



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, August 16, 2021- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Community Development Fellowship Wrap-up
Dean Martin, Community Development Fellow
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - August 2, 2021
 - B. Accounts Payable and Payroll Check Registers
 - C. Private Road Policy and Procedure
 - D. August 2021 Special Election Results
 - E. Ferry Avenue Boat Launch Skid Pier: Waterways Grant and Contract
 - F. City Band Support for Public Entertainment
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Winter Parking Ordinance
Mark L. Heydlauff, City Manager
- 7. All Other Actions and Requests**
 - A. Fall 2021 Paving Projects
Patrick M. Elliott, Public Works Superintendent
- 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: Community Development Fellowship Wrap-up

DATE: August 16, 2021

PRESENTED BY: Dean Martin, Community Development Fellow

BACKGROUND:

Dean Martin is wrapping up his time with us and will be presenting on his work here.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - August 2, 2021

DATE: August 16, 2021

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ☐ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, August 2, 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: Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr, Brian Slater
Members Absent: Greg Bryan
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

- A. City Council Meeting Minutes – July 19, 2021
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Run – July 21, 2021
 - b. Regular Accounts Payable Check Register – August 3, 2021
 - c. ACH Payments – July 19, 2021 to July 26, 2021
 - d. Payroll Check Register – July 23, 2021
 - e. Payroll Transmittal – July 23, 2021
- C. 2021 MDOT Performance Resolution

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-08-01
PERFORMANCE RESOLUTION FOR MUNICIPALITIES

RESOLVED WHEREAS, the City of Charlevoix hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this Resolution shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Resolution, as provided by law. This Resolution is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the

purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

7. The incorporation by the DEPARTMENT of this Resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.

8. This Resolution shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY:

1. City Manager
2. Electric Department Director
3. DPW Superintendent
4. City Clerk.

RESOLVED this 2nd day of August 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Slater, Hagen, Knapp, Kalbfell, Parr

Nays: None

Absent: Bryan

- D. MERS 2021 Officer and Employee Delegate Certificate Form – appoint Officer Delegate Kelly McGinn, Officer Alternate Alida Klooster, Employee Delegate Matthew Umulis, Employee Alternate Barbara Orban
- E. Porous Pave Contract with Robinson Landscaping for \$16,475
- F. Purchase New Sand/Salt Truck Cab & Chassis for \$153,245 – Zarembo Equipment for \$96,865; Truck & Trailer Specialties for \$56,380

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

Yeas: Slater, Hagen, Knapp, Kalbfell, Parr

Nays: None

Absent: Bryan

6 Public Hearings & Actions Requiring Public Hearings

7 All Other Actions & Requests

8 Reports & Communications

A. Public Comments

- Bob Timms felt EMS response times would not improve with the Lake Charlevoix EMS Authority

B. City Manager Comments

- Marion Center property request for proposals will be issued soon

C. Mayor & Council Comments

9. Other Council Business

Slater suggested that the City discuss traffic calming measures specifically for Park Avenue. He noted that Ann Arbor and Traverse City have guidelines in place. Council agreed to have Chief Doan and the City Manager review the guidelines and offer recommendations at a future Council meeting.

- A. Closed Session: City Manager Evaluation MCL 15.268(a)

City Manager Heydlauff stated that pursuant to his right under the Michigan Open Meetings Act, he is requesting Council enter Closed Session for the purpose of conducting a periodic personnel evaluation of a public officer.

Motion by Hagen, second by Kalbfell to enter Closed Session pursuant to MCL 15.268(a) for the purpose of conducting the annual evaluation of the City Manager pursuant to his request. Motion carried by unanimous voice vote.

Council moved into Closed Session at 6:09 p.m. Council resumed Open Session at 6:59 p.m.

Motion by Kalbfell, second by Hagen to extend the City Manager's contract by one year through September 2024 and to increase his salary by 5% (1.4% cost of living and 3.6% merit. Motion carried by unanimous voice vote.

10. Adjourn

The Mayor adjourned the meeting at 7:00 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 07/21/2021			
AT&T	1,590.37	PRIORITY HEALTH	45,754.44
AT&T LONG DISTANCE	20.80	RANGE TELECOMMUNICATIONS	171.25
AT&T MOBILITY	848.68	STANDARD INSURANCE CO	2,564.65
CHARLEVOIX STATE BANK	7,428.46	VERIZON WIRELESS	88.27
CHARTER COMMUNICATIONS	871.10	VSP INSURANCE CO. (CT)	569.48
DELTA DENTAL	3,490.12	WEX BANK	524.74
EQUITABLE FINANCIAL LIFE INSURANCE	467.40	TOTAL	74,228.89
GREAT LAKES ENERGY	233.05		
HOLIDAY STATIONSTORES LLC	9,606.08		
Regular Accounts Payable – 08/03/2021			
ABRAMOWSKI, DWAIN M.	50.00	ETNA SUPPLY	2,452.88
ACE HARDWARE	4,962.63	E-Z-GO A TEXTRON COMPANY	70.68
ACTION FLAG CO	778.95	FARMER WHITE'S	219.00
AIRGAS USA LLC	73.70	FASTENAL COMPANY	73.30
AIS CONSTRUCTION EQUIPMENT	371.81	FEYEN ZYLSTRA LLC	287.50
ALL-PHASE ELECTRIC	149.32	FLETCH'S	87.34
AMAZON CAPITAL SERVICES	329.01	GABLE, BRANDON	97.25
ANDERSON, ELIZABETH A.	50.00	GABRIEL, MATTHEW	700.00
ANZELL, BETH A.	50.00	GALLS LLC	280.89
APPLIED CONCEPTS INC	1,995.00	GELDERBLUM, PAUL	50.00
APX INC.	31.79	GFL ENVIRONMENTAL	1,336.80
AT YOUR SERVICE PLUS INC	500.00	GOLDING, JOYCE M.	50.00
AVFUEL CORPORATION	87,113.94	GOLOVICH, RENEE	54.00
BARUZZINI AQUATICS	3,318.10	GRAINGER	2,919.93
BLARNEY CASTLE OIL CO	558.42	GRIFFITH, JOHN J	50.00
BOUND TREE MEDICAL LLC	346.65	GRP ENGINEERING INC.	3,692.50
BRADFORD'S	65.00	GUNTZVILLER, RHONDA	395.00
BUTZEL LONG	4,665.00	HALSTEAD, JESSE	18.36
CDW GOVERNMENT	335.99	HARRELL'S	3,899.25
CHARLEVOIX SCREEN MASTERS INC	893.00	HEINE, NICHOLAS	53.49
CHARLEVOIX TOWNSHIP	561.43	HEYDLAUFF, MARK L.	416.00
CINTAS	93.43	HILLING, NICHOLAS A.	50.00
CIVIC SYSTEMS LLC	9,451.00	JAREMA, CAROLINE	100.00
CLAGGETT, BARBARA	153.04	KEEP CHARLEVOIX BEAUTIFUL	10,000.00
CONWAY PROFESSIONAL SERVICES	11,832.00	KIWANIS CLUB OF CHARLEVOIX	40.00
CORPORATE SETTLEMENT SOLUTIONS	62.58	KLOOSTER, ALIDA K.	50.00
CORWIN, JASON	19.42	KNORR, KENT J.	50.00
CSI EMERGENCY APPARATUS LLC	860.00	KSS ENTERPRISES	1,934.09
CURTIS, LILLY	100.00	LAKESHORE TIRE & AUTO SERVICE	24.95
DAUGHERTY, KURT	700.00	LITTLE TRAVERSE DISPOSAL LLC	360.00
DeROSIA, PATRICIA E.	50.00	LIVINGSTON, BRIAN D.	50.00
DIGITAL DOLPHIN	169.95	LOTTIE'S BAGELS	416.00
DITCH WITCH SALES OF MICHIGAN	1,326.18	MACGREGOR PLUMBING & HEATING	1,315.00
DOAN, GERARD P.	50.00	MAGGRET, DAVID	450.00
DORAN, JUSTIN J.	50.00	MATELSKI, KRISTEN L.	50.00
DOTSON, LINDSEY J.	50.00	MAY, MEREDITH A.	67.32
EDGEWATER RESOURCES LLC	4,261.92	MCDERMOTT, DENNIS J.	147.21
EJ USA INC.	144.20	McGINN, KELLY A.	162.50
ELLIOTT, PATRICK M.	50.00	MCMULLEN, DONALD R.	146.60
ELLSWORTH FARMER'S EXCHANGE	1,326.00	MDC CONTRACTING LLC	217.50
EMMET COUNTY EMS	250.00	MICHIGAN ASSN OF MUNICIPAL CLERKS	60.00

MILLER, WILLIAM S.	50.00	TELE-RAD INC	126.80
MINERAL MASTERS	3,870.00	TERMINAL SUPPLY CO	179.60
MWEA	154.00	Tillie's Tafel	50.00
NCL OF WISCONSIN INC.	156.69	UNIFIRST CORPORATION	438.51
NORTHWEST ELECTRONICS & REPAIR	465.39	UNIVERSAL CREDIT SERVICES INC	30.00
NW MI COG	24,832.50	UP NORTH ASSESSING INC	5,100.00
OHM ADVISORS	3,280.00	VELZY, RYAN	175.05
OLACH, JONI	67.18	VILLAGE GRAPHICS INC.	373.00
PENINSULA FIBER NETWORK LLC	470.00	WALKER, SAVANNAH	32.19
POWER LINE SUPPLY	20,197.10	WHITE, HORACE	62.10
PRO-VISION SOLUTIONS LLC	565.07	WLODARCZAK, ERIC	98.90
QUALITY CAR & TRUCK REPAIR INC	816.42	WURST, RANDALL W.	50.00
RCL CONSTRUCTION CO INC	54,832.79	WYMAN, MATTHEW A.	50.00
SCHOLEY, ROBERT W.	50.00	YUILLE, RONALD	99.41
SHARROW, JACOB	750.00	ZIIBIMIJWANG INC	227.00
SOUND ENVIRONMENTS	678.00	TOTAL	289,637.52
SPARTAN DISTRIBUTORS INC	74.85		
SPRAGUE, CHEYENNE	100.00		
STREETER, JOSEPH	40.17		

ACH Payments – 07/19/2021 to 07/26/2021

MI PUBLIC POWER AGENCY	33,092.07	VANTAGEPOINT (ROTH IRA)	1,180.76
IRS (PAYROLL TAX DEPOSIT)	48,822.11	MERS (DEFINED BENEFIT PLAN)	52,749.59
ALERUS FINANCIAL (HCSP)	350.00	MI PUBLIC POWER AGENCY	201,954.36
STATE OF MI (WITHHOLDING TAX)	7,418.95	MI PUBLIC POWER AGENCY	8,725.65
VANTAGEPOINT (401 ICMA PLAN)	912.07	TOTAL	375,472.58
VANTAGEPOINT (457 ICMA PLAN)	20,269.02		

Payroll Net Pay – Check Date 07/23/2021

HEYDLAUFF, MARK L.	2,927.52	LEITNER, RYAN S.	1,697.70
GOLDING, JOYCE M.	1,920.62	FERGUSON, ROYCE L.	1,554.35
DEROSIA, PATRICIA E.	824.99	DORAN, JUSTIN J.	2,173.13
DOTSON, LINDSEY J.	1,455.09	FREY, DYLAN V.	657.47
KLOOSTER, ALIDA K.	1,787.66	HART III, DELBERT W.	744.26
GOLOVICH, KAREN J.	997.57	DOTSON, WILLIAM R.	310.12
BARNEVELD, RICHELLE L.	1,163.84	BEMIS, JACKSON R.	659.88
SCHULZ, GINNY L.	1,462.22	FINNERTY, HOLLY E.	774.04
MILLER, FAITH G.	40.73	CRANDELL, ZACKARY R.	676.99
MCGINN, KELLY A.	1,673.43	BLAIN, TAYLOR W.	422.88
SCHEEL, CRESTON R.	402.69	FRANCE JR, JAMES A.	1,149.63
DOAN, GERARD P.	2,466.09	RABIDEAU, JACOB L.	619.97
SCHOLEY, ROBERT W.	1,627.57	MORGRIDGE, ALEXANDER J.	601.21
UMULIS, MATTHEW T.	1,210.08	SPEER, KEEGAN L.	573.11
ORBAN, BARBARA K.	1,423.22	KNORR, KENT J.	1,999.54
RILEY, DENISE M.	450.08	ANZELL, BETH A.	1,345.76
MUNK, CHRISTOPHER J.	1,758.42	STEBE, LAURA A.	46.17
SCHICK, TIELER R.	1,641.78	MCDERMOTT, DENNIS J.	1,856.11
STEWART, MORGAN J.	1,663.68	JASURDA, DONALD J.	841.99
MATELSKI, KRISTEN L.	1,382.24	DORST, KRISTA M.	735.26
BINGHAM, LARRY E.	943.07	PARRISH, SAMANTHA K.	702.47
MACGILLIVRAY, ROGER	1,164.56	MEEHAN, MAXIMUS M.	743.27
WESTRICK, AARON J.	623.87	WHITE III, MARCUS W.	939.08
MILLER, ZACHARY S.	887.69	CUNNINGHAM, ABIGAIL A.	753.86
WURST, RANDALL W.	2,055.60	JAREMA, CAROLINE J.	806.37
HILLING, NICHOLAS A.	1,826.41	PRIMAK, JACOB L.	826.58
MEIER III, CHARLES A.	1,570.06	CURTIS, LILY E.	753.67
ZACHARIAS, STEVEN B.	2,102.53	MAY, MEREDITH A.	1,089.79
NEWMAN, MARK J.	2,171.71	PETROSKY, JACOB D.	869.26
GRIFFITH, JOHN J.	2,995.57	SPRAGUE, CHEYENNE L.	782.44
EATON, BRAD A.	2,346.09	WALKER, SAVANNAH P.	799.11
WILSON, TIMOTHY J.	2,975.43	SHRIFT, EMILY K.	709.97
LAVOIE, RICHARD L.	2,285.33	KIRINOVIC, THOMAS F.	193.63
STEVENS, BRANDON C.	2,838.75	WAGNER, KIRSTEN M.	429.98
DRAVES, MARTIN J.	2,344.63	SHEETS, SOPHIA R.	684.39
ANDERSON, ELIZABETH A.	1,234.96	SMITH, ELLERY S.	198.89
KENWABIKISE, DAVID L.	1,106.38	MOOAR, ISAAK S.	339.19
ELLIOTT, PATRICK M.	3,065.84	COFFEY, JASON J.	309.55
SCHWARTZFISHER, JOSEPH	1,312.03	DRENTH, DOUGLAS A.	703.25
BRADLEY, KELLY R.	1,430.42	RITTER, DAVID M.	672.28
HART II, DELBERT W.	1,560.90	GILL, DAVID R.	1,088.12
JONES, ROBERT F.	1,546.42	MASSON, DONALD J.	429.85
FARRELL, MITCHELL L.	1,432.13	LABLANCE, MAUREEN J.	316.21
THORP JR, WILLIAM D.	1,620.24	LIVINGSTON, BRIAN D.	1,891.80

STANLEY, MARK J.	69.26	AZZOPARDI, ANTHONY J.	1,434.16
KLOOSTER, PATRICK H.	459.28	FALKENBERG, AMANDA M.	1,263.52
WAY, KRISTINA M.	197.98	JOSLIN, ISABELLE G.	1,158.76
DIETRICH, ARLENE M.	271.42	RILEY, CASEY W.	337.70
BERRY, ROBERT J.	113.98	JONES, LARRY M.	478.68
WYMAN, MATTHEW A.	1,976.42	MOYER, DAVID T.	12.99
MILLER, WILLIAM S.	1,438.88	WHEELER, MICHAEL W.	1,577.77
DOUGLAS, MARK	1,393.98	CORNELL, BRITTA J.	517.90
MCCRANEY, RUSSELL R.	1,390.90	PECK, JARICA L.	459.47
FRATRICK, JOSEPH W.	623.73	WELLS, JANINNA J.	125.53
PAALMAN, STEPHEN J.	1,315.14	THAYER, MAELYN E.	223.28
MCMULLEN, DONALD R.	1,802.20	WHITLEY, ANDREW T.	2,215.53
SILVA, JESSE L.A.	1,491.33	MORRISON, KEVIN P.	1,549.03
TRAVERS, MANUEL J.	2,162.07	SNYDER, JACOB M.	743.27
HOSLER, ERIK R.	1,722.91	TOTAL	140,983.36
MOYER, NATHAN I.	2,065.64		
HLOWACH, ROGER E.	2,197.93		

Payroll Transmittal – 07/23/2021

4FRONT CREDIT UNION	1,068.00	DISCOVER BANK	353.51
AMERICAN FAMILY LIFE	479.51	EQUITABLE FINANCIAL LIFE INSURANCE	339.76
CALIF STATE DISBURSEMENT UNIT	92.19	INSTANT CASH	164.73
CHAR EM UNITED WAY	30.00	MI STATE DISBURSEMENT UNIT	429.88
CHARLEVOIX STATE BANK	867.00	PRIORITY HEALTH	1,522.95
COMMUNICATION WORKERS OF AMER	652.33	TOTAL	5,999.86

Tax Disbursement – 08/03/2021

CHARLEVOIX COUNTY TREASURER	2,295.35	CHARLEVOIX PUBLIC SCHOOLS	18,826.55
CHARLEVOIX COUNTY TREASURER	389.37	CHARLEVOIX-EMMETT ISD	1,234.08
CHARLEVOIX COUNTY TREASURER	388,228.85	CITY OF CHARLEVOIX - TAXES DUE	321,597.25
CHARLEVOIX DISTRICT LIBRARY	562.66	CITY OF CHARLEVOIX/DDA	323,936.77
CHARLEVOIX PUBLIC SCHOOLS	503,999.06	RECREATIONAL AUTHORITY	109.03
CHARLEVOIX PUBLIC SCHOOLS	591.30	STATE OF MICHIGAN	10,509.05
CHARLEVOIX PUBLIC SCHOOLS	51,347.38	TOTAL	1,729,356.23
CHARLEVOIX PUBLIC SCHOOLS	89,778.73		
CHARLEVOIX PUBLIC SCHOOLS	15,950.80		

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: August 16, 2021

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/31/2021	08/06/2021	134158	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,118.00
07/31/2021	08/06/2021	134159	4FRONT CREDIT UNION	9028	Lump Sum Employer Contribution	501.00
07/31/2021	08/06/2021	134160	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
07/31/2021	08/06/2021	134160	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	392.61
07/31/2021	08/06/2021	134161	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
07/31/2021	08/06/2021	134162	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 7/31/2	30.00
07/31/2021	08/06/2021	134163	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	867.00
07/31/2021	08/06/2021	134164	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	652.33
07/31/2021	08/06/2021	134165	DISCOVER BANK	9032	Garnishment: WWR File #040038	422.44
07/31/2021	08/06/2021	134166	EQUITABLE FINANCIAL LI	9010	LIFE - VOLUNTARY Pay Period:	217.79
07/31/2021	08/06/2021	134166	EQUITABLE FINANCIAL LI	9010	SPOUSE LIFE Pay Period: 7/31/	44.02
07/31/2021	08/06/2021	134166	EQUITABLE FINANCIAL LI	9010	CHILD LIFE Pay Period: 7/31/20	4.40
07/31/2021	08/06/2021	134166	EQUITABLE FINANCIAL LI	9010	AD&D - VOLUNTARY Pay Period	37.22
07/31/2021	08/06/2021	134166	EQUITABLE FINANCIAL LI	9010	SPOUSE AD&D Pay Period: 7/31	6.84
07/31/2021	08/06/2021	134166	EQUITABLE FINANCIAL LI	9010	CHILD AD&D Pay Period: 7/31/2	2.96
07/31/2021	08/06/2021	134167	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	429.88
07/31/2021	08/06/2021	134168	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 7	251.25
07/31/2021	08/06/2021	134169	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,528.79
Grand Totals:		18				6,685.62

km

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

08/06/21 Payroll Transmittal Checks \$ 6,685.62
 08/06/21 Payroll (net pay) \$ 148,243.44
 08/17/21 Regular Accounts Payable \$ 301,821.22

Checks Sub-Total: \$ 456,750.28

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

08/02/21 DTE Energy \$ 2,348.88
 08/02/21 MI Public Power Agency \$ 14,194.53
 08/02/21 Proximity Space, Inc. \$ 111.22
 08/03/21 AMG Payment Solutions \$ 892.71
 08/03/21 Payment Service Network Inc. \$ 248.50
 08/06/21 IRS (Payroll Tax Deposit) \$ 53,194.33
 08/06/21 Alerus Financial (HCSP) \$ 350.00
 08/06/21 State of MI (Withholding Tax) \$ 7,929.31
 08/06/21 Vantagepoint (401 ICMA Plan) \$ 912.08
 08/06/21 Vantagepoint (457 ICMA Plan) \$ 23,608.05
 08/06/21 Vantagepoint (Roth IRA) \$ 1,180.76
 08/09/21 MI Public Power Agency \$ 14,126.38
 08/10/21 State of MI (Sales Tax) \$ 27,001.00

ACH Sub-Total: \$ 146,097.75

Huntington National Bank Total: \$ 602,848.03

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

08/17/21 Tax Disbursement \$ 1,199,973.92
 Charlevoix State Bank Total: \$ 1,199,973.92

Grand Total: \$ 1,802,821.95

APPROVED:


 CITY MANAGER


 CITY TREASURER

CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/31/2021	PC	08/06/2021	33701	BRYAN, BRENDA L.	91		46.17
07/31/2021	PC	08/06/2021	33702	HEYDLAUFF, MARK L.	102		3,215.97
07/31/2021	PC	08/06/2021	33703	GOLDING, JOYCE M.	106		2,367.34
07/31/2021	PC	08/06/2021	33704	DEROSIA, PATRICIA E.	107		534.87
07/31/2021	PC	08/06/2021	33705	DOTSON, LINDSEY J.	109		1,455.10
07/31/2021	PC	08/06/2021	33706	KLOOSTER, ALIDA K.	121		2,175.68
07/31/2021	PC	08/06/2021	33707	GOLOVICH, KAREN J.	122		997.57
07/31/2021	PC	08/06/2021	33708	BARNEVELD, RICHELLE	123		1,163.85
07/31/2021	PC	08/06/2021	33709	SCHULZ, GINNY L.	125		1,462.22
07/31/2021	PC	08/06/2021	33710	MILLER, FAITH G.	142		40.73
07/31/2021	PC	08/06/2021	33711	MCGINN, KELLY A.	146		2,120.12
07/31/2021	PC	08/06/2021	33712	SCHEEL, CRESTON R.	148		456.16
07/31/2021	PC	08/06/2021	33713	DOAN, GERARD P.	201		2,466.10
07/31/2021	PC	08/06/2021	33714	SCHOLEY, ROBERT W.	204		2,169.44
07/31/2021	PC	08/06/2021	33715	UMULIS, MATTHEW T.	205		1,363.50
07/31/2021	PC	08/06/2021	33716	ORBAN, BARBARA K.	209		1,654.98
07/31/2021	PC	08/06/2021	33717	RILEY, DENISE M.	213		454.74
07/31/2021	PC	08/06/2021	33718	MUNK, CHRISTOPHER J.	215		2,024.54
07/31/2021	PC	08/06/2021	33719	SCHICK, TIELER R.	216		1,901.66
07/31/2021	PC	08/06/2021	33720	STEWART, MORGAN J.	217		1,965.40
07/31/2021	PC	08/06/2021	33721	MATELSKI, KRISTEN L.	230		1,382.24
07/31/2021	PC	08/06/2021	33722	BINGHAM, LARRY E.	240		943.07
07/31/2021	PC	08/06/2021	33723	MACGILLIVRAY, ROGER	244		770.32
07/31/2021	PC	08/06/2021	33724	WESTRICK, AARON J.	246		844.08
07/31/2021	PC	08/06/2021	33725	MILLER, ZACHARY S.	247		1,026.18
07/31/2021	PC	08/06/2021	33726	WURST, RANDALL W.	411		2,005.47
07/31/2021	PC	08/06/2021	33727	HILLING, NICHOLAS A.	413		2,192.92
07/31/2021	PC	08/06/2021	33728	MEIER III, CHARLES A.	421		1,231.07
07/31/2021	PC	08/06/2021	33729	ZACHARIAS, STEVEN B.	422		1,751.15
07/31/2021	PC	08/06/2021	33730	NEWMAN, MARK J.	424		1,997.96
07/31/2021	PC	08/06/2021	33731	LOUGHMILLER, JOHN A.	425		2,085.55
07/31/2021	PC	08/06/2021	33732	GRIFFITH, JOHN J.	500		2,995.57
07/31/2021	PC	08/06/2021	33733	EATON, BRAD A.	515		3,056.99
07/31/2021	PC	08/06/2021	33734	WILSON, TIMOTHY J.	516		3,261.80
07/31/2021	PC	08/06/2021	33735	LAVOIE, RICHARD L.	519		2,274.39
07/31/2021	PC	08/06/2021	33736	STEVENS, BRANDON C.	521		2,891.91
07/31/2021	PC	08/06/2021	33737	DRAVES, MARTIN J.	523		2,865.10
07/31/2021	PC	08/06/2021	33738	ANDERSON, ELIZABETH	526		1,234.96
07/31/2021	PC	08/06/2021	33739	KENWABIKISE, DAVID L.	528		1,106.38
07/31/2021	PC	08/06/2021	33740	ELLIOTT, PATRICK M.	600		3,065.84
07/31/2021	PC	08/06/2021	33741	SCHWARTZFISHER, JOS	603		1,411.97
07/31/2021	PC	08/06/2021	33742	BRADLEY, KELLY R.	614		1,513.20
07/31/2021	PC	08/06/2021	33743	HART II, DELBERT W.	616		1,683.66
07/31/2021	PC	08/06/2021	33744	JONES, ROBERT F.	618		1,635.94
07/31/2021	PC	08/06/2021	33745	FARRELL, MITCHELL L.	622		1,455.83
07/31/2021	PC	08/06/2021	33746	THORP JR, WILLIAM D.	623		1,809.92
07/31/2021	PC	08/06/2021	33747	LEITNER, RYAN S.	624		1,702.52
07/31/2021	PC	08/06/2021	33748	FERGUSON, ROYCE L.	625		1,822.87
07/31/2021	PC	08/06/2021	33749	DORAN, JUSTIN J.	634		2,173.13
07/31/2021	PC	08/06/2021	33750	NEDWICK, DAVID J.	642		62.33
07/31/2021	PC	08/06/2021	33751	FREY, DYLAN V.	643		838.08
07/31/2021	PC	08/06/2021	33752	HART III, DELBERT W.	657		707.74
07/31/2021	PC	08/06/2021	33753	DOTSON, WILLIAM R.	661		469.22
07/31/2021	PC	08/06/2021	33754	BEMIS, JACKSON R.	667		808.84
07/31/2021	PC	08/06/2021	33755	FINNERTY, HOLLY E.	669		1,013.27
07/31/2021	PC	08/06/2021	33756	CRANDELL, ZACKARY R.	691		663.31
07/31/2021	PC	08/06/2021	33757	BLAIN, TAYLOR W.	692		451.27

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/31/2021	PC	08/06/2021	33758	FRANCE JR, JAMES A.	695		1,619.43
07/31/2021	PC	08/06/2021	33759	RABIDEAU, JACOB L.	696		864.62
07/31/2021	PC	08/06/2021	33760	MORGRIDGE, ALEXANDE	697		741.34
07/31/2021	PC	08/06/2021	33761	SPEER, KEEGAN L.	698		798.42
07/31/2021	PC	08/06/2021	33762	KNORR, KENT J.	700		1,999.54
07/31/2021	PC	08/06/2021	33763	ANZELL, BETH A.	702		1,345.76
07/31/2021	PC	08/06/2021	33764	MCDERMOTT, DENNIS J.	732		1,856.11
07/31/2021	PC	08/06/2021	33765	EVANS JR, HALBERT K.	744		61.08
07/31/2021	PC	08/06/2021	33766	JASURDA, DONALD J.	748		848.27
07/31/2021	PC	08/06/2021	33767	DORST, KRISTA M.	749		973.83
07/31/2021	PC	08/06/2021	33768	PARRISH, SAMANTHA K.	750		814.70
07/31/2021	PC	08/06/2021	33769	MEEHAN, MAXIMUS M.	751		831.17
07/31/2021	PC	08/06/2021	33770	WHITE III, MARCUS W.	754		1,110.31
07/31/2021	PC	08/06/2021	33771	CUNNINGHAM, ABIGAIL A	759		872.00
07/31/2021	PC	08/06/2021	33772	JAREMA, CAROLINE J.	760		795.67
07/31/2021	PC	08/06/2021	33773	PRIMAK, JACOB L.	761		837.28
07/31/2021	PC	08/06/2021	33774	CURTIS, LILY E.	770		764.80
07/31/2021	PC	08/06/2021	33775	MAY, MEREDITH A.	771		1,244.65
07/31/2021	PC	08/06/2021	33776	PETROSKY, JACOB D.	772		917.50
07/31/2021	PC	08/06/2021	33777	SPRAGUE, CHEYENNE L.	773		757.33
07/31/2021	PC	08/06/2021	33778	WALKER, SAVANNAH P.	774		834.97
07/31/2021	PC	08/06/2021	33779	SHRIFT, EMILY K.	783		675.68
07/31/2021	PC	08/06/2021	33780	KIRINOVIC, THOMAS F.	790		495.25
07/31/2021	PC	08/06/2021	33781	WAGNER, KIRSTEN M.	793		679.22
07/31/2021	PC	08/06/2021	33782	SHEETS, SOPHIA R.	794		743.85
07/31/2021	PC	08/06/2021	33783	SMITH, ELLERY S.	795		175.76
07/31/2021	PC	08/06/2021	33784	MOOAR, ISAAK S.	796		416.71
07/31/2021	PC	08/06/2021	33785	COFFEY, JASON J.	798		415.30
07/31/2021	PC	08/06/2021	33786	DRENTH, DOUGLAS A.	838		456.57
07/31/2021	PC	08/06/2021	33787	RITTER, DAVID M.	839		893.54
07/31/2021	PC	08/06/2021	33788	GILL, DAVID R.	856		1,221.68
07/31/2021	PC	08/06/2021	33789	MASSON, DONALD J.	861		556.38
07/31/2021	PC	08/06/2021	33790	LABLANCE, MAUREEN J.	863		272.31
07/31/2021	PC	08/06/2021	33791	LIVINGSTON, BRIAN D.	866		1,891.80
07/31/2021	PC	08/06/2021	33792	STANLEY, MARK J.	867		34.63
07/31/2021	PC	08/06/2021	33793	KLOOSTER, PATRICK H.	868		529.57
07/31/2021	PC	08/06/2021	33794	WAY, KRISTINA M.	870		190.38
07/31/2021	PC	08/06/2021	33795	DIETRICH, ARLENE M.	871		215.70
07/31/2021	PC	08/06/2021	33796	BERRY, ROBERT J.	872		182.37
07/31/2021	PC	08/06/2021	33797	WYMAN, MATTHEW A.	927		2,043.01
07/31/2021	PC	08/06/2021	33798	MILLER, WILLIAM S.	933		1,851.68
07/31/2021	PC	08/06/2021	33799	DOUGLAS, MARK	935		1,282.52
07/31/2021	PC	08/06/2021	33800	MCCRANEY, RUSSELL R.	936		1,257.31
07/31/2021	PC	08/06/2021	33801	FRATRICK, JOSEPH W.	940		776.09
07/31/2021	PC	08/06/2021	33802	PAALMAN, STEPHEN J.	942		1,019.49
07/31/2021	PC	08/06/2021	33803	MCMULLEN, DONALD R.	1000		1,257.13
07/31/2021	PC	08/06/2021	33804	SILVA, JESSE L.A.	1001		3,002.69
07/31/2021	PC	08/06/2021	33805	STEPHENS, LYON G.	1005		705.38
07/31/2021	PC	08/06/2021	33806	TRAVERS, MANUEL J.	1006		1,155.35
07/31/2021	PC	08/06/2021	33807	HOSLER, ERIK R.	1014		1,183.11
07/31/2021	PC	08/06/2021	33808	MOYER, NATHAN I.	1015		1,236.02
07/31/2021	PC	08/06/2021	33809	HOLOWACH, ROGER E.	1016		1,272.16
07/31/2021	PC	08/06/2021	33810	AZZOPARDI, ANTHONY J.	1017		871.41
07/31/2021	PC	08/06/2021	33811	FALKENBERG, AMANDA	1018		657.38
07/31/2021	PC	08/06/2021	33812	JOSLIN, ISABELLE G.	1019		832.66
07/31/2021	PC	08/06/2021	33813	RILEY, CASEY W.	1052		324.81
07/31/2021	PC	08/06/2021	33814	JONES, LARRY M.	1057		169.49

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/31/2021	PC	08/06/2021	33815	MOYER, DAVID T.	1073		46.90
07/31/2021	PC	08/06/2021	33816	WHEELER, MICHAEL W.	1103		871.35
07/31/2021	PC	08/06/2021	33817	CORNELL, BRITTA J.	1106		506.15
07/31/2021	PC	08/06/2021	33818	PECK, JARICA L.	1114		409.67
07/31/2021	PC	08/06/2021	33819	WELLS, JANINNA J.	1117		132.14
07/31/2021	PC	08/06/2021	33820	THAYER, MAELYN E.	1124		158.58
07/31/2021	PC	08/06/2021	134154	TIMMS, ROBERT N	92		46.17
07/31/2021	PC	08/06/2021	134155	WHITLEY, ANDREW T.	522		2,308.18
07/31/2021	PC	08/06/2021	134156	MORRISON, KEVIN P.	601		1,832.66
07/31/2021	PC	08/06/2021	134157	SNYDER, JACOB M.	756		856.28
Grand Totals:			124				148,243.44

Report Criteria:

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

Check Number	Payee	Amount
08/17/2021		
134170	ACE HARDWARE	4,931.48
134171	ACUSHNET COMPANY	60.88
134172	AIS CONSTRUCTION EQUIPMENT	43.60
134173	ALPENA SUPPLY COMPANY	520.00
134174	AMAZON CAPITAL SERVICES	37.98
134175	AT YOUR SERVICE PLUS INC	14,489.96
134176	AVFUEL CORPORATION	90,893.10
134177	BAKER VEHICLE SYSTEMS INC	271.62
134178	BARLOW, CAROLINE M.	50.00
134179	BE SLIGHTLY BETTER BAKERY	61.00
134180	BERENDSOH, MICHAEL	600.00
134181	BERG, REBECCA	304.00
134182	BOUND TREE MEDICAL LLC	330.13
134183	CHARLEVOIX COUNTY TREASURER	311.13
134184	CHARLEVOIX LAVENDER	89.00
134185	CHARLEVOIX SCREEN MASTERS INC	2,037.00
134186	CHARLEVOIX TOWNSHIP	35.66
134187	CHARTER COMMUNICATIONS	158.43
134188	CINTAS	117.64
134189	CINTAS CORPORATION	205.89
134190	CITY OF CHARLEVOIX - UTILITIES	51,897.86
134191	COMPASS MINERALS AMERICA INC	16,317.46
134192	CONWAY PROFESSIONAL SERVICES	8,158.00
134193	COOPER, MELANIE SUE	110.00
134194	CURREY FARMS LLC	167.00
134195	D & D ELECTRONICS	150.00
134196	DETROIT AIR COMPRESSOR	379.98
134197	DETROIT PUMP & MFG CO	4,103.91
134198	DIGITAL DOLPHIN	349.90
134199	DIVERSIFIED INSPECTIONS ITL INC	1,210.25
134200	DORNBOS SIGN INC	71.76
134201	DROST LANDSCAPE	4,280.00
134202	ELECTIONSOURCE	158.50
134203	ELLSWORTH FARMER'S EXCHANGE	152.33
134204	ELMER'S CRANE & DOZER INC	27,496.79
134205	EMMET COUNTY EMS	250.00
134206	FAMILY FARM & HOME	245.31
134207	FASTENAL COMPANY	1,557.00
134208	FILARSKI, JACOB THOMAS	1,200.00
134209	FREEDOM MAILING SERVICES INC.	2,277.56
134210	GALLS LLC	85.05
134211	GEMPLER'S	132.97
134212	GERBER HOMEMADE SWEETS	191.00
134213	GOLDEN HILLS MAPLE SYRUP	22.00
134214	GOLDING, JOYCE M.	73.92
134215	GRAINGER	906.63
134216	GUNTZVILLER, RHONDA	537.00
134217	HACH COMPANY	1,692.09

Check Number	Payee	Amount
134218	HARBOR HOUSE PUBLISHERS	1,813.15
134219	HOUSING NORTH	2,312.50
134220	IDEXX DISTRIBUTION INC.	185.40
134221	INDEPENDENT DRAFTING SERVICES	1,920.00
134222	IPS GROUP INC	1,135.11
134223	JACK DOHENY COMPANIES	109.28
134224	JOHN E. GREEN COMPANY	1,442.47
134225	K & J SEPTIC SERVICE LLC	1,170.00
134226	KASSBOHRER ALL TERRAIN VEHICLE	210.00
134227	KSS ENTERPRISES	873.25
134228	LAKE FOREST BAKING COMPANY	189.00
134229	LASER PRINTER TECHNOLOGIES	309.00
134230	LEELANAU COFFEE ROASTING CO IN	339.96
134231	LOTTIE'S BAGELS	224.00
134232	MATT LAFONTAINE FORD	594.29
134233	MICHIGAN OFFICEWAYS INC	1,899.31
134234	MIKE'S MUSTARD	60.00
134235	MINERAL MASTERS	943.54
134236	MISSION COMMUNICATIONS LLC	347.40
134237	NORTH COUNTRY CRITTERS	145.00
134238	NORTHERN MICHIGAN REVIEW INC.	120.60
134239	OHM ADVISORS	2,280.00
134240	O'REILLY AUTOMOTIVE INC	44.98
134241	PERFORMANCE ENGINEERS INC	7,891.00
134242	PLUNKETT COONEY	20.00
134243	POWER LINE SUPPLY	13,017.74
134244	PREIN & NEWHOF	605.00
134245	PRO COMM INC	2,250.00
134246	PURITY CYLINDER GASES INC	290.23
134247	QUALITY CAR & TRUCK REPAIR INC	793.29
134248	QUILL LLC	33.28
134249	RESOLUTION G2 LLC	11,602.88
134250	ROTARY CLUB OF CHARLEVOIX	37.50
134251	S&W HEALTHCARE CORPORATION	244.81
134252	SAUL, GINNIE	200.00
134253	SPARTAN DISTRIBUTORS INC	307.39
134254	SPARTAN STORES LLC	119.73
134255	STATE OF MICHIGAN	515.41
134256	SYSTEMS SPECIALISTS INC	2,227.50
134257	TELEDYNE INSTRUMENTS INC	602.93
134258	Tillie's Tafel	41.00
134259	UNIFIRST CORPORATION	792.01
134260	USA BLUE BOOK	185.01
134261	WELLS, IVY L	67.50
134262	WINNIE'S ORIGINALS LLC	49.00
134263	WISNIEWSKI, BRETT	1,200.00
134264	ZIIBIMIJWANG INC	337.00

Check Number	Payee	Amount
Total 08/17/2021:		301,821.22
Grand Totals:		301,821.22

Check Number	Payee	Amount
08/02/2021		
80221001	DTE ENERGY	2,348.88
80221002	MICHIGAN PUBLIC POWER AGENCY	14,194.53
80221003	PROXIMITY SPACE INC.	111.22
Total 08/02/2021:		16,654.63
Grand Totals:		16,654.63

Check Number	Payee	Amount
08/03/2021		
80321001	AMG PAYMENT SOLUTIONS	892.71
80321002	PAYMENT SERVICE NETWORK INC.	248.50
Total 08/03/2021:		1,141.21
Grand Totals:		1,141.21

Check Issue Date	Check Number	Payee	Amount
80621001			
08/06/2021	80621001	**EFTPS* Payroll Taxes	13,816.37
08/06/2021	80621001	**EFTPS* Payroll Taxes	13,816.37
08/06/2021	80621001	**EFTPS* Payroll Taxes	3,231.27
08/06/2021	80621001	**EFTPS* Payroll Taxes	3,231.27
08/06/2021	80621001	**EFTPS* Payroll Taxes	19,099.05
Total 80621001:			
	5		53,194.33
80621002			
08/06/2021	80621002	Alerus Financial	350.00
Total 80621002:			
	1		350.00
80621003			
08/06/2021	80621003	STATE OF MICHIGAN	7,929.31
Total 80621003:			
	1		7,929.31
80621004			
08/06/2021	80621004	Vantagepoint - 401 Plan 109153	912.08
Total 80621004:			
	1		912.08
80621005			
08/06/2021	80621005	Vantagepoint - 457 Plan 300959	7,608.02
08/06/2021	80621005	Vantagepoint - 457 Plan 300959	2,548.29
08/06/2021	80621005	Vantagepoint - 457 Plan 300959	4,150.71
08/06/2021	80621005	Vantagepoint - 457 Plan 300959	9,301.03
Total 80621005:			
	4		23,608.05
80621006			
08/06/2021	80621006	Vantagepoint - Roth IRA 706117	1,180.76
Total 80621006:			
	1		1,180.76
Grand Totals:			
	13		87,174.53

Km

Check Number	Payee	Amount
08/09/2021		
80921001	MICHIGAN PUBLIC POWER AGENCY	14,126.38
Total 08/09/2021:		14,126.38
Grand Totals:		14,126.38

Check Number	Payee	Amount
08/10/2021		
81021001	STATE OF MICHIGAN	27,001.00
Total 08/10/2021:		27,001.00
Grand Totals:		27,001.00

Check Number	Payee	Amount
08/17/2021		
3648	CHARLEVOIX COUNTY TREASURER	319,697.92
3649	CHARLEVOIX PUBLIC SCHOOLS	427,640.47
3650	CHARLEVOIX PUBLIC SCHOOLS	60,022.79
3651	CHARLEVOIX PUBLIC SCHOOLS	10,645.16
3652	CHARLEVOIX PUBLIC SCHOOLS	12,603.05
3653	CITY OF CHARLEVOIX - TAXES DUE	369,274.53
3654	HOFFMAN, ROBERT	90.00
Total 08/17/2021:		1,199,973.92
Grand Totals:		1,199,973.92

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Private Road Policy and Procedure

DATE: August 16, 2021

BACKGROUND:

For a variety of reasons, private roads may be used in a development or to serve a small number of homes. Current ordinances outline the naming of roads and how the addresses should be numbered but City policy was absent on important questions like standardized street signage and the location and mounting of these signs. For emergency response, it is important to have signs be visible. For the sake of buried utilities in the City right-of-way, it is important we know where and how sign posts will be installed and to ensure they don't interfere with other roadway signage. This policy creates a standard sign format private drive owners would be required to use at their expense and would clarify that the City would install the posts and signs when provided by the road owner.

RECOMMENDATION:

Motion to approve the Private Road Policy and Procedure.

ATTACHMENTS:

- ▣ Procedure



Private Road Policy and Procedure

For a variety of reasons, private drives or roads may be constructed to service a development. When a new private drive is proposed, the Planning and Zoning staff shall direct the developer to this policy. For the replacement of private road signs, the DPW Superintendent shall direct the owner to this policy. When a road is to be named, the City Clerk shall refer to this policy.

The developer will contact the City Clerk requesting a new name. A site plan should be submitted with the request. The developer will work with the City Clerk to establish a numbering system for the unit(s) on the new road. The City Clerk will request City Council's approval of the road name by Resolution and inform the developer and other local entities of the new address(es) when the name is approved.

The City of Charlevoix must approve any Private Road Name Sign located within the City's right-of-way.

All Private Road Name Signs shall be as follows:

- Sign manufactured from 6-inch extruded aluminum blanks.
- White background with black lettering and black border with Diamond Grade Sheeting, double faced.
- Letter size and specifications:
 - Private Road name shall begin with a 4-inch-tall capital letter, followed by 3.5-inch lowercase lettering.
- Provision of the sign itself is the responsibility of the property owner/developer. Signposts and brackets can be obtained through the City of Charlevoix.
- Sign location(s) within the right-of-way shall be agreed upon by the City of Charlevoix.
- Installation of the sign post will be conducted by the City of Charlevoix.
- Maintenance of sign will be the responsibility of the Private Road owner
 - Owner is obligated to provide a replacement sign when age and wear or damage have rendered the old sign unfunctional.



CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: August 2021 Special Election Results

DATE: August 16, 2021

BACKGROUND:

The results of the August special election to fund the Lake Charlevoix EMS Authority through a 1.5 mills assessment are as follows:

- WARD 1: Yes 175 No 46
- WARD 2: Yes 94 No 34
- WARD 3: Yes 133 No 41

RECOMMENDATION:

Motion to accept the August 2021 special election results as presented.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Ferry Avenue Boat Launch Skid Pier: Waterways Grant and Contract

DATE: August 16, 2021

BACKGROUND:

On March 30th, City Council approved a motion to apply with the Michigan Waterways Commission at the projected cost of \$82,000 and thus set the City's committed match at \$41,000 and to authorize the City Manager to file the Grant Application with the Michigan Department of Natural Resources Waterways Commission and direct the City Manager to modify the 2021 Capital Improvement Plan accordingly.

We are happy to report that the City has received this grant. As part of the process for this grant, the Waterways Commission requires the Passing of a Resolution accepting the agreement with the state and appropriation of \$41,000 to be matched by the state.

We have received a proposal from Flotation Docking Systems for the replacement of all four skid piers at the launch (not just the damaged one) for \$79,400.

RECOMMENDATION:

Motion to accept the grant from the Michigan Department of Natural Resources Waterways Commission for a matching grant for \$41,000 and a city portion of \$41,000 and authorize the City Manager to sign all agreements.

Motion to approve the proposal from Flotation Docking Systems of Michigan in the amount of \$79,400 and authorize the City Manager to sign all necessary documents.

Motion to approve Resolution 2021-08-02.

ATTACHMENTS:

- ❑ Waterways Grant Agreement
- ❑ FDS Proposal for docks
- ❑ Resolution

WATERWAYS GRANT AGREEMENT

Boating Access Site Construction

THIS WATERWAYS GRANT AGREEMENT (the "Agreement") is made as of _____, 2021, between the City of Charlevoix, CHARLEVOIX COUNTY, MICHIGAN (the "City") and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, a principal department of the State of Michigan (the "Department").

WHEREAS, the City is an important center of recreational boating activity and serves as a refuge point for shallow-draft recreational vessels;

WHEREAS, the City has asked that the Department assist the City in the replacement of three (3) skid piers at the Ferry Avenue boating access site (15-23) (the "Facilities");

WHEREAS, the Department is willing to assist the City to construct the facilities, which are estimated to cost Eighty-two Thousand dollars (\$82,000.00), with the Department agreeing to pay 50% of the estimated cost, and is not to exceed Forty-one Thousand dollars (\$41,000.00).

NOW, THEREFORE, in consideration of the Agreement's mutual promises and undertakings, the parties agree as follows:

1. The Department shall:

(a) grant to the City a sum of money equal to 50% of the cost of construction of the facilities called for by the plans and specifications, including final engineering costs, but not to exceed Forty-one Thousand dollars (\$41,000.00). The words "plans and specifications" shall mean the plans and specifications developed for the City for the facilities prepared by a consulting firm duly licensed to perform professional services within the State of Michigan (the "State").

(b) release State funds as reimbursement according to the following:

Acceptance by the City of this Agreement, written Department approval of final plans and specifications (bidding documents), receipt of all necessary permits, award of contract to a competent contractor (licensed in the State of Michigan) to accomplish the work called for by the plans and specifications following bidding procedures acceptable to the Department and City, and receipt of payment reimbursement requests.

The final ten (10) percent shall be paid upon completion of work and receipt of progress payment requests from the

contractor that are approved for payment by the designated project manager. The final ten (10) percent of State funds shall be paid upon completion of the project and 60 days after receipt of project cost documentation to the Department by the City or completion of an audit of the expenditures for the facilities by the Department, whichever occurs first.

(c) make the resources of the Department and the experience gained by the Department operating similar boating projects available to the City.

(d) provide for the periodic inspection of the facilities, including all equipment and buildings.

2. The City shall:

(a) immediately appropriate the sum of Forty-one Thousand dollars (\$41,000.00) for the project, which represents 50% of the total cost of the project work called for by this Agreement. Any additional funds needed to complete this work, called for in this Agreement, shall be provided by the City.

(b) construct the facilities to the satisfaction of the Department, and to provide the funds, services, and materials necessary to satisfy this Agreement. There shall be no deviation from the plans and specifications without the express written consent of Parks and Recreation Division. Proceeding with unauthorized changes shall result in excluding the work from State fund eligibility. Upon completion of the project, a final set of "as built" plans shall be submitted to the Department on a CD in an appropriate format.

(c) use all funds granted by the Department to this Agreement solely for the conduct and completion of the project work within three (3) years from the date of this Agreement. The City shall maintain satisfactory financial accounts, documents and records, and shall make them available to the Department for auditing at reasonable times. The City shall retain all accounts, documents, and records for the facilities for not less than three (3) years following completion of construction.

(d) permit Department review and approval of all professional services agreements, project contracts, bidding documents, specifications and final engineering drawing plans before being sent out to bid. The final engineering drawings shall provide, or conduct, soil boring data for any projects below the waterline. The Department must approve all change orders before being initiated. The Department reserves the option to have a representative on the selection panel for all contracts.

(e) ensure that all premises, buildings, and equipment-related procedures comply with all applicable State and Federal regulations for employee and public safety and with all applicable construction codes. All facilities shall comply with the barrier free design requirements of the Utilization of Public Facilities by Physically Handicapped Act, MCL 125.1351 *et seq.* The City shall submit a written report to the Department in which any safety issues, identified through Department inspections, are listed and compliance procedures are outlined. If the Department determines the City has failed to correct any safety issues, the Department will have the necessary work completed and the City shall pay 105% of the cost of the work.

(f) construct the facilities authorized under this Agreement, and the land and water access ways to those facilities, only in accordance with the plans and specifications approved by the Department.

(g) certify to the best of its knowledge and belief that the City and any principal, agent, contractor, and subcontractor of the City:

(1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any State or Federal agency.

(2) have not been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property within a three-year period preceding this Agreement.

(3) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses.

(4) have not had one or more public transactions (Federal, State, or local) terminated for cause or default within three years preceding this Agreement.

(5) will comply with all applicable requirements of all Federal and State laws, rules, executive orders, regulations, and policies governing this program.

3. After the facilities are constructed, the City shall:

(a) establish or assign a competent and proper agency of the City to operate the facilities, to regulate the use of the facilities, and to provide for maintenance for the facilities to the satisfaction of the Department.

(b) provide to the Department for approval, a complete tariff schedule containing all charges to be assessed against watercraft utilizing the facilities and to provide any amendment to the schedule to the Department for approval before becoming effective. Any fee schedule adopted by the City shall provide for sufficient income to defray operating and maintenance expenses of the project exclusive of depreciation. The City shall not impose fees for the use of the facilities unless they have been specifically approved by the Department in writing. Any net revenues accruing from the operation of the facilities shall be separately accounted for and reserved in a restricted fund by the City for the future maintenance or expansion of the facility or, with the Department's approval, for the construction of other recreational boating facilities. The City shall request, no more than once annually, approval to vary from fee rates set by the Department.

(c) enforce all State statutes and local ordinances pertaining to marine safety, licensing of watercraft, and the dispensing of marine fuel within the City.

(d) furnish the Department, upon request, detailed statements covering the annual operation of the facilities, including boat traffic, income, and expenses for the 12 months ending December 31 of each year.

(e) hold the State of Michigan and the Department harmless from damages or any suits brought against the City due to construction, maintenance or operation of the facilities.

(f) maintain throughout the life of this Agreement suitable signs for both land and water approaches designating this project as having been constructed by the City and the Department. The size, color, and design of these signs must meet department specifications and shall be approved by the Department before being constructed.

(g) adopt the ordinances or resolutions as required to effectuate this Agreement. The City shall forward certified copies of all the ordinances and resolutions to the Department before their effective date.

4. Facility improvements are held for the life of the Facilities. Life of the Facilities is defined as 20 years from latest grant award. The City may request release from grant obligations after 20 years from date of last executed grant agreement. Release from grant obligations is subject to review of a professional Facility assessment.

5. The City shall comply with all State and Federal statutes applicable to the facilities.

6. The City must submit all reports, documents, or actions required by this Agreement to Parks and Recreation Division, Department of Natural Resources, P.O. Box 30257, Lansing,

Michigan 48909. The City must submit invoices for reimbursement within ninety (90) days of invoice date.

7. Nothing in this Agreement shall be in any way construed to impose any obligation of whatsoever nature, financial or otherwise, upon the Department for the operation or maintenance of any recreational boating facilities.

8. All of the Facilities constructed pursuant to this Agreement, or pursuant to any amendments or extensions of this Agreement, shall be reserved for the life of the Facilities by the City for the exclusive use and/or rental, on a daily basis, by the operations of transient recreational watercraft, unless otherwise authorized in writing by the Department.

9. Commercial operations of any type shall not be permitted to regularly use any of the facilities or to be located on the facilities without the prior written approval of both the City and the Department.

10. The facilities and the land and water access ways to the facilities shall be open to the public at all times on equal and reasonable terms, and that no individual shall be denied access to, or the use of, the facilities on the basis of race, color, religion, national origin, or ancestry contrary to the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101 *et seq.* or the Persons with Disabilities Civil Rights Act 1976 PA 220, MCL 37.1101 *et seq.*, and any violation of this requirement shall be a material breach of contract, subject to penalties as provided in this Agreement.

In connection with this Agreement, the City shall:

(1) comply with the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101 *et seq.*, and all other Federal, State and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The City agrees to include this covenant, not to discriminate in

employment, in every subcontract entered into for the performance of this grant agreement. A breach of this covenant is a material breach of this Agreement.

(2) send, or its collective bargaining representative shall send, to each labor union representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative its commitments under this Agreement.

11. The City represents that it possesses good and clear title to all lands involved in this project, and that it will defend any suit brought against either party which involves title, ownership, or specific rights, including appurtenant riparian rights of any lands connected with or affected by this project.

12. The facilities constructed under this Agreement shall not be wholly or partially conveyed, either in fee or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the title, ownership, or right of maintenance or control by the City without the Department's prior written approval.

13. Any failure by the City to abide by any of the conditions, promises, or undertakings contained in this Agreement shall constitute a material breach of this Agreement. A material breach of this Agreement could result in an "ineligibility" status with all Department-administered grant programs until the breach is corrected. Once a non-compliance issue(s) has been documented, the Department shall notify the [local unit of government]. The [local unit of government] has a right and an obligation to cure, and shall collaborate with the Department to develop an acceptable plan to remedy any and all non-compliance issue(s), with the primary goal to continue to provide long term recreational waterway access to the boaters of Michigan. Further, a material breach of this Agreement by the City shall entitle the Department to the following options:

(a) To purchase the facilities and the right of access over City property to the facilities at the existing value of the facilities, less any financial contribution made by the Department. The value of the facilities shall be determined by three competent appraisers; one to be selected by the City, one to be selected by the Department, and the third to be selected by the first two appraisers. The Department and the City shall equally share the total fees of these appraisers, including expenses. The appraisal shall be limited to the value of the facilities for the construction, repair, or rehabilitation in which the facilities are located. No value shall be assigned

to the right of access to the facilities over City property. The Department shall have ninety (90) days from the date of receipt of the appraisals within which to exercise its option. If the Department does not exercise the option within that period, the City shall pay to the Department a sum equal to the total financial contribution made by the Department towards the construction or maintenance of the facilities.

(b) To accept from the City a sum equal to the total financial contribution made by the Department for the construction or maintenance of the facilities.

14. This Agreement shall not be effective until the Michigan Legislature appropriates the State funds for the facilities and the State Administrative Board approves their release.

15. The Department's rights under this Agreement shall continue for the life of the Facilities.

16. Failure of either party to insist on the strict performance of this Agreement shall not constitute waiver of any breach of the Agreement.

17. This Agreement represents the entire agreement between the parties and supersedes all proposals or other prior agreements, oral or written, and all other communications between the parties.

18. No amendment to the Agreement shall be binding upon the parties unless it is in writing and signed by a duly authorized representative of both parties.

IN WITNESS WHEREOF, the parties execute this Agreement by the signatures of their duly authorized representatives.

WITNESSES:

CITY OF CHARLEVOIX

By: _____

Title: _____

**MICHIGAN DEPARTMENT OF
NATURAL RESOURCES**

By: _____

Ronald A. Olson, Chief
Parks and Recreation Division



Flotation Docking Systems, Inc.

July 9, 2021

Gerard Doan
City of Charlevoix
210 State St.
Charlevoix, MI 49720
(231) 547-3258
gerardd@charlevoixmi.gov

Re: Charlevoix Skid Piers

Greetings Gerard,

Per our conversation yesterday, I've updated pricing from our 12/8/20 proposal to reflect current material costs, as well as included new line items to either replace or potentially refurbish your two floating wave attenuator sections. Please note that we do not plan to reuse any hardware from the existing skid piers as explained in our prior proposal. Additional details are as follows:

Skid Piers:

- 1 – 4' x 35', 2 – 4' x 60', and 1 – 4' x 90' steel-framed skid piers adhering to MDNR standards.
- Each skid pier includes a 4'W x 5'L barrier free transition plate at shore end.
- Decking to be "Clear & Better" pressure treated SYP fastened with screw-shank nails.
- 6" x 6" Timber fenders on 5'-0" centers.
- Cleats are **not** included at this time but may be added if desired.
- All exposed steel framing would be painted black (or desired color) with rust-inhibiting product.
- Disposal of existing skid piers is excluded and assumed to be The City's responsibility.
- Bonding and stamped shop drawings have not been accounted for at this time.
- **Slope of concrete pad & spacing of stabilizing piles must be provided to FDS.**
- Total Current Price: **\$79,400.00**

Wave Attenuator – Replacement:

- 8' x 40' Floating wave attenuator would capture existing chains for anchorage.
- Chains should be inspected (via diver) for any potential wear / weak links.
- Cleats and fenders are presumably unnecessary but may be added if desired.
- Delivery and installation are included
- Offloading requires The City's rental of equipment used to remove existing attenuators each fall.
- Total Current Price: **\$38,200.00 per 8' x 40' section**

P.O. BOX 178 ~ 160 HODECK STREET ~ CEDARVILLE, MICHIGAN 49719-0178
ph. 906-484-3422 ~ fx. 906-484-2335 ~ cody@flotationdocking.com
www.flotationdocking.com

Wave Attenuator – Refurbish:

- Attenuator(s) must be removed from water by others and loaded directly onto FDS trailer(s).
- All applicable sections would be transported back to our manufacturing facility for repairs.
- Frames would be power-washed and skirting temporarily removed for access to inner chamber.
- Baffles would be repaired or replaced if necessary.
- With baffle work complete, skirting would be reinstalled (some portions likely replaced).
- Pricing assumes replacement of flotation material would also be required.
- Return transport of attenuators is included – offloading and reinstallation are excluded.
- This item is range-estimated due to the number of variables associated with such an effort.
- **Feasibility of refurbishment can only be determined once section(s) are removed from water and visually inspected by FDS.**
- Anticipated range: **\$15,000 – \$20,000 per section**

Note: The slight increase in skid pier pricing results from rising material costs in both steel and lumber.

Please let me know if you have any thoughts or questions following your review of the above. I understand your grant has already been approved and you're anticipating council approval (and thus, a purchase order) around July 19th. Assuming this timeline holds true, we're currently forecasting a delivery around late September or early October.

We appreciate the City of Charlevoix's continued support of FDS, and look forward to working together once again. Thank you, Gerard.

Best regards,

Cody Carmichael
Cody Carmichael

Cc: Joni Burger – FDS
Jeff Cason – FDS

**CITY OF CHARLEVOIX
RESOLUTION NO. 2021-08-02**

MICHIGAN DEPARTMENT OF NATURAL RESOURCES WATERWAYS COMMISSION PROGRAM GRANT APPLICATION

RESOLVED, that the City of Charlevoix, Michigan, accepts the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the City agrees, but not by way of limitation, as follows:

1. To appropriate the sum of Forty-one Thousand dollars (\$41,000.00) to match the Forty-one Thousand dollars (\$41,000.00) State grant authorized by the Department.
2. To maintain satisfactory financial accounts, documents, and records, and to make them available to the Department for auditing at reasonable times.
3. To construct the facilities and provide the funds, services, and materials as may be necessary to satisfy the terms of the Agreement.
4. To ensure that all premises, buildings, and equipment related procedures comply with all applicable State and Federal regulations.
5. To establish and appoint the Charlevoix Police Department to regulate the use of the facilities constructed under this Agreement to assure the use thereof by the public on equal and reasonable terms.
6. To enforce all State statutes and local ordinances pertaining to marine safety and to enforce statutes of the State of Michigan within the confines of the City pertaining to the licensing of watercraft. Watercraft not fully complying with the laws of the State of Michigan relative to licensing shall not be permitted to use the facility until full compliance with those laws has been made.
7. To comply with all terms of the Agreement, including all terms not specifically set forth in the foregoing portions of this Resolution.

RESOLVED this 16th day of August 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Band Support for Public Entertainment

DATE: August 16, 2021

BACKGROUND:

Annually, we budget support for the City Band for the provision of free, public entertainment in our bandshell each summer. The Band requests this funding (ordinarily in the spring) and we just received their written request on Friday.

RECOMMENDATION:

Motion to approve \$5,000 for the Charlevoix City Band for the provision of free, public entertainment for the benefit of the community.

ATTACHMENTS:

- ▣ City Band Request
- ▣ Contract

To Whom It May Concern:

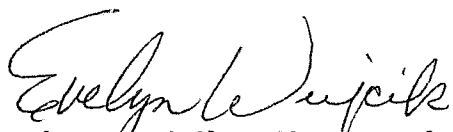
On behalf of the Charlevoix City Band I am submitting this request for our annual agreed upon stipend of \$5000 for our weekly concerts in the park.

The City Band consists of approximately sixty-five members who volunteer their time and talent to entertain in the park for eight concerts every summer. As some of you know, Charlevoix has had a band performing in our park consistently since the late eighteen hundreds.

The funds we receive from the city pay our directors and librarian, update our music library, replace needed equipment, and help with any communication that might occur.

Thank you for your continued support of the Charlevoix City Band.

Sincerely submitted,

A handwritten signature in cursive script, reading "Evelyn Wujcik".

Evelyn Wujcik—City Band Board President

CITY BAND CONTRACT

THIS CONTRACT is effective on the _____ day of _____, 2021 between the City of Charlevoix, a Michigan home rule city, whose address is 210 State Street, Charlevoix, Michigan 49720 (City) and the Charlevoix City Band, a Michigan nonprofit corporation, whose address is 06685 M-66, Lot #108, Charlevoix, Michigan 49720.

Recitals

- A. Pursuant to MCLA 117.3(j); MSA 5.2073(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. Charlevoix City Band provides music in the Clarence Odmark pavilion for the residents and visitors of the City of Charlevoix during the Summer season.
- C. The parties desire to act cooperatively in providing the above musical services to citizens 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 Charlevoix City Band the sum of Five Thousand and 00/100 Dollars (\$5, 000.00).
- 2. Charlevoix City Band shall provide not less than eight (8) musical programs during the forthcoming summer season and shall use the above money to help defray the costs of providing those musical programs to Charlevoix residents and visitors.

CITY OF CHARLEVOIX

Date

By: _____
Luther Kurtz, Mayor

CHARLEVOIX CITY BAND

Date

By: _____
Evelyn Wujcik, President

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Winter Parking Ordinance

DATE: August 16, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Last winter, the Planning Commission reviewed overnight, on-street parking rules. The Council reviewed the draft last winter but was hesitant to make changes in the middle of the season. If Council agrees to adopt this ordinance on September 20, we can have signage (as needed) ready by December 1 when this would go into effect for the majority of streets.

A public hearing is required for adoption and I suggest holding that on September 20, 2021 at 6pm.

RECOMMENDATION:

Motion to set a Public Hearing on Ordinance 827 for Monday, September 20, 2021 at 6pm in the Council Chambers of City Hall.

ATTACHMENTS:

- ❑ Draft Ordinance Language
- ❑ Ordinance

City of Charlevoix Winter Parking

Draft Language for Consideration

February 22, 2021

In order to encourage the development of more housing within the R-2 Residential District, the number of required on-site parking spaces has been reduced. Because of this the City is updating its winter parking rules to allow for on-street parking on some streets throughout the winter months.

Draft language has been prepared for your review. Both Chief Doan and Public Works Superintendent Elliot have reviewed earlier drafts and offered their input prior to this version.

Current Language: 70.04 (X) Sec. 8.25.

Sec. 8.25. All night parking. No person shall park a vehicle on the streets or any public parking lot of the city from December 1 to April 1, inclusive, between the hours of 2 a.m. and 6 a.m.

Draft New Language: 70.04 (X) Sec. 8.25.

Sec.8.25. All Night Parking

- (1) *Time and manner of permitted parking.* Unless otherwise marked, the following standards apply between the hours of 2:00 a.m. and 6:00 a.m., Sundays through Saturdays, annually, from December 1 to the following April 1, on-street parking for vehicles (motorized and non-motorized), trailers, equipment, etc., here after referred to as vehicles, shall only be permitted on all public streets within the city only as follows, unless otherwise authorized by the city manager:
- a. *Odd-numbered dates.* On all odd-numbered dates, all vehicles shall be parked on the odd-numbered side of the street. Odd-numbered dates shall mean the first, third, fifth, seventh, ninth, 11th, 13th, 15th, 17th, 19th, 21st, 23rd, 25th, 27th, 29th and 31st days of each month.
 - b. *Even-numbered dates.* On all even-numbered dates, all vehicles shall be parked on the even-numbered side of the street. Even-numbered dates shall mean the second, fourth, sixth, eighth, 10th, 12th, 14th, 16th, 18th, 20th, 22nd, 24th, 26th, 28th, and 30th days of each month.
 - c. *Odd-numbered side of street.* The "odd-numbered side of the street" shall mean the side of the public street that is adjacent to properties that are designated by odd-numbered addresses. Odd-numbered addresses shall be those that end with a digit that is a 1, 3, 5, 7, or 9.

- d. *Even-numbered side of street.* The "even-numbered side of the street" shall mean the side of the public street that is adjacent to properties that are designated by even-numbered addresses. Even-numbered addresses shall be those that end with a digit that is a 0, 2, 4, 6, or 8.
- (2) *Central business district exception.* The provisions in this section shall not apply to public streets within the Central Business District zone. Within the Central Business District zone, no vehicle shall be parked on any public street between the hours of 2:00 a.m. and 6:00 a.m., Sundays through Saturdays, annually, from December 1 to the following April 1.
- (3) *Overnight parking not allowed on specific streets at any time.* Overnight parking is not allowed on the following streets at all times: Belvedere Ave./Ferry Ave., Burns St., W Carpenter St., Division St., W Garfield Ave. from Bridge St. to Grant St., Grant St., W Hurlbut Ave. between Bridge St. and State St., May St. between E Carpenter Ave. and E Garfield Ave., Meech St., Michigan Ave. between Division St. and US31, and State St.
- (4) *Overnight parking in City lots.* Overnight parking in designated city lots may be allowed by permit only.
- a. *Permits issued.* Residents who reside in the Central Business District (north of Antrim Street and east of State Street to the Pine River Channel and Round Lake) may receive permits for their vehicles.
- b. *Maximum time for parking.* The maximum time limit for parking in City lots shall be 24 hours.
- c. *Overnight parking lots.* Residents with a parking permit may park overnight in marked areas in the Dewitt lot; the Central lot; and the Kusina lot.
- (5) *Violations.* Any person who violates any provision herein shall be responsible for a civil infraction, the fine for which City Council may, from time to time, set by resolution.

**CITY OF CHARLEVOIX
ORDINANCE NO. 827 of 2021**

AN ORDINANCE TO AMEND TITLE VII, CHAPTER 70.04, SECTION (X) 8.25 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title VII, Chapter 70.04, Section (X) 8.25 of the City of Charlevoix Code is hereby repealed and replaced as follows:

Sec.8.25. All Night Parking

- (1) *Time and manner of permitted parking.* Unless otherwise marked, the following standards apply between the hours of 2:00 a.m. and 6:00 a.m., Sundays through Saturdays, annually, from December 1 to the following April 1, on-street parking for vehicles (motorized and non-motorized), trailers, equipment, etc., here after referred to as vehicles, shall only be permitted on all public streets within the city only as follows, unless otherwise authorized by the city manager:
 - a. *Odd-numbered dates.* On all odd-numbered dates, all vehicles shall be parked on the odd-numbered side of the street. Odd-numbered dates shall mean the first, third, fifth, seventh, ninth, 11th, 13th, 15th, 17th, 19th, 21st, 23rd, 25th, 27th, 29th and 31st days of each month.
 - b. *Even-numbered dates.* On all even-numbered dates, all vehicles shall be parked on the even-numbered side of the street. Even-numbered dates shall mean the second, fourth, sixth, eighth, 10th, 12th, 14th, 16th, 18th, 20th, 22nd, 24th, 26th, 28th, and 30th days of each month.
 - c. *Odd-numbered side of street.* The "odd-numbered side of the street" shall mean the side of the public street that is adjacent to properties that are designated by odd-numbered addresses. Odd-numbered addresses shall be those that end with a digit that is a 1, 3, 5, 7, or 9.
 - d. *Even-numbered side of street.* The "even-numbered side of the street" shall mean the side of the public street that is adjacent to properties that are designated by even-numbered addresses. Even-numbered addresses shall be those that end with a digit that is a 0, 2, 4, 6, or 8.
- (2) *Central business district exception.* The provisions in this section shall not apply to public streets within the Central Business District zone. Within the Central Business District zone, no vehicle shall be parked on any public street between the hours of 2:00 a.m. and 6:00 a.m., Sundays through Saturdays, annually, from December 1 to the following April 1.
- (3) *Overnight parking not allowed on specific streets at any time.* Overnight parking is not allowed on the following streets between the hours of 2:00 a.m. and 6:00 a.m., Sundays through Saturdays, annually, from December 1 to the following April 1: Belvedere Ave./Ferry Ave., Burns St., W. Carpenter St., Division St., W. Garfield Ave. from Bridge St. to Grant St., Grant St., W. Hurlbut Ave. between Bridge St. and State St., May St. between E. Carpenter Ave. and E. Garfield Ave., Meech St., Michigan Ave. between Division St. and US-31, and State St.
- (4) *Overnight parking in City lots.* Overnight parking in designated city lots may be allowed by permit only.
 - a. *Permits issued.* Residents who reside in the Central Business District (north of Antrim Street and east of State Street to the Pine River Channel and Round Lake) may receive permits for their vehicles.
 - b. *Maximum time for parking.* The maximum time limit for parking in City lots shall be 24 hours.
 - c. *Overnight parking lots.* Residents with a parking permit may park overnight in marked areas in the Dewitt lot; the Central lot; and the Kusina lot.
- (5) *Violations.* Any person who violates any provision herein shall be responsible for a civil infraction, the fine for which City Council may, from time to time, set by resolution.

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. 827 was adopted on the 20th day of September 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

All Other Actions and Requests

TITLE: Fall 2021 Paving Projects

DATE: August 16, 2021

PRESENTED BY: Patrick M. Elliott, Public Works Superintendent

BACKGROUND:

In the approved 2021/22 budget we have allocated money for asphalt paving improvements to Park Ave. and the gravel alley located off of Burns St. During the planning and layout process for those two projects we decided to also get pricing to pave one half of the boat launch area due to the degradation that has occurred over the years. By including the boat launch with the other two projects we would not have to pay a second mobilization cost and receive better paving pricing.

By completing the Park Ave improvements there will be a total of 65 organized and defined parking spots, some of which will be parallel and some will be perpendicular. The areas of perpendicular parking will generally be in the areas where there is currently an oversized gravel area. Everything from the edge of the paving area towards the lake will be soiled and seeded to clean up those areas and add more green space. The layout for these improvements is also consistent with the Michigan Beach Park Master Plan that was put together by Edgewater Design a few years ago. These improvements will also clean up the existing edge of Park Ave. and eliminate the pot hole issues we currently have.

The Burns Street Alley improvement is basically removing the gravel alley, installing a proper gravel base and paving that section.

The Boat Launch paving includes the removal of the existing asphalt and concrete that is located on the southern half of the launch area. Again, installing a proper base and laying asphalt. By only completing half of the launch area we will still be able to have the North launch ramps open for boaters while construction is going on.

In late July we advertised for sealed bids for these projects and on August 10th we opened two bids. See attached bid tabulation.

The low bidder was Rieth Riley for a total amount of \$153,985. We have worked with this company on numerous different projects over the years with great success. After reviewing their bid and discussing it with their representative they feel comfortable, weather permitting, that all three projects can be completed by the end of the asphalt season.

RECOMMENDATION:

Motion to approve the proposal from Rieth Riley in the amount of \$153,985.00 and authorize the City Manager to sign the required documents.

ATTACHMENTS:

- ▣ Pavement Project bid tab



CITY OF CHARLEVOIX

PAVEMENT PROJECTS

Bid Opening at City Hall

August 10, 2021 – 10:00am

Bidder Name	Total Cost
Team Elmers	MOBILIZATION 16,000.00
	MACHINE GRADING 41,500.00
	GRAVEL BASE 24,600.00
	HMA PAVING 81,000.00
	RESTORATION 12,750.00
	LOT STRIPING 1200.00
Rietu Riley	MOBILIZATION 12,490.00
	MACHINE GRADING 26,170.00
	GRAVEL BASE 33,600.00
	HMA PAVING 65,000.00
	RESTORATION 16,125.00
	LOT STRIPING 600.00
	MOBILIZATION
	MACHINE GRADING
	GRAVEL BASE
	HMA PAVING
	RESTORATION
	LOT STRIPING
	MOBILIZATION
	MACHINE GRADING
	GRAVEL BASE
	HMA PAVING
	RESTORATION
	LOT STRIPING
	MOBILIZATION
	MACHINE GRADING
	GRAVEL BASE
	HMA PAVING
	RESTORATION
	LOT STRIPING

Handwritten notes:
\$177,050-
153,985
LESS \$23,065-

PARK AVE

FERRY LOT

BURNS AVE

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: August 16, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Surveys and Studies

As we have the SBEI folks here this week, it occurs to me that I think we have over-surveyed our community this year. To date, we have done surveys and/or community meetings for the Master Plan, Recreation Master Plan, the Main Street Futures Plan, and the SBEI study of Bridge Street. Still to come is an MDOT study of pedestrian safety and visioning and planning for the future of 229 Stover Road. These projects all have value to some extent or another but I believe the public is getting confused about what project is covering what and it continues to diminish participation. Unless Council objects, I plan to develop an internal system of requiring any department or City entity to gain my approval before conducting community input processes and plan these out for the year so that we avoid having them fall on top of one another. Further, I think this has the prospect of getting us to consolidate some survey data and questions into one form versus multiple entries on similar topics.

B. Vue Winebar

Approvals have begun to come together for the deck for the new Vue Winebar. In the morning of August 25, construction crews will be on-site to set some materials for the deck; there will be a lane shift on the bridge for a couple hours to accommodate this work.

C. Goats at Michigan Beach Park

Within the next couple of days, we'll see the goats return for a fourth season to Michigan Beach Park. Typically, it takes them about 10 days to munch through the underbrush and weeds there.

D. Dog Park Fundraising

The fundraising campaign for our dog park is underway now. I've attached a flyer for further information on this effort.

ATTACHMENTS:

- ❑ Dog Park Fundraising Information
- ❑ Planning Commission Minutes

THE CITY OF CHARLEVOIX

DOG PARK

NEEDS YOUR SUPPORT!

Community Built, Dog Approved

The City of Charlevoix is building a **Dog Park**, and needs your help! By partnering with the **Public Spaces, Community Places** program, every dollar donated to the Dog Park will be **MATCHED** if we meet our goal!

To donate, scan the QR Code on this flyer, or visit:

patronicity.com/CHXDogPark



PROJECT SUPPORTED BY:



**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, July 12, 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: Sherm Chamberlain, Annemarie Conway, Toni Felter, Mary Millington, Jennifer Muladore, Emma Suarez Pawlicki

Members Absent: David Gray, Reid Beegen

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 Millington to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. June 14, 2021 Meeting Minutes

Motion by Member Felter, second by Member Muladore to approve the minutes of June 14, 2021 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Accessory Building Standards

Chair Waddell recalled that accessory buildings were allowed in all zones; accessory buildings that someone can live in are permissible in R-1 zoning, but they cannot be rented, and they cannot have a kitchen; and accessory buildings that someone can rent and live in are permissible in R-2 zoning.

Zoning Administrator Scheel proceeded to review the City of Napa's *Residential Design Guidelines* and the sample *Residential Building Architectural Building Standards* for Charlevoix including architectural building standards, aesthetic standards, and regulations that give them the look that they like about Charlevoix. He felt that the discussion should be about how broad or narrow they want to make the regulations and if they want regulations at all on accessory dwelling standards. He suggested that they also did not want to over- regulate to not deter new construction.

Member Chamberlain felt that they should be focused on scale issues and setbacks rather than the actual design and the relationship of accessory dwelling units to the primary residence and neighboring properties. Chair Waddell noted that the complaints have been on the way they look, they look too crowded or out of place, or too much on one lot. He stated that they have not had any complaints about density or parking.

Zoning Administrator Scheel questioned if it was just as important to have scale to the individual lots and architectural considerations similar to the existing house as it was to have scale to the neighborhood. After discussion, he summarized that the Commission wanted to keep the discussion narrowed to accessory dwellings and not other accessory buildings, with form-based code, and regulating a use rather than a structure. Member Felter commented that they should look at all accessory buildings not just accessory dwellings. Discussion continued regarding various examples of accessory dwellings and structures. Chair Waddell stated that the Commission wanted to look at controlling the look of accessory dwellings, scale and harmony to the individual lot and the neighborhood, and exemptions for accessory buildings of a certain size.

H. Old Business

1. Master Plan Update

Planner Neal reviewed the progress on the development of the updated Master Plan. She stated that 45% of the housing stock is 70 years old or older, 55% is detached single family homes, and the City is largely built out without much vacant land to develop. She proceeded to review the proposed Chapter 4, Housing and Neighborhoods, historic tax credits, home improvement grants, impact of short-term rentals on the housing market, infill development, tools to use to expand housing options, and the Redevelopment Communities process.

Planner Neal reviewed locations identified for neighborhood redevelopment and infill including: the Community Reformed Church, Pine River Place Apartments, and several parcels on both the east and west side of May Street. Member Millington questioned if the Commission or staff were going to approach these property owners with what could be done with their properties. Planner Neal stated that would be the next step. Discussion followed regarding topics for the August meeting including reviewing the Land Use Maps as a work study.

Planner Neal stated that in April they had a stakeholder meeting and Steve Schnell created a Housing Action Plan 2021 as a follow-up document. It included several Planning Commission recommendations. Chair Waddell referenced page 13 of the document which including the recommended zoning updates for Housing-Friendly Zoning.

I. Staff Updates

Chair Waddell explained that per the Open Meetings Act, Commission members must be physically present at the meeting to participate. He reported that Jennifer Neal's last day was Wednesday, and Fellow Martin would be assisting with getting the agenda items together for the next meeting.

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

Chair Waddell stated that Zoning Administrator Scheel would bring some architectural language and form-based code dealing with accessory buildings, and they would do a work study on zone maps.

Zoning Administrator Scheel stated that the City hired a part-time Zoning Enforcement Officer who has been sending out notices as needed and working on the sidewalk inventory as well.

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

Meeting adjourned at 7:58 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair