



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, April 19, 2021- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

- A. Remote Participation Information

2. Roll Call

3. Presentations

- A. Proclamation - Tree City USA Designation
Luther Kurtz, Mayor
- B. Spring Recreation Department Update
Kent Knorr, Recreation Director

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

- A. City Council Meeting Minutes - April 5, 2021
- B. Accounts Payable and Payroll Check Registers
- C. Electric Manhole Survey: \$10,000
- D. Bridge Park Drive Lift Station Annual Cleaning
- E. Purchase of Seasonal Back Up Road Salt: \$16,360
- F. Mt. McSaubia Ski Purchase: \$10,300

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

- A. Demolition of 229 Stover Road Facility: \$43,669
Mark L. Heydlauff, City Manager
- B. Live on the Lake - Covid Preparedness Plan
Lindsey Dotson, Main Street DDA Executive Director
- C. Chamber of Commerce Summer Event Requests
Sarah Hagen, President, Charlevoix Area Chamber of Commerce

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: Remote Participation Information

DATE: April 19, 2021

BACKGROUND:

The meeting will be held in-person with masks and social distancing in the Council Chambers of City Hall. For those who wish to participate, a Zoom link will provide limited, alternative participation.
[Join Zoom Meeting](#)

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Proclamation - Tree City USA Designation

DATE: April 19, 2021

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

Mayoral proclamation in recognition of National Arbor Day and Earth Day and supporting the City's continuing certification as a Tree City USA.

ATTACHMENTS:

- ▣ Proclamation



MAYORAL PROCLAMATION

WHEREAS, in 2020 the City planted, pruned and encouraged our citizens to care for our street trees and encouraged citizens to participate in our Adopt-A-Tree program; and

WHEREAS, in 2020 the City was once again certified as a "Tree City USA*" for the twenty-ninth time; and

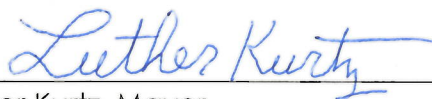
WHEREAS, the City has met the four standards necessary to become a Tree City USA Community.

BE IT SO RESOLVED THAT THE MAYOR OF THE CITY OF CHARLEVOIX, supports the observance and celebration of National Arbor Day on April 30, 2021 and Earth Day on April 22, 2021; and

BE IT FURTHER RESOLVED, that the City of Charlevoix is a Green Community and supports the City's continuing certification as a Tree City USA; and

BE IT FURTHER RESOLVED, residents are encouraged to continue planting and protecting the young City trees adjoining their properties.




Luther Kurtz, Mayor

April 5, 2021

* Tree City USA is a nationwide awards program sponsored by the Arbor Day Foundation, supported by the USDA Forestry Service and the National Association of State Foresters including our own Michigan foresters.

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Spring Recreation Department Update

DATE: April 19, 2021

PRESENTED BY: Kent Knorr, Recreation Director

BACKGROUND:

The Charlevoix Recreation Department approached the challenges of 2020 head on and often using the mantra "we are in this together". Recreation, especially outdoor recreation, became an essential service for many during the past year. Recreation Director Kent Knorr will highlight some of our successes, challenges, partnerships, grants, and recreation trends. We will also preview some of the exciting new programs and opportunities for 2021.

ATTACHMENTS:

- ▢ Presentation Power Point

Recreation Department

Annual Report and Updates

Kent Knorr, Recreation
Director



CHARLEVOIX
RECREATION

Charlevoix Recreation

The Places

- Ferry Beach Park
- Michigan Beach Park
- Depot Beach Park
- East Park
- Charlevoix Golf Course
- City Marina
- Mount McSauba Ski Hill and Day Camp
- Elm Street Tennis and Pickle Ball Courts
- Carpenter Street Ball Fields
- Pavilions
- Skate Park
- Rotary Park
- Bike Trails and Routes
- Playgrounds



Charlevoix Recreation

The Programs and Activities

- Tennis
- Golf
- Walking
- Bird Watching
- Playgrounds
- Snowboarding
- Ice Skating
- Skiing
- Skateboarding BMX
- Scooters
- Day Camp
- Ski School
- Snow Shoeing
- Hiking
- Biking



Charlevoix Recreation

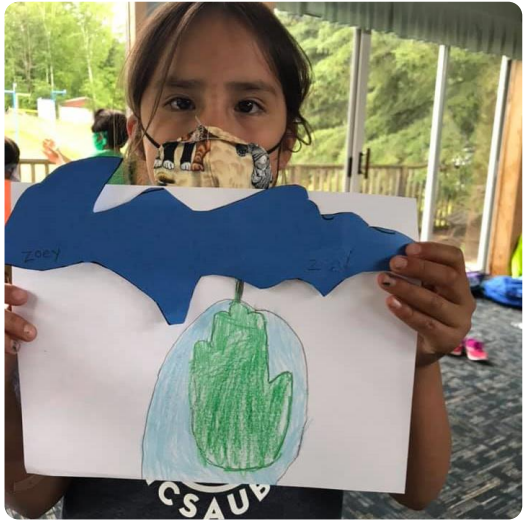
The Programs and Activities Continued

- Pickle Ball
- Fishing
- Swimming
- Cross Country Skiing
- Boating
- Kayaking
- Venetian Games
- Picnics
- Tee Ball
- Little League
- Flag Football
- Adult Softball
- Adult Volleyball
- So Much More



Open For
Business-All
Year Long





Open For Business All Year Long-Camp McSauba



Open for Business All Year Long

Farmers Market



Open For Business All Year Long

Mt. McSauba Ski Hill



Open For Business All Year Long

Charlevoix City Golf Course





Recreation Trends

Attendance Numbers were
up in all areas



Accomplishments 2020

"We are In This Together Approach"

The only cancelled activities in 2020 were sports leagues:

- T-ball

- Adult Softball

- Adult Volleyball





Accomplishments by the numbers



Revenue numbers were up in all areas

Golf

Marina Reservations

Ski Hill

Skate Park

Day Camp

Farmers Market



Accomplishments by the numbers

Attendance and Usage were up at

Beaches

Trails

Bikes

Hikes

Candlelight Hikes

Sledding

Snowshoeing

Non-Motorized Watercraft

Parks

2021 Preview

Recreation Master Plan Development

Return of Team Sports and adding kickball and dodgeball tournaments

Expanded Hours at the Skate Park

New Duffers League at Golf Course
(Wednesday Nights)

Continue to expand non golf recreational opportunities at the Golf Course

2021 Preview

Croquet, Bocce Ball, Bird Watching,
Cross Country Skiing at the golf course

Return of Outdoor Clinics-"The Learn
to....Series"

Increase partnerships

New Marketing Approaches

Expanding Volunteer Opportunities

2021 Opening Soon

New Dog
Park

New
Accessible
Kayak Launch



Staff Recognition-
We were all in it
together this past
year



Staff Recognition Bo Boss Celebrated 45 years working at Mount McSauba



Staff Recognition Pat Klooster- Retiring Harbor Master



CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - April 5, 2021

DATE: April 19, 2021

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, April 5, 2021 – 6:00 p.m.
210 State Street, Charlevoix, MI

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

1. Pledge of Allegiance

The Mayor called for a moment of silence for the passing of City employee Jim Bishaw and Top of Michigan Trails member Bob Boch.

2. Roll Call

Mayor: Luther Kurtz
Members Present: Aaron Hagen, Mark Knapp, Brian Slater
Members Absent: Greg Bryan, Janet Kalbfell, Phil Parr
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

A. Proclamation – Sexual Assault Awareness Month

Mayor Kurtz read a proclamation supporting the efforts to eliminate sexual assault and declare April 2021 as Sexual Assault Awareness Month in the City of Charlevoix.

B. Proclamation – Tree City USA Designation

Mayor Kurtz requested that this agenda item be moved to the April 19th meeting. Council concurred.

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 – March 15, 2021
- B. City Council Special Meeting Minutes – March 30, 2021
- C. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – March 22, 2021
 - b. Regular Accounts Payable Check Register – April 6, 2021
 - c. ACH Payments – March 15, 2021 to April 1, 2021
 - d. Payroll Check Register – April 1, 2021
 - e. Payroll Transmittal – April 1, 2021
- D. Kerite Conductor Purchase: \$22,350 – approve purchase of three 2,750-foot reels of Kerite from RESCO
- E. Revised Deficit Elimination Plan for the Ambulance Fund

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-04-01

RESOLUTION TO ADOPT THE DEFICIT ELIMINATION PLAN FOR THE AMBULANCE FUND
PER THE GLENN STEIL STATE REVENUE SHARING ACT OF 1971, PUBLIC ACT 140 OF 1971, SECTION 21(2)

WHEREAS, the City of Charlevoix Ambulance Fund has a \$45,580.00 deficit fund balance on March 31, 2020; and

WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix adopts the following as the City of Charlevoix Ambulance Fund Deficit Elimination Plan; and

CITY OF CHARLEVOIX AMBULANCE FUND					
	2019-20	2019-20	2019-20	2020-21 Projected	2021-22
	Original Budget	Amended Budget	Actual	Amended Budget	Projected Budget
UNRESTRICT NET POSITION (DEFICIT) APRIL 1	\$ -	\$ -	\$ -	\$ (45,490)	-
REVENUES					
GRANTS	-	-	-	43,633	-
AMBULANCE RUNS - INSURANCE	-	1,204,564	839,125	840,000	882,000
AMBULANCE RUNS - PRIVATE PAY	-	4,115	5,759	17,000	10,000
AMBULANCE CONTRACTS	-	344,148	498,269	658,634	655,300
INTEREST EARNINGS	-	14	14	10	-
SALE OF FIXED ASSETS	-	12,700	12,700	10,000	-
CONTRIBUTIONS AND DONATIONS - PRIVATE SOURCES	-	17,050	-	2,000	2,000
REFUNDS AND REBATES - INSURANCE	-	7,578	7,578	1,988	-
MISCELLANEOUS	-	35	365	200	-
TOTAL REVENUES	\$ -	\$ 1,590,204	\$ 1,363,810	\$ 1,573,465	\$ 1,549,300
EXPENSES					
SALARIES & WAGES	\$ -	\$ 294,624	\$ 252,001	\$ 370,415	376,700
WAGES (ICMA)	-	30,936	19,068	38,894	39,600
SALARIES & WAGES - TEMPORARY	-	10,215	6,534	1,647	1,700
EMPLOYEE FRINGE BENEFITS	-	283,550	260,751	345,420	352,300
SALARIES & WAGES - PAID ON CALL	-	348,070	421,400	375,000	388,000
OFFICE SUPPLIES	-	5,000	9,745	5,200	5,200
OPERATING SUPPLIES	-	50,000	51,680	36,000	41,000
LICENSES & STATE FEES	-	3,000	3,931	5,000	5,000
UNIFORMS	-	8,250	8,618	5,000	6,000
FUEL	-	48,000	25,599	28,000	30,000
CONTRACTUAL SERVICES	-	60,228	65,357	47,032	5,000
TELEPHONE	-	5,060	8,901	9,000	7,000
CONFERENCES & TRAVEL	-	8,800	5,459	5,000	5,000
INSURANCE & BONDS	-	5,900	5,819	6,000	6,100
APPARATUS MAINTENANCE & REPAIR	-	34,762	46,275	27,988	25,000
BUILDING RENTAL	-	22,661	-	42,661	42,700
MISCELLANEOUS	-	7,350	4,926	5,000	5,500
EDUCATION & TRAINING	-	15,000	9,046	15,200	15,000
BAD DEBT EXPENSE	-	150,000	32,968	59,000	46,500
MACHINERY & EQUIPMENT	-	55,000	57,222	20,000	30,000
TRANSFER TO AMBULANCE CAPITAL PROJECT FUND	-	114,000	114,000	75,000	114,000
TOTAL EXPENSES	\$ -	\$ 1,560,406	\$ 1,409,300	\$ 1,522,457	\$ 1,547,300
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ -	\$ 29,798	\$ (45,490)	\$ 51,008	\$ 2,000
UNRESTRICT NET POSITION (DEFICIT) MARCH 31	\$ -	\$ 29,798	\$ (45,490)	\$ 5,518	\$ 2,000
Explanation: Townships have agreed to be charged sufficient to eliminate any deficit. Consideration is also being made to form an Ambulance Authority. Transfers to cover capital outlay in Ambulance Capital Project Fund could be reduced.					
CA-CL (DEFICIT) APRIL 1			\$ -	\$ (45,490)	5,518
REVENUES			1,363,810	1,573,465	1,549,300
EXPENSES			(1,409,300)	(1,522,457)	(1,547,300)
Projected CA-CL (DEFICIT) MARCH 31			\$ (45,490)	\$ 5,518	\$ 7,518
BALANCE SHEET DEFICIT PER REQUEST FOR IMPROVEMENT OF DEFICIENCIES					
CURRENT ASSETS (PER AUDITED FINANCIAL STATEMENT OF NET POSITION - PROPRIETARY FUNDS - MARINA			\$ 42,231		
LESS: CURRENT LIABILITIES (PER AUDITED FINANCIAL STATEMENT OF NET POSITION - PROPRIETARY FUNDS - MARINA			(87,811)		
DEFICIT PER MI DEPARTMENT OF TREASURY			(45,580)		
ADD BACKS PER					
CURRENT PORTION OF BOND AND NOTES PAYABLE (PER AUDITED FINANCIAL STATEMENT OF NET POSITION - PROPRIETARY FUNDS - MARINA			-		
ACTUAL CASH POSITION (DEFICIT) AT MARCH 31, 2020			\$ (45,580)		

BE IT FURTHER RESOLVED that the City of Charlevoix submits the Ambulance Fund Deficit Elimination Plan to the Michigan Department of Treasury for Certification.

RESOLVED, this 5th day of April, A.D. 2021.

Resolution was adopted by the following yea and nay vote:

Yeas: Hagen, Slater, Knapp

Nays: None

Absent: Bryan, Kalbfell, Parr

F. Harbormaster and Dock Attendant Job Descriptions – approve amended job descriptions

G. Revision of Chief Operator – Wastewater Treatment Plant and WTP/WWTP Apprentice Operator Job Descriptions – approve amended

DRAFT

City Council Regular Meeting -

job descriptions

- H. Golf Course Greens Mower Purchase: \$29,154 – approve purchase of Toro Greenmaster from Spartan Distributors
- I. Pavement Marking Proposal: 16,664.96 – accept proposal from PK Contracting

Motion by Slater, second by Knapp to approve the Consent Agenda.

Yeas: Hagen, Slater, Knapp

Nays: None

Absent: Bryan, Kalbfell, Parr

6 Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. MPPA Power Purchase Commitment

Electric Department Director Griffith stated that pursuant to Public Act 341 of 2016, MPPA members are required to secure 95% of their resource adequacy (capacity) requirements for four Planning Years out. The commitment secures a portion of Charlevoix's capacity requirements for Planning Years 2025/2026 through 2034/2035.

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

Motion by Hagen, second by Slater to approve the MPPA Power Purchase Commitment Authorization and its execution by John Griffith, Charlevoix's Member Authorized Representative, as presented. Motion carried by unanimous voice vote with Bryan, Kalbfell, and Parr being absent.

B. Odmark Pavilion Request – Trout Tournament

Chris Mikulski stated that the Charlevoix Trout Tournament is requesting use of the Odmark Pavilion for their event June 9 - June 13, 2021. Additionally, the Tournament organizers are requesting launch fees to be waived for tournament participants on the dates of the event, also June 10 for a practice fishing day.

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

Motion by Knapp, second by Slater to approve the Trout Tournament Event in East Park/Odmark Pavilion on June 9-13, 2021 and approve Resolution 2021-04-02 waiving launch fees for participants on the event/practice days.

Yeas: Hagen, Slater, Knapp

Nays: None

Absent: Bryan, Kalbfell, Parr

CITY OF CHARLEVOIX RESOLUTION NO. 2021-04-02 WAIVE LAUNCH FEES FOR TROUT TOURNAMENT

WHEREAS, the Lake Charlevoix Area Trout Tournament will be held on June 11-13, 2021; and

WHEREAS, the Lake Charlevoix Area Trout Tournament is requesting that boat launch fees be waived for the tournament and the June 10 practice fishing day; and

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

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix hereby waives launch fees for the Lake Charlevoix Area Trout Tournament from June 10 to June 13, 2021.

RESOLVED this 5th day of April, 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Hagen, Slater, Knapp

Nays: None

Absent: Bryan, Kalbfell, Parr

C. Odmark Pavilion Request – Walk, Run, Cure

Shelly DeYoung stated that the Sue DeYoung/Judy Edger Walk, Run, Cure organizers are requesting use of the Odmark Pavilion on Saturday May 8, 2021 for their event.

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

Motion by Slater, second by Knapp to approve the use of the Odmark Pavilion for the Run, Walk, Cure event on May 8, 2021. Motion carried by unanimous voice vote with Bryan, Kalbfell, and Parr being absent.

D. Odmark Pavilion Request – City Band

City Manager Heydlauff stated that the Charlevoix City Band is requesting use of the Odmark Pavilion every Tuesday from July 6, 2021 through August 24, 2021 to perform concerts.

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

Motion by Hagen, second by Slater to authorize the use of the Odmark Pavilion for the Charlevoix City Band to perform weekly concerts during the summer of 2021. Motion carried by unanimous voice vote with Bryan, Kalbfell, and Parr being absent.

Mayor Kurtz asked Council how they felt about regulating future City events during the COVID pandemic. It was generally agreed that Council would follow the current health department's guidelines but consider each event individually.

E. Mayoral Appointments

Motion by Hagen, second by Knapp to appoint Emma Suarez Pawlicki to the Planning Commission, term expiring April 2024. Motion carried by unanimous voice vote with Bryan, Kalbfell, and Parr being absent.

Motion by Hagen, second by Knapp to re-appoint Richard Christner to the Downtown Development Authority board, term expiring April 2025. Motion carried by unanimous voice vote with Bryan, Kalbfell, and Parr being absent.

Motion by Slater, second by Knapp to re-appoint Maureen Owens to the Downtown Development Authority board, term expiring April 2025. Motion carried by unanimous voice vote with Bryan, Kalbfell, and Parr being absent.

8. **Reports & Communications**

A. Public Comments

- Kent Seymour requested that the boat launch parking spaces be included in this year's pavement marking project

B. City Manager Comments

- Working with Networks Northwest on a high-water grant initiative
- Redevelopment Ready Communities blight elimination grant may be appropriate for 229 Stover Road
- Recreation Director Knorr procured new high school tennis equipment from the U.S. Tennis Association; created an Inland Seas fundraiser to support Camp McSaubia
- Business Park sign installed today
- Golf Course opens on April 9

C. Mayor & Council Comments

- Hagen commended City Staff for their hard work

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 6:43 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 03/22/2021			
AT&T	2,844.89	RANGE TELECOMMUNICATIONS	176.25
CHARLEVOIX STATE BANK	1,962.63	STANDARD INSURANCE CO	2,658.01
CHARTER COMMUNICATIONS	851.05	VERIZON WIRELESS	88.29
CITY OF CHARLEVOIX - UTILITIES	42,399.46	VSP INSURANCE CO. (CT)	536.06
DELTA DENTAL	3,286.62	WEX BANK	1,343.58
HOLIDAY COMPANIES	7,696.94	TOTAL	106,897.72
MONY LIFE INSURANCE	456.99		
PRIORITY HEALTH	42,596.95		
Regular Accounts Payable – 04/06/2021			
ACME SPORTS INC	415.00	BEAVER ISLAND BOAT CO	4,172.50
AIRGAS USA LLC	69.74	BELL EQUIPMENT COMPANY	145.69
AMERICAN WASTE INC.	560.00	BERRY, ROBERT	100.00
AMERIGAS PROPANE LP	511.26	BOUND TREE MEDICAL LLC	462.96
ANDERSON, ELIZABETH A.	50.00	BRADFORD MASTER DRYCLEANERS	613.32
ANZELL, BETH A.	50.00	BRADLEY, KELLY R.	150.00
AT YOUR SERVICE PLUS INC	125.00	BREWER, JOHN	500.00
AT&T MOBILITY	743.27	BUCKINGHAM, TIFFANY	318.77
AUDUBON INTERNATIONAL	400.00	CADILLAC CULVERT INC	1,300.00
AVFUEL CORPORATION	520.00	CARQUEST OF CHARLEVOIX	2,115.91
AVSURANCE CORPORATION	4,725.00	CENTRAL DRUG STORE	190.24
AZZOPARDI, ANTHONY J.	50.00	CHARLEVOIX COUNTY EQUALIZATION	1,913.74

