

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, March 21, 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 7, 2016 Regular Meeting PG 1-7
 - B. Accounts Payable Check Registers & Payroll Check Registers PG 8-19
- V. **Public Hearings**
 - A. Lake Harbor Apartments PILOT Ordinance PG 20-24
 - B. St. Mary's Challenger Propeller Donation PG 25-26
- VI. **Reports**
- VII. **Requests, Petitions and Communications and Actions Thereon**
 - A. Purchase two 1-ton Trucks PG 27
 - B. 2016 Power Line Trimming Contract PG 28-29
 - 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 PG 30-44
 - D. USCG Acacia Buoy Donation PG 45-46
 - E. Bike Rack Donation PG 47-52
- VIII. **Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. **Resolutions**
- X. **Ordinances**
 - A. Lake Harbor Apartments PILOT Ordinance PG 21-24
- 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 17, 2016 5:00 p.m.

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

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

I. Pledge of Allegiance

II. Roll Call of Members Present

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

III. Inquiry Regarding Possible Conflicts of Interest
None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – February 15, 2016 Regular Meeting Minutes
- B. Special Accounts Payable Register – February 22, 2016
- C. Regular Accounts Payable Check Register – March 8, 2016
- D. ACH Payments – February 16, 2016–February 29, 2016
- E. Tax Disbursement March 8, 2016
- F. Payroll Check Register – February 26, 2016
- G. Payroll Transmittal – February 26, 2016
- H. Mayor Proclamation – Sexual Assault Awareness Month April 2016
- I. Planning Commission Resignation – Don Heise
Mayor Campbell accepted Don Heise's resignation from the Planning Commission.

V. Public Hearings
None.

VI. Reports

City Manager Heydlauff acknowledged Clerk Golding and her staff involved with tomorrow's election. He extended his sympathy to the John Whitley family.

VII. Requests, Petitions and Communications and Actions Thereon

A. 2016 Infrastructure Work Bids

DPW Superintendent Elliott stated that after advertising throughout the state, the City received two bids for the 2016 Infrastructure project:

MDC Contracting	\$2,700,546.73
Elmer's Crane & Dozer, Inc.	\$2,868,211.01

Staff recommended awarding the contract to MDC Contracting.

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

Motion by Councilmember Supernaw, second by Councilmember Gibson, to award the 2016 Infrastructure project to MDC Contracting in the amount of \$2,700,546.73.

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

B. Resolution Waiving Parking Fees at Ferry Beach Boat Launch

City Manager Heydlauff stated that the Michigan BASS Nation is seeking to hold one of their Team Championship Series tournaments in Lake Charlevoix on June 5th. The event is asking that the parking fees be waived for their practice days (June 2-4) and on the day of the tournament (June 5).

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

Action by Resolution.

C. Revised Lease for WLJN Radio

City Manager Heydlauff stated that for many years, the City has leased space at Mt. McSauba to a radio station - most recently to WCCW from Traverse City. Late last year, WCCW sold their tower to WLJN. WLJN requested that the City update the lease to reflect their lease interest in the site. The City Attorney has reviewed the contract.

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

Motion by Councilmember Hagen, second by Councilmember Cole, to approve the revised lease agreement with WLJN/Good News Media and authorize the Mayor and City Clerk to sign all necessary documents.

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

D. Marina Cable Contract

City Manager Heydlauff explained that we have challenges providing reliable cable service to boaters at the Marina. We advertise the availability of cable on the DNR website but boaters often have difficulty actually using it once they arrive. This contract with Charter will provide a wide array of channels. Approving this contract now should allow us to have this service ready when the Marina opens May 15. The contract cost is approximately \$7,000 per year which includes a half-price reduction during the off season. City Manager Heydlauff explained how the fees are charged.

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

Motion by Councilmember Gibson, second by Councilmember Hagen, to approve the agreement with Charter Communications for cable service at the Marina.

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

E. In-Kind Marketing Policy

Various local events and organizations often request gift certificates or passes for some of our leisure services or activities (including the golf course, ski hill, marina, etc). City Manager Heydlauff said this policy would outline how we make decisions with these kinds of programs. Given the business-like nature of these services, it is important we remain in the public eye and these kinds of opportunities allow us to advertise with various events in the community.

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

Motion by Councilmember Perron, second by Councilmember Gibson, to approve the In-Kind Marketing Policy.

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

F. Mayor Appointment – Planning Commission

The Mayor stated that John Hess did not wish to be re-appointed to the Planning Commission and Don Heise resigned his commission. Mayor Campbell recommended Mary Eveleigh to replace Don Heise.

Motion by Councilmember Supernaw, second by Councilmember Gibson, to approve Mary Eveleigh to the Planning Commission, term expiring April 2018.

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

Mayor Campbell recommended Rick Golding to replace John Hess.

Motion by Councilmember Gibson, second by Councilmember Cole, to approve Rick Golding to the Planning Commission, term expiring April 2019.

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

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

A. Lake Harbor Apartment PILOT Ordinance

City Manager Heydlauff explained that a Payment in Lieu of Tax (PILOT) is a method to encourage the improvement and development of housing intended to serve persons of low to moderate income. It can also be applied to other housing situations depending on the types of financing used.

The Lake Harbor Apartments on Petoskey Avenue received a PILOT from the City in 2013 by way of an ordinance. The ordinance required they make improvements to the complex within two years of passage in order to qualify for the PILOT terms. They were unable to meet this timeline and the ownership of the complex has changed slightly. They have requested an update to the ordinance accounting for this change and a new two-year window during which they will make the improvements. The City Attorney has updated the paperwork accordingly.

Jeff Gates representing Lake Harbor Apartments explained how residents are selected for low income housing and welcomed Council to review any documents. Councilmember Gibson requested that local contractors be used on the project when possible.

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

Motion by Councilmember Cole, second by Councilmember Supernaw, to set a public hearing for March 21, 2016 at 7pm [in Council Chambers] to consider amending Ordinance 761 of 2013.

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

IX. Resolutions

A. Resolution Waiving Parking Fees at Ferry Beach Boat Launch for Michigan BASS Nation Tournament

Motion by Councilmember Supernaw, second by Councilmember Cole, to approve Resolution 2016-03-01 Waive Parking Fees for Bass Tournament, as follows:

**CITY OF CHARLEVOIX
RESOLUTION 2016-03-01
WAIVE PARKING FEES FOR BASS TOURNAMENT**

WHEREAS, Michigan BASS Nation plans to host a bass tournament named "Michigan BASS Bassmaster Team Championship Series" on June 5, 2016; and

WHEREAS, Tournament organizers are requesting that parking fees be waived for practice fishing on June 2, 3, and 4, 2016 and on the day of the tournament June 5, 2016; and

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

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix hereby waives parking fees for the "Michigan BASS Bassmaster Team Championship Series Tournament" on June 2-5, 2016.

RESOLVED this 7th day of March, 2016, A.D.

Resolution was adopted by the following yea and nay vote:

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

X. Ordinances
None.

XI. Miscellaneous Business

Councilmember Supernaw expressed his appreciation for John Etzinga's institutional knowledge acquired during his involvement in City government. He also congratulated Chief Doan for a third place finish in the soup contest at St. Mary's.

Councilmember Cole stated that he was absent from the last Council meeting and has received numerous calls from constituents regarding the proposed conservation easement. He recommended a motion to "end it [conservation easement] and not have Staff go forward with it". He stated that the easement issue has presented itself four times in the past with no success. Discussion ensued and comments were re-addressed from the February 15th meeting. City Manager Heydlauff clarified the direction to Staff on how the easement process would work. Councilmember Supernaw supported Councilmember Cole and stated that several of his constituents concur.

Councilmember Gibson restated her desire to have the citizens vote on the easement issue.

Councilmember Supernaw questioned the procedure to rescind a previous motion.

Mayor Campbell opened the item to public comment.

Mary Eveleigh, 1st Ward, felt that people do not understand the idea of a conservation easement and recommended that more education be available to the public in the newspaper. She is in favor of the easement.

Councilmember Perron stated that he did not trust future Councils to protect the properties and felt that an easement would be a "safety blanket".

Discussion continued on the merits of the easement and how the land is currently protected.

Tony Duerr, 2nd Ward, discussed the Charter sections regarding sale of property specifically with the sale of a park. Mr. Duerr was in favor of a conservation easement and he felt that the property is not protected now.

Maureen Owens expressed concern that the public was not present at this meeting to discuss the easement proposal further. She felt that the process should move forward and draft language be crafted. Ms. Owens felt that Councilmember Supernaw had only heard from people that are not in favor of the easement or those that did not attend the February 15th meeting.

Clerk Golding explained how a motion made at the previous Council meeting can be reconsidered and rescinded.

Motion by Councilmember Cole, second by Councilmember Supernaw, to reconsider [the February 15th conservation easement motion].

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

Motion by Councilmember Cole, second by Councilmember Supernaw, to rescind [the February 15th conservation easement motion].

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

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

John Campbell, 1st Ward, shared his affiliation with conservation easements and some history regarding the preservation of the property. He stated that the next step would be to go forward with a petition for a vote in November. He expressed his frustration with Council's decision tonight.

Jim Berlage noted his concern regarding the lack of handicapped parking along Bridge Street. He shared his experience trying to find handicapped parking. He requested eight additional handicap parking places and location ideas were discussed. City Manager Heydlauff indicated that any parking changes on Bridge Street would need to be approved by MDOT. Councilmember Supernaw stated that they would look into the situation.

Janet Kalbfell, 1st Ward, asked whether there was a way to change the City Charter to "tighten things up" with regards to protecting

McSaub. City Manager reiterated that the Charter can be amended, but would require legal review and a vote of the people.

Councilmember Supernaw recalled Councilmember Kurtz's suggestions for changing the Charter to protect the property in lieu of an easement.

Councilmember Gibson commented that "this is exactly the type of City Council that we need to be afraid of and that you won't let the citizens of this community exercise their right to vote." Councilmember Supernaw recalled an instance where this Council approved a committee appointee who was not disclosed in the appointment agenda item. Mayor Campbell felt that "you should always let the people vote". Councilmember Perron stated that "apparently we can't afford a democracy".

Brenda Bryan felt that the previous discussion was embarrassing and suggested that Council work together.

XIII. Adjourn

It was generally agreed to adjourn at 8:00 p.m.

Joyce M. Golding	City Clerk	Gabe Campbell	Mayor
Special Accounts Payable – 02/22/2016			
AT&T	11,137.69	MICHIGAN ELECTRIC	15,610.00
AT&T LONG DISTANCE	49.52	PRIORITY HEALTH	39,444.75
AT&T MOBILITY	72.90	STATE OF MICHIGAN	70.00
CHARLEVOIX STATE BANK	3,042.75	VERIZON WIRELESS	56.72
DELTA DENTAL	3,798.85	VISION SERVICE PLAN	507.41
GREAT LAKES ENERGY	224.03		
METLIFE SMALL BUSINESS CENTER	756.58	TOTAL	74,771.20
Regular Accounts Payable – 03/08/2016			
ABILITA	877.50	GREAT LAKES ELEVATOR LLC	335.48
AIRGAS USA LLC	532.98	GREAT LAKES PIPE & SUPPLY	509.79
ALTEC INDUSTRIES INC	2,743.43	GRP ENGINEERING INC.	589.08
AMERICAN WASTE INC	2,102.36	GRULER'S FARM SUPPLY INC	457.39
ARCADIA BENEFITS GROUP INC	25.00	HACH COMPANY	1,162.83
ARROW UNIFORM-TAYLOR L.L.C.	998.88	HAGGARD'S INC	3,291.40
AVFUEL CORPORATION	28,184.67	HANKINS, SCOTT	41.00
B & L SOUND INC	338.35	HEID, THOMAS J.	41.00
BOB MATHERS FORD	560.16	HEIGHTS MACHINERY	695.00
BOYNE IRRIGATION	484.64	HERITAGE-CRYSTAL CLEAN LLC	143.50
CHARLEVOIX TOWNSHIP	15.00	HEYDLAUFF, MARK L	429.25
CINTAS CORPORATION	131.90	HOLIDAY COMPANIES	6,303.05
CINTAS CORPORATION #729	56.58	HOSLER, MAGGIE	27.08
CITY OF CHARLEVOIX - UTILITIES	33,691.27	IDEXX DISTRIBUTION INC.	1,074.57
COACHING SYSTEMS LLC	194.94	INDEPENDENT DRAFTING SERVICES	1,960.00
COLORADO CHALLENGE	5,000.00	JOPPA HOUSE TRANSITIONAL PROGRAM	15,500.00
CRYSTAL FLASH ENERGY	626.08	KENNEDY, ROBERT	115.50
DCASSESSING SERVICES	4,371.08	KEVIN'S METER TESTING	1,904.24
DELL MARKETING L P	567.74	KEY CONTROLS ELECTRICAL SERVICES	1,435.00
DeROSIA, PATTY	41.00	KIRINOVIC, THOMAS	41.00
DOAN, GERARD	41.00	KLOOSTER, ALIDA K.	41.00
DOYLE, ANNIE	41.00	KMart	75.96
EJ EQUIPMENT INC	408.17	KSS ENTERPRISES	715.61
ELLIOTT, PATRICK M.	41.00	LAKESHORE TIRE & AUTO SERVICE	24.95
EVANS, ERIN	65.00	LUKE, AMY	70.00
EVANS, HAL	41.00	MANAGEMENT AND BEHAVIOR	725.00
FISHER SCIENTIFIC	477.20	MATELSKI, KIM	85.37
FORCE FLOW	866.60	MAYER, SHELLEY L.	82.00
FOX CHARLEVOIX	118.68	McGINN, KELLY	41.00
FREIGHTLINER OF GRAND RAPIDS	673.63	MCVEIGH'S TRUCK SPRINGS INC.	1,044.46
GOECKER, JAMIE	75.00	METAL HEAD WELDING LLC	659.88
GOLDING, JOYCE	41.00	MICHIGAN MUNICIPAL LEAGUE	16,466.00

MICHIGAN RURAL WATER ASSN	450.00	SPENCLEY, PATTI	284.04
MIGCSA	65.00	STANDARD ELECTRIC CO	45.00
MYER, ELIZABETH A.	122.16	STATE OF MICHIGAN	70.00
NETSOURCE ONE INC	859.00	STATE OF MICHIGAN	200.00
NORTH COUNTRY POWER GENERATION	385.00	SUPERIOR MECHANICAL	240.00
NORTHERN FIRE & SAFETY INC.	854.50	SVATORA, RONALD	88.00
NORTHERN SAFETY CO INC	1,080.58	SWEM, DONALD L.	41.00
O'REILLY AUTOMOTIVE INC	460.93	TERMINAL SUPPLY CO	118.79
OTWELL MAWBY	9,050.00	THE BANK OF NEW YORK MELLON N.A.	101,319.13
PALACIOS, GILBERTO	100.00	TRUCK & TRAILER SPECIALTIES	621.30
PANOFF, ZACH	41.00	UP NORTH PROPERTY SERVICES LLC	308.00
PARASTAR INC.	1,277.95	USA BLUE BOOK	377.45
PENCHURA LLC	3,000.00	VALLEY TRUCK - GAYLORD	318.72
PERFORMANCE ENGINEERS INC	29,950.50	VANGUILDER, JESSICA	22.50
PERSONAL GRAPHICS	60.34	VILLAGE GRAPHICS INC	91.80
POLLARD WATER	161.63	WELLER, LINDA	41.00
POWER LINE SUPPLY	9,400.79	WEST SHORE FIRE INC	61.37
PREIN & NEWHOF	2,082.50	WHITLEY INVESTMENTS LTD	43.10
PRO WEB MARKETING LLC	20.00	WITHROW, GREGORY	88.00
REHMANN-ROBSON & CO	1,200.00	WORK & PLAY SHOP	154.38
ROLOFF, ROBERT	41.00	WURST, RANDALL W.	82.00
RTI LABORATORIES INC	432.00	WYMAN, MATTHEW A.	41.00
SCIENTIFIC BRAKE & EQUIP CO	236.84		
SIGMA-ALDRICH RTC	260.84	TOTAL	306,769.37

ACH Payments – 02/16/2016 – 02/29/2016

DTE	9,005.91	STATE OF MI (WITHHOLDING TAX)	5,105.00
MI PUBLIC POWER AGENCY	21,508.83	VANTAGEPOINT (401 ICMA PLAN)	686.22
MI PUBLIC POWER AGENCY	13,328.30	VANTAGEPOINT (457 ICMA PLAN)	13,149.27
MI PUBLIC POWER AGENCY	245,298.37	MERS (DEFINED BENEFIT PLAN)	25,234.74
IRS (PAYROLL TAX DEPOSIT)	35,649.39	MI PUBLIC POWER AGENCY	15,052.05
ALERUS FINANCIAL (HCSP)	420.00	TOTAL	384,438.08

Tax Disbursement – 03/08/2016

CHARLEVOIX COUNTY TREASURER	1,161.00	CITY OF CHARLEVOIX/DDA	93,024.72
CHARLEVOIX COUNTY TREASURER	1,915.87	STATE OF MICHIGAN	2,923.36
CHARLEVOIX PUBLIC SCHOOLS	127.98	CHARLEVOIX COUNTY TREASURER	312,884.42
CHARLEVOIX PUBLIC SCHOOLS	576.59	CHARLEVOIX DISTRICT LIBRARY	99,806.77
CHARLEVOIX PUBLIC SCHOOLS	27.30	CITY OF CHARLEVOIX - TAXES DUE	64,054.86
CHARLEVOIX PUBLIC SCHOOLS	280.69	RECREATIONAL AUTHORITY	18,197.21
CHARLEVOIX PUBLIC SCHOOLS	60.67	TOTAL	595,041.44

PAYROLL: NET PAY

Pay Period Ending 02/20/2016 – Paid 02/26/2016

WELLER, LINDA JO	1,648.61	TEUNIS, STEVEN L.	1,664.99
HEYDLAUFF, MARK L.	2,079.77	WURST, RANDALL W.	1,366.59
GOLDING, JOYCE M.	1,061.95	MAYER, SHELLEY L.	1,627.29
DEROSIA, PATRICIA E.	878.25	HILLING, NICHOLAS A.	1,284.40
DOYLE, ANNE E.	1,362.36	MEIER III, CHARLES A.	1,244.18
LOY, EVELYN R.	1,029.15	ZACHARIAS, STEVEN B.	1,298.24
KLOOSTER, ALIDA K.	1,431.24	NISWANDER, JOSEPH F.	1,373.17
GOLOVICH, KAREN J.	1,010.00	EATON, BRAD A.	1,771.18
SPENCLEY, PATRICIA L.	1,270.99	WILSON, TIMOTHY J.	1,962.89
PANOFF, ZACHARY R.	1,027.00	LAVOIE, RICHARD L.	1,662.97
MILLER, FAITH G.	30.10	STEVENS, BRANDON C.	1,873.81
LEESE, MERRI C.	129.29	DRAVES, MARTIN J.	1,676.02
MCGINN, KELLY A.	1,456.33	BROWN, STEPHANIE C.	1,020.24
DOAN, GERARD P.	1,514.92	ELLIOTT, PATRICK M.	1,738.94
SCHLAPPI, JAMES L.	1,321.73	SCHWARTZFISHER, JOSEPH L.	1,469.98
UMULIS, MATTHEW T.	1,332.62	WELLS JR., DONALD E.	1,233.99
HANKINS, SCOTT A.	1,492.97	BRADLEY, KELLY R.	1,336.01
ORBAN, BARBARA K.	1,411.14	JONES, ROBERT F.	1,186.16
TRAEGER, JASON A.	1,098.76	DORAN, JUSTIN J.	1,286.05
FLICKEMA, ANDREW M.	1,230.06	KIR/NOVIC, THOMAS F.	306.82
MATELSKI, KIMBERLY A.	1,134.50	BITELY, KATHERINE A.	328.81
ROLOFF, ROBERT P.	4,292.62	GREGORY, CHRISTOPHER I.	107.94
RILEY, DENISE M.	412.65	BOSS, SHERRY M.	403.69
LOPER II, GARY D.	1,667.61	MURPHY IV, MICHAEL J.	266.43

