



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, June 21, 2021- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Mayoral Proclamation: Voices Without Borders
Luther Kurtz, Mayor
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - June 7, 2021
 - B. Accounts Payable and Payroll Check Registers
 - C. Venetian Festival Contract for \$15,000
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Public Hearing: Stoneycroft Farms LLC Commercial Facilities Exemption Certificate Transfer, June 21, 2021
Mark L. Heyldauff, City Manager
 - B. Public Hearing: Alcoholic Beverages in Public Parks, June 21, 2021
Mark L. Heyldauff, City Manager
 - C. Public Hearing Charlevoix Trail Extension
Chris Powell, OHM Advisors
- 7. All Other Actions and Requests**
 - A. Historical Sign on Indigenous History
Lindsey Dotson, Main Street DDA Executive Director
 - B. Renewable Energy Credits for \$12,000
John Griffith, Electric Department Director
 - C. West Dixon Street Light Purchase \$13,632.15
John Griffith, Electric Department Director
 - D. Advanced Meter Infrastructure Consultant \$57,000

John Griffith, Electric Department Director

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: Mayoral Proclamation: Voices Without Borders

DATE: June 21, 2021

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

The Mayor will present a proclamation to Sara Russell Kukuk and Jack Kukuk with gratitude for their dedication to advancing the arts in our community through Voices Without Borders.

ATTACHMENTS:

- ▣ Proclamation



MAYORAL PROCLAMATION

WHEREAS, Sara Russell Kukuk and Jack Kukuk founded Voices Without Borders in 2009 with a mission to promote, support, and sponsor choral music, dance and other activities for young people in our schools and communities in northern Michigan and around the world; and

WHEREAS, Voices Without Borders has hosted tours, festivals, and student exchanges which have promoted cultural understanding and new friendships around the world; and

WHEREAS, Voices Without Borders frequently hosts concerts and musical activities in Charlevoix and the Odmark Pavilion in East Park sharing music and joy with our residents and visitors; and

WHEREAS, Voices Without Borders partners with other arts organizations in our region to strengthen the appreciation and enjoyment of the arts around northern Michigan.

NOW THEREFORE, I, LUTHER KURTZ, MAYOR OF THE CITY OF CHARLEVOIX, do thank and commend Sara Russell Kukuk and Jack Kukuk for their dedication to advancing the arts in our community; and

FURTHERMORE, I thank all participants and musicians of Voices Without Borders for enriching our community with their talents; and

FURTHERMORE, I wish Voices Without Borders much success in their endeavors this year as they return to performing.

Given under my hand this 21st day of June, 2021.


Luther Kurtz, Mayor



CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - June 7, 2021

DATE: June 21, 2021

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, June 7, 2021 – 6:00 p.m.
210 State Street, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

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

3. Presentations

A. Resolution Honoring the Life and Work of James B. Malewitz

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

Motion by Knapp, second by Bryan to approve Resolution 2021-06-01 honoring James B. Malewitz.

CITY OF CHARLEVOIX
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.

RESOLVED this 7th day of June, 2021 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

4. Inquiry Regarding Conflicts of Interest

Kalbfell felt Council should decide if she had a conflict of interest with Item 7.A. Council agreed that she did. The Mayor stated that he had a conflict with Item 6.A. With reference to Item 6.B., the Mayor disclosed that he has tenants with a liquor license but felt there was no conflict and Hagen disclosed that he has a licensed establishment also, but there was no conflict.

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 17, 2021
- B. Special City Council Meeting Minutes – May 27, 2021
- C. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – May 20, 2021
 - b. Special Accounts Payable Check Register – May 25, 2021
 - c. Regular Accounts Payable Check Register – June 8, 2021
 - d. ACH Payments – May 17, 2021 to June 01, 2021
 - e. Payroll Check Register – May 28, 2021
 - f. Payroll Transmittal – May 28, 2021
- D. Building Authority Commission Reappointment: City Clerk Golding, term expiring June 2024
- E. Public Act 95 Opt Out for 2021-2022 season

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

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

Nays: None

6 Public Hearings & Actions Requiring Public Hearings

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

The Mayor recused himself and Deputy Mayor Hagen introduced the item. City Manager Heydlauff explained that Ron Way of Stoneycroft Farms LLC purchased 100 Van Pelt Place from Luther Kurtz (Celebrate Me Home LLC) and this property was receiving a commercial facilities tax abatement. He noted that it was standard practice to transfer the CFEC from one owner to the next. The statute allows for exemption certificates to be transferred but must include a public hearing and City Council approval.

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

Motion by Kalbfell, second by Slater 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.)

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

Nays: None

- B. Set Public Hearing: Alcoholic Beverages in Public Parks, June 21, 2021

The Mayor returned to the meeting. DDA Director Dotson stated that the DDA 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. She explained that the amendment would allow take-out beverages in East Park and Bridge Park.

During discussion, Council also considered doing away with the ordinance which prohibits alcohol in the parks. They also discussed lessening alcohol consumption restrictions until a decision was made at the public hearing.

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

Motion by Slater, second by Parr to set a public hearing for Monday, June 21, 2021 at 6:00 p.m. in the Council Chambers of City Hall to consider public comment on Ordinance 826 of 2021. Motion carried by unanimous voice vote.

Motion by Slater, second by Parr to authorize the City Manager to relax the restrictions [in Section 94.30 of the City Code] for a two-week period per Council's discussion. Motion carried by unanimous voice vote.

- C. Set Public Hearing: June 21 Charlevoix Trail Extension Project

City Manager Heydlauff stated that the City is continuing to move forward on design work and planning of the Charlevoix Trail Connection to the Little Traverse Wheelway. One potential funding source is the Transportation Alternatives Program (TAP) Grant. He stated that participation in the TAP Grant requires a project presentation at two public hearings. The first public hearing will be held on June 17 at the Charlevoix Township Hall; the second public hearing will be during the June 21 City Council Meeting.

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

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

7 All Other Actions & Requests

- A. Allocated Parking Space for Commercial Slip Holders

Kalbfell recused herself. City Manager Heydlauff stated that as we moved into different iterations of parking arrangements in the Acacia lot, it became more challenging for businesses operating on the water (like Sunshine Charters) to conduct landside operations.

Hagen felt that one space for each commercial operator could be dedicated for their parking needs when actively engaged in charter activities. Josh Mack, Sunshine Charters, explained his need for dedicated parking. Council then discussed an appropriate fee.

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

Motion by Parr, second by Hagen 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. Motion carried by voice vote with two nays and Kalbfell abstaining.

Motion by Bryan, second by Parr to set the [commercial slip parking space] fee from Memorial Day to September 15 at \$1,500. Motion carried by unanimous voice vote with Kalbfell abstaining.

B. 200 Block of Bridge Street Block Party

Kalbfell returned to the meeting. City Manager Heydlauff stated that Debbie Angermuller of Color Wear requested permission to plan a block party for the retailers on the 200 block of Bridge Street utilizing Bridge Park for a fashion show.

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

Motion by Parr, second by Slater to approve the 200 Block of Bridge Street Block Party as a major event for Bridge Park per the Special Event Policy. Motion carried by unanimous voice vote.

C. Mayoral Appointment

Motion by Bryan, second by Kalbfell to appoint Annemarie Conway to the Planning Commission, term expiring April 2023. Motion carried by unanimous voice vote.

8. **Reports & Communications**

A. Public Comments

- Bob Timms felt the general millage should be reduced if the Lake Charlevoix EMS Authority millage passes in August
- Mike Doherty felt speeding on Park Avenue was still an issue

B. City Manager Comments

- 15 birdhouses were installed at the Golf Course
- Staff and the Planning Commission are updating potential locations for donated benches

C. Mayor & Council Comments

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 7:08 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 05/20/2021			
CHARLEVOIX STATE BANK	6,538.62	STANDARD INSURANCE CO	2,619.88
CHARTER COMMUNICATIONS	716.07	VERIZON WIRELESS	88.29
DELTA DENTAL	3,465.24	VSP INSURANCE CO. (CT)	550.10
EQUITABLE FINANCIAL LIFE INSURANCE	464.75	WEX BANK	316.34
GREAT LAKES ENERGY	320.94	TOTAL	68,378.21
HOLIDAY COMPANIES	6,487.32		
MERIT NETWORK INC	3,150.00		
PRIORITY HEALTH	43,660.66		
Special Accounts Payable – 05/25/2021			
GSK ENTERPRISES LLC	\$ 875.00	TOTAL	875.00
Regular Accounts Payable – 06/08/2021			
ACME SPORTS INC	415.00	ANDERSON, ELIZABETH A.	50.00
ACTION FLAG CO	177.05	ANZELL, BETH A.	50.00
ACUSHNET COMPANY	338.58	APPLIED CONCEPTS INC	185.00
AIRGAS USA LLC	73.70	ASPEN WIRELESS	3,614.00
ALL-PHASE ELECTRIC	1,953.27	AT YOUR SERVICE PLUS INC	500.00
ALLSHRED SERVICES	156.85	AT&T LONG DISTANCE	6.12
ALTEC INDUSTRIES INC	77.95	AT&T MOBILITY	848.85
AMAZON CAPITAL SERVICES	434.88	AVFUEL CORPORATION	19,018.42

AZZOPARDI, ANTHONY J.	50.00	MATELSKI, KRISTEN L.	50.00
BEAVER RESEARCH COMPANY	238.72	MAY, MEREDITH A.	50.00
BELL EQUIPMENT COMPANY	1,040.77	MCCRARY, GORDON	27.80
BOUND TREE MEDICAL LLC	31.56	MCDERMOTT, DENNIS J.	129.93
BRADFORD'S	16.80	McGINN, KELLY A.	50.00
CDW GOVERNMENT INC.	233.69	MCLAREN CORPORATE SVCS SYSTOC	128.00
CHX AREA CHAMBER OF COMMERCE	3,000.00	MCLEAN ENGINEERING CO INC	216.50
CHARLEVOIX CINEMA III	2,930.11	MCMULLEN, DONALD R.	50.00
CHARLEVOIX PEST CONTROL INC.	75.00	MILLER, WILLIAM S.	50.00
CHARLEVOIX SCREEN MASTERS INC	625.45	MPARKS	850.00
CHARLEVOIX TOWNSHIP	29.24	MUNK, CHRISTOPHER J.	121.65
CHEMICAL SYSTEMS INC.	3,780.00	MWEA	77.00
CINTAS	42.85	MYNORTH MEDIA	350.00
CINTAS CORPORATION	198.62	NAVIA BENEFIT SOLUTIONS	50.00
CITY OF CHARLEVOIX - UTILITIES	38,234.77	NCL OF WISCONSIN INC.	813.85
CONWAY PROFESSIONAL SERVICES	4,810.00	NORTHERN PUMP SERVICE INC.	6,308.35
CUMMINS BRIDGEWAY LLC	787.50	OHM ADVISORS	22,568.75
D & D ELECTRONICS	1,637.93	OLESON'S FOOD STORES	93.06
DeROSIA, PATRICIA E.	50.00	PEARSALL, MICHAEL	475.00
DINGWALL, MICHAEL	180.00	PLUNKETT & COONEY	1,200.00
DITCH WITCH SALES OF MICHIGAN	12,079.98	POSTMASTER	123.50
DOAN, GERARD P.	50.00	POTTER, MARGARET G.	182.50
DORAN, JUSTIN J.	50.00	POWER LINE SUPPLY	2,788.10
DORNBOSS SIGN INC.	510.53	PRO IMAGE DESIGN INC	5,070.00
DOTSON, LINDSEY J.	50.00	PURITY CYLINDER GASES INC	111.30
ECONO SIGNS LLC	1,783.94	R & R PRODUCTS INC	299.01
EJ USA INC.	373.88	RCL CONSTRUCTION CO INC	451,552.48
ELLIOTT, PATRICK M.	50.00	RESOLUTION G2 LLC	4,967.00
ELLSWORTH FARMER'S EXCHANGE	1,948.10	RS&H MICHIGAN INC	8,495.20
EVANS, GERALD L.	50.00	RUSSELL DEPRIEST & GRETCHEN EBY	1,407.37
FARMER WHITE'S	39.00	SCHICK, TIELER R.	54.00
FASTENAL COMPANY	80.22	SCHOLEY, ROBERT W.	50.00
FEYEN ZYLSTRA LLC	2,105.50	SHANAHAN, CHERYL J.	50.00
GINOP SALES INC	63.30	SILVA, JESSE L.A.	50.00
GOLDEN HILLS MAPLE SYRUP	66.00	SKI TRAIN DEPOT	870.00
GOLDING, JOYCE M.	50.00	SPACE INC.	72,102.48
GOLF ASSOCIATION OF MICHIGAN	38.00	SPARTAN DISTRIBUTORS INC	539.35
GOLOVICH, RENEE	46.00	STATE AND MASON LLC	1,000.00
GORDON FOOD SERVICE	126.72	STATE OF MICHIGAN	565.00
GREAT LAKES ASPHALT SERVICES	3,000.00	STATE OF MICHIGAN	95.00
GRIFFIN BEVERAGE CO	200.00	STATE OF MICHIGAN	95.00
GRIFFITH, JOHN J	50.00	STEPHENS, LYON G.	50.00
GRP ENGINEERING INC.	5,180.00	STRICKER'S OUTDOOR POWER EQUIP	167.45
HACH COMPANY	418.16	STRIKER SUPPLY	22.00
HAMMERSMITH EQUIPMENT CO	995.00	SYSTEMS SPECIALISTS INC	3,162.50
HARRELL'S	3,718.14	TAYLOR 12501 LLC	4,417.50
HERITAGE-CRYSTAL CLEAN LLC	389.27	TRACE ANALYTICAL LABORATORIES INC	192.00
HEYDLAUFF, MARK L.	50.00	TRAVERS, MANUEL J.	50.00
HILLING, NICHOLAS A.	50.00	UNIFIRST CORPORATION	364.08
HUGH'S EXCAVATING LLC	1,440.00	UNIVERSAL CREDIT SERVICES INC	120.98
INHABITECT LLC	4,840.00	UP NORTH ASSESSING INC	5,100.00
JOE'S PROFESSIONAL SERVICES LLC	560.00	UPPER CASE PRINTING INK.	649.65
JOHN E. GREEN COMPANY	1,486.04	USA BLUE BOOK	1,017.64
JOHNSON, MELISSA A.	50.00	VILLAGE GRAPHICS INC.	90.00
KLOOSTER, ALIDA K.	50.00	WARD BROTHERS BOATS INC	335.85
KNORR, KENT J.	50.00	WILMOT ELECTRIC INC	165.00
KSS ENTERPRISES	1,353.34	WOOD SHOP, THE	900.00
LAKESHORE TIRE & AUTO SERVICE	20.00	WORK & PLAY SHOP	82.44
LANDSCAPE FORMS INC.	3,120.00	WURST, RANDALL W.	50.00
LASER PRINTER TECHNOLOGIES	1,806.95	WYMAN, MATTHEW A.	50.00
LITTLE TRAVERSE DISPOSAL LLC	23,257.34	XEROX FINANCIAL SERVICES	168.84
LIVINGSTON, BRIAN D.	50.00	TOTAL	761,056.20
LOTTIE'S BAGELS	52.00		
MACGREGOR PLUMBING & HEATING	2,133.00		

ACH Payments – 05/17/2021 to 06/01/2021

MI PUBLIC POWER AGENCY	27,735.60	VANTAGEPOINT (ROTH IRA)	1,080.76
MI PUBLIC POWER AGENCY	13,679.95	MERS (DEFINED BENEFIT PLAN)	51,065.68
MI PUBLIC POWER AGENCY	223,724.92	MI PUBLIC POWER AGENCY	22,059.72
IRS (PAYROLL TAX DEPOSIT)	59,292.01	TOTAL	428,203.73
ALERUS FINANCIAL (HCSP)	350.00		
STATE OF MI (WITHHOLDING TAX)	7,966.67		
VANTAGEPOINT (401 ICMA PLAN)	912.08		
VANTAGEPOINT (457 ICMA PLAN)	20,236.34		

Payroll Net Pay – Check Date 05/28/2021

HEYDLAUFF, MARK L.	2,887.53	WYMAN, MATTHEW A.	1,776.67
GOLDING, JOYCE M.	1,748.81	MILLER, WILLIAM S.	155.88
DEROSIA, PATRICIA E.	1,316.62	DOUGLAS, MARK	1,031.41
DOTSON, LINDSEY J.	1,455.09	FRATRICK, JOSEPH W.	674.82
KLOOSTER, ALIDA K.	1,787.66	CARSON, SAWYER J.	1,010.29
GOLOVICH, KAREN J.	974.82	MCMULLEN, DONALD R.	1,802.20
BARNEVELD, RICHELLE L.	1,266.11	SILVA, JESSE L.A.	1,833.93
MILLER, FAITH G.	38.17	JOHNSON, MELISSA A.	1,455.70
MCGINN, KELLY A.	1,673.43	STEPHENS, LYON G.	1,299.22
DOAN, GERARD P.	2,466.09	TRAVERS, MANUEL J.	1,714.71
SCHOLEY, ROBERT W.	1,627.58	RILEY, CASEY W.	333.40
UMULIS, MATTHEW T.	1,115.70	JONES, LARRY M.	523.60
ORBAN, BARBARA K.	1,169.40	CORNELL, BRITTA J.	1,593.90
RILEY, DENISE M.	468.72	AZZOPARDI, ANTHONY J.	1,651.12
MUNK, CHRISTOPHER J.	1,418.54	PECK, JARICA L.	375.75
SCHICK, TIELER R.	1,509.53	FALKENBERG, AMANDA M.	1,744.11
STEWART, MORGAN J.	1,452.32	MOYER, NATHAN I.	873.17
MATELSKI, KRISTEN L.	1,382.24	HOSLER, ERIK R.	1,702.70
BINGHAM, LARRY E.	499.60	HOLOWACH, ROGER E.	1,566.67
MACGILLIVRAY, ROGER	24.94	JOSLIN, ISABELLE G.	132.14
WURST, RANDALL W.	1,296.78	WHITLEY, ANDREW T.	2,650.26
HILLING, NICHOLAS A.	1,982.15	ELLIOTT, PATRICK M.	9,235.00
MEIER III, CHARLES A.	1,526.75	MORRISON, KEVIN P.	1,390.85
ZACHARIAS, STEVEN B.	1,377.07	PAALMAN, STEPHEN J.	333.01
NEWMAN, MARK J.	1,306.26	SILVA, JESSE L.A.	1,274.53
KENWABIKISE, DAVID L.	1,158.86	JOHNSON, MELISSA A.	1,048.01
GRIFFITH, JOHN J.	2,995.57	STEPHENS, LYON G.	527.14
EATON, BRAD A.	2,351.37	TRAVERS, MANUEL J.	566.65
WILSON, TIMOTHY J.	2,639.81	RILEY, REBECCA J.	129.66
LAVOIE, RICHARD L.	2,274.39	STEVENS, JEFFREY W.	622.41
STEVENS, BRANDON C.	2,816.50	RILEY, CASEY W.	1,344.05
DRAVES, MARTIN J.	2,688.31	JONES, LARRY M.	1,777.75
ANDERSON, ELIZABETH A.	1,234.96	VANZANDT, ZORRAN C.	203.58
ELLIOTT, PATRICK M.	3,065.84	MATZ, EMILY S.	2,152.22
SCHWARTZFISHER, JOSEPH	1,072.42	FAULKNER, CHRISTOPHER J.	1,140.91
BRADLEY, KELLY R.	1,506.15	LEPIRD, KATIE A.	832.19
HART II, DELBERT W.	1,761.34	BEAN, PETER J.	145.04
JONES, ROBERT F.	1,158.38	ERWIN, RACHELLE L.	32.39
FARRELL, MITCHELL L.	1,337.26	MOYER, DAVID T.	538.05
THORP JR, WILLIAM D.	1,117.73	SEHL, JENNA R.	29.08
LEITNER, RYAN S.	1,284.45	RILEY, DANIEL A.	240.60
FERGUSON, ROYCE L.	1,192.51	WHEELER, MICHAEL W.	2,776.20
DORAN, JUSTIN J.	2,173.13	CORNELL, BRITTA J.	162.51
NEDWICK, DAVID J.	470.21	MISHLER, MICHAEL J.	1,486.92
FREY, DYLAN V.	771.66	AZZOPARDI, ANTHONY J.	3,937.64
HART III, DELBERT W.	926.90	DEKORNE, ELIZABETH A.	1,116.10
DOTSON, WILLIAM R.	460.63	VOUSBOUKIS, AUTUMN M.	353.37
FINNERTY, HOLLY E.	971.26	MCCRANEY, RUSSELL R.	205.73
CRANDELL, ZACKARY R.	873.34	BELMONTE, ANTONIO F.	50.90
FRANCE JR, JAMES A.	391.16	PECK, JARICA L.	403.54
RABIDEAU, JACOB L.	796.14	FALKENBERG, AMANDA M.	1,366.60
KNORR, KENT J.	1,999.54	MOORE, SASHA L.	21.81
ANZELL, BETH A.	1,345.76	WELLS, JANINNA J.	123.93
STEBE, LAURA A.	92.35	MOYER, NATHAN I.	1,899.27
MCDERMOTT, DENNIS J.	1,856.11	MARIHUGH, ANDREW J.	84.27
EVANS JR, HALBERT K.	532.95	SPREEMAN, ASHLEY M.	254.49
JASURDA, DONALD J.	116.30	PEARSALL, KRISTA M.	25.44
DORST, KRISTA M.	368.25	HOSLER, ERIK R.	149.06
WHITE III, MARCUS W.	720.29	BYRNE, RYAN M.	11.61
CUNNINGHAM, ABIGAIL A.	736.36	HOLOWACH, ROGER E.	179.20
MAY, MEREDITH A.	346.35	DRAKE, WILLIAM F.	1,318.69
MOOAR, ISAAK S.	101.76	MATHERS, BENJAMIN H.	88.16
COFFEY, JASON J.	560.57	PORTMAN, BROOKE A.	265.40
SHANAHAN, CHERYL J.	618.17	MATHERS, AMANDA L.	250.85
GILL, DAVID R.	1,091.83	FLORE, ROBERT A.	911.51
MASSON, DONALD J.	508.93	WILLSON, BRENDA R.	160.36
LIVINGSTON, BRIAN D.	1,814.94	LAGASSE, TRACY M.	24.79
STANLEY, MARK J.	69.26	TOTAL	153,703.69
KLOOSTER, PATRICK H.	468.66		

Payroll Transmittal – 05/28/2021

4FRONT CREDIT UNION	1,093.00	AMERICAN FAMILY LIFE	479.51
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CALIFORNIA STATE DISB UNIT	92.19	EQUITABLE FINANCIAL LIFE INSURANCE	353.56
CHAR EM UNITED WAY	70.00	MI STATE DISBURSEMENT UNIT	429.88
CHARLEVOIX STATE BANK	867.00	PRIORITY HEALTH	1,512.63
COMMUNICATION WORKERS OF AMER	653.03	TOTAL	5,873.89
DISCOVER BANK	323.09		

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: June 21, 2021

RECOMMENDATION:

Motion to approve the Accounts Payable and Payroll Check Registers.

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/05/2021	06/11/2021	133670	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,093.00
06/05/2021	06/11/2021	133671	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
06/05/2021	06/11/2021	133671	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	392.61
06/05/2021	06/11/2021	133672	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
06/05/2021	06/11/2021	133673	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 6/5/20	70.00
06/05/2021	06/11/2021	133674	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	867.00
06/05/2021	06/11/2021	133675	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	653.03
06/05/2021	06/11/2021	133676	DISCOVER BANK	9032	Garnishment: WWR File #040038	323.09
06/05/2021	06/11/2021	133677	EQUITABLE FINANCIAL LI	9010	LIFE - VOLUNTARY Pay Period:	246.84
06/05/2021	06/11/2021	133677	EQUITABLE FINANCIAL LI	9010	SPOUSE LIFE Pay Period: 6/5/2	52.09
06/05/2021	06/11/2021	133677	EQUITABLE FINANCIAL LI	9010	CHILD LIFE Pay Period: 6/5/202	4.40
06/05/2021	06/11/2021	133677	EQUITABLE FINANCIAL LI	9010	AD&D - VOLUNTARY Pay Period	40.43
06/05/2021	06/11/2021	133677	EQUITABLE FINANCIAL LI	9010	SPOUSE AD&D Pay Period: 6/5/	6.84
06/05/2021	06/11/2021	133677	EQUITABLE FINANCIAL LI	9010	CHILD AD&D Pay Period: 6/5/20	2.96
06/05/2021	06/11/2021	133678	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	429.88
06/05/2021	06/11/2021	133679	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 6	251.25
06/05/2021	06/11/2021	133680	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,512.63
Grand Totals:						17 6,125.14

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

06/11/21 Payroll Transmittal Checks \$ 6,125.14
 06/11/21 Payroll (net pay) \$ 127,998.43
 06/22/21 Regular Accounts Payable \$ 291,217.30

Checks Sub-Total: \$ 425,340.87

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

06/02/21 Proximity Space, Inc. \$ 109.72
 06/03/21 AMG Payment Solutions \$ 103.78
 06/03/21 Payment Service Network Inc. \$ 248.10
 06/07/21 MI Public Power Agency \$ 16,083.52
 06/09/21 DTE Energy \$ 5,075.73
 06/10/21 State of MI (Sales Tax) \$ 20,190.87
 06/11/21 IRS (Payroll Tax Deposit) \$ 45,647.44
 06/11/21 Alerus Financial (HCSP) \$ 350.00
 06/11/21 State of MI (Withholding Tax) \$ 6,834.34
 06/11/21 Vantagepoint (401 ICMA Plan) \$ 912.07
 06/11/21 Vantagepoint (457 ICMA Plan) \$ 20,279.64
 06/11/21 Vantagepoint (Roth IRA) \$ 1,180.76
 06/14/21 MI Public Power Agency \$ 9,264.21

ACH Sub-Total: \$ 126,280.18

Huntington National Bank Total: \$ 551,621.05

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

06/22/21 Tax Disbursement \$ 166.77
 Charlevoix State Bank Total: \$ 166.77

Grand Total: \$ 551,787.82

APPROVED:


