



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, December 16, 2019- 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 - December 2, 2019
 - B. Accounts Payable and Payroll Check Registers
 - C. Resignation from BOR and ZBA - Dennis Kusina
 - D. 2019 Bridge Drop Fireworks Approval
 - E. WTP Filter Rehab Phase II Change Order 1 \$40,498.04
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Discussion: Special Events Policy
Mark L. Heydlauff, City Manager
 - B. Discussion: Short-Term Rental Ordinance
Scott Howard, City Attorney; Jonathan Scheel, Zoning Administrator
 - C. 2020 Marina Fees
Kent Knorr, Recreation Director
 - D. Deer Management Update
Gerard Doan, Police Chief
 - E. Maximum Residential Building Size
Council Member Greg Bryan
 - F. 2020 City Goals
Mark L. Heydlauff, City Manager
- 8. Reports and Communications**

- A. Public Comments
- B. City Manager 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 - December 2, 2019

DATE: December 16, 2019

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, December 2, 2019 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Greg Bryan, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: Shane Cole
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

A. Ferry Dock Optimization Presentation

Greg Weykamp, Edgewater Resources, stated they held three community meetings and conducted a survey involving more than 2,200 respondents around improving the existing ferry dock downtown, improving the boat launch, and the possibility of a parking garage to serve both ferry passengers and general parking needs in our downtown. Mr. Weykamp reviewed results and recommendations with Council.

B. Farmers Market Presentation

Farmers Market Manager Anzell stated that 2019 was the first year that the Farmers Market was under the supervision of the Recreation Department. Market Manager Anzell reviewed the season and proposed developing a Friend of the Market program and adding a Monday evening market among other additions for 2020.

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 – November 18, 2019
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – November 19, 2019
 - b. Regular Accounts Payable Check Register – December 3, 2019
 - c. ACH Payments – November 18, 2019 to November 27, 2019
 - d. Payroll Check Register – November 27, 2019
 - e. Payroll Transmittal – November 27, 2019
 - f. Tax Disbursement – December 3, 2019
- C. MDOT Salt Storage Facility Contract – approve Resolution 2019-12-01

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-12-01
EXECUTION OF MDOT CHEMICAL STORAGE FACILITY CONTRACT #2019-0117

WHEREAS, *the Michigan Department of Transportation (MDOT) has submitted a Chemical Storage Facility Contract Shared Initial Interim Payments; and*

WHEREAS, *there exists a State Highway Maintenance Contract between MDOT and the City of Charlevoix to maintain designated sections of state trunkline highways that contemplates the placing of chemicals upon state trunkline highways; and*

WHEREAS, *said chemicals must be properly maintained and stored and MDOT has determined that it is economically and administratively sound to have chemicals maintained and stored in a storage facility to be built by the City of Charlevoix; and*

WHEREAS, *MDOT wishes to participate in the eligible costs incurred in the construction of a concrete wall type bulk chemical storage facility in the City.*

NOW THEREFORE BE IT RESOLVED *that the City of Charlevoix City Council hereby approves MDOT contract number 2019-0117 and authorizes Mayor Luther Kurtz to sign the agreement.*

RESOLVED *this 2nd day of December, 2019 A.D.*

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Resolution was adopted by the following yea and nay vote:

Yeas: Bryan, Oleksy, Kalbfell, Hagen, Perron

Nays: None

Absent: Cole

- D. Purchase of Carpet for Mt. McSauba Ski Lodge: \$11,660.34 – approve purchase from Bartlett's Home Interiors

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

Yeas: Bryan, Oleksy, Kalbfell, Hagen, Perron

Nays: None

Absent: Cole

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. Building Healthy Places Greenspace Improvement Project

Recreation Director Knorr stated that the Health Department of Northwest Michigan released an RFP for a new granting opportunity up to \$10,000 through the Healthy Places Greenspace Improvement Project. A goal of Building Healthy Places is to increase physical activity by improving safety access, and availability for daily recreation and transportation. The Recreation Department proposes working with Public Works, DDA and Junior Main Street to develop a new passive recreation space along the Pine River Walkway adjacent to the Palmer Street parking lot with a defined green space.

Mayor Kurtz opened the item to public comment and one question was answered.

Motion by Kalbfell, second by Hagen, to approve Resolution 2019-12-02 to authorize the City Manager to file the grant application with the Health Department of Northwest Michigan for a Greenspace Improvement Project between Palmer Street parking lot and the channel walkway.

CITY OF CHARLEVOIX RESOLUTION NO. 2019-12-02

BUILDING HEALTHY PLACES GREENSPACE IMPROVEMENT PROJECT GRANT PROGRAM AUTHORIZATION

WHEREAS, the City of Charlevoix is committed to increased use and development of trails and green spaces; and

WHEREAS, the City of Charlevoix desires to develop a greenspace next to the Pine River Walkway at the end of Palmer Street; and

WHEREAS, the City of Charlevoix supports the submission of an application titled "Palmer Street Green Space Development" to the Health Department of Northwest Michigan; and

WHEREAS, the City of Charlevoix and the Charlevoix Recreation Department support partnering with Michigan Parks and Recreation Association and the Health Department to develop a Come Out and Play program in Charlevoix.

NOW THEREFORE BE IT RESOLVED, by the City of Charlevoix that pursuant and subject to all terms and provisions of the Building Healthy Places Greenspace Improvement Project, application be made to the Health Department of Northwest Michigan; and

BE IT FURTHER RESOLVED, that the Charlevoix City Council authorizes the City Manager to execute and submit a Building Healthy Places Greenspace Improvement Project Grant Application up to \$10,000 to be used for development of greenspace along Pine River Walkway.

RESOLVED this 2nd day of December, 2019 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Bryan, Oleksy, Kalbfell, Hagen, Perron

Nays: None

Absent: Cole

B. Discussion: Short-Term Rental Ordinance

City Manager Heydlauff stated that as a follow-up to Council's last meeting, he revised the draft ordinance. Zoning Administrator Scheel answered multiple questions from Council. Council spent considerable time deliberating transfer of license, parking requirements and the best way to determine a short term rental cap. Council decided that transfers would go back into the rental pool. They reviewed and discussed potential inspection items particularly egress windows. A registration fee and non-compliant fine was also discussed. City Manager Heydlauff will provide another draft ordinance at Council's next meeting for further consideration.

Mayor Kurtz opened the item to public comment. Several members of the public expressed their opinions regarding the topics discussed.

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C. Council and Mayoral Appointments

Motion by Hagen, second by Perron to reappoint Council member Janet Kalbfell to the Board of Review, term expiring December 2020. Motion passed by unanimous voice vote.

Motion by Oleksy, second by Kalbfell to reappoint Council member Leon Perron to the Board of Review, term expiring December 2020. Motion passed by unanimous voice vote.

Motion by Kalbfell, second by Perron to reappoint Brenda Bryan to the Recreation Advisory Committee, term expiring December 2022. Motion passed by unanimous voice vote.

Motion by Kalbfell, second by Bryan to reappoint David (Scott) Kelly to the Recreation Advisory Committee, term expiring December 2022. Motion passed by unanimous voice vote.

Motion by Perron, second by Kalbfell to reappoint Perry Irish Hodgson to the Shade Tree and Park Commission, term expiring December 2022. Motion passed by unanimous voice vote.

Motion by Hagen, second by Kalbfell to appoint Mark Pawlicki to the Shade Tree and Park Commission, term expiring December 2022. Motion passed by unanimous voice vote.

Motion by Perron, second by Oleksy to reappoint Pat Miller to the Zoning Board of Appeals, term expiring December 2022. Motion passed by unanimous voice vote.

8. **Reports & Communications**

A. Public Comments

- John Haggard commented on the newspaper's article regarding clearing snow downtown
- Dave Cullen complimented the accessible beach mats and wheelchair
- Nancy Suzor was in favor of a snow clearing regulation
- Leilani Durbin questioned the City's clearing of sidewalks

B. City Manager Comments

- Walkway on Michigan Beach closed due to erosion; lighthouse pier walkway sustained damage and is closed again
- Beach accessible wheelchair is now available along with beach mats and kayak launch
- Attained Bronze level for Green Communities Challenge
- Thanks to DPW crew for working overtime on the holiday weekend

C. Mayor & Council Comments

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 8:52 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 11/19/2019			
AT&T	4,722.89	PRIORITY HEALTH	43,026.68
CHARLEVOIX STATE BANK	6,564.85	STANDARD INSURANCE CO	2,719.25
DELTA DENTAL	3,468.30	VERIZON WIRELESS	56.72
GREAT LAKES ENERGY	280.15	VSP INSURANCE CO. (CT)	554.12
HOLIDAY COMPANIES	7,608.34	WEX BANK	857.12
MONEY LIFE INSURANCE	485.19	TOTAL	70,343.61
Regular Accounts Payable – 12/03/2019			
ABILITA	3,116.80	BELL EQUIPMENT COMPANY	285.00
AIRGAS USA LLC	70.51	BOUND TREE MEDICAL LLC	19.53
ALL-PHASE ELECTRIC SUPPLY CO.	199.27	BRADFORD'S	26.00
ALPHA TECHNOLOGIES SERVICES INC	4,248.97	CENTRAL DRUG STORE	24.77
AMERICAN WASTE INC.	46.76	CHARLEVOIX COMMUNITY SHOPPER	189.00
ANDERSON, ELIZABETH A.	50.00	CHARLEVOIX COUNTY SHERIFF'S DEPT.	40.80
ANZELL, BETH A.	50.00	CHARLEVOIX SCREEN MASTERS INC	50.00
AT&T MOBILITY	157.07	CHARTER COMMUNICATIONS	918.99
AUTOMATIC DOOR SERVICE	516.30	CINTAS	213.48
AVFUEL CORPORATION	1,520.00	CLOTHING COMPANY, THE	100.00
BARUZZINI GENERAL CONTRACTORS	2,750.00	COMPASS MINERALS AMERICA	7,996.03

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CROSS III, JOHN H.	6,500.00	MCGINN, KELLY A.	50.00
CRYSTAL FLASH ENERGY	887.61	MCMULLEN, DONALD R.	50.00
DELL MARKETING L P	193.51	MDC CONTRACTING LLC	1,175.00
DeROSIA, PATRICIA E.	50.00	MICHIGAN ASSN OF MUNICIPAL CLERKS	60.00
DHASELEER, CARL	19.00	MIDSTATE SECURITY	735.70
DIGITAL DOLPHIN	344.95	MILLER, WILLIAM S.	50.00
DOAN, GERARD P.	50.00	MUNSON HEALTHCARE CHX HOSPITAL	305.00
DOTSON, LINDSEY J.	50.00	MUSTANG TOOL SERVICE	62.96
DROST LANDSCAPE INC.	7,375.00	MY TCBD	470.00
ELLIOTT, PATRICK M.	50.00	NORTHERN CREDIT SERVICES	170.29
ELLSWORTH FARMER'S EXCHANGE	782.83	NORTHERN MICHIGAN MEDCENTER-SO	87.00
EMBROIDME	969.00	OHM ADVISORS	9,600.00
EMERGENCY MEDICAL PRODUCTS INC	219.29	OMS COMPLIANCE SERVICES INC	601.25
FASTENAL COMPANY	18.30	OTSEGO CRANE & HOIST CO.	554.75
GINOP SALES INC	28,833.46	PHYSICIAN'S CLINIC OF CHARLEVOIX	234.00
GOLDING, JOYCE M.	50.00	POLYDYNE INC	399.61
HACH COMPANY	1,306.68	POWER LINE SUPPLY	95.08
HANKINS, SCOTT A.	50.00	PURITY CYLINDER GASES INC	127.68
HARRELL'S	1,526.43	QUILL CORP	181.35
HEALTH DEPT OF NW MICHIGAN	249.00	R & R PRODUCTS INC	1,361.75
HEYDLAUFF, MARK L.	50.00	RAMSEY, WESTON	318.00
HOLIDAY LIGHTING SERVICES INC.	4,652.50	RESOLUTION G2 LLC	12,077.50
INLAND SEAS EDUCATION ASSOCIATION	495.00	SILVA, JESSE L.A.	50.00
JOE'S PROFESSIONAL SERVICES LLC	525.00	SPARTAN DISTRIBUTORS INC	637.63
JOHNSON, MELISSA A.	50.00	SPARTAN STORES LLC	41.73
KENNEDY INDUSTRIES INC	24,520.00	STATE INSTALLATION & SERVICE	425.96
KLOOSTER, ALIDA K.	50.00	STATE OF MICHIGAN	1,339.40
KLOOSTER, PATRICK H.	50.00	STEPHENS, LYON G.	50.00
KNORR, KENT J.	287.80	SWEM, DONALD L.	50.00
LAKE SHORE TIRE & AUTO SERVICE	129.90	SYSTEMS SPECIALISTS INC	2,777.50
LAVENDER, JOSEPH E.	50.00	TERMINAL SUPPLY CO	159.78
LERETA LLC	10,465.22	TRUCK & TRAILER SPECIALTIES	77.76
LETTERS ONLINE	30.00	UNIFIRST CORPORATION	551.16
LITTLE TRAVERSE DISPOSAL LLC	615.00	UPPER CASE PRINTING INK.	1,245.03
LIVINGSTON, BRIAN D.	75.00	VILLAGE GRAPHICS INC.	396.32
LSB VENTURES	2,300.00	WURST, RANDALL W.	50.00
LYNSKEY, JAYNE	311.40	WYMAN, MATTHEW A.	50.00
MACDONALD GARBER	499.00	XEROX FINANCIAL SERVICES	168.84
MASSON, DONALD J.	149.46	TOTAL	154,307.65
MAYER, SHELLEY L.	50.00		

ACH Payments – 11/18/2019 to 11/27/2019

MI PUBLIC POWER AGENCY	29,868.81	VANTAGEPOINT (401 ICMA PLAN)	858.02
MI PUBLIC POWER AGENCY	256,508.76	VANTAGEPOINT (457 ICMA PLAN)	20,749.67
IRS (PAYROLL TAX DEPOSIT)	38,668.87	VANTAGEPOINT (ROTH IRA)	1,055.76
ALERUS FINANCIAL (HCSP)	350.00	MERS (DEFINED BENEFIT PLAN)	80,973.54
STATE OF MI (WITHHOLDING TAX)	5,619.16	TOTAL	434,652.59

Payroll Net Pay – Check Date 11/27/2019

HEYDLAUFF, MARK L.	2,719.82	MEIER III, CHARLES A.	1,435.07
GOLDING, JOYCE M.	1,836.29	ZACHARIAS, STEVEN B.	1,285.08
DEROSIA, PATRICIA E.	1,093.24	NEWMAN, MARK J.	802.99
DOTSON, LINDSEY J.	1,390.26	SWEM, DONALD L.	1,710.39
KLOOSTER, ALIDA K.	1,728.91	EATON, BRAD A.	2,632.45
GOLOVICH, KAREN J.	984.97	WILSON, TIMOTHY J.	3,840.92
BARNEVELD, RICHELLE L.	1,140.64	LAVOIE, RICHARD L.	2,320.83
SPENCLEY, PATRICIA L.	882.40	STEVENS, BRANDON C.	3,714.54
MILLER, FAITH G.	44.04	DRAVES, MARTIN J.	2,786.57
MCGINN, KELLY A.	2,040.43	ANDERSON, ELIZABETH A.	1,233.28
LAVENDER, JOSEPH E.	1,692.80	KENWABIKISE, DAVID L.	1,097.45
DOAN, GERARD P.	2,033.71	ELLIOTT, PATRICK M.	2,331.89
SCHLAPPI, JAMES L.	1,015.67	SCHWARTZFISHER, JOSEPH	1,195.36
UMULIS, MATTHEW T.	1,335.46	BRADLEY, KELLY R.	1,498.90
HANKINS, SCOTT A.	1,611.30	HART II, DELBERT W.	1,485.08
ORBAN, BARBARA K.	1,133.59	JONES, ROBERT F.	1,389.54
FLICKEMA, ANDREW M.	1,389.03	FARRELL, MITCHELL L.	1,331.02
RILEY, DENISE M.	470.81	THORP JR, WILLIAM D.	1,300.59
MUNK, CHRISTOPHER J.	1,524.19	LEITNER, RYAN S.	1,357.01
MATELSKI, KRISTEN L.	1,296.95	FERGUSON, ROYCE L.	1,275.98
WURST, RANDALL W.	1,113.19	DORAN, JUSTIN J.	2,064.45
MAYER, SHELLEY L.	2,071.34	NEDWICK, DAVID J.	184.70
HILLING, NICHOLAS A.	1,388.63	FREY, DYLAN V.	74.00

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HART III, DELBERT W.	166.91	FLORE, ROBERT A.	132.14
MUMICH, BARRY J.	74.00	MATZ, EMILY S.	2,322.23
MUELLER, JASON C.	196.82	TRAVERS, MANUEL J.	931.81
KNORR, KENT J.	1,916.46	MOYER, DAVID T.	185.45
ANZELL, BETH A.	1,287.41	WHEELER, MICHAEL W.	1,598.53
BOSS, BEAU J.	581.95	AZZOPARDI, ANTHONY J.	1,600.71
WYMAN, MATTHEW A.	1,612.74	DEKORNE, ELIZABETH A.	538.67
MILLER, WILLIAM S.	959.37	MCCRANEY, RUSSELL R.	186.11
DOUGLAS, MARK	868.49	MOYER, NATHAN I.	1,374.93
PRIOR, ERIN C.	878.48	MARIHUGH, ANDREW J.	159.11
CERTA, BRIAN	381.05	WHITLEY, ANDREW T.	2,885.51
MCMULLEN, DONALD R.	1,687.60	MORRISON, KEVIN P.	1,047.50
SILVA, JESSE L.A.	2,027.09	BISHAW, JAMES H.	88.10
JOHNSON, MELISSA A.	1,427.90	BOSS JR, DALE E.	803.61
STEPHENS, LYON G.	1,693.46	HOLM, ARTHUR R.	611.97
STEVENS, JEFFREY W.	234.49	TOTAL	102,763.76
RILEY, CASEY W.	777.18		
JONES, LARRY M.	1,240.22		

Payroll Transmittal – 11/27/2019

4FRONT CREDIT UNION	932.01	COMMUNICATION WORKERS OF AMER	638.72
AMERICAN FAMILY LIFE	673.86	MI STATE DISBURSEMENT UNIT	533.10
CHAR EM UNITED WAY	90.00	MONY LIFE INSURANCE	326.65
CHARLEVOIX STATE BANK	1,165.00	PRIORITY HEALTH	1,428.29
CHEMICAL BANK	175.00	TOTAL	5,962.63

Tax Disbursement – 12/03/2019

CHARLEVOIX COUNTY TREASURER	1,640.59	CHARLEVOIX PUBLIC SCHOOLS	54.92
CHARLEVOIX PUBLIC SCHOOLS	2,003.30	CHARLEVOIX PUBLIC SCHOOLS	23.53
CHARLEVOIX PUBLIC SCHOOLS	282.56	CITY OF CHARLEVOIX - TAXES DUE	1,892.17
CHARLEVOIX PUBLIC SCHOOLS	78.46	TOTAL	5,975.53

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: December 16, 2019

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/07/2019	12/13/2019	128897	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	932.01
12/07/2019	12/13/2019	128898	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	148.82
12/07/2019	12/13/2019	128898	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	525.04
12/07/2019	12/13/2019	128899	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 12/7/2	90.00
12/07/2019	12/13/2019	128900	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,165.00
12/07/2019	12/13/2019	128901	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	175.00
12/07/2019	12/13/2019	128902	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	638.72
12/07/2019	12/13/2019	128903	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	533.10
12/07/2019	12/13/2019	128904	MONY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	233.30
12/07/2019	12/13/2019	128904	MONY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 12/7/	39.61
12/07/2019	12/13/2019	128904	MONY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 12/7/20	4.00
12/07/2019	12/13/2019	128904	MONY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	40.32
12/07/2019	12/13/2019	128904	MONY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 12/7	6.83
12/07/2019	12/13/2019	128904	MONY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 12/7/2	2.59
12/07/2019	12/13/2019	128905	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	201.00
12/07/2019	12/13/2019	128906	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,493.39
Grand Totals:		16				6,228.73



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

12/13/19 Payroll Transmittal Checks	\$ 6,228.73
12/13/19 Payroll (net pay)	\$ 124,402.87
12/17/19 Regular Accounts Payable	\$ 590,478.73
Checks Sub-Total:	\$ 721,110.33

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

12/02/19 MI Public Power Agency	\$ 23,680.00
12/02/19 Proximity Space, Inc.	\$ 101.04
12/04/19 Payment Service Newtork, Inc.	\$ 242.90
12/06/19 State of MI (Sales Tax)	\$ 18,116.88
12/09/19 MI Public Power Agency	\$ 20,120.52
12/11/19 DTE Energy	\$ 5,609.95
12/13/19 IRS (Payroll Tax Deposit)	\$ 45,225.13
12/13/19 Alerus Financial (HCSP)	\$ 350.00
12/13/19 State of MI (Withholding Tax)	\$ 6,837.27
12/13/19 Vantagepoint (401 ICMA Plan)	\$ 858.02
12/13/19 Vantagepoint (457 ICMA Plan)	\$ 21,228.43
12/13/19 Vantagepoint (Roth IRA)	\$ 1,286.52

ACH Sub-Total: \$ 143,656.66

Huntington National Bank Total: \$ 864,766.99

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

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

Grand Total: \$ 864,766.99

APPROVED:



CITY MANAGER



CITY TREASURER



CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/07/2019	PC	12/13/2019	29793	HEYDLAUFF, MARK L.	102		3,008.26
12/07/2019	PC	12/13/2019	29794	GOLDING, JOYCE M.	106		2,260.16
12/07/2019	PC	12/13/2019	29795	DEROSIA, PATRICIA E.	107		919.33
12/07/2019	PC	12/13/2019	29796	DOTSON, LINDSEY J.	109		1,390.27
12/07/2019	PC	12/13/2019	29797	KLOOSTER, ALIDA K.	121		2,097.09
12/07/2019	PC	12/13/2019	29798	GOLOVICH, KAREN J.	122		984.98
12/07/2019	PC	12/13/2019	29799	BARNEVELD, RICHELLE	123		1,174.06
12/07/2019	PC	12/13/2019	29800	SPENCLEY, PATRICIA L.	136		908.45
12/07/2019	PC	12/13/2019	29801	MILLER, FAITH G.	142		78.28
12/07/2019	PC	12/13/2019	29802	MCGINN, KELLY A.	146		2,464.31
12/07/2019	PC	12/13/2019	29803	LAVENDER, JOSEPH E.	153		1,692.80
12/07/2019	PC	12/13/2019	29804	DOAN, GERARD P.	201		2,033.70
12/07/2019	PC	12/13/2019	29805	SCHLAPPI, JAMES L.	204		1,410.49
12/07/2019	PC	12/13/2019	29806	UMULIS, MATTHEW T.	205		1,454.81
12/07/2019	PC	12/13/2019	29807	HANKINS, SCOTT A.	208		1,611.30
12/07/2019	PC	12/13/2019	29808	ORBAN, BARBARA K.	209		1,487.51
12/07/2019	PC	12/13/2019	29809	FLICKEMA, ANDREW M.	211		2,166.83
12/07/2019	PC	12/13/2019	29810	RILEY, DENISE M.	213		466.32
12/07/2019	PC	12/13/2019	29811	MUNK, CHRISTOPHER J.	215		2,241.36
12/07/2019	PC	12/13/2019	29812	MATELSKI, KRISTEN L.	230		1,296.96
12/07/2019	PC	12/13/2019	29813	WURST, RANDALL W.	411		1,113.19
12/07/2019	PC	12/13/2019	29814	MAYER, SHELLEY L.	412		1,798.84
12/07/2019	PC	12/13/2019	29815	HILLING, NICHOLAS A.	413		1,353.34
12/07/2019	PC	12/13/2019	29816	MEIER III, CHARLES A.	421		1,377.17
12/07/2019	PC	12/13/2019	29817	ZACHARIAS, STEVEN B.	422		1,981.55
12/07/2019	PC	12/13/2019	29818	NEWMAN, MARK J.	424		1,120.49
12/07/2019	PC	12/13/2019	29819	SWEM, DONALD L.	512		2,023.85
12/07/2019	PC	12/13/2019	29820	EATON, BRAD A.	515		2,546.21
12/07/2019	PC	12/13/2019	29821	WILSON, TIMOTHY J.	516		3,005.57
12/07/2019	PC	12/13/2019	29822	LAVOIE, RICHARD L.	519		2,223.84
12/07/2019	PC	12/13/2019	29823	STEVENS, BRANDON C.	521		2,691.18
12/07/2019	PC	12/13/2019	29824	DRAVES, MARTIN J.	523		2,295.98
12/07/2019	PC	12/13/2019	29825	ANDERSON, ELIZABETH	526		1,233.28
12/07/2019	PC	12/13/2019	29826	KENWABIKISE, DAVID L.	528		1,097.45
12/07/2019	PC	12/13/2019	29827	ELLIOTT, PATRICK M.	600		2,331.90
12/07/2019	PC	12/13/2019	29828	SCHWARTZFISHER, JOS	603		1,550.55
12/07/2019	PC	12/13/2019	29829	BRADLEY, KELLY R.	614		1,402.63
12/07/2019	PC	12/13/2019	29830	HART II, DELBERT W.	616		1,414.33
12/07/2019	PC	12/13/2019	29831	JONES, ROBERT F.	618		1,643.34
12/07/2019	PC	12/13/2019	29832	FARRELL, MITCHELL L.	622		1,757.35
12/07/2019	PC	12/13/2019	29833	THORP JR, WILLIAM D.	623		1,895.70
12/07/2019	PC	12/13/2019	29834	LEITNER, RYAN S.	624		1,585.64
12/07/2019	PC	12/13/2019	29835	FERGUSON, ROYCE L.	625		2,338.48
12/07/2019	PC	12/13/2019	29836	DORAN, JUSTIN J.	634		581.68
12/07/2019	PC	12/13/2019	29837	KNORR, KENT J.	700		1,916.46
12/07/2019	PC	12/13/2019	29838	ANZELL, BETH A.	702		1,287.41
12/07/2019	PC	12/13/2019	29839	BOSS, BEAU J.	788		1,138.88
12/07/2019	PC	12/13/2019	29840	WYMAN, MATTHEW A.	927		1,764.94
12/07/2019	PC	12/13/2019	29841	MILLER, WILLIAM S.	933		1,383.24
12/07/2019	PC	12/13/2019	29842	DOUGLAS, MARK	935		872.78
12/07/2019	PC	12/13/2019	29843	PRIOR, ERIN C.	938		1,060.84
12/07/2019	PC	12/13/2019	29844	CERTA, BRIAN	939		568.26
12/07/2019	PC	12/13/2019	29845	MCMULLEN, DONALD R.	1000		1,687.59
12/07/2019	PC	12/13/2019	29846	SILVA, JESSE L.A.	1001		1,930.36
12/07/2019	PC	12/13/2019	29847	WILLSON, BRENDA R.	1002		.03
12/07/2019	PC	12/13/2019	29848	JOHNSON, MELISSA A.	1004		1,889.20
12/07/2019	PC	12/13/2019	29849	STEPHENS, LYON G.	1005		2,362.04

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/07/2019	PC	12/13/2019	29850	STEVENS, JEFFREY W.	1028		186.03
12/07/2019	PC	12/13/2019	29851	RILEY, CASEY W.	1052		827.66
12/07/2019	PC	12/13/2019	29852	JONES, LARRY M.	1057		861.05
12/07/2019	PC	12/13/2019	29853	FLORE, ROBERT A.	1058		595.72
12/07/2019	PC	12/13/2019	29854	MATZ, EMILY S.	1059		910.74
12/07/2019	PC	12/13/2019	29855	TRAVERS, MANUEL J.	1071		901.16
12/07/2019	PC	12/13/2019	29856	RILEY, DANIEL A.	1102		52.86
12/07/2019	PC	12/13/2019	29857	WHEELER, MICHAEL W.	1103		1,323.55
12/07/2019	PC	12/13/2019	29858	AZZOPARDI, ANTHONY J.	1108		1,937.69
12/07/2019	PC	12/13/2019	29859	DEKORNE, ELIZABETH A.	1109		765.83
12/07/2019	PC	12/13/2019	29860	MCCRANEY, RUSSELL R.	1111		216.94
12/07/2019	PC	12/13/2019	29861	WELLS, JANNINA J.	1117		273.10
12/07/2019	PC	12/13/2019	29862	MOYER, NATHAN I.	1118		1,516.59
12/07/2019	PC	12/13/2019	128816	HEYDLAUFF, MARK L.	102	Christmas Bonus	92.35
12/07/2019	PC	12/13/2019	128817	GOLDING, JOYCE M.	106	Longevity & Christmas Bonus	264.30
12/07/2019	PC	12/13/2019	128818	DEROSIA, PATRICIA E.	107	Longevity & Christmas Bonus	264.30
12/07/2019	PC	12/13/2019	128819	DOTSON, LINDSEY J.	109	Christmas Bonus	92.35
12/07/2019	PC	12/13/2019	128820	KLOOSTER, ALIDA K.	121	Longevity & Christmas Bonus	437.42
12/07/2019	PC	12/13/2019	128821	GOLOVICH, KAREN J.	122	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128822	BARNEVELD, RICHELLE	123	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128823	SPENCLEY, PATRICIA L.	136	Longevity & Christmas Bonus	359.59
12/07/2019	PC	12/13/2019	128824	MILLER, FAITH G.	142	Longevity & Christmas Bonus	277.05
12/07/2019	PC	12/13/2019	128825	MCGINN, KELLY A.	146	Christmas Bonus	92.35
12/07/2019	PC	12/13/2019	128826	GERBER, SAMUEL A.	147		22.16
12/07/2019	PC	12/13/2019	128827	LAVENDER, JOSEPH E.	153	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128828	DOAN, GERARD P.	201	Longevity & Christmas Bonus	693.53
12/07/2019	PC	12/13/2019	128829	SCHLAPPI, JAMES L.	204	Longevity & Christmas Bonus	469.04
12/07/2019	PC	12/13/2019	128830	UMULIS, MATTHEW T.	205	Longevity & Christmas Bonus	402.02
12/07/2019	PC	12/13/2019	128831	HANKINS, SCOTT A.	208	Longevity & Christmas Bonus	592.08
12/07/2019	PC	12/13/2019	128832	ORBAN, BARBARA K.	209	Longevity & Christmas Bonus	258.55
12/07/2019	PC	12/13/2019	128833	FLICKEMA, ANDREW M.	211	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128834	RILEY, DENISE M.	213	Longevity & Christmas Bonus	248.92
12/07/2019	PC	12/13/2019	128835	MUNK, CHRISTOPHER J.	215	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128836	MATELSKI, KRISTEN L.	230	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128837	WURST, RANDALL W.	411	Longevity & Christmas Bonus	521.43
12/07/2019	PC	12/13/2019	128838	MAYER, SHELLEY L.	412	Longevity & Christmas Bonus	493.70
12/07/2019	PC	12/13/2019	128839	HILLING, NICHOLAS A.	413	Longevity & Christmas Bonus	319.30
12/07/2019	PC	12/13/2019	128840	MEIER III, CHARLES A.	421	Longevity & Christmas Bonus	358.17
12/07/2019	PC	12/13/2019	128841	ZACHARIAS, STEVEN B.	422	Longevity & Christmas Bonus	243.77
12/07/2019	PC	12/13/2019	128842	NEWMAN, MARK J.	424	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128843	SWEM, DONALD L.	512	Longevity & Christmas Bonus	127.69
12/07/2019	PC	12/13/2019	128844	EATON, BRAD A.	515	Longevity & Christmas Bonus	394.05
12/07/2019	PC	12/13/2019	128845	WILSON, TIMOTHY J.	516	Longevity & Christmas Bonus	350.97
12/07/2019	PC	12/13/2019	128846	LAVOIE, RICHARD L.	519	Longevity & Christmas Bonus	265.75
12/07/2019	PC	12/13/2019	128847	STEVENS, BRANDON C.	521	Longevity & Christmas Bonus	265.75
12/07/2019	PC	12/13/2019	128848	WHITLEY, ANDREW T.	522		2,220.38
12/07/2019	PC	12/13/2019	128849	WHITLEY, ANDREW T.	522	Longevity & Christmas Bonus	258.55
12/07/2019	PC	12/13/2019	128850	DRAVES, MARTIN J.	523	Longevity & Christmas Bonus	243.77
12/07/2019	PC	12/13/2019	128851	ANDERSON, ELIZABETH	526	Christmas Bonus	92.35
12/07/2019	PC	12/13/2019	128852	KENWABIKISE, DAVID L.	528	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128853	ELLIOTT, PATRICK M.	600	Longevity & Christmas Bonus	359.59
12/07/2019	PC	12/13/2019	128854	MORRISON, KEVIN P.	601		1,660.93
12/07/2019	PC	12/13/2019	128855	MORRISON, KEVIN P.	601	Longevity & Christmas Bonus	635.17
12/07/2019	PC	12/13/2019	128856	SCHWARTZFISHER, JOS	603	Longevity & Christmas Bonus	469.04
12/07/2019	PC	12/13/2019	128857	BRADLEY, KELLY R.	614	Longevity & Christmas Bonus	395.59
12/07/2019	PC	12/13/2019	128858	HART II, DELBERT W.	616	Christmas Bonus	68.10
12/07/2019	PC	12/13/2019	128859	JONES, ROBERT F.	618	Longevity & Christmas Bonus	343.78

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/07/2019	PC	12/13/2019	128860	FARRELL, MITCHELL L.	622	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128861	THORP JR, WILLIAM D.	623	Christmas Bonus	92.35
12/07/2019	PC	12/13/2019	128862	LEITNER, RYAN S.	624	Christmas Bonus	92.35
12/07/2019	PC	12/13/2019	128863	FERGUSON, ROYCE L.	625	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128864	DORAN, JUSTIN J.	634	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128865	KNORR, KENT J.	700	Christmas Bonus	92.35
12/07/2019	PC	12/13/2019	128866	BOSS JR, DALE E.	701		1,528.08
12/07/2019	PC	12/13/2019	128867	ANZELL, BETH A.	702	Christmas Bonus	92.35
12/07/2019	PC	12/13/2019	128868	HOLM, ARTHUR R.	791		1,178.26
12/07/2019	PC	12/13/2019	128869	GILL, DAVID R.	856	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128870	WYMAN, MATTHEW A.	927	Longevity & Christmas Bonus	271.49
12/07/2019	PC	12/13/2019	128871	MILLER, WILLIAM S.	933	Christmas Bonus	92.35
12/07/2019	PC	12/13/2019	128872	DOUGLAS, MARK	935	Christmas Bonus	92.35
12/07/2019	PC	12/13/2019	128873	PRIOR, ERIN C.	938	Christmas Bonus	92.35
12/07/2019	PC	12/13/2019	128874	CERTA, BRIAN	939	Christmas Bonus	92.35
12/07/2019	PC	12/13/2019	128875	MCMULLEN, DONALD R.	1000	Christmas Bonus	92.35
12/07/2019	PC	12/13/2019	128876	SILVA, JESSE L.A.	1001	Christmas Bonus	38.10
12/07/2019	PC	12/13/2019	128877	WILLSON, BRENDA R.	1002	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128878	JOHNSON, MELISSA A.	1004	Christmas Bonus	68.10
12/07/2019	PC	12/13/2019	128879	STEPHENS, LYON G.	1005	Christmas Bonus	48.10
12/07/2019	PC	12/13/2019	128880	STEVENS, JEFFREY W.	1028	Longevity & Christmas Bonus	615.43
12/07/2019	PC	12/13/2019	128881	RILEY, CASEY W.	1052	Longevity & Christmas Bonus	271.49
12/07/2019	PC	12/13/2019	128882	JONES, LARRY M.	1057	Longevity & Christmas Bonus	203.92
12/07/2019	PC	12/13/2019	128883	FLORE, ROBERT A.	1058	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128884	MATZ, EMILY S.	1059	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128885	LAGASSE, TRACY M.	1060	Christmas Bonus	63.10
12/07/2019	PC	12/13/2019	128886	TRAVERS, MANUEL J.	1071	Longevity & Christmas Bonus	435.88
12/07/2019	PC	12/13/2019	128887	MOYER, DAVID T.	1073	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128888	RILEY, DANIEL A.	1102	Longevity & Christmas Bonus	327.02
12/07/2019	PC	12/13/2019	128889	WHEELER, MICHAEL W.	1103	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128890	CORNELL, BRITTA J.	1106	Christmas Bonus	92.35
12/07/2019	PC	12/13/2019	128891	AZZOPARDI, ANTHONY J.	1108	Christmas Bonus	92.35
12/07/2019	PC	12/13/2019	128892	DEKORNE, ELIZABETH A.	1109	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128893	MCCRANEY, RUSSELL R.	1111	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128894	WELLS, JANNINA J.	1117	Christmas Bonus	88.10
12/07/2019	PC	12/13/2019	128895	MOYER, NATHAN I.	1118	Christmas Bonus	92.35
12/07/2019	PC	12/13/2019	128896	MARIHUGH, ANDREW J.	1119	Christmas Bonus	88.10
Grand Totals:			151				124,402.87

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Report Criteria:

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

Check Number	Payee	Amount
12/17/2019		
128907	ABRAMOWSKI, DWAIN M.	50.00
128908	ACCESSREC	12,276.80
128909	ACCUMED GROUP, THE	3,172.56
128910	ACE HARDWARE	1,898.70
128911	AIS CONSTRUCTION EQUIPMENT	207.05
128912	ALTEC INDUSTRIES INC	1,208.19
128913	AMERICAN WASTE INC.	827.50
128914	ANNIS, JOEL	50.00
128915	AT YOUR SERVICE PLUS INC	345.00
128916	AT&T LONG DISTANCE	81.47
128917	AUTO VALUE	426.17
128918	AVFUEL CORPORATION	21,923.16
128919	BARTLETT'S HOME INTERIORS INC.	8,200.00
128920	BASES	20.00
128921	BENNETT, KAILIN	23.05
128922	BOSS, ERICA	12.00
128923	BOX WHEELCHAIRS/AMDF INC	2,216.18
128924	CARQUEST OF CHARLEVOIX	2,189.24
128925	CHARLEVOIX COUNTY SHERIFF	2,062.50
128926	CHARLEVOIX COUNTY TREASURER	304.33
128927	CHARLEVOIX GROUNDHOG SHADOW	2,500.00
128928	CHARLEVOIX TOWNSHIP	29.65
128929	CHARTER COMMUNICATIONS	907.72
128930	CINTAS	54.09
128931	CINTAS CORPORATION	110.16
128932	CITY OF BOYNE CITY	199.71
128933	CITY OF CHARLEVOIX - MISC	18,362.74
128934	CITY OF CHARLEVOIX - UTILITIES	34,492.25
128935	CONWAY PROFESSIONAL SERVICES	980.00
128936	COOK FAMILY FARMS	75.00
128937	COOPER, MELANIE SUE	38.00
128938	DOMINIC, JESSICA	50.00
128939	DUVERNOIS, KATHERINE	77.90
128940	EDGEWATER RESOURCES LLC	3,458.18
128941	EJ USA INC.	159.20
128942	ENERCO CORPORATION	700.00
128943	ETNA SUPPLY	2,325.00
128944	FAMILY FARM & HOME	807.22
128945	FARMER WHITE'S	52.00
128946	FEYEN ZYLSTRA LLC	152.96
128947	FREEDOM MAILING SERVICES INC.	2,252.35
128948	GALLS AN ARAMARK COMPANY	176.95
128949	GELEFF, THOMAS	18.04
128950	GERBER HOMEMADE SWEETS	73.00
128951	GRAND TRAVERSE CONSTRUCTION	195,238.57
128952	GRAND TRAVERSE DIESEL INC.	582.11
128953	GRP ENGINEERING INC.	2,340.00
128954	HYDRO CORP	539.50

Check Number	Payee	Amount
128955	INDEPENDENT DRAFTING SERVICES	1,938.00
128956	J & N CONSTRUCTION	15,498.00
128957	JEWELL, JESSICA	18.98
128958	JORDAN VALLEY EMS AUTHORITY	250.00
128959	KEN'S REAL FOOD	93.00
128960	KSS ENTERPRISES	180.05
128961	LANDSCAPE FORMS INC.	2,800.00
128962	LASER PRINTER TECHNOLOGIES	95.00
128963	MACKINAC ENVIRONMENTAL TECH IN	240.00
128964	MCCARDEL CULLIGAN-PETOSKEY	50.50
128965	MICHAEL MURPHY IV PHOTOGRAPHY	175.00
128966	MICHIGAN OFFICEWAYS INC	994.30
128967	NAVIA BENEFIT SOLUTIONS	50.00
128968	NORTH COAST FASTENERS LLC	58.00
128969	NORTHERN MICHIGAN REVIEW INC.	1,099.95
128970	NORTHWEST FIRE	84.00
128971	O'HANLON, MARIVIC	425.11
128972	OLESON'S FOOD STORES	58.86
128973	OLSON BZDOK & HOWARD	3,999.00
128974	OLSTROM EXCAVATING AND PAVING	2,814.00
128975	ONE BEAT CPR	144.30
128976	O'REILLY AUTOMOTIVE INC	2.47
128977	OTEC	86.00
128978	PEREZ, JAIME	50.00
128979	PERFORMANCE ENGINEERS INC	728.15
128980	PHYSICIAN'S CLINIC OF CHARLEVOIX	117.00
128981	PLUNKETT & COONEY	1,000.00
128982	POWER LINE SUPPLY	2,552.42
128983	POWERPLAN	1,438.18
128984	PREIN & NEWHOF	2,665.00
128985	PROVIDENCE FARM LLC	5.00
128986	PTM DOCUMENT SYSTEMS	205.78
128987	PURITY CYLINDER GASES INC	61.86
128988	PVS TECHNOLOGIES INC	6,594.62
128989	RAINEY, SUSAN	75.00
128990	RCL CONSTRUCTION CO INC	146,579.45
128991	RESCO	28,383.60
128992	S & P GLOBAL RATINGS	16,000.00
128993	SIEGRIST, DAVID	20.00
128994	SIMPSON SAWMILL	700.00
128995	STATE AND MASON LLC	1,000.00
128996	STATE OF MICHIGAN	204.88
128997	STEVENS, JEFF	50.00
128998	STRYKER SALES CORPORATION	4,475.55
128999	TERMINAL SUPPLY CO	102.32
129000	THAO, MA	75.00
129001	THE DUTCH OVEN	77.00
129002	THUNDER BAY TREE SERVICE LLC	8,854.40
129003	TOP LINE	270.00

Check Number	Payee	Amount
129004	TRUCK & TRAILER SPECIALTIES	7,396.66
129005	UNIFIRST CORPORATION	497.94
129006	USA BLUE BOOK	253.56
129007	VALLEY TRUCK - GAYLORD	3,455.82
129008	VILLAGE GRAPHICS INC.	597.46
129009	WILBERT BURIAL VAULT CO	591.36
Total 12/17/2019:		590,478.73
Grand Totals:		590,478.73

Check Number	Payee	Amount
12/02/2019		
120219001	MICHIGAN PUBLIC POWER AGENCY	23,680.00
120219002	PROXIMITY SPACE INC.	101.04
Total 12/02/2019:		23,781.04
Grand Totals:		23,781.04

Check Number	Payee	Amount
12/04/2019		
120419001	PAYMENT SERVICE NETWORK INC.	242.90
Total 12/04/2019:		242.90
Grand Totals:		242.90

Check Number	Payee	Amount
12/06/2019		
120619001	STATE OF MICHIGAN	18,116.88
Total 12/06/2019:		18,116.88
Grand Totals:		18,116.88

Check Number	Payee	Amount
12/09/2019		
120919001	MICHIGAN PUBLIC POWER AGENCY	20,120.52
Total 12/09/2019:		20,120.52
Grand Totals:		20,120.52

Check Number	Payee	Amount
12/11/2019		
121119001	DTE ENERGY	5,609.95
Total 12/11/2019:		5,609.95
Grand Totals:		5,609.95

Check Issue Date	Check Number	Payee	Amount
121319001			
12/13/2019	12131900	**EFTPS* Payroll Taxes	11,764.72
12/13/2019	12131900	**EFTPS* Payroll Taxes	11,764.72
12/13/2019	12131900	**EFTPS* Payroll Taxes	2,751.46
12/13/2019	12131900	**EFTPS* Payroll Taxes	2,751.46
12/13/2019	12131900	**EFTPS* Payroll Taxes	16,192.77
Total 121319001:			
	5		45,225.13
121319002			
12/13/2019	12131900	Alerus Financial	350.00
Total 121319002:			
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121319003			
12/13/2019	12131900	STATE OF MICHIGAN	6,837.27
Total 121319003:			
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121319004			
12/13/2019	12131900	Vantagepoint - 401 Plan 109153	858.02
Total 121319004:			
	1		858.02
121319005			
12/13/2019	12131900	Vantagepoint - 457 Plan 300959	5,662.92
12/13/2019	12131900	Vantagepoint - 457 Plan 300959	2,789.25
12/13/2019	12131900	Vantagepoint - 457 Plan 300959	4,192.65
12/13/2019	12131900	Vantagepoint - 457 Plan 300959	8,583.61
Total 121319005:			
	4		21,228.43
121319006			
12/13/2019	12131900	Vantagepoint - Roth IRA 706117	1,286.52
Total 121319006:			
	1		1,286.52
Grand Totals:			
	13		75,785.37



CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Resignation from BOR and ZBA - Dennis Kusina

DATE: December 16, 2019

BACKGROUND:

Dennis Kusina is a member of both the Board of Review and Zoning Board of Appeals. These boards require members to be a City resident and Mr. Kusina has moved his home to Charlevoix Township.

RECOMMENDATION:

Motion to accept Dennis Kusina's resignation from the Board of Review and Zoning Board of Appeals.

ATTACHMENTS:

- ▣ Resignation

Zimbra**joyceg@charlevoixmi.gov**

RE: Board Memberships

From : dkusina@chartermi.net

Wed, Dec 04, 2019 11:19 AM

Subject : RE: Board Memberships**To :** 'Joyce Golding' <joyceg@charlevoixmi.gov>

Joyce

As of last Wednesday I am a resident of Charlevoix township. I am giving you my resignation from ZBA & Board of review.

Thank-you

Dennis Kusina

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: 2019 Bridge Drop Fireworks Approval

DATE: December 16, 2019

BACKGROUND:

The Bridge Drop on New Year's Eve has become a great downtown event for the holiday. For several years, the Committee has sponsored a fireworks display from Depot Beach. This year, the organizers would like to launch fireworks at 9:00 p.m. and again at midnight.

We would ask Council's approval for the Fireworks displays based on the following conditions:

- Satisfactory receipt of all insurance and indemnification documents
- Satisfactory safety conditions as determined by the Fire Chief
- Recognition that the Fire Chief, in his sole discretion, can cancel, postpone, delay, or modify any display based on safety and weather conditions on the night of the event.

RECOMMENDATION:

Motion to authorize the City Clerk to issue a permit for the 2018 Bridge Drop fireworks displays as presented with the conditions recommended by City Staff and authorize all necessary documents be signed on behalf of the City by the City Manager.

ATTACHMENTS:

- ▣ Fireworks Application

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY
DATE PERMIT(S) EXPIRE:

BFS-417 (Rev 01/18)

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: WTP Filter Rehab Phase II Change Order 1 \$40,498.04

DATE: December 16, 2019

BACKGROUND:

As work began on the Water Treatment Plant Filter Rehab, it became clear that the original scope did not include certain elements of repainting and sealing parts of the filter cells previously covered with sand and water. Original specifications for the plant were consulted to develop a revised specification for this work outlined in the attached change order.

RECOMMENDATION:

Motion to approve Water Treatment Plant Filter Rehabilitation Phase II Change Order 1 in the amount of \$40,498.04.

ATTACHMENTS:

- ▣ Change Order

Bulletin No. 1

Date: November 15, 2019

To: Grand Traverse Construction

From: Prein&Newhof

Project Title: City of Charlevoix - Water Treatment Plant Improvements – Filter Rehabilitation
Phase II

Project #: 2190251

Background:

This bulletin has been prepared to address the Owner's request to consider application of a coating system on the existing backwash platform.

General Scope:

Apply the specified coating system for the concrete filter walls to the precast underdrain slabs in all four filter cells. Include the cove specified for the wall corners along the bottom of each wall. Based on the condition of the platform in Filter Cells no. 1 and 2, it does not appear that additional surface preparation is necessary. Contractor shall take all necessary precaution to ensure the integrity of the threaded nozzle ports during coating application.

Please provide pricing for the proposed bulletin activity to incorporate the changes into the construction plans. Do not hesitate to call if we can be of assistance.

Sincerely,

Prein&Newhof



Jonathan S. Cooper, P.E.



GRAND TRAVERSE CONSTRUCTION

November 19, 2019

Prein & Newhof
3355 Evergreen Drive NE
Grand Rapids, MI 49525
Attn: Jonathan Cooper

Bulletin #1

Grand Traverse Construction proposes to complete the work requested in bulletin #1 per your write up on 11/15/19. This pricing includes the following:

- Installation of threaded plastic inserts in nozzle ports. Removal after painting is complete.
- Minor prep with hand tools to grind concrete floors
- Skim coating underdrain floor joints with Tnemec 215
- Installation of a cove at the floor to wall transition per detail NG-11.
- Painting the floor in four cells per the specifications.

Exclusions:

- Blasting of the floor.
- US Water special trip to inspect floor of underdrain system

To maintain the schedule on this project Grand Traverse Construction is looking for direction on this bulletin within 24 hours. US Water /Tonka does not have a Site representative available this week to review the existing underdrain floor. Prein & Newhof will need to complete any necessary inspection of the floor prior to painting.

Total Cost Bulletin #1	40,498.04
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Respectfully,

Chris Weber
Director of Operations
Grand Traverse Construction

City of Charlevoix Water Treatment Plant
Bulletin #1

Material, Labor and Equipment to provide, install and remove plugs in nozzle ports

Furnish plugs and shipping	US Water	\$ 1,200.00
Labor to Install	32 Hours @ 57.87 / Hr	\$ 1,851.84
Labor to remove	48 Hours @ 57.87 / Hr	\$ 2,777.76
Cost		\$ 5,829.60
GTC Fee	15%	\$ 874.44
Bond	1%	\$ 67.00
Total Cost		\$ 6,771.04

Painting		\$ 31,800.00
Cost		\$ 31,800.00
GTC Fee	5%	\$ 1,590.00
Bond	1%	\$ 337.00
Total Cost		\$ 33,727.00



BULLETIN #1

DATE: 11/19/2019

PROJECT: Charlevoix Water Treatment Plant Filters

SECTIONS: Painting

FROM: Eric Lonsway

ADD TO CONTRACT: \$31,800.00

- **Labor: \$24,640.00**
- **Material: \$5,760.00**
- **Equipment: \$1,400.00**

PRICE INCLUDES:

- **Includes Minor Prep with Hand Tools and Grinders to Concrete Floors**
- **Includes Skim Coating Joints and Creating Coves in Corners**
- **Includes All 4 Floors**

PRICE EXCLUDES:

- **Excludes Blasting Floors**

Please let me know if you need anything else,

THANKS,

ERIC LONSWAY
Murray Painting
Project Manager/ Estimator
989-695-8152 Office
989-737-3683 Cell

Change Order

No. 1

Date of Issuance: November 21, 2019

Effective Date: November 21, 2019

Project: Water Treatment Plant Filter Rehabilitation Phase II SRF Project No.:	Owner: City of Charlevoix	Owner's Contract No.:
Contractor: Grand Traverse Construction	Date of Contract: August 6, 2019	Engineer's Project No.: 2190251

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

This change order adjusts the original contract price to reflect the work approved in Bulletin No. 1.

Attachments (List documents supporting change):

Bulletin No. 1

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price:	Original Contract Times: ☐ Working Days ☐ Calendar Days
\$ <u>539,700.00</u>	Substantial completion (days or date): <u>March 13, 2020</u>
	Ready for final payment (days or date): <u>March 13, 2020</u>
[Increase] [Decrease] from previously approved Change Orders No. <u>NA</u> to No. <u>NA</u> :	[Increase] [Decrease] from previously approved Change Orders No. <u>NA</u> to No. <u>NA</u> :
\$ <u>NA</u>	Substantial completion (days): <u>NA</u>
	Ready for final payment (days): <u>NA</u>
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ <u>539,700.00</u>	Substantial completion (days or date): <u>Per Contract</u>
	Ready for final payment (days or date): <u>Per Contract</u>
[Increase] [Decrease] of this Change Order:	[Increase] [Decrease] of this Change Order:
\$ <u>40,498.04</u>	Substantial completion (days or date): <u>NA</u>
	Ready for final payment (days or date): <u>NA</u>
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders
\$ <u>580,198.04</u>	Substantial completion (days or date): <u>Per Contract</u>
	Ready for final payment (days or date): <u>Per Contract</u>

RECOMMENDED:

By: [Signature]
Engineer (Authorized Signature)

Date: 11-21-2019

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: [Signature]
Contractor (Authorized Signature)

Date: 11/27/19

Approved by Funding Agency (if applicable): _____

Date: _____

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Discussion: Special Events Policy

DATE: December 16, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Back in July, we began discussion about the effect and impact of special events, festivals, and shows held in our community, especially downtown. I think the majority opinion in our community recognizes a need for balance between these special activities and the need for "normal life" in a northern Michigan resort community like ours. Much as we would like our summer days to be neither too hot nor too cold, it seems we also wish our community was neither over the top packed (all the time) nor desolate and empty. It is easy to attempt to build public policy to hit one of the extremes but the more vexing challenge is finding the middle. Most people enjoy the evening entertainment of Venetian in July just as they enjoy a snowy excursion at Mt. McSauba in January but finding the sweet spot in the middle of these extremes seems to be a goal.

As has been noted, we have an excellent and skilled team of folks working to market our community and build improvements. Many folks say the 2019 summer was one of the best business years ever for Charlevoix. Downtown occupancy is high, tourism is growing, and it is clear many people desire to be here.

Our neighbors and colleagues to the south in Traverse City have also wrestled (and I assume continue to do so) with these competing challenges. On one hand, a need to perpetuate year round business but also the need to ensure special events do not become so pervasive as to crowd out normal enjoyment and traditional community activities.

Taking all of these things into account, I have drafted a potential Special Events Policy to begin the dialogue on this issue. As Traverse City did with their Open Space near the marina, it sets aside East Park as special, the premiere park in our community. It also recognizes three events of historic and commercial importance in our community: Venetian Festival, Waterfront Art Fair, and Apple Festival.

Events are mostly planned in an ad-hoc, British constitution-like manner, with no firm written rules. A policy would provide clear direction on how to start a new event, what process is needed for approval, and what conditions are placed on them. For example, someone earlier this fall started advertising for a festival on July 4th weekend. No approval was given and the method to gain such approval isn't entirely clear. A firm policy is needed in such situations.

This year we also noted situations when a traditional, brick and mortar business may wish to conduct sales outside of their establishment. There is a clear permit for such activities and a fee paid to the City beyond taxes already paid by the business. However, if the same products were sold, even by the same person, and such sales were done in a public park during a special event, no fee would be paid to the City. In effect, you have transient businesses profiting on the public spaces built with community tax dollars.

The character of our community is multi-faceted and there are many needs from residents, resorters, and businesses. Just as our residents have a degree of diversity so too does our downtown. Oleson's, The Clothing Company, and Cherry Republic each comprise a different facet of the downtown economy and a

special event will effect one differently than the other; this same differentiation also applies to our residents. While some may earn extra tips and long hours waiting tables during an event, others will find the traffic moving through town to do landscaping to be more cumbersome. In the end, balance should be our goal and yet it is a challenge to find.

I think this is an opportunity for Council to discuss the direction you may wish to proceed on this topic and then seek input from others in the community including the Chamber, DDA, and other interested parties. The draft policy includes provisions related to recycling and solid waste collection along with how special events will include senior citizens and those with disabilities. These two pieces directly align and past and current goals Council set.

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- ▣ Draft Special Event Policy
- ▣ Draft Special Event Fee Schedule
- ▣ Our Uneasy Relationship with Summer



City of Charlevoix Special Event Policy

Purpose

Charlevoix parks, open spaces, alleys, walkways, streets, and recreation areas exist, primarily, for the benefit and enjoyment of the residents who live in this City. These resources were built by the taxpayers of this City, the generosity of donors, and resources of the State of Michigan to bring positive outdoor experiences to connect with the recreational assets, commerce, and natural beauty of our community. Special events should be limited in number, organized in form, and compatible with the community. Special events, when planned on public property, should supplement the enjoyment of our community rather than supplant the free enjoyment of public space. This policy is intended to regulate time, manner, and place of events but not the content of an event.

Recognition of Events of Historic and Cultural Significance to Charlevoix

As Charlevoix has grown and evolved over the years, there are special events that have come to be synonymous with Charlevoix and serve as local markers of the seasons; these events also serve as regional and national draws for visitors. These events shall be deemed exempt events and are given preference in space use above all other requests in any public space of the City; exempt events shall generally be exempt from most fees given their unique importance to the cultural and social life of the community.

Charlevoix Venetian Festival

The Venetian Festival's eight day run in late July is Charlevoix's oldest and most well-known special event. It exists for the purpose of drawing families and friends together and celebrating summer life in Charlevoix and the surrounding area. Having begun in 1930, this event has a lasting impact on the character of summer life in Charlevoix. The City of Charlevoix is committed to continuing our unique relationship in support of the Festival.

Charlevoix Waterfront Art Fair

Begun in 1958, this one-day festival is consistently ranked among America's best art shows. The Waterfront Art Fair is sponsored by the Charlevoix Council for the Arts who uses the proceeds derived from the annual show to support the arts in our community. The Council helps sustain various organizations who contribute to the high quality of life enjoyed in our community.

Charlevoix's Apple Fest

Founded in 1978 as a collaboration with area apple vendors and downtown merchants, the Apple Festival is operated by the Charlevoix Area Chamber of Commerce and is viewed by many as the "end of the season" in Charlevoix. Combining crafters, apple vendors, and local food booths, the festival is the prime fall attraction in downtown Charlevoix utilizing East Park, Bridge Park and other portions of the downtown.

Definition of events

Major Events

Major events are those events intended to raise money, sell products, or otherwise engage in commercial activity within a city park, public space or street. This may include events where a fee is charged to patrons for entry, where a special liquor license or extended liquor service is requested, or for events where, in the opinion of City staff, unique public service requirements are requested for the management of traffic, pedestrians, fireworks, or other special circumstances. The City Council shall establish a fee scale for these events based on location, type of activity and time of year.

Small Events

Small events are those events where commercial activity or fundraising is included in the event but done so at a small scale. Events of this type may occur in parks, public spaces or streets but shall be limited in scope. Events may require low-level public service requirements but not, in the opinion of City staff, to a significant extent. The City Council may establish a fee scale for these events based on location, type of activity, and time of year.

Community Events

Community events are unique in that they include any event sponsored and fully managed by the City of Charlevoix or one of its entities. Community events may also include events sponsored by Charlevoix Public Schools or other community entities for which the event exists as a broad gathering for members of the community for which fundraising or commerce is not the intent and for which entry is open to all persons regardless of affiliation. Community events shall expressly include the Charlevoix Farmers Market(s) operated by the City; summer concert or entertainment series operated by the Charlevoix DDA; Charlevoix High School homecoming festivities; and holiday-themed events (including the Easter Egg Hunt and the Holiday Tree Lighting). Most community events shall be exempt from special event fees.

Event Spaces and Restrictions

All public spaces, parks, and areas of the City are unique and carry with them certain characteristics making them more or less fitting for a variety of activities. Small private events like weddings, memorials, graduation parties, receptions or other similar events may be permitted by staff in addition to those rules outlined below. Small private events like these should have minimal impact on a public space and allow for the free enjoyment of the public space by non-participants congruently with the small, private event. Exempt events shall always have precedent over small private events. Any kind of event and gathering must still comply with the mass gathering permit regulations elsewhere stipulated.

East Park

East Park is the crown jewel of Charlevoix's public spaces. Its unique design connects the marina, downtown, and merchants together. It is anchored by the Odmark Performance Pavilion to the south and the marina office and trout pond at the north end. The undulating landscape of the park creates unique opportunities and challenges for using the space for different activities. All event requests for East Park will require City Council approval.

East Park Use Restrictions

Peak Season

From the Tuesday following Memorial Day through Labor Day, no major events shall be permitted in East Park except for those events related to the Charlevoix Venetian Festival and the Charlevoix Waterfront Art Fair. Small events may be permitted so long as their use is limited, using less than 25% of the park for tents, vendors or other temporary structures. Community events are permitted. Event planners shall pay the per-space parking fee as Council may from time to time establish for all spaces requested to be closed (excluding community events). Aside from Community events, no events may be held on the weekend closest to Independence Day.

Fall Season

From the Tuesday following Labor Day through October 31, major and small events are permitted in East Park along with community Events and Charlevoix's Apple Fest. Event planners will pay the per-space parking fee as Council may from time to time establish for all spaces requested to be closed (excluding community events).

Off-season Events

Dependent on weather and snow conditions, events may be held in East Park from November 1 through Memorial Day.

Bridge Park

Bridge Park consists of the open space roof above 103-111 Bridge Park Drive and the park area along the Pine River Channel between the ferry dock and US 31. It is suitable for small events and some smaller major events. Due to the park being situated on a roof, there are restrictions on the weight of vehicles and tent usage. All event requests for Bridge Park will require City Council approval.

Bridge Park Use Restrictions

Peak Season

From the Tuesday following Memorial Day through Labor Day, the Council may permit up to four major events in Bridge Park in addition to exempt and community events. Event planners shall pay the per-space parking fee as Council may from time to time establish for all spaces requested to be closed (excluding community events). Aside from Community events, no events may be held on the weekend closest to Independence Day.

Fall Season

From the Tuesday following Labor Day through October 31, major and small events may be planned with Council approval. Event planners shall pay the per-space parking fee as Council may from time to time establish for all spaces requested to be closed (excluding community events).

Off-peak Season

Dependent on weather and snow conditions, events may be held in Bridge Park from November 1 through Memorial Day.

Ferry Beach Park

Ferry Beach Park is a large community park with ample shoreline on Lake Charlevoix including amenities like an accessible kayak launch, beach, swimming pier, and pavilions. There is ample parking and shaded areas for recreation.

Ferry Beach Park Use Restrictions

In-season

From May 1 through October 31, the City Council may permit up to two major events plus exempt and community events. Small events and community events shall be permitted by staff on a space available basis; exempt events shall always have preference.

Off-season

Event use from November 1 through April 30 is impacted based on snowfall and seasonal conditions. While events may be planned, there is no expectation of parking being available in the park. Services are limited based on weather.

Michigan Beach

Michigan Beach is Charlevoix's premiere public beach on Lake Michigan. It is defined as the parking lot behind the DNR station on to the west inclusive of the playground, pavilion, beach, and parking areas to the Water Treatment Plant but below the bluff.

Michigan Beach Use Restrictions

Council may permit one major event at Michigan Beach each year between Memorial Day and Labor Day. Small events and community events shall be permitted by staff on a space available basis; exempt events shall always have preference.

Depot Beach Park

Depot Beach is centered around the historic train depot and features a pavilion and beach on Lake Charlevoix. Council may permit one major event there each year in addition to exempt events. Small events may be permitted by staff on a space available basis.

Lake Michigan Beach Park

This natural park located along Park Avenue features walking areas and some parking. Aside from the parking areas, which may support other events, events centered in the park are only permitted on a case by case basis (excluding pedestrian races which may utilize the area).

Water Tower Park and Hoffman Park

These are small neighborhood parks along Park Avenue and the Pine River Channel. Neither is suitable for major events and small events may be permitted by staff on a space available basis.

Veterans Park

This is a small park downtown adjacent to East Park. Aside from Community events, there are no events permitted in this park.

Other Public Spaces

Sometimes events or activities may be held in parking lots, alleys or similar spaces. Residents may also wish to have a block party to gather neighbors together. Peak Season shall be defined as the Friday before Memorial Day to Labor Day; Fall Season is the Tuesday following Labor Day through October 31 and off-peak season is November 1 through the Thursday before Memorial Day. Straight-forward requests may be approved by staff or forwarded to City Council for review as staff may feel appropriate.

Mt. McSauba Recreation Area

The Mt. McSauba Recreation Area is primarily intended for the operation of winter sports activities including skiing, snowboarding, ice skating and snowshoeing along with summer day camp and disc golf. Some community events are held here but primarily the area is intended for the free enjoyment of the public. Major and small events will be considered on a case by case basis to the extent they are compatible with routine operations.

Fees and Expenses

The City Council will set fees for the use of certain spaces dependent on the kinds of activities planned and the season in which they will occur. In addition to usage fees which cover costs for staff time, maintenance, and supplies for the activity, Council may impose actual fees for expense including but not limited to: traffic control devices and personnel; public services; and any other specialized costs pertaining directly to the event.

Solid Waste and Recycling

Events tend to create waste. Event holders are responsible for developing a solid waste and recycling plan for each event and delineating responsibility for the collection and disposal of waste. This plan should outline how the event organizers will manage solid waste, what steps will be used to encourage the use of recyclable material, and how waste will be collected and removed from the site. It is the goal of the City of Charlevoix to continually reduce the stream of unrecycled waste in the community; event organizers should work with vendors to use materials that can be recycled.

Senior Citizens and Inclusion for those with Disabilities

The City of Charlevoix desires to be a community accessible and welcoming of persons of all ages and abilities. To this end, organizers of special events shall provide a statement of their efforts to include senior citizens in the special event and discuss steps taken to ensure those with disabilities can freely enjoy the event.

Specific Rules and Procedures

The City Manager is authorized by City Council to develop or have developed other specific rules and regulations to apply to all events consistent with this policy. These additional rules and regulations may include but not be limited to: permits; procedures; insurance requirements; live music and noise rules; parking; and other such topics leading to orderly events.

Breach and Revocation

An event organizer who fails to adhere to the rules set forth for their event or who fails to fully reimburse the City for expenses as stipulated by this policy may face revocation of their right to organize an event under this policy. Announcing an event without prior written authorization may also be grounds for revocation.

Special Event Policy Fee Schedule

East Park

Peak Season Fees

Small Event Fee	\$500
Or	
Small Event per vendor fee	\$50 per vendor
Parking Space Fee	\$10 per space per 24 hour

Fall Season Fees

Major Events

Event Fee	\$2,500
AND	
Per vendor fee	\$25 per weekend
Parking Space Fee	\$10 per space per 24 hour
Liquor License Fee	\$500

Small Events

Small Event Fee	\$500
Or	
Small Event per vendor fee	\$25 per vendor
Parking Space Fee	\$10 per space per 24 hour

Off-Peak Season

Large Event Fee	\$250
Liquor License Fee	\$500
Parking Space Fee	\$4 per space per 24 hour
Small Event Fee	\$50

Bridge Park

Peak Season Fees

Major Event

Event Fee	\$750
AND	
Per vendor fee	\$50 per weekend
Parking Space Fee	\$10 per space per 24 hour
Liquor License Fee	\$500
Small Event Fee	\$500
Or	
Small Event per vendor fee	\$50 per vendor
Parking Space Fee	\$10 per space per 24 hour

Fall Season Fees

Major Events

Event Fee	\$500
AND	
Per vendor fee	\$25 per vendor
Parking Space Fee	\$10 per space per 24 hour
Liquor License Fee	\$500

Small Events

Small Event Fee	\$250
Or	
Small Event per vendor fee	\$25 per vendor
Parking Space Fee	\$10 per space per 24 hour

Off-Peak Season

Large Event Fee	\$100
Liquor License Fee	\$500
Parking Space Fee	\$4 per space per 24 hour
Small Event Fee	\$50

Ferry Beach Park

In-season Major Event	\$750
In-season Liquor License	\$500
In season Small Event	\$250
Per Vendor Fee (all events)	\$15 per vendor
Liquor License Fee	\$500
Off-season Major Event	\$150
Off-season Small Event	\$50

Michigan Beach

Major Event Fee	\$1,000
Liquor License Fee	\$500
Small Event Fee	\$250
Per Vendor Fee (all events)	\$15 per vendor

Other Public Spaces

Major Event (Peak Season)	\$10 per 50 sq. ft. up to \$1,500
Major Event (Fall Season)	\$7.50 per 50 sq. ft. up to \$750
Major Event (off-peak season)	\$2.50 per 50 sq. ft. up to \$250
Liquor License Fee	\$500
Snow clearing fee	At cost
Parking Space Fee (peak and fall seasons)	\$10 per space
Small Event Fee (Peak and Fall Season)	\$7 per 50 sq. ft. up to \$1,000
Small Event Fee (off-peak season)	\$1.50 per 50 sq. ft up to \$250
Neighborhood Block Party Fee	\$25 (non-major street)



MEMO

TO: The Honorable Mayor Kurtz and the Charlevoix City Council

FROM: Mark L. Heydlauff, City Manager

RE: Our Uneasy Relationship with Summer

DATE: July 11, 2019

Like you, I've heard many complaints about various aspects of summer in Charlevoix. Too much traffic and too many pedestrians are the common refrains this year certainly. I also hear an incongruous set of concerns: we need to be a year-round community and we make all our money during eight weeks in the summer.

Recently, Council has begun again to address the challenges associated with short-term rentals in our community. Primarily, it seems the concern is not that those who use a short-term rental somehow cause more problems, it's that the use of a property as a short-term rental somehow crowds out the use of that home for a family living here year-round. I had a conversation this week with the owner of a short-term rental who suggested a balance was needed between allowing them but also regulating and limiting the number of them.

This same approach seems appropriate for a lot of other things we consider. We desire to ensure East Park and other parts of downtown are utilized vibrantly and effectively. When downtown and the community at-large is crowded, there is a cost to manage the traffic and provide the services people expect. Our brick and mortar business owners pay for this and even pay extra by being within the DDA yet festivals and special events, do not pay and even have their costs subsidized by the City. We are utilizing the street closure this weekend to try to move traffic through the community more efficiently yet the cost of these things (because of transient businesses using the park) falls on everyone who pay taxes year around.

On one hand, it seems, we are worried that our atmosphere isn't welcoming to visitors and tourists, and on the other hand, we worry there are so many transient tourists that it crowds out the resort town charm we value. How much do our mid-summer special events drive people to town, and is there a point at which it will drive people away from town? I would suggest we strive again toward balance and contemplate new approaches.

Here are potential things for further exploration:

- Reassess our downtown crosswalks (number and location) and increase our enforcement of jaywalking rules
- Consider a fee structure for the organizers of downtown events and/or limit the number of events we hold in East Park
- Explore more closely a downtown shuttle/remote parking model and/or a parking structure

- Reassess the recently completed road diet and lane configuration and engage further conversation with MDOT on these configurations in light of potential signal changes next year
- Move forward with a cohesive parking management plan

Are we at the point of being victims of our own success? Charlevoix naturally sells itself to a summer audience; I would suggest our focus be to the other nine months of the year and strengthening the neighborhoods that make our city so desirable.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Discussion: Short-Term Rental Ordinance

DATE: December 16, 2019

PRESENTED BY: Scott Howard, City Attorney; Jonathan Scheel, Zoning Administrator

BACKGROUND:

The Zoning Administrator will be prepared to discuss his research on bedrooms, inspections, and appropriate standards so as not to burden an older home to meet newly constructed building standards.

A few minor updates have been added to clarify the ordinance along with some terms that have been identified for the definitions list.

The City

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- ▣ Draft Short Term Rental Ordinance

Section 1: Purpose

The City Council finds the rental of dwelling units in the City of Charlevoix provides value to our local economy but also brings with it negative externalities affecting the year-round quality of neighborhoods, housing supply, and health and safety. The City Council has enacted this regulatory ordinance to strike a regulatory balance between the interests of community residents, business owners, visitors, and property owners.

The community has different expectations for noise, occupant loads, and transient activity in its residential neighborhoods than it does in commercial, and even mixed-used zones where hotels are currently permitted. The renting of a home on a short-term basis is substantially more like a business than traditional residential use.

Section 2: Definitions

When used in this chapter, the following words and phrases shall have the meanings hereafter ascribed to them:

Business Unit

Personal Unit

Local Agent

Section 3: Registration required

- (a) All dwelling units, except those which may be duly registered as a principle residence exemption, used for short-term rentals for more than 14 days per calendar year shall be registered with the city and licensed as stipulated in this chapter. The advertisement or rental of an unregistered dwelling unit for a total 14 days or more weeks during a calendar year is prohibited. Registration shall be issued by calendar year. All short-term rental registrations shall expire at the end of the calendar year and must be renewed each year.
- (b) The Zoning Administrator shall develop a form(s) to properly carry out this ordinance. The registration form shall collect not less than the following information and other items as the Zoning Administrator may deem effective for implementation of this ordinance:
 - a. Name, address and telephone number of the property owner and/or local agent for the dwelling unit;
 - b. The street address of the dwelling unit, along with other identification if more than one dwelling unit has the same street address;
 - c. The number of bedrooms in each dwelling unit and in the dwelling as a whole;
 - d. The number of days the dwelling unit is available for short term rental each calendar year;
 - e. A statement certifying that the property owner or a local agent will provide at least one copy of the city's good visitor guideline materials to the renters each time the dwelling unit is rented;
 - f. A statement indicating which year the dwelling unit was first used as a short-term rental, and for how many days it was rented in the previous calendar year; and
 - g. A list of all websites and other media where unit is advertised

- (c) There shall be a fee for registration collected at the time of registration. Council shall set a fee from time to time by resolution; such fee may vary depending on the type of property, dwelling, or other distinction Council may deem advisable.

Section 4: Types of Short Term Rentals

- (a) Personal units. Personal units may be rented up to 35 days per calendar year when the owner is not present or unlimited when the property owner is present and living on-site which shall not be capped in number across the City.
- (b) Business units. Business units may be rented without restriction on days rented per year and shall be capped at 80 across the City.

Section 5: Restrictions

- (a) Preference for registrations will be as follows:
 - 1) First, properties duly registered prior to July 1, 2019 and whose principle owner at the time of registration was and remains a person whose principle residence is in the City of Charlevoix and who can demonstrate rental history within the past calendar year.
 - 2) Second, properties duly registered prior to July 1, 2019 but whose principle owner at the time of registration was not or is not currently a person whose principle residence is in the City of Charlevoix and who can demonstrate rental history within the past calendar year.
 - 3) Third, properties duly registered prior to July 1, 2019 but which does not fall under either of the above categories.
 - 4) Fourth, all other properties which might qualify for registration and licensing.
- (b) The Zoning Administrator is empowered to develop a method for registration in accordance with this provision.
- (c) Short-term rental shall follow applicable regulations found within chapter 153 of the Charlevoix City Code.

Section 6: Regulations

- (a) *Local agent required.* All dwelling units used for short-term rentals shall have a designated local agent.
- (b) *Contact information posted.* A notice shall be posted in a prominent location within any dwelling unit used for short-term rentals stating (in at least 16-point type) the name of the local agent, a 24-hour telephone number with which the agent can be reached.
- (c) *Compliance with codes.* The dwelling unit must meet all applicable Residential Building, Health Department, Nuisance and Safety Codes as necessary to protect and safety of occupants.
- (d) *Noise and nuisance.* Noise during quiet hours must be limited to that which does not disturb the quiet, comfort or repose of a reasonable person of normal sensitivities. Quiet hours shall be from 11:00 p.m. to 7:00 a.m. The city's Noise Control Ordinance shall apply.
- (e) *Fireworks.* Fireworks of any kind are not allowed on rental property, except in accordance with the city's Fireworks Ordinance.
- (f) *Maximum occupancy.* Short-term rentals shall be permitted maximum occupancy of 2 persons per bedroom plus two persons per finished and legal floor for dwelling as described in the registration and as may be verified by inspections from time to time; no rental shall be permitted for more than 10 persons except those units in operation and registered with the City prior to July 1, 2019 which may have clearly indicated occupancy up to 16 but not exceeding two per bedroom plus two persons per finished and legal floor for dwelling. No dwelling unit used as

a short-term rental may be built or modified hereafter to exceed to limitation of 10 persons as described above.

- (g) *Parking Restrictions.* Based on lot and neighborhood characteristics, the Zoning Administrator may place reasonable restrictions on the number and manner of vehicle parking.
- (h) *Fee.* Short-term rentals shall pay a fee as City Council may, from time to time, establish by resolution, to account for costs related to the enforcement, community impact, and other customary fees and costs associated with short-term lodging which may already be allowed within the City.
- (i) *Inspections and conditions.* Not less than once every other calendar year and/or upon written complaint, the Zoning Administrator may make periodic inspections of a short-term rental to ensure continuing compliance with the approval standards specified in this chapter. In addition, the Zoning Administrator may impose reasonable conditions on a registration issued under this chapter which are reasonably necessary to ensure compliance with the approval standards provided in this chapter.

Section 7: Revocations and Appeals

Revocation procedure. The written notice of the charges and the notice of the hearing shall be personally served on the owner or agent or served on the owner by certified mail, restricted delivery, no less than 21 days before the hearing before the Zoning Administrator.

1. Upon a finding by the Zoning Administrator of a first violation within any 12-month period, the short-term rental registration may be suspended for up to 30 days and during said time the premises shall not be utilized for a short-term rental.

2. Upon a finding by the Zoning Administrator of a second violation within any 12-month period, the short-term rental registration shall be suspended for 30 days and during said time the premises shall not be utilized for a short-term rental.

3. Upon a finding by the Zoning Administrator of a third violation within any 12-month period, the short-term rental registration shall be revoked and the owner or local agent who had been issued the short-term rental registration shall not again be issued a short-term rental registration for a period of 12 months and during said time the premises shall not be utilized for a short-term rental. Appeal from denial or suspension or revocation of a short-term rental registration is allowed.

Appeals. Upon a determination by the Zoning Administrator that the registration of a dwelling unit is subject to revocation pursuant to division (C)(5) above, the Zoning Administrator shall issue a notice to the owner, agent **all property owners within 100 feet of the registered STR** stating that the city intends to revoke the rental registration. The notice shall inform the owner and local agent of a right to a hearing to show cause as to why the registration should not be revoked. If a hearing is requested within 14 days of the service of the notice, the city shall schedule the hearing before the Zoning Board of Appeals and notify the owner and agent in writing of a time and place for that hearing. At the hearing, the owner and agent may present evidence that the requirements for revocation provided in division (C)(5) above are not satisfied, or that the property owner and agent should not be held responsible for one or more of the three requisite violations due to extenuating circumstances. Extenuating circumstances may include circumstances that the owner or the owner's agent could not reasonably anticipate and prevent, and could not reasonably control. The Zoning Board of Appeals shall independently determine whether there is competent, material and substantial evidence establishing a violation of this division (C), and/or whether there is competent, material and substantial evidence establishing that extenuating circumstances exist.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: 2020 Marina Fees

DATE: December 16, 2019

PRESENTED BY: Kent Knorr, Recreation Director

BACKGROUND:

The Michigan State Waterways has released a new rate schedule that expands the number of columns available for setting transient and seasonal rates. The previous schedule offered six choices, the new schedule offers ten choices.

Under the previous form, we had set our transient rates at column "E". Our seasonal rates were based on column "C "multiplied by 156 (days).

As an example, a transient boat that is 40 feet long would currently pay \$64 for dockage for one night. A seasonal 40 foot boat would pay \$8,268.

As noted, the new rate sheets offer more options. Considerations for picking a new tier include our operating expenses, popularity, location, desirability, facility amenities, activities available dock side and how often we are at or near capacity. We are currently priced near the top of the current fee structure for both our transient rate and the formula for seasonal rate.

The Recreation Department is recommending that we set our new rates for transient dockage at column "I" and seasonal at column "E" multiplied by 156 days. For a 40 foot transient dockage the rate would now be \$76 a day. The seasonal rate fee for a 40 foot boat would be \$8,424.

In comparison, Harbor Springs will be at column "I" for transient rates. Mackinaw Island State Marina will be at column "G". Petoskey will be at "F".

RECOMMENDATION:

Motion to set the Marina Transient Fees at column level "I" for and the Seasonal Dockage Rate at level "E" multiplied by 156 days, and set the Burn St. Dock rate at \$49.00 per foot.

ATTACHMENTS:

- ❑ 2019/2020 Marina Proposal
- ❑ 2020 Marina Rates
- ❑ 2019 Waterway Commission Rates
- ❑ 2020 Waterway Commission Rates

Charlevoix Municipal Marina
Proposed Fee Structure

	2019	Proposed 2020
Transient Boater Daily Rate	DNR Tier E	DNR Tier H
	Open to May 31 and Labor Day to close Rent one get one day free	Open to May 31 and Labor Day to close Rent one get one day free
Daily Dingy Fee	\$5.00	\$6.00
Seasonal Slips	DNR Tier C for 156 days	DNR Tier E for 156 days
Seasonal Dingy (Individual)	\$500	\$550
Seasonal Dingy (Commercial)	\$600	\$650
Burns Street Dock	\$43.00 per foot	\$48.00 per foot



CITY OF CHARLEVOIX

Transient Boater Daily Fee

DNR Tier H

Open to May 31 and Labor day to close Rent one get
one day free

Daily Dingy Fee

\$6.00

Seasonal Slips

DNR Tier E for 156 days

Seasonal Dingy (Individual)

\$550

Seasonal Dingy (Commercial)

\$650

Burns Street Dock

\$48.00 per foot

2019 Transient Rates

Michigan State Waterways Commission

Slip Length	A	B	C	D	E	F
25	\$19	\$22	\$30	\$32	\$40	\$51
26	\$20	\$23	\$31	\$34	\$42	\$53
27	\$20	\$24	\$33	\$35	\$43	\$55
28	\$21	\$25	\$34	\$36	\$45	\$57
29	\$22	\$26	\$35	\$37	\$46	\$59
30	\$23	\$26	\$37	\$39	\$48	\$62
31	\$23	\$27	\$38	\$41	\$50	\$64
32	\$24	\$28	\$40	\$42	\$51	\$66
33	\$25	\$29	\$41	\$43	\$53	\$68
34	\$26	\$30	\$42	\$45	\$54	\$70
35	\$26	\$31	\$43	\$46	\$56	\$72
36	\$27	\$32	\$45	\$50	\$58	\$74
37	\$28	\$33	\$46	\$51	\$59	\$76
38	\$29	\$33	\$47	\$52	\$61	\$78
39	\$29	\$34	\$51	\$58	\$62	\$80
40	\$30	\$35	\$53	\$59	\$64	\$82
41	\$31	\$36	\$54	\$61	\$66	\$84
42	\$32	\$37	\$55	\$62	\$67	\$86
43	\$32	\$38	\$57	\$64	\$69	\$88
44	\$33	\$39	\$58	\$65	\$70	\$90
45	\$34	\$40	\$60	\$67	\$72	\$92
46	\$35	\$40	\$63	\$68	\$74	\$94
47	\$35	\$41	\$64	\$70	\$75	\$96
48	\$36	\$42	\$65	\$71	\$77	\$98
49	\$37	\$43	\$67	\$73	\$78	\$100
50	\$38	\$44	\$68	\$74	\$80	\$103
51	\$38	\$45	\$69	\$75	\$82	\$105
52	\$39	\$46	\$71	\$77	\$83	\$107
53	\$40	\$47	\$72	\$78	\$85	\$109
54	\$41	\$48	\$73	\$80	\$86	\$111
55	\$41	\$48	\$75	\$81	\$88	\$113
56	\$42	\$49	\$76	\$83	\$90	\$115
57	\$43	\$50	\$78	\$84	\$91	\$117
58	\$44	\$51	\$79	\$86	\$93	\$119
59	\$44	\$52	\$80	\$87	\$94	\$121
60	\$46	\$53	\$82	\$89	\$96	\$123
61	\$47	\$54	\$83	\$90	\$98	\$125
62	\$48	\$55	\$84	\$92	\$99	\$127
63	\$49	\$55	\$86	\$93	\$101	\$129
64	\$49	\$56	\$87	\$95	\$102	\$131
65	\$50	\$57	\$88	\$96	\$104	\$133
66	\$51	\$58	\$90	\$98	\$106	\$135
67	\$52	\$59	\$91	\$99	\$107	\$137
68	\$52	\$60	\$92	\$101	\$109	\$139
69	\$53	\$61	\$94	\$102	\$110	\$141
70	\$54	\$62	\$95	\$104	\$112	\$144
71	\$55	\$62	\$97	\$105	\$114	\$146
72	\$55	\$63	\$98	\$107	\$115	\$148
73	\$56	\$64	\$99	\$108	\$117	\$150
74	\$57	\$65	\$101	\$110	\$118	\$152

Boat Length	A	B	C	D	E	F	G	H	I	J
25	\$19	\$22	\$27	\$31	\$32	\$37	\$40	\$44	\$48	\$52
26	\$20	\$23	\$28	\$32	\$34	\$38	\$42	\$46	\$49	\$54
27	\$21	\$24	\$29	\$33	\$34	\$40	\$43	\$47	\$51	\$56
28	\$21	\$25	\$30	\$35	\$38	\$41	\$45	\$49	\$53	\$58
29	\$22	\$26	\$31	\$36	\$39	\$43	\$46	\$51	\$55	\$60
30	\$23	\$27	\$32	\$37	\$41	\$44	\$48	\$53	\$57	\$62
31	\$24	\$28	\$33	\$37	\$42	\$46	\$50	\$54	\$59	\$64
32	\$24	\$29	\$34	\$40	\$43	\$47	\$51	\$56	\$61	\$66
33	\$25	\$30	\$35	\$41	\$45	\$49	\$53	\$58	\$63	\$68
34	\$26	\$31	\$36	\$42	\$46	\$50	\$54	\$60	\$65	\$70
35	\$27	\$32	\$37	\$43	\$48	\$52	\$56	\$61	\$67	\$72
36	\$27	\$32	\$38	\$45	\$49	\$53	\$58	\$63	\$68	\$74
37	\$28	\$33	\$39	\$46	\$50	\$55	\$59	\$65	\$70	\$76
38	\$29	\$34	\$40	\$47	\$52	\$56	\$61	\$67	\$72	\$78
39	\$30	\$35	\$41	\$48	\$53	\$58	\$62	\$68	\$74	\$80
40	\$30	\$36	\$42	\$50	\$54	\$59	\$64	\$70	\$76	\$82
41	\$31	\$37	\$43	\$51	\$56	\$61	\$66	\$72	\$78	\$84
42	\$32	\$38	\$45	\$52	\$57	\$62	\$67	\$74	\$80	\$87
43	\$33	\$38	\$46	\$53	\$58	\$64	\$69	\$76	\$82	\$89
44	\$33	\$40	\$47	\$55	\$60	\$65	\$70	\$77	\$84	\$91
45	\$34	\$41	\$48	\$56	\$61	\$67	\$72	\$79	\$86	\$93
46	\$35	\$41	\$49	\$57	\$63	\$68	\$74	\$81	\$87	\$95
47	\$36	\$42	\$50	\$58	\$64	\$70	\$75	\$83	\$89	\$97
48	\$36	\$43	\$51	\$60	\$65	\$71	\$77	\$84	\$91	\$99
49	\$37	\$44	\$52	\$61	\$67	\$73	\$78	\$86	\$93	\$101
50	\$38	\$45	\$53	\$62	\$68	\$74	\$80	\$88	\$95	\$103
51	\$39	\$46	\$54	\$63	\$69	\$75	\$82	\$89	\$97	\$105
52	\$40	\$47	\$55	\$64	\$71	\$77	\$83	\$91	\$99	\$107
53	\$40	\$48	\$56	\$66	\$72	\$78	\$85	\$93	\$101	\$109
54	\$41	\$48	\$57	\$67	\$73	\$80	\$86	\$95	\$103	\$111
55	\$42	\$49	\$58	\$68	\$75	\$81	\$88	\$96	\$105	\$113
56	\$43	\$50	\$59	\$69	\$76	\$83	\$90	\$98	\$106	\$115
57	\$43	\$51	\$60	\$71	\$78	\$84	\$91	\$100	\$108	\$117
58	\$44	\$52	\$61	\$72	\$79	\$86	\$93	\$102	\$110	\$119
59	\$45	\$53	\$63	\$73	\$80	\$87	\$94	\$103	\$112	\$122
60	\$46	\$54	\$64	\$74	\$82	\$89	\$96	\$105	\$114	\$124
61	\$46	\$55	\$65	\$76	\$83	\$90	\$98	\$107	\$116	\$126
62	\$47	\$56	\$66	\$77	\$84	\$92	\$99	\$109	\$118	\$128
63	\$48	\$57	\$67	\$78	\$86	\$93	\$101	\$110	\$120	\$130
64	\$49	\$58	\$68	\$79	\$87	\$95	\$102	\$112	\$122	\$132
65	\$49	\$59	\$69	\$81	\$88	\$96	\$104	\$114	\$124	\$134
66	\$50	\$59	\$70	\$82	\$90	\$98	\$106	\$116	\$126	\$136
67	\$51	\$60	\$71	\$83	\$91	\$99	\$107	\$118	\$127	\$138
68	\$52	\$61	\$72	\$84	\$92	\$101	\$109	\$119	\$129	\$140
69	\$52	\$62	\$73	\$86	\$94	\$102	\$110	\$121	\$131	\$142
70	\$53	\$63	\$74	\$87	\$95	\$104	\$112	\$123	\$133	\$144
71	\$54	\$64	\$75	\$88	\$97	\$105	\$114	\$124	\$135	\$146
72	\$55	\$65	\$76	\$89	\$98	\$107	\$115	\$126	\$137	\$148
73	\$55	\$66	\$77	\$91	\$99	\$108	\$117	\$128	\$139	\$150
74	\$56	\$67	\$78	\$92	\$101	\$110	\$118	\$130	\$141	\$152
75 ft or greater	\$0.76	\$0.90	\$1.06	\$1.24	\$1.36	\$1.48	\$1.60	\$1.75	\$1.90	\$2.06

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Deer Management Update

DATE: December 16, 2019

PRESENTED BY: Gerard Doan, Police Chief

BACKGROUND:

The following items have been researched since the last Deer Management meeting on September 3rd of this year.

- The City can lift the ordinance banning the discharge of a fire arm, bow & arrow, or a pellet gun within the City limits to perform a cull. If a cull was implemented, I would limit the use of equipment to archery only during designated harvest dates. No firearms would be permitted.
- Historically, there was no hunting allowed within 450 feet of an occupied dwelling, but as of 2015 the language was changed to "no hunting with a firearm within 450 feet of an occupied dwelling." This would allow archery hunting to be conducted in a closer proximity of dwellings. Although this would allow archers to hunt closer to dwellings, it does not give them the right to trespass on someone's property to retrieve an animal.
- The DNR will issue Deer Management Assistance Permits to the City. It will be the City's responsibility to issue the permits to the hunters during the managed time.
- The City is currently monitoring the deer population concern online through submissions of the *Deer Population Concern, Complaint, or General Comment* form. The last report received was October 7, 2019. To date there have been 50 reports submitted online since the beginning of this year.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Maximum Residential Building Size

DATE: December 16, 2019

PRESENTED BY: Council Member Greg Bryan

BACKGROUND:

Mayor Kurtz requested Council Member Bryan be added to the agenda to discuss the topic of limiting the maximum square footage of a residence. Currently, the residential code does not specify a maximum and it is limited only by virtue of secondary factors like setbacks and maximum lot coverage. Commercial retail buildings do have a maximum square footage so there is some precedent in our code for applying a maximum standard.

If Council desires a change to the existing ordinance, you may ask the Planning Commission to consider studying the matter; they are not obligated to do so or to follow your direction on a recommendation.

RECOMMENDATION:

Council discussion and direction.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: 2020 City Goals

DATE: December 16, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Based on your work session from last week, I have reworked the goal and action step list with the discussion we had. You can feel free to modify the list and wording as needed to suit your preference during the meeting Monday.

As a follow-up, I also secured Dr. Grenetta Thomassey from the Tip of the Mitt Watershed Council for a work session with you on February 17 to learn more about storm water issues and our role in improving the water quality in the area. She will be joined by Jen Buchanan who also works on these topics including with the three cities in Charlevoix County on a grant to improve water quality in Lake Charlevoix.

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- ❏ Draft City Council Goals and Action Steps for 2020



2020-2021 City Council Goals & Action Steps

Work with our neighbors to solve area-wide challenges

We believe Charlevoix is defined as a collection of townships, a city, a county, civic groups, neighborhoods, and schools bounded by Lake Charlevoix and Lake Michigan. In order to support the quality of life and local economy we now enjoy, we understand that it is important to look at the long-term picture of prosperity in this area.

Action Steps:

- The City should focus on creating an environment to sustain and encourage year-round occupancy in our neighborhoods to welcome a growing population this can occur through enhancing the density of our existing residential neighborhoods along with mixed-use commercial opportunities
- Business recruitment, along with sustaining current businesses, is an important piece of creating a growing job economy in our region
- Many challenges and opportunities we face occur concurrently with our neighbors and we should work toward collaborative gatherings, especially with Charlevoix Township
- Advocate for tax incentives to encourage the creation of more housing

Ensure Charlevoix is environmentally sustainable while also economically viable

Charlevoix should be a leader in using renewable energy to meet the demands of our electric customers and to protect our natural resources. Our built infrastructure should incorporate design standards that protect our waterways, preserve our trees, and encourage healthy living. Recycling, energy optimization, and water conservation will be encouraged.

Action steps:

- Engage in learning and planning about how to improve the energy efficiency and environmental impact of City operations including using renewables to power facilities, reducing energy loss, and by working with knowledgeable organizations to create a sustainability plan
- Improve the availability of recycling receptacles throughout the community - especially downtown
- Organizers of special events should take lead responsibility for trash and increasing the recyclability of event waste
- Continue the work of Solid Waste Ad-hoc Committee by exploring improvements and contracts to remove solid waste including curbside recycling
- Plan for non-motorized trails, bike parking, and pedestrian-friendly design in infrastructure projects where appropriate
- Learn about and plan for the effects of high-water levels in our community
- Achieve Silver Status for Michigan Green Communities by the end of 2020; seek Gold Status in 2021

Include the senior citizen community in all public events and activities

We have a growing senior citizen population and it is important for all members of the community to enjoy the quality of life we offer. Public facilities, especially parks, should have activities available for all ages and ability levels.

Action steps:

- Expand work with the Charlevoix County Transit Authority to provide shuttles during special events to provide remote parking and ease of transit
- Develop a policy requiring all festivals and special events who use public spaces to provide a statement of inclusion for senior citizens
- Consider adding activities in East Park and Bridge Park like shuffle board and concrete checker and chess boards
- Explore designation as “Age-friendly City” from the World Health Organization

Develop and maintain long-term infrastructure plans

As a progressive, year-round community, Charlevoix’s infrastructure must be reliable in all weather conditions and should deliver the services required by our population.

Action steps:

- Continue development of city-wide Wi-Fi, fiber optic connections, and other technological benefits for our permanent residents, visitors, and seasonal residents
- Improve the snow and ice clearing from sidewalks throughout the community by working with property owners

Provide strong stewardship of public resources and promote good governance

We will seek collaboration with other entities around the area and look for ways to efficiently provide the quality services the community expects. Charlevoix government should be organized around gathering public input and effectively giving staff and Council good recommendations for public policy.

Action steps:

- Explore further avenues of cooperation with neighboring townships, especially in the areas of infrastructure planning and recreation
- Study the use of our business-like enterprises (i.e. Golf Course, EMS, and others) and the degree to which they are subsidized by taxpayers
- Review surplus City-owned real estate with the goal of redeveloping into year-round housing
- Develop a strategy for bulky waste collection, probably in collaboration with Charlevoix Township
- Improve and develop policies for internal financial controls and reporting

Enhance and showcase the outstanding quality of life in Charlevoix

Charlevoix is well known as one of the premiere resort communities on the Great Lakes, but of equal importance is that it is home to our residents. We cannot lose sight of our community being “home.” One of our strongest attributes is the many activities and amenities offered; we should support these and build upon them.

Action steps:

- Encourage more outdoor dining and placemaking settings that showcase the unique geography, architecture, and programming of Charlevoix, including looking for ways to implement the findings of the Sustainable Built Environment Initiative that studied downtown alleys
- Development of a dog park and a dog beach to help residents enjoy public spaces with their four-legged friends
- Encourage the development of shuffleboard, chess board tables, and other passive recreation items
- Strike a better balance between the special events of our community and the need for our residents and visitors to enjoy passive recreation in public spaces, especially East Park

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager Comments

DATE: December 16, 2019

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Public Service Facility Financing

We have had our bonds priced and closing is set for December 19. Through the process of pricing the bonds, our effective interest rate was reduced from the estimate we provided to Council back in October. Effectively, our borrowing costs are approximately \$550,000 less than anticipated at that time for annual debt service of approximately \$486,000.

B. EPA Superfund Clean-up Information

I attended a meeting on December 10 at the Library where representatives of the US EPA presented information about planned clean-up of former dry cleaners, laundries, and machine shops. I have attached a summary information document provided by EPA about this issue. I learned at the meeting that they may seek demolition of one or more structures (including the possibility of one home) to further remediate the issue. There should be no cost for the City in this matter with federal funding covering clean-up costs. I also want to stress that there is NO concern for our drinking water supply in spite of the title referring to "municipal wells." Contamination was removed from our drinking water in 1984 with the construction of the Water Treatment Plant and the transition of the water source to Lake Michigan.

C. Winter Activities

Mt. McSauba Ski Hill is expected to officially open for the season on December 20. Thank you to Bo Boss and his team for preparing the expected two feet of base powder that will keep kids and adults skiing all winter.

December 20 also begins our winter Candle Light Hikes. The hikes are an approximately 1 mile loop through Mt. McSauba and North Point and the route changes each week. Hikes begin at 5 and run until 8pm with no charge. They will occur every Friday from then until February 28.

ATTACHMENTS:

- ❑ DDA Minutes
- ❑ Shade Tree Minutes
- ❑ Planning Commission Minutes
- ❑ EPA Interim Clean-up Plan

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET MEETING
Monday, October 28, 2019 at 5:30 p.m.
210 State Street, City Hall, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens
Members Present: Sam Bingham, Richard Christner, Kirby Dipert, Paul Silva, Rick Wertz, Amanda Wilkin
Members Absent: Sean Bradley, Luther Kurtz
City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

Chair Owens asked to re-arrange the agenda by moving New Business, which included all of the presentations, in front of Reports; and changing the order of the items under Reports and the Board members concurred. Motion by Member Dipert, second by Member Silva to re-arrange the agenda as requested. Motion passed by unanimous voice vote.

5. Consent Agenda

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

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

8. New Business

A. Public Restrooms on 200 Block

Director Dotson stated that during the Downtown Business Owners meeting, Edith Pair, *Mushroom Home Tours*, mentioned issues related to the lack of a public restroom on the west side of the 200 block. Ms. Pair stated that they have noticed over the years that there is a need for public restrooms especially since the alley has all the food trucks now. Member Christner suggested that they come back with some ideas for possible locations for an additional restroom facility.

B. Bridge Cam-Downtown Development Beacon

Leilani Durbin, President of *Silver Linings Charlevoix*, stated that the calendar was on the website, CharlevoixBridgeDrop.org. She stated there was a lot of interest in getting a 24/7 Charlevoix Bridge Cam which they have started fundraising for. She asked the DDA to consider making a 5-year commitment to the project to cover the annual service and maintenance cost at \$1,200 per year. Member Dipert stated that they could discuss the request at their upcoming budget meeting.

Ms. Durbin stated that they would also be doing a 4th of July Celebration every year and asked the DDA to sponsor the event. She explained that the monthly cost for the internet service for the Bridge Cam would be \$200 which would give them high quality images. The Board members concurred to add the proposal to their upcoming budget discussions.

C. Junior Main Street Project Ideas

Ann Marie Conway, Charlevoix High School teacher, reviewed a history of past projects. Director Dotson stated that the students would go through a work planning process once there was a general consensus on which project(s) to pursue.

The students introduced themselves and presented three project ideas including:

- Hammocking in Charlevoix – passive recreational spot for hammocks at a centralized location behind the DNR Fisheries off Lake Michigan Beach;
- Mural on East Park Tavern Wall – student-created mural for the back second story section of the East Park Tavern that would include a trio of vertical portraits on wood panels using weatherproof paint;
- Chamber of Commerce Wall – decorate the wall of the Chamber of Commerce building with a map of the world; either a painted map directly on the brick or painted on pallets of plywood attached to the wall; the project could include a component to allow visitors to place a pin on the map to indicate where they are from.

Chair Owens stated that the project involving the private building was not within the DDA's authority. Director Dotson stated that another possibility would be if the private property owner did not want the mural on his property then the students could look for another location on public property. The Board concurred to support the Mural on East Park Tavern Wall or other appropriate location as a moveable method of displaying student art. Member Christner questioned the cost and durability of the hammocks and discussion followed regarding specifics of the hammock proposal.

Motion by Member Dipert, second by Member Christner to give the students the go ahead on all three projects and see where it leads.
Motion passed by unanimous voice vote.

D. The Vault Co-Working Space Update

Jayne Lynskey, AmeriCorps VISTA Member, provided an update on The Vault's progress and goals. She gave a brief presentation regarding accomplishments/progress of The Vault, the addition of an open plan office, desks and lamps in the stairwells, partnerships with local businesses, future events, the addition of the spa space, and the Artist of the Week Program. Ms. Lynskey stated that she has been reaching out to as many organizations as she can because she was "trying to serve the under-served" and she was having some difficulty because individuals see The Vault space as a business already established versus "people who don't have the means to start anything of their own." She asked for the Board's help to make more connections with local organizations.

Ms. Lynskey displayed a list of upcoming future events, fundraisers, Lunch 'N Learn programs, and training sessions. She stated that she was also working with a student intern who was helping to make a promotional video about The Vault and Junior Main Street. She stated that she cleared out the storage area which has now been converted to 20 workstations. Ms. Lynskey summarized that The Vault was constantly adapting, they have great social interaction, and they were promoting well-being. She displayed a potential logo she had designed for The Vault. Chair Owens stated that the Board thoroughly supported all of the work Ms. Lynskey was doing with The Vault.

6. Reports

A. Director's Report

Director Dotson stated that she will be out of office on medical for up to two weeks beginning December 2nd.

C. Quarterly Training Report

Sarah Hagen stated that Director Dotson, Dennis Kusina, Amanda Wilkin and herself attended Michigan Main Street training. She discussed a new quarterly report format and how to tell your story to different audiences. Mr. Kusina stated that often you learn more from the other attendees at training sessions. Ms. Wilkin stated that it was always good to go to another community and see their downtown and bring back ideas to the Board. Director Dotson asked the Boardmembers to complete the Pulse Survey.

E. Bridge Park Building Committee Update

Member Silva stated that members of the Bridge Park Building Committee met on October 18th to discuss the status of the DDA leases and relationship with the building tenants. He stated that he toured the building and was quite impressed with the building's condition. He stated that the public restrooms need a little bit of attention and he felt that the one area they could improve on as the landlords is a "clear lineage of who's maintaining and doing what". He stated that there was a urinal that has been out of service for a while and door handles that need to be replaced. He did not think there was anyone clearly in charge of the building's maintenance. He stated that if the DDA wanted to accommodate the Lake Charlevoix Brewing Company's potential growth they would need to upgrade the electrical from 220 to 3-phase. Discussion followed regarding the timing for cleaning the restrooms, usage of the facility, and the Indian Trailways bus passenger usage of the restrooms.

D. Salary Share with City Update

Director Dotson stated that City Manager Mark Heydlauff will be recommending to City Council to reduce its subsidy for the salary of the DDA Director from 25% to 10% (approximately \$15,000) in the FY 20/21 Budget which would take effect on April 1, 2020. She stated that there will be a work session on the new DDA budget. Discussion followed regarding whether or not the DDA could sell the Bridge Park building.

B. DDA Financials

Director Dotson stated that the financials were provided for the Board's information. She reported that The Vault presently had eleven paying tenants including private offices, drop-ins, and non-profits and they were collecting \$1,700 a month in rent and were close to breaking even.

7. Old Business

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

Motion by Member Dipert, second by Member Christner to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:16 p.m.

Joyce Golding/fgm

Maureen Owens

Chair

Shade Tree Commission Meeting Minutes
September 24, 2019 9:00am
Second Floor Conference Room, City Hall

Members present: Perry Irish Hodgson, Jennifer Muladore, Ken Polakowski

Members absent: None

Also present: Mark L. Heydlauff, City Manager; Pat Elliott, DPW Superintendent; Joe Lavender, Assessor/GIS Coordinator

Chair Hodgson called the meeting to order at 9:01am.

Motion by Polakowski, second by Muladore to approve minutes of June 26, 2019. **Motion carried**

Chair Hodgson reviewed the work the committee has done in reviewing trees and potential planting locations throughout the City. This was done in part with the new GIS technology.

Mr. Lavender discussed the GIS program with the Commission and the progress made to mark the location of trees and new planting locations. The Commission and Mr. Lavender discussed the process and how it can improve our inventories going forward.

Mr. Elliott discuss the planned tree planting for this fall that was originally set for Fall 2018; this planting is already in place and will be completed in the next month or so. We are currently bidding trees for the regular Fall 2019 work. This bid will be opened on September 30. Mr. Elliott and the Commission discussed ways to streamline the process of working with homeowners during the plant selection process.

Drost Landscaping will remove dead trees at Lake Michigan Beach Park in September and October. They will also be pruning around town as well. Tree work was completed by the Electric Department to clear utility lines. There will be 27 removals, 36 prunes, plus the removal of dead trees at Lake Michigan Beach Park. Mr. Elliott confirmed the City does not use view as a characteristic when deciding on pruning trees.

Chair Hodgson opened a discussion regarding future tree maintenance at Lake Michigan Beach Park. She indicated a desire to implement view corridors as have been contemplated in the plan developed for the park. The Commission discussed the various plans that were made. The Commission is supportive of the effort to remove dead trees in the area and believes some view vistas could be maintained. The Commission agreed they should meet for a work session at Lake Michigan Beach Park to review conditions.

By consensus, the Commission tentatively agreed to meet for a Work Session on October 1 or 2 at 10:00am for further review.

Mr. Heydlauff discussed two proposed ordinance changes to revise the Shade Tree Commission and Shade Tree Ordinances. The Commission reviewed the documents and discussed how this would change current practice. Mr. Heydlauff explained that, in many cases, these changes reflect current practice and clarify the roles of the Shade Tree Commission which have often delved into park maintenance.

Motion by Muladore, second by Polakowski to recommend City Council approve draft Ordinances 808 and 809. **Motion carried.**

Chair Hodgson adjourned the meeting at 10:33am.

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, November 11, 2019 - 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

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

B. Roll Call

Chair:	Sherm Chamberlain
Members Present:	Toni Felter, Brian Gelb, Dennis Halverson, Jennifer Muladore, Phillip Parr
Members Absent:	Ben Edwards, David Gray, RJ Waddell
Staff Present:	Kathy Egan, Community Planner

C. Inquiry into Potential Conflicts of Interest

Chair Chamberlain stated he would be abstaining from the Midtown Development vote because the company he works for has done work related to this project.

D. Approval of Agenda

Motion by Member Parr, second by Vice Chair Felter to approve the Agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. October 14, 2019 Meeting Minutes

Chair stated that there was the typographical error on the spelling of Kristin Jones' name. Motion by Member Gelb, second by Member Muladore to approve the minutes of October 14, 2019 as amended. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

H. Old Business

Chair Chamberlain recused himself.

1. Continued: Site Plan Review: Midtown Development, Inc., 115 Pine River Lane – Residential Development

Planner Egan stated this was a Level B Site Plan review for a site condominium at 115 Pine River Lane which included seven duplexes on the property. She stated that an amended site plan was submitted and additional public comment was received.

The public hearing was opened.

Harry Golski, Attorney representing the Lake House Association, referenced his letter which addressed additional concerns with the project related to the revised site plan. He recalled that at the previous meeting the Commission requested that the applicant submit an engineered plan for water retention. He stated he reviewed the revised plans and did not see the engineered plan so he felt that the primary reason that the item was tabled has not been met. He stated that there were issues related to the density that caused concern about the parking and set back requirements. He stated that the landscape plan contained in the revised site plan contains no landscape buffering on the Lake House boundary. He asked the Planning Commission to reject the revised plan in its present form.

Kristin Jones, 113 Pine River Lane, stated that she was part of a homeowner group that wants to keep their neighborhood. She expressed concern about the use density, required parking spaces, possibility that the space was going to be used as short-term rentals, no common space area, stormwater runoff, and neighborhood concerns.

Tim Burton, President of Midtown Development, Inc., stated that for the past five months he has been working with the Zoning Administrator to design a project that would be approved based on R-4 zoning. He indicated that the project did not include a parking lot, but parking spaces. He stated that the plans he submitted were stamped by Mansfield Engineering and included water retention on site through eight vessels that have been added to the rain garden area and the paver system meets the requirement for a permeable surface. He felt that if they set the buildings back by 25' there was not enough room for anything.

Mr. Burton stated that the property was not going to be driven by any commercial aspect but would be driven by the homeowners. He stated that they were trying to keep the retaining wall at no more than 5' that tapers to nothing on the high end. He stated that he offered some more buffering to the Jones' property.

The public hearing was closed.

Planner Egan advised that there were six letters submitted that were included in the agenda packet and two more received that day and she summarized the topics of the public comments included in the letters.

Member Halverson stated the Fire Chief's comments in the memo seemed to be in conflict with the findings of fact that were discussed at the October meeting. He stated that the Fire Chief cited that the fire suppression system is not code and not required, but with further review it appeared that the Fire Chief had concerns.

Planner Egan stated that there were six areas of concern that were discussed at the previous Planning Commission meeting and proceeded to review each of the responses from the applicant:

1. Snow removal - snow would be cleared with a tractor and removed from the site. Planner Egan stated that she was uncomfortable not having documentation regarding the method for snow removal.
2. Landscaping on the east side of the property – a revised landscape plan was submitted. Discussion regarding formalizing the 4' hedge requirement and including that an arborist be consulted for the best protection methods for the chestnut tree during construction and if the tree dies that there be a replacement tree planted.
3. Validation that there will be no other impervious surfaces such as for air conditioner pads – the original plan met this requirement and there were no additional plans for impervious surfaces.
4. Engineered drainage plan – stormwater retention area has been expanded on the revised plan.
5. Rear of property and landscape setback issues – discussed previously.
6. Needed draft of condominium documents – condition of approval would be that these documents would be required before final approval.

Member Muladore questioned if parking requirements would change if short-term rentals were allowed. Planner Egan stated that this is proposed as seven duplexes, but it has been shown by the plans that this could be interpreted as 28 units which would change the parking requirements drastically. She stated that they have something on file that shows these units as planned, but it could be interpreted at a future time to be sub-divided or used as four units per building as opposed to two units per building. Vice Chair Felter questioned if they were getting into a safety issue and Planner Egan stated that all zoning is for the health, safety and welfare of the residents.

Member Parr stated that the developer mentioned that once the units were sold he did not know what was going to happen with the units and the site plan is assuming that each unit will have two parking spaces, but there's no prohibition after the approval that someone couldn't split and have double that in each unit. Member Gelb stated that there was design and intent and if the plan is to allow for that flexibility with the units then it would seem that the plan ought to include adequate parking for it. Vice Chair Felter stated that her concern was that all their regulations were so that "we don't over build on property and it seemed to me we're hedging on that right here". Member Halverson stated from an owner's perspective allowing that flexibility they would probably be thinking of the rental possibility.

Member Halverson stated that his biggest concern was the memo from the Charlevoix Township Fire Chief received that day. Planner Egan reviewed the findings of fact from the previous meeting on the safety issues and the reference read: "The Planning Commission finds that the plan has been preliminary approved by the Police Chief and Charlevoix Township Fire Dept. and both have stated that public safety vehicles have adequate access to the property." The memo from Chief Dan Thorp stated that: "Pine River Lane development has met the fire departments requirements. But as far as my personal concerns, since fire suspension system is not code it will be putting the neighboring residents and businesses at risk. Even with the required distance between buildings being met. There is too much fire load in such a small area, with the winds that come off Lake Michigan."

Planner Egan suggested postponing the decision in order to obtain more information from staff. Vice Chair Felter polled each of the members present as to their thoughts on how to proceed:

- Member Halverson expressed concerns including safety issues, the Fire Chief's letter, and parking requirements.
- Member Muladore reiterated that the parking requirements were a stretch and the interpretation as to whether it is 14 units or 28 units; and the fire safety concerns addressed in the Fire Chief's memo.
- Member Gelb stated that the project met all the conditions from the previous meeting, and he felt it would be

- appropriate to create a condition that the design does not accommodate a separate rental situation.
- Member Muladore agreed with the concerns related to parking, access, and safety.

Motion by Member Halverson, second by Member Gelb to return to the Planning Commission with the language for the stated conditions as discussed tonight for the Commission's consideration at the December meeting. Motion passed by unanimous voice vote.

Motion by Member Muladore, second by Member Parr that the site plan review pending the prior motion be continued to the December 9, 2019 meeting. Motion passed by unanimous voice vote.

Chair Chamberlain returned to the meeting at this time.

2. Rooftop Usage Discussion

Chair Chamberlain and Planner Egan agreed that the Commission could hold off on the rooftop usage discussion until the next meeting.

I. Staff Updates

1. ZBA Meetings Report

Planner Egan stated the Zoning Administrator was not in attendance to present his ZBA Report. Chair Chamberlain commented that people received variances but haven't exactly built what the ZBA approved and he referenced a project across the street from his residence.

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

Planner Egan stated that the December meeting would include the two items from tonight's meeting and the 2020 meeting schedule.

Member Halverson expressed concern about getting a verbal recommendation at one meeting and then the next meeting getting a written response expressing issues with a case. He suggested asking the City Manager to require written reports from the Fire Chief rather than providing verbal opinions on issues coming before the Commission and Commission members concurred.

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

Motion by Member Parr, second by Member Gelb to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:40 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair



EPA Proposes Interim Cleanup Plan for Municipal Well Site

Charlevoix Municipal Well Superfund Site

Charlevoix, Michigan

November 2019

Share your opinions

EPA invites your comments on this proposed cleanup plan from **Nov. 18 to Dec. 17, 2019**. There are three ways for you to submit comments:

- Fill out and return the enclosed comment sheet.
- Orally or in writing at the public meeting.
- On the web at www.epa.gov/superfund/charlevoix-muni-wells.

Proposed plan meeting

Tuesday, Dec. 10, 2019, 5 p.m.

Charlevoix Public Library
Meeting Room A
220 W. Clinton St.

After a brief presentation, EPA will accept comments on the proposed plan. A court reporter will record the meeting and all comments.

Contact information

Charles Rodriguez

Community Involvement Coordinator
312-886-7472
rodriguez.charles@epa.gov

Matthew Ohl

Remedial Project Manager
312-886-4442
ohl.matthew@epa.gov

You may call EPA toll-free at 800-621-8431, 9:30 a.m. – 5:30 p.m., weekdays

Information repository

Site documents can be viewed at the Charlevoix Public Library Reference Desk
220 W. Clinton St.

Or on the web:

www.epa.gov/superfund/charlevoix-muni-wells

U.S. Environmental Protection Agency (EPA) is proposing a plan¹ to clean up groundwater, soil, and soil gas contamination and resolve vapor intrusion issues associated with the Charlevoix Municipal Well Superfund site. Vapor intrusion occurs when vapors and gases from contaminated groundwater and soil seep into indoor spaces. **Municipal drinking water is not affected** by groundwater contamination at the site. EPA's cleanup plan will involve:

- Removing soil contaminated above certain levels.
- Treating the contaminated groundwater by injecting an oxygen-containing chemical into the water, which feeds natural bacteria in the water that breaks down the contamination.
- Using air sparging and soil vapor extraction to remove contamination in the soil and groundwater. (*See Page 3 for a description of these technologies.*)
- Expanding deed restrictions limiting groundwater use, exposure to shallow contaminated soil, digging into contaminated soil and building homes in certain areas.
- Continuing the operation and maintenance of existing vapor mitigation systems used to remove contaminated vapors from structures and installing new systems at six properties.
- Monitoring groundwater.

This proposed plan fact sheet gives you further background information, describes cleanup options and explains EPA's recommended cleanup for the Charlevoix Municipal Well Superfund site. You can find more details in a document called the *Interim Action Proposed Plan Charlevoix Municipal Well Site*, available on the web and at the local information repository.

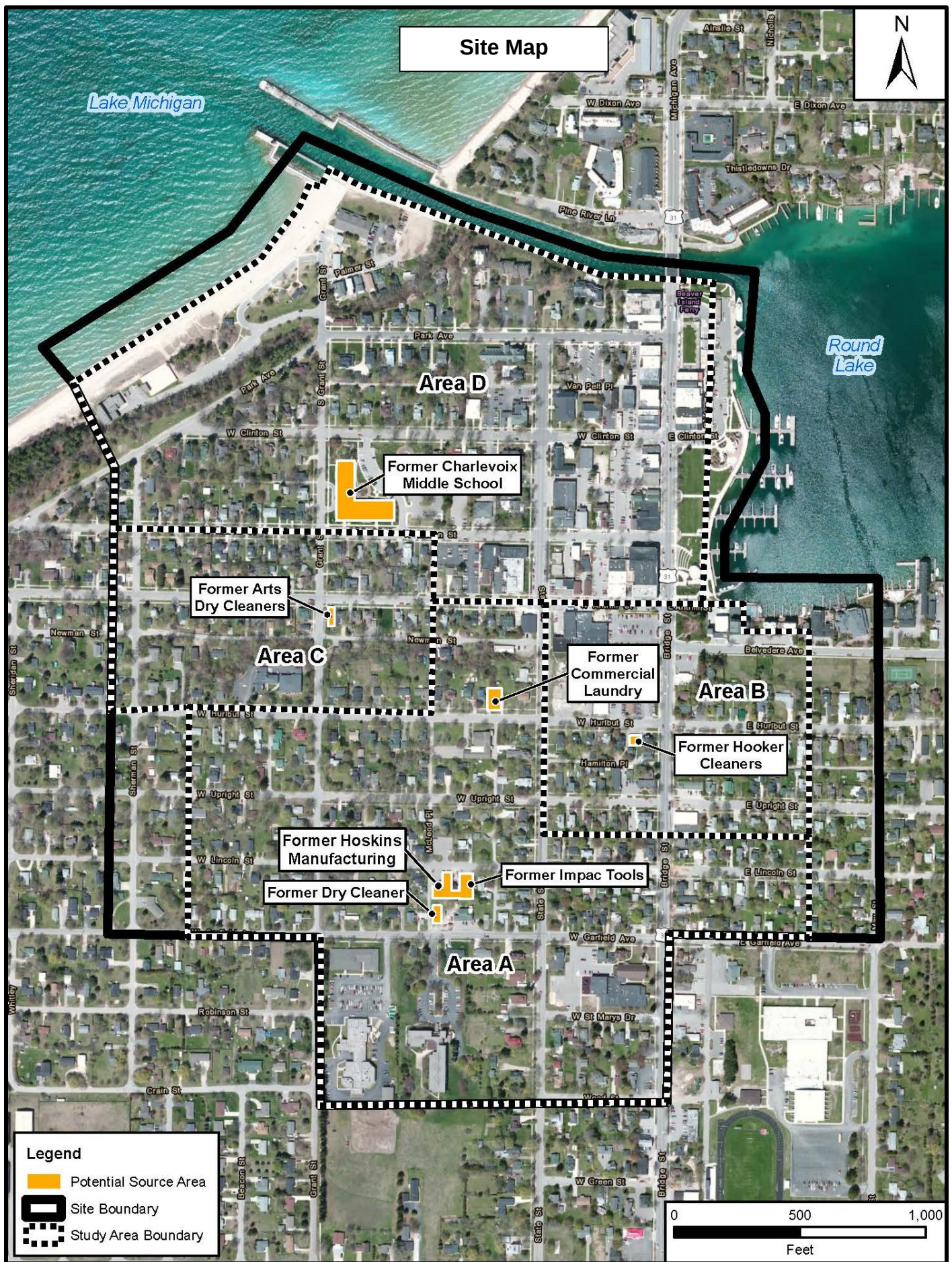
Your comments are needed

Before making a final decision, EPA will hold a public meeting and seek comments from the public (*see box, left*). In consultation with Michigan Department of Environment, Great Lakes and Energy (EGLE), EPA may modify its cleanup plan or choose a new one based on public comments or new information. *Your opinion is important. We encourage you to review and comment on the proposed cleanup plan.*

The federal Agency will then prepare a "responsiveness summary" of public comments to the recommended alternative and EPA's response. The responsiveness summary will be included in a decision document known as a "Record of Decision", or ROD, which outlines the decision process and cleanup alternative selected. EPA will announce the final cleanup plan in the *Charlevoix Courier*, place a copy in the information repository and post it on the web.

(continued on the next page)

¹Section 117(a) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA, known as the Superfund law) requires the publication of a notice announcing the proposed plan. It also requires a public meeting and public comment period. This fact sheet summarizes information contained in documents that can be viewed at the local repository at the Charlevoix Public Library, or online at www.epa.gov/superfund/charlevoix-muni-wells.



Cleanup alternatives considered

EPA originally considered six alternatives for cleaning up contamination in groundwater, soil and soil gas (gas in between soil particles) and to resolve vapor intrusion associated with the Charlevoix Municipal Well Superfund site. However, Alternatives 2, 3 and 4 were eliminated because they did not meet the first two of the nine criteria, called threshold criteria, EPA uses in evaluating cleanup alternatives (*see evaluation criteria table at the bottom of Page 4*).

The threshold criteria must be met to consider an alternative viable. The threshold criteria are that an alternative must protect human health and the environment and that it must meet all applicable or relevant and appropriate requirements, or ARARs. The alternatives EPA eliminated included Alternative 2 – Land-Use Controls and Mitigation; Alternative 3 - Soil Removal, Land-Use Controls and Vapor Mitigation; and Alternative 4 - Soil Removal, Groundwater Chemical Treatment, Land-Use Controls and Vapor Mitigation.

The remaining three cleanup alternatives EPA considered for cleaning up the site include:

Alternative 1 – No Further Action: EPA always includes this as a comparison point for other alternatives. Under this alternative, no action would be taken to reduce the levels of contamination in soil, groundwater, soil gas, sub-slab vapors, or indoor air. Additionally, this alternative would not include continued operation of vapor mitigation systems, land-use controls or groundwater monitoring.

Cost: \$0

Alternative 5 – Soil Excavation, Air Sparging/Soil Vapor Extraction, Land-Use Controls and Vapor Mitigation. This alternative involves removing soil contaminated above certain levels. It also includes expanding land-use restrictions that limit groundwater use, exposure to shallow contaminated soil, digging into contaminated soil and building homes in certain areas. This alternative includes continuing the operation and maintenance of existing vapor mitigation systems, installing new systems at six properties and monitoring groundwater. It also includes using air sparging and soil vapor extraction to remove contaminated vapors in the saturated soil and groundwater. (*See box on this page explaining air sparging and soil vapor extraction.*)

Cost: \$12.6 million

Alternative 6 – Soil Excavation, Groundwater Chemical Treatment, Air Sparging/Soil Vapor Extraction, Land-Use Controls and Vapor Mitigation.

This alternative includes removing soil contaminated above certain levels, and the land-use restrictions, vapor mitigation, and groundwater monitoring described in Alternative 5. It also includes using air sparging and soil vapor extraction to remove contaminated vapors in saturated soil and groundwater as described in Alternative 5. However, this alternative would also include chemical treatment of the source areas of the contamination. This would involve treating the contaminated groundwater by injecting an oxygen-containing chemical into the water, which feeds natural bacteria in the water that breaks down the contamination. Eight injection wells would be installed near the Area A source areas shown in the map on Page 2.

Cost: \$15.4 million

EPA's Recommended Alternative

Explanation of technologies

Vapor mitigation

A vapor mitigation system uses pipes installed in the basement or crawl space of a structure to vent contaminated vapors from the soil underneath the structure to the outdoors. The picture below is what a system looks like.



Air sparging

Air sparging involves injecting air into contaminated groundwater to cause the VOCs in the water to turn into vapor (vaporize) and move into the soil above the groundwater. Once the contaminated vapors are in the soil, they can be pumped out and sent to a treatment system.

Soil vapor extraction

Soil vapor extraction involves removing contaminated vapors from soil and transporting the vapors to a treatment system to be destroyed.

Evaluation of all alternatives

EPA is required by law to evaluate these options against nine criteria (*see box below*). These criteria are used to help compare how the alternatives will meet cleanup goals. The table below compares each alternative against the nine criteria.

EPA concluded the “no-action” alternative, Alternative 1, would not protect people or the environment so it was eliminated from consideration. Alternative 5 is protective of human health, meets ARARs, is effective in the long-term, but is less implementable, less effective in the short-term than Alternative 6 (EPA’s recommended alternative), and does not completely reduce the toxicity, mobility, or volume of the site contamination through treatment.

Evaluation of EPA’s recommended alternative

EPA recommends Alternative 6 because the Agency believes this alternative has the best balance of the evaluation criteria. Based on the information available at this time, EPA believes the recommended alternative protects human health and the environment; complies with ARARs; is cost-effective; utilizes permanent solutions and alternative treatment technologies or resource recovery technologies to the maximum extent practicable; and satisfies the preference for treatment as a principal element.

Evaluation Criterion	Alternative 1	Alternative 5	Alternative 6**
Overall Protection of Human Health and the Environment	○	●	●
Compliance with ARARs	N/A	●	●
Long-term Effectiveness and Permanence	○	●	●
Reduction of Toxicity, Mobility, or Volume through Treatment	○	●	●
Short-term Effectiveness	○	●	●
Implementability	●	●	●
Cost (in millions)	\$0	\$12.6	\$15.4
State Acceptance	Will be determined after public comment period.		
Community Acceptance	Will be determined after public comment period.		

● = meets criterion ○ = does not meet criterion ● ●: meets criterion to varying degrees

** EPA’s preferred cleanup option

Explanation of evaluation criteria

EPA compares each cleanup option or alternative with these nine criteria established by federal law:

1. Overall protection of human health and the environment examines whether an option protects living things. This standard can be met by reducing or removing pollution or by reducing exposure to it.

2. Compliance with applicable or relevant and appropriate requirements, or ARARs, ensures options comply with federal, state and tribal laws.

3. Long-term effectiveness and permanence evaluates how well an option will work over the long-term, including how safely remaining contamination can be managed.

4. Reduction of toxicity, mobility or volume through treatment determines how well the option reduces the toxicity, movement and amount of pollution.

5. Short-term effectiveness compares how quickly an option can help the situation and how much risk exists while the option is under construction.

6. Implementability evaluates how feasible the option is and whether materials and services are available in the area.

7. Cost includes not only buildings, equipment, materials and labor but also the cost of maintaining the option for the life of the cleanup.

8. State acceptance determines whether the state environmental agency accepts an option. EPA evaluates this criterion after receiving public comments.

9. Community acceptance considers the opinions of nearby residents and other stakeholders about the proposed cleanup plan. EPA evaluates this standard after a public comment period.

Use this space to write your comments

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

State: _____ Zip: _____

Charlevoix Municipal Well Superfund Site – Comment Sheet

Detach this page, fold on dashed lines, staple, stamp, and mail

Name _____
Address _____
City _____
State _____ Zip _____

Charles Rodriguez
Community Involvement Coordinator
U.S. EPA Region 5
Community Involvement and Outreach Section (RE-19J)
77 W. Jackson Blvd.
Chicago, IL 60604-3590

Site history

In September 1981, the Michigan Department of Public Health found the city water supply contained contamination at levels higher than what EPA considers safe. Four monitoring wells were installed and confirmed rising levels of a chemical called trichloroethylene, or TCE, in the water. In December 1982, the city installed a temporary aeration system to remove some of the contaminants, which was only partially effective. Further groundwater monitoring revealed the presence of TCE- and PCE-contaminated water. However, PCE was not detected in the city's water supply. TCE and PCE are in a class of chemicals called volatile organic compounds, or VOCs. VOCs evaporate readily and become vapor. TCE and PCE are commonly used as degreasers in industries and dry cleaners.

In June 1984, EPA decided on a cleanup plan to provide safe drinking water by constructing a new water intake system and filtration plant as the investigation continued. After completing an investigation of site contamination in September 1985, EPA decided on a second cleanup plan to monitor and restrict groundwater use. The new system allowed the contaminated groundwater to naturally move and disperse into Lake Michigan. The 1985 cleanup decision estimated the groundwater would return to a usable state after 50 years (in the year 2035).

At the time of cleanup plan selection in 1985, the full extent and some of the sources of the PCE contamination were unknown. In 1987, the state found additional PCE sources and has been managing these problem areas under the state cleanup program. Interim actions have reduced concentrations. However, PCE contamination remains in the source areas that may affect groundwater for an undetermined length of time.

Five-year review

Every five years, EPA reviews Superfund sites where waste remains managed onsite to make sure the environmental work completed in the past continues to protect people's health. EPA's most recent Five-Year Review of the 1985 cleanup concluded that most of the TCE groundwater contamination that affected the old municipal well has dissipated with only very low levels detected in a couple of monitoring wells.

The purpose of this current proposed plan is to clean up the remaining soil, groundwater, and soil gas contamination and resolve the vapor intrusion associated with the site.

Recent EPA work

In 2016, EPA and the U.S. Army Corps of Engineers began an environmental investigation of soil and groundwater contamination in Charlevoix to evaluate the extent of the contaminated area, pinpoint the sources of groundwater contamination, evaluate if there are risks to human health, and determine whether EPA needs to do more cleanup at the site.

The investigation was completed in 2019. During the investigation, the site was divided into four areas named Area A, Area B, Area C and Area D based on potential contamination sources. (*See the map on Page 2.*) The investigation determined that the contaminants of concern at the site are PCE and TCE. Elevated concentrations of PCE were detected in soil gas across the site. Elevated concentrations of PCE in soil were seen in Areas A, B and C and elevated concentrations of TCE in soil were detected at Area A. PCE was the main contaminant detected in groundwater samples starting near the sources areas in Area A and continuing in the general direction of groundwater flow toward Area D. A separate area of PCE-contaminated groundwater exists in Area C. Vapor intrusion sampling detected exceedances of health-based screening levels for site-related contaminants in sub-slab and indoor air samples taken from several structures.

Vapor intrusion

VOC vapors can move through soil and accumulate beneath building foundations and enter buildings through cracks or holes in foundations and crawl spaces. These vapors can be inhaled and cause potential health risks. EPA has been sampling for vapors beneath foundations and in structures at the site. If contaminated vapors are found, the Agency installs vapor mitigation systems (*see description on Page 3*). This sampling and installation of systems is ongoing.

Summary of site risks

The primary risk at the site is from PCE, largely due to its presence in soil gas. The PCE in soil gas could pose unacceptable risk if inhaled. Direct contact to soil and drinking the contaminated groundwater (if it were to be used as a source of drinking water) could also contribute to unacceptable risk. TCE also contributes to overall site risks. These risks indicate the need for this further cleanup at the site.

Charlevoix uses Lake Michigan as its source for drinking water, therefore **drinking water is not affected** by groundwater contamination at the site.

EPA invites your comments on this proposed
cleanup plan from

November 18 to December 17, 2019

(see inside for details on how to make a comment)

Attend a public meeting/hearing

December 10, 2019, 5 p.m.

Charlevoix Public Library

220 W. Clinton

♻️
Reproduced on Recycled Paper

**CHARLEVOIX MUNICIPAL WELL SUPERFUND SITE:
Proposed Cleanup Plan for Soil, Groundwater and Soil Vapors**

United States
Environmental Protection
Agency
Region 5
Community Involvement and
Outreach Section (RE-19J)
77 W. Jackson Blvd.
Chicago, IL 60604-3590

