



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, October 7, 2019- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - September 16, 2019
 - B. Accounts Payable and Payroll Check Registers
 - C. General Liability & Property Insurance 2019-20 Renewal
 - D. EMS Checking Account and Signature Cards
 - E. Grand Traverse Band of Ottawa & Chippewa Indians Grant Application
 - F. Substation Maintenance
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Ordinance 808: Amendment to the Shade Tree Commission
Mark L. Heydlauff, City Manager
 - B. Ordinance 809: Amendment to the Shade Tree Ordinance
Mark L. Heydlauff, City Manager
 - C. Ordinance 810: Storm Water Control
Mark L. Heydlauff, City Manager
- 7. All Other Actions and Requests**
 - A. Construction Contract for Public Service Facility
Mark L. Heydlauff, City Manager
 - B. Tree Planting Fall 2019
Pat Elliott, DPW Superintendent
 - C. Disposition of 1991 International Rescue Fire Truck
Mark L. Heydlauff, City Manager
 - D. Mayoral Appointment to the Recreation Advisory Committee

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

Consent Agenda

TITLE: City Council Meeting Minutes - September 16, 2019

DATE: October 7, 2019

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, September 16, 2019 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

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

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

- A. City Council Meeting Minutes – September 3, 2019
- B. Consideration of State Trunkline Contract – approve five year contract

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-09-01
EXECUTION OF MDOT STATE TRUNKLINE CONTRACT #2019-0657

WHEREAS, the Michigan Department of Transportation (MDOT) has submitted a State Trunkline Maintenance Contract; and

WHEREAS, the current State Trunkline Maintenance Contract expires September 30, 2019; and

WHEREAS, the City of Charlevoix is desirous to approve said contract for maintenance of state trunklines and bridges in the City of Charlevoix.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix City Council hereby approves MDOT contract number 2019-0657 dated 10/01/2019 through 09/30/2024 and authorizes Mayor Luther Kurtz and City Clerk Joyce Golding to sign the agreement.

RESOLVED this 16th day of September, 2019 A.D.

Resolution was adopted by the following yea and nay vote:

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

- C. Ice Control Salt Purchase for \$23,883
- D. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – September 3, 2019
 - b. Special Accounts Payable Check Register – September 4, 2019
 - c. Regular Accounts Payable Check Register – September 17, 2019
 - d. ACH Payments – August 22, 2019 to September 10, 2019
 - e. Payroll Check Register – September 6, 2019
 - f. Payroll Transmittal – September 6, 2019
 - g. Tax Disbursement – September 17, 2019

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

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

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- A. Community Foundation Grant Application for The Vault

DRAFT

DDA Director Dotson gave a brief description of the new co-working space concept. She stated that they are applying for grant funding from the Charlevoix County Community Foundation to support the start-up of The Vault Co-Working space. The DDA Board has approved expending \$26,000 on this project within its first year, which includes startup costs and monthly expenses. We anticipate applying for \$5,000 from the Community Foundation to help offset expenses.

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

Motion by Kalbfell, second by Perron, to approve a grant application requesting \$5,000 from the Charlevoix County Community Foundation to support The Vault Co-working Space and Business Incubator. Motion carried by unanimous voice vote.

B. Charlevoix Community Foundation Grant – Recreation Department

Recreation Director Knorr stated that in an effort to continue expanded emphasis on the development of new curriculum for Camp McSaub, the Recreation Department wishes to request aid from the Charlevoix County Community Foundation to support the purchase of new science based field equipment. Additionally, the funding will assist by provide money for guest educators to present at camp and/or train our camp counselors.

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

Motion by Hagen, second by Kalbfell, to authorize the City Manager to sign a grant application with the Charlevoix Community Foundation for \$4,000 on behalf of the Recreation Department. Motion carried by unanimous voice vote.

C. Neighborhood Improvement Request Policy

City Manager Heydlauff recalled that last month, Council requested a draft policy related to the improvement of neighborhood elements or the addition of things like radar speed signs which would be solely funded by the neighborhood. The policy it is meant to complement our existing special assessment policies.

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

Motion by Kalbfell, second by Cole, to approve the Neighborhood Improvement Request Policy. Motion carried by unanimous voice vote.

D. Mayoral Appointment

The Mayor stated that Abby Cunningham requested reappointment to the Recreation Advisory Committee as senior student member. The term is for one year and as senior member, Abby would have voting rights.

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

Motion by Cole, second by Kalbfell, to reappoint Abby Cunningham to the Recreation Advisory Committee, term expiring September 2020. Motion carried by unanimous voice vote.

8. Reports & Communications

A. Public Comments

- Beth Egger felt that the beachcomber machine should be sold because it isn't being used enough at Michigan Beach. She suggested other improvements.

B. City Manager Comments

- Little Traverse Bay Band of Odawa Indians filed an appeal to the District Court's decision
- Green Team received an update from SEEDS on environmental and economic savings for the City which will be prioritized
- Public Service Facilities bids are due September 19th
- Future deer management work session related to hunting options and regulations
- Fresh Air Aviation airport incident resulted in no serious injuries

C. Mayor & Council Comments

- Oleksy noted Antrim Street west is potholed and needs fixing
- Mayor questioned the property surrounding the golf course for small home development; action taken to trim trees at Michigan Beach Park; Shade Tree Commission discussion regarding expanded membership and the ability to cut trees for a view corridor with Council approval

9. Other Council Business

A. Closed Session: City Manager Evaluation MCL 15.268(a)

City Manager Heydlauff requested that Council enter Closed Session for the purpose of conducting a periodic personnel evaluation of a public officer.

Motion by Hagen, second by Kalbfell, to enter Closed Session pursuant to MCL 15.268(a) for the purpose of conducting the annual evaluation of the City Manager pursuant to his request. Motion carried by unanimous voice vote.

Council moved into Closed Session at 6:47 p.m. Council resumed Open Session at 7:26 p.m.

Motion by Kalbfell, second by Cole, to award City Manager Heydlauff a 6.9% pay increase (5% plus 1.9% CPI) per his current contract and to extend his contract another year through September 2022. Motion carried by unanimous voice vote.

10. Adjourn

The Mayor adjourned the meeting at 7:27 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 09/03/2019			
13th CIRCUIT COURT	1,100.00	TOTAL	1,100.00
Special Accounts Payable – 09/04/2019			
CONWAY PROFESSIONAL SERVICES	9,232.00	TOTAL	9,232.00
Regular Accounts Payable – 09/17/2019			
ACCUMED GROUP, THE	4,111.87	HERZOG ELECTRIC	2,394.50
ACE HARDWARE	4,549.57	HUGH'S EXCAVATING LLC	1,850.00
ALTEC INDUSTRIES INC	60.00	HYDE SERVICES LLC	300.32
AMERICAN WASTE INC.	662.40	HYDRO CORP	530.00
ASPEN WIRELESS	809.00	IDEXX DISTRIBUTION INC.	2,381.10
AT YOUR SERVICE PLUS INC	5,134.02	JENSEN BRIDGE & SUPPLY COMPANY	505.68
AT&T	598.44	JJ JUICE	36.00
AUTO VALUE	651.01	JOHNSON, MELISSA A.	50.00
AVFUEL CORPORATION	67,372.52	JONES, JANET	286.52
BARLOW, CAROLINE M.	50.00	KLEIMAN, HARVEY	11.13
BARTEMEYER, RODNEY	50.00	KOTT, DAVID	33.23
BERGER CHEVEROLET	29,125.00	KRUTSCH, HAROLD	50.00
BLARNEY CASTLE OIL CO	927.41	KSS ENTERPRISES	909.49
BORCHARDT, ROBERT	50.00	LAKESHORE TIRE & AUTO SERVICE	37.85
BOWLING, PENNY	66.39	MCCARDEL CULLIGAN-PETOSKEY	50.50
CARQUEST OF CHARLEVOIX	3,008.24	MCMASTER-CARR	101.19
CDW GOVERNMENT INC.	126.97	MCVEIGH'S TRUCK SPRINGS INC.	294.13
CHARLEVOIX STATE BANK	30.00	MERCHANT, TERRY	100.00
CHARLEVOIX TOWNSHIP	33,099.25	MICHAEL MURPHY IV PHOTOGRAPHY	250.00
CHARTER COMMUNICATIONS	1,257.83	MICHIGAN AIR COMPRESSOR TECH	7,046.46
CHEMICAL SYSTEMS INC.	3,480.00	MICHIGAN OFFICEWAYS INC	1,172.85
CHILDS CONSULTING ASSOC. INC.	750.00	MICHIGAN WATER ENV ASSOC	270.00
CINTAS	54.09	MSA SAFETY SALES LLC	556.75
CITY OF CHARLEVOIX - MISC	13,904.23	MUNCHERS ON HOOVES LLC	2,040.00
CITY OF CHARLEVOIX - UTILITIES	47,065.91	MUNETRIX LLC	4,188.55
CONWAY PROFESSIONAL SERVICES	9,184.00	NATTERMANN, MARGARET	31.91
COOK FAMILY FARMS	46.00	NAVIA BENEFIT SOLUTIONS	50.00
CROSS CUT CONCRETE CUTTING	400.00	NCL OF WISCONSIN INC.	204.83
CURREY FARMS LLC	285.00	NORTHERN MICHIGAN DUST CONTROL	910.00
D & B HEAT TRANSFER PRODUCTS	2,653.65	NORTHERN MICHIGAN REVIEW INC.	398.83
DESCH, CAROLINE	11.47	NORTHWEST FIRE	351.50
DHASELEER, CARL	105.00	NOVOTNY, RYAN	11.75
DITCH WITCH SALES OF MICHIGAN	105.77	OLESON'S FOOD STORES	211.99
DORNBOS SIGN INC.	411.39	OLSON BZDOK & HOWARD	3,145.41
DOTSON, LINDSEY J.	121.93	ONE BEAT CPR	1,965.66
EJ USA INC.	4,968.32	OTEC	95.00
ETNA SUPPLY	100.60	PARASTAR INC.	694.25
FAMILY FARM & HOME	292.07	POWERPLAN	395.24
FARMER WHITE'S	206.00	PRESTON FEATHER	668.07
FASTENAL COMPANY	48.16	PRO WEB MARKETING LLC	20.00
FREEDOM MAILING SERVICES INC.	2,273.75	PVS TECHNOLOGIES INC	6,679.21
GBS INC.	250.78	QUICK CARE MEDICAL CENTER	98.00
GELDERBLOM, PAUL	50.00	QUILL CORP	364.88
GERBER HOMEMADE SWEETS	117.00	RANGE TELECOMMUNICATIONS	160.00
GINOP SALES INC	237.76	SAUL, GINNIE	300.00
GORDON FOOD SERVICE	50.46	SHERMAN, PETER	21.95
GUNTZVILLER, RHONDA	280.00	SHINDORF BUILDERS	1,498.00
HAGGARD'S INC	2,546.00	SIEGRIST, DAVID	44.00
HART II, DELBERT W.	60.00	SIMPSON SAWMILL	450.00

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SITE PLANNING DEVELOPMENT INC	3,021.79	UNIFIRST CORPORATION	715.66
SOUTH POINT COLLISION INC	1,808.00	USA BLUE BOOK	1,033.49
SPARTAN DISTRIBUTORS INC	1,489.39	UWC	2.65
SPARTAN STORES LLC	192.51	VILLAGE GRAPHICS INC.	101.50
STEPHENS, LYON G.	50.00	WALKER PROCESS EQUIPMENT	10,400.00
STEVENS CONCRETE CO	3,055.00	WALLER, VIOLA	79.19
STRICKER'S OUTDOOR POWER EQUIP	369.45	WALSH, YVONNE	82.18
studioMI LLC	552.50	WATERWAY OF MICHIGAN	2,119.90
TELE-RAD INC	287.94	WHIPPOORWILL LTD	4,000.00
TERMINAL SUPPLY CO	262.50	WILMOT ELECTRIC INC	3,060.00
THOMSON REUTERS	260.00	WORK & PLAY SHOP	169.60
THUNDER BAY TREE SERVICE LLC	11,068.00	ZIIBIMIJWANG INC	166.00
TITLE RESOURCE AGENCY	109.00	TOTAL	330,472.24

ACH Payments – 08/22/2019 to 09/10/2019

PROXIMITY SPACE INC (THE VAULT)	32.67	VANTAGEPOINT (457 ICMA PLAN)	18,225.69
DTE ENERGY	1,686.67	VANTAGEPOINT (ROTH IRA)	955.76
MI PUBLIC POWER AGENCY	19,449.86	MI PUBLIC POWER AGENCY	16,899.35
PROXIMITY SPACE INC (THE VAULT)	99.00	STATE OF MI (SALES TAX)	27,593.76
PAYMENT SERVICE NETWORK	244.90		
IRS (PAYROLL TAX DEPOSIT)	43,150.18	TOTAL	135,981.88
ALERUS FINANCIAL (HCSP)	350.00		
STATE OF MI (WITHHOLDING TAX)	6,491.40		
VANTAGEPOINT (401 ICMA PLAN)	802.64		

Payroll Net Pay – Pay Period Ending 08/31/2019 (Paid 09/06/2019)

HEYDLAUFF, MARK L.	2,845.62	DORAN, JUSTIN J.	2,064.45
GOLDING, JOYCE M.	2,260.16	MANKER SR, DAVID W.	627.56
DEROSIA, PATRICIA E.	1,162.16	NEDWICK, DAVID J.	763.05
DOTSON, LINDSEY J.	1,388.96	FREY, DYLAN V.	576.34
KLOOSTER, ALIDA K.	2,104.05	HART III, DELBERT W.	740.34
GOLOVICH, KAREN J.	1,051.42	DOTSON, WILLIAM R.	296.02
BARNEVELD, RICHELLE L.	1,195.26	KUNKLE, KENNETH E.	614.71
SPENCLEY, PATRICIA L.	559.45	BEMIS, JACKSON R.	650.85
MILLER, FAITH G.	53.82	MUMICH, BARRY J.	664.24
MCGINN, KELLY A.	2,468.89	CRANDELL, ZACKARY R.	821.71
JONES, JANET M.	97.75	FERGUSON, ROYCE L.	1,000.84
LAVENDER, JOSEPH E.	1,693.05	MUELLER, JASON C.	350.16
SCHULMAN, BLAKE B.	725.83	ROSENTHAL, GABRIEL M.	915.87
DOAN, GERARD P.	2,041.12	NOVOTNY, RAIGAN I.	142.70
SCHLAPPI, JAMES L.	1,399.37	KNORR, KENT J.	1,917.26
UMULIS, MATTHEW T.	1,218.02	ANZELL, BETH A.	975.17
HANKINS, SCOTT A.	1,612.24	STEBE, LAURA A.	88.66
ORBAN, BARBARA K.	1,500.88	KLOOSTER, PATRICK H.	1,621.93
FLICKEMA, ANDREW M.	2,197.27	EVANS JR, HALBERT K.	686.93
RILEY, DENISE M.	432.72	DAVIS, LEAH R.	278.21
MUNK, CHRISTOPHER J.	1,647.36	TELGENHOF, WILL G.	709.90
MATELSKI, KRISTEN L.	1,329.54	WHITE III, MARCUS W.	594.22
BINGHAM, LARRY E.	974.69	GREYERBIEHL, KELLY M.	816.44
MACGILLIVRAY, ROGER	773.34	CUNNINGHAM, ABIGAIL A.	498.75
WURST, RANDALL W.	1,218.61	KIRINOVIC, THOMAS F.	325.82
MAYER, SHELLEY L.	2,037.39	SNYDER, JOSHUAH D.	58.18
HILLING, NICHOLAS A.	1,676.03	WISDOM, ADAM W.	213.77
MEIER III, CHARLES A.	1,362.54	SHANAHAN, CHERYL J.	943.45
ZACHARIAS, STEVEN B.	1,709.88	GRUNCH, RONALD J.	45.14
NEWMAN, MARK J.	1,014.64	DAVIS, RONALD L.	278.76
SWEM, DONALD L.	1,150.50	MASSON, DONALD J.	574.75
EATON, BRAD A.	1,792.71	KUSINA, DENNIS W.	155.06
WILSON, TIMOTHY J.	2,821.86	LABLANCE, MAUREEN J.	271.27
LAVOIE, RICHARD L.	1,755.24	LIVINGSTON, BRIAN D.	1,390.93
STEVENS, BRANDON C.	1,981.07	STANLEY, MARK J.	61.07
DRAVES, MARTIN J.	1,951.18	WYMAN, MATTHEW A.	1,885.46
ANDERSON, ELIZABETH A.	1,210.74	MILLER, WILLIAM S.	1,530.10
KENWABIKISE, DAVID L.	1,081.26	DOUGLAS, MARK	1,250.18
ELLIOTT, PATRICK M.	2,332.82	PRIOR, ERIN C.	1,441.45
SCHWARTZFISHER, JOSEPH	1,024.19	CERTA, BRIAN	587.47
BRADLEY, KELLY R.	1,546.68	SEAVER, WILLIAM F.	632.27
HART II, DELBERT W.	1,231.05	MCMULLEN, DONALD R.	1,772.93
JONES, ROBERT F.	1,477.45	SILVA, JESSE L.A.	2,115.03
FARRELL, MITCHELL L.	1,687.35	WILLSON, BRENDA R.	254.23
THORP JR, WILLIAM D.	1,354.50	STEVENS, JEFFREY W.	452.98
LEITNER, RYAN S.	1,531.28	RILEY, CASEY W.	529.21

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JONES, LARRY M.	713.56	PORTMAN, BROOKE A.	91.62
FLORE, ROBERT A.	823.64	WELLS, JANNINA J.	366.71
MATZ, EMILY S.	1,128.44	MOYER, NATHAN I.	304.75
STEPHENS, LYON G.	1,972.97	MARIHUGH, ANDREW J.	216.70
BEAN, PETER J.	228.61	WHITLEY, ANDREW T.	1,964.52
TRAVERS, MANUEL J.	548.94	MORRISON, KEVIN P.	1,063.58
MOYER, DAVID T.	185.45	BISHAW, JAMES H.	826.38
RILEY, DANIEL A.	504.42	KISH, ANASTASIA L.	644.45
WHEELER, MICHAEL W.	1,702.98	KLINGER, BRADLEY W.	181.56
DRAKE, WILLIAM F.	592.46	GILL, DAVID R.	850.89
JOHNSON, MELISSA A.	561.29	WATTS, TIMOTHY L.	326.73
AZZOPARDI, ANTHONY J.	1,407.41		
DEKORNE, ELIZABETH A.	1,482.38	TOTAL	121,837.19
MCCRANEY, RUSSELL R.	278.99		

Payroll Transmittal – 09/06/2019

4FRONT CREDIT UNION	876.84	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	148.82	COMMUNICATION WORKERS OF AMER	582.93
AMERICAN FAMILY LIFE	525.04	MI STATE DISBURSEMENT UNIT	533.10
BARRY COUNTY TRIAL COURT	20.00	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	90.00	PRIORITY HEALTH	1,391.58
CHARLEVOIX STATE BANK	1,161.00	TOTAL	5,680.31

Tax Disbursement – 09/17/2019

CHARLEVOIX COUNTY TREASURER	260.76	CHARLEVOIX PUBLIC SCHOOLS	20,049.84
CHARLEVOIX COUNTY TREASURER	1,390,536.75	CITY OF CHARLEVOIX - TAXES DUE	1,627,967.05
CHARLEVOIX PUBLIC SCHOOLS	1,643,116.35	CORELOGIC	10,679.43
CHARLEVOIX PUBLIC SCHOOLS	240,654.37	RUSSELL, JACK & ANNE	5.00
CHARLEVOIX PUBLIC SCHOOLS	66,845.52	STATE OF MICHIGAN	16,365.49
CHARLEVOIX PUBLIC SCHOOLS	46,789.83	TOTAL	5,063,270.39

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: October 7, 2019

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/14/2019	09/20/2019	128136	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	876.84
09/14/2019	09/20/2019	128137	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	148.82
09/14/2019	09/20/2019	128137	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	525.04
09/14/2019	09/20/2019	128138	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 9/14/2	90.00
09/14/2019	09/20/2019	128139	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,161.00
09/14/2019	09/20/2019	128140	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
09/14/2019	09/20/2019	128141	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	638.72
09/14/2019	09/20/2019	128142	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	533.10
09/14/2019	09/20/2019	128143	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,403.07
Grand Totals:		9				5,526.59

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Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

09/20/19 Payroll Transmittal Checks	\$ 5,526.59
09/20/19 Payroll (net pay)	\$ 116,446.17
09/23/19 Special Accounts Payable Run	\$ 64,756.82
09/25/19 Special Accounts Payable Run	\$ 331.66
10/01/19 Payroll Transmittal Checks (HSA)	\$ 86,070.00
10/04/19 Payroll (net pay)	\$ 121,706.72
10/04/19 Payroll Transmittal Checks	\$ 7,595.63
10/08/19 Regular Accounts Payable	\$ 407,047.68
Checks Sub-Total:	\$ 809,481.27

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

09/11/19 Proximity Space Inc (The Vault)	\$ 3.23
09/16/19 MI Public Power Agency	\$ 38,801.08
09/20/19 IRS (Payroll Tax Deposit)	\$ 42,107.65
09/20/19 Alerus Financial (HCSP)	\$ 350.00
09/20/19 State of MI (Withholding Tax)	\$ 6,283.22
09/20/19 Vantagepoint (401 ICMA Plan)	\$ 802.64
09/20/19 Vantagepoint (457 ICMA Plan)	\$ 19,596.75
09/20/19 Vantagepoint (Roth IRA)	\$ 955.76
09/20/19 MERS (Defined Benefit Plan)	\$ 49,399.83
09/23/19 MI Public Power Agency	\$ 11,496.73
09/25/19 MI Public Power Agency	\$ 233,606.93
09/30/19 MI Public Power Agency	\$ 4,806.85
10/04/19 IRS (Payroll Tax Deposit)	\$ 44,019.77
10/04/19 Alerus Financial (HCSP)	\$ 350.00
10/04/19 State of MI (Withholding Tax)	\$ 6,507.26
10/04/19 Vantagepoint (401 ICMA Plan)	\$ 858.02
10/04/19 Vantagepoint (457 ICMA Plan)	\$ 19,572.09
10/04/19 Vantagepoint (Roth IRA)	\$ 955.76
ACH Sub-Total:	\$ 480,473.57

Huntington National Bank Total: \$ 1,289,954.84

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

10/08/19 Tax Disbursement	\$ 523,770.49
Charlevoix State Bank Total:	\$ 523,770.49

Grand Total: \$ 1,813,725.33

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/14/2019	PC	09/20/2019	29250	HEYDLAUFF, MARK L.	102		2,557.16
09/14/2019	PC	09/20/2019	29251	GOLDING, JOYCE M.	106		1,836.29
09/14/2019	PC	09/20/2019	29252	DEROSIA, PATRICIA E.	107		878.93
09/14/2019	PC	09/20/2019	29253	DOTSON, LINDSEY J.	109		1,388.96
09/14/2019	PC	09/20/2019	29254	KLOOSTER, ALIDA K.	121		1,735.88
09/14/2019	PC	09/20/2019	29255	GOLOVICH, KAREN J.	122		1,017.06
09/14/2019	PC	09/20/2019	29256	BARNEVELD, RICHELLE	123		1,235.61
09/14/2019	PC	09/20/2019	29257	SPENCLEY, PATRICIA L.	136		63.79
09/14/2019	PC	09/20/2019	29258	MILLER, FAITH G.	142		61.16
09/14/2019	PC	09/20/2019	29259	MCGINN, KELLY A.	146		2,045.01
09/14/2019	PC	09/20/2019	29260	LAVENDER, JOSEPH E.	153		1,693.06
09/14/2019	PC	09/20/2019	29261	SCHULMAN, BLAKE B.	154		685.39
09/14/2019	PC	09/20/2019	29262	DOAN, GERARD P.	201		2,041.12
09/14/2019	PC	09/20/2019	29263	SCHLAPPI, JAMES L.	204		1,330.91
09/14/2019	PC	09/20/2019	29264	UMULIS, MATTHEW T.	205		1,377.50
09/14/2019	PC	09/20/2019	29265	HANKINS, SCOTT A.	208		1,612.24
09/14/2019	PC	09/20/2019	29266	ORBAN, BARBARA K.	209		1,342.53
09/14/2019	PC	09/20/2019	29267	FLICKEMA, ANDREW M.	211		1,597.64
09/14/2019	PC	09/20/2019	29268	RILEY, DENISE M.	213		475.28
09/14/2019	PC	09/20/2019	29269	MUNK, CHRISTOPHER J.	215		1,604.39
09/14/2019	PC	09/20/2019	29270	MATELSKI, KRISTEN L.	230		1,302.47
09/14/2019	PC	09/20/2019	29271	BINGHAM, LARRY E.	240		974.69
09/14/2019	PC	09/20/2019	29272	MACGILLIVRAY, ROGER	244		406.50
09/14/2019	PC	09/20/2019	29273	WURST, RANDALL W.	411		1,736.99
09/14/2019	PC	09/20/2019	29274	MAYER, SHELLEY L.	412		1,555.11
09/14/2019	PC	09/20/2019	29275	HILLING, NICHOLAS A.	413		1,490.70
09/14/2019	PC	09/20/2019	29276	MEIER III, CHARLES A.	421		1,587.05
09/14/2019	PC	09/20/2019	29277	ZACHARIAS, STEVEN B.	422		1,633.80
09/14/2019	PC	09/20/2019	29278	NEWMAN, MARK J.	424		1,304.32
09/14/2019	PC	09/20/2019	29279	SWEM, DONALD L.	512		1,745.62
09/14/2019	PC	09/20/2019	29280	EATON, BRAD A.	515		2,561.31
09/14/2019	PC	09/20/2019	29281	WILSON, TIMOTHY J.	516		2,623.25
09/14/2019	PC	09/20/2019	29282	LAVOIE, RICHARD L.	519		2,235.76
09/14/2019	PC	09/20/2019	29283	STEVENS, BRANDON C.	521		2,842.18
09/14/2019	PC	09/20/2019	29284	DRAVES, MARTIN J.	523		2,242.17
09/14/2019	PC	09/20/2019	29285	ANDERSON, ELIZABETH	526		1,235.06
09/14/2019	PC	09/20/2019	29286	KENWABIKISE, DAVID L.	528		1,116.59
09/14/2019	PC	09/20/2019	29287	ELLIOTT, PATRICK M.	600		2,332.83
09/14/2019	PC	09/20/2019	29288	SCHWARTZFISHER, JOS	603		1,310.57
09/14/2019	PC	09/20/2019	29289	BRADLEY, KELLY R.	614		1,474.65
09/14/2019	PC	09/20/2019	29290	HART II, DELBERT W.	616		1,427.60
09/14/2019	PC	09/20/2019	29291	JONES, ROBERT F.	618		1,464.66
09/14/2019	PC	09/20/2019	29292	FARRELL, MITCHELL L.	622		1,354.31
09/14/2019	PC	09/20/2019	29293	THORP JR, WILLIAM D.	623		1,656.15
09/14/2019	PC	09/20/2019	29294	LEITNER, RYAN S.	624		1,259.95
09/14/2019	PC	09/20/2019	29295	DORAN, JUSTIN J.	634		2,064.45
09/14/2019	PC	09/20/2019	29296	MANKER SR, DAVID W.	639		437.26
09/14/2019	PC	09/20/2019	29297	NEDWICK, DAVID J.	642		126.98
09/14/2019	PC	09/20/2019	29298	FREY, DYLAN V.	643		211.44
09/14/2019	PC	09/20/2019	29299	HART III, DELBERT W.	657		601.74
09/14/2019	PC	09/20/2019	29300	DOTSON, WILLIAM R.	661		148.00
09/14/2019	PC	09/20/2019	29301	KUNKLE, KENNETH E.	665		494.85
09/14/2019	PC	09/20/2019	29302	MUMICH, BARRY J.	671		454.49
09/14/2019	PC	09/20/2019	29303	CRANDELL, ZACKARY R.	691		491.13
09/14/2019	PC	09/20/2019	29304	FERGUSON, ROYCE L.	693		874.80
09/14/2019	PC	09/20/2019	29305	MUELLER, JASON C.	694		241.99
09/14/2019	PC	09/20/2019	29306	ROSENTHAL, GABRIEL M	698		859.76

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09/14/2019	PC	09/20/2019	29308	ANZELL, BETH A.	702		1,011.83
09/14/2019	PC	09/20/2019	29309	STEBE, LAURA A.	703		38.79
09/14/2019	PC	09/20/2019	29310	MILAN, JANE E.	711		443.87
09/14/2019	PC	09/20/2019	29311	KLOOSTER, PATRICK H.	743		1,621.93
09/14/2019	PC	09/20/2019	29312	EVANS JR, HALBERT K.	744		686.93
09/14/2019	PC	09/20/2019	29313	TELGENHOF, WILL G.	749		572.92
09/14/2019	PC	09/20/2019	29314	WHITE III, MARCUS W.	754		306.71
09/14/2019	PC	09/20/2019	29315	GREYERBIEHL, KELLY M.	757		608.69
09/14/2019	PC	09/20/2019	29316	KIRINOVIC, THOMAS F.	790		411.43
09/14/2019	PC	09/20/2019	29317	SHANAHAN, CHERYL J.	838		943.45
09/14/2019	PC	09/20/2019	29318	DAVIS, RONALD L.	853		78.92
09/14/2019	PC	09/20/2019	29319	MASSON, DONALD J.	861		462.63
09/14/2019	PC	09/20/2019	29320	LABLANCE, MAUREEN J.	863		111.75
09/14/2019	PC	09/20/2019	29321	LIVINGSTON, BRIAN D.	866		1,390.93
09/14/2019	PC	09/20/2019	29322	STANLEY, MARK J.	867		26.55
09/14/2019	PC	09/20/2019	29323	WYMAN, MATTHEW A.	927		1,714.23
09/14/2019	PC	09/20/2019	29324	MILLER, WILLIAM S.	933		1,106.22
09/14/2019	PC	09/20/2019	29325	DOUGLAS, MARK	935		1,102.08
09/14/2019	PC	09/20/2019	29326	PRIOR, ERIN C.	938		1,210.41
09/14/2019	PC	09/20/2019	29327	CERTA, BRIAN	939		607.62
09/14/2019	PC	09/20/2019	29328	SEAYER, WILLIAM F.	940		342.64
09/14/2019	PC	09/20/2019	29329	MCMULLEN, DONALD R.	1000		4,074.78
09/14/2019	PC	09/20/2019	29330	SILVA, JESSE L.A.	1001		2,274.90
09/14/2019	PC	09/20/2019	29331	WILLSON, BRENDA R.	1002		274.23
09/14/2019	PC	09/20/2019	29332	JOHNSON, MELISSA A.	1004		2,423.58
09/14/2019	PC	09/20/2019	29333	STEPHENS, LYON G.	1005		533.05
09/14/2019	PC	09/20/2019	29334	STEVENS, JEFFREY W.	1028		622.85
09/14/2019	PC	09/20/2019	29335	RILEY, CASEY W.	1052		674.96
09/14/2019	PC	09/20/2019	29336	JONES, LARRY M.	1057		676.63
09/14/2019	PC	09/20/2019	29337	FLORE, ROBERT A.	1058		1,180.93
09/14/2019	PC	09/20/2019	29338	MATZ, EMILY S.	1059		912.86
09/14/2019	PC	09/20/2019	29339	TRAVERS, MANUEL J.	1071		168.49
09/14/2019	PC	09/20/2019	29340	RILEY, DANIEL A.	1102		308.46
09/14/2019	PC	09/20/2019	29341	WHEELER, MICHAEL W.	1103		1,487.65
09/14/2019	PC	09/20/2019	29342	AZZOPARDI, ANTHONY J.	1108		1,393.79
09/14/2019	PC	09/20/2019	29343	DEKORNE, ELIZABETH A.	1109		903.57
09/14/2019	PC	09/20/2019	29344	MCCRANEY, RUSSELL R.	1111		392.41
09/14/2019	PC	09/20/2019	29345	PORTMAN, BROOKE A.	1116		348.11
09/14/2019	PC	09/20/2019	29346	MOYER, NATHAN I.	1118		1,178.36
09/14/2019	PC	09/20/2019	29347	MARIHUGH, ANDREW J.	1119		146.41
09/14/2019	PC	09/20/2019	128128	GERBER, SAMUEL A.	147		27.70
09/14/2019	PC	09/20/2019	128129	WHITLEY, ANDREW T.	522		2,146.56
09/14/2019	PC	09/20/2019	128130	MORRISON, KEVIN P.	601		1,011.96
09/14/2019	PC	09/20/2019	128131	BISHAW, JAMES H.	633		513.98
09/14/2019	PC	09/20/2019	128132	KISH, ANASTASIA L.	668		207.91
09/14/2019	PC	09/20/2019	128133	KLINGER, BRADLEY W.	747		172.76
09/14/2019	PC	09/20/2019	128134	GILL, DAVID R.	856		1,016.16
09/14/2019	PC	09/20/2019	128135	WATTS, TIMOTHY L.	868		194.24
Grand Totals:			106				116,446.17



Check Number	Payee	Amount
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128148	AT&T MOBILITY	388.24
128149	CHARLEVOIX STATE BANK	8,096.43
128150	CHARTER COMMUNICATIONS	918.99
128151	DELTA DENTAL	3,499.13
128152	GREAT LAKES ENERGY	208.54
128153	HOLIDAY COMPANIES	1,191.98
128154	LOTTIE'S BAGELS	75.00
128155	PRIORITY HEALTH	42,186.75
128156	STANDARD INSURANCE CO	2,648.46
128157	VERIZON WIRELESS	56.72
128158	VISION SERVICE PLAN	554.12
128159	WEX BANK	806.97
Total 09/23/2019:		64,756.82
Grand Totals:		64,756.82

Check Number	Payee	Amount
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128160	AT&T MOBILITY	37.82
128161	XEROX FINANCIAL SERVICES	293.84
Total 09/25/2019:		331.66
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09/14/2019	10/01/2019	128144	4FRONT CREDIT UNION	9028	Lump Sum Employer Contribution	36,820.00
09/14/2019	10/01/2019	128145	CHARLEVOIX STATE BAN	9016	Lump Sum Employer Contribution	46,750.00
09/14/2019	10/01/2019	128146	CHEMICAL BANK	9027	Lump Sum Employer Contribution	2,500.00
Grand Totals:		<u>3</u>				<u>86,070.00</u>

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Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/28/2019	PC	10/04/2019	29348	PERRON, LEON R.	45		405.91
09/28/2019	PC	10/04/2019	29349	KURTZ, LUTHER J.	54		817.30
09/28/2019	PC	10/04/2019	29350	HAGEN, AARON W.	56		408.64
09/28/2019	PC	10/04/2019	29351	OLEKSY, THOMAS M.	57		356.81
09/28/2019	PC	10/04/2019	29352	KALBFELL, JANET P.	58		374.02
09/28/2019	PC	10/04/2019	29353	BRYAN JR, GREGORY T.	59		323.76
09/28/2019	PC	10/04/2019	29354	HEYDLAUFF, MARK L.	102		3,008.26
09/28/2019	PC	10/04/2019	29355	GOLDING, JOYCE M.	106		2,260.16
09/28/2019	PC	10/04/2019	29356	DEROSIA, PATRICIA E.	107		904.18
09/28/2019	PC	10/04/2019	29357	DOTSON, LINDSEY J.	109		1,390.26
09/28/2019	PC	10/04/2019	29358	KLOOSTER, ALIDA K.	121		2,100.39
09/28/2019	PC	10/04/2019	29359	GOLOVICH, KAREN J.	122		984.97
09/28/2019	PC	10/04/2019	29360	BARNEVELD, RICHELLE	123		1,201.90
09/28/2019	PC	10/04/2019	29361	SPENCLEY, PATRICIA L.	136		62.93
09/28/2019	PC	10/04/2019	29362	MILLER, FAITH G.	142		100.30
09/28/2019	PC	10/04/2019	29363	MCGINN, KELLY A.	146		2,449.09
09/28/2019	PC	10/04/2019	29364	LAVENDER, JOSEPH E.	153		1,692.80
09/28/2019	PC	10/04/2019	29365	SCHULMAN, BLAKE B.	154		725.83
09/28/2019	PC	10/04/2019	29366	DOAN, GERARD P.	201		2,033.70
09/28/2019	PC	10/04/2019	29367	SCHLAPPI, JAMES L.	204		1,252.21
09/28/2019	PC	10/04/2019	29368	UMULIS, MATTHEW T.	205		1,093.03
09/28/2019	PC	10/04/2019	29369	HANKINS, SCOTT A.	208		1,735.01
09/28/2019	PC	10/04/2019	29370	ORBAN, BARBARA K.	209		1,226.77
09/28/2019	PC	10/04/2019	29371	FLICKEMA, ANDREW M.	211		1,749.62
09/28/2019	PC	10/04/2019	29372	RILEY, DENISE M.	213		473.05
09/28/2019	PC	10/04/2019	29373	MUNK, CHRISTOPHER J.	215		1,915.91
09/28/2019	PC	10/04/2019	29374	MATELSKI, KRISTEN L.	230		1,296.95
09/28/2019	PC	10/04/2019	29375	BINGHAM, LARRY E.	240		748.20
09/28/2019	PC	10/04/2019	29376	WURST, RANDALL W.	411		1,684.80
09/28/2019	PC	10/04/2019	29377	MAYER, SHELLEY L.	412		1,799.77
09/28/2019	PC	10/04/2019	29378	HILLING, NICHOLAS A.	413		1,360.96
09/28/2019	PC	10/04/2019	29379	MEIER III, CHARLES A.	421		1,319.25
09/28/2019	PC	10/04/2019	29380	ZACHARIAS, STEVEN B.	422		1,285.08
09/28/2019	PC	10/04/2019	29381	NEWMAN, MARK J.	424		992.45
09/28/2019	PC	10/04/2019	29382	SWEM, DONALD L.	512		1,710.39
09/28/2019	PC	10/04/2019	29383	EATON, BRAD A.	515		2,267.32
09/28/2019	PC	10/04/2019	29384	WILSON, TIMOTHY J.	516		3,205.83
09/28/2019	PC	10/04/2019	29385	LAVOIE, RICHARD L.	519		2,223.84
09/28/2019	PC	10/04/2019	29386	STEVENS, BRANDON C.	521		2,544.13
09/28/2019	PC	10/04/2019	29387	DRAVES, MARTIN J.	523		2,399.95
09/28/2019	PC	10/04/2019	29388	ANDERSON, ELIZABETH	526		1,233.28
09/28/2019	PC	10/04/2019	29389	KENWABIKISE, DAVID L.	528		1,097.45
09/28/2019	PC	10/04/2019	29390	ELLIOTT, PATRICK M.	600		2,331.90
09/28/2019	PC	10/04/2019	29391	SCHWARTZFISHER, JOS	603		1,021.34
09/28/2019	PC	10/04/2019	29392	BRADLEY, KELLY R.	614		1,600.39
09/28/2019	PC	10/04/2019	29393	HART II, DELBERT W.	616		1,558.00
09/28/2019	PC	10/04/2019	29394	JONES, ROBERT F.	618		1,185.11
09/28/2019	PC	10/04/2019	29395	FARRELL, MITCHELL L.	622		1,780.62
09/28/2019	PC	10/04/2019	29396	THORP JR, WILLIAM D.	623		1,491.08
09/28/2019	PC	10/04/2019	29397	LEITNER, RYAN S.	624		1,453.51
09/28/2019	PC	10/04/2019	29398	FERGUSON, ROYCE L.	625		1,872.85
09/28/2019	PC	10/04/2019	29399	DORAN, JUSTIN J.	634		2,064.45
09/28/2019	PC	10/04/2019	29400	MANKER SR, DAVID W.	639		574.70
09/28/2019	PC	10/04/2019	29401	NEDWICK, DAVID J.	642		627.53
09/28/2019	PC	10/04/2019	29402	FREY, DYLAN V.	643		498.44
09/28/2019	PC	10/04/2019	29403	HART III, DELBERT W.	657		697.87
09/28/2019	PC	10/04/2019	29404	DOTSON, WILLIAM R.	661		296.02

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
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09/28/2019	PC	10/04/2019	29407	CRANDELL, ZACKARY R.	691		536.24
09/28/2019	PC	10/04/2019	29408	MUELLER, JASON C.	694		398.19
09/28/2019	PC	10/04/2019	29409	ROSENTHAL, GABRIEL M	698		1,012.71
09/28/2019	PC	10/04/2019	29410	KNORR, KENT J.	700		1,916.46
09/28/2019	PC	10/04/2019	29411	ANZELL, BETH A.	702		961.08
09/28/2019	PC	10/04/2019	29412	STEBE, LAURA A.	703		22.16
09/28/2019	PC	10/04/2019	29413	KLOOSTER, PATRICK H.	743		1,621.93
09/28/2019	PC	10/04/2019	29414	EVANS JR, HALBERT K.	744		686.93
09/28/2019	PC	10/04/2019	29415	TELGENHOF, WILL G.	749		628.57
09/28/2019	PC	10/04/2019	29416	WHITE III, MARCUS W.	754		298.12
09/28/2019	PC	10/04/2019	29417	GREYERBIEHL, KELLY M.	757		415.66
09/28/2019	PC	10/04/2019	29418	KIRINOVIC, THOMAS F.	790		311.38
09/28/2019	PC	10/04/2019	29419	SHANAHAN, CHERYL J.	838		303.21
09/28/2019	PC	10/04/2019	29420	MASSON, DONALD J.	861		499.25
09/28/2019	PC	10/04/2019	29421	LIVINGSTON, BRIAN D.	866		1,390.93
09/28/2019	PC	10/04/2019	29422	STANLEY, MARK J.	867		58.41
09/28/2019	PC	10/04/2019	29423	WYMAN, MATTHEW A.	927		1,707.86
09/28/2019	PC	10/04/2019	29424	MILLER, WILLIAM S.	933		1,383.25
09/28/2019	PC	10/04/2019	29425	DOUGLAS, MARK	935		1,086.34
09/28/2019	PC	10/04/2019	29426	PRIOR, ERIN C.	938		878.48
09/28/2019	PC	10/04/2019	29427	CERTA, BRIAN	939		353.95
09/28/2019	PC	10/04/2019	29428	SEAVAR, WILLIAM F.	940		323.90
09/28/2019	PC	10/04/2019	29429	MCMULLEN, DONALD R.	1000		1,687.59
09/28/2019	PC	10/04/2019	29430	SILVA, JESSE L.A.	1001		1,997.43
09/28/2019	PC	10/04/2019	29431	JOHNSON, MELISSA A.	1004		1,832.06
09/28/2019	PC	10/04/2019	29432	STEPHENS, LYON G.	1005		2,244.35
09/28/2019	PC	10/04/2019	29433	STEVENS, JEFFREY W.	1028		937.85
09/28/2019	PC	10/04/2019	29434	RILEY, CASEY W.	1052		906.17
09/28/2019	PC	10/04/2019	29435	JONES, LARRY M.	1057		772.21
09/28/2019	PC	10/04/2019	29436	FLORE, ROBERT A.	1058		652.03
09/28/2019	PC	10/04/2019	29437	MATZ, EMILY S.	1059		1,318.45
09/28/2019	PC	10/04/2019	29438	LAGASSE, TRACY M.	1060		166.31
09/28/2019	PC	10/04/2019	29439	MOYER, DAVID T.	1073		137.00
09/28/2019	PC	10/04/2019	29440	RILEY, DANIEL A.	1102		46.25
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09/28/2019	PC	10/04/2019	29442	AZZOPARDI, ANTHONY J.	1108		1,960.67
09/28/2019	PC	10/04/2019	29443	DEKORNE, ELIZABETH A.	1109		482.75
09/28/2019	PC	10/04/2019	29444	MCCRANEY, RUSSELL R.	1111		169.59
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09/28/2019	PC	10/04/2019	29446	MOYER, NATHAN I.	1118		1,371.69
09/28/2019	PC	10/04/2019	29447	MARIHUGH, ANDREW J.	1119		149.34
09/28/2019	PC	10/04/2019	128163	COLE, SHANE	50		651.07
09/28/2019	PC	10/04/2019	128164	GERBER, SAMUEL A.	147		44.32
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09/28/2019	PC	10/04/2019	128166	MORRISON, KEVIN P.	601		1,414.29
09/28/2019	PC	10/04/2019	128167	BISHAW, JAMES H.	633		701.91
09/28/2019	PC	10/04/2019	128168	KISH, ANASTASIA L.	668		43.61
09/28/2019	PC	10/04/2019	128169	KLINGER, BRADLEY W.	747		435.94
09/28/2019	PC	10/04/2019	128170	GILL, DAVID R.	856		1,047.84
09/28/2019	PC	10/04/2019	128171	WATTS, TIMOTHY L.	868		254.88
Grand Totals:			109				121,706.72

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/28/2019	10/01/2019	128162	CHEMICAL BANK	9027	Lump Sum Employer Contribution	1,350.00
09/28/2019	10/04/2019	128172	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	932.01
09/28/2019	10/04/2019	128173	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	148.82
09/28/2019	10/04/2019	128173	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	525.04
09/28/2019	10/04/2019	128174	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 9/28/2	90.00
09/28/2019	10/04/2019	128175	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,247.00
09/28/2019	10/04/2019	128176	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	175.00
09/28/2019	10/04/2019	128177	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	638.72
09/28/2019	10/04/2019	128178	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	533.10
09/28/2019	10/04/2019	128179	MONY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	233.30
09/28/2019	10/04/2019	128179	MONY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 9/28/	39.61
09/28/2019	10/04/2019	128179	MONY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 9/28/20	4.00
09/28/2019	10/04/2019	128179	MONY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	40.32
09/28/2019	10/04/2019	128179	MONY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 9/28	6.83
09/28/2019	10/04/2019	128179	MONY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 9/28/2	2.59
09/28/2019	10/04/2019	128180	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 9	201.00
09/28/2019	10/04/2019	128181	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,428.29
Grand Totals:		17				7,595.63

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Check Number	Payee	Amount
10/08/2019		
128182	A STARS & STRIPES FLAG COMPANY	594.58
128183	ACME SPORTS INC	98.95
128184	AIRGAS USA LLC	70.51
128185	ALL-PHASE ELECTRIC SUPPLY CO.	295.75
128186	AMERICAN WASTE INC.	46.76
128187	AMERICAN WATER WORKS ASSN	218.00
128188	ANDERSON, ELIZABETH A.	50.00
128189	ANZELL, BETH A.	50.00
128190	AT&T LONG DISTANCE	97.01
128191	AVFUEL CORPORATION	49,839.80
128192	BAKER COLLEGE OF CADILLAC	17.00
128193	BEAVER RESEARCH COMPANY	1,208.70
128194	BEHAN WINDOW CLEANING	315.00
128195	BEIJO DE CHOCOLAT LLC	98.00
128196	BERG, REBECCA	434.00
128197	BOB MATHERS FORD	673.75
128198	BOSS, ERICA	150.00
128199	BOUND TREE MEDICAL LLC	4,450.00
128200	BRADFORD'S	39.00
128201	CDW GOVERNMENT INC.	1,602.81
128202	CENTRAL DRUG STORE	60.18
128203	CHARLEVOIX AREA CHAMBER OF CO	120.00
128204	CHARLEVOIX COMMUNITY SHOPPER	189.00
128205	CHARLEVOIX SCREEN MASTERS INC	360.00
128206	CHARLEVOIX TOWNSHIP	23.75
128207	CINTAS CORPORATION	146.22
128208	CITY OF CHARLEVOIX - UTILITIES	49,171.34
128209	CONWAY PROFESSIONAL SERVICES	14,256.00
128210	COOK FAMILY FARMS	36.00
128211	COUNTY OF CHARLEVOIX	6.00
128212	CURREY FARMS LLC	66.00
128213	DeROSIA, PATRICIA E.	50.00
128214	DERRER OIL & PROPANE CO	212.40
128215	DOAN, GERARD P.	50.00
128216	DORAN, JUSTIN J.	50.00
128217	DOTSON, LINDSEY J.	50.00
128218	EDGEWATER RESOURCES LLC	8,155.19
128219	EJ USA INC.	403.78
128220	ELHORN ENGINEERING COMPANY	1,555.50
128221	ELLIOTT, PATRICK M.	50.00
128222	ELLSWORTH FARMER'S EXCHANGE	851.85
128223	EMBROIDME	1,336.60
128224	EMERGENCY MEDICAL PRODUCTS IN	251.30
128225	FARMER WHITE'S	269.00
128226	FASTENAL COMPANY	47.73
128227	FLOTATION DOCKING SYSTEMS INC.	7,119.00
128228	FOX CHARLEVOIX FORD	145.72
128229	FREIDINGER, REED	28.00

Check Number	Payee	Amount
128230	GERBER HOMEMADE SWEETS	96.00
128231	GOLDING, JOYCE M.	221.68
128232	GRAINGER	74.88
128233	GRAND TRAVERSE DIESEL INC.	331.22
128234	GRAND TRAVERSE GARAGE DOOR	139.48
128235	GREAT LAKES PIPE & SUPPLY	201.34
128236	GREENVIEW DATA INC	8,405.00
128237	GUNTZVILLER, RHONDA	114.00
128238	HANEY, ALLISON	50.00
128239	HANKINS, SCOTT A.	50.00
128240	HARRELL'S	554.52
128241	HEYDLAUFF, MARK L.	172.00
128242	HYDE SERVICES LLC	73.85
128243	INDEPENDENT DRAFTING SERVICES	1,748.00
128244	INTERWATER FARMS INC	181.00
128245	JOHNSON, MELISSA A.	50.00
128246	KEHOE, PETER C.	50.00
128247	KLOOSTER, ALIDA K.	50.00
128248	KLOOSTER, PATRICK H.	50.00
128249	KNORR, KENT J.	50.00
128250	KSS ENTERPRISES	417.64
128251	KURTZ, LUTHER	410.04
128252	LAKE FOREST BAKING COMPANY	46.00
128253	LAMAR COMPANIES	1,500.00
128254	LANDSCAPE FORMS INC.	2,800.00
128255	LAVENDER, JOSEPH E.	640.93
128256	LITTLE TRAVERSE DISPOSAL LLC	845.00
128257	LIVINGSTON, BRIAN D.	225.00
128258	LOTTIE'S BAGELS	277.00
128259	LYNSKEY, JAYNE	275.40
128260	MACGREGOR PLUMBING & HEATING	342.00
128261	MAFEE, MARY	50.00
128262	MAYER, SHELLEY L.	50.00
128263	McGINN, KELLY A.	50.00
128264	MCMULLEN, DONALD R.	168.32
128265	MDC CONTRACTING LLC	103.00
128266	METAL HEAD WELDING LLC	4,162.53
128267	MICHAEL'S LOCKSMITH SERVICE	264.00
128268	MICHIGAN ASSOC OF PLANNING	675.00
128269	MICHIGAN ELECTRIC	17,143.00
128270	MICHIGAN MUNICIPAL LEAGUE	4,027.41
128271	MICHIGAN MUSHROOM MARKET LLC	35.00
128272	MILLER, WILLIAM S.	50.00
128273	MUNICIPAL UNDERWRITERS OF MICH	102,592.00
128274	MUNSON HEALTHCARE CHARLEVOIX	790.00
128275	MY CHARLEVOIX HANDYMAN	1,650.00
128276	MY GRANDMOTHER'S TABLE	25,000.00
128277	MY TCBD	475.00
128278	NAMOVICH, KATHLEEN	54.00

Check Number	Payee	Amount
128279	NORTH CENTRAL MICHIGAN COLLEG	65.00
128280	NORTH COAST FASTENERS LLC	30.53
128281	NORTHERN CREDIT BUREAU	360.41
128282	NORTHWEST FIRE	395.00
128283	OHM ADVISORS	6,331.50
128284	OMS COMPLIANCE SERVICES INC	52.50
128285	OPERATION SERVICES	3,344.84
128286	OTEC	545.00
128287	OWEN G. DUNN CO, DBA PRINTELEC	284.34
128288	PHYSICIAN'S CLINIC OF CHARLEVOIX	478.00
128289	PICTURE THIS	112.70
128290	PLUNKETT & COONEY	600.00
128291	POWER LINE SUPPLY	3,120.64
128292	PRO WEB MARKETING LLC	20.00
128293	PROVIDENCE FARM LLC	271.00
128294	PRO-VISION VIDEO SYSTEMS	113.04
128295	QUICK CARE MEDICAL CENTER	55.00
128296	QUILL CORP	357.83
128297	RAVEN HILL DISCOVERY CENTER	150.00
128298	REHMANN-ROBSON & CO	4,400.00
128299	RESOLUTION G2 LLC	13,044.50
128300	SCHWARTZFISHER, JOSEPH L.	132.00
128301	SHARROW MASONRY INC	2,673.00
128302	SHINDORF BUILDERS	337.00
128303	SIGMA-ALDRICH INC.	72.97
128304	SILVA, JESSE L.A.	50.00
128305	SPARTAN DISTRIBUTORS INC	467.27
128306	STATE OF MICHIGAN	208.44
128307	STEPHENS, LYON G.	50.00
128308	SWEM, DONALD L.	50.00
128309	SYSTEMS SPECIALISTS INC	4,565.00
128310	TELE-RAD INC	386.84
128311	THE DUTCH OVEN	388.00
128312	THUNDER BAY TREE SERVICE LLC	32,166.38
128313	TRI-TURF SOILS INC.	1,524.78
128314	UNIFIRST CORPORATION	939.78
128315	USA BLUE BOOK	1,345.43
128316	VALLEY TRUCK - GAYLORD	1,985.00
128317	VILLAGE GRAPHICS INC.	1,103.34
128318	WASHBURNE, BRENDA	44.00
128319	WORK & PLAY SHOP	981.20
128320	WURST, RANDALL W.	50.00
128321	WYMAN, MATTHEW A.	50.00
128322	ZIIBIMIJWANG INC	154.00
Total 10/08/2019:		407,047.68
Grand Totals:		407,047.68

Check Number	Payee	Amount
09/11/2019		
91119001	PROXIMITY SPACE INC.	3.23
Total 09/11/2019:		3.23
Grand Totals:		3.23

Check Number	Payee	Amount
09/16/2019		
91619001	MICHIGAN PUBLIC POWER AGENCY	38,801.08
Total 09/16/2019:		38,801.08
Grand Totals:		38,801.08

Check Issue Date	Check Number	Payee	Amount
92019001			
09/20/2019	92019001	**EFTPS* Payroll Taxes	10,928.48
09/20/2019	92019001	**EFTPS* Payroll Taxes	10,928.48
09/20/2019	92019001	**EFTPS* Payroll Taxes	2,555.84
09/20/2019	92019001	**EFTPS* Payroll Taxes	2,555.84
09/20/2019	92019001	**EFTPS* Payroll Taxes	15,139.01
Total 92019001:			
	5		42,107.65
92019002			
09/20/2019	92019002	Alerus Financial	350.00
Total 92019002:			
	1		350.00
92019003			
09/20/2019	92019003	STATE OF MICHIGAN	6,283.22
Total 92019003:			
	1		6,283.22
92019004			
09/20/2019	92019004	Vantagepoint - 401 Plan 109153	802.64
Total 92019004:			
	1		802.64
92019005			
09/20/2019	92019005	Vantagepoint - 457 Plan 300959	5,662.92
09/20/2019	92019005	Vantagepoint - 457 Plan 300959	1,866.10
09/20/2019	92019005	Vantagepoint - 457 Plan 300959	3,977.70
09/20/2019	92019005	Vantagepoint - 457 Plan 300959	8,090.03
Total 92019005:			
	4		19,596.75
92019006			
09/20/2019	92019006	Vantagepoint - Roth IRA 706117	955.76
Total 92019006:			
	1		955.76
Grand Totals:			
	13		70,096.02



Check Number	Payee	Amount
09/20/2019		
92019007	MERS	49,399.83
Total 09/20/2019:		49,399.83
Grand Totals:		49,399.83

Check Number	Payee	Amount
09/23/2019		
92319001	MICHIGAN PUBLIC POWER AGENCY	11,496.73
Total 09/23/2019:		11,496.73
Grand Totals:		11,496.73

Check Number	Payee	Amount
09/25/2019		
92519001	MICHIGAN PUBLIC POWER AGENCY	233,606.93
Total 09/25/2019:		233,606.93
Grand Totals:		233,606.93

Check Number	Payee	Amount
09/30/2019		
93019001	MICHIGAN PUBLIC POWER AGENCY	4,806.85
Total 09/30/2019:		4,806.85
Grand Totals:		4,806.85

Check Issue Date	Check Number	Payee	Amount
100419001			
10/04/2019	10041900	**EFTPS* Payroll Taxes	11,386.28
10/04/2019	10041900	**EFTPS* Payroll Taxes	11,386.28
10/04/2019	10041900	**EFTPS* Payroll Taxes	2,662.94
10/04/2019	10041900	**EFTPS* Payroll Taxes	2,662.94
10/04/2019	10041900	**EFTPS* Payroll Taxes	15,921.33
Total 100419001:			
	5		44,019.77
100419002			
10/04/2019	10041900	Alerus Financial	350.00
Total 100419002:			
	1		350.00
100419003			
10/04/2019	10041900	STATE OF MICHIGAN	6,507.26
Total 100419003:			
	1		6,507.26
100419004			
10/04/2019	10041900	Vantagepoint - 401 Plan 109153	858.02
Total 100419004:			
	1		858.02
100419005			
10/04/2019	10041900	Vantagepoint - 457 Plan 300959	5,662.92
10/04/2019	10041900	Vantagepoint - 457 Plan 300959	1,970.70
10/04/2019	10041900	Vantagepoint - 457 Plan 300959	4,047.01
10/04/2019	10041900	Vantagepoint - 457 Plan 300959	7,891.46
Total 100419005:			
	4		19,572.09
100419006			
10/04/2019	10041900	Vantagepoint - Roth IRA 706117	955.76
Total 100419006:			
	1		955.76
Grand Totals:			
	13		72,262.90



Check Number	Payee	Amount
10/08/2019		
3286	ALBA, BEN	73.45
3287	CHARLEVOIX COUNTY TREASURER	136,302.17
3288	CHARLEVOIX PUBLIC SCHOOLS	191,290.09
3289	CHARLEVOIX PUBLIC SCHOOLS	23,598.34
3290	CHARLEVOIX PUBLIC SCHOOLS	6,554.83
3291	CHARLEVOIX PUBLIC SCHOOLS	4,588.16
3292	CHARLEVOIX PUBLIC SCHOOLS	1,966.06
3293	CITY OF CHARLEVOIX - TAXES DUE	159,358.50
3294	VANWIEREN, GORDON & MARY	38.89
Total 10/08/2019:		523,770.49
Grand Totals:		523,770.49

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: General Liability & Property Insurance 2019-20 Renewal

DATE: October 7, 2019

BACKGROUND:

The City has received its renewal quote for its general liability and property insurance policy with the Michigan Township Participating Plan (PAR Plan) for the year beginning November 1, 2019. The Invoice is for \$101,105. Last year the premium was \$98,536. Auto increases of \$1,966 were due to additions of new vehicles. Also, MCCA (No Fault Auto) went from \$8,448 to \$9,460 for all 60 vehicles. Inland marine schedule increased \$112,000 due to an addition of art items for \$30,000 and a Leaf Vac at \$82,000.

The quoted insurance policy covers property and equipment valued at over \$58,000,000 and fleet coverage for vehicles valued over \$5,000,000. The coverage is quoted for \$5 million of liability and property coverage and has deductibles of zero on liability and \$500 on our fleet coverage, property, inland marine and EDP (computer equipment). This year's premium again includes Boiler Insurance with Travelers Property Casualty with a \$2,500 deductible, which is the same coverage the City has had in the past with the PAR Plan.

Cyber Liability Coverage is a separate policy and has not changed. The premium remains the same at \$1,487.54 per year with HISCOX Pro.

RECOMMENDATION:

Motion to approve the renewal of the City's general liability and property insurance policy with the Michigan Township Participating Plan for \$101,105 for one year (November 1, 2019 - October 31, 2020) and approve an additional \$1,487.54 for Hiscox Pro Cyber Coverage.

ATTACHMENTS:

- ▣ 2019-20 Summary of Coverages
- ▣ Invoice

**MICHIGAN
TOWNSHIP
PARTICIPATING
PLAN**

**SUMMARY OF COVERAGES
FOR**

City of Charlevoix 2019-2020

Presented By:
PAUL OLSON- RISK MANAGER

SUPPORT/SERVICE COMPANIES

MARKETING AND SERVICE:

Municipal Underwriters of West MI, Inc.
4171 Wolverine Drive
Williamsburg, MI 49690
(231) 421-3509 FAX
(888) 883-6391 MICHIGAN WATTS

TECHNICAL ADMINISTRATION:

Michigan Township Participating Plan
1700 Opdyke Court
Auburn Hills, MI 48326
(248) 371-3100 - LOCAL
(800) 783-1370 - MICHIGAN WATTS
(248) 371-3069 - FAX

RISK CONTROL ADMINISTRATION

Midwest Risk Control
1700 Opdyke Court
Auburn Hills, MI 48326
(248) 371-3100 - LOCAL
(800) 536-7425 - MICHIGAN WATTS
(248) 371-3069 - FAX

CLAIMS ADMINISTRATION

Midwest Claims Service
1700 Opdyke Court
Auburn Hills, MI 48326
(800) 225-6561 - MICHIGAN WATTS
(248) 371-3091 - FAX

I. COMPREHENSIVE MUNICIPAL LIABILITY COVERAGE:*

Limit of Liability Per Occurrence	\$ 5,000,000
Limit of Liability Per Aggregate	\$ No Aggregate
Deductible	\$ 0

ADDITIONAL INSURED:

1. **Any** member of the governing body of the Named Insured
2. **Any** member of boards or commissions of the Named Insured
3. **Any** elected or appointed official of the Named Insured
4. **Any** employee of the Named Insured – Including **Contracted Assessor**
5. **Any** volunteer

ADDITIONAL INCLUDED COVERAGES:

1. Public Officials **RESIDENCE AND PLACE OF EMPLOYMENT**
2. Premises Medical Payments - \$10,000 Limit
3. Host Liquor Law Liability
4. Special Events Liability - Fireworks Liability by Endorsement
5. Governmental Professional Malpractice Liability
6. Incidental Medical Malpractice Liability
7. Cemetery Professional Liability
8. Sewer Back Up Liability- \$100,000
9. Employee Benefit Liability. \$1,000,000/\$3,000,000
10. Extended Bodily Injury and Property Damage Liability
11. Completed Operations
12. Property Legal Liability - \$500,000 Limit
13. Premises and Operations
14. Care, Custody and Control Coverage - \$25,000 per occurrence
15. Explosion, Collapse and Underground (exclusions deleted)
16. Vicarious Liability
17. Fellow Member Liability
18. Governmental Tort Immunity Waiver
19. Non-Owned and Hired auto liability coverage
20. Non-Owned and Owned Watercraft Liability-under 26'in length
21. Personal Injury Protection Includes:
 - A. FALSE ARREST, DETENTION OR IMPRISONMENT
 - B. MALICIOUS PROSECUTION
 - C. WRONGFUL ENTRY OR EVICTION OR OTHER INVASION OF THE RIGHT OF PRIVATE OCCUPANCY
 - D. LIBEL, SLANDER, ORAL OR WRITTEN PUBLICATION
 - E. MENTAL ANGUISH & MENTAL INJURY

**PUBLIC OFFICIALS WRONGFUL ACT LIABILITY
(Errors & Omissions)**

Limit of Liability Per Occurrence:	\$ 5,000,000
Limit of Liability Aggregate:	\$ No Aggregate
Deductible:	\$ 0

The following are areas of exposure to public officials and employees, which most generally are covered by a legal liability policy:

1. A decision or opinion of the municipal board
2. A decision or opinion of the fire & ambulance department
3. A decision or opinion of the zoning or planning board and zoning board of appeals
4. "Regulatory Taking of Private Property" sustained by any one person or organization is One Hundred Thousand Dollars and No Cents (\$100,000). "Regulatory Taking of Private Property", means the enactment or enforcement of any regulation or ordinance, which unconstitutionally and temporarily restricts the use of private property.
5. Decisions or opinions of Building, Electrical, Plumbing Inspectors and Contracted Assessors
6. Alleged negligence or incompetence on the part of any public official or employee including the failure to carry out duties.
7. Accusations regarding mismanagement of municipal owned assets
8. Inadequate supervision of voter registration & elections
9. Improper hiring or firing of employees
10. Failure to check auditing & accounting practices
11. Violation of Civil Rights; Civil Rights are defined as "means the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, including discrimination based upon religion, race, color, national origin, age, gender (including sexual harassment, unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature), height, weight, disability, or marital status"
12. Back Wages- \$25,000 per person
13. Non-Monetary Defense Coverage \$25,000/\$50,000

Note: Failure of assured to provide or maintain valid insurance policies is not a covered exposure.

II. FLEET LIABILITY COVERAGE:

LIMITS

A. Bodily Injury & Property Damage [CSL]	\$ 5,000,000
B. Personal Injury Protection	Statutory
C. Personal Property Insurance	\$ 5,000,000
D. Uninsured Motorists	\$ 5,000,000
E. Non-owned & Hired Auto Liability	\$ 5,000,000
F. Mini-Tort Liability	\$ 500
G. Underinsured Motorists	\$ 100,000

III. FLEET PROPERTY COVERAGE:

Property limit \$ 5,443,806.00

A. Comprehensive \$ 500 ACV Deductible, Actual Cash Value

B. Collision \$ 500 Deductible, ACV, Broadened

Fire and Ambulance Vehicles Replacement Cost Valuation...

IV. INLAND MARINE COVERAGE:

Providing **ALL RISK, REPLACEMENT COST COVERAGE** for property and equipment while on or off the premises. **NO CO-INSURANCE**

Property limit \$ 3,205,498.00

Deductible \$ 500

SEE ATTACHED SCHEDULE

AUTO

Application:
T000020020928

CITY OF CHARLEVOIX

Auto #	New Cost	Comp. Ded.	Coll. Ded.	Year	Description	VIN #	Type	AUX Running Lights	Anti-Theft Device	Anti-Lock Brakes	Traction Control	Five MPH Bumper
114	\$ 68,546	\$ 500	\$ 500	2019	2019 Ford 450 with crane	1094	2	No	0	No	No	No
116	\$ 229,000	\$ 500	\$ 500	2018	Braun Chief XL Ambulance	1453	4	No	0	Yes	Yes	No
115	\$ 39,358	\$ 500	\$ 500	2018	Chevy Tahoe Police	5076	11	No	0	No	No	No
113	\$ 26,689	\$ 500	\$ 500	2018	Chevy Colorado 4wd	4285	2	No	0	No	No	No
112	\$ 37,250	\$ 500	\$ 500	2018	Chevy Silverado 4X with Plow	9417	2	No	0	No	No	No
111	\$ 50,000	\$ 500	\$ 500	2018	Chevy tahoe echo unit	3869	4	No	0	No	No	No
110	\$ 4,518	\$ 500	\$ 500	2017	Wanco Solar Trailer	0315	13	No	0	No	No	No
109	\$ 49,111	\$ 500	\$ 500	2017	Ford F550 cab pick up	7466	2	No	0	No	No	No
108	\$ 10,304	\$ 500	\$ 500	2017	Felling Trailer	5130	13	No	0	No	No	No
107	\$ 46,578	\$ 500	\$ 500	2017	Chevy 2500 Silverado	3631	2	No	0	No	No	No
106	\$ 39,110	\$ 500	\$ 500	2017	Chevy Tahoe Police	2977	11	No	0	No	No	No
105	\$ 23,217	\$ 500	\$ 500	2017	Chevy Silverado 1500	9043	2	No	0	No	No	No
104	\$ 215,000	\$ 500	\$ 500	2017	International 4300	IHTMMMR8HH484053	2	No	0	No	No	No
103	\$ 5,790	\$ 500	\$ 500	2017	Deluxe Equip Trailer	2283	13	No	0	No	No	No
102	\$ 25,697	\$ 500	\$ 500	2017	Chevy Silverado 2500 4wd	5616	2	No	0	No	No	No
98	\$ 31,786	\$ 500	\$ 500	2016	Chevy Silverado 3500	6072	2	No	0	No	No	No
97	\$ 31,786	\$ 500	\$ 500	2016	Chevy Silverado 3500	2557	2	No	0	No	No	No
99	\$ 140,000	\$ 500	\$ 500	2015	Osage Ambulance 53A1	6742	4	No	0	No	No	No
95	\$ 23,742	\$ 500	\$ 500	2015	FORD SRW SUPER DUTY PU	0352	2	No	0	No	No	No
94	\$ 178,147	\$ 500	\$ 500	2015	INTERNATIONAL UTILITY/BUCKET T	8829	2	No	0	No	No	No
93	\$ 28,804	\$ 500	\$ 500	2014	FORD EXPLORER POLICE INTERCEPT	9766	11	No	0	No	No	No
92	\$ 32,843	\$ 500	\$ 500	2014	FORD F-350 SUPER DUTY	7564	2	No	0	No	No	No
89	\$ 30,574	\$ 500	\$ 500	2013	FORD DRW SUPER DUTY PICK UP	9478	2	No	0	No	No	No
88	\$ 175,000	\$ 500	\$ 500	2013	INTERNATIONAL BUCKET TRUCK	5447	2	No	0	No	No	No
100	\$ 70,000	\$ 500	\$ 500	2012	Oshkosh Utility airport	0221	2	No	0	No	No	No
82	\$ 57,000	\$ 500	\$ 500	2012	FORD TRUCK F-350 AIRPORT	0568	2	No	0	No	No	No
96	\$ 18,229	\$ 500	\$ 500	2011	GMC sierra pickup	1089	2	No	0	No	No	No
90	\$ 22,101	\$ 500	\$ 500	2010	CHEVY SILVERADO 1500 4WD	7753	2	No	0	No	No	No
79	\$ 22,101	\$ 500	\$ 500	2010	CHEVY SILVERADO 2500 LS	1111	2	No	0	No	No	No
78	\$ 150,000	\$ 500	\$ 500	2010	ELGIN/PELICAN STREET SWEEPER	0075	2	No	0	No	No	No
91	\$ 19,525	\$ 500	\$ 500	2009	GMC SIERRA PICK UP ELECTRIC	6629	2	No	0	No	No	No
73	\$ 200,000	\$ 500	\$ 500	2009	KENWORTH FIRE TANKER 53-11	4721	5	No	0	No	No	No

AUTO

70	\$ 150,000	\$ 500	\$ 500	2009	IHC 4300 AERIAL WITH BUCKET	3912	2	No	0	No	No	No
69	\$ 135,000	\$ 500	\$ 500	2008	STERLING DUMP TRUCK	1211	7	No	0	No	No	No
71	\$ 265,000	\$ 500	\$ 500	2007	STERLING VACTOR JET TRUCK	8911	2	No	0	No	No	No
68	\$ 20,000	\$ 500	\$ 500	2007	FORD EXPLORER ELECTRIC	7574	2	No	0	No	No	No
60	\$ 110,000	\$ 500	\$ 500	2006	OSHKOSH PLOW DUMP TRUCK AIRPOR	8824	7	No	0	No	No	No
58	\$ 130,000	\$ 500	\$ 500	2006	STERLING DUMPSANDER TRUCK	9596	7	No	0	No	No	No
75	\$ 15,000	\$ 500	\$ 500	2005	CHEVY PICK UP	5797	2	No	0	No	No	No
74	\$ 15,000	\$ 500	\$ 500	2005	CHEVY PICK UP	4721	2	No	0	No	No	No
61	\$ 140,000	\$ 500	\$ 500	2005	Ford ambulance F-350 53A2	7579	4	No	0	No	No	No
57	\$ 22,000	\$ 500	\$ 500	2005	DODGE RAM PICK UP	4263	2	No	0	No	No	No
55	\$ 26,000	\$ 500	\$ 500	2004	FORD F-350 4X4	6691	2	No	0	No	No	No
54	\$ 38,000	\$ 500	\$ 500	2004	FORD EXPEDITION FIRE	8984	5	No	0	No	No	No
53	\$ 22,000	\$ 500	\$ 500	2004	FORD F-350 4X2 PICK UP	9231	2	No	0	No	No	No
52	\$ 110,000	\$ 500	\$ 500	2004	STERLING SL 7501 DUMP WITH PLO	8259	7	No	0	No	No	No
66	\$ 18,000	\$ 500	\$ 500	2002	DODGE 1500 4X4 TRUCK	5920	2	No	0	No	No	No
62	\$ 140,000	\$ 500	\$ 500	2002	FORD AMBULANCE F-350 53A3	7524	4	No	0	No	No	No
48	\$ 38,000	\$ 500	\$ 500	2002	FORD F-350 DUMP	7866	7	No	0	No	No	No
47	\$ 85,000	\$ 500	\$ 500	2002	STERLING DUMP WITH PLOW	0124	7	No	0	No	No	No

46	\$ 17,000	\$ 500	\$ 500	2002	DODGE RAM 1/2 TON PICKUP	9871	2	No	0	No	No	No
44	\$ 20,000	\$ 500	\$ 500	2001	DODGE 1/2 TON 4X4 DPW	1881	2	No	0	No	No	No
101	\$ 14,000	\$ 500	\$ 500	1999	Gen Car	5350	1	No	0	No	No	No
42	\$ 200,000	\$ 500	\$ 500	1998	GMC TANKER fire 53-12	3130	5	No	0	No	No	No
84	\$ 300,000	\$ 500	\$ 500	1994	International Rescue	1665	5	No	0	No	No	No
37	\$ 700,000	\$ 500	\$ 500	1994	Sutphen Aerial Fire 5316	3058	5	No	0	No	No	No
26	\$ 400,000	\$ 500	\$ 500	1994	3D INCORPORATED FIRE 5301	0761	5	No	0	No	No	No
31	\$ 40,000	\$ 500	\$ 500	1990	DODGE grass rig 5331	0884	5	No	0	No	No	No
87	\$ 2,000	\$ 500	\$ 500	1985	24 FOOT TANDEM AXLE BOAT TRAIL	3-204	13	No	0	No	No	No
11	\$ 170,000	\$ 500	\$ 500	1985	DUPLEX CAB 7 fire 5302	8418	18	No	0	No	No	No
Total: \$5,443,806												

INLAND MARINE

Application:
T000020020928

CITY OF CHARLEVOIX

▲ number ▼	▲ Serial # ▼	▲ Year ▼	▲ Make ▼	▲ Model ▼	▲ Department ▼	▲ Type ▼	▲ AR ▼	▲ Limit ▼	▲ Spec Ded ▼
23		2008	4 WHEEL DRIVE	TRACTOR	Dept. of Public Works	Contractors Equipment	RC	\$ 49,714	\$ 0
10	10	2012	BANDIT CHIPPER		Streets and Roads	Contractors Equipment	RC	\$ 41,000	\$ 0
31	3125	2018	BONNELL	LEAF VAC WITH CONTAI	Dept. of Public Works	Contractors Equipment	RC	\$ 82,000	\$ 0
19		2013	BORING MACHINE	1220 JET TRACJK	Dept. of Public Works	Contractors Equipment	RC	\$ 114,000	\$ 0
9	9	1978	CASE	586 FORKLIFT	Dept. of Public Works	Contractors Equipment	RC	\$ 70,000	\$ 0
27		2007	CASE 586	FORKLIFT	Dept. of Public Works	Contractors Equipment	RC	\$ 45,900	\$ 0
15	15	1998	CHERRINGTON	BEACH GROOMER	Streets and Roads	Contractors Equipment	RC	\$ 90,000	\$ 0
1		0	CONTRACTORS EQUIP		General Administrative	Contractors Equipment	RC	\$ 45,000	\$ 0
5	5	1993	DITCH WITCH	400SX	Dept. of Public Works	Contractors Equipment	RC	\$ 25,000	\$ 0
6	6	1989	DITCH WITCH	6510/WITH BACKHOE	Dept. of Public Works	Contractors Equipment	RC	\$ 100,000	\$ 0
7	7	2000	DITCH WITCH	JT 920	Dept. of Public Works	Contractors Equipment	RC	\$ 150,000	\$ 0
22		2008	EPOKE 53500	SANDER.VSPREADER	Dept. of Public Works	Contractors Equipment	RC	\$ 103,210	\$ 0
20		2006	FRONT END LOADER	VOLVO	Dept. of Public Works	Contractors Equipment	RC	\$ 166,000	\$ 0
3		0	FUEL TANK AND EQUIP	AT AIRPORT	General Administrative	Commercial Articles	RC	\$ 93,000	\$ 0
14	14	2009	HOLDER SIDEWALK	SNOWBLOWER	Streets and Roads	Contractors Equipment	RC	\$ 125,000	\$ 0
18	6799101665	2014	JACOBSEN	LF510 2WD	Dept. of Public Works	Contractors Equipment	RC	\$ 35,300	\$ 0
12	12	2004	JD	444J LOADER	Streets and Roads	Contractors Equipment	RC	\$ 140,000	\$ 0
13	13	2003	JD 310 SG	LOADER/BACKHOE	Streets and Roads	Contractors Equipment	RC	\$ 100,000	\$ 0
8	8	2002	JD BACKHOE	310 SG	Water and Sewer	Contractors Equipment	RC	\$ 100,000	\$ 0
29	1170	2018	JOHN DEERE	LOADER	Dept. of Public Works	Contractors Equipment	RC	\$ 225,000	\$ 0
25	280421	2015	JOHN DEERE 60 D	EXCAVATOR	Dept. of Public Works	Contractors Equipment	RC	\$ 42,000	\$ 0
11	11	2005	LEAF VACUM		Streets and Roads	Contractors Equipment	RC	\$ 25,000	\$ 0
21		2006	LOADER MOUNTED	SNOW BLOWER	Dept. of Public Works	Contractors Equipment	RC	\$ 159,000	\$ 0
4		0	MARINA DOCKS		Parks and Recreation	Commercial Articles		\$ 250,000	\$ 0
32		0	MISC ART ITEMS	CCC	General Administrative	Fine Arts	RC	\$ 30,000	\$ 0
2		0	MISC SKI HILL EQUIP		Parks and Recreation	Commercial Articles	RC	\$ 50,000	\$ 0
17		2010	PISTON BULLY	GROOMER	Parks and Recreation	Contractors Equipment	RC	\$ 228,000	\$ 0

INLAND MARINE

30		0	PLAYGROUND EQUIP.		Parks and Recreation	Commercial Articles	RC	\$ 75,000	\$ 0
24		2008	SWEeper ATTACH	VOLVO	Dept. of Public Works	Contractors Equipment	RC	\$ 42,374	\$ 0
28		0	TRENCHER	ELECTRIC DEPT	Dept. of Public Works	Contractors Equipment	RC	\$ 129,000	\$ 0
Total:								\$2,930,498	

Schedule Total:	\$2,930,498
Miscellaneous Property & Equipment:	\$150,000
Ancillary Equipment:	\$125,000
Contractors Equipment Rented From Others:	\$0
Aircraft Limit:	\$0
Inland Marine Total:	\$3,205,498

V. PROPERTY [FIRE] COVERAGE:

Total Blanket Building and Contents Limit	\$ 58,885,412.00
Deductible	\$ 500
Per Schedule on File with company	

A. Inflation Guard - 2.5% per quarter

B. Special Municipal Property Endorsement to include:

1. Personal Property off Premises - \$100,000
2. Accounts Receivable- \$250,000
3. Transportation - \$50,000
4. Business Income- \$500,000
5. Debris Removal- 25% of Loss
6. Foundations of Machinery- \$250,000
7. Golf Course Greens- \$100,000
8. Extra Expense Coverage - \$500,000 Limit - No deductible
9. Newly Acquired Property - \$1,000,000
10. Flood Coverage- \$100,000
11. Earthquake Coverage- \$1,000,000
12. Glass Coverage-\$0 Deductible Glass Breakage
13. Underground Pipes and Flues- \$1,000,000
14. Law and Ordinance Coverage- Actual Sustained Loss
15. Tree Removal inside Cemetery Boundaries \$10,000

VI. VALUABLE PAPERS AND RECORDS COVERAGE*:

Broad Form Coverage for the reconstruction of valuable papers and records \$250,000 year round limit of protection with \$0 deductible.

*** NOTE: Higher limits available upon request.**

PROPERTY

Application:
T000020020928

CITY OF CHARLEVOIX

▲ Loc ▼	▲ Bldg ▼	▲ 100ft ▼	▲ Fac Loc ▼	▲ Street Address ▼	▲ City ▼	▲ ST ▼	▲ Zip ▼	▲ County ▼	▲ POK ▼	▲ BC ▼	▲ Bldg Lim ▼	▲ Cont Lim ▼	▲ Mine Sub ▼	▲ Yr Built ▼	▲ FAR ▼	▲ BF ▼	▲ Special Ded ▼	▲ Sprink ▼
1	1	No	0	210 STATE STREET CITY HALL FIRE HALL					10	2	\$ 6,875,485	\$ 834,648	\$ 0	1950	R	100	0	No
2	1	No	0	301 PARK BATH HOUSE					11	3	\$ 159,412	\$ 11,805	\$ 0	1967	R	615	0	No
3	1	No	0	DIVISION STREET WATER TOWER					14	6	\$ 343,181	\$ 0	\$ 0	1950	R	902	0	No
4	1	No	0	1005 LAKE SHORE DRIVE BUILDING 3					14	2	\$ 17,922,000	\$ 42,090	\$ 0	1980	R	903	0	No
4	2	No	0	1005 LAKE SHORE BUILDING STORAGE					14	2	\$ 13,242	\$ 0	\$ 0	1964	R	403	0	No
4	3	No	0	1005 LAKE SHORE DRIVE GRIT REMOVAL AND					10	4	\$ 1,282,922	\$ 12,282	\$ 0	1978	R	903	0	No
4	4	No	0	CHEMICAL CONTAINMENT BUILDING					14	3	\$ 303,839	\$ 0	\$ 0	1978	R	900	0	No
4	5	No	0	1005 LAKE SHORE DRIVE ADMIN AND LAB.					10	1	\$ 664,350	\$ 46,350	\$ 0	2015	R	100	0	No
4	6	No	0	1005 LAKE SHORE DR SLUDGE STORAGE TANK					14	3	\$ 772,500	\$ 0	\$ 0	2015	R	903	0	No
5	1	No	0	DEPOT BEACH LIFT STATION					18	2	\$ 72,837	\$ 0	\$ 0	1978	R	905	0	No
5	2	No	0	DEPOT BEACH PICNIC/RESTROOMS					11	2	\$ 314,165	\$ 0	\$ 0	1978	R	615	0	No
7	1	No	0	229 STOVER CITY GARAGE					16	1	\$ 542,192	\$ 155,628	\$ 0	1957	R	401	0	No
7	2	No	0	229 NSTOVER SALT STORAGE					16	2	\$ 35,424	\$ 0	\$ 0	1967	R	405	0	No
8	1	No	0	400 FAIRWAY GOLF CLUBHOUSE					11	1	\$ 277,601	\$ 29,809	\$ 0	1978	R	100	0	No
9	1	No	0	855 MERCER ST FERTILIZER BLDG					11	2	\$ 7,283	\$ 5,365	\$ 0	1980	R	605	0	No
9	2	No	0	855 MERCER ST PESTICIDE VAULT					11	2	\$ 8,451	\$ 5,963	\$ 0	1970	R	605	0	No
9	3	No	0	855 MERCER ST AMBULANCE STORAGE					15	1	\$ 10,761	\$ 8,704	\$ 0	1978	R	403	0	No
9	4	No	0	855 MERCER ST MAINTENANCE SHOP					11	1	\$ 94,806	\$ 23,937	\$ 0	1978	R	401	0	No
9	5	No	0	855 MERCER ST POLE BARN					11	1	\$ 42,261	\$ 6,359	\$ 0	1978	R	403	0	No
9	6	No	0	855 MERCER ST CONTENTS STORAGE SHED					11	1	\$ 0	\$ 3,169	\$ 0	1978	R	403	0	No
10	1	No	0	98 STOVER ROAD CEMETERY CHAPEL					11	2	\$ 74,416	\$ 0	\$ 0	1958	R	700	0	No
10	2	No	0	98 STOVER CEMETERY STORAGE					11	2	\$ 19,036	\$ 20,867	\$ 0	1956	R	701	0	No
12	1	No	0	AB 113 PALMER 4 BAY STORAGE GARAGE					16	2	\$ 82,816	\$ 0	\$ 0	1978	R	401	0	No
13	1	No	0	GRANT STREET STORAGE					16	1	\$ 68,589	\$ 0	\$ 0	1980	R	403	0	No
14	1	No	0	PALMER ST. FISH CULTURE STATION					11	2	\$ 954,828	\$ 0	\$ 0	1987	R	607	0	No
15	1	No	0	102 GRANT ST DWELLING					10	2	\$ 140,810	\$ 0	\$ 0	1980	R	100	0	No
16	1	No	0	FERRY BEACH RESTROOM/CONCESSION					11	2	\$ 153,312	\$ 0	\$ 0	1980	R	615	0	No

PROPERTY

16	2	No	0	FERRY BEACH FISH CLEANING BUILDING					11	2	\$ 6,953	\$ 2,981	\$ 0	1980	R	100	0	No
16	3	No	0	FERRY BEACH PICNIC PAVILION					11	1	\$ 36,419	\$ 0	\$ 0	1980	R	614	0	No
16	4	No	0	FERRY BEACH PICNIC PAVILION					11	1	\$ 24,829	\$ 0	\$ 0	1980	R	614	0	No
16	5	No	0	FERRY BEACH RESTROOM/CONCESSION					11	2	\$ 119,037	\$ 0	\$ 0	1980	R	615	0	No
17	1	No	0	CARPENTER ST PRESS BOX/CONCESSION					11	1	\$ 45,191	\$ 0	\$ 0	1980	R	612	0	No
18	1	No	0	MT. MCSUBA SKI LODGE/RESTROOM					11	2	\$ 303,626	\$ 59,617	\$ 0	1965	R	600	0	No
18	2	No	0	MT. MCSUBA HALF WAY TOW BUILDING					11	1	\$ 17,546	\$ 0	\$ 0	1967	R	403	0	No
18	3	No	0	MT. MCSUBA WEST HILL TOW BUILDING					11	1	\$ 21,353	\$ 0	\$ 0	1967	R	403	0	No
18	4	No	0	MT MCSAUBA TOP TOW BUILDING					11	1	\$ 15,911	\$ 10,612	\$ 0	2001	R	403	0	No
18	5	No	0	MT MCSUBA LIFT OPERATOR BUILDING					11	1	\$ 24,500	\$ 0	\$ 0	1980	R	403	0	No
18	6	No	0	MT MCSAUBA GROOMER GARAGE					11	1	\$ 55,688	\$ 0	\$ 0	2000	R	401	0	No
18	7	No	0	MT. MCSAUBA ICE SKATING SHACK AND DECK					11	1	\$ 13,811	\$ 0	\$ 0	2010	R	403	0	No
19	1	No	0	101 AIRPORT DRIVE TERMINAL					10	2	\$ 809,446	\$ 0	\$ 0	2000	R	922	0	No
19	2	No	0	101 AIRPORT DR HANGER					16	1	\$ 359,101	\$ 17,886	\$ 0	1980	R	923	0	No
19	3	No	0	101 AIRPORT DR HANGER					11	1	\$ 148,983	\$ 0	\$ 0	1980	R	923	0	No
19	4	No	0	101 AIRPORT DR HANGER					11	1	\$ 8,870	\$ 0	\$ 0	1976	R	923	0	No
19	5	No	0	101 AIRPORT DR HANGER WELKE					11	1	\$ 206,922	\$ 0	\$ 0	1990	R	923	0	No
19	6	No	0	101 AIRPORT DR LIFT STATION					18	3	\$ 345,681	\$ 0	\$ 0	1980	R	905	0	No
19	7	No	0	101 AIRPORT DR HANGER UNIT 1					11	1	\$ 71,816	\$ 0	\$ 0	1999	R	923	0	No
19	8	No	0	101 AIRPORT DR HANGER UNIT 2					11	1	\$ 71,816	\$ 0	\$ 0	1990	R	923	0	No
19	9	No	0	101 AIRPORT DR HANGER UNIT 3					11	1	\$ 64,486	\$ 0	\$ 0	1990	R	923	0	No
19	10	No	0	101 AIRPORT DR HANGER UNIT 4					11	1	\$ 64,486	\$ 0	\$ 0	1990	R	923	0	No
19	11	No	0	101 AIRPORT DR AIRPORT HANGER					11	1	\$ 144,892	\$ 0	\$ 0	2006	R	923	0	No
19	12	No	0	101 AIRPORT DR FUEL SYSTEM STATION					11	3	\$ 16,247	\$ 0	\$ 0	1978	R	100	0	No
19	13	No	0	101 AIRPORT FUEL TANK & EQUIPMENT					11	3	\$ 124,665	\$ 0	\$ 0	1978	R	100	0	No
19	14	No	0	101 AIRPORT DR SRE BLDG					10	2	\$ 1,829,419	\$ 0	\$ 0	1978	R	100	0	No
19	15	No	0	101 AIRPORT DRIVE HANGER					16	1	\$ 211,646	\$ 0	\$ 0	2011	R	923	0	No
20	1	No	0	109 MASON RENTAL OLD POST OFFICE					10	1	\$ 611,727	\$ 0	\$ 0	1950	R	100	0	No
21	1	No	0	98 GRANT ST WATER TREATMENT BUILDING					14	2	\$ 8,690,755	\$ 120,429	\$ 0	1978	R	903	0	No
21	2	No	0	98 GRANT ST PUMP STATION					14	2	\$ 1,158,769	\$ 0	\$ 0	1980	R	901	0	No

PROPERTY

23	1	No	0	STOVER AT M-66 SRVCE BUILDING				14	2	\$ 24,965	\$ 0	\$ 0	1978	R	401
23	2	No	0	STOVER @ M66 TRANSFORMER/FENCING				18	4	\$ 464,024	\$ 0	\$ 0	2000	R	900
24	1	No	0	401 CARPENTER ELECTRIC DEPT./STREET DEPT				14	2	\$ 338,335	\$ 95,388	\$ 0	1976	R	900
24	2	No	0	401 W CARPENTER FIRE TRAINING CLASSROOM				15	1	\$ 9,668	\$ 0	\$ 0	2000	R	100
25	1	No	0	108 PARK AVE CONSERVANCY HOUSE				11	1	\$ 226,053	\$ 0	\$ 0	1980	R	100
27	1	No	0	101-109 BRIDGE PARK DR COAST GUARD STOR				10	2	\$ 1,608,365	\$ 93,958	\$ 0	1960	R	400
28	1	No	0	LIFT STATION KMART/WOLOHAN M-66				18	3	\$ 69,056	\$ 0	\$ 0	2000	R	100
31	1	No	0	TAYLOR AND ANCE RDS LIFT STATION				18	3	\$ 49,660	\$ 0	\$ 0	1989	R	900
32	1	No	0	MATTHEWS LANE LIFT STATION				18	3	\$ 32,964	\$ 0	\$ 0	1990	R	900
33	1	No	0	BELVEDERE AVE ROUND LAKE LIFT STATION				18	3	\$ 33,108	\$ 0	\$ 0	1978	R	900
34	1	No	0	PINE CLUB DRIVE LIFT STATION				18	3	\$ 34,763	\$ 0	\$ 0	1990	R	900
35	1	No	0	PALMER ST@ PINE RIVER LIFT STATION				18	3	\$ 46,351	\$ 0	\$ 0	1990	R	900
36	1	No	0	OLD ORCHARD RD LIFT STATION				18	3	\$ 41,384	\$ 0	\$ 0	1990	R	900
37	1	No	0	FERRY AVE AND EATON LIFT STATION				18	3	\$ 49,660	\$ 0	\$ 0	1990	R	900
38	1	No	0	MERCER BLVD LIFT STATION				18	3	\$ 39,728	\$ 0	\$ 0	1990	R	900
39	1	No	0	EDGEWATER INN @ BRIDGE LIFE STATION				18	3	\$ 32,458	\$ 0	\$ 0	1990	R	900
40	1	No	0	COUNTRY CLUB DR LIFT STATION				18	3	\$ 41,384	\$ 0	\$ 0	1990	R	900
42	1	No	0	202-204 BRIDGE PARK DR LIFT STATION				18	3	\$ 154,178	\$ 0	\$ 0	1990	R	900
43	1	No	0	1522 BRIDGE ST LIFT STATION				10	3	\$ 300,054	\$ 0	\$ 0	1990	R	900
44	1	No	0	FERRY AVE DEPOT				11	5	\$ 483,493	\$ 0	\$ 0	1934	R	600
45	1	No	0	08825 MARTIN ROAD SERVICE BLDG				16	1	\$ 38,234	\$ 0	\$ 0	1989	R	400
45	2	No	0	08825 MARTIN ROAD TRANSFORMER/FENCING				18	5	\$ 541,603	\$ 0	\$ 0	2000	R	900
46	1	No	0	SOUTH BREAKWATER SOUTH PIER LIGHTHOUSE				11	2	\$ 94,781	\$ 0	\$ 0	1978	R	620
47	1	No	0	100 E. CLINTON HARBOR MASTER				11	1	\$ 2,896,672	\$ 23,848	\$ 0	2000	R	600
49	1	No	0	100 E CLINTON ST PERFORMANCE PAVILLION				11	3	\$ 2,522,701	\$ 11,923	\$ 0	2005	R	610
50	0	No	0	201 STATE STREET DDA LEASED OFFICE SPACE	CHARLEVOIX	MI	CHARLEVOIX	10	5	\$ 0	\$ 5,000	\$ 0	1980	R	100
Totals:								\$57,236,752	\$1,648,618	\$0					
Grand Total:								\$58,885,370							
K A															

VII. CRIME COVERAGE:

- A. Limit of Coverage - \$ 100,000
- B. "Broad Form" Money & Securities
- C. Inside Coverage:
- D. Outside Coverage:
- E. Money Order and Counterfeit Paper Currency
- F. Depositors' Forgery
- G. Locations to Include:
 - 1. All Officials Homes
 - 2. Place of Employment
 - 3. Banking Facility

VIII: PUBLIC OFFICIAL BONDS*

Treasurer \$25,000

BLANKET BOND \$100,000

NOTE: THE ABOVE BONDS ARE INCLUDED AT NO ADDITIONAL CHARGE

ADDITIONAL POSITIONS AND HIGHER LIMITS AVAILABLE
(Those who collect money or fees should be bonded)

*** NOTE: Higher limits available upon request.**

X. LAW ENFORCEMENT PROFESSIONAL LIABILITY COVERAGE:

Limit of Liability Per Occurrence	\$ 5,000,000
Limit of Liability Per Aggregate	\$ No Aggregate
Deductible	\$ 0

- A. PERSONAL INJURY
- B. WRONGFUL ACT
- C. HOT PURSUIT ENDORSEMENT

XI. BUSINESS ELECTRONIC EQUIPMENT COVERAGE:

- A. Combined Media and Extra Expense Coverage - \$ 100,000
- B. Computer Coverage- \$100,000
- C. System Breakdown Coverage Endorsement
 - 1. Mechanical Breakdown; Machinery Breakdown
 - 2. Short Circuit; Blow out; other Electrical Disturbance
 - 3. Electrical or Magnetic Injury

XII. BOILER AND MACHINERY:

- A. Repair or Replacement Coverage Included
- B. Direct Damage Coverage as follows: Unfired Pressure Vessels, Motors and Centrifugal Pumps. Internal Combustion Engines, Generators and
- C. Miscellaneous Electrical Apparatus

Deductible of \$ 2,500 Deductible \$ 58,885,370.00

Municipal Underwriters of West MI, Inc.

PREMIUM SUMMARY

I. COMPREHENSIVE MUNICIPAL LIABILITY	INCLUDED
II. FLEET LIABILITY	INCLUDED
III. FLEET (PROPERTY)	INCLUDED
IV. INLAND MARINE	INCLUDED
V. PROPERTY [FIRE]	INCLUDED
VI. VALUABLE PAPERS AND RECORDS	INCLUDED
VII. CRIME	INCLUDED
VIII. BONDS	INCLUDED
IX. WORKERS COMPENSATION	
X. POLICE PROFESSIONAL	INCLUDED
XI. BUSINESS ELECTRONIC EQUIPMENT	INCLUDED
XII. BOILER AND MACHINERY	INCLUDED
XIII. VOLUNTEER FIREMEN'S ACCIDENT	

TOTAL PAR-PLAN ANNUAL PREMIUM: **\$101,105.00**

Sewer Back Up Coverage \$100,000 Per Occurrence/\$100,000 Aggregate

NOTE: The **MICHIGAN TOWNSHIP PARTICIPATING PLAN** is formed under the enabling legislation of Public Act #138. It is a 'fixed cost, fully reinsured, **non-assessable program**', controlled by the Board of Directors of the Michigan Township Participating Plan.

City of Charlevoix
Premium Breakdown as of:
September 26, 2019 Corrected

Property

210 State Street City Hall//Fire Hall	\$3,041.00
301 Park Bath House	\$ 68.00
Division Street Water Tower	\$ 135.00
1005 Lake Shore Drive Building 3	\$7,085.00
1005 Lake Shore Storage Building	\$ 6.00
1005 Lake Shore Drive Grit Removal	\$ 511.00
Chemical Containment Building	\$ 120.00
1005 Lake Shore Admin/Lab	\$ 280.00
1005 Lake Shore Sludge Storage	\$ 305.00
Depot Beach Lift Station	\$ 29.00
Depot Beach Picnic/Restrooms	\$ 124.00
229 Stover City Garage	\$ 276.00
229 N. Stover Salt Storage	\$ 14.00
400 Fairway Golf Clubhouse	\$ 121.00
855 Mercer Street Fertilizer Building	\$ 5.00
855 Mercer Street Pesticide Vault	\$ 6.00
855 Mercer Street Ambulance Storage	\$ 8.00
855 Mercer Maintenance Shop	\$ 47.00
855 Mercer Street Pole Barn	\$ 20.00
885 Mercer Street Contents Shed	\$ 3.00
98 Stover Road Cemetery Chapel	\$ 30.00
98 Stover Road Cemetery Storage	\$ 16.00
Grant Street Storage	\$ 28.00
Ferry Beach Restroom/Concession	\$ 61.00
Ferry Beach Fish Cleaning Building	\$ 4.00
Ferry Beach Picnic Pavilion	\$ 15.00
Ferry Beach Picnic Pavilion	\$ 9.00
Ferry Beach Restroom/Concession	\$ 47.00
Carpenter St. Press Box/Concession	\$ 18.00
Mt. McSauba Ski Lodge/Restroom	\$ 144.00
Mt. McSauba Half Way Tow Building	\$ 7.00
Mt. McSauba West Hill Tow Building	\$ 8.00
Mt. McSauba Top Tow Building	\$ 10.00
Mt. McSauba Operator Building	\$ 9.00
Mt. McSauba Groomer Garage	\$ 22.00
Mt. McSauba Ice Skating Shack and Deck	\$ 5.00
101 Airport Drive Terminal	\$ 320.00
101 Airport Drive Hanger	\$ 59.00

101 Airport Drive Hanger	\$ 59.00
101 Airport Drive Hanger	\$ 3.00
101 Airport Drive Hanger	\$ 82.00
101 Airport Drive Lift Station	\$ 137.00
101 Airport Drive Hanger Unit 1	\$ 28.00
101 Airport Drive Hanger Unit 2	\$ 28.00
101 Airport Drive Hanger Unit 3	\$ 25.00
101 Airport Drive Hanger Unit 4	\$ 25.00
101 Airport Drive Airport Hanger	\$ 136.00
101 Airport Drive Fuel System Station	\$ 6.00
101 Airport Fuel Tank and Equipment	\$ 50.00
101 Airport Drive SRE	\$ 722.00
101 Airport Hanger	\$ 84.00
109 Mason Rental Old Post Office	\$ 242.00
98 Grant Street Water Treatment Building	\$3,427.00
98 Grant Street Pump Station	\$ 457.00
Stover at M-66 Service Building	\$ 10.00
Stover @ M-66 Transformer/Fencing	\$ 183.00
401 Carpenter Electric Department/Street Dept.	\$ 171.00
401 Carpenter Fire Training Classroom	\$ 4.00
108 Park Ave. Conservancy House	\$ 89.00
101-109 Bridge Park Drive Coast Guard Storage	\$ 672.00
Lift Station Kmart/Wolahan M-66	\$ 28.00
Taylor and Ance Roads Lift Station	\$ 20.00
Matthews Lane Lift Station	\$ 13.00
Belvedere Ave. Round Lake Lift Station	\$ 13.00
Pine Club Drive Lift Station	\$ 13.00
Palmer Street @ Pine River Lift Station	\$ 19.00
Old Orchard Road Lift Station	\$ 16.00
Ferry Ave. and Eaton Lift Station	\$ 19.00
Mercer Blvd. Lift Station	\$ 15.00
Edgewater Inn @ Bridge Lift Station	\$ 12.00
Country Club Drive Lift Station	\$ 16.00
202-204 Bridge Park Drive Lift Station	\$ 61.00
1522 Bridge Street Lift Station	\$ 118.00
Ferry Ave. Depot	\$ 191.00
08825 Martin Road Service Building	\$ 14.00
08824 Martin Road Transformer/Fencing	\$ 214.00
South Breakwater South Pier Lighthouse	\$ 37.00
Harbor Master Building 100 E. Clinton	\$1,142.00
100 Clinton Street Performance Pavilion	\$ 999.00
201 State Street DDA Office Contents	\$ 2.00
Total	\$22,618.00

Liability

Public Officials Wrongful Acts	\$3,955.00
Law Enforcement Liability	\$4,965.00
General Liability	\$12,785.00
Total	\$21,706.00

Inland Marine

Misc. City Property	\$ 348.00
Ancillary Fire Equipment	\$ 363.00
Contractors Equipment	\$6,834.00
Marina Slip Coverage	\$ 726.00
Misc. Ski Hill Equipment	\$ 145.00
Fuel Tank and Equipment	\$ 270.00
Playground Equipment	\$ 218.00
DDA Art Coverage	\$ 88.00

Total	\$8,992.00
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Electronic Data Processing (Computers)	\$ 165.00
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Vehicles (60)

Total Auto Cost	\$46,969.00
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Crime and Bonds	\$ 191.00
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Michigan DNR

Dwelling Grant Street	\$ 55.00
4 Bay Storage Garage	\$ 33.00
Fish Culture Station	\$ 376.00

Grand Total

\$101,105.00

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: EMS Checking Account and Signature Cards

DATE: October 7, 2019

BACKGROUND:

The EMS Department would like the ability to accept credit card payments off site by use of City cell phone and credit card technology through Charlevoix State Bank. The EMS department would also like to use Ebay to sell and accept direct payments for equipment they (or other departments) are selling. In order to manage these transactions and provide limited access to all City-wide bank accounts, the City would like to set up a separate bank account for processing these transactions for the EMS Department. In order to manage this account, staff has proposed to include the following signatures on this account for the City of Charlevoix:

Account Signature Cards at banks:

Joyce M. Golding, City Clerk

Alida K. Klooster, City Assistant Treasurer

Kelly A. McGinn, City Treasurer

RECOMMENDATION:

Motion to pass Resolution 2019-10-01 to establish a new checking account and associated signature cards for the EMS Department credit card and Ebay sales and to execute the Corporate Resolution from Charlevoix State Bank.

ATTACHMENTS:

- ▣ Charlevoix State Bank Corporate Resolution
- ▣ Resolution 2019-10-01

CORPORATE AUTHORIZATION RESOLUTION

Charlevoix State Bank
P.O. Box 217
111 State Street
Charlevoix, MI 49720

Referred to in this document as "Financial Institution"

City of Charlevoix

EMS Department

210 State Street

Charlevoix, MI 49720

Referred to in this document as "Corporation"

I, _____, certify that I am Secretary (clerk) of the above-named Corporation organized under the laws of Michigan, Federal Employer I.D. Number 38-6004543, engaged in business under the trade name of City of Charlevoix - EMS Dept, adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on _____ (date).

AGENTS. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. Joyce M. Golding		
B. Alida Klooster		
C. Kelly A. McGinn		
D.		
E.		
F.		

POWERS GRANTED. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power, indicate the number of Agent signers required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	# of Signature(s) Required
	Exercise all of the powers listed in this resolution.	
	Open any deposit or share accounts in the name of the Corporation.	
	Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	
	Borrow money on behalf and in the name of the Corporation, sign, execute and delivery promissory notes or other evidences of indebtedness.	
	Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	
	Enter into written lease for the purpose of renting, maintenance, accessing and terminating a Safe Deposit Box in this Financial Institution.	
	Other:	

LIMITATION ON POWERS. The following are the Corporation's express limitations on the powers granted under this resolution:

EFFECT ON PREVIOUS RESOLUTIONS. This resolution supersedes resolution dated _____. If not completed, all resolutions remain in effect.

CERTIFICATION OF AUTHORITY.

I further certify that the board of Directors of the Corporation has, and at the time adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

In Witness Whereof, I have subscribed my name to this document and affixed the seal (where appropriate) on _____ (date).

☐ If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal (where appropriate) on _____ (date).

Attest by one other Officer

Secretary

The Corporation named on this resolution resolves that:

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this Corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf to the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification code" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on _____ (date) by _____ (initials)

☐ This resolution is superseded by resolution dated _____.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2019-10-01**

**RESOLUTION TO OPEN A NEW CHARLEVOIX STATE BANK CHECKING ACCOUNT FOR EMS CREDIT CARD AND
EBAY TRANSACTIONS AND DESIGNATE AUTHORIZED SIGNERS**

WHEREAS, the EMS Department requires a new checking account with Charlevoix State Bank for credit card payments and EBay sales; and

WHEREAS, City Council has approved the Charlevoix State Bank as depository for the City business accounts during the City Council meeting of February 4, 2013; and

WHEREAS, Charlevoix State Bank is required to comply with Michigan P.A. 20 Act; and

WHEREAS, Charlevoix State Bank requires a corporate authorization resolution including appointment of agents allowed to authorize receipts and payments to this bank account.

NOW THEREFORE BE IT RESOLVED, that any and all funds of this new bank account for the City of Charlevoix may be withdrawn with checks, drafts, notices for the payment of money, when signed by any of the following:

Joyce M. Golding, City Clerk
Alida K. Klooster, City Assistant Treasurer
Kelly A. McGinn, City Treasurer

RESOLVED this 7th day of October, 2019 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Grand Traverse Band of Ottawa & Chippewa Indians Grant Application

DATE: October 7, 2019

BACKGROUND:

The Grand Traverse Band of Ottawa and Chippewa Indians (GTB) pays 2% of its video gaming revenue to local units of government through a grant process. GTB requires the local unit of government to endorse all grant submittals. Joppa House Ministries is seeking \$11,200 for their transitional home for women and children.

RECOMMENDATION:

Motion to authorize the City Manager to sign the grant application and forward to GTB for their consideration.

ATTACHMENTS:

- ▣ Grant Application

PLEASE NOTE:

***ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN
GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING**

1. Allocation Cycle: _____ JUNE – New submission date, Postmarked by **MAY 31st**
 X DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**
2. Name of Applicant: City of Charlevoix - Joppa House Ministries
Address: 210 State St.
Charlevoix, MI 49720
Phone #: 231-547-3270 Fax #: 231-547-3617
Printed Name: Mark Heydlauff
- **Authorized Signature:** _____
(Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)
- Title: City Manager
E-mail address: markh@charlevoixmi.gov
- Printed Name of contact person: Mark Heydlauff
Telephone #: 231-547-3270 Fax #: 231-547-3617
E-mail address: markh@charlevoixmi.gov
3. Type of Applicant: X Local Government _____ Local Court
 _____ Township _____ County Commissioner _____ Road Commission
 _____ Public School District _____ College _____ Charter School
 _____ Public Library _____ Sheriff/Police Department _____ Fire Department
 X 501c3 applying through local unit of government (name): Joppa House Ministries

4. Fiscal Data: Amount Requested: \$ 11,200.00 Percent: 12.7 %
 Local Leveraging: \$ 77,150.00 Percent: 87.3 %
 (Match)
 Total Budget: \$ 88,350.00 Percent: 100 %

5. Target Population numbers: X Children X Adults X Elders
 (Indicate the number of GTB members) Total GTB member Community Others

6. Counties Impacted: X Antrim X Benzie X Charlevoix
x Grand Traverse Leelanau Manistee

7. Brief Description (purpose of funding); include statement of need:
Joppa House Ministries (a 501c3 non-profit ministry of Third Day Fellowship Inc.), is a women's transitional home that provides a 6-18
month program for women and their children; addressing the issue of homelessness and under-employment. The Joppa House model
is based on a 6 month life skills course that entails household management, interpersonal relationships, parenting skills, job preparation,
and budgeting, empowering residents to successfully transition into independent living and become gainfully employed members of the
community. Collaboration with other community resources takes place through referrals for additional concerns including children's services,
substance use disorders, mental health, human trafficking and domestic violence. As of our 5th anniversary in July 2019, Joppa House has
provided a safe, rehabilitative environment for 100 residents, 47 women (ages 18-62) and 53 children (age birth - 16 yrs). Currently,
4 women and 4 children reside at Joppa House participating in the program. These residents and daily living is supervised by a full-time
director, a part-time assistant director, social work interns and volunteers. The purpose of the requested funding will allow our staff and
volunteers to continue to provide for resident needs such as: food (\$7000), clothing (\$500), drug testing (\$300 - Joppa House is Zero-Tolerance),
auto expenses (\$2000), child care (\$500), resident activities (\$500) and misc. expenses (\$400). These expenses include items
such as driving lessons, road test fees, license costs, vehicle repairs, child care, certified nurse aid training, bus passes, fuel assistance,
counseling fees, prescriptions, activities, lessons, and school fees. Joppa House holds a graduation ceremony bi-annually for women
who successfully complete our Stepping Stones Life Skills Curriculum Course. Joppa House boasts a 75% success rate of empowered
women who are sustaining independent living with their children after receiving our training. The Joppa House director, staff and volunteers
are closely involved in mentoring our past residents, ensuring success in our society during their transition into independent living.

www.joppahouseministries.org

8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

- (a) **Program formula: (1) \$5,000, up to \$10,000 per school district + (\$1,000, up to \$1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school's Indian Education Program as a result of the 2% allocation.**

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000, up to \$125,000 per school, based on the school's GTB membership count and data provided within the 2% report received from the previous year.

- (b) Recommendation from Parent Committee: _____ YES _____ NO

Please have the Parent Committee sign the attached Certification Form.

- (c) Describe parent involvement in project: _____

- (d) Does the school receive Title VII Indian Education Funds? _____ YES _____ NO
If yes, how much: _____

9. What are the start and completion dates of the proposed project?

Start Jan 1, 2020 Completion Dec 31, 2020

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

X YES _____ NO. If yes, please list the start and end dates and amount:

Jan. 1, 2019 - Dec. 31, 2019 and amounts: \$10,000

Jan. 1, 2018 - Dec. 31, 2018 and amounts: \$10,000

Jan 1, 2017 - Dec. 31, 2017 and amounts: \$ 5,000

11. Is the proposed project new _____ or a continuation project X?

If this is a continuation project, please explain why there is a need to continue funding:

Joppa House is a 501c3 non-profit organization totally dependent on private contributions, fundraising, and grant funding. It has been operational for 5 years, providing safe, rehabilitative transitional housing for women and their children who are homeless or facing homelessness. Continued funding is needed to keep this program available to women and their children.

12. If the previous project has been completed, did you submit your 2% report? X YES NO.
The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.
13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).
Joppa House offers shelter and employment support to both Casino patrons and employees. The Casino has the potential to be a source of employment for Joppa House residents.
14. How will the success of the project be assessed (evaluation plan)? Success is evaluated both quantitatively and qualitatively.
Quantitative success is the number of women and children who have utilized our services. Qualitative success is measured by the long-term ability of past residents to maintain independent living and become productive members of our communities. Joppa House boasts a 75% success rate both quantitatively and qualitatively.
15. If new staff is required, will preference be given to Native American applicants?
 X YES NO
16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:

- 1) Execute authorized signature on first page, question #2.
- 2) Attach 1-page budget
- 3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
- 3) Submit by appropriate deadline:
 - **If for June cycle, postmarked by May 31st.**
 - **If for December cycle, postmarked by November 30th.**

Mail completed 2% applications to:

**Attention: 2% Program
 Grand Traverse Band of Ottawa and Chippewa Indians
 2605 N.W. Bay Shore Drive
 Peshawbestown, MI 49682**

If you have any questions, please call 231-534-7601.

Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form

Instructions: By filling out this form, you are certifying that only one 2% application is being submitted for your school district's Indian Education/Title VII program.

We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district's Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the _____ School District.
(Name of school district)

_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date

**JOPPA HOUSE MINISTRIES
2020 PROPOSED BUDGET**

INCOME		EXPENSE	
RESIDENTS	\$ 8,000.00		
FUNDRAISING	\$ 40,250.00		
CONTRIBUTION	\$ 29,100.00		
GRANTS	\$ 11,000.00		
TOTAL	\$ 88,350.00		
		ADVERTISING	\$ 500.00
		AUTO/FUEL	\$ 1,500.00
		BANK CHARGES	\$ 200.00
		CONFERENCES	\$ 300.00
		CURRICULUM	\$ 250.00
		DUES/PASTORAL	\$ 400.00
		DUES/SUBSCRIPTIONS	\$ 150.00
		DISCRETIONARY FUND	\$ 2,000.00
		ENCOURAGEMENT	\$ 500.00
	FUNDRAISERS	GALA	\$ 1,500.00
		MOVIE	\$ 500.00
		TEA	\$ 500.00
		HEALTH INS. (H.S.A.)	\$ 1,200.00
		LIABILITY INSURANCE	\$ 4,500.00
		OFFICE SUPPLIES/EQUIP	\$ 200.00
		PASTORAL EXPENSE	\$ 100.00
	PAYROLL EXPENSE	DIRECTOR/INNKEEPER	\$ 22,000.00
		HOUSING	\$ 12,000.00
		ASSISTANT INNKEEPER	\$ 10,000.00
		PAYROLL TAX EXPENSE	\$ 8,500.00
		POSTAGE	\$ 400.00
		REPAIRS/MAINTENANCE	\$ 2,000.00
		RETIREMENT FUND	\$ 1,200.00
	RESIDENT ACTIVITY	GROCERIES/FOOD	\$ 7,000.00
		CLOTHING	\$ 500.00
		DRUG TESTING	\$ 300.00
		AUTO EXPENSE	\$ 2,000.00
		CHILD CARE	\$ 500.00
		MEDICAL NEEDS	\$ 400.00
		ACTIVITIES	\$ 500.00
	UTILITIES	PHONE	\$ 1,000.00
		ELECTRIC	\$ 2,500.00
		HEAT	\$ 2,000.00
		TRASH	\$ 300.00
		INTERNET	\$ 950.00
	TOTAL		\$ 88,350.00

GRANT
REQUEST
\$11,200.00

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Substation Maintenance

DATE: October 7, 2019

BACKGROUND:

The substations need regular maintenance to keep the equipment running smoothly. We have had some problems with the Regulators in the past and need to do inspections and testing to verify that they are working correctly. We also need to do general inspections of the subs on a regular basis as well as sample and test the oil in the transformers.

All of this work needs to be done before the weather gets too bad. We have a proposal from Utilities Instrumentation Services (UIS) to perform all of this work for a total of \$22,430 - see attached. This price does not include any parts or extra supplies that may be needed - those will be purchased separately. It also does not include any delays that we may be charged for. Our assumption is that we will not need any new parts other than gaskets. If we do and we have to wait for delivery we may have to pay UIS to come back when the parts arrive, which would cost extra, but there is no way to predict this ahead of time. The other delay would be due to weather - the work can't be done in heavy rain.

We have been attempting to get prices for the work since last June and this is the only response. The prices are less than what we paid for similar work four years ago (but to be fair the work then was on an emergency basis). Electric Superintendent Swem believes the price to be very reasonable. Substation maintenance was included in this year's budget. The work must be done at this time of year to take advantage of the low loads - we would not be able to isolate the substation during the higher summer loads.

RECOMMENDATION:

Motion to approve hiring Utilities Instrumentation Services to perform the substation inspection and maintenance work for \$22,430.

ATTACHMENTS:

▣ Quote



Date	September 30, 2019	To:	Mr. Don Swem City of Charlevoix
Description	Westenbroek & Industrial Subs-Inspection and Maintenance		
Quote #	191537		
Estimator	Bill Gilbert	Email	bill.gilbert@uiscorp.com
			chxselect@cityofcharlevoix.net

Scope of Work	Cost
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Physical inspection, transformer oil sampling & analysis, and infrared scanning of two substation.

At the conclusion of the project you will receive a complete report including digital and infrared pictures of any areas of concern and results of laboratory analysis of oil samples.

\$5,809.00

Regulator Maintenance and Testing at Westenbroek Substation including:

De-energizing

De-tanking

Inspection of contacts.

Note: replacing worn contacts is not included in this quote.

Filter oil

Perform mechanical and electrical tests

Oil sampling and analysis

Notes:

At the conclusion of the project you will receive a complete report including laboratory analysis of oil samples.

Customer will supply a line truck to lift regulator and aid in de-tanking.

Customer will supply all replacements contacts and tank gaskets, as needed.

\$16,621.00

Total for All Work	\$22,430.00
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UIS Approved by

Date September 30, 2019

Exclusions and Clarifications

We are a licensed Electrical Contractor with the State of Michigan, an accredited NETA Electrical Contractor, and we employ licensed electricians who are also NETA certified test technicians.

Pricing includes only the items listed above; anything not explicitly listed above is not included in our proposed scope of work.

Our price is valid for thirty (30) days, after which time Utilities Instrumentation Service, Inc. reserves the right to review and modify any and all portions of its proposal.

UIS Group of Companies
2290 Bishop Circle East
Dexter, MI 48130
(734) 424-1200

Utilities Instrumentation Service
UIS SCADA

UIS Renewable Power
City Council Regular Meeting



This proposal contains pricing and other information confidential and proprietary to Utilities Instrumentation Service, Inc. and disclosure of the contents of this letter and any attachments to persons or organizations outside of this agreement is not authorized without specific written permission from Utilities Instrumentation Service, Inc.

UIS GROUP OF COMPANIES - TERMS AND CONDITIONS

1. Offer.

These Terms and Conditions ("Terms") apply to all products and services, including without limitation, computer software program(s) provided to Purchaser under an Order Confirmation with Utilities Instrumentation Services, Inc., UIS SCADA, Inc., and/or UIS Renewable Power, Inc. (collectively, "Seller"). These Terms are incorporated into each and every Order Confirmation issued by Seller to a purchaser of such Products or Services ("Purchaser"). A confirmation or acknowledgement of an order ("Order Confirmation") will be issued to Purchaser after the Purchaser has submitted an order to Seller. The Order Confirmation constitutes Seller's offer to the Purchaser identified in the Order Confirmation to sell the Products and/or provide the Services identified in the Order Confirmation and otherwise to enter into the agreement that the Order Confirmation and these Terms describe, and the Order Confirmation and these Terms shall be the complete and exclusive statement of such offer and agreement.

2. Acceptance.

A contract is formed when Purchaser accepts the Order Confirmation by written acknowledgement, by accepting the Products and/or Services, or other issued acceptance documents for the Products and/or Services. Acceptance is expressly limited to these Terms and the terms and conditions expressly referenced on the face of the Order Confirmation, and shall not include any terms and conditions contained in Purchaser's purchase order. Notwithstanding any contrary provision in Purchaser's purchase order or other acceptance document, delivery of Products, performance of Services or commencement of Services by Seller shall not constitute acceptance of Purchaser's terms and conditions to the extent any such terms or conditions are inconsistent with or in addition to the terms and conditions contained in the Order Confirmation.

3. Prices.

Prices for Products and/or Services shall be set forth in the Order Confirmation. Unless otherwise expressly stated in the Order Confirmation: (a) prices for Products specified in the Order Confirmation do not include storage, handling, packaging or transportation charges; and (b) prices do not include any applicable federal, state, local or foreign duties or taxes.

4. Payment Terms.

Unless otherwise expressly stated in the Order Confirmation, all accounts are payable in U.S. currency thirty (30) days from the date of Seller's invoice. Credit and delivery of Products shall be subject to Seller's approval. The Purchaser shall pay Seller for Services performed in accordance with the rates and charges set forth in the Order Confirmation. If the Purchaser objects to any portion of an invoice, the Purchaser shall notify Seller, in writing, within fourteen (14) calendar days of invoice receipt, identify the cause of disagreement, and pay when due any portion of the invoice not in dispute. Failure to provide notification shall constitute acceptance of the invoice as submitted. If Purchaser fails to pay undisputed invoiced amounts within the thirty (30) calendar days of the invoice date, Seller may at any time, without waiving any other claim against the Purchaser (including lien rights) and without thereby incurring any liability to the Purchaser, suspend or terminate the Order Confirmation. Purchaser is prohibited from and shall not setoff against or recoup from any invoiced amounts due or to become due from Purchaser or its affiliates any amounts due or to become due to Seller or its affiliates, whether arising under the Order Confirmation, any related purchase order or under any other agreement.

5. Shipping and Delivery.

All sales of Products are F.O.B. Seller's plant unless otherwise specified in the Order Confirmation. Responsibility of Seller shall cease upon delivery to and receipt of the Products by a common carrier at which point Purchaser will bear all risk of loss for the Products. Premium shipping expenses and/or other related expenses necessary to meet Purchaser's accelerated delivery schedules shall be the responsibility of Purchaser. Deliveries of orders placed by Purchaser may be changed, deferred or canceled only upon specific agreement in writing by Seller and Seller may condition such agreement upon Purchaser's assumption of liability and payment to Seller for: (a) a sum equal to the costs of work in process including costs accrued for labor and material; (b) any amount for which Seller is liable by reason of commitments made by Seller to its suppliers; and (c) any other loss, cost or expense of Seller as a result of such change, deferment or cancellation.

6. Proprietary Materials.

Seller shall have and retain all rights, title and interest, including all intellectual property rights, in and to all Products, Services and associated materials, including, without limitation, all related reports, specifications, designs and any other property, tangible or intangible, furnished by Seller in connection with or under the Order Confirmation or any related purchase order ("Proprietary Materials"). No Proprietary Materials created by Seller in connection with or pursuant to the Order Confirmation or any related purchase order shall be considered "works made for hire" as that term is used in connection with the U.S. Copyright Act.

7. Licenses.

Seller does not grant to Purchaser any license with respect to the Products, and any such license terms with respect to the Products shall be governed solely by the licenses, if any, provided solely by the third-party manufactures of such products.

8. Design.

Seller is not responsible for the design of the Products and will not, under any circumstances, have any warranty, indemnification or other liability or obligations with respect to Products to the extent related to or arising out of the design and/or specifications for such Products. Suggestions by Seller as to design, use and suitability of the Products are made in good faith; provided, however, Buyer assumes full responsibility for accepting and/or using such suggestions.

9. Warranty.

(a) Seller warrants, that at the time of delivery, the Products will conform to the specifications, if any, that are a part of the Order Confirmation. Purchaser understands and hereby expressly agrees that any claim for defective materials, defective manufacture, or any other claim with respect to the Products shall be made directly to the manufacturer of the Product and not the Seller. Seller makes no warranties, either express or implied, regarding defective materials, defective manufacture, or any other claim with respect to Products. Seller may, at its sole election, and as Purchaser's sole remedy, make an allowance, repair, or replace such quantity of the Products as shall prove to be defective, then Purchaser shall hold and make available for inspection and testing by Seller all Products claimed by Purchaser to be defective.

(b) Services provided by Seller under an Order Confirmation will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

(c) THE SELLER DISCLAIMS, AND PURCHASER HEREBY EXPRESSLY WAIVES, ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, WITH RESPECT TO THE PRODUCTS AND/OR SERVICES, AND/OR THE RESULTS OBTAINED FROM THEIR USE BY PURCHASER AND/OR ITS USERS, INCLUDING, WITHOUT LIMITATION, ANY STATUTORY OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. SELLER SPECIFICALLY, BUT NOT BY WAY OF LIMITATION, DISCLAIMS ANY AND ALL LIABILITY FOR THE USE OR PERFORMANCE OF THE SERVICES AND/OR PRODUCTS SELECTED BY THE PARTIES HEREBY EXPRESSLY ACKNOWLEDGE AND AGREE THAT THE UNIFORM COMMERCIAL CODE AND ANY SPECIFIC STATE ADOPTIONS THEREOF SHALL NOT GOVERN THE RIGHTS AND OBLIGATIONS OF THE PARTIES UNDER THESE TERMS OR ANY ORDER CONFIRMATION.

10. Liability Limitation.

Specific performance shall not be available to Purchaser as a remedy in connection with Seller's providing of the Products and/or Services. Monetary damages against Seller shall be limited to the dollar amount charged to Purchaser for the applicable order placed by Purchaser and accepted by Seller for any of the Services and/or Products alleged to be the cause of any loss or damage, whether founded in contract, tort (including negligence), strict liability or otherwise, arising out of, or resulting from: (a) any order placed by Purchaser and accepted by Seller or Seller's performance or breach; or (b) the design, manufacture, delivery, sale, repair, replacement or use of any such Products. IN NO EVENT SHALL SELLER BE LIABLE TO PURCHASER FOR ANY SPECIAL, INDIRECT, EXEMPLARY, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOSS OF ANTICIPATED PROFITS, LOSS OF USE, LOSS OF REVENUE AND COST OF CAPITAL) ARISING OUT OF OR RELATING TO THE ORDER CONFIRMATION, ANY RELATED PURCHASE ORDER, OR THE SERVICE AND/OR PRODUCTS. ANY AGREEMENT VARYING OR EXTENDING THE REMEDIES SPECIFICALLY STATED HEREIN WILL BE BINDING ON SELLER ONLY WHEN SPECIFICALLY AGREED TO IN WRITING BY SELLER AND SPECIFICALLY REFERENCING THIS SECTION.

11. Termination.

In the event that Purchaser fails to perform any of its obligations stated in the Order Confirmation or any related purchase order and fails to cure such breach within ten (10) days after receipt of written notice from the Seller specifying such breach, the Seller may at its option immediately terminate the Order Confirmation and/or any related purchase orders. Upon any such termination by Seller: (a) Seller shall be relieved of any further obligation to Purchaser (including, without limitation, any obligation with respect to delivery or transition of supply); (b) Purchaser shall be liable to Seller for the immediate payment of amounts then billed to date by Seller to Purchaser; (c) Purchaser shall purchase and pay Seller immediately for all raw materials, components, work in process and finished goods acquired by Seller in connection with the Order Confirmation and/or any related purchase orders; and (d) Purchaser shall immediately reimburse Seller for all other loss, cost or expense of Seller as a result of the termination of the Order Confirmation or any related purchase order.

12. Right of Entry.

If applicable, Purchaser shall provide for Seller's right to enter the property owned by the Purchaser and/or others in order for Seller to perform the Services in the Order Confirmation. The Purchaser agrees, to the fullest extent permitted by law, to indemnify and hold Seller and his or her subconsultants harmless from any claim, liability or cost (including reasonable attorneys' fees and costs of defense) for injury or loss arising or allegedly arising from procedures associated with testing or investigative activities or discovery of hazardous materials or suspected hazardous materials on said property.



13. Force Majeure.

Seller shall not be liable for any delay or failure to perform any obligation under this Agreement if such delay or failure is caused by circumstances beyond its reasonable control, including, without limitation, acts of God or public authority, riots or other public disturbances, labor disputes of any kind, electrical or power outages, utilities or telecommunications failures, earthquake, storms or other elements of nature, acts or orders of government, acts of terrorism or war, or acts by third parties, failure of Purchaser to provide required information, or the change in cost or availability of raw materials, components or services based on market conditions, supplier actions or contract disputes ("Force Majeure Event"). During a Force Majeure Event, Seller's obligations under the Order Confirmation and any related purchase order shall be suspended and Seller shall not have any obligation to provide Purchaser with Services from other sources or to pay or reimburse Purchaser for any additional costs to Purchaser of obtaining substitute Services, nor shall Seller be liable for any damages to Purchaser arising from or related to a Force Majeure Event.

14. Employee Solicitation

Employee Solicitation. Purchaser agrees not to hire, attempt to hire, or retain as consultants or otherwise, employees and/or consultants of Seller directly or through a third-party entity during the employment or consulting period and for a period of one (1) year subsequent to the employee's and/or consultant's last day of work for Seller regardless of the circumstances surrounding employee's cause of termination of employment.

15. Indemnification.

Purchaser holds harmless, indemnifies, and will defend Seller and its related or affiliated entities including their respective officers, agents and employees against any claims, liabilities, expenses, charges, or fines including attorney's fees and expenses to the extent directly or indirectly caused by Purchaser's (including those acting on behalf of Purchaser) (a) negligent acts or omissions and involving property damage or bodily injury; (b) breach of the terms of the contract between the parties; or (c) violation of applicable law. This provision shall apply even if there is concurrent negligence but shall not apply to property damage or bodily injury arising solely from Seller's negligence. Liability per above is not limited by limits of workers compensation coverage.

16. Waiver.

Waiver by Seller of any of the terms or conditions of the Order Confirmation shall be effective only if in writing and signed by Seller, and shall not constitute a waiver of such terms as to any subsequent events or conditions, whether similar or dissimilar. No course of dealing or custom in the trade shall constitute a modification or waiver by Seller of any right.

17. Survival.

These Terms shall survive and continue in full force and effect following the expiration, cancellation or termination of an Order Confirmation and any related purchase order

18. Entire Agreement.

The Order Confirmation, including these Terms and any other attachments, exhibits or supplements specifically referenced in the Order Confirmation, constitutes the entire agreement between Seller and Purchaser with respect to the matters contained in the Order Confirmation and supersedes all prior oral or written representations and agreements. Except as otherwise provided in these Terms, the Order Confirmation may only be modified by a written agreement signed by Seller.

19. Applicable Laws.

Unless otherwise specified, the laws of the State of Michigan, except for its choice of laws provisions, shall govern these Terms.

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Ordinance 808: Amendment to the Shade Tree Commission

DATE: October 7, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

At your last meeting, Council requested language be drafted to change the number of members on the Shade Tree Commission from three to five. I also recommend making a change to designate the board be retitled the Shade Tree and Park Commission reflecting their role in giving guidance about the vegetation of the City beyond just trees in the right of way. The Shade Tree Commission reviewed a draft of the ordinance at their previous meeting and enthusiastically and unanimously endorsed the proposal. I'm also sharing the draft ordinance with Kevin Sayers at the Michigan Department of Natural Resources who advises communities on these matters.

RECOMMENDATION:

Motion to set a public hearing on Ordinance 808 of 2019, an ordinance to amend Title III, Chapter 32, Section 32.055 and Section 32.058 of the Charlevoix City Code for Monday, November 18, 2019 at 6pm in the Council Chambers of City Hall.

ATTACHMENTS:

- ▣ Ordinance 808

**CITY OF CHARLEVOIX
ORDINANCE NO. 808 of 2019**

AN ORDINANCE TO AMEND TITLE III, CHAPTER 32, SECTION 32.055 AND SECTION 32.058 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title III, Chapter 32, Section 32.055 is hereby amended and replaced in its entirety as follows:

The Shade Tree Commission for the city, heretofore created, is continued. This Commission shall consist of five members, citizens and residents of the city, who shall be appointed by the Mayor with the approval of the Council.

SECTION 2. Shade Tree and Park Commission

All references to 'Shade Tree Commission' in any portion of the City Code shall be struck and replaced with 'Shade Tree and Park Commission.'

SECTION 3. Title III, Chapter 32, Section 32.058 is hereby amended to add a new paragraph as follows:

The Commission shall also have the power to review the conditions of landscaping, tree maintenance, turf and plantings in City parks and make reports, plans, and recommendations to the City Council, Mayor, and City Manager as they may from time to time determine is valuable. The City Council, Mayor, and City Manager may also request the Commission consider various aspects of policy and seek a recommendation as they may wish; the Commission shall also perform those duties assigned to it by resolution or ordinance as Council may, from time to time, determine.

SECTION 4. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 5. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 808 was adopted on the xxx day of October, 2019 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan }
City of Charlevoix } §

Joyce M. Golding

Clerk

Luther Kurtz

Mayor

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Ordinance 809: Amendment to the Shade Tree Ordinance

DATE: October 7, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

At the last Council meeting, Council requested I look into the requirements for trimming trees and the process through which this is accomplished. Chapter 152 of the City Code currently allows the City Manager to issue permits for tree maintenance for abutting property owners for street trees. I have drafted a revision to the ordinance that would allow the appropriate department of the City to conduct maintenance activities along public ways and in City public spaces. Property owners seeking other kinds of pruning or cutting would need approval from the Shade Tree Commission for the work to be done. Upon Commission approval, owners would be required to provide funding for the planting of new trees and to pay for work requested. As with the Shade Tree Commission Ordinance Amendment, I've referred this language to Kevin Sayers at the DNR for his input; this amendment also received the unanimous endorsement of the Shade Tree Commission earlier this month. In many ways, it reflects current practice more clearly than the current ordinance language.

GOALS:

Ensure Charlevoix is environmentally sustainable while also economically viable

RECOMMENDATION:

Motion to set a public hearing on Ordinance 809, an ordinance to amend Title XV, Chapter 152 of the Charlevoix Code related to shade trees for Monday, November 18, 2019 at 6pm in the Council Chambers of City Hall.

ATTACHMENTS:

- ▣ Ordinance 809

**CITY OF CHARLEVOIX
ORDINANCE NO. 809 of 2019**

AN ORDINANCE TO AMEND TITLE XV, CHAPTER 152 TREES, SECTIONS 152.02 AND 152.03 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 152, Section 152.02 is hereby amended and replaced in its entirety as follows:

- (A) Except where contemplated herein, no person shall trim, prune, cut, spray or otherwise modify the trees of the City of Charlevoix.
- (B) The Department may undertake such actions to maintain the trees of the City including pruning or cutting when a public way is obstructed or when a tree may cause damage to an adjacent structure, lawfully erected.
- (C) The Department may undertake actions to maintain the public spaces, parks, and recreation areas of the City consistent with the direction of the City Council and the Shade Tree Commission to maintain public access and enjoyment balanced with ecological conditions for the maintenance and preservation of the same.
- (D) Property owners adjacent to a street, public space or park may request to the Shade Tree Commission in writing for the maintenance of trees not discussed above. If the request is granted, the City shall be compensated for all costs associated with the request and receive payment, as the Shade Tree Commission may determine, for the appropriate planting of additional trees at rate of at least two new trees for every one tree removed. New trees shall be planted on City property or a street and shall be at the discretion of the City. The Shade Tree Commission shall render a decision on such requests within 45 days of receipt.

SECTION 2. Title XV, Chapter 152, Section 152.03 is hereby amended and replaced in its entirety as follows:

The Shade Tree Commission and the Department, separately or in conjunction, shall, from time-to-time recommend the planting of trees to the City Council to ensure the city maintains a strong tree canopy. The Council may also consider the planting of trees as a special assessment for the benefit of abutting property owners, either upon its own initiative or upon a petition as contemplated in Article IX of the Charter of the City of Charlevoix.

SECTION 3. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 4. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 808 was adopted on the xxx day of October, 2019 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan }
City of Charlevoix } §

Joyce M. Golding

Clerk

Luther Kurtz

Mayor

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Ordinance 810: Storm Water Control

DATE: October 7, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

As explained in the attached memo from Boyne City Planning Director Scott McPherson, the three cities in Charlevoix County have long discussed a collaborative storm water control ordinance based on the ordinance already enacted by all of the townships in Charlevoix County. This draft ordinance accomplishes this goal and will lead to stronger standards for the control of storm water runoff but more applicable to the urban atmosphere of a city where, for example, storm sewers are far more prevalent than in the townships. Charlevoix County has agreed to enforce this ordinance during the building plan review and inspection process as they do with the existing township ordinance. The three cities have worked jointly on this ordinance along with input and support from the Tip of the Mitt Watershed Council.

I would encourage Council to set a public hearing for November 18 to consider adoption of this ordinance.

GOALS:

Ensure Charlevoix is environmentally sustainable while also economically viable

RECOMMENDATION:

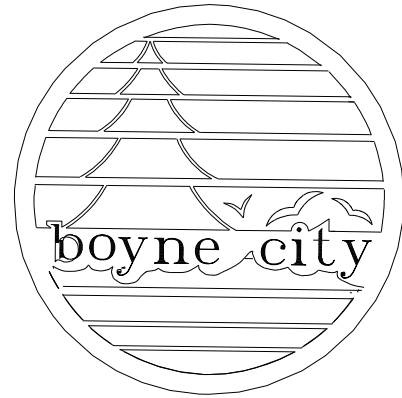
Motion to set a Public Hearing to consider Storm Water Management Ordinance 810 on Monday, November 18, 2019 at 6pm in the Council Chambers of City Hall.

ATTACHMENTS:

- ▣ Scott McPherson Memo RE: SWCO
- ▣ Ordinance 810

CITY OF BOYNE CITY

To: Michael Cain, City Manager
From: Scott McPherson, Planning Director
Date: October 8, 2019
Subject: Storm Water Control Ordinance First Reading



Background

Prior to 2006 Charlevoix County administered and regulated storm water through the Charlevoix County Storm Water Management Ordinance. The County subsequently repealed the ordinance in reaction to an Attorney General opinion that stated counties could not enact storm water ordinances as that power had not been specifically provided by the State. The opinion further stipulated that cities and townships did have the authority to adopt a storm water ordinance. In the years following the repeal, the County, working through the Michigan Townships Association, with the assistance of Tipp of the Mitt Watershed Council, developed a new storm water control ordinance which the County agreed to administer and enforce for all communities that chose to adopt the ordinance. In 2012 the majority of the townships had adopted the ordinance and had entered into intergovernmental agreements with the County. The proposed ordinance was brought to the Boyne City City Commission in August of 2012 for their consideration, however, the Commission had concerns that the ordinance did not sufficiently consider the unique aspects of the City as compared to rural township in regards to storm water systems and control. Given these concerns the City decided not to adopt the ordinance as proposed. It is my understanding the Cities of Charlevoix and East Jordan also chose not to adopt the ordinance citing similar concerns.

Discussion

While the City of Boyne City did not adopt the proposed storm water control ordinance as proposed, the control and treatment stormwater has been and continues to be a top concern and priority. The City, on its own initiative and expense, has installed and improved storm water control and treatment systems throughout the City. And while not required, developers have voluntarily abided by the storm water control standards of the ordinance. However, given the increasing development pressure, the value and importance of having an enforceable ordinance in place is recognized. In 2013, as part of the SAW grant application, funding was designated for the development of a City storm water ordinance. After the grant was awarded three years later, the City began working on developing a new ordinance. Working with Tipp of the Mitt Watershed Council and partnering with the Cities of East Jordan and Charlevoix, a new ordinance was developed. The draft ordinance has been reviewed and is fully supported by Dr. Grenetta Thomassey, Director of Watershed Policy, Tipp of the Mitt Watershed Council, and has been submitted to Charlevoix County Board of Commissioners, who have tentatively agreed to administer and enforce the ordinance pending review by their legal counsel.

The proposed ordinance is being presented to the City Commission at its October 8, 2019, meeting for a first reading. As required by the Boyne City Charter, ordinance amendments cannot be adopted until at least one month after the meeting it is introduced. The next available

City Commission meeting that meets this requirement would be November 12, 2019. The proposed ordinance has been provided the Cities of East Jordan and Charlevoix and it is being recommended that municipalities that wish to adopt the ordinance do so during the same time frame as this would allow sharing of publication costs.

Recommendation

Schedule proposed Storm Water Management Ordinance for second reading on November 12, 2019.

Options

1. Do not Schedule second reading.
2. Refer proposed ordinance back to staff for further review or changes.
3. Other action as the Commission deems appropriate.

CITY OF CHARLEVOIX
ORDINANCE NO. 810 of 2019
STORM WATER MANAGEMENT ORDINANCE

THE CITY OF CHARLEVOIX ORDAINS:

ARTICLE I PURPOSE, OBJECTIVES, & ADMINISTRATION

Section 1.1 Purpose

The purpose of this Ordinance is to supplement Michigan Public Act 451 of 1994, as amended, for the more stringent regulation of storm water discharges originating within the City; to provide a set of regulations for storm water management; and to provide rules and guidelines to facilitate enforcement thereof.

Section 1.2 Objectives

The objective of this Ordinance is to accomplish, among other things, the following:

1. To manage storm water runoff resulting from earth changes occurring within the City of Charlevoix, both during and after development.
2. To ensure that future development provides measures to manage the quantity and quality of storm water runoff originating from the property so that surface water and groundwater quality is protected and flooding potential is reduced.
3. To preserve and use the natural drainage system for receiving and conveying storm water runoff and to minimize the need to construct enclosed, below grade storm drain systems.
4. To preserve natural infiltration and the recharge of groundwater and to maintain subsurface flows which replenish lakes, streams and wetlands.
5. To ensure that storm water management systems are incorporated into site planning at an early stage of the planning and design process.
6. To minimize the need for costly maintenance and repairs to roads, embankments, ditches, streams, lakes, wetlands and storm water management facilities which are the result of inadequate storm water control.
7. To reduce long-term expenses and remedial projects which are caused by uncontrolled storm water runoff.
8. To encourage the design and construction of storm water management systems which serve multiple purposes, including but not limited to flood prevention, water quality protection, wildlife habitat preservation, education, recreation and wetlands protection.
9. To minimize the impact of development on downstream properties and to preserve the biological and structural integrity of existing watercourses.
10. To allow for off-site storm water management facilities and measures if such proposals meet the requirements of these regulations.
11. To assure that all storm water management facilities will be properly designed, constructed and maintained in accordance with a uniform set of standards.
12. To provide for enforcement of this Ordinance and penalties for violations.

Section 1.3 Ordinance Administration

The City of Charlevoix shall designate an Enforcing Agent ("Agent") to administer and enforce the Ordinance. The City may enter into an inter-local agreement with Charlevoix County which will permit the Charlevoix County Soil Erosion and Sedimentation Control Officer to be the Agent for this Ordinance.

Section 1.4 Exclusive Storm Water Regulation Provision

To the extent that this storm water ordinance is in conflict with any previously adopted ordinance within the City, the intent is to have this storm water ordinance supersede any other storm water regulations that may have been previously adopted or included as a portion of other local ordinances or zoning provisions. If any conflicts arise, the City shall either repeal or amend such other ordinances to make this Ordinance the exclusive regulation.

Section 1.5 Repeal

Any non-zoning regulation inconsistent with the storm water regulations contained in this Ordinance is hereby repealed to the extent of such inconsistency.

Section 1.6 Rules Applying to Text in this Ordinance

When not inconsistent with the context, the present tense includes the future; words used in the singular include the plural. The word "shall" is understood to be mandatory, and the word "may" is merely suggestive.

ARTICLE II DEFINITIONS Section 2.1

General

This Article sets forth the definitions of certain terms used within the Ordinance which have a meaning specific to the interpretation of the text of the Ordinance.

Section 2.2 Undefined Words

Any word not defined herein shall first be interpreted as defined within Part 91, Public Act 451 of 1994, as amended, and where not defined there, shall be interpreted within its common and approved usage.

Section 2.3 Definitions

The following terms and phrases shall have the meaning given herein, unless the context otherwise requires:

AGENT: Person designated by the City of Charlevoix for administration and enforcement of the Ordinance.

APPEALS BOARD: The public body which is charged with the responsibility to consider and decide appeals from decisions made by the Agent in administering and enforcing this Ordinance.

APPEALS BOARD CLERK: The individual who is charged with the responsibility to process appeals to the Appeals Board pursuant to Article VIII of this Ordinance.

APPLICANT: The landowner, or his duly authorized agent, for the property upon which a regulated earth change is proposed, and who has submitted an application for a Storm Water Management Permit.

CHANNEL: The portion of a stream which conveys normal flows of water, or a ditch or other conveyance structure excavated for the flow of water.

COMMERCIAL DEVELOPMENT: An activity, action or alteration of property that is proposed for the purpose of a commercial activity, such as retail sales, professional offices, multi-family residential structures of three or more units, or any other purpose which includes access by the public for conducting business. Activity, action or alteration of property by the City is not commercial development.

CONVEYANCE FACILITY (STRUCTURE): A surface or subsurface structure, pipe or channel which transports storm water from one location to another.

COUNTY DRAIN: Drains established and/or constructed pursuant to the Michigan Drain Code (Act 40 of 1956, as amended).

DESIGN STANDARD (OR ENGINEERING DESIGN STANDARD): A specification or set of specifications that prescribes the methodology for developing storm water management facilities based upon a uniform set of standards, calculations, and procedures.

DESIGN STORM: A hypothetical rainfall event that is developed as a statistical relationship between actual rainfall intensity-duration-frequency data for the purpose of modeling the effectiveness of a given drainage system.

DETENTION BASIN (POND): A structure or facility, natural or artificial, which stores storm water on a temporary basis and releases it at a controlled rate to another water course, wetland, conduit or drain. A detention basin may drain completely after a storm event (dry detention basin) or it may be a body of water with a fixed minimum and maximum water elevation between runoff events (wet detention basin).

DISCHARGE: The rate of flow of water through an outlet structure at a given point and time, typically measured in cubic feet per second (cfs) or gallons per minute (gpm).

DISTURBED AREA: An area of land subjected to erosion due to the removal of vegetative cover and/or earthmoving activities, including filling.

DRAINAGE: The interception and removal of water (groundwater or surface water) by natural or artificial means.

DOWNSTREAM PROPERTIES: Down gradient lands and waters which receive storm water runoff and other surface water flows from the applicant's property and are often subjected to the cumulative impact of upstream development.

DRAINAGE SYSTEM: All facilities, channels and areas which serve to convey, filter, store and/or receive storm water, either on a temporary or permanent basis.

EARTH CHANGE: A human-made change in the natural cover or topography of land, including cut and fill activities, which may result in or contribute to soil erosion or sedimentation of the waters of the state. The term "earth change" as used in this Ordinance shall not apply to the practice of plowing and tilling soil for the purpose of crop production.

FLOOD: An overflow of surface water onto lands not normally covered by water. Floods have these essential characteristics: the inundation of land is temporary and results from unusually heavy precipitation and the land is inundated by overflow from a lake, pond, stream and/or wetland, or is flooded by natural runoff.

FLOODPLAIN: The area of land adjoining a lake or stream which is inundated when the flow exceeds the capacity of the normal watercourse. For mapping purposes, floodplains are as designated in the National Flood Insurance Program Flood Insurance Rate Maps for the City of Charlevoix effective May 16, 2019 (as amended).

GRADING: Any stripping, clearing, stumping, excavating, filling, stockpiling or any combination thereof, including the land in its excavated or filled condition.

GRUBBING: To clear (ground) of roots and/or stumps.

IMPERVIOUS AREA: Surfaces that do not readily allow rainfall to infiltrate into the soil; examples include but are not limited to: roof area, paved or gravel driveways, parking areas, roads (both asphalt and gravel), or areas of heavy clay soils.

INDUSTRIAL USE: Any manufacturing, processing, fabrication, maintenance assembly, printing or improvement of articles or merchandise, warehousing, wholesaling, storage, or activities related to mineral extraction and processing; and other business enterprises not classified as commercial.

INFILTRATION: The downward movement or seepage of water from the surface into the subsoil and/or groundwater. The infiltration rate is expressed in terms of inches per hour.

MAINTENANCE AGREEMENT: A binding agreement between the landowner and the City, which sets forth the location and design of best management practices as well as terms and requirements for storm water and erosion management facility maintenance, recorded with the Charlevoix County Register of Deeds.

OFF-SITE FACILITY: Storm water management facility which is located partially or completely off the applicant's subject property.

ORDINARY HIGH WATER MARK: The line between upland and bottomland which persists through successive changes in water levels, below which the presence and action of the water is so common or recurrent that the character of the land is marked distinctly from the upland and is apparent in the soil itself, the configuration of the surface of the soil and the vegetation. On an inland lake which has a level established by law, it means the ordinary high established level. Where water returns to its natural level as the result of the permanent removal or abandonment of a dam, it means the natural ordinary high water mark.

OUTFALL: The point where storm water flows out from a conduit, drain or stream.

PEAK DISCHARGE RATE (PEAK FLOW): The maximum calculated rate of storm water flow at a given point in a channel, watercourse, or conduit resulting from a predetermined frequency storm or flood, measured in cubic feet per second (cfs).

PERSON: Any individual, firm, partnership, association, public or private corporation, company, organization or legal entity of any kind, including governmental agencies.

REGISTERED PROFESSIONAL: One following licensed professionals: State of Michigan Licensed Engineer, Land Surveyor, Architect and/or Landscape Architect.

RETENTION BASIN: A wet or dry storm water holding area, either natural or manmade, which does not have any outlet to adjoining watercourses or wetlands other than an emergency spillway.

SITE: Any tract, lot, or parcel of land or combination of tracts, lots or parcels of land proposed for development.

STOP WORK ORDER: A notice for cessation of activity issued by the Agent to any person engaged in an activity in violation of this Ordinance including, but not limited to, grading and development activities.

STORM WATER MANAGEMENT FACILITIES: Any structure, ditch, swale, facility, barrier, berm, vegetative cover, basin or other measure which serves to manage storm water.

Temporary Measures: Installations designed to manage storm water runoff during development or until soils in the contributing drainage area are stabilized.

Permanent Measures: Installations designed to manage storm water runoff after development is completed.

STORM WATER MANAGEMENT PERMIT: Written approval along with supporting documentation and storm water management plan that is executed by the Agent and issued under the provisions of this Ordinance authorizing the applicant to engage in specified earth changes.

STORM WATER MANAGEMENT PLAN: Maps and written information prepared in accordance with specific standards identified within the Ordinance for a proposed land use or earth change. The storm water management plan describes the way in which storm water runoff will be managed during and after completion of the proposed development.

STORM WATER RUNOFF: Excess water that does not infiltrate the soil, but instead flows over the surface of the ground or is collected in channels, watercourses or conduits and transported over a given drainage area.

STREAM: A moving body of water that has definite banks, a bed and visible evidence of a continued flow or continued occurrence of water. See Public Act 451 of 1994, as amended, Part 301, Inland Lakes and Streams Section 324.30101, Subparagraph E, as amended.

SWALE: Low lying grassed area with gradual slopes which transports storm water, either on site or off site.

WATERSHED: A land area, also known as a drainage area, which collects precipitation and contributes runoff to a receiving body of water or point along a watercourse.

ARTICLE III REGULATED ACTIVITIES & PERMIT REQUIREMENTS

Section 3.1 Regulated Activities

Except as otherwise provided in this Ordinance, all earth changes described below shall be regulated activities and shall require a Storm Water Management Permit from the Agent, pursuant to Section 3.2 of this Ordinance:

1. Industrial and commercial development regardless of the size or location, with the following exception:

A proposal for redevelopment or alteration of an existing commercial or industrial site with a maximum total increase of ten percent (10%) of the impervious surface in existence on May 8, 2018, or 4,356 square feet, whichever is less, shall not be required to meet the design standards of this Ordinance. Greater than a ten percent

(10%) increase in the impervious surface in existence on May 8, 2018, or more than 4,356 square feet of additional impervious surface shall require storm water management measures in accordance with the design standards of this Ordinance for the entire increase.

2. All subdivision developments as defined by Section 102 of Public Act 288 of 1967, as amended, regardless of size, location or environmental sensitivity.
3. All site condominium developments or condominium developments as defined by Public Act 59 of 1978, as amended, Section 559.101 et seq. of the Michigan Compiled Laws regardless of size, location or environmental sensitivity.
4. A mobile home park, manufactured housing development, or campground.
5. Private roads which either provide access to five (5) or more parcels, are more than five hundred (500) feet in length, and/or have a grade of ten percent (10%) or greater.
6. A private driveway that is at a ten percent (10%) grade or greater, sloping down toward the intersecting road.
7. Public road and facility projects of the City are not classified as regulated activities and are exempt from the permitting requirements of this Ordinance.

Section 3.2 Permit Requirements

For purposes of this Ordinance, a Storm Water Management (SWM) Permit for regulated activities as identified in Section 3.1 is required before any earth changes commence. The SWM Permit requirements are independent of any other regulations governing the proposed earth change, such as soil erosion regulations or zoning requirements, which may require additional permitting through other enforcing agencies. The granting of a SWM Permit shall authorize only such earth changes for which the permit has been issued, and shall not be deemed to approve any development as a whole, or any other land use activities.

Section 3.3 Permit Application Submittal

1. An application for a SWM Permit shall be submitted on the form provided by the Agent, signed by the landowner or his/her duly authorized agent, and shall include a storm water management plan, prepared in accordance with Article IV, along with the appropriate permit and review fees, prior to being considered by the Agent as an administratively complete application. The Agent may request additional storm water management plans or supporting documentation at his/her discretion during the permit review process.
2. The application for a SWM Permit shall be made, reviewed and approved prior to the start of any earth change including construction of access roads, driveways, grubbing or grading. Permit approval shall be given prior to the initiation of any work activity. Any unauthorized work shall be considered a violation of this Ordinance subject to enforcement actions under Article VII regardless of any later actions taken toward compliance. Soil test borings including those utilizing reasonable backhoe test excavation, vegetative cutting for land surveys, percolation tests and normal maintenance shall not be considered a start of work under these regulations.

Section 3.4 Plan Preparation by a Registered Professional

Following the calculation of pre- and post-development (or increase in development) stormwater runoff, if 100% of this increased storm water will not be retained on-site in a stormwater retention basin, the storm water management plan shall be prepared by a registered professional as defined by this ordinance. The agent may waive this requirement for regulated activities on a single family dwelling site when the agent finds that, considering the size, location, or natural discharge of the stormwater runoff, a storm water management plan is not reasonably required to accomplish the objectives of this ordinance.

Section 3.5 Sequential Applications

1. On development proposals which are so large or complex that a storm water management plan encompassing all phases of the project cannot reasonably be prepared prior to initial ground breaking, an application for a sequential SWM Permit, based on successive major incremental earth change activities may be allowed. Requests for sequential applications shall be approved by the Agent prior to submittal of the initial SWM Permit application.
2. Approval of sequential applications shall take place in two phases. First, the overall conceptual plan for the entire development shall be submitted for review and approval. Second, detailed plans for each phase of the total project shall be submitted for review and approval.

3. All permits processed and issued for phases of a project shall be clearly defined as to the nature and extent of work covered for that phase. Each phase of the project must be reviewed and permitted individually prior to construction.

Section 3.6 Permit Application Review

The application review period begins upon receipt of an administratively complete application submittal. The Agent shall act upon an application for an earth change permit involving five (5) acres or less of disturbed area within fifteen (15) calendar days. An application for all other regulated projects shall be acted upon within thirty (30) calendar days.

Section 3.7 Permit Approval or Disapproval

1. If the Agent determines that the proposed storm water management plan complies with the standards in this Ordinance, a permit shall be issued specifying the work approved, along with any supplemental conditions. If the proposed storm water management plan does not comply with these standards, the permit request shall be modified by the applicant or denied. When necessary, the Agent may request additional information from the applicant upon which to base the permit decision.
2. The Agent shall notify the applicant in writing if the application is denied, citing the reasons for the denial.
3. The Agent shall notify the City after a permit decision has been made.
4. Upon written request, the Agent shall furnish any interested party with a statement in writing, detailing the reasons for permit denial or approval.

Section 3.8 Permit Expiration or Revocation

1. SWM Permits shall terminate automatically upon completion of the project or one (1) year from the date of issuance, whichever occurs first. The applicant may request a one-year extension, which shall be reviewed and shall be granted by the Agent if he/she finds good cause for the extension and that the SWM regulations governing the proposed development have not changed since the date the SWM Permit was first approved.
2. A SWM Permit issued by the Agent under this Ordinance may be revoked or suspended, subject to the provisions of Article VII, for any of the following causes:
 - a. A violation of a condition of the permit.
 - b. Obtaining a permit by misrepresentation or failure to fully disclose relevant facts in the application or storm water management plan.
 - c. A change in a condition that requires a temporary or permanent change in the activity.

Section 3.9 Permit Revisions

Revisions to an approved SWM Permit, permit condition, or approved storm water management plan must first be approved by the Agent. The applicant shall make a written request for the proposed revision(s) to the Agent, including any supporting documentation that the Agent may require as a basis for making a decision regarding the proposed revision. Proposed revisions do not take effect until approved by the Agent, and construction of unapproved plan revisions may be subject to enforcement action.

Section 3.10 Administrative Fee Schedule

1. All fees applicable under this Ordinance shall be specified in a fee schedule determined from time to time by resolution of the legislative body of the City and maintained in the Agent's office.
2. Permit fees shall be directly related to the actual costs of administering the SWM Permit program, including design review, site inspection, enforcement and permit administration.
3. A printed fee schedule shall be made available by the Agent.

4. If the Agent determines that the basic fees will not cover the actual costs of the application review, or if the Agent determines that review of the application and/or participation in the review process by qualified professional planners, engineers, attorneys, or other professionals is necessary or advisable, then the applicant shall deposit with the Agent such additional fees in an amount determined by the Agent equal to the estimated additional costs. The additional fees shall be held in escrow in the applicant's name and shall be used solely to pay these additional costs. If the amount held in escrow becomes less than ten percent (10%) of the initial escrow deposit or less than ten percent (10%) of the latest additional escrow deposit and review of the application is not completed, then the Agent may require the applicant to deposit additional fees into escrow in an amount determined by the Agent to be equal to the estimated costs to complete the review. Failure of the applicant to make any escrow deposit required under this Ordinance shall be deemed to make the application incomplete thereby justifying the denial of the application. Any unexpended funds held in escrow shall be returned to the applicant following final action on the application. Any actual costs incurred by the Agent in excess of the amount held in escrow shall be billed to the applicant and shall be paid by the applicant prior to the release of a final decision on the application.

Section 3.11 Penalties for Initiating Earth Change Activities without a Permit

Any earth change activity, subject to regulation under this Ordinance, which has commenced without a valid permit, is not proceeding in accordance with an issued SWM Permit, or is in violation of a permit condition shall be considered a violation of this Ordinance and subject to the provisions of Article VII of this Ordinance.

ARTICLE IV STORM WATER MANAGEMENT PLAN REQUIREMENTS

Section 4.1 Storm Water Management Plan Requirements

A storm water management plan shall be prepared for any regulated earth change subject to SWM Permit requirements. The plan shall be designed to effectively manage the runoff from the site to not more than the rate and volume prior to development. Pretreatment of runoff shall be required if deemed necessary by the Agent. Administratively complete plans shall include the following:

1. A map or maps at a scale of not more than two hundred (200) feet to the inch or as otherwise determined by the Agent, including the following:
 - a. A legal description
 - b. Site location sketch which includes the proximity of any proposed earth change to lakes, streams, and wetlands
 - c. Predominant land features
 - d. Contours at not more than 2-foot intervals, or slope description.
2. A written description of the soil types of the exposed land area contemplated for the earth change.
3. A description and the location of the physical limits of each proposed earth change.
4. Location of all lakes, streams, and wetlands partially or completely contained within the boundaries of the site or within fifty (50) feet of the site boundary to the extent that the property owner has the ability of depicting the same.
5. A description and the location of all existing and proposed on-site storm water management facilities and measures.
6. The timing and sequence of each proposed regulated earth change.
7. A description and the location of all proposed temporary storm water facilities and measures.
8. A description and the location of all proposed permanent storm water facilities and measures.
9. Pre and post development storm water calculations.
10. A program for the continued maintenance of all permanent storm water facilities and measures.

11. Other information which the Agent requires to review the impact of the proposed earth change in relationship to the standards and requirements of this Ordinance.

Section 4.2 Site Condominium & Subdivision Requirements

Applicants for site condominium or subdivision plat approval shall submit the same information as in Section 4.1 of this Ordinance and may need to submit additional relevant information including but not limited to the following: off-site watershed boundaries, existing and proposed easements, and proposed drainage system including water movement onto and out of the proposed development.

Section 4.3 General Standards for Approval of Storm Water Management Plans

Approval of a storm water management plan shall be based upon the following general provisions:

1. The Agent shall approve or disapprove storm water management permit applications and plans in accordance with the provisions of this Ordinance and the design standards included and/or referenced in Appendix A.
2. All regulated earth changes subject to review under the requirements of this Ordinance shall be designed, constructed and maintained to provide for the retention/detention of storm water runoff and to protect water quality.
3. Measures required for storm water shall take into consideration natural features, proximity of the site to lakes, streams and wetlands, extent of impervious surfaces, potential for flooding, and the size of the site.
4. Alteration to natural drainage patterns shall not create downstream or off-site flooding.
5. Storm water management plans shall be designed in accordance with the specific design criteria included as "Design Standards", attached and made a part of this Ordinance as Appendix A.
6. All storm water management plans and maintenance agreements shall be recorded with the Charlevoix County Register of Deeds by the Agent, at the expense of the applicant.
7. Storm water management facilities shall be constructed, operated and maintained on the applicant's property, without impact or degradation to downstream conveyance structures or properties. However, the applicant may request a waiver from the requirements for on-site storm water management by written petition to the Agent with the SWM Permit application. Where a request is made for off-site storm water management, the request shall comply with the following general criteria:
 - a. Off-site storm water management areas may be shared between two or more property owners or developments, provided that maintenance agreements have been approved by the Agent and storm water management easements have been obtained and recorded with the Charlevoix County Register of Deeds by the Agent, at the expense of the applicant.
 - b. The storm water management easement shall contain language stating that the easement shall exist as long as said development exists and shall not be modified or terminated without the prior written authorization of the Agent. The Agent may only approve a modification or termination of this easement upon a determination that alternative means are available and will be used to improve the handling and disposition of storm water generated from the development or redevelopment of the site.
 - c. Easements within drainage districts shall require prior approval of the Drain Commissioner.
 - d. Storm water management plan requirements specified in Section 4.3 and the Design Standards included as Appendix A of this Ordinance shall be used as the basis for reviewing off-site storm water management proposals.

ARTICLE V MAINTENANCE, INSPECTION & ACCESS

Section 5.1 Applicability

All temporary storm water management facilities shall be maintained and inspected during the life of the facility to provide adequate protection against adverse impacts from storm water runoff. Permanently installed storm water management facilities shall be routinely inspected and

maintained by the property owner or designated qualified party to ensure the continued and proper operation of the facility for the protection of downstream properties.

Section 5.2 Maintenance Requirements

Where maintenance is required, it shall be performed in accordance with the following general provisions, as well as any specific conditions that may be included with the SWM Permit.

1. All storm water management facilities and measures shall be maintained in accordance with permit conditions.
2. The person(s) or organization(s) responsible for maintenance shall be designated in the storm water management plan or the permit application submitted to the Agent. Options may include:
 - a. The owner(s) of the property.
 - b. Property owners association or other designated qualified party as determined by the Agent, provided that provisions for financing necessary maintenance are included in deed restrictions or other contractual agreements.
3. Maintenance agreements may be required by the Agent when the average annual cost of maintenance is reasonably expected to exceed \$500 per year and shall be required for all site condominium and subdivision plat proposals. When required, maintenance agreements shall specify responsibilities for financing maintenance and emergency repairs, including but not limited to the procedures specified in Sections 5.3 and 5.4 and Article VI of this Ordinance.
4. The Agent is not required to accept the applicant's desired responsible party for maintenance purposes in a given situation. Natural features, proximity of site to lakes, streams and regulated wetlands, extent of impervious surfaces, size of the site and potential need for ongoing maintenance activities will be considered when making this decision, as well as the overall complexity of the storm water management facilities. Where deemed necessary by the Agent, third party maintenance may be required for the adequate protection of sensitive sites, or complex storm water management facilities.

Section 5.3 Inspections

1. The Agent, or his/her authorized agent, shall have the right to conduct on-site inspections of the storm water management facilities to verify compliance with the requirements of this Ordinance, including that maintenance is being performed as required by this Ordinance. Any such inspections may take place before, during, and after any earth change activity has occurred for which a permit has been issued. The Agent or his/her authorized agent shall exercise this right to inspection by written consent of the person having the right to possession of the property, or by administrative search warrant issued by a court of competent jurisdiction. Submission of an application for a permit under this Ordinance shall be deemed as providing written consent for the Agent to conduct on-site inspections of the storm water management facilities.
2. If upon inspection, existing site conditions are found not to be as stated in the permit or approved storm water management plan, the permit may be revoked. No earth disrupting work shall be undertaken or continued, except preventative storm water measures as authorized by the Agent, until revised plans have been submitted and a valid permit issued.
3. Requests for revisions must be submitted to and approved by the Agent in writing before being effective unless approved by the Agent on site. If a change is approved on site, the following shall occur:
 - a. The Agent shall provide written verification of a change and/or revision.
 - b. The permit holder shall provide updated drawings, calculations, etc. to reflect the changes and/or revisions.

Section 5.4 Storm Water Management Easements

1. If any portion of the storm water management facilities will be located on property other than the property on which the storm water will originate, then the owner of the property on which the storm water will originate shall obtain a storm water management easement from the owner of the property on which all or a portion of the storm water management facilities will be located. The storm water management easement shall define the scope of the easement to include at a minimum the legal right of the owner of the property on which the storm water will originate to access the property on which the storm water management facilities will be located for the

purpose of installing, inspecting, and maintaining the storm water management facilities; shall run in perpetuity with the land benefitted by the easement, or until the storm water management facilities are removed, whichever is sooner; and shall be recorded in the office of the Charlevoix County Register of Deeds.

2. A recorded copy of the storm water management easement shall be filed with the Agent prior to the issuance of a SWM Permit.
3. The recorded storm water management easement shall not be revoked, terminated, re-conveyed, or amended without the prior written authorization of the Agent. Any such extinguished or revised storm water management easement shall be recorded in the office of the Charlevoix County Register of Deeds, and a recorded copy shall be filed with the Agent.

ARTICLE VI COMPLIANCE ASSURANCE

Section 6.1 Performance Guarantees

1. Applicants proposing subdivision plats, site condominiums, private road construction projects, or other developments identified by the Agent with a high potential for storm water management problems may be required to post a cash escrow, letter of credit, or other acceptable form of performance security in an amount sufficient to assure the installation and completion of the storm water management plan.
2. Letters of credit shall extend for a minimum of one (1) year with the option of renewal. Money held in escrow, cash deposits, and/or certified checks will be returned to the applicant when the site is completely stabilized to meet requirements set forth by the Agent, and as-built plans of the site, sealed by a State of Michigan Licensed Professional Engineer, are submitted to the Agent.

Section 6.2 Construction Certification by a Registered Professional

1. For any sites that require a professionally prepared site plan in accordance with Section 3.4, a certification letter shall be submitted after any storm water management facilities have been installed to affirm that construction has been completed in accordance with the approved storm water management plan. Unless this Ordinance requires certification by a State of Michigan Licensed Engineer as provided later in this section, the certification letter can be prepared by a registered professional as defined by this ordinance.
2. If there are changes during the course of construction, the Agent may require final "as-built" drawings for final approval of the site work.
3. "Changes during construction", as used in this Section, includes, but is not limited to: unanticipated soil conditions, elevation, acts of God, or other changes in circumstances not anticipated during the initial application, process.
4. Sites Where Certification by a State of Michigan Licensed Engineer is Mandatory
 - a. Certain activities listed under the Michigan Natural Resources and Environmental Protection Act (Public Act 451 of 1994, as amended).
 - i. Part 23, Pretreatment
 - ii. Part 31, Floodplain
 - iii. Part 41, Sewage Systems
 - iv. Part 111, Solid Waste
 - v. Part 115, Hazardous Waste
 - vi. Part 307, Inland Lake Levels
 - vii. Part 309, Inland Lake Improvements
 - viii. Part 315, Dams
 - b. Certain activities listed under the U.S. Environmental Protection Agency, Title 40 of the Code of Federal Regulations.
 - i. Part 112, Spill Prevention, Control and Counter Measures
 - ii. Part 122, Storm Water Pollution Prevention Plan (SWPS)

Section 6.3 Letter of Compliance

Upon receipt and approval of the certification letter, the Agent shall issue a letter of compliance to the property owner.

ARTICLE VII STOP WORK ORDERS & ENFORCEMENT ACTION

Section 7.1 Stop Work Orders

1. If necessary to assure compliance with the permit requirements, standards, and other provisions of this Ordinance or to protect public health, safety and/or welfare, the Agent may issue a stop work order for the purpose of preventing uncontrolled storm water, or other conditions posing imminent and substantial danger to public health, safety, welfare or natural resources.
2. The stop work order, when issued, shall require all specified storm water activities to be stopped. A copy of the stop work order shall immediately be submitted to other state and local agencies with regulatory jurisdiction. Said order shall describe the specific alleged violation and the steps deemed necessary to bring the project back into compliance.
3. If the Agent determines that storm water violations have or will reasonably occur from a parcel of land in violation of this Ordinance, it may seek to enforce the Ordinance by notifying the person who owns the land by mail, with return receipt requested, of its determination. The notice shall contain a description of specific storm water measures which, if implemented by the property owner, would bring the property owner into compliance.

Section 7.2 Enforcement

1. Any person who violates any provision of this Ordinance shall be responsible for a municipal civil infraction as defined in Public Act 12 of 1994, amending Public Act 236 of 1961, being Sections 600.101-600.9939 of Michigan Compiled Laws and shall be subject to a fine of not more than Five Hundred and 00/100 Dollars (\$500.00). In addition, any person found responsible for a municipal civil infraction may be subject to an enforcement order issued by the District Court Judge requiring remedial action to bring the property into compliance with this Ordinance. Each day this Ordinance is violated shall be considered as a separate violation.
2. The Agent and any other person designated by the legislative body of the City are hereby designated as the authorized officials to issue municipal civil infraction citations directing alleged violators of this Ordinance to appear in court.
3. A violation of this Ordinance is hereby declared to be a public nuisance or a nuisance per se and is declared to be offensive to the public health, safety and welfare.
4. In addition to enforcing this Ordinance through the use of a municipal civil infraction proceeding, the Agent may initiate proceedings in the Circuit Court on behalf of the City, to abate or eliminate the nuisance per se or any other violation of this Ordinance.

Section 7.3 Emergency Action

1. Where necessary to protect public safety or water resources, including lakes, streams, regulated wetlands, and other receiving bodies of water, the Agent, through a Circuit Court abatement proceeding, may seek a temporary restraining order or preliminary injunction from the court authorizing entry onto private property for the purpose of initiating emergency action to abate imminent and substantial danger and risk.
2. Except as otherwise provided through maintenance agreements, the property owner shall reimburse the City and/or Charlevoix County for all expenses incurred as a result of the emergency action, including but not limited to reasonable attorneys' fees, administrative costs, and the costs of any remedial action taken to abate the emergency condition.

ARTICLE VIII APPEALS

Section 8.1 Creation of Appeals Board

An Appeals Board is hereby created which shall consist of five (5) members. The membership and organizational structure of the Appeals Board shall be determined by the City. When discharging its duties under this Ordinance, the Appeals Board shall comply with all requirements of the Open Meetings Act, being Act 267 of the Public Acts of 1976, as amended. The Appeals Board Clerk shall be responsible for providing all required notices for Appeals Board hearings and for taking the minutes of the Appeals Board hearings.

Section 8.2 Right of Appeal

Any person aggrieved by the action or inaction of the Agent related to this Ordinance may appeal to the Appeals Board. Such appeal shall be made in writing and shall be filed with the Appeals Board Clerk within thirty (30) calendar days of the decision that is being appealed. Any appeal that is not filed in a timely manner shall be dismissed by the Appeals Board. The written appeal shall state the order, requirement, decision, or determination that is being appealed, the sections of this Ordinance that relate to the appeal, and those facts relevant to the appeal, which support the basis for the appellant's claim.

Section 8.3 Appeals Process

Upon receipt of an appeal, the Appeals Board Clerk shall direct the Agent to transmit to the Appeals Board a summary report of all previous action taken on the subject of the appeal, a copy of any permits issued, and the appellant's written statement. The Appeals Board will then adhere to the following general process:

1. Within fifteen (15) calendar days of receiving a completed application, the Appeals Board Clerk shall schedule a hearing date before the Appeals Board. The Appeals Board Clerk shall send a written notice specifying the time, date, and place of the Appeals Board hearing to the appellant and to all land owners within three hundred (300) feet of the subject parcel and shall publish a copy of the hearing notice in a newspaper of general circulation within the City where the subject property is located. The notice shall be mailed and published no less than fifteen (15) days before the scheduled hearing. The Appeals Board shall hold the hearing within sixty (60) calendar days from receipt of a completed application.
2. The appellant shall deposit with the Appeals Board Clerk when the appeal is filed the required fee, as specified in the fee schedule adopted under Section 3.10.1 of this Ordinance. The fee shall be used to cover the cost of handling said appeal including compensation for Appeals Board members and associated administrative costs.
3. If the Appeals Board Clerk determines that the basic fee will not cover the actual costs of the appeal, then the appellant shall deposit with the Appeals Board Clerk such additional fees in an amount determined to be equal to the estimated additional costs, including costs which may be incurred by the Agent. The additional fees shall be held in escrow in the appellant's name and shall be used solely to pay these additional costs. If the amount held in escrow becomes less than ten percent (10%) of the initial escrow deposit or less than ten percent (10%) of the latest additional escrow deposit and the appeal is not completed, the Appeals Board Clerk may require the appellant to deposit additional fees into escrow in an amount determined to be equal to the estimated costs to complete the appeal. Failure of the appellant to make any required deposits shall be deemed to make the appeal incomplete thereby justifying denial of the appeal. Any unexpended funds held in escrow shall be returned to the appellant following final action on the appeal. Any actual costs incurred in excess of the amount held in escrow shall be billed to the appellant and shall be paid by the applicant prior to the release of a final decision on the appeal.
4. The Appeals Board may affirm or reverse, wholly or in part, a decision of the Agent. In deciding an appeal, the Appeals Board shall determine:
 - a. Whether the Agent properly interpreted and applied this Ordinance in making the decision.
 - b. Whether the specific situation has circumstances that warrant a variance from the standards of this Ordinance. Where the Appeals Board has determined that a variance from the standards of this Ordinance may be warranted, the Board may grant the appellant a variance from any design standard, setback, or other provision contained within this Ordinance, provided that such variance complies with the following general standards:
 - i. The variance will not adversely impact adjacent property owners or downstream properties in any material way.
 - ii. The variance is necessary to grant the appellant substantial relief from a hardship that would otherwise be imposed by strict enforcement of this Ordinance.
 - iii. The variance granted is the minimum deviation from the requirements of this Ordinance necessary to do substantial justice to the appellant. The Appeals Board may include such conditions or limitations on any variance issued to ensure that granting the relief requested will not substantially prevent, nor result in less, effective management of storm water runoff.
 - iv. Granting of the variance would not knowingly be in conflict with other regulatory requirements.

- v. The need for the variance is due to circumstances that are unique to the property in question and not due to any act or omission of the property owner, a prior property owner, or a past or present occupant of the property.
5. The decisions of the Appeals Board shall in all instances be final administrative decisions, shall be in writing, and shall include specific findings of fact by the Board, and further, shall be subject to such judicial review as by law may be provided.

ARTICLE IX SEVERABILITY

If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

ARTICLE X EFFECTIVE DATE

This Ordinance shall become effective thirty (30) days after its enactment.

ARTICLE XI REVISIONS

The Agent shall review this Ordinance at least biannually, and make recommendations for amendments if needed. The recommendations of the Agent shall be transmitted to the legislative body of the City of Charlevoix.

APPENDIX A

City of Charlevoix Storm Water Ordinance Design Standards

Temporary Storm Water Management Standards

1. Temporary storm water management facilities shall be installed by the applicant and inspected by the Agent before grading, filling or grubbing is initiated.
2. Where permanent storm water management facilities, such as detention or retention basins are proposed for use during construction as a temporary storm water management measure, the construction sequence and grading plan shall be designed for the proper and effective implementation of these facilities.
3. Temporary storm water management measures shall be maintained throughout the duration of the earth change, including the later stages of development. Maintenance activities may include, but are not limited to removal of accumulated sediment, structural repairs, and reseeding or replacement of temporary vegetative covers.
4. Temporary storm water management facilities shall be designed in accordance with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Best Management Practices (BMP) Guide Book for Michigan Watersheds.
5. At a minimum, during construction all regulated earth changes shall be required to provide temporary storm water management that either contains the volume of runoff generated from a 10-year, 24-hour design storm on-site for all disturbed area, or to provide silt fencing or other permeable barriers that will manage the flow of storm water discharging off-site, diffusing it and releasing it at reduced velocities, where such discharge will not adversely impact downstream properties.

Permanent Storm Water Management Standards – General

1. Storm Water Management Plan Preparation
 - a. For regulated activities on sites that exceed 1 acre, the Agent may require the Storm Water Management Plan is prepared by a registered professional as defined by this ordinance.
 - b. For regulated activities on sites that exceed 1 acre, the Agent may request that the submitted site plan be reviewed by one or more registered professionals contracted by the Agent. The costs incurred for such review(s) shall be the responsibility of the applicant. The applicant shall deposit with the Agent such fees in an amount determined by the Agent equal to the

estimated costs. The fees shall be held in escrow in the applicant's name and shall be used solely to pay these costs. If the amount held in escrow becomes less than ten percent (10%) of the initial escrow deposit or less than ten percent (10%) of the latest additional escrow deposit and review of the application is not completed, then the Agent may require the applicant to deposit additional fees into escrow in an amount determined by the Agent to be equal to the estimated costs to complete the review. Failure of the applicant to make any escrow deposit required under this Ordinance shall be deemed to make the application incomplete, thereby justifying denial of the application. Any unexpended funds held in escrow shall be returned to the applicant following final action on the application. Any actual costs incurred in excess of the amount held in escrow shall be billed to the applicant and shall be paid by the applicant prior to the release of a final decision on the application.

- c. If the applicant disputes the Agent's need for outside professional assistance in the review of the submitted plans, or the professional(s) selected, the applicant has the right to appeal the Agent's decision to the Appeals Board, who shall be responsible for making the final decision.
2. On-site storm water management facilities which minimize adverse impact to downstream properties shall be required for all sites unless a proposal for off-site storm water management has been approved. Storm water management facilities may include, but are not limited to: retention basins/ponds, detention basins/ponds, wet basins, storm water treatment units, controlled outfall structures, and rain gardens or other bio-filtration systems.
3. The Michigan Department of Environmental Quality "Urban Stormwater Best Management Practices Manual" will be used as a reference as well as the following manuals: "Controlling Urban Runoff" by the Metropolitan Washington Council of Governments; "Designing Stormwater Quality Management Practices" by the University of Wisconsin, Madison; and the "Design of Stormwater Filtering Systems" by the Center for Watershed Protection.
4. Retention and detention basins shall have an emergency overflow system. The overflow system shall be designed to accommodate flow from a 100-year storm event, or as otherwise required by the appropriate State of Michigan agency.
5. If the storm water facilities for a 50-year storm cannot discharge to a stream, lake or wetland without causing scouring, flooding or pollution on site or downstream, then the basin shall be designed to hold or infiltrate storm water from a 100-year, 24-hour frequency storm event.
6. Sites that are located in areas serviced with a municipal storm system, and that have the prior approval of the municipal system owner, may discharge storm water to that system after it has been treated with an approved separator system that removes sixty percent (60%) of sediments. The applicant shall be responsible for all costs incurred to the municipal system to accommodate any storm water discharged to the system from the site.
7. The rainfall amounts for Charlevoix County shall be the numbers given by the Natural Resources Conservation Service for a 24-hour duration and are as follows: 1-year storm equals 1.8 inches; 2-year storm equals 2.2 inches; 5-year storm equals 2.7 inches; 10-year storm equals 3.0 inches; 25-year storm equals 3.5 inches; 50-year storm equals 3.9 inches; 100-year storm equals 4.2 inches.
8. The maximum grade for the side slopes of any storm water retention or detention basin shall be no greater than 3:1 (horizontal to vertical) for vegetated basins. Where, due to site limitations, this maximum side slope grade cannot be met, the Agent may grant an increase in the slope, provided additional stabilization (beyond seed and mulch) is proposed.
9. Storm water basins with permanent pools of water of three (3) foot depth or greater with side slopes steeper than one (1) on six (6) shall have one or more of the following safety features:
 - a. Safety ledges at the basin perimeter which are at least ten (10) feet wide
 - b. Aquatic vegetation surrounding the basin which discourages wading
 - c. Fencing to prevent unauthorized access to the basin.
10. Storm water detention basins shall not be constructed in regulated wetlands unless approved by the appropriate State of Michigan agency and/or the Army Corps of Engineers.

11. Storm water detention basins which impound five (5) acres or more and have a head of six (6) feet or more shall meet dam construction permit requirements in Part 315 of Act 451 of 1994, as amended, administered by the Michigan Department of Environmental Quality.
12. Whenever possible, a created wetland or other bio-filtration area shall be incorporated into storm water management facilities to assist removal of soluble pollutants that cannot be removed by conventional settling. Sediment carried off by runoff shall be required to settle out prior to discharge into the created wetland or other bio-filtration area.
13. Storm water management basins designed for retention, detention or infiltration shall be isolated from septic systems and water wells by fifty (50) feet or more. Variations in the required setback may be granted by the Health Department of Northwest Michigan prior to the issuance of a Charlevoix County Storm Water Management Permit.
14. New fueling stations will be required to install an approved separator system for sites that discharge storm water off-site. Existing fueling stations that are modifying more than twenty five percent (25%) of their existing impervious surfaces will be required to install an approved separator system if they discharge storm water off-site.

Retention Basin Design

1. Small projects in areas that have less than one-half (0.5) acre of impervious surface shall be allowed to have runoff retention stored at two inches (2") of runoff from all impervious surface areas in lieu of detailed hydrologic calculations.
2. At a minimum, retention basins created in soils with permeability greater than 1.3 inch per hour shall have the storage capacity to hold the increase in runoff volume generated by the earth change.
 - a. The required volume shall be calculated by comparing the undeveloped conditions for a 2-year, 24-hour frequency storm event to the developed condition for a 25-year, 24-hour frequency storm event. Soil permeability rates are listed in the following table:

Soil Texture & Structure	Permeability (Inches/Hour)
Coarse Sand and Medium Sand	6 or more
Fine Sand and Loamy Sand	3 – 6
Sandy Loam	2 – 3
Loam, Sandy Clay Loam	1.3 – 2
Clay Loam, Silt Loam, Clays, Silts, Muck, Peat, Marl	Less than 1.3

The retention basin shall be designed to drain within seventy two (72) hours.

3. At a minimum, retention basins, which are created in soils with permeability less than 1.3 inch per hour, shall be designed to store runoff from back-to-back 50-year, 24-hour rainfall events.

Detention Basin Design Standards

1. When using the Natural Resource Conservation Service Method, the volume of a detention pond is to be calculated based upon a 50-year, 24-hour storm with the developed site conditions and with an allowable outflow of a 10-year, 24-hour storm based upon the pre-existing site conditions or 10% of the flow rate calculated by the 50-year developed site conditions analysis. [The TR-55 program does not accept lower values than ten percent (10%) of the developed rate.]
2. The allowable peak discharge rate from a permanent storm water management measure may be a staged rate. The maximum allowable peak discharge rate shall not exceed the peak discharge rate from the project site prior to the proposed development for all of the following 24-hour storm events: 2-year, 5-year, 10-year, 25-year, and 50-year. In no event shall the discharge exceed the ability of the downstream condition to convey the flow without damage to abutting properties.
3. All sites with greater than one (1) acre of impervious surface will require the detention outflow to be directed to approved storm systems or have the approval of adjacent property owners, with documented easements, or one can release at a 2-year before construction rate if it can be determined that there is not a flooding hazard on the adjacent property. Low porosity in the soils in the area of discharge and depressions in the land would be examples of reasons to deny detention out-flowing at a 2-year rate. Sites that

have three (3) acres or more of parking area must in addition have an approved separator system to remove impurities before discharging to the detention/retention pond or install an approved treatment forebay.

Storm Water Separator Design Standards

1. Approved separators are to remove a minimum of sixty percent (60%) of sediments.
2. Treatment forebay criteria – The treatment forebay is designed to store the “first flush” of pollutants typically found in urban storm water runoff, and to capture initial flush pollutant loads.
 - a. The treatment forebay shall be a wet basin or approved structure with an impermeable bottom and sides to the design high water level.
 - b. Sizing – The treatment forebay shall be sized to store the water quality volume (V^{wq}) defined as one-half (0.5) inch of runoff from the directly connected impervious area. This volume can be included in the overall flood control volume.
 - c. The minimum required water quality volume is given by the equation:

$$V^{wq} = 1815 A 1$$

Where: V^{wq} = Water quality volume (cft)
1815 = 0.5 inch of runoff x 3,630 to convert ac-in to cft
 A = Contributing drainage area (ac)
1 = Percent impervious expressed as a ration

- d. Capacity for the water quality volume shall be provided above the normal water level.
- e. The overflow structure from the treatment forebay shall be sized for the peak inflow from the design rainfall event.
- f. The top-of-berm elevation between the treatment forebay and the infiltration basin shall be a minimum of one (1) foot below the outer berm elevation.
- g. The treatment forebay shall have a minimum 1-foot-deep sump below the inlet pipe for sediment accumulation.
- h. The outlet structure from the treatment forebay shall be designed to draw water from the central portion of the water column with the forebay to trap floatables and contain sediments. The top of the inlet structure shall be located a minimum of one (1) foot below the normal water level, and the invert shall be a minimum of one and one-half (1.5) feet above the bottom of the treatment forebay.
- i. Material – Treatment forebays shall be lined with impermeable materials extending up to the design high water elevation. A minimum 18-inch-thick clay layer, or an impermeable liner protected with a minimum of twelve (12) inches of soil cover are acceptable alternatives. Maximum allowable permeability shall be 0.0001417 inch/hour as determined by a geotechnical engineer for clay placement, or manufacturer’s certificate for line products.

Underground Storm Water Management Facilities

1. If the use of storm water retention or detention basins, either on-site or off-site is not feasible and the permeability of the soils is greater than 1.3 inch per hour, the installation of underground drainage systems (catch basins / manholes with open bottoms with stone and/or run(s) of perforated piping) may be allowed if they provide for detention or retention volumes as stated in these Charlevoix County Storm Water Ordinance guidelines. The perforated piping and dry basin structure(s) cannot be considered to provide for any outflow when calculating volumes for the detention system design. All underground drainage systems must provide the following:
 - a. Catch basins or separator systems, sediment basins, silt traps for storm water flowing to the underground drainage system

- b. An approved overflow system
 - c. Adequate provisions for maintenance
2. The required detention volume may be reduced by the Agent by an amount not to exceed fifty percent (50%) if rain gardens are implemented and demonstrate the ability to accommodate an equivalent amount of storm water.

Ordinance No. xxx was adopted on the 18th day of November, 2019 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan }
City of Charlevoix } §

Joyce M. Golding

Clerk

Luther Kurtz

Mayor

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Construction Contract for Public Service Facility

DATE: October 7, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

For nearly 35 years, the City of Charlevoix has contemplated a new location and combination of our public works and electric departments. This effort was paused in the late 1990s in support of the renovation and expansion of City Hall. In 2016, we retained Northwest Design Group to formulate a preliminary needs assessment for a new facility. In early 2018, we retained OHM Advisors to engineer the plans for the facility based on that needs assessment and additional analysis they provided. In August of this year, that process was complete and we advertised for competitive bids from general contractors for the actual construction of a 67,000 square foot complex that would be located on Carpenter Avenue at the present location of the Electric Department.

The project would be constructed in two phases. Phase one would begin immediately with the site work and erection of three buildings used primarily by the Electric Department. These buildings will be on the northwest corner of the site; during the remainder of construction, these buildings will be using Crain Street for access. The Electric Department will use these buildings for storage. Phase two of the project will be the demolition of the current electric department building and the site work and construction for the rest of the project. Once the project is complete, we will not use Crain Street as an entrance. Currently, we project the entire project will be complete in the spring of 2021. At this time the Public Works Department will vacate their current facility at the corner of Stover and Ferry. Based on the temporary needs of the Electric Department, we have been in discussion with two local building owners for potential short-term relocation; costs to move and lease the space have been included in the budget estimates.

In total, five general contractor firms submitted bids for the project. The low bid was received from RCL Construction of Sanford, MI at \$8,998,400. Staff and our team and OHM Advisors interviewed the team from RCL along with the next low bidder, Grand Traverse Construction with a bid of \$9,086,000. It is our recommendation, to move forward with the low bid from RCL Construction. Based on a family farm in Eveline Township, Grand Traverse Construction claims they meet the requirements for a local bidder under our preference policy but this is titled to an LLC separate from the construction company.

In addition to the contract to construct the building, we have before you the contract from OHM to do construction administration and testing of the contractor's work.

In total, the project will require approximately \$10.4 million to complete from this point forward; we've already paid OHM \$533,000 for the design services to this point. Of this \$10.4 million, \$900,000 has been allocated as contingency for unexpected issues or changes that may come along; one thing we heard about working with RCL is that very few modifications have been made in past projects like this. We propose to use the \$1.5 million cash on hand in the Facility Fund as contingency rather than borrow this money. Additionally, approximately \$500,000 is allocated specifically for buildings used by the Electric Department; we propose to pay this directly from the Electric Fund up front along with the costs (\$150,000) to temporarily house and move the electric department offsite. In total then, we will recommend selling bonds for approximately \$8.9 million.

The recommended motion includes a contingency on financing; I would like to have our adviser from RW Baird present at your next meeting to walk through with you the decision to make regarding financing and how to issue the debt. We will also address at that time considerations on the term of the issue (whether 20, 25 or 30 years).

Earlier this spring, the scope of this project was reviewed by the Planning Commission and we hosted an open house at the site with information, drawings, and renderings for neighbors of the project.

GOALS:

Provide strong stewardship of public resources and promote good governance

RECOMMENDATION:

Motion to authorize Charlevoix Building Authority to execute a Notice of Award with RCL Construction, Inc of Sanford, MI for an amount not to exceed \$8,998,400 plus any change order up to \$649,840 as staff and engineers may deem necessary pending the final execution of financing and lease documents by the Charlevoix Building Authority.

Motion to authorize the Charlevoix Building Authority to sign the Construction Administration Services Agreement with OHM Advisors for a fee-for-service basis estimate of \$240,000 pending financing and lease agreements with the Charlevoix Building Authority.

Motion to authorize the Charlevoix Building Authority to sign the Testing and Special Inspection proposal with OHM Advisors for a fee-for-service basis estimate of \$146,874 pending financing and lease agreements with the Charlevoix Building Authority.

ATTACHMENTS:

- ▣ Bid Tabulation
- ▣ RCL Construction Notice of Award
- ▣ OHM Construction Administration Agreement
- ▣ OHM Testing and Special Inspection Agreement



CITY OF CHARLEVOIX

Public Services Facility
Bid Opening at City Hall
September 19, 2019 – 2:00pm

Bidder Name	Comments
Clark Construction Lansing, MI	\$10,823,923
Grand Traverse Construction Traverse City, MI	\$9,086,000
RCL Construction Sanford, MI	\$8,998,400
Spence Brothers Traverse City, MI	\$9,778,000
Graham Construction Saginaw, MI	\$9,950,000

DOCUMENT 00 51 00 - NOTICE OF AWARD

1.1 BID INFORMATION

- A. Bidder: RCL Construction Co., Inc.
- B. Bidder's Address: 777 W. Maynard Road, Sanford, Michigan 48657.
- C. Project Name: The City of Charlevoix Public Services Facility.
- D. Project Location: The City of Charlevoix, 401 W. Carpenter Street, Charlevoix, Michigan 49720.
- E. Owner: The City of Charlevoix – Charlevoix Building Authority.
- F. Architect: OHM Advisors.
- G. Architect Project Number: 7747-18-0010.

1.2 NOTICE OF AWARD OF CONTRACT

- A. Notice: The above Bidder is hereby notified that their bid, dated, September 19, 2019 for the above Contract has been considered and the Bidder is hereby awarded a contract for the City of Charlevoix Public Services Facility.
- B. Contract Sum: The Contract Sum is Eight Million Nine Hundred Ninety-eight Thousand Four Hundred (\$8,998,400.00) Dollars.

1.3 EXECUTION OF CONTRACT

- A. Contract Documents: Copies of the Contract Documents will be made available to the Bidder immediately. The Bidder must comply with the following conditions precedent within 10 days of the above date of issuance of the Notice:
 - 1. Deliver to OHM Advisors the following documents:
 - a. Performance and Payment Bonds.
 - b. Certificate of Insurance naming OHM Advisors and the Owner as additional insureds.
 - c. Construction Schedule.
 - d. Cost Breakdown.
 - e. List of subcontractors and suppliers.
- B. Compliance: Failure to comply with conditions of this Notice within the time specified will entitle Owner to consider the Bidder in default, annul this Notice, and declare the Bidder's Bid security forfeited.

1.4 NOTIFICATION

A. This Notice is issued by:

1. Owner: City of Charlevoix – Charlevoix Building Authority.
2. Authorized: Signature:_____.
3. Signed By: Mark Heydlauff
4. Title: Chair

END OF DOCUMENT 00 51 00



October 2, 2019

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

RE: Charlevoix Public Service Facility
Construction Administration Services

Dear Mr. Heydlauff:

The Construction Administration services have been updated based on our discussions over the past several weeks. These services are currently not under contract between the City and OHM Advisors and are typically negotiated during bidding. Based on our discussion with City management we offer the following construction related services:

1. Construction Administration - Office Services

Construction administration services will begin immediately following the award of a contract to a contractor. OHM will provide organized information to outline the progress of the project from contractor initiation to completion of final punch list items.

- ▶ Coordinate the professional staff, consultants, and other project related resources by distribution of written documentation.
- ▶ Monitor, evaluate and provide administrative action to achieve timely review of Shop Drawings, Product Data and Samples for the purpose of conformance with the intent of the Construction Documents.
- ▶ Provide timely responses to Substitution requests for materials, samples and products.
- ▶ Provide timely responses to field questions and Request for Information (RFIs).
- ▶ Perform Pre-Construction meeting on-site with contractor, sub-contractor and owner's representative to coordinate schedules, meetings and dates of importance.
- ▶ Perform bi-weekly progress meetings with contractor, sub-contractor and owner's representative to review and coordinate issues and construction schedule.
- ▶ Prepare Change Orders and Construction Change Directives, and may authorize minor changes that do not affect the Contract Sum and/or Contract Time. Changes in scope during construction by Owner will result in additional services and will be billed accordingly. We will provide a proposal for the work at the time of the changes prior to proceeding with the revisions.
- ▶ Prepare bi-weekly field reports and records while on-site with photographs of construction progress.
- ▶ Review and Certify the contractor's Application for Payment.

2. Construction Administration – Field Services

OHM will perform field services during the project's construction. We assume that the construction would be initiated in October 2019 and be completed by March 2021. Our experienced field staff will provide accurate and timely information to the owner as needed to assure proper communication.

- ▶ Perform weekly site visits to evaluate the contractor's progress and review progress of construction.
- ▶ Quickly resolve unexpected issues and unforeseen conditions during construction.
- ▶ Prepare and perform a final punchlist walk through with the contractor and an owner's representative.
- ▶ Coordinate with Contractor to determine the dates of Substantial Completion and Final Completion.
- ▶ Confirm the completion of the final punchlist and that the Certificate of Occupancy is issued.



3. Construction Administration Fee

Construction Administration Fee for the above services (1 & 2) is estimated at **\$240,000** based on the October 2019 to March 2021 schedule. This is an estimate for the Construction Administration services which may decrease/increase based on the contractor construction schedule and Owner input if additional services will be required.

- This will not include any testing or inspections of materials or construction which is included under a separate proposal.

Again, thank you for the continued opportunity to serve the City of Charlevoix with your public services project!

Please sign below for approval for the fee amendment to the existing contract dated January 5, 2018 along with the standard terms and conditions which will apply and are attached.

Mark Heydlauff, City Manager

Sincerely,
OHM Advisors

Kevin Koets
Senior Project Manager

August 19, 2019

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

RE: Charlevoix Public Service Facility
Construction Materials Testing and Special Inspections

Dear Mr. Heydlauff:

At the City's request to monitor and promote quality assurance, we submit this contract amendment for additional services to provide materials testing and special inspections during construction of the Public Services Facility.

Scope of Services

Materials Testing

As required in the project technical specifications for the following materials and tests.

- Concrete
 - o Air content
 - o Slump
 - o Temperature
 - o Compressive Strength
- Soils Density
 - o Michigan Cone
 - o T180 Proctor/T99 (if needed)
- Sieves Analysis
 - o For each material used at the site
 - o Sand (Class II)- Loss by Wash & Gradation
 - o Stone (21AA & Drainage Course)- Loss by Wash, Gradation, & Crush Count

Special Inspection

- Based on the Special Inspection Requirements on sheet 1S-003 in the drawing set and the project technical specifications.
- OHM will perform Soil and Foundation, Concrete Construction, Cold-Formed Steel Framing for mezzanine, Structural Steel, and Wood construction special inspections.
- Masonry Special Inspections and Subgrade bearing capacity analysis will be performed by SME as a subconsultant to OHM.
- Structural Steel Special Inspection will consist of 20% of bolted and welded connections per the Structural Engineer of Records requirements.

Assumptions

- Contractor will provide a scissor lift for roof, framing and purlin inspection.
- No reinspection of structural steel welding or bolting (this can be provided at \$133/hour rate)



- Four (4) weeks of masonry construction
- 375 to 400 concrete cylinders are made
- Thirty-seven (37) days of testing density
- 8 soil classifications for MDOT CL II material
- 1 soil classification for MDOT 21AA material
- 7 soil classifications for drainage course under slabs

Fee Estimate

Description	Estimated Hours	Hourly Rate	Estimated Amount	Subconsultant Expense
Materials Testing				
Concrete	436	\$98	\$42,728	-
Concrete	164	\$78	\$12,792	-
Density	375	\$98	\$36,750	-
Sieve Analysis	60	\$98	\$5,880	-
Subtotal	1035		\$98,150	-
Special Inspections				
Soils & Foundation	Included with Density Testing			-
Concrete	60	\$98	\$5,880	-
Masonry & Bearing Cap.				\$20,800
Structural Steel	72	\$133	\$9,576	-
Wood Framing	30	\$133	\$3,990	-
Cold-Formed Steel	6	\$133	\$798	-
Subtotal	168		\$20,244	\$20,800
Project Management				
Coordination	24	\$175	\$4,200	-
QA/QC Checking	24	\$145	\$3,480	-
Subtotal	48		\$7,680	-
Estimated Subtotals			\$126,074	\$20,800
Estimated Total			\$146,874	

An overtime factor of 1.5 times the hourly rate will apply for services over 8 hours/day, or on Saturdays, Sundays or holidays. Due to the uncertainty of the contractor's construction schedule, our stated fee estimate may be considered an estimated amount for the purpose of establishing a reasonable cost estimate for this project. Our invoice will be determined based on the actual scope of services authorized by your personnel and the above hourly rates.

We can provide an estimated fee for any additional services that are not shown above upon request.



Please sign below for approval for the fee amendment to the existing contract dated January 5, 2018.

Mark Heydlauff, City Manager

Sincerely,
OHM Advisors

Amanda Porath, PE

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Tree Planting Fall 2019

DATE: October 7, 2019

PRESENTED BY: Pat Elliott, DPW Superintendent

BACKGROUND:

In the approved 2019/20 budget we have monies allocated for planting street trees within the ROW throughout town. This work is budgeted in the Major and Local Street funds. In late September we advertised for sealed bids for this work, and on September 30th we opened two bids. One from Louis Hoffman of Harbor Springs and one from Inhabitect from Cedar, MI. Louis Hoffman was the low bidder for the project, see attachment. We have used Louis Hoffman in the past for our tree planting program and have had good success with them.

In all we will be planting approximately 215 trees this fall.

RECOMMENDATION:

Motion to approve the Louis A Hoffman tree planting proposal for \$56,760 as presented.

ATTACHMENTS:

- ▣ Tree Planting Tab



CITY OF CHARLEVOIX

Tree Planting

Bid Opening at City Hall
September 30, 2019 – 2:00pm

Bidder Name	Comments
Inhabitect Cedar, MI	\$84,625
Louis Hoffman Harbor Springs, MI	\$56,760

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Disposition of 1991 International Rescue Fire Truck

DATE: October 7, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

When we merged our fire department with Charlevoix Township, there were several vehicles that were duplicative of those already in the Township's fleet. We have already sold one truck. I had the assistant fire chief of the Bronson Area Fire Department do an assessment of our vehicles and attribute a value for each one back in 2018; Mr. McConn is also a licensed mechanic and manages their fleet. Given the value he assigned to them and upon the recommendation of Chief Thorp that this vehicle is surplus, I would like authorization to solicit sealed bids and sell the truck as is, with no warranty to the highest bidder. Fire and rescue equipment is not included and has already been removed from the vehicle which is out of service.

RECOMMENDATION:

Motion to authorize the City Manager to sell the 1991 International Fire Rescue Truck through a sealed bid process to the highest bidder.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Mayoral Appointment to the Recreation Advisory Committee

DATE: October 7, 2019

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

Kate Klinger is requesting appointment to the Recreation Advisory Committee as junior student member. The term is for one year with no voting rights.

RECOMMENDATION:

Motion to appoint Kate Klinger to the Recreation Advisory Committee as junior student member, term expiring September 2020.

ATTACHMENTS:

- ▣ Application

Zimbra

joyceg@charlevoixmi.gov

Online Form Submittal: Volunteer Boards and Committees Application

From : noreply@civicplus.com
Subject : Online Form Submittal: Volunteer Boards and
Committees Application
To : clerk@charlevoixmi.gov

Fri, Sep 20, 2019 11:39 AM

 To Do**Volunteer Boards and Committees Application**

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

Committees and Boards Recreation Advisory Committee
to Apply For

Name	Kate Klinger
Email Address	21klikat@rayder.org
Address	13085 PD campbell Ct
Home Phone	n/a
Cell Phone	231-758-4546
Are you a registered voter in the City?	No
How long have you lived in the City?	16 years
Have you ever been convicted for anything other than a minor traffic violation?	No

Educational Background

I am currently a dual-enrolled student at Charlevoix High School and North Central Michigan College. I am a junior and starting to look at colleges. I am hoping to go to the University of Utah and go into business or engineering.

Professional Qualifications and / or Work Experience

I have worked for a family in their household in town. I am considered a housekeeper but I do a little bit of everything from nannying to serving lunch and dinner.

Community Activities and / or Other Experience

I am involved in sports including the varsity golf team, varsity ski team, and the varsity ski team. I have umped some of the little league softball games. I enjoy planting petunias every year. I also served on the Charlevoix Community Foundation Youth Advisory Committee.

Have you served on a board / committee or held a civic position in the past?

No

Do you foresee any potential conflicts of interest while executing the duties of this position?

No

Reason(s) You Wish to Serve

I play many sports throughout the year and have used many city-funded parks and fields. I feel that I am inclined to serve because I can relate to multiple groups of people who want to see improvements on recreational things. I have a feel about how to go about these things due to serving on YAC.

Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?

Yes

Electronic Signature Agreement

I agree.

Electronic Signature

Kate. E. Klinger

Date

9/20/2019

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: October 7, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Water Treatment Plant Filter Work

The filter replacement project at the Water Treatment Plant will begin in the next few days. As part of this, our contractor will be doing some work from above the plant in Lake Michigan Beach Park. They are seeking a permit for some temporary fill that is right next to the stairs adjacent to the plant. This will allow them to park a vac truck there to remove the sand from the filter systems and then use this area to hand carry in the new filter sand. Aside from the closure of the steps and a small area off limits for pedestrians this winter, I do not expect any major disruptions in the neighborhood. They have agreed to limit work in this area to 8am to 5pm. They are also subject to getting an erosion control permit from the County.

B. October 17 Meeting

As a reminder, the next Council meeting is October 17, a Thursday. I do expect a relatively light agenda but we'll have the presentation of the City Audit and likely a discussion with our bond advisers on the financing for the Public Service Facility. We will likely also receive a presentation from the Recreation Department on the prospect of creating a Monday evening Farmer's Market at Ferry Beach.

C. Dixon Avenue Streetlights

For a couple of years, we have been planning to replace the old out of date streetlights and posts on East Dixon from US-31 to Mercer. Deciding what to install has been challenging. On West Dixon (which is of a completely different character than East Dixon) we only have one post light while the rest of the road has always been lit by the adjacent private parking lot lights, particularly from the LaCroft Condominium parking lot lights. Those lights no longer work and the road is quite dark. It is our plan to install 4 new post lights along this stretch to make up for the loss of the private lighting. These new lights are state of the art LED fixtures mounted on tapered round poles with a collar at the bottom. After being installed on West Dixon, we will use these as prototypes for feedback on East Dixon. If this style seems appropriate, we will go ahead with this style, and if not we would have to offer different alternatives until one is acceptable.

ATTACHMENTS:

- ❑ Letter to the DDA Regarding FY 2021 Budget
- ❑ Housing Commission Minutes
- ❑ Shade Tree Minutes
- ❑ Recreation Advisory Committee minutes
- ❑ ZBA Minutes



Ms. Maureen Owens, Chair
Charlevoix Main Street/DDA Board
203 Mason Street
Charlevoix, MI 49720

Ms. Lindsey Dotson, Executive Director
Charlevoix Main Street/ DDA
210 State Street
Charlevoix, MI 49720

Dear Ms. Owens and Ms. Dotson:

As I begin preparation for the recommendation of the City budget to the City Council for Fiscal Year 2021, I wanted to share with you my thinking on an important topic related to the City's relationship with the Downtown Development Authority. Several years ago, the current DDA director position was known as the Community and Economic Development Director and had an expansive job description with oversight beyond the downtown. As we became a Main Street Community, this job description appropriately was narrowed to focus on the work in our downtown core and the component historical preservation work in which Ms. Dotson is highly qualified.

Despite these changes however, the City's General Fund has continued to subsidize 25% of the salary and benefits for the DDA Director. Pursuant to MCL 125. 4205, the board of a Downtown Development Authority is empowered "to employ and fix the compensation of the director." As required, the City Council has long consented to this action and it remains highly advisable in my opinion. This being said, and in consideration of the deficit in the City's General Fund, I will be recommending City Council reduce its subsidy for the salary of your director from 25% to 10% in the FY 2021 Budget which would take effect on April 1, 2020.

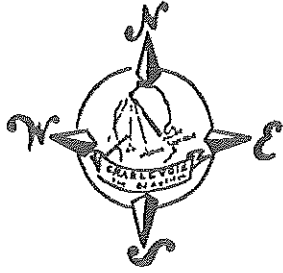
There has been a long and positive relationship between the City and the Downtown Development Authority and I do not expect this would change going forward. Unlike many other communities, the City continues to provide a variety of ancillary services to the Authority at no cost. I would also emphasize that this is a financial recommendation alone and does not in any way represent a concern with the performance of the Director or an expression of uncertainty about Ms. Dotson's work in the City. I believe she remains an asset to our community. The DDA will have revenue exceeding a half million dollars this year and is legally obligated to the full costs associated with a director which it can easily accommodate.

I would be happy to speak with you further on this matter but would encourage you to plan your budget accordingly as you begin work on it this fall.

Very truly yours,
THE CITY OF CHARLEVOIX

Mark L. Heydlauff, MPA, ICMA-CM
City Manager

Cc: Mayor Kurtz and the Charlevoix City Council



CHARLEVOIX HOUSING COMMISSION

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

PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

TUESDAY, JULY 16, 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, Annessa Haist, Interim Director

Chairperson M. Lee called the meeting to order at 2:10 p.m.

The agenda was accepted as presented.

J. Buday moved, seconded by L. Left to accept the regular meeting minutes of June 18, 2019.

Ayes: Buday, Lee, Crandall, Left, Waddell

Nays: None

Old Business:

None

New Business:

Interim Executive Director Report: A. Haist reported that the boiler replacement project is still on track with \$30,000 expected in incentives from DTE. \$1,800 towards the domestic and \$28,200 for the heating boilers. There is a potential of \$9,300 of additional funding available but that is not guaranteed yet. E-stops were also installed (required for state inspection and law) which was an additional fee.

Office transition is complete, M. Little replaced flooring and saved us thousands. As of now the field office is not recapturing any subsidy paid out on the unit that was incorrectly reported in PIC.

HUD financial repositioning forum is being held here at CHC community room on Aug. 6

A Haist gave an update of the EPC project discussion, EPC consultants we are in talks with to assist in ensuring we are fairly represented in the contracts and that they are in our best interest.

PHAS Score came back great, T-Mobile contract is still being re-worked – need to cancel lines

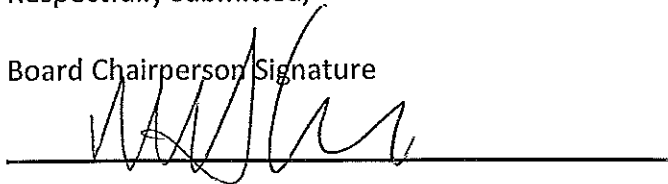
Public Comment:

Building really needs new carpeting, first floor was flooded in the past. Drinking fountains need to be replaced and/or fixed and the lights for the community room need to be replaced as well.

Adjournment: Meeting was adjourned at 2:46PM

Respectfully submitted,

Board Chairperson Signature

A handwritten signature in black ink, appearing to be "M. Haist", is written over a horizontal line.

The next Board Meeting is August 20, 2019 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI 49720.

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

CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

TUESDAY, AUGUST 20, 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: None

Others present: Cindy Morris, Occupancy Specialist, Annessa Haist, Interim Director, Mark Little, Maintenance Coordinator

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

The agenda was accepted as presented.

L. Left moved, seconded by L. Crandall to accept the regular meeting minutes of July 19, 2019, with the addition of R.J. Waddell's name for Commissioners present and affirmative vote.

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

L. left moved, seconded by J. Buday to accept the financial accounting reports presented.

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

Old Business:
None

New Business:

Interim Executive Director Report: Tomorrow Mt. Pleasant will make an official determination once the hiring committee gives their recommendation. MPHC is considering an RFP for an energy consultant on the EPC project. A. Haist reported that the boiler replacement project is scheduled for next week. M. Little gave an update and confirmed that he will be supervising the project. Audit went well, the main concern is the T-Mobile audit finding and we are addressing that with tenants and canceling the unused lines. Any lines kept in service will be

at the decision of the tenant and charged to their account monthly. HUD financial repositioning forum was held here at CHC community room on Aug. 6. Good information on the options available.

Insurance renewal contract included in board packet for review, slight increase from last year. Upcoming NAHRO conference in Bellaire has extended reservation dates if anyone is interested in attending. Joan and Laurie have signed up to attend.

Resolution #VII-19 Amendment to the No Smoking Policy

A. Haist suggests revising the No Smoking Policy so that it matches with the lease agreement and offers a compromise for the tenants while not violating and HUD regulations in regard to smoking. Attached in the board packet are the proposed changes and an explanation as to why the changes may be necessary.

R.J. Waddell suggested that other buildings should be specifically included so we don't risk any fires around the maintenance building. Waddell also suggested we find out from the insurance carrier if it makes a difference in coverage or liability, if it's a smoke free campus or not. Several board members agreed we should still provide a designated canister for butts to be placed in. The board needs additional time to review and discuss the policy.

J. Buday made a motion to table for further review, seconded by L. Crandall.

Ayes: Buday, Waddell, Lee, Crandall, Left

Nays: None

Public Comment:

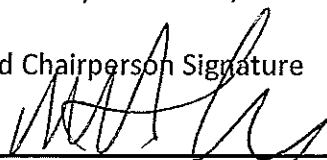
- New flags are needed for the property
- Tenants would like a replacement fridge in the community room
- Trees dying out front
- Lighting in the Community Room needs to be replaced
- Residents would like to hold Bingo and other activities in the community room
- One tenant mentioned that the community room TV was too difficult to operate because of unnecessary equipment

Adjournment: Motion to adjourn by J. Buday, seconded by L. Crandall.

Meeting was adjourned at 3:18PM

Respectfully submitted,

Board Chairperson Signature



The next Board Meeting is September 17, 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.

Shade Tree Commission Meeting Minutes
June 26, 2019, 10:00am
Second Floor Conference Room, City Hall

Members present: Perry Irish Hodgson, Jennifer Muladore, Ken Polakowski

Members absent: None

Also present: Mark L. Heydlauff, City Manager

Chair Hodgson called the meeting to order at 10:06am.

Motion to approve the minutes of May 1 and May 28, 2019 Meeting minutes by Muladore, second by Polakowski. **Motion carried.**

The Commission discussed planting more trees in 2019 and where to plant them. Mr. Polakowski discussed the history of this process and suggested the Commission focus on replacement and filling-in existing trees where they are dead or there are gaps.

Ms. Muladore discussed using GIS for tracking tree maintenance and surveying. She has been working with the City's GIS Coordinator on incorporating this technology.

The Commission reviewed maps of the City and looked at places where gaps exist. Mr. Polakowski suggested the City consider using bushes and shrubs in some locations rather than trees.

By consensus, the Commission decided to meet on July 16, 2019 at 9am for a Work Session to stake and mark spots for tree planting.

The meeting was adjourned at 10:36am.



CITY OF CHARLEVOIX RECREATION ADVISORY COMMITTEE

Wednesday, June 12, 2019

Meeting Minutes

I. Call to Order/Roll Call

Chair Seely called the meeting to order at 6:00PM.

Members Present: Seely, Mayte, Bryan, Vollmer, Kelly, Fruk

Staff Present: Knorr, Anzell

Members Absent: Joy, Gowell, Cunningham

II. Inquiry Regarding Possible Conflicts of Interest

None.

III. Determination of a Quorum

Yes.

IV. Motion to Approve Minutes

A. April 10, 2019 Meeting Minutes

Chair Seely called for a motion to approve the April 10, 2019 meeting minutes. Motion made by Member Mayte, second by Member Kelly. Motion passed by a unanimous voice vote.

V. Old Business

A. Kayak Launch Update

Director Knorr reported that Leadership Charlevoix County is at the \$20,000 threshold of the \$25,000 goal. The project will fall to the City sometime this summer and we will look for ways to raise the balance.

B. Shuffleboard Update

We are continuing to explore the shuffleboard/curling court, however with the BIBCo project still on the table, things have stalled. Knorr is hoping for a fall installation.

C. Dog Park Update

Knorr met with Ginger and they came up with some creative scenarios for a Dog Park. Knorr challenged her to secure land acquisition from a private source and to gain more community support. There was some discussion about the pros and cons of utilizing the area behind the ball fields on Carpenter Street. Knorr noted that it is a tough program to do and to do right. It was also noted that it might be valuable to involve the Township.

VI. New Business

A. Pure Michigan Trail Town/School Bike Program

We have been recognized as a pure Michigan trail town. Long-term, this will bring great benefits to the community. Knorr reported he recently took part in a school bike program – Biking with a Purpose in Emmet County. It is a curriculum-based program that Knorr would like to bring to Charlevoix.

B. City Council Presentation

Knorr reported that he gave a power point presentation to City Council to update them on the Recreation Department programs and activities.

C. Summer Programs/New Activities

Both T-Ball and Day Camp start next week. We will kick off the t-ball season with a tailgate party for the children, parents and coaches. Men's Softball is going on now. We are handling registration for 5 Venetian Games this year via RecDesk. We held Camp Counselor Training to provide skills in handling difficult situations.

D. 2019 Meeting Schedules

It was agreed the Recreation Advisory Committee would continue to meet the second Wednesday in April (10), June (12), September (11) and December (11). Seely called for a motion to approve the 2019 meeting schedule. Motion to approve by member Bryan, second by member Kelly. Motion approved by a unanimous voice vote.

VII. Miscellaneous Business

Knorr reported we received recreation millage grants from the County. The grants are for 4 trike-bikes to add to our FIT Bike Program. These will be located at the Rotary Park near the Senior Center. Another grant was received for beach matting for Ferry Beach that is ADA compliant. The third grant is for purchasing a Beach Comber wheelchair that will provide beach/lake access for those who need wheelchair access.

Anzell reported that Charlevoix State Bank agreed to be our Music Sponsor for the Farmers Market.

Member Bryan commented on how nice it is to see people using the games in Hoop Skirt Alley.

Once this meeting adjourns, the Committee will move to the Marina so Pat Klooster can update them on Marina activities

VIII. Call for Public Comment

None.

IX. Adjournment

With no other business to discuss, Chairperson Seely called for a motion to adjourn at 6:50PM. Motion made by Member Kelly, second Member Bryan. Motion passed by a unanimous voice vote.

Future meeting schedule: September 11 and December 11, 2019

CITY OF CHARLEVOIX
ZONING BOARD OF APPEALS MINUTES
Wednesday, August 21, 2019 - 6:00 p.m.
210 State Street, Charlevoix, MI

A) CALL TO ORDER

The meeting was called to order by Zoning Administrator Scheel at 6:00 p.m.

B) ROLL CALL/PLEDGE OF ALLEGIANCE

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

C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST

D) APPROVAL OF AGENDA

E) APPROVAL OF MINUTES

Minutes were approved by the Chairman as per policy.

F) OLD BUSINESS

G) NEW BUSINESS

1. Election of Officers

Vice Chair Hodgson stated that Chair Greg Withrow was no longer a City resident, therefore he resigned from the Board. Member Hodgson volunteered to be Chair and Member Kish volunteered to be Vice Chair.

Motion by Member Gorney, second by Member Kusina to nominate Richard Hodgson as Chair and Tim Kish as Vice Chair.
Motion passed by unanimous voice vote.

2. Public Hearing for Applicant 2019-03 ZBA: Dimensional variance request from Jodi Alger Home Planning and Design – 207 E. Lincoln Street

a. Staff Presentation

Zoning Administrator Scheel stated that there was an existing garage at this address in a dilapidated condition and the applicant wanted to build a new garage. The existing garage actually sits on the neighboring property in the rear and within approximately a foot of the side property line. Therefore, this was a variance request for rear and side lot lines. The property consists of two lots. The house itself sits on both lots.

b. Applicant Presentation

Jodi Alger-Bergmann representing Darren and Kelly Romano (all present) stated that the Romanos purchased the property a year ago and are hoping to retire there. She stated that the garage was dilapidated, and they wanted to replace the garage close to where it is to use it as more of a craft room/storage area (15.5' x 20.3'), as it was barely large enough for a vehicle. Discussion followed as to whether the building could be oriented in a different direction.

c. Call for Public Comments

None.

d. ZBA Determination of Findings of Fact

Chair Hodgson stated that a dimensional variance may be allowed by the ZBA only in cases where the applicant has shown a practical difficulty in the official record of the hearing. The Board proceeded to review each of the conditions as explained in the Staff Report related to the side yard variance:

- a. Extraordinary Circumstances. The Board concurred that the request satisfies extraordinary circumstances. Zoning Administrator Scheel stated that he would change the last sentence of this section to read: "The ZBA finds that the

standard is met because the existing orientation of the house and driveway would create a hardship by moving a new garage to the other side of the property."

- b. Substantial Justice. Chair Hodgson recalled that the Board granted variances for similar circumstances in the past. Member Kish felt that "it wouldn't meet this condition because there are already extra buildings (two other sheds)". Zoning Administrator Scheel stated that one of the sheds will need to be removed before he could issue the building permit for the garage. Member Kish stated that he felt substantial justice could not be met with the existing conditions. Zoning Administrator Scheel stated that they could do a conditional approval even though the Board would be issuing permission for the placement, but the property owners would still need to come to him for a zoning permit.
- c. Impact on the Surrounding Neighborhood. No changes to the condition as written in the Staff Report.
- d. Public Safety and Welfare. No changes to the condition as written in the Staff Report.
- e. Not Self-Created. The existing structure pre-dates the zoning requirements. No changes to the condition as written in the Staff Report.

The Board proceeded to review each of the conditions as explained in the Staff Report related to the rear yard variance:

- a. Extraordinary Circumstances. The last sentence would be changed to read: "The ZBA finds that the standard is met because the existing orientation of the house and driveway would create a hardship by moving a new garage to the other side of the property."
- b. Substantial Justice. Chair Hodgson stated that it was good that this would be fixing the encroachment into the adjoining property. He proposed that there be no residual claim on the encroached area. Zoning Administrator Scheel stated he would add a condition "that there will be no claim of adverse possession on neighbor's property".
- c. Impact on the Surrounding Neighborhood. Same as the side yard variance.
- d. Public Safety and Welfare. Same as the side yard variance.
- e. Not Self-Created. Same as the side yard variance.

e. Motion

Motion by Member Gorney, second by Member Kish to approve Project 2019-03 ZBA with conditions that the number of accessory buildings be in compliance with current zoning standards and that there be no claim of adverse possession on the neighboring property and based on the findings of fact to prove that the project does meet the review standards.

Motion passed by roll call vote as follows:

Yeas: Gorney, Hodgson, Kish, Kusina
Nays: None
Absent: Patricia Miller

H) CALL FOR GENERAL PUBLIC COMMENT

Zoning Administrator Scheel introduced Shirley Gibson who was appointed as a new member of this Board. He stated that they will have a case next month.

I) ADJOURNMENT

Motion by Member Kish, second by Member Kusina to adjourn the meeting. Motion passed by unanimous voice vote. Patricia Miller arrived at the meeting at this time. The meeting adjourned at 6:34 p.m.

Joyce M. Golding/fgm

City Clerk

Richard Hodgson

Chair