CITY OF CHARLEVOIX

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

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1. **Pledge of Allegiance**
2. **Roll Call**
3. **Presentations**
4. **Inquiry Regarding Conflicts of Interest**
5. **Consent Agenda**
   - A. City Council Meeting Minutes - May 16, 2022
   - B. Accounts Payable and Payroll Check Registers
6. **Public Hearings and Actions Requiring Public Hearings**
7. **All Other Actions and Requests**
   - A. Tax-Foreclosed Right of First Refusal Purchase
     Mark Heydlauff, City Manager
   - B. Marina Slip Specific Assignments
     Kent Knorr, Recreation Director
   - C. Michigan Beach Passport Grant
     Kent Knorr, Recreation Director
   - D. Request for Live Music in Bridge Park
     Richard Bergmann-Bridge Street Tap Room
     Mark Heydlauff, City Manager
8. **Reports and Communications**
   - A. Public Comment
   - B. City Manager's Comments
   - C. Mayor and Council Comments
9. **Other Council Business**
10. **Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings

should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - May 16, 2022
Date: June 6, 2022

Presented By:

Background:

Recommendation:
Motion to approve the minutes as presented.

Attachments:
1. City Council Draft Minutes from May 16, 2022

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

1. **Pledge of Allegiance**

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

2. **Roll Call**

Mayor:	Mayor Luther Kurtz
Members Present:	Greg Bryan, Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring
Members Absent:	None
City Manager:	Mark L. Heydlauff
City Clerk:	Sarah J. Dvoracek

3. **Presentations**

   A. Department of Public Works Report

   Pat Elliott, Public Works Superintendent

   Pat Elliott, Public Works Superintendent, provided Council with his Department of Public Works Report. The report highlights included a successful winter season including minimal water main breaks and minimal frozen water service lines. The department is gearing up for the busy summer season by planning and preparing for all the summer festivals, detailing the City parks, beach grooming, and cleaning streets and maintenance of the cemeteries. Superintendent Elliott also provided fun facts about the department's many responsibilities, including the maintenance and upkeep of the cemetery property, developed park properties, local and major streets, state truckline, water system, sewer system, and stormwater system.

   Mayor Kurtz opened the item for public comment. None were heard.

4. **Inquiry Regarding Conflicts of Interest**

5. **Consent Agenda**

   Mayor Kurtz opened the item for public comment, one was heard.

   Motion by Parr, Second by Bryan to approve the consent agenda as presented.

   Yeas: Bryan, Hagen, Kalbfell, Knapp, Parr, Spring

   Nays: None

   Absent: None

   Motion carried.

   A. City Council Meeting Minutes - May 2, 2022

   Motion to approve the minutes as presented.

   B. Accounts Payable and Payroll Check Registers

Dates	Description	Amount
05/13/2022	Payroll Transmittal Checks	$5,406.49
5/13/2022	Payroll (net pay)	$106,175.93
05/17/2022	Regular Accounts Payable	$227,631.18
05/02/2022 - 05/13/2022	ACH/WIRE Payments	$151,499.21
Grand Total		$490,721.81
To view the entire accounts payable and payroll check registers, Click here		

Motion to approve the accounts payable and payroll check registers as presented.

C. Trout Tournament East Park/Boat Launch Request

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.

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** on this 16th day of May, 2022 A.D.*

Resolution was adopted by the following yea and nay vote:
Yeas: Bryan, Hagen, Kalbfell, Knapp, Parr, Spring
Nays: None
Absent: None

D. 2022 Chamber of Commerce Events
Motion to grant the use of East Park and Ferry Beach for the above-mentioned Chamber events.

E. Completion of Boat Launch Paving Project
Motion to approve change order #1 for $37,490.00 for Rieth-Riley Construction.

6. Public Hearings and Actions Requiring Public Hearings

A. Ordinance to Amend Ward Boundaries
Sarah Dvoracek, City Clerk
Motion by Knapp, Second by Kalbfell to approve Ordinance Amendment 832.

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:

1. 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.*

2. 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.

3. 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 Dive 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 16th day of May, 2022 A.D., by the Charlevoix City Council as follows:
Yeas: Bryan, Hagen, Kalbfell, Knapp, Parr, Spring
Nays: None
Absent: None
Motion carried.

7. All Other Actions and Requests

A. Planning and Zoning Services Contracts-Networks Northwest

Mark Heydlauff, City Manager

City Manager Heydlauff stated the City has contracted with Networks Northwest for both planning and zoning administration services for several years now. With the Master Plan nearing completion, the need for planning services will decrease. The pricing is reflective of

the changes by decreasing the costs from $98,000 annually to $71,000 annually. City Manager Heydlauff stated he plans on hiring a seasonal enforcement officer to assist with the short-term rental ordinance.

Mayor Kurtz opened the item for public comment. None were heard.

Motion by Spring, Second by Kalbfell to approve the contracts with Networks Northwest for Planning and Zoning Services and authorize the City Manager and City Clerk to sign the agreements. **Motion carried by unanimous voice vote.**

B. Special Event Policy Review

Mark Heydlauff, City Manager

City Manager Heydlauff explained the fees and the actual costs from events in the past. The fee schedule should be reviewed annually by Council. The special event policy is a balancing act between economic development and spreading out the city's resources over the course of the busy season. Sarah Van Horn, President of the Chamber of Commerce answered some questions from the Council regarding the effects of the proposed special event policy on the Chamber. Council collectively agreed to have City staff track special events expenses closer this year and consider this item in the fall.

Mayor Kurtz opened the item for public comment. None were heard.

C. Residential Unit Size Requirements

Luther Kurtz- Mayor

Mayor Kurtz stated one of the Council's goals is to have year-round housing and, by allowing for smaller residential unit size requirements, this may help achieve this. Mayor Kurtz is requesting the Planning Commission review the City's ordinance and provide City Council with a recommendation.

Mayor Kurtz opened the item for public comment. One was heard.

Motion by Parr, Second by Spring to request the Planning Commission review Zoning Code requirements around minimum unit and building size standards relative to year-round, attainable housing. **Motion carried by unanimous voice vote.**

D. Mayoral Appointments

Mayor Kurtz stated he would like to make the following appointments: Kirby Dipert to the DDA Board of Directors for a term to expire April 1, 2026 and Sherm Chamberlain to the Planning Commission for a term to expire April 1, 2025.

Mayor Kurtz opened the item for public comment. None were heard.

Motion by Kalbfell, Second by Hagen to confirm the Mayor's appointment of Kirby Dipert to the DDA Board of Directors for a term to expire on April 1, 2026. **Motion carried by unanimous voice vote.**

Motion by Hagen, Second by Kalbfell to confirm the Mayor's appointment of Sherman Chamberlain to the Planning Commission for a term to expire on April 1, 2025. **Motion carried by unanimous voice vote.**

8. Reports and Communications

A. Public Comment

- Annemarie Conway introduced herself and stated she is running for County Commissioner.
- Shirley Gibson sang Happy Birthday to Mayor Kurtz.
- Alyssa Milazzo shared her struggles with finding affordable housing in the City.

B. City Manager's Comments

- On Sunday, the City hosted an appreciation day at the Golf Course and offered free golf to our residents. The golf course made $5,000 in sales, so the event was a huge success and will continue in the future.
- Current spring projects are underway, the docks are installed, Park Avenue and Michigan beach grass seeding areas will be marked.
- Shared a story about his encounter with a resident at the golf course and their fond memories of Karen Golovich.

C. Mayor and Council Comments

Council collectively wished Mayor Kurtz Happy Birthday!

9. Other Council Business

10. Adjourn

Mayor Kurtz adjourned the meeting at 6:56 p.m.

_____ _____

Sarah J. Dvoracek City Clerk Luther Kurtz Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers
Date: June 6, 2022

Presented By:

Background:

Recommendation:

Attachments:
1. Check Registers 06-06-22 Agenda

Check Number	Payee	Amount
05/24/2022		
136442	AT&T	1,656.52
136443	AT&T LONG DISTANCE	13.65
136444	AT&T MOBILITY	757.77
136445	CHARLEVOIX STATE BANK	8,369.78
136446	CHARTER COMMUNICATIONS OPERA	742.66
136447	DELTA DENTAL	3,226.83
136448	EQUITABLE FINANCIAL LIFE INSURAN	30.92
136449	GREAT LAKES ENERGY	365.35
136450	PRIORITY HEALTH	44,413.89
136451	RANGE TELECOMMUNICATIONS	51.25
136452	STANDARD INSURANCE CO	2,536.25
136453	TELNET WORLDWIDE	181.27
136454	VSP INSURANCE CO. (CT)	515.34
136455	WEX BANK	9,244.57
Total 05/24/2022:		72,106.05
Grand Totals:		72,106.05

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

05/24/22	Special Accounts Payable Run	$	72,106.05
05/27/22	Payroll (net pay)	$	109,689.20
05/27/22	Payroll Transmittal Checks	$	5,802.24
06/07/22	Regular Accounts Payable	$	344,988.28
	Checks Sub-Total:	$	532,585.77

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

05/16/22	MI Public Power Agency	$	9,434.10
05/20/22	Enterprise FM Trust (fleet lease)	$	1,916.16
05/23/22	MI Public Power Agency	$	7,888.45
05/25/22	MI Public Power Agency	$	196,540.06
05/27/22	IRS (Payroll Tax Deposit)	$	39,764.10
05/27/22	Alerus Financial (HCSP)	$	350.00
05/27/22	State of MI (Withholding Tax)	$	5,912.70
05/27/22	Vantagepoint (401 Plan)	$	957.68
05/27/22	Vantagepoint (457 Plan)	$	20,163.72
05/27/22	Vantagepoint (Roth IRA)	$	1,055.76
05/27/22	MERS (Defined Benefit Plan)	$	52,124.11
05/31/22	MI Public Power Agency	$	32,537.51
	ACH Sub-Total:	$	368,644.35
	Huntington National Bank Total:	$	901,230.12

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

06/07/22	Tax Disbursement	$	-
	Charlevoix State Bank Total:	$	-
	Grand Total:	$	901,230.12

APPROVED: _____ CITY MANAGER _____ CITY TREASURER _____ CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/21/2022	PC	05/27/2022	35264	HEYDLAUFF, MARK L.	102		3,069.50
05/21/2022	PC	05/27/2022	35265	DVORACEK, SARAH J.	105		2,302.83
05/21/2022	PC	05/27/2022	35266	DEROSIA, PATRICIA E.	107		1,112.97
05/21/2022	PC	05/27/2022	35267	DOTSON, LINDSEY J.	109		1,420.38
05/21/2022	PC	05/27/2022	35268	KLOOSTER, ALIDA K.	121		3,155.49
05/21/2022	PC	05/27/2022	35269	BARNEVELD, RICHELLE	123		1,253.89
05/21/2022	PC	05/27/2022	35270	SCHULZ, GINNY L.	125		1,496.03
05/21/2022	PC	05/27/2022	35271	BRADLEY, KATHLEEN R.	126		186.86
05/21/2022	PC	05/27/2022	35272	MILLER, FAITH G.	142		263.81
05/21/2022	PC	05/27/2022	35273	MCGINN, KELLY A.	146		1,819.66
05/21/2022	PC	05/27/2022	35274	DOAN, GERARD P.	201		2,512.66
05/21/2022	PC	05/27/2022	35275	SCHOLEY, ROBERT W.	204		1,719.82
05/21/2022	PC	05/27/2022	35276	UMULIS, MATTHEW T.	205		1,289.13
05/21/2022	PC	05/27/2022	35277	ORBAN, BARBARA K.	209		1,218.32
05/21/2022	PC	05/27/2022	35278	RILEY, DENISE M.	213		467.30
05/21/2022	PC	05/27/2022	35279	MUNK, CHRISTOPHER J.	215		1,407.81
05/21/2022	PC	05/27/2022	35280	SCHICK, TIELER R.	216		1,778.86
05/21/2022	PC	05/27/2022	35281	STEWART, MORGAN J.	217		1,407.04
05/21/2022	PC	05/27/2022	35282	YOUNG, KRISTEN L.	230		1,479.77
05/21/2022	PC	05/27/2022	35283	BINGHAM, LARRY E.	240		487.43
05/21/2022	PC	05/27/2022	35284	WURST, RANDALL W.	411		2,019.88
05/21/2022	PC	05/27/2022	35285	HILLING, NICHOLAS A.	413		1,561.09
05/21/2022	PC	05/27/2022	35286	MEIER III, CHARLES A.	421		1,455.55
05/21/2022	PC	05/27/2022	35287	ZACHARIAS, STEVEN B.	422		1,462.05
05/21/2022	PC	05/27/2022	35288	NEWMAN, MARK J.	424		1,483.25
05/21/2022	PC	05/27/2022	35289	LOUGHMILLER, JOHN A.	425		1,847.24
05/21/2022	PC	05/27/2022	35290	GRIFFITH, JOHN J.	500		2,887.09
05/21/2022	PC	05/27/2022	35291	EATON, BRAD A.	515		2,957.83
05/21/2022	PC	05/27/2022	35292	WILSON, TIMOTHY J.	516		2,777.08
05/21/2022	PC	05/27/2022	35293	LAVOIE, RICHARD L.	519		2,284.23
05/21/2022	PC	05/27/2022	35294	STEVENS, BRANDON C.	521		3,075.98
05/21/2022	PC	05/27/2022	35295	WHITLEY, ANDREW T.	522		2,001.61
05/21/2022	PC	05/27/2022	35296	DRAVES, MARTIN J.	523		2,372.14
05/21/2022	PC	05/27/2022	35297	FARRELL, MITCHELL L.	524		1,741.77
05/21/2022	PC	05/27/2022	35298	ANDERSON, ELIZABETH	526		1,338.42
05/21/2022	PC	05/27/2022	35299	KENWABIKISE, DAVID L.	528		1,184.64
05/21/2022	PC	05/27/2022	35300	ELLIOTT, PATRICK M.	600		3,149.67
05/21/2022	PC	05/27/2022	35301	SCHWARTZFISHER, JOS	603		1,088.59
05/21/2022	PC	05/27/2022	35302	BRADLEY, KELLY R.	614		1,633.10
05/21/2022	PC	05/27/2022	35303	HART II, DELBERT W.	616		1,792.38
05/21/2022	PC	05/27/2022	35304	JONES, ROBERT F.	618		1,293.84
05/21/2022	PC	05/27/2022	35305	THORP JR, WILLIAM D.	623		1,285.48
05/21/2022	PC	05/27/2022	35306	LEITNER, RYAN S.	624		1,589.20
05/21/2022	PC	05/27/2022	35307	FERGUSON, ROYCE L.	625		1,408.65
05/21/2022	PC	05/27/2022	35308	DORAN, JUSTIN J.	634		2,265.74
05/21/2022	PC	05/27/2022	35309	NEDWICK, DAVID J.	642		114.51
05/21/2022	PC	05/27/2022	35310	FREY, DYLAN V.	643		1,123.82
05/21/2022	PC	05/27/2022	35311	HART III, DELBERT W.	657		1,093.38
05/21/2022	PC	05/27/2022	35312	CONWAY, JAKE P.	658		526.58
05/21/2022	PC	05/27/2022	35313	FINNERTY, HOLLY E.	669		1,102.63
05/21/2022	PC	05/27/2022	35314	CRANDELL, ZACKARY R.	691		900.71
05/21/2022	PC	05/27/2022	35315	FRANCE JR, JAMES A.	695		1,181.01
05/21/2022	PC	05/27/2022	35316	RABIDEAU, JACOB L.	696		975.16
05/21/2022	PC	05/27/2022	35317	KNORR, KENT J.	700		2,157.97
05/21/2022	PC	05/27/2022	35318	ANZELL, BETH A.	702		1,406.11
05/21/2022	PC	05/27/2022	35319	STEBE, LAURA A.	703		96.04
05/21/2022	PC	05/27/2022	35320	STEWART, SPENCER P.	720		635.55

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/21/2022	PC	05/27/2022	35321	MCDERMOTT, DENNIS J.	732		1,912.15
05/21/2022	PC	05/27/2022	35322	JASURDA, DONALD J.	748		145.03
05/21/2022	PC	05/27/2022	35323	DORST, KRISTA M.	749		145.03
05/21/2022	PC	05/27/2022	35324	PARRISH, SAMANTHA K.	750		248.51
05/21/2022	PC	05/27/2022	35325	MEEHAN, MAXIMUS M.	751		240.04
05/21/2022	PC	05/27/2022	35326	WHITE III, MARCUS W.	754		915.36
05/21/2022	PC	05/27/2022	35327	CUNNINGHAM, ABIGAIL A	759		864.89
05/21/2022	PC	05/27/2022	35328	MAY, MEREDITH A.	771		263.64
05/21/2022	PC	05/27/2022	35329	KIRINOVIC, THOMAS F.	790		247.89
05/21/2022	PC	05/27/2022	35330	SMITH, ELLERY S.	795		188.97
05/21/2022	PC	05/27/2022	35331	COFFEY, JASON J.	798		937.38
05/21/2022	PC	05/27/2022	35332	DRENTH, DOUGLAS A.	838		910.18
05/21/2022	PC	05/27/2022	35333	GILL, DAVID R.	856		1,323.85
05/21/2022	PC	05/27/2022	35334	LABLANCE, MAUREEN J.	863		28.86
05/21/2022	PC	05/27/2022	35335	LIVINGSTON, BRIAN D.	866		1,948.83
05/21/2022	PC	05/27/2022	35336	STANLEY, MARK J.	867		62.33
05/21/2022	PC	05/27/2022	35337	KLOOSTER, PATRICK H.	868		522.11
05/21/2022	PC	05/27/2022	35338	WAY, KRISTINA M.	870		44.32
05/21/2022	PC	05/27/2022	35339	DIETRICH, ARLENE M.	871		695.35
05/21/2022	PC	05/27/2022	35340	WYMAN, MATTHEW A.	927		1,981.42
05/21/2022	PC	05/27/2022	35341	MILLER, WILLIAM S.	933		1,185.63
05/21/2022	PC	05/27/2022	35342	DOUGLAS, MARK	935		1,125.78
05/21/2022	PC	05/27/2022	35343	MCCRANEY, RUSSELL R.	936		1,277.82
05/21/2022	PC	05/27/2022	35344	FRATRICK, JOSEPH W.	940		622.27
05/21/2022	PC	05/27/2022	35345	PAALMAN, STEPHEN J.	942		711.70
05/21/2022	PC	05/27/2022	136430	MORRISON, KEVIN P.	601		1,538.69
05/21/2022	PC	05/27/2022	136431	SNYDER, JACOB M.	756		155.14
05/21/2022	PC	05/27/2022	136432	COX, RONALD L.	869		326.50
Grand Totals:			85				109,689.20

Report Criteria:
Computed checks included
Manual checks included
Supplemental checks included
Termination checks included
Void checks included

