

**AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING**

Monday, October 19, 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 - October 5, 2015 Regular Meeting PG 1-12
 - B. Accounts Payable Check Registers & Payroll Check Registers PG 13-27
- V. Public Hearings**
 - A. Public Hearing for the Earl Young Buildings Historic District PG 28-61
 - B. Consideration to Amend Title II, Utilities and Services, Chapter 22, City Water Utility, Section 2.52 PG 62-65
 - C. IFEC for Michigan Scientific Corporation PG 66-74
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Donation Acceptance Policy PG 75-81
 - B. Food Truck Study Committee PG 82-85
 - C. Water Plant Drying Cost Increases PG 86
 - D. Mission/Vision Statement for the Charlevoix Airport PG 87
 - E. General Liability & Property Insurance 2015-16 Renewal PG 88-103
 - F. FY 2017 Goals PG 104-121
 - G. Mt. McSauba Water PG 122
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
 - A. Set Public Hearing for Referendum on Conservation Easement PG 123-127
- IX. Resolutions**
 - A. IFEC for Michigan Scientific Corporation PG 73-74
- X. Ordinances**
 - A. Amend Title II, Utilities and Services, Chapter 22, City Water Utility, Section 2.52 PG 65
- 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, October 5, 2015 – 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

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

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Gabe Campbell
City Manager: Mark Heydlauff
City Clerk: Joyce Golding
Council Members Present: Shane Cole, Shirley Gibson, Luther Kurtz, Leon Perron, Jeff Porter, 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 – September 21, 2015 Regular Meeting Minutes
- B. Special Accounts Payable Check Register – September 17, 2015
- C. Special Accounts Payable Check Register – September 22, 2015
- D. Regular Accounts Payable Check Register – October 6, 2015
- E. ACH Payments – September 21, 2015 – September 25, 2015
- F. Payroll Check Register – September 25, 2015
- G. Payroll Transmittal – September 25, 2015
- H. Tax Disbursement – October 6, 2015
- I. Mayor Proclamations – National Disability Employment Awareness Month, Island Airways, The Clothing Company
- J. Shade Tree Commission Resignation – Jessica Spencer
Motion by Councilmember Cole, second by Councilmember Gibson, to accept the resignation of Jessica Spencer from the Shade Tree Commission.

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

V. Public Hearings

A. Public Hearing – Donation Acceptance Policy

Interim Planner Panoff reported that the Donation Acceptance Committee convened to establish a policy for individuals and organizations wishing to donate to the City. A summary of the Committee's recommendations is as follows:

- Created a predefined list of acceptable projects or programs for potential donors with periodic review.
- Appoint a point of contact between the donor and the City.
- Continue the "memorial" bench program in conjunction with the Planning Commission to establish locations for the benches. The donation of tables similar to the bench program should be included. Other small scale items such as bike racks should not be allowed.
- Consideration should be given to establishing a "donor wall" and minimum donation amounts.
- Memorial plaques or naming opportunities should be considered for significant donations.
- Veteran/military memorials should be reviewed on a case-by-case basis.
- The City should publically recognize all donors.

After discussion at the September 21st Council meeting, City Manager Heydlauff suggested the scheduling of a public hearing to offer another opportunity for public comment.

City Manager Heydlauff mentioned that Michelle Rick-Biddick had a question with regards to replacing or improving bike racks near the marina and wanted to know how Council felt about this. Mayor Campbell responded that Council could look at this issue.

Mayor Campbell opened the item to public comment.

CED Director Doyle indicated that bike racks are a popular donation item. She suggested that the Main Street design team would be a source to create a design concept acceptable to everyone and that the City could direct where the bike racks would be placed.

The item was closed to the public.

B. Public Hearing – Food Trucks in Downtown Charlevoix

City Manager shared general background information regarding food trucks in Charlevoix. Currently, food truck vendors are required to obtain a business license from the City Clerk as well as permission from the property owner where the truck will be located. If the food truck wants to operate during a City event such as Venetian or Apple Fest, the vendor must obtain permission from the event coordinator. He discussed items in the agenda packet regarding how other communities handle food vendors and proposed specific areas where food vendors would not be allowed. City Manager Heydlauff recommended thorough research and ample discussion before taking further action and stated that Staff had no recommendation at this point.

Mayor Campbell opened the item to public comment.

Terry Left, downtown restaurant owner, submitted a letter dated October 1, 2015, which in summary stated "I don't disapprove of the food trucks being downtown during Venetian, just on a permanent basis where it would affect the 17 restaurants and their many employees. We have a lot of very good restaurants in town now, why should we risk destabilized even just one of them, much less all of them."

Arch Wright, downtown property owner, submitted a letter dated September 29, 2015 recommending that in the City's "deliberations regarding food trucks, please keep in mind the viability of existing, tax paying operations."

Sherry Jones, Charlevoix resident who works for a restaurant that uses a food truck, suggested that food trucks should be local vendors. She explained that several employees are involved with food trucks and felt that food trucks should be encouraged. She mentioned that "Pigs Eatin' Ribs" provided a food truck for the Trout Tournament and donated to the community. Ms. Jones would like to see food trucks in Charlevoix, perhaps in a designated area that is easily accessible.

Del Terrell, taxpayer, suggested a finite number of licenses for a substantial fee and recommended liability insurance and background checks. He suggested that local establishments be given preference when requesting licenses.

Vi Keller, Scovies owner, sees a negative impact on brick and mortar establishments from food trucks. She stated that the busy summer months are necessary to sustain year round businesses through the winter and allowing food trucks would impact this important source of revenue.

Phil Parr, Round Lake Group, supports the idea of food trucks during high volume events. He also expressed concern regarding the placement of food trucks and suggested they be located in a neutral location as not to affect restaurants.

City Manager Heydlauff explained the current City business licensing process to clarify fees and operational limitations. The Police Department monitors the activity of temporary merchants such as food trucks to ensure compliance.

Julie Mann, Smoke on the Water owner, shared the history of her business and the challenges that her restaurant faced during Venetian Festival with the Bridge Street closure limiting foot traffic. She also shared her experience with food trucks on New Year's Eve and how it affected her business. Ms. Mann felt that a food truck court would not be good for brick and mortar restaurants.

Adam Kline, Pigs Eatin' Ribs owner, described his restaurant, food trucks and catering business and his donations to the community. Mr. Kline felt that not having food vendors at large events would affect attendance. He would like to keep his business in Charlevoix.

Kirby Dipert, downtown business owner, indicated that his heart is with the brick and mortar restaurants. He stated "Is it the American way to attempt to legislate out the competition or someone else's opportunity to build a business?" Mr. Dipert reasoned that the City should create a policy that is fair and equitable for everyone.

The item was closed to the public.

Councilmember Gibson suggested that a joint study committee be created with restaurant owners, food vendors and other stakeholders to find solution(s) to appease both sides. City Manager Heydlauff noted that members of the DDA or Planning Commission may be interested in joining the committee as well and the mayor concurred with this suggestion.

Councilmember Porter requested a list of cities that do not accept food trucks. City Manager Heydlauff will address this request.

Mayor Campbell stated that Council needs to find a solution that is acceptable to everybody and suggested a special meeting.

Councilmember Perron asked the mayor if Council could establish a study committee and have further discussion at the committee level with recommendations to Council. City Clerk Golding affirmed that Council was permitted to establish a committee.

Interim Planner Panoff believed that food trucks could not be banned.

Councilmember Supernaw noted that the sample city ordinances in the packet were quite extensive. He confirmed that some food

vendors operate year-round.

City Manager Heydlauff suggested continuing the discussion at a regularly scheduled Council meeting. He will create an agenda item for the next meeting which will include the possibility of establishing a study committee. City Manager Heydlauff will make a public announcement requesting that citizens who wish to participate on the proposed study committee submit a letter of interest.

VI. Reports

Mayor Campbell noted that there will be a Council work session on October 8th to tour the airport and another work session on October 13th to discuss City goals for the next fiscal year. City Manager Heydlauff stated that a joint DDA/Council meeting is tentatively scheduled for November 23rd.

City Manager Heydlauff thanked everyone for participating in the downtown clean up on October 3rd. He congratulated Island Airways and The Clothing Company for their many years in Charlevoix.

Interim Planner Panoff indicated that a public hearing was required as one of the steps to establish the Earl Young Historic District consistent with the Standing Historic District Study Committee. This hearing will be held at the next Council meeting on October 19th.

VII. Requests, Petitions and Communications and Actions Thereon

A. 2014-15 Fiscal Year Financial Audit Presentation

Annette Eustice, CPA with Rehmann Robson, presented the findings of the City's financial audit year-ended March 31, 2015. Ms. Eustice also discussed a general overview of the financial health of the City. She clarified several items for Council including Airport grants and the fact that the Airport posted approximately \$60,000 in profit in the last fiscal year.

Mayor Campbell opened the item to public comment.

Del Terrell questioned Ms. Eustice regarding grant revenue at the Airport. She reiterated that the Airport made \$60,000 and stated that there is no formal repayment document for borrowing between funds and recommended that an agreement be drawn up.

City Manager Heydlauff confirmed that the transfer of funds to the Airport was approved by Council back in 2011.

The item was closed to the public.

Motion by Councilmember Gibson, second by Councilmember Kurtz, to approve the 2014-15 fiscal year audit.

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

B. Marion Center Sewer Line Connection

A property owner on Marion Center Road has requested to tie into the City-owned sewer main in the front yard of the home due to a failing septic system. The homeowner would be responsible for all tap fees in accord with the City's ordinance and fee schedule.

City Attorney Howard reviewed the issues involving previous litigation regarding the sewer line. In order for the City to permit the home to be connected to the line, City Council needs to approve this connection along with the approval of the other parties to the past litigation. City Staff had no objection to adding this customer to the system and it should be noted that the Marion Township Board of Trustees approved the request and have no objection either.

Council discussed the history of the previous litigation.

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

Motion by Councilmember Perron, second by Councilmember Cole, to authorize the City Manager to give the consent of the City of Charlevoix to connect the residence at 06539 Marion Center Road to the existing sewer main on Marion Center Road in Marion Township.

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

C. Consideration of Economic Development and Planning Director and Administrative Assistant Job Descriptions

City Manager Heydlauff stated that with the departure of the previous City Planning & Zoning Administrator, Staff proposed a new job description entitled "Economic Development and Planning Director". This position would encompass a larger range of responsibilities which will include economic development and planning. He believed that it was important to look at economic development as a team effort – the person in the economic development/planning position will focus especially on the industrial park

and coordinate planning across City departments while the future Main Street Executive Director/Grant Specialist position will focus on downtown while managing grants across City departments.

Mayor Campbell opened the item to public comment.

Lyle Gennett, First Ward, felt the City should work with the townships to share resources especially with the Planner position. City Manager Heydlauff stated that he will continue collaborative efforts with the townships.

The item was closed to the public.

City Manager Heydlauff confirmed for Councilmember Porter that the intention is to continue to employ an assistant. The planner assistant position would be either full or part time dependent upon the skillset of the future Planning Director.

Motion by Councilmember Supernaw, second by Councilmember Gibson, to approve the Economic Development and Planning Director and Administrative Assistant job descriptions [dated October 5, 2015.]

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

City Manager Heydlauff stated that with the departure of the previous incumbent in the Police Department's Administrative Assistant position, Staff proposed a revised job description. The most significant change is that the new incumbent would work for the Police Chief and assist the City Clerk and City Manager's office.

D. Consideration of Section 3 Economic Opportunities Policy Resolution

City Manager Heydlauff stated that the City received a CDBG grant from the US Department of Housing and Urban Development in the amount of \$114,229 to repair and replace broken water lines in the City owned public right-of-way during the winter of 2013-14. The CDBG requires the City to adopt its Economic Opportunities Policy for Section 3 Covered Contracts policy. The City Attorney and City Clerk have reviewed the policy and have no concerns with the Section 3 policy. The City Attorney stated "that the Section 3 policy should either be added to the existing purchasing policy or adopted separately and then cross referenced in the existing policy. In either case, we should include language that states that, for any Section 3 contract, the Section 3 policy governs and shall apply in case of a conflict with any other provision in the purchasing policy."

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

Action by Resolution.

E. Compensation Commission Report

City Manager Heydlauff reported that pursuant to the Charlevoix City Charter (section 2.11) and the Charlevoix City Code (Chapter 3), the Compensation Commission met recently. The commission decided not to change pay rates for the Mayor and City Council.

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

A. Request to Set a Public Hearing to Amend Title II, Utilities and Services, Chapter 22, City Water Utility, Section 2.52

DPW Superintendent Elliott stated that due to some uncertainty with the wording within Chapter 22, City Water Utility, of the City Code, Staff recommended an amendment to the ordinance per the attachment from City Attorney Howard. He indicated that by making these amendments there will be clear definition as to who is responsible for maintaining specific portions of a water service line. The changes that are proposed are consistent with past practices.

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 set a public hearing for Monday, October 19, 2015 to consider amending Title II, Utilities and Services, Chapter 22, City Water Utility, Section 2.52.

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

B. Request to Set a Public Hearing for IFEC for Michigan Scientific Corporation

City Manager stated that Michigan Scientific Corporation is currently working on a building expansion and is seeking an Industrial Facilities Exemption Certificate (IFEC) which will cut the tax bill on the new building by 50% for a period of years set by Council.

Michigan Scientific employs 60 people in Charlevoix and they are anticipating the hiring of more employees following the completion of the project.

Pursuant to Public Act 198 of 1974, Council must hold a public hearing prior to considering the IFEC request. City Manager Heydlauff proposed October 19, 2015 at which time Sara Christensen from Northern Lakes Economic Alliance and a representative from Michigan Scientific will discuss project details. The project has received zoning approval.

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

Motion by Councilmember Porter, second by Councilmember Supernaw, to set a public hearing for Monday, October 19, 2015 at 7 p.m. in Council Chambers of City Hall on a request from Michigan Scientific Corporation for an Industrial Facilities Exemption Certificate.

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

IX. Resolutions

A. Consideration of Section 3 Economic Opportunities Policy Resolution

Motion by Councilmember Kurtz, second by Councilmember Perron, to adopt Resolution 2015-10-01 Economic Opportunities Policy for Section 3 Covered Contracts, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2015-10-01
ECONOMIC OPPORTUNITIES POLICY FOR SECTION 3 COVERED CONTRACTS**

- WHEREAS,** the City of Charlevoix is desirous to obtain funding from the US Department of Housing and Urban Development (HUD) and its Community Development Block Grants (CDBG) program, and
- WHEREAS,** HUD requires the adoption of its Economic Opportunities Policy for Section 3 Covered Contracts policy in order to qualify for said funding; and
- WHEREAS,** Section 3 policy governs and shall apply in the case of a conflict with any other provision in the purchasing policy.
- NOW, THEREFORE, BE IT RESOLVED** that the City of Charlevoix City Council hereby adopts the following Economic Opportunities Policy for Section 3 Covered Contracts policy and make it part of the City's Purchasing Guidelines.

**CITY OF CHARLEVOIX
Economic Opportunities Policy for Section 3 Covered Contracts**

Background:

Section 3 of the Housing and Urban Development Act of 1968, as amended, ("Section 3") requires that economic opportunities generated by certain U.S. Department of Housing and Urban Development financial assistance for housing and community development programs be directed to low and very low income persons, particularly those who are recipients of government assistance for housing, and business concerns which provide economic opportunities to low and very low income persons.

Pursuant to Section 3 of the Housing and Urban Development Act of 1968, as amended and 24 CFR Part 135, The City of Charlevoix adopts this Economic Opportunities Policy for Section 3 Covered Contracts. The policy will provide direction for implementing Section 3, when required.

Policy Statement:

The City of Charlevoix shall provide opportunities to low and very low income persons residing in the State of Michigan (as defined in § 135.5 of 24 CFR Part 135) and to businesses meeting the definition of "Section 3 Business Concern" (as defined by 24 CFR Part 135). Accordingly, the City of Charlevoix shall implement policies and procedures to ensure that Section 3, when required, is followed and develop programs and procedures necessary to implement this policy covering all procurement contracts where labor and/or professional services are provided. This policy shall not apply to contractors who only furnish materials or supplies through Section 3 covered assistance. It will apply to contractors who install materials or equipment. (See the definition of "Section 3 Covered Contracts" below.) There is nothing in policy that should be construed to require the employment or contracting of a Section 3 resident or contractor who does not meet the qualifications of the position to be filled or who cannot fulfill the contract requirements.

Definitions:

The City of Charlevoix incorporates into this policy the definitions contained in § 135.5 of 24 CFR Part 135.

Defined Terms of Policy:

- **Section 3** – Section 3 is a provision of the Housing and Urban Development Act of 1968, which recognizes that HUD funds are typically one of the largest sources of federal funding expended in communities through the form of grants, loans, entitlement allocations and other forms of financial assistance. Section 3 is intended to ensure that when employment or contracting opportunities are generated because a covered project or activity necessitates the employment of additional persons or the awarding of contracts for work, preference must be given to low and very low income persons or business concerns residing in the community where the project is located.
- **Section 3 Recipient** – means any entity which receives Section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State, unit of local government, PHA, IHA, Indian tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee or transferees of any such entity, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.
- **Section 3 Resident** – A section 3 resident is 1) a public housing resident, or 2) a low or very low income person residing in the metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended.
- **Section 3 Business Concern(s)** – Section 3 Business Concerns are businesses that can provide evidence that they meet one of the following:
 - a) 51% or more owned by Section 3 residents; or
 - b) at least 30% of its full time employees include persons that are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
 - c) provides evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications in the above two paragraphs.
- **Section 3 Covered Assistance** –
 - (a) Public and Indian housing development, operating or capital funds; or other housing assistance and community development assistance expended for housing rehabilitation, housing construction or other public construction projects, such as: CDBG, HOME, 202/811, Lead-Based Paint Abatement, etc.
 - (b) The following definition for Section 3 Covered Assistance comes from 24 CFR 135.5:
 - (1) Public and Indian housing development assistance provided pursuant to section 5 of the 1937 Act;
 - (2) Public and Indian housing operating assistance provided pursuant to section 9 of the 1937 Act;
 - (3) Public and Indian housing modernization assistance provided pursuant to section 14 of the 1937 Act;
 - (4) Assistance provided under any HUD housing or community development program that is expended for work arising in connection with:
 - (i) Housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair and replacement);
 - (ii) Housing construction; or
 - (iii) (Other public construction project (which includes other buildings or improvements, regardless of ownership).
- **Section 3 Covered Contract** – means a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 Covered Assistance, or for work arising in connection with a Section 3 Covered Project. "Section 3 Covered Contracts" do not include contracts awarded under HUD procurement program, which are governed by the Federal Acquisition Regulation System (see 48 CFR, Chapter 1). "Section 3 Covered Contracts" also do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 Covered Contract. For example, a contract for the purchase and installation of a furnace would be a Section 3 Covered Contract because the contract is for work (i.e., the installation of the furnace) and thus is covered by Section 3.
- **Section 3 Covered Project** – A Section 3 covered project involves the construction or rehabilitation of housing (including reduction of lead-based paint hazards), or other public construction such as street repair, sewage line repair or installation, updates to building facades, etc.

- **Section 3 Covered Community Planning and Development Funding** – Community Development Block Grants (CDBG), Home Investment Partnership Assistance (HOME), Emergency Shelter Grants (ESG), Neighborhood Stabilization Programs (NSP), and certain grants awarded under HUD Notices of Funding Availability (NOFAs). The requirements for Section 3 only apply to the portion(s) of covered funding that were used for project/activities involving housing construction, rehabilitation, demolition, or other public construction.

Responsibilities:

1. The City of Charlevoix that receives community development or housing assistance covered by Section 3 has the responsibility to comply with Section 3 in its own operations. This responsibility includes:
 - a. Notifying Section 3 residents and businesses about jobs and contracts generated by Section 3 covered assistance so that residents may seek jobs and businesses may submit bids/proposals for available contracts;
 - b. Notifying potential contractors of the objectives of Section 3 and ways in which each contractor can assist the sub-recipient to meet its goal;
 - c. Facilitating the training and employment of Section 3 residents and the award of contracts to Section 3 business concerns; and
 - d. Documenting the action that the sub-recipient takes to comply with the Section 3 requirements, the results of the actions, and impediments, if any.
2. The City of Charlevoix has a responsibility to "ensure compliance" of their contractors and subcontractors. This means that a sub-recipient must:
 - a. Notify contractors of their responsibilities under Section 3 including, but not limited to, incorporating the Section 3 Clause in contract documents.
 - b. Refrain from entering into contracts with contractors that are in violation of the regulations in 24 CFR Part 135.
 - c. Respond to complaints made to the recipient by Section 3 residents or business concerns that the sub-recipient, a contractor or subcontractor, is not in compliance with 24 CFR Part 135.
 - d. Cooperate with HUD in obtaining the compliance of contractors and subcontractors when allegations are made that the sub-recipient's contractors and subcontractors are not in compliance with the regulation of 24 CFR Part 135.

Goals:

All contractors undertaking Section 3 covered projects and activities are expected to meet the Section 3 requirements. To demonstrate compliance with the "greatest extent feasible" requirement of Section 3, contractors must meet the goals set forth below for providing training, employment and contracting opportunities to Section 3 residents and Section 3 business concerns. To meet the goals, contractors must select Section 3 residents based on the following priorities pursuant to § 135.34, 24 CFR Part 135:

First Priority - Residents of the development where the work is to be performed.

Second Priority - Other residents of the neighborhood where the work is to be performed.

Third Priority - Other residents of the neighborhood who are participants in HUD- Youthbuild or others federal, state, and local job programs being carried out in the city or county area.

Fourth Priority - Other persons from the project metropolitan area who meet the definition of Section 3 resident contained in § 135.5 of 24 CFR Part 135.

Employment:

All contractors will seek low or very low income persons residing in the property metropolitan area for 30% of all new hires. When applicable, the contractor must show evidence of seeking project residents for 15% of the new hires.

Eligibility for employment or contracting nothing in this policy shall be construed to require the employment or contracting of a Section 3 resident or contractor who does not meet the qualifications of the position to be filled or who cannot perform the contract.

Preference for Section 3 Business Concerns:

Preference shall be awarded to Section 3 Business Concerns according to the following system:

- A. Where the Section 3 Covered Contract is to be awarded based upon the lowest price, the contract shall be awarded to the qualified Section 3 Business Concern with the lowest responsive quotation, if it is reasonable and no more than 10 percent higher than the quotation of the lowest responsive quotation from any qualified source. If no responsive quotation by a qualified Section 3 Business Concern is within 10 percent of the lowest responsive quotation from any qualified source, the award shall be made to the source with the lowest quotation.
- B. Where the Section 3 Covered Contract is to be awarded based on factors other than price, a request for quotations shall be issued by developing the particulars of the solicitation, including a rating system for the assignment of points to evaluate the merits of each quotation. The solicitation shall identify all factors to be considered, including price or cost. The rating system shall provide for a range of 15 to 25 percent of the total number of available rating points to be set aside for the provision of preference for Section 3 Business Concerns. The purchase order shall be awarded to the responsible firm whose quotation is the most advantageous, considering price and all other factors specified in the rating system.

Competitive Bids: Procurement by Sealed Bids (Invitations for Bids)

Preference in the award of Section 3 Covered Contracts that are awarded under a sealed bid process may be provided as follows:

Bids shall be solicited from all businesses (Section 3 Business Concerns, and non-Section 3 Business Concerns). An award shall be made to the qualified Section 3 Business Concern with the highest priority ranking and with the lowest responsive bid if that bid—

- 1. Bids shall be solicited from all businesses (i.e. Section 3 Business Concerns and non-Section 3 Business Concerns). An award shall be made to the qualified Section 3 Business Concern with the highest priority ranking (as defined in 24 CFR Part 135) and with the lowest responsive bid if that bid:

- A.) is within the maximum total contract price established in The City of Charlevoix's budget for the specific project for which bids are being taken, and
- B.) is not more than "X" higher than the total bid price of the lowest responsive bid from any responsible bidder. "X" is determined as follows:

X = lesser of:

When the lowest responsive bid is less than \$100,000 10% of that bid or \$9,000

When the lowest responsive bid is:

At least \$100,000, but less than \$200,000 9% of that bid or \$16,000

At least \$200,000, but less than \$300,000 8% of that bid or \$21,000

At least \$300,000, but less than \$400,000 7% of that bid or \$24,000

At least \$400,000, but less than \$500,000 6% of that bid or \$25,000

At least \$500,000, but less than \$1 million 5% of that bid or \$40,000

At least \$1 million, but less than \$2 million. . . . 4% of that bid or \$60,000

At least \$2 million, but less than \$4 million. . . . 3% of that bid or \$80,000

At least \$4 million, but less than \$7 million. . . . 2% of that bid or \$105,000

\$7 million or more 1.5% of the lowest responsive bid, with no dollar limit.

- 2. If no responsive bid by a Section 3 Business Concern meets the requirements of paragraph 1 of this section, the contract shall be awarded to a responsible bidder with the lowest responsive bid.
- 3. In both paragraph 1 and 2 above, a bidder, to be considered as responsible, must demonstrate compliance with the "greatest extent feasible" requirement of Section 3.

Compliance

HUD holds MSHDA accountable for compliance with Section 3 requirements. In its written agreement with its housing partners, MSHDA will site Section 3 obligations. When a housing partner is unable to meet Section 3 goals, MSHDA will place the burden of proving compliance with Section 3 on the recipient.

The minimum numerical goal for employment is 30 percent of the aggregate number of new hires shall be Section 3 residents annually— i.e., 1 out of 3 new employees needed to complete a Section 3 covered project/activity shall be a Section 3 resident.

The minimum goals for contracting are:

- Ten percent of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repair, modernization or development of public or Indian housing or building trades work arising in connection with housing rehabilitation, housing construction and other public construction, shall be awarded to Section 3 businesses; and
- Three percent of the total dollar amount of all non-construction Section 3 covered contracts, shall be awarded to Section 3 businesses.

Safe harbor and compliance determinations: In the absent of evidence to the contrary (i.e., evidence that efforts to the "greatest extent feasible" were not expended), if the City of Charlevoix or contractor meets the minimum numerical goals shown above, the recipient or contractor is considered to have complied with Section 3 preference requirements.

The City of Charlevoix will be expected to demonstrate why it was not feasible to meet the goals. At a minimum, if recipients of Section 3 Assistance are unable to meet their Section 3 training, hiring, and contracting goals, they should sponsor or participate in upward mobility programs, hire eligible residents in trainee positions with regard to training and employment, or form Section 3 joint ventures with various local employment agencies.

Data Collection and Reporting:

The City of Charlevoix will collect and submit required Section 3 data and complete Section 3 reporting requirements.

RESOLVED, this 5th day of October, A.D. 2015

Resolution was adopted by the following yea and nay vote:

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

X. Ordinances
 None

XI. Miscellaneous Business
 Councilmember Gibson stated that she was not in favor of memorial walls as a donation option.

XII. Audience - Non-agenda Input (written requests take precedent)
 None

XIII. Adjourn
 Motion by Councilmember Kurtz, second by Councilmember Cole to adjourn. Motion passed by unanimous voice vote.
 Meeting adjourned at 8:57 p.m.

Joyce Golding

City Clerk

Gabe Campbell

Mayor

DEVERE CONSTRUCTION COMPANY
 PREIN & NEWHOF

Special Accounts Payable – 09/17/2015

430,895.63
 38,596.32

TOTAL

469,491.95

Special Accounts Payable – 09/22/2015

AT&T LONG DISTANCE	56.09	GREAT LAKES ENERGY	201.35
AT&T MOBILITY	72.79	METLIFE SMALL BUSINESS CENTER	824.64
CHARLEVOIX STATE BANK	8,015.72	VERIZON WIRELESS	56.72
DELTA DENTAL	3,967.00	VISION SERVICE PLAN	516.37
FIRSTMERIT BANK N.A.	18,019.71	TOTAL	31,730.39

Regular Accounts Payable – 10/06/2015

AIRGAS USA LLC	1,284.74	JOHNNY MAC'S SPORTING GOODS	40.25
ALGER-BERGMANN, JODIE	19.99	KEVIN'S METER TESTING	2,623.64
ALL-PHASE ELECTRIC SUPPLY CO.	231.06	KIRINOVIC, THOMAS	41.00
AMERICAN WATER WORKS ASSN	178.00	KLOOSTER, ALIDA K.	41.00
AVFUEL CORPORATION	32,159.46	KMart	262.19
BEAR EARTH HERBALS	7.00	KSS ENTERPRISES	169.44
BEAVER RESEARCH COMPANY	194.22	LAKESHORE TIRE & AUTO SERVICE	601.80
BELL EQUIPMENT COMPANY	421.59	LEESE, M. CHRIS	232.00
BERG, REBECCA	139.00	LOTTIE'S BAGELS	48.00
BLARNEY CASTLE OIL CO	708.02	MARTIN, RICHARD	33.00
BLASKOWSKI, CHERYL	57.73	MAYS, SCOTT	16.50
BORTHS, ANGELINE	16.96	McGINN, KELLY	41.00
BURNETT, JOAN	75.32	MCMILLAN, MICHAEL	60.50
CARDINAL CARPET CLEANING	2,000.00	MICHIGAN MUNICIPAL LEAGUE	8,889.53
CHARLEVOIX COURIER	59.00	MONCION, PIERRE	151.50
CHEMICAL SYSTEMS INC.	1,872.00	MYER, ELIZABETH A.	41.00
CHEMTRADE CHEMICALS US LLC	1,592.40	NESTLE, HAROLD	191.43
CHRISTENSEN, ROGER	168.33	NORTH COUNTRY CRITTERS	25.00
COOK FAMILY FARMS	131.00	NORTHERN FIRE & SAFETY INC.	219.00
DCASSESSING SERVICES	4,371.08	NORTHERN SAFETY CO INC	147.93
DeROSIA, PATTY	41.00	OMS COMPLIANCE SERVICES INC	41.25
DHASELEER, CARL	53.00	PANOFF, ZACH	41.00
DOAN, GERARD	41.00	PERFORMANCE ENGINEERS INC	9,695.00
DORNBOS SIGN INC.	366.20	POND HILL FARM LLC	95.00
DOYLE, ANNIE	41.00	POWER LINE SUPPLY	1,993.81
DUERR, JOHN	44.00	PRICE BUILDING & REMODELING	3,387.00
EJ USA INC.	362.75	PROVIDENCE FARM LLC	1,135.00
ELLIOTT, PATRICK M.	41.00	RICK-BIDDICK, MICHELLE	2,262.92
EMERGENCY MEDICAL PRODUCTS INC	273.34	ROCKY TOP FARMS	23.00
ETNA SUPPLY	1,909.21	ROLOFF, ROBERT	41.00
EVANS, HAL	41.00	RTI LABORATORIES INC.	31.00
EXELBY, DONALD	53.68	RUSTIC BAKER	16.00
FAMILY FARE SUPERMARKETS	42.33	SECURITY SANITATION INC.	190.00
FARMER WHITE'S	36.00	SHINDORF BUILDERS	285.00
FERGUSON & CHAMBERLAIN	7,280.00	SHORELINE POWER SERVICES INC.	7,745.63
FISHER SCIENTIFIC	238.52	SMOKE ON THE WATER	20.00
GELDERBLUM, PAUL	50.00	SPARTAN DISTRIBUTORS INC	148.65
GEMPLER'S	371.95	STATE OF MICHIGAN	57,791.10
GERBER HOMEMADE SWEETS	32.00	SWEM, DONALD L.	41.00
GINOP SALES INC	989.26	SYSTEMS SPECIALISTS INC	325.00
GOLDING, JOYCE	41.00	TEUNIS, STEVEN	41.00
GRAINGER	209.76	UP NORTH PROPERTY SERVICES LLC	4,081.00
GRP ENGINEERING INC.	3,323.79	UPPER CASE PRINTING INK.	187.03
GUNTZVILLER, RHONDA	45.00	VILLAGE GRAPHICS INC.	226.71
HACH COMPANY	2,270.71	VOSS LIGHTING	327.12
HANKINS, SCOTT	41.00	WALDIE, ROBERT	17.07
HARWOOD GOLD	81.00	WELLER, LINDA	41.00
HEID, THOMAS J.	41.00	WHOLLY GRANOLY LLC	6.00
HEYDLAUFF, MARK L	212.81	WICKERSHAM, HERBURT	119.94
HOLIDAY COMPANIES	6,876.39	WILLIAMS, GLORIA JEAN	17.00
HYDE SERVICES LLC	238.42	WORK & PLAY SHOP	23.88
IDEXX DISTRIBUTION INC.	1,041.79	WYMAN, MATTHEW A.	41.00
IRWIN, WILLIAM	39.98	ZEITLER, GARY	121.00
JACK DOHENY SUPPLIES INC	1,821.18		
JACOBSEN	1,488.95	TOTAL	180,200.74

ACH Payments – 09/21/2015 – 09/25/2015

MI PUBLIC POWER AGENCY	31,349.75	STATE OF MI (WITHHOLDING TAX)	5,520.92
MERS (DEFINED BENEFIT PLAN)	26,374.66	VANTAGEPOINT (401 ICMA PLAN)	686.22
MI PUBLIC POWER AGENCY	305,745.76	VANTAGEPOINT (457 ICMA PLAN)	13,794.69
IRS (PAYROLL TAX DEPOSIT)	38,176.71		
ALERUS FINANCIAL (HCSP)	420.00	TOTAL	422,068.71

PAYROLL: NET PAY

Pay Period Ending 09/19/2015 – Paid 09/25/2015

WELLER, LINDA JO	1,620.71	BECKER, MICHAEL S.	567.25
HEYDLAUFF, MARK L.	2,104.48	BUTLER, SEAN C.	528.47
GOLDING, JOYCE M.	1,059.15	MCGHEE, ROBERT R.	847.67
DEROSIA, PATRICIA E.	1,012.89	STANTS, JACOB W.	470.44
DOYLE, ANNE E.	1,385.05	BLOOMER, GABRIELLE J.	357.20
LOY, EVELYN R.	1,037.79	MCCLANATHAN, BRANDON R.	412.30
KLOOSTER, ALIDA K.	1,447.07	STEWART, SAMUEL D.	115.07
GOLOVICH, KAREN J.	957.00	KIRINOVIC, THOMAS F.	573.67
SPENCLEY, PATRICIA L.	1,488.06	FORRESTER, KATHERINE A.	473.99
PANOFF, ZACHARY R.	1,018.76	HEID, THOMAS J.	1,252.44
MILLER, FAITH G.	47.30	STEIN, DONNA E.	64.09
LEESE, MERRI C.	200.36	BOOTHE, STEVEN A.	125.25
MCGINN, KELLY A.	1,642.26	RYPSTRA III, BART	86.49
DOAN, GERARD P.	1,556.74	DAVIS, RONALD L.	12.04
SHRIFT, PETER R.	1,305.94	MACLEOD, SAMUEL R.	200.20
SCHLAPPI, JAMES L.	1,209.85	DAKROUB, JOSEPH E.	111.00
UMULIS, MATTHEW T.	1,345.89	MASSON, DONALD J.	299.64
HANKINS, SCOTT A.	1,489.79	MYER, ELIZABETH A.	1,622.71
ORBAN, BARBARA K.	1,420.59	VANLOO, JOSEPH G.	639.21
TRAEGER, JASON A.	1,218.53	WYMAN, MATTHEW A.	955.66
WARNER, JANINE M.	851.52	SCHRADER, LOU ANN	515.78
EVANS JR, HALBERT K.	1,442.49	BOSS, RYDER S.	705.59
GODDARD, RYAN D.	781.28	MILLER, WILLIAM S.	941.42
BINGHAM, LARRY E.	820.38	FUNKEY, KRAIG R.	170.85
GREYERBIEHL, KELLY M.	353.28	MEGGISON, JERRY B.	205.27
ROLOFF, ROBERT P.	4,627.13	RILEY, CASEY W.	213.57
RILEY, DENISE M.	388.63	THORMAN, MIKAYLA R.	17.62
LOPER II, GARY D.	1,293.15	JONES, LARRY M.	1,091.64
TEUNIS, STEVEN L.	1,681.68	WILLSON, BRENDA R.	301.30
WURST, RANDALL W.	1,554.13	OGHS, THOMAS F.	27.70
MAYER, SHELLEY L.	1,510.89	TRAVERS, MANUEL J.	57.75
HILLING, NICHOLAS A.	1,111.43	RILEY, DANIEL A.	1,142.85
MEIER III, CHARLES A.	1,396.61	GERBER, SAMUEL A.	64.64
ZACHARIAS, STEVEN B.	2,080.82	CHAVEZ, DEBRA L.	440.50
NISWANDER, JOSEPH F.	1,476.24	KLOOSTER, PATRICK H.	682.84
EATON, BRAD A.	1,749.69	KLINGER, BRADLEY W.	294.31
WILSON, TIMOTHY J.	1,962.70	SWEM, DONALD L.	1,808.24
LAVOIE, RICHARD L.	1,686.51	WHITLEY, ANDREW T.	1,746.43
STEVENS, BRANDON C.	1,615.44	MORRISON, KEVIN P.	972.00
DRAVES, MARTIN J.	1,993.71	HODGE, MICHAEL J.	1,270.66
BROWN, STEPHANIE C.	1,049.08	JOHNSON, STEVEN P.	1,520.67
ELLIOTT, PATRICK M.	1,762.40	BISHAW, JAMES H.	667.37
SCHWARTZFISHER, JOSEPH L.	1,215.54	HERRIMAN, COBY M.	428.67
WELLS JR., DONALD E.	1,245.34	HINDLE, LYDIA R.	357.76
BRADLEY, KELLY R.	1,381.84	GILL, DAVID R.	1,136.38
HART II, DELBERT W.	723.78	TODD, RICHARD D.	468.59
JONES, ROBERT F.	1,457.55	STEVENS, JEFFREY W.	661.84
DORAN, JUSTIN J.	1,380.44	ROLOFF, AUDREY M.	2,983.81
MANKER JR, DAVID W.	403.41	MATTER, DAWSON K.	3,272.99
MANKER SR, DAVID W.	645.30	SCOTT JR., WINFIELD	127.75
NEUMANN, DANA L.	376.40	TOTAL	100,598.58

PAYROLL: TRANSMITTAL – 09/25/2015

4FRONT CREDIT UNION	218.46	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	145.20	COMMUNICATION WORKERS OF AMER	525.02
AMERICAN FAMILY LIFE	271.20	MI STATE DISBURSEMENT UNIT	401.83
CHAR EM UNITED WAY	32.00	PRIORITY HEALTH	1,663.56
CHARLEVOIX STATE BANK	1,021.16	TOTAL	4,428.43

	Tax Disbursement – 10/06/2015		
CHARLEVOIX COUNTY TREASURER	327.12	CHARLEVOIX PUBLIC SCHOOLS	5,900.54
CHARLEVOIX COUNTY TREASURER	61,962.81	CHARLEVOIX PUBLIC SCHOOLS	1,275.56
CHARLEVOIX PUBLIC SCHOOLS	73,162.06	CITY OF CHARLEVOIX - TAXES DUE	78,229.83
CHARLEVOIX PUBLIC SCHOOLS	12,120.34	DCL INC.	5,464.80
CHARLEVOIX PUBLIC SCHOOLS	573.83	TOTAL	239,016.89

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Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/03/2015	10/06/2015	114719	4FRONT CREDIT UNION	9028	Lump Sum Employer Contribution	16,350.00
10/03/2015	10/06/2015	114720	CHARLEVOIX STATE BA	9016	Lump Sum Employer Contribution	49,050.00
10/03/2015	10/06/2015	114721	CHEMICAL BANK	9027	Lump Sum Employer Contribution	2,500.00
10/03/2015	10/09/2015	114722	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	248.46
10/03/2015	10/09/2015	114723	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	145.20
10/03/2015	10/09/2015	114723	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	271.20
10/03/2015	10/09/2015	114724	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 10/3/2	32.00
10/03/2015	10/09/2015	114725	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,361.16
10/03/2015	10/09/2015	114726	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
10/03/2015	10/09/2015	114727	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	525.02
10/03/2015	10/09/2015	114728	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
10/03/2015	10/09/2015	114729	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	245.00
10/03/2015	10/09/2015	114730	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	2,040.41
Grand Totals:		13				73,320.28

dm

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

10/09/15 Payroll Transmittal Checks	\$ 73,320.28
10/09/15 Payroll	\$ 86,661.69
10/20/15 Regular Accounts Payable	\$ 248,613.77
Checks Sub-Total:	\$ 406,595.74

FIRSTMERIT BANK - ACH PAYMENTS

09/28/15 MI Public Power Agency	\$ 10,282.27
10/05/15 MI Public Power Agency	\$ 9,375.86
10/05/15 Payment Service Network	\$ 232.50
10/08/15 State of MI (Sales Tax)	\$ 24,657.97
10/09/15 IRS (Payroll Tax Deposit)	\$ 31,851.65
10/09/15 Alerus Financial (HCSP)	\$ 420.00
10/09/15 State of MI (Withholding Tax)	\$ 4,512.69
10/09/15 Vantagepoint (401 ICMA Plan)	\$ 686.22
10/09/15 Vantagepoint (457 ICMA Plan)	\$ 13,403.55
10/13/15 DTE	\$ 109.88
10/13/15 MI Public Power Agency	\$ 7,138.72
10/14/15 DTE	\$ 107.91
10/15/15 DTE	\$ 166.22
ACH Sub-Total:	\$ 102,945.44

First Merit Bank Total: \$ 509,541.18

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

10/20/15 Tax Disbursement	\$ 49,754.63
Charlevoix State Bank Total:	\$ 49,754.63
Grand Total:	\$ 559,295.81

APPROVED:

[Signature]
CITY MANAGER

[Signature]
CITY TREASURER

[Signature]
CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/03/2015	PC	10/09/2015	20228	CAMPBELL, GABRIEL M.	40		748.03
10/03/2015	PC	10/09/2015	20229	GIBSON, SHIRLEY J.	43		431.73
10/03/2015	PC	10/09/2015	20230	PORTER, JEFFREY L.	44		323.76
10/03/2015	PC	10/09/2015	20231	PERRON, LEON R.	45		273.76
10/03/2015	PC	10/09/2015	20232	KURTZ, LUTHER J.	54		304.75
10/03/2015	PC	10/09/2015	20233	SUPERNAW, WILLIAM J.	55		443.28
10/03/2015	PC	10/09/2015	20234	WELLER, LINDA JO	101		1,648.71
10/03/2015	PC	10/09/2015	20235	HEYDLAUFF, MARK L.	102		2,382.86
10/03/2015	PC	10/09/2015	20236	GOLDING, JOYCE M.	106		1,059.16
10/03/2015	PC	10/09/2015	20237	DEROSIA, PATRICIA E.	107		880.34
10/03/2015	PC	10/09/2015	20238	DOYLE, ANNE E.	108		1,361.40
10/03/2015	PC	10/09/2015	20239	LOY, EVELYN R.	117		1,029.34
10/03/2015	PC	10/09/2015	20240	KLOOSTER, ALIDA K.	121		1,676.09
10/03/2015	PC	10/09/2015	20241	GOLOVICH, KAREN J.	122		978.59
10/03/2015	PC	10/09/2015	20242	SPENCLEY, PATRICIA L.	136		1,239.41
10/03/2015	PC	10/09/2015	20243	PANOFF, ZACHARY R.	141		1,026.91
10/03/2015	PC	10/09/2015	20244	MILLER, FAITH G.	142		62.37
10/03/2015	PC	10/09/2015	20245	LEESE, MERRI C.	145		262.02
10/03/2015	PC	10/09/2015	20246	MCGINN, KELLY A.	146		1,625.95
10/03/2015	PC	10/09/2015	20247	DOAN, GERARD P.	201		1,514.73
10/03/2015	PC	10/09/2015	20248	SHRIFT, PETER R.	203		1,183.10
10/03/2015	PC	10/09/2015	20249	SCHLAPPI, JAMES L.	204		950.19
10/03/2015	PC	10/09/2015	20250	UMULIS, MATTHEW T.	205		1,372.97
10/03/2015	PC	10/09/2015	20251	HANKINS, SCOTT A.	208		1,466.07
10/03/2015	PC	10/09/2015	20252	ORBAN, BARBARA K.	209		1,268.80
10/03/2015	PC	10/09/2015	20253	TRAEGER, JASON A.	210		1,114.26
10/03/2015	PC	10/09/2015	20254	WARNER, JANINE M.	213		1,498.50
10/03/2015	PC	10/09/2015	20255	EVANS JR, HALBERT K.	214		1,442.49
10/03/2015	PC	10/09/2015	20256	GODDARD, RYAN D.	221		565.19
10/03/2015	PC	10/09/2015	20257	BINGHAM, LARRY E.	224		590.76
10/03/2015	PC	10/09/2015	20258	GREYERBIEHL, KELLY M.	260		121.31
10/03/2015	PC	10/09/2015	20259	ROLOFF, ROBERT P.	304		1,643.58
10/03/2015	PC	10/09/2015	20260	RILEY, DENISE M.	306		390.59
10/03/2015	PC	10/09/2015	20261	LOPER II, GARY D.	308		292.05
10/03/2015	PC	10/09/2015	20262	TEUNIS, STEVEN L.	402		1,665.09
10/03/2015	PC	10/09/2015	20263	WURST, RANDALL W.	411		1,255.85
10/03/2015	PC	10/09/2015	20264	MAYER, SHELLEY L.	412		1,490.70
10/03/2015	PC	10/09/2015	20265	HILLING, NICHOLAS A.	413		1,233.46
10/03/2015	PC	10/09/2015	20266	MEIER III, CHARLES A.	421		1,237.54
10/03/2015	PC	10/09/2015	20267	ZACHARIAS, STEVEN B.	422		1,190.75
10/03/2015	PC	10/09/2015	20268	NISWANDER, JOSEPH F.	504		1,337.84
10/03/2015	PC	10/09/2015	20269	EATON, BRAD A.	515		1,941.89
10/03/2015	PC	10/09/2015	20270	WILSON, TIMOTHY J.	516		2,190.77
10/03/2015	PC	10/09/2015	20271	LAVOIE, RICHARD L.	519		1,082.66
10/03/2015	PC	10/09/2015	20272	STEVENS, BRANDON C.	521		1,776.00
10/03/2015	PC	10/09/2015	20273	DRAVES, MARTIN J.	523		1,604.89
10/03/2015	PC	10/09/2015	20274	BROWN, STEPHANIE C.	524		1,020.34
10/03/2015	PC	10/09/2015	20275	ELLIOTT, PATRICK M.	600		1,738.75
10/03/2015	PC	10/09/2015	20276	SCHWARTZFISHER, JOS	603		1,167.43
10/03/2015	PC	10/09/2015	20277	WELLS JR., DONALD E.	609		1,544.40
10/03/2015	PC	10/09/2015	20278	BRADLEY, KELLY R.	614		1,488.87
10/03/2015	PC	10/09/2015	20279	HART II, DELBERT W.	616		814.08
10/03/2015	PC	10/09/2015	20280	JONES, ROBERT F.	618		1,338.13
10/03/2015	PC	10/09/2015	20281	DORAN, JUSTIN J.	621		1,709.71
10/03/2015	PC	10/09/2015	20282	MANKER JR, DAVID W.	638		455.56
10/03/2015	PC	10/09/2015	20283	MANKER SR, DAVID W.	639		717.35
10/03/2015	PC	10/09/2015	20284	NEUMANN, DANA L.	640		273.65

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/03/2015	PC	10/09/2015	20285	BECKER, MICHAEL S.	641		620.71
10/03/2015	PC	10/09/2015	20286	BUTLER, SEAN C.	660		586.95
10/03/2015	PC	10/09/2015	20287	MCGHEE, ROBERT R.	663		1,038.32
10/03/2015	PC	10/09/2015	20288	STANTS, JACOB W.	664		579.78
10/03/2015	PC	10/09/2015	20289	BLOOMER, GABRIELLE J.	665		485.68
10/03/2015	PC	10/09/2015	20290	MCCLANATHAN, BRAND	666		459.96
10/03/2015	PC	10/09/2015	20291	STEWART, SAMUEL D.	668		327.49
10/03/2015	PC	10/09/2015	20292	KIRINOVIC, THOMAS F.	700		651.19
10/03/2015	PC	10/09/2015	20293	FORRESTER, KATHERIN	704		473.99
10/03/2015	PC	10/09/2015	20294	HEID, THOMAS J	802		1,244.00
10/03/2015	PC	10/09/2015	20295	STEIN, DONNA E.	830		60.08
10/03/2015	PC	10/09/2015	20296	BOOTHE, STEVEN A.	832		80.80
10/03/2015	PC	10/09/2015	20297	RYPSTRA III, BART	852		43.25
10/03/2015	PC	10/09/2015	20298	DAKROUB, JOSEPH E.	860		111.00
10/03/2015	PC	10/09/2015	20299	MASSON, DONALD J.	861		437.38
10/03/2015	PC	10/09/2015	20300	MYER, ELIZABETH A.	900		1,850.79
10/03/2015	PC	10/09/2015	20301	VANLOO, JOSEPH G.	902		591.79
10/03/2015	PC	10/09/2015	20302	WYMAN, MATTHEW A.	927		930.30
10/03/2015	PC	10/09/2015	20303	SCHRADER, LOU ANN	929		182.74
10/03/2015	PC	10/09/2015	20304	BOSS, RYDER S.	932		444.02
10/03/2015	PC	10/09/2015	20305	MILLER, WILLIAM S.	933		1,171.71
10/03/2015	PC	10/09/2015	114706	COLE, SHANE	50		512.54
10/03/2015	PC	10/09/2015	114707	KLOOSTER, PATRICK H.	216		792.12
10/03/2015	PC	10/09/2015	114708	KLINGER, BRADLEY W.	244		168.17
10/03/2015	PC	10/09/2015	114709	SWEM, DONALD L.	512		1,789.97
10/03/2015	PC	10/09/2015	114710	WHITLEY, ANDREW T.	522		1,491.05
10/03/2015	PC	10/09/2015	114711	MORRISON, KEVIN P.	601		909.53
10/03/2015	PC	10/09/2015	114712	HODGE, MICHAEL J.	606		1,252.39
10/03/2015	PC	10/09/2015	114713	JOHNSON, STEVEN P.	617		981.48
10/03/2015	PC	10/09/2015	114714	BISHAW, JAMES H.	633		737.86
10/03/2015	PC	10/09/2015	114715	HERRIMAN, COBY M.	654		484.59
10/03/2015	PC	10/09/2015	114716	HINDLE, LYDIA R.	667		233.73
10/03/2015	PC	10/09/2015	114717	GILL, DAVID R.	856		982.86
10/03/2015	PC	10/09/2015	114718	TODD, RICHARD D.	859		504.71
Grand Totals:			<u>91</u>				<u>86,661.69</u>

dm

Report Criteria:

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

Check Number	Payee	Amount
10/20/2015		
114731	ACE HARDWARE	1,888.61
114732	ALL-PHASE ELECTRIC SUPPLY CO.	497.44
114733	AMERICAN WASTE INC.	2,235.56
114734	APX INC.	51.89
114735	ARROW UNIFORM-TAYLOR L.L.C.	1,235.79
114736	AT&T	542.40
114737	AUTO VALUE	112.56
114738	AVFUEL CORPORATION	34,268.80
114739	B & L SOUND INC	294.94
114740	BARTLETT'S HOME INTERIORS INC.	5,756.14
114741	BERG, REBECCA	76.00
114742	BLARNEY CASTLE OIL CO	941.15
114743	BOB'S CANVAS	100.00
114744	BOUND TREE MEDICAL LLC	551.76
114745	BRADFORD'S	55.25
114746	BRESSER, MARY	75.36
114747	BULBS.COM	48.80
114748	CARQUEST OF CHARLEVOIX	685.69
114749	CENTRAL DRUG STORE	35.52
114750	CERTIFIED LABORATORIES	139.67
114751	CHARLEVOIX AREA HOSPITAL	134.22
114752	CHARLEVOIX SCREEN MASTERS INC	1,938.08
114753	CHARLEVOIX TOWNSHIP	15.00
114754	CHARTER COMMUNICATIONS	1,012.92
114755	CINTAS CORPORATION	196.03
114756	CINTAS CORPORATION #729	150.00
114757	CITY OF CHARLEVOIX - UTILITIES	30,973.16
114758	COAST TO COAST COMPUTER	419.00
114759	COMPASS MINERALS AMERICA	16,323.81
114760	COOK FAMILY FARMS	174.00
114761	CRANE, SHIRLEY	48.82
114762	DHASELEER, CARL	31.00
114763	ELLSWORTH FARMER'S EXCHANGE	1,050.53
114764	ELMER'S CRANE & DOZER INC.	13,898.00
114765	EMERGENCY MEDICAL PRODUCTS I	345.90
114766	ETNA SUPPLY	2,478.43
114767	FARMER WHITE'S	8.00
114768	FASTENAL COMPANY	28.10
114769	FREEDOM MAILING SERVICES INC.	2,389.61
114770	GARDNER, LAWRENCE	11.00
114771	GERBER HOMEMADE SWEETS	3.00
114772	GINOP SALES INC	281.49
114773	GREAT LAKES PIPE & SUPPLY	623.37
114774	GRUMMAN, DAVID	121.00
114775	HAGGARD'S INC	120.00
114776	HAND, DONALD	110.00
114777	HARWOOD GOLD	60.00
114778	HEIGHTS MACHINERY	322.88

Check Number	Payee	Amount
114779	INTERSTATE ALL BATTERY CTRS	541.16
114780	INTERWATER FARMS INC	363.00
114781	IV BOAT STORAGE LLC	161.76
114782	J & B MEDICAL SUPPLY INC.	54.14
114783	JACK DOHENY SUPPLIES INC	165.18
114784	JOHNSTONE SUPPLY #383	104.25
114785	KEWEENAW EXCURSIONS	144.00
114786	KIRINOVIC, THOMAS	16.68
114787	KLOOSTER, ALIDA K.	573.76
114788	KOBET, KEITH	187.14
114789	KODIAK EMERGENCY VEHICLES	259.20
114790	KORTHASE FLINN	705.66
114791	KSS ENTERPRISES	882.34
114792	L & S TREE SERVICE	60.00
114793	LAKESHORE TIRE & AUTO SERVICE	6.95
114794	LALONE, CHERYL	99.25
114795	LANDSCAPE FORMS INC.	2,250.00
114796	LOTTIE'S BAGELS	33.00
114797	MCCARDEL CULLIGAN-PETOSKEY	50.00
114798	McGINN, KELLY	834.75
114799	MD SOLUTIONS	75.58
114800	MDC CONTRACTING LLC	4,804.20
114801	MICHIGAN CAT	675.37
114802	MICHIGAN MUNICIPAL ELECTRIC	250.00
114803	MICHIGAN OFFICEWAYS INC	2,782.82
114804	MOON, ROBERT	44.00
114805	MORGRIDGE, DENNIS	2.89
114806	MURRAY'S CREATIONS	120.00
114807	MYER, ELIZABETH A.	224.32
114808	NATIONAL CRIME PREVENTION	417.13
114809	NOIROT, TIMOTHY	1,000.00
114810	NORTHERN CREDIT BUREAU	331.54
114811	NORTHERN MICHIGAN REVIEW INC.	1,404.80
114812	NORTHERN SAFETY CO INC	53.99
114813	NORTHWEST DESIGN GROUP	612.00
114814	NORWOOD FARM LLC	68.00
114815	OLESON'S FOOD STORES	147.23
114816	OLSTROM EXCAVATING AND PAVING	3,168.00
114817	OMS COMPLIANCE SERVICES INC	139.00
114818	ORBAN, BARBARA	74.55
114819	PARASTAR INC.	1,441.20
114820	PERFORMANCE ENGINEERS INC	3,294.00
114821	PERSONAL GRAPHICS	667.60
114822	PLUNKETT & COONEY	3,080.00
114823	POLYDYNE INC	379.50
114824	POND HILL FARM LLC	29.00
114825	POWER LINE SUPPLY	4,492.50
114826	PRESTON FEATHER	8.98
114827	PRO WEB MARKETING LLC	83.75

Check Number	Payee	Amount
114828	PROVIDENCE FARM LLC	83.00
114829	PURITY CYLINDER GASES INC	315.79
114830	RAECKE, MICHAEL	21.49
114831	RANGE TELECOMMUNICATIONS	180.00
114832	RESCO	14,305.50
114833	RESIDEX LLC	1,224.91
114834	RUSSELL, CORRINE	4.99
114835	RUSTIC BAKER	11.00
114836	S&W HEALTHCARE CORPORATION	130.27
114837	SEARS COMMERCIAL ONE	613.08
114838	SHINDORF BUILDERS	1,110.00
114839	SHORELINE POWER SERVICES INC.	6,650.00
114840	SIEGRIST, DAVID	77.00
114841	SPARTAN DISTRIBUTORS INC	152.94
114842	SPAULDING MFG. INC.	844.36
114843	STANDARD ELECTRIC CO	38,318.00
114844	STATE OF MICHIGAN	95.00
114845	STRICKER'S OUTDOOR POWER EQUI	4,730.00
114846	SUPERIOR MECHANICAL	992.39
114847	SWANSON K & D INC	100.00
114848	TONKA WATER	6,750.00
114849	UP NORTH PROPERTY SERVICES LL	3,626.00
114850	UPPER CASE PRINTING INK.	1,407.97
114851	USA BLUE BOOK	159.60
114852	VOSS LIGHTING	159.00
114853	WASHBURNE, BRENDA	20.00
114854	WATCH INC.	399.80
114855	WILBERT BURIAL VAULT CO	233.68
114856	WINDER POLICE EQUIPMENT	607.36
114857	WORK & PLAY SHOP	3,065.79
		<hr/>
Total 10/20/2015:		246,613.77
		<hr/>
Grand Totals:		246,613.77
		<hr/> <hr/>

<u>Check Number</u>	<u>Payee</u>	<u>Amount</u>
09/28/2015		
92815001	MICHIGAN PUBLIC POWER AGENCY	<u>10,282.27</u>
Total 09/28/2015:		<u>10,282.27</u>
Grand Totals:		<u><u>10,282.27</u></u>

Check Number	Payee	Amount
10/05/2015		
100515001	MICHIGAN PUBLIC POWER AGENCY	9,375.86
Total 10/05/2015:		9,375.86
Grand Totals:		9,375.86

