



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, July 20, 2020- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

- A. Zoom Log-in Instructions

2. Roll Call

3. Presentations

- A. EMS Life Saving Recognition
Donald McMullen, EMS Director
- B. Charlevoix Skate Park Presentation
Kent Knorr, Recreation Director

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

- A. City Council Meeting Minutes - July 6, 2020
- B. Accounts Payable and Payroll Check Registers
- C. Planning Commission Annual Report
- D. MDOT Traffic Signal Cost Agreement Resolution
- E. Resolution to Amend City Street Plan to Include Riverwalk Lane
- F. Airport Sponsor Contract Amendment

6. Public Hearings and Actions Requiring Public Hearings

- A. Set Dangerous Building Enforcement Hearing: 102 W. Upright Street and 743 Petoskey Avenue
Jonathan Scheel, Zoning Administrator
- B. Enforcement of Blight Order: 104 W. Upright
Jonathan Scheel, Zoning Administrator

7. All Other Actions and Requests

- A. Streetscape and Walkability
Luther Kurtz, Mayor

- B. 2020 Infrastructure Improvements
Patrick M. Elliott, Public Works Superintendent
- C. Ferry Beach ADA Kayak Launch Project
Kent Knorr, Recreation Director
- D. 2020 Parking Meter Rates
Mark L. Heydlauff, City Manager

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: Zoom Log-in Instructions

DATE: July 20, 2020

BACKGROUND:

The meeting will be held in-person in Council Chambers. Those wishing to also participate remotely may use the Zoom instructions below:

Join Zoom Meeting

<https://zoom.us/j/94330119684?pwd=Y2F4YVZtb1ZLQ3prUkphd1JicE0wdz09>

Meeting ID: 943 3011 9684

Password: 514676

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 943 3011 9684

Password: 514676

Find your local number: <https://zoom.us/u/adOgSSvEP8>

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: EMS Life Saving Recognition

DATE: July 20, 2020

PRESENTED BY: Donald McMullen, EMS Director

BACKGROUND:

In the month of June, Charlevoix EMS was dispatched to a citizen who had suffered cardiac arrest. Sudden cardiac arrest affects 350,000+ people in the U.S. annually with a survival rate of 6%. This medical emergency needs immediate CPR or use of a automated external defibrillator within minutes. One of our first responders was in close proximity and proceeded directly to the scene and arrived within a few minutes. Our local EMS providers have been issued AEDs and emergency "jump kits" which contain life saving equipment. Due to the fast actions of our first responders, including the support of CCE Dispatch, we're happy to report that the patient made a full recovery and was discharged from the hospital. More details will be provided including recognition of the first responders and an introduction of the citizen.

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Charlevoix Skate Park Presentation

DATE: July 20, 2020

PRESENTED BY: Kent Knorr, Recreation Director

BACKGROUND:

The Charlevoix Community Skatepark celebrated its 14th Anniversary this June. The skatepark was started as a grassroots project of both young skaters and parents who worked with the City on this project from vision to design and completion. As we enter our 15th year it's important to highlight some of the successes, challenges, and ideas for how we best continue to offer this wonderful amenity.

First off, it is important to note that this facility is in great shape. It is a wooden skatepark made of a product called "Skatelite". Life expectancy of this product is 5 to 10 years. Most of the boards are original. The park has been well maintained and looks and skates great. Upkeep and maintenance has been provided by both staff and community volunteers.

The skatepark is open to use for Skateboards, BMX Bikes, and Scooters. Scooters currently make up the biggest portion of our ridership.

At the end of last season we offered a survey to the community. This survey was responded to by 41 people. Additionally, I meet with staff and individual users to discuss concerns.

Based on the feed back and those meetings we made some changes of note this year.

- We are now open 7 days a week
- 2020 Hours of operation: Sunday Noon - 4 PM, Monday - Thursday 12 Noon - 5 PM and Friday - Saturday 11 AM - 7 PM
- We have designated early times on both Friday and Saturday for new or beginners to use the park and receive additional guidance from staff
- In 2020 we have seen 232 unique users through the end of June versus 195 in 2019.
- Current revenue through June is \$900, up \$223 through June over 2019

Regular discussion around the park includes a few common questions:

- Why is the park supervised?
- Why do we charge admission?
- Why not be open sunrise to sunset?

The skatepark is both a unique and an exciting amenity for a community of our size.

We look forward to many more years of use out of the current location. We are open to continued discussion and suggestions such as further increase of hours, review of fee structure, and supervision levels. Our hope is to always offer a safe environment for children to skate, scoot or bike.

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- ▣ 2019 Skate Park Survey

Charlevoix Skate Park

1. How often do you/your child visit the City of Charlevoix Skate Park (weather permitting)?

							Response Percent	Response Total
1	Daily						15.00%	6
2	Weekly						22.50%	9
3	Monthly						27.50%	11
4	Never						20.00%	8
5	Other (please specify):						15.00%	6
Analysis							answered	40
	Mean:	2.98	Std. Deviation:	1.27	Satisfaction Rate:	49.38	skipped	1
	Variance:	1.62	Std. Error:	0.2				

Other (please specify): (6)

1	06/09/2019 21:16 PM ID: 126484472	Several times a year when our son is visiting.
2	06/09/2019 21:45 PM ID: 126485671	Used to go almost everyday when I lived there.
3	07/09/2019 12:13 PM ID: 126503647	When my daughter was younger
4	07/09/2019 12:27 PM ID: 126504228	Not as often as we would like... twice/summer
5	08/09/2019 01:38 AM ID: 126526992	I have no kids
6	11/09/2019 19:16 PM ID: 126868330	3-4 times a year

Comments: (3)

1	07/09/2019 02:06 AM ID: 126490347	Drive past often and glance over in hopes to see it in use.
2	08/09/2019 01:38 AM ID: 126526992	I dint skate much anymore
3	10/09/2019 13:29 PM ID: 126718319	More in the late spring and would go in the early fall. Summer becomes too hot and kids are in daycamps and we are on trips. We usually go weekly until the kids are out of school.

2. At the Charlevoix Skate Park, I/my child rides: (check all that apply)

			Response Percent	Response Total
1	Skateboard		32.50%	13
2	Scooter		60.00%	24

2. At the Charlevoix Skate Park, I/my child rides: (check all that apply)

			Response Percent	Response Total
3	In-line skates		0.00%	0
4	BMX cycle		10.00%	4
5	I am primarily a spectator at the skate park		15.00%	6
6	I am a parent		20.00%	8
7	None of the above		10.00%	4
8	Other (please specify):		0.00%	0
Analysis		Mean: 4.58 Std. Deviation: 3.03 Satisfaction Rate: 44.29	answered	40
		Variance: 9.19 Std. Error: 0.48	skipped	1
Other (please specify): (0)				
No answers found.				

3. Where do you live in relation to the Park?

			Response Percent	Response Total
1	City of Charlevoix		35.00%	14
2	Charlevoix Township		22.50%	9
3	Charlevoix County (please specify below)		0.00%	0
4	Other (please specify):		42.50%	17
Analysis		Mean: 2.5 Std. Deviation: 1.34 Satisfaction Rate: 50	answered	40
		Variance: 1.8 Std. Error: 0.21	skipped	1
Other (please specify): (17)				
1	06/09/2019 20:50 PM ID: 126483727	Norwood		
2	06/09/2019 20:59 PM ID: 126484081	Hayes Township		
3	06/09/2019 20:59 PM ID: 126484143	Hayes Township		
4	06/09/2019 21:45 PM ID: 126485671	Lived in charlevoix growing up, in the military stationed in GA		
5	06/09/2019 21:46 PM ID: 126485775	Livonia		
6	06/09/2019 22:21 PM ID: 126486909	Norwood		
7	06/09/2019 23:54 PM ID: 126488923	Off Loeb Rd.		

3. Where do you live in relation to the Park?

			Response Percent	Response Total
8	07/09/2019 04:24 AM ID: 126491509	Marion Twp		
9	07/09/2019 08:15 AM ID: 126494524	P-Town!		
10	07/09/2019 08:58 AM ID: 126495770	North side of town by Depot		
11	07/09/2019 12:27 PM ID: 126504228	Marian township		
12	08/09/2019 01:38 AM ID: 126526992	Bay shore		
13	10/09/2019 13:29 PM ID: 126718319	Bellaire		
14	10/09/2019 13:34 PM ID: 126719321	central lake		
15	11/09/2019 19:16 PM ID: 126868330	Hayes Township, Charlevoix Co.		
16	11/09/2019 20:25 PM ID: 126872851	Bayshore		
17	17/09/2019 23:51 PM ID: 127351657			

4. It is important that the City of Charlevoix offer and maintain a skate park.

			Response Percent	Response Total
1	Strongly Agree		70.00%	28
2	Agree		20.00%	8
3	Neutral		2.50%	1
4	Disagree		2.50%	1
5	Strongly Disagree		5.00%	2
Analysis			answered	40
	Mean:	1.52	Std. Deviation:	1.02
	Variance:	1.05	Std. Error:	0.16
	Satisfaction Rate:	13.12	skipped	1

Comments: (5)

1	06/09/2019 21:16 PM ID: 126484472	Fabulous exercise, promotes great balance for risk takers & those who may not fit in more established, accepted team sports. Much less expensive to participate & feel accepted.
2	06/09/2019 21:45 PM ID: 126485671	Without a skatepark kids will get alot of heat from the cops, that was the whole reason to build one.
3	07/09/2019 12:13 PM ID: 126503647	I live by the skate park and I think it's great kids have a place to go. It nice to see using it.

4. It is important that the City of Charlevoix offer and maintain a skate park.

			Response Percent	Response Total
4	07/09/2019 12:27 PM ID: 126504228	There's not a lot for kids to do. If it went away they be riding their skateboards down the hand rails on your precious parks down town, tearing them up		
5	08/09/2019 01:38 AM ID: 126526992	They should take the fence off of it and have it be open to the public and free just like most other outdoor skateparks in this country		

5. Do you/your child visit any other skate parks in northern Michigan?

			Response Percent	Response Total
1	Yes (please specify below)		35.00%	14
2	No		65.00%	26
Analysis			answered	40
	Mean:	1.65	Std. Deviation:	0.48
	Variance:	0.23	Std. Error:	0.08
	Satisfaction Rate:	65	skipped	1

Comments: (13)

1	06/09/2019 20:57 PM ID: 126483658	We planned a mini family vacation this past month around skate parks in Michigan since the kids fell in love with scootering at our Charlevoix skate park. We visited Petoskey, Frankfort, Ludington, and Grand Haven.
2	06/09/2019 20:59 PM ID: 126484081	Traverse City
3	06/09/2019 20:59 PM ID: 126484143	Traverse City
4	07/09/2019 02:06 AM ID: 126490399	Traverse city
5	07/09/2019 04:24 AM ID: 126491509	Petoskey/Traverse City
6	07/09/2019 08:15 AM ID: 126494524	Petoskey, Charlevoix, T.C., grand rapids.
7	07/09/2019 12:27 PM ID: 126504228	In tc
8	10/09/2019 13:29 PM ID: 126718319	Traverse city, harbor springs, Bellaire, frankfort
9	10/09/2019 13:34 PM ID: 126719321	Bellaire, Harbor Springs, Frankfort, East Jordan
10	11/09/2019 19:16 PM ID: 126868330	Harbor Springs, MI
11	11/09/2019 20:25 PM ID: 126872851	Petoskey, Traverse City
12	17/09/2019 23:51 PM ID: 127351657	Frankfort, MI
13	19/09/2019 00:23 AM ID: 127458575	Petoskey and others if driving thru other towns.

6. Where does the majority of your/your child's riding take place?

			Response Percent	Response Total
1	At home, in the driveway		30.56%	11
2	Nearby streets, parks, schools		19.44%	7
3	At a designated skate park		38.89%	14
4	Other (please specify):		11.11%	4
Analysis			answered	36
	Mean: 2.31 Std. Deviation: 1.02 Satisfaction Rate: 43.52		skipped	5
	Variance: 1.05 Std. Error: 0.17			

Other (please specify): (4)

1	06/09/2019 21:16 PM ID: 126484472	
2	06/09/2019 23:54 PM ID: 126488923	Bike path or at home
3	07/09/2019 12:13 PM ID: 126503647	
4	08/09/2019 01:38 AM ID: 126526992	

Comments: (2)

1	06/09/2019 21:16 PM ID: 126484472	Streets, bike paths & skate parks. Both for pleasure & as a mode of transportation
2	07/09/2019 02:06 AM ID: 126490347	When they were little.

7. Do the elements in the current Charlevoix Skate Park provide a challenging experience? Please explain.

			Response Percent	Response Total
1	Yes		64.71%	22
2	No		35.29%	12
Analysis			answered	34
	Mean: 1.35 Std. Deviation: 0.48 Satisfaction Rate: 35.29		skipped	7
	Variance: 0.23 Std. Error: 0.08			

Comments: (11)

1	06/09/2019 21:16 PM ID: 126484472	Not sure
2	06/09/2019 21:45 PM ID: 126485671	Enough to learn and develop as a better rider, whatever your preference may be.
3	07/09/2019 02:06 AM ID: 126490347	N/A

7. Do the elements in the current Charlevoix Skate Park provide a challenging experience? Please explain.

			Response Percent	Response Total
4	07/09/2019 12:13 PM ID: 126503647	It needs to be changed up.		
5	08/09/2019 03:19 AM ID: 126527659	Yes it is challenging in a good way. Good size and lots of different slopes.		
6	08/09/2019 03:19 AM ID: 126527678	Yes it is challenging in a good way. Good size and lots of different slopes.		
7	08/09/2019 07:32 AM ID: 126529869	Not enough ramps or rail and it's kinda small		
8	11/09/2019 19:16 PM ID: 126868330	Though they are poorly maintained.		
9	11/09/2019 20:25 PM ID: 126872851	More would always be fun, but it's always a pleasure riding the park		
10	19/09/2019 00:23 AM ID: 127458575	Too easy		
11	20/09/2019 00:50 AM ID: 127556318	Having the rails and ramps helps so my kids don't have to build them in my driveway!		

8. What do you like about the current Charlevoix Skate Park?

			Response Percent	Response Total
1	Open-Ended Question		100.00%	23
1	06/09/2019 20:50 PM ID: 126483727	Price!! And simply having an outlet for kids to have fun and stay out of trouble.		
2	06/09/2019 20:57 PM ID: 126483658	The ramps are awesome. Covers many different levels of experience. Staff is really great.		
3	06/09/2019 21:06 PM ID: 126484395	Ramps and rails that he doesn't have at home		
4	06/09/2019 21:07 PM ID: 126484480	Ramps and rails that he doesn't have at home		
5	06/09/2019 21:16 PM ID: 126484472	When we were last there a supervisor was always there keeping an eye on things. A refrigerator & drinks were available.		
6	06/09/2019 21:45 PM ID: 126485671	The size and the flow of the park.		
7	06/09/2019 21:46 PM ID: 126485775	The people		
8	06/09/2019 23:00 PM ID: 126487822	Everything! the staff is awesome! The ramps are all made amazingly! The set up of the whole park is completely perfect and has a great flow to it! I love the environment too! I as a 22 year old can go there and skate with other people of younger age and we all get along, have a good time, and sometimes even learn from each other.		
9	07/09/2019 02:06 AM ID: 126490399	I think it's actually too small. And I don't like that it's not open to public 24/7 like the other skate park I visit with my kids		

8. What do you like about the current Charlevoix Skate Park?

			Response Percent	Response Total
10	07/09/2019 02:06 AM ID: 126490347	Location and cleanliness. Looks like it would be a lot of fun for the kiddos.		
11	07/09/2019 04:24 AM ID: 126491509	It's centrally located and it's nice that it's not expensive.		
12	07/09/2019 12:27 PM ID: 126504228	That we have one. I'm my youth in chx, we didn't have one. We used the band shell.		
13	08/09/2019 01:38 AM ID: 126526992	It's a really nice setup that seems to be under utilized. I'm not too sure if it's because of the hours of operation but I would be willing to bet it doesn't have much popularity in the community because of the big fence around it. I mean you can jump out of an airplane on one side of the run way and just on the other you cannot ride a skateboard without paying to get in and paying someone to watch over me while I skate . Hmmm		
14	08/09/2019 03:19 AM ID: 126527659	The kids have a safe place to go and be active.		
15	08/09/2019 03:19 AM ID: 126527678	The kids have a safe place to go and be active.		
16	08/09/2019 07:32 AM ID: 126529869	Drop ins		
17	09/09/2019 11:49 AM ID: 126604506	Location		
18	10/09/2019 13:29 PM ID: 126718319	It is a nice skatepark with a variety of features. As a parent, I like having somewhere to sit.		
19	10/09/2019 13:34 PM ID: 126719321	Elements		
20	11/09/2019 19:16 PM ID: 126868330	It's location in proximity to my home - it is the closest within Charlevoix Co.		
21	11/09/2019 20:25 PM ID: 126872851	Safe place for people of all ages to come out and enjoy the obstacles, learn a new trick, or just hang out with like minded individuals.		
22	19/09/2019 00:23 AM ID: 127458575	Half pipe Clean Helmets free for use		
23	20/09/2019 00:50 AM ID: 127556318	Convenience. In the summer though I wish the hours were morning since the afternoon gets too hot.		
			answered	23
			skipped	18

9. What type of skate park elements or operational practices would you add or change to the current Charlevoix Skate Park? (longer hours, flat rail, mini ramps, bowl, etc)

			Response Percent	Response Total
1	Open-Ended Question		100.00%	23
1	06/09/2019 20:50 PM ID: 126483727	Longer hours, more jumps/ramps		

9. What type of skate park elements or operational practices would you add or change to the current Charlevoix Skate Park? (longer hours, flat rail, mini ramps, bowl, etc)

			Response Percent	Response Total
2	06/09/2019 20:57 PM ID: 126483658	Bowl, longer hours...later into the season (fall), a bathroom, merchandise. <— The kids are super proud to represent our park and would love the wear it proud. (I'd be happy to help with design/implementation)		
3	06/09/2019 21:16 PM ID: 126484472	Longer hours, flat rail & bowl		
4	06/09/2019 21:22 PM ID: 126484786	In the past the music being played was totally inappropriate. I have felt uncomfortable leaving my middle schooler there alone. If they choose to allow such inappropriate music what other things may be overseen as typical "skatepark " behaviors.		
5	06/09/2019 21:45 PM ID: 126485671	Longer seasonal hours, extend the mini ramp to have a smaller section for beginners so they can work their way up to the larger size.		
6	06/09/2019 21:46 PM ID: 126485775	A box jump		
7	06/09/2019 23:00 PM ID: 126487822	More rails A whole little fix up on all the little things that need it Make it wider and cement more ground for more park!		
8	07/09/2019 02:06 AM ID: 126490347	Remove fence. Don't charge. don't require all the pads and such.		
9	07/09/2019 04:24 AM ID: 126491509	Have the park open more and stay open later in the fall season!		
10	07/09/2019 08:15 AM ID: 126494524	Rails, down flat down rail, c box, interchangeable features. A park that actually changes around every once in a while. Otherwise it gets stale old and boring, like the lady that runs it...		
11	07/09/2019 12:13 PM ID: 126503647	I wish it was closer to town. Maybe more kids would use it. Or add more stuff. Switch it up. It's been the same design for a long time.		
12	08/09/2019 01:38 AM ID: 126526992	Open it all the time . Take off the fence . Have a cop patrol the area more frequently checking in every once in a while . Don't charge . Post use at your own risk signs that are clearly visible and act as insurance to protect the city from being sued if they get injured .		
13	08/09/2019 03:19 AM ID: 126527659	I like it just the way it is.		
14	08/09/2019 03:19 AM ID: 126527678	I like it just the way it is.		
15	08/09/2019 07:32 AM ID: 126529869	Cement bowl and just more ramps		
16	08/09/2019 20:50 PM ID: 126565246	Longer hours. It could be unattended part of the time. A bowl would be cool, but maybe too expensive.		
17	09/09/2019 11:49 AM ID: 126604506	More hours		
18	10/09/2019 13:29 PM ID: 126718319	Longer hours into the fall.		
19	10/09/2019 13:34 PM ID: 126719321	Longer hours and a longer season!		

9. What type of skate park elements or operational practices would you add or change to the current Charlevoix Skate Park? (longer hours, flat rail, mini ramps, bowl, etc)

			Response Percent	Response Total
20	11/09/2019 19:16 PM ID: 126868330	We maintain a house in another state in a larger city where many of the recreation facilities are not staffed but offer magnetic entry cards for registered users whom maintain current liability waivers, etc. With a short amount of staffing, Charlevoix could consider this for several of the amenities.		
21	11/09/2019 20:25 PM ID: 126872851	A manual pad would be a good start so we have a long, low ledge the kids can learn to hop on to or grind. Being operational during the fall while the weather is good would bring the kids out on weekends aswell		
22	17/09/2019 23:51 PM ID: 127351657	Poured in place concrete skatepark		
23	19/09/2019 00:23 AM ID: 127458575	Bowl Longer hours Snacks/food		
			answered	23
			skipped	18

10. What would you like to see in addition to any new skating obstacles or elements?

			Response Percent	Response Total
1	Gathering space		37.50%	12
2	Additional seating		28.13%	9
3	Additional shady spots		65.63%	21
4	Other (please specify):		28.13%	9
Analysis			answered	32
	Mean: 4.03	Std. Deviation: 2.3	Satisfaction Rate: 81.25	
	Variance: 5.3	Std. Error: 0.41	skipped	9

Other (please specify): (9)

1	06/09/2019 20:57 PM ID: 126483658	A dedicated workbench for fixing/adjusting scooters, skateboards, etc...
2	06/09/2019 21:16 PM ID: 126484472	Keep some type of supervision
3	06/09/2019 23:00 PM ID: 126487822	More skatepark !!
4	07/09/2019 00:33 AM ID: 126489458	Restrooms
5	07/09/2019 02:06 AM ID: 126490399	More of an open park to all
6	07/09/2019 08:58 AM ID: 126495770	Covered spectator seating
7	08/09/2019 01:38 AM ID: 126526992	Nothing .

10. What would you like to see in addition to any new skating obstacles or elements?

			Response Percent	Response Total
8	17/09/2019 23:51 PM ID: 127351657	concrete		
9	19/09/2019 00:23 AM ID: 127458575	Roof		
Comments: (8)				
1	06/09/2019 20:50 PM ID: 126483727	All great options!		
2	06/09/2019 21:16 PM ID: 126484472	Some skateparks in other areas tend to draw groups who sell pot. Once legalized that may no longer be an issue, but some substances may indeed impact balance & judgement		
3	06/09/2019 21:22 PM ID: 126484786	Indoor scooter/ roller skate park. So it could be used year round.		
4	07/09/2019 02:06 AM ID: 126490347	All the years of living here I've personally never seen it open or any children enjoying it.		
5	07/09/2019 08:58 AM ID: 126495770	For both the kids and adults.		
6	08/09/2019 01:38 AM ID: 126526992	You guys already nailed the design and chill out area . On point		
7	10/09/2019 13:29 PM ID: 126718319	The park needs more shade in the summer. So skaters can get out there on hot days.		
8	19/09/2019 00:23 AM ID: 127458575	Park closes when it rains. If it had a roof kids could still ride.		

11. On a scale of 1 to 10 (with 1 being a beginner and 10 being professional), how would you rate your/your child's skill level?

			Response Percent	Response Total
1	1		2.78%	1
2	2		5.56%	2
3	3		19.44%	7
4	4		2.78%	1
5	5		22.22%	8
6	6		16.67%	6
7	7		22.22%	8
8	8		5.56%	2
9	9		0.00%	0
10	10		2.78%	1
			answered	36

11. On a scale of 1 to 10 (with 1 being a beginner and 10 being professional), how would you rate your/your child's skill level?

						Response Percent	Response Total
Analysis	Mean:	5.22	Std. Deviation:	1.99	Satisfaction Rate:	46.91	skipped
	Variance:	3.95	Std. Error:	0.33			

12. What other suggestions/concerns do you have that would help with the future design and visioning process for the Charlevoix Skate Park?

				Response Percent	Response Total
1	Open-Ended Question			100.00%	10
1	06/09/2019 20:57 PM ID: 126483658	We have a great park, especially after seeing others in the state. I appreciate that it is under control with locks and staff, but wish it was open longer. Also, an event of some sort would be great. Maybe like a late-night (summer) skate, or a parade float. Something to keep the kids excited and engaged.			
2	06/09/2019 21:45 PM ID: 126485671	Would be awesome to have a program for people who can donate to the park to give kids a free season pass. Kids whose parents cant afford to pay for it. I used to work there in the summer of 2011 and I had multiple kids who couldnt pass for entry.			
3	07/09/2019 00:33 AM ID: 126489458	Scooter rentals? Raffles for scooters or parts.			
4	08/09/2019 07:32 AM ID: 126529869	Make the park bigger			
5	09/09/2019 11:49 AM ID: 126604506	Open more			
6	10/09/2019 13:29 PM ID: 126718319	More hours though I know staffing is an issue. I would like to be able to drop by randomly with the kids rather than plan on specific times. It's a long drive for us and it's better if we can stop by randomly going through town.			
7	10/09/2019 18:19 PM ID: 126757981	What type of liability insurance covers your park? How much does it cost annually? How many injuries have occurred, is anyone actually counting?annually Has there been any litigation over the park or injuries that have occurred there?			
8	11/09/2019 19:16 PM ID: 126868330	I believe it would be nice to include a designated area for beginners or younger children. Many times I have attended with friends and older children zip past the youngsters. This would provide a more enjoyable experience for the more experienced riders and also a safer place for novices.			
9	19/09/2019 00:23 AM ID: 127458575	Bigger			
10	20/09/2019 00:50 AM ID: 127556318	Hours- Being open during the morning hours in the summer when it's too hot to be skating in the afternoon.			
				answered	10
				skipped	31

13. If you would like to be included in the Charlevoix Skate Park email list or would like to volunteer at the Skate Park, please provide your information below.

						Response Percent	Response Total
1	I would like to be included in your Charlevoix Skate Park emails. (Please leave your name and email in the comment section below)					100.00%	10
2	I would like to volunteer at the Charlevoix Skate Park. (Please leave your contact information in the comment section below)					40.00%	4
Analysis						answered	10
						skipped	31
Comments: (6)							
1	06/09/2019 20:57 PM ID: 126483658	Sarah Sheaffer 8068 Mount McSaubia Rd Charlevoix 231-838-0652 ssheafferdesign@gmail.com					
2	06/09/2019 21:45 PM ID: 126485671	Cameroncanupp@outlook.com					
3	07/09/2019 02:06 AM ID: 126490347	I could and would probably volunteer time there if qualified 🙏					
4	07/09/2019 04:24 AM ID: 126491509	Cayteevrondran3@gmail.com					
5	10/09/2019 13:29 PM ID: 126718319	Rachel krino Baileydesigns@charter.net					
6	17/09/2019 23:51 PM ID: 127351657	Catherine Coulon evergreenskateparks@gmail.com					

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - July 6, 2020

DATE: July 20, 2020

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, July 6, 2020 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

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

3. Presentations

A. MI Flight Aviation

Airport Manager Wyman stated that MI Flight Aviation helicopter tours a new business operating at the Airport rescinded their application due to lack of business on their first weekend of operation.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

- A. City Council Meeting Minutes – June 15, 2020
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – June 19, 2020
 - b. Regular Accounts Payable Check Register – July 7, 2020
 - c. ACH Payments – June 15, 2020 to June 29, 2020
 - d. Payroll Check Register – June 26, 2020
 - e. Payroll Transmittal – June 26, 2020
- 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

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

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

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. Housing at the Golf Course

City Manager Heydlauff recalled that Council discussed the lack of area housing options and had 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. He stated that 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. As such, the City Attorney reviewed the deeds and records of the course. He noted that 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.

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

Motion by Cole, second by Slater to approve Resolution 2020-07-04 Housing Development Ballot Language.

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*

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

Nays: None

B. Charter Amendments Referendum

City Manager Heydlauff recalled that 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. Staff recommended that the following amendments be pursued first:

- 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

He stated that 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.

Mayor Kurtz recused himself from the hangar discussion. The City Attorney further explained the Airport land lease limitations.

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

Motion by Hagen, second by Kalbfell to approve Resolution 2020-07-01 Council - Powers and Limitations Ballot Language.

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

Nays: None

Mayor Kurtz rejoined the meeting. The City Attorney continued discussion of the remaining two ballot proposals.

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

Motion by Hagen, second by Cole approve Resolution 2020-07-02 Ordinances Publications Ballot Language.

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

Nays: None

Motion by Slater, second by Hagen to approve Resolution 2020-07-03 Board of Review Ballot Language.

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

Nays: None

C. Summer Art and Craft Show

At the June 15, 2020 Council meeting, Council voted to allow the Chamber Art Fair to proceed for July 11-12, with the understanding that Council could cancel the event at any time. Four Council members requested that the event be reconsidered due to the growing number of COVID-19 cases statewide.

Clerk's Note: Ultimately, the Chamber of Commerce cancelled the event on July 3rd, requiring no action by Council at this meeting.

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

D. Special Event Request: A Night of Hope

Neil Thompson, Ten9 Ministries and organizer of this "Night of Hope" requested use of East Park on August 23, 2020 explaining the event in detail. Council concurred to decline the offer at this time for health and safety reasons.

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

8. **Reports & Communications**

A. Public Comments

- Shirley Gibson read a statement regarding the Airport and suggested implementing a commission
- Maggie Shaeffer read her letter against the proposed deer cull
- Larry Freedman supported Miss Shaeffer

B. City Manager Comments

- Continue monitoring CARES Act fund
- Two power outages this weekend
- Fellow Dean Martin was introduced
- Working with MDOT to manage the crosswalks now that the new traffic light was installed

C. Mayor & Council Comments

- General appreciation for folks attending tonight's meeting and wishes of good health
- Oleksy expressed concerns regarding the lack of masks and social distancing downtown

9. **Other Council Business**

Cole questioned whether the remaining downtown events should be cancelled. After discussion Council agreed that large public events should be cancelled until Labor Day. They asked the City Manager to work with the Recreation Department to increase safety precautions at the Farmers Markets.

Motion by Kalbfell, second by Oleksy to have a moratorium on all publicly invited events on City property to last until Labor Day [not including the Farmers Markets.]

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

Nays: None

10. **Adjourn**

The Mayor adjourned the meeting at 7:17 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 06/19/2020			
AT&T	4,489.01	STANDARD INSURANCE CO	2,816.05
CHARLEVOIX STATE BANK	6,637.50	VERIZON WIRELESS	176.84
CHARTER COMMUNICATIONS	2,783.94	VSP INSURANCE CO. (CT)	527.71
DELTA DENTAL	3,260.40	WEX BANK	879.69
HOLIDAY COMPANIES	5,597.83	TOTAL	67,647.22
MONEY LIFE INSURANCE	477.83		
PRIORITY HEALTH	39,716.42		
RANGE TELECOMMUNICATIONS	284.00		
Regular Accounts Payable – 07/07/2020			
ACCESS LOCKSMITHING INC	170.00	CONWAY PROFESSIONAL SERVICES	3,926.00
AIRGAS USA LLC	71.15	DeROSIA, PATRICIA E.	50.00
ALL-PHASE ELECTRIC	124.74	DERRER OIL & PROPANE CO	87.00
AMERICAN WASTE INC.	1,581.76	DOAN, GERARD P.	50.00
ANDERSON, ELIZABETH A.	50.00	DORAN, JUSTIN J.	50.00
ANZELL, BETH A.	50.00	DOTSON, LINDSEY J.	50.00
APPLIED CONCEPTS INC	185.00	DUNKEL EXCAVATING SERVICES INC.	5,070.00
AT YOUR SERVICE PLUS INC	194.45	ELLIOTT, PATRICK M.	50.00
AVFUEL CORPORATION	24,883.98	ELLSWORTH FARMER'S EXCHANGE	653.05
BELL EQUIPMENT COMPANY	3,816.61	EMERGENCY MEDICAL PRODUCTS INC	564.19
BOB MATHERS FORD	325.00	ETNA SUPPLY	2,000.00
BOUND TREE MEDICAL LLC	198.60	FAMILY FARM & HOME	580.99
BRADFORD'S	32.50	FARMER WHITE'S	159.00
CCI SOUTH LLC	183.75	FASTENAL COMPANY	279.88
CDW GOVERNMENT INC.	376.40	FICK & SONS DIESEL GARAGE	2,087.49
CENTRAL DRUG STORE	25.80	GOLDING, JOYCE M.	50.00
CHARLEVOIX COMMUNITY SHOPPER	299.00	GREAT LAKES PIPE & SUPPLY	227.10
CINTAS	65.48	GRP ENGINEERING INC.	2,902.50
CLOTHING COMPANY, THE	351.00	GUNTZVILLER, RHONDA	132.00

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HANKINS, SCOTT A.	50.00	PLUNKETT & COONEY	800.00
HARRELL'S	6,006.58	POSTMASTER	68.00
HEYDLAUFF, MARK L.	50.00	POWER LINE SUPPLY	6,219.50
HYDE SERVICES LLC	111.34	PURITY CYLINDER GASES INC	161.30
JOE'S PROFESSIONAL SERVICES LLC	550.00	QUILL CORP	292.12
JOHN E. GREEN COMPANY	911.76	REHMANN-ROBSON & CO	10,500.00
JOHNSON, MELISSA A.	50.00	SCHADE, JEFF	1,200.00
KLOOSTER, ALIDA K.	50.00	SIGMA-ALDRICH INC.	696.97
KLOOSTER, PATRICK H.	50.00	SILVA, JESSE L.A.	50.00
KNORR, KENT J.	50.00	SOUND ENVIRONMENTS	677.82
KSS ENTERPRISES	5,174.36	SPARTAN DISTRIBUTORS INC	38.76
LAMAR COMPANIES	770.00	SPARTAN STORES LLC	41.38
LAVENDER, JOSEPH E.	50.00	STATE OF MICHIGAN	747.89
LITTLE TRAVERSE DISPOSAL LLC	22,855.55	STEPHENS, LYON G.	50.00
LIVINGSTON, BRIAN D.	50.00	STRICKER'S OUTDOOR POWER EQUIP	510.20
LOTTIE'S BAGELS	184.00	STRIKER SUPPLY	22.00
MACGREGOR PLUMBING & HEATING	194.00	SUN BADGE CO.	115.75
MAYER, SHELLEY L.	50.00	SWEM, DONALD L.	50.00
MCCARDEL CULLIGAN-PETOSKEY	50.50	TELNET GROUP INC	145.00
MCDONNELL, JENNA N.	100.00	TRAVERS, MANUEL J.	50.00
MCGINN, KELLY A.	50.00	UNIFIRST CORPORATION	1,007.79
MCLEAN ENGINEERING CO INC	3,989.75	UPPER CASE PRINTING INK.	216.69
MCMULLEN, DONALD R.	50.00	USA BLUE BOOK	911.44
MICHIGAN MUSHROOM MARKET LLC	42.00	UTILITIES INSTRUMENTATION SERVICE	2,974.40
MID-STATE ASBESTOS REMOVAL INC	2,000.00	VALLEY TRUCK - TRAVERSE CITY	285.59
MIKE'S MUSTARD	65.00	VILLAGE GRAPHICS INC.	188.00
MILLER, WILLIAM S.	50.00	VILLAGER PUB, THE	318.27
MUTT MITT	1,970.80	WILBERT BURIAL VAULT CO	569.22
NOIROT, BRYAN	317.00	WORK & PLAY SHOP	409.00
NORTHERN CREDIT SERVICES	32.12	WURST, RANDALL W.	50.00
NORTHWEST FIRE	58.00	WYMAN, MATTHEW A.	50.00
OLSON BZDOK & HOWARD	1,614.75	XEROX FINANCIAL SERVICES	168.84
OUDBIER INSTRUMENT CO	475.00	ZIPP, CAROLYN	80.00
P.K. CONTRACTING	1,897.04	TOTAL	132,339.85
PARASTAR INC.	279.95		
PENINSULA FIBER NETWORK LLC	470.00		

ACH Payments – 06/15/2020 to 06/29/2020

MI PUBLIC POWER AGENCY	14,281.62	VANTAGEPOINT (ROTH IRA)	955.76
MI PUBLIC POWER AGENCY	6,303.82	MERS (DEFINED BENEFIT PLAN)	48,673.13
MI PUBLIC POWER AGENCY	170,596.70	MI PUBLIC POWER AGENCY	14,639.37
IRS (PAYROLL TAX DEPOSIT)	46,126.41	TOTAL	329,654.27
ALERUS FINANCIAL (HCSP)	350.00		
STATE OF MI (WITHHOLDING TAX)	6,792.02		
VANTAGEPOINT (401 ICMA PLAN)	858.02		
VANTAGEPOINT (457 ICMA PLAN)	20,077.42		

Payroll Net Pay – Check Date 06/26/2020

HEYDLAUFF, MARK L.	2,724.04	HILLING, NICHOLAS A.	1,779.71
GOLDING, JOYCE M.	1,653.60	MEIER III, CHARLES A.	1,444.30
DEROSIA, PATRICIA E.	1,069.26	ZACHARIAS, STEVEN B.	1,281.76
DOTSON, LINDSEY J.	1,422.46	NEWMAN, MARK J.	827.45
KLOOSTER, ALIDA K.	1,753.72	SWEM, DONALD L.	2,454.09
GOLOVICH, KAREN J.	985.70	EATON, BRAD A.	2,442.70
BARNEVELD, RICHELLE L.	1,140.77	WILSON, TIMOTHY J.	2,776.96
EDWARDS, MACKENZIE R.	1,299.42	LAVOIE, RICHARD L.	2,225.14
MILLER, FAITH G.	24.95	STEVENS, BRANDON C.	2,457.72
MCGINN, KELLY A.	2,085.83	DRAVES, MARTIN J.	2,656.78
LAVENDER, JOSEPH E.	1,728.90	ANDERSON, ELIZABETH A.	1,209.90
DOAN, GERARD P.	2,407.55	KENWABIKISE, DAVID L.	1,097.59
UMULIS, MATTHEW T.	1,204.45	ELLIOTT, PATRICK M.	2,381.83
HANKINS, SCOTT A.	1,693.34	SCHWARTZFISHER, JOSEPH .	1,195.20
ORBAN, BARBARA K.	1,294.54	BRADLEY, KELLY R.	1,572.87
FLICKEMA, ANDREW M.	1,603.28	HART II, DELBERT W.	1,282.98
RILEY, DENISE M.	445.58	JONES, ROBERT F.	1,735.47
MUNK, CHRISTOPHER J.	1,458.59	FARRELL, MITCHELL L.	1,333.65
SCHICK, TIELER R.	1,504.60	THORP JR, WILLIAM D.	1,562.09
MATELSKI, KRISTEN L.	1,356.19	LEITNER, RYAN S.	1,477.63
BINGHAM, LARRY E.	772.58	FERGUSON, ROYCE L.	1,410.57
MACGILLIVRAY, ROGER	332.97	DORAN, JUSTIN J.	2,107.26
WURST, RANDALL W.	1,186.19	MANKER SR, DAVID W.	839.86
MAYER, SHELLEY L.	1,599.30	NEDWICK, DAVID J.	843.67

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FREY, DYLAN V.	650.98	LABLANCE, MAUREEN J.	316.96
HART III, DELBERT W.	938.33	LIVINGSTON, BRIAN D.	1,708.92
SLADEK, RYLYNN S.	696.86	STANLEY, MARK J.	55.41
LOUISELLE, ELLIE N.	667.55	WYMAN, MATTHEW A.	1,781.56
BEMIS, JACKSON R.	643.58	MILLER, WILLIAM S.	1,163.55
FINNERTY, HOLLY E.	873.24	DOUGLAS, MARK	1,057.70
CRANDELL, ZACKARY R.	848.86	PRIOR, ERIN C.	1,162.60
MUELLER, JASON C.	750.88	FRATRICK, JOSEPH W.	444.29
KNORR, KENT J.	1,953.46	MCMULLEN, DONALD R.	2,419.54
ANZELL, BETH A.	1,318.58	SILVA, JESSE L.A.	1,646.62
STEBE, LAURA A.	160.69	JOHNSON, MELISSA A.	1,493.83
KLOOSTER, PATRICK H.	1,655.71	STEPHENS, LYON G.	1,209.44
EVANS JR, HALBERT K.	590.40	TRAVERS, MANUEL J.	1,784.22
KLINGER, BRADLEY W.	138.50	STEVENS, JEFFREY W.	388.36
DAVIS, LEAH R.	381.68	RILEY, CASEY W.	462.56
TELGENHOF, WILL G.	344.98	JONES, LARRY M.	516.38
WHITE III, MARCUS W.	355.92	FLORE, ROBERT A.	478.28
GREYERBIEHL, KELLY M.	518.25	MATZ, EMILY S.	1,112.60
CAREY, MADISON Q.	178.62	MOYER, DAVID T.	199.76
CUNNINGHAM, ABIGAIL A.	432.15	WHEELER, MICHAEL W.	1,509.29
JAREMA, CAROLINE J.	152.08	MISHLER, MICHAEL. J.	1,508.03
PRIMAK, JACOB L.	180.97	AZZOPARDI, ANTHONY J.	1,765.07
CURTIS, LILY E.	214.25	DEKORNE, ELIZABETH A.	270.01
MAY, MEREDITH A.	603.87	DIETZ, AMANDA M.	1,557.72
PETROSKY, JACOB D.	239.15	MOORE, SASHA L.	113.65
WARRINER, RYAN T.	194.82	MOYER, NATHAN I.	738.03
WALKER, SAVANNAH P.	443.07	SPREEMAN, ASHLEY M.	592.08
KIRINOVIC, THOMAS F.	408.89	FAULKNER, CHRISTOPHER J.	2,834.04
WAGNER, KIRSTEN M.	173.55	WHITLEY, ANDREW T.	1,942.01
SHEETS, SOPHIA R.	188.97	MORRISON, KEVIN P.	1,377.14
MOOAR, ISAAK S.	377.79	BISHAW, JAMES H.	776.79
HART, DAVID R.	504.79	PETERSON, BENJAMIN D.	242.56
MCDONNELL, JENNA N.	923.11	TOTAL	128,133.49
GILL, DAVID R.	865.63		
MASSON, DONALD J.	546.18		
KUSINA, DENNIS W.	243.16		

Payroll Transmittal – 06/26/2020

4FRONT CREDIT UNION	952.01	COMMUNICATION WORKERS OF AMER	659.38
AMERICAN FAMILY LIFE	608.28	MI STATE DISBURSEMENT UNIT	209.65
CHAR EM UNITED WAY	90.00	MONY LIFE INSURANCE	362.93
CHELEVOIX STATE BANK	967.00	PRIORITY HEALTH	1,440.59
CHEMICAL BANK	25.00	TOTAL	5,314.84

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: July 20, 2020

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
07/01/2020		
130690	JEAN JACQUES, CLEVELAND	1,200.00
130691	THOMAS, JAKY	1,200.00
130692	WISNIEWSKI, BRETT	600.00
130693	WISNIEWSKI, BRETT	600.00
Total 07/01/2020:		3,600.00
Grand Totals:		3,600.00

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

07/01/20	Special Accounts Payable Run	\$	3,600.00
07/10/20	Payroll (net pay)	\$	146,776.15
07/10/20	Payroll Transmittal Checks	\$	5,931.51
07/21/20	Regular Accounts Payable	\$	718,019.38
Checks Sub-Total:		\$	874,327.04

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

07/02/20	Proximity Space Inc (The Vault)	\$	99.00
07/06/20	MI Public Power Agency	\$	16,534.73
07/06/20	Payment Service Network, Inc.	\$	247.70
07/09/20	DTE Energy	\$	2,114.00
07/09/20	State of MI (Sales Tax)	\$	16,889.53
07/10/20	IRS (Payroll Tax Deposit)	\$	53,295.17
07/10/20	Alerus Financial (HCSP)	\$	350.00
07/10/20	State of MI (Withholding Tax)	\$	7,668.70
07/10/20	Vantagepoint (401 ICMA Plan)	\$	858.02
07/10/20	Vantagepoint (457 ICMA Plan)	\$	20,629.06
07/10/20	Vantagepoint (Roth IRA)	\$	955.76
07/13/20	MI Public Power Agency	\$	21,533.32

ACH Sub-Total: \$ 141,174.99

Huntington National Bank Total: \$ 1,015,502.03

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

07/21/20	Tax Disbursement	\$	18,050.22
Charlevoix State Bank Total:		\$	18,050.22

