



Agenda
City of Charlevoix City Council Regular Meeting
Monday, May 16, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Department of Public Works Report
Pat Elliott, Public Works Superintendent
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - May 2, 2022
 - B. Accounts Payable and Payroll Check Registers
 - C. Trout Tournament East Park/Boat Launch Request
 - D. 2022 Chamber of Commerce Events
 - E. Completion of Boat Launch Paving Project
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Ordinance to Amend Ward Boundaries
Sarah Dvoracek, City Clerk
- 7. All Other Actions and Requests**
 - A. Planning and Zoning Services Contracts-Networks Northwest
Mark Heydlauff, City Manager
 - B. Special Event Policy Review
Mark Heydlauff, City Manager
 - C. Residential Unit Size Requirements
Luther Kurtz- Mayor
 - D. Mayoral Appointments

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: Department of Public Works Report

Date: May 16, 2022

Presented By: Pat Elliott, Public Works Superintendent

Background:

As you are aware, the Public Works Department wears many hats. As the season changes, so do those hats.

We have successfully made it through another winter season with regards to snow removal and maintaining our water distribution system. Throughout the season, we were fortunate to have not experienced any major equipment breakdowns, which is a testament to our mechanic and the consistent investment that the Council has approved for our fleet. With regards to our water distribution system, we had a total of two water main breaks, and only three water services freeze.

Historically, we would have had more water distribution issues considering the harsh cold winter we had this year, but again, this reflects the investment that the Council and staff have made to maintain and upgrade our assets.

We are currently in our spring cleanup mode and preparing everything for a busy summer season. This work generally includes planning and preparing for all summer festivals, detailing our parks, beach grooming, cleaning streets and getting the cemeteries in tip top condition. There are many other miscellaneous projects that the Public Works Department is involved in, whether it be planning and executing, or planning and subcontracting construction out. Soon enough, fall will be here, and we will work to put everything to bed for the season.

Listed below are some general “fun facts” the Public Works Department is responsible for maintaining and keeping up with:

- 30 acres of cemetery property
- 32 acres of developed parks property
- 37 miles of water mains, ranging in age from brand new to 130 years old
- 300 fire hydrants
- 48 miles of sanitary sewer mains
- 800 Sanitary manholes
- 11 miles of stormwater pipe
- 250 stormwater manholes and 440 catch basins
- 24.5 miles of major and local streets
- 3 miles of state trunkline

Recommendation:

Attachments:

None

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - May 2, 2022

Date: May 16, 2022

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. City Council Draft Minutes from May 2, 2022

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

1. Pledge of Allegiance

Mayor Kurtz called the meeting to order at 6:00 p.m. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

2. Roll Call

Mayor: Mayor Luther Kurtz

Members Present: Janet Kalbfell, Greg Bryan, Richard Spring, Mark Knapp, Phil Parr

Members Absent: Aaron Hagen

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mayoral Proclamation Recognizing Nurses Week

Mayor Kurtz

Mayor Kurtz read a proclamation extending deep appreciation and thanks to the nurses who work in and around our community and also proclaimed Nurses Week in the City of Charlevoix May 6-12, 2022.

B. Mayoral Proclamation in Recognition of the Life and Work of June Cross

Mayor Kurtz

Mayor Kurtz read a proclamation honoring and remembering the life of June Cross.

4. Inquiry Regarding Conflicts of Interest

Mayor Kurtz recused himself from agenda item 7A. Authorize Seasonal Closure of Van Pelt Alley (East/West).

5. Consent Agenda

Mayor Kurtz opened the item for public comment, and none were heard.

Motion by Parr, Second by Kalbfell to approve the Consent Agenda as presented.

Yeas: Spring, Knapp, Kalbfell, Parr, Bryan

Nays: None

Absent: Hagen

Motion carried.

A. City Council Meeting Minutes - April 18, 2022

B. Accounts Payable and Payroll Check Registers

1. Special Accounts Payable Run April 21, 2022 (\$64,429.61)

2. Payroll (net pay) March 18, 2022 (\$100,007.13)

3. Payroll Transmittal Checks April 29, 2022 (\$5,040.75)
4. Regular Accounts Payable May 3, 2022 (\$181,339.46)
5. ACH/WIRE Payments April 18, 2022 through April 29, 2022 (\$451,565.13)
6. Tax Disbursement May 3, 2022 (\$14,625.55)

To view the entire accounts payable and payroll check register report, please [Click here](#).

C. Bridge Park Lift Station Cleaning

Northern A-1 Environmental Services provided the proposal which includes a breakdown of time and material needed to inspect the Bridge Park pump station.

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

Mayor Kurtz stepped down from the dais (6:09 pm).

Council Member Kalbfell led the discussion. City Manager Heydlauff explained the City has closed the east/west area of Van Pelt Alley for the past two years so that pedestrians can enjoy the area but emergency vehicles can access it as needed. City Manager Heydlauff suggested the Council make this seasonal closure permanent and authorize City staff to work with the businesses in this area on an on-going basis. City Manager Heydlauff explained that the dates of the seasonal closure would be weather-dependent.

Council Member Kalbfell opened the item for public comment, and none were heard.

Motion by Spring, Second by Bryan 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.

Yeas: Spring, Knapp, Kalbfell, Parr, Bryan

Nays: None

Absent: Hagen

Motion carried.

Mayor Kurtz returned to the dais (6:11 pm).

B. Ferry Beach Management Plan
Mark Heydlauff, City Manager

City Manager Heydlauff stated that over the last few years, there have been concerns about the maintenance, tree management, stormwater control and amenities at Ferry Beach Park. After discussion with the Shade Tree & Parks Commission about the benefits of such a plan, Suzie Fromson from Edgewater met with the Commission in March and prepared the attached proposal. City Manager Heydlauff stated he also met with Carl Roehling, who leads the Friends of Ferry Beach, and Mr. Roehling is in support of the proposal which will help in creating a long-term plan for the park.

Mayor Kurtz opened the item for public comment, and none were heard.

Motion by Kalbfell, Second by Spring 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. Motion carried unanimously by voice vote.

8. Reports and Communications

A. Public Comment

Cheryl Potter Browe introduced herself to Council and stated she is running for County Commissioner-District 6.

B. City Manager's Comments

City Manager Heydlauff made the following comments:

- On May 26, there will be the next SBEI Corridor meeting. Location will be determined.
- On June 8, there is a tentative meeting scheduled regarding the future of the old DPW site. Ferry Beach will most likely be the meeting location, more details will follow.
- Refuse collection begins next week.
- Gave his gratitude to all the nurses in the community.
- Provided background on the purchase policy and emergency purchases.
- The election is tomorrow and he reminded everyone to come out and vote.
- Shared a memory of June Cross and gave his condolences to the Cross family.

C. Mayor and Council Comments

Mayor Kurtz and Council Members collectively thanked all the nurses in the audience and in the community for their hard work during the pandemic. Council Members also collectively gave their condolences to the Cross family.

9. Other Council Business

Council Member Kalbfell suggested the Special Events Policy be revisited. Council collectively

agreed and directed City Manager Heylauff to add the special events policy to the next meeting.

10. Adjourn

Mayor Kurtz adjourned the meeting at 6:22 p.m.

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: May 16, 2022

Presented By:

Background:

Recommendation:

Attachments:

1. Check Registers 05-16-22 Agenda

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/07/2022	05/13/2022	136352	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	935.00
05/07/2022	05/13/2022	136353	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
05/07/2022	05/13/2022	136353	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	418.07
05/07/2022	05/13/2022	136354	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
05/07/2022	05/13/2022	136355	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	990.00
05/07/2022	05/13/2022	136356	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	678.21
05/07/2022	05/13/2022	136357	EQUITABLE FINANCIAL LI	9010	LIFE - VOLUNTARY Pay Period:	254.13
05/07/2022	05/13/2022	136357	EQUITABLE FINANCIAL LI	9010	SPOUSE LIFE Pay Period: 5/7/2	46.04
05/07/2022	05/13/2022	136357	EQUITABLE FINANCIAL LI	9010	CHILD LIFE Pay Period: 5/7/202	4.40
05/07/2022	05/13/2022	136357	EQUITABLE FINANCIAL LI	9010	AD&D - VOLUNTARY Pay Period	36.67
05/07/2022	05/13/2022	136357	EQUITABLE FINANCIAL LI	9010	SPOUSE AD&D Pay Period: 5/7/	10.28
05/07/2022	05/13/2022	136357	EQUITABLE FINANCIAL LI	9010	CHILD AD&D Pay Period: 5/7/20	3.33
05/07/2022	05/13/2022	136358	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
05/07/2022	05/13/2022	136359	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 5	251.25
05/07/2022	05/13/2022	136360	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,483.47
Grand Totals:						5,406.49

Km

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

05/13/22 Payroll Transmittal Checks	\$ 5,406.49
05/13/22 Payroll (net pay)	\$ 106,175.93
05/17/22 Regular Accounts Payable	\$ 227,631.18
Checks Sub-Total:	\$ 339,213.60

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

05/02/22 MI Public Power Agency	\$ 42,233.44
05/03/22 AMG Payment Solutions	\$ 24.99
05/09/22 MI Public Power Agency	\$ 9,752.09
05/09/22 Payment Service Network Inc.	\$ 256.60
05/10/22 State of MI (Sales Tax)	\$ 23,231.42
05/11/22 DTE Energy	\$ 9,169.54
05/13/22 IRS (Payroll Tax Deposit)	\$ 38,766.54
05/13/22 Alerus Financial (HCSP)	\$ 350.00
05/13/22 State of MI (Withholding Tax)	\$ 5,679.47
05/13/22 Vantagepoint (401 Plan)	\$ 957.68
05/13/22 Vantagepoint (457 Plan)	\$ 20,021.68
05/13/22 Vantagepoint (Roth IRA)	\$ 1,055.76
ACH Sub-Total:	\$ 151,499.21

Huntington National Bank Total: \$ 490,712.81

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

05/17/22 Tax Disbursement	\$ -
Charlevoix State Bank Total:	\$ -

Grand Total: \$ 490,712.81

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/07/2022	PC	05/13/2022	35183	HEYDLAUFF, MARK L.	102		3,357.94
05/07/2022	PC	05/13/2022	35184	DVORACEK, SARAH J.	105		2,302.83
05/07/2022	PC	05/13/2022	35185	DEROSIA, PATRICIA E.	107		1,832.92
05/07/2022	PC	05/13/2022	35186	DOTSON, LINDSEY J.	109		1,420.38
05/07/2022	PC	05/13/2022	35187	KLOOSTER, ALIDA K.	121		2,246.07
05/07/2022	PC	05/13/2022	35188	BARNEVELD, RICHELLE	123		1,247.92
05/07/2022	PC	05/13/2022	35189	SCHULZ, GINNY L.	125		1,510.08
05/07/2022	PC	05/13/2022	35190	MILLER, FAITH G.	142		31.45
05/07/2022	PC	05/13/2022	35191	MCGINN, KELLY A.	146		2,378.90
05/07/2022	PC	05/13/2022	35192	DOAN, GERARD P.	201		2,597.25
05/07/2022	PC	05/13/2022	35193	SCHOLEY, ROBERT W.	204		1,652.16
05/07/2022	PC	05/13/2022	35194	UMULIS, MATTHEW T.	205		1,295.55
05/07/2022	PC	05/13/2022	35195	ORBAN, BARBARA K.	209		1,109.98
05/07/2022	PC	05/13/2022	35196	RILEY, DENISE M.	213		491.30
05/07/2022	PC	05/13/2022	35197	MUNK, CHRISTOPHER J.	215		1,299.47
05/07/2022	PC	05/13/2022	35198	SCHICK, TIELER R.	216		1,403.11
05/07/2022	PC	05/13/2022	35199	STEWART, MORGAN J.	217		1,301.01
05/07/2022	PC	05/13/2022	35200	YOUNG, KRISTEN L.	230		1,903.23
05/07/2022	PC	05/13/2022	35201	WURST, RANDALL W.	411		1,362.31
05/07/2022	PC	05/13/2022	35202	HILLING, NICHOLAS A.	413		1,538.30
05/07/2022	PC	05/13/2022	35203	MEIER III, CHARLES A.	421		1,768.33
05/07/2022	PC	05/13/2022	35204	ZACHARIAS, STEVEN B.	422		1,854.48
05/07/2022	PC	05/13/2022	35205	NEWMAN, MARK J.	424		1,697.35
05/07/2022	PC	05/13/2022	35206	LOUGHMILLER, JOHN A.	425		1,550.98
05/07/2022	PC	05/13/2022	35207	GRIFFITH, JOHN J.	500		2,887.09
05/07/2022	PC	05/13/2022	35208	EATON, BRAD A.	515		2,385.16
05/07/2022	PC	05/13/2022	35209	WILSON, TIMOTHY J.	516		3,492.65
05/07/2022	PC	05/13/2022	35210	LAVOIE, RICHARD L.	519		2,284.23
05/07/2022	PC	05/13/2022	35211	STEVENS, BRANDON C.	521		2,515.03
05/07/2022	PC	05/13/2022	35212	DRAVES, MARTIN J.	523		2,668.93
05/07/2022	PC	05/13/2022	35213	FARRELL, MITCHELL L.	524		1,804.56
05/07/2022	PC	05/13/2022	35214	ANDERSON, ELIZABETH	526		1,338.42
05/07/2022	PC	05/13/2022	35215	KENWABIKISE, DAVID L.	528		1,184.64
05/07/2022	PC	05/13/2022	35216	ELLIOTT, PATRICK M.	600		3,149.67
05/07/2022	PC	05/13/2022	35217	SCHWARTZFISHER, JOS	603		1,212.69
05/07/2022	PC	05/13/2022	35218	BRADLEY, KELLY R.	614		1,771.56
05/07/2022	PC	05/13/2022	35219	HART II, DELBERT W.	616		1,639.28
05/07/2022	PC	05/13/2022	35220	JONES, ROBERT F.	618		1,305.35
05/07/2022	PC	05/13/2022	35221	THORP JR, WILLIAM D.	623		1,558.63
05/07/2022	PC	05/13/2022	35222	LEITNER, RYAN S.	624		1,353.45
05/07/2022	PC	05/13/2022	35223	FERGUSON, ROYCE L.	625		2,117.67
05/07/2022	PC	05/13/2022	35224	DORAN, JUSTIN J.	634		2,265.74
05/07/2022	PC	05/13/2022	35225	NEDWICK, DAVID J.	642		541.30
05/07/2022	PC	05/13/2022	35226	FREY, DYLAN V.	643		667.22
05/07/2022	PC	05/13/2022	35227	HART III, DELBERT W.	657		316.63
05/07/2022	PC	05/13/2022	35228	FINNERTY, HOLLY E.	669		1,112.34
05/07/2022	PC	05/13/2022	35229	CRANDELL, ZACKARY R.	691		967.78
05/07/2022	PC	05/13/2022	35230	FRANCE JR, JAMES A.	695		1,123.18
05/07/2022	PC	05/13/2022	35231	RABIDEAU, JACOB L.	696		980.87
05/07/2022	PC	05/13/2022	35232	KNORR, KENT J.	700		2,289.71
05/07/2022	PC	05/13/2022	35233	ANZELL, BETH A.	702		1,406.11
05/07/2022	PC	05/13/2022	35234	STEBE, LAURA A.	703		168.08
05/07/2022	PC	05/13/2022	35235	MCDERMOTT, DENNIS J.	732		1,912.15
05/07/2022	PC	05/13/2022	35236	WHITE III, MARCUS W.	754		416.21
05/07/2022	PC	05/13/2022	35237	CUNNINGHAM, ABIGAIL A	759		291.86
05/07/2022	PC	05/13/2022	35238	COFFEY, JASON J.	798		943.48
05/07/2022	PC	05/13/2022	35239	DRENTN, DOUGLAS A.	838		744.66

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/07/2022	PC	05/13/2022	35240	GILL, DAVID R.	856		1,006.63
05/07/2022	PC	05/13/2022	35241	LIVINGSTON, BRIAN D.	866		1,948.83
05/07/2022	PC	05/13/2022	35242	STANLEY, MARK J.	867		31.17
05/07/2022	PC	05/13/2022	35243	KLOOSTER, PATRICK H.	868		412.30
05/07/2022	PC	05/13/2022	35244	DIETRICH, ARLENE M.	871		166.23
05/07/2022	PC	05/13/2022	35245	WYMAN, MATTHEW A.	927		2,058.42
05/07/2022	PC	05/13/2022	35246	MILLER, WILLIAM S.	933		1,522.23
05/07/2022	PC	05/13/2022	35247	DOUGLAS, MARK	935		1,049.67
05/07/2022	PC	05/13/2022	35248	MCCRANEY, RUSSELL R.	936		1,277.82
05/07/2022	PC	05/13/2022	35249	FRATRICK, JOSEPH W.	940		451.53
05/07/2022	PC	05/13/2022	35250	PAALMAN, STEPHEN J.	942		84.58
05/07/2022	PC	05/13/2022	35251	DALY, SUZETTE M.	2040		96.00
05/07/2022	PC	05/13/2022	35252	DUERR, JANE R.	2042		63.00
05/07/2022	PC	05/13/2022	35253	HERDER, DIANE M.	2044		96.00
05/07/2022	PC	05/13/2022	35254	OHALLORAN, LINDA J.	2045		220.50
05/07/2022	PC	05/13/2022	35255	OOSTHUIZEN, ANNE DIP	2047		90.00
05/07/2022	PC	05/13/2022	35256	HAVEMAN, NANCY A.	2048		87.00
05/07/2022	PC	05/13/2022	35257	LINKLATER, LINDA K.	2049		96.00
05/07/2022	PC	05/13/2022	35258	LEGENZA, TAMMY L.	2052		180.00
05/07/2022	PC	05/13/2022	35259	EATON, JOHN R.	2053		220.50
05/07/2022	PC	05/13/2022	35260	VOORHEIS, MARGARET	2054		186.00
05/07/2022	PC	05/13/2022	35261	KOZLAUSKOS, KENDRA	2055		63.00
05/07/2022	PC	05/13/2022	35262	FOCHTMAN, MICHAEL A.	2059		195.00
05/07/2022	PC	05/13/2022	35263	HENNE, BETTY M.	2060		84.00
05/07/2022	PC	05/13/2022	136347	WHITLEY, ANDREW T.	522		2,547.99
05/07/2022	PC	05/13/2022	136348	MORRISON, KEVIN P.	601		1,441.40
05/07/2022	PC	05/13/2022	136349	COX, RONALD L.	869		326.50
05/07/2022	PC	05/13/2022	136350	BUDAY, JOAN E.	2011		108.00
05/07/2022	PC	05/13/2022	136351	CIUK, JULIA A.	2035		96.00
Grand Totals:			86				106,175.93

Report Criteria:

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

Check Number	Payee	Amount
05/17/2022		
136363	ACE HARDWARE	4,869.53
136364	ALPENA SUPPLY COMPANY	2,835.80
136365	AMAZON CAPITAL SERVICES	29.89
136366	APX INC	81.80
136367	AT YOUR SERVICE PLUS INC	125.00
136368	AT&T MOBILITY	757.77
136369	AUTO-WARES GROUP	306.92
136370	AVFUEL CORPORATION	108,179.45
136371	BD ELECTRICAL INC	6,150.00
136372	CARQUEST OF CHARLEVOIX	1,362.43
136373	CENTRAL CLEANING SYSTEMS	162.50
136374	CHARLEVOIX SCREEN MASTERS INC	327.00
136375	CHARLEVOIX TOWNSHIP TREASURE	1,034.70
136376	CHARTER COMMUNICATIONS OPERA	149.98
136377	CINTAS CORPORATION	202.32
136378	CITY OF CHARLEVOIX - UTILITIES	42,525.23
136379	CONWAY PROFESSIONAL SERVICES	737.50
136380	CONWAY, ANNEMARIE	119.97
136381	DELL MARKETING LP	397.03
136382	ELLIOTT, PATRICK M.	50.78
136383	ELLSWORTH FARMERS EXCHANGE	3,544.61
136384	EQUITABLE FINANCIAL LIFE INSURAN	280.94
136385	ETNA SUPPLY	3,324.00
136386	FREEDOM MAILING SERVICES INC	2,379.93
136387	GATEHOUSE MEDIA MICHIGAN HOLDI	367.90
136388	GFL ENVIRONMENTAL	120.38
136389	GINOP SALES INC	4,158.24
136390	GRAINGER	108.88
136391	GREEN PROJECTS GROUP	1,360.00
136392	GRIFFITH, JOHN J	256.23
136393	HACH COMPANY	296.48
136394	HERZOG ELECTRIC	158.06
136395	HUNTER, RANDI	50.00
136396	HYDROCORP	562.50
136397	KSS ENTERPRISES	201.53
136398	LANDSCAPE FORMS INC	3,825.00
136399	LASER PRINTER TECHNOLOGIES	299.00
136400	MUSTAFA, KIM	75.00
136401	MUTT MITT	1,919.77
136402	NORTHWEST ELECTRONICS & REPAI	125.95
136403	NOVOTNY'S REPAIR LLC	140.00
136404	OHM ADVISORS	940.00
136405	OTHERSIDE FERTILIZER COMPANY, T	8,000.00
136406	PATTEN MONUMENT COMPANY	393.12
136407	PLYMKRAFT INC	4,873.68
136408	POWER LINE SUPPLY	12,648.11
136409	PREIN & NEWHOF	60.00
136410	PRESTON FEATHER	335.58

Check Number	Payee	Amount
136411	R & R PRODUCTS INC	376.80
136412	RANGE TELECOMMUNICATIONS	156.00
136413	REGULATORY COMPLIANCE SERVICE	1,200.00
136414	SPARTAN DISTRIBUTORS INC	1,247.46
136415	STATE OF MICHIGAN	599.05
136416	STATE OF MICHIGAN	350.00
136417	STRICKER'S OUTDOOR POWER EQUI	34.28
136418	SUN BADGE CO.	157.50
136419	TRANSUNION RISK AND ALTERNATIV	75.00
136420	UNIFIRST CORPORATION	598.44
136421	UNIVERSAL CREDIT SERVICES INC	10.00
136422	USABLUBOOK	70.11
136423	VILLAGE GRAPHICS INC	96.90
136424	WATKINS ROSS	550.00
136425	WORK 'N PLAY SHOP	816.70
136426	WRIGHT, RHONDA	82.45
Total 05/17/2022:		227,631.18
Grand Totals:		227,631.18

Check Number	Payee	Amount
05/02/2022		
50222001	MICHIGAN PUBLIC POWER AGENCY	42,233.44
Total 05/02/2022:		42,233.44
Grand Totals:		42,233.44

Check Number	Payee	Amount
05/03/2022		
50322001	AMG PAYMENT SOLUTIONS	24.99
Total 05/03/2022:		24.99
Grand Totals:		24.99

Check Number	Payee	Amount
05/09/2022		
50922001	MICHIGAN PUBLIC POWER AGENCY	9,752.09
50922002	PAYMENT SERVICE NETWORK INC.	256.60
Total 05/09/2022:		10,008.69
Grand Totals:		10,008.69

Check Number	Payee	Amount
05/10/2022		
51022001	STATE OF MICHIGAN	23,231.42
Total 05/10/2022:		23,231.42
Grand Totals:		23,231.42

Check Number	Payee	Amount
05/11/2022		
51122001	DTE ENERGY	9,169.54
Total 05/11/2022:		9,169.54
Grand Totals:		9,169.54

Check Issue Date	Check Number	Payee	Amount
51322001			
05/13/2022	51322001	**EFTPS* Payroll Taxes	10,056.66
05/13/2022	51322001	**EFTPS* Payroll Taxes	10,056.66
05/13/2022	51322001	**EFTPS* Payroll Taxes	2,352.00
05/13/2022	51322001	**EFTPS* Payroll Taxes	2,352.00
05/13/2022	51322001	**EFTPS* Payroll Taxes	13,949.22
Total 51322001:			
	5		38,766.54
51322002			
05/13/2022	51322002	Alerus Financial	350.00
Total 51322002:			
	1		350.00
51322003			
05/13/2022	51322003	STATE OF MICHIGAN	5,679.47
Total 51322003:			
	1		5,679.47
51322004			
05/13/2022	51322004	Vantagepoint - 401 Plan 109153	957.68
Total 51322004:			
	1		957.68
51322005			
05/13/2022	51322005	Vantagepoint - 457 Plan 300959	5,445.00
05/13/2022	51322005	Vantagepoint - 457 Plan 300959	2,367.26
05/13/2022	51322005	Vantagepoint - 457 Plan 300959	4,189.46
05/13/2022	51322005	Vantagepoint - 457 Plan 300959	8,019.96
Total 51322005:			
	4		20,021.68
51322006			
05/13/2022	51322006	Vantagepoint - Roth IRA 706117	1,055.76
Total 51322006:			
	1		1,055.76
Grand Totals:			
	13		66,831.13



Charlevoix City Council

Consent Agenda

Title: Trout Tournament East Park/Boat Launch Request

Date: May 16, 2022

Presented By:

Background:

The Charlevoix Trout Tournament is requesting the use of Odmark Pavilion and East Park for their annual fishing tournament, June 10-June 12, 2022. They would also like to use the pavilion from June 8-9 for the event. In addition, the organizers are requesting launch fees to be waived for tournament participants during the event, along with June 9 for a practice day.

Section 71.04 of chapter VII of the City Code states:

Any person launching a boat from the Ferry Beach boat launch or parking a vehicle with or without trailer or parking a single trailer shall be required to obtain a permit from the city and display the permit on their vehicle. Charges for the permit shall be set by resolution of the City Council. The City Council, by resolution, may revise or waive fees for special or public events. The term SPECIAL OR PUBLIC EVENTS shall mean a tournament, festival or other type of event, whether or not open to public participation or observation, the occurrence of which will, in the judgment of the City Council, benefit the city economically or by virtue of the publicity surrounding the event.

Recommendation:

Motion to approve the Trout Tournament Event in East Park, along with approval of Resolution 2022-05-01 waiving launch fees for participants on the requested days.

Attachments:

1. Trout Tournament Launch 2022
2. Odmark Pavilion-East Park request 2022
3. Resolution 2022-05-01 Waive Launch Fees for Trout Tournament



Charlevoix Trout Tournament Inc.

April 26, 2022

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

Dear Mark,

The Charlevoix Area Trout Tournament will take place June 10th through the 12th. The tournament is once again requesting the launch fees to be waived for tournament participants the dates of the tournament and also on June 9th for a practice fishing day.

Thank you for your consideration on this matter and please feel free to contact me if you have any questions regarding the tournament.

Sincerely,

Charlevoix Trout Tournament
Chris Mikulski, Vice President



EAST PARK PERFORMANCE PAVILION USE REQUEST

Name of proposed act/event: Charlevoix Area Trout Tournament

Date of proposed use: 6/8-6/12/22 Time of proposed use: Start 12:00pm End 4pm

Expected number of attendees: 625

Is applicant a not-for-profit organization?

(Proof of non-profit status is required for consideration of reservation fee waiver.)

☒ Yes

☐ No

Is the proposed use directly associated with another event occurring simultaneously in Charlevoix?

☐ Yes

☒ No

If yes, indicate name of associated event: _____

If applicant is a performance act, please provide three references.

Name

Telephone

Briefly summarize your proposed use:

TOURNAMENT HEADQUARTERS. Captains meeting 6/9 @ 8pm.
Weigh-in Fri, Sat, Sunday. Awards Ceremony & prizes
Sunday @ 1pm. Leader Board is displayed in
the pavilion & winning fish. We also use
the pavilion for storing the scale, merchandise & prizes

Revised March 2022

CITY OF CHARLEVOIX
RESOLUTION NO. 2022-05-01
WAIVE LAUNCH FEES FOR TROUT TOURNAMENT

WHEREAS, the Lake Charlevoix Area Trout Tournament will be held on June 10-12, 2022; and

WHEREAS, the Lake Charlevoix Area Trout Tournament is requesting that boat launch fees be waived for the tournament and the June 9 practice fishing day; and

WHEREAS, Title VII, Chapter 71, Section 71.04 of the City Code permits City Council to waive boat launch fees for special or public events.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix hereby waives launch fees for the Lake Charlevoix Area Trout Tournament from June 10 to June 12, 2022.

RESOLVED this 16th day of May, 2022 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

Absent:

Charlevoix City Council

Consent Agenda

Title: 2022 Chamber of Commerce Events

Date: May 16, 2022

Presented By:

Background:

The Special Event Policy requires Council approval for events in East Park, Bridge Park, and major events at Ferry Beach. The Chamber of Commerce is bringing their requests to Council to stay in compliance with this policy. They are requesting use of East Park for the Summer Art Show (June 25 & 26) and the Art and Craft Show (July 9 & 10) along with the accompanying time to set-up and tear down for the events.

They also are requesting use of Ferry Beach for a Member Appreciation Event on September 14. Though not likely to be an especially large event, the request includes a special liquor license which causes it to be treated as a "major" event under the policy.

Recommendation:

Motion to grant the use of East Park and Ferry Beach for the above-mentioned Chamber events.

Attachments:

None

Charlevoix City Council

Consent Agenda

Title: Completion of Boat Launch Paving Project

Date: May 16, 2022

Presented By:

Background:

In the approved 2022/23 budget, we have allocated money to complete the paving project at the boat launch, adjacent to Ferry Beach, that was started last year. In 2021, we paved the south half of the launch due to the degraded condition of the asphalt and base. By completing only the south half, we were able to keep the north half of the launch open at all times.

We are currently contracted with Rieth Riley Construction to complete the restoration work on Park Ave. and the paving of the gravel alley off of Burns St. Both of these projects were started last year and, due to weather conditions, they were carried over for a spring 2022 completion.

I am requesting Council consider and approve change order number one, under the existing contract, for a total of \$37,490.00 (see attachment). By approving this change order, we will then be able to move forward with the north half of the paving at the boat launch. During this construction work we will be able to keep the south half of the boat launch open at all times.

Recommendation:

Motion to approve change order #1 for \$37,490.00 for Rieth-Riley Construction.

Attachments:

1. Change Order #1 Boat Launch Paving

Rieth-Riley Construction Co., Inc.

06795 US 31 North
Charlevoix, MI 49720

Phone: (231) 439-5757
Fax: (231) 347-8862

To:	Charlevoix, City Of	Contact:	Pat Elliot
Address:	210 State Street, P.O. Box 550 Charlevoix, MI 49720	Phone:	(231) 547-3270
		Fax:	(231) 547-3617
Project Name:	Charlevoix 2021 Paving Projects	Bid Number:	
Project Location:	Charlevoix County, Charlevoix, MI	Bid Date:	8/10/2021

Line #	Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	1	Mobilization	1.00	LS	\$12,490.00	\$12,490.00
2	2	Machine Grading	1.00	LS	\$26,170.00	\$26,170.00
3	3	Gravel Base	1,200.00	TON	\$28.00	\$33,600.00
4	4	HMA Paving 3" Two Course	500.00	TON	\$130.00	\$65,000.00
5	5	Restoration	1,500.00	SY	\$10.75	\$16,125.00
6	6	Parking Lot Striping	1.00	LS	\$600.00	\$600.00
7	7	Change Order 1 - Boat Launch Paving	1.00	LS	\$37,490.00	\$37,490.00

Total Bid Price: \$191,475.00

Notes:

- Pricing is based on City of Charlevoix 2021 Pavement Projects and Rieth-Riley bid response / pricing submitted 08/10/2021. Pricing assumes all excavated materials to be hauled to City dump.
 - Scheduling to be coordinated with Department of Public Works with substantial completion on or before October 29, 2021. Total duration of project approximately 2 weeks.
- Insurance certificate can be provided upon award of work.

Payment Terms:

Invoiced amount due within 15 days of invoice date. Late charge of 1.5% per month to apply after 30 days from invoice date. These terms also apply to work-in-progress billings.

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

Rieth-Riley Construction Co., Inc.

Authorized Signature: 

Estimator: Mike Ellwanger

(231) 439-5757 mellwanger@rieth-riley.com



RIETH-RILEY CONSTRUCTION Co., Inc.

100% Quality • 100% Employee Owned • Over 100 Years

Proposal

06795 US 31 North Charlevoix, MI 49720

Phone: (231) 439-5757

Fax: (231) 347-8862

www.rieth-riley.com

Submitted To:

Date: May 2, 2022

City of Charlevoix

Job Name: Boat Launch - Phase II

Attn: Pat Elliot

Location: Ferry Beach

PO Box 550

Charlevoix, MI 49720

Charlevoix, MI 49720

Rieth-Riley Construction Co., Inc ("Contractor") submits to Owner/ General Contractor ("Customer") this Proposal based on plans and specifications prepared by n/a and dated n/a and the following addenda, if any: n/a

Included

<u>Yes/No</u>	<u>Item of Work</u>	<u>Quantity</u>	<u>Unit</u>	<u>Description of Items</u>
No	Permits			
Yes	Excavation	87	Cyd	Existing Asphalt
No	Remove Trees / Stumps			
No	Place Gravel			
Yes	Fine Grade and Compact	9418	Sft	Prepare the gravel for paving
Yes	Asphalt Paving	9418	Sft	3.5 Inch average compacted thickness
Yes	Sawcutting asphalt			
No	Pavement Markings			

Notes:

- Proposal is based on removing and replacing approximately 9418 sft of asphalt at boat launch.
- Pricing assumes existing gravel base to be adequate.
- Asphalt to be placed in two lifts, averaging 3.5" total compacted thickness.
- All excavated materials to be hauled off-site.
- Does not include 1. Subgrade excavation 2. Gravel base 3. Pavement markings 4. Restoration

Total Bid Price: \$37,490.00

THIS PROPOSAL SHALL REMAIN VALID ONLY FOR 15 DAYS FROM THE ABOVE PROPOSAL DATE.

**THIS PROPOSAL INCLUDES ALL OF THE STANDARD
TERMS & CONDITIONS SET FORTH ON THE
REVERSE SIDE OF THIS DOCUMENT.**

Rieth Riley Construction Co., Inc.

By: Michael G. Ellwanger
Mike Ellwanger, Project Manager
mellwanger@rieth-riley.com

ACCEPTANCE OF PROPOSAL

I (we) have read the above Proposal, including the standard terms & conditions on the reverse side, and hereby accept this Proposal. You are hereby authorized to begin the work as proposed.

City of Charlevoix

By: _____
(Authorized Signature)

(Date Signed)

(Printed Name & Title)

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Ordinance to Amend Ward Boundaries

Date: May 16, 2022

Presented By: Sarah Dvoracek, City Clerk

Background:

After every census, the City must reevaluate its population size in each ward. Since 2010, the City's population has decreased by seven percent. There is not a state statute on how cities are supposed to balance to make each ward equal, only that they must balance. After reviewing the 2020 Census Data and the Qualified Voter File, each ward's population is unequal.

Voters by Ward (2010 Boundaries)

Ward 1	829
Ward 2	674
Ward 3	787
Total	2291

Proposed Reapportioned Voters by Ward (2020 Census)

Mean	763
Ward 1	760
Ward 2	778
Ward 3	753
Total	2291

The 2020 Census Data states the City has a population of 2348. As of February 2022, we have 2291 registered voters. According to the 2020 Census Data, 87% of our City's population is 18 years and over compared to 82% in 2010 and 34% of our City's population is 60 years and over compared to 24% in 2010. The 2020 Census data shows the median age of our population is 47.5 compared to 44.5 in 2010.

I worked with Joe Lavender, our City Assessor, to reapportion the wards with the use of GIS. Attached is the 2010 Ward Boundaries Map as well as the proposed new 2022 Ward Boundary Map marked with the affected areas. Our goal was to affect the least number of voters possible with the proposed changes.

On February 15, 2022, the Election Commission met to adopt a resolution to amend our ward boundaries, which is required per statute. Now that the Election Commission has met, the City Council per the Charter, is required to hold a public hearing to amend the ward boundaries by ordinance.

Ferguson & Chamberlain Associates, Inc., professional surveyors provided me with the legal descriptions of each proposed ward for the ordinance amendment, also attached.

Precinct boundary changes must be approved no later than April 4, 2022 per MCL 168.661(3). Ward changes will not affect voters casting their ballot for the May election but will become effective for the August Primary Election and determine where candidates for City Council must reside for election in November of 2022.

Once the Council approves the ward changes, I will submit the required documents to the Bureau of Elections for final approval and so they can update our Qualified Voter File.

The publication of this draft ordinance occurred and the public hearing was held earlier this year. When all Council members attend a meeting, a vote on the ordinance amendment can be held.

Recommendation:

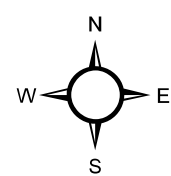
Motion to approve Ordinance No. 832 of 2022.

Attachments:

1. 2010 City Ward Map
2. Proposed ward map with affected boundaries marked
3. 832 of 2022 Wards and Boundaries Chapter 30

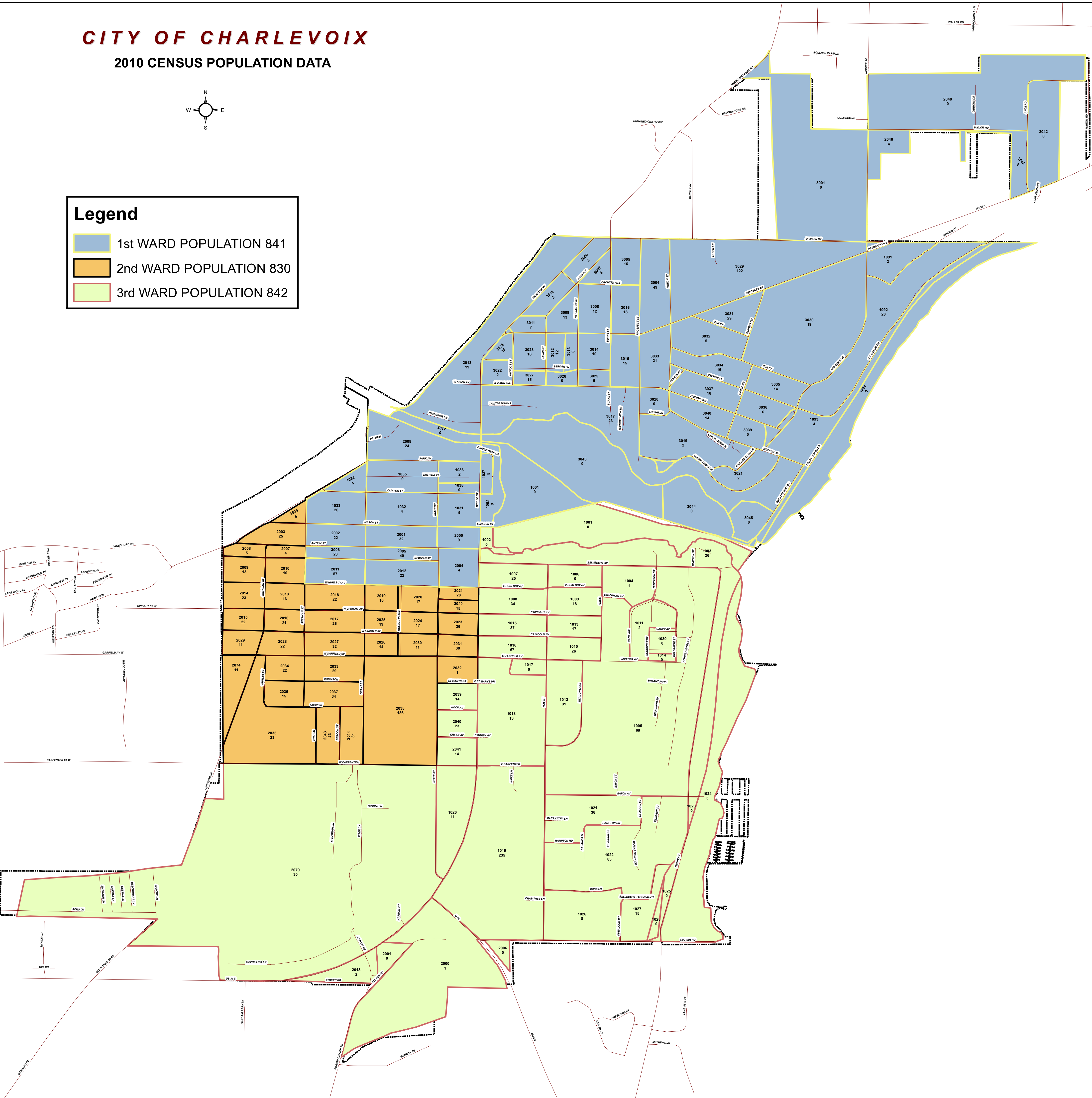
CITY OF CHARLEVOIX

2010 CENSUS POPULATION DATA

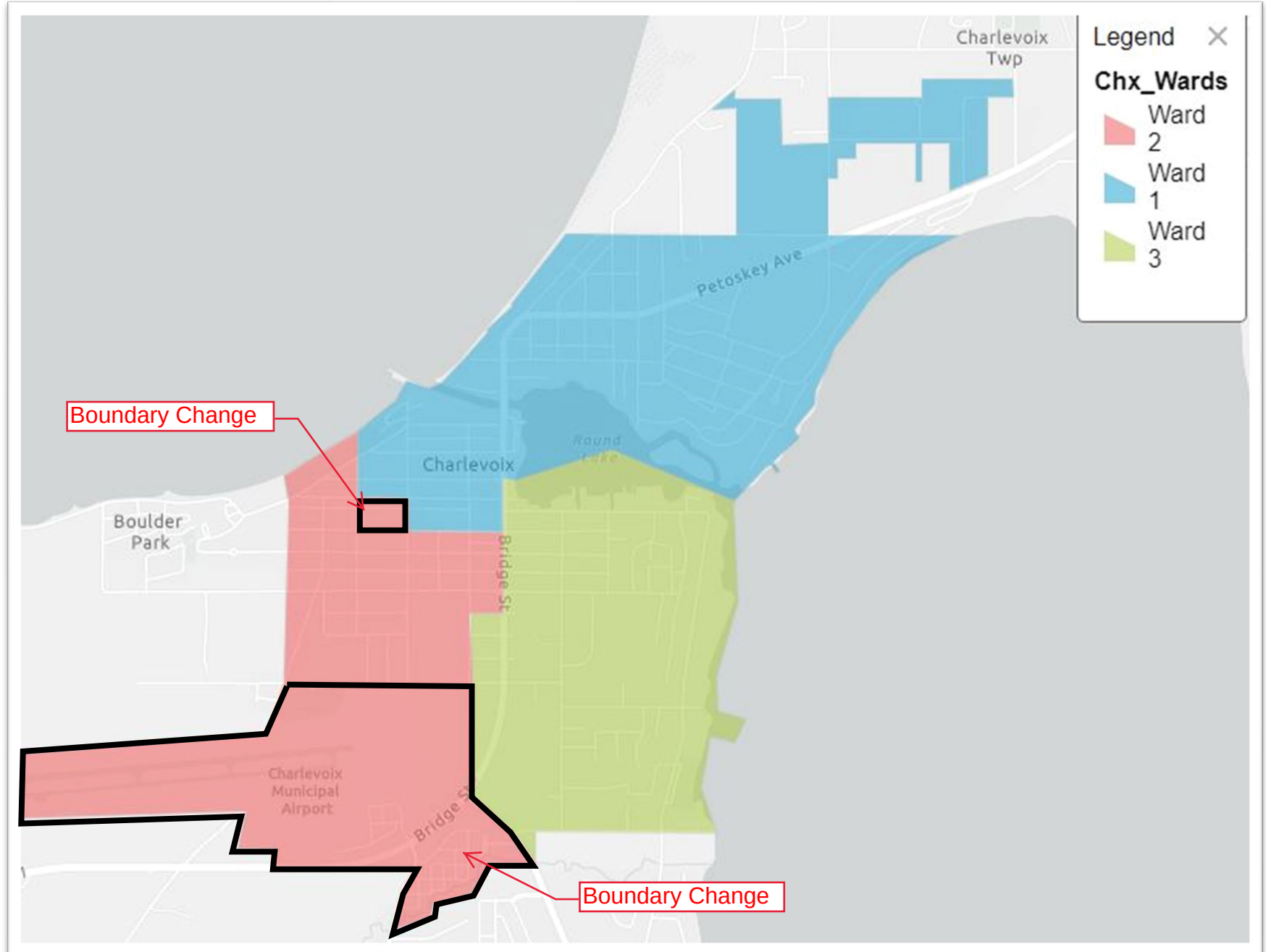


Legend

- 1st WARD POPULATION 841
- 2nd WARD POPULATION 830
- 3rd WARD POPULATION 842



City of Charlevoix
Ward Change Proposal



**CITY OF CHARLEVOIX
ORDINANCE NO. 832 of 2022**

AN ORDINANCE TO AMEND TITLE III, CHAPTER 30, SECTION 30.01 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title III, Chapter 30, Section 30.01 is hereby repealed and replaced in its entirety as follows:

30.01 WARD BOUNDARIES.

The several boundaries of the three wards of the City shall be described as follows:

(A) REVISED FIRST WARD DESCRIPTION:

All that territory embraced within the corporate limits of the City of Charlevoix lying Northerly and Easterly of the following described line:

BEGINNING at the North extension of the centerline of Grant Street at the shore of Lake Michigan (on the North side of Pine River Channel); thence Southerly along the extended centerline of Grant Street to the centerline of Park Avenue; thence Southwesterly along the centerline of Park Avenue to the centerline of Sherman Street; thence South along the centerline of Sherman Street to the centerline of Antrim Street; thence East along the centerline of Antrim Street to the centerline of Grant Street; thence South along the centerline of Grant Street to the centerline of Hurlbut Avenue; thence East along the centerline of Hurlbut Avenue to the centerline of Bridge Street; thence North along the centerline of Bridge Street to the centerline of Mason Street; thence East along the Easterly extension of Mason Street to the shore of Round Lake; thence Northeasterly to a point in the middle of Round Lake at the intersection of the Southerly extension of Nettleton Street with the Easterly extension of Clinton Street; thence Southeasterly to the intersection of the centerline of the Upper Pine River Channel (Southerly of Park Island) with Round Lake; thence Southeasterly along said centerline of said Upper Channel to Lake Charlevoix being the Point of Ending.

(B) REVISED SECOND WARD DESCRIPTION:

All that territory embraced within the corporate limits of the City of Charlevoix lying Southerly and Westerly of the following described line:

Commencing at the North extension of the centerline of Grant Street at the shore of Lake Michigan (on the North side of Pine River Channel); thence Southerly along the extended centerline of Grant Street to the centerline of Park Avenue; thence Southwesterly along the centerline of Park Avenue to the centerline of Sherman Street, being the **POINT OF BEGINNING** of this description; thence South along the centerline of Sherman Street to the centerline of Antrim Street; thence East along the centerline of Antrim Street to the centerline of Grant Street; thence South along the centerline of Grant Street to the centerline of Hurlbut Avenue; thence East along the centerline of Hurlbut Avenue to the centerline of Bridge Street; thence South along the centerline of Bridge Street to the centerline of St. Mary's Drive; thence West along the centerline of St. Mary's Drive to the centerline of State Street; thence South along the centerline of State Street to the centerline of Bridge Street; thence Southwesterly along the centerline of Bridge Street to the centerline of Highway M-66; thence Southeasterly along the centerline of Highway M-66 to the corporate limits of the City of Charlevoix, being the Point of Ending.

(C) REVISED THIRD WARD DESCRIPTION:

All that territory embraced within the corporate limits of the City of Charlevoix lying Easterly and Southerly of the following described line:

BEGINNING at the centerline of Highway M-66 at the corporate limit of the City of Charlevoix; thence Northwesterly along the centerline of Highway M-66 to the centerline of Bridge Street; thence Northeasterly along the centerline of Bridge Street to the centerline of State Street; thence North along the centerline of State Street to the centerline of St. Mary's Drive; thence East along the centerline of St. Mary's Drive to the centerline of Bridge Street; thence North along the centerline of Bridge Street to the centerline of Mason Street; thence East along the Easterly extension of Mason Street to the shore of Round Lake; thence Northeasterly to a point in the middle of Round Lake at the intersection of the Southerly extension of Nettleton Street with the Easterly extension of Clinton Street; thence Southeasterly to the intersection of the centerline of the Upper Pine River Channel (Southerly of Park Island) with Round Lake; thence Southeasterly along said centerline of said Upper Channel to Lake Charlevoix being the Point of Ending.

SECTION 2. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 3. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 832 was adopted on the 2nd day of May, 2022 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan }
City of Charlevoix } §

Sarah J. Dvoracek

City Clerk

Luther Kurtz

Charlevoix City Council

All Other Actions and Requests

Title: Planning and Zoning Services Contracts-Networks Northwest

Date: May 16, 2022

Presented By: Mark Heydlauff, City Manager

Background:

For several years, we have relied upon Networks Northwest--the regional planning agency for northwest lower Michigan--to provide our planning and zoning administration services. Those contracts were up and we have some changes in our service needs. The Planning Commission has wrapped up work on the Master Plan revision and will soon be presenting this to Council; this will reduce the need for planning services. We continue to have them administer zoning services and this is reflected in the continuation of this contract. Additionally, with the reduced planning work, some costs for the Zoning Administrator were covered under the planning contract and those have been shifted back to the zoning contract. Overall, the previous two agreements were set to cost the City roughly \$98,000 and under the new agreements, the rate is \$71,000. As we have in recent years, I plan to hire a seasonal code enforcement person who will assist especially with administration of the short-term rental ordinance; I expect this will help address some issues in this area.

Recommendation:

Motion to approve contracts with Networks Northwest for Planning and Zoning Services and authorize the City Manager and City Clerk to sign the agreements.

Attachments:

1. Modified City of Charlevoix Zoning Contract 5-1-22 through 3-31-24
2. Modified Charlevoix City-NN Planning Contract 5-1-22 through 3-31-24

Contractual Agreement

Between

City of Charlevoix
210 State Street
Charlevoix, MI 49720

And

Networks Northwest
P.O. Box 506
Traverse City, MI 49685-0506

This Contract, designated Number 2167 is made and entered into by and between the City of Charlevoix, 210 State Street, Charlevoix, MI 49720, hereinafter referred to as THE CITY and Networks Northwest, P.O. Box 506, Traverse City, MI 49685-0506, hereinafter referred to as NN. This contract modifies the existing contract number 222 which had a period of performance of April 1st, 2021 to March 31st, 2024.

In consideration of the mutual promises, covenants, and representations herein contained, the parties hereto agree as follows:

I. STATEMENT OF PURPOSE

The purpose of this agreement is to establish formal terms related to technical assistance provided by NN to THE CITY for the purposes of zoning administration.

II. SCOPE OF WORK

NN agrees to perform the functions set forth in Attachment A, hereinafter referred to as "The Project" and comply fully with subsequent revisions and modifications.

III. PERIOD OF PERFORMANCE

NN shall commence performance of this modified Contract number 2167 on May 1, 2022, and shall complete said performance on March 31, 2024. The original contract of 3 years is now modified to a 23 month contract initiated on May 1st of 2022 with a termination date of March 31, 2024, to include all of the following contract specifications.

IV. STIPULATIONS

1. NN is performing zoning services contemplated by this Agreement as an independent contractor and is not acting as an employee or agent of THE CITY. As a result of the organization's status as an independent contractor, THE CITY shall not be responsible for any state or federal income tax withholdings and shall not be responsible for providing worker's compensation insurance coverage for NN.

2. A request for Contract modification can be made by either party and will be subject to negotiation, if necessary.
3. Governing Law. The parties agree that the validity, construction, enforcement and interpretation of this Agreement shall be governed by the laws of the State of Michigan.
4. Entire Agreement: The Agreement contains the entire Agreement of the parties hereto and supersedes all prior agreements and understandings, oral or written, if any, among the parties.
5. Severability The invalidity or unenforceability of any provision of this Agreement shall not affect the other provisions, and This Agreement shall be construed as if such invalid or unenforceable provision were omitted.

V. COMPENSATION

THE CITY agrees to pay NN as compensation for all costs, work performed and services provided under this Agreement for up to 23 months at 2.5 days per week or (20 hours); with total payment under contract not to exceed \$56,121 in the timeframe of May 1st, 2022 to March 31st, 2023 and not to exceed \$57,804 in the timeframe of April 1st, 2023 to March 31st, 2024 of the contract. Should additional services be required, the City Manager shall solely be permitted to raise this cap subject to budgetary controls of THE CITY. NN is not authorized to make any purchases or charge any expenditure to THE CITY without prior approval of the City Manager or his/her authorized representative. Services shall be billed monthly and payment is due upon receipt of any invoice.

VI. TERMINATION

1. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination.
2. If either party terminates this Contract, NN will be reimbursed for all hours worked and costs incurred up to the receipt date of said effective termination date. THE CITY will receive the work product produced by NN under this Contract up to the effective date of termination, prior to NN being reimbursed. In no case will the compensation paid to NN for partial completion of services exceed the amount NN would have received had the services been completed in full.

VII. INDEMNIFICATION

1. To the fullest extent permitted by law, THE CITY shall indemnify, defend (at THE CITY's sole expense) and hold harmless NN (including its officers, employees and agents) from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorneys' fees and costs, and consultants' fees and costs) which arise or are in any way connected with the work performed, materials furnished, or services provided under this Agreement by NN or its agents, up to the full amount of any applicable insurance policy limits of THE CITY.

2. THE CITY shall not be obligated to indemnify and defend NN for any negligence or willful misconduct of NN, whether passive or active (including its officers, employees and agents); and NN shall indemnify, defend and hold harmless THE CITY for said negligent or willful misconduct of NN.
3. The indemnification and defense obligations hereunder shall extend to claims occurring after this agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated that any and all actions against NN (including its officers, employees and agents) for such matters which are indemnified hereunder are fully and finally barred by applicable laws.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

ACKNOWLEDGEMENT OF AGREEMENT

FOR THE CITY OF CHARLEVOIX

Mark L. Heydlauff
City Manager

Date

Joyce Golding
City Clerk

Date

FOR NETWORKS NORTHWEST

Chris Christensen
Chief Elected Official

Date

Attachment A

SCOPE OF WORK

Zoning Administration

Networks Northwest staff will provide professional services to the City of Charlevoix Planning Commission and Planning and Zoning Department and other City Departments as needed. Networks Northwest staff will hire a staff person to conduct the following activities Three (2.5) days or twenty-four (20) hours per week, pursuant to a partnership with the City of Charlevoix

- Attend, participate, and provide professional assistance/support at Planning Commission meetings and other meetings as necessary and requested. Report on zoning issues and advise on issues related to zoning administration.
- Work with City staff to develop/review meeting agendas and reports.
- Work with City staff to coordinate activities and project implementation.
- Represent the City of Charlevoix as needed and requested at events and meetings.
- Accept and review zoning permit applications. Determine their compliance with the provisions of the Zoning Ordinance and completeness of the applications.
- Issue appropriate land use permits when all provisions of the Zoning Ordinance are in compliance. Notify the applicant, in writing, if the proposed use is not in compliance with ordinance standards, and assist with an appropriate alternative procedure, appeals, or any other administrative remedies necessary to maintain compliance.
- Maintain a complete file of permits issued.
- Perform inspections to ensure land use changes comply with the Zoning Ordinance.
- Conduct technical reviews, site inspections, and make staff reports to the Planning Commission and Zoning Board of Appeals on specific project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances and appeals.
- Review City of Charlevoix Ordinances as requested by the Planning Commission to suggest changes, additions, and/or deletions.
- Perform any other duties as outlined in the City of Charlevoix Zoning Ordinance.
- Respond to all Planning and Zoning inquiries

Contractual Agreement

Between

City of Charlevoix
210 State Street
Charlevoix, MI 49720

And

Northwest Michigan Council of Governments,
dba Networks Northwest
P.O. Box 506
Traverse City, MI 49685-0506

This Contract, designated Number 3120 is made and entered into by and between the City of Charlevoix, 210 State Street, Charlevoix, MI 49720, hereinafter referred to as THE CITY and Northwest Michigan Council of Governments, dba Networks Northwest, P.O. Box 506, Traverse City, MI 49685-0506, hereinafter referred to as NN. This contract modifies the existing contract number 2558 which had a period of performance of April 1st, 2021 to March 31st, 2024

In consideration of the mutual promises, covenants, and representations herein contained, the parties hereto agree as follows:

I. STATEMENT OF PURPOSE

The purpose of this agreement is to establish formal terms related to technical assistance provided by NETWORKS NORTHWEST to THE CITY OF CHARLEVOIX for the purposes of conducting planning processes and services.

II. SCOPE OF WORK

NN agrees to perform the functions set forth in Attachment A, hereinafter referred to as 'The Project', and comply fully with subsequent revisions and modifications.

III. PERIOD OF PERFORMANCE

NN shall commence performance of this modified Contract number 3120 on May 1, 2022, and shall complete said performance on March 31, 2024. The original contract of 3 years is now modified to a 23 month contract initiated on May 1st of

2022 with a termination date of March 31, 2024, to include all of the following contract specifications.

IV. STIPULATIONS

1. NN is performing the planning services contemplated by this Agreement as an independent contractor and is not acting as an employee or agent of THE CITY. As a result of the Company's status as an independent contractor, the City shall not be responsible for any state or federal income tax withholdings and shall not be responsible for providing worker's compensation insurance coverage for NN.
2. A request for Contract modification can be made by either party and will be subject to negotiation, if necessary.
3. NN will invoice the THE CITY on a quarterly basis.

V. COMPENSATION

THE CITY agrees to pay NN as compensation for all costs, work performed and services provided under this Agreement for up to 23 months at 10 hours per week with total payment under this contract not to exceed \$25,300 for the timeframe of May 1st, 2022 to March 31st, 2023 and not to exceed \$26,059 for the timeframe of April 1st, 2023 to March 31st, 2024 of the contract. Should additional services be required, THE CITY Manager shall solely be permitted to raise this cap subject to budgetary controls of THE CITY. NN is not authorized to make any purchases or charge any expenditure to THE CITY without prior approval of THE CITY Manager or his/her authorized representative. Services shall be billed monthly and payment is due upon receipt of an invoice.

VI. TERMINATION

1. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination.
2. If either party terminates this Contract, NN will be reimbursed for all hours worked and costs incurred up to receipt of said effective termination date. THE CITY will receive the work product produced by NN under this Contract up to the effective date of termination, prior to NN being reimbursed. In no case will the compensation paid to NN for partial completion of services exceed the amount NN would have received had the services been completed in full.

VII. INDEMNIFICATION

1. To the fullest extent permitted by law, the THE CITY shall indemnify, defend (at THE CITY 's sole expense) and hold harmless NN (including its officers, employees and agents) from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorneys' fees and costs, and consultants' fees and costs) which arise or are in any way connected with the work performed, materials furnished, or services provided under this Agreement by NN or its agents, up to the full amount of any applicable insurance policy limits of THE CITY.
2. THE CITY shall not be obligated to indemnify and defend NN for any negligence or willful misconduct of NN, whether passive or active (including its officers, employees and agents); and NN shall indemnify, defend and hold harmless THE CITY for said negligent or willful misconduct of NN.
3. The indemnification and defense obligations hereunder shall extend to claims occurring after this agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated that any and all actions against NN (including its officers, employees and agents) for such matters which are indemnified hereunder are fully and finally barred by applicable laws.

VIII. MISCELLANEOUS

1. Governing Law. The parties agree that the validity, construction, enforcement and interpretation of this Agreement shall be governed by the laws of the State of Michigan.
2. Entire Agreement. The Agreement contains the entire Agreement of the parties hereto and supersedes all prior agreements and understandings, oral or written, if any, among the parties.
3. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the other provisions, and this Agreement shall be construed as if such invalid or unenforceable provision were omitted.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

ACKNOWLEDGEMENT OF AGREEMENT

FOR CITY OF CHARLEVOIX

Mark L. Heydlauff
City Manager

Date

Joyce Golding
City Clerk

Date

FOR NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS,
dba NETWORKS NORTHWEST

Chris Christensen
Board Chair

Date

SCOPE OF WORK

Planning Support

Networks Northwest staff will provide professional services to THE CITY of Charlevoix Planning Commission and Planning and Zoning Department, and other City departments as needed. Networks Northwest staff will:

- Attend, participate, and provide professional assistance/support at Planning Commission meetings and other meetings as necessary and requested.
- Work with City staff to develop/review meeting agendas and reports.
- Work with City staff to coordinate activities and project implementation.
- Represent THE CITY of Charlevoix as needed and requested at events and meetings.
- It is understood that THE CITY will operate in a professional capacity of appropriate and accurate administration of their zoning ordinance regulations, management of meetings in accordance with Robert's Rule of Order and following commission by-laws.
- NN staff shall not be considered parliamentary professionals nor legal representatives for THE CITY OF CHARLEVOIX.

Master Plan Implementation & Special Planning Projects

Networks Northwest staff will provide professional and technical assistance for the implementation of planning projects, such as ordinance development, plan updates, or grant development, as prioritized by the Planning Commission and City staff. Networks Northwest staff will:

- Lead a working session with the Planning Commission to prioritize goals of the 2016 City Master Plan. Based on Planning Commission input, Networks Northwest staff will work with City staff to develop a work plan for prioritized projects.
- Convene and staff meetings of committees or task forces organized for the purpose of implementation of adopted City Master Plan goals or special planning projects.
- Conduct necessary research and provide resources, technical assistance, and professional assistance related to implementation of Master Plan goals as needed.
- Explore/pursue grant opportunities as necessary for project implementation.
- Convene community and regional partners to collaborate on and participate in shared priorities and projects.

Charlevoix City Council

All Other Actions and Requests

Title: Special Event Policy Review

Date: May 16, 2022

Presented By: Mark Heydlauff, City Manager

Background:

At the last meeting, Council Member Kalbfell requested Council again look at our Special Events Policy. Council originally reviewed this topic in 2019 and was uncertain how to address fees and to see the costs for events. With nearly all events canceled in 2020, we tracked event expenses in 2021. Attached, you'll find the Special Events Policy, the expenses for events in 2021, and the draft fee schedule that was proposed (but not adopted) in 2019. Many events are already in process for 2022 so I would recommend you not look at dramatic changes in the current year but focus on changes effective January 1, 2023.

Recommendation:

Council discussion and direction.

Attachments:

1. Special Event Policy
2. Event Expenses- 2021
3. Draft Special Event Fee Schedule



City of Charlevoix Special Event Policy

Purpose

Charlevoix parks, open spaces, alleys, walkways, streets, and recreation areas exist, primarily, for the benefit and enjoyment of the residents who live in this City. These resources were built by the taxpayers of this City, the generosity of donors, and resources of the State of Michigan to bring positive outdoor experiences to connect with the recreational assets, commerce, and natural beauty of our community. Special events should be limited in number, organized in form, and compatible with the community. Special events, when planned on public property, should supplement the enjoyment of our community rather than supplant the free enjoyment of public space. This policy is intended to regulate time, manner, and place of events but not the content of an event.

Recognition of Events of Historic and Cultural Significance to Charlevoix

As Charlevoix has grown and evolved over the years, there are special events that have come to be synonymous with Charlevoix and serve as local markers of the seasons; these events also serve as regional and national draws for visitors. These events shall be deemed exempt events and are given preference in space use above all other requests in any public space of the City; exempt events shall generally be exempt from space usage fees given their unique importance to the cultural and social life of the community.

Charlevoix Venetian Festival

The Venetian Festival's eight day run in late July is Charlevoix's oldest and most well-known special event. It exists for the purpose of drawing families and friends together and celebrating summer life in Charlevoix and the surrounding area. Having begun in 1930, this event has a lasting impact on the character of summer life in Charlevoix. The City of Charlevoix is committed to continuing our unique relationship in support of the Festival.

Charlevoix Waterfront Art Fair

Begun in 1958, this one-day festival is consistently ranked among America's best art shows. The Waterfront Art Fair is sponsored by the Charlevoix Council for the Arts who uses the proceeds derived from the annual show to support the arts in our community. The Council helps sustain various organizations who contribute to the high quality of life enjoyed in our community.

Charlevoix's Apple Fest

Founded in 1978 as a collaboration with area apple vendors and downtown merchants, the Apple Festival is operated by the Charlevoix Area Chamber of Commerce and is viewed by many as the "end of the season" in Charlevoix. Combining crafters, apple vendors, and local food booths, the festival is the prime fall attraction in downtown Charlevoix utilizing East Park, Bridge Park and other portions of the downtown.

Definition of events

Major Events

Major events are those events intended to raise money, sell products, or otherwise engage in commercial activity within a city park, public space or street. This may include events where a fee is charged to patrons for entry, where a special liquor license or extended liquor service is requested, or for events where, in the opinion of City staff, unique public service requirements are requested for the management of traffic, pedestrians, fireworks, or other special circumstances. The City Council shall establish a fee scale for these events based on location, type of activity and time of year.

Small Events

Small events are those events where commercial activity or fundraising is included in the event but done so at a small scale. Events of this type may occur in parks, public spaces or streets but shall be limited in scope. Events may require low-level public service requirements but not, in the opinion of City staff, to a significant extent. The City Council may establish a fee scale for these events based on location, type of activity, and time of year.

Community Events

Community events are unique in that they include any event sponsored and fully managed by the City of Charlevoix or one of its entities. Community events may also include events sponsored by Charlevoix Public Schools or other community entities for which the event exists as a broad gathering for members of the community for which fundraising or commerce is not the intent and for which entry is open to all persons regardless of affiliation. Community events shall expressly include the Charlevoix Farmers Market(s) operated by the City; summer concert or entertainment series operated by the Charlevoix DDA; Charlevoix High School homecoming festivities; and holiday-themed events (including the Easter Egg Hunt and the Holiday Tree Lighting). Most community events shall be exempt from special event fees.

Event Spaces and Restrictions

All public spaces, parks, and areas of the City are unique and carry with them certain characteristics making them more or less fitting for a variety of activities. Small private events like weddings, memorials, graduation parties, receptions or other similar events may be permitted by staff in addition to those rules outlined below. Small private events like these should have minimal impact on a public space and allow for the free enjoyment of the public space by non-participants congruently with the small, private event. Exempt events shall always have precedent over small private events. Any kind of event and gathering must still comply with the mass gathering permit regulations elsewhere stipulated.

City Council and City staff may place limitations on the size, scope, and manner of an event as indicated. Permission to hold an event is limited to the space and agreed standards for the event between the City and the event organizer.

East Park

East Park is the crown jewel of Charlevoix's public spaces. Its unique design connects the marina, downtown, and merchants together. It is anchored by the Odmark Performance Pavilion to the south and the marina office and trout pond at the north end. The undulating landscape of the park creates unique opportunities and challenges for using the space for different activities. All event requests for East Park will require City Council approval.

East Park Use Restrictions

Peak Season

From the Tuesday following Memorial Day through Labor Day, the following major events may be permitted after review and approval by City Council:

- Summer Art Show (June)
- Art & Craft Show (July)
- Charlevoix Venetian Festival (July)
- Waterfront Art Fair (August)

New major events shall not be permitted during the peak season unless specifically approved by City Council.

Small events may be permitted so long as their use is limited, using less than 25% of the park for tents, vendors or other temporary structures. Community events are permitted. Event planners shall pay the per-space parking fee as Council may from time to time establish for all spaces requested to be closed (excluding community events). Aside from Community events, no events may be held on the weekend closest to Independence Day.

Fall Season

From the Tuesday following Labor Day through October 31, major and small events are permitted in East Park along with community Events and Charlevoix's Apple Fest. Event planners will pay the per-space parking fee as Council may from time to time establish for all spaces requested to be closed (excluding community events). Major events shall require specific Council approval.

Off-season Events

Dependent on weather and snow conditions, events may be held in East Park from November 1 through Memorial Day. Major events shall require specific Council approval.

Bridge Park

Bridge Park consists of the open space roof above 103-111 Bridge Park Drive and the park area along the Pine River Channel between the ferry dock and US 31. It is suitable for small events and some smaller major events. Due to the park being situated on a roof, there are restrictions on the weight of vehicles and tent usage. All event requests for Bridge Park will require City Council approval.

Bridge Park Use Restrictions

Peak Season

From the Tuesday following Memorial Day through Labor Day, the Council may permit up to four major events in Bridge Park in addition to exempt and community events. Event planners shall pay the per-space parking fee as Council may from time to time establish for all spaces requested to be closed (excluding community events). Aside from Community events, no events may be held on the weekend closest to Independence Day.

Fall Season

From the Tuesday following Labor Day through October 31, major events may be planned with Council approval. Event planners shall pay the per-space parking fee as Council may from time to time establish for all spaces requested to be closed (excluding community events).

Off-peak Season

Dependent on weather and snow conditions, events may be held in Bridge Park from November 1 through Memorial Day.

Ferry Beach Park

Ferry Beach Park is a large community park with ample shoreline on Lake Charlevoix including amenities like an accessible kayak launch, beach, swimming pier, and pavilions. There is ample parking and shaded areas for recreation.

Ferry Beach Park Use Restrictions

In-season

From May 1 through October 31, the City Council may permit up to two major events plus exempt and community events. Small events and community events shall be permitted by staff on a space available basis; exempt events shall always have preference.

Off-season

Event use from November 1 through April 30 is impacted based on snowfall and seasonal conditions. While events may be planned, there is no expectation of parking being available in the park. Services are limited based on weather.

Michigan Beach

Michigan Beach is Charlevoix's premiere public beach on Lake Michigan. It is defined as the parking lot behind the DNR station on to the west inclusive of the playground, pavilion, beach, and parking areas to the Water Treatment Plant but below the bluff.

Michigan Beach Use Restrictions

Council may permit one major event at Michigan Beach each year between Memorial Day and Labor Day. Small events and community events shall be permitted by staff on a space available basis; exempt events shall always have preference.

Depot Beach Park

Depot Beach is centered around the historic train depot and features a pavilion and beach on Lake Charlevoix. Council may permit one major event there each year in addition to exempt events. Small events may be permitted by staff on a space available basis.

Lake Michigan Beach Park

This natural park located along Park Avenue features walking areas and some parking. Aside from the parking areas, which may support other events, events centered in the park are only permitted on a case by case basis (excluding pedestrian races which may utilize the area).

Water Tower Park and Hoffman Park

These are small neighborhood parks along Park Avenue and the Pine River Channel. Neither is suitable for major events and small events may be permitted by staff on a space available basis.

Veterans Park

This is a small park downtown adjacent to East Park. Aside from Community events, there are no events permitted in this park.

Other Public Spaces

Sometimes events or activities may be held in parking lots, alleys or similar spaces. Residents may also wish to have a block party to gather neighbors together. Peak Season shall be defined as the Friday before Memorial Day to Labor Day; Fall Season is the Tuesday following Labor Day through October 31 and off-peak season is November 1 through the Thursday before Memorial Day. Straight-forward requests may be approved by staff or forwarded to City Council for review as staff may feel appropriate.

Mt. McSauba Recreation Area

The Mt. McSauba Recreation Area is primarily intended for the operation of winter sports activities including skiing, snowboarding, ice skating and snowshoeing along with summer day camp and disc golf. Some community events are held here but primarily the area is intended for the free enjoyment of the public. Major and small events will be considered on a case by case basis to the extent they are compatible with routine operations.

Fees and Expenses

The City Council will set fees for the use of certain spaces dependent on the kinds of activities planned and the season in which they will occur. In addition to usage fees which cover costs for staff time, maintenance, and supplies for the activity, Council may impose actual fees for expense including but not limited to: traffic control devices and personnel; public services; and any other specialized costs pertaining directly to the event.

Solid Waste and Recycling

Events tend to create waste. Event holders are responsible for developing a solid waste and recycling plan for each event and delineating responsibility for the collection and disposal of waste. This plan should outline how the event organizers will manage solid waste, what steps will be used to encourage the use of recyclable material, and how waste will be collected and removed from the site. It is the goal of the City of Charlevoix to continually reduce the stream of unrecycled waste in the community; event organizers should work with vendors to use materials that can be recycled.

Senior Citizens and Inclusion for those with Disabilities

The City of Charlevoix desires to be a community accessible and welcoming of persons of all ages and abilities. To this end, organizers of special events shall provide a statement of their efforts to include senior citizens in the special event and discuss steps taken to ensure those with disabilities can freely enjoy the event.

Specific Rules and Procedures

The City Manager is authorized by City Council to develop or have developed other specific rules and regulations to apply to all events consistent with this policy. These additional rules and regulations may include but not be limited to: permits; procedures; insurance requirements; live music and noise rules; parking; and other such topics leading to orderly events.

Reporting and Assessment

Event organizers shall annually report their reasonable estimated return on the City's investment into their event by tracking such data points as: visitor counts; specific local economic impact; funds donated or spent in the City; and other such information as may be relevant. Additionally, event organizers

should indicate the steps taken to reduce non-recycled waste, the efforts made to include persons with disabilities, and efforts to minimize traffic and parking congestion.

City staff are directed to track costs associated with all major special events and report the excess or deficiency of fees compared with the City's cost to support such events.

City Council shall review and modify this policy as needed each year in November based on the reporting, assessment, and feedback received.

[Breach and Revocation](#)

An event organizer who fails to adhere to the rules set forth for their event or who fails to fully reimburse the City for expenses as stipulated by this policy may face revocation of their right to organize an event under this policy. Announcing an event without prior written authorization may also be grounds for revocation.

City of Charlevoix 2021 Events

Event Name	Date	Total City Labor and Costs
Dogman Challenge	2/20/2021	\$290.44
Charlevoix Marathon*	6/19/2021	\$1,916.61
Summer Art Show	6/25/2021	\$6,045.11
Boyne Thunder	7/10/2021	\$2,070.04
Art & Craft Show	7/10/2021	\$5,238.97
Venetian Festival	7/17/2021	\$90,815.80
Waterfront Art Fair	8/14/2021	\$3,442.89
Sidewalk Sales	8/25/2021	\$4,108.61
Homecoming Parade	9/24/2021	\$231.03
Leif Eriksson Run/Row	10/2/2021	\$84.66
Applefest	10/9/2021	\$14,286.20
Holiday Parade/Tree Lighting	11/26/2021	\$923.91
		\$129,454.27

*Per existing policy, this event pays a \$1,000 fee for public services

Special Event Policy Fee Schedule

East Park

Peak Season Fees

Small Event Fee	\$500
Or	
Small Event per vendor fee	\$15 per vendor
Parking Space Fee	\$10 per space per 24 hour

Fall Season Fees

Major Events

Event Fee	\$1,000
AND	
Per vendor fee	\$15 per weekend
Parking Space Fee	\$10 per space per 24 hour
Liquor License Fee	\$100

Small Events

Small Event Fee	\$500
Or	
Small Event per vendor fee	\$15 per vendor
Parking Space Fee	\$10 per space per 24 hour

Off-Peak Season

Large Event Fee	\$250
Liquor License Fee	\$100
Parking Space Fee	\$4 per space per 24 hour
Small Event Fee	\$50

Bridge Park

Peak Season Fees

Major Event

Event Fee	\$750
AND	
Per vendor fee	\$15 per weekend
Parking Space Fee	\$10 per space per 24 hour
Liquor License Fee	\$100
Small Event Fee	\$500
Or	
Small Event per vendor fee	\$15 per vendor
Parking Space Fee	\$10 per space per 24 hour

Fall Season Fees

Major Events

Event Fee	\$500
AND	
Per vendor fee	\$15 per vendor
Parking Space Fee	\$10 per space per 24 hour
Liquor License Fee	\$100

Small Events

Small Event Fee	\$250
Or	
Small Event per vendor fee	\$15 per vendor
Parking Space Fee	\$10 per space per 24 hour

Off-Peak Season

Large Event Fee	\$100
Liquor License Fee	\$100
Parking Space Fee	\$4 per space per 24 hour
Small Event Fee	\$50

Ferry Beach Park

In-season Major Event	\$750
In-season Liquor License	\$100
In season Small Event	\$250
Per Vendor Fee (all events)	\$15 per vendor
Liquor License Fee	\$100
Off-season Major Event	\$150
Off-season Small Event	\$50

Michigan Beach

Major Event Fee	\$1,000
Liquor License Fee	\$100
Small Event Fee	\$250
Per Vendor Fee (all events)	\$15 per vendor

Other Public Spaces

Major Event (Peak Season)	\$10 per 50 sq. ft. up to \$1,500
Major Event (Fall Season)	\$7.50 per 50 sq. ft. up to \$750
Major Event (off-peak season)	\$2.50 per 50 sq. ft. up to \$250
Liquor License Fee	\$100
Snow clearing fee	At cost
Parking Space Fee (peak and fall seasons)	\$10 per space
Small Event Fee (Peak and Fall Season)	\$7 per 50 sq. ft. up to \$1,000
Small Event Fee (off-peak season)	\$1.50 per 50 sq. ft up to \$250
Neighborhood Block Party Fee	\$25 (non-major street)

Charlevoix City Council

All Other Actions and Requests

Title: Residential Unit Size Requirements

Date: May 16, 2022

Presented By: Luther Kurtz- Mayor

Background:

In discussions about housing over the past years, this topic has come up a few times. Our Zoning Code places minimum size requirements for various types of housing depending on the zone where it is located. In an ADU, for example, the minimum is 300 square feet while the minimum unit size in the R2 zone is 800 square feet. To create year-round housing at all price points, giving builders and landlords an opportunity to be more creative in the development of units would be a positive step. The Planning Commission has evaluated requirements for ADUs, updated parking requirements, and now I suggest they should look at other facets of building size to ensure a building is in keeping with the neighborhood but also designed to accommodate changing desires for housing.

Among the items to consider

- Lowering or eliminating minimum unit sizes when tied to year-round, attainable housing
- Offering an additional floor of construction as an incentive when the building includes year-round housing
- Other emerging practices that can make buildings more palatable for addressing our housing crisis

These are proactive steps to enhance the availability of housing in the community.

One of the Council goals is to "encourage housing development and strong neighborhoods" and looking at changes like this and others is another way we can support this most important work in our community.

Recommendation:

Motion to request the Planning Commission review Zoning Code requirements around minimum unit and building size standards relative to year-round, attainable housing.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Mayoral Appointments

Date: May 16, 2022

Presented By:

Background:

Mayor Kurtz advised he plans to make the following appointments:

- Kirby Dipert to the DDA Board of Directors for a term to expire April 1, 2026
- Sherm Chamberlain to the Planning Commission for a term to expire April 1, 2025

Recommendation:

Motion to confirm the Mayor's appointment of _____ to the DDA Board of Directors for a term to expire on April 1, 2026.

Motion to confirm the Mayor's appointment of _____ to the Planning Commission for a term to expire on April 1, 2025.

Attachments:

1. Kirby Dipert-Volunteer Boards and Committees Application-DDA/MMS
2. Amanda Wilkin-Volunteer Boards and Committees Application-DDA/MMS
3. Sherman Chamberlain-Volunteer Boards and Committees Application-Planning Commission

Sarah Dvoracek

From: noreply@civicplus.com
Sent: Thursday, March 31, 2022 5:04 PM
To: Sarah Dvoracek
Subject: Online Form Submittal: Volunteer Boards and Committees Application

Volunteer Boards and Committees Application

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

Committees and Boards to Apply For	DDA / Main Street Board
------------------------------------	-------------------------

Name	Kirby Dipert
------	--------------

Email Address	Ragmerchant@charter.net
---------------	-------------------------

Address	216 W Hurlbut
---------	---------------

Home Phone	231-547-7007
------------	--------------

Cell Phone	231-330-5359
------------	--------------

Are you a registered voter in the City?	Yes
---	-----

How long have you lived in the City?	4 years
--------------------------------------	---------

Educational Background	Assoc degree plus
------------------------	-------------------

Professional Qualifications and / or Work Experience	Property and store owner in Charlevoix downtown.
--	--

Community Activities and / or Other Experience	DDA 16 yes, Board review 2 yrs, Rotary club, 35 yrs
--	---

Have you served on a board / committee or held a civic position in the past?	Yes
--	-----

If yes, please explain.	DDA, Board Review.
-------------------------	--------------------

Do you foresee any potential conflicts of interest while executing the duties of this position?	No
Reason(s) You Wish to Serve	Re appointment
Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?	Yes
Electronic Signature Agreement	I agree.
Electronic Signature	L. Kirby Dipert
Date	3/31/2022

Email not displaying correctly? [View it in your browser.](#)

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

Print**Volunteer Boards and Committees Application - Submission #1281****Date Submitted: 3/2/2022**

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

Committees and Boards to Apply For

- | | | | |
|---|---|--|--|
| ☐ Board of Review | ☐ Historic District Commission | ☐ Recreation Advisory Committee | ☐ No Preference |
| ☐ Compensation Commission | ☐ Housing Commission | ☐ Shade Tree & Park Commission | ☐ Other |
| ☒ DDA / Main Street Board | ☐ Planning Commission | ☐ Zoning Board of Appeals | |

Other**Name**

Amanda Wilkin

Email Address

amandawilkin@gmail.com

Address

04670 six mile lake rd

Home Phone

2488029692

Cell Phone**Are you a registered voter in the City?**

☐ Yes

☒ No

How long have you lived in the City?

na

Educational Background

MSU- BA Apparel & Textile Design 2007

Professional Qualifications and / or Work Experience

Executive Director of Visit Charlevoix. Currently on DDA/Main Street Board, Helped Charlevoix with the application process for Main Street. Attended Main Street training. Heavily involved in statewide tourism networking and educational opportunities.

Community Activities and / or Other Experience

Currently, on DDA/Main Street Board, EV Committee, and I attend some ad hoc committee meetings as needed. Historical Society Board.

Have you served on a board / committee or held a civic position in the past?

- ☒ Yes
☐ No

If yes, please explain.**Do you foresee any potential conflicts of interest while executing the duties of this position?**

- ☐ Yes
☒ No

If yes, please explain.**Reason(s) You Wish to Serve**

I have enjoyed being on the DDA Board and feel that I am an asset to the DDA with historical knowledge.

Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?

- ☒ Yes
☐ No

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature**Date**

Amanda Wilkin

3/2/2022





CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

RECEIVED
MAR 10 2022

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

☐ BOARD OF REVIEW	☐ HOUSING COMMISSION	☐ ZONING BOARD OF APPEALS
☐ COMPENSATION COMMISSION	☒ PLANNING COMMISSION	☐ OTHER _____
☐ DDA/MAIN STREET BOARD	☐ RECREATION ADVISORY COMMITTEE	☐ NO PREFERENCE
☐ HISTORIC DISTRICT COMMISSION	☐ SHADE TREE & PARK COMMISSION	

PLEASE PRINT

NAME: SHERMAN A. CHAMBERLAIN, JR
ADDRESS: 210 EAST LINCOLN STREET, CHARLEVOIX, MI 49720
HOME PHONE: (231) 547-7046 CELL PHONE: (231) 459-8031
EMAIL: (W) sherm@fca.surveying.com (H) rls25834@gmail.com
ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 28 YEARS (FULL TIME)

EDUCATIONAL BACKGROUND: BSBA FROM MICHIGAN TECHNOLOGICAL UNIVERSITY (1968-1972)

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: PROFESSIONAL LAND SURVEYOR (1978 TO PRESENT)
ADJUNCT INSTRUCTOR AT NCIMC
OWNER OF FERGUSON & CHAMBERLAIN ASSOCIATES INC FROM 1985 TO 2018

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: CHARLEVOIX COUNTY REMUNERATION BOARD
CHARLEVOIX CHAMBER OF COMMERCE TREASURER
IRONTON CONGREGATIONAL CHURCH TREASURER

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
MARION TOWNSHIP PLANNING & ZONING BOARD (1987-1994); MARION TOWNSHIP ZONING BOARD OF APPEALS (1990-1994); CITY OF CHARLEVOIX WARD 3 COUNCILMAN (2000-2008)
CITY OF CHARLEVOIX PLANNING COMMISSION (1996-2000, 2011 TO PRESENT)
DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN.

NOW THAT I HAVE SOLD MY BUSINESS AND OFFICE BUILDING, I FORSEE A MINIMAL CONFLICTS

REASON(S) YOU WISH TO SERVE: TO PROVIDE HISTORICAL LAND USAGE DATA TO MY FELLOW PLANNING COMMISSION MEMBER AND MY KNOWLEDGE OF LAND DEVELOPMENT.

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? _____

SIGNATURE: Sherman A. Chamberlain DATE: 3-10-2022

RETURN APPLICATION TO THE CITY CLERK'S OFFICE: 210 STATE STREET CHARLEVOIX, MI 49720 – EMAIL clerk@charlevoixmi.gov

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: May 16, 2022

Presented By:

Background:

1. Zoning Administration update

As mentioned in the agenda, Janet Koch is our new Zoning Administrator under contract with Networks Northwest. She is an experienced planning and zoning professional who had a long career in Antrim County and also worked in economic development for the Northern Lakes Economic Alliance. I discussed our planning and zoning goals with her and is hitting the ground running on code enforcement, ZBA requests, sign/zoning permits, and addressing matters relative to the Short Term Rental Ordinance. To aid in these matters, I also hired Faith Miller to work in the seasonal Code Enforcement role. Faith is a seasoned local government professional who, in addition to having been the writer of many of our board and commission minutes over the last few years, held positions of City Manager, Recreation Director, City Clerk, and Public Works Director for several Florida communities. She lives in Charlevoix in the summer and will bring a great perspective and experience to this position.

2. Upcoming Meetings

The second SBEI input meeting on the Bridge Street Corridor will be held at the library on May 26. The second DPW Futures Meeting will be held at Ferry Beach on June 8.

3. Updated Agenda Platform

If you are having any issues using the new agenda system, please let me know. We've successfully used it now for the DDA, Planning Commission and Council. ZBA will be using it this week and other boards will continue to use it going forward.

4. MDOT Bridge Work

MDOT held a virtual public meeting earlier this week to discuss very preliminary planning for a \$6 million improvement to the bridge. This project is slated to begin in December 2023 and continue through February 2024. They do expect some traffic disruption at night for a few days during this time. Largely, transit will be unaffected.

5. Kayak Launch Grant

The Recreation Department was successful in receiving a \$10,000 grant toward the parking/walkway for the accessible kayak launch added to Ferry Beach last year by Leadership Charlevoix County. I've heard from several folks who are excited to have this amenity added to our parks resources.

Recommendation:

Attachments:

1. Police Department April 2022 Monthly Report
2. Planning Commission Minutes April 11, 2022
3. May 3 2022 Election Stats and Results

CITY OF CHARLEVOIX

Police Activity Report for the Month of April 2022

ITEM	NUMBER THIS MONTH	THIS MONTH LAST YEAR	TOTAL THIS YEAR	TOTAL LAST YEAR
TRAFFIC CITATIONS	11	17	41	48
TRAFFIC WARNINGS	83	121	368	321
MOTORIST/CITIZEN ASSIST	14	11	65	52
ASSIST OTHER DEPT	29	35	99	102
FELONY ARRESTS	1	1	2	2
MISDEMEANOR ARRESTS	4	1	10	6
TRAFFIC CRASH: 9300-1	2	1	21	12
TRAFFIC CRASH: 9300-2	3	1	8	4
GENERAL ASSISTS	420	172	1,530	545
MEDICAL RESPONSES	8	3	29	10
LIQUOR INSPECTIONS	18	0	54	0
ORIGINAL COMPLAINTS	19	30	75	83
COMPLAINTS CLOSED	13	20	75	46
COMMERICAL/RESIDENTIAL	46	60	164	266
PARKING/SNOW TICKETS	3	1	120	153
METER TICKETS	0	1	0	16
PATROL MILES	5,528	5,064	19,255	16,603

TOTAL MILEAGE #87-1 1595

TOTAL MILEAGE #87-2 50

TOTAL MILEAGE #17 3883


Gerard Doan
Chief of Police

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, April 11, 2022 - 6:00 p.m.**

A. Call to Order

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

B. Roll Call

Chair	RJ Waddell
Members Present:	Sherm Chamberlain, Annemarie Conway, Toni Felter, Mary Millington, Jennifer Muladore, Maureen Radke
Members Absent:	Reid Beegen
Staff Present:	Jennifer Neal, Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of the Agenda

Motion by Member Chamberlain, seconded by Member Millington to approve the agenda as presented. **Motion carried by unanimous voice vote.**

E. Approval of the Minutes

March 14, 2022 Meeting Minutes

Motion by Member Felter, seconded by Member Radke to approve the minutes of March 14, 2022 as presented. **Motion carried by unanimous voice vote.**

F. Call for Public Comment Not Related to Agenda Items

Bob Jess distributed revised design ideas for property on May Street. He stated that they had completed a lot split with the church at the front of the property and will be adding four (4) units to the back of the property (two 3-bedroom & two 2-bedroom units) with a shared parking lot.

G. New Business

1. 401 Antrim Street Preliminary Review

Bev Barton, owner of 401 Antrim Street, requested a preliminary review of plans proposed for the site. Zoning Administrator Scheel stated he received this plan late last week and the applicant wanted to make sure the plan could be approved in some fashion. Zoning Administrator Scheel stated he had not reviewed the plan thoroughly. He stated the house (approx. 2,900 sq. ft.), porch and garage without any other surfaces are at about 41% lot coverage slightly over the 40% limit, but it can be up to 50% if they capture 20% of the water on site. He stated the parking was a major issue and the original use presented was a bed & breakfast with the garage being turned into an accessory dwelling unit. The bed & breakfast would need to come before the Planning Commission as a special use permit which would require one (1) parking spot for each bedroom (five (5) spaces in this instance), and there was no place on the property to have five (5) spaces. Zoning Administrator Scheel stated the drawings before the Commission were not accurate regarding the existing elevations and turning the garage into an accessory dwelling would require a variance as well. Discussion followed regarding the front and side setbacks, a variance on the north side of the existing garage, and a lack of parking spaces and outdoor storage.

Ms. Barton provided a brief history of the property and her family, and stated she had a background in urban planning. She addressed several issues including: preference for street parking, reduction of porch space to meet the lot coverage requirement, garage will have storage space and space for one car, adding impervious surfaces, and use of contracted lawn services. Chair Waddell requested the Fire Department review the site plan before bringing the plans back to the Planning Commission.

2. Proposed Ordinance Changes

Chair Waddell reviewed the past discussions regarding the “missing middle” (duplex, quad-type) of housing and R2A zoning which only includes seven (7) parcels. Zoning Administrator Scheel reviewed a map where he had hand drawn the areas in question for R2A zoning which were single lots, not large parcels in the following vicinities: Stover & May, Sherman St. (adjacent to Charlevoix Township), portions of Petoskey Avenue, and State Street. Zoning Administrator Scheel explained the process necessary to rezone these properties which would require a notification to affected property owners including property owners within a 300’ sq. ft. radius, a public hearing, and then an ordinance with two readings before the City Council. Zoning Administrator Schell stated he wanted the Commission to carefully consider this recommendation because in his opinion the R2A Zone District is not very valuable to the City. He suggested removing the R2A Zone and rezoning the subject lots to R4 because they are small lots and the lots were not going to be developed into a large apartment complex, but they

could be great locations for duplexes, triplexes, and four-plexes. The current R2 zoning category allows single building multi-family units, and it allows changing an existing house to apartments as well as brand new apartments up to four (4) units. Discussion followed regarding current and past housing markets and trends. Chair Waddell suggested that the Commission table this item and discuss after the Master Plan update is finalized. Zoning Administrator Schell distributed another zoning map with handwritten changes for the Commission to review. After further discussion, the Commission concurred to table this item.

H. Old Business

1. Master Plan Update

Planner Neal asked the Commission to concentrate on Chapter 8. Implementation at this time and then at the May meeting after everyone has had time to review the draft there would be discussion regarding the full Plan and a final recommendation to the City Council at their May meeting. Discussion followed regarding population data, affordable housing issues, and seasonal workforce housing needs.

Planner Neal stated she had asked the City Manager and the Main Street DDA Director to review the Implementation Chapter and their changes were reflected in the document presented to the Commission. Planner Neal further reviewed the matrix, goals, and recommendations in the Chapter. Discussion followed regarding the recycling center that is often closed and the need for curbside recycling.

I. Staff Updates

J. Request for Next Month's Agenda or Research Items

Chair Waddell stated next month they would do a full review of the compiled draft Master Plan and possibly have a site plan review for 401 Antrim Street.

K. Adjournment

Meeting adjourned at 8:06 p.m.

Sarah Dvoracek/fgm

City Clerk

R.J. Waddell

Chair

VOTER TURNOUT BY GENDER AGE
05/03/2022 - MAY CONSOLIDATED
CHARLEVOIX CITY (14780)

	All	Voted	Percent	18-21	Voted	Percent	22-30	Voted	Percent	31-40	Voted	Percent	41-50	Voted	Percent	51-59	Voted	Percent	60+	Voted	Percent
WARD PRECINCT : 01018																					
Males	375	90	24.00%	6	0	0.00%	49	1	2.04%	50	3	6.00%	31	2	6.45%	45	9	20.00%	194	75	38.66%
Females	440	119	27.05%	12	1	8.33%	28	0	0.00%	35	5	14.29%	37	5	13.51%	53	9	16.98%	275	99	36.00%
No Gender	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%
All	815	209	25.64%	18	1	5.56%	77	1	1.30%	85	8	9.41%	68	7	10.29%	98	18	18.37%	469	174	37.10%
WARD PRECINCT : 02019																					
Males	328	50	15.24%	13	0	0.00%	49	1	2.04%	42	4	9.52%	53	2	3.77%	45	4	8.89%	126	39	30.95%
Females	371	76	20.49%	14	0	0.00%	35	3	8.57%	44	1	2.27%	51	2	3.92%	56	10	17.86%	171	60	35.09%
No Gender	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%
All	699	126	18.03%	27	0	0.00%	84	4	4.76%	86	5	5.81%	104	4	3.85%	101	14	13.86%	297	99	33.33%
WARD PRECINCT : 03020																					
Males	365	73	20.00%	10	0	0.00%	32	1	3.13%	54	5	9.26%	32	3	9.38%	52	3	5.77%	185	61	32.97%
Females	403	69	17.12%	16	1	6.25%	46	0	0.00%	54	1	1.85%	36	2	5.56%	61	3	4.92%	190	62	32.63%
No Gender	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%
All	768	142	18.49%	26	1	3.85%	78	1	1.28%	108	6	5.56%	68	5	7.35%	113	6	5.31%	375	123	32.80%
GRAND TOTALS:																					
Males	1068	213	19.94%	29	0	0.00%	130	3	2.31%	146	12	8.22%	116	7	6.03%	142	16	11.27%	505	175	34.65%
Females	1214	264	21.75%	42	2	8.33%	109	3	2.75%	133	7	5.26%	124	9	7.26%	170	22	12.94%	636	221	34.75%
No Gender	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%
All	2282	477	20.90%	71	2	2.82%	239	6	2.51%	279	19	6.81%	240	16	6.67%	312	38	12.18%	1141	396	34.71%

Election Summary Report

General Election

Charlevoix County, Michigan

May 03, 2022

Summary for: All Contests, Charlevoix County, City of Charlevoix, City of Charlevoix, Precinct 18, Ward 1 ICP, All Counting Groups

Precincts Reported: 3 of 3 (100.00%)

Registered Voters: 209 of 816 (25.61%)

Ballots Cast: 209

Charlevoix-Emmet Intermediate School District 1. Area Career and Technical Education Millage Proposal (Vote for 1)

Precincts Reported: 3 of 3 (100.00%)

		Total	
Times Cast		209 / 816	25.61%
Candidate	Party	Total	
Yes		132	
No		76	
Total Votes		208	
		Total	
Unresolved Write-In		0	

Charlevoix-Emmet Intermediate School District 2. Area Career and Technical Education Millage Proposal (Vote for 1)

Precincts Reported: 3 of 3 (100.00%)

		Total	
Times Cast		209 / 816	25.61%
Candidate	Party	Total	
Yes		117	
No		91	
Total Votes		208	
		Total	
Unresolved Write-In		0	

Election Summary Report

General Election

Charlevoix County, Michigan

May 03, 2022

Summary for: All Contests, Charlevoix County, City of Charlevoix, City of Charlevoix,
Precinct 19, Ward 2 ICP, All Counting Groups

Precincts Reported: 3 of 3 (100.00%)

Registered Voters: 126 of 699 (18.03%)

Ballots Cast: 126

Charlevoix-Emmet Intermediate School District 1. Area Career and Technical Education Millage Proposal (Vote for 1)

Precincts Reported: 3 of 3 (100.00%)

		Total	
Times Cast		126 / 699	18.03%
Candidate	Party	Total	
Yes		86	
No		40	
Total Votes		126	
		Total	
Unresolved Write-In		0	

Charlevoix-Emmet Intermediate School District 2. Area Career and Technical Education Millage Proposal (Vote for 1)

Precincts Reported: 3 of 3 (100.00%)

		Total	
Times Cast		126 / 699	18.03%
Candidate	Party	Total	
Yes		75	
No		51	
Total Votes		126	
		Total	
Unresolved Write-In		0	

Election Summary Report

General Election

Charlevoix County, Michigan

May 03, 2022

Summary for: All Contests, Charlevoix County, City of Charlevoix, City of Charlevoix,
Precinct 20, Ward 3 ICP, All Counting Groups

Precincts Reported: 3 of 3 (100.00%)

Registered Voters: 142 of 772 (18.39%)

Ballots Cast: 142

Charlevoix-Emmet Intermediate School District 1. Area Career and Technical Education Millage Proposal (Vote for 1)

Precincts Reported: 3 of 3 (100.00%)

		Total	
Times Cast		142 / 772	18.39%
Candidate	Party	Total	
Yes		87	
No		54	
Total Votes		141	
		Total	
Unresolved Write-In		0	

Charlevoix-Emmet Intermediate School District 2. Area Career and Technical Education Millage Proposal (Vote for 1)

Precincts Reported: 3 of 3 (100.00%)

		Total	
Times Cast		142 / 772	18.39%
Candidate	Party	Total	
Yes		71	
No		70	
Total Votes		141	
		Total	
Unresolved Write-In		0	

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: May 16, 2022

Presented By:

Background:

Recommendation:

Attachments:

None