RAMSEY, MADISON L.	250.75	TRAVERS, MANUEL J.	1,235.50
BERTINELLI, DAVID P.	870.74	RILEY, DANIEL A.	1,544.50
BOSS, BEAU J.	398.13	LALEWICZ, AMELIA	46.17
BARNEVELD, VLADIMIR R.	327.29	SWEM, DONALD L.	1,790.16
FICHTNER, KRISTIE S.	295.00	WHITLEY, ANDREW T.	1,462.41
HEID, THOMAS J.	1,244.10	MORRISON, KEVIN P.	995.23
MYER, ELIZABETH A.	1,623.20	HODGE, MICHAEL J.	1,301.01
VANLOO, JOSEPH G.	409.74	JOHNSON, STEVEN P.	983.83
WYMAN, MATTHEW A.	930.30	BOSS JR, DALE E.	1,116.49
SCHRADER, LOU ANN	476.74	STEBE JR, JOHN M.	358.35
BOSS, RYDER S.	158.58	BEHAN, DEAN T.	165.12
MILLER, WILLIAM S.	941.42	STEBE, CATHERINE M.	295.10
FUNKEY, KRAIG R.	320.91	HOLM, ARTHUR R.	712.86
MEGGISON, JERRY B.	279.28	STEVENS, JEFFREY W.	712.74
RILEY, CASEY W.	335.35	ROLOFF, AUDREY M.	3,197.35
JONES, LARRY M.	1,548.83	MATTER, DAWSON K.	3,627.36
WILLSON, BRENDA R.	100.43	SCOTT JR., WINFIELD	213.63
BEAN, PETER J.	213.99	TOTAL	91,298.00

PAYROLL: TRANSMITTAL - 02/20/2016

4FRONT CREDIT UNION	248.46	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	166.74	COMMUNICATION WORKERS OF AMER	525.02
AMERICAN FAMILY LIFE	311.88	MI STATE DISBURSEMENT UNIT	323.45
CHAR EM UNITED WAY	56.00	PRIORITY HEALTH	1,981.09
CHARLEVOIX STATE BANK	1,336.16	TOTAL	5,098.80

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/05/2016	03/11/2016	116148	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	248.46
03/05/2016	03/11/2016	116149	4FRONT CREDIT UNION	9028	Lump Sum Employer Contribution	2,136.00
03/05/2016	03/11/2016	116150	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	166.74
03/05/2016	03/11/2016	116150	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	379.74
03/05/2016	03/11/2016	116151	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 3/5/20	56.00
03/05/2016	03/11/2016	116152	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,336.16
03/05/2016	03/11/2016	116153	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
03/05/2016	03/11/2016	116154	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	526.98
03/05/2016	03/11/2016	116155	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	323.45
03/05/2016	03/11/2016	116156	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 3	201.00
03/05/2016	03/11/2016	116157	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	2,047.09
Grand Totals:		11				7,571.62

dm

Summary of Check Registers & ACH Payments
FIRSTMERIT BANK - CHECKS ISSUED

03/11/16 Payroll Transmittal Checks	\$ 7,571.62
03/11/16 Payroll	\$ 74,594.06
03/22/16 Regular Accounts Payable	\$ 222,818.60
Checks Sub-Total:	\$ 304,984.28

FIRSTMERIT BANK - ACH PAYMENTS

03/04/16 DeVere Construction Company	\$ 142,890.01
03/04/16 Payment Service Network, Inc.	\$ 230.50
03/07/16 MI Public Power Agency	\$ 23,399.99
03/09/16 State of MI (Sales Tax)	\$ 19,160.60
03/11/16 IRS (Payroll Tax Deposit)	\$ 28,022.57
03/11/16 Alerus Financial (HCSP)	\$ 420.00
03/11/16 State of MI (Withholding Tax)	\$ 4,034.65
03/11/16 Vantagepoint (401 ICMA Plan)	\$ 686.22
03/11/16 Vantagepoint (457 ICMA Plan)	\$ 12,319.52
03/14/16 MI Public Power Agency	\$ 29,401.77
03/15/16 DTE	\$ 7,710.96

ACH Sub-Total: \$ 268,276.79

First Merit Bank Total: \$ 573,261.07

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

03/22/16 Tax Disbursement	\$ 59,431.76
Charlevoix State Bank Total:	\$ 59,431.76

Grand Total: \$ 632,692.83

APPROVED:

[Signature]
CITY MANAGER

[Signature]
CITY TREASURER

[Signature]
CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/05/2016	PC	03/11/2016	20963	WELLER, LINDA JO	101		1,648.61
03/05/2016	PC	03/11/2016	20964	HEYDLAUFF, MARK L.	102		2,363.72
03/05/2016	PC	03/11/2016	20965	GOLDING, JOYCE M.	106		1,061.95
03/05/2016	PC	03/11/2016	20966	DEROSIA, PATRICIA E.	107		878.25
03/05/2016	PC	03/11/2016	20967	DOYLE, ANNE E.	108		1,362.36
03/05/2016	PC	03/11/2016	20968	LOY, EVELYN R.	117		1,029.15
03/05/2016	PC	03/11/2016	20969	KLOOSTER, ALIDA K.	121		1,628.11
03/05/2016	PC	03/11/2016	20970	GOLOVICH, KAREN J.	122		1,000.87
03/05/2016	PC	03/11/2016	20971	SPENCLEY, PATRICIA L.	136		1,302.39
03/05/2016	PC	03/11/2016	20972	PANOFF, ZACHARY R.	141		1,027.00
03/05/2016	PC	03/11/2016	20973	LEESE, MERRI C.	145		110.82
03/05/2016	PC	03/11/2016	20974	MCGINN, KELLY A.	146		1,456.33
03/05/2016	PC	03/11/2016	20975	DOAN, GERARD P.	201		1,514.92
03/05/2016	PC	03/11/2016	20976	SCHLAPPI, JAMES L.	204		878.18
03/05/2016	PC	03/11/2016	20977	UMULIS, MATTHEW T.	205		1,328.93
03/05/2016	PC	03/11/2016	20978	HANKINS, SCOTT A.	208		1,600.99
03/05/2016	PC	03/11/2016	20979	ORBAN, BARBARA K.	209		1,329.73
03/05/2016	PC	03/11/2016	20980	TRAEGER, JASON A.	210		1,200.04
03/05/2016	PC	03/11/2016	20981	FLICKEMA, ANDREW M.	211		927.30
03/05/2016	PC	03/11/2016	20982	MATELSKI, KIMBERLY A.	212		1,094.17
03/05/2016	PC	03/11/2016	20983	ROLOFF, ROBERT P.	304		1,643.48
03/05/2016	PC	03/11/2016	20984	RILEY, DENISE M.	306		410.66
03/05/2016	PC	03/11/2016	20985	LOPER II, GARY D.	308		607.01
03/05/2016	PC	03/11/2016	20986	TEUNIS, STEVEN L.	402		1,988.09
03/05/2016	PC	03/11/2016	20987	WURST, RANDALL W.	411		1,128.45
03/05/2016	PC	03/11/2016	20988	MAYER, SHELLEY L.	412		1,324.50
03/05/2016	PC	03/11/2016	20989	HILLING, NICHOLAS A.	413		1,175.16
03/05/2016	PC	03/11/2016	20990	MEIER III, CHARLES A.	421		1,551.50
03/05/2016	PC	03/11/2016	20991	ZACHARIAS, STEVEN B.	422		1,315.65
03/05/2016	PC	03/11/2016	20992	NISWANDER, JOSEPH F.	504		1,373.17
03/05/2016	PC	03/11/2016	20993	EATON, BRAD A.	515		1,861.83
03/05/2016	PC	03/11/2016	20994	WILSON, TIMOTHY J.	516		2,190.96
03/05/2016	PC	03/11/2016	20995	LAVOIE, RICHARD L.	519		1,662.98
03/05/2016	PC	03/11/2016	20996	STEVENS, BRANDON C.	521		1,758.77
03/05/2016	PC	03/11/2016	20997	DRAVES, MARTIN J.	523		1,558.64
03/05/2016	PC	03/11/2016	20998	BROWN, STEPHANIE C.	524		1,020.24
03/05/2016	PC	03/11/2016	20999	ELLIOTT, PATRICK M.	600		1,738.95
03/05/2016	PC	03/11/2016	21000	SCHWARTZFISHER, JOS	603		958.84
03/05/2016	PC	03/11/2016	21001	WELLS JR., DONALD E.	609		1,572.56
03/05/2016	PC	03/11/2016	21002	BRADLEY, KELLY R.	614		1,371.75
03/05/2016	PC	03/11/2016	21003	JONES, ROBERT F.	618		1,078.98
03/05/2016	PC	03/11/2016	21004	DORAN, JUSTIN J.	621		1,446.15
03/05/2016	PC	03/11/2016	21005	BITELY, KATHERINE A.	704		410.04
03/05/2016	PC	03/11/2016	21006	GREGORY, CHRISTOPH	727		67.19
03/05/2016	PC	03/11/2016	21007	BOSS, SHERRY M.	730		568.40
03/05/2016	PC	03/11/2016	21008	MURPHY IV, MICHAEL J.	732		358.94
03/05/2016	PC	03/11/2016	21009	RAMSEY, MADISON L.	752		164.85
03/05/2016	PC	03/11/2016	21010	BERTINELLI, DAVID P.	764		870.74
03/05/2016	PC	03/11/2016	21011	BOSS, BEAU J.	788		440.18
03/05/2016	PC	03/11/2016	21012	FICHTNER, KRISTIE S.	792		418.34
03/05/2016	PC	03/11/2016	21013	HEID, THOMAS J	802		1,244.10
03/05/2016	PC	03/11/2016	21014	MYER, ELIZABETH A.	900		1,851.28
03/05/2016	PC	03/11/2016	21015	VANLOO, JOSEPH G.	902		295.73
03/05/2016	PC	03/11/2016	21016	WYMAN, MATTHEW A.	927		930.30
03/05/2016	PC	03/11/2016	21017	SCHRADER, LOU ANN	929		222.39
03/05/2016	PC	03/11/2016	21018	BOSS, RYDER S.	932		289.77
03/05/2016	PC	03/11/2016	21019	MILLER, WILLIAM S.	933		1,171.91

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/05/2016	PC	03/11/2016	116136	SWEM, DONALD L.	512		1,790.16
03/05/2016	PC	03/11/2016	116137	WHITLEY, ANDREW T.	522		1,341.85
03/05/2016	PC	03/11/2016	116138	MORRISON, KEVIN P.	601		1,134.16
03/05/2016	PC	03/11/2016	116139	HODGE, MICHAEL J.	606		1,252.31
03/05/2016	PC	03/11/2016	116140	JOHNSON, STEVEN P.	617		1,143.81
03/05/2016	PC	03/11/2016	116141	BOSS JR, DALE E.	701		1,116.49
03/05/2016	PC	03/11/2016	116142	STEBE JR, JOHN M.	729		428.38
03/05/2016	PC	03/11/2016	116143	BEHAN, DEAN T.	733		311.93
03/05/2016	PC	03/11/2016	116144	STEBE, CATHERINE M.	765		351.52
03/05/2016	PC	03/11/2016	116145	HOLM, ARTHUR R.	791		576.92
03/05/2016	PC	03/11/2016	116146	STEVENS, JEFFREY W.	1028		258.92
03/05/2016	PC	03/11/2016	116147	MATTER, DAWSON K.	1038		101.31
Grand Totals:			<u>69</u>				<u>74,594.06</u>

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Report Criteria:

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

Check Number	Payee	Amount
03/22/2016		
116158	ACE HARDWARE	1,221.93
116159	AHI ASSOCIATES	13.37
116160	ALL-PHASE ELECTRIC SUPPLY CO.	277.16
116161	AMERICAN TOTAL SECURITY INC	813.24
116162	AMERICAN WASTE INC.	345.56
116163	ANYBATTERY INC.	107.81
116164	ARROW UNIFORM-TAYLOR L.L.C.	1,026.44
116165	AUTO VALUE	458.72
116166	AVFUEL CORPORATION	20.00
116167	AVSURANCE CORPORATION	2,957.00
116168	BARRETT'S AUTO & MARINE TRIM	400.00
116169	BEHAN WINDOW CLEANING	410.00
116170	BOLLINI, PIER	28.00
116171	BRADFORD'S	39.00
116172	BRIAN DIXON PAINTING	1,160.00
116173	BULBS.COM	94.75
116174	CARQUEST OF CHARLEVOIX	1,298.07
116175	CENTRAL DRUG STORE	123.75
116176	CERILLIANT	268.92
116177	CHANNING BETE COMPANY INC.	177.89
116178	CHARLEVOIX WRESTLING CLUB	174.18
116179	CHARTER COMMUNICATIONS	109.98
116180	CHEMICAL SYSTEMS INC.	1,912.00
116181	CROSSROADS MOBILE MAINTENANC	356.00
116182	CRYSTAL FLASH ENERGY	658.27
116183	DEAN, JENNIFER	511.50
116184	EJ EQUIPMENT INC	544.28
116185	ELLSWORTH FARMER'S EXCHANGE	462.00
116186	ETNA SUPPLY	520.97
116187	FAMILY FARM & HOME	243.70
116188	FISHER SCIENTIFIC	837.91
116189	FREEDOM MAILING SERVICES INC.	2,276.29
116190	GALLS AN ARAMARK COMPANY	11.02
116191	GOLDING, JOYCE	104.21
116192	GRAND TRAVERSE GARAGE DOOR	415.10
116193	GROESSER, BETTY	150.00
116194	HACH COMPANY	530.68
116195	HAGGARD'S INC	810.00
116196	HART, RICHARD	210.00
116197	HEALTH DEPT OF NW MICHIGAN	1,307.00
116198	HODNEY, DONALD	71.93
116199	HOLIDAY COMPANIES	3,323.40
116200	HYDRO CORP	515.00
116201	INDEPENDENT DRAFTING SERVICES	840.00
116202	J & B MEDICAL SUPPLY INC.	442.74
116203	KLOOSTER, ALIDA K.	251.30
116204	KMart	18.96
116205	KSS ENTERPRISES	73.93

Check Number	Payee	Amount
116206	MATYE, ELIZABETH	679.81
116207	MCCARDEL CULLIGAN-PETOSKEY	50.00
116208	MICHIGAN OFFICEWAYS INC	1,217.50
116209	NETSOURCE ONE INC.	2,641.30
116210	NORTH COUNTRY POWER GENERATI	757.00
116211	NORTHERN CREDIT BUREAU	934.09
116212	NORTHERN FIRE & SAFETY INC.	86.00
116213	NORTHERN MICHIGAN REVIEW INC.	1,748.07
116214	NYE UNIFORM CO	419.68
116215	OLSON BZDOK & HOWARD	4,859.21
116216	PERFORMANCE ENGINEERS INC	15,512.30
116217	POWER LINE SUPPLY	2,512.90
116218	PREIN & NEWHOF	33,023.02
116219	PRO WEB MARKETING LLC	80.00
116220	RANGE TELECOMMUNICATIONS	114.00
116221	REHMANN-ROBSON & CO	3,518.90
116222	RIETH-RILEY CONST CO INC	1,922.20
116223	SEELYE, DON	71.83
116224	SPARTAN STORES LLC	10.47
116225	STATE OF MICHIGAN	22,906.81
116226	STATE OF MICHIGAN	1,243.57
116227	STATE OF MICHIGAN	205.62
116228	STATE OF MICHIGAN	300.00
116229	SUPERIOR MECHANICAL	300.00
116230	SYSTEMS SPECIALISTS INC	675.00
116231	T & R ELECTRIC	8,156.00
116232	TERMINAL SUPPLY CO	20.50
116233	TRUCK & TRAILER SPECIALTIES	377.24
116234	UPPER CASE PRINTING INK.	94.30
116235	US BANK	88,097.50
116236	USA BLUE BOOK	121.31
116237	VERIBANC INC.	432.00
116238	VILLAGE GRAPHICS INC.	508.67
116239	WHITLEY, ANDREW	65.00
116240	WORK & PLAY SHOP	162.84
116241	ZACHARIAS, STEVEN B.	70.00
Total 03/22/2016:		222,818.60
Grand Totals:		222,818.60

Check Number	Payee	Amount
03/04/2016		
30416001	DEVERE CONSTRUCTION COMPANY	142,890.01
30416002	PAYMENT SERVICE NETWORK INC.	230.50
Total 03/04/2016:		<u>143,120.51</u>
Grand Totals:		<u><u>143,120.51</u></u>

Check Number	Payee	Amount
03/07/2016		
30716001	MICHIGAN PUBLIC POWER AGENCY	23,399.99
Total 03/07/2016:		23,399.99
Grand Totals:		23,399.99

Check Number	Payee	Amount
03/09/2016		
301916001	STATE OF MICHIGAN	19,160.60
Total 03/09/2016:		19,160.60
Grand Totals:		19,160.60

Check Issue Date	Check Number	Payee	Amount
31116001			
03/11/2016	31116001	**EFTPS* Payroll Taxes	7,069.19
03/11/2016	31116001	**EFTPS* Payroll Taxes	7,069.19
03/11/2016	31116001	**EFTPS* Payroll Taxes	1,653.26
03/11/2016	31116001	**EFTPS* Payroll Taxes	1,653.26
03/11/2016	31116001	**EFTPS* Payroll Taxes	10,577.67
Total 31116001:			
	5		28,022.57
31116002			
03/11/2016	31116002	Alerus Financial	420.00
Total 31116002:			
	1		420.00
31116003			
03/11/2016	31116003	STATE OF MICHIGAN	4,034.65
Total 31116003:			
	1		4,034.65
31116004			
03/11/2016	31116004	Vantagepoint - 401 Plan 109153	686.22
Total 31116004:			
	1		686.22
31116005			
03/11/2016	31116005	Vantagepoint - 457 Plan 300959	4,971.58
03/11/2016	31116005	Vantagepoint - 457 Plan 300959	436.27
03/11/2016	31116005	Vantagepoint - 457 Plan 300959	1,737.92
03/11/2016	31116005	Vantagepoint - 457 Plan 300959	5,173.75
Total 31116005:			
	4		12,319.52
Grand Totals:			
	12		45,482.96

<u>Check Number</u>	<u>Payee</u>	<u>Amount</u>
03/14/2016		
31416001	MICHIGAN PUBLIC POWER AGENCY	29,401.77
Total 03/14/2016:		29,401.77
Grand Totals:		29,401.77

Check Number	Payee	Amount
03/15/2016		
31516001	DTE ENERGY	7,710.96
Total 03/15/2016:		7,710.96
Grand Totals:		7,710.96

Check Number	Payee	Amount
03/22/2016		
2715	CHARLEVOIX COUNTY TREASURER	10,105.64
2716	CHARLEVOIX DISTRICT LIBRARY	3,304.33
2717	CHARLEVOIX PUBLIC SCHOOLS	1,047.37
2718	CHARLEVOIX PUBLIC SCHOOLS	243.62
2719	CHARLEVOIX PUBLIC SCHOOLS	11.53
2720	CHARLEVOIX PUBLIC SCHOOLS	118.59
2721	CHARLEVOIX PUBLIC SCHOOLS	25.63
2722	CITY OF CHARLEVOIX - TAXES DUE	43,972.65
2723	RECREATIONAL AUTHORITY	602.40
Total 03/22/2016:		59,431.76
Grand Totals:		59,431.76

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Lake Harbor Apartments PILOT Ordinance

DATE: March 21, 2016

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Lake Harbor Apartments PILOT Ordinance

BACKGROUND INFORMATION:

A Payment in Lieu of Tax (PILOT) is a method to encourage the improvement and development of housing intended to serve persons of low to moderate income. It can also be applied to other housing situations depending on the types of financing used.

The Lake Harbor Apartments on Petoskey Avenue received a PILOT from the City in 2013 by way of an ordinance. The ordinance required they make improvements to the complex within two years of passage in order to qualify for the PILOT terms. They were unable to meet this timeline and the ownership of the complex has changed slightly. They have requested an update to the ordinance accounting for this change and a new two-year window during which they will make the improvements.

The City Attorney has updated the paperwork accordingly.

RECOMMENDATION: Approve the ordinance as presented.

**CITY OF CHARLEVOIX
ORDINANCE NO. 768 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 Watermark 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 Northwesterly 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
 PO Box 313
 Novi, MI 48376

and

MSHDA
Attn: Director of Legal Affairs
735 East Michigan Avenue
Lansing, MI 48909

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 ____day of _____ 2016, by the Charlevoix City Council as follows:

Motion by:
Seconded by:

Yeas:
Nays:
Absent:

State of Michigan)
) ss
City of Charlevoix)

CERTIFICATION

I, the undersigned, City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Ordinance No. 777 of 2016 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on _____, 2016 and published in the *Charlevoix Courier* on _____, 2016, the original of which is on file in my 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: _____

Joyce M. Golding, City Clerk

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Public Hearing on *Challenger* Propeller Donation

DATE: March 21, 2016

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Photos

BACKGROUND INFORMATION:

In December, Council considered whether to accept the donation of the propeller (or screw) from the *St. Mary's Challenger*. Council requested a public hearing be scheduled for March and that a poll be posted on our City Facebook page to gather public input.

The Planning Commission had suggested that if the City accepted the propeller, it might be placed along the Pine River Channel near the DNR Fish Hatchery. They suggest it could be a nice way to recognize the nautical history of Charlevoix along with other features (including the buoy from the USCG *Acacia*).

The Facebook poll went live last week and received 79 responses.
Should the City of Charlevoix accept the donation? 71 yes 8 no
Do you like the potential location on the Pine River Channel? 69 yes 10 no

I have spoken with the Plant Manager at St. Mary's who indicated they would not be offended if the City declined the propeller; they understand it is a large object but wanted to at least offer it to us first.

RECOMMENDATION: Receive further public input and direct staff as you wish.



**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Purchase two, 1-ton trucks

DATE: March 21, 2016

PRESENTED BY: Patrick Elliott, DPW Superintendent

ATTACHMENTS: None

BACKGROUND INFORMATION: At a previous Council meeting Council authorized me to spend up to \$60,000.00 to purchase two, used, one ton dump trucks. Since that approval, Staff has been looking for two trucks that fit into the approved dollar amount and that are in good shape and will last for years to come. Unfortunately we have not been able to locate two trucks that fit our needs and are in good shape.

Staff has also been researching the option of purchasing two, new, one ton dump trucks through the competitively bid, MIDEAL program. After dealing with a number of different dealerships, we have been able to get some very good pricing. Berger Chevrolet, out of Grand Rapids, quoted the City \$63,572.00 for two new, Chevrolet, one ton dump trucks. This amount is \$3,572.00 over the approved amount, but overall in the Motor Pool Fund we will still be within budget at the end of the fiscal year.

Just for your information, we did contact the local dealerships to see if they could come close to the quoted number from Berger and they are not able to be competitive.

RECOMMENDATION: Approve the purchase of two, one ton dump trucks, for a total amount of \$63,572.00 under the MIDEAL program.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: 2016 Power Line Trimming Contract

DATE: March 21, 2016

PRESENTED BY: Don Swem, Electric Superintendent

ATTACHMENTS: Bid Tabulation

BACKGROUND INFORMATION:

The trees are again encroaching on our power lines. The encroachment is not as bad as past years, but in order to keep the system reliable, we need to keep up with the trimming. In addition, there is a new problem that is becoming much more of an issue these days - the ash trees that have been infected by the emerald ash borer. We now have dead and dying ash trees throughout the system. Some of these trees are very tall and they are threatening our power lines in several areas.

The electric industry as a whole, has been proactively cutting down these ash trees as soon as they show signs of being infected. This is being done to protect the lines and the workers, as the trees become a danger rather quickly once they are infected. I am intending to do the same and get rid of as many of the infected ash trees as we can. If we were to wait until the trees completely die, the trees become much more dangerous to climb or work around or remove as the trees rot away very quickly and become unpredictable.

We have a budget of \$190,000, which will hopefully do the whole system. We received four bids for the work, with one other company that did not bid at this time. The bid asked for an hourly rate for a full crew, which is made up of a Foreman, Journeyman Trimmer, Groundman, Aerial Lift and a Chipper. The sum of these five hourly rates was used to compare the bids. The results are as follows:

<u>Bidder</u>		<u>Total Rate per Crew Hour</u>
Asplundh Tree Expert Co	Mt. Pleasant, MI	\$ 112.25 /hr
Treeworks Inc.	Coopersville, MI	\$ 225.40 /hr
Drost Landscape	Petoskey, MI	\$ 228.00 /hr

Chop	Byron Center, MI	\$ 235.00 /hr
Nelson Tree Service	Dayton, OH	No Bid

As can be seen, Asplundh is the low bidder by a rather wide margin. The last two contracts the City has had for power line trimming have been with Asplundh. They did an excellent job, so I see no reason why we should not hire them again.

RECOMMENDATION: Award tree trimming contract to Asplundh Tree Expert Co. at the hourly rates as bid and that Council authorize the Mayor and Clerk to sign the Contract with Asplundh.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: 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.

DATE: March 21, 2016

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENT(S): Airport Attendant (Seasonal), Job Description
Airport Attendant (Part-time), Job Description
Electric Department Technician, Job Description
Foreman/Spray Tech, Job Description
Mt. McSauba Camp Counselor, Job Description
Mt. McSauba Junior Camp Counselor, Job Description
Water Distribution System Operator, Job Description

BACKGROUND INFORMATION: We are requesting the approval to create and modify five job descriptions as follows:

- Create a new **Airport Attendant (Seasonal)** job description to allow us to replace a part-time Airport Attendant with a seasonal Airport Attendant when necessary.
- Modify the **Airport Attendant (Part-time)** job description to remove the required certification to “willingness to be trained and to acquire accreditation” because the accreditation is not necessary for this position.
- Create a new **Electric Department Technician** job description to better reflect the current needs of the Electric Department. We will abolish the B Lineman position, which is currently held by Joe Niswander, who is retiring effective April 2016. We will also abolish the vacant Administrative Assistant, Electric Department and Department of Public Works/Water Division position.
- Modify the **Foreman/Spray Tech** job description to better reflect current needs of the position.
- Modify the **Mt. McSauba Camp Counselor** job description to revise the age requirements and Red Cross certification language.
- Modify the **Mt. McSauba Junior Camp Counselor** job description to revise the age requirements and Red Cross certification language.

- **Modify the Water Distribution System Operator job description to include the “Trainee” class, which will accommodate candidates who do not yet possess an S-2, S-3, or an S-4 license in preparation to backfill the position currently held by Don Wells, who is retiring effective April 2016.**

RECOMMENDATION: Motion 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 OF CHARLEVOIX

Title: Airport Attendant

FLSA: Non-exempt
STATUS: Seasonal

Department: Airport

Reports To: Airport Manager

Date: March 21, 2016

Position Purpose

This position is responsible for ensuring the safe and efficient ramping and fueling of aircraft, operation of mowing and snow removal equipment, general maintenance of airport facility/property, daily counter sales, and provides providing quality customer service to pilots, patrons, and other Airport customers.

Scope/Environment

Works under the general supervision of the Airport Manager, Operations Manager or designee. Position requires individual(s) to operate several pieces of mechanized and non-mechanized equipment outdoors in all types of weather and the ability to maintain that equipment. Duties involve exertion of physical strength and dexterity. Works primarily outdoors in all types of weather. Interacts with high-end summer visitors/users during busy resort season, with ability to affect their first impression of the City. Services multi-million dollar aircraft and operates complex, expensive equipment in an environment that requires attention to detail and adherence to FAA/OSHA/MIOSHA/City safety practices.

Essential Job Functions

- Operate various types of complex/expensive motorized and non-motorized equipment and tools in safe and efficient manner to mow airport property.
- Assist in quality-testing of fuel, fueling, and ramping of aircraft.
- Perform associated recordkeeping (fuel logs, labor and time distribution, and inspections, et al).
- Collect revenue and provide general customer service.
- Perform upkeep and preventive maintenance of airport equipment as assigned.
- Ensure that shop areas and fueling and mowing equipment are inspected and cleaned (on a daily basis), and that all tools are returned to their designed areas. Responsible for maintaining cleanliness of airport property during mowing and fueling activities.
- Share janitorial responsibility of facilities, including terminal and SRE building with other/all airport personnel.
- Answer phones, greet public, answer patron inquiries, and provide high level of customer service.
- Input various data and coordinate reporting with City staff.
- Abide by applicable FAA/OSHA/MIOSHA/City safety practices.
- Performs other duties as assigned by Airport Manager and/or Operations Manager

Knowledge, Skills and Abilities Required

- Excellent interpersonal skills and ability to communicate with the public in a courteous and effective manner.

- Mechanical aptitude and the ability to determine the kind of tools and equipment needed to do a job, to perform routine maintenance/repairs, and to operate various types of motorized and non-motorized equipment and tools safely and efficiently.
- Attention to safety/ability to perform duties in compliance with 14 CFR Part 139 Fire Training for fuel operations.
- Flexibility regarding work hours and availability for after-hour call ins. (Some work on weekends and holidays will be required.) Prompt response to call in's and dependability are required.
- Experience with cash collections, point-of-sale and credit card machines.
- Intermediate computer skills (MS Excel, Word, Outlook, PowerPoint).
- Flexibility regarding work hours and availability for after-hour call-ins.
- Ability to communicate with public in courteous and effective manner.
- Motivated self-starter with positive responsible attitude.

Required Certifications

- High school graduate or equivalent; some college preferred.
- 18 years or age or older (legal restriction to operate some equipment).
- Ability to meet applicable FAA/OSHA/MIOSHA/City guidelines for various fueling and equipment operations.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: Pending Approval

CITY OF CHARLEVOIX

Title: Airport Attendant

FLSA: Non-exempt

STATUS: Part-time

Department: Airport

Reports To: Airport Manager

Date: March 21, 2016

Position Purpose

This position is responsible for ensuring the safe and efficient ramping and fueling of aircraft, operation of mowing and snow removal equipment, general maintenance of airport facility/property, daily counter sales, and provides providing quality customer service to pilots, patrons, and other Airport customers.

Scope/Environment

Works under the general supervision of the Airport Manager, Operations Manager or designee. Position requires individual(s) to operate several pieces of mechanized and non-mechanized equipment outdoors in all types of weather and the ability to maintain that equipment. Duties involve exertion of physical strength and dexterity. Works primarily outdoors in all types of weather. Interacts with high-end summer visitors/users during busy resort season, with ability to affect their first impression of the City. Services multi-million dollar aircraft and operates complex, expensive equipment in an environment that requires attention to detail and adherence to FAA/OSHA/MIOSHA/City safety practices.

Essential Job Functions

- Operate various types of complex/expensive motorized and non-motorized equipment and tools in safe and efficient manner to mow airport property.
- Assist in quality-testing of fuel, fueling, and ramping of aircraft.
- Perform associated recordkeeping (fuel logs, labor and time distribution, and inspections, et al).
- Collect revenue and provide general customer service.
- Perform upkeep and preventive maintenance of airport equipment as assigned.
- Ensure that shop areas and fueling and mowing equipment are inspected and cleaned (on a daily basis), and that all tools are returned to their designed areas. Responsible for maintaining cleanliness of airport property during mowing and fueling activities.
- Share janitorial responsibility of facilities, including terminal and SRE building with other/all airport personnel.
- Answer phones, greet public, answer patron inquiries, and provide high level of customer service.
- Input various data and coordinate reporting with City staff.
- Abide by applicable FAA/OSHA/MIOSHA/City safety practices.
- Performs other duties as assigned by Airport Manager and/or Operations Manager

Knowledge, Skills and Abilities Required

- Excellent interpersonal skills and ability to communicate with the public in a courteous and effective manner.

- Mechanical aptitude and the ability to determine the kind of tools and equipment needed to do a job, to perform routine maintenance/repairs, and to operate various types of motorized and non-motorized equipment and tools safely and efficiently.
- Attention to safety/ability to perform duties in compliance with 14 CFR Part 139 Fire Training for fuel operations.
- Flexibility regarding work hours and availability for after-hour call ins. (Some work on weekends and holidays will be required.) Prompt response to call in's and dependability are required.
- Experience with cash collections, point-of-sale and credit card machines.
- Intermediate computer skills (MS Excel, Word, Outlook, PowerPoint).
- Flexibility regarding work hours and availability for after-hour call-ins.
- Ability to communicate with public in courteous and effective manner.
- Motivated self-starter with positive responsible attitude.

Required Certifications

- High school graduate or equivalent; some college preferred.
- 18 years or age or older (legal restriction to operate some equipment).
- Ability to meet applicable FAA/OSHA/MIOSHA/City guidelines for various fueling and equipment operations.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: Pending Approval

CITY OF CHARLEVOIX

Title: Electric Department Technician **FLSA:** Non-Exempt
Department: Electric **STATUS:** Full-Time, Union
Reports to: Superintendent, Electric Department
Date: March 21, 2016

Position Purpose and Objectives

This position is responsible for technical operations in the City of Charlevoix Electric Department as well as coordinating office activities for the Electric Department, and for providing administrative, secretarial, and clerical support to the Electric Department Head. This position also provides limited office support for the City of Charlevoix Water Department. The work is performed under the direction of the Electric Department Head.

Essential Job Functions

- Answer phones for Electric and Water Departments, answer phones during power outages and water outages, assess situations and dispatch crews, etc., as necessary. Keep records of phone calls, outages.
- Dispatch trouble calls to appropriate crews to investigate, including electric, water and street departments.
- Survey/track/monitor/map various assets for GIS. Become proficient in use of Trimble equipment. Maintain and control all GIS data and drawings.
- Maintain and update all Autocad and ESRI drawings and information.
- Keep track of Electric Department inventory, re-order and restock as required, enter all purchases into the inventory software, get quotes and place orders as necessary, following rules for purchasing.
- Process all invoices, keep track of proper accounts, enter into appropriate computer files to track purchases. Prepare paperwork for purchase orders, keep and file copies of all invoices and purchase orders.
- Enter data from material sheets into inventory software, prepare sheets for billing customers and process through City Hall.
- Keep files of bills paid, billings from contractors and consultants, transformers, meters, etc.
- Process MISS DIG requests, make copies, keep records, submit Positive Response info to MISS DIG.
- Read meters as necessary. Investigate meter problems.
- Make Work Orders for Electric and Water Department jobs, track scheduled outages, make door hangers, record all Work Orders in Excel.
- Maintain payroll records for Electric Department including time cards, green cards, sick, vacation and personal time.
- Fill out and process all forms, such as Electric Permits, Security Light Forms, Material Sheets, Transformer forms, Switching Status Forms, Meter Slips.
- Enter all meter changes for Electric and Water Departments, process slips through City Hall, enter into Excel, file in street order, and investigate high or low readings.

- Keep track of safety meeting info, work with MECA on record keeping.
- Become familiar with SDS and other OSHA requirements.
- Process Energy Optimization program checks and billing.

Knowledge, Skills & Abilities

- Basic knowledge of the geography of the City of Charlevoix and surrounding areas (or the ability to quickly learn this information), including the streets system and extents of the Electric and Water systems;
- Basic knowledge of computer systems;
- Advanced mathematical and science skills;
- Advanced knowledge of AutoCad, ESRI, and related GIS applications;
- Ability to multitask under pressure. Concentration is often interrupted by phone calls and/or walk-ins from the public or from work crews. Note: Volume of telephone calls is high and often contentious during power/water outages;
- Communicate effectively both orally and in writing, with the public and other employees.
- Ability to work outdoors in all types of weather.

Minimum Qualifications

- Must be at least 18 years of age at the time of application;
- Valid Driver's License;
- High school diploma or equivalent required. College degree and/or completion of relevant technical training program(s) preferred.
- Minimum of five years progressively responsible technical and administrative experience or mix of education and experience required. Familiarity with municipal or similar electric/power and water operations preferred.
- PC proficiency skills. Minimum five years practical experience using MS Office Suite (WORD, EXCEL, OUTLOOK, ACCESS) and AutoCad, ESRI and GIS related software.
- Math aptitude and detail orientation.
- Strong organizational skills, including maintaining effective filing systems.
- Customer service orientation: ability to deal with complaints and to resolve problems.
- Professional demeanor and strong oral and written communication skills. Ability to coordinate activities effectively with work crews.
- Mature judgment and patience dealing with difficult people.
- Able to multitask and to prioritize work.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change.

City Council approved: Pending Approval

CITY OF CHARLEVOIX

Title: Foreman/Spray Tech

FLSA: Non-exempt
STATUS: Seasonal

Department: Golf

Reports To: Director of Golf & Grounds

Date: March 21, 2016

Position Purpose and Objectives

Under the supervision of the director, this individual maintains grounds and building facilities, operating, and/or directing others in the operation of various tools and equipment. This individual is responsible for use of pesticides.

Essential Job Functions

- Work directly with the Director and the Equipment Manager on daily operations needs and issues.
- Operate various types of motorized and non-motorized equipment and tools.
- Assist in basic equipment service needs.
- Provide necessary labor to maintain grounds and building facilities.
- Ensure on a daily basis that shop areas and tools are cleaned and that all cleaned tools are returned to their designated areas.
- Supervise and train all grounds maintenance/equipment operator employees.
- Assist in project planning and implementation.
- Evaluate grounds maintenance needs and assist in scheduling personnel.
- Apply pesticide(s) and fertilizer(s).
- Maintain daily record of labor and time distribution.
- Perform irrigation systems operations and repairs.
- Perform general equipment maintenance.
- Perform tree and general landscape maintenance, adhering to general landscaping practices.
- Prepare grounds for tournaments and outings.
- Abide by all applicable OSHA, MIOSHA, and City safety practices.

Knowledge, Skills and Abilities Required

- Good supervisory skills.
- Ability to operate various types of motorized and non-motorized equipment and tools.
- Positive attitude.
- Ability to determine the kind of tools and equipment needed to do a job.
- Ability to communicate with public in courteous and effective manner.
- Ability to project a positive public image of the City of Charlevoix.
- Flexibility regarding work hours.
- Strong interpersonal and public relations skills.

Required Certifications

- Must maintain a Michigan Department of Agriculture commercial pesticide certificate category 3A.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: Pending Approval

CITY OF CHARLEVOIX

Title: Mt. McSauba Camp Counselor **FLSA:** Non-exempt
STATUS: Seasonal Summer

Department: Recreation

Reports To: McSauba Camp Director

Date: March 21, 2016

Position Purpose and Objectives

Supervise groups of children during their participation in day camp activities. Responsible for safety and supervision of children.

Scope and Environment

Works in all types of summer weather. Works under the direct supervision of the camp director. Work schedule is based on camp enrollment demand and varies throughout the camp duration. Supervises small group(s) of 10-15 local and non-local children ages 5-13. Activities include swimming, field sports, and arts and crafts on lakefront property.

Essential Job Functions

- Responsible for supervising children during day camp activities.
- Enforce camp safety standards.
- Resolve problems and keep superiors apprised of incidents, etc.

Knowledge, Skills and Abilities Required

- Able to work outdoors in all types of summer weather.
- Able to withstand activities in the water for up to one hour at a time.
- Creative and resourceful.
- Positive attitude.
- Excellent interpersonal and public relations skills with parents and campers.
- Patience working with people of all ages and abilities.
- Ability to build camaraderie/work in team environment.
- Flexibility regarding work hours.
- Ability to project a courteous and positive public image of the City of Charlevoix.

Certifications

- Ability to obtain a Red Cross certification by hire date.
- One year experience working with young children preferred.
- Must be 18 years of age or older; or a high school graduate.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: Pending Approval

CITY OF CHARLEVOIX

Title: Mt. McSauba Junior Camp Counselor **FLSA:** Non-exempt
STATUS: Seasonal Summer

Department: Recreation

Reports To: McSauba Camp Director

Date: March 21, 2016

Position Purpose and Objectives

Assist in the supervision of groups of children during their participation in day camp activities.

Scope and Environment

Works in all types of summer weather. Works under the direct supervision of the camp director. Work schedule is based on camp enrollment demand and varies throughout the camp duration. Supervises small group(s) of 10-15 local and non-local children ages 5-13. Activities include swimming, field sports, and arts and crafts on lakefront property.

Essential Job Functions

- Assists camp counselors in supervising children during day camp activities.
- Enforce camp safety standards.
- Resolve problems and keep superiors apprised of incidents, etc.

Knowledge, Skills and Abilities Required

- Able to work outdoors in all types of summer weather.
- Able to withstand activities in the water for up to one hour at a time.
- Creative and resourceful.
- Positive attitude.
- Excellent interpersonal and public relations skills with parents and campers.
- Patience working with people of all ages and abilities.
- Ability to build camaraderie/work in team environment.
- Flexibility regarding work hours.
- Ability to project a courteous and positive public image of the City of Charlevoix.

Certifications

- Ability to obtain a Red Cross certification by hire date.
- One year experience working with young children preferred.
- Must be 16 years of age or older.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: Pending Approval

CITY OF CHARLEVOIX

Title: Water Distribution System Operator
(Trainee, S-2, S-3, and S-4)

FLSA: Non exempt
STATUS: Full-time, union

Department: Water Division, Department of Public Works

Reports To: Superintendent, Department of Public Works

Date: March 21, 2016

Position Purpose and Objectives

The Water Distribution System Operator job responsibilities includes the operation and/or repair of the water works pumping station, repair and maintenance of the water distribution system, meters, and fire hydrants. Other responsibilities include reading meters, making water taps, and maintaining a safe, courteous and positive image of the City of Charlevoix. This position assists the Electric Department and Street Department when needed and will be scheduled "on-call" for consecutive 24-hour periods. The job functions below are not all-inclusive, and other responsibilities and functions may be assigned as needed at the City's sole discretion.

Essential Job Functions

- Assist in establishing and carrying out scheduled maintenance programs on water distribution systems, including fire hydrants maintenance and testing, water system flushing, water valve turning, water meter testing and replacement.
- Coordinate and complete maintenance activities, improvement and replacement projects, work orders and service requests, and emergency repairs.
- Locate and mark City water utilities.
- Install, disinfect, test, and repair water mains and services.
- Install and turn off water services.
- Live tap mains for branches and services.
- Operate trucks, backhoes, front-end loaders, air compressors, tapping machines, bore machines, and other power equipment and hand tools.
- Install and set water meters.
- Locate and clean out valve boxes.
- Install, repair and replace fire hydrants.
- Ability to perform routine manual labor including, but not limited to, shoveling/digging holes or trenches, climbing, lifting, stooping, loading trucks, etc.
- Make service calls, change meters and inspect lines for leakage.
- Perform routine maintenance on mobile equipment.

- Ability to maintain sufficient inventory on hand to be able to complete typical repairs to a water distribution system.
- Ability to work in extreme weather conditions -- both cold and hot weather.

Other Essential Job Functions

Controlling Machines and Processes — Using either control mechanisms or direct physical activity to operate machines or processes.

Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

Handling and Moving Objects — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

Inspecting Equipment, Structures, or Material — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Monitor Processes, Materials, or Surroundings — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

Operating Vehicles, Mechanized Devices, or Equipment — Running, maneuvering, navigating, or driving vehicles or mechanized equipment.

Performing Physical Activities — Performing physical activities that require considerable, repetitive use of arms and legs and moving whole body, such as climbing, lifting, balancing, walking, stooping, sitting and handling of materials including one, several or all for extended time periods including entire work shifts or longer and in rapid succession.

Repairing and Maintaining Mechanical Equipment — Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical principles.

Varied Physical Conditions—Performing mentally and physically demanding and stressful activities day and/or night on a wide variety of terrains and surfaces including all heights, under adverse weather conditions year round, and exposed to a variety of physical substances such as [particles, fumes and gasses, e.g., dust, oil, vehicle and equipment exhaust].

Knowledge Required

Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of buildings, or other structures such as highways and roads, water distribution systems, pipes and fittings.

Mechanical — Knowledge of machines and tools used in the Department and this position.

Skills Required

Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Equipment Selection — Determining the kind of tools and equipment needed to do a job.

Installation — Installing equipment, machines, wiring, or programs to meet specifications.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Monitoring — Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action.

Operation and Control — Controlling operations of equipment or systems.

Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Repairing — Repairing machines or systems using the needed tools.

Troubleshooting — Determining causes of operating errors and deciding what to do about it.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Abilities Required

Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

Dynamic Flexibility — The ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.

Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.

Far Vision — The ability to see details at a distance (with corrective lenses or other aids as required).

Information and Material Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

Multilimb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

Near Vision — The ability to see details at close range (within a few feet of the observer with corrective lenses or other aids as required).

Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.

Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Supervisory Responsibility

Except at the Trainee level, all S-2, S-3 and S-4 Water Distribution System Operators may be designated as Lead Man which will include some supervisory authority.

Minimum Qualifications

The Water Distribution System Operator must be a high school graduate or have a G.E.D. equivalent, a Michigan's Driver license and be able to obtain a CDL, and:

- Water Distribution System Operator/Trainee: Must have a minimum of one year experience or have the experience required to immediately write (take) the S-4 operator certification and pass it within the first two DEQ S-4 Exam offerings.
- Water Distribution System Operator (S-2, S-3 or S-4): Must have a State of Michigan Water Distribution Operator Certification (S-2, S-3, or S-4).

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change.

City Council Approval: Pending Approval

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: USCG *Acacia* Buoy Donation

DATE: March 21, 2016

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Buoy Photos

BACKGROUND INFORMATION:

This winter, I 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 USCG *Acacia*. As you may know, the *Acacia* was stationed in Charlevoix until it was retired by the Coast Guard.

Pursuant to the Donation Acceptance Policy, the donation proposal was referred to the Planning Commission and they considered it this past Monday. They recommend the City accept the buoy and place it along the Pine River Channel near either the DNR Fish Hatchery or near the Beaver Island Boat Company in Robert Bridge Memorial Park. They felt the buoy along with a plaque describing the history of the *Acacia* and the Coast Guard in Charlevoix would help visitors and residents alike understand the important relationship between the Charlevoix and the Coast Guard.

The Planning Commission also suggested it be displayed to make the draft line flush with the ground to avoid an overly tall display while making it appear more realistic.

RECOMMENDATION: Council direction.



**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Bike Rack Donation

DATE: March 21, 2016

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Memo to Planning Commission RE: Bike Racks
Maps of current and potential bike rack locations

BACKGROUND INFORMATION:

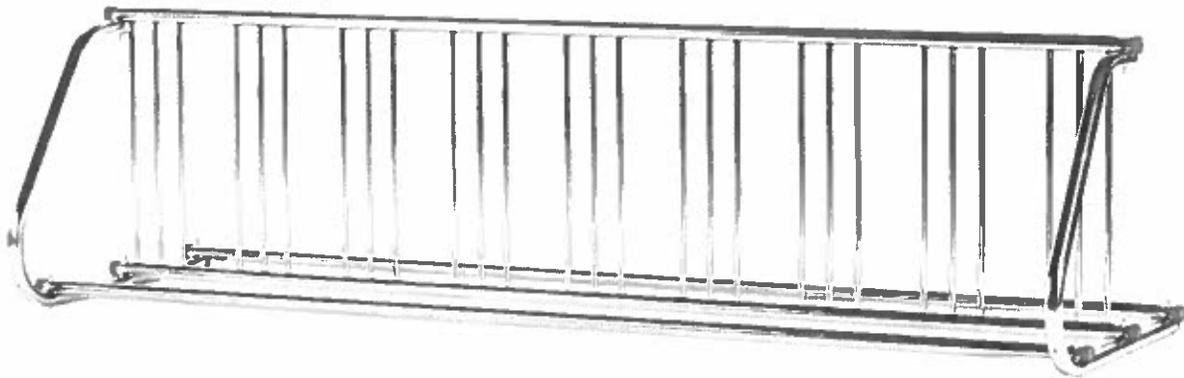
The LaBlance family has offered to donate a second bike rack to Charlevoix. Pursuant to the Donation Acceptance Policy, the proposed donation was referred to the Planning Commission for a recommendation on whether to accept, where to place it, and the style of rack that might be suitable. As part of their discussion, the Planning Commission asked Staff to prepare a map showing locations of current racks around Charlevoix and where racks might be placed in the future.

The Planning Commission has recommended it be placed in Robert Bridge Memorial Park and a simple but sturdy rack with a capacity for 18 bikes be selected. They encourage racks to follow a similar color scheme going forward following the light blue used by the Bike Share Charlevoix racks. They do not believe all racks need to be the same style but believe a common color might be helpful in providing easily recognizable racks for cyclists to park their bikes. Bridge Park seems to be a location where many cyclists leave their bikes; additionally, we want to encourage leaving bikes in locations like this in order to keep bikes off the sidewalks.



A photo of the rack recommended by the Planning Commission is found on the next page. While they believe a common color would be beneficial, this rack is not advertised in colors. We could

explore this if Council so desired. As you can read in the memo I sent to the Planning Commission, I consulted with both Michelle Rick-Biddick of Bike Share Charlevoix and Chet Morris from Revolution Bikes.



RECOMMENDATION:

Discussion and further direction to Staff.



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

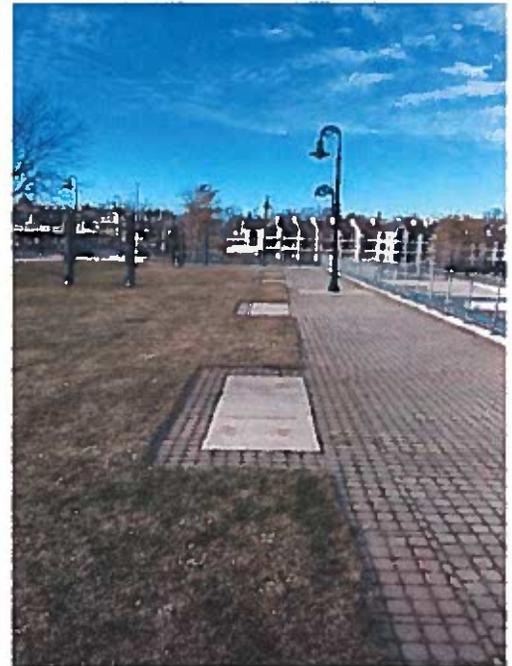
Charlevoix City Manager's Office
231-547-3270 mgr@cityofcharlevoix.org

Memo

To: Charlevoix Planning Commission
From: Mark L. Heydlauff, City Manager
Subject: Bike Rack Donation
Date: March 10, 2016

As you may recall, the LaBlance family has offered to donate a bike rack to the City of Charlevoix. Pursuant to the Donation Acceptance Policy, the Planning Commission needs to consider this request first. As I understand, you had requested some possible locations where this could be located.

I have spoken with Michelle Rick-Biddick who, along with Linda Boss, directs the Bike Share Charlevoix Program. She has suggested we look to locate a couple of bike racks in each park as a long term goal. It seems downtown bike parking is in especially high demand. I discussed this situation with several downtown business owners and managers who shared this concern. The consensus feeling was there is need for more bike parking but also a concern that the placement not encourage biking on the sidewalks in violation of City ordinances. To accomplish this goal, Bridge Park (specifically the area above the Bridge Park Building) rose to the top of the list to start adding bike racks. This location is on the north edge of downtown and seems like a natural location to encourage bikers to park their bikes and walk throughout our downtown district. It also has ample space to locate one or more racks. The photo to the right shows potential placement locations in Bridge Park.

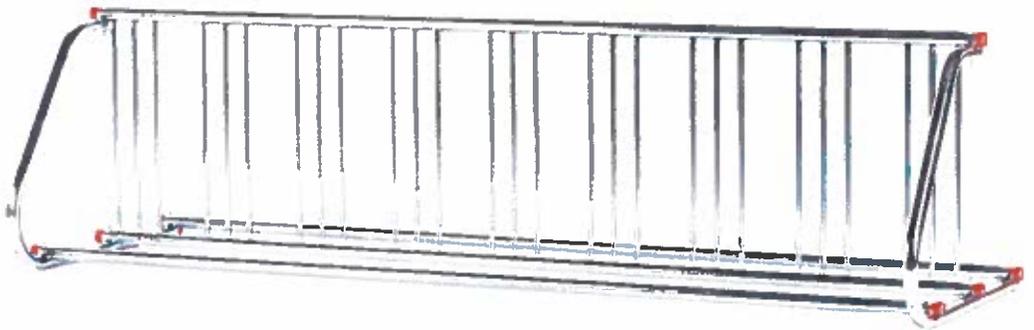


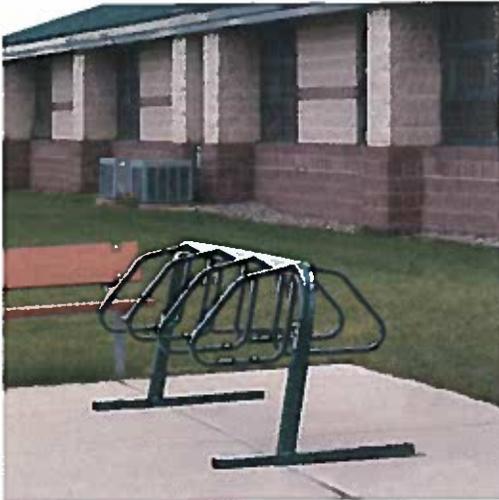
The Bridge Park location also makes sense from anecdotal evidence for demand. On busy summer days, many bikes are parked or stacked near the stairs in this location. For bike racks, it seems to make most sense to seek better order for the bikes already in the area rather than trying to push them somewhere else. This picture shows the small rack already in this location. It seems undersized for how many bike park in this area. Small racks like this might be best redeployed to other locations throughout the downtown including Hoop Skirt Alley and Van Pelt Alley. I spoke with some downtown merchants who might consider purchasing small racks like this behind their businesses especially for use by their employees. This practice would encourage biking to work and a more orderly appearance downtown. Small racks like this are relatively reasonable at around \$150 each.



As for design, I spoke with Chet at Revolution Bike Shop on Mason Street. He recommended racks that accommodate different styles of bikes. The prevalence of fat tire bikes and mountain bikes along with road bikes makes it important to consider racks with spaces for various tire and wheel sizes. He recommends a manufacturer from Wisconsin and has had good success with their products in the past. The rack that might make the most sense is made of heavy duty galvanized steel that will not rust. He has had a model outside of his shop for over 10 years and it still is in great shape. The Association of Pedestrian and Bicycle Professionals published a guide to bike parking and recommends the following regarding the placement of short-term bike parking: “Effective bike parking for short-term users depends on two main factors: 1) proximity to the destination and 2) ease of use. Short-term parking is designed to meet the needs of people visiting businesses and institutions, and others with similar needs—typically lasting up to two hours. Short-term users may be infrequent visitors to a location, so the parking installation needs to be readily visible and self-explanatory.” Small signs announcing bike parking might be worth considering in the future. Bridge Park meets this recommendation by being in a high-traffic, high-visibility area close to the destination of many bikers.

The rack shown here is manufactured by Saris Parking and is the one Chet recommends. It is durable, obviously is a bike rack, and manufactured in Wisconsin. It is not a fancy rack or very creative but it will hold about 18 bikes and should stand up well to various weather conditions.





These racks are more creative and visually appealing. They are made by the same company however they have a capacity of 10-11 bikes and cost twice as much. These could be alternative designs for you to consider. The powder coated finish of these racks should withstand weathering well into the future but could be subject to fading.



Staff Recommendation:

City staff strongly recommend the Bridge Park location for an initial placement. We believe adding bike racks to all City parks going forward would be the next step in adding more bike parking throughout the community. As you work on the Master Plan, you might consider where bike parking and bike access would be suited throughout the community. As a guideline, two racks per park might be the outcome to strive toward. Additionally, the Parks and Recreation Master Plan might be another venue to plan future expansion of biking and bike parking. As of current, however, we would recommend placing an additional rack in the downtown- especially Bridge Park.

The design is variable. The capacity and price of the more simple design certainly has advantages but the more creating, visually appealing racks have aesthetic benefits as well. We await your direction on this in order to pass it along to the City Council.

Bike Rack Locations

Existing and Proposed

Bike Racks	
TYPE	
	Existing
	Proposed