DRAFT

CHARLEVOIX SCREEN MASTERS INC	530.00	MORRISON, KEVIN P.	150.00
CHARLEVOIX TOWNSHIP	20,599.25	MUNSON HEALTHCARE CHX HOSPITAL	455.00
CHARLEVOIX TOWNSHIP	33.38	N M A C P	75.00
CITY OF CHARLEVOIX - PETTY CASH	465.83	NEWMAN, MARK J.	150.00
CONWAY PROFESSIONAL SERVICES	410.00	NEXVORTEX INC	116.27
CUMMINS BRIDGEWAY LLC	1,126.37	NORTH CENTRAL MICHIGAN COLLEGE	1,026.00
DELL MARKETING L P	50.39	OHM ADVISORS	11,067.00
DeROSIA, PATRICIA E.	50.00	OLESON'S FOOD STORES	14.37
DITCH WITCH SALES OF MICHIGAN	1,144.47	OLSON BZDOK & HOWARD	3,828.50
DOAN, GERARD P.	50.00	OSCAR W LARSON COMPANY	522.66
DORAN, JUSTIN J.	50.00	OTEC	778.00
DOTSON, LINDSEY J.	50.00	PAUL'S METER TESTING LLC	3,951.85
DRAVES, MARTIN J.	150.00	PEET, DOUGLAS	100.00
EATON, BRAD A.	150.00	PENINSULA FIBER NETWORK LLC	470.00
ELECTIONSOURCE	73.25	PERFORMANCE ENGINEERS INC	1,925.00
ELLIOTT, PATRICK M.	200.00	PLUNKETT & COONEY	1,460.00
EMERGENCY MEDICAL PRODUCTS INC	235.54	POWER LINE SUPPLY	4,818.75
F.H. BLACK & COMPANY	358.75	PREIN & NEWHOF	365.00
FARRELL, MITCHELL L.	150.00	PREMIER SAFETY	1,260.00
FASTENAL COMPANY	219.35	PRESTON FEATHER	532.16
FERGUSON, ROYCE L	150.00	PUGH, SCOTT & ROBIN	100.00
FREEDOM MAILING SERVICES INC.	2,285.73	PURITY CYLINDER GASES INC	76.02
GOLDING, JOYCE M.	50.00	RCL CONSTRUCTION CO INC	421,565.22
GREAT LAKES ENERGY	294.52	RICHTER, JOHN & DEB	100.00
GREAT LAKES PIPE & SUPPLY	33.27	SCHOLEY, ROBERT W.	50.00
GRIFFITH, JOHN J	200.00	SCHWARTZFISHER, JOSEPH L.	150.00
GRP ENGINEERING INC.	11,622.00	SILVA, JESSE L.A.	50.00
HACH COMPANY	2,064.22	SIMPSON, TRISTAN	280.00
HART II, DELBERT W.	150.00	STATE AND MASON LLC	1,000.00
HEYDLAUFF, MARK L.	50.00	STATE OF MICHIGAN	830.76
HILLING, NICHOLAS A.	150.00	STATE OF MICHIGAN	200.00
JACKLIN STEEL SUPPLY CO	408.45	STEPHENS, LYON G.	50.00
JOHN E. GREEN COMPANY	4,679.26	STEVENS, BRANDON C.	150.00
JONES, ROBERT F.	150.00	SUMMIT COMPANIES	390.00
KENWABIKISE, DAVID L.	150.00	TAYLOR 12501 LLC	4,417.50
KLOOSTER, ALIDA K.	50.00	TELNET WORLDWIDE	242.42
KLOOSTER, PATRICK H.	50.00	THE FENCE CO OF NORTHERN MICH	5,364.89
KNORR, KENT J.	50.00	THORP JR, WILLIAM D.	150.00
KSS ENTERPRISES	786.65	TRAVERS, MANUEL J.	50.00
LAKE SHORE TIRE & AUTO SERVICE	81.95	UP NORTH ASSESSING INC	5,100.00
LANDSCAPE FORMS INC.	3,120.00	VANHALL, TOM & JULIE	100.00
LAVOIE, RICHARD L.	150.00	VILLAGE GRAPHICS INC.	270.00
LEELANAU COFFEE ROASTING CO INC	222.95	VIRTUAL ACADEMY	315.00
LEITNER, RYAN S.	150.00	WHITLEY, ANDREW T.	150.00
LIVINGSTON, BRIAN D.	50.00	WILMOT ELECTRIC INC	473.27
MATELSKI, KRISTEN	50.00	WILSON, TIMOTHY J.	150.00
MAYER, SHELLEY L.	200.00	WORK & PLAY SHOP	387.88
McGINN, KELLY A.	50.00	WURST, RANDALL W.	200.00
MCMULLEN, DONALD R.	120.56	WYMAN, MATTHEW A.	50.00
MDC CONTRACTING LLC	222.75	XEROX FINANCIAL SERVICES	168.84
MEIER III, CHARLES A.	150.00	ZACHARIAS, STEVEN B.	150.00
MICHIGAN CHAMBER SERVICES INC	344.00	TOTAL	551,004.91
MICHIGAN OFFICEWAYS INC	572.26		
MILLER, WILLIAM S.	50.00		

ACH Payments – 03/15/2021 to 04/01/2021

MI PUBLIC POWER AGENCY	21,258.25	MERS (DEFINED BENEFIT PLAN)	150,000.00
IRS (PAYROLL TAX DEPOSIT)	37,570.18	MI PUBLIC POWER AGENCY	13,788.76
ALERUS FINANCIAL (HCSP)	350.00	IRS (PAYROLL TAX DEPOSIT)	39,841.61
STATE OF MI (WITHHOLDING TAX)	5,654.14	ALERUS FINANCIAL (HCSP)	350.00
VANTAGEPOINT (401 ICMA PLAN)	912.08	STATE OF MI (WITHHOLDING TAX)	5,906.81
VANTAGEPOINT (457 ICMA PLAN)	19,859.24	VANTAGEPOINT (401 ICMA PLAN)	912.08
VANTAGEPOINT (ROTH IRA)	1,080.76	VANTAGEPOINT (457 ICMA PLAN)	19,418.53
MERS (DEFINED BENEFIT PLAN)	46,486.16	VANTAGEPOINT (ROTH IRA)	1,080.76
MI PUBLIC POWER AGENCY	15,302.04	TOTAL	599,730.75
MI PUBLIC POWER AGENCY	219,959.35		

Payroll Net Pay – Check Date 04/01/2021

KURTZ, LUTHER J.	886.56	PARR, PHILIP M.	290.72
HAGEN, AARON W.	616.43	KNAPP, MARK D.	290.72
KALBFELL, JANET P.	581.80	HEYDLAUFF, MARK L.	3,175.97
BRYAN JR, GREGORY T.	389.83	GOLDING, JOYCE M.	2,161.35
SLATER, JOHN B.	323.76	DEROSIA, PATRICIA E.	1,476.69

DRAFT

DOTSON, LINDSEY J.	1,423.60	WHITLEY, NICHOLAS J	17.97
KLOOSTER, ALIDA K.	2,144.59	BERTINELLI, DAVID P.	314.52
GOLOVICH, KAREN J.	930.81	FOSTER, WILLIAM P.	224.31
BARNEVELD, RICHELLE L.	1,163.84	MATTACK, JEFFREY C.	835.57
EDWARDS, MACKENZIE R.	1,763.06	MAY, MEREDITH A.	83.25
MILLER, FAITH G.	19.97	BOSS, BEAU J.	1,162.05
MCGINN, KELLY A.	2,074.77	BEMIS, GARRETTSON G.	172.70
DOAN, GERARD P.	2,416.03	COFFEY, JASON J.	150.97
SCHOLEY, ROBERT W.	1,677.16	GILL, DAVID R.	591.38
UMULIS, MATTHEW T.	375.61	LIVINGSTON, BRIAN D.	1,814.94
ORBAN, BARBARA K.	1,130.76	KLOOSTER, PATRICK H.	97.61
RILEY, DENISE M.	460.04	WYMAN, MATTHEW A.	1,675.04
MUNK, CHRISTOPHER J.	1,548.36	MILLER, WILLIAM S.	609.75
SCHICK, TIELER R.	1,415.84	DOUGLAS, MARK	1,030.73
STEWART, MORGAN J.	1,303.97	FRATRICK, JOSEPH W.	514.29
MATELSKI, KRISTEN L.	1,358.74	CARSON, SAWYER J.	879.29
WURST, RANDALL W.	1,571.98	MCMULLEN, DONALD R.	1,804.72
MAYER, SHELLEY L.	1,500.37	SILVA, JESSE L.A.	1,865.30
HILLING, NICHOLAS A.	1,632.29	JOHNSON, MELISSA A.	534.81
MEIER III, CHARLES A.	1,274.87	STEPHENS, LYON G.	1,282.66
ZACHARIAS, STEVEN B.	1,308.70	TRAVERS, MANUEL J.	2,264.86
NEWMAN, MARK J.	1,424.77	STEVENS, JEFFREY W.	383.31
GRIFFITH, JOHN J.	2,937.39	RILEY, CASEY W.	203.59
EATON, BRAD A.	2,383.06	JONES, LARRY M.	611.99
WILSON, TIMOTHY J.	3,095.65	FAULKNER, CHRISTOPHER J.	343.70
LAVOIE, RICHARD L.	2,283.14	LEPIRD, KATIE A.	847.94
STEVENS, BRANDON C.	2,378.19	CORNELL, BRITTA J.	612.02
DRAVES, MARTIN J.	2,510.39	AZZOPARDI, ANTHONY J.	1,577.43
ANDERSON, ELIZABETH A.	1,234.96	PECK, JARICA L.	432.91
KENWABIKISE, DAVID L.	1,106.38	DIETZ, AMANDA M.	1,282.29
ELLIOTT, PATRICK M.	2,741.55	WELLS, JANINNA J.	380.48
SCHWARTZFISHER, JOSEPH	1,020.82	MOYER, NATHAN I.	1,583.17
BRADLEY, KELLY R.	1,463.58	MARIHUGH, ANDREW J.	214.34
HART II, DELBERT W.	1,637.24	HOSLER, ERIK R.	1,184.24
JONES, ROBERT F.	1,165.80	HOLOWACH, ROGER E.	1,951.38
FARRELL, MITCHELL L.	1,384.69	WHITLEY, ANDREW T.	2,292.18
THORP JR, WILLIAM D.	1,338.10	MORRISON, KEVIN P.	1,321.89
LEITNER, RYAN S.	1,436.06	BOSS JR, DALE E.	1,560.25
FERGUSON, ROYCE L.	1,730.61	HILLIGAN, ABIGAIL B.	239.93
KNORR, KENT J.	1,965.65	MATTER, DAWSON K.	86.27
ANZELL, BETH A.	1,320.37	HOLM, ARTHUR R.	1,202.78
BOSS, SHERRY M.	433.26	WILLSON, BRENDA R.	237.24
DOE-NIMPHIE, SETH K.	112.32	TOTAL	112,569.28
REDMAN, SEAN M.	103.34		
PORATH, JACOB P.	196.72		

Payroll Transmittal – 04/01/2021

4FRONT CREDIT UNION	1,018.00	DISCOVER BANK	82.54
AMERICAN FAMILY LIFE	507.21	MI STATE DISBURSEMENT UNIT	429.88
CALIFORNIA STATE DISBURSEMENT	92.19	MONEY LIFE INSURANCE	339.16
CHAR EM UNITED WAY	90.00	POLICE OFFICERS LABOR COUNCIL	251.25
CHARLEVOIX STATE BANK	867.00	PRIORITY HEALTH	1,615.50
COMMUNICATION WORKERS OF AMER	675.02	TOTAL	5,967.75

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: April 19, 2021

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
04/09/2021		
133113	BARON TITLE	131,171.50
Total 04/09/2021:		131,171.50
Grand Totals:		131,171.50

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

04/09/21	Special Accounts Payable Run	\$	131,171.50
04/16/21	Payroll (net pay)	\$	112,585.49
04/16/21	Payroll Transmittal Checks	\$	5,904.62
04/20/21	Regular Accounts Payable	\$	707,686.67

Checks Sub-Total: \$ 957,348.28

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

04/02/21	Proximity Space Inc.	\$	99.00
04/05/21	MI Public Power Agency	\$	11,749.29
04/05/21	AMG Payment Solutions	\$	25.41
04/05/21	Payment Service Network Inc.	\$	255.30
04/08/21	State of MI (Sales Tax)	\$	18,755.40
04/09/21	DTE Energy	\$	7,653.98
04/12/21	MI Public Power Agency	\$	11,092.86
04/16/21	IRS (Payroll Tax Deposit)	\$	40,647.13
04/16/21	Alerus Financial (HCSP)	\$	350.00
04/16/21	State of MI (Withholding Tax)	\$	6,051.17
04/16/21	Vantagepoint (401 ICMA Plan)	\$	912.07
04/16/21	Vantagepoint (457 ICMA Plan)	\$	20,240.65
04/16/21	Vantagepoint (Roth IRA)	\$	1,080.76

ACH Sub-Total: \$ 118,913.02

Huntington National Bank Total: \$ 1,076,261.30

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

04/20/21	Tax Disbursement	\$	246.33
Charlevoix State Bank Total:		\$	246.33

Grand Total: \$ 1,076,507.63

APPROVED:



CITY MANAGER



CITY TREASURER



CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/10/2021	PC	04/16/2021	32909	HEYDLAUFF, MARK L.	102		2,887.52
04/10/2021	PC	04/16/2021	32910	GOLDING, JOYCE M.	106		1,737.70
04/10/2021	PC	04/16/2021	32911	DEROSIA, PATRICIA E.	107		1,429.99
04/10/2021	PC	04/16/2021	32912	DOTSON, LINDSEY J.	109		1,445.64
04/10/2021	PC	04/16/2021	32913	KLOOSTER, ALIDA K.	121		1,778.34
04/10/2021	PC	04/16/2021	32914	GOLOVICH, KAREN J.	122		974.82
04/10/2021	PC	04/16/2021	32915	BARNEVELD, RICHELLE	123		1,209.28
04/10/2021	PC	04/16/2021	32916	EDWARDS, MACKENZIE	124		1,477.00
04/10/2021	PC	04/16/2021	32917	MCGINN, KELLY A.	146		1,659.83
04/10/2021	PC	04/16/2021	32918	DOAN, GERARD P.	201		2,451.08
04/10/2021	PC	04/16/2021	32919	SCHOLEY, ROBERT W.	204		1,617.32
04/10/2021	PC	04/16/2021	32920	UMULIS, MATTHEW T.	205		920.31
04/10/2021	PC	04/16/2021	32921	ORBAN, BARBARA K.	209		1,442.96
04/10/2021	PC	04/16/2021	32922	RILEY, DENISE M.	213		468.45
04/10/2021	PC	04/16/2021	32923	MUNK, CHRISTOPHER J.	215		1,765.03
04/10/2021	PC	04/16/2021	32924	SCHICK, TIELER R.	216		1,917.46
04/10/2021	PC	04/16/2021	32925	STEWART, MORGAN J.	217		1,760.45
04/10/2021	PC	04/16/2021	32926	MATELSKI, KRISTEN L.	230		1,375.19
04/10/2021	PC	04/16/2021	32927	WURST, RANDALL W.	411		1,330.40
04/10/2021	PC	04/16/2021	32928	MAYER, SHELLEY L.	412		1,500.37
04/10/2021	PC	04/16/2021	32929	HILLING, NICHOLAS A.	413		1,919.36
04/10/2021	PC	04/16/2021	32930	MEIER III, CHARLES A.	421		1,562.70
04/10/2021	PC	04/16/2021	32931	ZACHARIAS, STEVEN B.	422		1,308.70
04/10/2021	PC	04/16/2021	32932	NEWMAN, MARK J.	424		1,383.41
04/10/2021	PC	04/16/2021	32933	GRIFFITH, JOHN J.	500		2,978.12
04/10/2021	PC	04/16/2021	32934	EATON, BRAD A.	515		2,296.98
04/10/2021	PC	04/16/2021	32935	WILSON, TIMOTHY J.	516		2,657.34
04/10/2021	PC	04/16/2021	32936	LAVOIE, RICHARD L.	519		2,291.91
04/10/2021	PC	04/16/2021	32937	STEVENS, BRANDON C.	521		2,478.26
04/10/2021	PC	04/16/2021	32938	DRAVES, MARTIN J.	523		2,435.27
04/10/2021	PC	04/16/2021	32939	ANDERSON, ELIZABETH	526		1,234.96
04/10/2021	PC	04/16/2021	32940	KENWABIKISE, DAVID L.	528		1,106.38
04/10/2021	PC	04/16/2021	32941	ELLIOTT, PATRICK M.	600		2,975.42
04/10/2021	PC	04/16/2021	32942	SCHWARTZFISHER, JOS	603		1,171.40
04/10/2021	PC	04/16/2021	32943	BRADLEY, KELLY R.	614		1,559.64
04/10/2021	PC	04/16/2021	32944	HART II, DELBERT W.	616		1,612.74
04/10/2021	PC	04/16/2021	32945	JONES, ROBERT F.	618		1,553.32
04/10/2021	PC	04/16/2021	32946	FARRELL, MITCHELL L.	622		1,360.98
04/10/2021	PC	04/16/2021	32947	THORP JR, WILLIAM D.	623		1,271.35
04/10/2021	PC	04/16/2021	32948	LEITNER, RYAN S.	624		1,339.34
04/10/2021	PC	04/16/2021	32949	FERGUSON, ROYCE L.	625		1,317.14
04/10/2021	PC	04/16/2021	32950	DORAN, JUSTIN J.	634		2,173.13
04/10/2021	PC	04/16/2021	32951	HART III, DELBERT W.	657		512.92
04/10/2021	PC	04/16/2021	32952	FINNERTY, HOLLY E.	669		493.36
04/10/2021	PC	04/16/2021	32953	KNORR, KENT J.	700		1,987.24
04/10/2021	PC	04/16/2021	32954	ANZELL, BETH A.	702		1,338.15
04/10/2021	PC	04/16/2021	32955	MATTACK, JEFFREY C.	767		524.90
04/10/2021	PC	04/16/2021	32956	MAY, MEREDITH A.	771		91.18
04/10/2021	PC	04/16/2021	32957	BOSS, BEAU J.	788		593.97
04/10/2021	PC	04/16/2021	32958	COFFEY, JASON J.	798		396.56
04/10/2021	PC	04/16/2021	32959	SHANAHAN, CHERYL J.	838		73.88
04/10/2021	PC	04/16/2021	32960	GILL, DAVID R.	856		968.31
04/10/2021	PC	04/16/2021	32961	MASSON, DONALD J.	861		392.95
04/10/2021	PC	04/16/2021	32962	LIVINGSTON, BRIAN D.	866		1,814.94
04/10/2021	PC	04/16/2021	32963	KLOOSTER, PATRICK H.	868		283.42
04/10/2021	PC	04/16/2021	32964	WYMAN, MATTHEW A.	927		1,902.83
04/10/2021	PC	04/16/2021	32965	MILLER, WILLIAM S.	933		238.24

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/10/2021	PC	04/16/2021	32966	DOUGLAS, MARK	935		1,103.55
04/10/2021	PC	04/16/2021	32967	CARSON, SAWYER J.	941		944.53
04/10/2021	PC	04/16/2021	32968	MCMULLEN, DONALD R.	1000		1,790.39
04/10/2021	PC	04/16/2021	32969	SILVA, JESSE L.A.	1001		1,442.27
04/10/2021	PC	04/16/2021	32970	JOHNSON, MELISSA A.	1004		66.27
04/10/2021	PC	04/16/2021	32971	STEPHENS, LYON G.	1005		1,087.37
04/10/2021	PC	04/16/2021	32972	TRAVERS, MANUEL J.	1006		1,742.01
04/10/2021	PC	04/16/2021	32973	STEVENS, JEFFREY W.	1028		228.25
04/10/2021	PC	04/16/2021	32974	RILEY, CASEY W.	1052		470.52
04/10/2021	PC	04/16/2021	32975	JONES, LARRY M.	1057		768.77
04/10/2021	PC	04/16/2021	32976	FAULKNER, CHRISTOPH	1060		612.29
04/10/2021	PC	04/16/2021	32977	CORNELL, BRITTA J.	1106		1,891.70
04/10/2021	PC	04/16/2021	32978	MISHLER, MICHAEL J.	1107		140.54
04/10/2021	PC	04/16/2021	32979	AZZOPARDI, ANTHONY J.	1108		1,776.26
04/10/2021	PC	04/16/2021	32980	PECK, JARICA L.	1114		273.10
04/10/2021	PC	04/16/2021	32981	DIETZ, AMANDA M.	1115		1,088.24
04/10/2021	PC	04/16/2021	32982	WELLS, JANINNA J.	1117		224.65
04/10/2021	PC	04/16/2021	32983	MOYER, NATHAN I.	1118		1,583.94
04/10/2021	PC	04/16/2021	32984	HOSLER, ERIK R.	1122		1,729.09
04/10/2021	PC	04/16/2021	32985	HOLLOWACH, ROGER E.	1124		3,178.06
04/10/2021	PC	04/16/2021	32986	JOSLIN, ISABELLE G.	1125		92.51
04/10/2021	PC	04/16/2021	133199	DOAN, GERARD P.	201	License/Certification Pay	183.36
04/10/2021	PC	04/16/2021	133200	SCHOLEY, ROBERT W.	204	License/Certification Pay	175.35
04/10/2021	PC	04/16/2021	133201	UMULIS, MATTHEW T.	205	License/Certification Pay	173.10
04/10/2021	PC	04/16/2021	133202	ORBAN, BARBARA K.	209	License/Certification Pay	946.36
04/10/2021	PC	04/16/2021	133203	MUNK, CHRISTOPHER J.	215	License/Certification Pay	946.36
04/10/2021	PC	04/16/2021	133204	SCHICK, TIELER R.	216	License/Certification Pay	169.30
04/10/2021	PC	04/16/2021	133205	STEWART, MORGAN J.	217	License/Certification Pay	169.30
04/10/2021	PC	04/16/2021	133206	WHITLEY, ANDREW T.	522		2,237.81
04/10/2021	PC	04/16/2021	133207	MORRISON, KEVIN P.	601		1,154.42
04/10/2021	PC	04/16/2021	133208	BOSS JR, DALE E.	701		821.04
04/10/2021	PC	04/16/2021	133209	HOLM, ARTHUR R.	791		624.94
Grand Totals:			89				112,585.49

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Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/10/2021	04/16/2021	133210	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,018.00
04/10/2021	04/16/2021	133211	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
04/10/2021	04/16/2021	133211	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	420.31
04/10/2021	04/16/2021	133212	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
04/10/2021	04/16/2021	133213	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 4/10/2	90.00
04/10/2021	04/16/2021	133214	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	867.00
04/10/2021	04/16/2021	133215	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	675.02
04/10/2021	04/16/2021	133216	DISCOVER BANK	9032	Garnishment: WVR File #040038	315.54
04/10/2021	04/16/2021	133217	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	429.88
04/10/2021	04/16/2021	133218	MONY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	246.84
04/10/2021	04/16/2021	133218	MONY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 4/10/	52.09
04/10/2021	04/16/2021	133218	MONY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 4/10/20	4.40
04/10/2021	04/16/2021	133218	MONY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	38.99
04/10/2021	04/16/2021	133218	MONY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 4/10	6.84
04/10/2021	04/16/2021	133218	MONY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 4/10/2	2.96
04/10/2021	04/16/2021	133219	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,557.66
Grand Totals:		16				5,904.62

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Check Number	Payee	Amount
04/20/2021		
133114	ACCUMED GROUP, THE	3,995.27
133115	ACE HARDWARE	2,813.33
133116	ALL-PHASE ELECTRIC	680.00
133117	AMERICAN LEGAL PUBLISHING CORP	2,843.62
133118	AMERICAN WASTE INC.	988.40
133119	AT YOUR SERVICE PLUS INC	375.00
133120	AVFUEL CORPORATION	72,833.59
133121	BELL EQUIPMENT COMPANY	4,924.47
133122	BOUND TREE MEDICAL LLC	10.98
133123	BRADFORD'S	61.75
133124	CARQUEST OF CHARLEVOIX	643.48
133125	CDW GOVERNMENT INC.	166.77
133126	CHARLEVOIX SCREEN MASTERS INC	59.50
133127	CHARTER COMMUNICATIONS	144.98
133128	CINTAS CORPORATION	103.89
133129	CITY OF CHARLEVOIX - PETTY CASH	120.00
133130	CITY OF CHARLEVOIX - UTILITIES	37,111.04
133131	CONWAY PROFESSIONAL SERVICES	220.00
133132	DeROSIA, PATRICIA E.	153.27
133133	DIGITAL DOLPHIN	129.95
133134	EDGEWATER RESOURCES LLC	3,678.85
133135	ELLSWORTH FARMER'S EXCHANGE	1,544.77
133136	EMBROIDME	283.83
133137	EMMET COUNTY EMS	250.00
133138	ESRI	6,100.00
133139	ETNA SUPPLY	10,520.00
133140	EZ DOCK OIM	17,292.20
133141	FAMILY FARM & HOME	583.32
133142	FASTENAL COMPANY	51.27
133143	FELS, JACK	33.83
133144	FREEDOM MAILING SERVICES INC.	2,272.11
133145	GALLS AN ARAMARK COMPANY	176.27
133146	GOVERNMENT FINANCE	160.00
133147	GREAT LAKES ELEVATOR LLC	429.38
133148	HACH COMPANY	3,453.04
133149	HYDRO CORP	539.50
133150	JARRETT, JAMIE	100.00
133151	JONES & JONES GARAGE DOOR SVC	110.00
133152	KEYES, WENDY	100.00
133153	KINNAIRD, CHARLES	41.06
133154	KIWANIS CLUB OF CHARLEVOIX	40.00
133155	LEGENDS AUTO GLASS	65.00
133156	MCCARDEL CULLIGAN-PETOSKEY	51.50
133157	MI-AWWA	85.00
133158	MICHIGAN ASSOC OF PLANNING	300.00
133159	MICHIGAN AVIAN EXPERIENCE	400.00
133160	MICHIGAN MUNICIPAL LEAGUE	12,399.30
133161	MICHIGAN OFFICEWAYS INC	718.70

Check Number	Payee	Amount
133162	MODIANO, SUSAN & SAUL	100.00
133163	NAVIA BENEFIT SOLUTIONS	50.00
133164	NORTH COAST FASTENERS LLC	475.94
133165	NORTHERN CREDIT SERVICES	608.19
133166	NORTHERN MICHIGAN REVIEW INC.	1,360.02
133167	NORTHERN SAFETY CO INC	121.20
133168	NORTHWEST ELECTRONICS & REPAI	395.78
133169	NW MI COG	24,345.00
133170	OLESON'S FOOD STORES	16.75
133171	P.I.W. CORPORATION	300.00
133172	POIRIER-HALL, MITCHELL	100.00
133173	POWER LINE SUPPLY	18,827.11
133174	PREIN & NEWHOF	365.00
133175	PRO IMAGE DESIGN INC	4,085.40
133176	PURITY CYLINDER GASES INC	298.87
133177	QUALITY CAR & TRUCK REPAIR INC	959.34
133178	RANGE TELECOMMUNICATIONS	160.00
133179	RCL CONSTRUCTION CO INC	424,578.08
133180	REHMANN-ROBSON & CO	1,750.00
133181	SCHWEITZER ENGINEERING	2,456.40
133182	SIGMA-ALDRICH INC.	268.06
133183	SILVA, JESSE L.A.	59.91
133184	SUPERIOR MECHANICAL	240.00
133185	TAYLOR 12501 LLC	4,417.50
133186	TELNET WORLDWIDE	227.77
133187	TRUCK & TRAILER SPECIALTIES	463.54
133188	TUCKER, HANNAH	17.13
133189	U S BANK	500.00
133190	UNIFIRST CORPORATION	1,297.66
133191	USA BLUE BOOK	522.85
133192	UTILITIES INSTRUMENTATION SERVI	16,621.00
133193	VERMEER OF MICHIGAN INC	1,348.94
133194	VILLAGE GRAPHICS INC.	65.75
133195	WATERS EDGE DOCK & HOIST	7,850.00
133196	WHARFSIDE ENT. LTD.	1,750.00
133197	WILEY, CHRIS	100.00
133198	ZAREMBA EQUIPMENT INC	425.26
Total 04/20/2021:		707,686.67
Grand Totals:		707,686.67

Check Number	Payee	Amount
04/02/2021		
40221001	PROXIMITY SPACE INC.	99.00
Total 04/02/2021:		99.00
Grand Totals:		99.00

Check Number	Payee	Amount
04/05/2021		
40521001	MICHIGAN PUBLIC POWER AGENCY	11,749.29
40521002	AMG PAYMENT SOLUTIONS	25.41
40521003	PAYMENT SERVICE NETWORK INC.	255.30
Total 04/05/2021:		12,030.00
Grand Totals:		12,030.00

Check Number	Payee	Amount
04/08/2021		
40821001	STATE OF MICHIGAN	18,755.40
Total 04/08/2021:		18,755.40
Grand Totals:		18,755.40

Check Number	Payee	Amount
04/09/2021		
40921001	DTE ENERGY	7,653.98
Total 04/09/2021:		7,653.98
Grand Totals:		7,653.98

Check Number	Payee	Amount
04/12/2021		
41221001	MICHIGAN PUBLIC POWER AGENCY	11,092.86
Total 04/12/2021:		11,092.86
Grand Totals:		11,092.86

Check Issue Date	Check Number	Payee	Amount
41621001			
04/16/2021	41621001	**EFTPS* Payroll Taxes	10,703.36
04/16/2021	41621001	**EFTPS* Payroll Taxes	10,703.36
04/16/2021	41621001	**EFTPS* Payroll Taxes	2,503.28
04/16/2021	41621001	**EFTPS* Payroll Taxes	2,503.28
04/16/2021	41621001	**EFTPS* Payroll Taxes	14,233.85
Total 41621001:			
	5		40,647.13
41621002			
04/16/2021	41621002	Alerus Financial	350.00
Total 41621002:			
	1		350.00
41621003			
04/16/2021	41621003	STATE OF MICHIGAN	6,051.17
Total 41621003:			
	1		6,051.17
41621004			
04/16/2021	41621004	Vantagepoint - 401 Plan 109153	912.07
Total 41621004:			
	1		912.07
41621005			
04/16/2021	41621005	Vantagepoint - 457 Plan 300959	5,134.00
04/16/2021	41621005	Vantagepoint - 457 Plan 300959	2,613.80
04/16/2021	41621005	Vantagepoint - 457 Plan 300959	4,192.96
04/16/2021	41621005	Vantagepoint - 457 Plan 300959	8,299.89
Total 41621005:			
	4		20,240.65
41621006			
04/16/2021	41621006	Vantagepoint - Roth IRA 706117	1,080.76
Total 41621006:			
	1		1,080.76
Grand Totals:			
	13		69,281.78



Check Number	Payee	Amount
04/20/2021		
3609	CHARLEVOIX COUNTY TREASURER	103.46
3610	CHARLEVOIX DISTRICT LIBRARY	14.45
3611	CHARLEVOIX PUBLIC SCHOOLS	32.46
3612	CHARLEVOIX PUBLIC SCHOOLS	8.91
3613	CHARLEVOIX PUBLIC SCHOOLS	.54
3614	CHARLEVOIX PUBLIC SCHOOLS	2.71
3615	CHARLEVOIX PUBLIC SCHOOLS	.35
3616	CHARLEVOIX PUBLIC SCHOOLS	.15
3617	CHARLEVOIX PUBLIC SCHOOLS	.49
3618	CITY OF CHARLEVOIX - TAXES DUE	80.08
3619	RECREATIONAL AUTHORITY	2.73
Total 04/20/2021:		246.33
Grand Totals:		246.33

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Electric Manhole Survey: \$10,000

DATE: April 19, 2021

BACKGROUND:

Charlevoix's conduit and manhole system was installed between 1990 and 2002. Inspections conducted in 2014 evaluated the safety of the atmosphere in the manholes. There was no review of the structural integrity of the manholes or condition of the electric facilities. The conduit and manhole facilities serve a large portion of the distribution system and this imagery will allow the development of a plan and schedule necessary to ensure the safety and reliability of these critical facilities.

In its Electric Distribution System Study, GRP Engineering, Petoskey, Michigan, recommends an inspection of the City's 65 ± electric system manholes. The study included a budget of \$10,000 for the work. With over 1,000 manholes, the Lansing Board of Water and Light was contacted to help find a contractor. Based on their experience, their Director of Asset Management suggested contacting Holland Engineering, Holland, Michigan. Mr. Jeffery Schepers, Holland Engineering, provided the attached proposal. Holland's scope of work includes traffic control, manhole geolocation, 360 imagery, and a final report. It does not include comments on the structural integrity of the manhole or condition of the electric facilities. Holland's report will be shared with GRP for review and development of a maintenance schedule and budget.

RECOMMENDATION:

Motion to approve Holland Engineering's "360 Imaging of Manholes" in the amount of \$10,000 as presented.

ATTACHMENTS:

- ▣ 360 Imaging of Manholes, City of Charlevoix

March 19, 2021

John Griffith
City of Charlevoix
(231) 547-3273

RE: 360 Imaging of Confined Spaces

Dear Mr. Griffith:

Project Summary

Holland Engineering Inc. (HEI) understands the City of Charlevoix is seeking qualified firms to provide 360° imagery of 54 manholes.

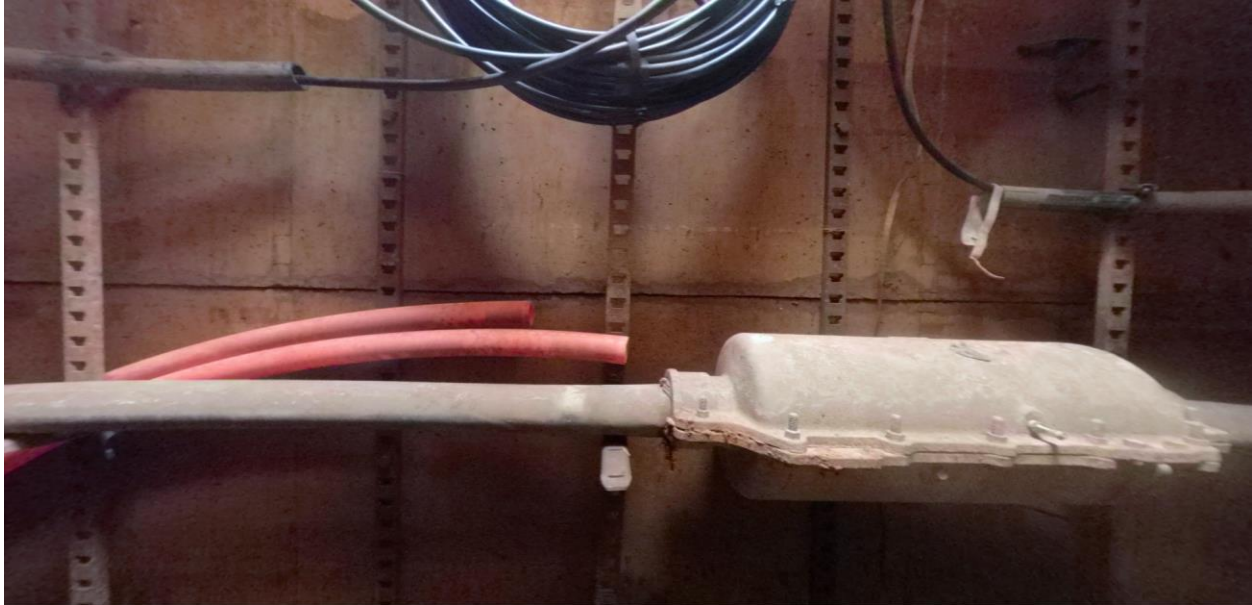
Services Provided

HEI will provide 360° imagery of each manhole using a 360° camera and lighting system. Below we have included screen captures of a 360° photo taken of a fiber optic manhole.

Example Picture 1



Example Picture 2



Example Picture 3



Example of a 360° photo flattened out of an electrical manhole. The rod with the number in the photo is the manhole ID.



The camera that HEI has proposed to use is a 18MP camera. While much higher resolution imagery exists, HEI has determined this image size to still give enough detail and still allow for faster server processing of the images. HEI has performed numerous manhole inventory surveys for internal use and external clients. Some recent project examples include the following:

360° Imaging of Manholes – Lansing, MI – Client: Lansing Board of Water and Light – 1000+ Manholes were opened and the contents imaged with a 360° camera. Each manhole was located using RTK GPS and a log was created to keep track of all the manholes opened via ESRI's ArcGIS Online.

Fort St. Project – Detroit, MI – Client: DTE – 1000+ Manholes were opened and the contents inventoried in order to determine the utilities running below ground. Information was collected ArcGIS Collector on iPads. Photos were taken of the manhole lid and a photo of the interior of the manhole.

Redford Grid – Redford, MI – Client: DTE – 500+ Manholes were opened and the contents inventoried in order to determine the utilities running below ground. Information was collected ArcGIS Collector on iPads. 360° images were taken of the contents of the manholes.

Deliverables

1. HEI will collect the photographs in *.jpeg format. Currently, HEI links our 360° imagery using ArcGIS online and renders the photos with Pannellum. If the Lansing BWL has a rendering program in house, then the photos will simply upload to your system. However, if the Lansing BWL does not have a rendering program available, HEI can assist in setting this up with our GIS team.
2. HEI will update the GIS system or excel spreadsheets as needed per the manhole inspections.

Fees

To complete this project, HEI will budget 3 days in the field.

Lump Sum Cost to Complete this project: \$10,000.00

The following assumptions were utilized when creating this cost proposal. Please note, if any of the following is not true, or can be modified please let me know and the cost may able to be reduced or may need to increase.

- HEI will be responsible for opening and closing all manholes.
- HEI will be responsible for all traffic control.
- All manholes will be free of water and debris. Water and debris can inhibit the ability to collect clear photos.
- HEI will have free and clear access to all manholes.
- Additional work days beyond 3 days in the field caused by delays due to locked manholes, waiting for crews to clean manholes, or restricted access required crews to wait for private land owners may result in a day rate of \$2,500/day. This day rate is inclusive of all incurred costs including management, QA/QC, travel, and equipment costs. HEI will notify and work with the City of Charlevoix if we encounter issues that may cause delays.

I truly appreciate the opportunity to provide you with this proposal for UAV services. If you have any questions, please do not hesitate to contact me.



Jeffrey A. Schepers PS, PE
Geospatial Services
Holland Engineering Inc.



O: 616-392-5938 x127

C: 616-322-1724

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Bridge Park Drive Lift Station Annual Cleaning

DATE: April 19, 2021

BACKGROUND:

Annually, we hire a firm to do a full cleaning of the Bridge Park Drive Lift Station. This allows our staff to do maintenance and assess conditions of the equipment. Northern A-1 has provided this service for us for years and they bill on a time and material basis; their proposal is attached.

The work has been tentatively scheduled for April 20, pending Council approval, to accommodate the Beaver Island Boat Company schedule.

RECOMMENDATION:

Motion to authorize the City Manager to sign the proposal with Northern A-1 Environmental Services for Bridge Park Drive Lift Station annual cleaning as presented.

ATTACHMENTS:

- ▣ Proposal



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

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

April 6, 2021

RE: Cost to Clean Bridge Street Lift Station

Dear Mr. Wurst:

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

Combo Unit w/Operator	\$ 265.00/Hour
Two Cusco Tankers.....	\$ 175.00/Hour/Each
Laborer w/Support Truck	\$ 85.00/Hour
Laborer	\$ 55.00/Hour
Confined Space Equipment	\$ 450.00/Day
Disposal (estimated 10,000 gallons).....	\$ 0.55/Gallon
Overtime Rate After 8 Hours Will Apply (Monday Thru Friday)	\$ 25.00/Hour/Man
Miscellaneous PPE/Supplies/Personnel.....	Billed as Needed

The total estimated cost is based on eight hours and 10,000 gallons of material for disposal. The cost will be between approximately \$12,000.00 - \$12,500.00.

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

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

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

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

PROPOSAL SUBMITTED BY: Tom Wolfe, Email: twolfe@gflenv.com, Cell: (231) 342-9826

TW/bw

ACCEPTANCE OF PROPOSAL

Purchaser: City of Charlevoix
Company Name

By: _____
Specify Title

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Purchase of Seasonal Back Up Road Salt: \$16,360

DATE: April 19, 2021

BACKGROUND:

Each year we submit to the MI DEAL program a quantity of early road salt and seasonal back up road salt in the event that we need more material. For this current year we are obligated to purchase 200 tons of the seasonal back up road salt from the 2020/21 contract.

This material is budgeted through the major and local street fund along with the State trunkline.

RECOMMENDATION:

Motion to approve the purchase of 200 tons of road salt with Compass Minerals in the amount of \$16,360.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Mt. McSaubia Ski Purchase: \$10,300

DATE: April 19, 2021

BACKGROUND:

We have currently budgeted in our 2021 budget for the purchase of replacement rental skis. Our approach has been to locate gently used skis rather than buying brand new skis.

The total price delivered is \$10,300 for 150 pairs of skis. Bo Boss, Ski Hill Manager has stated that these easily appraise at \$20,000. They are gently used rental skis from Nubs Nob.

Ski Train Depot is owned by Myron and Barb Hollin of Cincinnati, Ohio and we have purchased from them many times over the last 20 years. We are very fortunate that Nubs Nob and Ski Train Depot worked together to provide this opportunity to us.

We have been in need of these replacement daily rental skis for the last four years. We also plan to save some of our better current rental ski inventory and create an affordable yearly ski rental packages for our local kids.

RECOMMENDATION:

Motion to approve the purchase of 150 pairs of skis from Ski Train Depot for the amount of \$10,300.

ATTACHMENTS:

- ▣ Ski Train Invoice



Myron & Barbara Hollin
513-253-3640 / 513-289-3787
9415 Amm Rd.
Guilford, IN 47022
www.skitraindepot.com
skidepot@live.com

Invoice

March 29, 2021

City of Charlevoix
Rec Department
210 State St.
Charlevoix, Michigan 49720

Nordica Adult skis @ \$78.00 each

<u>Quantity</u>	<u>Size</u>
5	176
10	168
15	160
20	152
15	144
<u>15</u>	136
80	

80 adult skis @ \$78.00 each = \$ 6,240

Nordica Junior skis @ \$58.00 each

<u>Quantity</u>	<u>Size</u>
15	120
5	110
30	100
10	90
<u>10</u>	80
70	

70 junior skis @ \$58.00 each = \$ 4,060

Total Due \$10,300

Please remit to above address. Thank you.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Demolition of 229 Stover Road Facility: \$43,669

DATE: April 19, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Over the winter we have been working with OHM Advisors to create a bid specification and construction documents for the demolition of the existing DPW building at 229 Stover Road. This work generally includes removal of all existing structures and regrading the site to drain properly and installing soil and grass seed.

In late April we advertised for sealed bids for this work and on March 25, 2021 we opened five bids. See attached bid tabulation. Due to the wide range in pricing, we completed additional due diligence on the two low bidders. Both of the low bidders are strictly demolition companies and specialize in this type of work. In addition to that all of the reference checks came back very positive. Please see the attached recommendation letter from OHM Advisors.

Lastly, during the process of bidding this work out, we were notified of a grant opportunity for blight elimination through the Redevelopment Ready Communities Program (from which we were recently certified). This grant could cover some of the demolition costs above and further reduce our expense for the project.

With this demolition on the horizon, we should begin to plan for the public engagement process as the next step for this parcel. Many suggestions have been made on the future of this site including housing, expanded park space, relocation of the skate park, expanded boat launch parking, or outright sale. I would suggest we engage Edgewater Resources to lead a public engagement process to help develop a consensus plan for the future. If this is how Council would like to proceed, I could bring back a proposal in the next few weeks and begin the process this summer.

GOALS:

Provide strong stewardship of public resources and promote good governance

RECOMMENDATION:

Motion to accept the low bid from Bolle Contracting for the demolition of 229 Stover Road and enter into a contract with them for a total of \$43,669.

ATTACHMENTS:

- ▣ Bid Spec
- ▣ Demo Recommendation



229 STOVER ROAD DEMOLITION

Bid Opening at City Hall
March 25, 2021 – 12:00pm

Bidder Name	Total Cost
Bolle Contracting Clare	\$43,669
E.F. Wilkinson & Sons Cheboygan	\$44,390
Tri County Excavating Harbor Springs	\$164,000
Team Elmer's Traverse City	\$215,850
Harbor Springs Excavating Harbor Springs	\$191,580



April 6, 2021

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

RE: 229 Stover Road Demolition
Recommendation of Construction Contract Award

Dear Mr. Heydlauff:

OHM Advisors has examined and evaluated the bid information for the above-mentioned project to determine if the low bidder's proposal is in the best interest of the City of Charlevoix. We conducted phone interviews with the lowest bidder and two other bidders, and three of the client references provided by the lowest bidder. We have reviewed documentation provided by the lowest bidder including their organization and other qualifications to accomplish the project work.

OHM Advisors recommends awarding the project contract to Bolle Contracting, LLC. Bolle Contracting, LLC did attend the mandatory pre-bid walk through. The contract amount would be \$73,669.00 including the \$30,000 lump sum contingency.

The following is a list of firms from whom proposals were received:

1. Bolle Contracting, LLC
2. E.F. Wilkinson & Sons, Inc.
3. Tri County Excavating Group, LLC
4. Harbor Springs Excavating, Inc
5. Elmer's Crane and Dozer, Inc.

Please contact me if you have any questions or need additional information.

Sincerely,

OHM ADVISORS

A handwritten signature in blue ink that reads "Amanda H. Porath". The signature is fluid and cursive.

Amanda H. Porath, PE
Project Manager

cc: Pat Elliott – Superintendent, DPW
File: 7747-20-0020

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Live on the Lake - Covid Preparedness Plan

DATE: April 19, 2021

PRESENTED BY: Lindsey Dotson, Main Street DDA Executive Director

BACKGROUND:

Live on the Lake COVID Preparedness Plan

Outline of safe-practices to implement, from the Live on the Lake volunteers, for City Council Direction & Approval

The Live on the Lake committee has drafted the following ideas to implement for staff, volunteer, performer, and guest safety during the event series. These ideas were drafted based on reported guidelines for businesses and gatherings during COVID-19. These are presented for DDA Board direction and approval, given their ultimate ownership and liability for the Live on the Lake events.

Event Staff & Volunteers: Lindsey Dotson, Jake Sharrow, Jean Musilek, Sarah Hagen

STAFF, VOLUNTEER, AND PERFORMER RISK MITIGATION:

- Masks are required to be worn by performers and staff/volunteers upon initial introductions and set-up discussions
- Staff and volunteers are required to maintain distancing from each other once seated under the sound tent, when the performance is underway
- Caution tape will be put up around the sound tent to ensure distance between staff and patrons during the performance
- Any shared microphones will be sanitized between use by separate users
- Frequently touched surfaces (doorknobs, tables) within the backstage area of the bandshell will be sanitized before performer arrival and after performer departure

GUEST SIGNAGE AND DIRECTION:

- Flags will be placed throughout the park indicating properly distanced seating spaces
- Signs will be posted directing guests to follow flag markers for seating and to maintain other proper safety practices (wear masks, stay apart, wash and sanitize)
- A banner will be placed atop the bandshell directing guests to follow flag markers for seating and to maintain other proper safety practices (wear masks, stay apart, wash and sanitize)
- Safe practice reminders, including indicating locations to closest sanitization stations and restrooms to wash hands, will be made during the show announcements by staff/volunteers
 - Examples of announcement inclusions:
 - “Please note the restroom location for frequent hand washing; hand sanitizer stations are also located *here* and *here*”
 - “Remember to respect your fellow concert goers and keep distance between groups and wear your masks when moving about or finding your spot”
 - “We’re excited to have the performers here, remember to respect their space while they

are performing AND after the show so that they feel most comfortable playing for all of you”

- “Refer to the above banner and additional signage for our other safe practices to be able to enjoy these concerts – remember, stay safe and please do your part to be responsible and respectful, so that we can continue to have these great events!”

SUMMARY OF CDC GUIDELINE IMPLEMENTATION

Masks: required by staff/volunteers/performers when interacting with others and moving-about; asked to be worn by guests when interacting with others, finding their seat or moving-about

Social Distancing: maintained by staff/volunteers/performers once set-up completed; indicated by flagged areas to maintain distanced seating for guest groups

Sanitization: frequently touched bandshell-areas and sound equipment sanitized before and after use; indication of hand washing and sanitization stations for guests through concert introduction announcements

Requirement Postings: banner and signage throughout park entrances indicating requirements and safe-practices; reiterated through concert introduction announcements

RECOMMENDATION:

Motion to approve the Live on the Lake Summer Concert Series to begin in July 2021 and the Covid Preparedness Plan.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Chamber of Commerce Summer Event Requests

DATE: April 19, 2021

PRESENTED BY: Sarah Hagen, President, Charlevoix Area Chamber of Commerce

BACKGROUND:

The Special Event Policy requires Council approval for events in East Park, Bridge Park, and major events at Ferry Beach. The Chamber of Commerce is bringing their requests in compliance with this policy. They request use of East Park for the Summer Art Show (June 26 and 27) and the Art and Craft Show (July 10-11) along with the accompanying time to set-up and tear down the events.

They also request use of Ferry Beach for a Member Appreciation Event on September 15. Though not likely to be an especially large event, the request includes a special liquor license which causes it to be treated as a "major" event under the policy.

Council will recall that the Special Event Policy was approved in early 2020 and intended for a trial year in 2020 before we dug deeper into the impact of events and the costs associated with them. With the cancellation of nearly everything in 2020, it seems like 2021 is the opportunity to closely review how the policy works and evaluate any challenges in implementation.

RECOMMENDATION:

Motion to authorize the Summer Art Show for East Park on June 26-June 27, the Art and Craft Show for July 10-11, and the Chamber Appreciation Event at Ferry Beach on September 15.

ATTACHMENTS:

- ❑ Art and Craft Show Map
- ❑ Art and Craft Planning Worksheet
- ❑ Summer Art Show Map
- ❑ Summer Art Show Planning Worksheet
- ❑ Ferry Beach Event Planning Worksheet

EAST PARK BOOTH MAP



July 10 & 11, 2021
Sat 10—6 | Sun 10—4



HARBOR MASTER



Walkway

Walkway

Walkway

Walkway

Walkway

Walkway

Walkway

Walkway

Walkway

Walkway

Walkway

Walkway

Loading & Unloading Zone/Pedestrian Walkway

Bridge Street / US 31

Exhibitor Loading

Clinton Street



Event Planning Worksheet/Schedule

Name of Event: 52nd Annual Art & Craft Show

Event Contact Person (Available the day of the event): Caitlin Cole, [REDACTED]

Date(s): Saturday, July 10 & Sunday, July 11

Time(s):

Chamber Set-up: Thurs July 8 1pm-5pm

Vendor Set-up: Fri July 9 10am-9pm; Sat July 10 7am-10am; Sun July 11 7am-10am

Show Hours: Sat July 10 10am-6pm; Sun July 11 10am-4pm

Location(s): East Park

Visitor Counts: As planned last year with the Petite Art & Craft Stroll and similarly implemented with the Fall Farmer's Market, we will be keeping this show scaled down compared to traditional years and not heavily advertised. We want to keep it manageable and mostly aimed for those who are already visiting the area, to encourage activity and commerce downtown.

Funds donated or spent in the City: Apart from driving activity and commerce into our downtown and immediate Charlevoix area, another primary purpose of this event is to fundraise for the Chamber of Commerce activities. This includes our work to disperse community information, advocate for our business and City needs, attract and retain businesses through addressing economic development barriers, and host relevant educational and networking programming. Funds raised from these festivals are spent directly within Charlevoix in the form of services to businesses and our community.

Specific local impact: The Art & Craft Show will bring around 100 artists into Charlevoix. These artists dine out, gas up, purchase necessary groceries, and more, while in town for two full days. Some artists are from neighboring towns, while some are coming from out of state and in-need of lodging, supporting our hotels, campgrounds, and residents hosting vacationers. On a reserved estimate, \$10,000 in local spending is brought in by artists in these two days, for this sized-down event.

More importantly, this event will attract people to downtown Charlevoix for the weekend. Some will make specific travel plans to our area for this event, some will come for a day-trip from a neighboring town, and others who may already be in Charlevoix will make sure to plan an afternoon downtown because of the event taking place. These event visitors dine out, shop, and enjoy our recreational amenities while in Charlevoix. On a reserved estimate, over \$50,000 in local spending is brought in by visitors coming downtown for the show.

Further, this event helps in positioning Charlevoix as a destination for both living and visiting,



by showcasing our downtown, creating an activity and recreational opportunity, and encouraging use of our City's amenities.

Number of blocked parking spaces requested: Total: 32 (Bridge St: 21, Clinton St: 11)

How will you promote recycling? In vendor packets, we will be marking where the recycling containers are located.

Waste/recycling removal plan: City to continue trash pickup pre-post event with Chamber staff to handle during event hours; utilize dumpsters located on Clinton and Antrim Sts.

Efforts to include persons with disabilities: Our booth layout does not block any rampways into the park and our aisles are wide enough to accommodate those with disabilities.

Efforts to minimize traffic/parking congestion: We ask our vendors to park west of State Street to make parking more assessable to our downtown visitors.

Additional COVID Protocol: MDHHS and CDC guidelines at the time of the event will be followed; masks required by vendors and patrons, booths spaced out to allow for social distancing of vendors and patrons.

List of items/support needed:

- Parking: Fri – Sun, Request tall stanchions/traffic cones placed to block east side of Bridge Street, between Antrim and Clinton for loading/unloading purposes. Request police tape to deter cone removal & pull-ins. Area to be a pedestrian walkway on Sat & Sun. Chamber and NorthStar Executive Protection will monitor and enforce.
- Parking: Fri – Sun, Request tall stanchions/traffic cones placed to block the parking spaces on East Clinton and East Antrim for exhibitor loading/unloading zone. Request police tape to deter cone removal and pull-ins. Chamber and NorthStar Executive Protection will enforce.
- Electricity: Request for all electrical boxes/outlets to be turned on and available for use in East Park along Bridge Street. Please place additional electric “spider” boxes as shown on event map.
- Event Banners: Request to have banners advertising the show displayed north and south of town. Charlevoix Screen Masters will hang the banners prior to the event and take them down following the event.



- Banner Sponsors: The Chamber will hang sponsor banners downtown in East Park during the event. Chamber staff will hang the banners on Friday and take them down on Sunday.
- Sprinklers: Request for sprinkler system in East Park to be turned off Friday, Saturday, and Sunday.
- Sanitation: Request for extra trash barrels in park.
- City Carts: Request for use of Harbor Master Carts to assist with booth set-up and tear-down. Chamber staff will make sure that all carts are put away properly each evening.
- Restrooms: Request all restrooms to be cleaned and ready for heavy usage. Chamber staff to check restrooms during event and restock supplies as needed; City staff to check pre-post event.
- Odmark Pavilion: Chamber Staff & Ambassadors will set up tables under the pavilion and serve as vendor welcome/registration 8am – 10am on Saturday & Sunday. Request pavilion keys for storage purposes.

The Chamber will call MIS DIGG to stake out location of underground utilities in the park at least three business days prior to set-up. No tent stakes will be placed until lines are marked.

The Charlevoix Area Chamber of Commerce has hired NorthStar Executive Protection to provide security services as follows:

Fri, July 9	7:00pm – Midnight	Overnight Security
Sat, July 10	Midnight – 10am 10am – 6:00pm 6:00pm – Midnight	Overnight Security/A.M. Loading Zone Enforcement Parking Enforcement Overnight Security
Sun, July 11	Midnight – 10am 10am – 5:00pm	Overnight Security/A.M. Loading Zone Enforcement Parking Enforcement

NorthStar Executive Protection
Mr. Jason Siegert
1505 Hubert Rd
Hubbard Lake, MI 49747
[REDACTED]

EAST PARK BOOTH MAP



June 26 & 27, 2021
Sat 10—6 | Sun 10—4



HARBOR MASTER



Walkway

Walkway

Walkway

Walkway

Walkway

Walkway

Walkway

Walkway

Walkway

Walkway

Walkway

Loading & Unloading Zone/Pedestrian Walkway

Bridge Street / US 31

Exhibitor Loading

Clinton Street





Event Planning Worksheet/Schedule

Name of Event: 22nd Annual Art & Craft Show

Event Contact Person (Available the day of the event): Caitlin Cole, [REDACTED]

Date(s): Saturday, June 26 & Sunday, June 27

Time(s):

Chamber Set-up: Thurs June 24 1pm-5pm

Vendor Set-up: Fri June 25 10am-9pm; Sat June 26 7am-10am; Sun June 27 7am-10am

Show Hours: Sat June 26 10am-6pm; Sun June 27 10am-4pm

Location(s): East Park

Visitor Counts: As planned last year with the Petite Art & Craft Stroll and similarly implemented with the Fall Farmer's Market, we will be keeping this show scaled down compared to traditional years and not heavily advertised. We want to keep it manageable and mostly aimed for those who are already visiting the area, to encourage activity and commerce downtown.

Funds donated or spent in the City: Apart from driving activity and commerce into our downtown and immediate Charlevoix area, another primary purpose of this event is to fundraise for the Chamber of Commerce activities. This includes our work to disperse community information, advocate for our business and City needs, attract and retain businesses through addressing economic development barriers, and host relevant educational and networking programming. Funds raised from these festivals are spent directly within Charlevoix in the form of services to businesses and our community.

Specific local impact: The Summer Art Show will bring around 60 artists into Charlevoix. These artists dine out, gas up, purchase necessary groceries, and more, while in town for two full days. Some artists are from neighboring towns, while some are coming from out of state and in-need of lodging, supporting our hotels, campgrounds, and residents hosting vacationers. On a reserved estimate, \$5,000 in local spending is brought in by artists in these two days, for this sized-down event.

More importantly, this event will attract people to downtown Charlevoix for the weekend. Some will make specific travel plans to our area for this event, some will come for a day-trip from a neighboring town, and others who may already be in Charlevoix will make sure to plan an afternoon downtown because of the event taking place. These event visitors dine out, shop, and enjoy our recreational amenities while in Charlevoix. On a reserved estimate, over \$25,000 in local spending is brought in by visitors coming downtown for the show.

Further, this event helps in positioning Charlevoix as a destination for both living and visiting,



by showcasing our downtown, creating an activity and recreational opportunity, and encouraging use of our City's amenities.

Number of blocked parking spaces requested: Total: 32 (Bridge St: 21, Clinton St: 11)

How will you promote recycling? In vendor packets, we will be marking where the recycling containers are located.

Waste/recycling removal plan: City to continue trash pickup pre-post event with Chamber staff to handle during event hours; utilize dumpsters located on Clinton and Antrim Sts.

Efforts to include persons with disabilities: Our booth layout does not block any rampways into the park and our aisles are wide enough to accommodate those with disabilities.

Efforts to minimize traffic/parking congestion: We ask our vendors to park west of State Street to make parking more assessable to our downtown visitors.

Additional COVID Protocol: MDHHS and CDC guidelines at the time of the event will be followed; masks required by vendors and patrons, booths spaced out to allow for social distancing of vendors and patrons.

List of items/support needed:

- Parking: Fri – Sun, Request tall stanchions/traffic cones placed to block east side of Bridge Street, between Antrim and Clinton for loading/unloading purposes. Request police tape to deter cone removal & pull-ins. Area to be a pedestrian walkway on Sat & Sun. Chamber and NorthStar Executive Protection will monitor and enforce.
- Parking: Fri – Sun, Request tall stanchions/traffic cones placed to block the parking spaces on East Clinton and East Antrim for exhibitor loading/unloading zone. Request police tape to deter cone removal and pull-ins. Chamber and NorthStar Executive Protection will enforce.
- Electricity: Request for all electrical boxes/outlets to be turned on and available for use in East Park along Bridge Street. Please place additional electric “spider” boxes as shown on event map.
- Event Banners: Request to have banners advertising the show displayed north and south of town. Charlevoix Screen Masters will hang the banners prior to the event and take them down following the event.



- Banner Sponsors: The Chamber will hang sponsor banners downtown in East Park during the event. Chamber staff will hang the banners on Friday and take them down on Sunday.
- Sprinklers: Request for sprinkler system in East Park to be turned off Friday, Saturday, and Sunday.
- Sanitation: Request for extra trash barrels in park.
- City Carts: Request for use of Harbor Master Carts to assist with booth set-up and tear-down. Chamber staff will make sure that all carts are put away properly each evening.
- Restrooms: Request all restrooms to be cleaned and ready for heavy usage. Chamber staff to check restrooms during event and restock supplies as needed; City staff to check pre-post event.
- Odmark Pavilion: Chamber Staff & Ambassadors will set up tables under the pavilion and serve as vendor welcome/registration 8am – 10am on Saturday & Sunday. Request pavilion keys for storage purposes.

The Chamber will call MIS DIGG to stake out location of underground utilities in the park at least three business days prior to set-up. No tent stakes will be placed until lines are marked.

The Charlevoix Area Chamber of Commerce has hired NorthStar Executive Protection to provide security services as follows:

Fri, June 25	7:00pm – Midnight	Overnight Security
Sat, June 26	Midnight – 10am	Overnight Security/A.M. Loading Zone Enforcement
	10am – 6:00pm	Parking Enforcement
	6:00pm – Midnight	Overnight Security
Sun, June 27	Midnight – 10am	Overnight Security/A.M. Loading Zone Enforcement
	10am – 5:00pm	Parking Enforcement

NorthStar Executive Protection
Mr. Jason Siegert
1505 Hubert Rd
Hubbard Lake, MI 49747
[REDACTED]



Event Planning Worksheet/Schedule

Name of Event: Charlevoix Area Chamber of Commerce Membership Appreciation Party

Event Contact Person (Available the day of the event): Caitlin Cole, [REDACTED]

Date(s): September 15, 2021

Time(s): 4:00pm-7:00pm

Location(s): Ferry Beach, center pavilion

Event Description:

The Charlevoix Area Chamber of Commerce hosts this event to show appreciation to our membership base. The event consists of food service, lawn games, and networking. Cash bar is also included, requiring a liquor license from the State of Michigan.

List of items/support needed:

- Picnic tables in pavilion
- Trash barrels in/near pavilion
- Restrooms cleaned and stocked pre-event

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: April 19, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Master Plan Update

The Planning and Zoning Enabling Act requires a Master Plan be reviewed and updated at least every five years. The Planning Commission is charged with this responsibility and has begun this process with heavy emphasis on housing and energy matters. They will soon be sending a survey to residents both in print and digitally regarding topics in the Master Plan and about the community. Our website has a page dedicated to the update process and it can be found by clicking Master Plan on the Planning and Zoning site.

B. Carpenter Street Property

This past week we officially signed the paperwork and closed on the purchase of the property on West Carpenter Street.

C. Harbormaster

We have hired Dennis (Denny) McDermott to be our new Harbormaster. Denny has 31 year's experience working with Michigan DNR. This experience includes his last assignment as the Supervisor of Petoskey State Park. Denny also has extensive experience and knowledge of the DNR reservation system that we use at the Marina. Since leaving DNR, Denny was the Harbormaster in Petoskey and most recently was the Recreation Director for the City of Harbor Springs. Denny has demonstrated strong customer service skills, has management experience, administrative knowledge, and maintenance abilities which make him a very strong candidate. He has a very enthusiastic personality and is ready to hit the ground running.

D. Lake Charlevoix EMS Authority

The Authority Board will convene for its first meeting later today (April 15). I expect they will meet regularly in the next few weeks to begin the work of the Authority. I expect to play some advisory role and liaison role between the City and the Authority as it begins though our representative on the Board will be Shane Cole.

ATTACHMENTS:

- ❑ Shade Tree Minutes
- ❑ Planning Commission Minutes

Shade Tree and Parks Commission

Meeting Minutes

March 11, 2021

Members Present: Chair Perry Hodgson (Charlevoix, MI); David Levy (Charlevoix, MI); Jennifer Muladore (Charlevoix, MI); Mark Pawlicki (Charlevoix, MI); Ken Polakowski (Pawleys Island, SC)

Members Absent: None

Also Present: Mark L. Heydlauff, City Manager; Pat Elliott, DPW Superintendent; John Griffith, Electric Department Director

Chair Hodgson called the meeting to order at 11:01am.

The Commission reviewed the minutes of January 14, 2021. Motion by Polakowski, second by Levy.

Motion carried.

Chair Hodgson discussed the view corridors for the Lake Michigan Beach Park. Vistas to be:

- Between Water Plant and Grant Street
- Just to the west of the Water Plant
- Just to the east of the center steps leading to Lake Michigan in the wooded portion of the park

Motion Levy, second by Polakowski to authorize the Chair and the DPW Superintendent to review the detail and execute the trimming as described above.

Motion carried.

Mr. Heydlauff reviewed the background of the Westenbroek Substation trees and the need to thin or reduce them. He introduced Mr. Griffith who discussed the safety problems of the trees and the reliability problems they pose to the continued functioning of the electric grid.

The Commission discussed timing of removal and the replacement approach. Mr. Polakowski will assist with the plan for this in early May.

Chair Hodgson and Mr. Heydlauff discussed working with Mr. Thom on Park Avenue who had requested more tree trimming in Lake Michigan Beach Park. The committee felt that by reviewing this further with a qualified professional and after the view corridors above it could make an informed decision on next steps.

Mr. Pawlicki discussed wood pecker damage on some trees in the Cherry Street neighborhood. Mr. Elliott will review the matter and determine whether further maintenance is needed.

Mr. Elliott and the Commission discussed the 2021 Tree Planting plans. The commission will keep their eyes open for potential locations.

There was no public comment.

Chair Hodgson adjourned the meeting at 11:44am.

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, March 8, 2021 - 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, Mary Millington, Sherm Chamberlain, Toni Felter, David Gray, Jennifer Muladore, (all members participating from Charlevoix)
Members Absent:	None
Staff Present:	Jennifer Neal, Planner; Jonathan Scheel, Zoning Administrator

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. February 8, 2021 Meeting Minutes

Motion by Member Muladore, second by Member Chamberlain to approve the minutes of February 8, 2021 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Election of Vice Chair

Chair Waddell stated that Dennis Halverson resigned from the Planning Commission so the Commission needed to select a Vice Chair for the remainder of the term. Member Felter nominated Member Chamberlain as Vice Chair.

Motion by Chair Waddell for Member Chamberlain as Vice Chair. Motion passed by unanimous voice vote with Member Chamberlain abstaining.

2. Proposed Mixed Use Building Located at 1108 Bridge Street

Zoning Administrator Scheel stated that this was a preliminary discussion, and a formal site plan review will take place at a later meeting. Applicant Ron Way of Way Building submitted an application and plans for new construction at 1108 Bridge Street that would include a two-story building with first floor office space and second floor residential units. Zoning Administrator Scheel stated that the alley running behind this project was never taken over as a "City alley". The County GIS maps show it as a City street, the City has plowed and maintained it as a City street, but officially it is not a City street and the ownership of that plot of land is the School District. He told the applicant that he would need to go before the Board of Education to obtain an easement for use of that alley.

Member Felter questioned if the applicant was willing to sign something to ensure that this is a long-term rental. Zoning Administrator Scheel felt the owner implied that this is a long-term rental, and he did not think that the Planning Commission had the authority to deny anything if the applicant said no to providing something in writing.

Vice Chair Chamberlain stated that Wood Street is a 66' right-of-way and possibly the applicant would be interested in putting in perpendicular parking as opposed to parallel parking because there was sufficient room along east Wood Street. Zoning Administrator Scheel felt that was a great idea and he would discuss same with the applicant.

3. Annual Review of Bylaws

Chair Waddell began the annual review of the Bylaws which were last amended in January 2019. He referenced section 2.5 with regard to training and felt that a staff member should keep track of the members' training which was not addressed in the Bylaws. He recommended a change to Section 5.6 to update the reference to Roberts' Rules of Order to the 2020 Edition and not the 2000 Edition; and an addition to Section 9.0 as Section g) regarding the Planning Commission's role to review donations for public spaces with recommendations to City Council.

Motion by Member Beegen, second by Member Gray to revise the Bylaws with the two aforementioned changes. Motion passed by unanimous roll call vote.

H. Old Business

1. ADU Architectural Standards

Chair Waddell recalled that Zoning Administrator Scheel provided the Commission with web link references regarding accessory dwelling units (ADU's) and form-based codes for their review before the meeting. Zoning Administrator Scheel explained the difference between architectural standards and form-based codes. He asked the members to review the web links he provided. He felt that they do not want

to deter ADU's because they have oppressive standards, but they also want to make sure that the standards are appropriate to avoid unintended consequences.

Member Chamberlain asked if it would be possible to see photographs of the problem areas that the Zoning Administrator has had.

2. Master Plan Update: Draft Introduction Chapter

Planner Neal stated that the Planning Commission will receive regular updates on the progress of the City's Master Plan update and they reviewed the first draft of Chapter 1: Introduction. No changes were proposed by the Commission members.

3. Master Plan Update: Public Engagement

Planner Neal stated that in the coming months, she will be engaging with residents, business owners, local leaders, and other stakeholders to address the Master Plan update progress. She stated that they were looking at April as being their major engagement month. She was seeking input on proposed methods to collect input on the Plan. Member Chamberlain questioned if May would be a better choice when all the snowbirds come back, and Member Felter felt that conducting the online survey could be done in April.

I. Staff Updates

Chair Waddell mentioned that Planner Neal would be the one keeping track of any trainings that the Commission members attend. He also advised that starting in April they will be required to do in person meetings.

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

Zoning Administrator Scheel stated that the City Manager would like the Planning Commission's input on allowing specific parking for downtown property owners in the City-owned lots with the restriction that the housing units would need to be full-time residents. The Commission agreed to include downtown residential parking as a topic for the April meeting.

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

Motion by Member Chamberlain, second by Member Gray to adjourn the meeting. Motion passed by unanimous vote. Meeting adjourned at 7:08 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair