



Agenda
City of Charlevoix City Council Regular Meeting
Monday, May 2, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Mayoral Proclamation Recognizing Nurses Week
Mayor Kurtz
 - B. Mayoral Proclamation in Recognition of the Life and Work of June Cross
Luther Kurtz-Mayor
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - April 18, 2022
 - B. Accounts Payable and Payroll Check Registers
 - C. Bridge Park Lift Station Cleaning
 - D. Affirm Emergency Purchase of Flygt Submersible Pump from Kennedy Industries for \$11,874.00
 - E. Pavement Marking Proposal from Advanced Pavement Markings for \$20,510.03
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Authorize Seasonal Closure of Van Pelt Alley (East/West)
Mark Heydlauff, City Manager
 - B. Ferry Beach Management Plan
Mark Heydlauff, City Manager
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments
 - C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix City Council

Presentations

Title: Mayoral Proclamation Recognizing Nurses Week

Date: May 2, 2022

Presented By: Mayor Kurtz

Background:

Recommendation:

Attachments:

1. Mayoral Proclamation-Nurses Week



MAYORAL PROCLAMATION

- WHEREAS,** nurses play a pivotal and crucial role in our healthcare system; and,
- WHEREAS,** we rely on nurses for routine care from the first moments of life to our last breath; and,
- WHEREAS,** beyond the typical healthcare settings of hospitals and clinics, many of us rely on our friends and family members who are nurses to answer our questions, give us advice and be a critical link to valued health information; and,
- WHEREAS,** the dedication of the nursing profession has been shown over the past two years of the pandemic and nurses continue to distinguish themselves for tireless effort and determination to care for us.

NOW THEREFORE, I, LUTHER KURTZ, MAYOR OF THE CITY OF CHARLEVOIX, do proclaim Nurses Week in the City of Charlevoix for May 6-12; and,

FURTHERMORE, on behalf of the entire Charlevoix community, I extend our deep appreciation and thanks to the nurses who work in and around our community every day; and,

FINALLY, I encourage the entire community to seek ways to show our ongoing gratitude for the nurses in our lives.

Given under my hand this 2nd day of May, 2022.

Luther Kurtz
Mayor

Charlevoix City Council

Presentations

Title: Mayoral Proclamation in Recognition of the Life and Work of June Cross

Date: May 2, 2022

Presented By: Luther Kurtz-Mayor

Background:

Recommendation:

Attachments:

1. MAYORAL PROCLAMATION JUNE CROSS



MAYORAL PROCLAMATION

IN RECOGNITION OF THE LIFE AND WORK OF JUNE CROSS

- Whereas,** June Cross was born in Thessalon, Ontario on March 9, 1930 and married John "Jack" Cross in 1958; and,
- Whereas,** June Cross was the mother of Neil, Patty, Kellie, and John III; and,
- Whereas,** June Cross was a devoted wife, mother and grandmother and could often be found at the family's famous fish market on Belvedere Avenue in Charlevoix; and,
- Whereas,** June Cross was active in city government having served as Chair of the Charlevoix Planning Commission and several other boards and committees; and,
- Whereas,** June Cross was instrumental in preserving Lake Michigan Beach Park as part of Charlevoix's Celebration of the American Bicentennial in 1976; and,
- Whereas,** local leaders who worked with June Cross knew she always sought the best for Charlevoix, its residents, and its future; and,
- Whereas,** June Cross was known for giving her time to many community causes, quietly donating to the community, and giving the surprise package of fish to brighten someone's day.

NOW THEREFORE, I, LUTHER KURTZ, MAYOR OF THE CITY OF CHARLEVOIX do extend, on behalf of the City Council and the entire Charlevoix community, our deep condolences, and sympathies to the family of June Cross on her death; and,

FURTHERMORE, I recognize June Cross as a model of civic activity and leadership in Charlevoix whose legacy will live on long into the future.

Given under my hand this 2nd of May 2022.

Luther Kurtz
Mayor

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - April 18, 2022

Date: May 2, 2022

Presented By:

Background:

Recommendation:

Attachments:

1. Draft City Council Minutes April 18, 2022

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, April 18, 2022– 6:00 p.m.
 210 State Street, Charlevoix, MI 49720

The meeting was called to order at 6:00 p.m. by Deputy Mayor Hagen.

1. Pledge of Allegiance

2. Roll Call

Deputy Mayor: Aaron Hagen
 Members Present: Greg Bryan, Mark Knapp, Phil Parr, Richard Spring
 Members Absent: Janet Kalbfell, Mayor Luther Kurtz
 City Manager: Mark L. Heydlauff
 City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mayor Proclamation for Arbor Day

Deputy Mayor Hagen read a proclamation declaring April 29, 2022 as National Arbor Day.

B. Spring Recreation Department Update

Kent Knorr, Recreation Director presented a PowerPoint presentation and showcased the department's various programs and highlights of the Winter Programs and gave a summary of the upcoming Spring Programs available to our residents and community members.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

A. City Council Meeting Minutes – April 4, 2022

B. Accounts Payable and Payroll Check Registers

- a. Payroll Transmittal Checks–April 14, 2022 **(\$5,040.75)**
- b. Payroll (net pay)–April 14, 2022 **(\$94,045.27)**
- c. Regular Accounts Payable–April 19, 2022 **(\$135,357.73)**
- d. ACH/WIRE Payments–April 4, 2022 through April 14, 2022 **(\$163,939.20)**
- e. Tax Disbursement–April 19, 2022 **(\$6,571.51)**

C. Use of Bridge Park for Charlevoix Marathon

The Charlevoix Marathon was granted permission to use Bridge Park for the event.

D. Approval of 2022 Restroom Cleaning Proposal

Conway Professional Services' cleaning proposal was accepted for various restroom locations through the City.

E. Michigan Beach Concession RFP

Bywater Café LLC was awarded the concession agreement at Michigan Beach for \$500 per month.

Deputy Mayor Hagen opened the item to public comment, and none were heard.

Motion by Parr, seconded by Spring to approve the Consent Agenda.

Yeas: Bryan, Hagen, Knapp, Parr, Spring

Nays: None

Absent: Kalbfell

Motion carried.

6. Public Hearings & Actions Requiring Public Hearings

A. Public Hearing: Ordinance to Amend Ward Boundaries

The entire Council must be present to vote on an amendment to the ordinance therefore no action was taken.

7. All Other Actions & Requests

A. Airport Terminal Interior Painting

Matthew Wyman, Airport Manager stated the airport terminal building was constructed in 2002 and since then there has been very little maintenance done to the interior. Most of the interior walls are covered in wallpaper which is peeling. In February, the City published a request for proposals for the removal of wallpaper and interior painting of the building. CertaPro's proposal was the lowest bid for \$25,500 plus an additional \$800 for the repainting and wire brushing of the bathroom stalls. Airport Manager Wyman stated CertaPro's references provided many positive comments.

Deputy Mayor Hagen opened the item to public comment, none were heard.

Motion by Knapp, seconded by Parr to award the airport terminal interior painting {proposal} to CertaPro Painters {total amount \$26,350.00}.

Yeas: Bryan, Hagen, Knapp, Parr, Spring

Nays: None

Absent: Kalbfell

Motion carried.

B. Skate Park Operational Hours and Admission Fee Consideration

Kent Knorr, Recreation Director stated last year's admission revenue generated was \$2,451. Recreation Director Knorr requested Council consider not charging an admission fee but rather suggest donations to help offset the cost of the skate park. Discussion was held.

Deputy Mayor Hagen opened the item to public comment, none were heard.

Motion by Spring, seconded by Parr to direct the Recreation Department to waive admission fees at the Skate Park for the 2022 season.

Yeas: Bryan, Hagen, Knapp, Parr, Spring

Nays: None

Absent: Kalbfell

Motion carried.

C. Visitor Center Gathering Space

Lindsey Dotson, Main Street/DDA Executive Director stated instead of storing the Adirondack chairs and string lights used in the Winter Igloos, she is seeking permission to place them in the grassy area adjacent to the Chamber/Visitors Bureau building to spruce up an otherwise underutilized space in the summer. There would be no cost involved in this effort since the chairs and lights are in the City's possession. Discussion was held.

Deputy Mayor Hagen opened the item to public comment, and two were heard.

Motion by Spring to allow placement of Adirondack chairs and string light in the grassy lot adjacent to the 109 Mason Street building. Motion not seconded; motion failed.

D. Draft Revised Donation Acceptance Policy

City Manager Heydlauff stated Council requested he review the Donation Acceptance Policy and add more detailed direction for the Planning Commission. City Manager Heydlauff stated the Draft Revised Donation Acceptance Policy should be reviewed annually and he included more precise language that will better assist the Planning Commission in their decision making as well as provide clear guidelines on how to donate to the City. Council concurred with his recommendation to review the policy annually. Discussion was held.

Deputy Mayor Hagen opened the item to public comment, none were heard.

Motion by Parr, seconded by Spring to approve the Revised Donation Acceptance Policy as presented.

Yeas: Bryan, Hagen, Knapp, Parr, Spring

Nays: None

Absent: Kalbfell

Motion carried.

8 Reports & Communications

A. Public Comments

- Jonathan Scheel stated his last day as Zoning Administrator for the City will be on Friday. Mr. Scheel stated he is running for State Representative District 107.
- William Hindle introduced himself to Council and stated he is running for State Senate District 37.
- Dr. Jeff Porter stated he read the articles in the Charlevoix Courier regarding John Kalbfell, and he questioned the City's actions regarding the case.
- Liam Dreyer thanked Council for the appointment and opportunity.

B. City Manager Comments

- Large item pickup is scheduled for May 9th.
- Hydrant flushing started this week.
- Pat Elliott will present his annual report to Council next meeting.

C. Mayor & Council Comments

- Council collectively thanked everyone for attending the meeting and Jonathon Scheel.

9. **Other Council Business**

Council Member Bryan requested the item of the Reconsideration of the Mayoral Appointment from last Council meeting be added to Other Council Business.

A. Reconsideration of the Mayoral Appointment (from the Regular Council Meeting April 4, 2022)

Motion by Bryan to reconsider the action of the Mayoral Appointment (from the Council Meeting on April 4, 2022). Motion not seconded; motion failed.

10. **Adjourn**

Deputy Mayor Hagen adjourned the meeting at 7:04 p.m.

Sarah J. Dvoracek

City Clerk

Aaron Hagen

Deputy Mayor

DRAFT

PAYROLL TRANSMITTAL CHECKS 04/14/2022

4FRONT CREDIT UNION	\$935.00
AMERICAN FAMILY LIFE	\$504.97
CALIFORNIA STATE DISBURSEMENT UNIT	\$92.19
CHARLEVOIX STATE BANK	\$890.00
COMMUNICATION WORKERS OF AMER	\$678.21
EQUITABLE FINANCIAL LIFE INSURANCE	\$354.85
MI STATE DISBURSEMENT UNIT	\$116.55
PRIORITY HEALTH	\$1,468.98
	<u>\$5,040.75</u>

PAYROLL (NET PAY) 04/14/2022

HEYDLAUFF, MARK L.	\$3,069.50
DVORACEK, SARAH J.	\$2,277.47
DEROSIA, PATRICIA E.	\$1,031.75
DOTSON, LINDSEY J.	\$1,401.54
KLOOSTER, ALIDA K.	\$1,819.89
BARNEVELD, RICHELLE L.	\$1,352.60
SCHULZ, GINNY L.	\$1,490.05
MILLER, FAITH G.	\$38.17
MCGINN, KELLY A.	\$1,732.33
DOAN, GERARD P.	\$2,478.45
SCHOLEY, ROBERT W.	\$1,896.63
UMULIS, MATTHEW T.	\$1,274.08
ORBAN, BARBARA K.	\$1,148.75
RILEY, DENISE M.	\$466.86
MUNK, CHRISTOPHER J.	\$1,338.24
SCHICK, TIELER R.	\$1,436.80
STEWART, MORGAN J.	\$1,741.67
YOUNG, KRISTEN L.	\$1,463.17
WURST, RANDALL W.	\$1,826.76
HILLING, NICHOLAS A.	\$1,545.91
MEIER III, CHARLES A.	\$1,353.99
ZACHARIAS, STEVEN B.	\$1,677.59
NEWMAN, MARK J.	\$1,489.29
LOUGHMILLER, JOHN A.	\$1,924.05
GRIFFITH, JOHN J.	\$2,851.49
EATON, BRAD A.	\$2,345.46
WILSON, TIMOTHY J.	\$2,756.28
LAVOIE, RICHARD L.	\$337.20
STEVENS, BRANDON C.	\$2,967.21
DRAVES, MARTIN J.	\$2,631.20
ANDERSON, ELIZABETH A.	\$1,338.42
KENWABIKISE, DAVID L.	\$1,184.64
ELLIOTT, PATRICK M.	\$3,074.33
SCHWARTZFISHER, JOSEPH L.	\$1,083.55

PAYROLL (NET PAY) 04/14/2022 (CONT)

BRADLEY, KELLY R.	\$1,750.74
HART II, DELBERT W.	\$1,986.86
JONES, ROBERT F.	\$1,283.80
FARRELL, MITCHELL L.	\$1,778.49
THORP JR, WILLIAM D.	\$1,293.96
LEITNER, RYAN S.	\$1,589.20
FERGUSON, ROYCE L.	\$1,395.53
DORAN, JUSTIN J.	\$1,116.34
FREY, DYLAN V.	\$484.58
FINNERTY, HOLLY E.	\$199.64
CRANDELL, ZACKARY R.	\$416.32
FRANCE JR, JAMES A.	\$602.56
RABIDEAU, JACOB L.	\$277.51
KNORR, KENT J.	\$2,057.11
ANZELL, BETH A.	\$1,388.63
MAY, MEREDITH A.	\$224.11
BOSS, BEAU J.	\$794.89
COFFEY, JASON J.	\$203.83
DRENTH, DOUGLAS A.	\$356.36
GILL, DAVID R.	\$670.41
LIVINGSTON, BRIAN D.	\$1,607.06
WYMAN, MATTHEW A.	\$1,791.85
MILLER, WILLIAM S.	\$985.16
DOUGLAS, MARK	\$1,116.37
MCCRANEY, RUSSELL R.	\$1,186.65
FRATRICK, JOSEPH W.	\$357.26
PAALMAN, STEPHEN J.	\$84.58
DOAN, GERARD P.	\$183.52
SCHOLEY, ROBERT W.	\$175.35
UMULIS, MATTHEW T.	\$174.81
ORBAN, BARBARA K.	\$949.44
MUNK, CHRISTOPHER J.	\$949.44
SCHICK, TIELER R.	\$943.83
STEWART, MORGAN J.	\$169.30
WHITLEY, ANDREW T.	\$2,664.08
MORRISON, KEVIN P.	\$1,646.37
BOSS JR, DALE E.	\$686.86
HOLM, ARTHUR R.	\$657.15

TOTAL	<u>\$94,045.27</u>
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REGULAR ACCOUNTS PAYABLE 04/19/2022

ACE HARDWARE	\$2,540.83
ALL-PHASE ELECTRIC SUPPLY CO	\$1,082.64
AMAZON CAPITAL SERVICES	\$496.55
AMERICAN LEGAL PUBLISHING CORP	\$1,357.47
AT YOUR SERVICE PLUS INC	\$375.00
AVFUEL CORPORATION	\$520.00
AXON ENTERPRISE INC	\$80.40
BONNEY, JAMES	\$75.00
BRADY'S CARPET CLEANING INC	\$502.50
BREWER, JOHN	\$1,260.00
CAFE MERIA	\$25,000.00
CARQUEST OF CHARLEVOIX	\$2,142.81
CHAPERON, JESSICA	\$145.50
CHARLEVOIX COUNTY EQUALIZATION	\$1,553.79
CHARLEVOIX SEWER & DRAIN	\$300.00
CHARTER COMMUNICATIONS OPERATING LLC	\$180.97
CINTAS CORPORATION	\$207.90
CITY OF CHARLEVOIX - PETTY CASH	\$32.33
CITY OF CHARLEVOIX - UTILITIES	\$41,537.91
CONTRACTORS SUPPLY INC	\$161.70
CONWAY PROFESSIONAL SERVICES	\$1,767.50
COSENS, MARK	\$150.00
CUMMINS SALES AND SERVICE	\$5,045.30
DELL MARKETING LP	\$1,389.26
DOTSON, LINDSEY J.	\$686.20
DVORACEK, SARAH	\$197.20
ELLSWORTH FARMERS EXCHANGE	\$1,319.77
ETNA SUPPLY	\$4,246.50
FAMILY FARM AND HOME	\$195.56
GAUTHIER, STEVEN	\$6.56
GFL ENVIRONMENTAL	\$57.66
GORDON FOOD SERVICE	\$212.82
GRAINGER	\$1,499.25
GRP ENGINEERING INC	\$3,862.50
HABEL, CHARMAIN	\$213.40
HACH COMPANY	\$186.43
HARDY DIAGNOSTICS	\$211.90
HARRELL'S LLC	\$894.00
HYDROCOP	\$562.50
IDEXX DISTRIBUTION INC	\$1,217.26
INSTRUMENT MANUFACTURING CO	\$9,089.60
KSS ENTERPRISES	\$682.84
LASER PRINTER TECHNOLOGIES	\$359.00
LEINONEN, VALARIE	\$75.00

REGULAR ACCOUNTS PAYABLE 04/19/2022 (CONT)

LEWIS, LINDSEY	\$75.00
MACK-GRIFFIN, CAROL	\$325.00
MAILLOUX, TRACI	\$75.00
MCCARDEL CULLIGAN-PETOSKEY	\$54.50
MCCLURE, TIM	\$225.00
MICHIGAN DOWNTOWN ASSOCIATION	\$500.00
MICHIGAN STATE POLICE	\$30.00
MIGDA, BROOKE	\$48.50
MYNORTH MEDIA	\$350.00
NAVIA BENEFIT SOLUTIONS	\$50.00
NCL OF WISCONSIN INC	\$36.66
NMLIFESTYLE	\$2,600.00
OHM ADVISORS	\$234.00
OTEC	\$140.00
OTIS, MARY GRACE	\$75.00
P.I.W. CORPORATION	\$1,130.00
POWER LINE SUPPLY	\$6,253.68
POWERPLAN	\$3,876.69
PREIN & NEWHOF	\$75.00
PRO IMAGE DESIGN - PETOSKEY	\$501.05
QUILL LLC	\$413.18
SKEEL,AMANDA	\$75.00
TRANSUNION RISK AND ALTERNATIVE	\$75.00
TRIPP, DAVID	\$300.00
UNIFIRST CORPORATION	\$1,048.79
UPPER CASE PRINTING INK.	\$1,209.00
US BANK	\$500.00
USABUEBOOK	\$588.40
VILLAGE GRAPHICS INC	\$577.26
WOJAN PLUMBING & HEATING	\$150.29
WORK 'N PLAY SHOP	\$84.42

TOTAL	\$135,357.73
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ACH/WIRE PAYMENTS 04/04/2022-04/14/2022

AMG PAYMENT SOLUTIONS	\$24.99
PAYMENT SERVICE NETWORK INC	\$264.25
MI PUBLIC POWER AGENCY	\$33,388.58
DTE ENERGY	\$9,010.68
STATE OF MI (SALES TAX)	\$20,651.58
MI PUBLIC POWER AGENCY	\$38,555.95
IRS (PAYROLL TAX DEPOSIT)	\$34,584.65
ALERUS FINANCIAL (HCSP)	\$350.00
STATE OF MI (WITHHOLDING TAX)	\$5,077.30
VANTAGEPOINT (401 PLAN)	\$957.68
VANTAGEPOINT (457 PLAN)	\$20,017.78
VANTAGEPOINT (ROTH IRA)	\$1,055.76
TOTAL	\$163,939.20

TAX DISBURSEMENT 04/19/2022

CHARLEVOIX COUNTY TREASURER	\$776.86
CHARLEVOIX DISTRICT LIBRARY	\$204.08
CHARLEVOIX PUBLIC SCHOOLS	\$134.29
CHARLEVOIX PUBLIC SCHOOLS	\$235.24
CHARLEVOIX PUBLIC SCHOOLS	\$41.72
CHARLEVOIX PUBLIC SCHOOLS	\$49.40
CHARLEVOIX-EMMET ISD	\$484.50
CITY OF CHARLEVOIX - TAXES DUE	\$1,548.56
LAKE CHARLEVOIX EMS AUTHORITY	\$179.85
RECREATIONAL AUTHORITY	\$39.45
STATE OF MICHIGAN	\$2,877.56
TOTAL	\$6,571.51

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: May 2, 2022

Presented By:

Background:

Recommendation:

Motion to approve the Accounts Payable and Payroll Check Registers as presented.

Attachments:

1. Check Registers 05-02-22 Agenda

Check Number	Payee	Amount
04/21/2022		
136230	AT&T	1,708.84
136231	AT&T LONG DISTANCE	8.06
136232	CHARLEVOIX STATE BANK	5,154.44
136233	CHARTER COMMUNICATIONS OPERA	742.66
136234	DELTA DENTAL	3,285.83
136235	GREAT LAKES ENERGY	469.13
136236	PRIORITY HEALTH	42,376.14
136237	RANGE TELECOMMUNICATIONS	191.50
136238	STANDARD INSURANCE CO	2,497.20
136239	TELNET WORLDWIDE	205.41
136240	VSP INSURANCE CO. (CT)	533.05
136241	WEX BANK	7,257.35
Total 04/21/2022:		64,429.61
Grand Totals:		64,429.61

Summary of Check Registers & ACH Payments HUNTINGTON NATIONAL BANK - CHECKS ISSUED

04/21/22 Special Accounts Payable Run	\$ 64,429.61
04/29/22 Payroll (net pay)	\$ 100,007.13
04/29/22 Payroll Transmittal Checks	\$ 5,040.75
05/03/22 Regular Accounts Payable	\$ 181,339.46
Checks Sub-Total:	\$ 350,816.95

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

04/18/22 MI Public Power Agency	\$ 52,607.92
04/20/22 Enterprise FM Trust (fleet lease)	\$ 2,906.16
04/21/22 Neofunds by Neopost (postage)	\$ 5,000.00
04/25/22 MI Public Power Agency	\$ 46,161.48
04/25/22 MI Public Power Agency	\$ 200,371.31
04/29/22 IRS (Payroll Tax Deposit)	\$ 36,858.32
04/29/22 Alerus Financial (HCSP)	\$ 350.00
04/29/22 State of MI (Withholding Tax)	\$ 5,439.52
04/29/22 Vantagepoint (401 Plan)	\$ 957.68
04/29/22 Vantagepoint (457 Plan)	\$ 20,071.34
04/29/22 Vantagepoint (Roth IRA)	\$ 1,055.76
04/29/22 MERS (Defined Benefit Plan)	\$ 79,785.64
ACH Sub-Total:	\$ 451,565.13

Huntington National Bank Total: \$ 802,382.08

CHARLEVOIX STATE BANK - CHECKS ISSUED (PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

05/03/22 Tax Disbursement	\$ 14,625.55
Charlevoix State Bank Total:	\$ 14,625.55
Grand Total:	\$ 817,007.63

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/23/2022	PC	04/29/2022	35120	HEYDLAUFF, MARK L.	102		3,069.50
04/23/2022	PC	04/29/2022	35121	DVORACEK, SARAH J.	105		2,302.83
04/23/2022	PC	04/29/2022	35122	DEROSIA, PATRICIA E.	107		956.84
04/23/2022	PC	04/29/2022	35123	DOTSON, LINDSEY J.	109		1,420.38
04/23/2022	PC	04/29/2022	35124	KLOOSTER, ALIDA K.	121		1,843.53
04/23/2022	PC	04/29/2022	35125	BARNEVELD, RICHELLE	123		1,307.60
04/23/2022	PC	04/29/2022	35126	SCHULZ, GINNY L.	125		1,673.44
04/23/2022	PC	04/29/2022	35127	MILLER, FAITH G.	142		41.95
04/23/2022	PC	04/29/2022	35128	MCGINN, KELLY A.	146		1,760.09
04/23/2022	PC	04/29/2022	35129	DOAN, GERARD P.	201		2,509.09
04/23/2022	PC	04/29/2022	35130	SCHOLEY, ROBERT W.	204		1,652.16
04/23/2022	PC	04/29/2022	35131	UMULIS, MATTHEW T.	205		1,490.65
04/23/2022	PC	04/29/2022	35132	ORBAN, BARBARA K.	209		1,686.68
04/23/2022	PC	04/29/2022	35133	RILEY, DENISE M.	213		479.29
04/23/2022	PC	04/29/2022	35134	MUNK, CHRISTOPHER J.	215		2,065.01
04/23/2022	PC	04/29/2022	35135	SCHICK, TIELER R.	216		1,678.11
04/23/2022	PC	04/29/2022	35136	STEWART, MORGAN J.	217		1,730.67
04/23/2022	PC	04/29/2022	35137	YOUNG, KRISTEN L.	230		1,479.76
04/23/2022	PC	04/29/2022	35138	WURST, RANDALL W.	411		1,344.21
04/23/2022	PC	04/29/2022	35139	HILLING, NICHOLAS A.	413		2,151.42
04/23/2022	PC	04/29/2022	35140	MEIER III, CHARLES A.	421		1,681.91
04/23/2022	PC	04/29/2022	35141	ZACHARIAS, STEVEN B.	422		1,454.46
04/23/2022	PC	04/29/2022	35142	NEWMAN, MARK J.	424		1,505.75
04/23/2022	PC	04/29/2022	35143	LOUGHMILLER, JOHN A.	425		1,715.63
04/23/2022	PC	04/29/2022	35144	GRIFFITH, JOHN J.	500		2,887.10
04/23/2022	PC	04/29/2022	35145	EATON, BRAD A.	515		2,765.58
04/23/2022	PC	04/29/2022	35146	WILSON, TIMOTHY J.	516		2,777.08
04/23/2022	PC	04/29/2022	35147	LAVOIE, RICHARD L.	519		2,293.00
04/23/2022	PC	04/29/2022	35148	STEVENS, BRANDON C.	521		2,997.18
04/23/2022	PC	04/29/2022	35149	DRAVES, MARTIN J.	523		2,435.35
04/23/2022	PC	04/29/2022	35150	ANDERSON, ELIZABETH	526		1,338.42
04/23/2022	PC	04/29/2022	35151	KENWABIKISE, DAVID L.	528		1,184.64
04/23/2022	PC	04/29/2022	35152	ELLIOTT, PATRICK M.	600		3,149.67
04/23/2022	PC	04/29/2022	35153	SCHWARTZFISHER, JOS	603		1,406.82
04/23/2022	PC	04/29/2022	35154	BRADLEY, KELLY R.	614		1,745.02
04/23/2022	PC	04/29/2022	35155	HART II, DELBERT W.	616		1,615.51
04/23/2022	PC	04/29/2022	35156	JONES, ROBERT F.	618		1,710.98
04/23/2022	PC	04/29/2022	35157	FARRELL, MITCHELL L.	622		1,765.31
04/23/2022	PC	04/29/2022	35158	THORP JR, WILLIAM D.	623		1,307.37
04/23/2022	PC	04/29/2022	35159	LEITNER, RYAN S.	624		1,424.98
04/23/2022	PC	04/29/2022	35160	FERGUSON, ROYCE L.	625		1,395.53
04/23/2022	PC	04/29/2022	35161	DORAN, JUSTIN J.	634		2,265.74
04/23/2022	PC	04/29/2022	35162	NEDWICK, DAVID J.	642		713.80
04/23/2022	PC	04/29/2022	35163	FREY, DYLAN V.	643		758.54
04/23/2022	PC	04/29/2022	35164	FINNERTY, HOLLY E.	669		986.20
04/23/2022	PC	04/29/2022	35165	CRANDELL, ZACKARY R.	691		749.46
04/23/2022	PC	04/29/2022	35166	FRANCE JR, JAMES A.	695		1,108.71
04/23/2022	PC	04/29/2022	35167	RABIDEAU, JACOB L.	696		889.55
04/23/2022	PC	04/29/2022	35168	KNORR, KENT J.	700		2,077.85
04/23/2022	PC	04/29/2022	35169	ANZELL, BETH A.	702		1,406.10
04/23/2022	PC	04/29/2022	35170	MCDERMOTT, DENNIS J.	732		682.41
04/23/2022	PC	04/29/2022	35171	MAY, MEREDITH A.	771		120.26
04/23/2022	PC	04/29/2022	35172	COFFEY, JASON J.	798		900.86
04/23/2022	PC	04/29/2022	35173	DRENTH, DOUGLAS A.	838		546.00
04/23/2022	PC	04/29/2022	35174	GILL, DAVID R.	856		1,014.64
04/23/2022	PC	04/29/2022	35175	LIVINGSTON, BRIAN D.	866		1,948.83
04/23/2022	PC	04/29/2022	35176	KLOOSTER, PATRICK H.	868		412.30

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/23/2022	PC	04/29/2022	35177	WYMAN, MATTHEW A.	927		1,813.31
04/23/2022	PC	04/29/2022	35178	MILLER, WILLIAM S.	933		995.37
04/23/2022	PC	04/29/2022	35179	DOUGLAS, MARK	935		1,273.64
04/23/2022	PC	04/29/2022	35180	MCCRANEY, RUSSELL R.	936		1,199.72
04/23/2022	PC	04/29/2022	35181	FRATRICK, JOSEPH W.	940		662.45
04/23/2022	PC	04/29/2022	35182	PAALMAN, STEPHEN J.	942		169.16
04/23/2022	PC	04/29/2022	136242	WHITLEY, ANDREW T.	522		2,428.59
04/23/2022	PC	04/29/2022	136243	MORRISON, KEVIN P.	601		1,396.81
04/23/2022	PC	04/29/2022	136244	COX, RONALD L.	869		286.33
Grand Totals:			66				100,007.13

km

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/23/2022	04/29/2022	136253	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	935.00
04/23/2022	04/29/2022	136254	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
04/23/2022	04/29/2022	136254	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	418.07
04/23/2022	04/29/2022	136255	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
04/23/2022	04/29/2022	136256	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	890.00
04/23/2022	04/29/2022	136257	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	678.21
04/23/2022	04/29/2022	136258	EQUITABLE FINANCIAL LI	9010	LIFE - VOLUNTARY Pay Period:	254.13
04/23/2022	04/29/2022	136258	EQUITABLE FINANCIAL LI	9010	SPOUSE LIFE Pay Period: 4/23/	46.04
04/23/2022	04/29/2022	136258	EQUITABLE FINANCIAL LI	9010	CHILD LIFE Pay Period: 4/23/20	4.40
04/23/2022	04/29/2022	136258	EQUITABLE FINANCIAL LI	9010	AD&D - VOLUNTARY Pay Period	36.67
04/23/2022	04/29/2022	136258	EQUITABLE FINANCIAL LI	9010	SPOUSE AD&D Pay Period: 4/23	10.28
04/23/2022	04/29/2022	136258	EQUITABLE FINANCIAL LI	9010	CHILD AD&D Pay Period: 4/23/2	3.33
04/23/2022	04/29/2022	136259	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
04/23/2022	04/29/2022	136260	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,468.98
Grand Totals:		14				5,040.75

d/m

Check Number	Payee	Amount
05/03/2022		
136261	ACCESS LOCKSMITHING INC	732.50
136262	AIRGAS USA LLC	94.68
136263	ALL-PHASE ELECTRIC SUPPLY CO	712.12
136264	AMAZON CAPITAL SERVICES	1,554.28
136265	ANDERSON, ELIZABETH A.	50.00
136266	ANZELL, BETH A.	50.00
136267	AUTO-WARES GROUP	303.03
136268	AVFUEL CORPORATION	48,821.10
136269	BELL EQUIPMENT COMPANY	1,189.38
136270	BLARNEY CASTLE OIL CO	1,470.62
136271	BRADFORD MASTER DRYCLEANERS	26.00
136272	BS& A SOFTWARE	1,870.00
136273	CDW GOVERNMENT	212.73
136274	CENTRAL DRUG STORE	120.54
136275	CERTAPRO PAINTERS OF GRAND HA	2,635.00
136276	CITY OF CHARLEVOIX - PETTY CASH	615.43
136277	CUMMINS SALES AND SERVICE	1,842.80
136278	DeROSIA, PATRICIA E.	50.00
136279	DILLEY, RICHARD	67.90
136280	DOAN, GERARD P.	50.00
136281	DORAN, JUSTIN J.	50.00
136282	DOTSON, LINDSEY J.	50.00
136283	DRENTH, DOUGLAS A	50.00
136284	DROST LANDSCAPE	16,416.00
136285	DVORACEK, SARAH	50.00
136286	EDGEWATER RESOURCES LLC	1,072.00
136287	EJ USA INC.	836.54
136288	ELECTIONSOURCE	348.42
136289	ELLIOTT, PATRICK M.	50.00
136290	FREEDOM MAILING SERVICES INC	2,366.13
136291	GALLS LLC	255.48
136292	GOVERNMENT FINANCE	160.00
136293	GRAINGER	296.56
136294	GRIFFITH, JOHN J	50.00
136295	GRP ENGINEERING INC	4,857.50
136296	HACH COMPANY	5,200.94
136297	HEYDLAUFF, MARK L.	50.00
136298	HILLING, NICHOLAS A.	50.00
136299	IDEXX DISTRIBUTION INC	500.30
136300	KIWANIS CLUB OF CHARLEVOIX	40.00
136301	KLOOSTER, ALIDA K.	50.00
136302	KNORR, KENT J.	50.00
136303	KSS ENTERPRISES	17.44
136304	LAKESHORE TIRE & AUTO SERVICE	20.00
136305	LASER PRINTER TECHNOLOGIES	666.00
136306	LITTLE TRAVERSE DISPOSAL LLC	1,000.00
136307	LIVINGSTON, BRIAN D.	50.00
136308	LUCIDO, MICHAEL	75.00

Check Number	Payee	Amount
136309	MAY, MEREDITH A.	50.00
136310	MCDERMOTT, DENNIS J.	50.00
136311	McGINN, KELLY A.	50.00
136312	MCLAREN CORPORATE SERVICES S	154.00
136313	MCLEAN ENGINEERING CO INC	2,725.54
136314	MICHIGAN OFFICEWAYS INC	437.26
136315	MIDWEST SCHOOL SHOWS	125.00
136316	MILLER, WILLIAM S.	50.00
136317	OHM ADVISORS	3,760.00
136318	OLSON BZDOK & HOWARD	4,623.50
136319	ORBAN, BARBARA K.	62.00
136320	OTEC	70.00
136321	PELKEY, SUSAN	29.10
136322	PENINSULA FIBER NETWORK LLC	470.00
136323	PERFORMANCE ENGINEERS INC	10,450.00
136324	PLUNKETT COONEY	200.00
136325	POWER LINE SUPPLY	26,255.82
136326	POWER SYSTEM ENGINEERING INC	14,316.46
136327	PRESTON FEATHER	701.44
136328	RAYHAVEN GROUP	9,353.00
136329	SCHELLER, DANIELLE	75.00
136330	SCHOLEY, ROBERT W.	50.00
136331	SUMMIT FIRE PROTECTION	420.00
136332	SYSTEMS SPECIALISTS INC	689.75
136333	TERMINAL SUPPLY CO	529.77
136334	UNIFIRST CORPORATION	607.02
136335	UP NORTH ASSESSING INC	5,200.00
136336	USABLUBOOK	505.15
136337	VILLAGE GRAPHICS INC	795.73
136338	WILMOT ELECTRIC INC	130.00
136339	WURST, RANDALL W.	50.00
136340	WYMAN, MATTHEW A.	50.00
136341	YOUNG, KRISTEN L.	50.00
136342	ZIXCORP	1,107.50
Total 05/03/2022:		181,339.46
Grand Totals:		181,339.46

Check Number	Payee	Amount
04/18/2022		
41822001	MICHIGAN PUBLIC POWER AGENCY	52,607.92
Total 04/18/2022:		52,607.92
Grand Totals:		52,607.92

Check Number	Payee	Amount
04/20/2022		
42022001	ENTERPRISE FM TRUST	2,906.16
Total 04/20/2022:		2,906.16
Grand Totals:		2,906.16

Check Number	Payee	Amount
04/21/2022		
42122001	NEOFUNDS BY NEOPOST	5,000.00
Total 04/21/2022:		5,000.00
Grand Totals:		5,000.00

Check Number	Payee	Amount
04/25/2022		
42522001	MICHIGAN PUBLIC POWER AGENCY	46,161.48
42522002	MICHIGAN PUBLIC POWER AGENCY	200,371.31
Total 04/25/2022:		246,532.79
Grand Totals:		246,532.79

Check Issue Date	Check Number	Payee	Amount
42922001			
04/29/2022	42922001	**EFTPS* Payroll Taxes	9,679.50
04/29/2022	42922001	**EFTPS* Payroll Taxes	9,679.50
04/29/2022	42922001	**EFTPS* Payroll Taxes	2,263.76
04/29/2022	42922001	**EFTPS* Payroll Taxes	2,263.76
04/29/2022	42922001	**EFTPS* Payroll Taxes	12,971.80
Total 42922001:			
	5		36,858.32
42922002			
04/29/2022	42922002	Alerus Financial	350.00
Total 42922002:			
	1		350.00
42922003			
04/29/2022	42922003	STATE OF MICHIGAN	5,439.52
Total 42922003:			
	1		5,439.52
42922004			
04/29/2022	42922004	Vantagepoint - 401 Plan 109153	957.68
Total 42922004:			
	1		957.68
42922005			
04/29/2022	42922005	Vantagepoint - 457 Plan 300959	5,545.00
04/29/2022	42922005	Vantagepoint - 457 Plan 300959	2,181.58
04/29/2022	42922005	Vantagepoint - 457 Plan 300959	4,136.03
04/29/2022	42922005	Vantagepoint - 457 Plan 300959	8,208.73
Total 42922005:			
	4		20,071.34
42922006			
04/29/2022	42922006	Vantagepoint - Roth IRA 706117	1,055.76
Total 42922006:			
	1		1,055.76
Grand Totals:			
	13		64,732.62

Xm

Check Number	Payee	Amount
04/29/2022		
42922007	MERS	79,785.64
Total 04/29/2022:		79,785.64
Grand Totals:		79,785.64

Check Number	Payee	Amount
05/03/2022		
3813	CHARLEVOIX COUNTY TREASURER	1,728.97
3814	CHARLEVOIX DISTRICT LIBRARY	454.20
3815	CHARLEVOIX PUBLIC SCHOOLS	298.87
3816	CHARLEVOIX PUBLIC SCHOOLS	523.55
3817	CHARLEVOIX PUBLIC SCHOOLS	92.86
3818	CHARLEVOIX PUBLIC SCHOOLS	109.94
3819	CHARLEVOIX-EMMET ISD	1,078.30
3820	CITY OF CHARLEVOIX - TAXES DUE	3,446.48
3821	LAKE CHARLEVOIX EMS AUTHORITY	400.27
3822	RECREATIONAL AUTHORITY	87.79
3823	STATE OF MICHIGAN	6,404.32
Total 05/03/2022:		14,625.55
Grand Totals:		14,625.55

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

Charlevoix City Council

Consent Agenda

Title: Bridge Park Lift Station Cleaning

Date: May 2, 2022

Presented By:

Background:

Every year, we contract to have the Bridge Park pump station cleaned and inspected. This is our main pump station in town and runs continuously. This work is integral to keeping the station running smoothly-- especially during the busy summer season. We typically remove approximately 11,000 gallons of waste from the wet wells that would adversely affect pump station operations. The proposal you received from Northern A-1 Environmental Services breaks down the costs for this service. The work is tentatively scheduled for May 5th if approved.

Recommendation:

Motion to approve the proposal from Northern A-1 Environmental Services in a time and material basis per their proposal.

Attachments:

1. Proposal from Northern A-1 Environmental Services



3947 US 131 North, P.O. Box 1030 / Kalkaska, Michigan 49646 / Tel. (231) 258-9961 / Fax (231) 258-9971
1680 Peach Street/ Whitehall, Michigan 49461 / Tel (231) 893-1173/ Fax (231) 893-1193
2510 Saidla Drive / Kalamazoo, Michigan 49001 / Tel (231) 893-1173/ Fax (231) 893-1193

City of Charlevoix WWTP
Mr. Randy Wurst
210 State Street
Charlevoix, Michigan 49720

April 19, 2022

RE: Cost to Clean Bridge Street Lift Station

Dear Mr. Wurst:

Northern A-1 Services, Inc. (NA-1) is pleased to provide you with an outline of the costs involved for the above referenced project. NA-1 will provide equipment/personnel to clean Bridge Street Lift Station and transport the material for disposal. All costs are portal to portal and as follows:

Combo Unit w/Operator	\$ 325.00/Hour
(2) Cusco Tanker w/Operator	\$ 200.00/Hour/Truck
Laborer w/Support Truck	\$ 110.00/Hour
Laborer	\$ 60.00/Hour
Confined Space Equipment	\$ 500.00/Day
Disposal, Non Haz Sludge (\$350.00 Minimum).....	\$ 0.60/Gallon
Overtime Rate After 8 Hours (Monday – Friday or After 5:00PM)	\$ 30.00/Hour/Man
EIS Surcharge (Excluding Fuel)	9%
Miscellaneous PPE/Supplies/Personnel.....	Billed as Needed

The total estimated cost is based on 8-10 hours and 11,000 gallons of material for disposal. The cost will be between approximately \$18,600.00 - \$19,100.00.

Project will be billed on the actual hours worked and actual amount of material disposed.

If the material is shown to be other than described and/or if site conditions are found to be such that additional equipment or services are required for safe removal of these materials, a cost re-evaluation will be required.

A fuel surcharge will be applied to all fuel consuming items, the operator and subcontractors. The percentage is subject to change based on current market.

This pricing is valid for 30 Days. Any pricing fluctuations in steel, energy or similar markets may result in a price adjustment.

If you accept the terms of this proposal, please sign below and **return a copy** to my attention via fax or mail. All work referenced above in this proposal will be invoiced directly to you, unless Northern A-1 is otherwise instructed. If you have any questions or comments, please feel free to give me a call. Thank you for the opportunity to provide you with this quote.

PROPOSAL SUBMITTED BY: Pat Ray, Email: pray@gflenv.com, Cell: (231) 384-0574

PR/bw

ACCEPTANCE OF PROPOSAL

Purchaser: _____
Company Name

By: _____
Specify Title

Charlevoix City Council

Consent Agenda

Title: Affirm Emergency Purchase of Flygt Submersible Pump from Kennedy Industries for \$11,874.00

Date: May 2, 2022

Presented By:

Background:

One of our submersible pumps at the Waste Water Treatment Plant site lift station has failed. The site lift station pumps waste from the scum lines, Admin building and digester drains back up through the headworks process to be treated. This is a duplex pump station so we do have one pump operational at present. However, currently there is only one pump available in the U.S. in California; there is a three-month wait for a standard order. Due to the national supply chain issues and the criticality of this infrastructure, the City Manager exercised emergency purchasing authority to approve the purchase.

Under the purchasing policy, Council can affirm the purchase after the fact.

Recommendation:

Motion to affirm the emergency purchase of a Flygt submersible pump for the Waste Water Treatment Plant site lift station for \$11,874.00 from Kennedy Industries.

Attachments:

1. Proposal from Kennedy Industries



KENNEDY
INDUSTRIES

INNOVATE
SOLVE
MONITOR
REPAIR

QUOTATION		
DATE	NUMBER	PAGE
4/19/2022	0046148	1 of 1

B ADA200
I
L CITY OF CHARLEVOIX
L 210 STATE STREET
T CHARLEVOIX, MI 49720
O

Accepted By: _____

Company: _____

Date: _____

PO#: _____

ATTENTION:

RANDY WURST

231-547-3274

randyw@cityofcharlevoix.org

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#		JOB TITLE	SLP	SHIPPING TYPE
		FLYGT, 3085 PUMP, WASTE WATER	JSB/HLL	FREIGHT ALLOWED
QTY	DESCRIPTION			

(1) FLYGT EXPLOSION PROOF, SUBMERSIBLE SEWAGE PUMP, MODEL NS3085.070-256 WITH HIGH CHROME IMPELLER AND INSERT RING. RATED FOR 4 HP, 3 PHASE, 460 VOLT WITH 3" DISCHARGE AND 50 FT. MOTOR AND SENSOR CABLE. PUMP EQUIPPED WITH SEAL FAIL/HIGH TEMP CABLE.

NET PRICE INCLUDING FREIGHT, BUT NO TAXES: --- \$ 11,874.00 TOTAL FOR (1)

DELIVERY: (1) CURRENTLY IN STOCK AT ANOTHER FLYGT REPRESENTATIVE IN CALIFORNIA, SUBJECT TO PRIOR SALE.

WE DO NOT INCLUDE:

INSTALLATION, SITE WORK, CONCRETE, ANCHOR BOLTS, PIPING, VALVES, COVER, STARTERS, CONTROLS, CONDUIT, WIRING, JUNCTION BOXES OR START-UP UNLESS LISTED ABOVE.

WE APPRECIATE THIS OPPORTUNITY TO QUOTE AND LOOK FORWARD TO BEING OF FUTURE SERVICE.

SINCERELY,
HEATHER LAKE

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions (Rev'd 4/2019) and Customer Warranty available at www.kennedyind.com which will be provided by email upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

QUOTE VALID FOR 30 DAYS. CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL. PAYMENT TERMS: NET 30

P.O. Box 930079 Wixom, MI 48393 - 4925 Holtz Drive Wixom, MI 48393 - Phone: 248-684-1200 - Fax: 248-684-6011

www.Kennedyind.com

Charlevoix City Council

Consent Agenda

Title: Pavement Marking Proposal from Advanced Pavement Markings for \$20,510.03

Date: May 2, 2022

Presented By:

Background:

In the approved 2022/23 budget, we have allocated money for the yearly service of pavement marking. This service generally consists of marking all of our parking spaces, stop bars, cross walks, yellow curbing etc.

In early April, we published a request for proposals and on April 25, 2022, we opened one sealed bid from Advanced Pavement Markings (APM) for a total of \$20,510.03. We have worked with APM for a number of years now and have had good success with their workmanship.

In addition to our normal pavement markings, we will also be completing these additions: Park Ave. (where the new parking spaces were installed last year), Pine River Lane, Ferry Beach parking lot, the Kusina parking lot and the parking lot behind Central Drug.

Recommendation:

Motion to approve the 2022 pavement marking proposal from Advanced Pavement Markings as presented in the amount of \$20,510.03

Attachments:

1. Bid Tab for Pavement Marking RFP 04/25/2022



CITY OF CHARLEVOIX

PAVEMENT MARKINGS
Bid Opening at City Hall
APRIL 25, 2022
11 AM

Bidder Name	Comments
Advanced Pavement Marking	\$ 20,510.03

Charlevoix City Council

All Other Actions and Requests

Title: Authorize Seasonal Closure of Van Pelt Alley (East/West)

Date: May 2, 2022

Presented By: Mark Heydlauff, City Manager

Background:

For the past two years, we have closed the east/west area of Van Pelt Alley between BLOOM Floral, Salon Beautiful You, and The Cantina for the summer and fall season. The businesses have cooperated with the City to place a moveable barrier in this space so that pedestrians can enjoy the area but emergency vehicles can access it as needed. I would suggest we make this seasonal closure permanent and authorize City staff to work with the businesses in this area on an on-going basis.

Recommendation:

Motion to authorize City Staff to affect the permanent seasonal closure of the first 50 feet of Van Pelt Place west of Van Pelt Alley as has been done in 2020 and 2021.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Ferry Beach Management Plan

Date: May 2, 2022

Presented By: Mark Heydlauff, City Manager

Background:

Edgewater Resources of St. Joseph, Michigan first prepared a management plan for us at Lake Michigan Beach Park back in 2017. This plan has been the basis of much of our improvement at this park including using goats to manage the undergrowth, creation of view corridors in the park to benefit park users and residents, and the recently awarded DNR Trust Fund grant to improve accessibility and recreational safety in the park along Park Avenue. Over the past few years, there have been concerns about the maintenance, tree management, stormwater control, and amenities in Ferry Beach Park. As our largest park and one of our most actively used spaces, it seems beneficial to have a management plan there to guide our future maintenance and help align our recreational goals with preservation and active enjoyment.

After discussion with the Shade Tree and Parks Commission about the benefit of such a plan, Suzie Fromson from Edgewater met with the Commission in March and prepared the attached proposal. The Commission reviewed the proposal at their April meeting and endorsed it; I also shared it recently with Carl Roehling who leads the Friends of Ferry Beach. Mr. Roehling and I had a good conversation about the park and he also believes this proposal will be helpful in balancing expectations and presenting a long-term vision for the care and maintenance of the park.

Given Edgewater's extensive work in this area, including the current study of the former DPW site, they have ample data about public opinion for the use of this space and they can draw on the recently completed Recreation Master Plan filed with the state earlier this year.

Recommendation:

Motion to approve the Ferry Beach Management Plan proposal from Edgewater Resources of St. Joseph, Michigan for a total not to exceed \$16,125.00 as outlined in the proposal and authorize the City Manager to sign the agreement.

Attachments:

1. Ferry Beach Management Plan Proposal

March 25, 2022

City of Charlevoix
Mark L. Heydlauff
210 State Street
Charlevoix, MI 49720
Sent via email to markh@charlevoixmi.gov

Subject: Planning Services for Ferry Beach Park Management Plan

Dear Mark:

Thank you for the opportunity to submit this proposal for services related to the preparation of a Management Plan for Ferry Beach Park. We understand that the scope of work includes recommendations for the long-term maintenance and management of planting and park improvements within the boundary of Ferry Beach Park. The Plan will consider the impacts of the site's context, including the Yacht Club boundary to the north, the boat launch and parking lot to the south, and the former Street Department site and Ferry Beach Avenue corridor to the west, as shown in the plan below. This letter outlines our project understanding, proposed scope of work, schedule, and fees.





PROJECT UNDERSTANDING

We understand that the primary goal of this project is to work with the Shade Tree & Park Commission and park staff to establish a shared vision for the future of Ferry Beach Park. This vision will be detailed in a Park Management Plan which will outline a proposed balance of natural areas and active park space within Ferry Beach. Natural spaces include vegetated areas, willow groves, and stormwater management zones as appropriate. Programmed spaces include active and passive recreation zones meant to be enjoyed by park visitors. Use patterns, views, preservation of unique natural resources, and enhancement of park amenities will be considered. The Plan will establish a set of management guidelines and implementation Action Items to ensure that both short- and long-term improvements and maintenance of Ferry Beach Park can be completed efficiently and cost effectively.

Broad goals for consideration include:

- Long-term health of mature trees in the park, consideration of trimming and tree replacement schedules
- Addressing site drainage to incorporate stormwater management as a site feature with educational and environmental value
- Eliminating invasive species and protecting/expanding native plant species habitat
- Addressing potential safety considerations associated with adjacent uses, especially during large events
Improving public access to the beach and new ADA kayak launch
- Addressing the impacts of constantly changing Lake Michigan water levels on beach management strategies and water quality
- Enhancing community amenities such as picnic areas, seating, signage, litter/recycling, exercise, and/or play equipment

SCOPE OF WORK

Task I – Site Inventory and Project Kickoff Meeting

We will meet with City representatives to identify your goals for the project. Project schedule and deliverable timelines will be established. We will visit the project site in an extended visit to coordinate with our Ferry Beach Corridor Study to better understand the existing conditions at the project site and discuss potential strategies for achieving your goals. The initial site inspection will be performed by a licensed Landscape Architect to observe the current condition of the site. Our summary memorandum will note our observations, apparent issues to be addressed, and outline potential approaches for achieving the project goals. The site inspection will not include any subsurface investigation or topographical survey. In this task we will conduct outreach to potential project partners including representatives from Tip of the Mitt and Great Lakes Protection Fund (GLPF) representatives.

Deliverables:

- Meeting Minutes with Study Work Plan
- Summary Memo of Site Inventory



Data Collection

We will receive background information from the City of Charlevoix, including but not limited to:

- Existing Survey Data including Property Boundaries
- Property Descriptions
- Aerial Photography
- Existing Drawings, Master Plans, and Documents
- Existing Historic photos
- Programming Information
- Demographic and Use data
- Traffic / Parking data
- Background reports
- Utility Data

Task 2 – Site Analysis

Based on the data provided by the City of Charlevoix, our team will gain specific knowledge of key issues at Ferry Beach Park. This will provide the sound informational and analytical base for decision-making throughout the rest of the process. Components will include:

- Current traffic conditions – Based on information provided by the City, we will identify traffic conditions that are problematic or negatively impact the use and enjoyment of the park. No traffic counts or traffic analysis are proposed.
- Parking Demand Issues, real and perceived – Based on information from the City, we will identify parking demand issues and potential strategies for reducing conflicts between visitors and residents. No traffic counts or traffic analysis will be performed.
- Existing Drainage Basins – Drainage patterns will be identified to address storm water routing, water quality concerns, and understand infrastructure improvement/relocation impacts.
- Existing pedestrian and bicycle connectivity: linkages and barriers, real and perceived – Based on field review of existing conditions, and with input from City representatives, we will identify existing linkages and barriers to pedestrian and bicycle connectivity.
- Landscape Inventory - Based on field review of existing conditions, and with input from City representatives, we will identify existing landscape character and features, including their existing condition and programmatic function.
- ADA / Accessibility - Based on field review of existing conditions, and with input from City representatives, we will identify conditions that may present accessibility and/or ADA compliance issues.
- Existing Utilities: Gas, Electric, Storm, Sanitary, Water – We will rely on the City to identify existing utilities within the park and Ferry Avenue corridor and mapping and condition data provided by the utility companies, including identifying known problem areas within the park.

Deliverables:

- Summary Memo of Site Analysis



Task 3 – Draft Management Plan

Our team will compile all relevant data gathered in Tasks 1 and 2 above and will then develop a Draft Management Plan document for client review. The Plan will include the following sections: Executive Summary, Plan Process and Vision, Inventory and Analysis, Plan Goals and Objectives, Plan Recommended Action Items, and Implementation Strategy. The Plan will not include detailed design plans for proposed improvements, but instead will include conceptual diagrams to outline proposed management strategies. The Plan will be shared via online meeting with City staff for review and comment.

In order to achieve a Plan which achieves the best balance of uses, our process relies heavily on an iterative design process that is open, transparent, and defensible. We will work with the City staff and partners throughout the planning process and will develop a Draft Plan that can then be shared for public review if the City deems this approach to be helpful to achieve additional input and long-term public support. If the Draft Plan is to be shared publicly, we propose to share recommendations as part of the public outreach process for the ongoing Ferry Beach Corridor study. Comments would be documented for City review.

Deliverables:

- Draft Management Plan in pdf Format, Including Sections as Outlined Above
- Meeting Minutes and Compilation of Review Comments

Task 4 – Final Management Plan

The planning team will compile all comments received by the City staff, both internal and public review if available, and will refine the Plan and prepare a final letter-size, color, hard-copy and digital document. This task will continue coordination with GLPF representatives and other project partners to integrate stormwater Best Management Practices and will consider potential future funding opportunities.

Deliverables

- Final Management Plan, Hard Copy and pdf



FEES

We propose to complete the scope of work outlined above at our standard hourly rates and will not exceed the budgets outlined below without prior written authorization, excluding reimbursable expenses. Reimbursable expenses for printing, travel, etc. will be billed at the cost incurred with no additional markup. Travel will be combined with the Ferry Beach Corridor Study to make most efficient use of budget. For tasks 1-4, we would recommend an expense budget of \$800.

Task 1 – Site Inventory and Project Kickoff Meeting	\$ 3,825
Task 2 – Site Analysis	\$ 3,330
Task 3 – Draft Management Plan	\$ 5,145
Task 4 – Final Management Plan	\$ 3,825
 TOTAL	 \$ 16,125

HOURLY RATES

Gregory Weykamp	Project Principal	\$180.00
Suzie Fromson	Project Manager	\$145.00
Daryl Veldman	Senior Engineer	\$165.00

SCHEDULE

We are ready to commence work as needed and to best coordinate with the ongoing Ferry Beach Corridor Study. We look forward to your favorable review of this proposal and appreciate the opportunity to be of service. Your signature below and return of one signed copy of this letter, will authorize us to proceed. We will invoice on a monthly basis. If you have any questions, please feel free to contact our office.

Sincerely,

Greg Weykamp, ASLA, LEED AP

ACCEPTED BY: _____

DATE: _____

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: May 2, 2022

Presented By: Mark Heydlauff, City Manager

Background:

A. Debut of CivicClerk

As you can see, we are using our new agenda management system for the first time for this meeting. We may still have some glitches to work out of the system but we'll be rolling this out in May to the rest of the City boards and commissions. One nice feature of this system is that it automatically integrates with the meeting calendar on our website as well. Someone can see there is a meeting and click straight through to the agenda and packet as they may be interested. We will set up user accounts for Council and board members; when this is ready, you'll get an email. The City Clerk and I are happy to answer any questions you may have.

B. Housing Grant Prospect

Jane MacKenzie of Northern Homes Community Development Corporation has applied for a grant of \$600,000 toward the construction of six workforce housing units at 1522 Bridge Street. If the grant is successful, Council and the Planning Commission would consider whether to support this project by making a land transfer and how the zoning of the parcel would be handled. I offered a letter of support to this prospect based on these conditions. The grant program from the Michigan State Housing Development Corporation only had \$2 million allocated statewide so it will be a long shot to see this funding but we know the importance of the housing issue in Charlevoix and it is an opportunity to take action. I attached my letter of support.

C. Stover Creek Dam Removal

The Tip of the Mitt Watershed Council is seeking congressional funding for removal of the Stover Creek Dam and requested a letter of support from the City. I provided it for them and it is attached in keeping with our goals on environmental responsibility. There is no cost to the City for this project; the dam is located in Charlevoix Township but the creek runs through the Brookside Cemetery.

D. 211 Bridge Street

Facade improvement work will begin next week on 211 Bridge Street. A pedestrian shelter will be placed over the sidewalk and other measures will be taken as work is needed within the MDOT right-of-way to complete the work. Much work on the building was done in the winter when it is less disruptive but MDOT would not permit this work to be done until there was no need for snow removal (they determined May 1). Some intermittent work is expected on the building from the Van Pelt Alley this summer; I think this will be manageable.

E. DPW Site Future Planning

We have set the date for the next public meeting to discuss the future of the former DPW site for June 8. Time is likely to be 6-7:30pm with a location yet to be determined. Edgewater Resources will have some conceptual ideas for another round of public input.

F. Paid Parking

I'm continuing to gather some feedback and review what other communities do surrounding the idea of expanding paid parking. I'll continue to work on this and report back when I have a more substantive concept for your consideration.

G. Dog Park Grand Opening



Recommendation:

Attachments:

1. Zoning Board of Appeal Minutes 07/21/2021
2. Housing Commission Minutes 02/15/2022
3. Housing Commission Minutes 03/15/2022
4. Shade Tree and Park Commission Minutes 03/10/2022
5. DDA/MMS Minutes 03/22/2022
6. DDA/MMS Executive Committee Meeting Minutes 04/05/2022
7. DDA/MMS Executive Committee Meeting Minutes 04/14/2022
8. Recreation Advisory Committee Minutes 02/09/2022
9. NHCDC Grant Support Letter
10. Stover Dam Request Letter

CITY OF CHARLEVOIX
ZONING BOARD OF APPEALS MINUTES
Wednesday, July 21, 2021 – 6:00 p.m.
City Hall Council Chambers
210 State Street, Charlevoix, MI

A) CALL TO ORDER

The meeting was called to order by Chair Hodgson at 6:00 p.m.

B) ROLL CALL/PLEDGE OF ALLEGIANCE

Chair: Richard Hodgson
Vice Chair: Timothy Kish
Members Present: Shirley Gibson, Ann Gorney, Patricia Miller
Members Absent: None
Staff Present: Jonathan Scheel, Zoning Administrator; Dean Martin, Community Development Fellow

C) APPROVAL OF AGENDA

Motion by Member Miller, second by Member Gibson to approve the agenda as presented. Motion passed by unanimous voice vote.

D) APPROVAL OF MINUTES

1. Motion to approve or amend the meeting minutes – 4/15/21

Motion by Member Kish, second by Member Gibson to approve the meeting minutes of 4/15/21 as presented. Motion passed by unanimous voice vote.

E) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST

F) CALL FOR GENERAL PUBLIC COMMENT

G) OLD BUSINESS

H) NEW BUSINESS

1. Case 2021-2 ZBA, 8-foot side yard variance, front yard variance for accessory building – 700 Mercer Boulevard

a. Staff Presentation

Zoning Administrator Scheel stated that the applicant is proposing to build a 24' x 28' accessory structure (garage) in the front yard and within two feet of the side yard lot line. He stated that the lots in this area are on a hillside that slopes down and away from the street leading down to C and O Club Drive and Lake Charlevoix. He said there was an angle of the side yard that is right at the area for the planned garage, and that there is an extreme elevation change from C and O Club Drive uphill to the rear of the house on the property. There are a large amount of trees and vegetation in the front yard so from Mercer it was very difficult to see the home and the area where the applicant wanted to build the garage.

b. Applicant presentation

Applicant Rodney Bartemeyer thanked Mr. Scheel and the Board for listening to their request. He explained that they needed the garage for their car in the winter and to store their boat as well and to have easier access to a garage than the current garage on the lower level under the residence. He stated that they talked to many of their neighbors and the three neighbors that would see the garage were in favor of their request and no one had any issues with the proposed garage. He responded to questions from the Board members.

c. Call for public comments

James Mast, 702 Mercer Blvd., stated that they were in favor of the project and the location. He stated that the way that property was subdivided the driveway that they use now comes down through an easement on his property. He felt that moving the garage to another location would cause more objection from him and the C and O Club. The location that the applicants were proposing was ideal from everyone's perspective.

d. Findings of fact

(1) Front yard variance

Extraordinary Circumstances - Chair Hodgson suggested a change to the first sentence to read: "The ZBA finds that the need for the requested variance is due to unique circumstances and physical conditions of the property including steepness, odd shape and layout."

Substantial justice – Chair Hodgson suggested a change to this standard to read: "The ZBA finds that the applicant is requesting to build a garage which is a common accessory covered by the Charlevoix Zoning Ordinance and the State of Michigan Zoning law, therefore this standard is met."

Impact on the Surrounding Neighborhood – change made to read: “The ZBA finds that the applicant’s request will not have a negative impact on the neighborhood, as the new structure will have a negligible impact on the adjacent property because it is reasonably sized and the input from the neighbors has been supportive.

Public Safety and Welfare – No change

Not Self-Created – No change

Zoning Administrator Scheel suggested a condition to “keep the natural vegetative screening that is there and that the building gets built as per location of the submitted plan”. Chair Hodgson stated that he would propose a third condition that the height of the garage roof could be no higher than the log cabin roof. A lengthy discussion followed regarding the height of the garage and the pitch of the roof and as a result the language under the section for “Impact on the Surrounding Neighborhood” was changed to what is reflected under that category above.

Motion by Member Gorney, second by Member Kish to approve Project 21-02-ZBA of the front yard variance only with the conditions that the structure is built on the presented location and that the natural vegetative screening from the road must be kept. Motion passed by roll call vote with all members voting affirmatively for the motion.

(2) Eight-foot side yard variance for structure

Extraordinary Circumstances - Chair Hodgson suggested a change to the first sentence to read: “The ZBA finds that the need for the requested variance is due to unique circumstances and physical conditions of the property including steepness, odd shape and layout.”

Substantial justice – Chair Hodgson suggested the following change to this section to read: “The ZBA finds that the applicant is requesting to build a garage which is a common accessory covered by the Charlevoix Zoning Ordinance and the State of Michigan Zoning law. However, a standard size garage would be 24’ x 24’ such that the minimum variance necessary is reduced by 4’. The ZBA finds the minimum variance necessary is 4’ and will not create an adverse impact on properties in the neighborhood or zoning district.” Discussion followed on whether the garage could be built closer to the house. Chair Hodgson stated that the ZBA could allow a garage, but to allow an extra-large garage was not within their authority and would be overreaching.

Impact on the Surrounding Neighborhood – No change

Public Safety and Welfare – No change

Not Self-Created – No change

Motion by Member Gibson to approve Project 21-02-ZBA for an 8’ side yard variance based on specific findings of fact that proves the project does meet the review standards from Section 153.038 (F) of the Zoning Ordinance with the following condition: change the 2’ in the southwesterly corner of the structure to a 5’ side yard variance. There was no second therefore, the motion died.

Motion by Member Gorney, second by Member Gibson to approve Project 21-02 ZBA based on specific findings of fact for a 4’ side yard variance. Motion passed by roll call vote with all members voting affirmatively for the motion.

Zoning Administrator Scheel noted that during the meeting the Board heavily debated the height, size and whether a garage should look like the house. The same debate has occurred with accessory dwelling units that the Planning Commission put in place two years ago. The Planning Commission has asked staff to come up with potential form-based code or architectural standards that delve into those questions. He stated that there were a few accessory dwellings built that people feel are totally out of character for the lot, the neighborhood, and the existing home.

I) ADJOURNMENT

Motion by Member Gorney, second by Member Miller to adjourn the meeting at 7:40 p.m. Motion passed by unanimous voice vote.

Joyce M. Golding/fgm

City Clerk

Richard Hodgson

Chair

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, February 15, 2022

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners Present: Mitts Lee, Laurene Crandall, R.J. Waddell, Lillian Left, Joan Buday

Commissioners Absent: None

Others Present: Annessa Haist-Director, Mt. Pleasant Housing Commission, Cindy Morris CHC-Occupancy Specialist and Residents of Pine River Place.

Chairperson Mitts Lee called the meeting to order at 2:02 p.m.

ADDITIONS TO THE AGENDA: None

Approval of the January 18, 2022 Meeting Minutes and Payables.

Motion by Commissioner Waddell, seconded by Commission Left to approve and accept the regular meeting minutes and payables as presented for January 18, 2022.

Ayes: Lee, Crandall, Waddell, Left and Buday

Nays: None

OLD BUSINESS: 2021 Director Evaluation

Finalization of the Evaluation was given to all Board Commissioners. Discussion was had with the Director, Annessa Haist of MPH/CHC letting her be aware of their ideas moving into a new year.

NEW BUSINESS: MHDA Conference was reported to the Commissioners which was February 9th – 11th, 2022 in Mt. Pleasant. "Handling of Your Emotions under Pressure"
Dates were given for the Spring/May Conference and also for the Fall/October Conference.

EXECUTIVE DIRECTORS REPORT:

Operating Subsidy update was given by the Director-Annessa Haist MPH/CHC

Director-Annessa Haist spoke on the Developers Meeting that took place. Gave her outlook on the conversations that were had with others present at the meetings and in phone conversations. Who she has been in contact with and what the plans are moving forward.

CHC – REAC Inspections were done in February, 2022 at the Mt. Pleasant Housing Commission. Inspections will be in April, 2022 for the Charlevoix Housing Commission. Residents will all be notified moving forward.

Interviews/Staffing Update – Annessa Haist, Director MPH/CHC gave an update to the Commissioners on the changes moving forward.

Lawsuit Update – Annessa Haist, Director MPH/CHC referred to the handout for information updating the Commissioners of the Charlevoix Housing Commission.

Public Comment on subjects unrelated to Agenda Items: None

Adjournment: Meeting was adjourned at 2:35 p.m.

Respectfully submitted and approved by:

A handwritten signature in cursive script, appearing to read "Annessa Haist", written over a horizontal line.

Executive Director, Annessa Haist – MPH/CHC

The next Board Meeting is March 15, 2022 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720
(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, March 15, 2022

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners Present: Laurene Crandall, R.J. Waddell, Lillian Left, Joan Buday
Commissioners Absent: Mitts Lee

Others Present: Annessa Haist-Director, Mt. Pleasant Housing Commission, and Residents of Pine River Place.

Vice-Chairperson Joan Buday called the meeting to order at 2:05 p.m.

ADDITIONS TO THE AGENDA: A paper packet was given out at the meeting with additional information and an E-mail Re: a survey for 207 W. Garfield

Approval of the February 15, 2022 Meeting Minutes and Payables.

Motion by Commissioner Waddell, seconded by Commissioner Crandall to approve and accept the regular meeting minutes and payables as presented for February 15, 2022. (The monthly financial reports from the accountant were not available, and will be presented at the next meeting.)

Ayes: Crandall, Waddell, Left and Buday

Nays: None

OLD BUSINESS: Lawsuit – No current updates

EXECUTIVE DIRECTORS REPORT:

Budget overview and update was given by the Director-Annessa Haist MPH/CHC.
Commissioner Waddell reported that there may be an increase in the sewer cost to watch for.
Director Haist also reported that there was an increase in the annual audit fees.

Director-Annessa Haist spoke on the Pre-REAC inspection that is scheduled with The Inspection Group to help us identify deficiencies and prepare for the HUD/REAC inspection.

Interviews/Staffing Update – Annessa Haist, Director MPHC/CHC gave an update to the Commissioners on the new Maintenance Supervisor – Daniel Murray.

By-Laws are to be reviewed next month.

NEW BUSINESS

RES #I-2022 Intergovernmental Management Agreement

Renewal of the contract with MPHC for Management. Contract price was dropped \$5,000 with the understanding that there will be no additional maintenance addendum and MPHC maintenance involvement will be limited after HUD/REAC inspections are completed.

Motion by Commissioner Waddell, seconded by Commissioner Crandall to approve and accept Resolution #I-2022 for the Intergovernmental Management Agreement.

Ayes: Crandall, Waddell, Left and Buday

Nays: None

RES#II-2022 FYB 4/1/22 Budget Approval

Annual Budget – Initial Draft

Motion by Commissioner Waddell, seconded by Commissioner Left to approve and accept Resolution #II-2022 for the Initial Budget of FYB 4/1/22.

Ayes: Crandall, Waddell, Left and Buday

Nays: None

RES#III-2022 Election of Officers

Discussion was had regarding the annual election of officers. Board members were in agreement to elect the current officers to their positions again.

Motion by Commissioner Left, seconded by Commissioner Crandall to approve and accept both Mitts Lee as Chairman/President, and Joan Buday as Vice-Chair/Vice-President for Resolution #III-2022.

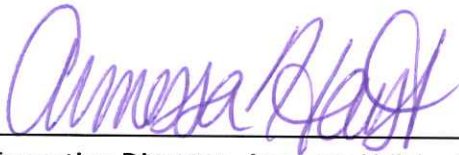
Ayes: Crandall, Waddell, Left

Nays: None

Public Comment on subjects unrelated to Agenda Items: A Pine River tenant mentioned window washing, and it was noted that once HUD/REAC inspections are completed we can pursue bids for this.

Adjournment: Meeting was adjourned at 2:40 p.m.

Respectfully submitted and approved by:



Executive Director, Annessa Haist – MPH/CHC

The next Board Meeting is April 19, 2022 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720

Shade Tree and Parks Commission Meeting
Thursday, March 10, 2022, 10am
City Hall Second Floor Conference Room

Members present: Bertinelli; Levy; Muladore; Hodgson

Members absent: None

Also present: Mark Heydlauff, City Manager; Pat Elliott, DPW Superintendent; Kent Knorr, Recreation Director

Chair Hodgson called the meeting to order at 10am.

Motion by Muladore, second by Bertinelli to approve the minutes of the January 13, 2022 meeting as presented.

Motion carried.

Suzie Fromson from Edgewater Resources joined the commission remotely to discuss the idea of creating a management plan for Ferry Beach Park. The commission would like to get a sense of how to remove wet spots, direct storm water, delineate wetlands area, and preserve native trees while creating and preserving views.

Motion by Levy, second by Muladore to recommend the adoption of a management plan to cover these concerns.

Motion carried.

Chair Hodgson discussed trees have been flagged for view corridors on Park Avenue. Trees will be pruned as they begin to leaf out.

Mr. Levy discussed concerns with branches in the parking lanes downtown relative to a recent incident where a truck broke off a limb. The commission discussed it further.

Ms. Muladore discussed ideas around doing tree inventories utilizing a software tool.

Mr. Bertinelli questioned efforts to remove invasive species.

Chair Hodgson opened the floor to public comment and none were heard.

Chair Hodgson adjourned the meeting at 11am.

Meeting adjourned.

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET MEETING
Tuesday, March 22, 2022 at 5:30 p.m.
Council Chambers, City Hall

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

Chair: Maureen Owens
Members Present: Sean Bradley – participated remotely, Luther Kurtz, Anne Oosthuizen, Paul Silva, Ron Way, Amanda Wilkin
Members Absent: Sam Bingham, Kirby Dipert
Non-Voting Student: Liam Dreyer
City Staff: Lindsey Dotson, Executive Director

4. **Inquiry Regarding Potential Conflicts of Interest**

5. **Consent Agenda**

- A. Minutes
- B. Committee Minutes
- C. Monthly Report
- D. DDA Financials

Motion by Member Wilkin, seconded by Member Way to approve the Consent Agenda as presented. **Motion carried by unanimous voice vote.**

6. **Reports**

- A. Director's Report

7. **Old Business**

- A. 109 Bridge Park Drive Update

Chair Owens handed out a written update to the Board. She reported the DDA had signed a lease with JBird Provisions. She stated there are still negotiating with That French Place for the other half of the building and there have been concerns about the building's current electrical capabilities not being able to support their equipment. Chair Owens stated Wilmont Electric provided a quote of \$23,250 for 200-amp single-phase service to that part of the building, or \$23,910 for 400-amp service.

Discussion followed with the owners of That French Place and board members regarding the electrical cost, past issues with tenants who needed more electrical capacity, and the long-term viability of the building and the needed electrical upgrade.

Motion by Mayor Kurtz, seconded by Member Silva to stop negotiating with the prospective tenants and let John Murray bring a proposal back to the Board.

Yes: Kurtz, Oosthuizen, Silva, Way
No: Wilkin, Owens
Absent: Bingham, Dipert

Motion carried. 4-2-3 on a recorded vote

Motion by Member Wilkin, seconded by Mayor Kurtz that John Murray as the DDA's representative speak/email with That French Place owners within the next seven (7) days so that they can understand what's going on with the process.

Motion carried by unanimous voice vote.

Motion by Member Silva, seconded by Member Wilkin that the Executive Committee continue to negotiate with John Murray direct and make a decision as long as they inform the rest of the Board.

Motion carried by unanimous voice vote.

- B. Downtown Maps Discussion

Director Dotson stated that the Board had requested a mockup of what the design team could prepare to stay within the Charlevoix brand for the downtown maps which was included in the agenda packet. She had requested revisions to the mockup but had not received a new version to date.

Motion by Member Wilkin, seconded by Member Oosthuizen to form a subcommittee to take the downtown map project and make a recommendation to the Board with potential mockups at the next meeting. **Motion carried by unanimous voice vote.**

The Sub-Committee will include Members Dreyer, Oosthuizen, and Wilkin and Director Dotson.

Chair Owen recommended that the Board say thank you for the offer, but the Board would prefer not to do business with Mr. Kruger for the downtown maps and the Board concurred.

C. Issue Media Group Rural Innovation eXchange partnership with Michigan Downtown Association

Director Dotson reviewed the status of this proposal and the DDA's financial commitment would be \$1,000. The DDA would get at least two (2) articles focusing on Charlevoix and a seat at the table to influence topics for the first year of the eXchange. Member Wilkin recommended letting the other communities go with this program for the first year and then consider joining in 2023.

Motion by Member Wilkin, seconded by Member Way for the DDA to strongly consider this proposal for the next annual budget cycle. **Motion carried by unanimous voice vote.**

D. Public Restroom Discussion

Director Dotson stated the original used restroom trailer that had been discussed previously had been sold, and Member Bingham obtained information regarding the cost of a new unit for approximately \$58,000 and the lead time for such a unit would be in the fall so it would not be available for the upcoming summer season.

Motion by Member Wilkin, seconded by Member Silva that the DDA Board strongly recommends that City Council consider keeping the bathrooms in the City building open seven (7) days a week. **Motion carried by unanimous voice vote.**

8. New Business

A. Alleyway Improvement Grant application

Director Dotson presented the two (2) applications as reviewed and approved by the Design Committee which were recommended for funding at \$5,000 each.

Motion by Member Wilkin, seconded by Member Oosthuizen to award two (2) Alleyway Improvement Grants to A Notable Way (100 Park Avenue) and 211 Bridge Street in the amount of \$5,000 each. **Motion carried by unanimous voice vote.**

B. Downtown Housing Incentive Grant Application

Director Dotson stated that the Economic Vitality Committee reviewed the application for the project which will add two (2) apartment units on the lower level of 211 Bridge Street, and both will be deed restricted for year-round housing occupancy. The applicant requested \$25,000 and the DDA budget includes \$50,000 for such grants.

Motion by Mayor Kurtz, seconded by Member Wilkin to approve the application from 211 Bridge Street for a Downtown Housing Incentive Program Grant in the amount of \$25,000. **Motion carried by unanimous voice vote.**

C. MDA Request for Sponsorship

Director Dotson described the sponsorship request.

Motion by Member Wilkin, seconded by Member Oosthuizen to approve sponsoring the Michigan Downtown Association Summer Workshop in the amount of \$500. **Motion carried by unanimous voice vote.**

D. Magical Tiny Doors

Director Dotson described the Magical Tiny Doors project proposed by artist Kristi Jenkins which is inspired by the Fairy Doors in Ann Arbor Program. Ms. Jenkins was asking the DDA to support the concept and there was no cost associated with the DDA's support.

Motion by Member Wilkin, seconded by Mayor Kurtz to support the overall concept of the Magical Tiny Doors project and the eventual expansion into public places deemed acceptable by City Council. **Motion carried by unanimous voice vote.**

E. New Grant Opportunities

Director Dotson stated the DDA was unable to apply for the Vibrancy Grant because of the inability to have a February DDA meeting and two (2) new grant opportunities are available. Motion by Member Wilkin, seconded by Member Oosthuizen to submit a grant application to the Michigan Retailers Association Grant Program. **Motion carried by unanimous voice vote.**

9. Public Comments

Sarah Van Horn, Charlevoix Chamber of Commerce Executive Director, spoke about the Bridge Park Building. She stated that the DDA is not a traditional landlord or commercial real estate operator which needs to be taken into consideration as negotiations go

forward on property leases. She encouraged the DDA to look further at how they could make the space beneficial for the town, use it to help supporting businesses, and to help foster creativity and look at possible unused budget dollars from the 20/21 DDA budget.

Dave Baylo, landscaping business owner in Charlevoix, stated that he was starting a new project to offer healthy snacks and drinks through vending machines under the name of Good for You Vending. He thought that the public space near the restrooms by the Big Beaver Island boat company would be a good space for a machine, and he would be formally coming before the Board meeting on April 24. Mr. Baylo responded to questions from the Board members about the machines, locations, potential electrical cost, and possible commission fee for machines on public property.

10. Request for Future Agenda Items

11. Board Comments

Member Way stated that it appeared from both prospective tenants for the Bridge Park Property there was frustration with John Murray. After discussion the Board concurred Member Way will be copied on emails between the prospective tenants and Mr. Murray.

12. Adjourn

Meeting adjourned at 7:18 p.m.

Sarah J. Dvoracek/fgm

Maureen Owens

Chair

**CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET
EXECUTIVE COMMITTEE MEETING
Tuesday, April 5, 2022 at 10:30 a.m.
210 State Street, Charlevoix, Michigan
Council Chambers**

The meeting was called to order at 10:30 a.m. by Chair Owens.

1. Call to Order

2. Roll Call

Chair:	Maureen Owens
Members Present:	Luther Kurtz, Ron Way, Luther Kurtz
Members Absent:	Kirby Dipert
City Staff:	Lindsey Dotson, Executive Director
Others Present:	Mark Heydlauff, John Murray, Matthew Murray, Paul Silva (remotely)

3. New Business

a. 109 Bridge Park Drive Lease Discussion

John Murray of Northwest Rentals LLC outlined the negotiation process with prospective tenants, That French Place. That update also included information related to the electrical upgrade needed for the building to accommodate the business's needs.

Mr. Murray also provided an update that a lease has been signed by Jessica Nagel of J. Bird Provisions.

Motion by Mayor Kurtz, second by Member Way, for Mr. Murray to make a final offer to prospective tenant That French Place that would include splitting the cost of electrical upgrades that had been requested, that the rental rate would be \$800 per month, and that That French Place had until Friday, April 8th to respond to the offer. Motion passes unanimously.

4. Adjourn

Meeting adjourned at 10:58 a.m.

Lindsey J. Dotson, Executive Director

Maureen Owens, Chair



CITY OF CHARLEVOIX RECREATION ADVISORY COMMITTEE

Mt. McSaub Lodge
Thursday, February 9, 2022 at 6:00 PM
Meeting Minutes

I. Call to Order/Roll Call

Chair Fruk called the meeting to order at 6:06 PM.

Members Present: Kelly, Bryan, Fruk, Oosthuizen (via Zoom), Pemble, Scholten

Members Absent: Matye

Staff Present: Knorr (via Zoom), Anzell

II. Inquiry Regarding Possible Conflicts of Interest

None.

III. Determination of a Quorum

Yes.

IV. Conflicts of Interest

none

V. Motion to Approve Minutes

A. December 16, 2021 Meeting Minutes

Chair Fruk called for a motion to approve the December 16, 2021 meeting minutes. Motion made by Member Kelly, second by Member Bryan. Motion passed by a unanimous voice vote.

All of the Agenda items are addressed in the Directors report below and includes committee comments and discussion.

Recreation Advisory Committee
Director's Report – February 9, 2022

Winter Activities:

The ski hill has been as busy this year as last year. We have four full ski school sessions this year. That is 300 kids going through the ski school! Beth has been working with Beau to streamline the rosters and to assist in making assignments to instructors better.



As noted, we have been busy at all public sessions this season. The staff worked very hard in December to make snow in some pretty short windows. I can't be thankful enough about how that kind of dedication separates our ski hill from other small ski hills. Once again, we opened over the Holidays while other ski hills didn't open until mid-January. The colder weather and daily snows recently are the "icing on the cake" as Bo likes to say. Staff has recently started building in some fun Terrain Park Features.

Our ice rink is open and doing very well. The ice is currently in fantastic condition. We have ordered a new skate sharpener. I expect it to be delivered this week and we will start a routine of sharpening all skates. WE will also start to offer skate sharpening for the community. Our staffing levels at the ski hill and ice rink are pretty good, but we have been short one employee for the rink all season. Again, big thanks to the Bo and Beau for stepping up and keeping the rink in great shape while doing everything else.



Speaking of everything else, the hill staff have been working on grooming cross country again this year at the golf course. We were slow starting only because of lack of snow. As long as we continue to get good snow coverage, we will continue to groom this course.



Also, at the course we still plan to set up a winter golf course. WE have all equipment but are awaiting just a little more snow to lay out the course.

We did not do a volleyball league this winter. With school rules for masking as well as surge in the Covid cases, we held off on this activity. We will be working hard to get a summer softball program going. We will be attending the Chamber Business Open House to promote business teams to join the league. Day Camp registration will start March 1st. Beth is working on the brochure that will be online.



VI. Old Business

- a. **Questions regarding the Director's Report** – No questions
- b. **Recreation Master Plan** – Director Knorr reported that the final draft has been submitted and received by the state (DNR). We are currently waiting for final approval.
- c. **Dog Park Update** – The water fountain has been ordered and we are waiting on signage for committee approval. Sign rules and regulations will strongly state picking up after your pet as well as vaccination requirements. Director Knorr will consult with area veterinary clinics and the humane society re: dog illnesses. Chair Fruk asked about the possibility of putting a donation box at the Park. Knorr stated we will consider that, and in addition, signage will include a QR code for online donations.

VII. New Business

- a. **RAC Meeting Format** – Chair Fruk offered the opportunity for the committee to give input on the meeting format. Member Bryan commented that she likes the meetings held at our recreation spots and would like to see the Managers of these areas speak to the committee. Member Oosthuizen mentioned the opportunity to have trail meetings where the committee could invite the public and have a combination meeting/clean-up. Director Knorr commented that he sees the role of this committee changing to include projects and services and inviting the community to participate.
- b. **Summer Planning** – Knorr reported that we have begun planning our summer programs. Day Camp registration will open the first week in March. We will open it through the schools to hit the local families first, then go to social media. Fruk mentioned the idea of having the schools send text messages to their parents to notify of registration opening. T-Ball will also take place

this summer and we are hoping to bring back adult programs. The Recreation Department plans on having a booth at the Chamber Expo to promote our adult programs.

- c. **Farmers Market Sponsorship Opportunities** – Anzell wanted to make the committee aware of sponsorship opportunities for the 2022 farmers market and ask them to keep in mind key businesses that may want to be a part of the market this year.
- d. **Scholarship Update** – Anzell reported to the RAC the numbers of scholarships and the dollar value for both the 2021 Camp season and this season of Ski School. Knorr informed the group how the scholarships will work for Camp in 2022. Five spots per week will be dedicated to scholarship kids.

VIII. Miscellaneous Comments

Member Bryan commented on the sleds in East Park. She thought this was a great idea

IX. Call for Public Comment

None.

X. Adjournment

With no other business to discuss, Chair Fruk called for a motion to adjourn at 7:01 PM. Motion made by Member Bryan, second Member Kelly. Motion passed by a unanimous voice vote.

2022 meeting schedule:

February 9 @ Mt. McSaubu
April 13 @ The Golf Club House (potentially)
June 8
September 14
November 9



April 20, 2022

Ms. Tanya Young
Michigan State Housing Development Authority
735 East Michigan Avenue
Lansing, MI 48909

Dear Ms. Young:

The Charlevoix community regularly sees businesses closing one or more days per weeks during the peak of our busy summer season. As a city government, we often look at ways to lessen the impact to our residents of reduced municipal services. Signs of “help wanted” are as common here as sunny days at the beach. All of these conditions are the result of one root cause: lack of workers.

We support the need for additional housing in our community as a means of ensuring the continued viability of businesses and services here. Seasonal housing, short-term rentals, and other visitor-focused accommodations are important to us but so too are the needs for housing of folks who work in education, healthcare, and the service industry. For this reason, I’m pleased to offer my support for the application by Northern Homes Community Development Corporation for a grant to construct housing for these workers and families in Charlevoix.

The City of Charlevoix is eager to explore a variety of options for housing and a trusted developer of missing middle housing in Northern Michigan is Northern Homes. Subject to final zoning approval and considerations for a plot of city owned land, we believe this opportunity could be a good step forward to abate the lack of employees in Charlevoix.

Very truly yours,
THE CITY OF CHARLEVOIX

Mark L. Heydlauff, MPA
City Manager



April 26, 2022

The Honorable Debbie Stabenow
United States Senator
731 Hart Senate Office Building
Washington, D.C. 20510-2204

RE: Stover Creek Dam Removal

Dear Senator Stabenow:

On behalf of the City of Charlevoix, I am writing to support the FY 2023 congressional appropriations request through the Interior and Environment; FWS, Resource Management, Stewardship Priorities, for the removal of Stover Creek Dam, being submitted by Tip of the Mitt Watershed Council. The dam is no longer functional and removal would improve stream hydrology and aquatic organism passage, enhancing the health and fisheries of Lake Charlevoix.

Per our Master Plan, Charlevoix will strive to be the focal point for the region and build on its distinctive character, downtown, and diverse neighborhoods; while respecting its unique setting and environment and creating a foundation for future economic prosperity and personal success. In order to achieve this, we have a goal and are committed to work with organizations like Tip of the Mitt Watershed Council, WATCH, the Little Traverse Land Conservancy, and the Lake Charlevoix Association to inform the public on water quality protection measures and conservation easements.

Stover Creek is an important cold water tributary within the Lake Charlevoix Watershed. It flows directly into Lake Charlevoix's western basin, near the City of Charlevoix. The main channel of Stover Creek is 8-miles and the land area of its watershed encompasses 4,220 acres. For decades, locals and resource agencies have had cause for concern given both the stream's water quality measurements and anecdotal observations of the stream. In 2012, the Lake Charlevoix Watershed Management Plan, approved by both the Michigan Department of Environmental Quality and the Environmental Protection Agency, designated the Stover Creek Watershed as one of 16 acute critical areas. Acute critical areas are the priority locations where attention is needed first and foremost.

Stover Creek Dam is approximately 375 feet from the mouth of the creek as it heads into Lake Charlevoix. This dam serves as a barrier to fish migration and can have impact on stream temperatures. Additionally, sediment build ups along the dam degrade fish habitat, and if the dam were to fail, it would release a devastating amount of sediment downstream. The dam also blocks debris, and the debris build-up can cause upstream flooding during high flows.



Stover Creek empties into Lake Charlevoix in an area that receives intense public use. It is near Ferry Beach, a city-owned sandy beach on Lake Charlevoix with boat launch, kayak launch, playground, volleyball nets, basketball courts, and horseshoes, among other amenities. The removal of the dam will help protect the river's water quality, as well as Lake Charlevoix; ensuring these remain remarkable resources for generations to come.

Therefore, we fully support the FY 2023 congressional appropriations request through the Interior and Environment; FWS, Resource Management, Stewardship Priorities, for the removal of Stover Creek Dam, being submitted by Tip of the Mitt Watershed Council.

Sincerely,

Mark L. Heydlauff, MPA
City Manager