

**AGENDA**  
**CITY OF CHARLEVOIX CITY COUNCIL MEETING**

**Monday, December 21, 2015 - 7:00 p.m.**

210 State Street, City Hall, Second Floor City Council Chambers, Charlevoix, Michigan

- I. Invocation or Pledge of Allegiance**
- II. Roll Call of Members Present**
- III. Inquiry Regarding Possible Conflicts of Interest**
- IV. Consent Agenda**
  - A. City Council Meeting Minutes - December 7, 2015 Regular Meeting PG 1-9
  - B. Accounts Payable Check Registers & Payroll Check Registers PG 10-25
  - C. Certificate of Appreciation - Jeff Porter
- V. Public Hearings**
  - A. Public Hearing on Request to Vacate Portion of Division Street PG 26-30
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
  - A. Authorize Purchase of Two, One-Ton Dump Trucks PG 31
  - B. Purchase of 1/2 Ton Pick Up for DPW PG 32
  - C. Request to Apply for Michigan Department of Transportation Permits PG 33-36
  - D. Donation of St. Mary's Challenger Propeller PG 37-40
  - E. McSauba Recreation Area Special Event Request PG 41-42
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. Resolutions**
  - A. Resolution to Vacate Portion of Division Street PG 30
  - B. MDOT Performance Resolution PG 34-36
- X. Ordinances**
- XI. Miscellaneous Business**
  - A. Discussion on Conflict of Interest Procedures
- XII. Audience – Non-Agenda Input (written requests take precedent)**
- XIII. Closed Session**
  - A. Pending Litigation - Section 15.268, Section 8 (e)
  - B. City Attorney Consultation - Section 15.268, Section 8 (e)

"I move that the City Council meet in closed session under Section 8(e) of the Open Meetings Act, to consult with our attorney regarding trial or settlement strategy in connection with two separate cases."

**XIV. 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 December 17, 2015 4:00 p.m.

**CITY OF CHARLEVOIX**  
**REGULAR CITY COUNCIL MEETING MINUTES**  
**Monday, December 7, 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, Aaron Hagen, Luther Kurtz, Leon Perron, Bill Supernaw (arrived 7:10 p.m.)  
Absent: Councilmember Shane Cole

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

None.

**IV. Consent Agenda**

The following items were approved and filed:

- A. Approval of Minutes – November 16, 2015 Regular Meeting Minutes
- B. Approval of Minutes – November 23, 2015 City Council and DDA/Main Street Special Meeting Minutes
- C. Special Accounts Payable Check Register – November 19, 2015
- D. Regular Accounts Payable Check Register – December 8, 2015
- E. ACH Payments – November 16, 2015–December 4, 2015
- F. Tax Disbursement – December 8, 2015
- G. Payroll Check Register – November 20, 2015
- H. Payroll Transmittal – November 20, 2015
- I. Payroll Check Register – December 4, 2015
- J. Payroll Transmittal – December 4, 2015

**V. Public Hearings**

None.

**VI. Reports**

City Manager Heydlauff reported that he participated in Career Day at the Charlevoix High School. There is a public meeting scheduled for December 17<sup>th</sup> at 5:00 p.m. to discuss upcoming infrastructure projects. City Manager Heydlauff encouraged everyone to participate in the Shop Local campaign.

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

**A. Consideration to Support Grant Applications to Grand Traverse Band of Ottawa and Chippewa Indians**

The Grand Traverse Band of Ottawa and Chippewa Indians require a local unit of government to endorse all grant submittals. Council considered a \$12,500 grant for the Charlevoix Circle of Arts to assist in the funding of their arts education programs, a \$5,000 grant for Colorado Challenge to assist in funding their week long adventure camp to the Rocky Mountains, and a \$15,500 grant for Joppa House Ministries for its women's transitional home.

Mayor Campbell opened the item to public comment.

Roger Cyr, Colorado Challenge, explained the philosophy of the organization and how Colorado Challenge helps local youths.

The item was closed to the public.

Motion by Councilmember Gibson, second by Councilmember Hagen, to support the grant applications from the Charlevoix Circle of Arts, Colorado Challenge, and Joppa House Ministries and to forward the grant applications to the Grand Traverse Band of Ottawa and Chippewa Indians for their consideration.

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

**B. Proposed Revisions to the Employee Handbook and Title VI Policy and Plan**

City Manager Heydlauff presented revisions to the City of Charlevoix Title VI Policy and Plan updated on November 10, 2015 which included updating the Title VI coordinator and organizational chart. He also discussed revisions to the Employee Handbook. These revisions are due to a recent change in federal law regarding HSAs, a desire to afford non-union employees similar benefits as

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union members, and other miscellaneous changes/corrections.

Councilmember Gibson suggested that "it would be prudent for all Councilmembers to review periodically the Code of Ethics in the Handbook, especially Resolution 2009-06-03 which is our Code of Ethics and Conflict of Interest policy".

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

Motion by Councilmember Perron, second by Councilmember Gibson, to approve the revisions to the City of Charlevoix Employee Handbook with a revision date of December 7, 2015 and to approve the City of Charlevoix Title VI Policy and Plan, dated November 10, 2015.

Yeas: Kurtz, Perron, Gibson, Supernaw, Hagen

Nays: None

Absent: Cole

C. Charlevoix Main Street Executive Director / Grants Specialist Job Description

With Charlevoix's admission into the Michigan Main Street Program and the reorganization of the former Planning Director position, it was necessary to update the Community Economic Development job description. The DDA Board along with the incumbent unanimously approved the new job description. Annie Doyle will continue in this role with the modified title. She will primarily serve as DDA Director and be the point-person for all downtown activities. Additionally, she will assist in various grant requests, research and related work when needed. The position will continue to be funded 75% by the DDA and 25% by the City. City Manager Heydlauff stated that there are certain tasks and responsibilities that will fall directly under his supervision.

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

Motion by Councilmember Gibson, second by Councilmember Kurtz, to approve the Charlevoix Main Street Executive Director / Grant Specialist job description as presented.

Yeas: Kurtz, Perron, Gibson, Hagen

Nays: None

Absent: Cole, Supernaw

Councilmember Supernaw arrived at 7:10 p.m.

D. Amend the Definition of Resident in the City of Charlevoix Mt. McSauba Recreation Rates

City Manager Heydlauff stated that at the November 16, 2015 City Council meeting, it was decided to offer City rates to Charlevoix Township residents at Mt. McSauba as an act of good faith for the township's agreement to provide water at McSauba. In order to change the rate schedule, the 2015/2016 Fiscal Year Fee Schedule for McSauba needs to be amended by striking "City Residents" and inserting "City and Charlevoix Township Residents".

Mayor Campbell opened the item to public comment.

John Haggard, Charlevoix Township resident, felt that the definition of "resident" should include property owners, not just people residing in the Township. City Manager Heydlauff will research how residency is defined.

The item was closed to the public.

Action by Resolution.

E. Mayoral and Council Appointments

Mayor Campbell facilitated the following appointments to various City boards and committees:

Motion by Councilmember Supernaw, second by Councilmember Perron, to re-appoint Bob Timms to the Board of Review, term expiring December 2018.

Yeas: Kurtz, Perron, Gibson, Supernaw, Hagen

Nays: None

Absent: Cole

Motion by Councilmember Gibson, second by Councilmember Kurtz, to appoint Rick Wertz to the Compensation Commission, term expiring December 2020.

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

Motion by Councilmember Hagen, second by Councilmember Gibson, to re-appoint Brandon Stevens to the Recreation Advisory Committee, term expiring December 2018.

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

Motion by Councilmember Perron, second by Councilmember Hagen, to re-appoint Amy Putman to the Recreation Advisory Committee, term expiring December 2018.

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

Motion by Councilmember Kurtz, second by Councilmember Gibson, to re-appoint Ben Boss to the Recreation Advisory Committee, term expiring December 2016.

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

Motion by Councilmember Gibson, second by Councilmember Hagen, to re-appoint Ken Polakowski to the Shade Tree Commission, term expiring December 2018.

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

Motion by Councilmember Kurtz, second by Councilmember Gibson, to re-appoint Greg Bryan to the Zoning Board of Appeals, term expiring December 2018.

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

Motion by Councilmember Gibson, second by Councilmember Supernaw, to re-appoint Art Nash to the Zoning Board of Appeals, term expiring December 2018.

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

Motion by Councilmember Gibson, second by Councilmember Hagen, to re-appoint Councilmember Perron to the Board of Review, term expiring December 2016.

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

Motion by Councilmember Kurtz, second by Councilmember Gibson, to re-appoint Councilmember Supernaw to the Board of Review, term expiring December 2016.

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

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F. Vacate Portion of Division Street

City Manager Heydlauff recalled that at the Special Council meeting held last week, Council set a public hearing for December 21 with the intent to abandon a portion of Division Street. As a matter of procedure, it is necessary for Council to formally pass a resolution of intent which includes setting the public hearing.

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

Action by Resolution.

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

None.

