rules. These shall be sufficiently detailed to serve adequately as parameters for daily operations – but not so tightly drawn as to stifle initiative or impose inflexibility.~~

~~The Council may call upon the experience of city officials and employees, and of the City Manager, in developing and subsequently updating such guidelines.~~

~~The agenda for the first meeting in January of each year shall call for the setting of an early date for Council review of all such management guidelines, as a fitting introduction of new Council members to the inner workings of the City – for which they now share the ultimate responsibility.~~

Section 3.3 CITY MANAGER - APPOINTMENT

~~Upon a majority vote of the entire Council, the City Council shall appoint a City Manager solely on the basis professional merit and ability. The Council may enter into a contract with the City Manager in the customary manner for such positions. The Council may terminate this contract upon its expiration or with a vote of not less than 2/3 of the entire Council. The City Manager shall be appointed for a term of up to three (3) years by a majority of the entire Council. This provision shall apply to the appointment of the next City Manager after the effective date of this Charter provision and the appointment of all future City Managers. The appointment shall be solely on the basis of executive and administrative qualifications. The Council shall fix his compensation.~~

~~ANNOTATION: AS AMENDED BY VOTE OF ELECTORS NOVEMBER 7, 2006.~~

Section 3.4 CITY MANAGER – REMOVAL

~~The City Council may remove the City Manager from office in accordance with the following procedure:~~

~~a. — The Council shall adopt by a majority vote of the entire Council a preliminary resolution stating the reasons for removal. The resolution may suspend the City Manager from duty for a period not to exceed forty five (45) days. A copy of the resolution shall be delivered to the City Manager within five (5) days.~~

~~b. Within five (5) days after a copy of the resolution is delivered to the City Manager, the City Manager may file with the Council a written request for a public hearing. This hearing shall be held at a Council meeting not earlier than fifteen (15) days nor later than thirty (30) days after the request is filed. The City Manager shall receive at least ten (10) days notice of this hearing in writing. The City Manager may file with the Council a written reply not later than five (5) days before the hearing.~~

~~c. If the City Manager has not requested a public hearing, the Council may adopt a final~~

~~resolution of removal, which may be made effective at once, by a majority vote of the entire Council at any time after five (5) days from the date when a copy of the preliminary resolution was delivered to the City Manager. If the City Manager has requested a public hearing, the final resolution of removal may be adopted at any time after the hearing.~~

~~da. The City Manager shall continue to receive full compensation until the effective date of the final resolution of removal. The action of the Council in suspending or removing the City Manager in accordance with this Charter shall not be subject to review by any court.~~

Section 3.5-4 ACTING CITY MANAGER –FILLING VACANCY

~~The City Manager shall designate one or more qualified members of the City staff to act in his or her absence or incapacitation. When the office of City Manager may become vacant or upon the removal of the City Manager, the Council shall appoint a member of the City's staff or another qualified person to exercise the duties of the office for not more than one year. Upon the occurrence of a vacancy in the office of City Manager, or upon his suspension pursuant to Section 3.4, the Council, while it is attempting to fill the office, may appoint an Acting City Manager for a period not to exceed six (6) months, during which the Acting City Manager shall serve at the will of the Council and may be immediately removed without compliance with Section 3.4. Appointment and removal shall be effected by majority vote of the entire Council.~~

Section 3.6 CITY MANAGER – TEMPORARY ABSENCE

~~When the City Manager is absent from duty, or disabled, a qualified City administrative official shall be designated by the City Manager to exercise the powers and perform the duties of the City Manager during his absence or disability. The City Manager shall file with the City Clerk a list, by name and title, of three (3) qualified City administrative officials to exercise such powers and perform such duties. These City administrative officials shall be listed in the order by which each shall be designated to assume temporarily the City Manager's duties. During such absence or disability, the Council may revoke such designation at any time and appoint another City administrative official to serve until the City Manager shall return or disability shall cease.~~

Section 3.14 Employee Contracts – Severance Payments

~~The Council may not pay or offer to pay a City employee a severance payment that exceeds three (3) times the average monthly salary or wages of the employee for the three (3) months prior to termination. This prohibition shall not apply to the existing contract with the City Manager who is~~

~~employed when this provision becomes effective.~~

~~ANNOTATION: AS AMENDED BY VOTE OF ELECTORS NOVEMBER 7, 2006.~~

Section 4.8 ELECTION OF COUNCIL MEMBERS

One (1) candidate from each ward shall be elected at the annual General Election for a ~~two-four~~ (24) year term on the City Council by the balloting of the electors of their respective wards. Their terms shall be as set forth in Article II, Section 2.4, except as provided in Article XIV, Section 14.3.

Section 5.3 ORDINANCES - COMPOSITION - HEARINGS - PUBLICATIONS

a. Every proposed ordinance shall be introduced in writing. The enacting clause shall be "The City of Charlevoix ordains ".

b. Following the introduction of any ordinance, the City Clerk shall publish a summary of the proposed ordinance in a local newspaper of general circulation in the City, together with a notice setting out the time and place for a public hearing on the proposed ordinance. The public hearing may not be held sooner than five (5) days after publication. Copies of the ordinance shall be distributed without charge at the office of the City Clerk.

c. After the public hearing, the Council may consider enacting the proposed ordinance. The enactment of an ordinance shall require the majority vote of the entire Council.

~~d. — Except as otherwise provided by law or this Charter, a summary of each ordinance, including emergency ordinances, shall be published in a local newspaper and the full text of each ordinance shall be posted by the City in an electronic conveyance with paper copies available for review in the City Clerk's office. Such posting shall occur within 10 days following the adoption of the ordinance by the City Council. Except as otherwise provided by law or this Charter, each ordinance, including emergency ordinances, shall be published in full in a local newspaper of general circulation in the City at least one (1) time within ten (10) days after its adoption by the Council. The publication of an ordinance in full, as part of the published proceedings of the Council, however, shall not constitute publication of such ordinance as required herein; it must be separately and individually set forth.~~

~~e.d.~~ Except as otherwise provided by law or this Charter, every ordinance shall become effective on the thirtieth (30th) day after enactment, or at any later date specified therein.

~~f.e.~~ An ordinance which repeals or amends any existing ordinance or part of the City Code shall identify, by title and number, the ordinance, sections, or subsections to be repealed or amended, and shall clearly indicate the matter to be omitted and the new matter to be added, except in codifying, recodifying or continuing in code its municipal ordinances, in full or in part, as provided by statute.

~~g.f.~~_____ Ordinances and codes may be enacted by reference to the extent and in the manner provided by general law.

~~h.g.~~_____

Section 7.8 PUBLIC HEARING

Before the final adoption of the Annual Operating Budget, a public hearing shall be held in compliance with the laws of this State, ~~at which time the proposed Annual Operating Budget shall be presented. The time and place of the hearing shall be determined by the Council and notice of the hearing shall be published in a newspaper of general circulation in the City at least two (2) weeks before the hearing. At the hearing all interested persons shall be given an opportunity to be heard for or against any item in the proposed Annual Operating Budget. A copy of the proposed Annual Operating Budget shall be on file and available to the public for inspection during office hours in the office of the City Treasurer for a period of not fewer than ten (10) days prior to this hearing.~~

SECTION 8.5 BOARD OF REVIEW

A Board of Review is hereby created. It shall be composed of five (5) members, appointed by the Council. Three or more members shall constitute a quorum.

a. Two (2) members shall be Council members, appointed by the Council in January of each year.

b. Three (3) members shall be registered electors of the City, not otherwise holding an elected or appointed position with the City or any other political subdivision.

c. The three (3) non-Council members shall be appointed in January after this Charter takes effect. One (1) shall be appointed for three (3) years, one (1) for two (2) years, and one (1) for one (1) year. Thereafter, each non-Council member shall be appointed for three (3) years.

d. The City Clerk shall take or cause minutes of the Board of Review to be taken and shall serve as Clerk of the Board of Review; the Assessor shall provide professional guidance to the board and attend meetings upon request.~~The City Clerk shall act as Clerk of the Board of Review. The City Assessor shall be present at all meetings of the Board of Review.~~

e. The City Council shall provide by resolution for the compensation of the members of the Board of Review.

SECTION 8.8 ASSESSMENT - NOTICE OF CHANGE TO OWNERS

Notices of changes in assessment shall be delivered to respective property owners. Such notice shall be delivered in the form and manner prescribed by the laws of this State. The failure of the property owner to receive notice shall not invalidate an assessment roll or an assessment on property. In each case where the assessed value is increased or property is added to the rolls, the City Assessor shall give notice thereof to the respective property owners. This notice shall be mailed by first class mail to the addresses of such owners as shown on the last assessment roll, and shall be mailed not later than ten (10) days before the first meeting of the Board of Review. The failure of the property owner to receive notice shall not invalidate an assessment roll or an assessment on property.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Rates and Fees

DATE: February 18, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The following resolutions incorporate proposed rates and fee changes recommended by City Staff.

RECOMMENDATION:

Motion to approve Resolutions 2019-02-04, 2019-02-05, 2019-02-06, and 2019-02-07.

ATTACHMENTS:

- ▣ Resolution 2019-02-04
- ▣ Resolution 2019-02-05
- ▣ Resolution 2019-02-06
- ▣ Resolution 2019-02-07

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-02-04
AMENDED RATES, FEES & CHARGES ASSOCIATED WITH THE FISCAL BUDGET

WHEREAS, the City of Charlevoix assumes the adoption of rates, fees and charges 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 these amounts in the *Schedule of Rates, Fees & Charges*; and

WHEREAS, the Charlevoix City Council wishes to incorporate in one Resolution all amendments to fees, rates and charges under the purview of the City Treasurer.

NOW THEREFORE BE IT RESOLVED that the Charlevoix City Council hereby establishes the following amendments to the *Schedule of Rates, Fees & Charges*, effective April 1, 2019:

1. Utility Rates – Water Rates

<u>Service Charge - Meter Size</u>	<u>City</u>	<u>Non-City</u>
3/4 " or Smaller	\$26.90	\$53.80
1"	35.00	70.00
1 1/2"	55.00	110.00
2"	78.00	156.00
3"	130.00	260.00
4"	250.00	500.00
6"	465.00	930.00
<u>Commodity Charge</u>		
1st 2,000 Gallons	4.00	8.00
3rd-50th 1,000 Gallons	4.00	8.00
51st 1,000 Gallons and Over	4.00	8.00
Water Minimum Charge	26.90	53.80
<u>Privilege Fees</u>		
Turn On / Off Fee - Water (Seasonal)	35.00	45.00
Turn On Fee – Sprinkler	35.00	45.00
<u>Other Fees</u>		
Service Upgrade *	1,500.00	
*Remove old galvanized pipe from Main to Curb if owner has copper or pvc otherwise additional charges may be warranted		

2. Utility Rates – Electric Rates

	<u>Rate / kWh</u>	<u>Charge</u>
Residential - In City	\$0.0774	\$8.75
Residential - In Senior	0.0703	8.75
Residential - Rural	0.0884	10.00
Residential - Rural Senior	0.0869	10.00
Commercial - In City (GS-C)	0.0892	21.50
Commercial - Out (GS-R)	0.0973	21.50
Commercial – Demand	0.0482	62.00
Industrial & Charity Demand	0.0383	294.50

RESOLVED, this 18th day of February, 2019 A.D.

Resolution adopted by the following yeas and nays votes:

Yeas:

Nays:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-02-05
AMENDED RATES, FEES & CHARGES ASSOCIATED WITH THE FISCAL BUDGET

WHEREAS, the City of Charlevoix assumes the adoption of rates, fees and charges 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 these amounts in the *Schedule of Rates, Fees & Charges*; and

WHEREAS, the Charlevoix City Council wishes to incorporate in one Resolution all amendments to fees, rates and charges under the purview of the Planning and Zoning Department.

NOW THEREFORE BE IT RESOLVED that the Charlevoix City Council hereby establishes the following amendments to the *Schedule of Rates, Fees & Charges* effective March 1, 2019:

1. Level A Site Plan Review will be amended to \$135
2. Sign Permit will be amended to \$30/sign

RESOLVED, this 18th day of February, 2019 A.D.

Resolution adopted by the following yea and nay votes:

Yeas:

Nays:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-02-06
AMENDED RATES, FEES & CHARGES ASSOCIATED WITH THE FISCAL BUDGET

WHEREAS, the City of Charlevoix assumes the adoption of rates, fees and charges 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 these amounts in the *Schedule of Rates, Fees & Charges*; and

WHEREAS, the Charlevoix City Council wishes to incorporate in one Resolution all amendments to fees, rates and charges under the purview of the City Clerk.

NOW THEREFORE BE IT RESOLVED that the Charlevoix City Council hereby establishes the following amendments to the *Schedule of Rates, Fees & Charges* effective April 1, 2019:

1. All Cemetery Resident and Non-Resident fees and charges will be amended as follows:
 - a. Adult Lots \$410.00, \$615.00
 - b. Baby Lots \$205.00, \$307.50
 - c. Adult Opening \$307.50, \$465.00
 - d. Baby Opening \$153.75, \$235.00
 - e. Winter Opening \$615.00, \$922.50
 - f. Adult Exhumation \$615.00, \$922.50
 - g. Cremation Opening \$180.00, \$282.00
 - h. Cremation Exhumation \$205.00, \$307.50
 - i. Winter Storage: City Cemetery \$102.00, \$102.00
 - j. Winter Storage: Other Cemetery \$155.00, \$155.00
 - k. Monument Foundation: Single or Double (price per square inch) \$0.25, \$0.25
 - l. Replacement Deed \$15.00, \$15.00
 - m. Deed Transfers: One to Four (1-4) (price each), \$25.00, \$25.00
 - n. Deed Transfers: More than Four (4+) At Cost, At Cost
 - o. Perpetual Care \$180.00, \$280.00
 - p. Seeding/Topseeding/Leveling At Cost
 - q. Full Setup \$102.50, \$102.50
 - r. Partial Setup \$51.00, \$51.00
 - s. Saturday / Sunday / Holiday Double, Double
2. A Miscellaneous Fee will be added as a Tax Abatement Application Fee in the amount of \$200.00
3. Miscellaneous Fee for a Solicitor's License will be amended to \$50/day, \$100/week, and \$150/month
4. Miscellaneous Fee for a Roadside Stand/Temporary Business will be amended to \$100/season
5. Miscellaneous Fee for a Transient Merchant license will be amended to \$200/season
6. Miscellaneous Fee for a standard Liquor License application will be \$100, while a Redevelopment Liquor License application fee will be added in the amount of \$200
7. A Miscellaneous Fee will be added as a Notary Service Fee in the amount of \$5

RESOLVED, this 18th day of February, 2019 A.D.

Resolution adopted by the following yea and nay votes:

Yeas:

Nays:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-02-07
AMENDED RATES, FEES & CHARGES ASSOCIATED WITH THE FISCAL BUDGET

WHEREAS, the City of Charlevoix assumes the adoption of rates, fees and charges 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 these amounts in the *Schedule of Rates, Fees & Charges*; and

WHEREAS, the Charlevoix City Council wishes to incorporate in one Resolution all amendments to fees, rates and charges under the purview of the Recreation Director.

NOW THEREFORE BE IT RESOLVED that the Charlevoix City Council hereby establishes the following amendments to the *Schedule of Rates, Fees & Charges*, effective April 1, 2019:

1. Charlevoix Municipal Marina

- a. Transient Boater Daily Fee Service Charge DNR Tier E
- b. Add note: "Transient Boater Discount – Open to May 31 and Labor Day to Close – Rent one day get one day Free"
- c. Daily Dingy Fee \$ 10.00
- d. Seasonal Dingy (Individual) \$525.00
- e. Seasonal Dingy (Commercial) \$650.00

2. Recreation – Skate Park

	<u>Resident</u>	<u>Non- Resident</u>
a. Daily Pass	3.00	5.00
b. Seven Day Punch Card	15.00	20.00

3. Recreation - Mt. McSauba

	<u>Resident</u>	<u>Non- Resident</u>
a. Day Camp		
Camp CHILL (Before/After Camp)	25.00	25.00
b. Skating Rink		
Daily Fee	2.00	2.00
c. Mt. McSauba Area Rental Fee		
Initial Rate (Two Hours)	155.00	260.00
Additional rate per hour	110.00	110.00
Supervisor fee per hour (Required)	28.00	28.00

4. Charlevoix Golf Club

a. Daily Rates:		
9 Hole Youth (With "Youth on Course Membership")	\$5.00	
5-play punch card (Before Memorial Day)	50.00	
5-play punch card (After Memorial Day)	60.00	
Upper Locker Rental	35.00	
Lower Locker Rental	45.00	
b. Season Pass:		
Single	<u>Resident</u> 336.00	<u>Non- Resident</u> 488.00
Family	520.00	657.00
Student	185.00	200.00
Senior Citizen – Single	268.00	420.00
Senior Citizen – Double	405.00	562.00

5. Farmers Market

- a. 10' Space per Season \$300.00
- b. 20' Space per Season 600.00
- c. 10' Space – Daily Fee 30.00

RESOLVED, this 18th day of February, 2019 A.D.

Resolution adopted by the following yeas and nays votes:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Development Assistance Grant Program

DATE: February 18, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

At your last meeting, Council requested I draft a series of proposed policy governing the waiving of certain fees associated with utility installations on development projects. This is intended to provide relief on upfront utility costs for the kinds of developments Council believes are important for the future of the community. Notably, large scale job creation and owner-occupied housing would be the largest beneficiaries of the program. Market-rate, year-round rental housing would also benefit as would project constructed on sites we have determined are prime for development or redevelopment.

I would also like to get the City Attorney's input on this and further review from my staff but I wanted to share with you the progress I have made on this topic.

GOALS:

Work with our neighbors to solve area-wide challenges

RECOMMENDATION:

Council discussion and further direction.

ATTACHMENTS:

- ▣ Development Assistance Grant Program Guidelines



**CITY OF
CHARLEVOIX**

Development Assistance Grant Program

Background

The City of Charlevoix recognizes that the costs and challenges of launching a new business venture can be complicated and strives to assist new development and redevelopment projects aligning with the City's goals for growth and development. The Development Assistance Grant Program is intended to help offset startup costs for City utilities. The City recognizes that, in the long run, job growth and housing expansion will grow a more vibrant local economy yielding more use of City utilities and bringing more tax revenue to the City.

General Rules

- The development or redevelopment property must wholly lie within the corporate limits of the City of Charlevoix or be subject to an approved property transfer agreement.
- All development or redevelopment projects must be subject to a development agreement between the City and the developer stipulating such items including but not limited to the following when applicable: employment growth expectations, housing unit creations, rent/lease rates, rental terms, deed restrictions, and efficiency standards.
- For housing units, a minimum of five units intended for year-round, permanent occupancy or seasonal worker occupancy must be created or redeveloped.
- For industrial or commercial projects, a minimum of five FTE jobs should be created within three years and the project must include not less than \$1 million of site improvements, construction, or rehabilitation.
- The grant offered can be used as a credit against fees for equipment and labor necessary to start or upgrade utility service normally charged by the City. The credit is only good on utilities offered by the City and will not credit usage or other monthly fees. Credits expire upon the issuance of an Occupancy Permit.
- The grant has no cash value.

Development Goals

A growing population should be supported by a growing number of jobs and investments in the community through existing businesses and welcoming new investment to perpetuate the vitality of the region. As such, the City Council has determined the following as goals for development and projects seeking assistance should adhere to them:

- Year-round residential occupancy in support of those who work year-round or seasonally in local jobs
- Dense residential units in keeping with the Master Plan and Zoning Ordinance of the City of Charlevoix
- Developments that support goals outlined in one of the City's development studies (i.e. Sustainable Built Environment Initiative, Downtown Plan, Market Analysis, etc) or developments that occur on a property noted by the City as a Prime Site for Future Growth and Development
- Industrial or commercial jobs that provide higher than average wages and that are permanent, year-round, and full-time with reasonable benefits

Scoring Assessment

Applications can be discussed with the City Manager and once complete, will be considered by City Council for final approval based on the parameters below. Approval of projects is subject to site plan review processes.

Job Growth/Retention

<u>Number of Jobs</u>	<u>Retained</u>	<u>and/or</u>	<u>Created</u>
5-10	10 points		25 points
11-20	30 points		85 points
21-35	50 points		125 points
36-50	70 points		175 points
50 or more	100 points		250 points

Housing

<u>Units Created</u>		<u>Housing Cost</u>	
5-10	10 points per unit	Subsidized/Section 8	Unit Creation points multiplied by 0.5
10-20	15 points per unit	Market-rate rent	Unit Creation points multiplied by 1.5
20 or more	20 points per unit	Owner-occupied	Unit Creation points multiplied by 1.7

Cost of Construction/Improvement in Real Value

\$500,000-999,999	10 points	\$6,000,000-9,999,999	100 points
\$1,000,000-1,499,999	30 points	\$10,000,000-14,999,999	300 points
\$1,500,000-2,999,999	40 points	\$15,000,000 and up	500 points
\$3,000,000- 5,999,999	50 points		

Location/Development Type

Is the project on a Prime Site for Redevelopment?	YES	NO	25 points
Is the project a business type or service noted in a Market Needs Analysis or other plan as needed by the community?	YES	NO	25 points
Is the project in keeping with the City's Master Plan and Zoning Code?	YES	NO	

Scoring

Credit is the lesser of percentage of the utility installation costs or dollar value.

50-100 points	25% or \$10,000	301-450 points	65% or \$25,000
101-175 points	35% or \$10,000	451-600 points	90% or \$40,000
176-300 points	50% or \$15,000	601 points +	90% or \$75,000

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Mayoral Appointment

DATE: February 18, 2019

PRESENTED BY: Joyce M. Golding, City Clerk

BACKGROUND:

The Recreation Advisory Committee has a vacancy. This is a Mayoral appointment with Council approval, term expiring December 2021. We received one application for the position.

RECOMMENDATION:

Motion to appoint *name* to the Recreation Advisory Committee, term expiring December 31, 2021.

ATTACHMENTS:

- ▣ Application



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION



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

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

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

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

PLEASE PRINT

NAME: Jennifer Fruk

ADDRESS: 14240 Highland Way, Charlevoix, MI 49720

HOME PHONE: 906-235-7988

CELL PHONE: Office/Work Phone 231-237-7351

EMAIL: jennifer@charlevoixlibrary.org

ARE YOU A REGISTERED VOTER IN THE CITY? Yes- Marion Twp.

HOW LONG HAVE YOU LIVED IN THE CITY? Marion Twp. 2.5 years

HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION?

NO

EDUCATIONAL BACKGROUND: BA of Science in Outdoor Recreation Leadership Management
from Northern Michigan University 2007

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Past work experiences in teaching preschool, outdoor and environmental education for NMU, NPS, Clear Education Center, Fresh Air Society and managed Oakland County's Go! Programs and outdoor adventure rec. units and mobile rec. units., and Orion Twp. Recreation programs as a Prgm. Coordinator.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: I enjoy living in Charlevoix and frequenting our many parks, playgrounds, beaches, and hiking trails with my family. My husband and I have 3 children who attend St. Mary's preschool and Chx. Public Schools. We have been welcomed into the community since moving here 2.5 years ago and we are involved with many activities at the Library, Circle of Arts, Chx. Community Pool- especially, and we enjoy skiing at Mt. McSauban and Nubs Nob, in addition to participating in summer sports, and hiking the City of Chx. trails with our Labrador in the summer months.

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

Yes, in college I served on the board for NMU's Organization for Outdoor Recreation Professionals, and I was on the advisory board for the Noquemanon Trail Network in the U.P. where I completed required course field work, in addition to, having participated in many board meetings for the various non profit organizations I have worked within.

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

None

REASON(S) YOU WISH TO SERVE: I currently work as the Youth Services Supervisor at the Charlevoix Public Library and as a parent in the community volunteering for various activities for my children in their school and extra curricular activities. I know and hear first hand what parents desire from activities they want offered to how they get information and what times and parts of the year are best for participation. I have a great love for education, the outdoors, people, and preserving our recreational spaces and lands. I am a certified trainer of Leave No Trace Center of Outdoor Ethics and I have lived in different communities so I know each place has it's own unique opportunities and quirks. I want to help strengthen our community and collaborate organizations in this town.

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

SIGNATURE:

DATE: 01-24-2019

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

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: February 18, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Article on Winter Hiking

I read an article in the *New York Times* this week on the growing interest in winter hiking. This national reporting aligns with the interest we've seen locally in our Friday evening hikes at Mt. McSaubia and could suggest this is a growing interest in our community which should be supported with future recreational initiatives.

ATTACHMENTS:

- ▣ DDA Minutes
- ▣ Planning Commission Minutes
- ▣ Historic District Commission Minutes
- ▣ Mountains Aren't Just for Skiing

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING
Monday, December 18, 2018 at 5:30 p.m.
210 State Street, City Hall, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Kirby Dipert
Members Present: Fred DiMartino, Luther Kurtz, Maureen Owens, Amanda Wilkin, Paul Silva
Members Absent: Richard Christner, Carissa Mullaney, Rick Wertz
Non-Voting Member: Sean Bradley
City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

- A. 2019 Calendar of Meetings
- B. Minutes
- C. Monthly Report – November
- D. Annual Report
- E. Committee Minutes

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

6. Reports

A. Director's Report

Director Dotson commented that the second ROHO (Remote Office/Home Office) meeting had 5-6 attendees and the meeting time will be changed to 1:00 p.m.

B. Charlevoix Area Chamber of Commerce Year End Report

Director Dotson stated that per the DDA's agreement with the Charlevoix Area Chamber of Commerce, Community Events Manager Shelly Ferguson prepared a year-end report explaining how the DDA funds were used to enhance the downtown events this year. Ms. Ferguson was present to address questions.

7. Old Business

A. Draft 2019-2020 DDA Budget

Director Dotson reviewed the corrections to the draft 2019-2020 DDA Budget that were discussed at their recent work session and other highlights. She stated that the current draft shows a projection to spend \$24,200 more than the DDA will receive in revenue.

Motion by Member Owens, second by Member DiMartino to tentatively approve the 2019-2020 Budget as presented. Motion passed by unanimous voice vote.

8. New Business

Director Dotson stated that there was \$2,500 left in the budget for sponsorships.

A. Sponsorship Request - Shadowfest

Director Dotson commented that the Platinum Level was \$2,000 or more and this request was pretty straight forward.

B. Sponsorship Request - Charlevoix Bridge Lighting Project

Director Dotson stated that Leilani Durbin could not attend tonight because she was meeting with engineers for some additional test lighting on the bridge.

C. Intern Sponsorship Request

Director Dotson stated that Tim Salmons proposed that the DDA take advantage of a communications intern that he would manage to produce commercial-style videos. Member Owens was not in favor and felt that it did not fit their focus on the shoulder season. Member Wilkins agreed with Member Owens and felt that it should be discussed at the sub-committee level.

Chair Dipert was under the impression that the bridge lighting project had met its goal. Director Dotson stated that they met their first goal of lighting one tier of railing but, there were two more tiers remaining to be lit. Director Dotson stated that \$500 would get the DDA's name on the plaque.

Motion by Member Wilkin, second by Member Silva to give \$500 to the Charlevoix Bridge project and the Board would like to consider giving more if the group wants to come present to the Board, and \$2,000 to Shadowfest. Motion passed by unanimous voice vote.

D. Financial Support Request – More Than Summer Campaign

Mayor Kurtz stated that all the restaurants participate in this program and he disclosed that he was a partner in one of the restaurants. He felt that last year they had a successful pilot program during the shoulder season. At the 2017 DDA Budget Workshop, the DDA set aside \$10,000 for the *Live from Charlevoix More Than Summer Campaign* pending the initial results of the 2018 program. Mayor Kurtz reviewed statistics from 2018 and the packages available for sale to Charlevoix visitors. He stated that the group was asking for the full \$10,000 in financial support.

Motion by Member DiMartino, second by Member Silva to approve \$10,000 in support of the More Than Summer Campaign. Motion passed by unanimous voice vote.

Director Dotson stated that \$10,000 was not included in the proposed annual budget for FY 2019/20 for this program. Mayor Kurtz respectfully requested that the funds be included in the new budget under the same conditions. Director Dotson stated she would add it to the budget for a vote at the January Board meeting.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

Member Owens stated that Councilmember Kalbfell spoke to her about a lighting project that the City of Rochester does. Director Dotson stated that the cost affiliated with the Rochester project was about \$150,000 annually, and she could get a copy of their work plan and budget from the Rochester DDA Director.

Director Dotson stated that the topics at the next Northwest Michigan DDA Forum were: TIFF financing and Public Act 57 which is affecting how the DDAs have to report to the State of Michigan Department of Treasury and Board meeting structure changes. She stated that she will be attending. Chair Dipert and Member Owens wanted to attend also.

12. Adjourn

Motion by Member Owens, second by Mayor Kurtz to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 6:40 p.m.

Joyce Golding/fgm

City Clerk

Kirby Dipert

Chair

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, January 14, 2019 - 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order

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

B. Roll Call

Chair: Sherm Chamberlain

Members Present: Ben Edwards, Toni Felter, Brian Gelb, Rick Golding, Dennis Halverson, Jennifer Muladore, Phillip Parr, RJ Waddell

Members Absent: None

Staff Present: Mark Heydlauff, City Manager; Kathy Egan, Community Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

E. Approval of the Minutes

1. December 10, 2018 Minutes

Member Felter noted that the meeting date needed to be changed from November 12, 2018 to December 10, 2018. Motion by Member Gelb, second by Member Muladore to approve the minutes of December 10, 2018 as corrected. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Novus Software Training

City Manager Heydlauff presented an informal training session and responded to questions from the members.

2. Election of Officers

Motion by Member Felter, second by Member Halverson to nominate Sherm Chamberlain as Chair for the next year. Motion passed by unanimous voice vote.

Motion by Chair Chamberlain, second by Member Muladore to re-appoint RJ Waddell as Vice Chair for the next year. Motion passed by unanimous voice vote.

3. Bylaws Review

Planner Egan summarized the recommended changes to the bylaws. Motion by Member Parr, second by Member Waddell to approve the changes to the bylaws as recommended. Motion passed by unanimous voice vote.

4. Sign Illumination – Draft Language Review

Planner Egan stated that current Zoning Ordinance language does not account for new types of lighting such as halo lighting. Administrator Scheel explained the proposed language, and specific types of halo lighting. Planner Egan stated that she would present a few changes for the Commission to review again before scheduling a public hearing.

H. Old Business

1. Accessory Dwelling Unit (ADU) Standards

Planner Egan reviewed each section of the proposed draft standards for accessory dwellings. After discussion the general consensus was to stay with two parking spaces and no additional parking required for the ADU.

Chair Chamberlain questioned if they could legally state that a property owner could not designate an ADU as a condominium. Planner Egan suggested that the City Attorney could answer that question. The Commission discussed various scenarios and Administrator Scheel stated that ADUs have everything except stoves in their units. Member Parr questioned if the addition of a stove in an ADU was prohibited. Administrator Scheel replied yes but, in the proposed ordinance the unit with the addition of a stove, could become a second living unit in new and retrofitted construction. Discussion followed regarding

the occupancy standard. Planner Egan stated that her next step was to incorporate ADU standards into a Zoning Ordinance amendment and to bring that back to the Commission for review.

2. Review of Draft Definitions for "Building Height" and "Dwelling Unit"

Planner Egan stated that the "Building Height" definition was adjusted to account for rooftop mechanics and a slight change to the definition of "Dwelling Unit" and an addition for "ADU". Administrator Scheel further explained the proposed change that defined the vertical distance that would exclude structural elements not intended for habitation and not exceeding 15' above the minimum building height. Discussion followed regarding the specifics of the building height change, mechanical components that could be on a roof, 15' perimeter, and screening requirements. Member Golding noted his commercial property management experience and he disagreed with the height. He noted that a 3-story building can be serviced by a hydraulic elevator. Member Parr questioned if the Hotel Earl project wanting to put an elevator to the roof was the reason for this discussion. Administrator Scheel agreed. Planner Egan referenced Section 5.66 (5). Member Gelb recused himself since he was an adjacent homeowner to the property being discussed. Members Golding and Parr reiterated their objection to the 15' height. Member Golding stated for a hydraulic elevator to be able to service four floors they were not talking about a mechanical room going to the roof, they were talking about a structure that's going to provide access to the mechanical room. It was generally agreed to limit mechanical units and elevators to a maximum of 6' on roofs. Planner Egan referenced the revised definitions for the various categories of dwelling units and there were no additional changes.

3. Recreational Vehicle (RV) Storage Draft Language

Administrator Scheel explained the contradictions in the current Zoning Ordinance regarding RV storage. There was discussion as to whether storage of canoes, kayaks, boats, jet skis, etc. were covered by these regulations. Dialog continued regarding noise, sanitation, and parking issues; and the number of days to allow RVs to be used for lodging purposes on a parcel with a principal building. The consensus was to allow RVs for lodging purposes for no more than seven days. Chair Chamberlain stated they will public notice the seven-day limitation within 60 days, parking in the front yard would be a Zoning Board of Appeals issue, and allowing outdoor under storage to be added under the fifth bullet. Planner Egan stated that she would present draft changes at their next meeting.

I. Staff Updates

1. Miscellaneous Follow-up from December Meeting

The Commission concurred to obtain only one monthly copy of the P & Z News and Michigan Planner newsletter that could be shared among the members.

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

Planner Egan reported that City Council wanted to help promote year-round housing availability, so they want to look at short-term rentals again to tighten up the regulations. Administrator Scheel stated that he received approximately 80 short-term rental applications for the first year and they had numerous complaints about one particular property.

Administrator Scheel stated that he was doing a Level A review on a wharf whereby the property owner was asking to remove the existing rotted waterside decks and rebuild larger decks. He stated that he also received an application for a multi-use facility at 220 Ferry Avenue which would become the new home of the Charlevoix Yacht Club with rental facilities on the upper floors.

K. Adjournment by 8:00 PM Unless Extended by Motion

Motion by Member Felter, second by Member Halverson to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:56 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair

Meeting of the
City of Charlevoix
Historic District Commission
Friday, January 25, 2019
Minutes

Vicki Voisin, Chair of the Historic District Commission, called the meeting to order at 11:07 am.

1) Roll Call

Present: Mary Adams, Kay Heise, David Miles, Vicki Voisin, Paul Weston

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

Absent: John Campbell, Hans Wiemer

2) Approval of Agenda: A quorum was present, and the agenda was unanimously approved. Motion made by Paul Weston and supported by David Miles.

3) Inquiry Regarding Conflicts of Interest: none

4) Approval of Minutes: The minutes of the October 26, 2018 meeting were unanimously approved. Motion made by David Miles and supported by Mary Adams.

5) Old Business

a. CLG (Certified Local Government) Application Status

Lindsey Dotson reported that the application is still pending. Some City Ordinance updates need to be submitted including Fire Suppression plans, and updates to the city website need to be completed. Ms. Dotson will contact the few Historic District Commission members who have not yet turned in required resumes.

b. Request for Removal from Historic District – Feldman

Commissioners reviewed the draft letter to the City Council in regard to the request by the Feldmans to have two properties removed from the **Earl Young Historic Buildings Local Historic District**. Discussion resulted in several small suggested corrections to the letter. The corrections were unanimously agreed upon. Ms. Dotson will make those changes and email the corrected letter to the Commission members. Commissioners agreed to review and respond immediately.

A motion by Paul Weston and seconded by David Miles that:

After one more email review by the Commission members, the corrected letter would be sent to the City Council.

Unanimous approval.

6) New Business

a. Vicki Voisin will ask both First Ward Councilpersons for an update on the plans for the repairs to the Park Avenue street and parking areas which are next to the **Earl Young Historic Buildings Local Historic District**.

b. Ms. Dotson will prepare some preliminary mock-up signage for the two ends of **Earl Young Historic Buildings Local Historic District**.

7) Request for Future Agenda Items

8) Adjournment: The agreement to adjourn was unanimously approved. Motion made by Mary Adams and supported by David Miles. Meeting adjourned at 11:50 am.

Next Meeting: as needed

Attached: Final letter to City Council in regard to the Feldman issue

Submitted by: Kay Heise, Secretary

The New York Times

Mountains Aren't Just for Skiing

An increasing number of people are taking up snow hiking: wintertime trekking using snowshoes or special boots. Here's what you need to know.

By Shivani Vora

Feb. 8, 2019

Snow hiking is growing in popularity as a wintertime sport globally. Alta Badia ski resort, in Italy's Dolomites region, saw 50,000 snow hikers in the winter of 2017-18, compared with 30,000 the previous winter, according to the local tourist board. Companies that offer snow hiking excursions also report a rise in business: Discover Banff Tours, which runs snow hiking trips in Banff National Park, had more than 10,000 participants last winter, compared with 6,000 in the winter of 2015-16, said its founder, Jonathan Welsh.

Here's what you need to know to about snow hiking:

Is there special gear?

Molly Bayer, a senior instructor with the outdoor gear brand REI, said that snow hiking essentially means trekking through snow. Hikers wear snowshoes only when there's enough snow for their feet to sink in. "Ideally, you want a foot of snow, but as little as six inches will do," she said. If they're not using snowshoes, hikers typically wear waterproof ankle-height boots with micro spikes, which protect against slippage.

And, while winter sports like skiing and snowboarding require some technical skills and lessons, snow hiking doesn't. "The nice thing about the sport is that you can go off on an excursion without any previous experience," Ms. Bayer said.

Compared with snowboarding or skiing, where the cost of equipment can run into the thousands, snow hiking is affordable, Ms. Bayer said. You can buy good quality hiking boots for \$150.

Anything else?

Ms. Bayer recommended that hikers use trekking poles to help with balance, and that they dress in layers. "Since your body heats up when you're hiking, you want to wear breathable, synthetic fabrics that you can take off as you get warm," she said. Other essentials include a hat, gloves, gaiters — which protect the lower legs and feet from getting wet — water and snacks, especially

on hikes of three hours or more. Chocolate bars, energy bars and nuts are all smart choices for refueling and are easy to pack, too. If you are visiting popular areas for snow sports like Vail, Colo., Jackson Hole, Wyo., or the Swiss Alps, you can likely rent equipment such as gaiters and poles from local sporting goods stores.

Wearing sunscreen and sunglasses is also key, Ms. Bayer said, because sun reflects off snow, and the rays can be stronger than they are on a sunny summer day.

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Where are the best spots?

Snow hiking can be done anywhere there is snow, but some destinations have marked trails specifically for winter trekking.

Rocky Mountain National Park, in Colorado, has snow hiking trails, and Ms. Bayer said that the Central Cascades, a mountain range that's about an hour from Seattle, does, too.

Internationally, in Mont-Tremblant, Canada, the Ski de fond Mont-Tremblant resort has a network of 20 trails for winter hiking. The Parc National du Mont-Tremblant also offers winter hiking, and there's a new trail at the Domaine Saint-Bernard park that has 13 miles of winter hiking. It runs through the forest, past lakes and along the Diable River, and hikers can expect to see a variety of bird species and deer along the way.

Banff National Park, which encompasses more than 2,500 square miles, has a few hundred hiking trails, according to Mr. Welsh of Discover Banff Tours. The Swiss and French Alps are replete with snow hiking trails, as are the Dolomites. Diego Zanesco, a hiking guide in that region, said there are "an innumerable amount of marked snow hiking trails." Since the hiking is dependent on snow, season varies by destination: In the Dolomites, for example, it usually runs from early December to early April.

Are there guided trips?

Hikers can embark on treks using a map and GPS, but local tour companies in ski resort towns often offer half- and full-day group and private excursions. Mr. Welsh's company, for one, runs half-day guided snow hiking trips in Banff National Park for between \$40 and \$100 a person. Mr. Zanesco offers full-day hiking excursions in the Dolomites at a starting cost of \$700 for two people, and several adventure companies sell multiday snow hiking trips. REI Adventures, for example, has a four-day snowshoeing trip in the White Mountains, in New Hampshire, at a starting price of \$749 a person.

In addition, some hotels in snow hiking regions, such as Rosa Alpina in the Dolomites, organize excursions for their guests to nearby mountains. The hotel's owner, Hugo Pizzinini, who is an avid snow hiker, also takes guests out on hourlong free hikes in the nearby hills of San Cassiano village. "They're a way for newcomers to get introduced to the sport," he said.

Any safety issues?

When it comes to safety, Ms. Bayer said that hikers need to be concerned about avalanches if they're on steep terrain. Since the risk of these can change daily, they should check in with the local ski center about that day's conditions before setting off. In addition, since some trails aren't marked, it's easy to get lost. Hikers should always head out with at least one other person and a map, compass and GPS.

And this is fun?

"You're trekking up and down hills, and all of a sudden, you stumble across an open valley with snow-covered mountains and frozen lakes," Mr. Zanesco said of snow hiking in the Dolomites. In addition, many of the mountains in the region are home to family-owned restaurants and bars, and hikers often trek from spot to spot and enjoy food and drinks along the way.

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A version of this article appears in print on Feb. 10, 2019, on Page TR4 of the New York edition with the headline: There's Still Time to Blaze a Winter Trail