 POLICE CHIEF FOR CITY MANAGER


 CITY TREASURER


 CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/05/2021	PC	06/11/2021	33240	HEYDLAUFF, MARK L.	102		3,175.96
06/05/2021	PC	06/11/2021	33241	GOLDING, JOYCE M.	106		2,195.53
06/05/2021	PC	06/11/2021	33242	DEROSIA, PATRICIA E.	107		1,265.42
06/05/2021	PC	06/11/2021	33243	DOTSON, LINDSEY J.	109		1,455.09
06/05/2021	PC	06/11/2021	33244	KLOOSTER, ALIDA K.	121		2,175.68
06/05/2021	PC	06/11/2021	33245	GOLOVICH, KAREN J.	122		974.83
06/05/2021	PC	06/11/2021	33246	BARNEVELD, RICHELLE	123		1,293.40
06/05/2021	PC	06/11/2021	33247	MILLER, FAITH G.	142		45.81
06/05/2021	PC	06/11/2021	33248	MCGINN, KELLY A.	146		2,120.12
06/05/2021	PC	06/11/2021	33249	DOAN, GERARD P.	201		2,466.09
06/05/2021	PC	06/11/2021	33250	SCHOLEY, ROBERT W.	204		1,627.57
06/05/2021	PC	06/11/2021	33251	UMULIS, MATTHEW T.	205		1,065.45
06/05/2021	PC	06/11/2021	33252	ORBAN, BARBARA K.	209		1,344.78
06/05/2021	PC	06/11/2021	33253	RILEY, DENISE M.	213		454.74
06/05/2021	PC	06/11/2021	33254	MUNK, CHRISTOPHER J.	215		1,849.18
06/05/2021	PC	06/11/2021	33255	SCHICK, TIELER R.	216		1,703.05
06/05/2021	PC	06/11/2021	33256	STEWART, MORGAN J.	217		1,668.21
06/05/2021	PC	06/11/2021	33257	MATELSKI, KRISTEN L.	230		1,382.25
06/05/2021	PC	06/11/2021	33258	BINGHAM, LARRY E.	240		1,039.91
06/05/2021	PC	06/11/2021	33259	MACGILLIVRAY, ROGER	244		535.28
06/05/2021	PC	06/11/2021	33260	WESTRICK, AARON J.	246		477.81
06/05/2021	PC	06/11/2021	33261	MILLER, ZACHARY S.	247		823.75
06/05/2021	PC	06/11/2021	33262	WURST, RANDALL W.	411		1,422.78
06/05/2021	PC	06/11/2021	33263	HILLING, NICHOLAS A.	413		1,606.22
06/05/2021	PC	06/11/2021	33264	MEIER III, CHARLES A.	421		1,414.87
06/05/2021	PC	06/11/2021	33265	ZACHARIAS, STEVEN B.	422		1,922.46
06/05/2021	PC	06/11/2021	33266	NEWMAN, MARK J.	424		1,523.71
06/05/2021	PC	06/11/2021	33267	GRIFFITH, JOHN J.	500		2,995.57
06/05/2021	PC	06/11/2021	33268	EATON, BRAD A.	515		2,760.47
06/05/2021	PC	06/11/2021	33269	WILSON, TIMOTHY J.	516		3,034.87
06/05/2021	PC	06/11/2021	33270	LAVOIE, RICHARD L.	519		2,353.75
06/05/2021	PC	06/11/2021	33271	STEVENS, BRANDON C.	521		3,128.73
06/05/2021	PC	06/11/2021	33272	DRAVES, MARTIN J.	523		2,364.07
06/05/2021	PC	06/11/2021	33273	ANDERSON, ELIZABETH	526		1,234.96
06/05/2021	PC	06/11/2021	33274	KENWABIKISE, DAVID L.	528		1,694.09
06/05/2021	PC	06/11/2021	33275	ELLIOTT, PATRICK M.	600		3,065.84
06/05/2021	PC	06/11/2021	33276	SCHWARTZFISHER, JOS	603		1,037.30
06/05/2021	PC	06/11/2021	33277	BRADLEY, KELLY R.	614		1,607.15
06/05/2021	PC	06/11/2021	33278	HART II, DELBERT W.	616		1,379.94
06/05/2021	PC	06/11/2021	33279	JONES, ROBERT F.	618		1,143.64
06/05/2021	PC	06/11/2021	33280	FARRELL, MITCHELL L.	622		1,337.26
06/05/2021	PC	06/11/2021	33281	THORP JR, WILLIAM D.	623		1,609.66
06/05/2021	PC	06/11/2021	33282	LEITNER, RYAN S.	624		1,430.20
06/05/2021	PC	06/11/2021	33283	FERGUSON, ROYCE L.	625		2,269.00
06/05/2021	PC	06/11/2021	33284	DORAN, JUSTIN J.	634		2,173.13
06/05/2021	PC	06/11/2021	33285	NEDWICK, DAVID J.	642		665.27
06/05/2021	PC	06/11/2021	33286	FREY, DYLAN V.	643		685.44
06/05/2021	PC	06/11/2021	33287	HART III, DELBERT W.	657		866.02
06/05/2021	PC	06/11/2021	33288	DOTSON, WILLIAM R.	661		232.58
06/05/2021	PC	06/11/2021	33289	BEMIS, JACKSON R.	667		440.39
06/05/2021	PC	06/11/2021	33290	FINNERTY, HOLLY E.	669		894.72
06/05/2021	PC	06/11/2021	33291	CRANDELL, ZACKARY R.	691		727.23
06/05/2021	PC	06/11/2021	33292	FRANCE JR, JAMES A.	695		1,149.62
06/05/2021	PC	06/11/2021	33293	RABIDEAU, JACOB L.	696		732.22
06/05/2021	PC	06/11/2021	33294	MORGRIDGE, ALEXANDE	697		253.72
06/05/2021	PC	06/11/2021	33295	KNORR, KENT J.	700		1,999.53
06/05/2021	PC	06/11/2021	33296	ANZELL, BETH A.	702		1,345.76

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/05/2021	PC	06/11/2021	33297	STEBE, LAURA A.	703		63.49
06/05/2021	PC	06/11/2021	33298	MCDERMOTT, DENNIS J.	732		1,856.11
06/05/2021	PC	06/11/2021	33299	EVANS JR, HALBERT K.	744		718.43
06/05/2021	PC	06/11/2021	33300	JASURDA, DONALD J.	748		848.27
06/05/2021	PC	06/11/2021	33301	DORST, KRISTA M.	749		747.82
06/05/2021	PC	06/11/2021	33302	MEEHAN, MAXIMUS M.	751		571.74
06/05/2021	PC	06/11/2021	33303	WHITE III, MARCUS W.	754		786.88
06/05/2021	PC	06/11/2021	33304	SNYDER, JACOB M.	756		424.72
06/05/2021	PC	06/11/2021	33305	CUNNINGHAM, ABIGAIL A.	759		753.86
06/05/2021	PC	06/11/2021	33306	MAY, MEREDITH A.	771		232.26
06/05/2021	PC	06/11/2021	33307	KIRINOVIC, THOMAS F.	790		330.69
06/05/2021	PC	06/11/2021	33308	MOOAR, ISAAK S.	796		155.06
06/05/2021	PC	06/11/2021	33309	COFFEY, JASON J.	798		598.06
06/05/2021	PC	06/11/2021	33310	SHANAHAN, CHERYL J.	838		977.43
06/05/2021	PC	06/11/2021	33311	GILL, DAVID R.	856		1,080.70
06/05/2021	PC	06/11/2021	33312	MASSON, DONALD J.	861		566.91
06/05/2021	PC	06/11/2021	33313	KUSINA, DENNIS W.	862		177.30
06/05/2021	PC	06/11/2021	33314	LABLANCE, MAUREEN J.	863		33.25
06/05/2021	PC	06/11/2021	33315	LIVINGSTON, BRIAN D.	866		1,814.94
06/05/2021	PC	06/11/2021	33316	STANLEY, MARK J.	867		57.71
06/05/2021	PC	06/11/2021	33317	KLOOSTER, PATRICK H.	868		506.14
06/05/2021	PC	06/11/2021	33318	WAY, KRISTINA M.	870		95.58
06/05/2021	PC	06/11/2021	33319	DIETRICH, ARLENE M.	871		317.01
06/05/2021	PC	06/11/2021	33320	WYMAN, MATTHEW A.	927		1,776.67
06/05/2021	PC	06/11/2021	33321	MILLER, WILLIAM S.	933		847.65
06/05/2021	PC	06/11/2021	33322	DOUGLAS, MARK	935		1,328.14
06/05/2021	PC	06/11/2021	33323	FRATRICK, JOSEPH W.	940		798.48
06/05/2021	PC	06/11/2021	33324	CARSON, SAWYER J.	941		1,691.44
06/05/2021	PC	06/11/2021	33325	PAALMAN, STEPHEN J.	942		603.95
06/05/2021	PC	06/11/2021	33326	MCMULLEN, DONALD R.	1000		1,802.20
06/05/2021	PC	06/11/2021	33327	SILVA, JESSE L.A.	1001		1,684.23
06/05/2021	PC	06/11/2021	33328	JOHNSON, MELISSA A.	1004		1,668.51
06/05/2021	PC	06/11/2021	33329	STEPHENS, LYON G.	1005		146.64
06/05/2021	PC	06/11/2021	33330	TRAVERS, MANUEL J.	1006		1,907.01
06/05/2021	PC	06/11/2021	33331	RILEY, CASEY W.	1052		613.46
06/05/2021	PC	06/11/2021	33332	JONES, LARRY M.	1057		345.00
06/05/2021	PC	06/11/2021	33333	CORNELL, BRITTA J.	1106		742.88
06/05/2021	PC	06/11/2021	33334	AZZOPARDI, ANTHONY J.	1108		1,671.61
06/05/2021	PC	06/11/2021	33335	MCCRANEY, RUSSELL R.	1111		79.28
06/05/2021	PC	06/11/2021	33336	PECK, JARICA L.	1114		619.18
06/05/2021	PC	06/11/2021	33337	FALKENBERG, AMANDA	1115		1,535.09
06/05/2021	PC	06/11/2021	33338	WELLS, JANINNA J.	1117		208.13
06/05/2021	PC	06/11/2021	33339	MOYER, NATHAN I.	1118		865.78
06/05/2021	PC	06/11/2021	33340	HOSLER, ERIK R.	1122		1,447.74
06/05/2021	PC	06/11/2021	33341	HOLOWACH, ROGER E.	1124		2,307.32
06/05/2021	PC	06/11/2021	33342	JOSLIN, ISABELLE G.	1125		333.89
06/05/2021	PC	06/11/2021	133668	WHITLEY, ANDREW T.	522		2,237.60
06/05/2021	PC	06/11/2021	133669	MORRISON, KEVIN P.	601		1,380.11
Grand Totals:			105				127,998.43

Check Number	Payee	Amount
06/22/2021		
133693	ACCUMED GROUP, THE	2,481.33
133694	ACE HARDWARE	5,298.75
133695	ACUSHNET COMPANY	21.83
133696	ADAMS, DANIEL	23.38
133697	ALLERS, TRACEY	29.81
133698	AMAZON CAPITAL SERVICES	222.25
133699	AMERICAN WASTE INC.	900.00
133700	AT YOUR SERVICE PLUS INC	250.00
133701	AUTO VALUE	637.95
133702	AVFUEL CORPORATION	54,387.26
133703	BERG, REBECCA	222.00
133704	BLACK MARKET FOODS	111.00
133705	BOUND TREE MEDICAL LLC	193.45
133706	BRADFORD'S	42.25
133707	BRIDGE STREET BLOOMS	247.78
133708	CARSON, MABEL	51.76
133709	CDW GOVERNMENT INC.	831.21
133710	CHARLEVOIX AREA CHAMBER OF CO	7,500.00
133711	CHARLEVOIX AUTO	66.13
133712	CHARLEVOIX SCREEN MASTERS INC	738.00
133713	CHARLEVOIX TOWNSHIP	20,599.25
133714	CHARTER COMMUNICATIONS	144.98
133715	CINTAS	102.18
133716	CLOTHING COMPANY, THE	294.00
133717	CONWAY PROFESSIONAL SERVICES	5,369.00
133718	COOPER, MELANIE SUE	97.00
133719	CRYSTAL FLASH ENERGY	1,061.61
133720	ELLSWORTH FARMER'S EXCHANGE	314.06
133721	ELMER'S CRANE & DOZER INC.	116,583.36
133722	ETNA SUPPLY	160.00
133723	FARMER WHITE'S	158.00
133724	FENCE CO OF NORTHERN MICHIGAN,	3,576.60
133725	FREEDOM MAILING SERVICES INC.	2,274.29
133726	GERBER HOMEMADE SWEETS	80.00
133727	GOLDEN HILLS MAPLE SYRUP	46.00
133728	GREY BOUTIQUE	50.75
133729	GUNTZVILLER, RHONDA	367.00
133730	HABERER, JEANNE	238.26
133731	HACH COMPANY	2,454.04
133732	HAMMERSMITH EQUIPMENT CO	129.30
133733	HARRELL'S	1,781.50
133734	HOUSING NORTH	2,312.50
133735	HYDRO CORP	539.50
133736	IDEXX DISTRIBUTION INC.	461.51
133737	IPS GROUP INC	644.64
133738	J RANCK ELECTRIC INC	632.50
133739	JONES, KELSEY	67.00
133740	KASH, TRACY GAIL	700.00

Check Number	Payee	Amount
133741	KENDALL ELECTRIC INC.	3,597.05
133742	KSS ENTERPRISES	1,123.18
133743	LANDSCAPE FORMS INC.	3,120.00
133744	LASER PRINTER TECHNOLOGIES	144.00
133745	LITTLE TRAVERSE DISPOSAL LLC	200.00
133746	LOTTIE'S BAGELS	151.00
133747	MCCARDEL CULLIGAN-PETOSKEY	51.50
133748	METAL HEAD WELDING LLC	9,619.82
133749	MI DEPT OF TREASURY - UNCLAIMED	818.22
133750	MICHIGAN CLEAN MARINA FOUNDATI	600.00
133751	MICHIGAN MUNICIPAL LEAGUE	336.36
133752	MICHIGAN OFFICEWAYS INC	1,803.18
133753	MICHIGAN STATE UNIVERSITY	2,500.00
133754	MSA SAFETY SALES LLC	1,222.34
133755	MYNORTH MEDIA	350.00
133756	NATIONAL RECREATION AND PARK A	175.00
133757	NW SELF DEFENSE PRODUCTS	155.85
133758	OLSON BZDOK & HOWARD	992.00
133759	PLUNKETT & COONEY	480.00
133760	POWER LINE SUPPLY	2,210.67
133761	PREIN & NEWHOF	2,820.00
133762	PRESTON FEATHER	1,565.79
133763	PURITY CYLINDER GASES INC	88.02
133764	QUALITY CAR & TRUCK REPAIR INC	301.54
133765	REHMANN-ROBSON & CO	10,000.00
133766	SCOVIE'S GOURMET	25.00
133767	SIGMA-ALDRICH INC.	462.10
133768	SPARTAN STORES LLC	86.67
133769	STATE AND MASON LLC	1,000.00
133770	STATE OF MICHIGAN	731.76
133771	STEPHAN, PAUL	55.00
133772	SWANSON K & D INC	2,900.00
133773	TARGET SPECIALTY PRODUCTS	48.53
133774	TELNET WORLDWIDE	224.35
133775	Tillie's Tafel	154.00
133776	UNIFIRST CORPORATION	2,748.47
133777	UPPER CASE PRINTING INK.	1,131.00
133778	VILLAGE GRAPHICS INC.	90.00
133779	WELLS, IVY L	45.00
133780	WILBERT BURIAL VAULT CO	1,143.52
133781	WOJAN PLUMBING & HEATING	296.41
133782	ZIIBIMIJWANG INC	155.00
Total 06/22/2021:		291,217.30
Grand Totals:		291,217.30

Check Number	Payee	Amount
06/02/2021		
60221001	PROXIMITY SPACE INC.	109.72
Total 06/02/2021:		109.72
Grand Totals:		109.72

Check Number	Payee	Amount
06/03/2021		
60321001	AMG PAYMENT SOLUTIONS	103.78
60321002	PAYMENT SERVICE NETWORK INC.	248.10
Total 06/03/2021:		351.88
Grand Totals:		351.88

Check Number	Payee	Amount
06/07/2021		
60721001	MICHIGAN PUBLIC POWER AGENCY	16,083.52
Total 06/07/2021:		16,083.52
Grand Totals:		16,083.52

Check Number	Payee	Amount
06/09/2021		
60921001	DTE ENERGY	5,075.73
Total 06/09/2021:		5,075.73
Grand Totals:		5,075.73

Check Number	Payee	Amount
06/10/2021		
61021001	STATE OF MICHIGAN	20,190.87
Total 06/10/2021:		20,190.87
Grand Totals:		20,190.87

Check Issue Date	Check Number	Payee	Amount
61121001			
06/11/2021	61121001	**EFTPS* Payroll Taxes	11,942.95
06/11/2021	61121001	**EFTPS* Payroll Taxes	11,942.95
06/11/2021	61121001	**EFTPS* Payroll Taxes	2,793.17
06/11/2021	61121001	**EFTPS* Payroll Taxes	2,793.17
06/11/2021	61121001	**EFTPS* Payroll Taxes	16,175.20
Total 61121001:			
	5		45,647.44
61121002			
06/11/2021	61121002	Alerus Financial	350.00
Total 61121002:			
	1		350.00
61121003			
06/11/2021	61121003	STATE OF MICHIGAN	6,834.34
Total 61121003:			
	1		6,834.34
61121004			
06/11/2021	61121004	Vantagepoint - 401 Plan 109153	912.07
Total 61121004:			
	1		912.07
61121005			
06/11/2021	61121005	Vantagepoint - 457 Plan 300959	5,251.00
06/11/2021	61121005	Vantagepoint - 457 Plan 300959	2,633.76
06/11/2021	61121005	Vantagepoint - 457 Plan 300959	4,173.36
06/11/2021	61121005	Vantagepoint - 457 Plan 300959	8,221.52
Total 61121005:			
	4		20,279.64
61121006			
06/11/2021	61121006	Vantagepoint - Roth IRA 706117	1,180.76
Total 61121006:			
	1		1,180.76
Grand Totals:			
	13		75,204.25

Check Number	Payee	Amount
06/14/2021		
61421001	MICHIGAN PUBLIC POWER AGENCY	9,264.21
Total 06/14/2021:		9,264.21
Grand Totals:		9,264.21

Check Number	Payee	Amount
06/22/2021		
3632	MI DEPT OF TREASURY - UNCLAIMED	166.77
Total 06/22/2021:		166.77
Grand Totals:		166.77

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Venetian Festival Contract for \$15,000

DATE: June 21, 2021

BACKGROUND:

The Venetian Board wishes to stage the 91st Annual Charlevoix Venetian Festival in traditional manner, during the week of July 17, 2021 through July 25, 2021. A proposed Event Schedule is included.

Some events remain tentative, due to the limited planning and staging opportunities afforded through our post-pandemic period. Some of the events and activities which are tentative relative to staging and/or location are Pickleball, Bingo, Kid's Day, and the Arnold Carnival.

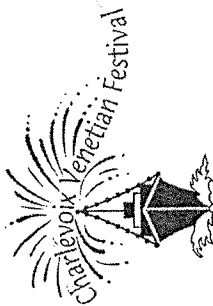
The customary Venetian contract, which provides for financial support from the City is attached for the sum of \$15,000.

RECOMMENDATION:

Motion to authorize the Mayor to sign the contract between the City of Charlevoix and the Charlevoix Venetian Festival including the payment of \$15,000 to the Venetian Festival.

ATTACHMENTS:

- ▣ Schedule of Events
- ▣ Contract



EVENT SCHEDULE

MAIN VENETIAN EVENT
RHYTHMS OF VENETIAN
VENETIAN GAMES
VENETIAN TIKI TENT
VARIOUS VENETIAN
ALL DETAILS SUBJECT TO CHANGE

"PRE" VENETIAN

JR. GOLF FINALS & CAREY CUP
Municipal Course, Date: TBD
Current Jr. Golf Program Members

TENNIS FINALS

Stroud Park Courts
Begins: July 16, Finals: July 22
Singles & Doubles open to all ages
Reg: venetianfestival.com/games

SATURDAY - 7/17

AQUAPALOOZA

Beach & Boating Party
Ferry Beach: 12:00-6:00 p.m.,
Music Commences at 1:00 p.m.
ZION LION
Reggae Music - Kalamazoo, MI

"CORNETIAN" CORN-TOSS TOURNEY

Ferry Beach: 12:00 p.m.
\$20 per person, no double needed
Reg: On-site at 10:30 a.m.

VOLLEYBALL

Ferry Beach: 12:00 p.m.
6 Member Co-ed, \$60 per team
Reg: venetianfestival.com/games

PICKLEBALL

~~Cancelled for 2024~~ TBD

SUNDAY - 7/18

BEACH BASH BASKETBALL

Ferry Beach: 9:00 a.m.
3-v-3 Teams, \$80/team
Reg: venetianfestival.com/games

DISC GOLF DOUBLES

Mt. McSauba: 12:00 p.m.
Bring Own Partner ~ Best Shot Doubles
\$40 Rec Team ~ \$60 Advanced Team
Reg: On-site

MONDAY - 7/19

COTTAGE CROQUET TOURNEY

East Park: 1:30 p.m.
Reg: On-Site

VENETIAN SWIM MEET

Cancelled for 2021

TUESDAY - 7/20

JUNIOR SAILING REGATTA

Depot Beach North End - 10:30 a.m.
Ages 8 to 19
Reg: venetianfestival.com/games

BINGO!

Castle Farms: 1:30 - 4:00 p.m.
Free to Public
Sponsored by American House

3-ON-3 SOCCER TOURNAMENT

Shanahan Field: 5:30 p.m., Finals: July 21
Youth, High School, Adult, Over 35
Reg: venetianfestival.com/games
\$50/team

VENETIAN RHYTHMS

Odmark East Park Pavilion: 8:00 p.m.
CHARLEVOIX CITY BAND

Venetian Games registration is
available on our website:
www.venetianfestival.com/games

WEDNESDAY - 7/21

3 CLUB GOLF TOURNAMENT

Charlevoix Municipal Course: 1:00 p.m.
Youth League - \$12/player
Adult Male & Female, Senior Male &
Female leagues - \$25/player
Reg: venetianfestival.com/games

SAILING REGATTA

Lake Charlevoix - Ferry Beach
Many Fleets: Personal Boats and Crews
Spectator Viewing, 5:30 to Dark

FOOD CONCESSIONS

East Park: Varies by Vendor

ARNOLD CARNIVAL

Downtown: 5:00-11:00 p.m.

MAIN STREET WEDNESDAY

Dusk at the Odmark East Park Pavilion
FAMILY MOVIE
TBD

THURSDAY - 7/22

CHARLEVOIX FARMERS MARKET

Bridge Park: 8:00 a.m. - 1:00 p.m.

TENNIS FINALS

Stroud Park Courts, 9 am

KIDS DAY

Castle Farms: 10:00 a.m. - 3:00 p.m.
Family Fun & Activities: Free & Armband
Armband: \$10 (Scholarships Available)

ARNOLD CARNIVAL

Downtown: 12:00-11:00 p.m.

FOOD CONCESSIONS

East Park: Varies by Vendor

VENETIAN MERCHANDISE

East Park: 6:00-10:00 p.m.

TIKI TENT

East Park: 6:00-11:30 PM.
DJ: TOM ZIPP

VENETIAN RHYTHMS

Odmark East Park Pavilion: 7:00 p.m.

MISS CHARLEVOIX CORONATION

VENETIAN ART AUCTION

SLEEPING GYPSIES

Rock/Pop/Soul/Blues - Charlevoix, MI

FRIDAY - 7/23

FOOD CONCESSIONS

East Park: Varies by Vendor

ARNOLD CARNIVAL

Downtown: 1:00 p.m. - 11:00 p.m.

VENETIAN MERCHANDISE

East Park: Noon - 10:00 p.m.

TIKI TENT

East Park: 6:00-11:30 p.m.
DJ: TOM ZIPP

VENETIAN RHYTHMS

Odmark East Park Pavilion: 7:00 p.m.

JON ARCHAMBAULT BAND

Blues - Charlevoix, MI

UNION GUNS

Country Rock - Grand Rapids, MI

VENETIAN RHYTHMS

Ferry Beach: 8:00-10:00 p.m.

PINE RIVER JAZZ BAND

Swing/Jazz - Charlevoix, MI

"NIGHT SKY" WORLD CLASS

FIREWORKS

Dusk on Lake Charlevoix
Fireworks are visible from Ferry Beach,
Depot Beach, and East Park

SATURDAY - 7/24

DRENTH MEMORIAL FOOTRACE

Bridge Street: 9:00 a.m. (Prior to Street Parade)
Family Mile, 5k & 10k - All Ages
Reg: www.venetianraces.com

VENETIAN MERCHANDISE

East Park: 10:00 a.m.-8:00 p.m.

RYAN SHAY MILE

Bridge Street: 10:30 a.m.
Championship Competition by Invitation Only

STREET PARADE

Bridge Street: 11:00 a.m.

ARNOLD CARNIVAL

Downtown: 11:00 a.m. - 11:00 p.m.

FOOD CONCESSIONS

East Park: Varies by Vendor

Saturday • 7/24 continued

VENETIAN RHYTHMS

Bridge Park: 12:15 p.m.

PLYMOUTH FIFE & DRUM CORPS

CHARLEVOIX ALL CLASS REUNION
Weatherwane Restaurant Lower Level
12:30 p.m. - 3:00 p.m.

TIKI TENT

East Park: 6:00-11:00 p.m.
DJ: TOM ZIPP

"ROCKIN' THE TOWNHOUSE"

Outdoor Concert (Weather Permitting)
Bridge Street, north of the light
3:00 p.m. - 6:00 p.m.

UNION GUNS

Country Rock - Grand Rapids, MI

VENETIAN RHYTHMS

Odmark East Park Pavilion: 7:00 p.m.

HORTON CREEK

Country/Bluegrass - Charlevoix, MI

THE JOURNEY

Journey Tribute Band - Traverse City, MI

VENETIAN LIGHTED

BOAT PARADE

Dusk on Round Lake

SPECTACULAR HARBOR

FIREWORKS

Immediately following the Boat Parade

SUNDAY - 7/25

"WORSHIP ON THE WATER"

Odmark East Park Pavilion: 7:00 p.m.

ANDY STEFANIC BAND

Christian Rock - East Jordan, MI

HUNTLEY BROWN

Christian Concert Pianist - Chicago, IL

Schedule is subject to change.
Check our website & social media
channels for the most up-to-date
information.

www.venetianfestival.com

www.facebook.com/cvxxvenetianfestival

Instagram: @cvxxvenetianfestival

CONTRACT

THIS CONTRACT is effective as of the _____ day of June, 2021, between the City of Charlevoix, a Michigan home rule city, whose address is 210 State Street, Charlevoix, Michigan 49720 ("City") and the Charlevoix Venetian Festival, Inc., a Michigan nonprofit corporation, whose address is 309 Petoskey Avenue, P.O. Box 120, Charlevoix, Michigan 49720 (the "Festival").

RECITALS

- A. Pursuant to MCLA 117.3(j) and Article I, Section 1.6 of the City Charter, the City is authorized to provide for the peace and health and for the safety of persons and property within the City and to expend funds for that purpose.
- B. The Festival will provide numerous recreational activities during the 91st Annual Charlevoix Venetian Festival, being held July 17-25, 2021.
- C. Except for private donations from businesses and individuals, event registration fees, proceeds from the carnival, similar amusements and food & art concessionaire fees, the Festival charges no fees in connection with the various music entertainment, public activities and recreation which it provides within the City.
- D. The parties desire to act cooperatively in providing the above recreational activities and entertainment to the citizens and visitors in the City.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises contained in this Contract, the parties hereby agree as follows:

- 1. The City shall pay to the Festival the sum of \$15,000.00.
- 2. The Festival shall use the subject funds to defray the expense of the activities and events of the 91st Annual Charlevoix Venetian Festival.
- 3. The Festival shall charge no fees to spectators or event participants within the City, without the prior approval of the City Manager. This prohibition shall not apply to concessions where items or services (such as food, beverages, merchandise or carnival or amusement type rides or activities) are sold, nor shall it apply to fees charged to concession operators, nor to registration fees for participation in athletic events.

"CITY"
CITY OF CHARLEVOIX

Date: _____, 2021

By: _____
Luther Kurtz, Mayor

"FESTIVAL"
CHARLEVOIX VENETIAN FESTIVAL, INC.

Date: _____, 2021

By: _____
Daniel B. Barron, President

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

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

DATE: June 21, 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 approve Resolution 2021-06-02 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@charlevoixmi.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>
---	-----------------------

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		

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**.

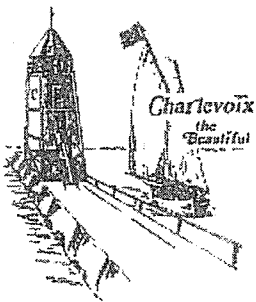
This certificate provides the authority for the assessor to exempt the commercial facility for which this Commercial Facilities Exemption Certificate is in effect, but not the land on which the facility is located or the personal property placed within the facility, from ad valorem taxation. This certificate 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: Public Hearing: Alcoholic Beverages in Public Parks, June 21, 2021

DATE: June 21, 2021

PRESENTED BY: Mark L. Heyldauff, City Manager

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 approve Ordinance 826 of 2021.

or

Council discussion and direction.

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: Public Hearing Charlevoix Trail Extension

DATE: June 21, 2021

PRESENTED BY: Chris Powell, OHM Advisors

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.

OHM will be providing an overview of the project and taking public comment during this public hearing.

RECOMMENDATION:

Motion to approve Resolution 2021-06-03 authorizing the City Manager to seek a Transportation Alternatives Program Grant for the City of Charlevoix Little Traverse Wheelway Extension.

ATTACHMENTS:

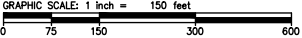
- ▣ Trail Overview

DRAWING PATH: P:\7800_7998\782120010\COMTC_LTW_15_ChrComedor_TailDrawings\CivilPlans_Const\20010CON_Easements.dwg Jun 17, 2021 - 12:20pm



CITY OF CHARLEVOIX PROPOSED TRAIL ALIGNMENT

PROPOSED TRAIL ALIGNMENT





ARCHITECTS ENGINEERS PLANNERS

300 EAST MITCHELL STREET
PETOSKEY, MI 49770
(P) 231.344.1150

OHM-ADVISORS.COM

DATE	PROJ NUMBER	ENG	PROJ MGR	CADD	COUNTY	MUNICIPALITY
---	774752-0010	CRP	CRP	JSP	CHARLEVOIX	CITY OF CHARLEVOIX

CITY OF CHARLEVOIX
LITTLE TRAVERSE WHEELWAY TRAIL EXTENSION
OVERVIEW PLAN

1
OF 2

REVISIONS	...
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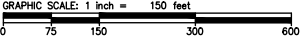
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DRAWING PATH: P:\7800_7998\782120010\COMTC.LTW is ChxConnector_TailDrawings\CivilPlans_Constr\20010CON_Easements.dwg Jun 17, 2021 - 12:21pm



CITY OF CHARLEVOIX PROPOSED TRAIL ALIGNMENT

PROPOSED TRAIL ALIGNMENT





ARCHITECTS ENGINEERS PLANNERS

300 EAST MITCHELL STREET
PETOSKEY, MI 49770
(P) 231.344.1150

OHM-ADVISORS.COM

DATE	PROJ NUMBER	ENG	PROJ MGR	CADD	COUNTY	MUNICIPALITY
---	7747-S-0010	CRP	CRP	.JSP	CHARLEVOIX	CITY OF CHARLEVOIX
CITY OF CHARLEVOIX						
LITTLE TRAVERSE WHEELWAY TRAIL EXTENSION						
OVERVIEW PLAN						

SHEET	2
	OF 2

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CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Historical Sign on Indigenous History

DATE: June 21, 2021

PRESENTED BY: Lindsey Dotson, Main Street DDA Executive Director

BACKGROUND:

On behalf of the Charlevoix Historical Society with input from the Charlevoix Main Street Design Committee and DDA Board of Directors, here is the 'final' version of a sign that interprets the important history of indigenous peoples in Charlevoix. This sign is meant to be an addition to the existing historical signs that were installed in 2019. The Planning Commission has reviewed the project and supported it as well. Now we are ready to send to Prolmage Design, and for Council's approval. Funding has come from grants and a partnership with the Charlevoix Public Library.

Please note:

- It will be a v-shaped sign, similar to the one above the band shell, following the same design as the other Historical Signs
- We have sign-off from a variety of tribal representatives
- Placement location is on the north side of the channel, just west of the Stafford's Weathervane property, slated for August.

GOALS:

Enhance and showcase the outstanding quality of life in Charlevoix

RECOMMENDATION:

Motion to approve the placement of the Indigenous History interpretive sign on the north side of the channel by the Charlevoix Historical Society and Prolmage Design.

ATTACHMENTS:

- ❑ Proof of signage content
- ❑ Example of how sign will be built and positioned

History of Indigenous People in the Region

Origins, ca. 12,000 Years Ago

Indigenous people have been in nearly continuous residence in this region for the last 12,000 years. Although there are various origin stories, it is commonly held that the Odawa and their close kin the Ojibwa and Potawatomi migrated here from the North Atlantic coast. They formed an alliance known as the Three Fires and called themselves the Anishnabek (The Real People).

Life On or Near the Water

The Anishnabek have a deep connection to the environment and interact in harmonious balance with trees, plants, sky, earth and any living species. Of utmost importance is the relationship to water. Especially in the Great Lakes region, water plays a vital role in their culture, beliefs, and economy, and as a food source. For this reason, villages were built near lakeshores or rivers. There was a large village above this site starting over 3,500 years ago. For the Odawa, as expert traders, having vast networks and knowledge of the waterways was a distinct advantage.

Moving with the Seasons and Stopping at Big Rock

The Anishnabek thrived for centuries fishing, hunting, trapping, gathering, growing food and tapping maple trees. In the winter, they would move to southern Michigan to hunt well into the 19th century. When traveling in their canoes along the shores of Lake Michigan they stopped at *Shingabawassin* (Spirit Rocks) to give offerings for safe passage. One of these was four miles to the north of here called *Kitchi-ossining* (Big Rock).



Kitchi-ossining (Big Rock)



"Sault Ste. Marie" by Paul Kane, 1845

Anishnabek life near the water

Courtesy of the Royal Ontario Museum © ROM

Impact of the Arrival of the Europeans (starting 1615)

The first Europeans the Odawa encountered were the French in 1615, in Ontario. The course of history in the region was changed from that point on. Tribal populations would decline dramatically due to war, loss of land and foreign diseases. The Odawa had to navigate many turbulent situations, for generations, to remain on their native lands.

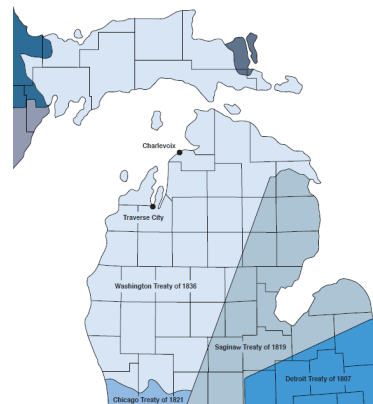
Many Wars Fought to Stay in the Region from 1650-1815

The Odawa were major players in wars, starting with the Iroquois in 1650, and with other tribes who challenged them for resources. They met colonists and settlers in battle in the Great Lakes region, starting during the Revolutionary War era through the War of 1812. The Odawa fought to defend their lands and way of life, and after 1815 had to resort to new means to stay in Michigan.

The Treaty Era 1795-1855: Taking the Land

Anishnabek bands entered into several treaties with the United States between 1795-1855. The key issues were cession of lands, retaining rights to natural resources, creating reservations and compensation for lands ceded. The Washington Treaty of 1836 ceded 14 million acres to the U.S. The Odawa fought against forced removal and assimilation. With the Detroit Treaty of 1855, even though they were able to stay home, their lands were still being taken through fraud, theft and corruption. Despite American settlement and becoming minorities in their own lands, the Anishnabek continue to live in their ancestral homeland throughout northern Michigan.

Treaty Map Showing Ceded Lands



History of Indigenous People in the Area

A-mi-ca-sau-be (Chief Louis McSaubu) (ca. 1809-1897)

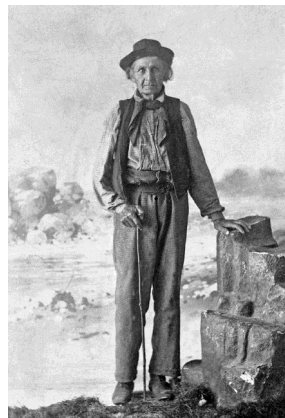
Anishnabek bands and villages had their own *Ogimaw* (leader/ chief). *A-mi-ca-sau-be* (later called Chief Louis McSaubu) migrated to this area in 1855 to claim a large parcel of land north of present day Charlevoix that stretched far inland from Lake Michigan. As *Ogimaw* of his "Pine River band," he was an advocate for the rights of his people, traveling to Washington, D.C. to meet with U.S. Presidents. The westernmost portion of his land came to be known as Mt. McSaubu, and has been a popular City of Charlevoix ski and recreational area since 1956.

Greensky Hill Mission Church (1850s-present)

In the mid-1800s, *Showskawageshik* (Peter Greensky) led a movement to establish a church to serve the needs of the Anishnabek and their traditions. Supporters relocated to the Charlevoix area from Old Mission Peninsula, canoeing up Lake Michigan, to this channel known as *Zhiingwaak Ziibiing* (Pine River) and into Pine Lake (Lake Charlevoix). From there they traveled eastward to a sacred Anishnabek meeting place near a lake, later named Susan Lake, where their Greensky Hill Mission Church was built. Some of the materials were brought by canoe from Traverse City. Peter Greensky was the first preacher of the church, which continues to be an important part of the Anishnabek's spiritual life.

Rights to the Land and the Water

The Odawa insisted that the Washington Treaty of 1836 guarantee them the right to hunt, fish, and gather over land and water ceded by the treaty. They were very skilled at fishing from canoes using gill nets, spears and hook and line. Use of nets over many centuries enabled them to catch enough fish to feed an entire village.



Chief *A-mi-ca-sau-be*
(submerging beaver)



Original Greensky Hill Mission Church

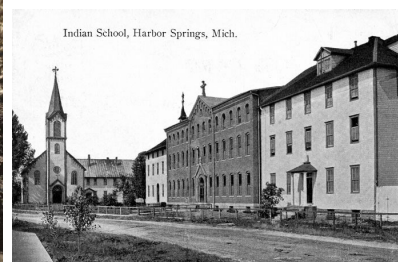


(Photo courtesy of Clements Library, Univ. of Mich., David V. Tinder Collection)

Sturgeon caught by Indigenous mother from canoe, ca. 1909



Charlevoix's lower Pine River channel meeting Lake Michigan, 1870. Indigenous canoe and shoreline fishing rafts carrying a conical wigwam appear at bottom.



Holy Childhood Church and Indian School, Harbor Springs, Michigan



(Photo courtesy of Raymond Shenoskey)

Local Indigenous commercial fisher Raymond Shenoskey's Falcon in Charlevoix's lower Pine River channel

Along the Pine River Channel (1870s)

In navigating Lake *Michigami* (Michigan), the Anishnabek used birch bark canoes for fishing and to transport their families and provisions. They were very light, yet could go fast on calm water and withstand a heavy sea. On land, shelters called *wigwam* were erected, covered with various barks, woven mats or hides. In this image from 1870, believed to be among the earliest taken in Charlevoix, a canoe and conical *wigwam* can be seen. The 900-foot wood refueling dock serviced steam-powered boats that ran between Chicago and Buffalo.

Boarding Schools' Lasting Effects on Anishnabek Families (1890s-1980s)

To accelerate assimilation under federal policy, many native children were removed from their homes and placed in boarding schools. Several opened in Michigan in the 1890s. Numerous local children were sent to school in Mt. Pleasant and Harbor Springs, MI, or out of state. While the experience was positive for some, for many it was devastating. The school system contributed significantly to the loss of native language and culture. Though some useful trades were learned, often they led to low-paying jobs in domestic labor or on farms.

Fishing Rights Legally Restored

In the 1970s-80s, the exercise of Indian fishing rights guaranteed under federal treaties was challenged. Tensions with the State of Michigan and white fishermen led to violence against native fishermen and lawsuits. In a 1979 landmark court case of *U.S. v. Michigan* it was affirmed that the Odawa and Ojibway of Michigan did have the right to fish the Great Lakes without State interference. Commercial fishing remains a very important part of the economy of the tribes.



THE DEVELOPMENT OF EAST PARK

Chamber of Commerce and Parkside Restaurant, ca. 1938

Charlevoix's Chamber of Commerce headquarters in corner performance park on South in 1938 replaced an open-air building it was once thought would be an outdoor amphitheater. The building was built by the Chamber of Commerce and the Parkside Restaurant. This building was the last of the Chamber of Commerce buildings that were built in the 1930s.



The Depression Era Waterfront

In 1933 and well into the 30s, the Great Depression hit Charlevoix hard. The town was struggling to survive. The waterfront was a place of despair. The waterfront was a place of despair. The waterfront was a place of despair.



East Park ca. 1940

North of the Parkside, East Park was developed in stages beginning in 1937. The first stage was the development of the waterfront. The waterfront was a place of despair. The waterfront was a place of despair. The waterfront was a place of despair.



East Park Waterfront ca. 1955

Fish became available after World War II to improve the waterfront and marina as shown here in the 1950s. Safety was not a primary concern then as no protective fencing or barrier stood between the East Park and Round Lake's waters. The docks in use from the 1950s until 2008 were fixed and could not be adapted to changing water levels.



East Park and Marina 1960

For seventy years, the northern, larger portion of East Park looked pretty much like this. The two buildings flanking Antrim Street were removed in the 1990s, which would soon allow the two park sections to be joined. Buildings, docks and piers were removed in 1998. Finally, in 2007, a rapidly aging park and inadequate dockage area began to be transformed.



East Park and Marina 2009

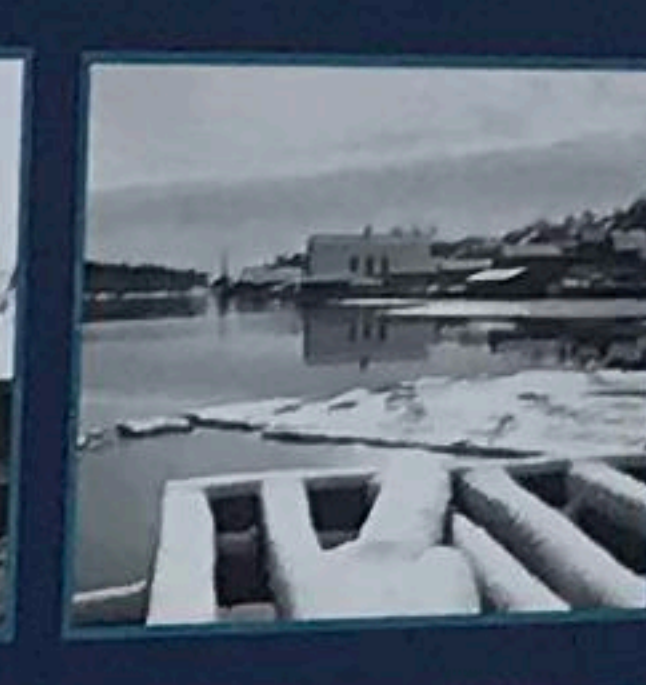
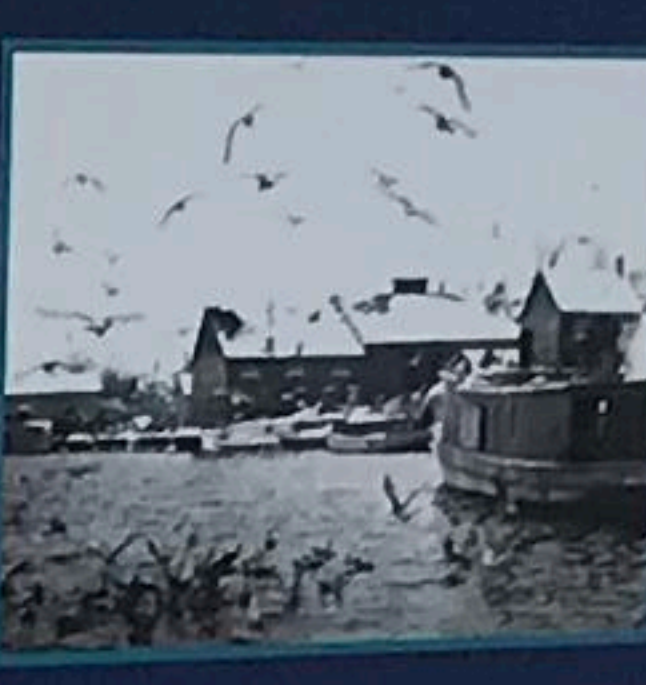
After two years of complete rebuilding, a magnificent new East Park reopened for business. So improved was the waterfront that it was named America's Finest Waterfront by the American Planning Association. The waterfront was a place of despair. The waterfront was a place of despair. The waterfront was a place of despair.



THE SOUTH SHORE OF ROUND LAKE

South Shore of Round Lake with Booth Fisheries ca. 1910

The south shore of Round Lake was developed in the 1880s after the west. Booth Fisheries built up over the previous decade. Many maritime-related businesses appeared along this area. The large fishing boat was the northern Lake Michigan headquarters of Chicago-based Booth Fisheries. By 1908, Charlevoix had become the largest fish exporting point on the Great Lakes.

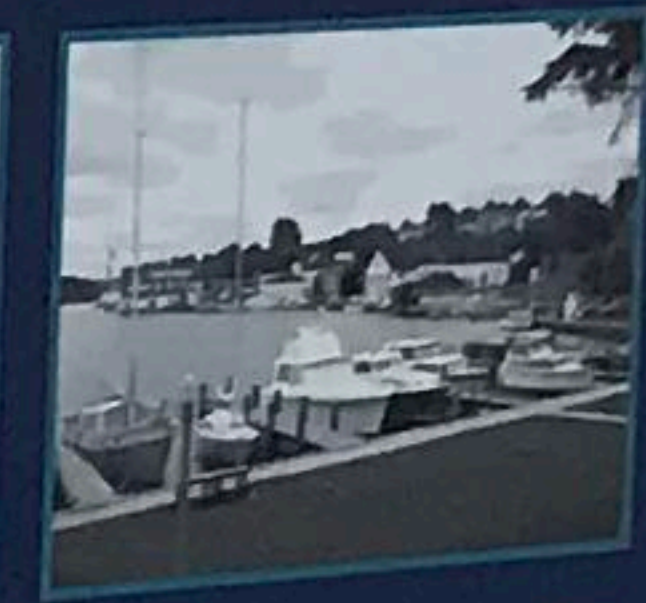


Round Lake ca. 1935

During the Great Depression, the south shore of Round Lake was a place of despair. The waterfront was a place of despair. The waterfront was a place of despair.

Antrim Street dock ca. 1910

Schooners were once the primary means of freight shipment on the Great Lakes, and Charlevoix was once a principal harbor on Lake Michigan. The dock at Antrim Street was built in the early 1900s. Crew members hopped from boat to boat to reach shore.



Round Lake, South Shore 1950s

The late 1950s waterfront from the "Depression" to World War II to be replaced by the world's largest fish processing plant. The waterfront was a place of despair. The waterfront was a place of despair. The waterfront was a place of despair.

Waterfront early 1930s

Charlevoix's first five pleasure boat docks were installed between Main Street and Antrim Street, both of which surrounded the waterfront at the time in the late 1800s. Soon after the time, in the late 1800s, when a paved road was laid along the waterfront, the two sections of waterfront were joined. The waterfront was a place of despair. The waterfront was a place of despair. The waterfront was a place of despair.



The Beauty of Round Lake 1920s

The central beauty of Round Lake was a place of despair. The waterfront was a place of despair. The waterfront was a place of despair.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Renewable Energy Credits for \$12,000

DATE: June 21, 2021

PRESENTED BY: John Griffith, Electric Department Director

BACKGROUND:

Charlevoix's current Fee Schedule includes credits of \$0.0844/kWh and \$0.0504/kWh for customer owned, behind-the-meter (BTM) solar and wind generation. These rates were developed about five years ago. Since then, there have been changes in Charlevoix's cost structure and the cost-of-service methodology has been refined. Utility Financial Solutions (UFS) is the City's rate consultant, and they were contacted to update the study. UFS's draft engagement letter is included in your packet. UFS's scope of work includes updating the credits and outlining metering and billing protocols for BTM generation. The impact of developing battery technology will play a part in the development of the renewable credits.

RECOMMENDATION:

Motion to approve the Utility Financial Solution's Engagement Letter of April 28, 2021 in the amount not-to-exceed \$12,000 and authorize John Griffith, Electric Department Director, to execute the letter.

ATTACHMENTS:

- ▣ Engagement Letter



April 28, 2021

John Griffith, Electric Department Director
City of Charlevoix
401 W Carpenter
Charlevoix, MI 49720

Dear John,

It is a pleasure to submit this engagement letter to provide consulting services as requested by the City of Charlevoix (Charlevoix). UFS will work with Charlevoix staff to provide the services related to the scope of services below. UFS will provide these services on an hourly basis. Hourly engagements are typically renewed annually, and budgets adjusted according to the needs of Charlevoix. UFS will keep Charlevoix staff informed on budgeting and request additional budget if needed if the scope of services evolves.

Preliminary scope of Consulting Services

- Customer, behind the meter solar valuation update
- Customer, behind the meter solar with battery valuation, battery charge / discharge optimization
- Distributed generation guidance of metering and billing methodologies (net billing, buy-all sell-all etc...), solar right sizing options

Meetings

There will be several conference calls and / or WebEx meeting with staff. Study results presentation(s) to Management and / or Board Members and Commissioners will be billed as outlined below.

All presentations will be billed hourly. They will likely be conducted via conference call / WebEx. If On site meetings / presentations / training are requested, please see Fees below.

Summary reporting will be provided in PDF format if requested.

Fees

We are requesting approval for an initial hourly budget of \$12,000. Please select circle \$8,000 for solar only or additional \$4,000 for solar with battery (\$12,000 total). If on site visits are requested, they will be billed at actual time. Prep and on-site time will be billed at the rates below. Plus add travel time at 50% of regular hourly rate. Plus add out of pocket expenses that will be billed at cost. Fees will be held for the duration of this annual agreement. All requested services will be billed hourly based on the following hourly rates:

	Regular Hourly Rate
Mark Beauchamp	\$ 320.00
Dawn Lund	\$ 275.00
Chris Lund	\$ 210.00
Support Staff	\$ 105.00 – 145.00

Additional travel time is billed at 50% of hourly rates and actual out of pocket expenses.

Thank you for this opportunity to work with you. If you agree with the above stated scope of services and fees, please sign below and return to clund@ufsweb.com. Please call or email me with any questions or concerns.

Sincerely,

Utility Financial Solutions, LLC (UFS)

Chris Lund, Financial Consultant
231-342-9798 mobile
clund@ufsweb.com

Accepted Name and Title: _____

Accepted by Signature: _____

Date: _____

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: West Dixon Street Light Purchase \$13,632.15

DATE: June 21, 2021

PRESENTED BY: John Griffith, Electric Department Director

BACKGROUND:

The Electric Department received four proposals for streetlights on Friday, May 28, 2021. The bid tabulation is included in your packet. The low responsive bid was from Border States Electric Supply, headquartered in Fargo, North Dakota. The second low responsive bid was from Power Line Supply, Reed City, Michigan. The cost difference was \$65.31 for the base bid and \$76.65 with the direct bury (DBB) option. Because the cost difference is so slight, the recommendation is to purchase the lights from Power Line Supply as a Michigan based company.

In addition to completing this project, these streetlights will serve as a pilot project to establish a standard residential streetlight design and manufacturer. The layout for the installation will be performed by GRP Engineering, Petoskey, Michigan.

RECOMMENDATION:

Motion to approve the purchase of streetlights with the direct bury option for West Dixon Avenue from Power Line Supply, Reed City, Michigan, in the amount of \$13,632.15 as presented.

ATTACHMENTS:

- ▣ Bid Tabulation

West Dixon Streetlights

Bid Tabulation

Bidder	Fixtures		Poles		Base Bid	Direct Bury Option	Delivery - Weeks
	Unit Price	Extension	Unit Price	Extension			
Border States	\$ 686.00	\$ 4,802.00	\$ 989.50	\$ 6,926.50	\$ 11,728.50	\$ 13,555.50	5 ARO
CSI		\$ -		\$ -	\$ 19,586.00	\$ 21,077.00	8 - 10 ARO
Irby	\$ 712.00	\$ 4,984.00	\$ 1,026.00	\$ 7,182.00	\$ 12,166.00	\$ 14,070.00	7 - 8 ARO
PLS	\$ 689.89	\$ 4,829.23	\$ 994.94	\$ 6,964.58	\$ 11,793.81	\$ 13,632.15	5 ARO
					\$ 65.31	\$ 76.65	

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Advanced Meter Infrastructure Consultant \$57,000

DATE: June 21, 2021

PRESENTED BY: John Griffith, Electric Department Director

BACKGROUND:

The City of Charlevoix's 2021-2022 budget includes funds for the implementation of an Advanced Metering Infrastructure (AMI) program. The 2021-2022 budget includes \$300,000 for project initiation. Fiscal year 2022-2023 includes \$1,000,000 for implementation. Tom Asp, Power System Engineering, was asked to submit an AMI Procurement and Technology Work Plan. A copy of the plan dated May 4, 2021 is included in your packet. The overall goals in the plan are to guide the City through the AMI needs assessment and implementation. The Plan will include the development of longer-term strategic goals.

Under Mr. Asp's guidance, project initiation will include developing specific AMI needs, specifications, bidding documents, draft contract language, issuing the Request for Proposals (RFPs), reviewing RFP responses, scheduling vendor presentations, vendor recommendation, final contract negotiation and developing the project schedule. This portion of the project should be complete by March 2022. The deployment of the selected system would begin in April of 2022.

The next phase in the project is the development of a Technology Work Plan (TWP). The goal of the TWP is to provide guidance on long term technology planning and budgeting. Considerations include business drivers, technology adoption, identification of potential gaps in technology, prioritize recommendations and establish a timeline and budget. This will be done concurrently with the AMI implementation.

RECOMMENDATION:

Motion to approve the Power System Engineering's AMI Procurement and Technology Work Plan in the amounts of \$23,500 for Phase I (AMI) and \$31,000 for Phase II (TWP) and \$2,500 (Travel) as presented.

ATTACHMENTS:

- ▣ AMI Proposal

TO: John Griffith, Electric Department Director, City of Charlevoix Michigan
FROM: Tom Asp, Power System Engineering
DATE: May 4, 2021
SUBJECT: ***PSE's AMI Procurement and Technology Work Plan (TWP) Consulting Support Scope***

Power System Engineering (PSE) is pleased to propose the completion of a strategic AMI Procurement Plan and strategic Technology Work Plan (TWP) for the City of Charlevoix Electric Department (Charlevoix). The fundamental basis of our proposed approach is to leverage the experience PSE has gained on many other projects, engage your staff, and develop an overall and detailed Technology Strategy while incorporating our proven AMI procurement strategy that reflects the collective insights and experience of both teams. And finds the best fit solution for the most economical benefit.

Our project deliverables will help ensure that Charlevoix makes valuable technology investments, increases member satisfaction, maintains and increases reliability, maximizes system integrations, improves business processes, and avoids possible technology selection missteps.

The goal of PSE's process is twofold; to provide guidance throughout the AMI RFP process and a full technology timeline with strategic goals, including longer term project planning, budgetary costs, and industry updates.

To do this, we work with your team to document, assess, and report your project needs in two phases (concurrently if needed). First, we will start on the AMI implementation activities:

Phase I – AMI Implementation:

1. Initiate the Project and Requirements Development

- PowerPoint presentation
- Meeting notes (throughout the project)
- Meet with Charlevoix staff
 - Outline general requirements and expectations of the AMI deployment
 - Review AMI vendors capabilities
 - Review based on PSE experiences with each vendor
 - Highlight ability to access database
 - Short list AMI vendors
 - Goal - keep distribution of RFP to three vendors
 - Outline schedule – RFP to final acceptance of AMI deployment
 - Match to budgets

2. Create and Finalize the AMI Procurement Package

- Setup documents and score AMI system requirements
 - Bidder instructions
 - Bidder contact information and RFP distribution
 - System requirements (must haves vs. wants)

- Distribution Automation considerations
 - Demand Response considerations
 - Distributed Generation
 - Other
- Integration considerations and requirements
- Installation (meter exchange) requirements
 - AMI vendor meter exchange
 - Charlevoix AMI infrastructure
- AMI equipment mounting locations
 - Training requirements
- Vendor responsibility matrices
- Contract terms and conditions
- Include draft AMI contract in RFP documents
 - Require contract and other RFP response documents be part of agreement
 - Recommend Charlevoix attorney review draft agreement prior to RFP distribution
- Monitor schedule and assist with RFP distribution as needed
- Provide AMI vendor contacts

3. Evaluate in Detail and Summarize RFP

- Review all bids for compliance and completeness
 - Software as a Service vs. Own and Operate
 - Data rates and meter information available
 - Vendor integration strengths and weaknesses
 - Nice to haves vs. deal breakers
 - Meter manufacturers and compatibility
 - Coverage commitment and read rates
 - Demand response capabilities
- Review process and responses
- Provide additional follow up questions as needed
- Complete a side-by-side vendor response analysis
 - Up-front costs
 - Recurring fees
 - Estimated costs (maintenance, leased sites, communications, etc.)
 - Total cost of ownership
 - Requirements scoring
- Summarize evaluation and provide recommendation
 - Shortlist 2 to 3 vendors

4. Lead Vendor Short-List Meetings

- Top ranking vendors invited to show case bid
- Prepare agenda and schedule (uniform approach)
- Review and score presentations
- Perform additional follow up questions and clarifications
- Update evaluation

- Time minimized given structure of RFP responses
 - o RFP response is foundation of agreement
- Negotiate favorable terms and conditions for the AMI project
 - o 15-year life expectancy
 - o Coverage and read rate performance
 - o Equipment and meter warranties
 - o Cost escalation caps
 - o Scope of Work and responsibility matrix
- Schedule for project

Functionality vs. Capital & O&M Cost

Capital & O&M Investment (Log Scale)

Impact

Lower Impact Higher Cost

Higher Impact Higher Cost

Lower Impact Lower Cost

Higher Impact Lower Cost

Vendor 2

Vendor 3

Vendor 1

Vendor 6

Vendor 5

Vendor 4

Vendor 7

Low Impact Technical Requirements, Outage/Restore, References, Contracting, Etc. High Impact

		Best	Medium	Worst					
Rank: Lower Number = Best Vendor	Weight	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5	Vendor 6	Vendor 7	
Meets existing functional and technical req. (yes from 15%)	15%	5	7	6	3	1	2	4	
Pricing	11%	5	7	1	2	4	6	3	
Simplicity of the system and ease of use (Maintenance and Coverage/read success commitment)	8%	3	7	4	1	6	5	2	
Coverage/read success commitment	10%	2	3	7	6	5	3	1	
Integration fit with existing systems (MultiSpeak, other references)	15%	1	7	6	3	1	3	3	
Contracting RESOURCES, SOW, SAT, and Performance	1%	3	3	1	6	1	7	3	
Project Management, Training, Ongoing System Support	6%	1	3	3	7	2	3	3	
Gas products, support, maturity, and functionality	20%	5	5	7	3	1	1	1	
Outages/Restore reporting and capability	6%	3	1	6	4	4	6	1	
Future system life expectancy and additional features (2%)	2%	6	4	2	2	7	1	4	
	100%								
Raw Total		8.03	7.14	7.38	8.28	8.42	8.25	8.67	
Total Rank		5	7	6	3	2	4	1	
Short List for Further Vendors		No	No	No	Maybe	Yes	No	Yes	

Phase II – Technology Work Plan:

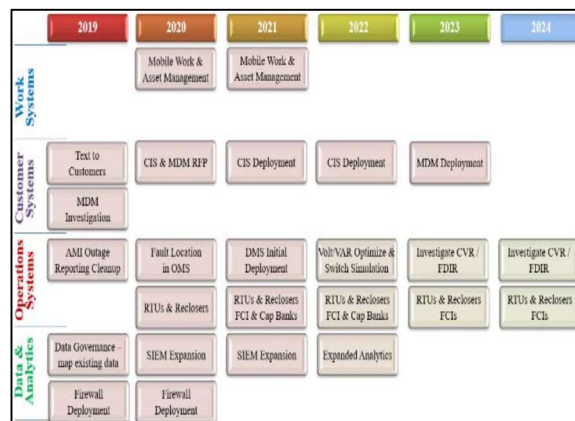
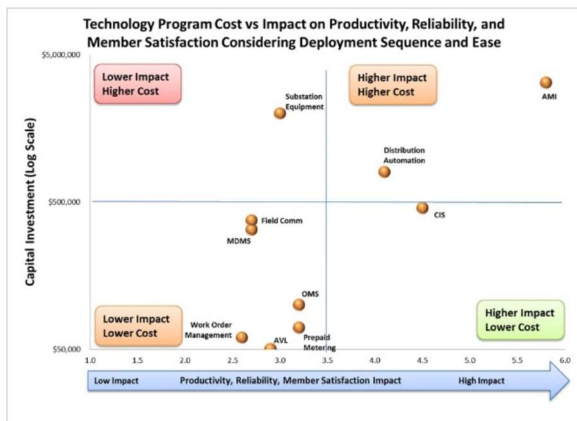
- **Business Drivers and Technology Adoption Approach:** The TWP is founded on achieving your business goals to help you improve customer service, information technology, crew efficiency, reliability, and accomplish many other objectives.
- **Future State and Gaps:** Use cases describe how Sturgis wants to be able to work in the future and are used to identify gaps in technology.
- **Prioritized Technology Recommendations:** Summary of technology recommendations are made that guide on meeting Sturgis’ most important business goals.
- **Timeline with Costs:** Recommendations are provided with anticipated costs over a 3- to 5-year period following the recommended implementation order.

The project is completed in a manner that builds consensus among the members of your team so the plan can be executed effectively. PSE will provide summarized technology recommendations in areas needed to fill gaps. These recommendations will be presented, and PSE will provide high level technology guidance and next step recommendations that are most critical to the plan. These overviews may be in areas of:

- Addition Staffing and Skill Development
- IT Systems and Tools
- Current Technology Use and Leveraging
- Integrations and Interoperability Between Applications
- System of Record Considerations

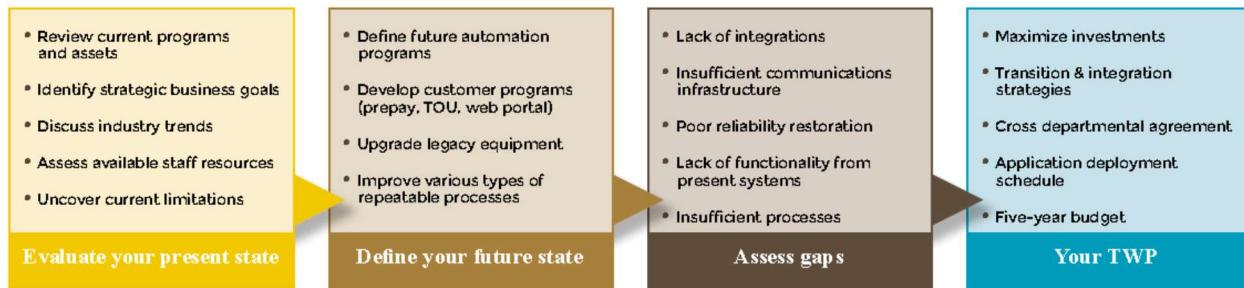
- Utility Data Analytics
- Business Process Improvement
- Demand Response, Energy Efficiency, and Other Programs
- Work/Service Order
- Asset Management
- Other

The TWP will identify the technology efforts that best position Charlevoix to meet your goals for reliability, technology, customer service, and data sharing. As illustrated below, the recommended programs will be ranked based on a comparison of cost and impact of meeting the established goals.



Additionally, PSE will provide budgetary costs for expected capital investments as well as ongoing O&M costs. The budgetary cost will be included in a timeframe/schedule to highlight when those system costs would be needed.

The figure below illustrates the process that PSE uses to develop the Technology Work Plan.



PSE will complete the following:

1. Initiate the Project and Development of a Technology Inventory

- PowerPoint presentation
- Meeting notes (throughout the project)
- Written information request
- Inventory assessment

2. Lead an Onsite Present State and Business Driver Discussion

- Baseline assessment and AMI requirements gathering
- Business driver summary
- Meeting notes
- Interviews and further system investigation
- Review current technology adoption and leveraging of existing systems

3. Document Desired Future State, Identify Gaps, and Technology Review

- Current system gap assessment and review
- Present draft recommendations and next steps
- Identify and provide steps to maximize current system usage

4. Create Technology Work Plan and Report

- Presentation of the finalized recommendations
- Work plan details
- Gap review and next steps
- Budgeting, timeline, and system prioritization
- Final report

The entire project (Phase I and Phase II) will be completed in a manner that builds consensus among the members of your team so the plan can be executed effectively.

Cost: PSE agrees to use its best efforts to perform the work specified herein for the **not to exceed cost of \$54,500** as listed in the table below, including estimated travel costs.

Task	City of Charlevoix Electric Department	Person Trips	Total Labor Cost
	Phase I - AMI		
1	Initiate the Project and Requirements Development	2	\$7,500
2	Create and Finalize the AMI Procurement Package		\$5,500
3	Evaluate in Detail and Summarize RFP		\$5,500
4	Lead Vendor Short-List Meetings	1	\$5,000
5	Assist in Contract Negotiations (time and material)		T&M
	Total for Phase I	3	\$23,500
	Phase II - TWP		
1	Development of a Technology Inventory		\$ 3,500
2	Lead an Onsite Present State and Business Driver Discussion	Included above	\$ -
3	Document Desired Future State, Identify Gaps, and Technology Review		\$14,500
4	Create Technology Work Plan and Report		\$13,000
	Total for Phase II	0	\$31,000
	Project Total	3	\$54,500

Estimated Labor Expenses
Estimated Travel Expenses (pass through at actual costs)
Total Cost

\$2,500
\$2,500

Travel: Travel costs are defined as car rental, lodging, meals, fuel for rental cars, parking, tolls, etc. Air travel is not anticipated. Hotels are Marriott or Holiday Inn or similar, and per diem will be used for meals. Should any additional travel beyond the proposed trip(s) listed become necessary, no arrangements will be made until approved by PSE and City of Charlevoix.

PSE is committed to Charlevoix and your AMI and technology planning efforts. If you have any questions or concerns, please feel free to reach out to Kyle Kopczyk via kopczyk@powersystem.org or 608-268-3539 or myself via aspt@powersystem.org or 847-922-3978. We are happy to discuss any aspect of this scope and look forward to working with you.

Sincerely,

Tom Asp

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: June 21, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Public Service Facility Occupancy

We have received our final inspections and permits for occupancy of our new facility. A final floor coating in the office was added today and will be ready for use on Tuesday. We expect to fully vacate our current facility on Stover Road on Monday afternoon. Demolition contractors plan to be on the site on Monday and begin demolition on Tuesday. They have an incentive to complete demolition by July 9.

B. Pavement Marking Contractor

The annual pavement marking will begin over this weekend and should be complete soon.

ATTACHMENTS:

- ▣ Housing Commission Minutes
- ▣ Planning Commission Minutes

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, MARCH 16, 2021

2:00 PM

PINE RIVER PLACE COMMUNITY ROOM

PROJECT
PINE RIVER PLACE

MINUTES—of the regular meeting of the Charlevoix Housing Commission of March 16, 2021.

Chairperson Mitts called the meeting to order at 2:00 PM

Commissioners present: Joan Buday, Mitts Lee, R.J. Waddell, Laurie Crandall, Lillian Left

Commissioners absent: None

Staff present: Annessa Haist- Director, Pet Kerr-CHC Maintenance Supervisor

ADDITIONS TO THE AGENDA: None

APPROVAL OF FEBRUARY PAYABLES AND MEETING MINUTES

Motion by Commissioner Waddell, seconded by Commissioner Crandall to approve and accept the Regular Meeting minutes of February 16, 2021 and Meeting Minutes as presented.

Ayes: All Nays: None

OLD BUSINESS:

Cares Act Funding currently has no new discussion points.

NEW BUSINESS:

Resolution III-2021 Approval of Operating Budget for FYE 4/1/21

Discussion held. Currently there are no large purchases planned but Director Haist believes it would be beneficial to purchase a work truck for the commission. This purchase was discussed with Anita, and she agreed that we

Motion by Commissioner Buday, seconded by Commissioner Left to approve adding the purchase of a work truck with a limit of \$20,000.00 to the Operating Budget for FYE 4/1/21

Ayes: All Nays: None

Discussion continued. Director Haist advocated that the excellent Charlevoix staff warranted the need for raises for commission employees and this was included in the budget.

Motion by Commissioner Crandall, seconded by Commissioner Buday to approve Resolution III-2021's Operating Budget for FYE 4/1/21 with the addition of the purchase of a work truck.

Ayes: All Nays: None

Resolution IV-2021 Adoption of Records Maintenance & Disposition Schedule Policy

Discussion held. Director Haist clarifying this policy is in compliance with HUD regulations regarding records and dispositions.

Motion by Commissioner Left, seconded by Commissioner Buday to approve Resolution IV-2021 Adoption of Records Maintenance & Disposition Schedule Policy

Ayes: All Nays: None

Executive Director's Report:

- I. FOIA Request Received-
Discussion held. Documents were compiled and forwarded to attorney for review and submission. Board will continue to wait on the advice of the attorney.
- II. Annual Meeting Next Month
Suggestion to consider by Director Haist that the Commission should consider holding the Annual Budget Meeting in correspondence with Annual Meeting, maintaining March meeting as the date for both, instead of March and April.
- III. Bylaws
This discussion will be held next month. If the Board is interested in combining the Annual Budget Meeting with the Annual Meeting, there will be a resolution written to reflect the updated change in the by-laws.
- IV. The Charlevoix Housing Commission is again rated high performer.
There will be an increase in CFP.
- V. There is no update on the EPC situation

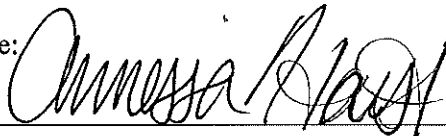
Public Comment on subjects unrelated to Agenda Items: None

Adjournment:

Commissioner Mitts moved to adjourn at 2:37 p.m.

Respectfully submitted,

Signature:

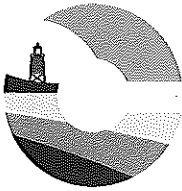
A handwritten signature in black ink, appearing to read 'Annessa Haist', written over a horizontal line.

Executive Director, Annessa Haist- CHC/MPHC

The next Board Meeting is April 16, 2021 at 2:00 p.m. at the Pine River Place Community Room at 210 W Garfield St. Charlevoix, MI 49720.

CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, April 20, 2021

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

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

Others Present: Pat Kerr CHC-Maintenance Supervisor, Mark Little MPHC-Maintenance Supervisor, Annessa Haist-Director, Mt. Pleasant Housing Commission, Cindy Morris CHC-Occupancy Specialist and Residents of Pine River Place.

Chairperson Mitts Lee called the meeting to order at 2:00 p.m.

ADDITIONS TO THE AGENDA: Elevator

Approval of the March 16, 2021 Meeting Minutes and Payables.

Motion by Commissioner Waddell, seconded by Commissioner Left to approve and accept the regular meeting minutes and payables as presented for March 16, 2021.

Ayes: Lee, Crandall, Waddell, Left

Nays: None

Absent: Buday

OLD BUSINESS: CARES Act Funding Update

Annessa Haist-Director MPHC spoke briefly on the CARES Act updating information.

NEW BUSINESS: Res. #V – 21 Flat Rent Update 2021

Motion by Commissioner Waddell, seconded by Commissioner Crandall to approve the Resolution #V – 21 Flat Rent Update 2021.

Ayes: Lee, Crandall, Waddell, Left

Nays: None

Absent: Buday

Res. #VI – 21 Election of Officers

Motion by Commissioner Left for the officers to stay the same moving forward, seconded by Commissioner Crandall.

Ayes: Lee, Crandall, Waddell, Left

Nays: None

Absent: Buday

Res. #VII – 21 By-Laws Update

Slight discussion was had by all with a few minor changes. Corrections will be made and a final copy of the By-Laws will be given at the next meeting.

Motion by Commissioner Crandall to accept the Res. #VII – 21 By Laws with the updates of approval by all Commissioners. Seconded by Commissioner Waddell supporting updates.

Ayes: Lee, Crandall, Waddell, Left

Nays: None

Absent: Buday

EXECUTIVE DIRECTORS REPORT:

An update was given by Annessa Haist-MPHC Director on vacancies and a unit turn review for CHC/Pine River Place.

A conference call was had by Annessa Haist-MPHC Director, a HUD representative, along with HUD's legal counsel and CHC's attorney. Update was given of the discussion had.

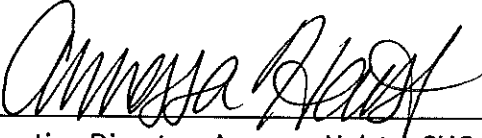
Annessa Haist-MPHC Director informed all she had received a tentative date set from the Public Accountant for the Audit.

Elevator Inspection was done in the month of April, 2021. Annessa Haist-MPHC Director reported to the board and some discussion was had.

Public Comment on subjects unrelated to Agenda items: None

Adjournment: Meeting was adjourned at 2:35 p.m.

Respectfully submitted and approved by:



Executive Director, Annessa Haist – CHC / MPH

The next Board Meeting is May 18, 2021 at 2:00 p.m. at the Pine River Place Community Room
at 210 W. Garfield St., Charlevoix, MI. 49720

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, May 18, 2021

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

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

Commissioners Absent: Mitts Lee

Others Present: Pat Kerr CHC – Maintenance Supervisor, Mark Little MPHC – Maintenance Supervisor, Annessa Haist – Director, Mt. Pleasant Housing Commission, Cindy Morris CHC – Occupancy Specialist and Residents of Pine River Place.

Chairperson Joan Buday called the meeting to order at 2:00 p.m.

ADDITIONS TO THE AGENDA: None

Approval of Meeting Minutes and Payables for May 18, 2021.

Lillian Left made motion to approve, seconded by Laurene Crandall to accept the regular meeting minutes for May 18, 2021 and payables as presented.

Ayes: Crandall, Waddell, Left, Buday

Nays: None

Absent: Lee

OLD BUSINESS:

CARES Act Funding Update – per Director, MPHC Annessa Haist there is nothing new to report.

Elevator Status – Annessa Haist, MPHC Director reported all updates have been done.

NEW BUSINESS:

Final Draft of By-Laws – New and final copy given to all Board Members.

Procurement Policy Review – Briefly discussed, HUD sending updates. MPHC is looking at theirs now and Director MPHC made suggestion that Charlevoix Housing Commission should follow. Policy given to all Board Members to review.

Executive Director's Report –

Updates were given on Vacancy and Unit Turn Review by the Director MPHC, Annessa Haist.

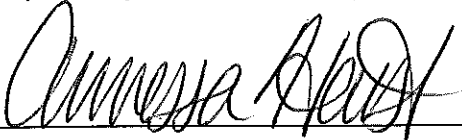
Director also spoke on the City Planning/Housing Meeting she and R.J. Waddell had attended.

Updates were given on MPHC, MHDA, and MI-NAHRO by the Director of MPHC Annessa Haist.

Public Comment on subjects unrelated to Agenda Items: None

Adjournment: Meeting was adjourned at 2:47 p.m.

Respectfully submitted and approved by:

A handwritten signature in black ink, appearing to read 'Annessa Haist', written over a horizontal line.

Executive Director, Annessa Haist – CHC /MPHC

The next Board Meeting is June 15, 2021 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, May 10, 2021 - 6:00 p.m.**

A. Call to Order

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

B. Roll Call

Chair RJ Waddell

Members Present: Reid Beegen, Sherm Chamberlain, David Gray, Mary Millington, Jennifer Muladore, Emma Suarez Pawlicki, Toni Felter (participating from Ohio)

Staff Present: Jennifer Neal, Planner; Jonathan Scheel, Zoning Administrator; Dean Martin, Community Development Fellow

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

E. Approval of the Minutes

1. April 12, 2021 Meeting Minutes

Motion by Member Gray, second by Member Chamberlain to approve the minutes of April 12, 2021 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

H. Old Business

1. By-Laws Review

Chair Waddell reviewed the three recommended changes to the By-Laws. He felt that the word "displayed" should be changed in the new sentence under 9.1 g. regarding donations which read "Recommendations to City Council on uses on public property and donations to be displayed in public spaces." He explained ex parte communications and that the Chair is the spokesman for the Planning Commission.

Motion by Member Beegen, second by Member Millington to adopt the By-Laws as revised. Motion passed by unanimous voice vote.

2. Building Code Referral to City Council

Chair Waddell stated that the City Manager asked the Planning Commission to review and recommend language for the adoption of the International Property Maintenance Code (IPMC). The draft ordinance with legal edits provided by the City Attorney and a property maintenance policy were included for the Commission's review. Zoning Administrator Scheel reviewed the proposed changes to Chapter 150: General Provisions, Building Regulations; Construction regarding the Property Maintenance Code and asked that the Commission recommend approval of the Zoning Ordinance changes to the City Council. Zoning Administrator Scheel used the old gas station on the north side on US-31 as an example of a property that would fall under the enforcement provisions of the IPMC.

Motion by Member Gray, second by Member Beegen to send the adoption of the International Property Maintenance Code ordinance with their approval to the City Council for adoption. Motion passed by unanimous voice vote.

3. Master Plan Update

Planner Neal reviewed Chapter 2 which was largely City demographics and included a history of the City. Chair Waddell stated under the second paragraph of "A Short History" the wording "mid-twentieth centuries" should be "mid-twentieth century". Member Chamberlain explained how the history should be more accurately described rather than a "booming lumber trade" and more agricultural uses and other details of the history that could be included in the document. Discussion followed regarding the demographics, median household income, and people below the ALICE threshold (Financial Hardship Study). Planner Neal stated that she would revise Chapter 2 based on the Commission's discussion and bring it back to the Commission for review.

Planner Neal reviewed Chapter 3 and stated that the chapter would include an existing land use map. Commission members suggested including more pictures of Earl Young houses, homes in the seasonal clubs, and mid-century homes. Chair Waddell felt that there should be more mention of recreational amenities and open space than just the golf course. Fellow Martin was concerned that adding information to the Master Plan would cause redundancy with the Recreation Master Plan. Planner Neal further explained the five neighborhoods that were included in the Community Character Areas and the unique planning scenarios of each neighborhood.

Chair Waddell stated that the new Public Works facility should be included in Chapter 5 as an accomplishment. Member Suarez Pawlicki suggested adding cable and internet technology (fiber and broadband) into this chapter as well. Member Chamberlain questioned if information about Fishermans Island Park and the possibility of allowing temporary RV housing for seasonal workers would be included.

4. ADU Architectural Standards

Zoning Administrator Scheel explained the differences between conventional zoning and Form-Based Codes (FBCs). He stated that FBCs were less interested in the use and more on how to blend neighborhoods and character areas together. He questioned whether the community was interested in the neighborhood character and what accessory buildings look like and how they affect the neighborhoods including size, scale, and other architectural significant standards and whether they need to have architectural standards in place.

Discussion followed regarding accessory dwellings, existing dwellings that are somewhat intrusive to their neighbors, height of accessory structures, units based on the size of the lots, and R-2 district irregular shaped lots. Zoning Administrator Scheel suggested that the Commission review the bullet points included in his memo and "say yes that's important enough to regulate or it's an overreach and we shouldn't do that". Chair Waddell felt that the hybrid method that Zoning Administrator Scheel referenced would be the way to go forward. Zoning Administrator Scheel stated that he would bring more broad drawings related to accessory dwellings leaning away from specific technical language to the next meeting.

Motion by Member Millington, second by Member Beegen to extend the meeting end time by 15 minutes. Motion passed by unanimous voice vote.

5. Community Engagement Survey Update

Planner Neal stated that the Community Engagement Survey was currently available through the end of May and was distributed in paper format and electronically. The survey was mailed (or emailed) to all addresses who receive a City utility bill. City residents and non-residents were encouraged to respond to the survey. She stated they received 106 electronic responses and 160 paper responses.

I. Staff Updates

Chair Waddell referenced the stakeholders meeting held the previous week and that there were training sessions some of the members attended in the past month as well.

Zoning Administrator Scheel stated that Bridge Magazine recently published a housing article. Chair Waddell stated that he and Planner Neal participated in an interview for the Charlevoix Courier.

Chair Waddell stated that Tip of the Mitt would be presenting to the Commission including climate change as one of their topics.

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

Chair Waddell stated that the accessory buildings topic and Chapter 4: Housing of the Master Plan would be on next month's agenda. Planner Neal stated that they would have the results of the Community Engagement Survey for the next meeting also.

K. Adjournment by 8:00 p.m. Unless Extended by Motion

Motion by Member Beegen, second by Member Millington to adjourn the meeting. Motion passed by unanimous vote. Meeting adjourned at 8:09 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair