

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Tuesday, July 5, 2016 - 7:00 p.m.
City Hall Council Chambers, 210 State Street Charlevoix, Michigan

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry regarding conflicts of interest**

5. Consent Agenda

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

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|--|----------|
| A. City Council Meeting Minutes - June 20, 2016 Regular Meeting | PG 1-5 |
| B. Accounts Payable Check Registers & Payroll Check Registers | PG 6-17 |
| C. Housing Commission Resignation - Greg Stevens | PG 18 |
| D. Charlevoix Yacht Club Request for Free Parking at Launch Ramp | PG 19-21 |

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- | | |
|---|----------|
| A. Airport Parking Agreement | PG 22-24 |
| B. Tennis & Basketball Court Improvements | PG 25-28 |
| C. Mt. McSauba Ad-hoc Committee | PG 29-30 |

8. Reports & Communications

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

9. Other Council Business

- A. City Manager Evaluation (Closed Session pursuant to MCL 15.268 (8) (a))

11. 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.

Posted June 30 2016 4:00 p.m.

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, June 20, 2016 – 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.

1. Pledge of Allegiance

2. Roll Call

Mayor: Gabe Campbell
Members Present: Councilmembers Shane Cole, Shirley Gibson, Aaron Hagen, Luther Kurtz, Leon Perron, Bill Supemaw
Members Absent: None
City Manager: Mark Heydlauff
City Clerk: Joyce Golding

3. Presentations

None.

4. Inquiry Regarding Conflicts of Interest

None.

5. Consent Agenda

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

- A. City Council Meeting Minutes – June 6, 2016 Regular Meeting
- B. Special Accounts Payable Check Register – June 8, 2016
- C. Regular Accounts Payable Check Register – June 21, 2016
- D. ACH Payments – June 6, 2016 to June 17, 2016
- E. Payroll Check Register – June 17, 2016
- F. Payroll Transmittal – June 17, 2016
- G. Tax Disbursement – June 21, 2016
- H. Resignation of Amy Lalewicz – Standing Historic District Study Committee
- I. Venetian Festival Funding Contract for up to \$15,000
- J. Venetian Festival Fireworks Permit and Hold Harmless Agreement
- K. Venetian Festival Tiki Tent Waiving Restriction on Alcohol in East Park

Motion by Councilmember Gibson, second by Councilmember Cole, to approve the Consent Agenda.

Yeas: Hagen, Kurtz, Perron, Gibson, Cole, Supemaw
Nays: None
Absent: None

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. Opt-out of PA 95 of 2013

Electric Superintendent Swem explained that Public Act 95 of 2013 created the Low-Income Energy Assistance Fund to provide money to low income households for heating assistance. The Act requires the City to either participate in the fund or to officially opt-out of participation. To participate, the City would be required to collect a surcharge of one dollar or less from retail billing meters every month and forward to the State. The total amount collected in a year would be roughly \$36,000 and would be used in this geographic area. The other choice is to opt-out, which means the City would not collect any money and would not be a part of this fund. As a result, from November 1 to April 15 our customers would not be eligible for emergency assistance with their utility bills from this fund, but at the same time the City would be prevented from shutting off any residential service for non-payment.

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

Motion by Councilmember Cole, second by Councilmember Kurtz, to opt-out of PA 95 of 2013 and authorize City Staff to sign all necessary documents.

Yeas: Hagen, Kurtz, Perron, Gibson, Cole, Supemaw
Nays: None
Absent: None

B. Charlevoix Area Chamber of Commerce Lease Agreement

City Manager Heydlauff stated that for the past 10 years, the City leased the 109 Mason Street building to the Charlevoix Area Chamber of Commerce. As part of the renewal agreement with the Chamber, we have included a provision for the Charlevoix Convention & Visitors Bureau (CVB) to be a named as a sub-tenant of the Chamber. We have also agreed to a significant increase in the amount the Chamber pays into a maintenance fund for the building. City Manager Heydlauff confirmed that the CVB and Chamber have their own agreement for shared services with regards to the building.

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

Motion by Councilmember Gibson, second by Councilmember Hagen, to approve the lease agreement with the Charlevoix Area Chamber of Commerce and authorize the Mayor and City Clerk to sign all necessary documents.

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

C. EMS Incentive Pay

Chief Doan indicated that the Charlevoix EMS Department has difficulty staffing primary and secondary ambulances. This becomes more challenging as summer approaches and with the influx of people and traffic, staffing a third ambulance becomes necessary. He stated that this pay incentive is directed toward holidays and special events to ensure that the primary and secondary ambulance shifts are covered and it is patterned after Boyne City. He explained that holiday pay would be double time for 12 hour standby shifts and any calls worked; special event pay would be straight hourly wage plus a \$50 dollar stipend. Chief Doan said that if the shifts were not filled by City employees, he would solicit Boyne City and East Jordan EMS.

Chief Doan stated that he has approximately eight EMS staff and he reviewed the recent pay increase implemented when the Fire and EMS departments were combined. Councilmember Gibson questioned whether it was a money issue or a lack of desire to work the holidays. Chief Doan responded that employees wanted to be home with their families and that Boyne City and East Jordan were experiencing the same issue. He said there is not enough qualified staff in the area, therefore the cities are sharing personnel. Chief Doan explained how staff is scheduled for Councilmember Gibson. She questioned whether the City or other communities have a scheduling policy based on seniority. Councilmember Gibson noted that personnel "deserve whatever we can give them." Chief Doan responded that even if he had a seniority policy, the problem he is facing is that he does not have sufficient personnel to fill the schedule.

Councilmember Kurtz questioned why there is such a staff shortfall. The Chief responded that staffing issues are apparent in all area businesses, not just first responders. City Manager Heydlauff agreed.

Chief Doan explained the EMS standby personnel pay structure and parameters for Councilmember Supernaw.

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

Motion by Councilmember Supernaw, second by Councilmember Kurtz, to approve the EMS Holiday and Incentive Pay categories as presented.

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

D. Memorial Bench and Table Donation Plan

City Manager Heydlauff recalled that City Council approved a Donation Acceptance Policy, which included memorial bench and table donations. The Planning Commission recommended a comprehensive placement plan for future donated benches at its meeting on June 13. City Council expressed a desire to avoid placing additional benches in East Park, therefore the proposed benches are spread throughout our beach areas and parks where there is room.

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

Motion by Councilmember Kurtz, second by Councilmember Perron, to approve the Memorial Bench and Table Donation Plan as presented.

Yeas: Hagen, Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None

Absent: None

E. Mayoral/Council Appointments

The City has one vacancy on the Library Board. The Library Board Member must be a City resident and is appointed by the Mayor with approval by Council for a three year term.

The City has one vacancy on the Historic District Commission. Per City Ordinance, one member of the Commission must be an architect and is appointed by Council.

Motion by Councilmember Gibson, second by Councilmember Hagen, to appoint Mary Heid to the Library Board, term expiring June 2019.

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

Motion by Councilmember Hagen, second by Councilmember Cole, to re-appoint Hans Weimer as Architect Member to the Historic District Commission, term expiring June 2019.

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

8. **Reports & Communications**

A. Public Comments
 None.

B. City Manager Comments

City Manager Heydlauff expressed his thanks to all first responders and firefighters assisting with the Charlevoix Country Club fire over the weekend. He also gave kudos to City employees Randy Wurst, Steve Zacharias, Nick Hilling, and Kevin Morrison for their emergency support at the lift station. Construction is moving smoothly on St. Mary's Drive with paving scheduled for next week; construction on Alice Street will continue for the next couple of months.

C. Mayor & Council Comments

Councilmember Supernaw suggested to several residents in the area of the fire to write letters of appreciation to the City for jobs well done.

9. **Other Council Business**

None.

10. **Adjourn**

Motion by Councilmember Kurtz second by Councilmember Cole, to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 7:25 p.m.

Joyce M. Golding	City Clerk	Gabe Campbell	Mayor
	Special Accounts Payable – 06/08/2016		
CHARTER COMMUNICATIONS	111.62	TOTAL	111.62
	Regular Accounts Payable – 06/21/2016		
ABC LANDSCAPE	423.00	AVFUEL CORPORATION	14,553.04
ACE HARDWARE	3,796.99	BEIJO DE CHOCOLAT LLC	43.00
ALL-PHASE ELECTRIC SUPPLY CO.	446.21	BERG, REBECCA	60.00
AMERICAN WASTE INC.	2,188.76	BERGER CHEVEROLET	48,214.50
ANDY'S CLEANING SYSTEMS	25.00	BLARNEY CASTLE OIL CO	737.76
ANYBATTERY INC.	200.55	BOB MATHERS FORD	232.30
ARROW UNIFORM-TAYLOR L.L.C.	1,362.77	CARQUEST OF CHARLEVOIX	422.50
ASPLUNDH TREE EXPERT CO	8,980.00	CENTRAL DRUG STORE	74.09
AT&T	2,740.60	CHARLEVOIX COUNTY NEWS	35.00
AUTO VALUE	206.72	CHARLEVOIX COURIER	59.00

CHARLEVOIX DISTRICT LIBRARY	295.00	LOTTIE'S BAGELS	85.00
CHARLEVOIX SCREEN MASTERS INC	529.00	MACDONALD GARBER	750.00
CHARTER COMMUNICATIONS	1,023.76	MANAGEMENT AND BEHAVIOR	825.00
CINTAS CORPORATION	60.54	MCCARDEL CULLIGAN-PETOSKEY	50.00
CINTAS CORPORATION #729	246.49	MDC CONTRACTING LLC	60.00
CIRCLE K SERVICE	2,254.68	MICHIGAN MUSHROOM MARKET LLC	107.00
CITY OF CHARLEVOIX	700.00	MICHIGAN OFFICEWAYS INC	1,255.08
CITY OF CHARLEVOIX - UTILITIES	26,556.05	MILAN, JANE	32.20
CMP DISTRIBUTORS INC.	298.30	MUNSON OCC HEALTH & MEDICINE	134.60
CONSUMERS ENERGY	1,850.00	MYER, ELIZABETH A.	20.12
COOK FAMILY FARMS	25.00	NETSOURCE ONE INC.	539.00
CREBTIVE CUPCAKE	46.00	NORTHERN CREDIT BUREAU	109.82
DeROSIA, PATTY	18.57	NORTHERN FIRE & SAFETY INC.	300.00
DITCH WITCH SALES OF MICHIGAN	178.31	NORTHERN LAKES	3,500.00
EJ EQUIPMENT INC	3,770.86	NORTHERN MICHIGAN REVIEW INC.	975.59
EJ USA INC.	1,683.01	OAKLAND COMMUNITY COLLEGE	250.00
ELLSWORTH FARMER'S EXCHANGE	29.10	OLESON'S FOOD STORES	310.51
EMERGENCY MEDICAL PRODUCTS INC	708.20	OLSON BZDOK & HOWARD	2,398.48
ETNA SUPPLY	3,540.00	OMS COMPLIANCE SERVICES INC	78.75
FAMILY FARM & HOME	1,180.04	ORBAN, BARBARA	14.00
FARMER WHITE'S	97.00	OTEC	1,699.35
FASTENAL COMPANY	186.05	OUDBIER INSTRUMENT CO	549.00
FISHER SCIENTIFIC	152.95	P.K. CONTRACTING	13,173.05
FLEMING & ASSOCIATES INC	400.00	PARASTAR INC.	1,664.44
FOX CHARLEVOIX	1,372.52	PERFORMANCE ENGINEERS INC	12,755.00
FREEDOM MAILING SERVICES INC.	2,158.20	POND HILL FARM LLC	142.00
GCSAA	375.00	POWER LINE SUPPLY	1,212.15
GERBER HOMEMADE SWEETS	103.00	PRESTON FEATHER	365.27
GERRISH TOWNSHIP POLICE DEPT	200.00	PRO WEB MARKETING LLC	71.67
GIANT MAINTENANCE & RESTORATION	15,015.00	QUICK CARE MEDICAL CENTER	240.00
GINOP SALES INC	20.48	RANGE TELECOMMUNICATIONS	129.60
GORDON FOOD SERVICE	300.55	REHMANN-ROBSON & CO	3,900.00
GREAT LAKES ELEVATOR LLC	335.48	RUSTIC BAKER	67.00
GREAT LAKES PIPE & SUPPLY	100.68	SEARS COMMERCIAL ONE	64.99
GRIFFIN BEVERAGE CO	84.00	SECURITY SANITATION INC.	285.00
GRULER'S FARM SUPPLY INC	133.34	SILBERHORN, WILLIAM	165.00
GUNTZVILLER, RHONDA	49.00	SITE PLANNING DEVELOPMENT INC	1,600.00
HANKINS, SCOTT	64.00	SMOKE ON THE WATER	26.00
HARRELL'S	5,221.13	SPARTAN STORES LLC	47.25
HART, DELBERT	60.00	SPICER GROUP INC	1,852.65
HEADY, KATE	50.05	STATE OF MICHIGAN	43.95
HOLIDAY COMPANIES	4,811.06	SUPERIOR MECHANICAL	709.20
HOLM, MARY	146.99	TASER INTERNATIONAL	477.63
HYDE SERVICES LLC	146.76	TERMINAL SUPPLY CO	111.72
HYDRO CORP	1,705.00	THE COOKIES ENTERTAINMENT LLC	2,500.00
JACK DOHENY SUPPLIES INC	101.44	UP NORTH PROPERTY SERVICES LLC	2,436.75
JOHNNY MAC'S SPORTING GOODS	367.31	USA BLUE BOOK	241.60
KITCHEN, ALLISON	28.61	VILLAGE GRAPHICS INC.	141.55
KMart	48.15	WILBERT BURIAL VAULT CO	611.04
KORTH, PAM	45.69	WORK & PLAY SHOP	14.85
KSS ENTERPRISES	600.49		
LAKESHORE TIRE & AUTO SERVICE	42.50	TOTAL	223,409.99

ACH Payments – 06/06/2016 to 06/17/2016

MI PUBLIC POWER AGENCY	17,674.31	ALERUS FINANCIAL (HCSP)	420.00
PAYMENT SERVICE NETWORK	237.70	STATE OF MI (WITHHOLDING TAX)	5,621.98
STATE OF MI (SALES TAX)	15,553.01	VANTAGEPOINT (401 ICMA PLAN)	699.94
DTE	3,886.00	VANTAGEPOINT (457 ICMA PLAN)	12,754.47
MI PUBLIC POWER AGENCY	15,184.86	VANTAGEPOINT (ROTH IRA)	721.53
MATSON DRISCOLL, ET AL FOR DEVERE	60,323.02	MERS (DEFINED BENEFIT PLAN)	28,374.27
IRS (PAYROLL TAX DEPOSIT)	38,941.88	TOTAL	200,392.97

Payroll Net Pay – Pay Period Ending 06/11/2016 (Paid 06/17/2016)

WELLER, LINDA JO	1,481.57	KLOOSTER, ALIDA K.	1,554.09
HEYDLAUFF, MARK L.	2,118.60	GOLOVICH, KAREN J.	960.42
GOLDING, JOYCE M.	1,082.62	SPENCLEY, PATRICIA L.	1,227.39
DEROSIA, PATRICIA E.	894.15	PANOFF, ZACHARY R.	1,180.04
DOYLE, ANNE E.	1,026.60	LEESE, MERRI C.	389.77
LOY, EVELYN R.	1,029.15	MCGINN, KELLY A.	1,492.91

DOAN, GERARD P.	1,558.33	STEBE, LAURA A.	187.00
SCHLAPPI, JAMES L.	1,312.06	BITELY, KATHERINE A.	443.65
UMULIS, MATTHEW T.	1,418.42	MILAN, JANE E.	812.82
HANKINS, SCOTT A.	1,912.48	KIRINOVIC, CHANDLER E.	22.47
ORBAN, BARBARA K.	1,448.29	BERNIER, RACHEL M.	89.93
TRAEGER, JASON A.	1,344.73	SABSOOK, SARA E.	87.24
FLICKEMA, ANDREW M.	1,555.51	PARKER-DROST, HERO	87.24
MATELSKI, KIMBERLY A.	1,118.59	HOLECHECK, JENNACA R.	98.96
EVANS JR, HALBERT K.	1,468.90	HEID, THOMAS J	1,272.04
KLOOSTER, PATRICK H.	745.12	LEESE, ALAN K.	504.80
BEARINGER, ASHLEY L.	665.32	GRUNCH, RONALD J.	283.42
ENGSTROM, TYLER A.	682.06	DAVIS, RONALD L.	192.18
GROSBERG, ASHLEY M.	849.54	FAIRCHILD, GALEN W.	249.84
SOFIA, KELSEY L.	1,022.72	DAKROUB, JOSEPH E.	133.47
VANLOO, JORDAN C.	732.58	MASSON, DONALD J.	538.52
GREENE, GLORIA C.	297.61	KUSINA, DENNIS W.	205.94
DAVIS, LEAH R.	571.76	LABLANCE, MAUREEN J.	271.42
TELGENTHOF, WILL G.	749.94	MYER, ELIZABETH A.	1,653.03
GREYERBIEHL, KELLY M.	387.17	VANLOO, JOSEPH G.	799.25
ROLOFF, ROBERT P.	3,656.28	WYMAN, MATTHEW A.	1,061.73
RILEY, DENISE M.	436.41	SCHRADER, LOU ANN	742.28
WURST, RANDALL W.	1,131.45	BOSS, RYDER S.	921.32
MAYER, SHELLEY L.	1,770.10	MILLER, WILLIAM S.	1,016.06
HILLING, NICHOLAS A.	1,238.90	HOUSER, JAMES F.	499.32
MEIER III, CHARLES A.	1,326.73	FUNKEY, KRAIG R.	170.85
ZACHARIAS, STEVEN B.	1,504.46	MEGGISON, JERRY B.	133.47
EATON, BRAD A.	1,657.87	RILEY, CASEY W.	414.63
WILSON, TIMOTHY J.	1,962.89	JONES, LARRY M.	1,171.63
LAVOIE, RICHARD L.	1,754.76	BEAN, PETER J.	690.41
STEVENS, BRANDON C.	1,668.11	OCHS, THOMAS F	57.71
DRAVES, MARTIN J.	1,682.83	TRAVERS, MANUEL J.	645.07
BROWN, STEPHANIE C.	1,020.24	RILEY, DANIEL A.	813.85
SOMERVILLE, DAVID A.	1,241.69	LALEWICZ, AMELIA	46.17
ELLIOTT, PATRICK M.	1,961.37	KLINGER, LUCAS D.	454.56
SCHWARTZFISHER, JOSEPH L.	1,284.85	KLINGER, BRADLEY W.	297.61
BRADLEY, KELLY R.	1,481.35	SWEM, DONALD L.	1,833.27
HART II, DELBERT W.	1,296.08	WHITLEY, ANDREW T.	1,759.98
JONES, ROBERT F	1,204.09	MORRISON, KEVIN P.	891.57
DORAN, JUSTIN J.	1,481.67	HODGE, MICHAEL J.	1,252.30
MANKER JR, DAVID W	462.61	JOHNSON, STEVEN P.	1,204.91
MANKER SR, DAVID W.	667.56	BISHAW, JAMES H.	654.22
BECKER, MICHAEL S.	580.50	PETERS, MEGAN M.	27.08
SHEPARD, ZACHARY N.	499.32	GILL, DAVID R.	1,016.65
MCGHEE, ROBERT R.	1,010.72	TODD, RICHARD D.	307.20
STANTS, JACOB W.	607.88	STEVENS, JEFFREY W.	505.25
BLOOMER, GABRIELLE J.	517.58	ROLOFF, AUDREY M.	1,775.57
STEWART, SAMUEL D.	456.44	MATTER, DAWSON K.	2,731.90
SMITH, ALEXIS M.	459.54	SCOTT JR., WINFIELD	55.05
KIRINOVIC, THOMAS F.	726.65	TOTAL	102,114.21

Payroll Transmittal – 06/17/2016

4FRONT CREDIT UNION	248.46	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	232.08	COMMUNICATION WORKERS OF AMER	489.93
AMERICAN FAMILY LIFE	379.74	MI STATE DISBURSEMENT UNIT	401.83
CHAR EM UNITED WAY	56.00	PRIORITY HEALTH	1,993.12
CHARLEVOIX STATE BANK	1,286.16	TOTAL	5,237.32

Tax Disbursement – 06/21/2016

CHARLEVOIX COUNTY TREASURER	245.05	CHARLEVOIX PUBLIC SCHOOLS	0.93
CHARLEVOIX DISTRICT LIBRARY	44.78	CITY OF CHARLEVOIX - TAXES DUE	190.83
CHARLEVOIX PUBLIC SCHOOLS	73.76	RECREATIONAL AUTHORITY	7.98
CHARLEVOIX PUBLIC SCHOOLS	23.36	STATE OF MICHIGAN	12.76
CHARLEVOIX PUBLIC SCHOOLS	0.90	TOTAL	611.90
CHARLEVOIX PUBLIC SCHOOLS	11.55		

Check Number	Payee	Amount
06/23/2016		
117102	AT&T LONG DISTANCE	39.73
117103	AT&T MOBILITY	96.09
117104	BERGER CHEVEROLET	15,357.50
117105	CHARLEVOIX STATE BANK	10,332.38
117106	DELTA DENTAL	3,915.10
117107	GREAT LAKES ENERGY	210.59
117108	METLIFE SMALL BUSINESS CENTER	740.08
117109	PRIORITY HEALTH	39,305.70
117110	SPOK INC	699.44
117111	VERIZON WIRELESS	56.74
117112	VISION SERVICE PLAN	489.49
Total 06/23/2016:		71,242.84
Grand Totals:		71,242.84

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

06/23/16	Special Accounts Payable Run	\$ 71,242.84
06/27/16	Special Accounts Payable Run	\$ 5,319.05
07/01/16	Payroll	\$ 101,462.06
07/01/16	Payroll Transmittal Checks	\$ 5,320.63
07/06/16	Regular Accounts Payable	\$ 574,288.88

Checks Sub-Total: \$ 757,633.46

FIRSTMERIT BANK - ACH/WIRE PAYMENTS

06/20/16	MI Public Power Agency	\$ 17,446.32
06/27/16	MI Public Power Agency	\$ 16,921.40
06/27/16	MI Public Power Agency	\$ 189,934.47
07/01/16	IRS (Payroll Tax Deposit)	\$ 36,478.78
07/01/16	Alerus Financial (HCSP)	\$ 420.00
07/01/16	State of MI (Withholding Tax)	\$ 5,314.92
07/01/16	Vantagepoint (401 ICMA Plan)	\$ 699.94
07/01/16	Vantagepoint (457 ICMA Plan)	\$ 12,419.25
07/01/16	Vantagepoint (Roth IRA)	\$ 721.53

ACH Sub-Total: \$ 280,356.61

First Merit Bank Total: \$ 1,037,990.07

CHARLEVOIX STATE BANK - CHECKS ISSUED

<small>(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)</small>		
07/06/16	Tax Disbursement	\$ -
Charlevoix State Bank Total:		\$ -

Grand Total: \$ 1,037,990.07

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Check Number	Payee	Amount
06/27/2016		
117113	CHARTER COMMUNICATIONS	784.05
117114	KELLEY'S CUSTOM TRAILERS	1,895.00
117115	P.K. CONTRACTING	2,640.00
Total 06/27/2016:		<u>5,319.05</u>
Grand Totals:		<u><u>5,319.05</u></u>

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/25/2016	PC	07/01/2016	21547	CAMPBELL, GABRIEL M.	40		828.84
06/25/2016	PC	07/01/2016	21548	GIBSON, SHIRLEY J.	43		554.47
06/25/2016	PC	07/01/2016	21549	PERRON, LEON R.	45		394.91
06/25/2016	PC	07/01/2016	21550	KURTZ, LUTHER J.	54		431.73
06/25/2016	PC	07/01/2016	21551	SUPERNAW, WILLIAM J.	55		500.99
06/25/2016	PC	07/01/2016	21552	HAGEN, AARON W.	56		397.10
06/25/2016	PC	07/01/2016	21553	WELLER, LINDA JO	101		1,481.57
06/25/2016	PC	07/01/2016	21554	HEYDLAUFF, MARK L.	102		2,402.53
06/25/2016	PC	07/01/2016	21555	GOLDING, JOYCE M.	106		1,082.62
06/25/2016	PC	07/01/2016	21556	DEROSIA, PATRICIA E.	107		894.15
06/25/2016	PC	07/01/2016	21557	LOY, EVELYN R.	117		1,029.15
06/25/2016	PC	07/01/2016	21558	KLOOSTER, ALIDA K.	121		1,750.97
06/25/2016	PC	07/01/2016	21559	GOLOVICH, KAREN J.	122		960.42
06/25/2016	PC	07/01/2016	21560	SPENCLEY, PATRICIA L.	136		1,051.59
06/25/2016	PC	07/01/2016	21561	PANOFF, ZACHARY R.	141		1,180.04
06/25/2016	PC	07/01/2016	21562	MILLER, FAITH G.	142		30.10
06/25/2016	PC	07/01/2016	21563	LEESE, MERRI C.	145		389.77
06/25/2016	PC	07/01/2016	21564	MCGINN, KELLY A.	146		1,492.91
06/25/2016	PC	07/01/2016	21565	JONES, JANET M.	148		486.96
06/25/2016	PC	07/01/2016	21566	DOAN, GERARD P.	201		1,558.33
06/25/2016	PC	07/01/2016	21567	SCHLAPPI, JAMES L.	204		890.62
06/25/2016	PC	07/01/2016	21568	UMULIS, MATTHEW T.	205		1,370.65
06/25/2016	PC	07/01/2016	21569	HANKINS, SCOTT A.	208		1,578.22
06/25/2016	PC	07/01/2016	21570	ORBAN, BARBARA K.	209		1,129.67
06/25/2016	PC	07/01/2016	21571	TRAEGER, JASON A.	210		1,103.81
06/25/2016	PC	07/01/2016	21572	FLICKEMA, ANDREW M.	211		1,539.75
06/25/2016	PC	07/01/2016	21573	MATELSKI, KIMBERLY A.	212		1,118.59
06/25/2016	PC	07/01/2016	21574	EVANS JR, HALBERT K.	214		1,468.90
06/25/2016	PC	07/01/2016	21575	KLOOSTER, PATRICK H.	216		745.12
06/25/2016	PC	07/01/2016	21576	BEARINGER, ASHLEY L.	222		849.54
06/25/2016	PC	07/01/2016	21577	ENGSTROM, TYLER A.	225		645.52
06/25/2016	PC	07/01/2016	21578	GROSBERG, ASHLEY M.	226		849.54
06/25/2016	PC	07/01/2016	21579	SOFIA, KELSEY L.	227		756.64
06/25/2016	PC	07/01/2016	21580	VANLOO, JORDAN C.	239		732.58
06/25/2016	PC	07/01/2016	21581	GREENE, GLORIA C.	243		571.76
06/25/2016	PC	07/01/2016	21582	DAVIS, LEAH R.	245		571.76
06/25/2016	PC	07/01/2016	21583	TELGENHOF, WILL G.	246		692.38
06/25/2016	PC	07/01/2016	21584	WILLIAMS, BRANDON S.	248		382.21
06/25/2016	PC	07/01/2016	21585	GREYERBIEHL, KELLY M.	260		601.00
06/25/2016	PC	07/01/2016	21586	ROLOFF, ROBERT P.	304		1,674.13
06/25/2016	PC	07/01/2016	21587	RILEY, DENISE M.	306		466.68
06/25/2016	PC	07/01/2016	21588	WURST, RANDALL W.	411		1,551.63
06/25/2016	PC	07/01/2016	21589	MAYER, SHELLEY L.	412		1,602.55
06/25/2016	PC	07/01/2016	21590	HILLING, NICHOLAS A.	413		1,336.96
06/25/2016	PC	07/01/2016	21591	MEIER III, CHARLES A.	421		1,199.07
06/25/2016	PC	07/01/2016	21592	ZACHARIAS, STEVEN B.	422		1,600.39
06/25/2016	PC	07/01/2016	21593	EATON, BRAD A.	515		1,897.32
06/25/2016	PC	07/01/2016	21594	WILSON, TIMOTHY J.	516		2,190.96
06/25/2016	PC	07/01/2016	21595	LAVOIE, RICHARD L.	519		1,625.77
06/25/2016	PC	07/01/2016	21596	STEVENS, BRANDON C.	521		1,722.16
06/25/2016	PC	07/01/2016	21597	DRAVES, MARTIN J.	523		1,558.64
06/25/2016	PC	07/01/2016	21598	BROWN, STEPHANIE C.	524		883.17
06/25/2016	PC	07/01/2016	21599	SOMERVILLE, DAVID A.	525		1,116.75
06/25/2016	PC	07/01/2016	21600	ELLIOTT, PATRICK M.	600		1,961.37
06/25/2016	PC	07/01/2016	21601	SCHWARTZFISHER, JOS	603		1,113.91
06/25/2016	PC	07/01/2016	21602	BRADLEY, KELLY R.	614		1,275.12
06/25/2016	PC	07/01/2016	21603	HART II, DELBERT W.	616		1,478.39

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/25/2016	PC	07/01/2016	21604	JONES, ROBERT F.	618		1,332.59
06/25/2016	PC	07/01/2016	21605	DORAN, JUSTIN J.	621		1,550.77
06/25/2016	PC	07/01/2016	21606	MANKER JR, DAVID W.	638		508.66
06/25/2016	PC	07/01/2016	21607	MANKER SR, DAVID W.	639		733.16
06/25/2016	PC	07/01/2016	21608	BECKER, MICHAEL S.	641		607.39
06/25/2016	PC	07/01/2016	21609	SHEPARD, ZACHARY N.	656		559.62
06/25/2016	PC	07/01/2016	21610	MCGHEE, ROBERT R.	663		1,131.33
06/25/2016	PC	07/01/2016	21611	STANTS, JACOB W.	664		537.40
06/25/2016	PC	07/01/2016	21612	BLOOMER, GABRIELLE J.	665		487.70
06/25/2016	PC	07/01/2016	21613	STEWART, SAMUEL D.	668		478.20
06/25/2016	PC	07/01/2016	21614	SMITH, ALEXIS M.	669		470.07
06/25/2016	PC	07/01/2016	21615	ALDEN, CAMDEN D.	670		451.88
06/25/2016	PC	07/01/2016	21616	MUMICH, BARRY J.	671		399.24
06/25/2016	PC	07/01/2016	21617	SKROCKI, JACOB D.	672		221.09
06/25/2016	PC	07/01/2016	21618	KIRINOVIC, THOMAS F.	700		600.14
06/25/2016	PC	07/01/2016	21619	STEBE, LAURA A.	703		286.75
06/25/2016	PC	07/01/2016	21620	BITELY, KATHERINE A.	704		376.34
06/25/2016	PC	07/01/2016	21621	MILAN, JANE E.	711		951.84
06/25/2016	PC	07/01/2016	21622	KIRINOVIC, CHANDLER E	717		539.55
06/25/2016	PC	07/01/2016	21623	BERNIER, RACHEL M.	718		677.00
06/25/2016	PC	07/01/2016	21624	MACGILLIVRAY, RAYMO	720		620.87
06/25/2016	PC	07/01/2016	21625	SABSOOK, SARA E.	721		644.44
06/25/2016	PC	07/01/2016	21626	RAMSEY, BURKE H.	751		80.41
06/25/2016	PC	07/01/2016	21627	PARKER-DROST, HERO	775		551.32
06/25/2016	PC	07/01/2016	21628	HOLECHECK, JENNACA	777		568.39
06/25/2016	PC	07/01/2016	21629	HEID, THOMAS J	802		1,272.04
06/25/2016	PC	07/01/2016	21630	LEESE, ALAN K.	835		522.89
06/25/2016	PC	07/01/2016	21631	GRUNCH, RONALD J.	844		337.53
06/25/2016	PC	07/01/2016	21632	DAVIS, RONALD L.	853		220.89
06/25/2016	PC	07/01/2016	21633	FAIRCHILD, GALEN W.	855		239.89
06/25/2016	PC	07/01/2016	21634	DAKROUB, JOSEPH E.	860		316.86
06/25/2016	PC	07/01/2016	21635	MASSON, DONALD J.	861		559.62
06/25/2016	PC	07/01/2016	21636	KUSINA, DENNIS W.	862		179.72
06/25/2016	PC	07/01/2016	21637	LABLANCE, MAUREEN J.	863		186.26
06/25/2016	PC	07/01/2016	21638	MYER, ELIZABETH A.	900		1,881.12
06/25/2016	PC	07/01/2016	21639	VANLOO, JOSEPH G.	902		912.39
06/25/2016	PC	07/01/2016	21640	WYMAN, MATTHEW A.	927		1,116.55
06/25/2016	PC	07/01/2016	21641	SCHRADER, LOU ANN	929		677.84
06/25/2016	PC	07/01/2016	21642	BOSS, RYDER S.	932		567.34
06/25/2016	PC	07/01/2016	21643	MILLER, WILLIAM S.	933		1,244.12
06/25/2016	PC	07/01/2016	21644	HOUSER, JAMES F.	934		413.45
06/25/2016	PC	07/01/2016	21645	JONES, LARRY M.	1057		10.05
06/25/2016	PC	07/01/2016	21646	TRAVERS, MANUEL J.	1071		96.24
06/25/2016	PC	07/01/2016	21647	RILEY, DANIEL A.	1079		60.57
06/25/2016	PC	07/01/2016	117116	COLE, SHANE	50		547.17
06/25/2016	PC	07/01/2016	117117	GERBER, SAMUEL A.	147		27.70
06/25/2016	PC	07/01/2016	117118	KLINGER, LUCAS D.	235		424.88
06/25/2016	PC	07/01/2016	117119	WILLIAMS, SYDNEY K.	247		521.24
06/25/2016	PC	07/01/2016	117120	SWEM, DONALD L.	512		1,833.27
06/25/2016	PC	07/01/2016	117121	WHITLEY, ANDREW T.	522		1,777.41
06/25/2016	PC	07/01/2016	117122	MORRISON, KEVIN P.	601		1,323.74
06/25/2016	PC	07/01/2016	117123	HODGE, MICHAEL J.	606		1,320.71
06/25/2016	PC	07/01/2016	117124	JOHNSON, STEVEN P.	617		1,172.01
06/25/2016	PC	07/01/2016	117125	BISHAW, JAMES H.	633		633.96
06/25/2016	PC	07/01/2016	117126	PETERS, MEGAN M.	738		655.53
06/25/2016	PC	07/01/2016	117127	GILL, DAVID R.	856		1,357.20
06/25/2016	PC	07/01/2016	117128	TODD, RICHARD D.	859		317.50

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/25/2016	PC	07/01/2016	117129	MORGRIDGE, JAMES D.	864		411.07
06/25/2016	PC	07/01/2016	117130	STEVENS, JEFFREY W.	1028		204.77
Grand Totals:			116				101,462.06

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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
06/25/2016	07/01/2016	117131	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	228.46
06/25/2016	07/01/2016	117132	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	166.74
06/25/2016	07/01/2016	117132	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	379.74
06/25/2016	07/01/2016	117133	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 6/25/2	56.00
06/25/2016	07/01/2016	117134	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,286.16
06/25/2016	07/01/2016	117135	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
06/25/2016	07/01/2016	117136	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	489.93
06/25/2016	07/01/2016	117137	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
06/25/2016	07/01/2016	117138	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 6	201.00
06/25/2016	07/01/2016	117139	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,960.77
Grand Totals:		10				5,320.63

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Check Number	Payee	Amount
07/06/2016		
117140	ABRAMOWSKI, DWAIN M.	25.00
117141	AIRGAS USA LLC	194.40
117142	AMERICAN TOTAL SECURITY INC	988.40
117143	ANDY'S CLEANING SYSTEMS	135.30
117144	ARCADIA BENEFITS GROUP INC	25.00
117145	ASPLUNDH TREE EXPERT CO	12,572.00
117146	AVFUEL CORPORATION	52,361.45
117147	BAKER COLLEGE OF CADILLAC	250.00
117148	BARUZZINI GENERAL CONTRACTOR	2,895.00
117149	BEIJO DE CHOCOLAT LLC	19.00
117150	BOB MATHERS FORD	381.76
117151	BRADY'S CARPET CLEANING	295.00
117152	CENTRAL STATES INDEMNITY CO OF	67.67
117153	CHARLEVOIX AGENCY	723.24
117154	CHARLEVOIX CONVENTION &	3,000.00
117155	CHARLEVOIX SCREEN MASTERS INC	1,963.75
117156	CHARLEVOIX TOWNSHIP	15.00
117157	CHARLEVOIX VENETIAN FESTIVAL	15,000.00
117158	CHEMICAL SYSTEMS INC.	1,912.00
117159	CHEMSEARCH	377.24
117160	CINTAS CORPORATION	101.62
117161	CINTAS CORPORATION #729	46.84
117162	COOK FAMILY FARMS	144.00
117163	CSI EMERGENCY APPARATUS LLC	3,762.95
117164	DCASSESSING SERVICES	4,371.08
117165	DeROSIA, PATTY	59.57
117166	DHASELEER, CARL	49.00
117167	DISTRICT 21 SOFTBALL	100.00
117168	DOAN, GERARD	41.00
117169	DORNBOS SIGN INC.	208.53
117170	EJ USA INC.	1,671.77
117171	ELLIOTT, PATRICK M.	41.00
117172	ELLSWORTH FARMER'S EXCHANGE	197.79
117173	EMERGENCY MEDICAL PRODUCTS I	199.90
117174	EMMET COUNTY SHERIFF'S OFC	300.00
117175	EVANS, HAL	41.00
117176	FARMER WHITE'S	117.00
117177	FASTENAL COMPANY	39.16
117178	FISHER SCIENTIFIC	741.15
117179	FLOTATION DOCKING SYSTEMS INC.	5,651.11
117180	GELDERBLOM, PAUL	25.00
117181	GERBER HOMEMADE SWEETS	47.00
117182	GINOP SALES INC	221.58
117183	GUNTZVILLER, RHONDA	277.00
117184	HACH COMPANY	976.92
117185	HAGGARD'S INC	2,715.14
117186	HANKINS, SCOTT	41.00
117187	HARDY DIAGNOSTICS	177.21

Check Number	Payee	Amount
117188	HARRELL'S	1,833.44
117189	HEID, THOMAS J.	41.00
117190	HEP'S HOMEBAKED GRANOLA	53.00
117191	HEYDLAUFF, MARK L	41.00
117192	HI-LINE	330.11
117193	IDEXX DISTRIBUTION INC.	1,074.57
117194	INTELLIGENT PRODUCTS INC	1,586.36
117195	JACK DOHENY SUPPLIES INC	495.77
117196	JESS CONSTRUCTION CO. INC.	2,670.00
117197	KELLERVILLE	450.00
117198	KIRINOVIC, THOMAS	76.18
117199	KLOOSTER, ALIDA K.	41.00
117200	KMart	18.87
117201	KSS ENTERPRISES	1,030.48
117202	LOTTIE'S BAGELS	175.00
117203	MAYER, SHELLEY L.	41.00
117204	McGINN, KELLY	41.00
117205	MDC CONTRACTING LLC	342,712.93
117206	MICHIGAN MUNICIPAL LEAGUE	3,222.82
117207	MID-AMERICAN RESEARCH CHEMICA	216.61
117208	MILAN, JANE	18.53
117209	MYER, ELIZABETH A.	41.00
117210	NEALIS ENGINEERING	2,500.00
117211	NORTHERN FIRE & SAFETY INC.	474.00
117212	NORTHERN SAFETY CO INC	53.99
117213	NORTHWEST DESIGN GROUP	967.50
117214	NORWOOD FARM LLC	9.00
117215	OLSTROM EXCAVATING AND PAVING	420.00
117216	PANOFF, ZACH	41.00
117217	PERFORMANCE ENGINEERS INC	11,520.25
117218	PETOSKEY BAND BOOSTERS	2,000.00
117219	PETOSKEY NEWS-REVIEW	182.25
117220	PLUNKETT & COONEY	3,582.84
117221	POLLARD WATER	102.71
117222	POND HILL FARM LLC	161.00
117223	POWER LINE SUPPLY	4,160.00
117224	PREFERRED WASTE 2 LLC	120.00
117225	PREIN & NEWHOF	50,722.59
117226	PURITY CYLINDER GASES INC	20.70
117227	PVS TECHNOLOGIES INC	6,363.78
117228	RAVLICH, CHRISTINA	100.00
117229	RESIDEX LLC	678.30
117230	RICK-BIDDICK, MICHELLE	1,848.22
117231	ROAD WEASEL ENTERPRISES LLC	10.00
117232	ROLOFF, ROBERT	41.00
117233	RUSTIC BAKER	52.00
117234	S.A. MORMAN & CO.	74.17
117235	SCORSONE, MICHELLE	33.54
117236	SEARS COMMERCIAL ONE	499.98

Check Number	Payee	Amount
117237	SECURITY SANITATION INC.	95.00
117238	SHARROW MASONRY INC	2,037.25
117239	SHORELINE POWER SERVICES INC.	3,472.50
117240	SHULMAN, NEZA	140.00
117241	SITE PLANNING DEVELOPMENT INC	1,778.00
117242	SOUND ENVIRONMENTS	651.50
117243	SPARTAN DISTRIBUTORS INC	88.95
117244	SPECTER INSTRUMENTS	395.00
117245	SPENCLEY, PATTI	371.48
117246	SPRINGFIELD INC.	945.00
117247	STANDARD ELECTRIC CO	353.50
117248	STATE OF MICHIGAN	345.00
117249	STATE OF MICHIGAN	280.00
117250	STOPPEL, SARAH LOUISE	21.77
117251	SUPERNAW, BILL	29.70
117252	SWEM, DONALD L.	41.00
117253	SYSTEMS SPECIALISTS INC	150.00
117254	TERMINAL SUPPLY CO	338.31
117255	UP NORTH PROPERTY SERVICES LL	3,463.00
117256	USA BLUE BOOK	213.89
117257	VILLAGE GRAPHICS INC.	259.15
117258	WELLER, LINDA	41.00
117259	WPS TRICARE FOR LIFE	179.86
117260	WURST, RANDALL W.	41.00
117261	WYMAN, MATTHEW A.	41.00
Total 07/06/2016:		574,288.88
Grand Totals:		574,288.88

Check Number	Payee	Amount
06/20/2016		
62016001	MICHIGAN PUBLIC POWER AGENCY	17,446.32
Total 06/20/2016:		17,446.32
Grand Totals:		17,446.32

<u>Check Number</u>	<u>Payee</u>	<u>Amount</u>
06/27/2016		
62716001	MICHIGAN PUBLIC POWER AGENCY	16,921.40
62716002	MICHIGAN PUBLIC POWER AGENCY	189,934.47
Total 06/27/2016:		<u>206,855.87</u>
Grand Totals:		<u><u>206,855.87</u></u>

Check Issue Date	Check Number	Payee	Amount
70116001			
07/01/2016	70116001	**EFTPS* Payroll Taxes	9,232.99
07/01/2016	70116001	**EFTPS* Payroll Taxes	9,232.99
07/01/2016	70116001	**EFTPS* Payroll Taxes	2,159.35
07/01/2016	70116001	**EFTPS* Payroll Taxes	2,159.35
07/01/2016	70116001	**EFTPS* Payroll Taxes	13,694.10
Total 70116001:			
	5		36,478.78
70116002			
07/01/2016	70116002	Alerus Financial	420.00
Total 70116002:			
	1		420.00
70116003			
07/01/2016	70116003	STATE OF MICHIGAN	5,314.92
Total 70116003:			
	1		5,314.92
70116004			
07/01/2016	70116004	Vantagepoint - 401 Plan 109153	699.94
Total 70116004:			
	1		699.94
70116005			
07/01/2016	70116005	Vantagepoint - 457 Plan 300959	4,840.03
07/01/2016	70116005	Vantagepoint - 457 Plan 300959	576.01
07/01/2016	70116005	Vantagepoint - 457 Plan 300959	1,717.21
07/01/2016	70116005	Vantagepoint - 457 Plan 300959	5,286.00
Total 70116005:			
	4		12,419.25
70116006			
07/01/2016	70116006	Vantagepoint - Roth IRA 706117	721.53
Total 70116006:			
	1		721.53
Grand Totals:			
	13		56,054.42

June 21, 2016

Mayor Campbell, City Council, City Manager Heydlauff,

I feel it's in my best interest to step down from my position on the Housing Commission. I have some medical issues that have forced me to see my provider more than normal and have a nurse who is helping intervene for me.

There is also a good possibility there will be some legal issues.

Thank you for the opportunity to serve the city.

Greg Stevens
2nd Ward

Cc: Julie Waterman

RECEIVED

JUN 22 2016

City of Charlevoix

**CHARLEVOIX CITY COUNCIL
CONSENT AGENDA ITEM**

AGENDA ITEM TITLE: Request by Charlevoix Yacht Club for Free Parking – Nucore Triangle and Red Fox Regatta

DATE: July 5, 2016

PRESENTED BY: Consent Agenda

ATTACHMENTS: Letter from Charlevoix Yacht Club
Draft Resolution

BACKGROUND INFORMATION:

The Charlevoix Yacht Club is asking that the City Council waive the parking fees at Ferry Launch Ramp for the Nucore Triangle on September 1, 2016 and the Red Fox Regatta on September 2-3, 2016.

The Charlevoix City Code, Title X, Chapter 148, Section 10.84 states: "The city council, by resolution, may revise or waive fees for special or public events. The term "special or public events" shall mean a tournament, festival or other type of event, whether or not open to public participation or observation, the occurrence of which will, in the judgment of the city council, benefit the city economically or by virtue of the publicity surrounding the event."

RECOMMENDATION: Approve the attached resolution waiving parking fees for the Charlevoix Yacht Club's Nucore Triangle on September 1, 2016 and the Red Fox Regatta on September 2-3, 2016.



Charlevoix Yacht Club

209 Ferry Avenue · PO Box 522 Charlevoix, MI 49720 · www.CharlevoixYachtClub.org · 231-547-9170

June 7, 2016

Mayor and City Council
City of Charlevoix
210 State Street
Charlevoix, Mi 49720

RE: Use of Boat Launch Facility for Red Fox Regatta

Dear Mayor and Council;

This letter is a request to the City Council to again allow free use of the boat launch ramp at the end of Stover Road on September 2, 3 and 4 of 2016. These are the dates of the Nucore Triangle Race, Friday evening and the annual Red Fox Regatta sailboat race between Charlevoix and Boyne City, Saturday and Sunday, sponsored by the Charlevoix Yacht Club.

We have sailboats participating in these races from out of town that will need to use the launch ramp. Last year there were about thirty launch passes used by out of town sailboats. Local boats are either in the water or already have seasonal launch passes. Participants will be identified by showing a colored card indicating that they are a Red Fox participant.

There will be approximately 80 to 90 boats with anywhere from 1 to 18 people on board. Over half of the race participants come from out of town and will be patronizing Charlevoix restaurants, businesses and motels during their stay. There will be a definite economic benefit to the City of Charlevoix. Charlevoix also receives good community exposure as the host of this annual event.

Your consideration and approval of this matter will be appreciated.

Sincerely,

Judy A. Gordon
Red Fox Committee
Charlevoix Yacht Club

**CITY OF CHARLEVOIX
RESOLUTION NO. 2016-07-XX
WAIVE PARKING FEES FOR CHARLEVOIX YACHT CLUB**

WHEREAS, the Charlevoix Yacht Club is hosting the Nucore Triangle Race on September 1st and the Red Fox Regatta on September 2nd and 3rd, 2016; and

WHEREAS, the Charlevoix Yacht Club is requesting that parking fees be waived for the races; and

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

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix, hereby waives parking fees for the NucoreTriangle Race on September 1st and the Red Fox Regatta on September 2nd and 3rd, 2016.

RESOLVED this 5th day of July, 2016 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Airport Parking Agreement

DATE: July 5, 2016

PRESENTED BY: Liz Myer, Airport Manager

ATTACHMENTS: Airport Parking Agreement

BACKGROUND INFORMATION:

As part of our ongoing search for greater efficiency at the Airport, I have discussed with the Airport Committee and Island Airways a proposal to have Island Airways collect parking fees on our behalf. Many of those buying passes fly with them from our terminal. Especially during the winter, it requires one of our staff members to stay until they finish flying for the day in order to collect parking passes. By having them collect the fees and reimbursing us, we reduce the need to staff the terminal during the quieter months at the airport.

Under this agreement, Island Airways would keep 30% of the parking pass revenue and would be responsible for providing a reconciled report of revenue compared with parking passes at the end of each month. They would print the passes under our specifications. The agreement would come up again for reconsideration in April 2017 which will give us both busy and quiet times at the airport to assess how it would work.

RECOMMENDATION: Motion to approve the Airport Parking Agreement and authorize the City Manager and Airport Manager to sign the agreement.

Vehicle Parking Agreement Between the City of Charlevoix Municipal Airport and Island Airways

The City of Charlevoix Municipal Airport (Airport) enters into this Vehicle Parking Agreement (Agreement) with Island Airways (Island) for parking and collection of fees from passengers.

Recitals:

- A. Currently the Airport issues parking passes and collects the fees from Island's passengers, along with others utilizing the airport facilities.
- B. The Airport and Island have agreed that Island will take over responsibility for vehicle parking pass distribution and collection of parking fees at the airport facilities.
- C. The purpose of this Agreement is to memorialize the arrangement for parking passes and collection of fees by the Parties.

Therefore, the Parties agree as follows:

1. Island shall be responsible for parking and collecting fees for those non-employee patrons parking at the airport facilities at the rates established by the Airport. Island shall be responsible for any and all costs associated with administering the requirements of this Agreement, including creating and providing the parking passes at Island's expense. The Airport will turn over any existing unused passes for use by Island, but Island is responsible for future production of passes at Islands cost.
2. The Airport shall issue all employee parking passes, and Island shall not have responsibility or authority over employee parking.
3. Island shall provide a monthly statement and reconciliation report to the Airport with payment monies due to the Airport on a monthly basis. The statement/reconciliation report and payment shall be due on the first of each month. The Airport may audit the statements and reports at any time and for any reason in its discretion, and Island shall provide any necessary information and fully cooperate with any audit by the Airport.
4. The Airport shall approve the appearance and design of all passes produced by Island. All passes shall be numbered for purposes of the monthly reconciliation and the passes shall have "stubs" in case of an Airport audit.
5. Island shall retain a 30% share of fees collected for parking as compensation for Island's responsibilities under this Agreement. Island's share shall be calculated on a monthly basis and shall be reflected on the statement/reconciliation report.
6. Island shall provide a bond or other security acceptable to the Airport in the amount of Ten Thousand Dollars (\$10,000). The Airport shall be entitled to draw on the security in the event of a breach of Island's obligations under this Agreement. The bond or security must not be subject to cancellation or termination without prior written notice to the Airport.
7. The term of this Agreement shall be one year. The Parties shall review the Agreement and parking system in April of 2017 to determine if there should be any refinements or modification with the original agreement or parking pass system.
8. Island shall administer this Agreement in conformance with all rules, regulations and policies of the Airport.
9. Notwithstanding the term above, this Agreement may be terminated by the Airport with 30 days written notice to Island.

10. Notices shall be provided to:

Island:

Paul Welke -Owner
Angela LeFevre-Welke -President
McPhillips Flying Service, Inc.
DBA Island Airways
111 Airport Drive
Charlevoix, MI 49720

The Airport:

Mark Heydlauff-City Manager
Liz Myer- Airport Manager
The City of Charlevoix
210 State Street
Charlevoix, MI 49720

11. This Agreement is the full understanding of the Parties concerning this matter and supersedes all written or oral understandings pertaining to the subject matter of this Agreement. This Agreement shall be construed according to Michigan law with venue for all disputes in Charlevoix County Circuit Court.

Signatures:

ISLAND AIRWAYS:

Paul Welke
It's Owner

Angela LeFevre-Welke
It's President

CITY OF CHARLEVOIX MUNICIPAL AIRPORT:

Mark L. Heydlauff
It's City Manager

Liz Myer
It's Airport Manager

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Tennis & Basketball Court Improvements

DATE: July 5, 2016

PRESENTED BY: Tom Kirinovic, Recreation Director

ATTACHMENTS: Quotes from Hentco Tennis Court Specialist

BACKGROUND INFORMATION:

As you know, we included \$100,000 in this year's budget to do resurfacing on the tennis courts. When we had a tennis court surface specialist from Traverse City inspect the courts this spring, he recommended an alternate, crack-filling treatment that is much less expensive but will last well into the future. This treatment could be applied yet this fall but in consultation with him and based on my experience, I would suggest we wait until next spring.

This same treatment can be used to remove cracks in the basketball courts at Ferry Beach and would be a good way to extend their life as well.

RECOMMENDATION: Motion to approve Hentco Tennis Court Specialist to repair the Tennis Courts for a cost not to exceed \$37,438 and to repair the Ferry Beach Basketball Courts for a cost not to exceed \$8,988.

Hentco Tennis Court Specialist

589 River Rd East, Traverse City, Michigan, 49696
office (231) 941-1727 cell (231) 631-6747

19 April 2016

Proposal submitted to:

Attn: Tom Kirinovic
City of Charlevoix
210 State Street
Charlevoix, Michigan, 49720

We hereby submit specifications and estimates for: Restoration of the four tennis courts by the golf course.

1. Power clean courts.
2. Mill the courts to remove all loose material and minor repairs as needed.
3. Repairs to cracks with Courtflex crack filler or ARMOR crack repair system as needed [No guarantee on cracks].
4. Resurface of the courts with SportMaster tennis court coatings [Lt green & green].
5. Stripe the tennis court with tennis court line paint.
6. Stripe pickle ball lines on tennis courts.

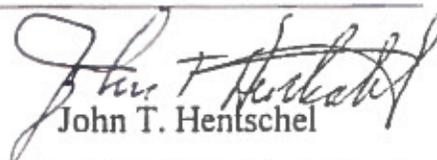
Price good thru summer 2017

We Propose hereby to furnish material and labor to complete in accordance with the above specifications, for the sum of: **\$37,438.00**
Payment to be made upon completion of work.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed on the direction of the person or designee to whom proposal was submitted to, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

Note: This proposal may be withdrawn by us if not accepted within **30** days.

Authorized
Signature



John T. Hentschel

Acceptance of Proposal-The above prices, Specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____

Signature _____

Hentco Tennis Court Specialist

589 River Rd East, Traverse City, Michigan, 49696
office (231) 941-1727 cell (231) 631-6747

19 April 2016

Proposal submitted to:

Attn: Tom Kirinovic
City of Charlevoix
210 State Street
Charlevoix, Michigan, 49720

We hereby submit specifications and estimates for: Restoration of the upper and the lower basketball court at the boat launch.

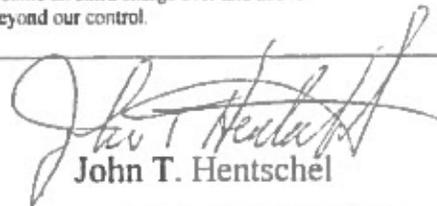
1. Power clean court.
2. Mill the court to remove all loose material and minor repairs as needed.
3. Repairs to cracks with Courtflex crack filler or ARMOR crack repair system as needed [No guarantee on cracks].
4. Resurface of the court with SportMaster tennis court coatings [green].
5. Stripe the court with tennis court line paint.

We Propose hereby to furnish material and labor to complete in accordance with the above specifications, for the sum of: **\$8,988.00**
Payment to be made upon completion of work.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed on the direction of the person or designee to whom proposal was submitted to, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

Note: This proposal may be withdrawn by us if not accepted within
30 days.

Authorized
Signature



John T. Hentschel

Acceptance of Proposal-The above prices, Specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____

Signature _____

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Patented
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for
Long
Term
Repairs
to
Asphalt
Tennis
Court
Cracks**

ARMOR[®] PROCESSES



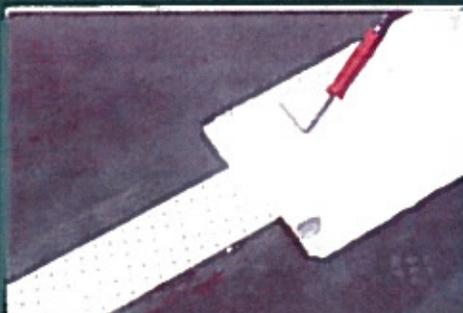
STEP 1: Fill cracks up to 4 inches wide



STEP 2: Sand flush to surface



STEP 3: Apply ARMOR[®] release tape



STEP 4: Apply liquid adhesive



STEP 5: Install narrow ARMOR[®] fabric



STEP 6: Install wide ARMOR[®] fabric



STEP 7: Install yellow ARMOR[®] mesh



STEP 8: Finished...ready to color coat!



Crack-Free Surface...Ready for Play!



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**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Mt. McSauba Ad-hoc Committee

DATE: July 5, 2016

PRESENTED BY: Tom Kirinovic, Recreation Director
Mark L. Heydlauff, City Manager

ATTACHMENTS: none

BACKGROUND INFORMATION:

At your June 6 meeting, Council asked staff to consider whether and how a committee or group dedicated to Mt. McSauba might be formed and what purpose it might serve.

It is very important for Council to clearly define the purpose and tenure for a committee or group. We do have a Recreation Advisory Committee whose purpose and function are outlined in their Bylaws and are as follows:

A. PURPOSE

The Board shall serve as advisors to the City of Charlevoix, and to the Recreation Department on issues presented to the Board related to the field of recreation and leisure services.

B. FUNCTION

The functions of the Board shall be:

1. To encourage citizen participation;
2. To advise and collaborate with the Recreation Director on issues and programs affecting Recreation and Leisure;
3. To study issues in order to provide input on the values, goals, and objectives of a program

This committee meets quarterly and provides a valuable sounding board for the Recreation Department as they plan programming and facility improvements. Within the past year, the City Council (with the support of the Recreation Advisory Committee) dissolved the Golf Advisory Committee and rolled it into the Recreation Advisory Committee with bylaws updated this past winter.

More specifically, a group of "friends of McSauba" might play a role to get various members of different user groups on the "same page." This group might help mediate

disputes between different users of the area and guide future activities and planning for the recreation area. This group might eventually organize volunteers to do spring and fall clean-ups and other events to help maintain the area. Upon completion of our forestry management plan, this group might be able to assist in carrying out the work required to maintain this area long into the future.

As a start, perhaps it would make sense to convene a group of stakeholders who might be able to flesh out this idea or give feedback to go in a different direction. Given the various uses at McSauba, a group comprised of two members of the neighborhood and two disc golf representatives would be a good start. Though we have generally removed staff from committees in the past year, this might be a case when staff from our ski hill and day camp could add to the discussion since they are the ones who lead those activities. Adding a member of the Recreation Advisory Committee might also make sense to connect the two groups. Like with the Food Truck Committee, we would suggest this balance of members who are chosen by expressing interest to City Council. We would also suggest they report back to you at some defined period of time.

I contacted my colleague in Boyne City since a group was recently formed there for their Avalanche Preserve. He advised the person who led the charge for their group is travelling but he can get me more information in a couple of weeks.

Overall, we advise Council keep the following in mind:

- Define a clear purpose and advisory realm for this group.
- Give the group a timeline for certain steps while it starts up.
- Focus on balance of representation.

RECOMMENDATION: Council discussion and direction to staff.