

**AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING**

Monday, April 4, 2016 - 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 - March 21, 2016 Regular Meeting PG 1-9
 - B. Accounts Payable Check Registers & Payroll Check Registers PG 10-24
 - C. Shade Tree Commission Resignation - Candyce Speck PG 25
 - D. Historic District Commission Resignation - Linda Mason PG 26
 - E. Certificate of Appreciation - Kenneth Staley PG 27
 - F. Certificate of Appreciation - Jessica Spencer PG 28
 - G. Certificate of Appreciation - Don Heise PG 29
 - H. Certificate of Appreciation - John Hess PG 30
- V. Public Hearings**
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Donate Garden Plots PG 31-33
 - B. Refuse Collection Bid PG 34
 - C. Tree Trimming/Removal Bid PG 35-36
 - D. Fuel Agreement Bid PG 37
 - E. Employee Uniform Bid PG 38-39
 - F. Restroom Cleaning Contract PG 40-41
 - G. Roof Project at 109 Mason Street PG 42
 - H. Tree Inventory Proposal PG 43-44
 - I. Wire Transfer Agreement PG 45-46
 - J. Mayoral Appointments PG 47-56
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
 - A. Set Public Hearing for Earl Young Historic District PG 57-79
- IX. Resolutions**
 - A. Wire Transfer Resolution PG 46
- 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 March 31, 2016 4:00 p.m.

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, March 21, 2016 – 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 7:00 p.m. by Deputy Mayor Shane Cole.

I. Pledge of Allegiance

II. Roll Call of Members Present

Deputy Mayor: Shane Cole
City Manager: Mark Heydlauff
Recording Secretary: Linda Weller
Members Present: Councilmembers Shirley Gibson, Luther Kurtz, Leon Perron, Bill Supernaw
Absent: Mayor Gabe Campbell, Councilmember Aaron Hagen

III. Inquiry Regarding Possible Conflicts of Interest

Councilmember Kurtz recused himself from the Airport Attendant job descriptions item.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – March 7, 2016 Regular Meeting Minutes
- B. Regular Accounts Payable Check Register – March 22, 2016
- C. ACH Payments – March 4, 2016–March 15, 2016
- D. Tax Disbursement March 22, 2016
- E. Payroll Check Register – March 11, 2016
- F. Payroll Transmittal – March 11, 2016

V. Public Hearings

A. Lake Harbor Apartments PILOT Ordinance

City Manager Heydlauff explained that Lake Harbor Apartments requested a Payment in Lieu of Tax (PILOT) - a method to encourage the improvement and development of housing intended to serve persons of low to moderate income.

Tom Lapka, co-owner of Lake Harbor Apartments, shared the timeline, cost and details of the project. He stated that he will focus on local contractors when possible.

Deputy Mayor Cole opened the item to public comment at 7:08 p.m. There was no comment, and the item was closed to the public.

B. St. Marys Challenger Propeller Donation

In December, Council considered whether to accept the donation of the *St. Marys Challenger* propeller. The Planning Commission suggested that if the City accepted the propeller, it might be placed along the Pine River Channel near the DNR Fish Hatchery. St. Marys offered to clean the propeller prior to display. Council requested a public hearing. A Facebook poll indicated that the public was in favor of the donation. Council also discussed potential liability issues.

Deputy Mayor Cole opened the item to public comment at 7:16 p.m.

Don Seelye was in favor of the donation.

The item was closed to the public at 7:17 p.m.

VI. Reports

City Manager Heydlauff extended the City's condolences to the family of seasonal employee Dennis Curtis. Construction should commence on the infrastructure project in a couple of weeks. City Manager Heydlauff thanked Bo Boss at Mt. McSauba for a successful season and he congratulated him on 40 years of service. City Manager Heydlauff thanked Executive Assistant Weller for acting as the recording secretary at this meeting and congratulated her on receipt of the 2014 Customer Service award.

VII. Requests, Petitions and Communications and Actions Thereon

A. Purchase Two 1-ton Trucks

DPW Superintendent Elliott stated that at a previous Council meeting Council authorized \$60,000 to purchase two used 1-ton dump trucks. Since that approval, Staff was unable to locate two trucks in good condition. As an alternative, DPW Superintendent Elliott procured a \$63,572 quote from Berger Chevrolet for two new vehicles using the MIDEAL program. This amount is \$3,572 over the approved amount, but still within the Motor Pool Fund budget. He noted that local dealerships were unable to match this competitive bid.

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

Motion by Councilmember Kurtz, second by Councilmember Gibson, to approve the purchase of two 1-ton dump trucks, for a total amount of \$63,572 under the MIDEAL program.

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

B. 2016 Power Line Trimming Contract

Electric Superintendent Swern reported that trees are encroaching on the power lines. In addition, there is a new problem that is becoming an issue - the ash trees infected by the emerald ash borer. He stated that the electric industry as a whole, is proactively cutting down infected ash trees to protect lines and workers. The City budgeted \$190,000 for this project and received four bids for the work. Asplundh was low bidder.

Deputy Mayor Cole opened the item to public comment.

Don Seelye questioned Superintendent Swern regarding the infected trees.

The item was closed.

Motion by Councilmember Supernaw, second by Councilmember Perron, to award the tree trimming contract to Asplundh Tree Expert Co. at the hourly rates as bid and authorize the Mayor and Clerk to sign the contract with Asplundh.

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

C. Consideration to Approve the Airport Attendant (seasonal), Airport Attendant (part-time), Electric Department Technician, Foreman/Spray Tech, Mt. McSauba Camp Counselor, Mt. McSauba Junior Camp Counselor, and Water Distribution System Operator Job Descriptions

City Manager Heydlauff requested the approval of changes to the Airport Attendant (part-time), Foreman/Spray Tech, Mt. McSauba Camp Counselor, Mt. McSauba Junior Camp Counselor and Water Distribution System Operator job descriptions and new positions of Airport Attendant (seasonal) and Electric Department Technician.

Deputy Mayor Cole 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 Airport Attendant (seasonal), Airport Attendant (part-time), Electric Department Technician, Foreman/Spray Tech, Mt. McSauba Camp Counselor, Mt. McSauba Junior Camp Counselor, and Water Distribution System Operator job descriptions as presented.

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

D. USCG Acacia Buoy Donation

City Manager Heydlauff was contacted by representatives of the United States Coast Guard in Sault Ste. Marie, who offered to give the City of Charlevoix the last service buoy from the USCGC Acacia once stationed in Charlevoix. Pursuant to the Donation Acceptance Policy, the donation proposal was referred to the Planning Commission which recommended the City accept the buoy and place it along the Pine River Channel near the DNR Fish Hatchery or the Beaver Island Boat Company in Robert Bridge Memorial Park.

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

Motion by Councilmember Cole, second by Councilmember Gibson, to accept the Acacia buoy donation to be located near the DNR Fish Hatchery.

Yeas: Kurtz, Perron, Gibson, Cole, Supernaw

Nays: None
Absent: Hagen

E. Bike Rack Donation

City Manager Heydlauff stated that the LaBlance family offered to donate a second bike rack to Charlevoix. Pursuant to the Donation Acceptance Policy, the proposed donation was referred to the Planning Commission who recommended an 18-place bike rack be placed in Robert Bridge Memorial Park of consistent color.

Deputy Mayor Cole opened the item to public comment.

Maureen Owens questioned the details of powder coating the bike rack.

Don Seelye was against powder coating the bike rack and suggested "bike" signage.

The item was closed to the public.

Motion by Councilmember Gibson, second by Councilmember Perron, to accept the LaBlance family bike rack for placement in Bridge Park.

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

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
None.

X. Ordinances

A. Lake Harbor Apartments PILOT Ordinance

Motion by Councilmember Supernaw, seconded by Councilmember Cole, to approve Ordinance No. 777 of 2016, as follows:

CITY OF CHARLEVOIX
ORDINANCE NO. 777 of 2016

AN ORDINANCE TO AUTHORIZE THE PAYMENT OF AN ANNUAL SERVICE CHARGE IN LIEU OF TAXES FOR RESIDENTIAL UNITS SERVING LOW INCOME OR MODERATE INCOME PERSONS IN ACCORDANCE WITH THE STATE HOUSING DEVELOPMENT AUTHORITY ACT 346 OF THE PUBLIC ACTS OF MICHIGAN OF 1966, AS AMENDED, AND MATTERS RELATED THERETO

THE CITY OF CHARELVOIX ORDAINS:

Section 1. **Purpose.** This Ordinance authorizes and approves an annual service charge in lieu of taxes for residential housing developments that: (a) serve Low Income or Moderate Income Persons (as defined in the State Housing Development Authority Act, Act 346 of the Public Acts of Michigan of 1966, as amended, and this Ordinance); (b) are financed or assisted by USDA-RD or the Authority in accordance with Act 346; (c) are located within the City of Charlevoix; and (d) comply with this Ordinance.

Section 2. **Title.** This Ordinance shall be known and cited as the "City of Charlevoix Tax Exemption Ordinance."

Section 3. **Preamble.** It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for low income citizens and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with Act 346. The City is authorized by Act 346 and this Ordinance to establish or change the annual service charge to be paid in lieu of taxes by any and all classes of housing exempt from taxation under Act 346 at any amount it chooses not to exceed the taxes that would be paid but for Act 346. It is further acknowledged that housing for low income persons and families is a public necessity, and as the City will be benefitted and improved by such housing, the encouragement of the same by providing certain real estate tax exemptions for such housing is a valid public purpose; further, that the continuance of the provisions of this Ordinance for tax exemption and the service charge in lieu of taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of housing developments which are constructed and financed in reliance on such tax exemption. The City acknowledges that Watemark II Limited Dividend Housing Association Limited Partnership (the "Sponsor" as defined in Section 4 of this Ordinance) has committed to rehabilitate, own and operate a housing development identified

as "Lake Harbor Apartments" on certain property located on 637 Petoskey Avenue, Charlevoix, Michigan, which is legally described in Section 4.G. of this Ordinance, to serve Low Income or Moderate Income Persons, and that the Sponsor has offered to pay and will pay to the City, on account of the Housing Development, an annual service charge for public services in lieu of all taxes.

Section 4.

Definitions. The terms used within this Ordinance shall have the following meanings:

- A. "Act" means the State Housing Development Authority Act, being Act 346 of the Public Acts of Michigan of 1966, as amended.
- B. "Annual Shelter Rents" means the total actual collections during each calendar year from all occupants of a housing development representing rents or occupancy charges, which rental amounts shall be exclusive of charges for gas, electricity, heat, or other utilities furnished to the occupants.
- C. "Authority" means the Michigan State Housing Development Authority.
- D. "Class" means the Housing Development known as Lake Harbor Apartments for Low Income or Moderate Income Persons.
- E. "Contract Rents" are as defined by the U.S. Department of Housing and Urban Development in regulations promulgated pursuant to the U.S. Housing Act of 1937, as amended.
- F. "Federally-Aided Mortgage" means any of the following:
 - (i) A below market interest rate mortgage insured, purchased, or held by the Secretary of the Department of Housing and Urban Development (HUD) or United States Department of Agriculture - Rural Development (USDA-RD);
 - (ii) A mortgage receiving interest reduction payments provided by the HUD or USDA-RD;
 - (iii) A Housing Development to which the Authority allocates low income housing tax credits under Section 22b of the Act; or
 - (iv) A mortgage receiving special benefits under other federal law designated specifically to develop low and moderate-income housing, consistent with the Act.
- G. "Housing Development" means a development which contains a significant element of housing for persons of low income and such elements of other housing, commercial, recreational, industrial, communal, and educational facilities as the Authority determines to improve the quality of the development as it relates to housing for persons of low income. For the purposes of this Ordinance, "Housing Development" means Lake Harbor Apartments located on the property legally described as:

Land located in the City of Charlevoix, County of Charlevoix, and State of Michigan, described as: Commencing at a 1 inch, iron bar (set by Robinson) at the East quarter of Section 23, Town 34 North, Range 8 West; thence on a bearing of West along the East and West quarter line of said section, as monumented, 1320.32 feet to a nail on the East eighth line of said section, as monumented; thence South 0°12'44" West along said eighth line, 297.34 feet (recorded as 297.0 feet) to a concrete monument, being the point of Beginning of this description; thence continuing along said eighth line, as monumented, South 0°58'24" West 33.20 feet to a concrete monument recorded as being 1321.0 feet West and 330.0 feet South of the quarter corner between Sections 23 and 24, Town 34 North, Range 8 West; thence North 89°46'01" West 161.20 feet (recorded as 161.62 feet) to a concrete monument; thence South 0°34'28" East along the Easterly line of the former A. D. Cruickshank property 320.75 feet (recorded as 321.38 feet) to a concrete monument on the Northwestern line of Highway U.S. 31; thence North 6°40'46" East along said highway line, 340.27 feet (recorded as 339.37 feet) to a ½ inch rod on the Westerly line of "CHEZ CHARLEVOIX" Condominium as recorded in Liber 232, Page 955, Charlevoix County Records; thence North 0°04'56" West along said Westerly condominium line 295.21 feet (recorded as 294.99 feet) to a ½ inch rod; thence South 69°25'38" West 171.03 feet (recorded as 169.73 feet) to the point of beginning; being a part of the West Half of the Southeast Quarter of Section 23, Town 34 North, Range 8 West.

