



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, May 3, 2021- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

- A. Remote Participation Link

2. Roll Call

3. Presentations

- A. Proclamation - Shelley Mayer Retirement
Luther Kurtz, Mayor

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

- A. City Council Meeting Minutes - April 19, 2021
- B. Accounts Payable and Payroll Check Registers

6. Public Hearings and Actions Requiring Public Hearings

- A. Set Public Hearing: CDBG Water Related Infrastructure Grant, May 17, 2021
Mark L. Heydlauff, City Manager

7. All Other Actions and Requests

- A. Event Request: Charlevoix Marathon, June 19, 2021
Ron Suffolk, Charlevoix Marathon
- B. Engineering Contract for Antrim and Mason Streets
Patrick M. Elliott, Public Works Superintendent
- C. Fireworks at Kipke Field, June 6, 2021
Erin Nickel, Senior Safety Net
- D. Event Request: Boyne Thunder, July 10, 2021
Mark L. Heydlauff, City Manager
- E. Future of 229 Stover Road
Mark L. Heydlauff, City Manager
- F. Recreational Authority Board Appointments

Mark L. Heydlauff, City Manager

G. 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: Remote Participation Link

DATE: May 3, 2021

BACKGROUND:

The Charlevoix City Council will meet in-person for this meeting but individuals wishing to participate remotely may use the Zoom link below. Attendance is limited to 25 persons who wear masks and are socially-distanced.

Join Zoom Meeting

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Proclamation - Shelley Mayer Retirement

DATE: May 3, 2021

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

Mayoral proclamation honoring Water Treatment Plant Chief Operator Shelley Mayer on her retirement from the City after 23 years of service.

ATTACHMENTS:

- ▣ Proclamation



MAYORAL PROCLAMATION

- WHEREAS,** in 1981, Shelley Mayer attended Carl T. Cotter Trade School for Carpentry; and
- WHEREAS,** Shelley Mayer was in the Civil Engineering Unit on reserve status from May 1985 through 1991; and
- WHEREAS,** in 1986 and 1987, Shelley Mayer attended the Northeast Tractor Trailer School; and
- WHEREAS,** in 1993, Shelley Mayer received an Associate of Applied Science - Water Purification from Bay de Noc Community College in Escanaba, Michigan and was certified MS-DOS Utilities at the Institute of Business and Industry; and
- WHEREAS,** in 1996, Shelley Mayer received an Associate of Arts with Honors from North Central Michigan College; and
- WHEREAS,** Shelley Mayer started her career as an Apprentice Operator at the City of Charlevoix on December 21, 1997 and completed her career as the Chief Operator for the Water Treatment Plant; and
- WHEREAS,** Shelley Mayer completed a four year project in 2020 rebuilding the internal water system at the drinking water plant; and
- WHEREAS,** Shelley Mayer's retirement plans include obtaining her captain's license and working as a fishing guide on Burt and Mullett Lakes; and
- WHEREAS,** Shelley Mayer has a daughter Huston and a grandson Emerson.

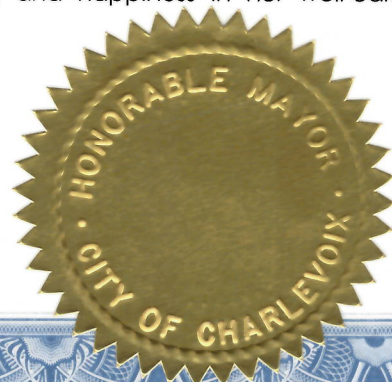
NOW THEREFORE, I, LUTHER KURTZ, MAYOR OF THE CITY OF CHARLEVOIX, do recognize and thank Shelley Mayer for her contributions to the City of Charlevoix and its citizens. I do formally commend and thank her for her 23 years of dedicated service. As the Chief Operator of the Water Treatment Plant, Shelley's tireless dedication and service ensured safe and reliable drinking water for the City of Charlevoix, its businesses, and visitors; and

FURTHERMORE, it is with great pleasure that we join together with Shelley Mayer, her family, colleagues, friends, and community members and celebrate her legacy of service to the people of Charlevoix; and

FURTHERMORE, I join the City Council, City Manager, City Staff, and all residents of the City of Charlevoix in wishing Shelley Mayer much joy, good health, and happiness in her well-earned retirement.

Given under my hand this 19th day of April, 2021.


Luther Kurtz, Mayor



CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - April 19, 2021

DATE: May 3, 2021

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, April 19, 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

2. Roll Call

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

3. Presentations

- A. Proclamation – Tree City USA Designation
Mayor Kurtz read a proclamation in recognition of National Arbor Day and Earth Day and supporting the City's continuing certification as a Tree City USA.
- B. Spring Recreation Department Update
Recreation Director Knorr highlighted some of our successes, challenges, partnerships, grants, and recreation trends in 2020 and he previewed some of the new programs and opportunities for 2021. He congratulated Bo Boss celebrated 45 years working at Mt. McSaubia. Pat Klooster is retiring as Harbormaster but continuing to work for the City.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

- A. City Council Meeting Minutes – April 5, 2021
B. Accounts Payable and Payroll Check Registers
 a. Special Accounts Payable Check Register – April 9, 2021
 b. Regular Accounts Payable Check Register – April 20, 2021
 c. ACH Payments – April 2, 2021 to April 16, 2021
 d. Payroll Check Register – April 16, 2021
 e. Payroll Transmittal – April 16, 2021
 f. Tax Disbursement – April 20, 2021
C. Electric Manhole Survey: \$10,000 Holland Engineering
D. Bridge Park Drive Lift Station Annual Cleaning – for time and material Northern A-1 Environmental Services
E. Purchase of Seasonal Back Up Road Salt: \$16,360 from Compass Minerals
F. Mt. McSaubia Ski Purchase: \$10,300 from Ski Train Depot

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

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

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- A. Demolition of 229 Stover Road Facility: \$43,669
City Manager Heydlauff explained this work includes removal of all existing structures and re-grading the site to drain properly and installing soil and grass seed. In late April we advertised for sealed bids for this work. Due to the wide range in pricing, we completed additional due diligence on the two low bidders using OHM Advisors. OHM ultimately recommended the demolition company Bolle Contracting.

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

Motion by Knapp, second by Parr 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. Motion carried by unanimous voice vote.

- B. Live on the Lake – COVID Preparedness Plan
DDA Director Dotson stated that the Live on the Lake committee drafted a plan 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. She stated that she would be in contact with the Health Department and should circumstances change, she was prepared to adapt the plan accordingly.

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

Motion by Parr, second by Hagen to approve the Live on the Lake Summer Concert Series to begin in July 2021 and the COVID Preparedness Plan. Motion carried by unanimous voice vote.

C. Chamber of Commerce Summer Event Requests

Chamber of Commerce President Sarah Hagen stated that they are requesting use of East Park for the Summer Art Show (June 26-27) and the Art and Craft Show (July 10-11) along with the accompanying time to set-up and tear down the events.

Mayor Kurtz opened the item to public comment, and one was heard against.

Motion by Parr, second by Slater to authorize the Summer Art Show for East Park on June 26-27, the Art and Craft Show for July 10-11, and the Chamber Appreciation Event at Ferry Beach on September 15. Motion carried by unanimous voice vote.

8. **Reports & Communications**

A. Public Comments

B. City Manager Comments

- DTE requested Miss Dig flags on Bridge Street
- Blight Elimination Grant Proposal was submitted today for the 229 Stover Road demolition project

C. Mayor & Council Comments

- Council collectively expressed their appreciation for the Recreation Department, especially Director Knorr, Bo Boss and Pat Klooster
- Knapp felt that local artists and crafters should have preference to participate in the art shows
- Kalbfell noted that an appointment is not necessary for a COVID vaccine at the Health Department

9. **Other Council Business**

Council concurred to continue discussing the future of the Stover Road property. City Manager Heydlauff will present additional information at the May 3rd meeting, including a proposal for Edgewater Resources to facilitate a public engagement process.

10. **Adjourn**

The Mayor adjourned the meeting at 7:01 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 04/09/2021			
BARON TITLE	131,171.50	TOTAL	131,171.50
Regular Accounts Payable – 04/20/2021			
ACCUMED GROUP, THE	3,995.27	ESRI	6,100.00
ACE HARDWARE	2,813.33	ETNA SUPPLY	10,520.00
ALL-PHASE ELECTRIC	680.00	EZ DOCK OIM	17,292.20
AMERICAN LEGAL PUBLISHING CORP	2,843.62	FAMILY FARM & HOME	583.32
AMERICAN WASTE INC.	988.40	FASTENAL COMPANY	51.27
AT YOUR SERVICE PLUS INC	375.00	FELS, JACK	33.83
AVFUEL CORPORATION	72,833.59	FREEDOM MAILING SERVICES INC.	2,272.11
BELL EQUIPMENT COMPANY	4,924.47	GALLS AN ARAMARK COMPANY	176.27
BOUND TREE MEDICAL LLC	10.98	GOVERNMENT FINANCE	160.00
BRADFORD'S	61.75	GREAT LAKES ELEVATOR LLC	429.38
CARQUEST OF CHARLEVOIX	643.48	HACH COMPANY	3,453.04
CDW GOVERNMENT INC.	166.77	HYDRO CORP	539.50
CHARLEVOIX SCREEN MASTERS INC	59.50	JARRETT, JAMIE	100.00
CHARTER COMMUNICATIONS	144.98	JONES & JONES GARAGE DOOR SVCS	110.00
CINTAS CORPORATION	103.89	KEYES, WENDY	100.00
CITY OF CHARLEVOIX - PETTY CASH	120.00	KINNAIRD, CHARLES	41.06
CITY OF CHARLEVOIX - UTILITIES	37,111.04	KIWANIS CLUB OF CHARLEVOIX	40.00
CONWAY PROFESSIONAL SERVICES	220.00	LEGENDS AUTO GLASS	65.00
DeROSIA, PATRICIA E.	153.27	MCCARDEL CULLIGAN-PETOSKEY	51.50
DIGITAL DOLPHIN	129.95	MI-AWWA	85.00
EDGEWATER RESOURCES LLC	3,678.85	MICHIGAN ASSOC OF PLANNING	300.00
ELLSWORTH FARMER'S EXCHANGE	1,544.77	MICHIGAN AVIAN EXPERIENCE	400.00
EMBROIDME	283.83	MICHIGAN MUNICIPAL LEAGUE	12,399.30
EMMET COUNTY EMS	250.00	MICHIGAN OFFICEWAYS INC	718.70

MODIANO, SUSAN & SAUL	100.00	SIGMA-ALDRICH INC.	268.06
NAVIA BENEFIT SOLUTIONS	50.00	SILVA, JESSE L.A.	59.91
NORTH COAST FASTENERS LLC	475.94	SUPERIOR MECHANICAL	240.00
NORTHERN CREDIT SERVICES	608.19	TAYLOR 12501 LLC	4,417.50
NORTHERN MICHIGAN REVIEW INC.	1,360.02	TELNET WORLDWIDE	227.77
NORTHERN SAFETY CO INC	121.20	TRUCK & TRAILER SPECIALTIES	463.54
NORTHWEST ELECTRONICS & REPAIR	395.78	TUCKER, HANNAH	17.13
NW MI COG	24,345.00	U S BANK	500.00
OLESON'S FOOD STORES	16.75	UNIFIRST CORPORATION	1,297.66
P.I.W. CORPORATION	300.00	USA BLUE BOOK	522.85
POIRIER-HALL, MITCHELL	100.00	UTILITIES INSTRUMENTATION SERVICE	16,621.00
POWER LINE SUPPLY	18,827.11	VERMEER OF MICHIGAN INC	1,348.94
PREIN & NEWHOF	365.00	VILLAGE GRAPHICS INC.	65.75
PRO IMAGE DESIGN INC	4,085.40	WATERS EDGE DOCK & HOIST	7,850.00
PURITY CYLINDER GASES INC	298.87	WHARFSIDE ENT. LTD.	1,750.00
QUALITY CAR & TRUCK REPAIR INC	959.34	WILEY, CHRIS	100.00
RANGE TELECOMMUNICATIONS	160.00	ZAREMBA EQUIPMENT INC	425.26
RCL CONSTRUCTION CO INC	424,578.08	TOTAL	707,686.67
REHMANN-ROBSON & CO	1,750.00		
SCHWEITZER ENGINEERING	2,456.40		

ACH Payments – 04/02/2021 to 04/16/2021

PROXIMITY SPACE INC	99.00	ALERUS FINANCIAL (HCSP)	350.00
MI PUBLIC POWER AGENCY	11,749.29	STATE OF MI (WITHHOLDING TAX)	6,051.17
AMG PAYMENT SOLUTIONS	25.41	VANTAGEPOINT (401 ICMA PLAN)	912.07
PAYMENT SERVICE NETWORK INC	255.30	VANTAGEPOINT (457 ICMA PLAN)	20,240.65
STATE OF MI (SALES TAX)	18,755.40	VANTAGEPOINT (ROTH IRA)	1,080.76
DTE ENERGY	7,653.98	TOTAL	118,913.02
MI PUBLIC POWER AGENCY	11,092.86		
IRS (PAYROLL TAX DEPOSIT)	40,647.13		

Payroll Net Pay – Check Date 04/16/2021

HEYDLAUFF, MARK L.	2,887.52	DORAN, JUSTIN J.	2,173.13
GOLDING, JOYCE M.	1,737.70	HART III, DELBERT W.	512.92
DEROSIA, PATRICIA E.	1,429.99	FINNERTY, HOLLY E.	493.36
DOTSON, LINDSEY J.	1,445.64	KNORR, KENT J.	1,987.24
KLOOSTER, ALIDA K.	1,778.34	ANZELL, BETH A.	1,338.15
GOLOVICH, KAREN J.	974.82	MATTACK, JEFFREY C.	524.90
BARNEVELD, RICHELLE L.	1,209.28	MAY, MEREDITH A.	91.18
EDWARDS, MACKENZIE R.	1,477.00	BOSS, BEAU J.	593.97
MCGINN, KELLY A.	1,659.83	COFFEY, JASON J.	396.56
DOAN, GERARD P.	2,451.08	SHANAHAN, CHERYL J.	73.88
SCHOLEY, ROBERT W.	1,617.32	GILL, DAVID R.	968.31
UMULIS, MATTHEW T.	920.31	MASSON, DONALD J.	392.95
ORBAN, BARBARA K.	1,442.96	LIVINGSTON, BRIAN D.	1,814.94
RILEY, DENISE M.	468.45	KLOOSTER, PATRICK H.	283.42
MUNK, CHRISTOPHER J.	1,765.03	WYMAN, MATTHEW A.	1,902.83
SCHICK, TIELER R.	1,917.46	MILLER, WILLIAM S.	238.24
STEWART, MORGAN J.	1,760.45	DOUGLAS, MARK	1,103.55
MATELSKI, KRISTEN L.	1,375.19	CARSON, SAWYER J.	944.53
WURST, RANDALL W.	1,330.40	MCMULLEN, DONALD R.	1,790.39
MAYER, SHELLEY L.	1,500.37	SILVA, JESSE L.A.	1,442.27
HILLING, NICHOLAS A.	1,919.36	JOHNSON, MELISSA A.	66.27
MEIER III, CHARLES A.	1,562.70	STEPHENS, LYON G.	1,087.37
ZACHARIAS, STEVEN B.	1,308.70	TRAVERS, MANUEL J.	1,742.01
NEWMAN, MARK J.	1,383.41	STEVENS, JEFFREY W.	228.25
GRIFFITH, JOHN J.	2,978.12	RILEY, CASEY W.	470.52
EATON, BRAD A.	2,296.98	JONES, LARRY M.	768.77
WILSON, TIMOTHY J.	2,657.34	FAULKNER, CHRISTOPHER J.	612.29
LAVOIE, RICHARD L.	2,291.91	CORNELL, BRITTA J.	1,891.70
STEVENS, BRANDON C.	2,478.26	MISHLER, MICHAEL. J.	140.54
DRAVES, MARTIN J.	2,435.27	AZZOPARDI, ANTHONY J.	1,776.26
ANDERSON, ELIZABETH A.	1,234.96	PECK, JARICA L.	273.10
KENWABIKISE, DAVID L.	1,106.38	DIETZ, AMANDA M.	1,088.24
ELLIOTT, PATRICK M.	2,975.42	WELLS, JANINNA J.	224.65
SCHWARTZFISHER, JOSEPH	1,171.40	MOYER, NATHAN I.	1,583.94
BRADLEY, KELLY R.	1,559.64	HOSLER, ERIK R.	1,729.09
HART II, DELBERT W.	1,612.74	HOLOWACH, ROGER E.	3,178.06
JONES, ROBERT F.	1,553.32	JOSLIN, ISABELLE G.	92.51
FARRELL, MITCHELL L.	1,360.98	DOAN, GERARD P.	183.36
THORP JR, WILLIAM D.	1,271.35	SCHOLEY, ROBERT W.	175.35
LEITNER, RYAN S.	1,339.34	UMULIS, MATTHEW T.	173.10
FERGUSON, ROYCE L.	1,317.14	ORBAN, BARBARA K.	946.36

DRAFT

MUNK, CHRISTOPHER J.	946.36	BOSS JR, DALE E.	821.04
SCHICK, TIELER R.	169.30	HOLM, ARTHUR R.	624.94
STEWART, MORGAN J.	169.30	TOTAL	112,585.49
WHITLEY, ANDREW T.	2,237.81		
MORRISON, KEVIN P.	1,154.42		

Payroll Transmittal – 04/16/2021

4FRONT CREDIT UNION	1,018.00	DISCOVER BANK	315.54
AMERICAN FAMILY LIFE	507.21	MI STATE DISBURSEMENT UNIT	429.88
CALIFORNIA STATE DISBURSEMENT	92.19	MONEY LIFE INSURANCE	352.12
CHAR EM UNITED WAY	90.00	PRIORITY HEALTH	1,557.66
CHARLEVOIX STATE BANK	867.00	TOTAL	5,904.62
COMMUNICATION WORKERS OF AMER	675.02		

Tax Disbursement – 04/20/2021

CHARLEVOIX COUNTY TREASURER	103.46	CHARLEVOIX PUBLIC SCHOOLS	0.35
CHARLEVOIX DISTRICT LIBRARY	14.45	CHARLEVOIX PUBLIC SCHOOLS	0.15
CHARLEVOIX PUBLIC SCHOOLS	32.46	CHARLEVOIX PUBLIC SCHOOLS	0.49
CHARLEVOIX PUBLIC SCHOOLS	8.91	CITY OF CHARLEVOIX - TAXES DUE	80.08
CHARLEVOIX PUBLIC SCHOOLS	0.54	RECREATIONAL AUTHORITY	2.73
CHARLEVOIX PUBLIC SCHOOLS	2.71	TOTAL	246.33

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: May 3, 2021

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
04/20/2021		
133220	AT&T	85.41
133221	CHARLEVOIX STATE BANK	4,967.92
133222	CHARTER COMMUNICATIONS	706.07
133223	DELTA DENTAL	3,558.12
133224	GREAT LAKES ENERGY	285.80
133225	HARTFORD, THE	554.43
133226	HOLIDAY COMPANIES	5,836.23
133227	MONEY LIFE INSURANCE	85.58
133228	PRIORITY HEALTH	41,776.16
133229	STANDARD INSURANCE CO	2,564.70
133230	VERIZON WIRELESS	88.29
133231	VSP INSURANCE CO. (CT)	560.47
133232	WEX BANK	862.01
Total 04/20/2021:		61,931.19
Grand Totals:		61,931.19

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

04/20/21	Special Accounts Payable Run	\$ 61,931.19
04/30/21	Payroll (net pay)	\$ 114,902.48
04/30/21	Payroll Transmittal Checks	\$ 5,887.81
05/04/21	Regular Accounts Payable	\$ 161,351.91

Checks Sub-Total: \$ 344,073.39

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

04/19/21	MI Public Power Agency	\$ 27,807.26
04/26/21	MI Public Power Agency	\$ 22,630.94
04/26/21	MI Public Power Agency	\$ 230,584.57
04/30/21	IRS (Payroll Tax Deposit)	\$ 46,202.20
04/30/21	Alerus Financial (HCSP)	\$ 350.00
04/30/21	State of MI (Withholding Tax)	\$ 6,377.32
04/30/21	Vantagepoint (401 ICMA Plan)	\$ 912.08
04/30/21	Vantagepoint (457 ICMA Plan)	\$ 20,508.16
04/30/21	Vantagepoint (Roth IRA)	\$ 1,080.76
04/30/21	MERS (Defined Benefit Plan)	\$ 74,486.21

ACH Sub-Total: \$ 430,939.50

Huntington National Bank Total: \$ 775,012.89

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

05/04/21	Tax Disbursement	\$ 14,179.62
Charlevoix State Bank Total:		\$ 14,179.62

Grand Total: \$ 789,192.51

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/24/2021	PC	04/30/2021	32987	HEYDLAUFF, MARK L.	102		2,887.53
04/24/2021	PC	04/30/2021	32988	GOLDING, JOYCE M.	106		1,748.81
04/24/2021	PC	04/30/2021	32989	DEROSIA, PATRICIA E.	107		1,234.68
04/24/2021	PC	04/30/2021	32990	DOTSON, LINDSEY J.	109		1,455.10
04/24/2021	PC	04/30/2021	32991	KLOOSTER, ALIDA K.	121		1,787.66
04/24/2021	PC	04/30/2021	32992	GOLOVICH, KAREN J.	122		974.83
04/24/2021	PC	04/30/2021	32993	BARNEVELD, RICHELLE	123		1,163.85
04/24/2021	PC	04/30/2021	32994	EDWARDS, MACKENZIE	124		1,882.32
04/24/2021	PC	04/30/2021	32995	MILLER, FAITH G.	142		48.36
04/24/2021	PC	04/30/2021	32996	MCGINN, KELLY A.	146		1,673.43
04/24/2021	PC	04/30/2021	32997	DOAN, GERARD P.	201		2,466.10
04/24/2021	PC	04/30/2021	32998	SCHOLEY, ROBERT W.	204		1,627.57
04/24/2021	PC	04/30/2021	32999	UMULIS, MATTHEW T.	205		968.97
04/24/2021	PC	04/30/2021	33000	ORBAN, BARBARA K.	209		1,225.80
04/24/2021	PC	04/30/2021	33001	RILEY, DENISE M.	213		468.72
04/24/2021	PC	04/30/2021	33002	MUNK, CHRISTOPHER J.	215		1,307.20
04/24/2021	PC	04/30/2021	33003	SCHICK, TIELER R.	216		1,509.53
04/24/2021	PC	04/30/2021	33004	STEWART, MORGAN J.	217		1,560.62
04/24/2021	PC	04/30/2021	33005	MATELSKI, KRISTEN L.	230		1,382.24
04/24/2021	PC	04/30/2021	33006	WURST, RANDALL W.	411		1,230.50
04/24/2021	PC	04/30/2021	33007	MAYER, SHELLEY L.	412		10,545.66
04/24/2021	PC	04/30/2021	33008	HILLING, NICHOLAS A.	413		1,520.24
04/24/2021	PC	04/30/2021	33009	MEIER III, CHARLES A.	421		1,426.93
04/24/2021	PC	04/30/2021	33010	ZACHARIAS, STEVEN B.	422		1,721.70
04/24/2021	PC	04/30/2021	33011	NEWMAN, MARK J.	424		1,590.43
04/24/2021	PC	04/30/2021	33012	GRIFFITH, JOHN J.	500		2,995.57
04/24/2021	PC	04/30/2021	33013	EATON, BRAD A.	515		2,331.49
04/24/2021	PC	04/30/2021	33014	WILSON, TIMOTHY J.	516		2,908.48
04/24/2021	PC	04/30/2021	33015	LAVOIE, RICHARD L.	519		2,274.39
04/24/2021	PC	04/30/2021	33016	STEVENS, BRANDON C.	521		2,427.64
04/24/2021	PC	04/30/2021	33017	DRAVES, MARTIN J.	523		2,459.37
04/24/2021	PC	04/30/2021	33018	ANDERSON, ELIZABETH	526		1,234.96
04/24/2021	PC	04/30/2021	33019	KENWABIKISE, DAVID L.	528		1,106.38
04/24/2021	PC	04/30/2021	33020	ELLIOTT, PATRICK M.	600		3,065.84
04/24/2021	PC	04/30/2021	33021	SCHWARTZFISHER, JOS	603		1,078.99
04/24/2021	PC	04/30/2021	33022	BRADLEY, KELLY R.	614		1,598.42
04/24/2021	PC	04/30/2021	33023	HART II, DELBERT W.	616		1,704.42
04/24/2021	PC	04/30/2021	33024	JONES, ROBERT F.	618		1,171.12
04/24/2021	PC	04/30/2021	33025	FARRELL, MITCHELL L.	622		1,360.98
04/24/2021	PC	04/30/2021	33026	THORP JR, WILLIAM D.	623		1,444.94
04/24/2021	PC	04/30/2021	33027	LEITNER, RYAN S.	624		1,278.46
04/24/2021	PC	04/30/2021	33028	FERGUSON, ROYCE L.	625		1,538.53
04/24/2021	PC	04/30/2021	33029	DORAN, JUSTIN J.	634		2,173.13
04/24/2021	PC	04/30/2021	33030	FREY, DYLAN V.	643		767.02
04/24/2021	PC	04/30/2021	33031	HART III, DELBERT W.	657		177.63
04/24/2021	PC	04/30/2021	33032	FINNERTY, HOLLY E.	669		878.33
04/24/2021	PC	04/30/2021	33033	CRANDELL, ZACKARY R.	691		823.11
04/24/2021	PC	04/30/2021	33034	FRANCE JR, JAMES A.	695		626.21
04/24/2021	PC	04/30/2021	33035	KNORR, KENT J.	700		1,999.54
04/24/2021	PC	04/30/2021	33036	ANZELL, BETH A.	702		1,345.76
04/24/2021	PC	04/30/2021	33037	STEBE, LAURA A.	703		98.12
04/24/2021	PC	04/30/2021	33038	MAY, MEREDITH A.	771		162.54
04/24/2021	PC	04/30/2021	33039	MOOAR, ISAAK S.	796		19.38
04/24/2021	PC	04/30/2021	33040	COFFEY, JASON J.	798		354.38
04/24/2021	PC	04/30/2021	33041	SHANAHAN, CHERYL J.	838		237.07
04/24/2021	PC	04/30/2021	33042	GILL, DAVID R.	856		850.27
04/24/2021	PC	04/30/2021	33043	MASSON, DONALD J.	861		487.85

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/24/2021	PC	04/30/2021	33044	LIVINGSTON, BRIAN D.	866		1,814.94
04/24/2021	PC	04/30/2021	33045	KLOOSTER, PATRICK H.	868		491.39
04/24/2021	PC	04/30/2021	33046	WYMAN, MATTHEW A.	927		1,871.78
04/24/2021	PC	04/30/2021	33047	MILLER, WILLIAM S.	933		155.88
04/24/2021	PC	04/30/2021	33048	DOUGLAS, MARK	935		898.24
04/24/2021	PC	04/30/2021	33049	FRATRICK, JOSEPH W.	940		87.99
04/24/2021	PC	04/30/2021	33050	CARSON, SAWYER J.	941		1,467.29
04/24/2021	PC	04/30/2021	33051	MCMULLEN, DONALD R.	1000		1,802.20
04/24/2021	PC	04/30/2021	33052	SILVA, JESSE L.A.	1001		1,601.78
04/24/2021	PC	04/30/2021	33053	JOHNSON, MELISSA A.	1004		189.01
04/24/2021	PC	04/30/2021	33054	STEPHENS, LYON G.	1005		623.16
04/24/2021	PC	04/30/2021	33055	TRAVERS, MANUEL J.	1006		1,439.05
04/24/2021	PC	04/30/2021	33056	STEVENS, JEFFREY W.	1028		189.49
04/24/2021	PC	04/30/2021	33057	RILEY, CASEY W.	1052		333.40
04/24/2021	PC	04/30/2021	33058	JONES, LARRY M.	1057		553.09
04/24/2021	PC	04/30/2021	33059	CORNELL, BRITTA J.	1106		995.61
04/24/2021	PC	04/30/2021	33060	MISHLER, MICHAEL. J.	1107		88.10
04/24/2021	PC	04/30/2021	33061	AZZOPARDI, ANTHONY J.	1108		1,120.64
04/24/2021	PC	04/30/2021	33062	PECK, JARICA L.	1114		239.05
04/24/2021	PC	04/30/2021	33063	DIETZ, AMANDA M.	1115		712.67
04/24/2021	PC	04/30/2021	33064	WELLS, JANINNA J.	1117		267.61
04/24/2021	PC	04/30/2021	33065	MOYER, NATHAN I.	1118		1,531.62
04/24/2021	PC	04/30/2021	33066	HOSLER, ERIK R.	1122		1,332.26
04/24/2021	PC	04/30/2021	33067	HOLOWACH, ROGER E.	1124		3,273.25
04/24/2021	PC	04/30/2021	133233	WHITLEY, ANDREW T.	522		2,386.58
04/24/2021	PC	04/30/2021	133234	MORRISON, KEVIN P.	601		1,047.30
Grand Totals:			83				114,902.48

Km

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/24/2021	04/30/2021	133235	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,018.00
04/24/2021	04/30/2021	133236	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
04/24/2021	04/30/2021	133236	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	420.31
04/24/2021	04/30/2021	133237	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
04/24/2021	04/30/2021	133238	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 4/24/2	90.00
04/24/2021	04/30/2021	133239	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	867.00
04/24/2021	04/30/2021	133240	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	678.20
04/24/2021	04/30/2021	133241	DISCOVER BANK	9032	Garnishment: WWR File #040038	274.18
04/24/2021	04/30/2021	133242	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	429.88
04/24/2021	04/30/2021	133243	MONY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	250.07
04/24/2021	04/30/2021	133243	MONY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 4/24/	52.09
04/24/2021	04/30/2021	133243	MONY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 4/24/20	4.40
04/24/2021	04/30/2021	133243	MONY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	40.54
04/24/2021	04/30/2021	133243	MONY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 4/24	6.84
04/24/2021	04/30/2021	133243	MONY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 4/24/2	2.96
04/24/2021	04/30/2021	133244	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,574.25
Grand Totals:		<u>16</u>				<u>5,887.81</u>

km

Check Number	Payee	Amount
05/04/2021		
133245	AIRGAS USA LLC	78.86
133246	ALL-PHASE ELECTRIC	78.57
133247	ANDERSON, ELIZABETH A.	50.00
133248	ANZELL, BETH A.	50.00
133249	AT YOUR SERVICE PLUS INC	125.00
133250	AT&T MOBILITY	806.45
133251	AUTO VALUE	776.55
133252	AVFUEL CORPORATION	32,338.15
133253	AXON ENTERPRISE INC.	9,967.27
133254	AZZOPARDI, ANTHONY J.	50.00
133255	BAY AREA CLEAN CARE	1,750.00
133256	BEHAN WINDOW CLEANING	120.00
133257	BIERER & ASSOCIATES, INC.	2,705.00
133258	BLUE BOOK	88.95
133259	BOUND TREE MEDICAL LLC	998.43
133260	BS& A SOFTWARE	1,811.00
133261	BUREAU OF COMMUNITY AND HEALT	100.00
133262	CENTRAL DRUG STORE	73.45
133263	CHARLEVOIX AGENCY	401.80
133264	CHARLEVOIX COUNTY TREASURER	165.01
133265	CHARLEVOIX SCREEN MASTERS INC	285.00
133266	CHARLEVOIX TOWNSHIP	29.14
133267	CINTAS	72.39
133268	CONWAY PROFESSIONAL SERVICES	708.00
133269	CROSSROADS MOBILE MAINTENANC	5,586.50
133270	DELL MARKETING L P	1,818.69
133271	DeROSIA, PATRICIA E.	50.00
133272	DOAN, GERARD P.	50.00
133273	DORAN, JUSTIN J.	50.00
133274	DORNBOS SIGN INC.	71.76
133275	DOTSON, LINDSEY J.	50.00
133276	ECONO SIGNS LLC	203.04
133277	ELLIOTT, PATRICK M.	50.00
133278	ELLSWORTH FARMER'S EXCHANGE	259.12
133279	FASTENAL COMPANY	22.22
133280	FIDELITY GOLF SERVICES LLC	284.00
133281	GEMINI GROUP LLC	2,863.00
133282	GENE'S AUTO PARTS OF TRAVERSE	757.00
133283	GOLDING, JOYCE M.	50.00
133284	GRANICUS	4,950.00
133285	GRIFFITH, JOHN J	50.00
133286	GRP ENGINEERING INC.	4,192.00
133287	GUSTAVUS, MIKE	100.00
133288	HACH COMPANY	1,553.23
133289	HEYDLAUFF, MARK L.	50.00
133290	HILLING, NICHOLAS A.	100.00
133291	HYDE SERVICES LLC	112.84
133292	IDEXX DISTRIBUTION INC.	1,326.03

Check Number	Payee	Amount
133293	INDEPENDENT DRAFTING SERVICES	1,920.00
133294	JOHN E. GREEN COMPANY	2,322.00
133295	JOHNSON, MELISSA A.	50.00
133296	KLOOSTER, ALIDA K.	50.00
133297	KNORR, KENT J.	50.00
133298	KSS ENTERPRISES	336.07
133299	LANDSCAPE FORMS INC.	250.00
133300	LASER PRINTER TECHNOLOGIES	899.00
133301	LIVINGSTON, BRIAN D.	50.00
133302	MATELSKI, KRISTEN L.	50.00
133303	MAY, MEREDITH A.	50.00
133304	MCDERMOTT, DENNIS J.	100.00
133305	McGINN, KELLY A.	50.00
133306	MCLAREN CORPORATE SERVICES S	128.00
133307	MCMULLEN, DONALD R.	50.00
133308	MEDLINE INDUSTRIES INC	113.52
133309	METAL HEAD WELDING LLC	1,230.84
133310	MICHIGAN ASSOC OF PLANNING	300.00
133311	MILLER, WILLIAM S.	50.00
133312	MUNICIPAL UNDERWRITERS OF MICH	1,650.00
133313	NORTHERN A-1 ENVIRONMENTAL SE	12,341.50
133314	OHM ADVISORS	22,254.25
133315	OLSON BZDOK & HOWARD	2,170.00
133316	OTHERSIDE FERTILIZER COMPANY, T	2,520.00
133317	P.K. CONTRACTING	3,416.88
133318	PENINSULA FIBER NETWORK LLC	470.00
133319	PLUNKETT & COONEY	3,080.00
133320	POSTMASTER	72.05
133321	POWER LINE SUPPLY	3,866.28
133322	PREIN & NEWHOF	680.00
133323	PRESTON FEATHER	1,294.75
133324	PVS TECHNOLOGIES INC	6,813.20
133325	QUALITY CAR & TRUCK REPAIR INC	2,409.68
133326	QUILL CORP	114.49
133327	SCHOLEY, ROBERT W.	50.00
133328	SHANAHAN, CHERYL J.	50.00
133329	SHARROW MASONRY INC	1,875.00
133330	SHOOKS, MICHELLE	235.00
133331	SILVA, JESSE L.A.	50.00
133332	STATE AND MASON LLC	1,000.00
133333	STATE OF MICHIGAN	30.00
133334	STEPHENS, LYON G.	50.00
133335	SUPERIOR MECHANICAL	1,104.18
133336	TARGET SPECIALTY PRODUCTS	588.50
133337	TELNET GROUP INC	300.00
133338	TRAVERS, MANUEL J.	50.00
133339	UNIFIRST CORPORATION	121.15
133340	UP NORTH ASSESSING INC	5,100.00
133341	USA BLUE BOOK	626.11

Check Number	Payee	Amount
133342	VILLAGE GRAPHICS INC.	422.17
133343	WURST, RANDALL W.	50.00
133344	WYMAN, MATTHEW A.	50.00
133345	XEROX FINANCIAL SERVICES	168.84
Total 05/04/2021:		161,351.91
Grand Totals:		161,351.91

Check Number	Payee	Amount
04/19/2021		
41921001	MICHIGAN PUBLIC POWER AGENCY	27,807.26
Total 04/19/2021:		27,807.26
Grand Totals:		27,807.26

Check Number	Payee	Amount
04/26/2021		
42621001	MICHIGAN PUBLIC POWER AGENCY	22,630.94
42621002	MICHIGAN PUBLIC POWER AGENCY	230,584.57
Total 04/26/2021:		253,215.51
Grand Totals:		253,215.51

Check Issue Date	Check Number	Payee	Amount
43021001			
04/30/2021	43021001	**EFTPS* Payroll Taxes	11,188.03
04/30/2021	43021001	**EFTPS* Payroll Taxes	11,188.03
04/30/2021	43021001	**EFTPS* Payroll Taxes	2,616.54
04/30/2021	43021001	**EFTPS* Payroll Taxes	2,616.54
04/30/2021	43021001	**EFTPS* Payroll Taxes	18,593.06
Total 43021001:			
	5		46,202.20
43021002			
04/30/2021	43021002	Alerus Financial	350.00
Total 43021002:			
	1		350.00
43021003			
04/30/2021	43021003	STATE OF MICHIGAN	6,377.32
Total 43021003:			
	1		6,377.32
43021004			
04/30/2021	43021004	Vantagepoint - 401 Plan 109153	912.08
Total 43021004:			
	1		912.08
43021005			
04/30/2021	43021005	Vantagepoint - 457 Plan 300959	5,426.00
04/30/2021	43021005	Vantagepoint - 457 Plan 300959	2,623.93
04/30/2021	43021005	Vantagepoint - 457 Plan 300959	4,175.61
04/30/2021	43021005	Vantagepoint - 457 Plan 300959	8,282.62
Total 43021005:			
	4		20,508.16
43021006			
04/30/2021	43021006	Vantagepoint - Roth IRA 706117	1,080.76
Total 43021006:			
	1		1,080.76
Grand Totals:			
	13		75,430.52



Check Number	Payee	Amount
04/30/2021		
43021001	MERS	74,486.21
Total 04/30/2021:		74,486.21
Grand Totals:		74,486.21

Check Number	Payee	Amount
05/04/2021		
3620	CHARLEVOIX COUNTY TREASURER	1,917.82
3621	CHARLEVOIX COUNTY TREASURER	8.77
3622	CHARLEVOIX DISTRICT LIBRARY	470.28
3623	CHARLEVOIX PUBLIC SCHOOLS	3.06
3624	CHARLEVOIX PUBLIC SCHOOLS	137.28
3625	CHARLEVOIX PUBLIC SCHOOLS	96.08
3626	CHARLEVOIX PUBLIC SCHOOLS	41.18
3627	CHARLEVOIX PUBLIC SCHOOLS	134.52
3628	CHARLEVOIX-EMMET ISD	1,120.08
3629	CITY OF CHARLEVOIX - TAXES DUE	3,582.48
3630	RECREATIONAL AUTHORITY	91.11
3631	STATE OF MICHIGAN	6,576.96
Total 05/04/2021:		14,179.62
Grand Totals:		14,179.62

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Set Public Hearing: CDBG Water Related Infrastructure Grant, May 17, 2021

DATE: May 3, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

As referenced in my Manager's Report, we plan to apply for grant from the MEDC's Community Development Block Grant Water Related infrastructure Grant Program. The grant is not due until May 31 but a requirement of the grant is the advertising and holding of a Public Hearing on the matter which would need to occur on May 17 to avoid holding a special meeting.

The grant would eliminate the Industrial Park lift station, replace and upgrade the Depot Beach lift station, improve water lines along Ance Road, and generally improve water and wastewater system reliability.

RECOMMENDATION:

Motion to set a public hearing for Monday, May 17, 2021 at 6pm in the Council Chambers of City Hall to consider public comment on a CDBG Water Related Infrastructure Grant.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Event Request: Charlevoix Marathon, June 19, 2021

DATE: May 3, 2021

PRESENTED BY: Ron Suffolk, Charlevoix Marathon

BACKGROUND:

The Charlevoix Marathon has long been part of the June line-up of events in Charlevoix. The Special Event policy contemplates that Council may approve up to four major events in Bridge Park between Memorial Day and Labor Day. If approved, the Charlevoix Marathon would be one of those four.

Attached, you'll find the request and details from the Charlevoix Marathon for this year's event.

RECOMMENDATION:

Motion to authorize the Charlevoix Marathon to use Bridge Park for a major event on June 19, 2021 and the closure of various streets to accommodate the runners.

ATTACHMENTS:

- ▣ Charlevoix Marathon Request
- ▣ Charlevoix Marathon Covid Protocols

Charlevoix Marathon, Half Marathon, 10K and 5K

June 19, 2021

Dear Council Members,

When we first met with Councilmembers, the Chamber and local law enforcement in 2006, we set out on a mission to create an event that could create positive economic impact, create an athletic event our town could be proud of and an experience for tourist that would make them return.

Fast forward 15 years, the Charlevoix Marathon has been named in the Top Ten Small Town Marathons in the United States, creates over \$1,438,000 annual positive economic impact and we have runners from all over the world visiting our town to compete.

We are very thankful for the support from so many in our community to grow this event from its humble beginnings of only 352 participants in 2007 to what it is today. Collectively, we decided on creating this event in early June because historically our heavy summer tourism kicked off on July 4th. Thanks to the hard work of many, we can bring over 7,000 athletes and spectators to town each June.

Not only does the marathon have a unique national and international impact, but we have also created an incredible fundraising opportunity for local non-profits and sports organizations. The reason this event has been so well recognized is because the support along the course and in town: The Charlevoix Track + Cross Country Teams, The Methodist Church, The Elks Lodge, The Hospice, The Township Fire Department and more have been a part of the event since the beginning raising funds for their respective clubs and charities.

As residents of Emmet and Charlevoix County, we take incredible pride knowing what it took to get this event to where it is today. Our city is known for its incredible art fairs, concerts, boating festivals, carnivals, and fireworks. We are bringing attention to the local athletic opportunities and showcasing the incredible trail system that so many work so hard to keep in amazing condition.

We realize that 2021 will be a year like none before. The coronavirus has impacted all our lives and businesses; however, we feel confident that we are able to provide a safe and encouraging event for the community to enjoy for the 15th year and we look forward to the next 15 years of celebrating Charlevoix.

Sincerely,

The Suffolk Family
Ron, Sharon, Jennifer, Jill and Jeff

Charlevoix Marathon COVID Protocols

The following guidelines are the CVX COVID protocols as of 4/1/21. As the COVID restrictions are relaxed this document will be updated. Yes, this is a “living document”. As a point of reference, the USATF COVID-19 protocols were reviewed.

Registration:

- Masks and social distancing will be followed
- Clothing and race items will be offered however scaled back and sold under an open-air 10’x20’ tent
- 5k and 10k events are capped at 200 per event
- Half marathon event is capped at 800
- Marathon event is capped at 800 however that number has never been achieved

Race Event Start Line

- Events will be corralled until their start times
- Marathon will begin at **6:00am** (previous years 6:30am). Runners will line up (corralled) behind the start line and be released to race in waves every 20 seconds. Each wave will consist of a pre-determined number
- Half marathon will begin at **6:30**; leading up to start runners will remain corralled in Weathervane parking lot. They will line up (corralled) behind the start line and be released to race in waves every 20 seconds. Each wave will consist of a pre-determined number
- 5k and 10k will start at **7:00 and 7:15**; leading up to start runners will remain corralled on street/sidewalk leading down to Beaver Island Boat. They will line up (corralled) behind the start line and be released to race in waves every 20 seconds. Each wave will consist of a pre-determined number

Proposed start-lines

The start line is approximately 140’ long and one traffic lane plus a parking lane wide. (Approximate 18’ wide total). Each wave can accommodate 282 runners safely. (Using 3’ distancing, the new guideline).

- **Marathon will gather at the start line at 5:50am.**
 - **Wave #1: Runners with an expected time of under 4 hours**
 - **Wave #2: Runners with an expected time of 4:5 hours – 4 hours**
 - **Wave #3: Runners with an expected time of 5 hours – 4:5 hours**
 - **Wave #4: Runners with an expected time over 5:0 hours**
- **Half marathon will corral in the Weathervane Parking lot until called at approximately 6:20am.**
 - **Wave #1: Runners with an expected time of under 2 hours**
 - **Wave #2: Runners with an expected time under 2.50 - 2 hours**
 - **Wave #3: Runners with an expected time 4:0 – 2:50**
 - **Wave #4 Runners with an expected time over 4:0**
- **10K runners and 5K runners will corral on the street down to Beaver Island Boat until approximately 6:50am.**
 - **10K will be one wave at 7am**

- **5k will be one wave at 7:15am**

Aid Stations and Turn-arounds

The aid stations could, at most, include GU, Gatorade and water served in paper cups; all dependent on COVID restrictions June 19. Stations will be self - service. Cups will be placed on tables and runners will grab and go. Trash receptacles will be located on course.

- Aid station workers and road guards will be masked
- No open food serving, i.e., *the bacon station or pizza*
- Everything provided by the aid stations will be self-serve. Aid stations will “stagger” tables to prevent crowding. Stations will pour ½ cup of fluids and set on tables; one for water table other for Gatorade table. **Runners will pick-up their own drink and dispose in a garbage container. GU will also be on each table for runners to grab.**
- **Finish Line** Medals will remain “wrapped” and handed to finishers and not draped around their head/neck
- At the finish line, individual 8oz water bottles will remain in the various tubs and removed by the runner’s
- Timer remains away from finishers
- Limited number of workers at the finish

After run event and award ceremony

- Food provided will be wrapped from supplier, i.e., energy bars, banana, chips, etc. and given in an individual brown bag in the registration area. Runners must show their bib; be masked and social distance. Several tables will be utilized with table coverings
- No open food such as previous year pizza, bagels
- Self-serve Gatorade Aid available
- 8oz water bottles
- No gatherings in Bridge Park
- No awards party. Awards will either be mailed or given out at a location away from the downtown. Ideally, a “drive-thru” award presentation.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Engineering Contract for Antrim and Mason Streets

DATE: May 3, 2021

PRESENTED BY: Patrick M. Elliott, Public Works Superintendent

BACKGROUND:

In the approved 2021/22 budget, we allocated money for the initial engineering for the complete reconstruction of Antrim Street from State Street to Park Avenue. This engineering would provide us with a complete set of construction drawings and specifications for the project.

This project has been part of our overall capital improvement plan that was updated in 2019. This project has also become a priority due to the age and issues we have with the existing sanitary main and water main. Also the road surface itself is in a severe state of disrepair.

This project would consist of a complete rehabilitation of that street which includes new water mains, sanitary mains, storm sewer, curb/gutters, conduit for future underground electric and new road surface.

While discussing this project with Performance Engineers Inc. (PEI) over the winter we discovered that if the Antrim Street construction was to happen alone it would be creating a storm capacity issue on Mason St. If constructed separately, storm water from Antrim would collect in a 48" pipe and discharge that into a 12" storm pipe on Mason. Due to these findings we concluded it would be best to engineer both projects at once. The actual schedule for completion of either project will be determined at a later date. This scope is still within the budgeted amount for engineering even with the addition of Mason Street.

Over many years we have worked with PEI on very similar projects and in general have had very positive outcomes. PEI is familiar with what the City expectations are for a project like this and they are also aware of our specifications regarding water mains etc.

See the attached proposal from PEI for the cost breakdown. The City would pay direct for the survey services.

RECOMMENDATION:

Motion to approve the contract with Performance Engineers for the initial engineering of Antrim and Mason Streets for a total of \$156,000.

ATTACHMENTS:

- ▣ Proposal



April 22, 2021

Proposal No. 2021747

Mr. Pat Elliott
City of Charlevoix
210 State Street
Charlevoix, Michigan 49720

Subject: Estimate for Antrim St. Reconstruction & Mason St. Storm

Dear Mr. Elliott;

Performance Engineers, Inc. (PEI) has prepared a cost estimate for two projects being contemplated by the City of Charlevoix. It is our understanding that the City would like to reconstruct Antrim Street from the State Street intersection, westerly to Park Ave. As we have discussed, the City's overall storm water management plan includes an upgrade of the storm system through Antrim, utilizing the previously constructed and up-sized outfall structure at East Park, crossing the highway at Mason St. The missing piece of this storm water upgrade is a 48-inch pipe between the Mason and State St. intersection and the Mason and Bridge St. intersection. Therefore, in order to upgrade the Antrim St. storm water system, it is recommended that we complete the Mason Street storm upgrade first.

The lack of interconnection to the 48-inch outfall through Mason poses limitations on any future connections that would utilize the upgraded Antrim Street storm system. Without the Mason Street storm upgrade, we are relying upon a 12-inch storm pipe on Mason and overflow to the existing Antrim Street outfall to carry all of the storm water. While we could do Antrim Street independently, there is some risk of overwhelming the existing storm system, particularly during heavy rain events. The previous storm study that was completed for the City identified this issue. The existing interconnection between Antrim and Mason storm systems along State St. does provide some overflow relief, but this situation should be recognized as temporary.

With this in mind, PEI has developed estimates for both the Antrim Street reconstruction requested and the block of Mason Street between State and Bridge Streets. Unfortunately, the current construction market conditions are highly volatile and strained to meet current demands. This has led to steep construction price increases over the past 6 to 24 months. PEI has made our best effort to validate current pricing for these projects, incorporating some contingency and inflationary factors to account for the fact that this work would be priced for next year's construction season. The estimates are as follows:

Antrim Street Reconstruction

Construction Estimate	\$ 2,000,000
Survey Estimate	\$ 15,000
Engineering Design Fee Estimate (6%)	\$ 120,000
Engineering Construction Oversight & Contract Admin (7%)	\$ 140,000
Total Project Cost	\$ 2,275,000
Recommended Contingency (5%)	\$ 115,000
Total Project Budget	\$ 2,390,000

Mason Street – State St. to Bridge St

Construction Estimate	\$ 450,000
Survey Estimate	\$ 6,000
Engineering Design Fee Estimate (8%)	\$ 36,000
Engineering Construction Oversight & Contract Admin (8%)	<u>\$ 36,000</u>
Total Project Cost	\$ 529,000
Recommended Contingency (5%)	\$ 26,000
Total Project Budget	\$ 555,000

PEI has a long history within the City, providing you with engineering for most of the street reconstruction projects completed over the past 30 years. This relationship was built with Jim Malewitz prioritizing the City of Charlevoix over any other ongoing work. We want you to know that this prioritization of your work will continue on, as will our commitment to be the most cost-effective engineering solution for the City.

For many years, PEI has been adhering to a fee estimate with the City of 8% design and 8% construction/contract admin for typical street reconstruction projects. We are proposing to keep this for Mason Street, which is similar in overall cost to the typical project. One cost savings that we are happy to pass through to the City is testing services. As you are aware, material testing services were typically contracted separately by the City. However, PEI now does this work in-house, utilizing the onsite inspector in most instances and only passing through the day rate cost for the equipment and/or lab costs, all of which is included in this proposal.

In regard to Antrim Street, there is an expensive storm water component that drives up the overall cost of the project. Therefore, we believe that we can complete this larger project at a lower percent of construction cost, proposing 6% design & 7% for the construction oversight/contract admin/testing fees instead.

PEI has a detailed breakdown of costs associated with each of the projects that we used in estimating. This information is attached for your reference. Performance Engineers, Inc. appreciates the opportunity to provide the City of Charlevoix with a proposal for these projects and we look forward to continuing this long-standing relationship. Should you have any questions regarding this proposal or the associated costs, please feel free to contact us.

Sincerely,
Performance Engineers, Inc.


Aaron Nordman, P.E.
Principal

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Fireworks at Kipke Field, June 6, 2021

DATE: May 3, 2021

PRESENTED BY: Erin Nickel, Senior Safety Net

BACKGROUND:

The Senior Safety Net group is planning a fun night of drug and alcohol free activities for the graduating class of 2021. The event has been taking place for many years. It is also commonly known as the All-Night Senior Party.

Since graduation will take place at the football field this year, the tentative plan is to allow time after graduation for the students to take pictures, visit, and change. Then show a movie for the seniors on the scoreboard while they enjoy some Dairy Grille ice cream and close the night with some celebratory fireworks. Finally, we will be loading the kids up on charter busses for a fun day at Cedar Point.

Charlevoix Public Schools Superintendent Mike Ritter indicated that the school board has given their consent provided that City Council, Fire, Airport and Law Enforcement all support/approve the request.

Chief Doan and Chief Thorp have reviewed the fireworks application and a memo is attached with their findings. The Airport Manager provided further direction to the applicant if City Council chooses to approve the license.

If Council chooses to approve the application, Staff recommends that approval be based on the following conditions:

- Recognition that the Fire Chief, in his sole discretion, can cancel, postpone, delay, or modify any display based on safety and weather conditions on the night of the event.
- Advance compliance with conditions set by the Airport Manager for the issuance of a NOTAM.

RECOMMENDATION:

Council discussion and direction

or

Motion to authorize the City Clerk to issue a permit for the 2021 fireworks display at Kipke field as presented with the conditions recommended by City Staff.

ATTACHMENTS:

- ▢ Application
- ▢ Superintendent Ritter Letter
- ▢ Chief Doan Letter
- ▢ Airport Manager Wyman Letter

2021 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY
OF CITY, VILLAGE OR TOWNSHIP
BOARD ONLY

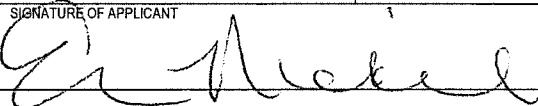
DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc. under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

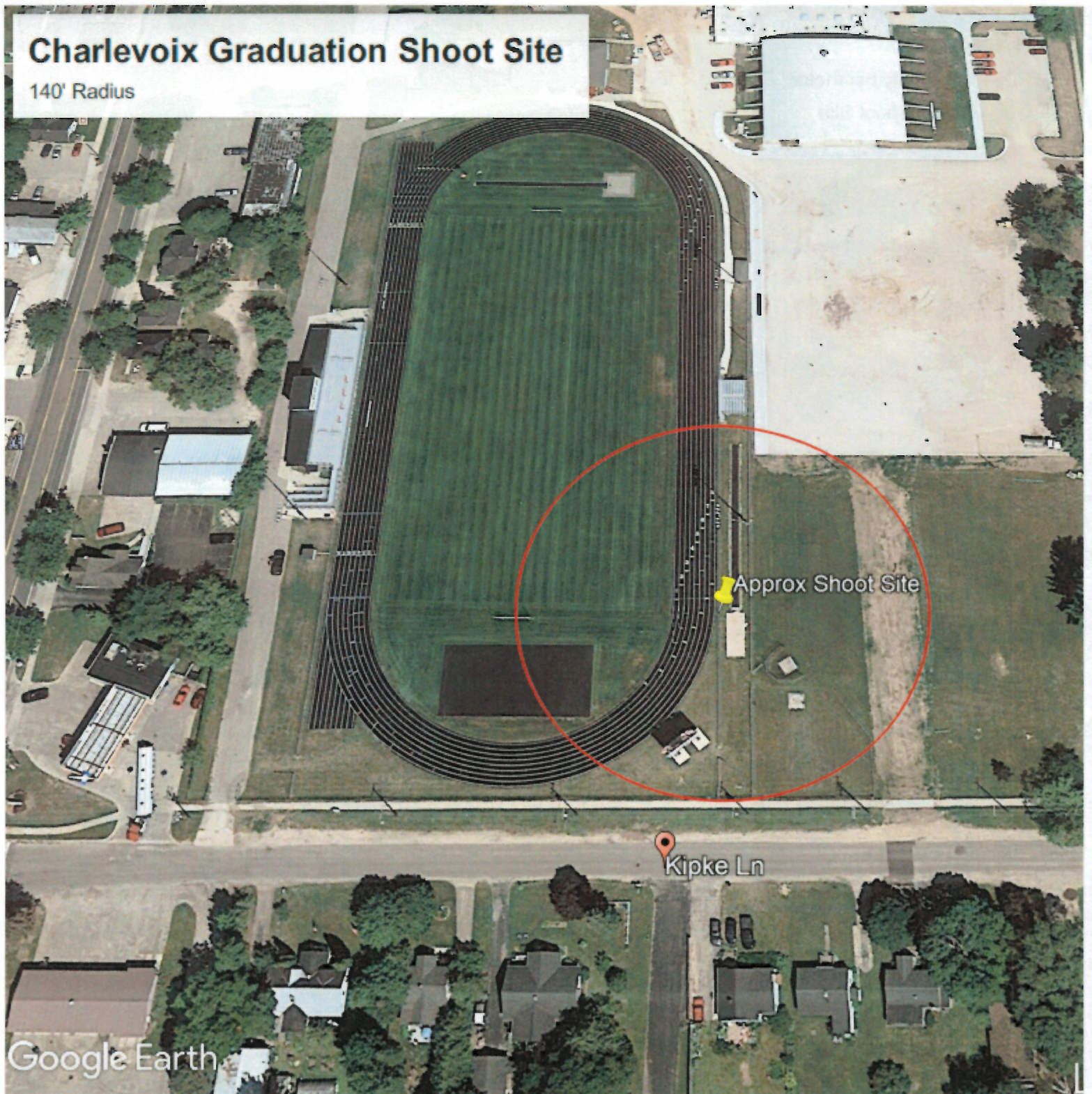
TYPE OF PERMIT(S) (Select all applicable boxes)

- ☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☐ Display Fireworks
- ☒ Public Display ☐ Private Display
- ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Senior Safety Net		ADDRESS OF APPLICANT 12727 Pine Ridge Dr Charlevoix, MI 49720	AGE OF APPLICANT 18 YEARS OR OLDER ☒ YES (42 yo) ☐ NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Erin Nickel		ADDRESS OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 3132 Marion Center, Charlevoix, MI 49720	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Joshua Dhaseleer		ADDRESS OF PYROTECHNIC OPERATOR 1055 skiel rd Charlevoix, MI 49720	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER ☒ YES (45yo) ☐ NO
NO. YEARS EXPERIENCE 10+	NO. DISPLAYS 50+	WHERE Throughout Michigan	
NAME OF ASSISTANT Eric Smith		ADDRESS OF ASSISTANT 01110 Forest Ridge Trail, Charlevoix, MI 49720	AGE OF ASSISTANT 18 YEARS OR OLDER ☒ YES (20yo) ☐ NO
NAME OF OTHER ASSISTANT None		ADDRESS OF OTHER ASSISTANT None	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER ☒ YES ☐ NO
EXACT LOCATION OF PROPOSED DISPLAY South End of Kipke Field (see attached Display Site)			
DATE OF PROPOSED DISPLAY June 6, 2021 (Rain: TBD)		TIME OF PROPOSED DISPLAY Approx. 10:30pm	
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT Stored at federally licensed facility until date of display.			
AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) \$5,000,000		NAME OF BONDING CORPORATION OR INSURANCE COMPANY McGowan Allied Specialty	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY 140 Fountain Parkway, North Suite 570 St Petersburg FL 33176			
NUMBER OF FIREWORKS		KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)	
Approx. 50		Consumer Cakes 2" or smaller	
Approx. 90		Consumer 1.75" shells	
SIGNATURE OF APPLICANT 		DATE 4-20-21	

Charlevoix Graduation Shoot Site

140' Radius





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/22/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGowan Allied Specialty 140 Fountain Parkway, North Suite 570 St Petersburg FL 33176	CONTACT NAME: Brenda Thomas PHONE (A/C No, Ext): 727-547-3034 FAX (A/C, No): 727-367-2918 E-MAIL ADDRESS: bthomas@mcgowanallied.com														
INSURED Great Lakes Fireworks, LLC 24805 Marine Eastpointe MI 48021	INSURER(S) AFFORDING COVERAGE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A : T.H.E. Insurance Company</td> <td>12866</td> </tr> <tr> <td>INSURER B : Accident Fund Insurance Company of America</td> <td>10166</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER	NAIC #	INSURER A : T.H.E. Insurance Company	12866	INSURER B : Accident Fund Insurance Company of America	10166	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER	NAIC #														
INSURER A : T.H.E. Insurance Company	12866														
INSURER B : Accident Fund Insurance Company of America	10166														
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES **CERTIFICATE NUMBER:** 124955345 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		CPP0100711-11	1/15/2021	1/15/2022	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 100,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$ 0</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$ 10,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	MED EXP (Any one person)	\$ 0	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 10,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000		\$
EACH OCCURRENCE	\$ 1,000,000																				
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000																				
MED EXP (Any one person)	\$ 0																				
PERSONAL & ADV INJURY	\$ 1,000,000																				
GENERAL AGGREGATE	\$ 10,000,000																				
PRODUCTS - COMP/OP AGG	\$ 2,000,000																				
	\$																				
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			CPP0100711-11	1/15/2021	1/15/2022	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr> <tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr> <tr><td></td><td>\$</td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000																				
BODILY INJURY (Per person)	\$																				
BODILY INJURY (Per accident)	\$																				
PROPERTY DAMAGE (Per accident)	\$																				
	\$																				
A	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			ELP0010168-11 VL	1/15/2021	1/15/2022	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td>\$ 4,000,000</td></tr> <tr><td>AGGREGATE</td><td>\$ 4,000,000</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$ 4,000,000	AGGREGATE	\$ 4,000,000		\$								
EACH OCCURRENCE	\$ 4,000,000																				
AGGREGATE	\$ 4,000,000																				
	\$																				
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	ARP1200148040-02 MI	1/15/2021	1/15/2022	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>☒ PER STATUTE</td> <td>☐ OTH-ER</td> <td></td> </tr> <tr><td>E.L. EACH ACCIDENT</td><td></td><td>\$ 1,000,000</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td></td><td>\$ 1,000,000</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td></td><td>\$ 1,000,000</td></tr> </table>	☒ PER STATUTE	☐ OTH-ER		E.L. EACH ACCIDENT		\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE		\$ 1,000,000	E.L. DISEASE - POLICY LIMIT		\$ 1,000,000		
☒ PER STATUTE	☐ OTH-ER																				
E.L. EACH ACCIDENT		\$ 1,000,000																			
E.L. DISEASE - EA EMPLOYEE		\$ 1,000,000																			
E.L. DISEASE - POLICY LIMIT		\$ 1,000,000																			
A	Excess liability GL Inland Marine / Hull			ELP0011852-06 GL CPP0100711-11 CPP010071111	1/15/2021 1/15/2021 1/15/2021	1/15/2022 1/15/2022 1/15/2022	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Ea Occur/Agg Limit</td><td>4,000,000</td></tr> <tr><td>Hull Limit/Show Limit</td><td>250,000/500,000</td></tr> </table>	Ea Occur/Agg Limit	4,000,000	Hull Limit/Show Limit	250,000/500,000										
Ea Occur/Agg Limit	4,000,000																				
Hull Limit/Show Limit	250,000/500,000																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Display Date: June 6, 2021 Rain Date: TBD Location: South End of Kipke Football Field

RE: General Liability, the following are named as additional insured in respects to the negligence of the named insured:

City of Charlevoix including all its elected and appointed officials, employees, volunteers, boards, commissions, and/or other authorities; Charlevoix Public Schools including all its elected and appointed officials, employees, volunteers, boards, commissions, and/or other authorities; Senior Safety Net including all its elected and appointed officials, employees, volunteers, boards, commissions, and/or other authorities.

Cert # : 21017

CERTIFICATE HOLDER **CANCELLATION**

Senior Safety Net
 104 E St. Marys Drive
 Charlevoix MI 49720

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

City Council Regular Meeting -

GREAT LAKES FIREWORKS

24805 Marine • Eastpointe, MI 48021 • Office: 586.779.8062 • Fax: 989.726.5041 • greatlakesfireworks.com

FIREWORKS DISPLAY HOLD HARMLESS AGREEMENT

I, Bruce Tyree, state that I am the authorized agent for Great Lakes Fireworks, LLC, which is duly organized under the State of Michigan as a Limited Liability Corporation (LLC) and am authorized to bind it to this Hold Harmless Agreement.

Great Lakes Fireworks, LLC, having been issued a permit and license to explode fireworks and/or fireworks displays by the City of Charlevoix, do hereby agree to hold the City of Charlevoix harmless from any and all liability resulting from the use of said fireworks and/or fireworks displays within the permitted area.

Great Lakes Fireworks, LLC further agrees to indemnify and hold harmless the City of Charlevoix, Charlevoix Public Schools, Senior safety Net, including all its agents, and employees from and against all claims, damages, losses, and expenses including attorney fees arising out of the explosion, construction of, and dismantling of said fireworks and/or fireworks displays as a result of the issuance of said permit.

Great Lakes Fireworks, LLC further state that it has insurance to cover liability for the above stated activity in the amount of \$5,000,000.

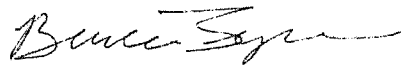
A true copy of the Certificate of Insurance is attached indicating the Municipality and applicable associations, recreations, or committees formed by the municipality to organize the “event” named as additional insured on all liability policies.

EVENT NAME: Charlevoix Graduation

EVENT DATE(S): June 6, 2021 (Rain: N/A)

EVENT TIME(S): Approximately 10:30 pm

Dated this 20th day of April, 2021.



Bruce Tyree, Member

Joyce Golding

From: Mark Heydlauff
Sent: Tuesday, April 27, 2021 2:03 PM
To: Joyce Golding
Subject: FW: School Facility Usage - Approval

Please include with the Council packet.

Mark L. Heydlauff
City Manager
City of Charlevoix

From: Ritter, Michael <mritter@rayder.net>
Sent: Tuesday, April 27, 2021 9:49 AM
To: Mark Heydlauff <markh@charlevoixmi.gov>
Subject: Re: School Facility Usage - Approval

Mark,

That is a true statement, if the City of Charlevoix, Fire, Airport, and Law Enforcement support/approve their request. The group is not school affiliated, but of course very supportive of our graduates!

Call me with any questions.
Mike

On Mon, Apr 26, 2021 at 4:48 PM Mark Heydlauff <markh@charlevoixmi.gov> wrote:

Mike-

Thanks for the email and sorry for my delay last week. We're getting the new EMS Authority up and running and it has taken much of my time.

Based on this email, the requests we've had for a fireworks display and your voicemail, I understand the school board is giving their consent for firework to be launched on school property for viewing by folks in the football field. Is that correct?

MH

Mark L. Heydlauff
City Manager

From: Ritter, Michael <mritter@rayder.net>
Sent: Tuesday, April 20, 2021 3:08 PM
To: Mark Heydlauff <markh@charlevoixmi.gov>
Subject: School Facility Usage - Approval

Mark,

Last night during our regular meeting, the board of education approved the Safety Net Parent Committee's request for use of Kipke field, including the use of the bleachers and scoreboard. The board included in the approval that the Safety Net committee could provide any legally approved activities that also had the approval of the City of Charlevoix.

Please don't hesitate to call me with questions. If you require the actual motion, I can get that from my administrative assistant.

Respectfully,

Mike

--

Michael Ritter

Superintendent

Charlevoix Public Schools

104 E. St. Mary's Dr.

Office 231.547.8101

Cell 231.690.6348

Joyce Golding

From: Gerard Doan
Sent: Tuesday, April 27, 2021 2:06 PM
To: Joyce Golding

Good Afternoon Joyce

I have surveyed the proposed fireworks site located at Kipke field for the Charlevoix Graduation night on June 6, 2021. The proposed site according to the drawing dose have the required setbacks for a safety drop zone for the proposed fireworks described in the application. I have spoken with Fire Chief Dan Thorp and advised him of my findings. The Fire Chief did state he would have fire personal on scene during the fireworks if the application is granted. Thank you Gerard



4/23/2021

Good afternoon

We spoke on the phone recently regarding your desire for firework display at the Charlevoix Football field on June 6th, 2021. The display is to celebrate the graduation for this year's Seniors.

In our conversation, you stated the display to start roughly around 10:30pm and last roughly 15 minutes, ending on or around 10:45pm. You also stated the display height would range from 20' up to 150'. In consideration of this information, the Charlevoix Airport has no objection.

Should your event be approved by City Council, for the purposes of posting a NOTAM (Notice to Airmen), we do request you provide us with the following information within 72hrs of the proposed display time:

- Latitude and Longitude of the proposed launch location
- Proposed start and stop times.
- Altitude of highest proposed display
- Radius of proposed display

The information needs to be as accurate as you can provide, as this information is shared with any pilot flying in or around Charlevoix, that evening. Should you have any questions, please do not hesitate to reach out to me.

Kind Regards,

Matthew Wyman

Matthew A. Wyman
Airport Manager
Charlevoix Municipal Airport
(231) 547-3605

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Event Request: Boyne Thunder, July 10, 2021

DATE: May 3, 2021

PRESENTED BY: Mark L Heydlauff, City Manager

BACKGROUND:

The Special Events policy contemplates the ability for City Council to approve up to four major events in Bridge Park from Memorial Day to Labor Day. The Boyne Thunder luncheon and sales booth have long been part of the annual calendar of the City and are centered in Bridge Park. As such, approval of this by Council would be one of the four.

Attached, you'll find the request from Boyne Thunder and the details of their use of the park in 2021.

RECOMMENDATION:

Motion to authorize Boyne Thunder for the use of Bridge Park for a major event on July 10, 2021.

ATTACHMENTS:

- ▢ Boyne Thunder Special Event Request

2021 Boyne Thunder Poker Run: July 10th

The Boyne Thunder Poker Run is a non-profit fundraiser with the proceeds supporting Camp Quality Michigan (serving children with cancer), Challenge Mountain (serving children and adults with disabilities) and Boyne MainStreet. Boyne Thunder was established in 2004 and has grown to 120 boats providing entertainment for many communities in Northern Michigan. The poker run leaves Boyne City at 10 am on July 10th, traveling thru Lake Charlevoix to Elk Rapids, Northport, Charlevoix (stop for lunch), Bay Harbor, Harbor Springs, Horton Bay, and arrives back to Boyne City around 3:30 pm to turn in their poker cards.

The boaters will stop in Charlevoix around 12:00 for lunch. There will be approximately 400 boaters (120 boats). They have a staggered arrival. A boxed lunch is served (Lions Club of Charlevoix Chicken dinner) and will only be handled and distributed by the Lions volunteers. Boaters (and Boyne Thunder Volunteers) will be following all CDC/MDHHS COVID guidelines. Boaters will be congregating in the Robert Bridge Memorial Park under several tents. All seating and food serving will follow COVID guidelines. Boaters will depart around 1:30 pm.

Boyne Thunder Poker run has become a well visited event with hundreds of community members and tourists lining round lake, Pine River channel, and Michigan Beach to watch the boats leave and enter Charlevoix. This brings an increase of people to Charlevoix who will then eat in our restaurants and visit our downtown businesses. The Event also supports the Local Lions Club of Charlevoix by providing the boater's lunches.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Future of 229 Stover Road

DATE: May 3, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

At your last Council meeting, you wanted to have additional discussion about future steps for the current DPW Site now that demolition is on the horizon. I reached out to Greg Weykamp of Edgewater Resources who conducted the public engagement process for the prospect of the BISCO dock relocating to the Ferry Avenue Corridor. As he laughed with me, he has a great understanding of what people in Charlevoix DO NOT want to have in this area but also a lot of data on the park, the boat launch and some of the interests of the community surrounding this area. This past year, they designed and helped spec the accessible kayak launch installed in the park and we have periodically had discussions with them about developing a master plan for Ferry Beach with significant public input.

Now as we look at the future of this site and whether or not housing is a component of it, Greg suggests we again follow an open process. At the conclusion, we will have a plan that can be supported as a consensus in the community--whether it includes further development or not. Certainly the 229 Stover site is the priority but the future use of this necessarily impacts the park and vice versa.

Below is a list of questions or options to consider on the future of the site and I shared it with him:

- Is this site conducive and publicly acceptable for housing?
- Should Ferry Beach Park be expanded to this site?
- Would the boat launch area benefit with additional parking?
- Could the skate park and/or shuffleboard be brought into the corridor to better complement the recreational amenities of the area?
- Should Ferry Avenue be re-routed to connect greenspace and amenities together?
- Could a public-private partnership support the current redevelopment of the New Backlot Restaurant/Food Truck space at the former Kelsey's?
- Could utility lines be buried and intersections modified to make boat movement easier?
- What other priorities do City residents see in this area?

I expect to receive a formal proposal and scope from Edgewater in the next few days and would suggest action could be taken on May 17.

RECOMMENDATION:

Council discussion.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Recreational Authority Board Appointments

DATE: May 3, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The Charlevoix Recreational Authority was created in 2004 by the Townships of Charlevoix and Hayes and the City of Charlevoix for the primary purpose of funding some of the operating expenses of the Charlevoix Area Community Pool. The Authority Board has met loosely since that time but it is important to have a fully appointed and functioning board to carry out the responsibilities of the Authority. Pursuant to the Articles Incorporation of the Authority, the City of Charlevoix appoints three members--at least one of whom must be a member of the City Council. Council Member Kalbfell has previously been appointed to fill this role and this leaves two additional vacancies. This is a Council appointment and terms are three years in length; appointees must reside within the City.

Given it's background, the Recreational Authority is more about the mechanics of funding, finance, and process than it is about the operation or programming of the pool.

RECOMMENDATION:

Motion to appoint xxx to the Recreational Authority Board for a term to expire March 31, 2023.

Motion to appoint xxx to the Recreational Authority Board for a term to expire March 31, 2024.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Mayoral Appointment

DATE: May 3, 2021

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

Marianne Mast submitted her volunteer application and did not specify which board or committee she would like to join. The Mayor felt that since she was new to the area, the Compensation Committee would be a good introduction for her.

RECOMMENDATION:

Motion to appoint Marianne Mast to the Compensation Committee, term expiring December 2025.

ATTACHMENTS:

- ▣ Application

Print**Volunteer Boards and Committees Application - Submission #981****Date Submitted: 4/20/2021**

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

Committees and Boards to Apply For

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

Other**Name**

marianne mast

Email Address

mast.marianne@gmail.com

Address

702 mercer

Home Phone

2484174529

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

- ☒ Yes
☐ No

How long have you lived in the City?

10 yrs seasonal / full time residents since July 2020

Educational Background

Dental Hygiene degree
Real Estate Sales and Brokers license

Professional Qualifications and / or Work Experience

25 years Dental hygienist
14 years Realtor/Broker

Community Activities and / or Other Experience

PTA President, Girl Scout Leader, Cub Scout Leader, Church Catechist, Church volunteer, Charter School Council Member

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

- ☐ Yes
☒ No

If yes, please explain.

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

- ☐ Yes
☒ No

If yes, please explain.

Reason(s) You Wish to Serve

I would like to get involved with the city and meet more neighbors.
Full Disclosure: My husband and I do go to Florida for 2 -3 months in the winter.

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

- ☐ Yes
☒ No

Electronic Signature Agreement

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

☒ I agree.

Electronic Signature

Marianne Mast

Date

4/20/2021

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: May 3, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Vaccine Signage

The Health Department requested permission to place one of their mobile message boards at the golf course near the intersection of Petoskey Avenue and Mercer Boulevard. I have granted this request and let them know they may place this here as it makes sense for future vaccine clinics.

B. EPA Presentation

As you may know, the EPA is planning further remediation work on the Charlevoix Municipal Well Superfund Site. I've arranged for their outreach team to provide a presentation to Council during your May 17. If you hear from residents with questions about the work being planned, please refer them to the EPA or to attend this presentation.

C. CDBG Infrastructure Grant

You may recall that last year we submitted a Community Development Block Grant request to the MEDC to improve critical wastewater and storm water infrastructure. This program is open again this year and we plan to submit our unsuccessful application again. If approved, this would fund the elimination of the Industrial Park lift station and retrofit the Depot Beach Lift Station to create efficiency and safety improvements for the operation of our system.

ATTACHMENTS:

- ▣ Recreation Advisory Committee Minutes
- ▣ ZBA Minutes
- ▣ ZBA Minutes
- ▣ Historic District Commission Minutes
- ▣ DDA Minutes



CITY OF CHARLEVOIX RECREATION ADVISORY COMMITTEE

Zoom Meeting
Wednesday, December 9, 2020
Meeting Minutes

I. Call to Order/Roll Call

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

Members Present: Seely/Charlevoix, Mayte/Charlevoix, Bryan/Charlevoix, Kelly/Williamston, VA, Fruk/Charlevoix, Gowell/Charlevoix, Pemble/Charlevoix, Klinger/Charlevoix
Staff Present: Knorr/Charlevoix, Anzell/Charlevoix
Guests: Jim Abby/Charlevoix, Carl Roehling/Birmingham, MI, Clyde Left/Charlevoix, Jeff Hurst/Novi, MI, Dean Martin/Charlevoix

II. Inquiry Regarding Possible Conflicts of Interest

None.

III. Determination of a Quorum

Yes.

IV. Motion to Approve Minutes

A. September Meeting Minutes

Chair Seely called for a motion to approve the September 9, 2020 meeting minutes. Motion made by Member Mayte, second by Member Bryan. Motion passed by a unanimous voice vote.

V. Old Business

A. Dog Park Update and Proposal

Director Knorr noted that a Dog Park was a big part of the current Master Plan. There is an area behind the Carpenter Street ballfields that we are considering. Dean has put together specs for the idea of what the park could be and discussed the variables for the different options and phases. There was discussion among the group regarding funding, structuring for regrowth and the little league batting area. Knorr indicated that if the Recreation Advisory Committee approved the preliminary plans, he would take it to City Council for approval. Chair Seely asked if there was a motion. Member Kelly motioned to approve the preliminary concept and Member Fruk second. Without further discussion, the motion passed with a unanimous voice vote.

B. Kayak Launch

Knorr reported that the permitting process is under way and Edgewater is looking at docking expenses. The money has been raised through Leadership Charlevoix County.

C. Jr. Main Street and Ballfield Update

This project should be completed in April/May.

D. Friends of Ferry Beach Continued Discussion

Knorr acknowledged that a Ferry Beach project would be a great starting point for our next master plan. Guest Roehling presented ideas to improve the Park and asked for the groups input. Guest Left noted that as it stands, Ferry Beach Park is only about 40% usable as much of the time it's flooded. The entire group engaged in a great discussion. Chair Seely invited the guests to stay for the remainder of the meeting.

VI. New Business

A. Golf Report

Director Knorr reported that play and revenue were up this season. In addition, we were able to reduce maintenance costs. Staff hours in the clubhouse were reduced when appropriate. Knorr said he will continue to look for other uses of the course such as bird watching and cross country skiing.

B. Winter Programming

Knorr let the committee know about the plan to open McSauba up for the ski season. Additional steps will be taken to ensure COVID guidelines are adhered to. The candlelight hikes will begin on December 18.

C. Spring and Summer Plans

Day Camp. Camp Director Meredith May is already planning themes for camp and extended environmental programming for the campers.

T-Ball. We hope to be able to offer t-ball in 2021.

Farmers Market. Manager Anzell reported that even though it was a very different season, the market was well attended by patrons and vendors. We need to boost participation in the Monday market at Ferry Beach.

Skate Park. Knorr is looking at ways to increase hours of operation. There was an increase in usage this season.

Bike Share Revamp. This program continues to be successful. We are looking at replacing 1/3 of the bikes next season.

Bike to Work Day. Tie into the bike program look at ways to promote in the future.

D. Recreation Millage

Director Knorr is asking for the committee's opinion on requests. Kent is thinking the dog park, but is also asking for other input. Chair Seely asked about ski replacement at McSaubia; Bryan asked about replacing the 4 wheeler that was stolen and the shuffleboard court; Fruk added interpretive signage for our dunes, trees, and natural areas at the golf course. Knorr will take all of these into consideration and balance out what was requested in our master plan.

E. Recreation Master Plan

Knorr anticipates having a request for proposal out very soon to secure a proposal for the Plan, beginning early 2021 to gather input.

VII. **Miscellaneous Business**

Recreation Advisory Committee Meeting Dates for 2021. The second Wednesday of April (14), June (9), September (8), and December (8)

Chair Seely asked for a motion to approve the RAC 2021 meeting schedule. Member Fruk motioned to approve, Kelly second the motion. All in favor with a voice vote.

Member Mayte asked about providing recreation updates and written reports prior to our meetings, then opening discussion if necessary during meetings. She suggested this will allow more time for the committee to focus on actionable items. The group agreed.

Once this meeting adjourns, the Committee will move to the Marina so Pat Klooster can update them on Marina activities

VIII. **Call for Public Comment**

None.

IX. **Adjournment**

With no other business to discuss, Chairperson Seely called for a motion to adjourn at 8:06 PM. Motion made by Member Bryan, second Member Kelly. Motion passed by a unanimous voice vote.

Future meeting schedule: April 14, June 9, September 8 and December 8, 2021.

CITY OF CHARLEVOIX
ZONING BOARD OF APPEALS MINUTES
Wednesday, July 15, 2020 – 6:00 p.m.
City Hall Council Chambers
210 State Street, Charlevoix, MI

A) CALL TO ORDER

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

B) ROLL CALL/PLEDGE OF ALLEGIANCE

Chair: Richard Hodgson
Members Present: Shirley Gibson, Ann Gorney, Patricia Miller, Timothy Kish
Members Absent: None
Staff Present: Jonathan Scheel, Zoning Administrator

C) APPROVAL OF AGENDA

D) APPROVAL OF MINUTES

1. Motion to Approve or Amend the Meeting Minutes
No minutes for approval.

E) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST

Member Kish stated that he had a conflict of interest on New Business, Case 2020-2, as he was the property owner.

F) CALL FOR GENERAL PUBLIC COMMENT

G) OLD BUSINESS

H) NEW BUSINESS

1. Case 2020-1, Side Yard and Front Yard Variances – 214 Antrim Street, Gordon and Emily Selph

a. Staff Presentation

Zoning Administrator Scheel stated that the applicant was proposing to construct a garage 6.3' from the front property line at Newman Street. The applicant is requesting a dimensional variance of the side yard and front yard requirements as defined in 153.072(b) of the Zoning Ordinance. The property is zoned residential R-2 with a 15' setback from the front and 8' setback for the side yard. The property would be 4.3' from the east property line, where the adjacent property is also owned by the applicant. He stated the variances requested are: (1) a 3.6' side yard variance for the structure, and (2) an 8.7' front yard variance. The ZBA should look at each variance request separately with the side yard setback request first.

b. Applicant Presentation

Mr. and Mrs. Selph explained the purpose of their request and responded to questions from the Board members regarding the history of the property and the need for the variances. The applicant would be removing an existing non-conforming structure and replacing it with the proposed new attached garage which would be less non-conforming. Discussion followed regarding the accessory structures on the property, aesthetics, driveway access, possibility that the accessory dwelling unit could be rented long-term if certain requirements were met, stairs to the upper level, a 20' garage door, and overall width of the garage.

c. Call for Public Comments

d. ZBA Determination of Findings of Fact

3.7' side yard variance request

(1) Extraordinary circumstances: the lot is 6,600 sq. ft., 600' larger than the current required area in the Zoning Ordinance. The lot is a through lot which doesn't allow the owners to use the unattached structure regulation that would allow the structure to be within 6' of the property line if they had a rear yard and not two front yards. The Board agreed that this standard is not met since the lot is similar in size compared to other lots in the immediate vicinity and the through lot is not a hardship with this site design.

(2) Substantial justice: Board concurred that this standard is not met as others in the neighborhood do not have the right for this type of variance.

(3) Impact on the surrounding neighborhood: Member Gibson expressed concern that the house is probably too large for the size lot to also have a large garage.

(4) Public safety and welfare: the applicant's request will not negatively affect public safety and welfare.

(5) Not self-created: the applicant's request could be considered self-created. Past owners built additions to the house which could be interpreted to be self-created.

e. Motion

Motion by Member Gibson, second by Member Kish to deny Project 20-01 ZBA for the 3.6' side yard setback variance based on specific findings of fact that prove the project does not meet the review standards in Section 153.038(F).

Yeas: Gibson, Gorney, Hodgson, Kish, Miller
Nays: None
Absent: None

Zoning Administrator Scheel responded to questions from the applicants regarding the denial of the side yard setback.

8.7' front yard variance request (Newman Street)

(1) Extraordinary circumstances: The Board agreed that this standard is not met since the lot is similar in size compared to other lots in the immediate vicinity and the through lot is not a hardship with this site design.

(2) Substantial justice: Board concurred that this standard is not met as others in the neighborhood do not have the right for this type of variance.

(3) Impact on the surrounding neighborhood: No consensus on any impact to the surrounding neighborhood.

(4) Public safety and welfare: the applicant's request will not negatively affect public safety and welfare.

(5) Not self-created: determined to be debatable.

Motion by Member Gibson, second by Member Kish to deny Project 20-01 ZBA for the 8.7' front yard setback variance (Newman Street side) based on specific findings of fact that prove the project does not meet the review standards in Section 153.038(F).

Yeas: Gibson, Gorney, Hodgson, Kish, Miller
Nays: None
Absent: None

Member Miller left the meeting at 7:15 p.m.

2. Case 2020-2, Side Yard Variance – 116 Palmer Street, Tim Kish

Member Kish recused himself.

a. Staff Presentation

Zoning Administrator Scheel stated that the applicant was proposing to construct a 43 sq. ft. shed 6'8" from the side property line therefore asking for a 1'4" variance. The applicant is requesting a dimensional variance of the side yard as defined in 153.072(b) of the Zoning Ordinance. The property is zoned residential R-2 District. The standards in the R-2 District are front yard setback: 15', side yard setback: 8', and rear yard setback: 8'.

Zoning Administrator Scheel stated the property is a uniquely shaped lot bordered by a City parking lot on one side, a large hill behind the lot and a residential home on the third side. The lot rises sharply in the rear and side of the existing home. He felt that the lot shape and the elevation change allows only a minimum size accessory building and even then there is no place on the lot that really would meet the setback. He stated that the building was partially built, and he allowed Mr. Kish to finish the structure under the condition that if the variance was not granted, he would need to remove the structure.

Member Gorney questioned if moving the shed 16" would put it too close to the house and Zoning Administrator Scheel agreed that could potentially become an issue. Member Gorney stated the home even though was recently rebuilt, that it had been an existing structure on essentially the same footprint.

b. Applicant Presentation

None.

c. Call for Public Comments

The Zoning Administrator received two letters and one phone call on this case. The letters were included in the packet and public record.

d. ZBA Determination of Findings of Fact

1'4" side yard variance request

(1) Extraordinary circumstances: Chair Hodgson stated that the lot was extraordinary with its shape and rise in elevation. He stated there was one point of correction as Mr. Kish was not requesting a use variance. The Board concurred that this standard is met.

(2) Substantial justice: Board concurred that this standard is met. Most property owners have a storage shed or other type of structure for storage. This request is for a small structure which seems a minimum request.

(3) Impact on the surrounding neighborhood: Board agreed that there was no impact.

(4) Public safety and welfare: the applicant's request will not negatively affect public safety and welfare.

(5) Not self-created: Board agreed that this standard is met.

Chair Hodgson felt a condition was needed to identify that the Board was approving something that was in conflict with Section 153.166 of the zoning ordinance regarding accessory buildings and uses which required a minimum of 20' separation between this and adjacent single family buildings or other accessory structures.

The Zoning Administrator will notice a variance request for the 20' separation for an August hearing date.

Motion by Member Gorney, second by Member Gibson to approve Project 20-02 ZBA for the 1'4" side yard setback variance based on specific findings of fact that prove the project does meet the review standards in Section 153.038(F) with the condition that the applicant return with a variance request for relief from section 153.116 (A) 6. of the Zoning Ordinance.

Yeas: Gibson, Gorney, Hodgson

Nays: None

Absent: Miller

Abstained: Kish

Zoning Administrator Scheel updated the Board on code enforcement actions on Upright Street, other issues in the City, and a situation with a property on Lincoln that was supposed to be an accessory building (garage) which is being used as a short-term rental. He reported that the new hotel has had some contractor issues and the new 14-unit development on Pine River Lane has not started construction yet but there would be some utility work beginning soon on the site.

I) ADJOURNMENT

Motion by Member Gorney, second by Member Gibson to adjourn the meeting at 7:48 p.m. Motion passed by unanimous voice vote.

Joyce M. Golding/fgm

City Clerk

Richard Hodgson

Chair

CITY OF CHARLEVOIX
ZONING BOARD OF APPEALS MINUTES
Wednesday, August 19, 2020 – 6:00 p.m.
City Hall Council Chambers
210 State Street, Charlevoix, MI

A) CALL TO ORDER

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

B) ROLL CALL/PLEDGE OF ALLEGIANCE

Chair: Richard Hodgson
Members Present: Shirley Gibson, Timothy Kish, Patricia Miller
Members Absent: Ann Gorney
Staff Present: Jonathan Scheel, Zoning Administrator

C) APPROVAL OF AGENDA

Accepted with addition of presentation by Dean Martin on training after New Business.

D) APPROVAL OF MINUTES

1. Motion to Approve or Amend the Meeting Minutes July 15, 2020
Board concurred to wait until next meeting.

E) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST

Conflict of interest for Old Business by Member Kish. No other conflicts.

F) CALL FOR GENERAL PUBLIC COMMENT

No public comment.

G) OLD BUSINESS

1. Case 2020-2 20 Feet Separation Distance of Structures – 116 Palmer Street, Tim Kish

Member Kish recused himself. Continuation of discussion on last month's variance for 116 Palmer for diminished side yard setback for an accessory building. Discussion on ordinance section requiring structures be 20 feet away from neighbor's primary structure.

-Unfair ordinance, Zoning Administrator brought to Planning Commission and Commission will be looking to change this.

-Decision/consensus to table Old Business on basis that the request for a variance could be resolved naturally by a change to the ordinance.

H) NEW BUSINESS

1. Case 2020-3 3-foot fence height variance, 50% opacity of fence – Jody Alger Bergmann and Joan Funk

Member Kish returned to the meeting. Two foot variance for height of front yard fence, more than 50% opacity of fence. Background information/presentation by the Zoning Administrator.

Applicant Jodi Alger Bergmann presented.

House on the corner of Grant Street and Park Ave is being rebuilt after geological risk (mass wasting has caused damage to the original structure.) Environmental and engineering consultants assisted with plans to stabilize the property. A retaining wall was constructed and will stop future creep and mass wasting. However, the 40-foot height of the retaining wall is dangerous; a fall from the top could seriously injure or kill. As such, the fence in question will prevent such accidents from occurring.

There are two variances sought: one to increase the height of the fence in the yard facing Grant Street from 3 feet to 5 feet, and the other is to increase the opacity of the fence beyond 50%.

The first variance is sought to increase the height of the fence across the retention wall. This would make it less prone to accidents such as tripping and falling over it, or intentional reckless behavior, such as members of the community climbing it and causing harm to themselves.

Question from Gibson: Did you attempt to create plans or install a fence without needing a variance (for the height issue)?

Answer: No, they knew from the start that it was a safety issue and sought the variance. If denied, they believe it would stay as a dangerous condition.

Question from Kish: Were there any public comments on the request for a variance?

Answer (from ZA): Two responses, one mail, one phone call, both were positive.

Member Miller had multiple questions regarding how a fence opacity could promote safety. Members Hodgson and Kish informed her that the current discussion was regarding the first variance sought regarding the fence height, and that they would later discuss the opacity issue.

Member Gibson asked if the height of five feet is the least possible additional change in height that would resolve the matter, so as to keep the variance as close to the ordinance as possible. Ms. Bergmann and Ms. Funk both commented that it was, and that anything lower was a safety concern.

Zoning Administrator Scheel provided Member Kish a copy of the site plan, who then reviewed it and handed it around the Board. Chair Hodgson asked if they could all get copies and these were distributed.

Member Kish asked if the height of the fence in the yard facing Grant Street "lined up" with the top of the fence in the back yard. Ms. Funk responded that the fences would line up on the top, so the fence in the front yard (not on the wall) connecting with the fence on the wall same height of the fence on the wall. Zoning Administrator Scheel commented that technically the two are the same height regardless of material, as the wall counts towards the fence's height as well. The confusion was the wall is one foot higher than the grade of the front yard. The top of fences are the same but the actual fence in question is taller than the other.

All members of the Zoning Board of Appeals found that there was is an extraordinary circumstance, that the variance would allow for substantial justice, and that it will not have an impact on the surrounding neighborhood and enhance the safety and welfare, and that it was not self-created.

Motion by Gibson, second by Kish to approve the variance for the fence height. Motion carried unanimously.

The second variance is sought because people can look into the rear yard from the sidewalks and streets. The applicant referred to the yard as "the fishbowl" because there was no privacy from the neighbors or the public. Chair Hodgson then transitioned the discussion to the opacity of the fence variance.

Member Miller asked what the extraordinary circumstance was behind wanting a fully opaque fence, and said she doesn't see how the opacity of the fence is a safety issue, rather than a privacy issue. Zoning Administrator Scheel perceived that the description of the yard as a "fishbowl" was pertaining to wanting enhanced privacy in the yard. Member Kish felt that everybody wanted privacy in their yard, but that's not a reason to grant a variance. Member Gibson stated she didn't believe there was a hardship for a privacy fence.

One of the Board Members then mentioned that it could be possible for cars to not spot kids around the corner due to the opacity of the fence. Member Kish then examined the site map and stated that, because the fence does not extend that far into the lot facing the street it was unlikely. He then asked if there was any other property in Charlevoix that had a similar concern of the public walking across the corner of the lawn, in a way that is dangerous. Chair Hodgson mentioned his house was somewhat similar, but his lawn is elevated rather than sunken. Zoning Administrator Scheel stated he did not know of any other similar property in the city.

The members concurred that there was not an extraordinary condition.

Motion by Gibson, second by Miller to deny [Project 18-01 based on the find of facts that prove the project does not meet the review standards in 5.178(b)]. Motion carried unanimously.

Community Development Fellow Dean Martin then presented to the Zoning Board of Appeals, providing them information on the process to request training and providing them the necessary forms to do so.

I) ADJOURNMENT

Chair Hodgson called the meeting to an end at 7:15 p.m.

Jonathan Scheel

Zoning Administrator

Richard Hodgson

Chair

Meeting of the
City of Charlevoix
Historic District Commission
Friday, January 25, 2019
Minutes

Vicki Voisin, Chair of the Historic District Commission, called the meeting to order at 11:07 am.

1) Roll Call

Present: Mary Adams, Kay Heise, David Miles, Vicki Voisin, Paul Weston

Representing the City of Charlevoix: Lindsey Dotson, Executive Director, Downtown Development Authority (DDA)

Absent: John Campbell, Hans Wiemer

2) Approval of Agenda: A quorum was present, and the agenda was unanimously approved. Motion made by Paul Weston and supported by David Miles.

3) Inquiry Regarding Conflicts of Interest: none

4) Approval of Minutes: The minutes of the October 26, 2018 meeting were unanimously approved. Motion made by David Miles and supported by Mary Adams.

5) Old Business

a. CLG (Certified Local Government) Application Status

Lindsey Dotson reported that the application is still pending. Some City Ordinance updates need to be submitted including Fire Suppression plans, and updates to the city website need to be completed. Ms. Dotson will contact the few Historic District Commission members who have not yet turned in required resumes.

b. Request for Removal from Historic District – Feldman

Commissioners reviewed the draft letter to the City Council in regard to the request by the Feldmans to have two properties removed from the **Earl Young Historic Buildings Local Historic District**. Discussion resulted in several small suggested corrections to the letter. The corrections were unanimously agreed upon. Ms. Dotson will make those changes and email the corrected letter to the Commission members. Commissioners agreed to review and respond immediately.

A motion by Paul Weston and seconded by David Miles that:

After one more email review by the Commission members, the corrected letter would be sent to the City Council.

Unanimous approval.

6) New Business

a. Vicki Voisin will ask both First Ward Councilpersons for an update on the plans for the repairs to the Park Avenue street and parking areas which are next to the **Earl Young Historic Buildings Local Historic District**.

b. Ms. Dotson will prepare some preliminary mock-up signage for the two ends of **Earl Young Historic Buildings Local Historic District**.

7) Request for Future Agenda Items

8) Adjournment: The agreement to adjourn was unanimously approved. Motion made by Mary Adams and supported by David Miles. Meeting adjourned at 11:50 am.

Next Meeting: as needed

Attached: Final letter to City Council in regard to the Feldman issue

Submitted by: Kay Heise, Secretary

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET MEETING
Monday, March 22, 2021 at 5:30 p.m.
Zoom Meeting

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens (from Omaha, NE)
Members Present: Sam Bingham (from Charlevoix), Sean Bradley (from Princeton, NJ), Richard Christner (from East Jordan), Luther Kurtz (from Charlevoix), Ron Way (from Charlevoix), Amanda Wilkin (from Ellsworth)
Members Absent: Kirby Dipert, Paul Silva
Non-Voting Member: Liam Dreyer (from Charlevoix)
City Staff: Lindsey Dotson, Executive Director

4. Inquiry Into Potential Conflicts of Interest

5. Consent Agenda

- A. Minutes
- B. Committee Minutes
- C. Monthly Report

Motion by Member Bradley, second by Member Way to approve the Consent Agenda items as presented. Motion passed by unanimous voice vote.

6. Reports

A. Director's Report

There were no questions or comments from the Board Members or the public.

7. Old Business

A. Parking Meters in Winter Update

Director Dotson described two possible solutions to the parking meters in the winter. She stated that she did not have a cost for the second option whereby the signs would indicate that the free parking was compliments of a particular business. Discussion followed regarding the two options, need for pricing on the sign option and input from City Council. No further action taken.

8. New Business

B. MSU Economic Innovation Fellowship

Chris Miller, 2021 Fellow for the Michigan State University Center for Regional Economic Innovation, stated that his fellowship was to accelerate a movement called *Community Capital* which specifically refers to financial capital that is locally sourced from both accredited and non-accredited investors. He stated that the scope of the work includes identifying local champions who have been involved in donation or investment crowdfunding campaigns, helping them build local investment teams, providing materials and support, and helping launch new *Community Capital* campaigns. He referenced a bill introduced in the Michigan Senate (SB13 of 2021) and House (HB4116) that would provide a 50% Michigan income tax credit to any Michigan citizen who invested in a Michigan business.

Motion by Member Wilkin, second by Member Bradley for the DDA to go on the record in support of SB13 and HB4116 and to contact our local legislators to let them know that the Board is in support of the two bills. Motion passed by unanimous voice vote.

B. Historical Sign on Indigenous People History

Denise Fate, Design Committee Chair and President of the Charlevoix Historical Society, stated that there was a collaboration between the Main Street Design Committee, the Historical Society and Charlevoix Public Library to erect an interpretive sign displaying history of indigenous people in the Charlevoix area with historic photos, images, and text. She provided background and a detailed presentation on this project.

Motion by Member Bradley, second by Member Christner to support erecting one historic sign on the north side of the channel. Motion passed by unanimous voice vote.

C. Live on the Lake – Summer Concerts COVID Preparedness Plan

Director Dotson stated that all the bands that they scheduled last year were interested in coming back and the only modification that they made was to not have a June concert and to push the schedule back one week later in August.

The members were polled, and all were in favor of the events. Members generally agreed that it was important that they clearly communicate the expectations and what they were doing to make the events safe for the community.

Motion by Member Christner, second by Member Wilkin to approve the Live on the Lake Summer Concerts COVID Preparedness Plan. Motion passed by unanimous voice vote.

D. Policy Updates

Director Dotson stated that the Board already voted on the Executive Committee Policy in 2016 and to make it more formal she recommended that the DDA combine this policy into their other policies and procedures document so that everything is in one place.

Director Dotson stated that there was continued discussion regarding Director spending for training and conferences. Discussion followed regarding training and conferences that the Director normally attends, and whether there was a need for a formal policy other than following what was available each year through the budget.

Motion by Member Wilkin, second by Member Christner for the Executive Director to base the budget on anticipated costs and not to exceed that budget and if it did need to be exceeded to get that approved by the Executive Committee. Motion passed by unanimous voice vote.

9. Public Comments

10. Request for Future Agenda Items

11. Board Comments

Chair Owen congratulated Member Dreyer on being a "Most Interesting Person."

12. Adjourn

Motion by Mayor Kurtz, second by Member Christner to adjourn the meeting at 6:17 p.m.

Joyce Golding/fgm

Maureen Owens

Chair