



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, November 1, 2021- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - October 18, 2021
 - B. Accounts Payable and Payroll Check Registers
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Recreation Master Plan
Carrie Klingelsmith, Beckett & Raeder and Kent Knorr, Recreation Director
- 7. All Other Actions and Requests**
- 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

Consent Agenda

TITLE: City Council Meeting Minutes - October 18, 2021

DATE: November 1, 2021

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, October 18, 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, Brian Slater
Members Absent: Phil Parr, Greg Bryan, Mark Knapp
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding
Deputy Clerk: Sarah Dvoracek

3. Presentations

- A. Recognize Officer Barbara Orban
Chief Doan presented Officer Barbara Orban with the Lifesaving Award for her heroic actions regarding the fire at the Captains Watch condominiums complex. Council and the public showed their appreciation to Officer Orban.
- B. Report on Short Term Rental Ordinance
Zoning Administrator Scheel presented the annual report to Council per the Short-Term Rental Ordinance (STR). The 80 STR rental licenses took approximately ten months to fill and there are currently seven property owners on the wait list. Zoning Administrator Scheel stated overall the STR has been successful however enforcing takes about 40-50% of his time, the seasonal enforcement officer was an extreme help. Four properties took up most of the enforcement issues which all have now been resolved. The most common complaints were trash cans being left out, fires, noise, and parking. There were 40 illegal rental actions notices sent out to property owners and now to date there are only four properties that are in enforcement action.

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 – October 4, 2021
B. Accounts Payable and Payroll Check Registers
a. Regular Accounts Payable Check Register – October 15, 2021
b. Payroll Check Register – October 15, 2021
c. Payroll Transmittal – October 15, 2021
d. Tax Disbursement – October 19, 2021
C. General Liability & Property Insurance 2021-22 Renewal - Policy with the Michigan Township Participating Plan
D. Audit Contract Extension – Rehmann Robson Extension Letter 2022-2025

Kalbfell stated there was an error in the draft minutes from October 4, 2021, under Mayor & Council Comments, the minutes stated, Kalbfell suggested the DNR review the city's marina this fall, but when in fact Kalbfell stated that Council should meet and discuss the marina as a whole in regard to the DNR presentation that was given a year ago as recommended by the DNR.

Motion by Hagen, second by Slater to approve the Consent Agenda with the amendment to the draft minutes as stated above.

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

6. Public Hearings & Actions Requiring Public Hearings

- A. Public Hearing: International Property Maintenance Code (IPMA) Ordinance
The Mayor opened the public hearing at 6:14 p.m. Zoning Administrator Scheel stated blight has been a concern in the city. The blight ordinance has been successful in some cases but lacks the necessary processes to address buildings that need repair, the purpose of the IPMA is to enforce repairs prior to the building needing to be demolished. City Manager Heydlauff stated all council members were required to vote on an ordinance, so he suggested adopting the enforcement policy tonight and then consider the ordinance at a later date.

Mayor Kurtz opened the item to public comment and two people were in favor. The public hearing was closed at 6:23 p.m.

Motion by Kalbfell, second by Hagen to approve the Code Enforcement Policy for the International Property Maintenance Code. Motion carried by unanimous voice vote.

7. All Other Actions & Requests

A. Compensation Commission Recommendation

Pursuant to the Charlevoix City Charter (Section 2.11) and the Charlevoix City Code (Title III, Chapter 32), the Compensation Commission met recently. City Manager Heydlauff stated the Commission recommended to increase the Mayor's base salary by \$600 and the Council's base salary by \$800. He noted if Council agrees with the recommended amounts provided by the Compensation Commission no action is needed.

Mayor Kurtz opened the item to public comment, and two were heard in favor.

Council took no action.

8. Reports & Communications

A. Public Comments

- Lelani Durbin stated Petoskey constructs 1,000 feet of sidewalk annually, she suggested the City do something similar since we market ourselves as a walkable community.
- Shirley Gibson suggested instead of constructing sidewalks and gardens the city should build more local homes.

B. City Manager Comments

- Thanked Officer Orban for heroic actions and for her being a great example to our community.
- Thanked Chief Doan for filling in for him at the last meeting while he attended the ICMA Convention in Portland, OR.
- Interesting themes from the conference included the shift in economic development.
- Ferry Beach Corridor Study will occur on Thursday, October 21st at 5:30 pm, the public is welcome.

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

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 6:37 p.m.

Sarah J. Dvoracek

Deputy City Clerk

Luther Kurtz

Mayor

Regular Accounts Payable – 10/15/2021

3MPH PLANNING AND CONSULTING	1,200.00	CITY OF CHARLEVOIX - MISC	639.67
ACE HARDWARE	2,023.06	CITY OF CHARLEVOIX - PETTY CASH	353.25
ALL-PHASE ELECTRIC	706.29	CITY OF CHARLEVOIX - UTILITIES	59,525.73
ALTEC INDUSTRIES INC	297.12	CLEAR WATER PLUMBING & HEATING	346.30
ALWORDEN, KANDYCE	75.00	CONWAY PROFESSIONAL SERVICES	13,708.00
AMAZON CAPITAL SERVICES	320.45	COWBOY KILLERS LLC	700.00
AMERICAN LEGAL PUBLISHING CORP	20.00	CROSS CUT CONCRETE CUTTING	150.00
APX INC.	31.79	CURREY FARMS LLC	47.00
AT YOUR SERVICE PLUS INC	875.00	DELL MARKETING LP	1,112.95
AVFUEL CORPORATION	125,432.36	DHASELEER, CARL	174.00
AXON ENTERPRISE INC	1,560.03	DIGITAL DOLPHIN	349.90
BARRON TITLE AGENCY	296.39	DUKE, TOM	48.29
BEAVER RESEARCH COMPANY	88.16	DVORACEK, SARAH	34.05
BECKETT & RAEDER	1,667.92	EASYPOND PRODUCTS	179.58
BELL EQUIPMENT COMPANY	285.06	EJ USA INC.	583.67
BERG, REBECCA	183.00	ETNA SUPPLY	1,970.00
BERGMANN MARINE	250.00	FAMILY FARM & HOME	1,653.65
BRYAN, GREG	166.80	FASTENAL COMPANY	852.08
CARBONELL, JUAN	91.06	FLETCH'S	445.91
CCH INCORPORATED	719.95	FREEDOM MAILING SERVICES INC	2,400.63
CDW GOVERNMENT	2,680.03	GATEHOUSE MEDIA MI HOLDINGS	130.32
CHARLEVOIX AUTO	418.48	GRAINGER	70.75
CHARLEVOIX COUNTY TREASURER	498.37	GRAND TRAVERSE SAUCE COMPANY	118.00
CHARLEVOIX LAVENDER	81.00	GREAT LAKES ELEVATOR LLC	429.38
CHARLEVOIX SCREEN MASTERS INC	419.50	HACH COMPANY	2,169.00
CHARLEVOIX TOWNSHIP TREASURER	70.74	HEYDLAUFF, MARK L.	489.84
CHARTER COMMUNICATIONS	59.43	HYDE SERVICES LLC	205.60
CHEMICAL SYSTEMS INC.	3,840.00	HYDRO CORP	562.50
CINTAS	251.16	IDEXX DISTRIBUTION INC.	462.80

INDEPENDENT DRAFTING SERVICES	1,400.00	POWER LINE SUPPLY	14,334.45
JACK DOHENY COMPANY	25.03	PREIN & NEWHOF	1,640.00
JOHN E. GREEN COMPANY	279.03	PRESTON FEATHER	1,137.91
KALBFELL, JANET P.	253.60	PRO IMAGE DESIGN INC	460.28
KIRK, ARTHUR	614.94	PV BUSINESS SOLUTIONS	298.50
KSS ENTERPRISES	3,361.42	QT PETROLEUM ON DEMAND	1,425.00
KURTZ, LUTHER	152.80	QUILL LLC	475.85
LASER PRINTER TECHNOLOGIES	1,398.00	RANGE TELECOMMUNICATIONS	167.50
LITTLE TRAVERSE DISPOSAL LLC	680.00	RAPHAEL, HELEN	39.12
LOCAL DIFFERENCE LLC	100.00	REGULATORY COMPLIANCE SERVICES	8,803.55
LOTTIE'S BAGELS	35.00	RIETH-RILEY CONST CO INC	161.25
MANTHEI CONSTRUCTION	1,621.80	ROBINSON'S LANDSCAPING & NURSERY	12,630.00
MCCARDEL CULLIGAN-PETOSKEY	51.50	RON'S AUTO & WRECKER	607.00
METAL HEAD WELDING LLC	313.99	SPARTAN DISTRIBUTORS INC	950.65
METTLER TOLEDO INC	841.33	STATE OF MICHIGAN	57.00
MI MUNICIPAL TREASURERS ASSOC	150.00	STATE OF MICHIGAN	50.00
MICHIGAN CAT	8,451.97	STEVENS, PAULA	38.97
MICHIGAN ELECTRIC	17,900.00	SUMMIT FIRE PROTECTION	195.00
MICHIGAN OFFICEWAYS INC	937.25	TARGET SPECIALTY PRODUCTS	593.40
MILLER, JOSHUA	64.53	TELE-RAD INC	460.00
MONTEITH'S CARPET CLEANING	825.00	TELNET WORLDWIDE	216.96
MUNCHERS ON HOOVES LLC	1,875.00	TERMINAL SUPPLY CO	300.69
MURRAY'S CREATIONS	60.00	U.S. SAWS	1,643.35
MUTT MITT	1,939.75	UNIFIRST CORPORATION	1,875.11
MYNORTH MEDIA	350.00	UPPER CASE PRINTING INK.	1,131.00
NAVIA BENEFIT SOLUTIONS	50.00	VILLAGE GRAPHICS INC	108.00
NORTHERN LIGHTS FAMILY OUTFITTERS	618.00	WATERS EDGE DOCK & HOIST	7,850.00
NORTHWEST FIRE	74.00	WAY BUILDING CONTRACTORS INC	97.00
NW MI COG	24,832.50	WORK 'N PLAY SHOP	868.63
OLESON'S FOOD STORES	22.75	ZIIBIMIJWANG INC	66.00
OLSON BZDOK & HOWARD	5,654.51	ZIXCORP	11.25
O'REILLY AUTOMOTIVE INC	89.84		
PARIS, JIM	59.02	TOTAL	369,752.98
PERFORMANCE ENGINEERS INC	1,201.00		
PETALS	255.00		

ACH Payments – 10/04/2021 to 10/15/2021

MI PUBLIC POWER AGENCY	33,310.14	STATE OF MI (WITHHOLDING TAX)	5,598.15
AMG PAYMENT SOLUTIONS	626.85	VANTAGEPOINT (401 ICMA PLAN)	957.68
PAYMENT SERVICE NETWORK INC	249.30	VANTAGEPOINT (457 ICMA PLAN)	20,160.14
PROXIMITY SPACE INC	103.75	VANTAGEPOINT (ROTH IRA)	1,080.76
DTE ENERGY	2,222.32		
MI PUBLIC POWER AGENCY	26,867.72	TOTAL	153,997.29
STATE OF MI (SALES TAX)	24,827.71		
IRS (PAYROLL TAX DEPOSIT)	37,642.77		
ALERUS FINANCIAL (HCSP)	350.00		

Payroll Net Pay – Check Date 10/15/2021

HEYDLAUFF, MARK L.	3,058.50	WESTRICK, AARON J.	387.64
DVORACEK, SARAH J.	2,239.35	WURST, RANDALL W.	1,298.27
GOLDING, JOYCE M.	1,920.62	HILLING, NICHOLAS A.	1,474.38
DEROSIA, PATRICIA E.	129.73	MEIER III, CHARLES A.	1,501.91
DOTSON, LINDSEY J.	1,455.24	ZACHARIAS, STEVEN B.	1,782.57
KLOOSTER, ALIDA K.	1,787.52	NEWMAN, MARK J.	1,555.35
GOLOVICH, KAREN J.	997.94	LOUGHMILLER, JOHN A.	1,335.60
BARNEVELD, RICHELLE L.	1,233.42	GRIFFITH, JOHN J.	2,993.90
SCHULZ, GINNY L.	1,462.28	EATON, BRAD A.	2,327.94
MILLER, FAITH G.	33.08	WILSON, TIMOTHY J.	2,781.50
MCGINN, KELLY A.	1,662.58	LAVOIE, RICHARD L.	2,302.11
SCHEEL, CRESTON R.	449.90	STEVENS, BRANDON C.	2,436.17
DOAN, GERARD P.	2,428.13	DRAVES, MARTIN J.	2,602.33
SCHOLEY, ROBERT W.	1,709.81	ANDERSON, ELIZABETH A.	1,322.90
UMULIS, MATTHEW T.	1,097.13	KENWABIKISE, DAVID L.	1,170.59
ORBAN, BARBARA K.	1,302.05	ELLIOTT, PATRICK M.	3,065.95
RILEY, DENISE M.	452.41	SCHWARTZFISHER, JOSEPH	1,305.10
MUNK, CHRISTOPHER J.	1,307.28	BRADLEY, KELLY R.	1,761.57
SCHICK, TIELER R.	1,415.78	HART II, DELBERT W.	1,758.10
STEWART, MORGAN J.	1,490.42	JONES, ROBERT F.	1,265.59
MATELSKI, KRISTEN L.	1,388.85	FARRELL, MITCHELL L.	1,430.94
BINGHAM, LARRY E.	652.53	THORP JR, WILLIAM D.	1,721.53

DRAFT

LEITNER, RYAN S.	1,576.02	LABLANCE, MAUREEN J.	99.73
FERGUSON, ROYCE L.	1,948.07	LIVINGSTON, BRIAN D.	1,891.80
DORAN, JUSTIN J.	2,173.13	STANLEY, MARK J.	66.38
NEDWICK, DAVID J.	224.41	KLOOSTER, PATRICK H.	401.74
FREY, DYLAN V.	729.72	WAY, KRISTINA M.	132.76
HART III, DELBERT W.	805.14	DIETRICH, ARLENE M.	90.27
DOTSON, WILLIAM R.	368.25	BERRY, ROBERT J.	91.18
FINNERTY, HOLLY E.	1,056.22	WYMAN, MATTHEW A.	1,710.21
CRANDELL, ZACKARY R.	755.75	MILLER, WILLIAM S.	1,198.48
FRANCE JR, JAMES A.	1,255.21	DOUGLAS, MARK	1,149.39
RABIDEAU, JACOB L.	796.14	MCCRANEY, RUSSELL R.	1,111.40
KNORR, KENT J.	1,997.23	FRATRICK, JOSEPH W.	643.30
ANZELL, BETH A.	1,364.84	PAALMAN, STEPHEN J.	344.47
WHITE III, MARCUS W.	630.87	WHITLEY, ANDREW T.	2,833.66
PISCHNER, JONATHON M.E.	375.64	MORRISON, KEVIN P.	1,490.05
KIRINOVIC, THOMAS F.	524.95	MCDERMOTT, DENNIS J.	1,856.11
SMITH, ELLERY S.	108.70	COX, RONALD L.	306.58
COFFEY, JASON J.	756.46		
DRENTH, DOUGLAS A.	390.50	TOTAL	103,865.66
RITTER, DAVID M.	314.52		
GILL, DAVID R.	1,039.89		

Payroll Transmittal – 10/15/2021

4FRONT CREDIT UNION	785.00	DISCOVER BANK	316.97
AMERICAN FAMILY LIFE	479.51	EQUITABLE FINANCIAL LIFE INSURANCE	374.99
CA STATE DISBURSEMENT UNIT	92.19	MI STATE DISBURSEMENT UNIT	116.55
CHAR EM UNITED WAY	20.00	PRIORITY HEALTH	1,505.35
CHARLEVOIX STATE BANK	915.00		
COMMUNICATION WORKERS OF AMER	678.08	TOTAL	5,283.64

Tax Disbursement – 10/19/2021

CHARLEVOIX COUNTY TREASURER	14,674.50	CHARLEVOIX PUBLIC SCHOOLS	578.43
CHARLEVOIX PUBLIC SCHOOLS	13,280.34	CITY OF CHARLEVOIX - TAXES DUE	16,978.02
CHARLEVOIX PUBLIC SCHOOLS	1,572.63	DEALAU II, BARRY	70.00
CHARLEVOIX PUBLIC SCHOOLS	2,755.04		
CHARLEVOIX PUBLIC SCHOOLS	488.53	TOTAL	50,397.49

DRAFT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: November 1, 2021

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
10/21/2021		
134876	AT&T	1,578.39
134877	AT&T	71.65
134878	AT&T LONG DISTANCE	10.68
134879	AT&T MOBILITY	807.78
134880	CHARLEVOIX STATE BANK	10,310.70
134881	CHARTER COMMUNICATIONS	871.14
134882	DELTA DENTAL	3,258.32
134883	EQUITABLE FINANCIAL LIFE INSURAN	1,182.70
134884	GREAT LAKES ENERGY	207.45
134885	HOLIDAY STATIONSTORES LLC	2,224.39
134886	MUNETRIX LLC	4,189.00
134887	MUNICIPAL UNDERWRITERS OF MICH	117,423.00
134888	PRIORITY HEALTH	44,071.16
134889	STANDARD INSURANCE CO	3,103.33
134890	VSP INSURANCE CO. (CT)	524.70
134891	WEX BANK	713.37
134892	WEX BANK	6,298.36
Total 10/21/2021:		196,846.12
Grand Totals:		196,846.12

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

10/21/21	Special Accounts Payable Run	\$ 196,846.12
10/29/21	Payroll (net pay)	\$ 98,380.05
10/29/21	Payroll Transmittal Checks	\$ 5,240.84
11/02/21	Regular Accounts Payable	\$ 190,238.48

Checks Sub-Total: \$ 490,705.49

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

10/18/21	MI Public Power Agency	\$ 21,568.59
10/25/21	MI Public Power Agency	\$ 21,674.82
10/25/21	MI Public Power Agency	\$ 284,181.98
10/29/21	IRS (Payroll Tax Deposit)	\$ 36,160.51
10/29/21	Alerus Financial (HCSP)	\$ 350.00
10/29/21	State of MI (Withholding Tax)	\$ 5,348.14
10/29/21	Vantagepoint (401 Plan)	\$ 957.68
10/29/21	Vantagepoint (457 Plan)	\$ 20,079.09
10/29/21	Vantagepoint (Roth IRA)	\$ 1,080.76
10/29/21	MERS (Defined Benefit Plan)	\$ 75,929.70

ACH Sub-Total: \$ 467,331.27

Huntington National Bank Total: \$ 958,036.76

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

11/02/21	Tax Disbursement	\$ 17,946.73
Charlevoix State Bank Total:		\$ 17,946.73

Grand Total: \$ 975,983.49

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
10/23/2021	PC	10/29/2021	34275	HEYDLAUFF, MARK L.	102		3,058.50
10/23/2021	PC	10/29/2021	34276	DVORACEK, SARAH J.	105		2,239.35
10/23/2021	PC	10/29/2021	34277	GOLDING, JOYCE M.	106		1,920.62
10/23/2021	PC	10/29/2021	34278	DEROSIA, PATRICIA E.	107		698.86
10/23/2021	PC	10/29/2021	34279	DOTSON, LINDSEY J.	109		1,455.23
10/23/2021	PC	10/29/2021	34280	KLOOSTER, ALIDA K.	121		1,787.52
10/23/2021	PC	10/29/2021	34281	GOLOVICH, KAREN J.	122		997.95
10/23/2021	PC	10/29/2021	34282	BARNEVELD, RICHELLE	123		1,209.79
10/23/2021	PC	10/29/2021	34283	SCHULZ, GINNY L.	125		1,462.27
10/23/2021	PC	10/29/2021	34284	MILLER, FAITH G.	142		50.90
10/23/2021	PC	10/29/2021	34285	MCGINN, KELLY A.	146		1,662.58
10/23/2021	PC	10/29/2021	34286	SCHEEL, CRESTON R.	148		430.89
10/23/2021	PC	10/29/2021	34287	DOAN, GERARD P.	201		2,428.13
10/23/2021	PC	10/29/2021	34288	SCHOLEY, ROBERT W.	204		1,693.40
10/23/2021	PC	10/29/2021	34289	UMULIS, MATTHEW T.	205		968.74
10/23/2021	PC	10/29/2021	34290	ORBAN, BARBARA K.	209		1,302.05
10/23/2021	PC	10/29/2021	34291	RILEY, DENISE M.	213		450.08
10/23/2021	PC	10/29/2021	34292	MUNK, CHRISTOPHER J.	215		1,307.28
10/23/2021	PC	10/29/2021	34293	SCHICK, TIELER R.	216		1,415.78
10/23/2021	PC	10/29/2021	34294	STEWART, MORGAN J.	217		1,344.07
10/23/2021	PC	10/29/2021	34295	MATELSKI, KRISTEN L.	230		1,388.85
10/23/2021	PC	10/29/2021	34296	WESTRICK, AARON J.	246		155.06
10/23/2021	PC	10/29/2021	34297	WURST, RANDALL W.	411		1,749.58
10/23/2021	PC	10/29/2021	34298	HILLING, NICHOLAS A.	413		1,474.38
10/23/2021	PC	10/29/2021	34299	MEIER III, CHARLES A.	421		1,515.01
10/23/2021	PC	10/29/2021	34300	ZACHARIAS, STEVEN B.	422		1,388.32
10/23/2021	PC	10/29/2021	34301	NEWMAN, MARK J.	424		1,462.15
10/23/2021	PC	10/29/2021	34302	LOUGHMILLER, JOHN A.	425		1,636.29
10/23/2021	PC	10/29/2021	34303	GRIFFITH, JOHN J.	500		2,993.90
10/23/2021	PC	10/29/2021	34304	EATON, BRAD A.	515		2,591.46
10/23/2021	PC	10/29/2021	34305	WILSON, TIMOTHY J.	516		2,761.23
10/23/2021	PC	10/29/2021	34306	LAVOIE, RICHARD L.	519		2,258.90
10/23/2021	PC	10/29/2021	34307	STEVENS, BRANDON C.	521		2,789.76
10/23/2021	PC	10/29/2021	34308	DRAVES, MARTIN J.	523		2,333.88
10/23/2021	PC	10/29/2021	34309	ANDERSON, ELIZABETH	526		1,322.90
10/23/2021	PC	10/29/2021	34310	KENWABIKISE, DAVID L.	528		1,170.59
10/23/2021	PC	10/29/2021	34311	ELLIOTT, PATRICK M.	600		3,065.95
10/23/2021	PC	10/29/2021	34312	SCHWARTZFISHER, JOS	603		1,180.42
10/23/2021	PC	10/29/2021	34313	BRADLEY, KELLY R.	614		1,443.83
10/23/2021	PC	10/29/2021	34314	HART II, DELBERT W.	616		1,586.72
10/23/2021	PC	10/29/2021	34315	JONES, ROBERT F.	618		1,434.92
10/23/2021	PC	10/29/2021	34316	FARRELL, MITCHELL L.	622		1,406.30
10/23/2021	PC	10/29/2021	34317	THORP JR, WILLIAM D.	623		1,536.29
10/23/2021	PC	10/29/2021	34318	LEITNER, RYAN S.	624		1,734.96
10/23/2021	PC	10/29/2021	34319	FERGUSON, ROYCE L.	625		1,481.59
10/23/2021	PC	10/29/2021	34320	DORAN, JUSTIN J.	634		2,173.13
10/23/2021	PC	10/29/2021	34321	NEDWICK, DAVID J.	642		99.73
10/23/2021	PC	10/29/2021	34322	FREY, DYLAN V.	643		669.11
10/23/2021	PC	10/29/2021	34323	DOTSON, WILLIAM R.	661		310.12
10/23/2021	PC	10/29/2021	34324	FINNERTY, HOLLY E.	669		1,056.22
10/23/2021	PC	10/29/2021	34325	CRANDELL, ZACKARY R.	691		541.14
10/23/2021	PC	10/29/2021	34326	FRANCE JR, JAMES A.	695		1,121.46
10/23/2021	PC	10/29/2021	34327	RABIDEAU, JACOB L.	696		796.14
10/23/2021	PC	10/29/2021	34328	KNORR, KENT J.	700		1,997.23
10/23/2021	PC	10/29/2021	34329	ANZELL, BETH A.	702		1,364.84
10/23/2021	PC	10/29/2021	34330	COFFEY, JASON J.	798		621.50
10/23/2021	PC	10/29/2021	34331	DRENTH, DOUGLAS A.	838		302.40

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/23/2021	PC	10/29/2021	34332	GILL, DAVID R.	856		1,062.16
10/23/2021	PC	10/29/2021	34333	LIVINGSTON, BRIAN D.	866		1,891.80
10/23/2021	PC	10/29/2021	34334	STANLEY, MARK J.	867		54.84
10/23/2021	PC	10/29/2021	34335	KLOOSTER, PATRICK H.	868		421.80
10/23/2021	PC	10/29/2021	34336	WYMAN, MATTHEW A.	927		1,710.21
10/23/2021	PC	10/29/2021	34337	MILLER, WILLIAM S.	933		998.72
10/23/2021	PC	10/29/2021	34338	DOUGLAS, MARK	935		1,082.80
10/23/2021	PC	10/29/2021	34339	MCCRANEY, RUSSELL R.	936		1,585.85
10/23/2021	PC	10/29/2021	34340	FRATRICK, JOSEPH W.	940		398.72
10/23/2021	PC	10/29/2021	34341	PAALMAN, STEPHEN J.	942		267.38
10/23/2021	PC	10/29/2021	134978	WHITLEY, ANDREW T.	522		2,388.62
10/23/2021	PC	10/29/2021	134979	MORRISON, KEVIN P.	601		1,667.86
10/23/2021	PC	10/29/2021	134980	MCDERMOTT, DENNIS J.	732		1,856.11
10/23/2021	PC	10/29/2021	134981	COX, RONALD L.	869		192.93
Grand Totals:			71				98,380.05

Km

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/23/2021	10/29/2021	134982	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	785.00
10/23/2021	10/29/2021	134983	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
10/23/2021	10/29/2021	134983	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	392.61
10/23/2021	10/29/2021	134984	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
10/23/2021	10/29/2021	134985	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 10/23/	20.00
10/23/2021	10/29/2021	134986	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	915.00
10/23/2021	10/29/2021	134987	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	678.08
10/23/2021	10/29/2021	134988	DISCOVER BANK	9032	Garnishment: WWR File #040038	274.17
10/23/2021	10/29/2021	134989	EQUITABLE FINANCIAL LI	9010	LIFE - VOLUNTARY Pay Period:	269.74
10/23/2021	10/29/2021	134989	EQUITABLE FINANCIAL LI	9010	SPOUSE LIFE Pay Period: 10/23	50.57
10/23/2021	10/29/2021	134989	EQUITABLE FINANCIAL LI	9010	CHILD LIFE Pay Period: 10/23/2	4.40
10/23/2021	10/29/2021	134989	EQUITABLE FINANCIAL LI	9010	AD&D - VOLUNTARY Pay Period	36.12
10/23/2021	10/29/2021	134989	EQUITABLE FINANCIAL LI	9010	SPOUSE AD&D Pay Period: 10/2	10.83
10/23/2021	10/29/2021	134989	EQUITABLE FINANCIAL LI	9010	CHILD AD&D Pay Period: 10/23/	3.33
10/23/2021	10/29/2021	134990	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
10/23/2021	10/29/2021	134991	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,505.35
Grand Totals:		16				5,240.84

Km

Check Number	Payee	Amount
11/02/2021		
134893	209 NETTLETON LLC	255.00
134894	AIRGAS USA LLC	81.18
134895	AIS CONSTRUCTION EQUIPMENT	2,074.80
134896	ALPENA SUPPLY COMPANY	921.40
134897	AMAZON CAPITAL SERVICES	293.14
134898	ANDERSON, ELIZABETH A.	50.00
134899	ANZELL, BETH A.	50.00
134900	AT YOUR SERVICE PLUS	375.00
134901	AVFUEL CORPORATION	58,141.70
134902	BIOTECH AGRONOMICS INC	820.00
134903	BLARNEY CASTLE OIL CO	707.92
134904	BRADFORD'S	29.25
134905	BROCK, AARON	50.00
134906	BROWN MOTORS	1,547.99
134907	BS& A SOFTWARE	1,230.00
134908	BUTZEL LONG	129.00
134909	CARQUEST OF CHARLEVOIX	2,485.04
134910	CINTAS	172.23
134911	CINTAS CORPORATION	161.99
134912	CONWAY PROFESSIONAL SERVICES	5,624.00
134913	DELL MARKETING LP	1,332.40
134914	DeROSIA, PATRICIA E.	50.00
134915	DOAN, GERARD P.	50.00
134916	DORAN, JUSTIN J.	50.00
134917	DORTCH, LOU	50.00
134918	DOTSON, LINDSEY J.	50.00
134919	DVORACEK, SARAH	50.00
134920	EDGEWATER RESOURCES LLC	2,004.60
134921	ELHORN ENGINEERING COMPANY	1,135.00
134922	ELLIOTT, PATRICK M.	50.00
134923	F.H. BLACK & COMPANY INCORPORA	225.00
134924	FASTENAL COMPANY	117.88
134925	GATEHOUSE MEDIA MICHIGAN HOLDI	868.72
134926	GFL ENVIRONMENTAL	1,826.74
134927	GINOP SALES INC	544.40
134928	GOLDING, JOYCE M.	50.00
134929	GRAINGER	430.66
134930	GRAND TRAVERSE DIESEL INC.	126.62
134931	GRAND TRAVERSE GARAGE DOOR C	1,441.25
134932	GRIFFITH, JOHN J	597.68
134933	GRP ENGINEERING INC	4,988.78
134934	HACH COMPANY	180.26
134935	HARRELL'S LLC	180.00
134936	HEYDLAUFF, MARK L.	50.00
134937	HILLING, NICHOLAS A.	50.00
134938	HYDE SERVICES LLC	326.74
134939	IPS GROUP INC	1,077.52
134940	KLOOSTER, ALIDA K.	50.00

Check Number	Payee	Amount
134941	KNORR, KENT J.	50.00
134942	KSS ENTERPRISES	1,222.33
134943	LAKE CHARLEVOIX EMS AUTHORITY	32,206.50
134944	LITTLE TRAVERSE DISPOSAL LLC	22,973.92
134945	MATELSKI, KRISTEN L.	50.00
134946	MCDERMOTT, DENNIS J.	50.00
134947	McGINN, KELLY A.	50.00
134948	MILLER, WILLIAM S.	50.00
134949	NORTHWEST FIRE	183.00
134950	PAUL'S METER TESTING LLC	3,452.05
134951	PENINSULA FIBER NETWORK LLC	470.00
134952	PLUNKETT COONEY	1,740.00
134953	POWER LINE SUPPLY	3,929.81
134954	POWER SYSTEM ENGINEERING	1,376.00
134955	PROVIDENCE FARM LLC	199.00
134956	RESOLUTION G2 LLC	8,159.00
134957	SASSE, SHAWN	65.00
134958	SCHOLEY, ROBERT W.	50.00
134959	SHARROW MASONRY INC	2,576.00
134960	SMITH, CHARLES	50.00
134961	SPARTAN STORES LLC	119.54
134962	STRICKER'S OUTDOOR POWER EQUI	329.10
134963	STRIKER SUPPLY	44.00
134964	SWANSON K & D INC	300.00
134965	T.C. RECORD EAGLE	5.00
134966	TREDROC TIRE SERVICES LLC	5,280.00
134967	UNIFIRST CORPORATION	582.36
134968	UNIVERSAL CREDIT SERVICES INC	12.80
134969	UP NORTH ASSESSING INC	5,200.00
134970	USA BLUE BOOK	1,024.58
134971	VECCHIE, JON	4,300.00
134972	VILLAGE GRAPHICS INC	86.00
134973	WILBERT BURIAL VAULT CO	600.00
134974	WURST, RANDALL W.	50.00
134975	WYMAN, MATTHEW A.	50.00
134976	ZAREMBA EQUIPMENT INC	123.60
134977	ZIIBIMIJWANG INC	75.00
Total 11/02/2021:		190,238.48
Grand Totals:		190,238.48

Check Number	Payee	Amount
10/18/2021		
101821001	MICHIGAN PUBLIC POWER AGENCY	21,568.59
Total 10/18/2021:		21,568.59
Grand Totals:		21,568.59

Check Number	Payee	Amount
10/25/2021		
102521001	MICHIGAN PUBLIC POWER AGENCY	21,674.82
102521002	MICHIGAN PUBLIC POWER AGENCY	284,181.98
Total 10/25/2021:		305,856.80
Grand Totals:		305,856.80

Check Issue Date	Check Number	Payee	Amount
102921001			
10/29/2021	10292100	**EFTPS* Payroll Taxes	9,554.22
10/29/2021	10292100	**EFTPS* Payroll Taxes	9,554.22
10/29/2021	10292100	**EFTPS* Payroll Taxes	2,234.45
10/29/2021	10292100	**EFTPS* Payroll Taxes	2,234.45
10/29/2021	10292100	**EFTPS* Payroll Taxes	12,583.17
Total 102921001:			
	5		36,160.51
102921002			
10/29/2021	10292100	Alerus Financial	350.00
Total 102921002:			
	1		350.00
102921003			
10/29/2021	10292100	STATE OF MICHIGAN	5,348.14
Total 102921003:			
	1		5,348.14
102921004			
10/29/2021	10292100	Vantagepoint - 401 Plan 109153	957.68
Total 102921004:			
	1		957.68
102921005			
10/29/2021	10292100	Vantagepoint - 457 Plan 300959	5,403.00
10/29/2021	10292100	Vantagepoint - 457 Plan 300959	2,449.79
10/29/2021	10292100	Vantagepoint - 457 Plan 300959	4,211.13
10/29/2021	10292100	Vantagepoint - 457 Plan 300959	8,015.17
Total 102921005:			
	4		20,079.09
102921006			
10/29/2021	10292100	Vantagepoint - Roth IRA 706117	1,080.76
Total 102921006:			
	1		1,080.76
Grand Totals:			
	13		63,976.18

Km

Check Number	Payee	Amount
10/29/2021		
102921007	MERS	75,929.70
Total 10/29/2021:		75,929.70
Grand Totals:		75,929.70

Check Number	Payee	Amount
11/02/2021		
3695	CHARLEVOIX COUNTY TREASURER	3,939.06
3696	CHARLEVOIX PUBLIC SCHOOLS	7,994.93
3697	CHARLEVOIX PUBLIC SCHOOLS	422.14
3698	CHARLEVOIX PUBLIC SCHOOLS	739.54
3699	CHARLEVOIX PUBLIC SCHOOLS	131.14
3700	CHARLEVOIX PUBLIC SCHOOLS	155.29
3701	CITY OF CHARLEVOIX - TAXES DUE	4,564.63
Total 11/02/2021:		17,946.73
Grand Totals:		17,946.73

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Recreation Master Plan

DATE: November 1, 2021

PRESENTED BY: Carrie Klingelsmith, Beckett & Raeder and Kent Knorr, Recreation Director

BACKGROUND:

The City of Charlevoix's Recreation Department with assistance from Beckett & Raeder has been holding public meetings and gathering public input by conducting surveys to update our five year Recreation Master Plan.

Carrie Klingelsmith is making a presentation to City Council to review this process and the next steps. The proposed 2022-2026 Recreation Master Plan will be available for public comment between November 1 and December 1st.

With the approval of the City Council we would like to hold a public hearing to approve the Master Plan at the December 20, 2021 City Council Meeting.

RECOMMENDATION:

Motion to set a public hearing for the proposed 2022-2026 Recreation Master Plan for December 20, 2021 at 6:00 P.M. in Council Chambers at City Hall 210 State St.

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: November 1, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Mason Street Redesign

As approved by Council this spring, Performance Engineers is currently working on a redesign plan for Mason Street (between Bridge and State) to accommodate street upgrades, sidewalk improvements, and improved underground utilities. We also looking at adding ADA parking spaces and features found in the Alley Corridor Vision Implementation Plan approved by Council earlier this year. In further consideration of the Alley Corridor, we are exploring the reconstruction of the adjacent parking lot to the north of Mason Street to improve the asphalt but also implement design features for green storm water management and aesthetic improvements.

ATTACHMENTS:

- ▣ Planning Commission Minutes
- ▣ Housing Commission Minutes
- ▣ DDA Minutes

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, September 13, 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, Annemarie Conway, Toni Felter, David Gray, Mary Millington, and Jennifer Muladore

Members Absent: None

Staff Present: Jennifer Neal, Planner and Jonathan Scheel, Zoning Administrator

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. August 9, 2021 Meeting Minutes

Motion by Member Conway, second by Member Felter to approve the minutes of August 9, 2021, as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. CBD Ordinance Review

Zoning Administrator Scheel presented the request of the City Manager to review language included in Section 153.101 Central Business District Overlay District of the Zoning Ordinance. Discussion followed regarding the appropriateness of the language and the character of central business district sidewalks.

Motion by Member Beegen, second by Member Millington to affirm the existing ordinance language and make no additional changes. Motion passed by unanimous voice vote.

2. Master Plan Update: Future Land Use

Planner Neal reviewed Chapter 7: Future Land Use and the Future Land Use Map. Planner Neal stated the Future Land Use Plan and Map are broad, vision documents that guide development through the implementation of the Zoning Ordinance. Discussion followed regarding Master Plan's relationship to the Ordinance, development setback requirements, and the various Future Land Use categories. Chair Waddell requested the category Scenic Reserve be added back as a category. Member Millington requested revised language where the language "small or no setbacks" is stated. Member Felter suggested alternative language. Chair Waddell and Member Muladore requested clarification on how the Zoning Plan came to be. Planner Neal stated the purpose and intent of the Zoning Plan to be the transition for updating the Zoning Ordinance to come in line with the vision identified in the plan. Planner Neal will incorporate the changes requested by the Commission and return with a revised chapter.

H. Old Business

I. Staff Updates

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

Zoning Administrator Scheel stated he is working with several potential applicants. A Special Land Use Permit application will be presented at next month's meeting. Discussion followed regarding the types of development proposals the city is receiving.

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

Chair Waddell requested to have Architectural Design Standards for accessory dwellings and the Future Land Use Plan and Map on next month's agenda.

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

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

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair



CHARLEVOIX HOUSING COMMISSION

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

PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

TUESDAY, SEPTEMBER 21, 2021 2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

AGENDA:

Call to Order/Roll Call

Additions to the Agenda

Approval of Payables and August Meeting Minutes

Old Business: CARES Act Funding Update

T-Mobile

New Business:

ROB KLACZKIEWICZ : PRESENTATION OF FYE 3/31/21 AUDIT

RESOLUTION #X-21 – 2022 Flat Rent Update

Executive Director's Report -

NAHRO Conference

Garage Roof

MHDA Conference in November

Public Comment

Adjournment

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT

PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, September 21, 2021

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

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

Commissioners Absent: None

Others Present: Pat Kerr CHC-Maintenance Supervisor, Annessa Haist-Director, MPH/CHC, Cindy Morris CHC-Occupancy Specialist and Residents of Pine River Place.

Chairperson Mitts Lee called the Meeting to Order at 1:58 p.m.

ADDITIONS TO THE AGENDA: Municipal Underwriters Insurance Renewal

Approval of the August 17, 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 August 17, 2021.

Ayes: Lee, Crandall, Waddell, Left, Buday

Nays: None

OLD BUSINESS: CARES Act Funding Update

Annessa Haist-Director MPH/CHC spoke on finalizing the monies for the CARES Act Funding.

T-MOBILE update was presented by the Director MPH/CHC, Annessa Haist letting all be aware the final bill will be as of October 1, 2021. The CHC/Pine River Place will no longer be needing their services. New funded programs were obtained thru Charter/Spectrum for no cost services to the residents of Pine River Place.

NEW BUSINESS: Presentation of FYE 3/31/2021 Audit was given over the phone by Rob Klaczekiewicz of Smith & Klaczekiewicz, PC.

RESOLUTION #X-21 - Flat Rent Update - 2022

Motion by Commissioner Waddell, seconded by Commissioner Buday to approve the Resolution #X-21 Flat Rent Update 2022.

Ayes: Lee, Crandall, Waddell, Left, Buday

Nays: None

EXECUTIVE DIRECTORS REPORT:

Commissioner Joan Buday spoke of her learning and experience at the NAHRO Conference in September, 2021. Annessa Haist-Director of MPHC/CHC also spoke on the NAHRO Conference updating all and who was in attendance.

Director-Annessa Haist gave a report on the New Garage Roof completion for Pine River Place.

MHDA Conference in November, 2021. Director-Annessa Haist gave specifics on the agenda.

Public Comment on subjects unrelated to Agenda items: Commissioner Laurene Crandall let everyone know a beautiful photograph on canvas was donated to the Pine River Place by her son, a non-Resident.

Adjournment: Meeting was adjourned at 2:36 p.m.

Respectfully submitted and approved by:

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

Executive Director, Annessa Haist – MPHC/CHC

The next Board Meeting is October 19, 2021 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET MEETING
Monday, September 27, 2021 at 5:30pm
Council Chambers, City Hall

1. Call to Order

Director Dotson called the meeting to order at 5:30pm. In the absence of Chair Owens and no Vice Chair Director Dotson suggested that Member Dipert serve as Acting Chair for tonight's meeting. There were no objections.

2. Pledge of Allegiance

3. Roll Call

Chair:	Maureen Owens (Absent)
Acting Chair:	Kirby Dipert
Members Present:	Sam Bingham, Anne Osthuizen, Ron Way, Amanda Wilkin
Members Absent:	Sean Bradley, Luther Kurtz, Paul Silva
Non-Voting Student:	Liam Dryer
City Staff:	Lindsey Dotson, Executive Director; Mark Heydlauff, City Manager; Jonathan Scheel, Zoning Administrator

4. Inquiry Regarding Potential Conflicts of Interest

5. Consent Agenda

- A. Minutes
- B. Monthly Report
- C. DDA Financials
- D. Committee Minutes
- E. Letter of Support for the Revitalizing Downtowns Act

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

Chair Dipert welcomed Anne Osthuizen as the newest Board member.

6. Reports

A. Director's Report

7. Old Business

A. Bridge Railings

City Manager Heydlauff stated that the process of removing the paint to put a better coat on the bridge railings is problematic because the metal itself is not particularly designed to hold a painted surface. City Manager explained that the metal itself is superfluous to the operation of the bridge and it was added to be a decorative look for the bridge. He stated that removing the metal was an option or removing the metal and stripping the paint was another alternative but either option would be very expensive. City Manager Heydlauff stated the bridge is owned, operated and maintained by MDOT. He stated that removal and reinstallation of the lights would be a \$25,000 - \$30,000 project and that's the simplest piece of the whole component.

8. New Business

A. Channel Park Presentation

Leilani Durbin, Silver Linings Charlevoix, provided a presentation of plantings and ADA ramp renderings along the Pine River Channel for Board discussion. Ms. Durbin provided a conceptual site plan of the proposed planting and design. She stated that there would be a 10-year landscape agreement with Landscape Logic for maintenance of the plantings.

Two residents were not in favor and expressed their concerns.

Motion by Member Wilkin, second by Member Way to support the overall idea of the Channel Park enhancements proposed by Silver Linings Charlevoix. Motion passed by unanimous voice vote.

B. Notice of Non-Renewal: 109 & 111 Bridge Park Drive

Director Dotson reported that she had received an email from Long Road Distillers on August 23, 2021, notifying of their intent not to renew their lease at 109 & 111 Bridge Park Dr. upon the completion of the original term ending in February 2022. She stated that they have ceased operations and begun to remove contents from the property. Director Dotson stated Long Road Distillers requested an early lease termination or reduction in rent.

Motion made by Member Wilkin, second by Member Bingham to have the Executive Director draft a request for proposals [for the leasing of the Bridge Park Building]. Motion passed by unanimous voice vote.

C. Discussion about Zoning Ordinance 1514.04 – Newsracks, Planters, Tables, and Chairs on Sidewalks

Zoning Administrator Scheel stated there are numerous City Ordinance sections that pertain to downtown sidewalks. He stated there has been businesses not following the city ordinances. Zoning Administrator Schell recommended that a well understood uniform policy be created.

Zoning Administrator Scheel proceeded to review in detail of sections of the Zoning Ordinance applicable to sidewalks, merchandise sales, newsracks, planters, tables and chairs, etc. on downtown sidewalks. He provided examples of three (3) properties he had consistent issues with and the responses from the businesses and the need for consistent equal enforcement of the rules. City Manager Heydlauff stated that it might be prudent to create with a guide to show where a business owner can and cannot put their merchandise on sidewalks.

Motion by Member Wilkin, second by Member Bingham to support the current ordinance. Motion passed by unanimous voice vote.

D. Restroom Signage

Director Dotson stated that Member Dipert had requested she research the potential replacement of the bandshell restroom signs since they are faded beyond being legible. She indicated there were two options: refresh the current signage for \$223.20; or replace the signs with branded signs to match wayfinding and other signage in the city for \$391.63.

Motion by Member Wilkin, second by Member Way to replace restroom signs with the branded signs at the bandshell. Motion passed by unanimous voice vote.

E. Main Street Designation

The Board concurred to postpone this discussion to a future meeting when they had better board attendance.

F. Grant Application to Support Winter Vibrancy

Director Dotson stated Charlevoix Main Street DDA is partnering with the Recreation Department and Visit Charlevoix to request permission to apply for a Charlevoix County Community Foundation grant to support “winter vibrancy” initiatives. The requested amount would be \$10,000 with required matching funds being split between the partnering entities.

Motion by Member Wilkin, second by Member Way to approve submitting a grant application to the Charlevoix Community Foundation to support Winter Vibrancy placemaking initiatives. Motion passed by unanimous voice vote.

9. Public Comments

10. Request for Future Agenda Items

Member Wilkin stated that she had an issue in her office with visitors coming in asking for restrooms because they have problems getting down to the restrooms in the park and the City Hall restrooms are closed on weekends.

11. Board Comments

12. Adjourn

Motion by Member Wilkin, second by Member Dipert to adjourn 7:02 p.m.

Sarah Dvoracek/fgm

Kirby Dipert

Acting Chair