- H. "Low Income or Moderate Income Persons" shall be as defined in the Act, as amended.
- I. "Sponsor" means person(s) or entities which have applied to the Authority for the Tax Credits to finance a Housing Development. For the purposes of this Ordinance, the Sponsor is Watermark II Limited Dividend Housing Association Limited Partnership.
- J. "Tax Credits" means the low income housing tax credits made available by the Authority to the Sponsor for rehabilitation of the Housing Development by the Sponsor in accordance with the Low Income Housing Tax Credit Program administered by the Authority under Section 42 of the Internal Revenue Code of 1986, as amended.
- K. "USDA-RD" means the United States Department of Agriculture, Rural Services Division.

L. "Utilities" means fuel, water, sanitary sewer service and/or electrical service, which are paid by the Housing Development.

Section 5. Class of Housing Development. This Ordinance shall apply only to the Housing Development to the extent that the Housing Development provides housing for Low Income and Moderate Income Persons and is financed or assisted by USDA-RD or the Authority pursuant to the Act.

Section 6. Establishment of Annual Service Charge.
 A. The City acknowledges that the Sponsor and USDA-RD and/or the Authority have established the economic feasibility of the Housing Development in reliance upon the enactment and continuing effect of this Ordinance and the qualification of the Housing Development for exemption from all property taxes and payment of an annual service charge in lieu of taxes in an amount established in accordance with this Section. In consideration of the Sponsor's offer to rehabilitate, own and operate the Housing Development, the City agrees to accept payment of an annual service charge for public services in lieu of all ad valorem property taxes that would otherwise be assessed to the Housing Development under Michigan law.

(1) Effective upon the adoption of this Ordinance and subject to the receipt by the City of the "Notification of Exemption" (or such other similar notification) by the Sponsor and/or the Authority, the annual service charge shall be the greater of eleven point one eight percent (11.18%) percent of Annual Shelter Rents; or \$13,080.00 increased at the rate of 2% per year (as detailed in the schedule below). The property shall not benefit from this Ordinance until the property has transferred to the Sponsor and the planned renovations have commenced. The PILOT Ordinance shall commence for the next calendar year following the commencement of renovations. Until such time the property shall continue to pay ad valorem taxes.

Year of Agreement	Calendar Year	Annual Charge	2% Annual Increase	Year of Agreement	Calendar Year	Annual Charge	2% Annual Increase
1	2016	\$13,080.00	--	10	2025	15,632.40	306.60
2	2017	13,341.60	\$261.60	11	2026	15,945.10	312.70
3	2018	13,608.50	266.90	12	2027	16,264.10	319.00
4	2019	13,880.70	272.20	13	2028	16,589.40	325.30
5	2020	14,158.40	277.70	14	2029	17,259.70	331.80
6	2021	14,441.60	283.20	15	2030	17,604.90	345.20
7	2022	14,730.50	288.90	16	2031	17,957.00	352.10
8	2023	15,025.20	294.70	17	3032	18,316.14	359.14
9	2024	15,325.80	300.60	18	3033	18,682.46	366.32

B. The Housing Development, and the property on which it is constructed, shall be exempt from all property taxes from and after the commencement of rehabilitation of the Housing Development by the Sponsor under the terms of this Ordinance.

Section 7. Limitation on the Payment of Annual Service Charge. Notwithstanding Section 6, if any portion of the Housing Development is occupied by other than Low Income and Moderate Income Persons, the full amount of the taxes that would be paid on those units of the Housing Development if the Housing Development were not tax exempt shall be added to the service charge in lieu of taxes.

Section 8. Contractual Effect of Ordinance. Notwithstanding the provisions of Section 15(a)(5) of the Act to the contrary, and subject to the terms of this Ordinance including, but not limited to Section 11 herein, this Ordinance constitutes a contract between the City and the Sponsor to provide an exemption from ad valorem property taxes and to accept the payment of an annual service charge in lieu of such taxes, as previously described in this Ordinance. It is expressly recognized that the Authority and USDA-RD are third party beneficiaries to this Ordinance. By accepting a service charge in lieu of taxes, the Sponsor and its successors in interest in the property shall be deemed to have agreed, as a matter of contract, to all of the provisions of this Ordinance.

Section 9. Payment of Service Charge. The service charge in lieu of taxes shall be payable to the City in the same manner as ad valorem property taxes are payable, except that the annual payment shall be paid on or before May 1 of each year for the previous calendar year.

Section 10. Duration/Failure to Pay.
 A. Subject to subsection B, below, this Ordinance shall remain in effect and shall not terminate for a maximum term of 18 years and so long as the Housing Development remains subject to a Federally Aided Mortgage and so long as

the Housing Development submits the required annual notification of exemption pursuant to M.C L. 125.1415a(1), as amended. The term of this Ordinance shall commence upon the issuance of the Notification to Local Assessor of Exemption as issued by the Authority.

- B. This Ordinance may be terminated if rehabilitation of the Housing Development does not commence within two (2) years from the effective date of this Ordinance; or if the renovations are not completed within one year from the start of rehabilitation.
- C. Notwithstanding anything contained herein to the contrary, if the Sponsor fails to pay the final adjusted service charge in lieu of taxes granted hereunder, or fails to provide the verification of the calculations used to make the payment, and such failure continues after thirty (30) days of written notice of such failure to the Sponsor, the service charge in lieu of taxes granted by this Ordinance will automatically be terminated. Written notice shall be sent to:

Watermark II LDHA LP Attn: Tom Lapka 605 S. Capitol Avenue Lansing, MI 48933	AND	MSHDA Attn: Director of Legal Affairs 735 East Michigan Avenue Lansing, MI 48909
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If the Sponsor or its successors do not correct the failure or failures as provided in the written notice, the effective date of termination shall be thirty (30) days from the date of mailing of the written notice, The City shall file a Notice of Termination to the Sponsor of the Housing Development and the Authority, by certified mail. If the service charge in lieu of taxes is terminated, then, in addition to the termination of the service charge, the City in its discretion shall have the right to either (a) prospectively impose upon the property all taxes which would have been applicable to the property if the service charge in lieu of taxes had not been granted or (b) place a lien on the property for all unpaid service charges and record a notice of the lien with the Register of Deeds. The lien may be enforced as if the amount of the lien were a mortgage and shall include the right to foreclose by advertisement. The amount of the unpaid service shall accrue interest at the maximum interest rate authorized by law for an unsecured debt with interest beginning on the effective date of termination. Nothing in this Ordinance shall restrict the rights of the City to exercise other remedies authorized by law for the collection of unpaid monies authorized by law for breach of contract. Regardless of the remedy chosen by the City, all costs, including attorney fees, incurred by the City after the effective date of termination, which relate to the exercise of its rights under this Ordinance or as otherwise provided by law, shall be added to the lien amount or any court judgment.

- Section 11.** Filing of Annual Audit. The Sponsor, or its successor, shall file a copy of any and all annual audits required to be provided to the federal government, the State of Michigan, and/or the Authority simultaneously with the City. The audit shall include detail with respect to occupancy of the Housing Development, Annual Shelter Rents received from the Housing Development, and the cost for utilities during the audit period.
- Section 12.** Publication: Effective Date. This Ordinance shall become effective the day following its publication or the day following publication of a summary of its provisions in a newspaper of general circulation in the City.
- Section 13.** Repeal. City of Charlevoix Ordinance 761 of 2013 is expressly repealed by the enactment of this Ordinance, and all ordinances or parts of ordinances in conflict with this Ordinance are repealed to the extent of such conflict.

Ordinance No. 777 of 2016 was enacted on the 21st day of March 2016, by the Charlevoix City Council as follows:

Motion by: Councilmember Supernaw
 Seconded by: Councilmember Cole

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

State of Michigan)
) ss
 City of Charlevoix)

Joyce M. Golding, City Clerk
Shane Cole, Deputy Mayor

- XI. **Miscellaneous Business**
 Motion by Councilmember Cole, second by Councilmember Gibson, to accept the *St. Marys Challenger* propeller donation for the City of Charlevoix.

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

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

Bob Timms agreed with the potential placement of the donated items. He felt that the Michigan Beach Park playground grant money should not be used and the current equipment should be refurbished.

Council discussion ensued regarding possible opposition of the new playground by the public, ADA compliance and pedestrian safety. City Manager Heydlauff reminded Council that the grant was approved over a year ago and contracts were in place for the project. He indicated that cancelling contracts now may have a cost.

Brenda Bryan felt that the placement of the playground on the grass will cause safety problems.

Motion by Councilmember Supernaw, second by Councilmember Perron, to delay any action on the Lake Michigan Beach recreational equipment until further discussion by the Council (as early as possible).

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

Motion failed.

City Manager Heydlauff will report to Council with a status of the project.

XIII. Adjourn

It was generally agreed to adjourn at 8:07 p.m.

Joyce M. Golding City Clerk Shane Cole Deputy Mayor

Regular Accounts Payable – 03/22/2016

ACE HARDWARE	1,221.93	ELLSWORTH FARMER'S EXCHANGE	462.00
AHI ASSOCIATES	13.37	ETNA SUPPLY	520.97
ALL-PHASE ELECTRIC SUPPLY CO.	277.16	FAMILY FARM & HOME	243.70
AMERICAN TOTAL SECURITY INC	813.24	FISHER SCIENTIFIC	837.91
AMERICAN WASTE INC.	345.56	FREEDOM MAILING SERVICES INC	2,276.29
ANYBATTERY INC.	107.81	GALLS AN ARAMARK COMPANY	11.02
ARROW UNIFORM-TAYLOR L.L.C.	1,026.44	GOLDING, JOYCE	104.21
AUTO VALUE	458.72	GRAND TRAVERSE GARAGE DOOR	415.10
AVFUEL CORPORATION	20.00	GROESSER, BETTY	150.00
AVSURANCE CORPORATION	2,957.00	HACH COMPANY	530.68
BARRETT'S AUTO & MARINE TRIM	400.00	HAGGARD'S INC	810.00
BEHAN WINDOW CLEANING	410.00	HART, RICHARD	210.00
BOLLINI, PIER	28.00	HEALTH DEPT OF NW MICHIGAN	1,307.00
BRADFORD'S	39.00	HODNEY, DONALD	71.93
BRIAN DIXON PAINTING	1,160.00	HOLIDAY COMPANIES	3,323.40
BULBS.COM	94.75	HYDRO CORP	515.00
CARQUEST OF CHARLEVOIX	1,298.07	INDEPENDENT DRAFTING SERVICES	840.00
CENTRAL DRUG STORE	123.75	J & B MEDICAL SUPPLY INC.	442.74
CERILLIANT	268.92	KLOOSTER, ALIDA K.	251.30
CHANNING BETE COMPANY INC.	177.89	KMart	18.96
CHARLEVOIX WRESTLING CLUB	174.18	KSS ENTERPRISES	73.93
CHARTER COMMUNICATIONS	109.98	MATYE, ELIZABETH	679.81
CHEMICAL SYSTEMS INC.	1,912.00	MCCARDEL CULLIGAN-PETOSKEY	50.00
CROSSROADS MOBILE MAINTENANCE	356.00	MICHIGAN OFFICEWAYS INC	1,217.50
CRYSTAL FLASH ENERGY	658.27	NETSOURCE ONE INC.	2,641.30
DEAN, JENNIFER	511.50	NORTH COUNTRY POWER GENERATION	757.00
EJ EQUIPMENT INC	544.28	NORTHERN CREDIT BUREAU	934.09

NORTHERN FIRE & SAFETY INC	86.00	STATE OF MICHIGAN	300.00
NORTHERN MICHIGAN REVIEW INC	1,748.07	SUPERIOR MECHANICAL	300.00
NYE UNIFORM CO	419.68	SYSTEMS SPECIALISTS INC	675.00
OLSON BZDOK & HOWARD	4,859.21	T & R ELECTRIC	8,156.00
PERFORMANCE ENGINEERS INC	15,512.30	TERMINAL SUPPLY CO	20.50
POWER LINE SUPPLY	2,512.90	TRUCK & TRAILER SPECIALTIES	377.24
PREIN & NEWHOF	33,023.02	UPPER CASE PRINTING INK	94.30
PRO WEB MARKETING LLC	80.00	US BANK	88,097.50
RANGE TELECOMMUNICATIONS	114.00	USA BLUE BOOK	121.31
REHMANN-ROBSON & CO	3,518.90	VERIBANC INC	432.00
RIETH-RILEY CONST CO INC	1,922.20	VILLAGE GRAPHICS INC	508.67
SEELYE, DON	71.83	WHITLEY, ANDREW	65.00
SPARTAN STORES LLC	10.47	WORK & PLAY SHOP	162.84
STATE OF MICHIGAN	22,906.81	ZACHARIAS, STEVEN B	70.00
STATE OF MICHIGAN	1,243.57		
STATE OF MICHIGAN	205.62	TOTAL	222,818.60

ACH Payments – 03/04/2016 – 03/15/2016

DEVERE CONSTRUCTION COMPANY	142,890.01	STATE OF MI (WITHHOLDING TAX)	4,034.65
PAYMENT SERVICE NETWORK	230.50	VANTAGEPOINT (401 ICMA PLAN)	686.22
MI PUBLIC POWER AGENCY	23,399.99	VANTAGEPOINT (457 ICMA PLAN)	12,319.52
STATE OF MI (SALES TAX)	19,160.60	MI PUBLIC POWER AGENCY	29,401.77
IRS (PAYROLL TAX DEPOSIT)	28,022.57	DTE	7,710.96
ALERUS FINANCIAL (HCSP)	420.00	TOTAL	288,276.79

