



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, July 15, 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 - July 1, 2019
 - B. Accounts Payable and Payroll Check Registers
 - C. Cancel Water Resources Improvement Authority Public Hearing
 - D. Seasonal Parks/Cemetery Director Job Description
 - E. 2019 MERS Officer and Employee Delegate Certification Form
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Summer in Charlevoix
Mark L. Heydlauff, City Manager
- 8. Reports and Communications**
 - A. Public Comments
 - B. City Manager's Comments
 - C. Mayor and Council Comments
- 9. Other Council Business**
- 10. Adjourn**

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

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - July 1, 2019

DATE: July 15, 2019

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, July 1, 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, Tom Oleksy Leon Perron
Members Absent: 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 – June 17, 2019
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – June 20, 2019
 - b. Regular Accounts Payable Check Register – July 2, 2019
 - c. ACH Payments – June 17, 2019 to June 28, 2019
 - d. Payroll Check Register – June 28, 2019
 - e. Payroll Transmittal – June 28, 2019
- C. MPPA Commissioners Appointment – approve Don Swem and Mark Heydlauff

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-07-01
APPOINTMENT OF MICHIGAN PUBLIC POWER AGENCY ALTERNATE COMMISSIONER

WHEREAS, the City of Charlevoix is a member of the Board of Commissioners for the Michigan Public Power Agency; and

WHEREAS, the City of Charlevoix needs to be represented by an authorized voting delegate at MPPA meetings.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby appoints Electric Superintendent Don Swem as its Commissioner and City Manager Mark Heydlauff as its Alternate Commissioner.

RESOLVED this 1st day of July, 2019 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Cole, Perron, Oleksy, Bryan, Hagen

Nays: None

Absent: Kalbfell

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

Yeas: Cole, Perron, Oleksy, Bryan, Hagen

Nays: None

Absent: Kalbfell

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. Short-Term Rental Registration Moratorium

City Manager Heydlauff stated that the City Attorney drafted a resolution for a formal moratorium on the registration of short-term rentals. Council concurred to a 250 day moratorium beginning on July 1, 2019. They also agreed to hold work sessions to further discuss the future of short-term rentals.

Mayor Kurtz opened the item to public comment.

- Bob Gorkiewicz was opposed to short-term rentals located in R-1 areas.

- Larry Sullivan presented several comments.
The item was closed to the public.

Motion by Hagen, second by Perron, to approve Resolution 2019-07-02 establishing a temporary moratorium on short term rental registrations.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2019-07-02**

RESOLUTION ESTABLISHING TEMPORARY MORATORIUM ON SHORT TERM RENTAL REGISTRATIONS

- WHEREAS,** *the City of Charlevoix has adopted regulations requiring annual registration of short term rentals to create the legal framework for a comprehensive and balanced system of regulating short term rentals within the City in the interest of public health, safety, and welfare; and*
- WHEREAS,** *Section 153.125(E) of the City's Zoning Ordinance requires annual registration and contains certain requirements for any short term rentals within the City; and*
- WHEREAS,** *despite the registration system and related requirements for short term rentals, Section 153.125(E) does not contain detailed regulations for the appropriate location, rules, and regulations within the various zones contained in the City's Zoning Ordinance; and*
- WHEREAS,** *on June 3, 2019 the City determined that short term rentals both support tourism but also potentially impact the housing stock for year round residents of the City and, therefore, the City needed to review its regulations and requirements for short term rentals; and*
- WHEREAS,** *in light of the need to potentially create new standards and regulations for short term rentals, the City promptly initiated a process to consider amendments to Section 153.125(E) of the zoning ordinance and/or to adopt additional police power ordinances to regulate short term rentals; and*
- WHEREAS,** *all property used or registered as short term rentals as of July 1, 2019 will continue to reasonably remain in use during the period of the moratorium; and*
- WHEREAS,** *the City has determined that it is necessary to give further study to short term rentals, in order to insure consistent, cohesive and sensible regulation of short term rentals within the City; and*
- WHEREAS,** *the City has determined that there is a legitimate public interest in temporarily deferring future short term rental registrations in order to avoid the potential impact of a loss of housing stock for year round residents, which would be adverse to the general character of the community; and*
- WHEREAS,** *the City has determined that during this further study, it would be counterproductive if applications for approvals of new short term rentals were allowed to move forward; and*
- WHEREAS,** *the City also recognizes that indefinitely deferring review of applications for approvals of registration for new short term rentals could result in hardship to some applicants.*
- THEREFORE BE IT RESOLVED,** *during the course of the City's deliberations as to the appropriate regulations for all short term rentals, review of all applications for short term rental registration pursuant to Section 153.125(E) should be deferred, and that a moratorium is hereby declared, effective immediately, for a maximum period of 250 days, subject to the City's right to reduce the moratorium period if the City determines that less time is needed for its deliberations; and*
- BE IT FURTHER RESOLVED,** *during the period of this moratorium, there shall be no consideration or action taken by the City, any elected official, any appointed official, or any employee on any request for any new registration for a short term rental; and*
- BE IT FURTHER RESOLVED,** *this moratorium shall not prohibit the use of property for short term rental if the property has already been registered with the City pursuant to Section 153.125(E); and*
- BE IT FURTHER RESOLVED,** *this moratorium shall not prohibit the acceptance and approval of short term rental registration applications submitted to the City prior to the adoption of this Resolution or if the owner of the property can establish that the property has previously been used as a short term rental and there is good cause for the failure to submit a short term rental registration prior to July 1, 2019; and*
- BE IT FURTHER RESOLVED,** *a property that is being used as a short term rental and is not registered with the City prior to the adoption of this Resolution shall be in violation of pursuant to Section 153.125(E) and the City shall continue to enforce Section 153.125(E) on a "complaints made" basis; and*
- BE IT FURTHER RESOLVED,** *during the period of this moratorium, any entity or property owner alleging that the deferred review resulting from*

the moratorium will result in a violation of applicable federal or state constitution or law shall be entitled to an expedited hearing before the City. At the conclusion of this hearing, the City shall make findings and conclusions with respect to whether or not the petitioner has demonstrated that this resolution on its face or as applied to the petitioner violates applicable federal or state constitution or law. If it is demonstrated and found that the deferral violates applicable federal or state constitution or law, the City shall grant relief from the moratorium to the extent necessary to cure the violation.

RESOLVED this 1st day of July, 2019 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Cole, Perron, Oleksy, Hagen

Nays: Bryan

Absent: Kalbfell

B. Veterans Park Sign

Birdie Whitley has been working with area veterans groups to improve the visibility of Veterans Park in downtown. The groups proposed a sign and flag poles to fly the flags of each of the services. Though the effort is privately funded, City Staff would assist with getting power to light the flags and sign and other incidental costs.

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

Motion by Oleksy, second by Bryan, to approve the sign and flag concept for Veterans Park as presented and authorize City Staff to make all necessary arrangements which include park bench locations, lighting installation and removal of the drinking fountain. Motion passed by unanimous voice vote.

C. Selection of City Flag Design

City Manager Heydlauff stated that since the adoption of our new logo in 2016, we have continued to use the current flag design for the City. Since flag inventory is low and more flags needed to be purchased, Council was asked to choose a design in keeping with our new logo and brand standards.

Mayor Kurtz opened the item to public comment.

- Bob Timms was not in favor of the new flag design.

The item was closed to the public.

Motion by Cole, second by Hagen, to approve design B as the new City Flag and authorize City Staff to implement the new design. Motion passed by unanimous voice vote.

8. Reports & Communications

A. Public Comments

- Don Exelby expressed concerns that some aircraft are not respecting the suggested quiet hours.
- Mike Dougherty re-expressed concern regarding speeding on Park Avenue.

B. City Manager Comments

- Bridge Lighting ceremony is July 4th
- Shade Tree Commission will be marking locations for fall tree planting
- Ribbon cutting today for Boutique Emmanuel

C. Mayor & Council Comments

- Perron reported some positive feedback on the lane configuration
- Bryan commented on the alley improvements downtown
- Cole agreed with Perron and noted that EMTs have better access
- Oleksy expressed concern regarding the bridge reliability
- Kurtz suggested looking into audio enhancement technology for Council

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 7:02 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

Special Accounts Payable – 06/20/2019

AT&T	4,375.67	PRIORITY HEALTH	41,971.07
AT&T LONG DISTANCE	159.41	RANGE TELECOMMUNICATIONS	207.15
AT&T MOBILITY	89.63	STANDARD INSURANCE CO	2,507.88
CHARLEVOIX AGENCY	462.56	VERIZON WIRELESS	56.72
CHARLEVOIX STATE BANK	15,640.17	VISION SERVICE PLAN	554.12
CHARTER COMMUNICATIONS	219.97	TOTAL	70,559.11
DELTA DENTAL	3,461.22		
GREAT LAKES ENERGY	257.29		
METLIFE SMALL BUSINESS CENTER	596.25		

Regular Accounts Payable – 07/02/2019

115 BRIDGE STREET LLC	6,287.50	KLOOSTER, PATRICK H.	50.00
ABRAMOWSKI, DWAIN M.	75.00	KNORR, KENT J.	50.00
ACUSHNET COMPANY	283.62	KOURY, CHRIS	100.00
AIRGAS USA LLC	70.51	KSS ENTERPRISES	318.36
ALL-PHASE ELECTRIC SUPPLY CO.	148.70	KURTZ, LUTHER	237.80
ALTEC INDUSTRIES INC	221.53	LAKE FOREST BAKING COMPANY	107.00
AMERICAN LEGAL PUBLISHING CORP	50.00	LAVENDER, JOSEPH E.	50.00
AMERICAN WASTE INC.	246.76	LEELANAU COFFEE ROASTING CO INC	256.30
ANDERSON, ELIZABETH A.	50.00	LIVINGSTON, BRIAN D.	50.00
ANZELL, BETH A.	50.00	LOTTIE'S BAGELS	99.00
AVFUEL CORPORATION	50,982.82	MAP-DYNAMICS, MOBILE TOWN GUIDE	750.00
BAKER COLLEGE OF CADILLAC	13.50	MAYER, SHELLEY L.	50.00
BERG, REBECCA	71.00	MCGINN, KELLY A.	50.00
BLAAUW-HARA, MARK EDWARD	200.00	MCMULLEN, DONALD R.	50.00
BOUND TREE MEDICAL LLC	500.73	MICHIGAN RURAL WATER ASSN	20.00
CDW GOVERNMENT INC.	229.88	MILLER, WILLIAM S.	50.00
CHARLEVOIX COMMUNITY SHOPPER	189.00	MMK CONSULTING	509.25
CHARLEVOIX GLASS INC.	109.50	MUNSON HEALTHCARE CHX HOSPITAL	525.68
CHARLEVOIX SCREEN MASTERS INC	1,605.00	NEALIS ENGINEERING	2,250.00
CHARLEVOIX TOWNSHIP	15.12	NORTHERN CREDIT BUREAU	212.93
CHARLEVOIX VENETIAN FESTIVAL	17,500.00	NORTHWEST FIRE	100.00
CHARTER COMMUNICATIONS	1,837.98	OLESON'S FOOD STORES	184.90
CINTAS	90.00	OLSON BZDOK & HOWARD	2,053.20
CONWAY, ANNEMARIE	180.00	OTEC	2,325.00
COOK FAMILY FARMS	65.00	P.K. CONTRACTING	2,523.45
CUMMINS BRIDGEWAY LLC	2,512.13	PARASTAR INC.	3,965.58
CWIK, ADOLPH	75.00	PEASE, RIVER FAITH	60.00
D & B HEAT TRANSFER PRODUCTS	2,200.00	PETOSKEY NEWS-REVIEW	200.00
DELL MARKETING L P	1,216.49	PHILLIPS, BILL	50.00
DeROSIA, PATRICIA E.	50.00	PHYSICIAN'S CLINIC OF CHARLEVOIX	34.00
DHASELEER, CARL	31.00	PIGEON CREEK SHAKESPEARE CO	2,935.00
DIVERSIFIED INSPECTIONS ITL INC	1,175.00	PLUNKETT & COONEY	1,871.66
DOAN, GERARD P.	50.00	POWER LINE SUPPLY	1,306.40
DOTSON, LINDSEY J.	480.76	PRESTON FEATHER	2,825.93
EJ USA INC.	616.14	PRO IMAGE DESIGN INC	4,347.20
ELLIOTT, PATRICK M.	50.00	PRO WEB MARKETING LLC	20.00
ELLSWORTH FARMER'S EXCHANGE	61.22	PRODUCTIVITY PLUS ACCOUNT	277.75
EMERGENCY MEDICAL PRODUCTS INC	292.55	PROTEC	314.13
FAMILY FARM & HOME	2,177.87	PURITY CYLINDER GASES INC	51.23
FASTENAL COMPANY	1,745.45	Q1 SPORT	305.30
FLAGPOLES ETC INC	98.00	QUICK CARE MEDICAL CENTER	30.00
FOREMOST MEDICAL EQUIPMENT	2,563.20	QUILL CORP	159.95
FREDRICKSON SUPPLY	153.52	REHMANN-ROBSON & CO	10,500.00
GERBER HOMEMADE SWEETS	82.00	S&W HEALTHCARE CORPORATION	110.41
GOLDING, JOYCE M.	50.00	SANDWEISS/THAV CHARLEVOIX ACCT	705.00
GOLOVICH, RENEE	40.00	SHANAHAN, CHERYL J.	50.00
GOVERNMENTAL PRODUCTS INC.	387.53	SHINDORF BUILDERS	1,507.50
GRIFFIN BEVERAGE CO	88.00	SILVA, JESSE L.A.	50.00
GUIREY, JOHN	277.86	SPARTAN STORES LLC	47.03
HANKINS, SCOTT A.	74.00	SPRINGFIELD INC.	1,359.00
HARBOR HOUSE PUBLISHERS	5,002.50	STATE OF MICHIGAN	675.00
HARRELL'S	475.50	STRYKER SALES CORPORATION	19,542.87
HEADY, KATE	150.00	STUART C IRBY CO	3,962.75
HERZOG ELECTRIC	200.00	SUNDOWN PRODUCTIONS LLC	1,500.00
HEYDLAUFF, MARK L.	61.46	SWEM, DONALD L.	50.00
HOLIDAY COMPANIES	9,261.86	SYN-TECH SYSTEMS INC.	33.75
HYDE SERVICES LLC	105.30	TELE-RAD INC	506.30
INDEPENDENT DRAFTING SERVICES	1,064.00	TERMINAL SUPPLY CO	79.00
JOHN E. GREEN COMPANY	3,623.29	THORP, ELIZABETH	75.00
KERR PUMP & SUPPLY	745.80	THUNDER BAY TREE SERVICE LLC	12,734.25
KLOOSTER, ALIDA K.	50.00	TIMMS, ROBERT	200.00

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TOP LINE	532.31	WITTHOEFT, CHARLES	175.00
TRAVERS, MANUEL J.	80.00	WORK & PLAY SHOP	216.89
TRUCK & TRAILER SPECIALTIES	1,433.40	WURST, RANDALL W.	50.00
UNITED STATES PLASTIC CORP.	131.11	WYMAN, MATTHEW A.	50.00
USA BLUE BOOK	509.90	ZIIBIMIJWANG INC	31.00
VILLAGE GRAPHICS INC.	46.75	TOTAL	207,031.80

ACH Payments – 06/17/2019 to 06/28/2019

MI PUBLIC POWER AGENCY	33,787.09	STATE OF MI (WITHHOLDING TAX)	6,971.55
MI PUBLIC POWER AGENCY	16,849.99	VANTAGEPOINT (401 ICMA PLAN)	802.64
MI PUBLIC POWER AGENCY	178,182.01	VANTAGEPOINT (457 ICMA PLAN)	19,219.86
MERS DEFINED BENEFIT PLAN	350,078.06	VANTAGEPOINT (ROTH IRA)	955.76
IRS (PAYROLL TAX DEPOSIT)	45,632.61	TOTAL	652,829.57
ALERUS FINANCIAL (HCSP)	350.00		

Payroll Net Pay – Pay Period Ending 06/22/2019 (Paid 06/28/2019)

