



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, April 20, 2020- 6:00 PM
Virtual Meeting held by Zoom

1. Pledge of Allegiance

- A. Zoom Access Information

2. Roll Call

3. Presentations

- A. Sexual Assault Awareness Month April 2020
Luther Kurtz, Mayor

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

- A. City Council Meeting Minutes - March 16, 2020
- B. City Council Special Meeting Minutes - April 3, 2020
- C. City Council Special Meeting Minutes - April 4, 2020
- D. City Council Special Meeting Minutes - April 13, 2020
- E. Accounts Payable and Payroll Check Registers
- F. Annual Poverty Exemption Resolution
- G. Resolution to Amend City Street Plan to Include Desh Way
- H. Stock Supply Request for Electric Department: \$25,000

6. Public Hearings and Actions Requiring Public Hearings

- A. Schedule Public Hearing: Right-of-Way Construction Activities Ordinance
Mark L. Heydlauff, City Manager

7. All Other Actions and Requests

- A. Visit Charlevoix Promotion Agreement
Mark L. Heydlauff, City Manager and Amanda Wilkin, Visit Charlevoix
- B. Chamber of Commerce Partnership Agreement
Mark L. Heydlauff, City Manager and Sarah Hagen, President, Charlevoix Area Chamber of Commerce

- C. Amend Council Rules of Procedure: Remote Participation
Mark L. Heydlauff, City Manager
- D. Mayoral Appointments
Luther Kurtz, Mayor

8. Reports and Communications

- A. Public Comments
- B. City Manager Comments
- C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

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

CHARLEVOIX CITY COUNCIL

Pledge of Allegiance

TITLE: Zoom Access Information

DATE: April 20, 2020

BACKGROUND:

This meeting is being held as a virtual meeting pursuant to Executive Order 2020-48 and is in compliance with the Michigan Open Meetings Act as ordered by the Governor.

Topic: Charlevoix City Council Regular Meeting

Time: Apr 20, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/91287587362?pwd=V2tDSmp2RXlnMnBVWUUhOVXhHTFc1dz09>

Meeting ID: 912 8758 7362

Password: cvxreg420

One tap mobile

+13126266799,,91287587362#,,#550993# US (Chicago)

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 912 8758 7362

Password: 550993

Find your local number: <https://zoom.us/u/adHK0WWc1g>

Special accommodations can be made for people with disabilities upon request by contacting the City Clerk at (231) 547-3250.

Persons wishing to make a comment may use the raise hand feature and those who have dialed in may wait and the Mayor will call on you to give you a chance to speak. There is no obligation to speak but the opportunity is accorded to you. The Michigan Attorney General has issued a reminder of the criminality of those who attempt to use virtual public meetings to air lewd comments and images.

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Sexual Assault Awareness Month April 2020

DATE: April 20, 2020

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

April is Sexual Assault Awareness Month and for positive change to occur, it will take a combination of awareness and action in our community.

ATTACHMENTS:

- ▣ Proclamation

PROCLAMATION

SEXUAL ASSAULT AWARENESS MONTH ~ APRIL 2020

WHEREAS, sexual assault affects women, children and men of all racial, cultural and economic backgrounds; and

WHEREAS, in addition to the immediate physical and emotional costs, sexual assault may also have associated consequences of post-traumatic stress disorder, substance abuse, depression, homelessness, eating disorders and suicide; and

WHEREAS, sexual assault can be devastating for not only the survivor, but also for the family and friends of the survivor; and

WHEREAS, no one person, organization, agency or community can eliminate sexual assault on their own, but we can work together to educate our entire population about what can be done to prevent sexual assault, support victims/survivors and their significant others and increase support for agencies providing services to victims/survivors; and

WHEREAS, Sexual Assault Awareness Month provides an excellent opportunity for citizens to learn more about preventing sexual violence before it can start and to show support for the numerous organizations and individuals who provide critical advocacy, services and assistance to sexual assault survivors; and

WHEREAS, The City of Charlevoix strongly supports the efforts of national, state, and local partners, and of every citizen, to actively engage in public and private efforts to prevent sexual violence. It's time for all of us to start conversations, take appropriate action and support one another to create a safer environment for all.

NOW, THEREFORE BE IT RESOLVED, that I, Luther Kurtz, Mayor of the City of Charlevoix, support efforts to eliminate sexual assault and hereby declare April 2020 to be in our city

Sexual Assault Awareness Month

Dated this 1st day of April, 2020.

Mayor Luther Kurtz
City of Charlevoix

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - March 16, 2020

DATE: April 20, 2020

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, March 16, 2020 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Greg Bryan, Shane Cole, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Brian Slater
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 – March 2, 2020
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – March 17, 2020
 - b. ACH Payments – March 2, 2020 to March 10, 2020
 - c. Payroll Check Register – March 6, 2020
 - d. Payroll Transmittal – March 6, 2020
 - e. Tax Disbursement – March 17, 2020
- C. Purchase Ditch Witch Bore Rig \$146,957.44

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

Yeas: Kalbfell, Bryan, Hagen, Slater, Oleksy, Cole

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- A. Approval of the Tentative Agreement Between the City of Charlevoix and the Police Officers Labor Council (POLC)
City Manager Heydlauff recalled that we have been negotiating a renewal of the collective bargaining agreement with the Police Officers Labor Council who represent our patrol officers. As usual, we had a positive and productive dialogue about employment matters and reached a proposed agreement which has been approved by the union members. The agreement would see officers receiving the following increases over the next four years: 2020 5%, 2021 3%, 2022 3%, and 2023 2.5%. He felt that this was a fair settlement and keeps our pay competitive with area peer departments and Staff found value in extending to a four year agreement.

Mayor Kurtz opened the item to public comment and none was heard.

Motion by Oleksy, second by Kalbfell to Motion to approve the agreement with the POLC and authorize the City Manager and City Clerk to sign the agreement. Motion passed by unanimous voice vote.

Yeas: Kalbfell, Bryan, Hagen, Slater, Oleksy, Cole

Nays: None

- B. COVID-19 Emergency Responses

City Manager Heydlauff stated that given the unprecedented conditions posed by the COVID-19 outbreak, he requested Council grant him authority to act in some unique situations that would otherwise require Council approval and consent. There are already provisions for emergency purchases but this would clarify for the intervening period his authority to take action. He noted that with the President's National Emergency Declaration last week, we have begun tracking virus related expenses in hopes of receiving reimbursement under the Stafford Act.

City Manager Heydlauff explained that Public Act 390 is the State of Michigan Emergency Management Act. It authorizes inter-local agreements and mutual aid to ensure orderly government is continued during an emergency. Pursuant to this, he requested Council's permission to enter such agreements without Council authorization (it should be noted we have several agreements already in place for fire, EMS and law enforcement).

He also requested authorization to modify the functioning of City government by closing buildings to the public, modifying work schedules, cross-training staff, and instituting other measures deemed advisable according to public health authorities.

In light of the economic challenges and in consultation with the City Treasurer, City Manager Heydlauff recommended the waiving of late fees that would ordinarily be in effect on utility bills effective today through May 31, 2020 and cease utility shut-offs for nonpayment until May 31, 2020.

City Manager Heydlauff noted that City Council was not scheduled to meet again until April 6, 2020. He suggested Council authorize the Mayor to postpone this meeting if, in his judgement, holding this meeting would run counter to the advice of public health authorities at the time. City Manager Heydlauff intends to not bring any substantive business (beyond consent agenda items) to Council until at least April 20, 2020. He also suggested that Council postpone meetings of the DDA, Planning Commission, ZBA, and Shade Tree and Parks Commission until at least April 20, 2020.

Mayor Kurtz opened the item to public comment and one was heard

Motion by Kalbfell, second by Bryan to authorize the City Manager to take all necessary and reasonable actions in line with the recommendations of public health authorities to procure services and supplies for the good operation of City government and emergency measures as may be needed until April 30, 2020 and waive specific authorization from Council where otherwise required. Motion passed by unanimous voice vote.

Motion by Slater, second by Bryan to authorize the City Manager to take all necessary actions including entering into inter-local agreements and other actions as may be contemplated pursuant to the Stafford Act and Emergency Management Act until April 30, 2020. Motion passed by unanimous voice vote.

Motion by Bryan, second by Kalbfell to authorize the City Manager to modify the hours, practices, and personnel policies of the City in order to protect the health of residents and employees in ensuring continuity of operations. Motion passed by unanimous voice vote.

Motion by Cole, second by Kalbfell to waive utility late fees from March 16, 2020 until May 31, 2020 and cease utility shut-offs for non-payment during the same period. Motion passed by unanimous voice vote.

Motion by Oleksy, second by Kalbfell to authorize the Mayor to determine if the regular City Council meetings scheduled after March 17, 2020 should be postponed and direct the various boards and commissions of the City to not meet until at least April 20, 2020. Motion passed by unanimous voice vote.

8. Reports & Communications

A. Public Comments

B. City Manager Comments

- City Hall will be closed to walk-in traffic starting at 8am on March 17th until further notice
- EMS has protocols in place for first responder virus screening
- City Hall has been cordoned off to avoid potential contamination from first responders and the rest of the staff
- Coordination between municipalities in the event that key personnel are affected by the virus
- Proactive safeguards are in place for the Water Plant and Wastewater Treatment Plant

C. Mayor & Council Comments

- Council collectively wished good health to all and requested that residents keep supporting local businesses
- Kalbfell stated that the Commission on Aging intends on fully supporting seniors

9. Other Council Business

10. Adjourn

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

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 03/17/2020			
ABILITA	1,461.50	AT&T LONG DISTANCE	97.34
ACCUMED GROUP, THE	2,784.34	AUDUBON INTERNATIONAL	300.00
ACE HARDWARE	1,917.53	AUTO VALUE	683.18
ALPENA SUPPLY COMPANY	290.55	BAKER COLLEGE OF CADILLAC	31.00
AMERICAN WASTE INC.	760.00	BOUND TREE MEDICAL LLC	518.82
ARENA WAREHOUSE	1,975.00	BRADFORD'S	113.40

BY THE BAY WINDOW CLEANING SVCS	357.00	MUNSON MEDICAL CENTER	305.00
CARQUEST OF CHARLEVOIX	1,569.30	NAVIA BENEFIT SOLUTIONS	50.00
CDW GOVERNMENT INC.	623.11	NORTHERN MICHIGAN REVIEW INC.	1,895.95
CHARLEVOIX APARTMENTS	15.06	NORTHWEST FIRE	63.50
CHARLEVOIX COMMUNITY SHOPPER	189.00	OHM ADVISORS	32,929.75
CHARLEVOIX COUNTY TREASURER	797.55	OLESON'S FOOD STORES	36.40
CHARLEVOIX GLASS INC.	116.00	OLSON BZDOK & HOWARD	8,825.40
CHARLEVOIX TOWNSHIP	33,099.25	ONE BEAT CPR	1,005.00
CINTAS	39.39	O'REILLY AUTOMOTIVE INC	17.35
CINTAS CORPORATION	134.13	PARASTAR INC.	149.01
CITY OF CHARLEVOIX - PETTY CASH	503.02	PINE COVE APARTMENTS	54.91
CITY OF CHARLEVOIX - UTILITIES	41,087.65	POWER LINE SUPPLY	1,165.46
CORNER STONE HOMES TC LLC	141.39	POWERPLAN	415.22
CROSSROADS MOBILE MAINTENANCE	4,545.00	PREIN & NEWHOF	17,012.35
DETROIT PUMP & MFG CO	510.89	PURITY CYLINDER GASES INC	74.65
DIGITAL DOLPHIN	613.83	RS&H MICHIGAN INC	9,400.00
EJ USA INC.	2,144.65	SHAPACK, RICHARD	781.53
ELECTIONSOURCE	84.29	SILVA, JESSE L.A.	25.00
FASTENAL COMPANY	25.87	SPARTAN STORES LLC	71.26
FEYEN ZYLSTRA LLC	3,201.69	STAR OF LIFE INSTITUTE	100.00
FREEDOM MAILING SERVICES INC.	2,304.63	STATE AND MASON LLC	750.00
GINOP SALES INC	133.52	STATE OF MICHIGAN	728.00
GRAINGER	472.98	STATE OF MICHIGAN	200.00
GREAT LAKES ELEVATOR LLC	2,475.00	STATE OF MICHIGAN	60.00
GREEN GUARD	249.22	SUN BADGE CO.	115.75
HAGUE EQUIP. CO. OF MICH. INC.	3,532.22	TASTE THE LOCAL DIFFERENCE	100.00
HEALTH DEPT OF NW MICHIGAN	869.00	TELEFLEX LLC	677.50
HUNTINGTON NATIONAL BANK	79,814.99	TELE-RAD INC	3,200.00
HYDRO CORP	539.50	TERMINAL SUPPLY CO	112.65
JACKLIN STEEL SUPPLY CO	304.68	TRUCK & TRAILER SPECIALTIES	208.95
KEIE, JAMES	161.01	UNIFIRST CORPORATION	797.53
KSS ENTERPRISES	469.09	UPPER CASE PRINTING INK.	1,406.62
LAKE HARBOR APTS	17.49	USA BLUE BOOK	978.79
LAMAR COMPANIES	750.00	UTILITY FINANCIAL SOLUTIONS	45,500.00
LEELANAU COFFEE ROASTING CO INC	188.10	VERIBANC INC.	432.00
LUTTRELL WELL DRILLING INC.	1,050.00	VERMEER OF MICHIGAN INC	53.62
MACGREGOR PLUMBING & HEATING	2,803.64	WHEELER, MICHAEL	330.00
MAILLOUX, JACQUELINE	100.00	WHITLEY, ANDREW T.	73.04
MANAGEMENT AND BEHAVIOR	800.00	WILLIAMS, TERRY LYNN	34.90
MCCARDEL CULLIGAN-PETOSKEY	50.50	WORK & PLAY SHOP	113.67
MCMULLEN, DONALD R.	246.67	XEROX FINANCIAL SERVICES	168.84
MERCURY MEDICAL	321.12	TOTAL	331,647.75
MICHIGAN OFFICEWAYS INC	2,380.06		
MICHIGAN RURAL WATER ASSN	310.00		
MICHIGAN WATER ENV ASSOC	154.00		

ACH Payments – 03/02/2020 to 03/10/2020

MI PUBLIC POWER AGENCY	10,157.33	VANTAGEPOINT (457 ICMA PLAN)	19,301.74
PAYMENT SERVICE NETWORK	248.30	VANTAGEPOINT (ROTH IRA)	1,286.52
PROXIMITY SPACE INC	99.00	MI PUBLIC POWER AGENCY	21,401.13
NEOFUNDS BY NEOPOST (POSTAGE)	5,000.00	STATE OF MI (SALES TAX)	18,685.26
IRS (PAYROLL TAX DEPOSIT)	40,460.96	TOTAL	123,864.12
ALERUS FINANCIAL (HCSP)	350.00		
STATE OF MI (WITHHOLDING TAX)	6,015.86		
VANTAGEPOINT (401 ICMA PLAN)	858.02		

Payroll Net Pay – Check Date 03/06/2020

HEYDLAUFF, MARK L.	3,012.48	FLICKEMA, ANDREW M.	1,863.03
GOLDING, JOYCE M.	2,274.27	RILEY, DENISE M.	475.41
DEROSIA, PATRICIA E.	1,689.58	MUNK, CHRISTOPHER J.	1,706.64
DOTSON, LINDSEY J.	1,391.56	MATELSKI, KRISTEN L.	1,299.59
KLOOSTER, ALIDA K.	2,098.69	WURST, RANDALL W.	1,130.43
GOLOVICH, KAREN J.	985.70	MAYER, SHELLEY L.	1,525.68
BARNEVELD, RICHELLE L.	1,151.92	HILLING, NICHOLAS A.	1,393.98
SPENCLEY, PATRICIA L.	1,341.16	MEIER III, CHARLES A.	1,329.58
MILLER, FAITH G.	24.47	ZACHARIAS, STEVEN B.	1,609.75
MCGINN, KELLY A.	2,474.55	NEWMAN, MARK J.	1,071.66
LAVENDER, JOSEPH E.	1,695.43	SWEM, DONALD L.	2,025.15
DOAN, GERARD P.	2,358.46	EATON, BRAD A.	2,612.82
UMULIS, MATTHEW T.	1,094.03	WILSON, TIMOTHY J.	3,025.23
HANKINS, SCOTT A.	1,735.74	LAVOIE, RICHARD L.	2,322.13
ORBAN, BARBARA K.	1,071.03	STEVENS, BRANDON C.	2,718.26