IX. **Resolutions**

A. Consideration to Amend McSauba Recreation Fees for Charlevoix Township Residents

Motion by Councilmember Gibson, second by Councilmember Perron, to adopt Resolution 2015-12-01 amending the 2015/2016 City of Charlevoix Fee Schedule by defining "Resident" as "City and Charlevoix Township Resident" for the categories of Day Camp, Northern Kids Club, Mt. McSauba Ski Hill, Equipment Rental, Lessons and Skating Rink, as follows:

**CITY OF CHARLEVOIX  
RESOLUTION NO. 2015-12-01  
AMEND CITY OF CHARLEVOIX RECREATION RATES DEFINITION OF RESIDENT**

WHEREAS, the City of Charlevoix City Council approved the 2015/2016 budget for the Recreation rates; and

WHEREAS, the City of Charlevoix recreation services currently have separate rates for residents and non-residents; and

WHEREAS, the definition of "resident rate" for Day Camp, Northern Kids Club, Mt. McSauba Ski Hill, Equipment Rental, Lessons, and Skating Rink will now include City and Charlevoix Township Residents.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council will change the definition of "resident rate" for Day Camp, Northern Kids Club, Mt. McSauba Ski Hill, Equipment Rental, Lessons, and Skating Rink to include City and Charlevoix Township Residents.

RESOLVED this 7th day of December, 2015 A.D.

Resolution was adopted by the following yea and nay vote:

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

B. Resolution of Intent to Vacate Portion of Division Street

Motion by Councilmember Kurtz, second by Councilmember Gibson, to adopt Resolution 2015-12-02 Intent to Vacate Portion of Division Street, as follows:

**CITY OF CHARLEVOIX  
RESOLUTION NO. 2015-12-02  
INTENT TO VACATE PORTION OF DIVISION STREET**

WHEREAS, the Krist Oil Company is requesting that a portion of Division Street be abandoned. The street is located between Mercer Boulevard and US 31 and is situated in the southwest quarter of Section 24 of the City of Charlevoix; and

WHEREAS, the City of Charlevoix deems it advisable to consider the request and hold a public hearing to consider abandonment of the street.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council shall hold a public hearing on Monday, December 21, 2015 at 7:00 p.m. in Council Chambers of Charlevoix City Hall to consider the abandonment of a portion of Division Street.

RESOLVED this 7th day of November, 2015 A.D.

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Resolution was adopted by the following yea and nay vote:

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

**X. Ordinances**  
None.

**XI. Miscellaneous Business**

Councilmember Hagen stated that the idea of protecting the McSauba property through changing the Charter in lieu of a conservancy was discussed amongst some Councilmembers and the City Manager. In theory, this could protect the properties, but allow for unforeseen changes in the long term. City Manager Heydlauff explained the arduous process for amending the Charter.

Councilmember Gibson did not agree and felt that the property should be protected by a conservation easement. Councilmember Perron supported Councilmember Gibson and stated "the conservancy is protection for the future".

City Manager Heydlauff explained that the Charter could be amended in theory to place a higher level of protection on the properties as an alternative to the conservation easement and require a 3/5 majority (for example) for any future modifications to the property.

Councilmember Kurtz expressed his concern with regards to the perpetuity of the proposed conservation easement, not knowing what a future Council and residents may want to do with the property fifty years from now.

Councilmember Gibson stated that the proposed referendum on placing the properties into conservancy will be decided by the people.

Councilmember Kurtz recalled that the Council received an opinion from the City Attorney regarding the referendum and suggested that Attorney Howard could also provide an opinion on how a change to the Charter may work. Councilmember Supernaw supported this idea.

Councilmember Supernaw recalled comments made during the November 16<sup>th</sup> Council meeting. City Manager Heydlauff reminded Council that certain portions of the McSauba property would be excluded from the proposed easement and at the direction of Council, the topic was laid on the table until February to be discussed at that time. Discussion continued.

Marell Staffel indicated that the mountain was not part of the proposed easement, only the beaches and woods were included. Ms. Staffel voiced her opinion regarding the disc golf course.

Mayor Campbell stated that there will be a public hearing in February therefore he did not want to continue a "hearing" at this meeting.

Councilmember Kurtz felt that investigating the idea of changing the Charter had some merit. He asked whether Council was agreeable to have the City Attorney provide an opinion. Mayor Campbell indicated that he was.

Motion by Councilmember Kurtz, second by Councilmember Hagen, to ask the City Attorney to look into how the City Charter might be used to protect these areas with a greater level of protection than is current and what similarities there may be to the conservancy and what options would still be open for future generations to make some changes.

Yeas: Kurtz, Hagen  
Nays: Perron, Gibson, Supernaw  
Absent: Cole

Motion failed.

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

**XIII. Adjourn**

Motion by Councilmember Supernaw, second by Councilmember Perron to adjourn.  
Motion passed by unanimous voice vote. Meeting adjourned at 7:40 p.m.

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<b>Special Accounts Payable – 11/19/2015</b>			
AT&T	2,010.22	MEADOWBROOK INSURANCE GROUP	868.75
AT&T LONG DISTANCE	76.67	METLIFE SMALL BUSINESS CENTER	748.33
AT&T MOBILITY	74.29	PREIN & NEWHOF	32,523.74
CHARLEVOIX STATE BANK	4,499.69	PRIORITY HEALTH	43,233.40
DELTA DENTAL	3,925.74	VERIZON WIRELESS	56.72
DEVERE CONSTRUCTION COMPANY	321,888.21	VISION SERVICE PLAN	516.37
GREAT LAKES ENERGY	183.11	<b>TOTAL</b>	<b>410,605.24</b>

<b>Regular Accounts Payable – 12/08/2015</b>			
AIRGAS USA LLC	1,253.41	HYDE SERVICES LLC	1,455.08
ALL-PHASE ELECTRIC SUPPLY CO	458.86	IDEXX DISTRIBUTION INC.	192.58
AMCOMM TELECOMMUNICATIONS INC	4,245.00	INDUSTRIAL MARKETING	185.16
AMERICAN WASTE INC.	2,210.36	INTERWATER FARMS INC	245.00
ARCADIA BENEFITS GROUP INC	25.00	JERRY'S TIRE	1,238.96
AVFUEL CORPORATION	7,622.17	JOBA, ROBERT	111.50
BAKER COLLEGE OF CADILLAC	55.00	JTHOMAS PARTS	60.98
BARNES & THORNBUR LLP	690.00	KIRINOVIC, THOMAS	41.00
BEAUVAIS, PAUL	75.00	KLOOSTER, ALIDA K.	41.00
BELDING TANK TECHNOLOGIES	129.00	KSS ENTERPRISES	323.88
BENNETT, LEE	75.00	LAKE, AMY	100.00
BILL'S FARM MARKET	1,732.50	LANDSCAPE FORMS INC.	10,440.00
BLUETARP FINANCIAL	39.99	LEESE, M. CHRIS	126.50
BULBS.COM	104.80	LEWIS, KRISTEN	187.00
CARDINAL CARPET CLEANING	280.00	LIGHT, BRAD	16.50
CENTRAL DRUG STORE	81.52	LOTTIE'S BAGELS	24.00
CHARLEVOIX COLLISION INC.	245.00	MATELSKI LUMBER CO	775.92
CINTAS CORPORATION	116.54	MCCARDEL CULLIGAN-PETOSKEY	50.00
CINTAS CORPORATION #729	79.98	McGINN, KELLY	41.00
CITY OF CHARLEVOIX - UTILITIES	24,629.62	MDC CONTRACTING LLC	6,623.33
COOK FAMILY FARMS	15.00	MDS OF MICHIGAN INC	521.98
COVEYOU FARMS LLC	42.00	MEIER III, CHARLES A.	35.50
CUMMINS BRIDGEWAY LLC	2,791.98	MICHIGAN MUNICIPAL LEAGUE	49.50
DCASSESSING SERVICES	4,371.08	MICHIGAN MUNICIPAL LEAGUE	10,436.00
DeROSIA, PATTY	41.00	MICHIGAN WATER ENV ASSOC	275.00
DeWILDT, DEAN	128.82	MIDSTATE SECURITY	459.00
DHASELEER, CARL	10.00	MYER, ELIZABETH A.	63.37
DOAN, GERARD	41.00	NEOFUNDS BY NEOPOST	11.10
DORAN, JUSTIN J.	203.54	NETSOURCE ONE INC.	534.00
DOSKOCH, JOHN	21.18	NMFOA	25.00
DOYLE, ANNIE	41.00	NORTHERN FIRE & SAFETY INC.	66.00
DUERR, JOHN	33.00	ORBAN, BARBARA	14.00
DXE MEDICAL INC	314.00	OTEC	327.10
EJ EQUIPMENT INC	243.51	OTSEGO CRANE & HOIST CO.	145.20
ELHORN ENGINEERING COMPANY	1,006.00	PANOFF, ZACH	41.00
ELLIOTT, PATRICK M.	41.00	PAPINEAU, CHRIS	78.00
ELLSWORTH FARMER'S EXCHANGE	16.50	PELKY, WALTER	61.75
EMERGENCY MEDICAL PRODUCTS INC	705.55	POLLARD WATER	831.36
ENERCO CORPORATION	700.00	POND HILL FARM LLC	21.00
EVANS, HAL	41.00	POWER LINE SUPPLY	1,893.29
FARMER WHITE'S	52.00	PROVIDENCE FARM LLC	41.00
FASTENAL COMPANY	23.84	RIETH-RILEY CONST CO INC	1,224.81
FISHER SCIENTIFIC	511.90	ROLOFF, ROBERT	41.00
FOX CHARLEVOIX FORD	377.60	ROSIN, GLENN	220.00
FREIDINGER, REED	33.00	RUSTIC BAKER	33.00
GOLDING, JOYCE	41.00	SECURITY SANITATION INC.	177.42
GOVERNMENTAL PRODUCTS INC.	592.00	SELPH, EMILY	235.00
GREAT LAKES ELEVATOR LLC	319.50	SHARROW, JACOB	1,000.00
GREAT LAKES PIPE & SUPPLY	623.37	SHORELINE POWER SERVICES INC.	694.63
GRP ENGINEERING INC.	1,081.54	SIEGRIST, DAVID	20.00
HACH COMPANY	981.00	STATE OF MICHIGAN	38,517.73
HANKINS, SCOTT	41.00	SUPERIOR MECHANICAL	253.39
HARRIS, RUTH	51.64	SWEM, DONALD L.	41.00
HARWOOD GOLD	13.00	SYSTEMS SPECIALISTS INC	1,000.00
HEAVEN SENT ADOPTION SERVICES	76.03	TEDDY, MICHAEL	27.27
HEID, THOMAS J.	41.00	TERMINAL SUPPLY CO	248.26
HEP'S HOMEBAKED GRANOLA	13.00	TEUNIS, STEVEN	41.00
HERBSTER, ROBERT	27.50	THE ANTENNA FARM	109.45
HEYDLAUFF, MARK L	41.00	THORP, JOSEPH	138.83
HOLIDAY COMPANIES	6,251.53	TILLEY, MICHAEL	220.00

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TRAVERSE REPRODUCTION	148.51	WHITLEY, ANDREW	14.00
TRUCK & TRAILER SPECIALTIES	389.11	WINDER POLICE EQUIPMENT	151.58
UMULIS, MATTHEW	128.00	WOOD SHOP, THE	680.00
UP NORTH PROPERTY SERVICES LLC	714.00	WORK & PLAY SHOP	2.81
WAY, JOANN	33.00	WYMAN, MATTHEW A.	41.00
WEBER, KRYSTAL	100.00		
WELLER, LINDA	41.00	<b>TOTAL</b>	<b>151,043.70</b>

**ACH Payments – 11/16/2015 – 12/04/2015**

MI PUBLIC POWER AGENCY	7,651.76	MI PUBLIC POWER AGENCY	304,736.36
DTE	578.81	MI PUBLIC POWER AGENCY	8,460.66
IRS (PAYROLL TAX DEPOSIT)	32,526.01	IRS (PAYROLL TAX DEPOSIT)	31,495.30
ALERUS FINANCIAL (HCSP)	420.00	ALERUS FINANCIAL (HCSP)	420.00
STATE OF MI (WITHHOLDING TAX)	4,797.37	STATE OF MI (WITHHOLDING TAX)	4,597.17
VANTAGEPOINT (401 ICMA PLAN)	686.21	VANTAGEPOINT (401 ICMA PLAN)	686.22
VANTAGEPOINT (457 ICMA PLAN)	12,985.68	VANTAGEPOINT (457 ICMA PLAN)	13,213.34
MERS (DEFINED BENEFIT PLAN)	25,321.12		
MI PUBLIC POWER AGENCY	10,318.39	<b>TOTAL</b>	<b>458,894.40</b>

**Tax Disbursement – 12/08/2015**

CHARLEVOIX COUNTY TREASURER	3,547.43	CHARLEVOIX PUBLIC SCHOOLS	308.72
CHARLEVOIX COUNTY TREASURER	49.06	CHARLEVOIX PUBLIC SCHOOLS	66.26
CHARLEVOIX DISTRICT LIBRARY	8.87	CITY OF CHARLEVOIX - TAXES DUE	4,137.06
CHARLEVOIX PUBLIC SCHOOLS	4,127.61	RECREATIONAL AUTHORITY	1.61
CHARLEVOIX PUBLIC SCHOOLS	634.44		
CHARLEVOIX PUBLIC SCHOOLS	30.13	<b>TOTAL</b>	<b>12,911.19</b>

**PAYROLL: NET PAY**

**Pay Period Ending 11/14/2015 – Paid 11/20/2015**

WELLER, LINDA JO	1,648.71	SCHWARTZFISHER, JOSEPH L.	1,187.30
HEYDLAUFF, MARK L.	2,098.90	WELLS JR., DONALD E.	1,385.26
GOLDING, JOYCE M.	1,059.15	BRADLEY, KELLY R.	1,246.04
DEROSIA, PATRICIA E.	880.34	HART II, DELBERT W.	832.38
DOYLE, ANNE E.	1,361.40	JONES, ROBERT F.	1,079.08
LOY, EVELYN R.	1,029.34	DORAN, JUSTIN J.	1,409.45
KLOOSTER, ALIDA K.	1,441.45	MANKER JR, DAVID W.	493.95
GOLOVICH, KAREN J.	987.71	MANKER SR, DAVID W.	653.30
SPENCLEY, PATRICIA L.	1,391.14	BECKER, MICHAEL S.	510.23
PANOFF, ZACHARY R.	1,026.91	BUTLER, SEAN C.	257.25
MILLER, FAITH G.	73.11	MCGHEE, ROBERT R.	943.00
LEESE, MERRI C.	323.70	STANTS, JACOB W.	484.11
MCGINN, KELLY A.	1,455.86	BLOOMER, GABRIELLE J.	186.18
DOAN, GERARD P.	1,514.74	MCCLANATHAN, BRANDON R.	471.88
SHRIFT, PETER R.	1,144.87	STEWART, SAMUEL D.	327.49
SCHLAPPI, JAMES L.	1,133.85	KIRINOVIC, THOMAS F.	589.18
UMULIS, MATTHEW T.	1,406.41	FORRESTER, KATHERINE A.	196.68
HANKINS, SCOTT A.	1,466.07	HEID, THOMAS J.	1,244.00
ORBAN, BARBARA K.	1,302.22	MASSON, DONALD J.	367.66
TRAEGER, JASON A.	1,098.96	MYER, ELIZABETH A.	1,622.72
ROLOFF, ROBERT P.	3,699.17	VANLOO, JOSEPH G.	564.67
RILEY, DENISE M.	377.22	WYMAN, MATTHEW A.	988.10
LOPER II, GARY D.	559.43	SCHRADER, LOU ANN	429.42
TEUNIS, STEVEN L.	1,665.09	BOSS, RYDER S.	356.16
WURST, RANDALL W.	1,110.69	MILLER, WILLIAM S.	941.42
MAYER, SHELLEY L.	1,325.94	FUNKEY, KRAIG R.	108.51
HILLING, NICHOLAS A.	1,333.25	MEGGISON, JERRY B.	148.00
MEIER III, CHARLES A.	1,412.79	RILEY, CASEY W.	261.56
ZACHARIAS, STEVEN B.	1,305.94	THORMAN, MIKAYLA R.	370.61
NISWANDER, JOSEPH F.	1,373.26	JONES, LARRY M.	1,128.55
EATON, BRAD A.	1,816.61	WILLSON, BRENDA R.	411.43
WILSON, TIMOTHY J.	1,962.70	OCHS, THOMAS F.	62.33
LAVOIE, RICHARD L.	1,662.79	TRAVERS, MANUEL J.	559.49
STEVENS, BRANDON C.	1,599.94	RILEY, DANIEL A.	1,319.02
DRAVES, MARTIN J.	1,695.19	DROST, PATRICIA A.	165.38
BROWN, STEPHANIE C.	1,020.34	CARLSON, JOANNE E.	160.00
ELLIOTT, PATRICK M.	1,738.75	COLT, JUDITH C.	160.00

**DRAFT**

FRANCIS, CATHERINE A.	65.00	STEVENS, JEFFREY W.	353.20
HUNTLEY, ROSALYNN R.	152.50	ROLOFF, AUDREY M.	2,603.69
LALONDE, SANDRA L.	70.00	MATTER, DAWSON K.	2,194.45
SWEM, DONALD L.	1,789.97	SCOTT JR., WINFIELD	83.69
WHITLEY, ANDREW T.	1,500.56	RUDOLPH, JOELLEN B.	157.50
MORRISON, KEVIN P.	1,149.46	LEFT, LILLIAN M.	189.75
HODGE, MICHAEL J.	1,264.58	BUDAY, JOAN E.	168.00
JOHNSON, STEVEN P.	989.22	STEPHAN, MARY ANN	40.00
BISHAW, JAMES H.	614.52	CAMPBELL, KAREN L.	80.00
HERRIMAN, COBY M.	490.81	PICOTTE, DIANE M.	168.00
GILL, DAVID R.	956.81	<b>TOTAL</b>	<b>88,207.44</b>

**PAYROLL: TRANSMITTAL – 11/20/2015**

4FRONT CREDIT UNION	248.46	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	166.74	COMMUNICATION WORKERS OF AMER	525.02
AMERICAN FAMILY LIFE	311.79	MI STATE DISBURSEMENT UNIT	401.83
CHAR EM UNITED WAY	32.00	PRIORITY HEALTH	2,040.41
CHARLEVOIX STATE BANK	1,361.16	<b>TOTAL</b>	<b>5,237.41</b>

**PAYROLL: NET PAY**

**Pay Period Ending 11/28/2015 – Paid 12/04/2015**

PORTER, JEFFREY L.	254.86	BECKER, MICHAEL S.	229.83
WELLER, LINDA JO	1,648.71	MCGHEE, ROBERT R.	943.00
HEYDLAUFF, MARK L.	2,382.86	STANTS, JACOB W.	215.85
GOLDING, JOYCE M.	1,059.15	MCCLANATHAN, BRANDON R.	225.26
DEROSIA, PATRICIA E.	880.34	STEWART, SAMUEL D.	168.17
DOYLE, ANNE E.	1,361.40	KIRINOVIC, THOMAS F.	403.12
LOY, EVELYN R.	1,029.34	FORRESTER, KATHERINE A.	211.91
KLOOSTER, ALIDA K.	1,669.52	BERTINELLI, DAVID P.	870.74
GOLOVICH, KAREN J.	978.59	HEID, THOMAS J.	1,244.00
SPENCLEY, PATRICIA L.	1,066.75	MYER, ELIZABETH A.	1,850.79
PANOFF, ZACHARY R.	1,026.91	VANLOO, JOSEPH G.	446.95
MILLER, FAITH G.	8.60	WYMAN, MATTHEW A.	930.30
LEESE, MERRI C.	262.02	SCHRADER, LOU ANN	242.20
MCGINN, KELLY A.	1,456.03	BOSS, RYDER S.	391.29
DOAN, GERARD P.	1,514.73	MILLER, WILLIAM S.	1,171.71
SHRIFT, PETER R.	1,364.26	JONES, LARRY M.	10.05
SCHLAPPI, JAMES L.	1,499.17	RILEY, DANIEL A.	243.70
UMULIS, MATTHEW T.	1,766.19	WELLER, LINDA JO	461.68
HANKINS, SCOTT A.	1,466.07	LOY, EVELYN R.	428.07
ORBAN, BARBARA K.	1,572.47	KLOOSTER, ALIDA K.	176.20
TRAEGER, JASON A.	1,375.34	SPENCLEY, PATRICIA L.	92.35
MATELSKI, KIMBERLY A.	570.64	DOAN, GERARD P.	445.50
ROLOFF, ROBERT P.	1,643.59	SHRIFT, PETER R.	384.40
RILEY, DENISE M.	406.90	SCHLAPPI, JAMES L.	310.96
LOPER II, GARY D.	206.15	UMULIS, MATTHEW T.	176.99
TEUNIS, STEVEN L.	1,665.09	HANKINS, SCOTT A.	423.58
WURST, RANDALL W.	1,760.22	ORBAN, BARBARA K.	85.23
MAYER, SHELLEY L.	1,261.07	ROLOFF, ROBERT P.	423.58
HILLING, NICHOLAS A.	1,070.52	RILEY, DENISE M.	86.95
MEIER III, CHARLES A.	1,677.24	WURST, RANDALL W.	262.22
ZACHARIAS, STEVEN B.	1,398.90	MAYER, SHELLEY L.	257.35
NISWANDER, JOSEPH F.	1,662.28	HILLING, NICHOLAS A.	84.38
EATON, BRAD A.	1,657.97	MEIER III, CHARLES A.	89.35
WILSON, TIMOTHY J.	2,190.77	NISWANDER, JOSEPH F.	375.72
LAVOIE, RICHARD L.	1,957.37	SWEM, DONALD L.	152.74
STEVENS, BRANDON C.	1,599.94	SWEM, DONALD L.	1,789.96
DRAVES, MARTIN J.	1,925.12	EATON, BRAD A.	138.91
BROWN, STEPHANIE C.	1,020.34	WILSON, TIMOTHY J.	89.35
ELLIOTT, PATRICK M.	1,738.75	WHITLEY, ANDREW T.	1,387.26
SCHWARTZFISHER, JOSEPH L.	959.10	BROWN, STEPHANIE C.	170.45
WELLS JR., DONALD E.	1,500.30	ELLIOTT, PATRICK M.	92.35
BRADLEY, KELLY R.	1,452.39	MORRISON, KEVIN P.	393.72
HART II, DELBERT W.	345.48	MORRISON, KEVIN P.	984.78
JONES, ROBERT F.	1,282.98	SCHWARTZFISHER, JOSEPH L.	235.43
DORAN, JUSTIN J.	1,401.97	HODGE, MICHAEL J.	310.19
MANKER JR, DAVID W.	442.77	HODGE, MICHAEL J.	1,301.11

DRAFT

WELLS JR., DONALD E.	330.72	HERRIMAN, COBY M.	229.58
BRADLEY, KELLY R.	140.45	BOSS JR, DALE E.	1,116.30
JOHNSON, STEVEN P.	255.68	CRAIN, CODY A.	29.09
JOHNSON, STEVEN P.	1,274.30	HOLM, ARTHUR R.	142.46
JONES, ROBERT F.	85.23	HEID, THOMAS J	343.17
BISHAW, JAMES H.	332.60	<b>TOTAL</b>	<b>84,130.37</b>

**PAYROLL: TRANSMITTAL – 12/04/2015**

4FRONT CREDIT UNION	248.46	COMMUNICATION WORKERS OF AMER	525.02
AMERICAN FAMILY LIFE	166.74	MI STATE DISBURSEMENT UNIT	401.83
AMERICAN FAMILY LIFE	311.79	POLICE OFFICERS LABOR COUNCIL	245.00
CHAR EM UNITED WAY	32.00	PRIORITY HEALTH	2,073.09
CHARLEVOIX STATE BANK	1,361.16	<b>TOTAL</b>	<b>5,515.09</b>
CHEMICAL BANK	150.00		

**DRAFT**

Check Number	Payee	Amount
<b>12/09/2015</b>		
115349	CHARLEVOIX BRIDGE DROP	2,500.00
Total 12/09/2015:		2,500.00
Grand Totals:		2,500.00

Summary of Check Registers & ACH Payments

**FIRSTMERIT BANK - CHECKS ISSUED**

12/09/15 Special Accounts Payable Run	\$	2,500.00
12/18/15 Payroll	\$	84,462.78
12/18/15 Payroll Transmittal Checks	\$	5,191.80
12/22/15 Regular Accounts Payable	\$	78,917.93
Checks Sub-Total:	\$	171,072.51

**FIRSTMERIT BANK - ACH PAYMENTS**

12/04/15 Payment Service Network	\$	228.90
12/07/15 MI Public Power Agency	\$	7,206.13
12/08/15 DTE	\$	891.48
12/09/15 State of MI (Sales Tax)	\$	17,833.95
12/14/15 MI Public Power Agency	\$	7,433.86
12/15/15 DTE	\$	1,969.84
12/18/15 IRS (Payroll Tax Deposit)	\$	31,465.61
12/18/15 Alerus Financial (HCSP)	\$	420.00
12/18/15 State of MI (Withholding Tax)	\$	4,636.82
12/18/15 Vantagepoint (401 ICMA Plan)	\$	686.22
12/18/15 Vantagepoint (457 ICMA Plan)	\$	13,065.35

ACH Sub-Total: \$ 85,838.16

First Merit Bank Total: \$ 256,910.67

**CHARLEVOIX STATE BANK - CHECKS ISSUED**

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

12/22/15 Tax Disbursement \$ 232,935.83

Charlevoix State Bank Total: \$ 232,935.83

Grand Total: \$ 489,846.50

APPROVED:

CITY MANAGER

CITY TREASURER

CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/12/2015	PC	12/18/2015	20591	WELLER, LINDA JO	101		1,648.71
12/12/2015	PC	12/18/2015	20592	HEYDLAUFF, MARK L.	102		2,098.91
12/12/2015	PC	12/18/2015	20593	GOLDING, JOYCE M.	106		1,059.15
12/12/2015	PC	12/18/2015	20594	DEROSIA, PATRICIA E.	107		896.92
12/12/2015	PC	12/18/2015	20595	DOYLE, ANNE E.	108		1,361.40
12/12/2015	PC	12/18/2015	20596	LOY, EVELYN R.	117		1,029.35
12/12/2015	PC	12/18/2015	20597	KLOOSTER, ALIDA K.	121		1,441.45
12/12/2015	PC	12/18/2015	20598	GOLOVICH, KAREN J.	122		978.59
12/12/2015	PC	12/18/2015	20599	SPENCLEY, PATRICIA L.	136		1,066.75
12/12/2015	PC	12/18/2015	20600	PANOFF, ZACHARY R.	141		1,026.91
12/12/2015	PC	12/18/2015	20601	MILLER, FAITH G.	142		146.24
12/12/2015	PC	12/18/2015	20602	LEESE, MERRI C.	145		83.11
12/12/2015	PC	12/18/2015	20603	MCGINN, KELLY A.	146		1,455.85
12/12/2015	PC	12/18/2015	20604	DOAN, GERARD P.	201		1,514.73
12/12/2015	PC	12/18/2015	20605	SHRIFT, PETER R.	203		1,252.23
12/12/2015	PC	12/18/2015	20606	SCHLAPPI, JAMES L.	204		981.20
12/12/2015	PC	12/18/2015	20607	UMULIS, MATTHEW T.	205		1,219.53
12/12/2015	PC	12/18/2015	20608	HANKINS, SCOTT A.	208		1,466.07
12/12/2015	PC	12/18/2015	20609	ORBAN, BARBARA K.	209		1,193.21
12/12/2015	PC	12/18/2015	20610	TRAEGER, JASON A.	210		1,196.23
12/12/2015	PC	12/18/2015	20611	MATELSKI, KIMBERLY A.	212		1,134.60
12/12/2015	PC	12/18/2015	20612	ROLOFF, ROBERT P.	304		3,713.38
12/12/2015	PC	12/18/2015	20613	RILEY, DENISE M.	306		406.90
12/12/2015	PC	12/18/2015	20614	LOPER II, GARY D.	308		420.24
12/12/2015	PC	12/18/2015	20615	TEUNIS, STEVEN L.	402		1,665.09
12/12/2015	PC	12/18/2015	20616	WURST, RANDALL W.	411		1,340.10
12/12/2015	PC	12/18/2015	20617	MAYER, SHELLEY L.	412		1,489.73
12/12/2015	PC	12/18/2015	20618	HILLING, NICHOLAS A.	413		1,233.46
12/12/2015	PC	12/18/2015	20619	MEIER III, CHARLES A.	421		1,388.29
12/12/2015	PC	12/18/2015	20620	ZACHARIAS, STEVEN B.	422		1,226.19
12/12/2015	PC	12/18/2015	20621	NISWANDER, JOSEPH F.	504		1,373.26
12/12/2015	PC	12/18/2015	20622	EATON, BRAD A.	515		1,725.97
12/12/2015	PC	12/18/2015	20623	WILSON, TIMOTHY J.	516		1,962.70
12/12/2015	PC	12/18/2015	20624	LAVOIE, RICHARD L.	519		1,674.42
12/12/2015	PC	12/18/2015	20625	STEVENS, BRANDON C.	521		1,936.38
12/12/2015	PC	12/18/2015	20626	DRAVES, MARTIN J.	523		1,558.26
12/12/2015	PC	12/18/2015	20627	BROWN, STEPHANIE C.	524		1,020.34
12/12/2015	PC	12/18/2015	20628	ELLIOTT, PATRICK M.	600		1,738.75
12/12/2015	PC	12/18/2015	20629	SCHWARTZFISHER, JOS	603		1,202.85
12/12/2015	PC	12/18/2015	20630	WELLS JR., DONALD E.	609		1,392.71
12/12/2015	PC	12/18/2015	20631	BRADLEY, KELLY R.	614		1,255.74
12/12/2015	PC	12/18/2015	20632	JONES, ROBERT F.	618		1,176.96
12/12/2015	PC	12/18/2015	20633	DORAN, JUSTIN J.	621		525.62
12/12/2015	PC	12/18/2015	20634	MCGHEE, ROBERT R.	663		1,020.45
12/12/2015	PC	12/18/2015	20635	KIRINOVIC, THOMAS F.	700		403.12
12/12/2015	PC	12/18/2015	20636	BITELY, KATHERINE A.	704		435.43
12/12/2015	PC	12/18/2015	20637	BERTINELLI, DAVID P.	764		870.74
12/12/2015	PC	12/18/2015	20638	HEID, THOMAS J.	802		1,244.00
12/12/2015	PC	12/18/2015	20639	MYER, ELIZABETH A.	900		1,622.72
12/12/2015	PC	12/18/2015	20640	VANLOO, JOSEPH G.	902		412.51
12/12/2015	PC	12/18/2015	20641	WYMAN, MATTHEW A.	927		930.31
12/12/2015	PC	12/18/2015	20642	SCHRADER, LOU ANN	929		147.50
12/12/2015	PC	12/18/2015	20643	BOSS, RYDER S.	932		297.57
12/12/2015	PC	12/18/2015	20644	MILLER, WILLIAM S.	933		941.42
12/12/2015	PC	12/18/2015	20645	MEGGISON, JERRY B.	1036		123.34
12/12/2015	PC	12/18/2015	20646	RILEY, CASEY W.	1052		208.29
12/12/2015	PC	12/18/2015	20647	THORMAN, MIKAYLA R.	1055		460.44

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/12/2015	PC	12/18/2015	20648	JONES, LARRY M.	1057		1,013.06
12/12/2015	PC	12/18/2015	20649	WILLSON, BRENDA R.	1059		506.57
12/12/2015	PC	12/18/2015	20650	TRAVERS, MANUEL J.	1071		282.41
12/12/2015	PC	12/18/2015	20651	RILEY, DANIEL A.	1079		972.89
12/12/2015	PC	12/18/2015	115351	WELLER, LINDA JO	101	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115352	HEYDLAUFF, MARK L.	102	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115353	GOLDING, JOYCE M.	106	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115354	DEROSIA, PATRICIA E.	107	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115355	DOYLE, ANNE E.	108	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115356	LOY, EVELYN R.	117	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115357	KLOOSTER, ALIDA K.	121	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115358	GOLOVICH, KAREN J.	122	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115359	SPENCLEY, PATRICIA L.	136	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115360	PANOFF, ZACHARY R.	141	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115361	LEESE, MERRI C.	145	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115362	MCGINN, KELLY A.	146	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115363	DOAN, GERARD P.	201	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115364	SHRIFT, PETER R.	203	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115365	SCHLAPPI, JAMES L.	204	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115366	UMULIS, MATTHEW T.	205	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115367	HANKINS, SCOTT A.	208	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115368	ORBAN, BARBARA K.	209	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115369	TRAEGER, JASON A.	210	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115370	MATELSKI, KIMBERLY A.	212	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115371	EVANS JR, HALBERT K.	214	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115372	ROLOFF, ROBERT P.	304	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115373	RILEY, DENISE M.	306	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115374	LOPER II, GARY D.	308	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115375	TEUNIS, STEVEN L.	402	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115376	WURST, RANDALL W.	411	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115377	MAYER, SHELLEY L.	412	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115378	HILLING, NICHOLAS A.	413	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115379	MEIER III, CHARLES A.	421	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115380	ZACHARIAS, STEVEN B.	422	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115381	NISWANDER, JOSEPH F.	504	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115382	SWEM, DONALD L.	512	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115383	SWEM, DONALD L.	512		1,789.96
12/12/2015	PC	12/18/2015	115384	EATON, BRAD A.	515	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115385	WILSON, TIMOTHY J.	516	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115386	LAVOIE, RICHARD L.	519	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115387	STEVENS, BRANDON C.	521	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115388	WHITLEY, ANDREW T.	522	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115389	WHITLEY, ANDREW T.	522		1,520.97
12/12/2015	PC	12/18/2015	115390	DRAVES, MARTIN J.	523	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115391	BROWN, STEPHANIE C.	524	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115392	ELLIOTT, PATRICK M.	600	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115393	MORRISON, KEVIN P.	601	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115394	MORRISON, KEVIN P.	601		1,008.13
12/12/2015	PC	12/18/2015	115395	SCHWARTZFISHER, JOS	603	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115396	HODGE, MICHAEL J.	606	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115397	HODGE, MICHAEL J.	606		1,252.39
12/12/2015	PC	12/18/2015	115398	WELLS JR., DONALD E.	609	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115399	BRADLEY, KELLY R.	614	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115400	HART II, DELBERT W.	616	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115401	JOHNSON, STEVEN P.	617	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115402	JOHNSON, STEVEN P.	617		982.89
12/12/2015	PC	12/18/2015	115403	JONES, ROBERT F.	618	Christmas Bonus	61.66

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/12/2015	PC	12/18/2015	115404	DORAN, JUSTIN J.	621	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115405	BISHAW, JAMES H.	633	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115406	MANKER JR, DAVID W.	638	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115407	MCGHEE, ROBERT R.	663	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115408	STANTS, JACOB W.	664	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115409	KIRINOVIC, THOMAS F.	700	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115410	BOSS JR, DALE E.	701		1,116.30
12/12/2015	PC	12/18/2015	115411	BITELY, KATHERINE A.	704	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115412	HOLM, ARTHUR R.	791		404.54
12/12/2015	PC	12/18/2015	115413	HEID, THOMAS J.	802	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115414	GILL, DAVID R.	856	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115415	MYER, ELIZABETH A.	900	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115416	VANLOO, JOSEPH G.	902	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115417	WYMAN, MATTHEW A.	927	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115418	SCHRADER, LOU ANN	929	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115419	BOSS, RYDER S.	932	Christmas Bonus	61.66
12/12/2015	PC	12/18/2015	115420	MILLER, WILLIAM S.	933	Christmas Bonus	64.64
12/12/2015	PC	12/18/2015	115421	STEVENS, JEFFREY W.	1028		306.08
12/12/2015	PC	12/18/2015	115422	ROLOFF, AUDREY M.	1037		2,486.73
12/12/2015	PC	12/18/2015	115423	MATTER, DAWSON K.	1038		2,073.40
Grand Totals:			134				84,462.78

## 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
12/12/2015	12/18/2015	115424	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	248.46
12/12/2015	12/18/2015	115425	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	166.74
12/12/2015	12/18/2015	115425	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	311.88
12/12/2015	12/18/2015	115426	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 12/12/	32.00
12/12/2015	12/18/2015	115427	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,361.16
12/12/2015	12/18/2015	115428	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
12/12/2015	12/18/2015	115429	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	525.02
12/12/2015	12/18/2015	115430	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	323.45
12/12/2015	12/18/2015	115431	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	2,073.09
Grand Totals:		9				5,191.80

*km*

Check Number	Payee	Amount
<b>12/22/2015</b>		
115432	ACE HARDWARE	1,912.13
115433	AIRGAS USA LLC	159.66
115434	ALL-PHASE ELECTRIC SUPPLY CO.	243.96
115435	AMERICAN LEGION AUXILLARY	304.00
115436	AMERICAN WASTE INC.	3,250.76
115437	ANYBATTERY INC.	36.65
115438	ARROW UNIFORM-TAYLOR L.L.C.	1,073.99
115439	AUTO VALUE	417.28
115440	AVFUEL CORPORATION	1,520.00
115441	BARNARD, SUSAN	44.00
115442	BENSON, CHRIS	121.00
115443	BLODGETT, TINA	152.00
115444	BOB MATHERS FORD	21.00
115445	BRADFORD'S	42.25
115446	BREATHING AIR SYSTEMS	1,277.00
115447	BRUDER, JUSTIN C.	920.00
115448	BUNTING, ELAINE	71.00
115449	CARQUEST OF CHARLEVOIX	851.18
115450	CHARLEVOIX DISTRICT LIBRARY	232.50
115451	CHARLEVOIX GLASS INC.	272.53
115452	CHARLEVOIX SCREEN MASTERS INC	1,161.00
115453	CHARLEVOIX STATE BANK	488.00
115454	CHARLEVOIX TOWNSHIP	15.23
115455	CHARTER COMMUNICATIONS	947.88
115456	CHEMICAL SYSTEMS INC.	1,872.00
115457	CINTAS CORPORATION #729	37.87
115458	CIVIC SYSTEMS	2,000.00
115459	COALLIER, ARMAND	84.38
115460	CROOK, EDWIN	55.00
115461	DXE MEDICAL INC	99.00
115462	EJ EQUIPMENT INC	125.87
115463	ELLSWORTH FARMER'S EXCHANGE	184.00
115464	ENMET CORP	228.11
115465	FAMILY FARM & HOME	777.47
115466	FASTENAL COMPANY	52.19
115467	FISHER SCIENTIFIC	478.37
115468	FREEDOM MAILING SERVICES INC.	2,262.40
115469	GALLS AN ARAMARK COMPANY	311.98
115470	GRAINGER	102.00
115471	HACH COMPANY	522.07
115472	HEALTH DEPT OF NW MICHIGAN	230.00
115473	HECKENDORN, KIRK & KATHRYN	76.50
115474	HEID, RALPH	126.50
115475	HERZOG ELECTRIC	657.81
115476	HOLIDAY COMPANIES	4,675.49
115477	HOLIDAY LIGHTING SERVICES INC.	1,800.00
115478	HYDRO CORP	515.00
115479	HYDRODYNAMICS INC.	4,242.71

Check Number	Payee	Amount
115480	IDEXX DISTRIBUTION INC.	1,234.37
115481	INDUSTRIAL MARKETING	128.18
115482	J & B MEDICAL SUPPLY INC.	287.40
115483	JACK DOHENY SUPPLIES INC	130.00
115484	KASSBOHRER ALL TERRAIN VEHICLE	1,085.72
115485	KING PAR LLC	225.87
115486	KLOOSTER, ELOISE	16.50
115487	KMart	410.41
115488	KSS ENTERPRISES	120.79
115489	LAKESHORE TIRE & AUTO SERVICE	393.90
115490	MAUNEY, AMBER	60.09
115491	MDS OF MICHIGAN INC	2,117.18
115492	MICHIGAN MUNICIPAL LEAGUE	49.00
115493	MICHIGAN OFFICEWAYS INC	4,030.36
115494	MICHIGAN WATER ENV ASSOC	800.00
115495	MISS DIG SYSTEM INC	1,164.61
115496	NORTH CENTRAL MICHIGAN COLLEGE	2,200.00
115497	NORTHERN MICHIGAN REVIEW INC.	405.61
115498	OLESON'S FOOD STORES	2.09
115499	OLSON BZDOK & HOWARD	3,797.10
115500	PERFORMANCE ENGINEERS INC	2,074.64
115501	PERSONAL GRAPHICS	50.00
115502	PREFERRED WASTE 2 LLC	605.00
115503	PREIN & NEWHOF	1,731.25
115504	PRESTON FEATHER	35.87
115505	PRO WEB MARKETING LLC	140.00
115506	PTM DOCUMENT SYSTEMS	142.18
115507	QUICK CARE MEDICAL CENTER	80.00
115508	R B LYONS INC	3,895.00
115509	RAMSEY, KYLE	55.00
115510	RANGE TELECOMMUNICATIONS	153.60
115511	RICK-BIDDICK, MICHELLE	812.50
115512	RILEY, DENISE	6.99
115513	ROSENTHAL, JOSHUA	22.41
115514	SCHMUCKAL OIL CO	677.60
115515	SCIENTIFIC BRAKE & EQUIP CO	212.08
115516	SEARS COMMERCIAL ONE	799.99
115517	SECURITY SANITATION INC.	148.89
115518	STATE OF MICHIGAN	180.00
115519	STATE OF MICHIGAN	70.00
115520	SYSTEMS SPECIALISTS INC	175.00
115521	TERMINAL SUPPLY CO	362.28
115522	TRAEGER, JASON	52.00
115523	UP NORTH PROPERTY SERVICES LL	560.00
115524	UTILITY FINANCIAL SOLUTIONS	3,000.00
115525	WALTERS SHARPENING SVC. INC.	56.00
115526	WATERBURY, STEPHEN	22.00
115527	WHITLEY'S FLOOR COVERING	2,500.73
115528	WILLCOME TREE SERVICE	4,410.00

Check Number	Payee	Amount
115529	WINDER POLICE EQUIPMENT	89.10
115530	WORK & PLAY SHOP	86.92
Total 12/22/2015:		78,917.93
Grand Totals:		78,917.93

Check Number	Payee	Amount
<b>12/04/2015</b>		
120415006	PAYMENT SERVICE NETWORK INC.	228.90
Total 12/04/2015:		228.90
Grand Totals:		228.90

Check Number	Payee	Amount
<b>12/07/2015</b>		
120715001	MICHIGAN PUBLIC POWER AGENCY	7,206.13
Total 12/07/2015:		7,206.13
Grand Totals:		7,206.13

Check Number	Payee	Amount
<b>12/08/2015</b>		
120815001	DTE ENERGY	891.48
Total 12/08/2015:		891.48
Grand Totals:		891.48

Check Number	Payee	Amount
<b>12/09/2015</b>		
120915001	STATE OF MICHIGAN	17,833.95
Total 12/09/2015:		17,833.95
Grand Totals:		17,833.95

Check Number	Payee	Amount
<b>12/14/2015</b>		
121415001	MICHIGAN PUBLIC POWER AGENCY	7,433.86
Total 12/14/2015:		7,433.86
Grand Totals:		7,433.86

Check Number	Payee	Amount
<b>12/15/2015</b>		
121515001	DTE ENERGY	1,969.84
Total 12/15/2015:		1,969.84
Grand Totals:		1,969.84

Check Issue Date	Check Number	Payee	Amount
<b>121815001</b>			
12/18/2015	12181500	**EFTPS* Payroll Taxes	7,899.89
12/18/2015	12181500	**EFTPS* Payroll Taxes	7,899.89
12/18/2015	12181500	**EFTPS* Payroll Taxes	1,847.87
12/18/2015	12181500	**EFTPS* Payroll Taxes	1,847.87
12/18/2015	12181500	**EFTPS* Payroll Taxes	11,970.09
Total 121815001:			
	5		31,465.61
<b>121815002</b>			
12/18/2015	12181500	Alerus Financial	420.00
Total 121815002:			
	1		420.00
<b>121815003</b>			
12/18/2015	12181500	STATE OF MICHIGAN	4,636.82
Total 121815003:			
	1		4,636.82
<b>121815004</b>			
12/18/2015	12181500	Vantagepoint - 401 Plan 109153	686.22
Total 121815004:			
	1		686.22
<b>121815005</b>			
12/18/2015	12181500	Vantagepoint - 457 Plan 300959	5,396.58
12/18/2015	12181500	Vantagepoint - 457 Plan 300959	506.56
12/18/2015	12181500	Vantagepoint - 457 Plan 300959	1,805.51
12/18/2015	12181500	Vantagepoint - 457 Plan 300959	5,356.70
Total 121815005:			
	4		13,065.35
Grand Totals:			
	12		50,274.00

Km

Check Number	Payee	Amount
<b>12/22/2015</b>		
2639	CHARLEVOIX COUNTY TREASURER	130,398.19
2640	CHARLEVOIX COUNTY TREASURER	160.61
2641	CHARLEVOIX DISTRICT LIBRARY	47,563.58
2642	CHARLEVOIX PUBLIC SCHOOLS	3,971.76
2643	CHARLEVOIX PUBLIC SCHOOLS	860.47
2644	CHARLEVOIX PUBLIC SCHOOLS	40.67
2645	CHARLEVOIX PUBLIC SCHOOLS	418.81
2646	CHARLEVOIX PUBLIC SCHOOLS	89.03
2647	CITY OF CHARLEVOIX - TAXES DUE	33,601.09
2648	JACOBSON, STUART & SHEILA	7,159.66
2649	RECREATIONAL AUTHORITY	8,671.96
Total 12/22/2015:		232,935.83
Grand Totals:		232,935.83

**CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT**

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Public Hearing on Request to Vacate Portion of Division Street

**DATE:** December 21, 2015

**PRESENTED BY:** Mark L. Heydlauff, City Manager  
Jim Malewitz, Performance Engineers (on behalf of the company)

**ATTACHMENTS:** Letter from Jim Malewitz, Performance Engineers  
Drawing of Proposed Intersection  
Public Comment letter from John Haggard  
Resolution

**BACKGROUND INFORMATION:**

The Krist Oil Company has purchased a lot in Charlevoix Township at the corner of Mercer and US 31. There is also a sliver of Division Street running through this land between US 31 and Mercer. The north half of this portion of Division is in Charlevoix Township and the southern half is in the City. The Krist Oil Company, through Jim Malewitz of Performance Engineers, has filed a request with the City to abandon our portion of Division Street, as outlined on the attached drawing; they have also paid the required \$250 fee for this request.

Our staff has reviewed the plan and the Company has agreed to the recommendations we have made regarding the reconfigured intersection. The company will also be donating 15 trees to us for planting as we see fit. The Shade Tree Commission has briefly discussed where they might be planted. MDOT has approved of the plans and believes intersection safety will be improved.

**RECOMMENDATION:**

Authorize the vacation of Division Street as proposed and adopt the attached resolution.



**Performance Engineers Inc.**  
Civil / Structural Engineering

RECEIVED

NOV 19 2015

CITY OF CHARLEVOIX

November 18, 2015

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

RE: Abandonment of a Portion of Division Street at Mercer and US-31

Dear Mark:

Krist Oil Inc. is requesting that a portion of Division Street be abandoned. This portion of Division is located at the Mercer intersection and extends east approximately 260 feet to US-31. Approximately one half of this right of way is in the City of Charlevoix and the other approximate half is in Charlevoix Township.

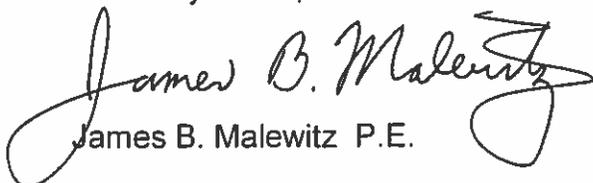
This proposed abandonment and Mercer intersection reconfiguration has been presented to MDOT and Charlevoix Township officials. Both entities believe that this would be a safety upgrade and have approved of the plan that is attached for your consideration. The City of Charlevoix street department has made input to the configuration of the plan being presented.

A legal description of the City of Charlevoix portion of the proposed abandoned section of road right of way is being prepared by Ferguson and Chamberlain along with the legal description of the triangular portion to be deeded to the City of Charlevoix and/or MDOT. It is recommended that the City retain a 20' wide utility easement along the west boundary of the Krist Oil Site for maintenance of the existing sanitary sewer and water main.

Krist Oil would like to obtain approval for the abandonment as soon as possible so that it can also approach Charlevoix Township for abandonment of their portion of this right of way. There is a meeting scheduled with the Township on December 14<sup>th</sup> for possible abandonment of their portion of the right of way.

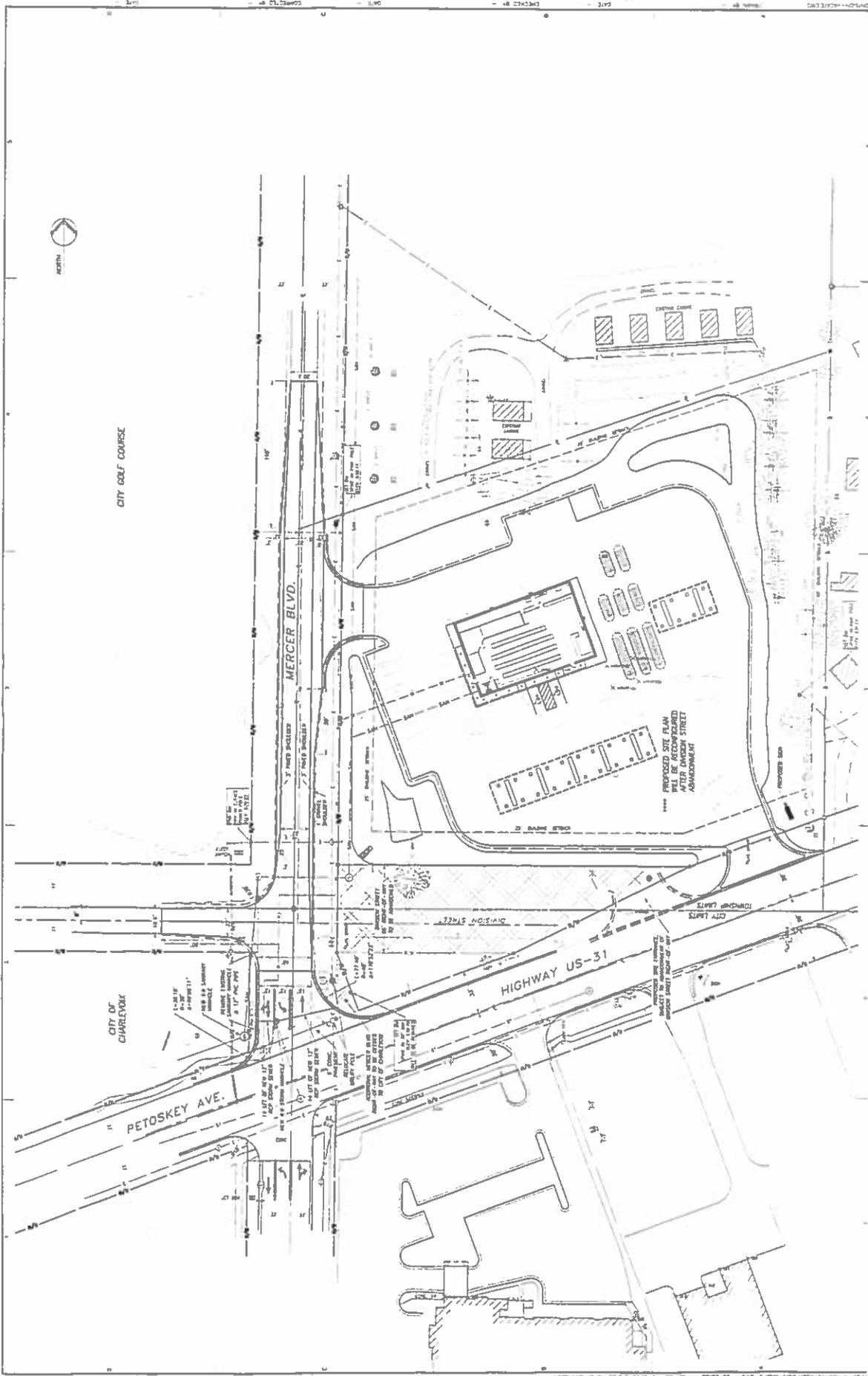
Please contact me if you need any additional information to allow for this consideration to move forward. We look forward to working with you on this safety upgrade to US-31.

Sincerely Yours,

  
James B. Malewitz P.E.

406 Petoskey Ave. • Charlevoix, MI 49720 • (231) 547-2121 • Fax: (231) 547-0084

[www.performanceeng.com](http://www.performanceeng.com)



<p>15-4679 1 of 1</p>	<p>PROPOSED DIVISION STREET RIGHT-OF-WAY ABANDONMENT AND MERCER BLVD RIGHT-OF-WAY EXPANSION</p>	<p>KREST FOOD MART STORE CHARLEVOIX NORTH</p>	<p>MSK C. STORES, INC. 376 HES STREET, ROCK AVE., MI 49813</p>	<p>Performance Engineers, Inc.</p>
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*Haggard's*  
**PLUMBING and HEATING**  
"Business of Quality and Service"  
"Charlevoix-the-Beautiful"  
haggardsinc@hotmail.com

RECEIVED  
DEC 15 2015  
City of Charlevoix

Date: December 11, 2015

To: Charlevoix Clerks Office  
210 Main St.  
Charlevoix, MI 49720  
Attn: Joyce Golding, City Clerk

RE: Motion passed to hold a public hearing on December 21, 2015 at 7p.m. in Council Chambers to receive input on a request to vacate a portion of Division Street.

To Whom it May Concern,

Upon reviewing the above Notice of Public Hearing of the Zoning Board of Appeals, I would like to express my support with the above case's requests. Haggard's Plumbing & Heating is not at all opposed to the changes of the property and/or the request to the Zoning Board. If a property owner is fortunate enough to have the ability and the resources in this time of economical struggles to either build and/or improve their existing property, we would like to see their request granted. It would prove positive for the local, county, state and country to do all we can to improve and promote growth in any way possible.

Sincerely,

*Haggard's Plumbing & Heating*

**RESOLUTION # 2015-12-XX**

**WHEREAS,** the City of Charlevoix has received a request to abandon a portion Division Street located between Mercer Boulevard and US 31 (Petoskey Avenue) ; and

**WHEREAS,** the procedures have been followed for the vacation of a public street under the applicable City Code; and

**WHEREAS,** after a public hearing, the City Council has determined that it is advisable to vacate, discontinue and abolish a portion of Division Street located between Mercer Boulevard and US 31 (Petoskey Avenue). The section is described below:

***PORTION OF DIVISION STREET IN THE CITY OF CHARLEVOIX TO BE ABANDONED:*** *In the City of Charlevoix, Charlevoix County, Michigan, Commencing at the West 1/4 corner of Section 24, Town 34 North, Range 8 West; thence along the East and West 1/4 line of said section, South 89°42'03" East 33.00 feet to the East line of Mercer Road, being the POINT OF BEGINNING of this description; thence continuing along said 1/4 line, South 89°42'03" East 197.09 feet to the Northwesterly line of Highway U.S. 31; thence along said highway line, South 63°36'13" West 73.46 feet; thence North 89°42'03" West 131.63 feet to the East line of said Mercer Road; thence along said road line, North 00°35'19" East 33.00 feet to the Point of Beginning; being a part of the Northwest 1/4 of the Southwest 1/4 of Section 24, Town 34 North, Range 8 West.*

**THEREFORE BE IT RESOLVED** that the portion of Division Street that lies between Mercer Boulevard and US 31 (Petoskey Avenue) in the City of Charlevoix is hereby abandoned with the condition that the City of Charlevoix shall retain a 20' wide utility easement along the west boundary of the Krist site for the maintenance of existing sanitary sewer and water main.

RESOLVED, this \_\_\_\_\_ day of \_\_\_\_\_, 2015, A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Authorize purchase of two, one-ton dump trucks

**DATE:** December 21, 2015

**PRESENTED BY:** Pat Elliott

**ATTACHMENTS:** None

**BACKGROUND INFORMATION:** In the current Motor Pool Budget, we have allocated \$60,000.00 for the purchase of two, one-ton dump trucks. These two purchases would replace two of the oldest dump trucks in our fleet. These trucks are used for a multitude of different things like picking up garbage, hauling soil/sand to job sites, picking up brush/leaves/grass clippings etc. My goal would be to purchase two used vehicles vs. two new vehicles due to the cost savings that we can realize by purchasing used. I would respectfully request Council pre-authorize me to spend up to \$60,000.00 to purchase these two vehicles. By authorizing me to spend up to that amount we will be consistent with the approved budget and it would allow me to shop for the best two trucks and make a commitment to the dealerships as soon as we find the truck we want. By not authorizing me to spend up to the budgeted amount, we run the risk of having someone else purchase the vehicle while I am waiting for the next Council meeting to get the official approval from Council.

**RECOMMENDATION:** Authorize the DPW Superintendent and City Manager to purchase two, one-ton dump trucks at a combined price not to exceed \$60,000.

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Purchase of ½ ton truck for the DPW

**DATE:** December 21, 2015

**PRESENTED BY:** Patrick Elliott

**ATTACHMENTS:** None

**BACKGROUND INFORMATION:** In the approved 2014/15 budget, we allocated \$25,000.00 for the purchase of a ½ ton, two wheel drive pickup truck. This truck will be the replacement for a 1995 Ford ½ ton truck that is at the point of being unsafe and unreliable. We have located a used ½ ton truck at Jim Wernig Chevrolet of Gaylord that will meet our needs. The truck is a 2011, two wheel drive with a little over 38,000 miles on it. This truck will mostly be used by our parks maintenance crew during the summer to haul mowers and other equipment to and from our many parks. Our mechanic, Mike Hodge, has given the truck an inspection and he feels it is very solid and worth the price of \$18,229.00.

**RECOMMENDATION:** Authorize the purchase of one Chevrolet ½ ton truck from Jim Wernig Chevrolet in the amount of \$18,229.00.

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Request to Apply for Michigan Department of Transportation Permits

**DATE:** December 21, 2015

**PRESENTED BY:** Mark L. Heydlauff, City Manager

**ATTACHMENTS:** MDOT Performance Resolution for Governmental Bodies

**BACKGROUND INFORMATION:**

The State of Michigan Department of Transportation (MDOT) requires various permits to be obtained to work in the highway right-of-way. The City Staff desires to apply for an Annual Permit to plant and maintain petunias, plant, remove and trim trees, work on various overhead and underground utilities, do survey work and soil borings, emergency hazardous spill/clean up, host parades and other day to day maintenance operations in the US 31 right-of-way.

**RECOMMENDATION:**

Approve the attached performance resolution for governmental bodies that is required by MDOT for any operations within the highway right-of-way.

**PERFORMANCE RESOLUTION FOR  
GOVERNMENTAL AGENCIES**

*This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipality an "Individual Permit for Use of State Highway Right of Way" or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way".*

RESOLVED WHEREAS, the City of Charlevoix  
(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and under State Highway right of way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without its specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
3. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
4. The GOVERNMENTAL AGENCY It will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
5. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

- 6. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent he DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 7. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

NAME AND/OR TITLE  
 Mark L. Heydlauff, City Manager  
 Pat Elliott, DPW Superintendent  
 Don Swem, Electric superintendent  
 Linda Jo A. Weller, Executive Assistant

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by  
 the Charlevoix City Council  
 (Name of Board, etc)

of the City of Charlevoix of Charlevoix  
 (Name of GOVERNMENTAL AGENCY) (County)

at a regular Council Meeting meeting held on the 21st day  
 of December A.D. 2015.

SIGNATURE	TITLE	PRINT NAME
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## Planned activities in Charlevoix for 2016

May 30, 2016	Memorial Day Parade Closure of US 31 for ½ hour detour will be provided
May 26, 2016	Petunia Planting – Closure of portion of US 31 and M-66 to permit planting of petunias
June 27, 2016	Charlevoix Marathon
June 26-28, 2016	Summer Art Show
July 4, 2016	July 4 <sup>th</sup> parade Closure of US 31 for ½ hour detour will be provided
July 9-10, 2016	Craft Show
July 15-16, 2016	Street Legends Drive In & Car Show
July, 2016	Petunia Weeding (exact date unknown)
July 23, 2016	Venetian Foot Race along Channel
	Parade Closure of US 31 for 1½ hour detour will be provided
August 6, 2016	Waterfront Art Show
August, 2016	Petunia Weeding (exact date unknown)
October, 2016 TBD	Charlevoix High School homecoming Closure of US 31 for ½ hour detour will be provided
November - December, 2016 TBD	Charlevoix Holiday Parade Closure of US 31 for ½ hour detour will be provided
December 31, 2016	Bridge Drop Closure of US 31 bridge for 15 minutes

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** *St. Mary's Challenger Propeller Donation*

**DATE:** December 21, 2015

**PRESENTED BY:** Mark L. Heydlauff, City Manager

**ATTACHMENTS:** Photographs and map

**BACKGROUND INFORMATION:**

Late this summer, I was contacted by the Operations Manager from St. Mary's Cement. He said the company was interested in donating the bronze propeller (or screw) from the retired *St. Mary's Challenger*. City staff reviewed the proposal but since the Donation Acceptance Policy was then under review, we held the proposal until it was finished.

This past Monday in accord with the policy and Council's wishes, I presented to the Planning Commission the prospect of the City receiving the propeller for public display along the Pine River Channel near the DNR Fish Hatchery. We have received preliminary approval from the Army Corps of Engineers and the DNR for this placement but those would need to be finalized. The Planning Commission endorsed accepting the propeller as further recognition of the importance Lake Michigan navigation has played in the development of this community.

Among items that still need to be determined:

- Style of plaque/sign explaining the history of the propeller
- Placement of the propeller

St. Mary's Cement has offered to clean the bronze finish before we receive it and has also volunteered to cover costs for cement needed to place the propeller.

I seek Council's direction on whether you would like to accept this donation, set a public hearing to gather more public feedback, and/or have staff clarify some details before bringing it back to you.

**RECOMMENDATION:** Council discussion and direction.





**CHARLEVOIX  
FISHERIES RESEARCH  
STATION**

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** McSauba Recreation Area Special Event Request

**DATE:** December 21, 2015

**PRESENTED BY:** Mark L. Heydlauff, City Manager

**ATTACHMENTS:** McSauba Recreation Area Special Event Policy (Draft)

**BACKGROUND INFORMATION:**

We have occasionally had requests for events at the McSauba complex. Before granting an event request, I would like a consistent policy in place governing all such requests. This policy has been crafted with the assistance and input of Bo Boss, Tom Kirinovic, Katherine Forrester, Gerard Doan, and Linda Weller. I believe we have addressed issues from a variety of angles and developed a policy that will permit some events but only when it is logical for our staffing considerations at the complex. The fee structure and process is consistent with other City facilities.

**RECOMMENDATION:**

- If Council desires to make modifications, propose amendments as you may wish.
- If Council wishes to make no changes, authorize as presented.

## Request for Event at Mt. McSauba Recreation Area

The City of Charlevoix will accept and review any requests for special events and weddings at the Mt. McSauba Recreation Area. As with other event requests, the City Manager's Office will oversee this review and work closely with all appropriate City departments to consider the request, coordinate appropriate action with the applicant and departments, and confirm/deny the request. Please review the information listed below if you are interested in holding an event on City property.

The months of operation for the recreation area are from mid-December through mid-March and mid-June through mid-August. Any event request must take place during this timeframe of operation for Mt. McSauba..

The City of Charlevoix will use the following criteria to consider your request for use of the McSauba Recreation Area:

1. Staff are required for all events and will make restrooms and portions of some buildings available. Events will only be scheduled when staff are available; staff may or may not be available when you wish to have an event.
2. The fee for usage established by the City Council for the Mt. McSauba Recreation Area is \$150 for the first 2-hour block of time of any request and \$100 per hour for each additional hour of any request. Additionally, a \$25 per hour cost will be assessed to cover the hourly rate of City staff member(s) supervising your event. The City will determine the appropriate number of staff based on the size of your event. The City Council will, from time to time, update any and all fees associated with the use of the McSauba Recreation Area.
3. Use of any equipment at McSauba will require an additional fee. You are not allowed to bring your own equipment for your event (i.e. snowmobile) or operate City owned equipment (i.e. towrope/snowmobile). Only City staff members are allowed to operate City equipment.
4. Events must generally take place outside the hours of operation for the Mt. McSauba Recreation Area. Events cannot be held during ski lessons or summer camp. Your event must comply with licensing and safety regulations set forth by the City and the State of Michigan. The ordinances of the City of Charlevoix (Chapter 31, Title III of Charlevoix City Code) and Charlevoix Township will govern the use of fireworks, alcohol, noise, and all other activities. Chinese lanterns are not allowed to be used at the Recreation Area.
5. Based on the size of your party and the activity involved, you may be requested to name the City as an additional insured on liability insurance that you would be required to purchase.

Thank you so much for your interest in hosting an event at the Mt. McSauba Recreation Area. Please contact our office with any questions you may have. You can reach us at 231-547-3252.