

AGENDA  
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, February 2, 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 – January 19, 2015 Regular Meeting PG 1-5
  - B. Accounts Payable Check Registers & Payroll Check Registers PG 6-18
- V. **Public Hearings**
- VI. **Reports**
- VII. **Requests, Petitions and Communications and Actions Thereon**
  - A. Consideration to Authorize SAW Related Work with Prein&Newhof PG 19-20
  - B. Consideration to Amend Proposed Parking Fee Rate Increase PG 21-22
  - C. Authorization of Bank Signature Cards PG 23-24
  - D. Approval of Airport Committee Positions and Proposed Membership PG 25-26
  - E. Discussion Regarding Funding the Community Economic Development Director PG 27-32
- 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. Authorization of Bank Signature Cards PG 24
- X. **Ordinances**
- XI. **Miscellaneous Business**
- XII. **Audience – Non-Agenda Input (written requests take precedent)**
- XIII. **Adjourn**

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

**CITY OF CHARLEVOIX**  
**REGULAR CITY COUNCIL MEETING MINUTES**  
**Monday, January 19, 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: Robert Straebel  
City Clerk: Joyce Golding  
Members Present: Councilmembers Shane Cole, Shirley Gibson, Luther Kurtz, Leon Perron, Jeff Porter, and Bill Supernaw  
Absent: None

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

None.

**IV. Consent Agenda**

The following items were approved and filed:

- A. Approval of Minutes – January 5, 2015 Special Meeting Minutes
- B. Approval of Minutes – January 5, 2015 Regular Meeting Minutes
- C. Special Accounts Payable Check Register – January 2, 2015
- D. Special Accounts Payable Check Register – January 5, 2015
- E. Regular Accounts Payable Check Register – January 20, 2015
- F. ACH Payments – January 5, 2015 – January 16, 2015
- G. Tax Disbursement – January 20, 2015
- H. Payroll Check Register – January 16, 2015
- I. Payroll Transmittal – January 16, 2015

**V. Public Hearings**

None.

**VI. Reports**

City Manager Straebel requested that one Councilmember be selected to join the CED Director Interview Committee, which currently consists of the Mayor, City Manager, HR Assistant, and two DDA members. Interviews will be scheduled for the week of January 26<sup>th</sup>.

Motion by Councilmember Cole, second by Councilmember Gibson, to appoint Councilmember Supernaw to the CED Director Interview Committee.

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

During the 2015 Chamber Annual Meeting and Awards Breakfast being held on February 6<sup>th</sup>, Executive Assistant Weller will be receiving the Outstanding Customer Service Award. The City has reserved a table at the event and Mayor Campbell, along with Councilmembers Gibson and Supernaw, will attend. Councilmembers Kurtz and Cole may attend, if their schedules can accommodate the event.

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

**A. Liquor License Application – Food Affects LLC d/b/a RoadHouse 757**

Applicants Brett and Jennifer Cuper, owners of the previous Morel's Bistro restaurant in Boyne City, wish to transfer the liquor license from Morel's Bistro to 757 Petoskey Avenue, formally known as Giuseppe's Italian Grill. RoadHouse 757 is tentatively scheduled to open mid-April. Giuseppe's liquor license will be transferred to another establishment.

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

Action by Resolution.

**B. LED Streetlight Purchase**

Electric Department Superintendent Swem discussed the benefits and payback of outfitting the downtown decorative street lights with a retrofit LED fixture manufactured by Lumecon. If LED lights are used, power consumption would decrease by approximately 24,300 kilowatt hours per year. Lumecon is the sole bidder and has supplied similar products to other large Michigan cities. The purchase cost of the Lumecon fixtures is within the 2014-15 Electric Budget.

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

Motion by Councilmember Gibson, second by Councilmember Kurtz, to approve the purchase of up to 110 Lumecon Retro Kits for a total cost not to exceed \$35,420.

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

C. Consideration to Amend Avfuel Contract

Airport Manager Myer has negotiated with Avfuel Corporation to enable to the City to receive updated fuel truck equipment and reduced credit card processing fees, along with terminating the Epson printer lease fee.

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

Motion by Councilmember Porter, second by Councilmember Gibson, to approve Addendum D of the Aviation Fuel Supply Agreement between Avfuel Corporation and the City of Charlevoix.

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

D. Consideration of Approval for the Outdoor Dining Application

City Council held several meetings to adopt changes to the City Code, permitting sidewalk cafés on City property, and establishing the application process and standards that Staff would administer pertaining to the tables, chairs and barriers. On the advice of the City Attorney, standards were drafted to permit year-round outdoor dining.

City Planner Spencer noted that the application will need to be amended to reflect the \$50 annual fee agreed upon at the December 15, 2014 Council meeting. Councilmember Porter reiterated his opinion that the fee should be based on square footage and Councilmember Gibson concurred. As a compromise, it was decided to keep the \$50 fee for the first year and revisit the fee structure during the next budget cycle.

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

Motion by Councilmember Kurtz, second by Councilmember Cole, to adopt the proposed [City of Charlevoix Sidewalk Café License] Application and [year-round] review standards as presented, with the exception of the [annual] fee being corrected to \$50.

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

E. Introduction of the Michigan Redevelopment-Ready Community (RRC) Program

The RRC Program is a certification program hosted by the Michigan Economic Development Corporation that aims to provide support and best practices to communities seeking to become competitive in the current economy. This certification signals to prospective businesses and developers that a community is proactive and business friendly, and that effective development practices are established and maintained. City Planner discussed the RRC program with Council and sought input whether or not to pursue participation in the program.

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

The consensus of Council was to have City Planner Spencer proceed with the program.

F. Discussion Regarding Prioritizing City Council Goals

At the January 5<sup>th</sup> City Council meeting, Council indicated a desire to prioritize the specific City Goals recorded at the November 18, 2014 Special Council Meeting. Of the 19 goals established at the meeting, Council prioritized the following as the top five:

1. Consolidate Street and Electric Departments to Carpenter Street
  - a. Obtain an appraisal of the Street Department Stover Road property based upon high density residential zoning
  - b. Generate a Facility Needs Assessment for the Street and Electric departments
2. Establish a Recreation Authority with the townships to share amenities
3. Build hangars for economic development at the airport
4. Resurface Ward 2 streets in areas where infrastructure is sound; include bike lanes if possible
5. Bury utility lines concurrently with future infrastructure projects

Mayor Campbell opened the item to public comment.

Bob Timms stated that moving the Street Department will be expensive. He believes the current location works well, and that there are other projects that are more important.

The item was closed to the public.

**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. Liquor License Application – Food Affects LLC d/b/a/ RoadHouse 757

Motion by Councilmember Gibson, seconded by Councilmember Perron, to approve Resolution 2015-01-02, Local Government Approval of Liquor License Transfer for Food Affects LLC.

Resolution No. 2015-01-02  
 LOCAL GOVERNMENT APPROVAL OF LIQUOR LICENSE TRANSFER  
 (Authorized by MCL 436.1501)

At a REGULAR meeting of the City of Charlevoix City Council, called to order by Mayor Gabe Campbell on January 19, 2015 at 7:00 p.m., the following resolution was offered:

Moved by Councilmember Gibson and supported by Councilmember Perron that the application from Food Affects LLC, d/b/a/ RoadHouse 757 for the following license(s): On Premise Liquor License, to be located at 757 Petoskey Ave., Charlevoix, MI 49720

be considered for approval by the Michigan Liquor Control Commission.

RESOLVED this 19th day of January, A.D. 2015.

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

**X. Ordinances**

None.

