

**AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING**

Monday, November 2, 2015 - 7:00 p.m.
210 State Street, City Hall, Second Floor City Council Chambers, Charlevoix, Michigan

- I. Invocation or Pledge of Allegiance**
- II. Roll Call of Members Present**
- III. Inquiry Regarding Possible Conflicts of Interest**
- IV. Consent Agenda**
 - A. City Council Meeting Minutes - October 19, 2015 Regular Meeting **PG 1-9**
 - B. Accounts Payable Check Registers & Payroll Check Registers **PG 10-24**
- V. Public Hearings**
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Presentation from the Recreation Department and the Charlevoix Golf Club **PG 25-27**
 - B. Report on Recent Changes to the Fire/EMS Departments **PG 28-29**
 - C. Shade Tree Commission Appointment **PG 30-32**
 - D. Airport Advisory Committee Membership **PG 33-34**
 - E. Engineering Contract for 2016 Infrastructure Improvements **PG 35-39**
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. Resolutions**
- X. Ordinances**
- XI. Miscellaneous Business**
- XII. Audience – Non-Agenda Input (written requests take precedent)**
- XIII. Adjourn**

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

Posted October 29, 2015 12 Noon

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, October 19, 2015 – 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

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

I. Pledge of Allegiance

II. Roll Call of Members Present

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

Chief Doan presented Officer Barb Orban, recipient of the 2015 Charlevoix County Excellence and Service Award bestowed upon her by the Women's Resource Center of Northern Michigan for Officer Orban's dedicated work with domestic violence victims. Congratulations were extended to Officer Orban.

III. Inquiry Regarding Possible Conflicts of Interest

None

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – October 5, 2015 Regular Meeting Minutes
- B. Regular Accounts Payable Check Register – October 20, 2015
Councilmember Supernaw questioned check 114854 for Watch, Inc.
- C. ACH Payments – September 28, 2015–October 15, 2015
- D. Tax Disbursement – October 20, 2015
- E. Payroll Check Register – October 9, 2015
- F. Payroll Transmittal – October 9, 2015

V. Public Hearings

A. Public Hearing for the Earl Young Buildings Historic District

Interim City Planner Panoff introduced members of the Standing Historic District Study Committee. The committee has been working on the process of applying for an Earl Young Buildings Historic District that includes fourteen non-contiguous buildings. The next step in the application process is to hold a public hearing for the Standing Historic District Study Committee and City Council to receive comments.

Mayor Campbell opened the item to public comment.

Sidney Feldman, 306 Park Avenue, spoke on behalf of his wife as well as his daughter and son-in-law at 308 Park Avenue. Mr. Feldman stated that they were ambivalent toward the proposed district and felt that it would only benefit the City. He stated that Park Avenue from Grant to Clinton was in deplorable shape and they suggested that upgrades and beautification to the road should take place in tandem with the district implementation.

Denise Fate, Charlevoix Historical Society president, stated that the Charlevoix Historical Society fully supports a district of Earl Young buildings. The buildings are of historical significance as well as contributing to the economic health of the City. Ms. Fate spoke briefly regarding Earl Young history.

Dave Miles, Harsha House Museum curator, discussed the positive impact that the Earl Young phenomenon has had on the City with regards to tourism.

Chuck Cleland, Charlevoix Historical Society member, shared five reasons Council should be in favor of approving the historic district including that the district will protect a unique historic resource, foster civic pride, build tourism and improve property values.

Hans Wiemer, 300 Park Avenue, stated that parking has become a problem because of tourism. Tour buses park on the grass in front of his home. Mr. Wiemer is in favor of the district and agrees that the street issues should be addressed. He offered to create a website to market the project and contribute financially.

William Thom, 302 Park Avenue, fully supports the district and feels that the park across the street should be addressed concurrently. He suggested that Earl Young's "million dollar view" of the lake should be restored. Mr. Thom stated that there is a significant amount of vehicular and pedestrian traffic on the street. He felt all Earl Young structures should be included in the district.

City Manager Heydlauff stated that Earl Young structures in Boulder Park are located in Charlevoix Township and there is hope that if the district is successful in the City, the township may follow suit.

John Campbell, 309 E. Dixon, stated that a plan for Lake Michigan Beach Park has been on the table since the early 1970's. He indicated that Michigan State University is creating a fellowship for a master's program to do a management plan for the park.

The item was closed to the public

City Manager Heydlauff stated that the Standing Historic District Study Committee has one year to draft an ordinance for Council's approval.

Council agreed that Park Avenue needs attention and should be moved ahead on the priority list.

B. Consideration 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 of the City Code, Staff recommended an amendment to the ordinance per the attachment from City Attorney Howard. He indicated that by making this change 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.

Further action under Ordinances.

C. IFEC for Michigan Scientific Corporation

Sara Christensen, Northern Lakes Economic Alliance, shared background information regarding Michigan Scientific Corporation who has been located in the north side industrial area since 1979 and currently employs approximately 60 employees. The company is 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. The IFEC worksheet developed by Council several years ago was completed and Michigan Scientific qualifies for the 12 year abatement based on the point system. Northern Lakes Economic Alliance has coordinated the paperwork and application for the project.

Ralph Larsen, Michigan Scientific, stated that the five full-time jobs being created will be a combination of technical and entry level positions. Ms. Christensen stated that the previous abatement has expired.

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

Action by Resolution.

VI. **Reports**

City Manager Heydlauff stated that a meeting will be scheduled with the chief consultant for the downtown market study. He met with downtown business owners and anticipates that the group will meet monthly.

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

A. Donation Acceptance Policy

At the October 5th Council meeting, a public hearing was held to hear input regarding the Donation Acceptance Policy. Council also had some questions regarding whether a donor recognition wall was appropriate. City Manager Heydlauff recommended that Council amend the draft Donation Acceptance Policy if desired, after which Council can adopt the policy.

City Manager Heydlauff indicated that St. Mary's Cement would like to donate the bronze propeller from the *Challenger* and it was agreed that this offer should be considered by the Planning Commission first.

Council generally agreed to delete "donor walls" as a donation opportunity.

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

Motion by Councilmember Gibson, second by Councilmember Porter, to adopt the Donation Acceptance Policy excluding the donor recognition wall.

Councilmember Kurtz felt that donors should still be allowed to memorialize other gifts.

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

B. Food Truck Study Committee

A public hearing was held at the October 5th Council meeting to receive input as to whether food trucks should be regulated in the City. Council asked Staff to gather letters of interest from people wishing to serve on a study committee. City Manager Heydlauff suggested that Council consider brick and mortar restaurant owners, food truck owners and other interested citizens in order to create a 5-7 member diverse group. Mayor Campbell proposed to reschedule this agenda item to November 16th to allow more time to receive letters of interest for the committee.

It was generally agreed that the committee should be comprised of two restaurants, two food trucks, and one member of the DDA, Chamber and Planning Commission. Councilmember Porter felt that the restaurants should have a larger representation on the committee. Councilmember Gibson would like Adam Kline, Pigs Eatin' Ribs owner, on the committee because of his knowledge base which would be beneficial. City Manager Heydlauff will solicit restaurateurs.

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

Motion by Councilmember Supernaw, second by Councilmember Gibson, to revisit the Food Truck Study Committee on November 16, 2015 at the Council meeting.

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

C. Water Plant Drying Cost Increases

WTP Superintendent Teunis stated that 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. Pollution Control Services cleans the Bridge Park building lift stations and they provided a quote of \$4,500 for an estimated 1,000 gallons of sludge. During the cleaning process, it was discovered that there was significantly more sludge than anticipated and the contractor submitted a revised estimate of \$24,000. WTP Superintendent Teunis indicated that he is able to defer other budgeted maintenance items to allow the City to remain within the Water Treatment Plant's maintenance budget.

City Manager Heydlauff stated that overflow from the basins was lake water and the sludge was alum, a naturally occurring element which needs to be disposed of properly.

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

Motion by Councilmember Gibson, second by Councilmember Porter, to authorize payment to 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.

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

D. Mission/Vision Statements for the Charlevoix Airport

Ken Tough, Airport Advisory Committee Chairperson stated that the committee recommended having mission and vision statements for the Charlevoix Municipal Airport.

Mission Statement: "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 Statement: "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!"

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

Motion by Councilmember Kurtz, second by Councilmember Gibson, to adopt the mission and vision statements for the Charlevoix Municipal Airport.

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

E. General Liability and Property Insurance 2015-16 Renewal

Treasurer McGinn stated that the renewal quote for the City's general liability and property insurance policy with the Michigan Township Participating Plan for the year beginning November 1, 2015 was \$90,851 which is a 2.6% increase over last year. Treasurer McGinn explained coverage and recommended that Council approve the insurance renewal.

Councilmember Gibson asked whether a "Schedule of Insurances" would be available at City Hall. City Manager Heydlauff responded that the schedule would be created by the City Attorney.

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

Motion by Councilmember Supernaw, second by Councilmember Perron, to approve the 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).

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

F. FY 2017 Goals

City Manager Heydlauff reiterated the additional goals Council created at their October 13th Work Session:

- 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)

Councilmember Supernaw and Kurtz questioned whether Park Avenue should be included as an additional goal. City Manager Heydlauff indicated that Park Avenue could be addressed under DPW capital infrastructure projects. DPW Superintendent Elliott noted that water and sewer do not need to be upgraded in this section.

Mayor Campbell stated that he requested an independent four-year audit for the Airport to determine its viability. Councilmember Supernaw indicated that the City should not be in the airport business if it is losing significant amounts of money. City Manager Heydlauff suggested that the City's auditor Rehmann could perform the audit and he will request a proposal for this service.

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

Motion by Councilmember Gibson, second by Councilmember Perron, to adopt the fiscal year 2017 goals.

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

G. Mt. McSauba Water

City Manager Heydlauff stated that Charlevoix Township offered to provide water to the Mt. McSauba complex without cost. This would save the Recreation Department money and would allow snow-making equipment to run more efficiently, reducing labor and electricity costs. The township will pay for the service extension to the site and City Staff will assist as needed with personnel and equipment.

In return for the free water, the township requested that the City provide Charlevoix Township residents with "city rates" for activities at the complex. Staff believes that this is a very reasonable trade-off and the biggest beneficiary of this arrangement is area youth.

Mayor Campbell opened the item to public comment.

Bo Boss, Mt. McSauba Manager, expressed his enthusiasm for this partnership. He indicated that the City will be saving approximately \$20,000 - \$25,000 for electricity, labor and water. He anticipates that Mt. McSauba could break even.

The item was closed to the public.

Motion by Councilmember Supernaw, second by Councilmember Kurtz, to 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.

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

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

A. Set a Public Hearing for Referendum on Conservation Easement

City Manager Heydlauff stated that John Campbell, Ken Polakowski and others have proposed the City place certain natural portions of Mt. McSauba and park area along Park Avenue (excluding the Water Treatment Plant and Lake Michigan Beach) into a conservation easement. This would forever protect these areas from development.

The easement would be entrusted to the Little Traverse Land Conservancy who would give advice on maintenance and management of the areas. This would not impact the City's ability to do maintenance or conduct other activities at the water plant and the City would continue to have skiing and other programming at Mt. McSauba. The public would have access to the lake, beaches and natural areas.

In a memo from the City Attorney, in order to place these public lands into a land conservancy, the people of Charlevoix would need to approve via a referendum on a future election ballot. A public hearing is required prior to placing the referendum on the ballot.

John Campbell confirmed that the North Pointe property is owned by Charlevoix Township and is a conservation easement.

Motion by Councilmember Perron, second by Councilmember Gibson, to set a public hearing for November 16, 2015 at 7 p.m. in Council Chambers of City Hall to consider holding a referendum on a conservation easement.

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

IX. Resolutions

A. IFEC for Michigan Scientific Corporation

Motion by Councilmember Kurtz, second by Councilmember Gibson, to adopt Resolution 2015-10-02 Resolution for Approving Application of Michigan Scientific Corporation for an Industrial Facilities Exemption Certificate for Real Property Improvements, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2015-10-02**

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 yeas and nays vote:

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

X. Ordinances

A. Amend Title II, Utilities and Services, Chapter 22, City Water Utility, Section 2.52

Motion by Councilmember Gibson, seconded by Councilmember Porter, to approve Ordinance No. 774 of 2015, as follows:

**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 OF THE CHARLEVOIX CITY CODE**

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title II, Chapter 22, Section 2.52 of the Charlevoix City Code is hereby repealed in its entirety and replaced with the following:

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 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 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: Councilmember Gibson
 Seconded by: Councilmember Porter

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

State of Michigan)
) ss
 City of Charlevoix)

XI. Miscellaneous Business

Councilmember Kurtz questioned whether tree grates should be included in the City goals as discussed at the Council Work Session on October 13th. City Manager Heydlauff stated this project is already underway: unused grates are being filled in and others will be widened to accommodate tree growth.

Councilmember Supernaw thanked Ms. Christenson for her assistance with the IFEC and Michigan Scientific for their confidence in Charlevoix.

Councilmember Porter expressed his appreciation to the Historic District Study Committee for their diligent work over the last ten years.

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

John Campbell, Shade Tree Commission member, clarified that downtown trees are not at their maturity and can be pruned. 105 trees were planted in 2015 and tree species was expanded.

XIII. Adjourn

Motion by Councilmember Kurtz, second by Councilmember Perron to adjourn.
 Motion passed by unanimous voice vote. Meeting adjourned at 8:38 p.m.

Joyce Golding

City Clerk

Gabe Campbell

Mayor

Regular Accounts Payable - 10/20/2015

ACE HARDWARE	1,888.61	BOUND TREE MEDICAL LLC	551.76
ALL-PHASE ELECTRIC SUPPLY CO.	497.44	BRADFORD'S	55.25
AMERICAN WASTE INC.	2,235.56	BRESSER, MARY	75.36
APX INC.	51.89	BULBS COM	48.80
ARROW UNIFORM-TAYLOR L.L.C.	1,235.79	CARQUEST OF CHARLEVOIX	685.69
AT&T	542.40	CENTRAL DRUG STORE	35.52
AUTO VALUE	112.56	CERTIFIED LABORATORIES	139.67
AVFUEL CORPORATION	34,268.80	CHARLEVOIX AREA HOSPITAL	134.22
B & L SOUND INC	294.94	CHARLEVOIX SCREEN MASTERS INC	1,938.08
BARTLETT'S HOME INTERIORS INC.	5,756.14	CHARLEVOIX TOWNSHIP	15.00
BERG, REBECCA	76.00	CHARTER COMMUNICATIONS	1,012.92
BLARNEY CASTLE OIL CO	941.15	CINTAS CORPORATION	196.03
BOB'S CANVAS	100.00	CINTAS CORPORATION #729	150.00

CITY OF CHARLEVOIX - UTILITIES	30,973.16	NOIROT, TIMOTHY	1,000.00
COAST TO COAST COMPUTER	419.00	NORTHERN CREDIT BUREAU	331.54
COMPASS MINERALS AMERICA	16,323.81	NORTHERN MICHIGAN REVIEW INC.	1,404.80
COOK FAMILY FARMS	174.00	NORTHERN SAFETY CO INC	53.99
CRANE, SHIRLEY	48.82	NORTHWEST DESIGN GROUP	612.00
DHASELEER, CARL	31.00	NORWOOD FARM LLC	68.00
ELLSWORTH FARMER'S EXCHANGE	1,050.53	OLESON'S FOOD STORES	147.23
ELMER'S CRANE & DOZER INC.	13,898.00	OLSTROM EXCAVATING AND PAVING	3,168.00
EMERGENCY MEDICAL PRODUCTS INC	345.90	OMS COMPLIANCE SERVICES INC	139.00
ETNA SUPPLY	2,478.43	ORBAN, BARBARA	74.55
FARMER WHITE'S	8.00	PARASTAR INC.	1,441.20
FASTENAL COMPANY	28.10	PERFORMANCE ENGINEERS INC	3,294.00
FREEDOM MAILING SERVICES INC.	2,389.61	PERSONAL GRAPHICS	667.60
GARDNER, LAWRENCE	11.00	PLUNKETT & COONEY	3,080.00
GERBER HOMEMADE SWEETS	3.00	POLYDYNE INC	379.50
GINOP SALES INC	281.49	POND HILL FARM LLC	29.00
GREAT LAKES PIPE & SUPPLY	623.37	POWER LINE SUPPLY	4,492.50
GRUMMAN, DAVID	121.00	PRESTON FEATHER	8.98
HAGGARD'S INC	120.00	PRO WEB MARKETING LLC	83.75
HAND, DONALD	110.00	PROVIDENCE FARM LLC	83.00
HARWOOD GOLD	60.00	PURITY CYLINDER GASES INC	315.79
HEIGHTS MACHINERY	322.88	RAECKE, MICHAEL	21.49
INTERSTATE ALL BATTERY CTRS	541.16	RANGE TELECOMMUNICATIONS	180.00
INTERWATER FARMS INC	363.00	RESCO	14,305.50
IV BOAT STORAGE LLC	161.76	RESIDEX LLC	1,224.91
J & B MEDICAL SUPPLY INC.	54.14	RUSSELL, CORRINE	4.99
JACK DOHENY SUPPLIES INC	165.18	RUSTIC BAKER	11.00
JOHNSTONE SUPPLY #383	104.25	S&W HEALTHCARE CORPORATION	130.27
KEWEENAW EXCURSIONS	144.00	SEARS COMMERCIAL ONE	613.08
KIRINOVIC, THOMAS	16.68	SHINDORF BUILDERS	1,110.00
KLOOSTER, ALIDA K.	573.76	SHORELINE POWER SERVICES INC.	6,650.00
KOBET, KEITH	187.14	SIEGRIST, DAVID	77.00
KODIAK EMERGENCY VEHICLES	259.20	SPARTAN DISTRIBUTORS INC	152.94
KORTHASE FLINN	705.66	SPAULDING MFG INC.	844.36
KSS ENTERPRISES	882.34	STANDARD ELECTRIC CO	38,318.00
L & S TREE SERVICE	60.00	STATE OF MICHIGAN	95.00
LAKESHORE TIRE & AUTO SERVICE	6.95	STRICKER'S OUTDOOR POWER	
LALONE, CHERYL	99.25	EQUIPMENT	4,730.00
LANDSCAPE FORMS INC.	2,250.00	SUPERIOR MECHANICAL	992.39
LOTTIE'S BAGELS	33.00	SWANSON K & D INC	100.00
MCCARDEL CULLIGAN-PETOSKEY	50.00	TONKA WATER	6,750.00
MCGINN, KELLY	834.75	UP NORTH PROPERTY SERVICES LLC	3,626.00
MD SOLUTIONS	75.58	UPPER CASE PRINTING INK.	1,407.97
MDC CONTRACTING LLC	4,804.20	USA BLUE BOOK	159.60
MICHIGAN CAT	675.37	VOSS LIGHTING	159.00
MICHIGAN MUNICIPAL ELECTRIC	250.00	WASHBURNE, BRENDA	20.00
MICHIGAN OFFICEWAYS INC	2,782.82	WATCH INC.	399.80
MOON, ROBERT	44.00	WILBERT BURIAL VAULT CO	233.68
MORGRIDGE, DENNIS	2.89	WINDER POLICE EQUIPMENT	607.36
MURRAY'S CREATIONS	120.00	WORK & PLAY SHOP	3,065.79
MYER, ELIZABETH A.	224.32		
NATIONAL CRIME PREVENTION	417.13	TOTAL	246,613.77

ACH Payments – 09/28/2015 – 10/15/2015

MI PUBLIC POWER AGENCY	10,282.27	VANTAGEPOINT (401 ICMA PLAN)	686.22
MI PUBLIC POWER AGENCY	9,375.86	VANTAGEPOINT (457 ICMA PLAN)	13,403.55
PAYMENT SERVICE NETWORK	232.50	DTE	109.88
STATE OF MI (SALES TAX)	24,657.97	MI PUBLIC POWER AGENCY	7,138.72
IRS (PAYROLL TAX DEPOSIT)	31,851.65	DTE	107.91
ALERUS FINANCIAL (HCSP)	420.00	DTE	166.22
STATE OF MI (WITHHOLDINGTAX)	4,512.69	TOTAL	102,945.44

Tax Disbursement – 10/20/2015

CARMODY, FRIEDA	400.00	CHARLEVOIX PUBLIC SCHOOLS	1,279.53
CHARLEVOIX COUNTY TREASURER	14,801.64	CHARLEVOIX PUBLIC SCHOOLS	276.62
CHARLEVOIX PUBLIC SCHOOLS	13,146.42	CITY OF CHARLEVOIX - TAXES DUE	17,097.72
CHARLEVOIX PUBLIC SCHOOLS	2,628.27		
CHARLEVOIX PUBLIC SCHOOLS	124.43	TOTAL	49,754.63

PAYROLL: NET PAY

Pay Period Ending 10/03/2015 – Paid 10/09/2015

CAMPBELL, GABRIEL M.	748.03	BROWN, STEPHANIE C.	1,020.34
GIBSON, SHIRLEY J.	431.73	ELLIOTT, PATRICK M.	1,738.75
PORTER, JEFFREY L.	323.76	SCHWARTZFISHER, JOSEPH L.	1,167.43
PERRON, LEON R.	273.76	WELLS JR., DONALD E.	1,544.40
KURTZ, LUTHER J.	304.75	BRADLEY, KELLY R.	1,488.87
SUPERNAW, WILLIAM J.	443.28	HART II, DELBERT W.	814.08
WELLER, LINDA JO	1,648.71	JONES, ROBERT F.	1,338.13
HEYDLAUFF, MARK L.	2,382.86	DORAN, JUSTIN J.	1,709.71
GOLDING, JOYCE M.	1,059.16	MANKER JR, DAVID W.	455.56
DEROSIA, PATRICIA E.	880.34	MANKER SR, DAVID W.	717.35
DOYLE, ANNE E.	1,361.40	NEUMANN, DANA L.	273.65
LOY, EVELYN R.	1,029.34	BECKER, MICHAEL S.	620.71
KLOOSTER, ALIDA K.	1,676.09	BUTLER, SEAN C.	586.95
GOLOVICH, KAREN J.	978.59	MCGHEE, ROBERT R.	1,038.32
SPENCLEY, PATRICIA L.	1,239.41	STANTS, JACOB W.	579.78
PANOFF, ZACHARY R.	1,026.91	BLOOMER, GABRIELLE J.	485.68
MILLER, FAITH G.	62.37	MCCLANATHAN, BRANDON R.	459.96
LEESE, MERRI C.	262.02	STEWART, SAMUEL D.	327.49
MCGINN, KELLY A.	1,625.95	KIRINOVIC, THOMAS F.	651.19
DOAN, GERARD P.	1,514.73	FORRESTER, KATHERINE A.	473.99
SHRIFT, PETER R.	1,183.10	HEID, THOMAS J.	1,244.00
SCHLAPPI, JAMES L.	950.19	STEIN, DONNA E.	60.08
UMULIS, MATTHEW T.	1,372.97	BOOTHE, STEVEN A.	80.80
HANKINS, SCOTT A.	1,466.07	RYPSTRA III, BART	43.25
ORBAN, BARBARA K.	1,268.80	DAKROUB, JOSEPH E.	111.00
TRAEGER, JASON A.	1,114.26	MASSON, DONALD J.	437.38
WARNER, JANINE M.	1,498.50	MYER, ELIZABETH A.	1,850.79
EVANS JR, HALBERT K.	1,442.49	VANLOO, JOSEPH G.	591.79
GODDARD, RYAN D.	565.19	WYMAN, MATTHEW A.	930.30
BINGHAM, LARRY E.	590.76	SCHRADER, LOU ANN	182.74
GREYERBIEHL, KELLY M.	121.31	BOSS, RYDER S.	444.02
ROLOFF, ROBERT P.	1,643.58	MILLER, WILLIAM S.	1,171.71
RILEY, DENISE M.	390.59	COLE, SHANE	512.54
LOPER II, GARY D.	292.05	KLOOSTER, PATRICK H.	792.12
TEUNIS, STEVEN L.	1,665.09	KLINGER, BRADLEY W.	168.17
WURST, RANDALL W.	1,255.85	SWEM, DONALD L.	1,789.97
MAYER, SHELLEY L.	1,490.70	WHITLEY, ANDREW T.	1,491.05
HILLING, NICHOLAS A.	1,233.46	MORRISON, KEVIN P.	909.53
MEIER III, CHARLES A.	1,237.54	HODGE, MICHAEL J.	1,252.39
ZACHARIAS, STEVEN B.	1,190.75	JOHNSON, STEVEN P.	981.48
NISWANDER, JOSEPH F.	1,337.84	BISHAW, JAMES H.	737.86
EATON, BRAD A.	1,941.89	HERRIMAN, COBY M.	484.59
WILSON, TIMOTHY J.	2,190.77	HINDLE, LYDIA R.	233.73
LAVOIE, RICHARD L.	1,082.66	GILL, DAVID R.	982.86
STEVENS, BRANDON C.	1,776.00	TODD, RICHARD D.	504.71
DRAVES, MARTIN J.	1,604.89	TOTAL	86,661.69

PAYROLL: TRANSMITTAL – 10/09/2015

4FRONT CREDIT UNION	16,350.00	CHARLEVOIX STATE BANK	1,361.16
CHARLEVOIX STATE BANK	49,050.00	CHEMICAL BANK	150.00
CHEMICAL BANK	2,500.00	COMMUNICATION WORKERS OF AMER	525.02
4FRONT CREDIT UNION	248.46	MI STATE DISBURSEMENT UNIT	401.83
AMERICAN FAMILY LIFE	145.20	POLICE OFFICERS LABOR COUNCIL	245.00
AMERICAN FAMILY LIFE	271.20	PRIORITY HEALTH	2,040.41
CHAR EM UNITED WAY	32.00	TOTAL	73,320.28

Check Number	Payee	Amount
10/15/2015		
114858	DEVERE CONSTRUCTION COMPANY	356,510.59
114859	PREIN & NEWHOF	24,890.33
Total 10/15/2015:		381,400.92
Grand Totals:		381,400.92

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

10/15/15 Special Accounts Payable Run	\$	381,400.92
10/16/15 Special Accounts Payable Run	\$	45,766.48
10/21/15 Special Accounts Payable Run	\$	156,096.72
10/23/15 Payroll	\$	92,477.55
10/23/15 Payroll Transmittal Checks	\$	5,175.28
11/03/15 Regular Accounts Payable	\$	110,515.66
Checks Sub-Total:	\$	791,432.61

FIRSTMERIT BANK - ACH PAYMENTS

10/19/15 MI Public Power Agency	\$	24,374.60
10/23/15 IRS (Payroll Tax Deposit)	\$	34,582.29
10/23/15 Alerus Financial (HCSP)	\$	420.00
10/23/15 State of MI (Withholding Tax)	\$	5,064.81
10/23/15 Vantagepoint (401 ICMA Plan)	\$	686.22
10/23/15 Vantagepoint (457 ICMA Plan)	\$	13,060.29
10/23/15 MERS (Defined Benefit Plan)	\$	24,271.20
10/26/15 MI Public Power Agency	\$	301,490.12
10/27/15 DTE	\$	1,301.93

ACH Sub-Total: \$ 405,251.46

First Merit Bank Total: \$ 1,196,684.07

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

11/03/15 Tax Disbursement \$ 49,092.64

Charlevoix State Bank Total: \$ 49,092.64

Grand Total: \$ 1,245,776.71

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Check Number	Payee	Amount
10/16/2015		
114860	PRIORITY HEALTH	45,766.48
Total 10/16/2015:		45,766.48
Grand Totals:		45,766.48

Check Number	Payee	Amount
10/21/2015		
114885	AT&T	1,469.36
114886	AT&T MOBILITY	74.89
114887	CHARLEVOIX STATE BANK	2,384.82
114888	DELTA DENTAL	4,063.28
114889	GREAT LAKES ENERGY	166.70
114890	HOLBEN PROFESSIONAL EH SVCS	300.00
114891	METLIFE SMALL BUSINESS CENTER	681.74
114892	MICHIGAN OFFICEWAYS INC	11,975.00
114893	MUNICIPAL UNDERWRITERS OF MIC	90,851.00
114894	PRIORITY HEALTH	43,594.61
114895	SPOK INC	9.99
114896	VISION SERVICE PLAN	525.33
Total 10/21/2015:		156,096.72
Grand Totals:		156,096.72

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/17/2015	PC	10/23/2015	20306	WELLER, LINDA JO	101		1,648.71
10/17/2015	PC	10/23/2015	20307	HEYDLAUFF, MARK L.	102		2,098.91
10/17/2015	PC	10/23/2015	20308	GOLDING, JOYCE M.	106		1,059.15
10/17/2015	PC	10/23/2015	20309	DEROSIA, PATRICIA E.	107		880.35
10/17/2015	PC	10/23/2015	20310	DOYLE, ANNE E.	108		1,361.40
10/17/2015	PC	10/23/2015	20311	LOY, EVELYN R.	117		1,029.34
10/17/2015	PC	10/23/2015	20312	KLOOSTER, ALIDA K.	121		1,448.02
10/17/2015	PC	10/23/2015	20313	GOLOVICH, KAREN J.	122		978.59
10/17/2015	PC	10/23/2015	20314	SPENCLEY, PATRICIA L.	136		1,066.75
10/17/2015	PC	10/23/2015	20315	PANOFF, ZACHARY R.	141		1,026.91
10/17/2015	PC	10/23/2015	20316	MILLER, FAITH G.	142		15.05
10/17/2015	PC	10/23/2015	20317	LEESE, MERRI C.	145		73.88
10/17/2015	PC	10/23/2015	20318	MCGINN, KELLY A.	146		1,625.95
10/17/2015	PC	10/23/2015	20319	DOAN, GERARD P.	201		1,514.73
10/17/2015	PC	10/23/2015	20320	SHRIFT, PETER R.	203		1,171.71
10/17/2015	PC	10/23/2015	20321	SCHLAPPI, JAMES L.	204		1,026.44
10/17/2015	PC	10/23/2015	20322	UMULIS, MATTHEW T.	205		1,250.68
10/17/2015	PC	10/23/2015	20323	HANKINS, SCOTT A.	208		1,722.60
10/17/2015	PC	10/23/2015	20324	ORBAN, BARBARA K.	209		1,286.65
10/17/2015	PC	10/23/2015	20325	TRAEGER, JASON A.	210		1,076.28
10/17/2015	PC	10/23/2015	20326	EVANS JR, HALBERT K.	214		1,312.44
10/17/2015	PC	10/23/2015	20327	GODDARD, RYAN D.	221		642.76
10/17/2015	PC	10/23/2015	20328	BINGHAM, LARRY E.	224		590.76
10/17/2015	PC	10/23/2015	20329	GREYERBIEHL, KELLY M.	260		107.25
10/17/2015	PC	10/23/2015	20330	ROLOFF, ROBERT P.	304		3,970.01
10/17/2015	PC	10/23/2015	20331	RILEY, DENISE M.	306		398.51
10/17/2015	PC	10/23/2015	20332	LOPER II, GARY D.	308		1,063.15
10/17/2015	PC	10/23/2015	20333	TEUNIS, STEVEN L.	402		1,665.09
10/17/2015	PC	10/23/2015	20334	WURST, RANDALL W.	411		1,314.18
10/17/2015	PC	10/23/2015	20335	MAYER, SHELLEY L.	412		1,221.75
10/17/2015	PC	10/23/2015	20336	HILLING, NICHOLAS A.	413		1,200.04
10/17/2015	PC	10/23/2015	20337	MEIER III, CHARLES A.	421		1,844.01
10/17/2015	PC	10/23/2015	20338	ZACHARIAS, STEVEN B.	422		1,276.44
10/17/2015	PC	10/23/2015	20339	NISWANDER, JOSEPH F.	504		1,444.93
10/17/2015	PC	10/23/2015	20340	EATON, BRAD A.	515		1,947.02
10/17/2015	PC	10/23/2015	20341	WILSON, TIMOTHY J.	516		1,269.65
10/17/2015	PC	10/23/2015	20342	LAVOIE, RICHARD L.	519		1,685.45
10/17/2015	PC	10/23/2015	20343	STEVENS, BRANDON C.	521		1,599.94
10/17/2015	PC	10/23/2015	20344	DRAVES, MARTIN J.	523		1,656.06
10/17/2015	PC	10/23/2015	20345	BROWN, STEPHANIE C.	524		1,035.41
10/17/2015	PC	10/23/2015	20346	ELLIOTT, PATRICK M.	600		1,738.75
10/17/2015	PC	10/23/2015	20347	SCHWARTZFISHER, JOS	603		1,340.24
10/17/2015	PC	10/23/2015	20348	WELLS JR., DONALD E.	609		1,477.96
10/17/2015	PC	10/23/2015	20349	BRADLEY, KELLY R.	614		1,300.55
10/17/2015	PC	10/23/2015	20350	HART II, DELBERT W.	616		831.16
10/17/2015	PC	10/23/2015	20351	JONES, ROBERT F.	618		1,362.78
10/17/2015	PC	10/23/2015	20352	DORAN, JUSTIN J.	621		1,549.88
10/17/2015	PC	10/23/2015	20353	MANKER JR, DAVID W.	638		481.14
10/17/2015	PC	10/23/2015	20354	MANKER SR, DAVID W.	639		717.35
10/17/2015	PC	10/23/2015	20355	BECKER, MICHAEL S.	641		604.67
10/17/2015	PC	10/23/2015	20356	BUTLER, SEAN C.	660		641.77
10/17/2015	PC	10/23/2015	20357	MCGHEE, ROBERT R.	663		1,038.32
10/17/2015	PC	10/23/2015	20358	STANTS, JACOB W.	664		525.10
10/17/2015	PC	10/23/2015	20359	BLOOMER, GABRIELLE J.	665		515.20
10/17/2015	PC	10/23/2015	20360	MCCLANATHAN, BRAND	666		412.30
10/17/2015	PC	10/23/2015	20361	STEWART, SAMUEL D.	668		327.49
10/17/2015	PC	10/23/2015	20362	KIRINOVIC, THOMAS F.	700		651.19

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/17/2015	PC	10/23/2015	20363	FORRESTER, KATHERIN	704		438.56
10/17/2015	PC	10/23/2015	20364	WEBB, MICHAEL B.	773		29.09
10/17/2015	PC	10/23/2015	20365	HEID, THOMAS J	802		1,244.00
10/17/2015	PC	10/23/2015	20366	BOOTHE, STEVEN A.	832		40.41
10/17/2015	PC	10/23/2015	20367	GRUNCH, RONALD J.	844		37.42
10/17/2015	PC	10/23/2015	20368	RYPSTRA III, BART	852		43.25
10/17/2015	PC	10/23/2015	20369	DAVIS, RONALD L.	853		12.04
10/17/2015	PC	10/23/2015	20370	DAKROUB, JOSEPH E.	860		55.50
10/17/2015	PC	10/23/2015	20371	MASSON, DONALD J.	861		437.38
10/17/2015	PC	10/23/2015	20372	MYER, ELIZABETH A.	900		1,622.72
10/17/2015	PC	10/23/2015	20373	VANLOO, JOSEPH G.	902		606.58
10/17/2015	PC	10/23/2015	20374	WYMAN, MATTHEW A.	927		1,042.92
10/17/2015	PC	10/23/2015	20375	SCHRADER, LOU ANN	929		441.59
10/17/2015	PC	10/23/2015	20376	BOSS, RYDER S.	932		281.95
10/17/2015	PC	10/23/2015	20377	MILLER, WILLIAM S.	933		998.47
10/17/2015	PC	10/23/2015	20378	FUNKEY, KRAIG R.	1034		143.14
10/17/2015	PC	10/23/2015	20379	MEGGISON, JERRY B.	1036		162.10
10/17/2015	PC	10/23/2015	20380	RILEY, CASEY W.	1052		206.96
10/17/2015	PC	10/23/2015	20381	THORMAN, MIKAYLA R.	1055		425.29
10/17/2015	PC	10/23/2015	20382	JONES, LARRY M.	1057		807.28
10/17/2015	PC	10/23/2015	20383	WILLSON, BRENDA R.	1059		443.14
10/17/2015	PC	10/23/2015	20384	OCHS, THOMAS F.	1068		108.51
10/17/2015	PC	10/23/2015	20385	TRAVERS, MANUEL J.	1071		323.83
10/17/2015	PC	10/23/2015	20386	RILEY, DANIEL A.	1079		1,069.75
10/17/2015	PC	10/23/2015	114861	LALEWICZ, AMELIA	131		46.17
10/17/2015	PC	10/23/2015	114862	KLOOSTER, PATRICK H.	216		457.92
10/17/2015	PC	10/23/2015	114863	KLINGER, BRADLEY W.	244		115.07
10/17/2015	PC	10/23/2015	114864	SWEM, DONALD L.	512		1,789.96
10/17/2015	PC	10/23/2015	114865	WHITLEY, ANDREW T.	522		1,341.94
10/17/2015	PC	10/23/2015	114866	MORRISON, KEVIN P.	601		1,206.84
10/17/2015	PC	10/23/2015	114867	HODGE, MICHAEL J.	606		1,252.39
10/17/2015	PC	10/23/2015	114868	JOHNSON, STEVEN P.	617		1,117.29
10/17/2015	PC	10/23/2015	114869	BISHAW, JAMES H.	633		667.37
10/17/2015	PC	10/23/2015	114870	HERRIMAN, COBY M.	654		490.81
10/17/2015	PC	10/23/2015	114871	GILL, DAVID R.	856		923.91
10/17/2015	PC	10/23/2015	114872	TODD, RICHARD D.	859		222.50
10/17/2015	PC	10/23/2015	114873	STEVENS, JEFFREY W.	1028		449.01
10/17/2015	PC	10/23/2015	114874	ROLOFF, AUDREY M.	1037		2,768.17
10/17/2015	PC	10/23/2015	114875	MATTER, DAWSON K.	1038		2,448.28
10/17/2015	PC	10/23/2015	114876	KITELEY, FISHER L.	1074		35.24
Grand Totals:			97				92,477.55

mm

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/17/2015	10/23/2015	114877	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	248.46
10/17/2015	10/23/2015	114878	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	145.20
10/17/2015	10/23/2015	114878	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	271.20
10/17/2015	10/23/2015	114879	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 10/17/	32.00
10/17/2015	10/23/2015	114880	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,361.16
10/17/2015	10/23/2015	114881	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
10/17/2015	10/23/2015	114882	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	525.02
10/17/2015	10/23/2015	114883	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
10/17/2015	10/23/2015	114884	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	2,040.41
Grand Totals		9				5,175.28

Km

Check Number	Payee	Amount
11/03/2015		
114897	ADVANCED GEOMATICS	4,000.00
114898	AIRGAS USA LLC	571.09
114899	ALL-PHASE ELECTRIC SUPPLY CO.	207.90
114900	ALTEC INDUSTRIES INC	96.98
114901	AMERICAN WASTE INC.	50.00
114902	APOLLO FIRE EQUIPMENT	671.60
114903	AT&T LONG DISTANCE	44.82
114904	AVFUEL CORPORATION	25,238.83
114905	BARNES & THORNBUR LLP	1,150.00
114906	BIOTECH AGRONOMICS INC	12,172.35
114907	BRADLEY, KELLY R.	246.78
114908	CHARLEVOIX APARTMENTS	277.89
114909	CHARLEVOIX COURIER	59.00
114910	CHARLEVOIX TOWNSHIP	15.98
114911	DAVE KRING CHEVROLET	242.50
114912	DCASSESSING SERVICES	4,371.08
114913	DeROSIA, PATTY	41.00
114914	DITCH WITCH SALES OF MICHIGAN	151.15
114915	DOAN, GERARD	41.00
114916	DOYLE, ANNIE	41.00
114917	DSS CORPORATION	950.00
114918	DXE MEDICAL INC	1,615.00
114919	EAST JORDAN FAMILY HEALTH CTR	126.00
114920	EJ USA INC.	374.00
114921	ELLIOTT, PATRICK M.	41.00
114922	ELLSWORTH FARMER'S EXCHANGE	85.00
114923	EMERGENCY MEDICAL PRODUCTS I	124.68
114924	EMMET BRICK & BLOCK	323.94
114925	ETNA SUPPLY	2,386.08
114926	EVANS, HAL	41.00
114927	FASTENAL COMPANY	136.81
114928	GBS INC.	20.50
114929	GIC THERMODYNAMICS	480.00
114930	GOLDING, JOYCE	41.00
114931	GRAND TRAVERSE DIESEL INC.	36.00
114932	GRP ENGINEERING INC.	1,096.85
114933	HACH COMPANY	1,238.19
114934	HANKINS, SCOTT	55.00
114935	HEID, THOMAS J.	41.00
114936	HEYDLAUFF, MARK L	41.00
114937	HOLIDAY COMPANIES	5,692.18
114938	HYDE SERVICES LLC	451.72
114939	HYDRO CORP	515.00
114940	INDEPENDENT DRAFTING SERVICES	1,225.00
114941	J. THOMAS DISTRIBUTORS LLC	60.98
114942	KEVIN'S METER TESTING	1,984.76
114943	KIRINOVIC, THOMAS	41.00
114944	KIWANIS CLUB OF CHARLEVOIX	39.00

Check Number	Payee	Amount
114945	KLOOSTER, ALIDA K.	41.00
114946	KSS ENTERPRISES	420.22
114947	L & S TREE SERVICE	60.00
114948	McGINN, KELLY	41.00
114949	MDC CONTRACTING LLC	595.50
114950	MICHIGAN ASSOC OF PLANNING	75.00
114951	MICHIGAN CAT	1,769.86
114952	MID STATES BOLT & SCREW CO	55.76
114953	MORRISON, KEVIN P.	43.00
114954	MURRAY'S CREATIONS	100.00
114955	MYER, ELIZABETH A.	74.64
114956	NEOFUNDS BY NEOPOST	5.67
114957	NFIRS ONLINE	495.00
114958	NORTHERN FIRE & SAFETY INC.	325.00
114959	OLSON BZDOK & HOWARD	3,007.00
114960	PANOFF, ZACH	41.00
114961	PERFORMANCE ENGINEERS INC	7,947.50
114962	PHONE GUIDE	291.00
114963	PLUNKETT & COONEY	1,454.80
114964	POWER LINE SUPPLY	5,816.90
114965	PREIN & NEWHOF	437.50
114966	QUILL CORP	219.16
114967	R & R PRODUCTS INC	427.28
114968	RECDESK LLC	2,050.00
114969	ROLOFF, ROBERT	41.00
114970	ROTARY CLUB OF CHARLEVOIX	37.50
114971	SCHWARTZFISHER, JOSEPH	150.00
114972	SCIENTIFIC BRAKE & EQUIP CO	212.08
114973	SEASCENES LLC	106.83
114974	SECURITY SANITATION INC.	570.00
114975	SELPHISH PROPERTIES LLC	220.00
114976	SPARTAN DISTRIBUTORS INC	837.48
114977	STATE OF MICHIGAN	468.88
114978	STEVE'S TIRE	4,542.00
114979	SWANSON K & D INC	533.33
114980	SYSTEMS SPECIALISTS INC	208.00
114981	TERMINAL SUPPLY CO	24.82
114982	TEUNIS, STEVEN	41.00
114983	TIMMS, ROBERT	367.00
114984	UNITED STATES PLASTIC CORP.	172.01
114985	UP NORTH PROPERTY SERVICES LL	2,968.00
114986	VERIZON WIRELESS	56.72
114987	WELLER, LINDA	41.00
114988	WEST SHORE FIRE INC	1,107.61
114989	WILLCOME TREE SERVICE	2,990.00
114990	WORK & PLAY SHOP	31.97
114991	WYMAN, MATTHEW A.	41.00

Check Number	Payee	Amount
	Total 11/03/2015:	110,515.66
	Grand Totals:	110,515.66

Check Number	Payee	Amount
10/19/2015		
101915001	MICHIGAN PUBLIC POWER AGENCY	24,374.60
Total 10/19/2015:		24,374.60
Grand Totals:		24,374.60

Check Issue Date	Check Number	Payee	Amount
102315001			
10/23/2015	10231500	**EFTPS* Payroll Taxes	8,571.54
10/23/2015	10231500	**EFTPS* Payroll Taxes	8,571.54
10/23/2015	10231500	**EFTPS* Payroll Taxes	2,004.67
10/23/2015	10231500	**EFTPS* Payroll Taxes	2,004.67
10/23/2015	10231500	**EFTPS* Payroll Taxes	13,429.87
Total 102315001:			
	5		34,582.29
102315002			
10/23/2015	10231500	Alerus Financial	420.00
Total 102315002:			
	1		420.00
102315003			
10/23/2015	10231500	STATE OF MICHIGAN	5,064.81
Total 102315003:			
	1		5,064.81
102315004			
10/23/2015	10231500	Vantagepoint - 401 Plan 109153	686.22
Total 102315004:			
	1		686.22
102315005			
10/23/2015	10231500	Vantagepoint - 457 Plan 300959	5,471.58
10/23/2015	10231500	Vantagepoint - 457 Plan 300959	414.98
10/23/2015	10231500	Vantagepoint - 457 Plan 300959	1,758.53
10/23/2015	10231500	Vantagepoint - 457 Plan 300959	5,415.20
Total 102315005:			
	4		13,060.29
Grand Totals:			
	12		53,813.61

[Handwritten signature]

Check Number	Payee	Amount
10/23/2015		
102315006	MERS	24,271.20
Total 10/23/2015:		24,271.20
Grand Totals:		24,271.20

Check Number	Payee	Amount
10/26/2015		
102615001	MICHIGAN PUBLIC POWER AGENCY	301,490.12
	Total 10/26/2015:	301,490.12
	Grand Totals:	301,490.12

Check Number	Payee	Amount
10/27/2015		
102715001	DTE ENERGY	1,301.93
Total 10/27/2015:		1,301.93
Grand Totals:		1,301.93

Check Number	Payee	Amount
11/03/2015		
2605	CHARLEVOIX COUNTY TREASURER	14,272.23
2606	CHARLEVOIX PUBLIC SCHOOLS	14,337.56
2607	CHARLEVOIX PUBLIC SCHOOLS	2,534.23
2608	CHARLEVOIX PUBLIC SCHOOLS	119.91
2609	CHARLEVOIX PUBLIC SCHOOLS	1,233.72
2610	CHARLEVOIX PUBLIC SCHOOLS	266.66
2611	CITY OF CHARLEVOIX - TAXES DUE	16,328.33
Total 11/03/2015:		49,092.64
Grand Totals:		49,092.64

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Presentation from the Recreation Department and the Charlevoix Golf Club

DATE: November 2, 2015

PRESENTED BY: Tom Kirinovic, Recreation Director
Tom Heid, Director of Golf

ATTACHMENTS: Recreation Summary Document
[

BACKGROUND INFORMATION: Summer is an extremely busy time in the Recreation Department. There have been many changes this summer including a new marketing plan for the golf course and continued program development for summer camp. The Recreation Department and the Charlevoix Golf Club are providing City Council an update about what has taken place in recreation during the summer of 2015. This brief overview will provide City Council with a better understanding of recreational offerings in Charlevoix.

Attached is a brief update about the Recreation Department and the Charlevoix Golf Club.

Recommendation: Council discussion and Q & A with staff

Summer 2015 Recreational Activities Presentation to City Council
November 2, 2015

The following summary is an update regarding events taking place under the umbrella of recreation during the summer of 2015.

1. Technology Utilization and Optimization –technology has increasingly been utilized by the Recreation Department—the goal is to have a streamlined recreation process that is accessible to all.
 - Using a new, online registration program, RecDesk has helped increase access to recreation programming and facility reservations including: summer camp; Venetian 3-on-3 Basketball Tournament; pavilion rentals; and Rayder youth football camp.
 - The Charlevoix Little League Program has used the RecDesk program to handle their registration and payment process. As a result of this collaboration, the Recreation Department incorporated almost two hundred new people into the recreation database. The Recreation Department and the Charlevoix Little League have worked together to provide a more efficient registration process for Charlevoix families.
2. Program Expansion-the Recreation Department is continuously looking for ways to include new programming in recreation.
 - At the request of the community members, co-ed basketball and men’s softball leagues were formed this summer. The softball program had six teams and the basketball league had nine teams participating in leagues. Overall, approximately two hundred people participated in this new summer recreation programming.
 - The Lake to Lake Trail was completed this summer and has already seen significant use.
3. The Charlevoix Golf Course celebrated its 118th season.
 - The golf course implemented the ForeUp tee-time system and upgraded the technology used at the golf course. The golf course is now able to make tee-times and utilize a customer database to reach golfers. The golf course also successfully launched a new website that allows customers to book online tee-times.
 - New in 2015, the golf course held promotional events (Golf Charlevoix, Time for Nine) throughout the summer. On average, 85 people attended each promotional event. During the Golf Charlevoix, area courses worked together to promote golf in the Charlevoix community.
 - The golf course gained a new relationship with Roadhouse 757. Members and punch card holders were able to enjoy a discounted price for lunch, a perk for being a part of the golf club. Next summer, the golf course and Roadhouse 757 will work on more promotional ventures.
 - Developing the golf skills of young athletes is extremely important to the continued growth and success of the sport of golf. The golf course will continue to work with Charlevoix Public Schools and the Charlevoix County Junior Golf Program to help student athletes learn this incredibly challenging sport. The golf course hosted Drive, Chip, and Putt for the Junior Golf program.

- The Golf Advisory Committee was created in 2014 to help the golf course evaluate operations. The committee has been instrumental in the development of the 2015 marketing plan.
4. Camp McSauba celebrated its 40th season of summer camp.
- This year, the Recreation office, through the assistance of the Charlevoix County Community Foundation and donations from local service groups and churches, awarded forty scholarships to children between the ages of 5 and 13 to attend a week of camp.
 - Camp McSauba successfully became a licensed child day camp. Linda Amstutz, Camp Director was responsible for this implementation and a successful rollout of the new camp format.
 - Due to licensing requirements, Camp McSauba was no longer able to offer the overnight stay. However, the extended camp hours have allowed for campers to enjoy a full week at Camp McSauba.
5. Did you know?
- The Charlevoix Golf Club was filmed by the Golf Association of Michigan during the summer of 2015. This group filmed Michigan golf courses that were over a hundred years old. This video can be found on YouTube.
 - Camp McSauba had a summer camper from Japan.
 - The Recreation Department had 220 pavilion reservations.
 - Each week of summer camp has a unique theme, including: pirate week and carnival week.
 - During the summer, the Recreation's Facebook page reached 1,500 likes and many more saw our posts.
 - Over the summer, Recreation Department programs impacted more than 1000 people through various forms of recreation.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Report on Recent Changes to the Fire/EMS Departments

DATE: November 2, 2015

PRESENTED BY: Police/Fire Chief Gerard Doan

ATTACHMENTS: None

BACKGROUND INFORMATION:

It has been over a year since I was appointed to the Fire Chief position. During this time, there have been several changes implemented. Most of these changes were the result for searching for cost savings measures in both the Fire and EMS Departments. Exact cost savings figures cannot be given until the final 2015-16 fiscal year audit is complete.

The most significant change the Fire and EMS Departments experienced was eliminating the shift commander positions and moving to an EMS Director position. In the past, the Fire Department's coverage area included; the City of Charlevoix; Hayes Township; Marion Township; Norwood Township; and a portion of Eveline Township. This was a significant source of revenue for the City. Over time, Hayes, Marion, and Norwood Townships sought fire service protection from Charlevoix Township. This caused a significant decrease in revenue to the City's General Fund. The City's fire coverage is now limited to the City of Charlevoix and a portion of Eveline Township.

Also during this time, the EMS Department was experiencing a loss in personnel. Surrounding EMS services were paying their staff significantly more for standby pay than the City. We lost staff who sought the higher pay of neighboring departments. A pay increase was established in March 2015 in an attempt to retain employees and possibly recruit new staff.

In April 2015, a committee was formed to review the staffing and funding of the Fire and EMS Departments. The main challenge the committee faced was to develop a plan to fund the EMS Department. During this process, two of the three full time shift commanders resigned from their positions with the Charlevoix City Fire Department. This created an opportunity to

restructure the Fire and EMS departments. The committee reviewed several options and recommended the following:

- Transition the full time fire department towards a volunteer fire department. Utilize those funds to pay for the on call EMS personnel.
- Hire an EMS Director to manage the department. A new job description will be brought to Council in the future.
- Transition the police officers to be crossed trained in fire and EMS and transition into a Public Safety Department.
- Hire a part time fireman to work no more than 29 hours per week to maintain the fire equipment, the fire records, and general maintenance in City Hall.
- Increase the pay for the paid on call EMS personnel at a rate of pay consistent with what other municipalities offer.

Currently all of the recommendations have been made, except the increase for paid on-call EMS personnel. The EMS standby pay has not been increased since the initial change in March. Neighboring EMS departments are currently experiencing the same shortage of staff that we are, even though they are paying higher wages. At this time, since this is relatively new budget item, I choose to keep the March 2015 standby pay.

Another change that was put into effect was to eliminate the EMS resident rate for basic and advanced (Life Support) EMS runs. I have met with the each of the townships we serve and they also agreed to accept this rate change to increase revenues.

I am looking forward to future transitions in the Fire, EMS, and Police departments. Since August, the changes have been productive. The departments have had excellent response times and continued high level of service. I will continue to do my best for the City of Charlevoix to move the departments forward in a positive way. I will also continue to look for cost saving in all of the departments, while maintaining the high level of service to the residents and visitors of our community. I look forward to input Council and the public have for the continued operation of our Fire, Police, and EMS Departments.

RECOMMENDATION: Council discussion

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Shade Tree Commission Appointment

DATE: November 2, 2015

PRESENTED BY: Mark Heydlauff, City Manager

ATTACHMENTS: Application for Volunteer boards and Advisory Committee
Candyce Klooster-Speck

BACKGROUND INFORMATION: On September 30, 2015, Jessica Spencer submitted her resignation from the Shade Tree Commission. The Mayor and City Council regretfully accepted the resignation on October 5, 2015. The duties of the Commission are outlined in Section 1.265, of Article III, Chapter 7 of the City Code.

Mayor Campbell needs to appoint someone to fill the vacate seat, which expires on December 31, 2016. The appointment is also approved by the City Council.

RECOMMENDATION: Mayor Campbell to appoint _____ to fill the vacant seat on the Shade Tree Commission with the term expiring on December 31, 2016. The City Council also needs to make a motion to approve the appointment.

City of Charlevoix

OCT 19 2015

Application for Volunteer Boards and Advisory Committees

CITY OF CHARLEVOIX

Date: OCT 19, 2015

- Planning Commission
- Board of Review
- Zoning Board of Appeals
- Housing Commission
- Historic District Commission
- Downtown Development Authority
- Shade Tree Commission
- Compensation Commission
- Main Street Program
- Historic District Study
- No Preference

Name: CANDYCE KLOO SPIN SPEUK

Address: 510 MEADOWLAND CHARLEVOIX

Phone: _____ Cell Phone 231.675.8905 Email: canphil510@gmail.com

Business Phone: _____ May we call you there? YES

Describe the reasons you are interested in this position: _____

- WANT TO BE INVOLVED IN SOME DECISION WITHIN
- WANT TO BE INVOLVED IN MY COMMUNITY

Describe any background, experience and interests that you have which may assist you in performing the responsibilities of this appointment: _____

- Occupation: ARTIST
- Education: BA COLLEGE GRADUATE
- Experience: SEE RESUME

(Please attach a detailed resume if desired)

Have you served on any previous boards or in any governmental positions in the past: If yes, please explain: NO

Are you available for night meetings? YES Daytime meetings? SOME

Do you foresee any potential conflicts of interest that you might have in executing the duties of this appointed position? If yes, please explain: NO

If a conflict of interest arose for you, how would you deal with it as an appointed member of this board?

Please return this application to the City of Charlevoix Offices. It can be returned in person, by mail to 210 State Street, Charlevoix, MI 49720, by fax to 231.547.3617 or by email to mgr@cityofcharlevoix.org

CANDYCE KLOOSTER SPECK IS A DESIGNER AND PAINTER AND NATIVE OF CHARLEVOIX, MICHIGAN. SHE GRADUATED FROM KENDALL SCHOOL OF DESIGN IN GRAND RAPIDS, MICHIGAN WHERE SHE MAJORED IN GRAPHIC DESIGN, FINE ART, AND ILLUSTRATION.

IN 1985, CANDYCE RELOCATED TO SAN DIEGO, CALIFORNIA WHERE SHE WAS EMPLOYED AS A DESIGNER AND PUBLIC RELATIONS REPRESENTATIVE FOR A WHOLESALE GARMENT BUSINESS. SHE TRAVELED EXTENSIVELY WORKING WITH OTHER ARTISTS AND DESIGNERS CREATING TEXTILE DESIGNS AND CLOTHING LINES IN INDONESIA AND AUSTRALIA.

SHE HAS WORKED IN MANY ASPECTS OF DESIGNING AND HER TRAINING AND ARTISTIC TALENTS HAVE ALLOWED HER TO COMBINE MANY DESIGN SERVICES SUCH AS ARCHITECTURAL RENDERING, BOOK ILLUSTRATION, FABRIC DESIGN, LOGO AND CORPORATE DESIGN, TRADE SHOW DESIGN, MURAL PAINTING FOR RESIDENTIAL AND COMMERCIAL ESTABLISHMENTS AND JEWELRY DESIGN.

AFTER RETIRING FROM THE CLOTHING INDUSTRY, CANDYCE AND HER HUSBAND MOVED TO COSTA RICA AND SHE OPENED HER OWN GIFT SHOP CALLED ARTE NATIVO. CANDYCE BOUGHT AND SOLD LOCAL ART AND CRAFTS AS WELL AS HER OWN WATERCOLOR AND ACRYLIC PAINTINGS, GIFT CARDS, AND HER ONE-OF-A-KIND JEWELRY DESIGNS.

13 YEARS LATER, CANDYCE AND HER HUSBAND DECIDED TO MAKE THEIR HOME IN CHARLEVOIX. SHE NOW PAINTS AND DESIGNS FROM HER SEAHORSE ART STUDIO.

CANDYCE.SPECK@GMAIL.COM OR CALL 231-675-8905.



SeaHorse
Art Studio

*

Candyce Speck
Artist/Designer
231-675-8905

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Airport Advisory Committee Membership

DATE: November 2, 2015

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Application from Richard L. Gillespie

BACKGROUND INFORMATION: As you will recall, earlier this fall staff were removed from the Airport Advisory Committee membership. Since that change, the committee members have felt it would be good to add a couple more members. I suggested they might want to consider different types of members who represent different groups associated with the airport, including the residents of Beaver Island who use the airport as a critical link. At the meeting when this was first discussed, I suggested they also consider members who might be general residents of the City (with no specific aviation background) or members who live in the vicinity of the airport.

Richard Gillespie is a Beaver Island resident and has applied for membership to the Committee. The Committee discussed his application on October 26 and feels he would be a good addition to the airport. He is also a licensed pilot. His full application is included in your packet. Given the need and expense of traveling from Beaver Island to meetings in Charlevoix, it has never been the City's practice to provide a per diem payment for time or expenses for the Airport Advisory Committee and I would not recommend changing this policy.

It is Council's discretion on making appointments to this committee since there is not a standing rule on how many members are appointed or what constitutes a term. Council may appoint or remove as it sees fit.

RECOMMENDATION: Consider the Airport Advisory Committee Membership and modify as Council wishes.

City of Charlevoix

Application for Volunteer Boards and Advisory Committees

Date: 10/2/2015 X AIRPORT ADVISORY COMMITTEE

- Planning Commission, Board of Review, Zoning Board of Appeals, Housing Commission, Historic District Commission, Downtown Development Authority, Shade Tree Commission, Compensation Commission, Main Street Program, Historic District Study, No Preference

Name: RICHARD L. GILLISPIE

Address: 38270 GALLAGHER AVE, BETHUNIA MI 49712

Phone: 231 448 2366 Cell Phone: 231-620-0191 Email: heavenisle@gmail.com

Business Phone: 231 448 2577 May we call you there? YES

Describe the reasons you are interested in this position: COMMON INTEREST FOR AIR TRAVEL IN AND OUT OF CHARLEVOIX

Describe any background, experience and interests that you have which may assist you in performing the responsibilities of this appointment:

Occupation: LICKAWER PILOT BUILDING EXCAVATION RECTOR
Education: HIGH SCHOOL TRADERS CLASSES
Experience: LICENSED PILOT 32 YEARS

(Please attach a detailed resume if desired)

Have you served on any previous boards or in any governmental positions in the past: If yes, please explain: COUNTY BOARD

Are you available for night meetings? YES Daytime meetings? YES

Do you foresee any potential conflicts of interest that you might have in executing the duties of this appointed position? If yes, please explain: NO

If a conflict of interest arose for you, how would you deal with it as an appointed member of this board?

ABSTENTION

Please return this application to the City of Charlevoix Offices. It can be returned in person, by mail to 210 State Street, Charlevoix, MI 49720, by fax to 231.547.3617 or by email to mgr@cityofcharlevoix.org

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Engineering Contract for 2016 Infrastructure Improvements

DATE: November 2, 2015

PRESENTED BY: Patrick Elliott, DPW Superintendent
Mark L. Heydlauff, City Manager

ATTACHMENTS: Proposal submitted by Performance Engineering
Map

BACKGROUND INFORMATION: As you are aware, we have been completing the survey work associated with the proposed 2016 large infrastructure projects. We wanted to bring you the proposal from Performance Engineers, Inc. for the engineering of the infrastructure work. The streets that we will be engineering are:

- Wood Street
- Green Street
- St. Mary's Drive
- E. Upright Street (200 block only)
- Alice Street from Belvedere to Garfield
- Burns Street (from E. Dixon Avenue to Petoskey Avenue)
- Nichols Street (from E. Dixon Avenue to Petoskey Avenue)
- State Street - Water main only upgrade from Garfield Avenue to Lincoln Avenue

We have typically entered into these professional agreements with Performance Engineering and paid them on a percent of construction basis. Performance is proposing to use the same percentages and hourly rates as in the past (see attachment).

Over the years, Performance Engineers has performed well for the City and have always advocated for the City during any disputes with contractors. Furthermore, Performance Engineers knows and understands what the City expects and is very well aware of our project standards for these areas.

RECOMMENDATION: Approve the proposal from Performance Engineers, Inc. for engineering the 2016 Major Infrastructure project.



Performance Engineers Inc.

Civil / Structural Engineering

RECEIVED

OCT 22 2015

CITY OF CHARLEVOIX

October 22, 2015

Mr. Mark Heydlauff, City Manager
Attention: Pat Elliott
City of Charlevoix
210 State Street
Charlevoix, MI 49720

RE: Engineering Services Contract For 2016 Street Work - St. Mary's, Wood St, Green St, E. Upright, Burns - E. Dixon to US-31, State Street Garfield to Lincoln Water Only, Alice and Nichols

Dear Mark:

Performance Engineers appreciates the opportunity of working directly with the City of Charlevoix based on a percentage of construction costs. This arrangement I believe has provided the City and Performance Engineers the benefit of working more closely together to provide the City with projects directly tailored to your needs. With your direction and that of Pat Elliott and Don Swem I believe the City will continue to give Performance the timely direction necessary to provide a superior final design product which translates to very competitive bidding and a quality result.

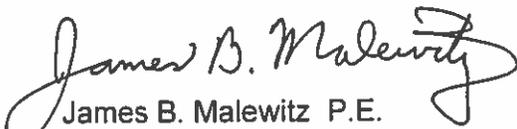
It is my understanding that the City wishes to reconstruct streets that have shallow, old and undersized water mains. The list of the first batch of streets that have deficiencies as described are listed above in the subject area. This design proposal is to include reconstruction of entire streets that are listed and to upgrade all inadequate City utilities that are currently in the road ways. Also, new curbs, sidewalks and pavements will be reconstructed to meet current street standards established by the City of Charlevoix.

Based on projects completed with the City over the years it has been determined that engineering costs are closely approximated at 16% of construction costs; 8% for design and 8% for construction engineering which includes managing the project with full time inspections and payment approvals. For the eight streets that are being designed the overall project costs have been estimated at a total of \$3,319,599 with construction costs at 2,766,332 (see Attachment #1), therefore the design costs would be \$221,306 and the engineering though construction would also be \$221,306. Adjustments of these fees will be considered when construction costs are realized.

Performance Engineers proposes to continue to provide Resident Engineering and Inspection through the construction phase of the project at the low rates of \$110/Hr and \$55/Hr respectively; the same rates that we have used on our last two projects. Computer Aided Drafting rate will be at \$78/Hr, which is also being held from previous projects.

I appreciate this opportunity to provide you with this proposal. We are currently on a track to bid these projects at the first part of February to allow for a bid opening date of March 2nd, 2016. If you have any questions please give me a call. I look forward to working with you on these projects.

Sincerely Yours,


James B. Malewitz P.E.
Performance Engineers Inc.

ATTACHMENT #1

City of Charlevoix Infrastructure Projects (2016)

	St. Mary's	Wood St.	Green St.	E. Upright	Burns E. Dixon to 31	State St. Garfield to Lincoln Water only	Alice - E. Lincoln to Belvedere	Nichols - E. Dixon to US-31	TOTAL COST
Sewer	\$42,540.00	\$52,740.00	\$49,340.00	\$60,360.00	\$61,600.00	\$0.00	\$75,700.00	\$60,680.00	\$402,960.00
Water	\$48,850.00	\$54,550.00	\$51,550.00	\$64,500.00	\$66,950.00	\$30,450.00	\$55,950.00	\$65,850.00	\$438,650.00
Storm	\$39,550.00	\$39,550.00	\$39,550.00	\$43,800.00	\$45,650.00	\$0.00	\$46,550.00	\$157,300.00	\$413,950.00
Street	\$136,630.00	\$147,658.00	\$143,390.00	\$227,380.00	\$226,920.00	\$28,350.00	\$280,900.00	\$187,814.00	\$1,379,042.00
Mobilization	\$13,378.50	\$14,724.90	\$14,191.50	\$19,802.00	\$20,056.00	\$2,940.00	\$23,055.00	\$23,582.20	\$131,730.10
Total Est Construction Costs	\$280,948.50	\$309,222.90	\$298,021.50	\$415,842.00	\$421,176.00	\$61,740.00	\$484,155.00	\$495,226.20	\$2,766,332.10
16% Engineering & Admin	\$44,951.76	\$49,475.66	\$47,683.44	\$66,534.72	\$67,388.16	\$9,878.40	\$77,464.80	\$79,236.19	\$442,613.14
4% Misc Legal & Testing	\$11,237.94	\$12,368.92	\$11,920.86	\$16,633.68	\$16,847.04	\$2,469.60	\$19,366.20	\$19,809.05	\$110,653.28
Project Total	\$337,138.20	\$371,067.48	\$357,625.80	\$499,010.40	\$505,411.20	\$74,088.00	\$580,986.00	\$594,271.44	\$3,319,598.52
Feet of Project	490	490	490	660	650	270	850	630	
Price per Foot	\$688.04	\$757.28	\$729.85	\$756.08	\$777.56	\$274.40	\$683.51	\$943.29	

