



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, January 18, 2021- 6:00 PM
Held remotely via Zoom

1. Pledge of Allegiance

- A. Zoom Log-in Instructions

2. Roll Call

3. Presentations

- A. Staff Introductions
Mark L, Heydlauff, City Manager; Gerard Doan, Chief of Police

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

- A. City Council Meeting Minutes - January 4, 2021
- B. Accounts Payable and Payroll Check Registers
- C. Electric Department Trailer: Ditch Witch for \$10,889.98
- D. Appointment of Michigan Public Power Agency Commissioners
- E. Assignment of MPPA Authorized Representative

6. Public Hearings and Actions Requiring Public Hearings

- A. Charlevoix Tomorrow 2021
Mark L. Heydlauff, City Manager

7. All Other Actions and Requests

- A. City Marina Commercial RFP
Kent Knorr, Recreation Director
- B. City Charter Review
Mark L. Heydlauff, City Manager
- C. Mayoral Appointment
Luther Kurtz, Mayor

8. Reports and Communications

- A. Public Comment

- B. City Manager's Comments
- C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks' notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

CHARLEVOIX CITY COUNCIL

Pledge of Allegiance

TITLE: Zoom Log-in Instructions

DATE: January 18, 2021

BACKGROUND:

Due to the ongoing pandemic and the MDHHS orders on public gatherings, this meeting will be held remotely via Zoom using the access instructions below.

Topic: Charlevoix City Council Meeting

Time: Jan 18, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

Meeting ID: 965 1391 2349

Passcode: 053426

One tap mobile

+16465588656,,96513912349#,,,,*053426# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 965 1391 2349

Passcode: 053426

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Staff Introductions

DATE: January 18, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager; Gerard Doan, Chief of Police

BACKGROUND:

I'd like to introduce some new and recently hired staff to Council.

- John Griffith, Electric Department Director
- Rob Scholey, Deputy Police Chief
- Morgan Stewart and Tieler Schick, Patrol Officers

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - January 4, 2021

DATE: January 18, 2021

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, January 4, 2021 – 6:00 p.m.
210 State Street, Charlevoix, MI

The virtual meeting was called to order at 6:00 p.m. by Mayor Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz (from Charlevoix)
Members Present: Greg Bryan, Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr, Brian Slater (all members participating from Charlevoix)
Members Absent: None
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

- A. Deputy Police Chief Scott Hankins Mayoral Proclamation
The Mayor presented a proclamation to Deputy Chief Hankins upon his retirement after 30 years of service to the City.
- B. Electric Superintendent Don Swem Mayor Proclamation
The Mayor presented a proclamation to Electric Superintendent Swem upon his retirement after 18 years of service to the City.
- C. Housing Update
Zoning Administrator Scheel discussed some of the zoning changes we've already made to encourage more housing strategies and some that we can employ going forward. Council discussed and deliberated the topic at length and asked several questions.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

- A. City Council Meeting Minutes – December 21, 2020
B. Accounts Payable and Payroll Check Registers
a. Special Accounts Payable Check Register – December 18, 2020
b. Regular Accounts Payable Check Register – January 5, 2021
c. ACH Payments – December 21, 2020 to December 28, 2020
d. Payroll Check Register – December 23, 2020
e. Payroll Transmittal – December 23, 2020
f. Tax Disbursement – January 5, 2021

Motion by Hagen, second by Kalbfell to approve the Consent Agenda.

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

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

- A. Public Hearing for Zoning Code Amendments Ordinance 823 of 2021
The Mayor opened the public hearing at 6:49 p.m. Planner Jennifer Neal stated that the proposed Zoning Ordinance amendments are largely corrections, clarifications, or minor in nature.

Mayor Kurtz opened the item to public comment and one was heard in favor.

Motion by Parr, second by Hagen to approve the zoning amendments and adopt Ordinance 823 of 2021.

CITY OF CHARLEVOIX
ORDINANCE NO. 823 of 2021

AN ORDINANCE TO AMEND TITLE XV, CHAPTER 150, SECTION 150.01 AND CHAPTER 153, SECTIONS 153.005, 153.040, 153.116, 153.158, AND 153.170, AND 153.274 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 150, Section 150.01 of the City of Charlevoix Code is hereby repealed and replaced as follows:

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- (A) This Ordinance is enacted pursuant to P.A. 110 of 2006, as amended, (being the Michigan Zoning Enabling Act, M.C.L. 125.3101 et seq.).
- (B) Pursuant to the provisions of § 9 of Public Act 230 of 1972, being M.C.L.A. § 125.1509, the Building Official of the city is hereby designated as the enforcing agency to discharge the responsibilities of the city under Public Act 230 of 1972, being M.C.L.A. §§ 125.1501 through 125.1531. The city hereby assumes responsibility for the administration and enforcement of said Act throughout its corporate limits.

SECTION 2. Title XV, Chapter 153, Section 153.005 (B) of the City of Charlevoix Code is hereby amended so that the definition of "BUILDING HEIGHT" reads as follows:

BUILDING HEIGHT. The vertical distance measured from the average finished grade around the building to the highest point of a flat roof; to the deck line of a mansard roof; when there is a dormer built into the roof, the height is measured to the midpoint of the dormer roof if the dormer(s) exceeds fifty (50) percent or more of the width of any side of the building; to the average height between the eaves and ridge for a gable, hip and gambrel roof; or to an equivalent point on any other roof, excluding structural elements not intended for habitation and not exceeding six (6) feet above the maximum building height including antenna arrays, smoke and ventilation stacks, flag poles, mechanical and elevator equipment, and parapet walls designed solely to screen mechanical and elevator equipment (See § 153.146 of this chapter.)

SECTION 3. Title XV, Chapter 153, Section 153.040 of the City of Charlevoix Code is hereby repealed and replaced as follows:

- (A) After a final hearing, the ZBA shall make a decision on an application or appeal. A copy of the Board's decision shall be transmitted to the applicant or appellant. Such a decision shall be binding upon the Zoning Administrator and observed by them, and they shall incorporate its terms and conditions in a permit to the applicant or appellant whenever a permit is authorized by the Board.
- (B) Zoning Board of Appeals decisions shall expire one year from the date of issuance, unless substantial construction has begun.

SECTION 4. Title XV, Chapter 153, Section 153.116 (A) (6) of the City of Charlevoix Code is hereby repealed and replaced as follows:

(6) The minimum distance between a principal building and detached accessory buildings shall be ten feet, and a minimum of 10 feet shall be provided between the sides of adjacent single family buildings and/or accessory structures.

SECTION 5. Title XV, Chapter 153, Section 153.116 (A) (9) of the City of Charlevoix Code is hereby repealed and replaced as follows:

- (9) Prohibited uses within detached accessory structures or accessory structures connected by a breezeway or similar structure in all districts except the R2 Zone:
- (a) May not contain features that form a habitable dwelling unit or create a second dwelling unit;
 - (b) These structures may contain utility sinks, one bathroom, and refrigeration units. Full kitchen facilities that include a range or stove are prohibited; and
 - (c) Rooms within accessory structures may be used for additional sleeping quarters for the owner, or resident, and their immediate family provided that these rooms may not be rented out as short or long term rentals for any length of time.

SECTION 6. Title XV, Chapter 153, Section 153.158 of the City of Charlevoix Code is hereby repealed and replaced as follows:

Renting of residential properties, including, but not limited to, homes, condos, apartments, townhouses, and duplexes, as short or long term rentals, regardless of the underlying zoning district, shall comply with the following standards.

- (A) Short and long-term renting of entire residential structures is permitted in any zoning district providing all rentals comply with any applicable requirements of City ordinances.
- (B) Signage shall be subject to the requirements of §§ 153.205 through 153.219.

SECTION 7. Title XV, Chapter 153, Section 153.170 of the City of Charlevoix Code is hereby repealed and replaced as follows:

(A) *Purpose.* The purpose of this section is to provide quality exterior architectural building styles and material standards to enhance the visual environment of the main corridor entries to the city, thereby improving property values and stimulating investment in the business districts. The provisions of this section are intended to promote quality architecture to ensure that buildings retain their value, protect the investment of adjacent landowners, blend harmoniously into the streetscape and create a positive image for business and the city.

(B) *Applicability.* This section shall apply to all new construction in the General Commercial (GC), Professional Office (PO) and Commercial Mixed Use (CM) Districts on lots fronting U.S. 31 (Bridge Street and Michigan Avenue) and M-66. This section shall not apply to single-family detached and two-family residential structures. Architecture shall be reviewed by the Zoning Administrator or Planning Commission, as applicable, as a part of site plan review under the requirements of §§ 153.230 through 153.239 of this chapter.

- (C) All exterior materials shall comply with the following:
- (1) Design standards. Buildings shall have architectural variety, but enhance the overall cohesive community character. At a minimum, the following standards shall be met.

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- (a) Buildings shall provide architectural features, details and ornaments such as archways, colonnades, cornices, peaked roof lines, hip returns, operable window shutters, transoms, gas lights or towers to accent and add interest.
- (b) Repair of existing structures may utilize the existing roof pitch and roof design at the time of application.
- (c) Plazas, strip malls or similar types of commercial or office developments where multiple businesses are located within the same building shall provide at least one dormer, archway or similar feature per business or store front.
- (d) Building walls over 100 feet long shall be broken up with varying building lines, vertical architectural features, windows, architectural accents and trees.
- (e) Building entrances shall utilize windows, canopies and awnings; provide unity of scale, texture and color; and clearly identify the entry.
- (f) Building-mounted mechanical equipment shall be screened.

(D) Site elements. Signs and other site features shall be designed and located so they are aesthetically consistent and harmonious with the overall development. Sign bases shall be constructed of material which is compatible with the principal building. Mechanical equipment shall be screened.

SECTION 8. Title XV, Chapter 153, Section 153.274 (C) of the City of Charlevoix Code is hereby amended to delete “and rezoning” from the first sentence to read as follows:

(C) Preliminary PUD plan.

SECTION 9. 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 10. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

Ordinance No. 823 was adopted on the 4th day of January, 2021 A.D., by the Charlevoix City Council as follows:

Motion by: Parr
Second by: Hagen
Yeas: Bryan, Knapp, Parr, Kalbfell, Hagen, Slater
Nays: None
Absent: None

State of Michigan } §
City of Charlevoix }

The public hearing was closed at 6:52 p.m.

7. All Other Actions & Requests

A. Sidewalk Snow Removal

Zoning Administrator Scheel recalled snow removal methods for downtown sidewalks over the last few years. He expressed concern relative to how enforcement would occur in residential neighborhoods. He noted that a sidewalk inventory was being developed and information could be gathered on how other communities address these situations. Council agreed to continue gathering information for future discussion.

Mayor Kurtz opened the item to public comment and none was heard.

B. Economic Development Strategy & Marketing Strategy

Community Development Fellow Martin stated that the Economic Development Strategy and Marketing Strategy are requirements for the Redevelopment Ready Communities (RRC) program. Becoming RRC certified is a prerequisite for many grant and aid programs from the State of Michigan and the MEDC. He noted that an Economic Development Strategy provides insight to key economic drivers, goals, and actions pertaining to current or planned improvements and the Marketing Strategy identifies opportunities to attract businesses, residents, and consumers to our community.

Mayor Kurtz opened the item to public comment and none was heard.

Motion by Kalbfell, second by Hagen to adopt the Economic Development and Marketing Strategies as presented.

Yeas: Bryan, Knapp, Parr, Kalbfell, Hagen, Slater
Nays: None

C. Charlevoix EMS Replacement Fund

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City Manager Heydlauff recalled that we have ongoing dialogue with our township colleagues on the creation of an EMS Authority, an independent, tax-supported entity to manage the service. They discussed a plan to reallocate some of the fund balance reserved for future ambulance replacement toward current operating liabilities for each entity. He stated that the current fiscal conditions, brought on largely by the pandemic, make the subsidy of the life-saving service an increasing challenge. He stated that by using this funding now, we can reinforce the fiscal stability of each entity and bridge the service toward its independence.

Mayor Kurtz opened the item to public comment and none was heard.

Motion by Kalbfell, second by Hagen to approve the Memorandum of Expectations for Ambulance Service dated January 4, 2021.

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

Nays: None

D. Northside Trail Development Agreement

City Manager Heydlauff recalled that Council approved receiving easements for the construction of a non-motorized trail on the north side of Charlevoix. TART is willing to support the engineering portion of the project which is currently estimated at \$150,000. We also expect to qualify for MDOT grants in the range of \$750,000 to \$1 million leaving the City's local match in the \$200,000 range minus any local fundraising and assistance from other units of government. He suggested that Council allow him to negotiate the final terms of an agreement with TART in order that we might qualify for the engineering support toward the broader project.

Mayor Kurtz opened the item to public comment and none was heard.

Motion by Kalbfell, second by Parr to authorize the City Manager to negotiate and sign an agreement with TART to develop the Northside Non-Motorized Trail.

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

Nays: None

E. FY 2022 Budget-First Draft Discussion

City Manager Heydlauff presented a first draft of the budget for fiscal year 2021-2022 and he included a memo outlining some broad budget topics. He noted that his philosophy was to project on the high end of expenses and the low end of revenues in order that we might be more balanced as the year ends rather than less. He stated that this draft is flexible between now and February's public hearing to approve the final budget.

Mayor Kurtz opened the item to public comment and none was heard.

8. **Reports & Communications**

A. Public Comments

B. City Manager Comments

- Received a lot of good feedback for the dog park
- COVID vaccine rollout is moving forward for frontline workers
- Thank you and congratulations to Don Swem and Scott Hankins on their retirement

C. Mayor & Council Comments

- Knapp thanked Zoning Administrator Scheel and the City Manager for the housing report
- Hagen thanked City Staff and is looking forward to working with Council in the new year
- Council collectively congratulated and thanked Don Swem and Scott Hankins and wished all a Happy New Year
- Mayor thanked Recreation Director Knorr and Bo Boss for their efforts at Mt. McSaubia

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 7:58 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

Special Accounts Payable - Payroll Transmittal – 12/18/2020

AT&T	2,286.20	STANDARD INSURANCE CO	2,707.19
AT&T LONG DISTANCE	15.38	VERIZON WIRELESS	88.31
CHARLEVOIX STATE BANK	5,666.31	VSP INSURANCE CO. (CT)	547.09
CHARTER COMMUNICATIONS	706.11	WEX BANK	1,249.94
DELTA DENTAL	3,433.28	TOTAL	66,824.42
HOLIDAY COMPANIES	5,204.40		
MONEY LIFE INSURANCE	449.15		
PRIORITY HEALTH	44,471.06		

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Regular Accounts Payable – 01/05/2021

AIRGAS USA LLC	69.29	MAYER, SHELLEY L.	50.00
ALL-PHASE ELECTRIC	7.91	McGINN, KELLY A.	50.00
ANDERSON, ELIZABETH A.	50.00	MCMASTER-CARR	1,586.67
ANZELL, BETH A.	50.00	MCMULLEN, DONALD R.	98.30
ASPEN WIRELESS	1,842.00	MDC CONTRACTING LLC	6,318.20
AT&T MOBILITY	577.64	MICHIGAN DEPARTMENT OF TREASURY	2,000.00
BELL EQUIPMENT COMPANY	322.06	MILLER, WILLIAM S.	50.00
BLUETARP FINANCIAL	39.99	NORTHERN CREDIT SERVICES	468.82
BOUND TREE MEDICAL LLC	400.63	OHM ADVISORS	35,739.75
BRADFORD'S	81.00	PAUL'S METER TESTING LLC	3,382.55
CDW GOVERNMENT INC.	400.34	PERFORMANCE ENGINEERS INC	30,980.25
CHARLEVOIX COUNTY	5,311.65	PETALS	175.00
CHARLEVOIX ROD & GUN CLUB	65.00	POWER LINE SUPPLY	1,957.03
CHARLEVOIX SCREEN MASTERS INC	8.00	PRESTON FEATHER	816.68
CHARTER COMMUNICATIONS	994.60	PURITY CYLINDER GASES INC	223.25
CONWAY PROFESSIONAL SERVICES	275.00	QUADIENT	2,196.75
DCL INC.	2,705.67	QUILL CORP	19.99
DeROSIA, PATRICIA E.	50.00	R B LYONS INC	7,190.00
DERRER OIL & PROPANE CO	2,285.89	SCHOLEY, ROBERT W.	50.00
DOAN, GERARD P.	50.00	SILVA, JESSE L.A.	50.00
DOTSON, LINDSEY J.	50.00	STANDARD ELECTRIC CO	1,411.86
ELLIOTT, PATRICK M.	50.00	STATE AND MASON LLC	1,000.00
ELLSWORTH FARMER'S EXCHANGE	1,740.00	STATE OF MICHIGAN	180.00
FARRELL, MITCHELL L.	20.29	STATE OF MICHIGAN	1,236.20
FASTENAL COMPANY	50.40	STEPHENS, LYON G.	50.00
FAULKNER, CHRISTOPHER	50.00	STRYKER SALES CORPORATION	1,915.20
FICK & SONS DIESEL GARAGE	10,656.58	SWEM, DONALD L.	50.00
GALLS AN ARAMARK COMPANY	577.72	TRAVERS, MANUEL J.	50.00
GOLDING, JOYCE M.	50.00	TRUCK & TRAILER SPECIALTIES	76,276.00
GREAT LAKES ENERGY	266.48	UNITED STATES PLASTIC CORP.	146.96
GREAT LAKES PIPE & SUPPLY	324.12	UP NORTH ASSESSING INC	5,100.00
HERZOG ELECTRIC	148.00	USA BLUE BOOK	2,302.69
HEYDLAUFF, MARK L.	50.00	VILLAGE GRAPHICS INC.	97.85
INDEPENDENT DRAFTING SERVICES	200.00	WORK & PLAY SHOP	133.83
JACKLIN STEEL SUPPLY CO	107.20	WURST, RANDALL W.	50.00
JOHNSON, MELISSA A.	50.00	WYMAN, MATTHEW A.	50.00
KLOOSTER, ALIDA K.	50.00	ZIXCORP	284.63
KLOOSTER, PATRICK H.	50.00	TOTAL	213,975.92
KNORR, KENT J.	50.00		
LAKESHORE TIRE & AUTO SERVICE	110.00		

ACH Payments – 12/21/2020 to 12/28/2020

MI PUBLIC POWER AGENCY	22,826.78	VANTAGEPOINT (ROTH IRA)	1,280.76
IRS (PAYROLL TAX DEPOSIT)	38,494.61	MERS (DEFINED BENEFIT PLAN)	200,763.44
ALERUS FINANCIAL (HCSP)	350.00	MI PUBLIC POWER AGENCY	23,284.78
STATE OF MI (WITHHOLDING TAX)	5,715.10	MI PUBLIC POWER AGENCY	251,598.53
VANTAGEPOINT (401 ICMA PLAN)	912.08	TOTAL	565,216.07
VANTAGEPOINT (457 ICMA PLAN)	19,989.99		

Payroll Net Pay – Check Date 12/23/2020

HEYDLAUFF, MARK L.	2,882.72	MAYER, SHELLEY L.	1,503.45
GOLDING, JOYCE M.	1,653.60	HILLING, NICHOLAS A.	1,422.91
DEROSIA, PATRICIA E.	804.20	MEIER III, CHARLES A.	1,363.20
DOTSON, LINDSEY J.	1,421.40	ZACHARIAS, STEVEN B.	1,642.74
KLOOSTER, ALIDA K.	1,753.72	NEWMAN, MARK J.	1,056.43
GOLOVICH, KAREN J.	980.65	SWEM, DONALD L.	3,086.32
BARNEVELD, RICHELLE L.	1,163.09	EATON, BRAD A.	2,399.07
EDWARDS, MACKENZIE R.	1,299.42	WILSON, TIMOTHY J.	2,669.36
MILLER, FAITH G.	22.45	LAVOIE, RICHARD L.	2,272.19
MCGINN, KELLY A.	2,146.71	STEVENS, BRANDON C.	2,721.45
DOAN, GERARD P.	2,413.82	DRAVES, MARTIN J.	2,366.18
SCHOLEY, ROBERT W.	795.44	ANDERSON, ELIZABETH A.	1,233.97
UMULIS, MATTHEW T.	1,249.40	KENWABIKISE, DAVID L.	1,105.17
HANKINS, SCOTT A.	1,692.27	ELLIOTT, PATRICK M.	2,739.35
ORBAN, BARBARA K.	1,289.03	SCHWARTZFISHER, JOSEPH	1,251.84
RILEY, DENISE M.	452.44	BRADLEY, KELLY R.	1,570.19
MUNK, CHRISTOPHER J.	1,306.60	HART II, DELBERT W.	1,439.83
SCHICK, TIELER R.	1,356.13	JONES, ROBERT F.	1,362.33
STEWART, MORGAN J.	1,309.82	FARRELL, MITCHELL L.	1,393.68
MATELSKI, KRISTEN L.	1,355.87	THORP JR, WILLIAM D.	1,647.01
WURST, RANDALL W.	1,226.68	LEITNER, RYAN S.	1,390.98

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FERGUSON, ROYCE L.	1,791.17	RILEY, CASEY W.	227.57
KNORR, KENT J.	1,958.91	JONES, LARRY M.	334.93
ANZELL, BETH A.	1,318.21	MATZ, EMILY S.	1,099.28
WHITE III, MARCUS W.	451.29	LEPIRD, KATIE A.	1,328.15
MATTACK, JEFFREY C.	1,001.58	MOYER, DAVID T.	163.20
MAY, MEREDITH A.	55.50	WHEELER, MICHAEL W.	1,436.58
BOSS, BEAU J.	1,161.30	MISHLER, MICHAEL J.	653.34
WYMAN, MATTHEW A.	1,647.33	AZZOPARDI, ANTHONY J.	1,246.10
MILLER, WILLIAM S.	1,048.30	MCCRANEY, RUSSELL R.	72.41
DOUGLAS, MARK	879.31	PECK, JARICA L.	451.67
FRATRICK, JOSEPH W.	411.33	DIETZ, AMANDA M.	517.79
CARSON, SAWYER J.	821.52	MOYER, NATHAN I.	1,283.33
MCMULLEN, DONALD R.	1,800.40	WHITLEY, ANDREW T.	2,224.30
SILVA, JESSE L.A.	1,106.80	MORRISON, KEVIN P.	1,364.73
JOHNSON, MELISSA A.	1,516.36	BOSS JR, DALE E.	1,558.04
STEPHENS, LYON G.	1,144.98	HOLM, ARTHUR R.	1,201.28
TRAVERS, MANUEL J.	1,770.27	TOTAL	104,572.37
FAULKNER, CHRISTOPHER J.	2,989.28		
STEVENS, JEFFREY W.	322.72		

Payroll Transmittal – 12/23/2020

4FRONT CREDIT UNION	1,018.00	DISCOVER BANK	367.06
AMERICAN FAMILY LIFE	608.28	MI STATE DISBURSEMENT UNIT	209.65
CHAR EM UNITED WAY	90.00	MONEY LIFE INSURANCE	393.87
CHARLEVOIX STATE BANK	942.00	PRIORITY HEALTH	1,513.63
COMMUNICATION WORKERS OF AMER	672.47	TOTAL	5,814.96

Tax Disbursement – 01/05/2021

CAMP, ROBERT	100.00	CHARLEVOIX PUBLIC SCHOOLS	206.80
CHARLEVOIX COUNTY TREASURER	222.62	CHARLEVOIX STATE BANK	832.17
CHARLEVOIX COUNTY TREASURER	67,737.25	CHARLEVOIX-EMMETT ISD	101,936.54
CHARLEVOIX DISTRICT LIBRARY	42,715.85	CITY OF CHARLEVOIX - TAXES DUE	33,246.72
CHARLEVOIX PUBLIC SCHOOLS	4,628.65	RECREATIONAL AUTHORITY	8,276.52
CHARLEVOIX PUBLIC SCHOOLS	211.02	TOTAL	260,325.14
CHARLEVOIX PUBLIC SCHOOLS	147.72		
CHARLEVOIX PUBLIC SCHOOLS	63.28		

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CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: January 18, 2021

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/02/2021	01/08/2021	132420	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,018.00
01/02/2021	01/08/2021	132421	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
01/02/2021	01/08/2021	132421	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	453.82
01/02/2021	01/08/2021	132422	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 1/2/20	90.00
01/02/2021	01/08/2021	132423	CHARLEVOIX STATE BAN	9016	Lump Sum Employer Contribution	1,992.00
01/02/2021	01/08/2021	132424	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	992.00
01/02/2021	01/08/2021	132425	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	675.02
01/02/2021	01/08/2021	132426	DISCOVER BANK	9032	Garnishment: WWR File #040038	312.08
01/02/2021	01/08/2021	132427	MI STATE DISBURSEMENT	9012	FRIEND OF THE COURT Pay Pe	209.65
01/02/2021	01/08/2021	132428	MONEY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	285.24
01/02/2021	01/08/2021	132428	MONEY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 1/2/2	54.01
01/02/2021	01/08/2021	132428	MONEY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 1/2/202	4.40
01/02/2021	01/08/2021	132428	MONEY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	40.35
01/02/2021	01/08/2021	132428	MONEY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 1/2/	6.91
01/02/2021	01/08/2021	132428	MONEY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 1/2/20	2.96
01/02/2021	01/08/2021	132429	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	201.00
01/02/2021	01/08/2021	132430	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,513.63
Grand Totals:						7,937.97

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

01/08/21 Payroll Transmittal Checks \$ 7,937.97
 01/08/21 Payroll (net pay) \$ 126,541.35
 01/19/21 Regular Accounts Payable \$ 456,511.13

Checks Sub-Total: \$ 590,990.45

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

01/04/21 AMG Payment Solutions \$ 26.25
 01/04/21 MI Public Power Agency \$ 18,658.03
 01/04/21 Payment Service Network Inc \$ 267.90
 01/07/21 DTE Energy \$ 6,790.24
 01/08/21 IRS (Payroll Tax Deposit) \$ 47,199.81
 01/08/21 Alerus Financial (HCSP) \$ 350.00
 01/08/21 State of MI (Withholding Tax) \$ 6,819.48
 01/08/21 Vantagepoint (401 ICMA Plan) \$ 912.08
 01/08/21 Vantagepoint (457 ICMA Plan) \$ 21,803.76
 01/08/21 Vantagepoint (Roth IRA) \$ 1,280.76
 01/11/21 MI Public Power Agency \$ 15,017.65
 01/11/21 State of MI (Sales Tax) \$ 17,295.51

ACH Sub-Total: \$ 136,421.47

Huntington National Bank Total: \$ 727,411.92

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

01/19/21 Tax Disbursement \$ 555,151.66
 Charlevoix State Bank Total: \$ 555,151.66

Grand Total: \$ 1,282,563.58

APPROVED:


CITY MANAGER

CITY TREASURER

CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/02/2021	PC	01/08/2021	32314	KURTZ, LUTHER J.	54		851.92
01/02/2021	PC	01/08/2021	32315	HAGEN, AARON W.	56		489.45
01/02/2021	PC	01/08/2021	32316	KALBFELL, JANET P.	58		454.82
01/02/2021	PC	01/08/2021	32317	BRYAN JR, GREGORY T.	59		356.81
01/02/2021	PC	01/08/2021	32318	SLATER, JOHN B.	60		290.72
01/02/2021	PC	01/08/2021	32319	PARR, PHILIP M.	61		146.57
01/02/2021	PC	01/08/2021	32320	KNAPP, MARK D.	62		146.57
01/02/2021	PC	01/08/2021	32321	FLANDERS, FRANCIS B.	90		44.04
01/02/2021	PC	01/08/2021	32322	BRYAN, BRENDA L.	91		46.17
01/02/2021	PC	01/08/2021	32323	HEYDLAUFF, MARK L.	102		3,175.97
01/02/2021	PC	01/08/2021	32324	GOLDING, JOYCE M.	106		2,101.82
01/02/2021	PC	01/08/2021	32325	DEROSIA, PATRICIA E.	107		1,029.58
01/02/2021	PC	01/08/2021	32326	DOTSON, LINDSEY J.	109		1,423.59
01/02/2021	PC	01/08/2021	32327	KLOOSTER, ALIDA K.	121		2,748.44
01/02/2021	PC	01/08/2021	32328	GOLOVICH, KAREN J.	122		982.15
01/02/2021	PC	01/08/2021	32329	BARNEVELD, RICHELLE	123		1,175.21
01/02/2021	PC	01/08/2021	32330	EDWARDS, MACKENZIE	124		1,711.59
01/02/2021	PC	01/08/2021	32331	MILLER, FAITH G.	142		19.97
01/02/2021	PC	01/08/2021	32332	MCGINN, KELLY A.	146		2,074.77
01/02/2021	PC	01/08/2021	32333	DOAN, GERARD P.	201		2,416.02
01/02/2021	PC	01/08/2021	32334	SCHOLEY, ROBERT W.	204		1,617.61
01/02/2021	PC	01/08/2021	32335	UMULIS, MATTHEW T.	205		1,034.22
01/02/2021	PC	01/08/2021	32336	HANKINS, SCOTT A.	208		1,693.77
01/02/2021	PC	01/08/2021	32337	ORBAN, BARBARA K.	209		1,787.89
01/02/2021	PC	01/08/2021	32338	RILEY, DENISE M.	213		460.03
01/02/2021	PC	01/08/2021	32339	MUNK, CHRISTOPHER J.	215		1,917.99
01/02/2021	PC	01/08/2021	32340	SCHICK, TIELER R.	216		1,764.59
01/02/2021	PC	01/08/2021	32341	STEWART, MORGAN J.	217		1,893.89
01/02/2021	PC	01/08/2021	32342	MATELSKI, KRISTEN L.	230		1,358.74
01/02/2021	PC	01/08/2021	32343	WURST, RANDALL W.	411		1,990.42
01/02/2021	PC	01/08/2021	32344	MAYER, SHELLEY L.	412		1,500.37
01/02/2021	PC	01/08/2021	32345	HILLING, NICHOLAS A.	413		1,765.05
01/02/2021	PC	01/08/2021	32346	MEIER III, CHARLES A.	421		1,412.15
01/02/2021	PC	01/08/2021	32347	ZACHARIAS, STEVEN B.	422		1,430.16
01/02/2021	PC	01/08/2021	32348	NEWMAN, MARK J.	424		1,306.34
01/02/2021	PC	01/08/2021	32349	SWEM, DONALD L.	512		3,092.04
01/02/2021	PC	01/08/2021	32350	EATON, BRAD A.	515		2,557.71
01/02/2021	PC	01/08/2021	32351	WILSON, TIMOTHY J.	516		3,220.34
01/02/2021	PC	01/08/2021	32352	LAVOIE, RICHARD L.	519		2,334.14
01/02/2021	PC	01/08/2021	32353	STEVENS, BRANDON C.	521		2,747.19
01/02/2021	PC	01/08/2021	32354	DRAVES, MARTIN J.	523		2,238.73
01/02/2021	PC	01/08/2021	32355	ANDERSON, ELIZABETH	526		1,234.96
01/02/2021	PC	01/08/2021	32356	KENWABIKISE, DAVID L.	528		1,106.38
01/02/2021	PC	01/08/2021	32357	ELLIOTT, PATRICK M.	600		2,741.55
01/02/2021	PC	01/08/2021	32358	SCHWARTZFISHER, JOS	603		1,320.99
01/02/2021	PC	01/08/2021	32359	BRADLEY, KELLY R.	614		1,268.63
01/02/2021	PC	01/08/2021	32360	HART II, DELBERT W.	616		2,101.36
01/02/2021	PC	01/08/2021	32361	JONES, ROBERT F.	618		1,571.08
01/02/2021	PC	01/08/2021	32362	FARRELL, MITCHELL L.	622		1,325.41
01/02/2021	PC	01/08/2021	32363	THORP JR, WILLIAM D.	623		1,615.64
01/02/2021	PC	01/08/2021	32364	LEITNER, RYAN S.	624		1,821.97
01/02/2021	PC	01/08/2021	32365	FERGUSON, ROYCE L.	625		2,066.06
01/02/2021	PC	01/08/2021	32366	KNORR, KENT J.	700		1,965.65
01/02/2021	PC	01/08/2021	32367	ANZELL, BETH A.	702		1,320.37
01/02/2021	PC	01/08/2021	32368	BOSS, SHERRY M.	730		461.94
01/02/2021	PC	01/08/2021	32369	PORATH, JACOB P.	741		196.72
01/02/2021	PC	01/08/2021	32370	HAGEN, MADISON L.	752		82.89

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/02/2021	PC	01/08/2021	32371	WHITE III, MARCUS W.	754		206.54
01/02/2021	PC	01/08/2021	32372	FOSTER, WILLIAM P.	765		303.98
01/02/2021	PC	01/08/2021	32373	MATTACK, JEFFREY C.	767		1,002.86
01/02/2021	PC	01/08/2021	32374	MATTACK, ANNE E.	768		413.37
01/02/2021	PC	01/08/2021	32375	MAY, MEREDITH A.	771		51.53
01/02/2021	PC	01/08/2021	32376	BOSS, BEAU J.	788		1,162.05
01/02/2021	PC	01/08/2021	32377	CULBERTSON, CRISTIN	797		355.39
01/02/2021	PC	01/08/2021	32378	WYMAN, MATTHEW A.	927		2,769.14
01/02/2021	PC	01/08/2021	32379	MILLER, WILLIAM S.	933		1,362.82
01/02/2021	PC	01/08/2021	32380	DOUGLAS, MARK	935		1,020.09
01/02/2021	PC	01/08/2021	32381	FRATRICK, JOSEPH W.	940		785.03
01/02/2021	PC	01/08/2021	32382	CARSON, SAWYER J.	941		854.99
01/02/2021	PC	01/08/2021	32383	MCMULLEN, DONALD R.	1000		3,040.89
01/02/2021	PC	01/08/2021	32384	SILVA, JESSE L.A.	1001		2,038.93
01/02/2021	PC	01/08/2021	32385	JOHNSON, MELISSA A.	1004		1,660.30
01/02/2021	PC	01/08/2021	32386	STEPHENS, LYON G.	1005		1,643.96
01/02/2021	PC	01/08/2021	32387	TRAVERS, MANUEL J.	1006		3,555.36
01/02/2021	PC	01/08/2021	32388	FAULKNOR, CHRISTOPH	1007		3,443.09
01/02/2021	PC	01/08/2021	32389	STEVENS, JEFFREY W.	1028		232.51
01/02/2021	PC	01/08/2021	32390	RILEY, CASEY W.	1052		369.91
01/02/2021	PC	01/08/2021	32391	JONES, LARRY M.	1057		190.96
01/02/2021	PC	01/08/2021	32392	MATZ, EMILY S.	1059		117.17
01/02/2021	PC	01/08/2021	32393	LEPIRD, KATIE A.	1061		1,475.37
01/02/2021	PC	01/08/2021	32394	WHEELER, MICHAEL W.	1103		1,585.04
01/02/2021	PC	01/08/2021	32395	MISHLER, MICHAEL J.	1107		868.68
01/02/2021	PC	01/08/2021	32396	AZZOPARDI, ANTHONY J.	1108		1,592.76
01/02/2021	PC	01/08/2021	32397	PECK, JARICA L.	1114		642.54
01/02/2021	PC	01/08/2021	32398	DIETZ, AMANDA M.	1115		1,298.89
01/02/2021	PC	01/08/2021	32399	WELLS, JANINNA J.	1117		43.13
01/02/2021	PC	01/08/2021	32400	MOYER, NATHAN I.	1118		1,494.33
01/02/2021	PC	01/08/2021	132412	TIMMS, ROBERT N	92		46.17
01/02/2021	PC	01/08/2021	132413	WHITLEY, ANDREW T.	522		2,761.73
01/02/2021	PC	01/08/2021	132414	MORRISON, KEVIN P.	601		1,772.81
01/02/2021	PC	01/08/2021	132415	BOSS JR, DALE E.	701		1,560.25
01/02/2021	PC	01/08/2021	132416	HILLIGAN, ABIGAIL B.	769		335.25
01/02/2021	PC	01/08/2021	132417	MATTER, DAWSON K.	786		161.76
01/02/2021	PC	01/08/2021	132418	HOLM, ARTHUR R.	791		1,202.78
01/02/2021	PC	01/08/2021	132419	WILLSON, BRENDA R.	799		107.84
Grand Totals:			95				126,541.35

Report Criteria:

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

Check Number	Payee	Amount
01/19/2021		
132431	ACCUMED GROUP, THE	3,243.68
132432	ACE HARDWARE	2,872.69
132433	ALL-PHASE ELECTRIC	184.59
132434	AMERICAN LEGAL PUBLISHING CORP	1,030.00
132435	AMERICAN WASTE INC.	1,090.00
132436	APX INC.	32.58
132437	AT YOUR SERVICE PLUS INC	250.00
132438	AUTO VALUE	545.92
132439	AVFUEL CORPORATION	26,743.32
132440	AZZOPARDI, ANTHONY J.	50.00
132441	BARNES, LINDA	75.00
132442	BEHAN WINDOW CLEANING	170.00
132443	CHARLEVOIX COUNTY TREASURER	318.84
132444	CHARLEVOIX ROD & GUN CLUB	195.00
132445	CHARLEVOIX SCREEN MASTERS INC	1,414.00
132446	CHARLEVOIX SEWER & DRAIN	185.00
132447	CHARLEVOIX TOWNSHIP	29.31
132448	CINTAS CORPORATION	64.18
132449	CITY OF CHARLEVOIX - UTILITIES	31,407.25
132450	CONWAY PROFESSIONAL SERVICES	355.00
132451	CRYSTAL FLASH ENERGY	562.55
132452	DIGITAL DOLPHIN	259.90
132453	DROST LANDSCAPE INC.	3,960.00
132454	ELLSWORTH FARMER'S EXCHANGE	1,049.12
132455	FAMILY FARM & HOME	547.57
132456	FASTENAL COMPANY	97.52
132457	FREEDOM MAILING SERVICES INC.	2,248.61
132458	GALLS AN ARAMARK COMPANY	669.79
132459	GREAT LAKES ELEVATOR LLC	429.38
132460	GRIFFITH, JOHN J	50.00
132461	GROSS, JOHN	51.21
132462	HACH COMPANY	2,054.44
132463	HARRELL'S	496.02
132464	HYDRO CORP	539.50
132465	JOHN E. GREEN COMPANY	1,707.75
132466	JONES & JONES GARAGE DOOR SVC	130.00
132467	KSS ENTERPRISES	367.34
132468	LAMAR COMPANIES	770.00
132469	LEELANAU COFFEE ROASTING CO IN	116.95
132470	MASIMO AMERICAS INC	9.00
132471	MATT LAFONTAINE FORD	1,007.22
132472	MEDLINE INDUSTRIES INC	333.00
132473	METAL HEAD WELDING LLC	1,101.37
132474	MICHIGAN FARMERS MARKET ASSOC	250.00
132475	MICHIGAN MUNICIPAL LEAGUE	1,256.57
132476	MOSES, ERICA	129.87
132477	MUNSON HEALTHCARE CHARLEVOIX	509.95
132478	NAVIA BENEFIT SOLUTIONS	50.00

Check Number	Payee	Amount
132479	NEXVORTEX INC	99.45
132480	NORTHERN MICHIGAN REVIEW INC.	56.25
132481	NORTHERN SAFETY CO INC	743.33
132482	NW MI COG	24,345.00
132483	OLESON'S FOOD STORES	8.89
132484	OLSON BZDOK & HOWARD	1,488.00
132485	O'REILLY AUTOMOTIVE INC	269.87
132486	OTEC	300.00
132487	PHYSICIAN'S CLINIC OF CHARLEVOIX	150.00
132488	PLUNKETT & COONEY	160.00
132489	POWER LINE SUPPLY	4,359.22
132490	PREIN & NEWHOF	1,005.00
132491	PURITY CYLINDER GASES INC	297.01
132492	QUILL CORP	344.88
132493	R & R PRODUCTS INC	822.50
132494	R L DEPPMANN CO	7,179.20
132495	RADAR ENGINEERS	354.07
132496	RCL CONSTRUCTION CO INC	313,090.74
132497	STATE OF MICHIGAN	250.00
132498	SYSTEMS SPECIALISTS INC	1,870.00
132499	TAYLOR 12501 LLC	4,417.50
132500	TELNET WORLDWIDE	228.01
132501	TRUCK & TRAILER SPECIALTIES	1,656.42
132502	UNIFIRST CORPORATION	841.58
132503	USA BLUE BOOK	1,050.72
132504	ZIXCORP	112.50
Total 01/19/2021:		456,511.13
Grand Totals:		456,511.13

Check Number	Payee	Amount
01/04/2021		
10421001	AMG PAYMENT SOLUTIONS	26.25
10421002	MICHIGAN PUBLIC POWER AGENCY	18,658.03
10421003	PAYMENT SERVICE NETWORK INC.	267.90
Total 01/04/2021:		18,952.18
Grand Totals:		18,952.18

Check Number	Payee	Amount
01/07/2021		
10721001	DTE ENERGY	6,790.24
Total 01/07/2021:		6,790.24
Grand Totals:		6,790.24

Check Issue Date	Check Number	Payee	Amount
108210001			
01/08/2021	10821000	**EFTPS* Payroll Taxes	12,033.17
01/08/2021	10821000	**EFTPS* Payroll Taxes	12,016.90
01/08/2021	10821000	**EFTPS* Payroll Taxes	2,814.22
01/08/2021	10821000	**EFTPS* Payroll Taxes	2,814.22
01/08/2021	10821000	**EFTPS* Payroll Taxes	17,521.30
Total 108210001:			
	5		47,199.81
108210002			
01/08/2021	10821000	Alerus Financial	350.00
Total 108210002:			
	1		350.00
108210003			
01/08/2021	10821000	STATE OF MICHIGAN	6,819.48
Total 108210003:			
	1		6,819.48
108210004			
01/08/2021	10821000	Vantagepoint - 401 Plan 109153	912.08
Total 108210004:			
	1		912.08
108210005			
01/08/2021	10821000	Vantagepoint - 457 Plan 300959	5,927.92
01/08/2021	10821000	Vantagepoint - 457 Plan 300959	2,032.32
01/08/2021	10821000	Vantagepoint - 457 Plan 300959	4,447.41
01/08/2021	10821000	Vantagepoint - 457 Plan 300959	9,396.11
Total 108210005:			
	4		21,803.76
108210006			
01/08/2021	10821000	Vantagepoint - Roth IRA 706117	1,280.76
Total 108210006:			
	1		1,280.76
Grand Totals:			
	13		78,365.89



Check Number	Payee	Amount
01/11/2021		
11121001	MICHIGAN PUBLIC POWER AGENCY	15,017.65
11121002	STATE OF MICHIGAN	17,295.51
Total 01/11/2021:		32,313.16
Grand Totals:		32,313.16

Check Number	Payee	Amount
01/19/2021		
3550	CHARLEVOIX COUNTY TREASURER	402.48
3551	CHARLEVOIX COUNTY TREASURER	143,983.84
3552	CHARLEVOIX DISTRICT LIBRARY	90,191.49
3553	CHARLEVOIX PUBLIC SCHOOLS	13,764.82
3554	CHARLEVOIX PUBLIC SCHOOLS	488.27
3555	CHARLEVOIX PUBLIC SCHOOLS	341.75
3556	CHARLEVOIX PUBLIC SCHOOLS	146.44
3557	CHARLEVOIX PUBLIC SCHOOLS	478.50
3558	CHARLEVOIX-EMMET ISD	215,231.39
3559	CITY OF CHARLEVOIX - TAXES DUE	69,349.31
3560	CORELOGIC	2,997.66
3561	D'ANNA, ANTHONY	300.00
3562	RECREATIONAL AUTHORITY	17,475.71
Total 01/19/2021:		555,151.66
Grand Totals:		555,151.66

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Electric Department Trailer: Ditch Witch for \$10,889.98

DATE: January 18, 2021

BACKGROUND:

The Electric Department has needed a new trailer for quite a long time now. The existing equipment is not adequate to do the work anymore. We have to transport items separately with multiple trips where with this new trailer setup everything is on board. The existing equipment is also in need of repairs.

We received a price from Ditch Witch through the Sourcewell Program (the national equivalent of MiDeal) - quote is attached. The price is \$10,889.98, which is quite reasonable for the heavy duty trailer.

RECOMMENDATION:

Motion to approve the purchase of a Towmaster T12DT Trailer through Ditch Witch of Michigan for a total of \$10,889.98.

ATTACHMENTS:

▣ Quote



The Charles Machine Works
1959 West Fir Avenue
P.O.Box PO BOX 66
Perry, OK 73077
Phone No : 1-800-654-6481
Fax No : 580 336 0617
Email : global@ditchwitch.com

Sold-to Party Address

CITY OF CHARLEVOIX
MEMBER # 105135
210 STATE STREET
CHARLEVOIX MI 49720

Quotation

Information

Quotation No. 20164154
Document Date 11/14/2020
Customer No. 509703
Dealership DITCH WITCH SALES OF MICHIGAN
HOWELL
PO _____
Created by Todd Miller

Global Account Price Quote Quote Valid until : 01/13/2021

TAXES ARE AN ESTIMATE AT TIME OF QUOTATION-ACTUAL TAX WILL BE CALCULATED AT TIME OF INVOICING. IF TAXES ARE QUOTED AND THIS IS A TAX EXEMPT TRANSACTION, PLEASE PROVIDE TAX EXEMPT CERTIFICATE OR LEASING DETAILS WITH YOUR PURCHASE ORDER.

FOR MODEL SPECIFICATIONS OR OTHER INFORMATION, VISIT OUR WEBSITE AT WWW.DITCHWITCH.COM

Page 1 of 1

Quotation Details

Qty	Part Number	Description
1	NON DW TRAILER	TOWMASTER T12DT TRAILER
1	MISC FEES	TARRIF & DUTY FEE
		Global Account Pricing 10,789.98
		Installation Charge 100.00
		Total Amount \$ 10,889.98

Confidentiality Notice:

This quote may contain confidential information. The information is intended only for the individual or entity named. If you are not the intended recipient, please immediately notify us at 1-800-654-6481 to arrange for return of the document.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Appointment of Michigan Public Power Agency Commissioners

DATE: January 18, 2021

BACKGROUND:

Electric Superintendent Don Swem is retiring at the end of January. Because of this the City needs to appoint a new Commissioner to the Board of Commissioners at the Michigan Power Public Agency (MPPA). It is therefore recommended that Council approve a Resolution to appoint the new Electric Department Director John Griffith as the MPPA Commissioner. John has the experience necessary to represent the City very well.

In 2019 Mark Heydlauff was appointed as the Alternate Commissioner and that will remain the same.

RECOMMENDATION:

Motion to approve Resolution 2021-01-01 to appoint MPPA Commissioners.

ATTACHMENTS:

- ▣ Resolution

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-01-01
APPOINTMENT OF MICHIGAN PUBLIC POWER AGENCY COMMISSIONERS

WHEREAS, the City of Charlevoix is a member of the Board of Commissioners for the Michigan Public Power Agency; and

WHEREAS, the City of Charlevoix needs to be represented by an authorized voting delegate at MPPA meetings.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby appoints Electric Department Director John Griffith as its Commissioner and City Manager Mark Heydlauff as its Alternate Commissioner.

RESOLVED this 18th day of January, 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Assignment of MPPA Authorized Representative

DATE: January 18, 2021

BACKGROUND:

Last summer Council approved an update of the City's Energy Services Project Risk Management Policy. This policy sets the limits under which MPPA procures energy and capacity into the future for the City. As part of the approval Council appointed the Electric Department Superintendent to be Charlevoix's Authorized Representative as defined in the Risk Management Policy. The Authorized Representative must follow the rules of the City of Charlevoix Power Supply Risk Management Policy when reviewing and approving transactions through the MPPA Energy Services Project.

The Resolution that was passed assigned the Electric Department Superintendent as the Authorized Representative. The Superintendent is now retiring and his replacement has the official title of Electric Department Director. John Griffith is filling the position and has multiple years experience to qualify him for this position.

RECOMMENDATION:

Motion to approve Resolution 2021-01-02 assigning the Electric Department Director as the new MPPA Authorized Representative.

ATTACHMENTS:

- ▣ Resolution

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-01-02
RESOLUTION APPROVING THE APPOINTMENT OF AUTHORIZED REPRESENTATIVE

- WHEREAS,** the City of Charlevoix is a member municipality of the Michigan Public Power Agency ("MPPA"), a joint action agency organized and existent pursuant to Act 448 of the Michigan Public Acts of 1976, as amended; and
- WHEREAS,** MPPA has created the Energy Services Project and Project Committee pursuant to its Bylaws to allow participating MPPA members to obtain energy services to meet their customers' needs; and
- WHEREAS,** the City of Charlevoix believes it is in the best interest of the City and its customers for the City to control the risks associated with the transactions conducted through the MPPA's Energy Services Project; and
- WHEREAS,** the City of Charlevoix must appoint an Authorized Representative to follow the rules of the City of Charlevoix Power Supply Risk Management Policy when approving authorized transactions through the MPPA Energy Services Project.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Charlevoix appoints the Charlevoix Electric Department Director as the Authorized Representative under the MPPA Power Supply Risk Management Policy and authorizes this individual to approve energy, capacity, transmission and related transactions that have a length of up to one year.

RESOLVED this 18th day of January, 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Charlevoix Tomorrow 2021

DATE: January 18, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The City Charter and state law require an updated capital improvements plan or capital budget. The attached document, which I have dubbed "Charlevoix Tomorrow" reflects Council goals, a synopsis of the economic development strategy, and the sizable projects planned for the future. The capital budget need not include every possible project for the future but should contemplate the best plans as we have them. By law, the plan should cover at least the next five years though we have included projects as far out as 2029.

The Charter requires I submit this plan to you by February 15 of the given year and that Council adopt it no later than October 15 with or without amendment. We do have to give two weeks' public notice for a public hearing on the plan so I am requesting a public hearing be held on adoption of the document on February 15 when you'll also be contemplating the operating budget for the coming year.

The Planning Commission reviewed this document on Monday.

GOALS:

Develop and maintain long-term infrastructure plans

RECOMMENDATION:

Motion to set a public hearing on the proposed capital budget for February 15, 2021 at 6pm in the manner the Council may then be meeting.

ATTACHMENTS:

- ▣ Charlevoix Tomorrow Draft

Charlevoix Tomorrow 2021

A summary of plans, goals, and opportunities for the future of our community

Introduction

In an effort to constantly stay focused on the future of our community and compile the essence of the direction of Charlevoix City Government, this document is intended to annually summarize the goals of the City Council, the development goals of our Master Plan and Economic Development Strategy, and the future capital investments for the long-term sustainability of our community.

City Council Goals

The City Council of the City of Charlevoix has adopted the following six items as goals for the future and has directed City Staff to explore a variety of action steps toward accomplishing these goals.

Work with our neighbors to solve area-wide challenges

We will seek collaboration with other entities around the area and look for ways to efficiently provide the quality services the community expects. Combining efforts with surrounding townships, cities, and counties in a focused direction will produce impacts greater than one city alone could accomplish.

Ensure Charlevoix is environmentally sustainable while also economically viable

Charlevoix should be a leader in using renewable energy to meet the demands of our electric customers and to protect our natural resources. Our built infrastructure should incorporate design standards that protect our waterways, preserve our trees, and encourage healthy living. Recycling, energy optimization, and water conservation will be encouraged.

Include the senior citizen community in all public events and activities

We have a growing senior citizen population and it is important for all members of the community to enjoy the quality of life we offer. Public facilities, especially parks, should have activities available for all ages and ability level.

Develop and maintain long-term infrastructure plans

As a progressive, year-round community, Charlevoix's infrastructure must be reliable in all weather conditions and should deliver the services required by our population.

Provide strong stewardship of public resources and promote good governance

Charlevoix government should be organized around gathering public input and effectively giving staff and Council good recommendations for public policy. The assets, both natural and

Enhance and showcase the outstanding quality of life in Charlevoix

Charlevoix is well known as one of the premiere resort communities on the Great Lakes but of equal importance is that it is home to our residents. We cannot lose sight of our community being "home." One of our strongest attributes is the many activities and amenities offered; we should support these and build upon them.

2021 Economic Development Strategy

Supporting development best practices, the City of Charlevoix has adopted an Economic Development Strategy. The 2021 Economic Development Strategy provides insight to Charlevoix's key economic drivers, development goals, and actions pertaining to current and planned improvements or land developments.

Economic Development Vision

Charlevoix's economic development vision consists of attracting and retaining industries that complement the current nature of the city, promoting opportunities for local talent, and providing reliable infrastructure for our stores, offices, and remote workers, and creating a livable environment for the workers and families who contribute to the growth of our community.

Economic Development Goals

The economic development goals highlighted in the 2021 Strategy provide a direction for new projects or programs. These goals are not rigid or exclusive, but projects following them will strengthen the industries currently operating in Charlevoix or enhance opportunities for further economic diversification.

Build Better Housing Opportunities

Extend the Shoulder Season

Expand Opportunities for Remote Workers

Pursue Current and Future Opportunities

Increase Capacity through Partnerships

Convert US 31 Traffic to Sales

Provide Resources to Retain and Attract Entrepreneurs

To view the full Economic Development Strategy, please visit: (link under construction)

Capital Budget & Improvement Plan

Pursuant to the Charlevoix City Charter and the Michigan Planning and Zoning Enabling Act, the City must maintain an annually updated plan for capital improvements in the future. For street and utility work, all utilities and pavement quality will be assessed when performing any kind of repair or upgrade to maximize the efficiency of construction.

2020-2021 Capital Projects (Budgeted and Completed in the FY 2021 Operating Budget)

Electric Capital Improvements

Estimated cost: \$120,000

The Electric Department relocated and buried electrical lines on the north side of US 31 south of Charlevoix as part of planned improvement of the highway by the Michigan Department of Transportation. Additionally, significant projects included installation of new transformers, regulators and reclosers at the City's two substations.

Sewer Collection System/Lift Stations

Estimated cost: \$241,000

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

Vehicle Replacements**Estimated cost: \$195,000**

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund.

2021-2022 Capital Projects**Water Distribution System****Estimated cost: \$65,000**

Maintaining the water distribution system is important to ensure clean, reliable drinking water. In this period, we expect to undertake diagnostic inspections related to the operation of the water tower and engineering the upgrade and replacement of the water main under Antrim Street. There are no tax implications for this work; funds will come from operating revenue allocated to capital replacement and some cash reserves.

Water Plant Driveway Rehab**Estimated Cost: \$40,000**

This will restore the driveway around the plant and ensure it is maintained long term. There are no tax implications for this project since improvements are funded with water rates.

Electric Capital Improvements**Estimated cost: \$ 225,000**

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. One of the more visible changes is a planned replacement of the downtown streetlights and fixtures at an estimated cost of \$180,000. Engineering will also be completed on the upgrade and replacement of conduit on Antrim Street. There are no tax implications; funds will come from operating revenue allocated to capital replacement and some cash reserves.

Sewer Collection System/Lift Stations**Estimated cost: \$268,000**

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. Specifically, there will be engineering for a future upgrade and replacement of the collection system on Antrim Street and efforts to resolve stormwater infiltration in the Charlevoix Country Club area. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

General Infrastructure Improvements**Estimated cost: \$248,000**

General infrastructure improvements will include final asphalt for Pine River Lane, Burn street alley improvement, additional paved parking lanes along Park Avenue, and cross walk improvements for the intersection of Eaton and Ferry. Additionally there will be engineering for Antrim Street improvements. These improvements do not have tax implications as they are included in current levies or from funds obtained from the state gas and weight tax.

Vehicle Replacements**Estimated cost: \$416,000**

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund. In 2021, we anticipate exploring the use of a lease agreement to acquire some of our non-specialized fleet vehicles as a method of lowering our overall fleet expenses. The purchase of a new tractor for the airport is also expected though the local share of this purchase is estimated at \$6,500 and will be included in the airport budget.

Northside Trail Extension

Estimated cost: \$1.2 million

Trails and other outdoor activities are an essential quality of life in Charlevoix. This project would see the connection of the Northern Michigan Wheelway at Waller Road connected to Division Street via an asphalt pathway. Easements for the project have mostly been obtained and all have been donated thus far. This plan would see the City spending roughly \$200,000 of infrastructure fund balance to match a \$1 million dollars from sources including MDOT, trail organizations, other governmental agencies, and private funders. The Infrastructure Fund is tax supported but this amount is less than the current fund balance and would not cause an increase in rates. Long-term maintenance of this asset would be performed by the City with a nominal cost.

2022-2023 Capital Projects

Electric Capital Improvements

Estimated cost: \$ 225,000

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades, building an alternate 3-phase feed to the hospital, LED streetlights, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

Sewer Collection System/Lift Stations

Estimated cost: \$241,000

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

Water Plant Static Mixer Replacement

Estimated cost: \$75,000

Replacing the mixer ensures ongoing reliable operation of the water plant and adherence to state water quality rules. There are no tax implications for this project since improvements are funded with water rates.

Water Plant Chlorination System Replacement

Estimated cost: \$25,000

The chlorination system is expected due for replacement which is necessary to ensure reliable operation and adherence to state water quality rules. There are no tax implications for this project since improvements are funded with water rates.

Water Tower Maintenance

Estimated cost: \$30,000

Exterior washing and interior mixer installation will be conducted in furtherance of asset management planning. This has no tax implication and is funded through water rates.

Vehicle Replacements

Estimated cost: \$435,000

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund. Vehicles/Equipment to be replaced are four trucks, one large plow truck, Trackless.

Advanced Metering Infrastructure

Estimated cost: \$1,350,000

Advanced metering infrastructure utilizes new technology to automatically record utility use and transmit the data to the billing system. This allows more efficiency in the system, reduces operating costs, and allows the faster identification of problems. While the full cost of this switch is being shown here, it will be spread over two to three years since new water and electric meters would need to be installed system wide. There are no tax implications for automatic metering since costs would be covered by water, sewer, and electric funds.

Airport Gate Security Upgrade Design/Construction

Estimated cost: \$450,000

(\$20,500 local match)

The airport currently has 6 security gates all with individual control panels. The gates are controlled with a proximity card that is placed in close proximity to a card reader. The upgrade to our security gates is multi-tiered. Rather than each security gate having an individual control panel, all gates will be tied into a central control unit located in the airport terminal. In addition, each gate will have video surveillance. Lastly, as part of this project we will fence in one of our existing gates. This will bring our number of security gates from 6 down to 5. There are no tax implications for this project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding.

2023-2024 Capital Projects

Electric Capital Improvements

Estimated cost: \$225,000

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades, completing a new circuit to feed downtown at Park and Bridge, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

Sewer Collection System/Lift Stations

Estimated cost: \$241,000

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

Water Tower Maintenance**Estimated cost: \$27,000**

Cathodic Protection will be installed to ensure long-term water quality and system reliability. There is no tax implication since funds are derived from water rates.

Vehicle Replacements**Estimated cost: \$360,000**

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund. Items to be replaced include one bucket truck. Other purchases depend on the Enterprise Fleet agreement.

Water Plant Monitoring Control Upgrades

In recent years, the water and sewer infrastructure have been transitioning to fiber-based control systems versus the dated telephone, copper-focused systems of the past. This upgrade will bring all control systems into the modern era and ensure reliability. There are no tax implications for this project since improvements are funded with water rates.

Infrastructure Improvements**Estimated cost: \$2,300,000.**

Complete upgrade Antrim Street, from State Street to Park Ave. The cost to complete this project will be spread throughout the following funds; Water, Wastewater, Infrastructure, County Road Mileage, and Electric.

2024-2025 Capital Projects**Electric Capital Improvements****Estimated cost: \$ 225,000**

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including system upgrades, LED streetlights, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

Sewer Collection System/Lift Stations**Estimated cost: \$241,000**

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

Vehicle Replacements**Estimated cost: \$320,000**

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund. Items to be purchased are Large bore rig, Police vehicle, miscellaneous DPW trucks.

Water Plant Pump Upgrades**Estimated cost: \$200,000**

Pump systems are an essential part of reliability and maintenance at the water plant. This work is allocated to assess, rebuild and replace pumps as needed. Detailed actions will be based on current maintenance standards and expected future reliability. There are no tax implications for this project since improvements are funded with water rates.

Airport Layout Plan Update

Estimated cost: \$600,000
(\$30,000 local match)

Airports that receive AIP funding are required to keep an updated ALP. The ALP illustrates existing facilities as well as planned future development. Future development includes, but is not limited to land acquisitions, hangar development, NAV Aid installation, changes to runways, taxiways, aprons and terminal expansion. Furthermore, the ALP update can be used to remove previously planned development due to changing priorities for the airport or the city. More specific to the Charlevoix Airport, our current ALP does not have our new South Taxilane, the location of our new above ground fuel farm, or the landing zone for skydiving operations. There are no tax implications for this project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding.

Ladder Truck Replacement

Estimated cost: \$1,500,000

The City of Charlevoix receives its fire protection from the Charlevoix Township Fire Department but is still expected to maintain a ladder truck for larger structure fires and rescue operations likely to occur in the City. Fire services are funded with tax dollars and this will require either a lease/purchase option, a short-term tax, or significantly accelerated savings to fund.

2026-2027 Capital Projects

Electrical Gear Upgrades

Estimated cost: \$600,000

Electrical upgrades at the Water Treatment Plant are anticipated as part of an on-going modernization of the facility. There are no tax implications for this project since improvements are funded with water rates. Improving electrical equipment will likely reduce annual operating costs by installing more energy efficient technology.

Water Tower Maintenance

Estimated cost: \$95,000

High pressure clean and coat of exterior along with spot clean and coat interior dry and wet portion of the tank. This is part of on-going asset management and is funded with water rates; there are no implications for taxes.

Airport Land Acquisition- Railroad ROW

Estimated cost: \$100,000
(\$5,000 local match)

Located along the South, Southwest side of the airport is an old railroad right of way. The acquisition of the ROW will allow the airport to greatly increase the amount of land inside the airport boundary fence. This is accomplished by connecting the existing airport fence with the fence surrounding the old waste management property, which is owned by the airport. The increase of land inside the airport boundary will be beneficial for future hangar/commercial development. There are no tax implications for this

project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding.

T-hangar Design/Construction

Estimated cost: \$440,000

(\$22,000 local match)

A combination of full tenancy and lack of hangar space has led to a demand for future T-Hangar space. Like other airports, we have a hangar waiting list that fluctuates between 5 and 9 parties. As the City of Charlevoix and surrounding areas grow in population, it is anticipated the demand for hangar space will also grow. There are no tax implications for this project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding. Enhanced lease revenue from more hangar space will improve the long-term financial performance of the airport by providing a more stable revenue stream. Depending on the funding stream received by the airport at the time of this project, it may need to be fully funded locally without state block grant assistance.

2028-2029 Capital Projects

Construct Second Raw Water Intake

Estimated cost: \$1,000,000

The installation of a second raw water intake line under Lake Michigan may be necessary if plant output grows or if more detailed review shows the necessity of having a redundant water source at the Water Treatment Plant. There are no tax implications for this project since improvements are funded with water rates. Annual maintenance costs are minimal and could be combined with the costs for the existing water intake line.

West General Aviation Apron Expansion Design/Construction & AWOS Relocation

Estimated cost: \$2,470,000 (\$123,500 local share)

Year after year, the Charlevoix Airport is seeing a steady increase in transient operations. If the current trend in operations continues, our current apron does not have the parking capacity to accommodate this growth. The addition of 250' of apron space to the west will be a big step in accommodating the increase in transient traffic. As part of this project, the Automated Weather Observation System (AWOS) will need to be moved to a different location on the field. There are no tax implications for this project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: City Marina Commercial RFP

DATE: January 18, 2021

PRESENTED BY: Kent Knorr, Recreation Director

BACKGROUND:

The City of Charlevoix has the opportunity to fill the third of three commercial slips at the City Marina. The previous was awarded to Little Traverse Charters on December 21, 2020; the other was already held by Sunshine Charters. As discussed at a prior City Council meeting, the Waterways Commission granted our request to add an additional commercial slip, bringing our total to three.

We published a request for proposals for Commercial Dockage at the City Marina that was due on January 13, 2021 and we received two new responses. These were submitted by Walstrom Marine of Charlevoix and Boyne Watersports of East Jordan.

Walstrom Marine is proposing use of space to show and demonstrate various vessels that would be available for sale to clients as well as prospective clients. They would harbor boats up to 44 foot in length. Additionally they work with real estate agents to show the area by water. This proposal did not include a financial proposal.

The second proposal is from Boyne Watersports LLC. They are proposing rental of 8 jet skis (WaveRunners) at the Marina. They indicate the need to install a floating dock of 50 feet in length. Additionally, their proposal notes the need to be in a slip of 65 feet. They have indicated a desire to make improvements including use of lockers and dock boxes, use of tall flags that advertise "rental" opportunities, and a ticket sales kiosk. The bid package proposes a fee of \$6420 based on the length of 4 wave runners (42.8 x \$150).

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- ❑ Proposed Fee Summary
- ❑ Walstrom RFP Package
- ❑ Boyne Watersports RFP Package
- ❑ ample Brochure Boyne Watersports
- ❑ Boyne Watersports Sample Photos



CITY OF CHARLEVOIX

COMMERCIAL DOCK Bid Opening at City Hall January 13, 2021 – 12:00pm

Bidder Name	Total Cost
Walstrom Marine Charlevoix	No bid amount provided
Boyne Watersports, LLC East Jordan	\$150/foot \$6,420 total

WALSTROM MARINE
HARBOR SPRINGS · CHEBOYGAN · BAY HARBOR

January 8, 2021

To Whom It May Concern,

Please find our proposal for a Charlevoix commercial dock slip lease enclosed. We are looking so very forward to working with the Charlevoix Marina to get more people into our great Northern Michigan community and out on the water.

Should you have any questions, please do not hesitate to ask. I can be reached at 231-526-2141 or at tervin@walstrom.com. Happy New Year.

Most Sincerely,



Tom Ervin, President



Charlevoix Commercial Boat Slip Proposal

In 2021, Walstrom Marine is celebrating its 75th year of service to the residents and boaters of Northern Michigan. In the years since its inception, Walstrom Marine has become the leading marina in Northern Michigan with 6 locations spanning from Lake Huron to Lake Michigan and all of the wonderful waterways in-between.

With direct water access from the Chicago, Wisconsin, and Detroit areas we have helped make many Northern Michigan communities highly desirable areas for many avid boaters seeking second homes. In 2017, Walstrom Marine established a dedicated sales office in downtown Charlevoix and in that time have made boating possible for more than 60 families on Lake Charlevoix. Working in tandem with the real estate agents who once shared our office space, we not only cater to clients who are boaters but those who wish to see the area by water prior to purchasing their Charlevoix property.

Scott Way, the salesman dedicated to the Charlevoix area, is a licensed captain who operates all vessels out of our Charlevoix office. He regularly schedules outings with clients, prospective clients, property owners, and prospective property owners utilizing his captain's license and boating knowledge 7 days a week throughout the summer months. This will only become more important as small towns and rural areas continue to grow, a new Gallup Poll released January 7, 2021 shows that now 50% of Americans prefer the setting we have right here in Northern Michigan to life in the big city – up 13% from the same poll two years ago.

Walstrom Marine is a member of the Chamber of Commerce and participates in various downtown marine related activities throughout the summer season. We also host a number of events, including a complimentary Women in Boating course for all women wishing to familiarize themselves with boat systems and operation. Our feedback from these courses has been overwhelming with over 200 women having attended since its inception in 2017, the importance of which is unmeasured as many of those who have attended did not have the skills or knowledge to operate their own vessels should they find themselves in an emergency on the water and their partners unable to man the wheel as they normally would. This makes our waterways safer and has allowed a whole new group of individuals to be able to independently enjoy the boating lifestyle. We host both scheduled Women in Boating courses as well as private classes.

Aside from training, of the 2020 Walstrom Marine has implemented an emergency after-hours call line in season for all boaters who find themselves in need of assistance. This answering service is operated by a real person who can assist the boater either with contacting the authorities or mobilizing a trained service member from the nearest Walstrom team no matter the hour. We at Walstrom hold safety on the water in the highest regard and year over year have instituted more practices to keep not only our customers safe, but all those who have made Northern Michigan their preferred area of boating.



WALSTROM MARINE

HARBOR SPRINGS · CHEBOYGAN · BAY HARBOR

With a licensed captain, many planned outings and those from walk-ins, and an established sales office on the water front we feel that Walstrom Marine is an excellent candidate for the available commercial slip at the Charlevoix Marina. As with much of the commercial boating industry, our activeness and ability to hold and grow our events and participation on the water in Charlevoix depends on us having constant access to dockage and we know this space would be an asset to both us and the City of Charlevoix.

We thank you so very much for your consideration and time, if you have any questions or require additional information please do not hesitate to reach out to myself or my assistant, Kate Conlon.



CHARLEVOIX

Commercial Dock Proposal Form

Company Name	Walstrom Marine
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Mailing Address	105 E. Clinton Street
City, State, Zip	Charlevoix, MI
Code	49720

Contact Person	Tom Ewin or Kate Conlon
Phone Number	231-526-2141
Email Address	terwin@walstrom.com or kconlon@walstrom.com

Name of Vessel	N/A
Type of Boat	Sport Cruiser
Length of Boat	40-44 feet
Width of Boat	13' - 15'
Draft of Boat	4'



January 11, 2021

City of Charlevoix Municipal Marina,

To whom it may concern:

I am writing to you a letter of reference for Walstrom Marine.

I am the Harbormaster in Bay Harbor and have worked with Walstrom Marine for the past twenty years. Walstrom Marine located in Harbor Springs, has a sales office and multiple rented boat slips at Bay Harbor Lake Marina. Expanding their operations they have been an anchor tenant in the village of Bay Harbor along with the marina focusing on boat sales and taking care of their customers throughout the community. Walstrom Marine has supported the Bay Harbor Lake Marina In-Water Boat Show with premier sponsorships along with many various other events Bay Harbor produces. Along with the community support they strive on boating participation for all types of boaters including hosting classes and safety procedures. Walstrom Marine was one of the first marinas in the state to be a Certified Clean Marina so being aware of how they up keep their boats and surroundings is a vital part of their procedures.

I highly recommend Walstrom Marine as a future business opportunity in Charlevoix.

Please do not hesitate to contact me at mleemaster@bayharbor.com with any questions or concerns.

Best Regards,

Martin Leemaster, CMM
Harbormaster
Bay Harbor Lake Marina & Yacht Docks

2)

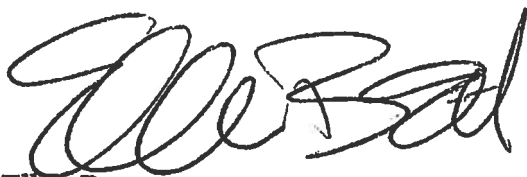
The Boathouse

HARBOR SPRINGS

To Whom It May Concern,

Walstrom Marine and the Boathouse of Harbor Springs have had a long professional relationship in the boating community in Harbor Springs. Walstrom Marine is the epitome of professionalism on the water, taking care of clients in a specialized way that only they can do and providing the highest level of service in the boating industry. They are active members of the community, growing their event list from year to year always providing something new and exciting for their clients to participate in with their vessels, family, and friends. There is not a better organization to be considered for the commercial dock space in Charlevoix or a better marina to have in a boating community.

Thank you,



Ellen Beatty
Boathouse Manager
231-526-0800 (office)
231-881-2974 (mobile)
ellenb@boathousehs.com

3



January 8, 2021

Regarding: Walstrom Marine

To Whom It May Concern,

Walstrom Marine has been a tenant in the CenterPointe building since November 1st of 2018 and will be a tenant here as long as they want to stay. They have been a wonderful asset to our ranks, always professional, and greatly appreciated members of our boating community.

Sincerely,

Bernice Widrig
Administrative Manager

①

To whom it may concern,

I have been a loyal customer of Walstrom Marine for many years. During this time I have purchased numerous boats, had them serviced and stored with Walstrom, and attended their extensive events in the area. They have proven to be very professional and honest people to work with. I expect to continue my relationship with them for many years to come. They are a fantastic candidate for a commercial dock space in Charlevoix and I know from experience they would expand your boating community and on the water events.

Sincerely,

Michael Klass
248-752-7355
President
Associated Dealer Services

2



Monday, January 11, 2021

Charlevoix Marina,

You could not ask for a better boating partner than Walstrom Marine. From their active participation in the communities they serve to their intense focus on caring for their customers, they embody northern Michigan values and sensibilities. Walstrom people make for good neighbors and good friends,

I believe that a seasonal slip would help them to improve further still their connection to our town and to all the many boaters that they serve right here in Charlevoix. Let's add Walstrom to the ever-growing list of reasons that makes Charlevoix a great place to visit and a great place to call home,

Blair & Michelle Wieland
6020 Pine Lake Club Drive #27
Charlevoix MI 49720





SCHMIDT REALTORS

January 13, 2021

710 BRIDGE STREET
CHARLEVOIX, MI 49720
BUS: (231) 547-4444
FAX: (231) 547-0131
CBGreatLakes.com

City of Charlevoix
Marina Harbormaster
210 State Street
Charlevoix MI 49720

Mr. Pat Klooster,

As you are most likely aware, Walstrom Marine is a local Northern Michigan business and has been servicing Northern Michigan's boating needs for over 75 years. They have locations in Harbor Springs, Traverse City, Cheboygan, Bay Harbor, and now, here in Charlevoix. They are located at 105 E. Clinton Street by the city marina.

Scott Way of Walstrom Marine is operating the Charlevoix location. He is a local professional who leased space within our Coldwell Banker Schmidt Realtors Satellite office at our Clinton Street location. He is a pleasure to work with, and of course, he is always promoting the benefits of Charlevoix and the community at large. Coldwell Banker was proud to share that location mostly because of the integrity of Mr. Way and the fantastic reputation of Walstrom Marine. Coldwell Banker Schmidt Realtors is no longer at that location but is still operating at the Bridge Street location. Our Company and I personally have had nothing but a positive experience with Scott and the company. If the City of Charlevoix has an opportunity to facilitate a relationship with Walstrom and Scott, I would highly recommend it.

If you have any questions, feel free to contact me at your convenience.

Sincerely,

Mark D. Knapp
Managing Broker
Coldwell Banker Schmidt Realtors
710 Bridge Street
Charlevoix MI 49720
Cell: 231-675-5551

CBGreatLakes.com

Each Office Is Independently Owned And Operated

Commercial Dock Proposal Form

Company Name: Boyne Watersports LLC

Mailing Address: 8308 Ferry Rd., East Jordan, MI, 49727

Contact Person: Joshua Grove

Phone Number: 231-373-2415

Contact Person: Michael Koteskey

Phone Number: 231-373-4004

Email Address: BoyneWatersports@hotmail.com or josh_fox_grove@hotmail.com

Name of Vessel: Yamaha WaveRunner VX Deluxe (Numbered 1-8)

Type of Boat: PWC Personal Water Craft (jet ski, waverunner)

Length of Boat: 10'7"

Width of Boat: 4'2"

Draft of Boat: 6"

CHARLEVOIX
Request for Proposal 2021
Commercial Dock at the Charlevoix City Marina

Hello, this proposal is from Joshua Grove and Michael Koteskey. We are owner/operators of Boyne Watersports Luxury Boat Rentals located in downtown Boyne City at the One Water Marina. As a family owned small business we rent a fleet of luxury pontoons, tritoons, jet skis, stand up paddle boards, and kayaks on Lake Charlevoix established in summer 2013.

1 Water Street
Boyne City, MI 49712

BoyneWatersports.com

Intended Use

Boyne Watersports is proposing to rent out 8 jet skis (WaveRunners) at the Charlevoix City Marina.

Amount of Space Needed

In order to duplicate the success we have in Boyne City where we currently rent out 8 jet skis. We would need a 65' slip or be placed at the end of a T-dock that is at least 65.' In this slip we have a floating dock system that holds all 8 jet skis (refer to picture). The floating dock system is approximately 50'L x 10'W. Two rows of 4 jet skis.

Attachment of this EZ dock to the existing City dock is easy and doesn't require major modifications.

EVALUATION

Tourism

We believe Boyne Watersports has been one of the secret weapons for Boyne City's growth over the past 9 years. There are many ways for locals and tourists to enjoy the beauty of Northern Michigan. But by giving them the opportunity to explore our beautiful lake is one of the biggest reasons locals stay and tourists return. Boyne Watersports succeeds in bringing thousands of visitors who are currently visiting Northern Michigan into Boyne City to explore Lake Charlevoix with their family and friends. Our goal is to duplicate that success with the City of Charlevoix.

Services we plan to offer are an exciting and thrilling 5-star experiences on our clean and efficient jet skis. We offer 1hr, 2hr, 3hr, 4hr, 6hr, and 8hr rentals. Guests that are staying longer can rent a jet ski for multiple days. 2-7 days or longer. We even offer mooring options for guests to store our jet skis in front of their rental home on Lake Charlevoix.

Boyne Watersports invests in marketing that has worked well for us pulling families into town that might not have visited otherwise. We hire brochure distribution companies and do online marketing that targets clients looking for watersports or things to do in Northwest Michigan. We have organic, high volume website traffic 12 months out of the year from people planning their vacations in advance, to people already in the area looking to get out on the water.

Because of the infrastructure we already have in place, from our website, marketing, reservations systems, safety/training procedures, business processes, as well as the 5-star service we have built within the vacation industry on the other side of the lake, we foresee this not only as a perfect fit for us, but a great opportunity for the City of Charlevoix if given the chance.

Conservative projections based on our jet ski data suggests we'd see between 1,000-2,000 jet ski rentals and 2,000-4,000 people each summer season.

Community

We are a member of the Chamber of Commerce in Boyne City. Several years ago, we were members of the Charlevoix, Petoskey, and Harbor Springs chamber of Commerce and plan to rejoin the Charlevoix Chamber. We have partnered with Boyne City's Pirate Fest and became a sponsor. Our kiosk/dock became a fun location for pirates to visit as part of their scavenger hunt. We have always worked closely with the Boyne City Harbor Master to offer x-amount of our dock slips if possible for Boyne Thunder boats during Boyne Thunder weekend.

We see that most of the families that use our services end up visiting multiple downtown businesses before and after their adventure with our company. It almost seems like a ritual to grab breakfast, lunch, or dinner before or after their rental as they continue to explore the city for the day. Families will buy food, beverages, towels, swim suits, sunglasses, and sunblock etc just before walking to see us for their boat rental.

Our team members support all of the local food businesses throughout the day with lunch etc. and we often buy our team members food and ice cream throughout the week from local businesses as well.

We have been patrons of many marine businesses in Charlevoix over the last several years for parts/service of our equipment. These businesses include but are not limited to Irish Boat Shop, Dry Harbour Marine, Grand Bay Marine, Ward Brothers & Kantola Marine.

We have a strong partnership with Josh, the owner of GO SAILING Sunshine Charters. We promote each other's business on each end of the lake through brochures and word of mouth. We now hope to have the opportunity to strengthen our partnership even more with Josh and his sailing charter business.

We look forward to exploring all of the different ways we can contribute to Charlevoix and form more partnerships in the future.

Business Experience

Joshua Grove and Michael Koteskey first offered parasailing in Boyne City from 2012-2014 and was called Boyne Parasail. In 2013 we expanded to boat rentals and changed our name to Boyne Watersports. We started off with only 2 jet skis, one pontoon boat, one ski boat, several kayaks, and stand up paddle boards. We have slowly expanded since 2013 and as of summer 2020 we offered 12 pontoon boats, 8 jet skis, 8 stand up paddle boards, and 6 kayak rentals. We've been in business for 9 years, 8 of which have been renting boats. We have on a given year around 12 full time employees, a handful of part time employees, plus Michael and I (owners.)

We are a 5-star business. Please type in "Boyne Watersports" in Google search and in our profile on the right you will see we have 298 reviews and the coveted Google 5-star rating. On TripAdvisor.com we have 30 reviews and a 5-star rating. Facebook shows us with 520 likes and a 5-star rating. Yelp.com we have 6 reviews and a 4.5-star rating. We are especially proud of our high rating on Google. It is extremely difficult to obtain 298 reviews with a 5-star rating.

Client References

We have hundreds of public 5-star client references between the above mentioned google, Facebook, Trip Advisor and Yelp reviews, so please refer to those for real world references from our satisfied customers. Clients that we currently provide boat rental services too include families big and small. Our jet ski rentals are loved by all ages but usually attract a younger customer. Our clients come from all over Northern Michigan. We have many clients who are currently on vacation and they'll travel one hour from Mackinaw City to us because we are one of the closest jet ski rental operations. We pull clients from all of the surrounding towns/cities because they know how special Lake Charlevoix is.

Business or Financial references

One of our financial references is Charlevoix State Bank. We use them for everything including boat loans and basic business banking. They have been a big factor in our success as we grow as a small business and we have been in perfect standing with them from the start. Another

business reference is our insurance company, Global Marine Insurance located in Traverse City. We also used them for our parasail insurance in 2012-2014. A third business reference is Glen Catt, developer of the One Water Marina. A friend and landlord for one of our dock slips at the One Water Marina. Glen helped us in the beginning by allowing us to operate our first company from his marina in 2012. Since then we have had the opportunity to buy dock slips from Glen allowing us to grow and cement our successful boat rental business in Boyne City. I am (Joshua Grove) currently Vice President of the One Water Marina and Glen maintains his position as President.

Proposed Compensation to the City

Due to the unique situation of 8 jet skis in two rows of four, we calculated the length of one row of four jet skis back to back. The length of four jet skis back to back would total 42'8." 42.8 x \$150 = \$6,420. Our proposal for compensation is \$6,420 paid in full July 15.

Desired Tenant Improvements

We desire having lockers & a dock box for our guests to store their belongings in while they are using our jet ski equipment. We currently have stylish lockers for our guests at our Boyne City location. Bench seating would work out great for guests that need to sit for whatever reason. We currently have a couple tall flags that read "RENTALS" to grab attention and advertise our services to guests walking by. We would love to have the same flags for the new location to let guests know of the fun activities available. We would need a point of ticket sales kiosk to sign guests in. This kiosk would require electric hookup for lighting and electronics. We will need access to water where the jet skis are kept. When we are ready to install these items, we will provide the details and wait for approval.

Planned Operation Dates

We plan on operating from Memorial Day weekend through Labor Day weekend. We may operate earlier in May and after Labor Day through September depending on demand and employee help.

Open Monday-Sunday

Intended Hours of operation: 9:00am-8:00pm (subject to change)

Insurance

Boyne Watersports currently operates with a \$1,000,000 insurance policy covering personal injury and property damage.

Charlevoix County Sheriff Yearly Inspections

Our jet skis are inspected by the Charlevoix County Sheriff's marine department yearly before the season starts. We receive stickers for each vessel showing they are safe and sea worthy for commercial operation.

Accident and Safety Procedures

ALL DRIVERS of any rental equipment receive clear and thorough instruction as to the "Rules of the Water" and how to operate the vessel. We pride ourselves on our thorough guest instruction and account much of our success for low vessel damage and a perfect safety record to it. Our staff goes through stringent training at the beginning of each season to ensure our guests receive the safest and most relevant information while they are using our services. Staff is provided with safety checklists to be used on each safety send off to ensure consistency in our process. Each DRIVER must successfully pass an in-person exam before being able to operate the vessel.

Aside from the occasional boat bumping into the dock at idle speed, we have not had any accidents at our Boyne City marina where reportable damages have been caused to the dock. In the event of an accident to/from one of our boats from a guest, if the damages are over \$100 we usually (depending on circumstances) file a report with the Marine Sheriff. We then charge the client accordingly.

If one of our clients or team members damages the dock, we will contact the Harbor Master to file a report. From there we will work with the Harbor Master to fix or pay for any damage caused with an insurance claim or an out of pocket expense depending on the amount of damage.

Vessel Description

Yamaha WaveRunner VX Deluxe (Jet Ski)
PWC Personal Water craft

Length: 10'7"

Width: 4'2"

Passengers: 1-3

Top Speed: 50 mph

Fuel Capacity: 18.5 gallons

Dry weight: 681lb

Engine Info:

- Cylinders 4
- 4-Stroke
- 1,052 CC engine displacement
- 110 Horse Power

Features:

- Rearview Mirrors
- Glove Box Storage
- Large Front Storage
- Re-boarding Ladder
- Neutral and Reverse Lever
- Digital Instrumentation (Speedometer, RPM's, and gas gauge)

**MARINE SAFETY PROGRAM**
APPLICATION FOR PERMIT TO OPERATE A BOAT LIVERY*This information is required by authority of Part 445, 1994 PA 451, as amended.*

APPLICANT		NO. OF NON-MOTORIZED VESSELS
Business Name Boyne Water Sports LLC 881-6000	Page 1 of 1	0 CANOE(S)
Name of Applicant Joshua Grove/Mike Koteskey 373-2415/373-4004	Date of Application 6/11/20	6 KAYAK(S)
Street Address 1 Water Street	County Charlevoix	0 ROWBOAT(S)
City, State and ZIP Boyne City Michigan 49712	Name of Body of Water Lake Charlevoix	0 SAILBOAT(S)

MOTORIZED VESSELS**THE FOLLOWING VESSEL EQUIPMENT IS NECESSARY TO PASS INSPECTION:****1. USCG APPROVED PERSONAL FLOTATION DEVICE (PFD) 2. OARS OR PADDLES 3. ANCHORS AND LINE 4. HULL IN GOOD CONDITION 5. LEVEL FLOTATION**

CAPACITY PLATE NUMBER	MICHIGAN MC REGISTRATION NUMBER	HULL IDENTIFICATION NUMBER	CAPACITY INFORMATION			TAB AFFIXED	TYPE OF VESSEL			VESSEL PASS/FAIL	
			H.P.	PERSONS	WEIGHT		MOTOR BOAT	PONTOON	JET SKI	PASS	FAIL
70040	7621TN	YAMA1563E313	-	3	530	Yes	☐	☐	☒	☒	☐
70041	7622TN	YAMA3762K213	-	3	530	Yes	☐	☐	☒	☒	☐
81364	7558TN	YAMA2404C313	-	3	530	Yes	☐	☐	☒	☒	☐
70553	0538TU	YAMA3639E414	-	3	530	Yes	☐	☐	☒	☒	☐
70554	0539TV	YAMA28585314	-	3	530	Yes	☐	☐	☒	☒	☐
71123	2451UB	YAMA3498E515	-	3	530	Yes	☐	☐	☒	☒	☐
71572	0017UB	YAMA3938D515	-	3	530	Yes	☐	☐	☒	☒	☐
71124	2450UB	YAMA3456E515	-	3	530	Yes	☐	☐	☒	☒	☐
71122	2452UB	YAMA3427E515	-	3	530	Yes	☐	☐	☒	☒	☐
81616	8376TP	YAMA3992E313	-	3	530	Yes	☐	☐	☒	☒	☐
							☐	☐	☐	☐	☐
							☐	☐	☐	☐	☐
							☐	☐	☐	☐	☐
							☐	☐	☐	☐	☐
							☐	☐	☐	☐	☐
							☐	☐	☐	☐	☐
TOTAL VESSELS THIS PAGE							0	0	10	10	0
TOTAL FEES COLLECTED \$							20.00				

INSPECTORS REPORT ☒ First Inspection ☐ Re-Check**DATE OF INSPECTION** 6/11/20

Charlevoix County Sheriff's Office

Name of Agency

KYLE PARTON

Inspector's Name (print)

Inspector's Signature _____ 6/11/20
Date

A navigable waters livery boat is a motorized livery boat greater than 20' in length that is used on navigable waters. A navigable waters livery boat shall be subject to a comprehensive dockside inspection performed by a State of Michigan, Department of Natural Resources Conservation Officer. Please contact your local Sheriff's Department or DNR office for Navigable Waters Livery Boat Inspection Application.

INSPECTING SHERIFF'S DEPARTMENT:

Please mail copy of this completed application to:

**MARINE SAFETY PROGRAM
GRANTS MANAGEMENT
DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING, MI 48909-7925****Distribution:**

• Original - Sheriff's Office • Copy: Department of Natural Resources-Grants Management. • Applicant: Retain Copy



WATERCRAFT DECLARATIONS PAGE

Policy Number: MTD00000336116	Agency Number: 10234 - 000001	Effective Date/Transaction: 2020-06-29 Endorse
Policy Period: From 06/12/2020 To 06/12/2021 12:01 A.M. Standard Time at Your Mailing Address		
Insured Name and Mailing Address BOYNE WATERSPORTS, LLC MICHAEL S KOTESKEY 8308 FERRY ROAD East Jordan, MI 49727		Your Agent 231-947-9611 SPECIALTY PROGRAM GROUP LLC C/O GLOBAL MARINE INSURANCE PROGRAM 12935 S W BAY SHORE DR STE 205 TRAVERSE CITY, MI 49684-6218
DECLARED USAGE Primary Usage and ID Rental 4 Usage Type Onsite only, no offsite delivery permitted by insured or tow away by renter Additional Usage Description		
Hull Type PWC	# of Vessels 10	
Mooring Location 1 WATER STREET Boyne City Charlevoix MI 49712		
Navigation Limits LAKE CHARLEVOIX AND ROUND LAKE, MICHIGAN, ONLY		
Lay-Up None	From	To
COVERAGE	LIMIT*	DEDUCTIBLE* PREMIUM
Hull, Actual Cash Value	\$69,500 per occurrence	min. \$1000 per vessel \$
Watercraft Liability	\$1,000,000 per occurrence	\$1,000 \$
*If Hull Coverage is shown above, the Hull Limit is the total value for all insured vessels. See Vessel Schedule for the individual vessel limits and deductible amounts.		
Endorsement Premium Total \$ Usage Premium \$		
Seasonal Rating: More premium will be charged for the months that make up the boating season, peaking during the summer, and less premium will be charged for the months during the offseason. If the policy is cancelled for any reason, including for nonpayment of premium, any return premium will be based on the length of time the policy was in force and reflect the variance in premium associated with the months the policy was in force. Minimum earned premium applies only when you cancel the policy.		
Minimum Earned Premium \$750.00	Policy Taxes/Fees \$0.00	TOTAL ANNUAL PREMIUM \$
Add Unit ADD 2013 YAMAHA: YAMA3992E313		
Loss Payee 4FRONT CREDIT UNION PO BOX 795 Traverse City MI 49685	Additional Insured JOSHUA EARL GROVE 3050 TALL PINES Boyne City MI 49712	
Producer SPECIALTY PROGRAM GROUP LLC	Customer Ref#	
Forms and Endorsements Please see the back of this form.		
Signed on 7/1/2020	at TRAVERSE CITY, MI <i>John R. Clarke</i>	

Insured

7/1/2020

BOAT RENTAL

BOYNE CITY ON LAKE CHARLEVOIX

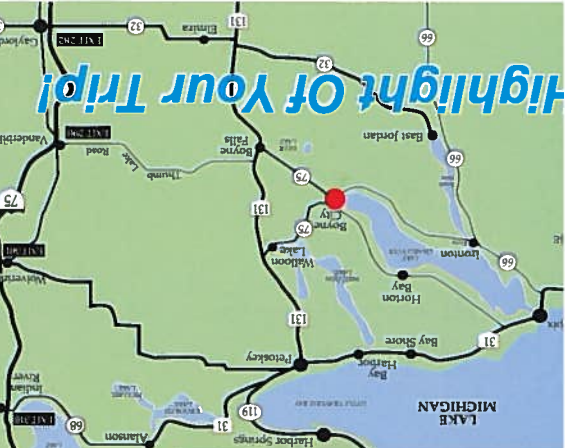


BOOK NOW ONLINE!



231-881-6000
BoyneWATERSPORTS.com

any rental and receive VIP pricing of
 O SAILING Sunshine Charter (Charlevoix).
 and safety equipment provided with all rentals.
 ly do not deliver boats to other lakes. We
 Lake Charlevoix only.
 refundable deposit is required on reservations.
 image deposit is required per boat rented.
 not include fuel used.
 ense and credit card is required at time of rental.
 our rental policy before reserving a boat.
 boat rentals are last minute/walk-up only.
 EASE CALL FIRST FOR AVAILABILITY.
 equipment, and other information subject to change.



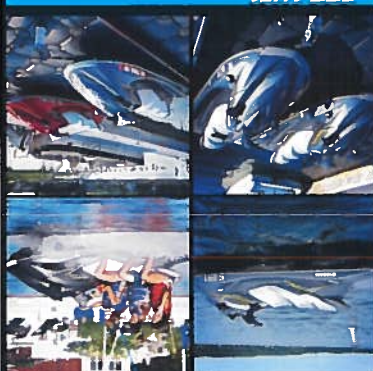
231-881-6000
BoyneWATERSPORTS.com



KAYAKS:
2017 PELICAN APEX 100/130T
1 Person 70lbs | 10ft
2 Person 70lbs | 13ft
1hr \$29 \$35 2hr \$35 \$45
3hr \$39 \$49 4hr \$45 \$55
5-6 Day \$65 7 Day \$219
8hr \$59 \$65 3-4 Day \$39



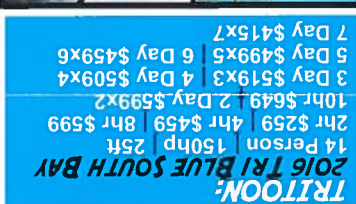
STAND UP PADDLE BOARDS:
2017 PELICAN FLOW 106
1 Person | 48lbs | 10ft 6in
1hr \$29 2hr \$35 3hr \$39
4hr \$45 8hr \$59 3-4 Day \$39
5-6 Day \$35 7 Day \$219



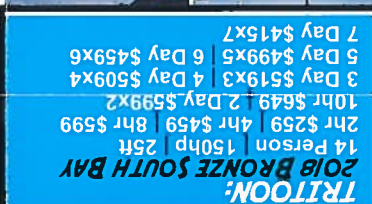
JET SKIS:
2014-17 YAMAHA VX DELUXE
3 Person | 110hp | 11ft
1hr \$119 2hr \$205 3hr \$285
Jet Ski Price Includes Gas
4hr \$255 6hr \$315 8hr \$369
Jet Ski Price Does Not Include Gas



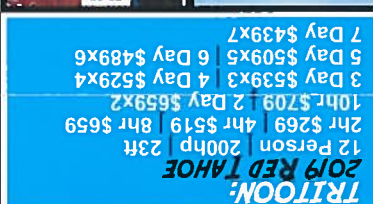
TUBES, WAKEBOARD AND WATER SKI:
2hr \$39 4hr \$39 8hr \$49 10hr \$49
Additional Day \$15



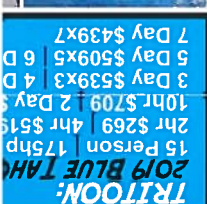
TRITON:
2016 TRI BLUE SOUTH BAY
14 Person | 150hp | 25ft
2hr \$259 4hr \$459 8hr \$599
10hr \$649 2 Day \$599x2
3 Day \$519x3 4 Day \$509x4
5 Day \$499x5 6 Day \$459x6
7 Day \$415x7



TRITON:
2016 BRONZE SOUTH BAY
14 Person | 150hp | 25ft
2hr \$259 4hr \$459 8hr \$599
10hr \$649 2 Day \$599x2
3 Day \$519x3 4 Day \$509x4
5 Day \$499x5 6 Day \$459x6
7 Day \$415x7



TRITON:
2019 RED TAHOE
12 Person | 200hp | 23ft
2hr \$269 4hr \$519 8hr \$659
10hr \$709 2 Day \$559x2
3 Day \$539x3 4 Day \$529x4
5 Day \$509x5 6 Day \$489x6
7 Day \$439x7



TRITON:
2019 BLUE TAHOE
15 Person | 175hp | 23ft
2hr \$269 4hr \$519 8hr \$659
10hr \$709 2 Day \$559x2
3 Day \$539x3 4 Day \$529x4
5 Day \$509x5 6 Day \$489x6
7 Day \$439x7



PONTON:
2014 BLUE SOUTH BAY
12 Person | 115hp | 23ft
2hr \$235 4hr \$365
8hr \$479 10hr \$529
2-7 Days \$479 per day



PONTON:
2017 RED SOUTH BAY
12 Person | 115hp | 23ft
2hr \$235 4hr \$365 8hr \$479
10hr \$529 2 Day \$479x2
3 Day \$425x3 4 Day \$415x4
5 Day \$405x5 6 Day \$395x6
7 Day \$365x7

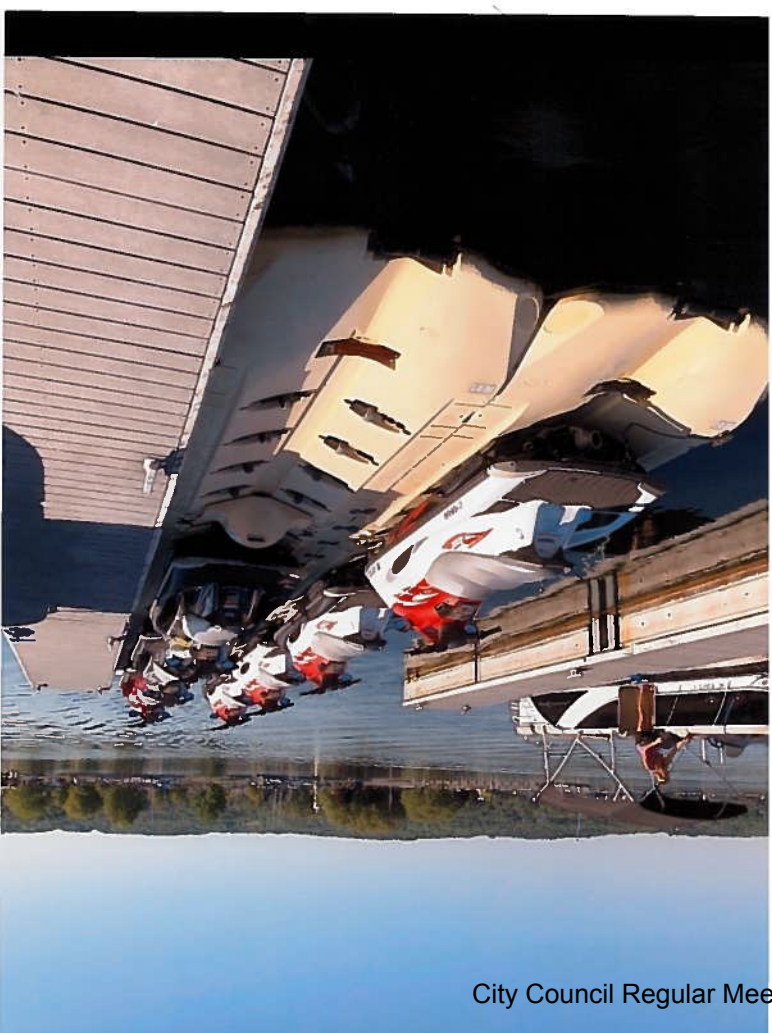


TRITON:
2016 PENGUIN SOUTH BAY
12 Person | 115hp | 23ft
2hr \$249 4hr \$399 8hr \$535
10hr \$585 2 Day \$535x2
3 Day \$459x3 4 Day \$449x4
5 Day \$439x5 6 Day \$429x6
7 Day \$385x7



TRITON:
2018 TRI RED S
12 Person | 115hp | 23ft
2hr \$249 4hr \$399 8hr \$535
10hr \$585 2 Day \$535x2
3 Day \$459x3 4 Day \$449x4
5 Day \$439x5 6 Day \$429x6
7 Day \$385x7





CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: City Charter Review

DATE: January 18, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The City Charter is the guiding document for the City and frequent review ensures it remains relevant for statutory or operational changes. Any changes require authorization from the Michigan Attorney General and the Governor before being presented to voters. The entire process to amend the charter must be finalized roughly three months before an election can be held in August or November.

This item was included for January in the recently adopted City Council Annual Calendar. No action is needed by Council. Two amendments to the City Charter were approved by voters in November and one amendment proposed to the voters was rejected by them. In the past, Council has discussed numerous amendments.

GOALS:

Provide strong stewardship of public resources and promote good governance

RECOMMENDATION:

Council discussion and direction.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Mayoral Appointment

DATE: January 18, 2021

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

Cole Oosthuizen has expressed interest in being a member of the Recreation Advisory Committee.

RECOMMENDATION:

Motion to appoint Cole Oosthuizen to the Recreation Advisory Committee, term expiring December 2023.

ATTACHMENTS:

- ▣ Application
- ▣ Application



RECEIVED

JAN 11 2021

CITY OF CHARLEVOIX VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

PLEASE PRINT

NAME: COLE OOSTHUIZEN
 ADDRESS: 314 W HURLBUT STREET
 HOME PHONE: _____ CELL PHONE: 630-624-0325
 EMAIL: OOSTDRUMS@GMAIL.COM
 ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 2 YEARS

EDUCATIONAL BACKGROUND: B.A. MUSIC PERFORMANCE - JAZZ STUDIES
NORTH CENTRAL COLLEGE - NAPEZVILLE, ILLINOIS

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: A DECADE OF EMPLOYMENT AT HIGH
PROFILE COUNTRY CLUBS IN THE CHICAGO/LAND AREA, GAINING
INSIGHT ON SERVICE, OPERATIONS, AND EVENT COORDINATION!

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: • AND GOLFER, HIKER, BIKER, SWIMMER, USER OF PARKS
• OUTDOOR EDUCATION WORKSHOPS VIA THE CLOTHING COMPANY

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

NO

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

NO

REASON(S) YOU WISH TO SERVE: I WISH TO SERVE TO CREATE ACCESSIBLE AND
ORGANIZED RECREATION OPPORTUNITIES FOR ALL WHO LIVE IN,
AND VISIT CHARLEVOIX. I WISH TO SERVE THE CITY GOLF COURSE,
WHILE PAYING RESPECT TO THE GREAT HISTORY FIELD THERE
AS CHARLEVOIX GROWS, ITS BEAUTY IS AN INDISPENSABLE ASSET,
AND I WISH TO HELP OTHERS SEE THE BEAUTY THAT I HAVE FOUND.

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

SIGNATURE:

DATE: 1/11/21

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

REV 04.2020

RECEIVED

JAN 18 2021

Online Form Submittal: Volunteer Boards and Committees Application

noreply@civicplus.com <noreply@civicplus.com>

Mon 1/18/2021 10:23 AM

To: Joyce Golding <joyceg@charlevoixmi.gov>

Volunteer Boards and Committees Application

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

Committees and Boards to Apply For	Recreation Advisory Committee
Name	Erin Simney
Email Address	ecarroll316@gmail.com
Address	315 W Hurlbut St, Charlevoix, MI 49720
Home Phone	2487555593
Cell Phone	Field not completed.
Are you a registered voter in the City?	Yes
How long have you lived in the City?	less than 1 year
Educational Background	B.S. in Health Science - Oakland University (3 years of study at Loyola University Chicago).
Professional Qualifications and / or Work Experience	I have a professional career the combines administrative management for a financial firm, healthcare, and client care. I think this gives me a great combination of thinking about decisions from multiple vantage points. I also enjoy talking to people and helping others so I would be happy to be at community events.
Community Activities and / or Other Experience	Despite not living in Charlevoix for long, I have tried to take advantage of the recreation and beauty the area offers as much as I can. This is what has driven my interest to get more involved.
Have you served on a board / committee or held a civic position in the past?	No

Do you foresee any potential
conflicts of interest while
executing the duties of this
position?

No

Reason(s) You Wish to
Serve

I have a personal passion for recreation and want to get more
involved in improving my community.

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

Yes

Electronic Signature
Agreement

I agree.

Electronic Signature

Erin D. Simney

Date

1/18/2021

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CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: January 18, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Lead Water Line Letters

New regulations from the Michigan Department of Energy, Great Lakes, and the Environment will require us to annually notify homeowners of whether we show their home currently has a lead service line or whether in the past we have record of this. We have not found full lead lines but have found lead "goose necks" which is the connector between the water main and the service line. As we do water main maintenance, these are removed and replaced. We will continue this practice and are required to file plans with EGLE on identification of lead lines in the water. Using lead service lines and lead goose necks was common practice at one time. Service lines are the responsibility of homeowners. Though lead is harmful, it is most problematic when disturbed or when water settles in the pipes and is consumed immediately; a flyer on best practices for these homes will be included with the letter. Our records indicate 94 homes fall into the need to receive this letter.

B. EMS Authority

Discussions are ongoing on the creation of an EMS Authority for our area. There is still momentum on the prospect of joining the several disparate EMS operations in the county under one authority though discussion progresses with our township partners on whether a more localized option is better. I believe the City could be well-served under either approach and continue to look for ways to cooperate with other units of government in our area. A county-wide group of townships and City Managers plans to convene again in mid-February to assess to the prospect of a county-wide agreement.

C. Recreation Plan Update

The Recreation Department is releasing eminently an RFP for a Recreation Master Plan. This will update the plan made in 2016 and guide our recreation planning for the coming five years.

ATTACHMENTS:

- ❑ Recreation Advisory Committee Minutes
- ❑ Shade Tree Minutes
- ❑ Planning Commission Minutes



CITY OF CHARLEVOIX RECREATION ADVISORY COMMITTEE

Ferry Beach Pavilion #1

Wednesday, September 9, 2020 at 6:00 PM

Meeting Minutes

I. Call to Order/Roll Call

Chair Seely called the meeting to order at 6:03 PM.

Members Present: Seely, Matye, Bryan, Fruk, Gowell

Staff Present: Knorr, Anzell

Members Absent: Klinger, Kelly

Guests Present: Clyde Left, Carl Roehling

II. Inquiry Regarding Possible Conflicts of Interest

None.

III. Determination of a Quorum

Yes.

IV. Motion to Approve Minutes

A. June 10, 2020 Zoom Meeting Minutes

Chair Seely called for a motion to approve the June 10, 2020 Zoom meeting minutes. Motion made by Member Matye, second by Member Bryan. Motion passed by a unanimous voice vote.

V. Old Business

A. Dog Park

Director Knorr reported that there has been no real movement toward finding suitable property for a dog park. There has been conversation with Realtors regarding the possible donation of land. Member Bryan suggested finding an area away from East Park to direct boaters/community.

B. Kayak Launch

Knorr informed the group this project is currently stagnant, however off-site engineering has begun on the launch. We hope to look for a ribbon cutting in the spring of 2021.

C. Junior Mainstreet Update

Director Knorr spoke to the committee about the hammocks that are a part of the Palmer Street improvements. Poles are in place and hammocks may be checked out from the Library. Additionally, Knorr reported that student Jack Kita has received additional grant funding to make repairs to the girls' softball field. Knorr will call for bids in early 2021.

VI. New Business

A. Friends of Ferry Beach

Residents of Belvedere Terrace, Carl Roehling and Clyde Left presented to the Committee their interest in enhancing and improving Ferry Beach and Park. Roehling stressed the importance of Ferry Beach as a valuable community asset that should not be taken for granted. The high water of recent has had a big impact on how the beach is used as well as the demand for use. Roehling and Left told the Committee they would like to partner with the City to develop environmentally sustainable land use for utilizing more areas of the beach and to have the Park be a model for how to incorporate even more handicapped accessible areas. Chair Seely suggested they put their ideas into a presentation for the December meeting, and in time for our Recreation

Departments next Master Plan.

B. Summer Program Reports

Summer Day Camp - Knorr reported that it was a successful camp season, even though we had to cut the number of campers in half.

Skate Park - There was an increase in use this summer. The park was open and staffed every day with longer hours.

Playgrounds - Signage was placed at each playground that the equipment had not been sanitized and to use with caution.

Youth Sports - Due to COVID, we did have to cancel T-Ball and flag football.

Adult Sports - Co-ed Volleyball was cut short due to COVID, and we were not able to organize Men's Softball.

Golf - The number of rounds of golf were up over last year which showed a reduction in revenue lost.

Marina - The Marina opened about two weeks later than usual, however remained full throughout the season.

Farmers Market - Anzell reported we lost a few regular vendors due to the pandemic, and following CDC, MiFMA and Health Department guidelines was challenging. For the most part, both vendors and patrons were understanding of the changes and precautions that needed to take place in order to stay open.

C. Winter Programs

Ski f-lill - Knorr is working closely with Bo Boss to plan a successful 2020-2021 ski season. They are looking a placing warming fire pits outdoors, limiting the number of people allowed inside the Lodge and following Health Department guidelines for operating this season.

Candlelight f-likes - Knorr is looking at holding a Halloween Hike, and continuing the winter hikes as we did last year.

Adult Leagues - Knorr would like to organize Co- d Volleyball and possibly Dodgeball, however, will wait to see what guidelines come out as we get closer.

VII. Miscellaneous Business

None

VIII. Call for Public Comment

None.

IX. Adjournment

With no other business to discuss, Chairperson Seely called for a motion to adjourn at 7:08 PM. Motion made by Member Fruk. second Member Bryan. Motion passed by a unanimous voice vote.

Future meeting schedule: December 9, 2020

Charlevoix Shade Tree and Parks Commission
Meeting Minutes
November 12, 2020, 11am
Held via Zoom

Members present: Chair Perry Irish Hodgson; David Levy; Jennifer Muladore; Mark Pawlicki; Ken Polakowski

Members absent: none

Also present: Mark L. Heydlauff, City Manager; Kent Knorr, Recreation Director

Chair Hodgson called the meeting to order at 11:06am.

There were no conflicts of interest.

Motion by Pawlicki, second by Muladore to approve the minutes of the October 8, 2020 meeting as presented. **Motion carried.**

Chair Hodgson reviewed the 2020 Tree Planting process and indicated it was very successful. Mr. Elliott advised that there were fewer surprises for residents when trees were planted and the staking process was very helpful.

Chair Hodgson reviewed Lake Michigan Beach Park and noted that, except for some trimming, there was not broad agreement on where and how to establish view corridors. She suggested persons interested in seeing specific areas address them to the Commission in writing.

Mr. Heydlauff advised the Commission of a walk-through at Ferry Beach Park he had with members of a group calling themselves Friends of Ferry Beach. They would like to see dead trees removed from the marshy area at the north end and also see some branches removed to create better view corridors. They also had ideas of better channeling the stormwater and creating bioswales to improve the drainage and improve the aesthetic and usability of the park. Mr. Polakowski indicated one of the members reached out to him for a walk-through as well; he plans to meet with them when he returns to the area in May. The Commission also discussed the potential of the sailing school being relocated to Ferry Beach and how this may also impact improvements at the park.

Mr. Knorr updated the Commission on the Recreation Master Plan and how usage at parks locally and nationally often reflect a 100% increase in usage. He believes this is an exciting time to be planning for the future of recreation as folks are engaged in the parks. He also discussed improvements at the golf course including the Audubon Society certification received and how bird houses are being added in non-mowed areas. Improvements like these are both beneficial for the environment and reduce maintenance expenses. Mr. Knorr has also been engaged in some national programs exploring environmental sustainability as it relates to recreation and park spaces. He advised the planning process for the Recreation Master Plan would begin in the spring of 2021.

The Commission and Mr. Knorr discussed the process of planning and timing. The Commission also discussed the current status of Veterans Park and Water Tower Park.

There was no public comment.

Chair Hodgson adjourned the meeting at 11:54am.

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
210 STATE STREET
Monday, December 14, 2020 - 6:00 p.m.**

A. Call to Order

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

B. Roll Call

Chair	RJ Waddell (from Charlevoix)
Members Present:	Reid Beegen, Sherm Chamberlain, Toni Felter, David Gray, Mary Millington, Jennifer Muladore (all members participating from Charlevoix)
Members Absent:	Dennis Halverson (<i>Clerk's Note: Member Halverson was present at the meeting but was unable to participate due to technical difficulties</i>)
Staff Present:	Jennifer Neal, Planner; Johnathan Scheel, Zoning Administrator; Dean Martin, Community Development Fellow

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

E. Approval of the Minutes

1. November 9, 2020 Meeting Minutes

Motion by Member Chamberlain, second by Member Muladore to approve the minutes of November 9, 2020 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Public Hearing: Zoning Ordinance Amendment – Housekeeping

Chair Waddell stated that the amendment included small corrections and items changed for clarity. Zoning Administrator Scheel stated that he and Planner Neal would be bringing forward another possible amendment regarding metal siding and cement block structures in the downtown, and some design standards for downtown.

The public hearing was opened and closed as there were no public comments.

Motion by Member Gray, second by Member Beegen to recommend adoption of the amendment to the City Council as presented. Motion passed by unanimous voice vote.

2. Charlevoix County Housing Ready Program Presentation

Steve Schnell, Program Director of the *Charlevoix County Housing Ready Program*, described the functions of the *Housing North* organization and the *Housing Ready Program* and provided a presentation regarding the Program, the City's *Housing and Business Park Initiative*, homesforourfuture.org website, and the Deed Restriction Program.

Mr. Schnell identified housing challenges for Charlevoix and described possible methods used to create more housing opportunities for year-round occupancy including community land trusts, shared equity, and deed restrictions which would require property to abide by certain requirements such as year-round residences or workforce housing.

Member Chamberlain stated that streamlining the approval process for new developments or re-development especially at the State level would eliminate what is often a burden. He referenced vacant property on US 31 across from the Dairy Grille that would be a very suitable location for apartments for young working families, and the Charlevoix Housing Commission property that could be used for workforce year-round housing.

Mr. Schnell stated that he could send the Commission a list of the various tools that could be used to incentivize year-round workforce housing. Planner Neal stated that Mr. Schnell was looking for some direction from the Planning Commission on incentives that might be incorporated into a plan for workforce housing and any direction to staff on moving forward.

3. Economic Development Strategy Draft

Community Development Fellow Martin presented a draft of an updated Economic Development Strategy that draws upon the data and initiatives of past plans while reflecting the modern changes in priorities, policies, and projects. A current Economic Development Strategy is a core requirement of the *Redevelopment Ready Communities (RRC) Program*.

Mr. Martin stated that the Planning Commission should discuss the current challenges which include the aging population, departure of youth, employment type variety challenges, employment deficits and seasonal opportunities. Also, the goals which include building better housing opportunities, extending the shoulder season, expanding opportunities for remote workers, pursuing available opportunities, greater

partnership building, capturing revenue from US 31, and retaining and attracting businesses and entrepreneurs. Mr. Martin stated he would present this draft to the Downtown Development Authority within the next month and then to City Council in January.

Member Chamberlain felt they would need to bring the Chamber of Commerce into the conversation as well. Mr. Martin stated that a body needed to annually update or report on this document and he felt the Planning Commission could take on this task with staff updating the document throughout the year.

4. 2021 Meeting Schedule

Chair Waddell stated that he did not see any conflicts with the proposed 2021 Meeting Schedule. Motion by Member Felter, second by Member Chamberlain to adopt the 2021 Meeting Schedule. Motion passed by unanimous voice vote.

H. Old Business

I. Staff Updates

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

Planner Neal stated that normally they do the election of officers in January. She stated that in years past the Commission had also conducted an annual review of the By-Laws. She also anticipated continuing the housing discussion and they were waiting to hear from the Conservancy about the Zoning Ordinance review.

Chair Waddell recalled that the Zoning Administrator was to do a presentation in January about accessory buildings since it has been two years since they had approved accessory buildings and City Council questioned whether they plan on modifying the regulations or expanding it to other zones in the City. He felt that the discussion on the By-Laws could be postponed until February.

K. Adjournment by 8:00 PM Unless Extended by Motion

Motion by Member Felter, second by Member Gray to adjourn the meeting. Meeting adjourned at 7:14 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair