



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, June 7, 2021- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Resolution Honoring the Life and Work of James B. Malewitz
Luther Kurtz, Mayor
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - May 17, 2021
 - B. Special City Council Meeting Minutes - May 27, 2021
 - C. Accounts Payable and Payroll Check Registers
 - D. Building Authority Commission Reappointment: City Clerk Golding
 - E. Public Act 95 Opt Out
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Set Public Hearing: Stoneycroft Farms LLC Commercial Facilities Exemption Certificate Transfer, June 21, 2021
Mark L. Heydlauff, City Manager
 - B. Set Public Hearing: Alcoholic Beverages in Public Parks, June 21, 2021
Lindsey Dotson, Main Street DDA Executive Director
 - C. Set Public Hearing: June 21 Charlevoix Trail Extension Project
Mark L. Heydlauff, City Manager
- 7. All Other Actions and Requests**
 - A. Allocated Parking Space for Commercial Slip Holders
Aaron Hagen, Deputy Mayor; Mark L. Heydlauff, City Manager
 - B. 200 Block of Bridge Street Block Party
Mark L. Heydlauff, City Manager
 - C. Mayoral Appointment

Luther Kurtz, Mayor

8. Reports and Communications

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

9. Other Council Business

10. Adjourn

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

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Resolution Honoring the Life and Work of James B. Malewitz

DATE: June 7, 2021

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

The Mayor will present a resolution to the family of James B. Malewitz in recognition of his service to the City.

RECOMMENDATION:

Motion to approve Resolution 2021-06-01 honoring James B. Malewitz.

ATTACHMENTS:

- ▣ Resolution



RESOLUTION NO. 2021-06-01

A RESOLUTION HONORING THE LIFE AND WORK OF JAMES B. MALEWITZ

WHEREAS, James B. Malewitz was born January 3, 1957 in Jackson, Michigan and he married Sandra on September 9, 1978; and

WHEREAS, James B. Malewitz founded Performance Engineers in 1990 and grew it with partners into a successful firm of civil and structural engineers who perform a wide variety of projects for private and public clients in northern Michigan; and

WHEREAS, James B. Malewitz helped design and manage many significant infrastructure projects in Charlevoix including the reconstruction of State, Clinton, Alice, E. Upright, Antrim, Green, Wood, Nichols, Lewis, Burns, Meech, and Prospect Streets, St. Mary's Drive, and Park Avenue; the development of East Park; the design of the boulevards on Mercer Avenue; the general utility master plan of the City of Charlevoix; the design and reconfiguration of the Palmer Parking Lot; improvements at Michigan Beach and many others; and

WHEREAS, James B. Malewitz volunteered his time and knowledge on several community projects including the development of the Joppa House, a transitional home for women in Charlevoix; and

WHEREAS, James B. Malewitz was a dedicated member of the Community Reformed Church of Charlevoix where he served as an elder; and

WHEREAS, James B. Malewitz was the father of Janelle, Patrick, and Aaron and the grandfather of Henry, Charlie, Victoria and Luke.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHARLEVOIX, that we recognize and honor the legacy of James B. Malewitz, and

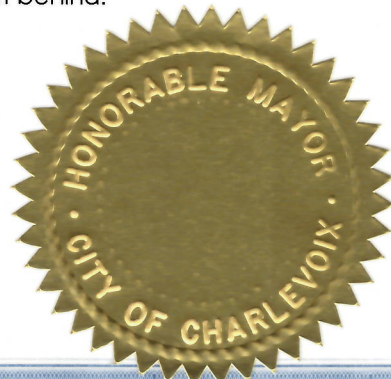
FURTHER, in recognition of the service of James B. Malewitz to the City of Charlevoix the parking lot at the base of Water Tower Park along the Pine River Channel shall now and in perpetuity be known as the "James B. Malewitz Parking Lot" and that city staff are directed to carry out this naming with an appropriate marker; and

FURTHER, may the family, friends, and colleagues of James B. Malewitz know the sincere appreciation of the City of Charlevoix for his dedication and knowledge in engineering projects for our City and the example of service he left behind.

Approved by City Council this 7th day of June, 2021 A.D.


Luther Kurtz Mayor


Joyce M. Golding City Clerk



CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - May 17, 2021

DATE: June 7, 2021

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, May 17, 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 (remote from Charlevoix), Mark Knapp, Phil Parr
Members Absent: Brian Slater
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

- A. Robert Boch Jr. Mayoral Proclamation
The Mayor presented a proclamation honoring the life of Robert Boch Jr. and his service to the northern Michigan trail community.
- B. Library Update
Charlevoix Public Library Director Ryan Deery discussed activities at the library and how they have continued to serve the community despite the pandemic.
- C. EPA Update: Charlevoix Municipal Well Superfund Site
Representatives from the United States Environmental Protection Agency and the Army Corps of Engineers provided an update on remediation work to deal with the contamination still in the ground from when it was first discovered in the late 1970s. The Mayor suggested that any questions from the public be sent directly to the presenters (contact information found in the presentation).

4. Inquiry Regarding Conflicts of Interest

Hagen disclosed he had a conflict of interest with Item 7.E. The Mayor disclosed he had a potential conflict with Item 7.D.

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 – May 3, 2021
B. Accounts Payable and Payroll Check Registers
 a. Special Accounts Payable Check Register – May 10, 2021
 b. Regular Accounts Payable Check Register – May 18, 2021
 c. ACH Payments – May 3, 2021 to May 14, 2021
 d. Payroll Check Register – May 14, 2021
 e. Payroll Transmittal – May 14, 2021
C. Completion of the Pine River Lane Project – Elmer's Crane and Dozer for \$73,883
D. City Clerk/Assistant to the City Manager Job Description – approve new job description

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

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

6. Public Hearings & Actions Requiring Public Hearings

- A. Public Hearing: CDBG Water Related Infrastructure Grant, May 17, 2021
The Mayor opened the public hearing at 6:48 p.m. City Manager Heydlauff stated that 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.

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

Motion by Hagen, second by Bryan to approve Resolution 2021-05-02 and submit the MEDC Community Development Block Grant Water Related Infrastructure Grant application.

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-05-02
COMMUNITY DEVELOPMENT BLOCK GRANT AUTHORIZING RESOLUTION

WHEREAS, *the Michigan Strategic Fund has invited Units of General Local Government to apply for its Water-Related Infrastructure (WRI) Competitive Funding Round; and*

WHEREAS, *the City of Charlevoix desires to request \$1,329,750.00 in CDBG funds to construct public water and sewer system improvements known as the Depot Beach Lift Station Improvement and Industrial Park Lift Station Removal and Ance Road Improvements project; and*

WHEREAS, *the proposed project is consistent with the local Community Development Plan as described in the Application; and*

WHEREAS, *the proposed project will benefit all residents of the project area and 53.78 percent of the residents of the City of Charlevoix are low and moderate income persons as determined by census data provided by the U.S. Department of Housing and Urban Development; and*

WHEREAS, *local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incur costs from the Michigan Economic Development Corporation.*

NOW THEREFORE BE IT RESOLVED, *that the City of Charlevoix hereby designates the City Manager as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.*

RESOLVED *this 17th day of May 2021 A.D.*

Resolution was adopted by the following yea and nay vote:

Yeas: Hagen, Knapp, Kalbfell, Parr, Bryan

Nays: None

Absent: Slater

The Mayor closed the public hearing at 6:51 p.m.

Clerk's Note: It was discovered after the meeting that the public hearing was not noticed timely. Resolution 2021-05-02 will be reconsidered after a public hearing scheduled for a special meeting on May 27, 2021 at 10:00 a.m. called for by the Mayor.

7. All Other Actions & Requests

A. 229 Stover Road Study

City Manager Heydlauff stated that with demolition soon planned for the existing buildings at 229 Stover Road, this proposal from Edgewater Resources will give the public an opportunity to help plan for the future of the site. The proposal aims to look at housing as an option along with opportunities to expand boat launch and recreation areas (and any combination of these).

After some discussion, it was agreed to include the W. Carpenter property within the scope of work. Council also consented to recommend that Edgewater begin public engagement after the Stover Road site is cleaned up and to schedule an onsite meeting if possible.

Mayor Kurtz opened the item to public comment, and three were heard.

Motion by Hagen, second by Parr to approve the 229 Stover Road and Ferry Avenue Corridor Study Proposal from Edgewater Resources with the two recommendations from Council. Motion carried by unanimous voice vote.

B. Fireworks at Kipke Field, June 6, 2021

Mayor Kurtz recalled that this topic was discussed while he was out of town at the last meeting where no action was taken. He stated that he wanted to continue the discussion. Knapp stated that he spoke to Chief Thorp prior to the meeting and understood that the Chief was directed by the Township Supervisor and the Township Attorney not to be involved in the proposed fireworks event. Neighborhood petitions were discussed. Council voiced their opinions and expressed concerns.

Mayor Kurtz opened the item to public comment, with four in favor and six against.

Motion by Hagen, second by Parr 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.

Yeas: Hagen, Parr

Nays: Knapp, Kalbfell, Bryan

Absent: Slater

Motion failed.

C. Lease Agreement with Enterprise Fleet Management

DPW Superintendent Elliott stated that the purchase of two ¾-ton pickup trucks and a one-ton dump truck were in the budget. He stated that Staff met with a consultant from Enterprise Fleet Management to look at different options for managing our motor pool fleet

in lieu of purchasing vehicles. Enterprise is offering a program to lease our vehicles through them and then sell them when they would have the highest retail value. DPW Superintendent Elliott explained the program and its merits.

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

Motion by Parr, second by Kalbfell to approve the Master Equity Lease Agreement with Enterprise Fleet Management and to lease two ¾-ton pickup trucks and one one-ton dump truck. Motion carried by unanimous voice vote.

D. Van Pelt Alley Safety

The Mayor recused himself and Deputy Mayor Hagen introduced this item. Zoning Administrator Scheel stated that the City received a request from BLOOM & The Cantina located in Van Pelt Alley to block off the space between their two buildings for pedestrian use only. There continues to be instances that vehicles are attempting to drive through the area that raise safety concerns. Staff consulted with Public Works, Public Safety, and the DDA and there were no issues.

Deputy Mayor Hagen opened the item to public comment, and two were heard.

Motion by Kalbfell, second by Bryan to approve temporary closure to vehicular traffic of Van Pelt Alley between 100 Van Pelt Place and 101 Van Pelt Place with readily movable fixtures.

Yeas: Hagen, Knapp, Kalbfell, Parr, Bryan

Nays: None

Absent: Slater

E. Bridge Street Tap Room Outdoor Dining

The Mayor returned to the meeting. Hagen recused himself. Zoning Administrator Scheel recalled that several years ago the Bridge Street Tap Room obtained permission from Council to use space adjacent to their building next to Bridge Park as an outdoor patio service area. They would like to continue this same outdoor use of space. Zoning Administrator Scheel stated that going forward, he would review the Taproom's outdoor dining application annually.

Mayor Kurtz opened the item to public comment, and four were heard.

Motion by Parr, second by Knapp to approve the Bridge Street Tap Room outdoor dining Resolution 2021-05-01.

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-05-01
APPROVAL OF AN OUTDOOR SEATING AREA TO SERVE FOOD AND ALCOHOLIC BEVERAGES
FOR THE BRIDGE STREET TAP ROOM

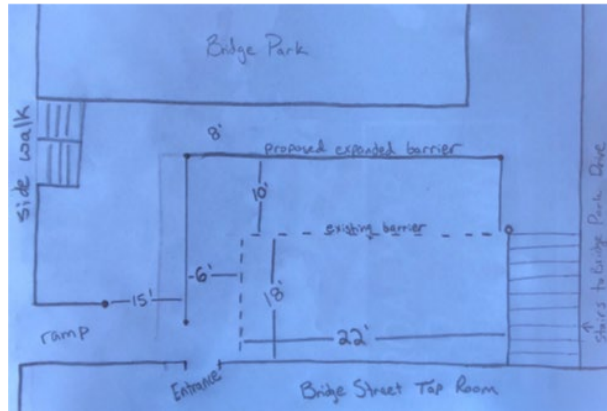
WHEREAS, *the City of Charlevoix is supportive of outdoor dining experiences, which provide restaurants an incentive to invest in Charlevoix and an enjoyable experience for our residents and visitors; and*

WHEREAS, *the City permits other restaurants to have outdoor seating on City property where patrons can be served food and alcohol, provided that this use is permitted by the Michigan Liquor Control Commission and the Michigan Department of Transportation; and*

WHEREAS, *the City finds that the sidewalk area adjacent to the building is unused and the outdoor seating area will not interfere with pedestrian movement; and*

WHEREAS, *the patrons of the Bridge Tap Room and the general public are not permitted to consume alcoholic beverages outside of the seating area.*

NOW THEREFORE BE IT RESOLVED, *that the City of Charlevoix authorizes the Bridge Street Tap Room to provide outdoor seating and to serve food and alcoholic beverages within that seating based on the attached site plan dated May 26, 2020; and*



BE IT FURTHER RESOLVED, the Bridge Street Tap Room will pay all normal and regular fees associated with this request in keeping with fees assessed for other outdoor dining requests.

RESOLVED this 17th day of May 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Knapp, Kalbfell, Parr, Bryan

Nays: None

Abstain: Hagen

Absent: Slater

F. Downtown Alley Corridor Vision Implementation Plan

Hagen returned to the meeting. Community Development Fellow Martin recalled that in August of 2020, City Council directed Staff to create a long-ranging roadmap for implementing the physical recommendations listed in the 2018 Alley and Corridor Vision. The 2018 Vision was created in partnership with the Sustainable Built Environment Initiative and explored how we could beautify and revitalize our alleys and corridors, while also improving their function and connectivity. He stated that the implementation strategy was presented to the Planning Commission and Downtown Development Authority.

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

Motion by Kalbfell, second by Hagen to adopt the Alley and Corridor Implementation of Designs and direct Staff to continue looking for ways to implement it. Motion carried by unanimous voice vote.

G. Recreational Authority Board Appointment

City Manager Heydlauff recalled that 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. He explained that pursuant to the Authority's Articles of Incorporation, the City of Charlevoix appoints three members and there is one remaining vacancy to fill.

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

Motion by Kalbfell, second by Parr to appoint Rick Brandi to the Recreational Authority Board for a term to expire March 31, 2024. Motion carried by unanimous voice vote.

H. Mayoral Appointment

Mayor Kurtz recommended Marianne Mast for the Compensation Committee.

Motion by Hagen, second by Knapp to appoint Marianne Mast to the Compensation Committee, term expiring December 2025. Motion carried by unanimous voice vote.

8. **Reports & Communications**

A. Public Comments

- Tom Kapanoske noted that the BIBCO engagement meetings were well attended
- Wayne Seger explained his newly launched website playmap.net

B. City Manager Comments

- Golf Course Supervisor Livingston discovered a species of wildflower native to Scotland, descended from original plantings when the course was created

C. Mayor & Council Comments

- Council generally thanked everyone for their attendance

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9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 8:49 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 05/10/2021			
CHARTER COMMUNICATIONS	144.98	TOTAL	1,050.06
CITY OF CHARLEVOIX - PETTY CASH	905.08		
Regular Accounts Payable – 05/18/2021			
3 J ELECTRIC L.L.C.	155.00	MCCARDEL CULLIGAN-PETOSKEY	51.50
A STARS & STRIPES FLAG COMPANY	671.62	MICHAEL MURPHY IV PHOTOGRAPHY	495.00
ABILITA	4,549.09	MICHIGAN MUNICIPAL LEAGUE	2,046.00
ACCUMED GROUP, THE	2,986.87	MICHIGAN MUNICIPAL LEAGUE	17,242.00
ACE HARDWARE	5,038.47	MICHIGAN OFFICEWAYS INC	944.55
ALTEC INDUSTRIES INC	229,691.18	MIKES WRECKER SERVICE INC.	637.00
AMERICAN LEGION AUXILIARY	636.00	MINERAL MASTERS	1,935.00
AMERICAN WASTE INC.	888.40	MUTT MITT	1,939.75
APX INC.	81.79	MYNORTH MEDIA	9,000.00
AT YOUR SERVICE PLUS INC	375.00	NAVIA BENEFIT SOLUTIONS	50.00
AT&T	1,495.03	NORTHERN MICHIGAN HARDWOODS	2,406.00
AUTO VALUE	808.84	NORTHERN PUMP SERVICE INC.	1,640.00
AVFUEL CORPORATION	49,474.31	OLESON'S FOOD STORES	80.86
BEATTY, SCOTT T.	4,237.60	OLSON BZDOK & HOWARD	1,224.50
BOUND TREE MEDICAL LLC	559.15	O'REILLY AUTOMOTIVE INC	539.53
BRADFORD'S	58.50	PEARSALL, KRISTA	90.27
CARQUEST OF CHARLEVOIX	1,614.88	PENINSULA FIBER NETWORK LLC	470.00
CDW GOVERNMENT INC.	50.22	PHYSICIAN'S CLINIC OF CHARLEVOIX	151.00
CENTRAL DRUG STORE	106.45	POWER LINE SUPPLY	13,785.87
CHARLEVOIX COUNTY TREASURER	34.47	POWERPLAN	339.39
CHX UNITED METHODIST CHURCH	50.00	PREIN & NEWHOF	870.00
CINTAS CORPORATION	70.24	PREVO'S POWER WASHING	359.39
CITY OF CHARLEVOIX - UTILITIES	35,559.00	PURITY CYLINDER GASES INC	87.66
CLOTHING COMPANY, THE	100.00	QUALITY CAR & TRUCK REPAIR INC	244.63
CONWAY PROFESSIONAL SERVICES	2,299.00	QUILL CORP	365.89
DELL MARKETING L P	1,263.55	RANGE TELECOMMUNICATIONS	160.00
DIGITAL DOLPHIN	509.85	RCL CONSTRUCTION CO INC	476,447.62
DITCH WITCH SALES OF MICHIGAN	56.29	RESCO	22,673.04
DROST LANDSCAPE INC.	75.00	ROTARY CLUB OF CHARLEVOIX	75.00
EJ USA INC.	2,312.76	S&W HEALTHCARE CORPORATION	244.67
ELLSWORTH FARMER'S EXCHANGE	242.75	SCHOLEY, ROBERT W.	311.24
F.H. BLACK & COMPANY	410.00	SCHWARTZFISHER, JOSEPH L.	72.00
FAMILY FARM & HOME	291.36	SCHWIEN, FRANK & SHARON	100.00
FASTENAL COMPANY	29.09	SILVA, JESSE L.A.	52.95
FREEDOM MAILING SERVICES INC.	2,344.65	SKI TRAIN DEPOT	10,300.00
GREAT LAKES PIPE & SUPPLY	324.12	SPARTAN DISTRIBUTORS INC	1,210.44
HACH COMPANY	54.89	SPARTAN STORES LLC	50.84
HAGEN, SARAH	50.00	STANDARD ELECTRIC CO	1,037.40
HARBOR HOUSE PUBLISHERS	3,998.94	STATE OF MICHIGAN	663.92
HARRELL'S	5,671.25	TAYLOR 12501 LLC	4,417.50
HYDRO CORP	539.50	TELNET WORLDWIDE	231.62
JACK DOHENY COMPANIES	73.97	VANDINE, VICTORIA	200.00
KORTHASE, ROBERTA	450.89	VILLAGE GRAPHICS INC.	710.39
KSS ENTERPRISES	1,420.77	WILBERT BURIAL VAULT CO	985.66
LAKE HOUSE, THE	75.00	ZITKA, EMILY	75.00
LAKESHORE TIRE & AUTO SERVICE	20.00	ZIXCORP	35.10
LAVOIE, RICHARD L.	73.00	TOTAL	939,073.21
LECLERC, WAYNE	100.00		
LEVANT, NANCY	44.29		
ACH Payments – 05/03/2021 to 05/14/2021			
MI PUBLIC POWER AGENCY	20,359.01	IRS (PAYROLL TAX DEPOSIT)	40,818.95
AMG PAYMENT SOLUTIONS	25.39	ALERUS FINANCIAL (HCSP)	350.00
PROXIMITY SPACE INC	99.00	STATE OF MI (WITHHOLDING TAX)	6,073.10
PAYMENT SERVICE NETWORK INC	277.70	VANTAGEPOINT (401 ICMA PLAN)	912.08
MI PUBLIC POWER AGENCY	20,721.62	VANTAGEPOINT (457 ICMA PLAN)	20,013.39
DTE ENERGY	4,888.56	VANTAGEPOINT (ROTH IRA)	1,080.76
STATE OF MI (SALES TAX)	20,288.48	TOTAL	135,908.04

DRAFT

Payroll Net Pay – Check Date 05/14/2021

HEYDLAUFF, MARK L.	3,175.97	FINNERTY, HOLLY E.	905.66
GOLDING, JOYCE M.	2,195.53	CRANDELL, ZACKARY R.	829.96
DEROSIA, PATRICIA E.	1,065.68	FRANCE JR, JAMES A.	1,191.86
DOTSON, LINDSEY J.	1,455.10	RABIDEAU, JACOB L.	380.60
KLOOSTER, ALIDA K.	2,175.68	KNORR, KENT J.	1,999.54
GOLOVICH, KAREN J.	974.82	ANZELL, BETH A.	1,345.76
BARNEVELD, RICHELLE L.	1,249.06	STEBE, LAURA A.	11.54
MILLER, FAITH G.	43.27	MCDERMOTT, DENNIS J.	1,856.11
MCGINN, KELLY A.	2,120.13	WHITE III, MARCUS W.	308.06
DOAN, GERARD P.	2,466.09	MOOAR, ISAAK S.	184.13
SCHOLEY, ROBERT W.	1,627.58	COFFEY, JASON J.	480.92
UMULIS, MATTHEW T.	1,005.85	SHANAHAN, CHERYL J.	536.61
ORBAN, BARBARA K.	1,119.15	GILL, DAVID R.	975.92
RILEY, DENISE M.	473.38	MASSON, DONALD J.	408.76
MUNK, CHRISTOPHER J.	1,256.95	LIVINGSTON, BRIAN D.	1,814.94
SCHICK, TIELER R.	1,346.47	STANLEY, MARK J.	25.98
STEWART, MORGAN J.	1,293.78	KLOOSTER, PATRICK H.	439.85
MATELSKI, KRISTEN L.	1,382.25	WYMAN, MATTHEW A.	1,710.07
WURST, RANDALL W.	1,778.67	MILLER, WILLIAM S.	617.21
HILLING, NICHOLAS A.	1,791.35	DOUGLAS, MARK	898.24
MEIER III, CHARLES A.	1,303.96	FRATRICK, JOSEPH W.	511.43
ZACHARIAS, STEVEN B.	1,369.48	CARSON, SAWYER J.	1,369.12
NEWMAN, MARK J.	1,447.80	MCMULLEN, DONALD R.	1,802.21
KENWABIKISE, DAVID L.	1,176.51	SILVA, JESSE L.A.	1,861.25
GRIFFITH, JOHN J.	2,995.57	JOHNSON, MELISSA A.	1,589.09
EATON, BRAD A.	2,555.17	STEPHENS, LYON G.	1,666.81
WILSON, TIMOTHY J.	3,161.46	TRAVERS, MANUEL J.	1,902.13
LAVOIE, RICHARD L.	2,373.28	STEVENS, JEFFREY W.	313.28
STEVENS, BRANDON C.	2,742.50	RILEY, CASEY W.	626.02
DRAVES, MARTIN J.	2,379.88	JONES, LARRY M.	220.90
ANDERSON, ELIZABETH A.	1,234.96	CORNELL, BRITTA J.	1,378.79
ELLIOTT, PATRICK M.	3,065.84	AZZOPARDI, ANTHONY J.	1,212.21
SCHWARTZFISHER, JOSEPH	1,011.53	PECK, JARICA L.	718.75
BRADLEY, KELLY R.	1,432.88	DIETZ, AMANDA M.	941.74
HART II, DELBERT W.	1,612.12	WELLS, JANINNA J.	142.06
JONES, ROBERT F.	1,220.24	MOYER, NATHAN I.	1,098.50
FARRELL, MITCHELL L.	1,360.98	HOSLER, ERIK R.	1,123.36
THORP JR, WILLIAM D.	1,436.99	HOLOWACH, ROGER E.	1,793.72
LEITNER, RYAN S.	1,560.55	JOSLIN, ISABELLE G.	171.79
FERGUSON, ROYCE L.	1,697.38	WHITLEY, ANDREW T.	2,447.66
DORAN, JUSTIN J.	2,173.13	MORRISON, KEVIN P.	1,330.19
NEDWICK, DAVID J.	489.98	TOTAL	112,590.77
FREY, DYLAN V.	734.37		
HART III, DELBERT W.	914.72		

Payroll Transmittal – 05/14/2021

4FRONT CREDIT UNION	1,018.00	DISCOVER BANK	303.22
AMERICAN FAMILY LIFE	479.51	MI STATE DISBURSEMENT UNIT	429.88
CALIFORNIA STATE DISB UNIT	92.19	MONEY LIFE INSURANCE	353.56
CHAR EM UNITED WAY	70.00	POLICE OFFICERS LABOR COUNCIL	251.25
CHARLEVOIX STATE BANK	867.00	PRIORITY HEALTH	1,512.63
COMMUNICATION WORKERS OF AMER	652.42	TOTAL	6,029.66

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Special City Council Meeting Minutes - May 27, 2021

DATE: June 7, 2021

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
SPECIAL CITY COUNCIL MEETING MINUTES
Thursday, May 27, 2021 – 10:00 a.m.
210 State Street, Charlevoix, MI

The meeting was called to order at 10:00 a.m. by Deputy Mayor Hagen.

1. Pledge of Allegiance

2. Roll Call

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

3. Inquiry Regarding Conflicts of Interest

4. Public Hearings & Actions Requiring Public Hearings

A. Public Hearing: CDBG Water Related Infrastructure Grant, May 27, 2021

Clerk's Note: It was discovered after the May 17th City Council meeting that the public hearing was not noticed timely. Therefore, this item was brought before Council again.

The Deputy Mayor opened the public hearing at 10:01 a.m. City Manager Heydlauff stated that 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.

Deputy Mayor Hagenz opened the item to public comment, and none was heard. There was one citizen in attendance.

Motion by Kalbfell, second by Bryan to approve Resolution 2021-05-02 and submit the MEDC Community Development Block Grant Water Related Infrastructure Grant application.

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-05-02
COMMUNITY DEVELOPMENT BLOCK GRANT AUTHORIZING RESOLUTION

WHEREAS, the Michigan Strategic Fund has invited Units of General Local Government to apply for its Water-Related Infrastructure (WRI) Competitive Funding Round; and

WHEREAS, the City of Charlevoix desires to request \$1,329,750.00 in CDBG funds to construct public water and sewer system improvements known as the Depot Beach Lift Station Improvement and Industrial Park Lift Station Removal and Ance Road Improvements project; and

WHEREAS, the proposed project is consistent with the local Community Development Plan as described in the Application; and

WHEREAS, the proposed project will benefit all residents of the project area and 53.78 percent of the residents of the City of Charlevoix are low and moderate income persons as determined by census data provided by the U.S. Department of Housing and Urban Development; and

WHEREAS, local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incur costs from the Michigan Economic Development Corporation.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix hereby designates the City Manager as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

RESOLVED this 27th day of May 2021 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

The Deputy Mayor closed the public hearing at 10:03 a.m.

8. Reports & Communications

DRAFT

10. Adjourn

The Deputy Mayor adjourned the meeting at 10:03 a.m.

Joyce M. Golding

City Clerk

Aaron Hagen

Deputy Mayor

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: June 7, 2021

RECOMMENDATION:

Motion to approve Accounts Payable and Payroll Check Registers.

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
05/20/2021		
133456	CHARLEVOIX STATE BANK	6,538.62
133457	CHARTER COMMUNICATIONS	716.07
133458	DELTA DENTAL	3,465.24
133459	EQUITABLE FINANCIAL LIFE INSURAN	464.75
133460	GREAT LAKES ENERGY	320.94
133461	HOLIDAY COMPANIES	6,487.32
133462	MERIT NETWORK INC	3,150.00
133463	PRIORITY HEALTH	43,660.66
133464	STANDARD INSURANCE CO	2,619.88
133465	VERIZON WIRELESS	88.29
133466	VSP INSURANCE CO. (CT)	550.10
133467	WEX BANK	316.34
Total 05/20/2021:		68,378.21
Grand Totals:		68,378.21

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

05/20/21	Special Accounts Payable Run	\$ 68,378.21
05/25/21	Special Accounts Payable Run	\$ 875.00
05/28/21	Payroll (net pay)	\$ 153,703.69
05/28/21	Payroll Transmittal Checks	\$ 5,873.89
06/08/21	Regular Accounts Payable	\$ 761,056.20
Checks Sub-Total:		\$ 989,886.99

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

05/17/21	MI Public Power Agency	\$ 27,735.60
05/24/21	MI Public Power Agency	\$ 13,679.95
05/25/21	MI Public Power Agency	\$ 223,724.92
05/28/21	IRS (Payroll Tax Deposit)	\$ 59,292.01
05/28/21	Alerus Financial (HCSP)	\$ 350.00
05/28/21	State of MI (Withholding Tax)	\$ 7,966.67
05/28/21	Vantagepoint (401 ICMA Plan)	\$ 912.08
05/28/21	Vantagepoint (457 ICMA Plan)	\$ 20,236.34
05/28/21	Vantagepoint (Roth IRA)	\$ 1,180.76
05/28/21	MERS (Defined Benefit Plan)	\$ 51,065.68
06/01/21	MI Public Power Agency	\$ 22,059.72
ACH Sub-Total:		\$ 428,203.73

Huntington National Bank Total: \$ 1,418,090.72

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

Tax Disbursement	\$ -
Charlevoix State Bank Total:	\$ -

Grand Total: \$ 1,418,090.72

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Check Number	Payee	Amount
05/25/2021		
133525	GSK ENTERPRISES LLC	875.00
Total 05/25/2021:		875.00
Grand Totals:		875.00

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/22/2021	PC	05/28/2021	33151	HEYDLAUFF, MARK L.	102		2,887.53
05/22/2021	PC	05/28/2021	33152	GOLDING, JOYCE M.	106		1,748.81
05/22/2021	PC	05/28/2021	33153	DEROSIA, PATRICIA E.	107		1,316.62
05/22/2021	PC	05/28/2021	33154	DOTSON, LINDSEY J.	109		1,455.09
05/22/2021	PC	05/28/2021	33155	KLOOSTER, ALIDA K.	121		1,787.66
05/22/2021	PC	05/28/2021	33156	GOLOVICH, KAREN J.	122		974.82
05/22/2021	PC	05/28/2021	33157	BARNEVELD, RICHELLE	123		1,266.11
05/22/2021	PC	05/28/2021	33158	MILLER, FAITH G.	142		38.17
05/22/2021	PC	05/28/2021	33159	MCGINN, KELLY A.	146		1,673.43
05/22/2021	PC	05/28/2021	33160	DOAN, GERARD P.	201		2,466.09
05/22/2021	PC	05/28/2021	33161	SCHOLEY, ROBERT W.	204		1,627.58
05/22/2021	PC	05/28/2021	33162	UMULIS, MATTHEW T.	205		1,115.70
05/22/2021	PC	05/28/2021	33163	ORBAN, BARBARA K.	209		1,169.40
05/22/2021	PC	05/28/2021	33164	RILEY, DENISE M.	213		468.72
05/22/2021	PC	05/28/2021	33165	MUNK, CHRISTOPHER J.	215		1,418.54
05/22/2021	PC	05/28/2021	33166	SCHICK, TIELER R.	216		1,509.53
05/22/2021	PC	05/28/2021	33167	STEWART, MORGAN J.	217		1,452.32
05/22/2021	PC	05/28/2021	33168	MATELSKI, KRISTEN L.	230		1,382.24
05/22/2021	PC	05/28/2021	33169	BINGHAM, LARRY E.	240		499.60
05/22/2021	PC	05/28/2021	33170	MACGILLIVRAY, ROGER	244		24.94
05/22/2021	PC	05/28/2021	33171	WURST, RANDALL W.	411		1,296.78
05/22/2021	PC	05/28/2021	33172	HILLING, NICHOLAS A.	413		1,982.15
05/22/2021	PC	05/28/2021	33173	MEIER III, CHARLES A.	421		1,526.75
05/22/2021	PC	05/28/2021	33174	ZACHARIAS, STEVEN B.	422		1,377.07
05/22/2021	PC	05/28/2021	33175	NEWMAN, MARK J.	424		1,306.26
05/22/2021	PC	05/28/2021	33176	KENWABIKISE, DAVID L.	428		1,158.86
05/22/2021	PC	05/28/2021	33177	GRIFFITH, JOHN J.	500		2,995.57
05/22/2021	PC	05/28/2021	33178	EATON, BRAD A.	515		2,351.37
05/22/2021	PC	05/28/2021	33179	WILSON, TIMOTHY J.	516		2,639.81
05/22/2021	PC	05/28/2021	33180	LAVOIE, RICHARD L.	519		2,274.39
05/22/2021	PC	05/28/2021	33181	STEVENS, BRANDON C.	521		2,816.50
05/22/2021	PC	05/28/2021	33182	DRAVES, MARTIN J.	523		2,688.31
05/22/2021	PC	05/28/2021	33183	ANDERSON, ELIZABETH	526		1,234.96
05/22/2021	PC	05/28/2021	33184	ELLIOTT, PATRICK M.	600		3,065.84
05/22/2021	PC	05/28/2021	33185	SCHWARTZFISHER, JOS	603		1,072.42
05/22/2021	PC	05/28/2021	33186	BRADLEY, KELLY R.	614		1,506.15
05/22/2021	PC	05/28/2021	33187	HART II, DELBERT W.	616		1,761.34
05/22/2021	PC	05/28/2021	33188	JONES, ROBERT F.	618		1,158.38
05/22/2021	PC	05/28/2021	33189	FARRELL, MITCHELL L.	622		1,337.26
05/22/2021	PC	05/28/2021	33190	THORP JR, WILLIAM D.	623		1,117.73
05/22/2021	PC	05/28/2021	33191	LEITNER, RYAN S.	624		1,284.45
05/22/2021	PC	05/28/2021	33192	FERGUSON, ROYCE L.	625		1,192.51
05/22/2021	PC	05/28/2021	33193	DORAN, JUSTIN J.	634		2,173.13
05/22/2021	PC	05/28/2021	33194	NEDWICK, DAVID J.	642		470.21
05/22/2021	PC	05/28/2021	33195	FREY, DYLAN V.	643		771.66
05/22/2021	PC	05/28/2021	33196	HART III, DELBERT W.	657		926.90
05/22/2021	PC	05/28/2021	33197	DOTSON, WILLIAM R.	661		460.63
05/22/2021	PC	05/28/2021	33198	FINNERTY, HOLLY E.	669		971.26
05/22/2021	PC	05/28/2021	33199	CRANDELL, ZACKARY R.	691		873.34
05/22/2021	PC	05/28/2021	33200	FRANCE JR, JAMES A.	695		391.16
05/22/2021	PC	05/28/2021	33201	RABIDEAU, JACOB L.	696		796.14
05/22/2021	PC	05/28/2021	33202	KNORR, KENT J.	700		1,999.54
05/22/2021	PC	05/28/2021	33203	ANZELL, BETH A.	702		1,345.76
05/22/2021	PC	05/28/2021	33204	STEBE, LAURA A.	703		92.35
05/22/2021	PC	05/28/2021	33205	MCDERMOTT, DENNIS J.	732		1,856.11
05/22/2021	PC	05/28/2021	33206	EVANS JR, HALBERT K.	744		532.95
05/22/2021	PC	05/28/2021	33207	JASURDA, DONALD J.	748		116.30

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/22/2021	PC	05/28/2021	33208	DORST, KRISTA M.	749		368.25
05/22/2021	PC	05/28/2021	33209	WHITE III, MARCUS W.	754		720.29
05/22/2021	PC	05/28/2021	33210	CUNNINGHAM, ABIGAIL A	759		736.36
05/22/2021	PC	05/28/2021	33211	MAY, MEREDITH A.	771		346.35
05/22/2021	PC	05/28/2021	33212	MOOAR, ISAAK S.	796		101.76
05/22/2021	PC	05/28/2021	33213	COFFEY, JASON J.	798		560.57
05/22/2021	PC	05/28/2021	33214	SHANAHAN, CHERYL J.	838		618.17
05/22/2021	PC	05/28/2021	33215	GILL, DAVID R.	856		1,091.83
05/22/2021	PC	05/28/2021	33216	MASSON, DONALD J.	861		508.93
05/22/2021	PC	05/28/2021	33217	LIVINGSTON, BRIAN D.	866		1,814.94
05/22/2021	PC	05/28/2021	33218	STANLEY, MARK J.	867		69.26
05/22/2021	PC	05/28/2021	33219	KLOOSTER, PATRICK H.	868		468.66
05/22/2021	PC	05/28/2021	33220	WYMAN, MATTHEW A.	927		1,776.67
05/22/2021	PC	05/28/2021	33221	MILLER, WILLIAM S.	933		155.88
05/22/2021	PC	05/28/2021	33222	DOUGLAS, MARK	935		1,031.41
05/22/2021	PC	05/28/2021	33223	FRATRICK, JOSEPH W.	940		674.82
05/22/2021	PC	05/28/2021	33224	CARSON, SAWYER J.	941		1,010.29
05/22/2021	PC	05/28/2021	33225	MCMULLEN, DONALD R.	1000		1,802.20
05/22/2021	PC	05/28/2021	33226	SILVA, JESSE L.A.	1001		1,833.93
05/22/2021	PC	05/28/2021	33227	JOHNSON, MELISSA A.	1004		1,455.70
05/22/2021	PC	05/28/2021	33228	STEPHENS, LYON G.	1005		1,299.22
05/22/2021	PC	05/28/2021	33229	TRAVERS, MANUEL J.	1006		1,714.71
05/22/2021	PC	05/28/2021	33230	RILEY, CASEY W.	1052		333.40
05/22/2021	PC	05/28/2021	33231	JONES, LARRY M.	1057		523.60
05/22/2021	PC	05/28/2021	33232	CORNELL, BRITTA J.	1106		1,593.90
05/22/2021	PC	05/28/2021	33233	AZZOPARDI, ANTHONY J.	1108		1,651.12
05/22/2021	PC	05/28/2021	33234	PECK, JARICA L.	1114		375.75
05/22/2021	PC	05/28/2021	33235	FALKENBERG, AMANDA	1115		1,744.11
05/22/2021	PC	05/28/2021	33236	MOYER, NATHAN I.	1118		873.17
05/22/2021	PC	05/28/2021	33237	HOSLER, ERIK R.	1122		1,702.70
05/22/2021	PC	05/28/2021	33238	HOLOWACH, ROGER E.	1124		1,566.67
05/22/2021	PC	05/28/2021	33239	JOSLIN, ISABELLE G.	1125		132.14
05/22/2021	PC	05/28/2021	133468	WHITLEY, ANDREW T.	522		2,650.26
05/22/2021	PC	05/28/2021	133469	ELLIOTT, PATRICK M.	600	PFS Project Bonus	9,235.00
05/22/2021	PC	05/28/2021	133470	MORRISON, KEVIN P.	601		1,390.85
05/22/2021	PC	05/28/2021	133471	PAALMAN, STEPHEN J.	942		333.01
05/22/2021	PC	05/28/2021	133472	SILVA, JESSE L.A.	1001	Pay Correction	1,274.53
05/22/2021	PC	05/28/2021	133473	JOHNSON, MELISSA A.	1004	Pay Correction	1,048.01
05/22/2021	PC	05/28/2021	133474	STEPHENS, LYON G.	1005	Pay Correction	527.14
05/22/2021	PC	05/28/2021	133475	TRAVERS, MANUEL J.	1006	Pay Correction	566.65
05/22/2021	PC	05/28/2021	133476	RILEY, REBECCA J.	1009	Pay Correction	129.66
05/22/2021	PC	05/28/2021	133477	STEVENS, JEFFREY W.	1028	Pay Correction	622.41
05/22/2021	PC	05/28/2021	133478	RILEY, CASEY W.	1052	Pay Correction	1,344.05
05/22/2021	PC	05/28/2021	133479	JONES, LARRY M.	1057	Pay Correction	1,777.75
05/22/2021	PC	05/28/2021	133480	VANZANDT, ZORRAN C.	1058	Pay Correction	203.58
05/22/2021	PC	05/28/2021	133481	MATZ, EMILY S.	1059	Pay Correction	2,152.22
05/22/2021	PC	05/28/2021	133482	FAULKNER, CHRISTOPH	1060	Pay Correction	1,140.91
05/22/2021	PC	05/28/2021	133483	LEPIRD, KATIE A.	1061	Pay Correction	832.19
05/22/2021	PC	05/28/2021	133484	BEAN, PETER J.	1063	Pay Correction	145.04
05/22/2021	PC	05/28/2021	133485	ERWIN, RACHELLE L.	1066	Pay Correction	32.39
05/22/2021	PC	05/28/2021	133486	MOYER, DAVID T.	1073	Pay Correction	538.05
05/22/2021	PC	05/28/2021	133487	SEHL, JENNA R.	1101	Pay Correction	29.08
05/22/2021	PC	05/28/2021	133488	RILEY, DANIEL A.	1102	Pay Correction	240.60
05/22/2021	PC	05/28/2021	133489	WHEELER, MICHAEL W.	1103	Pay Correction	2,776.20
05/22/2021	PC	05/28/2021	133490	CORNELL, BRITTA J.	1106	Pay Correction	162.51
05/22/2021	PC	05/28/2021	133491	MISHLER, MICHAEL. J.	1107	Pay Correction	1,486.92
05/22/2021	PC	05/28/2021	133492	AZZOPARDI, ANTHONY J.	1108	Pay Correction	3,937.64

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/22/2021	PC	05/28/2021	133493	DEKORNE, ELIZABETH A.	1109	Pay Correction	1,116.10
05/22/2021	PC	05/28/2021	133494	VOUSBOUKIS, AUTUMN	1110	Pay Correction	353.37
05/22/2021	PC	05/28/2021	133495	MCCRANEY, RUSSELL R.	1111	Pay Correction	205.73
05/22/2021	PC	05/28/2021	133496	BELMONTE, ANTONIO F.	1113	Pay Correction	50.90
05/22/2021	PC	05/28/2021	133497	PECK, JARICA L.	1114	Pay Correction	403.54
05/22/2021	PC	05/28/2021	133498	FALKENBERG, AMANDA	1115	Pay Correction	1,366.60
05/22/2021	PC	05/28/2021	133499	MOORE, SASHA L.	1116	Pay Correction	21.81
05/22/2021	PC	05/28/2021	133500	WELLS, JANINNA J.	1117	Pay Correction	123.93
05/22/2021	PC	05/28/2021	133501	MOYER, NATHAN I.	1118	Pay Correction	1,899.27
05/22/2021	PC	05/28/2021	133502	MARIHUGH, ANDREW J.	1119	Pay Correction	84.27
05/22/2021	PC	05/28/2021	133503	SPREEMAN, ASHLEY M.	1120	Pay Correction	254.49
05/22/2021	PC	05/28/2021	133504	PEARSALL, KRISTA M.	1121	Pay Correction	25.44
05/22/2021	PC	05/28/2021	133505	HOSLER, ERIK R.	1122	Pay Correction	149.06
05/22/2021	PC	05/28/2021	133506	BYRNE, RYAN M.	1123	Pay Correction	11.61
05/22/2021	PC	05/28/2021	133507	HOLOWACH, ROGER E.	1124	Pay Correction	179.20
05/22/2021	PC	05/28/2021	133508	DRAKE, WILLIAM F.	999256	Pay Correction	1,318.69
05/22/2021	PC	05/28/2021	133509	MATHERS, BENJAMIN H.	999257	Pay Correction	88.16
05/22/2021	PC	05/28/2021	133510	PORTMAN, BROOKE A.	999266	Pay Correction	265.40
05/22/2021	PC	05/28/2021	133511	MATHERS, AMANDA L.	999267	Pay Correction	250.85
05/22/2021	PC	05/28/2021	133512	FLORE, ROBERT A.	999287	Pay Correction	911.51
05/22/2021	PC	05/28/2021	133513	WILLSON, BRENDA R.	999289	Pay Correction	160.36
05/22/2021	PC	05/28/2021	133514	LAGASSE, TRACY M.	999295	Pay Correction	24.79
Grand Totals:			136				153,703.69

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/22/2021	05/28/2021	133515	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,093.00
05/22/2021	05/28/2021	133516	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
05/22/2021	05/28/2021	133516	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	392.61
05/22/2021	05/28/2021	133517	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
05/22/2021	05/28/2021	133518	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 5/22/2	70.00
05/22/2021	05/28/2021	133519	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	867.00
05/22/2021	05/28/2021	133520	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	653.03
05/22/2021	05/28/2021	133521	DISCOVER BANK	9032	Garnishment: WWR File #040038	323.09
05/22/2021	05/28/2021	133522	EQUITABLE FINANCIAL L	9010	LIFE - VOLUNTARY Pay Period:	246.84
05/22/2021	05/28/2021	133522	EQUITABLE FINANCIAL L	9010	SPOUSE LIFE Pay Period: 5/22/	52.09
05/22/2021	05/28/2021	133522	EQUITABLE FINANCIAL L	9010	CHILD LIFE Pay Period: 5/22/20	4.40
05/22/2021	05/28/2021	133522	EQUITABLE FINANCIAL L	9010	AD&D - VOLUNTARY Pay Period	40.43
05/22/2021	05/28/2021	133522	EQUITABLE FINANCIAL L	9010	SPOUSE AD&D Pay Period: 5/22	6.84
05/22/2021	05/28/2021	133522	EQUITABLE FINANCIAL L	9010	CHILD AD&D Pay Period: 5/22/2	2.96
05/22/2021	05/28/2021	133523	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	429.88
05/22/2021	05/28/2021	133524	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,512.63
Grand Totals:		16				5,873.89

Km

Check Number	Payee	Amount
06/08/2021		
133527	ACME SPORTS INC	415.00
133528	ACTION FLAG CO	177.05
133529	ACUSHNET COMPANY	338.58
133530	AIRGAS USA LLC	73.70
133531	ALL-PHASE ELECTRIC	1,953.27
133532	ALLSHRED SERVICES	156.85
133533	ALTEC INDUSTRIES INC	77.95
133534	AMAZON CAPITAL SERVICES	434.88
133535	ANDERSON, ELIZABETH A.	50.00
133536	ANZELL, BETH A.	50.00
133537	APPLIED CONCEPTS INC	185.00
133538	ASPEN WIRELESS	3,614.00
133539	AT YOUR SERVICE PLUS INC	500.00
133540	AT&T LONG DISTANCE	6.12
133541	AT&T MOBILITY	848.85
133542	AVFUEL CORPORATION	19,018.42
133543	AZZOPARDI, ANTHONY J.	50.00
133544	BEAVER RESEARCH COMPANY	238.72
133545	BELL EQUIPMENT COMPANY	1,040.77
133546	BOUND TREE MEDICAL LLC	31.56
133547	BRADFORD'S	16.80
133548	CDW GOVERNMENT INC.	233.69
133549	CHARLEVOIX AREA CHAMBER OF CO	3,000.00
133550	CHARLEVOIX CINEMA III	2,930.11
133551	CHARLEVOIX PEST CONTROL INC.	75.00
133552	CHARLEVOIX SCREEN MASTERS INC	625.45
133553	CHARLEVOIX TOWNSHIP	29.24
133554	CHEMICAL SYSTEMS INC.	3,780.00
133555	CINTAS	42.85
133556	CINTAS CORPORATION	198.62
133557	CITY OF CHARLEVOIX - UTILITIES	38,234.77
133558	CONWAY PROFESSIONAL SERVICES	4,810.00
133559	CUMMINS BRIDGEWAY LLC	787.50
133560	D & D ELECTRONICS	1,637.93
133561	DeROSIA, PATRICIA E.	50.00
133562	DINGWALL, MICHAEL	180.00
133563	DITCH WITCH SALES OF MICHIGAN	12,079.98
133564	DOAN, GERARD P.	50.00
133565	DORAN, JUSTIN J.	50.00
133566	DORNBOS SIGN INC.	510.53
133567	DOTSON, LINDSEY J.	50.00
133568	ECONO SIGNS LLC	1,783.94
133569	EJ USA INC.	373.88
133570	ELLIOTT, PATRICK M.	50.00
133571	ELLSWORTH FARMER'S EXCHANGE	1,948.10
133572	EVANS, GERALD L.	50.00
133573	FARMER WHITE'S	39.00
133574	FASTENAL COMPANY	80.22

Check Number	Payee	Amount
133575	FEYEN ZYLSTRA LLC	2,105.50
133576	GINOP SALES INC	63.30
133577	GOLDEN HILLS MAPLE SYRUP	66.00
133578	GOLDING, JOYCE M.	50.00
133579	GOLF ASSOCIATION OF MICHIGAN	38.00
133580	GOLOVICH, RENEE	46.00
133581	GORDON FOOD SERVICE	126.72
133582	GREAT LAKES ASPHALT SERVICES	3,000.00
133583	GRIFFIN BEVERAGE CO	200.00
133584	GRIFFITH, JOHN J	50.00
133585	GRP ENGINEERING INC.	5,180.00
133586	HACH COMPANY	418.16
133587	HAMMERSMITH EQUIPMENT CO	995.00
133588	HARRELL'S	3,718.14
133589	HERITAGE-CRYSTAL CLEAN LLC	389.27
133590	HEYDLAUFF, MARK L.	50.00
133591	HILLING, NICHOLAS A.	50.00
133592	HUGH'S EXCAVATING LLC	1,440.00
133593	INHABITECT LLC	4,840.00
133594	JOE'S PROFESSIONAL SERVICES LLC	560.00
133595	JOHN E. GREEN COMPANY	1,486.04
133596	JOHNSON, MELISSA A.	50.00
133597	KLOOSTER, ALIDA K.	50.00
133598	KNORR, KENT J.	50.00
133599	KSS ENTERPRISES	1,353.34
133600	LAKESHORE TIRE & AUTO SERVICE	20.00
133601	LANDSCAPE FORMS INC.	3,120.00
133602	LASER PRINTER TECHNOLOGIES	1,806.95
133603	LITTLE TRAVERSE DISPOSAL LLC	23,257.34
133604	LIVINGSTON, BRIAN D.	50.00
133605	LOTTIE'S BAGELS	52.00
133606	MACGREGOR PLUMBING & HEATING	2,133.00
133607	MATELSKI, KRISTEN L.	50.00
133608	MAY, MEREDITH A.	50.00
133609	McCRARY, GORDON	27.80
133610	MCDERMOTT, DENNIS J.	129.93
133611	McGINN, KELLY A.	50.00
133612	MCLAREN CORPORATE SERVICES S	128.00
133613	MCLEAN ENGINEERING CO INC	216.50
133614	MCMULLEN, DONALD R.	50.00
133615	MILLER, WILLIAM S.	50.00
133616	MPARKS	850.00
133617	MUNK, CHRISTOPHER J.	121.65
133618	MWEA	77.00
133619	MYNORTH MEDIA	350.00
133620	NAVIA BENEFIT SOLUTIONS	50.00
133621	NCL OF WISCONSIN INC.	813.85
133622	NORTHERN PUMP SERVICE INC.	6,308.35
133623	OHM ADVISORS	22,568.75

Check Number	Payee	Amount
133624	OLESON'S FOOD STORES	93.06
133625	PEARSALL, MICHAEL	475.00
133626	PLUNKETT & COONEY	1,200.00
133627	POSTMASTER	123.50
133628	POTTER, MARGARET G.	182.50
133629	POWER LINE SUPPLY	2,788.10
133630	PRO IMAGE DESIGN INC	5,070.00
133631	PURITY CYLINDER GASES INC	111.30
133632	R & R PRODUCTS INC	299.01
133633	RCL CONSTRUCTION CO INC	451,552.48
133634	RESOLUTION G2 LLC	4,967.00
133635	RS&H MICHIGAN INC	8,495.20
133636	RUSSELL DEPRIEST & GRETCHEN EB	1,407.37
133637	SCHICK, TIELER R.	54.00
133638	SCHOLEY, ROBERT W.	50.00
133639	SHANAHAN, CHERYL J.	50.00
133640	SILVA, JESSE L.A.	50.00
133641	SKI TRAIN DEPOT	870.00
133642	SPACE INC.	72,102.48
133643	SPARTAN DISTRIBUTORS INC	539.35
133644	STATE AND MASON LLC	1,000.00
133645	STATE OF MICHIGAN	565.00
133646	STATE OF MICHIGAN	95.00
133647	STATE OF MICHIGAN	95.00
133648	STEPHENS, LYON G.	50.00
133649	STRICKER'S OUTDOOR POWER EQUI	167.45
133650	STRIKER SUPPLY	22.00
133651	SYSTEMS SPECIALISTS INC	3,162.50
133652	TAYLOR 12501 LLC	4,417.50
133653	TRACE ANALYTICAL LABORATORIES I	192.00
133654	TRAVERS, MANUEL J.	50.00
133655	UNIFIRST CORPORATION	364.08
133656	UNIVERSAL CREDIT SERVICES INC	120.98
133657	UP NORTH ASSESSING INC	5,100.00
133658	UPPER CASE PRINTING INK.	649.65
133659	USA BLUE BOOK	1,017.64
133660	VILLAGE GRAPHICS INC.	90.00
133661	WARD BROTHERS BOATS INC	335.85
133662	WILMOT ELECTRIC INC	165.00
133663	WOOD SHOP, THE	900.00
133664	WORK & PLAY SHOP	82.44
133665	WURST, RANDALL W.	50.00
133666	WYMAN, MATTHEW A.	50.00
133667	XEROX FINANCIAL SERVICES	168.84
Total 06/08/2021:		761,056.20
Grand Totals:		761,056.20

Check Number	Payee	Amount
05/17/2021		
51721001	MICHIGAN PUBLIC POWER AGENCY	27,735.60
Total 05/17/2021:		27,735.60
Grand Totals:		27,735.60

Check Number	Payee	Amount
05/24/2021		
52421001	MICHIGAN PUBLIC POWER AGENCY	13,679.95
Total 05/24/2021:		13,679.95
Grand Totals:		13,679.95

Check Number	Payee	Amount
05/25/2021		
52521001	MICHIGAN PUBLIC POWER AGENCY	223,724.92
Total 05/25/2021:		223,724.92
Grand Totals:		223,724.92

Check Issue Date	Check Number	Payee	Amount
52821001			
05/28/2021	52821001	**EFTPS* Payroll Taxes	14,249.89
05/28/2021	52821001	**EFTPS* Payroll Taxes	14,249.89
05/28/2021	52821001	**EFTPS* Payroll Taxes	3,332.66
05/28/2021	52821001	**EFTPS* Payroll Taxes	3,332.66
05/28/2021	52821001	**EFTPS* Payroll Taxes	24,126.91
Total 52821001:			
	5		59,292.01
52821002			
05/28/2021	52821002	Alerus Financial	350.00
Total 52821002:			
	1		350.00
52821003			
05/28/2021	52821003	STATE OF MICHIGAN	7,966.67
Total 52821003:			
	1		7,966.67
52821004			
05/28/2021	52821004	Vantagepoint - 401 Plan 109153	912.08
Total 52821004:			
	1		912.08
52821005			
05/28/2021	52821005	Vantagepoint - 457 Plan 300959	5,251.00
05/28/2021	52821005	Vantagepoint - 457 Plan 300959	2,615.15
05/28/2021	52821005	Vantagepoint - 457 Plan 300959	4,234.41
05/28/2021	52821005	Vantagepoint - 457 Plan 300959	8,135.78
Total 52821005:			
	4		20,236.34
52821006			
05/28/2021	52821006	Vantagepoint - Roth IRA 706117	1,180.76
Total 52821006:			
	1		1,180.76
Grand Totals:			
	13		89,937.86



Check Number	Payee	Amount
05/28/2021		
52821007	MERS	51,065.68
Total 05/28/2021:		51,065.68
Grand Totals:		51,065.68

Check Number	Payee	Amount
06/01/2021		
60121001	MICHIGAN PUBLIC POWER AGENCY	22,059.72
Total 06/01/2021:		22,059.72
Grand Totals:		22,059.72

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Building Authority Commission Reappointment: City Clerk Golding

DATE: June 7, 2021

BACKGROUND:

In June 2019, the Building Authority Commission was established to facilitate a bond purchase for the new Public Services Facility building. Pursuant to the Articles of Incorporation, the City Clerk was appointed as Secretary of the Commission. Clerk Golding's term expires June 2021.

RECOMMENDATION:

Motion to reappoint City Clerk Joyce Golding to the Building Authority Commission, term expiring June 2024.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Public Act 95 Opt Out

DATE: June 7, 2021

BACKGROUND:

Michigan's Public Act 95 was signed into law in 2013 to create the Low-Income Energy Assistance Fund (LIEAF) within the State Treasury. This fund provides money to low-income households for heating assistance. The Act requires all utilities in the state to either participate in the fund or to officially opt out of participation.

To participate, the City would be required to collect a surcharge of approximately one dollar from each retail billing meter every month and send the money to the State for this fund. The money would typically be distributed in this geographic area but that is not guaranteed. The total amount collected in a year would be roughly \$56,000.

The alternative is to opt out, which means the City would not collect any money and would not be a part of this fund. By opting out, from November 1st to April 15th, Charlevoix's customers would not be eligible for emergency assistance from this fund, and the City would be unable to disconnect any residential customer due to non-payment.

The City must choose to opt in or out by July 1 each year. Charlevoix has historically opted out because of the significant amount of work and expense it would require. As noted above, there is also no guarantee that the funds would be available to Charlevoix electric customers.

RECOMMENDATION:

Motion to opt out of Public Act 95 of 2013 for the 2021 – 2022 season.

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Set Public Hearing: Stoneycroft Farms LLC Commercial Facilities Exemption Certificate Transfer, June 21, 2021

DATE: June 7, 2021

PRESENTED BY: Mark L. Heyldauff, City Manager

BACKGROUND:

Ron Way of Stoneycroft Farms LLC purchased 100 Van Pelt Place from Luther Kurtz (Celebrate Me Home LLC) on February 1, 2021. This property was receiving a commercial facilities tax abatement. The original tax program was granted by City Council in 2017 and extends for 12 years to 2029. This program freezes the taxable value of the building after rehabilitation for 12 years. After the 12 years, the building is then taxed at the taxable value after rehab. The statute allows for exemption certificates previously issued to be transferred but will need a public hearing and City Council approval for the transfer.

RECOMMENDATION:

Motion to set a public hearing for Monday, June 21, 2021 at 6:00 p.m. to consider the Commercial Facilities Exemption Certificate transfer request from Ron Way of Stoneycroft Farms LLC (100 Van Pelt Place.)

ATTACHMENTS:

- ☐ Application
- ☐ Resolution

STATE USE ONLY		
Application Number	Date Received	LUCI Code

Application for Commercial Facilities Exemption Certificate

Issued under authority of Public Act 255 of 1978, as amended.

Read the instructions page before completing the application. This application must be filed after a Commercial Redevelopment District is established. The original application and required documents are filed with the clerk of the Local Governmental Unit (LGU).

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)

Applicant (Company) Name RON WAY, STONEYCROFT FARMS LLC		NAICS or SIC Code	
Facility's Street Address 100 VAN PELT	City charlevoix	State MI	ZIP Code 49720
Name of City, Township or Village (taxing authority) charlevoix	County charlevoix	School District Where Facility is Located 15050	
☒ City ☐ Township ☐ Village			
Date of Rehabilitation Commencement (mm/dd/yyyy) 10/15/21	Planned Date of Rehabilitation Completion (mm/dd/yyyy) 5/1/2023		
Estimated Cost of Rehabilitation \$455,000.00	Number of Years Exemption Requested (1-12) 12 - balance of current		
Expected Project Outcomes (check all that apply)			
☒ Increase Commercial Activity	☒ Retain Employment	☒ Revitalize Urban Areas	
☒ Create Employment	☒ Prevent Loss of Employment	☒ Increase Number of Residents in Facility's Community	
No. of perm. jobs to be created due to facility's rehab. 8	No. of perm. jobs to be retained due to facility's rehab. 2	Number of construction jobs to be created during rehabilitation 7	

Each year, the State Treasurer may approve 25 additional reductions of half the state education tax for a period not to exceed six years.

☒ Check this box if you wish to be considered for this exclusion.

PART 2: APPLICATION DOCUMENTS

Prepare and attach the following items:

- | | |
|--|--|
| ☒ General description of the facility (year built, original use, most recent use, number of stories, square footage) | ☒ Descriptive list of the fixed building equipment that will be a part of the facility. |
| ☒ General description of the facility's proposed use | ☒ Time schedule for undertaking and completing the facility's restoration, replacement or construction |
| ☒ General description of the nature and extent of the restoration, replacement, or construction to be undertaken | ☒ Statement of the economic advantages expected from receiving the exemption |
| ☒ Legal description of the facility | |

PART 3: APPLICANT CERTIFICATION

Name of Authorized Company Officer (no authorized agents) Ron Way	Telephone Number 231-675-7764
Fax Number	E-mail Address WayStoneycroft@msn.com
Mailing Address 05768 Barnard Rd	City charlevoix State MI ZIP Code 49720
I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 255 of 1978, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Facilities Exemption Certificate by the State Tax Commission.	
I further certify that this application relates to a program, when completed, will constitute a facility, as defined by Public Act 255 of 1978, as amended.	
Signature of Authorized Company Officer (no authorized agents) Ron Way	Title owner Date 5/30/21

Continue on Page 2

PART 4: LGU ASSESSOR CERTIFICATION

Provide the Taxable Value and State Equalized Value of the Commercial Property.

	Taxable Value (excluding land)	State Equalized Value (SEV) (excluding land)
Building	49,324	142,600

The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Commercial Facilities Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Commercial Facilities Exemption that would also put the same property on the Commercial Facilities specific tax roll.

☒ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Commercial Facilities Exemption specific tax roll and not on any other specific tax roll.

Name of Assessor (first and last name) <u>Joe Lavender</u>	Telephone Number <u>231-547-3614</u>		
Fax Number	E-mail Address <u>joel@charlevoix.mi.gov</u>		
Mailing Address <u>210 State St</u>	City <u>Charlevoix</u>	State <u>MI</u>	ZIP Code <u>49700</u>

I certify that, to the best of my knowledge, the information contained in Part 4 of this application is complete and accurate.

Assessor's Signature 	Date <u>6-1-21</u>
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PART 5: LGU ACTION / CERTIFICATION (LGU Clerk must complete Part 5)

Action Taken By LGU:

- ☐ Exemption approved for _____ years, ending December 30, _____ (not to exceed 12 years)
- ☐ Exemption Denied

Date District Established (attach resolution for district)	Local Unit Classification Identification (LUCI) Code	School Code
Name of Clerk (first and last name)	Telephone Number	
Fax Number	E-mail Address	
Mailing Address	City	State ZIP Code
LGU Contact Person for Additional Information	LGU Contact Person Telephone Number	Fax Number

I certify that, to the best of my knowledge, the information contained in this application and attachments is complete and accurate.

Clerk's Signature	Date
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If you have questions, need additional information or sample documents, call 517-335-7491 or visit www.michigan.gov/propertytaxexemptions.

Instructions for Completing Form 4757

Application for Commercial Facilities Exemption Certificate

The Commercial Facilities Exemption Certificate was created by Public Act 255 of 1978, as amended. Applications for a certificate of exemption are filed, reviewed, and approved by the Local Governmental Unit (LGU). A copy of the certificate is filed with the State Tax Commission.

Owner / Applicant Instructions

1. Complete Parts 1, 2 and 3 of the application. Restoration, replacement, or construction may commence after establishment of a district.
2. The following must be provided to the LGU as attachments to the application:
 - a. General description of the facility (year built, original use, most recent use, number of stories, square footage).
 - b. General description of the proposed use of the facility.
 - c. General description of the nature and extent of the restoration, replacement, or construction to be undertaken.
 - d. Legal description of the facility.
 - e. Descriptive list of the fixed building equipment that will be a part of the facility.
 - f. Time schedule for undertaking and completing the restoration, replacement, or construction of the facility.
 - g. Statement of the economic advantages expected from the exemption.
3. After reviewing Parts 1, 2, and 3 for complete and accurate information, sign the application where indicated.

LGU Assessor Instructions

1. Complete Part 4 of the application.
2. After completing Part 4, sign where indicated to certify that if approved, the property will appear on the Commercial Facilities Exemption specific tax roll only.

LGU Clerk Instructions

1. After the LGU passes a resolution approving the application, complete Part 5 of the application. A resolution template with required statements can be found at www.michigan.gov/propertytaxexemptions.
2. After reviewing the application for complete and accurate information, sign the application to certify the application meets the requirements as outlined by Public Act 255 of 1978, as amended.
3. Issue a certificate to the applicant using the certificate templates found at www.michigan.gov/propertytaxexemptions.
4. If in Part 1 the applicant did not wish to be considered for the State Education Tax exclusion, submit only a copy of the Certificate to the State Tax Commission at PTE@michigan.gov for faster service. An additional submission option is to mail a copy of the Certificate to Michigan Department of Treasury, State Tax Commission, PO Box 30471, Lansing, MI 48909.
5. If in Part 1 the applicant did wish to be considered for the State Education Tax exclusion, submit a copy of the Certificate, application and attachments to the State Tax Commission at PTE@michigan.gov for faster service. An additional submission option is to mail a copy of the Certificate to Michigan Department of Treasury, State Tax Commission, PO Box 30471, Lansing, MI 48909.

GENERAL DESCRIPTION OF FACILITY

100 Van Pelt Place

This building was built in 1909 and the first floor consisted of a store and shop for a plumber known as "Powers ". The second story was originally the Christian Science Hall. Hess Furniture moved into the building before becoming vacant for some time. In 1975; the building was remodeled as the Rainbow Resale Shop, eventually becoming Consign Design, a consignment and resale store. It sat vacant for many years before being purchased by Celebrate Me Home LLC.

Seeing the potential in the second story space and also owning the adjacent 108 Van Pelt building Stoneycroft Farms, LLC (Ron & Jill Way) purchased the facility February 1 2021.

Year Built: 1909

Original Use: Multiple tenants of commercial and retail enterprises.

Most Recent Use:

First Floor: Salon and flower shop. Second Floor: vacant

Number of stories: 2 plus full basement

Approx. Sq. footage: 7000

GENERAL DESCRIPTION OF THE FACILITIES PROPOSED USE

Stoneycroft Farms LLC is currently working with an Architect to develop the upper floor into 3-4 residential apartments, one will be short term with 3 being long term. The remaining portion of the second story will be developed into an office space. This space is approx.. 3500 sq. ft.

GENERAL DESCRIPTION OF THE NATURE OF CONSTRUCTION TO BE UNDERTAKEN

Complete redevelopment of the second story : demolition of exist finishes, new windows, new roof, plumbing, HVAC, electrical, fire suppression, and all new interior finishes.

1 of 2

This building is a Historic building with high ceilings and large windows with very few modern upgrades, all of our exterior work will be done to retain its original character.

Total estimated cost of entire project is approximately \$455,000.00 .

Redevelopment is planned for fall 2021, early 2022.

LEGAL DESCRIPTION OF FACILITY

Parcel 052-265-008-00 100 Van Pelt Place

1 Van Pelt PL DDA 1984 C1 E 66FT of Lot 8 of hills subdivision being PT of lots 12,13 & 14 original plat of the city of Charlevoix.

DESCRIPTIVE LIST OF FIXED BLDNG. EQUIPMENT THAT WILL BE PART OF FACILITY

New HVAC equipment that will service new interior spaces.

TIME SCHEDULE FOR FACILITY'S CONSTRUCTION

Exterior redevelopment to begin in fall/winter 2021 with the interior space redevelopment to follow. Completion of all units anticipated for spring 2023.

ECONOMIC ADVANTAGES EXPECTED FROM CONTINUING EXEMPTION

The redevelopment of the currently vacant second story will be an economic advantage to the community and its residence. The additional residential and office space will not only help solve the shortage in housing, but also being in the heart of the community these residence and short term residence will frequent local shops and, restaurant's. The lower level units which have already been renovated currently employ about a dozen workers. Extending this exemption will make it feasible to continue the vision of the previous owner ads well as ours.

Commercial Facilities Exemption Certificate

Restored Certificate

Pursuant to the provisions of Public Act 255 of 1978, as amended, the **CITY OF CHARLEVOIX** hereby finds that the commercial property, hereafter referred to as the commercial facility, owned or leased by **CELEBRATE ME HOME LLC**, and located at **217 BRIDGE STREET, 100 VAN PELT PLACE, AND 101 VAN PELT PLACE, CITY OF CHARLEVOIX**, County of **CHARLEVOIX**, Michigan, located within a Commercial Redevelopment District, is intended primarily for the purpose of restoration of obsolete commercial property, and complies with Section 10 and other provisions of the act.

Therefore, as provided by MCL 207.651 to 207.668, the **CITY OF CHARLEVOIX** hereby certifies as a **restored commercial facility** the property located at **217 BRIDGE STREET, 100 VAN PELT PLACE, AND 101 VAN PELT PLACE, CITY OF CHARLEVOIX**.

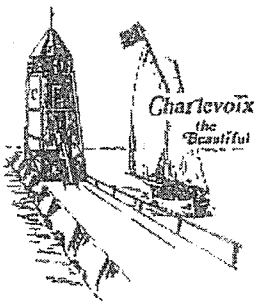
This certificate provides the authority for the assessor to exempt the commercial facility for which this Commercial Facilities Exemption Certificate is in effect, but not the land on which the facility is located or the personal property placed within the facility, from ad valorem taxation. This certificate further provides the authority to levy a specific tax known as the Commercial Facilities Tax.

This certificate, unless revoked by resolution of the **CITY OF CHARLEVOIX** as provided by Public Act 255 of 1978, as amended, shall remain in force for a period of **TWELVE (12) year(s)**;

Beginning December 31, 2017, and ending December 30, 2029.

The taxable value of the obsolete commercial property related to this certificate is **\$157,970**

This Commercial Facilities Exemption Certificate is issued on **APRIL 3, 2017**.



JOYCE M. GOLDING, Clerk
CITY OF CHARLEVOIX

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-06-02
RESOLUTION APPROVING TRANSFER OF A COMMERCIAL FACILITIES EXEMPTION CERTIFICATE APPLICATION
FOR STONEYCROFT FARMS LLC LOCATED AT 100 VAN PELT PLACE, CHARLEVOIX, MICHIGAN
(PA255 OF 1978 AS AMENDED)

- WHEREAS,** the City of Charlevoix legally established the Charlevoix Main Street Commercial Redevelopment District No.1 on October 17, 2016, after a public hearing held on October 17, 2016; and
- WHEREAS,** on April 3, 2017, the Charlevoix City Council granted Celebrate Me Home LLC a Commercial Facilities Exemption for the real property, excluding land, located in the Charlevoix Main Street Commercial Redevelopment District No.1 at 100 Van Pelt Place, for a period of 12 years, beginning December 31, 2017, and ending December 30, 2029, pursuant to the provisions of PA 255 of 1978, as amended; and
- WHEREAS,** a Commercial Facilities Exemption Certificate may be transferred and assigned by the holder of the certificate to a new owner of the facility with the approval of the local governmental unit after application by the new owner and with a properly noticed public hearing; and
- WHEREAS,** the applicant Stoneycroft Farms LLC (Ron & Jill Way) purchased 100 Van Pelt Place on February 1, 2021; and
- WHEREAS,** the applicant Stoneycroft Farms LLC has provided answers to all required questions under Section 6(1) of PA 255 of 1978 to the City of Charlevoix; and
- WHEREAS,** the City Assessor certified that the property is eligible to be covered by the exemption; and
- WHEREAS,** the application for transferring the Commercial Facilities Exemption Certificate was considered at a public hearing as provided by section 6(2) of Public Act 255 of 1978 on June 21, 2021.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Charlevoix, that Stoneycroft Farms LLC is granted a transfer of the Commercial Facilities Exemption for the real property, excluding land, located in the Charlevoix Main Street Commercial Redevelopment District No.1 at 100 Van Pelt Place, for a period of 12 years ending December 30, 2029, pursuant to the provisions of PA 255 of 1978, as amended.

RESOLVED this 21st day of June 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:
Nays:
Absent:

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Set Public Hearing: Alcoholic Beverages in Public Parks, June 21, 2021

DATE: June 7, 2021

PRESENTED BY: Lindsey Dotson, Main Street DDA Executive Director

BACKGROUND:

At the Charlevoix Main Street DDA Special Board meeting on Wednesday, June 2nd, the board voted to recommend and support an amendment to the ordinance that currently prohibits consumption of alcoholic beverages in public parks located in the downtown.

The current ordinance reads:

§ 94.30 ALCOHOLIC BEVERAGES.

(A) Consumption prohibited in certain places. It shall be unlawful for any person to consume alcoholic beverages in any part of any park which lies within 1,000 feet of U.S. Highway 31; except that, such restriction does not extend to privately owned vessels moored in the yacht basin nor does it extend to any specific function authorized by the City Manager; provided, however, that, any person or persons or legal entity authorized to control any playground, recreational area or athletic field covered by this subchapter, which property is not owned, leased or rented by the city, may extend authority to consume alcoholic beverages on said premises, upon written notification to the City Manager.

(Prior Code, § 3.14)

(B) Possession or consumption prohibited in certain public places. It shall be unlawful for any person to possess or consume alcoholic beverages, between the hours of 9:30 p.m. and 6:00 a.m. in any public park, playground, recreational area or athletic field owned, leased or rented by the city; provided, however, that, such restriction does not extend to privately owned vessels moored in the yacht basin, nor does it extend to any specific function authorized by the City Manager as set forth in this code of ordinances.

(Prior Code, § 3.15)

(Ord. 508, passed 9-6-1988; Ord. 658, passed 3-6-2000) Penalty, see § 94.99

Draft Revised language:

(A) Consumption prohibited in certain places. It shall be unlawful for any person to consume alcoholic beverages in any part of Veterans Park or any cemetery.

(B) Restrictions on Take-out Alcoholic Beverages. As allowed by the Michigan Liquor Control Commission, licensed alcohol establishments in the City may sell take-out beverages in accordance with statute and administrative rules promulgated by the State of Michigan but such beverages may only be consumed on public property under the following limitations:

- i. No takeout beverage may be actively consumed on a public sidewalk, roadway, or highway except where seating is provided, food is served for a charge, and consumption may lawfully occur.
- ii. Alcohol consumption in a park must occur from a clearly marked container indicating the beverage was purchased from a licensed establishment in the City of Charlevoix.
- iii. Consumption of take-out beverages in public places may only occur between 10am and 10pm.

(C) Limitations on consumption in certain places. Notwithstanding the permitted uses above, alcohol shall not be consumed in East Park, Robert Bridge Memorial Park, or Hoffman Park except when the City Council may specifically permit it as part of an event, service area or in the creation of another allowed use by resolution.

(D) Possession or consumption prohibited in certain public places. Notwithstanding the specific

limitations and allowances in sections (B) and (C) of this chapter, it shall be unlawful for any person to possess or consume alcoholic beverages, between the hours of 10:00 p.m. and 10:00 a.m. in any public park, playground, recreational area or athletic field owned, leased or rented by the city.

(E) Exemption for boats. Restrictions on alcohol shall not extend to privately owned vessels moored in the waters of the City or docked in the Charlevoix Marina.

GOALS:

Enhance and showcase the outstanding quality of life in Charlevoix

RECOMMENDATION:

Motion to set a public hearing for Monday, June 21st at 6pm in the Council Chambers of City Hall to consider public comment on Ordinance 826 of 2021.

ATTACHMENTS:

- ▣ Ordinance

CITY OF CHARLEVOIX
ORDINANCE NO. 826 of 2021
AN ORDINANCE TO AMEND TITLE IX, CHAPTER 94, SECTION 30 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title IX, Chapter 94, Section 30 of the City of Charlevoix Code is hereby repealed and replaced as follows:

94.30 ALCOHOLIC BEVERAGES.

(A) *Consumption prohibited in certain places.* It shall be unlawful for any person to consume alcoholic beverages in any part of Veterans Park or any cemetery.

(B) *Restrictions on take-out alcoholic beverages.* As allowed by the Michigan Liquor Control Commission, licensed alcohol establishments in the City may sell take-out beverages in accordance with statute and administrative rules promulgated by the State of Michigan but such beverages may only be consumed on public property under the following limitations:

- i. No take-out beverage may be actively consumed on a public sidewalk, roadway, or highway except where seating is provided, food is served for a charge, and consumption may lawfully occur.
- ii. Alcohol consumption in a park must occur from a clearly marked container indicating the beverage was purchased from a licensed establishment in the City of Charlevoix.
- iii. Consumption of take-out beverages in public places may only occur between 10:00 am and 10:00 pm.

(C) *Limitations on consumption in certain places.* Notwithstanding the permitted uses above, alcohol shall not be consumed in East Park, Robert Bridge Memorial Park, or Hoffman Park except when the City Council may specifically permit it as part of an event, service area or in the creation of another allowed use by resolution.

(D) *Possession or consumption prohibited in certain public places.* Notwithstanding the specific limitations and allowances in sections (B) and (C) of this chapter, it shall be unlawful for any person to possess or consume alcoholic beverages, between the hours of 10:00 p.m. and 10:00 a.m. in any public park, playground, recreational area or athletic field owned, leased or rented by the city.

(E) *Exemption for boats.* Restrictions on alcohol shall not extend to privately owned vessels moored in the waters of the City or docked in the Charlevoix Marina.

SECTION 2. Severability.

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

SECTION 3. Effective Date.

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

Ordinance No. 826 was adopted on the 21st day of June 2021 A.D., by the Charlevoix City Council as follows:

Motion by:

Second by:

Yeas:

Nays:

Absent:

State of Michigan }
City of Charlevoix } §

Joyce M. Golding

Clerk

Luther Kurtz

Mayor

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Set Public Hearing: June 21 Charlevoix Trail Extension Project

DATE: June 7, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The City of Charlevoix is continuing to move forward on design work and planning of the Charlevoix Trail Connection to the Little Traverse Wheelway. OHM Advisors is completing the preliminary engineering and design work.

In addition to planning, design and engineering work, OHM, the City and partners continue seeking funding opportunities. One of those funding sources that we are exploring is seeking of a Transportation Alternatives Program (commonly known as TAP) Grant. This competitive grant process is overseen by MDOT.

Participation in the TAP Grant requires a presentation of the project overview, preliminary studies and conceptional design in two public hearings. The public hearings will be an opportunity for public input. The first public hearing will be held on June 17 at the Charlevoix Township Offices from 6:00-7:00 PM. The second public hearing will be during City Council Meeting on June 21.

RECOMMENDATION:

Motion to set public hearings for Thursday June 17th at the Charlevoix Township Hall, 12491 Waller Road and Monday, June 21, 2021 at 6pm in the Council Chambers of City Hall to consider public comment on The Charlevoix Trail Connector and application for a Transportation Alternatives Program Grant.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Allocated Parking Space for Commercial Slip Holders

DATE: June 7, 2021

PRESENTED BY: Aaron Hagen, Deputy Mayor; Mark L. Heydlauff, City Manager

BACKGROUND:

As we have moved into different iterations of parking arrangements in the Acacia lot, it becomes more challenging for businesses operating on the water (like Sunshine Charters) to conduct landside operations. To this end, one space for each commercial operator could be dedicated for their parking needs when actively engaged in charter activities if they wish to pay a fee for it. We would suggest this fee be in the range of \$500 to \$1000 and this would allocate at most 2 spaces for this purpose. It is akin to space used by BISCO outside of their fenced in areas, some of which is used for safety-related equipment.

RECOMMENDATION:

Motion to authorize the City Manager to draft commercial slip lease addendums to dedicate parking spaces for slip holders when engaging in active charter operations for a fee to be set by Council.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: 200 Block of Bridge Street Block Party

DATE: June 7, 2021

PRESENTED BY: Mark L Heydlauff, City Manager

BACKGROUND:

Debbie Angermuller of Color Wear has requested permission to plan a block party for the retailers on the 200 block of Bridge Street. She is proposing the use of the sidewalks, although doesn't expect them to be blocked by racks, stands, etc. She would also like permission to utilize Bridge Park for a fashion show, featuring items from the downtown retailers. This show would include music and a stage. The date requested is Thursday, June 24, from 12 pm - 9 pm.

RECOMMENDATION:

Motion to approve the 200 Block of Bridge Street Block Party as a major event for Bridge Park per the Special Event Policy.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Mayoral Appointment

DATE: June 7, 2021

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

The Mayor is appointing Annemarie Conway to the Planning Commission.

RECOMMENDATION:

Motion to appoint Annemarie Conway to the Planning Commission, term expiring April 2023.

ATTACHMENTS:

▣ Application

Joyce Golding

From: noreply@civicplus.com
Sent: Friday, June 4, 2021 12:59 PM
To: Joyce Golding
Subject: Online Form Submittal: Volunteer Boards and Committees Application

Volunteer Boards and Committees Application

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

Committees and Boards to Apply For	Planning Commission
Name	Annemarie Conway
Email Address	aconway@rayder.net
Address	103 East Lincoln Street
Home Phone	Field not completed.
Cell Phone	2316760855
Are you a registered voter in the City?	Yes
How long have you lived in the City?	5 months
Educational Background	MA in Education and MA in Constitutional Studies (LSA)
Professional Qualifications and / or Work Experience	Charlevoix Public Schools Educator for 26 years.
Community Activities and / or Other Experience	Venetian corn-hole tournament organizer and merchandise tent 12-6 shift coverage organizer. Jr. Main Street teacher sponsor.
Have you served on a board / committee or held a civic position in the past?	No
Do you foresee any potential conflicts of	No

interest while executing the duties of this position?

Reason(s) You Wish to Serve

I am interested in Charlevoix's future, hoping young families and year-round, stable jobs move here.

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

Yes

Electronic Signature Agreement

I agree.

Electronic Signature

Annemarie Conway

Date

6/4/2021

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CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: June 7, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. SBEI Study of Downtown Walkability and Streetscapes

Last August, Council directed our application to the Sustainable Built Environment Initiative. I learned last week that this application was successful and representatives from Michigan State University will be in town this summer to do assessments and community visioning about this topic.

B. Mt. McSaubia Fund Raiser

Not much else draws attention to the Marina like a tall ship harbored in Charlevoix. On July 1st, Inland Seas will be returning to work with McSaubia Day Camp students. Inland Seas will be taking campers on three science-based sailing adventures on Lake Charlevoix. Our campers will study microorganisms under a microscope, learn about varieties of fish in the Great Lakes, and even take part in steering the ship. The day camp started this partnership two summers ago and this is easily our most popular camp activity of the summer.

Inland Seas has offered us an opportunity to take their tall ship out for an "Adult Camp Experience". The Recreation Department will be offering 28 spots for a special sunset sail on the evening of July 1st. All proceeds of this special sailing trip will be used to fund the Day Camp and Ski School Scholarship Program. Tickets will be available through the Recreation Department for \$100 per person. Ticket includes a dessert and refreshments reception at the Harbor Master's Building from 7:00-8:00pm, a silent auction, and the sail from 8:30-10:30pm. Tickets are available by calling Kent or Beth at 547-3253 or 547-7183. We anticipate that tickets will sell quickly for this unique "camp experience".

ATTACHMENTS:

- ▣ DDA Minutes
- ▣ Historic District Commission Minutes
- ▣ Shade Tree & Parks Commission Minutes

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET MEETING
Monday, April 26, 2021 at 5:30 p.m.
Council Chambers, City Hall

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair:	Maureen Owens
Members Present:	Sam Bingham, Sean Bradley (late), Richard Christner, Kirby Dipert, Luther Kurtz, Amanda Wilkin
Members Absent:	Liam Dreyer, Paul Silva, Ron Way
City Staff:	Lindsey Dotson, Executive Director

4. Inquiry Into Potential Conflicts of Interest

Mayor Kurtz stated that he would recuse himself from the Van Pelt Alley Temporary Closure discussion.

5. Consent Agenda

- A. Minutes
- B. Committee Minutes
- C. Director's Report
- C. Monthly Report

Chair Owens noted on the Draft Itinerary that the virtual forum was at the same time as the DDA meeting and Director Dotson explained the reason for the scheduling.

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

6. Reports

7. Old Business

8. New Business

A. Junior Main Street Presentation

Director Dotson stated that the students were working on two projects that were a continuation of the projects that had been approved last year, and they had a new project called "The Reels and Wheels Fundraiser for Charlevoix Cinema III" which the students proceeded to present.

Annemarie Conway, teacher at Charlevoix High School introduced Lilian Murray. Ms. Murray presented the murals designed and painted by Riley Smith with help from the students. The murals were finished and ready to be hung on the side of the East Park Tavern wall.

Mark Rosema explained that construction students built two Adirondack chairs to be placed at the Pine River Hammock Park next to the channel. He described the chair features, weather resistance and materials used for the chairs.

Emily Olach stated that they were planning to do a reels and wheels drive-in theatre to help the theatre get back on its feet due to COVID. She stated that all the money collected for this event will be going to Charlevoix Cinema III. Friday's movie would be "Jaws" and Saturday's would be "Finding Nemo".

Mayor Kurtz stated he would recuse himself from voting on the theatre fundraiser. Member Bradley joined the meeting at this time.

Motion by Member Christner, second by Member Bradley to approve the use of outdoor movie equipment for the Reels and Wheels event at Charlevoix Elementary School on May 14th and 15th. Motion passed by unanimous voice vote with Mayor Kurtz abstaining.

Motion by Member Wilkin, second by Member Christner to approve the placement of Adirondack chairs at the Pine River Hammock Park. Motion passed by unanimous voice vote.

B. Election of Officers

Member Christner advised that due to family and time commitments it would be best for the Board to select someone else as Vice Chair.

After discussion, motion by Mayor Kurtz to nominate Richard Christner, second by Member Dipert for Vice Chair to a one-year term ending in April of 2022. Motion passed by unanimous voice vote with Christner abstaining.

Motion by Member Bingham to nominate Maureen Owens, second by Member Wilkin for Chair to a one-year term ending in April of 2022. Motion passed by unanimous voice vote with Owens abstaining.

C. Van Pelt Alley Temporary Closure

Mayor Kurtz recused himself. Director Dotson stated that the businesses located in Van Pelt Alley requested closing a portion of the east/west alley to vehicles in the summer to create an expanded area for patrons to wait for a table at a restaurant or to gain access to a retail establishment that may still have limited capacity due to COVID-19 safety guidelines.

Motion by Member Christner, second by Member Dipert to support the closure of a portion of Van Pelt Alley to vehicular traffic to improve walkability and safety during the summer of 2021 pending other necessary department approvals. Motion passed by unanimous voice vote with Mayor Kurtz abstaining.

D. Main Street Vibrancy Grant

Mayor Kurtz rejoined the meeting. Director Dotson described an opportunity to apply for \$20,000 in funding by the Michigan Main Street Center. She stated that they were seeking projects that will impact vibrancy, but that are considered "lighter, quicker, cheaper" vs. long-term projects. She suggested applying for monies that would support elements of the Alleyway Corridor Vision such as lighting or plantings. She said the allowable projects also allow promotion and advertising and could be used to promote Restaurant Week, Gift Local Program, and the First Friday promotions. Director Dotson stated that she would submit an application and the Board concurred.

D. Live on the Lake Funding Opportunity

Director Dotson stated that 4TheLocal.com approached the DDA asking if the Board would like to be a "charitable cause" that they contribute to in relation to selling memberships. She described details of the organization and the proposal. She stated it is a 50% split of the profits, and the DDA would have the option of adding an additional charitable cause that would get 10%, which could be the Community Pool to offset some of the funds that come out of their budget and into the DDA's through the County. Director Dotson responded to multiple questions from the Board members about the program.

Sarah Hagen stated that 4TheLocal was a member of the Charlevoix Chamber of Commerce and he also had programs in other communities in northern Michigan. The Board concurred to have the owner of 4The Local attend a Board meeting and provide a presentation on how the program works.

9. Public Comments

10. Request for Future Agenda Items

Chair Owens stated that she would like to do a review of wayfinding signage. She stated that there was still a sign on Clinton & Bridge Streets directing people to the Brewery. Director Dotson stated that the topic would go before the Design Committee first and then to the Board.

11. Board Comments

Chair Owens questioned the members regarding downtown social districts. Mayor Kurtz explained it would be a district where people can carry their drinks outside of a restaurant anywhere in the District with some limitations. Member Bingham felt there were too many unknowns. Mayor Kurtz stated that Petoskey had a social district as well as Northville and Muskegon. Member Christner and Mayor Kurtz stated that they would be supportive of such a district, but there were things that would need to be worked out. Several other members were in favor.

12. Adjourn

Motion by Mayor Kurtz, second by Member Christner to adjourn the meeting at 6:32 p.m.

Joyce Golding/fgm

Maureen Owens

Chair

Meeting of the City of Charlevoix
Historic District Commission
Friday, April 23, 2021
Minutes

Carol Kranz, Chair of the Historic District Commission, called the meeting to order at 11:01 am and introduced the newest member of the Commission, Frank Campi.

1) Roll Call

Present: Frank Campi, Kay Heise, Carol Kranz, David Miles, Laura Podob

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

Absent: Mary Adams, Paul Weston

2) Zoom access: Both Frank Campi in St. Louis, MO and Carol Kranz in Grand Rapids, MI attended by Zoom.

3) Approval of Agenda: A quorum was present, and the agenda was accepted unanimously after a motion by David Miles and a second by Carol Kranz.

4) Inquiry Regarding Possible Conflicts of Interest: None

5) Approval of Minutes: The minutes of the January 22, 2020 meeting were approved unanimously after a motion by David Miles and a second by Laura Podob.

6) New Business

a. Community Partnership Application to State Historic Preservation Office (SHPO)

Lindsey Dotson has prepared the application to be submitted by May 3, 2021. Commissioners were requested to respond with any suggested edits no later than Thursday, April 29.

If we receive this award, our long-standing attempt to name to the National Historic Registry *the West 200 block of Bridge Street, as well as the three buildings on Van Pelt Alley*, would proceed with the help of SHPO.

To satisfy one of the requirements of the project, Carol Kranz tentatively agreed to be the commissioner who would participate in a local field session organized by SHPO.

The submission of the application was approved unanimously after a motion by David Miles and a second by Kay Heise.

7) Old Business

a. Earl Young Historic District Signs Update

Lindsey Dotson reported that two of the three signs have been completed and that installation should take place this spring.

8) Request for Future Agenda Items

a. Report on the DDA interest in murals being painted on downtown walls, in particular, one of indigenous peoples.

b. Report on a possible joint meeting with the Shade Tree Commission.

9) Adjourn: Meeting was adjourned at 11:46 am.

Next meeting: May 28, 2021

Submitted by: Kay Heise

**Shade Tree and Parks Commission
Meeting Minutes**

May 13, 2021, 11am
City Council Chambers

Members Present: Chair Hodgson; Ken Polakowski; David Levy; Jennifer Muladore; Mark Pawlicki

Members Absent: None

Also present: Mark Heydlauff, City Manager; Pat Elliott, DPW Superintendent; Kent Knorr, Recreation Director; Kay Heise, Historic District Commission; Todd Wyett; Leilani Durbin

Chair Hodgson called the meeting to order at 11:04am.

Chair Hodgson reviewed the minutes of the meeting held on April 15 and corrected the minutes to show the meeting time is intended for Thursday not Tuesday. Motion by Polakowski, second by Muladore to approve the minutes of April 15, 2021 as corrected.

Motion carried.

Mr. Elliott reviewed the view vistas on Park Avenue. Progress is continuing. He indicated the one of the vistas is nearly complete and will have a filtered view. Chair Hodgson was concerned about the pace of progress. Other members were pleased with the approach.

Mr. Elliott also reviewed the Water Tower Park progress and indicated ground trimming has been done with some pruning. More can be done as trees leaf out.

Chair Hodgson inquired about the Westenbroek Substation. Mr. Polakowski indicated he would be meeting with Electric Department Director John Griffith soon to review the project.

Chair Hodgson introduced Mr. Wyett and Ms. Durbin to discuss their ideas for plantings on the north side of the Channel entrance. They would like to see native plantings added to beautify this area from the lighthouse pier to the east. They are in contact with the Little Traverse Bay Band to discuss plants that are appropriate and low maintenance. Mr. Polakowski questioned the process for public improvements and how long-term maintenance would be planned. Mr. Wyett indicated he would continue to update the Commission on their plans.

Mr. Levy suggested reviewing the landscaping around the welcome to Charlevoix sign on the channel.

Chair Hodgson reviewed the tree planting process.

The Commission decided by consensus to move the June meeting to June 3 at 10am.

Chair Hodgson opened the floor for public comment.

Kay Heise, representing the Historic District Commission, discussed the Commission's concerns on Park Avenue and the homeowners in the Earl Young Historic District.

Chair Hodgson adjourned the meeting at 12:05pm.