Check Number	Payee	Amount
10/05/2015		
100515002	PAYMENT SERVICE NETWORK INC.	232.50
Total 10/05/2015:		232.50
Grand Totals:		232.50

Check Number	Payee	Amount
10/08/2015		
100815001	STATE OF MICHIGAN	24,657.97
Total 10/08/2015:		24,657.97
Grand Totals:		24,657.97

Check Issue Date	Check Number	Payee	Amount
100915001			
10/09/2015	10091500	**EFTPS* Payroll Taxes	8,080.05
10/09/2015	10091500	**EFTPS* Payroll Taxes	8,080.05
10/09/2015	10091500	**EFTPS* Payroll Taxes	1,889.75
10/09/2015	10091500	**EFTPS* Payroll Taxes	1,889.75
10/09/2015	10091500	**EFTPS* Payroll Taxes	11,912.05
Total 100915001:			
	5		31,851.65
100915002			
10/09/2015	10091500	Alerus Financial	420.00
Total 100915002:			
	1		420.00
100915003			
10/09/2015	10091500	STATE OF MICHIGAN	4,512.69
Total 100915003:			
	1		4,512.69
100915004			
10/09/2015	10091500	Vantagepoint - 401 Plan 109153	686.22
Total 100915004:			
	1		686.22
100915005			
10/09/2015	10091500	Vantagepoint - 457 Plan 300959	5,771.58
10/09/2015	10091500	Vantagepoint - 457 Plan 300959	455.37
10/09/2015	10091500	Vantagepoint - 457 Plan 300959	1,782.84
10/09/2015	10091500	Vantagepoint - 457 Plan 300959	5,393.76
Total 100915005:			
	4		13,403.55
Grand Totals:			
	12		50,874.11

dm

Check Number	Payee	Amount
10/13/2015		
101315001	DTE ENERGY	109.88
101315002	MICHIGAN PUBLIC POWER AGENCY	7,138.72
Total 10/13/2015:		7,248.60
Grand Totals:		<u>7,248.60</u>

Check Number	Payee	Amount
10/14/2015		
101415001	DTE ENERGY	107.91
Total 10/14/2015:		107.91
Grand Totals:		107.91

Check Number	Payee	Amount
10/15/2015		
101515001	DTE ENERGY	166.22
Total 10/15/2015:		166.22
Grand Totals:		166.22

Check Number	Payee	Amount
10/20/2015		
2597	CARMODY, FRIEDA	400.00
2598	CHARLEVOIX COUNTY TREASURER	14,801.64
2599	CHARLEVOIX PUBLIC SCHOOLS	13,146.42
2600	CHARLEVOIX PUBLIC SCHOOLS	2,628.27
2601	CHARLEVOIX PUBLIC SCHOOLS	124.43
2602	CHARLEVOIX PUBLIC SCHOOLS	1,279.53
2603	CHARLEVOIX PUBLIC SCHOOLS	276.62
2604	CITY OF CHARLEVOIX - TAXES DUE	17,097.72
Total 10/20/2015:		49,754.63
Grand Totals:		49,754.63

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Public Hearing for the Earl Young Buildings Historic District

DATE: October 19, 2015

PRESENTED BY: Zach Panoff, Interim City Planner

ATTACHMENTS: Response letters from property owners
Standing Historic District Study Committee Report
Report feedback from the State Historic Preservation Office
Map

BACKGROUND INFORMATION:

Earl Young homes are an irreplaceable cultural resource for the City of Charlevoix and its residents, yet currently they sit unprotected by any sort of special regulation. For much of this year, the Standing Historic District Study Committee has been working on the process of applying for a local historic district that covers Earl Young homes within the City of Charlevoix. There was a similar thought unsuccessful effort to establish an historic district in 2009; in this case, commercial or condominium buildings have been excluded. This report proposes a small, non-contiguous district containing fourteen buildings along Park Avenue, Clinton Street, and Thistle Downs Lane. (See included map)

On August 10th, the Standing Historic District Study Committee submitted a report to the State Historic Preservation Office (SHPO) and received their feedback on September 23rd. Those comments were relayed to the Committee and property owners at a hearing on September 25th. Since the report was submitted, staff, the Committee and the Charlevoix Historical Society have been working with property owners in the proposed district to get their opinions on the possibility of a local historic district. Many of the property owners are very supportive and several are cautiously supportive. This public hearing is intended for them to have their standing on the matter heard by Council and the Standing Historic District Study Committee before work continues and an ordinance is drafted.

This is a required public hearing. The next step in the process will be for the Historic District Study Committee to draft an ordinance that governs the proposed Earl Young Buildings Historic District with the input of property owners, community members and the City Attorney, and revise their report based on the feedback from the SHPO. Those items will be brought back to

the City Council within one year for a formal motion and ordinance before being filed with the State.

RECOMMENDATION:

Because of how the statute is worded, we are conducting a public hearing for both the Historic District Study Committee and the City Council. The Historic District Committee will continue with the process of drafting an ordinance which will ultimately come back before Council.

There is no action to take beyond hearing from the public about this matter.

PLEASE RETURN THIS SHEET TO THE CITY PLANNING DEPARTMENT IN THE INCLUDED ENVELOPE WITH ANY COMMENTS OR QUESTIONS.

Name: Jeanine Wallace Property Address: 103 Grant St
101 Grant St

Preferred Contact Method/Information: phone 542 2342
(Phone/Email/Other)

My Position on the Proposed Earl Young Buildings Historic District:

- In Favor Opposed Need More Information/Please Contact Me

Comments and Questions:

Very Much in Favor!

September 2, 2015

To: City Planner, Charlevoix
From: Debra and Miles Singer
308 Park Ave
RE: Earl Young Historic District Designation

Our family has been vacationing in Charlevoix for a very long time. We have been proud homeowners of an Earl Young home since 2006. We take great pride in our home and all of its uniqueness. Although our initial reaction was to vote against this designation, the renovation at 304 Park Ave has swayed our decision towards in favor.

In order to vote comfortably in favor, additional information is needed. The documentation we received does not specify the homes and businesses that would be part of this designation. That information is paramount before an informed decision can be made. It would seem to us that 304 Park Ave could no longer be included in such an historic district.

Besides the obvious benefit to Charlevoix, the only benefit to the homeowner is the tax credit for qualified rehab expenditures. This district does not qualify. Furthermore, to truly be an historic district it seems there needs to be some cooperation between the homeowners and the city. The designation asks the homeowners to restrict what they can do while our homes on Park Ave sit unattended from any street side upgrade or renovation from the city. Cars continue to park across from our homes; grass, leaves and trimmings are often not picked up; and maintenance of the foliage has never been done.

We fully understand the benefit that these wonderful homes bring to the City of Charlevoix. But both the city and the homeowner need to benefit.

Thank you,

Debra and Miles Singer

September 1, 2015
To: City Planner, City of Charlevoix
From: Beth and Sidney Feldman
306 Park
RE: Earl Young Historic District

Several years ago when this idea was first mentioned, we were totally opposed.

Our stance was we would not allow anybody or organization to have any control over a property we owned outright.

As of this date, we may be willing to reconsider my position. Please note the thatched roof house next to us is not involved in our decision.

One issue, which we believe is connected with the idea of protecting the Young buildings, especially on our block, is the deplorable condition of the street itself. It is truly embarrassing. We had actually brought this to the attention of the previous mayor to no avail. We plan to be at the council meeting on October 19th, and would be happy to expand on this problem as we see and live it.

While we have always understood the city's desire to protect these structures, as you can see, we still have some issues.



Zach Panoff <zpanoff@gmail.com>

Fwd: Re: Charlevoix Historic District luncheon

2 messages

Denise Fate <denise@chxhistory.com>

Tue, Sep 22, 2015 at 12:48 PM

To: kenpole@umich.edu, zpanoff@gmail.com, Chuck Cleland <cclceland02@gmail.com>

Ken and Zach,

More feedback for you from Mr. Thom.

Denise

—— Original Message ——

Subject: Re: Charlevoix Historic District luncheon

Date: 2015-09-22 12:45

From: Denise Fate <denise@chxhistory.com>

To: Bill Thom <bill@thomsmarket.com>

On 2015-09-22 12:12, Bill Thom wrote:

Hello Denise,

Unfortunately, I will be unable to attend the meeting this week. I have shared my views regarding the Historic designation with my neighbor, Hans van der Weyden, who will be in attendance.

My position is that I support the designation only if the park across the street is improved as part of the package. Earl and Irene Young referred to this as "The Million Dollar View", and maintenance of this area has long been neglected by the city.

Twelve years ago I commissioned Site Planning to review the park and develop a plan to restore the view while protecting the natural aesthetics and integrity of the slope. I even offered to help acquire private funding to support the project. However, at the time, the plan fell on deaf ears.

I have attached a copy for your review; feel free to share it as you see fit. A clearer view of Lake Michigan would not only be beneficial to the homeowners along Park Avenue, but also to the thousands of people who visit Charlevoix every season to view this magnificent architecture.

As the owner of three Earl Young homes over the years, including two presently, I have great reverence for the rich history and community value they provide, and advocate for their preservation. I am unclear in respect to the benefits and restrictions of the current plan, but if the City of Charlevoix is willing to commit to 'Restoring the Million Dollar View', you have my support.

Respectfully,

~Bill Thom

On Tue, Sep 22, 2015 at 9:46 AM, Denise Fate <denise@chxhistory.com> wrote:



CHARLEVOIX
HISTORICAL SOCIETY
Bridging our past with our future

Patrons:

Diamond (\$3000 or more)

Dr. Frank Korolney

Platinum (\$2000 - \$2999)

Mrs. Adrienne Ives
Craig & Deborah Mann
John S. Wilson

Gold (\$1000 - \$1999)

Mike & Rhea Dow
George Haggard
Paul & Sally Hoelderle
Ole Lyngklip/Time Warner
Villager Pub & Terry's Place
Paul & Linda Weston

Silver (\$500 - \$999)

Ace Hardware
Virginia Cash
Central Drug Store
Charlevoix Commercial Center
Self-Service Storage
Charlevoix State Bank
John & Phyllis Elzinga
Chip & Vicki Emery
Denise & Gary Fate
Don & Kay Heise
Don Kelly's Furniture Barn
Jack & Carolyn MacKenzie
Robert Pew
Barry & Karen Pierce
Lore Silberman
David & Judith Wilson

Bronze (\$350 - \$499)

Jim & Patti Aikin
Mr. & Mrs. Lawrence Allan
Keith & Barbara Bales
Harry Golski
Haggard's Plumbing & Heating
Elizabeth Hoffman
Ed O'Neill & Susan Kroll
Lisa Miller
Stafford's Hospitality
Don & Vicki Voisin
Todd & Pam Wyatt

Please support the businesses
that support us.

September 29, 2015

Charlevoix City Council
City of Charlevoix

Re: Proposed Earl Young Historic District

Dear Council members,

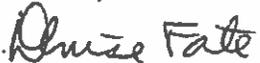
The Charlevoix Historical Society fully supports the approval of a Historic District designation of the Earl Young buildings as proposed by the Historic District Commission. The Charlevoix Historical Society is dedicated to the preservation and protection of places of historical value in the Charlevoix area. These structures are not only of historic significance, but also contribute substantially to the economic health of the city. As an organization which provides tour guides as well as an historical museum, we are witness to the many tourists that are drawn to the area from all over the country and foreign lands to see the Earl Young houses.

The documentary film which we participated in producing this year, "The Wizard of Boulder Park", also underscores the importance of protecting these structures. The response to the film has been overwhelmingly positive. Residents and visitors alike appreciate and value how the whimsy and charm of Earl Young's 'hobbit' homes enhance the character of the city.

Through dialogue with a number of the homeowners affected, we know that they are supportive of this proposal and understand that the long-term benefits outweigh any restrictions which would come along with it.

The creation of this district will go a long way to preserve the elements of what makes Charlevoix so unique.

Sincerely,


Denise Fate, President

CC:
Ken Polakowski
Mark Heydlauf

LOCAL HISTORIC DISTRICT STUDY COMMITTEE REPORT COVER FORM

Historic District Name: The Earl Young Buildings Historic District

City/Village: Charlevoix, Michigan

County: Charlevoix

Date Transmitted: August 10, 2015

Report type: Preliminary

Total Number of Resources: #Historic: 11 #Non-Historic: 2 Percentage: 88%

District is Significant under the Following National Register Criteria:

Criterion C: Design/Construction Significance

According to the National Register Bulletin: How to Apply the National Register Criteria for Evaluation, 2005, page 17, Criterion C: Design/Construction, "properties may be eligible if they embody distinctive characteristics of a type, period or method of construction or that represent the work of a master, or that possess high artistic value, or that represent a significant and distinguishable entity whose components may lack individual distinction." As described in Sections 6 and 7, the Earl Young Buildings in the City of Charlevoix meet the criteria for the designation for their significant contribution historically, architecturally, and aesthetically to the City of Charlevoix.

Legal Boundary Description:

Please refer to section 5 for legal descriptions of all properties.

Charge of the Committee:

The City of Charlevoix, Michigan, passed a resolution on January 17, 2005, to appoint a Historic District Study Committee. On December 3, 2008, the committee was directed to study the Earl Young Buildings in the City of Charlevoix.

Committee Members:

Mary Adams*
Charlevoix Historic District Commission, Co-Chair
Charlevoix Historical Society, former Board President
and current Board Member

John Campbell*
Residential / Commercial Builder and Business Owner
Site Planning Development, Inc.
Charlevoix Historic District Commission
City of Charlevoix Planning Commission

Kay Heise

Amelia M. Lalewicz
Charlevoix Historical Society, former Board Member and current Member

David Miles
Co-Director Harsha House Museum
Charlevoix Historic District Commission

Hugh Mason*
Downtown Development Authority

Linda Mason*
Allied Member, ASID
Chamber of Commerce
Downtown Development Authority
Charlevoix Historic District Commission

Kenneth Polakowski
Professor Emeritus, University of Michigan
Registered Landscape Architect
Fellow in the American Society of Landscape Architects
Charlevoix Historical Society, member
Charlevoix Historic District Commission

Michael Spencer
City Planner / Zoning Administrator for the City of Charlevoix

Paul Weston
Charlevoix Historical Society, member

*Members, Historical Preservation Ad Hoc Committee
August 2003 – January 2005

Contact Name (City Official): Michael Spencer, City Planner / Zoning Administrator for
the City of Charlevoix, Michigan

Address: 210 State Street Charlevoix, Michigan 49720

Phone: 231-547-3265

E-Mail: mspencer@cityofcharlevoix.org

SHPO use only

Argus Site ID # _____

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THE PRELIMINARY HISTORIC DISTRICT STUDY COMMITTEE REPORT
FOR THE EARL YOUNG BUILDINGS
THE CITY OF CHARLEVOIX, MICHIGAN AUGUST 10, 2015

1. PURPOSE OF THE REPORT

The purpose of the Historic District Study Committee Report is to:

- a. Safeguard the heritage of the City of Charlevoix by preserving historic Districts in the City, which reflect elements of the City's cultural, social, economic, political or architectural history.
- b. Stabilize and improve property values in the districts.
- c. Foster civic beauty.
- d. Strengthen the local economy, and
- e. Promote the use of historic districts for the education, pleasure, and welfare of the citizens of the City of Charlevoix, and of the State of Michigan.

2. CHARGE OF THE COMMITTEE

The City Council of Charlevoix, Michigan passed a resolution on January 17, 2005 to appoint a Historic District Study Committee. That committee is to identify what is historic and valuable enough for inclusion in a "historic district". On December 3, 2008, the committee was directed to study the Earl Young Buildings in the City of Charlevoix.

3. COMPOSITION OF COMMITTEE MEMBERSHIP

Mary Adams*
Charlevoix Historic District Commission
Charlevoix Historical Society, former Board President
and current Board Member

John Campbell*
Residential / Commercial Builder and Business Owner
Site Planning Development, Inc.
Charlevoix Historic District Commission
City of Charlevoix Planning Commission

Kay Heise
Charlevoix Historic District Commission
Charlevoix Historical Society, Secretary

Amelia M. Lalewicz
Charlevoix Historical Society former Board Member and Current Member
Charlevoix Historic District Study Committee

Hugh Mason*
Downtown Development Authority

Linda Mason*
Interior Designer
Chamber of Commerce
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Charlevoix Historic District Commission

David Miles
Co-Director Harsha House Museum
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Registered Landscape Architect
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Charlevoix Historical Society, member
Charlevoix Historic District Commission

Michael Spencer
City Planner / Zoning Administrator
for the City of Charlevoix

Paul Weston
Charlevoix Historical Society, member

*Members, Historical Preservation Ad Hoc Committee
August 2003 – January 2005

4. THE NAME OF THE PROPOSED HISTORIC DISTRICT

The Earl Young Buildings Historic District

5. THE BOUNDARIES OF THE PROPOSED DISTRICT

a. Verbal Boundary Description

1. Legal parcel number: 052-252-001-00
Block and lot number: 300 Park Avenue
Dimensions of parcel: Legal information: BEG AT NRN MOST COR LOT 1 BLK
12 ORIG PLAT OF VILL OF CHX TH SLY AL ELY LI SD LOT 113.14 FT TO SE
COR SD LOT TH WLY ATANG OF 90DEG25'16" TO RT FRM LAST DESC CRSE
AL SLY LI SD LOT 65.98FT TH NWLY ATANG OF 58DEG54'57" TO RT FROM
LAST DESC CRSE 26.23 FT TH NWLY AT ANG OF 13DEG15'50" TO RT FROM
LAST DESC CRSE 36.94 FT TO NWLY LI SD LOT TH NELY AT ANG OF 76

DEG09'30" TO RT FROM LAST DESC CRSE AL NWLY LI SD LOT 105.74 FT TO POB BEING PTOF LOT 1 BLK 12 ORIG PLAT OF VIL OF CX

2. Legal parcel number: 052-252-003-50

Block and lot number: 302 Park Avenue

Dimensions of parcel: Legal information: COM AT SE COR LOT 1 BLK 12 OF ORIGINAL PLAT OF VILL OF CHX TH WLY AL SLY LI LOT 65.98 FT FOR POB TH SLY AT ANG OF 900DEG34' 42" TO LFT FRM LAST DESC CRSE AL ELY LI LOT 3 SD BLK 40.19 FT TH WLY AT ANG OF 90 DEG 45' 53" TO RT FRM LAST DESC CRSE 66.03 FT TO WLY LI SD LOT 3 THNLY AT ANG OF 90 DEG 36' 12" TO RT FRM LAST DESC CRSE AL WLY LI SD LOT 3 23.18 FT TO NW COR SD LOT 3 TH CONT NLY AT ANG OF 0 DEG 03' 46" TO LFT FRM LAST DESC CRSE 16.46 FT TO SLY LI SD LOT 1 TH CONT NLY AT ANG OF 0 DEG 06'37" TO RT FROM LAST DESC CRSE 34.84 FT TO NWLY LI SD LOT 1 TH NELY AT ANG OF 58 DEG 40'03" TO RT FRM LAST DESC CRSE AL NWLY LI SD LOT 48.45 FT TH SELY AT ANG OF 103 DEG 50'30" TO RT FRM LAST DESC CRSE 36.94 FT TH SELY AT ANG OF 13 DEG 15'50" TO LFT FRM LAST DESC CRSE 26.23 FT TO POB BEINGPART OF LOTS 1 & 3 BLK 12 ORIGINAL PLAT OF VILL OF CHX

3. Legal parcel number: 052-252-004-50

Block and lot number: 304 Park Avenue

Dimensions of parcel: Legal information: COM AT NERN MOST COR LOT 1 BLK 12 ORIGINAL PLAT OF VILL OF CHX TH SWLY AL NWLY LI SD LOT 154.19 FT FOR POB TH SLY AT ANG OF 58DEG40'03" TO LFT FRM LAST DESC CRSE 34.84 FT TO SLY LI SD LOT TH SLY AT ANG OF 0DEG06'37" TO LFT FRM LAST DESC CRSE 16.46 FT NELY COR LOT 4 SD BLKTH CONT SLY AT ANG OF 0DEG03'46" TO RT FRM LAST DESC CRSE AL ELY LI SD LOT 4 23.18 FT TH CONT SLY ANG OF 0DEG01'12" TO LFT FRM LAST DESC CRSE AL E LI SD LOT4 46.66 FT TH WLY AT ANG OF 90DEG13'25" TO RT FRM LAST DESC CRSE 66.03 FT TO LI COMM TO LOTS 4&5 TH CONT WLY AL PROLONG- ATION OF LAST DESC CRSE 9.37FT TH NELY AT ANG OF 91DEG18'40" TO RT FRM LAST DESC CRSE 73.97FT TO NWLY LI LOT 5 SD BLK TH NELY AT ANG OF 57DEG12'01" TO RT FRM LAST DESC CRSE AL NWLY LI SD LOT 5 THE NWLY END OF ALLEY & NWLY LI LOT 1 85.94 FT TO POB BEING PT OF LOTS 1,4,&5 BLK 12 ORIGINAL PLAT OF VILL OF CX

4. Legal parcel number: 052-252-005-00

Block and lot number: 306 Park Avenue

Dimensions of parcel: Legal information: BEG AT SE COR LOT 5 BLK 12 ORIGINAL PLATOF VILL OF CHX TH WLY AL SLY LI SD LOT & SLY LI LOT 6 70.20 FT TH NLY AT ANG OF 83 DEG 38' 49" TO RT FRM LAST DESC 22.2 FT TH NWLY AT ANG OF 20 DEG 44'46" TO LFT FRM LAST DESC CRSE 43.9 FT TH NWLY AT ANG OF 15 DEG 06'40" TO LFT FRM LAST DESC CRSE 40.19 FT TO NWLY LI LOT 6 TH NELY AT ANG OF 100 DEG 41'30" TO RT FRM LAST DESC CRSE AL NWLY LI LOTS 5 & 6 130.88 FT TH SWLY AT ANG OF 122 DEG 47' 59" TO RT FRM LAST DESC CRSE 73.97 FT THELY AT ANG OF 91 DEG 18'40" TO LFT FRM LAST DESC CRSE 9.37 FT TO ELY LI SD LOT 5 TH SLY AT ANG OF 89 DEG 46'57" TO RT FRM LAST DESC CRSE AL ELY LI SD LOT 85.39 FT TO POB BEING PART OF LOTS 5&6 ORIGINAL PLAT OF VILL OF CHX

5. Legal parcel number: 052-252-006-00

Block and lot number: 308 Park Avenue

Dimensions of parcel: Legal information: COM AT SE COR LOT 5 BLK 12 ORIGINAL PLATOF VIL OF CHX TH WLY AL SLY LI LOT 5 & 6 70.20 FT FOR POB TH CONT WLY AL PROLONGATION OF LAST DESC CRSE AL SLY LI SD LOT 6 57.17 FT TH NLY AT ANG OF 82DEG 54' 50" TO RT FRM LAST DESC

CRSE 27.73 FT TH NWLY AT ANG OF 5 DEG 06' 17" TO LFT FRM LAST DESC CRSE 51.10 FT TO NWLY LI SD LOT 6 TH NELY AT ANG OF 70 DEG 40' 20" TO RT FRM LAST DESC CRSE AL NWLY LI SD LOT 6 25.72 FT TH SELY AT ANG OF 79 DEG 18' 30" TO RT FRM LAST DESC CRSE 40.19 FT TH SELY AT ANG OF 15 DEG 06' 40" TO RT FRM LAST DESC CRSE 43.9 FT TH SLY AT ANG OF 20 DEG 44' 46" TO RT FRM LAST DESC CRSE 22.2 FT TO POB BEING PART OF LOT 6 BLK 12 ORIGINAL PLAT OF VILL OF CHX

6. Legal parcel number: 052-252-006-50

Block and lot number: 310 Park Avenue

Dimensions of parcel: Legal information: COM AT SE COR LOT 5 BLK 12 ORIGINAL PLAT OF VILL OF CHX TH WLY AL S LI LOT 5 & 6 127.37 FT FOR POB TH CONT WLY AL PROLONGATION OF LAST DESC CRSE AL S LI SD LOT 6 120.4 FT TH NLY AT ANG 90 DEG 51' 34" TO RT FRM LAST DESC CRSE 12.46 FT TO NWLY LI SD LOT TH NELY AT ANG OF 57 DEG 38' 19" TO RT FRM LAST DESC CRSE AL NWLY LI SD LOT 124.35 FT TH SELY AT ANG OF 109 DEG 19' 40" TO RT FRM LAST DESC CRSE 51.1 FT TH SLY AT ANG OF 5 DEG 06' 17" TO RT FROM LAST DESC CRSE 27.73 FT TO POB BEING PART OF LOT 6 BLK 12 ORIGINAL PLAT OF VIL CX.

7. Legal parcel number: 052-252-002-00

Block and lot number: 101 Grant Street and 103 Grant Street

Dimensions of parcel: Legal information: LOT 2 BLOCK 12 OF ORIGINAL PLAT OF CITY OF CHARLEVOIX

8. Legal parcel number: 052-252-003-00

Block and lot number: 303 Clinton Street

Dimensions of parcel: Legal information: LOT 3 OF BLOCK 12 OF ORIGINAL PLAT OF CITY OF CHARLEVOIX EX: N 22 FT

9. Legal parcel number: 052-252-004-00

Block and lot number: 305 Clinton Street

Dimensions of parcel: Legal information: BEG AT SE COR LOT 4 BLK 12 ORIGINAL PLAT OF VILL OF CHX TH WLY AL SLY LI SD LOT 66 FT TO SW COR SD LOT TH NLY AT ANG OF 89 DEG 45' 09" TO RT FRM LAST DESC CRSE AL W LI SD LOT 85.39 FT TH ELY AT ANG OF 90 DEG 13' 03" TO RT FRM LAST DESC CRSE 66.03 FT TO E LI SD LOT TH SLY AT ANG OF 89 DEG 48' 28" TO RT FRM LAST DESC CRSE AL E LI SD LOT 85.43 FT TO POB BEING PT OF LOT 4 BLK 12 ORIGINAL PLAT OF VILL OF CHX

10. Legal parcel number: 052-253-009-00

Block and lot number: 316 Park Avenue

Dimensions of parcel: Legal information: LOT 9 OF BLK 13 OF ORIGINAL PLAT OF CITY OF CHARLEVOIX ALSO N 1/2 OF VACATED ALLEY ABUTTING SD LOT AS RECD L348P715 CX R/D

11. Legal parcel number: 052-126-041-00

Block and lot number: 3 Thistle Downs Lane

Dimensions of parcel: Legal information: COM AT W 1/4 COR OF SEC 26 T34N R8W TH ALW LI SD SEC N 0 DEG 14' 17" E 1553.26 FT TH S 76 DEG 34' 39" E (RECD AS S 77 DEG 00' E) 200.94 FT TH N 89 DEG 29' 24" E 247.09 FT (RECD AS E 247 FT) TH N 18 DEG 13' 42" E 270.73 FT TO PT RECD AS BEING 20 FT E & 198 FT S OF INTER OF SEC OR OF MICH AVE & DIXON AVE AS SAME EXISTED PRIOR TO JUNE 1941 TH AL N LI OF EDGEWATER INN CONDO S 89 DEG 35' 05" E 164.89 FT (RECD

AS E 164.80FT)TH S89DEG24'03"E 221.79FT TH S89DEG05'33"E 142.93FT TO ST RECD AS BEING 198FT S OF S LI DIXON AVE BEING POB TH S89DEG08'16"E 78.31FT TO SECOR OF FORMER FOSS PROP RECD L191 P448 CX CO R/D TH AL E LI OF SD FOSS PROP N 0DEG22'58"E 12.66FT TH N81DEG23'15"E(RECAS N81DEG15'E)34.78FT TO NWLY COR OF FORMER J.J. OLSEN PROP AS RECD L176 P402CX CO R/D TH AL W LI OF SD FORMER OLSEN PROP S0DEG25'20"E(RECD AS S)18.39FT TH CONT AL SD FORMER OLSEN PROP S0DEG13'53"E(RECD AS S)41.36FT TH CONT AL SD FORMER OLSEN PROP S0DEG06'17"W(RECD AS S)103.57 FT TO INTER TRAVERSE LI AL NLY SH OF ROUND LK TH AL SD TRAVERSE LI N87DEG13' 11"W 119.49FT(RECD AS WLY 111.6FT M/L)THLEAV SD SH AL ELY LI OFHAMSTRA PROP N02 DEG49'30"E

12. Legal parcel number: 052-126-044-00

Block and lot number: 4 Thistle Downs Lane

Dimensions of parcel: Legal information: COM AT IR ST 20FT E & 198FT S OF INTER COR OF MICH AVE & DIXON AVE AS EXIST PRIOR TO 1941 TH E 385.54FT FOR POB TH AT ANG 75DEG34'42" TO RT 160.89FT TO SH ROUND LK TH AT ANG 83DEG31'22" TO LT 100FT TH AT ANG 80DEG29'46"TO LT 142.05FT TO PT WHICH IS 198FT S OF S LI DIXON AVE TH W 142.97FT TO POB BEING PT GOV LOT 2 SEC 26 T34N R8W SUBJECT TO ESMT RECD L378 P073-P081 CX CO R/D

13. Legal parcel number: 052-126-043-00

Block and lot number: 5 Thistles Downs Lane

Dimensions of parcel: Legal information: COM AT IR ST 20FT E & 198FT S OF INTER OF SE COR MICH & DIXON AVE TH E 164.8FT FOR POB TH AT ANG OF 37DEG 27' TO RT 261.9FT TO IR ST ON SH OF ROUND LK TH ATANG OF 41DEG 09' TO LT 53FT TH AT ANG OF 100DEG42' TO LT 160.89FT TO IR ST WHICH IS 198FT S OF S LI DIXON AVE TH W 220.74FT TO POB BEING PT OF GOV LOT 2 SEC 26 T34N R8W SUBJECT TO ESMT RECD L378 P073-P081 CX CO R/D

b. Visual Boundary Description

The map titled, "The Earl Young Buildings Historic District", found in front of this report, provides the required information for this section.

c. Boundary Justification

This discontinuous district is made up of scattered properties that are related to each other in that Earl Young designed and built them from 1918 through 1973.

6. THE HISTORY OF THE PROPOSED DISTRICT IN CONTEXT

Charlevoix, Michigan is set in the midst of Lake Michigan, Lake Charlevoix, and Round Lake. The arrival of the first settlers came between 1854 and 1857, with the city's development having its origins in commercial fishing and the lumber trades. The expansion of the original Pine River Channel, connecting Round Lake to Lake Michigan, was extremely important in the making of the harbor. Charlevoix's history as a summer resort began in the late 1870's and by the 1880's became a popular summer retreat leading to the development of exclusive summer resorts. The first visitors came only by boat. The Charlevoix Summer Resort Association, now known as the Belvedere Club, was formed in 1878, between the south side of Round Lake

and Lake Charlevoix. After additional acres were purchased the Belvedere Hotel was built in 1887. In 1880, the Chicago Summer Resort, now known as the Chicago Club was established. J. P. Wilson and Edward Waller, members of the Chicago Club, founded the Chicago Golf Club in 1896 and laid out a course designed by Willy Watson. The club relinquished the golf course in 1937 and sold it to the City of Charlevoix. After the arrival of the railroad in 1892, Charlevoix grew and its reputation as a desirable vacation destination because of its natural air conditioning, began to spread across the nation, and hotels began to appear. By 1898 Charlevoix had grown into a splendid resort. In 1926, the Belvedere Club opened its own golf course. Many passenger liners, including two legendary ships, the North American and the South American that cruised the Great Lakes, used the current Charlevoix city dock area on Round Lake extensively. Charlevoix received its village charter in 1879, and was incorporated as a city in 1905. Today approximately 3,000 year-round residents inhabit Charlevoix, but in the summer months, when tourism is at its peak, the population is estimated to triple.

Earl Young was a resident of Charlevoix for over seventy years. Born on March 31, 1889, in Mancelona, Michigan, Earl was the son of Myrtie and Adolphus Young, an insurance salesman by trade. In 1900, the family moved to Charlevoix where Adolphus Young set up an insurance agency in a small downtown office. After graduating from Charlevoix High School in 1908, Earl Young attended the University of Michigan, seeking a degree in architecture. However, he became disenchanted with conservative university professors, returned to Charlevoix and entered into the insurance sales business with his mother.

In 1915 Earl Young married his high school sweetheart, Irene Harsha, a soft-spoken artist and poet. Irene Young is most known for designing and painting the popular historic landmark maps of the Grand Traverse Region, Mackinaw Island, and the Little Traverse Region. Together, Earl and Irene Young had four children: Drew, Louise, Marguerite, and Virginia.

Around 1915, Earl Young obtained his real estate broker's license that he held for more than sixty years. Not long after receiving his license, Young became a member of the Charlevoix-Antrim Board of Realtors and opened his own real estate agency at 224 Bridge Street, which he later remodeled and faced with limestone and decorative half-timbering. This office was demolished in 2003 and the fireplace moved to another location. With his real estate business flourishing, he bought and sold land and buildings in and around Charlevoix. By 1921 Young completed the construction of his first home, designed and built especially for his family. Several of the subsequent structures he erected over fifty years were used by the Young family as a source of rental income; others were designed for specific individuals. All of the buildings had a whimsical nature and were characterized by the creative use of stone.

Earl Young, who was never formally trained in architecture, designed, constructed and remodeled a total of thirty buildings throughout his fifty-five year building career. With present requirements for certification as a licensed architect or builder being clearly defined, Earl would never have been able to meet them. In addition, building codes, zoning regulations, and planning commissions now have specific requirements that must be adhered to in the design and construction of homes and commercial buildings.

Earl Young's stone architecture has been a source of tourism in Charlevoix since the 1950's. He designed and built residential structures in two locations around the city: a triangular block bounded by Park Avenue, Clinton, and Grant Streets; Thistle Downs, a secluded residential development along Round Lake's north shore. In the 1920's, Young also designed and built a lakeside subdivision called Boulder Park in Charlevoix Township, outside the jurisdiction of this study committee, as are two other houses on Park Avenue. All of Young's commercial structures are located in downtown Charlevoix. Tours of Young's architecture continue to be offered by the Charlevoix Historical Society and other local organizations. The Charlevoix Historical Society provides flyers for self-guided tours of Young's structures. A book of Young's buildings has been published, and recently the Charlevoix Historical Society has produced a DVD of his life and buildings.

Young's love for Charlevoix did not subside as he aged. He continued to throw himself into projects to beautify and develop the city and the surrounding area. After his death on May 24, 1975, *Charlevoix Courier* writer Fran Martin said "(Earl Young) was probably one of the earliest and greatest promoters of Charlevoix as a summer resort community. Charlevoix was his love. He did a great deal for the community."

"The buildings of Earl Young have lured architecture buffs from every corner of the country and abroad. Inspired by England's Cotswold architecture, and other rural English places, he turned stone and wavy eaves into a signature style."

7. STATEMENT OF SIGNIFICANCE

The Earl Young Buildings in the City of Charlevoix, Michigan qualify according to the National Register of Historic Places by meeting the following criteria.

a. Criterion C: Design / Construction Significance

According to the National Register Bulletin: How to Apply the National Register Criteria for Evaluation, 2005, on page 17, Criterion C: Design / Construction it lists: "*Properties may be eligible for the National Register if they embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction.*"

These properties meet the following requirements:

- They embody distinctive characteristics of a type, period, or method of construction
- Represent the work of a master whose work is distinguishable from others by its characteristic style
- Possess high artistic value through aesthetic achievement
- The property characteristics are expressed in terms of form, proportion, structure, plan, style and choice of materials.

The Earl Young buildings are significant as examples of the unique folk architecture of real estate developer Earl Young who used stone, wood, and recycled materials to create distinctive businesses and cottages, often referred to as the “Mushroom Houses” in the city of Charlevoix.

As described in Section 6, History of the Proposed District, the Earl Young Buildings meet the criteria for this designation for their significant contribution historically, architecturally, and aesthetically to the City of Charlevoix.

Today Earl Young's legacy is preserved in his remaining stone structures. His influence on local architecture and enthusiasm in promoting the area was instrumental in making Charlevoix one of the most popular and unique cities in the northwestern corner of Lower Michigan. In an interview a few years before his death Young said of his creations: “detail, that’s my success. I build each house as you paint a picture...something you can enjoy...something that will live after you that others can enjoy.”

The northern Michigan terrain is awash with glacial boulders left behind by the Wisconsin period glacier that covered the area more than ten thousand years ago. Granite and igneous boulders were deposited throughout the peninsula when the glacier retreated. Limestone deposits were also formed by the stratification of the soil under the tremendous weight of the ice. Young took advantage of this wealth of boulders and limestone. Earl was known for driving around the region and spotting boulders in fields that he thought would be good to use. If necessary, Young would purchase the boulder from the landowner and pay extra to bury it safely until he had the right project. When a canal on the St. Mary’s River in the Upper Peninsula was being constructed near Sault Ste. Marie, Young purchased red sandstone from the site. “I get rocks from many places...we have our own quarry here, and I gather them from the places I go,” Young said in a 1962 interview.

Earl Young designed and erected his stone buildings for one purpose—personal enjoyment. His architecture earned him fame, but also raised a few eyebrows, said his daughter Virginia. Young “was an artist, but he wasn’t always practical. He didn’t build his buildings for other people; he built them for himself.” With no formal education in architecture, Young designed his buildings without plans or specifications, only jottings on scraps of paper he carried in his pocket. Young found inspiration in stone, often allowing specific boulders to dictate the design of a building. He selected boulders for their size, shape, color, and texture, and they often had to be meticulously set and sometimes held in place by a crane for several days until the mortar had hardened. His architecture does not conform to a particular style. Instead, his buildings incorporate design elements from a number of different styles such as Arts and Crafts, Prairie, and even Swiss Chalet. While each of Young’s structures has its own distinct character, they are unified by a number of key elements, including exterior stonework, massive stone fireplaces, and generally low-lying roofs.

Young sought to design durable structures that would blend with the environment and last for hundreds of years. His belief that buildings should co-exist with nature led him to be painstakingly meticulous and controlling throughout all construction. In designing his unique architecture, Earl Young sought inspiration from his passions—nature and stone. Each structure was made to conform to its topography so that it appeared to have grown there naturally. Young “...believed in tucking the house into the landscape...Trees

weren't torn down to make room for the house. He built according to the lot because it wasn't just a house to him. It was a work of art. Every part of it had to go together." Because he used no formal plans, Young had to tell masons and contractors where he wanted each stone, window, and door. Occasionally Young would change his mind about how the building should look after it was partially completed, thus doorways and windows would have to be replaced with stonework and rebuilt in other locations at Young's whim. To facilitate the construction process, it is rumored that Irene Young often provided the patient masons and carpenters with drawings of her husband's "vision" on the sly.

Aside from the boulders and fieldstone collected and / or purchased from around the northern Michigan region, Young also used driftwood and recycled lumber. While some of the scrap materials were hidden under cedar shingles in order to emphasize a roof's undulating effect, others were proudly displayed. In direct contrast to his use of recycled materials, Young had an intense fascination with new products. Plastic is one such material.

The most significant characteristic of Earl Young's architecture is his use of stone masonry, the majority of which is structural. Twenty of his thirty original structures are constructed of structural masonry. Many of the buildings of this type typically appear massive and bulbous in appearance; only their window and door openings are wood framed. The remaining ten structures are of frame construction, with quarried or cut stone applied to the exterior. Most of his interiors have plaster walls; stonework is exposed inside only a few buildings. In the homes built of structural masonry the interiors were framed out after the exterior stonework was in place; insulation was added to the cavity between the stonework and the interior wall.

Stone was also used in the construction of massive fireplaces. All of Young's buildings have at least one fireplace; many have two or more. To show them off, Young designed rooms to be centered around a fireplace.

Another distinguishing feature is cedar shingle roofs. Some of the houses in the triangular Park Avenue block have roofs that appear to undulate. In contrast, the roofs of the homes in Boulder Park are more conservative, typically gabled or hipped in form; straight lines with deeply overhanging eaves and decorative exposed rafter tails dominate them. Young's low-lying undulating cedar shake roofs function in harmony with the landscape, helping to blend each home into its environment. To create these roofs, Young first framed them in a wave-like form; he then applied three to four layers of cedar shakes on top of the rafters, laying them to accentuate the motion. In some cases, like the famous "Mushroom House," Young used scrap lumber to heighten portions of the roof.

Several of Young's structures are characterized by hidden or sheltered entries. Young's front doors are either concealed from view by a deep covered porch or sheltered by a small overhang, or in some cases, the roof's deep overhanging eaves.

Unfortunately, because of his lack of interest in cooking, a common interior feature is small, inadequate kitchens. Most of his homes also had small dining rooms, or lacked them altogether.

There are also a number of features that appear in many, but not all, of Young's structures. Mullioned and leaded glass windows are common. Squat chimneys that resemble partially melted candles are noticeable in several structures. The short stone chimneys are liberally frosted with cement, which gives them a whimsical appearance. Creative landscaping also frequently complements Young's architecture accented by the use of small boulders or stone walls, which assist in unifying the homes with their environment.

Young's stone masonry is quite different from that of other, past and present, regional builders. His architecture is characterized by the frequent use of massive granite boulders, although Young built several structures using limestone from a quarry in Onaway, Michigan. Those that employed boulders in their construction have an almost elephantine, bulbous appearance. It is this characteristic that has lent Young's homes the name "Mushroom Houses," although only two have any resemblance to a mushroom. Today twenty-eight of Young's structures remain: two have been razed, and several others have undergone significant renovations.

Earl Young's buildings are one of the most popular attractions in northern Michigan and a living tribute to his love for nature, stone, and the community. Not only have Young's "mushroom" houses had an aesthetic influence on architecture in the Charlevoix area, they have been a magnet of tourism for well over fifty years. Characteristics of his style are reflected in both commercial and residential architecture throughout the local area, also in the newly renovated East Park.

The following is a list of Contributing Resources citing information pertinent to the above definition:

THE EARL YOUNG BUILDINGS HISTORIC DISTRICT

300 Park Avenue

Earl Young in 1944 dubbed this former farmhouse the "Pines Cottage". It was constructed by Harvey Lee and Nellie Iddings. Harvey Lee Iddings was the first mayor of Charlevoix from 1905 to 1907; he died in 1910. Historic tax records suggest the structure was remodeled on or shortly after Harvey Lee's death. In November of 1944, Young acquired the property as a source of rental income. The home was rented throughout the 1940's and 1950's. In the 1960's Young's daughter Marguerite occupied it. Between 1961 and 1962 Earl remodeled the house, adding stonework and an impressive fireplace. On the first story of the façade he added smooth-faced quarried limestone with raised mortar joints. He extended the limestone to the porch posts and rear chimney; inside, he created a dramatic limestone fireplace.

The house is a variation on the Michigan gabled-ell type house, a popular rural housing form characterized by a dominant two-story upright section with a front-facing gable and a one or two-story wing with side-facing gable. The entrance is shielded from view by the deep porch, which extends the length of the wing. The windows, characteristic of many in Young's homes, are leaded glass accented by colorful wooden trim. The second story is finished in cream-colored stucco with semi-circular shingles under the gable. The steep roof is covered with asphalt shingles and is pierced by a bay window

with a pointed roof. Today the house is privately owned by the Candace Sucher Savage Trust and is used as a vacation home.

302 Park Avenue

Named the "Half House" because of its peculiar shape, this home is one of Earl Young's most distinctive creations. The cottage was built in 1947, and remained in the Young family until the 1970's and was used primarily as rental income. Today it is owned by Thom Investments.

The small one-and-a-half story cottage is situated on the site of the carriage house for the house at 300 Park Avenue. The cottage is semi-circular in shape and appears to be snuggled into the landscape. It is composed of solid masonry, with only the roof and window and door openings framed with wood supports. Both the front door and window appear to be recessed into the house, sheltered by the low roof and rough boulders that form the exterior walls. "Half House" is constructed almost entirely of granite boulders and local fieldstone. The flat east elevation is made of concrete and faced in white stucco, a sharp contrast to the rest of the house's rounded and uneven appearance. It rises from a pile of boulders at its base in a perfect vertical line and extends above the sloped roof to form a small chimney. The south elevation contains a shed-roof dormer with wood siding to add space to the small half story. Its cedar-shingled roof, which rises at an angle from the boulder walls in a wavy, organic fashion, appears to be more a part of the hillside than the house. The rippling form is primarily due to careful framing; cedar shingles laid atop the undulating rafters emphasize the form and suggest motion.

306 Park Avenue

No longer in need of the house at 304 Park Avenue in which they had raised their children, Earl Young designed and built this house between 1946 and 1947. They lived in this house until Irene sold it to her daughter and son-in-law in September 1976.

The home has a rambling low-lying appearance and blends gracefully into the landscape. It is composed entirely of cut limestone from the Onaway quarry east of Petoskey, stacked horizontally in stratified layers. Large floor-to-ceiling plate glass windows with simple trim provide a view of Lake Michigan. While the main doorway is not hidden within a deep porch, a small overhang with decorative brackets shelters the entrance. The cedar-shingled roof is framed to give an undulating appearance; the shingles are laid in a pattern that further accentuates this movement. Two squat, "cement-frosted" chimneys, sit atop the low-lying roof.

A portion of the south elevation of the house is visible from Clinton Street. Its primary feature is a tiered wall made of the stacked Onaway limestone. The street-side garage, which appears to have been built into the hillside, is believed to have been added in 1962, and can be accessed from within the house. The similar color and motion of the roof and tiered wall give the illusion of the two blending into one another as if they jointly form part of the hillside. The home is currently owned by Sidney and Beth Feldman.

308 Park Avenue

"Betide Cottage" was constructed circa 1943 according to Earl Young's daughter Virginia Olsen. The Young's used it primarily as rental income, and it was sold by Irene in September 1978. Debra and Miles Singer currently own the home.

The façade appears almost round, with setbacks on either side of a central ribbon window. It is constructed almost entirely of quarried Onaway limestone, laid in an intricate pattern with a smooth texture. Dark wood is used as an accent on the projecting portion of the façade to create the illusion of exposed framing members. The narrow, glass-paned front door is sheltered from view and the elements by a deep overhanging eave, which also extends over the plate glass ribbon window. The cedar shingled hipped roof is topped with a squat, cement-frosted chimney. The roof does not appear to undulate, but its edges do have an irregular rippled effect. The south elevation of the house is visible from Clinton Street, and is unlike the façade. It is dominated both by stonework on the lower level and a cantilevered main level faced with irregular wood siding, which provides much-needed space for the tiny house.

In July 1999, the present owner modified the home's roof and replaced the existing asphalt shingles with cedar shingles. Previously, the shallow slope of the roof and one-to-two-inch eave overhangs caused water to run off the surface at a very low velocity allowing an excess of moisture to penetrate the window sills and frames and seep into the stonework. Prolonged exposure to moisture caused damage to the sills and frames, and also caused spalling of some of the limestone in freeze-and-thaw conditions during the winter months. To remedy the problem, the owner increased the roof overhang so that it is one foot deep on the north, east, and west elevations.

310 Park Avenue

The "Abide Cottage" retains the name given to it by Earl Young. It was built in 1938. Tax records indicate that in the late 1940's and early 1950's Young may have made some renovations. The family used the house as a source of rental income until Irene Young sold it in September 1978.

Nestled within a cluster of pine trees on the narrow triangular corner of the Park Avenue block, "Abide Cottage" appears to have grown from the earth. It is constructed entirely of fieldstone and limestone rubble from the Onaway quarry. The stonework is quite detailed. Intricate stonework over the doorways and at the corners of the house show Young's attention to detail. The one story cottage is random in form, taking on a rambling organic appearance. Rounded windows and doorways add a touch of character. The undulating cedar shingled roof and stone retaining wall covered with moss and vegetations help blend the house into its environment.

"Abide Cottage" is privately owned by Susan and Harry Boyd, but continues to be used as a rental property. In the summer of 2004 an electrical fire broke out within the house, damaging much of the interior and a portion of the roof.

316 Park Avenue

One of Earl Young's most unique creations was constructed on this site circa 1945. Tax records indicate that Drew Young acquired the property in 1943 with the value of the land increasing from 1943 to 1945, which suggests that the home was built at that time.

Although composed entirely of structural stone, the house was originally whitewashed and accented by dark wooden beams that emulated half-timbering. A thatch roof, which Young shipped in pieces from Great Britain to Charlevoix, was its crowning feature. The home was originally designed to have the look and feel of an English country cottage. Young's departure from his usual design philosophy suggests that he may have been influenced by European architecture during his travels abroad.

In January 1947, Drew Young sold the house to Lawrence E. Towe, who lived in it until 1950, when he sold it to C. H. Flomsbee. It is believed that Flomsbee made a number of modifications between 1959 and 1961, including removal of the thatch roof and replacing it with asphalt shingles. The whitewash was removed to expose the colorful stonework. Today the shape of the roof is reminiscent of the original thatch roof. The present owners, Samuel and Judith Jassenoff, recently constructed a small stone wall, its design influenced by Young's characteristic use of multi-shaped stone and excess cement, along the front yard.

101 Grant Street

This hillside house sits on the site of what was once an outbuilding for the farmhouse at 301 Clinton Street. This small cottage, at first glance, appears to be more a garage than a house. However, the second story contains a sizeable living space. It was built in 1954 when Earl Young acquired the lot that also contained the century-old farmhouse. Jeannine Wallace presently the owner uses the home as a source of rental income.

The cottage has a Swiss chalet appearance with its steeply pitched gable roof and flared eaves. The first story is constructed of horizontally stacked Onaway limestone, which blends seamlessly into an attached limestone retaining wall that climbs sinuously up the hillside. The small arched entryway on the east elevation is sheltered by a rectangular bay window on the second level. The wooden door appears to have been carved into the limestone itself. Dividing the first floor from the second are decorative wooden joist ends which give the cottage a rustic appearance. The second story, which houses the majority of the living space, is faced with dark irregular wood siding on the east elevation. Two shed dormers punctuate the steep roof, which extends steeply toward the ground, on the south elevation. A glass block window on the west elevation demonstrates Young's fascination with new materials. An enclosed porch on the less visible north elevation adds additional living space to the second story.

In the fall of 2004, the home's asphalt shingled roof was replaced with cedar shingles reminiscent of Young's initial design. The original cedar shingles had been removed decades before and were replaced with cheaper and more durable, asphalt shingles that were both designed and laid to emulate the original wooden shakes.

103 Grant Street

The "Mushroom House" is one of Earl Young's most well known and photographed creations. The house derives its name from its unusual oval form, thick stone walls, and low-lying cedar shingle roof. Earl Young purchased the property in the early 1950's when the former farmhouse had fallen into severe disrepair. Tax records indicate a dramatic increase in the value of the land from 1954 to 1955, which suggests that the house was constructed at that time.

The "Mushroom House" was built at the corner of Clinton and Grant Streets. It is constructed entirely of structural masonry consisting of Onaway stone facing and local fieldstone. The unusual round house is two stories in height and resembles a massive button mushroom. It was built on the foundation of the former farmhouse, some of whose beams were saved and used in the construction of the new house. The main entrance is sheltered and partially shielded from view by the home's stone walls and deep overhanging eaves. Leaded glass windows are nestled into the three-and-a-half-foot thick walls. The interior is rambling, with a random traffic pattern and oddly shaped rooms. The living room is paneled in cypress and contains large leaded glass windows and a massive fireplace composed of cut Onaway limestone laid diagonally. The home's cedar-shingled roof is one of Young's most distinctive; round in form, it rises and falls as if floating upon water. The roof's undulating form is due to a number of factors, primarily careful framing. Multiple layers of cedar shingles were laid atop the rafters to accentuate the rolling motion. Young used scrap lumber, including old wood doors with brass doorknobs still attached, to prop up portions of the roof for added definition. In the mid 1980's, the current owner Jeannine Wallace replaced the home's original cedar shingle roof, which had begun rotting due to prolonged exposure to moisture. During this process the roofers uncovered a number of pieces of scrap lumber used to accentuate the roof's motion. This scrap lumber generated the same effect as eighteen layers of shingles. The roof again was replaced exactly the same as the original in cedar shakes in 2008.

Jeannine Wallace purchased the property in 1964, although she did not close and move into the house until 1966. In the early 1970's the Wallace's remodeled the extremely small kitchen to make it more accommodating. With the addition of two doors, an office space, and a sizeable bathroom off the west side, the kitchen now feels more comfortable. The new bathroom's most interesting feature is the east wall, which was formerly the exterior of the house. The exposed stonework in the bathroom provides an up-close and personal view of the boulders and fieldstone Young used in the construction of the house.

303 Clinton Street

The house was first constructed by A. J. and Mary Hamilton between 1910 and 1912. In August 1951, Drew Young purchased it from Mary Hamilton, and the Young's appear to have made several renovations beginning in 1952. In January 1954, Drew sold the rights to the property to his father, who then sold it to his son-in-law Robert Gill. In 1962 the Young's made yet another set of renovations. The improvements made between 1952 and 1962 were similar to those made at 305 Clinton Street. Young added smooth-faced irregularly patterned limestone to both the first level and the chimney at the rear of the house, topping the squat chimney with his signature excess cement. It is unknown whether he added the irregular shingles on the second story.

The building is a simple version of a Michigan upright-and-wing house. The front-gabled upright portion is accentuated with irregular shingles on the second story. The side-gabled wing portion harbors a narrow covered porch that shields the main entry. The house is presently privately owned by Alice Timms.

305 Clinton Street

Tax records suggest the house was constructed between 1910 and 1911 by M. J. Parmelee. It was later owned by Hugh E. Vandewalker, a life insurance salesman residing in Ann Arbor, who used it as a vacation home from 1925 until 1940 when it was sold to the state. Drew Young is listed as taxpayer on the property from 1944 until 1973. Earl Young remodeled the house from 1961 to 1962. Young added quarried Onaway limestone laid in a smooth pattern which extended approximately three-quarters of the height of the house; the rest was finished with wood siding. He also adorned the chimney with limestone and added stonework to the fireplace indoors.

The house itself is rather simple in form and is dominated by a side-facing gable roof. A shed roof dormer on the west elevation and a covered entry on the east elevation add interest. Its distinguishing feature is the limestone stonework. Today the house is privately owned by James Buschman and Deborah Harmon.

Thistle Downs Lane

On August 13, 1959, Earl Young purchased property on the northwest shore of Charlevoix's Round Lake. Since the 19th century the land had been previously used as a lumberyard by the Charlevoix Lumber Company. Young saw it as the perfect location for an exclusive development. The small neighborhood had room for only one road, which Young's daughter, Virginia Olsen, named "Thistle Down." By the late 1960's Young had designed and constructed three homes on the site, and his daughter Virginia designed and built the fourth, marking his final efforts in building design and construction.

Over the years this area has been altered and only one complete Earl Young house remains. Stone pillars reminiscent of those at Boulder Park still mark the entrance to the neighborhood.

5 Thistle Downs Lane

This A-Frame house was the first structure Earl Young built in the Round Lake development. It was built as a spec house in 1967. The A-Frame is Young's most atypical creation, differing dramatically in both form and design from his stone structures.

The main portion has an A-Frame design, with a one-and-a-half-story wing off the east elevation. The house is oriented towards the lake, with the main entrance on Thistle Down. Like many of Young's structures, the house appears to be nestled into the hillside with the main entry somewhat hidden from view. The south elevation, facing the lake, contains multiple windows that take advantage of the view of downtown Charlevoix and Round Lake. A large deck extending the width of the central a-Framed portion dominates the first story; a second, smaller deck provides a view from the second story. A stone chimney protruding from the center of the steeply pitched asphalt shingled roof and the slight undulation to the roofline on the east wing are features reminiscent of Young's previous homes. The house is faced with wood siding rather than Young's trademark stone, making it truly unique in terms of his designs. The house remains privately owned by Robert L. Bytwerk.

The following is a list of Non-Contributing Resources:

304 Park Avenue

Erected in 1918 -1921, this was the first house designed and built by Earl Young. Young created a unique two and a half story stone home for himself and his wife, Irene. This is the home in which they raised their family, moving next door in the late 1940's only after their children had grown. The house at one time was owned by Robert Gill, the son-in-law of Earl Young, and is presently owned by Amstar Non-Qual Retirement Fund LLC.

The house is currently being redone. The stonework is structural; only the roof, window, and door openings are wood framed. A deep front porch shelters the main entrance to the house. Two squat stone chimneys and plate glass windows with wooden trim add character and detail. The new owners are replacing the old roof of asphalt shingles with a thatched roof being installed by roofers from Ireland..

3 Thistle Downs Lane

This house built between 1970 and 1973, is believed to be the last of Earl Young's architectural creations, and is often referred to as the "Castle House." Number 3 Thistle Downs, as Young envisioned it, was drastically different from the imposing structure one sees today. The home featured Young's traditional stonework and undulating cedar shingle roof. Like his other structures on Round Lake, the house was oriented towards the water, with the main entrance placed on Thistle Downs.

In the winter of 1997, the home was purchased by designer and architect Pat Barry who proceeded to make numerous renovations. The roof was raised, several rooms added, and the interior redesigned. Today little is left of Young's vision other than the use of boulders and an undulating cedar shake shingle roof. The home is owned by the Lance O'Donnell Revocable Trust.

8. PHOTOGRAPHIC INVENTORY

Please view photographs attached to this report at the end of the report.

9. RESOURCE COUNTS AND PERCENTAGE

Eleven of the thirteen buildings are contributing, two of the thirteen buildings are non-contributing, therefore 88% are contributing, and 12% are non-contributing.

10. BIBLIOGRAPHY

City of Charlevoix Assessment Roll, 2008

Bob Miles, Charlevoix II, book published by the Charlevoix Historical Society, 2002

Thesis submitted by Kelly Elizabeth Simpson to the Department of Geography and Geology, Eastern Michigan University, for her Master of Science in Historic Preservation, **From Boulder Park to Mushroom Houses: The Stone Architecture of Earl Young**, 2005.

The Charlevoix Historical Society, DVD on **The Life and Works of Earl Young, Charlevoix's Master Builder in Stone**, written and produced by David L. Miles, Co-Director, Harsha House Museum, 2008

The Charlevoix Public Library, excerpts from the **Charlevoix Courier**.

Historic Photographs provided by the Charlevoix Historical Society

Current Photographs provided by the City of Charlevoix Planning Department.



STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

KEVIN ELSENHEIMER
EXECUTIVE DIRECTOR

September 23, 2015

Mr. Zach Panoff
Interim Planning and Zoning Administrator
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Dear Mr. Panoff:

Staff members of the State Historic Preservation Office (SHPO) have reviewed the preliminary historic district study committee report for the Earl Young Buildings local historic district. Our comments on the report are enclosed. We offer these comments in order to assist communities to prepare final study committee reports that meet the requirements of Michigan's Local Historic Districts Act and provide a strong legal basis for protecting historically significant resources. These comments and recommendations are based on our experiences working with local historic districts. The SHPO lacks authority to give legal advice to any person or agency, public or private.

The report was presented to the State Historic Preservation Review Board at their September 11, 2015 meeting. They concurred with the SHPO's comments but asked about the work currently being undertaken at 304 Park Avenue and if it truly disqualifies the resource from contributing resource status.

The report has been sent to the Michigan Historical Commission for their review. Should they have comments they will be forwarded to you.

We appreciate the city of Charlevoix's efforts to protect its historic resources. If we can assist you further, please contact Amy Arnold at ArnoldA@michigan.gov or 517-335-2729.

Sincerely,

Brian D. Conway
State Historic Preservation Officer

**Michigan State Housing Development Authority
State Historic Preservation Office**

**Staff Comments, September 1, 2015
The Earl Young Buildings, Charlevoix**

The charge of the committee should state that the study committee is a Standing Committee.

The boundary justification should indicate that the boundary for each resource is the current boundary for the parcel.

The report should include a period of significance.

On page 9, the report notes that Young was interested in plastics but does not indicate how the material was used in the structures. Plastics were new during the period Young was working. Has any connection between Earl Young and Dow Chemical or architect Alden Dow been found?

The descriptions should be consistent in the inclusion of significant landscape features. For example the stone retaining wall at 308 Park Avenue is not mentioned while the pine trees and stone retaining wall at 310 Park are included. It is important that all significant features are identified and included in the report. Were there any outbuildings designed by Young that should be included?

Is the study committee recommending that city council also designate significant interior features, such as the fireplaces? According to Section 399.205 (4) the historic district commissions can review interiors "if specifically authorized to do so by the local legislative body."

The inclusion of Thistledown Lane is problematic. Two of the three houses built by Young on this street have been identified as non-contributing. From the information included in the report, only 5 Thistle Downs should be designated as a district. The report makes no mention of any landscape features by Earl Young on Thistle Downs that would justify the inclusion of the street or the two non-contributing resources.

Google maps are not acceptable for study committee reports. Please see the Manual for Historic and Architectural Surveys in Michigan for appropriate maps.



**The Earl Young Buildings
Historic District**
City of Charlevoix, Charlevoix County, Michigan
August 10, 2015

- Legend**
- District Boundary
 - District Parcels
 - Building Footprints
 - City Boundary



**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to amend Title II, Utilities and Services, Chapter 22, City Water Utility, Section 2.52.

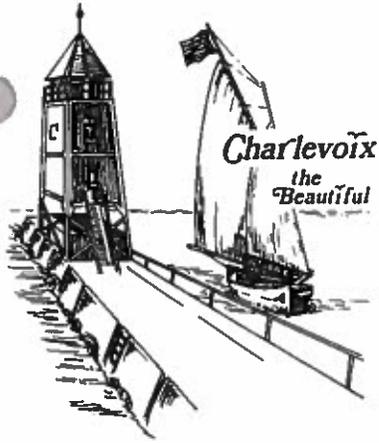
DATE: October 19, 2015

PRESENTED BY: Patrick Elliott

ATTACHMENTS: Proposed ordinance amendments as provided by City Attorney, Scott Howard.

BACKGROUND INFORMATION: Due to some uncertainty with the wording within Chapter 22, City Water Utility, of the City of Charlevoix City Code, staff is recommending that we make the amendments to the ordinance as per the attachment from Scott Howard. By making these amendments there will be clear definition as to who is responsible for maintaining what portions of a water service line. The changes that we are proposing are consistent with past practices with regards to who pays for maintaining what portions of a water service.

RECOMMENDATION: Staff is recommending amending Title II, Utilities and Services, Chapter 22, City Water Utility, Section 2.52, as per the attachment from Scott Howard.



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

CITY OF CHARLEVOIX Ordinance No. 774 of 2015

AN ORDINANCE TO AMEND TITLE II,
UTILITIES AND SERVICES
CHAPTER 22, CITY WATER UTILITY
SECTION 2.52 – SERVICE CONNECTIONS

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Amend Section 2.52 Service Connections of Title II, Chapter 22 of the Charlevoix City Code as follows:

2.52. Service Connections.

Applications for water connections shall be made to the Department on forms prescribed and furnished by the Department. Water connections, water connection upgrades and water meters shall be installed in accordance with rules and regulations of the Department and upon prior payment of the required connection fee and installation fee. All meters ~~and water connections~~ shall be the property of the City. The City shall be responsible for maintenance, repair and replacements of water meters from normal wear and tear; the property owner shall be responsible for maintenance, repair and replacement for damage to the water meter not from normal wear and tear, including neglect, freezing pipes or other physical damage to the meter. Connection fees ~~and connection upgrade fees~~ shall not be less than the cost of materials, installations, and overhead attributable to such installations. Connection fees, connection upgrade fees and meter installation fees shall be paid to the City at the time the application is filed, and shall be in such amounts as the Council shall, from time to time, determine by resolution. The required connection fee and meter installation fee shall be charged to each property served. The City shall own all water lines to the first point of isolation, which is the first curb stop valve. The City shall own and be responsible for maintaining the water connection from the point it leaves the main line to the first point of isolation, which is the first curb stop valve. The property owner shall own and be responsible for maintaining the water connection from the first point of isolation to the structure the service line is feeding, even if all or some of the water connection is within the road right-of-way. The property owner shall notify the City of any work to be done in the road right-of-way prior to commencing work in the road right-of-way. The property owner shall be responsible to restore the road right-of-way to its previously existing condition upon completion of any work in the road right-of-way.

SECTION 2. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this

CITY OF CHARLEVOIX
Ordinance No. 774 of 2015
AN ORDINANCE TO AMEND TITLE II, UTILITIES AND SERVICES
CHAPTER 22, CITY WATER UTILITY SECTION 2.52 – SERVICE CONNECTIONS

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SECTION 2. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 3. Effective Date.

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

Ordinance No. 774 was adopted on the 19th day of October 2015 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan)
) ss
City of Charlevoix)

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: IFEC for Michigan Scientific Corporation

DATE: October 19, 2015

PRESENTED BY: Sara Christensen, Northern Lakes Economic Alliance
Ralph Larsen, Michigan Scientific Corporation
Mark L. Heydlauff, City Manager

ATTACHMENTS: IFEC Application Materials
IFEC Background Information
Resolution #2015-10-02

BACKGROUND INFORMATION: Michigan Scientific Corporation has been located in our northside industrial area since 1979 and currently employs approximately 60 employees. They are currently constructing an addition to their building with a project cost of just over \$1.1 million. The Industrial Facilities Exemption Certificate (IFEC) would abate 50% of the new taxes collected from this building for 12 years. They have completed the IFEC worksheet developed by Council several years ago and qualify for the 12 year abatement based on the point system.

The Northern Lakes Economic Alliance has coordinated the paperwork and application for the project. Because of a revision in state law (MCL 207.555 (3)), we cannot collect the \$500 fee we have in our fee schedule for IFEC applications.

RECOMMENDATION: Staff recommends Council hold a public hearing on the IFEC Application from Michigan Scientific Corporation and then make a motion to adopt the attached resolution approving the request and authorize the Mayor and City Clerk to sign the attached agreement.

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call (517) 373-3302.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	▶ Date Received by Local Unit
STC Use Only	
▶ Application Number	▶ Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

▶ 1a. Company Name (Applicant must be the occupant/operator of the facility) Michigan Scientific Corporation	▶ 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 3829	
▶ 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 8500 Ance Road, Charlevoix, MI 49720	▶ 1d. City/Township/Village (indicate which) City of Charlevoix	▶ 1e. County Charlevoix
▶ 2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Transfer <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input type="checkbox"/> Increase/Amendment	▶ 3a. School District where facility is located Charlevoix	▶ 3b. School Code 15050
▶ 4. Amount of years requested for exemption (1-12 Years) 12		

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

See attached.

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ <u>1,216,128.00</u> Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	▶ _____ Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	▶ <u>1,216,128.00</u> Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	<u>Begin Date (M/D/Y)</u>	<u>End Date (M/D/Y)</u>	
Real Property Improvements ▶	06/15/15	8/31/16	▶ <input type="checkbox"/> Owned <input checked="" type="checkbox"/> Leased
Personal Property Improvements ▶	_____	_____	▶ <input type="checkbox"/> Owned <input type="checkbox"/> Leased

▶ 8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. Yes No

▶ 9. No. of existing jobs at this facility that will be retained as a result of this project. 60	▶ 10. No. of new jobs at this facility expected to create within 2 years of completion. 5
--	---

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)	_____
b. TV of Personal Property (excluding inventory)	_____
c. Total TV	_____

▶ 12a. Check the type of District the facility is located in:

Industrial Development District Plant Rehabilitation District

▶ 12b. Date district was established by local government unit (contact local unit) 05/07/1990	▶ 12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---	---

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisites to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Sara Christensen	13b. Telephone Number 231-582-6482	13c. Fax Number 231-582-3213	13d. E-mail Address sara@northernlakes.net
14a. Name of Contact Person Sara Christensen	14b. Telephone Number 231-582-6482	14c. Fax Number 231-582-3213	14d. E-mail Address sara@northernlakes.net
▶ 15a. Name of Company Officer (No Authorized Agents) Ralph Larsen			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number 231-547-7070	15d. Date 10/9/15
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 8500 Ance Road, Charlevoix, MI 49720		15f. Telephone Number 231-547-5511	15g. E-mail Address rwlarsen@michsci.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 18. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. LUCI Code	16d. School Code
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

Facility and Project Description

Michigan Scientific Corporation's manufacturing facility in Charlevoix, Michigan, is a 30,000 square foot facility concentrating on the design and manufacturing of instrumentation slip ring assemblies, test fixtures, prototype assemblies, load measuring transducers and a variety of other components. The products are used in a wide array of applications in a very diverse assortment of industries including but not limited to automotive, electrical, energy and food.

The 9,730 square foot addition being undertaken will double the space of the current machine shop and add 2,100 square feet of additional office space. The new portion of the machine shop will be filled with equipment already owned by the company.

Public Act 198 Agreement and Affidavit of Fees

This agreement between Michigan Scientific Corporation with offices at 8500 Ance Road, Charlevoix, MI (the "Company") and the City of Charlevoix with offices at 210 State St., Charlevoix, MI (the "City") is with reference to the following:

1. This agreement between the Company and the City is for the purpose of fulfilling the requirements of P.A. 198, as amended, in P.A. 334, Section 22. In consideration of approval of this Industrial Facilities Exemption Certificate, the Company understands that through its investment of \$1,133,503.00 and the City, by its investment of the Industrial Facilities Exemption, are mutually investing in and benefiting from this economic development project.
2. The City established an Industrial Development District at 8500 Ance Road, Charlevoix, Michigan, on May 7, 1990, pursuant to the requirements of Act 198 of the Michigan Public Acts of 1974 known as the Ance Road Industrial Development District.
3. As a result of the economic development project consisting of building improvements, the Company estimates the creation of five new jobs and the retention of 60 existing jobs at this facility over the next 2 years. The Company agrees to use its best efforts to retain and increase the employment in the City in accordance with the foregoing estimate.
4. By December 1 immediately following the second year after the issuance date of the Exemption Certificate as a result of the Application, the Company shall submit a letter to the City which provides a report of jobs created or retained by the project.
5. The Company shall submit to the City Assessor and the State Tax Commission written notification of the completion of the project within thirty (30) days of said completion and shall also provide written notification of the final cost of the facility and improvements within ninety (90) days of said completion.
6. The City agrees to approve the Company's Application for an IFT Exemption Certificate for a period of 12 years following completion of construction of the project.
7. This agreement applies only to the tax abatement for the project described herein and does not apply to other outstanding Exemption Certificates granted to the Company by the City.
8. Both parties swear and affirm by our signatures below that "no payment of any kind in excess of the fee allowed, by Public Act 198 of 1974, as amended by Public Act 323 of 1996, has been made or promised in exchange for favorable consideration of an exemption certificate application."

This Agreement is assignable and transferable by either party with advance written consent. This Agreement may only be altered or modified upon the mutual consent of both parties. Nothing in this agreement shall alter the City's right to request revocation of the Exemption Certificate as provided by law.

Company Acknowledgement:

Ralph W. Larsen, Vice President
Michigan Scientific Corporation

Date

Witness

Date

City Acknowledgement:

Gabe Campbell, Mayor
City of Charlevoix

Date

Witness

Date

**Michigan Scientific Corporation
Industrial Facilities Exemption Certificate Application**

What is it?

Public Act 198 of 1974, as amended, is the primary tool local units of governments use as an incentive for manufacturing companies to start up, expand and renovate facilities or to build new plants in Michigan. The legislative body of the city, township or village in which the facility is located grants the abatement that moves the company's investment from the ad valorem tax roll to the industrial facilities tax roll. This reduces property taxes on new real property while keeping the current tax base unchanged.

Why would a local unit of government offer an industrial facilities exemption?

1. To promote economic development.
2. To preserve current local tax base and provide for future tax revenue increases.
3. To attract new businesses, keep businesses and to target the type of businesses they want to attract.
4. To compete for jobs with other states and countries that have lower taxes.
5. To reward a company that has been a good corporate citizen.
6. Annual salaries of the new and retained jobs flow into the local community.
7. Other business factors may dictate where a company locates, but tax abatement is one of the key considerations for a company to remain competitive, continue in business and maintain their local employment.

Win:Win

- ✓ *New tax base is created so that all taxing units are positively affected.*
- ✓ *A tax abatement helps the company with cash flow so the expansion can occur.*

1313 Boyne Ave / P.O. Box 8

Boyne City, Michigan 49712

Phone: 231.582.6482 - Fax: 231.582.3213

www.northernlakes.net * info@northernlakes.net

- Core Partners -



CITY OF CHARLEVOIX
RESOLUTION NO. 2015-10-xx
Resolution Approving Application of Michigan Scientific Corporation for an Industrial Facilities Exemption Certificate
for Real Property Improvements

- WHEREAS,** pursuant to P.A. 198 of 1974, M.C.L. 207.551 et seq., after a duly noticed public hearing held on May 7, 1990, this Council by resolution established the Ance Road Industrial Development District as requested by Michigan Scientific Corporation; and
- WHEREAS,** Michigan Scientific Corporation filed an application for an Industrial Facilities Exemption Certificate with respect to real property improvements within the Industrial Development District; and
- WHEREAS,** before acting on said application, the City of Charlevoix City Council held a hearing on October 19, 2015, 7:00 p.m., at the City of Charlevoix City Hall, at which hearing the applicant, the assessor, the taxing authorities and the public were given written notice and were afforded an opportunity to be heard on said application; and
- WHEREAS,** real property improvements had not begun earlier than six (6) months before the October 12, 2015, date of the acceptance of the application of the Industrial Facilities Exemption Certificate; and
- WHEREAS,** completion of the facility is calculated to and will at the time of issuance of the certificate have the reasonable likelihood to retain, create or prevent the loss of employment in the City; and
- WHEREAS,** the aggregate SEV of real and personal property exempt from ad valorem taxes through industrial facilities exemption certificates previously granted and currently in force within the City of Charlevoix, after granting this certificate, will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempt; and
- WHEREAS,** a representative of the affected taxing units will also receive written notice and the opportunity for a hearing if written notice is received by the specified deadline.

NOW THEREFORE BE IT RESOLVED, by the City of Charlevoix City Council that:

- 1) The City Council finds and determines that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974 and Act No. 255 of the Public Acts of 1978, shall not have the effect of substantially impeding the operation of the City of Charlevoix, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Charlevoix.
- 2) The application of Michigan Scientific Corporation for an Industrial Facilities Exemption Certificate with respect to real property improvements on the following described parcels of real property situated within the Ance Road Industrial Development District, to wit:

15-052-124-014-20

BEG AT N1/8 LI SEC 24 T34N R8W 625.85FT E OF W1/8 LI TH E AL SD N1/8 LI 208.57FT TO ST WHICH IS 500FT W OF N&S1/4 LI TH S PARA WI SD 1/4 LI 353.95FT TH W PARA WI N1/8 LI 207.75FT TO ST WHICH IS 625.85FT E OF W1/8 LI TH N 353.95FT TO POB BEING PT OF GOV LOT 3 SEC 24-34-8 1.7A M/L.

be and the same is hereby approved.

- 3) The Industrial Facilities Exemption Certificate when issued shall be and remain in force and effect for a period of 12 years after completion.

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

Resolution was adopted by the following yea and nay vote:

Yeas:
Nays:
Absent:

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Donation Acceptance Policy

DATE: October 19, 2015

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Donation Acceptance Policy Draft

BACKGROUND INFORMATION: At your last meeting, you held a public hearing on the Donation Acceptance Policy. Council had some questions about whether a donor recognition wall was appropriate and how it would be placed. Unless there are other concerns you would like to address, I recommend you either amend the draft policy to your liking or accept it as is.

I have also been approached by St. Marys Cement who would like to donate the propeller from the *Challenger*. It is a rather large, bronze propeller. Staff believe that if we were to accept it, it might be well-suited for placement near the fish hatchery on the Channel. Since this item is not specifically included in the policy, we would ask the Planning Commission to review the donation. Ultimately, Council would give final approval.

RECOMMENDATION: Council action to adopt the Donation Acceptance Policy.



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICHIGAN 49720

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

Donation Acceptance Committee Recommendations

BACKGROUND

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

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

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

REVIEW PROCESS

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

RECOMMENDATION

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

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

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

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

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

EXAMPLE OF MEMORIAL BENCH ON NEXT PAGE



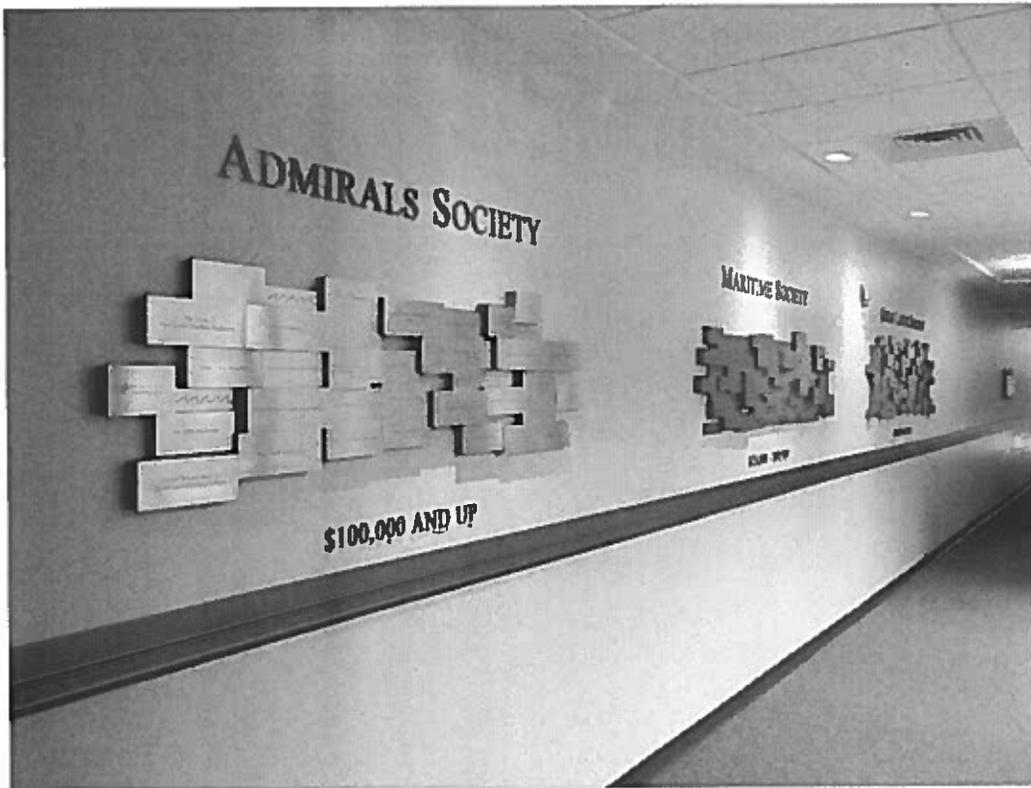
In addition to the benches, the Committee feels that tables should also be permitted to be donated and include a small memorial plaque similar to the benches. The Planning Commission and City Council should determine the exact number and location that should be approved.

EXAMPLE OF MEMORIAL TABLE

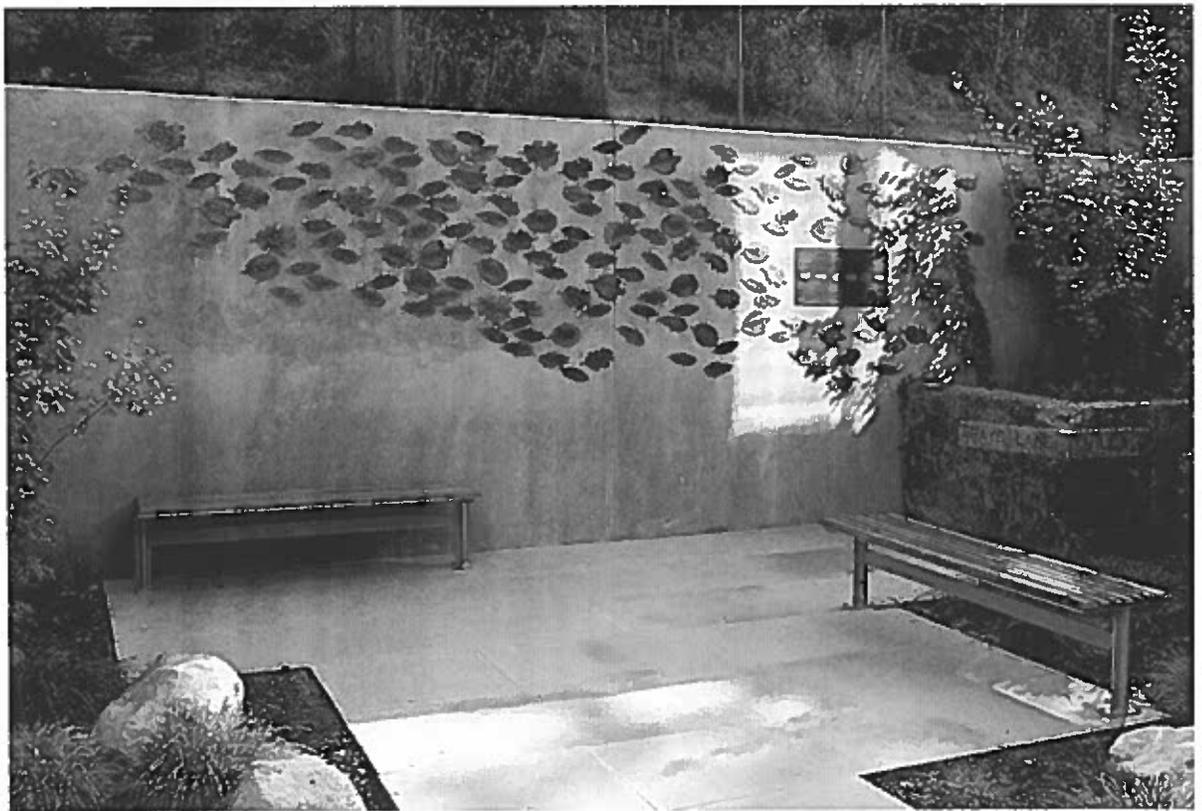


The Committee recommends that aside from the memorial benches and tables, other memorials should not be allowed in our parks for similar small scale items such as bike racks, picnic tables, etc. The proper placement and number of memorial benches and tables only would not clutter memorials throughout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

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



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



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

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

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

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

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



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICHIGAN 49720

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

List of Potential Donation Items/Funds

August 21, 2015

- Memorial brick program for East Park.
- Memorial Benches (East Park is no longer available)
- Memorial Tables (City Council reserves the right to determine final location)
- Scholarships to Camp McSauba, tennis or the junior golf program.
- Donations to the Lake To Lake Trail. (Memorials may be allowed by Charlevoix Township) Examples include paving portions of the trail, benches, a drinking fountain, wayfinding signage, maps, etc.
- Bike share Charlevoix program. (Purchase new bikes).
- Shade Tree Commission's Tree Program: Canopy Fund through Community Foundation. Tree Planting within the ROW. Estimated costs are \$400.00 per tree.
- Contribute to the Mt McSauba improvement fund.
- Contribute to Golf Course improvement fund.
- Ferry Beach improvement fund.
- Depot Beach improvement fund.
- General parks improvement fund.
- Irrigation systems installed at Depot and Michigan beach. Estimated costs are around 18k to complete both of them.
- Upgrades to the Michigan Beach access steps along Michigan Avenue.
- Upgrades to play equipment at all of our beaches.
- Purchase of additional, large, fancy trash cans to go along Bridge Street.
- ADA compliant access to Lake Michigan and or other beaches.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Food Truck Study Committee

DATE: October 19, 2015

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Letters of interest

BACKGROUND INFORMATION: At your last meeting, you held a public hearing to receive public input on how and whether food trucks should be regulated. Council asked staff to gather letters of interest from persons interested in serving on the committee. All letters we have received as of today, have been included in your packet.

While the structure of the committee is entirely up to you, I would suggest you have members who are both bricks and mortar restaurant owners, food truck owners, and other interested in the topic. Having this kind of balanced group will help gather diverse opinions and advance the process further. I would advise the committee contain 5-7 members. This committee will be purely advisory for Council; any further discussion on the topic will require Council action.

Additionally, since we have not received that many letters, you may wish to hold off on the appointment until your next meeting.

RECOMMENDATION: Council discussion and action.

Linda Weller

From: jessiemayburch@yahoo.com
Sent: Friday, October 09, 2015 9:50 AM
To: Linda Weller
Subject: Food vendor discussion group

Sent from my LG G4, an AT&T 4G LTE smartphone

Hi there,

My name is Jessie Burch and I am a local chef. I grew up in Charlevoix and now live in East Jordan. I would very much like to participate in this discussion. I have worked for and operated many brick and mortar restaurants in the area, including my family's restaurant Murray's in East Jordan, and I'm now considering purchasing a food truck. Please let me know when the group will be gathering. This discussion will directly be affecting my professional future - thank you so much!

Jessie May Burch

Sent from my LG G4, an AT&T 4G LTE smartphone

Pita Cruiser Food Truck
P.O. Box 223
Charlevoix, MI 49720

October 12, 2015

Charlevoix City Manager's Office
210 State St.
Charlevoix, MI 49720

Dear Mr. Heydlauff:

I am writing to volunteer to be apart of the group to discuss Food Vendors in the City. I own Pita Cruiser Food Truck and am very interested in being apart of incorporating Food Vendors into our community.

I am local to Charlevoix. Born and raised, and currently own 2 businesses with my husband in this community. Since I have opened my food truck I have had to work with other local communities to be able to vend there. I have knowledge of what they are doing for mobile vendors. I feel that the communities around us are a better comparison to what Charlevoix may want to incorporate, rather then the communities from lower Michigan that where brought before the City Council Board on October 5, 2015.

Thank You for your consideration. I look forward to hearing from you!

Sincerely,

Jami Miller
Pita Cruiser Food Truck
1-231-645-7655



Pigs Eatin' Ribs, LLC

October 13, 2015

Pigs Eatin' Ribs, LLC

13099 Cedar St

Charlevoix, MI 49720

Re: food truck allowance

To Whom It May Concern:

We are writing to express our interest in joining a committee to help design and adopt an ordinance for food trucks in Charlevoix. We are 'brick and mortar' business owners in Charlevoix and we also own and operate 4 food trucks throughout Northern MI, as well as one of the largest catering operations in the north. We were involved with the ordinance meetings in Traverse City when they were sorting through their food truck ordinance.

As business owners that pay Charlevoix city taxes, as well as operate food trucks we have a great middle ground understanding of what could and could not work well for this town while keeping the best interest for the city in mind. Charlevoix's integrity is in our best interest, and we will work hard to keep it.

Please do not hesitate to contact us with any questions.

Best Regards,

Jill and Adam Kline

231-340-0065

231-340-0239

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Water Plant Drying Bed Cost Increases

DATE: October 19, 2015

PRESENTED BY: Steven Teunis

ATTACHMENTS: Purchase Order #7487

BACKGROUND INFORMATION: The Water Treatment Plant backwash water basins have an accumulation of alum and lake bottom residuals that have slowed the drainage of the water into the sand bottom. Because of the slow drainage during the winter months, the basins have filled to the point of overflowing onto the beach. Staff has made adjustments to Plant operations that reduced the amount of backwash water going to the drying basins. A change was made to delay cleaning the beds until a process could be developed that did not impact the surrounding beach and grasslands and when there would be fewer visitors on the beaches. This work could not be done in the winter as snow and ice forms in the beds.

Pollution Control Services cleans the lift stations at the Bridge Park building and were contacted to inspect and determine if their process could also be used to clean the Water Treatment Plant's drying beds. The quote was made based on the ability of their equipment to get close enough to the drying beds and be able to lift the sludge. The amount of sludge in the beds was unknown. Their quote was \$4,500 for an estimated 1000 gallons of sludge.

On Tuesday, the company began the cleaning process. The process was much slower and the amount of sludge in the beds was significantly more than the original estimate. The contractor has revised his estimates to reflect the updated information. The removal of the sludge will take 4-5 days at a cost of about \$6,500 dollars per day. The contractor has given the City a revised estimate for the work and it is anticipated that the cost will be about \$24,000 dollars, based on the length of time necessary to clean the two basins and the number of truckloads necessary to haul the sludge.

We believe this cleaning has only been done once or twice since the Plant was built. The Michigan Department of Environmental Quality (DEQ) recommends we place this cleaning on a defined schedule; we will be adding a procedure to do this work every 5 years. The DEQ is happier with this work than our process that saw flooding onto the beach in the winter. Staff decided to have Pollution Control Services complete the work, even though the project was now more expensive than anticipated. We are able to defer other budgeted maintenance items to allow us to remain within the Water Treatment Plant's maintenance budget.

RECOMMENDATION: Authorize payment of Pollution Control Services in excess of the original purchase order in an amount not to exceed \$30,000 for the cleaning of Water Treatment Plant backwash basins.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Mission/Vision Statements for the Charlevoix Municipal Airport

DATE: October 19, 2015

PRESENTED BY: Ken Tough, Chairperson, Airport Advisory Committee

ATTACHMENTS: None

BACKGROUND INFORMATION: The Airport Advisory Committee recommended having mission and vision statements for the Charlevoix Municipal Airport. Below are the drafts they propose for your consideration:

Mission:

“The Charlevoix Municipal Airport is operated by the City of Charlevoix the Beautiful. We pledge to meet and exceed the service expectations of all aviators/passengers efficiently and safely, because we care.”

Vision:

“We plan to stay in step with technology and training to provide professional services for all stakeholders/visitors today and tomorrow. We want your business!”

RECOMMENDATION: Council discussion and adoption.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: General Liability & Property Insurance 2015-16 Renewal

DATE: October 19, 2015

PRESENTED BY: Kelly McGinn, City Treasurer

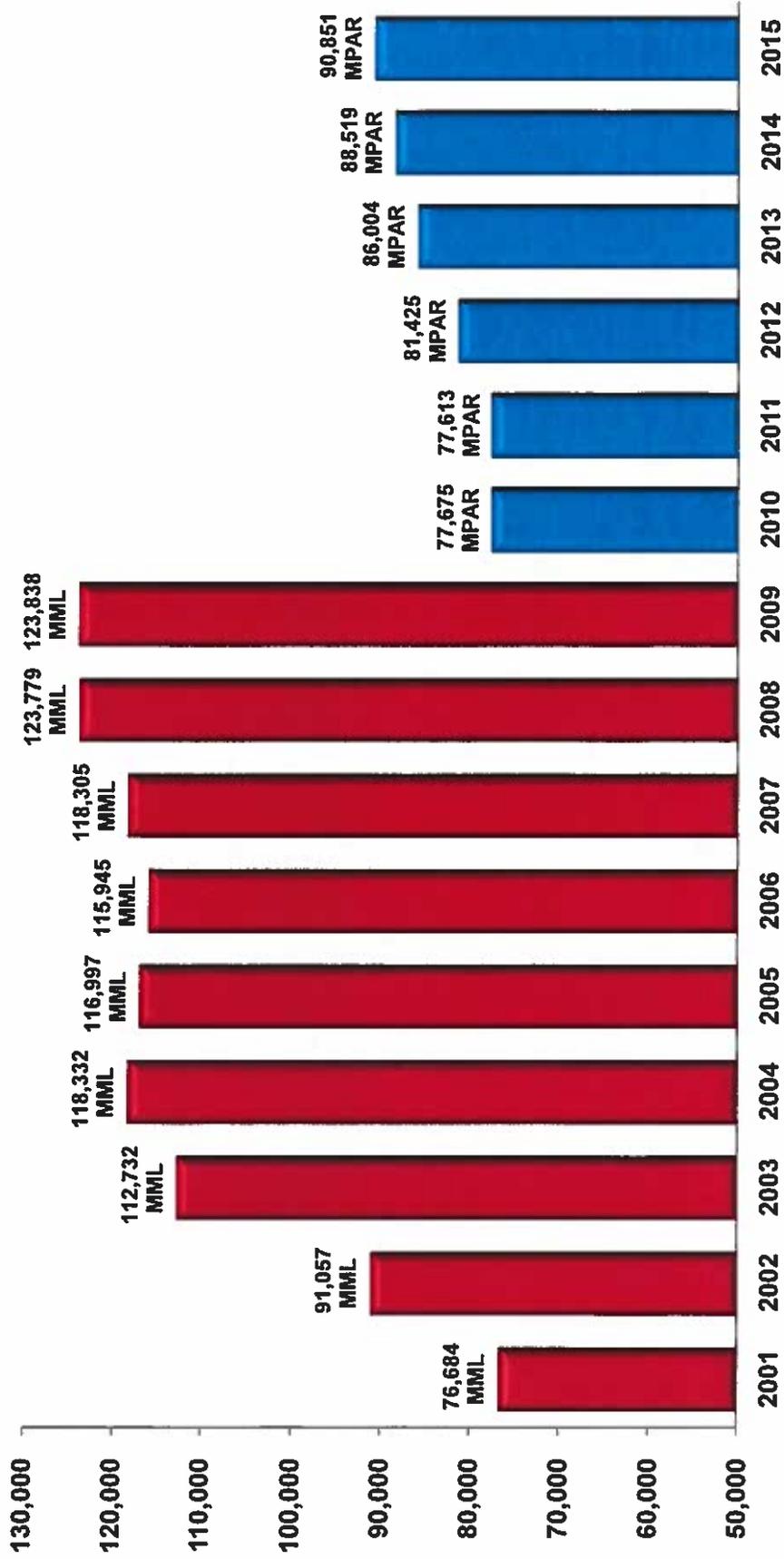
ATTACHMENTS: 1) General Liability & Property Insurance Cost History
2) 2015-16 Summary of Coverages

BACKGROUND INFORMATION: The City has received its renewal quote for its general liability and property insurance policy with the Michigan Township Participating Plan (PAR Plan) for the year beginning November 1, 2015. The City has been with the Michigan Township Participating Plan for the past five years. The quote is for \$90,851, which is a 2.6% increase over last year's cost. However, this is still less than the City's cost in 2002 with the Michigan Municipal League and over \$32,000 less than the City's last year with the MML in 2009 despite the policies offering similar coverage.

The quoted insurance policy covers property and equipment valued at over \$55 million and fleet coverage for vehicles valued over \$4.8 million. The coverage is quoted for \$5 million of liability and property coverage and has zero deductible on liability and \$500 on our fleet coverage, property, inland marine and EDP (computer equipment). This year's premium again includes Boiler Insurance with Travelers Property Casualty with a \$2,500 deductible, which is the same coverage the City has had in the past with the PAR Plan.

RECOMMENDATION: Approve the renewal of the City's general liability and property insurance policy with the Michigan Township Participating Plan for \$90,851 for one year (November 1, 2015 - October 31, 2016).

City of Charlevoix Insurance Cost History General Liability & Property



**MICHIGAN
TOWNSHIP
PARTICIPATING
PLAN**

SUMMARY OF COVERAGES

FOR

City of Charlevoix 2015-2016

Presented By:
PAUL OLSON- RISK MANAGER
Municipal Underwriters of Michigan, Inc.

SUPPORT/SERVICE COMPANIES

MARKETING AND SERVICE:

Municipal Underwriters of Michigan, Inc.
935 Robin Hood Lane
Grayling, MI 49783
(517) 348-6391 LOCAL
(888) 883-6391 MICHIGAN WATTS

TECHNICAL ADMINISTRATION:

Michigan Township Participating Plan
1700 Opdyke Court
Auburn Hills, MI 48326
(248) 371-3100 - LOCAL
(800) 783-1370 - MICHIGAN WATTS
(248) 371-3069 - FAX

RISK CONTROL ADMINISTRATION

Midwest Risk Control
1700 Opdyke Court
Auburn Hills, MI 48326
(248) 371-3100 - LOCAL
(800) 536-7425 - MICHIGAN WATTS
(248) 371-3069 - FAX

CLAIMS ADMINISTRATION

Midwest Claims Service
1700 Opdyke Court
Auburn Hills, MI 48326
(800) 225-6561 - MICHIGAN WATTS
(248) 371-3091 - FAX

I. COMPREHENSIVE MUNICIPAL LIABILITY COVERAGE:*

Limit of Liability Per Occurrence	\$ 5,000,000
Limit of Liability Per Aggregate	\$ No Aggregate
Deductible	\$ 0

ADDITIONAL INSURED:

1. **Any** member of the governing body of the Named Insured
2. **Any** member of boards or commissions of the Named Insured
3. **Any** elected or appointed official of the Named Insured
4. **Any** employee of the Named Insured – Including **Contracted Assessor**
5. **Any** volunteer

ADDITIONAL INCLUDED COVERAGES:

1. Public Officials **RESIDENCE AND PLACE OF EMPLOYMENT**
2. Premises Medical Payments - \$10,000 Limit
3. Host Liquor Law Liability
4. Special Events Liability - Fireworks Liability by Endorsement
5. Governmental Professional Malpractice Liability
6. Incidental Medical Malpractice Liability
7. Cemetery Professional Liability
8. Sewer Back Up Liability- \$100,000
9. Employee Benefit Liability. \$1,000,000/\$3,000,000
10. Extended Bodily Injury and Property Damage Liability
11. Completed Operations
12. Property Legal Liability - \$500,000 Limit
13. Premises and Operations
14. Care, Custody and Control Coverage - \$25,000 per occurrence
15. Explosion, Collapse and Underground (exclusions deleted)
16. Vicarious Liability
17. Fellow Member Liability
18. Governmental Tort Immunity Waiver
19. Non-Owned and Hired auto liability coverage
20. Non-Owned and Owned Watercraft Liability-under 26'in length
21. Personal Injury Protection Includes:
 - A. FALSE ARREST, DETENTION OR IMPRISONMENT
 - B. MALICIOUS PROSECUTION
 - C. WRONGFUL ENTRY OR EVICTION OR OTHER INVASION OF THE RIGHT OF PRIVATE OCCUPANCY
 - D. LIBEL, SLANDER, ORAL OR WRITTEN PUBLICATION
 - E. MENTAL ANGUISH & MENTAL INJURY

**PUBLIC OFFICIALS WRONGFUL ACT LIABILITY
(Errors & Omissions)**

Limit of Liability Per Occurrence:	\$ 5,000,000
Limit of Liability Aggregate:	\$ No Aggregate
Deductible:	\$ 0

The following are areas of exposure to public officials and employees, which most generally are covered by a legal liability policy:

1. A decision or opinion of the municipal board
2. A decision or opinion of the fire & ambulance department
3. A decision or opinion of the zoning or planning board and zoning board of appeals
4. Regulatory Taking of Private Property" sustained by any one person or organization is One Hundred Thousand Dollars and No Cents (\$100,000). "Regulatory Taking of Private Property", means the enactment or enforcement of any regulation or ordinance, which unconstitutionally and temporarily restricts the use of private property.
5. Decisions or opinions of Building, Electrical, Plumbing Inspectors and Contracted Assessors
6. Alleged negligence or incompetence on the part of any public official or employee including the failure to carry out duties.
7. Accusations regarding mismanagement of municipal owned assets
8. Inadequate supervision of voter registration & elections
9. Improper hiring or firing of employees
10. Failure to check auditing & accounting practices
11. Violation of Civil Rights: Civil Rights are defined as "means the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, including discrimination based upon religion, race, color, national origin, age, gender (including sexual harassment, unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature), height, weight, disability, or marital status"
12. Back Wages- \$25,000 per person
13. Non-Monetary Defense Coverage \$25,000/\$50,000

Note: Failure of assured to provide or maintain valid insurance policies is not a covered exposure.

II. FLEET LIABILITY COVERAGE:

LIMITS

A. Bodily Injury & Property Damage [CSL]	\$ 5,000,000
B. Personal Injury Protection	Statutory
C. Personal Property Insurance	\$ 5,000,000
D. Uninsured Motorists	\$ 5,000,000
E. Non-owned & Hired Auto Liability	\$ 5,000,000
F. Mini-Tort Liability	\$ 500
G. Underinsured Motorists	\$ 100,000

III. FLEET PROPERTY COVERAGE:

Property limit \$ 4,831,837.00

- A. Comprehensive \$ 500 ACV Deductible, Actual Cash Value
- B. Collision \$ 500 Deductible, ACV, Broadened

Fire and Ambulance Vehicles Replacement Cost Valuation....

IV. INLAND MARINE COVERAGE:

Providing **ALL RISK, REPLACEMENT COST COVERAGE** for property and equipment while on or off the premises. **NO CO-INSURANCE**

Property limit \$ 2,543,598.00
Deductible \$ 500

SEE ATTACHED SCHEDULE

Auto

Application:
T000020020915

CITY OF CHARLEVOIX

▲ Auto #▼	▲ New Cost▼	▲ Comp. Ded.▼	▲ Coll. Ded.▼	▲ Year▼	▲ Description▼	▲ VIN #▼	▲ Type▼
11	\$ 50,000	\$ 500	\$ 500	1984	DUPLEX CAB 7 CHASSIS TRUCK FIR	8418	9
18	\$ 13,000	\$ 500	\$ 500	1990	GMC PICK UP ELECTRIC DEPT	3538	2
26	\$ 400,000	\$ 500	\$ 500	1994	3D INCORPORATED FIRE TRUCK	0861	5
29	\$ 17,500	\$ 500	\$ 500	1995	FORD PICK UP	7835	2
30	\$ 17,500	\$ 500	\$ 500	1995	FORD PICK UP	2535	2
31	\$ 40,000	\$ 500	\$ 500	1990	DODGE PICK UP FIRE GRASS RIG	0884	5
32	\$ 52,000	\$ 500	\$ 500	1995	FORD DUMP TRUCK	1046	7
35	\$ 26,000	\$ 500	\$ 500	1998	GMC 2500 PICK UP	3208	2
37	\$ 700,000	\$ 500	\$ 500	1982	MACK AERIAL LADDER TRUCK FIRE	1463	5
39	\$ 30,000	\$ 500	\$ 500	1997	GMC UTILITY DIGGER TRUCK	0213	2
42	\$ 175,000	\$ 500	\$ 500	1999	GMC TANKER TRUCK FIRE	3130	5
43	\$ 30,000	\$ 500	\$ 500	2000	CHEVY 1 TON DUMP TRUCK	9576	7
44	\$ 20,000	\$ 500	\$ 500	2001	DODGE 1/2 TON 4X4 DPW	1881	2
46	\$ 17,000	\$ 500	\$ 500	2002	DODGE RAM 1/2 TON PICKUP	9871	2
47	\$ 85,000	\$ 500	\$ 500	2002	STERLING DUMP WITH PLOW	0124	7
48	\$ 38,000	\$ 500	\$ 500	2002	FORD F-350 DUMP	7866	7
51	\$ 20,000	\$ 500	\$ 500	2002	DODGE RAM PICK UP	0621	2
52	\$ 110,000	\$ 500	\$ 500	2004	STERLING SL 7501 DUMP WITH PLO	8259	7
53	\$ 22,000	\$ 500	\$ 500	2004	FORD F-350 4X2 PICK UP	9231	2
54	\$ 38,000	\$ 500	\$ 500	2004	FORD EXPEDITION FIRE	8984	5
55	\$ 26,000	\$ 500	\$ 500	2004	FORD F-350 4X4	6691	2
56	\$ 20,000	\$ 500	\$ 500	2004	FORD CROWN VIC POLICE	6404	11
57	\$ 22,000	\$ 500	\$ 500	2005	DODGE RAM PICK UP	4263	2
58	\$ 130,000	\$ 500	\$ 500	2006	STERLING DUMPSANDER TRUCK	9596	7
60	\$ 110,000	\$ 500	\$ 500	2006	OSHKOSH PLOW DUMP TRUCK AIRPOR	8824	7
61	\$ 140,000	\$ 500	\$ 500	2005	FORD AMBULANCE F-350 4X4	7579	4
62	\$ 140,000	\$ 500	\$ 500	2003	FORD AMBULANCE F-350 4X4	7524	4
64	\$ 20,000	\$ 500	\$ 500	1993	FORD F-350 DUMP TRUCK 4X4	3599	7
65	\$ 25,000	\$ 500	\$ 500	1991	KODIAK DUMP TRUCK	7569	7
66	\$ 18,000	\$ 500	\$ 500	2002	DODGE 1500 4X4 TRUCK	5920	2
68	\$ 20,000	\$ 500	\$ 500	2007	FORD EXPLORER ELECTRIC	7574	2
69	\$ 135,000	\$ 500	\$ 500	2008	STERLING DUMP TRUCK	1211	7
70	\$ 150,000	\$ 500	\$ 500	2009	IHC 4300 AERIAL WITH BUCKET	3912	2
71	\$ 265,000	\$ 500	\$ 500	2007	STERLING VACTOR JET TRUCK	8911	2
72	\$ 19,000	\$ 500	\$ 500	2009	FORD CROWN VIC POLICE	1910	11
73	\$ 185,000	\$ 500	\$ 500	2009	KENWORTH FIRE TANKER	4721	5
74	\$ 15,000	\$ 500	\$ 500	2005	CHEVY PICK UP	4721	2
75	\$ 15,000	\$ 500	\$ 500	2005	CHEVY PICK UP	5797	2
78	\$ 150,000	\$ 500	\$ 500	2010	ELGIN/PELICAN STREET SWEEPER	0075	2
79	\$ 22,101	\$ 500	\$ 500	2010	CHEVY SILVERADO 2500 LS	1111	2
82	\$ 57,000	\$ 500	\$ 500	2012	FORD TRUCK F-350 AIRPORT	0568	2
83	\$ 34,000	\$ 500	\$ 500	2013	FORD EXPLORER POLICE	3962	11
84	\$ 700,000	\$ 500	\$ 500	1994	SUTPHEN 1500 AERIAL PLATFORM	3058	5
87	\$ 2,000	\$ 500	\$ 500	1985	24 FOOT TANDEM AXLE BOAT TRAIL	3-204	13
88	\$ 175,000	\$ 500	\$ 500	2013	INTERNATIONAL BUCKET TRUCK	5447	2
89	\$ 30,574	\$ 500	\$ 500	2013	FORD DRW SUPER DUTY PICK UP	9478	2
90	\$ 22,101	\$ 500	\$ 500	2010	CHEVY SILVERADO 1500 4WD	7753	2
91	\$ 19,525	\$ 500	\$ 500	2009	GMC SIERRA PICK UP ELECTRIC	6629	2
92	\$ 32,843	\$ 500	\$ 500	2014	FORD F-350 SUPER DUTY	7564	2
93	\$ 28,804	\$ 500	\$ 500	2014	FORD EXPLORER POLICE INTERCEPT	9766	11
Total: \$4,831,837							

Inland Marine

Application:
T00020020915

CITY OF CHARLEVOIX 

▲ number ▼	▲ Serial # ▼	▲ Year ▼	▲ Make ▼	▲ Model ▼	▲ Department ▼	▲ Type ▼	▲ AR ▼	▲ Limit ▼	▲ Spec Ded ▼
23		2008	4 WHEEL DRIVE	TRACTOR	Dept. of Public Works	Contractors Equipment	RC	\$ 49,714	\$ 0
10	10	2012	BANDIT CHIPPER		Streets and Roads	Contractors Equipment	RC	\$ 41,000	\$ 0
19		2013	BORING MACHINE	1220 JET TRACJK	Dept. of Public Works	Contractors Equipment	RC	\$ 114,000	\$ 0
9	9	1978	CASE	586 FORKLIFT	Dept. of Public Works	Contractors Equipment	RC	\$ 70,000	\$ 0
15	15	1998	CHERRINGTON	BEACH GROOMER	Streets and Roads	Contractors Equipment	RC	\$ 90,000	\$ 0
1		0	CONTRACTORS EQUIP		General Administrative	Contractors Equipment	RC	\$ 45,000	\$ 0
5	5	1993	DITCH WITCH	400SX	Dept. of Public Works	Contractors Equipment	RC	\$ 25,000	\$ 0
6	6	1989	DITCH WITCH	6510/WITH BACKHOE	Dept. of Public Works	Contractors Equipment	RC	\$ 100,000	\$ 0
7	7	2000	DITCH WITCH	JT 920	Dept. of Public Works	Contractors Equipment	RC	\$ 150,000	\$ 0
22		2008	EPOKE 53500	SANDER/SPREADER	Dept. of Public Works	Contractors Equipment	RC	\$ 103,210	\$ 0
20		2006	FRONT END LOADER	VOLVO	Dept. of Public Works	Contractors Equipment	RC	\$ 166,000	\$ 0
3		0	FUEL TANK AND EQUIP	AT AIRPORT	General Administrative	Commercial Articles	RC	\$ 93,000	\$ 0
14	14	2009	HOLDER SIDEWALK	SNOWBLOWER	Streets and Roads	Contractors Equipment	RC	\$ 125,000	\$ 0
18	6799101665	2014	JACOBSEN	LF510 2WD	Dept. of Public Works	Contractors Equipment	RC	\$ 35,300	\$ 0
12	12	2004	JD	444J LOADER	Streets and Roads	Contractors Equipment	RC	\$ 140,000	\$ 0
13	13	2003	JD 310 SG	LOADER/BACKHOE	Streets and Roads	Contractors Equipment	RC	\$ 100,000	\$ 0
8	8	2002	JD BACKHOE	310 SG	Water and Sewer	Contractors Equipment	RC	\$ 100,000	\$ 0
25	280421	2015	JOHN DEERE 60 D	EXCAVATOR	Dept. of Public Works	Contractors Equipment	RC	\$ 42,000	\$ 0
11	11	2005	LEAF VACUM		Streets and Roads	Contractors Equipment	RC	\$ 25,000	\$ 0
21		2006	LOADER MOUNTED	SNOW BLOWER	Dept. of Public Works	Contractors Equipment	RC	\$ 159,000	\$ 0
4		0	MARINA DOCKS		Parks and Recreation	Commercial Articles		\$ 250,000	\$ 0
2		0	MISC SKI HILL EQUIP		Parks and Recreation	Commercial Articles	RC	\$ 50,000	\$ 0
17		2010	PISTON BULLY	GROOMER	Parks and Recreation	Contractors Equipment	RC	\$ 228,000	\$ 0
24		2008	SWEEPER ATTACH	VOLVO	Dept. of Public Works	Contractors Equipment	RC	\$ 42,374	\$ 0
Total:								\$2,343,598	

Schedule Total:	\$2,343,598
Miscellaneous Property & Equipment:	\$75,000
Ancillary Equipment:	\$125,000
Contractors Equipment Rented From Others:	\$0
Aircraft Limit:	\$0
Inland Marine Total:	\$2,543,598

V. PROPERTY [FIRE] COVERAGE:

Total Blanket Building and Contents Limit	\$ 51,424,079.00
Deductible	\$ 500
Per Schedule on File with company	

A. Inflation Guard - 2.5% per quarter

B. Special Municipal Property Endorsement to include:

1. Personal Property off Premises - \$100,000
2. Accounts Receivable- \$250,000
3. Transportation - \$50,000
4. Business Income- \$500,000
5. Debris Removal- 25% of Loss
6. Foundations of Machinery- \$250,000
7. Golf Course Greens- \$100,000
8. Extra Expense Coverage - \$500,000 Limit - No deductible
9. Newly Acquired Property - \$1,000,000
10. Flood Coverage- \$100,000
11. Earthquake Coverage- \$1,000,000
12. Glass Coverage-\$00 Deductible Glass Breakage
13. Underground Pipes and Flues- \$1,000,000
14. Law and Ordinance Coverage- Actual Sustained Loss
15. Fire Hydrants are covered for up to four losses at \$3,500 each. More coverage is available if scheduled

VI. VALUABLE PAPERS AND RECORDS COVERAGE*:

Broad Form Coverage for the reconstruction of valuable papers and records \$250,000 year round limit of protection with \$0 deductible.

*** NOTE: Higher limits available upon request.**

Property

Application:
T000020020915

CITY OF CHARLEVOIX

▲ Number ▼	▲ Loc.# ▼	▲ Bldg.# ▼	▲ Within 50 ft ▼	▲ Fac Loc.# ▼	▲ Street Address ▼	▲ POK ▼	▲ BC ▼	▲ Bldg. Lim. ▼	▲ Cont. Lim. ▼	▲ Mine Sub ▼	▲ Yr. Built ▼	▲ FAR ▼	▲ BF ▼	▲ Special Ded ▼	▲ Sprinkler ▼	Sq Foot	Boi
40114	1	1	No	0	210 STATE STREET CITY HALL FIRE HALL	10	2	\$ 6,357,360	\$ 771,750	\$ 0	1950	R	100	0	No	0	0
40073	2	1	No	0	301 PARK BATH HOUSE	11	3	\$ 147,399	\$ 10,915	\$ 0	1967	R	615	0	No	0	0
40074	3	1	No	0	DIVISION STREET WATER TOWER	14	6	\$ 317,319	\$ 0	\$ 0	1950	R	902	0	No	0	0
40100	4	1	No	0	1005 LAKE SHORE DRIVE BUILDING 3	14	2	\$ 14,923,691	\$ 38,918	\$ 0	1980	R	903	0	No	0	0
40075	4	2	No	0	1005 LAKE SHORE BUILDING STORAGE	14	2	\$ 12,244	\$ 0	\$ 0	1964	R	403	0	No	0	0
40104	4	3	No	0	1005 LAKE SHORE DRIVE GRIT REMOVAL AND	10	4	\$ 1,186,243	\$ 11,356	\$ 0	1978	R	903	0	No	0	0
40080	4	4	No	0	CHEMICAL CONTAINMENT BUILDING	14	3	\$ 280,942	\$ 0	\$ 0	1978	R	900	0	No	0	0
40106	5	1	No	0	DEPOT BEACH LIFT STATION	18	2	\$ 67,349	\$ 0	\$ 0	1978	R	905	0	No	0	0
40107	5	2	No	0	DEPOT BEACH PICNIC/RESTROOMS	11	2	\$ 290,490	\$ 0	\$ 0	1978	R	615	0	No	0	0
40108	7	1	No	0	229 STOVER CITY GARAGE	16	1	\$ 501,333	\$ 143,900	\$ 0	1957	R	401	0	No	0	0
40102	7	2	No	0	229 NSTOVER SALT STORAGE	16	2	\$ 32,754	\$ 0	\$ 0	1967	R	405	0	No	0	0
40105	8	1	No	0	400 FAIRWAY GOLF CLUBHOUSE	11	1	\$ 256,682	\$ 27,563	\$ 0	1978	R	100	0	No	0	0
40117	9	1	No	0	855 MERCER ST FERTILIZER BLDG	11	2	\$ 6,734	\$ 4,961	\$ 0	1980	R	605	0	No	0	0
40101	9	2	No	0	855 MERCER ST PESTICIDE VAULT	11	2	\$ 7,814	\$ 5,513	\$ 0	1970	R	605	0	No	0	0
40103	9	3	No	0	855 MERCER ST AMBULANCE STORAGE	15	1	\$ 9,950	\$ 8,048	\$ 0	1978	R	403	0	No	0	0
40109	9	4	No	0	855 MERCER ST MAINTENANCE SHOP	11	1	\$ 87,662	\$ 22,133	\$ 0	1978	R	401	0	No	0	0
40110	9	5	No	0	855 MERCER ST POLE BARN	11	1	\$ 39,076	\$ 5,880	\$ 0	1978	R	403	0	No	0	0
40111	9	6	No	0	855 MERCER ST CONTENTS STORAGE SHED	11	1	\$ 0	\$ 2,930	\$ 0	1978	R	403	0	No	0	0
40118	10	1	No	0	98 STOVER ROAD CEMETERY CHAPEL	11	2	\$ 68,809	\$ 0	\$ 0	1958	R	700	0	No	0	0
40119	10	2	No	0	98 STOVER CEMETERY STORAGE	11	2	\$ 17,602	\$ 19,294	\$ 0	1956	R	701	0	No	0	0
40120	12	1	No	0	AB 113 PALMER 4 BAY STORAGE GARAGE	16	2	\$ 76,575	\$ 0	\$ 0	1978	R	401	0	No	0	0
40045	13	1	No	0	GRANT STREET STORAGE	16	1	\$ 63,420	\$ 0	\$ 0	1980	R	403	0	No	0	0
40121	14	1	No	0	PALMER ST. FISH CULTURE STATION	11	2	\$ 882,873	\$ 0	\$ 0	1987	R	607	0	No	0	0
40122	15	1	No	0	102 GRANT ST DWELLING	10	2	\$ 130,199	\$ 0	\$ 0	1980	R	100	0	No	0	0
40044	16	1	No	0	FERRY BEACH RESTROOM/CONCESSION	11	2	\$ 141,759	\$ 0	\$ 0	1980	R	615	0	No	0	0
40115	16	2	No	0	FERRY BEACH FISH CLEANING BUILDING	11	2	\$ 6,429	\$ 2,756	\$ 0	1980	R	100	0	No	0	0
40052	16	3	No	0	FERRY BEACH PICNIC PAVILION	11	1	\$ 33,674	\$ 0	\$ 0	1980	R	614	0	No	0	0

40053	16	4	No	0	FERRY BEACH PICNIC PAVILION	11	1	\$ 22,958	\$ 0	\$ 0	1980	R	614	0	No	0
40123	16	5	No	0	FERRY BEACH RESTROOM/CONCESSION	11	2	\$ 110,067	\$ 0	\$ 0	1980	R	615	0	No	0
40054	17	1	No	0	CARPENTER ST PRESS BOX/CONCESSION	11	1	\$ 41,786	\$ 0	\$ 0	1980	R	612	0	No	0
40072	18	1	No	0	MT. MCSUBA SKI LODGE/RESTROOM	11	2	\$ 280,746	\$ 55,125	\$ 0	1965	R	600	0	No	0
40099	18	2	No	0	MT. MCSUBA HALF WAY TOW BUILDING	11	1	\$ 16,224	\$ 0	\$ 0	1967	R	403	0	No	0
40098	18	3	No	0	MT. MCSUBA WEST HILL TOW BUILDING	11	1	\$ 19,744	\$ 0	\$ 0	1967	R	403	0	No	0
40076	18	4	No	0	MT MCSAUBA TOP TOW BUILDING	11	1	\$ 14,712	\$ 9,812	\$ 0	2001	R	403	0	No	0
40097	18	5	No	0	MT MCSUBA LIFT OPERATOR BUILDING	11	1	\$ 22,653	\$ 0	\$ 0	1980	R	403	0	No	0
40050	18	6	No	0	MT MCSAUBA GROOMER GARAGE	11	1	\$ 51,491	\$ 0	\$ 0	2000	R	401	0	No	0
40094	18	7	No	0	MT. MCSAUBA ICE SKATING SHACK AND DECK	11	1	\$ 12,770	\$ 0	\$ 0	2010	R	403	0	No	0
40051	19	1	No	0	101 AIRPORT DRIVE TERMINAL	10	2	\$ 748,448	\$ 0	\$ 0	2000	R	922	0	No	0
40071	19	2	No	0	101 AIRPORT DR HANGER	16	1	\$ 332,040	\$ 16,538	\$ 0	1980	R	923	0	No	0
40083	19	3	No	0	101 AIRPORT DR HANGER	11	1	\$ 137,756	\$ 0	\$ 0	1980	R	923	0	No	0
40095	19	4	No	0	101 AIRPORT DR HANGER	11	1	\$ 8,202	\$ 0	\$ 0	1976	R	923	0	No	0
40096	19	5	No	0	101 AIRPORT DR HANGER WELKE	11	1	\$ 191,329	\$ 0	\$ 0	1990	R	923	0	No	0
40070	19	6	No	0	101 AIRPORT DR LIFT STATION	18	3	\$ 319,631	\$ 0	\$ 0	1980	R	905	0	No	0
40069	19	7	No	0	101 AIRPORT DR HANGER UNIT 1	11	1	\$ 66,404	\$ 0	\$ 0	1999	R	923	0	No	0
40068	19	8	No	0	101 AIRPORT DR HANGER UNIT 2	11	1	\$ 66,404	\$ 0	\$ 0	1990	R	923	0	No	0
40067	19	9	No	0	101 AIRPORT DR HANGER UNIT 3	11	1	\$ 59,627	\$ 0	\$ 0	1990	R	923	0	No	0
40066	19	10	No	0	101 AIRPORT DR HANGER UNIT 4	11	1	\$ 59,627	\$ 0	\$ 0	1990	R	923	0	No	0
40093	19	11	No	0	101 AIRPORT DR AIRPORT HANGER	11	1	\$ 318,902	\$ 0	\$ 0	2006	R	923	0	No	0
40092	19	12	No	0	101 AIRPORT DR FUEL SYSTEM STATION	11	3	\$ 15,023	\$ 0	\$ 0	1978	R	100	0	No	0
40091	19	13	No	0	101 AIRPORT FUEL TANK & EQUIPMENT	11	3	\$ 115,270	\$ 0	\$ 0	1978	R	100	0	No	0
40072	18	1	No	0	MT. MCSUBA SKI LODGE/RESTROOM	11	2	\$ 280,746	\$ 55,125	\$ 0	1965	R	600	0	No	0
40099	18	2	No	0	MT. MCSUBA HALF WAY TOW BUILDING	11	1	\$ 16,224	\$ 0	\$ 0	1967	R	403	0	No	0
40098	18	3	No	0	MT. MCSUBA WEST HILL TOW BUILDING	11	1	\$ 19,744	\$ 0	\$ 0	1967	R	403	0	No	0
40076	18	4	No	0	MT MCSAUBA TOP TOW BUILDING	11	1	\$ 14,712	\$ 9,812	\$ 0	2001	R	403	0	No	0
40097	18	5	No	0	MT MCSUBA LIFT OPERATOR BUILDING	11	1	\$ 22,653	\$ 0	\$ 0	1980	R	403	0	No	0
40050	18	6	No	0	MT MCSAUBA GROOMER GARAGE	11	1	\$ 51,491	\$ 0	\$ 0	2000	R	401	0	No	0
40094	18	7	No	0	MT. MCSAUBA ICE SKATING SHACK AND DECK	11	1	\$ 12,770	\$ 0	\$ 0	2010	R	403	0	No	0
40051	19	1	No	0	101 AIRPORT DRIVE TERMINAL	10	2	\$ 748,448	\$ 0	\$ 0	2000	R	922	0	No	0
40071	19	2	No	0	101 AIRPORT DR HANGER	16	1	\$ 332,040	\$ 16,538	\$ 0	1980	R	923	0	No	0
40083	19	3	No	0	101 AIRPORT DR HANGER	11	1	\$ 137,756	\$ 0	\$ 0	1980	R	923	0	No	0
40095	19	4	No	0	101 AIRPORT DR HANGER	11	1	\$ 8,202	\$ 0	\$ 0	1976	R	923	0	No	0
40096	19	5	No	0	101 AIRPORT DR HANGER WELKE	11	1	\$ 191,329	\$ 0	\$ 0	1990	R	923	0	No	0
40070	19	6	No	0	101 AIRPORT DR LIFT STATION	18	3	\$ 319,631	\$ 0	\$ 0	1980	R	905	0	No	0
40069	19	7	No	0	101 AIRPORT DR HANGER UNIT 1	11	1	\$ 66,404	\$ 0	\$ 0	1999	R	923	0	No	0
40068	19	8	No	0	101 AIRPORT DR HANGER UNIT 2	11	1	\$ 66,404	\$ 0	\$ 0	1990	R	923	0	No	0
40067	19	9	No	0	101 AIRPORT DR HANGER UNIT 3	11	1	\$ 59,627	\$ 0	\$ 0	1990	R	923	0	No	0

40066	19	10	No	0	101 AIRPORT DR HANGER UNIT 4	11	1	\$ 59,627	\$ 0	\$ 0	1990	R	923	0	No	0
40093	19	11	No	0	101 AIRPORT DR AIRPORT HANGER	11	1	\$ 318,902	\$ 0	\$ 0	2006	R	923	0	No	0
40092	19	12	No	0	101 AIRPORT DR FUEL SYSTEM STATION	11	3	\$ 15,023	\$ 0	\$ 0	1978	R	100	0	No	0
40091	19	13	No	0	101 AIRPORT FUEL TANK & EQUIPMENT	11	3	\$ 115,270	\$ 0	\$ 0	1978	R	100	0	No	0
40090	19	14	No	0	101 AIRPORT DR SRE BLDG	10	2	\$ 1,691,557	\$ 0	\$ 0	1978	R	100	0	No	0
40077	19	15	No	0	101 AIRPORT DRIVE HANGER	16	1	\$ 195,697	\$ 0	\$ 0	2011	R	923	0	No	0
40082	20	1	No	0	109 MASON RENTAL OLD POST OFFICE	10	1	\$ 565,629	\$ 0	\$ 0	1950	R	100	0	No	0
40081	21	1	No	0	98 GRANT ST WATER TREATMENT BUILDING	14	2	\$ 8,035,834	\$ 111,353	\$ 0	1978	R	903	0	No	0
40046	21	2	No	0	98 GRANT ST PUMP STATION	14	2	\$ 1,071,446	\$ 0	\$ 0	1980	R	901	0	No	0
40047	23	1	No	0	STOVER AT M-66 SRVICE BUILDING	14	2	\$ 23,084	\$ 0	\$ 0	1978	R	401	0	No	0
40079	23	2	No	0	STOVER @ M66 TRANSFORMER/FENCING	18	4	\$ 429,056	\$ 0	\$ 0	2000	R	906	0	No	0
40048	24	1	No	0	401 CAPENTER ELECTRIC DEPT./STREET DEPT	14	2	\$ 312,839	\$ 88,200	\$ 0	1976	R	906	0	No	0
40089	24	2	No	0	401 W CARPENTER FIRE TRAINING CLASSROOM	15	1	\$ 8,939	\$ 0	\$ 0	2000	R	100	0	No	0
40049	25	1	No	0	108 PARK AVE CONSERVANCY HOUSE	11	1	\$ 209,018	\$ 0	\$ 0	1980	R	100	0	No	0
40112	27	1	No	0	101-109 BRIDGE PARK DR COAST GUARD STOR	10	2	\$ 1,487,161	\$ 86,877	\$ 0	1960	R	403	0	No	0
40087	28	1	No	0	LIFT STATION KMART/WOLOHAN M-66	18	3	\$ 63,852	\$ 0	\$ 0	2000	R	101	0	No	0
40065	31	1	No	0	TAYLOR AND ANCE RDS LIFT STATION	18	3	\$ 45,918	\$ 0	\$ 0	1989	R	905	0	No	0
40064	32	1	No	0	MATTHEWS LANE LIFT STATION	18	3	\$ 30,480	\$ 0	\$ 0	1990	R	905	0	No	0
40063	33	1	No	0	BELVEDERE AVE ROUND LAKE LIFT STATION	18	3	\$ 30,613	\$ 0	\$ 0	1978	R	905	0	No	0
40062	34	1	No	0	PINE CLUB DRIVE LIFT STATION	18	3	\$ 32,143	\$ 0	\$ 0	1990	R	905	0	No	0
40061	35	1	No	0	PALMER ST@ PINE RIVER LIFT STATION	18	3	\$ 42,858	\$ 0	\$ 0	1990	R	905	0	No	0
40060	36	1	No	0	OLD ORCHARD RD LIFT STATION	18	3	\$ 38,266	\$ 0	\$ 0	1990	R	905	0	No	0
40059	37	1	No	0	FERRY AVE AND EATON LIFT STATION	18	3	\$ 45,918	\$ 0	\$ 0	1990	R	905	0	No	0
40058	38	1	No	0	MERCER BLVD LIFT STATION	18	3	\$ 36,734	\$ 0	\$ 0	1990	R	905	0	No	0
40057	39	1	No	0	EDGEWATER INN @ BRIDGE LIFE STATION	18	3	\$ 30,012	\$ 0	\$ 0	1990	R	905	0	No	0
40056	40	1	No	0	COUNTRY CLUB DR LIFT STATION	18	3	\$ 38,266	\$ 0	\$ 0	1990	R	905	0	No	0
40055	42	1	No	0	202-204 BRIDGE PARK DR LIFT STATION	18	3	\$ 142,559	\$ 0	\$ 0	1990	R	905	0	No	0
40116	43	1	No	0	1522 BRIDGE ST LIFT STATION	10	3	\$ 277,443	\$ 0	\$ 0	1990	R	905	0	No	0
40113	44	1	No	0	FERRY AVE DEPOT	11	5	\$ 448,907	\$ 0	\$ 0	1934	R	600	0	No	0
40088	45	1	No	0	08825 MARTIN ROAD SERVICE BLDG	16	1	\$ 35,352	\$ 0	\$ 0	1989	R	403	0	No	0
40078	45	2	No	0	08825 MARTIN ROAD TRANSFORMER/FENCING	18	5	\$ 500,789	\$ 0	\$ 0	2000	R	906	0	No	0
40086	46	1	No	0	SOUTH BREAKWATER SOUTH PIER LIGHTHOUSE	11	2	\$ 87,638	\$ 0	\$ 0	1978	R	622	0	No	0
40085	47	1	No	0	100 E. CLINTON HARBOR MASTER	11	1	\$ 2,678,384	\$ 22,050	\$ 0	2000	R	609	0	No	0
40084	49	1	No	0	100 E CLINTON ST PERFORMANCE PAVILLION	11	3	\$ 2,332,594	\$ 11,025	\$ 0	2005	R	614	0	No	0
Totals:								\$49,947,182	\$1,476,897	\$0						
Grand Total:								\$51,424,079								

VII. CRIME COVERAGE:

- A. Limit of Coverage - \$ 100,000
- B. "Broad Form" Money & Securities
- C. Inside Coverage:
- D. Outside Coverage:
- E. Money Order and Counterfeit Paper Currency
- F. Depositors' Forgery
- G. Locations to Include:
 - 1. All Officials Homes
 - 2. Place of Employment
 - 3. Banking Facility

VIII: PUBLIC OFFICIAL BONDS*

Treasurer \$25,000

BLANKET BOND \$100,000

NOTE: THE ABOVE BONDS ARE INCLUDED AT NO ADDITIONAL CHARGE

ADDITIONAL POSITIONS AND HIGHER LIMITS AVAILABLE
(Those who collect money or fees should be bonded)

*** NOTE: Higher limits available upon request.**

X. LAW ENFORCEMENT PROFESSIONAL LIABILITY COVERAGE:

Limit of Liability Per Occurrence	\$ 5,000,000
Limit of Liability Per Aggregate	\$ No Aggregate
Deductible	\$ 0

- A. PERSONAL INJURY
- B. WRONGFUL ACT
- C. HOT PURSUIT ENDORSEMENT

XI. BUSINESS ELECTRONIC EQUIPMENT COVERAGE:

- A. Combined Media and Extra Expense Coverage - \$ 100,000
- B. Computer Coverage- \$100,000
- C. System Breakdown Coverage Endorsement
 - 1. Mechanical Breakdown; Machinery Breakdown
 - 2. Short Circuit; Blow out; other Electrical Disturbance
 - 3. Electrical or Magnetic Injury

XII. BOILER AND MACHINERY:

- A. Repair of Replacement Coverage Included
- B. Direct Damage Coverage as follows: Unfired Pressure Vessels, Motors and Centrifugal Pumps. Internal Combustion Engines, Generators and
- C. Miscellaneous Electrical Apparatus

Deductible of \$ 2,500 Deductible \$ 51,424,079.00

PREMIUM SUMMARY

I. COMPREHENSIVE MUNICIPAL LIABILITY	INCLUDED
II. FLEET LIABILITY	INCLUDED
III. FLEET (PROPERTY)	INCLUDED
IV. INLAND MARINE	INCLUDED
V. PROPERTY (FIRE)	INCLUDED
VI. VALUABLE PAPERS AND RECORDS	INCLUDED
VII. CRIME	INCLUDED
VIII. BONDS	INCLUDED
IX. WORKERS COMPENSATION	
X. POLICE PROFESSIONAL	INCLUDED
XI. BUSINESS ELECTRONIC EQUIPMENT	INCLUDED
XII. BOILER AND MACHINERY	INCLUDED
XIII. VOLUNTEER FIREMEN'S ACCIDENT	

TOTAL PAR-PLAN ANNUAL PREMIUM: \$90,851.00

NOTE: The **MICHIGAN TOWNSHIP PARTICIPATING PLAN** is formed under the enabling legislation of Public Act #138. It is a 'fixed cost, fully reinsured, **non-assessable program**', controlled by the Board of Directors of the Michigan Township Participating Plan.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: FY 2017 Goals

DATE: October 19, 2015

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: FY 2017 Goals

BACKGROUND INFORMATION: After your Work Session this week, I have updated the goal list with a few minor changes:

- Alternatives for soon-to-be-removed sidewalk at the end of the runway protection zone (Airport)
- Consideration of a City-owned cable franchise (City Manager)
- Increase use of City parks and potentially create a Parks Advisory Committee (Recreation)
- Consider marina rates (Marina)
- Focus on shopper docks (Marina)
- Mooring grid off Ferry Beach (Marina)
- Cemetery beautification/lot reclamation (Public Works)
- Move the DPW facility more quickly from its present location (Public Works)

RECOMMENDATION: Council discussion and adoption of goals.



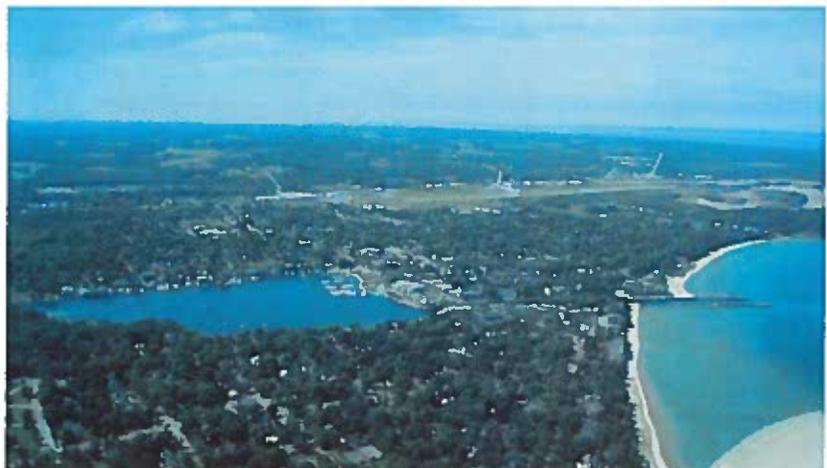
CITY OF CHARLEVOIX

Fiscal Year 2017 Goals October 2015

The City Council held a Work Session on October 13, 2015 to discuss and plan goals for the coming fiscal year and the future of Charlevoix. The goals and projects in this document are an outline of plans for the future but do not necessarily indicate what will be accomplished in a given timeframe.

Goal setting for the future is a cooperative effort among the citizens, their elected representatives, and City staff. Documents like this are intended to help Council and staff think about the future of Charlevoix with a longer lens of focus.

The FY 2017 Budget will be built based on the goals outlined for the coming year and in consideration of future capital planning.



Airport

Liz Myer, Airport Manager

Capital Projects for FY 2017:

Groove runway (Fall 2016)

This project will be funded with FAA/MDOT grants and a small local match and would increase the safety for the landing of heavier planes. Grooving the runway increases the friction of tires with the runway and thus shortens the stopping distance of planes - especially when the runway is wet. The improvements will improve safety at the Airport.

Remove sidewalk from ALP and RPZ and replace pedestrian access in the area

The FAA does not approve of the sidewalk that crosses the Runway Protection Zone at the east end of the runway. As part of the grooving project, this sidewalk will be removed. Develop plan for continued access from the end of Grant Street to the Lake to Lake Trail.

Individual hangar construction

Work with persons interested in constructing hangars. Make sure construction is compliant with airport plan.

Administrative Projects for FY 2017:

Removal of ball fields from ALP

Currently the ball field complex on Carpenter Street is technically considered part of the Airport property. To satisfy FAA regulations, we need to "transfer" the property from the Airport to the Recreation Department. This will require a sale agreement and payment for the property pursuant to FAA regulations; the sale will be in name only and the property will continue to be owned by the City of Charlevoix.

Consider MDOT grant eligibility to construct City-owned hangars

Constructing additional hangars would be a way of attracting more planes to the airport and the revenue from hangar leases would help improve the airport budget position.

Increase outreach

An open house and fly-in would help increase exposure for the Airport and perhaps welcome some people to the Airport who have had little contact with us. School tours might be another way to involve the public and use the Airport as an educational tool in the community. Seeking to include Charlevoix as a stop on the Michigan Air Tour would be another way of encouraging airport use and drawing visitors to Charlevoix.

Review Operation Costs/Revenue Options

Accurately accounting for costs vs. the rates we charge is important to assess the ongoing fiscal stability of the Airport. This will occur in conjunction with the Treasurer. An additional way to increase airport revenue might involve using terminal space for advertising; this could also be explored.

Staff Development

Continue staff mentorship and training opportunities so staff are well equipped to handle a variety of circumstances at the Airport.

Long-term Projects:

Financial Sustainability

Seek to operate airport on airport-derived revenue (including MDOT and FAA grants) without drawing from other City funds.

Staff Development

Continue to help staff improve their skills and plan training so that staff are cross-trained.

Category C Compliance Issues with FAA

With growing traffic, we may eventually be considered a "Category C" airport. With this designation, there would be new security and access restrictions.

Charlevoix Main Street/DDA

Annie Doyle, Executive Director

Along with this document, you will find the Charlevoix Main Street Baseline Assessment. This document goes into detail about the future of our downtown and the Main Street Program. For the Charlevoix Main Street Baseline Assessment and Plan, see appendix A.

We plan to hold a joint DDA Board and City Council meeting on November 23rd; this will be a time when both groups can discuss priorities, challenges, and opportunities for the downtown and cooperation to build the community.

City Manager/Administration

Mark L. Heydlauff, City Manager

Administrative Projects for FY 2017:

Streamline points of City contact

When a new business or prospect contacts the City, I would like them to have one central point of contact who will help lead them through the process of gaining various approvals, licenses, and information. Most likely, our Main Street Executive Director will shepherd this process of downtown-area businesses and the Economic Development and Planning Director focusing on industrial park and other businesses. Ultimately, however, I want this to be a strong team who works with businesses, but also ensures we follow our master plans and zoning ordinance.

Improve and build relationships with neighboring Townships

The realities of funding and common sense necessitate that we continue to look for ways to collaborate and work closely with our colleagues in our neighboring townships. I look for ways to find common ground for policies, projects, and other initiatives that will move the greater Charlevoix community forward.

Focus City government around continuous improvement and benchmarking

Having Council work with Staff to set goals for the coming budget is an important step toward driving our activities in a consistent direction. Going forward, I would like to have City government engage in some benchmarking of our current performance, identify the areas needing improvement, and then focus on those areas. Both the ICMA and the Michigan Local Government Benchmarking Consortium offer tools and methods for us to analyze our municipal performance against other communities. This kind of thinking will help us be more competitive in attracting and retaining residents, business, and help us improve the efficiency with which we use the public's money. Along with this, I would like to develop a more robust strategic planning process. We can discuss this process and modify it as time

goes on.

Professional development goals

- Education- I would like to pursue additional training for myself regarding some new areas of my management responsibilities- especially the airport, electric, Main Street/DDA, and the marina/waterways information.
- ICMA Credentialed Manager Process- I have reached the point where I can begin the process to seek credentialed manager status with the ICMA. This will focus my professional development efforts and help me identify areas of improvement in my management skills.
- Better engage the public and employees- I hope to continue engaging in our community and getting to know our employees. Through these relationships, I'll gain a better understanding of the public's expectations and understand the challenges and opportunities for our employees.

Study feasibility of cable system

Other communities have municipally-owned cable and telecommunications systems. Learn from other communities and potentially discuss with experts the feasibility and viability of a similar system in Charlevoix.

Long-term Projects:

Improve website

There is a variety of ways in which our website could be updated and improved to better serve the public. As the Clerk's office digitizes more records, it will be helpful to place more of them online for quick access by the public. Better integrating our website with other community organizations (like the Chamber of Commerce and the Convention and Visitors Bureau) will help connect members of public to a range of services, activities, and information without forcing someone to search a variety of places.

Increase philanthropy toward City projects

Though we are finishing a long review of our donation acceptance guidelines, it would be advisable to consider how different groups and individuals might help us make some of our "wish list projects" a reality. The Fountain of Youth Fund at the Charlevoix County Community Foundation helped build and maintain the interactive water feature in East Park. The committed and generous donors to this Fund is one example of how this community can be motivated to financially support projects the City Council desires to pursue. New areas for financial support might be focused around updates and improvements at the following locations:

- Golf course
- Refurbish tennis courts
- Potential East Park ice rink
- Park Avenue Scenic Area
- Playground updates
- Tree planting (Charlevoix Canopy Fund)

It is no secret that Charlevoix has had community disagreements surrounding proposed donations but projects, like those listed above, are (or may be) existing community assets that need improvement. Generous individual or groups in our community who want a unique and sizeable way to invest in the community's future might support such improvements.

City Treasurer/Finance

Kelly McGinn, Treasurer

Administrative Projects for FY 2017:

Software Updates

Install and implement the ACA Module in the Civic Caselle software. This will allow us to more easily track and manage compliance for the requirements of the Affordable Care Act.

Policy Reviews

- Continue to review and control employee benefit costs
- Review unemployment insurance and policies to possibly lower costs
- Review the timing of the City's HSA contributions
- Review the costs and fees associated with the 457 deferred compensation plan
- Review Non-Union retirement payouts and align with CWA/POLC contracts

Process improvements

- Reduce the number of year-end adjusting journal entries recommended by the auditors during the audit of the City's financial statements.
- Create procedures within the department in conjunction with cross training within the department.

Staff Development

Cross train the Treasurer staff to ensure there are backups for payroll, accounts payable, accounts receivable and utility billing.

Public Engagement

Update the website on a timely basis.

Financial Stewardship

Continue to look for ways to cut costs within the city by investigating current suppliers, and looking at internal processes.

City Clerk

Joyce Golding, Clerk

Administrative Projects for FY 2017:

Clerk's Office Training

Focusing on elections, Freedom of Information Act, Open Meetings Act, and record retention (ongoing goal)

Cemetery Records

During the coming year, the Clerk's Office will continue transitioning cemetery records from paper copies to electronic records; verification will also be performed. In the next three years, a Cemetery Records Management User Manual will be created to guide work going forward.

Annual Tasks

- Voter Files- During the coming year, the voter files will be updated and kept current; an annual audit will be performed to verify automated and manual records match.
- Records retention- Current documents will be reviewed in keeping with State of Michigan

Records Retention Schedules to destroy those which are no longer needed and to appropriately document those that remain

Long-term Projects:

Vault Organization

Organize basement vault and create index so documents and other items may be easily located by a variety of staff. (next 3 years)

Electronic Records

Create implementation plan to store records electronically with permanent records being the top priority. Documents would be processed as time permits. The more documents we have stored and indexed electronically, the easier it will be to disseminate them and to find information. (5-10 years)

Electric Department

Don Swem, Superintendent

Capital Projects for FY 2017:

Pine River Lane Upgrade

Upgrade primary wires and transformers at west end of Pine River Lane in conjunction with new development. This will be completed in conjunction with the roadwork for the new development

Industrial Substation Upgrades

Purchase and install new recloser controls at the Industrial Substation; Controls are to have communication capabilities for future SCADA and AMI applications.

Power Line Clearing

Hire a contractor and complete power line trimming throughout entire system – extend into following year if unable to complete first year.

Underground Cabling

- Put portions of Evergreen Point underground to stop tree related outages. Work on the common portions running from the road to the shared lines behind the houses, but leave the final runs to the houses as they are.
- Put problem areas on Sequanota underground in order to prevent tree related outages. Do the main lines only.

Long-term Projects:

LED Lighting

In order to become more energy efficient, continue to replace our existing streetlights with more efficient LED fixtures. (next 3 years)

Indian Trails Upgrade

Continue installing conduit runs along beach on Indian Trails. Upgrade primary wires and transformers to properties along Indian Trails. This is not our highest priority but does need to be done within the next five years or so. (next 5 years)

Advanced Metering Infrastructure

Obtain and evaluate the results of proposals for an Advanced Metering Infrastructure (AMI) system to replace water and electric meters throughout the City. Select a vendor to implement the results and

establish budget and schedule for implementation. (next 5 years)

Fire & Ambulance

Gerard Doan, Fire Chief

Capital Projects for FY 2017:

Purchase of LED Lighting for City Hall

Become more energy efficient by replacing the current lighting system and transitioning to more efficient LED lights.

Administrative Projects for FY 2017:

Staffing

- Evaluate the restructuring process for Police/Fire position for overall performance, cost savings, and the effects on public safety.
- Develop strategies to recruit and retain employees, enhance employee satisfaction and increase staffing levels of the Fire Department.

Fire/EMS/Police Open House

Organize a department Open House for the public to come and visit with the Police/Fire/EMS personnel and become acquainted with some of the equipment the departments use.

Color Code Fire Hydrants

Paint certain colors on fire hydrant caps that correlate to the water pressure the hydrant produces.

Long term projects:

City Hall Maintenance

Explore replacing and or updating City Hall heating/cooling system to offset rising energy costs. (within next 5 years)

Cooperative Ventures

Continue to discuss opportunities for consolidation with neighboring fire departments. (next 5-10 years)

Training & Outreach

- Continue active shooter training with the fire and EMS personal. (next 2-3 years)
- Continue the Department's fire prevention and personal safety outreach programs to young children, handicapped, and the elderly in our community. (next 2-3 years)

Preventive Maintenance

Continue to identify and resolve on-going maintenance issues at City Hall, such as painting, replacement of ceiling tiles, floor waxing/scrubbing, carpet cleaning, window cleaning, etc. using City personnel, where appropriate. (next 2-3 years)

Golf Course

Tom Heid, Director of Golf & Grounds

Capital Projects for FY 2017:

Repair and Update Wells

As part of the capital improvement plan, there needs to be an extensive repair and remodel of the well system. The six inch well and pump station has failed. This has put a major strain on the 12-inch well

system. At this point, it is critical that these repairs take place to help improve the golf course operations and relieve excessive wear and tear potential on the 12-inch well system.

Paint Clubhouse

Current paint is peeling. It is important to start repairing this issue now to avoid having wood rot and further deterioration. Additional work would include caulking windows and other preventive maintenance. The building was built in the 1960s.

Administrative Projects for FY 2017:

Support community golf programs

The Lady Rayder's Golf team is a reflection of the growing success for the Charlevoix County Junior Golf Program. As part of giving back to the community, the Charlevoix Golf Club will continue to support the men's and women's teams anyway possible. We view these young golfers are the future of golf.

Continued marketing and outreach

- The Charlevoix Golf Club will continue to promote itself through its marketing and promotions plan. Over the course of the summer, the marketing plan has helped increase the visibility of the golf course.
- The golf course will work with the Charlevoix Historical Society, the Chicago Club, and the Belvedere Club to promote the history of golf in Charlevoix.

Participation in the Parks and Recreation Master Plan

The golf course will continue to work directly with the Recreation Department to help with the development and implementation of a Parks and Recreation Master Plan.

Inter-departmental Cooperation

The Recreation Department and the Charlevoix Golf Club will continue to develop and strengthen their business relationship. Throughout 2015, both departments have worked collaboratively to share resources.

Long term projects:

Long-term planning

- Implementing the capital improvement plan will take place over the course of the next decade. (next 10 years)
- Looking for long-term sustainability is essential to the success of the golf course. (next 10 years)
- Continue to work on a long-term marketing plan for the golf course. (next 10 years)

Continued outreach and support for local programs

Continued growth and development of the Charlevoix County Junior Golf Program is vital to the preservation of the game of golf.

Human Resources

Patty DeRosia, HR Assistant

Administrative Projects for FY 2017:

Succession Planning:

Meet with Department Heads to assist with succession planning by identifying critical positions and encouraging the development of staff with the potential to fill key positions within the City and to identify and encourage cross training opportunities to ensure more effective operations, a more flexible workforce, and to encourage staff development.

HR Policies

- Review and update Employee Handbook to communicate necessary information and ensure compliance with all federal and state laws.
- Evaluate and determine a more effective HR documentation process by eliminating unnecessary steps.

Labor Relations/Recruitment

Continue to assist management, as necessary, with creative solutions to recruiting and employee and labor relations issues.

Employee Wellness

Develop and implement a wellness program that encourages health awareness.

Marina

Hal Evans, Harbormaster

Capital Projects for FY 2017:

Boater Services

- Upgrade wi-fi coverage for marina to better connect all locations to the wi-fi network.
- Continue process to select cable TV vendor for marina. Install outlets as needed.
- Better denote docks with signage to help visitors quickly find their slip.
- Consider upgrades and safety improvements for shopper's docks.

Maintenance Scheduling

Plan pre-season maintenance to correct winter ice damage and other issues to avoid disrupting season.

Administrative Projects for FY 2017:

Scheduling System

Work with DNR's schedule system to ensure accurate, user-friendly reservation process.

Rates

Study rate systems and better understand the process for setting rates at the Marina. Consider whether seasonal dock rates can or should be increased given the extensive waiting list for space.

Staffing

Creative scheduling to accommodate seasonal nature of our employees and to extend season appropriately to account for events like Apple Fest and early season arrivals.

Long term Projects:

Dock Configuration

Consider how larger boats/more boats can be accommodated within a similar marina footprint. Consider ways to focus more on shopper docks. (next 3-10 years)

Fueling/pump out options

Continue to consider long-term options for providing fuel and pump out services for our boaters. Perhaps develop long-term agreement with Ward Brothers to ensure this service will always be available. (next 3-10 years)

Signage for shoppers

Work with Main Street Program and Chamber of Commerce to help boaters connect with downtown services, merchants, and restaurants. Consider ways to market the shopper's docks to better bring day trip visitors to downtown Charlevoix. (within next 3 years)

Mooring Grid

Consider whether a mooring grid for sail boats off the shore of Ferry Beach might be beneficial.

Planning/Zoning

Zach Panoff, Interim Administrator

Administrative Projects for FY 2017:

Redevelopment Ready Community Program

Continue with the Redevelopment Ready Community program by having the department head become certified and taking the necessary steps to get the City further involved in the project.

Nuisance and Blight Enforcement/Abatement

Continue to work toward removal or repair of blighted or unsafe buildings based on the changes to the City Nuisance Ordinance.

Master Plans & Zoning Updates

- Work with the Planning Commission to update the City's Land Use Master Plan.
- Aid the Recreation Department in the writing of the Parks and Recreation Master Plan.
- Update the Zoning Ordinance to address gaps.
- Work with Charlevoix Township to coordinate efforts in the Industrial Park and to address issues with properties that are in both the City and the Township.
- In conjunction with the Recreation Department, reconsider the Trail Towns program and planning from the past.

Charlevoix Main Street

Aid the Main Street Committees with technical or other assistance in their various projects.

Longer term Administrative Projects:

Lake to Lake Trail

Continue fundraising for the Lake-to-Lake Trail and work with Chamber, local businesses, and other organizations to promote the trail. Create maps for distribution and trail kiosks to assist in way finding. Consider future expansion of the trail and how it might connect to other trail resources.

GIS Programming

- Continue to build the ESRI system, make available to all staff, identify goals by department and incorporate into work plan. Scan documents, pictures, and other files to incorporate into system. (within the next 2 years)

- Continue to expand the ESRI system utilizing GPS technology, make available to all staff, use work plans and departmental goals to efficiently employ the system. Scan documents, pictures, and other files to incorporate into system. (next 3-5 years)

Police Department

Gerard Doan, Police Chief

Capital Projects for FY 2017:

Purchase Patrol Vehicle

According to the capital plan, two patrol vehicles are purchased every three years. The last patrol vehicle was purchased in 2014.

Restructuring Process for Police/Fire

Evaluate the restructuring process for Police/Fire position for overall performance, cost savings, and the effects on public safety.

Transitioning to a Public Safety Department

Provide police officers training to be crossed trained in fire and EMS to allow the transition to a Public Safety Department.

Downtown cameras

Collaborate with CCE and MDOT with the installation of traffic cameras in the downtown area of U.S. 31. These would help dispatchers know what kind of emergency resources to dispatch to an accident scene and monitor pedestrian traffic as well. These are NOT "red light cameras."

Continued outreach programs

- Offer self-defense classes to the woman in the community and taught by the Department's certified female instructor.
- Continue mentoring program with school students to encourage a positive relationship between the students and the police officers.
- Continue to promote the prescription disposal program for prescribed and over-the-counter drugs at the City drop-off site.

Public Works

Pat Elliott, Superintendent

Water Division

Capital Projects for FY 2017:

System Maintenance

- Continue to log all privately owned backflow devices in an effort to complete a residential cross connection program. This will be ongoing for years to come.
- Continue to locate, clean and make sure that all curb stop valves are operational in the event that we have an emergency shut off to a property.
- Leak detection throughout the distribution system in an effort to reduce the amount of water wasted and not accounted for.
- Possibly clean the exterior of the water tower. This will be dependent on when we decide to paint the exterior, if the exterior will be painted within the next two years the cleaning will happen at that point.

- Hydrant painting. Complete the hydrant painting that was started in 2013. This will be subcontracted.

Administrative Projects for FY 2017:

Preventative Maintenance

Continue to provide safe and pleasant drinking water to all consumers through proper management and maintenance of the distribution system. This will be accomplished through valve turning, hydrant flushing etc. Also provide adequate fire flows for public safety, this will be accomplished through upgrading our undersized pipe to a minimum of 8" Ductile Iron pipe.

Personnel Realignment

Continue to integrate the Street Department employees and the Water Department employees into a smooth running Department of Public Works.

Long-term Capital Projects:

Water Tower Maintenance

- Contract out the cleaning and repainting of the water tower. This would include the interior dry areas, interior wet areas and the exterior of the tank. (within next 3 years)
- Complete preventative maintenance items to the water tower. This would include the installation of a mixer in the bowl area, complete upgrades to the access hatches, and install a "painters" railing at the top to secure workers. (within next 3 years)

System Reliability

- Increase the overall reliability of our distribution system by upgrading our underground distribution system. (within next 3 years)
- Continue to upgrade our 4" cast iron pipe that has been susceptible to winter freezing. This will also increase our overall system reliability. (within next 3 years)
- Complete the residential cross connection control program, the replacement the all 4" cast iron pipe in the distribution system, the installation of all new water meters to all properties served. (next 4-10 years)
- Complete the first round of residential cross connection inspections. (next 4-10 years)

Technology Improvements

- Continue to install new meters when old ones fail. This will allow staff to more accurately account for water consumption and to more accurately bill for water consumption. (within next 3 years)
- Train employees on the use of the new GPS unit that we have purchased which will also allow staff to more accurately update our GIS system. This will also include training on the use of our GIS system and upgrade the computers used to accurately locate our underground utilities. (within next 3 years)
- Have our entire distribution system accurately mapped and in electronic format. (next 4-10 years)

System Expansion

Look at the surrounding areas that are not supplied by a municipal water system and determine the feasibility of extending the City's system to include those areas. (next 4-10 years)

Asset Management Plan

Complete a comprehensive asset management program for the City's distribution system. (next 4-10 years)

Streets Division

Capital Projects for FY 2017:

Tree & Landscape Maintenance

- Work with the shade tree commission to identify locations for tree plantings within the ROW. The goal would be to plant at least 100 trees in the spring of 2016.
- Work with the Shade tree commission to come up with a new landscape plan for the roof top planters on the HMB and the PP along with the new wall on the State St. hill.

Administrative Projects for FY 2017:

SAW Grant Work

Commence the SAW grant data collection with the assistance from Prein & Newhof.

Compost Site

Figure out what to do with all of the composting material that is located at the composting facility. Either budget to have the material screened and available to the public or negotiate a deal with an excavating company to remove the material from our site.

Preventative Street/Sanitary Sewer Maintenance

- Continue to complete preventative maintenance on our sanitary collection system in an effort to reduce or eliminate any sanitary backups. This will be accomplished through maintenance jetting, grease control, and root control.
- Vacuum out all storm drains in an effort to reduce the amount of sediment and garbage that is deposited into the surrounding lakes.
- Preventative maintenance on the City streets. This will include crack sealing the 100 block of Park Ave. along with the 100 and 200 blocks of State St.
- Complete an inventory of our existing sidewalks and identify areas that could be a trip hazard. Coordinate the removal or the grinding of those areas that are identified in an effort to reduce the Cities liability with trip and fall lawsuits.

Long-term Administrative Projects:

Budget Planning

Budget and plan for as many of the "deferred" projects as the budget will allow. A comprehensive list of the deferred projects can be found as Appendix B. (within next 3-10 years)

Sanitary System Knowledge

Compile all of the information gathered through the SAW grant process, train employees on electronic use of this information and convert our paper records into electronic files. (within next 3 years)

Cemetery

- Consider beautification efforts along the highway in the Cemetery and consider other ways to sell existing lots to slow the expansion of the Cemetery across the creek. Learn more about how to reclaim lots previously sold but unused.
- Inventory remaining plots at Brookside Cemetery and start future planning of the expansion across the river to the un-used portion of the Cemetery. (within next 3 years)

- Figure out what to do with the existing Cemetery Chapel and make it a useful space vs. just a storage area. (next 4-10 years)

Motor Pool Planning

Re-evaluate the motor pool assets and their condition to develop a long-term plan for replacement in an effort to keep the fund solvent and with adequate reserves to cover emergency needs. This may require a rental rate study to determine if the existing structure will fund future needs. (within next 3 years)

Long-term Capital Projects:

Cemetery

Engineer and construct a bridge crossing over Stover Creek at the Brookside Cemetery that would allow access to the un-used portion of the Cemetery. The bridge design should allow all equipment and vehicles safe crossing of the creek. (next 4-10 years)

Public Works Building

Plan and possibly construct a new facility at the existing electric shop that would accommodate the existing departments along with the DPW and all of the equipment. (next 1-2 years)

Potential Beach Upgrades

Review conditions of facilities at all beaches and plan for necessary upgrades. Possibly use grant funding as we have in the past to complete the upgrades. (next 4-10 years)

Infrastructure

Capital Projects for FY 2017:

Major Infrastructure Project

Coordinate the engineering and the construction of the first 3.5 million dollars' worth of infrastructure projects that we have been discussing over the last few months.

Administrative Projects for FY 2017:

Future Infrastructure Project Planning

Work with engineers to come up with the 10 year capital improvement plan.

Long-term Capital Projects:

Small Infrastructure Improvements

Complete minor projects as funds are available. Examples of these projects would be the removal and replacement of the concrete approaches to 31 on the North side of town on the short streets. Possibly an overlay on streets if it is determined the underground utilities are in good shape. (within next 3 years)

Major Infrastructure Project

Complete the initial infrastructure improvements based on the long-term plan completed in 2016/17 (next 3-10 years)

System Improvements

- Eliminate the sanitary sewer line that runs along the waterfront from the Belvedere Casino to the lift station located by the Belvedere Marina. (next 4-10 years)

- Complete as many “loops” within the water distribution system as budgets will allow. (next 4-10 years)
- Determine ownership of the sanitary collection system within the Belvedere Club and plan for future upgrades. (next 4-10 years)

Recreation Department

Tom Kirinovic, Director

Administrative projects for FY 2017:

Parks & Recreation Master Plan

Continue implementation of the City Parks and Recreation Master Plan. This will include the reworking and rewriting of a Master Plan to cover the timeframe of 2016 – 2020. The new Master Plan will include a Strategic Annual Timeline for tasks that need to be implemented pending available funding.

Recreation Advisory Board

Utilize the Recreation Advisory Board to identify recreational priorities for the community in conjunction with the Parks and Recreation Master Plan process. Re-write the bylaws of this group and, in that process, roll the current Golf Advisory Committee into the membership of the Recreation Advisory Board.

Expanded Technology Uses

Continue to explore and implement ways in which technology can be used for online programmatic registration and facility use requests. With the completed rollout of the RecDesk software program, this goal has in many ways has seen a major step forward in the past year. However, to continue the process for 2016-17 this goal would include an annual component of the purchase of a laptop computer with the Adobe Design Suite installed. This Suite on the laptop would also be available to use by other offices in City Hall. In addition, for 2016-17 this office can be a guiding assistant in the computerization of the marketing and point of sale process for the golf course.

Community Recreation Outreach

- Work with all community leagues and programs to develop a single-annual recreation calendar and to develop a database of names and e-mail addresses of participants. During the 2015 – 16 budget year, we began a partnership between the Recreation Department and the Charlevoix Little League to bring the league registration information into the RecDesk software program of the department. As a result, we added approximately 200 names and e-mail addresses to our database for future use. We have also created a partnership with the registration process for the Venetian Festival 3-on-3 basketball tournament that will eventually provide for an additional approximately 100 names and e-mail addresses. Lastly, we will continue to pursue an arrangement with the local youth soccer program to strike a relationship similar to what is currently in place with Little League Baseball.
- Create a quarterly newsletter to inform the community about recreational programming.
- Develop a new revenue stream for recreational programming via a donor sponsorship program. This effort started in the 2015 – 16 fiscal year and, to date, has generated \$600 in new scholarship revenue.
- Continue the development of a fall, co-ed softball league that began in 2015. Potential growth in bringing this league to Charlevoix for the summer/fall of 2016 and grow the league from the current 6 teams to 10-15 teams.

- Work cooperatively with Charlevoix Public Schools to develop an interscholastic ski team. This on-going, annual goal should not require additional funding. Our efforts will be to provide an appropriate fee schedule for the teams and make available times for them to practice and compete.
- Continue the development of a summer basketball league that began in 2015. Potential growth in the areas of co-ed and/or women's teams. Possible growth (based on gym availability) in a winter league utilizing members of the summer activity.
- Seek strategic partnerships to provide additional funding for activities at Mt. McSauba Recreational Area. Current efforts include work with Charlevoix Township and the Charlevoix Community Foundation to solicit additional revenue to assist with funding these activities.
- Consider ways to encourage more people to use the parks. Perhaps create a Park Advisory Committee to have a champion for open, public spaces.

Mt. McSauba/Camp McSauba

- Finalize the licensing process for Camp McSauba. The licensing process was completed and we received our initial inspector evaluations during the recently completed summer camp. We will need to re-apply on an annual basis to continue to have a licensed camp as required by law.
- Develop an operations manual for the Mt. McSauba Ski Hill that addresses accounting procedures, staffing levels and duties, and operational protocol. The completion of this goal is currently in process and if not completed by the end of the fiscal year will carry over to the following year.

Status of Ongoing Resources

- We have relied on volunteers for the construction and operation of the disk golf course and the skate park. In recent months, the number and availability of volunteers has waned. To what degree should we continue to maintain, staff, and improve these resources? This is a good conversation for our Recreation Advisory Board, City Council, and the community.
- The existing tennis courts are in need of significant maintenance. Depending on treatments and the degree to which we want to improve them, costs could range from \$40,000 to \$100,000. What is the degree of importance for this project given our resources? Again, the Recreation Advisory Board and the City Council should have this conversation. The Parks and Recreation Master Plan will help us identify the community interest in this and the timing of any improvements.

Capital Projects for FY 2017:

Playground Installation (Michigan Beach)

Seek funding sources to develop an ADA-compliant playground and water-entry site at Michigan Beach. The City has received partial funding for this effort via the DNR Passport Grant. Final plans are currently being determined which will show the total cost of the project. This will require some in-kind work by the City DPW staff and a budgeted amount of dollars from the 2016-17 general fund budget. In addition, a grant request has been made to Charlevoix County for funds collected through their Recreational Millage. If granted, these funds will assist in completing the project during the spring/summer of 2016.

Capital Plan Development

Working cooperatively with the Public Works Director, develop a Capital Improvement Plan for all recreational facilities.

Longer-term projects:

Mt. McSauba Improvements

- Explore the concept of re-shaping one side of Mt. McSauba to create a Tube Run. This can become a medium-range goal that can be further explored during the development of the Recreation Master Plan. (within next 3 years)
- Develop a fundraiser at the Mt. McSauba Recreational Area that would utilize the terrain for either a bike or running race. Proceeds would then go to fund scholarships for the summer and winter activities the City holds on this site. (within next 5 years)

Marketing Plan Development

Utilize an outside agency to develop a marketing plan for all recreational programming including the Municipal Golf Course. This is a medium range goal that can be developed during and AFTER the rewrite of the current Master Plan. We can explore the potential for grant dollars to assist or completely fund this effort and then implement concepts that will be included in the revised planning document. (within next 3 years)

Water Treatment/Wastewater Treatment Steven Teunis, Superintendent

Capital Projects for FY 2017:

Control Systems

- Replace control panel electronics (Water Plant) with new digital PLC controls. (approximately \$75,000)
- Replace phone line communication at all lift stations with cellular modems and alarming capability that will be displayed on wastewater plant computer. (approximately \$170,000)
- Install radio communication (cellular) as a backup to the phone line from the elevated tower to the water treatment plant (approximately \$20,000)
- Country Club Lift Station update controls for new pumps that operate on 3 phase power. Replace control cabinet electronics to install phase generator to operate 3 phase pumps. Install generator power sufficient to power new equipment and operate on natural gas. (approximately \$25,000)

Bridge Park Lift Station

Replace #2 & #3 VFD drives at the Bridge Park Lift Station. (approximately \$15,000)

Administrative Projects for FY 2017

Staff Development

Training and capability of efficient operation of the new wastewater plant for all operators.

Cooperative Efforts

Consider ways to share knowledge and resources between the City water system and Charlevoix Township- especially for emergency systems.

Long term Projects:

Staffing

Consider hiring an additional operator to focus on repairs and preventative maintenance (within 3 years)

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Mt. McSauba Water

DATE: October 19, 2015

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: None

BACKGROUND INFORMATION: As you may know, there have been discussions over the years for Charlevoix Township to support the activities at Mt. McSauba/Camp McSauba. The Township has offered to provide water to the complex without cost. This would save the Recreation Department money and would also allow our snow-making equipment to run more efficiently- reducing some labor and electricity costs.

In return for the free water, the Township requests we provide their residents with "City rates" for services at the complex in both the summer and the winter. Staff believe this is a very reasonable trade-off and the biggest beneficiary of this arrangement is area youth.

The Township will pay for the service extension to the site and our staff will assist as needed with personnel and equipment. Assuming weather and equipment cooperate, we would make the switch yet this fall.

RECOMMENDATION: Authorize the connection of the Mt. McSauba complex to the Charlevoix Township water system, pending approval of an agreement being drafted by the City Attorney.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Set Public Hearing for Referendum on Conservation Easement

DATE: October 19, 2015

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Memo from the City Attorney

BACKGROUND INFORMATION: John Campbell, Ken Polakowski and others have proposed the City of Charlevoix place certain wilderness portions of our McSauba complex and the park areas (excluding the Water Treatment Plant and Lake Michigan Beach) along Park Avenue into a conservation easement. This would forever protect these areas from development and ensure the people of Charlevoix always have a natural area to enjoy and access.

The easement would be managed by and entrusted to the Little Traverse Land Conservancy who would give us advice on maintenance and management of the areas. This would not impact our ability to do maintenance or conduct other activities at the Water Plant. We would continue to have skiing and other programming at Mt. McSauba and the public would continue to have access to the lake, the beaches, and the wilderness areas. Additionally, this will complement the work Charlevoix Township has done to preserve North Point Nature Preserve.

As the City Attorney explains in the attached memo, to place these public lands into a land conservancy, the people of Charlevoix would need to approve via a referendum. Council can act to place the question in front of the voters at an election you choose. You would need to hold a public hearing prior to placing it on the ballot.

RECOMMENDATION: Set a public hearing for November 16 at 7pm in the Council Chambers of City Hall to consider holding a referendum on a conservation easement.



MEMORANDUM

TO: Mark Heydlauff
FILE NO. 5984.00
FROM: Scott W. Howard
DATE: October 14, 2015
RE: Conservation Easements on Public Property

You have requested my opinion on whether the City may grant a conservation easement on a portion of the Mt. McSauba property. It is my opinion that the City would be authorized to make such a conveyance upon an affirmative vote of the City residents pursuant to the City Charter.

Cities are authorized by the Michigan Constitution and statute to acquire and dispose of real property. The Michigan Constitution provides that "[a]ny city or village may acquire, own, establish and maintain within or without its corporate limits parks, boulevards, cemeteries, hospitals and all works which involve the public health or safety".¹ The home rule cities are authorized to acquire through purchase or otherwise, public parks and public grounds,² and to "lease, sell or dispose of the same [its property] subject to any restrictions placed thereupon by law."³ Thus, it is clear that municipalities are authorized to both acquire and convey or dispose of interests in real property.

The right to convey a property interest, however, is not completely unfettered. In this instance, there are a couple of important limitations on the City's conveyance of property. Section 2.16 of the City Charter provides:

The Council shall not have the power to sell, divide, lease, partition, plat, subdivide, or dispose of any City park or cemetery, or any part thereof, unless specifically approved by a majority of the electors voting thereon at any general or special election....

And:

The Council shall not have the power to sell, divide, lease, partition, plat, subdivide, or dispose of any City owned interest in real property which lies within one-hundred (100) feet of the water's edge of Lake Michigan, Round Lake, or Lake Charlevoix, or the connecting waterways,

¹ Const. 1969; art 7, §23.

² See MCL 117.4 e(1).

³ MCL 117.4e(3).

unless specifically approved by a majority of the electors voting thereon
at any general or special election.....

Since a Conservation Easement is a disposal of a property interest in land, it is my opinion that these provisions of the Charter apply and require a vote of the electors.

Also, the City may not simply "give away" a property interest. In this regard, it is important for the City, working with a conservation organization, to outline the ecological and economic value of preserving the property in its natural state. It is my recommendation that the City and Conservancy specifically document the reasons and rationale for the placement of the conservation easement on the property through its resolution to place the matter on the ballot. I suggest that the resolution contain the following:

- A description of the reasons for preserving the property and the finding that the City believes that the property should not be developed in the future;
- A explanation of the significant natural resources on the property and the public's use and enjoyment of those resources;
- An explanation of the ecological benefits of preserving the property; and
- An explanation of the financial benefit to the residents of the City by preserving the property in its natural state, and a finding that the benefit to the public outweighs or is larger than any reduction in market value for the property.

The purpose of the resolution would be to establish the significant benefit to the City that an easement on the property would provide, and it would establish the "consideration" for the easement. That consideration would include the above benefits, any possible monetary compensation for the easement, and the Conservancy's monitoring and assistance with preservation activities. Documenting these items will make it clear to future generations exactly why the City chose to place a conservation easement on its property, and also would help those in the future understand the legal basis for the transaction.



**Excluded Area
8.85 Acres**

**8.9 Acres
770ft Frontage**

PALMER

VAN PELT PL

GRANT ST

CLINTON ST

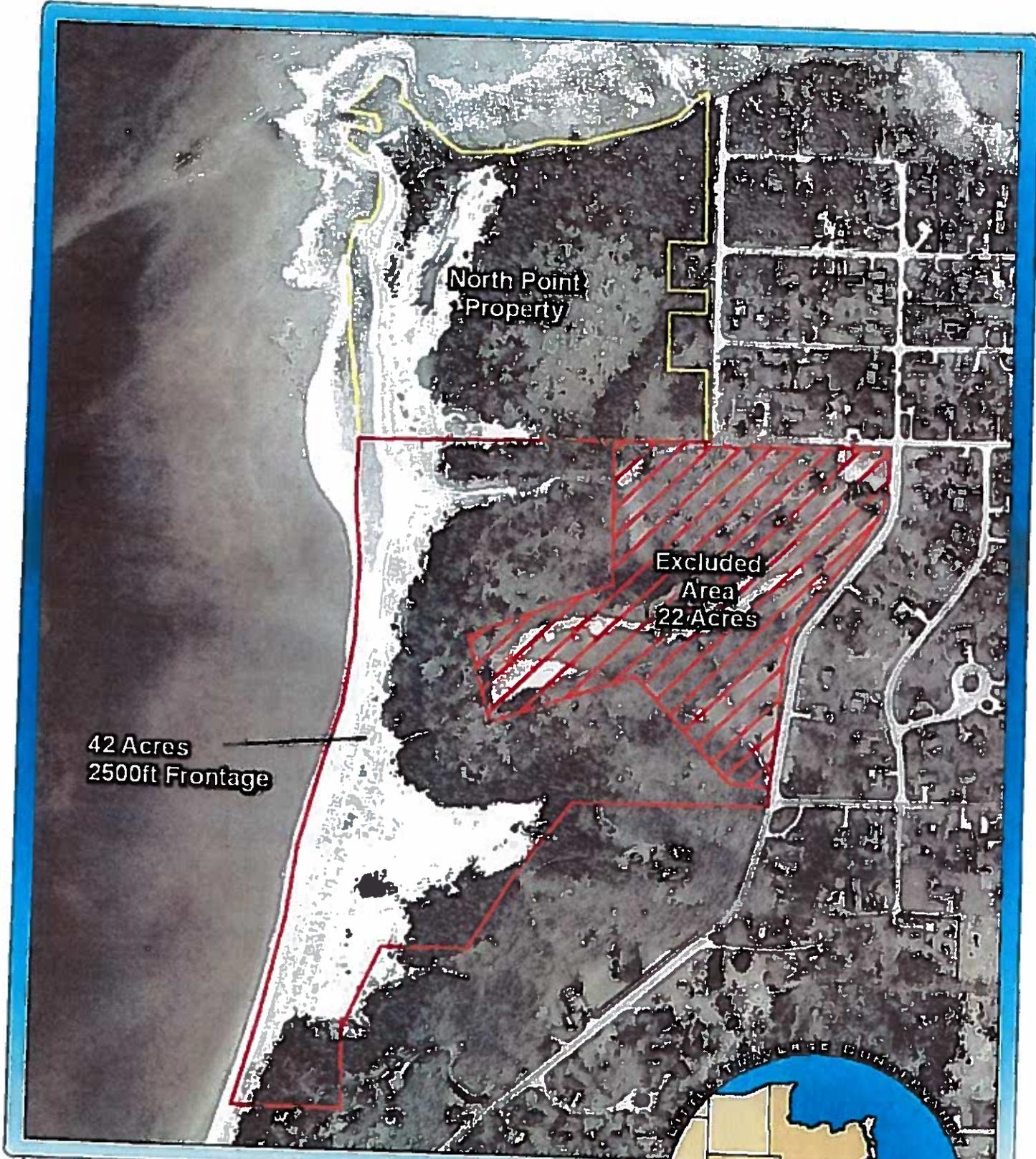
MASON ST

SHERMAN ST

PARKWAY

ANTRIM ST





Acres: 42
 Perimeter:
 Map Data Source: 2005
 Center for Geographic Information
 Department of Information Technology
 www.michigan.gov/CGI



**MOUNT
 MCSAUBA**
 0 150 300 600
 Feet