Tax Disbursement – 03/22/2016

CHARLEVOIX COUNTY TREASURER	10,105.64	CHARLEVOIX PUBLIC SCHOOLS	118.59
CHARLEVOIX DISTRICT LIBRARY	3,304.33	CHARLEVOIX PUBLIC SCHOOLS	25.63
CHARLEVOIX PUBLIC SCHOOLS	1,047.37	CITY OF CHARLEVOIX - TAXES DUE	43,972.65
CHARLEVOIX PUBLIC SCHOOLS	243.62	RECREATIONAL AUTHORITY	602.40
CHARLEVOIX PUBLIC SCHOOLS	11.53	TOTAL	59,431.78

PAYROLL: NET PAY

Pay Period Ending 03/05/2016 – Paid 03/11/2016

WELLER, LINDA JO	1,648.61	DRAVES, MARTIN J.	1,558.64
HEYDLAUFF, MARK L.	2,363.72	BROWN, STEPHANIE C	1,020.24
GOLDING, JOYCE M.	1,061.95	ELLIOTT, PATRICK M	1,738.95
DEROSIA, PATRICIA E.	878.25	SCHWARTZFISHER, JOSEPH L.	958.84
DOYLE, ANNE E.	1,362.36	WELLS JR, DONALD E.	1,572.56
LOY, EVELYN R.	1,029.15	BRADLEY, KELLY R.	1,371.75
KLOOSTER, ALIDA K.	1,628.11	JONES, ROBERT F.	1,078.98
GOLOVICH, KAREN J.	1,000.87	DORAN, JUSTIN J.	1,446.15
SPENCLEY, PATRICIA L.	1,302.39	BITELY, KATHERINE A.	410.04
PANOFF, ZACHARY R.	1,027.00	GREGORY, CHRISTOPHER I.	67.19
LEESE, MERRI C.	110.82	BOSS, SHERRY M.	568.40
MCGINN, KELLY A.	1,456.33	MURPHY IV, MICHAEL J.	358.94
DOAN, GERARD P.	1,514.92	RAMSEY, MADISON L.	164.85
SCHLAPPI, JAMES L.	878.18	BERTINELLI, DAVID P.	870.74
UMULIS, MATTHEW T.	1,328.93	BOSS, BEAU J.	440.18
HANKINS, SCOTT A.	1,600.99	FICHTNER, KRISTIE S.	418.34
ORBAN, BARBARA K.	1,329.73	HEID, THOMAS J.	1,244.10
TRAEGER, JASON A.	1,200.04	MYER, ELIZABETH A.	1,851.28
Flickema, Andrew M.	927.30	VANLOO, JOSEPH G.	295.73
MATELSKI, KIMBERLY A.	1,094.17	WYMAN, MATTHEW A.	930.30
ROLOFF, ROBERT P.	1,643.48	SCHRADER, LOU ANN	222.39
RILEY, DENISE M.	410.66	BOSS, RYDER S.	289.77
LOPER II, GARY D.	607.01	MILLER, WILLIAM S.	1,171.91
TEUNIS, STEVEN L.	1,988.09	SWEM, DONALD L.	1,790.16
WURST, RANDALL W.	1,128.45	WHITLEY, ANDREW T.	1,341.85
MAYER, SHELLEY L.	1,324.50	MORRISON, KEVIN P.	1,134.16
HILLING, NICHOLAS A.	1,175.16	HODGE, MICHAEL J.	1,252.31
MEIER III, CHARLES A.	1,551.50	JOHNSON, STEVEN P.	1,143.81
ZACHARIAS, STEVEN B.	1,315.65	BOSS JR, DALE E.	1,116.49
NISWANDER, JOSEPH F.	1,373.17	STEBE JR, JOHN M.	428.38
EATON, BRAD A.	1,861.83	BEHAN, DEAN T.	311.93
WILSON, TIMOTHY J.	2,190.96	STEBE, CATHERINE M.	351.52
LAVOIE, RICHARD L.	1,662.98	HOLM, ARTHUR R.	576.92
STEVENS, BRANDON C.	1,758.77	STEVENS, JEFFREY W.	258.92

MATTER, DAWSON K.	101.31	TOTAL	74,594.08
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PAYROLL: TRANSMITTAL – 03/11/2016

4FRONT CREDIT UNION	248.46	CHEMICAL BANK	150.00
4FRONT CREDIT UNION	2,136.00	COMMUNICATION WORKERS OF AMER	526.98
AMERICAN FAMILY LIFE	166.74	MI STATE DISBURSEMENT UNIT	323.45
AMERICAN FAMILY LIFE	379.74	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	56.00	PRIORITY HEALTH	2,047.09
CHARLEVOIX STATE BANK	1,336.16	TOTAL	7,571.62

DRAFT

Check Number	Payee	Amount
03/21/2016		
116242	CITY OF CHARLEVOIX - MISC	72,882.63
Total 03/21/2016:		72,882.63
Grand Totals:		72,882.63

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

03/21/16	Special Accounts Payable Run	\$	72,882.63
03/23/16	Special Accounts Payable Run	\$	54,291.98
03/24/16	Payroll	\$	86,060.64
03/24/16	Payroll Transmittal Checks	\$	5,505.30
04/05/16	Regular Accounts Payable	\$	101,997.67
Checks Sub-Total:		\$	320,738.22

FIRSTMERIT BANK - ACH PAYMENTS

03/21/16	MI Public Power Agency	\$	31,790.95
03/22/16	Payment Service Network	\$	219.00
03/24/16	IRS (Payroll Tax Deposit)	\$	33,577.43
03/24/16	Alerus Financial (HCSP)	\$	420.00
03/24/16	State of MI (Withholding Tax)	\$	4,785.91
03/24/16	Vantagepoint (401 ICMA Plan)	\$	686.22
03/24/16	Vantagepoint (457 ICMA Plan)	\$	12,708.00
03/24/16	MERS (Defined Benefit Plan)	\$	24,320.97
03/25/16	MI Public Power Agency	\$	250,859.67
03/28/16	MI Public Power Agency	\$	26,976.16

ACH Sub-Total: \$ 386,344.31

First Merit Bank Total: \$ 707,082.53

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

04/05/16	Tax Disbursement	\$	2,054.45
Charlevoix State Bank Total:		\$	2,054.45

Grand Total: \$ 709,136.98

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Check Number	Payee	Amount
03/23/2016		
116273	AT&T LONG DISTANCE	35.77
116274	AT&T MOBILITY	73.01
116275	CHARLEVOIX STATE BANK	6,659.04
116276	DELTA DENTAL	3,969.04
116277	GREAT LAKES ENERGY	270.63
116278	METLIFE SMALL BUSINESS CENTER	720.13
116279	PRIORITY HEALTH	42,012.24
116280	VERIZON WIRELESS	56.76
116281	VISION SERVICE PLAN	495.36
Total 03/23/2016:		<u>54,291.98</u>
Grand Totals:		<u><u>54,291.98</u></u>

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/19/2016	PC	03/24/2016	21020	WELLER, LINDA JO	101		1,648.61
03/19/2016	PC	03/24/2016	21021	HEYDLAUFF, MARK L.	102		2,079.77
03/19/2016	PC	03/24/2016	21022	GOLDING, JOYCE M	106		1,061.95
03/19/2016	PC	03/24/2016	21023	DEROSIA, PATRICIA E.	107		878.25
03/19/2016	PC	03/24/2016	21024	DOYLE, ANNE E.	108		1,362.36
03/19/2016	PC	03/24/2016	21025	LOY, EVELYN R.	117		1,029.15
03/19/2016	PC	03/24/2016	21026	KLOOSTER, ALIDA K.	121		1,431.24
03/19/2016	PC	03/24/2016	21027	GOLOVICH, KAREN J.	122		973.50
03/19/2016	PC	03/24/2016	21028	SPENCLEY, PATRICIA L.	136		1,495.98
03/19/2016	PC	03/24/2016	21029	PANOFF, ZACHARY R.	141		1,027.00
03/19/2016	PC	03/24/2016	21030	MILLER, FAITH G.	142		34.41
03/19/2016	PC	03/24/2016	21031	LEESE, MERRI C.	145		253.22
03/19/2016	PC	03/24/2016	21032	MCGINN, KELLY A.	146		1,456.33
03/19/2016	PC	03/24/2016	21033	DOAN, GERARD P.	201		1,514.92
03/19/2016	PC	03/24/2016	21034	SCHLAPPI, JAMES L.	204		928.43
03/19/2016	PC	03/24/2016	21035	UMULIS, MATTHEW T.	205		1,289.79
03/19/2016	PC	03/24/2016	21036	HANKINS, SCOTT A.	208		1,465.98
03/19/2016	PC	03/24/2016	21037	ORBAN, BARBARA K.	209		1,355.77
03/19/2016	PC	03/24/2016	21038	TRAEGER, JASON A.	210		1,196.61
03/19/2016	PC	03/24/2016	21039	FLICKEMA, ANDREW M.	211		1,180.60
03/19/2016	PC	03/24/2016	21040	MATELSKI, KIMBERLY A.	212		1,096.49
03/19/2016	PC	03/24/2016	21041	ROLOFF, ROBERT P.	304		3,224.00
03/19/2016	PC	03/24/2016	21042	RILEY, DENISE M	306		414.62
03/19/2016	PC	03/24/2016	21043	LOPER II, GARY D.	308		996.86
03/19/2016	PC	03/24/2016	21044	TEUNIS, STEVEN L.	402		4,143.86
03/19/2016	PC	03/24/2016	21045	WURST, RANDALL W.	411		1,555.10
03/19/2016	PC	03/24/2016	21046	MAYER, SHELLEY L.	412		1,582.03
03/19/2016	PC	03/24/2016	21047	HILLING, NICHOLAS A.	413		1,070.33
03/19/2016	PC	03/24/2016	21048	MEIER III, CHARLES A.	421		1,244.18
03/19/2016	PC	03/24/2016	21049	ZACHARIAS, STEVEN B.	422		1,322.96
03/19/2016	PC	03/24/2016	21050	NISWANDER, JOSEPH F.	504		1,373.17
03/19/2016	PC	03/24/2016	21051	EATON, BRAD A.	515		1,888.35
03/19/2016	PC	03/24/2016	21052	WILSON, TIMOTHY J.	516		2,280.38
03/19/2016	PC	03/24/2016	21053	LAVOIE, RICHARD L.	519		1,750.14
03/19/2016	PC	03/24/2016	21054	STEVENS, BRANDON C.	521		1,828.49
03/19/2016	PC	03/24/2016	21055	DRAVES, MARTIN J.	523		1,558.64
03/19/2016	PC	03/24/2016	21056	BROWN, STEPHANIE C.	524		1,020.24
03/19/2016	PC	03/24/2016	21057	ELLIOTT, PATRICK M.	600		1,738.95
03/19/2016	PC	03/24/2016	21058	SCHWARTZFISHER, JOS	603		1,169.52
03/19/2016	PC	03/24/2016	21059	WELLS JR., DONALD E.	609		1,270.87
03/19/2016	PC	03/24/2016	21060	BRADLEY, KELLY R.	614		1,441.46
03/19/2016	PC	03/24/2016	21061	JONES, ROBERT F.	618		1,283.23
03/19/2016	PC	03/24/2016	21062	DORAN, JUSTIN J.	621		1,172.75
03/19/2016	PC	03/24/2016	21063	KIRINOVIC, THOMAS F.	700		588.98
03/19/2016	PC	03/24/2016	21064	BITELY, KATHERINE A.	704		394.81
03/19/2016	PC	03/24/2016	21065	BOSS, SHERRY M.	730		336.93
03/19/2016	PC	03/24/2016	21066	MURPHY IV, MICHAEL J.	732		110.82
03/19/2016	PC	03/24/2016	21067	RAMSEY, MADISON L.	752		86.75
03/19/2016	PC	03/24/2016	21068	BERTINELLI, DAVID P.	764		870.74
03/19/2016	PC	03/24/2016	21069	BOSS, BEAU J.	788		239.04
03/19/2016	PC	03/24/2016	21070	FICHTNER, KRISTIE S.	792		129.29
03/19/2016	PC	03/24/2016	21071	HEID, THOMAS J	802		1,244.10
03/19/2016	PC	03/24/2016	21072	MYER, ELIZABETH A.	900		1,623.20
03/19/2016	PC	03/24/2016	21073	VANLOO, JOSEPH G.	902		528.28
03/19/2016	PC	03/24/2016	21074	WYMAN, MATTHEW A.	927		930.30
03/19/2016	PC	03/24/2016	21075	SCHRADER, LOU ANN	929		484.54
03/19/2016	PC	03/24/2016	21076	BOSS, RYDER S.	932		321.01

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/19/2016	PC	03/24/2016	21077	MILLER, WILLIAM S.	933		941.42
03/19/2016	PC	03/24/2016	21078	FUNKEY, KRAIG R.	1034		200.86
03/19/2016	PC	03/24/2016	21079	MEGGISON, JERRY B.	1036		163.43
03/19/2016	PC	03/24/2016	21080	RILEY, CASEY W.	1052		272.10
03/19/2016	PC	03/24/2016	21081	JONES, LARRY M.	1057		1,219.14
03/19/2016	PC	03/24/2016	21082	WILLSON, BRENDA R.	1059		206.15
03/19/2016	PC	03/24/2016	21083	BEAN, PETER J.	1060		420.96
03/19/2016	PC	03/24/2016	21084	TRAVERS, MANUEL J.	1071		195.19
03/19/2016	PC	03/24/2016	21085	RILEY, DANIEL A.	1079		960.78
03/19/2016	PC	03/24/2016	21086	FRANCIS, CATHERINE A.	2029		80.00
03/19/2016	PC	03/24/2016	21087	LALONDE, SANDRA L.	2032		82.50
03/19/2016	PC	03/24/2016	116243	TIMMS, ROBERT N.	92		184.70
03/19/2016	PC	03/24/2016	116244	EVELEIGH, MARY J.	96		138.52
03/19/2016	PC	03/24/2016	116245	LALEWICZ, AMELIA	131		46.17
03/19/2016	PC	03/24/2016	116246	SWEM, DONALD L.	512		1,790.16
03/19/2016	PC	03/24/2016	116247	WHITLEY, ANDREW T.	522		1,341.85
03/19/2016	PC	03/24/2016	116248	MORRISON, KEVIN P.	601		965.59
03/19/2016	PC	03/24/2016	116249	HODGE, MICHAEL J.	606		1,252.30
03/19/2016	PC	03/24/2016	116250	JOHNSON, STEVEN P.	617		1,027.76
03/19/2016	PC	03/24/2016	116251	BOSS JR, DALE E.	701		1,116.49
03/19/2016	PC	03/24/2016	116252	STEBE JR, JOHN M.	729		274.19
03/19/2016	PC	03/24/2016	116253	BEHAN, DEAN T.	733		110.82
03/19/2016	PC	03/24/2016	116254	STEBE, CATHERINE M.	765		220.90
03/19/2016	PC	03/24/2016	116255	HOLM, ARTHUR R.	791		399.14
03/19/2016	PC	03/24/2016	116256	STEVENS, JEFFREY W.	1028		546.26
03/19/2016	PC	03/24/2016	116257	ROLOFF, AUDREY M.	1037		1,728.05
03/19/2016	PC	03/24/2016	116258	MATTER, DAWSON K.	1038		1,391.98
03/19/2016	PC	03/24/2016	116259	SCOTT JR, WINFIELD	1072		48.45
03/19/2016	PC	03/24/2016	116260	RUDOLPH, JOELLEN B.	2008		195.50
03/19/2016	PC	03/24/2016	116261	LEFT, LILLIAN M.	2010		160.00
03/19/2016	PC	03/24/2016	116262	BUDAY, JOAN E.	2011		168.00
03/19/2016	PC	03/24/2016	116263	STEPHAN, MARY ANN	2012		64.00
03/19/2016	PC	03/24/2016	116264	PICOTTE, DIANE M.	2016		168.00
Grand Totals:			<u>90</u>				<u>86,060.64</u>

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Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/19/2016	03/24/2016	116265	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	248.46
03/19/2016	03/24/2016	116266	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	166.74
03/19/2016	03/24/2016	116266	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	379.74
03/19/2016	03/24/2016	116267	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 3/19/2	56.00
03/19/2016	03/24/2016	116268	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,336.16
03/19/2016	03/24/2016	116269	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
03/19/2016	03/24/2016	116270	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	526.98
03/19/2016	03/24/2016	116271	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	627.13
03/19/2016	03/24/2016	116272	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	2,014.09
Grand Totals:		<u>9</u>				<u>5,505.30</u>

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Check Number	Payee	Amount
04/05/2016		
116282	ADVANCED GEOMATICS	609.82
116283	AIRGAS USA LLC	55.37
116284	ALL-PHASE ELECTRIC SUPPLY CO.	681.40
116285	ALTA CONSTRUCTION EQUIP LLC	353.85
116286	AVFUEL CORPORATION	7,355.77
116287	BEAVER ISLAND BOAT CO	4,985.47
116288	BELL EQUIPMENT COMPANY	122.50
116289	BLUETARP FINANCIAL	209.98
116290	BOB MATHERS FORD	48.00
116291	BOLLINI, PIER	132.00
116292	BOSS, KEN	82.50
116293	BRADLEY, KELLY R.	150.00
116294	BROWN, STEPHANIE	150.00
116295	BY THE BAY WINDOW CLEANING SVC	357.00
116296	CARR, JORGE	75.00
116297	CARSON, BRIAN	210.73
116298	CHARLEVOIX GLASS INC.	200.00
116299	CINTAS CORPORATION	80.12
116300	CINTAS CORPORATION #729	41.37
116301	DCASSESSING SERVICES	4,371.08
116302	DeROSIA, PATTY	41.00
116303	DOAN, GERARD	41.00
116304	DORAN, JUSTIN J.	150.00
116305	DOYLE, ANNIE	41.00
116306	DRAVES, MARTIN J.	150.00
116307	DROST, DAN	77.00
116308	DXE MEDICAL INC	1,045.00
116309	EATON, BRAD A.	150.00
116310	ELLIOTT, PATRICK M.	191.00
116311	ENMET CORP	297.44
116312	ETNA SUPPLY	520.97
116313	EVANS, ERIN	21.49
116314	EVANS, HAL	41.00
116315	FASTENAL COMPANY	2.27
116316	FLEMMING, BILL	160.00
116317	FOX CHARLEVOIX FORD	166.29
116318	FREIGHTLINER OF GRAND RAPIDS	317.20
116319	FULMER, DANIEL	185.21
116320	GINOP SALES INC	1,273.02
116321	GOLDING, JOYCE	41.00
116322	GRAINGER	160.65
116323	GRP ENGINEERING INC.	1,340.15
116324	HACH COMPANY	1,406.55
116325	HARRELL'S	1,857.90
116326	HEID, THOMAS J.	191.00
116327	HEIGHTS MACHINERY	7,369.00
116328	HEYDLAUFF, MARK L	41.00
116329	HILER, SHERRY	60.50

Check Number	Payee	Amount
116330	HILLING, NICHOLAS A.	150.00
116331	HODGE, MICHAEL J.	150.00
116332	INTERSTATE ALL BATTERY CTRS	739.20
116333	JACK DOHENY SUPPLIES INC	8,000.00
116334	JOHNSON, STEVEN P.	150.00
116335	JONES, ROBERT F.	150.00
116336	KEVIN'S METER TESTING	1,985.48
116337	KIRBY, CRAIG	38.50
116338	KIRINOVIC, THOMAS	41.00
116339	KIRKPATRICK, TOM	31.78
116340	KLOOSTER, ALIDA K.	41.00
116341	KMart	9.99
116342	KSS ENTERPRISES	40.59
116343	LAKESHORE TIRE & AUTO SERVICE	12.50
116344	LAVOIE, RICHARD	150.00
116345	LIEBERMAN, KRAIG	99.00
116346	MACMILLAN, MICHAEL	65.56
116347	MARSARS Water Rescue Systems Inc	115.44
116348	MARWIN, PATRICIA	85.98
116349	MAYER, SHELLEY L.	191.00
116350	McGINN, KELLY	41.00
116351	MEIER III, CHARLES A.	150.00
116352	MERRIFIELD, CURTIS	335.50
116353	MICHIGAN MUNICIPAL LEAGUE	12,115.33
116354	MINE SAFETY APPLIANCES CO. LLC	375.00
116355	MORRISON, KEVIN P.	150.00
116356	MYER, ELIZABETH A.	41.00
116357	NORTHERN SAFETY CO INC	336.19
116358	OMS COMPLIANCE SERVICES INC	78.75
116359	PANOFF, ZACH	41.00
116360	PARASTAR INC.	3,846.85
116361	PERRY, ROSE	75.00
116362	PLUNKETT & COONEY	1,380.00
116363	PREIN & NEWHOF	26,281.79
116364	RAJEWSKI, ROBERT	77.00
116365	ROLOFF, ROBERT	261.00
116366	SANDISON, TOM	74.94
116367	SCHMUCKAL OIL CO	677.60
116368	SCHWARTZFISHER, JOSEPH L.	150.00
116369	SEELYE, DEBRA	27.50
116370	STEVENS, BRANDON	150.00
116371	STRYKER SALES CORPORATION	1,113.42
116372	SWEM, DONALD L.	191.00
116373	THOMPSON, ERIC	220.00
116374	VILLAGE GRAPHICS INC.	693.88
116375	WALKER, CAROL	77.00
116376	WELLER, LINDA	41.00
116377	WHITLEY, ANDREW	150.00
116378	WILSON, TIMOTHY J.	150.00

Check Number	Payee	Amount
116379	WORK & PLAY SHOP	104.30
116380	WURST, RANDALL W.	191.00
116381	WYMAN, MATTHEW A.	41.00
116382	ZACHARIAS, STEVEN B.	150.00
116383	ZOLL MEDICAL CORPORATION	2,352.00
Total 04/05/2016:		101,997.67
Grand Totals:		101,997.67

Check Number	Payee	Amount
03/21/2016		
32116001	MICHIGAN PUBLIC POWER AGENCY	31,790.95
Total 03/21/2016:		31,790.95
Grand Totals:		31,790.95

Check Number	Payee	Amount
03/22/2016		
32216001	PAYMENT SERVICE NETWORK INC.	219.00
Total 03/22/2016:		219.00
Grand Totals:		219.00

Check Issue Date	Check Number	Payee	Amount
32416001			
03/24/2016	32416001	**EFTPS* Payroll Taxes	8,070.59
03/24/2016	32416001	**EFTPS* Payroll Taxes	8,070.59
03/24/2016	32416001	**EFTPS* Payroll Taxes	1,887.47
03/24/2016	32416001	**EFTPS* Payroll Taxes	1,887.47
03/24/2016	32416001	**EFTPS* Payroll Taxes	13,661.31
Total 32416001:			
	5		33,577.43
32416002			
03/24/2016	32416002	Alerus Financial	420.00
Total 32416002:			
	1		420.00
32416003			
03/24/2016	32416003	STATE OF MICHIGAN	4,785.91
Total 32416003:			
	1		4,785.91
32416004			
03/24/2016	32416004	Vantagepoint - 401 Plan 109153	686.22
Total 32416004:			
	1		686.22
32416005			
03/24/2016	32416005	Vantagepoint - 457 Plan 300959	5,001.58
03/24/2016	32416005	Vantagepoint - 457 Plan 300959	458.82
03/24/2016	32416005	Vantagepoint - 457 Plan 300959	1,739.65
03/24/2016	32416005	Vantagepoint - 457 Plan 300959	5,507.95
Total 32416005:			
	4		12,708.00
Grand Totals:			
	12		52,177.56

km

Check Number	Payee	Amount
03/24/2016		
32416006	MERS	24,320.97
Total 03/24/2016:		24,320.97
Grand Totals:		24,320.97

Check Number	Payee	Amount
03/25/2016		
32516001	MICHIGAN PUBLIC POWER AGENCY	250,859.67
Total 03/25/2016:		250,859.67
Grand Totals:		250,859.67

Check Number	Payee	Amount
03/28/2016		
32816001	MICHIGAN PUBLIC POWER AGENCY	26,976.16
Total 03/28/2016:		26,976.16
Grand Totals:		26,976.16

Check Number	Payee	Amount
04/05/2016		
2724	CHARLEVOIX COUNTY TREASURER	847.97
2725	CHARLEVOIX PUBLIC SCHOOLS	150.57
2726	CHARLEVOIX PUBLIC SCHOOLS	7.13
2727	CHARLEVOIX PUBLIC SCHOOLS	73.30
2728	CHARLEVOIX PUBLIC SCHOOLS	15.84
2729	CITY OF CHARLEVOIX - TAXES DUE	959.64
Total 04/05/2016:		2,054.45
Grand Totals:		2,054.45

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

From: Candyce Speck
Sent: Thursday, March 10, 2016 11:33 AM
To: jwc@siteplanning.com
Subject: Message from Candyce Speck

Sent from my iPhone

Begin forwarded message:

From: Candyce Speck <canphil@icloud.com>
Date: March 10, 2016 at 10:30:46 AM CST

Subject: Message from Candyce

Dear Shade Tree Committee,
Due to personal responsibilities I have decided to take myself off the Shade Tree Committee..
When I commit to a project I stay with it and due to issues beyond my control I will be unable to follow through.
I have enjoyed meeting everyone.
I will be back in Charlevoix in May.
Good luck with the project and thank you.
Best Regards,
Candyce Klooster Speck

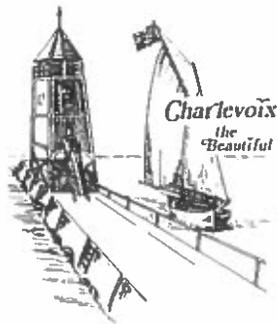
Sent from my iPhone

March 29, 2016

I hereby resign from the Historic District Commission.

Sincerely,

A handwritten signature in blue ink that reads "Linda C. Mason". The signature is written in a cursive style with a large initial "L" and a long horizontal flourish at the end.



Certificate of Appreciation

Kenneth Staley

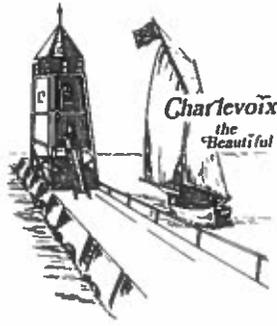
for outstanding service and devotion to the

citizens of the City of Charlevoix

as a member of the

Compensation Commission

2003 - 2015



Certificate of Appreciation

Jessica Spencer

for outstanding service and devotion to the
citizens of the City of Charlevoix
as a member of the
Charlevoix Shade Tree Commission
2013 - 2015

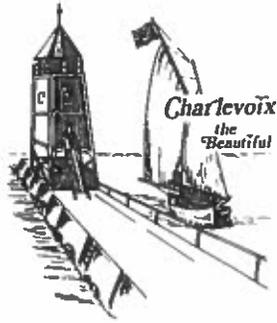


Certificate of Appreciation

Don Heise

for outstanding service and devotion to the
citizens of the City of Charlevoix
as a member of the
Planning Commission

2015 - 2016



Certificate of Appreciation

John Hess

for outstanding service and devotion to the

citizens of the City of Charlevoix

as a member of the

Planning Commission

2004 - 2016

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to Donate Garden Plots

DATE: April 4, 2016

PRESENTED BY: Paula Connors

ATTACHMENTS: Letter from Paula Connors
Map of garden area

BACKGROUND INFORMATION: Since the 1960's, the City of Charlevoix has made available to its citizens a small garden area located just north of Harbor Industries to plant annual vegetables and flowers. The plot garden area, which was expanded in 2011, is accessed from State Street and has 80 - 24' x 24' garden plots. Many of the gardens have been used by the same families for decades. The City strives to have the community garden as a cost neutral activity with annual fees paying for spring plowing and water costs. The fees, which are established by Council reimburse the City for all expenses. In 2015, the City had a \$484.58 deficit in the community garden fund.

Paula Connors requested the City give her 8 garden plots to plant for Charlevoix's food pantries. The City budget has established a fee of \$35.00 for each plot. Hence, the fee for 8 garden plots would be \$280.00 Ms. Connors is asking that Council authorize waiving the fee. A similar request was received from Janice McKay last year. Regretfully, small animals (birds, raccoons, deer, etc.) ate a number of vegetables. Janice grew squash, cucumbers, potatoes, cabbage, tomatoes, peppers and sweet potatoes that were given to the Charlevoix Food Pantry, community lunch program and other needy families.

At this point, the garden space is available. The Charlevoix Food Pantry have indicated that they will accept produce from Ms. Connors. This could be a way to support Charlevoix families in need, especially if we have vacant garden plots.

RECOMMENDATION:

Staff is asks Council consider Ms. Connors' request and give staff direction.

Mayor / City Counsel,

I am requesting to use plots 17, 18, 19 & 20 a & b (8 plots) to plant vegetables to be given to the Charlevoix food pantry. At this time I have tomato, Red, green, yellow & orange peppers & lettuce seeds germinating. I work for Rebecca Berg and will also be caring for a food pantry garden there. At times, alone time is required while gardening to keep peaceful & serene.

Thanks for your consideration
Paula L Connors
637 Petoskey Ave # 203A
Charlevoix, MI 49720
231-675-9859
pconnors25@yahoo.com

RECEIVED

MAR 17 2016

CITY OF CHARLEVOIX

Harbor Industries

**Plots are 24' x 24'
There are water faucets
water is available**

Garden Plot Location

STATE ST

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to approve refuse collection bid

DATE: April 4, 2016

PRESENTED BY: Patrick Elliott, DPW Superintendent

ATTACHMENTS: None

BACKGROUND INFORMATION: Recently we advertised for the service of refuse collection throughout the City. On Monday March 28th, we opened one sealed bid from American Waste for this service. This bid includes the first and third Monday curbside pickup of household refuse, a cubic yard cost to dump all of the City owned dumpsters and a per dump fee for the compactor located down along Bridge Park Drive.

Even though we only received one bid for this work, Staff feels that we are being given fair pricing. Overall, American Waste's pricing is either staying the same or has actually been reduced.

American Waste is the company that has provided this service for the City for at least 10 years and they have always been good to work with and responsive to questions or emergency needs.

The funds to pay for this service is received from the refuse millage, which also covers our leaf/grass pick up and chipping operations.

RECOMMENDATION: It is Staff's recommendation that we accept the bid as presented by American Waste and enter into an agreement with them based on the following unit pricing.

1 st and 3 rd Monday refuse pick up	\$1,595.00 per month
Dumpster waste	\$3.60 per cubic yard
Compactor	\$405.00 per dump

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to approve tree trimming/removal bid

DATE: April 4, 2016

PRESENTED BY: Patrick Elliott, DPW Superintendent

ATTACHMENTS: Bid Tab

BACKGROUND INFORMATION: We recently advertised for the tree removals, tree trimming and stump grinding for trees that are on City property or within the ROW. We received three bids for this service, one from Alpine Tree Service, one from Willcome Tree Service and one from CHOP.

Willcome Tree Service is the City's current contractor and has been for a number of years. They are the low bidder on the project. Overall, their pricing has increased slightly but is still below the other bidders. We have worked with Willcome for a number of years now and they are aware of what the City requires and have always been available for emergency service.

RECOMMENDATION: Staff recommends that we accept the bid from Willcome Tree Service as provided, and enter into an agreement with them based on the following unit costs:

Hazardous limb removal/course pruning	\$82.00 per tree
Tree removal	\$352.00 per tree
Stump grinding	\$71.00 per stump

CITY OF CHARLEVOIX
2016 Tree Trimming
Bid Opening
City Hall, Second Floor Conference Room
March 28, 2016 – 10 a.m.

Bidder Name & Contact Info	Total Cost
ALPINE TREE SERVICE NEWAYGO, MI	HZRD LIMB REMOVAL \$500/TREE TREE REMOVAL \$2500/TREE STUMP REMOVAL \$450/TREE 3 MEN W/BUCKET \$150/HR
WILLCOME TREE SERVICE PETOSKEY, MI	HZRD LIMB REMOVAL \$82/TREE TREE REMOVAL \$352/TREE STUMP REMOVAL \$71/TREE
CHOP GRAND RAPIDS, MI	HZRD LIMB REMOVAL \$125/TREE TREE REMOVAL \$1050/TREE STUMP REMOVAL \$175/TREE

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to approve fuel agreement with Holiday Station Stores

DATE: April 4, 2016

PRESENTED BY: Patrick Elliott, DPW Superintendent

ATTACHMENTS: None

BACKGROUND INFORMATION: In March of 2016, we advertised for, and received one sealed bid for the purchase and supply of all gasoline and diesel fuel for all City owned vehicles and equipment. Holiday Station Stores was the sole bidder for this service. One of the requirements of our bid is that the supplier be open 24hrs per day for any emergency needs we may have. We also require access to diesel and gasoline pumps for large vehicles like bucket trucks, fire engines and plow truck. At this point in time, Holiday is the only station that can meet those requirements.

Holiday Station Stores have provided this service for the City for a number of years now and have always been able to provide quality fuel and un-interrupted service. In addition to that, they also give the City a discount of 7.5 cents off of the pump price.

RECOMMENDATION: It is Staff's recommendation that we enter into an agreement with Holiday Station Stores as per their bid, with a discount of 7.5 cents per gallon of fuel purchased.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to approve employee uniform bids

DATE: April 4, 2016

PRESENTED BY: Patrick Elliott, DPW Superintendent

ATTACHMENTS: Bid Tab

BACKGROUND INFORMATION: In March, we advertised for and received one sealed bid for the supply of the work uniforms for employees within the DPW, Electric and Water/Wastewater Departments. Arrow Uniform was the sole bidder for this service and is our current supplier for the same products.

After reviewing their proposal, the unit costs have basically stayed the same compared to what we are currently paying.

RECOMMENDATION: it is Staff's recommendation that we accept the proposal, as presented, by Arrow Uniform and enter into an agreement consistent with unit pricing, per the attached fee schedule.

CITY OF CHARLEVOIX
2016 Employee Uniforms
Bid Opening
City Hall, Second Floor Conference Room
March 28, 2016 – 10 a.m.

Bidder Name & Contact Info	Total Cost
ARROW UNIFORM GRAYLING, MI	COTTON SHIRT \$2.63 COTTON PANT \$3.87 CAT2 FR SHIRT \$3.93 CAT2 FR PANT \$4.22 PERMA PRESS SHIRT \$2.47 PERMA PRESS PANT \$2.53 COTTON COVERAL \$2.25 EXECUTIVE SHIRT \$3.84 EXECUTIVE PANT \$3.66 SHOP TOWEL \$0.05 AIR FRESHNER \$1.95 3X5 MAT EOW \$2.40 3X10 MAT EOW \$4.80 4X8 MAT EOW \$5.12

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to approve restroom cleaning contract

DATE: April 4, 2016

PRESENTED BY: Patrick Elliott, DPW Superintendent

ATTACHMENTS: Bid Tab

BACKGROUND INFORMATION: During the month of March we advertised for, and received two sealed bids for restroom cleaning. The bid includes the daily cleaning of all the City restrooms, as well as the cleaning of the restrooms during all of our festivals and events in the downtown area, beaches, and ballfields. The contractor is required to be flexible due to the varying conditions and overall population changes during the summer months.

We received and opened bids from Up North Services (our provider for the past 8 years) and Clean Source Housekeeping Services. Clean Source was the low bidder by just under \$5,000 but they withdrew their bid this week.

RECOMMENDATION: Accept proposal from Up North Services for restroom cleaning.

CITY OF CHARLEVOIX
2016 Restroom Cleaning
Bid Opening
City Hall, Second Floor Conference Room
March 28, 2016 – 10 a.m.

Bidder Name & Contact Info	Total Cost
CLEAN SOURCE HOUSEKEEPING EAST JORDAN, MI	\$6.50/LOCATION \$15.00/HR MISC CLEANING
UP NORTH PROPERTIES SVC CHARLEVOIX, MI	\$14.25/LOCATION \$19.00/HR MISC CLEANING

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Chamber Building Roof Bid

DATE: April 4, 2016

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

ATTACHMENTS: none

BACKGROUND INFORMATION:

As you may recall, we need to replace the roof on the building we own housing the Chamber of Commerce (109 Mason Street). We advertised this project in the local newspapers and on our website and received two bids:

- South Arm Construction- East Jordan, MI \$26,220
- Bob's Roofing- Whitehall, MI \$11,920

Upon review of the proposals, Bob's Roofing did not include several aspects required by the specifications, they indicated building permits were not included, and indicated the price of roofing materials is subject to change. Given these circumstances, we are not recommending accepting this bid.

RECOMMENDATION: Award the roof project at 109 Mason Street to South Arm Construction of East Jordan, Michigan for a price not to exceed \$26,220.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Tree Inventory Proposal

DATE: April 4, 2016

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

ATTACHMENTS: Proposal from Site Planning, Inc.

BACKGROUND INFORMATION:

The Shade Tree Commission has long discussed ways to improve the Lake Michigan Beach Park and how best to clear invasive species and dying trees, while preserving the natural beauty of the area. As part of this, Commission Member Ken Polakowski (a retired Landscape Design Professor from the University of Michigan) has been working this winter on potential ideas for improving the interface between Park Avenue and the park area. Another aspect of the improvements include this proposal for an inventory and appraisal for both Lake Michigan Beach Park and the Mt. McSauba Recreational Area.

Disease and age compromise the integrity of the tree stock in these areas. In order to maintain them for the future, it would be helpful to have a plan and a sense of the condition of a variety of species. The Emerald Ash Borer, for example, has ravaged ash trees throughout the State. Oak Wilt has been affecting oak trees but is not yet believed to be in Charlevoix. These kinds of diseases can be accounted for by conducting a survey and inventory. This information will help us plan for future planting, trimming, and cutting to ensure these areas remain well wooded and healthy for decades to come. This survey will also help us identify trees damaged by natural events that need to be removed or trimmed, before causing a hazard to the users of these natural areas.

We use a similar model for the maintenance of our street trees. This survey would extend this management to our large natural areas.

RECOMMENDATION: Accept the proposal from Site Planning, Inc. to conduct an inventory and appraisal of the tree stock at both Lake Michigan Beach Park and the Mt. McSauba Recreational Area for a cost not to exceed \$,9,600.



Site Planning Development, Inc.
DESIGN CONSTRUCTION MAINTENANCE

March 10, 2016

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

Proposal: Site Planning Development, Inc. proposes to complete an inventory and appraisal of Lake Michigan Beach Park and Mt. McSauba Forests and Dunes. Following the inventory and appraisal a 120 year management plan will be created, which will ensure the high quality, strength and health of both forests.

Inventory & Appraisal of each forest:

- Composition
- Quality of Forests
- Quantity of Trees
- Invasive Species
- Site Analysis

Forest Management Plan:

The following techniques will be availed to complete the tasks:

- Marking & Removal of poor trees (physical & structural)
- Crop release improvement, thinning and protecting residual trees, allowing strong trees more food and light

Regeneration Harvest Guidelines:

- Removal of mature trees
- Weeding and cleaning Forest floor
- Shelter wood cutting
- 120 year regeneration plan (cut 8% every 10 years)

Time Frame:

Commence	1 May 2016
Final Report	31 October 2016

Cost \$9,600.00

Payment schedule \$1,600 per month commencing May 31st, 2016

Acceptance: You may authorize us to schedule the work by returning a signed copy of this proposal, which will constitute your acceptance and agreement with the terms of this proposal.

Respectfully submitted,

James Monteith
Landscape Director

Accepted:

Mark Heydlauff- Manager, City of Charlevoix

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Wire Transfer Agreement

DATE: April 4, 2016

PRESENTED BY: Mark Heydlauff, City Manager

ATTACHMENTS: Resolution

BACKGROUND INFORMATION: Due to a recent wire transfer request, the City determined that it did not have the ability to complete wire transfers through our First Merit account. The attached resolution would allow the City to complete wire transfers through First Merit.

RECOMMENDATION: Approve the attached resolution allowing the City to complete wire transfers through First Merit Bank.

CITY OF CHARLEVOIX
RESOLUTION NO. 2016-04-XX
RESOLUTION REGARDING THE WIRE TRANSFER AGREEMENT OF CITY OF CHARLEVOIX)

BE IT RESOLVED that CITY OF CHARLEVOIX (referred to hereinafter as "Company"), be and it hereby is authorized and empowered to enter into a Wire Transfer Agreement ("the Agreement") with FirstMerit Bank, N.A., 106 S. Main Street, Ohio 44308 Attention TOW-13 ("FirstMerit"), authorizing funds transfers by wire, such Agreement to contain any and all terms and conditions required by the FirstMerit and agreed to by the officer of this Corporation hereinafter specifically designated and authorized to sign the Agreement; and

BE IT FURTHER RESOLVED that Mark Heydlauff, the City Manager, of this Company (hereinafter "Authorized Officer"), be and he is hereby authorized from time to time and at his/her sole discretion to execute for and on behalf of this Company the Agreement authorizing transfers as aforesaid and containing any and all other terms and conditions as he/she in his/her sole and uncontrolled discretion deems necessary and proper or desirable in order to transfer funds as aforesaid and to execute or approve such amendments to modifications of any Agreement pertaining to funds transferred by wire from time to time in his/her sole and uncontrolled discretion.

BE IT FURTHER RESOLVED that the aforesaid Authorized Officer shall be authorized to designate an individual or individuals (hereinafter "Authorized Representative(s)") who shall be authorized to initiate funds transfer by wire, said Authorized Representative(s) to be designated by the aforesaid Authorized Officer on the list of authorized representatives furnished by the Company to FirstMerit pursuant to the aforesaid Agreement, it being expressly within the power and authority of the aforesaid Authorized Officer to change the aforesaid list of Authorized Representatives from time to time in any way or manner in which he/she deems necessary in his/her sole and uncontrolled discretion, FirstMerit being fully authorized to rely upon the authorities of any such Authorized Representatives as named on the most current list.

BE IT FURTHER RESOLVED that FirstMerit is authorized and requested to accept requests for funds transfers pursuant to the aforesaid Agreement from any one of the Authorized Representative(s), acting alone and individually, without further inquiry and that FirstMerit shall be fully protected in relying on representations made by any one of the Authorized Representatives without further inquiry.

BE IT FURTHER RESOLVED that all previous transfers of funds or actions relating to transfers of funds by wire by any officer, employee, or agent of the Company are hereby ratified and affirmed.

BE IT FURTHER RESOLVED that FirstMerit shall rely on these resolutions and the provisions contained herein, including specifically the designation initially and from time to time of Authorized Representatives, which resolutions shall remain in full force and effect and may be relied upon by FirstMerit until receipt of written notice by the Secretary or other Authorized Officer of the Company of their amendment or rescission.

RESOLVED this 4th day of April, 2016 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:
Nays:
Absent:

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Resolution No. 2016-04-xx adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on April 4, 2016, the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated: 04/05/2016

Joyce M. Golding, City Clerk

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Mayoral Appointments

DATE: April 4, 2016

PRESENTED BY: Joyce M. Golding, City Clerk

ATTACHMENTS: Volunteer Boards and Committees Applications:
 Recreation Advisory - Jennifer Sell, Steven Seely, Ben Peterson
 DDA/Main Street – Vi Keller, Phil Parr, Julie Mann
 Shade Tree – Tony Duerr
 No board preference – Janet Kalbfell

BACKGROUND INFORMATION:

The following list includes vacancies on various City boards and committees. The Historic District Commission seat is appointed by Council. All other seats are appointed by the Mayor and approved by Council.

BOARD	SEAT	TERM	NEW TERM EXPIRES
DDA/Main Street	Fred DiMartino	4 years	04/2020
DDA/Main Street	Rick Wertz	4 years	04/2020
Historic District Commission	Linda Mason	3 years	06/2019
Housing Commission	Lillian Left	5 years	04/2021
Planning Commission	Sherm Chamberlain	3 years	04/2019
Planning Commission	John Elzinga	3 years	04/2019
Recreation Advisory Committee	New member	3 years	12/2018
Recreation Advisory Committee	New member	3 years	12/2018
Recreation Advisory Committee	Student member	1 year	09/2016
Shade Tree Commission	Vacancy	3 year	12/2016

RECOMMENDATION:

Motion to appoint (re-appoint) xxx to the DDA/Main Street, term expiring April 2020.

Motion to appoint (re-appoint) xxx to the DDA/Main Street, term expiring April 2020.

Motion to appoint xxx to the Historic District Commission, term expiring June 2019.

Motion to appoint (re-appoint) xxx to the Housing Commission, term expiring April 2021.

Motion to appoint (re-appoint) xxx to the Planning Commission, term expiring April 2019.

Motion to appoint (re-appoint) xxx to the Planning Commission, term expiring April 2019.

Motion to appoint xxx to the Recreation Advisory Committee, term expiring December 2018.

Motion to appoint xxx to the Recreation Advisory Committee, term expiring December 2018.

Motion to appoint xxx as Student Member to the Recreation Advisory Committee, term expiring September 2016.

Motion to appoint xxx to the Shade Tree Commission, term expiring December 2016.

City of Charlevoix

Application for Volunteer Boards and Advisory Committees

Date: Mar. 15, 2016

- 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: Tony Duess

Address: 210 W. Upright St.

Phone: N/A Cell Phone: 734-395-5430 Email: tonyduess@hotmail.com

Business Phone: N/A May we call you there? _____

Describe the reasons you are interested in this position: I have been looking for ways to contribute to the enhancement of Charlevoix. Serving on the Shade Tree Commission is an opportunity to do that.

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

- Occupation: Retired
- Education: JD Univ. of Michigan Law 1972
- Experience: Sch dist. employee, attorney, bookstore owner
(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: Employed three years as Director of Personnel, Upsilanti Public Schools

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?
Disclose and recuse.

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

JAN 13 2016

City of Charlevoix

Application for Volunteer Boards and Advisory Committees of Charlevoix

Date: 01/08/16

- 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
- Library Board
- Historic District Study
- No Preference

Name: Janet Kabbfell

Address: 133 C + O Club Dr.

Phone: 0 Cell Phone: 517-930-2747 Email: Kabbfellj@gmail.com

Business Phone: 0 May we call you there? 0

Describe the reasons you are interested in this position: To better Charlevoix in any way I can.

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

Occupation: Retired - State of MI - 31 yrs. - DCH

Education: BS - Dental Hygiene

Experience: 31 yrs. experience with State + Federal Prog. - Adjudicated Cases for DCH. (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: State of MI employee for 31 yrs. (retired), Current VP of C+O Club 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?

Recuse myself for any discussion and/or vote on the issue.

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

City of Charlevoix

Application for Volunteer Boards and Advisory Committees

Date: 05/13/15

- 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: Vi Keller

Address: 209 W. Upright Charlevoix / Business III Bridge St.

Phone: (231) 231-7827 Cell Phone: (231) 675-7029 Email: Keller.vi@gmail.com

Business Phone: May we call you there? yes -

Describe the reasons you are interested in this position:

Have had my business in Charlevoix for 13 yrs. and feel that I can contribute to the new development of our downtown area with an open mind & experiences from other parts of the country.

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

Occupation: Food & Hospitality for 25 yrs.

Education: some college (general)

Experience: All aspects of Hospitality from ground up, multi-unit, corp's (Please attach a detailed resume if desired) self owned, franchised, etc...

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? 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: none

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

I would make those aware of my conflict within the board/Chairman & decide if I would excuse myself from either role or work through conflict if possible without having to resign position

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

CHK DDA

City of Charlevoix

Application for Volunteer Boards and Advisory Committees

Date: 12/2/14

City of Charlevoix

- 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: Julie Mann, Smoke On The Water

Address: 309 W Upright St

Phone: 231-373-2554 Cell Phone: 231-373-2554 Email: eandjmann@yahoo.com

Business Phone: 231-273-9604 May we call you there? yes

Describe the reasons you are interested in this position: To help Charlevoix's downtown grow & develop that is healthy for the community and businesses. I would bring a fresh perspective as a recent transplant with the advantage of being married to a local.

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

Occupation: Business Owner

Education: E

Experience: Events Coordinator @ a large church in Grand Rapids, MI. (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: I formed & chaired the Best Practices committee at a new company to create 'best practices' in work flow & procedures.

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: none

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

I would inform the committee immediately and work with them to rectify and potential issues. I always try to look at thing from all sides even if there is a conflict of interest.

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

City of Charlevoix

Application for Volunteer Boards and Advisory Committees

Date: 2/20/15

- 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: Philip Parr

Address: 212 Mason St. Apt. 1 Charlevoix, MI 49720 (will be moving with the City)

Phone: N/A Cell Phone: (517) 282-1091 Email: phil@bridgestore.com

Business Phone: (517) 282-3466 May we call you there? Yes

Describe the reasons you are interested in this position: I want to help improve the quality of life and business downtown Charlevoix. I want to see the downtown program succeed and benefit the entire community. And other business owners improve their businesses.

Describe any background, experience and interests that you have which may assist you in performing the responsibilities of this appointment: Occupation: See attached document Education: Experience:

(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? 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: Volunteering on issues related to the business with the Round Lake Group LLC (part owner)

If a conflict of interest arose for you, how would you deal with it as an appointed member of this board? I would abstain from any conversation or official motion. I would also ask the Chairman if I could step off the stage during the presentation and return when the discussion is finished.

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

PHILIP M. PARR

Personal 1101 Charlo St. Charlevoix, MI 49720 517 282 1091 parrphil14@gmail.com

Business 202 Bridge St. Charlevoix, MI 49720 231.437.3466 phil@bridgestreetcvx.com

SUMMARY

My goal is to improve the hospitality business climate in Northern Michigan by provide great product and service through our two businesses. Also, I want to see a stronger downtown Charlevoix with a successful community as a whole.

SKILLS

Computer

- Proficient in Microsoft programs (Word, Excel, Powerpoint, etc.), knowledgeable about QuickBooks, Proficient in setting up inventories and income statements in Excel, Proficient in SmartDraw for floor plans and building illustrations

Construction & Music

- Past experience with construction and music. I can run light machinery and power equipment. Also, I play guitar, trumpet, and sing.

EXPERIENCE

January 2014- Present **Partner/General Manager, Round Lake Group LLC**
• The Round Lake Group LLC owns and operates two businesses within the City of Charlevoix. The Bridge Street Tap Room is at 202 Bridge St. and Lake Charlevoix Brewing Company is located at 109 Bridge Park Drive. We are a hospitality business company that provides great Michigan products and service to the guests of Charlevoix

May 2008- December 2013 **Director of Food & Beverage, Boyne Resorts/Inn at Bay Harbor**
• Responsible for the food and beverage operations of the resort and two golf courses (4 restaurants, 2 banquet facilities, and 2 golf grill operations). The Inn at Bay Harbor is a Marriott Renaissance property that is owned and operated by Boyne Resorts (based in Boyne Falls, MI). I started while in college at Michigan State and worked my way up to the position listed on this resume

EDUCATION

August 2005-May 2010 Bachelor of Arts in Communications, *Michigan State University, East Lansing, MI*



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

RECEIVED

MAR 16 2016

City of Charlevoix

- | | | |
|---|---|--|
| <input type="checkbox"/> AIRPORT ADVISORY COMMITTEE | <input type="checkbox"/> HISTORIC DISTRICT COMMISSION | <input type="checkbox"/> SHADE TREE COMMISSION |
| <input type="checkbox"/> BOARD OF REVIEW | <input type="checkbox"/> HOUSING COMMISSION | <input type="checkbox"/> ZONING BOARD OF APPEALS |
| <input type="checkbox"/> COMPENSATION COMMISSION | <input type="checkbox"/> PLANNING COMMISSION | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> DDA/MAIN STREET BOARD | <input checked="" type="checkbox"/> RECREATION ADVISORY COMMITTEE | <input type="checkbox"/> NO PREFERENCE |

PLEASE PRINT

NAME: Ben Peterson DATE: 2/12/16

ADDRESS: 210 W. Hurlbut

DAYTIME PHONE: 231-675-0623 EVENING PHONE: 231-675-0623

EMAIL ADDRESS: 18petben@rayder.org

REASON(S) YOU WISH TO SERVE: I wish to improve my community by giving the board input through the eyes of a student/teenager.

DESCRIBE YOUR BACKGROUND, PROFESSIONAL QUALIFICATIONS, WORK EXPERIENCE, COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCES THAT MAY QUALIFY YOU TO SERVE THE CITY AS A VOLUNTEER COMMITTEE MEMBER. (ATTACH RESUME IF DESIRED)

I am a student of Charlevoix High School.

HAVE YOU PREVIOUSLY SERVED ON A BOARD/COMMITTEE OR HELD A CMIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:

ARE YOU AVAILABLE FOR NIGHT MEETINGS? Yes DAYTIME MEETINGS? NO

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, EXPLAIN:

IF A CONFLICT OF INTEREST AROSE FOR YOU, HOW WOULD YOU DEAL WITH IT? I would abstain from participating.

SIGNATURE: Ben Peterson DATE: 2/12/16

THANK YOU FOR YOUR INTEREST IN VOLUNTEERING. WHEN A VACANCY ARISES, YOU WILL BE CONTACTED.

PLEASE RETURN YOUR APPLICATION TO THE CITY MANAGER'S OFFICE AT YOUR EARLIEST CONVENIENCE.
210 STATE STREET CHARLEVOIX, MI 49720 - FAX (231) 547-3617 - EMAIL mgr@cityofcharlevoix.org



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

- AIRPORT ADVISORY COMMITTEE
- BOARD OF REVIEW
- COMPENSATION COMMISSION
- DD/MAIN STREET BOARD

- HISTORIC DISTRICT COMMISSION
- HOUSING COMMISSION
- PLANNING COMMISSION
- RECREATION ADVISORY COMMITTEE

- SHADE TREE COMMISSION
- ZONING BOARD OF APPEALS
- OTHER _____
- NO PREFERENCE

PLEASE PRINT

NAME: Steven Seely DATE: 2.2.16
 ADDRESS: 201 Meeker Street, PO BOX 701 CVX 49720
 DAYTIME PHONE: 231 499 3674 EVENING PHONE: 231 499 3674
 EMAIL ADDRESS: SWSCO@901.com ; Steven.seely@wfadvisors.com

REASON(S) YOU WISH TO SERVE: Past involvement with CVX golf course operations, Knowledge and involvement with golf and SKI industries. Desire to recognize recreation is an economic driver for area.

DESCRIBE YOUR BACKGROUND, PROFESSIONAL QUALIFICATIONS, WORK EXPERIENCE, COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCES THAT MAY QUALIFY YOU TO SERVE THE CITY AS A VOLUNTEER COMMITTEE MEMBER. (ATTACH RESUME IF DESIRED)
I have been president of local bank holding company, president of a CVX based investment firm, chair person of CVX Chamber, Grand Knight of CVX Knights of Columbus, member golf advisory committee

HAVE YOU PREVIOUSLY SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
yes - numerous bank and hospital boards, Trustee, Knights of Columbus Foundation, chamber of Commerce, Economic Development Council, Charlevoix Promise, CVX Schools Strategic Plan Board

ARE YOU AVAILABLE FOR NIGHT MEETINGS? yes DAYTIME MEETINGS? yes - certain days

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, EXPLAIN:
no

IF A CONFLICT OF INTEREST AROSE FOR YOU, HOW WOULD YOU DEAL WITH IT? excuse my participation

SIGNATURE: Steve W Seely DATE: 2.2.16

THANK YOU FOR YOUR INTEREST IN VOLUNTEERING. WHEN A VACANCY ARISES, YOU WILL BE CONTACTED.

PLEASE RETURN YOUR APPLICATION TO THE CITY MANAGER'S OFFICE AT YOUR EARLIEST CONVENIENCE.
210 STATE STREET CHARLEVOIX, MI 49720 - FAX (231) 547.3617 - EMAIL mgr@cityofcharlevoix.org

currently Certified Coach, Official and Masters Racer - U.S. SKI Team; Certified Instructor, Trainer and children's specialist with Professional SKI Instructors of America; Handicap Official for CVX Golf Club - US Golf Association / Golf Association of MI



**CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION**

- | | | |
|---|---|--|
| <input type="checkbox"/> AIRPORT ADVISORY COMMITTEE | <input type="checkbox"/> HISTORIC DISTRICT COMMISSION | <input type="checkbox"/> SHADE TREE COMMISSION |
| <input type="checkbox"/> BOARD OF REVIEW | <input type="checkbox"/> HOUSING COMMISSION | <input type="checkbox"/> ZONING BOARD OF APPEALS |
| <input type="checkbox"/> COMPENSATION COMMISSION | <input type="checkbox"/> PLANNING COMMISSION | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> DDA/MAIN STREET BOARD | <input checked="" type="checkbox"/> RECREATION ADVISORY COMMITTEE | <input type="checkbox"/> NO PREFERENCE |

PLEASE PRINT

NAME: Jennifer Sell DATE: 2.2.16
 ADDRESS: 12770 Pa Be Shan Lane, Charlevoix
 DAYTIME PHONE: 231-622-3963 EVENING PHONE: _____
 EMAIL ADDRESS: jennyjenny4789@gmail.com

REASON(S) YOU WISH TO SERVE: _____

I have a vested interested in the success of Chx in offering quality recreation programs and facilities to our community.

DESCRIBE YOUR BACKGROUND, PROFESSIONAL QUALIFICATIONS, WORK EXPERIENCE, COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCES THAT MAY QUALIFY YOU TO SERVE THE CITY AS A VOLUNTEER COMMITTEE MEMBER. (ATTACH RESUME IF DESIRED)

I have been in education for 23 years serving as a teacher, principal and coordinator for professional development. I have expertise in strategic planning and working with community stakeholders. I also grew up in Chx and was a camp counselor at Mt. McSauba.

HAVE YOU PREVIOUSLY SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:

I served on the Golf Advisory Board

ARE YOU AVAILABLE FOR NIGHT MEETINGS? yes DAYTIME MEETINGS? yes

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, EXPLAIN:

NO

IF A CONFLICT OF INTEREST AROSE FOR YOU, HOW WOULD YOU DEAL WITH IT? I would abstain from decisions

SIGNATURE: Jennifer Sell DATE: 2/2/16

THANK YOU FOR YOUR INTEREST IN VOLUNTEERING. WHEN A VACANCY ARISES, YOU WILL BE CONTACTED.

PLEASE RETURN YOUR APPLICATION TO THE CITY MANAGER'S OFFICE AT YOUR EARLIEST CONVENIENCE.
 210 STATE STREET CHARLEVOIX, MI 49720 – FAX (231) 547-3617 – EMAIL mgr@cityofcharlevoix.org

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Set Public Hearing for the Earl Young Buildings Historic District
DATE: April 4th, 2016
PRESENTED BY: Mark L. Heydlauff, City Manager
ATTACHMENTS: Draft Ordinance Establishing Earl Young Buildings Historic District
Final Report to State from Standing Historic District Study Committee

BACKGROUND INFORMATION: The Standing Historic District Study Committee has been meeting regularly since late last year to finish work on establishing a local historic district to preserve the Earl Young residential structures that remain within the City of Charlevoix. The district has been downsized, since it was presented to Council in October of 2015, to no longer include homes on Thistle Downs, only those on the block bounded by Park Avenue, Clinton Street, and Grant Street, as well as one lot across Clinton Street to the south will be in the district..

The Standing Historic District Study Committee has finished work on a report that will be sent to the State, if the local historic district is adopted by Council. The report is included for your review before the potential public hearing. At this point, the Committee is asking that a public hearing be set for April 18th, where the decision to adopt an ordinance establishing the Earl Young Buildings Historic District can be made by Council.

RECOMMENDATION: Set a Public Hearing for Monday, April 18, 2016 at 7pm in the Council Chambers of City Hall to consider adopting an Earl Young Historic District Ordinance.

CITY OF CHARLEVOIX
CHARLEVOIX COUNTY, MICHIGAN
ORDINANCE NO.778

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF CHARLEVOIX BY ADDING A NEW SECTION, WHICH NEW SECTION SHALL BE DESIGNATED AS SECTION 1.551: EARL YOUNG HISTORIC BUILDINGS DISTRICT OF ARTICLE VI: HISTORIC DISTRICTS OF CHAPTER 7: BOARDS AND COMMISSIONS OF TITLE I: ADMINISTRATION OF SAID CODE.

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1 Chapter 7: Boards and Commissions, of Title I: Administration, of the Code of Ordinances of the City of Charlevoix, is hereby amended by the addition of a new section in Article VI: Historic Districts, which shall read as follows:

ARTICLE VI: HISTORIC DISTRICTS

Sec. 1.551 Earl Young Historic Buildings District

The Earl Young Historic Buildings District is hereby established and is bounded and described as follows:

Block and lot number: 300 Park Avenue

Dimensions of parcel: Legal information: BEG AT NRN MOST COR LOT 1 BLK 12 ORIG PLAT OF VILL OF CHX TH SLY AL ELY LI SD LOT 113.14 FT TO SE COR SD LOT TH WLY ATANG OF 90DEG25'16" TO RT FRM LAST DESC CRSE AL SLY LI SD LOT 65.98FT TH NWLY ATANG OF 58DEG54'57" TO RT FROM LAST DESC CRSE 26.23 FT TH NWLY AT ANG OF 13DEG15'50" TO RT FROM LAST DESC CRSE 36.94 FT TO NWLY LI SD LOT TH NELY AT ANG OF 76 DEG09'30" TO RT FROM LAST DESC CRSE AL NWLY LI SD LOT 105.74 FT TO POB BEING PTOF LOT 1 BLK 12 ORIG PLAT OF VIL OF CX

Block and lot number: 302 Park Avenue

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

Block and lot number: 304 Park Avenue (Non-Contributing)

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

Block and lot number: 306 Park Avenue

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

Block and lot number: 308 Park Avenue

Dimensions of parcel: Legal information: COM AT SE COR LOT 5 BLK 12 ORIGINAL PLATOF VIL OF CHX TH WLY AL SLY LI LOT 5 & 6 70.20 FT FOR POB TH CONT WLY AL PROLONGATION OF LAST DESC CRSE AL SLY LI SD LOT 6 57.17 FT TH NLY AT ANG OF 82DEG 54' 50" TO RT FRM LAST DESC CRSE 27.73 FT TH NWLY AT ANG OF 5 DEG 06' 17" TO LFT FRM LAST DESC CRSE 51.10 FT TO NWLY LI SD LOT 6 TH NELY AT ANG OF 70 DEG 40' 20" TO RT FRM LAST DESC CRSE AL NWLY LI SD LOT 6 25.72 FT TH SELY AT ANGOF 79 DEG 18' 30" TO RT FRM LAST DESC CRSE 40.19 FT TH SELY AT ANG OF 15 DEG 06' 40" TO RT FRM LAST DESC CRSE 43.9 FT TH SLY AT ANG OF 20 DEG 44'46" TO RT FRM LAST DESC CRSE 22.2 FT TO POB BEING PART OF LOT 6 BLK 12 ORIGINAL PLAT OF VILL OF CHX

Block and lot number: 310 Park Avenue

Dimensions of parcel: Legal information: COM AT SE COR LOT 5 BLK 12 ORIGINAL PLATOF VILL OF CHX TH WLY AL S LI LOT 5 & 6 127.37FT FOR POB TH CONT WLY AL PROLONGATION OF LAST DESC CRSE AL S LI SD LOT 6 120.4FT TH NLY AT ANG 90DEG51'34" TO RT FRM LAST DESC CRSE 12.46FT TO NWLY LI SD LOT TH NELY AT ANG OF 57DEG38'19" TO RT FRM LAST DESC CRSE AL NWLY LI SD LOT 124.35FT TH SELY AT ANG OF 109 DEG19'40" TO RT FRM LAST DESC CRSE 51.1FT TH SLY AT ANG OF 5DEG06'17" TO RT FROM LAST DESC CRSE 27.73FT TO POB BEING PARTOF LOT 6 BLK 12 ORIGINAL PLAT OF VIL CX.

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

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

Block and lot number: 303 Clinton Street

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

Block and lot number: 305 Clinton Street

Dimensions of parcel: Legal information: BEG AT SE COR LOT 4 BLK 12 ORIGINAL PLAT OF VILL OF CHX TH WLY AL SLY LI SD LOT 66 FT TO SW COR SD LOT TH NLY AT ANG OF 89DEG45'09" TO RT FRM LAST DESC CRSE AL W LI SD LOT 85.39 FT TH ELY AT ANG OF 90DEG13'03" TO RT FRM LAST DESC CRSE 66.03 FT TO E LI SD LOT TH SLY AT ANG OF 89DEG48'28" TO RT FRM LAST DESC CRSE AL E LI SD LOT 85.43 FT TO POB BEING PT OF LOT 4 BLK 12 ORIGINAL PLAT OF VILL OF CHX

Block and lot number: 316 Park Avenue

Dimensions of parcel: Legal information: LOT 9 OF BLK 13 OF ORIGINAL PLAT OF CITY OF CHARLEVOIX ALSO N1/2 OF VACATED ALLEY ABUTTING SD LOT AS RECD L348P715 CX R/D

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 in valid for any reason, such invalidation shall not be construed to affect the validity of any other part of portion of this ordinance or of the Code of the City of Charlevoix, Michigan.

Section 3 EFFECTIVE DATE

This Ordinance shall be effective _____ (___) days from the date of adoption and shall be published as required by the Charter of the City of Charlevoix.

LOCAL HISTORIC DISTRICT STUDY COMMITTEE REPORT COVER FORM

Historic District Name: The Earl Young Buildings Historic District

City/Village: Charlevoix, Michigan

County: Charlevoix

Date Transmitted: March 4, 2016

Report type: Final

Total Number of Resources: #Historic: 10 #Non-Historic / Non-Contributing: 1
Percentage: 91%

District is Significant under the Following National Register Criteria:

Criterion C: Design/Construction Significance

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

Legal Boundary Description:

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

Charge of the Committee:

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

Committee Members:

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

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

Kay Heise
Charlevoix Historic District Commission
Charlevoix Historical Society, Secretary

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

David Miles
Curator, Harsha House Museum
Charlevoix Historic District Commission

Hugh Mason*
Downtown Development Authority, former Chairman

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

Zach Panoff
Interim City Planner / Zoning Administrator for the City of Charlevoix

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

Paul Weston
Charlevoix Historical Society, Member

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

Contact Name (City Official): Zach Panoff, Interim City Planner / Zoning Administrator
for the City of Charlevoix, Michigan

Address: 210 State Street Charlevoix, Michigan 49720

Phone: 231-547-3265 **E-Mail:** planner@cityofcharlevoix.org

SHPO use only

Argus Site ID # _____

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THE FINAL HISTORIC DISTRICT STUDY COMMITTEE REPORT
FOR THE EARL YOUNG BUILDINGS
THE CITY OF CHARLEVOIX, MICHIGAN MARCH 4, 2016

1. PURPOSE OF THE REPORT

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

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

2. CHARGE OF THE COMMITTEE

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

3. COMPOSITION OF COMMITTEE MEMBERSHIP

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

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

Kay Heise
Charlevoix Historic District Commission
Charlevoix Historical Society, Secretary

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

Hugh Mason*
Downtown Development Authority, former Chairman

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

David Miles
Curator, Harsha House Museum
Charlevoix Historic District Commission

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Interim City Planner/Zoning Administrator for the City of Charlevoix

Kenneth Polakowski
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Fellow in the American Society of Landscape Architects
Charlevoix Historical Society, member
Charlevoix Historic District Commission

Paul Weston
Charlevoix Historical Society, Member

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

4. THE NAME OF THE PROPOSED HISTORIC DISTRICT

The Earl Young Buildings Historic District

5. THE BOUNDARIES OF THE PROPOSED DISTRICT

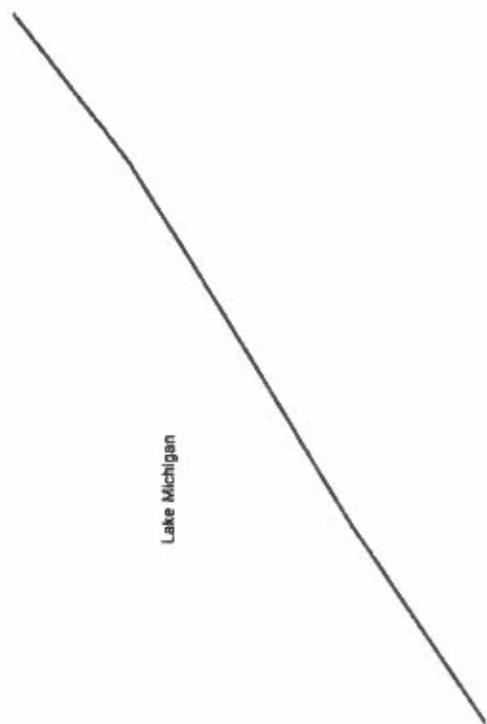
a. Verbal Boundary Description

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

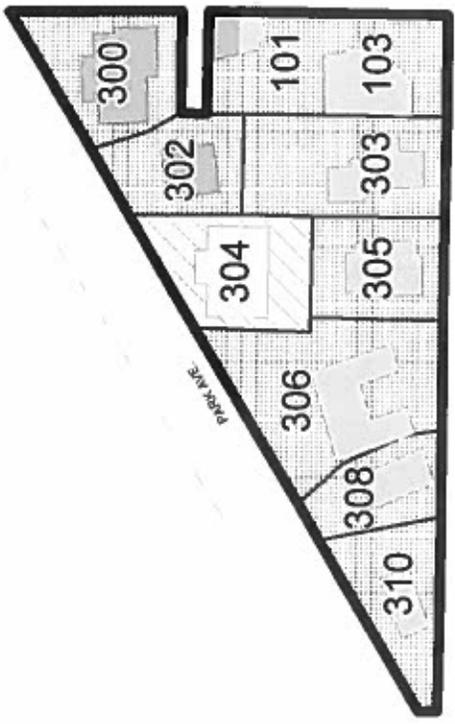


GRANT ST

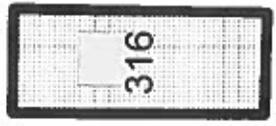
GRANT ST



Lake Michigan



CLINTON ST.



SHERMAN ST



N

**The Earl Young Buildings
Historic District**

City of Charlevoix, Charlevoix County, Michigan
February 5, 2016

Legend

-  District Boundary
-  District Boundary District Buildings
-  District Parcels
-  Contributing
-  Contributing
-  Non-Contributing
-  Non-Contributing
-  Non-Contributing

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

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

Block and lot number: 302 Park Avenue

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

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

Block and lot number: 304 Park Avenue (Non-Contributing)

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

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

Block and lot number: 306 Park Avenue

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

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

Block and lot number: 308 Park Avenue

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

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

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

Block and lot number: 310 Park Avenue

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

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

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

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

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

Block and lot number: 303 Clinton Street

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

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

Block and lot number: 305 Clinton Street

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

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

Block and lot number: 316 Park Avenue

Dimensions of parcel: Legal information: LOT 9 OF BLK 13 OF ORIGINAL
PLAT OF CITY OF CHARLEVOIX ALSO N1/2 OF VACATED ALLEY ABUTTING SD
LOT AS RECD L348P715 CX R/D

b. Visual Boundary Description

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

c. Boundary Justification

This mostly contiguous district is made up of properties on the block bounded by Park, Clinton and Grant Streets that are related to each other in that Earl Young designed and built them from 1919 through 1954. The boundary for each resource is the current boundary for each parcel included.

6. THE HISTORY OF THE PROPOSED DISTRICT IN CONTEXT

Charlevoix, Michigan is set in the midst of Lake Michigan, Lake Charlevoix, and Round Lake. The arrival of the first settlers came between 1854 and 1857, with the city's development having its origins in commercial fishing and the lumber trades. The expansion of the original Pine River Channel, connecting Round Lake to Lake Michigan, was extremely important in the making of the harbor. Charlevoix's history as a summer resort began in the late 1870's and by the 1880's became a popular summer retreat leading to the development of exclusive summer resorts. The first visitors came only by boat. The Charlevoix Summer Resort Association, now known as the Belvedere Club, was formed in 1878, between the south side of Round Lake and Lake Charlevoix. After additional acres were purchased the Belvedere Hotel was built in 1887. In 1880, the Chicago Summer Resort, now known as the Chicago Club was established. J. P. Wilson and Edward Waller, members of the Chicago Club, founded the Chicago Golf Club in 1896 and laid out a course designed by Willy Watson. The club relinquished the golf course in 1937 and sold it to the City of Charlevoix. After the arrival of the railroad in 1892, Charlevoix grew and its reputation as a desirable vacation destination because of its natural air conditioning, began to spread across the nation, and hotels began to appear. By 1898 Charlevoix had grown into a splendid resort. In 1926, the Belvedere Club opened its own golf course. Many passenger liners, including two legendary ships, the North American and the South American that cruised the Great Lakes, used the current Charlevoix city dock area on Round Lake extensively. Charlevoix received its village charter in 1879, and was incorporated as a city in 1905. Today approximately 3,000 year-round residents inhabit Charlevoix, but in the summer months, when tourism is at its peak, the population is estimated to triple.

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

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

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

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

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

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

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

7. STATEMENT OF SIGNIFICANCE

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

a. Criterion C: Design / Construction Significance

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

These properties meet the following requirements:

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

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

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

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

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

Earl Young designed and erected his stone buildings for one purpose—personal enjoyment. His architecture earned him fame, but also raised a few eyebrows, said his

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

Young sought to design durable structures that would blend with the environment and last for hundreds of years. His belief that buildings should co-exist with nature led him to be painstakingly meticulous and controlling throughout all construction. In designing his unique architecture, Earl Young sought inspiration from his passions—nature and stone. Each structure was made to conform to its topography so that it appeared to have grown there naturally. Young "...believed in tucking the house into the landscape... Trees weren't torn down to make room for the house. He built according to the lot because it wasn't just a house to him. It was a work of art. Every part of it had to go together." Because he used no formal plans, Young had to tell masons and contractors where he wanted each stone, window, and door. Occasionally Young would change his mind about how the building should look after it was partially completed; thus doorways and windows would have to be replaced with stonework and rebuilt in other locations at Young's whim. To facilitate the construction process, it is rumored that Irene Young often provided the patient masons and carpenters with drawings of her husband's "vision" on the sly.

Aside from the boulders and fieldstone collected and / or purchased from around the northern Michigan region, Young also used driftwood and recycled lumber. While some of the scrap materials were hidden under cedar shingles in order to emphasize a roof's undulating effect, others were proudly displayed.

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

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

Another distinguishing feature is cedar shingle roofs. Some of the houses in the triangular Park Avenue block have roofs that appear to undulate. In contrast, the roofs of the homes in Boulder Park are more conservative, typically gabled or hipped in form;

straight lines with deeply overhanging eaves and decorative exposed rafter tails dominate them. Young's low-lying undulating cedar shake roofs function in harmony with the landscape, helping to blend each home into its environment. To create these roofs, Young first framed them in a wave-like form; he then applied three to four layers of cedar shakes on top of the rafters, laying them to accentuate the motion. In some cases, like the famous "Mushroom House," Young used scrap lumber to heighten portions of the roof.

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

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

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

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

Earl Young's buildings are one of the most popular attractions in northern Michigan and a living tribute to his love for nature, stone, and the community. Not only have Young's "mushroom" houses had an aesthetic influence on architecture in the Charlevoix area, they have been a magnet of tourism for well over fifty years. Characteristics of his style are reflected in both commercial and residential architecture throughout the local area and in the 2008 renovated, award winning East Park.

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

THE EARL YOUNG BUILDINGS HISTORIC DISTRICT

300 Park Avenue

Earl Young in 1944 dubbed this former farmhouse the "Pines Cottage". It was constructed by Harvey Lee and Nellie Iddings. Harvey Lee Iddings was the first mayor

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

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

302 Park Avenue

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

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

306 Park Avenue

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

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

shingles are laid in a pattern that further accentuates this movement. Two squat, "cement-frosted" chimneys, sit atop the low-lying roof.

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

308 Park Avenue

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

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

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

310 Park Avenue

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

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

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

316 Park Avenue

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

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

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

101 Grant Street

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

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

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

103 Grant Street

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

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

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

303 Clinton Street

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

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

305 Clinton Street

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

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

The following is a list of Contributing Landscape and/or Design Elements present in the district that are not exclusive to a single parcel or address:

Grant Street Wall

This retaining wall that was constructed by Earl Young abuts Grant Street from the house at 101 Grant Street north to the corner of Park Avenue. The wall is built of horizontally stacked stone with inset flat faced stones.

Park Avenue Wall

The wall that sits next to Park Avenue and stretches from 306 Park Avenue to 310 Park Avenue was built by Earl Young in Onaway stone.

Clinton Street Wall

This low wall consists of mortared rough stone that sits back from Clinton Street and passes from the rear of 306 Park Avenue to the rear of 310 Park Avenue.

The following is a list of Non-Contributing Resources:

304 Park Avenue

Erected in 1918 -1921, this was the first house designed and built by Earl Young. Young created a unique two and a half story stone home for himself and his wife, Irene. This is the home in which they raised their family, moving next door in the late 1940's only after their children had grown. The house at one time was owned by Robert Gill, the son-in-law of Earl Young, and is presently owned by Amstar Non-Qual Retirement Fund LLC. Major demolition and re construction began in 2014.

The house has now been completely rebuilt and can no longer be considered a contributing resource. (See pg.39) The stonework is structural; only the roof, window, and door openings are wood framed. A deep front porch shelters the main entrance to the house. Two squat stone chimneys and plate glass windows with wooden trim add

character and detail. The new owners are replacing the old roof of asphalt shingles with a thatched roof being installed by roofers from Ireland..

8. PHOTOGRAPHIC INVENTORY

Please view photographs attached at the end of the report.

9. RESOURCE COUNTS AND PERCENTAGE

Ten of the eleven buildings are contributing, one of the eleven buildings is non-contributing, therefore 91% are contributing, and 9% are non-contributing.

10. BIBLIOGRAPHY

City of Charlevoix Assessment Roll, 2008

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

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

Historic Photographs provided by the Charlevoix Historical Society

Current Photographs provided by the City of Charlevoix Planning Department.