Grand Total: \$ 1,033,552.25

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
07/04/2020	PC	07/10/2020	31041	KURTZ, LUTHER J.	54		990.45
07/04/2020	PC	07/10/2020	31042	HAGEN, AARON W.	56		581.80
07/04/2020	PC	07/10/2020	31043	OLEKSY, THOMAS M.	57		521.99
07/04/2020	PC	07/10/2020	31044	KALBFELL, JANET P.	58		547.17
07/04/2020	PC	07/10/2020	31045	BRYAN JR, GREGORY T.	59		488.95
07/04/2020	PC	07/10/2020	31046	SLATER, JOHN B.	60		422.88
07/04/2020	PC	07/10/2020	31047	HEYDLAUFF, MARK L.	102		3,012.48
07/04/2020	PC	07/10/2020	31048	GOLDING, JOYCE M.	106		2,085.85
07/04/2020	PC	07/10/2020	31049	DEROSIA, PATRICIA E.	107		1,044.15
07/04/2020	PC	07/10/2020	31050	DOTSON, LINDSEY J.	109		1,422.45
07/04/2020	PC	07/10/2020	31051	KLOOSTER, ALIDA K.	121		2,129.16
07/04/2020	PC	07/10/2020	31052	GOLOVICH, KAREN J.	122		985.70
07/04/2020	PC	07/10/2020	31053	BARNEVELD, RICHELLE	123		1,140.77
07/04/2020	PC	07/10/2020	31054	EDWARDS, MACKENZIE	124		1,674.88
07/04/2020	PC	07/10/2020	31055	MILLER, FAITH G.	142		37.42
07/04/2020	PC	07/10/2020	31056	MCGINN, KELLY A.	146		2,518.08
07/04/2020	PC	07/10/2020	31057	LAVENDER, JOSEPH E.	153		1,728.90
07/04/2020	PC	07/10/2020	31058	DOAN, GERARD P.	201		2,407.54
07/04/2020	PC	07/10/2020	31059	UMULIS, MATTHEW T.	205		1,344.13
07/04/2020	PC	07/10/2020	31060	HANKINS, SCOTT A.	208		1,693.34
07/04/2020	PC	07/10/2020	31061	ORBAN, BARBARA K.	209		1,518.08
07/04/2020	PC	07/10/2020	31062	FLICKEMA, ANDREW M.	211		2,176.94
07/04/2020	PC	07/10/2020	31063	RILEY, DENISE M.	213		452.44
07/04/2020	PC	07/10/2020	31064	MUNK, CHRISTOPHER J.	215		1,880.01
07/04/2020	PC	07/10/2020	31065	SCHICK, TIELER R.	216		1,488.54
07/04/2020	PC	07/10/2020	31066	MATELSKI, KRISTEN L.	230		1,356.19
07/04/2020	PC	07/10/2020	31067	BINGHAM, LARRY E.	240		913.16
07/04/2020	PC	07/10/2020	31068	MACGILLIVRAY, ROGER	244		576.61
07/04/2020	PC	07/10/2020	31069	AZZOPARDI, LAUREN E.	246		319.20
07/04/2020	PC	07/10/2020	31070	STEWART, MORGAN J.	247		497.18
07/04/2020	PC	07/10/2020	31071	WURST, RANDALL W.	411		1,234.00
07/04/2020	PC	07/10/2020	31072	MAYER, SHELLEY L.	412		1,546.42
07/04/2020	PC	07/10/2020	31073	HILLING, NICHOLAS A.	413		1,916.47
07/04/2020	PC	07/10/2020	31074	MEIER III, CHARLES A.	421		1,328.48
07/04/2020	PC	07/10/2020	31075	ZACHARIAS, STEVEN B.	422		1,925.35
07/04/2020	PC	07/10/2020	31076	NEWMAN, MARK J.	424		1,244.56
07/04/2020	PC	07/10/2020	31077	SWEM, DONALD L.	512		2,466.17
07/04/2020	PC	07/10/2020	31078	EATON, BRAD A.	515		2,364.30
07/04/2020	PC	07/10/2020	31079	WILSON, TIMOTHY J.	516		3,719.87
07/04/2020	PC	07/10/2020	31080	LAVOIE, RICHARD L.	519		2,225.14
07/04/2020	PC	07/10/2020	31081	STEVENS, BRANDON C.	521		3,826.72
07/04/2020	PC	07/10/2020	31082	DRAVES, MARTIN J.	523		3,315.02
07/04/2020	PC	07/10/2020	31083	ANDERSON, ELIZABETH	526		1,209.90
07/04/2020	PC	07/10/2020	31084	KENWABIKISE, DAVID L.	528		1,097.59
07/04/2020	PC	07/10/2020	31085	ELLIOTT, PATRICK M.	600		2,381.83
07/04/2020	PC	07/10/2020	31086	SCHWARTZFISHER, JOS	603		1,219.73
07/04/2020	PC	07/10/2020	31087	BRADLEY, KELLY R.	614		1,233.35
07/04/2020	PC	07/10/2020	31088	HART II, DELBERT W.	616		1,603.79
07/04/2020	PC	07/10/2020	31089	JONES, ROBERT F.	618		1,194.20
07/04/2020	PC	07/10/2020	31090	FARRELL, MITCHELL L.	622		1,709.10
07/04/2020	PC	07/10/2020	31091	THORP JR, WILLIAM D.	623		1,833.22
07/04/2020	PC	07/10/2020	31092	LEITNER, RYAN S.	624		938.46
07/04/2020	PC	07/10/2020	31093	FERGUSON, ROYCE L.	625		2,207.89
07/04/2020	PC	07/10/2020	31094	DORAN, JUSTIN J.	634		2,107.26
07/04/2020	PC	07/10/2020	31095	MANKER SR, DAVID W.	639		673.85
07/04/2020	PC	07/10/2020	31096	FREY, DYLAN V.	643		466.89
07/04/2020	PC	07/10/2020	31097	HART III, DELBERT W.	657		744.28

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/04/2020	PC	07/10/2020	31098	SLADEK, RYLYNN S.	660		588.02
07/04/2020	PC	07/10/2020	31099	LOUISELLE, ELLIE N.	664		563.37
07/04/2020	PC	07/10/2020	31100	BEMIS, JACKSON R.	667		591.64
07/04/2020	PC	07/10/2020	31101	FINNERTY, HOLLY E.	669		792.02
07/04/2020	PC	07/10/2020	31102	CRANDELL, ZACKARY R.	691		695.04
07/04/2020	PC	07/10/2020	31103	KNORR, KENT J.	700		1,953.46
07/04/2020	PC	07/10/2020	31104	ANZELL, BETH A.	702		1,318.58
07/04/2020	PC	07/10/2020	31105	STEBE, LAURA A.	703		66.50
07/04/2020	PC	07/10/2020	31106	KLOOSTER, PATRICK H.	743		1,655.71
07/04/2020	PC	07/10/2020	31107	EVANS JR, HALBERT K.	744		604.87
07/04/2020	PC	07/10/2020	31108	KLINGER, BRADLEY W.	747		103.52
07/04/2020	PC	07/10/2020	31109	DAVIS, LEAH R.	748		381.68
07/04/2020	PC	07/10/2020	31110	TELGENHOF, WILL G.	749		289.92
07/04/2020	PC	07/10/2020	31111	WHITE III, MARCUS W.	754		550.21
07/04/2020	PC	07/10/2020	31112	GREYERBIEHL, KELLY M.	757		641.53
07/04/2020	PC	07/10/2020	31113	CAREY, MADISON Q.	758		424.65
07/04/2020	PC	07/10/2020	31114	CUNNINGHAM, ABIGAIL A.	759		530.56
07/04/2020	PC	07/10/2020	31115	JAREMA, CAROLINE J.	760		621.57
07/04/2020	PC	07/10/2020	31116	PRIMAK, JACOB L.	761		783.09
07/04/2020	PC	07/10/2020	31117	CURTIS, LILY E.	770		840.64
07/04/2020	PC	07/10/2020	31118	MAY, MEREDITH A.	771		1,208.30
07/04/2020	PC	07/10/2020	31119	PETROSKY, JACOB D.	772		839.64
07/04/2020	PC	07/10/2020	31120	WARRINER, RYAN T.	773		799.26
07/04/2020	PC	07/10/2020	31121	WALKER, SAVANNAH P.	774		885.21
07/04/2020	PC	07/10/2020	31122	PETERSON, BENJAMIN D.	785		707.69
07/04/2020	PC	07/10/2020	31123	KIRINOVIC, THOMAS F.	790		437.81
07/04/2020	PC	07/10/2020	31124	WAGNER, KIRSTEN M.	793		682.25
07/04/2020	PC	07/10/2020	31125	SHEETS, SOPHIA R.	794		601.64
07/04/2020	PC	07/10/2020	31126	MOOAR, ISAAK S.	796		389.50
07/04/2020	PC	07/10/2020	31127	HART, DAVID R.	836		460.27
07/04/2020	PC	07/10/2020	31128	MCDONNELL, JENNA N.	839		883.53
07/04/2020	PC	07/10/2020	31129	GILL, DAVID R.	856		802.56
07/04/2020	PC	07/10/2020	31130	MASSON, DONALD J.	861		548.72
07/04/2020	PC	07/10/2020	31131	KUSINA, DENNIS W.	862		321.68
07/04/2020	PC	07/10/2020	31132	LABLANCE, MAUREEN J.	863		261.05
07/04/2020	PC	07/10/2020	31133	LIVINGSTON, BRIAN D.	866		1,708.92
07/04/2020	PC	07/10/2020	31134	STANLEY, MARK J.	867		66.50
07/04/2020	PC	07/10/2020	31135	MUSILEK, CAMDEN W.	869		171.40
07/04/2020	PC	07/10/2020	31136	WAY, KRISTINA M.	870		101.58
07/04/2020	PC	07/10/2020	31137	WYMAN, MATTHEW A.	927		1,981.35
07/04/2020	PC	07/10/2020	31138	MILLER, WILLIAM S.	933		1,708.74
07/04/2020	PC	07/10/2020	31139	DOUGLAS, MARK	935		1,391.48
07/04/2020	PC	07/10/2020	31140	PRIOR, ERIN C.	938		1,453.54
07/04/2020	PC	07/10/2020	31141	FRATRICK, JOSEPH W.	940		528.13
07/04/2020	PC	07/10/2020	31142	MCMULLEN, DONALD R.	1000		3,362.61
07/04/2020	PC	07/10/2020	31143	SILVA, JESSE L.A.	1001		1,713.72
07/04/2020	PC	07/10/2020	31144	JOHNSON, MELISSA A.	1004		1,557.43
07/04/2020	PC	07/10/2020	31145	STEPHENS, LYON G.	1005		239.74
07/04/2020	PC	07/10/2020	31146	TRAVERS, MANUEL J.	1006		2,186.89
07/04/2020	PC	07/10/2020	31147	STEVENS, JEFFREY W.	1028		84.66
07/04/2020	PC	07/10/2020	31148	RILEY, CASEY W.	1052		621.06
07/04/2020	PC	07/10/2020	31149	JONES, LARRY M.	1057		360.12
07/04/2020	PC	07/10/2020	31150	FLORE, ROBERT A.	1058		264.30
07/04/2020	PC	07/10/2020	31151	MATZ, EMILY S.	1059		1,050.00
07/04/2020	PC	07/10/2020	31152	MOYER, DAVID T.	1073		342.49
07/04/2020	PC	07/10/2020	31153	WHEELER, MICHAEL W.	1103		1,037.09
07/04/2020	PC	07/10/2020	31154	CORNELL, BRITTA J.	1106		228.56

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/04/2020	PC	07/10/2020	31155	MISHLER, MICHAEL. J.	1107		1,663.14
07/04/2020	PC	07/10/2020	31156	AZZOPARDI, ANTHONY J.	1108		1,731.30
07/04/2020	PC	07/10/2020	31157	DEKORNE, ELIZABETH A.	1109		170.82
07/04/2020	PC	07/10/2020	31158	PECK, JARICA L.	1114		595.75
07/04/2020	PC	07/10/2020	31159	DIETZ, AMANDA M.	1115		1,186.80
07/04/2020	PC	07/10/2020	31160	MOYER, NATHAN I.	1118		1,671.06
07/04/2020	PC	07/10/2020	31161	SPREEMAN, ASHLEY M.	1120		247.35
07/04/2020	PC	07/10/2020	31162	FAULKNOR, CHRISTOPH	1122		2,854.62
07/04/2020	PC	07/10/2020	130694	COLE, SHANE	50		743.42
07/04/2020	PC	07/10/2020	130695	WHITLEY, ANDREW T.	522		1,942.01
07/04/2020	PC	07/10/2020	130696	MORRISON, KEVIN P.	601		1,628.50
07/04/2020	PC	07/10/2020	130697	BISHAW, JAMES H.	633		665.10
Grand Totals:			126				146,776.15

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
07/04/2020	07/10/2020	130698	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	952.01
07/04/2020	07/10/2020	130699	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	127.28
07/04/2020	07/10/2020	130699	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	481.00
07/04/2020	07/10/2020	130700	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 7/4/20	90.00
07/04/2020	07/10/2020	130701	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	967.00
07/04/2020	07/10/2020	130702	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	25.00
07/04/2020	07/10/2020	130703	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	659.38
07/04/2020	07/10/2020	130704	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	209.65
07/04/2020	07/10/2020	130705	MONEY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	249.43
07/04/2020	07/10/2020	130705	MONEY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 7/4/2	47.68
07/04/2020	07/10/2020	130705	MONEY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 7/4/202	4.00
07/04/2020	07/10/2020	130705	MONEY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	40.32
07/04/2020	07/10/2020	130705	MONEY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 7/4/	6.83
07/04/2020	07/10/2020	130705	MONEY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 7/4/20	2.59
07/04/2020	07/10/2020	130706	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 7	251.25
07/04/2020	07/10/2020	130707	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,440.59
07/04/2020	07/10/2020	130708	VELO LAW OFFICE	9030	Garnishment: File #RR-00022182	377.50
Grand Totals:		17				5,931.51



Check Number	Payee	Amount
07/21/2020		
130709	ABILITA	1,515.56
130710	ACCUMED GROUP, THE	2,984.22
130711	ACE HARDWARE	3,779.04
130712	ALL-PHASE ELECTRIC	116.28
130713	AMERICAN LEGAL PUBLISHING CORP	40.00
130714	AMERICAN TOTAL SECURITY INC	852.57
130715	AMERICAN WASTE INC.	46.76
130716	APX INC.	32.58
130717	AUTO VALUE	503.56
130718	AVFUEL CORPORATION	72,441.87
130719	BAESE, KIRK	77.80
130720	BARUZZINI GENERAL CONTRACTORS	2,800.00
130721	BEAR EARTH HERBALS	47.00
130722	BELL EQUIPMENT COMPANY	204.00
130723	BENTLEY HILL BAKEHOUSE	5,000.00
130724	BERGMANN MARINE	54.91
130725	BOULTON, MARY	50.00
130726	BOUND TREE MEDICAL LLC	98.68
130727	BRADFORD'S	58.50
130728	BRYAN, SPENCER	213.95
130729	CARQUEST OF CHARLEVOIX	1,419.88
130730	CDW GOVERNMENT INC.	793.73
130731	CEDAM	6,000.00
130732	CHARLEVOIX COUNTY TREASURER	347.22
130733	CHARLEVOIX GLASS INC.	893.40
130734	CHARLEVOIX SCREEN MASTERS INC	369.00
130735	CHARLEVOIX TOWNSHIP	59.48
130736	CHARTER COMMUNICATIONS	147.15
130737	CINTAS	160.14
130738	CINTAS CORPORATION	101.00
130739	CITY OF CHARLEVOIX - UTILITIES	30,966.87
130740	CIVIC SYSTEMS	9,354.00
130741	CLOTHING COMPANY, THE	360.00
130742	CONWAY PROFESSIONAL SERVICES	4,950.00
130743	D & D ELECTRONICS	150.00
130744	DETROIT PUMP & MFG CO	2,037.34
130745	DHASELEER, CARL	109.00
130746	DITCH WITCH SALES OF MICHIGAN	180.40
130747	DROST LANDSCAPE INC.	5,060.00
130748	DROST, PAT	32.51
130749	ELECTIONSOURCE	345.04
130750	ELEMENTS GALLERY	5,000.00
130751	ELLSWORTH FARMER'S EXCHANGE	447.00
130752	EMERGENCY MEDICAL PRODUCTS IN	361.27
130753	FAMILY FARM & HOME	218.80
130754	FARMER WHITE'S	570.00
130755	FASTENAL COMPANY	883.74
130756	FEYEN ZYLSTRA LLC	1,665.03

Check Number	Payee	Amount
130757	FLOTATION DOCKING SYSTEMS INC.	500.00
130758	GA GA FOR KIDS	5,000.00
130759	GALLS AN ARAMARK COMPANY	337.66
130760	GINOP SALES INC	416.39
130761	GORDON FOOD SERVICE	112.22
130762	GRAFFITEES	5,000.00
130763	GRAINGER	540.74
130764	GRAND TRAVERSE CONSTRUCTION	58,019.80
130765	GREY BOUTIQUE	5,000.00
130766	GUNTZVILLER, RHONDA	536.00
130767	HACH COMPANY	1,540.41
130768	HADLEY, JESELLE	105.00
130769	HARJU, WILLARD	21.09
130770	HARRELL'S	825.00
130771	HERZOG ELECTRIC	224.96
130772	HOTEL EARL	5,000.00
130773	HOUSING NORTH	9,250.00
130774	HYDE SERVICES LLC	112.00
130775	HYDRO CORP	539.50
130776	JULIANI, DAVID L	33.92
130777	KAHN, KATIE	53.50
130778	KEN'S REAL FOOD	57.00
130779	KILKENNY, PATRICK	145.88
130780	KILWINS CHARLEVOIX	500.00
130781	KNOPH, DANIELLE	57.87
130782	KSS ENTERPRISES	1,997.03
130783	LAKE FOREST BAKING COMPANY	97.00
130784	LAKE HOUSE, THE	5,000.00
130785	LAKESHORE TIRE & AUTO SERVICE	86.95
130786	LEELANAU COFFEE ROASTING CO IN	224.40
130787	LEVY, DAVID	75.00
130788	LOTTIE'S BAGELS	534.00
130789	MAGGRET, DAVID	200.00
130790	MANAGEMENT AND BEHAVIOR	270.00
130791	MAY, MEREDITH	184.27
130792	MCMULLEN, DONALD R.	1,000.90
130793	MICHIGAN MUSHROOM MARKET LLC	96.00
130794	MICHIGAN RURAL WATER ASSN	735.00
130795	MIKE'S GLASS	3,424.00
130796	MIKE'S MUSTARD	25.00
130797	MINERAL MASTERS	1,935.00
130798	MUNICIPAL UNDERWRITERS OF MICH	4,252.00
130799	NATIONAL RECREATION AND PARK A	175.00
130800	NAVIA BENEFIT SOLUTIONS	50.00
130801	NORTHERN MICHIGAN DUST CONTR	2,660.00
130802	NORTHERN MICHIGAN REVIEW INC.	2,155.35
130803	NOVAK, MARILYN	50.00
130804	O'DONNELL, NANCY	107.00
130805	OHM ADVISORS	22,950.00

Check Number	Payee	Amount
130806	OLESON'S FOOD STORES	90.98
130807	OLSON BZDOK & HOWARD	2,266.30
130808	OSTLUND PEST CONTROL LLC	425.00
130809	PARASTAR INC.	53.39
130810	PENINSULA FIBER NETWORK LLC	470.00
130811	PERFORMANCE ENGINEERS INC	1,730.00
130812	PETALS	95.00
130813	PETOSKEY NEWS-REVIEW	200.00
130814	PLUNKETT & COONEY	400.00
130815	POWER LINE SUPPLY	456.00
130816	POWERPLAN	219.90
130817	PREIN & NEWHOF	1,801.00
130818	PRESTON FEATHER	725.43
130819	PURITY CYLINDER GASES INC	293.20
130820	QUALITY CAR & TRUCK REPAIR INC	581.59
130821	QUICK CARE MEDICAL CENTER	253.00
130822	RANGE TELECOMMUNICATIONS	173.75
130823	RCL CONSTRUCTION CO INC	328,709.91
130824	RESCO	7,380.00
130825	RESOLUTION G2 LLC	4,718.00
130826	ROUND LAKE OUTFITTERS	100.00
130827	SHARROW, JACOB	300.00
130828	SHINDORF BUILDERS	707.00
130829	SIGHT & SOUND	306.28
130830	SILVA, JESSE L.A.	52.95
130831	SPARTAN DISTRIBUTORS INC	174.99
130832	STATE AND MASON LLC	1,000.00
130833	STATE OF MICHIGAN	345.00
130834	STRICKER'S OUTDOOR POWER EQUI	32.50
130835	STRYKER SALES CORPORATION	23,736.24
130836	SUNSACTIONS	57.61
130837	SWANSON K & D INC	1,800.00
130838	SWEM, MICHELLE	75.00
130839	TAFFY BARREL, THE	5,000.00
130840	TAYLOR 12501 LLC	4,417.50
130841	TELNET GROUP INC	3,355.00
130842	TERMINAL SUPPLY CO	116.62
130843	THISTLE	5,000.00
130844	TRUCK & TRAILER SPECIALTIES	817.65
130845	TRUE NORTH INTERIOR DESIGN & AN	5,000.00
130846	UNIFIRST CORPORATION	428.52
130847	UNIVERSAL CLEANERS LLC	3,545.00
130848	USA BLUE BOOK	1,940.39
130849	VALENTINE, MISTY	150.80
130850	VILLAGE GRAPHICS INC.	480.00
130851	WELLS, IVY L	400.00
130852	WOJAN PLUMBING & HEATING	181.77
130853	WOOD SHOP, THE	890.00
130854	WORK & PLAY SHOP	36.99

Check Number	Payee	Amount
130855	ZIIBIMIJWANG INC	417.00
Total 07/21/2020:		718,019.38
Grand Totals:		718,019.38

Check Number	Payee	Amount
07/02/2020		
70220001	PROXIMITY SPACE INC.	99.00
Total 07/02/2020:		99.00
Grand Totals:		99.00

Check Number	Payee	Amount
07/06/2020		
70620001	MICHIGAN PUBLIC POWER AGENCY	16,534.73
70620002	PAYMENT SERVICE NETWORK INC.	247.70
Total 07/06/2020:		16,782.43
Grand Totals:		16,782.43

Check Number	Payee	Amount
07/09/2020		
70920001	DTE ENERGY	2,114.00
70920002	STATE OF MICHIGAN	16,889.53
Total 07/09/2020:		19,003.53
Grand Totals:		19,003.53

Check Issue Date	Check Number	Payee	Amount
71020001			
07/10/2020	71020001	**EFTPS* Payroll Taxes	13,512.35
07/10/2020	71020001	**EFTPS* Payroll Taxes	13,512.35
07/10/2020	71020001	**EFTPS* Payroll Taxes	3,160.15
07/10/2020	71020001	**EFTPS* Payroll Taxes	3,160.15
07/10/2020	71020001	**EFTPS* Payroll Taxes	19,950.17
Total 71020001:			
	5		53,295.17
71020002			
07/10/2020	71020002	Alerus Financial	350.00
Total 71020002:			
	1		350.00
71020003			
07/10/2020	71020003	STATE OF MICHIGAN	7,668.70
Total 71020003:			
	1		7,668.70
71020004			
07/10/2020	71020004	Vantagepoint - 401 Plan 109153	858.02
Total 71020004:			
	1		858.02
71020005			
07/10/2020	71020005	Vantagepoint - 457 Plan 300959	5,362.92
07/10/2020	71020005	Vantagepoint - 457 Plan 300959	2,167.94
07/10/2020	71020005	Vantagepoint - 457 Plan 300959	4,293.34
07/10/2020	71020005	Vantagepoint - 457 Plan 300959	8,804.86
Total 71020005:			
	4		20,629.06
71020006			
07/10/2020	71020006	Vantagepoint - Roth IRA 706117	955.76
Total 71020006:			
	1		955.76
Grand Totals:			
	13		83,756.71



Check Number	Payee	Amount
07/13/2020		
71320001	MICHIGAN PUBLIC POWER AGENCY	21,533.32
Total 07/13/2020:		21,533.32
Grand Totals:		21,533.32

Check Number	Payee	Amount
07/21/2020		
3428	CHARLEVOIX COUNTY TREASURER	2,380.98
3429	CHARLEVOIX COUNTY TREASURER	45.14
3430	CHARLEVOIX DISTRICT LIBRARY	589.69
3431	CHARLEVOIX PUBLIC SCHOOLS	14.58
3432	CHARLEVOIX PUBLIC SCHOOLS	618.90
3433	CHARLEVOIX PUBLIC SCHOOLS	.78
3434	CHARLEVOIX PUBLIC SCHOOLS	171.60
3435	CHARLEVOIX PUBLIC SCHOOLS	119.27
3436	CHARLEVOIX PUBLIC SCHOOLS	51.11
3437	CHARLEVOIX-EMMET ISD	1,280.12
3438	CITY OF CHARLEVOIX - TAXES DUE	4,485.65
3439	RECREATIONAL AUTHORITY	114.23
3440	STATE OF MICHIGAN	8,178.17
Total 07/21/2020:		18,050.22
Grand Totals:		18,050.22

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Planning Commission Annual Report

DATE: July 20, 2020

BACKGROUND:

At the June 8, 2020 meeting, the Planning Commission reviewed and adopted their Annual Report to City Council. The report summarizes the work undertaken and accomplished during the past year and what the Commission's focus will be for the upcoming year.

RECOMMENDATION:

Motion to accept the Planning Commission 2020 Annual Report.

ATTACHMENTS:

- ▣ Annual Report



June 8, 2020

Hon. Mayor and Council Members
210 State Street
Charlevoix, MI 49720

RE: 2020 Charlevoix Planning Commission Annual Report

Hon. Mayor and Council Members:

As required per the Michigan Planning Enabling Act, Section 125.3819 (2) (Act 33 of 2008, as amended), the Planning Commission respectfully submits a report of the activities they undertook in the previous twelve months (May 2019-April 2020).

"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

PLANNING COMMISSIONERS

1. Sherm Chamberlain, Chairperson (2019)
2. R.J.Waddell, Vice-Chair (2019) / Chairperson (2020)
3. Dennis Halverson, Vice-Chair (2020)
4. Ben Edwards
5. Toni Felter
6. Brian Gelb
7. David Gray
8. Jennifer Muladore
9. Philip Parr

PLANNING STAFF

Planning and zoning services are provided by regional planning agency, Networks Northwest. The Zoning Administrator provides on-site support by maintaining regular office hours on Monday, Tuesday, and Wednesday 8 AM – 5 PM. Planning and zoning staff include:

1. Kathy Egan, Regional Director of Community Development, Networks Northwest
2. Jennifer Neal, Community Planner, Networks Northwest
3. Jonathan Scheel, Zoning Administrator, Networks Northwest

MEETINGS

The Planning Commission met a total of ten (10) times in the past year and the meetings are typically scheduled for the second Monday of the month, at 6:00 PM, and City Hall. All meetings are held in compliance with the *Open Meetings Act, PA 267 of 1976, as amended*.

- | | |
|--------------------------------------|--|
| 1. Monday, May 13, 2019 | 7. Monday, November 11, 2019 |
| 2. Monday, June 10, 2019 – Cancelled | 8. Monday, December 9, 2019 |
| 3. Monday, July 8, 2019 | 9. Monday, January 13, 2020 |
| 4. Monday, August 12, 2019 | 10. Monday, February 10, 2020 |
| 5. Monday, September 9, 2019 | 11. Monday, March 9, 2020 |
| 6. Monday, October 14, 2019 | 12. Monday, April 13, 2020 - Cancelled |

THE YEAR IN REVIEW

The Planning Commission's work in the previous year was largely reviewing, revising, and creating new language for the Zoning Ordinance. Throughout the course of normal business, whether by members of the public, Planning Commissioners, or City staff, a number of concerns were raised related to housing, parking, recreational vehicle storage, sidewalk signage, rooftop uses, and residential building sizes. This prompted a thorough discussion of each issue, a review of best practices, input from the public, and a practical solution. More detail about each topic is discussed below.

SITE PLAN REVIEWS AND PUBLIC HEARINGS

The Planning Commission began the year by reviewing the plans for the City's new public services facility. While not a formal site plan review, the Planning Commission was afforded a chance to view the plans and provide guidance for alignment with the Master Plan. Additionally, a site plan for fourteen (14) new multiple-family dwellings located at 115 Pine Rive Lane was approved in January after lengthy discussion and review.

Two applications were presented that required public hearings. The Planning Commission held public hearings for a special land use permit at 206 Carpenter Street to be used as a bed and breakfast and for a conditional rezoning request at 904 May Street to be R-4, Multi-Family High Density. The special land use permit was granted and the conditional rezoning request was recommended to the City Council for approval.

UPDATES TO THE ZONING ORDINANCE

The Planning Commission reviewed the Zoning Ordinance for language pertaining to a wide range of topics. In several cases the language required an amendment in which a public hearing was held and the proposed language was reviewed by the city attorney.

1. Upon direction by the City Council, the Planning Commission further reviewed ordinance language regarding recreational vehicles. Therefore, Section 153.153(C) (originally Outdoor Storage) was replaced with Recreation Equipment and Vehicle Storage. The Commission considered covers for boats, street parking, the number and size of vehicles, among others when creating standards for storage. A public hearing was held and proposed ordinance language was recommended to City Council for adoption.
2. Several revision and additions were made to the Zoning Ordinance regarding housing including the following amendments: the definition of Boarding/Rooming House, the intent statement of Section 153.070(B) R2, Medium Density Family Residential District, Housing amendment, and the residential schedule of uses. New sections were added for Boarding/Rooming House, Home

Conversions, and Single-family attached and single Multiple-family buildings. A public hearing was held and proposed ordinance language was recommended to City Council for adoption.

3. The Planning Commission addressed necessary changes to the City's parking standards in Off-Street Parking, Loading, Access and Circulation. Changes included the removal of payment in lieu option, revisions to the number of required parking spaces, and changes to the shared parking standards. A public hearing was held and proposed ordinance language was recommended to City Council for adoption.
4. At the request of the City Manager, the Planning Commission began a discussion regarding sandwich board signage on downtown sidewalks. During the discussion Mr. Kirby Dipert represented the merchant's perspective and planning and zoning staff provided input based on City Code and ordinance enforcement.
5. Upon discussion of current review standards, the Planning Commission requested staff to review the site plan review standards and provide a draft of recommended revisions. Draft standards are under legal review and will be presented at the next available meeting.
6. The growing desire to add functional outdoor living space on building rooftops prompted a review of the Zoning Ordinance for language that pertained to rooftop uses in both residential and commercial areas. Upon review, planning staff determined few standards existed, and new language would be needed to address the concerns. Proposed standards have been presented and are under legal review.
7. At the request of the City Council, the Planning Commission began a discussion regarding a maximum residential building size. Planning staff were directed to review existing conditions and current regulations available to control residential building sizes. Several methods were discussed and planning and zoning staff are preparing a memo outlining the options available for the Council to consider.

2020-2021 WORK PLAN

The Planning Commission has asked planning staff to prepare an updated list of priority items. The list will be presented and discussed at the next available meeting. We anticipate the list will include items such as implementation of the Master Plan, additional Zoning Ordinance amendments, and holding a joint meeting for city boards and commissions. The City Council will be updated when the work plan has been established.

Respectfully submitted,

PLANNING COMMISSION
CITY OF CHARLEVOIX, MICHIGAN

R.J. Waddell, Chairperson

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: MDOT Traffic Signal Cost Agreement Resolution

DATE: July 20, 2020

BACKGROUND:

MDOT requires that Council approve the Cost Agreement for Traffic Signal Control for the new light at the intersection of Bridge and Clinton Streets.

RECOMMENDATION:

Motion to approve Resolution 2020-07-05.

ATTACHMENTS:

- ▣ Agreement
- ▣ Resolution

This Agreement Cancels and Supercedes All Previous Cost Agreements AND is terminable on thirty days notice by any party.

LOCATION Modernization

Traffic Signal

Typed Date 03/26/2020

US31 (BRIDGE) @ CLINTON

Work Auth No.

MDOT Plan No. 15012-01-001

CHARLEVOIX

Charlevoix

Installation Date

* Under authority of state law and by virtue of resolutions formally adopted by their respective governing bodies (and herein submitted), the undersigned hereby agree to participate in the cost of installation, maintenance and operation of the above traffic signal control on the basis of the division of costs as determined by the provision of applicable statutes. Details of installation are as shown on attached Michigan Department of Transportation plan dated 03/24/2020 Y
Title to equipment shall remain with the purchasing agency, and the proper credit of salvaged value shall be issued to all parties upon removal of the equipment, in proportion to their share of original cost.

Indicates Non-Participation by FHWA in Overhead Costs

PARTICIPATION

AGENCY	(BY CONTRACT)	INSTALLATION		MAINTENANCE	
		Per Cent	Estimated Cost	Per Cent	Estimated Annual Cost
Dept of Transportation 15012		100 %		50 %	\$372
CHARLEVOIX	City	0 %		50 %	\$372
Total		0 %		100 %	\$744

It is further agreed that the agency responsible for handling bills and/or leased line interconnection billings shall be
City of CHARLEVOIX

It is further agreed that the agency responsible for performing signal maintenance type D shall be
MDOT

		For Michigan Department of Transportation use ONLY.
APPROVED: City of CHARLEVOIX Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ (Title of Authorized Official)	APPROVED: By _____ Engineer of Operations Date _____
APPROVED: Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ (Title of Authorized Official)	SIGNED: MICHIGAN DEPARTMENT OF TRANSPORTATION By _____ Deputy Director, Field Services Date _____

* Two copies of resolution must be submitted with this form.

Q1549 (3/89)

(See Reverse Side for an Outline of Policy)

**OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS
FOR TRAFFIC SIGNALS**

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

- 1. The percentage of expense shall be divided on the basis of number of signalized directions. For instance, in the case of a four-legged intersection of which two state trunk line legs are both signalized and only one of the two county legs is signalized, 66-2/3% shall apply to the state trunk line and 33-1/3% to the county road.
- 2. A divided highway shall be considered the same as a two-way undivided highway.
- 3. The signalized direction for pedestrians shall be treated in the same manner as signalized vehicular direction.
- 4. In case of a contract municipality, the municipal share of expense shall include percentages for signalized directions on municipal streets, plus the municipal maintenance contract percentage of the share allocated to the signalized directions on state trunk lines.
- 5. In case of a signal being located at the intersection of two or more state trunk line maintenance sections, the "Trunk Line Share" shall be allocated to that maintenance section which extends in the north direction. If none extends in the north direction, then to the first leg encounterd starting from the north and progressing in a clockwise direction.

**OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS
FOR ELECTRICAL SCHOOL SIGNS**

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

- 1. The Michigan Department of Transportation shall pay the entire cost of mechanical and routine maintenance, and the cost of energy billings.

EXPLANATION OF CODE FOR "TYPE OF INSTALLATION"

SAMPLE	1	-	4W	-	3C	-	S	-	A
	1		2		3		4		5

Explanation

- 1. The number of heads of each particular type of unit.
- 2. The number of signalized ways in the unit - (4 ways).
- 3. The number of colors facing in each direction - (3 colors).
- 4. How signal is supported: S-Span Suspension, M-Mast Arm, B-Bracket, P-Post or pedestal.
- 5. Solid or adjustable heads: S-Solid, A-Adjustable.

A pedestrian signal on a pedestal is designated by: 1-1W-2C-P-A.
A pedestrian signal on a pole is designated by: 1-1W-2C-B-A.

EXPLANATION OF MDOT PLAN NUMBER

SAMPLE	65032	-	01	-	001
	1		2		3

Explanation

- 1. Control section number.
- 2. Type of operation. (01-Stop and Go; 02-Flasher; 03-Keep Right Sign; 04-School Speed Limit; 05-School Flasher ; 06-Street Lighting; 07-Illuminated Sign; 08-Emergency Traffic Signal; 09-Misc.).
- 3. Assigned number within a control section.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2020-07-05**

APPROVE COST AGREEMENT FOR TRAFFIC SIGNAL CONTROL ON US-31 (BRIDGE STREET) AT CLINTON

WHEREAS, the City of Charlevoix agrees to participate 50% in the installation, maintenance and operation costs associated with this signal; and

WHEREAS, the agency responsible for handling bills and/or leased line interconnection billings shall be the City of Charlevoix; and

WHEREAS, the agency responsible for performing signal maintenance type D shall be MDOT.

NOW THEREFORE BE IT RESOLVED, that that the City of Charlevoix agrees to the terms and conditions of the Cost Agreement for Traffic Signal Control and authorizes the City Manager to execute the agreement.

RESOLVED this 20th day of July, 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Resolution to Amend City Street Plan to Include Riverwalk Lane

DATE: July 20, 2020

BACKGROUND:

A developer is proposing to place 14 units north off Pine River Lane and is requesting that the roadway accessing these units be named *Riverwalk Lane*. The Charlevoix City Code requires that any amendments to the City's Street Plan be done by resolution.

RECOMMENDATION:

Motion to approve Resolution 2020-07-06 adding *Riverwalk Lane* to the City's street map.

ATTACHMENTS:

- ▣ Resolution

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-07-06
AMEND CITY STREET PLAN TO INCLUDE RIVERWALK LANE

WHEREAS, the City of Charlevoix City Code requires that the naming of any new street be done by resolution; and

WHEREAS, developers are placing 14 units on a roadway north off of Pine River Lane.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix hereby amends the City Street Plan to include a roadway named *Riverwalk Lane*.

RESOLVED this 20th day of June, 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Airport Sponsor Contract Amendment

DATE: July 20, 2020

BACKGROUND:

Earlier this year, City Council approved the Fuel Farm Expansion project along with MDOT/Sponsor Contract. We recently received a Contract Amendment from MDOT Aeronautics. This amendment reduces the City's contribution to the project by \$8,333. We provided MDOT-AERO with the executed Contract Amendment along the the resolution approving the original MDOT Sponsor Contract.

As a requirement for the Amended Sponsor Contract, the State requests the sponsor have a separate resolution specific to the Contract Amendment rather than the original resolution approving the MDOT Sponsor Contract.

RECOMMENDATION:

Motion to approve Resolution 2020-07-07 execution of the Sponsor Contract Amendment.

ATTACHMENTS:

- ▣ Sponsor Contract Amendment
- ▣ Resolution 2020-07-07

MICHIGAN DEPARTMENT OF TRANSPORTATION

CITY OF CHARLEVOIX

AMENDMENT

This Amendatory Contract is made and entered into this date of _____ by and between the Michigan Department of Transportation (MDOT) and the City of Charlevoix (SPONSOR) for the purpose of amending Contract No. 2020-0523, dated May 29, 2020 (CONTRACT).

Recitals:

The CONTRACT provides for the following undertaking at the Charlevoix Municipal Airport in Charlevoix, Michigan: Construct Fuel Farm – Expand Jet A (20,000 Gallons) Including Card Reader - Design and Construction; and

The parties desire to amend the CONTRACT to adjust the project funding between participants based on 100 percent federal participation for Federal Aviation Administration (FAA) FY 2020 Airport Improvement Program Non-Primary Entitlements; the CONTRACT amount remains unchanged.

The parties agree that the CONTRACT be and that the same is amended as follows:

1. In order to set forth the adjusted project participation amounts, Exhibit 1 of the CONTRACT, dated April 9, 2020, is replaced with Revised Exhibit 1, dated June 17, 2020, attached hereto and made a part hereof, and all references in the CONTRACT to Exhibit 1 will be construed to mean Revised Exhibit 1, dated June 17, 2020.
2. In order to adjust the project participation amounts to increase the FAA share by Sixteen Thousand Six Hundred Sixty-Six Dollars (\$16,666.00) and to reduce the MDOT and SPONSOR shares by Eight Thousand Three Hundred Thirty-Three Dollars (\$8,333.00) each, Section 11 of the CONTRACT is amended to read as follows:
 - “11. The PROJECT COST participation is estimated to be as shown below and as shown in Revised Exhibit 1. The PROJECT COST shown in Revised Exhibit 1 is to be considered an estimate. The actual MDOT, FAA, and SPONSOR shares of the PROJECT COST will be determined at the time of financial closure of the FAA grant.

Federal Share	\$720,159.00
Maximum MDOT Share	\$ 30,750.00
SPONSOR Share	<u>\$ 77,091.00</u>
Estimated PROJECT COST	\$828,000.00”

3. All other provisions of the CONTRACT, except as herein amended, remain in full force and effect as originally set forth.
4. The SPONSOR agrees that the compensation noted above represents payment in full for all services requested by MDOT and waives any and all claims it has or may have against MDOT that arise out of the need to amend the CONTRACT.
5. This Amendatory Contract will become binding on the parties and of full force and effect upon signing by the duly authorized representatives of the SPONSOR and MDOT and upon adoption of a resolution approving said Amendatory Contract and authorizing the signature(s) thereto of the respective representatives(s) of the SPONSOR, a certified copy of which resolution will be returned to MDOT with this Amendatory Contract, as applicable.

CITY OF CHARLEVOIX

By: _____
Authorized Signer

MICHIGAN DEPARTMENT OF TRANSPORTATION

By: _____
Authorized Signer



REVISED EXHIBIT 1

CHARLEVOIX MUNICIPAL AIRPORT CHARLEVOIX, MICHIGAN

Project No. B-26-0017-0620
Job No. 201849PE & CON

June 17, 2020

	Federal	State	Local	Total
ADMINISTRATION	\$450	\$25	\$25	\$500
DEPARTMENT-AERO	\$450	\$25	\$25	\$500
CON phase				
PLANNING	\$0	\$0	\$0	\$0
DESIGN	\$21,150	\$1,175	\$1,175	\$23,500
Construct Fuel Farm - Expand Jet A (20,000 gallons) including card reader				
AERO - Design	\$0	\$0	\$0	\$0
CONSULTANT - Design	\$21,150	\$1,175	\$1,175	\$23,500
CONSTRUCTION	\$698,559	\$29,550	\$75,891	\$804,000
Construct Fuel Farm - Expand Jet A (20,000 gallons) including card reader	\$509,118	\$28,285	\$28,285	\$565,688
Construct Fuel Farm - Expand Jet A (20,000 gallons) including card reader (FY 20 NPE at 100% Fed)	\$166,666	\$0	\$0	\$166,666
Construct Fuel Farm - Expand Jet A (20,000 gallons) including card reader - 100% Local (for future reimbursement)	\$0	\$0	\$46,341	\$46,341
AERO - Construction	\$1,715	\$95	\$95	\$1,905
CONSULTANT - Construction	\$21,060	\$1,170	\$1,170	\$23,400
ORIGINAL PROJECT BUDGET	\$703,493	\$39,083	\$85,424	\$828,000
ADJUSTMENT for FY 20 AIP\$ at 100%	\$16,666	(\$8,333)	(\$8,333)	\$0
TOTAL PROJECT BUDGET	\$720,159	\$30,750	\$77,091	\$828,000

Federal Billing Breakdown:

Bill #1	\$103,493	SBGP 9616	Grant Award Date: 8/22/16 - Expires 8/21/20
Bill #2	\$166,666	SBGP 11220	Grant Award Date: 5/20/20
Bill #3	\$150,000	SBGP 9817	Grant Award Date: 7/24/17
Bill #4	\$150,000	SBGP 10318	Grant Award Date: 7/30/18
Bill #5	\$150,000	SBGP 10719	Grant Award Date: 9/24/19

Letting Information: 02/27/20 Local Let

Period of Performance End Date: 12/31/21

MAC Approval: 03/25/20
Supplemental Transfer Memo: 06/17/20

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-07-07
EXECUTION OF THE MDOT SPONSOR CONTRACT AMENDMENT
(MDOT Contract NO. 2020-0523/A1)

WHEREAS, the City is approving an Amendment to the MDOT Sponsor Contract No. 2020-0523 which was dated, May 29, 2020 for the Fuel Farm Expansion project; and

WHEREAS, Contract No. 2020-0523/A1 is Amended to adjust the project funding between the FAA, MDOT and Sponsor; and

WHEREAS, the FAA's share is increased by sixteen thousand six hundred and sixty-six dollars (\$16,666.00), the MDOT and Sponsor share are equally reduced by eight thousand three hundred and thirty-three dollars (\$8,333.00); and

WHEREAS, the Sponsors total share for the Fuel Farm Expansion Project is thus reduced from eighty-five thousand four hundred twenty-four dollars (\$85,424.00) to seventy-seven thousand ninety-one dollars (\$77,091.00); and

WHEREAS, the total cost for the Fuel Farm Expansion project, eight hundred twenty-eight thousand dollars (\$828,000.00) remains unchanged from the original MDOT Sponsor Contract No. 2020-0523 which was dated, May 29, 2020.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the MDOT Sponsor Contract Amendment, after review by City Staff and the City Attorney.

RESOLVED this 20th day of July, 2020 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Set Dangerous Building Enforcement Hearing: 102 W. Upright Street and 743 Petoskey Avenue

DATE: July 20, 2020

PRESENTED BY: Jonathan Scheel, Zoning Administrator

BACKGROUND:

I have been working through the process of cleaning up several blighted properties in the City. Pursuant to Chapter 91 of the City Code, a Dangerous Building Hearing was held on October 23, 2019 and the hearing officer issued a report, conclusion and order. Council approved enforcement of the order at their city council meeting November 14, 2019. The order set specific goals to be met with dates to achieve those goals. Those goals and dates were not achieved. The City now needs a hearing to consider this new request for action in this matter in accord with Chapter 91, Section 91.10.

RECOMMENDATION:

Motion to set a Dangerous Building Enforcement Hearing regarding the properties of 102 W. Upright Street and 743 Petoskey Street for July 29, 2020 at 1pm in the Council Chambers of City Hall and notify the owner(s) of the properties of the same.

ATTACHMENTS:

- ▣ Request for Order Enforcement
- ▣ Blighted properties update memo
- ▣ Miller Letter

GILMET CONSTRUCTION SERVICES

220 E. Crapo Street
Alpena, MI 49707
989-356-9795

DONALD H. GILMET
STATE LICENSE NUMBERS
BUILDERS LICENSE 2101127891
STATE INSPECTOR AND BUILDING OFFICIAL REGISTRATION 4521

Request for Order Enforcement Hearing:
104 W. Upright Street
July 6, 2020

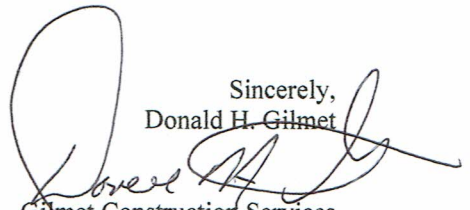
Charlevoix City Commission and
Mr. Jonathan Scheel,

Jonathan,

The structure at 104 W. Upright Street, owned by Mr. Michael Miller, has not been demolished in accordance with my findings and order from the Dangerous Building and Structure Ordinance hearing of October 23, 2019. The order stipulated a demolition permit be obtained from the Charlevoix County Building Department for 104 W. Upright Street, and the structure be removed by January 30, 2020.

Therefore, pursuant to Section 3.01-8 of my contract I am filing this notice with you so you can include it and a copy of my original findings to the Charlevoix City Commission. I am requesting that necessary action be taken to enforce the order.

I am also requesting new hearing dates for 102 W. Upright and 743 Petoskey Street as these properties are not in compliance with the orders from their respective hearings and orders of 10.23.19 and 12.10.19.

Sincerely,
Donald H. Gilmet

Gilmet Construction Services



OFFICE OF PLANNING AND ZONING
Jonathan D. Scheel, Zoning Administrator
210 State Street Charlevoix, MI. 49720
planner@charlevoixmi.gov
(231)547-3265

MEMO

To: City of Charlevoix Mayor and Council
Topic: Update on Blight Enforcement

As we look at 102 and 104 W. Upright properties, I felt it was important to inform the Mayor, City Council and the public on other actions I am taking on blight in the city. Along with enforcing the noxious weed ordinance this season, I have been working on additional specific blighted properties.

One of them is 1411 Bridge Street. This commercial property has been abandoned for the last two years. Power was shut off April of 2018 for non-pay and has not been turned on since. Each summer I have had to take enforcement action for violation of the noxious weed ordinance. Now the building is showing substantial signs of deterioration. Owner is responsive only after numerous contacts.

A second residential property is 107 W Upright. Again, there has been a constant enforcement action for noxious weeds for the last three seasons. This home had siding removed some time ago and has tarpaper and raw wood showing for at least the last three years. There is a fair amount of old construction material in the rear yard. Owner is unresponsive.

There have been success stories. Two properties in particular are the blighted garage at 106 Green Ave and a burned out home at 406 W. Lincoln. Both of these properties were in front of the blight hearing officer for blight relief. I am happy to report that the garage was demolished and the property cleaned up and restored. The Lincoln Street property had windows installed and the roof repaired. Both are in full compliance with blight regulations. 743 Petoskey Ave is improving, slower than I would like but improving none the less. I continue to closely monitor that property and am in continuous communication with the owner and contractor.

There are other property owners on East Lincoln, West Clinton and others that I am working with on smaller blight issues, with positive results. I continue to field complaints and enforce the unlicensed vehicle ordinance, unpermitted construction and general junk and trash in yards, front and back.

I appreciate the support the Mayor and Council has shown for my enforcement activities.

July 19, 2020

Mike and Sue Miller
109 W. Upright St.
Charlevoix, MI 49720

Re: Properties at 102 and 104 W. Upright St.

We are writing this letter for your consideration instead of appearing at the meeting because Mike has become ill and is being tested for Covid-19. Until we know the results of the test, we will be quarantining.

First we want to thank you for your patience these past few months. It has been a difficult time for all of us. We began the year with several things impacting our lives: having to close our business of 13 years, the Covid-19 virus, having to stay put (which actually at our age wasn't a bad thing), trying to get some things done at the properties listed above, coping with the harsh winter weather, and just recently the very hot summer weather. These factors all added various levels of frustration.

Having said all of the above, we have made progress at 102 W. Upright. The roof is ready for shingles which we have purchased and will be doing that by the end of the month if all goes well and we don't have to continue to quarantine. We will be working on the siding and trying to make that more presentable as well.

We realize that 104 W. Upright will have to be torn down.

Recently though – just 2 weeks ago - we received a letter from a gentleman that grew up here, graduated from Charlevoix High School and is now living in South Lyons. He expressed a genuine interest in purchasing both properties and building a new home on the property for he and his wife when they retire. He really wants to move back to what we know is a beautiful area of our state. He is coming up to Charlevoix the first week of August to visit with friends and to talk with us in more detail about purchasing our properties.

If we are able to sell the properties this would solve your issues as well as ours. If this sell does not happen, we will continue working on the properties and will try to do so in a timelier manner. We will also put the properties up for sale which we think would be the best solution for all and actually free us up to work on our house at 109 W. Upright.

Again we want to thank you for your patience and ask that you again extend that patience for the foreseeable future as we try to work on solutions that would benefit the city and all involved. We will keep you informed as to Mike's health and our progress as to the sale of the properties and/or our continued work on the properties.

Gratefully,

Mike and Sue Miller
109 W. Upright St.
Charlevoix MI 49720

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Enforcement of Blight Order: 104 W. Upright

DATE: July 20, 2020

PRESENTED BY: Jonathan Scheel, Zoning Administrator

BACKGROUND:

The Zoning Administrator has been working through the process of cleaning up several blighted properties in the City. Pursuant to Chapter 91 of the City Code, a Dangerous Building Hearing was held on October 23, 2019 for 104 W. Upright Street. The hearing officer issued a report, conclusion and order for demolition. Council approved enforcement of the order at their city council meeting November 14, 2019. The order set a specific date for demolition of this structure. The structure has not been demolished and the date has passed. The hearing officer has requested the City enforce the order for demolition.

RECOMMENDATION:

Motion for the City to demolish 104 W. Upright at the owners expense pursuant to Chapter 91 of City Code.

ATTACHMENTS:

- ▣ Request for Order Enforcement

GILMET CONSTRUCTION SERVICES

220 E. Crapo Street
Alpena, MI 49707
989-356-9795

DONALD H. GILMET
STATE LICENSE NUMBERS
BUILDERS LICENSE 2101127891
STATE INSPECTOR AND BUILDING OFFICIAL REGISTRATION 4521

Request for Order Enforcement Hearing:
104 W. Upright Street
July 6, 2020

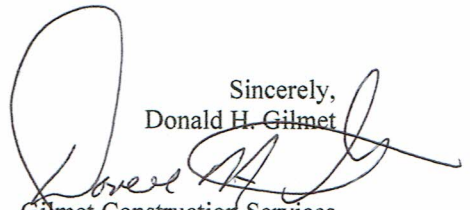
Charlevoix City Commission and
Mr. Jonathan Scheel,

Jonathan,

The structure at 104 W. Upright Street, owned by Mr. Michael Miller, has not been demolished in accordance with my findings and order from the Dangerous Building and Structure Ordinance hearing of October 23, 2019. The order stipulated a demolition permit be obtained from the Charlevoix County Building Department for 104 W. Upright Street, and the structure be removed by January 30, 2020.

Therefore, pursuant to Section 3.01-8 of my contract I am filing this notice with you so you can include it and a copy of my original findings to the Charlevoix City Commission. I am requesting that necessary action be taken to enforce the order.

I am also requesting new hearing dates for 102 W. Upright and 743 Petoskey Street as these properties are not in compliance with the orders from their respective hearings and orders of 10.23.19 and 12.10.19.

Sincerely,
Donald H. Gilmet

Gilmet Construction Services

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Streetscape and Walkability

DATE: July 20, 2020

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

The DDA recently supported the idea of hiring a consultant to help improve the downtown streetscape and walkability on Bridge Street.

In keeping with Charlevoix Main Street's overarching goals of health and wellness, and given the stated objective of having a more walkable downtown, the Design Committee has been discussing various ways to accommodate pedestrians, vehicular traffic and parking in our the City's most congested area.

The Design Committee and the DDA believe it is worthwhile to have a professional study done to look at options to modify or reconfigure the downtown blocks on Bridge Street, most likely between Clinton and Antrim, with the following objectives in mind:

- improve walkability
- enhance safety for pedestrians
- provide safer means of parallel parking
- create a more attractive streetscape to draw in more shoppers, diners and visitors
- generate more space for pedestrians to 'keep distance' from each other
- provide additional outdoor space for dining
- maintain or improve vehicle traffic flow
- designate bike way through or around downtown if feasible
- optimize parking spaces to accommodate businesses as well as other objectives

The DDA Chair expressed concern that we had an SBEI study for the alley way but very little action was taken. The City could collaborate with the DDA on the study and also on some of the action items presented in the SBEI study.

RECOMMENDATION:

Motion to direct City staff to work with the DDA Director and the Design Committee to bring back two or three options for potential consultants who will help develop a plan for the downtown streetscape, keeping in mind the streetscape and walkability objectives put forth by the Design Committee / DDA.

Motion to direct City Staff work with the DDA to bring back three or four action items from the SBEI study that council can review at the next meeting.

ATTACHMENTS:

- ▣ SBEI Downtown Alley Corridor Vision

Charlevoix Downtown Alley Corridor Vision

Charlevoix, MI

Sustainable Built Environment Initiative
Final Report - January 2018



MICHIGAN STATE
UNIVERSITY

School of Planning, Design
and Construction

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*All photos, unless otherwise noted, are courtesy of the MSU SPDC

Acknowledgements

Local Partners

The City of Charlevoix, the Charlevoix DDA, City Manager Mark Heydlauff and Sarah Lucas with Networks Northwest, all held vital roles in the SBEI process to examine the Alley Corridor in downtown Charlevoix.

The Michigan State University Team

Michigan State University (MSU) and the School of Planning Design and Construction (SPDC) is led by co-principal investigators Wayne Beyea and Karen Russcher, with support from Warren Rauhe, MSU Extension Educator Dean Solomon, Design Assistant Jack McDonough and Research Assistants Hunter Whitehill, Sophia Prince and Chanelle Russ.

Special Thanks

The MSU Project Team would like to express their gratitude to the various stakeholders who attended the Community Visioning Meeting, Preliminary Design Meeting, and/or provided feedback during this process to make this project possible.

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and Construction

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Extension





Introduction

Introduction

MSU Extension (MSUE) and the School of Planning, Design and Construction (SPDC) have jointly developed the Sustainable Built Environment Initiative (SBEI) to address sustainability challenges and improve the quality of life in Michigan's communities. The partnership allows for an integrated approach to solving complex community problems through the diverse expertise found within the School of Planning, Design, and Construction along with MSUE's institutes and Extension educators. The Sustainable Built Environment Initiative focuses on projects that integrate planning and design elements within a sustainability framework.

The objectives of the SBEI are to:

- Work with communities to develop sustainable planning and design ideas for local issues and opportunities
- Build consensus and generate ideas to address challenging sustainability concerns
- Act as a bridge between communities and consulting planning and design professionals



Project Overview

The City of Charlevoix requested assistance from the MSU SBEI team to develop a long range vision for the downtown Charlevoix city block bounded by Bridge Street, Park Avenue, State Street and Clinton Street. Key considerations included linkages to the surrounding area, wayfinding within the site, service and emergency access, best uses of public areas and overall beautification. With strong public support and careful planning, this project determined strategies to address these considerations, and to better complement the strengths of the area such as the Marina and Waterfront Park.

Ultimately, the community feedback focused on four themes with which to move forward: Connectivity, Functionality, Revitalization, and Beautification. With a thorough and collaborative process, the MSU team worked with the Charlevoix community to address these objectives and formulate an action plan of realistic solutions to achieve a more sustainable built environment.



Process

Visioning Sessions, Preliminary Recommendations, Final Plan Presentation, Implementation

To achieve a plan for the downtown accurately representing the interests of the community, a three-meeting input process was adopted. On June 7, 2017 the first meeting was held as a preliminary opportunity for the residents of Charlevoix to discuss what the future of the Alley Corridor area should become. Together with the help of local representatives, the meeting acted as a forum for the community leaders and citizens to make suggestions concerning safety, function, and aesthetics. The second meeting with the community members was held August 17, 2017. Its primary purpose was to present preliminary recommendations and designs for the area, and to begin receiving feedback from citizens. At the third and final meeting on November 13, 2017, the final design images and planning recommendations were presented to the public.



Inventory & Analysis

Existing Site Conditions—Van Pelt & Hoop Skirt Alleys

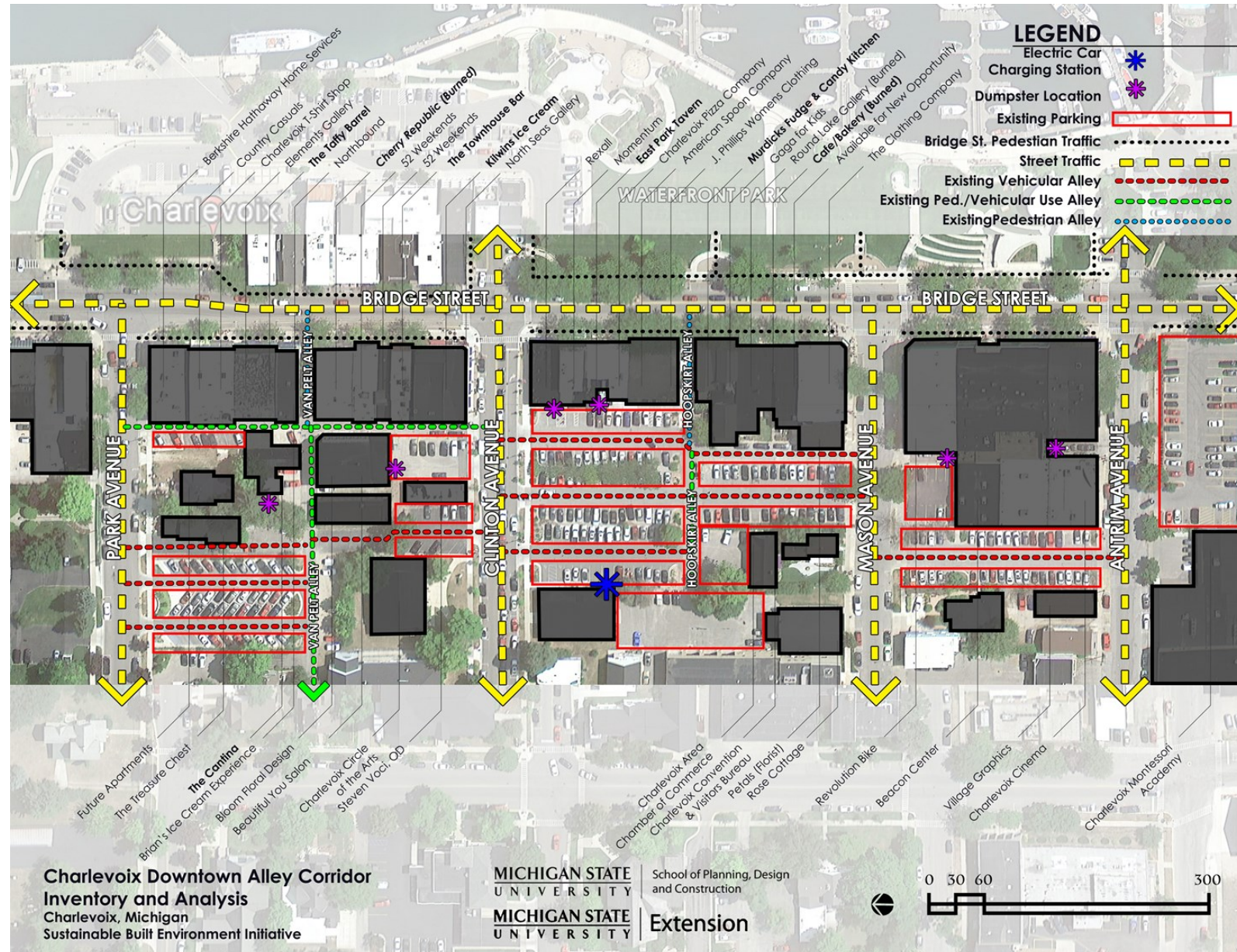


The city of Charlevoix applied to work with the MSU SBEI team to further develop their downtown area. The Van Pelt and Hoop Skirt Alleys were specific targets of revitalization potential. Both alleys originate along the main artery in their Central Business District, Bridge Street. The city felt that revitalizing the alley spaces would be the best way to expand the downtown corridor, and improve safety and aesthetics. SBEI worked to reassess this lost space and develop strategies to prevent it from continuing to be underutilized.

The trend of revitalizing alley spaces is happening in cities across the country in an effort to improve the pedestrian experience and a unique way to distill a place's character. This movement is gaining popularity as a way to breath life back into underutilized and otherwise unusable spaces.

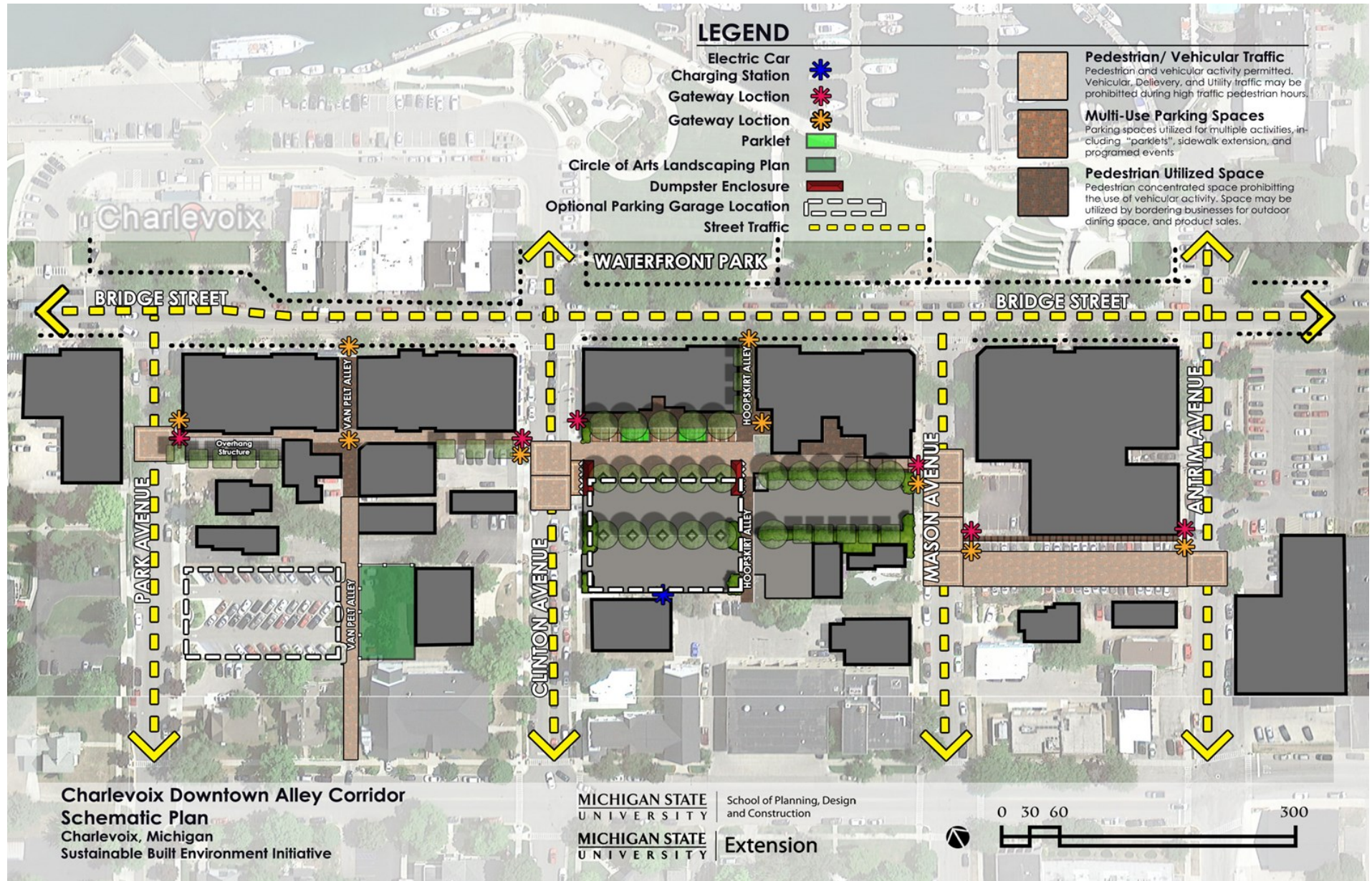
Inventory & Analysis Map

This map shows the current site, layout, tenants and traffic circulation in downtown Charlevoix.



Schematic Plan Map

This map shows the future schematic plan for downtown Charlevoix, distinguishing pavement variations, new gateways and potential locations for a future parking garage.



Delivery Map

This map shows the current delivery access through backstreets of downtown Charlevoix. There were considerations kept to ensure that revitalization of this area would not impede delivery vehicle access.

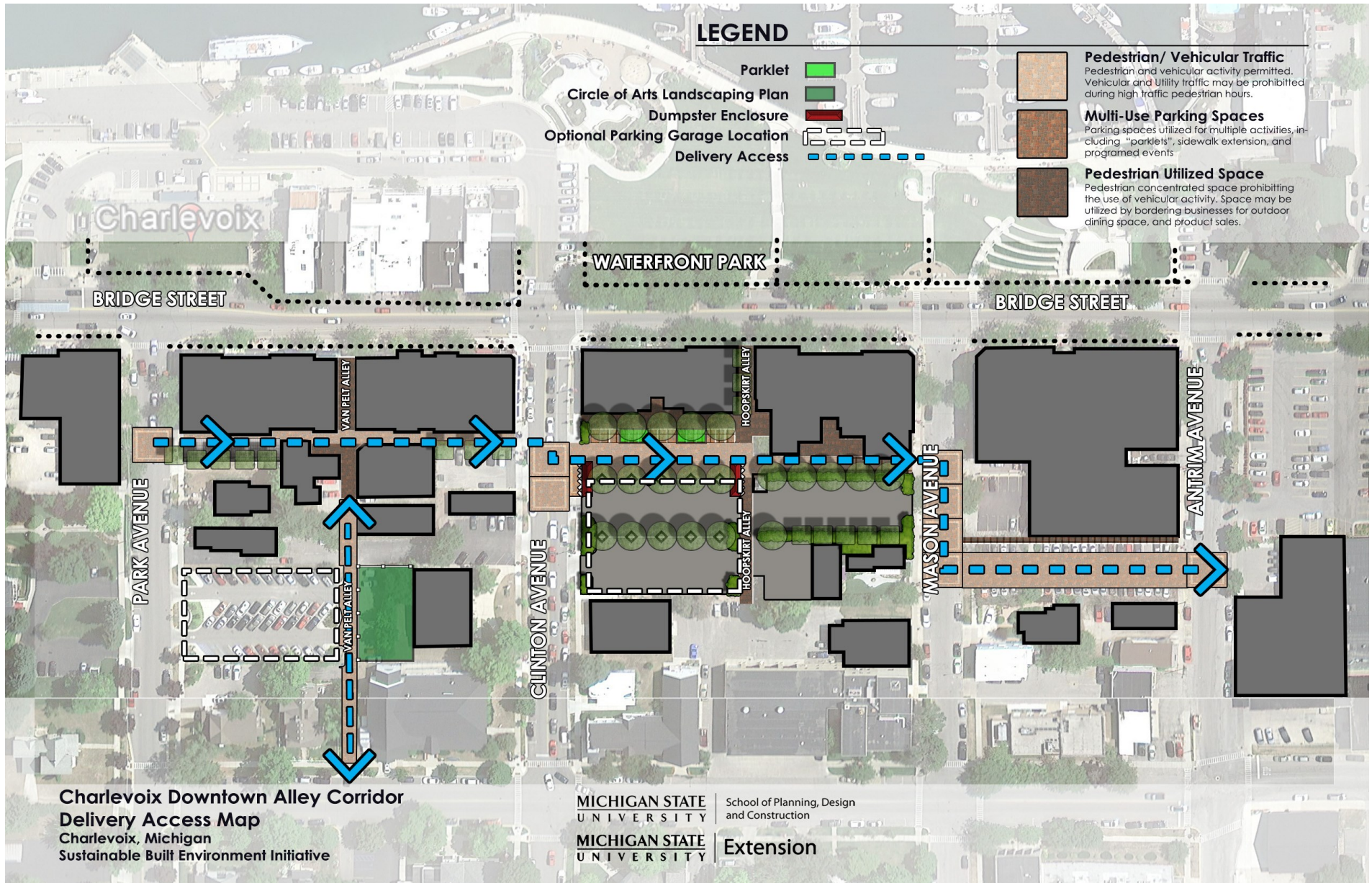
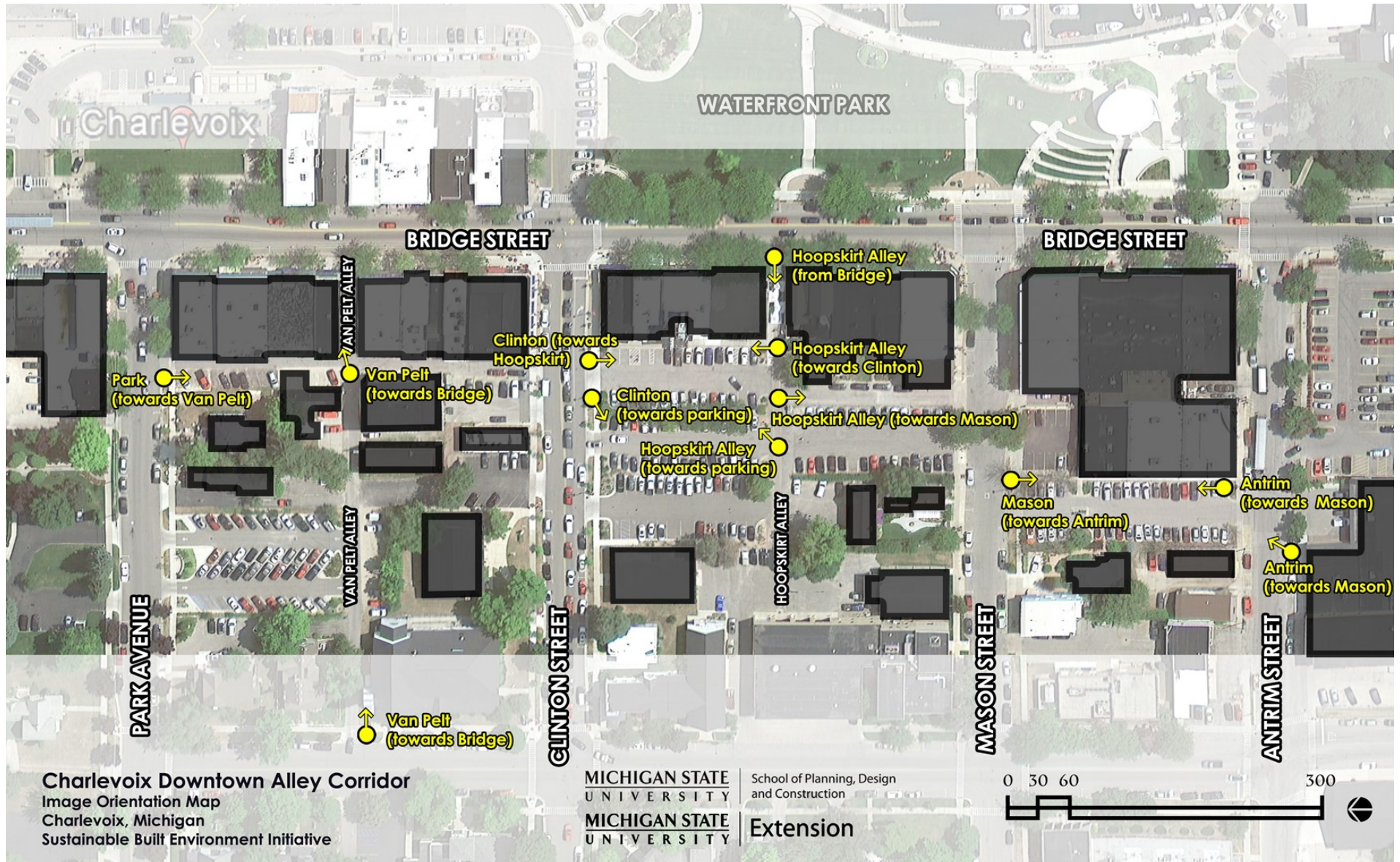


Image Orientation Map

This map shows the orientation of design imaging, which can be seen in the *Planning & Design Recommendations* Section.





Community Input

Community Input

Meeting One: Community Visioning

The citizens of Charlevoix first met with the MSU team at a community visioning session on June 7, 2017, first to assess the alley, and then at the Charlevoix Public Library. The MSU faculty presented an overview of the SBEI process, the existing conditions of the corridor, and provided a map of the project site. Worksheets were handed out with three different question prompts including:

- What are you proud about for the project site and the immediate area?
- What are you sorry about for the project site and the immediate area?
- What would you like to see as you float over the site in a hot air balloon 15 years from now?

Charlevoix citizens had concerns mainly regarding underutilized and unmaintained alleys, and the challenges of safe and appealing pedestrian areas.



Visioning Input Summary

What are you proud about the project site and immediate area?



What are you sorry about for the project site and immediate area?



What would you like to see as you float over the site in a hot air balloon in 15 years?



Community Input

Meeting Two: Design Input & Summary

The citizens of Charlevoix contributed valuable input on the preliminary designs and recommendations for the Downtown Alley Corridor Vision. On August 17, 2017 MSU hosted a second meeting again at the Charlevoix Public Library. Design options and imaging surrounding those designs were presented. There were worksheets provided with a few question prompts including:

- What do you like about the designs presented today?
- What do you dislike about the designs presented today?
- What improvements/additions would you like to see regarding the designs presented today?

Charlevoix citizens responded to the designs with mostly feedback concerning underutilized space and different opportunities for revitalization.

What do you like about the designs presented?

- * The designs bring an inviting modern feel without sacrificing the unique character of Charlevoix
- * Improvements to the back side of Bridge St. retail
- * Creative use of lighting
- * Design images exceeded expectations
- * Paving, benches, plantings, outdoor dining areas
- * Community feedback was translated well into the design
- * Nice dumpster screening
- * Effective presentation and descriptive graphics

What do you dislike about the designs presented?

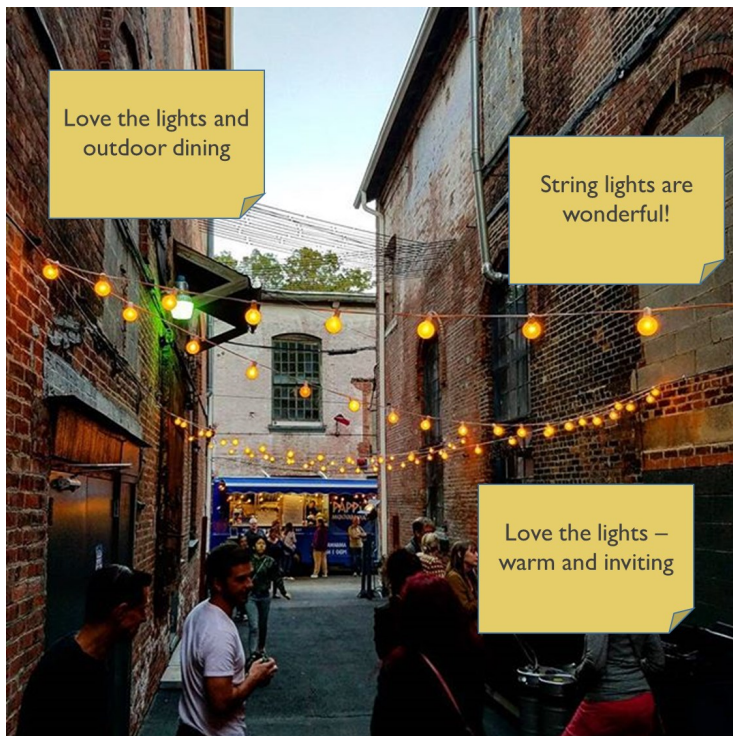
- * East Park and Marina lack inclusion in the designs
- * Pedestrian and vehicular system from Clinton to Antrim, from Park

What improvements or additions would you like to see regarding the designs presented?

- * A new mixed-use parking structure/ building should be considered
- * More design rationale
- * Wayfinding signage to city buildings (library, city hall, parking)
- * Widen Bridge St. and eliminate parking
- * More design thought needed in the crossovers from alleys to side streets
- * Create a Northern MI or water theme to incorporate into the designs
- * Enhance Bridge St./East Park/ Marina (all the "Jewel" of Charlevoix)

Community Visioning Feedback Examples

Community members responded to character images of other cities by adding their feedback directly onto the images with sticky notes. The images help the SBEI team hone in on the preferences of Charlevoix's vision for their city.





Design Input

Feedback Examples

Community members used the same method to engage with the design renderings of scenes from the project site.





Design Considerations

Design Considerations

Connectivity

- * Maintain the convenience and connectivity to the shops on Bridge Street
- * Enhance the paving to help wayfinding and encourage use for walking and biking
- * Connect Library and Art Gallery to the alleys by adding access and seating areas
- * Provide visual links to tie the alley corridor to the waterfront marina

Revitalization

- * Encourage renovation and revitalization of the back side of businesses to enhance the corridor space
- * Maintain the charming historic vernacular architectural style of Charlevoix
- * Encourage new and unique business by providing alternatives behind Bridge Street
- * Add rear shop entrances to provide alternative access to buildings and update or repair building facades

Functionality

- * Maintain parking numbers and add possible parking garage
- * Provide alternative screening for dumpsters and utility boxes
- * Provide spaces for dining, gathering and outdoor seating
- * Provide outdoor spaces to encourage family and kid friendly activity areas
- * Prioritize the space for pedestrians and bicycles as well as deliveries and emergency vehicle access

Beautification

- * Add trees to help green/soften the space as well as provide shade
- * Encourage charming signage to create a theme for the alley corridor
- * Provide more lighting in alley for aesthetic appeal as well as safety
- * Add more colorful plantings and green rooftop spaces
- * Utilize a paving design, outdoor furnishings, and lighting to make a cohesive streetscape
- * Add cultural or artistic elements to provide points of interest along the alley corridor



Planning & Design Recommendations

Design, Policy, and Implementation Recommendations

In order to move forward and execute the planning and design considerations, there are a number of recommendations that can be implemented. These recommendations are framed within four key themes that are aimed at addressing the needs of the vitality and draw of downtown Charlevoix. The four themes are Connectivity, Revitalization, Functionality and Beautification. Design, Policy and Implementation Recommendations have been developed for each.

Planning & Design Themes:

Connectivity

Revitalization

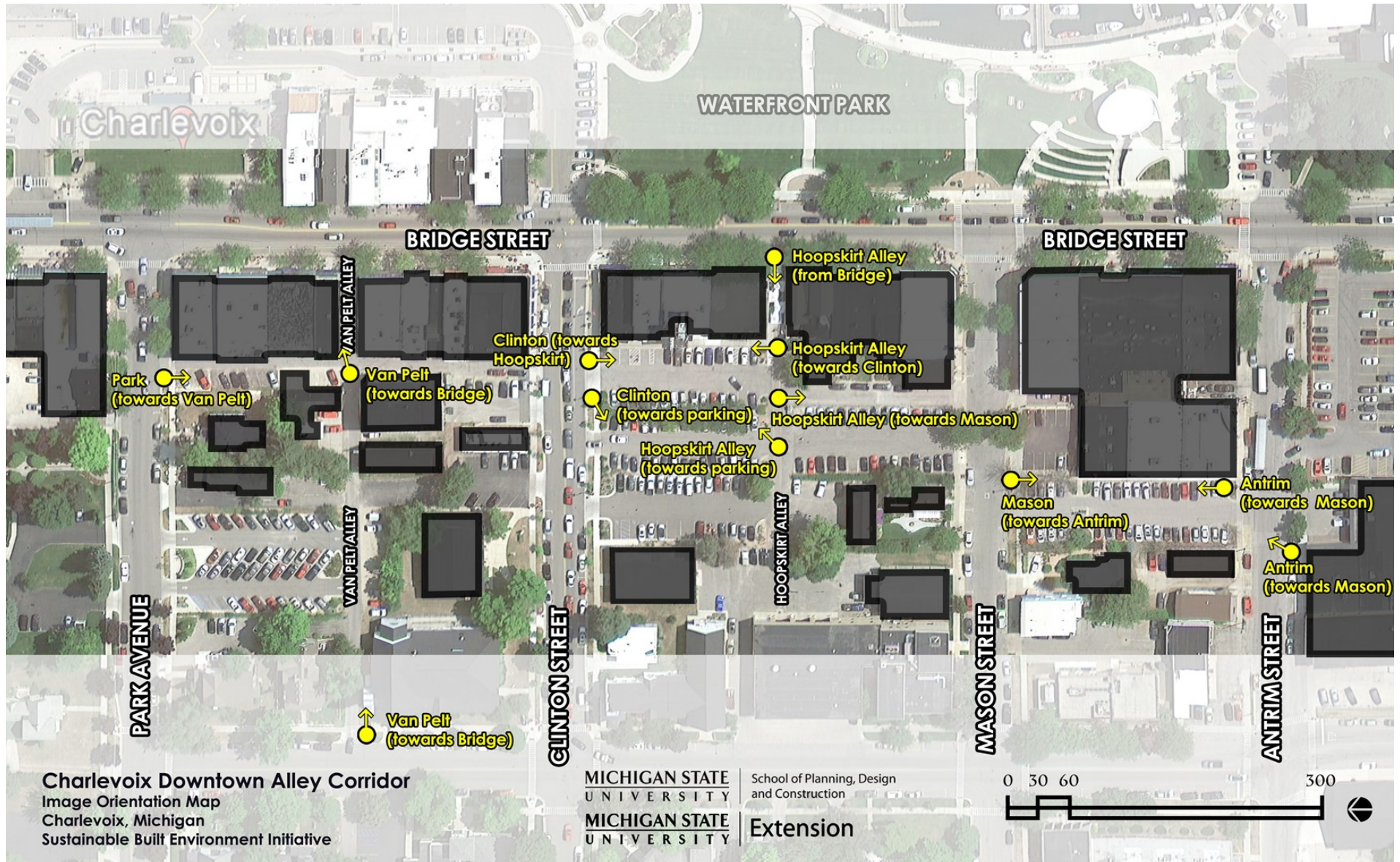
Functionality

Beautification

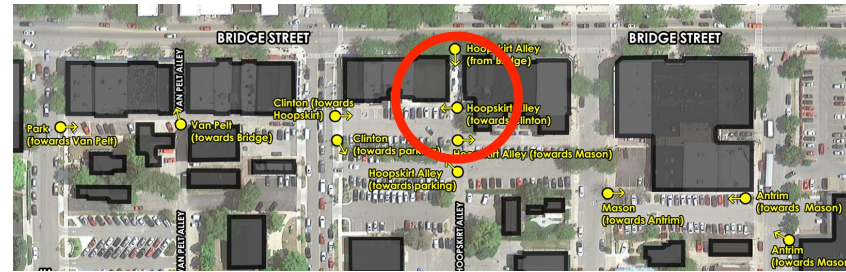


Image Orientation Map

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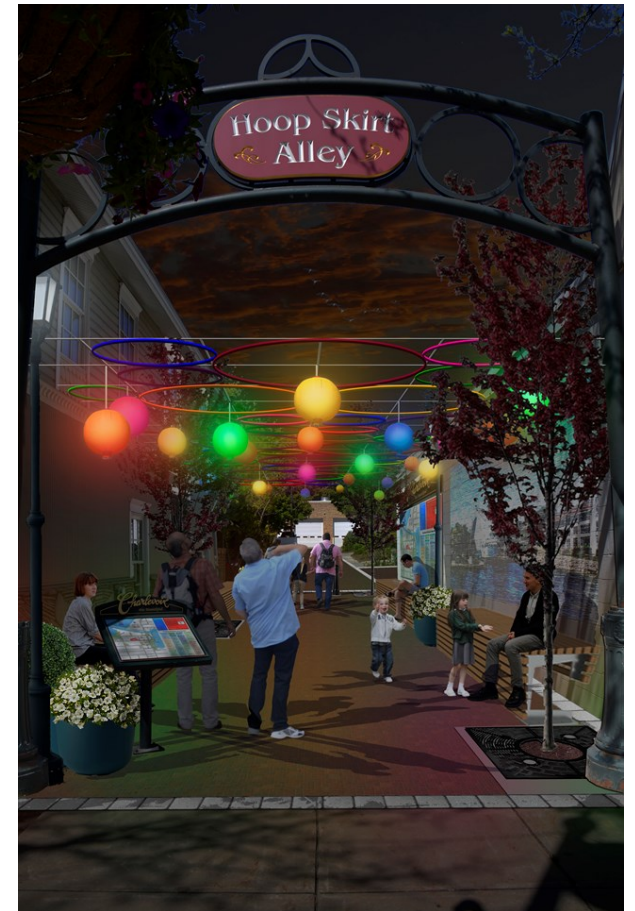
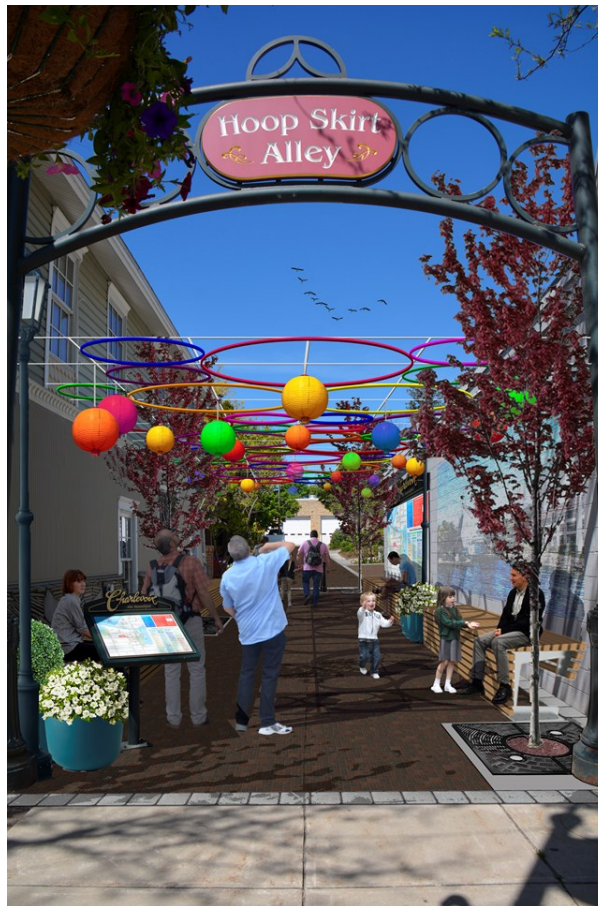
Connectivity

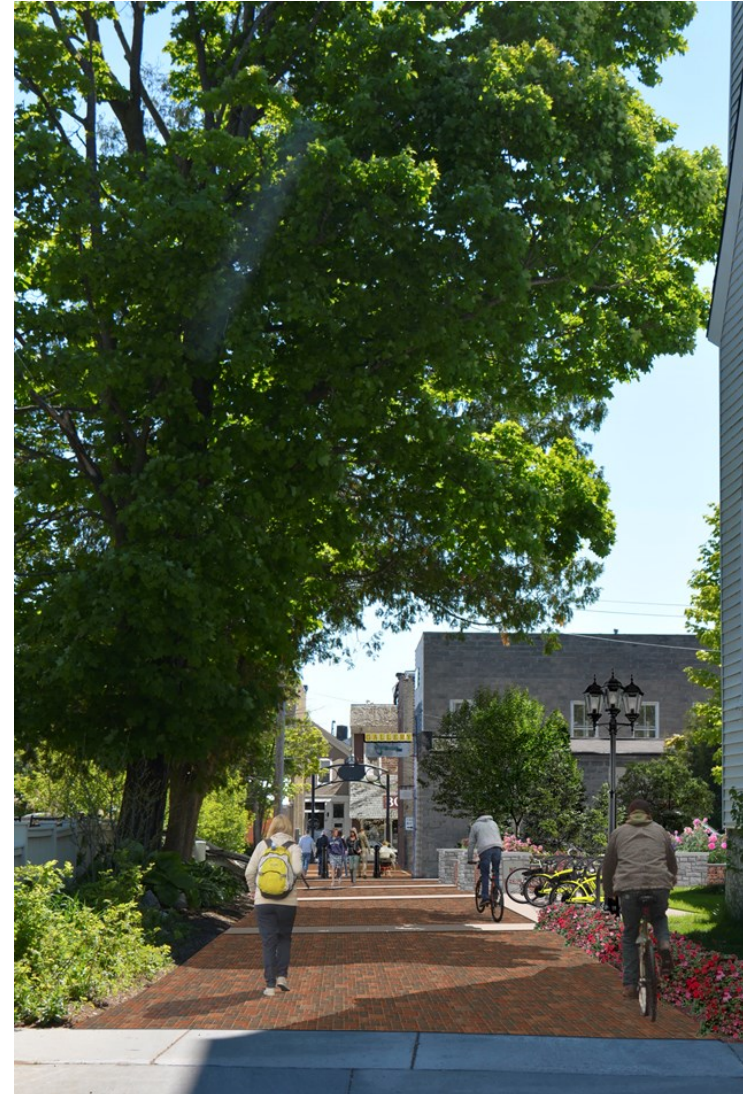


Before:



After:





Connectivity

Design Considerations	Recommendation	Action Step
Provide visual links to tie the alley corridor to the water front marina area	Prioritize this connectivity in the Design Committee's "Wayfinding Signage" Project	Tie the existing downtown bike networking into waterfront/marina area, and The Boyne City to Charlevoix Non-motorized Trail
Connect Library and Art Gallery to the alleys by adding access and seating areas	Encourage foot traffic and connectivity through alleys by increasing visibility of pedestrian routes between anchor locations	Incorporate maps of downtown walking routes as part of wayfinding signage, in addition to added public furniture
Maintain the convenience and connectivity to the shops on Bridge Street	Provide safe and inviting spaces for a wide range of pedestrian needs	Adopt a Complete Streets ordinance, as included in the Master Plan, to allow for safe travel for those walking, bicycling, driving cars, or conducting business

Sustainability Tip: Moving toward Complete Streets will reduce auto-dependence and air/noise pollution, and encourage activity that will lead to healthier lifestyles.

Planning & Design Recommendations

Revitalization

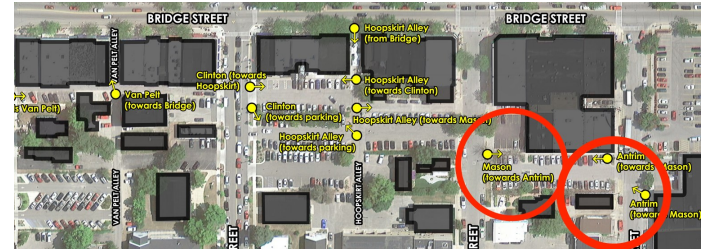
Before:



After:



Revitalization



Before:



After:



Revitalization

Design Considerations	Recommendation	Action Step
Encourage renovation and revitalization of the back side of businesses to enhance corridor space	Seek funding and grants related to façade restoration and placemaking	Continue funding through the DDA's Façade Incentive Grant Program Register key points of interest as features on Google Maps.
Add rear shop entrances to provide alternate access to buildings and update or repair building facades	Explore ways to incentivize business by encouraging business-friendly policy	Explore the option to update parking requirement for waived downtown parking (Section 5.93) to include businesses along alleys originating on Bridge Street
Maintain the charming historic vernacular architectural style of Charlevoix	Continue work of the Design Committee to develop community design guidelines	Develop community design guidelines as a step toward a larger policy implementation such as Form-Based Code, to protect and promote unique Charlevoix "look" and innovative architecture where appropriate
Encourage new and unique business by providing alternatives	Focus efforts on Alley by creating space for new and expanding businesses	Take advantage of the Crowdfunding Law to attract and support entrepreneurs to locate businesses in the Alley and downtown as whole

Sustainability Tip: Good design incorporates sustainability elements that will promote an economically and environmentally resilient city by better equipping cities to adjust to globalization and climate change.

Planning & Design Recommendations

Functionality



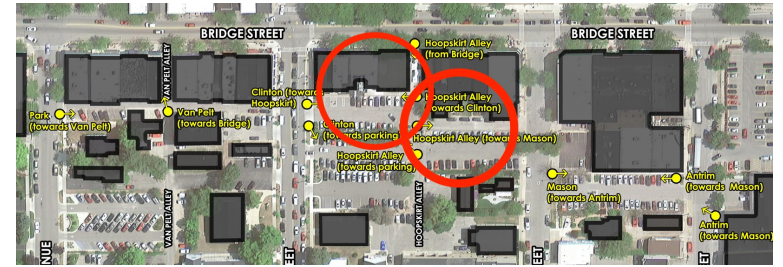
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Functionality



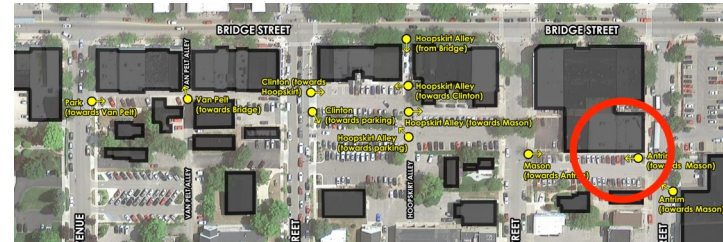
Before:



After:



Functionality



Before:



After:



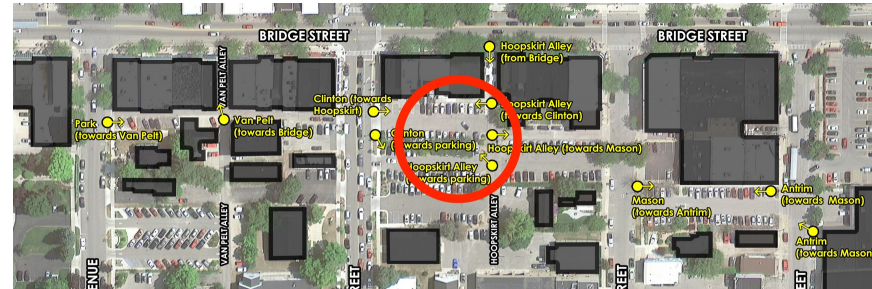
Functionality

Design Considerations	Recommendation	Action Step
Prioritize space for pedestrians and bicycles, as well as deliveries and emergency vehicle access	Further encourage multimodal transportation	Explore funding for bike amenities available through Transportation Alternatives Program (TAP) grants
Provide outdoor spaces to encourage family friendly areas	Utilize lighting and public furniture to attract and anchor a variety of ages and sizes of groups	Consider addition of public furniture such as picnic tables and chess tables that encourage organic interaction among public
Provide spaces for dining, gather and outdoor seating	Explore ways to incentivize outdoor activity by implementing business-friendly policy	Although outdoor dining is permitted in the CBD, amend the Zoning Ordinance to allow for special licensing (temporary or permanent) for outdoor dining on sidewalks
Provide alternative screening for dumpsters and utility boxes	Use Zoning Ordinance to improve waste aesthetics	Update Zoning Ordinance dumpster screen section to include more prescriptive requirements

Sustainability Tip: Community composting may be a further step toward sustainability in addition to existing waste disposal and recycling programs.

Planning & Design Recommendations

Beautification



Before:



After:





Beautification

Design Considerations	Recommendation	Action Step
Add trees and vegetation to help soften the space and provide shade	Add more colorful plantings and green rooftop spaces	Update Zoning Ordinance to include intent of trees and vegetation in the Central Business District (CBD)
Design charming signage to create theme for alley corridor	Activate a shared project between the Design and Economic Vitality committees of the DDA to brainstorm identity/theme of Charlevoix alleys	Incorporate alley identity into Charlevoix brand and identity
Create a sense of place within Alleys	Provide lighting for aesthetic appeal and safety Utilize paving design, outdoor furnishings and light to create sense of cohesive streetscape	Develop ordinance specific to alley spaces concerning safety and aesthetic features
Add cultural or artistic elements to provide points of interest along alley corridor	Work with the Promotions Committee to use alleys as temporary art galleries or museum-like exhibition spaces to learn about cultural history of Charlevoix	Apply for MEDC's Michigan Council for Art and Affairs Grant to help fund the continued promotion of arts and Culture in Charlevoix

Sustainability Tip: Street trees and vegetation are a simple way to improve aesthetic, slow vehicle traffic, reduce the urban heat index, and support urban wildlife.

Planning & Design Recommendations



Appendix

Appendix A: Meeting One Raw Visioning Input

What are you proud of about the project site and immediate area?	Total Responses
MARINA/WATERFRONT/VIEW	24
INVITING CHARM AND CHARACTER	20
MIXED USE/UNIQUE STORES	19
CONVENIENCE/ DENSITY	18
POSITIVE ENERGY AND POTENTIAL	17
LANDSCAPING/TREES/FLOWERS	14
ALLEY IS AN ALTERNATE ROUTE	11
WALKABILITY	10
ENERGY AND EVENT-GATHERING	7
HERITAGE/HISTORIC LOOK	7
ALLEY AND SIGNAGE	5
BIKE ACCESS IN ALLEY	5
BUSINESS EXPANSION	3
LIBRARY	4
PARKS	2
REXALL MURAL	2
FREE PARKING	2

Appendix A: Meeting One Raw Visioning Input

What are you sorry about the project site?	Total Responses
UNDERUTILIZED, UNINVITING ALLEYS/REAR SHOP ENTRANCES	31
RELOCATE PARKING AND TRAFFIC FROM BRIDGE ST	20
VERY LITTLE TREE CANOPY/LANDSCAPE	13
UNMAINTAINED SAFETY HAZARDS, FEW ADA STANDARDS	13
DELIVERY TRUCKS, EMERGENCY VEHICLES IN ALLEY	11
POOR LIGHTING	10
CIRCULATION/CONTINUITY	10
DUMPSTERS AND MISHANDLED TRASH BINS/UTILITY BOXES	9
SNOW REMOVAL/NO HEATED SIDEWALKS	7
DAMAGED, OUTDATED BUILDINGS	7
NOT ENOUGH YEAR-ROUND STORE	6
UNSAFE BIKING/WALKING	6
NO PLANNING, SITE PLAN REVIEW, OR TRAFFIC/SAFETY STUDY	5
END DESTINATION OF ALLEYS	5
NOTHING SPECIAL HAPPENING OFF OF MAIN STRIP	4

Appendix A: Meeting One Raw Visioning Input

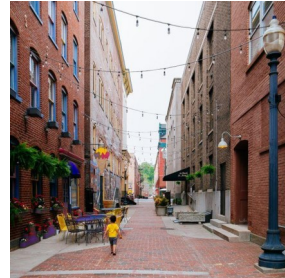
What would you like to see as you float over the site in a hot air balloon 15 years from now?	Total Responses
GREEN SPACE/FLOWERS/TREES/CANOPY	29
PRIORITY ON PEDESTRIANS AND BIKES, NOT VEHICLES	23
GREENROOF/SOLAR PANELS/ROOFTOP GARDENS/ACTIVITY	17
ENHANCED/STRING LIGHTING	15
MIXED-USE DEVELOPMENT	14
SECOND MAIN STREET/SIDE STREET ACTIVITY/VIBRANT ALLEY	12
OUTDOOR DINING/SEATING OPPORTUNITIES	12
CENTRALIZED PARKING STRUCTURE	11
COHESIVE STREETScape/LANDSCAPE EXPERIENCE	10
MUSIC/DANCING/CULTURAL AND ARTISTIC ELEMENTS	10
YEAR-ROUND VITALITY	9
CONFERENCE/GATHERING SPACE	7
RENOVATED BUILDINGS AND COHESIVE ARCHITECTURE	6
CLEAN/DUMPSTER SCREENING/CLEAR OF OVERHEAD UTILITIES	5
FAMILY/KID-FRIENDLY EVENTS	4
TROLLEY/PEOPLE MOVER	4
LARGER MARINA	3
FEWER DELIVERY TRUCKS	3

Appendix B: Meeting Two, Raw Character Image Feedback



Cool overhead elements (1)

Pedestrian-only space is great (1)



Pavers are great for directional movement (3)

⇒ “...need equipment that will not harm [in] snow removal”

Lighting is a needed element in alleys (2)



Nice open space for deliveries (1)

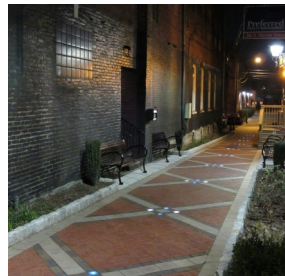


Permeable pavers is a great idea (snow removal?) (2)



Outdoor activity for all ages should be encouraged(2)

Great for kids(3)



Smart combination of light and pavers (3)



Nice street signage (1)



Nice artistic wall element (3)

⇒ “who chooses [the art]?”

Appendix B: Meeting Two, Raw Character Image Feedback



Efficient, beautiful, multi-faceted space (4)

⇒ “need more of this”



Great family entertainment (1)



Great alley idea (1)



Nice, simple kids activity (1)



How to accomplish snow removal (1)

Paving connects town (1)



Brings vitality through winter (3)

Inviting (1)



Good idea for Charlevoix (1)



Unkempt example of greenery (1)

Appendix B: Meeting Two, Raw Character Image Feedback



Good use of plants (2)



String lights are warm and welcoming (4)

Outdoor dining (1)



Good mix of bike parking and art, encourages bicyclists to park and shop (5)

⇒ “[Saves space for pedestrians but is a less effective bike rack]”



Nice use of green wall (2)



Efficient snow removal and good with pavers (2)

Appendix C: Meeting Two, Raw Design Images Feedback



Time or retractable bollard for safety, deliveries and EMS (3)
 Love the design concept (3)
 Transparent parking awnings (3)
 ⇒ “if considered... should be able to take a snow load”

Wayfinding signage is great (2)
 ⇒ “name the alley after May Feindt (first female surveyor in Michigan)
 Nautical Element in the road (3)



Add bike parking (1)
 Landscape and hardscape connects Van Pelt to Clinton St (1)



Great spot for outdoor dining (2)
 Enhance pavement of parking lot (3)
 Make this parking into a park/ pathway if parking structure is built (2)



Beams and lighting are warm, inviting overhead element (5)
 Good character (1)
 Bollards are great. Retractable? (2)
 EMS and delivery access needs to be addressed (2)

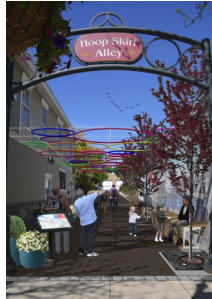
Paving, trees, and other design elements enhance connectivity (3)
 Show examples of seasonal design changes (2)



Make charging for electric cars (1)
 More green (1)
 Great solution to parking issues (6)
 ⇒ “parking needed for Winter”
 Ensure architecture matches Charlevoix (2)

Make structure 4 floors, could add a level underground to accomplish (4)
 First floor retail desired (4)
 ⇒ “on the street side, have low income housing for restaurant staff”

Appendix C: Meeting Two, Raw Design Images Feedback



Overhead hoops for Hoop Skirt Alley is a great idea (8)

⇒ “I like the concept of seasonally changing themes”

Add lighting (4)

Keep developing new landscape (2)

Keep developing site furniture (benches, bike racks) (2)

Tree planters take too much space, plant in ground (2)

Wayfinding signage is good (1)



Unified paving theme facilitates connectivity (3)

Lively, inviting (2)

Love the outdoor patios (1)

Love the landscaping (1)



Great consolidation and screening of dumpsters (5)

⇒ “add recycling bins for businesses?”

Good use of central space (1)



Pavers are great (1)

Needs wayfinding signage to city buildings (library, city hall, parking) (1)



No bare walls – maybe art, community-related functionalities (3)

Much safer for pedestrians (1)

Eliminate the eastern row of parking (too narrow) (1)



Design is inviting and welcoming (3)

Great idea to make rear entrances (1)



Great example of rear shop entrances (4)

⇒ “These add dimension to the city (we are not just Bridge St.)”

Love the design elements I

Pavers are enhancing the pedestrian experience (2)

Narrow space, consider eliminating most of this parking (1)

Currently embarrassing (1)

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: 2020 Infrastructure Improvements

DATE: July 20, 2020

PRESENTED BY: Patrick M. Elliott, Public Works Superintendent

BACKGROUND:

During the winter of 2019/20 the City contracted with Performance Engineers Inc. to complete construction drawings and documents for a number of infrastructure improvements. Two of these projects were the water main upgrade on Pine River Lane and the sanitary sewer extension on Rose Lane, both to expand housing opportunities in the City. In early June we advertised for both of the above mentioned projects and on June 23, 2020 we opened sealed bids for both. See attachments.

The Pine River Lane water main upgrade will be replacing a 4" water main that is approximately 100 years old and undersized for today's standards. There is also a new development that will be starting construction after Labor Day that will require a larger main in order to provide sufficient fire protection and domestic use. The City has been working with the developer and they have agreed to pay for the portion of the upgrade from the existing water main up to the entrance to their development. The City will then pay for the remaining upgrade from that point to the end of Pine River Lane. This work will also include new water service lines into any existing structures that currently have water service in this area. The City's cost, including engineering throughout construction, is approximately \$115,000, while the developer's cost is approximately \$83,000. This project would be scheduled to start after Labor Day and is contingent upon funding from the developer. See the attached recommendation from Performance Engineers Inc. choosing MDC Contracting to complete the work.

The Rose Lane sanitary extension project includes the addition of a sanitary main line starting in May Street and running east to the end of Rose Lane. The total cost for this project is a not to exceed price of \$115,000. By adding a sanitary main line in this area, any new developments/housing units would now have a municipal sanitary main line available to connect into. We had budgeted approximately \$140,000 for this project. MDC Contracting was the low bidder for this project, see attached recommendation from Performance Engineers Inc.

A third infrastructure project that we did not complete or pay for formal engineering is a crush and shape project. This work includes pulverizing the existing asphalt, grading for positive drainage, compacting the pulverized material and re-laying two 1.5 inch courses of hot mix asphalt. The roads included in this bid include May Street from E. Garfield to Stover, E. Garfield from US-31 to May Street, E. Carpenter from US-31 to May Street, Stover Road from M-66 to Overlook and also Grant Street from Robinson just north of the Grant/W. Garfield intersection. This project has a completion date of prior to Labor Day. We advertised for sealed bids for this project and on July 9, 2020 we opened three bids, see attachment. After reviewing all bids, schedules and funding, we are recommending that we accept the low bid from Rieth-Riley for a cost not to exceed \$441,675. We completed a very similar project with them a few years ago with great success.

From a financial perspective, aside from the final project, the rest of the projects fall within our budgetary expectations. The mill and resurface project is something we had explored state grant funding for but the cost to prepare the grant and the extra specifications to meet the standards for funding would have

negated the value of receiving the extra money. The mill and resurface work will still leave us with more than \$400,000 in our infrastructure fund at the end of this year. I frequently hear concern about Antrim Street which is still a priority but the funding required for a full-scale project there is much harder to find. We did explore grants this spring to see if that could be a funding source but thus far we've been unsuccessful. To put it in comparison, all of the work being proposed here would still cover less than half of Antrim Street.

This is a major investment forward for our community and will improve our neighborhoods.

GOALS:

Develop and maintain long-term infrastructure plans

RECOMMENDATION:

Motion to award the Rose Lane Infrastructure Project to MDC Contracting for an amount not to exceed \$132,342 and authorize the City Manager to sign all necessary documents.

Motion to award the Pine River Lane Infrastructure Project to MDC Contracting for an amount not to exceed \$176,673 pending the developer satisfactorily escrows funds and authorize the City Manager to sign all necessary documents.

Motion to approve the 2020 Pavement Maintenance project with Rieth-Reilly for an amount not to exceed \$441,675 and authorize the City Manager to sign all necessary documents.

ATTACHMENTS:

- ▣ Award Recommendation-Rose Lane
- ▣ Award Recommendation-Pine River Lane
- ▣ Rose Lane Bid Tab
- ▣ Pine River Lane Bid Tab
- ▣ Pavement Maint Bid Tab
- ▣ Mill and Resurface Map

Memo

To: Pat Elliott
From: Aaron Nordman
Re: Rose Lane Sewer

Date: 06-24-2020

Dear Pat;

As you are aware, Performance Engineers, Inc. (PEI) bid out the Rose Lane Sewer project with the May – Carpenter intersection included as part of that project. We have received bids back from four prospective bidders, all of which included appropriate bid security, but Marco did not provide a schedule and MDC and Tri County provided schedules that extend past the desired September 1, 2020 completion date.

A bid tabulation is attached, for which MDC Contracting is the low bidder, without application of their local bidder preferential status. PEI has done a bid analysis, to verify the low bid and check for errors and/or discrepancies. The low bid is consistent with the pricing provided by the other bidders and is reasonable for the scope of the project proposed. We have found no errors or deviations that would invalidate the low bid, however acceptance of the proposed alternate schedule would be at the City's discretion.

The budget developed for the Rose Lane Sewer Extension was \$110,240 for construction and \$22,319 for engineering through construction for a total project estimate of \$132,559. This original budget included \$9,500 for engineering design, for which we came in at \$9,654.50. The low bid price for the Rose Lane Sewer portion is \$99,156 and the May – Carpenter intersection is \$33,186 for a total low bid price of \$132,342.00. Therefore, both the engineering and the low bid for construction of the Rose Lane Sewer Extension are within budget. PEI is not aware of a budget number for the May – Carpenter intersection.

Having determined that the low bid is acceptable and within the project budget, we reviewed the low bidders' qualifications and current commitments. MDC Contracting is well known to both PEI and the City, making the reference check portion of the review unnecessary. PEI did review their existing commitments and discussed the alternate schedule with Mr. Vince Carpenter. It is our opinion that MDC Contracting is very capable and has the necessary resources to complete the project.

Therefore, if the City is aggregable to the alternate schedule, we are recommending award of the Rose Lane Sewer project to MDC Contracting for the low bid amount of \$132,342.00. Which price includes the Rose Lane Sewer extension and the May Street & Carpenter Street intersection reconstruction.

Should you have any questions regarding this recommendation for award, or the project in general, please let us know.

Sincerely,
Performance Engineers, Inc.

Aaron Nordman, P.E.



Memo

To: Pat Elliott

Date: 07-15-2020

From: Aaron Nordman

Re: Pine River Lane WM Award Recommendation

Dear Pat;

As you are aware, Performance Engineers, Inc. (PEI) bid out the Pine River Ln. Water Main extension project. We have received bids back from four prospective bidders, all of which included appropriate bid security and administratively complete submittal packages. The low bidder, Marco, did have several minor arithmetical errors in their proposal price sheet, which end up with a very minor price discrepancy between the stated total and calculated unit price total (within \$10), still leaving them as the low bid. A bid tabulation is attached, with the arithmetic errors highlighted.

Marco, the low bidder was an unknown entity to us and has not previously contracted with the City of Charlevoix, therefore, additional due diligence was performed as a part of our review process. PEI requested additional information regarding the corporate history, completed projects, equipment, staffing, and other relevant information to determine if they have both the resources and expertise necessary to complete the Pine River Ln project. PEI also made reference checks to validate information that was provided. The results of this due diligence process are presented below:

The general findings are that Marco is essentially the business of Mark Kwilinski, who is an engineer by education, but has developed his career in construction and more specifically directional drilling business. He has fairly recently relocated to the Traverse City area and appears to be trying to develop his business within a municipal services niche where he tackles smaller, but complex projects. The only local reference that was provided was for a City of Traverse City project valued at \$22k, which entailed the slip lining of a sewer service from a City owned building. Reference checks on this with the Engineering Supervisor for the City of Traverse City were favorable. Marco performed well and was responsive to the City.

At this time, however, PEI cannot recommend that the City of Charlevoix move forward with the acceptance of Maro's low bid. We have based this decision upon the following:

1. Marco provided no relevant water main experience, though he does claim previous experience, none was provided in a timely manner for reference checks.
2. There was no local work completed of a similar dollar value in the references. He claims to have the bonding capacity for this project, but we have no way to assess how he manages a project of this scale, since no similar project references were provided.
3. Their presence in this construction market is fairly new and we have no one within our contacts that knows anything about them, including the other local contractors and engineers we talk to regularly.

It is very unfortunate and unusual to recommend that we not accept the low bid. It does appear that Marco is a capable company in the early stages of developing their business here. It is our opinion that this project in particular is too much of a high profile and confined work area situation, where a proven contractor with deeper resources would be required to ensure that the City's interest and the businesses within this area, are protected.

This then leads to another unusual situation, where the City's "Local Bidders Preference Policy" comes into play between the second and third low bidders. Team Elmers was second low bid at \$173,421.20, with an Emmet County based business address. MDC Contracting was the third low bid at \$176,673.00 and a Charlevoix County based business address, qualifying them for local bidder preference, per the City policy. Both of these bids are within the original project budget. The difference of \$3,251.80 equates to MDC Contracting's bid being 1.875% above Elmer's, thus within 2% for a project of \$100k to \$500k.

MDC Contracting is a well known business to both PEI and the City of Charlevoix and they have completed similar projects for the City in both scale and scope. Therefore, if the City is in concurrence with our assessment of the low bidder qualifications, we are recommending award of the Pine River Lane Water Main project to MDC Contracting for the bid amount of \$176,673.00 with application of the local bidder policy. Included with this recommendation is the associated cost split for the project between the City and the private development partner.

Should you have any questions regarding this recommendation for award, or the project in general, please let us know.

Sincerely,
Performance Engineers, Inc.

Aaron Nordman, P.E.



CITY OF CHARLEVOIX

ROSE LANE SEWER

Remote Bid Opening via Zoom

June 23, 2020 – 2:00pm

Bidder Name	Total Cost
Marco Traverse City, MI	\$133,725.25
Tri County Excavating Harbor Springs, MI	\$192,390.00
Team Elmers Petoskey, MI	\$154,408.60
MDC Contracting Charlevoix, MI	\$132,342.00



CITY OF CHARLEVOIX

PINE RIVER LANE WATER MAIN

Remote Bid Opening via Zoom

June 23, 2020 – 2:00pm

Bidder Name	Total Cost
Marco Traverse City, MI	\$148,881.88
Tri County Excavating Harbor Springs, MI	\$204,896.40
Team Elmers Petoskey, MI	\$173,421.20
MDC Contracting Charlevoix, MI	\$176,673.00



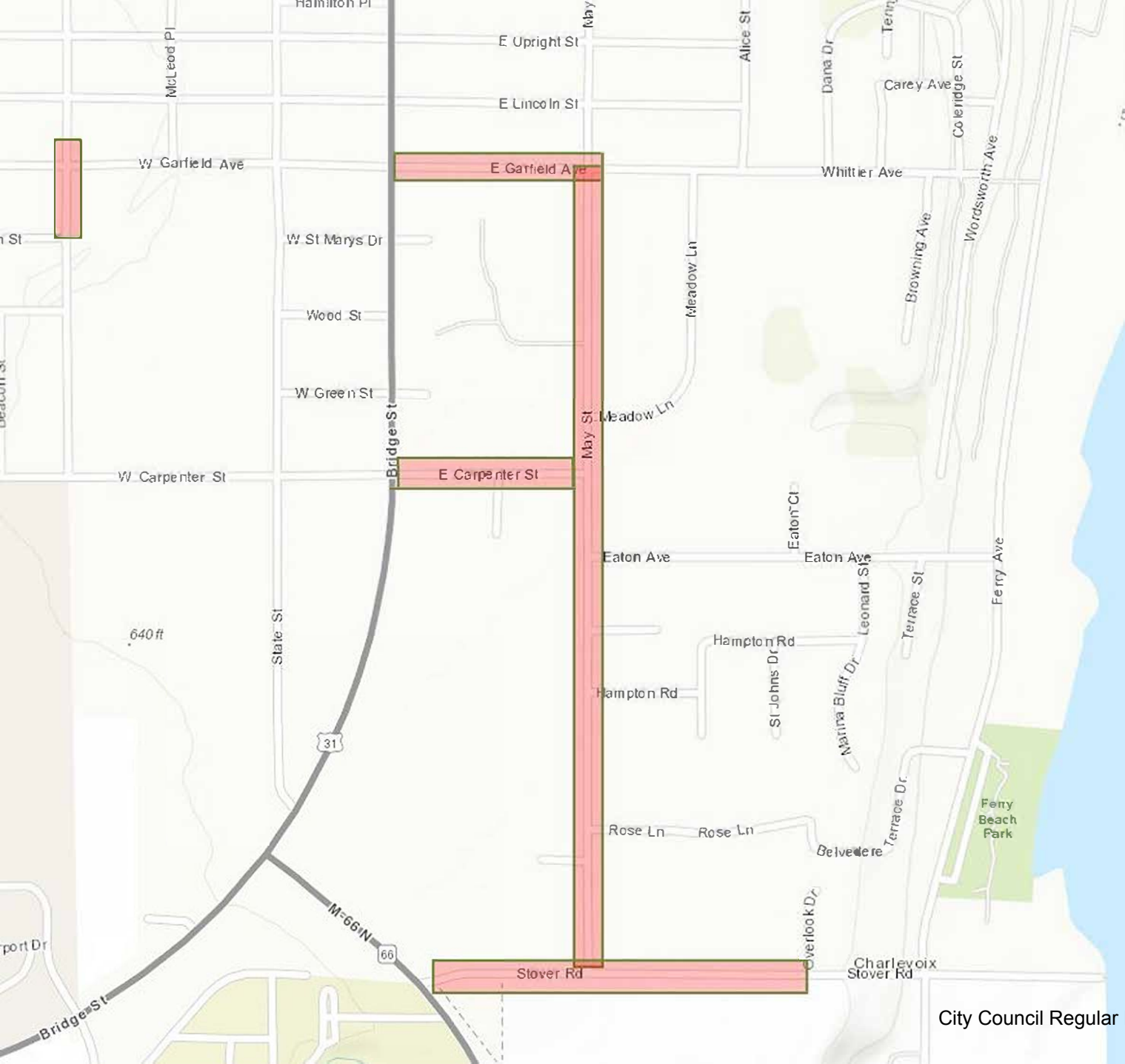
CITY OF CHARLEVOIX

PAVEMENT MAINTENANCE

Bid Opening at City Hall

July 9, 2020 – 10:00am

Bidder Name	Total Cost
Payne & Dolan Gaylord, MI	1 – 587,177.50 2 – 488,552.50
Team Elmer's Petoskey, MI	1 – 443,320.00 2 – 362,295.00
Rieth-Riley Charlevoix, MI	1 – 441,675.00 2 – 397,475.00



CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Ferry Beach ADA Kayak Launch Project

DATE: July 20, 2020

PRESENTED BY: Kent Knorr, Recreation Director

BACKGROUND:

The City of Charlevoix Recreation Master Plan that was adopted in 2017 highlighted the interest and need for an ADA Kayak launch. It was in fact the third most requested "new or additional" amenity in that survey/master plan. This is also aligned with our stated goal that City Parks are accessible and inclusive to everyone.

The 2019 Leadership Charlevoix Class secured funding of \$25,000 towards the development of a new ADA kayak launch for Ferry Beach. Council previously committed to participation in this project when approval was given to Leadership Charlevoix to fund raise for the full project.

Last fall the City met with EZ Dock on site and did an initial site plan and concept design. Over the winter the Recreation Department began initial conversations with Edgewater Resources to include design, engineering, permitting and construction administration of this project at Ferry Beach. We were intending to align this with a wider Ferry Beach Study and redevelopment of the boat launch. As that study is currently on hold, the Recreation Department wishes to move forward with just the ADA Kayak Project.

We have received an updated proposal from Edgewater Resources which specifically addresses the scope of work into seven tasks. We are requesting permission to begin task 1 to 6. As noted in the proposal, there may be a need for future approval of task 7 and/or a Geological Engineering Allowance. As the project moves forward we will further study those tasks and make appropriate recommendations to Council at a future time.

GOALS:

Enhance and showcase the outstanding quality of life in Charlevoix

RECOMMENDATION:

Motion to approve the proposal from Edgewater Resources for completion of task 1 to 6 at an estimated cost of \$14,800 for the design, engineering, permitting and construction administration of the ADA Kayak Launch at Ferry Beach and authorization the City Manager to sign acceptance of this proposal.

ATTACHMENTS:

- ▣ Edgewater July 3, 2020 Kayak Launch Proposal

July 3, 2020

City of Charlevoix
Mark L. Heydlauff
210 State Street
Charlevoix, MI 49720

Sent via email to markh@charlevoixmi.gov, kentk@charlevoixmi.gov

Subject: Ferry Beach ADA Kayak Launch and Park Improvements

Dear Mark:

Thank you for the opportunity to provide this modified proposal for services related to the site data collection, design, agency authorization, and implementation of an ADA kayak launch with potential parking lot and sidewalk improvements at Ferry Beach Park. We understand the scope of work includes the addition of an ADA kayak launch with the option of associated amenities in Ferry Beach Park. We understand that the group 'Leadership Charlevoix' has already initiated design discussions with a dock manufacturer and has raised funds towards the project. This proposal does not include improvements to the boat launch or restrooms as outlined in an earlier proposal, as that work has been pushed to a later date.





SCOPE OF WORK

We propose to complete the following scope of work:

Task 1 –Project Kickoff Meeting

We will meet with City representatives and key stakeholders via online meeting to clarify your goals for the project. Project construction budget, permitting strategy, schedule, and deliverable timelines will be established. We will gather and review all relevant existing planning documents and mapping.

Deliverables:

- Meeting Minutes with work plan
- List of additional data needs

Task 2 – Site Evaluation and Characterization

A licensed engineer will complete a single site visit to Ferry Beach Park to better understand the existing conditions at the project site. Our summary memorandum will note our observations, apparent issues to be addressed, and outline potential approaches for achieving the project goals. This task includes the coordination of geotechnical investigations as needed, the collection of topographic survey adjacent to launch, and survey adjacent to the existing dock structure to understand the current shoreline conditions and topographical elevations of your property. The survey will be completed in reference to Michigan State Plane Coordinates, International Great Lakes Datum 1985, and will identify the statutory ordinary high-water mark (OHWM). The OHWM is the jurisdictional limit of the permitting agencies. The data collected will be used to evaluate and review the elevations and ultimately to calculate volumes necessary for permitting. Property lines will be shown based upon existing boundary survey information provided by you and/or Charlevoix County GIS. No boundary or retracement survey work is intended with this task. The site inspection will not include any subsurface investigation or determination of the structural condition of any existing seawalls or structures.

Completion of preliminary engineering services will require collection of geotechnical borings and a structural soil report to be performed by others under separate contract. We recommend Soils and Structures of Muskegon, Michigan, and we will obtain a proposal for these services for your approval.

Deliverables:

- Summary of Existing Conditions
- Survey Exhibit (PDF via email)
- Soils Report (by others, if necessary)



Task 3 – Preliminary Engineering and Permitting

Our team will coordinate as needed with the dock manufacturer to prepare engineering documents for permitting and construction. We have worked with EZ Dock on similar ADA kayak launch projects elsewhere in the state and would utilize that experience to streamline schedule and maximize available budget.

We will initiate the permitting process for proposed improvements with both Michigan Environment, Great Lakes and Energy (MEGLE) and U. S. Army Corps of Engineers (USACE). Based on input from the City and preliminary conversations with State permitting agencies, we will complete 30% level engineering drawings compliant with MDNR and local standards and sufficient for submission to regulatory agencies for approval. We will utilize data and observations obtained from the site visit, topographic survey, and geotechnical soil report to define the appropriate kayak launch location. Lake Michigan and Lake Charlevoix historic and predicted water levels, wind/wave information (if provided), and other regional shoreline conditions will also be considered. Upon your approval, preliminary design will be submitted to the relevant permitting agencies for approval. Preliminary construction cost estimates will be created for the project.

We do not know at this time what the level of involvement will be for the permitting agencies. The City of Charlevoix will be involved no matter what the scope of work; however, MEGLE and USACE will require permits for work on the boat launch system. Once the preliminary design is approved by the City, we will prepare the appropriate permit applications for the Joint Permit Application required by USACE and the MEGLE for the proposed work. The permit application will include 8 ½" x 11" format engineering drawings with estimated quantity calculations for the proposed design, as required by the agencies. Property lines and adjacent home locations will be located on the drawings based upon survey information.

We recommend that the permit applications be submitted as early as possible, because permitting is often the critical path of the project schedule and the timeline for permit issuance can be lengthy. During the permitting process, we will be responsible for communication with the State and Federal agencies through permit issuance. Depending upon agency reviews of the permit applications, additional calculations, drawings, design modifications, and/or clarifications may be required to obtain permits. We will prepare and coordinate responses and meet with permitting agencies as needed to complete the process. The issuance of permits will solely be decided by the permitting agencies. Efforts will be made to facilitate permit issuance, but no guarantee of issuance is given or implied.

This proposal assumes a straightforward permitting approach and assumes that up to four (4) permit drawings, and up to one (1) revision, will be required by the agencies for the proposed shoreline work.

Deliverables

- 30% level engineering drawings
- Construction Cost Estimate
- Permit application & drawings



Permit Processing Exclusions

The base scope of work does not include any outside costs for permit fees due to state and federal agencies, obtaining records, etc. While the permit fees will depend upon the proposed project elements, we recommend budgeting for a permit fee of \$2,000, which is typically the State of Michigan application fee required for a major project. This scope of work anticipates a minimal amount of public objection or concern to process the permits and does not include the cost of any timeline delays and/or any special technical studies or testing which may be needed or required by the agencies. These special studies may include, but are not limited to:

- Permit Modifications after permit is issued
- Floodway/floodplain studies/erosion studies
- Water quality certification needs
- Threatened and endangered species studies (i.e. freshwater mussels, Indiana Bat, etc.)
- Wetland delineation/mitigation
- Shoreline improvements/fill/mitigation
- Historic/archeological studies
- Boundary/ Retracement Survey and Title work
- Soil Sampling or environmental testing
- Other, as required by the agencies or special interest groups

Task 4 – Final Design

In order to support future contracting and construction, the preliminary site plan and the permit drawings will be refined into one set of final construction drawings and specifications following any design modifications as required by the permitting agencies in Task 3. The site plan will have information which will define the construction limits, material requirements, estimated quantities, required grades and allowable installation tolerances to help the Contractor in establishing final pricing and to complete a proper installation. This task also includes the preparation of a construction cost estimate of the final design for your use in budgeting.

Deliverables

- Project Bid Documents (Drawings and Specifications)
- Construction Cost Estimate

Task 5 – Contractor Procurement and Contracting

The final construction documents (as defined in Task 4) will be used in soliciting to contractors for formal bids. Upon receipt of these formal bids, Edgewater will review the bids provided by you and will provide a recommendation based upon the bids received. Once a contractor is selected, Edgewater will then prepare a draft construction contract package for review by you and your legal counsel, if desired. The construction



contract will define the work to be completed, the agreed upon compensation for said work, the payment terms, along with the substantial completion requirements. Edgewater will then update the package per your comments and distribute for execution. This task assumes that you and/or your agents will be directly soliciting contractors to perform the work and that one of the contractors in which the project has been solicited to will be interested in the project and therefore rebidding of the project, if needed, is not included in this scope.

Deliverables

- Bid Review and Recommendation
- Draft Construction Contract

Task 6 – Construction Administration

We will support the construction process by acting as your representative and observing the progress of construction for conformance with our drawings, permits, and specifications. We will provide clarifications to our drawings, or with your approval, make modifications to the design, which may impact the Contractor's work. This proposal anticipates a construction period of three (3) weeks, during which we will make regular site visits to advise whether the work conforms to the construction drawing and specifications and conformance to budget and schedule. The project team will stay involved and be available to answer questions and solve problems throughout construction. This task assumes that the contractor will be responsible for their own site access approval and coordination.

Deliverables

- Attend up to three (3) weekly Owner (if you are available), Engineer, and Contractor Meetings
- Construction observation and field reports
- Advise the Owner independently of performance of Contractors and Subcontractors relative to project schedule
- Respond to Requests for Interpretation (RFI's)
- Review shop drawings within one week
- Review pay applications and make recommendations to Owner regarding approval of payments
- Conduct a project review at completion of the project and issue a single punch list. Upon notification by Contractor that Construction that punch list is complete, provide up to two field reviews to confirm completion. Additional punch lists or field reviews will be performed at hourly rates as authorized by the Owner in writing.
- Issue Certificate of Substantial Completion. Review project close-out documents issued by the contractor.

Task 7 – Ferry Beach Site Improvements



This task includes work required to finalize existing concept plans for access to the kayak launch described in previous tasks, and the final design, engineering, and permitting as needed to see the project through construction. Final design will include modifications to the existing parking lot to include a drop-off area for boaters, marked handicap parking spaces, boat storage, and an accessible sidewalk connecting parking to the kayak launch. Our team will supply concept plan drawings and cost estimates as required for grant funding purposes. This task would run concurrently with tasks as listed above, so survey and any needed permitting/approvals and all site visits would be completed at the same time to make most efficient use of project budget.

Deliverables

- Site survey, to be completed at the same time as survey work in Task 2
- Permitting assistance through LARA and any local agencies to follow work outlined in Task 3
- Refined Concept Design for review
- Concept plan and cost estimates as needed for grant applications
- Construction Documents
- Bidding services
- Construction Administration, visits to coincide with those as listed in Task 6



FEES

We propose to complete the scope of work outlined above at our standard hourly rates for a lump sum as outlined below, excluding reimbursable expenses. Reimbursable expenses for printing, travel, etc. will be billed at the cost incurred with no additional markup. For tasks 1-6, we would recommend an expense budget of \$1,500.

Task 1 –Project Kickoff Meeting	\$ 500
Task 2 – Site Evaluation and Characterization	\$ 3,300
Task 3 – Preliminary Engineering and Permitting	\$ 3,500
Task 4 – Final Design	\$ 1,600
Task 5 – Contractor Procurement and Contracting	\$ 1,300
Task 6 – Construction Administration	<u>\$ 4,600</u>
SUBTOTAL	<u>\$ 14,800</u>

Task 7 – Ferry Beach Site Improvements	\$ 6,000
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Geotechnical Engineer Allowance	\$ TBD
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Note: Estimate of \$10,000 for soil testing of entire boat launch area, for smaller site the price could be reduced but the City may want to consider completing this task all at once for future work on adjacent property.

SCHEDULE

We are ready to commence work immediately, assuming weather conditions allow survey and geotechnical investigations. We have contacted the geotechnical engineer we work with on our shoreline projects and asked him to submit a proposal to you for their professional services. (If smaller project is approved, the geotech proposal may be modified).

We proposed design work and bidding to be complete in summer/fall of 2020 with construction to commence spring of 2021.

We look forward to your favorable review of this proposal and appreciate the opportunity to be of service. Your signature below and return of one signed copy of this letter, will authorize us to proceed. We will invoice on a monthly basis. If you have any questions, please feel free to contact our office.

Sincerely,

Daryl J Veldman, PE

ACCEPTED BY: _____

DATE: _____

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: 2020 Parking Meter Rates

DATE: July 20, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Last fall when we moved forward with new parking meters, Council did not formally set the rates. A study completed by our parking consultant showed we had among the lowest rates in northwest and even west Michigan at 25 cents per hour. For the new meters to break even, we estimated that rates should be at least 50 cents per hour (still quite low in our area) and could go as high as 75 cents to \$1 per hour and still be reasonable for our area.

It is also necessary to set some rules on parking for enforcement. I would suggest we enforce paid parking everyday except Sunday from 9am-6pm (excluding holidays) and that we plan to remove the meters around October 31. Parking on Bridge Street would still be limited to two hours with parking in the Acacia Lot limited to three hours.

RECOMMENDATION:

Motion to approve Resolution 2020-07-08 setting rates and rules for downtown parking.

ATTACHMENTS:

- ▣ Resolution

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-07-08
A RESOLUTION SETTING RATES AND RULES FOR DOWNTOWN PARKING

WHEREAS, City Council is authorized to set rates and rules for parking.

NOW THEREFORE BE IT RESOLVED, that the following rates and rules are established for parking in downtown Charlevoix:

- Where meters are placed, hourly parking on Bridge Street, Antrim Street, Clinton Street (west of Bridge Street), Mason Street, and Park Avenue shall be set at 50 cents per hour and enforced Monday through Saturday from 9am to 6pm with the exception of Memorial Day, Independence Day, and Labor Day. Parking in these locations shall be limited to 2 hours per space.
- Hourly parking in the Acacia Lot, Bridge Park Drive, and Clinton Street (east of Bridge Street), shall be set at 50 cents per hour and enforced Monday through Saturday from 9am to 6pm with the exception of Memorial Day, Independence Day, and Labor Day. Parking in these spaces shall be limited to 3 hours per space.
- Persons displaying a proper handicap parking sticker or plate shall be exempt from meter rates and time limitations.
- Council shall reassess these fees in February 2021 for future implementation.

RESOLVED this 20th day of July, 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: July 20, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Designated Assessor

A new state law requires each county have a designated assessor. This person is chosen through agreement by a majority of assessing units (cities and townships) and the concurrence of a majority vote of the County Commission. This process does not change the present assessor for any unit or move toward a county-wide assessing structure but it does come into play when a unit is found not to be in compliance with the AMAR (minimum standards for assessing as set by the state). I've agreed to work on a committee with some of the township supervisors to study our options and bring recommendations back this fall. Council will ultimately consider this action.

B. CARES Act Grants

This week we applied for a grant from the State of Michigan under the CARES act for reimbursement of police wages for April and May. We also applied for a first responder hazard pay program that would, if we receive the grant, fund a \$1,000 bonus for each of our police officers, EMTs, and paramedics who were on-staff with us between March 15 and June 30. This will only be paid if we receive the grant from the state.

C. Broadband Internet Expansion

We learned this week that we were successful, along with some of our partners at the Michigan Municipal Electric Association, in receiving a grant for expanding business connectivity to broadband. The partners at MMEA will be working with Power System Engineering to study ways to enhance business use of broadband and how we can play a role.

D. Sale of Firetruck

Charlevoix Township agreed this week to purchase our 2009 Kenworth Tanker Truck for \$50,000. They will take possession upon signing an addendum to our fire service agreement. They will pay for the truck in four, equal reductions of \$12,500 to our existing fire services contract with them over the next year. I think this arrangement will work well for both the Township and the City as we partner on these services for our community.

ATTACHMENTS:

- ▣ Shade Tree Minutes

Charlevoix Shade Tree and Parks Commission Meeting Minutes

June 10, 2020, 1:30pm

Held virtually via Zoom pursuant to Executive Order 2020-72

Present: Perry Irish Hodgson, Chair; Jennifer Muladore; Mark Pawlicki; Ken Polakowski

Members absent: David Levy

Also present: Mark L. Heydlauff, City Manager; Pat Elliott, DPW Superintendent

Chair Hodgson called the meeting to order at 1:34pm.

There were no conflicts of interest noted by the Commissioners.

Chair Hodgson reviewed the minutes of May 20, 2020. Motion by Muladore, second by Polakowski to approve the minutes as presented.

Motion carried.

Chair Hodgson reviewed some homeowner feedback about tree planting

Chair Hodgson discussed the implementation of gator bags around the community. Mr. Elliott discussed this project and how he would be adding water to them throughout the year.

Chair Hodgson asked Mr. Elliott to discuss the process if any Commissioners are worried about dead or dying trees.

Mr. Elliott discussed a proposed tree planting schedule for 2020 with the Commission. The Commission hopes to plan for the planting of 80 trees and then allocate an additional 20 trees for homeowner requests. Chair Hodgson discussed a draft letter she drafted.

Motion by Pawlicki, second by Muladore to approve the 2020 Tree Planting and Communication Plan.

Motion carried.

Mr. Polakowski discussed his wish that we add benches along Park Avenue. He believes the pedestrian use of the area would make the benches well-used and a welcomed addition. He and Mr. Elliott will review the location for the possible locations and review the inventory of benches the City has on hand.

Chair Hodgson discussed a group of citizens who have proposed their idea of improvements in the Ferry Beach Corridor. She clarified that there are some inaccurate statements in the proposal and that the Shade Tree and Park Commission and the City Council have not approved the idea or even formally considered it. Mr. Heydlauff indicated the City would like to have a public process for considering some public improvement in the area but that no action has taken place.

There was no public comment.

Chair Hodgson adjourned the meeting at 2:17

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: Mayor and Council Comments

DATE: July 20, 2020