HEYDLAUFF, MARK L.	2,557.16	LOUISELLE, ELLIE N.	440.17
GOLDING, JOYCE M.	1,836.29	KUNKLE, KENNETH E.	660.37
DEROSIA, PATRICIA E.	1,152.31	BEMIS, JACKSON R.	537.80
DOTSON, LINDSEY J.	1,388.96	MUMICH, BARRY J.	656.25
KLOOSTER, ALIDA K.	1,735.88	CRANDELL, ZACKARY R.	645.92
GOLOVICH, KAREN J.	996.81	FERGUSON, ROYCE L.	1,192.62
BARNEVELD, RICHELLE L.	1,195.26	MUELLER, JASON C.	613.19
SPENCLEY, PATRICIA L.	1,515.23	ROSENTHAL, GABRIEL M.	957.97
MCGINN, KELLY A.	2,045.01	NOVOTNY, RAIGAN I.	477.41
JONES, JANET M.	499.97	KNORR, KENT J.	1,917.26
LAVENDER, JOSEPH E.	1,693.06	ANZELL, BETH A.	1,149.26
SCHULMAN, BLAKE B.	725.83	STEBE, LAURA A.	38.79
DOAN, GERARD P.	2,041.12	MILAN, JANE E.	906.86
SCHLAPPI, JAMES L.	1,217.83	MCCULLOUGH, SAVHANA C.	388.04
UMULIS, MATTHEW T.	1,356.77	CALO, LEAH M.	360.40
HANKINS, SCOTT A.	2,045.25	KLOOSTER, PATRICK H.	1,621.93
ORBAN, BARBARA K.	1,420.75	EVANS JR, HALBERT K.	686.93
FLICKEMA, ANDREW M.	1,584.61	GREENE, GLORIA C.	746.42
RILEY, DENISE M.	477.53	DAVIS, LEAH R.	701.34
STEWART, SAMUEL D.	1,670.48	TELGENHOF, WILL G.	709.90
MATELSKI, KRISTEN L.	1,329.54	WHITE III, MARCUS W.	694.68
BINGHAM, LARRY E.	974.69	CARLSON, JOSHUA A.	610.96
VANLOO, MEAGAN E.	812.57	GREYERBIEHL, KELLY M.	717.50
MACGILLIVRAY, ROGER	540.73	CAREY, MADISON Q.	626.18
FLOHE, STETHEN R.	999.08	CUNNINGHAM, ABIGAIL A.	373.79
MUNK, CHRISTOPHER J.	1,043.46	CURTIS, LILY E.	400.84
WURST, RANDALL W.	1,124.87	MAY, MEREDITH A.	409.80
MAYER, SHELLEY L.	1,536.78	PETROSKY, JACOB D.	373.29
HILLING, NICHOLAS A.	1,410.68	WARRINER, RYAN T.	144.84
MEIER III, CHARLES A.	1,256.16	CHAPDELAINE, EMILY C.	429.79
ZACHARIAS, STEVEN B.	1,722.58	VRONDRAN, LARISSA M.	259.37
NEWMAN, MARK J.	1,064.39	KIRINOVIC, THOMAS F.	397.35
SWEM, DONALD L.	1,965.62	SNYDER, JOSHUAH D.	167.54
EATON, BRAD A.	2,398.33	WISDOM, ADAM W.	182.53
WILSON, TIMOTHY J.	2,104.42	HART, DAVID R.	453.36
LAVOIE, RICHARD L.	1,774.73	SHANAHAN, CHERYL J.	943.45
STEVENS, BRANDON C.	2,583.93	GRUNCH, RONALD J.	143.37
DRAVES, MARTIN J.	1,854.96	DAVIS, RONALD L.	206.90
ANDERSON, ELIZABETH A.	1,210.74	MASSON, DONALD J.	477.27
KENWABIKISE, DAVID L.	1,081.25	KUSINA, DENNIS W.	247.12
ELLIOTT, PATRICK M.	2,332.82	LABLANCE, MAUREEN J.	278.50
SCHWARTZFISHER, JOSEPH L.	1,316.11	LIVINGSTON, BRIAN D.	1,390.93
BRADLEY, KELLY R.	1,400.11	STANLEY, MARK J.	23.90
HART II, DELBERT W.	1,423.21	WYMAN, MATTHEW A.	1,600.10
JONES, ROBERT F.	1,548.28	MILLER, WILLIAM S.	1,106.22
DORAN, JUSTIN J.	1,269.34	DOUGLAS, MARK	977.68
FARRELL, MITCHELL L.	1,330.56	PRIOR, ERIN C.	1,081.90
THORP JR, WILLIAM D.	1,364.74	CERTA, BRIAN	733.44
LEITNER, RYAN S.	1,283.23	SEAVER, WILLIAM F.	652.83
MANKER SR, DAVID W.	738.73	MCMULLEN, DONALD R.	1,772.93
NEDWICK, DAVID J.	442.04	SILVA, JESSE L.A.	1,562.39
FREY, DYLAN V.	536.40	WILLSON, BRENDA R.	1,491.56
HART III, DELBERT W.	663.09	BEAN, PETER J.	1,062.30
STOREY, JAMES W.	535.63	STEVENS, JEFFREY W.	432.71
SLADEK, RYLYNN S.	300.38	RILEY, CASEY W.	258.06
DOTSON, WILLIAM R.	296.02	JONES, LARRY M.	690.84
BOEHM, NOAH A.	601.50	FLORE, ROBERT A.	110.13

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MATZ, EMILY S.	1,087.10	PORTMAN, BROOKE A.	341.85
STEPHENS, LYON G.	672.22	WELLS, JANNINA J.	296.23
TRAVERS, MANUEL J.	1,048.21	GERBER, SAMUEL A.	33.25
MOYER, DAVID T.	137.00	WHITLEY, ANDREW T.	1,606.47
RILEY, DANIEL A.	174.73	MORRISON, KEVIN P.	1,473.25
WHEELER, MICHAEL W.	1,583.88	BISHAW, JAMES H.	743.41
PEARSALL, KRISTA M.	120.70	KISH, ANASTASIA L.	493.78
DRAKE, WILLIAM F.	2,178.57	KLINGER, BRADLEY W.	286.99
JOHNSON, MELISSA A.	1,403.25	PETERSON, BENJAMIN D.	467.51
AZZOPARDI, ANTHONY J.	1,499.57	GILL, DAVID R.	1,047.84
DEKORNE, ELIZABETH A.	803.50	WATTS, TIMOTHY L.	333.46
MCCRANEY, RUSSELL R.	29.74		
MATHERS, AMANDA L.	739.69	TOTAL	132,925.89
MATHERS, BENJAMIN H.	100.70		

Payroll Transmittal – 06/28/2019

4FRONT CREDIT UNION	926.84	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	148.82	COMMUNICATION WORKERS OF AMER	603.73
AMERICAN FAMILY LIFE	525.04	MI STATE DISBURSEMENT UNIT	418.16
CHAR EM UNITED WAY	90.00	PRIORITY HEALTH	1,406.53
CHARLEVOIX STATE BANK	1,171.00	TOTAL	5,440.12

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: July 15, 2019

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/06/2019	07/12/2019	127338	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	926.84
07/06/2019	07/12/2019	127339	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	148.82
07/06/2019	07/12/2019	127339	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	525.04
07/06/2019	07/12/2019	127340	BARRY COUNTY TRIAL C	9029	Wage Assignment: Case 04-6725	20.00
07/06/2019	07/12/2019	127341	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 7/6/20	90.00
07/06/2019	07/12/2019	127342	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,171.00
07/06/2019	07/12/2019	127343	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
07/06/2019	07/12/2019	127344	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	603.73
07/06/2019	07/12/2019	127345	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	418.16
07/06/2019	07/12/2019	127346	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 7	201.00
07/06/2019	07/12/2019	127347	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,389.25
Grand Totals:		11				5,643.84

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

07/12/19 Payroll Transmittal Checks	\$	5,643.84
07/12/19 Payroll (net pay)	\$	146,797.99
07/16/19 Regular Accounts Payable	\$	370,155.91
Checks Sub-Total:	\$	522,597.74

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

07/01/19 MI Public Power Agency	\$	17,402.78
07/05/19 Neofunds by Neopost (postage)	\$	5,000.00
07/05/19 Payment Service Network Inc	\$	230.90
07/08/19 MI Public Power Agency	\$	13,711.88
07/10/19 DTE Energy	\$	2,926.80
07/12/19 IRS (Payroll Tax Deposit)	\$	50,791.50
07/12/19 Alerus Financial (HCSP)	\$	350.00
07/12/19 State of MI (Withholding Tax)	\$	7,613.99
07/12/19 Vantagepoint (401 ICMA Plan)	\$	802.64
07/12/19 Vantagepoint (457 ICMA Plan)	\$	19,485.07
07/12/19 Vantagepoint (Roth IRA)	\$	955.76

ACH Sub-Total: \$ 119,271.32

Huntington National Bank Total: \$ 641,869.06

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

Tax Disbursement	\$	-
Charlevoix State Bank Total:	\$	-

Grand Total: \$ 641,869.06

APPROVED:

CITY MANAGER

CITY TREASURER

CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/06/2019	PC	07/12/2019	28623	PERRON, LEON R.	45		538.06
07/06/2019	PC	07/12/2019	28624	KURTZ, LUTHER J.	54		955.82
07/06/2019	PC	07/12/2019	28625	HAGEN, AARON W.	56		547.17
07/06/2019	PC	07/12/2019	28626	OLEKSY, THOMAS M.	57		488.95
07/06/2019	PC	07/12/2019	28627	KALBFELL, JANET P.	58		512.54
07/06/2019	PC	07/12/2019	28628	BRYAN JR, GREGORY T.	59		411.86
07/06/2019	PC	07/12/2019	28629	HEYDLAUFF, MARK L.	102		2,845.62
07/06/2019	PC	07/12/2019	28630	GOLDING, JOYCE M.	106		2,260.16
07/06/2019	PC	07/12/2019	28631	DEROSIA, PATRICIA E.	107		1,039.09
07/06/2019	PC	07/12/2019	28632	DOTSON, LINDSEY J.	109		1,388.96
07/06/2019	PC	07/12/2019	28633	KLOOSTER, ALIDA K.	121		2,104.05
07/06/2019	PC	07/12/2019	28634	GOLOVICH, KAREN J.	122		996.81
07/06/2019	PC	07/12/2019	28635	BARNEVELD, RICHELLE	123		1,184.33
07/06/2019	PC	07/12/2019	28636	SPENCLEY, PATRICIA L.	136		1,236.28
07/06/2019	PC	07/12/2019	28637	MILLER, FAITH G.	142		34.25
07/06/2019	PC	07/12/2019	28638	MCGINN, KELLY A.	146		2,468.89
07/06/2019	PC	07/12/2019	28639	JONES, JANET M.	148		447.20
07/06/2019	PC	07/12/2019	28640	LAVENDER, JOSEPH E.	153		1,693.05
07/06/2019	PC	07/12/2019	28641	SCHULMAN, BLAKE B.	154		682.47
07/06/2019	PC	07/12/2019	28642	DOAN, GERARD P.	201		2,041.12
07/06/2019	PC	07/12/2019	28643	SCHLAPPI, JAMES L.	204		1,337.19
07/06/2019	PC	07/12/2019	28644	UMULIS, MATTHEW T.	205		1,396.98
07/06/2019	PC	07/12/2019	28645	HANKINS, SCOTT A.	208		1,658.62
07/06/2019	PC	07/12/2019	28646	ORBAN, BARBARA K.	209		1,500.88
07/06/2019	PC	07/12/2019	28647	FLICKEMA, ANDREW M.	211		2,179.88
07/06/2019	PC	07/12/2019	28648	RILEY, DENISE M.	213		473.05
07/06/2019	PC	07/12/2019	28649	STEWART, SAMUEL D.	214		1,807.98
07/06/2019	PC	07/12/2019	28650	MATELSKI, KRISTEN L.	230		1,329.54
07/06/2019	PC	07/12/2019	28651	BINGHAM, LARRY E.	240		974.69
07/06/2019	PC	07/12/2019	28652	VANLOO, MEAGAN E.	243		736.47
07/06/2019	PC	07/12/2019	28653	MACGILLIVRAY, ROGER	244		712.69
07/06/2019	PC	07/12/2019	28654	FLOHE, STETHEN R.	245		1,008.22
07/06/2019	PC	07/12/2019	28655	MUNK, CHRISTOPHER J.	246		1,043.46
07/06/2019	PC	07/12/2019	28656	WURST, RANDALL W.	411		1,525.43
07/06/2019	PC	07/12/2019	28657	MAYER, SHELLEY L.	412		2,115.39
07/06/2019	PC	07/12/2019	28658	HILLING, NICHOLAS A.	413		1,326.23
07/06/2019	PC	07/12/2019	28659	MEIER III, CHARLES A.	421		1,224.12
07/06/2019	PC	07/12/2019	28660	ZACHARIAS, STEVEN B.	422		1,591.98
07/06/2019	PC	07/12/2019	28661	NEWMAN, MARK J.	424		1,148.94
07/06/2019	PC	07/12/2019	28662	SWEM, DONALD L.	512		1,965.62
07/06/2019	PC	07/12/2019	28663	EATON, BRAD A.	515		1,792.49
07/06/2019	PC	07/12/2019	28664	WILSON, TIMOTHY J.	516		2,916.14
07/06/2019	PC	07/12/2019	28665	LAVOIE, RICHARD L.	519		1,755.23
07/06/2019	PC	07/12/2019	28666	STEVENS, BRANDON C.	521		2,045.67
07/06/2019	PC	07/12/2019	28667	DRAVES, MARTIN J.	523		2,079.03
07/06/2019	PC	07/12/2019	28668	ANDERSON, ELIZABETH	526		1,210.74
07/06/2019	PC	07/12/2019	28669	KENWABIKISE, DAVID L.	528		1,081.25
07/06/2019	PC	07/12/2019	28670	ELLIOTT, PATRICK M.	600		2,332.82
07/06/2019	PC	07/12/2019	28671	SCHWARTZFISHER, JOS	603		1,067.80
07/06/2019	PC	07/12/2019	28672	BRADLEY, KELLY R.	614		1,455.19
07/06/2019	PC	07/12/2019	28673	HART II, DELBERT W.	616		1,427.47
07/06/2019	PC	07/12/2019	28674	JONES, ROBERT F.	618		1,433.81
07/06/2019	PC	07/12/2019	28675	DORAN, JUSTIN J.	621		1,799.54
07/06/2019	PC	07/12/2019	28676	FARRELL, MITCHELL L.	622		1,687.34
07/06/2019	PC	07/12/2019	28677	THORP JR, WILLIAM D.	623		1,802.06
07/06/2019	PC	07/12/2019	28678	LEITNER, RYAN S.	624		1,557.01
07/06/2019	PC	07/12/2019	28679	MANKER SR, DAVID W.	639		738.73

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/06/2019	PC	07/12/2019	28680	NEDWICK, DAVID J.	642		245.31
07/06/2019	PC	07/12/2019	28681	FREY, DYLAN V.	643		552.37
07/06/2019	PC	07/12/2019	28682	HART III, DELBERT W.	657		585.37
07/06/2019	PC	07/12/2019	28683	STOREY, JAMES W.	659		358.26
07/06/2019	PC	07/12/2019	28684	SLADEK, RYLYNN S.	660		300.38
07/06/2019	PC	07/12/2019	28685	DOTSON, WILLIAM R.	661		148.00
07/06/2019	PC	07/12/2019	28686	BOEHM, NOAH A.	662		400.20
07/06/2019	PC	07/12/2019	28687	LOUISELLE, ELLIE N.	664		420.65
07/06/2019	PC	07/12/2019	28688	KUNKLE, KENNETH E.	665		576.66
07/06/2019	PC	07/12/2019	28689	BEMIS, JACKSON R.	667		576.66
07/06/2019	PC	07/12/2019	28690	MUMICH, BARRY J.	671		584.33
07/06/2019	PC	07/12/2019	28691	CRANDELL, ZACKARY R.	691		712.88
07/06/2019	PC	07/12/2019	28692	FERGUSON, ROYCE L.	693		973.20
07/06/2019	PC	07/12/2019	28693	MUELLER, JASON C.	694		589.78
07/06/2019	PC	07/12/2019	28694	ROSENTHAL, GABRIEL M	698		778.38
07/06/2019	PC	07/12/2019	28695	NOVOTNY, RAIGAN I.	699		569.06
07/06/2019	PC	07/12/2019	28696	KNORR, KENT J.	700		1,917.26
07/06/2019	PC	07/12/2019	28697	ANZELL, BETH A.	702		1,121.77
07/06/2019	PC	07/12/2019	28698	STEBE, LAURA A.	703		99.73
07/06/2019	PC	07/12/2019	28699	MILAN, JANE E.	711		1,309.69
07/06/2019	PC	07/12/2019	28700	MCCULLOUGH, SAVHAN	733		435.29
07/06/2019	PC	07/12/2019	28701	CALO, LEAH M.	734		548.18
07/06/2019	PC	07/12/2019	28702	KLOOSTER, PATRICK H.	743		1,621.93
07/06/2019	PC	07/12/2019	28703	EVANS JR, HALBERT K.	744		686.93
07/06/2019	PC	07/12/2019	28704	GREENE, GLORIA C.	746		755.56
07/06/2019	PC	07/12/2019	28705	DAVIS, LEAH R.	748		709.90
07/06/2019	PC	07/12/2019	28706	TELGENHOF, WILL G.	749		684.21
07/06/2019	PC	07/12/2019	28707	WHITE III, MARCUS W.	754		527.26
07/06/2019	PC	07/12/2019	28708	CARLSON, JOSHUA A.	756		661.20
07/06/2019	PC	07/12/2019	28709	GREYERBIEHL, KELLY M.	757		796.65
07/06/2019	PC	07/12/2019	28710	CAREY, MADISON Q.	758		508.23
07/06/2019	PC	07/12/2019	28711	CUNNINGHAM, ABIGAIL A	759		428.46
07/06/2019	PC	07/12/2019	28712	CURTIS, LILY E.	770		575.96
07/06/2019	PC	07/12/2019	28713	MAY, MEREDITH A.	771		569.78
07/06/2019	PC	07/12/2019	28714	PETROSKY, JACOB D.	772		541.91
07/06/2019	PC	07/12/2019	28715	WARRINER, RYAN T.	773		611.35
07/06/2019	PC	07/12/2019	28716	CHAPDELAINE, EMILY C.	777		594.16
07/06/2019	PC	07/12/2019	28717	VRONDRAN, LARISSA M.	781		589.48
07/06/2019	PC	07/12/2019	28718	KIRINOVIC, THOMAS F.	790		397.35
07/06/2019	PC	07/12/2019	28719	SNYDER, JOSHUAH D.	792		155.14
07/06/2019	PC	07/12/2019	28720	KLOOSTER, SUSAN E.	795		69.34
07/06/2019	PC	07/12/2019	28721	WISDOM, ADAM W.	796		186.44
07/06/2019	PC	07/12/2019	28722	HART, DAVID R.	836		421.93
07/06/2019	PC	07/12/2019	28723	SHANAHAN, CHERYL J.	838		943.45
07/06/2019	PC	07/12/2019	28724	GRUNCH, RONALD J.	844		281.44
07/06/2019	PC	07/12/2019	28725	DAVIS, RONALD L.	853		206.90
07/06/2019	PC	07/12/2019	28726	MASSON, DONALD J.	861		540.73
07/06/2019	PC	07/12/2019	28727	KUSINA, DENNIS W.	862		247.12
07/06/2019	PC	07/12/2019	28728	LABLANCE, MAUREEN J.	863		366.56
07/06/2019	PC	07/12/2019	28729	LIVINGSTON, BRIAN D.	866		1,390.93
07/06/2019	PC	07/12/2019	28730	STANLEY, MARK J.	867		58.41
07/06/2019	PC	07/12/2019	28731	WYMAN, MATTHEW A.	927		1,657.16
07/06/2019	PC	07/12/2019	28732	MILLER, WILLIAM S.	933		1,415.94
07/06/2019	PC	07/12/2019	28733	DOUGLAS, MARK	935		1,252.35
07/06/2019	PC	07/12/2019	28734	PRIOR, ERIN C.	938		1,504.35
07/06/2019	PC	07/12/2019	28735	CERTA, BRIAN	939		803.71
07/06/2019	PC	07/12/2019	28736	SEAVAR, WILLIAM F.	940		645.98

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/06/2019	PC	07/12/2019	28737	MCMULLEN, DONALD R.	1000		1,772.93
07/06/2019	PC	07/12/2019	28738	SILVA, JESSE L.A.	1001		2,352.53
07/06/2019	PC	07/12/2019	28739	WILLSON, BRENDA R.	1002		2,428.72
07/06/2019	PC	07/12/2019	28740	BEAN, PETER J.	1003		1,213.94
07/06/2019	PC	07/12/2019	28741	RILEY, CASEY W.	1052		947.46
07/06/2019	PC	07/12/2019	28742	JONES, LARRY M.	1057		1,331.61
07/06/2019	PC	07/12/2019	28743	FLORE, ROBERT A.	1058		1,462.57
07/06/2019	PC	07/12/2019	28744	MATZ, EMILY S.	1059		1,590.28
07/06/2019	PC	07/12/2019	28745	STEPHENS, LYON G.	1060		993.74
07/06/2019	PC	07/12/2019	28746	TRAVERS, MANUEL J.	1071		1,176.06
07/06/2019	PC	07/12/2019	28747	MOYER, DAVID T.	1073		456.97
07/06/2019	PC	07/12/2019	28748	RILEY, DANIEL A.	1102		252.83
07/06/2019	PC	07/12/2019	28749	WHEELER, MICHAEL W.	1103		653.40
07/06/2019	PC	07/12/2019	28750	DRAKE, WILLIAM F.	1106		1,949.21
07/06/2019	PC	07/12/2019	28751	JOHNSON, MELISSA A.	1107		959.29
07/06/2019	PC	07/12/2019	28752	AZZOPARDI, ANTHONY J.	1108		1,827.27
07/06/2019	PC	07/12/2019	28753	DEKORNE, ELIZABETH A.	1109		666.13
07/06/2019	PC	07/12/2019	28754	MCCRANEY, RUSSELL R.	1111		189.41
07/06/2019	PC	07/12/2019	28755	MATHERS, AMANDA L.	1114		292.50
07/06/2019	PC	07/12/2019	28756	PORTMAN, BROOKE A.	1116		102.20
07/06/2019	PC	07/12/2019	127327	Void			
07/06/2019	PC	07/12/2019	127328	GERBER, SAMUEL A.	147		49.87
07/06/2019	PC	07/12/2019	127329	WHITLEY, ANDREW T.	522		1,769.63
07/06/2019	PC	07/12/2019	127330	MORRISON, KEVIN P.	601		1,690.00
07/06/2019	PC	07/12/2019	127331	BISHAW, JAMES H.	633		748.28
07/06/2019	PC	07/12/2019	127332	KISH, ANASTASIA L.	668		560.74
07/06/2019	PC	07/12/2019	127333	KLINGER, BRADLEY W.	747		251.85
07/06/2019	PC	07/12/2019	127334	PETERSON, BENJAMIN D	785		636.59
07/06/2019	PC	07/12/2019	127335	GILL, DAVID R.	856		915.91
07/06/2019	PC	07/12/2019	127336	WATTS, TIMOTHY L.	868		438.51
07/06/2019	PC	07/12/2019	127337	COLE, SHANE	50		789.59
Grand Totals:			145				146,797.99

Report Criteria:

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

Check Number	Payee	Amount
07/16/2019		
127348	2ND STORY MARKETING LLC	550.00
127349	ACCESSREC	10,636.20
127350	ACE HARDWARE	3,783.36
127351	AIS CONSTRUCTION EQUIPMENT	127,677.21
127352	ALL-PHASE ELECTRIC SUPPLY CO.	189.33
127353	AMERICAN WASTE INC.	3,925.00
127354	APPLIED CONCEPTS INC	1,819.00
127355	APX INC.	33.58
127356	ARP, MICHAEL	144.70
127357	ASPEN WIRELESS	3,979.00
127358	AT YOUR SERVICE PLUS INC	690.00
127359	AUTO VALUE	2,475.71
127360	AVFUEL CORPORATION	22,298.21
127361	BARUZZINI GENERAL CONTRACTORS	3,950.00
127362	BEAVER RESEARCH COMPANY	34.55
127363	BELL EQUIPMENT COMPANY	12,107.04
127364	CARLSON - DIMOND & WRIGHT INC	1,526.29
127365	CARQUEST OF CHARLEVOIX	459.68
127366	CASSIDY, KRISTOPHER	28.06
127367	CCI SOUTH LLC	52.50
127368	CDW GOVERNMENT INC.	210.88
127369	CHAPDELAINE, EMILY	75.00
127370	CHARLEVOIX SCREEN MASTERS INC	1,187.95
127371	CINTAS	60.00
127372	CINTAS CORPORATION	146.02
127373	CITY OF CHARLEVOIX - UTILITIES	33,098.47
127374	CIVIC SYSTEMS	9,354.00
127375	CLIPPER CREEK INC	2,352.19
127376	CONWAY PROFESSIONAL SERVICES	7,104.00
127377	COOK FAMILY FARMS	69.00
127378	COOPER, MELANIE SUE	59.00
127379	CWIK, ADOLPH	75.00
127380	DELL MARKETING L P	25.15
127381	DeROSIA, PATRICIA E.	39.56
127382	DHASELEER, CARL	56.00
127383	DROST LANDSCAPE INC.	75.00
127384	EDGEWATER ROOFING INC	317.00
127385	EMMET COUNTY SHERIFF'S OFC	400.00
127386	FAMILY FARM & HOME	574.80
127387	FARMER WHITE'S	66.00
127388	FASTENAL COMPANY	78.17
127389	FOREMOST MEDICAL EQUIPMENT	12,747.00
127390	FOX CHARLEVOIX FORD	4,481.09
127391	FREEDOM MAILING SERVICES INC.	2,283.38
127392	GALLS AN ARAMARK COMPANY	180.95
127393	GERBER HOMEMADE SWEETS	27.00
127394	GREAT LAKES ELEVATOR LLC	778.92
127395	GRIFFIN BEVERAGE CO	40.00

Check Number	Payee	Amount
127396	GUNTZVILLER, RHONDA	227.00
127397	HACH COMPANY	1,091.26
127398	HARRELL'S	6,182.48
127399	HEADY, KATE	150.00
127400	HERRIMAN, COBY	26.40
127401	HERZOG ELECTRIC	283.29
127402	HEYDLAUFF, MARK L.	539.50
127403	HILLING, NICHOLAS A.	52.32
127404	HYDE SERVICES LLC	551.08
127405	INST-A-TECH LLC	1,500.00
127406	JACKLIN STEEL SUPPLY CO	367.72
127407	JOHN E. GREEN COMPANY	3,086.72
127408	KAMALAY, RAY	1,200.00
127409	KSS ENTERPRISES	1,218.35
127410	LAKESHORE TIRE & AUTO SERVICE	13.95
127411	LAMAR COMPANIES	750.00
127412	LASER PRINTER TECHNOLOGIES	599.00
127413	LOTTIE'S BAGELS	147.00
127414	LUCAS, TAWNIE	7.90
127415	MCCARDEL CULLIGAN-PETOSKEY	50.50
127416	MCVEIGH'S TRUCK SPRINGS INC.	1,311.10
127417	MICHIGAN MUNICIPAL LEAGUE	3,318.49
127418	MICHIGAN MUSHROOM MARKET LLC	115.00
127419	MICHIGAN RURAL WATER ASSN	710.00
127420	MUNSON MEDICAL CENTER	110.00
127421	MUTT MITT	973.22
127422	NAVIA BENEFIT SOLUTIONS	50.00
127423	NORTHERN LAKES	3,500.00
127424	NORTHERN MICHIGAN REVIEW INC.	1,124.18
127425	NORTHERN SAFETY CO INC	165.12
127426	NYE UNIFORM CO	279.50
127427	OHM ADVISORS	21,099.50
127428	OSTLUND PEST CONTROL LLC	155.00
127429	OTEC	762.50
127430	PEASE, RIVER FAITH	120.00
127431	PETOSKEY BAND BOOSTERS	2,000.00
127432	PHILLIPS, BILL	50.00
127433	PLYMKRAFT INC	2,358.00
127434	POLYDYNE INC	532.82
127435	POWER LINE SUPPLY	3,338.92
127436	PREIN & NEWHOF	1,492.00
127437	PRESTON FEATHER	148.96
127438	PURITY CYLINDER GASES INC	202.34
127439	QUILL CORP	160.98
127440	REVOLUTION BIKE LLC	1,996.00
127441	SAUL, GINNIE	150.00
127442	SCHMALTZ, MARGARET	150.00
127443	SMITH M.D., ROBERT L.	2,144.00
127444	STATE OF MICHIGAN	25.00

Check Number	Payee	Amount
127445	STRICKER'S OUTDOOR POWER EQUI	7,825.74
127446	STRYKER SALES CORPORATION	974.10
127447	SWANSON K & D INC	1,800.00
127448	TAYLOR, OLIVIA	2.73
127449	TERMINAL SUPPLY CO	397.56
127450	THUNDER BAY TREE SERVICE LLC	11,068.00
127451	UNIFIRST CORPORATION	751.74
127452	USA BLUE BOOK	1,631.66
127453	VANDECAR, CARL	602.43
127454	VILLAGE GRAPHICS INC.	948.54
127455	WALKER PROCESS EQUIPMENT	2,766.26
127456	WASHBURNE, BRENDA	54.00
127457	WHIPPLE, PATRICIA	9.00
127458	WILBERT BURIAL VAULT CO	188.32
127459	WILMOT ELECTRIC INC	639.78
127460	WINNIE'S ORIGINAL LLC	63.00
127461	WOOD SHOP, THE	1,400.00
127462	ZIIBIMIJWANG INC	125.00
Total 07/16/2019:		370,155.91
Grand Totals:		370,155.91

Check Number	Payee	Amount
07/01/2019		
70119001	MICHIGAN PUBLIC POWER AGENCY	17,402.78
Total 07/01/2019:		17,402.78
Grand Totals:		17,402.78

Check Number	Payee	Amount
07/05/2019		
70519001	NEOFUNDS BY NEOPOST	5,000.00
70519002	PAYMENT SERVICE NETWORK INC.	230.90
Total 07/05/2019:		5,230.90
Grand Totals:		5,230.90

Check Number	Payee	Amount
07/08/2019		
70819001	MICHIGAN PUBLIC POWER AGENCY	13,711.88
Total 07/08/2019:		13,711.88
Grand Totals:		13,711.88

Check Number	Payee	Amount
07/10/2019		
71019001	DTE ENERGY	2,926.80
Total 07/10/2019:		2,926.80
Grand Totals:		2,926.80

Check Issue Date	Check Number	Payee	Amount
71219001			
07/12/2019	71219001	**EFTPS* Payroll Taxes	13,248.76
07/12/2019	71219001	**EFTPS* Payroll Taxes	13,248.76
07/12/2019	71219001	**EFTPS* Payroll Taxes	3,098.62
07/12/2019	71219001	**EFTPS* Payroll Taxes	3,098.62
07/12/2019	71219001	**EFTPS* Payroll Taxes	18,096.74
Total 71219001:			
	5		50,791.50
71219002			
07/12/2019	71219002	Alerus Financial	350.00
Total 71219002:			
	1		350.00
71219003			
07/12/2019	71219003	STATE OF MICHIGAN	7,613.99
Total 71219003:			
	1		7,613.99
71219004			
07/12/2019	71219004	Vantagepoint - 401 Plan 109153	802.64
Total 71219004:			
	1		802.64
71219005			
07/12/2019	71219005	Vantagepoint - 457 Plan 300959	5,197.92
07/12/2019	71219005	Vantagepoint - 457 Plan 300959	2,361.65
07/12/2019	71219005	Vantagepoint - 457 Plan 300959	3,927.62
07/12/2019	71219005	Vantagepoint - 457 Plan 300959	7,997.88
Total 71219005:			
	4		19,485.07
71219006			
07/12/2019	71219006	Vantagepoint - Roth IRA 706117	955.76
Total 71219006:			
	1		955.76
Grand Totals:			
	13		79,998.96



CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Cancel Water Resources Improvement Authority Public Hearing

DATE: July 15, 2019

BACKGROUND:

On May 20, 2019 Council set a public hearing to hear comments regarding the creation of a Water Resource Improvement Authority in the Ferry Beach area. Staff recommended that it may make more sense for Council to act later to set a new public hearing date once Edgewater Resources submits their Ferry Dock Optimization Study report.

RECOMMENDATION:

Motion to cancel the Water Resource Improvement Authority public hearing that was set for August 5, 2019.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Seasonal Parks/Cemetery Director Job Description

DATE: July 15, 2019

BACKGROUND:

With the resignation of our Cemetery Sexton, we are proposing the creation of a new seasonal Parks/Cemetery Director position. Responsibilities will include directing and overseeing the parks and cemetery maintenance and crews, pesticide/herbicide/fertilizer applications, and coordinating all burials.

RECOMMENDATION:

Motion to approve the Parks/Cemetery Director job description.

ATTACHMENTS:

- ▣ Seasonal Parks/Cemetery Director Job Description

CITY OF CHARLEVOIX

Title: Parks/Cemetery Director

FLSA: Exempt - Salary

STATUS: Seasonal

Department: Department Public Works

Reports to: Superintendent, Department Public Works

Date: July 15, 2019

Position purpose and objectives

Under the direction of the Public Works Superintendent, direct and oversee the park maintenance crews, day-to-day cemetery operations, and pesticide/herbicide/fertilizer applications. Resources include light and heavy-duty vehicles and power-driven equipment, and hand tools. This individual ensures that equipment is in proper working condition and that employees follow cemetery regulations. This position coordinates and ensures a smooth burial process for all burial details and works well with the families of the deceased. This is a working director position.

Essential Job Functions

- Direct, schedule and perform maintenance activities for all city parks, grounds and cemeteries.
- Direct parks and cemetery crews.
- Perform quality control for all city parks and grounds.
- Monitor, adjust, and repairs irrigation systems as needed.
- Observe site conditions and modify cultural practices as needed.
- Maintain all grounds equipment, i.e. mowers, blowers, edger's, blade sharpening, etc.
- Schedule and coordinate minor landscape projects as they arise.
- Oversee safe mixing and handling of pesticides, herbicides, and fertilizers.
- Aerate turf areas.
- Direct cemetery grounds, including tree trimming; buildings; parking areas and equipment.
- Keep accurate records of cemetery operations. Return all revenues to the City of Charlevoix.
- Meet with funeral directors regarding interments and monument placement.
- Schedule interments.
- Assist prospective purchasers of burial plots.
- Perform heavy manual lifting, including but not limited to bodies, stone foundations, monument foundations, filled flower pots, and urns.
- Operate hand and power tools, including but not limited to tractors, dump trucks, riding and push mowers, blowers- push and back pack- power trimmers, weed whips, and chain saws.
- Ensure that equipment or tools are properly maintained, inspected, secured, and properly stored in their designated area(s).
- Abide by applicable OSHA/MIOSHA/City safety practices, policies, and procedures.

Knowledge, Skills, and Abilities required

- Knowledge of proper turf management practices.
- Understanding of chemical application procedures and proper record keeping to meet/exceed State regulations.
- Ability to multi-task.
- Experience with entire burial process, plot/lot sales and layout, coordination with funeral directors, vault companies, etc.
- Knowledge of irrigation systems, including clock adjustments, repairs, and turf requirements
- Ability to direct, motivate and train employees effectively.
- Ability to work with little supervision from the Public Works Superintendent.
- Excellent interpersonal and public relations skills.
- Ability to operate various types of motorized and non-motorized equipment and tools associated with parks and cemetery requirements.

- Ability to determine the kind of tools and equipment needed to do a job
- Ability to lift/move heavy objects.
- Ability to comply with OSHA/MIOSHA guidelines
- Good written and oral communication skills.
- Able to communicate effectively with staff and general public.
- Positive attitude
- Flexibility regarding work hours
- Ability to project a positive public image of the City of Charlevoix.

Required/Preferred Qualifications and Certifications

- Bachelors of Business Administration degree, is preferred
- Turf Management Certificate from an accredited college is required.
- Minimum of 5+ years of experience with chemical applications and turf care.
- 18 years of age or older
- High school graduate or equivalent preferred
- Valid driver's license

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 Approval

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: 2019 MERS Officer and Employee Delegate Certification Form

DATE: July 15, 2019

BACKGROUND:

We are presenting, for City Council approval, the 2019 MERS Officer and Employee Delegate Certification Form. Both an Employee and Officer Delegate will represent the City of Charlevoix at the Annual MERS Conference which is being held at the Grand Traverse Resort on October 3 & 4, 2019. Employees elected Brandon Stevens as their Employee Delegate and Nicholas Hilling as the Alternate Employee Delegate. Alida Klooster was chosen to serve as the Officer Delegate and Kelly McGinn will serve as the Alternate Officer Delegate.

RECOMMENDATION:

Motion to approve the 2019 MERS Officer and Employee Delegate Certification Form.

ATTACHMENTS:

- ▣ 2019 MERS Officer and Employee Delegate Certification Form

2019 Officer and Employee Delegate Certification Form

MERS Annual Retirement Conference | October 3–4, 2019 | Grand Traverse Resort, Acme, MI

Please print clearly • Scan and attach this file when you register online • Retain a copy for your records

IMPORTANT: If you are not sending a delegate to Conference, please **DO NOT** submit this form. A **voting delegate** registered to attend the **MERS Retirement Conference** is **NOT** confirmed to have voting rights until this form has been uploaded with your online registration.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

Alida Klooster

Officer Alternate name

Kelly McGinn

Officer delegate and alternate listed above were appointed to serve at the 2019 MERS Annual Conference by official action of the governing body (or chief judge for a participating court) on July 15, _____, 2019.

2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

Brandon Stevens

Employee Alternate name

Nick Hilling

Employee delegate and alternate listed above were elected to serve at the 2019 MERS Retirement Conference by secret ballot election conducted by an authorized officer on July 3, _____, 2019.

3. Certification

NOTE: Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court.

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name*	Municipality number*	Email address	
City of Charlevoix	1505	pattyd@charlevoixmi.gov	
Employer address	Employer city	Employer state	Employer zip code
210 State Street,	Charlevoix	MI	49720
Signature of authorized authority*	Printed name		
	Mark L. Heydlauff		
Title of authorized authority*	Date		
City Manager	July 15, 2019		

* Required field

TIP: Scan and upload this completed form to your computer. Then attach it to your registration when you register online to attend the conference.
www.mersofmich.com

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Summer in Charlevoix

DATE: July 15, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Summer is here and the challenges and opportunities it brings with it. I've drafted the attached memo for your consideration. I think it makes sense for us to engage a variety of stakeholders in our community as we ponder our summer policies.

RECOMMENDATION:

Council discussion.

ATTACHMENTS:

- ▣ Summer in Charlevoix



MEMO

TO: The Honorable Mayor Kurtz and the Charlevoix City Council

FROM: Mark L. Heydlauff, City Manager

RE: Our Uneasy Relationship with Summer

DATE: July 11, 2019

Like you, I've heard many complaints about various aspects of summer in Charlevoix. Too much traffic and too many pedestrians are the common refrains this year certainly. I also hear an incongruous set of concerns: we need to be a year-round community and we make all our money during eight weeks in the summer.

Recently, Council has begun again to address the challenges associated with short-term rentals in our community. Primarily, it seems the concern is not that those who use a short-term rental somehow cause more problems, it's that the use of a property as a short-term rental somehow crowds out the use of that home for a family living here year-round. I had a conversation this week with the owner of a short-term rental who suggested a balance was needed between allowing them but also regulating and limiting the number of them.

This same approach seems appropriate for a lot of other things we consider. We desire to ensure East Park and other parts of downtown are utilized vibrantly and effectively. When downtown and the community at-large is crowded, there is a cost to manage the traffic and provide the services people expect. Our brick and mortar business owners pay for this and even pay extra by being within the DDA yet festivals and special events, do not pay and even have their costs subsidized by the City. We are utilizing the street closure this weekend to try to move traffic through the community more efficiently yet the cost of these things (because of transient businesses using the park) falls on everyone who pay taxes year around.

On one hand, it seems, we are worried that our atmosphere isn't welcoming to visitors and tourists, and on the other hand, we worry there are so many transient tourists that it crowds out the resort town charm we value. How much do our mid-summer special events drive people to town, and is there a point at which it will drive people away from town? I would suggest we strive again toward balance and contemplate new approaches.

Here are potential things for further exploration:

- Reassess our downtown crosswalks (number and location) and increase our enforcement of jaywalking rules
- Consider a fee structure for the organizers of downtown events and/or limit the number of events we hold in East Park
- Explore more closely a downtown shuttle/remote parking model and/or a parking structure

- Reassess the recently completed road diet and lane configuration and engage further conversation with MDOT on these configurations in light of potential signal changes next year
- Move forward with a cohesive parking management plan

Are we at the point of being victims of our own success? Charlevoix naturally sells itself to a summer audience; I would suggest our focus be to the other nine months of the year and strengthening the neighborhoods that make our city so desirable.

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: July 15, 2019

BACKGROUND:

A. EMS Inspections

I am pleased to report we had 100% compliance in our recent EMS Department Annual Inspection. The Michigan Department of Health and Human Services annually reviews our records, staff credentials, and various other physical aspects of our facilities and apparatus. We also received and passed our inspection for the new ambulance we ordered this spring. It is now in service effective July 10, 2019. EMS Director Don McMullen, Assistant Director Jesse Silva and Paramedic Brenda Wilson deserve the credit for a smooth inspection and the praise our department received from the state.

B. Deer Management

I had a preliminary conversation with Charlevoix Township Supervisor Chuck Center this past week. I understand he and his board are thinking more about addressing our joint deer management issue. We concurred that there are ways we can work together to solve the issue and work with the Department of Natural Resources.

C. Charter Amendments

City Attorney Scott Howard will be with us on August 5 to discuss the final version of Charter Amendments you have requested him to draft with the Attorney General. You will need to act by August 13 to place these items on the ballot.

ATTACHMENTS:

- ▣ Shade Tree Minutes
- ▣ DDA Minutes
- ▣ PC Minutes

Shade Tree Commission Meeting Minutes

May 28, 2019, 10am
City Hall Conference Room

Present: Perry Irish Hodgson, Chair; Jennifer Mulladore; Ken Polakowski
Also present: Mark L. Heydlauff, City Manager

Chair Hodgson called the meeting to order at 10am.

The Commission discussed the process to plant trees in the fall. City Manager Heydlauff will coordinate with the GIS Coordinator and DPW Superintendent on what is needed to geo-locate the planting locations and how to integrate this with the necessary logistics.

Ms. Mulladore discussed some of the software applications to track tree planting and the use of trees in the community. Ms. Mulladore will discuss ESRI software with the GIS Coordinator and the DPW Superintendent and report back to the Commission.

The Commission discussed the Champion Tree Study done in the early 2000s. They also discussed the use of non-native trees in the planting specifications for the City. The consensus of the group is that non-native trees are appropriate and common but truly invasive species should be excluded.

The Commission discussed master plans for various parks and public spaces and suggested they ought to be updated and reviewed periodically. Mr. Polakowski will review historic documents and share with the Commission.

The Commission set their next meeting for June 26, 2019 at 10am.

There were no public comments.

The Chair adjourned the meeting at 11:06am.

Shade Tree Commission Meeting Minutes
May 1, 2019, 9am
Lake Michigan Beach Park and City Hall Conference Room

Present: Perry Irish Hodgson, Chair; Jennifer Muladore; Ken Polakowski
Also present: Mark L. Heydlauff, City Manager; Pat Elliott, DPW Superintendent; Kent Knorr, Recreation Director; Byron Willcome, Willcome Tree Service; Michael Doherty; Joe Lavender, Assessor/GIS Coordinator

Chair Hodgson called the meeting to order at 9am at Lake Michigan Beach Park. The Commission walked the area of the park, reviewed past work of goats, saplings that have been preserved, and future removal of dead and dying trees. The Commission also discussed whether there are view corridors that could be opened up for a better view of the water from the street. The Commission identified removal of dead trees and raising of some branches as a possible solution.

At 9:30am, the Chair recessed the meeting to City Hall. At 9:37am, the Chair recalled the meeting to order.

The Commission reviewed the minutes of the October 3, 2018 meeting. Motion to approve minutes by Polakowski, second by Muladore. **Motion carried.**

The Commission continued discussion of improvements to the Park. Polakowski questioned whether an ordinance existed to protect green belts along the water. The City Manager provided background on this and a new effort by the three cities to evaluate a unified ordinance in the county that is appropriate for a more urban environment.

Motion by Muladore, second by Polakowski to support the management of dead and dying trees in the dune top, edge, and the bluff system at Lake Michigan Beach Park. **Motion carried.**

The Chair questioned the use of gator bags for the coming summer. DPW Superintendent Elliott advised he would add them if trees began looking distressed or if there was an extended period of drought.

DPW Superintendent Elliott indicated bids would be opened next week for tree 2019 planting. Contractors are given the option of planting some or all in the spring or fall of this year. Bids have not been received in two successive rounds of tree planting.

The Commission discussed the process for planting trees. Assessor Lavender joined the meeting to discuss how GIS coordinates for tree planting might be useful to track the long-term inventory of species and also how this could help us track planting going forward.

Recreation Director Knorr provided information on the DNR Recreation Passport Grant for Lake Michigan Beach Park. The latest application is under review currently and we expect to have an on-site review with the DNR this summer.

DPW Superintendent Elliott will be watching for the growth of invasive species this spring and will hire an appropriate contractor to spray and remove as needed. He will also be looking for new saplings to protect going forward.

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING
Tuesday, May 28, 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: Maureen Owens

Members Present: Kirby Dipert, Sam Bingham, Richard Christner, Luther Kurtz, Paul Silva, Rick Wertz, Amanda Wilkin, Sean Bradley

Members Absent: None

City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

A. Minutes

B. Committee Minutes

C. Monthly Reports

D. 2019 Tax Rate Request Form

Chair Owens questioned the amount raised at the LCBC fundraising event for Hoop Skirt Alley and Director Dotson stated the amount was \$250. Member Wilkin arrived at the meeting at this time.

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

6. Reports

A. Director's Report

Chair Owens questioned the shape of the pictures going up in Hoop Skirt Alley and Director Dotson stated that they would be square.

Director Dotson summarized how the *Match on Main Small Business Grant Program* worked. She stated in the beginning they had eight businesses interested in applying for the grant, but since that time they have learned that the business must be new or activating under-utilized space in the downtown area. Using this criteria only one applicant was eligible.

B. Easter Egg Hunt Report

Sarah Hagan of the Charlevoix Chamber of Commerce stated that the Easter Egg Hunt attendance varies year to year and that there were 600-700 children in attendance this year.

7. Old Business

Chair Owens stated that the Radio Proposal that was tabled at the previous meeting did not need to be discussed at this time since it was tabled with a timeline for discussion during the next budget process.

Motion by Mayor Kurtz, second by Member Dipert to remove Item 7.B from the agenda. Motion passed by unanimous voice vote.

A. Snowmelt System Feasibility Study Proposal

Director Dotson stated that she contacted *GMB Architecture & Engineering* in Holland, MI to discuss the expense for a snowmelt system in Charlevoix. She stated the engineering proposal from GMB included two prices, one for 2019 (\$12,500) and for 2020 (\$13,200). Director Dotson stated that the DDA did have a Fund Balance where this expense would need to come from if the Board chose to go forward with this study. Discussion followed regarding the estimated cost of an actual snowmelt system. Director Dotson stated that to go forward with constructing such a system the DDA would have to go out for TIF financing via a bond issuance and do an assessment on the downtown businesses for maintenance costs.

Motion by Member Wilkin, second by Mayor Kurtz to table the Snowmelt System Feasibility Study until the next scheduled Board meeting. Motion passed by unanimous voice vote. Member Wilkin added to the motion that Director Dotson send a letter to the DeVos Foundation who did the Market Study in 2016 to ask a) if they would be willing to fund the Study and b) would they consider funding part of the construction cost of the project. Mayor Kurtz seconded the amended motion and the amendment passed by unanimous voice vote.

B. Radio Proposal from Joe Charlevoix

Item removed from the agenda.

C. AmeriCorps VISTA Application

Director Dotson stated that she submitted the VISTA Application and the Charlevoix DDA was accepted as a host site. She stated that if the Board agreed they could discuss the position requirements/duties during the work session.

Motion by Member Wilkin, second by Member Christner to accept Host Site status for a CEDAM's AmeriCorps VISTA member and to work on a job description to include tasks based on priorities set at the Work Session today. Motion passed by a 7 to 2 roll call vote:

Yeas: Bingham, Bradley, Christner, Kurtz, Owens, Silva, Wilkin

Nays: Dipert, Wertz

8. **New Business**

Chair Owens welcomed Sean Bradley as an official voting member of the DDA duly elected by the City Council.

A. Venetian Festival Sponsorship Request

Director Dotson stated that the request was for \$2,500 plus Main Street Monday expenses (\$600 for movie alone) which would put the DDA at the Admiral level of sponsorship.

Motion by Member Dipert, second by Member Wertz to approve a \$2,500 sponsorship for Charlevoix Venetian Festival. Motion passed by unanimous voice vote.

9. **Public Comment**

10. **Request for Future Agenda Items**

11. **Board Comments**

12. **Adjourn**

Motion by Member Wertz, second by Member Christner to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 6:01 p.m.

Joyce Golding/fgm

City Clerk

Maureen Owens

Chair

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, May 13, 2019 - 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

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, David Gray, Dennis Halverson, Jennifer Muladore, Philip Parr, RJ Waddell

Members Absent: None

Staff Present: Kathy Egan, Community Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

E. Approval of the Minutes

1. April 8, 2019 Minutes

Motion by Member Gelb, second by Member Muladore to approve the minutes of April 8, 2019 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Public Services Facility Presentation

Planner Egan explained that the City hired OHM as a consultant company to design the new public services facility. This is not a formal site plan review because the City doesn't have to go through the review process. The Planning Commission should, however, review the plans regarding "location, character, and extent" (according to the Michigan Planning Enabling Act) to see if the expenditure of public monies is in alignment with the Master Plan.

Amanda Porath, OHM Advisors, recalled that in January 2018 the City hired OHM to design a facility to house the Public Works, Electric and Water departments. The new facility would be located on West Carpenter Avenue where the Electrical Department is currently housed. She reviewed the locations and specifics of the new buildings/facilities, materials storage and building elevations and further described the design detail, security fencing, and storage areas. Discussion followed regarding perimeter landscaping proposed as buffers to the properties surrounding the site. OHM representatives responded to questions. Zoning Administrator Scheel stated that this facility is part of the overall Master Plan.

2. Annual Report

Planner Egan stated that she took the initiative to prepare a draft Annual Report. Motion by Member Waddell, second by Member Felter to forward the report as presented to the City Council. Motion passed by unanimous voice vote.

H. Old Business

1. Recreational Vehicle Storage

Planner Egan stated that when the City Council approved the Zoning Ordinance amendments, they removed the section on recreational vehicles for further review by the Planning Commission. She stated the language should not apply to all parcels such as commercial boat storage for example. Discussion followed regarding the rationale requiring covers over boats, how such a restriction would be enforced, boats being uncovered during the summer months, aesthetics and safety issues. Chair Chamberlain read #4 on page 26 of the packet: "A suitable cover shall be placed over boats whenever stored outside" and after discussion, the Commission agreed to eliminate the language.

Planner Egan stated that some City Council members were in favor of storing recreational vehicles in driveways and discussion followed regarding the pros and cons. She made a recommendation on #6 to add the wording "Off-season storage of recreational equipment shall be parked completely in an enclosed structure or in the side yard or rear yard." The

Commission concurred with the change and Planner Egan would submit clarified wording for the Commission to consider at their next meeting.

I. Staff Updates

Planner Egan announced that there was an opportunity for a basic training session on Planning being held in Leelanau County on June 6th. She asked that anyone interested in attending to let her know.

Chair Chamberlain questioned what the Planning Commission's role would be relative to the proposed housing adjacent to the golf course. Zoning Administrator Scheel stated that at a minimum it would include a review by the Planning Commission.

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

Planner Egan stated that hopefully they will have the legal review back from the housing changes that the Commission approved last month to consider before setting a public hearing,

Planner Egan stated that they may be ready to bring the site plan review article with staff recommendation for changes to the Commission at the next meeting. Discussion followed regarding the list of City-owned property and potential uses as prepared by the Zoning Administrator.

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

Motion by Member Felter, second by Member Parr to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:11 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair