

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, September 21, 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 - September 8, 2015 Regular Meeting
 - B. Accounts Payable Check Registers & Payroll Check Registers
- V. **Public Hearings**
 - A. Public Hearing to Amend Title IX, Police Regulations, Chapter 111, Section 9.2
 - B. Public Hearing to Close Out the CDBG Urgent Need Infrastructure Grant
- VI. **Reports**
- VII. **Requests, Petitions and Communications and Actions Thereon**
 - A. Donation Acceptance Policy
 - B. Consideration to Approve Purchase of Ice Melt Salt
 - C. Consideration of Charlevoix County Community Foundation Grant for Parks and Recreation Master Plan
 - D. Consideration of Charlevoix County Community Foundation Grant for McSauba Scholarships
 - E. Consideration to Purchase City Hall Multifunction WorkCentres
 - F. Consideration of a Resolution on Excessive Force Policy
 - G. Notice of Intent to Issue Capital Improvement Bonds
- VIII. **Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. **Resolutions**
 - A. Consideration of a Resolution on Excessive Force Policy
 - B. Notice of Intent to Issue Capital Improvement Bonds
- X. **Ordinances**
- XI. **Miscellaneous Business**
- XII. **Audience – Non-Agenda Input (written requests take precedent)**
- XIII. **Adjourn**

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CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Tuesday, September 8, 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
City Manager: Mark Heydlauff
City Clerk: Joyce Golding
Members Present: Councilmembers Shane Cole, Shirley Gibson, Leon Perron, Jeff Porter, Bill Supernaw
Absent: Councilmember Luther Kurtz

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – August 17, 2015 Regular Meeting Minutes
- B. Special Accounts Payable Check Register – August 13, 2015
- C. Special Accounts Payable Check Register – August 20, 2015
- D. Special Accounts Payable Check Register – August 27, 2015
- E. Regular Accounts Payable Check Register – September 9, 2015
Councilmember Supernaw questioned checks for Golf Association of Michigan \$180 and Rayder Soccer \$1,642.37. City Manager Heydlauff will follow up.
- F. ACH Payments – August 17, 2015–August 31, 2015
- G. Tax Disbursement – September 9, 2015
- H. Payroll Check Register – August 28, 2015
- I. Payroll Transmittal – August 28, 2015

V. Public Hearings

None.

VI. Reports

City Manager Heydlauff stated that he will be attending the Michigan Municipal League convention next week in Traverse City.

The documents for the approximately \$900,000 SAW grant approved by Council are scheduled to arrive within the month.

City Manager Heydlauff expressed his appreciation to City crews responding to the weather issues last week. Thanks also to Tom Heid and his staff for dealing with a serious pump issue throughout the summer. In addition, City Manager Heydlauff mentioned that the City is fortunate to have volunteers on committees who donate their time and expertise.

VII. Requests, Petitions and Communications and Actions Thereon

A. Review Agreement with DC Assessing

City Manager Heydlauff explained that Debra Chavez of DC Assessing Services, LLC, is contracted to serve as the City's Assessor. Ms. Chavez also serves Boyne City and East Jordan and coordinates her schedule between the three cities. Assessor Chavez has agreed to keep her fees flat (staying at the current \$52,453). Staff is recommending that a new three year agreement would be in the City's best interest.

Councilmembers Perron and Supernaw commended Assessor Chavez's professionalism.

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

Motion by Councilmember Gibson, second by Councilmember Cole, to approve the contract renewal with DC Assessing and direct City Staff to finalize the agreement for signatures by the Mayor and Clerk.

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

B. Purchase 1/0 Kerite Cable

Electric Superintendent Swern reported that in the past couple of decades the City has purchased all of their underground primary

cable exclusively from the Kerite Corporation. Staff feels that Kerite provides superior quality in their product and the main selling point is that Kerite has never suffered a failure due to manufacturing defects, thus affording the most dependable cable for the City's underground system.

Electric Superintendent Swem received a quote for 5,500 feet of 1/0 Kerite cable for \$2.55 per foot, which comes to a total of \$14,025. He did receive one less expensive bid from a competitor, but Electric Superintendent Swem maintained that the cost of repairing an underground failure would far outweigh the \$5,000 cost difference.

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

Motion by Councilmember Cole, second by Councilmember Porter, to approve the purchase of a maximum of 5,775 feet of 1/0 Kerite cable from the Resco Corporation for a maximum expenditure of \$14,726.25.

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

C. Consideration of Westenbroek Substation Invoice

Electric Superintendent Swem stated that after inspecting the Westenbroek Substation this past spring, serious problems were identified with some of the voltage regulators along with bad bushings and a bad pressure relief valve on the transformer. Council approved a bid of \$36,841 from Premier Power Maintenance to complete the initial work. Superintendent Swem spent an additional \$12,625 for the emergency purchase of parts as well as \$4,380 travel/rental expense for the contractor due to the lack of a timely parts delivery. There was also a \$3,790 disposal fee for oil. The total cost for the complete project is \$58,577.40, \$21,736.40 above the original bid amount.

Superintendent Swem advised that these additional expenses were necessary to bring the southern half of the Westenbroek substation online. Without the operational south side, any single failure in the north half would have resulted in most of the City south of the channel without power for an undetermined amount of time.

Superintendent Swem stated contacts which were purchased in advance of the project and then later determined not to be needed would be sold on the open market. It would be unlikely that the City would receive full price for the contacts.

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

Motion by Councilmember Perron, second by Councilmember Cole, to approve the payment of an extra \$21,736.20 for a total of \$58,577.40 to Premier Power Maintenance [for the regulator and transformer repairs at the Westenbroek Substation (invoice number 15-08102).]

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

D. Infrastructure Notice of Intent

City Manager Heydlauff recalled discussion at the August 17th Council meeting which included a 5-6 block area of infrastructure improvements during the spring and fall of 2016. This project could be financed by approximately \$3 million in capital improvement bonds. The debt service for 15 years would be approximately \$235,000 per year and would be split between revenue derived from water/sewer rates, the infrastructure millage and perhaps the City's portion of the county road millage.

City Manager Heydlauff has asked Performance Engineers to analyze the bigger picture for replacing all of the obsolete 4-inch water mains in concert with full upgrades of sewer, storm sewer, asphalt, and curb/cutters. Along with approximately \$2 million in necessary Water Treatment Plant improvements over the next five years, City Manager Heydlauff projects roughly \$18 million of infrastructure upgrades to sustain the City for the long term.

City Manager Heydlauff noted that if it is Council's desire to bring a millage before the people, the Clerk's office has presented a May 3rd Special Election, August 2nd Primary Election or November 8th General Election as possible ballot proposal dates in 2016. He stated that he will draft a notice of intent for review at the September 21st Council meeting for the 2016 project if Council desires.

City Manager Heydlauff will be meeting with the City's financial advisor next week and will report back to Council.

Mayor Campbell agreed to move forward with the consensus of Council.

E. Review of Fire Chief Position

Police Chief/Fire Chief Doan stated that he has experienced a good year, with new challenges and budgets for Fire/EMS, City Hall and Grounds. He discussed budget projections for his department. Chief Doan noted that he had a strong core group of employees who are dedicated to serving the community. He will return to Council in October to discuss the status of his departments in detail.

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

Chief Doan will retain his position as Police Chief/Fire Chief.

F. 2015 MERS Officer Delegate Appointment

City Manager Heydlauff stated that city employees are represented at the Michigan Employees Retirement System (MERS) annual meeting by an elected, non-supervisory employee and an officer delegate (department head). City Council needs to appoint an officer delegate to represent the City at the annual meeting and Staff recommended Treasurer McGinn as the officer delegate.

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

Motion by Councilmember Gibson, second by Councilmember Perron, to approve Kelly McGinn as the MERS Officer Delegate.

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

G. Appointment of MML Delegate/Alternate

City Manager Heydlauff stated that the Michigan Municipal League (MML) will be holding its annual convention in Traverse City in September. Pursuant to the provisions of the MML bylaws, the City is requested to designate an official representative to cast the vote at the annual meeting. Staff recommended that the City Manager be designated as delegate and CED Director Doyle as alternate.

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

Motion by Councilmember Cole, second by Councilmember Gibson, to designate City Manager Mark Heydlauff as delegate and Community Economic Development Director Annie Doyle as alternate delegate to represent the City of Charlevoix at the 2015 MML annual meeting.

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

H. Committee Structure and Roles

As discussed at the August 17th Council meeting, City Manager Heydlauff recommended that Council remove Staff as chairpersons and as voting members for committees.

He suggested the elimination of the Big Rock Point Citizen Advisory Board (defunct), Cemetery Grave Mapping Ad Hoc Committee (not met in 12 years), Lighting Ad Hoc Committee (not met in 10 years), Green Team Ad Hoc Committee (not met in 4 years), and Volunteer Fire/EMS Staffing Review Committee (objectives have been met).

City Manager Heydlauff recommended the restructuring of the following committees by having Staff serve as advisors only: Airport Advisory Committee, Tree Lighting Committee, Outdoor Dining Committee, and Golf Advisory Committee. He suggested adding one or two DDA members to the Outdoor Dining Committee.

Councilmember Porter agreed that Staff should be advisory members only. All concurred.

Mayor Campbell opened the item to public comment.

Chip Terrell agreed that employees should be advisory. He hoped that the City has an alternative in mind with respect to the cemetery as it is running out of space.

The item was closed to the public.

Councilmember Supernaw confirmed that the Mayor and Councilmembers do not fall under the definition of "Staff" and would continue to be voting members on committees. He also confirmed with Chief Doan that the Volunteer Fire/EMS Staffing Review Committee had completed their objectives.

Motion by Councilmember Porter, second by Councilmember Gibson, to exclude City Staff from voting or chairing any advisory

committees, commissions or boards for the City.

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

Motion by Councilmember Perron, second by Councilmember Gibson, to eliminate the Big Rock Point Citizen Advisory Board, Cemetery Grave Mapping Ad Hoc Committee, Lighting Ad Hoc Committee, Green Team Ad Hoc Committee, and Volunteer Fire/EMS Staffing Review Committee.

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

I. Communication Workers of America Union Contract

City Manager Heydlauff presented the new tentative contract with the Communication Workers of America (CWA) which was ratified by a strong majority of the CWA members. He expressed his thanks to the City's negotiating team as well as CWA stewards for reaching an agreement beneficial to both employees and the City. City Manager Heydlauff strongly recommended that City Council approve the tentative agreement.

Councilmember Supernaw cited a line in the CWA contract: "Employees are the City's most valuable resource." He would like to see this statement emblazoned on the top of every page of City stationery as he feels that City of Charlevoix employees are the best.

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 tentative agreement between the City of Charlevoix and the Communications Workers of America (CWA), AFL-CIO, dated September 6, 2015 through September 5, 2018.

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

J. Consideration to Approve Resolution for FAA Grant Acceptance

City Manager Heydlauff stated that the RH&S contract (City's airport consultant) was approved by Council at their July 20, 2015 meeting. The design contract is for FY 2015-2016 projects that include the Friction Improvement Design of Runway 09-27, Lighting and Rehabilitation Design (runway lighting), and Sidewalk Removal Design. This FAA resolution is to accept the grant for the RH&S design contract. Project funding is 90% Federal, 5% State MDOT and 5% local match.

Mayor Campbell opened the item to public comment.

City Manager Heydlauff confirmed for Chip Terrell that the local dollar amount was \$4,800. Mr. Terrell stated that he was stunned to learn at the Airport Advisory Committee meeting that planes do not have to pay a landing fee if they purchase a certain amount of fuel. Mr. Terrell feels that there is something wrong with a multi-million dollar asset that does not make money.

The item was closed to the public.

Action by Resolution.

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

A. Request to Set a Public Hearing to Amend Title IX, Police Regulations, Chapter 111, Section 9.2

City Manager Heydlauff stated that the Michigan Legislature recently amended laws that regulate firearms and ammunition. City Attorney Howard has recommended that the City modify our City Code to reflect the Act 310 of 1990 amendment.

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

Motion by Councilmember Cole, second by Councilmember Gibson, to set a public hearing on Monday, September 21, 2015 to consider amending Title IX, Police Regulations, Chapter 111, Section 9.2 of the City Code.

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

B. Request to Set Public Hearing to Close Out the CDBG Urgent Need Infrastructure Grant

City Manager Heydlauff stated that in the summer of 2014, the Governor allocated funds to help cities repair infrastructure that was damaged in the winter of 2013-14. The City received a CDBG grant in the amount of \$114,229 to repair and replace broken water lines in the City owned public right-of-way.

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

Motion by Councilmember Gibson, second by Councilmember Cole, to set a public hearing on Monday September 21, 2015 to close out the CDBG grant.

Yeas: Perron, Gibson, Cole, Supernaw, Porter

Nays: None

Absent: Kurtz

IX. Resolutions

A. Resolution 2015-09-01 Execution of FAA Airport Grant Application and Grant Agreement (Project #3-26-0017-019-2015)

Mayor Campbell opened the item to public comment.

Chip Terrell felt that the City is sinking money into the Airport and not receiving a return on investment.

Councilmember Gibson agreed with Mr. Terrell and stated that the Airport Advisory Committee will be working on why the Airport is not making any money. She felt that the City should "get out of the airport business and just have a part-time manager".

Without having financial figures readily available, the City Manager estimated that the Airport is a "break even at best" entity.

Councilmember Gibson stated that when the City took over operations at the Airport in 2011, \$200,000 was borrowed from the electric fund to purchase fuel. She is under the assumption that this money has not been repaid. In addition, Councilmember Gibson indicated that there was another \$500,000 transferred to the Airport from other funds since 2011.

City Manager Heydlauff explained how utility fund reserves are built.

Councilmember Supernaw questioned whether researching the financial standing of surrounding airports would be worthwhile.

Councilmember Cole stated that the airport has not evolved like it was planned and there is credence to the current financial discussion. This issue should be discussed at the committee level.

Discussion continued on the waiver of landing fees.

Bob Timms felt that the City does make a profit on the sale of gasoline. He believed that the Airport generates a lot of income for the City.

Adam Esselman, City resident, agreed with Mr. Timms and suggested making wise decisions to not jeopardize the future of the Airport.

The item was closed to the public.

City Manager Heydlauff established that the City does sell fuel at the Airport.

Councilmember Supernaw confirmed with Councilmember Cole that back in 2011, the City's concern was that it was not receiving profits from fuel sales.

Mayor Campbell stated that the City would make more money if it got out of the airport business. He indicated that the committee would investigate whether the Airport was making money.

Councilmember Supernaw recalled two instances when candidates whose name was not on the agenda were appointed to the Airport Advisory Committee.

Motion by Councilmember Porter, second by Councilmember Cole, to adopt Resolution 2015-09-01 Execution of FAA Airport Grant Application and Grant Agreement, as follows:

RESOLUTION NO. 2015-09-01
EXECUTION OF FAA AIRPORT GRANT APPLICATION AND GRANT AGREEMENT
(Federal Project #3-26-0017-019-2015)

WHEREAS, the City is applying for a grant from the Federal Aviation Administration (FAA). The grant will fund the runway friction and grooving design, runway lighting replacement design, and sidewalk removal in the runway protection zone of Runway 27; and

WHEREAS, upon award of the grant, the FAA and the Michigan Department of Transportation (MDOT) will provide the City with a grant agreement; and

WHEREAS, the grant agreement will be in the amount of \$96,000 total project: \$86,400 from the FAA and \$4,800 from MDOT, which is 95% of the total project cost; and

WHEREAS, the City of Charlevoix's local share of the grant will be \$4,800.

NOW THEREFORE BE IT RESOLVED, THAT THE CITY OF CHARLEVOIX CITY COUNCIL hereby authorizes the Mayor to execute the FAA and MDOT grant application and grant agreement after review by City Staff and the City Attorney.

RESOLVED this 8th day of September, 2015 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Perron, Gibson, Cole, Supernaw, Porter

Nays: None

Absent: Kurtz

X. Ordinances

None.

XI. Miscellaneous Business

Councilmember Porter questioned how many times Police could be called regarding a City Code violation without issuing a fine or penalty? He felt that there should be financial consequences to Code violations. Councilmember Porter believed that the former City Planner never issued a penalty or fine during his eight year tenure.

Councilmember Supernaw questioned the policy of locking the Golf Course Clubhouse during the week. City Manager Heydlauff will investigate the details. He also commented on the removal of two parking spaces at Antrim and State Streets.

Councilmember Perron expressed his appreciation to the Keep Charlevoix Beautiful organization for the beautiful petunia baskets.

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

Phil Parr, partner of Round Lake Group LLC, discussed his two business entities, the benefits they provided and responded to complaints regarding alleged code violation issues. Mr. Parr stated he felt his establishments were being singled out and empathized with Chief Doan for having to spend time investigating multiple complaints.

Councilmember Supernaw confirmed with Chief Doan that the Round Lake Group has not been cited for any infractions.

Richard Spring, City resident, joined by his wife, expressed support for the Bridge Street Tap Room and Lake Charlevoix Brewing Company. He discussed the employment opportunities for young people and musicians that the establishments provide. Mr. Spring felt that it is in the best interest of the community to make it possible for more businesses to succeed like the Tap Room and Brewery.

Tom Gualdoni, 212 Bridge Street owner, shared the history of their property and the breakdown of his relationship with the Round Lake Group. He felt that sound from the Tap Room violates the City ordinance and has asked the City Manager and Police Department to enforce the ordinance. Mr. Gualdoni discussed his situation at length.

Adam Esselman, expressed his support for the Round Lake Group and questioned why the two businesses are being harassed.

Chip Terrell, asked Chief Doan whether complaints were being ignored. Chief Doan explained that his officers work with business owners when a complaint is received and are empowered to make the decision whether a citation is justified. Mr. Terrell suggested the use of a decibel meter to be fair to all parties.

Councilmember Porter referenced the noise level limit of 100 feet and felt that the ordinance should be enforced throughout the City.

Chief Doan explained that the "100 foot rule" was initially created for vehicle noise.

Mayor Campbell closed public comment with regards to the above discussion and asked the audience if there was any other business that should be heard. There was no other business and the item was closed to the public.

XIII. Closed Session

A. City Attorney Consultation – Section 15.268 (8)(h)

Motion by Councilmember Porter, second by Councilmember Cole, to go into Closed Session [to discuss the contents of a City Attorney confidential memo, citing Section 15.268(8)(h) of the Open Meetings Act.]

Motion passed by unanimous voice vote.

Council moved into closed session at 8:41 p.m. Council resumed open session at 9:00 p.m.

XIII. Adjourn

Motion by Councilmember Porter, second by Councilmember Cole to adjourn.

Motion passed by unanimous voice vote. Meeting adjourned at 9:00 p.m.

Joyce Golding City Clerk Gabe Campbell Mayor

Special Accounts Payable – 08/13/2015			
ROLOFF, WILLIAM E.	350.00		
THE COOKIES ENTERTAINMENT LLC	1,700.00	TOTAL	2,050.00

Special Accounts Payable – 08/20/2015			
AT&T	2,198.80	METLIFE SMALL BUSINESS CENTER	780.90
AT&T MOBILITY	74.19	PREIN & NEWHOF	51,873.91
BROOKS, DANIEL	1,000.00	PRIORITY HEALTH	43,311.72
CHARLEVOIX STATE BANK	2,716.56	STATE OF MICHIGAN	140.00
DELTA DENTAL	4,505.40	VERIZON WIRELESS	56.72
DEVERE CONSTRUCTION COMPANY	440,284.24	VISION SERVICE PLAN	519.46
GREAT LAKES ENERGY	191.30	TOTAL	547,653.20

Special Accounts Payable – 08/27/2015			
NESSA	1,000.00	TOTAL	1,000.00

Regular Accounts Payable – 09/09/2015			
ABRAMOWSKI, DWAIN M.	25.00	CHARLEVOIX PARTNERS FOR YOUTH	3,018.05
AIRGAS USA LLC	1,285.39	CHARLEVOIX RAYDER FOOTBALL	408.46
ALL-PHASE ELECTRIC SUPPLY CO.	603.43	CHARLEVOIX SCREEN MASTERS INC	334.50
AMERICAN SAFETY UTILITY CORP	1,790.82	CHARLEVOIX TOWNSHIP	15.00
AMERICAN WASTE INC.	2,671.16	CHEMICAL SYSTEMS INC.	1,872.00
AMSTUTZ, LINDA	55.05	CHEMSEARCH	345.56
ARROW UNIFORM-TAYLOR L.L.C.	1,278.95	CHESAPEAKE GROUP INC.	5,500.00
AT&T LONG DISTANCE	171.34	CITY OF CHARLEVOIX - MISC	6,430.51
AVFUEL CORPORATION	78,907.85	CITY OF CHARLEVOIX - UTILITIES	40,912.99
BERG, REBECCA	346.00	COAST TO COAST COMPUTER	419.00
BIOMEDICAL SOLUTIONS	425.00	COOK FAMILY FARMS	122.00
BLACK PEARL PLATINUM BRAND	20.00	COOK, MIKE	195.00
BLOW, WARNER	738.63	COOK, RON	50.00
BLUETARP FINANCIAL	192.98	COVEYOU FARMS LLC	179.00
BOSS, LINDA K.	725.00	CROSSROADS MOBILE MAINTENANCE	1,081.74
BROWN, STEPHANIE	264.75	CUMMINS BRIDGEWAY LLC	44.03
BUDAY'S SOUND ADVICE	3,673.81	DENBOER, MARK	201.09
CCP INDUSTRIES INC	573.44	DeROSIA, PATTY	41.00
CENTRAL DRUG STORE	62.28	DHASELEER, CARL	90.00
CHAPMAN, DANIEL	100.00	DITCH WITCH SALES OF MICHIGAN	1,670.98
CHARLEVOIX LITTLE LEAGUE	3,606.10	DOAN, GERARD	41.00

DOYLE, ANNIE	41.00	PANOFF, ZACH	155.25
DRAVES, MARTIN J.	100.96	PERFORMANCE ENGINEERS INC	7,853.50
EJ USA INC.	2,459.76	POLYDYNE INC	379.50
ELHORN ENGINEERING COMPANY	856.00	POND HILL FARM LLC	97.00
ELLIOTT, PATRICK M.	41.00	POWER LINE SUPPLY	4,188.66
ELLSWORTH FARMER'S EXCHANGE	474.00	PREFERRED WASTE 2 LLC	960.00
EMERGENCY MEDICAL PRODUCTS INC	196.50	PREIN & NEWHOF	2,527.50
EMSHWILLER, ERIC	18.00	PRIORITY HEALTH MANAGED BENEFITS	241.53
ETNA SUPPLY	4,955.30	PVS TECHNOLOGIES INC	6,430.70
EVANS, HAL	41.00	RAYDER SOCCER	1,642.37
FARMER WHITE'S	249.00	RIZE, KEVIN N.	300.00
FASTENAL COMPANY	45.25	ROAD WEASEL ENTERPRISES LLC	12.00
FERGUSON & CHAMBERLAIN	480.00	ROBINSON, DAVID	22.00
FISHER SCIENTIFIC	554.56	ROBINSON, SARAH	1.58
FLETCH'S	60.62	ROLOFF, ROBERT	198.98
FRANCIS, CATHERINE	14.00	RTI LABORATORIES INC.	243.00
GERBER HOMEMADE SWEETS	102.00	RUSTIC BAKER	52.00
GOLDING, JOYCE	41.00	S.A. MORMAN & CO.	66.48
GOLF ASSOCIATION OF MICHIGAN	180.00	SCHMUCKAL OIL CO	657.60
GRAND RAPIDS METROLOGY	1,948.53	SEARS COMMERCIAL ONE	193.48
GREAT LAKES PIPE & SUPPLY	623.37	SECURITY SANITATION INC.	380.00
GRIFFIN BEVERAGE CO	24.50	SEELEY'S PRINTING SERVICE	267.52
GRP ENGINEERING INC.	2,154.83	SHINDORF BUILDERS	135.00
GUNTZVILLER, RHONDA	332.00	SHORELINE POWER SERVICES INC.	3,741.14
HACH COMPANY	78.85	SIEGRIST, DAVID	34.00
HAND, DONALD	107.45	SITE PLANNING DEVELOPMENT INC	252.00
HANKINS, SCOTT	41.00	SOS ANALYTICAL	533.00
HARWOOD GOLD	87.00	SPARTAN DISTRIBUTORS INC	1,350.55
HEID, THOMAS J.	41.00	SPENCER, MICHAEL	109.25
HEP'S HOMEBAKED GRANOLA	55.00	STATE OF MICHIGAN	345.00
HEYDLAUFF, MARK L	41.00	STATE OF MICHIGAN	388.00
HOLIDAY COMPANIES	7,456.10	STATE OF MICHIGAN	168,041.47
HYDE SERVICES LLC	569.66	STATE OF MICHIGAN	30.00
HYDRODYNAMICS INC.	4,416.40	STEVENS, BRANDON	52.00
IDEXX DISTRIBUTION INC.	1,249.03	STEVENS, JEFF	359.20
INDEPENDENT DRAFTING SERVICES	1,995.00	STRIKER SUPPLY	120.00
INTERWATER FARMS INC	561.00	SUNFLOWER STAND, THE	86.00
KIRINOVIC, THOMAS	41.00	SUPERIOR MECHANICAL	643.13
KLOOSTER, ALIDA K.	41.00	SWEM, DONALD L.	41.00
KMart	540.99	SWIDORSKI, RAYMOND	66.00
KSS ENTERPRISES	1,229.56	TAYLOR RENTAL	31.44
LAKESHORE TIRE & AUTO SERVICE	169.00	TERMINAL SUPPLY CO	222.58
LAVANWAY, PHILLIP	238.00	TEUNIS, STEVEN	41.00
LEESE, M. CHRIS	11.96	THE BANK OF NEW YORK MELLON N.A.	49,529.53
LOTTIE'S BAGELS	181.00	TIMMS, ROBERT	483.00
LUNDTEIGEN, GUNNAR	2,072.87	TRUCK & TRAILER SPECIALTIES	11,724.00
MAILLOUX, MICHELLE	110.00	TWO ACRE FARM LLC	282.00
MATYE, ELIZABETH	193.40	UP NORTH PROPERTY SERVICES LLC	6,713.00
MCCARDEL CULLIGAN-PETOSKEY	100.00	UPPER CASE PRINTING INK.	547.20
McGINN, KELLY	41.00	USA BLUE BOOK	80.14
MDC CONTRACTING LLC	81,813.60	VERVILLE-PELOQUIN, JADE	6.21
MICHAEL'S LOCKSMITH SERVICE	86.00	VILLAGE GRAPHICS INC.	159.95
MICHIGAN CROSSROADS COUNCIL	165.00	WAGNER, JODI	253.00
MICHIGAN MUSHROOM MARKET LLC	81.00	WALGREEN & HONIGMAN, MILLER, SCHW	1,533.54
MICHIGAN WATER ENV ASSOC	250.00	WARNER, JANINE	55.58
MYER, ELIZABETH A.	230.68	WASHBURNE, BRENDA	102.00
NORTHERN A-1 ENVIRONMENTAL SVCS	467.66	WELLER, LINDA	41.00
NORTHERN CREDIT BUREAU	181.90	WHITLEY, ANDREW	52.00
NORTHERN FIRE & SAFETY INC.	502.00	WILHELM, JEFF	61.00
NORTHERN PUMP & WELL	1,200.00	WITTHOFT, JULIE	46.06
NORTHWEST HYDRAULICS & ENGRG.	712.53	WORK & PLAY SHOP	1,311.93
OLSON BZDOK & HOWARD	2,612.34	WYMAN, MATTHEW A.	41.00
OUDBIER INSTRUMENT CO	222.15	TOTAL	563,189.75

ACH Payments – 08/17/2015 – 08/31/2015

MI PUBLIC POWER AGENCY	43,670.44	IRS (PAYROLL TAX DEPOSIT)	45,155.46
DTE ENERGY	2,552.91	ALERUS FINANCIAL (HCSP)	420.00
MI PUBLIC POWER AGENCY	17,317.49	STATE OF MI (WITHHOLDING TAX)	6,640.52
MI PUBLIC POWER AGENCY	297,257.42	VANTAGEPOINT (401 ICMA PLAN)	686.22

VANTAGEPOINT (457 ICMA PLAN)	13,439.63	MI PUBLIC POWER AGENCY	25,173.54
MERS (DEFINED BENEFIT PLAN)	25,665.21	TOTAL	477,978.84

Tax Disbursement – 09/09/2015

CHARLEVOIX COUNTY TREASURER	1,122.33	CHARLEVOIX PUBLIC SCHOOLS	22,809.75
CHARLEVOIX COUNTY TREASURER	1,213,496.18	CHARLEVOIX STATE BANK	7,243.08
CHARLEVOIX COUNTY TREASURER	816.25	CHEMICAL BANK	4,072.55
CHARLEVOIX DISTRICT LIBRARY	310.50	CITY OF CHARLEVOIX - TAXES DUE	1,393,712.81
CHARLEVOIX PUBLIC SCHOOLS	1,396,129.69	MARQUARDT, FRANK & SANDY	30.00
CHARLEVOIX PUBLIC SCHOOLS	216,729.48	RECREATIONAL AUTHORITY	56.31
CHARLEVOIX PUBLIC SCHOOLS	10,260.93		
CHARLEVOIX PUBLIC SCHOOLS	105,509.93	TOTAL	4,372,299.79

PAYROLL: NET PAY

Pay Period Ending 08/22/2015 – Paid 08/28/2015

WELLER, LINDA JO	1,620.71	DORAN, JUSTIN J.	1,242.53
HEYDLAUFF, MARK L.	2,150.21	MANKER JR, DAVID W.	468.37
GOLDING, JOYCE M.	1,059.15	MANKER SR, DAVID W.	685.32
DEROSIA, PATRICIA E.	880.34	NEUMANN, DANA L.	417.98
DOYLE, ANNE E.	1,385.05	BEGKER, MICHAEL S.	624.27
LOY, EVELYN R.	1,017.73	SHEPARD, ZACHARY N.	541.11
KLOOSTER, ALIDA K.	1,447.08	MCGHEE, ROBERT R.	1,038.32
GOLOVICH, KAREN J.	912.70	STANTS, JACOB W.	306.42
SPENCER, MICHAEL D.	2,238.33	BLOOMER, GABRIELLE J.	507.00
SPENCLEY, PATRICIA L.	1,304.92	MCCLANATHAN, BRANDON R.	459.97
PANOFF, ZACHARY R.	626.91	KIRINOVIC, THOMAS F.	651.19
MILLER, FAITH G.	124.73	FORRESTER, KATHERINE A.	544.88
LEESE, MERRI C.	240.01	AMSTUTZ, LINDA J.	570.46
MCGINN, KELLY A.	1,681.11	DUTCHER, ROBERT G.	110.13
DOAN, GERARD P.	1,556.74	SABSOOK, SARA E.	218.90
SHRIFT, PETER R.	1,131.51	BROSIO, VALERIE L.	334.92
SCHLAPPI, JAMES L.	1,113.24	GOLOVICH, SAWYER P.	441.24
UMULIS, MATTHEW T.	1,268.03	WEBB, MICHAEL B.	48.48
HANKINS, SCOTT A.	1,516.78	PARKER-DROST, HERO	271.06
ORBAN, BARBARA K.	1,303.80	HOLECHECK, JENNACA R.	297.04
TRAEGER, JASON A.	1,205.10	WELLS, IVY L.	351.51
WARNER, JANINE M.	851.52	ROCKAFELLOW, SARAH C.	238.23
EVANS JR, HALBERT K.	1,442.49	HEJD, THOMAS J.	1,252.44
GODDARD, RYAN D.	884.99	STEIN, DONNA E.	339.65
JOHNSON, KYLE W.	732.77	BOOTHE, STEVEN A.	293.87
BINGHAM, LARRY E.	820.38	RYPSTRA III, BART	210.86
VANLOO, JORDAN C.	563.00	DAVIS, RONALD L.	156.32
TELGENHOF, WILL G.	528.09	MACLEOD, SAMUEL R.	408.38
GREYERBIEHL, KELLY M.	399.43	DAKROUB, JOSEPH E.	450.13
ROLOFF, ROBERT P.	5,020.57	MASSON, DONALD J.	121.67
RILEY, DENISE M.	414.34	MYER, ELIZABETH A.	1,677.54
LOPER II, GARY D.	1,881.75	VANLOO, JOSEPH G.	1,010.21
TEUNIS, STEVEN L.	1,681.68	WYMAN, MATTHEW A.	1,158.03
WURST, RANDALL W.	1,593.06	SCHRADER, LOU ANN	711.04
MAYER, SHELLEY L.	1,391.69	BOSS, RYDER S.	1,117.69
HILLING, NICHOLAS A.	1,535.76	MILLER, WILLIAM S.	594.62
MEIER III, CHARLES A.	1,727.80	FUNKEY, KRAIG R.	145.45
ZACHARIAS, STEVEN B.	1,653.08	MEGGISON, JERRY B.	378.39
BUTLER, SEAN C.	506.53	RILEY, CASEY W.	746.41
NISWANDER, JOSEPH F.	1,296.53	THORMAN, MIKAYLA R.	969.97
EATON, BRAD A.	1,718.43	JONES, LARRY M.	1,801.07
WILSON, TIMOTHY J.	1,962.00	WILLSON, BRENDA R.	938.57
LAVOIE, RICHARD L.	2,014.82	OCHS, THOMAS F.	159.30
STEVENS, BRANDON C.	1,766.46	TRAVERS, MANUEL J.	1,287.83
DRAVES, MARTIN J.	1,640.85	RILEY, DANIEL A.	1,999.95
BROWN, STEPHANIE C.	1,023.65	KLOOSTER, PATRICK H.	682.84
ELLIOTT, PATRICK M.	1,762.40	LABELLE, DAVIS B.	586.95
SCHWARTZFISHER, JOSEPH L.	1,536.68	KLINGER, LUCAS D.	501.47
WELLS JR., DONALD E.	1,520.62	SPEGELE, GREYSON H.	586.95
BRADLEY, KELLY R.	1,393.09	GREENE, GLORIA C.	528.09
HART II, DELBERT W.	692.05	KLINGER, BRADLEY W.	247.83
JONES, ROBERT F.	1,478.99	DAVIS, LEAH R.	385.17

SWEM, DONALD L.	1,808.24	PETERS, MEGAN M.	327.10
WHITLEY, ANDREW T.	1,451.11	CURTIS, DENNIS E.	879.97
MORRISON, KEVIN P.	901.87	GILL, DAVID R.	1,097.99
HODGE, MICHAEL J.	1,270.62	TODD, RICHARD D.	338.62
JOHNSON, STEVEN P.	1,125.98	STEVENS, JEFFREY W.	1,108.13
BISHAW, JAMES H.	618.91	ROLOFF, AUDREY M.	4,668.77
HERRIMAN, COBY M.	524.98	MATTER, DAWSON K.	4,016.79
HINDLE, LYDIA R.	365.82	SCOTT JR., WINFIELD	136.55
MACGILLIVRAY, RAYMOND L.	190.43	KITELEY, FISHER L.	26.42
HALL, CHASE D.	317.34	TOTAL	122,213.34

PAYROLL: TRANSMITTAL – 08/22/2015

4FRONT CREDIT UNION	218.46	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	145.20	COMMUNICATION WORKERS OF AMER	477.94
AMERICAN FAMILY LIFE	271.20	MI STATE DISBURSEMENT UNIT	401.83
CHAR EM UNITED WAY	32.00	PRIORITY HEALTH	1,610.86
CHARLEVOIX STATE BANK	1,021.16	TOTAL	4,328.65

Check Number	Payee	Amount
09/09/2015		
114454	DCASSESSING SERVICES	4,371.08
114455	MICHIGAN MUNICIPAL LEAGUE	16,466.00
114456	STATE OF MICHIGAN	50.00
Total 09/09/2015:		20,887.08
Grand Totals:		20,887.08

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

09/09/15 Special Accounts Payable Run	\$	20,887.08
09/11/15 Payroll	\$	98,358.25
09/11/15 Payroll Transmittal Checks	\$	4,662.60
09/22/15 Regular Accounts Payable	\$	533,934.55
Checks Sub-Total:	\$	657,842.48

FIRSTMERIT BANK - ACH PAYMENTS

09/04/15 Payment Service Network	\$	228.50
09/08/15 MI Public Power Agency	\$	26,847.39
09/09/15 DTE Energy	\$	99.45
09/11/15 IRS (Payroll Tax Deposit)	\$	38,353.11
09/11/15 Alerus Financial (HCSP)	\$	420.00
09/11/15 State of MI (Withholding Tax)	\$	5,317.07
09/11/15 Vantagepoint (401 ICMA Plan)	\$	686.22
09/11/15 Vantagepoint (457 ICMA Plan)	\$	13,705.15
09/11/15 State of MI (Sales Tax)	\$	27,868.65
09/14/15 DTE Energy	\$	92.46
09/14/15 MI Public Power Agency	\$	8,485.23
09/16/15 DTE Energy	\$	160.27
09/23/15 DTE Energy	\$	1,616.00
ACH Sub-Total:	\$	123,879.50

First Merit Bank Total: \$ 781,721.98

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

09/22/15 Tax Disbursement	\$	3,109,549.30
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Charlevoix State Bank Total: \$ 3,109,549.30

Grand Total: \$ 3,891,271.28

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/05/2015	PC	09/11/2015	20062	WELLER, LINDA JO	101		1,620.72
09/05/2015	PC	09/11/2015	20063	HEYDLAUFF, MARK L.	102		2,434.16
09/05/2015	PC	09/11/2015	20064	GOLDING, JOYCE M.	106		1,059.15
09/05/2015	PC	09/11/2015	20065	DEROSIA, PATRICIA E.	107		880.34
09/05/2015	PC	09/11/2015	20066	DOYLE, ANNE E.	108		1,385.05
09/05/2015	PC	09/11/2015	20067	LOY, EVELYN R.	117		1,017.73
09/05/2015	PC	09/11/2015	20068	KLOOSTER, ALIDA K.	121		1,675.15
09/05/2015	PC	09/11/2015	20069	GOLOVICH, KAREN J.	122		896.38
09/05/2015	PC	09/11/2015	20070	SPENCER, MICHAEL D.	132		7,550.74
09/05/2015	PC	09/11/2015	20071	SPENCLEY, PATRICIA L.	136		1,535.14
09/05/2015	PC	09/11/2015	20072	PANOFF, ZACHARY R.	141		904.35
09/05/2015	PC	09/11/2015	20073	LEESE, MERRI C.	145		151.91
09/05/2015	PC	09/11/2015	20074	MCGINN, KELLY A.	146		1,642.26
09/05/2015	PC	09/11/2015	20075	DOAN, GERARD P.	201		1,556.74
09/05/2015	PC	09/11/2015	20076	SHRIFT, PETER R.	203		1,082.51
09/05/2015	PC	09/11/2015	20077	SCHLAPPI, JAMES L.	204		986.13
09/05/2015	PC	09/11/2015	20078	UMULIS, MATTHEW T.	205		1,172.31
09/05/2015	PC	09/11/2015	20079	HANKINS, SCOTT A.	208		1,561.79
09/05/2015	PC	09/11/2015	20080	ORBAN, BARBARA K.	209		1,387.18
09/05/2015	PC	09/11/2015	20081	TRAEGER, JASON A.	210		1,189.65
09/05/2015	PC	09/11/2015	20082	WARNER, JANINE M.	213		1,185.49
09/05/2015	PC	09/11/2015	20083	EVANS JR, HALBERT K.	214		1,442.49
09/05/2015	PC	09/11/2015	20084	GODDARD, RYAN D.	221		879.71
09/05/2015	PC	09/11/2015	20085	JOHNSON, KYLE W.	223		308.75
09/05/2015	PC	09/11/2015	20086	BINGHAM, LARRY E.	224		820.38
09/05/2015	PC	09/11/2015	20087	TELGENHOF, WILL G.	246		465.95
09/05/2015	PC	09/11/2015	20088	GREYERBIEHL, KELLY M.	260		557.33
09/05/2015	PC	09/11/2015	20089	ROLOFF, ROBERT P.	304		1,643.59
09/05/2015	PC	09/11/2015	20090	RILEY, DENISE M.	306		352.87
09/05/2015	PC	09/11/2015	20091	LOPER II, GARY D.	308		412.30
09/05/2015	PC	09/11/2015	20092	TEUNIS, STEVEN L.	402		1,681.68
09/05/2015	PC	09/11/2015	20093	WURST, RANDALL W.	411		1,289.57
09/05/2015	PC	09/11/2015	20094	MAYER, SHELLEY L.	412		1,506.91
09/05/2015	PC	09/11/2015	20095	HILLING, NICHOLAS A.	413		1,446.85
09/05/2015	PC	09/11/2015	20096	MEIER III, CHARLES A.	421		1,506.38
09/05/2015	PC	09/11/2015	20097	ZACHARIAS, STEVEN B.	422		1,819.02
09/05/2015	PC	09/11/2015	20098	NISWANDER, JOSEPH F.	504		1,283.76
09/05/2015	PC	09/11/2015	20099	EATON, BRAD A.	515		2,023.62
09/05/2015	PC	09/11/2015	20100	WILSON, TIMOTHY J.	516		2,154.83
09/05/2015	PC	09/11/2015	20101	LAVOIE, RICHARD L.	519		1,731.39
09/05/2015	PC	09/11/2015	20102	STEVENS, BRANDON C.	521		1,602.06
09/05/2015	PC	09/11/2015	20103	DRAVES, MARTIN J.	523		1,633.03
09/05/2015	PC	09/11/2015	20104	BROWN, STEPHANIE C.	524		1,023.65
09/05/2015	PC	09/11/2015	20105	ELLIOTT, PATRICK M.	600		1,762.40
09/05/2015	PC	09/11/2015	20106	SCHWARTZFISHER, JOS	603		1,208.87
09/05/2015	PC	09/11/2015	20107	WELLS JR., DONALD E.	609		1,499.38
09/05/2015	PC	09/11/2015	20108	BRADLEY, KELLY R.	614		1,443.22
09/05/2015	PC	09/11/2015	20109	HART II, DELBERT W.	616		797.00
09/05/2015	PC	09/11/2015	20110	JONES, ROBERT F.	618		1,088.20
09/05/2015	PC	09/11/2015	20111	DORAN, JUSTIN J.	621		1,597.44
09/05/2015	PC	09/11/2015	20112	MANKER JR, DAVID W.	638		493.95
09/05/2015	PC	09/11/2015	20113	MANKER SR, DAVID W.	639		717.35
09/05/2015	PC	09/11/2015	20114	NEUMANN, DANA L.	640		389.19
09/05/2015	PC	09/11/2015	20115	BECKER, MICHAEL S.	641		624.27
09/05/2015	PC	09/11/2015	20116	SHEPARD, ZACHARY N.	656		293.19
09/05/2015	PC	09/11/2015	20117	BUTLER, SEAN C.	660		528.47
09/05/2015	PC	09/11/2015	20118	MCGHEE, ROBERT R.	663		1,038.32

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/05/2015	PC	09/11/2015	20119	STANTS, JACOB W.	664		470.44
09/05/2015	PC	09/11/2015	20120	BLOOMER, GABRIELLE J.	665		459.44
09/05/2015	PC	09/11/2015	20121	MCCLANATHAN, BRAND	666		459.96
09/05/2015	PC	09/11/2015	20122	KIRINOVIC, THOMAS F.	700		651.19
09/05/2015	PC	09/11/2015	20123	STEBE, LAURA A.	703		206.98
09/05/2015	PC	09/11/2015	20124	FORRESTER, KATHERIN	704		509.43
09/05/2015	PC	09/11/2015	20125	AMSTUTZ, LINDA J.	706		147.50
09/05/2015	PC	09/11/2015	20126	SABSOOK, SARA E.	721		70.48
09/05/2015	PC	09/11/2015	20127	BROSIO, VALERIE L.	722		102.57
09/05/2015	PC	09/11/2015	20128	PARKER-DROST, HERO	775		102.57
09/05/2015	PC	09/11/2015	20129	HOLECHECK, JENNACA	777		102.57
09/05/2015	PC	09/11/2015	20130	ROCKAFELLOW, SARAH	782		73.88
09/05/2015	PC	09/11/2015	20131	HEID, THOMAS J	802		1,252.44
09/05/2015	PC	09/11/2015	20132	STEIN, DONNA E.	830		214.24
09/05/2015	PC	09/11/2015	20133	BOOTHE, STEVEN A.	832		266.53
09/05/2015	PC	09/11/2015	20134	RYPSTRA III, BART	852		234.43
09/05/2015	PC	09/11/2015	20135	DAVIS, RONALD L.	853		243.30
09/05/2015	PC	09/11/2015	20136	MACLEOD, SAMUEL R.	857		395.60
09/05/2015	PC	09/11/2015	20137	DAKROUB, JOSEPH E.	860		274.88
09/05/2015	PC	09/11/2015	20138	MASSON, DONALD J.	861		271.42
09/05/2015	PC	09/11/2015	20139	MYER, ELIZABETH A.	900		1,850.80
09/05/2015	PC	09/11/2015	20140	VANLOO, JOSEPH G.	902		766.24
09/05/2015	PC	09/11/2015	20141	WYMAN, MATTHEW A.	927		1,011.83
09/05/2015	PC	09/11/2015	20142	SCHRADER, LOU ANN	929		666.12
09/05/2015	PC	09/11/2015	20143	BOSS, RYDER S.	932		810.67
09/05/2015	PC	09/11/2015	20144	MILLER, WILLIAM S.	933		1,171.71
09/05/2015	PC	09/11/2015	114427	KLOOSTER, PATRICK H.	216		818.44
09/05/2015	PC	09/11/2015	114428	KLINGER, LUCAS D.	235		235.09
09/05/2015	PC	09/11/2015	114429	SPEGELE, GREYSON H.	237		165.12
09/05/2015	PC	09/11/2015	114430	KLINGER, BRADLEY W.	244		221.29
09/05/2015	PC	09/11/2015	114431	SWEM, DONALD L.	512		1,808.24
09/05/2015	PC	09/11/2015	114432	WHITLEY, ANDREW T.	522		1,342.76
09/05/2015	PC	09/11/2015	114433	MORRISON, KEVIN P.	601		1,227.59
09/05/2015	PC	09/11/2015	114434	HODGE, MICHAEL J.	606		1,270.61
09/05/2015	PC	09/11/2015	114435	JOHNSON, STEVEN P.	617		1,174.44
09/05/2015	PC	09/11/2015	114436	BISHAW, JAMES H.	633		667.37
09/05/2015	PC	09/11/2015	114437	HERRIMAN, COBY M.	654		462.84
09/05/2015	PC	09/11/2015	114438	HINDLE, LYDIA R.	667		443.13
09/05/2015	PC	09/11/2015	114439	MACGILLIVRAY, RAYMO	720		70.48
09/05/2015	PC	09/11/2015	114440	HALL, CHASE D.	726		102.57
09/05/2015	PC	09/11/2015	114441	PETERS, MEGAN M.	738		102.57
09/05/2015	PC	09/11/2015	114442	CURTIS, DENNIS E.	831		50.22
09/05/2015	PC	09/11/2015	114443	GILL, DAVID R.	856		1,045.91
09/05/2015	PC	09/11/2015	114444	TODD, RICHARD D.	859		420.11

Grand Totals:

101

98,358.25

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/05/2015	09/11/2015	114445	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	218.46
09/05/2015	09/11/2015	114446	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	145.20
09/05/2015	09/11/2015	114446	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	271.20
09/05/2015	09/11/2015	114447	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 9/5/20	32.00
09/05/2015	09/11/2015	114448	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,021.16
09/05/2015	09/11/2015	114449	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
09/05/2015	09/11/2015	114450	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	514.19
09/05/2015	09/11/2015	114451	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
09/05/2015	09/11/2015	114452	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 9	245.00
09/05/2015	09/11/2015	114453	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,663.56
Grand Totals:		10				4,662.60

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Check Number	Payee	Amount
09/22/2015		
114457	ACE HARDWARE	1,860.33
114458	ALL-PHASE ELECTRIC SUPPLY CO.	523.38
114459	AMERICAN WASTE INC.	5,551.16
114460	ARROW UNIFORM-TAYLOR L.L.C.	1,038.30
114461	AT&T	1,513.59
114462	AUTO VALUE	928.83
114463	AVFUEL CORPORATION	49,169.84
114464	B & L SOUND INC	368.39
114465	BANDIT INDUSTRIES INC	472.16
114466	BERG, REBECCA	114.00
114467	BRADFORD'S	52.00
114468	BULBS.COM	179.77
114469	BY THE BAY WINDOW CLEANING SVC	357.00
114470	CARQUEST OF CHARLEVOIX	574.40
114471	CENTRAL DRUG STORE	12.21
114472	CHARLEVOIX GLASS INC.	328.00
114473	CHARLEVOIX SCREEN MASTERS INC	534.00
114474	CHARTER COMMUNICATIONS	1,012.92
114475	CHRISTENSEN, JESSICA	80.00
114476	CINTAS CORPORATION	113.40
114477	CINTAS CORPORATION #729	396.02
114478	CITY OF CHARLEVOIX - MISC	2,500.00
114479	CONNORS, PATRICK	28.23
114480	COOK FAMILY FARMS	4.00
114481	CUMMINS BRIDGEWAY LLC	106.00
114482	DHASELEER, CARL	43.00
114483	DIPERT, KIRBY	339.35
114484	DITCH WITCH SALES OF MICHIGAN	957.70
114485	EJ USA INC.	2,376.90
114486	ELLSWORTH FARMER'S EXCHANGE	2,314.00
114487	ETNA SUPPLY	2,005.99
114488	FAMILY FARM & HOME	280.35
114489	FARMER WHITE'S	64.00
114490	FASTENAL COMPANY	71.21
114491	FISHER SCIENTIFIC	592.32
114492	FORRESTER, KATHERINE	6.28
114493	FREEDOM MAILING SERVICES INC.	2,326.87
114494	GALLIMORE, SARAH	75.00
114495	GALLS AN ARAMARK COMPANY	188.46
114496	GASCO, KELLEY	75.00
114497	GERBER HOMEMADE SWEETS	28.00
114498	GINOP SALES INC	564.85
114499	GIVE 'EM A BRAKE SAFETY	386.20
114500	GRAINGER	177.30
114501	GREAT LAKES ELEVATOR LLC	319.50
114502	GUNTZVILLER, RHONDA	43.00
114503	HAMILTON, DONNA	42.59
114504	HARBOR HOUSE PUBLISHERS	2,351.25

Check Number	Payee	Amount
114505	HARRELL'S	637.50
114506	HEP'S HOMEBAKED GRANOLA	25.00
114507	HI-LINE	519.66
114508	HYDRO CORP	1,030.00
114509	J & B MEDICAL SUPPLY INC.	182.35
114510	JACK DOHENY SUPPLIES INC	189.98
114511	KODIAK EMERGENCY VEHICLES	181.58
114512	KSS ENTERPRISES	634.39
114513	LAKESHORE TIRE & AUTO SERVICE	202.00
114514	LAVANWAY, PHILLIP	49.00
114515	LOTTIE'S BAGELS	109.00
114516	MCCARDEL CULLIGAN-PETOSKEY	50.00
114517	MCVEIGH'S TRUCK SPRINGS INC.	727.84
114518	MDC CONTRACTING LLC	665.00
114519	MICHIGAN OFFICEWAYS INC	950.29
114520	MICHIGAN WATER ENV ASSOC	65.00
114521	MYER, ELIZABETH A.	5.65
114522	NORTHERN CREDIT BUREAU	110.05
114523	NORTHERN FIRE & SAFETY INC.	136.00
114524	NORTHERN MICHIGAN REVIEW INC.	330.87
114525	NORTHERN PUMP SERVICE INC.	1,690.32
114526	NORTHERN SAFETY CO INC	122.36
114527	NORTHWEST DESIGN GROUP	8,892.25
114528	NORWOOD FARM LLC	24.00
114529	OLD DOMINION BRUSH	222.15
114530	OLESON'S FOOD STORES	1,442.23
114531	OLSON BZDOK & HOWARD	4,170.40
114532	ORBAN, BARBARA	78.00
114533	OZMENT, MATILYN	29.75
114534	PANOFF, ZACH	41.00
114535	POND HILL FARM LLC	106.00
114536	POWER LINE SUPPLY	1,888.90
114537	PREMIER POWER MAINTENANCE	58,577.40
114538	PRO WEB MARKETING LLC	20.00
114539	RANGE TELECOMMUNICATIONS	114.00
114540	RESCO	1,137.88
114541	ROAD WEASEL ENTERPRISES LLC	12.00
114542	RTI LABORATORIES INC.	249.00
114543	RUSTIC BAKER	18.00
114544	SCHMUCKAL OIL CO	526.12
114545	SEELEY'S PRINTING SERVICE	209.20
114546	SHINDORF BUILDERS	614.00
114547	SPARTAN DISTRIBUTORS INC	35.05
114548	STATE OF MICHIGAN	250.00
114549	SUN BADGE CO.	98.75
114550	TRI-TURF	980.47
114551	TRUCK & TRAILER SPECIALTIES	6,640.49
114552	UP NORTH PROPERTY SERVICES LL	4,459.00
114553	US BANK	348,197.50

Check Number	Payee	Amount
114554	USA BLUE BOOK	139.39
114555	VAN'S BUSINESS MACHINES	7.95
114556	VILLAGE GRAPHICS INC.	32.00
114557	WALTERS SHARPENING SVC. INC.	108.00
114558	WARNER, JANINE	325.83
114559	WINNELL, CHARLES	2,200.00
114560	WORK & PLAY SHOP	26.95
Total 09/22/2015:		533,934.55
Grand Totals:		533,934.55

Check Number	Payee	Amount
09/04/2015		
90415001	PAYMENT SERVICE NETWORK INC.	228.50
Total 09/04/2015:		228.50
Grand Totals:		228.50

Check Number	Payee	Amount
09/08/2015		
90815001	MICHIGAN PUBLIC POWER AGENCY	26,847.39
	Total 09/08/2015:	26,847.39
	Grand Totals:	26,847.39

Check Number	Payee	Amount
09/09/2015		
90915001	DTE ENERGY	99.45
Total 09/09/2015:		99.45
Grand Totals:		99.45

Check Issue Date	Check Number	Payee	Amount
91115001			
09/11/2015	91115001	**EFTPS* Payroll Taxes	9,193.04
09/11/2015	91115001	**EFTPS* Payroll Taxes	9,193.04
09/11/2015	91115001	**EFTPS* Payroll Taxes	2,149.98
09/11/2015	91115001	**EFTPS* Payroll Taxes	2,149.98
09/11/2015	91115001	**EFTPS* Payroll Taxes	15,667.07
Total 91115001:			
	<u>5</u>		<u>38,353.11</u>
91115002			
09/11/2015	91115002	Alerus Financial	420.00
Total 91115002:			
	<u>1</u>		<u>420.00</u>
91115003			
09/11/2015	91115003	STATE OF MICHIGAN	5,317.07
Total 91115003:			
	<u>1</u>		<u>5,317.07</u>
91115004			
09/11/2015	91115004	Vantagepoint - 401 Plan 109153	686.22
Total 91115004:			
	<u>1</u>		<u>686.22</u>
91115005			
09/11/2015	91115005	Vantagepoint - 457 Plan 300959	5,523.58
09/11/2015	91115005	Vantagepoint - 457 Plan 300959	277.46
09/11/2015	91115005	Vantagepoint - 457 Plan 300959	1,826.42
09/11/2015	91115005	Vantagepoint - 457 Plan 300959	6,077.69
Total 91115005:			
	<u>4</u>		<u>13,705.15</u>
Grand Totals:			
	<u>12</u>		<u>58,481.55</u>

dm

Check Number	Payee	Amount
09/11/2015		
91115006	STATE OF MICHIGAN	27,868.65
Total 09/11/2015:		27,868.65
Grand Totals:		27,868.65

Check Number	Payee	Amount
09/14/2015		
91415001	DTE ENERGY	92.46
91415002	MICHIGAN PUBLIC POWER AGENCY	8,485.23
Total 09/14/2015:		8,577.69
Grand Totals:		8,577.69

Check Number	Payee	Amount
09/16/2015		
91615001	DTE ENERGY	160.27
Total 09/16/2015:		160.27
Grand Totals:		160.27

Check Number	Payee	Amount
09/23/2015		
92315001	DTE ENERGY	1,616.00
	Total 09/23/2015:	1,616.00
	Grand Totals:	1,616.00

Check Number	Payee	Amount
09/22/2015		
2577	CHARLEVOIX COUNTY TREASURER	1,529.16
2578	CHARLEVOIX COUNTY TREASURER	865,165.08
2579	CHARLEVOIX PUBLIC SCHOOLS	985,331.94
2580	CHARLEVOIX PUBLIC SCHOOLS	154,935.60
2581	CHARLEVOIX PUBLIC SCHOOLS	7,335.15
2582	CHARLEVOIX PUBLIC SCHOOLS	75,427.01
2583	CHARLEVOIX PUBLIC SCHOOLS	16,306.13
2584	CITY OF CHARLEVOIX - TAXES DUE	996,649.74
2585	CORELOGIC	4,239.18
2586	STATE OF MICHIGAN	2,620.31
2587	TESTAMENTARY TRUST OF RICHARD	10.00
Total 09/22/2015:		<u>3,109,549.30</u>
Grand Totals:		<u><u>3,109,549.30</u></u>

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Public Hearing to Amend Title IX, Police Regulations, Chapter 111, Section 9.2

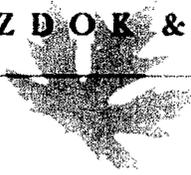
DATE: September 21, 2015

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Memorandum from City Attorney Scott Howard
Proposed Ordinance Amendment

BACKGROUND INFORMATION: As we discussed at your previous meeting, the Michigan Legislature recently amended laws that regulate firearms and ammunition. City Attorney Scott Howard has recommended that you amend our City Code to reflect the Act 310 of 1990 amendment. You will need to hold a public hearing on this change to gather public input and then you may adopt the amendment.

RECOMMENDATION: Motion to amend Title IX, Police Regulations, Chapter 111, Section 9.2 of the City Code.



MEMORANDUM

TO: Charlevoix City Council
FILE NO. 5984.00
FROM: Scott W. Howard
DATE: September 15, 2015
RE: Draft Code of Ordinances Revisions

The Michigan Legislature recently amended Act 319 of 1990, which regulates Firearms and Ammunition. The Amendments restrict the types of regulations that a municipality may place on firearms and “pneumatic guns” (air powered bb, pellet and paintball type guns). The City Code currently prohibits the discharge of air rifles or air pistols within the City unless in self-defense or at an approved range. This regulation arguably may be more broad than what is allowed under the amended Act 319.

I have drafted proposed revisions to Section 9.2 of the Code of Ordinances for Council’s consideration. The proposed revisions follow the express language of the amendments added to Act 319. The proposed revisions regulate the discharge of firearms and pneumatic guns to the greatest extent possible under Act 319. As always, do not hesitate to contact me if you have any questions about these proposed revisions or Act 319.

CITY OF CHARLEVOIX
ORDINANCE NO. 773 of 2015
AN ORDINANCE TO AMEND TITLE IX, POLICE REGULATIONS
CHAPTER 111 DISORDERLY CONDUCT SECTION 9.2 – ACTS PROHIBITED OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title IX, Chapter 111, Section 9.2 of the City Code is hereby repealed in its entirety and replaced with the following:

9.2. Acts Prohibited.

No person shall:

- (1) Discharge a pistol or other firearm, or bow and arrow in the City, except when lawfully acting in the defense of persons or property or the enforcement of law or at a duly established range, the operation of which has been approved by the city council.
- (2) Discharge a "pneumatic gun" (as defined by State Law) in any area within the City that is so heavily populated as to make that conduct dangerous to the inhabitants of that area. The discharge of pneumatic guns is allowed at a duly established range, the operation of which has been approved by the city council, on other property where firearms may be discharged as approved by the city council, or on or within private property with the permission of the owner or possessor of that property if conducted with reasonable care to prevent a projectile from crossing the bounds of the property. An individual below the age of 16 who is in possession of a pneumatic gun must be under the supervision of a parent, a guardian, or an individual 18 years of age or older, except on or within private property if the individual below the age of 16 is authorized by a parent or guardian and the property owner or legal possessor to possess the pneumatic gun
- (3) Point, wave about, or display a pneumatic gun in a threatening manner with the intent to induce fear in another individual.
- (4) Engage in public nudity.
- (5) Engage in any disturbance, fight, or quarrel in a public place.
- (6) Obstruct traffic on any street or sidewalk without the approval of the City manager.
- (7) Refuse to leave a public meeting after having been validly ordered to leave the meeting pursuant to a rule or bylaw of the public body holding the meeting.

SECTION 2. 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 3. Effective Date.

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

Ordinance No. xxx was adopted on the 21st day of September, 2015 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan)
) ss
City of Charlevoix)

Joyce M. Golding

Clerk

Gabe Campbell

Mayor

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Public Hearing to Close Out the CDBG Urgent Need Infrastructure Grant

DATE: September 21, 2015

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: None.

BACKGROUND INFORMATION: In the summer of 2014, Governor Rick Snyder allocated funds to help cities repair infrastructure that was damaged in the winter of 2013-14. The City of Charlevoix received a CDBG grant in the amount of \$114,229 to repair and replace broken and frozen water lines in the City owned public right-of-way. The City of Charlevoix's 50% share of the grant was \$114,300.

RECOMMENDATION: Staff is requesting Council to hold a public hearing to close out the CDBG grant.

Project Description

City of Charlevoix – Water Lines & Road Repair

Due to the extreme frost that occurred during the 2014 winter, numerous water lines froze which resulted in a large number of them breaking and needing to be repaired or replaced. Throughout the City, there were frozen and/or broken water lines in over 90 locations that were in the public right of way. The repairs to the water distribution system were necessary in order to continue the delivery of on-demand clean water to the City's residential and commercial customers and to not endanger the safety of the public by having inoperable fire hydrants.

Without the immediate attention of the City to repair and/or replace these lines, many of the City's customers would have been without access to water for a significant length of time which would have endangered their health and safety. Additionally, the repairs were necessary to prevent further damage to other areas in the City's water distribution system due to the impact the frozen and broken lines would have had on it. Any further damages to the City's system would have interrupted service to even a greater number of customers, endangering their health and safety. Moreover, public safety would have been jeopardized without the emergency repairs since water flow to fire hydrants would have been cut off or minimized so as to render the hydrants ineffective if a fire situation had occurred.

In total, there were 92 locations in the City owned public right of way that had frozen and/or broken water lines. The attached detailed map (Attachment 1) shows all the project locations and the attached project locations list (Attachment 2) shows the street address and property ownership of each location. Of the 92 locations in the public right of way, five locations had frozen and broken water main lines that were replaced, 21 locations had frozen and broken water service lines that were replaced and 66 locations had frozen water service lines that were repaired.

The specifics of the work activities at the locations included the following:

- The type of infrastructure: The repair and replacement of broken and frozen water lines in the City owned public right of way. As a result of these activities, some major and local roads had to be torn up and then resurfaced after the work was completed.
- The size and quantities of the infrastructure for the main lines that were replaced are as follows:
 1. Nicholls St. (from Ainsle St. to 210 Nicholls St.): 110 linear feet of 4" water main and roadway.
 2. Corner of E. Dixon Ave. & Nicholls St.: Valve insertion and 20 linear feet of 4" water main and roadway.
 3. Nettleton St. (from 202 to 210): 200 linear feet of 4" water main and roadway.
 4. 205 Prospect St.: 20 linear feet of 4" water main and roadway.
 5. State St. (from W. Lincoln St. to Hurlbut Ave.): 540 linear feet of 8" water main and roadway.
- The total square footage of the public space improved was 20,560. Please see Attachment 3 for a breakdown of the square footage of public space improved by location. From an environmental standpoint, none of the project locations impacted wetlands, were located in a 100-year floodplain or impacted historic properties. There was no temporary or permanent relocation of business, non-profit organizations, homeowners or tenants needed in order to complete the project. Additionally, no local, state or federal permits were required for implementation of the project.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Donation Acceptance Committee Recommendations
DATE: September 21, 2015
PRESENTED BY: Zach Panoff, Interim Planning/Zoning Administrator
ATTACHMENTS: Donation Acceptance Committee Recommendation Report
2013 Donation Acceptance Policy

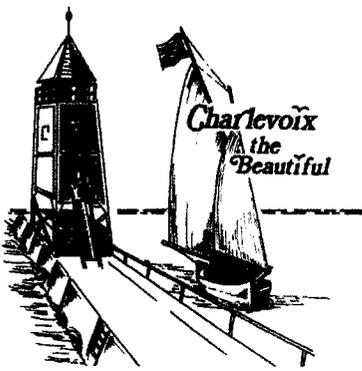
BACKGROUND INFORMATION:

The Donation Acceptance Committee recently reconvened for several meetings to come up with a policy the City could follow when individuals or organizations would like to donate to the City. This was brought about when East Park was deemed to be at capacity in regards to the number of memorial benches placed along the water and no new locations were designated.

This recommendation would establish a list of acceptable donations and potential locations for physical donations that could be shown to donors as a way of avoiding any potential controversy with ideas they may come up with themselves. The Planning Commission reviewed the recommendation at their meeting on September 14th, 2015 and put forth one change for Council consideration. They believe that any sort of donation wall-type monument that is pursued should not differentiate by size, placement, etc. because of the amount of money donated; all donors over a certain threshold, as determined by Council, should get the same recognition.

RECOMMENDATION:

Approve the recommend policy and establish a lower threshold for donation monument(s).



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICHIGAN 49720

Charlevoix City Manager's Office -- 231-547-3270 mgr@cityofcharlevoix.org

Donation Acceptance Committee Recommendations

BACKGROUND

The Donation Acceptance Committee was originally formed to come up with a policy that should be followed when an individual or organization would like to donate funding or specific feature, item, building, etc. That policy was adopted in September of 2013 and established the public review process and criteria to evaluate a proposed donation.

The Charlevoix City Council, at its May 18th meeting, reestablished the Donation Acceptance Review Committee with the following directives. The Committee has again graciously donated their time and effort to come up with this recommendation.

1. Work with staff and the general public to determine a predefined list of acceptable projects or programs that we could provide to potential donors. This would be a more proactive approach rather than individuals proposing their own ideas which in some cases may be controversial.
2. Make a recommendation if it is in the public's interest to have "memorials" in parks or other public areas, and/or under what circumstances they should be permitted.
3. Make a recommendation if veteran/military memorials should be considered separately.
4. Determine what forms of public recognition for donations or memorials are appropriate.

REVIEW PROCESS

The Donation Acceptance Committee recommendation will be published on the city website and staff will request an article be done in the Charlevoix Courier. The Planning Commission will review the recommendation and take public comment. The Planning Commission may recommend changes or amendments to City Council. City Council shall review the recommendation and may make changes as well. City Council may adopt by a resolution.

RECOMMENDATION

1. Work with staff and the general public to determine a predefined list of acceptable projects or programs that we could provide to potential donors. This would be a more proactive approach rather than individuals proposing their own ideas which in some cases may be controversial.

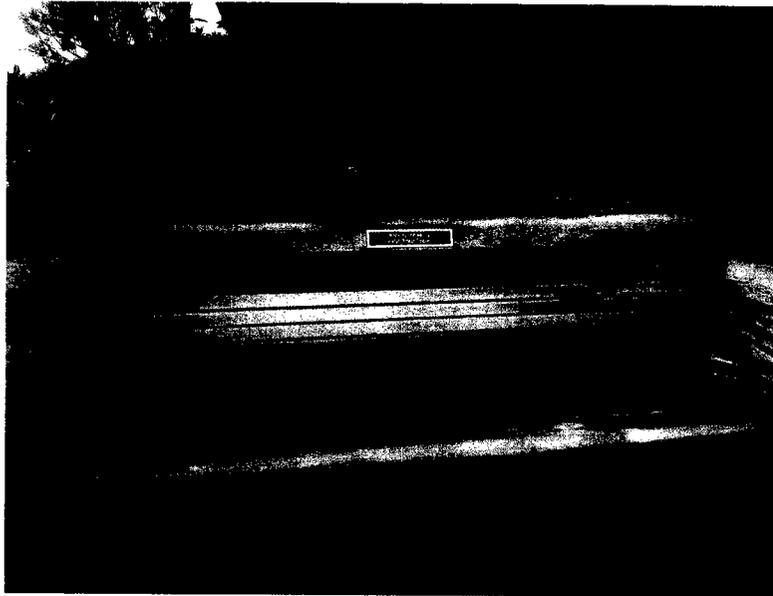
The recommended list is attached to this document, however the Committee recommends that the city not limit innovation and consider donations not included in this list. The Committee recommends that the Council establish a review process to periodically update and evaluate the list to reflect community values, goals and vision.

The Committee feels that a staff person or team of specific staff should be the point of contact between the donor and the City. They should be effective communicators and welcoming to all donors who express interest in helping the city.

2. Make a recommendation if it is in the public's interest to have "memorials" in parks or other public areas, and/or under what circumstances they should be permitted.

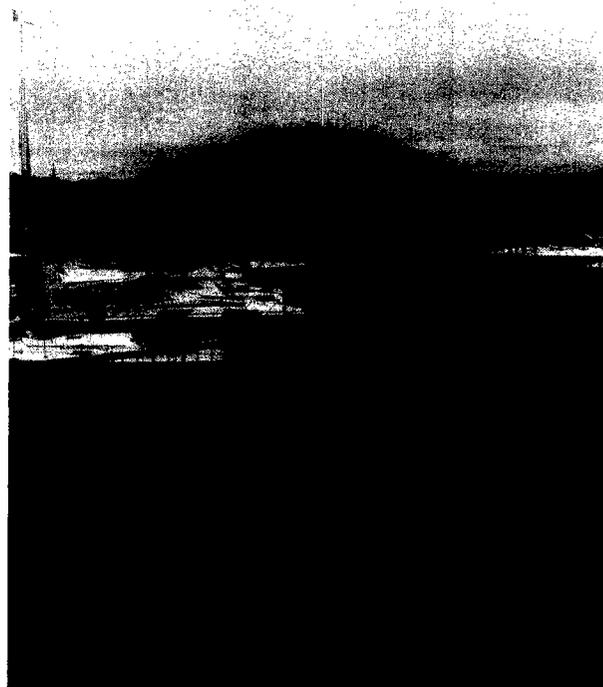
The Committee feels that the memorial bench program has been a benefit to the city by providing much needed, high quality, benches in East Park that will last for many years. Having a small memorial plaque on each bench is not considered offensive or out of place in the parks and the program should be allowed to be expanded into other parks. The Committee feels that, at 45 benches, there are plenty of benches in East Park and there should be no more accepted for that location. The Committee felt that Staff should work with the Planning Commission and City Council to map the specific location and number of benches that could be donated and installed to benefit the public. The locations should be where the benches do not interfere with park events or pedestrian travel. They should be oriented to take advantage of views of the water or other park scenery. The number of benches should not be excessive. The same type of bench should be used throughout the park system to remain consistent and to ensure high quality benches that stand up to varying weather.

EXAMPLE OF MEMORIAL BENCH ON NEXT PAGE



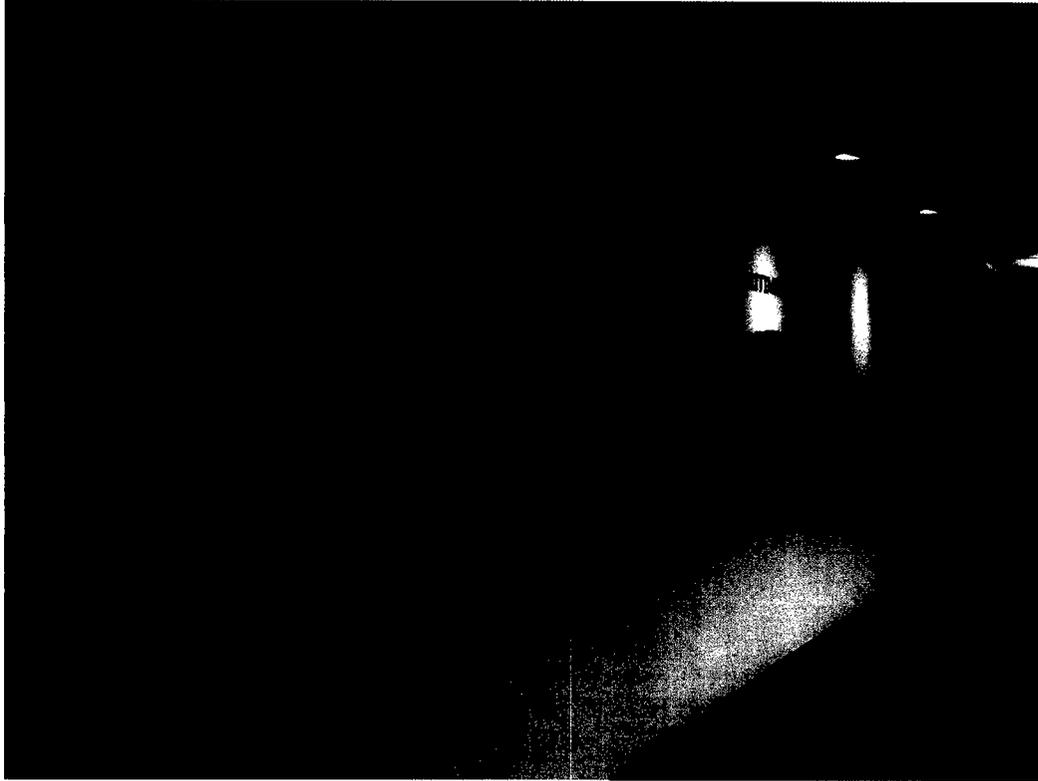
In addition to the benches, the Committee feels that tables should also be permitted to be donated and include a small memorial plaque similar to the benches. The Planning Commission and City Council should determine the exact number and location that should be approved.

EXAMPLE OF MEMORIAL TABLE

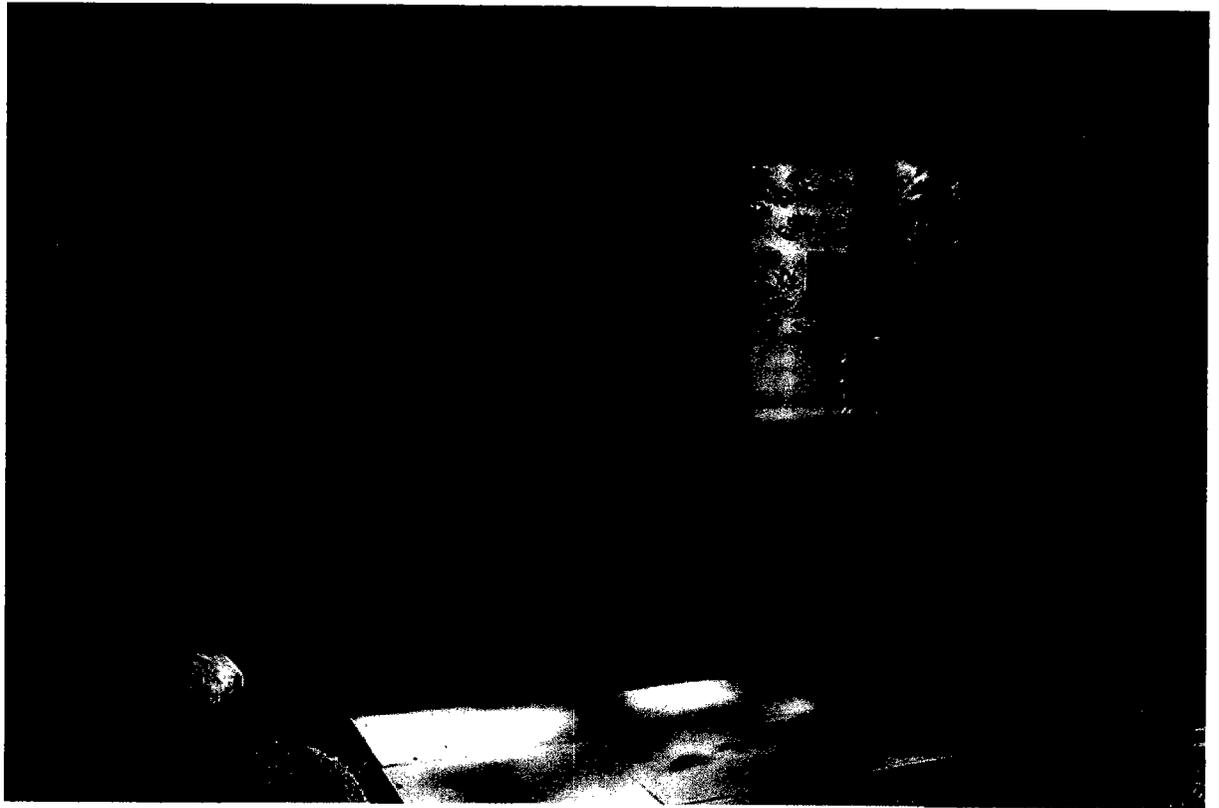
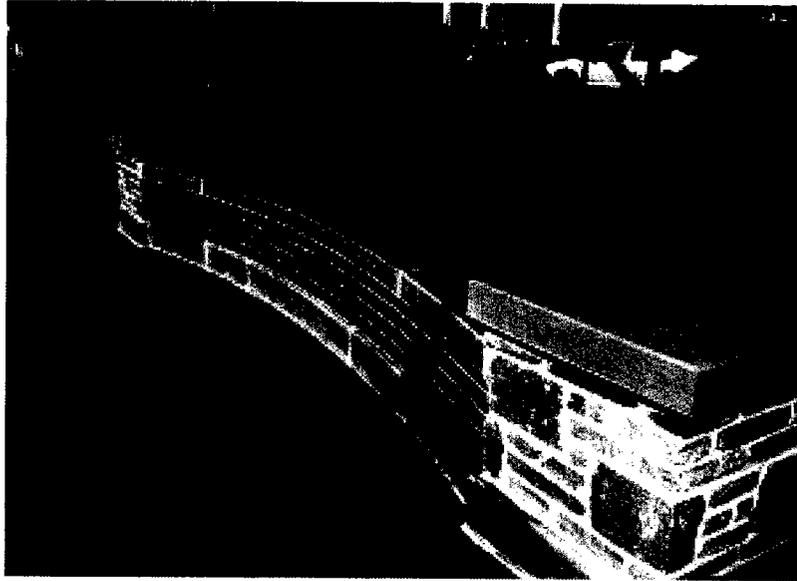


The Committee recommends that aside from the memorial benches and tables, other memorials should not be allowed in our parks for similar small scale items such as bike racks, picnic tables, etc. The proper placement and number of memorial benches and tables only would not clutter memorials throughout our parks and detract from their intent and purpose. City Council should however consider inside or outside "Donor Walls" in one central location with different funding amounts. Plaques could be allowed on the walls if donors wish to be recognized. The specific size, design and location of the wall should be determined by the Planning Commission and City Council. These walls could be either inside or outside. Lowest plaque level should be around 2500.

EXAMPLE OF AN INTERIOR DONOR WALL THAT COULD HAVE NAMES OR MEMORIALS



EXAMPLE OF AN EXTERIOR DONOR WALL THAT COULD HAVE NAMES OR MEMORIALS



Naming and more significant plaque opportunities should be allowed to encourage more significant contributions that are tiered appropriately. (For example, City Council may consider allowing a name or more significant memorial plaque if a donor chooses to replace the tennis courts valued at \$80,000.)

3. Make a recommendation if veteran/military memorials should be considered separately.

The Committee feels that veteran/military memorial or improvements to existing memorials should be looked at on a case by case basis and approved at the discretion of city council according to the Donation Acceptance Policy.

4. Determine what forms of public recognition for donations or memorials are appropriate.

The Committee feels that depending on the amount or significance of the donation City Council should consider offering certificates of appreciation during a public event or City Council meeting. Thank you letters from the City Manager or Mayor should also be given for all donations. If someone makes a substantial donation for a building or new tennis courts, for example, Council should consider a ground breaking or opening ceremony to thank the donor. The City should publish the list of all donors annually to publically recognize their gift.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to approve purchase of ice melt salt .

DATE: 9/21/15

PRESENTED BY: Patrick Elliott

ATTACHMENTS: None

BACKGROUND INFORMATION: Every year the City works with the State of Michigan and the MiDEAL program to competitively bid out the purchase of our winter ice melt salt. We have just received the unit cost from the bidding process and the cost per ton to the City is \$65.23. We have estimated that we will need a total of 250 tons of the early delivery salt for the upcoming winter. The total bill for this amount is \$16,307.50. This is budgeted through the Major, and Local street funds along with the State Trunkline fund and is well within our budgeted amounts. We also have 150 tons of salt reserved for back up in the event we have a severe winter and use all of our early delivery of salt. The unit cost is \$3.18 less than the previous year.

RECOMMENDATION: It is staff's recommendation that Council approve the purchase of 250 tons of road salt for a total dollar amount not to exceed \$16,307.50.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consider Grant Proposal for Parks and Recreation Master Plan

DATE: September 21, 2015

PRESENTED BY: Mark Heydlauff, City Manager

ATTACHMENTS: Grant proposal documents

BACKGROUND INFORMATION:

In order to qualify for funding from various Michigan Department of Natural Resources grant programs, the City must have a current Parks & Recreation Master Plan on file. The current plan is about to expire and only lasts five years. A master plan functions as a long term business plan—acting as the strategic outline for the Recreation Department. At the recommendation of the Recreation Advisory Board, the Recreation Department is seeking funding from the Charlevoix County Community Foundation to hire a consultant to help write the new master plan and gain public input on the priorities for recreation in our community.

In the past, the Charlevoix County Community Foundation has awarded grants to help fund master plans for local townships and cities. By requesting funding, the Recreation Department will be able to have a consultant help with the overall scope of the project. A consultant can help provide an important perspective when it comes to writing this type of document. By providing a third-party, impartial opinion, the consultant provides a different perspective of parks and recreation while City staff may be too close to this project to provide a completely objective opinion.

RECOMMENDATION: Authorize the Recreation Department to submit a grant request to the Charlevoix County Community Foundation for funding to hire a consultant to write the new Parks and Recreation Master Plan

1. ORGANIZATION.....Brief history and mission of your organization.

The Recreation Department of the City of Charlevoix has been actively involved in the community since its inception. The Recreation Department has been providing essential recreation services including: downhill skiing and snowboarding; cross country skiing; ice skating; snowshoeing; biking; tennis; golf; league sports; parks; and, children's day camp. The need to provide a greater number of recreation services to the community is greater than ever to continue to promote a vibrant community.

Over the years, parks and recreation has evolved. Traditionally, recreation was about participating in leagues and group activities, but in recent years, there has been a shift toward people participating in individualized activities. These trends have paved the way for the Lake to Lake Trail and the Mt. McSauba disc golf course. Community needs are continuously changing and as a department, it is essential that this office stays on top of current trends.

The mission of the Recreation Department is to provide superior parks and recreation activities through broad and comprehensive recreational opportunities and facilities. Parks and recreation are intrinsic to the Charlevoix community and we endeavor to continue providing high-quality facilities and services to our community.

2. PROJECT SUMMARY.....A short summary of the project for which you are requesting funds. List your partners and their roles.

The Recreation Department is seeking assistance in hiring a consultant to write a new Parks and Recreation Master Plan and Recreation Facilities Plan. Currently, the plan that is in use by the Recreation Department will expire in 2016 and a new plan must be adopted. The City of Charlevoix needs an outside individual who can help facilitate discussion among the community, key stakeholders, city staff, and government leaders. An outside voice is helpful in correctly framing the key issues and in supplementing our limited staff time.

The consultant will work with city staff and stake holders to facilitate conversation and develop a comprehensive plan. Most importantly, the consultant will be a non-political- ensuring the plan is non-biased and provides staff with the varying opinions of the Charlevoix community. A consultant will also provide the technical expertise and experience needed to complete a successful Parks and Recreation Master Plan.

3. NEEDS STATEMENT.....Why is this project needed? What factors contribute to the need?

Parks and recreation are a key element for both visitors and year round residents in Charlevoix. Without a revised Parks and Recreation Master Plan, the Recreation Department lacks vision for the future. Having a well-drafted plan based on significant community input, the Recreation Department staff and other City leaders will have a clear blueprint to follow to improve and expand the parks and recreation opportunities in the area. Visitors and residents alike expect quality facilities and opportunities for parks and recreation and a new plan will help the Recreation Department meet these high standards.

To improve and maintain our recreation and park facilities, the Recreation Department often seeks grant funding. One significant source of funding is the Michigan Department of Natural Resources Trust Fund. We have successfully received funding for various projects from them in the past (including grants for acquisition of some park land, improvements to facilities, and other important projects). We hope to continue receiving funding from the MDNR to augment local resources and the generosity of the Charlevoix community. An updated Parks and Recreation Master Plan is an essential component of any future applications we make to this program. A new plan will also help us evaluate the history of parks and recreation in Charlevoix, consider new and future uses, and plan accordingly.

4. PROJECT OBJECTIVES.....State the objectives of the project in measurable terms. What steps will you take to METHODS accomplish the project? Include a timeline.

The objective for a new Parks and Recreation Master Plan is to provide guidance and planning for the future of parks and recreation in Charlevoix. The level of planning and implementation required for this project needs to be deliberate and precise. While governmental leadership and city staffing may change, this document will provide the necessary tools and instruction necessary for this plan to be successful. The overall objective for this plan is to have clear guidance for the future along with more and better recreational assets.

The Recreation Department needs a comprehensive plan that will function as a long term business plan. This plan will provide the framework necessary for elected officials and city staff to move forward with a wide-ranging plan for the future.

Methods for this project will include the following: seeking a qualified consultant to write a new Parks and Recreation Master Plan, with the help of the Charlevoix County Community Foundation, the City of Charlevoix will be able to identify a candidate that is the best fit for this organization and the Charlevoix community. Next, working with a consultant, city staff will select key stakeholders to be involved with this project. Key stakeholders will include: elected officials, the Recreation Advisory Board, the Golf Advisory Board, township officials, the Charlevoix Area Chamber of Commerce, school officials, and other interested parties. Collaboration between stakeholders is imperative for this project to succeed.

Working with identified stakeholders, city staff and the consultant will work collaboratively to analyze and classify parks and recreation needs. It is extremely important to create and expand opportunities for visitors and residents. By having a wide array of stakeholders, a more thorough and comprehensive plan can be established. This will be a critical asset to Charlevoix—the City and our colleagues in the townships.

Overall, we anticipate this project will be completed in one year. This will provide enough time to identify a consultant, determine key stakeholders, and provide the consultant an adequate amount of time to write and develop the overall plan.

5. YOUTH INVOLVEMENT.....Is this a youth related project? If so, how will youth participate? How will youth benefit?

Youth involvement is an essential part of the Parks and Recreation Master Plan. While this project is not dedicated to a single age group, the inclusion of every age bracket is necessary for a successful plan to be executed. Without the opinions of the youth, the overall plan would be missing an extremely meaningful perspective. Youth input highlights key elements that would attract young people to certain

parks and recreation elements. Whether that was a new disc golf course or other new sporting opportunities, the voice of the youth is just as relevant as any other age group.

By working with local schools, youth will participate in the overall discussion. In the previous plan, city staff worked with government classes to identify areas of growth for parks and recreation by providing youth with surveys and holding open conversations in the classroom. In addition, the Recreation Advisory Board has a high school student as a member.

We find the input of the student member of our Recreation Advisory Board to be very beneficial. Having a youth member of this board allows a student to display and learn leadership skills and we will look again to our student participants during this process. We believe youth who are involved in key projects now, will be build stronger ties that may lead a young person to return to Charlevoix after spending time away.

The impact of a new plan on youth is tremendous. The plan identifies areas for growth for every age group. Through a collaborative effort, every stakeholder's opinion will be sought, developed, and incorporated into a finalized document that will be used as a long term plan for the future.

6. EVALUATION PLAN.....How will the success of the project be measured?

For the Recreation Department, an expansive plan will provide the groundwork for strategic planning for the next five years. A measurable accomplishment would be the continued growth and development of the parks and recreation assets in Charlevoix. Our long-term goal is also to think collaboratively with our colleagues in the townships about their recreation assets and those owned by the City of Charlevoix. Together we serve the community and we hope to build this relationship.

Ultimately, the success of this project is our ability to carry out projects highlighted in the new Parks and Recreation Master Plan. The Recreation Department would like to see continued growth and sustainability of key resources. The effectiveness of this plan will be found in the number of projects it identifies that we are able to complete during the life of the plan.

The most significant constraint we have for parks and recreation is funding. As stated previously, this plan will help us qualify for various funding programs through the MDNR. To the extent we can measure it, a well-crafted plan will improve the number of grants we receive for both programming and facilities.

7. PROJECT BUDGET.....Complete the "Project Budget Reporting Form".

Please see the attached form.

8. FUTURE FUNDING.....Is this a one-time project? Or how will the project be supported in the future?

This project has long-lasting results. By adopting this plan, the City of Charlevoix will have a blueprint for improving, building, and sustaining our recreation and park resources. The investment the Charlevoix Community Foundation makes in helping us develop this five year plan will bear fruit for many years to come through the projects we undertake that are identified by this plan.

As we have indicated, there is a sunset on this plan. In five years, we will have to update and consider the current state of our parks and recreation system. Ideally, we will build a strong foundation with this plan and be able to build on it in future years. Future funding might be helpful at that time. Additional future funding may be sought as we implement projects and goals identified in this plan.

We appreciate the generosity of the Foundation and its donors in the past and we look forward to working with you on this project and others in the future.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to approve a grant proposal for scholarships for Camp McSauba and Mt. McSauba

DATE: September 21, 2015

PRESENTED BY: Mark Heydlauff, City Manager

ATTACHMENTS: Narrative for scholarship application

BACKGROUND INFORMATION: Each year, the Recreation Department receives numerous inquiries and applications for scholarship funding for Camp McSauba and Mt. McSauba. Scholarships are a wonderful way to provide children with the opportunity to attend a week of summer camp or learn how to ski or snowboard at Mt. McSauba.

The Recreation Department is submitting a grant request to the Charlevoix County Community Foundation. As in years past, the grant deadline for this application is October 1, 2015. Many area children will not be able to attend Camp McSauba or have ski/snowboard lessons at Mt. McSauba, unless we obtain additional grant funding..

RECOMMENDATION: Council makes a motion to authorize the Recreation Department to submit a grant request to the Charlevoix County Community Foundation for scholarships for Camp McSauba and Mt. McSauba.

Charlevoix County Community Foundation Narrative

Organization: The Recreation Department at the City of Charlevoix has been actively involved in Camp McSauba and Mt. McSauba for over 40 years. Opening in 1956, Mt. McSauba has been teaching children the art of snowboarding and skiing for the past six decades. In 2015, Camp McSauba celebrated its fortieth year of hosting summer campers. Camp McSauba and Mt. McSauba provide children with a positive, safe and fun environment. Children participate in age appropriate tasks to help build self-confidence and lifelong skills.

Project Summary: The Recreation Department is requesting a total of \$6,000 to provide scholarships to children in need who reside in Charlevoix County. The camp program and the ski/snowboard program will receive \$3,000 each toward scholarship funding.

Needs Statement: Many families in Charlevoix County are facing hard economic circumstances due to job loss and underemployment. The ability to afford summer camp, child care, or participate in winter activities is a major economic deterrent for many families. There are a number of children in this age category that need a place to engage in fun activities and interact with peers and adults that serve as role models. It is our goal to secure funding from a variety of sources to permit a minimum of 32 scholarships for summer camp and 60 scholarships for either skiing or snowboarding. Last year, the Recreation Department had to turn away 40 children for a session at summer camp due to budget constraints.

Project Objectives: Both of these programs teach children important life lessons they will use throughout their lives. Not only do children make new friends and learn a new sport, children also learn the importance of honesty and hard-work while building self-esteem. Each of these characteristics is extremely important for helping children to develop into successful adults.

Camp McSauba allows children to experience a week filled with fun and positive activities centered on a central theme. Different themes each week allow children to select a theme that piques their interest- thereby reinforcing the goal of having the children fully engaged in activities they will enjoy. The children learn how to work with other children their age, as well as with their counselors.

Mt. McSauba teaches children the importance of learning new life skills through exercise and positive encouragement. Learning a new sport is a challenge but it is an excellent way to help encourage perseverance and self-motivation. Skiing and snowboarding are lifelong pursuits that are usually taught to grade school children.

Youth Involvement: Camp McSauba and Mt. McSauba revolve around youth involvement. The opportunities for youth are varied. At Mt. McSauba, children can participate in skiing or snowboarding. During the summer, campers are involved with B.B. gunnery, archery, arts and crafts, recreational games and beach activities.

At camp, the campers are placed in age appropriate groups- allowing for each group to participate in age related games and activities. Camp takes a limited number of campers to ensure group sizes remain

small. There is a high interaction and camaraderie between group members and their head counselor. Goals for Camp McSauba include: high engagement from all campers; building teamwork skills; increasing self-confidence; and, learning to communicate effectively with others

During the winter, children are challenged with learning or improving upon a sport of their choice. Students are actively involved with their instructors. Communication between the student and instructor is imperative for this program to be successful. Ski and snowboard lessons help teach children the importance of actively communicating with other children and their instructor.

Methods: Working in collaboration with local schools, children are identified who qualify for free/reduced lunch. School counselors distribute forms to each child—families are encouraged to complete the form and return it to their school counselor.

During this process, the Recreation Department does not review any of the free/reduced lunch information. Once the deadline has passed, the scholarships are awarded to the families who have submitted their forms first. This process is utilized by both programs.

Evaluation Plan: Camp McSauba and Mt. McSauba are evaluated by either an online or paper survey. This helps to promote open, honest, and anonymous communication. By using a survey system, the Recreation Department is able to track responses on a year to year basis. At the end of each season, the survey responses are collected and reviewed by the program director and city staff. Many of these comments help identify strengths and weaknesses of the program and inform changes ahead of the next season.

Project Summary: For Camp McSauba, please see the attached registration form, survey results, and parent handbook. Following the camp documents, Mt. McSauba's registration form, survey results from parent survey, and parent handbook.

Future Funding: The Recreation Department will continue to solicit funding from the Charlevoix County Community Foundation, along with United Way, Rotary Club, Lions Club, Kiwanis Club, Elks Club, and individual donors.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to Purchase City Hall Multifunction WorkCentres

DATE: September 21, 2015

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Bid Tabulation

BACKGROUND INFORMATION: In 2004, the City purchased two copiers for City Hall. Presently, the machines have over 1,000,000 copies and need to be replaced. To be honest, the machines are on their last legs. One copier is on the main floor of the building and the second is located on the second floor. Staff desires both machines to be the same make and model for ease of operation. The new units will have the ability to not only copy, fax and print, but also scan in color. The WorkCentres will help staff members to be more efficient and increase their productivity.

On August 27, 2015, bids were taken to replace the existing multifunction printers. Four bids were received. A committee has reviewed the bids and received a demonstration on the Xerox 5955 WorkCentre from Michigan Officeways. It is the consensus of the Committee that the City of Charlevoix purchase 2 Xerox WorkCentre 5955 Mono A3 multifunction devices from Michigan Officeways for a total of \$11,578, which includes delivery, setup and training. The bid includes two options; WiFi print kit for \$99 and dedicated envelope tray for \$199. The WiFi would permit iPads and laptops to print to the devices. The 2015-16 City Budget allocates \$18,100 to replace the two units- once we account for initial IT costs to install these machines we anticipate being \$4,000 under budget. The units are new and not reconditioned units. The Xerox Page Connect maintenance contract for the WorkCentre is \$0.055 per page with costs locked for 60 months. Maintenance fees cover the costs of all supplies (except paper), service and labor.

Michigan Officeways' is the only Xerox bidding dealer with badged technical support directly from Xerox. If the City needs to have the units serviced, we will call Michigan Officeways directly. We anticipate their trained tech to be able to assist us. If he is not available, there are 3 an additional service techs that cover the northern Michigan area that will be dispatched to assist us. Michigan Officeways is a City taxpayer and has been based in Charlevoix since 1971.

RECOMMENDATION: City Council to pass a motion to authorize the purchase of 2 Xerox WorkCentre 5955 Mono A3 Multifunction devices for a total price of \$11,975. One unit to include a WiFi print kit. The second unit to include the Wifi print kit and a dedicated envelope tray.

Printer/Copier
Bid Opening
 City Hall, Second Floor Conference Room

August 27, 2015 1:30 p.m.

Bidder Name & Contact Info	Total Cost
Michigan Officeways 135 M-66 Highway North Charlevoix, MI 49720	Xerox 5955/APTXF2 \$11,578/2 units \$.0055/copy Env tray \$199: WiFi \$99
Northern Office Equipment 801 Woodmere Ave Traverse City, MI 49686	Konica Minolta bizhub 554e \$10,166/ea \$.0065/copy Env tray n/a; WiFi \$195
Michigan Office Solutions 2859 Walkent Dr. NW Grand Rapids, MI 49514	Xerox 5955PT2 \$8,856/ea \$.0049/copy Env tray \$125: WiFi \$57
Dunn's Business Solutions 134 S. Otsego Ave. Gaylord, MI 49735	Savin MP 6002SP \$10,251/1 st + \$9,751/2 nd machine \$.0065/copy Env tray n/a: WiFi n/a

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration of Excessive Force Policy Resolution

DATE: September 21, 2015

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Proposed resolution

BACKGROUND INFORMATION: One of the requirements of the Community Development Block Grant (CDBG) is that the City of Charlevoix demonstrate it has adopted an excessive force policy. Attached is the suggested resolution. Police Chief Doan has reviewed the policy and supports adoption of the resolution.

RECOMMENDATION: Council adopt the attached resolution.

CITY OF CHARLEVOIX
RESOLUTION NO. 2015-09-xx
EXCESSIVE FORCE POLICY PROHIBITING THE USE OF EXCESSIVE FORCE
AGAINST NON-VIOLENT CIVIL RIGHTS DEMONSTRATORS

WHEREAS, the Congress of the United States has passed the Armstrong/Walker "Excessive Force" Amendment (Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended) prohibiting the use of excessive force by a local law enforcement agency against any individual engaged in nonviolent civil rights demonstration within its jurisdiction; and

WHEREAS, the City of Charlevoix has received a Michigan Community Development Block Grant and is required to comply with the Armstrong/Walker "Excessive Force" Amendment; and

WHEREAS, the use of excessive force against demonstrators may cause the City to lose its grant or eligibility for future federal grants.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the City of Charlevoix, Michigan:

1. It is policy of the City that the use of excessive force is prohibited by local law enforcement agencies against individuals engaged in lawful and nonviolent civil rights demonstrations within the City.
2. The City will adopt and enforce a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within jurisdictions
3. The City Council directs the Police Chief to implement this Resolution by amending applicable police department procedures.

RESOLVED this 21st day of September, 2015 A.D.

Resolution was adopted by the following yeas and nay vote:

Yeas:
Nays:
Absent:

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Notice of Intent Resolution

DATE: September 21, 2015

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Letter from Pat McGow of Miller Canfield
Notice of Intent Resolution

BACKGROUND INFORMATION: As we have discussed in recent weeks, you will find a Resolution of Intent to issue up to \$3.6 million in Capital Improvement Bonds for updating water, sewer, storm sewer, asphalt and curbing on 7 blocks of city streets and for upgrading only the water main on one additional block. As is our practice, we would also bury the conduit for the future burial of the overhead utilities. We believe this estimate is higher than what the bids are likely to be for this work. We plan to adjust the actual bond issue lower once it is bid. If we issued \$3 million in bonds, the annual payment would be around \$235,000 over 15 years. This would be paid from existing revenue - primarily the Infrastructure Millage and the County Road Millage. This bond payment would reduce the annual cash we have available for projects but would help us continue to perform small projects while we repay this debt.

I believe this plan helps address problem areas that have been susceptible to freezing over the last few years and maintains our ability to improve the system over time. Paired with a larger, voter-approved bond levy, we would address our overall infrastructure needs for the long-term.

RECOMMENDATION: Approve the Notice of Intent Resolution as presented

Founded in 1852
by Sidney Davy Miller

MILLER CANFIELD

PATRICK F. MCGOW
TEL (313) 496-7684
FAX (313) 496-8450
E-MAIL mcgow@millercanfield.com

Miller, Canfield, Paddock and Stone, P.L.C.
150 West Jefferson, Suite 2500
Detroit, Michigan 48226
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FAX (313) 496-7500
www.millercanfield.com

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CANADA: Windsor

CHINA: Shanghai

MEXICO: Monterrey

POLAND: Gdynia

Warsaw • Wrocław

September 11, 2015

Mr. Mark Heydlauff
City Manager
City of Charlevoix
210 State Street
Charlevoix, MI 49720-0550

Re: City of Charlevoix Capital Improvement Bonds for Water and Sewer Projects

Dear Mark:

As we discussed, I have enclosed a Notice of Intent Resolution for consideration for approval by the City Council at its meeting on September 21st. This Resolution authorizes the publication of a Notice of Intent relating to the City's Bonds to be issued for the purpose of paying the costs of acquiring and constructing road and street reconstruction improvements, including water, sanitary sewer system, storm sewer, utility, curb and gutter and all related improvements (the "Project").

The enclosed Notice of Intent Resolution indicates the City's intent to issue its limited tax full faith and credit Capital Improvement Bonds in an amount not to exceed \$3,600,000 to pay the cost of the Project. The Notice of Intent Resolution authorizes the City Clerk to publish a notice of intent to issue Bonds in the *Charlevoix Courier* indicating the City's intent to issue Bonds. The Resolution does not obligate the City to issue Bonds up to the full amount or to finance all aspects of the Project. The City can downsize the Bond issue after receipt of construction bids for the Project and prior to the sale of the Bonds.

The Notice provides that the City will pledge its limited tax full faith and credit as security for the Bonds. The City may use tax revenues to pay the Bonds or the City could pay the Bonds from user charges generated from users of the water and sewer systems. The proceeds of the Bonds may be used to pay for the construction of the Project as well as reimburse the City for the engineering, design and other preliminary costs related to the Project. The Bonds will also be used to pay issuance costs related to the Bonds.

The Revised Municipal Finance Act requires the City to notify the electors of the City of its intent to issue the Bonds by publishing a notice which gives the voters a referendum right on the issuance of the Bonds. The Bonds can be issued without a vote of the City electors unless a petition is filed with the City Clerk within 45 days of publication of the notice signed by at least 10% of the registered electors of the City. The form of Notice of Intent is included in the

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Mr. Mark Heydlauff

-2-

September 11, 2015

Resolution on page 3. **The Notice of Intent must be published as a display advertisement at least one-quarter (1/4) page in size in a newspaper of general circulation in the City.**

Paragraph 4 of the Resolution contains language required by the Internal Revenue Code which authorizes the City to reimburse itself from Bond proceeds for certain costs relating to the project incurred prior to issuance of the Bonds, including costs for engineering and design. The language of the Resolution is taken from the IRS regulations and, not surprisingly, it therefore reads as tax jargon. This is intended to provide you with flexibility relating to the use of the Bond proceeds in the event the City incurs hard construction costs before the Bonds are actually issued.

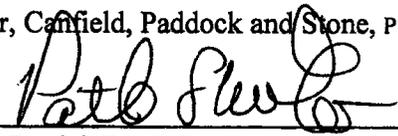
If the Notice of Intent Resolution is approved by Council and the Notice of Intent is published shortly thereafter, the 45 day referendum period will expire in early November. After the referendum period expires, in order to issue and sell the Bonds, the City Council would need to adopt a resolution to authorize the issuance of the Bonds and that resolution would determine the size of the Bond issue.

We would appreciate receiving three (3) certified copies of the Resolution upon its adoption as well as three (3) Affidavits of Publication from the newspaper in which the Notice of Intent is published. **Please remind the newspaper that the Notice must be a quarter page ad.**

If you have any questions, please do not hesitate to contact me.

Very truly yours,

Miller, Canfield, Paddock and Stone, P.L.C.

By: 

Patrick F. McGow

Enclosure

Cc: Kelly McGinn, City Treasurer
Patrick Elliott, DPW Superintendent
Warren Creamer

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RESOLUTION NO. 2015-09-02

**NOTICE OF INTENT RESOLUTION
2016 CAPITAL IMPROVEMENT BONDS**

CITY OF CHARLEVOIX
County of Charlevoix, State of Michigan

Minutes of a regular meeting of the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, held on the 21st day of September, 2015, at 7:00 p.m., prevailing Eastern Time.

PRESENT: Members _____

ABSENT: Members _____

The following preamble and resolution were offered by Member: _____ and supported by Member: _____:

WHEREAS, the City of Charlevoix, County of Charlevoix, State of Michigan (the "City") intends to issue general obligation limited tax bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), in an aggregate principal amount of not to exceed Three Million Six Hundred Thousand Dollars (\$3,600,000) (the "Bonds"), for the purpose of paying the costs of acquiring and constructing road and street reconstruction improvements, including water, sanitary sewer system, storm sewer, utility, curb and gutter and all related improvements (the "Project"); and

WHEREAS, a notice of intent to issue the Bonds must be published before the issuance of the Bonds in order to comply with the requirements of Section 517 of Act 34; and

WHEREAS, the City intends at this time to state its intentions to be reimbursed from proceeds of the Bonds for any expenditures undertaken by the City for the Project prior to issuance of the Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Clerk is authorized and directed to publish a notice of intent to issue bonds in the *Charlevoix Courier*, a newspaper of general circulation in the City.
2. The notice of intent shall be published as a display advertisement not less than one-quarter (1/4) page in size in substantially the form attached to this resolution as Exhibit A.
3. The City Council does hereby determine that the foregoing form of Notice of Intent to Issue Bonds and the manner of publication directed is the method best calculated to give notice to the City's electors and taxpayers residing in the boundaries of the City of the City's intent to issue the Bonds, the maximum amount of the Bonds, the purpose of the Bonds, the source of payment for the Bonds and the right of referendum relating thereto, and the newspaper named for publication is hereby determined to reach the largest number of persons to whom the notice is directed.

4. The City makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

- (a) The City reasonably expects to reimburse itself with proceeds of the Bonds for certain costs of the Project which were paid or will be paid from funds of the City subsequent to sixty (60) days prior to today.
- (b) The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is \$3,600,000.
- (c) A reimbursement allocation of the capital expenditures described above with the proceeds of the Bonds will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the Project is placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the City's use of the proceeds of the Bonds to reimburse the City for a capital expenditure made pursuant to this resolution.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Members: _____

NAYS: Members: _____

RESOLUTION DECLARED ADOPTED.

Joyce Golding
City Clerk

I hereby certify that the attached is a true and complete copy of a resolution adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on the 21st day of September, 2015, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976 and that minutes of the meeting were kept and will be or have been made available as required by said Act.

Joyce Golding
City Clerk

EXHIBIT A

NOTICE TO TAXPAYERS AND ELECTORS
OF THE CITY OF CHARLEVOIX
OF INTENT TO ISSUE BONDS
AND THE RIGHT OF REFERENDUM RELATING THERETO

PLEASE TAKE NOTICE that the City of Charlevoix, County of Charlevoix, State of Michigan (the "City"), intends to issue and sell its general obligation limited tax bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended, in an aggregate principal amount of not to exceed Three Million Six Hundred Thousand Dollars (\$3,600,000), for the purpose of paying the costs of acquiring and constructing road and street reconstruction improvements, including water, sanitary sewer system, storm sewer, utility, curb and gutter and all related improvements.

SOURCE OF PAYMENT OF BONDS

THE PRINCIPAL OF AND INTEREST ON SAID BONDS SHALL BE PAYABLE from the general funds of the City lawfully available for such purposes including property taxes levied within applicable constitutional, statutory and charter tax rate limitations.

BOND DETAILS

SAID BONDS will be payable in annual installments not to exceed twenty (20) in number for each issue and will bear interest at the rate or rates to be determined at a public or private sale but in no event to exceed the maximum rate permitted by law on the balance of the bonds from time to time remaining unpaid.

RIGHT OF REFERENDUM

THE BONDS WILL BE ISSUED WITHOUT A VOTE OF THE ELECTORS UNLESS A PETITION REQUESTING SUCH A VOTE SIGNED BY NOT LESS THAN 10% OF THE REGISTERED ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE CITY IS FILED WITH THE CITY CLERK WITHIN FORTY-FIVE (45) DAYS AFTER PUBLICATION OF THIS NOTICE. IF SUCH PETITION IS FILED, THE BONDS MAY NOT BE ISSUED WITHOUT AN APPROVING VOTE OF A MAJORITY OF THE QUALIFIED ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE CITY VOTING THEREON.

THIS NOTICE is given pursuant to the requirements of Section 517, Act 34, Public Acts of Michigan, 2001, as amended.

Joyce Golding
City Clerk, City of Charlevoix

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