



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, June 3, 2019- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - May 20, 2019
 - B. Accounts Payable and Payroll Check Registers
 - C. Temporary Police Officer Job Description
 - D. Tower Lease with Tri-County Wireless
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Public Hearing for Re-enacted Floodplain Management Ordinance 804
Mark L. Heydlauff, City Manager
- 7. All Other Actions and Requests**
 - A. Follow-up Parking Discussion with IPS Group
Randy Lassner, IPS Group: Gerard Doan, Chief of Police
 - B. Parking Meter Financing
Mark L. Heydlauff, City Manager
 - C. Acacia Lot Parking
Mark L. Heydlauff, City Manager
 - D. Historic District Commission Appointment
Joyce M. Golding, City Clerk
- 8. Reports and Communications**
 - A. Public Comments
 - B. City Manager Comments
 - C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

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

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - May 20, 2019

DATE: June 3, 2019

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, May 20, 2019 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Greg Bryan, Shane Cole, Aaron Hagen, Janet Kalbfell, Leon Perron
Members Absent: Tom Oleksy
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding
City Attorney: Scott Howard

3. Presentations

- A. Update on Public Service Facility Project
Amanda Porath of OHM Advisors presented an update on the design process for our Public Services Facility.
- B. Recreation Department Annual Review
Recreation Director Knorr highlighted recreation accomplishments and new programs for 2019.

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 – May 6, 2019
B. Accounts Payable and Payroll Check Registers
a. Special Accounts Payable Check Register – May 13, 2019
b. Special Accounts Payable Check Register – May 14, 2019
c. Regular Accounts Payable Check Register – May 21, 2019
d. ACH Payments – May 6, 2019 to May 17, 2019
e. Payroll Check Register – May 17, 2019
f. Payroll Transmittal – May 17, 2019
C. Resolution to Waive Parking Fees for Charlevoix Trout Tournament

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-05-04
WAIVE PARKING FEES FOR TROUT TOURNAMENT

WHEREAS, *the Lake Charlevoix Area Trout Tournament will be held on June 7–9, 2019; and*

WHEREAS, *the Lake Charlevoix Area Trout Tournament is requesting that parking fees be waived for the tournament and the June 6 practice fishing day; and*

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

NOW THEREFORE BE IT RESOLVED, *that the City of Charlevoix hereby waives parking fees for the Lake Charlevoix Area Trout Tournament from June 6 to June 9, 2019.*

RESOLVED *this 20th day of May, 2019, A.D.*

Resolution was adopted by the following yea and nay vote:

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

- D. Golf Course Memorial Bench Program – approve new program
E. Charlevoix Craft Beer Festival – allow beer in Bridge Park for event
F. Purchase Dump Truck for \$46,256 – approve purchase from Signature Ford using MiDeal
G. 2019 Pavement Marking Project for \$16,766.20 – award to P.K. Contracting
H. 2019 Tree Planting Project for \$36,960 – award to Louis A. Hoffman

DRAFT

- I. 2019 Restroom Cleaning Contract – award to Conway Professional Services
- J. Purchase of AccessMat for Ferry Beach for \$10,400 – approve purchase from AccessRec
- K. Water Treatment Plant Rapid Mixer Replacement for \$10,400 – approve purchase from Walker Process Equipment
- L. EMS Incarceration Policy – approve new policy
- M. EMS Hardship Policy – approve new policy
- N. Revised MERS Health Care Savings Program Participation Agreement: Gerard Doan – approve agreement
- O. City Hall & Public Safety Building Security Par Plan Risk Reduction Grant Program Application – approve application

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-05-06

City Hall and Public Safety Building Surveillance System

WHEREAS, *the City of Charlevoix wishes to install a surveillance system within City Hall and Public Safety Building; and*

WHEREAS, *the installation of the surveillance system will be funded partly through The Michigan Township Participating Plan Risk Reduction Grant Program; and*

WHEREAS, *the City of Charlevoix has sought and received bids for the proposed installation of a surveillance system and has received a bid in the amount of \$24,468 from the Feyen-Zylstra Company; and*

WHEREAS, *the City's Information Technologies contractor, Gordon Compton, has recommended awarding the proposed installation project to this company.*

NOW THEREFORE BE IT RESOLVED, *that the City of Charlevoix tentatively awards the contract for installation of a new surveillance system in City Hall and Public Safety Building to the Feyen-Zylstra Company, contingent upon successful grant funds with the Michigan Township Participating Plan Risk Reduction Grant Program.*

RESOLVED *this 20th day of May, 2019 A.D.*

Resolution was adopted by the following yeas and nays vote:

Yeas: Kalbfell, Bryan, Hagen, Perron, Cole

Nays: None

Absent: Oleksy

- P. Paddle Sport Rental Agreement – approve agreement with Schulman Paddleworks

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

Yeas: Kalbfell, Bryan, Hagen, Perron, Cole

Nays: None

Absent: Oleksy

6. Public Hearings & Actions Requiring Public Hearings

A. Public Hearing for Re-enacted Floodplain Management Ordinance 804

Mayor Kurtz opened the hearings at 6:44 p.m. City Manager Heydlauff recalled that Section 5.4 Ordinances - Emergency of the City Charter was invoked on May 6, 2019 to adopt Ordinance 803 immediately in order to be compliant with the federal government's requirements. However, every emergency ordinance is automatically repealed on the sixty-first (61st) day after its enactment, unless re-enacted pursuant to Section 5.3 of the Charter. This public hearing was noticed in accordance with Section 5.3 and Council is now able to re-enact the emergency ordinance. However, all Council members must be present to vote; a motion to approve the ordinance will be considered at the June 3rd meeting.

There was no public comment.

B. Water Resources Improvement Authority

City Attorney Howard recalled that Council discussed the creation of a Water Resource Improvement Authority. This is a special kind of TIF district intended to fund improvements in and around a water area. He stated in this case, a district could be created in the vicinity of Ferry Beach Park to improve recreational amenities, access to the water, and other public improvements. This does not levy any new tax on the property but reallocates the taxes generated from an improved taxable value to the district to fund improvements. A public hearing is needed and should be set but he suggested that it might make sense to set it out a couple of months to connect this with the work done by Edgewater Resources and the Ferry Dock Study Steering Committee.

There was no public comment and the hearings were closed at 7:02 p.m.

Motion by Cole, second by Hagen, to set August 5, 2019 at 6:00pm in Council Chambers of City Hall for a Public Hearing to consider a Water Resources Improvement Authority and approve Resolution 2019-05-07.

Yeas: Perron, Hagen, Kalbfell, Cole, Bryan

Nays: None

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Absent: Oleksy

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-05-07
RESOLUTION OF INTENT TO ESTABLISH A
WATER RESOURCE IMPROVEMENT TAX INCREMENT FINANCING AUTHORITY

WHEREAS, *the City of Charlevoix, under the authority of Part 7 Public Act 57 of 2018 (MCL 125.4702, et. seq.), has determined that it is necessary for the best interest of the public to promote water resource improvement and access to inland lakes, in a water improvement resource district; and*

WHEREAS, *the City of Charlevoix has determined proposed boundaries for the Water Resources Improvement Tax Increment Financing Authority; and*

WHEREAS, *the City of Charlevoix desires to have a public hearing to consider the adoption of a proposed ordinance to approve the proposed Authority and district boundaries.*

NOW THEREFORE BE IT RESOLVED, *that the City of Charlevoix declares its intention to create and provide for the operation of an authority within the boundaries of a water resource improvement district.*

BE IT FURTHER RESOLVED, *that the proposed boundaries of the Water Resources Improvement Tax Increment Financing Authority shall include the following properties:*

Some of the public and private lands within the area bounded to the south by the City boundary with Charlevoix Township, to the east by the water's edge of Lake Charlevoix, to the north by Eaton Avenue and to the west by Overlook Drive.

BE IT FURTHER RESOLVED, *that the City of Charlevoix shall hold a public hearing on August 5, 2019 at 6:00 p.m. in City Hall to consider the adoption of a proposed ordinance creating the authority and designating the boundaries of the development area. Notice of the Public Hearing shall be provided as required in MCL 125.4705.*

RESOLVED *this 20th day of May, 2019 A.D.*

Resolution was adopted by the following yea and nay vote:

Yeas: Kalbfell, Bryan, Hagen, Perron, Cole

Nays: None

Absent: Oleksy

7. All Other Actions & Requests

A. Solar Installation on Future Public Service Facility

City Manager Heydlauff recalled that at the May 6th Council meeting they agreed to continue this discussion tonight. The question remains should Council add \$19,000 in design costs to accommodate solar panels. OHM Advisors estimate the panels and installation would add roughly \$80,000 to the construction of the project.

In lieu of this expense, Council discussed the electric Voluntary Green Pricing program offered by the City. They felt that enrolling City facilities in this green initiative would be a better way to accomplish their goal of environmental sustainability while also being economically efficient.

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

Motion by Hagen, second by Cole, to opt-in to the City's [electric] green initiative.

Yeas: Perron, Hagen, Kalbfell, Cole, Bryan

Nays: None

Absent: Oleksy

B. Ferry Dock Study Steering Committee Appointments

Mayor Kurtz recalled that at Council's May 6th meeting, they appointed Council Member Greg Bryan, Tim McQueer from BIBCo, and Shay Arnold (Boatworks of Charlevoix) to a 5-7 member steering committee recommended by Greg Weykamp of Edgewater Resources to assist in determining the best location for the ferry dock. The Mayor recommended John Fogg (formerly of Beaver Island), Brownie Flanders (Belvedere Terrace), Gabe Campbell (former Mayor), and Elliott Falls (captain and harbormaster Northwest Marine) to complete the committee membership.

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

Motion by Kalbfell, second by Cole, to appoint Greg Bryan, Tim McQueer, Shay Arnold, John Fogg, Gabe Campbell, Elliott Falls, and Brownie Flanders to the Ferry Dock Study Steering Committee.

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

C. Renewal of Ambulance Services Agreement

City Manager Heydlauff stated that earlier this month, Chief Doan, EMS Director McMullen and he met with representatives of the five townships to whom we provide ambulance service to discuss the cost of service, switching the compensation model to quarterly, and creating a formal meeting structure as well as renewing the agreement for another five years. He stated that we will continue to share unfunded costs of operating the service with the townships based on a formula included in the agreement. He noted that ultimately, the service we provide across our area is made stronger by the members of this consortium.

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

Motion by Hagen, second by Kalbfell, to approve the Charlevoix Emergency Medical Service Agreement for Ambulance Services effective June 1, 2019 through May 31, 2024 and authorize the Mayor to sign the agreement. Motion passed by unanimous voice vote.

D. Resolution to Establish the EMS Fund as a Special Revenue Fund

City Manager Heydlauff explained that the EMS Department has been part of the General Fund in the past. He stated that the Resolution 2019-05-05 would establish a Special Revenue Fund 210 for accounting of EMS Department funds beginning April 1, 2019 and move the current 2019-20 EMS budget and any current 2019-20 activity from the General Fund to the new fund.

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

Motion by Cole, second by Kalbfell, to approve the Resolution 2019-05-05 to establish a Special Revenue Fund 210 for accounting of funds for the EMS Department.

**CITY OF CHARLEVOIX
RESOLUTION 2019-05-05**

ESTABLISH A SPECIAL REVENUE FUND 210 FOR ACCOUNTING OF FUNDS FOR THE EMS DEPARTMENT

WHEREAS, *Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term proceeds of specific revenue sources establish that one or more specific restricted or committed revenues should be the foundation for a special revenue fund (GASB Codification Section 1300.105); and*

WHEREAS, *the Council for the City of Charlevoix wishes to establish a new Special Revenue Fund (210) for EMS activity for the 2019-20 fiscal year; and*

WHEREAS, *the Council for the City of Charlevoix wishes to move the current 2019-20 Budget and any associated activity for the EMS Department from its current fund account location to the new Special Revenue Fund (210) location.*

NOW THEREFORE BE IT RESOLVED, *pursuant to GASB Codification Section 1300.105, the City Council of the City of Charlevoix elects to establish a new Special Revenue Fund (210) for EMS activity for the 2019-20 fiscal year and in addition, wishes to move the current 2019-20 Budget and any associated activity for the EMS Department from its current fund location to the new Special Revenue Fund (210) location.*

RESOLVED, *this 20th day of May, A.D. 2019.*

Resolution was adopted by the following yea and nay vote:

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

E. Stryker Stretcher Purchase Request for \$64,798.56

Chief Doan stated our three Stryker Stretchers utilized for patient handling are over 8 years old and are no longer covered by Stryker's liability or indemnification policy. In addition, they are now beyond their serviceable life in terms of having Stryker perform repairs or service. The cost for three new power stretchers is \$64,798.56 and the purchase will be cost shared with the entities we serve.

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

Motion by Kalbfell, second by Hagen, to approve the purchase of three Stryker Stretchers for \$64,798.56. Motion passed by unanimous voice vote.

F. 2% Tribal Grant Application – Cardiac Monitors

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Chief Doan stated that this grant application is being submitted to the Grand Traverse Band of Ottawa and Chippewa Indians (GTB) for a new cardiac monitor. This application, in the form of a matching grant will allow Charlevoix EMS to replace two Lifepak monitors that are 15 years old.

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

Motion by Perron, second by Kalbfell, to authorize the City Manager to sign the grant application for cardiac monitors and forward to the GTB for their consideration. Motion passed by unanimous voice vote.

G. 2% Tribal Grant Application - Tasers

Chief Doan stated that the Police Department is requesting funding from the Grand Traverse Band of Ottawa and Chippewa Indians (GTB) to replace the department's tasers. The current tasers have reached their life expectancy and need to be replaced

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

Motion by Cole, second by Hagen, to authorize the City Manager to sign the grant application for tasers and forward to the GTB for their consideration. Motion passed by unanimous voice vote.

H. Ambulance Purchase for \$262,450

Chief Doan stated that the Charlevoix EMS Department is seeking to purchase a new ambulance for this fiscal year. The current ambulance fleet consists of three ambulances. The two oldest ambulances due to their mileage are requiring more repairs and spending less time in service. A new ambulance added to the fleet will allow the EMS Department the opportunity to respond to more calls. He stated that the total outfitted "road ready" ambulance price is \$262,450. Staff recommended that the City Manager execute the purchase upon final approval of the EMS Agreement for Ambulance Services with the townships.

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

Motion by Kalbfell, second by Hagen, to authorize the City Manager to approve the purchase of a Ford F-450 4X4 Demers Ambulance with a Stryker stretcher and other equipment to have a totally outfitted "road ready" ambulance for the price of \$262,450 upon final approval of the Ambulance Services Agreement by all signatories. Motion passed by unanimous voice vote.

I. Mayoral Appointments

The Mayor nominated Mary Heid for the District Library Board for a three year term.

The DDA has one vacant seat for a four year term. At Council's April 15th meeting, a motion failed to appoint Sean Bradley to the DDA as a voting member. Mayor Kurtz and Kalbfell asked Council to reassess Mr. Bradley's nomination.

Mayor Kurtz opened the item to public comment.

- Jodi Bingham disagreed with a student on the DDA
- Annemarie Conway highly recommended Sean Bradley
- Kirby Dipert supported Ms. Conway's comments

The item was closed.

Motion by Hagen, second by Cole, to re-appoint Mary Heid to the District Library Board term expiring June 2022. Motion passed by unanimous voice vote.

Motion by Kalbfell, second by Cole, to appoint Sean Bradley to the DDA term expiring April 2023.

Yeas: Hagen, Kalbfell, Cole

Nays: Bryan, Perron

Absent: Oleksy

8. **Reports & Communications**

A. Public Comments

- Maureen Owens questioned how more area could be added to the WRIA area

B. City Manager Comments

- Channel railings will be painted safety blue by the Army Corps of Engineers next week at no cost to the City
- Congratulations to Lonnie Allen in his new job
- Repairing the walkway to the lighthouse is a priority; portions of the channel will be dredged

C. Mayor & Council Comments

- Hagen suggested moving moped parking to the parking lots; further discussion under Other Council Business
- Mayor suggested that Council may want to postpone the public services facility build until the economy improves to mitigate the increased cost of steel

9. Other Council Business

Council discussed various locations for moped parking. They agreed to preserve as many full sized parking spaces on Bridge Street as possible while still keeping moped parking in a prominent location if possible.

Mayor Kurtz opened the item to public comment.

- Kirby Dipert and Jodi Bingham were in favor of moving moped parking to backlots

The item was closed.

Motion by Kalbfell, second by Hagen, to remove the current moped space on Bridge Street for the coming season and look at opportunities in back lots to create moped space that does not take away parking spaces and add moped space in the ends on Bridge Street. Motion passed by unanimous voice vote.

10. Adjourn

The Mayor adjourned the meeting at 8:29 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 05/13/2019			
BOSS JR, DALE E.	550.00	TOTAL	550.00
Special Accounts Payable – 05/14/2019			
FEDERAL AVIATION ADMINISTRATION	150.000	TOTAL	150.00
Regular Accounts Payable – 05/21/2019			
ACE HARDWARE	4,133.69	HACH COMPANY	1,387.70
AIRGAS USA LLC	68.65	HARBOR INDUSTRIES INC.	915.00
ALL AREA TOWING	125.00	HARRELL'S	5,549.25
ALL-PHASE ELECTRIC SUPPLY CO.	207.90	HAYDEN, MARY	45.07
ALTEC INDUSTRIES INC	31.84	HEALTH CARE LOGISTICS	93.22
AMERICAN WASTE INC.	3,210.40	HENGESH, DONALD	9.96
AT YOUR SERVICE PLUS INC	690.00	HERITAGE-CRYSTAL CLEAN LLC	75.00
AUTO VALUE	839.30	HOGARTH'S PEST CONTROL INC.	225.00
B & L SOUND INC	149.95	HYDRO CORP	530.00
BEHAN WINDOW CLEANING	105.00	IDEXX DISTRIBUTION INC.	1,190.55
BELL EQUIPMENT COMPANY	2,122.73	JONES & JONES GARAGE DOOR SVCS	80.00
BLARNEY CASTLE OIL CO	849.26	KALBFELL, JANET P.	502.54
BOB MATHERS FORD	158.00	KAPANOSKE, THOMAS	300.00
BS& A SOFTWARE	1,752.00	KLOOSTER, KATHERINE	73.67
CARQUEST OF CHARLEVOIX	2,059.40	KSS ENTERPRISES	312.55
CCP INDUSTRIES INC	281.54	LANDSCAPE FORMS INC.	305.00
CDW GOVERNMENT INC.	3,978.42	LASER PRINTER TECHNOLOGIES	898.00
CENTRAL DRUG STORE	27.40	MACDONALD GARBER	499.00
CHARLEVOIX GLASS INC.	100.00	MASSON, DONALD J.	144.34
CHARLEVOIX HISTORICAL SOCIETY	1,000.00	MATHERS, AMANDA	79.90
CHARLEVOIX SCREEN MASTERS INC	311.75	MCCARDEL CULLIGAN-PETOSKEY	50.50
CHARTER COMMUNICATIONS	1,116.35	MICHAEL MURPHY IV PHOTOGRAPHY	300.00
CITY OF CHARLEVOIX - UTILITIES	32,060.08	MICHIGAN LAUNDRY	162.64
CITY OF CHARLEVOIX/DDA	515.53	MICHIGAN MUNICIPAL LEAGUE	1,980.00
CLEAR WATER PLUMBING & HEATING	310.00	MICHIGAN OFFICEWAYS INC	2,190.87
DELL MARKETING L P	66.58	MICHIGAN WATER ENV ASSOC	135.00
DITCH WITCH SALES OF MICHIGAN	800.92	MISS DIG SYSTEM INC	369.00
DORNBOS SIGN INC.	499.88	MUNSON HOME SERVICES	1,776.47
EJ USA INC.	109.24	NORTHERN MICHIGAN REVIEW INC.	1,914.99
ELLSWORTH FARMER'S EXCHANGE	227.50	NW MI COG	9,555.00
ETNA SUPPLY	310.00	OHM ADVISORS	26,363.25
FAMILY FARM & HOME	1,019.10	O'REILLY AUTOMOTIVE INC	60.07
FASTENAL COMPANY	171.63	OTEC	1,110.00
FEYEN ZYLSTRA LLC	19,350.00	P.I.W. CORPORATION	110.00
FISHER SCIENTIFIC	1,094.98	PHYSICIAN'S CLINIC OF CHARLEVOIX	273.00
FOX CHARLEVOIX FORD	297.73	PISCHNER, KELSEY	100.00
FREEDOM MAILING SERVICES INC.	2,258.77	POLLARDWATER	250.00
GEMINI GROUP LLC	2,607.00	POWER LINE SUPPLY	755.59
GINOP SALES INC	261.56	PREIN & NEWHOF	240.00
GRAINGER	119.70	PRESTON FEATHER	421.60
GREAT LAKES PIPE & SUPPLY	299.48	PURITY CYLINDER GASES INC	73.17
GREAT LAKES SERVICE & SUPPLIES INC	907.50	QUICK CARE MEDICAL CENTER	105.00
GREEN GUARD	148.03	QUILL CORP	126.97

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RANGE TELECOMMUNICATIONS	229.25	UPPER CASE PRINTING INK.	1,147.30
SHINDORF BUILDERS	334.00	USA BLUE BOOK	2,140.38
SIGMA-ALDRICH INC.	312.55	UWC	1.10
SPARTAN DISTRIBUTORS INC	385.25	VALLEY TRUCK - GAYLORD	50.00
SPARTAN STORES LLC	59.40	VILLAGE GRAPHICS INC.	153.55
STATE OF MICHIGAN	101.08	VORCE, GLORIA	192.81
STATE OF MICHIGAN	2,734.29	WAGNER, DENNIS	84.77
TERMINAL SUPPLY CO	244.01	WHARFSIDE ENT. LTD.	1,100.00
THISTLE	1,000.00	WILMOT ELECTRIC INC	480.15
THUNDER BAY TREE SERVICE LLC	13,974.25	WILSON, TIMOTHY J.	300.00
TOP LINE	270.00	WORK & PLAY SHOP	10,817.60
TRUCK & TRAILER SPECIALTIES	337.83	TOTAL	184,842.23

ACH Payments – 05/06/2019 to 05/17/2019

MI PUBLIC POWER AGENCY	15,268.05	STATE OF MI (WITHHOLDING TAX)	5,916.15
PAYMENT SERVICE NETWORK	237.70	VANTAGEPOINT (401 ICMA PLAN)	802.64
STATE OF MI (SALES TAX)	17,321.96	VANTAGEPOINT (457 ICMA PLAN)	18,997.94
DTE ENERGY	6,438.22	VANTAGEPOINT (ROTH IRA)	955.76
IRS (PAYROLL TAX DEPOSIT)	39,210.46	TOTAL	111,331.78
ALERUS FINANCIAL (HCSP)	300.00		

Payroll Net Pay – Pay Period Ending 05/11/2019 (Paid 05/17/2019)

HEYDLAUFF, MARK L.	2,557.16	MCGHEE, ROBERT R.	1,000.84
GOLDING, JOYCE M.	1,836.30	MUMICH, BARRY J.	604.32
DEROSIA, PATRICIA E.	1,240.91	CRANDELL, ZACKARY R.	624.98
DOTSON, LINDSEY J.	1,388.96	FERGUSON, ROYCE L.	1,158.37
KLOOSTER, ALIDA K.	1,735.88	ZIPP, BRANDON M.	457.30
GOLOVICH, KAREN J.	996.81	ROSENTHAL, GABRIEL M.	957.97
BARNEVELD, RICHELLE L.	1,237.21	KNORR, KENT J.	1,917.26
SPENCLEY, PATRICIA L.	1,648.36	ANZELL, BETH A.	975.17
MILLER, FAITH G.	56.27	STEBE, LAURA A.	144.07
MCGINN, KELLY A.	2,045.01	MILAN, JANE E.	109.10
LAVENDER, JOSEPH E.	1,693.05	KLOOSTER, PATRICK H.	475.38
SCHULMAN, BLAKE B.	725.83	EVANS JR, HALBERT K.	261.58
DOAN, GERARD P.	2,079.16	GREENE, GLORIA C.	68.71
SCHLAPPI, JAMES L.	1,204.90	DAVIS, LEAH R.	118.93
UMULIS, MATTHEW T.	1,356.77	KIRINOVIC, THOMAS F.	152.45
HANKINS, SCOTT A.	1,797.81	HART, DAVID R.	55.76
ORBAN, BARBARA K.	1,133.91	SHANAHAN, CHERYL J.	943.45
WILLIAMS, ASHLEY M.	1,848.36	GRUNCH, RONALD J.	289.41
FLICKEMA, ANDREW M.	1,610.67	DAVIS, RONALD L.	141.79
RILEY, DENISE M.	484.24	MASSON, DONALD J.	399.17
MATELSKI, KRISTEN L.	1,329.54	KUSINA, DENNIS W.	118.72
MACGILLIVRAY, ROGER	546.39	LABLANCE, MAUREEN J.	244.62
WURST, RANDALL W.	1,425.49	LIVINGSTON, BRIAN D.	1,390.93
MAYER, SHELLEY L.	1,469.04	WYMAN, MATTHEW A.	1,600.09
HILLING, NICHOLAS A.	1,361.12	MILLER, WILLIAM S.	992.07
MEIER III, CHARLES A.	1,269.02	DOUGLAS, MARK	907.73
ZACHARIAS, STEVEN B.	1,286.77	PRIOR, ERIN C.	963.61
NEWMAN, MARK J.	946.08	CERTA, BRIAN	573.06
SWEM, DONALD L.	1,985.61	MCMULLEN, DONALD R.	1,849.03
EATON, BRAD A.	1,790.82	SILVA, JESSE L.A.	1,425.52
WILSON, TIMOTHY J.	2,325.37	WILLSON, BRENDA R.	1,289.39
LAVOIE, RICHARD L.	1,755.23	BEAN, PETER J.	677.47
STEVENS, BRANDON C.	1,937.27	STEVENS, JEFFREY W.	282.73
DRAVES, MARTIN J.	2,183.71	RILEY, CASEY W.	760.44
ANDERSON, ELIZABETH A.	1,210.74	JONES, LARRY M.	470.28
KENWABIKISE, DAVID L.	1,099.66	FLORE, ROBERT A.	1,248.28
ELLIOTT, PATRICK M.	2,332.83	MATZ, EMILY S.	1,265.81
SCHWARTZFISHER, JOSEPH L.	1,545.77	STEPHENS, LYON G.	1,336.61
BRADLEY, KELLY R.	1,766.53	ERWIN, RACHELLE L.	12.86
HART II, DELBERT W.	1,280.63	TRAVERS, MANUEL J.	615.50
JONES, ROBERT F.	1,370.07	MOYER, DAVID T.	491.72
DORAN, JUSTIN J.	1,427.81	WHEELER, MICHAEL W.	1,295.47
FARRELL, MITCHELL L.	1,341.97	PEARSALL, KRISTA M.	46.81
THORP JR, WILLIAM D.	1,202.64	DRAKE, WILLIAM F.	2,074.63
LEITNER, RYAN S.	1,234.52	JOHNSON, MELISSA A.	1,034.19
MANKER SR, DAVID W.	643.42	AZZOPARDI, ANTHONY J.	1,785.40
NEDWICK, DAVID J.	92.35	DEKORNE, ELIZABETH A.	739.90
FREY, DYLAN V.	540.39	MCCRANEY, RUSSELL R.	36.89
HART III, DELBERT W.	654.92	MATHERS, AMANDA L.	384.56
STOREY, JAMES W.	644.45	MATHERS, BENJAMIN H.	291.66
DOTSON, WILLIAM R.	148.00	PORTMAN, BROOKE A.	155.20

DRAFT

WHITLEY, ANDREW T.	1,864.66	GILL, DAVID R.	915.91
MORRISON, KEVIN P.	1,030.64	WATTS, TIMOTHY L.	326.73
BISHAW, JAMES H.	777.57	TOTAL	110,958.43

Payroll Transmittal – 05/17/2019

4FRONT CREDIT UNION	926.84	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	148.82	COMMUNICATION WORKERS OF AMER	565.84
AMERICAN FAMILY LIFE	525.04	MI STATE DISBURSEMENT UNIT	464.37
CHAR EM UNITED WAY	90.00	PRIORITY HEALTH	1,540.17
CHARLEVOIX STATE BANK	1,071.00	TOTAL	5,482.08

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: June 3, 2019

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
05/17/2019		
126865	CHARLEVOIX COUNTY	500.00
126866	STATE OF MICHIGAN	150.00
Total 05/17/2019:		650.00
Grand Totals:		650.00

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

05/17/19 Special Accounts Payable Run	\$ 650.00
05/21/19 Special Accounts Payable Run	\$ 71,692.71
05/22/19 Special Accounts Payable Run	\$ 34,350.00
05/31/19 Payroll (net pay)	\$ 116,429.00
05/31/19 Payroll Transmittal Checks	\$ 5,504.05
06/04/19 Regular Accounts Payable	\$ 241,884.25
Checks Sub-Total:	\$ 470,510.01

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

05/20/19 MI Public Power Agency	\$ 18,641.55
05/28/19 MI Public Power Agency	\$ 13,608.87
05/28/19 MI Public Power Agency	\$ 189,834.72
05/31/19 IRS (Payroll Tax Deposit)	\$ 40,577.50
05/31/19 Alerus Financial (HCSP)	\$ 350.00
05/31/19 State of MI (Withholding Tax)	\$ 6,151.76
05/31/19 Vantagepoint (401 ICMA Plan)	\$ 802.64
05/31/19 Vantagepoint (457 ICMA Plan)	\$ 18,916.02
05/31/19 Vantagepoint (Roth IRA)	\$ 955.76
05/31/19 MERS Defined Benefit Plan	\$ 73,169.49
ACH Sub-Total:	\$ 363,008.31

Huntington National Bank Total: \$ 833,518.32

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

06/04/19 Tax Disbursement	\$ 451.40
Charlevoix State Bank Total:	\$ 451.40

Grand Total: \$ 833,969.72

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

M = Manual Check, V = Void Check

Check Number	Payee	Amount
05/21/2019		
126867	AT&T	4,356.76
126868	AT&T MOBILITY	89.83
126869	CHARLEVOIX STATE BANK	12,322.24
126870	CHARTER COMMUNICATIONS	84.99
126871	DELTA DENTAL	3,461.22
126872	GREAT LAKES ENERGY	317.36
126873	HOLIDAY COMPANIES	7,158.21
126874	METLIFE SMALL BUSINESS CENTER	765.33
126875	PRIORITY HEALTH	40,094.50
126876	STANDARD INSURANCE CO	2,437.78
126877	VERIZON WIRELESS	56.72
126878	VISION SERVICE PLAN	547.77
Total 05/21/2019:		71,692.71
Grand Totals:		71,692.71

Check Number	Payee	Amount
05/22/2019		
126879	KODIAK EMERGENCY VEHICLES	34,350.00
Total 05/22/2019:		34,350.00
Grand Totals:		34,350.00

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/25/2019	PC	05/31/2019	28259	HEYDLAUFF, MARK L.	102		2,557.16
05/25/2019	PC	05/31/2019	28260	GOLDING, JOYCE M.	106		1,836.29
05/25/2019	PC	05/31/2019	28261	DEROSIA, PATRICIA E.	107		1,216.31
05/25/2019	PC	05/31/2019	28262	DOTSON, LINDSEY J.	109		1,388.96
05/25/2019	PC	05/31/2019	28263	KLOOSTER, ALIDA K.	121		1,735.88
05/25/2019	PC	05/31/2019	28264	GOLOVICH, KAREN J.	122		996.81
05/25/2019	PC	05/31/2019	28265	BARNEVELD, RICHELLE	123		1,184.33
05/25/2019	PC	05/31/2019	28266	SPENCLEY, PATRICIA L.	136		1,654.71
05/25/2019	PC	05/31/2019	28267	MILLER, FAITH G.	142		34.25
05/25/2019	PC	05/31/2019	28268	MCGINN, KELLY A.	146		2,045.01
05/25/2019	PC	05/31/2019	28269	JONES, JANET M.	148		404.58
05/25/2019	PC	05/31/2019	28270	LAVENDER, JOSEPH E.	153		1,693.05
05/25/2019	PC	05/31/2019	28271	SCHULMAN, BLAKE B.	154		725.83
05/25/2019	PC	05/31/2019	28272	DOAN, GERARD P.	201		2,041.12
05/25/2019	PC	05/31/2019	28273	SCHLAPPI, JAMES L.	204		1,191.86
05/25/2019	PC	05/31/2019	28274	UMULIS, MATTHEW T.	205		1,537.67
05/25/2019	PC	05/31/2019	28275	HANKINS, SCOTT A.	208		2,107.12
05/25/2019	PC	05/31/2019	28276	ORBAN, BARBARA K.	209		1,355.55
05/25/2019	PC	05/31/2019	28277	FLICKEMA, ANDREW M.	211		1,375.98
05/25/2019	PC	05/31/2019	28278	RILEY, DENISE M.	213		468.57
05/25/2019	PC	05/31/2019	28279	MATELSKI, KRISTEN L.	230		1,329.54
05/25/2019	PC	05/31/2019	28280	BINGHAM, LARRY E.	240		160.49
05/25/2019	PC	05/31/2019	28281	VANLOO, MEAGAN E.	243		340.59
05/25/2019	PC	05/31/2019	28282	MACGILLIVRAY, ROGER	244		103.89
05/25/2019	PC	05/31/2019	28283	FLOHE, STETHEN R.	245		512.04
05/25/2019	PC	05/31/2019	28284	WURST, RANDALL W.	411		1,626.98
05/25/2019	PC	05/31/2019	28285	MAYER, SHELLEY L.	412		1,668.98
05/25/2019	PC	05/31/2019	28286	HILLING, NICHOLAS A.	413		1,381.10
05/25/2019	PC	05/31/2019	28287	MEIER III, CHARLES A.	421		1,144.97
05/25/2019	PC	05/31/2019	28288	ZACHARIAS, STEVEN B.	422		1,232.48
05/25/2019	PC	05/31/2019	28289	NEWMAN, MARK J.	424		900.24
05/25/2019	PC	05/31/2019	28290	SWEM, DONALD L.	512		1,985.61
05/25/2019	PC	05/31/2019	28291	EATON, BRAD A.	515		2,073.37
05/25/2019	PC	05/31/2019	28292	WILSON, TIMOTHY J.	516		2,171.82
05/25/2019	PC	05/31/2019	28293	LAVOIE, RICHARD L.	519		1,774.73
05/25/2019	PC	05/31/2019	28294	STEVENS, BRANDON C.	521		2,642.40
05/25/2019	PC	05/31/2019	28295	DRAVES, MARTIN J.	523		1,836.97
05/25/2019	PC	05/31/2019	28296	ANDERSON, ELIZABETH	526		1,216.73
05/25/2019	PC	05/31/2019	28297	KENWABIKISE, DAVID L.	528		1,494.72
05/25/2019	PC	05/31/2019	28298	ELLIOTT, PATRICK M.	600		2,332.82
05/25/2019	PC	05/31/2019	28299	SCHWARTZFISHER, JOS	603		1,185.92
05/25/2019	PC	05/31/2019	28300	BRADLEY, KELLY R.	614		1,437.84
05/25/2019	PC	05/31/2019	28301	HART II, DELBERT W.	616		1,612.82
05/25/2019	PC	05/31/2019	28302	JONES, ROBERT F.	618		1,196.72
05/25/2019	PC	05/31/2019	28303	DORAN, JUSTIN J.	621		1,331.32
05/25/2019	PC	05/31/2019	28304	FARRELL, MITCHELL L.	622		1,319.16
05/25/2019	PC	05/31/2019	28305	THORP JR, WILLIAM D.	623		1,449.71
05/25/2019	PC	05/31/2019	28306	LEITNER, RYAN S.	624		1,234.52
05/25/2019	PC	05/31/2019	28307	MANKER SR, DAVID W.	639		766.85
05/25/2019	PC	05/31/2019	28308	NEDWICK, DAVID J.	642		734.51
05/25/2019	PC	05/31/2019	28309	FREY, DYLAN V.	643		670.23
05/25/2019	PC	05/31/2019	28310	HART III, DELBERT W.	657		679.46
05/25/2019	PC	05/31/2019	28311	STOREY, JAMES W.	659		631.90
05/25/2019	PC	05/31/2019	28312	DOTSON, WILLIAM R.	661		222.02
05/25/2019	PC	05/31/2019	28313	MCGHEE, ROBERT R.	663		735.78
05/25/2019	PC	05/31/2019	28314	MUMICH, BARRY J.	671		664.24
05/25/2019	PC	05/31/2019	28315	CRANDELL, ZACKARY R.	691		723.35

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/25/2019	PC	05/31/2019	28316	FERGUSON, ROYCE L.	693		1,144.67
05/25/2019	PC	05/31/2019	28317	ROSENTHAL, GABRIEL M	698		943.96
05/25/2019	PC	05/31/2019	28318	NOVOTNY, RAIGAN I.	699		524.22
05/25/2019	PC	05/31/2019	28319	KNORR, KENT J.	700		1,917.26
05/25/2019	PC	05/31/2019	28320	ANZELL, BETH A.	702		1,066.79
05/25/2019	PC	05/31/2019	28321	STEBE, LAURA A.	703		33.25
05/25/2019	PC	05/31/2019	28322	MILAN, JANE E.	711		218.17
05/25/2019	PC	05/31/2019	28323	KLOOSTER, PATRICK H.	743		1,621.93
05/25/2019	PC	05/31/2019	28324	EVANS JR, HALBERT K.	744		630.61
05/25/2019	PC	05/31/2019	28325	GREENE, GLORIA C.	746		239.54
05/25/2019	PC	05/31/2019	28326	DAVIS, LEAH R.	748		207.91
05/25/2019	PC	05/31/2019	28327	TELGENHOF, WILL G.	749		366.06
05/25/2019	PC	05/31/2019	28328	WHITE III, MARCUS W.	754		358.26
05/25/2019	PC	05/31/2019	28329	CARLSON, JOSHUA A.	756		332.49
05/25/2019	PC	05/31/2019	28330	GREYERBIEHL, KELLY M.	757		197.37
05/25/2019	PC	05/31/2019	28331	CAREY, MADISON Q.	758		209.86
05/25/2019	PC	05/31/2019	28332	KIRINOVIC, THOMAS F.	790		282.49
05/25/2019	PC	05/31/2019	28333	SNYDER, JOSHUAH D.	792		229.21
05/25/2019	PC	05/31/2019	28334	HART, DAVID R.	836		478.05
05/25/2019	PC	05/31/2019	28335	SHANAHAN, CHERYL J.	838		943.45
05/25/2019	PC	05/31/2019	28336	GRUNCH, RONALD J.	844		338.58
05/25/2019	PC	05/31/2019	28337	DAVIS, RONALD L.	853		218.13
05/25/2019	PC	05/31/2019	28338	MASSON, DONALD J.	861		477.27
05/25/2019	PC	05/31/2019	28339	KUSINA, DENNIS W.	862		135.67
05/25/2019	PC	05/31/2019	28340	LABLANCE, MAUREEN J.	863		225.23
05/25/2019	PC	05/31/2019	28341	LIVINGSTON, BRIAN D.	866		1,390.93
05/25/2019	PC	05/31/2019	28342	STANLEY, MARK J.	867		34.52
05/25/2019	PC	05/31/2019	28343	WYMAN, MATTHEW A.	927		1,600.09
05/25/2019	PC	05/31/2019	28344	MILLER, WILLIAM S.	933		992.07
05/25/2019	PC	05/31/2019	28345	DOUGLAS, MARK	935		964.80
05/25/2019	PC	05/31/2019	28346	PRIOR, ERIN C.	938		906.54
05/25/2019	PC	05/31/2019	28347	CERTA, BRIAN	939		527.34
05/25/2019	PC	05/31/2019	28348	SEAVER, WILLIAM F.	940		52.86
05/25/2019	PC	05/31/2019	28349	MCMULLEN, DONALD R.	1000		1,849.03
05/25/2019	PC	05/31/2019	28350	SILVA, JESSE L.A.	1001		1,786.60
05/25/2019	PC	05/31/2019	28351	WILLSON, BRENDA R.	1002		2,660.00
05/25/2019	PC	05/31/2019	28352	BEAN, PETER J.	1003		1,202.83
05/25/2019	PC	05/31/2019	28353	STEVENS, JEFFREY W.	1028		471.15
05/25/2019	PC	05/31/2019	28354	RILEY, CASEY W.	1052		225.46
05/25/2019	PC	05/31/2019	28355	JONES, LARRY M.	1057		758.11
05/25/2019	PC	05/31/2019	28356	FLORE, ROBERT A.	1058		642.52
05/25/2019	PC	05/31/2019	28357	MATZ, EMILY S.	1059		1,248.95
05/25/2019	PC	05/31/2019	28358	STEPHENS, LYON G.	1060		728.94
05/25/2019	PC	05/31/2019	28359	TRAVERS, MANUEL J.	1071		883.39
05/25/2019	PC	05/31/2019	28360	MOYER, DAVID T.	1073		266.06
05/25/2019	PC	05/31/2019	28361	RILEY, DANIEL A.	1102		324.20
05/25/2019	PC	05/31/2019	28362	WHEELER, MICHAEL W.	1103		1,612.41
05/25/2019	PC	05/31/2019	28363	PEARSALL, KRISTA M.	1105		91.62
05/25/2019	PC	05/31/2019	28364	DRAKE, WILLIAM F.	1106		1,224.59
05/25/2019	PC	05/31/2019	28365	JOHNSON, MELISSA A.	1107		673.79
05/25/2019	PC	05/31/2019	28366	AZZOPARDI, ANTHONY J.	1108		1,083.01
05/25/2019	PC	05/31/2019	28367	DEKORNE, ELIZABETH A.	1109		521.75
05/25/2019	PC	05/31/2019	28368	BELMONTE, ANTONIO F.	1113		153.35
05/25/2019	PC	05/31/2019	28369	MATHERS, AMANDA L.	1114		316.72
05/25/2019	PC	05/31/2019	28370	MATHERS, BENJAMIN H.	1115		290.55
05/25/2019	PC	05/31/2019	28371	PORTMAN, BROOKE A.	1116		151.69
05/25/2019	PC	05/31/2019	28372	WELLS, JANNINA J.	1117		204.83

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/25/2019	PC	05/31/2019	126881	GERBER, SAMUEL A.	147		72.03
05/25/2019	PC	05/31/2019	126882	WHITLEY, ANDREW T.	522		1,538.27
05/25/2019	PC	05/31/2019	126883	MORRISON, KEVIN P.	601		1,168.41
05/25/2019	PC	05/31/2019	126884	BISHAW, JAMES H.	633		670.18
05/25/2019	PC	05/31/2019	126885	KLINGER, BRADLEY W.	747		227.68
05/25/2019	PC	05/31/2019	126886	GILL, DAVID R.	856		1,097.11
05/25/2019	PC	05/31/2019	126887	WATTS, TIMOTHY L.	868		396.33
Grand Totals:			121				116,429.00



Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/25/2019	05/31/2019	126888	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	926.84
05/25/2019	05/31/2019	126889	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	148.82
05/25/2019	05/31/2019	126889	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	525.04
05/25/2019	05/31/2019	126890	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 5/25/2	90.00
05/25/2019	05/31/2019	126891	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,071.00
05/25/2019	05/31/2019	126892	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
05/25/2019	05/31/2019	126893	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	602.66
05/25/2019	05/31/2019	126894	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	617.72
05/25/2019	05/31/2019	126895	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,371.97
Grand Totals:		<u>9</u>				<u>5,504.05</u>

dm

Check Number	Payee	Amount
06/04/2019		
126896	ACME SPORTS INC	409.00
126897	ADVANCE	1,203.46
126898	AFFORDABLE FLOORING & MORE	120.00
126899	ALL-PHASE ELECTRIC SUPPLY CO.	1,282.32
126900	AMERICAN WASTE INC.	3,127.56
126901	ANDERSON, ELIZABETH A.	50.00
126902	ANZELL, BETH A.	50.00
126903	ARROW INTERNATIONAL INC	2,716.85
126904	AVFUEL CORPORATION	39,290.46
126905	BAKER COLLEGE OF CADILLAC	13.50
126906	BELL EQUIPMENT COMPANY	1,022.72
126907	BELVEDERE GOLF CLUB	130.00
126908	BLUETARP FINANCIAL	1,499.00
126909	BOUND TREE MEDICAL LLC	157.46
126910	BOX WHEELCHAIRS/AMDF INC	2,216.18
126911	BRADFORD'S	101.25
126912	CCI SOUTH LLC	52.50
126913	CDW GOVERNMENT INC.	1,328.10
126914	CHARLEVOIX CITY BAND	5,000.00
126915	CHARLEVOIX COMMUNITY SHOPPER	488.00
126916	CHARLEVOIX COUNTY	66.00
126917	CHARLEVOIX COUNTY TREASURER	9,969.97
126918	CHARLEVOIX GLASS INC.	18.16
126919	CHARLEVOIX SCREEN MASTERS INC	458.00
126920	CHARLEVOIX STATE BANK	1,053.33
126921	CHURCH, BARBARA	2.67
126922	CIGNA HEALTHCARE	111.41
126923	CINTAS CORPORATION	100.62
126924	CITY OF CHARLEVOIX - PETTY CASH	850.00
126925	CONWAY PROFESSIONAL SERVICES	3,844.00
126926	COOK FAMILY FARMS	77.00
126927	CUMMINS BRIDGEWAY LLC	1,330.47
126928	DeROSIA, PATRICIA E.	50.00
126929	DOAN, GERARD P.	333.64
126930	DORNBOS SIGN INC.	44.50
126931	DOTSON, LINDSEY J.	1,032.33
126932	DROST LANDSCAPE INC.	8,000.00
126933	DUNN, SUSAN	52.92
126934	ELHORN ENGINEERING COMPANY	790.00
126935	ELLIOTT, PATRICK M.	50.00
126936	ELLSWORTH FARMER'S EXCHANGE	880.54
126937	EMERGENCY MEDICAL PRODUCTS IN	127.98
126938	FASTENAL COMPANY	298.77
126939	FISHER SCIENTIFIC	632.31
126940	FLICKEMA, ANDREW M.	14.00
126941	FOX CHARLEVOIX FORD	1,832.86
126942	GIVE 'EM A BRAKE SAFETY	1,257.10
126943	GOLDING, JOYCE M.	50.00

Check Number	Payee	Amount
126944	GRAINGER	48.71
126945	GRAND TRAVERSE GARAGE DOOR	1,945.85
126946	GREAT LAKES COCA-COLA DISTRIBU	357.60
126947	GREAT LAKES PIPE & SUPPLY	345.90
126948	GUNTZVILLER, RHONDA	14.00
126949	HACH COMPANY	275.74
126950	HAIR QTRS	66.36
126951	HAMMERSMITH EQUIPMENT CO	642.70
126952	HANKINS, SCOTT A.	50.00
126953	HARRELL'S	2,838.85
126954	HEYDLAUFF, MARK L.	183.27
126955	KLOOSTER, ALIDA K.	50.00
126956	KLOOSTER, PATRICK H.	50.00
126957	KNORR, KENT J.	113.80
126958	KODIAK EMERGENCY VEHICLES	217.77
126959	KSS ENTERPRISES	1,343.23
126960	LAKE SHORE TIRE & AUTO SERVICE	15.00
126961	LAMAR COMPANIES	750.00
126962	LASER PRINTER TECHNOLOGIES	60.00
126963	LAVENDER, JOSEPH E.	50.00
126964	LIVINGSTON, BRIAN D.	50.00
126965	MACNAUGHTON, HEATHER	16.77
126966	MANAGEMENT AND BEHAVIOR	550.00
126967	MAYER, SHELLEY L.	311.04
126968	McGINN, KELLY A.	250.08
126969	MCMULLEN, DONALD R.	50.00
126970	MICHIGAN BOATING INDUSTRIES ASS	295.00
126971	MICHIGAN MUSHROOM MARKET LLC	50.00
126972	MICHIGAN WATER ENV ASSOC	150.00
126973	MILLER, WILLIAM S.	50.00
126974	MUNSON HEALTHCARE CHARLEVOIX	627.34
126975	NORTHERN A-1 ENVIRONMENTAL SE	11,122.50
126976	NORTHERN CREDIT BUREAU	178.15
126977	NORTHERN PUMP SERVICE INC.	7,510.88
126978	OHM ADVISORS	14,050.00
126979	OLESON'S FOOD STORES	42.25
126980	OLSON BZDOK & HOWARD	1,380.90
126981	OLSTROM EXCAVATING AND PAVING	210.00
126982	OTEC	45.00
126983	P.K. CONTRACTING	7,551.00
126984	PARASTAR INC.	4,531.81
126985	PARKER, MICHAEL	30.00
126986	PEARSALL, MICHAEL	450.00
126987	PHYSIO-CONTROL INC.	365.86
126988	PLYMKRAFT INC	2,358.00
126989	POLLARDWATER	39.07
126990	POWER LINE SUPPLY	9,594.58
126991	POWERPLAN	750.50
126992	PREIN & NEWHOF	2,991.00

Check Number	Payee	Amount
126993	PRO WEB MARKETING LLC	20.00
126994	PRODUCTIVITY PLUS ACCOUNT	276.86
126995	PURITY CYLINDER GASES INC	105.74
126996	QUILL CORP	185.74
126997	RESCO	25,513.00
126998	RESOLUTION G2 LLC	8,458.50
126999	ROHRER, BRUCE	7.54
127000	SEARS HOLDINGS INC.	823.26
127001	SHANAHAN, CHERYL J.	150.00
127002	SILVA, JESSE L.A.	50.00
127003	SOUND ENVIRONMENTS	703.44
127004	SPRINGFIELD INC.	950.00
127005	STATE OF MICHIGAN	370.00
127006	STATE OF MICHIGAN	245.00
127007	STRIKER SUPPLY	22.00
127008	SWANK MOTION PICTURES	665.00
127009	SWANSON K & D INC	478.71
127010	SWANSON, CRAIG	31.51
127011	SWEM, DONALD L.	50.00
127012	SYSTEMS SPECIALISTS INC	16,428.00
127013	TELE-RAD INC	400.73
127014	THUNDER BAY TREE SERVICE LLC	13,761.13
127015	UMULIS, MATTHEW T.	22.00
127016	UNIFIRST CORPORATION	1,067.16
127017	USA BLUE BOOK	59.45
127018	VILLAGE GRAPHICS INC.	908.87
127019	WARD BROTHERS BOATS INC	255.00
127020	WILBERT BURIAL VAULT CO	647.20
127021	WOOD, TRAVER	15.00
127022	WORK & PLAY SHOP	479.96
127023	WURST, RANDALL W.	50.00
127024	WYMAN, MATTHEW A.	50.00
127025	ZIIBIMIJWANG INC	26.00
Total 06/04/2019:		241,884.25
Grand Totals:		241,884.25

Check Number	Payee	Amount
05/20/2019		
52019001	MICHIGAN PUBLIC POWER AGENCY	18,641.55
Total 05/20/2019:		18,641.55
Grand Totals:		18,641.55

Check Number	Payee	Amount
05/28/2019		
52819001	MICHIGAN PUBLIC POWER AGENCY	13,608.87
52819002	MICHIGAN PUBLIC POWER AGENCY	189,834.72
Total 05/28/2019:		203,443.59
Grand Totals:		203,443.59

Check Issue Date	Check Number	Payee	Amount
53119001			
05/31/2019	53119001	**EFTPS* Payroll Taxes	10,783.43
05/31/2019	53119001	**EFTPS* Payroll Taxes	10,783.43
05/31/2019	53119001	**EFTPS* Payroll Taxes	2,521.93
05/31/2019	53119001	**EFTPS* Payroll Taxes	2,521.93
05/31/2019	53119001	**EFTPS* Payroll Taxes	13,966.78
Total 53119001:			
	5		40,577.50
53119002			
05/31/2019	53119002	Alerus Financial	350.00
Total 53119002:			
	1		350.00
53119003			
05/31/2019	53119003	STATE OF MICHIGAN	6,151.76
Total 53119003:			
	1		6,151.76
53119004			
05/31/2019	53119004	Vantagepoint - 401 Plan 109153	802.64
Total 53119004:			
	1		802.64
53119005			
05/31/2019	53119005	Vantagepoint - 457 Plan 300959	5,197.92
05/31/2019	53119005	Vantagepoint - 457 Plan 300959	2,275.70
05/31/2019	53119005	Vantagepoint - 457 Plan 300959	3,883.56
05/31/2019	53119005	Vantagepoint - 457 Plan 300959	7,558.84
Total 53119005:			
	4		18,916.02
53119006			
05/31/2019	53119006	Vantagepoint - Roth IRA 706117	955.76
Total 53119006:			
	1		955.76
Grand Totals:			
	13		67,753.68

Check Number	Payee	Amount
05/31/2019		
53119007	MERS	73,169.49
Total 05/31/2019:		73,169.49
Grand Totals:		73,169.49

Check Number	Payee	Amount
06/04/2019		
3238	CHARLEVOIX COUNTY TREASURER	166.83
3239	CHARLEVOIX DISTRICT LIBRARY	19.43
3240	CHARLEVOIX PUBLIC SCHOOLS	63.89
3241	CHARLEVOIX PUBLIC SCHOOLS	24.14
3242	CHARLEVOIX PUBLIC SCHOOLS	3.83
3243	CHARLEVOIX PUBLIC SCHOOLS	1.28
3244	CHARLEVOIX PUBLIC SCHOOLS	4.57
3245	CITY OF CHARLEVOIX - TAXES DUE	163.83
3246	RECREATIONAL AUTHORITY	3.60
Total 06/04/2019:		451.40
Grand Totals:		451.40

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Temporary Police Officer Job Description

DATE: June 3, 2019

BACKGROUND:

We are proposing the establishment of a temporary Police Officer job description. This new job description is necessary due to the recent hiring freeze imposed by the City Manager on May 22, 2019.

RECOMMENDATION:

Motion to approve the Temporary Police Officer Job Description.

ATTACHMENTS:

- ▣ Temporary Police Officer Job Description

CITY OF CHARLEVOIX

Title: Police Officer

FLSA: Non-exempt
STATUS: Full-time, Temporary

Department: Police

Reports To: Police Chief

Date: June 3, 2019

Position Purpose and Objectives

Responsible for maintaining order in an assigned district, protecting life and property, and preventing crime and disorder.

Scope and Environment

Works in all types of weather. Considerable interaction with tourists and vacationing seasonal residents, especially during crowded events and festivals. Works under the general supervision of the police chief or his/her designee. Shift work required.

Essential Job Functions

- Patrol assigned district on foot or in a radio-equipped cruiser to prevent crime and disorder, protect life and property.
- Investigate suspicious activities and complaints. Analyze information. Resolve conflicts. Apprehend and arrest violators of the law.
- Gather and preserve evidence, testify in court, and otherwise assist in the investigation and prosecution of criminal cases.
- Serve criminal and civil processes including warrants and subpoenas.
- Enforce traffic and parking regulations, including writing and issuing tickets for parking infractions, ordinance violations, and other offenses.
- Enforce motor vehicle operation. Investigate and restore order when called to scene of automobile accidents or other emergencies. Direct traffic as necessary.
- Provide police escort services as required.
- Guard prisoners and assume responsibility for their safety and personal property while in custody.
- Make reports of accidents, complaints, felonies, and other incident. Prepare and maintain records.
- Provide information and assistance to the public including first aid. Locate missing persons.

Knowledge, Skills and Abilities Required

- Analytical ability.
- Strong critical thinking and problem solving skills.
- Conflict resolution and negotiation skills.
- Able to operate short wave radio, motor vehicles, firearms, and other police equipment.
- Able to work outdoors in all types of weather.
- Able to exert self physically (stand/walk/sit) for long periods of time.
- Working familiarity with City parking laws, policies, and police operations; current on legal and procedural changes.
- Intermediate computer skills (MS Excel, Word, Outlook).

- Positive attitude. Excellent interpersonal and public relations skills.
- Patience working with people of all ages and abilities.
- Working familiarity with local, state, and national security operations.
- Ability to project a courteous and positive public image of the City of Charlevoix.

Minimum Qualifications

- High school graduate or equivalent.
- Valid Michigan driver's license.
- Graduate of law enforcement school or equivalent.
- MCOLES certification or able to be certifiable.
- This position is a safety sensitive position which requires that the candidate pass a pre-employment drug test.

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.

City Council Approval: Pending

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Tower Lease with Tri-County Wireless

DATE: June 3, 2019

BACKGROUND:

Tri-County Wireless is seeking to place a transmitter on one of our existing towers at Mt. McSaub. Currently we have a tower used for a radio station and another tower used for some emergency communications. Commercial uses like this are compatible with our towers and can provide a revenue stream for the recreation area. Tri-County intends to use the transmitter for internet service; we are also looking to connect our internal fiber network to the Lodge for our internal network. As we iron out the technical nature of this, I would like your authorization to finalize a deal with Tri-County wireless stipulating they compensate us for use of a tower through either cash lease payments, cost-sharing to route fiber to the hill, or a combination. It is also stipulated that only one fiber connection be made around the hill and that other companies are not permitted to route fiber on our land.

RECOMMENDATION:

Motion to authorize the City Manager to finalize a deal with Tri-County Wireless for a reasonable compensation and with the stipulation that the City control all fiber runs across Mt. McSaub.

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Public Hearing for Re-enacted Floodplain Management Ordinance 804

DATE: June 3, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The National Flood Insurance Program (NFIP) is a Federal program created by Congress to mitigate future flood losses nationwide through sound, community enforced building and zoning ordinances and to provide access to affordable, federally backed flood insurance protection for property owners. The NFIP is designed to provide an insurance alternative to disaster assistance to meet the escalating costs of repairing damage to buildings and their contents caused by floods.

Participation in the NFIP is based on an agreement between local communities and the Federal government that states if a community will adopt and enforce a floodplain management ordinance to reduce future flood risks to new construction in Special Flood Hazard Areas (SFHAs), the Federal Government will make flood insurance available within the community as a financial protection against flood losses.

Section 5.4 Ordinances - Emergency of the City Charter was invoked on May 6, 2019 to adopt Ordinance 803 immediately in order to be compliant with the federal government's requirements. However, every emergency ordinance is automatically repealed on the sixty-first (61st) day after its enactment, unless re-enacted pursuant to Section 5.3 of the Charter. The public hearing was held on May 20, 2019 and the vote on Ordinance No. 804 will take place at this meeting if all Council members are present.

RECOMMENDATION:

Motion to adopt the re-enacted floodplain management Ordinance No. 804.

ATTACHMENTS:

- ▣ Ordinance

ORDINANCE ADDRESSING FLOODPLAIN MANAGEMENT PROVISIONS OF THE STATE CONSTRUCTION CODE

Community Name: City of Charlevoix, County: Charlevoix
Ordinance Number 804 of 2019

An ordinance to designate an enforcing agency to discharge the responsibility of the City of Charlevoix located in Charlevoix County, and to designate regulated flood hazard areas under the provisions of the State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended.

The City of Charlevoix ordains:

Section 1. AGENCY DESIGNATED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the Department of Building Safety of the county of Charlevoix is hereby designated as the enforcing agency to discharge the responsibility of the City of Charlevoix under Act 230, of the Public Acts of 1972, as amended, State of Michigan. The county of Charlevoix assumes responsibility for the administration and enforcement of said Act throughout the corporate limits of the community adopting this ordinance.

Section 2. CODE APPENDIX ENFORCED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this ordinance.

Section 3. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS. The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) Entitled "Charlevoix County Michigan (All Jurisdictions)" and dated May 16, 2019 and the Flood Insurance Rate Map(s) (FIRMS) panel number(s) of 26029C0320C, 26029C0330C, 26029C0340C, 26029C0310C, 26029CIND1A and 26029CIND2A dated May 16, 2019 are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

Section 4. REPEALS. All ordinances inconsistent with the provisions of this ordinance are hereby repealed.

Section 5. PUBLICATION. This ordinance shall be effective after legal publication and in accordance with the provisions of the Act governing same.

Adopted this 3rd day of June, 2019.

This ordinance duly adopted on June 3, 2019 at a regular meeting of the City of Charlevoix City Council and will become effective July 3, 2019.

Signed on _____ by _____ (Signature)
Joyce Golding, Clerk of the City of Charlevoix.

Attested on _____ by _____ (Signature)
Luther Kurtz, Mayor of the City of Charlevoix.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Follow-up Parking Discussion with IPS Group

DATE: June 3, 2019

PRESENTED BY: Randy Lassner, IPS Group: Gerard Doan, Chief of Police

BACKGROUND:

We have had many conversations with the folks at IPS Group since their presentations here earlier this spring. Internally, we have followed up with them on their enforcement tools. This is a chance to discuss any further questions Council has and to discuss these issues with Chief Doan. A recent Supreme Court ruling outlawed the chalking of tires which creates new challenges in time-related parking enforcement under our current method.

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

▣ IPS Quote



CHARLEVOIX, MI

Date: 4/29/2019
 Quote #: MW04292019
 Exp. Date: 5/29/2019

The Next Generation in Parking

IPS Group, Inc
 7737 Kenamar Court
 San Diego, CA 92121
 Michael Wilson
 p. 858-371-2028
michael.wilson@ipsgroupinc.com

TO: City of Charlevoix, MI
 210 State St.
 Charlevoix, MI 49720
 Mark L. Heydlauff
 p. (231) 547-3270
markh@charlevoixmi.gov

Salesperson	Contract	Shipping Method	Payment Terms	
MW	NCPA	Ground		Net-30
Qty	Item #	Description	Unit Price	Line Total
<u>SINGLE-SPACE PARKING METERS</u>				
96	895	M5™ IPS Credit Card-Enabled Single-Space Meter (includes 12-month warranty, RFID tag, meter top)	\$455.00	\$43,680.00
9		M5™ IPS Meters - Spares	\$455.00	\$4,095.00
105		NFC Enabled	\$50.00	\$5,250.00
20		3-Cell Battery Packs	\$30.00	\$600.00
1		Battery Charger Assembly (11 Meters per Assembly)	\$115.00	\$115.00
105		Shipping	\$10.00	\$1,050.00
96		Installation Services	\$10.00	\$960.00
Sub-Total:				\$55,750.00
<u>METER SENSORS</u>				
96		Dome Mount Vehicle Detection Sensors (includes 12-month warranty)	\$250.00	\$24,000.00
9		Dome Sensor Spares	\$250.00	\$2,250.00
105		Shipping	\$7.50	\$787.50
96		Installation Services	\$10.00	\$960.00
Sub-Total:				\$27,997.50
<u>PARK SMARTER</u>				
210		Stickers (Per Meter) with Spares	\$2.00	\$420.00
210		myparkingreceipts - Stickers	\$2.00	\$420.00
Sub-Total:				\$420.00

		<u>HOUSING (NEW)</u>		
96		Model 90 Housing (Zinc top over Iron vault, Standard color)	\$205.00	\$19,680.00
105		Sealed Coin Cans with stanard lock: Tall	\$35.00	\$3,675.00
96		Shipping	\$15.00	\$1,440.00
96		Installation Services	\$10.00	\$960.00
50		Extended Yoke	\$69.00	\$3,450.00
50		Shipping (Yokes)	\$7.50	\$375.00
		Sub-Total:		\$29,580.00
		<u>COLLECTIONS</u>		
1		Collection Cart; Standard Head, Trolley, Cannister	\$1,395.00	\$1,395.00
		Sub-Total:		\$1,395.00
		<u>SURFACE LOTS</u>		
2		MS1 (Pay-by-plate)	\$5,882.00	\$11,764.00
2		NFC Enabled	\$399.00	\$798.00
2		Closed Coin Cannister	\$75.00	\$150.00
2		Installation Services	\$250.00	\$500.00
2		Shipping	\$250.00	\$500.00
1		SPARE: Main Operating Board (with LCD and modem) (800-001)	\$749.00	\$749.00
1		SPARE: Pay-by-plate Alphanumeric Keypad Assembly (767-019)	\$175.00	\$175.00
1		SPARE: 1x6- Horizontal Keypad Complete Assembly (810-002)	\$69.00	\$69.00
2		SPARE: MS1 Card Reader Assembly (767-032)	\$135.00	\$270.00
1		SPARE: Multi-Space Tandem/Dual Pack Battery Backup (767-622-2P)	\$300.00	\$300.00
1		Dual bank Battery Recharger	\$115.00	\$115.00
		Sub-Total:		\$15,390.00
		<u>MOBILE ENFORCEMENT MANAGEMENT</u>		
1		Mobile Enforcement Management Setup (One-time)	\$2,000.00	\$2,000.00
2		N5 Print Mobile Enforcement Device (all-in-one)	\$2,800.00	\$5,600.00
2		N5 Charging Cradle and Hot Swap Battery	\$299.00	\$598.00
1		Estimated Travel Expenses for Installation	\$2,000.00	\$2,000.00
2		On-site Training and Installation	\$600.00	\$1,200.00
48		All weather Citation Paper Rolls	\$8.00	\$384.00
		Sub-Total:		\$11,782.00
		<u>ENFORCEMENT MANAGEMENT SYSTEM</u>		
1		One Time Setup	\$3,000.00	\$3,000.00
		Sub-Total:		\$3,000.00
		<u>PERMIT MANAGEMENT</u>		
1		Permit Management Setup (One-time)	\$4,000.00	\$4,000.00
		Sub-Total:		\$4,000.00

		*BUDGETED Recurring Meter Fees:		
96		SSPM - Monthly Fees, Reports and Communication (per meter)	\$5.75	\$552.00
2		MSPM - Monthly Fees, Reports and Communication (per meter)	\$25.00	\$50.00
96		On-going Real-time reporting Fee for DMS (Park Smarter / Coin)	\$2.75	\$264.00
96		Sensor Management System/Base Data Fee	\$3.50	\$336.00
		Gateway Fee (Per Credit card Transaction for M5's and MS1's)	\$0.13	
Price Sheet prepared by: Michael Wilson, Director Regional Sales			Sub Total	\$149,314.50
Per meter / per Transaction - Secure Credit Card Gateway Fee: \$.13			Sales Tax	TBD
All Recurring fees combined, per meter / per pole, average 7% per month			TOTAL:	\$149,314.50
			Monthly Fees	\$1,202.00

To accept this quotation, sign here and return:

Name

Date

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Parking Meter Financing

DATE: June 3, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Municipalities are prohibited from standard loans but state law allows for a lease purchase agreement for certain items. Charlevoix State Bank regularly does these kinds of transactions though we have not done one with them for sometime. Should Council decide to proceed with the purchase of new parking meters and pay stations, I recommend we finance the purchase through an agreement with the bank pending approval by the City Attorney

and I. The rough terms have been described by Mike Hinkle in the included letter.

Under current charging and metering methods, we project roughly \$25,000 in gross revenue from parking excluding revenue from tickets and reserved spaces. With the technology of the new meters and the higher rates we would charge, I believe we can comfortably clear the debt service and break even going forward.

RECOMMENDATION:

Motion to authorize the City Manager and City Attorney to execute a lease-purchase agreement with Charlevoix State Bank for an amount not to exceed \$150,000 at a rate of interest not to exceed 3% for a period not to exceed five years upon final review and approval of the City Attorney.

ATTACHMENTS:

- ▣ IPS Quote
- ▣ Financing Letter of Approval



CHARLEVOIX, MI

Date: 4/29/2019
 Quote #: MW04292019
 Exp. Date: 5/29/2019

The Next Generation in Parking

IPS Group, Inc
 7737 Kenamar Court
 San Diego, CA 92121
 Michael Wilson
 p. 858-371-2028
michael.wilson@ipsgroupinc.com

TO: City of Charlevoix, MI
 210 State St.
 Charlevoix, MI 49720
 Mark L. Heydlauff
 p. (231) 547-3270
markh@charlevoixmi.gov

Salesperson	Contract	Shipping Method	Payment Terms	
MW	NCPA	Ground		Net-30
Qty	Item #	Description	Unit Price	Line Total
<u>SINGLE-SPACE PARKING METERS</u>				
96	895	M5™ IPS Credit Card-Enabled Single-Space Meter (includes 12-month warranty, RFID tag, meter top)	\$455.00	\$43,680.00
9		M5™ IPS Meters - Spares	\$455.00	\$4,095.00
105		NFC Enabled	\$50.00	\$5,250.00
20		3-Cell Battery Packs	\$30.00	\$600.00
1		Battery Charger Assembly (11 Meters per Assembly)	\$115.00	\$115.00
105		Shipping	\$10.00	\$1,050.00
96		Installation Services	\$10.00	\$960.00
Sub-Total:				\$55,750.00
<u>METER SENSORS</u>				
96		Dome Mount Vehicle Detection Sensors (includes 12-month warranty)	\$250.00	\$24,000.00
9		Dome Sensor Spares	\$250.00	\$2,250.00
105		Shipping	\$7.50	\$787.50
96		Installation Services	\$10.00	\$960.00
Sub-Total:				\$27,997.50
<u>PARK SMARTER</u>				
210		Stickers (Per Meter) with Spares	\$2.00	\$420.00
210		myparkingreceipts - Stickers	\$2.00	\$420.00
Sub-Total:				\$420.00

		<u>HOUSING (NEW)</u>		
96		Model 90 Housing (Zinc top over Iron vault, Standard color)	\$205.00	\$19,680.00
105		Sealed Coin Cans with stanard lock: Tall	\$35.00	\$3,675.00
96		Shipping	\$15.00	\$1,440.00
96		Installation Services	\$10.00	\$960.00
50		Extended Yoke	\$69.00	\$3,450.00
50		Shipping (Yokes)	\$7.50	\$375.00
		Sub-Total:		\$29,580.00
		<u>COLLECTIONS</u>		
1		Collection Cart; Standard Head, Trolley, Cannister	\$1,395.00	\$1,395.00
		Sub-Total:		\$1,395.00
		<u>SURFACE LOTS</u>		
2		MS1 (Pay-by-plate)	\$5,882.00	\$11,764.00
2		NFC Enabled	\$399.00	\$798.00
2		Closed Coin Cannister	\$75.00	\$150.00
2		Installation Services	\$250.00	\$500.00
2		Shipping	\$250.00	\$500.00
1		SPARE: Main Operating Board (with LCD and modem) (800-001)	\$749.00	\$749.00
1		SPARE: Pay-by-plate Alphanumeric Keypad Assembly (767-019)	\$175.00	\$175.00
1		SPARE: 1x6- Horizontal Keypad Complete Assembly (810-002)	\$69.00	\$69.00
2		SPARE: MS1 Card Reader Assembly (767-032)	\$135.00	\$270.00
1		SPARE: Multi-Space Tandem/Dual Pack Battery Backup (767-622-2P)	\$300.00	\$300.00
1		Dual bank Battery Recharger	\$115.00	\$115.00
		Sub-Total:		\$15,390.00
		<u>MOBILE ENFORCEMENT MANAGEMENT</u>		
1		Mobile Enforcement Management Setup (One-time)	\$2,000.00	\$2,000.00
2		N5 Print Mobile Enforcement Device (all-in-one)	\$2,800.00	\$5,600.00
2		N5 Charging Cradle and Hot Swap Battery	\$299.00	\$598.00
1		Estimated Travel Expenses for Installation	\$2,000.00	\$2,000.00
2		On-site Training and Installation	\$600.00	\$1,200.00
48		All weather Citation Paper Rolls	\$8.00	\$384.00
		Sub-Total:		\$11,782.00
		<u>ENFORCEMENT MANAGEMENT SYSTEM</u>		
1		One Time Setup	\$3,000.00	\$3,000.00
		Sub-Total:		\$3,000.00
		<u>PERMIT MANAGEMENT</u>		
1		Permit Management Setup (One-time)	\$4,000.00	\$4,000.00
		Sub-Total:		\$4,000.00

		<u>*BUDGETED Recurring Meter Fees:</u>		
96		SSPM - Monthly Fees, Reports and Communication (per meter)	\$5.75	\$552.00
2		MSPM - Monthly Fees, Reports and Communication (per meter)	\$25.00	\$50.00
96		On-going Real-time reporting Fee for DMS (Park Smarter / Coin)	\$2.75	\$264.00
96		Sensor Management System/Base Data Fee	\$3.50	\$336.00
		Gateway Fee (Per Credit card Transaction for M5's and MS1's)	\$0.13	
Price Sheet prepared by: Michael Wilson, Director Regional Sales			Sub Total	\$149,314.50
Per meter / per Transaction - Secure Credit Card Gateway Fee: \$.13			Sales Tax	TBD
All Recurring fees combined, per meter / per pole, average 7% per month			TOTAL:	\$149,314.50
			Monthly Fees	\$1,202.00

To accept this quotation, sign here and return:

Name

Date



111 State Street • P.O. Box 217 • Charlevoix, Michigan 49720 • (231) 547-4411 • FAX (231) 547-1840

May 30, 2019

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

HAND DELIVERED

Dear Mr. Heydlauff:

Please be advised that Charlevoix State Bank has approved a \$150,000 loan for the City of Charlevoix to purchase parking meters. The loan will be for a five-year term, fully amortizing, and will carry a tax exempt interest rate (under Act 99) of no more than 3%. This proposal will expire in 30 days.

Please call if you have any questions or concerns.

Respectfully,

A handwritten signature in dark ink, appearing to read "M. R. Hinkle", is written over a horizontal line.

Michael R. Hinkle
President and CEO

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Acacia Lot Parking

DATE: June 3, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

As we have discussed parking pay stations for the Acacia lot, one benefit is the ability to have varying lengths of time for parking. Historically, there were three-hour meters used in this area though they are no longer operational. We have replaced more permit parking spaces with 2 Hour Parking signs but this now creates issues for customers who use this area for periods longer than two hours but less than a full day. Pay stations can be the long-term solution but in the short-run, this poses a challenge. One solution would be to create a short-term parking permit system for three or four hour parking. This would be akin to the payment for parking going forward with pay stations.

RECOMMENDATION:

Council discussion and direction.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Historic District Commission Appointment

DATE: June 3, 2019

PRESENTED BY: Joyce M. Golding, City Clerk

BACKGROUND:

The Historic District Commission has two openings. Vicki Voisin has requested re-appointment. There were no other applicants. This is a Council appointment for a three year term.

RECOMMENDATION:

Motion to appoint/re-appoint ***name*** to the Historic District Commission term expiring June 2022.

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.

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

PLEASE PRINT

NAME: VICKI VOISIN
ADDRESS: 502 Michigan Avenue
HOME PHONE: 231-547-6284 CELL PHONE: 231-590-8524
EMAIL: vvois@aol.com
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 45 years
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? No

EDUCATIONAL BACKGROUND: BS Central Michigan University, plus professional certifications and continuing education

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: I am a retired paralegal. I worked for various local law firms for more than 30 years, focusing primarily on local real estate issues.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE:

My work for the Charlevoix community includes various fundraisers, March of Dimes and membership in Beta Sigma Phi. I am a member of St. Mary Church. I was chair of the
HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN: Charlevoix
No

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

No

REASON(S) YOU WISH TO SERVE: I am completing my first term on the HDC and currently serve as Chair. I wish to complete my term as Chair and continue to advance the projects and purposes of the HDC. Preservation of Charlevoix's heritage and historic buildings is a personal goal.
HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? Yes

SIGNATURE: Vicki Voisin DATE: 5-24-2019

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

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager Comments

DATE: June 3, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Ferry Dock Relocation Study

Staff from Edgewater Resources will be in Charlevoix June 26 and 27 for their first round of meetings with stakeholders and the public. As details are finalized, I will share them. They will be doing the public invitation for the community event on the evening of the 27th.

B. FY 2020/2021 Budget

Last week, I imposed a hiring freeze in the General Fund and outlined \$250,000 in cuts department heads should plan to make for the next budget Council will consider in February. This sum is equal to the budgeted deficit in our current year budget. The hiring freeze meant a deeper review of positions that open up including a police officer vacancy created by a resignation earlier this spring. We are filling this vacancy on a temporary basis through the end of the fiscal year; currently, this method would cut a full-time officer from our force beginning with the next fiscal year but we would supplement our staffing with a more permanent, year-round part-time position. We'll be looking at modifying staffing in other areas and ways as well over the next few months. The level of service we provide cannot be sustained status quo on the revenue we collect.

ATTACHMENTS:

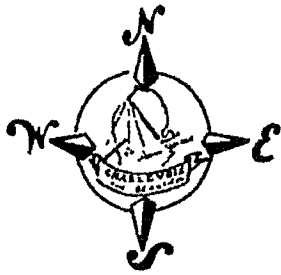
- ▣ Housing Commission Minutes
- ▣ DDA Minutes

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT

PINE RIVER PLACE

REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, JANUARY 15, 2019

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

AGENDA:

Call to Order/Roll Call

Additions to the Agenda:

Evaluation of Director

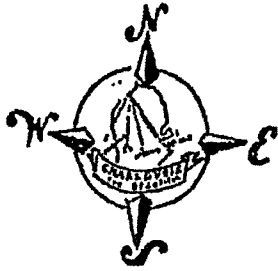
Excutive Director's Report:

Old Business:

New Business:

Public Comment:

Adjournment:



CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720

PROJECT
PINE RIVER PLACE

REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

Year-to-Date

10/01/19/96

DEAR HOUSING COMM. MEMBERS:

AS OF JAN. 2019 MY 5 YEAR TERM ON THE BOARD EXPIRES. THEREFORE I DO NOT WISH TO BE REINSTATED.

I AM RESIGNING FROM THE BOARD FOR PERSONAL REASONS. I CANNOT SAY THAT I ENJOYED MY TERM, AS IT IS VERY FRUSTRATING HAVING TO WORK WITH H.U.D.

Sincerely,

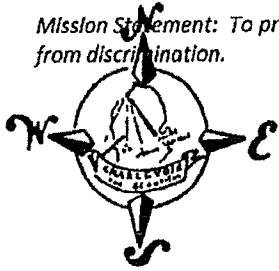
Paul L. Stephan

CHARLEVOIX HOUSING COMMISSION

Mission Statement: To promote adequate and affordable housing, equal housing opportunity and a suitable living environment free from discrimination.

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

TUESDAY, JANUARY 15, 2019

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners present: Mitts Lee, Laurene Crandall, Lillian Left

Commissioners absent: Joan Buday

Others present: Cindy Morris, Occupancy Specialist, Brad Waterman, Maintenance

Chairperson L. Crandall called the meeting to order at 2:04 p.m.

The agenda was accepted with the addition of the Resignation of Paul Stephens.

L. Crandall received a resignation letter from Paul Stephens.

Executive Director Report: Table until the Executive Director is present.

Public Comment:

Residents inquired about the venting system in the bathrooms not working. The maintenance worker responded to the concerns.

Adjournment: Meeting was adjourned at 2:15 p.m.

Respectfully submitted,

Board Chairperson Signature

Laurie Crandall

The next Board Meeting is February 19, 2019 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI 49720.



CHARLEVOIX HOUSING COMMISSION

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

PROJECT
PINE RIVER PLACE

REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, MARCH 19, 2019
2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

AGENDA:

Call to Order/Roll Call

Additions to the Agenda:

Informational Update from MPHC

Executive Director's Report: N/A

Approval of Special Meeting Minutes from Monday, October 29, 2018

Old Business:

New Business:

FY Budget Resolutions

-Approve FYE 2019 Budget

-Approve Initial FYE 2020 Budget

Closed Session Discussion

Public Comment:

Adjournment:



CHARLEVOIX HOUSING COMMISSION

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

REGULAR MEETING

PROJECT
PINE RIVER PLACE

CHARLEVOIX HOUSING COMMISSION

TUESDAY, MARCH 19, 2019

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners present: Joan Buday, Laurene Crandall, Lillian Left

Commissioners absent: Mitts Lee

Others Present: Cindy Morris, Occupancy Specialist, Bradley Waterman, Maintenance, Annessa Haist, Interim Director, Mt. Pleasant Housing Commission, John Derby and Mark Little, Mt. Pleasant Housing Commission.

Chairperson L. Crandall called the meeting to order at 2:10 p.m.

The agenda was accepted as presented.

J. Buday moved, seconded by L. Left to accept the special meeting minutes of October 29, 2018.

Ayes: Buday, Crandall, Left

Nayes: none

Executive Director Report: NA

Informational Update from Mt. Pleasant Housing Commission:

It was reported that Kim Johnson, Executive Director of the Mt. Pleasant Housing Commission, has been placed on paid administrative leave. The Mt. Pleasant Housing Commission will have a special meeting regarding this matter on March 20, 2019 at the Mt. Pleasant Housing Commission. It is a public meeting.

L. Left expressed concern on who will be taking over for K. Johnson regarding accounts payable and subsidy drawdowns. At this time, there is no one person appointed. The special meeting will address this issue.

M. Little reported on the EPC contract. Brian Zaplitney with CGE is working on securing financing. M. Little indicated that the roof is not structurally sound enough to hold solar panels

and would have to be replaced. This City does not want ground solar panels. M. Little will keep the board updated on the financing and discuss a decision about moving forward or withdrawing. It was questioned if East Jordan has withdrawn from the EPC project or not. MPHC did not have any information regarding that and was not under that impression.

Under New Business:

J. Buday moved, seconded by L. Left to table the budget review and approval for a special meeting on Tuesday, March 26, 2019 at 2:00 p.m. at Pine River Place Community Room.

Ayes: Buday, Crandall, Left

Nayes: none

L. Left moved, seconded by J. Buday, to move to a closed session regarding a personnel matter and invited Mt. Pleasant Housing Commission staff and Charlevoix Housing Commission staff to attend at 3:10 p.m..

Ayes: Buday, Crandall, Left

Nayes: none

Public Comment:

A resident requested permission to feed the birds.

Adjournment: Meeting was adjourned at 3:31 p.m.

Respectfully submitted,

Board Chairperson Signature

A handwritten signature in cursive script, reading "Laurie Crandall", is written over a horizontal line.

The next Board Meeting is April 24, 2019 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI 49720.

Mission Statement: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

ANNUAL MEETING CHARLEVOIX HOUSING COMMISSION

WEDNESDAY, APRIL 24, 2019
2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

AGENDA:

Call to Order/Roll Call

Additions to the Agenda

Approval of Meeting Minutes and Bills

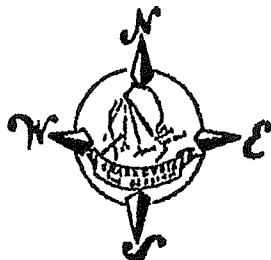
Excutive Director's Report: Vacancy and Waiting List Report
 EPC Update & Mark Sochocki
 Accounting Contract

Old Business:

New Business: Election of Officers
 Approval of Meeting Schedule

Public Comment

Adjournment



CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720
(231) 547-8451

ANNUAL MEETING

PROJECT
PINE RIVER PLACE

CHARLEVOIX HOUSING COMMISSION

WEDNESDAY, APRIL 24, 2019

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners present: Joan Buday, Mitts Lee, Laurene Crandall, Lilliam Left
Commissioners absent:

Others present: Cindy Morris, Occupancy Specialist, Annessa Halst, Interim Director, Mt. Pleasant Housing Commission, Peggy Martin and Mark Little, Mt. Pleasant Housing Commission and Mark Sochocki, Big Rapids Housing Commission.

Chairperson L. Crandall called the meeting to order at 2:02 p.m.

The agenda was accepted as presented.

L. Left moved, seconded by J. Buday to accept the regular meeting minutes of November 20, 2018, and special meeting minutes of February 15, 2019, March 26, 2019 and April 1, 2019 as presented.

Ayes: Buday, Lee, Crandall, Left
Nays: none

Executive Director Report: A. Halst reported that there is one vacancy with someone ready to move in and there are 21 people on the waiting list.

M. Sochocki gave an update of the EPC project. There are concerns regarding the inability to find funding. The contract is being reevaluated by the Mt. Pleasant Housing Commission and will give their recommendations when completed.

M. Lee moved, seconded by L. Left to maintain the current accountant, Housing Authority Accounting Specialist, Inc.

Ayes: Buday, Lee, Crandall, Left
Nays: none

J. Buday moved, seconded by L. Left to contract the auditing firm Smith & Klaczkiewicz, PC for the FYE 3/31/19 audit of the Charlevoix Housing Commission.

Ayes: Buday, Lee, Crandall, Left
Nays: none

New Business:

M. Lee moved, seconded by L. Left to table the election of officers until the May 21, 2019 Board Meeting.

Ayes: Buday, Lee, Crandall, Left
Nays: none

M. Lee moved, seconded by J. Buday to approve the Charlevoix Housing Commission Regular Meeting Schedule as presented.

Ayes: Buday, Lee, Crandall, Left
Nays: none

Public Comment:

Residents Inquired about the boiler replacement, roof replacement, feeding the birds. Etc.

Adjournment: Meeting was adjourned at 2:31 p.m.

Respectfully submitted,

Board Chairperson Signature

Laurie Crandall

The next Board Meeting is May 21, 2019 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI 49720.

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING
Monday, April 22, 2019 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: Sam Bingham, Richard Christner, Luther Kurtz, Maureen Owens, Paul Silva, Rick Wertz, Amanda Wilkin
Members Absent: None
Non-Voting Member: Sean Bradley
City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

Chair Dipert stated that they needed to amend the agenda to include the Election of Officers under New Business.

Motion by Member Christner, second by Member Silva to amend the agenda to include the Election of Officers as Item 8.G. Motion passed by unanimous voice vote.

5. Consent Agenda

- A. Minutes
- B. Committee Minutes
- C. Monthly Reports

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

6. Reports

A. Director's Report

Director Dotson stated that they updated the Façade Grant deadline for the first round of applications to May 20th with funding recommendations at the June meeting. She reminded everyone of the Volunteer Appreciation event scheduled for April 25th at the Lake Charlevoix Brewing Company. Member Owens questioned if the *Match on Main Program* had a limit on the number of grants they would be issuing and Director Dotson replied that there was \$500,000 available statewide open to all Main Street communities.

B. Snowmelt System Discussion

Chair Dipert stated that there was interest in a snowmelt system, but it was cost prohibitive. However, if there was considerable donor interest it would be worth pursuing. Dina Kollwehr, Michigan Main Street, explained her experience and provided a presentation regarding snowmelt systems and streetscape projects in Holland and Grand Haven. She stated that the snowmelt system in Grand Haven included three blocks of sidewalk and streets costing \$3.0 million in 2010. Annual cost for operation and maintenance was \$180,000. Discussion followed.

Motion by Member Owens to direct the Executive Director to look into the cost of hiring an engineering firm to look further into a snowmelt system. After discussion, it was decided that a motion was unnecessary and the Board asked the Director to obtain the cost of hiring an engineering firm to investigate a snowmelt system.

C. National Main Street Conference Recap

Director Dotson stated she earned her *Main Street America Revitalization Professional* credentials and she reviewed highlights of the training.

Chair Dipert asked to change the order of the agenda by moving Item 8.B under New Business.

Motion by Mayor Kurtz, second by Member Owens to amend the agenda to move Item 8.B to this point in the agenda. Motion passed by unanimous voice vote.

B. Request for Funding – Historic Signage Project

Denise Fate, Charlevoix Historical Society President, stated that the Society worked with the Main Street Design Committee to design interpretative historic signs for downtown, along the channel and at the Train Depot. She displayed prototypes of the seven signs and stated that the sign locations were approved by City Council and the Planning Commission. The cost per sign was \$1,900–\$3,100 and the total project budget was \$18,500. Funding was being sought from a variety of sources. Ms. Fate requested sponsorship in the amount of \$1,000.

Motion by Member Owens, second by Member Silva to approve the Charlevoix Historical Society request for \$1,000 to support the Historic Signage project. Motion passed by unanimous voice vote.

7. **Old Business**

A. Downtown Plan Adoption

Director Dotson stated that the Plan was a summary of existing plans along with additional information related to the downtown area. The document is part of the *Redevelopment Ready Community* requirements. Member Owens noted that Bridge Park was not shown on the map in the Plan and clarification was needed on West Dixon Park.

Motion by Member Bingham, second by Member Owens to adopt the following Resolution. Motion passed by unanimous voice vote.

WHEREAS, the City of Charlevoix is pursuing Redevelopment Ready Communities® certification through the Michigan Economic Development Corporation; and

WHEREAS, Networks Northwest was hired by the City of Charlevoix to assist in the preparation of the Downtown Plan; and

WHEREAS, the procedures as outlined in the Redevelopment Ready Communities® Best Practice 1.1 were followed for preparing a Downtown Plan; and

WHEREAS, the Charlevoix Downtown Development Authority and City Manager were provided an opportunity to review and comment on the Plan; and

WHEREAS, the Charlevoix Downtown Development Authority will use this report in conjunction with the DDA TIF Plan for planning.

NOW, THEREFORE, BE IT RESOLVED, that the Charlevoix Downtown Development Authority hereby adopts the Charlevoix Downtown Plan presented at this meeting, including maps and other descriptive matter included as a part thereof to be a guide for future development in downtown Charlevoix.

RESOLVED this 22nd day of April, 2019.

Motion passed by unanimous voice vote.

B. Hoop Skirt Alley Project Update

Member Bradley stated that they raised \$8,400 to date and their fundraising event was scheduled for April 25th at the brewery. Discussion followed regarding specifics of the furnishings and placement, maintenance/upkeep of the area, and sponsorship contributions.

Motion by Member Silva, second by Member Owens to approve the purchase of alley furnishings under the guidance and cooperation with the appropriate City departments for consistency in relation to other downtown elements. Motion passed by unanimous voice vote.

Chair Dipert officially welcomed Sam Bingham to the Board.

8. **New Business**

A. MSU FIT Findings

Director Dotson commented on the First Impressions (FIT) Report which is a comprehensive community assessment conducted by unannounced visitors in a host community. Member Wilkin stated that she would be very interested in doing this program during the shoulder season. Member Owens felt that the information from the report should be incorporated into the Downtown Plan.

C. Radio Proposal from Joe Charlevoix

Member Owens explained the proposal from Joe Charlevoix to sponsor the weather forecast with a 20 second commercial that would promote Charlevoix events for \$500/month. Director Dotson stated that this was not budgeted.

Motion by Member Christner, second by Mayor Kurtz to table the proposal until the next budget year's discussion. Motion passed by unanimous voice vote.

D. AmeriCorps VISTA Application

Director Dotson stated that they had an opportunity to participate in CEDAM's *AmeriCorps VISTA Program* which enabled the hiring of a full-time DDA staff person for \$6,000/year, plus the \$250 CEDAM membership dues. She felt that this was a good opportunity to have a full-time staff person at a reasonable cost. Mayor Kurtz and Chair Dipert expressed concern regarding the end of contract.

Motion by Member Wilkin, second by Member Wertz to pay the \$250 membership fee for CEDAM and approve staff to apply for the *AmeriCorps VISTA Program* and to come back to the Board with more information. Motion passed by unanimous voice vote.

E. Request for Funding – Experience CVX Event

Director Dotson described the details of the Experience CVX event planned for June 6-8, 2019. She stated that the applicants were requesting a \$1,000 sponsorship from the DDA to cover marketing and miscellaneous costs and permission to use the trademark Charlevoix "C" in their event logo. Chair Dipert stated that he was supportive of a new event, but that he would not want to see an annual funding request for this event. Discussion followed.

Motion by Member Owens, second by Member Wertz to approve a \$1,000 sponsorship of the Experience CVX event on June 6-8, 2019. Motion passed by unanimous voice vote.

F. Live on the Lake Concert Series Work Plan

Motion by Member Owens, second by Member Silva to approve *Live on the Lake Summer Concerts* Work Plan. Motion passed by unanimous voice vote.

G. Election of Officers

Motion by Member Wilkin, second by Member Christner to nominate Maureen Owens as the next Chair of the DDA Board. Motion by Mayor Kurtz, second by Member Christner to close the nominations and select Maureen Owens as the next Chair of the DDA for the next year. Motion passed by unanimous voice vote.

Motion by Member Owens, second by Member Wilkin to nominate Richard Christner as Vice Chair. Motion by Member Owens, second by Member Wilkin to close the nominations and select Richard Christner as Vice Chair of the DDA for the next year. Motion passed by unanimous voice vote.

Motion by Member Wilkin, second by Mayor Kurtz that the immediate past Chair serve on the Executive Committee. Motion passed by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

Mayor Kurtz stated that the Board should discuss having a proactive approach to how they want to spend money instead of approving funding requests as they come forward. Director Dotson stated that the topic sounded like one for a work session and it was also tied into the Downtown Plan document, prioritizing what they want to do, figuring out the cost, and then moving forward with the project(s).

11. Board Comments

Director Dotson stated that their next meeting will be on Tuesday, May 28 due to the Memorial Day holiday. The meeting was also going to serve as an informational public meeting in accordance with Public Act 87 of 2018 and all stakeholders will be invited.

12. Adjourn

Motion by Mayor Kurtz to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 8:04 p.m.

Joyce Golding/fgm

City Clerk

Kirby Dipert

Chair

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: Mayor and Council Comments

DATE: June 3, 2019

BACKGROUND:

Mayor Kurtz sent the attached letter to the Michigan Department of Transportation regarding the failure earlier this month of the bridge to operate normally.