**XI. Miscellaneous Business**

Councilmember Perron requested a status of the Library payment from the DDA. City Manager Straebel stated that he is in discussion with DDA Chairman Barron and a proposed 2015-16 draft budget amendment regarding the Library payment will be discussed at the January 26<sup>th</sup> DDA meeting.

Councilmember Supernaw suggested that Council may want to reconsider the increase to the ice skating fee, effective in November 2014. The consensus of Council was to keep the fee as is. The fee will be decreased with the adoption of the 2015-16 budget.

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

Don Seelye; City resident, recommended planting hardwoods when the City replaces trees.

**XIII. Adjourn**

The Mayor stated if there were no objections, the meeting would adjourn.  
 There were no objections. Meeting adjourned at 8:30 p.m.

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 Joyce M. Golding City Clerk Gabe Campbell Mayor

	<b>Special Accounts Payable – 01/02/2015</b>		
CHARLEVOIX TOWNSHIP	15.23		
DTE ENERGY	8,481.75	TOTAL	8,496.98

	<b>Special Accounts Payable – 01/05/2015</b>		
STATE OF MICHIGAN	50.00	TOTAL	50.00

**Accounts Payable – 01/20/2015**

ACE HARDWARE	1,828.38	INDEPENDENT DRAFTING SERVICES	1,920.00
AIRGAS USA LLC	1,112.13	J & B MEDICAL SUPPLY INC.	45.44
ALL-PHASE ELECTRIC SUPPLY CO.	25.11	KMART	168.97
ALTA CONSTRUCTION EQUIP LLC	638.69	KODIAK EMERGENCY VEHICLES	124,262.10
AMERICAN RENTALS	2,870.73	KSS ENTERPRISES	120.37
APX INC.	51.71	LaCROIX, CHRISTIAN	25.00
ARROW UNIFORM-TAYLOR L.L.C.	1,163.42	LAKEVIEW TIRE & AUTO SERVICE	12.50
AT&T	1,895.15	LAKEVIEW MAINTENANCE INC.	858.00
AT&T LONG DISTANCE	36.63	METEER, MELISSA	90.00
AUTO VALUE	438.98	MI ASSOC OF AIRPORT EXECUTIVES	70.00
AVFUEL CORPORATION	11,446.55	MI MUNICIPAL TREASURERS ASSOC	150.00
B & L SOUND INC	252.96	MISS DIG SYSTEM INC	1,901.41
BANDIT INDUSTRIES INC	162.34	MUNICIPAL UNDERWRITERS OF MICH	378.00
BIOTECH AGRONOMICS INC	486.95	NCL OF WISCONSIN INC.	350.48
BRADFORD'S	81.75	NORTH COUNTRY POWER GENERATION	2,325.00
BREATHING AIR SYSTEMS	1,129.00	NORTHERN MICHIGAN JANITORIAL	43.00
CHARLEVOIX AREA CHAMBER	250.00	NORTHERN MICHIGAN REVIEW INC.	372.03
CHARTER COMMUNICATIONS	891.83	NORTHERN PUMP SERVICE INC.	459.70
CIVIC SYSTEMS	9,154.00	NORTHERN SAFETY CO INC	1,150.52
CLINICAL TECHNOLOGY INC.	495.49	OLESON'S FOOD STORES	79.06
COAST TO COAST COMPUTER	190.90	OLESON'S FOOD STORES	16,313.72
COOK FAMILY FARMS	10.00	OMS COMPLIANCE SERVICES INC	326.25
CRYSTAL FLASH ENERGY	968.53	OTEC	146.15
DAVE KRING CHEVROLET	187.13	PARSONS CENTENNIAL FARM LLC	20.00
DTE ENERGY	477.51	PEARSON, BETHANY	20.84
ELHORN ENGINEERING COMPANY	515.00	PHYSICIANS CLINIC OF CHARLEVOIX	100.00
EMERGENCY MEDICAL PRODUCTS INC	171.60	POLYDYNE INC	379.50
ENMET CORP	295.81	POSTMASTER	30.44
FAMILY FARM & HOME	235.39	POWER LINE SUPPLY	458.25
FARMER WHITE'S	21.00	PURITY CYLINDER GASES INC	492.93
FASTENAL COMPANY	137.45	R B LYONS INC	4,620.00
FREEDOM MAILING SERVICES INC.	2,305.14	STATE OF MICHIGAN	980.00
FREIGHTLINER OF GRAND RAPIDS	64.23	STEARNS WEAR	152.50
GERBER HOMEMADE SWEETS	15.00	USA BLUE BOOK	330.32
GINOP SALES INC	67.58	VILLAGE GRAPHICS INC	1,395.00
HACH COMPANY	603.26	WILMOT ELECTRIC INC	770.21
HARRELL'S	280.00	WORK & PLAY SHOP	82.09
HUGH'S EXCAVATING LLC	180.00		
HYDRO DESIGNS INC.	515.00	<b>TOTAL</b>	<b>203,052.11</b>

**ACH Payments – 01/05/2015 – 01/16/2015**

MI Public Power Agency	23,985.51	Alerus Financial (HCSP)	270.00
Payment Service Network	220.10	State of MI (Withholding Tax)	5,206.90
State of MI (Sales Tax)	19,052.90	Vantagepoint (401 ICMA Plan)	742.62
MI Public Power Agency	26,356.32	Vantagepoint (457 ICMA Plan)	13,276.03
IRS (Payroll Tax Deposit)	35,350.82	<b>TOTAL</b>	<b>124,461.20</b>

**Tax Disbursement – 01/20/2015**

CHARLEVOIX COUNTY TREASURER	1,870.77	CITI MORTGAGE INC.	355.34
CHARLEVOIX COUNTY TREASURER	268,195.38	CITY OF CHARLEVOIX - TAXES DUE	83,112.50
CHARLEVOIX COUNTY TREASURER	1,771.77	CORELOGIC	187.49
CHARLEVOIX DISTRICT LIBRARY	95,530.06	HUNTINGTON BANK	9.26
CHARLEVOIX PUBLIC SCHOOLS	24,141.75	OCWEN LOAN SERVICING LLC	1,317.33
CHARLEVOIX PUBLIC SCHOOLS	4,022.18	RECREATIONAL AUTHORITY	17,321.49
CHARLEVOIX PUBLIC SCHOOLS	270.57	STATE OF MICHIGAN	5,464.80
CHARLEVOIX PUBLIC SCHOOLS	1,841.93	STEELE, EUGENE	50.00
CHEMICAL BANK	1,858.18	<b>TOTAL</b>	<b>507,320.80</b>

**PAYROLL: NET PAY**

**Pay Period Ending 01/10/2015 – Paid 01/16/2015**

WELLER, LINDA JO	1,316.97	KLOOSTER, ALIDA K.	1,723.07
STRAEBEL, ROBERT J.	2,277.92	BROWN, STEPHANIE C.	1,068.70
GOLDING, JOYCE M.	1,048.92	SPENCER, MICHAEL D.	1,298.13
DEROSIA, PATRICIA E.	872.47	SPENCLEY, PATRICIA L.	1,048.93
LOY, EVELYN R.	1,017.73	PANOFF, ZACHARY R.	96.04

PEARSON, BETHANY S.	1,951.88	RILEY, TIMOTHY C.	99.11
DOAN, GERARD P.	1,760.75	RAMSEY, KYLE J.	85.00
SHRIFT, PETER R.	1,227.16	RILEY, CASEY W.	20.77
SCHLAPPI, JAMES L.	1,151.89	HUNTER, DESMOND J.	33.04
UMULIS, MATTHEW T.	1,424.83	THORMAN, MIKAYLA R.	39.92
HANKINS, SCOTT A.	1,545.67	JONES, LARRY M.	748.18
ORBAN, BARBARA K.	1,367.48	OCHS, THOMAS F.	20.77
TRAEGER, JASON A.	1,326.40	COLLINS, CHAD M.	532.16
WARNER, JANINE M.	989.33	RILEY, DANIEL A.	868.70
SCHWARTZFISHER, JOSEPH L.	1,406.50	WHITLEY, ADAM	405.52
ROLOFF, ROBERT P.	2,512.54	SCHOOFF, WILLIAM R.	167.02
BRODIN, WILLIAM C.	1,241.85	WELLER, LINDA JO	560.57
RILEY, DENISE M.	404.48	LOY, EVELYN R.	496.12
TEUNIS, STEVEN L.	1,702.44	KLOOSTER, ALIDA K.	662.51
WURST, RANDALL W.	1,223.42	SPENCER, MICHAEL D.	348.79
MAYER, SHELLEY L.	1,216.89	DOAN, GERARD P.	866.00
HILLING, NICHOLAS A.	1,325.60	SHRIFT, PETER R.	545.49
MEIER III, CHARLES A.	1,719.15	SCHLAPPI, JAMES L.	738.43
ZACHARIAS, STEVEN B.	1,448.37	UMULIS, MATTHEW T.	535.98
NISWANDER, JOSEPH F.	1,283.76	HANKINS, SCOTT A.	473.78
FRYE, EDWARD J.	923.02	ORBAN, BARBARA K.	856.83
JONES, TERRI L.	899.17	SCHWARTZFISHER, JOSEPH L.	802.74
EATON, BRAD A.	1,851.60	ROLOFF, ROBERT P.	856.83
WILSON, TIMOTHY J.	2,400.96	BRODIN, WILLIAM C.	802.74
LAVOIE, RICHARD L.	1,316.84	WURST, RANDALL W.	526.25
STEVENS, BRANDON C.	1,153.07	MAYER, SHELLEY L.	600.05
DRAVES, MARTIN J.	1,584.69	SWEM, DONALD L.	1,669.13
ELLIOTT, PATRICK M.	1,743.92	WHITLEY, ANDREW T.	1,566.19
WELLS JR., DONALD E.	1,586.53	ELLIOTT, PATRICK M.	117.84
BRADLEY, KELLY R.	1,270.07	MORRISON, KEVIN P.	1,428.17
WILSON, RICHARD J.	1,461.69	HODGE, MICHAEL J.	317.92
JONES, ROBERT F.	1,294.08	HODGE, MICHAEL J.	1,143.20
DORAN, JUSTIN J.	1,341.49	WILSON, RICHARD J.	512.12
KIRINOVIC, THOMAS F.	568.29	JOHNSON, STEVEN P.	1,546.01
FORRESTER, KATHERINE A.	583.65	BOSS JR, DALE E.	1,116.30
BERTINELLI, DAVID P.	870.74	STEBE JR, JOHN M	346.18
ARNOLD, HAILEE M.	364.61	BOSS, SHERRY M.	342.78
BOSS, BEAU J.	266.57	BEHAN, DEAN T.	92.35
HEID, THOMAS J	1,276.56	STEBE, CATHERINE M.	236.95
MYER, ELIZABETH A.	1,607.96	HOLM, ARTHUR R.	828.09
VANLOO, JOSEPH G.	670.03	HEID, THOMAS J	455.42
TABER, HOLLY S.	318.46	STEVENS, JEFFREY W.	600.90
WYMAN, MATTHEW A.	946.43	ROLOFF, AUDREY M	1,265.76
DRAVES, MICHAEL J.	451.64	MATTER, DAWSON K.	1,012.62
SCHRADER, LOU ANN	485.33	BERGMANN, DOUGLAS M.	112.32
SCHWAGER, EDWARD J.	776.70	<b>TOTAL:</b>	<b>95,416.92</b>

**PAYROLL: TRANSMITTAL  
 01/16/2015**

4FRONT CREDIT UNION	198.46	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	182.40	COMMUNICATION WORKERS OF AMER	532.43
AMERICAN FAMILY LIFE	236.11	MI STATE DISBURSEMENT UNIT	424.02
CHAR EM UNITED WAY	42.00	PRIORITY HEALTH	1,819.54
CHARLEVOIX STATE BANK	1,131.16	<b>TOTAL:</b>	<b>4,716.12</b>

Check Number	Payee	Amount
<b>01/15/2015</b>		
112233	DEVERE CONSTRUCTION COMPANY	165,607.41
Total 01/15/2015:		165,607.41
Grand Totals:		165,607.41

### Summary of Check Registers & ACH Payments

#### FIRSTMERIT BANK - CHECKS ISSUED

01/15/15 Special Accounts Payable Run	\$	165,607.41
01/22/15 Special Accounts Payable Run	\$	55,727.42
01/30/15 Payroll	\$	75,089.76
01/30/15 Payroll Transmittal Checks	\$	4,706.12
02/03/15 Regular Accounts Payable	\$	599,020.01

Checks Sub-Total: \$ 900,150.72

#### FIRSTMERIT BANK - ACH PAYMENTS

01/20/15 MI Public Power Agency	\$	35,410.43
01/26/15 MI Public Power Agency	\$	254,765.35
01/26/15 MI Public Power Agency	\$	19,929.72
01/30/15 IRS (Payroll Tax Deposit)	\$	28,148.90
01/30/15 Alerus Financial (HCSP)	\$	270.00
01/30/15 State of MI (Withholding Tax)	\$	4,084.96
01/30/15 Vantagepoint (401 ICMA Plan)	\$	742.62
01/30/15 Vantagepoint (457 ICMA Plan)	\$	12,696.98
01/30/15 MERS (Defined Benefit Plan)	\$	38,625.29

ACH Sub-Total: \$ 394,674.25

First Merit Bank Total: \$ 1,294,824.97

#### CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

02/03/15 Tax Disbursement	\$	133,782.30
Charlevoix State Bank Total:	\$	133,782.30

Grand Total: \$ 1,428,607.27

APPROVED:

  
CITY MANAGER

  
CITY TREASURER

  
CITY CLERK

Check Number	Payee	Amount
<b>01/22/2015</b>		
112234	AT&T MOBILITY	72.68
112235	CHARLEVOIX STATE BANK	3,928.19
112236	CHARLEVOIX TOWNSHIP	15.23
112237	DELTA DENTAL	4,557.00
112238	GREAT LAKES ENERGY	343.53
112239	METLIFE SMALL BUSINESS CENTER	715.29
112240	PRIORITY HEALTH	45,502.62
112241	VERIZON WIRELESS	56.74
112242	VISION SERVICE PLAN	536.14
Total 01/22/2015:		<u>55,727.42</u>
Grand Totals:		<u><u>55,727.42</u></u>



Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/24/2015	PC	01/30/2015	18766	WELLER, LINDA JO	101		1,316.97
01/24/2015	PC	01/30/2015	18767	STRAEBEL, ROBERT J.	102		2,277.92
01/24/2015	PC	01/30/2015	18768	GOLDING, JOYCE M.	106		1,048.92
01/24/2015	PC	01/30/2015	18769	DEROSIA, PATRICIA E.	107		872.47
01/24/2015	PC	01/30/2015	18770	LOY, EVELYN R.	117		1,017.73
01/24/2015	PC	01/30/2015	18771	KLOOSTER, ALIDA K.	121		1,723.07
01/24/2015	PC	01/30/2015	18772	BROWN, STEPHANIE C.	126		1,068.70
01/24/2015	PC	01/30/2015	18773	SPENCER, MICHAEL D.	132		1,298.13
01/24/2015	PC	01/30/2015	18774	SPENCLEY, PATRICIA L.	136		1,009.51
01/24/2015	PC	01/30/2015	18775	PANOFF, ZACHARY R.	141		621.31
01/24/2015	PC	01/30/2015	18776	MILLER, FAITH G.	142		32.25
01/24/2015	PC	01/30/2015	18777	DOAN, GERARD P.	201		1,760.75
01/24/2015	PC	01/30/2015	18778	SHRIFT, PETER R.	203		1,183.98
01/24/2015	PC	01/30/2015	18779	SCHLAPPI, JAMES L.	204		972.90
01/24/2015	PC	01/30/2015	18780	UMULIS, MATTHEW T.	205		1,305.34
01/24/2015	PC	01/30/2015	18781	HANKINS, SCOTT A.	208		1,491.60
01/24/2015	PC	01/30/2015	18782	ORBAN, BARBARA K.	209		1,182.45
01/24/2015	PC	01/30/2015	18783	TRAEGER, JASON A.	210		1,096.89
01/24/2015	PC	01/30/2015	18784	WARNER, JANINE M.	213		989.33
01/24/2015	PC	01/30/2015	18785	SCHWARTZFISHER, JOS	303		872.72
01/24/2015	PC	01/30/2015	18786	ROLOFF, ROBERT P.	304		1,809.32
01/24/2015	PC	01/30/2015	18787	BRODIN, WILLIAM C.	305		1,356.04
01/24/2015	PC	01/30/2015	18788	RILEY, DENISE M.	306		384.90
01/24/2015	PC	01/30/2015	18789	TEUNIS, STEVEN L.	402		1,702.44
01/24/2015	PC	01/30/2015	18790	WURST, RANDALL W.	411		1,476.35
01/24/2015	PC	01/30/2015	18791	MAYER, SHELLEY L.	412		1,366.70
01/24/2015	PC	01/30/2015	18792	HILLING, NICHOLAS A.	413		1,092.80
01/24/2015	PC	01/30/2015	18793	MEIER III, CHARLES A.	421		1,210.05
01/24/2015	PC	01/30/2015	18794	ZACHARIAS, STEVEN B.	422		1,284.87
01/24/2015	PC	01/30/2015	18795	NISWANDER, JOSEPH F.	504		1,416.51
01/24/2015	PC	01/30/2015	18796	FRYE, EDWARD J.	508		923.02
01/24/2015	PC	01/30/2015	18797	JONES, TERRI L.	511		961.45
01/24/2015	PC	01/30/2015	18798	EATON, BRAD A.	515		1,678.00
01/24/2015	PC	01/30/2015	18799	WILSON, TIMOTHY J.	516		1,873.26
01/24/2015	PC	01/30/2015	18800	LAVOIE, RICHARD L.	519		1,475.37
01/24/2015	PC	01/30/2015	18801	STEVENS, BRANDON C.	521		1,212.58
01/24/2015	PC	01/30/2015	18802	DRAVES, MARTIN J.	523		1,564.20
01/24/2015	PC	01/30/2015	18803	ELLIOTT, PATRICK M.	600		1,743.91
01/24/2015	PC	01/30/2015	18804	WELLS JR., DONALD E.	609		1,320.98
01/24/2015	PC	01/30/2015	18805	BRADLEY, KELLY R.	614		1,381.17
01/24/2015	PC	01/30/2015	18806	WILSON, RICHARD J.	615		1,468.08
01/24/2015	PC	01/30/2015	18807	JONES, ROBERT F.	618		1,416.00
01/24/2015	PC	01/30/2015	18808	DORAN, JUSTIN J.	621		1,289.24
01/24/2015	PC	01/30/2015	18809	KIRINOVIC, THOMAS F.	700		706.45
01/24/2015	PC	01/30/2015	18810	FORRESTER, KATHERIN	704		645.05
01/24/2015	PC	01/30/2015	18811	MURPHY IV, MICHAEL J.	732		243.15
01/24/2015	PC	01/30/2015	18812	BERTINELLI, DAVID P.	764		870.74
01/24/2015	PC	01/30/2015	18813	ARNOLD, HAILEE M.	768		477.42
01/24/2015	PC	01/30/2015	18814	WITTHOEFT, MARVIN J.	769		147.76
01/24/2015	PC	01/30/2015	18815	BOSS, BEAU J.	788		307.57
01/24/2015	PC	01/30/2015	18816	BARNEVELD, VLADIMIR	789		218.90
01/24/2015	PC	01/30/2015	18817	THOMPSON, MONTANA J	790		241.19
01/24/2015	PC	01/30/2015	18818	HEID, THOMAS J	802		1,276.56
01/24/2015	PC	01/30/2015	18819	MYER, ELIZABETH A.	900		1,607.96
01/24/2015	PC	01/30/2015	18820	VANLOO, JOSEPH G.	902		611.46
01/24/2015	PC	01/30/2015	18821	TABER, HOLLY S.	924		297.56
01/24/2015	PC	01/30/2015	18822	WYMAN, MATTHEW A.	927		946.43

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/24/2015	PC	01/30/2015	18823	DRAVES, MICHAEL J.	928		371.79
01/24/2015	PC	01/30/2015	18824	SCHRADER, LOU ANN	929		477.91
01/24/2015	PC	01/30/2015	18825	SCHWAGER, EDWARD J.	930		547.02
01/24/2015	PC	01/30/2015	112243	SWEM, DONALD L.	512		1,669.13
01/24/2015	PC	01/30/2015	112244	WHITLEY, ANDREW T.	522		1,283.08
01/24/2015	PC	01/30/2015	112245	MORRISON, KEVIN P.	601		928.85
01/24/2015	PC	01/30/2015	112246	HODGE, MICHAEL J.	606		1,123.23
01/24/2015	PC	01/30/2015	112247	JOHNSON, STEVEN P.	617		1,164.56
01/24/2015	PC	01/30/2015	112248	BOSS JR, DALE E.	701		1,116.30
01/24/2015	PC	01/30/2015	112249	STEBE JR, JOHN M.	729		432.70
01/24/2015	PC	01/30/2015	112250	BOSS, SHERRY M.	730		555.52
01/24/2015	PC	01/30/2015	112251	BEHAN, DEAN T.	733		358.79
01/24/2015	PC	01/30/2015	112252	STEBE, CATHERINE M.	765		341.79
01/24/2015	PC	01/30/2015	112253	HOLM, ARTHUR R.	791		739.19
01/24/2015	PC	01/30/2015	112254	FICHTNER, KRISTIE S.	792		374.28
01/24/2015	PC	01/30/2015	112255	STEVENS, JEFFREY W.	1028		377.96
01/24/2015	PC	01/30/2015	112256	ROLOFF, AUDREY M.	1037		79.28
Grand Totals:			<u>74</u>				<u>75,089.76</u>

dm

## Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/24/2015	01/30/2015	112257	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	198.46
01/24/2015	01/30/2015	112258	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	182.40
01/24/2015	01/30/2015	112258	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	236.11
01/24/2015	01/30/2015	112259	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 1/24/2	32.00
01/24/2015	01/30/2015	112260	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,131.16
01/24/2015	01/30/2015	112261	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
01/24/2015	01/30/2015	112262	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	532.43
01/24/2015	01/30/2015	112263	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	424.02
01/24/2015	01/30/2015	112264	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,819.54
Grand Totals:						4,706.12

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Check Number	Payee	Amount
<b>02/03/2015</b>		
112265	AETNA INSURANCE	202.69
112266	AIRGAS USA LLC	174.02
112267	ALL-PHASE ELECTRIC SUPPLY CO.	300.75
112268	AMERICAN WASTE INC.	2,081.67
112269	AT&T LONG DISTANCE	33.73
112270	AVFUEL CORPORATION	15,651.77
112271	B & L SOUND INC	189.41
112272	BC/BS OF MI REFUNDS	548.10
112273	BCBS MEDICARE PLUS BLUE	348.27
112274	BREWER, JOHN	1,000.00
112275	CARQUEST OF CHARLEVOIX	1,121.56
112276	CATT DEVELOPMENT	71.30
112277	CENTRAL DRUG STORE	36.22
112278	CHAMPION CHARTER	65.00
112279	CHARLEVOIX COUNTY FIRE	250.00
112280	CHESAPEAKE GROUP INC.	13,000.00
112281	CINTAS CORPORATION	61.42
112282	CITY OF CHARLEVOIX - UTILITIES	42,788.77
112283	COAST TO COAST COMPUTER	238.07
112284	DAVIS, MARGARET	74.80
112285	DCASSESSING SERVICES	4,371.08
112286	DeROSIA, PATTY	41.00
112287	DEVERE CONSTRUCTION COMPANY	396,067.50
112288	DOAN, GERARD	41.00
112289	EAST JORDAN COMMUNITY POOL	300.00
112290	ELLIOTT, PATRICK M.	41.00
112291	EMERGENCY MEDICAL PRODUCTS I	427.37
112292	EVANS, HAL	41.00
112293	FERGUSON & CHAMBERLAIN	2,856.00
112294	FISHER SCIENTIFIC	954.49
112295	GINOP SALES INC	66.00
112296	GOLDING, JOYCE	41.00
112297	GORDON FOOD SERVICE	112.64
112298	GRAINGER	379.05
112299	GREAT LAKES PIPE & SUPPLY	623.37
112300	GRULER'S FARM SUPPLY INC	319.20
112301	HACH COMPANY	984.55
112302	HANKINS, SCOTT	41.00
112303	HEID, THOMAS J.	41.00
112304	HESCO	2,097.66
112305	HOLIDAY COMPANIES	5,248.26
112306	INDEPENDENT DRAFTING SERVICES	1,280.00
112307	J & B MEDICAL SUPPLY INC.	408.35
112308	JACK DOHENY SUPPLIES INC	325.98
112309	JOHN CURTIS VIDEOGRAPHY	1,500.00
112310	KIRINOVIC, THOMAS	41.00
112311	KIWANIS CLUB OF CHARLEVOIX	39.00
112312	KLOOSTER, ALIDA K.	41.00

Check Number	Payee	Amount
112313	KMart	97.31
112314	KORTHASE FLINN	22.50
112315	KRAUSE, KAY	75.00
112316	KSS ENTERPRISES	528.22
112317	KUSTOM SIGNALS INC.	531.38
112318	LAVOIE, RICHARD	14.00
112319	MASON, MARGUERITE	75.00
112320	McGINN, KELLY	41.00
112321	MICH ASSOC OF MUNICIPAL CLERKS	600.00
112322	MICHIGAN CAT	675.37
112323	MICHIGAN MUNICIPAL ELECTRIC	9,240.00
112324	MICHIGAN OFFICEWAYS INC	1,597.05
112325	MICHIGAN RURAL WATER ASSN	390.00
112326	MICHIGAN SECTION AWWA	530.00
112327	MLIVE MEDIA GROUP	145.00
112328	MYER, ELIZABETH A.	41.00
112329	NEOFUNDS BY NEOPOST	30.25
112330	NETSOURCE ONE INC.	24.00
112331	NORTH COUNTRY POWER GENERATI	811.90
112332	NORTHERN CREDIT BUREAU	306.35
112333	NORTHERN PUMP SERVICE INC.	1,380.00
112334	NORTHERN SAFETY CO INC	131.41
112335	NYE UNIFORM CO	159.74
112336	OLSON BZDOK & HOWARD	2,982.00
112337	PANOFF, ZACH	52.64
112338	PARASTAR INC.	3,535.86
112339	PERFORMANCE ENGINEERS INC	8,216.25
112340	POWER LINE SUPPLY	752.97
112341	PREIN & NEWHOF	55,090.60
112342	PURITY CYLINDER GASES INC	189.66
112343	QUICK CARE MEDICAL CENTER	105.00
112344	QUILL CORP	147.04
112345	ROTARY CLUB OF CHARLEVOIX	37.50
112346	RUNDBLAD, TED	27.50
112347	S&W HEALTHCARE CORPORATION	248.04
112348	SCHMIDT, GERTRUDE	48.20
112349	SEELEY'S PRINTING SERVICE	551.42
112350	SEELYE, DON	90.00
112351	SHORELINE POWER SERVICES INC.	400.87
112352	SMITH, STEVE	291.68
112353	SPENCER, MICHAEL	264.44
112354	STATE INDUSTRIAL PRODUCTS	551.86
112355	STRAEBEL, ROBERT J.	41.00
112356	SWEM, DONALD L.	41.00
112357	SYSTEMS SPECIALISTS INC	120.00
112358	TEUNIS, STEVEN	41.00
112359	TOP QUALITY GLOVE	139.80
112360	TRUCK & TRAILER SPECIALTIES	7,948.59
112361	UNITED SERVICES AUTOMOBILE ASS	100.00

Check Number	Payee	Amount
112362	UP NORTH PROPERTY SERVICES LL	812.00
112363	USA BLUE BOOK	75.22
112364	VILLAGE GRAPHICS INC.	507.05
112365	VOICE ENVIRONMENTAL GROUP LLC	897.00
112366	WELLER, LINDA	61.70
112367	WINDER POLICE EQUIPMENT	142.79
112368	WORK & PLAY SHOP	54.80
112369	WYMAN, MATTHEW A.	41.00
Total 02/03/2015:		599,020.01
Grand Totals:		599,020.01

Check Number	Payee	Amount
<b>01/20/2015</b>		
12015001	MICHIGAN PUBLIC POWER AGENCY	35,410.43
	Total 01/20/2015:	35,410.43
	Grand Totals:	35,410.43

Check Number	Payee	Amount
<b>01/26/2015</b>		
12615001	MICHIGAN PUBLIC POWER AGENCY	254,765.35
12615002	MICHIGAN PUBLIC POWER AGENCY	19,929.72
Total 01/26/2015:		<u>274,695.07</u>
Grand Totals:		<u><u>274,695.07</u></u>



Check Issue Date	Check Number	Payee	Amount
<b>13015001</b>			
01/30/2015	13015001	**EFTPS* Payroll Taxes	7,143.32
01/30/2015	13015001	**EFTPS* Payroll Taxes	7,143.32
01/30/2015	13015001	**EFTPS* Payroll Taxes	1,670.61
01/30/2015	13015001	**EFTPS* Payroll Taxes	1,670.61
01/30/2015	13015001	**EFTPS* Payroll Taxes	10,521.04
Total 13015001:			
	5		28,148.90
<b>13015002</b>			
01/30/2015	13015002	Alerus Financial	270.00
Total 13015002:			
	1		270.00
<b>13015003</b>			
01/30/2015	13015003	STATE OF MICHIGAN	4,084.96
Total 13015003:			
	1		4,084.96
<b>13015004</b>			
01/30/2015	13015004	Vantagepoint - 401 Plan 109153	742.62
Total 13015004:			
	1		742.62
<b>13015005</b>			
01/30/2015	13015005	Vantagepoint - 457 Plan 300959	5,520.67
01/30/2015	13015005	Vantagepoint - 457 Plan 300959	130.67
01/30/2015	13015005	Vantagepoint - 457 Plan 300959	1,602.11
01/30/2015	13015005	Vantagepoint - 457 Plan 300959	5,443.53
Total 13015005:			
	4		12,696.98
Grand Totals:			
	12		45,943.46

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Check Number	Payee	Amount
<b>01/30/2015</b>		
13015006	MERS	38,625.29
Total 01/30/2015:		38,625.29
Grand Totals:		38,625.29

Check Number	Payee	Amount
<b>02/03/2015</b>		
2491	CHARLEVOIX COUNTY TREASURER	420.82
2492	CHARLEVOIX COUNTY TREASURER	75,853.70
2493	CHARLEVOIX DISTRICT LIBRARY	27,714.25
2494	CHARLEVOIX PUBLIC SCHOOLS	3,664.80
2495	CHARLEVOIX PUBLIC SCHOOLS	607.57
2496	CHARLEVOIX PUBLIC SCHOOLS	44.75
2497	CHARLEVOIX PUBLIC SCHOOLS	279.79
2498	CITY OF CHARLEVOIX - TAXES DUE	20,161.07
2499	MOSORYAK, MARY	10.00
2500	RECREATIONAL AUTHORITY	5,025.55
Total 02/03/2015:		133,782.30
Grand Totals:		133,782.30

**CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT**

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Consideration to Authorize SAW Related Work with Prein & Newhof

**DATE:** February 2, 2015

**PRESENTED BY:** Rob Straebel and Mark Prein

**ATTACHMENTS:** Letter from Mark Prein dated January 13, 2015

**BACKGROUND INFORMATION:** In 2013 the City selected Prein&Newhof to assist in applying for a SAW (Stormwater, Asset Management, and Wastewater) grant application. This grant application and subsequent work will help fund the creation of the City's sanitary and stormwater asset management plans. In very general terms this work will include an initial appraisal of the City's assets, mapping and an inventory of the City's assets, a condition assessment, a risk and consequence of failure analysis, and finally an asset management plan. This final plan will assist the City in many ways. For instance, prioritizing infrastructure projects, creating/updating the City's GIS system relative to sanitary and stormwater systems and identifying areas of infiltration into the City's sanitary collection system, etc.

The SAW Grant is a 90% reimbursement program. We anticipate funding to be authorized in the fall of 2015 and the project to take approximately three years to complete. For the first year of matching funding, the City's portion would be approximately \$34,000.00. This is budgeted for in the sewer fund.

In order to comply with the conditions for reimbursement the City must have a contract in place for any work that would be greater than \$50,000.00. The City currently has a Master Agreement with Prein&Newhof, which requires authorization from Council for specific projects.

**RECOMMENDATION:** Staff is recommending that Council authorize Prein&Newhof to proceed with SAW related work, as coordinated with Staff, in accordance with the grant application, work plan and the master agreement.

January 13, 2015  
2130529

Mr. Robert Straebel, Manager  
City of Charlevoix  
210 State Street  
Charlevoix, MI 49720

RE: MDEQ SAW Program;  
Engineering Services

Dear Mr. Straebel:

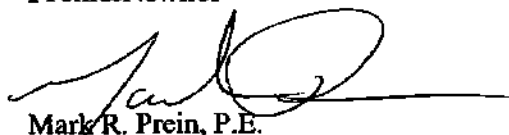
In 2013, the City of Charlevoix selected Prein&Newhof to assist with the development of an Asset Management Work Plan and SAW Grant Application. The grant application is to fund the development of the City's sanitary and storm systems' asset management plans. On November 18, 2013, City Council formalized a resolution authorizing the SAW Grant Agreements in the amount of approximately \$1,015,000. This program is a 90% reimbursement program. The application was subsequently accepted by the State and placed into the lottery to determine funding order. Based on the lottery results, the City of Charlevoix funding is expected to be authorized in fall 2015.

Over the past two years we have been monitoring the status of the grant application on behalf of the City. Recently we were requested by the City to assist in identifying an approach to locate an infiltration and inflow source in the sanitary collection system. During the discussions it was noted that a portion of this work will be eligible for SAW Grant reimbursement when the grant is received. In order to qualify, the conditions of the grant program must be followed. Two of the conditions for reimbursement are that work could not occur prior to the program authorization date of January 2, 2013, and that any work greater than \$50,000 must have a contract. The first condition is met as no work occurred prior to the allowable program date. The second condition needs to be met to allow work to start and still qualify for reimbursement.

Currently the City of Charlevoix and Prein&Newhof have a Master Agreement. This contract defines the expectations of our relationship. One key factor of the master agreement is that work scope must be authorized on a project specific basis. At this time we are seeking authorization from Council to proceed with SAW related work, as coordinated with Staff, in accordance with the grant application, work plan and the master agreement.

If you have any questions related to the matter, please contact me.

Sincerely,  
Prein&Newhof



Mark R. Prein, P.E.

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Consideration to amend proposed parking fee rate increase

**DATE:** February 2, 2015

**PRESENTED BY:** Liz Myer, Airport Manager

**ATTACHMENTS:** Charlevoix Municipal Airport Schedule of Rates and Charges

**BACKGROUND INFORMATION:**

Due to an oversight on my behalf, I would like to recommend that only the daily rate parking pass to increase from \$3.00 to \$4.00 for the airport parking and all other parking rates remain as they currently are. The daily rate increase would mainly affect company employees that fly to and from Beaver Island. The parking rates were increased in 2010 and the daily went from \$2.00 to \$3.00, overnight went from \$3.00 to \$5.00 and weekly went from \$15.00 to \$20.00.

I recently have revised the entire parking pass system and all new parking passes are now numbered and the airport retains a copy of the parking stubs to serve as a receipt system. All passes have been reprinted to the new system. Approximately 50% of the parking passes are cash sales and previously there has never been a receipt system or accountability of parking pass sales, cash sales relied on the honor system.

I feel that by now having an accurate accounting system in place for all the parking passes, we should maintain the other current rates and this will serve as an accurate baseline of parking fee rates. Once an accurate accounting baseline of parking fees is established, we will be able to accurately determine if a rate fee adjustment is necessary.

**RECOMMENDATION:**

I would advise the council to make a motion to approve only a daily parking pass increase of \$3.00 to \$4.00 for the fiscal year 2015-2016 budget. The end of the fiscal year 2015-2016 will accurately reflect airport parking revenue and serve as our future baseline annual income on the airport parking fee revenue generated.

# Schedule of Rates and Charges

	Current	Proposed
Land Lease Rates (per month, per square foot)	\$0.30	\$0.30
Access Rate for Through-the-Fence Operations (per square foot)	0.35	0.35
100LL Contract Fuel into Plane Fee (per gallon)	0.35	0.35
100LL Fuel Delivery Surcharge*(Fuel Truck) (per gallon)	0.25	0.25
After Hours Call Out Fee (1st hour) - May-September	120.00	120.00
After Hours Call Out Fee (1st hour) - October-April	120.00	150.00
Additional Hours	100.00	100.00
Ground Power Unit (GPU) Connection (1 hour maximum)	60.00	75.00
Vehicle Parking Fees		
Daily	3.00	4.00
Overnight	5.00	6.50
Weekly	20.00	23.00
Monthly	60.00	60.00
6 Months	110.00	110.00
6 Months - Premium	200.00	200.00
Annual	200.00	200.00
Annual - Premium	365.00	365.00
Commercial Operations		
On-Airport Rental Car Service (per year)	Set By Contract	Set By Contract
Aircraft Servicing, Maintaining & Repairing (per year)	500.00	500.00
Catering Service	100.00	100.00
On-Airport Part 135 Operator (per year)	3,600.00	3,600.00
Off-Airport Part 135 Operator (per year)	10,000.00	10,000.00
* Fee will be the same as On-Airport 135 Operator until sufficient terminal space is available		
Parachuting & Jump Schools (per year)	2,500.00	2,500.00

City of Charlevoix

D-113

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From Budget

2015-16 Budget

**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** Authorization of Bank Signature Cards  
**DATE:** February 2, 2015  
**PRESENTED BY:** Robert Straebel, City Manager  
**ATTACHMENTS:** Resolution

**BACKGROUND INFORMATION:** Due to the hiring of Kelly A. McGinn as City Treasurer, the banks the City uses for its business accounts require a City Council resolution for staff allowed to be on signature cards to deposit funds and write checks on City accounts. In order to pay our bills and pay our employees, staff has proposed to include the following signatures:

Check signatories: Joyce M. Golding, City Clerk  
Kelly A. McGinn, City Treasurer

Account Signature Cards at Banks:

Joyce M. Golding  
Alida K. Klooster  
Kelly A. McGinn

**RECOMMENDATION:** Motion to pass Resolution No. 2015-02-## to allow Ms. McGinn, the City Treasurer, to be a check signor on City accounts at the City's two designated banks.



**CITY OF CHARLEVOIX  
RESOLUTION NO. 2015-02-XX  
AUTHORIZED BANK SIGNATORIES**

**WHEREAS,** City Council has approved the Charlevoix State Bank and FirstMerit Bank as depositories for the City business accounts during the City Council meeting of November 3, 2014; and

**WHEREAS,** these banks are required to comply with Michigan P.A. 20 and have agreed to follow our adopted investment policy; and

**WHEREAS,** the appointment of a new City Treasurer has required changes be made to the staff which are allowed to authorize receipts and payments to these banks.

**NOW THEREFORE BE IT RESOLVED** that any and all funds standing to the credit of the City of Charlevoix with these banks in their main checking and/or sweep accounts may be withdrawn with checks, drafts, notices for the payment of money, when signed by any of the following:

Check signors: Joyce M. Golding, City Clerk, Kelly A. McGinn, City Treasurer

Account Signature Cards at Banks: Joyce M. Golding, Alida K. Klooster, Kelly A. McGinn

RESOLVED this 2nd day of February, A.D. 2015.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** Approval of Airport Committee Positions and Proposed Membership

**DATE:** February 2, 2015

**PRESENTED BY:** Rob Straebel

**ATTACHMENTS:**

**BACKGROUND INFORMATION:** On January 19, 2015 Councilmember Gibson, Airport Manager Liz Myers and the City Manager met to discuss the recently abolished Airport Advisory Committee. We agreed to recommend to City Council that the membership of the committee be as follows:

1. Airport Manager
2. Assistant Airport Manager
3. Airport User-City Resident
4. Airport User-Non-City Resident
5. City Council Member
6. City Manager

Additionally, if the aforementioned types of positions that comprise the committee is favorable to City Council, we recommended that the following individuals be considered for appointment:

1. Airport Manager- Liz Myers
2. Assistant Airport Manager- Matt Wyman
3. Airport User-City Resident- Don Seelye
4. Airport User-Non-Resident- Fred Rakunas
5. City Council Member- Shirley Gibson
6. City Manager- Rob Straebel

The staff positions of Airport Manager, Assistant Airport Manager and City Manager would automatically be filled according to the City employee currently holding that position. The

Airport User-Resident, Airport User Non-Resident and City Council member should be appointed to a reasonable term say 1 or 2 years. The name of the airport committee should be defined specifically by City Council. Some ideas are Airport Advisory Committee, Airport Review Committee, etc.

**RECOMMENDATION:** If City Council is supportive of the proposed committee format for the airport, motions can be made as follows:

1. Motion to approve a new airport committee with one of the following committee names: Airport Advisory Committee, Airport Review Committee, other ideas?
2. Motion to approve the (Name of the Committee) be comprised of the following types of members:
  - ❖ Airport Manager
  - ❖ Assistant Airport Manager
  - ❖ Airport User-City Resident
  - ❖ Airport User-Non-Resident
  - ❖ City Council Member
  - ❖ City Manager
3. Motion to appoint the following members to the (Name of the Committee):
  - ❖ Airport Manager- Liz Myers
  - ❖ Assistant Airport Manager- Matt Wyman
  - ❖ Airport User-City Resident- Don Seelye
  - ❖ Airport user-Non-Resident- Fred Rakunas
  - ❖ City Council Member- Shirley Gibson
  - ❖ City Manager- Rob Straebel
4. Motion set the term limits for the following positions:
  - ❖ Airport User-Resident – 1, 2, 3 years?
  - ❖ Airport User Non-Resident- 1, 2, 3 years
  - ❖ City Council Member-1 or 2 years

## CHARLEVOIX CITY COUNCIL

### AGENDA ITEM

**AGENDA ITEM TITLE:** Discussion Regarding Funding the Community Economic Development Director

**DATE:** February 2, 2015

**PRESENTED BY:** Mayor Campbell

**ATTACHMENTS:** 1. October 8, 2013 Resolution in Support of the Main Street Program  
2. November 3, 2014 meeting minutes

**BACKGROUND INFORMATION:** At the January 26, 2015 DDA meeting, Mayor Campbell brought up his interest in reducing the full-time position of Community Economic Development Director (CEDD) to a part-time position. At this meeting, the DDA voted to maintain the funding partnership with the City (75%/25% on salary/fringe benefit costs) and not make any changes to their proposed budget for this line item. (The DDA did approve a \$15,000 contribution to the Charlevoix Library for the 2015-16 budget and recognized \$17,600 in rental revenues for Charlevoix Brewery Company.)

Overall, the salary range for the CEDD is \$42,000-\$47,000. Using the current funding percentages, the DDA would pay \$31,500 to \$35,250 with the City's portion \$10,500 to \$11,750. With this DDA/City partnership, the CEDD assists in recruiting, retaining and expanding businesses on a community-wide basis not just within the DDA district. The CEDD also promotes and markets the community organizing events to attract tourists to the community. Other similar sized communities also have a full-time person on staff to pursue economic development initiatives.

City Staff and volunteers will also be making a presentation to the Main Street Committee on February 11. A requirement of the program is to have one full-time employee to oversee the Main Street Program. City Council voted unanimously on a resolution to support the Main Street application on October 8, 2013. City Council also voted unanimously to approve \$2,500 per year for five years contingent upon acceptance in the Select Level. See attachments. Additionally, we are currently recruiting for the vacant, full-time CEDD position. It would be unprofessional and unfair to any candidates to reduce the position to part-time status when they are expecting a full-time position with benefits.

We have had many successes since the DDA/City partnered together to fund the economic development director position. Specifically, we offer the following successes for City Council's consideration:

- ❖ Secured a \$36,000 USDA grant to expand fiber-optic bandwidth in the Industrial Park;
- ❖ Worked with Round Lake Development on leasing an unused portion of the BIBCO Building for a new downtown micro-brewery. Lease agreement nets an additional \$17,600 for the DDA and will create many new jobs for the community.
- ❖ In 2014-15 the following new investments were added to the community:
  - Quay Restaurant
  - The Drawbridge Bistro
  - Bridge Street Tap Room
  - Cherry Republic
  - Cre8tive Cupcake
  - The Lake House
  - Smoke on the Water
  - Charlevoix Brewery Company
- ❖ Organized the local Farmer's Market;
- ❖ Assisted in organizing the New Year's Eve Bridge Drop and Craft Beer Festival;
- ❖ Coordinated efforts and received grant funding on a public mural;
- ❖ Accepted into the first phase of the Michigan Main Street Program;
- ❖ Coordination of numerous events in East Park including movies and concerts in the Performance Pavilion;
- ❖ Worked with Keep Charlevoix Beautiful in expanding hanging petunia baskets on State Street and side streets;
- ❖ Coordinated all aspects of the Adopt a Bench Program;

**RECOMMENDATION:** With a limited number of households and a majority of residents leaving for warmer climates during the winter months, it is evident that the current off-season population cannot solely support downtown businesses. For this reason, the City needs to actively recruit tourists to the community to augment a smaller resident population. Attracting tourists in the off-season to support local businesses requires consistent promotion and marketing efforts similar to what every other northern Michigan community is undertaking.

Similarly, recruitment and retention of businesses requires a team approach by City Council, Staff, the Chamber and other organizations. These efforts must be coordinated by one lead person, the Community Economic Development Director. By continuing the valuable partnership with the DDA for funding a full-time position, the City is able to look at growing businesses on a community-wide basis and not just within the downtown or DDA district. Funding for this full-time position shows strong support for economic development and sends the right message to the community and region that the City is seriously committed to job creation and business recruitment, retention and expansion.

Lastly, the Main Street program requires a full-time director. If we are fully committed to this program then funding for a full-time position should be retained.

Economic development and job creation does not occur by happenstance. We need to aggressively seek out opportunities to retain, recruit and expand businesses that will assist in job creation and community growth. These efforts require a full-time director to oversee economic development on a comprehensive, community-wide basis. The City Manager strongly supports continued funding for this position.

Excerpt from October 7, 2013 City Council minutes

CITY OF CHARLEVOIX  
REGULAR CITY COUNCIL MEETING MINUTES  
Monday, October 7, 2013 – 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 Norman L. Carlson, Jr.

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Norman L. Carlson, Jr.  
City Attorney: Jim Young  
City Manager: Rob Straebel  
City Clerk: Deputy Clerk Stephanie Brown  
Members Present: Councilmembers Jeff Porter, Gabe Campbell, Shane Cole, Lyle Gennett, Shirley Gibson, and Greg Stevens  
Absent: None

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B. Consideration to Adopt a Resolution of Support for the Michigan Main Street Program

Community Economic Development (CED) Director Bethany Pearson presented the item and answered questions from Council. The Michigan Main Street Program exists to help communities develop main street districts that attract both residents and businesses, promote commercial investments, and spur economic growth. There are three levels of the program: Associate, Select, and Master. All communities are required to complete the Associate level training for one year before applying to be a Select community. There is no cost to participate other than nominal travel and conference fees. At the September 23, 2013 regular meeting of the DDA, the Board voted unanimously to pass the resolution of support for the Program.

Councilmember Porter stated that he does not believe that the DDA, while they passed a resolution of support, fully supports the Program. He is not sure that the DDA understands the full scope of the project. Director Pearson agreed that volunteerism is a big component of this Program and that the DDA knew that she would be doing the majority of the work to complete the application process by the November 1<sup>st</sup> deadline.

Councilmember Gibson agreed with Councilmember Porter's comments and stated she was concerned that there seemed to be hesitation from DDA property owners. Mayor Carlson stated that, while there had been some concern from the DDA Board regarding the willingness of the downtown businesses to participate, by the end of the meeting the Board was confident that the Main Street Program will work for Charlevoix.

Councilmember Stevens questioned if Director Pearson had spoken to other downtown business owners. She responded that she had and that the owners were overwhelmingly supportive of the Program.

The Mayor called for public comments.  
There was no comment. The Mayor closed the item to public comment.

Action by resolution.

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IX. Resolutions

A. A Resolution in Support of Commitment and Cooperation with the Michigan Main Street Program in Becoming an Associate Main Street Community

Motion by Councilmember Campbell, second by Councilmember Gibson, to adopt Resolution 2013-10-01 as follows:

RESOLUTION 2013- 10-01  
A RESOLUTION IN SUPPORT OF COMMITMENT AND  
COOPERATION WITH THE MICHIGAN MAIN STREET PROGRAM IN  
BECOMING AN ASSOCIATE MAIN STREET COMMUNITY

WHEREAS, Downtown is vital to our community's identity and quality of life;  
WHEREAS, The Charlevoix Downtown Development Authority was formed on April 19, 1982 to act as a DDA under Public Act 197 of 1975, with the following responsibilities: to correct and prevent deterioration in the DDA District, to encourage historic preservation, to create and implement development plans, and to promote economic growth;  
WHEREAS, it is the City's intent to reverse the historic trend which has led to the loss of population, jobs and businesses in the downtown district and to work on the continued improvement, revitalization and development of the community by improving pedestrian access and enhancing the areas aesthetics; and

WHEREAS, The Michigan Main Street Center @ MSHDA, formed in 2003, provides consulting services to up to three communities that commit to the Main Street Four Point Approach (Design, Organization, Promotion and Economic restructuring) to strengthen commercial activity and improve buildings in a community's downtown; and

WHEREAS, The Main Street Approach to downtown revitalization has generated community-wide interest and support; and

WHEREAS, the City will apply to become an Associate Main Street community and a local Main Street organization will be formed to stimulate economic development and historic preservation of the downtown, thereby lessening the burden of local government; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Community and its Local Main Street Program agree to these minimum participation standards set forth by the MMSC @ MSHDA including submitting biannual reports to the MS Program and participation at required trainings and services.
2. The Community and its Local Main Street Program agrees to participate as an Associate Main Street with the intention of applying to become Select Main Street in October of 2014

RESOLVED, this 7<sup>th</sup> day of October, A.D. 2013.

Resolution was adopted by the following yea and nay vote:

Yeas: Porter, Campbell, Cole, Gennett, Gibson, Stevens

Nays: None.

Absent: None.



Excerpt from November 3, 2014 City Council minutes

CITY OF CHARLEVOIX  
REGULAR CITY COUNCIL MEETING MINUTES  
Monday, November 3, 2014 – 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 Norman L. Carlson Jr.

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Norman L. Carlson Jr.  
City Manager: Robert Straebel  
City Clerk: Joyce Golding  
Members Present: Councilmembers Peggy Brennan, Shane Cole, Lyle Gennett, Shirley Gibson, Leon Perron, and Jeff Porter  
Absent: None

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VII. Requests, Petitions and Communications and Actions Thereon

A. Consideration of Approval for Main Street Program – Select Level

The Main Street Program is a comprehensive, grassroots, and volunteer led strategy to run the most effective downtown possible. At the August DDA meeting, the Board of Directors decided to apply for the Select Level of the Michigan Main Street Program. Along with applying for the Select Level, the DDA must demonstrate support (both financially and through volunteers) from all sectors including the municipality, area residents, businesses, organizations and individuals. If Charlevoix is chosen, the City will receive more than \$250,000 worth of assistance from the State and first priority on grant funding from State and national agencies.

The Main Street Steering Committee would like Council to consider making a \$2,500 pledge each year for the next five years towards the Main Street Program. The DDA will only collect this money if the City is accepted into the program.

Councilmember Gibson supports the Main Street Program and stated that historic preservation of the downtown area is important.

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

Motion by Councilmember Cole, second by Councilmember Gennett, to pledge \$2,500/year for five years to the Charlevoix Main Street Program upon acceptance into the Select Level.

Yeas: Gennett, Gibson, Perron, Porter, Brennan, Cole  
Nays: None  
Absent: None