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/21/2022	05/27/2022	136433	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	935.00
05/21/2022	05/27/2022	136434	4FRONT CREDIT UNION	9028	Lump Sum Employer Contribution	647.00
05/21/2022	05/27/2022	136435	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
05/21/2022	05/27/2022	136435	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	418.07
05/21/2022	05/27/2022	136436	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
05/21/2022	05/27/2022	136437	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	990.00
05/21/2022	05/27/2022	136438	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	678.21
05/21/2022	05/27/2022	136439	EQUITABLE FINANCIAL LI	9010	LIFE - VOLUNTARY Pay Period:	254.13
05/21/2022	05/27/2022	136439	EQUITABLE FINANCIAL LI	9010	SPOUSE LIFE Pay Period: 5/21/	46.04
05/21/2022	05/27/2022	136439	EQUITABLE FINANCIAL LI	9010	CHILD LIFE Pay Period: 5/21/20	4.40
05/21/2022	05/27/2022	136439	EQUITABLE FINANCIAL LI	9010	AD&D - VOLUNTARY Pay Period	36.67
05/21/2022	05/27/2022	136439	EQUITABLE FINANCIAL LI	9010	SPOUSE AD&D Pay Period: 5/21	10.28
05/21/2022	05/27/2022	136439	EQUITABLE FINANCIAL LI	9010	CHILD AD&D Pay Period: 5/21/2	3.33
05/21/2022	05/27/2022	136440	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
05/21/2022	05/27/2022	136441	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,483.47
Grand Totals:		15				5,802.24

KM

Check Number	Payee	Amount
06/07/2022		
136456	ABILITA	6,118.50
136457	AIRGAS USA LLC	89.48
136458	ALL-PHASE ELECTRIC SUPPLY CO	799.25
136459	ALPENA SUPPLY COMPANY	531.38
136460	AMAZON CAPITAL SERVICES	1,385.66
136461	AMERICAN LEGION AUXILLARY	696.00
136462	ANDERSON, ELIZABETH A.	50.00
136463	ANZELL, BETH A.	50.00
136464	ARMSTRONG, JENNIFER	87.30
136465	AVFUEL CORPORATION	60,938.62
136466	AVSURANCE CORPORATION	6,237.00
136467	BARNHART, NATALYA	75.00
136468	BARRON TITLE AGENCY	37.96
136469	BD ELECTRICAL INC	645.00
136470	BEAR EARTH HERBALS	325.00
136471	BELL EQUIPMENT COMPANY	1,352.86
136472	BOLLE CONTRACTING LLC	43,669.00
136473	BRADFORD MASTER DRYCLEANERS	58.50
136474	CENTRAL DRUG STORE	176.19
136475	CHARLEVOIX AREA CHAMBER OF CO	7,500.00
136476	CHARLEVOIX CINEMA III	1,800.00
136477	CHARLEVOIX PEST CONTROL INC.	75.00
136478	CHARLEVOIX SCREEN MASTERS INC	1,007.00
136479	CINTAS	66.79
136480	CINTAS CORPORATION	1,302.66
136481	CONTROL SOLUTIONS INC	925.00
136482	CONWAY PROFESSIONAL SERVICES	3,096.50
136483	CORMIER, ANDREW	59.40
136484	CROSSROADS MOBILE MAINTENANC	5,221.44
136485	CURTIS, TRACY	18.63
136486	D&D ELECTRONICS	1,031.40
136487	DeROSIA, BRUCE	1,810.82
136488	DeROSIA, PATRICIA E.	50.00
136489	DITCH WITCH SALES OF MICHIGAN	4,389.87
136490	DOAN, GERARD P.	231.08
136491	DORAN, JUSTIN J.	50.00
136492	DOTSON, LINDSEY J.	1,245.00
136493	DRENTH, DOUGLAS A	50.00
136494	DVORACEK, SARAH	50.00
136495	ECONO SIGNS LLC	303.95
136496	EDGEWATER RESOURCES LLC	1,988.25
136497	ELLIOTT, PATRICK M.	50.00
136498	ELLSWORTH FARMERS EXCHANGE	131.25
136499	ETNA SUPPLY	13.00
136500	FAMILY FARM AND HOME	768.79
136501	FASTENAL COMPANY	763.98
136502	FLOTATION DOCKING SYSTEMS INC.	77,200.00
136503	GEMINI GROUP LLC	3,118.00

M = Manual Check, V = Void Check

Check Number	Payee	Amount
136504	GRIFFITH, JOHN J	50.00
136505	GRP ENGINEERING INC	1,615.74
136506	HEYDLAUFF, MARK L.	50.00
136507	HILLING, NICHOLAS A.	50.00
136508	JOHN E GREEN COMPANY	545.00
136509	KENNEDY INDUSTRIES INC	11,874.00
136510	KIESLER POLICE SUPPLY INC	287.00
136511	KLOOSTER, ALIDA K.	50.00
136512	KNORR, KENT J.	50.00
136513	KSS ENTERPRISES	1,126.50
136514	KULLY SUPPLY	207.01
136515	LAKE HARBOR APTS	16.16
136516	LAMAR COMPANIES	1,175.00
136517	LASER PRINTER TECHNOLOGIES	299.00
136518	LEITNER, RYAN S.	66.35
136519	LITTLE TRAVERSE DISPOSAL LLC	2,420.50
136520	LIVINGSTON, BRIAN D.	50.00
136521	LOTTIE'S BAGELS	53.00
136522	LOUISELLE, RAYMOND	50.00
136523	MAY, MEREDITH A.	50.00
136524	MCCARDEL CULLIGAN-PETOSKEY	54.50
136525	MCDERMOTT, DENNIS J.	85.43
136526	McGINN, KELLY A.	50.00
136527	MICHAEL MURPHY IV PHOTOGRAPHY	365.00
136528	MICHIGAN MUNICIPAL LEAGUE	2,113.00
136529	MICHIGAN MUNICIPAL LEAGUE	15,888.00
136530	MICHIGAN MUSHROOM MARKET LLC	142.00
136531	MICHIGAN STATE UNIVERSITY	2,500.00
136532	MILLER, WILLIAM S.	50.00
136533	MWEA	80.00
136534	MYNORTH MEDIA	6,000.00
136535	NCL OF WISCONSIN INC	128.22
136536	NORTHERN A-1 ENVIRONMENTAL SE	14,450.02
136537	NORTHERN MICHIGAN DUST CONTR	1,568.00
136538	NORTHERN MICHIGAN HARDWOODS	2,482.00
136539	NORTHERN SAFETY CO INC	66.00
136540	OHM ADVISORS	2,079.75
136541	OLESON'S FOOD STORES	10.74
136542	OMS COMPLIANCE SERVICES INC	671.75
136543	OTHERSIDE FERTILIZER COMPANY, T	400.00
136544	PENINSULA FIBER NETWORK LLC	470.00
136545	PMJ MI HOLDINGS	597.48
136546	POWER LINE SUPPLY	1,542.12
136547	POWER SYSTEM ENGINEERING INC	8,731.29
136548	PREIN & NEWHOF	282.00
136549	PRESTON FEATHER	335.53
136550	QUILL LLC	142.88
136551	REHMANN	150.00
136552	RESOLUTION G2 LLC	8,074.00

Check Number	Payee	Amount
136553	REVOLUTION BIKE LLC	834.00
136554	RONNEBAUM, DAVID	75.00
136555	ROTARY CLUB OF CHARLEVOIX	37.50
136556	SCHOLEY, ROBERT W.	50.00
136557	STAFFORD'S HOSPITALITY	124.82
136558	STEBE, LAURA	12.95
136559	SUPERIOR DIVE SERVICE LLC	600.00
136560	TERMINAL SUPPLY CO	527.15
136561	TRACE ANALYTICAL LABORATORIES I	2,117.55
136562	UNIFIRST CORPORATION	1,083.09
136563	UNIVERSAL CREDIT SERVICES INC	377.69
136564	UP NORTH ASSESSING INC	5,200.00
136565	USABLUEBOOK	2,447.44
136566	VILLAGE GRAPHICS INC	180.00
136567	VREDEVELD, KACI	21.78
136568	WAY, JILL	87.30
136569	WEST MARINE PRO	33.98
136570	WHITLEY, ANDREW T.	150.00
136571	WILBERT BURIAL VAULT CO	647.04
136572	WINTER EQUIPMENT COMPANY	1,238.01
136573	WURST, RANDALL W.	50.00
136574	WYMAN, MATTHEW A.	50.00
136575	YOUNG, KRISTEN L.	50.00
136576	ZIIBIMIJWANG INC	650.00
136577	ZIXCORP	1,107.50
Total 06/07/2022:		344,988.28
Grand Totals:		344,988.28

M = Manual Check, V = Void Check

Check Number	Payee	Amount
05/16/2022		
51622001	MICHIGAN PUBLIC POWER AGENCY	9,434.10
Total 05/16/2022:		9,434.10
Grand Totals:		9,434.10

M = Manual Check, V = Void Check

Check Number	Payee	Amount
05/20/2022		
52022001	ENTERPRISE FM TRUST	1,916.16
Total 05/20/2022:		1,916.16
Grand Totals:		1,916.16

M = Manual Check, V = Void Check

Check Number	Payee	Amount
05/23/2022		
52322001	MICHIGAN PUBLIC POWER AGENCY	7,888.45
Total 05/23/2022:		7,888.45
Grand Totals:		7,888.45

M = Manual Check, V = Void Check

Check Number	Payee	Amount
05/25/2022		
52522001	MICHIGAN PUBLIC POWER AGENCY	196,540.06
Total 05/25/2022:		196,540.06
Grand Totals:		196,540.06

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Amount
52722001			
05/27/2022	52722001	**EFTPS* Payroll Taxes	10,441.38
05/27/2022	52722001	**EFTPS* Payroll Taxes	10,441.38
05/27/2022	52722001	**EFTPS* Payroll Taxes	2,442.00
05/27/2022	52722001	**EFTPS* Payroll Taxes	2,442.00
05/27/2022	52722001	**EFTPS* Payroll Taxes	13,997.34
Total 52722001:			
	5		39,764.10
52722002			
05/27/2022	52722002	Alerus Financial	350.00
Total 52722002:			
	1		350.00
52722003			
05/27/2022	52722003	STATE OF MICHIGAN	5,912.70
Total 52722003:			
	1		5,912.70
52722004			
05/27/2022	52722004	Vantagepoint - 401 Plan 109153	957.68
Total 52722004:			
	1		957.68
52722005			
05/27/2022	52722005	Vantagepoint - 457 Plan 300959	5,445.00
05/27/2022	52722005	Vantagepoint - 457 Plan 300959	2,509.06
05/27/2022	52722005	Vantagepoint - 457 Plan 300959	4,184.32
05/27/2022	52722005	Vantagepoint - 457 Plan 300959	8,025.34
Total 52722005:			
	4		20,163.72
52722006			
05/27/2022	52722006	Vantagepoint - Roth IRA 706117	1,055.76
Total 52722006:			
	1		1,055.76
Grand Totals:			
	13		68,203.96

Check Number	Payee	Amount
05/27/2022		
52722007	MERS	52,124.11
Total 05/27/2022:		52,124.11
Grand Totals:		52,124.11

M = Manual Check, V = Void Check

Check Number	Payee	Amount
05/31/2022		
53122001	MICHIGAN PUBLIC POWER AGENCY	32,537.51
Total 05/31/2022:		32,537.51
Grand Totals:		32,537.51

M = Manual Check, V = Void Check

Charlevoix City Council

All Other Actions and Requests

Title: Tax-Foreclosed Right of First Refusal Purchase

Date: June 6, 2022

Presented By: Mark Heydlauff, City Manager

Background:

Annually, the County Treasurer must notify each municipality of any tax foreclosed properties located within their jurisdiction. The municipality has the opportunity to purchase the property for the minimum bid provided that no Notice of Claim has been filed or, if a claim has been filed, the fair market value,. For 2022, there is one parcel located in the City that Council must decide whether or not to purchase. There is a map attached depicting the location of the parcel; it is a small strip, roughly 10 feet wide that is landlocked from any public access. The minimum bid to purchase the parcel is $442.33 plus a $30 recording fee. The City must notify the County Treasurer by June 25, 2022 of our decision. If the council wishes to purchase the property, you must do so by resolution. The correspondence from the County Treasurer is attached as well.

In reality, the parcel has very little value. It would make most sense if one of the adjacent property owners would accept the parcel and combine it with their own property. However, given the auction process, there is not certainty this would happen. Several years ago, Council had the opportunity to purchase the tax-foreclosed Charlevoix Hotel property and declined. In that case, the County purchased one parcel but a narrow strip was purchased by someone else; this parcel is not big enough for construction and we regularly have to enforce tall grass orders on it. This is a cautionary tale in the adventures of an orphan parcel.

Recommendation:

Motion to Authorize the City Clerk to prepare a resolution to exercise the purchase option for parcel 052-270-078-60.

Attachments:

1. 1st right of refusal letter from County Treasurer
2. 2022 Foreclosure List
3. Tax Parcel Map

COUNTY OF CHARLEVOIX
301 State St
Charlevoix, MI 49720
231-547-7202
simonb@charlevoixcounty.org

Betty Simon, County Treasurer

May 24, 2022

Dear Local Unit Clerk,

Attached is a list of parcels in your unit that the County Treasurer, acting as the Foreclosing Governmental Unit (FGU) under the authority of the General Property Tax Act has foreclosed upon in Circuit Court. The foreclosures were for delinquent 2019 and/or prior years unpaid property taxes. A public auction of these parcels will be held online August 6, 2021. Preliminary minimum bids have been established and include all delinquent taxes, fees, penalties, interest and any costs to date associated with preparing this property for auction. Further costs and fees may be added before the auction. The enclosed list includes those preliminary minimum bids.

Public Act 123, as amended, establishes the First Right of Refusal procedure for the purchase of foreclosed properties by state and local municipalities prior to auction. The law establishes the following order of preference for purchase:

1. The State of Michigan has the first right of refusal and it must pay the fair market value of the property
2. The city, village, or township, in which the property is located, may purchase the property for the minimum bid provided that no Notice of Claim has been filed or fair market value, if a Claim has been filed.
3. The county may purchase the property for the minimum bid if no Notice of Claim has been filed.

Please let me know before June 25, 2022, if your unit is interested **in purchasing** any of the parcels. (This date should give time for the Township/City Board to review the list at their May or June meeting). A "Notice to Purchase Foreclosed Property" form (contact my Office for the form) must be filled out for each parcel you are interested in purchasing, along with a copy of the Township Board's resolution authorizing the purchase. Use for Public Purpose is no longer required.

Local Unit transfer price depends on whether a Notice of Claim has been filed on or before July 1, 2022. If a Notice of Claim **has** been filed (pursuant to 211.78t(2)) The greater of the fair market value or minimum bid must be paid. If Notice of Claim **has not** been filed, the minimum bid may be paid.

If your unit **does not** wish to purchase any of the parcels, please sign and return the enclosed waiver for our records.

Please contact me at 231-547-7202 or simonb@charlevoixcounty.org, if you have any questions or need additional information.

Sincerely,

Betty Simon
Treasurer

Enclosures

FORECLOSURE LIST FOR CHARLEVOIX COUNTY
For 2022 Foreclosures of 2019 and prior taxes
All Records
Interest Computed As Of Foreclosure Date

PARCEL	TAX DUE	INTEREST/FEES DUE	TOTAL DUE	CURRENT SEV	CURRENT TAXABLE	TAX YEARS DELINQUENT
012-001-024-00	128.44	447.11	575.55	900	900	2021 2020 2019

BEG AT A POINT 323 FT W OF E LI & 100 FT N OF S LI OF NW 1/4 OF SW 1/4 OF SEC 1
BEING IN LOT 3 OF SAID SEC RUNNING E PARA WI S LI 150 FT S PARA WI E LI 100 FT
W ON S LI 150 FT N PARA WI SD W LI TO POB LOTS 6 TO 11 INCL BLK 12 OF CITIZENS
REALTY CO PLAT SEC 1 T37N R10W

Property Address: EAST SIDE DR BEAVER ISLAND MI
Owner: FRONTIER REALTY LLC
Owner at Foreclosure: FRONTIER REALTY LLC
106 WESTMINSTER ST DETROIT MI 48202

013-707-602-00	232.53	469.02	701.55	1,500	1,500	2021 2020 2019

ST. J. 1368 R5 PORT ST. JAMES #7 LOT 602.

Property Address: WANDERING WOODS CT BEAVER ISLAND MI
Owner: MUNIR PAMELA A
Owner at Foreclosure: MUNIR PAMELA A
244 INDEPENDENCE AVE PALM HARBOR FL 34684

013-708-681-00	232.53	469.02	701.55	1,500	1,500	2021 2020 2019

ST. J. 1447 R5 PORT ST. JAMES #8 LOT 681.

Property Address: TAMARACK TRL BEAVER ISLAND MI
Owner: PIERCE EUGENE H & SHIRLEY A
Owner at Foreclosure: PIERCE EUGENE H & SHIRLEY A
2441 CARMANY CT CLIO MI 48420

015-018-004-30	230.88	468.52	699.40	3,000	1,722	2021 2020 2019

BEG AT INTER OF N&S1/4 LI WI N LI SEC 18T32N R6W TH W AL SD SEC LI 116FT FOR
POBTH S 300FT TH W 150FT TH N 300FT TO SEC LI TH E AL SD SEC LI TO POB BEING PT
OF NE1/4 OF NW1/4 SEC 18-32-6 1.03A M/L SP 1283

Property Address: BEHLING RD EAST JORDAN MI
Owner: EGGERSDORF GARRY C
Owner at Foreclosure: EGGERSDORF GARRY C
9001 CICERO AVE LOT 69 OAK LAWN IL 60453

052-270-078-60	16.53	425.80	442.33	300	101	2021 2020 2019

E 10 FT OF LOT 77 UPRIGHT & HURLBUTS ADDITION TO THE CITY OF CHARLEVOIX EXCEPT
THE S HALF OF SD LOT AND ALSO EXCEPT THE N 54 FT OF SD LOT 2017 NEW TO ROLL

Property Address: HURLBUT AVE W CHARLEVOIX MI
Owner: HALVERSON SANDER & ALMA
Owner at Foreclosure: HALVERSON SANDER & ALMA
HURLBUT AVE W CHARLEVOIX MI 49720

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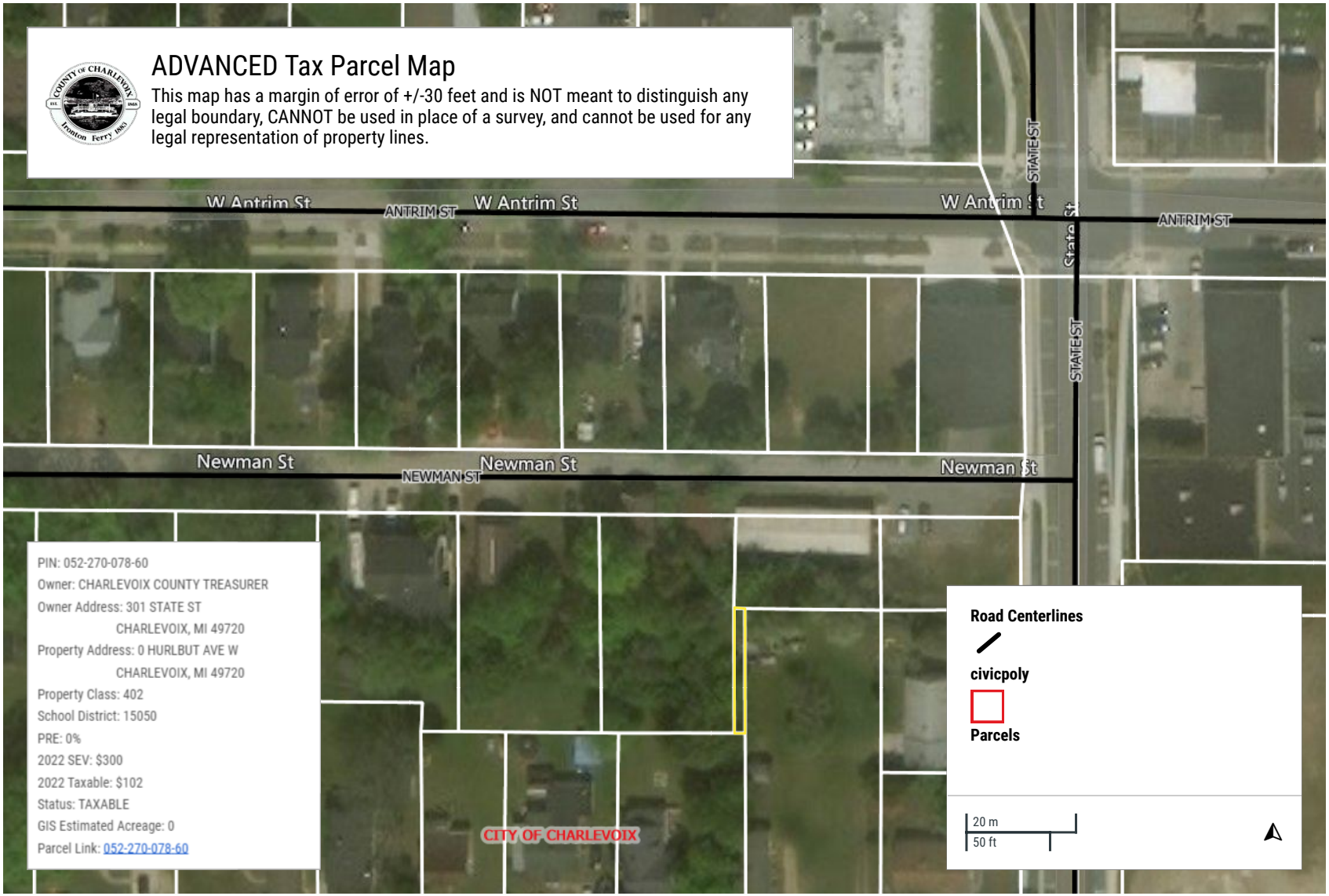
FORECLOSURE LIST FOR CHARLEVOIX COUNTY
For 2022 Foreclosures of 2019 and prior taxes
All Records
Interest Computed As Of Foreclosure Date

PARCEL	TAX DUE	INTEREST/FEES DUE	TOTAL DUE	CURRENT SEV	CURRENT TAXABLE	TAX YEARS DELINQUENT
PARCEL COUNT: 5	840.91	2,279.47	3,120.38	7,200	5,723	


ADVANCED Tax Parcel Map
This map has a margin of error of +/-30 feet and is NOT meant to distinguish any legal boundary, CANNOT be used in place of a survey, and cannot be used for any legal representation of property lines.
W Antrim St
ANTRIM ST
W Antrim St
W Antrim St
STATE ST
ANTRIM ST
Newman St
NEWMAN ST
Newman St
Newman St
CITY OF CHARLEVOIX
PIN: 052-270-078-60
Owner: CHARLEVOIX COUNTY TREASURER
Owner Address: 301 STATE ST
CHARLEVOIX, MI 49720
Property Address: 0 HURLBUT AVE W
CHARLEVOIX, MI 49720
Property Class: 402
School District: 15050
PRE: 0%
2022 SEV: $300
2022 Taxable: $102
Status: TAXABLE
GIS Estimated Acreage: 0
Parcel Link: 052-270-078-60
Road Centerlines
civicpoly
Parcels
20 m
50 ft

Charlevoix City Council

All Other Actions and Requests

Title: Marina Slip Specific Assignments

Date: June 6, 2022

Presented By: Kent Knorr, Recreation Director

Background:

Per our agreement with the Michigan Waterways, the City Marina books all marina rentals through software provided by the State of Michigan. This software, CAMIS, allows transient boaters to reserve a slip at the Marina based on various factors including the size of their vessel, the desired dates of occupancy, and the length of stay. Currently, the reservation only guarantees that boaters will have a slip to stay in when they arrive.

Beginning in 2024, the state will be requiring all Marinas that use this system to be "slip specific". This means that when a boater books their reservation, they will also select which slip they will be staying on during their visit. The state has offered that marinas may start using this reservation option in 2023. Denny McDermot, our Harbor Master, would like to opt in into this program in 2023. In doing so, we believe that there will actually be more technical support available during the initial phase of this transformation as fewer marinas will most likely participate in year one.

Recommendation:

Motion to direct the Recreation Department to transition to slip specific assignments in the 2023 season for transient boaters at the City Marina.

Attachments:

1. Slip Specific FAQs(1)

Slip Specific FAQs:

Q- What does slip specific mean?

A- When you make a reservation, you must specify the slip you want. The available slips to choose from are based on the width and length of your boat

Q- Why is the Marina switching to slip specific?

A- A Current trend in both the boating and camping industries is moving towards allowing users to pick there slip/ site at the time the reservation is created. In doing so, it increases the chances of being on there favorite dock or having adjacent slips by their friends. Enhancing the customer experience!

In 2021 the Michigan DNR switched all the Harbors they administer from a slip standard to a slip specific system. The results were both favorable for the users and staff. The users knew slip they had prior to arriving and experienced a faster check in process and request to have adjacent slips by friends is more likely. The process also streamlined Harbor operations and efficiencies

Q- When will slip specific start at Charlevoix City Marina and what do I need to be prepared?

A- Slip Specific starts next summer (2023). The Marina slips will be renumbered from 1- 77, to make a reservation, you will have to select a slip number. The new layout will change the current slip numbering, the new lay-out is available now at the Marina and on our website

Reservation will be available from Memorial Day weekend through Labor Day weekend and slip specific will apply. Prior to Memorial Day and after Labor Day the Marina is slip standard and operate like it does now, a specific slip is not held for boaters.

Q-Will I have to move slips if I want to extend my stay?

A- Harbor staff will have more control than we currently have, to manage the marina inventory. We will have designated non reservable slips to work with and a key component to minimizing boaters having to move slips is to match the number nights a boater wants to stay with the availability of open slips, utilizing a calendar function.

Q- What if I pull into my reserved slip and a boat is in it? (After hours)

A- In early June and mid-August, the Marina has staff on duty from 8am-6pm. During the peak season, staff are un duty from 8am-8pm to manage the slip assignments. If a reservation hasn't arrived when the office closing, Marina staff will contact the reservation and leave a marker on their slip, indicating it is reserved.

Q- Will boater be able to extend only 1 day at a time, like slip standard?

A- No, using the calendar function we will be able to extend boaters for more than one day at a time! eliminating the need to check each morning at 8 am

Charlevoix City Council

All Other Actions and Requests

Title: Michigan Beach Passport Grant

Date: June 6, 2022

Presented By: Kent Knorr, Recreation Director

Background:

After several unsuccessful efforts to receive a DNR Recreation Passport Grant, we were successful in 2021 in receiving funding to continue improvements in the park along Park Avenue. Specifically, this grant will fund (with a $48,000 match from the City) the installation of a walkway parallel to the street that will improve pedestrian safety and increase handicap accessibility in the park. We would like to engage Edgewater Resources for their grant administration resources to manage construction documents, cost estimates, bid document package, bidding, grant administration and construction administration. The estimated cost for Edgewater Resources services is $24,300. Edgewater completed the visioning and master plan process in 2018 for Michigan Beach Park. A copy of the plan is attached for a reminder.

Recommendation:

Motion to direct the City Manager to sign the engineering agreement with Edgewater Resources for an estimated $24,300 for work on the Michigan Beach Park improvements as part of the Passport Grant.

Attachments:

1. Michigan Beach Master Plan
2. Edgewater Engineering Agreement MI Beach Phase 1

MICHIGAN BEACH PARK MASTER PLAN

City of Charlevoix , Michigan

May 2, 2018

Edgewater resources

CITY OF CHARLEVOIX

CITY OF CHARLEVOIX

Prepared for:

The City of Charlevoix
210 State Street
Charlevoix, MI 49720

Prepared by:

Edgewater resources

Edgewater Resources, LLC
518 Broad Street, Suite 200
St. Joseph, MI 49085

ACKNOWLEDGEMENTS

Mayor
Luther Kurtz

Charlevoix City Council
Aaron Hagen, Ward 1
Janet Kalbfell, Ward 1
Leon Perron, Ward 2
Tom Oleksy, Ward 2
Shane Cole, Ward 3
Greg Bryan, Ward 3

City Manager
Mark Heydlauff

Shade Tree Commission
Perry Irish Hodgson
Ken Polakowski
John Campbell

Recreation Department
Kent Knorr, Director

Department of Public Works
Pat Elliott, Superintendent

Police Department
Gerard Doan, Chief of Police

Historical Society
David Miles

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- Concept Alternatives Survey Results
- Concept Alternatives Survey Comments
- Grant Application Phasing Graphic
- Grant Application Cost Estimate
- Native and Invasive Plant Lists

PROJECT LOCATION

INTRODUCTION

PLAN PURPOSE

In 2017, the City of Charlevoix updated its Five-Year Recreation Master Plan as a guide to help prioritize improvements for existing recreation facilities and development of new recreation opportunities. Taking a proactive approach, the City looked at park development opportunities along Michigan Beach Park where general deterioration of site features such as beach stairs and benches has resulted in decreased site access and safety concerns.

A planning and design firm, Edgewater Resources of St. Joseph, Michigan, was tasked with Master Planning services to determine the best use of this public space - to both preserve the existing natural resources and meet the recreation needs of the community.

The 17-acre Michigan Beach Park boasts approximately 2,000 feet of Lake Michigan shoreline and a heavily forested upper dune area. The active public beach and the upper wooded areas are separated by the City's water treatment facility. Northeast of the facility is a groomed beach with walking paths, playground equipment, a volleyball net, basketball courts, picnic tables, and a covered pavilion. The southwest portion of the park is comprised of forested dune bluff with unpaved walking trails, benches, trash receptacles, and wooden stairways leading to the beach. The forested areas are accessed from the beach below or from the unpaved shoulder of Park Avenue. The primary scope of this Plan includes the forested dune and upland area adjacent to Park Avenue. While the public beach is not the focus, proposed improvements aim to connect all areas of the park, providing increased access to the forested portion of the site.

GOALS AND OBJECTIVES

Early in the design process for Michigan Beach Park, specific objectives were established by the project Steering Committee. These goals include:

- Better define parking areas along Park Avenue.
- Improve public access to wooded trails from Park Avenue.
- Consider addition of an accessible pathway along Park Avenue that connects to the public beach.
- Address potential safety considerations and traffic conflicts.
- Enhance community amenities such as seating, signage, and/or litter/recycling receptacles.
- Eliminate invasive plant species and protect/expand native plant species.
- Engage potential local partners to help manage and maintain the park.
- Consider design improvements that enable the City to be eligible for State and Federal Grants.

RELATED PLANNING EFFORTS

- City of Charlevoix Recreation Master Plan, 2017-2021
- City of Charlevoix Forestry Management Plan, 2017
- Site Development Concept, Professor Kenneth Polakowski, 2017

The development of this parcel as a public amenity meets the following Recreation Master Plan Goals:

- Build common ground among the City of Charlevoix residents and stakeholders in addressing the future recreational needs, and priorities of the City.
- Support the implementation of improvements for barrier-free access to City parks and recreational sites.

PLAN PROCESS

- Continuous Community Involvement
- Site Assessment
- Community Visioning
- Development of Concept Alternatives
- Refinement of Alternatives to Consensus Plan
- Development of Maintenance Strategies

This Plan helped to identify the value of Charlevoix's assets for their:

- **Environmental value**
  The site provides the city of Charlevoix with access to a unique diversity of natural habitats in one location. Restoration of native plantings have the potential to enhance the natural beauty found in the region, increase bluff stability and delineate views of Lake Michigan.

- **Economic value**
  This park will not only attract locals with its beautiful views, but has potential to be a unique regional draw, with the addition of an accessible pathway and seating.

- **Recreational value**
  This park has approximately 2000 linear feet of Lake Michigan shoreline. With the addition of an ADA accessible trail along Park Avenue and better-defined parking opportunities, there is now ample room for recreational activities such as walking, leisure biking, sunset viewing, bird watching, and more.

PROJECT INVENTORY

SITE PHOTOS

Multiple visits were made to the project site over several months between November of 2017 and March of 2018. The following site photos indicate existing site conditions.

1. Typical existing parking area

2. Park amenities at trail entrance

3. Rustic steps leading to beach example 1

4. Beach at West edge

5. Rustic steps leading to beach example 2

6. Trailhead with amenities

7. Trail condition

8. Bluff edge

9. Trail condition

10. Undergrowth along trails

11. Park Ave. looking East

12. Grant St. connection

SITE PHOTO KEY

(Arrows on numbers indicate direction of view)

SITE ANALYSIS

PUBLIC MEETINGS

A key factor in the development of the Michigan Beach Park Consensus Plan was public discussion and feedback. Stakeholder interviews and two public meetings were held for the project: a kick-off/visioning session and a presentation of the Draft Consensus Plan toward the end of the planning process.

Announcements for these meetings were advertised on the City website, on Facebook, in local newspapers such as the Charlevoix Courier and Petoskey News, and through an email mailing list.

- Stakeholder Interviews: December 14, 2017.

  Primary stakeholders were interviewed to gather feedback to guide overall design implementation strategies. Stakeholder groups interviewed included the Recreation Department, members of the Shade Tree Commission, Department of Public Works, Zoning Department, Planning Commission, Chamber of Commerce, Police Department, and Historical Society. The planning team also reached out to park neighbors, including individual residents and an employee of the nearby Munson Healthcare Charlevoix Hospital.

- Public Visioning Session: December 14, 2017.

  This meeting was held as a project introduction and listening session. The project team presented a series of images and potential program elements to gauge community needs and wants for the park.

- Presentation of Consensus Plan and Grant Application Public Hearing: March 8, 2018.

  The Draft Consensus Plan, based on all public and stakeholder feedback received to date was presented to the group. The proposed Michigan Department of Natural Resources Passport Grant application scope was also presented at this meeting.

ONLINE SURVEYS

Two online surveys were held throughout the planning process in order to reach the maximum amount of Charlevoix residents many of whom had moved south for the winter months.

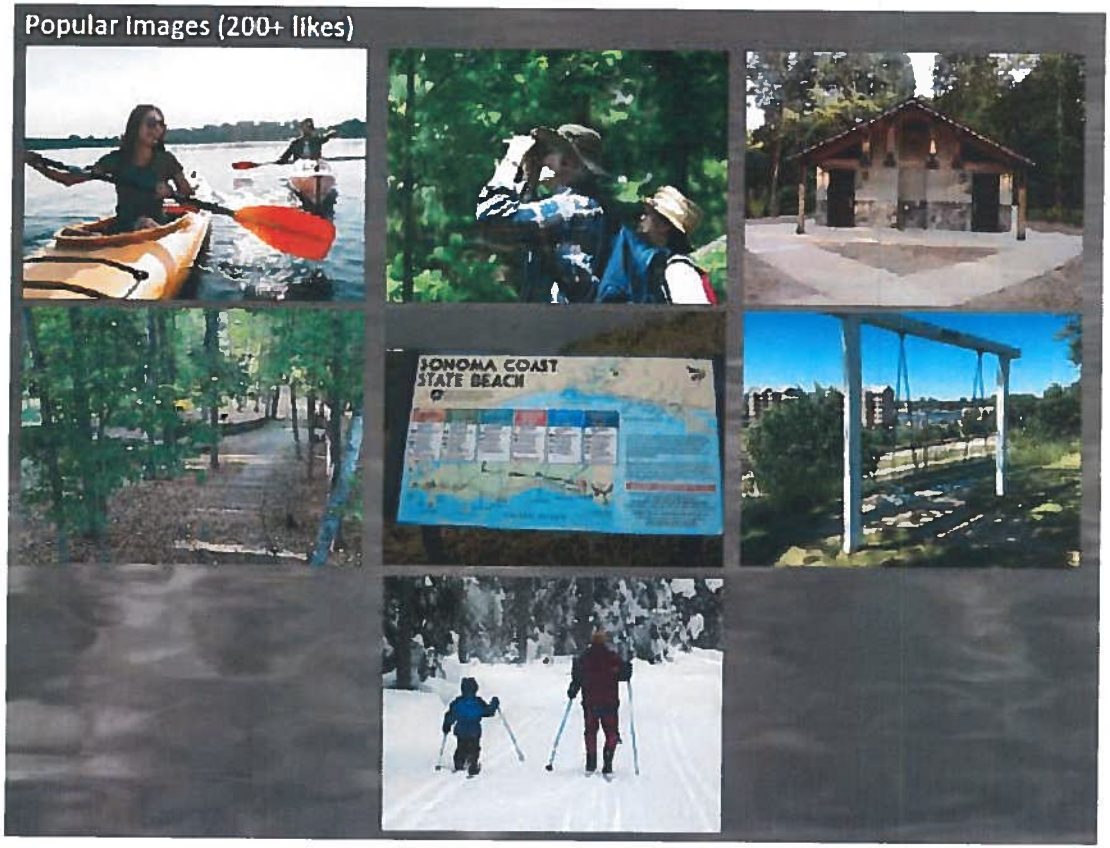
Visual Preference Survey: December 27, 2017 - January 31, 2018.

30 images in an online survey format were shown to the community and feedback was gathered on which program elements were desired for this site, and which were undesirable. A total of 334 responses were received. The 30 images shown in the survey were then grouped based on the number of 'likes' and 'dislikes'.

Most popular images(280+ likes):
- Wooded path, unpaved
- Bench along trail with view of lake
- Existing beach access stairs with woodland on both sides

Popular images(200+ likes):
- Kayaks
- Bird watching opportunities
- Small restroom facility
- Woodland path with clear understory
- Clear and colorful signage
- Swing bench with lake view
- Cross-country ski trail

Least popular images(<75 likes):
- Slack-line park
- Zip-line play structure
- Disc golf course



Concept Alternative Preference Survey: February 9, 2018 - March 1, 2018

Three concept alternatives were presented to the community in an online survey format, and the group was invited to vote for the plan they liked and comment on elements that they did not like. A total of 54 responses were received.

The concepts as presented online are shown in the following section.

Concept A: Park as Woodland Arboretum

- 27% chose as favorite
- Like: Reintroduction of native plants, management of undergrowth for views, off-street trail, parking improvements, basic improvements to beach steps, educational signage
- Dislike: Higher maintenance planting, picnic areas, parking in front of Earl Young homes

Concept B: Park as Space for Quiet Reflection

- 30% chose as favorite
- Like: Minimalist approach, off-street trail, preserve woodland character, overlooks
- Dislike: One-way traffic idea, not enough parking

Concept C: Park as Visitor Destination

- 16% chose as favorite
- Like: Restroom, landscape slide
- Dislike: Restroom, landscape slide, play is too active for this natural space

CONCEPT ALTERNATIVES

CONCEPT PLAN THEMES

After an initial round of public input, three concept alternatives were developed for Michigan Beach Park. It was determined that some design considerations needed to be addressed in all concept alternatives. These considerations include:

Site-Wide Design Elements
- Selective clearing of site corridors
- 6' accessible asphalt trail system
- Bollard pathway lighting
- Woodland management zones
- Bollard lighting

Existing Design Elements to Improve
- Trash receptacles
- Mutt Mitts Receptacles

Design-Specific Elements
- Accessible overlooks

Using these common design considerations as a staring point, three concept plan alternatives were developed, each prioritizing amenities differently.

Concept A
This concept most closely resembles Ken Polakowski's 2017 plan. Common to all three concepts is the preservation and protection of plant biodiversity on the lower woodland dunes (between woodchip trails and the beach). This plan proposes minimal improvements within this woodland zone, with the exception of woodchip trail connections, beach step and rail repair, and minimal clearing of underbrush and branches in key site corridors. Park improvements for Concept A are focused on native planting zones, or woodland "Meadows", along Park Avenue. These Meadows would consist of small areas of mown turf adjacent to parking, with seating and picnic tables for visitors. The transition between mown turf and existing woodland would be marked by a planting zone of low-maintenance native trees and shrubs. Meadows would be linked by the multi-use trail, which connects down Grant Street to the public beach.

Concept B
This concept responds to community feedback stating that residents enjoy the park's natural character and do not wish to see extensive improvements or changes. Park improvements in this plan are focused on maintaining woodland biodiversity (with minimal site clearing for view corridors) with improvements along Park Avenue for passive recreation such as walking, sitting, and viewing of both the natural surroundings and the historic Earl Young homes. Seating areas are again linked by the multi-use trail, which connects down Grant Street to the public beach. This plan includes cantilevered overlooks along the trail between upper and lower dunes, which could be constructed to be fully accessible for park users of all ages and abilities.

Concept C
This concept explores the idea of creating a point of interest at the west end of the park that would serve as a unique recreational draw to the community. For the majority of this plan, park improvements are focused on natural spaces and passive recreation. The exception is a nature based play area for families with adjacent restroom structure near Antrim Street. Feedback received through the Visual Preference Survey indicates interest in a small restroom structure along Park Avenue and more activities for families. As in other plans, site amenities would be located along the multi-use trail and selective clearing of understory trees would provide lake views. The trail would again connect along Grant Street to the public beach.

Common Ideas for All Concepts

Key site corridors would be selectively managed to reduce understory growth and provide views of Lake Michigan.

Woodchip trails to be maintained at 6' wide minimum, with seating provided at regular intervals.

All concepts to include a pedestrian connection to the public beach and existing recreation amenities. The beach sidewalk then connects to the channel walkway leading to Round Lake.

Off street parking to be porous gravel with the exception of handicap spaces. Trail to be separated from road with simple wooden fencing.

A signage system would be a part of all plans, with both directional information, walking distances, and educational information on local natural and historic resources.

Three crosswalks are proposed along Park Avenue for safe pedestrian flow, near Antrim, Mason, and Sherman Streets, and delineated with stone or masonry columns.

All plans also include a 10' wide asphalt walking and biking trail. Low-level pathway lighting would illuminate the trail for expanded use. Site amenities such as seating, bike racks, litter receptacles, and dog bag dispensers would be located along the multi-use asphalt trail.

All concepts include the potential to link the multi-use trail to a future trail continuing west to the Hospital and beyond.

All concepts to include a 'Woodland Management' overlay. Upland zones will be actively maintained by the City, either by hand or through a goat grazing program, to limit invasives and to allow healthy biodiversity of woodland species. This will align with the recommendations of the 2017 Forestry Management Plan.

Concept A:
Park as Woodland Arboretum

Legend

A. Gravel Parking: 58 spaces
B. Multi-Use Asphalt Trail
C. Woodchip Trail
D. Beach Stair Improvements
E. Pillars at Crosswalks (3)
F. Benches
G. Picnic Tables
H. Ornamental Trees at Woodland "Meadows"
I. Native Shrub Plantings
J. Accessible Path Connection to Beach

Site Corridor

NORTH
NOT TO SCALE

Site Narrative

This concept most closely resembles Ken Polakowski's 2017 Plan. Common to all three concepts is the preservation and protection of plant biodiversity on the lower woodland dunes (between woodchip trails and the beach). This plan proposes minimal improvements within this woodland zone, with the exception of woodchip trail connections, beach step and rail repair, and minimal clearing of underbrush and branches in key site corridors.

Park improvements for Concept A are focused on native planting zones, or woodland "Meadows", along Park Avenue. These Meadows would consist of small areas of mown turf adjacent to parking, with seating and picnic tables for visitors. The transition between mown turf and existing woodland would be marked by a planting zone of low-maintenance native trees and shrubs. Meadows would be linked by the multi-use trail, which connects down Grant Street to the public beach.

Site Character

Concept A:

Site Details

Existing beach stairs would be left in place, but would be improved by fixing broken timber steps and refilling sand treads. Wooden handrails would be repaired or replaced at all steps.

Parallel parking across from the Earl Young homes leaves space for benches and interpretive signs.

Woodland Meadows with seating, picnic areas, and native ornamental planting.

This plan includes 90 degree angle parking where space allows, and is oriented to preserve the largest existing street trees and existing utilities.

Concept B:

Park as Space for Quiet Reflection

Legend

A. Gravel Parking: 30 spaces
B. Multi-Use Asphalt Trail
C. Woodchip Trail
D. Beach Stair Improvements
E. Pillars at Crosswalks (3)
F. Benches at Trailheads
G. Picnic Tables
H. Cantilevered Accessible Overlook
I. Accessible Path Connection to Beach

Site Corridor

NORTH
NOT TO SCALE

Site Narrative

This concept responds to community feedback stating that residents enjoy the park's natural character and do not wish to see extensive improvements or changes.

Park improvements in this plan are focused on maintaining woodland biodiversity (with minimal site clearing for view corridors) with improvements along Park Avenue for passive recreation such as walking, sitting, and viewing of both the natural surroundings and the historic Earl Young homes.

Seating areas are again linked by the multi-use trail, which connects down Grant Street to the public beach.

This plan includes cantilevered overlooks along the trail between upper and lower dunes, which could be constructed to be fully accessible for park users of all ages and abilities.

Site Character

Concept B:
Site Details

Existing woodchip trails through the woods would be improved and beach stairs would be improved with timber treads. Wooden handrails would be repaired or replaced at all steps.

This plan includes primarily parallel parking, with some 90 degree parking where space allows.

Cantilevered overlooks with seating would be added adjacent to existing woodland trails. Selective clearing of understory trees would provide lake views.

Three seating zones across from the Earl Young homes would provide viewing areas while maintaining a respectful distance.

Consideration was given in this plan to creating a one-way zone of traffic on Park Avenue between Grant and Clinton Streets, heading west. While not proposed on these plans, such a modification could help to designate a slow-traffic zone along this historic block. Traffic coming from the Hospital would turn right on Clinton Street to reach the traffic light at Bridge Street.

At key points along the trail where pathways intersect near Park Ave. crosswalks, trailhead spaces would provide seating and signage, both directional and to provide information about the historic Earl Young Homes and the native flora and fauna of the site.

Concept C:
Park as Visitor Destination

Legend

A. Gravel Parking: 42 spaces
B. Multi-Use Asphalt Trail
C. Woodchip Trail
D. Concrete Stair Improvements
E. Pillars at Crosswalks (3)
F. Benches
G. Picnic Tables
H. Restroom Structure
I. Landscape Slide
J. Play Equipment
K. Asphalt Parking for Handicap Access
L. Accessible Path Connection to Beach

Site Corridor

NORTH
NOT TO SCALE

Site Narrative

This concept explores the idea of creating a point of interest at the west end of the park that would serve as a unique recreational draw to the community.

For the majority of this plan, park improvements are focused on natural spaces and passive recreation. The exception is a nature-based play area for families with adjacent restroom structure near Antrim Street.

Feedback received through the Visual Preference Survey indicates interest in a small restroom structure along Park Avenue and more activities for families.

As in other plans, site amenities would be located along the multi-use trail and selective clearing of understory trees would provide lake views. The trail would again connect along Grant Street to the public beach.

Site Character

Concept C:
Site Details

Existing woodchip trails through the woods would be improved and beach stairs in this plan would be replaced with concrete treads. Wooden handrails would be repaired.

A small, fully accessible restroom with architecture to blend into the site would provide facilities for visitors.

This plan maximizes parking where slopes and existing features allow.

As in other plans, seating is provided across Park Avenue from the Earl Young homes. In this concept, the only parking in this zone is for tour buses to pull off the road. Keeping the area free of parking would allow a best visitor viewing experience of this unique historic resource.

The play area to the west would include nature-based play equipment, such as a climbing feature or logs and sticks for creative play. The most exciting feature of the play area would be a landscape slide set into the adjoining hillside. Through careful design, this slide could provide a thrilling, yet safe element of fun.

DRAFT CONSENSUS PLAN

DRAFT CONSENSUS PLAN PUBLIC FEEDBACK

The Draft Consensus Plan was presented to the community at a public session. The Plan received overall positive feedback for incorporating comments received on the Concept Plan Alternatives. The following comments were heard at the public session and helped to form the Final Consensus Plan.

Fix the steps to the beach soon, do not wait for outside funding.

Increased traffic/safety concerns. Residents currently experience significant traffic on Clinton including cars, horse & carriage, bus, and golf cart tours of the Earl Young homes. Concerns that increased parking will increase traffic.

Residents have previously been able to use the area where the proposed parking is located to park extra vehicles, Are there any accommodations to be made for those who have no parking in front of their homes?

Some concerns that goats are a bad idea for clearing the area of undergrowth and invasive species. A better solution is to use volunteers.

Regarding the split rail fence along Park Ave.: Residents do not want a continous fence that would limit access from all points along the trail. They would much rather see a low fence in short segments set back from the road, rain gardens, or large boulders to help delineate parking.

Suggested idea to locate a viewing platform and small park on top of the Water Treatment Plant.

Some are against any lighting along this trail even downward directed lighting because it adds to the light pollution and makes the beautiful night sky harder to observe.

Rainwater ponding and drainage concerns along the North side of Park Ave. Perhaps the City should consider curbs along this section to manage stormwater.

Comment addressing need for a separate identity from Michigan Beach Park public beach.

FINAL CONSENSUS PLAN

PLAN NARRATIVE

The Consensus Plan for Michigan Beach Park contains elements from the plan alternatives, and responds directly to the public input surveys of desired program elements. Through this public input, it was determined that the community values the natural resource of the dunes, beach, and bluff area and seeks to improve features of the existing site, not to develop the space with structures or program the space with activities that would draw a crowd. To respond to this input, proposed program elements will engage the public, yet respect the intent of the park as a quiet and peaceful place.

The community enjoys this space as a passive recreation area for beach access and for walking, sunset viewing, and quiet contemplation. Those involved with the planning process desired to see minimal changes beyond the addition of a multi-use path along Park Avenue. This park provides a unique contrast to the regional attractions of the rest of Charlevoix while complementing the natural beauty that is so vital to the health and wellness of visitors of all ages and abilities.

At the public beach area, Michigan Beach Park provides ample parking, opportunity to use restrooms, and accessible access to various active beach activities for those seeking an active recreation experience. Historic Earl Young architecture to the southeast of Park Avenue provides an educational opportunity as a popular regional attraction. The portion of the Michigan Beach Park site in question is a more natural and unprogrammed link between these two parks, and this plan did not change that character.

The key design elements of the plan are focused on the top of the bluff, along the northwest side of Park Avenue. Along the bluff itself, a 6' multi-use, fully accessible asphalt trail is proposed to connect downtown Charlevoix through city sidewalks, while two supplementary crossing locations are provided in addition to the popular ravine crossing to safely increase neighborhood access. Trail alignment is designed to avoid existing trees and utilities when possible to minimize environmental impact and reduce cost. The trail is meant to serve as a more natural and contemplative version of a city sidewalk, and is not intended to handle cyclist traffic, which would remain on the street. Consideration should be given to widening the path to 8' wide if the City of Charlevoix plans to continue the path west toward the hospital at some point in the future.

The plan maintains beach access at five existing locations and provides an additional accessible access point to the beach at Grant Street. The new accessible connection is essential in pursuing grant funding through the MDNR. This would allow Capital Improvement funds to be applied to areas of more immediate concern, mainly the steps connecting to the beach.

In order to provide pedestrian access to the beach while protecting the existing habitat, the forested paths are proposed to be maintained to a 6' clear width. Coupled with informational signage about the fragile nature of dune plant and animal life this will help locals and visitors alike to become stewards of this natural resource.

Bluff Management Areas, indicated by the dotted red lines on the plan, are areas for which management guidelines have been developed (see Forestry Management Plan). These areas would benefit from invasive plant removal, allowing native species to return and stabilize the dune slope. While most trees are proposed to remain in the areas defined, guidelines are provided to allow for lake viewing from the top of the bluff in key locations.

Plan Legend
A. Accessible Sidewalk Connection at Grant Street
B. Improved Crosswalk with Pillar Detail
C. Asphalt Pedestrian Trail, 6' Wide, with Pathway Lighting
D. Earl Young Seating Area with Benches and Cultural Resource Interpretive Signage
E. Woodland Seating Area with Benches, Bike Racks, Litter Receptacles, and Natural Resource Interpretive Signage
F. Gravel Parking: Total 32 Spaces
G. Asphalt ADA Parking: Total 2 Spaces
H. Pull-off Only, No Parking Zone
I. Rain Gardens
J. Woodchip Trail, 6' Wide
K. Accessible Crushed Stone Trail, 6' Wide
L. Cantilevered Overlook, ADA Compliant, with Swing Bench
M. Beach Stair Improvements
N. Native Planting at Woodland "Meadows"
O. Timber Barrier
P. Existing Ravine Seeps: unique microclimate, slopes to be preserved, potential to plant with native groundcover to reduce need for mowing and landscape maintenance
Selective Understory Clearing
Bluff Management Zone: Goats Grazing Program to Manage Invasive Plants and Undergrowth
Lake Michigan
Charlevoix Water Plant
Earl Young Historic District
Palmer Cir.
Grant St.
Clinton St.
Park Ave.
Bayview St.
Mason St.
Antrim St.
SECTION 1
SECTION 2
NORTH
NOT TO SCALE

FINAL CONSENSUS PLAN

SECTION 1

NOT TO SCALE

SECTION 2

NOT TO SCALE

ENLARGEMENTS

ADA connection at Grant St. provides essential infrastructure to help secure grant funding for trail construction.

Defined parking and seating areas create a trailhead feel at popular beach and lower trail system access location.

Crosswalk locations at seating area creates safer pedestrian environment while rain gardens at strategic locations mitigate ponding issues along the North side of Park Ave. and provide buffer between trail and vehicular traffic.

ADA infrastructure at Southwest edge of site allows wheelchair access to lower bluff trail and overlook.

PROGRAM ELEMENTS SURVEY RESULTS

Green Dot on Image = Most Popular
Red Dot on Image = Least Popular

Michigan Beach Park - Park Program and Character Preference Survey

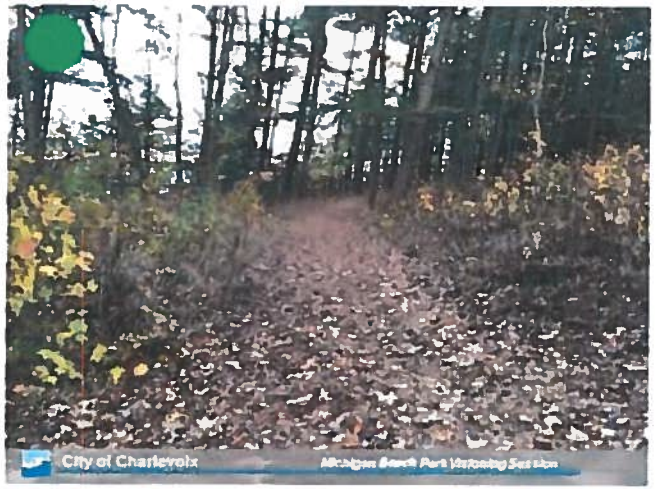
334 TOTAL RESPONSES
as of 02/01/18

1. **Existing Site Character: minimally developed parking area.**

155 I want this in the park
107 I do not want this in the park
63 No opinion

Comment:

2. **Existing Site character: woodchip trails and minimally maintained woods.**



287 I want this in the park
28 I do not want this in the park
15 No opinion

Comment:

3. **Existing site character: timber stairs and handrails.**

264 I want this in the park
29 I do not want this in the park
18 No opinion

Comment:

4. **Existing site character: secondary trails with benches at prime viewing spots and rustic rails.**

304 I want this in the park
11 I do not want this in the park
16 No opinion

Comment:

This survey can be found online at: https://www.surveymonkey.com/r/KJ22BNG

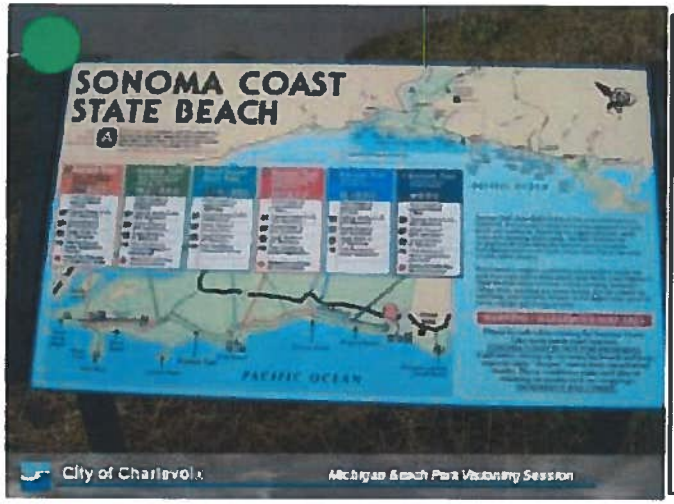
Page 1

5. Program element: paved multi-use trail separated from Park Ave.

166 I want this in the park
118 I do not want this in the park
43 No opinion

Comment:

6. Program element: signs to show local paths and points of interest.



236 I want this in the park
59 I do not want this in the park
35 No opinion

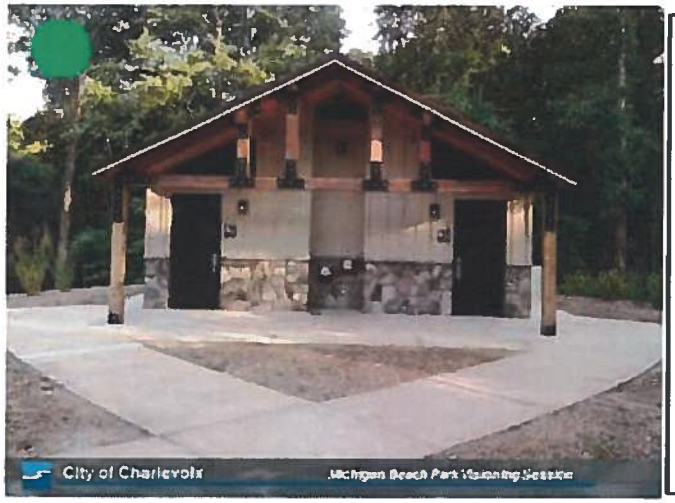
Comment:

7. Program element: activity along Park Ave. such as farmer's market.

103 I want this in the park
184 I do not want this in the park
37 No opinion

Comment:

8. Program element: restroom structure (not necessarily this one, but something similar).



230 I want this in the park
75 I do not want this in the park
23 No opinion

Comment:

This survey can be found online at: https://www.surveymonkey.com/r/KJ22BNG

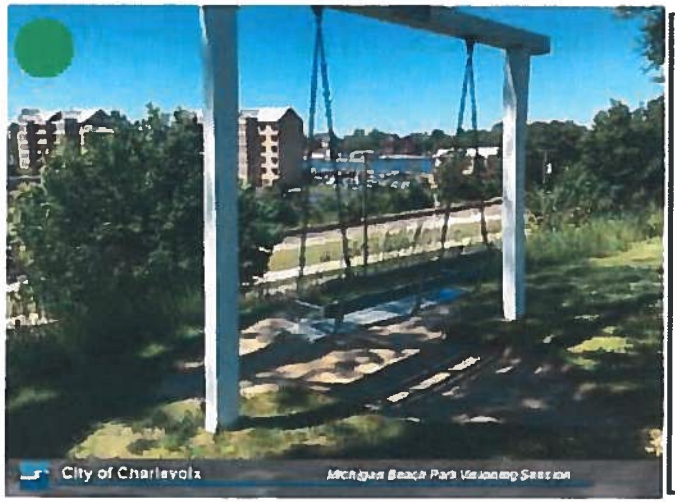
Page 2

9. Program element: picnic/shade structure at flat area on upper bluff.

181 I want this in the park
119 I do not want this in the park
38 No opinion

Comment:

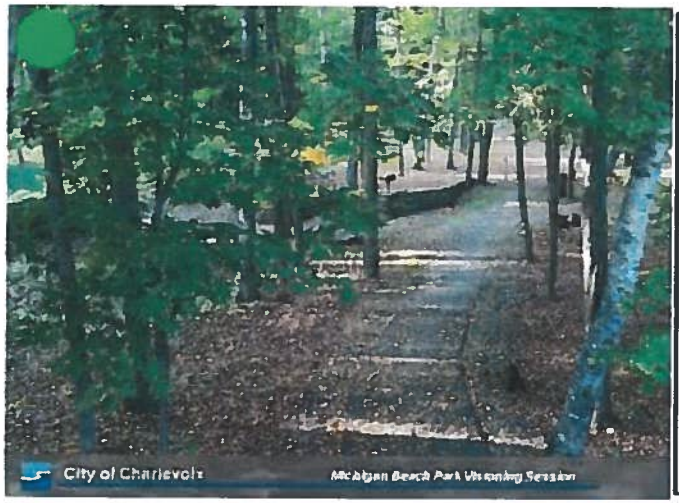
10. Program element: swing, rocking chairs at key viewing points.



198 I want this in the park
97 I do not want this in the park
36 No opinion

Comment:

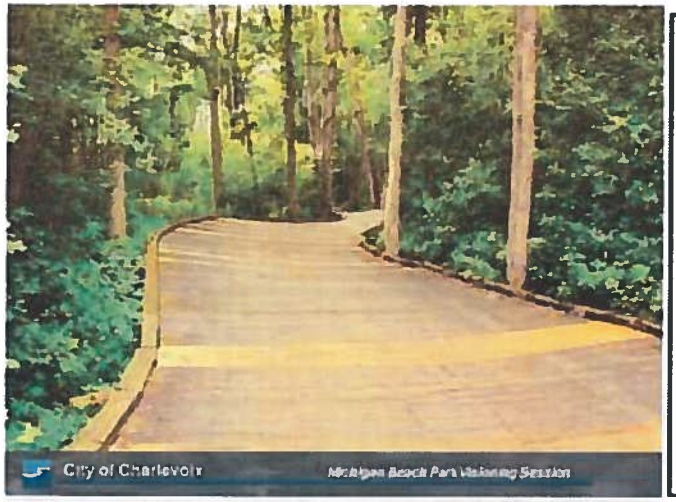
11. Program element: open forest floor in flat areas, reduction of understory growth in key areas.



207 I want this in the park
86 I do not want this in the park
36 No opinion

Comment:

12. Program element: boardwalk path in sloped areas.



137 I want this in the park
148 I do not want this in the park
45 No opinion

Comment:

This survey can be found online at: https://www.surveymonkey.com/r/KJ22BNG

Page 3

13. Program element: trails groomed for winter use, skiing, snow-shoeing, hiking.

207 I want this in the park
80 I do not want this in the park
44 No opinion

Comment:

14. Program element: trails appropriate for mountain biking.

100 I want this in the park
171 I do not want this in the park
57 No opinion

Comment:

15. Program element: space for food trucks/flexible temporary food options.

137 I want this in the park
149 I do not want this in the park
42 No opinion

Comment:

16. Program element: outdoor performance space.

120 I want this in the park
165 I do not want this in the park
45 No opinion

Comment:

This survey can be found online at: https://www.surveymonkey.com/r/KJ22BNG

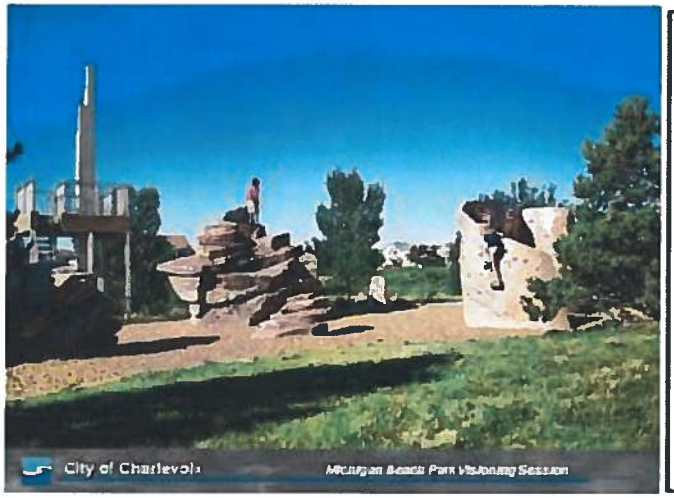
Page 4

17. Program element: tree house style play structures.

142 I want this in the park
144 I do not want this in the park
43 No opinion

Comment:

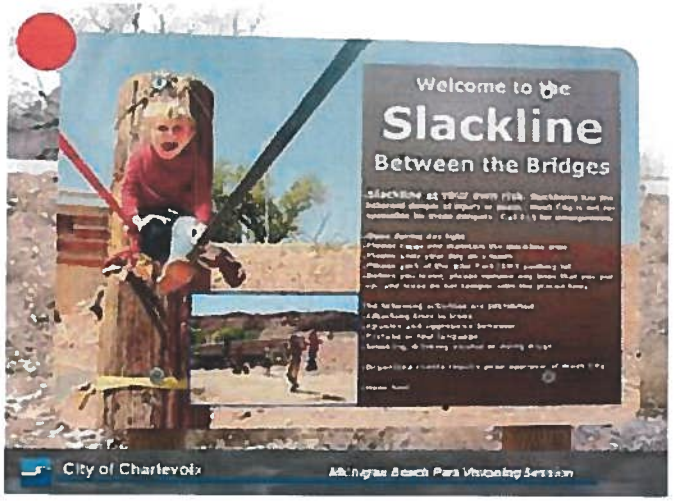
18. Program element: climbing activity play structures for all ages.



120 I want this in the park
163 do not want this in the park
46 No opinion

Comment:

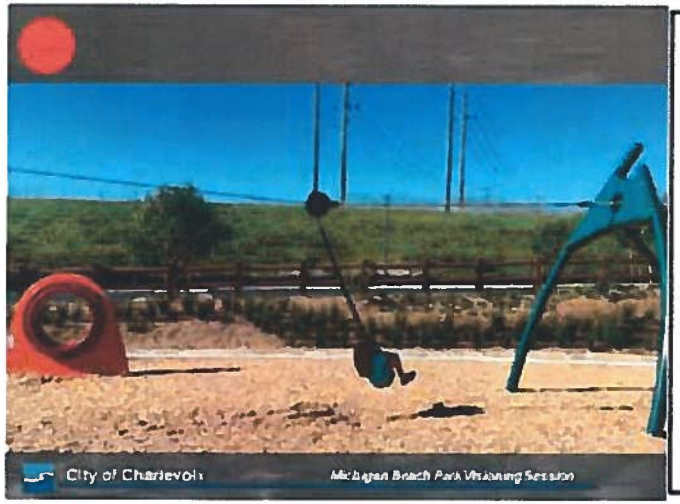
19. Program element: slackline play activity for all ages, tight rope suspended just above ground, with one overhead for easier version.



67 I want this in the park
195 I do not want this in the park
68 No opinion

Comment:

20. Program element: zip line play activity for all ages, could be very long, but Not very steep or high above ground for maximum entertainment & safety.



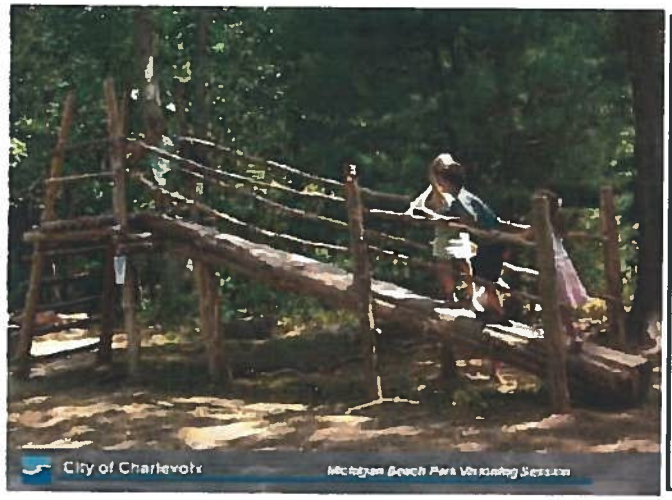
72 I want this in the park
202 I do not want this in the park
55 No opinion

Comment:

This survey can be found online at: https://www.surveymonkey.com/r/KJ22RNG

Page 5

21. Program element: play structures build from rustic materials, could be built to last just one season and then rebuilt.



80 I want this in the park
192 I do not want this in the park
57 No opinion

Comment:

22. Program element: rustic play elements, ladders in good climbing trees so kids build their own play equipment.

101 I want this in the park
165 I do not want this in the park
63 No opinion

Comment:

23. Program element: slide build into hillside.

128 I want this in the park
160 I do not want this in the park
42 No opinion

Comment:

24. Program element: rope climbing activities for all ages.

90 I want this in the park
177 I do not want this in the park
51 No opinion

Comment:

This survey can be found online at: https://www.surveymonkey.com/r/KJ22BNG

Page 6

25. Program element: dogs allowed off leash at certain hours, (early morning) and seasons.

134 I want this in the park
141 I do not want this in the park
44 No opinion

Comment:

26. Program element: nature-based art and sculpture.

110 I want this in the park
162 I do not want this in the park
56 No opinion

Comment:

27. Program element: disc golf.

59 I want this in the park
217 I do not want this in the park
53 No opinion

Comment:

28. Program element: pathway allowing easier access for kayak launching from the beach.

206 I want this in the park
60 I do not want this in the park
61 No opinion

Comment:

This survey can be found online at: https://www.surveymonkey.com/r/KJ22BNG

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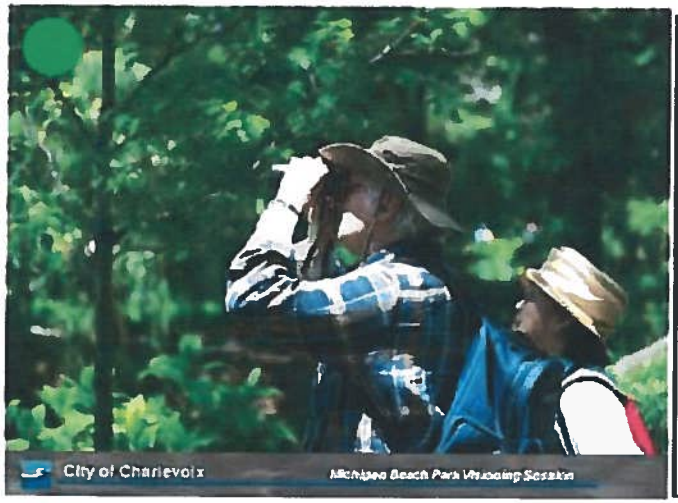
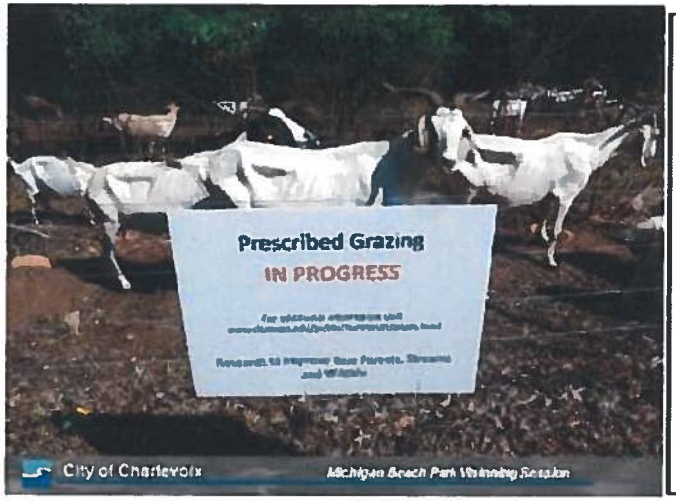
29. Program element: spaces appropriate for bird watching and similar passive activities.



221 I want this in the park
36 I do not want this in the park
71 No opinion

Comment:

30. Program element: use of sustainable practices such as goats for clearing invasive plant species.

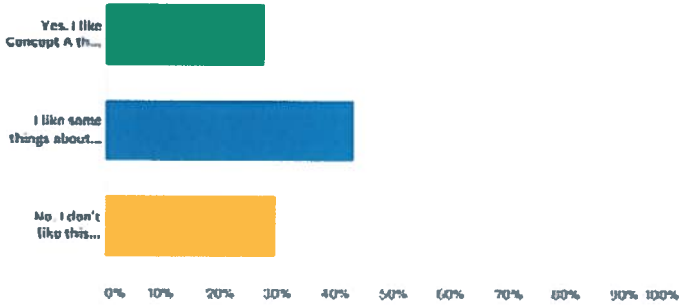


130 I want this in the park
131 I do not want this in the park
67 No opinion

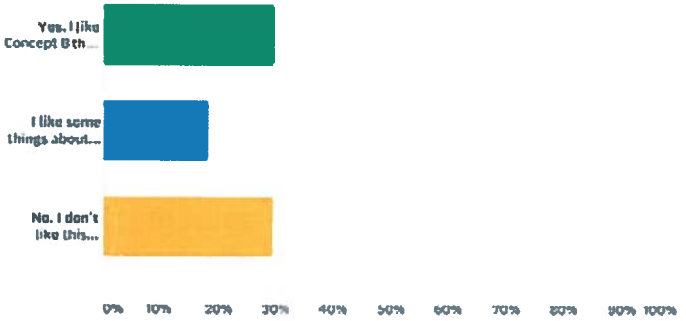
Comment:

CONCEPT ALTERNATIVES SURVEY RESULTS

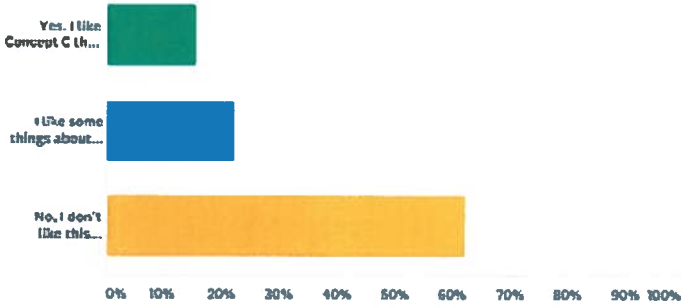
1. Is Concept A: Park as Woodland Arboretum your overall favorite?



2. Is Concept B: Park for Quiet Reflection your overall favorite?



3. Is Concept C: Park as Visitor Destination your overall favorite?



SURVEY COMMENTS: CONCEPT ALTERNATIVE A

Some information hidden to preserve privacy.

1 please leave it alone and don't go signing this lovely area like you have now done for much of the city

2 No picnic tables. No parking. Creates a traffic congestion on a narrow street. Runoff will exacerbate the erosion that is already a problem. With a row of parked cars it will be difficult for people to take photos of the earl Young homes. Needs more than minimal clearing of underbrush. Needs total removal of underbrush and a reintroduction of native plants to restore a natural healthy floor which will be self sustaining. No trails. Replace the mature trees that were chopped down with mature fir trees that were there before.

3 Like the amount of parking, and parallel parking across from earl young houses. Do not like adding more planting that will require maintenance, don't like NOT opening sight lines to the lake.

4 street level picnic areas not good

5 We need to keep all existing parking and all existing steps

6 Just keep the park cleaned up and existing parking and steps kept up

7 "More parking please" Keep beach steps

8 Need more parking. I want the steps there to stay

9 We need more Parking. Does this still include all the existing steps going down now?

10 This focuses on the existing natural environment and maintains the current rustic feel.

11 It should be left alone. This is the best option with the least amount of "improvements".

12 If there needs to be any changes to this last tranquil spot for the LOCALS .. then keep it natural and simple and FIX the stairs. Picnic tables are not necessary and will provide reasons for more trash scattered.

13 I would like the park to stay as natural as possible. So many trees have already been removed. I would wish that no more trees be removed even to make a lake view.

14 No reason for visitors to go. lack of interaction

15 Minimalism is the key to what needs to be done. Catering to summer people who literally spend a week or two a year here is ridiculous. Locals live here year around for the unspoiled nature. Charlevoix is a special place and deserves to be kept that way.

16 I love the idea of native plantings and educational signage. I think the other two plans also have many positives and few negatives, but this one is my favorite.

17 I live in one of those Earl Young homes. I certainly do not want cars parked in front of my house. It feels like I am losing control over my own space. While I am happy to share our wonderful home there has to be a means to respect our privacy.

18 Boring, we can do better.

19 would like restroom added

20 No asphalt - parking or trails - with it's toxic run-off. No trails of any description between Clinton and Grant. Mowed grass is best. Just eliminate the invasive toxic plants. No parking along Park Avenue on either side because it creates a traffic and pedestrian hazard as well as obscuring the view and photo-ops for Lake Michigan and the Earl Young homes. Please check the property boundaries of Park Avenue between Grant and Clinton. When it was first developed, each home had two spaces in front on their own property (with the exception of the thatch home who CHOSE to eliminate theirs when they "renovated") which comply with City zoning requiring two spaces for each residential home. This is private property which is not part of Park Avenue street or City owned. If parking is an issue, restore the 28 spaces that were eliminated on Park Av. between State St. and Grant St. when it was narrowed a few years ago. This would also ease some of the parking issues that are created with the East Park events as well as church service attendance 12 months out of the year. No parking -- gravel or otherwise. As with your 'seasonal labor housing' concept which seeks to eliminate parking requirements for the proposed residence, encourage walking or biking. Please be mindful that this is a residential area and keep the spaces open for enjoyment 12 months of the year.

21 Lets keep the area as natural as possible, easy to maintain.

22 The meadow areas are a nice touch. I don't want to disrupt the native vegetation, but clearing the gnarly undergrowth is a must to improve the sight lines to our beautiful lake an give the area a more manicured appearance.

23 Some improvements are needed on stairs, paths, etc., but this plan makes minimum changes. The natural areas around town should remain as they are. Protect our parks.

24 I prefer more extensive trimming to create vistas for views. Otherwise, Ken has a good plan.

25 I want things left as is with the thought of redoing Park ave. Adding a sidewalk and calling the chipped pathes perfect. Our city does not need more parks to take care of, we are not staffed to the point of making any one really nice. Let's concentrate on the beach parks and developments we currently have and make them nice.

26 I'm concerned that the under growth is still not being taken care of enough. I am also concerned that there will not be enough parking.

27 My only concern is that the underbrush be cut down and controlled throughout the summer months.

28 Second choice.....see below.

29 I like the increase in natural multi colored foliage to give this area some natural color. This large piece of Charlevoix Parkland has been underutilized since I was a child 60 years ago. I applaud the City for making some changes. I support Concept B however, but strongly prefer that any viewing corridors be judiciously achieved and that large numbers of trees do not get cut. The filtered light effect in this Park area is a natural delight of which too few are aware. Charlevoix's version of California Redwoods.

30 Don't care for the benches and picnic table areas.

SURVEY COMMENTS: CONCEPT ALTERNATIVE B

1	Add more parking, do not change road directions, open even more sight lines to the lake. Too much brush!
2	don't need more than one overlook
3	Please keep it as natural as possible
4	I like the overview!
5	This is not a nature preserve. For quiet reflection, take a walk at Mt. Mc Saba or the woods.
6	I like this concept. I wish you would consider adding a bathroom to this concept. There is a great need for it.
7	It's perfect
8	Now we're getting somewhere. I like the cantilevered look outs
9	I like the cantilevered overlooks. Probably could use more parking. And more trimming for vistas.
10	I want things left as is with the thought of redoing Park ave. Adding a sidewalk and calling the chipped pathes perfect. Our city does not need more parks to take care of, we are not staffed to the point of making any one really nice. Let's concentrate on the beach parks and developments we currently have and make them nice.

SURVEY COMMENTS: CONCEPT ALTERNATIVE C

1 park is too small to be a visitor destination. Definitely don't need a bathroom

2 what the hell are you thinking are you trying to turn the city into Gatlinburg North? God how gross

3 Please respect the fact that this borders single family residences

4 Do not make a destination park. Would add a tremendous maintenance and operational burden to city. Beach has high useage now, do not add more people. I can see my city taxes increasing if this option is selected

5 Way too invasive of natural space and beauty of Lake Michigan Beach area

6 I see no reason to add a restroom. The play area would be great for local families as well as visitors. We need to try to DRAW more year around young families to our little town. If we do not encourage industry and such we will be just another tourist stop that closes up for the winter. We need to start acting like a community that encourages our local youth instead of only having concerns about drawing more tourism.

7 This is too much to add to this small patch of woods. Why can't we have a natural area to enjoy instead of making a "destination playground"? I don't think that we need more cars in this area.

8 First and foremost, Park Ave. is a private residential street and homeowners (year round and summer) peace and privacy must be weighed heavily. This park is one of the few areas in town one can go for some sense of serenity. In addition to viewing the houses; dog walking, jogging and bike riding is very active along this stretch. The split rail fence separating the road with a walking path is overdue and additional soft lighting is a positive. Less future expenditures for upkeep is also a positive. Attention to this beautiful space is long overdue but LESS is often better More.

9 least favorite of all of the proposed plans. Definitely no concrete stairs or kids slides! This is nature, please honor that and don't take away from it

10 Great ammenities! Would expand current use beach, especially for both families and adults. Love the slide! Same idea as the fountin at the marina!

11 This option has appeal to both visitors and residents. It is interesting with interaction. Concrete steps are best for seniors, too.

12 We want VISITORS to come and go back with wonderful memories of Charlevoix and beautiful Lake Michigan.

13 Disneyland is in Flordia for a reason. You want that then go there. We have great tourism without a mini Disneyland.

14 I like the idea of the nature-based play area, but I'm concerned about protecting the beach and dunes from too much use and destruction. Keep this in mind for a less critical coastal area.

15 Again a total invasion of the homeowners privacy

16 We live on [redacted] We are totally against buses parking across from our homes. Furthermore, picnic benches will invite more people spending too much time and possibly creating problems with trash and discarded food. We don't think a place where people are liable to spend extended time should be within sight of our homes.

17 This isn't stupid and childish like our Mayor.

18 Lets make this a destination and enhance this beautiful space. Everything looked great!

19 no concrete stairway-prefer pathways to be similar to what is there

20 NO ONE-WAY TRAFFIC ON PARK AV. DO NOT RE-ROUTE PARK AVENUE (hospital) TRAFFIC ONTO CLINTON ST. It is not a through-way. It is a residential street that was once quite hazardous until the island was installed a few years ago to "quiet" the speeders and semi / service trucks.

21 I cannot imagine concrete steps. Back to wooden steps please. I question the usefulness of new bathrooms and the effort/cost to maintain them.

22 We have too much park space dedicated to children and family activity already. This concept is too targeted. The beach is a place to reflect and relax

23 I like the bathrooms, and I do like the attractions, but they seem like too much. But after they are there for a year or two, they will probably be beloved by many, including myself. I worry about cost, and wonder if the attractions on the West end could be in a separate phase?

24 I want things left as is with the thought of redoing Park ave. Adding a sidewalk and calling the chipped pathes perfect. Our city does not need more parks to take care of, we are not staffed to the point of making any one really nice. Let's concentrate on the beach parks and developments we currently have and make them nice.

25 too much STUFF in this concept, I would like this area to be kept as natural as possible...

26 I like this concept with some reservations about the concrete stairs. The stairs need to be designed in a way that is unobtrusive, regardless of material, and I feel that a large concrete stair system may be an eyesore in an otherwise beautiful plan

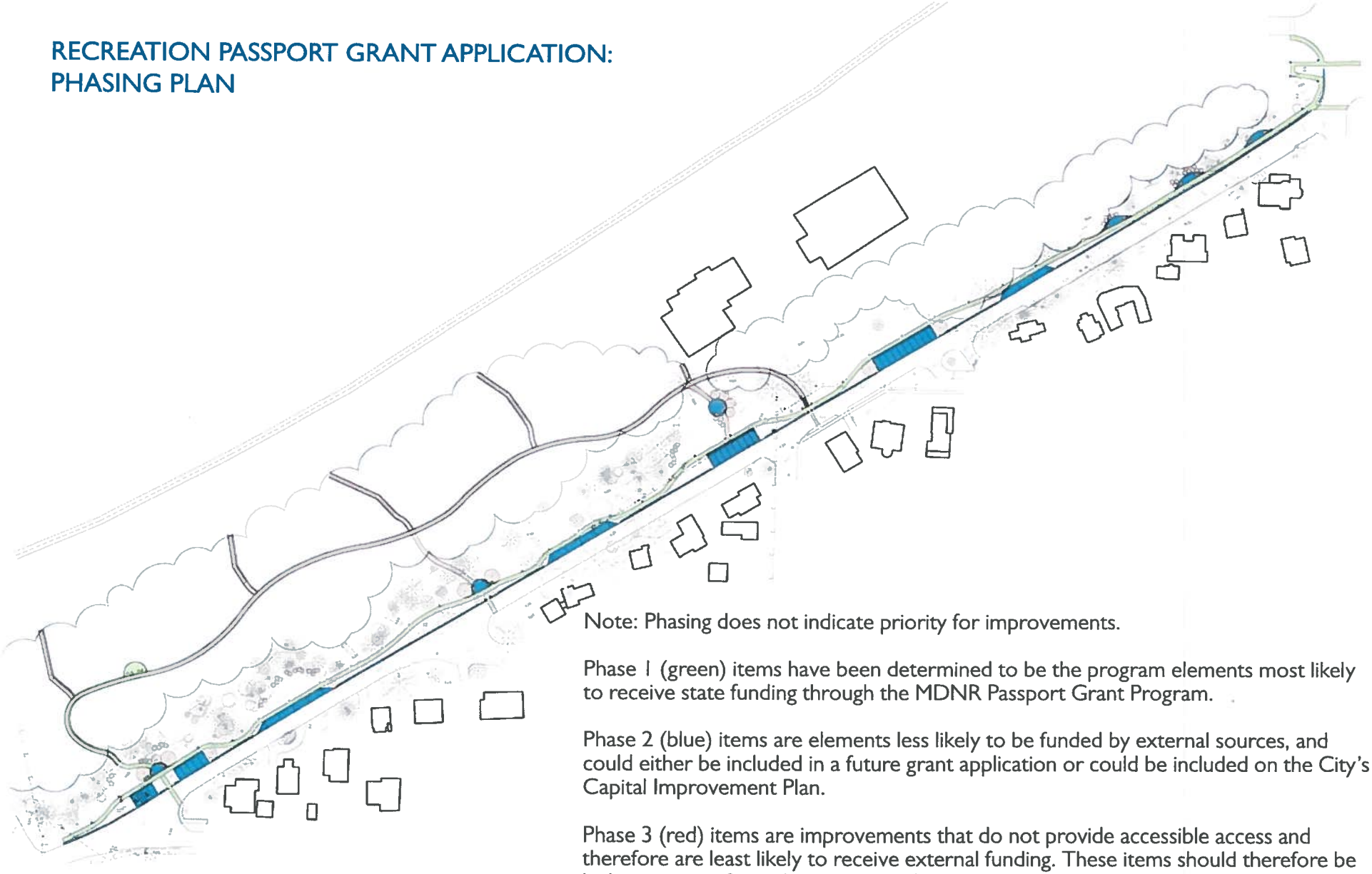
27 Again I am concerned that there will not be enough parking and that the undergrowth will not be taken care of enough

28 Not enough parking. Again, concerned that the underbrush growth should be cut down and maintained

29 This should be a destination park. Include parking near the Mushroom houses. Desperately needed. Add to this plan the overlook. Concerned about the maintenance and useful life of concrete stairs due to the shifting sands and prevailing west winds. Perhaps treated wood better? Need the stairs but need to construct them to last. Integrated play area and restroom a must. Viewing vistas or corridors are a must also. The park originally had them and it's important to bring them back. It was labeled as the "Million Dollar View" but time and neglect has overtaken that view and people believe it should be wild due to this neglect. Not so.....need to see the lake.

30 As a former [redacted] I am always fearful of liability issues. The children's slide and climbing area truly worry me given the high potential law suits v. City of Charlevoix for injuries that may occur in/on the "attractive nuisance" improvements. Also I have learned that from my time in Washington, D.C., that unsupervised public lavatories become quite unattractive because of misuse over time. Further, while Charlevoix has few vagrant issues that I am aware of, I feel frankly that this public lavatory will become a spot for vagrants to collect.

RECREATION PASSPORT GRANT APPLICATION: PHASING PLAN



Note: Phasing does not indicate priority for improvements.

Phase 1 (green) items have been determined to be the program elements most likely to receive state funding through the MDNR Passport Grant Program.

Phase 2 (blue) items are elements less likely to be funded by external sources, and could either be included in a future grant application or could be included on the City's Capital Improvement Plan.

Phase 3 (red) items are improvements that do not provide accessible access and therefore are least likely to receive external funding. These items should therefore be highest priority for inclusion on the City's Capital Improvement Plan.

Michigan Beach Park - Concept Plan Cost Estimate

PREFERRED CONCEPT

Item	Description	Quantity	Unit	Unit Cost	Total Cost	Phase 1	Phase 2	Phase 3
1 Site Preparation								
1	General Permitting: Building and Utilities	-	ALLOW	$ 2,000.00	$ -	$1,500	$1,500	$1,500
2	Mobilization	1	ALLOW	$ 10,000.00	$ 10,000	$3,500	$3,000	$3,500
3	Soil Erosion and Sedimentation Control	1	ALLOW	$ 5,000.00	$ 5,000	$5,000		
4	Site Clearing and Rough Grading	36,000	SF	$ 0.60	$ 21,600	$15,000	$5,000	$1,600
5	Selective Understory Clearing	5,000	SF	$ 5.00	$ 25,000	$6,000		$19,000
2. Site Improvements								
1	Site Lighting	45	EA	$ 1,200.00	$ 54,000		$54,000	
2	Asphalt Parking	620	SF	$ 8.00	$ 4,960		$4,960	
3	Wheel Stops	26	EA	$ 150.00	$ 3,900		$3,900	
4	Gravel Parking	7,200	SF	$ 5.00	$ 36,000		$36,000	
5	Misc Traffic/Parking Signs	20	EA	$ 600.00	$ 12,000		$12,000	
6	Split Rail Fencing (north side of Park Ave)	1,250	LF	$ 5.00	$ 6,250		$6,250	
7	Cantilevered Overlook	400	SF	$ 50.00	$ 20,000	$20,000		
8	Concrete Paving	1,500	SF	$ 12.00	$ 18,000		$18,000	
9	Multi-use Trail, Asphalt, 6' wide	11,760	SF	$ 6.00	$ 70,560	$70,560		
10	Crusher-fine Trail, 6' wide	1,620	SF	$ 4.50	$ 7,290	$7,290		
11	Woodchip Trail	5,904	SF	$ 2.00	$ 11,808			$11,808
12	Beach Stair Improvements: Steps and Rails	435	LF	$ 7.00	$ 3,045			$3,045
13	Pillars at Crosswalks	6	EA	$ 1,000.00	$ 6,000		$6,000	
14	Walkway Connection at Grant	1,210	SF	$ 12.00	$ 14,520	$14,520		
3 Landscaping								
1	Shade Tree	6	EA	$ 1,500.00	$ 9,000			$9,000
2	Evergreen Tree	-	EA	$ 800.00	$ -			
3	Ornamental Tree	9	EA	$ 800.00	$ 7,200			$7,200
4	Native Shrub Planting	1,600	SF	$ 10.00	$ 16,000			$16,000
5	Seed	12,100	SF	$ 0.50	$ 6,050		$2,000	$4,050
4 Site Furnishings								
1	Trail Interpretive Sign	4	EA	$ 2,500.00	$ 10,000	$8,000		$2,000
2	Litter and Recycling Receptacles	5	EA	$ 2,000.00	$ 10,000			$10,000
3	Bike Racks	6	EA	$ 500.00	$ 3,000			$3,000
4	Benches	12	EA	$ 3,500.00	$ 42,000			$42,000
5	Swing Bench	2	EA	$ 7,500.00	$ 15,000			$15,000
6	Rocking Chairs	2	EA	$ 500.00	$ 1,000			$1,000
				Subtotal	$ 449,183	$ 151,370	$152,610	$149,703
				Consulting Fee (8%)	$ 35,935	$ 12,110	$ 12,209	$ 11,976
				PREFERRED CONCEPT TOTAL	$ 485,118	$ 163,480	$ 164,819	$ 161,679
				Charlevoix 25% match minimum	$ 121,279.41	$ 40,869.90	$ 41,204.70	$ 40,419.81

Notes:

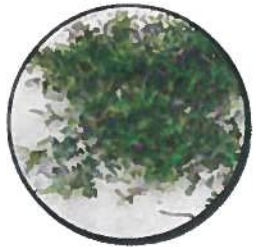
(1) This cost estimate is preliminary and is for general information only.

(2) Utility costs assume nearby supplies with capacity.

(3) Engineering, bidding, construction administration, environmental testing and permitting are excluded from this estimate.

Sand Reed Grass

Little Bluestem



Beach Pea

Pitcher's Thistle

Marram Grass

Blueleaf Willow

Creeping Juniper

Wormwood

NATIVES	
COMMON NAME	LATIN NAME
Foredune	
Marram grass	*Ammophila breviligulata*
Sand reed grass	*Calamovilfa longifolia*
Eastern cottonwood	*Populus deltoides*
Sand cherry	*Prunus pumila*
Common milkweed	*Asclepias syriaca*
American sea-rocket	*Cakile edentula*
Harebell	*Campanula rotundifolia*
Riverbank grape	*Vitis riparia*
Transition Dune	
Little bluestem	*Schizachyrium scoparius*
Sand cress	*Arabidopsis lyrata*
Bearberry	*Arctostaphylos uva-ursi*
Wormwood	*Artemisia campestris*
Blueleaf willow	*Salix myricoides*
Summer grape	*Vitis aestivalis*
Bug-seed, tick-seed	*Corispermum sp.*
Pitcher's thistle***	*Cirsium pitcheri*
Backdune	
Red-osier dogwood	*Cornus sericea*
Canada wild rye	*Elymus canadensis*
Flowering spurge	*Euphorbia corollata*
Seaside spurge	*Euphorbia polygonifolia*
False heather	*Hudsonia tomentosa*
St. John's wort	*Hypericum kalmianum*
Ground juniper	*Juniperus communis*
Creeping juniper	*Juniperus horizontalis*
Eastern red cedar	*Juniperus virginiana*
Beach pea	*Lathyrus japonicus*
Eastern white pine	*Pinus strobus*
Plains puccoon	*Lithospermum caroliniense*
American yew	*Taxus canadensis*
Hop-hornbeam	*Ostrya virginiana*
Common evening primrose	*Oenothera biennis*
American basswood	*Tilia americana*
Balsam fir	*Abies balsamea*
Red maple	*Acer rubrum*
Sugar maple	*Acer saccharum*
Inland serviceberry	*Amelanchier interior*
Smooth serviceberry	*Amelanchier laevis*
Red serviceberry	*Amelanchier sanguinea*
Serviceberry	*Amelanchier spicata*
American beech	*Fagus grandifolia*
Jack pine	*Pinus banksiana*
Red pine	*Pinus resinosa*
Northern red oak	*Quercus rubra*
Black oak	*Quercus velutina*
Horsemint	*Monarda punctata*
Alternate-leaved dogwood	*Cornus alternifolia*
Northern white cedar	*Thuja occidentalis*
Eastern hemlock	*Tsuga canadensis*
Wafer Ash	*Ptelea trifoliata*

***Endangered

APPENDIX

Lyme Grass

Babys Breath

Japanese Knotweed

Common Reed Grass

INVASIVES	
COMMON NAME	LATIN NAME
Trees	
Norway Maple	*Acer platanoides*
Tree of Heaven	*Ailanthus altissima*
Black Alder	*Alnus glutinosa*
Russian Olive	*Elaeagnus angustifolia*
Black Locust	*Robinia pseudoacacia*
Shrubs	
Japanese Barberry	*Berberis thunbergii*
Autumn Olive	*Elaeagnus umbellata*
Glossy Buckthorn	*Frangula alnus/Rhamnus frangula*
Privet	*Ligustrum vulgare*
Amur Honeysuckle	*Lonicera maackii*
Morrow's Honeysuckle	*Lonicera morrowii*
Tartarian Honeysuckle	*Lonicera tatarica*
Bell's Honeysuckle	*Lonicera xbella*
Common Buckthorn	*Rhamnus cathartica*
Black Jetbead	*Rhodotypos scandens*
Multiflora Rose	*Rosa multiflora*
Herbaceous Plants	
Garlic Mustard	*Alliaria petiolata*
Asiatic Sand Sedge	*Carex kobomugi*
Narrow-leaved Bitter-cress	*Cardamine impatiens*
Spotted Knapweed	*Centaurea stoebe/Centaurea maculosa*
Canada Thistle	*Cirsium arvense*
European Swamp Thistle	*Cirsium palustre*
Black Swallow-wort	*Cynanchum louiseae /Vincetoxicum nigrum*
Pale Swallow-wort	*Cynanchum rossicum /Vincetoxicum rossicum*
Chinese Yam	*Dioscorea oppositifolia*
Leafy Spurge	*Euphorbia esula*
Baby's Breath	*Gypsophila paniculata*
Giant Hogweed	*Heracleum mantegazzianum*
Himilayan Balsam	*Impatiens glandulifera*
Dame's Rocket	*Hesperis matronalis*
Lyme-grass	*Leymus arenarius*
Purple Loosestrife	*Lythrum salicaria*
White Sweet Clover	*Melilotus alba*
Yellow Sweet Clover	*Melilotus officinalis*
Japanese Stilt Grass	*Microstegium vimineum*
Wild Parsnip	*Pastinaca sativa*
Butterbur	*Petasites hybridus*
Reed Canarygrass	*Phalaris arundinacea*
Common Reed Grass	*Phragmites australis*
Japanese Knotweed	*Polygonum cuspidatum*
Giant Knotweed	*Polygonum sachalinense*
Mile-a-minute Weed	*Polygonum perfoliatum*
Narrow-leaved Cat-tail	*Typha angustifolia*
Vines	
Oriental Bittersweet	*Celastrus orbiculatus*
Japanese Honeysuckle	*Lonicera japonica*
Kudzu	*Pueraria lobata*
Aquatic Plants	
Flowering Rush	*Butomus umbellatus*
Water-hyacinth	*Eichornia crassipes*
Hydrilla	*Hydrilla verticillata*
European Frog-bit	*Hydrocharis morsus-ranae*
Eurasian Water Milfoil	*Myriophyllum spicatum*
Curly Pondweed	*Potamogeton crispus*

Species accounts are available at www.misin.msu.edu for a number of plants that have been noted as invasive or having invasive tendencies in Michigan. Some of these are commonly recognized invasive species: Garlic Mustard, Purple Loosestrife or Phragmites. Others such as Black Jetbead, Swallow-wort, Water Hyacinth and European Frog-bit are emerging threats. Hydrilla and Mile a Minute are not yet in state but are nearby and considered particularly destructive.

Edgewater resources

518 Broad Street, Suite 200
St Joseph, Michigan 49085
269 932 4502

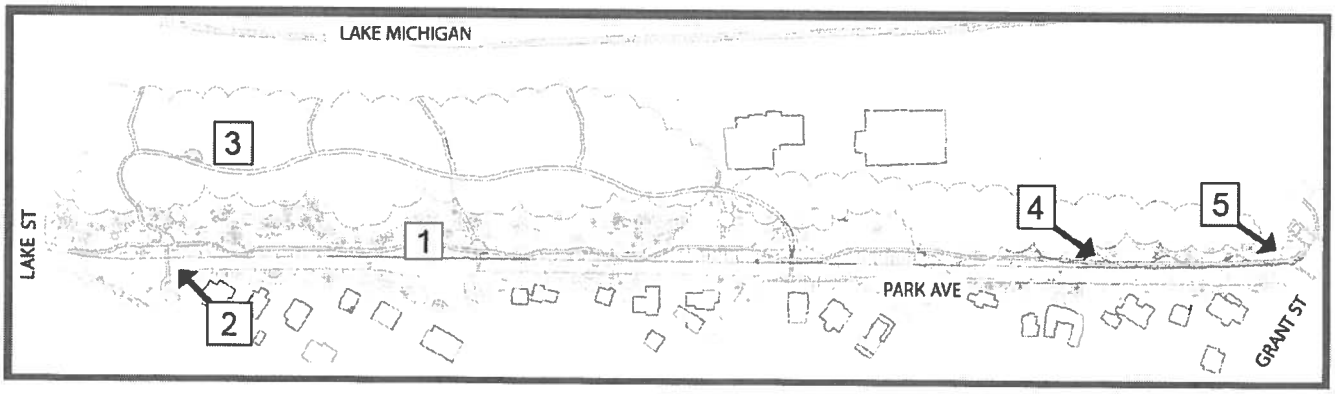
December 22, 2021

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

Subject: Lake Michigan Beach Park Passport Grant, Phase I Engineering

Dear Mark:

Thank you for the opportunity to provide this proposal for engineering services related to Michigan DNR Passport Grant improvements in Lake Michigan Beach Park. We understand that the scope of work includes preparation of bid documents, stamped by an Engineer and Landscape Architect licensed in the State of Michigan, for improvements as outlined in the grant application. The elements included in the phase I scope of work are shown in the sketch below, and include: 1) approximately 2,000 linear feet of asphalt trail along Park Avenue, 2) designated ADA parking, 3) accessible wooden overlook feature with access path, 4) rain gardens, and 5) interpretive signage.



SCOPE OF WORK

We propose to complete the following scope of work:

Task 1 – 90% Construction Documents and Cost Estimate

We will meet with City representatives on site to review goals for the project and complete a site inspection of current conditions. Project schedule and deliverable timelines will be established following required DNR grant administration schedule. The initial site inspection will be performed by a licensed landscape architect to observe the current condition of the site. Our summary memorandum will note our observations, apparent issues to be addressed, and outline approaches for achieving the project goals. The site inspection will not include any subsurface investigation or survey. The team will then either utilize survey data provided by others or will collect survey data as an optional additional task in order to establish project limits and final location for site elements. Soil borings will be coordinated with a geotechnical enginee to aide in any structural calculations for overlook supports, railings, and required retaining walls. Using updated survey data, our team will then complete Construction Documents to 90% level for internal review with City team. Documents will be used to secure all required permits. Anticipated permits include local building permit and construction Sedimentation and Erosion Control (to be submitted by Contractor) permits. Included in package will be Specification Table of Contents and updated construction cost estimate with 2022 pricing.

Deliverables:

- Project schedule
- Summary memo of site investigation
- Updated cost estimate
- Soil Borings
- Site Survey (by others or as optional task)
- 90% Construction Drawings including layout, grading and drainage, planting plans, and construction details
- Specification Table of Contents
- Updated Cost Estimate

Task 2 – Bid Document Package

In this task, we incorporate any revisions from the 90% review package and produce a complete Bid Document package, stamped by Engineer and Landscape Architect licensed in the State of Michigan. This document will be submitted to DNR as required by the grant administration process. Drawings and specifications will be provided as required to bid the project for construction.

Deliverables:

- Bid Documents including Drawings and complete Specifications
- Updated Cost Estimate

Task 3 – Bidding, Grant Administration, and Construction Administration

Upon DNR approval of bidding documents, we will work with the City to issue the package for bidding, including Contractor interviews and bid review and recommendation. We will follow all required DNR grant administration guidelines for submittal of documents and project expenses through the construction process. We will complete Construction Administration services including regular Contractor progress meetings, review of all RFI's and project submittals, and three (3) site visits for project manager and two (2) site visits for project engineer at key stages of construction.

Deliverables:

- Bid Advertisement
- Pre-bid Meeting and Contractor Interviews, Bid Review and Recommendation
- Grant Administration as required by DNR Passport Grant Project Procedures
- Post-completion report and final punch list
- Site Visits, five (5) total with site inspection reports and photographs

FEES

We propose to complete the scope of work outlined above at our standard hourly rates and will not exceed the budgets outlined below without prior written authorization, excluding reimbursable expenses. Reimbursable expenses for printing, travel, etc. will be billed at the cost incurred with no additional markup. For tasks 1-3, we would recommend an expense budget of $2,700.

Task 1 – 90% Construction Documents and Cost Estimate	$ 9,090
Task 2 – Bid Document Package	$ 5,770
Task 3 – Bidding, Grant Administration, and Construction Administration	$ 9,440
TOTAL	**$ 24,300**
Optional Task – Site Survey	$ 8,660

NOT INCLUDED

Site survey, completed by others or as an optional task, fee provided above. Survey shall include existing features within project boundary, vegetation, surface utilities, and topography. Final site survey to be supplied in both AutoCAD and pdf format.

Permitting fees, estimated at $1,700.

Geotechnical Subcontractor fees for soil borings, estimated at $2,000

SCHEDULE

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

Sincerely,

G Weykamp

Greg Weykamp, ASLA, LEED AP

ACCEPTED BY: _____

DATE: _____

Charlevoix City Council

All Other Actions and Requests

Title: Request for Live Music in Bridge Park

Date: June 6, 2022

Presented By: Richard Bergmann-Bridge Street Tap Room
Mark Heydlauff, City Manager

Background:

Richard Bergmann of the Bridge Street Tap Room is requesting permission to sponsor live music in Bridge Park on several Wednesday and Saturday evenings throughout the summer. While music may not be available on all of these evenings and weather may limit the performances, they would request permission for the music on Wednesdays beginning June 15 and ending on August 31 (excluding July 20). They would also have the option of having music on the following Saturdays: June 25; July 9; July 16; July 30; August 6; August 13; August 20; August 27. Additionally, they may have offerings over the Labor Day weekend. As you can see in their request, this would be small-scale performances and some may be used to aid charitable causes in the area as well.

City staff review of this request found that it is a small event and small events are permitted in Bridge Park during Peak Season but only with Council approval. The Tap Room does not seek any assistance from the City in setting up the music or with trash. They are also not seeking any exceptions to alcohol service and existing public amenities are sufficient for the intended use.

Recommendation:

Motion to authorize the Bridge Street Tap Room to hold small, live music events in Bridge Park on Wednesdays from June 15 through August 31 (excluding July 20), on the following Saturdays: June 25; July 9; July 16; July 30; August 6; August 13; August 20; August 27, and Labor Day Weekend.

Attachments:

1. Bridge Park Use Request-Tap Room

Bridge Park Use Request

By

Bridge Street Taproom

Summer of 2022

- Request Charlevoix City Council Approval – for outdoor – live Music performance adjacent to the patio / and positioned along the railing on the Southeast Corner of Bridge Park.

- Intended Hours of Operation: 7-10pm Wed. Nights & Some Saturday Nights.
- Local Musicians – Duo's and some 4 pcs bands.

- Easy Listening / Classic Rock – is the usual Genres (would meet all noise level rules)

- The Park & Venue is open to the public to utilize the picnic tables, sit on the lawn and enjoy summer evenings in Bridge Park.

- Bridge Street Taproom – would provide all clean up, and trash removal – No DPW resources would be required.

- We have conducted these concerts and Fund Raisers – for Groups (Petoskey Steel Drum Alumni Band) in years past, and had a great turnout from the community – that enjoyed the free shows

- We have invested in the parks – and held clean up- team work sessions, and provided funds for re-planting / and gardening – and would continue to invest in a mutually beneficial arrangement

- With the approval of the "City Event Ordnance " this entertainment offering continues the intent to provide extended use and offerings in our city parks by our residents, and visiting guest.

Thank you for your consideration of this request. Please advise if you have any questions – or need additional information.

Best Regards, Rich Bergmann – Bridge Street Taproom 231-675-0990

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments
Date: June 6, 2022

Presented By:

Background:

A. Tornado Siren

In light of the Gaylord tornado tragedy on May 20, I asked Chief Doan to look again at our procedures for activating our siren in case of a tornado or other severe storm. Previously, CCE Central Dispatch was able to activate it remotely. When they converted to a new communications system, this was no longer possible but it could be manually activated from the station. Coupled with some other malfunctions in the antiquated system (like the inability for it to automatically adjust to daylight savings time), we are moving forward with a $2,000 upgrade so that it will again be remotely deployed and should fix some other issues.

B. Event Policy

As a follow-up to your event discussion last month, a change staff recommend would set a deadline in advance of the event for all paperwork and arrangements to be made. Some events seem to perpetually be organized at the last minute which is a challenge for us to anticipate and these same event organizers are the worst at communicating their needs with us. We can set a deadline but the more important part of that is whether Council is willing to be firm in this approach. We can discuss revisions again as you may wish.

C. Benches

The price fo the memorial benches we have long used around town has increased significantly over the past couple of years, We are evaluating a similar product and may suggest using it going forward. This will keep the memorial bench program affordable while maintaining the standard and aesthetic we've relied upon.

D. Return to Summer

I read an article in the *Detroit News* last week that I think is a good reminder and summary of the challenges we face as a community with the return to summer travel. It notes that 80% of restaurant and hospitality businesses are operating with "inadequate labor supply to meet demand and 60% see labor as the No. 1 challenge to their businesses." I've included a pdf of the article in the attachments.

Recommendation:

Attachments:

1. Northern Michigan businesses brace for tourist rush as challenges linger
2. DDA/MMS Meeting Minutes 04/25/2022
3. DDA/MMS Work Session Meeting Minutes 05/04/2022

4. Housing Commission Meeting Minutes 04/19/2022

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The Detroit News

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BUSINESS

'Be patient:' Amid challenges, Michigan businesses Up North brace for summer tourist rush

Jordyn Grzelewski
The Detroit News

Published 11:00 p.m. ET May 25, 2022

View Comments

Traverse City — Short's Brewing Co. bought a motel to provide housing for employees.

Shanty Creek Resort boosted the number of foreign workers it hires through visa programs. And cherry-themed gift shop Benjamin Twiggs started buying products in bulk to keep costs down.

These are just a few ways small businesses Up North are adapting to a dizzying array of challenges that include persistent supply-chain shortages and delays, rising costs and a labor imbalance — even as they brace for another busy tourism season. Another snarl: the start of the season is now on track to collide with rising COVID-19 case levels in many parts of the state.

This weekend will kick off what's expected to be a bustling summer for travel in the state. AAA, the auto club, predicts that 1.1 million Michiganians will travel over Memorial Day weekend, the busiest in three years. Many are sure to flock to outstate beaches, parks and waterfronts.

Short's Brewery Company in Bellaire serves beer and food on Wednesday, May 18, 2022. Expectations are gaining strength as summer approaches, with business owners across northern Michigan looking forward to a good summer with a lot of visitors. *John L. Russell, Special To The Detroit News*

The bottom line for tourists, business owners and organizations said, is that it's poised to be another great season for people to enjoy all that northern Michigan has to offer — just bring your patience and empathy with you.

"It will be a little bit easier than it was in 2021 for a lot of reasons, but it's still not going to be quite where things were in 2019 in terms of workforce there to meet every one of your demands as you're on your vacation," Justin Winslow, president of the Michigan Restaurant & Lodging Association (MRLA), told The Detroit News. "So be patient, be kind."

No. 1 challenge

More than 80% of restaurant and hospitality operators in the state are operating with inadequate labor supply to meet demand, and 60% see labor as the No. 1 challenge to their business, according to the results of a hospitality industry operational survey released last week by MRLA.

Nearly all operators said they had increased wages over the last year, about 35% said they had increased wages by more than 15%, and many are offering perks like signing and performance bonuses. Still, there's a staffing shortfall that may be felt acutely by businesses and tourists alike in northern Michigan resort communities this summer.

"Clearly when more than four out of five restaurants and hotels are not operating with what they need, you're going to have a lot of pinch points, a lot of pain in the industry during peak season," Winslow said. "You'll feel that most acutely during peak tourism season at these northern resorts, when people flood in in July and August.

"And you'll experience it through longer wait times. You'll see maybe a portion of a dining room closed, or even some hotel rooms at a resort just not accessible."

Joe Short is looking forward to a good summer with a lot of visitors at his Bellaire brewpub. *John L. Russell, Special To The Detroit News*

Staffing is the biggest challenge for Short's as the Bellaire brewery gears up for the post-Memorial Day rush, founder Joe Short said. So acute are the company's workforce challenges that Short has reluctantly gotten into the housing business, recently closing on a 26-room motel in town that will house workers.

"The ability to staff is contingent upon housing and labor availability and childcare," Short said. "I call it the new world order of hospitality. People need to expect drastic changes. We're just going to be able to accommodate less. Our current ethos is less is more."

The MRLA survey found that 60% of restaurant operators and 89% of hotel operators see a lack of affordable housing as a challenge for their workforces. The issue is particularly pressing in communities that attract droves of seasonal visitors, where the growth in short-term rentals has fueled the housing crunch.

Bellaire-based Shanty Creek, too, hears from prospective employees that housing and childcare are barriers. As such, the resort offers employee housing, a shuttle service, and discounted daycare. It's boosted starting and existing wages.

And as the resort — which spans 5,500 acres and has a ski hill and five golf courses — saw strong demand for its outdoor offerings throughout the pandemic, it started applying for foreign worker visa programs. This year, it will have about 40 employees working there on visas.

"That has been something that has made a world of difference for us, in both the summer and winter seasons," marketing director Lindsey Southwell said.

Shanty Creek offers a variety of rooms overlooking Lake Bellaire and the Antrim County countryside. *John L. Russell, Special To The Detroit News*

Katy Bertodatto and Mark Keely, managing partners at a vacation rental management firm in Traverse City called Golden Swan Management, have seen firsthand how the explosion of the short-term rental market has put an enormous strain on the community where they live and work.

They've become advocates for changing the way the state uses tourism tax dollars. Instead of allocating all of those funds to marketing, they want to see a portion put toward infrastructure they believe the region desperately needs in order to support its thriving tourism industry.

"We've been working for years now with legislators and trying to find a way to leverage this industry in order to support our infrastructure and build more housing for our communities here," Bertodatto said. "What are we marketing? If restaurants are closed down two nights a week in July because they don't have staffing, why are people going to continue to come up here?"

Meanwhile, Short's is recruiting as aggressively as it can. On a recent Wednesday afternoon, the brewpub's front-of-house operations manager, Jade Nevarez, was training a new kitchen staffer, Reginald Emerson.

Reginald Emerson began his first day Wednesday, May 18, 2022 working at Short's Brewing company in Bellaire. Expectations are high as summer approaches, with business owners across northern Michigan looking forward to a good summer with a lot of visitors. *John L. Russell, Special To The Detroit News*

Emerson decided to make the move from Macomb County to rural northern Michigan because he loves the brewpub environment, inspired by his father's career as an executive chef. He's staying with family who live nearby as he makes the transition.

The challenges the last few years have prompted Short's to continually adjust its operations, and this summer is no different.

The brewery — which started in 2004 and now comprises roughly 175 employees across multiple storefronts in Bellaire and a production facility in Elk Rapids — is offering performance bonuses to back-of-house staff at the end of the season.

It has cut its menu items by 35% to 40%. It's also raising prices across the board, and has raised its entry-level wage for kitchen workers to $14 an hour from $9, reduced seating inside the brewpub, and is in the midst of changing its kitchen layout to reflect some of these changes.

As the brewery gears up for summer, simplification is the name of the game, from offering pizza by the slice late at night instead of keeping the kitchen open to shutting down phone orders if the to-go business is at capacity.

"We're reflecting on our entire business operation altogether," Short said. "Looking at the world of Short's in two different locations, how are we going to be sustainable?"

The main dining room at Shanty Creek's Lakeview Hotel overlooks Lake Bellaire in Antrim County. *John L. Russell, Special To The Detroit News*

The brewery founder expresses weariness that small businesses such as his have had to go to such lengths to keep the lights on during a stretch that's been "nothing short of brutal."

"Why do employers have to be in charge of everything?" he said. "Isn't this where government and this Build Back Better money should be coming from? I think it's time for government at all levels to really think about how the economy works. It literally falls on small business owner shoulders to carry the burden, which is starting to get old."

Despite all of this, he's looking forward to summer and is confident that Short's is up to the challenge.

"At the end of the day, it's just food and beer. And it should be fun," Short said. "If anything, we're the kind of pick-me-up that everyone else needs. So we try to lean into that."

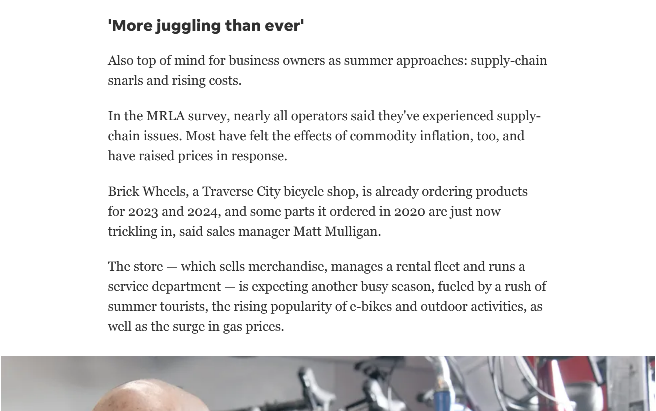
'More juggling than ever'

Also top of mind for business owners as summer approaches: supply-chain snarls and rising costs.

In the MRLA survey, nearly all operators said they've experienced supply-chain issues. Most have felt the effects of commodity inflation, too, and have raised prices in response.

Brick Wheels, a Traverse City bicycle shop, is already ordering products for 2023 and 2024, and some parts it ordered in 2020 are just now trickling in, said sales manager Matt Mulligan.

The store — which sells merchandise, manages a rental fleet and runs a service department — is expecting another busy season, fueled by a rush of summer tourists, the rising popularity of e-bikes and outdoor activities, as well as the surge in gas prices.



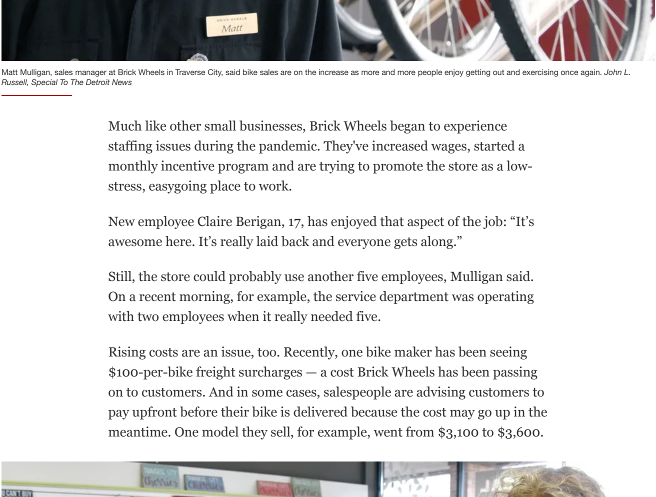
Matt Mulligan, sales manager at Brick Wheels in Traverse City, said bike sales are on the increase as more and more people enjoy getting out and exercising once again. *John L. Russell, Special To The Detroit News*

Much like other small businesses, Brick Wheels began to experience staffing issues during the pandemic. They've increased wages, started a monthly incentive program and are trying to promote the store as a low-stress, easygoing place to work.

New employee Claire Berigan, 17, has enjoyed that aspect of the job: "It's awesome here. It's really laid back and everyone gets along."

Still, the store could probably use another five employees, Mulligan said. On a recent morning, for example, the service department was operating with two employees when it really needed five.

Rising costs are an issue, too. Recently, one bike maker has been seeing $100-per-bike freight surcharges — a cost Brick Wheels has been passing on to customers. And in some cases, salespeople are advising customers to pay upfront before their bike is delivered because the cost may go up in the meantime. One model they sell, for example, went from $3,100 to $3,600.

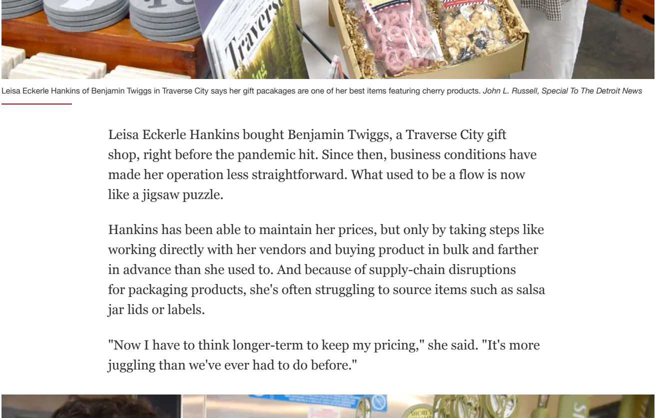


Leisa Eckerle Hankins of Benjamin Twiggs in Traverse City says her gift pacakages are one of her best items featuring cherry products. *John L. Russell, Special To The Detroit News*

Leisa Eckerle Hankins bought Benjamin Twiggs, a Traverse City gift shop, right before the pandemic hit. Since then, business conditions have made her operation less straightforward. What used to be a flow is now like a jigsaw puzzle.

Hankins has been able to maintain her prices, but only by taking steps like working directly with her vendors and buying product in bulk and farther in advance than she used to. And because of supply-chain disruptions for packaging products, she's often struggling to source items such as salsa jar lids or labels.

"Now I have to think longer-term to keep my pricing," she said. "It's more juggling than we've ever had to do before."



Joe Short draws a beer at his Bellaire business Wednesday, May 18, 2022. *John L. Russell, Special To The Detroit News*

And the changes the last few years have brought has meant constant adjustments in how customers are ordering, whether they're wholesale clients or in-store shoppers. Hankins is expecting a busy summer as people flock Up North, residents who are new to the area want to get out and about, and large events return.

"It feels like the floodgates have opened," she said. "Those small retailers are feeling like, this summer, they're back."

Visitors just need to keep in mind that wait times may be longer than they'd like. Favorite menu items may not be available. Mostly, everyone's doing the best they can.

"If they want to see these places survive, they need to be patient. And they really need to have empathy for the hospitality workers," Short said. "Tip heavy. Be kind. We're in survival mode."

jgrzelewski@detroitnews.com

Twitter: @JGrzelewski

View Comments

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CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET MEETING
Tuesday, April 25, 2022 at 5:30 p.m.
Council Chambers, City Hall

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

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

4. Inquiry Regarding Potential Conflicts of Interest

Chair Owens welcomed Liam Dreyer as the newest full member of the DDA Board.

5. Consent Agenda

A. Minutes
B. Committee Minutes
C. Monthly Report
D. DDA Financials
E. Michigan Main Street Program Community Requirements and Expectations Agreement
F. Contract with Jon Mon for Cooperative Ad Film and Video

Chair Owens stated that she wanted to move Item E from the Consent Agenda to Item C under New Business. Member Dreyer stated that his last name was spelled "Dreyer" not "Dryer".

Motion by Mayor Kurtz, second by Member Way to approve the Consent Agenda as revised. **Motion carried by unanimous voice vote.**

6. Reports

A. Director's Report

Bi-Annual Report - Director Dotson in accordance with PA57 of 2018 gave a brief presentation outlining recent accomplishments and future goals of the DDA for members to the public.

Member Silva joined the meeting remotely at this time.

B. Destination Creation Course Report Out

Director Dotson presented a report and feedback collected from the "first class" of the Destination Creation Course which included seven (7) Charlevoix businesses.

7. Old Business

A. 109 Bridge Park Drive Update

Chair Owens stated that she spoke earlier with John Murray and That French Place who had some items in the space will have those items removed by May 9th. Chari Owens stated that Mr. Murray had been approached by BIBCO who also passed along the potential of an opportunity to "Nomi Maids" who were interested in securing a lease for office space. Mr. Murray also approached JBird to discuss some minor configurations to better use of the space for the two (2) dynamically different businesses.

Motion by Mayor Kurtz, second by Member Oosthuizen to give John Murray permission to enter into a lease for space in the Bridge Park building with Nomi Maids using his best discretion as of May 1st or May 10th. **Motion carried by unanimous voice vote.**

Director Dotson stated Zoning Administrator Scheel had suggested the DDA ask the Planning Commission to consider specific signage requirements for the Bridge Park building.

Motion by Member Dreyer, second by Member Way to request the Planning Commission consider adjusting signage requirements for the Bridge Park Building to improve visibility of commercial tenants. **Motion carried by unanimous voice vote.**

B. Downtown Maps Discussion

Director Dotson stated that the subcommittee met on April 5th and reviewed two (2) proposals for the maps including Mitchell Graphics for $2,500 and Harbor House Publishers for $5,346. The subcommittee reviewed the options and recommended the DDA work with Mitchell Graphics.

Amanda Wilkin stated the kiosks were not included in the $2,500 quote and she estimated a cost of $1,000 for the kiosks.

Motion by Member Dreyer, second by Member Oosthuizen to work with Mitchell Graphics on the 2022 Downtown Charlevoix Map. **Motion carried by unanimous voice vote.**

C. Public Restroom Discussion
Director Dotson stated during the March regular meeting she was instructed to research modular restroom options that could be considered in lieu of the restroom trailer option that had been explored in recent months. She reviewed the specifics of the three (3) estimates she had obtained. City Manager Mark Heydlauff stated that there were two (2) things to consider including that the restrooms in City Hall could potentially be opened to the public, but if the consideration was geographic in nature the location was quite limited. Discussion followed regarding possible locations either on public or private property.

8. New Business

A. Election of Officers
Mayor Kurtz proposed that the election of officers be tabled until the May meeting and the Board members concurred.

Amanda Wilkin stated that she wanted to let the Board know that she appreciated being on the DDA Board and working with everyone for the past three (3) years.

B. Closed Session: Executive Director Evaluation MCL 15.268(a)
Chair Owens announced that it was time for Director Dotson's annual personnel evaluation and pursuant to her right under the Michigan Open Meetings Act, she has requested that the DDA Board of Directors enter a closed session for purposes of conducting a periodic personnel evaluation of a public officer. The Board entered closed session, and the members of the public left the meeting (6:22 p.m.)

Motion by Mayor Kurtz, seconded by Member Way to return to open session (7:50 p.m.). **Motion carried by unanimous voice vote.**

C. Michigan Main Street Program Community Requirements and Expectations Agreement
Motion by Member Way, second by Member Oosthuizen to sign the Master Level Agreement with Michigan Main Street. **Motion carried by unanimous voice vote.**

9. Public Comments

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn
Meeting adjourned at 7:57p.m.

_____ _____

Sarah J. Dvoracek/fgm Maureen Owens Chair

City of Charlevoix
Downtown Development Authority and Main Street Work Session Meeting minutes
Wednesday, May 4, 2022 - 11:30 AM
2nd Floor Conference Room, City Hall

1. **Call to Order**

2. **Roll Call**

Chair:	Maureen Owens
Members Present:	Liam Dreyer, Luther Kurtz, Anne Oosthuizen, Paul Silva, Ron Way, Sam Bingham
Members Absent:	Sean Bradley
City Staff:	Lindsey Dotson, Executive Director; Mark Heydlauff, City Manager
Others Present:	Shirley Gibson

3. **Inquiry Regarding Conflicts of Interest**

4. **New Business**

A. Strategic Planning & Goals Discussion
Lindsey Dotson, Main Street DDA Director
Director Dotson shared a goals sheet that she had worked on for the meeting. Chair Owens led a discussion about the goals presented and asked each Board member to share ideas for possible new initiatives to consider. In addition to the items included in the goals sheet, Board members discussed things such as exploring the parking structure recommended by the Alleyway Improvement Plan, increased recycling in the downtown, a combined/shared dumpster for downtown businesses, an ice rink, increasing rideshare opportunities or investigating downtown transit, and more persistent strategic conversations with developers and property owners.

Members of the Board then discussed the Mason Street Infrastructure and Parking Lot project and its relationship to the Alleyway Corridor Improvement Plan and expressed interest in exploring the Alley and Corridor Implementation of Designs document that was approved by City Council to pursue an aspect of recommendations that corresponds with other work that is already scheduled to take place.

Other topics included exploring a redevelopment project that would be tied to a work requirement to aid in the shortage of employees for downtown businesses with a focus on supporting yearround workforce housing, working with employers to create new housing units with a work requirement, and the possibility of investing in a property to achieve these goals in partnership with entities such as Housing North and Charlevoix Area Chamber of Commerce.

5. **Public Comment**

Shirley Gibson expressed confusion around the discussion about downtown housing and public transportation options.

6. **Request for Future Agenda Items**

7. **Board Comments**

8. **Adjourn**

   The meeting was adjourned at 1:17 p.m.

_____		_____	
Lindsey Dotson	Director	Maureen Owens	Chair

CHARLEVOIX MAIN STREET MISSION

The mission of the Charlevoix Main Street program is to strengthen the year-round economic vitality of our vibrant historic business district through community efforts, events, and public/private partnerships while fostering a sense of community pride and ownership.

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

PROJECT
PINE RIVER PLACE

REGULAR MEETING
CHARLEVOIX HOUSING COMMISSION

TUESDAY – APRIL 19, 2022
2:00 P.M.
PINE RIVER PLACE COMMUNITY ROOM

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

Others Present: Dan Murray CHC-Maintenance Supervisor, Annessa Haist-Director, MPHC/CHC, Cindy Morris CHC-Occupancy Specialist and Residents of Pine River Place.

Chairperson Joan Buday called the Meeting to Order at 2:02 p.m.

ADDITIONS TO THE AGENDA: NONE

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

Motion by Commissioner Waddell, seconded by Commissioner Left to approve and accept the Meeting Minutes for March 15, 2022 along with the payables for both February and March of 2022 as presented.

Ayes: Crandall, Waddell, Left, Buday
Nays: None
Absent: Lee

OLD BUSINESS: Lawsuit Update
Director MPHC/CHC Annessa Haist spoke briefly, updates on the process received from the attorney.

Developer's Update – minimal information to report moving forward.

NEW BUSINESS: Communications

City – Re: Board Member Terms and By-Laws – Presented to the Board of Commissioners, minimal discussion was had. Information was given in the form of a handout updating all.

Executive Director's Report -

REAC Inspection Prep Update was given by Annessa Haist MPHC/CHC Director. Noted we had MPHC Maintenance working with CHC Maintenance to prepare for the upcoming Inspection.

By-Laws were reviewed asking Commissioners if there were any changes we should discuss at this time. Commissioner Waddell brought up a few points that we should look at and asked that we table the conversation until a future date. Noted for Old Business.

Audit is scheduled for August 1, 2022 Annessa Haist let the Board of Commissioners be aware of the date.

Annessa Haist-Director MPHC/CHC advised the board of Commissioners the office in Mt. Pleasant was in need of assistance from the CHC office.

RES #IV-22 – Amendment Adding Juneteenth to the Personal Policy was proposed to the Board of CHC Commissioners. Minimal discussion was had by all present.

Motion by Commissioner Waddell to accept RES #IV-22 adding Juneteenth to the Personal Policy as written and presented. Seconded by Commissioner Crandall to approve and accept.

Ayes: Crandall, Waddell, Left, Buday
Nays: None
Absent: Lee

Public Comment on subjects unrelated to Agenda Items:

Resident of Pine River Place spoke letting everyone know there would be a Birthday Cake Celebration for all who have a Birthday in April after the meeting today. Everyone is Welcome to join in the Celebration.

Adjournment: Meeting was adjourned at 3:20 p.m.

Respectfully submitted and approved by:

Annessa Haist

Executive Director, Annessa Haist – CHC/MPHC

The next Board Meeting is May 17, 2022 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, Mi. 49720.

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments
Date: June 6, 2022

Presented By:

Background:

Recommendation:

Attachments:
None