

**AGENDA**  
**CITY OF CHARLEVOIX CITY COUNCIL MEETING**

**Monday, April 20, 2015 - 7:00 p.m.**

210 State Street, City Hall, Second Floor City Council Chambers, Charlevoix, Michigan

- I. Invocation or Pledge of Allegiance**
- II. Roll Call of Members Present**
- III. Inquiry Regarding Possible Conflicts of Interest**
- IV. Consent Agenda**
  - A. City Council Meeting Minutes - April 6, 2015 Special Meeting PG 1
  - B. City Council Meeting Minutes - April 6, 2015 Regular Meeting PG 2-8
  - C. Accounts Payable Check Registers & Payroll Check Registers PG 9-18
- V. Public Hearings**
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
  - A. Consideration to Donate Garden Plots PG 19-21
  - B. Consideration to Approve a Resolution Waiving Parking Fees at Ferry Beach Boat Launch for Lake Charlevoix Area Trout Tournament PG 22-26
  - C. Consideration to Approve a Resolution Waiving Parking Fees at Ferry Beach Boat Launch for the Shimano/G. Loomis Charlevoix Shootout Bass Tournament PG 27-29
  - D. Consideration to Accept and Approve an Interdepartmental Loan Agreement to Finance Water Main Replacement PG 30-32
  - E. Consideration to Approve the Water Main upgrade on the 200 Block of Nettleton PG 33
  - F. Consideration of Letter to State Representatives Seeking Funds for Water Main Freezes PG 34-36
  - G. Consideration to Approve a Tree Planting Bid PG 37-38
  - H. Volunteer EMS/Fire Staffing PG 39-43
  - I. Arbor Day and Tree City USA Award PG 44-47
  - J. General Discussion about Proposed Mural PG 48-49
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
  - A. Introduction of Amendment to Title III - Parks and Public Grounds Chapter 31 Parks - General Regulations, Section 3.3 Fireworks PG 50-53
- IX. Resolutions**
  - A. Consideration to Approve a Resolution Waiving Parking Fees at Ferry Beach Boat Launch for Lake Charlevoix Area Trout Tournament PG 26
  - B. Request for Free Launch for The Shimano/G. Loomis Charlevoix Shootout Bass Tournament - June 6, 2015 PG 29
- X. Ordinances**
- XI. Miscellaneous Business**
- XII. Audience – Non-Agenda Input (written requests take precedent)**
- XIII. 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*

**CITY OF CHARLEVOIX**  
**SPECIAL CITY COUNCIL MEETING MINUTES**  
**Monday, April 6, 2015 – 5:30 p. m.**  
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 5:33 p.m. by Mayor Gabe Campbell.

**I. Pledge of Allegiance**

**II. Roll Call of Members Present**

Mayor: Gabe Campbell  
City Clerk: Joyce Golding  
Members Present: Councilmembers Shirley Gibson, Luther Kurtz, Leon Perron, Jeff Porter, Bill Supernaw  
Absent: Councilmember Shane Cole

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

None.

**IV. Miscellaneous Business**

A. Review of Non-Confidential City Manager Applications  
HR Assistant DeRosia facilitated discussion and voting for four non-confidential candidates.

**V. Closed Session to consider confidential employment applications for the City Manager position citing Section 15.268(f) of the Open Meetings Act**

A. Motion by City Council to Go Into Closed Session  
Motion by Councilmember Kurtz, second by Councilmember Perron, to go into Closed Session to consider confidential employment applications for the City Manager position citing Section 15.268(f) of the Open Meetings Act.

Yeas: Kurtz, Perron, Gibson, Supernaw, Porter  
Nays: None  
Absent: Cole

Council moved into closed session at 5:39 p.m. Council resumed open session at 6:04 p.m.

**VI. Reconvene Meeting**

A. City Council Action on Selection of Semi-Finalist City Manager Applicants (if desired)  
Councilmembers held further discussion regarding non-confidential candidates and whether alternates should be chosen at this time. HR Assistant DeRosia recommended announcing the five semi-finalists and revisiting possible alternates if necessary.

The idea of a City tour and a casual meal and greet was discussed for the finalists.

HR Assistant DeRosia will contact City Attorney Howard with several questions from Council regarding the next steps in the interview and selection process and OMA requirements.

Motion by Councilmember Kurtz, second by Councilmember Gibson to move Candidate Aaron Desentz, Joseph Gunter, Mark Heydlauff, Bryce Kelley and Michael Spencer forward to the next phase of the hiring process.

**V. Audience – Non-agenda Input (written requests take precedent)**

None.

**VI. Adjourn**

The Mayor stated if there were no objections, the meeting would adjourn. There were no objections. Meeting adjourned at 6:37 p.m.

**-CITY OF CHARLEVOIX  
REGULAR CITY COUNCIL MEETING MINUTES  
Monday, April 6, 2015 – 7:00 p.m.  
210 State Street, City Hall, Council Chambers, Charlevoix, MI**

The meeting was called to order at 7:00 p. m. by Mayor Gabe Campbell.

**I. Pledge of Allegiance**

**II. Roll Call of Members Present**

Mayor: Gabe Campbell  
Interim City Manager: Mike Spencer  
City Clerk: Joyce Golding  
Members Present: Councilmembers Shirley Gibson, Luther Kurtz, Leon Perron, Jeff Porter, Bill Supemaw  
Absent: Councilmember Shane Cole

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

None.

**IV. Consent Agenda**

The following items were approved and filed:

- A. Approval of Minutes – March 16, 2015 Regular Meeting Minutes
- B. Approval of Minutes – March 19, 2015 Special Meeting Minutes
- C. Approval of Minutes – March 31, 2015 Special Meeting Minutes
- D. Special Accounts Payable Check Register – March 19, 2015
- E. Special Accounts Payable Check Register – March 27, 2015
- F. Regular Accounts Payable Check Register – April 7, 2015
- G. ACH Payments – March 16, 2015 – March 30, 2015
- H. Payroll Check Register – March 27, 2015
- I. Payroll Transmittal – March 27, 2015

**V. Public Hearings**

None.

**VI. Reports**

Interim City Manager Spencer stated that four additional water main breaks occurred in the last several days. He estimates that it will cost the City upwards of \$500,000 this year for this winter's repairs and he is unaware of any grant funding at this time. Interim City Manager Spencer recommended that a letter to the Governor and local representatives be drafted requesting relief funding for local municipalities. He will present a proposed draft for Council's review at the April 20<sup>th</sup> meeting.

Michigan Main Street representatives will be in Charlevoix May 13-15 to rollout the Select Level program. Interim City Manager Spencer suggested that Council be available to participate in events during this time.

The State Street project will commence next week. A ribbon cutting ceremony may be held upon completion of the project.

Mayor Campbell recommended future discussion regarding a water infrastructure plan. With the volume of major repairs over the last two years, the City needs to reprioritize funding. It was agreed that Staff will provide detailed recommendations and discussion during a summer Council meeting as to the most critical areas needing attention.

Permission was granted to obtain an appraisal with regards to the proposed moving of the Street Department to the Carpenter Road site.

**VII. Requests, Petitions and Communications and Actions Thereon**

**A. Consideration of Donation of Bike Rack for Downtown Charlevoix**

In 2014, City Council was approached by the LaBlance family with regards to placing a donated bike rack downtown in memory of Tim LaBlance. Interim City Manager Spencer and DPW Superintendent Elliott have agreed to locate the bike rack on the grassy area adjacent to the pavilion. The DDA and Planning Commission are supportive of the project. The donation of the bike rack falls under the City Donation Acceptance policy, which requires Council approval

The aesthetics of the bike rack, its proposed location and the outstate manufacturer were discussed at length.

CEDD Doyle suggested that the Main Street Design Committee could create a new design, but this may not be forthcoming for 2-3 months.

Mayor Campbell opened the item to public comment.

Mark Synder suggested using Moran Iron Works in Onaway as a local manufacturer.

JoAnne Beemon, Michelle Rick-Biddick and Christopher Snabbs were fully supportive of the bike rack.

The item was closed to the public.

Motion by Councilmember Kurtz, second by Councilmember Supernaw, to extend a sincere thankyou to Maureen and Luke [LaBlance] and approve the donation of a bike rack at the proposed location.

Yeas: Supernaw, Porter, Kurtz, Perron, Gibson  
Nays: None  
Absent: Cole

B. Consideration of Paddleworks Mobile Rental of Kayaks and Paddleboards at City Beaches

Bill Schulman, Schulman Paddleworks, is requesting to have a beach kayak and standup paddleboard mobile rental service at Depot Beach. At Council's request, a meeting was held with Mr. Schulman, Recreation Director Kirinovic and Rick Golding, Chicago Club Manager to discuss a mutually agreeable location for the mobile rental service. Mr. Schulman agreed to direct his staff to verbally remind customers to enter/exit the lake from City property and to respect private property at the Chicago Club.

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

Motion by Councilmember Supernaw, second by Councilmember Perron, to approve the Kayak and Standup Paddleboard Agreement between Schulman Paddleworks and the City of Charlevoix which authorizes Schulman Paddleworks to use the south end of Depot Beach to rent kayaks and paddleboards to beach patrons, with the conditions that they (1) provide the City with liability insurance which names the City as co-insured; (2) has its patrons sign a Release of Liability prior to renting the kayaks/paddleboards; (3) acquire all necessary licenses from the Clerk's office; and (4) the mobile trailer must conform with the City's Zoning Ordinance and its sign regulations.

Yeas: Supernaw, Porter, Kurtz, Perron, Gibson  
Nays: None  
Absent: Cole

C. Request From Mike Way for the City to Consider Purchase of a Commercial Lot on US-31

On two separate occasions, Mike Way, owner of a 4.5 acre Charlevoix Township commercial lot, has approached City Council to discuss the potential for the City to purchase said lot. Mr. Way is giving the City one last opportunity to purchase this lot before it sells. He presented his proposal for the property and shared a video. Mr. Way feels the best use for the property would be to combine the Street Department, Electric and DPW at this location.

Several questions from Council were answered by Mr. Way.

Staff does not feel there is a demonstrated need to own this property, nor sufficient funding available to finance the purchase. Interim City Manager Spencer stated that the City owns ample property to support the Electric and DPW departments. Therefore, Staff does not recommend pursuing the purchase of this property.

Mayor Campbell opened the item to public comment

Bob Timms, First Ward, agreed that the City should not purchase the property.

The item was closed to the public.

All were in agreement with Staff's recommendation of not pursuing the property, with the exception of Councilmember Supernaw.

D. Consideration to Approve Michigan Recreation Passport Grant for Playground Equipment at Michigan Beach Park

In December 2014, the Recreation Department was awarded a \$67,500 grant for new playground equipment at Michigan Beach. The City of Charlevoix will contribute \$22,500 in funds toward this project and is committed to seeking private donations, grants, and other revenue sources to assist in meeting the City's local match.

The location of the playground was a part of the initial grant proposal. Discussion regarding traffic control and the potential of moving the location by fifty feet ensued. Recreation Director Kirinovic and Interim City Manager Spencer agreed that the DNR would require a valid reason for moving the playground.

Mayor Campbell opened the item to public comment.

Vikki Sobleski, Palmer Street, suggested moving the playground behind the DNR garage.

The item was closed to the public.

Action by Resolution.

E. LED Streetlight Purchase

Electric Superintendent Swern is recommended that the City continue retrofitting City streetlights with LED. He proposed purchasing 113 additional kits at \$322 per kit, for a total of \$36,386, still well within the budget. The life expectancy of the LED lights is over ten years and Electric Superintendent Swern estimated that the pay back will be six years.

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

Motion by Councilmember Gibson, second by Councilmember Kurtz, to approve the purchase of up to 113 Lumecon Retro Kits for a total cost not to exceed \$36,386.00.

Yeas: Supernaw, Porter, Kurtz, Perron, Gibson  
Nays: None  
Absent: Cole

F. Approval of Job Descriptions

HR Assistant DeRosia stated that job descriptions for all employees are approved by City Council and a review is done either periodically or at the time the position becomes vacant. This review helps ensure the descriptions accurately reflect job duties, skills, knowledge, abilities and requirements.

The following seven job descriptions were reviewed: DPW – Mechanic (regular, full-time), DPW – Equipment Operator (regular, full-time), Electric – Meter Reader (regular, full-time), Recreation – Mt. McCauba Camp Director (seasonal), Recreation – Mt. McCauba Assistant Manager (seasonal), Recreation – Ice Rink Operator (seasonal), Recreation – Groomer, Ice/Snow Producer, Tow Operator, Counter Attendant (seasonal).

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

Motion by Councilmember Supernaw, second by Councilmember Perron, to adopt the seven job descriptions as written.

Yeas: Supernaw, Porter, Kurtz, Perron, Gibson  
Nays: None  
Absent: Cole

G. Consideration to Approve a New Finance Clerk/Deputy Clerk Job Description

With the departure of the Accounts Payable/Accounts Receivable Clerk, Staff is proposing that the position be abolished and to establish a new position entitled Finance Clerk/Deputy Clerk that would perform the accounts payable/receivable duties, Deputy Clerk duties and back up the payroll duties currently performed by the Assistant Treasurer.

It is critical that the payroll function have a back-up in the event that the Assistant Treasurer is unavailable to process employee payroll. Because payroll duties are highly confidential (payroll, garnishments, suspensions, etc.) the City needs to establish this position as a non-union position. This change has been communicated to the Communications Workers of America (CWA) President and is consistent with the CWA contract.

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

Motion by Councilmember Supernaw, second by Councilmember Kurtz, to approve the new Finance Clerk/Deputy Clerk job description as written.

Yeas: Supernaw, Porter, Kurtz, Perron, Gibson  
Nays: None  
Absent: Cole

H. Mayoral Appointments

The City has one vacancy on the Downtown Development Authority (four year term) and one vacancy on the Planning Commission (three year term). Both positions are appointed by the Mayor.

Motion by Councilmember Gibson, second by Councilmember Supernaw, to re-appoint John Yaroch to the Downtown Development Authority, term expiring April 2019.

Yeas: Supernaw, Porter, Kurtz, Perron, Gibson

Nays: None  
Absent: Cole

Motion by Councilmember Gibson, second by Councilmember Supernaw, to appoint Don Heise to the Planning Commission, term expiring April 2018.

Yeas: Supernaw, Porter, Kurtz, Perron, Gibson  
Nays: None  
Absent: Cole

**VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**

None.

**IX. Resolutions**

**A. Consideration of Michigan Recreation Passport Grant Program – Playground at Michigan Beach**

Motion by Councilmember Supernaw, second by Councilmember Gibson, to accept the terms and conditions of the Michigan Passport Grant Program, allow for the Mayor and City Clerk to sign the proposed agreement and adopt Resolution 2015-04-01, A Resolution in Support of Michigan Passport Grant for Playground Equipment at Michigan Beach Park, as follows:

**CITY OF CHARLEVOIX  
RESOLUTION NO. 2015-04-01**

**A RESOLUTION IN SUPPORT OF MICHIGAN PASSPORT GRANT FOR PLAYGROUND EQUIPMENT  
AT MICHIGAN BEACH PARK**

**WHEREAS,** the City of Charlevoix wishes to erect new playground equipment at Michigan Beach Park; and

**WHEREAS,** the Charlevoix Recreation Department applied for a grant from the Michigan Department of Natural Resources; and

**WHEREAS,** the Michigan Department of Natural Resources - Grant Management (known as DEPARTMENT) has awarded the City of Charlevoix a Michigan Recreation Passport Grant in the amount of \$67,500; and

**WHEREAS,** the City of Charlevoix agrees to contribute \$22,500 in funds toward the project.

**THEREFORE BE IT RESOLVED,** that the City of Charlevoix, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the City of Charlevoix does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide Twenty-Two Thousand Five Hundred dollars (\$22,500) dollars to match the grant authorized by the DEPARTMENT
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

RESOLVED this 6th day of April, A.D. 2015.

Resolution was adopted by the following yeas and nays vote:

Yeas: Supernaw, Porter, Kurtz, Perron, Gibson  
Nays: None  
Absent: Cole

**X. Ordinances**

None.

**XI. Miscellaneous Business**

HR Assistant DeRosia obtained a consensus date of Monday, May 11 to schedule semi-finalist interviews for City Manager candidates.

**XII. Audience - Non-agenda Input (written requests take precedent)**

None.

**XIII. Adjourn**

The Mayor stated if there were no objections, the meeting would adjourn.

There were no objections.

Meeting adjourned at 8:37 p.m.

Joyce Golding City Clerk Gabe Campbell Mayor

**Special Accounts Payable – 03/19/2015**

AT&T	1,904.46	METLIFE SMALL BUSINESS CENTER	773.61
AT&T MOBILITY	72.88	NEOFUNDS BY NEOPOST	1,000.00
AVSURANCE CORPORATION	2,800.00	PRIORITY HEALTH	48,177.65
CHARLEVOIX STATE BANK	7,506.03	VERIZON WIRELESS	56.72
DELTA DENTAL	4,743.16	VISION SERVICE PLAN	556.54
GREAT LAKES ENERGY	204.63		
HARTFORD, THE	594.34	<b>TOTAL</b>	<b>68,390.02</b>

**Special Accounts Payable – 03/27/2015**

DEVERE CONSTRUCTION COMPANY	521,947.17	<b>TOTAL</b>	<b>521,947.17</b>
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**Accounts Payable – 04/07/2015**

AIRGAS USA LLC	169.70	EMERGENCY MEDICAL PRODUCTS INC	422.38
AMERICAN PUBLIC WORKS ASSN	350.00	EVANS, HAL	41.00
AMERICAN SAFETY UTILITY CORP	442.78	EVELEIGH, MARY	54.05
AMERICAN TOTAL SECURITY INC	78.00	FISHER SCIENTIFIC	662.64
AMERICAN WASTE INC.	2,034.00	FOX CHARLEVOIX FORD	938.25
ARBOR DAY FOUNDATION	10.00	FREEDOM MAILING SERVICES INC.	2,329.35
AT&T LONG DISTANCE	52.72	FREIGHTLINER OF GRAND RAPIDS	316.58
AVFUEL CORPORATION	35,590.69	GEMPLER'S	426.50
BEATTY, SCOTT	11.00	GINOP SALES INC	782.03
BEAVER ISLAND BOAT CO	7,563.19	GOLDING, JOYCE	426.57
BEHAN WINDOW CLEANING	95.00	GORDON FOOD SERVICE	133.12
BLUETARP FINANCIAL	160.71	GREAT LAKES ELEVATOR LLC	319.50
BRADLEY, KELLY R.	50.00	GREAT LAKES PIPE & SUPPLY	623.37
BROWN, STEPHANIE	50.00	HACH COMPANY	820.31
CANNON EQUIPMENT	92.08	HAGGARD'S INC	130.92
CCI SOUTH LLC	24.25	HANKINS, SCOTT	41.00
CHARLEVOIX COUNTY EQUALIZATION	3,002.45	HEALTH DEPT OF NW MICHIGAN	1,275.00
CHARLEVOIX TOWNSHIP	16.22	HEID, THOMAS J.	91.00
CHESAPEAKE GROUP INC.	11,200.00	HEIGHTS MACHINERY	6,995.00
CINTAS CORPORATION	105.19	HILLING, NICHOLAS A	50.00
CINTAS CORPORATION #729	30.00	HODGE, MICHAEL J.	50.00
COAST TO COAST COMPUTER	550.53	HOLIDAY COMPANIES	6,602.42
DCASSESSING SERVICES	4,371.08	HYDE SERVICES LLC	250.50
DELL MARKETING L P	3,219.84	HYDRO DESIGNS INC	515.00
DeROSIA, PATTY	41.00	HYDRO DYNAMICS	4,013.20
DITCH WITCH SALES OF MICHIGAN	1,756.63	INDEPENDENT DRAFTING SERVICES	2,752.00
DOAN, GERARD	41.00	INDUSTRIAL MARKETING	70.16
DORAN, JUSTIN J.	50.00	J & B MEDICAL SUPPLY INC.	64.59
DOYLE, ANNIE	41.00	JESS CONSTRUCTION CO INC.	2,108.65
DRAVES, MARTIN J.	50.00	JOHN E. GREEN COMPANY	250.08
DTE ENERGY	3,310.83	JOHNSON, STEVEN P.	50.00
EATON, BRAD A.	50.00	JOHNSTONE SUPPLY #383	29.50
EJ USA INC.	601.02	JONES, ROBERT F.	50.00
ELHORN ENGINEERING COMPANY	900.00	KIRINOVIC, THOMAS	41.00
ELLIOTT, PATRICK M.	185.87	KLOOSTER, ALIDA K.	41.00

KSS ENTERPRISES	629.46	QUICK CARE MEDICAL CENTER	240.00
LAKE CHARLEVOIX PAINTING	39.62	RECORD AUTOMATIC DOORS INC	518.00
LAVOIE, RICHARD	64.00	RIETH-RILEY CONST CO INC	1,067.04
MAYER, SHELLEY L.	50.00	RTI LABORATORIES INC.	93.00
MAYS, SCOTT	165.00	SCIENTIFIC BRAKE & EQUIP CO	385.32
MCGINN, KELLY	41.00	SEARS COMMERCIAL ONE	34.99
MEIER III, CHARLES A.	50.00	SERVPRO OF GAYLORD & CHEBOYGAN	2,962.00
MICHIGAN MUNICIPAL LEAGUE	82.30	SIGMA-ALDRICH RTC	349.08
MICHIGAN MUNICIPAL LEAGUE	20,895.44	SPENCER, MICHAEL	41.00
MICHIGAN WATER ENV ASSOC	65.00	STEVENS, BRANDON	50.00
MID STATES BOLT & SCREW CO	195.30	SUPERNAW, BILL	92.00
MLIVE MEDIA GROUP	379.39	SWEM, DONALD L.	91.00
MORRISON, KEVIN P.	50.00	SWIDORSKI, RAYMOND	66.00
MUNICIPAL EQUIPMENT SALES	4,388.84	TEUNIS, STEVEN	91.00
MYER, ELIZABETH A.	41.00	TOP QUALITY GLOVE	374.60
NETSOURCE ONE INC.	48.00	TRUCK & TRAILER SPECIALTIES	660.30
NISWANDER, JOSEPH F	50.00	UP NORTH PROPERTY SERVICES LLC	294.00
N. COUNTRY POWER GENERATION LLC	127.50	USA BLUE BOOK	489.69
NORTHERN CREDIT BUREAU	133.20	VILLAGE GRAPHICS INC.	157.89
NORTHERN LIGHTS FAMILY	833.00	WARD BROTHERS BOATS INC	341.80
NORTHERN SAFETY CO INC	1,660.42	WARNER, JANINE	239.79
NORTHWEST DESIGN GROUP	948.50	WAY, MIKE	300.00
OLESON'S FOOD STORES	93.01	WELLER, LINDA	60.55
OLSON BZDOK & HOWARD	2,464.50	WELLS JR., DONALD E.	50.00
OTEC	529.38	WHITLEY, ANDREW	64.00
OVERHEAD DOOR COMPANY	94.87	WILSON, RICHARD J.	50.00
PARASTAR INC.	1,024.15	WILSON, TIMOTHY J.	50.00
PERFORMANCE ENGINEERS INC	7,218.75	WINTER EQUIPMENT COMPANY INC.	342.67
PHYSIO-CONTROL INC.	398.00	WORK & PLAY SHOP	44,197.93
POWER LINE SUPPLY	2,515.21	WURST, RANDALL W.	50.00
PRECISION DATA PRODUCTS	233.45	WYMAN, MATTHEW A.	41.00
PREIN & NEWHOF	36,244.25	ZACHARIAS, STEVEN B.	50.00
PRO WEB MARKETING LLC	36.00		
PVS TECHNOLOGIES INC	6,417.82	<b>TOTAL</b>	<b>252,164.46</b>

**ACH Payments – 03/16/2015 – 03/30/2015**

MI PUBLIC POWER AGENCY	39,171.58	STATE OF MI (WITHHOLDING TAX)	5,381.38
STATE OF MI (SALES TAX)	22,661.83	VANTAGEPOINT (401 ICMA PLAN)	742.62
BANK OF NY (WWTP LOAN INTEREST)	2,215.32	VANTAGEPOINT (457 ICMA PLAN)	14,260.83
MI PUBLIC POWER AGENCY	25,763.41	MERS (DEFINED BENEFIT PLAN)	28,299.18
MI PUBLIC POWER AGENCY	272,957.37	MI PUBLIC POWER AGENCY	25,309.42
IRS (PAYROLL TAX DEPOSIT)	40,097.41		
ALERUS FINANCIAL (HCSP)	370.00	<b>TOTAL</b>	<b>477,230.35</b>

**PAYROLL: NET PAY**

**Pay Period Ending 03/21/2015 – Paid 03/27/2015**

WELLER, LINDA JO	2,401.80	ROLOFF, ROBERT P.	2,112.20
STRAEBEL, ROBERT J.	10,705.80	BRODIN, WILLIAM C.	1,631.72
GOLDING, JOYCE M.	1,048.92	RILEY, DENISE M.	394.69
DEROSIA, PATRICIA E.	1,237.97	TEUNIS, STEVEN L.	1,702.44
DOYLE, ANNE E.	1,357.89	WURST, RANDALL W.	1,286.76
LOY, EVELYN R.	1,017.73	MAYER, SHELLEY L.	1,596.16
KLOOSTER, ALIDA K.	2,784.08	HILLING, NICHOLAS A.	1,295.86
SPENCER, MICHAEL D.	1,298.13	MEIER III, CHARLES A.	1,764.16
SPENCLEY, PATRICIA L.	1,255.80	ZACHARIAS, STEVEN B.	1,815.57
PANOFF, ZACHARY R.	602.31	NISWANDER, JOSEPH F.	1,283.76
MILLER, FAITH G.	17.20	FRYE, EDWARD J.	923.02
MCGINN, KELLY A.	1,639.36	JONES, TERRI L.	961.45
DOAN, GERARD P.	1,760.75	EATON, BRAD A.	1,833.68
SHRIFT, PETER R.	1,140.81	WILSON, TIMOTHY J.	1,873.26
SCHLAPPI, JAMES L.	972.90	LAVOIE, RICHARD L.	1,432.08
UMULIS, MATTHEW T.	1,640.68	STEVENS, BRANDON C.	1,911.62
HANKINS, SCOTT A.	1,491.60	DRAVES, MARTIN J.	1,596.89
ORBAN, BARBARA K.	1,182.45	BROWN, STEPHANIE C.	1,102.45
TRAEGER, JASON A.	1,220.11	ELLIOTT, PATRICK M.	2,794.21
WARNER, JANINE M.	989.33	WELLS JR., DONALD E.	1,411.73
SCHWARTZFISHER, JOSEPH L.	1,012.47	BRADLEY, KELLY R.	1,577.74

WILSON, RICHARD J.	1,099.02	WILLSON, BRENDA R	89.26
JONES, ROBERT F.	1,089.24	OCHS, THOMAS F	76.18
DORAN, JUSTIN J.	1,302.95	TRAVERS, MANUEL J.	382.29
KIRINOVIC, THOMAS F	514.57	SILVA, JESSE L	55.50
FORRESTER, KATHERINE A.	498.85	COLLINS, CHAD M.	179.82
AMSTUTZ, LINDA J.	55.41	RILEY, DANIEL A.	405.28
MURPHY IV, MICHAEL J.	211.91	WHITLEY, ADAM	173.80
BERTINELLI, DAVID P.	870.74	VANMETER-SANDERSON, KIMBERLY K	176.20
ARNOLD, HAILEE M.	254.10	TIMMS, ROBERT N	230.87
BOSS, BEAU J.	274.39	EVELEIGH, MARY J.	230.87
BARNEVELD, VLADIMIR R.	21.54	SWEM, DONALD L.	1,669.13
THOMPSON, MONTANA J.	35.90	WHITLEY, ANDREW T.	1,818.34
FICHTNER, KRISTIE S.	110.82	MORRISON, KEVIN P	1,119.60
HEID, THOMAS J	1,238.12	HODGE, MICHAEL J.	1,270.62
MYER, ELIZABETH A.	1,607.96	JOHNSON, STEVEN P.	1,143.95
VANLOO, JOSEPH G.	513.83	BOSS JR, DALE E.	1,116.30
WYMAN, MATTHEW A.	946.43	STEBE JR, JOHN M.	195.18
DRAVES, MICHAEL J.	329.74	BOSS, SHERRY M.	248.27
SCHRADER, LOU ANN	404.09	BEHAN, DEAN T.	233.83
SCHWAGER, EDWARD J.	643.09	STEBE, CATHERINE M.	150.79
FUNKEY, KRAIG R.	90.04	HOLM, ARTHUR R.	373.17
RILEY, TIMOTHY C.	59.46	STEVENS, JEFFREY W	272.11
RAMSEY, KYLE J.	23.04	ROLOFF, AUDREY M.	750.32
RILEY, CASEY W.	319.70	MATTER, DAWSON K.	942.74
HUNTER, DESMOND J.	13.21	SCOTT JR., WINFIELD	66.07
JONES, LARRY M.	852.17	BERGMANN, DOUGLAS M.	59.46
LOPER II, GARY D.	13.21	<b>TOTAL</b>	<b>95,903.02</b>

**PAYROLL: TRANSMITTAL**

**-03/27/2015**

4FRONT CREDIT UNION	238.46	CHEMICAL BANK	150.00
4FRONT CREDIT UNION	2,330.00	COMMUNICATION WORKERS OF AMER	540.44
AMERICAN FAMILY LIFE	182.40	MI STATE DISBURSEMENT UNIT	424.02
AMERICAN FAMILY LIFE	236.11	PRIORITY HEALTH	1,943.91
CHAR EM UNITED WAY	32.00		
CHARLEVOIX STATE BANK	1,071.16	<b>TOTAL</b>	<b>7,148.50</b>

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/04/2015	04/10/2015	112875	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	218.46
04/04/2015	04/10/2015	112876	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	216.00
04/04/2015	04/10/2015	112876	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	287.17
04/04/2015	04/10/2015	112877	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 4/4/20	32.00
04/04/2015	04/10/2015	112878	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,021.16
04/04/2015	04/10/2015	112879	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
04/04/2015	04/10/2015	112880	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	542.30
04/04/2015	04/10/2015	112881	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	424.02
04/04/2015	04/10/2015	112882	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 4	392.00
04/04/2015	04/10/2015	112883	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,784.24
Grand Totals:						5,067.35

*dm*

## Summary of Check Registers & ACH Payments

### FIRSTMERIT BANK - CHECKS ISSUED

04/10/15 Payroll	\$	90,750.43
04/10/15 Payroll Transmittal Checks	\$	5,067.35
04/21/15 Regular Accounts Payable	\$	213,425.33
<b>Checks Sub-Total:</b>	<b>\$</b>	<b>309,243.11</b>

### FIRSTMERIT BANK - ACH PAYMENTS

04/06/15 MI Public Power Agency	\$	24,628.60
04/06/15 Payment Service Network	\$	217.70
04/10/15 IRS (Payroll Tax Deposit)	\$	34,999.78
04/10/15 Alerus Financial (HCSP)	\$	370.00
04/10/15 State of MI (Withholding Tax)	\$	4,821.22
04/10/15 Vantagepoint (401 ICMA Plan)	\$	14,467.92
04/10/15 State of MI (Sales Tax)	\$	22,487.11
04/13/15 MI Public Power Agency	\$	18,533.20
<b>ACH Sub-Total:</b>	<b>\$</b>	<b>120,525.53</b>

**First Merit Bank Total: \$ 429,768.64**

### CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

Tax Disbursement	\$	-
<b>Charlevoix State Bank Total:</b>	<b>\$</b>	<b>-</b>

**Grand Total: \$ 429,768.64**

APPROVED:

*[Signature]*  
INTERIM CITY MANAGER

*[Signature]*  
CITY TREASURER

*[Signature]*  
CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/04/2015	PC	04/10/2015	19102	CAMPBELL, GABRIEL M.	40		1,025.08
04/04/2015	PC	04/10/2015	19103	GIBSON, SHIRLEY J.	43		854.23
04/04/2015	PC	04/10/2015	19104	PORTER, JEFFREY L.	44		588.06
04/04/2015	PC	04/10/2015	19105	PERRON, LEON R.	45		714.26
04/04/2015	PC	04/10/2015	19106	KURTZ, LUTHER J.	54		535.63
04/04/2015	PC	04/10/2015	19107	SUPERNAW, WILLIAM J.	55		1,126.12
04/04/2015	PC	04/10/2015	19108	WELLER, LINDA JO	101		1,610.94
04/04/2015	PC	04/10/2015	19109	GOLDING, JOYCE M.	106		1,051.56
04/04/2015	PC	04/10/2015	19110	DEROSIA, PATRICIA E.	107		873.80
04/04/2015	PC	04/10/2015	19111	DOYLE, ANNE E.	108		1,376.26
04/04/2015	PC	04/10/2015	19112	LOY, EVELYN R.	117		1,017.73
04/04/2015	PC	04/10/2015	19113	KLOOSTER, ALIDA K.	121		1,665.50
04/04/2015	PC	04/10/2015	19114	SPENCER, MICHAEL D.	132		2,229.95
04/04/2015	PC	04/10/2015	19115	SPENCLEY, PATRICIA L.	136		1,324.76
04/04/2015	PC	04/10/2015	19116	PANOFF, ZACHARY R.	141		622.82
04/04/2015	PC	04/10/2015	19117	LEESE, MERRI C.	145		507.98
04/04/2015	PC	04/10/2015	19118	MCGINN, KELLY A.	146		1,573.70
04/04/2015	PC	04/10/2015	19119	DOAN, GERARD P.	201		1,649.92
04/04/2015	PC	04/10/2015	19120	SHRIFT, PETER R.	203		1,257.87
04/04/2015	PC	04/10/2015	19121	SCHLAPPI, JAMES L.	204		1,129.45
04/04/2015	PC	04/10/2015	19122	UMULIS, MATTHEW T.	205		1,352.70
04/04/2015	PC	04/10/2015	19123	HANKINS, SCOTT A.	208		1,479.84
04/04/2015	PC	04/10/2015	19124	ORBAN, BARBARA K.	209		1,256.66
04/04/2015	PC	04/10/2015	19125	TRAEGER, JASON A.	210		1,303.96
04/04/2015	PC	04/10/2015	19126	WARNER, JANINE M.	213		1,072.51
04/04/2015	PC	04/10/2015	19127	SCHWARTZFISHER, JOS	303		1,208.72
04/04/2015	PC	04/10/2015	19128	ROLOFF, ROBERT P.	304		2,129.96
04/04/2015	PC	04/10/2015	19129	BRODIN, WILLIAM C.	305		1,315.69
04/04/2015	PC	04/10/2015	19130	RILEY, DENISE M.	306		386.08
04/04/2015	PC	04/10/2015	19131	TEUNIS, STEVEN L.	402		1,667.97
04/04/2015	PC	04/10/2015	19132	WURST, RANDALL W.	411		1,312.04
04/04/2015	PC	04/10/2015	19133	MAYER, SHELLEY L.	412		1,557.58
04/04/2015	PC	04/10/2015	19134	HILLING, NICHOLAS A.	413		1,407.85
04/04/2015	PC	04/10/2015	19135	MEIER III, CHARLES A.	421		1,957.75
04/04/2015	PC	04/10/2015	19136	ZACHARIAS, STEVEN B.	422		1,825.85
04/04/2015	PC	04/10/2015	19137	NISWANDER, JOSEPH F.	504		1,283.76
04/04/2015	PC	04/10/2015	19138	FRYE, EDWARD J.	508		2,701.38
04/04/2015	PC	04/10/2015	19139	JONES, TERRI L.	511		961.45
04/04/2015	PC	04/10/2015	19140	EATON, BRAD A.	515		2,352.71
04/04/2015	PC	04/10/2015	19141	WILSON, TIMOTHY J.	516		2,115.55
04/04/2015	PC	04/10/2015	19142	LAVOIE, RICHARD L.	519		1,708.04
04/04/2015	PC	04/10/2015	19143	STEVENS, BRANDON C.	521		2,496.24
04/04/2015	PC	04/10/2015	19144	DRAVES, MARTIN J.	523		2,217.16
04/04/2015	PC	04/10/2015	19145	BROWN, STEPHANIE C.	524		1,023.65
04/04/2015	PC	04/10/2015	19146	ELLIOTT, PATRICK M.	600		1,749.47
04/04/2015	PC	04/10/2015	19147	WELLS JR., DONALD E.	609		2,444.00
04/04/2015	PC	04/10/2015	19148	BRADLEY, KELLY R.	614		2,706.19
04/04/2015	PC	04/10/2015	19149	WILSON, RICHARD J.	615		1,572.06
04/04/2015	PC	04/10/2015	19150	HART II, DELBERT W.	616		379.65
04/04/2015	PC	04/10/2015	19151	JONES, ROBERT F.	618		1,705.78
04/04/2015	PC	04/10/2015	19152	DORAN, JUSTIN J.	621		1,213.39
04/04/2015	PC	04/10/2015	19153	MCGHEE, ROBERT R.	663		306.78
04/04/2015	PC	04/10/2015	19154	KIRINOVIC, THOMAS F.	700		600.53
04/04/2015	PC	04/10/2015	19155	FORRESTER, KATHERIN	704		470.92
04/04/2015	PC	04/10/2015	19156	BERTINELLI, DAVID P.	764		459.61
04/04/2015	PC	04/10/2015	19157	HEID, THOMAS J	802		1,242.42
04/04/2015	PC	04/10/2015	19158	DAVIS, RONALD L.	853		85.33

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/04/2015	PC	04/10/2015	19159	MYER, ELIZABETH A.	900		1,840.46
04/04/2015	PC	04/10/2015	19160	VANLOO, JOSEPH G.	902		625.10
04/04/2015	PC	04/10/2015	19161	WYMAN, MATTHEW A.	927		947.58
04/04/2015	PC	04/10/2015	19162	DRAVES, MICHAEL J.	928		395.07
04/04/2015	PC	04/10/2015	19163	SCHRADER, LOU ANN	929		479.32
04/04/2015	PC	04/10/2015	19164	SCHWAGER, EDWARD J.	930		704.33
04/04/2015	PC	04/10/2015	112863	COLE, SHANE	50		651.07
04/04/2015	PC	04/10/2015	112864	DOAN, GERARD P.	201	AED-Defib Stipend	181.89
04/04/2015	PC	04/10/2015	112865	HANKINS, SCOTT A.	208	AED-Defib Stipend	175.35
04/04/2015	PC	04/10/2015	112866	SWEM, DONALD L.	512		1,682.60
04/04/2015	PC	04/10/2015	112867	WHITLEY, ANDREW T.	522		2,005.63
04/04/2015	PC	04/10/2015	112868	MORRISON, KEVIN P.	601		946.74
04/04/2015	PC	04/10/2015	112869	HODGE, MICHAEL J.	606		1,294.50
04/04/2015	PC	04/10/2015	112870	JOHNSON, STEVEN P.	617		1,263.86
04/04/2015	PC	04/10/2015	112871	BOSS JR, DALE E.	701		590.05
04/04/2015	PC	04/10/2015	112872	HOLM, ARTHUR R.	791		278.12
04/04/2015	PC	04/10/2015	112873	CURTIS, DENNIS E.	831		447.68
04/04/2015	PC	04/10/2015	112874	GILL, DAVID R.	856		474.23
Grand Totals:			<u>75</u>				<u>90,750.43</u>

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## Report Criteria:

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

Check Number	Payee	Amount
<b>04/21/2015</b>		
112884	ACE HARDWARE	8,935.84
112885	ALL-PHASE ELECTRIC SUPPLY CO.	39.73
112886	AMERICAN WASTE INC.	2,106.00
112887	AMERICAN WATER WORKS ASSN	178.00
112888	AMERICAN WATER WORKS ASSOCIA	400.00
112889	APX INC.	101.89
112890	ARROW UNIFORM-TAYLOR L.L.C.	1,163.42
112891	AUTO VALUE	312.83
112892	AVFUEL CORPORATION	235.90
112893	B & L SOUND INC	122.94
112894	BAKER COLLEGE OF CADILLAC	45.00
112895	BRADFORD'S	48.25
112896	CHARLEVOIX SCREEN MASTERS INC	333.50
112897	CHARTER COMMUNICATIONS	1,022.42
112898	CHEMICAL SYSTEMS INC.	1,872.00
112899	CINTAS CORPORATION #729	60.00
112900	CITY OF CHARLEVOIX - PETTY CASH	360.00
112901	CITY OF CHARLEVOIX - UTILITIES	34,997.11
112902	DAVE KRING CHEVROLET	23.90
112903	DELL MARKETING L P	1,272.01
112904	DORAN, JUSTIN J.	60.00
112905	EJ USA INC.	2,678.93
112906	ETNA SUPPLY	2,097.11
112907	FAMILY FARM & HOME	502.46
112908	FASTENAL COMPANY	124.79
112909	FERGUSON & CHAMBERLAIN	1,089.00
112910	FOX CHARLEVOIX	47.36
112911	FREIGHTLINER OF GRAND RAPIDS	376.84
112912	GALLS AN ARAMARK COMPANY	78.90
112913	GBS INC.	35.00
112914	GORDON FOOD SERVICE	149.97
112915	GOVERNMENT FINANCE	160.00
112916	GRAINGER	100.20
112917	HYDRO CORP	515.00
112918	INDEPENDENT DRAFTING SERVICES	2,112.00
112919	JACK DOHENY SUPPLIES INC	656.52
112920	KING, THOMAS	37.24
112921	KIWANIS CLUB OF CHARLEVOIX	39.00
112922	KNOX COMPANY	41.00
112923	LOUKA TACTICAL TRAINING	400.00
112924	MCMICHAEL, AMANDA	11.72
112925	MEIER III, CHARLES A.	88.09
112926	MI-AWWA	250.00
112927	MICHIGAN OFFICEWAYS INC	895.81
112928	MICHIGAN SURVEYORS SUPPLY	7,640.00
112929	NCL OF WISCONSIN INC.	117.05
112930	NETSOURCE ONE INC.	24.00
112931	NORTHERN CREDIT BUREAU	599.73

Check Number	Payee	Amount
112932	NORTHERN MICHIGAN REVIEW INC.	1,271.17
112933	NORTHERN SAFETY CO INC	211.98
112934	OLESON'S FOOD STORES	87.83
112935	OMS COMPLIANCE SERVICES INC	236.25
112936	PERFORMANCE ENGINEERS INC	6,636.75
112937	POLLARD WATER	284.76
112938	POWER LINE SUPPLY	1,551.44
112939	PRESTON FEATHER	486.00
112940	PURITY CYLINDER GASES INC	311.29
112941	RS&H MICHIGAN INC	7,550.00
112942	S&W HEALTHCARE CORPORATION	131.44
112943	SPARTAN STORES LLC	53.91
112944	STANDARD ELECTRIC CO	24,150.00
112945	STATE OF MICHIGAN	70.00
112946	STATE OF MICHIGAN	86,300.00
112947	SUPERIOR MECHANICAL	80.00
112948	TERMINAL SUPPLY CO	226.80
112949	TRAVERSE REPRODUCTION	476.83
112950	TRUCK & TRAILER SPECIALTIES	169.90
112951	UP NORTH PROPERTY SERVICES LL	351.00
112952	UTILITIES INSTRUMENTATION SERVI	6,972.00
112953	VILLAGE GRAPHICS INC.	91.80
112954	VOSS LIGHTING	127.66
112955	WATCH INC.	100.00
112956	WILMOT ELECTRIC INC	7.97
112957	WORK & PLAY SHOP	930.09
Total 04/21/2015:		213,425.33
Grand Totals:		213,425.33

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Check Number	Payee	Amount
<b>04/06/2015</b>		
40615001	MICHIGAN PUBLIC POWER AGENCY	24,628.60
Total 04/06/2015:		24,628.60
Grand Totals:		24,628.60

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Check Number	Payee	Amount
<b>04/06/2015</b>		
40615002	PAYMENT SERVICE NETWORK INC.	217.70
Total 04/06/2015:		217.70
Grand Totals:		217.70

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Check Issue Date	Check Number	Payee	Amount
<b>41015001</b>			
04/10/2015	41015001	**EFTPS* Payroll Taxes	8,594.59
04/10/2015	41015001	**EFTPS* Payroll Taxes	8,594.59
04/10/2015	41015001	**EFTPS* Payroll Taxes	2,010.06
04/10/2015	41015001	**EFTPS* Payroll Taxes	2,010.06
04/10/2015	41015001	**EFTPS* Payroll Taxes	13,790.48
Total 41015001:			
	<u>5</u>		<u>34,999.78</u>
<b>41015002</b>			
04/10/2015	41015002	Alerus Financial	370.00
Total 41015002:			
	<u>1</u>		<u>370.00</u>
<b>41015003</b>			
04/10/2015	41015003	STATE OF MICHIGAN	4,821.22
Total 41015003:			
	<u>1</u>		<u>4,821.22</u>
<b>41015004</b>			
04/10/2015	41015004	Vantagepoint - 457 Plan 300959	5,844.58
04/10/2015	41015004	Vantagepoint - 457 Plan 300959	131.12
04/10/2015	41015004	Vantagepoint - 457 Plan 300959	1,767.62
04/10/2015	41015004	Vantagepoint - 457 Plan 300959	6,724.60
Total 41015004:			
	<u>4</u>		<u>14,467.92</u>
Grand Totals:			
	<u>11</u>		<u>54,658.92</u>

*km*

Check Number	Payee	Amount
<b>04/10/2015</b>		
41015005	STATE OF MICHIGAN	22,487.11
Total 04/10/2015:		22,487.11
Grand Totals:		22,487.11

Check Number	Payee	Amount
<b>04/13/2015</b>		
41315001	MICHIGAN PUBLIC POWER AGENCY	18,533.20
Total 04/13/2015:		18,533.20
Grand Totals:		18,533.20

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Consideration to Donate Garden Plots

**DATE:** April 20, 2015

**PRESENTED BY:** Janice McKay

**ATTACHMENTS:** Letter from Janice McKay  
Map of garden area

**BACKGROUND INFORMATION:** Since the 1960's, the City of Charlevoix has made available to its citizens a small garden area located just north of Harbor Industries to plant annual vegetables and flowers. The plot garden area, which was expanded in 2011, is accessed from State Street has 80 - 24' x 24' garden plots. Many of the gardens have been used by the same families for decades. The City strives to have the community garden as a cost neutral activity with annual fees paying for spring plowing and water costs. The fees, which are established by Council reimburse the City for all expenses. In 2014, the City had a \$78.89 deficit in the community garden fund.

Janine McKay has asked that the City give her 10 garden plots to plant corn for Charlevoix's food pantries. Each plot is 24' x 24' and the City budget has established a fee of \$25.00 for each plot. Hence, the fee for 10 garden plots would be \$250.00 She is asking that Council authorize waiving the fee.

At this point, the garden space is available. We have spoken to Third Day Fellowship and the Charlevoix Community Food Pantry and these local pantries have indicated that they will accept produce from Ms. Kay. This could be a way to support Charlevoix families in need, especially if we have vacant garden plots.

**RECOMMENDATION:**

Staff is asking that Council consider Ms. McKay's request and give staff direction.

April 1, 2015

Ms. Janice L. McKay

631 Petoskey Avenue

Charlevoix, MI 49720

janmckay@charter.net

To Whom It May Concern:

Community gardens for poverty helps reduce poverty, boosts family incomes, and allows access to fresh fruits, vegetables and herbs. Here in Charlevoix fresh corn is a vegetable that low income people have told me that they would like to have more of in the summer time.

If I am guaranteed ten plots I will form a planning committee to formulate strategies to plant and distribute corn. If these plots are guaranteed my first desire is to have the City of Charlevoix donate these plots to me. In addition, I desire to acquire assistance from other organizations that includes government assistance such as, the Rainbow Shoppe, Ellsworth Co-op, and the Charlevoix Ministerial (money and workers) Association, and the Michigan State Extension Office.

Please consider this thought: How do you put a dollar value on feeding fresh corn to the disadvantaged?

Thank you for your time and assistance. I am awaiting your reply.

Janice McKay

A handwritten signature in cursive script that reads "Janice McKay".

**Harbor Industries**

**Garden Plot Location**

**Plots are 24' x 24'  
There are water faucets  
water is available**

**STATE ST**

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Consideration to Approve a Resolution Waiving Parking Fees at Ferry Beach Boat Launch for Lake Charlevoix Area Trout Tournament

**DATE:** April 20, 2015

**PRESENTED BY:** Chris Mikulski and Kent Seymour  
Lake Charlevoix Area Trout Tournament

**ATTACHMENTS:** April 8, 2015 email from Lake Charlevoix Trout Tournament Resolution

**BACKGROUND INFORMATION:**

The Charlevoix Area Trout Tournament wishes to host a fishing tournament from June 12 - 14, 2015. They are asking the City Council to waive the parking fees for a practice fishing day on June 11 and for the tournament on June 12 - 14, 2015.

Section 10.84 of Chapter 148 of the City Code permits the City Council to waive the fees:

**“Any person launching a boat from the Ferry Beach boat launch; or parking a vehicle with or without trailer or parking a single trailer shall be required to obtain a permit from the city and display the permit on their vehicle. Charges for the permit shall be set by resolution of the city council. The city council, by resolution, may revise or waive fees for special or public events. The term "special or public events" shall mean a tournament, festival or other type of event, whether or not open to public participation or observation, the occurrence of which will, in the judgment of the city council, benefit the city economically or by virtue of the publicity surrounding the event.”**

The Charlevoix Area Trout Tournament wish to hold their event in East Park. They will be using the Odmark Pavilion for fish displays and registration. The Tournament also wishes to display their sponsor’s boats, trucks, ATV’s in the park during the event. There will be a food concession stand in the park too.

The Trout Tournament wishes to have a Kid's Fishing Pond again this year. The trout tournament will purchase additional fish for the trout stream and then whatever fish is left over will be kept in the trout stream for the remainder of the summer. DPW Superintendent Pat Elliott plans to supervise the placement of the fish in the trout stream. Mr. Elliott will also be working with Tournament representatives to ensure that children do not climb on the stream's rocks and landscaping. The children will be permitted to fish only on the brick paver areas. The stream has a maximum density of 200 fish for a short period of time

**RECOMMENDATION:**

Request Council to pass a motion to approve the draft resolution waiving parking fees for Lake Charlevoix Area Trout Tournament from June 11 – 14, 2015 and to allow children to fish in the trout stream on June 13<sup>th</sup>.

**Linda Weller**

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**From:** Chris Mikulski [cmikulski@charlevoixdesign.com]  
**Sent:** Wednesday, April 08, 2015 4:20 PM  
**To:** Linda Weller  
**Cc:** Annie Doyle  
**Subject:** Re: 2015 Trout Tournament

Hi Linda,

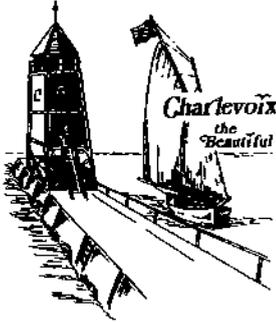
Thanks for the follow up e-mail. I still have the paperwork sitting right here on my desk. I will get it filled out and back to you by Friday.

Yes, we are looking to use Odmark Pavillion in East Park. This servers as our tournament headquarters, and its best if we can get in there and get everything set up ahead of time.

I will submit a letter requesting the launch fees to be waived the 11th - 14th. Is there an acting city manager? We typically address the letter to the city manager, but we can address it to the city council.

The Charlevoix Agency always sends a copy of our insurance to the city.

Thanks Again,  
Chris



City of Charlevoix  
210 State Street, Charlevoix, Michigan 49720  
231-547-3270  
mgr@cityofcharlevoix.org

## Event Planning Worksheet/Schedule

Name of Event: Charlevoix Area Trout Tournament

Event Contact Person (Available the day of the event): KIM Seymour  
Phone Number: 231-675-1127

Date(s): 6/10 & 6/11 Registration 6/12-6/14 Tournament

Time(s): 8:30 AM - 10:30 PM

Location(s) EAST PARK

**Attach a sketch showing the area you wish to hold the event (i.e., location, size of area, etc.)**

List of items/support needed:

- Use of Odmark Pavilion each day
- Storage in pavilion for supplies
- East Park for sponsor displays
- (2) docks for weigh-in
- Use of PA system for announcing
- 4 picnic tables in pavilion for weigh-in
- Fish Cleaning Station @ Ferry Beach open
- Display banners on North & South side of town
- Concession Stand in East Park (Dodge Hook-up)
- 3 parking spaces behind bandshell for tournament workers
- Use of Trout Pond for kids fishing day

Date of Event Coordination Meeting: \_\_\_\_\_

**CITY OF CHARLEVOIX**  
**RESOLUTION NO. 2015-04-xx**  
**WAIVE PARKING FEES FOR TROUT TOURNAMENT**

- WHEREAS,** the Lake Charlevoix Area Trout Tournament will be held on June 12, 13 and 14, 2015; and
- WHEREAS,** the Lake Charlevoix Area Trout Tournament is requesting that parking fees be waived for the tournament; and
- WHEREAS,** the Charlevoix Area Trout Tournament is requesting parking fees to be waived for a practice fishing day on June 11, 2015; and
- WHEREAS,** the City Code permits City Council to waive parking fees for special or public events.

**NOW THEREFORE BE IT RESOLVED,** that the City of Charlevoix hereby waives parking fees for the Lake Charlevoix Area Trout Tournament from June 11 to June 14, 2015.

RESOLVED this \_\_\_\_ day of April, 2015, A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:  
Nays:  
Absent:

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Consideration to Approve a Resolution Waiving Parking Fees at Ferry Beach Boat Launch for The Shimano/G.Loomis Charlevoix Shootout Bass Tournament

**DATE:** April 20, 2015

**PRESENTED BY:** Linda Weller, Executive Assistant to the City Manager

**ATTACHMENTS:** Event Planning Worksheet  
Resolution

**BACKGROUND INFORMATION:**

Randy VanDam of D & R Sports Center wishes to host The Shimano/G.Loomis Charlevoix Shootout Bass Tournament in Charlevoix on June 6, 2015. The event is one of four championship qualifiers with the championship being held in September. The tournament prohibits fishing in Lake Michigan. Organizers will place a small weigh in trailer near the shore of Lake Charlevoix and the tournament encourages participants to catch and release. Mr. VanDam is anticipating around 100 teams to participate. Participants will be coming to Charlevoix several weeks in advance of the tournament to familiarize themselves with Lake Charlevoix.

Section 10.84 of Chapter 148 of the City Code permits the City Council to waive the fees:

“Any person launching a boat from the Ferry Beach boat launch; or parking a vehicle with or without trailer or parking a single trailer shall be required to obtain a permit from the city and display the permit on their vehicle. Charges for the permit shall be set by resolution of the city council. **The city council, by resolution, may revise or waive fees for special or public events. The term "special or public events" shall mean a tournament, festival or other type of event, whether or not open to public participation or observation, the occurrence of which will, in the judgment of the city council, benefit the city economically or by virtue of the publicity surrounding the event.**”

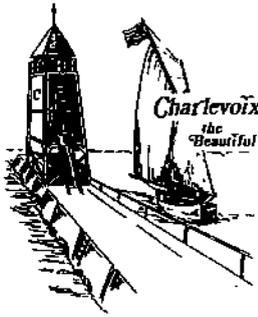
Participating tournament teams will be staying in local hotels, purchasing gas and food and shopping in our downtown stores.

**RECOMMENDATION:**

Request Council to pass a motion to approve the draft resolution waiving parking fees for the Shimano/G.Loomis Charlevoix Shootout Bass Tournament on June 6, 2015.

Attn Linda Weller

City of Charlevoix  
210 State Street, Charlevoix, Michigan 49720  
231-547-3270  
mgr@cityofcharlevoix.org



### Event Planning Worksheet/Schedule

#### D & R Sports Center Tournament Series

Name of Event: "The Shimano/Gloomis Charlevoix Shootout"

Event Contact Person (Available the day of the event): Randy VanDorn  
Phone Number: 269-330-2300 Cell

Date(s): Saturday May 16th or Saturday June 6th 2015 pending DNR Season  
Note happening 1st part of April - so solid date will be determined then

Time(s): Set up Thurs or Friday before for Weigh in Trailer Placement only  
Saturday Tournament Check in starts at 5:30 am - Blastoff at 7am weigh in and awards

Location(s): City Ramp and Parking lot on Stover Rd.

starts at  
3pm +.11  
done (around  
5pm)

Attach a sketch showing the area you wish to hold the event (i.e., location, size of area, etc.)

List of items/support needed: Would request the elimination of "ramp fees" for the participating Tournament teams (around 100) for Saturday only.

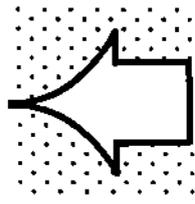
Many participants will "practice" prior to the event and we expect them to pay any normal fees associated with using the facility

Would request a contact with local law enforcement to insure a ~~smooth~~ smooth and safe event with no misunderstandings by either side.

By eliminating the fees it will greatly facilitate the flow and parking for the event. I'm hoping the large influx of Hotel rooms, gas, cabs, restaurants etc during the tournament and several weeks leading up to, will more than make up for the one day ramp fees.

Please call with any questions - Thank You

Date of Event Coordination Meeting: As Needed



**CITY OF CHARLEVOIX  
RESOLUTION 2015-04-xx  
WAIVE PARKING FEES FOR BASS TOURNAMENT**

**WHEREAS,** Randy VanDam of D & R Sports Center plans to host a bass tournament named "The Shimano/G. Loomis Charlevoix Shootout" on June 6, 2015; and

**WHEREAS,** Tournament organizers are requesting that parking fees be waived the day of the tournament; and

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

**NOW THEREFORE BE IT RESOLVED,** that the City Council of the City of Charlevoix hereby waives parking fees for the "The Shimano/G. Loomis Charlevoix Shootout" on June 6, 2015.

RESOLVED this \_\_\_\_ day of April, 2015, A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** Consideration to accept and approve an Interdepartmental Loan Agreement to Finance Water Main Replacement

**DATE:** April 20, 2015

**DRAFTED BY:** Kelly McGinn, City Treasurer

**PRESENTED BY:** Mike Spencer, Interim City Manager

**ATTACHMENTS:** Loan Agreement

**BACKGROUND INFORMATION:** I (Kelly McGinn) would have presented this agenda item, but I am currently out of the office in Mount Pleasant at the Michigan Municipal Treasurers Association Training Institute this week.

Pat Elliott has explained the water main issues throughout the City of Charlevoix. At present, the water fund can not fall below the Charter Reserve of \$75,000. With the two major projects (State Street and Pine River Lane Water Upgrade), the water fund is projected to be left with just over the \$75,000 Charter Reserve. The water fund can not cover the proposed costs to correct the additional infrastructure. However, the DPW fund does not require a Charter Reserve and has approximately \$425,000 that could be used for an Interdepartmental Loan

After conversations with the City Attorney and City Auditors, an interdepartmental loan is an option which would require an appropriate Interdepartmental Loan Agreement approved by City Council.

Note: The water main repair costs to the City in 2014 were well over \$250,000. We were able to apply for a grant from the State Disaster Contingency Fund in 2014. At present, we do not know if this grant will be available for 2015. Obviously this is a long-term problem that needs to be addressed through other financing mechanisms that may include bonds or the state revolving fund.

In the short-term, in order to correct the current infrastructure issues, we are requesting that Council approve an Interdepartmental Loan Agreement as presented, and authorize the Mayor and City Clerk to sign on behalf of the City and the City Manager to sign on behalf of the DPW fund.

If a grant from the State Disaster Contingency Fund becomes available for 2015, any funds received will be applied to repayment of this Interdepartmental Loan.

**RECOMMENDATION:** Accept and Approve an Interdepartmental Loan Agreement as presented, and authorize the Mayor and City Clerk to sign on behalf of the City and the City Manager to sign on behalf of the DPW fund.

**CITY OF CHARLEVOIX**

**Interdepartmental Loan Agreement**

**City of Charlevoix DPW Department/Fund  
To the  
City of Charlevoix Water Department/Fund**

**April 20, 2015**

- WHEREAS, the City of Charlevoix is a Michigan Municipal Corporation with principal offices located at 210 State Street, Charlevoix, Michigan, 49720; and
- WHEREAS, the City of Charlevoix DPW Department and the City of Charlevoix Water Department are sub-units of the City of Charlevoix with their offices located in Charlevoix and whose primary mailing addresses are both 210 State Street, Charlevoix, MI 49720; and
- WHEREAS, the City of Charlevoix is undertaking a water infrastructure improvement project in the City of Charlevoix; and
- WHEREAS, the scope and funding necessary to undertake the infrastructure improvement project was more than the City of Charlevoix Water Department/Fund has on hand; and
- WHEREAS, all involved desired to undertake the infrastructure improvement project; and
- WHEREAS, the DPW Department/fund has available funds on hand to loan funds to the water infrastructure improvement project without impairing its day to day operations; and
- WHEREAS, the DPW Department is willing to loan the Water Department/Fund the necessary funds to fund the infrastructure improvement project for which they do not have available cash; and
- WHEREAS, the City of Charlevoix Water Department/Fund desires to borrow funds from the DPW Department/Fund under the interest rate and payment terms detailed below.

NOW THEREFORE, BE IT RESOLVED, that

- 1) The City of Charlevoix DPW Department loans an amount not to exceed four hundred thousand dollars (\$400,000.00) to the City of Charlevoix Water Department /Fund;
- 2) That the term of the loan shall be for a period of five years commencing May 1, 2015;
- 3) That the loan shall pay an annual percentage rate equal to the Annual Applicable Federal Rate established by the Federal Government of 1.72%;
- 4) That payment of principal and interest on the loans shall be made once a year on March 31;
- 5) That there shall be no penalty for pre-payment of the loans;
- 6) That if any grant money from the State Disaster Contingency Fund for water line repairs that become available and is received by the City for 2015, will be applied to repayment of this Interdepartmental Loan.

The terms of this loan agreement are hereby agreed to by the following authorized agents of the parties this 20<sup>th</sup> day of April, 2015.

For the City:

Witness:

\_\_\_\_\_  
  
\_\_\_\_\_

\_\_\_\_\_  
  
\_\_\_\_\_

For the DPW Department:

\_\_\_\_\_  
\_\_\_\_\_

Witness:

\_\_\_\_\_  
\_\_\_\_\_

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Consideration to approve the water main upgrade on the 200 block of Nettleton.

**DATE:** April 20, 2015

**PRESENTED BY:** Pat Elliott

**ATTACHMENTS:** None

**BACKGROUND INFORMATION:** We have a similar situation on the 200 block of Nettleton St. that we had on the 100 block of W. Hurlbut. On the 200 block of Nettleton we have approximately 160' of water main on the highway end that is broken and has been abandoned, we also have a 40' section on the E. Dixon end that needs to be replaced due to the fact that it is leaking. Overall we figure about 200' of the main will need to be replaced. This main is also 4" cast iron pipe and is estimated to be approx. 90 years old. The existing pipe is buried to about 4'.

Again, we have two options to consider, one would be the band aid approach that we discussed at the last special City Council meeting. The other would be a long term fix and would upgrade the entire block (570LF) to 8" ductile iron pipe, new services, one new hydrant mid-block and the new pipe would be buried between 6 and 7 feet deep.

I have met with both MDC Contracting and Team Elmer's and anticipate having competitive pricing back to me by Friday, April 17, 2015. We can discuss the actual pricing and timing of the project during the Council meeting on Monday night.

Based on similar projects completed in the past, I am estimating the cost of construction would not exceed \$90,000.00.

**RECOMMENDATION:** It is staff's recommendation that we enter into an agreement with either MDC Contracting or Team Elmer's to complete the long term upgrade of the water main on the 200 block of Nettleton as described above.

**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** Consideration of a letter to State Representatives seeking funds for water main repairs.

**DATE:** April 20, 2015

**PRESENTED BY:** Mike Spencer, Interim City Manager

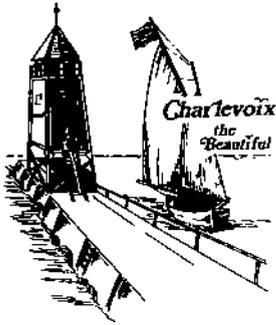
**ATTACHMENTS:** Draft letter

**BACKGROUND INFORMATION:**

At the last meeting I suggested that letter from city council to our elected officials requesting financial assistance for water main breaks may be effective, especially if other communities submit letters.. I have drafted that letter for your review. If approved, I would like each member of council to sign it and we will send it in. Council may also make amendments. I will also be forwarding this letter to other City Administrators encouraging them to do the same.

**RECOMMENDATION:**

Motion to approve the letter as presented or amended.



**CITY OF CHARLEVOIX**  
210 STATE ST. CHARLEVOIX, MICH. 49720

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April 16, 2015

Governor Rick Snyder P O Box 30013 Lansing, Michigan 48909	State Senator Wayne Schmidt P O Box 30034 Lansing, Michigan 48909	State Representative Triston Cole P O Box 30014 Lansing, Michigan 48909
------------------------------------------------------------------	-------------------------------------------------------------------------	-------------------------------------------------------------------------------

**Subject: Request for Financial Assistance for Water Main Repairs**

Dear Elected Officials,

As you are aware the past two winters in Michigan have been some of the coldest on record and numerous communities throughout our state have been faced with unplanned emergency conditions with water lines freezing. In the winter of 2013-14 our city had close to \$500,000 in unplanned expenses due to water lines freezing. In February of this year, our city experienced temperatures below 0 for half the month. In one two week period, temperatures stayed above 0 only once! To date, we have repaired or replaced frozen and/or broken water lines in the public right of way at over 116 locations throughout the City. We expect this year's cost to be upwards of \$400,000.

Last winter Governor Snyder declared a state of emergency and several grant funding sources were opened up to assist communities facing this severe public safety and financial problem. This grant funding was crucial to many communities including Charlevoix, especially to those small communities who have very small numbers of utility customers to cover the unplanned costs. We are not expecting our elected officials or state agencies to solve all of our problems and we understand no one can predict the weather. We are taking aggressive action to shift capital improvement expenditures to our water distribution system and we will be replacing several thousand feet of water mains this spring alone. We are trying to do our part to correct these issues and this situation was not brought on by poor maintenance or neglect. We are also trying to be financially responsible in these investments for the benefit of our citizens.

Based on the extreme weather this winter and the dire financial impacts to local governments, we would formally request our elected officials take action to try and make grant funding available to help local government finance these necessary infrastructure upgrades. Clearly this winter was every bit as devastating in terms of cold temperatures even if we did not

experience the large snowpack, which can actually help form an insulating layer and prevent pipes from freezing.

We would respectfully ask that you contact our Interim City Manager Mike Spencer at [mspencer@cityofcharlevoix.org](mailto:m Spencer@cityofcharlevoix.org) or 231-547-3270 to provide a response to our request. We sincerely hope you can help our local governments again this year and thank you for hearing us out.

Sincerely,

Charlevoix City Council

Mayor Gabe Campbell

Deputy Mayor Jeff Porter

Councilmember Luther Kurtz

Councilmember Leon Perron

Councilmember William Supernaw

Councilmember Shane Cole

Councilmember Shirley Gibson

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Consideration to approve a tree planting bid.

**DATE:** April 20, 2015

**PRESENTED BY:** Pat Elliott

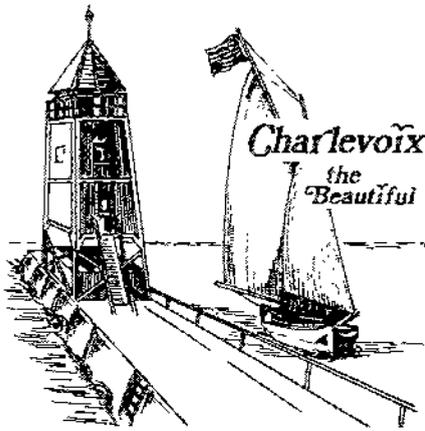
**ATTACHMENTS:** Bid tabs from both bidders

**BACKGROUND INFORMATION:** In the approved 2015/16 City budget we have allocated \$28,200.00 to plant trees throughout the City of Charlevoix. We also have \$7,500.00 coming from the Charlevoix County Community Foundation to help plant trees within the City. Therefor we have a total budget of \$35,700.00 for planting trees.

Staff advertised for this work and opened sealed bids on Monday April 6, 2015. We received two bids, one from Landscape Logic and one from Louis A. Hoffman. Hoffman was the low bidder. In the bid specifications the City reserves the right to reduce the overall amount of trees in order to fit within the approved budget. We initially had a quantity of 153 trees being bid and have had to reduce that quantity by 48 to fit within the budget. 34 of those trees that have been eliminated were planned to be planted along the golf course on the South side of Petoskey Ave. The other 14 that were eliminated are a species of tree that Hoffman says are not available. These 14 were to be planted randomly throughout the City.

In the past the City has contracted with Louis A. Hoffman for similar services and they have provided quality trees at a reasonable price.

**RECOMMENDATION:** It is staff's recommendation that Council accept the tree planting quote from Louis A. Hoffman and enter into an agreement to plant 105 trees for a total cost of \$35,772.00.



# CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

## Tree Planting

### Bid Opening

City Hall, Second Floor Conference Room

April 3, 2015 – open April 6, 2015 9:00 a.m.

Bidder Name & Contact Info	Total Cost
Landscape Logic Charlevoix, MI	Initial planting/water \$63,750.60 Initial Planting/water + weekly water \$76,059.52
Louis Hoffman Nursery Harbor Springs, MI	Initial planting/water \$53,178.00 Initial Planting/water + weekly water \$81,178.00

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Volunteer EMS/Fire Staffing

**DATE:** April 20, 2015

**PRESENTED BY:** Chief Gerard Doan

**ATTACHMENTS:** None

**BACKGROUND INFORMATION:**

In August 2014, I assumed the leadership position of the City's Fire and EMS Departments. From that time forward, I have been delving into the recruitment and retention of our paid on-call Fire and EMS volunteers.

The main challenge that I inherited is staffing the primary and secondary ambulances. The EMS department requires an EMS volunteer to sign up for a twelve hour shift. During that time the individual must be able to respond to the station for a call within five minutes. This limits some individuals who reside outside the city to stay at the station in anticipation of a call. During this time the individual is compensated \$6.66 for stand by pay for the twelve hour shift. In the event an EMS call does come in during that shift they are compensate per license. A paramedic receives \$20.00 per hour per run, an EMT receives \$16.00 per hour per run, and a Driver receives \$10.00 per hour per run. As you can see, if no EMS calls come in during a shift an individual is compensated very little for their time and devotion. Hence starts the challenge staffing EMS with no easy solution.

I have been presented with a list of questions that when answered will give a better grasp of the issues.

1). Current number of stand by volunteers for EMS and Fire Departments?

The fire department currently has 25 fireman, 4 are full time employees including myself. Twelve firemen are cross trained in EMS and one individual is solely trained in EMS. Six of the thirteen individuals sign up for a majority of the shifts.

2). Minimal number of stand by volunteers needed to staff EMS and Fire Departments?

The minimal number of volunteers to staff EMS during a twelve hour shift is six. Three individuals will be assigned to the primary and ambulance and three individuals will be assigned to secondary ambulance.

The minimal number of volunteers needed to staff a fire call depends on the call. Working structure fires require more staff as compared to a dumpster fire out in the open. If additional fire personal is needed we would request mutual aid from surrounding fire departments.

Since a portion of our fire department personal are cross trained in EMS there is a good chance if a fire call comes in they would be signed up for duty on either the primary or secondary ambulance. This could potentially eliminate six firemen assisting on a fire scene due to their prior obligation being assigned to EMS.

3). Ideal number of stand by volunteers needed to staff EMS and Fire Departments?

The ideal number of stand by volunteers need to staff EMS is a difficult one to answer. The number depends on the dedication of the volunteer. If you have a dedicated volunteer who is willing to cover many shifts you would obviously need less people compared to the individual that wants to cover a few shifts per month. My suggestion would that we need fifteen to twenty volunteers to ideally staff the EMS department.

The ideal staffing numbers for a fire department our size is thirty. This would include the Chief, Shift Commanders, Officers, Special Operations and Firemen.

4). Are there restructuring possibilities that would free up more funds to pay for stand by volunteers?

At this time the Fire Department is structured around a full time fire services. The shift commanders respond to fire calls first and EMS calls second if no one has signed up for the backup ambulance.

The Fire Department could be restructured so that the shift commander on duty goes out on all ambulance calls and the fire station goes into a volunteer mode. There are minimal costs savings if this would occur. It would eliminate the \$6.66 stand by pay for that EMS personal that was replaced by the shift commander and the \$20.00 paid per run.

Another option would be to eliminate the shift commander's position and use those funds to fund the EMS program. This would be assuming there would be no fringe benefits paid to paid on call EMS staff. An EMS Coordinator would have to be hired to run the program.

5). What incentives may the City use to recruit volunteers?

The main incentive in the recruitment process should be establishing a "stand by" wage for our EMS Personal that is comparative with our neighboring EMS communities. We

recently had one of well trained EMS employees significantly reduce his hours with the City and go to work for Boyne EMS because they pay considerably more. Below are some examples what EMS communities are paying their personnel in our area.

**PAY SCALE AT A GLANCE**

CITY	12 HR SHIFT	PARA-MEDIC	EMT S*	EMT	MEDICAL 1 <sup>ST</sup> RESPOND	UNLICENSED (Driver)
Charlevoix	\$ 6.66	\$20		\$16		\$10
Boyne City	\$100	\$25+	\$92	\$65		
Jordan Valley	\$165/ \$198	\$30		\$25	\$20	\$15
Beaver Island	\$150+		\$65		\$12	
Emmet County (48 Hrs Week)	\$624/ \$1,056					
Eastport		\$12/hr	\$11/hr	\$10.50/hr	\$9/hr	

S\* = EMT Specialist

City of Charlevoix pays their EMS personnel \$6.66 for a twelve hour stand by shift. A paramedic will receive \$20.00 per run, EMT \$16.00 per run, and an Unlicensed Personal receives \$10.00 per run.

Boyne City EMS pays their Paramedics \$100.00 per twelve hour shift, \$25.00 per run, and \$25.00 to complete the EMS run report. An EMT Specialist gets paid \$75.00 per twelve hour shift and \$18.00 per run. An EMT receives \$50.00 per twelve hour shift and \$15.00 per run.

Jordan Valley EMS pays their employees an hourly wage ranging from \$13.77 to \$16.50 depending on licensing for twenty hours of a twenty four shift. They are also paid overtime and Holiday pay. Paramedics are paid \$30.00 per run, EMT's are paid \$25.00 per run, Medical First Responders are paid \$20.00 per run, and Unlicensed Personal are paid \$15.00 per run.

Beaver Inland EMS their Paramedics \$150.00 per twenty four hour shift, \$20 per run, lodging on main land, and flight. The EMT's are paid \$50.00 per twenty four hour shift and \$15.00 per run. During the summer the EMT's are paid \$100.00 to cover a twenty four hour shift plus their runs. A Medical First Responder is paid \$12.00 per call.

Emmet County EMS pays their employees an hourly wage depending on licensing and years that they have acquired those licenses. Wages range from \$13.00 to \$22.00 per hour for a forty eight hour work week. There is no extra pay for going on runs.

Eastport EMS pays their employees a straight hourly wage depending on licenses. A Medical First Responder is paid \$9.00 per hour, an EMT is paid 10.50 per hour, an EMT Specialist is paid \$11.00 per hour, and a Paramedic is paid \$12.00 per hour.

6). What our other communities doing to address this same problem?

The Charlevoix City Fire Department is a unique organization. Historically the department has been structured around a full time fire department that serviced the City of Charlevoix and four neighboring townships for fire services. The Department also provides EMS services to the City of Charlevoix and five neighboring townships. The on duty fireman primary function is to stand by for a fire call while the EMS responsibilities are covered by volunteers.

Due to the current structure of this Fire Department it is difficult to compare ourselves to other communities. Other communities typically have a volunteer fire departments and a paid on call EMS departments. With that in mind we are reversed from other communities. As stated above one can observe the differences from our EMS department and others in wages.

7). What are some creative options that may warrant further discussions?

Option A). Create a committee to review the problem at hand and determine a possible solution.

Option B). Maintain the same full time staff levels in the fire department. Reverse the structure of the organization and mandate that the on duty fireman responds to all primary EMS calls. There will be some minimal savings by eliminating one volunteer EMS person that would have been on primary duty.

Option C). Transition the full time fire department towards a volunteer fire department. Utilize the funds saved towards paying for a paid on call EMS department Hire a EMS Director to manage the department.

Option D). Create a Ambulance Authority with the neighboring townships and share the EMS costs.

Option E). Create a millage to absorb the rising costs of EMS.

Option F). Hire only cross trained individuals in police, fire, and EMS backgrounds to transition into a public safety department.

Option G). Hire an EMS company to replace the service the City provides at this time.

**RECOMMENDATION:**

I would recommend Option A: Create a committee to review the problem at hand and determine a possible solution.

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Arbor Day and Tree City USA Award  
**DATE:** April 20, 2015  
**PRESENTED BY:** Pat Elliott, DPW Superintendent  
**ATTACHMENTS:** Mayor Proclamation – National Arbor Day – April 24th  
Letter from Arbor Day Foundation – 2014 Tree City USA Award



**BACKGROUND INFORMATION:**

The Tree City USA program went national in 1976 recognizing 42 communities, both small and large, for their efforts in proper tree care management. There are now more than 3,400 Tree Cities across the country. In 2014, the City of Charlevoix planted 14 trees, pruned 18 trees and removed 20 trees and spent \$65,422 to plant and maintain our street trees. Charlevoix also picks up leaves and chips brush for our residents at a cost of \$120,567.

To receive the Tree City USA award, a community must meet four standards. It must have:

1. A tree board, commission, or municipal department that has legal responsibility for the care of public trees and has the authority to develop and administer a community tree management program.
2. A tree ordinance which identifies authority for public tree management and establishes policies for tree planting, maintenance, and removal.
3. An annual budget for administering, managing, and implementing the community forestry program of at least \$2.00 per capita. Funds spent for tree care in various departments as well as volunteer labor and donated supplies and services can be included in the calculation.
4. An Arbor Day observance and proclamation. A proclamation by the mayor or city council must accompany the observance.

Charlevoix has been designated as a “Tree City USA” 23 times since 1987. This award is a feather in the City’s cap that can help sustain or improve our forestry program in these tight economic times.

Staff asks residents in the City of Charlevoix to support and observe April 19<sup>th</sup> – April 25<sup>th</sup> as Arbor Week.

**RECOMMENDATION:**

Request the Mayor/Deputy Mayor to sign the attached proclamation proclaiming April 24<sup>th</sup> as National Arbor Day in the City of Charlevoix.

**RECEIVED**

MAR 23 2015

**CITY OF CHARLEVOIX**

Mayor Gabe Campbell  
210 State St  
Charlevoix, MI 49720

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Charlevoix on earning recognition as a 2014 Tree City USA. Residents of Charlevoix ought to be proud to live in a community that makes the planting and care of trees a priority.

Your community joins more than 3,400 Tree City USAs, with a combined population of 140 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

As a result of your commitment to effective urban forest management, you already know that trees are vital to the public infrastructure of cities and towns throughout the country, providing numerous environmental, social and economic benefits. In fact, trees are the one piece of community infrastructure that actually increases in value over time.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward information about your awards to your state forester's office to coordinate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Charlevoix and thank you for helping to create a healthier planet for all of us.

Best Regards,



Matt Harris  
Chief Executive

cc: Pat Elliott

enclosure

For more information, contact:  
Anthony Marek, 402-473-9563  
amarek@arborday.org



FOR IMMEDIATE RELEASE:

### **Arbor Day Foundation Names Charlevoix Tree City USA**

Charlevoix, MI was named a 2014 Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management.

Charlevoix achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree-care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

The Tree City USA program is sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters.

"Everyone benefits when elected officials, volunteers and committed citizens in communities like Charlevoix make smart investments in urban forests," said Matt Harris, chief executive of the Arbor Day Foundation. "Trees bring shade to our homes and beauty to our neighborhoods, along with numerous economic, social and environmental benefits."

Cleaner air, improved storm water management, energy savings and increased property values and commercial activity are among the benefits enjoyed by Tree City USA communities.

More information on the program is available at [arborday.org/TreeCityUSA](http://arborday.org/TreeCityUSA).

**About the Arbor Day Foundation:** The Arbor Day Foundation is a million member nonprofit conservation and education organization with the mission to inspire people to plant, nurture, and celebrate trees. More information is available at [arborday.org](http://arborday.org).

## MAYORAL PROCLAMATION

**WHEREAS,** in 2014 the City planted, pruned and encouraged our citizens to care for our street trees and encouraged citizens to participate in our Adopt-A-Tree program; and

**WHEREAS,** in 2014, the City was once again certified as a "Tree City USA\*" for the twenty-third time; and

**WHEREAS,** the City has met the four standards necessary to become a Tree City USA Community;

**BE IT SO RESOLVED THAT THE MAYOR OF THE CITY OF CHARLEVOIX,** supports the observance and celebration of Arbor Week – April 19th to April 25<sup>th</sup> and National Arbor Day on April 24, 2015; and

**BE IT FURTHER RESOLVED,** that the City of Charlevoix is a Green Community and supports the City's continuing certification as a Tree City USA; and

**BE IT FURTHER RESOLVED,** residents are encouraged to continue planting and protecting the young City trees adjoining their properties.

\_\_\_\_\_  
Jeffery Porter,  
City of Charlevoix

\_\_\_\_\_  
Deputy Mayor  
April 20, 2015

*\*Tree City USA is a nationwide awards program sponsored by the Arbor Day Foundation, supported by the USDA Forestry Service and the National Association of State Foresters including our own Michigan Foresters.*

**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** General discussion on the proposed mural

(Requested by Dr. Porter)

**DATE:** April 20, 2015

**PRESENTED BY:** Mike Spencer, Interim City Manager

**ATTACHMENTS:** Draft sketch-picture of the proposed mural

**BACKGROUND INFORMATION:**

The mural proposed for the side of the Rexall building is fully funded by grants and was approved by the Downtown Development Authority with some recommended changes in 2014. City council reviewed the design on October 6, 2014. The artist has already been given \$5000 to start the mural which is already being worked on. At that time the question was raised if the "Welcome to Charlevoix the Beautiful" would violate any State of Michigan laws or the City's Sign Ordinance. Bethany Pearson checked with MDOT and their response was that this was not a violation of the Highway Advertising Act. There are murals with community names on them and welcome signs for individual cities on highways all over the state.

In terms of our zoning ordinance there is a specific exemption for this type of community sign, along with other signs for historical markers, events, holidays etc. Section 5.103 specifically exempts these types of welcome signs in addition to other types of governmental signs.

3) Signs erected by, on behalf of, or pursuant to the authorization of a governmental body, including legal notices, identification and informational signs, street signs, historical markers, traffic, regulatory and directional signs, public displays for holidays and public events.

13) Public signs or signs sanctioned by a public body on public land are not subject to this chapter.

**RECOMMENDATION:**

No specific recommendation requested.



**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Introduction of Amendment to Title III – Parks and Public Grounds Chapter 31 Parks – General Regulations, Section 3.3 – Fireworks

**DATE:** April 20, 2015

**PRESENTED BY:** Chief Gerard Doan

**ATTACHMENTS:** Proposed Amended Fireworks Ordinance

**BACKGROUND INFORMATION:**

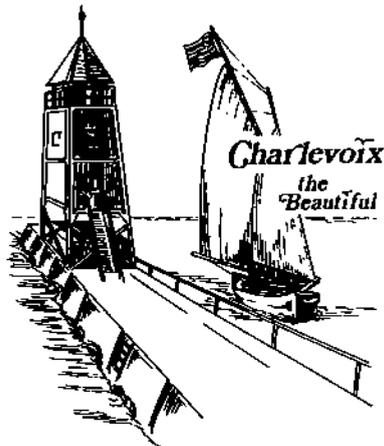
The City of Charlevoix’s Fireworks Ordinance currently reads *“No person shall discharge or set off any rocket, firecracker, Roman candle or firework containing any substance of an explosive or flammable nature in any public park or playground. This section shall not apply to special fireworks exhibitions made pursuant to a permit from the City.”*

The amended Fireworks Ordinance will be more detailed and will include the prohibition of Chinese Lanterns, also known as Sky Lanterns or Kongming Lanterns. The amended Ordinance will list the specific holidays where fireworks are permitted the day before, the day of the holiday, and the day after. Those being: New Year’s Day (January 1); Martin Luther King, Jr.’s Birthday; Washington’s Birthday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran’s Day; Thanksgiving Day; and Christmas Day.

With the adoption of the amended Fireworks Ordinance, the citizens of Charlevoix will have a better understanding of what is and what is not legal and the holidays where fireworks are permitted. Not to mention, this will aid the Charlevoix City’s police officers with enforcement of the Ordinance.

**RECOMMENDATION:**

Request Council adopt a motion set a public hearing on May 4th to consideration the adoption of an amendment to Title III – Parks and Public Grounds Chapter 31 Parks – General Regulations, Section 3.3 – Fireworks.



# CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

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## CITY OF CHARLEVOIX Ordinance No. \_\_\_\_\_ of 2015

AN ORDINANCE TO AMEND TITLE III,  
PARKS AND PUBLIC GROUNDS  
CHAPTER 31, PARKS – GENERAL REGULATIONS  
SECTION 3.3 – FIREWORKS ORDINANCE

### THE CITY OF CHARLEVOIX ORDAINS:

#### **SECTION 1. Repeal Section 3.3 Fireworks of Title III, Chapter 31 of the Charlevoix City Code**

~~No person shall discharge or set off any rocket, firecracker, roman candle or firework containing any substance of an explosive or flammable nature in any public park or playground. This section shall not apply to special fireworks exhibitions made pursuant to a permit from the city.~~

#### **SECTION 2. Amendment to Section 3.3 Fireworks of Title III, Chapter 31 of the Charlevoix City Code**

Section 3.3 is hereby amended to read in its entirety as follows:

The purpose of this Ordinance is to provide for the regulation of the ignition, discharge and use of Consumer Fireworks, as slowed under the Michigan Fireworks Safety Act, MCL 28.451 – 28.471.

#### Definitions:

3.3(1) Consumer Fireworks mean fireworks devices that are designed to produce visible effects by combustion, that are required to comply with the construction, chemical composition, and labeling regulations promulgated by the United States consumer product safety commission, promulgated by the United States consumer product safety commission under 16 CFR parts 1500 and 1507, and that are listed in APA standard 87-1, 3.1.2, 3.1.3, or 3.5. Consumer Fireworks include Chinese Lanterns, but do not include Low-Impact Fireworks.

3.3(2) Fireworks means any composition or device, except for a starting pistol, a flare gun, or a flare, designed for the purpose of producing a visible or audible effect by combustion,

deflagration, or detonation. Fireworks consist of consumer fireworks, low-impact fireworks, articles pyrotechnic, display fireworks, and special effects.

3.3(3) Low-Impact Fireworks mean ground and handheld sparkling devices as that phrase is defined under APA standard 87-1, 3.1, 3.1.1.1 to 3.1.1.8, and 3.5.

3.3(4) Chinese Lanterns also known as Sky Lanterns or Kongming Lanterns, are airborne paper lanterns construction from oiled rice or other paper on a frame, and contain a small candle or fuel cell composed of a waxy flammable material. . When lit, the flame heats the air inside the lantern causing the lantern to rise into the air. For purposes of this Ordinance, Chinese Lanterns shall be treated as Consumer Fireworks.

General:

3.3(5) Nuisance – No person shall make, continue, or cause to be made or continue, any loud, unnecessary, or unusual noise or any noise or audible effect, which injures or endangers the health, peace, or safety of others, within the limits of the City of Charlevoix. The ignition, discharge, or use of Consumer Fireworks on the days listed in paragraph 4 below shall not be consider a nuisance unless done so in a way which injuries or endangers the health, peace, or safety of others. A person who violated this section is subject to a Municipal Civil Infraction, as prescribed in Chapter 31 of this Code of Ordinances.

3.3(6) No person shall fire, discharge, display or possess any fireworks except of the type and under the conditions permitted under the Michigan Fireworks Safety Act, MCL 29.451 – 28.471, as may be amended.

3.3(7) No person shall bring into a park, have in their possession, set off, or otherwise cause to explode in a park, public land, or public right-of-way, any firecrackers, torpedoes, rockets, or other fireworks or explosives, or discharge or throw them into any park, public land, or public right-of-way, from land adjacent thereto, provide only that a special permit may be granted by the City of Charlevoix Council and the fire chief, which should include restrictions as to time and location.

3.3(8) The ignition, discharge, or use of Consumer Fireworks prohibited all days of the year except the day preceding, the day of, or the day after a national holiday, those being the following:

- New Years' Day, January 1
- Birthday of Martin Luther King Jr., the third Monday in January
- Washington's Birthday, the third Monday in February
- Memorial Day, the last Monday in May
- Independence Day, July 4
- Labor Day, the first Monday in September
- Columbus Day, the second Monday in October
- Veteran's Day, November 11
- Thanksgiving Day, the fourth Thursday in November
- Christmas Day, December 25