DRAFT

DRAVES, MARTIN J.	2,366.41	PRIOR, ERIN C.	940.78
ANDERSON, ELIZABETH A.	1,234.58	CERTA, BRIAN	522.49
KENWABIKISE, DAVID L.	1,097.59	FRATRICK, JOSEPH W.	158.58
ELLIOTT, PATRICK M.	2,333.20	MCMULLEN, DONALD R.	1,690.61
SCHWARTZFISHER, JOSEPH	1,175.52	SILVA, JESSE L.A.	1,745.14
BRADLEY, KELLY R.	1,719.90	JOHNSON, MELISSA A.	2,086.72
HART II, DELBERT W.	1,265.59	STEPHENS, LYON G.	2,007.96
JONES, ROBERT F.	1,304.34	RILEY, CASEY W.	700.53
FARRELL, MITCHELL L.	1,709.10	JONES, LARRY M.	286.24
THORP JR, WILLIAM D.	1,529.41	FLORE, ROBERT A.	464.22
LEITNER, RYAN S.	1,376.65	MATZ, EMILY S.	1,482.37
FERGUSON, ROYCE L.	1,756.88	RILEY, DANIEL A.	327.02
KNORR, KENT J.	1,920.23	WHEELER, MICHAEL W.	1,553.58
ANZELL, BETH A.	920.28	MISHLER, MICHAEL. J.	1,621.51
BOSS, SHERRY M.	392.71	AZZOPARDI, ANTHONY J.	2,139.84
DOE-NIMPHIE, SETH K.	170.82	DEKORNE, ELIZABETH A.	210.65
REDMAN, SEAN M.	170.82	MCCRANEY, RUSSELL R.	177.85
PORATH, JACOB P.	116.36	DIETZ, AMANDA M.	901.35
WHITLEY, NICHOLAS J	176.20	WELLS, JANINNA J.	126.86
HAGEN, MADISON L.	243.80	MOYER, NATHAN I.	1,460.19
WHITE III, MARCUS W.	195.03	SPREEMAN, ASHLEY M.	342.64
BERTINELLI, DAVID P.	352.40	WHITLEY, ANDREW T.	2,464.10
FOSTER, WILLIAM P.	505.51	MORRISON, KEVIN P.	1,245.92
MATTACK, JEFFREY C.	684.24	BOSS JR, DALE E.	1,529.38
MATTACK, ANNE E.	803.33	HILLIGAN, ABIGAIL B.	330.67
MAY, MEREDITH A.	47.57	MATTER, DAWSON K.	380.60
DOE-NIMPHIE, MASON K.	408.24	HOLM, ARTHUR R.	1,178.99
BOSS, BEAU J.	1,139.01		
WYMAN, MATTHEW A.	1,614.05	TOTAL	109,553.15
MILLER, WILLIAM S.	1,369.55		
DOUGLAS, MARK	868.63		

Payroll Transmittal – 03/06/2020

4FRONT CREDIT UNION	932.01	MI STATE DISBURSEMENT UNIT	209.65
AMERICAN FAMILY LIFE	633.18	MONY LIFE INSURANCE	326.65
CHAR EM UNITED WAY	90.00	POLICE OFFICERS LABOR COUNCIL	201.00
CHARLEVOIX STATE BANK	1,172.00	PRIORITY HEALTH	1,433.15
CHEMICAL BANK	175.00		
COMMUNICATION WORKERS OF AMER	659.38	TOTAL	5,832.02

Tax Disbursement – 03/17/2020

CHARLEVOIX COUNTY TREASURER	7,992.65	CHARLEVOIX PUBLIC SCHOOLS	32.01
CHARLEVOIX DISTRICT LIBRARY	3,879.89	CHARLEVOIX-EMMET ISD	8,509.89
CHARLEVOIX PUBLIC SCHOOLS	1,811.10	CITY OF CHARLEVOIX - TAXES DUE	5,035.64
CHARLEVOIX PUBLIC SCHOOLS	384.57	RECREATIONAL AUTHORITY	751.74
CHARLEVOIX PUBLIC SCHOOLS	106.84	TOTAL	28,579.09
CHARLEVOIX PUBLIC SCHOOLS	74.76		

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Special Meeting Minutes - April 3, 2020

DATE: April 20, 2020

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

**CITY OF CHARLEVOIX
CITY COUNCIL SPECIAL MEETING MINUTES
Friday, April 3, 2020 – 2:00 p.m.
Remote Participation**

The meeting was called to order at 2:07 p.m. by Mayor Kurtz.

1. Access Instructions

In order to be in compliance with Governor Whitmer's Executive Order 2020-21 which prohibits in-person work not necessary to sustain or protect life, this Special Meeting was held remotely in accordance with Executive Order No. 2020-15 which grants temporary authorization of remote participation in public meetings due to the COVID-19 pandemic.

2. Roll Call

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

3. Inquiry Regarding Conflicts of Interest

4. Public Hearings and Actions Requiring Public Hearings

- A. Emergency Ordinance to Temporarily Suspend Short Term Rental Operations During State of Emergency
The Mayor opened the public hearing at 2:07 p.m.

The City Manager explained that the emergency ordinance would temporarily suspend the operation and registration of Short Term Rentals under the ordinance passed a few weeks ago. Due to the Executive Orders of Governor Whitmer, there should be no vacation travel to non-personal residences in a vacation setting. This ordinance confirms that Short Term Rentals (STRs) are not essential and prohibits their rental until such time as the Governor's order, or subsequent orders, may be lifted or when this ordinance expires in 60 days, whichever is first. The City Attorney confirmed that this was only a temporary ordinance.

Mayor Kurtz discussed several additional provisions he and the City Attorney worked on to include hotels and motels along with requiring businesses to comply with the Health Department of Northwest Michigan COVID-19 guidelines. City Attorney Howard stated that including these revisions in this ordinance would require an additional Special Meeting. Council expressed their opinions at length.

The item was open to public comment. Eleven members of the public were heard.

Mayor Kurtz suggested that fees could be waived for STRs. Slater suggested that business owners should be required to keep a health and safety audit log.

The item was closed to the public at 3:28 p.m.

Mayor Kurtz called for another Special Meeting for Saturday, April 4, 2020 at 2:00 p.m. to consider the amended ordinance.

5. Reports & Communications

- A. Public Comments
- B. City Manager Comments
- C. Mayor & Council Comments
- Hagen asked residents to be safe
 - Oleksy, Slater, Kalbfell, and Cole stated that the main goal should be citizens' health and welfare
 - Bryan felt all businesses should be shut down to be fair
 - Mayor Kurtz stated all citizens need to do their part

6. Adjourn

Mayor Kurtz adjourned the meeting at 3:33 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

DRAFT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Special Meeting Minutes - April 4, 2020

DATE: April 20, 2020

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
CITY COUNCIL SPECIAL MEETING MINUTES
Saturday, April 4, 2020 – 2:00 p.m.
Remote Participation

The meeting was called to order at 2:00 p.m. by Mayor Kurtz.

1. Access Instructions

In order to be in compliance with Governor Whitmer's Executive Order 2020-21 which prohibits in-person work not necessary to sustain or protect life, this Special Meeting was held remotely in accordance with Executive Order No. 2020-15 which grants temporary authorization of remote participation in public meetings due to the COVID-19 pandemic.

2. Roll Call

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

3. Inquiry Regarding Conflicts of Interest

Mayor Kurtz and Hagen disclosed that they both have businesses in town, but did not see a conflict.

4. Public Hearings and Actions Requiring Public Hearings

A. Emergency Ordinance to Require Essential Businesses Implement Safety Precautions and Restrict the Use, Operation and Licensing of Certain Lodging Establishments

The Mayor opened the public hearing at 2:00 p.m.

As a result of the April 3rd Special Council Meeting, this revision covers certain other lodging establishments and ensures travelers staying at hotels and motels are there for essential services. Further, this ordinance requires all essential businesses comply with health and sanitation practices outlined by the Health Department of Northwest Michigan.

Questions were asked and answered regarding health practices and how that would be managed.

The item was open to public comment. Eleven members of the public were heard. The public hearing was closed at 3:07 p.m.

Council agreed to change the wording in Section 4 to "strongly encourage" participation in an employee screening plan along with defining a short-term rental as 28 days in Section 2.

Motion by Slater, second by Oleksy to approve Emergency Ordinance 817 of 2020 as amended.

CITY OF CHARLEVOIX
ORDINANCE NO. 817 of 2020

**ORDINANCE TO REQUIRE ESSENTIAL BUSINESSES TO IMPLEMENT SAFETY PRECAUTIONS TO LIMIT THE SPREAD OF COVID-19;
RESTRICT THE USE OF HOTELS OR MOTELS;
AND TO TEMPORARILY SUSPEND THE OPERATION AND LICENSING OF SHORT-TERM RENTALS**

An emergency ordinance to temporarily suspend the operation of and issuance of licenses to short-term rentals under Section 114.01 et seq. of the Code of the City of Charlevoix; to restrict use of hotels and motels to only those uses allowed by Executive Order 2020-21; and to require essential service businesses to implement certain safety precautions to limit the spread of COVID-19, effective immediately.

WHEREAS, by means of Executive Order 2020-21 issued on March 23, 2020, Governor Gretchen Whitmer has prohibited in-person work not necessary to sustain or protect life and ordered all individuals currently living within the State of Michigan to stay at home or at their place of residence subject to certain exceptions in order to suppress the spread of novel coronavirus COVID-19;

WHEREAS, under the Order, the only applicable exception is for the provision of shelter to the "economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities";

WHEREAS, the Governor has indicated that, for purposes of the Order, the term "otherwise needy individuals" includes anyone residing in a hotel or motel at the time the order was issued or anyone seeking shelter during the current pandemic and that hotels and motels may also remain open to the extent they are used for COVID-19 mitigation and containment efforts and to serve critical infrastructure workers;

WHEREAS, on March 31, 2020 the Health Department of Northwest Michigan, in collaboration with the Northern Michigan Public Health Alliance, issued a health advisory warning of the substantial strain that increased population to the northern Michigan area may place on

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essential services including but not limited to groceries and health care, and advising “[a]ll individuals traveling to seasonal homes or returning home from areas with community spread should self-quarantine for 14 days upon arrival to your destination”;

WHEREAS, the Health Department of Northwest Michigan has created COVID-19 Business Guidelines for essential service businesses which include screening guidelines and instructions for proper cleaning and disinfection of surfaces;

WHEREAS, the City of Charlevoix City Council finds that allowing the ongoing operation and permitting of short-term rentals within the City promotes the movement of people for reasons contrary to Executive Order 2020-21 and that may exacerbate the spread of COVID-19; and

WHEREAS, the City of Charlevoix City Council finds that adoption of this Emergency Ordinance is necessary to protect the health, safety, and welfare of its citizens.

Now, therefore, the City of Charlevoix ordains:

Section 1. EMERGENCY ORDINANCE. The ongoing COVID-19 pandemic has caused a state of emergency to exist in the State of Michigan and the City of Charlevoix.

Section 2. TEMPORARY SUSPENSION OF THE OPERATION AND LICENSING OF SHORT-TERM RENTALS. Pursuant to § 114.03 of the Code of Ordinances for the City of Charlevoix, all dwelling units used for short-term rentals must be registered and licensed with the City. The operation and licensing of short-term rentals within the City of Charlevoix is suspended for the duration of Executive Order 2020-21 and any subsequent Executive Order extending the duration of the Governor’s order for individuals to stay at home or at their place of residence, or any equivalent order from the federal government. Short-term rentals may be used to house individuals residing at a short-term rental at the time the order was issued; to house economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities; or to house persons for COVID-19 mitigation and containment efforts and to serve critical infrastructure workers so long as the City of Charlevoix is notified of the use and the person residing in the short-term rental and is provided with a copy of a signed declaration that they are staying at the short-term rental in compliance with the Governor’s executive orders relating to COVID-19. For purposes of this Ordinance, short-term rental includes the rental of any dwelling unit for a period of 28 days or less.

Section 3. OPERATION OF A HOTEL OR MOTEL. Vacation or leisure stays at a hotel or motel within the City of Charlevoix are prohibited for the duration of Executive Order 2020-21 and any subsequent Executive Order extending the duration of the Governor’s order. All hotels and motels shall only operate in compliance with Executive Order 2020-21 and all future executive orders pertaining to COVID-19. All guests at hotels and motels shall sign a declaration that they are staying at the hotel or motel in compliance with the Governor’s executive orders relating to COVID-19 and the hotel or motel shall keep a copy of the signed declaration for all persons staying at the establishment.

Section 4. OPERATION OF ESSENTIAL SERVICE BUSINESSES. All businesses operating under the governor’s order as essential businesses or must review the COVID-19 BUSINESS GUIDELINES for essential service businesses as posted by the Health Department of Northwest Michigan. At a minimum, all said businesses must create and adopt an employee screening plan and cleaning plan following the screening and cleaning guidelines provided in the COVID-19 BUSINESS GUIDELINES within seven days of the adoption of this Ordinance. Additionally, each business must post a copy of page 3 of said guidelines in at least two conspicuous locations in the place of business. All five pages of the guidelines must be made available for review by each employee as part of the employee screening program. The essential businesses may and are strongly encouraged to create a log to document compliance with the screening requirements and cleaning guidelines at the business. Businesses will provide the City with copies of the adopted plans upon request by the City.

Section 5. PENALTY. Any person who violates this Ordinance shall be subject to the provisions of Executive Order No. 2020-21 and to the payment of such fines, fees, and costs for municipal civil infractions as are provided in Revised Judicature Act, MCL 600.8701, et seq. and Section 10.99 of the Charlevoix Code of Ordinances.

Section 6. REPEALS. All ordinances inconsistent with the provisions of this ordinance are hereby repealed. This Ordinance does not repeal § 114.03 of the Code of Ordinances but imposes, among other things, a temporary suspension of operation and licensing for short-term rentals. Such operation and licensing for short-term rentals may resume upon the expiration or repeal of this Emergency Ordinance.

Section 7. PUBLICATION. As provided in Section 5.4(c) of the City Charter, this ordinance shall be effective immediately.

Adopted this 4th day of April, 2020.

Ordinance No. 817 was adopted on the 4th day of April, 2020 A.D. at a special meeting of the Charlevoix City Council and takes immediate effect.

Motion by:	Slater
Seconded by:	Oleksy
Yeas:	Hagen, Kalbfell, Cole, Slater, Oleksy
Nays:	Bryan
Absent:	None

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Motion by Cole, second by Kalbfell to direct Staff to, within its discretion, not enforce the requirement that a short term rental not advertise during the period of time Ordinance No. 817 is in place even if they do not have their license from the City.

Yeas: Hagen, Bryan, Kalbfell, Cole, Slater, Oleksy

Nays: None

Motion by Hagen, second by Kalbfell to allow applications but holding the payment of fees until the end of restrictions under the Executive Order.

Yeas: Hagen, Bryan, Kalbfell, Cole, Slater, Oleksy

Nays: None

The Mayor opened the floor to public comment and six comments were heard.

Motion by Kalbfell, second by Cole to direct Staff to delay inspections for the 2020 rental season and start inspections January 1, 2021.

Yeas: Hagen, Bryan, Kalbfell, Cole, Slater, Oleksy

Nays: None

5. Reports & Communications

A. Public Comments

- Nurse Shelley Diss was concerned about limited resources and folks coming from downstate

B. City Manager Comments

- Late fees on utility bills have been waived month-by-month
- Thanks to Staff working while City Hall is closed and those in the field

C. Mayor & Council Comments

- Kalbfell expressed gratitude to City workers
- Slater stated that the reason for this ordinance was to protect the public
- Bryan thanked the City Manager
- Cole and Oleksy thanked the City Manager and kudos to Council for a job well done
- Hagen thanked the public for participating in this meeting
- Mayor thanked Staff and Council for working hard to approve this ordinance

6. Adjourn

Mayor Kurtz adjourned the meeting at 4:03 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

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CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Special Meeting Minutes - April 13, 2020

DATE: April 20, 2020

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

**CITY OF CHARLEVOIX
CITY COUNCIL SPECIAL MEETING MINUTES
Monday, April 13, 2020 – 11:00 a.m.
Remote Participation**

The meeting was called to order at 11:00 a.m. by Mayor Kurtz.

1. Pledge of Allegiance

In order to be in compliance with Governor Whitmer's Executive Order 2020-21 which prohibits in-person work not necessary to sustain or protect life, this Special Meeting was held remotely in accordance with Executive Order No. 2020-15 which grants temporary authorization of remote participation in public meetings due to the COVID-19 pandemic.

2. Roll Call

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

3. Inquiry Regarding Conflicts of Interest

4. Public Hearings and Actions Requiring Public Hearings

A. Conditional Rezone Request for 904 May Street

Clerk's Note: Pursuant to the City Charter, all Council members are required to be in attendance in order to vote on an ordinance. The public hearing was held on March 2, but Council was not in full attendance and it was agreed to re-address this item at a later meeting.

The Mayor opened the public hearing at 11:06 a.m. He gave a brief history of the timeline of events.

Zoning Administrator Scheel stated that this is a request for a Conditional Rezone of a large R-1 Single Family lot located at 904 May Street to R-4 Multi Family High Density. If approved, the project must meet all regulations of the R-4 zoning district. The City of Charlevoix Planning Commission has recommended approval. He noted that the conditions of the rezone consist of: the exterior of the existing building will not change get larger in footprint or height, the existing building will have new siding installed, there will be a maximum of three apartments in the existing building and, new landscaping to meet ordinance standards will be installed. He recalled that there has been an effort to develop a deed restriction program to encourage and promote year-round, permanent housing in our area. Housing North led by Sarah Lucas has negotiated the purchase of a deed restriction for this property that would require the three units created be restricted for year-round occupancy.

Ms. Lucas presented a brief overview of housing issues experienced in the area and answered several questions from Council. City Attorney Howard confirmed that Applicant Robert Jess added the deed restriction to the conditions of rezoning.

Four public comments were heard, three of which were in favor. The public hearing was closed at 11:31 a.m.

Motion by Kalbfell, second by Cole to approve Ordinance 816 of 2020 approving the conditional rezoning request for 904 May Street with the addition of the condition offered by the developer to participate in the Housing North Deed Restriction Program.

**CITY OF CHARLEVOIX
ORDINANCE NO. 816 of 2020
AN ORDINANCE TO AMEND TITLE XV, CHAPTER 153, SECTIONS 153.055, OF THE CHARLEVOIX CITY CODE**

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 153, Section 153.055 (A) (1) (f) of the City of Charlevoix Code is hereby amended to include an R-4 Conditional Rezone as a District in the Zoning Use District Map as follows:

SECTION 2. Description of the amended Conditional Rezone District

The Zoning Use District Map is hereby amended to conditionally rezone the following described area from R-1 Single Family District to R-4 Multi Family District: In the City of Charlevoix, Charlevoix County, Michigan, Commencing at a concrete monument on the North line of Section 35, Town 34 North, Range 8 West, being the Southwest corner of the Plat of Meadowlane as recorded in Liber 2, Page 35 of Plats, Charlevoix County Records; thence along said North line North 89 51' 42" West, 9.88 feet (recorded as 10.00 feet) to the East line of May Street; thence along said East line South 0 23' 42" East 99.83 feet (recorded as 100.00 feet) to a ½" iron rod being the POINT OF BEGINNING; thence continuing along said East line South 0 23' 42" East 99.83 feet (recorded as 100.00 feet) to a ½" iron rod; thence South 89 54' 19" East,

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122.36 feet to a ½" iron rod; thence North 0 07' 48" West, 99.77 feet to a ½" iron rod; thence North 89 52' 36" West, 122.82 feet to the Point of Beginning, being a part of Lots 39 and 41, J Milo Eaton's addition to Charlevoix as recorded in Liber 1, Pages 54 & 55 of Plats, Charlevoix County Records and containing 0.281 acres (12,233.52 square feet) Subject to the rights of the public and of any governmental unit in any part thereof taken, used, or deeded for street, road, or highway purposes. Commonly known as 906 May Street.

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. 816 was adopted on the 13th day of April, 2020 A.D., by the Charlevoix City Council as follows:

Motion by: Kalbfell
 Seconded by: Cole
 Yeas: Slater, Hagen, Oleksy, Kalbfell, Cole, Bryan
 Nays: None
 Absent: None

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5. Reports & Communications

A. Public Comments

B. City Manager Comments

- Antibacterial fogging of vehicles and City Hall for virus prevention occurred over the weekend
- Yard waste collection on Tuesday but on a limited basis

C. Mayor & Council Comments

- Council agreed to move forward with regular meetings via Zoom
- Council thanked Mr. Jess and Ms. Lucas for their efforts

6. Adjourn

Mayor Kurtz adjourned the meeting at 11:42 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: April 20, 2020

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers



CITY OF CHARLEVOIX

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

03/19/20 Special Accounts Payable Run	\$ 65,446.25
03/20/20 Payroll (net pay)	\$ 109,152.26
03/20/20 Payroll Transmittal Checks	\$ 5,437.90
03/25/20 Special Accounts Payable Run	\$ 1,496.73
04/03/20 Payroll (net pay)	\$ 117,934.53
04/03/20 Payroll Transmittal Checks	\$ 6,445.90
04/07/20 Special Accounts Payable Run (1 of 2)	\$ 599,957.51
04/07/20 Special Accounts Payable Run (2 of 2)	\$ 34,711.00
04/17/20 Payroll (net pay)	\$ 108,306.72
04/17/20 Payroll Transmittal Checks	\$ 5,542.81
04/21/20 Regular Accounts Payable	\$ 549,957.51
Checks Sub-Total:	\$ 1,604,389.12

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

03/13/20 DTE Energy	\$ 8,235.38
03/16/20 MI Public Power Agency	\$ 32,824.08
03/20/20 IRS (Payroll Tax Deposit)	\$ 38,735.17
03/20/20 Alerus Financial (HCSP)	\$ 350.00
03/20/20 State of MI (Withholding Tax)	\$ 5,750.20
03/20/20 Vantagepoint (401 ICMA Plan)	\$ 858.02
03/20/20 Vantagepoint (457 ICMA Plan)	\$ 19,358.04
03/20/20 Vantagepoint (Roth IRA)	\$ 1,286.52
03/20/20 MERS (Defined Benefit Plan)	\$ 51,630.98
03/23/20 MI Public Power Agency	\$ 20,993.08
03/25/20 MI Public Power Agency	\$ 174,199.20
03/30/20 MI Public Power Agency	\$ 12,251.05
04/02/20 Proximity Space Inc (The Vault)	\$ 99.00
04/03/20 IRS (Payroll Tax Deposit)	\$ 42,849.30
04/03/20 Alerus Financial (HCSP)	\$ 350.00
04/03/20 State of MI (Withholding Tax)	\$ 6,214.66
04/03/20 Vantagepoint (401 ICMA Plan)	\$ 858.02
04/03/20 Vantagepoint (457 ICMA Plan)	\$ 19,995.02
04/03/20 Vantagepoint (Roth IRA)	\$ 1,286.52
04/06/20 MI Public Power Agency	\$ 16,858.19
04/06/20 Payment Service Network, Inc.	\$ 244.10
04/09/20 State of MI (Sales Tax)	\$ 18,798.60
04/10/20 DTE Energy	\$ 6,699.77
04/13/20 MI Public Power Agency	\$ 13,655.89
04/17/20 IRS (Payroll Tax Deposit)	\$ 41,411.35
04/17/20 Alerus Financial (HCSP)	\$ 350.00
04/17/20 State of MI (Withholding Tax)	\$ 5,914.85
04/17/20 Vantagepoint (401 ICMA Plan)	\$ 858.02
04/17/20 Vantagepoint (457 ICMA Plan)	\$ 20,459.65
04/17/20 Vantagepoint (Roth IRA)	\$ 1,286.52
04/17/20 MERS (Defined Benefit Plan)	\$ 49,521.67
ACH Sub-Total:	\$ 614,182.85

Huntington National Bank Total: \$ 2,218,571.97

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

04/21/20 Tax Disbursement	\$ -
Charlevoix State Bank Total:	\$ -

Grand Total: \$ 2,218,571.97

APPROVED:


CITY MANAGER

CITY TREASURER


CITY CLERK

Check Number	Payee	Amount
03/19/2020		
129794	AT&T	4,811.29
129795	AT&T LONG DISTANCE	96.17
129796	CHARLEVOIX STATE BANK	3,309.75
129797	CHARLEVOIX TOWNSHIP	32.04
129798	CHARTER COMMUNICATIONS	912.73
129799	DELTA DENTAL	3,524.12
129800	GREAT LAKES ENERGY	330.28
129801	HOLIDAY COMPANIES	6,127.82
129802	MONY LIFE INSURANCE	445.73
129803	PRIORITY HEALTH	41,608.43
129804	RANGE TELECOMMUNICATIONS	193.90
129805	STANDARD INSURANCE CO	2,677.50
129806	VERIZON WIRELESS	56.72
129807	VSP INSURANCE CO. (CT)	559.13
129808	WEX BANK	760.64
Total 03/19/2020:		65,446.25
Grand Totals:		65,446.25

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/14/2020	PC	03/20/2020	30344	FLANDERS, FRANCIS B.	90		132.14
03/14/2020	PC	03/20/2020	30345	BRYAN, BRENDA L.	91		138.52
03/14/2020	PC	03/20/2020	30346	HEYDLAUFF, MARK L.	102		2,724.04
03/14/2020	PC	03/20/2020	30347	GOLDING, JOYCE M.	106		1,842.02
03/14/2020	PC	03/20/2020	30348	DEROSIA, PATRICIA E.	107		1,345.02
03/14/2020	PC	03/20/2020	30349	DOTSON, LINDSEY J.	109		1,391.56
03/14/2020	PC	03/20/2020	30350	KLOOSTER, ALIDA K.	121		1,723.23
03/14/2020	PC	03/20/2020	30351	GOLOVICH, KAREN J.	122		985.70
03/14/2020	PC	03/20/2020	30352	BARNEVELD, RICHELLE	123		1,140.77
03/14/2020	PC	03/20/2020	30353	SPENCLEY, PATRICIA L.	136		1,537.69
03/14/2020	PC	03/20/2020	30354	MILLER, FAITH G.	142		63.60
03/14/2020	PC	03/20/2020	30355	MCGINN, KELLY A.	146		2,042.30
03/14/2020	PC	03/20/2020	30356	LAVENDER, JOSEPH E.	153		1,695.43
03/14/2020	PC	03/20/2020	30357	DOAN, GERARD P.	201		2,358.46
03/14/2020	PC	03/20/2020	30358	UMULIS, MATTHEW T.	205		1,327.37
03/14/2020	PC	03/20/2020	30359	HANKINS, SCOTT A.	208		1,952.26
03/14/2020	PC	03/20/2020	30360	ORBAN, BARBARA K.	209		1,121.28
03/14/2020	PC	03/20/2020	30361	FLICKEMA, ANDREW M.	211		1,376.72
03/14/2020	PC	03/20/2020	30362	RILEY, DENISE M.	213		477.67
03/14/2020	PC	03/20/2020	30363	MUNK, CHRISTOPHER J.	215		1,555.36
03/14/2020	PC	03/20/2020	30364	SCHICK, TIELER R.	216		627.95
03/14/2020	PC	03/20/2020	30365	MATELSKI, KRISTEN L.	230		1,299.58
03/14/2020	PC	03/20/2020	30366	WURST, RANDALL W.	411		1,526.74
03/14/2020	PC	03/20/2020	30367	MAYER, SHELLEY L.	412		1,747.71
03/14/2020	PC	03/20/2020	30368	HILLING, NICHOLAS A.	413		1,399.00
03/14/2020	PC	03/20/2020	30369	MEIER III, CHARLES A.	421		1,277.46
03/14/2020	PC	03/20/2020	30370	ZACHARIAS, STEVEN B.	422		1,287.72
03/14/2020	PC	03/20/2020	30371	NEWMAN, MARK J.	424		931.35
03/14/2020	PC	03/20/2020	30372	SWEM, DONALD L.	512		2,297.00
03/14/2020	PC	03/20/2020	30373	EATON, BRAD A.	515		2,995.24
03/14/2020	PC	03/20/2020	30374	WILSON, TIMOTHY J.	516		2,612.79
03/14/2020	PC	03/20/2020	30375	LAVOIE, RICHARD L.	519		2,225.14
03/14/2020	PC	03/20/2020	30376	STEVENS, BRANDON C.	521		2,986.67
03/14/2020	PC	03/20/2020	30377	DRAVES, MARTIN J.	523		2,282.58
03/14/2020	PC	03/20/2020	30378	ANDERSON, ELIZABETH	526		1,234.58
03/14/2020	PC	03/20/2020	30379	KENWABIKISE, DAVID L.	528		1,097.59
03/14/2020	PC	03/20/2020	30380	ELLIOTT, PATRICK M.	600		2,333.20
03/14/2020	PC	03/20/2020	30381	SCHWARTZFISHER, JOS	603		986.07
03/14/2020	PC	03/20/2020	30382	BRADLEY, KELLY R.	614		1,816.89
03/14/2020	PC	03/20/2020	30383	HART II, DELBERT W.	616		1,467.54
03/14/2020	PC	03/20/2020	30384	JONES, ROBERT F.	618		1,210.82
03/14/2020	PC	03/20/2020	30385	FARRELL, MITCHELL L.	622		1,356.93
03/14/2020	PC	03/20/2020	30386	THORP JR, WILLIAM D.	623		1,341.26
03/14/2020	PC	03/20/2020	30387	LEITNER, RYAN S.	624		1,473.58
03/14/2020	PC	03/20/2020	30388	FERGUSON, ROYCE L.	625		683.58
03/14/2020	PC	03/20/2020	30389	KNORR, KENT J.	700		1,920.23
03/14/2020	PC	03/20/2020	30390	ANZELL, BETH A.	702		1,293.68
03/14/2020	PC	03/20/2020	30391	BOSS, SHERRY M.	730		418.10
03/14/2020	PC	03/20/2020	30392	DOE-NIMPHIE, SETH K.	738		139.58
03/14/2020	PC	03/20/2020	30393	REDMAN, SEAN M.	739		139.58
03/14/2020	PC	03/20/2020	30394	PORATH, JACOB P.	741		174.27
03/14/2020	PC	03/20/2020	30395	WHITLEY, NICHOLAS J	742		193.82
03/14/2020	PC	03/20/2020	30396	WHITE III, MARCUS W.	754		48.45
03/14/2020	PC	03/20/2020	30397	BERTINELLI, DAVID P.	764		132.14
03/14/2020	PC	03/20/2020	30398	FOSTER, WILLIAM P.	765		336.78
03/14/2020	PC	03/20/2020	30399	MATTACK, JEFFREY C.	767		432.36
03/14/2020	PC	03/20/2020	30400	MATTACK, ANNE E.	768		545.61

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/14/2020	PC	03/20/2020	30401	MAY, MEREDITH A.	771		151.69
03/14/2020	PC	03/20/2020	30402	DOE-NIMPHE, MASON K.	776		323.90
03/14/2020	PC	03/20/2020	30403	BOSS, BEAU J.	788		1,139.01
03/14/2020	PC	03/20/2020	30404	LIVINGSTON, BRIAN D.	866		1,708.92
03/14/2020	PC	03/20/2020	30405	WYMAN, MATTHEW A.	927		1,614.05
03/14/2020	PC	03/20/2020	30406	MILLER, WILLIAM S.	933		958.94
03/14/2020	PC	03/20/2020	30407	DOUGLAS, MARK	935		868.63
03/14/2020	PC	03/20/2020	30408	PRIOR, ERIN C.	938		878.61
03/14/2020	PC	03/20/2020	30409	FRATRICK, JOSEPH W.	940		497.72
03/14/2020	PC	03/20/2020	30410	MCMULLEN, DONALD R.	1000		1,762.86
03/14/2020	PC	03/20/2020	30411	SILVA, JESSE L.A.	1001		1,926.93
03/14/2020	PC	03/20/2020	30412	JOHNSON, MELISSA A.	1004		1,505.59
03/14/2020	PC	03/20/2020	30413	STEPHENS, LYON G.	1005		1,109.95
03/14/2020	PC	03/20/2020	30414	STEVENS, JEFFREY W.	1028		607.93
03/14/2020	PC	03/20/2020	30415	RILEY, CASEY W.	1052		526.53
03/14/2020	PC	03/20/2020	30416	JONES, LARRY M.	1057		970.58
03/14/2020	PC	03/20/2020	30417	FLORE, ROBERT A.	1058		650.28
03/14/2020	PC	03/20/2020	30418	MATZ, EMILY S.	1059		1,295.99
03/14/2020	PC	03/20/2020	30419	MOYER, DAVID T.	1073		169.37
03/14/2020	PC	03/20/2020	30420	RILEY, DANIEL A.	1102		332.87
03/14/2020	PC	03/20/2020	30421	WHEELER, MICHAEL W.	1103		1,022.44
03/14/2020	PC	03/20/2020	30422	CORNELL, BRITTA J.	1106		224.87
03/14/2020	PC	03/20/2020	30423	MISHLER, MICHAEL. J.	1107		1,448.10
03/14/2020	PC	03/20/2020	30424	AZZOPARDI, ANTHONY J.	1108		1,702.94
03/14/2020	PC	03/20/2020	30425	DEKORNE, ELIZABETH A.	1109		113.65
03/14/2020	PC	03/20/2020	30426	MCCRANEY, RUSSELL R.	1111		159.68
03/14/2020	PC	03/20/2020	30427	DIETZ, AMANDA M.	1115		849.54
03/14/2020	PC	03/20/2020	30428	MOORE, SASHA L.	1116		584.46
03/14/2020	PC	03/20/2020	30429	WELLS, JANINNA J.	1117		42.28
03/14/2020	PC	03/20/2020	30430	MOYER, NATHAN I.	1118		583.19
03/14/2020	PC	03/20/2020	30431	SPREEMAN, ASHLEY M.	1120		493.91
03/14/2020	PC	03/20/2020	30432	FAULKNER, CHRISTOPH	1122		820.88
03/14/2020	PC	03/20/2020	30433	CARLSON, JOANNE E.	2007		144.00
03/14/2020	PC	03/20/2020	30434	FRANCIS, CATHERINE A.	2029		94.25
03/14/2020	PC	03/20/2020	30435	DUERR, JANE R.	2042		91.00
03/14/2020	PC	03/20/2020	30436	GIBSON, SHIRLEY J.	2043		96.00
03/14/2020	PC	03/20/2020	30437	HERDER, DIANE M.	2044		217.00
03/14/2020	PC	03/20/2020	30438	OHALLORAN, LINDA J.	2045		217.00
03/14/2020	PC	03/20/2020	30439	CURREY-KOLB, KAY E.	2046		120.00
03/14/2020	PC	03/20/2020	30440	DIPERT, ANNE M.	2047		111.00
03/14/2020	PC	03/20/2020	30441	HAVEMAN, NANCY A.	2048		108.00
03/14/2020	PC	03/20/2020	30442	LINKLATER, LINDA K.	2049		120.00
03/14/2020	PC	03/20/2020	30443	SUAREZ PAWLICKI, EMM	2050		207.00
03/14/2020	PC	03/20/2020	129774	TIMMS, ROBERT N	92		92.35
03/14/2020	PC	03/20/2020	129775	WHITLEY, ANDREW T.	522		2,189.38
03/14/2020	PC	03/20/2020	129776	MORRISON, KEVIN P.	601		1,412.84
03/14/2020	PC	03/20/2020	129777	BOSS JR, DALE E.	701		1,529.38
03/14/2020	PC	03/20/2020	129778	HILLIGAN, ABIGAIL B.	769		340.05
03/14/2020	PC	03/20/2020	129779	MATTER, DAWSON K.	786		222.02
03/14/2020	PC	03/20/2020	129780	HOLM, ARTHUR R.	791		1,178.99
03/14/2020	PC	03/20/2020	129781	RUDOLPH, JOELLEN B.	2008		87.00
03/14/2020	PC	03/20/2020	129782	LEFT, LILLIAN M.	2010		60.00
03/14/2020	PC	03/20/2020	129783	PICOTTE, DIANE M.	2016		96.00
03/14/2020	PC	03/20/2020	129784	CIUK, JULIA A.	2035		168.00
Grand Totals:			111				109,152.26

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/14/2020	03/20/2020	129785	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	932.01
03/14/2020	03/20/2020	129786	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	127.28
03/14/2020	03/20/2020	129786	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	505.90
03/14/2020	03/20/2020	129787	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 3/14/2	90.00
03/14/2020	03/20/2020	129788	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	967.00
03/14/2020	03/20/2020	129789	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	175.00
03/14/2020	03/20/2020	129790	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	659.38
03/14/2020	03/20/2020	129791	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	209.65
03/14/2020	03/20/2020	129792	MONY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	233.30
03/14/2020	03/20/2020	129792	MONY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 3/14/	39.61
03/14/2020	03/20/2020	129792	MONY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 3/14/20	4.00
03/14/2020	03/20/2020	129792	MONY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	40.32
03/14/2020	03/20/2020	129792	MONY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 3/14	6.83
03/14/2020	03/20/2020	129792	MONY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 3/14/2	2.59
03/14/2020	03/20/2020	129793	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,445.03
Grand Totals:		15				5,437.90

Check Number	Payee	Amount
03/25/2020		
129809	CHARLEVOIX STATE BANK	942.30
129810	HARTFORD, THE	554.43
Total 03/25/2020:		1,496.73
Grand Totals:		1,496.73

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/28/2020	PC	04/03/2020	30444	KURTZ, LUTHER J.	54		944.27
03/28/2020	PC	04/03/2020	30445	HAGEN, AARON W.	56		720.33
03/28/2020	PC	04/03/2020	30446	OLEKSY, THOMAS M.	57		566.03
03/28/2020	PC	04/03/2020	30447	KALBFELL, JANET P.	58		731.87
03/28/2020	PC	04/03/2020	30448	BRYAN JR, GREGORY T.	59		533.01
03/28/2020	PC	04/03/2020	30449	SLATER, JOHN B.	60		140.18
03/28/2020	PC	04/03/2020	30450	HEYDLAUFF, MARK L.	102		3,012.48
03/28/2020	PC	04/03/2020	30451	GOLDING, JOYCE M.	106		2,274.27
03/28/2020	PC	04/03/2020	30452	DEROSIA, PATRICIA E.	107		1,143.19
03/28/2020	PC	04/03/2020	30453	DOTSON, LINDSEY J.	109		1,391.56
03/28/2020	PC	04/03/2020	30454	KLOOSTER, ALIDA K.	121		2,098.69
03/28/2020	PC	04/03/2020	30455	GOLOVICH, KAREN J.	122		985.70
03/28/2020	PC	04/03/2020	30456	BARNEVELD, RICHELLE	123		1,140.78
03/28/2020	PC	04/03/2020	30457	EDWARDS, MACKENZIE	124		1,846.88
03/28/2020	PC	04/03/2020	30458	SPENCLEY, PATRICIA L.	136		1,696.20
03/28/2020	PC	04/03/2020	30459	MCGINN, KELLY A.	146		2,474.55
03/28/2020	PC	04/03/2020	30460	LAVENDER, JOSEPH E.	153		1,695.43
03/28/2020	PC	04/03/2020	30461	DOAN, GERARD P.	201		2,358.45
03/28/2020	PC	04/03/2020	30462	UMULIS, MATTHEW T.	205		1,186.68
03/28/2020	PC	04/03/2020	30463	HANKINS, SCOTT A.	208		1,612.03
03/28/2020	PC	04/03/2020	30464	ORBAN, BARBARA K.	209		1,279.65
03/28/2020	PC	04/03/2020	30465	FLICKEMA, ANDREW M.	211		1,863.03
03/28/2020	PC	04/03/2020	30466	RILEY, DENISE M.	213		405.45
03/28/2020	PC	04/03/2020	30467	MUNK, CHRISTOPHER J.	215		1,806.79
03/28/2020	PC	04/03/2020	30468	SCHICK, TIELER R.	216		1,201.76
03/28/2020	PC	04/03/2020	30469	MATELSKI, KRISTEN L.	230		1,299.58
03/28/2020	PC	04/03/2020	30470	WURST, RANDALL W.	411		1,170.27
03/28/2020	PC	04/03/2020	30471	MAYER, SHELLEY L.	412		1,778.93
03/28/2020	PC	04/03/2020	30472	HILLING, NICHOLAS A.	413		1,707.71
03/28/2020	PC	04/03/2020	30473	MEIER III, CHARLES A.	421		1,403.37
03/28/2020	PC	04/03/2020	30474	ZACHARIAS, STEVEN B.	422		1,305.58
03/28/2020	PC	04/03/2020	30475	NEWMAN, MARK J.	424		797.01
03/28/2020	PC	04/03/2020	30476	SWEM, DONALD L.	512		2,297.00
03/28/2020	PC	04/03/2020	30477	EATON, BRAD A.	515		2,703.24
03/28/2020	PC	04/03/2020	30478	WILSON, TIMOTHY J.	516		3,001.24
03/28/2020	PC	04/03/2020	30479	LAVOIE, RICHARD L.	519		2,377.34
03/28/2020	PC	04/03/2020	30480	STEVENS, BRANDON C.	521		2,266.32
03/28/2020	PC	04/03/2020	30481	DRAVES, MARTIN J.	523		2,246.36
03/28/2020	PC	04/03/2020	30482	ANDERSON, ELIZABETH	526		1,234.58
03/28/2020	PC	04/03/2020	30483	KENWABIKISE, DAVID L.	528		1,097.59
03/28/2020	PC	04/03/2020	30484	ELLIOTT, PATRICK M.	600		2,333.20
03/28/2020	PC	04/03/2020	30485	SCHWARTZFISHER, JOS	603		1,275.49
03/28/2020	PC	04/03/2020	30486	BRADLEY, KELLY R.	614		1,488.76
03/28/2020	PC	04/03/2020	30487	HART II, DELBERT W.	616		1,261.22
03/28/2020	PC	04/03/2020	30488	JONES, ROBERT F.	618		1,457.12
03/28/2020	PC	04/03/2020	30489	FARRELL, MITCHELL L.	622		1,709.10
03/28/2020	PC	04/03/2020	30490	THORP JR, WILLIAM D.	623		1,267.96
03/28/2020	PC	04/03/2020	30491	LEITNER, RYAN S.	624		1,403.59
03/28/2020	PC	04/03/2020	30492	FERGUSON, ROYCE L.	625		1,739.85
03/28/2020	PC	04/03/2020	30493	KNORR, KENT J.	700		1,920.23
03/28/2020	PC	04/03/2020	30494	ANZELL, BETH A.	702		1,293.68
03/28/2020	PC	04/03/2020	30495	MATTACK, JEFFREY C.	767		608.09
03/28/2020	PC	04/03/2020	30496	MAY, MEREDITH A.	771		87.21
03/28/2020	PC	04/03/2020	30497	BOSS, BEAU J.	788		1,139.01
03/28/2020	PC	04/03/2020	30498	GILL, DAVID R.	856		468.69
03/28/2020	PC	04/03/2020	30499	LIVINGSTON, BRIAN D.	866		1,708.92
03/28/2020	PC	04/03/2020	30500	WYMAN, MATTHEW A.	927		1,614.05

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/28/2020	PC	04/03/2020	30501	MILLER, WILLIAM S.	933		1,391.20
03/28/2020	PC	04/03/2020	30502	DOUGLAS, MARK	935		868.63
03/28/2020	PC	04/03/2020	30503	PRIOR, ERIN C.	938		878.61
03/28/2020	PC	04/03/2020	30504	FRATRICK, JOSEPH W.	940		239.54
03/28/2020	PC	04/03/2020	30505	MCMULLEN, DONALD R.	1000		3,071.76
03/28/2020	PC	04/03/2020	30506	SILVA, JESSE L.A.	1001		2,052.63
03/28/2020	PC	04/03/2020	30507	JOHNSON, MELISSA A.	1004		1,735.68
03/28/2020	PC	04/03/2020	30508	STEPHENS, LYON G.	1005		1,917.52
03/28/2020	PC	04/03/2020	30509	STEVENS, JEFFREY W.	1028		183.96
03/28/2020	PC	04/03/2020	30510	RILEY, CASEY W.	1052		477.07
03/28/2020	PC	04/03/2020	30511	JONES, LARRY M.	1057		525.58
03/28/2020	PC	04/03/2020	30512	FLORE, ROBERT A.	1058		979.79
03/28/2020	PC	04/03/2020	30513	MATZ, EMILY S.	1059		704.32
03/28/2020	PC	04/03/2020	30514	TRAVERS, MANUEL J.	1071		132.14
03/28/2020	PC	04/03/2020	30515	RILEY, DANIEL A.	1102		420.74
03/28/2020	PC	04/03/2020	30516	WHEELER, MICHAEL W.	1103		910.00
03/28/2020	PC	04/03/2020	30517	MISHLER, MICHAEL J.	1107		1,118.69
03/28/2020	PC	04/03/2020	30518	AZZOPARDI, ANTHONY J.	1108		1,812.15
03/28/2020	PC	04/03/2020	30519	DEKORNE, ELIZABETH A.	1109		216.36
03/28/2020	PC	04/03/2020	30520	DIETZ, AMANDA M.	1115		1,724.63
03/28/2020	PC	04/03/2020	30521	MOORE, SASHA L.	1116		138.01
03/28/2020	PC	04/03/2020	30522	MOYER, NATHAN I.	1118		1,078.18
03/28/2020	PC	04/03/2020	30523	SPREEMAN, ASHLEY M.	1120		323.11
03/28/2020	PC	04/03/2020	30524	FAULKNER, CHRISTOPH	1122		2,162.93
03/28/2020	PC	04/03/2020	129947	COLE, SHANE	50		789.59
03/28/2020	PC	04/03/2020	129948	DOAN, GERARD P.	201	License/Certification Pay	183.11
03/28/2020	PC	04/03/2020	129949	UMULIS, MATTHEW T.	205	License/Certification Pay	172.29
03/28/2020	PC	04/03/2020	129950	HANKINS, SCOTT A.	208	License/Certification Pay	175.35
03/28/2020	PC	04/03/2020	129951	ORBAN, BARBARA K.	209	License/Certification Pay	945.21
03/28/2020	PC	04/03/2020	129952	FLICKEMA, ANDREW M.	211	License/Certification Pay	169.30
03/28/2020	PC	04/03/2020	129953	MUNK, CHRISTOPHER J.	215	License/Certification Pay	169.30
03/28/2020	PC	04/03/2020	129954	WHITLEY, ANDREW T.	522		1,950.77
03/28/2020	PC	04/03/2020	129955	MORRISON, KEVIN P.	601		1,036.46
03/28/2020	PC	04/03/2020	129956	BOSS JR, DALE E.	701		1,529.38
03/28/2020	PC	04/03/2020	129957	HOLM, ARTHUR R.	791		1,178.99
Grand Totals:			92				117,934.53

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/28/2020	04/03/2020	129958	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	982.01
03/28/2020	04/03/2020	129959	4FRONT CREDIT UNION	9028	Lump Sum Employer Contribution	757.00
03/28/2020	04/03/2020	129960	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	127.28
03/28/2020	04/03/2020	129960	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	505.90
03/28/2020	04/03/2020	129961	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 3/28/2	90.00
03/28/2020	04/03/2020	129962	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	967.00
03/28/2020	04/03/2020	129963	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	175.00
03/28/2020	04/03/2020	129964	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	659.38
03/28/2020	04/03/2020	129965	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	209.65
03/28/2020	04/03/2020	129966	MONEY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	233.30
03/28/2020	04/03/2020	129966	MONEY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 3/28/	39.61
03/28/2020	04/03/2020	129966	MONEY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 3/28/20	4.00
03/28/2020	04/03/2020	129966	MONEY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	40.32
03/28/2020	04/03/2020	129966	MONEY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 3/28	6.83
03/28/2020	04/03/2020	129966	MONEY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 3/28/2	2.59
03/28/2020	04/03/2020	129967	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 3	201.00
03/28/2020	04/03/2020	129968	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,445.03
Grand Totals:		17				6,445.90

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Check Number	Payee	Amount
04/07/2020		
129811	ACCESS LOCKSMITHING INC	1,862.84
129812	AIRGAS USA LLC	66.79
129813	ALL-PHASE ELECTRIC SUPPLY CO.	387.70
129814	ALLSHRED SERVICES	200.85
129815	AMERICAN LEGAL PUBLISHING CORP	3,069.00
129816	AMERICAN WASTE INC.	93.52
129817	ANDERSON, ELIZABETH A.	50.00
129818	ANZELL, BETH A.	50.00
129819	ASPEN WIRELESS	1,056.00
129820	AT YOUR SERVICE PLUS INC	505.21
129821	AVFUEL CORPORATION	7,864.60
129822	AVSURANCE CORPORATION	4,725.00
129823	BARON TITLE	98.01
129824	BARTLETT'S HOME INTERIORS INC.	1,256.00
129825	BASES	40.00
129826	BEAVER ISLAND BOAT CO	4,093.69
129827	BEHAN WINDOW CLEANING	105.00
129828	BELL EQUIPMENT COMPANY	29.78
129829	BLUE BOOK	16.95
129830	BOB MATHERS FORD	489.00
129831	BOUND TREE MEDICAL LLC	461.07
129832	BRADFORD'S	45.50
129833	BRADLEY, KELLY R.	150.00
129834	BRADY'S CARPET CLEANING	536.50
129835	BREWER, JOHN	1,120.00
129836	BUREAU OF COMMUNITY AND HEALT	200.00
129837	CCI SOUTH LLC	52.50
129838	CCP INDUSTRIES INC	282.44
129839	CDW GOVERNMENT INC.	1,333.99
129840	CHARLEVOIX ROD & GUN CLUB	65.00
129841	CHARLEVOIX SCREEN MASTERS INC	131.95
129842	CHARLEVOIX TOWNSHIP	69.99
129843	CHEMICAL SYSTEMS INC.	3,480.00
129844	CINTAS	30.00
129845	DeROSIA, PATRICIA E.	50.00
129846	DETROIT PUMP & MFG CO	5,426.43
129847	DIGITAL DOLPHIN	215.00
129848	DOAN, GERARD P.	50.00
129849	DORAN, JUSTIN J.	50.00
129850	DOTSON, LINDSEY J.	504.65
129851	DRAVES, MARTIN J.	150.00
129852	DROST LANDSCAPE INC.	4,566.80
129853	EATON, BRAD A.	150.00
129854	ECONO SIGNS LLC	1,221.60
129855	E-CONOLIGHT	419.96
129856	EDGEWATER RESOURCES LLC	745.75
129857	ELLIOTT, PATRICK M.	200.00
129858	ELLSWORTH FARMER'S EXCHANGE	84.00

Check Number	Payee	Amount
129859	EMERGENCY MEDICAL PRODUCTS IN	107.69
129860	FARRELL, MITCHELL L.	150.00
129861	FASTENAL COMPANY	243.18
129862	FERGUSON, ROYCE L	150.00
129863	FISHER SCIENTIFIC	680.54
129864	GALLS AN ARAMARK COMPANY	102.00
129865	GOLDING, JOYCE M.	222.90
129866	GOVERNMENT FINANCE	160.00
129867	GRAND TRAVERSE CONSTRUCTION	116,023.75
129868	GRANICUS	12,471.00
129869	GREAT LAKES PIPE & SUPPLY	34.73
129870	HACH COMPANY	1,606.51
129871	HANKINS, SCOTT A.	50.00
129872	HART II, DELBERT W.	150.00
129873	HEYDLAUFF, MARK L.	50.00
129874	HILLING, NICHOLAS A.	150.00
129875	HYDE SERVICES LLC	330.72
129876	IDEXX DISTRIBUTION INC.	1,260.25
129877	INDEPENDENT DRAFTING SERVICES	2,546.00
129878	JOHN E. GREEN COMPANY	1,306.34
129879	JOHNSON, MELISSA A.	50.00
129880	JONES, ROBERT F.	150.00
129881	KLOOSTER, ALIDA K.	50.00
129882	KLOOSTER, PATRICK H.	50.00
129883	KNORR, KENT J.	50.00
129884	KSS ENTERPRISES	618.05
129885	LAVENDER, JOSEPH E.	50.00
129886	LAVOIE, RICHARD L.	150.00
129887	LEELANAU COFFEE ROASTING CO IN	188.10
129888	LEITNER, RYAN S.	150.00
129889	LIVINGSTON, BRIAN D.	50.00
129890	LYNSKEY, JAYNE	290.85
129891	MACGREGOR PLUMBING & HEATING	639.00
129892	MAYER, SHELLEY L.	200.00
129893	McGINN, KELLY A.	50.00
129894	MCMASTER-CARR	116.94
129895	MCMULLEN, DONALD R.	1,401.26
129896	MDC CONTRACTING LLC	20.60
129897	MEIER III, CHARLES A.	150.00
129898	MERIT NETWORK INC	787.50
129899	MICHAEL MURPHY IV PHOTOGRAPHY	300.00
129900	MICHIGAN CAT	185.17
129901	MICHIGAN ELECTION RESOURCES	169.47
129902	MICHIGAN MUNICIPAL LEAGUE	15,560.69
129903	MILLER, WILLIAM S.	50.00
129904	MORRISON, KEVIN P.	150.00
129905	MUNSON HEALTHCARE CHARLEVOIX	748.08
129906	MURRAY'S CREATIONS	125.00
129907	NEWMAN, MARK J.	150.00

Check Number	Payee	Amount
129908	NORTH COAST FASTENERS LLC	9.64
129909	NORTHERN CREDIT SERVICES	787.87
129910	NORTHERN MICHIGAN MEDCENTER-	321.00
129911	OLESON'S FOOD STORES	25.00
129912	PARASTAR INC.	276.90
129913	PAUL'S METER TESTING LLC	1,964.15
129914	PERFORMANCE ENGINEERS INC	6,671.50
129915	PLUNKETT & COONEY	620.00
129916	POWER LINE SUPPLY	3,774.58
129917	PRO WEB MARKETING LLC	20.00
129918	PURITY CYLINDER GASES INC	199.72
129919	QUALITY CAR & TRUCK REPAIR INC	9,953.72
129920	QUICK CARE MEDICAL CENTER	276.00
129921	RCL CONSTRUCTION CO INC	312,554.83
129922	RON'S AUTO & WRECKER	297.50
129923	RS&H MICHIGAN INC	2,350.00
129924	SCHWARTZFISHER, JOSEPH L.	150.00
129925	SHANAHAN, CHERYL J.	50.00
129926	SILVA, JESSE L.A.	191.45
129927	STATE OF MICHIGAN	747.89
129928	STEPHENS, LYON G.	50.00
129929	STEVENS, BRANDON C.	150.00
129930	STRYKER SALES CORPORATION	27,297.60
129931	SUMMIT COMPANIES	360.00
129932	SUPERIOR MECHANICAL	2,752.00
129933	TAYLOR 12501 LLC	4,417.50
129934	TELE-RAD INC	77.99
129935	THORP JR, WILLIAM D.	150.00
129936	TIGER SCORECARD COMM	1,046.00
129937	TRADEMARK PROPERTIES LLC	10,000.00
129938	USA BLUE BOOK	1,296.02
129939	VILLAGE GRAPHICS INC.	1,802.94
129940	WHITLEY, ANDREW T.	150.00
129941	WILSON, TIMOTHY J.	150.00
129942	WORK & PLAY SHOP	147.48
129943	WURST, RANDALL W.	200.00
129944	WYMAN, MATTHEW A.	50.00
129945	XEROX FINANCIAL SERVICES	168.84
129946	ZACHARIAS, STEVEN B.	150.00
Total 04/07/2020:		599,957.51
Grand Totals:		599,957.51

Check Number	Payee	Amount
04/07/2020		
129970	TELNET GROUP, INC	34,711.00
Total 04/07/2020:		34,711.00
Grand Totals:		34,711.00

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/11/2020	PC	04/17/2020	30525	HEYDLAUFF, MARK L.	102		2,724.04
04/11/2020	PC	04/17/2020	30526	GOLDING, JOYCE M.	106		1,646.27
04/11/2020	PC	04/17/2020	30527	DEROSIA, PATRICIA E.	107		1,509.82
04/11/2020	PC	04/17/2020	30528	DOTSON, LINDSEY J.	109		1,416.28
04/11/2020	PC	04/17/2020	30529	KLOOSTER, ALIDA K.	121		1,743.05
04/11/2020	PC	04/17/2020	30530	GOLOVICH, KAREN J.	122		985.70
04/11/2020	PC	04/17/2020	30531	BARNEVELD, RICHELLE	123		1,302.82
04/11/2020	PC	04/17/2020	30532	EDWARDS, MACKENZIE	124		1,295.08
04/11/2020	PC	04/17/2020	30533	SPENCLEY, PATRICIA L.	136		526.30
04/11/2020	PC	04/17/2020	30534	MCGINN, KELLY A.	146		2,077.11
04/11/2020	PC	04/17/2020	30535	LAVENDER, JOSEPH E.	153		1,724.72
04/11/2020	PC	04/17/2020	30536	DOAN, GERARD P.	201		2,397.73
04/11/2020	PC	04/17/2020	30537	UMULIS, MATTHEW T.	205		1,483.57
04/11/2020	PC	04/17/2020	30538	HANKINS, SCOTT A.	208		2,196.98
04/11/2020	PC	04/17/2020	30539	ORBAN, BARBARA K.	209		1,178.65
04/11/2020	PC	04/17/2020	30540	FLICKEMA, ANDREW M.	211		1,624.99
04/11/2020	PC	04/17/2020	30541	RILEY, DENISE M.	213		448.54
04/11/2020	PC	04/17/2020	30542	MUNK, CHRISTOPHER J.	215		1,533.60
04/11/2020	PC	04/17/2020	30543	SCHICK, TIELER R.	216		1,442.33
04/11/2020	PC	04/17/2020	30544	MATELSKI, KRISTEN L.	230		1,344.87
04/11/2020	PC	04/17/2020	30545	WURST, RANDALL W.	411		1,122.46
04/11/2020	PC	04/17/2020	30546	MAYER, SHELLEY L.	412		1,822.78
04/11/2020	PC	04/17/2020	30547	HILLING, NICHOLAS A.	413		1,546.60
04/11/2020	PC	04/17/2020	30548	MEIER III, CHARLES A.	421		1,294.53
04/11/2020	PC	04/17/2020	30549	ZACHARIAS, STEVEN B.	422		1,609.75
04/11/2020	PC	04/17/2020	30550	NEWMAN, MARK J.	424		1,175.57
04/11/2020	PC	04/17/2020	30551	SWEM, DONALD L.	512		2,341.01
04/11/2020	PC	04/17/2020	30552	EATON, BRAD A.	515		2,372.81
04/11/2020	PC	04/17/2020	30553	WILSON, TIMOTHY J.	516		3,298.73
04/11/2020	PC	04/17/2020	30554	LAVOIE, RICHARD L.	519		2,500.62
04/11/2020	PC	04/17/2020	30555	STEVENS, BRANDON C.	521		2,266.32
04/11/2020	PC	04/17/2020	30556	DRAVES, MARTIN J.	523		2,193.48
04/11/2020	PC	04/17/2020	30557	ANDERSON, ELIZABETH	526		1,209.90
04/11/2020	PC	04/17/2020	30558	KENWABIKISE, DAVID L.	528		1,097.59
04/11/2020	PC	04/17/2020	30559	ELLIOTT, PATRICK M.	600		2,372.10
04/11/2020	PC	04/17/2020	30560	SCHWARTZFISHER, JOS	603		1,063.95
04/11/2020	PC	04/17/2020	30561	BRADLEY, KELLY R.	614		1,215.84
04/11/2020	PC	04/17/2020	30562	HART II, DELBERT W.	616		1,984.77
04/11/2020	PC	04/17/2020	30563	JONES, ROBERT F.	618		1,486.20
04/11/2020	PC	04/17/2020	30564	FARRELL, MITCHELL L.	622		1,333.65
04/11/2020	PC	04/17/2020	30565	THORP JR, WILLIAM D.	623		1,267.96
04/11/2020	PC	04/17/2020	30566	LEITNER, RYAN S.	624		1,261.22
04/11/2020	PC	04/17/2020	30567	FERGUSON, ROYCE L.	625		1,590.98
04/11/2020	PC	04/17/2020	30568	KNORR, KENT J.	700		1,946.81
04/11/2020	PC	04/17/2020	30569	ANZELL, BETH A.	702		1,313.59
04/11/2020	PC	04/17/2020	30570	MAY, MEREDITH A.	771		134.11
04/11/2020	PC	04/17/2020	30571	GILL, DAVID R.	856		546.58
04/11/2020	PC	04/17/2020	30572	LIVINGSTON, BRIAN D.	866		1,708.92
04/11/2020	PC	04/17/2020	30573	WYMAN, MATTHEW A.	927		1,644.11
04/11/2020	PC	04/17/2020	30574	MILLER, WILLIAM S.	933		975.51
04/11/2020	PC	04/17/2020	30575	DOUGLAS, MARK	935		1,017.66
04/11/2020	PC	04/17/2020	30576	PRIOR, ERIN C.	938		990.14
04/11/2020	PC	04/17/2020	30577	MCMULLEN, DONALD R.	1000		3,507.92
04/11/2020	PC	04/17/2020	30578	SILVA, JESSE L.A.	1001		2,175.94
04/11/2020	PC	04/17/2020	30579	JOHNSON, MELISSA A.	1004		1,168.04
04/11/2020	PC	04/17/2020	30580	STEPHENS, LYON G.	1005		653.19
04/11/2020	PC	04/17/2020	30581	TRAVERS, MANUEL J.	1006		2,824.00

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/11/2020	PC	04/17/2020	30582	STEVENS, JEFFREY W.	1028		228.90
04/11/2020	PC	04/17/2020	30583	RILEY, CASEY W.	1052		607.25
04/11/2020	PC	04/17/2020	30584	JONES, LARRY M.	1057		832.14
04/11/2020	PC	04/17/2020	30585	FLORE, ROBERT A.	1058		897.61
04/11/2020	PC	04/17/2020	30586	MATZ, EMILY S.	1059		327.02
04/11/2020	PC	04/17/2020	30587	WHEELER, MICHAEL W.	1103		1,306.36
04/11/2020	PC	04/17/2020	30588	MISHLER, MICHAEL. J.	1107		1,459.56
04/11/2020	PC	04/17/2020	30589	AZZOPARDI, ANTHONY J.	1108		1,182.00
04/11/2020	PC	04/17/2020	30590	DEKORNE, ELIZABETH A.	1109		118.49
04/11/2020	PC	04/17/2020	30591	DIETZ, AMANDA M.	1115		898.00
04/11/2020	PC	04/17/2020	30592	MOORE, SASHA L.	1116		170.82
04/11/2020	PC	04/17/2020	30593	MOYER, NATHAN I.	1118		1,255.82
04/11/2020	PC	04/17/2020	30594	FAULKNER, CHRISTOPH	1122		2,041.30
04/11/2020	PC	04/17/2020	129971	SPENCLEY, PATRICIA L.	136	Vacation-Sick Leave Payout	3,363.53
04/11/2020	PC	04/17/2020	129972	WHITLEY, ANDREW T.	522		2,051.12
04/11/2020	PC	04/17/2020	129973	MORRISON, KEVIN P.	601		929.01
Grand Totals:			73				108,306.72

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/11/2020	04/17/2020	129974	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	982.01
04/11/2020	04/17/2020	129975	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	127.28
04/11/2020	04/17/2020	129975	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	505.90
04/11/2020	04/17/2020	129976	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 4/11/2	90.00
04/11/2020	04/17/2020	129977	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	967.00
04/11/2020	04/17/2020	129978	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	175.00
04/11/2020	04/17/2020	129979	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	659.38
04/11/2020	04/17/2020	129980	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	209.65
04/11/2020	04/17/2020	129981	MONY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	249.43
04/11/2020	04/17/2020	129981	MONY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 4/11/2	47.68
04/11/2020	04/17/2020	129981	MONY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 4/11/202	4.00
04/11/2020	04/17/2020	129981	MONY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	40.32
04/11/2020	04/17/2020	129981	MONY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 4/11	6.83
04/11/2020	04/17/2020	129981	MONY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 4/11/20	2.59
04/11/2020	04/17/2020	129982	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,475.74
Grand Totals:		15				5,542.81



Check Number	Payee	Amount
04/21/2020		
129983	ACCUMED GROUP, THE	2,724.98
129984	ACE HARDWARE	4,394.21
129985	AIRGAS USA LLC	71.15
129986	ALL-PHASE ELECTRIC SUPPLY CO.	38.61
129987	AMERICAN WASTE INC.	820.00
129988	AMERIGAS PROPANE LP	274.19
129989	AUTO VALUE	690.05
129990	AVFUEL CORPORATION	11,443.10
129991	BLARNEY CASTLE OIL CO	702.72
129992	BOUND TREE MEDICAL LLC	931.08
129993	BRADFORD'S	35.75
129994	CARQUEST OF CHARLEVOIX	881.16
129995	CCE OFFICE OF EMERGENCY MGMT	100.00
129996	CDW GOVERNMENT INC.	655.11
129997	CEDAM	6,000.00
129998	CHARLEVOIX ESTATES PARTNERS	29.93
129999	CINTAS	39.39
130000	CITY OF CHARLEVOIX - UTILITIES	36,662.95
130001	DIGITAL DOLPHIN	219.95
130002	DORNBOS SIGN INC.	40.46
130003	DUNKEL EXCAVATING SERVICES INC.	2,670.00
130004	ELECTIONSOURCE	642.58
130005	ELHORN ENGINEERING COMPANY	815.00
130006	ELLSWORTH FARMER'S EXCHANGE	1,084.51
130007	EMERGENCY MEDICAL PRODUCTS IN	69.50
130008	ETNA SUPPLY	623.00
130009	FAMILY FARM & HOME	628.76
130010	FEYEN ZYLSTRA LLC	64,698.50
130011	FISHER SCIENTIFIC	467.12
130012	FREEDOM MAILING SERVICES INC.	2,313.51
130013	GINOP SALES INC	26.60
130014	GRAINGER	480.23
130015	GRAND TRAVERSE CONSTRUCTION	40,885.47
130016	GRAND TRAVERSE DIESEL INC.	253.86
130017	GRANICUS	4,950.00
130018	HACH COMPANY	305.45
130019	HARP, JOHN	75.00
130020	HYDRO CORP	539.50
130021	INDEPENDENT DRAFTING SERVICES	2,470.00
130022	JOHN E. GREEN COMPANY	3,570.00
130023	KENNEDY INDUSTRIES INC	13,838.30
130024	KSS ENTERPRISES	5,062.53
130025	MAMA T'S COMMERCIAL CLEANING	855.00
130026	MARVIN, GARY	75.00
130027	MCCARDEL CULLIGAN-PETOSKEY	50.50
130028	MCMULLEN, DONALD R.	354.02
130029	MICHIGAN MUNICIPAL LEAGUE	45.36
130030	MICHIGAN OFFICEWAYS INC	494.67

Check Number	Payee	Amount
130031	MUTT MITT	1,033.38
130032	N M A C P	75.00
130033	NAVIA BENEFIT SOLUTIONS	50.00
130034	NCL OF WISCONSIN INC.	299.99
130035	NORTH CENTRAL MICHIGAN COLLEG	1,182.50
130036	NORTHERN MICHIGAN REVIEW INC.	288.76
130037	NW MI COG	24,345.00
130038	OHM ADVISORS	33,998.60
130039	OLSON BZDOK & HOWARD	5,561.85
130040	ONE BEAT CPR	435.00
130041	O'REILLY AUTOMOTIVE INC	46.16
130042	PARASTAR INC.	558.43
130043	PENINSULA FIBER NETWORK LLC	1,235.16
130044	PETTIBONE, DALE	38.36
130045	POWER LINE SUPPLY	6,725.71
130046	PREIN & NEWHOF	742.00
130047	PURITY CYLINDER GASES INC	203.75
130048	PVS TECHNOLOGIES INC	6,715.17
130049	QUALITY CAR & TRUCK REPAIR INC	218.60
130050	QUILL CORP	1,063.66
130051	RANGE TELECOMMUNICATIONS	180.00
130052	RCL CONSTRUCTION CO INC	233,714.37
130053	RECORD AUTOMATIC DOORS INC	1,021.20
130054	RESOLUTION G2 LLC	907.50
130055	SIGMA-ALDRICH INC.	411.79
130056	SPARTAN STORES LLC	23.52
130057	SPOK INC	798.32
130058	STATE AND MASON LLC	1,000.00
130059	STATE INSTALLATION & SERVICE	1,933.00
130060	STATE OF MICHIGAN	30.00
130061	STRYKER SALES CORPORATION	921.98
130062	SYSTEMS SPECIALISTS INC	3,080.00
130063	TELREPCO	545.00
130064	U S BANK	500.00
130065	UNIFIRST CORPORATION	1,088.57
130066	UPPER CASE PRINTING INK.	160.54
130067	USA BLUE BOOK	1,913.90
130068	VILLAGE GRAPHICS INC.	104.05
130069	WORK & PLAY SHOP	1,707.93
Total 04/21/2020:		549,957.51
Grand Totals:		549,957.51

Check Number	Payee	Amount
03/13/2020		
31320001	DTE ENERGY	8,235.38
Total 03/13/2020:		8,235.38
Grand Totals:		8,235.38

Check Number	Payee	Amount
03/16/2020		
31620001	MICHIGAN PUBLIC POWER AGENCY	32,824.08
Total 03/16/2020:		32,824.08
Grand Totals:		32,824.08

Check Issue Date	Check Number	Payee	Amount
32020001			
03/20/2020	32020001	**EFTPS* Payroll Taxes	10,177.47
03/20/2020	32020001	**EFTPS* Payroll Taxes	10,177.47
03/20/2020	32020001	**EFTPS* Payroll Taxes	2,380.24
03/20/2020	32020001	**EFTPS* Payroll Taxes	2,380.24
03/20/2020	32020001	**EFTPS* Payroll Taxes	13,619.75
Total 32020001:			
	5		38,735.17
32020002			
03/20/2020	32020002	Alerus Financial	350.00
Total 32020002:			
	1		350.00
32020003			
03/20/2020	32020003	STATE OF MICHIGAN	5,750.20
Total 32020003:			
	1		5,750.20
32020004			
03/20/2020	32020004	Vantagepoint - 401 Plan 109153	858.02
Total 32020004:			
	1		858.02
32020005			
03/20/2020	32020005	Vantagepoint - 457 Plan 300959	5,275.92
03/20/2020	32020005	Vantagepoint - 457 Plan 300959	2,034.10
03/20/2020	32020005	Vantagepoint - 457 Plan 300959	4,115.25
03/20/2020	32020005	Vantagepoint - 457 Plan 300959	7,932.77
Total 32020005:			
	4		19,358.04
32020006			
03/20/2020	32020006	Vantagepoint - Roth IRA 706117	1,286.52
Total 32020006:			
	1		1,286.52
Grand Totals:			
	13		66,337.95



Check Number	Payee	Amount
03/20/2020		
32020007	MERS	51,630.98
Total 03/20/2020:		51,630.98
Grand Totals:		51,630.98

Check Number	Payee	Amount
03/23/2020		
32320001	MICHIGAN PUBLIC POWER AGENCY	20,993.08
Total 03/23/2020:		20,993.08
Grand Totals:		20,993.08

Check Number	Payee	Amount
03/25/2020		
32520001	MICHIGAN PUBLIC POWER AGENCY	174,199.20
Total 03/25/2020:		174,199.20
Grand Totals:		174,199.20

Check Number	Payee	Amount
03/30/2020		
33020001	MICHIGAN PUBLIC POWER AGENCY	12,251.05
Total 03/30/2020:		12,251.05
Grand Totals:		12,251.05

Check Number	Payee	Amount
04/02/2020		
40220001	PROXIMITY SPACE INC.	99.00
Total 04/02/2020:		99.00
Grand Totals:		99.00

Check Issue Date	Check Number	Payee	Amount
40320001			
04/03/2020	40320001	**EFTPS* Payroll Taxes	11,109.10
04/03/2020	40320001	**EFTPS* Payroll Taxes	11,109.10
04/03/2020	40320001	**EFTPS* Payroll Taxes	2,598.11
04/03/2020	40320001	**EFTPS* Payroll Taxes	2,598.11
04/03/2020	40320001	**EFTPS* Payroll Taxes	15,434.88
Total 40320001:			
	5		42,849.30
40320002			
04/03/2020	40320002	Alerus Financial	350.00
Total 40320002:			
	1		350.00
40320003			
04/03/2020	40320003	STATE OF MICHIGAN	6,214.66
Total 40320003:			
	1		6,214.66
40320004			
04/03/2020	40320004	Vantagepoint - 401 Plan 109153	858.02
Total 40320004:			
	1		858.02
40320005			
04/03/2020	40320005	Vantagepoint - 457 Plan 300959	5,275.92
04/03/2020	40320005	Vantagepoint - 457 Plan 300959	2,119.46
04/03/2020	40320005	Vantagepoint - 457 Plan 300959	4,255.49
04/03/2020	40320005	Vantagepoint - 457 Plan 300959	8,344.15
Total 40320005:			
	4		19,995.02
40320006			
04/03/2020	40320006	Vantagepoint - Roth IRA 706117	1,286.52
Total 40320006:			
	1		1,286.52
Grand Totals:			
	13		71,553.52



Check Number	Payee	Amount
04/06/2020		
40620001	MICHIGAN PUBLIC POWER AGENCY	16,858.19
40620002	PAYMENT SERVICE NETWORK INC.	244.10
Total 04/06/2020:		17,102.29
Grand Totals:		17,102.29

Check Number	Payee	Amount
04/09/2020		
40920001	STATE OF MICHIGAN	18,798.60
Total 04/09/2020:		18,798.60
Grand Totals:		18,798.60

Check Number	Payee	Amount
04/10/2020		
41020001	DTE ENERGY	6,699.77
Total 04/10/2020:		6,699.77
Grand Totals:		6,699.77

Check Number	Payee	Amount
04/13/2020		
41320001	MICHIGAN PUBLIC POWER AGENCY	13,655.89
Total 04/13/2020:		13,655.89
Grand Totals:		13,655.89

Check Issue Date	Check Number	Payee	Amount
41720001			
04/17/2020	41720001	**EFTPS* Payroll Taxes	10,472.97
04/17/2020	41720001	**EFTPS* Payroll Taxes	10,472.97
04/17/2020	41720001	**EFTPS* Payroll Taxes	2,449.30
04/17/2020	41720001	**EFTPS* Payroll Taxes	2,449.30
04/17/2020	41720001	**EFTPS* Payroll Taxes	15,566.81
Total 41720001:			
	5		41,411.35
41720002			
04/17/2020	41720002	Alerus Financial	350.00
Total 41720002:			
	1		350.00
41720003			
04/17/2020	41720003	STATE OF MICHIGAN	5,914.85
Total 41720003:			
	1		5,914.85
41720004			
04/17/2020	41720004	Vantagepoint - 401 Plan 109153	858.02
Total 41720004:			
	1		858.02
41720005			
04/17/2020	41720005	Vantagepoint - 457 Plan 300959	5,275.92
04/17/2020	41720005	Vantagepoint - 457 Plan 300959	2,121.11
04/17/2020	41720005	Vantagepoint - 457 Plan 300959	4,283.23
04/17/2020	41720005	Vantagepoint - 457 Plan 300959	8,779.39
Total 41720005:			
	4		20,459.65
41720006			
04/17/2020	41720006	Vantagepoint - Roth IRA 706117	1,286.52
Total 41720006:			
	1		1,286.52
Grand Totals:			
	13		70,280.39



Check Number	Payee	Amount
04/17/2020		
41720007	MERS	49,521.67
Total 04/17/2020:		49,521.67
Grand Totals:		49,521.67

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Annual Poverty Exemption Resolution

DATE: April 20, 2020

BACKGROUND:

MCL 211.7u provides for a property tax exemption in whole or part, for the principal residence of persons who, by reason of poverty, are unable to contribute to the public charge. State Tax Commission Bulletin 6 of 2017 requires that municipalities annually adopt guidelines via resolution which specify the total household income which will be used to approve or deny poverty exemptions, an asset test to determine the resources available that could be used to pay property taxes, an allowance for partial poverty exemptions and, an application with a written policy that details the process. The poverty guidelines are issued each year in the Federal Register by the Department of Health and Human Services using the Consumer Price Index.

RECOMMENDATION:

Motion to approve Resolution 2020-04-01 adopting Poverty Exemption Guidelines.

ATTACHMENTS:

- ▣ Resolution

**CITY OF CHARLEVOIX
RESOLUTION NO. 2020-04-01**

ESTABLISH POLICY AND GUIDELINES FOR USE BY THE BOARD OF REVIEW FOR GRANTING POVERTY EXEMPTIONS

- WHEREAS,** MCL 211.7u and State Tax Commission Bulletin 6 of 2017 requires the Charlevoix City Council to annually adopt a policy, including an asset test, used to approve or deny poverty exemptions; and
- WHEREAS,** the principal residence of persons, who the City of Charlevoix Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and
- WHEREAS,** pursuant to PA 390 of 1994, the City of Charlevoix, Charlevoix County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

1. Be an owner of and occupy as a principal residence the property for which an exemption is requested.
2. File a claim with the City Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, *Poverty Exemption Affidavit*.
3. File a claim reporting that the combined assets of all persons (except those exempt from consideration as listed below) do not exceed one-half the current federal poverty income guidelines.
 - a. Assets exempt from consideration in determining eligibility for poverty exemption are the applicant's principal residence, one motor vehicle per working adult, essential household goods, personal assets of any nature with a total value up to one-half the annual federal poverty income guidelines listed below.
 - b. Assets the Board of Review can consider include but are not limited to, real estate other than the principal residence, personal property, motor vehicles other than one vehicle per working adult, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
4. Produce a valid driver's license or other form of identification if requested.
5. Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
6. Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
7. The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the **2020** federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

FEDERAL POVERTY GUIDELINES USED IN THE DETERMINATION OF POVERTY EXEMPTIONS

Number of Persons	2020 Income Limit
1 (owner)	\$12,760
2	\$17,240
3	\$21,720
4	\$26,200
5	\$30,680
6	\$35,160
7	\$39,640
8	\$44,120
more than 8 persons, add \$4,480 each additional person	

NOW THEREFORE BE IT RESOLVED, that the City Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying any exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

RESOLVED this 20th day of April, 2020 A.D.

Resolution was adopted by the following yeas and nays:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Resolution to Amend City Street Plan to Include Desh Way

DATE: April 20, 2020

BACKGROUND:

A developer is proposing to place two units on W. Carpenter at Grant Street and is requesting that the private drive accessing these two units be named *Desh Way*. The City of Charlevoix City Code requires that any amendments to the City's Street Plan be done by resolution.

ATTACHMENTS:

- ▣ Resolution

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-04-02
AMEND CITY STREET PLAN TO INCLUDE DESH WAY

WHEREAS, the City of Charlevoix City Code requires that the naming of any new street be done by resolution; and

WHEREAS, developers are placing two units on a private drive off of W. Carpenter at Grant Street.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix hereby amends the City Street Plan to include a roadway named *Desh Way*.

RESOLVED this 20th day of April, 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Stock Supply Request for Electric Department: \$25,000

DATE: April 20, 2020

BACKGROUND:

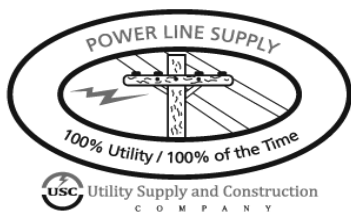
Due to the uncertainty around supply chains and inventory, I directed department heads to augment inventories with a six to nine month supply on hand. This request is for added inventory for the Electric Department. These are supplies we would ordinarily use but we want to increase our in-house supply rather than waiting on suppliers down the road.

RECOMMENDATION:

Authorize the Electric Department supply request as presented.

ATTACHMENTS:

- ▣ Stock Supply Order



Power Line Supply
420 Roth Street Suite A
Reed City, MI 49677
USA
231-832-2297

ORDER ACKNOWLEDGEMENT

Order Number	
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Bill To:

Charlevoix, City Of
Attn: Accounts Payable
210 State Street
Charlevoix, MI 49720

231-547-3260

Attn: Accounts Payable

Customer ID: 100146

Ship To:

Charlevoix, City Of
12501 Taylor Road
Charlevoix, MI 49720

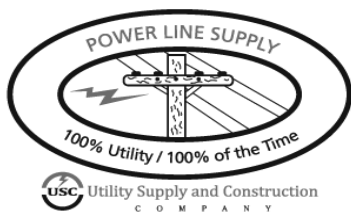
Ordered By: Mrs. Liz Anderson

PO Number					Freight		Carrier		Taker	
Stock quote					Prepaid				VICKY_SMITH	
Quantities					Item ID		Pricing			
Ordered	Allocated	Remaining	UOM	Unit Size	Disp.	Item Description	UOM/Size		Unit Price	Extended Price
2,900.0000	2,900.0000	0.0000	FT			(001) STEPHENS RX 1000	FT	1.0	0.7813	2,265.77
			1.0			Wire Stephens 2-7 Tplx UG XLP 1000ft R1	Expected Ship Date:		4/14/2020	
						Neutral: 4-7				
2,000.0000	2,000.0000	0.0000	FT			(002) BRENAU RX 1000	FT	1.0	0.8620	1,724.00
			1.0			Wire Brenau 1/0-19 Tplx UG XLP 1000ft R1	Expected Ship Date:		4/14/2020	
						Neutral: 2-7 OD 1.128in 1000ft/390lbs				
3,000.0000	3,000.0000	0.0000	FT			(003) SWEETBRIAR RX 1000	FT	1.0	1.4333	4,299.90
			1.0			Wire Sweetbriar 4/0-19 Tplx UG XLP 1000f	Expected Ship Date:		4/14/2020	
						Neutral: 2/0-19				
Lot Number: 1					Qty :		3,000.0000 FT			
2,000.0000	0.0000	2,000.0000	FT	H		(003.1) SWEETBRIAR RX 1000	FT	1.0	1.4333	2,866.60
			1.0			Wire Sweetbriar 4/0-19 Tplx UG XLP 1000f	Expected Ship Date:		4/14/2020	
						Neutral: 2/0-19				
1,000.0000	1,000.0000	0.0000	FT			(005) WESLEYAN RX 1000	FT	1.0	2.2557	2,255.70
			1.0			Wire Wesleyan 350-37 Tplx UG XLP 1000ft	Expected Ship Date:		4/14/2020	
						Neutral: 4/0-19				
Lot Number: 1					Qty :		1,000.0000 FT			
1,000.0000	1,000.0000	0.0000	FT			(006) SLIPPERY ROCK RX 1000	FT	1.0	3.3529	3,352.90
			1.0			Wire Slippery Rock 350-37 Qplx UG XLP 10	Expected Ship Date:		4/14/2020	
						Neutral: 4/0-19				
1,000.0000	1,000.0000	0.0000	FT			(007) CONCH RP 1000	FT	1.0	0.6063	606.30
			1.0			Wire Conch 2-7 Tplx OH Poly 1000ft R1	Expected Ship Date:		4/14/2020	
						Neutral: 2-6/1 ACSR				
Lot Number: 1					Qty :		1,000.0000 FT			
1,000.0000	0.0000	1,000.0000	EA	D		(008) CP2500-13.5	EA	1.0	0.0000	0.00
			1.0			Conduit 2.5in HDPE SDR13.5 Red SS	Expected Ship Date:		4/14/2020	



City Council Regular Meeting -

Document ID: 12437982



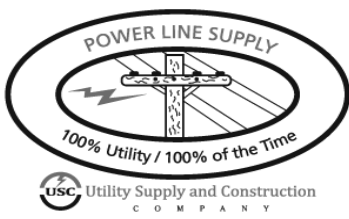
Power Line Supply
420 Roth Street Suite A
Reed City, MI 49677
USA
231-832-2297

ORDER ACKNOWLEDGEMENT

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Quantities					Item ID Item Description	Pricing UOM/Size		Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp.					
No tape 96in Reel									
1,000.0000	0.0000	1,000.0000	EA	D	(009) CP2000-13.5	EA	1.0	0.0000	0.00
			1.0		Conduit HDPE SDR13.5 Red No Tape 96in reel	Expected Ship Date:		4/14/2020	
25.0000	25.0000	0.0000	EA		(010) 29962	EA	1.0	2.9828	74.57
			1.0		Bolt Ovaleye 5/8inx12in Drop-Forged Bolt Has Cone Type Point R	Expected Ship Date:		4/14/2020	
25.0000	25.0000	0.0000	EA		(011) J8814	EA	1.0	1.2333	30.83
			1.0		Bolt Machine 5/8inx14in	Expected Ship Date:		4/14/2020	
24.0000	24.0000	0.0000	EA		(013) 2137097314	EA	1.0	24.6047	590.51
			1.0		Arrester 10kv Poly Dist HvyDty Nut Wire Clamp ProtCap-slot Base Brac	Expected Ship Date:		4/14/2020	
30.0000	0.0000	30.0000	EA	H	(014) 162LRJS-B5230	EA	1.0	36.6897	1,100.69
			1.0		Elbow LB 1/0 Sol 200amp 15kv w/Jacket seal built in	Expected Ship Date:		4/14/2020	
Order Line Notes:					Lead time 8 weeks				
30.0000	30.0000	0.0000	EA		(014.5) LEJ215AB05T	EA	1.0	30.7684	923.05
			1.0		Elbow lb 1/0 sol 200a 15kv .610-.970 w/jacket seal built-in test point	Expected Ship Date:		4/14/2020	
Order Line Notes:					In stock Sub for ABB				
24.0000	24.0000	0.0000	EA		(015) U1980-XL	EA	1.0	44.1839	1,060.41
			1.0		Socket Meter 4T OH/UG RL 200A w/cover plate Side wireway	Expected Ship Date:		4/14/2020	
1,000.0000	1,000.0000	0.0000	FT		(019) WAKEFOREST RX 1000	FT	1.0	2.0160	2,016.00
			1.0		Wire Wake Forest 4/0-19 Qplx UG XLP 1000 Neutral: 2/0-19	Expected Ship Date:		4/14/2020	
16.0000	0.0000	16.0000	EA	B	(020) 2229-3-3/4X10FT	EA	1.0	14.4598	231.36
			1.0		Tape Mastic 3-3/4inx10ft 125Mil Conformable with easy release liner exc	Expected Ship Date:		4/14/2020	
60.0000	60.0000	0.0000	EA		(021) 88-SUPER-1-1/2X44FT	EA	1.0	5.7394	344.36
			1.0		Tape Vinyl Elec 1-1/2inx44ft Black 8.5 mil heavy duty premium grade all-we	Expected Ship Date:		4/14/2020	
60.0000	60.0000	0.0000	EA		(022) 35-WHITE-3/4	EA	1.0	3.6387	218.32
			1.0		Tape Vinyl Elec 3/4in x 66ft White Premium grade electrical tape Stretches to conform to virtually any shape requiring color-coded insulation Abrasion and weather resistant.	Expected Ship Date:		4/14/2020	
40.0000	40.0000	0.0000	EA		(023) 33+SUPER-3/4X66FT	EA	1.0	4.0889	163.56





Power Line Supply
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ORDER ACKNOWLEDGEMENT

Order Number	
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Quantities					Item ID	Pricing		Unit	Extended
Ordered	Allocated	Remaining	UOM	Unit Size	Item Description	UOM/Size		Price	Price
				1.0	Tape Vinyl Elec 3/4in x 66ft Black Plastic Can		Expected Ship Date:	4/14/2020	
50.0000	50.0000	0.0000	EA		(024) VCSE66	EA 1.0		2.0872	104.36
				1.0	Splice Comp Al/Cu #4-250		Expected Ship Date:	4/14/2020	
50.0000	50.0000	0.0000	EA		(025) VCSE44	EA 1.0		1.3849	69.25
				1.0	Splice Comp Al/Cu #10-1/0		Expected Ship Date:	4/14/2020	
50.0000	0.0000	50.0000	EA	B	(026) VCSN44	EA 1.0		2.3103	115.52
				1.0	Splice Comp Main/Tap #4AAC #6ACSR		Expected Ship Date:	4/14/2020	
8.0000	8.0000	0.0000	EA		(028) EM3914SS	EA 1.0		68.9655	551.72
				1.0	Pedestal 2ndary W/O Conn 15x10x23		Expected Ship Date:	4/14/2020	

Total Lines: 24 THIS QUOTATION AND/OR ACKNOWLEDGEMENT ARE SUBJECT TO OUR
STANDARD TERMS OF SALE WHICH CAN BE ACCESSED AT:
[HTTPS://WWW.USCCO.COM/TERMS/TACA.ASPX](https://www.uscco.com/terms/taca.aspx) OR WE WILL SEND YOU A
COPY UPON YOUR REQUEST BY CALLING 1-800-832-2297

SUB-TOTAL: 24,965.68

TAX: 0.00

AMOUNT TENDERED : 0.00

AMOUNT DUE: 24,965.68

U.S. Dollars



CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Schedule Public Hearing: Right-of-Way Construction Activities Ordinance

DATE: April 20, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Council requested I review our rules for dumpsters in the street, private construction across sidewalks and other related rules. The draft ordinance attached makes several amendments to the City Code related to private construction activities involving public spaces.

1. Dumpsters would be prohibited from placement in public spaces unless no reasonable place exists on private land to accommodate them; when placed on public space (like a parking space) fees would be charged and time limits imposed.
2. Meter hooding for downtown construction would be charged a rate more in line with present costs rather than \$1 per meter currently contemplated in the code; Council would set this fee by resolution rather than based on the ordinance itself.
3. House moving would be conducted with greater consideration for time and degree of disruption with costs associated assigned to the owner of the project.
4. Permits would require insurance standards as may be reasonable in the present rather than the dated standards currently noted in the ordinance. Fees would be set by resolution for all types of road and sidewalk construction. Limitations could be placed on the use of public ways for construction in order to accommodate busy times of the year and special events.

It is important to stress that these construction restrictions are applicable when private construction somehow requires unique public space access (such as closing a sidewalk downtown or placing a dumpster in a street). In most cases of construction in the City, no such unique space is required and those construction activities would be unchanged. Where the public is inconvenienced by private construction, this ordinance would come into play.

RECOMMENDATION:

Motion to set a Public Hearing for Ordinance 818 of 2020 for 6pm on June 1, 2020 in the Council Chambers of City Hall.

ATTACHMENTS:

- ▣ Ordinance

**CITY OF CHARLEVOIX
ORDINANCE NO. 818 of 2020**

AN ORDINANCE OF THE CITY OF CHARLEVOIX REGULATING PLACEMENT OF CONSTRUCTION WASTE, CONSTRUCTION WITHIN THE PUBLIC RIGHT-OF-WAY, AND CONSTRUCTION PARKING AND TRAFFIC

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title V, Chapter 51.06 of the City Code shall be amended by adding a section (E), subpart 3 to read as follows:

Containers shall not be placed in the public right-of-way or street except when a permit is obtained from the City Manager pursuant to §151.22. No permit shall be allowed when the container could reasonably be placed on private property.

SECTION 2. Title VI, Chapter 70.04 of the City Code, section 2.30, subpart 3 shall be amended so that it reads:

A special request to hood or cover a meter or meters shall be allowed upon approval of the chief of police and on advance payment of a fee as the City Council may from time to time set by resolution. Such approval shall be considered for the purpose of construction, refurbishment or maintenance for an adjacent building or property. Special consideration, at no charge, for the purpose of funerals or other requests deemed proper by the chief of police.

SECTION 3. Title XV, Chapter 151.02 of the City Code shall be struck and replaced as follows:

No person shall move, transport or convey any building or other similar bulky or heavy object, including machinery, trucks and trailers, larger in width than eight feet eight inches or higher than 13 feet six inches above the surface of the roadway, into, across or along any street, alley or other public place in the city without first obtaining a house moving permit from the Manager. Such permit shall specify the route to be used in such movement and no person shall engage in such movement along a route other than that specified in the permit. No house moving permit shall be granted until the applicant shall pay for a permit and comply with insurance and performance bond requirements found in a cash deposit in § [151.22](#) of this chapter; additionally, all costs associated for city services associated for with such action as contemplated in this section shall be assigned to the owner and reimbursed to the City or paid as a deposit in advance of the activity. Such costs shall include but not be limited to utility moving or replacement, traffic control, and damage to infrastructure or property. The Manager shall have the power to regulate the time and date of house moving requests to account for traffic and special event demands of the community.

This chapter shall not be construed as to limit the transportation of wide or oversized loads on the state or federal highway which may be lawfully permitted nor shall this chapter limit the transportation of boats or marine vessels along routes of the City which the Police Chief shall from time to time publish in consultation with other City staff.

SECTION 4. Title XV, Chapter 151.22 of the City Code shall be struck and replaced as follows:

(A) Where permits are required, they shall be obtained from the City Manager or his or her designee and shall contain the information necessary for consideration by the City in a manner as the Manager may require. Such permit(s) shall be revocable by the Manager for failure to comply with this code, rules and regulations adopted hereto, and the lawful orders of the Manager. The permit(s) shall only be valid for the period the Manager may designate. Application for a permit under this chapter shall be deemed an agreement by the applicant to promptly complete the work permitted, observe all pertinent regulations of the city in connection with therewith, repair all damages done to the street surface, subsurface, and related structures, over or within such street, including trees, and protect and save harmless the city from all damages or actions at law that may arise or may be brought on account of injury to person or property resulting from the work done under the permit(s) or in connection therewith.

(B) Fees for such permits shall be set from time to time by resolution of Council. Council may vary the fees depending on the season and the times which are or are not preferable for the general benefit of the community to contend with construction in the public streets and rights of way. Such limitations shall not constrain public infrastructure projects which the City or the state of Michigan may from time to time undertake.

(C) Where liability insurance or bonds are required, the City Treasurer shall regularly obtain recommendations from the City's insurance carrier or other valid sources and share the same with City Council in order that it may adopt a resolution specifying minimum insurance coverages, standards, and bonds for work associated with the permits contemplated in this chapter. Similarly, Council may adopt the minimum for performance bonds and the City Manager or his or her designee may set the actual amount required in the bond subject to the minimum set by Council.

SECTION 5. 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 6. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter

Ordinance No. 818 was adopted on the 1st day of June, 2020 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: Visit Charlevoix Promotion Agreement

DATE: April 20, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager and Amanda Wilkin, Visit Charlevoix

BACKGROUND:

The City and Visit Charlevoix have long had a cooperative relationship. The agreement presented re-frames the relationship away from participation in the Pure Michigan campaign, looking instead at the recreational assets of the City that are also desirable for visitors. These are the very items that help make our region and community unique and they are also avenues of revenue for the City. In this way, it is a win-win situation for Visit Charlevoix and the City.

GOALS:

Enhance and showcase the outstanding quality of life in Charlevoix

RECOMMENDATION:

Motion to authorize the City Manager to sign the memorandum of understanding between Visit Charlevoix and the City of Charlevoix.

ATTACHMENTS:

- ▣ Visit Charlevoix Marketing Agreement
- ▣ Background Information on Visit Charlevoix

Memorandum of Understanding

Between

Visit Charlevoix and the City of Charlevoix

February 28, 2020

The recreational assets in the City of Charlevoix contribute not only to the quality of life for the people that live in the City and surrounding townships and communities but also to the visitor experience.

Visit Charlevoix has the unique mission and responsibility to promote and develop the city brand experience for economic growth and quality of place.

The City of Charlevoix has the unique mission and responsibility to provide public services including recreational assets and public spaces enjoyed by residents and visitors alike.

In mutual support of these missions, the City of Charlevoix agrees to provide \$7,500 toward the marketing of the Charlevoix area to out-of-town visitors and Visit Charlevoix agrees to target some of their advertising to, among other things, the revenue-generating amenities provided by the City including but not limited to: the Charlevoix Golf Club; Mt. McSaubia Ski Hill; Mt. McSaubia Day Camp; beachside water sport rentals; public boat launch facilities; and the Charlevoix Marina. Visit Charlevoix also agrees to promote the goals of the City which align with the tourism experience including: accessibility, placemaking, supporting a year-round economy, and enhancing the unique downtown, cultural and historic resources, and scenic beauty.

Visit Charlevoix and the City of Charlevoix agree to continue open communication on these topics and look for ways to augment the unique missions of both organizations.

This agreement shall commence April 1, 2020 and end March 31, 2021. Visit Charlevoix shall invoice the City for \$7,500 and provide a report of marketing activities related to this promotion.

Amanda Wilkin, Visit Charlevoix

Mark L. Heydlauff, City of Charlevoix



Visit Charlevoix 101 Information

Each year Visit Charlevoix markets the City of Charlevoix to millions of potential visitors (and future residents) through a variety of marketing mediums and public relations. The nonprofit organization has promoted the City of Charlevoix and the surrounding areas attractions for overnight tourism since 1984.

Visit Charlevoix's tourism assessment district covers the City of Charlevoix and Hayes Township. Visit Charlevoix is funded through the 5% lodging assessment enacted by the local lodging properties and legalized by Michigan's Public Act 59 of 1984.

Visit Charlevoix is overseen by a volunteer board consisting of mostly lodging facility owners/managers with day to day operations run by a staff of two.

Visit Charlevoix Strategic Plan overview:

Mission: The purpose of Visit Charlevoix is to promote and develop the city brand experience for economic growth and quality of place.

Vision 2030: The vision of Visit Charlevoix is to be the influential and productive community leader making the city a year-round destination.

Values: Collaborative, Innovative, Responsive, Strategic, Ethical, Accountable

Visitor Promise: We pledge to provide current and personalized on-demand informational advice on our on our Charlevoix brand experiences.

Member/Partner Promise: We pledge to facilitate opportunities in increased tourism awareness and business development, and to provide support in education and advocacy to our Charlevoix visitor industry and community investors.

Mission Focus: Drive New and/or Current Visitor Demand, Enhance the Visitor Experience, Communicate Relevancy and Visibility

Strategic Goals: Strengthen a Targeted Marketing Presence, Facilitate Impactful Destination Development, Engage in Influential CVB Advocacy and Community Relations, Perform Effective CVB Resource Development and Administration

Our goals are further defined into priority initiatives and our strategic results are measurable year over year.

Contact for more info: Amanda Wilkin. amanda@visitcharlevoix.com. 231-547-2101

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Chamber of Commerce Partnership Agreement

DATE: April 20, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager and Sarah Hagen, President, Charlevoix Area Chamber of Commerce

BACKGROUND:

The City of Charlevoix and the Chamber of Commerce have long had a mutually beneficial relationship for marketing the Charlevoix area. The new draft agreement presented to you focuses the efforts on housing and job creation rather than visitor packets and office hours. The agreement is also structured as a two-year renewable agreement (for an additional two years) rather than the three year agreements of the past. Finally, I have asked the Chamber give consideration to the membership benefits we would receive at the same price point for our contribution. This primarily relates to tickets for events and some recognition situations.

GOALS:

Work with our neighbors to solve area-wide challenges

RECOMMENDATION:

Motion to authorize the Mayor and City Manager to sign the partnership agreement between the City of Charlevoix and the Charlevoix Area Chamber of Commerce.

ATTACHMENTS:

- ▣ Chamber-City Partnership Agreement

AGREEMENT

This agreement is made to be effective as of April 1, 2020, by and between the City of Charlevoix, having offices located at 210 State Street, Charlevoix, Michigan, 49720 ("City"), and the Charlevoix Area Chamber of Commerce, having offices located at 109 Mason Street, Charlevoix, Michigan, 49720 ("Chamber")

RECITALS

- A. The City wishes to engage with partners to:
 - a. Solve area-wide challenges in year-round occupancy, population growth, more and better housing, business investment, and local job growth
 - b. Promote the quality of life and build on area amenities offered for residents and those looking for relocation opportunities

- B. The Chamber wishes to fulfill its mission of:
 - a. Providing leadership and support efforts to create a better business environment and produce a thriving community
 - b. Promote and make known the industrial, commercial, educational, recreational, civic, resort, and other advantages of the City

NOW, THEREFORE, in consideration of the above recitals, the City and the Chamber mutually and expressly agree to the following:

- 1. The Chamber shall dedicate resources and efforts towards initiatives aimed at solving area-wide challenges hindering business and resident investment and job growth
- 2. The Chamber shall publish and disseminate information to make known the industrial, commercial, educational, recreational, civic, and other advantages of the City
- 3. This agreement shall expire on March 31, 2022 and thereafter the parties may mutually extend the agreement for an additional two years.
- 4. Upon invoice by the Chamber, the City shall compensate the Chamber \$7,500.
- 5. No later than December 1st of each year, the Chamber shall submit a written report documenting the efforts and growth accomplished towards these mutual goals.
- 6. This agreement contains the entire agreement between the parties and may not be amended or modified without the express written consent of the City and the Chamber.

7. In light of this agreement and the other areas of in-kind support received by the Chamber, the Chamber will extend membership benefits to the City commensurate with the established policies of the Chamber when mutually beneficial for both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as of the day and year first written above.

CITY OF CHARLEVOIX

Luther Kurtz
Mayor

Mark Heydlauff
City Manager

CHARLEVOIX AREA CHAMBER OF COMMERCE

Shay Arnold
2020 Board Chair

Sarah Hagen
President

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Amend Council Rules of Procedure: Remote Participation

DATE: April 20, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Late in March, Governor Whitmer acted by Executive Order to allow public meetings like Council meetings be conducted via all remote methods. This authority has now been extended to May 12.

The draft amendment to Council's Rules of Procedure would NOT permit on-going remote meetings such as we have recently held since this would violate the Open Meetings Act. It would, however, permit members to participate remotely so long as a quorum could be constituted in the meeting room. This may be necessary for folks with weakened immune systems or who may in the future be faced with a stay-at-home requirement. This amendment would also open the door for Council to stream meetings and/or post recordings on our website or another method.

Amendments to Council's Rules of Procedure must be introduced at one meeting and then held for action at a future meeting.

RECOMMENDATION:

If Council is supportive of this amendment, it may make the following motion:

Motion to lay Resolution 2020-05-01 on the table.

If Council is opposed to this action or wants to modify the language, please indicate your preference or take no action.

ATTACHMENTS:

- ▣ Resolution

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-05-01
AMENDMENT TO THE RULES OF PROCEDURE FOR CITY COUNCIL

WHEREAS, the Charlevoix City Council adopted "Rules of Procedure for City Council" on November 4, 1996 and has subsequently amended them from time to time; and

WHEREAS, pursuant to Rule 20 of the Rules, they may be amended by resolution voted upon at any meeting but shall be tabled until the next regular meeting thereof or at such other time as the Council shall determine; and

WHEREAS, the COVID-19 pandemic caused the Governor to declare a State of Emergency and public health authorities recommended social distancing guidelines. While virtual meetings were recommended during the State of Emergency, it is likely social distancing measures will be warranted for some time to come. Furthermore, technological options used during this time demonstrate how members can participate in a meeting even when they are not physically present in the same room; and

NOW THEREFORE BE IT RESOLVED, Rule 2 of the "Rules of Procedure for City Council" shall be amended as follows: Strike

all language so that Rule 2 should read:

Four members of the City Council (which may include the Mayor) shall be present in the appointed meeting location to constitute a quorum for the transaction of business. Beyond the four necessary to be present in the room, other Council Members and the Mayor may join via remote methods which allow two-way communication between themselves, other Council Members, and the public. City staff will assist in setting-up remote methods when given reasonable notice.

In the absence of a constituted quorum, two or more members may adjourn any *regular* or *special* meeting to a later date. In the event of such adjournment, the City Clerk shall notify the absent members, and as soon as reasonably possible, but failure of such other members to receive notice shall not excuse them from attending such adjourned meeting.

Issues requiring a majority of Council require four votes to enact and, when applicable, are shown herein as **majority**. Issues requiring only a majority of the quorum present are shown as *majority*. Members present via remote means shall be deemed present in both circumstances.

BE IT FURTHER RESOLVED, Rule 3 of the "Rules of Procedure for City Council" shall be amended by adding a new section f:

In times of unique public health conditions, when space limitations may inhibit public participation, or any other ongoing time when the Council so desires, Council may, by *majority* vote cause meetings to be transmitted electronically by audio and/or visual methods to such platforms deemed advisable in real-time or recording after the fact. Recordings notwithstanding, the minutes approved by Council shall be the official legal record of the proceedings of Council action.

RESOLVED this 4th day of May, 2020

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Mayoral Appointments

DATE: April 20, 2020

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

Several committee members have terms expiring in April and a some members have requested reappointment. These include the Housing Commission, Planning Commission, and Shade Tree & Park Commission. The attached are current applications we have on file for these positions.

RECOMMENDATION:

Motion to appoint/reappoint *Member Name* to the Housing Commission, term expiring April 2025.

Motion to appoint/reappoint *Member Name* to the Planning Commission, term expiring April 2023.

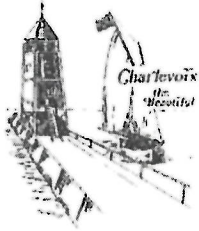
Motion to appoint/reappoint *Member Name* to the Planning Commission, term expiring April 2023.

Motion to appoint/reappoint *Member Name* to the Planning Commission, term expiring April 2023.

Motion to appoint *Member Name* to the Shade Tree & Park Commission, term expiring December 2022.

ATTACHMENTS:

- ▣ Applications



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

RECEIVED

MAR 22 2020

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

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

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

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

PLEASE PRINT

NAME: Mitts Lee

ADDRESS: 12900 PA-BE-Shaw Ln

HOME PHONE: _____ CELL PHONE: 625-1977

EMAIL: mittslee@gmail.com

ARE YOU A REGISTERED VOTER IN THE CITY? No HOW LONG HAVE YOU LIVED IN THE CITY? over 10 years in city

HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? No live in CLK Twp

EDUCATIONAL BACKGROUND: Flushing High School Mott Community Western MI

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Associate Broker Berkshire Hathaway
From 1988 to current

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Past Board President of ACK Board of Realtors

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

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN: No

REASON(S) YOU WISH TO SERVE: looking to volunteer and assist the community

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

SIGNATURE: Mitts Lee DATE: _____

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



RECEIVED

MAR 23 2020

CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

PLEASE PRINT

NAME: Toni Felter
ADDRESS: 114 E HURLBUT ST.
HOME PHONE: _____ CELL PHONE: 231-881-5395
EMAIL: tonifelter@charlevoixmi.net
ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 50 YEARS
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? NO

EDUCATIONAL BACKGROUND: Post Grad Degree MA

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Taught & counselor at Charlevoix Public Schools for 28 years

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: SERVED ON REC BOARD FOR SEVERAL YEARS & NOW ON PLANNING COMMISSION FOR SEVERAL YEARS

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN: ALSO THE WOMEN'S RESOURCE CENTER BOARD.

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN: NO

REASON(S) YOU WISH TO SERVE: I HAVE COMPLETED CLASSES AND TRAINING. I HAVE YEARS OF EXPERIENCE SERVING WITH THIS POSITION. I CARE FOR THIS COMMUNITY AND ITS PEOPLE AND BELIEVE IN STANDING UP FOR AND GIVING BACK...

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

SIGNATURE: Toni Felter DATE: 3-10-2020

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



RECEIVED

MAR 24 2020

CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

PLEASE PRINT

NAME: R.J. Waddell
ADDRESS: 303 Antism St
HOME PHONE: 231 547-2462 CELL PHONE: 231 881-4445
EMAIL: irjwaddell@att.net
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 10 years / 25 years home owner
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? no

EDUCATIONAL BACKGROUND: BA - CMU / MS - WMU / MLS - CMU

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Served two terms on Planning. Have attended Citizen Planner classes from MSU

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Housing Commission, Michigan Association of Retired School Personnel (President),

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

Planning - 2 terms / Housing - 1 term
Board of Review in another city - 10 years

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

I do not see it as a conflict of interest, but in the interest of full disclosure I married fellow planning commissioner, Toni Fellers mother.

REASON(S) YOU WISH TO SERVE:

I wish to continue serving. I am presently chair With Storm and Toni, I am the (recent) history of the planning group — which can be important when trying to figure things out.

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

SIGNATURE: R.J. Waddell

DATE: March 20, 2020

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

RECEIVED

MAR 24 2020

 **CITY OF CHARLEVOIX**

CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

PLEASE PRINT

NAME: Dennis Halverson

ADDRESS: 104 Overlook Dr.

HOME PHONE: 231-625-8701 CELL PHONE: _____

EMAIL: dshalverson@gmail.com

ARE YOU A REGISTERED VOTER IN THE CITY? Yes HOW LONG HAVE YOU LIVED IN THE CITY? 30+ years

HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? NO

EDUCATIONAL BACKGROUND: Med

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: City of Chx - Ryrs; Char Em TSD
10 years.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Rotary; School board; Historic Society

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

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
NO

ON(S) YOU WISH TO SERVE: I have enjoyed my previous experience
the PC & would like to continue

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

Dennis Halverson DATE: 3-25-2020

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

Online Form Submittal: Volunteer Boards and Committees Application

From : noreply@civicplus.com

Fri, Nov 22, 2019 09:24 AM

Subject : Online Form Submittal: Volunteer Boards and
Committees Application**To :** clerk@charlevoixmi.gov**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 Planning Commission
to Apply For

Name	Mary Frances Millington
Email Address	rmillington9094@charter.net
Address	402 Park Ave, Charlevoix, MI 49720
Home Phone	231 547 9094
Cell Phone	231 459 5555
Are you a registered voter in the City?	Yes
How long have you lived in the City?	25 Years
Have you ever been convicted for anything other than a minor traffic violation?	No

Educational Background	Churchill High School, Livonia Mi, Pharmacy Technician, Classes Reid Memorial Hospital, Richmond Indiana, through Indiana University
Professional Qualifications and / or Work Experience	Pharmacy Technician, Reid Memorial Hospital, Mount Carmel Hospital, Detroit MI (10 years) Little Professor On the Park Bookshop, Plymouth MI 8 years. The Phone Guide, 6 years Responsible for all government information, local state and federal covering 12 counties for them . Charlevoix Wear.
Community Activities and / or Other Experience	Volunteering at our beautiful library. Have been nominated for the board. Hoping to serve my community.
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 love my community and would like to become more involved with it. I am now in a position to give back. I look forward to the education and being a part of a team, and serve my community.
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	Mary F. Millington
Date	11/22/2019

Email not displaying correctly? [View it in your browser.](#)



RECEIVED

MAR 31 2020

CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

PLEASE PRINT

NAME: David Levy
ADDRESS: 107 Bridge St. Apt A, Charlevoix, MI 49720
HOME PHONE: _____ CELL PHONE: 231-675-5555
EMAIL: davidlevychx@gmail.com
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 2 years
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? No
EDUCATIONAL BACKGROUND: Some college

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: 25 years as a Realtor in the City of Charlevoix. Currently Managing Broker for Berkshire Hathaway Charlevoix, Beaver Island and Torch Lake offices.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Current Chair of the Charlevoix County Housing Committee. Served as Chair since 2010. Committee has been suspended due to lack of Federal funding.

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

Currently serving as Treasurer for the ACK Board of Realtors. Past President with 14 years serving on the Board.

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

REASON(S) YOU WISH TO SERVE:

I have always felt it is important to give your time to your community

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

SIGNATURE: [Signature]

DATE: 3-30-20

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

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager Comments

DATE: April 20, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Clinton Street Stoplight

MDOT advised me this week that COVID-19 has delayed work on the reconstruction of the stoplight at Clinton Street. Originally scheduled to be complete before Memorial Day, they now expect work will be finished around the end of June.

B. Public Service Facility Construction

While some progress on the Public Service Facility has continued, it is now behind schedule since I determined some aspects of the work not to be essential. We may need to store construction supplies offsite in the vicinity of the project including the parking lot of the little league fields. I also expect the likelihood of some unexpected change orders later in the project because work may be pushed into winter conditions that had not been planned. I will keep you informed as this progresses.

C. Federal Relief Aid

We are monitoring various aspects of the federal relief packages as information becomes available. We believe some funds will be allocated to cover unique and unexpected expenses we are incurring like extra sanitation, equipment and PPE purchases, and other similar supply and labor costs. We also believe the airport is in line to receive a small one-time payment to augment operations. Finally, we are working with the NLEA on the prospect of EDA grant funds that could be used for infrastructure improvements and potential trail development. We will keep you informed on this.

D. City Operations

We will continue operating in a socially distant manner as required by the Health Department and the Governor's order. We will, however, periodically conduct some larger operations like the clean-up of yard waste but on a more limited scale than we normally did. I am also working still toward the goal of a large-time waste collection to be conducted in later May or early June with a second planned for October. I expect we will send out bid requests later this month.

ATTACHMENTS:

- ❑ Planning Commission Minutes
- ❑ Housing Commission Minutes
- ❑ Housing Commission Minutes

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, February 10, 2020 - 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

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

B. Roll Call

Chair Sherm Chamberlain

Vice Chair: RJ Waddell

Members Present: Toni Felter, Brian Gelb, Ben Edwards, David Gray, Dennis Halverson, Jennifer Muladore, Philip Parr

Staff Present: Kathy Egan, Community Development Director; Jennifer Neal, Community Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Felter, second by Member Gelb to approve the Agenda as amended. Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. January 13, 2020 Meeting Minutes

Motion by Member Waddell, second by Member Parr to approve the minutes of January 13, 2020 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

H. Old Business

1. Election of Officers

Member Waddell volunteered to be Chair and Member Halverson volunteered to be Vice Chair. The Commission acknowledged Chair Chamberlain's long service to the Commission as a Member and Chair.

Motion by Chair Chamberlain, second by Member Gray to appoint RJ Waddell as Chair and Dennis Halverson as Vice Chair. Motion passed by unanimous voice vote.

2. Rooftop Usage Discussion

Planner Neal recalled that the Planning Commission reviewed a Rooftop Use Chart including the types of buildings, building standards, and uses that should be permitted on rooftops, examples of rooftop uses, and regulations from the city of Traverse City. She proceeded to explain a comparison table of ordinances (Harbor Springs, Traverse City and Petoskey) in residential and non-residential districts and then draft ordinance language for rooftop usage. Member Halverson addressed concerns about areas abutting between two zoning districts and potential extra language to smooth over the transition between districts. Planner Neal stated that they could add additional language for surrounding uses and conflicts.

Discussion followed regarding noise/amplification, canopies on rooftops, temporary structures, exemptions for special permitted events, and special events/restaurants with music adjacent to or near rooftop venues or a part of a rooftop venue. The Commission concurred that the draft ordinance was a very good start toward rooftop regulations that they would want to recommend to the City Council.

3. Residential Building Size

Chair Waddell recalled that City Council asked the Planning Commission to look in to establishing regulations on building size. He stated in the past this was controlled by setbacks on property, but they have been finding that people have been purchasing multiple lots and combining lots for very large homes. He asked the Zoning Administrator to look into the specifications for the different areas in town and what is the actual square footage of houses that they are dealing with. Zoning Administrator Scheel explained the existing conditions portion of the data he provided, amount of lot coverage, size of the lots and setbacks, and the livable floor area. Member Chamberlain suggested that all building footprints over a certain size should require site plan review such as new residential construction over 5,000 sq. ft. He stated that would require them to come up with some additional standards.

Zoning Administrator Scheel stated that he reviewed other zoning ordinances and looked at contextual zoning which regulates the height of new buildings, bulk, setback from the street line, and width along street frontage to produce buildings that are consistent with the existing neighborhood. He stated that the waterfront was where the market is for new homes, but as the property gets developed and land becomes more valuable other areas of the City will see the larger homes going in. The only area in the City where someone could not buy a house and tear it down is within the historical overlay.

Planner Egan stated that it may be beneficial to go back to City Council and confirm what it is they are asking and the Commission agreed that they do need more direction from Council.

I. Staff Updates

Due to the election, the Commission agreed to move their March meeting to one of the City Hall conference rooms.

Zoning Administrator Scheel recalled that a couple of months ago the Commission looked at a conditional rezoning on May Street and during his discussions with the applicant they talked about the back of the lot and how the lot could be split and a residential house built on it. He wanted to make sure before he presented it to City Council that the Commission agreed that the front portion of the lot with the existing building and that the remainder of parcel A would be conditionally rezoned. He stated that none of the conditions change and parcel B would be split out and remain R-1 zoning. The only access to parcel B would be through parcel A. Zoning Administrator Scheel stated that if the Commission was in agreement he would have the City Attorney write up the original conditions that the applicant presented but they would only apply to parcel A. Zoning Administrator Scheel stated that the applicant still had to come back before the Commission for site plan review. After discussion, the Commission concurred to direct the Zoning Administrator to present the conditional rezoning with the original conditions to the City Council for approval.

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

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

Motion by Member Gray, second by Member Muladore to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:23 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

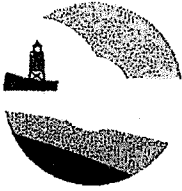
Chair

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING **CHARLEVOIX HOUSING COMMISSION**

TUESDAY, January 21, 2020
2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

AGENDA:

Call to Order/Roll Call

Additions to the Agenda

Approval of Meeting Minutes and Payables- December 17, 2019

Executive Director's Report

Old Business

New Business

Public Comment

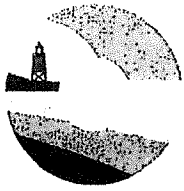
Adjournment

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, January 21, 2020

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners Present: Mitts Lee, Laurene Crandall, R.J. Waddell, Lillian Left

Commissioners Absent: Joan Buday

Others Present: Mark little MPHC – Maintenance Supervisor, Annessa Haist - Director, Mt. Pleasant Housing Commission, Cindy Morris – Occupancy Specialist (CHC), and Residents of Pine River Place.

Chairperson Mitts Lee called the meeting to order at 2:04 pm.

Additions to the Agenda: Update on CGE / Addendum to inter-governmental agreement for additional maintenance services

Approval of Meeting Minutes and Payables for December 17, 2019.

Laurene Crandall moved, seconded by Lillian Left to accept the regular minutes for December 17, 2019 and payables as presented.

Ayes: Lee, Crandall, Waddell, Left

Nays: None

Old Business: R.J. Waddell made mention the bank statement was rectified no added charges.

New Business: None

Executive Director's Report: A. Haist reported on her certification training from NAHRO for Public Housing Management.

Director A. Haist made mention of the renewal of Charlevoix's Intergovernmental contract with MPHC due for signatures prior to March 17, 2020, if CHC would like to continue with MPHC as the managing agency. This will be on the agenda for the February 18, 2020 meeting.

Director A. Haist spoke on a Maintenance Contract moving forward for a large maintenance projects or additional maintenance needs for CHC. Board concerns, ideas, and suggestions were discussed.

R.J. Waddell moved to approve the presented Resolution I-2020 Maintenance Addendum to the Management Agreement, with an end date of March 17, 2020. Seconded by L. Crandall.

Ayes: Lee, Crandall, Waddell, Left

Nays: None

Director, A. Haist spoke on CGE, giving an update on what the MPHC is doing, and where they stand moving forward. The board expressed concerns and multiple board members agreed we should wait to see how CGE responds before making any decisions.

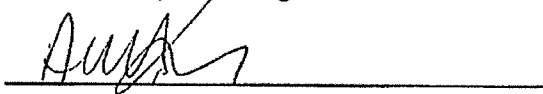
Director, A. Haist reported on the unit restoration being completed prior to the end of January, 2020. The unit flooring, baseboards, and countertops are all being replaced.

Public Comment on subjects unrelated to Agenda Items: None

Adjournment: Meeting was adjourned at 2:34 p.m.

Respectfully submitted,

Board Chairperson Signature

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

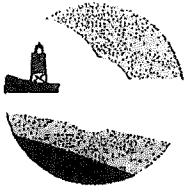
The next Board Meeting is February 18, 2020 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI 49720.

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING **CHARLEVOIX HOUSING COMMISSION**

TUESDAY, February 18, 2020
2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

AGENDA:

Call to Order/Roll Call

Additions to the Agenda

Approval of Meeting Minutes and Payables for: Meeting - January 21, 2020

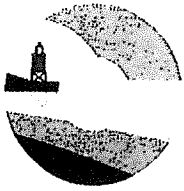
Executive Director's Report

Old Business

New Business

Public Comment

Adjournment



CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720
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PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, February 18, 2020

2:00 P. M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners Present: Laurene Crandall, R.J. Waddell, Lillian Left
Commissioners Absent: Joan Buday and Mitts Lee

Others Present: Mark Little MPHC – Maintenance Supervisor, Annessa Haist – Director, Mt. Pleasant Housing Commission, Cindy Morris – Occupancy Specialist (CHC), and Residents of Pine River Place.

Commissioner Laurene Crandall called the meeting to order at 2:05pm.

Additions to the Agenda: Resolution II – 2020 INTERGOVERNMENTAL MANAGEMENT AGREEMENT

Approval of Meeting Minutes and Payables for January 21, 2020.

R.J. Waddell moved, seconded by Lillian Left to accept the regular minutes for January 21, 2020 and payables as presented.

Ayes: Crandall, Waddell, Left

Nays: None

Executive Director's Report : A. Haist gave several updates, one being on the pending response from CGE.

Ms. Haist reported HUD's Capitol Fund ACC Amendment was in process, along with the budget and Operating Fund documents to be submitted in the beginning week of March.

Ms. Haist made mention the 2020 Budget will be a topic of discussion for March, 2020 meeting. FYE/FYB updates will be taking place also.

Ms. Haist referred to Mark Little, MPHC/Maintenance to give us an update on the Maintenance oversight portion of the contract and the addendum.

Ms. Haist reported that there was no update yet on T-Mobile. We are in contact with a new representative that is replacing the original agent we worked with.

Ms. Haist brought forward the Elevator Contract with Shindler's. They provided us with three options and we would like to move forward with one of these. We need to review and ask for changes to make sure we are following federal contracting guidelines.

Ms. Haist spoke on changes to the Inter-Governmental Management Contract. Board responsive and conversation was had. R.J. Waddell suggested that the discussion be tabled until next month's meeting to give time for all Board members to discuss and still meet the deadline for signing.

R.J. Wadell moved, seconded by Lillian Left to table Inter-Governmental Management Contract until March 17th, 2020 meeting.

Ayes: Crandall, Wadell, Left

Nays: None

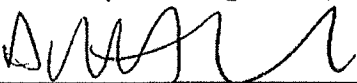
Old Business: None

New Business: Inter-Governmental Management Contract
(Discussion was had during the Director's Report)

Public Comment on subjects unrelated to Agenda Items: None

Adjournment: Meeting was adjourned at 2:40 p.m.

Respectfully submitted,
Board Chairperson Signature,



The next Board Meeting is March 17, 2020 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI 49720.