CITY OF CHARLEVOIX

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, August 5, 2019- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

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1. **Pledge of Allegiance**
2. **Roll Call**
3. **Presentations**
   A. EMS Operations Update
   Don McMullen, EMS Director
4. **Inquiry Regarding Conflicts of Interest**
5. **Consent Agenda**
   A. City Council Meeting Minutes - July 15, 2019
   B. Accounts Payable and Payroll Check Registers
   C. Designate Representative to MML Annual Meeting
   D. Resolution to Adopt the PA 152 Annual Exemption Option for the 2019-20 Medical Benefit Plan Year
   E. Greg Withrow Resignation - ZBA
6. **Public Hearings and Actions Requiring Public Hearings**
7. **All Other Actions and Requests**
   A. Charter Amendments
   Scott Howard, City Attorney
   B. Short Term Rental Discussion
   Scott Howard, City Attorney; Mark L. Heydlauff, City Manager
   C. Clinton Street Stoplight
   Mark L. Heydlauff, City Manager
   D. WTP Filter Rehabilitation: Phase II
   Mark L. Heydlauff, City Manager
   E. Fiber Service Extension
   Mark L. Heydlauff, City Manager
   F. Phone System Replacement Consultation

Mark L. Heydlauff, City Manager

G. Neighborhood Speed Signs

Luther Kurtz, Mayor

8. Reports and Communications

A. Public Comments

B. City Manager's Comments

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

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

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: EMS Operations Update

DATE: August 5, 2019

PRESENTED BY: Don McMullen, EMS Director

BACKGROUND:

Don McMullen, Charlevoix EMS Director, will provide a brief update year-to-date on EMS operations including the new ambulance placed into service, new Stryker stretchers, new ultrasound diagnostic device, our grant award for the Community Integrated Paramedicine Program, AED deployments in the City and a few other updates. At the conclusion of the meeting, all are invited to the Fire Station to see the new ambulance and equipment.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - July 15, 2019
DATE: August 5, 2019

RECOMMENDATION:
Motion to approve City Council minutes.

ATTACHMENTS:

- Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, July 15, 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:	Shane Cole, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent:	Greg Bryan
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 – July 1, 2019
B. Accounts Payable and Payroll Check Registers
   a. Regular Accounts Payable Check Register – July 16, 2019
   b. ACH Payments – July 1, 2019 to July 12, 2019
   c. Payroll Check Register – July 12, 2019
   d. Payroll Transmittal – July 12, 2019
C. Cancel Water Resources Improvement Authority Public Hearing for August 5, 2019
D. Seasonal Parks/Cemetery Director Job Description – approve new job description
E. 2019 MERS Officer and Employee Delegate Certification Form – approve delegates Alida Klooster, Kelly McGinn, Brandon Stevens, and Nick Hilling

Motion by Kalbfell, second by Cole, to approve the Consent Agenda.
Yeas: Oleksy, Perron, Hagen, Cole, Kalbfell
Nays: None
Absent: Bryan

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. Summer in Charlevoix

City Manager Heydlauff drafted a memo for Council's consideration and suggested that it would be wise to engage a variety of stakeholders in our community as we ponder our summer policies. Mayor Kurtz began with a recap of feedback from the street closure and traffic reroute over the weekend and Council participated in a round table discussion. Council felt that closure times and durations should be chosen carefully as to not impact businesses.

Mayor Kurtz opened the item to public comment:

- Kirby Dipert suggested that some local businesses should have a stake in the decision to close the street and shared reports on the loss of business revenues. He felt the street should not be closed for the Waterfront Art Fair.
- Mary Beth McGraw recommended that Council not add other events to the typical art fair because it would affect sales.
- Maureen Owens suggested having artists park offsite and be shuttled in. She also suggested lane changes and pedestrian crossing guards.
- Tom Schultz shared his positive family experience this weekend.

The item was closed to the public.

Motion by Cole, second by Kalbfell, to direct Staff to not carry out the road closure for the Waterfront Art Fair on August 10, 2019. Motion carried by unanimous voice vote.

Mayor Kurtz made several suggestions that may improve the street closures including having a study group with key stakeholders. It was suggested that this be an agenda item at the next Downtown Business Owners meeting. Council agreed to continue the parking meter discussion at their August 19th meeting. City Manager Heydlauff will discuss several traffic considerations with MDOT.

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8. Reports & Communications

A. Public Comments

- Jan T. questioned her sewer bill.
- Fay Mitton voiced her concern about multiple Airbnbs in her neighborhood, the noise level and smoke from bonfires.
- Del Terrill felt there was no "free lunch" and advocated for high speed internet in downtown.

B. City Manager Comments

- Congratulations to EMS Department on being 100% compliant for State inspection; new ambulance is now on the road
- Shade Tree Commission will be marking new tree locations on the north side
- Storm Water Ordinance work with Boyne City and East Jordan
- Kudos to Camp McSauba staff
- Olesens Foundation awarded grant for mobility mats at the beaches
- Thanked Silver Linings for the bridge lighting project

C. Mayor & Council Comments

- Kalbfell kudos to Silver Linings
- Mayor Kurtz questioned the status of audio enhancements for Council

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 7:30 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor

Regular Accounts Payable – 07/16/2019

2ND STORY MARKETING LLC	550.00	FASTENAL COMPANY	78.17
ACCESSREC	10,636.20	FOREMOST MEDICAL EQUIPMENT	12,747.00
ACE HARDWARE	3,783.36	FOX CHARLEVOIX FORD	4,481.09
AIS CONSTRUCTION EQUIPMENT	127,677.21	FREEDOM MAILING SERVICES INC.	2,283.38
ALL-PHASE ELECTRIC SUPPLY CO.	189.33	GALLS AN ARAMARK COMPANY	180.95
AMERICAN WASTE INC.	3,925.00	GERBER HOMEMADE SWEETS	27.00
APPLIED CONCEPTS INC	1,819.00	GREAT LAKES ELEVATOR LLC	778.92
APX INC.	33.58	GRIFFIN BEVERAGE CO	40.00
ARP, MICHAEL	144.70	GUNTZVILLER, RHONDA	227.00
ASPEN WIRELESS	3,979.00	HACH COMPANY	1,091.26
AT YOUR SERVICE PLUS INC	690.00	HARRELL'S	6,182.48
AUTO VALUE	2,475.71	HEADY, KATE	150.00
AVFUEL CORPORATION	22,298.21	HERRIMAN, COBY	26.40
BARUZZINI GENERAL CONTRACTORS	3,950.00	HERZOG ELECTRIC	283.29
BEAVER RESEARCH COMPANY	34.55	HEYDLAUFF, MARK L.	539.50
BELL EQUIPMENT COMPANY	12,107.04	HILLING, NICHOLAS A.	52.32
CARLSON - DIMOND & WRIGHT INC	1,526.29	HYDE SERVICES LLC	551.08
CARQUEST OF CHARLEVOIX	459.68	INST-A-TECH LLC	1,500.00
CASSIDY, KRISTOPHER	28.06	JACKLIN STEEL SUPPLY CO	367.72
CCI SOUTH LLC	52.50	JOHN E. GREEN COMPANY	3,086.72
CDW GOVERNMENT INC.	210.88	KAMALAY, RAY	1,200.00
CHAPDELAINE, EMILY	75.00	KSS ENTERPRISES	1,218.35
CHARLEVOIX SCREEN MASTERS INC	1,187.95	LAKESHORE TIRE & AUTO SERVICE	13.95
CINTAS	60.00	LAMAR COMPANIES	750.00
CINTAS CORPORATION	146.02	LASER PRINTER TECHNOLOGIES	599.00
CITY OF CHARLEVOIX - UTILITIES	33,098.47	LOTTIE'S BAGELS	147.00
CIVIC SYSTEMS	9,354.00	LUCAS, TAWNIE	7.90
CLIPPER CREEK INC	2,352.19	MCCARDEL CULLIGAN-PETOSKEY	50.50
CONWAY PROFESSIONAL SERVICES	7,104.00	MCVEIGH'S TRUCK SPRINGS INC.	1,311.10
COOK FAMILY FARMS	69.00	MICHIGAN MUNICIPAL LEAGUE	3,318.49
COOPER, MELANIE SUE	59.00	MICHIGAN MUSHROOM MARKET LLC	115.00
CWIK, ADOLPH	75.00	MICHIGAN RURAL WATER ASSN	710.00
DELL MARKETING L P	25.15	MUNSON MEDICAL CENTER	110.00
DeROSIA, PATRICIA E.	39.56	MUTT MITT	973.22
DHASELEER, CARL	56.00	NAVIA BENEFIT SOLUTIONS	50.00
DROST LANDSCAPE INC.	75.00	NORTHERN LAKES	3,500.00
EDGEWATER ROOFING INC	317.00	NORTHERN MICHIGAN REVIEW INC.	1,124.18
EMMET COUNTY SHERIFF'S OFC	400.00	NORTHERN SAFETY CO INC	165.12
FAMILY FARM & HOME	574.80	NYE UNIFORM CO	279.50
FARMER WHITE'S	66.00	OHM ADVISORS	21,099.50

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OSTLUND PEST CONTROL LLC	155.00	STRYKER SALES CORPORATION	974.10
OTEC	762.50	SWANSON K & D INC	1,800.00
PEASE, RIVER FAITH	120.00	TAYLOR, OLIVIA	2.73
PETOSKEY BAND BOOSTERS	2,000.00	TERMINAL SUPPLY CO	397.56
PHILLIPS, BILL	50.00	THUNDER BAY TREE SERVICE LLC	11,068.00
PLYMKRAFT INC	2,358.00	UNIFIRST CORPORATION	751.74
POLYDYNE INC	532.82	USA BLUE BOOK	1,631.66
POWER LINE SUPPLY	3,338.92	VANDECAR, CARL	602.43
PREIN & NEWHOF	1,492.00	VILLAGE GRAPHICS INC.	948.54
PRESTON FEATHER	148.96	WALKER PROCESS EQUIPMENT	2,766.26
PURITY CYLINDER GASES INC	202.34	WASHBURNE, BRENDA	54.00
QUILL CORP	160.98	WHIPPLE, PATRICIA	9.00
REVOLUTION BIKE LLC	1,996.00	WILBERT BURIAL VAULT CO	188.32
SAUL, GINNIE	150.00	WILMOT ELECTRIC INC	639.78
SCHMALTZ, MARGARET	150.00	WINNIE'S ORIGINAL LLC	63.00
SMITH M.D., ROBERT L.	2,144.00	WOOD SHOP, THE	1,400.00
STATE OF MICHIGAN	25.00	ZIIBIMIJWANG INC	125.00
STRICKER'S OUTDOOR POWER EQUIP	7,825.74	**TOTAL**	**370,155.91**

ACH Payments – 07/01/2019 to 07/12/2019

MI PUBLIC POWER AGENCY	17,402.78	VANTAGEPOINT (401 ICMA PLAN)	802.64
NEOFUNDS BY NEOPOST(POSTAGE)	5,000.00	VANTAGEPOINT (457 ICMA PLAN)	19,485.07
PAYMENT SERVICE NETWORK	230.90	VANTAGEPOINT (ROTH IRA)	955.76
MI PUBLIC POWER AGENCY	13,711.88	**TOTAL**	**119,271.32**
DTE ENERGY	2,926.80		
IRS (PAYROLL TAX DEPOSIT)	50,791.50		
ALERUS FINANCIAL (HCSP)	350.00		
STATE OF MI (WITHHOLDING TAX)	7,613.99		

Payroll Net Pay – Pay Period Ending 07/06/2019 (Paid 07/12/2019)

PERRON, LEON R.	538.06	STEVENS, BRANDON C.	2,045.67
KURTZ, LUTHER J.	955.82	DRAVES, MARTIN J.	2,079.03
HAGEN, AARON W.	547.17	ANDERSON, ELIZABETH A.	1,210.74
OLEKSY, THOMAS M.	488.95	KENWABIKISE, DAVID L.	1,081.25
KALBFELL, JANET P.	512.54	ELLIOTT, PATRICK M.	2,332.82
BRYAN JR, GREGORY T.	411.86	SCHWARTZFISHER, JOSEPH.	1,067.80
HEYDLAUFF, MARK L.	2,845.62	BRADLEY, KELLY R.	1,455.19
GOLDING, JOYCE M.	2,260.16	HART II, DELBERT W.	1,427.47
DEROSIA, PATRICIA E.	1,039.09	JONES, ROBERT F.	1,433.81
DOTSON, LINDSEY J.	1,388.96	DORAN, JUSTIN J.	1,799.54
KLOOSTER, ALIDA K.	2,104.05	FARRELL, MITCHELL L.	1,687.34
GOLOVICH, KAREN J.	996.81	THORP JR, WILLIAM D.	1,802.06
BARNEVELD, RICHELLE L.	1,184.33	LEITNER, RYAN S.	1,557.01
SPENCLEY, PATRICIA L.	1,236.28	MANKER SR, DAVID W.	738.73
MILLER, FAITH G.	34.25	NEDWICK, DAVID J.	245.31
MCGINN, KELLY A.	2,468.89	FREY, DYLAN V.	552.37
JONES, JANET M.	447.20	HART III, DELBERT W.	585.37
LAVENDER, JOSEPH E.	1,693.05	STOREY, JAMES W.	358.26
SCHULMAN, BLAKE B.	682.47	SLADEK, RYLYNN S.	300.38
DOAN, GERARD P.	2,041.12	DOTSON, WILLIAM R.	148.00
SCHLAPPI, JAMES L.	1,337.19	BOEHM, NOAH A.	400.20
UMULIS, MATTHEW T.	1,396.98	LOUISELLE, ELLIE N.	420.65
HANKINS, SCOTT A.	1,658.62	KUNKLE, KENNETH E.	576.66
ORBAN, BARBARA K.	1,500.88	BEMIS, JACKSON R.	576.66
FLICKEMA, ANDREW M.	2,179.88	MUMICH, BARRY J.	584.33
RILEY, DENISE M.	473.05	CRANDELL, ZACKARY R.	712.88
STEWART, SAMUEL D.	1,807.98	FERGUSON, ROYCE L.	973.20
MATELSKI, KRISTEN L.	1,329.54	MUELLER, JASON C.	589.78
BINGHAM, LARRY E.	974.69	ROSENTHAL, GABRIEL M.	778.38
VANLOO, MEAGAN E.	736.47	NOVOTNY, RAIGAN I.	569.06
MACGILLIVRAY, ROGER	712.69	KNORR, KENT J.	1,917.26
FLOHE, STETHEN R.	1,008.22	ANZELL, BETH A.	1,121.77
MUNK, CHRISTOPHER J.	1,043.46	STEBE, LAURA A.	99.73
WURST, RANDALL W.	1,525.43	MILAN, JANE E.	1,309.69
MAYER, SHELLEY L.	2,115.39	MCCULLOUGH, SAVHANA C.	435.29
HILLING, NICHOLAS A.	1,326.23	CALO, LEAH M.	548.18
MEIER III, CHARLES A.	1,224.12	KLOOSTER, PATRICK H.	1,621.93
ZACHARIAS, STEVEN B.	1,591.98	EVANS JR, HALBERT K.	686.93
NEWMAN, MARK J.	1,148.94	GREENE, GLORIA C.	755.56
SWEM, DONALD L.	1,965.62	DAVIS, LEAH R.	709.90
EATON, BRAD A.	1,792.49	TELGENHOF, WILL G.	684.21
WILSON, TIMOTHY J.	2,916.14	WHITE III, MARCUS W.	527.26
LAVOIE, RICHARD L.	1,755.23	CARLSON, JOSHUA A.	661.20

GREYERBIEHL, KELLY M.	796.65	WILLSON, BRENDA R.	2,428.72
CAREY, MADISON Q.	508.23	BEAN, PETER J.	1,213.94
CUNNINGHAM, ABIGAIL A.	428.46	RILEY, CASEY W.	947.46
CURTIS, LILY E.	575.96	JONES, LARRY M.	1,331.61
MAY, MEREDITH A.	569.78	FLORE, ROBERT A.	1,462.57
PETROSKY, JACOB D.	541.91	MATZ, EMILY S.	1,590.28
WARRINER, RYAN T.	611.35	STEPHENS, LYON G.	993.74
CHAPDELAINE, EMILY C.	594.16	TRAVERS, MANUEL J.	1,176.06
VRONDRAN, LARISSA M.	589.48	MOYER, DAVID T.	456.97
KIRINOVIC, THOMAS F.	397.35	RILEY, DANIEL A.	252.83
SNYDER, JOSHUAH D.	155.14	WHEELER, MICHAEL W.	653.40
KLOOSTER, SUSAN E.	69.34	DRAKE, WILLIAM F.	1,949.21
WISDOM, ADAM W.	186.44	JOHNSON, MELISSA A.	959.29
HART, DAVID R.	421.93	AZZOPARDI, ANTHONY J.	1,827.27
SHANAHAN, CHERYL J.	943.45	DEKORNE, ELIZABETH A.	666.13
GRUNCH, RONALD J.	281.44	MCCRANEY, RUSSELL R.	189.41
DAVIS, RONALD L.	206.90	MATHERS, AMANDA L.	292.50
MASSON, DONALD J.	540.73	PORTMAN, BROOKE A.	102.20
KUSINA, DENNIS W.	247.12	GERBER, SAMUEL A.	49.87
LABLANCE, MAUREEN J.	366.56	WHITLEY, ANDREW T.	1,769.63
LIVINGSTON, BRIAN D.	1,390.93	MORRISON, KEVIN P.	1,690.00
STANLEY, MARK J.	58.41	BISHAW, JAMES H.	748.28
WYMAN, MATTHEW A.	1,657.16	KISH, ANASTASIA L.	560.74
MILLER, WILLIAM S.	1,415.94	KLINGER, BRADLEY W.	251.85
DOUGLAS, MARK	1,252.35	PETERSON, BENJAMIN D.	636.59
PRIOR, ERIN C.	1,504.35	GILL, DAVID R.	915.91
CERTA, BRIAN	803.71	WATTS, TIMOTHY L.	438.51
SEAVER, WILLIAM F.	645.98	COLE, SHANE	789.59
MCMULLEN, DONALD R.	1,772.93	**TOTAL**	**146,797.999**
SILVA, JESSE L.A.	2,352.53		

Payroll Transmittal – 07/12/2019

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
BARRY COUNTY TRIAL COURT	20.00	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	90.00	PRIORITY HEALTH	1,389.25
CHARLEVOIX STATE BANK	1,171.00	**TOTAL**	**5,643.84**

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CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: August 5, 2019

ATTACHMENTS:

- Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
07/22/2019		
127464	AT&T	4,731.22
127465	AT&T MOBILITY	206.49
127466	CHARLEVOIX STATE BANK	8,527.18
127467	CHARTER COMMUNICATIONS	2,198.88
127468	DELTA DENTAL	3,522.88
127469	METLIFE SMALL BUSINESS CENTER	580.07
127470	PRIORITY HEALTH	40,446.33
127471	RANGE TELECOMMUNICATIONS	524.05
127472	STANDARD INSURANCE CO	2,445.84
127473	VERIZON WIRELESS	56.72
127474	VISION SERVICE PLAN	531.73
Total 07/22/2019:		63,771.39
Grand Totals:		63,771.39

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

07/22/19 Special Accounts Payable Run	$	63,771.39
07/26/19 Payroll (net pay)	$	136,880.47
07/26/19 Payroll Transmittal Checks	$	5,818.38
08/06/19 Regular Accounts Payable	$	424,634.44
Checks Sub-Total:	$	631,104.68

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

07/11/19 State of MI (Sales Tax)	$	17,571.09
07/15/19 MI Public Power Agency	$	18,895.74
07/22/19 MI Public Power Agency	$	42,051.89
07/25/19 MI Public Power Agency	$	181,635.03
07/26/19 IRS (Payroll Tax Deposit)	$	47,194.06
07/26/19 Alerus Financial (HCSP)	$	350.00
07/26/19 State of MI (Withholding Tax)	$	7,159.16
07/26/19 Vantagepoint (401 ICMA Plan)	$	802.64
07/26/19 Vantagepoint (457 ICMA Plan)	$	18,792.69
07/26/19 Vantagepoint (Roth IRA)	$	955.76
07/26/19 MERS Defined Benefit Plan	$	49,049.13
07/29/19 MI Public Power Agency	$	16,600.91
ACH Sub-Total:	$	401,058.10

Huntington National Bank Total: $ 1,032,162.78

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

08/06/19 Tax Disbursement	$	1,599,724.41
Charlevoix State Bank Total:	$	1,599,724.41

Grand Total: $ 2,631,887.19

APPROVED: CITY MANAGER   CITY TREASURER   CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/20/2019	PC	07/26/2019	28757	HEYDLAUFF, MARK L.	102		2,557.16
07/20/2019	PC	07/26/2019	28758	GOLDING, JOYCE M.	106		1,836.29
07/20/2019	PC	07/26/2019	28759	DEROSIA, PATRICIA E.	107		934.49
07/20/2019	PC	07/26/2019	28760	DOTSON, LINDSEY J.	109		1,388.96
07/20/2019	PC	07/26/2019	28761	KLOOSTER, ALIDA K.	121		1,735.88
07/20/2019	PC	07/26/2019	28762	GOLOVICH, KAREN J.	122		996.81
07/20/2019	PC	07/26/2019	28763	BARNEVELD, RICHELLE	123		1,151.58
07/20/2019	PC	07/26/2019	28764	SPENCLEY, PATRICIA L.	136		1,312.36
07/20/2019	PC	07/26/2019	28765	MILLER, FAITH G.	142		39.14
07/20/2019	PC	07/26/2019	28766	MCGINN, KELLY A.	146		2,045.01
07/20/2019	PC	07/26/2019	28767	JONES, JANET M.	148		274.59
07/20/2019	PC	07/26/2019	28768	LAVENDER, JOSEPH E.	153		1,693.05
07/20/2019	PC	07/26/2019	28769	SCHULMAN, BLAKE B.	154		725.83
07/20/2019	PC	07/26/2019	28770	DOAN, GERARD P.	201		2,041.12
07/20/2019	PC	07/26/2019	28771	SCHLAPPI, JAMES L.	204		1,087.55
07/20/2019	PC	07/26/2019	28772	UMULIS, MATTHEW T.	205		1,196.60
07/20/2019	PC	07/26/2019	28773	HANKINS, SCOTT A.	208		1,859.67
07/20/2019	PC	07/26/2019	28774	ORBAN, BARBARA K.	209		1,133.91
07/20/2019	PC	07/26/2019	28775	FLICKEMA, ANDREW M.	211		1,389.03
07/20/2019	PC	07/26/2019	28776	RILEY, DENISE M.	213		470.81
07/20/2019	PC	07/26/2019	28777	STEWART, SAMUEL D.	214		1,287.84
07/20/2019	PC	07/26/2019	28778	MATELSKI, KRISTEN L.	230		1,329.54
07/20/2019	PC	07/26/2019	28779	BINGHAM, LARRY E.	240		974.69
07/20/2019	PC	07/26/2019	28780	VANLOO, MEAGAN E.	243		812.57
07/20/2019	PC	07/26/2019	28781	MACGILLIVRAY, ROGER	244		755.50
07/20/2019	PC	07/26/2019	28782	FLOHE, STETHEN R.	245		1,017.34
07/20/2019	PC	07/26/2019	28783	MUNK, CHRISTOPHER J.	246		1,043.46
07/20/2019	PC	07/26/2019	28784	WURST, RANDALL W.	411		1,195.18
07/20/2019	PC	07/26/2019	28785	MAYER, SHELLEY L.	412		1,684.48
07/20/2019	PC	07/26/2019	28786	HILLING, NICHOLAS A.	413		2,053.89
07/20/2019	PC	07/26/2019	28787	MEIER III, CHARLES A.	421		1,454.24
07/20/2019	PC	07/26/2019	28788	ZACHARIAS, STEVEN B.	422		1,683.44
07/20/2019	PC	07/26/2019	28789	NEWMAN, MARK J.	424		936.20
07/20/2019	PC	07/26/2019	28790	SWEM, DONALD L.	512		485.44
07/20/2019	PC	07/26/2019	28791	EATON, BRAD A.	515		1,748.66
07/20/2019	PC	07/26/2019	28792	WILSON, TIMOTHY J.	516		2,151.50
07/20/2019	PC	07/26/2019	28793	LAVOIE, RICHARD L.	519		1,755.24
07/20/2019	PC	07/26/2019	28794	STEVENS, BRANDON C.	521		2,289.19
07/20/2019	PC	07/26/2019	28795	DRAVES, MARTIN J.	523		1,905.68
07/20/2019	PC	07/26/2019	28796	ANDERSON, ELIZABETH	526		1,210.74
07/20/2019	PC	07/26/2019	28797	KENWABIKISE, DAVID L.	528		1,081.25
07/20/2019	PC	07/26/2019	28798	ELLIOTT, PATRICK M.	600		2,332.83
07/20/2019	PC	07/26/2019	28799	SCHWARTZFISHER, JOS	603		1,407.36
07/20/2019	PC	07/26/2019	28800	BRADLEY, KELLY R.	614		1,709.71
07/20/2019	PC	07/26/2019	28801	HART II, DELBERT W.	616		1,419.85
07/20/2019	PC	07/26/2019	28802	JONES, ROBERT F.	618		1,562.34
07/20/2019	PC	07/26/2019	28803	DORAN, JUSTIN J.	621		1,177.91
07/20/2019	PC	07/26/2019	28804	FARRELL, MITCHELL L.	622		1,319.17
07/20/2019	PC	07/26/2019	28805	THORP JR, WILLIAM D.	623		1,614.27
07/20/2019	PC	07/26/2019	28806	LEITNER, RYAN S.	624		2,328.63
07/20/2019	PC	07/26/2019	28807	MANKER SR, DAVID W.	639		785.59
07/20/2019	PC	07/26/2019	28808	FREY, DYLAN V.	643		492.44
07/20/2019	PC	07/26/2019	28809	HART III, DELBERT W.	657		563.74
07/20/2019	PC	07/26/2019	28810	STOREY, JAMES W.	659		485.41
07/20/2019	PC	07/26/2019	28811	SLADEK, RYLYNN S.	660		447.99
07/20/2019	PC	07/26/2019	28812	DOTSON, WILLIAM R.	661		296.02
07/20/2019	PC	07/26/2019	28813	BOEHM, NOAH A.	662		500.27

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07/20/2019	PC	07/26/2019	28814	LOUISELLE, ELLIE N.	664		412.84
07/20/2019	PC	07/26/2019	28815	KUNKLE, KENNETH E.	665		603.30
07/20/2019	PC	07/26/2019	28816	BEMIS, JACKSON R.	667		626.12
07/20/2019	PC	07/26/2019	28817	MUMICH, BARRY J.	671		664.24
07/20/2019	PC	07/26/2019	28818	CRANDELL, ZACKARY R.	691		527.65
07/20/2019	PC	07/26/2019	28819	FERGUSON, ROYCE L.	693		1,058.33
07/20/2019	PC	07/26/2019	28820	MUELLER, JASON C.	694		722.40
07/20/2019	PC	07/26/2019	28821	ROSENTHAL, GABRIEL M	698		946.75
07/20/2019	PC	07/26/2019	28822	NOVOTNY, RAIGAN I.	699		602.21
07/20/2019	PC	07/26/2019	28823	KNORR, KENT J.	700		1,917.26
07/20/2019	PC	07/26/2019	28824	ANZELL, BETH A.	702		975.18
07/20/2019	PC	07/26/2019	28825	STEBE, LAURA A.	703		102.51
07/20/2019	PC	07/26/2019	28826	MILAN, JANE E.	711		1,309.69
07/20/2019	PC	07/26/2019	28827	MCCULLOUGH, SAVHAN	733		589.41
07/20/2019	PC	07/26/2019	28828	CALO, LEAH M.	734		569.11
07/20/2019	PC	07/26/2019	28829	KLOOSTER, PATRICK H.	743		1,621.93
07/20/2019	PC	07/26/2019	28830	EVANS JR, HALBERT K.	744		686.93
07/20/2019	PC	07/26/2019	28831	GREENE, GLORIA C.	746		755.56
07/20/2019	PC	07/26/2019	28832	DAVIS, LEAH R.	748		701.34
07/20/2019	PC	07/26/2019	28833	TELGENHOF, WILL G.	749		709.90
07/20/2019	PC	07/26/2019	28834	WHITE III, MARCUS W.	754		694.68
07/20/2019	PC	07/26/2019	28835	CARLSON, JOSHUA A.	756		694.68
07/20/2019	PC	07/26/2019	28836	GREYERBIEHL, KELLY M.	757		816.44
07/20/2019	PC	07/26/2019	28837	CAREY, MADISON Q.	758		610.96
07/20/2019	PC	07/26/2019	28838	CUNNINGHAM, ABIGAIL A	759		584.27
07/20/2019	PC	07/26/2019	28839	CURTIS, LILY E.	770		705.80
07/20/2019	PC	07/26/2019	28840	MAY, MEREDITH A.	771		702.14
07/20/2019	PC	07/26/2019	28841	PETROSKY, JACOB D.	772		669.57
07/20/2019	PC	07/26/2019	28842	WARRINER, RYAN T.	773		416.54
07/20/2019	PC	07/26/2019	28843	CHAPDELAINE, EMILY C.	777		723.26
07/20/2019	PC	07/26/2019	28844	VRONDRAN, LARISSA M.	781		729.50
07/20/2019	PC	07/26/2019	28845	KIRINOVIC, THOMAS F.	790		467.74
07/20/2019	PC	07/26/2019	28846	SNYDER, JOSHUAH D.	792		96.97
07/20/2019	PC	07/26/2019	28847	KLOOSTER, SUSAN E.	795		18.45
07/20/2019	PC	07/26/2019	28848	WISDOM, ADAM W.	796		194.24
07/20/2019	PC	07/26/2019	28849	HART, DAVID R.	836		433.15
07/20/2019	PC	07/26/2019	28850	SHANAHAN, CHERYL J.	838		943.45
07/20/2019	PC	07/26/2019	28851	GRUNCH, RONALD J.	844		289.41
07/20/2019	PC	07/26/2019	28852	DAVIS, RONALD L.	853		227.12
07/20/2019	PC	07/26/2019	28853	MASSON, DONALD J.	861		469.96
07/20/2019	PC	07/26/2019	28854	KUSINA, DENNIS W.	862		256.81
07/20/2019	PC	07/26/2019	28855	LABLANCE, MAUREEN J.	863		452.47
07/20/2019	PC	07/26/2019	28856	LIVINGSTON, BRIAN D.	866		1,390.93
07/20/2019	PC	07/26/2019	28857	STANLEY, MARK J.	867		55.76
07/20/2019	PC	07/26/2019	28858	WYMAN, MATTHEW A.	927		1,714.23
07/20/2019	PC	07/26/2019	28859	MILLER, WILLIAM S.	933		1,334.52
07/20/2019	PC	07/26/2019	28860	DOUGLAS, MARK	935		1,127.82
07/20/2019	PC	07/26/2019	28861	PRIOR, ERIN C.	938		1,102.63
07/20/2019	PC	07/26/2019	28862	CERTA, BRIAN	939		765.60
07/20/2019	PC	07/26/2019	28863	SEAVER, WILLIAM F.	940		509.00
07/20/2019	PC	07/26/2019	28864	MCMULLEN, DONALD R.	1000		1,772.93
07/20/2019	PC	07/26/2019	28865	SILVA, JESSE L.A.	1001		2,217.91
07/20/2019	PC	07/26/2019	28866	WILLSON, BRENDA R.	1002		1,244.95
07/20/2019	PC	07/26/2019	28867	STEVENS, JEFFREY W.	1028		563.89
07/20/2019	PC	07/26/2019	28868	RILEY, CASEY W.	1052		804.92
07/20/2019	PC	07/26/2019	28869	JONES, LARRY M.	1057		643.31
07/20/2019	PC	07/26/2019	28870	FLORE, ROBERT A.	1058		1,310.68

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/20/2019	PC	07/26/2019	28871	MATZ, EMILY S.	1059		1,479.81
07/20/2019	PC	07/26/2019	28872	STEPHENS, LYON G.	1060		675.33
07/20/2019	PC	07/26/2019	28873	BEAN, PETER J.	1063		369.58
07/20/2019	PC	07/26/2019	28874	TRAVERS, MANUEL J.	1071		590.51
07/20/2019	PC	07/26/2019	28875	MOYER, DAVID T.	1073		248.01
07/20/2019	PC	07/26/2019	28876	RILEY, DANIEL A.	1102		315.31
07/20/2019	PC	07/26/2019	28877	WHEELER, MICHAEL W.	1103		1,161.75
07/20/2019	PC	07/26/2019	28878	DRAKE, WILLIAM F.	1106		2,072.93
07/20/2019	PC	07/26/2019	28879	JOHNSON, MELISSA A.	1107		2,174.93
07/20/2019	PC	07/26/2019	28880	AZZOPARDI, ANTHONY J.	1108		963.92
07/20/2019	PC	07/26/2019	28881	DEKORNE, ELIZABETH A.	1109		833.55
07/20/2019	PC	07/26/2019	28882	MATHERS, AMANDA L.	1114		1,050.22
07/20/2019	PC	07/26/2019	28883	MATHERS, BENJAMIN H.	1115		602.14
07/20/2019	PC	07/26/2019	28884	PORTMAN, BROOKE A.	1116		391.44
07/20/2019	PC	07/26/2019	28885	WELLS, JANNINA J.	1117		177.30
07/20/2019	PC	07/26/2019	127475	Void			
07/20/2019	PC	07/26/2019	127476	Void			
07/20/2019	PC	07/26/2019	127477	Void			
07/20/2019	PC	07/26/2019	127478	BISHAW, JAMES H.	633		797.08
07/20/2019	PC	07/26/2019	127479	KISH, ANASTASIA L.	668		590.03
07/20/2019	PC	07/26/2019	127480	KLINGER, BRADLEY W.	747		234.27
07/20/2019	PC	07/26/2019	127481	PETERSON, BENJAMIN D	785		543.17
07/20/2019	PC	07/26/2019	127482	GILL, DAVID R.	856		897.84
07/20/2019	PC	07/26/2019	127483	WATTS, TIMOTHY L.	868		449.45
07/20/2019	PC	07/26/2019	127484	GERBER, SAMUEL A.	147		72.03
07/20/2019	PC	07/26/2019	127485	WHITLEY, ANDREW T.	522		1,539.46
07/20/2019	PC	07/26/2019	127486	MORRISON, KEVIN P.	601		1,621.62
Grand Totals:			141				136,880.47

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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
07/20/2019	07/26/2019	127487	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	926.84
07/20/2019	07/26/2019	127488	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	148.82
07/20/2019	07/26/2019	127488	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	525.04
07/20/2019	07/26/2019	127489	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 7/20/2	90.00
07/20/2019	07/26/2019	127490	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,161.00
07/20/2019	07/26/2019	127491	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
07/20/2019	07/26/2019	127492	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	603.73
07/20/2019	07/26/2019	127493	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	533.10
07/20/2019	07/26/2019	127494	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,377.76
07/20/2019	07/26/2019	127495	VELO LAW OFFICE	9030	Garnishment: File #RR-00021825	302.09
Grand Totals:		10				5,818.38

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Check Number	Payee	Amount
08/06/2019		
127496	2ND STORY MARKETING LLC	500.00
127497	3 J ELECTRIC L.L.C.	1,200.00
127498	ABRAMOWSKI, DWAIN M.	180.00
127499	ACCESS LOCKSMITHING INC	3,184.50
127500	ACUSHNET COMPANY	406.30
127501	AIRGAS USA LLC	68.65
127502	ALL-PHASE ELECTRIC SUPPLY CO.	659.60
127503	ALTEC INDUSTRIES INC	286.13
127504	AMERICAN WASTE INC.	636.76
127505	ANDERSON, ELIZABETH A.	50.00
127506	ANZELL, BETH A.	50.00
127507	ARROW INTERNATIONAL INC	1,115.50
127508	AT YOUR SERVICE PLUS INC	690.00
127509	AT&T LONG DISTANCE	1,257.44
127510	AUSTIN MUSIC LLC	1,000.00
127511	AVFUEL CORPORATION	107,711.38
127512	BAKER COLLEGE OF CADILLAC	180.00
127513	BARUZZINI GENERAL CONTRACTORS	165.00
127514	BAY AREA CHIMNEY SERVICES LLC	185.00
127515	BEAVER RESEARCH COMPANY	98.34
127516	BEIJO DE CHOCOLAT LLC	38.00
127517	BELL, TIM	2.54
127518	BENNETT, VELMA	67.42
127519	BINGHAM, KAREN	75.00
127520	BLACKMORE, MARK	100.00
127521	BLARNEY CASTLE OIL CO	842.79
127522	BOUND TREE MEDICAL LLC	2,001.44
127523	BRADFORD'S	62.95
127524	BY THE BAY WINDOW CLEANING SVC	714.00
127525	CDW GOVERNMENT INC.	1,125.76
127526	CENTRAL DRUG STORE	28.79
127527	CERTIFIED LABORATORIES	304.17
127528	CHAPDELAINE, EMILY	75.00
127529	CHARLEVOIX COMMUNITY SHOPPER	488.00
127530	CHARLEVOIX CONVENTION &	5,000.00
127531	CHARLEVOIX COUNTY EQUALIZATIO	24.00
127532	CHARLEVOIX COUNTY TREASURER	947.40
127533	CHARLEVOIX DISTRICT LIBRARY	30,000.00
127534	CHARLEVOIX GLASS INC.	291.66
127535	CHARLEVOIX HARBORWEAR	132.00
127536	CHARLEVOIX HISTORICAL SOCIETY	30.00
127537	CHARLEVOIX PUBLIC SCHOOLS	2,842.20
127538	CHARTER COMMUNICATIONS	918.99
127539	CHEMICAL SYSTEMS INC.	3,480.00
127540	CHEMTRADE CHEMICALS US LLC	5,809.44
127541	CINTAS	165.00
127542	CINTAS CORPORATION	118.93
127543	COACHING SYSTEMS LLC	403.40

M = Manual Check, V = Void Check

Check Number	Payee	Amount
127544	COBB COMMUNICATIONS INC.	147.50
127545	CONWAY PROFESSIONAL SERVICES	21,072.00
127546	COOK FAMILY FARMS	89.00
127547	COOPER, MELANIE SUE	89.00
127548	CRANDALL, MITCH	30.00
127549	CRYSTAL FLASH ENERGY	1,030.47
127550	CWIK, ADOLPH	75.00
127551	DELL MARKETING L P	935.31
127552	DeROSIA, PATRICIA E.	50.00
127553	DISTRICT 21 SOFTBALL	100.00
127554	DITCH WITCH SALES OF MICHIGAN	3,083.47
127555	DOAN, GERARD P.	50.00
127556	DOMINIC, JESSICA	75.00
127557	DORNBOS SIGN INC.	326.33
127558	DOTSON, LINDSEY J.	50.00
127559	EAST JORDAN COMMUNITY POOL	250.00
127560	ELLIOTT, PATRICK M.	50.00
127561	ELLSWORTH FARMER'S EXCHANGE	632.20
127562	EMBROIDME	48.00
127563	EMERGENCY MEDICAL PRODUCTS IN	71.68
127564	EVOLUTION ELECTRIC VEHICLE SYS	317.00
127565	FAIRBAIRN, MEAGAN	31.24
127566	FARMER WHITE'S	511.00
127567	FASTENAL COMPANY	437.75
127568	FIDELITY GOLF SERVICES LLC	232.00
127569	FISHER SCIENTIFIC	1,094.98
127570	FOREMOST MEDICAL EQUIPMENT	1,048.33
127571	FRICKE, GINGER	96.00
127572	GALLS AN ARAMARK COMPANY	24.95
127573	GARCIA, ELIZABETH	23.11
127574	GERBER HOMEMADE SWEETS	71.00
127575	GILLESPIE, MURPHY	30.00
127576	GINOP SALES INC	409.82
127577	GOLDING, JOYCE M.	50.00
127578	GOLOVICH, RENEE	65.00
127579	GORDON FOOD SERVICE	290.99
127580	GRAINGER	82.49
127581	GREAT LAKES ENERGY	257.26
127582	GREEN GUARD	71.26
127583	GRIFFIN BEVERAGE CO	106.00
127584	GUNTZVILLER, RHONDA	721.00
127585	HACH COMPANY	447.59
127586	HAGGARD'S INC	100.00
127587	HANKINS, SCOTT A.	50.00
127588	HARRELL'S	332.00
127589	HERZOG ELECTRIC	60.00
127590	HEYDLAUFF, MARK L.	50.00
127591	HOLIDAY COMPANIES	7,590.88
127592	HOLIDAY LIGHTING SERVICES INC.	464.50

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Check Number	Payee	Amount
127593	HYDE SERVICES LLC	242.15
127594	HYDRO CORP	530.00
127595	IDEXX DISTRIBUTION INC.	240.19
127596	INDEPENDENT DRAFTING SERVICES	1,900.00
127597	JACKLIN STEEL SUPPLY CO	69.82
127598	JESS, BOB	120.00
127599	JOHN E. GREEN COMPANY	4,997.50
127600	JOHNSON, THEODORE	75.00
127601	JONES & JONES GARAGE DOOR SVC	2,825.00
127602	KEYPER SYSTEMS	54.35
127603	KIWANIS CLUB OF CHARLEVOIX	40.00
127604	KLOOSTER, ALIDA K.	50.00
127605	KLOOSTER, PATRICK H.	50.00
127606	KNORR, KENT J.	50.00
127607	KODIAK EMERGENCY VEHICLES	264.15
127608	KSS ENTERPRISES	3,350.89
127609	LANDSCAPE FORMS INC.	2,800.00
127610	LASER PRINTER TECHNOLOGIES	1,679.00
127611	LAVENDER, JOSEPH E.	50.00
127612	LEELANAU COFFEE ROASTING CO IN	386.00
127613	LIVINGSTON, BRIAN D.	50.00
127614	LOTTIE'S BAGELS	230.00
127615	MACKINAC BRIDGE AUTHORITY	99.00
127616	MAGGRETT, DAVID	450.00
127617	MATELSKI, KRISTEN	126.52
127618	MAYER, SHELLEY L.	50.00
127619	McGINN, KELLY A.	50.00
127620	MCMULLEN, DONALD R.	472.66
127621	MDC CONTRACTING LLC	177.50
127622	METTLER TOLEDO INC	725.11
127623	MICHAEL MURPHY IV PHOTOGRAPHY	875.00
127624	MICHIGAN BAIT & FISH FARMS	200.00
127625	MICHIGAN MUSHROOM MARKET LLC	79.00
127626	MICHIGAN WATER ENV ASSOC	150.00
127627	MILLER, BLAIR	100.00
127628	MILLER, WILLIAM S.	50.00
127629	MORTENSON, GARY	550.00
127630	MPARKS	755.00
127631	MUNICIPAL UNDERWRITERS OF MICH	315.00
127632	MUNSON HEALTHCARE CHARLEVOIX	885.43
127633	MURRAY'S CREATIONS	60.00
127634	MUTT MITT	1,976.76
127635	NEWKIRK ELECTRIC	76.74
127636	NORTHERN CREDIT BUREAU	263.24
127637	NORTHERN MICHIGAN DUST CONTR	1,820.00
127638	NORTHWEST FIRE	68.00
127639	NW MI COG	36,315.00
127640	OHM ADVISORS	9,420.00
127641	OLESON'S FOOD STORES	308.56

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Check Number	Payee	Amount
127642	OLSON BZDOK & HOWARD	2,710.35
127643	OSTLUND PEST CONTROL LLC	425.00
127644	PARASTAR INC.	5,608.72
127645	PARKER, MICHAEL	40.00
127646	PETALS	170.00
127647	PLUNKETT & COONEY	720.00
127648	POWER LINE SUPPLY	4,921.23
127649	PREIN & NEWHOF	3,917.67
127650	PRESTON FEATHER	440.67
127651	PRO WEB MARKETING LLC	20.00
127652	PURITY CYLINDER GASES INC	146.34
127653	QUILL CORP	716.92
127654	REHMANN-ROBSON & CO	10,500.00
127655	RESCO	7,735.00
127656	RESIDEX LLC	495.00
127657	RESOLUTION G2 LLC	3,795.00
127658	RICHARDS, DENNIS A	700.00
127659	ROBINSON'S LANDSCAPING & NURS	1,200.00
127660	SCOTT, KEITH	150.00
127661	SHANAHAN, CHERYL J.	75.43
127662	SHARROW MASONRY INC	1,925.00
127663	SHARROW, JACOB	1,550.00
127664	SHINDORF BUILDERS	1,344.00
127665	SIGN & DESIGN	112.20
127666	SILVA, JESSE L.A.	50.00
127667	SIMPSON SAWMILL	100.00
127668	SOUTH POINT COLLISION INC	7,775.82
127669	SPARTAN STORES LLC	110.75
127670	STATE OF MICHIGAN	245.00
127671	STATE OF MICHIGAN	95.00
127672	STRAIN ELECTRIC CO	2,000.00
127673	STRYKER SALES CORPORATION	45,285.72
127674	SWEM, DONALD L.	50.00
127675	SYN-TECH SYSTEMS INC.	89.10
127676	SYSTEMS SPECIALISTS INC	7,370.00
127677	THORP, ELIZABETH	125.00
127678	THUNDER BAY TREE SERVICE LLC	10,237.90
127679	TOP LINE	1,047.27
127680	TRUCK & TRAILER SPECIALTIES	715.44
127681	UNIFIRST CORPORATION	988.26
127682	USA BLUE BOOK	1,146.61
127683	VILLAGE GRAPHICS INC.	1,027.19
127684	WASHBURNE, BRENDA	72.00
127685	WEX BANK	126.85
127686	WHITMAN, LEE A	225.00
127687	WILHELM, GLENDA	12.59
127688	WILLSON, BRENDA	19.99
127689	WILSON, TIMOTHY J.	75.00
127690	WITTHOEFT, CHARLES	175.00

Check Number	Payee	Amount
127691	WOJAN PLUMBING & HEATING	96.26
127692	WOJAN WINDOW & DOOR CORP.	25.00
127693	WURST, RANDALL W.	50.00
127694	WYMAN, MATTHEW A.	50.00
127695	ZIIBIMIJWANG INC	322.00
Total 08/06/2019:		424,634.44
Grand Totals:		424,634.44

M = Manual Check, V = Void Check

Check Number	Payee	Amount
07/11/2019		
71119001	STATE OF MICHIGAN	17,571.09
Total 07/11/2019:		17,571.09
Grand Totals:		17,571.09

Check Number	Payee	Amount
07/15/2019		
71519001	MICHIGAN PUBLIC POWER AGENCY	18,895.74
Total 07/15/2019:		18,895.74
Grand Totals:		18,895.74

Check Number	Payee	Amount
07/22/2019		
72219001	MICHIGAN PUBLIC POWER AGENCY	42,051.89
Total 07/22/2019:		42,051.89
Grand Totals:		42,051.89

M = Manual Check, V = Void Check

Check Number	Payee	Amount
07/25/2019		
72519001	MICHIGAN PUBLIC POWER AGENCY	181,635.03
Total 07/25/2019:		181,635.03
Grand Totals:		181,635.03

Check Issue Date	Check Number	Payee	Amount
72619001			
07/26/2019	72619001	**EFTPS* Payroll Taxes	12,412.98
07/26/2019	72619001	**EFTPS* Payroll Taxes	12,412.98
07/26/2019	72619001	**EFTPS* Payroll Taxes	2,903.09
07/26/2019	72619001	**EFTPS* Payroll Taxes	2,903.09
07/26/2019	72619001	**EFTPS* Payroll Taxes	16,561.92
Total 72619001:	5		47,194.06
72619002			
07/26/2019	72619002	Alerus Financial	350.00
Total 72619002:	1		350.00
72619003			
07/26/2019	72619003	STATE OF MICHIGAN	7,159.16
Total 72619003:	1		7,159.16
72619004			
07/26/2019	72619004	Vantagepoint - 401 Plan 109153	802.64
Total 72619004:	1		802.64
72619005			
07/26/2019	72619005	Vantagepoint - 457 Plan 300959	5,197.92
07/26/2019	72619005	Vantagepoint - 457 Plan 300959	2,201.38
07/26/2019	72619005	Vantagepoint - 457 Plan 300959	3,785.79
07/26/2019	72619005	Vantagepoint - 457 Plan 300959	7,607.60
Total 72619005:	4		18,792.69
72619006			
07/26/2019	72619006	Vantagepoint - Roth IRA 706117	955.76
Total 72619006:	1		955.76
Grand Totals:	13		75,254.31

km

Check Number	Payee	Amount
07/26/2019		
72619007	MERS	49,049.13
Total 07/26/2019:		49,049.13
Grand Totals:		49,049.13

M = Manual Check, V = Void Check

Check Number	Payee	Amount
07/29/2019		
72919001	MICHIGAN PUBLIC POWER AGENCY	16,600.91
Total 07/29/2019:		16,600.91
Grand Totals:		16,600.91

Check Number	Payee	Amount
08/06/2019		
3247	BRIDGE STREET INN	165.01
3248	CHARLEVOIX COUNTY TREASURER	381.58
3249	CHARLEVOIX COUNTY TREASURER	372,571.40
3250	CHARLEVOIX PUBLIC SCHOOLS	479,565.01
3251	CHARLEVOIX PUBLIC SCHOOLS	79,030.26
3252	CHARLEVOIX PUBLIC SCHOOLS	21,951.59
3253	CHARLEVOIX PUBLIC SCHOOLS	15,365.20
3254	CHARLEVOIX PUBLIC SCHOOLS	6,583.86
3255	CITY OF CHARLEVOIX - TAXES DUE	307,239.77
3256	CITY OF CHARLEVOIX/DDA	314,096.33
3257	MICHIGAN SCIENTIFIC CORPORATIO	160.19
3258	STATE OF MICHIGAN	2,572.50
3259	WFG LENDER SERVICES LLC	41.71
Total 08/06/2019:		1,599,724.41
Grand Totals:		1,599,724.41

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

M = Manual Check, V = Void Check

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Designate Representative to MML Annual Meeting

DATE: August 5, 2019

BACKGROUND:

The Michigan Municipal League will hold their Annual Meeting on September 25, 2018. To conduct League business, we must designate an official to act as our representative in the business meeting. City Manager Heydlauff and Mayor Kurtz are registered to attend. Should other Council Members wish to attend, please advise the City Manager's office ASAP.

RECOMMENDATION:

Appoint City Manager Mark Heydlauff as the representative to the Annual Meeting of the Michigan Municipal League and Mayor Luther Kurtz as alternate.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Resolution to Adopt the PA 152 Annual Exemption Option for the 2019-20 Medical Benefit Plan Year
DATE: August 5, 2019

BACKGROUND:
Public Act 152 (PA 152) or the Publicly Funded Health Insurance Contribution Act limits the amount public employers pay toward employee medical benefits. The City has three options for complying with the requirements of PA 152, which it must do on an annual basis. The three options are:

1) "Hard Cap" Option – limits the amount the City may contribute annually to employees' medical benefit plans based on coverage levels, as defined by the State Treasury on an annual basis. The contribution limits for CY 2019 are included in your agenda packets.
2) "80%/20%" Option – limits the City's share of total annual health care costs to not more than 80%. This option requires a majority vote by the Council annually.
3) "Exemption" or "Opt Out" Option – the City may exempt itself from the requirements of PA 152 by an annual 2/3 vote of Council.

Since the law has been in effect, Council has voted unanimously to exempt the City from the requirements of PA 152. For the upcoming 2019-20 medical benefit plan coverage year which starts October 1st, staff recommends Council again vote to exempt the City from the PA 152 requirements.

The City of Charlevoix uses a hybrid approach to sharing costs with employees. Non-union, POLC, and CWA employees will pay 20% for the higher cost $250 deductible plan and 5% for the lower cost HSA plan. For the 2019-20 insurance plan year, the City will still maintain two insurance plans. There are currently 3 employees on the higher cost $250 deductible plan, 38 employees on the lower cost HSA plan, 1 employee that only picks up Dental and Vision services only, and 9 employees that Opt-Out of health insurance. The HSA plan premiums have increased 4.1% while the $250 deductible plan premiums increased 4.3%.

RECOMMENDATION:
Motion to approve Resolution 2019-08-01 adopting the annual Exemption option as set forth in PA 152 for the City's medical benefit plan coverage year October 1, 2019 through September 30, 2020.

ATTACHMENTS:

- PA 152 Annual Exemption Resolution
- Public Employer Contribution Limits for CY 2019 (Hard Caps)

CITY OF CHARLEVOIX
RESOLUTION 2019-08-01
RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH IN 2011 PUBLIC ACT 152,
THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT

WHEREAS, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011; and

WHEREAS, the Act contains three options for complying with the requirements of the Act; and

WHEREAS, the three options are as follows:

1) Section 3 - "Hard Caps" Option - limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;
2) Section 4 - "80%/20%" Option - limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
3) Section 8 - "Exemption" Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body; and

WHEREAS, the City Council has decided to adopt the annual Exemption option as its choice of compliance under the Act.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year October 1, 2019 through September 30, 2020.

RESOLVED, this 5th day of August, A.D. 2019.

Resolution was adopted by the following yea and nay vote:

Yeas:
Nays:

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

September 17, 2018

PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS ANNUAL COST LIMITATIONS – CALENDAR YEAR 2019

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as amended by 2013 Public Act 270, sets a limit on the amount that a public employer may contribute to a medical benefit plan.

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. For calendar year 2018, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- $ 6,560.52 times the number of employees and elected public officials with single-person coverage
- $13,720.07 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- $17,892.36 times the number of employees and elected public officials with family coverage.

The limits for 2019 equal the 2018 limits increased by **1.9 percent**. The 1.9 percent is the percentage change in the medical care component from the period September 2016-August 2017 to the period September 2017-August 2018.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2019, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- **$ 6,685.17** times the number of employees and elected public officials with single-person coverage
- **$13,980.75** times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- **$18,232.31** times the number of employees and elected public officials with family coverage.

Nick A. Khouri
State Treasurer

September 17, 2018

P.O. Box 30716 • Lansing, MI 48909
www.michigan.gov/treasury • (517) 373-3200

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Greg Withrow Resignation - ZBA

DATE: August 5, 2019

ATTACHMENTS:

- Resignation

Zimbra **joyceg@charlevoixmi.gov**

Re: No ZBA this month

From : Greg <gwithrow@chartermi.net> Tue, Jul 16, 2019 08:32 AM

Subject : Re: No ZBA this month

To : City of Charlevoix Planner <planner@charlevoixmi.gov>, rich <rich@csbchx.com>, Gorney10 <Gorney10@chartermi.net>, N36281 <N36281@yahoo.com>, plorion <plorion@gmail.com>, dkusina <dkusina@chartermi.net>, kaygary9 <kaygary9@gmail.com>

Cc : Joyce Golding <joyceg@charlevoixmi.gov>

All,

We have sold our house and are moving to the Country Club. Therefore, I will not be able to serve on the ZBA. I wish the ZBA good luck and no conflicts.

Greg Withrow

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Charter Amendments

DATE: August 5, 2019

PRESENTED BY: Scott Howard, City Attorney

BACKGROUND:

This past year, Council has been reviewing various potential amendments to the City Charter. The City Attorney has been working with the Attorney General's office on this process. The resolutions included would set 19 questions on the ballot this fall for consideration by the voters of amending the Charter. You could opt to place all or some of them on the ballot based on approval of these resolutions. If you want any or all of these items on the ballot in November, all documents, including a letter from Governor Whitmer approving them, must be submitted to the County Clerk by August 13.

RECOMMENDATION:

Council discussion and direction.

Motion to approve Resolution 2019-08-02 City Charter Amendment Section 1.2 Ward Boundaries ballot language.
Motion to approve Resolution 2019-08-03 City Charter Amendment Section 2.4 Council Terms ballot language.
Motion to approve Resolution 2019-08-04 City Charter Amendment Section 2.11 Council Compensation ballot language.
Motion to approve Resolution 2019-08-05 City Charter Amendment Section 2.12 Council Reimbursement ballot language.
Motion to approve Resolution 2019-08-06 City Charter Amendment Section 2.13 Council Property ballot language.
Motion to approve Resolution 2019-08-07 City Charter Amendment Section 2.15A Organizational Meeting ballot language.
Motion to approve Resolution 2019-08-08 City Charter Amendment Section 2.15B Council Meeting Frequency ballot language.
Motion to approve Resolution 2019-08-09 City Charter Amendment Section 2.15C Special Meeting Notification ballot language.
Motion to approve Resolution 2019-08-10 City Charter Amendment Section 2.15D Special Meeting Notification ballot language.
Motion to approve Resolution 2019-08-11 City Charter Amendment Section 2.15G Publication of Proceedings ballot language.
Motion to approve Resolution 2019-08-12 City Charter Amendment Section 2.16H Lease Terms ballot language.
Motion to approve Resolution 2019-08-13 City Charter Amendment Section 2.18 Operations Control ballot language.
Motion to approve Resolution 2019-08-14 City Charter Amendment Section 3.3 and 3.4 City Manager Appointment and Removal ballot language.
Motion to approve Resolution 2019-08-15 City Charter Amendment Section 3.5 and 3.6 City Manager Vacancy ballot language.
Motion to approve Resolution 2019-08-16 City Charter Amendment Section 3.14 Severance Payments

ballot language.
Motion to approve Resolution 2019-08-17 City Charter Amendment Section 5.3D Ordinance Publication ballot language.
Motion to approve Resolution 2019-08-18 City Charter Amendment Section 7.8 Budget Public Hearing ballot language.
Motion to approve Resolution 2019-08-19 City Charter Amendment Section 8.5D Board of Review Attendance ballot language.
Motion to approve Resolution 2019-08-20 City Charter Amendment Section 8.8 Assessment Notice language.

ATTACHMENTS:

- Proposed City Charter Amendments
- Resolution 2019-08-02
- Resolution 2019-08-03
- Resolution 2019-08-04
- Resolution 2019-08-05
- Resolution 2019-08-06
- Resolution 2019-08-07
- Resolution 2019-08-08
- Resolution 2019-08-09
- Resolution 2019-08-10
- Resolution 2019-08-11
- Resolution 2019-08-12
- Resolution 2019-08-13
- Resolution 2019-08-14
- Resolution 2019-08-15
- Resolution 2019-08-16
- Resolution 2019-08-17
- Resolution 2019-08-18
- Resolution 2019-08-19
- Resolution 2019-08-20

Section 1.2 WARD BOUNDARIES - ALTERATION THEREOF

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

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

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

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

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

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

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

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

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

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

Section 2.4 COUNCIL - TERMS

The Council members shall be elected for a term of ~~two~~ four (~~2~~4) years. The term of each Council member shall start on the first regular City Council meeting after their election, except as provided for in Article XIV, Section 14.3.

Section 2.11 COUNCIL - COMPENSATION

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

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

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

Section 2.12 COUNCIL - REIMBURSEMENT

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

Section 2.13 COUNCIL - PROPERTY

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

Section 2.15 COUNCIL - MEETINGS - MINUTES AND NOTICES THEREOF

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

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

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

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

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

e. Four (4) Council members shall be a quorum for the holding of all meetings of the Council, but, in the absence of a quorum, two (2) Council members may adjourn any regular or special meeting to a later date. When reconvening an adjourned meeting, notice of the time and place of that meeting shall be given in the manner required of a special meeting, as set out in sub-section d, except that in the case of an adjourned regular meeting no statement of the business to be transacted need be included in the notice.

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

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

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

Section 2.16 COUNCIL - POWERS AND LIMITATIONS

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

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

c. The Council and its members shall deal solely through the City Manager with officials and employees subject to the direction and supervision of the City Manager. Neither the City Council nor its members, individually, shall give orders to any such officials or employees, either publicly or privately.

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

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

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

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

h. The Council may, by a majority vote of the entire Council, when it deems it in the best public interest, lease for a period of not more than ~~five~~ thirty (~~5~~30) years those facilities used in connection with the operation of public parks and/or beaches, City owned docks with freight storage facilities, and buildings used in connection with the operation of the City owned airport. The Council has the power to sell lots and/or plots in any City owned cemetery.

Section 2.18 COUNCIL - OVERALL CONTROL OF MUNICIPAL OPERATIONS

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

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

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

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

Section 3.3 CITY MANAGER - APPOINTMENT

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

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

~~**Section 3.4 CITY MANAGER - REMOVAL**~~

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

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

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

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

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

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

Section 3.~~5~~ 4 ACTING CITY MANAGER ~~– FILLING VACANCY~~

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

~~**Section 3.6 CITY MANAGER - TEMPORARY ABSENCE**~~

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

~~**Section 3.14 Employee Contracts - Severance Payments**~~

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

~~employed when this provision becomes effective.~~

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

Section 4.8 ELECTION OF COUNCIL MEMBERS

One (1) candidate from each ward shall be elected at the annual General Election for a ~~two~~ four (~~2~~4) year term on the City Council by the balloting of the electors of their respective wards. Their terms shall be as set forth in Article II, Section 2.4, except as provided in Article XIV, Section 14.3.

Section 5.3 ORDINANCES - COMPOSITION - HEARINGS - PUBLICATIONS

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

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

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

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

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

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

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

~~h.~~g.

Section 7.8 PUBLIC HEARING

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

SECTION 8.5 BOARD OF REVIEW

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

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

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

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

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

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

SECTION 8.8 ASSESSMENT - NOTICE OF CHANGE TO OWNERS

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

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-02
WARD BOUNDARIES SECTION 1.2 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article I, Section 1.2 Ward Boundaries - Alterations Thereof of the City Charter be amended to evenly balance the wards with the population of the City as established by the decennial Census of the United States and require the City Commission to adjust the boundaries of the wards by ordinance following each census or upon a significant change in the boundaries of the City?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-03
COUNCIL – TERMS SECTION 2.4 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article II Section 2.4 Council - Terms and Article IV Section 4.8 Election of Council Members of the City Charter be amended to increase the term for each Council member from 2 years to 4 years?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-04
COUNCIL – COMPENSATION SECTION 2.11 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article II Section 2.11 Council - Compensation of the City Charter be amended to provide that each Council Member, the Mayor, and the Deputy Mayor be compensated on a quarterly basis instead of a bi-weekly basis?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-05
COUNCIL – REIMBURSEMENT SECTION 2.12 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article II Section 2.12 Council - Reimbursement of the City Charter be amended to require Council members and/or the Mayor to submit reimbursements to the City Clerk instead of the City Council?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-06
COUNCIL - PROPERTY SECTION 2.13 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article II Section 2.13 Council - Property of the City Charter be amended to require that Council members and other elected or appointed officials leaving office deliver City property to the City Clerk instead of the City Council within 30 days?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-07
COUNCIL - MEETINGS - MINUTES AND NOTICES THEREOF SECTION 2.15A BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article II Section 2.15a Council - Meetings - Minutes and Notices Thereof of the City Charter be amended to change the date and time of the organizational meetings of the Council to the first regularly scheduled meeting of the Council following the November election of Council Members and the Mayor at a time set by Council?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-08
COUNCIL - MEETINGS - MINUTES AND NOTICES THEREOF SECTION 2.15B BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article II Section 2.15b Council - Meetings - Minutes and Notices Thereof of the City Charter be amended to change the schedule of regular meetings of the Council to at least once a month rather than at least twice a month?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-09
COUNCIL - MEETINGS - MINUTES AND NOTICES THEREOF SECTION 2.15C BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article II Section 2.15c Council - Meetings - Minutes and Notices Thereof of the City Charter be amended to modify the procedure to call special meetings to comply with State law and to provide that the Council routinely receives notifications of meetings and agendas without requiring the notifications be served personally or delivered to the residence of the Council member?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-10
COUNCIL - MEETINGS - MINUTES AND NOTICES THEREOF SECTION 2.15D BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article II Section 2.15d Council - Meetings - Minutes and Notices Thereof of the City Charter be amended to reqire that special meetings be noticed in such times as to comply with state law but remove the requirement to post notice of special meetings at least 12 hours prior to the meeting time?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-11
COUNCIL - MEETINGS - MINUTES AND NOTICES THEREOF SECTION 2.15G BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article II Section 2.15g Council - Meetings - Minutes and Notices Thereof of the City Charter be amended to delete the entire paragraph and thereby remove the requirement to publish Council proceedings, showing the substance of each separate action of Council, in a newspaper of general circulation within ten days after each meeting of the Council?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-12
COUNCIL - POWERS AND LIMITATIONS SECTION 2.16H BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article II Section 2.16h Council - Powers and Limitations of the City Charter be amended to increase the period for which the Council may lease buildings used in connection with the City owned airport from 5 to 30 years?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-13
COUNCIL - OVERALL CONTROL OF MUNICIPAL OPERATIONS SECTION 2.18 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article II Section 2.18 Council - Overall Control of Municipal Operations of the City Charter be amended to direct the Council effect management by way of setting compensation and number of staff in the annual budget and other directives the Council may give to the City Manager from time to time, and to require the City Manager to promptly report to the Council, at the Council's request, on management affairs including but not limited to: the organizational structure of the government; job descriptions; employee benefits; and, employee compensation?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-14
CITY MANAGER - APPOINTMENT SECTIONS 3.3 AND 3.4 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article III Sections 3.3 City Manager - Appointment of the City Charter and 3.4 City Manager -- Removal be combined and amended to provide for the appointment of a City Manager solely on the basis of professional merit and ability by majority vote of the entire Council, to provide that the Council may enter into a contract with the City Manager, and to provide that the Council may terminate the City Manager's contract upon its expiration or with a vote of not less than 2/3 of the entire Council?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-15
CITY MANAGER - FILLING VACANCY SECTIONS 3.5 AND 3.6 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article III Sections 3.5 City Manager - Filling Vacancy and 3.6 City Manager – Temporary Absence of the City Charter be amended to combine the sections, to change the title of the section to "Acting City Manager," to require the City Manager to designate one or more members of the City staff to act in his or her absence or incapacitation, and to require the Council to appoint a qualified individual to exercise the duties of the office for up to one year upon vacancy of the office or removal of the City Manager?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-16
EMPLOYEE CONTRACTS - SEVERANCE PAYMENTS SECTION 3.14 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article III Section 3.14 Employee Contracts - Severance Payments of the City Charter which prohibits Council from paying a City employee a severance payment that exceeds three times the average monthly salary or wages of the employee for the three months prior to termination of employment, be amended to remove this section from the City Charter?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-17
ORDINANCES PUBLICATIONS SECTION 5.3D BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article V Section 5.3d Ordinances - Composition - Hearings - Publications of the City Charter be amended to provide for the publication of summaries of each ordinance in a local newspaper with the full text of each ordinance posted by the City in an electronic conveyance with paper copies available for review in the City Clerk's office instead of requiring publication of the ordinance in full in a local newspaper of general circulation?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-18
PUBLIC HEARING SECTION 7.8 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article VII Section 7.8 Public Hearing of the City Charter be amended to provide that a public hearing shall be held in compliance with State law before the final adoption of the Annual Operating Budget and eliminate specific reference to publication notice dates and availability of copies of the proposed annual operating budget?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-19
BOARD OF REVIEW SECTION 8.5D BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article VIII Section 8.5d Board of Review of the City Charter be amended to provide for minutes of the Board of Review to be taken or caused to be taken by the City Clerk or his or her designee, and for the Assessor to provide professional guidance to the Board of Review and attend meetings upon request but not require the Assessor to be present at every meeting of the Board of Review?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-20
ASSESSMENT NOTICE SECTION 8.8 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

> *Shall Article VIII Section 8.8 Assessment - Notice of Change to Owners of the City Charter be amended to provide that notice of changes in assessment shall be delivered to property owners in the form and manner prescribed by State law, and that the failure of property owners to receive notice shall not invalidate an assessment roll or an assessment on property?*

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Short Term Rental Discussion

DATE: August 5, 2019

PRESENTED BY: Scott Howard, City Attorney; Mark L. Heydlauff, City Manager

BACKGROUND:

Council has approved a moratorium on the approval of new registrations for short term rentals. As part of this, Council wished to study the topic further. Since the City Attorney will be present, this is a good opportunity to discuss with him the questions you may have and future topics you would like discuss.

RECOMMENDATION:

Council discussion and direction.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Clinton Street Stoplight

DATE: August 5, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

In 2020, MDOT plans replacement of the stoplight at Clinton and Bridge Street. As part of this, they question whether we are interested in paying extra for a mast arm rather than the standard box span configuration (exemplary pictures are attached). They project the cost to the City to be roughly $60,000 depending on the final scope of the project. Until engineering is complete, MDOT is not entirely sure if the mast arm option even exists due to the need for foundations to support it.

I have raised the question of whether the mast arms would make moving large items through town more problematic, specifically boats and houses. I will advise you of their response to this question.

If Council is interested in the mast arm option, they would like a letter expressing this.

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- Traffic Signal Options

Mast Arm Configuration

Box Span Configuration

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: WTP Filter Rehabilitation: Phase II

DATE: August 5, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The water filtration plant and equipment have been in service since 1986. Routine maintenance and cleaning have kept the plant in excellent condition. Over the years the filter media has been in decline, the original remains in place. In order to replace the media, the plant had to replace numerous valves, this project was accomplished in Phase One Filter Rehabilitation October 2018 with great success. To finish Phase Two, it will consist of replacement of media, inspection of the underdrain system, and painting the filter walls and troughs. In the spring of 2019, a Water System Sanitary Survey was completed by the Department of Environmental Quality and one of the recommendations was to replace the media, see attach R5.

Changes in the scope of Phase I have increased the costs for this capital improvement though we believe sufficient cash remains in the water fund to complete this project now. It is another reminder of the need to maintain capital infrastructure going forward. Maintaining this plant is costly over time.

GOALS:

Develop and maintain long-term infrastructure plans

RECOMMENDATION:

Motion to accept the bid from Grand Traverse Construction for $539,700 under the recommendation of Prein & Newhof and authorize the City Manager to sign all necessary documents.

ATTACHMENTS:

- Bid Packet Recommendation

CITY OF
CHARLEVOIX

WTP Filter Rehabilitation Phase II
Bid Opening at City Hall
July 23, 2019 – 2:30pm

Bidder Name	Comments
NORTHERN PUMP & WELL LANSING, MI	$575,000
GRAND TRAVERSE CONSTRUCTION TRAVERSE CITY, MI	$539,700
SPENCE BROTHERS TRAVERSE CITY, MI	$738,000
LD DOCSA ASSOCIATES KALAMAZOO, MI	$587,000

Bid Proposal

Owner:	City of Charlevoix
Owner Address:	210 State Street, Charlevoix, MI 49720
Project Title:	Water Treatment Plant Improvements - Filter Rehabilitation Phase II
Bid Date & Time:	July 23, 2019 at 2:30 pm Project #: 2190251

The undersigned, being familiar with the site, drawings, specifications, and related documents, proposes to furnish all required labor, materials, tools and equipment to construct the project in accordance with the lump sum on the following sheets.

Date Prepared: July 23, 2019

Receipt of Addenda

Receipt of Addenda One (1) through One (1) is hereby acknowledged.

Summary of Bids

Total Lump Sum Bid $ 539,700

The Owner reserves the right to accept or reject any or all bids and to waive any irregularities in the bidding. No partial bids will be accepted.

Contractor's Signature

Grand Traverse Construction LLC			231-929-1000
Contractor's Name			Telephone Number
1714 Northern Star Drive	Traverse City	MI	49696
Business Address	City		Zip Code
[signature]	Vice President		July 23, 2019
Signature Bryan L. Lawton	Title		Date

Seal (if bidder is a corporation)

Bid Proposal

Owner:	City of Charlevoix
Owner Address:	210 State Street, Charlevoix, MI 49720
Project Title:	Water Treatment Plant Improvements - Filter Rehabilitation Phase II
Bid Date & Time:	July 23, 2019 at 2:30 pm Project #: 2190251

1. This bid is submitted on the basis of using the following subcontractors:

Painting Murray Painting

Mechanical Grand Traverse Construction

No change from the subcontractors listed above will be allowed after the Proposal is submitted except by mutual consent of the Contractor and Owner in writing.

Bid Proposal

Owner:	City of Charlevoix
Owner Address:	210 State Street, Charlevoix, MI 49720
Project Title:	Water Treatment Plant Improvements - Filter Rehabilitation Phase II
Bid Date & Time:	July 23, 2019 at 2:30 pm Project #: 2190251

SUPPLEMENTAL INFORMATION

1. Base Bid includes 100 l.f. of polyurethane grout concrete crack injection (See Section 03 65 00)

   Add/Deduct for Polyurethane Grout Concrete Crack Injection actual quantity — ADD/DEDUCT $ 28.75 per lineal foot

Bid Proposal Checklist

Owner:	City of Charlevoix
Project Title:	Water Treatment Plant Improvements - Filter Rehabilitation Phase II
Project #:	2190251

This checklist is for the bidder's convenience and the Engineer's use. It should be reviewed thoroughly before submitting a bid.

- ☑ Bid submitted on time.
- ☑ Bid surety properly completed and enclosed.
- ☑ Addenda, if applicable, have been acknowledged and any revisions to the proposal completed.
- ☑ Bid proposal legally signed in ink.
- ☑ Contract Prices are completed in ink.
- ☑ All supplemental data required for equipment submitted as an alternate to Base Bid equipment. – NOT APPLICABLE

CNA SURETY

Bid Bond

Bond No. 7-23-2019 BD

CONTRACTOR:
(Name, legal status and address)
Grand Traverse Construction, LLC
1714 Northern Star Dr.
Traverse City, MI 49696

SURETY: Western Surety Company: South Dakota Corporation
(Name, legal status and principal place of business)

151 N. Franklin Street
17th Floor
Chicago, IL 60606

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)
City of Charlevoix
210 State Street
Charlevoix, MI 49720

BOND AMOUNT: Five Percent (5%) of the attached bid

PROJECT:
(Name, location or address, and Project number, if any)

Waster Treatment Plant Improvements - Filter Rehabilitation Phase II

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 19th day of July, 2019.

(Witness)	Grand Traverse Construction, LLC *(Principal)* *(Seal)*
	(Title) Bryan L. Lawton, Vice President
(Witness)	Western Surety Company *(Surety)* *(Seal)*
	(Title) Kathleen J. Bendickson, Attorney-in-Fact

Printed in cooperation with the American Institute of Architects (AIA).
The language in this document conforms to the language used in AIA Document A310 - Bid Bond - 2010 Edition.

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Gary L Chouinard, Travis T Beynon, Kathleen J Bendickson, Beth A McCardel, Joe Tuck, Individually

of Traverse City, MI, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 24th day of January, 2018.

WESTERN SURETY COMPANY CORPORATE SEAL SOUTH DAKOTA

WESTERN SURETY COMPANY

Paul T. Bruflat

Paul T. Bruflat, Vice President

State of South Dakota } ss
County of Minnehaha }

On this 24th day of January, 2018, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2021

J. MOHR NOTARY PUBLIC SOUTH DAKOTA SEAL SEAL

J. Mohr

J. Mohr, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 19th day of July, 2019.

WESTERN SURETY COMPANY CORPORATE SEAL SOUTH DAKOTA

WESTERN SURETY COMPANY

L. Nelson

L. Nelson, Assistant Secretary

Form F4280-7-2012

Go to www.cnasurety.com > Owner / Obligee Services > Validate Bond Coverage, if you want to verify bond authenticity.

Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

RESOLUTION ADOPTED BY THE MANAGER OF

GRAND TRAVERSE CONSTRUCTION, LLC

The following are Resolutions of the Managing Members of GRAND TRAVERSE CONSTRUCTION, LLC (the "Company") adopted and binding on the Company pursuant to its Operating Agreement (the "Operating Agreement"). The undersigned, being the Vice President of Construction of the Company, has approved the following:

Resolution Authorizing Execution of Documents

A. The Company is a manger-managed limited liability company and pursuant to the Operating Agreement, the Vice President of Construction has "full and complete authority, power, and discretion to manage and control the business of the Company, to make all decisions and to perform all acts customary or incident to the management of the Company's business"

B. Further, the Operating Agreement provides that the Vice President of Construction "may elect one or more officers, who may, but need not be, Members of the Company, with such titles, duties, and compensation as may be designated by" the Vice President of Construction.

Resolutions

1. That the following individuals are hereby elected to serve in the offices set forth below and to possess all authority vested in such offices by the Operating Agreement and the Vice President of Construction , until their respective successors shall be elected and qualified or until their resignation or removal:

Jeff Lawton	President
Bryan Lawton	Vice President of Construction
Darek Purgiel	Vice President of Administration
Chris Weber	Vice President of Operations

2. The above-referenced officers are authorized and empowered, for and on behalf of the Company, to execute, acknowledge, and deliver documents, instruments, papers and other obligations in the name and on behalf of the Company.

Dated: February 23, 2016

BRYAN LAWTON, VP of Construction

Subscribed and sworn to me before this

23rd Day of February, 2016.

Notary Public, Grand Traverse County, MI

(Acting in Grand Traverse County)

My Commission Expires: April 5, 2018

R4. Adequate rapid mixing is a vital component of effective treatment, in particular when practicing direct filtration (i.e. treatment without settling of solids). The water plant has two mixers available for use, which is required for redundancy. The City has historically relied upon the static mixer as it requires less maintenance. It is vital to maintain adequate mixing for the coagulant chemical, which appears more predictable with the active mixer. Both mixers must be kept operational for redundancy.

R5. A reliability study, completed in 2015, focused on the water treatment facility, which was initially constructed in 1986 along with a raw water intake. Many of the recommendations of this report have been implemented, yet many remain to be implemented. The primary project focus should be on isolation and inspection of the filters and replacement of the media. At that time, a full inspection of the filters must also be completed (i.e. coatings, structural, underdrains, etc.). Additional recommended improvements such as electrical gear upgrades and flocculation tank maintenance must be prioritized by implementing the principles of asset management and incorporated into the capital improvements plan.

R6. The City's treatment is classified as direct filtration and is designed to match an excellent incoming water quality provided by the buried intake. The City should take steps to continually monitor the headloss through the intake and conduct periodic visual inspections with divers. In addition, a contingency plan should be developed to address an unexpected loss of the buried intake.

Please submit a plan to address the above items no later than April 27, 2019.

We anticipate and appreciate your cooperation in addressing these findings. If you have any questions regarding this sanitary survey, please contact me by telephone at 616-307-0261; by e-mail at sarkipatoe@michigan.gov; or DEQ-DWMAD, 350 Ottawa Avenue NW, Unit 10, Grand Rapids, Michigan 49506.

Sincerely,

Ernie Sarkipato, P.E.,
Surface Water Treatment Specialist
Drinking Water and Municipal Assistance Division

Enclosure

cc: Charlevoix County Health Department
cc/enc: Ms. Shelley Mayer, City of Charlevoix Water Treatment Plant Superintendent
Mr. Pat Elliott, City of Charlevoix Public Works Superintendent
Mr. Mike Bolf, DEQ-DWMAD, Engineering Unit Supervisor (via email)
Mr. Robert Weir, DEQ-DWMAD, District Engineer (via email)

Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

Prebid Meeting Agenda

Owner: City of Charlevoix

Project Title: Water Treatment Plant Improvements - Filter Rehabilitation Phase II

Project #: 2190251 Date: July 10, 2019 Location: City of Charlevoix WTP

Scope of Work:

- Remove and replace anthracite and sand filtration media
- Remove and replace all underdrain diffuser nozzles
- Inspect existing underdrain false bottom (repair or replacement per allowance)
- Remove existing filter concrete coatings, complete necessary concrete repair, and apply new coatings
- Remove existing overflow trough coatings, complete necessary repair of steel troughs and apply new coatings

Including all necessary disinfection and appurtenances.

Owner Information:

Owner: ***City of Charlevoix***

Representative: ***Shelley Mayer***

Engineer Information:

Prein&Newhof

Representative: ***Peter W. Brink*** Phone: ***231-798-0101***

Project Information:

Anticipated Start Date: ***Start after October 1, 2019***

Anticipated Completion Date: ***January 31, 2020***

Permit Information:

1. EGLE Act 399 Water Supply Systems, In process by Owner

All other permits required shall be obtained by Contractor.

Other Items:

1. Review 01 10 00 1.04 Work Sequence (Addendum 1 will clarify all nozzles being replaced)
2. Plant Tour
4. Review access limitations for filter media removal, placement and coating activities.
3. Review steel repair required at backwash troughs
7. Polyurethane grout – crack injection
5. Temperature of stored paint and temp during application
6 Review need to provide complete containment with negative pressure and heat during coating removal
9. Review inspection/replacement of underdrain sections.
8. Coatings
10. Disinfection procedures meet AWWA C653-13.
11. Manufacturer's service representative

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Fiber Service Extension

DATE: August 5, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Earlier this summer, you authorized me to enter an agreement to use one of the existing aerial towers at Mt. McSauba to serve the internet needs of a private customer on South Fox Island. As a result, we will receive $40,000 for use of the tower but more importantly, the infrastructure needed to serve this purpose will help us extend our fiber coverage to our facilities at McSauba, build the coverage to our lift stations in the area, and better extend our reach of City-owned fiber in the area which can serve as the backbone of future consumer fiber service. The proposal from Feyen-Zysltra would accomplish these purposes and mostly round out the project of connecting all of our "office" facilities to the City network. FZ has conducted work for us in the past both laying fiber and wiring our buildings. Costs for this work will be primarily paid for by the lease payment from the tower with additional funds from the Wastewater, Electric and Recreation departments.

GOALS:

Develop and maintain long-term infrastructure plans

RECOMMENDATION:

Motion to authorize the scope of work with Feyen-Zylstra for northside fiber installation for $77,880.

ATTACHMENTS:

- Feyen Zylstra Proposal

7/3/2019

City of Charlevoix – Attn: Gordon Compton

Subject**: Proposed Budgets for several projects for 2019**

Dear Gordon:

Feyen-Zylstra is pleased to submit for your review and consideration the following proposal. This proposal is based upon the information supplied to us by you at the time of your request. Any changes in this information may require revisions or additional proposals.

Scope of Work: McSauba Fiber

- We will install 48 strands of single mode fiber from substation to Mt. McSauba. Boring and trenching included. Approximately 9,700 feet
- We will install 6 Strands of single mode fiber from Lift station at Mercer and Pleasant to Mt. McSauba. Approximately 1,300 feet
- We will install 12 strands of single mode fiber from Mt. McSauba to the building to the tower. Approximately 1,300 feet
- We will install 12 strands of single mode fiber from 31 and Ance to the substation. Approximately 3,100 feet
- We will install 6 strands of single mode fiber from the lift station at Taylor and Ance to the substation Approximately 2,200.00 feet.
- Proposal includes all the loaded panels and shelfs.
- Also includes a closed 24" cabinet at Mt.McSauba and a 36" open rack for the substation.
- All fiber will be fusion spliced and tested.

Total Budget: $73,680.00

Scope of Work: McSauba Fiber

- We will get the 72-strand fiber that is in the hand hole near the substation into the substation and terminate it.

Total Budget: $4,200.00

We are committed to being your total source solution. If you have any questions or would like us to quote this work in a different way please feel free to call me at any time.

Sincerely,

feyen zylstra

ELECTRICIANS | TECHNICIANS | ENGINEERS

Gary Griffin

Feyen-Zylstra Inc.

231-486-8849 Direct

231-486-8882 Fax

Your and Our Acceptance:

Feyen-Zylstra, LLC will commence work as identified in the above proposal only after acceptance as evidenced by the respective signatures of the parties' authorized representatives. No person has authority to make any claim, representation, promise or condition on either party's' behalf that is not documented within this Agreement. The Proposal Terms and Conditions are part of this agreement. Those Proposal Terms and Conditions may be printed in the back of this document. If not, please contact the Feyen-Zylstra, LLC Representative below as the Proposal Terms and Conditions are fully incorporated by reference into this agreement.

______________________________ ______7/3/2019__________________

Date Date

______________________________ _________Gary Griffin__________

Client Name (please print) Feyen-Zylstra, LLC Representative (please print)

______________________________ Gary Griffin

____

Client Authorized Signature Feyen-Zylstra, LLC Authorized Signature

TO ORDER SERVICES UNDER THIS AGREEMENT WITH A PURCHASE ORDER, PLEASE PROVIDE THE FOLLOWING:

PO Number _________________Date of Issue _____________Customer Signature ___________________________

PROPOSAL TERMS AND CONDITIONS

The Proposal of Feyen-Zylstra, LLC ("Seller") is subject to these terms and conditions:

1. BINDING CONTRACT: This Proposal and these terms and conditions ("Agreement") constitute a binding contract. Seller disclaims, objects and rejects any Buyer document, including a purchase order or confirming order that adds to, varies, conflicts with or attempts in any way to alter this Agreement. In the event of any dispute between this Agreement and Buyer's document, this Agreement shall control. Seller will furnish its work on the condition that any statement, clause, or condition in Buyer's order does not in any way change, enlarge, or modify Seller's liability or obligation as set forth in this Agreement.

2. PRICES AND TAXES: The price(s) stated herein are firm for 15 days from the date of the Proposal, however, Seller reserves the right to correct any typographical or clerical errors. Unless otherwise agreed by Seller in writing, the amount of any local, state or federal tax levied on the goods shall be added to the amount payable by and remain sole responsibility of Buyer. Any portion of the price not paid in accordance with this Agreement shall bear interest from the due date in the amount of 1-1/2% per month until paid.

3. PAYMENT TERMS: Buyer agrees to pay invoices within ten (10) days of invoice date. Should a payment become thirty (30) days or more delinquent, Seller may stop all work without notice and/or terminate this Agreement. If this happens the entire Proposal price (less prior payments) shall become due and payable immediately. Buyer shall reimburse Seller for all actual costs and attorneys' fees incurred in enforcing any term of this Agreement.

4. DELIVERY: Any dates or schedules that are specified for delivery of services or goods are stated only approximately, calculated from the date of receipt of Buyer's order, together with complete drawings, specifications, designs, or other information reasonably requested by Seller to proceed with its services. Seller shall not incur any liability, direct or indirect, nor shall any order be canceled because of any delay in meeting such dates or schedules.

5. FORCE MAJEURE: Seller shall not be responsible or liable for any delays in service completion due to any cause or condition beyond its control, including, without limitation, fire, flood, earthquake, labor dispute, shortage of materials or supplies, riot or other civil disturbance, war, acts of God or Nature, accident, or any acts of any government.

6. CANCELLATION OR CHANGES OF ORDERS: Buyer shall not withdraw, cancel or defer any order unless Buyer pays Seller a cancellation or deferral charge of a reasonable amount acceptable to Seller. If Buyer requests changes in its order after its receipt by Seller, Buyer shall be responsible for all charges reasonably assessed by Seller as to such changes. Upon bankruptcy or insolvency of Buyer, the contract between Buyer and Seller shall be canceled, but such cancellation shall not relieve Buyer of its obligation to pay cancellation charges or any other obligation previously incurred.

7. APPLICABLE LAW: This Agreement shall be deemed made in Kent County, Michigan and shall be governed by Michigan law.

8. INTELLECTUAL PROPERTY: All electrical software programming, specifications, drawings, diagrams prepared by Seller or its sub-consultants in the performance of Seller's work are Seller's intellectual property for use solely with respect to this Agreement. Seller shall be deemed the author and owner of its intellectual property and shall retain all common law and statutory rights, including copyrights.

9. PRODUCTS OR SERVICES FURNISHED TO BUYER'S SPECIFICATIONS: Seller makes NO WARRANTY WHATSOEVER, as to services or goods delivered and/or designed to Buyer's specifications and Buyer shall, at its own expense, defend, indemnify, and hold Seller harmless from and against any claim, suit, or other expense that is asserted against Seller by reason of such design, installation, or sale of said services or goods.

10. WARRANTY: Seller will repair or replace, at its sole discretion, defective goods installed by Seller within one year of completion when such defect results from Seller's defective material or defective workmanship and Buyer has notified Seller of such defect within 30 days of discovery of such defect.

(a) Seller makes NO WARRANTY WHATSOEVER concerning services or goods provided by others, but will extend any warranties provided Seller for such goods to Buyer as are permissible under such warranty.

(b) There is no warranty for any repairs or replacement caused by: (i) physical abuse or vandalism of the goods or any component; (ii) alterations, modifications, additions, or repairs made during the warranty period by anyone other than Seller, its agents, or subcontractors, unless consented to by Seller; (iii) accidents or damage resulting from fire, wind, water, hail, lightening, earthquake, theft or similar causes originating outside the goods; and (iv) Buyer's remedy is limited, in the sole discretion of Seller, to the repair or replacement of any work determined to be defective and covered by this warranty.

11. EXCLUSION OF OTHER WARRANTIES: THE EXPRESS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE, SAID WARRANTIES BEING EXPRESSLY DISCLAIMED. NO WARRANTIES OR REPRESENTATIONS MADE AT ANY TIME BY ANY REPRESENTATIVE OF SELLER SHALL BE EFFECTIVE TO VARY OR EXTEND THE EXPRESS WARRANTY OR OTHER TERMS.

12. LIMITATION OF ACTION: No action, regardless of its form and arising out of this Agreement may be brought against Seller more that two (2) years after the cause of action has accrued.

13. LIMITATION ON LIABILITY: Under no circumstance shall Seller's liability to Buyer exceed the value of this Agreement. Under no circumstances, whether arising in contract, tort, equity or otherwise, shall Seller be liable for consequential, incidental or special damages (including loss of use, lost profits, increased operating or maintenance expense), related to the provision of services or goods.

14. SAFETY: For any work performed on Buyer's premises, Buyer shall furnish a work place free from recognized hazards that may cause serious physical harm and Buyer agrees to take all reasonable precautions for the safety of Seller's employees, agents or subcontractors working thereon. Buyer shall comply with all applicable safety laws, regulations and orders of any public authority. Buyer shall hold harmless, defend and indemnify Seller for any claim, damage, loss, fine, or cost, including attorney fees, arising from Buyer's failure to comply with any safety requirement, except where Seller is adjudged to be solely negligent. Where Buyer directs the work of Seller's employees, Buyer assumes all liability for such supervision and direction and agrees to hold harmless, defend and indemnify Seller for any claim, damage, loss, fine or cost, including attorney fees, arising from Buyer's supervision or direction, except where Seller is adjudged to be solely negligent.

15. ARBITRATION: Disputes of any kind shall be decided by Arbitration and governed by the Commercial Industry Rules of the American Arbitration Association existing when the claim or demand arose. The arbitrator's award shall be final and binding, and shall be enforceable in a court of competent jurisdiction. The venue of any Arbitration shall be in Kent County, Michigan, unless otherwise agreed. The arbitrator shall specifically enforce and may not modify the terms of this Agreement, except the interest provision if determined that it violates the law.

16. All notices shall be provided to the addresses set forth in this Agreement and if none is provided, to the party's resident agent in the state of incorporation or organization. Wherever possible, all terms shall be interpreted consistently. If a conflict arises as to price, payment terms or delivery, the typed terms on the front page shall control over the printed provisions on this side. For any other conflict, these Terms and Conditions shall control. No usage in trade shall create a conflict with the terms of this Agreement. Seller reserves the right to correct any typographical errors anywhere in this Agreement. If any provision is determined to be unenforceable, the remainder of this Agreement shall remain in full force and effect

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Phone System Replacement Consultation

DATE: August 5, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Abilita has been managing our telecommunications contracts on a performance fee basis for around four years. They ensure that under our existing formats, we do not pay more than necessary for services with providers like AT&T; they have been able to help us reduce costs.

Our current landline phone system is more than 10 years old and is no longer supported by the manufacturer. We have also, over the past couple of years, built our internal fiber network to cover nearly all our office locations and even some of our lift stations, water tower, and related sites. These locations rely on phone systems to signal operations.

The proposal before you would retain Abilita to work with the City to explore a voice over IP system which is an internet based phone network. Abilita would study our current usage, locations, and vendor options to help us select the best method. Their current estimate is that switching to VoIP could save us around $2,000 per month city-wide. Even with the purchase of new handsets and equipment, I suspect we could achieve a relatively quick return on investment by lowering monthly costs and improving efficiency. They propose phase 1 & 2 of their study would cost $7,000 with the final phase being conducted on a time and materials basis with an estimated cost of $1,500 to 2,500.

RECOMMENDATION:

Motion to authorize the City Manager to sign a consultation agreement with Abilita as presented.

ATTACHMENTS:

- Abilita Phone System Consultation

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Telecommunications System Consultation Proposal For:

The City of Charlevoix

July 19, 2019

Presented by:

Paul Anker, Dan Aylward

ABILITA®
Independent Communications Expertise

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Executive Overview

Abilita is pleased to submit its proposal to provide consulting services for the City of Charlevoix. We propose assisting in the procurement of a phone system solution as requested in discussions with the City recently. Based on our discussions and Abilita's evaluation we understand the following:

- Current phone system (Toshiba) is over 10 years old and at "end of life". (manufacturer has announced they are ending support) There are concerns about ongoing maintenance, parts availability and is difficult to administer.
- Connectivity to remote locations at the City has been established with the installation of fiber to the main City locations. A new phone system would allow the City to take better advantage of this network and provide the option of advanced features such as Unified Communications for these locations.
- There is interest in Voice over IP (VoIP) that would make it easier to tie the various sites in the City together. The City can evaluate VoIP on a Hosted (Cloud Based) or Premise Based (similar to what you have today).

The benefits of using Abilita to guide the City through the phone system Request for Proposal (RFP) process include:

- User group and management interviews will help ensure that the City gets what it needs in a phone system – no more and no less.
- Abilita currently has a working relationship with the City and is familiar with telecommunications services. In fact, Abilita was engaged by the City in 2015.
- Abilita has the technical expertise in telecommunications equipment and services, as well as comprehensive understanding of the vendors' rates and services
- An independent, unbiased analysis will assist the City in understanding true cost alternatives to maximize Return of Investment
- A detailed RFP will remove significant uncertainty from the vendors' perspective in determining what the City of Charlevoix requires
- Abilita will identify suitable vendor choices and put pressure on vendors to respond with an economical solution
- Abilita will deliver an "apples to apples" comparison for the City's review
- The competitive environment of an RFP and the resulting reduction in purchase price will more than cover the consulting fees paid

In delivering our consulting services we will use a 3-phase approach.

- Phase 1 - Discover and Define
- Phase 2 - Develop
- Phase 3 - Deploy

For fee estimation purposes, we will combine Phases 1 and 2. These phases will include a detailed definition of needs, the creation of a RFP, identification of vendors to be invited to respond, evaluation of responses, vendor due diligence, recommendation of a solution and vendor for approval by the City. Consulting fees for these services will be $7,000.

In Phase 3, Abilita will assist in the deployment of the approved solution, including contract negotiation with the selected vendor, ensuring that the final design fits the City's requirements and the implementation is done with minimal impact to the ongoing operation of the City of Charlevoix. Consulting fees will be in the range of $1,500 - $2,500.

ABILITA

EXPERIENCE & QUALIFICATIONS

Abilita has approximately 12 Consultants across the United States and Canada with diverse backgrounds in:

- Telecommunications systems technologies
- Voice, data, Internet, and wireless services
- Broadband and data networking
- Traffic studies and network design
- Telecommunications security, disaster recovery and service continuity
- Strategic planning and corporate development
- Project management
- Telecommunications engineering, operations, and administrative support

We have undertaken hundreds of major projects from coast to coast. Our Consultants also offer the benefit of their familiarity and broad knowledge of the region.

The value of Abilita's services is not only linked to the expertise of our Consultants in the telecommunications industry but to their experience in other related fields. In a world where new operating models are in continual development, dynamic, progressive solutions evolve from a blend of alternative approaches and conventional wisdom. This approach is the cornerstone of success for Abilita, which we have shared with many of our clients.

Our success as a consulting organization lies in our ability to formulate practical and realistic strategies and solutions in direct response to our clients' needs. Our approach hinges on our ability to listen and thoroughly understand an organization's requirements to develop solutions that fit the organization. Understanding our clients also allows us to focus our efforts on the task at hand by building from work that has already been completed, and spending less time re-crafting analyses and decisions that have already been made. We focus our efforts by completing the assignment within a framework that provides the highest degree of value.

During the course of our other assignments, Abilita has earned a reputation for a high degree of professionalism, quality, thoroughness, objectivity and technical competence, which we continually strive for through each of our engagements. We have also developed a track record of flexibility and adaptability by being able to respond quickly to adjustments in scope and direction of a project, as specific needs dictate.

With hundreds of hours of combined telecommunications planning and management experience, the Abilita consulting team has grown to specifically address the changing needs of municipalities. We have the proven ability to restructure the management of telecommunications functions within organizations. Abilita stands behind every project that it is assigned and will accept full responsibility & accountability to see that it is executed to our client's satisfaction.

Abilita was established in 2004, in Dallas, Texas, when a group of Consultants separated from another Consulting Firm to form their own organization. Across North America, Abilita has been providing professional advice to its clients since inception. Abilita is one of the largest independent telecom consulting companies in North America, with offices from coast to coast. Each Abilita office is owned and operated by a Strategic-Partner. Abilita Consultants are independent of all telecommunications companies and do not receive commissions, residuals, referral fees or "kickbacks" from any telecommunications vendors or suppliers. Therefore, the professional services provided to clients are designed to be the best solutions to meet only the clients' needs.

Experience Summaries for the Assigned Team Members are as follows:

Paul Anker

Paul Anker offers over thirty five years of telecommunications expertise, all of which have been spent in the areas of Consulting and Technical Sales. His responsibilities have included assisting clients in evaluating their communications needs, develop long-term communications strategies and procure various telecommunications services and systems. Mr. Anker managed the Telecommunications Consulting practice at a regional accounting & consulting firm where he prepared and evaluated bid specifications for voice and data solutions at school systems, cities, a county, colleges and private industry. He coordinated installations of various multi-site clients, including telecommunications system contract negotiation, network evaluation and implementation.

He has conducted billing audits of telecommunications bills that have resulted in significant one-time and annual savings. In addition, he has significant experience with Contact Center and Enterprise VoIP solutions including multimedia queuing, speech-enabled IVR, outbound predictive dialing, workforce management, quality monitoring & recording and Unified Communications. Paul has a bachelor's degree in Business and Psychology from Hope College and an MBA in Marketing from The University of Michigan.

Dan Aylward

Dan is an experienced Senior Consultant in DeWitt, MI. He has over 15 years telecommunications experience with voice and data services as well as a BA in Telecommunications from Michigan State University. As an Abilita consultant he has assisted multiple organizations in Michigan and currently manages over $5M in annual telecommunications expenses for primarily nonprofit organizations

Some of Mr. Aylward's accomplishments are:

- Recognized as a Subject Matter Expert and Speaker to CCMI's Voice Report, Michigan Finance Government Officers Association, Michigan Nonprofit Association, Michigan Association of Counties, interviewed by Michigan Radio and current Board Member of Abilita Inc
- Previous job functions as a Telecommunic+ations Manager in an East Lansing Bank, Account Coordinator at a telecommunications company and Contractor for the State of Michigan has developed Dan's skill set in project management: lead installation, changes and call center development and reporting
- Post sales installation manager: lead installation, changes and disconnects for all WAN, Frame Relay, Internet, Long Distance, Audio Conferencing, Managed Router, Web and E-mail Hosting
- Certified in AOTMP Data Service Analysis, Avaya Traffic Management overview; Definity ECS G3 Administration, Avaya Intuity Messaging Solutions, Avaya Definity ECS World Class Routing and an active member of the Society of Communications Technology Consultants

PROCESS METHODOLOGY

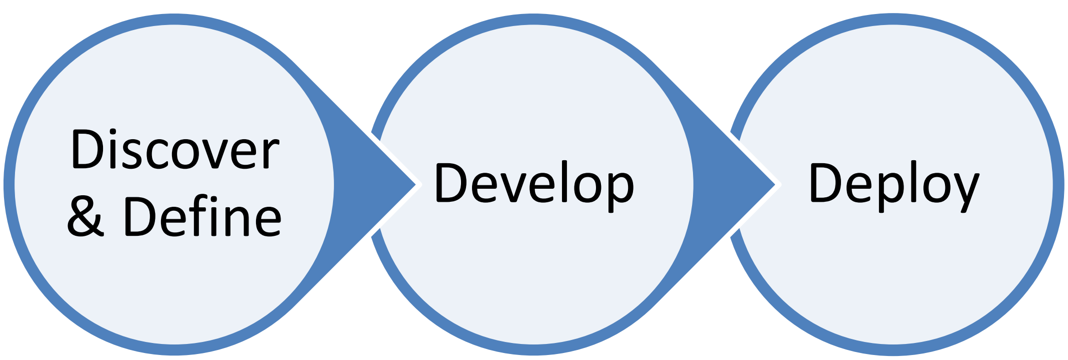
Abilita employs a three-stage, systematic, approach for implementing all telecom engagements. The approach uses documentation tools and dedicated resources to ensure that Abilita is in sync with the City during the entire duration of the project.

During the **Discover and Define** stage, Abilita further develops an understanding of the City of Charlevoix's requirements and begins to collect the necessary information required to begin the analysis and optimum configuration for least cost solutions or project-based deliverables. This discovery activity culminates with a Project Plan that provides the basis for moving forward with the project.

Documents are produced which define the project in progressively greater detail. These documents serve, as the project "blueprint" to support the work required for the Development stage.

The **Development** stage will result in the development and presentation of the findings and other identified deliverables associated with Expense Reduction or Project-based deliverables identified for the client. Abilita will only implement these recommendations upon authorization by the client.

The **Deployment** stage consists of the implementation of the project and is the final stage of the initial cycle of deliverables.



Project Stages

The following table identifies the proposed stages that would be completed throughout the term of this engagement and the responsibilities each of the players would need to fulfill.

STAGES	RESPONSIBILITIES	DELIVERABLES
PHASES 1 & 2 (DISCOVER & DEFINE / DEVELOP)		
Conduct user group meeting – staff and management	City of Charlevoix to identify different representatives for a user group; Abilita to facilitate meeting and review summary material with management	Summary of departments use and need of phone system
Review Current Phone System & Circuit Set Up	Abilita to review current phone system features, phone lines and discuss future feature needs with management	
Create Request for Proposal	Abilita to create specifications & final RFP document and review it with City of Charlevoix personnel for approval	RFP document
Deliver RFP to selected vendors	Abilita to invite appropriate vendors to respond to RFP and answer any questions that vendors might have about the RFP document	
Conduct pre-proposal conference ("walk through")	Abilita to coordinate an on-site meeting with interested vendors to review key RFP components and answer any site related questions	
Analyze responses	Abilita to analyze responses and discuss responses with respondents to clarify	Comprehensive comparison chart
Coordinate vendor presentations	Abilita to perform a preliminary evaluation of responses and recommend two to present their solutions to the City of Charlevoix	Finalist vendor presentations (on-site)
Perform vendor due diligence	After narrowing down the responses Abilita will follow up on vendor references for quality assurance purposes	
Recommend solution and vendor	Abilita will recommend a solution and vendor for the City's consideration	
Discussion of recommendation with City staff	Abilita will assist in planning the next steps	
Contract Negotiation	Abilita will negotiate final pricing, sales and installation agreements and scope of work documents with selected vendor on the City of Charlevoix's behalf	Documents for signature

STAGES	RESPONSIBILITIES	DELIVERABLES
PHASE 3 (DEPLOY)		
Oversee phone system solution implementation	Abilita will act as a liaison between selected vendor and the City of Charlevoix to ensure an acceptable implementation plan is presented and that implementation follows the plan. In addition, Abilita will assist with system design and oversee issue resolution.	Implemented solution

PROJECT PRICING

Phases 1 & 2 – Discover, Define and Develop, including a phone system review, the RFP process and a recommended solution and vendor will be $7,000.

Phases 3 – Fees for solution deployment are estimated in the range of $1,500 - $2,500 for budgetary purposes only. The fees are contingent on the solution the City approves. Fees will be charged at Abilita's discounted rate of $175/hour plus travel and incidental expenses.

Payment terms for phases 1-2 will be 10% ($700.00) upon signing our engagement letter and monthly billings based on hours utilized. Approval of this proposal is only for phases 1-2.

TERMS OF ENGAGEMENT

1. The Client, City of Charlevoix, hereby authorizes Abilita to review its telecommunications system and to submit recommendations for improvements including recommendations for possible savings. This review may include the review of existing systems, services, equipment, suppliers, plans and other telecom functions; and the recommendations may include alternate methods, systems, services, equipment, suppliers or plans or other suggestions for improvement or cost savings.

2. Statements not paid prior to the due date shall be subject to an interest charge of 1.5% per month, compounded monthly. A charge of $50 will be issued for any check tendered by customer and returned unpaid by a financial institution. Calculated savings shall be offset by the amount spent by Client to purchase systems or hardware recommended by Consultant.

3. Limitation of Liability. Consultant's pricing reflects the allocation of risk and limitation of liability specified in this paragraph. Consultant's total liability to Client under this Agreement or based on any other cause of action (tort, statute, or otherwise) relating in any way or to any degree to its performance hereunder, for damages, costs and expenses, shall not exceed $10,000 or the compensation received by Consultant under this Agreement, whichever is less. NEITHER PARTY TO THIS AGREEMENT SHALL BE LIABLE FOR THE OTHER'S LOST PROFITS, OR SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHETHER IN AN ACTION IN CONTRACT OR TORT, EVEN IF THE PARTY HAS BEEN HAS BEEN ADVISED BY THE OTHER PARTY OF THE POSSIBILITY OF SUCH DAMAGES.

4. If the client fails to pay invoices according to the terms of this Agreement, it will be responsible for the payment of all costs of collection, including, without limitation, court costs, attorney fees and related expenses. The client agrees to jurisdiction and venue in Clinton County, Michigan.

City of Charlevoix accepts the terms of the above quote and hereby authorizes Abilita to complete Phases 1-2 of the Project.

______________________	____________	______________________
Signature	Date	Title

REFERENCES

Select Engagements where Abilita assisted on phone system selection:

City of Sault Ste. Marie
Bonnie Raffaele
(906) 632-5704
braffaele@saultcity.com

City of Monroe
Ed Sell
(734) 384-9133
edward.sell@monroemi.gov

City of Tecumseh
Dan Swallow
(517) 424-6555
dswallow@tecumseh.mi.us

City of Grandville
Tammy Hopman
(616) 530-4970
hopmant@cityofgrandville.com

City of Monroe
Ed Sell
(734) 384-9133
edward.sell@monroemi.gov

Manistee County:
Lisa Sagala
(231) 398-3501
lsagala@manisteecountymi.gov

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Neighborhood Speed Signs

DATE: August 5, 2019

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

Several people have asked me about the prospect of installing speed signs in their neighborhoods. I wonder if we could create a policy where neighbors could petition us to allow them to install speeds signs of a common design we approve but have the residents most concerned about this pay for them if they wish. I would suggest we discuss this with the City Attorney and ask staff to bring us a recommended policy.

In the past, we've discussed this model for power lines but opted not to do so. This could be a way to look at more localized improvements where residents may strongly desire them.

RECOMMENDATION:

Council discussion and direction.

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: August 5, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Redevelopment Ready Sites

In the coming days, we'll be including a new listing on our website of Redevelopment Ready Sites. This is part of the Redevelopment Ready Communities program we are engaged with at the Michigan Economic Development Corporation. RRC Sites are intended to spotlight sites in and near the downtown (according to the MEDC guidelines) that are ready for higher and better uses. The three sites we have "packaged" were prepared by the Northern Lakes Economic Alliance Interns and represent sites with owners interested in the prospect of great use. The three sites currently packaged are the Scovie's property, the Charlevoix Fitness Center, and the Charlevoix Chamber of Commerce Building (owned by the City). In all cases, the expectation is that the properties could be redeveloped by adding upper story residential/office growth. I included the Chamber building under the reasoning that Council has made it a goal to encourage more housing; if someone were interested in working with us on any of these properties, it is possible we could receive assistance from MEDC. Aside from listing these sites, no other plans are currently in process for redevelopment of them. We will also be working to add other sites to the listing; the NLEA folks were willing to do three and these three were the most likely within the criteria with owner support available.

B. Ferry Optimization Study Meeting #2

Edgewater Resources has scheduled the second public input meeting about the Beaver Island Boat Company for August 29 at 6pm at the Library. All are welcome to attend.

C. Deer Management

On September 3, we have scheduled a work session with Council and the Charlevoix Township Board to discuss joint efforts to manage the deer population in our area. This will begin at 4pm in Council Chambers ahead of your normal 6pm meeting. We will again have the biologist from the DNR present to discuss the data we have collected and options for the future.

D. Public Service Facility Project

Bidding information was released today to contractors who may be interested in bidding the project. We will open the bids publicly on August 29 and expect to make a recommendation to Council for action on September 16. Our financial advisor has also prepared a parallel schedule related to the financing of the project with the expectation of bonds to be sold around October 8. I have also been working on options for the temporary location of the Electric Department during construction.

ATTACHMENTS:

- Recreation Advisory Committee Minutes
- Housing Commission Minutes
- DDA Minutes
- DDA Minutes

CITY OF CHARLEVOIX

CITY OF CHARLEVOIX RECREATION ADVISORY COMMITTEE

Wednesday, April 10, 2019

Meeting Minutes

I. **Call to Order/Roll Call**

Member Gowell (for absent Chair Seely) called the meeting to order at 6:00PM.
Members Present: Gowell, Matye, Joy, Bryan, Vollmer, Kelly, Fruk
Staff Present: Knorr, Anzell
Members Absent: Seely, Cunningham

II. **Inquiry Regarding Possible Conflicts of Interest**

None.

III. **Determination of a Quorum**

Yes.

IV. **Motion to Approve Minutes**

A. December 12, 2018 Meeting Minutes

Member Gowell called for a motion to approve the December 12, 2018 meeting minutes. Member Kelly noted that he was present at the December meeting but marked as absent. Anzell noted the change. Motion made by Member Vollmer, second by Member Bryan. Motion passed by a unanimous voice vote.

V. **Old Business**

A. Kayak Launch Update

Director Knorr reported that Leadership Charlevoix County has an upcoming fundraiser – Notta Regatta - for the Kayak Launch. Their goal is to raise $25,000 for the project.

B. Candlelight Hikes

Knorr noted that each of the hikes had good turn outs. Survey responses were very positive with most everyone wanting the hikes to continue for longer into the season. The only negative was the lack of help we had in set up and tear down. More volunteers are needed along with a few other adjustments for next year.

C. Mt. McSauba

Numbers were down despite the promotional efforts. We included adult lessons this year. Next year we need to expand promotion to neighboring communities.

D. Shuffleboard Update

Director Know reported that Bob Jess created a conceptual drawing on top of Bridge Park near BIBCO. The thought is that it would be used for shuffleboard in the summer and curling in the winter. We have a private citizen as a source of financing the project. For now, the project is on hold.

E. Golf Course Update

Cheryl Shanahan has replaced Tom Heid as Golf Club Manager and Brian Livingston is our Grounds Supervisor. Both are energetic and have already hit the ground running. Brian and Kent are looking at ways to 'grow' parts of the course back to a natural habitat – a natural setting to view birds. Business After Hours on June 5 will be at the Golf Club. Knorr let the committee know that the Junior Golf Program needs volunteers. Member Joy said she would help and maybe other high school students would as well.

VI. **New Business**

A. Beach Clean-Up

A community member reached out to Director Knorr with the idea of having a community beach clean-up. While a good idea. Knorr felt it may be something we take on down the road. Member Kelly suggested we utilize people needing community service hours. The topic will come up again at a later date.

B. Dog Park

Ginger Stevens reached out to the City regarding creating a dog park. While this is a popular idea, the problem comes down to location. Director Knorr wonders if a separate committee should be formed to look at the logistics of the idea. It is a discussion item that has been called out in our Master Plan.

C. Day Camp

Knorr passed out the new camp brochures and talked about the new changes being introduced this year. We have added new curriculum, a training component for the Counselors and an after program called Camp Chill.

D. McSauba Improvements

Knorr reported that we are looking to move the ski racks to a better location. We have a community member that volunteered to make some needed improvements to the warming hut at the ice rink.

E. Summer Programs

Director Knorr is planning family camping nights at McSauba that would include movies, camp fires and breakfast. Member Fruk suggested we include a recreation equipment swap during the camping event.

F. Bike to Work Day

Director Knorr reported that the Recreation Department is sponsoring Bike to Work Day – May 17, which is National Bike to Work Day. There will be designated areas outside of town for people to park and then ride into work from there. The Rec Department will set up a tent on Bridge Street and pass out water bottles to all who bike or walk that day.

G. Venetian Games

The Recreation Department will be more involved with the Venetian Games this year. We have agreed to take on registration via RecDesk for 5 games – 3 on 3 basketball, 3 on 3 soccer, tennis, pickleball and beach volleyball. The Rec Department will be acknowledged as a Game Sponsor.

VII. Miscellaneous Business

We are hiring a part-time seasonal worker to maintain the ball fields.

VIII. Call for Public Comment

None.

IX. Adjournment

With no other business to discuss, Member Gowell called for a motion to adjourn at 7:46PM. Motion made by Member Kelly, second Member Vollmer. Motion passed by a unanimous voice vote.

Future meeting schedule: June 12, September 11 and December 11, 2019

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

PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

WEDNESDAY, JUNE 18, 2019
2:00 P.M.
PINE RIVER PLACE COMMUNITY ROOM

Commissioners present: Joan Buday, Mitts Lee, Laurene Crandall, Lillian Left, R. J. Waddell
Commissioners absent:

Others present: Cindy Morris, Occupancy Specialist, Kerry Hocquard, Maintenance Supervisor, Annessa Haist, Interim Director, Mt. Pleasant Housing Commission, Mark Little, Mt. Pleasant Housing Commission.

Chairperson M. Lee called the meeting to order at 2:00 p.m.

The agenda was accepted as presented with the addition of one item, review of the Interim Maintenance Service Contract.

Kerry Hocquard was introduced as the new Maintenance Supervisor. A. Haist explained that the Maintenance Service Contract was no longer needed to be in full effect and suggested it be terminated as of the end of the month.

After a complete discussion, L. Crandall moved, Seconded by L. Left to terminate the MPHC Interim Maintenance Service Contract effective June 30, 2019.

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

J. Buday moved, seconded by L. Left to accept the regular meeting minutes of May 21, 2019 as presented.

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

Interim Executive Director Report: A. Haist reported that the domestic hot water boiler repair and replacement was completed. Capital Funds will be used for payment as it was an emergency repair. The project is still eligible for the DTE incentive program and we are hoping that funds are available through that.

A. Haist introduced the new maintenance supervisor Kerry Hocquard.

The office is being relocated to the old office space and the converted unit will be restored so it can be rented to a tenant. The unit was incorrectly taken off-line and we are reporting back to HUD regarding this.

The Audit for FYE 03/31/19 is scheduled for the week of August 9, 2019.

Year End GAAP Accounting/CHC Budget and CFP – Information and reports were submitted to HUD. Budget revisions are being made with staffing, contracts, and capital fund projects. Work is being done on completing the 5 year plan.

eLOCCS – The eLOCCS system is being successfully utilized for drawing down funds. We are still working to update the authorizing official for Charlevoix to be the board president, Mitts Lee.

MPHC Board Update – An executive director search is being done and the position has been posted on the NAHRO National and Michigan chapter websites and also on Indeed.com.

DTE – DTE is working on installing programable thermostats. CHC is at the top of the list for rebates. A current proposal was reissued after the domestic hot water heater broke down. Bid on the other boilers is moving forward.

Old Business:
None

New Business:
L. Left moved, seconded by L. Crandall to accept the financial statements for March and April 2019 as presented.

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

CGE – A. Haist reported that MPHC is the lead agency for the project. There will be discussion at the MPHC June 19, 2019 Board meeting on how to proceed and the CHC Board will be updated at the next meeting.

Resolution VI-19 – Flat Rent Update
L. Crandall moved, seconded by L. ~~Crandall~~ Left **to accept the flat rents as presented to be effective August 1, 2019.**

Ayes: Buday, Lee, Crandall, Left

Nays: none

Public Comment:
Resident praised A. Haist for being the CHC Interim Director. Resident inquired as to when the boiler heat issue will be addressed. M. Little commented on the process of getting the boiler replaced. He also discussed the leaking roof, stating that it has been fixed. The roof will be replaced as soon as money is available.

Adjournment: M. Lee introduced the new Board Member, R.J. Waddell. Meeting was adjourned at 2:31 p.m.

Respectfully submitted,

Board Chairperson Signature

The next Board Meeting is July 16, 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.

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET SPECIAL MEETING
Monday, June 24, 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:	Sam Bingham, Sean Bradley, Richard Christner, Kirby Dipert, Luther Kurtz, Paul Silva, Amanda Wilkin
Members Absent:	Rick Wertz
City Staff:	Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

6. Reports

A. Informational Meeting

Director Dotson stated that pursuant to Act 57 of 2018, the DDA had to hold two public information sessions each year. She proceeded to review every aspect of what the DDA is responsible for including a brief timeline of the DDA projects that align with the TIFF Plan updates which equated to over $12 million dollars invested in the District. She presented a brief summary of the DDA budget. She stated that they became a *Select Level Michigan Main Street Community* and the DDA was in their 4th year of programming with the *Main Street Program*.

Director Dotson proceeded to describe the DDA's organizational structure. She stated as part of participating in the *Main Street Program* they were also affiliated with *Main Street America.* She stated the total volunteer hours since 2014 were over 11,000 which equates to nearly $300,000. She further reviewed in-kind services they have received from the *Michigan & National Main Street Centers*. The DDA adopted their *Transformation Strategy of Health & Wellness and Entrepreneurial Ecosystems.* Director Dotson stated that they received a Business Recruitment Strategy and they have since created property information sheets for available property downtown. They also received a Communications Plan.

Director Dotson provided information on the recently adopted Downtown Plan which will help Charlevoix become a Redevelopment Ready Community. She stated that last month they had a technical assistance visit from the *National Main Street Center* focusing on building an Entrepreneurial Ecosystem in Charlevoix. She stated in 2018, the DDA received accreditation from the *National Main Street Center.* The DDA hosted the *Connecting Entrepreneurial Communities Conference* and they were honored by the *University of Michigan Dearborn E-Cities* which recognized Charlevoix as a top performing entrepreneurial place. Director Dotson stated that she received the *Main Street American Revitalization Professional* certification this year.

Director Dotson stated that they have tracked over five million dollars of private investment in the District since 2015, 35 new businesses have opened in the District, 27 façade improvements, creation of *Life in Charlevoix* app, email newsletter, Downtown Charlevoix Facebook page, and an Instagram account.

7. Old Business

8. **New Business**

9. Public Comment

Gene Dixon, Clinton Street, suggested was there was a need for a dog park in Charlevoix. He noted that the alley running from State Street to the Library needs to be resurfaced, and there were a couple of unkempt houses across from the Library that need to be addressed.

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

Clerk's Note: No formal adjournment; at 5:58pm the Board moved on to the Consent Agenda of the Regular Meeting.

Joyce Golding/fgm	City Clerk	Maureen Owens	Chair

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING
Monday, June 24, 2019 at 6:00 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:	Sam Bingham, Sean Bradley, Richard Christner, Kirby Dipert, Luther Kurtz, Paul Silva, Amanda Wilkin
Members Absent:	Rick Wertz
City Staff:	Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

A. Committee Minutes
B. Minutes
C. Monthly Reports
D. Memorandum of Understanding with CEDAM

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

6. Reports

A. Director's Report

Director Dotson stated that she added important dates to the Report including the Bridge Lighting Ceremony.

7. Old Business

8. New Business

A. Summary of Work Session & Establishment of Updated Goals

Chair Owens recalled that at their last Work Session the Board agreed to focus their efforts on the SBEI study recommendations and workforce housing. Member Wilkin questioned if they had heard anything about the SBEI funding and Director Dotson stated that the response was not positive at this point.

Motion by Member Dipert, second by Mayor Kurtz to establish two priorities of the Main Street DDA Board including the implementation of the SBEI study recommendations and addressing workforce housing issues in the downtown. Motion passed by unanimous voice vote.

B. Façade Grant Applications

Director Dotson felt that Member Silva had a conflict of interest and he recused himself.

Director Dotson stated that the Design Committee received two applications for the first round of funding in the 19/20 fiscal year: Hotel Earl and the building where North Coast Properties and Morning Dew Café is located. The Design Committee recommended a $2,300 grant for Morning Dew Cafe (LSB Ventures) and a $10,000 grant for Hotel Earl. The item was opened and closed for public comments as there were none.

Motion by Member Bradley, second by Member Christner to award a Façade Grant to Hotel Earl in the amount of $10,000 and LSB Ventures in the amount of $2,300.

Yeas: Bingham, Bradley, Christner, Dipert, Kurtz, Wilkin, Owens
Nays: None
Absent: Wertz
Abstain: Silva

C. Coworking/Business Incubator Space

Member Silva returned to the dais. Director Dotson stated that the office space below the Huntington Bank Building is currently available for rent for $1,000 per month including utilities. She described the 2,000 square foot space and the available parking. She stated that she had worked up a rough budget and that upfront costs would include decorating to make the space attractive to entrepreneurs. She felt that it was essentially a breakeven proposition.

Member Christner questioned if there was any current interest in renting the spaces. Laura Simmons, Economic Vitality Committee member, stated that she had a home office and would love to have such a space and she felt that others in her network would be able to recruit people to fill the spaces. Director Dotson responded to questions as the Board discussed the pros and cons. Mayor Kurtz and Member Wilkin expressed their concerns.

Motion by Member Bingham, second by Member Christner to authorize the Executive Committee to enter into a lease for the office space at 201 State Street to be used as a coworking/business incubator for Charlevoix and to amend our 2019/2020 budget to include a line for this project in both the expense and income sections with expenses not to exceed $26,000.

Yeas: Bingham, Bradley, Christner, Dipert, Wilkin, Owens, Silva
Nays: Kurtz
Absent: Wertz

Chair Owens noted that the Executive Committee would meet to review the lease and make plans to move. Director Dotson suggested that they could coordinate a site visit.

9. Public Comment

10. Request for Future Agenda Items

Member Silva explained that some cities have a live traffic person directing pedestrians and cars at busy intersections and he felt that was needed at Clinton and Bridge Streets. Chair Owens recalled the City Manager advising Council that MDOT would be reviewing that intersection in 2020. The Board supported the idea and asked the Director to speak to the Police Chief about the proposal. Mayor Kurtz questioned if the DDA would consider paying a portion of the cost to have a traffic control person during the summer months. Member Wilkin stated that they need to be aware that online complaints are becoming more common.

11. Board Comments

12. Adjourn

Motion by Member Dipert, second by Mayor Kurtz to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 6:45 p.m.

Joyce Golding/fgm City Clerk

Maureen Owens Chair