



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, July 6, 2020- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

- A. Alternate Participation Instructions via Zoom

2. Roll Call

3. Presentations

- A. MI Flight Aviation
Matthew Wyman, Airport Manager

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

- A. City Council Meeting Minutes - June 15, 2020
- B. Accounts Payable and Payroll Check Registers
- C. Planning Commissioner Ben Edwards Resignation
- D. Transformer Purchase for \$22,864
- E. 2020 Ford Utility Police Interceptor Purchase for \$37,930
- F. Electric Department Director Job Description

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

- A. Housing at the Golf Course
Scott Howard, City Attorney; Mark L. Heydlauff, City Manager
- B. Charter Amendments Referendum
Scott Howard, City Attorney
- C. Summer Art and Craft Show
Council Members Bryan, Kalbfell, Oleksy, and Slater
- D. Special Event Request: A Night of Hope
Neil Thompson, Ten9 Ministries

8. Reports and Communications

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

9. Other Council Business

10. Adjourn

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

CHARLEVOIX CITY COUNCIL

Pledge of Allegiance

TITLE: Alternate Participation Instructions via Zoom

DATE: July 6, 2020

BACKGROUND:

This City Council meeting will be held live in City Council Chambers but for persons wishing to participate in a limited way via remote means, an alternate Zoom link is provided. Formal participation is included in-person with socially distant but limited seating in according with restrictions on indoor gatherings.

Topic: July 6 City Council Meeting

Time: Jul 6, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95162459061?pwd=cU9WSWc1bm1XNmpEcGZjeERFMjA2Zz09>

Meeting ID: 951 6245 9061

Password: 917061

One tap mobile

+13017158592,,95162459061#,,,0#,,917061# US (Germantown)

+13126266799,,95162459061#,,,0#,,917061# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 951 6245 9061

Password: 917061

Find your local number: <https://zoom.us/u/aeJd0AIsBe>

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: MI Flight Aviation

DATE: July 6, 2020

PRESENTED BY: Matthew Wyman, Airport Manager

BACKGROUND:

Late May, Sergio Troiani of MI Flight Aviation contacted the airport and expressed a desire to conduct helicopter air tours out of our airport. MI Flight Aviation has been in business since 2016. Since the beginning, MI Flight Aviation inc, utilizes the Robinson R44 helicopter to offer air tours in Detroit, Grand Rapids and St. Ignace and now Charlevoix.

In our immediate region, the Charlevoix Municipal Airport will be the only airport where helicopter air tours are available. This sort of operation should draw more visitors to our community, and it will certainly increase our fuel sales.

With very reasonable fares residents and visitors alike will have an opportunity to experience our beautiful area from a unique perspective.

ATTACHMENTS:

- ▣ MI Flight Aviation LLC



MI FLIGHT AVIATION

CHARLEVOIX, MICHIGAN

DATE

08 JUNE 2020

PROPOSED BY

SERGIO TROIANI

OWNER



MI FLIGHT
AVIATION

City Council Regular Meeting

COMPANY OVERVIEW

ABOUT US

MI Flight Aviation has been growing since 2016. Since beginning in the Metro-Detroit area, we have continued to expand to Northern Michigan with locations in Grand Rapids, Grand Haven and Saint Ignace.

Founded by Sergio Troiani, who has been flying since 2014, MI Flight was created to share his passion of flight with others. He noticed a need in the market for low-cost, family-friendly helicopter tours, which is exactly what MI Flight provides to its passengers.

Our helicopter sightseeing tours provide customers with a unique, bird's eye view of Michigan in both comfort and style.

OUR OPERATION

Currently, our other locations consist of one pilot in addition to 3-4 ground crew personnel. Depending on how busy the location is, or whether it is a holiday weekend will depend on how many employees we have working.

The ground crew safely loads and unloads passengers into the helicopter. Prior to each flight, the ground crew will give a safety briefing to each group of passengers.

On average, MI Flight sees over 300 riders per weekend, 85% of which are tourists to the area.

BOOKING PROCESS

Peak Season Booking: We take both online reservations and walk-up bookings. During peak season, we serve all customers first-come, first-serve. Utilizing an online wait-list, customers can wait at the airport or they can return when it is almost time for the flight (similar to wait-list apps that restaurants use).

Off Season Booking: Time-scheduled, pre-booked flights by either phone reservations or online reservations.

COMMUNITY PARTNERSHIP

PARTNERSHIPS

Whenever a new location is opened, MI Flight reaches out to local businesses looking for a partnership.

Hotels: Guests at hotels are always looking for activities and ways to explore a new area they are visiting - Helicopter Tours are unique way to see the area.

We have also worked with hotels to create Honeymoon or Anniversary Packages where helicopter rides are included with their stay.

Restaurants: MI Flight has previously partnered with other local restaurants to offer Special Occasion Packages for birthdays, holidays, or anniversaries.

LOCAL EMPLOYMENT

Whenever possible, MI Flight employs local residents to assist with our operation. At other locations we have local experienced pilots to fly, as well as high school or college students as ground crew. This is a great way to get the community involved and spread the word on our tours while building a strong relationship with local residents.

SKYDIVE EXPERIENCE

Our Grand Haven location shares space with Skydive Grand Haven. This has provided us with experience operating within an active drop zone as well as a unique partnership between the two businesses.

SAFETY

GENERAL SAFETY

We are proud to say that we have a ZERO incident and accident record. Safety at MI Flight is our number one priority.

Weather is a large contributing factor to our season, and all rides that are unable to be completed due to unsafe weather are either refunded or rescheduled at the rider's preference.

All passengers receive a safety briefing prior to getting on or near the helicopter. This ensures an understanding of how we operate and what can be expected during a ride.

COVID-19

Due to the COVID-19 pandemic, we are not providing customers with headsets. Instead, each passenger will receive a new pair of disposable ear plugs. We ask that customers do not fly with us if they are feeling ill or if they have been exposed to someone who has been diagnosed with COVID-19. Our ground crew will secure all doors and seat-belts to avoid passengers touching them.

Additionally, hand sanitizer will be available as well as lysol wipes.

SKYDIVE SAFETY

We have over a year of experience at an airport with a skydive drop-zone. Both our ground crew and our pilots will be specifically trained on operating near active jumpers.

OPERATIONS

FLIGHT ROUTES

We fully understand that around every airport, large or small, noise complaints are generated. We tirelessly work with communities to mitigate these complaints to the fullest of our ability.

This starts with meticulously scouted and planned routes that provide a scenic tour, while avoiding residential areas entirely.

Additionally, route variances are utilized which limit noise repetition over any given area.

INSURANCE

MI Flight Aviation carries a \$1M liability and \$100k per person insurance policy that can include the city as well as the airport as additionally insured. Our policy is through U.S Speciality and a copy of our policy binder is available at any time.

CONTACT

Sergio Troiani

-Owner

734.629.7200

Sergio@miflightaviation.com

Cassandra McAllister

-Director of Business Development

231.215.1186

Cassandra@miflightaviation.com

www.MiFlightAviation.com

1.844.644.3541

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - June 15, 2020

DATE: July 6, 2020

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, June 15, 2020 – 6:00 p.m.
Virtual Meeting Held via Zoom

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

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Greg Bryan, Shane Cole, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Brian Slater
Members Absent: None
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately. Kalbfell requested that approval of the Art & Craft Show be removed from the consent Agenda and discussed under All Other Actions & Requests.

- A. City Council Special Meeting Minutes – May 29, 2020
- B. City Council Meeting Minutes – June 1, 2020
- C. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – May 28, 2020
 - b. Regular Accounts Payable Check Register – June 16, 2020
 - c. ACH Payments – June 1, 2020 to June 12, 2020
 - d. Payroll Check Register – June 12, 2020
 - e. Payroll Transmittal – June 12, 2020
- D. Electric Department Safety Meeting Contract Extension – for 2021 through 2023: \$17,900 for 2021, with an increase not to exceed 5% per year
- E. CARES Act Grant Agreement – Resolution 2020-06-02

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-06-02
EXECUTION OF CARES ACT AGREEMENT WITH MDOT FAA CARES ACT GRANT NO. 3-26-SBGP-117-2020
MDOT SUB GRANT NO. CVX-11720 CARES

WHEREAS, *a grant has been received from the Michigan Department of Transportation to reimburse the Airport operational costs incurred on or after January 20th 2020; and*

WHEREAS, *the City of Charlevoix will be receiving thirty thousand dollars (\$30,000.00) from the State of Michigan through the State Block Grant Program.*

NOW THEREFORE BE IT RESOLVED, *that the City of Charlevoix City Council hereby authorizes the City Manager to execute the CARES Act Grant Agreement CVX-11720 CARES, after review by City Staff and the City Attorney.*

RESOLVED *this 15th day of June, 2020 A.D.*

Resolution was adopted by the following yea and nay vote:

Yeas: Hagen, Bryan, Kalbfell, Cole, Slater, Oleksy
Nays: None

- F. Resolution to Set Alternate Board of Review Dates – Resolution 2020-06-03

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-06-03
RESOLUTION TO SET AN ALTERNATE DATE FOR THE JULY OR DECEMBER BOARD OF REVIEW

WHEREAS, *Section 53b of the General Property Tax Act, MCL 211.53b, requires a Board of Review that meets in July to meet on Tuesday following the third Monday in July, and a Board of Review that meets in December to meet on the Tuesday following the second Monday in December; and*

WHEREAS, assessors who work for multiple jurisdictions are not always able to attend the Board of Review meeting for each township when they meet on the same day; and

WHEREAS, Public Act 122 of 2008, effective May 9, 2008, allows an alternate July Board of Review meeting date during the week of the third Monday in July; and an alternate December Board of Review meeting date during the week of the second Monday of December; and

WHEREAS, the Governor issued Executive Order 2020-87 that included provisions for the July Board of Review in 2020 to expand authority; and

WHEREAS, it will benefit the residents of the City of Charlevoix to have the assessor available to assist the Board of Review and taxpayers in processing tax appeals and poverty exemptions.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix authorizes an alternate day may be selected during the week of the third Monday of July and an alternate day may be selected during the week of the second Monday of December for the purpose of conducting Board of Review (MCL 211.53b).

RESOLVED this 15th day of June, 2020 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Hagen, Bryan, Kalbfell, Cole, Slater, Oleksy

Nays: None

Motion by Kalbfell, second by Hagen to approve the Consent Agenda as amended.

Yeas: Hagen, Bryan, Kalbfell, Cole, Slater, Oleksy

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

A. Public Hearing: Ordinance 821 Outdoor Sales

The Mayor opened the public hearing at 6:04 p.m. City Manager Heydlauff recalled at the last Council meeting, Council set a public hearing to consider an ordinance change allowing Council to adopt a resolution to permit merchandise be sold on the sidewalk at times beyond the annual sidewalk sales. It was Council's consensus to not amend the ordinance at this time.

Mayor Kurtz opened the item to public comment and two comments were heard. The public hearing was closed at 6:12 p.m.

7. All Other Actions & Requests

A. Power Supply Risk Management Policies

Electric Superintendent Swern recommended the two changes to the power supply risk management policies to Council.

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

Motion by Kalbfell, second by Cole to approve Resolution 2020-06-04 approving the Power Supply Risk Management Policy, the City of Charlevoix Power Supply Risk Management Policy and appointment of the Authorized Representative.

CITY OF CHARLEVOIX RESOLUTION NO. 2020-06-04

RESOLUTION APPROVING POWER SUPPLY RISK MANAGEMENT POLICY, REVISIONS TO CITY OF CHARLEVOIX POWER SUPPLY RISK MANAGEMENT POLICY, AND APPOINTMENT OF AUTHORIZED REPRESENTATIVE

WHEREAS, the City of Charlevoix is a member municipality of the Michigan Public Power Agency ("MPPA"), a joint action agency organized and existent pursuant to Act 448 of the Michigan Public Acts of 1976, as amended; and

WHEREAS, MPPA has created the Energy Services Project and Project Committee pursuant to its Bylaws to allow participating MPPA members to obtain energy services to meet their customers' needs; and

WHEREAS, the City of Charlevoix believes it is in the best interest of the City and its customers for the City to control the risks associated with the transactions conducted through the MPPA's Energy Services Project; and

WHEREAS, the City of Charlevoix must appoint an Authorized Representative to follow the rules of the City of Charlevoix Power Supply Risk Management Policy when approving authorized transactions through the MPPA Energy Services Project.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Charlevoix as follows:

1. *The form of MPPA's Power Supply Risk Management Policy is hereby approved and the Authorized Representative is hereby given approval to vote in favor of implementation of this policy in substantially the form as presented on this date with such minor insertions, deletions and modifications as the Authorized Representative deems necessary.*
2. *Charlevoix City Council approves the Revisions to the City of Charlevoix Power Supply Risk Management Policy as presented on this date, and by doing so confirms approval of the objectives and hedging plan choices as stated in the Policy.*
3. *Charlevoix City Council appoints the Charlevoix Electric Department Superintendent as the Authorized Representative under the MPPA Power Supply Risk Management Policy and authorizes this individual to approve energy, capacity, transmission and related transactions that have a length of up to one year.*
4. *This resolution shall take effect immediately upon adoption.*

RESOLVED this 15th day of June, 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Hagen, Bryan, Kalbfell, Cole, Slater, Oleksy

Nays: None

B. Downtown Parking Plan

Kalbfell led a discussion with regards to the Mayor and Council receiving an email signed by approximately 51 business and building owners requesting Council rescind the parking plan set to commence on June 19, 2020. Considerable dialogue ensued regarding the ability to social distance and the public's willingness to do so, the number of reserved parking spaces in front of outdoor dining establishments and for carryout parking, and whether the new parking meters should be installed and where. It was suggested that the City Manager and the individual restaurants could work out a mutually agreeable plan in lieu of specific regulations. Additional wayfinding signage was also discussed.

Mayor Kurtz opened the item to public comment twice and several citizens were heard from both times.

Motion by Kalbfell, second by Cole to cancel the parking plan that was to start June 19, 2020 and allow the parking arrangement currently in place to continue until Labor Day, September 7, 2020.

Yeas: Hagen, Bryan, Kalbfell, Cole, Slater, Oleksy

Nays: None

Motion by Slater to block off parking in front of dining areas where anyone would eat outside and take two or more parking spots with extra room for people to walk. There was no second; motion died.

Motion by Kalbfell, second by Cole to direct City Staff to work with the restaurants and evaluate their individual needs for space to allow for social distancing around people dining outdoors. There was no vote called for, therefore the motion died.

Motion by Kalbfell, second by Slater to direct City Staff to evaluate the number of carryout restaurant spaces needed and the possibility of restaurants sharing carry out spaces and move those spaces to the back of the restaurants where applicable [City Staff will work with restaurants to work out a mutually agreeable plan.]

Yeas: Bryan, Kalbfell, Cole, Slater, Oleksy

Nays: None

Abstain: Hagen

Motion by Kalbfell, second by Hagen to direct the City Manager to have City Staff install the parking meters/kiosks in the Acacia lot, on Bridge Street and all other parking spots where meters were planned.

Yeas: Hagen, Kalbfell, Cole

Nays: Bryan, Slater, Oleksy

Motion carried with the Mayor breaking the tie by voting Yea.

C. Request for Legal Opinion

Bryan stated that we are requesting a legal opinion from the City Attorney to clarify several issues that have arisen as a result of the May 18, 2020 and June 1, 2020 Charlevoix City Council meetings. The City Council Rules of Procedure that have come into question:

1. Did the motion made, seconded and unanimously approved on May 18, 2020, require the entire Council be present to vote or did the unanimous vote of the remaining members meet the intent of Rule 12?
2. How does Rule 12, (a), impact this situation and all future situations when a council member is involved?
3. How does Rule 2 impact this situation and future situations when a council member is involved?
4. Does Rule 13, (k), require it be the original three council members who voted unanimously on May 18, 2020 to be considered the "same majority"? Or can council members who were absent that meeting be allowed to vote on the reconsideration to achieve the "same majority"?

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

Motion by Bryan, second by Kalbfell to request a legal opinion from the City Attorney on the above questions and how Council and/or the Mayor votes on Ordinances.

Yeas: Hagen, Bryan, Kalbfell, Cole, Slater, Oleksy

Nays: None

D. Hybrid Council Meetings and Public Engagement

City Manager Heydlauff recalled that Council opted to amend their Rules of Procedure to allow members to participate remotely on a limited basis so long as a majority of the Council was assembled in-person. Similarly, they opened the door in the Rules of Procedure to record video and/or audio of meetings and stream it in real time and/or post it after the fact on our website. He questioned whether Council wished to move forward in this direction and noted that our website provider had this capability.

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

Motion by Cole, second by Kalbfell to direct the City Manager to research options and bring them back to Council about the hybrid meeting [including livestreaming.]

Yeas: Bryan, Oleksy, Cole, Kalbfell, Hagen, Slater

Nays: None

Motion by Kalbfell, second by Hagen to request an opinion from the City Attorney whether the change to the Rules of Procedure allowing remote meetings allows someone to be considered attending the meeting for purposes of the City Charter.

Yeas: Bryan, Oleksy, Cole, Kalbfell, Hagen, Slater

Nays: None

Mayor Kurtz requested a moment of silence for former Mayor and Councilman Ken Staley.

E. Approve Annual Art & Craft Show

The Charlevoix Area Chamber of Commerce 52nd Annual Art & Craft Show is scheduled for July 11 & 12, 2020. Being mindful of COVID-19 restrictions the show will be a Petite Art & Craft Stroll: booths will be spaced 10' apart (meaning a reduction in booth count by about two-thirds), aisle ways in the park will be designated one-way for pedestrian traffic, exhibitors and guests will be required to wear face masks, and booths will be required to abide by shopper capacity limits.

Kalbfell discussed her concerns regarding social distancing due to COVID-19 and holding the Art and Craft Show in mid-July. She felt it was unsafe and too soon to hold such a large event downtown. Chamber of Commerce President Sarah Hagen explained their plans for a safe but smaller event.

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

After discussion, Council generally agreed to not approve the July event dates and suggested that Ms. Hagen find an alternate date in August for further consideration.

8. **Reports & Communications**

A. Public Comments

B. City Manager Comments

- A split rail fence was installed at Hoffman Park
- Stoplight installation at Clinton and Bridge Streets continues; three crosswalks will be removed to improve traffic flow
- New phone system was installed last week
- Dean Martin is on board as our Community Development Fellow for 15 months
- Demolition of the old electric shop begins next week

C. Mayor & Council Comments

- General comments were heard from all regarding COVID-19 health and safety

9. **Other Council Business**

The Mayor questioned whether Council wanted to hold their next meeting in-person and they generally affirmed they would be willing.

Cole introduced Dan Barron's preliminary proposal to hold a mini-Venetian event July 24-25. Council discussed health concerns and it was noted that plans were not finalized by the Venetian Committee yet. Council agreed to add a possible agenda item at the next meeting to consider the final proposal. After this determination, some Council members felt that to be fair, the Art & Craft Show decision should be revisited.

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

Motion by Cole, second by Slater to keep the Chamber function as is [pursuant to the Charlevoix Special Event Policy, the Chamber of Commerce to hold their Art and Craft Show on July 11 and 12, 2020 with the caveat that it may be cancelled if warranted due to changing COVID-19 conditions.]

Yeas: Hagen, Bryan, Cole, Slater Oleksy
Nays: Kalbfell

10. Adjourn

The Mayor adjourned the meeting at 8:37 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 05/28/2020			
WHARFSIDE ENT. LTD.	1,750.00	TOTAL	1,750.00
Regular Accounts Payable – 06/16/2020			
ACCUMED GROUP, THE	3,457.19	JOHN E. GREEN COMPANY	488.90
ACE HARDWARE	3,260.96	JONES & JONES GARAGE DOOR SVCS	690.00
ALLEN SUPPLY	508.00	KLOIBER, JEFF	260.00
ALL-PHASE ELECTRIC	395.21	KSS ENTERPRISES	933.45
ALTEC INDUSTRIES INC	6,092.46	LEMANSKI, AMANDA	14.34
APOLLO FIRE EQUIPMENT	765.16	LOTTIE'S BAGELS	161.00
ASPEN WIRELESS	352.00	MACGREGOR PLUMBING & HEATING	1,033.00
AT YOUR SERVICE PLUS INC	407.41	MICHIGAN OFFICEWAYS INC	742.61
AT&T MOBILITY	577.08	MINERAL MASTERS	1,935.00
AUTO VALUE	431.44	MUSTAFA, KIM	155.00
AVFUEL CORPORATION	18,126.41	NAVIA BENEFIT SOLUTIONS	50.00
BELL EQUIPMENT COMPANY	1,160.14	NOIROT, BRYAN	462.00
BEMIS, JACKSON	98.50	NORTHERN LAKES	3,500.00
BOUND TREE MEDICAL LLC	68.21	NORTHERN MICHIGAN REVIEW INC.	279.13
CARQUEST OF CHARLEVOIX	2,032.80	NORTHERN PUMP SERVICE INC.	1,400.00
CDW GOVERNMENT INC.	1,221.13	OLESON'S FOOD STORES	47.86
CERTIFIED LABORATORIES	1,202.39	PERFORMANCE ENGINEERS INC	26,132.70
CHX AREA CHAMBER OF COMMERCE	7,588.00	PREIN & NEWHOF	3,646.10
CHARLEVOIX PEST CONTROL LLC	50.00	R & R PRODUCTS INC	30.00
CHARLEVOIX SCREEN MASTERS INC	35.00	RCL CONSTRUCTION CO INC	1,161,965.26
CHARLEVOIX TOWNSHIP	33,157.12	RICHMAN, LISA	80.00
CINTAS	32.74	ROTARY CLUB OF CHARLEVOIX	37.50
CINTAS CORPORATION	108.01	SAUL, GINNIE	200.00
CITY OF CHARLEVOIX - PETTY CASH	950.00	SPARTAN DISTRIBUTORS INC	430.98
CITY OF CHARLEVOIX - UTILITIES	31,814.93	SPARTAN STORES LLC	29.95
CONWAY PROFESSIONAL SERVICES	1,911.00	STATE AND MASON LLC	1,000.00
D & D ELECTRONICS	150.00	STATE OF MICHIGAN	257.03
ELECTIONSOURCE	194.99	STATE OF MICHIGAN	95.00
ELZINGA, RICHARD & PAMELA	29.33	STOLT, GLEN	50.00
EMERGENCY MEDICAL PRODUCTS INC	183.27	STRICKER'S OUTDOOR POWER EQUIP	920.85
ETNA SUPPLY	248.00	TAYLOR 12501 LLC	4,417.50
F.H. BLACK & COMPANY	1,845.00	TAYLOR, LAURA	80.00
FARMER WHITE'S	46.00	UNIFIRST CORPORATION	1,298.94
FASTENAL COMPANY	134.20	UNIVERSAL CLEANERS LLC	3,875.00
FREEDOM MAILING SERVICES INC.	2,299.73	USA BLUE BOOK	1,548.78
GEMINI GROUP LLC	2,857.00	VALENTINE, MISTY	32.52
GOVERNMENTAL PRODUCTS INC.	391.60	VANDERHOOF, ASHLEE	35.96
GRIFFIN BEVERAGE CO	190.00	VILLAGE GRAPHICS INC.	945.32
GUNTZVILLER, RHONDA	151.00	WINNIE'S ORIGINAL LLC	34.00
HARBOR FENCE COMPANY	319.27	XEROX FINANCIAL SERVICES	168.84
HARRELL'S	1,211.40	TOTAL	1,347,044.99
HERITAGE-CRYSTAL CLEAN LLC	120.00		
HYDRO CORP	539.50		
JACK DOHENY COMPANIES	866.89		
ACH Payments – 06/01/2020 to 06/12/2020			
MI PUBLIC POWER AGENCY	20,530.34	STATE OF MI (WITHHOLDING TAX)	6,739.00
PROXIMITY SPACE INC (THE VAULT)	101.60	VANTAGEPOINT (401 ICMA PLAN)	858.02
PAYMENT SERVICE NETWORK INC	241.70	VANTAGEPOINT (457 ICMA PLAN)	20,363.18
STATE OF MI (SALES TAX)	19,031.13	VANTAGEPOINT (ROTH IRA)	1,186.52
MI PUBLIC POWER AGENCY	18,849.21	TOTAL	138,951.04
DTE ENERGY	4,347.11		
IRS (PAYROLL TAX DEPOSIT)	46,353.23		
ALERUS FINANCIAL (HCSP)	350.00		
Payroll Net Pay – Check Date 06/12/2020			
HEYDLAUFF, MARK L.	3,012.48	DEROSIA, PATRICIA E.	1,094.36
GOLDING, JOYCE M.	2,085.86	DOTSON, LINDSEY J.	1,422.46

DRAFT

KLOOSTER, ALIDA K.	2,129.16	CRANDELL, ZACKARY R.	589.83
GOLOVICH, KAREN J.	985.70	MUELLER, JASON C.	705.22
BARNEVELD, RICHELLE L.	1,151.92	KNORR, KENT J.	1,953.46
EDWARDS, MACKENZIE R.	1,685.53	ANZELL, BETH A.	1,318.58
MILLER, FAITH G.	82.35	STEBE, LAURA A.	116.36
MCGINN, KELLY A.	2,518.08	KLOOSTER, PATRICK H.	1,655.71
LAVENDER, JOSEPH E.	1,728.90	EVANS JR, HALBERT K.	254.57
DOAN, GERARD P.	2,407.54	DAVIS, LEAH R.	161.44
UMULIS, MATTHEW T.	1,344.13	TELGENHOF, WILL G.	161.44
HANKINS, SCOTT A.	1,953.28	WHITE III, MARCUS W.	158.32
ORBAN, BARBARA K.	1,490.70	GREYERBIEHL, KELLY M.	183.32
FLICKEMA, ANDREW M.	2,231.70	CUNNINGHAM, ABIGAIL A.	77.57
RILEY, DENISE M.	447.87	MAY, MEREDITH A.	267.66
MUNK, CHRISTOPHER J.	1,827.45	HART, DAVID R.	471.99
SCHICK, TIELER R.	1,693.68	MCDONNELL, JENNA N.	652.96
MATELSKI, KRISTEN L.	1,356.19	GILL, DAVID R.	928.69
BINGHAM, LARRY E.	1,006.88	MASSON, DONALD J.	528.41
MACGILLIVRAY, ROGER	332.97	KUSINA, DENNIS W.	146.90
WURST, RANDALL W.	1,781.72	LABLANCE, MAUREEN J.	122.13
MAYER, SHELLEY L.	2,100.05	LIVINGSTON, BRIAN D.	1,708.92
HILLING, NICHOLAS A.	1,556.77	STANLEY, MARK J.	58.18
MEIER III, CHARLES A.	1,172.61	WYMAN, MATTHEW A.	1,648.40
ZACHARIAS, STEVEN B.	1,305.58	MILLER, WILLIAM S.	1,357.99
NEWMAN, MARK J.	1,084.25	DOUGLAS, MARK	1,075.61
SWEM, DONALD L.	2,478.25	PRIOR, ERIN C.	1,076.90
EATON, BRAD A.	2,362.94	FRATRICK, JOSEPH W.	504.84
WILSON, TIMOTHY J.	3,159.36	MC MULLEN, DONALD R.	2,098.14
LAVOIE, RICHARD L.	2,233.91	SILVA, JESSE L.A.	2,014.60
STEVENS, BRANDON C.	2,759.02	JOHNSON, MELISSA A.	1,675.23
DRAVES, MARTIN J.	2,442.60	STEPHENS, LYON G.	1,112.05
ANDERSON, ELIZABETH A.	1,209.90	TRAVERS, MANUEL J.	2,102.65
KENWABIKISE, DAVID L.	1,097.59	STEVENS, JEFFREY W.	158.85
ELLIOTT, PATRICK M.	2,381.82	RILEY, CASEY W.	493.08
SCHWARTZFISHER, JOSEPH	988.26	JONES, LARRY M.	935.95
BRADLEY, KELLY R.	1,330.92	FLORE, ROBERT A.	953.15
HART II, DELBERT W.	1,527.86	MATZ, EMILY S.	1,035.55
JONES, ROBERT F.	1,255.59	WHEELER, MICHAEL W.	1,212.11
FARRELL, MITCHELL L.	1,709.10	MISHLER, MICHAEL. J.	1,800.97
THORP JR, WILLIAM D.	1,563.17	AZZOPARDI, ANTHONY J.	1,532.29
LEITNER, RYAN S.	1,421.72	DEKORNE, ELIZABETH A.	113.65
FERGUSON, ROYCE L.	1,739.85	DIETZ, AMANDA M.	1,026.79
DORAN, JUSTIN J.	2,107.26	MOYER, NATHAN I.	853.55
MANKER SR, DAVID W.	181.01	MARIHUGH, ANDREW J.	93.60
NEDWICK, DAVID J.	766.99	SPREEMAN, ASHLEY M.	539.95
FREY, DYLAN V.	507.80	FAULKNER, CHRISTOPHER J.	2,225.64
HART III, DELBERT W.	812.76	WHITLEY, ANDREW T.	1,942.01
SLADEK, RYLYNN S.	655.00	MORRISON, KEVIN P.	1,451.10
LOUISELLE, ELLIE N.	627.60	BISHAW, JAMES H.	451.89
BEMIS, JACKSON R.	599.64	TOTAL	125,395.08
FINNERTY, HOLLY E.	776.79		

Payroll Transmittal – 06/12/2020

4FRONT CREDIT UNION	1,002.01	MI STATE DISBURSEMENT UNIT	209.65
AMERICAN FAMILY LIFE	608.28	MONEY LIFE INSURANCE	338.77
CHAR EM UNITED WAY	90.00	POLICE OFFICERS LABOR COUNCIL	251.25
CHARLEVOIX STATE BANK	967.00	PRIORITY HEALTH	1,440.59
CHEMICAL BANK	25.00		
COMMUNICATION WORKERS OF AMER	659.38	TOTAL	5,591.93

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: July 6, 2020

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
06/19/2020		
130554	AT&T	4,489.01
130555	CHARLEVOIX STATE BANK	6,637.50
130556	CHARTER COMMUNICATIONS	2,783.94
130557	DELTA DENTAL	3,260.40
130558	HOLIDAY COMPANIES	5,597.83
130559	MONEY LIFE INSURANCE	477.83
130560	PRIORITY HEALTH	39,716.42
130561	RANGE TELECOMMUNICATIONS	284.00
130562	STANDARD INSURANCE CO	2,816.05
130563	VERIZON WIRELESS	176.84
130564	VSP INSURANCE CO. (CT)	527.71
130565	WEX BANK	879.69
Total 06/19/2020:		67,647.22
Grand Totals:		67,647.22

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

06/19/20 Special Accounts Payable Run	\$	67,647.22
06/26/20 Payroll (net pay)	\$	128,133.49
06/26/20 Payroll Transmittal Checks	\$	5,314.84
06/26/20 Special Accounts Payable Run	\$	4,038.93
06/16/20 Regular Accounts Payable	\$	132,339.85
Checks Sub-Total:	\$	337,474.33

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

06/15/20 MI Public Power Agency	\$	14,281.62
06/22/20 MI Public Power Agency	\$	6,303.82
06/25/20 MI Public Power Agency	\$	170,596.70
06/26/20 IRS (Payroll Tax Deposit)	\$	46,126.41
06/26/20 Alerus Financial (HCSP)	\$	350.00
06/26/20 State of MI (Withholding Tax)	\$	6,792.02
06/26/20 Vantagepoint (401 ICMA Plan)	\$	858.02
06/26/20 Vantagepoint (457 ICMA Plan)	\$	20,077.42
06/26/20 Vantagepoint (Roth IRA)	\$	955.76
06/26/20 MERS (Defined Benefit Plan)	\$	48,673.13
06/29/20 MI Public Power Agency	\$	14,639.37

ACH Sub-Total: \$ 329,654.27

Huntington National Bank Total: \$ 667,128.60

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

Tax Disbursement	\$	-
Charlevoix State Bank Total:	\$	-
Grand Total:	\$	667,128.60

APPROVED:

CITY MANAGER

CITY TREASURER

CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/20/2020	PC	06/26/2020	30929	HEYDLAUFF, MARK L.	102		2,724.04
06/20/2020	PC	06/26/2020	30930	GOLDING, JOYCE M.	106		1,653.60
06/20/2020	PC	06/26/2020	30931	DEROSIA, PATRICIA E.	107		1,069.26
06/20/2020	PC	06/26/2020	30932	DOTSON, LINDSEY J.	109		1,422.46
06/20/2020	PC	06/26/2020	30933	KLOOSTER, ALIDA K.	121		1,753.72
06/20/2020	PC	06/26/2020	30934	GOLOVICH, KAREN J.	122		985.70
06/20/2020	PC	06/26/2020	30935	BARNEVELD, RICHELLE	123		1,140.77
06/20/2020	PC	06/26/2020	30936	EDWARDS, MACKENZIE	124		1,299.42
06/20/2020	PC	06/26/2020	30937	MILLER, FAITH G.	142		24.95
06/20/2020	PC	06/26/2020	30938	MCGINN, KELLY A.	146		2,085.83
06/20/2020	PC	06/26/2020	30939	LAVENDER, JOSEPH E.	153		1,728.90
06/20/2020	PC	06/26/2020	30940	DOAN, GERARD P.	201		2,407.55
06/20/2020	PC	06/26/2020	30941	UMULIS, MATTHEW T.	205		1,204.45
06/20/2020	PC	06/26/2020	30942	HANKINS, SCOTT A.	208		1,693.34
06/20/2020	PC	06/26/2020	30943	ORBAN, BARBARA K.	209		1,294.54
06/20/2020	PC	06/26/2020	30944	FLICKEMA, ANDREW M.	211		1,603.28
06/20/2020	PC	06/26/2020	30945	RILEY, DENISE M.	213		445.58
06/20/2020	PC	06/26/2020	30946	MUNK, CHRISTOPHER J.	215		1,458.59
06/20/2020	PC	06/26/2020	30947	SCHICK, TIELER R.	216		1,504.60
06/20/2020	PC	06/26/2020	30948	MATELSKI, KRISTEN L.	230		1,356.19
06/20/2020	PC	06/26/2020	30949	BINGHAM, LARRY E.	240		772.58
06/20/2020	PC	06/26/2020	30950	MACGILLIVRAY, ROGER	244		332.97
06/20/2020	PC	06/26/2020	30951	WURST, RANDALL W.	411		1,186.19
06/20/2020	PC	06/26/2020	30952	MAYER, SHELLEY L.	412		1,599.30
06/20/2020	PC	06/26/2020	30953	HILLING, NICHOLAS A.	413		1,779.71
06/20/2020	PC	06/26/2020	30954	MEIER III, CHARLES A.	421		1,444.30
06/20/2020	PC	06/26/2020	30955	ZACHARIAS, STEVEN B.	422		1,281.76
06/20/2020	PC	06/26/2020	30956	NEWMAN, MARK J.	424		827.45
06/20/2020	PC	06/26/2020	30957	SWEM, DONALD L.	512		2,454.09
06/20/2020	PC	06/26/2020	30958	EATON, BRAD A.	515		2,442.70
06/20/2020	PC	06/26/2020	30959	WILSON, TIMOTHY J.	516		2,776.96
06/20/2020	PC	06/26/2020	30960	LAVOIE, RICHARD L.	519		2,225.14
06/20/2020	PC	06/26/2020	30961	STEVENS, BRANDON C.	521		2,457.72
06/20/2020	PC	06/26/2020	30962	DRAVES, MARTIN J.	523		2,656.78
06/20/2020	PC	06/26/2020	30963	ANDERSON, ELIZABETH	526		1,209.90
06/20/2020	PC	06/26/2020	30964	KENWABIKISE, DAVID L.	528		1,097.59
06/20/2020	PC	06/26/2020	30965	ELLIOTT, PATRICK M.	600		2,381.83
06/20/2020	PC	06/26/2020	30966	SCHWARTZFISHER, JOS	603		1,195.20
06/20/2020	PC	06/26/2020	30967	BRADLEY, KELLY R.	614		1,572.87
06/20/2020	PC	06/26/2020	30968	HART II, DELBERT W.	616		1,282.98
06/20/2020	PC	06/26/2020	30969	JONES, ROBERT F.	618		1,735.47
06/20/2020	PC	06/26/2020	30970	FARRELL, MITCHELL L.	622		1,333.65
06/20/2020	PC	06/26/2020	30971	THORP JR, WILLIAM D.	623		1,562.09
06/20/2020	PC	06/26/2020	30972	LEITNER, RYAN S.	624		1,477.63
06/20/2020	PC	06/26/2020	30973	FERGUSON, ROYCE L.	625		1,410.57
06/20/2020	PC	06/26/2020	30974	DORAN, JUSTIN J.	634		2,107.26
06/20/2020	PC	06/26/2020	30975	MANKER SR, DAVID W.	639		839.86
06/20/2020	PC	06/26/2020	30976	NEDWICK, DAVID J.	642		843.67
06/20/2020	PC	06/26/2020	30977	FREY, DYLAN V.	643		650.98
06/20/2020	PC	06/26/2020	30978	HART III, DELBERT W.	657		938.33
06/20/2020	PC	06/26/2020	30979	SLADEK, RYLYNN S.	660		696.86
06/20/2020	PC	06/26/2020	30980	LOUISELLE, ELLIE N.	664		667.55
06/20/2020	PC	06/26/2020	30981	BEMIS, JACKSON R.	667		643.58
06/20/2020	PC	06/26/2020	30982	FINNERTY, HOLLY E.	669		873.24
06/20/2020	PC	06/26/2020	30983	CRANDELL, ZACKARY R.	691		848.86
06/20/2020	PC	06/26/2020	30984	MUELLER, JASON C.	694		750.88
06/20/2020	PC	06/26/2020	30985	KNORR, KENT J.	700		1,953.46

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/20/2020	PC	06/26/2020	30986	ANZELL, BETH A.	702		1,318.58
06/20/2020	PC	06/26/2020	30987	STEBE, LAURA A.	703		160.69
06/20/2020	PC	06/26/2020	30988	KLOOSTER, PATRICK H.	743		1,655.71
06/20/2020	PC	06/26/2020	30989	EVANS JR, HALBERT K.	744		590.40
06/20/2020	PC	06/26/2020	30990	KLINGER, BRADLEY W.	747		138.50
06/20/2020	PC	06/26/2020	30991	DAVIS, LEAH R.	748		381.68
06/20/2020	PC	06/26/2020	30992	TELGENHOF, WILL G.	749		344.98
06/20/2020	PC	06/26/2020	30993	WHITE III, MARCUS W.	754		355.92
06/20/2020	PC	06/26/2020	30994	GREYERBIEHL, KELLY M.	757		518.25
06/20/2020	PC	06/26/2020	30995	CAREY, MADISON Q.	758		178.62
06/20/2020	PC	06/26/2020	30996	CUNNINGHAM, ABIGAIL A	759		432.15
06/20/2020	PC	06/26/2020	30997	JAREMA, CAROLINE J.	760		152.08
06/20/2020	PC	06/26/2020	30998	PRIMAK, JACOB L.	761		180.97
06/20/2020	PC	06/26/2020	30999	CURTIS, LILY E.	770		214.25
06/20/2020	PC	06/26/2020	31000	MAY, MEREDITH A.	771		603.87
06/20/2020	PC	06/26/2020	31001	PETROSKY, JACOB D.	772		239.15
06/20/2020	PC	06/26/2020	31002	WARRINER, RYAN T.	773		194.82
06/20/2020	PC	06/26/2020	31003	WALKER, SAVANNAH P.	774		443.07
06/20/2020	PC	06/26/2020	31004	KIRINOVIC, THOMAS F.	790		408.89
06/20/2020	PC	06/26/2020	31005	WAGNER, KIRSTEN M.	793		173.55
06/20/2020	PC	06/26/2020	31006	SHEETS, SOPHIA R.	794		188.97
06/20/2020	PC	06/26/2020	31007	MOOAR, ISAAC S.	796		377.79
06/20/2020	PC	06/26/2020	31008	HART, DAVID R.	836		504.79
06/20/2020	PC	06/26/2020	31009	MCDONNELL, JENNA N.	839		923.11
06/20/2020	PC	06/26/2020	31010	GILL, DAVID R.	856		865.63
06/20/2020	PC	06/26/2020	31011	MASSON, DONALD J.	861		546.18
06/20/2020	PC	06/26/2020	31012	KUSINA, DENNIS W.	862		243.16
06/20/2020	PC	06/26/2020	31013	LABLANCE, MAUREEN J.	863		316.96
06/20/2020	PC	06/26/2020	31014	LIVINGSTON, BRIAN D.	866		1,708.92
06/20/2020	PC	06/26/2020	31015	STANLEY, MARK J.	867		55.41
06/20/2020	PC	06/26/2020	31016	WYMAN, MATTHEW A.	927		1,781.56
06/20/2020	PC	06/26/2020	31017	MILLER, WILLIAM S.	933		1,163.55
06/20/2020	PC	06/26/2020	31018	DOUGLAS, MARK	935		1,057.70
06/20/2020	PC	06/26/2020	31019	PRIOR, ERIN C.	938		1,162.60
06/20/2020	PC	06/26/2020	31020	FRATRICK, JOSEPH W.	940		444.29
06/20/2020	PC	06/26/2020	31021	MCMULLEN, DONALD R.	1000		2,419.54
06/20/2020	PC	06/26/2020	31022	SILVA, JESSE L.A.	1001		1,646.62
06/20/2020	PC	06/26/2020	31023	JOHNSON, MELISSA A.	1004		1,493.83
06/20/2020	PC	06/26/2020	31024	STEPHENS, LYON G.	1005		1,209.44
06/20/2020	PC	06/26/2020	31025	TRAVERS, MANUEL J.	1006		1,784.22
06/20/2020	PC	06/26/2020	31026	STEVENS, JEFFREY W.	1028		388.36
06/20/2020	PC	06/26/2020	31027	RILEY, CASEY W.	1052		462.56
06/20/2020	PC	06/26/2020	31028	JONES, LARRY M.	1057		516.38
06/20/2020	PC	06/26/2020	31029	FLORE, ROBERT A.	1058		478.28
06/20/2020	PC	06/26/2020	31030	MATZ, EMILY S.	1059		1,112.60
06/20/2020	PC	06/26/2020	31031	MOYER, DAVID T.	1073		199.76
06/20/2020	PC	06/26/2020	31032	WHEELER, MICHAEL W.	1103		1,509.29
06/20/2020	PC	06/26/2020	31033	MISHLER, MICHAEL. J.	1107		1,508.03
06/20/2020	PC	06/26/2020	31034	AZZOPARDI, ANTHONY J.	1108		1,765.07
06/20/2020	PC	06/26/2020	31035	DEKORNE, ELIZABETH A.	1109		270.01
06/20/2020	PC	06/26/2020	31036	DIETZ, AMANDA M.	1115		1,557.72
06/20/2020	PC	06/26/2020	31037	MOORE, SASHA L.	1116		113.65
06/20/2020	PC	06/26/2020	31038	MOYER, NATHAN I.	1118		738.03
06/20/2020	PC	06/26/2020	31039	SPREEMAN, ASHLEY M.	1120		592.08
06/20/2020	PC	06/26/2020	31040	FAULKNOR, CHRISTOPH	1122		2,834.04
06/20/2020	PC	06/26/2020	130673	WHITLEY, ANDREW T.	522		1,942.01
06/20/2020	PC	06/26/2020	130674	MORRISON, KEVIN P.	601		1,377.14

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/20/2020	PC	06/26/2020	130675	BISHAW, JAMES H.	633		776.79
06/20/2020	PC	06/26/2020	130676	PETERSON, BENJAMIN D	785		242.56
Grand Totals:			116				128,133.49



Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/20/2020	06/26/2020	130677	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	952.01
06/20/2020	06/26/2020	130678	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	127.28
06/20/2020	06/26/2020	130678	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	481.00
06/20/2020	06/26/2020	130679	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 6/20/2	90.00
06/20/2020	06/26/2020	130680	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	967.00
06/20/2020	06/26/2020	130681	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	25.00
06/20/2020	06/26/2020	130682	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	659.38
06/20/2020	06/26/2020	130683	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	209.65
06/20/2020	06/26/2020	130684	MONY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	260.72
06/20/2020	06/26/2020	130684	MONY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 6/20/	48.24
06/20/2020	06/26/2020	130684	MONY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 6/20/20	4.00
06/20/2020	06/26/2020	130684	MONY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	40.51
06/20/2020	06/26/2020	130684	MONY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 6/20	6.87
06/20/2020	06/26/2020	130684	MONY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 6/20/2	2.59
06/20/2020	06/26/2020	130685	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,440.59
Grand Totals:		15				5,314.84



Check Number	Payee	Amount
06/26/2020		
130686	AT&T LONG DISTANCE	100.84
130687	AT&T MOBILITY	577.08
130688	GREAT LAKES ENERGY	243.03
130689	MICHIGAN MUNICIPAL LEAGUE	3,117.98
Total 06/26/2020:		4,038.93
Grand Totals:		4,038.93

Check Number	Payee	Amount
07/07/2020		
130566	ACCESS LOCKSMITHING INC	170.00
130567	AIRGAS USA LLC	71.15
130568	ALL-PHASE ELECTRIC	124.74
130569	AMERICAN WASTE INC.	1,581.76
130570	ANDERSON, ELIZABETH A.	50.00
130571	ANZELL, BETH A.	50.00
130572	APPLIED CONCEPTS INC	185.00
130573	AT YOUR SERVICE PLUS INC	194.45
130574	AVFUEL CORPORATION	24,883.98
130575	BELL EQUIPMENT COMPANY	3,816.61
130576	BOB MATHERS FORD	325.00
130577	BOUND TREE MEDICAL LLC	198.60
130578	BRADFORD'S	32.50
130579	CCI SOUTH LLC	183.75
130580	CDW GOVERNMENT INC.	376.40
130581	CENTRAL DRUG STORE	25.80
130582	CHARLEVOIX COMMUNITY SHOPPER	299.00
130583	CINTAS	65.48
130584	CLOTHING COMPANY, THE	351.00
130585	CONWAY PROFESSIONAL SERVICES	3,926.00
130586	DeROSIA, PATRICIA E.	50.00
130587	DERRER OIL & PROPANE CO	87.00
130588	DOAN, GERARD P.	50.00
130589	DORAN, JUSTIN J.	50.00
130590	DOTSON, LINDSEY J.	50.00
130591	DUNKEL EXCAVATING SERVICES INC.	5,070.00
130592	ELLIOTT, PATRICK M.	50.00
130593	ELLSWORTH FARMER'S EXCHANGE	653.05
130594	EMERGENCY MEDICAL PRODUCTS IN	564.19
130595	ETNA SUPPLY	2,000.00
130596	FAMILY FARM & HOME	580.99
130597	FARMER WHITE'S	159.00
130598	FASTENAL COMPANY	279.88
130599	FICK & SONS DIESEL GARAGE	2,087.49
130600	GOLDING, JOYCE M.	50.00
130601	GREAT LAKES PIPE & SUPPLY	227.10
130602	GRP ENGINEERING INC.	2,902.50
130603	GUNTZVILLER, RHONDA	132.00
130604	HANKINS, SCOTT A.	50.00
130605	HARRELL'S	6,006.58
130606	HEYDLAUFF, MARK L.	50.00
130607	HYDE SERVICES LLC	111.34
130608	JOE'S PROFESSIONAL SERVICES LLC	550.00
130609	JOHN E. GREEN COMPANY	911.76
130610	JOHNSON, MELISSA A.	50.00
130611	KLOOSTER, ALIDA K.	50.00
130612	KLOOSTER, PATRICK H.	50.00
130613	KNORR, KENT J.	50.00

Check Number	Payee	Amount
130614	KSS ENTERPRISES	5,174.36
130615	LAMAR COMPANIES	770.00
130616	LAVENDER, JOSEPH E.	50.00
130617	LITTLE TRAVERSE DISPOSAL LLC	22,855.55
130618	LIVINGSTON, BRIAN D.	50.00
130619	LOTTIE'S BAGELS	184.00
130620	MACGREGOR PLUMBING & HEATING	194.00
130621	MAYER, SHELLEY L.	50.00
130622	MCCARDEL CULLIGAN-PETOSKEY	50.50
130623	MCDONNELL, JENNA N.	100.00
130624	McGINN, KELLY A.	50.00
130625	MCLEAN ENGINEERING CO INC	3,989.75
130626	MCMULLEN, DONALD R.	50.00
130627	MICHIGAN MUSHROOM MARKET LLC	42.00
130628	MID-STATE ASBESTOS REMOVAL INC	2,000.00
130629	MIKE'S MUSTARD	65.00
130630	MILLER, WILLIAM S.	50.00
130631	MUTT MITT	1,970.80
130632	NOIROT, BRYAN	317.00
130633	NORTHERN CREDIT SERVICES	32.12
130634	NORTHWEST FIRE	58.00
130635	OLSON BZDOK & HOWARD	1,614.75
130636	OUDBIER INSTRUMENT CO	475.00
130637	P.K. CONTRACTING	1,897.04
130638	PARASTAR INC.	279.95
130639	PENINSULA FIBER NETWORK LLC	470.00
130640	PLUNKETT & COONEY	800.00
130641	POSTMASTER	68.00
130642	POWER LINE SUPPLY	6,219.50
130643	PURITY CYLINDER GASES INC	161.30
130644	QUILL CORP	292.12
130645	REHMANN-ROBSON & CO	10,500.00
130646	SCHADE, JEFF	1,200.00
130647	SIGMA-ALDRICH INC.	696.97
130648	SILVA, JESSE L.A.	50.00
130649	SOUND ENVIRONMENTS	677.82
130650	SPARTAN DISTRIBUTORS INC	38.76
130651	SPARTAN STORES LLC	41.38
130652	STATE OF MICHIGAN	747.89
130653	STEPHENS, LYON G.	50.00
130654	STRICKER'S OUTDOOR POWER EQUI	510.20
130655	STRIKER SUPPLY	22.00
130656	SUN BADGE CO.	115.75
130657	SWEM, DONALD L.	50.00
130658	TELNET GROUP INC	145.00
130659	TRAVERS, MANUEL J.	50.00
130660	UNIFIRST CORPORATION	1,007.79
130661	UPPER CASE PRINTING INK.	216.69
130662	USA BLUE BOOK	911.44

Check Number	Payee	Amount
130663	UTILITIES INSTRUMENTATION SERVI	2,974.40
130664	VALLEY TRUCK - TRAVERSE CITY	285.59
130665	VILLAGE GRAPHICS INC.	188.00
130666	VILLAGER PUB, THE	318.27
130667	WILBERT BURIAL VAULT CO	569.22
130668	WORK & PLAY SHOP	409.00
130669	WURST, RANDALL W.	50.00
130670	WYMAN, MATTHEW A.	50.00
130671	XEROX FINANCIAL SERVICES	168.84
130672	ZIPP, CAROLYN	80.00
Total 07/07/2020:		132,339.85
Grand Totals:		132,339.85

Check Number	Payee	Amount
06/15/2020		
61520001	MICHIGAN PUBLIC POWER AGENCY	14,281.62
Total 06/15/2020:		14,281.62
Grand Totals:		14,281.62

Check Number	Payee	Amount
06/22/2020		
62220001	MICHIGAN PUBLIC POWER AGENCY	6,303.82
Total 06/22/2020:		6,303.82
Grand Totals:		6,303.82

Check Number	Payee	Amount
06/25/2020		
62520001	MICHIGAN PUBLIC POWER AGENCY	170,596.70
Total 06/25/2020:		170,596.70
Grand Totals:		170,596.70

Check Issue Date	Check Number	Payee	Amount
62620001			
06/26/2020	62620001	**EFTPS* Payroll Taxes	11,896.46
06/26/2020	62620001	**EFTPS* Payroll Taxes	11,896.46
06/26/2020	62620001	**EFTPS* Payroll Taxes	2,782.24
06/26/2020	62620001	**EFTPS* Payroll Taxes	2,782.24
06/26/2020	62620001	**EFTPS* Payroll Taxes	16,769.01
Total 62620001:			
	5		46,126.41
62620002			
06/26/2020	62620002	Alerus Financial	350.00
Total 62620002:			
	1		350.00
62620003			
06/26/2020	62620003	STATE OF MICHIGAN	6,792.02
Total 62620003:			
	1		6,792.02
62620004			
06/26/2020	62620004	Vantagepoint - 401 Plan 109153	858.02
Total 62620004:			
	1		858.02
62620005			
06/26/2020	62620005	Vantagepoint - 457 Plan 300959	5,362.92
06/26/2020	62620005	Vantagepoint - 457 Plan 300959	2,131.41
06/26/2020	62620005	Vantagepoint - 457 Plan 300959	4,313.94
06/26/2020	62620005	Vantagepoint - 457 Plan 300959	8,269.15
Total 62620005:			
	4		20,077.42
62620006			
06/26/2020	62620006	Vantagepoint - Roth IRA 706117	955.76
Total 62620006:			
	1		955.76
Grand Totals:			
	13		75,159.63



Check Number	Payee	Amount
06/26/2020		
62620007	MERS	48,673.13
Total 06/26/2020:		48,673.13
Grand Totals:		48,673.13

Check Number	Payee	Amount
06/29/2020		
62920001	MICHIGAN PUBLIC POWER AGENCY	14,639.37
Total 06/29/2020:		14,639.37
Grand Totals:		14,639.37

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Planning Commissioner Ben Edwards Resignation

DATE: July 6, 2020

BACKGROUND:

Ben Edwards moved to Marion Township and is resigning from the Planning Commission. Members need to be a city resident in order to serve on the commission.

RECOMMENDATION:

Motion to accept the resignation of Ben Edwards from the Planning Commission.

ATTACHMENTS:

- ▣ Resignation

Zimbra

joyceg@charlevoixmi.gov

Re: Did you move?

From : Ben Edwards <benwards2@gmail.com>

Wed, Jun 24, 2020 11:56 AM

Subject : Re: Did you move?**To :** Kathy Egan
<kathy.egan@networksnorthwest.org>**Cc :** R J Waddell <1rjwaddell@att.net>, Joyce
Golding <joyceg@charlevoixmi.gov>

All,

Yes, I did recently move in June out of the city limits and therefore will need to resign from the planning commission effective immediately. I saw Phil walking his dog this morning and was just thinking I needed to send something to R.J.

It was a pleasure to serve on the planning commission with you all. I really learned a lot!

Thanks again,
Ben

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Transformer Purchase for \$22,864

DATE: July 6, 2020

BACKGROUND:

In case of unanticipated shortages in major materials in the next several months the Electric Department has continued to stock up on items and has compiled a list of transformers that are needed to maintain the system. Transformers can typically have lead times of 12 to 16 weeks in normal times so it is good to have enough available.

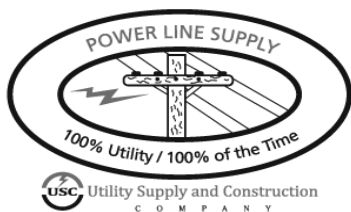
Powerline Supply, our partner under the Vendor Managed Inventory agreement, obtained three prices for each set of transformers. The low bidder was Power Partners and although we have not used their transformers in the recent past they come with excellent references. The bid results are attached. The transformers will be added to inventory and used as needed.

RECOMMENDATION:

Motion to approve purchase of Power Partners Transformers from Powerline Supply for a total of \$22,864.

ATTACHMENTS:

- ▣ Quote
- ▣ Bid Sheet



Power Line Supply
420 Roth Street Suite A
Reed City, MI 49677
USA
231-832-2297

QUOTATION

Order Number	
12454121	
Order Date	Page
6/22/2020 13:02:49	1 of 1

Bill To:

Charlevoix, City Of
Attn: Accounts Payable
210 State Street
Charlevoix, MI 49720

Ship To:

Charlevoix, City Of
12501 Taylor Road
Charlevoix, MI 49720

231-547-3260

Attn: Accounts Payable

Requested By: Mrs. Liz Anderson

Customer ID: 100146

PO Number					Freight	Carrier	Taker		
Transformer quote-1					Prepaid		VICKY_SMITH		
Quantities					Item ID Item Description	Pricing UOM/Size	Unit Price	Extended Price	
Ordered	Allocated	Remaining	UOM Unit Size	Disp.					
4.0000	0.0000	4.0000	EA	1.0	(001) L7112C25XQS07Q1 Transformer Pole 25kva 1PH Conventional with Arrester 7200/12470Y HV 120/240LV HV Bushings	EA 1.0	800.0000	3,200.00	Lead Time Days ARO: 95
4.0000	0.0000	4.0000	EA	1.0	(002) L7112C37XQS07Q1 Transformer 37.5KVA Pole 1PH Conventional with arrester 7200/14270y HV 120/240 LV	EA 1.0	996.0000	3,984.00	Lead Time Days ARO: 95
8.0000	0.0000	8.0000	EA	1.0	(003) Q7111C25ZZS11Q1 Transformer 25KVA Pad 1PH 12470GY/7200HV 240-120 LV	EA 1.0	1,256.0000	10,048.00	Lead Time Days ARO: 95
4.0000	0.0000	4.0000	EA	1.0	(004) Q7111C37ZZS11Q1 Transformer 37.5 KVA Pad 1PH 12470gy/7200HV 240/120 LV	EA 1.0	1,408.0000	5,632.00	Lead Time Days ARO: 95

Total Lines: 4

THIS QUOTATION AND/OR ACKNOWLEDGEMENT ARE SUBJECT TO OUR
STANDARD TERMS OF SALE WHICH CAN BE ACCESSED AT:
[HTTPS://WWW.USCCO.COM/TERMS/TACA.ASPX](https://www.uscco.com/terms/taca.aspx) OR WE WILL SEND YOU A
COPY UPON YOUR REQUEST BY CALLING 1-800-832-2297

SUB-TOTAL: 22,864.00

TAX: 0.00

AMOUNT DUE: 22,864.00

U.S. Dollars



	Transformers							
			Bidder:					
			Howard		Eaton		Power Partners	
	Description	Quantity	Price Ea	Total	Price Ea	Total	Price Ea	Total
1	25 kva pad	8	\$1,306.00	\$10,448.00	\$1,589.00	\$12,712.00	\$1,256.00	\$10,048.00
2	25 kva pole	4	\$1,007.00	\$4,028.00	\$899.00	\$3,596.00	\$800.00	\$3,200.00
3	37.5 kva pad	4	\$1,627.00	\$6,508.00	\$1,575.00	\$6,300.00	\$1,408.00	\$5,632.00
4	37.5 kva pole	4	\$1,173.00	\$4,692.00	\$1,136.00	\$4,544.00	\$996.00	\$3,984.00
				\$25,676.00		\$27,152.00		\$22,864.00

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: 2020 Ford Utility Police Interceptor Purchase for \$37,930

DATE: July 6, 2020

BACKGROUND:

The 2020 budget includes the purchase of a new patrol vehicle and equipment. According to the capital plan, two patrol vehicles are purchased every three years. Our last vehicle was purchased in 2018. This new patrol vehicle will be replacing a 2014 Ford Police Interceptor with 131,895 miles. The mileage on the other two patrol vehicles are 45,081 on a 2017 Chevrolet Tahoe and 10,950 on a 2018 Chevrolet Tahoe. The three patrol vehicles accumulate approximately 65,000 miles per year.

The patrol vehicle selected to purchase is a 2020 Ford, all wheel drive, Police Interceptor with some major equipment. This vehicle has a V6 engine for lower fuel consumption.

The vehicle will be purchased from Signature Ford through the Michigan MI Deal by the States bidding process. The purchase price for the vehicle and some major equipment is \$37,930.

RECOMMENDATION:

Motion to approve the purchase of one 2020 Ford Utility Police Interceptor with some major equipment from Signature Ford for the amount of \$37,930.

ATTACHMENTS:

- ▣ Invoice for 2020 Ford Interceptor



June 15, 2020

City of Charlevoix
Attn: Chief Gerard Doan
210 State Street
Charlevoix, MI 49720

Dear Chief Gerard Doan:

Price on 2020 Vehicle Macomb County Contract Bid:

2020 Ford Police Interceptor Utility AWD in Dark Blue \$37,930.00 ea

Service Contract: 36,000 miles or 36 months factory bumper to bumper warranty
and 100,000 miles or 60 months powertrain warranty.

Delivery date: About 120 days from receipt of your PO.

Order Cutoff Date: TBD.

**Ford Motor Company does not guarantee delivery---Ford Motor Company will
make reasonable efforts to schedule orders received prior to fleet order cut-off date.**

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace
period will be given if previous arrangements have been made. An \$8.00 per day floor
plan will be charged if payment is not at the dealership within 10 days of delivery of the
vehicle (s).

If you have any questions please call me, 888-92-Fleet (888-923-5338).

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

1960 East Main St, Owosso, MI 48867
888-92-FLEET or 888-923-5338, Fax 517-625-5832

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Electric Department Director Job Description

DATE: July 6, 2020

BACKGROUND:

Requesting approval of the updated Electric Department Director job description, dated July 6, 2020, for recruitment purposes.

RECOMMENDATION:

Motion to approve the Electric Department Director job description, dated July 6, 2020.

ATTACHMENTS:

- ▣ Electric Department Director Job Description, dated July 6, 2020

CITY OF CHARLEVOIX

Title: Director
FLSA: Exempt
STATUS: Full-time, non-union
Department: Electric Department
Reports To: City Manager
Date: July 6, 2020

Position Purpose and Objectives

Responsible for all operations of the Electric Department, including planning, organizing and directing Electric Department employees and activities. Also responsible for performing technical engineering and related administrative work, and planning, directing, and organizing municipal construction projects. Performs liaison and staff work for the City Manager.

Scope and Environment

Must maintain a close working relationship with the City Manager, City Council, residents/ratepayers, and City staff. He/she must present a positive image of the City at all times. Although the work is generally in an office setting, he/she occasionally works outdoors in various weather conditions, near moving mechanical parts, and/or in precarious places and is occasionally exposed to wet or humid conditions, airborne particles, and to high voltage. He/she is required to maintain prompt response-time and regular staffing of the facilities.

Essential Job Functions

- Provides management and leadership for the Electric Department by developing, implementing, managing, and reviewing objectives, policies, procedures, and work standards for the department.
- Directs the preparation of design specifications, cost estimates, and inspections of electric utilities; analyzes and recommends utility rates.
- Prepares drawings and topographical and relief maps as needed.
- Plans and directs the operation and maintenance of designated fleet and facilities/buildings, including responsibility for replacement of equipment and management of improvements/upgrades.
- Prepares detailed budget recommendations (for review and approval by the City Manager and City Council) that accurately reflect the anticipated costs for Electric Department activities and assists other departments in same as budgets relate to capital projects.
- Direct capital improvement projects and monitor contractors and subcontractors performance. Prepare bids and requisitions for plant equipment, materials, supplies, and services. Manage state and federal grants for assigned engineering projects.
- Direct hiring, training, and professional development of staff; work with employees, management and unions to correct deficiencies. Revise and maintain a health and safety program that includes frequent training, regular inspections, and timely documentation and remediation of unsafe conditions and unsafe acts.
- Coordinate work of the department with that of other City departments, outside vendors, and various governmental and nongovernmental agencies, such as other utility and service providers and subcontractors, and local businesses and industries.
- Attend City Council meetings to present budgets, activity reports, plans for future activities, and other related initiatives and their impact on the City.
- Participate in and represent City interests at the Michigan Public Power Agency (MPPA) and make recommendations to Council concerning future power generation and transmission issues. Attend other regional meetings to coordinate action both inside and outside the community. For example, attend MPPA/MMEA and follow through on resolutions and Council actions. Represent the City, participating in on-going and new projects and studies of power generation and transmission, load growth predictions, load duration curves, costs, renewable energy projects, etc. assuring that the Department stay current with existing and emerging State and Federal requirements.
- Perform administrative work for the City Manager in various phases of municipal operations.

- Maintain currency in applicable technical fields.

Minimum Qualifications

- Graduate from a college or university of recognized standing with a degree in electrical engineering or related subjects and at least eight years experience (or equivalent combination of education and experience) involving various phases of municipal electric utility management, public works design, construction, maintenance and repair activities, and have administrative experience involving a variety of municipal management activities.
- Registered Professional Engineer in the State of Michigan is strongly preferred.
- Valid Michigan driver's license.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council approval: Pending Approval

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Housing at the Golf Course

DATE: July 6, 2020

PRESENTED BY: Scott Howard, City Attorney; Mark L. Heydlauff, City Manager

BACKGROUND:

For a couple of years, Council has discussed the lack of housing options in our area and has acted on several strategies to create more middle-priced housing. Consistently there has been discussion of whether wooded areas at the Golf Course could be used for housing while maintaining golf. As we've explored the financial picture of the golf course, this was also a prospect for considering an off-set to the operational losses we regularly experience. Revenue from housing could provide an income source to augment green fees to maintain the asset.

As such, the City Attorney has been reviewing the deeds and records of the course. Pursuant to several provisions of the Charter and state law, the Council cannot consider housing there without approval from the registered voters of the City. This resolution would place the question on the November ballot.

RECOMMENDATION:

Motion to approve Resolution 2020-07-04 Housing Development Ballot Language.

ATTACHMENTS:

- ▣ Resolution 2020-07-04

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-07-04
HOUSING DEVELOPMENT BALLOT LANGUAGE

- WHEREAS,** the City Council desires to submit a question to the voters as required by Section 2.16 (f) of the City Charter and as provided and permitted by Public Act No. 279 of the Public Acts of 1909, State of Michigan, as amended; and
- WHEREAS,** the City owns certain land within the City limits that is used in part as a golf course, and in part as vacant land; and
- WHEREAS,** the City lacks sufficient housing for the residents and workers within the City of Charlevoix; and
- WHEREAS,** Section 2.16 (f) of the City Charter for the City of Charlevoix provides that "[t]he Council shall not have the power to sell, divide, lease, partition, plat, subdivide, or dispose of any City park or cemetery, or any part thereof, unless specifically approved by a majority of the electors voting thereon at any general or special election, except as provided for in "sub-section h" of this section. 'City park' shall include any property designated as a City park by official action of Council as a 'City park'. Once property is designated as a City park, the designation of property as a City park shall not be removed or changed unless specifically approved by a majority of the electors voting thereon at any general or special election."
- WHEREAS,** the City Council seeks voter approval to use certain portions of land adjacent to the City golf course that are not being used for golf purposes for year round housing purposes instead; and
- WHEREAS,** the vacant land in question is on the City's recreation plan and, therefore, requires approval for uses related to housing development under Section 2.16 (f) of the City Charter; and
- WHEREAS,** The vacant land in question is not used as part of the golf course and the entire golf course will remain as a City owned golf course open to the public for recreation; and
- WHEREAS,** state law requires that the ballot language be phrased as a question and be no more than 100 words in length; and
- WHEREAS,** the City Council is required to provide ballot language for the proposed ballot question consistent with state law through adoption by resolution; and
- WHEREAS,** the City Attorney has crafted proposed ballot language that is consistent with the requirements of state law.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential use of a portion of the vacant land adjacent to the golf course and directs the Clerk to take appropriate action to put the question on the ballot for the November 2020 general election:

Shall the City Council for the City of Charlevoix be authorized pursuant to Section 2.16 (f) of the City Charter to allow for the use of certain vacant land that is part of the City's golf course, but is not used for any golf course purposes, to develop and sell or lease year round housing on the vacant land?

RESOLVED this 6th day of July, 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Charter Amendments Referendum

DATE: July 6, 2020

PRESENTED BY: Scott Howard, City Attorney

BACKGROUND:

Last year, Council reviewed several Charter amendments to present to the voters but ultimately time expired before all of the reviews could be complete by the Attorney General's office. Rather than deal with many items, the list is narrower and will address more immediate concerns:

- Permitting the leasing of land at the airport for hangars for 30 years compared with the current 5 year limitation
- Allowing summaries of ordinances be published in the newspaper rather than the full text so long as the full-text is available online and at City Hall
- Permitting the Clerk to have minutes taken (perhaps by recording) a Board of Review Meetings and permit the Assessor to attend meetings of the Board of Review rather than the current requirement that both persons attend all meetings

In each of these cases, the current Charter limitations pose operational challenges or can be mitigated with technological means. The limitation of five-year leases at the airport has dissuaded potential hangar construction. Publishing full-text ordinances in the newspaper when they are as easily available online recognizes the change in consumer news consumption habits. Allowing the Clerk and Assessor to not attend all meetings of the Board of Review (whose meetings take full days) allows them to be more effective with their time since they can be contacted with questions as needed.

RECOMMENDATION:

Motion to approve Resolution 2020-07-01 Council - Powers and Limitations Ballot Language.

Motion to approve Resolution 2020-07-02 Ordinances Publications Ballot Language.

Motion to approve Resolution 2020-07-03 Board of Review Ballot Language.

ATTACHMENTS:

- ▣ Charter Language
- ▣ Resolution 2020-07-01
- ▣ Resolution 2020-07-02
- ▣ Resolution 2020-07-03

Section 2.16 COUNCIL - POWERS AND LIMITATIONS

a. Except where authorized by this Charter, no elected official shall hold any other office or City employment during the term for which elected.

b. Upon majority vote of the entire Council, the Council may require the City Manager to suspend or discharge any City official or employee whom the City Manager or his subordinates are empowered to appoint or hire. The Council may offer its opinions and freely discuss with the City Manager anything pertaining to the appointment, suspension, removal or disciplining of any such officials or employees.

c. The Council and its members shall deal solely through the City Manager with officials and employees subject to the direction and supervision of the City Manager. Neither the City Council nor its members, individually, shall give orders to any such officials or employees, either publicly or privately.

d. The Mayor, as President of the Council, may be delegated by the Council to convey to the City Manager its concerns or its orders with the respect to the conduct of officials or employees subject to the direction and supervision of the City Manager, but otherwise the Mayor is bound by the same restrictions as apply to the Council and its members under "sub-section c", immediately preceding.

e. All Council members, City officials and employees, when engaging in City business, shall be guided by the conflict of interest laws of the State.

f. The Council shall not have the power to sell, divide, lease, partition, plat, subdivide, or dispose of any City park or cemetery, or any part thereof, unless specifically approved by a majority of the electors voting thereon at any general or special election, except as provided for in "sub-section h" of this section.

g. The Council shall not have the power to sell, divide, lease, partition, plat, subdivide, or dispose of any City owned interest in real property which lies within one-hundred (100) feet of the water's edge of Lake Michigan, Round Lake, or Lake Charlevoix, or the connecting waterways, unless specifically approved by a majority of the electors voting thereon at any general or special election, except as provided for in "sub-section h" of this section. This sub-section does not apply to the normal operation of a cemetery.

h. The Council may, by a majority vote of the entire Council, when it deems it in the best public interest, lease for a period of not more than five (5) years those facilities used in connection with the operation of public parks and/or beaches, City owned docks with freight storage facilities, and buildings used in connection with the operation of the City owned airport, except that the Council may, by a majority vote of the entire Council, when it deems it in the best public interest, lease for a period

of not more than thirty (30) years land or buildings for airplane hangars at the City owned airport. The Council has the power to sell lots and/or plots in any City owned cemetery.

Section 5.3 ORDINANCES - COMPOSITION - HEARINGS - PUBLICATIONS

a. Every proposed ordinance shall be introduced in writing. The enacting clause shall be "The City of Charlevoix ordains ".

b. Following the introduction of any ordinance, the City Clerk shall publish a summary of the proposed ordinance in a local newspaper of general circulation in the City, together with a notice setting out the time and place for a public hearing on the proposed ordinance. The public hearing may not be held sooner than five (5) days after publication. Copies of the ordinance shall be distributed without charge at the office of the City Clerk.

c. After the public hearing, the Council may consider enacting the proposed ordinance. The enactment of an ordinance shall require the majority vote of the entire Council.

d. Except as otherwise provided by law or this Charter, a summary of each ordinance, including emergency ordinances, shall be published in a local newspaper and the full text of each ordinance shall be posted by the City in an electronic conveyance with paper copies available for review in the City Clerk's office. Such posting shall occur within 10 days following the adoption of the ordinance by the City Council.~~Except as otherwise provided by law or this Charter, each ordinance, including emergency ordinances, shall be published in full in a local newspaper of general circulation in the City at least one (1) time within ten (10) days after its adoption by the Council. The publication of an ordinance in full, as part of the published proceedings of the Council, however, shall not constitute publication of such ordinance as required herein; it must be separately and individually set forth.~~

e. Except as otherwise provided by law or this Charter, every ordinance shall become effective on the thirtieth (30th) day after enactment, or at any later date specified therein.

f. An ordinance which repeals or amends any existing ordinance or part of the City Code shall identify, by title and number, the ordinance, sections, or subsections to be repealed or amended, and shall clearly indicate the matter to be omitted and the new matter to be added, except in codifying, recodifying or continuing in code its municipal ordinances, in full or in part, as provided by statute.

Ordinances and codes may be enacted by reference to the extent and in the manner provided by general law.

SECTION 8.5 BOARD OF REVIEW

A Board of Review is hereby created. It shall be composed of five (5) members, appointed by

the Council. Three or more members shall constitute a quorum.

a. Two (2) members shall be Council members, appointed by the Council in January of each year.

b. Three (3) members shall be registered electors of the City, not otherwise holding an elected or appointed position with the City or any other political subdivision.

c. The three (3) non-Council members shall be appointed in January after this Charter takes effect. One (1) shall be appointed for three (3) years, one (1) for two (2) years, and one (1) for one (1) year. Thereafter, each non-Council member shall be appointed for three (3) years.

d. The City Clerk shall take or cause minutes of the Board of Review to be taken and shall serve as Clerk of the Board of Review; the Assessor shall provide professional guidance to the board and attend meetings upon request. ~~The City Clerk shall act as Clerk of the Board of Review. The City Assessor shall be present at all meetings of the Board of Review.~~

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-07-01
COUNCIL - POWERS AND LIMITATIONS BALLOT LANGUAGE

- WHEREAS,** the City of Charlevoix City Council desires to amend the existing city charter; and
- WHEREAS,** under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and
- WHEREAS,** state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and
- WHEREAS,** state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,
- WHEREAS,** state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and
- WHEREAS,** state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and
- WHEREAS,** state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2020 general election:

Shall Section 2.16h of the City Charter for the City of Charlevoix be amended to increase the period for which the Council may lease land or buildings for airplane hangars at the City owned airport from 5 to 30 years?

RESOLVED this 6th day of July, 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-07-02
ORDINANCES PUBLICATIONS BALLOT LANGUAGE

- WHEREAS,** the City of Charlevoix City Council desires to amend the existing city charter; and
- WHEREAS,** under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and
- WHEREAS,** state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and
- WHEREAS,** state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,
- WHEREAS,** state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and
- WHEREAS,** state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and
- WHEREAS,** state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;
- NOW THEREFORE BE IT RESOLVED,** that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2020 general election:

Shall Section 5.3d of the City Charter for the City of Charlevoix be amended to provide for the publication of summaries of each ordinance in a local newspaper with the full text of each ordinance posted on the City's website, with paper copies available for review in the City Clerk's office, instead of requiring publication of the ordinance in full in a local newspaper of general circulation?

RESOLVED this 6th day of July, 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-07-03
BOARD OF REVIEW BALLOT LANGUAGE

- WHEREAS,** the City of Charlevoix City Council desires to amend the existing city charter; and
- WHEREAS,** under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and
- WHEREAS,** state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and
- WHEREAS,** state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,
- WHEREAS,** state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and
- WHEREAS,** state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and
- WHEREAS,** state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;
- NOW THEREFORE BE IT RESOLVED,** that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2020 general election:

Shall Section 8.5 of the City Charter for the City of Charlevoix be amended to provide for minutes of the Board of Review to be taken or caused to be taken by the City Clerk and for the Assessor to provide professional guidance to the Board and attend meetings upon request?

RESOLVED this 6th day of July, 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Summer Art and Craft Show

DATE: July 6, 2020

PRESENTED BY: Council Members Bryan, Kalbfell, Oleksy, and Slater

BACKGROUND:

Please see the attached request.

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- ▣ Agenda item request
- ▣ Art & Craft Show Event

July 2, 2020

At the June 15, 2020 Council meeting, the council voted to allow the Chamber Art Fair to proceed for July 11 & 12, 2020, with the understanding that Council could cancel the event at any time. We the undersigned, are requesting Council discuss and re-evaluate this decision based on recent increases in statewide and local COVID cases.

Recommended action is to cancel the Chamber Art Fair on July 11 & 12, 2020.

Greg Bryan
Janet Kalbfell
Tom Olesky
Brian Slater



Event Planning Worksheet/Schedule

Name of Event: Petite Art & Craft Stroll

Event Contact Person (Available the day of the event): Caitlin Cole
Phone Number: 231-330-2621

Date(s): Saturday, July 11 & Sunday, July 12

Time(s):

Chamber Set-up: Thursday, July 9 1pm-5pm

Vendor Set-up: Friday, July 11 10am-9pm

Saturday, July 12 7am-10am

Sunday, July 11 7am-10am

Show Hours: Saturday, July 11 10am-6pm

Sunday, July 12 10am-4pm

Location(s): East Park

Visitor Counts: We're shrinking the show and not promoting it for heavy visitors. We want to keep it manageable and mostly aimed for those who are already visiting the area and residents

Funds donated or spent in the City: Apart from driving activity and commerce into our downtown and immediate Charlevoix area, another primary purpose of this event is to fundraise for the Chamber of Commerce activities. This includes our work to disperse community information, advocate for our business and City needs, attract and retain businesses through addressing economic development barriers, and host relevant educational and networking programming. Funds raised from these festivals are spent directly within Charlevoix in the form of services to businesses and our community.

Specific local impact: The Petite Art & Craft Stroll will bring around 50 artists into Charlevoix. These artists dine out, gas up, purchase necessary groceries, and more, while in town for two full days. Some artists are from neighboring towns, while some are coming from out of state and in-need of lodging, supporting our hotels, campgrounds, and residents hosting vacationers. On a reserved estimate, \$5,000 in local spending is brought in by artists in these two days, for this sized-down event. More importantly, this event will attract people to downtown Charlevoix for the weekend. Some will make specific travel plans to our area for this event, some will come for a day-trip from a neighboring town, and others who may already be in Charlevoix will make sure to plan an



afternoon downtown because of the event taking place. These event visitors dine out, shop, and enjoy our recreational amenities while in Charlevoix. On a reserved estimate, over \$50,000 in local spending is brought in by visitors coming downtown for the show. Further, this event helps in positioning Charlevoix as a destination for both living and visiting, by showcasing our downtown, creating an activity and recreational opportunity, and encouraging use of our City's amenities.

Number of blocked parking spaces requested: Total: 32 (Bridge St: 21, Clinton St: 11)

How will you promote recycling? In vendor packets, we will be marking where the recycling containers are located.

Waste/recycling removal plan: Ask the City to continue to do trash pickup.

Efforts to include persons with disabilities: Our booth layout does not block any rampways into the park and our aisle are wide enough to accommodate those with disabilities.

Efforts to minimize traffic/parking congestion: We ask our vendors to park west of State Street to make parking more assessable to our downtown visitors.

List of items/support needed:

- Parking: Fri – Sun, Request tall stanchions/traffic cones placed to block east side of Bridge Street, between Antrim and Clinton for loading/unloading purposes. Request police tape to deter cone removal & pull-ins. Area to be a pedestrian walkway on Sat & Sun. Chamber and NorthStar Executive Protection will monitor and enforce.
- Parking: Fri – Sun, Request tall stanchions/traffic cones placed to block the parking spaces on East Clinton for exhibitor loading/unloading zone. Request police tape to deter cone removal and pull-ins. Chamber and NorthStar Executive Protection will enforce.
- Parking: Fri – Sun, Request stanchions/traffic cones placed to block the parking spaces on East Antrim St for loading/unloading zone. Request police tape to deter cone removal & pull-ins. Chamber and NorthStar Executive Protection will enforce.
- Electricity: Request for all electrical boxes/outlets to be turned on and available for use in East Park along Bridge Street. Please place additional electric "spider" boxes as shown on attached map.



- Event Banners: Request to have banners advertising the show displayed north and south of town. Charlevoix Screen Masters will hang the banners prior to the event and take them down following the event.
- Banner Sponsors: The Chamber will hang sponsor banners downtown in East Park during the event. See attached map for banner placement locations. Chamber staff will hang the banners on Friday and take them down on Sunday.
- Sprinklers: Request for sprinkler system in East Park to be turned off Friday, Saturday, and Sunday.
- Sanitation: Request for extra trash barrels in park.
- City Carts: Request for use of Harbor Master Carts to assist with booth set-up and tear-down. Chamber staff will make sure that all carts are put away properly each evening.
- Restrooms: Request all restrooms to be cleaned and ready for heavy usage. City staff to check restrooms during event and restock supplies as needed.
- Odmark Pavilion: Chamber Staff & Ambassadors will set up tables under the pavilion and serve vendor coffee and donuts from 8am – 10am on Saturday & Sunday. Request pavilion keys for storage purposes.

The Chamber will call MIS DIGG to stake out location of underground utilities in the park at least three business days prior to set-up. No tent stakes will be placed until lines are marked.

The Charlevoix Area Chamber of Commerce has hired NorthStar Executive Protection to provide security services as follows:

Fri, July 10	7:00pm – Midnight	Overnight Security
Sat, July 11	Midnight – 10am	Overnight Security/A.M. Loading Zone Enforcement
	10am – 6:00pm	Parking Enforcement
	6:00pm – Midnight	Overnight Security
Sun, July 12	Midnight – 10am	Overnight Security/A.M. Loading Zone Enforcement
	10am – 5:00pm	Parking Enforcement



NorthStar Executive Protection
Mr. Jason Siegert
1505 Hubert Rd
Hubbard Lake, MI 49747
844-625-3723 | 989-727-3842

City Use Only:

Department	Item
Recreation	Access to Odmark Pavilion for storage
Electric	FRIDAY EARLY AM Request 5 electric spiders to be placed in East Park (see map)
Marina	Request to use Harbormaster carts to assist in set up and tear down. Harbormaster requests that carts be returned promptly.
Police	Early Friday am Place tall stanchion cones on east side of Bridge Street from Antrim to Clinton Street for loading zone area. Early Friday am Place tall stanchion cones to block parking spaces on south side of East Clinton for loading/unloading. Chamber will move after unloading is complete. Early Friday am Place tall stanchion cones to block parking spaces on north side of East Antrim for loading/unloading.



Department	Item
DPW	EARLY THURSDAY AM Block off eastern most parking spot on East Clinton for dumpster delivery. Thursday Place tall stanchions/traffic cones to be placed along south side of East Clinton. Police to set them out early Friday morning for loading/unloading. Thursday Place tall stanchions/traffic cones to be placed along north side of East Antrim. Thursday 12 cones out to block off west lane of Bridge from Clinton to Park Friday Place tall stanchions/traffic cones to be placed along east side of Bridge Street from Antrim to Clinton. Police to set them out early Friday morning for loading/unloading. FRIDAY AM Place 12 extra garbage barrels in park FRIDAY AM Place 2 picnic tables in grass in front of Odmark Pavilion Please turn sprinkler system off on Friday and turn in back on Monday. Request water hook up on hydrant on East end of E Clinton (near Harbormaster bldg. & trout stream)

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Special Event Request: A Night of Hope

DATE: July 6, 2020

PRESENTED BY: Neil Thompson, Ten9 Ministries

BACKGROUND:

The Special Event Policy adopted by Council requires organizers of special events in East Park obtain specific City Council approval for their events. The organizers of this "Night of Hope" have requested use of Odmark Pavilion on August 23, 2020.

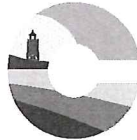
"An outdoor event with live music. This is a time to honor and pray for local first responders and state and city officials, with a message of hope. This event is free to the community and family-friendly."

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- ▣ Night of Hope Tour Request



**CHARLEVOIX
RECREATION**

ODMARK/EAST PARK PERFORMANCE PAVILION USE REQUEST

Name of proposed act/event: TEN9 SHORELINE NIGHT OF HOPE TOUR

Date of proposed use: 8-23-2020 Time of proposed use: Start 7PM End 8:30PM

Expected number of attendees: 150 (BASED ON OTHER EVENTS) SETUP AT 5PM
TEARDOWN DONE BY 9PM

Is applicant a not-for-profit organization?

(Proof of non-profit status is required for consideration of reservation fee waiver.)

☒ Yes

☐ No

Is the proposed use directly associated with another event occurring simultaneously in Charlevoix?

☐ Yes

☒ No

If yes, indicate name of associated event: _____

If applicant is a performance act, please provide three references.

Name

Telephone

MARY OBLEENS - AFP SOUND

810-588-9648

SCOTT JOHNSON

248-866-4782

WES MORRIS

810-569-2996

Briefly summarize your proposed use:

OUTDOOR EVENT WITH LIVE MUSIC, A TIME TO HONOR AND PRAY
FOR LOCAL FIRST RESPONDERS, STATE AND CITY OFFICIALS. WITH
A MESSAGE OF HOPE SHARED. EVENT IS FREE AND FAMILY
FRIENDLY

(SEE ATTACHED FOR MORE INFO)

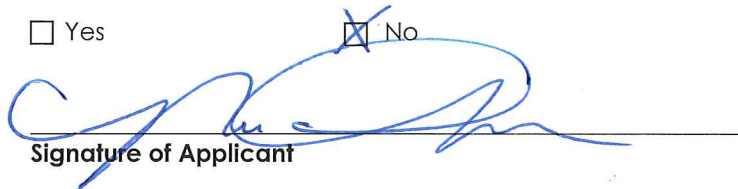
CONTACT INFORMATION

Applicant Name: NEIL THOMPSON Organization: TEN 9 MINISTERS OF THE ROCK CHURCH
Email Address (required): NTHOMPSON@HISROCK.NET
Mailing Address: 9039 BENNETT LAKE RD
City: FENTON State: MI Zip: 48430
Telephone Number: 586-634-4632 Cell Number (day of event): 586-634-4632

Has applicant or anyone significantly associated with the applicant been convicted within the past seven (7) years of a misdemeanor or felony involving violence, theft, criminal sexual conduct or dishonesty?

☐ Yes

☒ No


Signature of Applicant

6-10-20
Date

This form must be submitted at least two (2) weeks in advance of requested use date. Please contact the Charlevoix Recreation Department at 231-547-3253 with any questions.

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Chief of Police _____ Date _____ Recreation Department _____ Date _____

☐ Approved

☐ Denied

☐ Approved

☐ Denied

Fee: _____

Receipt No.: _____

Date: _____

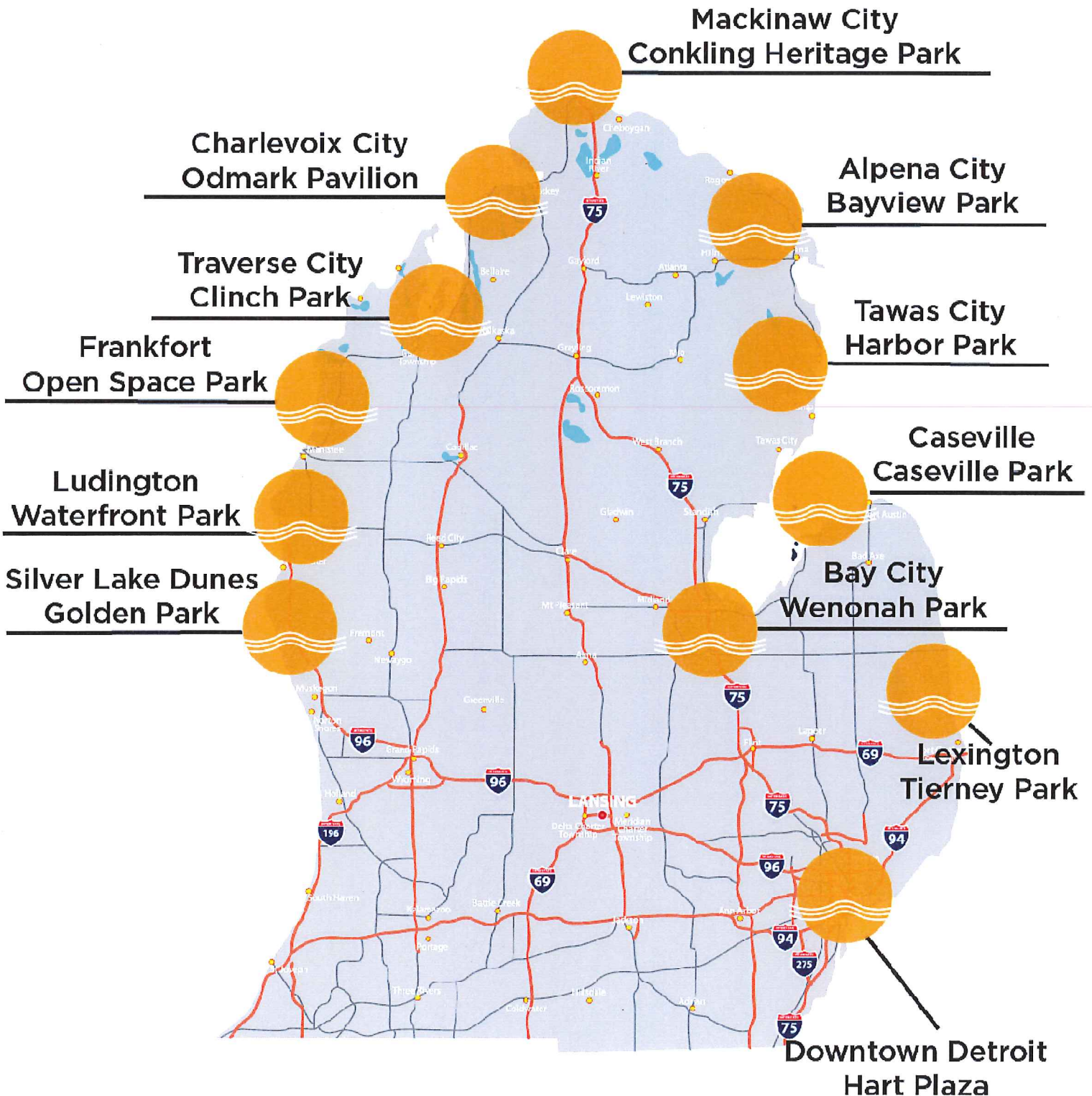
TEN SHORELINE — TOUR —

In August, Ten9 ministries will begin a two week tour offering hope and encouragement to Michigan communities. The Ten9 Shoreline Tour will begin on the west coast and run the Michigan shoreline, stopping in local venues along the way and ending in Detroit.

In each city, we will host an outdoor event with live music, and a time to honor and pray for local first responders and medical professionals. We will end the night with a message of hope. This is a free, family friendly event and we invite you to join us!

For more information visit our website: www.romansten9.com

TEN SHORELINE — TOUR —



MICHIGAN

NIGHT OF HOPE

TEN9 MINISTRIES SHORELINE TOUR



WWW.ROMANSTEN9.COM

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: July 6, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Pending Retirement

After 18 years of leading our Electric Department, Superintendent Don Swem advised me in June of his plans to retire at the end of this August. Don has always been a consummate professional and has led our Electric Department with skill. I will miss working with him and seeking his guidance on the maintenance of our electric system and the administration of our department.

I have posted the position this week and hope to have a replacement named prior to Don's departure. Please join me in wishing him well for a hard-earned retirement.

B. Cancellation of MML Convention

The Michigan Municipal League holds an annual convention which was scheduled this year for September on Mackinac Island. This event, like many conferences and professional development events, has been canceled.

C. Venetian Festival Update

As you'll see in the attached letter from Dan Barron, the Venetian Festival Committee has decided to delay any request to Council for the holding of an abbreviated event until your July 20 meeting. They want to continue to monitor infection numbers and watch guidance from state leaders on outdoor gatherings.

D. US 31 South Construction

This fall, we understand MDOT will be working on US 31 south of Charlevoix in preparation for a reconstruction project next summer. While the work is outside the City limits, MDOT is requiring us to move eight to 12 utility poles by August 28; final plans were only presented to us this week. As such, we'll likely be asking Council to approve a contract with a private firm to help conduct this work. Due to timing, the formal bid process will not be feasible though we do expect much of this cost will be reimbursed by MDOT in the future.

E. East Park Entertainment

The DDA delayed beginning their concert series until today (July 2) and have considered COVID mitigation strategies in their staging of the activities to be in compliance with the Governor's order on outdoor entertainment venues. Beginning Tuesday, members of the City Band plan to begin small ensemble performances in the pavilion also.

F. Infrastructure Improvements

At your next meeting, we expect to bring several small infrastructure projects to you for consideration. Specifically, we'll be reviewing bids for sewer installation on Rose Lane, pavement improvements on May Street, and potential water main installation on Pine River Lane.

ATTACHMENTS:

- ▢ Letter
- ▢ DDA Request to City Council
- ▢ Planning Commission Minutes
- ▢ Housing Commission Minutes
- ▢ DDA Minutes
- ▢ DDA Minutes
- ▢ DDA Minutes
- ▢ Letter Regarding Deer

CHARLEVOIX VENETIAN FESTIVAL, INC.

309 Petoskey Avenue
P.O. Box 120
Charlevoix, Michigan 49720
PH 231-547-3872 / FAX 231-547-2977
www.venetianfestival.com E-mail: info@venetianfestival.com

July 1, 2020

HAND DELIVERED

Mark Heydlauff
City Manager
City of Charlevoix
210 State Street
Charlevoix, Michigan 49720

RE: 2020 Slice of Venetian

Dear Mark:

I am writing in furtherance of our recent discussions, relative to ongoing review by the Venetian Festival Board of Directors, of potential limited Venetian staging in 2020.

Although this matter has been tentatively scheduled for City Council consideration on July 6, 2020, the Venetian Board requests that the hearing be deferred until the following Council meeting scheduled July 20, 2020. The additional time period will afford further opportunity to track local trending of the COVID-19 virus, to ascertain and address the evolving reopening protocol of Governor Whitmer and to monitor upcoming public events which are scheduled within the City of Charlevoix and other areas of Northern Michigan.

Sincerely,



Dan Barron
President

DBB/jlm



CITY OF CHARLEVOIX

210 STATE STREET | CHARLEVOIX, MICHIGAN | 49720

Charlevoix Main Street DDA
(231) 547-3257 lindseyd@charlevoixmi.gov

Memo

To: Charlevoix City Council
From: Lindsey Dotson, Main Street DDA Executive Director
Subject: Communication between DDA & Council
Date: July 2, 2020

During the Charlevoix Main Street DDA Regular Board meeting on June 22, 2020, members of the Board requested that Director Dotson draft a memo communicating that the DDA Board of Directors wish to be included in the process of making decisions that affect the DDA district and its stakeholders in the future.

The motion reads:

Motion by member Dipert, second by Member Bradley to formulate a request to City Council that decisions that are being made that directly affect the downtown specifically be vetted with the DDA Board. Motion passed by unanimous roll call vote.

Though this has been standard practice for some time now, please keep in mind that special meetings can be called if a time sensitive issue is being discussed. Generally, requesting the DDA Board to provide a recommendation to City Council will help ensure downtown stakeholders feel their voices have been heard and will improve outcomes as we all work together to make Charlevoix the best downtown it possibly can be.

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, March 9, 2020 - 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order

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

B. Roll Call

Chair	RJ Waddell
Vice Chair:	Dennis Halverson
Members Present:	Sherm Chamberlain, Brian Gelb, Ben Edwards, David Gray, Jennifer Muladore, Philip Parr
Members Absent:	Toni Felter
Staff Present:	Kathy Egan, Community Development Director; Jennifer Neal, Community Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

E. Approval of the Minutes

1. February 10, 2020 Meeting Minutes

Motion by Member Halverson, second by Member Muladore to approve the minutes of February 10, 2020 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Draft Site Plan Review Language

Zoning Administrator Scheel presented the first draft of an update to the Site Plan Review section of the Zoning Ordinance. He stated that it was intended to clean up some language, add more specifications for the Commission to review site plans and also for the developers themselves to know the expectations. The overall changes were more administrative and procedural. He clarified Site Level A & B requirements and waterfront property requirements. He stated that the draft version did not include site approvals for the Airport.

Zoning Administrator Scheel stated that the process for coordination with other departments and agencies was now included in the Site Plan process and there is a section referencing the City's stormwater ordinance. Member Chamberlain suggested adding a six-year time limit on boundary surveys that were required under the Site Plan Submittal Requirements. He also said that under Existing Conditions the requirement for "location, width and purpose of all easements" needed to be applicable to both Level A & B site plan reviews; and on "Existing water bodies" it needed to show the high water mark and the flood plain limit line; and "flood plain areas and basement and finished floor elevations of all buildings" should apply to Level A & B.

Motion by Member Chamberlain, second by Member Gelb to approve the Site Plan Review Draft as presented with changes to include those addressed by Member Chamberlain and to send the draft for legal review. Motion passed by unanimous voice vote.

H. Old Business

1. Rooftop Usage Discussion

Community Planner Neal explained each of the revisions in detail and responded to questions from the Commission members. Discussion followed regarding issues related to music or amplified sound for restaurants with outdoor seating and roof top decks. The Commission concurred to have the sentence in Section D (5) read: *"Amplified musical instruments are prohibited. Any other music or sound that would violate the City's noise ordinances and restrictions is prohibited."*

After discussion, Zoning Administrator Scheel stated that they would need to add language as to the use of music/sound and that would become a permitting process through the site plan approval process. He stated that he gave Hotel Earl permission to build a deck but, he did not give them a use permit for the rooftop. Member Chamberlain stated that presently the Hotel Earl had a rooftop deck that their patrons can use, but it is not an area serving any refreshments. Zoning Administrator Scheel advised that the Townhouse Bar was not replacing windows but constructing an open deck at the front of their building. Zoning Administrator Scheel stated that this would most likely constitute a change of use which would have to come before the Planning Commission for approval.

Motion by Member Halverson to amend the draft ordinance to not permit amplified music on rooftops outside the Central Business District, and a special use permit would be required for any outdoor music. Community Development Director Egan summarized the Commission's direction to: "you're allowing amplification on rooftops in the Central Business District, no amplification on rooftops anywhere else; for restaurants they are saying yes to amplified music as written and as covered by the noise ordinance." Member Halverson restated his motion to be that they will accept the edits as submitted by staff except for Section D (5) which will include language "Amplified musical

instruments are prohibited outside the Central Business District.” Member Chamberlain seconded the motion. Motion passed by unanimous voice vote. The Commission agreed that the draft ordinance needed to be sent for legal review.

3. Residential Building Size Discussion

Chair Waddell stated that last month the Commission asked for further direction on this issue from the City Council. Zoning Administrator Scheel stated he spoke to the City Manager who thought the expectations were that they did not want to see another house like the Anderson house. Zoning Administrator Scheel stated that a house the size of the Anderson house could not be built again based on the Zoning Ordinance’s definition of height. He stated that the Commission may want to consider contextual zoning which was zoning compatible with the neighborhood. Discussion followed regarding the issues related to mega homes, conditional rezoning, potential financial issues related to large homes, and possibly limiting house size to no more than 16,000 sq. ft. Chair Waddell stated that their recommendation would be that the avenues do not seem clear for implementing a square footage limit beyond the present rules in place. Zoning Administrator Scheel asked that he and Director Egan be allowed to work on language for a memo to the Council that the Commission could consider at its next meeting.

I. Staff Updates

Member Halverson asked about the status of the Miller zoning violation. Zoning Administrator Scheel stated that the property owner did not meet any of the City Council deadlines. He noted that Mr. Miller said that he was having 104 W. Upright torn down and he was working on the roof on 102 W. Upright which was supposed to have been done by 12/31/19. He gave a brief review of the status of other zoning violations.

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

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

Motion by Member Halverson, second by Member Edwards to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:35 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

TUESDAY, MAY 19, 2020

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners Present via Conference Call: Mitts Lee, R.J. Waddell, Lillian Left

Commissioners Present in Person: Laurene Crandall, Joan Buday

Commissioners Absent: None

Others Present: Mark Little MPHC – Maintenance Coordinator, Annessa Haist – Director, Mt. Pleasant Housing Commission/Charlevoix Housing Commission, Cindy Morris – Occupancy Specialist (CHC).

Chairperson Mitts Lee called the meeting to order at 2:10 pm. Roll call taken, everyone present.

ADDITIONS to the AGENDA – None

Approval of Meeting Minutes and Payables for March 17th, 2020.

Lillian Left moved, seconded by R.J. Waddell to accept the regular minutes for March 17th, 2020 and payables as presented.

Ayes: Lee, Crandall, Waddell, Left, Buday

Nays: None

Old Business: R.J. Waddell made mention of the elevator contract, payroll switch, and Huntington Bank.

Discussion was had updating everyone. Elevator contract is being modified, some terms were unacceptable. Payroll service is being quoted for a switch, and we do not have an answer from Huntington bank.

New Business:

RESOLUTION #IV-20 Election of Officers, discussion was had in regard to keeping the positions the same.

Lillian Left moved with the motion for the officer positions to stay the same. Seconded by Laurie Crandall.

Ayes: Lee, Crandall, Waddell, Left, Buday

Nays: None

RESOLUTION #V-20 FY2020 Fair Market Rent/ Flat Rent Update. Annessa Haist, Director read out loud.

Laurie Crandall moved with the motion to accept as presented. Seconded by Joan Buday.

Ayes: Lee, Crandall, Waddell, Left, Buday

Nays: None

Director's Report Executive: Annessa Haist, Director reported on HUD 5yr & Annual Plan Approval letter from Detroit Field Office.

COVID-19 Funding was given to the CHC through the CARES Act passed by congress. Director, Annessa Haist opened up discussion on suggestions for using the funding. Explaining restrictions for usage and pointing out the deadline of December 31st, 2020.

Director, Annessa Haist reported on Housing North.

Board was given an update on staffing changes moving forward by Director, Annessa Haist.

Letter from Turkelson Law Firm regarding 2015 purchase agreement for 207 Garfield St. was outlined by the Director, Annessa Haist. Discussion was had in regard to:

RESOLUTION #VI-20 Attorney Engagement

R.J. Waddell made motion to sign engagement with local attorney, Scott Howard out of T. City, MI. Seconded by Lillian Left.

Ayes: Lee, Crandall, Waddell, Left, Buday

Nays: None

Public Comment on subjects unrelated to Agenda Items: None

Adjournment:

Laurie Crandall made a motion to adjourn the meeting at 3:21 p.m.

Respectfully submitted,

Board Chairperson Signature



The next Board Meeting is June 16, 2020 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI 49720.

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET MEETING
Tuesday, May 26, 2020 at 5:30 p.m.
Virtual Zoom Meeting

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

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

4. Inquiry Into Potential Conflicts of Interest

Mayor Kurtz stated that he had a conflict on Item 8.B. which involved property adjacent to property he owned.

Chair Owens asked for a moment of silence in remembrance of Council member Leon Perron.

5. Consent Agenda

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

Motion by Member Dipert, second by Member Bingham to approve the Consent Agenda items as amended. Motion passed by unanimous roll call vote.

6. Reports

7. Old Business

A. Long Road Distillers Lease Discussion

Vice Chair Christner summarized discussions between himself and the lessee. He stated that they discussed a structure that would give an incentive to the Lessee to come to Charlevoix with the model already discussed but allowing time to get to full scale operations while keeping the original lease terms in mind.

Mr. O'Connor stated that the lease was currently in place and they had asked for those provisions in the lease that would abate the rent in that there were limitations on the ability for gathering and congregating. He said that the struggle with the idea in these uncertain times of the outset of capital even on a monthly basis for rent with the potential that they could get something appropriate back. He felt that the best option was a gross lease concept with indicators tied to sales; and he could see them potentially occupying the smaller space near the boat company this season for takeout and limited tasting room options only.

Discussion followed among the Board members about possible solutions, the status of the MLCC application, and a scaled back model for this current season. Vice Chair Christner stated that he saw three different paths: 1) abide by the provisions already in place in the lease, 2) entertain substantial modification to the existing lease via the modified gross rent, or 3) try to find something that would allow opening and also allow the time to get at least part-way to what they had proposed in the modified lease provision.

Discussion continued regarding the proposal for \$100/monthly base rent plus 3% of gross sales. Mayor Kurtz suggested going with the proposal for the current lease and commit to renewing the lease for another year at the original amount, and Mr. O'Connor stated he would have to discuss the terms with his business partners.

Motion by Member Wilkin, second by Mayor Kurtz to continue negotiations with Mr. VanStrien and Mr. O'Connor and include in the negotiations that they commit to renewal of the lease for another year at the original terms. Motion passed by unanimous roll call vote.

The item was opened for public comments:

- Darlene Klein was not in favor of another liquor establishment.
- Brian Slater stated that he hoped the business could come to town and be successful here.

The item was closed to public comments.

8. New Business

A. Live Webinar Proposal – Town Hall Meeting: COVID-19 Business Survival Tips

Mr. Jon Schallert, President of the Schallert Group, explained his background and further described his Destination Business training programs. He summarized the components of the 2-hour live webinar he was proposing for the Charlevoix business community.

Discussion followed regarding possible collaboration between the DDA, the Chamber and inviting participants from neighboring communities, funds available, and participant cost. Mr. Schallert stated he would forward additional information to Director Dotson.

The item was opened to public comments, but there were no comments.

The Board concurred to have Director Dotson gauge local business owner interest in the program and recommend a fee to be charged to participants, both local and outside the area.

B. Requests from BLOOM & Harwood Gold

Mayor Kurtz recused himself. Director Dotson stated that she received a request from BLOOM and The Cantina to expand their space into the east/west portion of Van Pelt Alley. Ms. Jennifer Haf, BLOOM, stated that they were proposing closing a small portion of the east/west alley between The Cantina and their building at 100 Van Pelt to make it pedestrian only mainly for safety concerns. She stated that there were lots of cars and trucks through that area that have clipped her front stoop corner, damaged plants, and recently had boxes of merchandise run over by a large truck. They were hoping for more space outside for their customers to wait to come into their spaces. Chris Rutowski, The Cantina owner, stated that when a guest is waiting to get into the restaurant they are basically in the street/alleyway.

The item was opened for public comments:

- Sarah Knapp was in favor.
- Darleen Klein expressed concern about what would happen if there was a fire in that space.

The item was closed to public comments.

Director Dotson stated that the Zoning Administrator was supportive of the idea. She also said the Public Works Superintendent felt that it would not create any issues for City vehicles and the only time they might have to access the space is to service the water line.

Motion by Member Dipert, second by Member Wilkin to support their efforts at this time. Motion passed by unanimous roll call vote with Mayor Kurtz abstaining.

Mayor Kurtz returned to the meeting.

C. Chamber Partnership Considerations

Director Dotson stated that this was the final year on the agreement for Chamber support of downtown centered events. She stated that many of the events have been canceled or postponed and she approached the Chamber to discuss options for what the Chamber can do if they are unable to give ample promotional trade to the DDA with the downtown events per their agreement. Sarah Hagen, Chamber President, reviewed the Downtown Promotions Agreement specifics and options for future events or other logo trade. After discussion, no formal action was taken at this time.

Chair Owens noted that most of the members of the public were present for the Messaging Committee Update and the Board concurred to re-arrange the agenda.

F. Messaging Committee Update – Downtown Safety & Walkability Plan

Mayor Kurtz stated that the Messaging Committee was a group of stakeholders which included Dr. Meyerson from the Health Department, Dr. Jaekel from Munson Hospital, Director Dotson, Sarah Hagen, Amanda Wilkin, Mike Ritter, Mark Heydlauff and himself. He stated that the original goal was to help identify appropriate messaging to our visitors that the whole community could get behind. He stated that the City would be placing 20 hand sanitizing stations around town and they conducted a survey with over 1,200 responses to convert the parking on Bridge Street to more pedestrian space to allow social distancing. He explained in detail the changes to the parking downtown starting on Memorial Day weekend.

Mayor Kurtz responded to questions from the DDA members regarding the plan. Member Dipert was not in favor the parking lane closure and he stated that some of his fellow business owners felt that it was hurting business.

The item was opened for public comments:

- Darcy Lee explained that she was against closing off parking spaces for retail, but she was in favor of closing off certain areas for the restaurants.
- Sarah Knapp agreed with Ms. Lee.
- Jody Bingham was not in favor of closing off parking spaces and allowing merchandise outside the stores.
- Jen Haf stated that she agreed with the previous speakers and she stated that she had statements from the owners of the Cantina and The Salad Fork who were also against the loss of parking spaces.
- Deirdre Weller questioned why the City Council made the decision to move forward on the parking restrictions.

The item was closed to public comments.

Chair Owens suggested that business owners should contact the Councilmembers who represent the downtown area or members of the Messaging Committee to express their opinions. DDA members each expressed their opinions regarding the parking situation and the need for further review.

D. The Vault Coworking Space Updates re: COVID-19

Director Dotson stated that they needed to re-assess the situation at The Vault to ensure the safety and comfort of the people who use the space. She stated that they are starting to see an uptick in summer activity. She stated that AmeriCorp is requiring that all of their VISTA members serve remotely. Jayne Lynskey, AmeriCorp VISTA Member, gave a brief update on The Vault status and stated that they needed to suspend the "drop-in" situation; and the spa owner would need to greet her customers at the door and escort them in.

Motion by Member Bradley, second by Member Bingham to approve the COVID-19 Policy and amended membership structure to ensure the safety of all who use The Vault Co-Working Space through the COVID-19 pandemic. Motion passed by a 6 to 2 roll call voice vote except for Members Christner & Silva who were not on the ZOOM meeting at this time.

E. Live on the Lake Concert Series

Discussion followed among the Board members as to whether to cancel the first couple of concerts and re-visit the issue in June or cancel the full summer series.

No comments from members of the public.

Motion by Mayor Kurtz, second by Member Dipert to cancel the June 25th concert and then discuss at the next DDA meeting what to do with the July & August dates. Motion passed by a 6 to 2 roll call vote with Members Christner and Wilkin voting against the motion.

G. Patronicity Crowdfunding Campaign

Director Dotson stated that they have applied for grants, and they have a campaign set up where the public would be able to contribute to help the businesses. The DDA would develop the grant guidelines and application process and she was seeking permission to move forward with the crowdfunding campaign.

No comments from members of the public.

Motion by Member Bradley, second by Member Wilkin to approve Director Dotson to launch the crowdfunding campaign directly through Patronicity to fund business relief and recovery as a result of COVID-19 impacts on the district. Motion passed by unanimous roll call vote.

H. Face Masks

Member Dipert stated that he had been able to secure a price of \$1.00 apiece from the Hanes Corporation for cloth face masks if they purchased at least 500 masks. They have arranged with Charlevoix Screen Masters to print the Charlevoix C logo for .50 cents each on the masks. Member Bradley spoke about a concern with screen printing ink being on a mask that goes over one's mouth and nose. Member Dipert noted that the logo placement would be on the "cheek" part of the mask.

The item was opened for public comments:

- Jody Bingham, GaGa for Kids, stated that there were specifications for what they considered safe fabric for masks and she was concerned about any liability.
- Darcy Lee, The Lake House, stated that she ordered some masks from Screen Masters with her logo on the side of the masks which looked good.

The item was closed for public comments.

Motion by Member Christner, second by Member Bradley to purchase the masks with the DDA logo on them with appropriate verification from Director Dotson that placement will satisfy any health concerns and distribution similar to how they distributed the DDA t-shirts. Mayor Kurtz left the meeting at 8:15 p.m. Motion passed by 5 to 1 roll call voice vote with Member Dipert abstaining from the vote.

I. Match on Main Grant Application

Director Dotson stated that the MEDC had reworked their *Match on Main Grant Program* to a COVID-19 Response Program which would provide up to \$50,000 to local downtown management organizations to administer to eligible small businesses located in traditional commercial districts. She solicited applications from the businesses and received ten applications.

The item was opened and closed for public comments as there were none.

Motion by Member Christner, second by Member Bradley to submit an application to the MEDC for the *Match on Main Program* requesting \$50,000 to assist 10 businesses in the Main Street DDA District at \$5,000 each if awarded. Motion passed by unanimous roll call vote.

J. Downtown Charlevoix Recovery Plan

Director Dotson stated that she was asking the Board to give her the go ahead to pursue a number of ZOOM meetings with all of their different stakeholders including the DDA Board to hash out their plan moving forward looking at their budget and programmatic changes. The Board concurred to support the Director's request.

9. Public Comments

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

Motion by Member Dipert, second by Member Christner to adjourn the meeting at 8:21 p.m. Motion passed by unanimous voice vote.

Joyce Golding/fgm

Maureen Owens

Chair

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET SPECIAL MEETING
Friday, June 5, 2020 at 10:00 a.m.
Virtual Zoom Meeting

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

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

4. Inquiry Into Potential Conflicts of Interest

5. New Business

A. Ad Hoc Downtown Liaison Committee

Chair Owens felt that it would be a good idea to form an ad hoc committee so they were properly representing the downtown members. Mayor Kurtz stated that if they were going to include Council members on the Committee they should ask Council to make a determination about the Committee members. She stated that the Committee would recommend to the full DDA Board which recommendations would then go to the City Council if approved by the Board.

Member Dipert stated he did not know how necessary it would be to have two Council members on the Committee. Member Wilkin expressed concern over the timing of how items would get through a committee, the DDA Board, and then to a Council meeting in a timely manner. Member Silva questioned the origin of the idea for the downtown parking changes and the outdoor sales. Member Bradley stated he was also concerned about the extra bureaucracy, but he agreed that they needed a better method to give what the business owners think to Council. Discussion followed regarding the business owners' concerns, how to add the voice of the downtown business owners' more clearly, conducting electronic surveys, and utilizing the Executive Committee in this role instead of naming a new Committee.

Chair Owens opened the discussion to public comment.

- Julie Mann questioned who would be a part of this Committee and Chair Owens responded two members of Council, two members of the DDA Board, and three downtown business owners.
- Jodi Bingham, GaGa For Kids, suggested establishing a policy with City Council where if anything pertains to the downtown district that they ask for the DDA's input which includes the business owners opinion.

Mayor Kurtz stated that he felt they should definitely conduct a survey among the business owners in the DDA District. Member Dipert stated that the property owners should be included as well.

Motion by Mayor Kurtz, second by Member Bradley to direct the Director to prepare a 3-question survey to business and property owners within the DDA and submit it to the Executive Committee for approval and then it be sent out. Motion passed by unanimous voice vote.

6. Public Comments

Julie Mann questioned if the purpose of the DDA was to represent the downtown businesses. Director Dotson stated that they generally serve the general public, but their overall purpose of existence is to stop property value deterioration and they have multiple audiences that they serve including property owners, business owners, and the general public.

7. Request for Future Agenda Items

Member Dipert suggested a future agenda item where they determine the best way to communicate the DDA's opinions to the Council.

8. Board Comments

Mayor Kurtz suggested that a question on the survey should define how many properties a respondent owns. Director Dotson stated that there would be identification questions that stand alone from the few questions asked about the outlined topics.

9. Adjourn

Motion by Mayor Kurtz, second by Member Bradley to adjourn the special meeting at 10:41 a.m. Motion passed by unanimous voice vote.

Joyce Golding/fgm

Maureen Owens

Chair

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET SPECIAL MEETING
EXECUTIVE COMMITTEE
Wednesday, June 10, 2020 at 10:00 a.m.
Virtual Zoom Meeting

1. Call to Order

2. Roll Call

Chair: Maureen Owens
Members Present: Richard Christner, Kirby Dipert, Luther Kurtz
City Staff: Lindsey Dotson, Executive Director

3. Inquiry Regarding Conflicts of Interest

4. Old Business

A. Executive Committee Review of Survey Questions

Chair Owens stated that the purpose of the Executive Committee meeting was to review the survey questions that have been compiled so that they can get the survey out with enough time that the downtown business owners and property owners can reply and get the results to the City Council on June 15th.

Mayor Kurtz felt that the questions fairly represent what the DDA wanted, and Member Christner stated that he was good with the questions as well. Member Dipert stated that he was in favor of an earlier version that had a notation on question #1 that some felt this might prove to be negative for their business. Mayor Kurtz stated that he asked to take out the language that said, "it was going to damage businesses because we don't know that and we're asking people their opinion". His preference would be that they let each person give their own opinion based on how they feel its going to impact them, not how they feel it is going to impact others. Member Dipert stated that a compromise could be to eliminate the three options for answers and just use yes or no. Chair Owen stated she liked the three options because the second one represents that the business owners are concerned about the safety of their customers.

Motion by Member Christner, second by Mayor Kurtz to approve distribution of the survey to downtown business and property owners via email so that results can be compiled and shared with members of City Council at the Monday, June 15th meeting. Motion passed by unanimous roll call vote.

Mayor Kurtz asked Director Dotson to get the results by Monday morning, so they were in the Council's agenda packet before the meeting.

Member Dipert questioned how the survey was going to be distributed to business and property owners. Director Dotson stated that someone who fit both categories could check both options on the first question.

Chair Owens stated that the members should be receiving via email the petition that the downtown business and property owners have had circulating that supports the survey.

5. Public Comments

6. Request for Future Agenda Items

7. Adjourn

Motion by Member Dipert, second by Mayor Kurtz to adjourn the special meeting at 10:13 a.m. Motion passed by unanimous voice vote.

Joyce Golding/fgm

Maureen Owens

Chair

July 6, 2020

Dear City Council,

I have recently heard that you are going to be killing all the deer in the city of Charlevoix. When I first heard this, I didn't think that this was true because deer are one of Charlevoix's most unique things. Then I went to my Mom and asked if this was true. She looked at the most recent meeting notes and saw that it was true. At this moment I could not believe what I had heard then I asked her why? She said because people thought they were being a nuisance. I said a nuisance? What is a nuisance then she told me what a nuisance was. I said how were the deer a nuisance? Then she told me that the deer were eating people's flowers and eating out of their bird feeders. Then I told her that that is just an inconvenience. So I got thinking about how I could make a difference. I called two stores in Charlevoix. They were Ace Hardware and Family Farm and Home. Both of these stores carry deer spray and people can buy it local! Instead of spending money to kill deer you should use that money to give people in Charlevoix a discount on buying deer spray.

We live right across the street from some small woods and every time we see a deer we get excited even though we see them every night. They have become part of our family and routine especially since we've had to stay home in quarantine. I also want to tell you that I am a deer hunter. My mom and dad have taught me to respect the animals that we kill for food. When we kill a deer we put sema down and pray over them and thank them for their life that they gave for us. If you don't know what sema is it is tobacco. We are Native American and we respect our nature. The way you want to kill the deer is not respectful even though you say you will donate the meat.

I don't think that you should be able to kill off my nature this easily. I am against this idea and know other people are too.

Sincerely,

Maggie Sheaffer

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: Mayor and Council Comments

DATE: July 6, 2020