



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, December 21, 2020- 6:00 PM
Via Zoom

1. Pledge of Allegiance

- A. Zoom Log-in Instructions

2. Roll Call

3. Presentations

- A. Michigan Waterways Commission Presentation
Kent Knorr, Recreation Director and Linnae Dawson, Recreational Harbor Coordinator
DNR

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

- A. City Council Meeting Minutes - December 7, 2020
- B. Accounts Payable and Payroll Check Registers
- C. Deputy Police Chief Job Description

6. Public Hearings and Actions Requiring Public Hearings

- A. Set Public Hearing for Zoning Code Amendments Ordinance 823 of 2021
Mark L. Heydlauff, City Manager

7. All Other Actions and Requests

- A. Earl Young Historic District Signage
Lindsey Dotson, Main Street DDA Director
- B. City Marina Commercial Slip
Kent Knorr, Recreation Director
- C. Dog Park Proposal
Kent Knorr, Recreation Director
- D. City Council Annual Calendar
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: December 21, 2020

BACKGROUND:

Topic: Charlevoix City Council, December 21

Time: Dec 21, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

Meeting ID: 983 6258 5514

Passcode: 166819

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 983 6258 5514

Passcode: 166819

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Michigan Waterways Commission Presentation

DATE: December 21, 2020

PRESENTED BY: Kent Knorr, Recreation Director and Linnae Dawson, Recreational Harbor Coordinator
DNR

BACKGROUND:

As the City of Charlevoix continues to evaluate and discuss City Marina operations and management directions moving forward, City Council has asked that we invite a representative of the Water Ways Commission to speak with Council.

Linnae Dawson will be joining us and share an overview of how the City and Waterways work together. She will answer previously submitted questions and answer any additional questions that Council may have. Topics for discussion include balancing commercial slips, transient slips, and seasonal slips between the needs of the City with the requirements of the Waterway Commission. Additional interests exist in how we align with other communities and where to locate Waterway Commission rules and regulations.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - December 7, 2020

DATE: December 21, 2020

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, December 7, 2020 – 6:00 p.m.
210 State Street, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz (from Galveston, TX)
Members Present: Greg Bryan, Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr, Brian Slater (all members participating from Charlevoix)
Members Absent: None
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

A. 2019-20 Fiscal Year Financial Audit Presentation

The City's auditor, Rehmann Robson, completed their audit of the City's financial statements for the year ended March 31, 2020. Annette Eustice presented the audit findings and a general overview of the financial health of the City and fielded questions from Council.

4. Inquiry Regarding Conflicts of Interest

Hagen stated he had would recuse himself from Item B. The Mayor disclosed that he has a tenant with regards to Item B but, he felt this did not pose a conflict.

5. Consent Agenda

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

- A. City Council Meeting Minutes – November 16, 2020
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – November 19, 2020
 - b. Regular Accounts Payable Check Register – December 8, 2020
 - c. ACH Payments – November 16, 2020 to November 30, 2020
 - d. Payroll Check Register – November 25, 2020
 - e. Payroll Transmittal – November 25, 2020
 - f. Tax Disbursement – December 8, 2020
- C. 2021 MDOT Annual Permit – approve Resolution 2020-12-01

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-12-01
PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

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

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

- 1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
- 2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
- 3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person

not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.

4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

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

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

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

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

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

City Manager Mark L. Heydlauff

Electric Superintendent Don Swem/ Electric Department Director John Griffith

DPW Superintendent Patrick Elliott

City Clerk Joyce Golding.

RESOLVED this 7th day of December 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Slater, Hagen, Knapp, Kalbfell, Parr, Bryan

Nays: None

- D. Purchase Skid Steer for Electric Department – from Ditch Witch for \$51,245.70
- E. Chamber of Commerce Reporting – accept 2020 annual report
- F. Purchase 3 Substation Reclosers – from Eaton Cooper Power Systems for \$42,832.08
- G. Deficit Elimination Plan for the Marina and Ambulance – approve Resolution 2020-12-02

**CITY OF CHARLEVOIX
RESOLUTION 2020-12-02**

RESOLUTION TO ADOPT A DEFICIT ELIMINATION PLAN FOR THE MARINA AND AMBULANCE PER THE GLENN STEIL STATE REVENUE SHARING ACT OF 1971, PUBLIC ACT 140 OF 1971, SECTION 21(2)

WHEREAS, the City of Charlevoix Marina Fund has a \$7,933.00 deficit fund balance on March 31, 2020; and

WHEREAS, the City of Charlevoix Ambulance Fund has a \$45,580.00 deficit fund balance on March 31, 2020; and

WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix adopts the following as the City of Charlevoix Marina Fund Deficit Elimination Plan and the City of Charlevoix Ambulance Fund Deficit Elimination Plan:

CITY OF CHARLEVOIX					
MARINA FUND					
	2019-20 Original Budget	2019-20 Amended Budget	2019-20 Actual	2020-21 Proposed Amended Budget	2021-22 Projected Budget
UNRESTRICT NET POSITION (DEFICIT) APRIL 1	\$ (540,061)	\$ (540,061)	\$ (540,061)	\$ (471,729)	(400,000)
REVENUES					
LAUNDRY REVENUE	\$ 1,730	\$ 1,810	\$ 1,810	\$ 1,730	1,730
RENTS & ROYALTIES - DOCKING SEASONAL	68,000	76,000	75,344	72,000	73,440
RENTS & ROYALTIES - DOCKING RESERV SYSTEM	350,000	357,000	356,123	405,000	413,100
RENTS & ROYALTIES - DOCKING TRANSIENT	29,000	29,000	11,401	13,000	14,000
RENTS & ROYALTIES - SUNSHINE	4,000	4,000	4,000	4,000	4,000
RENTS & ROYALTIES - LITTLE TRAVERSE CHARTERS	4,100	4,100	4,100	4,100	8,000
INTEREST INCOME	600	600	2,566	600	600
FUND TRANSFERS FROM DDA - DEBT SVC	334,600	334,600	334,600	335,700	336,200
MISCELLANEOUS-OTHER REVENUE	-	9,188	9,179	-	-
TRANSFER FROM GENERAL FUND	-	100,000	100,000	50,000	36,000
TOTAL REVENUES	\$ 792,030	\$ 916,298	\$ 899,123	\$ 886,130	\$ 887,070
EXPENSES					
SALARIES & WAGES - FULL TIME	\$ 32,400	\$ 31,154	\$ 34,214	\$ 34,716	36,800
WAGES - ICMA	3,900	3,761	4,042	4,167	4,400
SALARIES & WAGES - TEMPORARY	83,400	96,197	96,136	69,002	83,900
EMPLOYEE FRINGE BENEFITS	37,800	38,730	61,394	37,429	41,300
OFFICE SUPPLIES	100	268	267	365	100
OPERATING SUPPLIES	6,900	7,700	12,685	3,000	6,900
PROFESSIONAL SERVICES	5,300	5,250	1,916	3,000	3,000
CONTRACTUAL SERVICES	9,400	28,400	26,800	11,750	11,800
STATE CRS COMMISSION FEES	17,300	13,000	10,468	14,300	15,700
STATE CRS RESERVATION FEES	10,700	9,700	9,334	10,700	11,800
TELEPHONE	1,300	1,800	2,958	2,400	2,400
CONFERENCE/TRAVEL/TRAINING	900	150	150	-	1,200
INSURANCE & BONDS	3,000	2,929	2,862	3,000	3,100
UTILITIES	71,400	68,000	71,951	71,400	65,000
BUILDING & DOCK MAINTENANCE	14,600	17,800	18,039	18,100	18,400
EQUIPMENT RENTAL	700	700	861	700	700
MISCELLANEOUS	2,200	2,200	1,776	4,200	4,100
CREDIT CARD PROCESSING FEES	7,600	7,600	7,173	8,100	8,100
REFUNDS AND REBATES	-	-	-	1,200	-
DEPRECIATION	658,000	654,000	653,146	658,000	658,000
MACHINERY & EQUIPMENT	300	2,528	2,483	300	300
INTEREST EXPENSE	5,400	5,430	5,430	4,930	3,900
TRANSFER TO ELECTRIC - ADVANCE REIMBUSE	50,000	50,000	-	100,000	100,000
DEBT SERVICE - PRINCIPAL	340,000	340,000	-	355,000	370,000
DEBT SERVICE - INTEREST	126,400	119,600	95,488	105,700	91,200
DEBT SERVICE - PAYING AGENT FEES	500	500	250	500	500
TOTAL EXPENSES	\$ 1,489,500	\$ 1,507,397	\$ 1,119,823	\$ 1,521,959	\$ 1,542,600
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (697,470)	\$ (591,099)	\$ (220,700)	\$ (635,829)	\$ (655,530)
ADD BACKS					
DEPRECIATION	\$ 658,000	\$ 654,000	\$ 653,146	\$ 658,000	\$ 658,000
TRANSFER TO ELECTRIC - ADVANCE REIMBUSE	50,000	50,000	-	100,000	100,000
DEBT SERVICE - PRINCIPAL	340,000	340,000	-	355,000	370,000
TOTAL ADD BACKS	\$ 1,048,000	\$ 1,044,000	\$ 653,146	\$ 1,113,000	\$ 1,128,000
UNRESTRICT NET POSITION (DEFICIT) MARCH 31	\$ (189,531)	\$ (87,160)	\$ (107,615)	\$ 5,442	\$ 72,470
Explanation: Increase in price of dock rentals as well as compensation and controllable cost containment.					
YEAR END BALANCES					
NET POSITION BEGINNING OF YEAR			2,334,140	2,113,440	1,477,611
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES (From Above)			(220,700)	(635,829)	(655,530)
NET POSITION			\$ 2,113,440	\$ 1,477,611	\$ 822,081
CASH AT PAYING AGENT			56,400	100,000	100,000
UNRESTRICTED			242,271	220,842	223,312
CASH & INVESTMENTS			\$ 298,671	\$ 320,842	\$ 323,312
Less Charter Reserve			75,000	75,000	75,000
Less AP/Accrued Liabilities/Cust Dep			231,912	241,281	246,107
Plus AR/Interest Rec/prepays			308	320	326
Cash (Deficit) Balance			\$ (7,933)	\$ 4,881	\$ 2,532
				Assumption 2% increase in AP & AR	
CA-CL (DEFICIT) APRIL 1			\$ (46,552)	\$ (7,933)	4,881
REVENUES			899,123	886,130	887,070
EXPENSES			(1,119,823)	(1,521,959)	(1,542,600)
ADD BACKS (Depreciation and Debt Payments)			653,146	1,113,000	1,128,000
Projected CA-CL (DEFICIT) MARCH 31			\$ 385,894	\$ 469,238	\$ 477,351
BALANCE SHEET DEFICIT PER REQUEST FOR IMPROVEMENT OF DEFICIENCIES					
CURRENT ASSETS (PER AUDITED FINANCIAL STATEMENT OF NET POSITION - PROPRIETARY FUNDS - MARINA)			\$ 223,979		
LESS: CURRENT LIABILITIES (PER AUDITED FINANCIAL STATEMENT OF NET POSITION - PROPRIETARY FUNDS - MARINA)			(628,978)		
DEFICIT PER MI DEPARTMENT OF TREASURY			(404,999)		
ADD BACKS PER					
CURRENT PORTION OF BOND AND NOTES PAYABLE (PER AUDITED FINANCIAL STATEMENT OF NET POSITION - PROPRIETARY FUNDS - MARINA)			397,066		
ACTUAL CASH POSITION (DEFICIT) AT MARCH 31, 2020			\$ (7,933)	(Deficit elimination plan required)	

CITY OF CHARLEVOIX					
AMBULANCE FUND					
	2019-20	2019-20	2019-20	2020-21 Projected	2021-22
	Original Budget	Amended Budget	Actual	Amended Budget	Projected Budget
UNRESTRICT NET POSITION (DEFICIT) APRIL 1	\$ -	\$ -	\$ -	\$ (45,490)	-
REVENUES					
GRANTS	-	-	-	43,633	-
AMBULANCE RUNS - INSURANCE	-	1,204,564	839,125	840,000	882,000
AMBULANCE RUNS - PRIVATE PAY	-	4,115	5,759	17,000	10,000
AMBULANCE CONTRACTS	-	344,148	498,269	627,634	655,300
INTEREST EARNINGS	-	14	14	10	-
SALE OF FIXED ASSETS	-	12,700	12,700	10,000	-
CONTRIBUTIONS AND DONATIONS - PRIVATE SOURCES	-	17,050	-	2,000	2,000
REFUNDS AND REBATES - INSURANCE	-	7,578	7,578	1,988	-
MISCELLANEOUS	-	35	365	200	-
TOTAL REVENUES	\$ -	\$ 1,590,204	\$ 1,363,810	\$ 1,542,465	\$ 1,549,300
EXPENSES					
SALARIES & WAGES	\$ -	\$ 294,624	\$ 252,001	\$ 370,415	376,700
WAGES (ICMA)	-	30,936	19,068	38,894	39,600
SALARIES & WAGES - TEMPORARY	-	10,215	6,534	1,647	1,700
EMPLOYEE FRINGE BENEFITS	-	283,550	260,751	345,420	352,300
SALARIES & WAGES - PAID ON CALL	-	348,070	421,400	375,000	388,000
OFFICE SUPPLIES	-	5,000	9,745	5,200	5,200
OPERATING SUPPLIES	-	50,000	51,680	36,000	41,000
LICENSES & STATE FEES	-	3,000	3,931	5,000	5,000
UNIFORMS	-	8,250	8,618	5,000	6,000
FUEL	-	48,000	25,599	28,000	30,000
CONTRACTUAL SERVICES	-	60,228	65,357	16,032	5,000
TELEPHONE	-	5,060	8,901	9,000	7,000
CONFERENCES & TRAVEL	-	8,800	5,459	5,000	5,000
INSURANCE & BONDS	-	5,900	5,819	6,000	6,100
APPARATUS MAINTENANCE & REPAIR	-	34,762	46,275	27,988	25,000
BUILDING RENTAL	-	22,661	-	42,661	42,700
MISCELLANEOUS	-	7,350	4,926	5,000	5,500
EDUCATION & TRAINING	-	15,000	9,046	15,200	15,000
BAD DEBT EXPENSE	-	150,000	32,968	59,000	46,500
MACHINERY & EQUIPMENT	-	55,000	57,222	20,000	30,000
TRANSFER TO AMBULANCE CAPITAL PROJECT FUND	-	114,000	114,000	75,000	114,000
TOTAL EXPENSES	\$ -	\$ 1,560,406	\$ 1,409,300	\$ 1,491,457	\$ 1,547,300
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ -	\$ 29,798	\$ (45,490)	\$ 51,008	\$ 2,000
UNRESTRICT NET POSITION (DEFICIT) MARCH 31	\$ -	\$ 29,798	\$ (45,490)	\$ 5,518	\$ 2,000
Explanation: Townships have agreed to be charged sufficient to eliminate any deficit. Consideration is also being made to form an Ambulance Authority. Transfers to cover capital outlay in Ambulance Capital Project Fund could be reduced.					
CA-CL (DEFICIT) APRIL 1			\$ -	\$ (45,490)	5,518
REVENUES			1,363,810	1,542,465	1,549,300
EXPENSES			(1,409,300)	(1,491,457)	(1,547,300)
Projected CA-CL (DEFICIT) MARCH 31			\$ (45,490)	\$ 5,518	\$ 7,518
BALANCE SHEET DEFICIT PER REQUEST FOR IMPROVEMENT OF DEFICIENCIES					
CURRENT ASSETS (PER AUDITED FINANCIAL STATEMENT OF NET POSITION - PROPRIETARY FUNDS - MARINA			\$ 42,231		
LESS: CURRENT LIABILITIES (PER AUDITED FINANCIAL STATEMENT OF NET POSITION - PROPRIETARY FUNDS - MARINA			(87,811)		
DEFICIT PER MI DEPARTMENT OF TREASURY			(45,580)		
ADD BACKS PER					
CURRENT PORTION OF BOND AND NOTES PAYABLE (PER AUDITED FINANCIAL STATEMENT OF NET POSITION - PROPRIETARY FUNDS - MARINA			-		
ACTUAL CASH POSITION (DEFICIT) AT MARCH 31, 2020			\$ (45,580)		

BE IT FURTHER RESOLVED that the City of Charlevoix submits the Marina Fund Deficit Elimination Plan and the Ambulance Fund Deficit Elimination Plan to the Michigan Department of Treasury for Certification.

RESOLVED, this 7th day of December, A.D. 2020.

Resolution was adopted by the following yea and nay vote:

Yeas: Slater, Hagen, Knapp, Kalbfell, Parr, Bryan

Nays: None

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

Yeas: Slater, Hagen, Knapp, Kalbfell, Parr, Bryan

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. Downtown Snow Removal

City Manager Heydlauff stated that the RFP for Downtown Snow Removal produced no bids. He suggested re-issuing the RFP (with any modifications to the service included) and soliciting bids for the winter of 2021-2022 and also reconsider a snow removal

ordinance. Council generally felt the DDA should be involved in this process. Council directed the City Manager to reissue the RFP including bidder alternatives for the 2021-2022 winter season. They also requested a future agenda item to further explore a snow removal ordinance for the downtown and neighborhoods.

B. Temporary Winter Dining Structures Policy

Hagen recused himself. City Manager Heydlauff recalled that Council discussed the prospect of working with businesses to permit temporary, outdoor dining structures like plastic igloos and he presented proposed standards. He noted that these standards are based on the already-approved Outdoor Dining Policy Council implemented several years ago. He and Zoning Administrator Scheel answered several questions from Council.

Mayor Kurtz opened the item to public comment:

- Sarah Hagen was in favor.

Motion by Parr, second by Kalbfell to approve the temporary winter structures policy.

Yeas: Slater, Knapp, Kalbfell, Parr, Bryan

Nays: None

Abstain: Hagen

C. Northside Trail Easements

Hagen returned to the meeting. Mayor Kurtz stated that he has been spearheading a group of community volunteers interested in further developing the trail system in Charlevoix. They worked to connect the County's trail to Boyne City, better mark the on-street trail in the City, and are now creating of an off-road, non-motorized trail to connect the Wheelway to downtown.

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

Motion by Kalbfell, second by Bryan to authorize the Mayor and City Clerk to sign and file with the Register of Deeds donated easements for a non-motorized trail.

Yeas: Slater, Hagen, Knapp, Kalbfell, Parr, Bryan

Nays: None

D. Council Appointments

Motion by Kalbfell, second by Hagen to reappoint Brenda Bryan to the Board of Review, term expiring December 2023.

Yeas: Slater, Hagen, Knapp, Kalbfell, Parr, Bryan

Nays: None

Motion by Kalbfell, second by Slater to reappoint Jennifer Mulladore to the Shade Tree and Parks Commission, term expiring December 2023.

Yeas: Slater, Hagen, Knapp, Kalbfell, Parr, Bryan

Nays: None

Motion by Kalbfell, second by Parr to reappoint Shirley Gibson to the Zoning Board of Appeals, term expiring December 2023.

Yeas: Slater, Hagen, Knapp, Kalbfell, Parr, Bryan

Nays: None

Motion by Kalbfell, second by Hagen to reappoint Ann Gorney to the Zoning Board of Appeals, term expiring December 2023.

Yeas: Slater, Hagen, Knapp, Kalbfell, Parr, Bryan

Nays: None

Motion by Kalbfell, second by Parr to reappoint Council Member Aaron Hagen to the Board of Review, term expiring December 2021.

Yeas: Slater, Knapp, Kalbfell, Parr, Bryan

Nays: None

Abstain: Hagen

Motion by Hagen, second by Bryan to reappoint Council Member Janet Kalbfell to the Board of Review, term expiring December 2021.

Yeas: Slater, Hagen, Knapp, Parr, Bryan

Nays: None

Abstain: Kalbfell

8. Reports & Communications

A. Public Comments

- Mayor and Council agreed upon an equitable way for citizens to voice public comment.

B. City Manager Comments

- Continuing EMS collaboration efforts among the townships; confirmed that Norwood Township needs permission from all

- townships to consent to their early departure from the mutual agreement
- Rob Scholey was hired to replace Deputy Chief Scott Hankins; congratulations to Scott on his retirement at the end of the year
- Representative from the Michigan Waterways Commission will attend the December 21st meeting; questions from Council should be forwarded in advance
- COVID-related stakeholder meetings continue
- Kudos to the Charlevoix Township Fire Department and Officer Matt Umulis with respect to the house fire last week

C. Mayor & Council Comments

- Bryan toured the new Public Services Facility
- Parr and Slater are attending Newly Elected Official Training with MML; Knapp to follow
- December 21st meeting will be held virtually

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 7:53 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 11/19/2020			
AT&T	2,413.63	STANDARD INSURANCE CO	2,573.73
CHARLEVOIX STATE BANK	7,808.29	VERIZON WIRELESS	88.29
CHARTER COMMUNICATIONS	706.11	VSP INSURANCE CO. (CT)	540.74
DELTA DENTAL	3,254.66	WEX BANK	1,293.24
GREAT LAKES ENERGY	293.84	TOTAL	67,882.31
HOLIDAY COMPANIES	6,849.30		
MONEY LIFE INSURANCE	447.81		
PRIORITY HEALTH	41,612.67		
Regular Accounts Payable – 12/08/2020			
ABILITA	10,504.34	FEYEN ZYLSTRA LLC	1,776.16
AIRGAS USA LLC	71.15	FOSMORE, SHIRLEY	56.61
ALL-PHASE ELECTRIC	898.85	GOLDING, JOYCE M.	50.00
ALTA CONSTRUCTION EQUIP LLC	24.23	GRAINGER	171.41
AMERICAN WASTE INC.	976.76	GRANATH, WILL	132.75
ANDERSON, ELIZABETH A.	50.00	GRAND TRAVERSE DIESEL INC.	756.33
ANZELL, BETH A.	50.00	GREAT LAKES PIPE & SUPPLY	93.00
AT YOUR SERVICE PLUS INC	375.00	HACH COMPANY	1,442.36
AT&T LONG DISTANCE	13.59	HANKINS, SCOTT A.	50.00
AT&T MOBILITY	577.64	HARRELL'S	1,625.00
AVFUEL CORPORATION	48,713.85	HERITAGE-CRYSTAL CLEAN LLC	129.00
BARUZZINI GENERAL CONTRACTORS	2,750.00	HEYDLAUFF, MARK L.	50.00
BEAUDOIN, LOUISE	124.99	HYDRO CORP	1,079.00
BOUND TREE MEDICAL LLC	1,191.19	INDEPENDENT DRAFTING SERVICES	1,520.00
BRADFORD'S	63.25	INHABITECT LLC	64,337.00
CENTRAL DRUG STORE	98.42	JACK DOHENY COMPANIES	446.16
CHARLEVOIX LAVENDER	116.00	JOHN E. GREEN COMPANY	3,537.96
CHARLEVOIX ROD & GUN CLUB	65.00	JOHNSON, MELISSA A.	50.00
CHARLEVOIX TOWNSHIP	13.12	KLOOSTER, ALIDA K.	50.00
CHARTER COMMUNICATIONS	994.52	KLOOSTER, PATRICK H.	50.00
CINTAS	72.39	KNORR, KENT J.	50.00
CINTAS CORPORATION	201.51	KSS ENTERPRISES	354.06
CITY OF CHARLEVOIX - UTILITIES	43,576.05	LITTLE TRAVERSE DISPOSAL LLC	1,345.00
CLARK, ANGIE	133.40	MATTHEWS CONSTRUCTION	24.83
COMPASS MINERALS AMERICA	19,260.37	MAYER, SHELLEY L.	50.00
COOPER, MELANIE SUE	192.00	MCCLANATHAN, ANGELIA	27.61
D & D ELECTRONICS	150.00	MCCLINTOCK, MAUREEN	75.00
DECKER, LORI	75.00	McGINN, KELLY A.	50.00
DELL MARKETING L P	2,571.41	MCLAREN HEALTH PLAN	201.69
DeROSIA, PATRICIA E.	50.00	MCLEAN ENGINEERING CO INC	693.00
DITCH WITCH SALES OF MICHIGAN	3,184.41	MCMULLEN, DONALD R.	50.00
DOAN, GERARD P.	50.00	MDC CONTRACTING LLC	5,374.65
DOTSON, LINDSEY J.	50.00	METTLER TOLEDO INC	760.70
EJ USA INC.	50.91	MICHIGAN ASSN OF MUNICIPAL CLERKS	120.00
ELLIOTT, PATRICK M.	50.00	MICHIGAN MUNICIPAL LEAGUE	17,996.00
ELLSWORTH FARMER'S EXCHANGE	761.54	MILLER, WILLIAM S.	50.00
ELMER'S CRANE & DOZER INC.	13,980.00	MISS DIG SYSTEM INC	2,547.93
ESRI	880.27	MUTT MITT	1,970.80
FASTENAL COMPANY	53.35	NEXVORTEX INC	299.31
FAULKNER, CHRISTOPHER	50.00	NORTHERN CREDIT SERVICES	30.58

NORTHERN MICHIGAN TRUCK &	648.64	STEPHENS, LYON G.	50.00
NORTHWEST FIRE	136.50	STRICKER'S OUTDOOR POWER EQUIP	172.90
OHM ADVISORS	16,000.00	STROBES N MORE	323.37
OSCAR W LARSON COMPANY	778.54	SWANSON K & D INC	1,750.00
OUDBIER INSTRUMENT CO	950.00	SWEM, DONALD L.	50.00
PENINSULA FIBER NETWORK LLC	470.00	SYSTEMS SPECIALISTS INC	5,596.00
PETERS, JOHN	57.74	TAYLOR 12501 LLC	4,417.50
PLUNKETT & COONEY	220.00	TERMINAL SUPPLY CO	115.26
POLLARDWATER	188.38	TIMMS, ROBERT	400.00
POWER LINE SUPPLY	18,004.80	TRAVERS, MANUEL J.	50.00
POWERPLAN	1,626.44	UMLOR, DAVID	75.00
PREIN & NEWHOF	147.00	UNIFIRST CORPORATION	954.92
PRESTON FEATHER	613.20	UP NORTH ASSESSING INC	5,100.00
PROTEC	314.13	UPPER CASE PRINTING INK.	1,091.35
PURITY CYLINDER GASES INC	75.00	USA BLUE BOOK	3,451.57
QUALITY CAR & TRUCK REPAIR INC	1,284.71	VALLEY TRUCK - TRAVERSE CITY	570.00
QUILL CORP	194.99	VERMEER OF MICHIGAN INC	41.69
R & R PRODUCTS INC	1,691.35	VILLAGE GRAPHICS INC.	795.95
RENTON, RUTH BETTY	44.57	WHINNIE, JOHN	84.60
RESOLUTION G2 LLC	8,097.50	WHITLEY, GREGG	6.49
RON'S AUTO & WRECKER	515.00	WILL, CARRIE	50.43
SAMPSON, RUSS	51.82	WORK & PLAY SHOP	508.15
SAXTON, KAREN	150.00	WURST, RANDALL W.	50.00
SELIGMAN, MARGARET	25.22	WYMAN, MATTHEW A.	113.59
SIGMA-ALDRICH INC.	72.56	XEROX FINANCIAL SERVICES	168.84
SILVA, JESSE L.A.	50.00	YOUNG, PAT & GARY	80.70
SPARTAN STORES LLC	53.35	Z & Z MEDICAL INC	122.00
STATE OF MICHIGAN	465.00	TOTAL	342,955.21
STATE OF MICHIGAN	1,300.05		

ACH Payments – 11/16/2020 to 11/30/2020

MI PUBLIC POWER AGENCY	11,362.59	VANTAGEPOINT (457 ICMA PLAN)	19,906.64
MI PUBLIC POWER AGENCY	8,605.85	VANTAGEPOINT (ROTH IRA)	1,080.75
MI PUBLIC POWER AGENCY	231,404.37	MI PUBLIC POWER AGENCY	9,420.64
MERS (DEFINED BENEFIT PLAN)	48,894.59	TOTAL	378,440.98
IRS (PAYROLL TAX DEPOSIT)	40,500.57		
ALERUS FINANCIAL (HCSP)	350.00		
STATE OF MI (WITHHOLDING TAX)	6,002.89		
VANTAGEPOINT (401 ICMA PLAN)	912.08		

Payroll Net Pay – Check Date 11/25/2020

HEYDLAUFF, MARK L.	2,882.72	ANDERSON, ELIZABETH A.	1,233.97
GOLDING, JOYCE M.	1,653.60	KENWABIKISE, DAVID L.	1,105.17
DEROSIA, PATRICIA E.	1,135.58	ELLIOTT, PATRICK M.	2,739.35
DOTSON, LINDSEY J.	1,421.40	SCHWARTZFISHER, JOSEPH	1,275.66
KLOOSTER, ALIDA K.	1,753.72	BRADLEY, KELLY R.	1,253.43
GOLOVICH, KAREN J.	980.65	HART II, DELBERT W.	1,378.95
BARNEVELD, RICHELLE L.	1,197.17	JONES, ROBERT F.	1,559.76
EDWARDS, MACKENZIE R.	1,320.73	FARRELL, MITCHELL L.	1,369.97
MILLER, FAITH G.	69.87	THORP JR, WILLIAM D.	1,695.41
MCGINN, KELLY A.	2,146.71	LEITNER, RYAN S.	1,785.98
DOAN, GERARD P.	2,413.82	FERGUSON, ROYCE L.	1,398.96
UMULIS, MATTHEW T.	939.70	DORAN, JUSTIN J.	2,107.26
HANKINS, SCOTT A.	1,854.75	MANKER SR, DAVID W.	419.90
ORBAN, BARBARA K.	1,179.51	NEDWICK, DAVID J.	769.46
RILEY, DENISE M.	459.28	FREY, DYLAN V.	536.43
MUNK, CHRISTOPHER J.	1,268.56	HART III, DELBERT W.	573.05
SCHICK, TIELER R.	1,287.76	FINNERTY, HOLLY E.	665.10
STEWART, MORGAN J.	1,217.56	CRANDELL, ZACKARY R.	541.49
MATELSKI, KRISTEN L.	1,355.87	KNORR, KENT J.	1,958.91
WURST, RANDALL W.	1,380.94	ANZELL, BETH A.	1,318.21
MAYER, SHELLEY L.	1,769.55	MATTACK, JEFFREY C.	523.75
HILLING, NICHOLAS A.	1,407.82	BOSS, BEAU J.	593.22
MEIER III, CHARLES A.	1,565.66	GILL, DAVID R.	284.56
ZACHARIAS, STEVEN B.	1,311.90	LIVINGSTON, BRIAN D.	900.43
NEWMAN, MARK J.	1,100.93	WYMAN, MATTHEW A.	1,647.33
SWEM, DONALD L.	3,086.32	MILLER, WILLIAM S.	981.71
EATON, BRAD A.	2,349.79	DOUGLAS, MARK	1,050.54
WILSON, TIMOTHY J.	2,750.92	FRATRICK, JOSEPH W.	474.56
LAVOIE, RICHARD L.	2,267.71	CARSON, SAWYER J.	693.66
STEVENS, BRANDON C.	2,436.86	MCMULLEN, DONALD R.	1,800.39
DRAVES, MARTIN J.	2,812.54	SILVA, JESSE L.A.	1,434.22

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JOHNSON, MELISSA A.	1,421.89	MISHLER, MICHAEL. J.	1,235.37
STEPHENS, LYON G.	73.49	AZZOPARDI, ANTHONY J.	1,214.44
TRAVERS, MANUEL J.	2,087.18	PECK, JARICA L.	870.98
FAULKNER, CHRISTOPHER J.	2,407.50	DIETZ, AMANDA M.	656.75
STEVENS, JEFFREY W.	51.10	MOYER, NATHAN I.	1,271.02
RILEY, CASEY W.	449.74	WHITLEY, ANDREW T.	2,933.50
JONES, LARRY M.	502.85	MORRISON, KEVIN P.	1,741.97
VANZANDT, ZORRAN C.	942.12	BISHAW, JAMES H.	807.24
MATZ, EMILY S.	1,001.44	BOSS JR, DALE E.	819.26
LEPIRD, KATIE A.	1,068.05	HOLM, ARTHUR R.	623.78
MOYER, DAVID T.	485.46	TOTAL	111,604.82
WHEELER, MICHAEL W.	2,089.00		

Payroll Transmittal – 11/25/2020

4FRONT CREDIT UNION	943.00	DISCOVER BANK	263.83
AMERICAN FAMILY LIFE	608.28	MI STATE DISBURSEMENT UNIT	209.65
CHAR EM UNITED WAY	90.00	MONY LIFE INSURANCE	380.82
CHARLEVOIX STATE BANK	942.00	PRIORITY HEALTH	1,477.08
COMMUNICATION WORKERS OF AMER	672.47	TOTAL	5,587.13

Tax Disbursement – 12/08/2020

CHARLEVOIX COUNTY TREASURER	77.85	CHARLEVOIX PUBLIC SCHOOLS	130.13
CHARLEVOIX COUNTY TREASURER	2,775.99	CHARLEVOIX-EMMET ISD	41.82
CHARLEVOIX DISTRICT LIBRARY	19.06	CITY OF CHARLEVOIX - TAXES DUE	3,346.89
CHARLEVOIX PUBLIC SCHOOLS	4,204.01	RECREATIONAL AUTHORITY	3.69
CHARLEVOIX PUBLIC SCHOOLS	20.04	STATE OF MICHIGAN	264.50
CHARLEVOIX PUBLIC SCHOOLS	138.39	TOTAL	11,160.72
CHARLEVOIX PUBLIC SCHOOLS	96.86		
CHARLEVOIX PUBLIC SCHOOLS	41.49		

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: December 21, 2020

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/05/2020	12/11/2020	132196	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	968.00
12/05/2020	12/11/2020	132197	4FRONT CREDIT UNION	9028	Lump Sum Employer Contribution	1,202.00
12/05/2020	12/11/2020	132198	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	127.28
12/05/2020	12/11/2020	132198	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	481.00
12/05/2020	12/11/2020	132199	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 12/5/2	90.00
12/05/2020	12/11/2020	132200	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	942.00
12/05/2020	12/11/2020	132201	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	672.47
12/05/2020	12/11/2020	132202	DISCOVER BANK	9032	Garnishment: WWR File #040038	681.63
12/05/2020	12/11/2020	132203	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	209.65
12/05/2020	12/11/2020	132204	MONY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	275.55
12/05/2020	12/11/2020	132204	MONY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 12/5/	51.59
12/05/2020	12/11/2020	132204	MONY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 12/5/20	4.00
12/05/2020	12/11/2020	132204	MONY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	40.24
12/05/2020	12/11/2020	132204	MONY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 12/5	6.85
12/05/2020	12/11/2020	132204	MONY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 12/5/2	2.59
12/05/2020	12/11/2020	132205	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	201.00
12/05/2020	12/11/2020	132206	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,477.08
Grand Totals:						17
						7,432.93

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

12/11/20 Payroll Transmittal Checks \$ 7,432.93
 12/11/20 Payroll (net pay) \$ 131,370.07
 12/22/20 Regular Accounts Payable \$ 856,740.72

Checks Sub-Total: \$ 995,543.72

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

12/02/20 Proximity Space Inc \$ 99.00
 12/03/20 AMG Payment Solutions \$ 47.13
 12/04/20 Payment Service Network Inc \$ 243.30
 12/07/20 MI Public Power Agency \$ 11,886.69
 12/09/20 DTE Energy \$ 4,797.70
 12/10/20 State of MI (Sales Tax) \$ 19,006.20
 12/11/20 IRS (Payroll Tax Deposit) \$ 47,066.89
 12/11/20 Alerus Financial (HCSP) \$ 350.00
 12/11/20 State of MI (Withholding Tax) \$ 6,976.64
 12/11/20 Vantagepoint (401 ICMA Plan) \$ 912.08
 12/11/20 Vantagepoint (457 ICMA Plan) \$ 20,346.60
 12/11/20 Vantagepoint (Roth IRA) \$ 1,080.76
 12/14/20 MI Public Power Agency \$ 8,383.97

ACH Sub-Total: \$ 121,196.96

Huntington National Bank Total: \$ 1,116,740.68

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

12/22/20 Tax Disbursement \$ 396,388.53
 Charlevoix State Bank Total: \$ 396,388.53

Grand Total: \$ 1,513,129.21

APPROVED:


CITY MANAGER

CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/05/2020	PC	12/11/2020	32171	HEYDLAUFF, MARK L.	102		3,171.17
12/05/2020	PC	12/11/2020	32172	GOLDING, JOYCE M.	106		2,085.85
12/05/2020	PC	12/11/2020	32173	DEROSIA, PATRICIA E.	107		844.36
12/05/2020	PC	12/11/2020	32174	DOTSON, LINDSEY J.	109		1,421.40
12/05/2020	PC	12/11/2020	32175	KLOOSTER, ALIDA K.	121		2,129.16
12/05/2020	PC	12/11/2020	32176	GOLOVICH, KAREN J.	122		980.65
12/05/2020	PC	12/11/2020	32177	BARNEVELD, RICHELLE	123		1,163.09
12/05/2020	PC	12/11/2020	32178	EDWARDS, MACKENZIE	124		1,674.88
12/05/2020	PC	12/11/2020	32179	MCGINN, KELLY A.	146		2,578.97
12/05/2020	PC	12/11/2020	32180	DOAN, GERARD P.	201		2,413.82
12/05/2020	PC	12/11/2020	32181	UMULIS, MATTHEW T.	205		1,743.29
12/05/2020	PC	12/11/2020	32182	HANKINS, SCOTT A.	208		2,082.21
12/05/2020	PC	12/11/2020	32183	ORBAN, BARBARA K.	209		1,348.30
12/05/2020	PC	12/11/2020	32184	RILEY, DENISE M.	213		461.57
12/05/2020	PC	12/11/2020	32185	MUNK, CHRISTOPHER J.	215		2,825.95
12/05/2020	PC	12/11/2020	32186	SCHICK, TIELER R.	216		1,670.57
12/05/2020	PC	12/11/2020	32187	STEWART, MORGAN J.	217		1,697.29
12/05/2020	PC	12/11/2020	32188	MATELSKI, KRISTEN L.	230		1,355.87
12/05/2020	PC	12/11/2020	32189	WURST, RANDALL W.	411		1,161.67
12/05/2020	PC	12/11/2020	32190	MAYER, SHELLEY L.	412		1,633.86
12/05/2020	PC	12/11/2020	32191	HILLING, NICHOLAS A.	413		1,383.04
12/05/2020	PC	12/11/2020	32192	MEIER III, CHARLES A.	421		2,219.52
12/05/2020	PC	12/11/2020	32193	ZACHARIAS, STEVEN B.	422		1,305.83
12/05/2020	PC	12/11/2020	32194	NEWMAN, MARK J.	424		1,054.13
12/05/2020	PC	12/11/2020	32195	SWEM, DONALD L.	512		3,086.32
12/05/2020	PC	12/11/2020	32196	EATON, BRAD A.	515		2,697.10
12/05/2020	PC	12/11/2020	32197	WILSON, TIMOTHY J.	516		3,045.89
12/05/2020	PC	12/11/2020	32198	LAVOIE, RICHARD L.	519		2,272.18
12/05/2020	PC	12/11/2020	32199	STEVENS, BRANDON C.	521		2,689.81
12/05/2020	PC	12/11/2020	32200	DRAVES, MARTIN J.	523		2,410.77
12/05/2020	PC	12/11/2020	32201	ANDERSON, ELIZABETH	526		1,233.97
12/05/2020	PC	12/11/2020	32202	KENWABIKISE, DAVID L.	528		1,105.17
12/05/2020	PC	12/11/2020	32203	ELLIOTT, PATRICK M.	600		2,739.35
12/05/2020	PC	12/11/2020	32204	SCHWARTZFISHER, JOS	603		1,234.04
12/05/2020	PC	12/11/2020	32205	BRADLEY, KELLY R.	614		1,565.58
12/05/2020	PC	12/11/2020	32206	HART II, DELBERT W.	616		1,287.63
12/05/2020	PC	12/11/2020	32207	JONES, ROBERT F.	618		1,548.33
12/05/2020	PC	12/11/2020	32208	FARRELL, MITCHELL L.	622		1,346.26
12/05/2020	PC	12/11/2020	32209	THORP JR, WILLIAM D.	623		1,406.96
12/05/2020	PC	12/11/2020	32210	LEITNER, RYAN S.	624		1,341.70
12/05/2020	PC	12/11/2020	32211	FERGUSON, ROYCE L.	625		1,756.19
12/05/2020	PC	12/11/2020	32212	DORAN, JUSTIN J.	634		2,107.26
12/05/2020	PC	12/11/2020	32213	KNORR, KENT J.	700		1,958.91
12/05/2020	PC	12/11/2020	32214	ANZELL, BETH A.	702		1,318.21
12/05/2020	PC	12/11/2020	32215	MATTACK, JEFFREY C.	767		1,001.58
12/05/2020	PC	12/11/2020	32216	BOSS, BEAU J.	788		1,161.30
12/05/2020	PC	12/11/2020	32217	WYMAN, MATTHEW A.	927		1,647.34
12/05/2020	PC	12/11/2020	32218	MILLER, WILLIAM S.	933		1,408.94
12/05/2020	PC	12/11/2020	32219	DOUGLAS, MARK	935		1,152.51
12/05/2020	PC	12/11/2020	32220	FRATRICK, JOSEPH W.	940		472.23
12/05/2020	PC	12/11/2020	32221	CARSON, SAWYER J.	941		784.23
12/05/2020	PC	12/11/2020	32222	MCMULLEN, DONALD R.	1000		1,800.39
12/05/2020	PC	12/11/2020	32223	SILVA, JESSE L.A.	1001		1,471.01
12/05/2020	PC	12/11/2020	32224	JOHNSON, MELISSA A.	1004		1,566.98
12/05/2020	PC	12/11/2020	32225	STEPHENS, LYON G.	1005		950.80
12/05/2020	PC	12/11/2020	32226	TRAVERS, MANUEL J.	1006		2,706.55
12/05/2020	PC	12/11/2020	32227	FAULKNOOR, CHRISTOPH	1007		2,901.72

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/05/2020	PC	12/11/2020	32228	RILEY, CASEY W.	1052		441.15
12/05/2020	PC	12/11/2020	32229	JONES, LARRY M.	1057		1,036.46
12/05/2020	PC	12/11/2020	32230	VANZANDT, ZORRAN C.	1058		749.59
12/05/2020	PC	12/11/2020	32231	MATZ, EMILY S.	1059		812.95
12/05/2020	PC	12/11/2020	32232	LEPIRD, KATIE A.	1061		1,526.94
12/05/2020	PC	12/11/2020	32233	MOYER, DAVID T.	1073		37.21
12/05/2020	PC	12/11/2020	32234	WHEELER, MICHAEL W.	1103		1,753.54
12/05/2020	PC	12/11/2020	32235	MISHLER, MICHAEL J.	1107		993.13
12/05/2020	PC	12/11/2020	32236	AZZOPARDI, ANTHONY J.	1108		1,082.87
12/05/2020	PC	12/11/2020	32237	MCCRANEY, RUSSELL R.	1111		32.49
12/05/2020	PC	12/11/2020	32238	PECK, JARICA L.	1114		442.54
12/05/2020	PC	12/11/2020	32239	DIETZ, AMANDA M.	1115		671.60
12/05/2020	PC	12/11/2020	32240	MOYER, NATHAN I.	1118		1,204.72
12/05/2020	PC	12/11/2020	132118	HEYDLAUFF, MARK L.	102	Longevity & Christmas Bonus	272.06
12/05/2020	PC	12/11/2020	132119	GOLDING, JOYCE M.	106	Longevity & Christmas Bonus	264.30
12/05/2020	PC	12/11/2020	132120	DEROSIA, PATRICIA E.	107	Longevity & Christmas Bonus	264.30
12/05/2020	PC	12/11/2020	132121	DOTSON, LINDSEY J.	109	Christmas Bonus	92.35
12/05/2020	PC	12/11/2020	132122	KLOOSTER, ALIDA K.	121	Longevity & Christmas Bonus	428.19
12/05/2020	PC	12/11/2020	132123	GOLOVICH, KAREN J.	122	Longevity & Christmas Bonus	258.55
12/05/2020	PC	12/11/2020	132124	BARNEVELD, RICHELLE	123	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132125	EDWARDS, MACKENZIE	124	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132126	MILLER, FAITH G.	142	Longevity & Christmas Bonus	277.05
12/05/2020	PC	12/11/2020	132127	MCGINN, KELLY A.	146	Longevity & Christmas Bonus	277.05
12/05/2020	PC	12/11/2020	132128	DOAN, GERARD P.	201	Longevity & Christmas Bonus	694.48
12/05/2020	PC	12/11/2020	132129	UMULIS, MATTHEW T.	205	Longevity & Christmas Bonus	402.59
12/05/2020	PC	12/11/2020	132130	HANKINS, SCOTT A.	208	Longevity & Christmas Bonus	670.57
12/05/2020	PC	12/11/2020	132131	ORBAN, BARBARA K.	209	Longevity & Christmas Bonus	343.78
12/05/2020	PC	12/11/2020	132132	RILEY, DENISE M.	213	Longevity & Christmas Bonus	327.02
12/05/2020	PC	12/11/2020	132133	MUNK, CHRISTOPHER J.	215	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132134	SCHICK, TIELER R.	216	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132135	STEWART, MORGAN J.	217	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132136	MATELSKI, KRISTEN L.	230	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132137	WURST, RANDALL W.	411	Longevity & Christmas Bonus	522.00
12/05/2020	PC	12/11/2020	132138	MAYER, SHELLEY L.	412	Longevity & Christmas Bonus	494.27
12/05/2020	PC	12/11/2020	132139	HILLING, NICHOLAS A.	413	Longevity & Christmas Bonus	319.30
12/05/2020	PC	12/11/2020	132140	MEIER III, CHARLES A.	421	Longevity & Christmas Bonus	359.31
12/05/2020	PC	12/11/2020	132141	ZACHARIAS, STEVEN B.	422	Longevity & Christmas Bonus	243.77
12/05/2020	PC	12/11/2020	132142	NEWMAN, MARK J.	424	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132143	SWEM, DONALD L.	512	Longevity & Christmas Bonus	415.27
12/05/2020	PC	12/11/2020	132144	EATON, BRAD A.	515	Longevity & Christmas Bonus	394.44
12/05/2020	PC	12/11/2020	132145	WILSON, TIMOTHY J.	516	Longevity & Christmas Bonus	351.55
12/05/2020	PC	12/11/2020	132146	LAVOIE, RICHARD L.	519	Longevity & Christmas Bonus	266.32
12/05/2020	PC	12/11/2020	132147	STEVENS, BRANDON C.	521	Longevity & Christmas Bonus	266.32
12/05/2020	PC	12/11/2020	132148	WHITLEY, ANDREW T.	522		2,710.99
12/05/2020	PC	12/11/2020	132149	WHITLEY, ANDREW T.	522	Longevity & Christmas Bonus	258.55
12/05/2020	PC	12/11/2020	132150	DRAVES, MARTIN J.	523	Longevity & Christmas Bonus	243.77
12/05/2020	PC	12/11/2020	132151	ANDERSON, ELIZABETH	526	Christmas Bonus	92.35
12/05/2020	PC	12/11/2020	132152	KENWABIKISE, DAVID L.	528	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132153	ELLIOTT, PATRICK M.	600	Longevity & Christmas Bonus	360.16
12/05/2020	PC	12/11/2020	132154	MORRISON, KEVIN P.	601		1,102.55
12/05/2020	PC	12/11/2020	132155	MORRISON, KEVIN P.	601	Longevity & Christmas Bonus	635.56
12/05/2020	PC	12/11/2020	132156	SCHWARTZFISHER, JOS	603	Longevity & Christmas Bonus	469.17
12/05/2020	PC	12/11/2020	132157	BRADLEY, KELLY R.	614	Longevity & Christmas Bonus	395.98
12/05/2020	PC	12/11/2020	132158	HART II, DELBERT W.	616	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132159	JONES, ROBERT F.	618	Longevity & Christmas Bonus	343.78
12/05/2020	PC	12/11/2020	132160	FARRELL, MITCHELL L.	622	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132161	THORP JR, WILLIAM D.	623	Christmas Bonus	92.35

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/05/2020	PC	12/11/2020	132162	LEITNER, RYAN S.	624	Christmas Bonus	92.35
12/05/2020	PC	12/11/2020	132163	FERGUSON, ROYCE L.	625	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132164	KNORR, KENT J.	700	Christmas Bonus	92.35
12/05/2020	PC	12/11/2020	132165	BOSS JR, DALE E.	701		1,558.04
12/05/2020	PC	12/11/2020	132166	ANZELL, BETH A.	702	Christmas Bonus	92.35
12/05/2020	PC	12/11/2020	132167	HOLM, ARTHUR R.	791		1,201.28
12/05/2020	PC	12/11/2020	132168	GILL, DAVID R.	856	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132169	WYMAN, MATTHEW A.	927	Longevity & Christmas Bonus	272.06
12/05/2020	PC	12/11/2020	132170	MILLER, WILLIAM S.	933	Longevity & Christmas Bonus	272.06
12/05/2020	PC	12/11/2020	132171	DOUGLAS, MARK	935	Christmas Bonus	92.35
12/05/2020	PC	12/11/2020	132172	FRATRICK, JOSEPH W.	940	Christmas Bonus	92.35
12/05/2020	PC	12/11/2020	132173	MCMULLEN, DONALD R.	1000	Christmas Bonus	92.35
12/05/2020	PC	12/11/2020	132174	SILVA, JESSE L.A.	1001	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132175	JOHNSON, MELISSA A.	1004	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132176	STEPHENS, LYON G.	1005	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132177	TRAVERS, MANUEL J.	1006	Longevity & Christmas Bonus	436.27
12/05/2020	PC	12/11/2020	132178	FAULKNER, CHRISTOPH	1007	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132179	STEVENS, JEFFREY W.	1028	Longevity & Christmas Bonus	616.38
12/05/2020	PC	12/11/2020	132180	RILEY, CASEY W.	1052	Longevity & Christmas Bonus	272.06
12/05/2020	PC	12/11/2020	132181	JONES, LARRY M.	1057	Longevity & Christmas Bonus	248.92
12/05/2020	PC	12/11/2020	132182	VANZANDT, ZORRAN C.	1058	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132183	MATZ, EMILY S.	1059	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132184	LEPIRD, KATIE A.	1061	Christmas Bonus	92.35
12/05/2020	PC	12/11/2020	132185	MOYER, DAVID T.	1073	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132186	WHEELER, MICHAEL W.	1103	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132187	CORNELL, BRITTA J.	1106	Christmas Bonus	92.35
12/05/2020	PC	12/11/2020	132188	MISHLER, MICHAEL J.	1107	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132189	AZZOPARDI, ANTHONY J.	1108	Christmas Bonus	92.35
12/05/2020	PC	12/11/2020	132190	MCCRANEY, RUSSELL R.	1111	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132191	PECK, JARICA L.	1114	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132192	DIETZ, AMANDA M.	1115	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132193	WELLS, JANINNA J.	1117	Christmas Bonus	88.10
12/05/2020	PC	12/11/2020	132194	MOYER, NATHAN I.	1118	Christmas Bonus	92.35
12/05/2020	PC	12/11/2020	132195	MARIHUGH, ANDREW J.	1119	Christmas Bonus	88.10
Grand Totals:			148				131,370.07



Report Criteria:

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

Check Number	Payee	Amount
12/22/2020		
132207	ACCESS LOCKSMITHING INC	242.50
132208	ACCUMED GROUP, THE	4,246.74
132209	ACE HARDWARE	3,471.65
132210	ALL-PHASE ELECTRIC	27.12
132211	AMERICAN WASTE INC.	961.76
132212	AT YOUR SERVICE PLUS INC	250.00
132213	AUTO VALUE	637.62
132214	BANDIT INDUSTRIES INC	371.13
132215	BEATTY, SCOTT T.	414.40
132216	BELL EQUIPMENT COMPANY	1,841.40
132217	BOUND TREE MEDICAL LLC	363.76
132218	CARQUEST OF CHARLEVOIX	1,438.77
132219	CCP INDUSTRIES INC	292.44
132220	CDW GOVERNMENT INC.	208.99
132221	CHARLEVOIX COUNTY SHERIFF'S DE	253.33
132222	CHARLEVOIX GLASS INC.	50.00
132223	CHARLEVOIX SCREEN MASTERS INC	600.00
132224	CHARLEVOIX TOWNSHIP	15.14
132225	CHARLEVOIX TOWNSHIP	20,599.25
132226	CHARTER COMMUNICATIONS	144.98
132227	CINTAS CORPORATION	118.58
132228	CITY OF CHARLEVOIX - MISC	59,968.99
132229	CITY OF CHARLEVOIX - PETTY CASH	89.30
132230	CITY OF CHARLEVOIX - UTILITIES	34,076.88
132231	CLEAR WATER PLUMBING & HEATING	150.00
132232	CLINE, JOSHUA	100.00
132233	CONWAY PROFESSIONAL SERVICES	1,775.00
132234	CRYSTAL FLASH ENERGY	601.96
132235	CUMMINS BRIDGEWAY LLC	2,514.34
132236	DELL MARKETING L P	351.18
132237	DERRER OIL & PROPANE CO	99.00
132238	DITCH WITCH SALES OF MICHIGAN	3,935.12
132239	DIXON, WILLIAM	75.00
132240	E - Z GOLF CART	1,234.36
132241	EDGEWATER RESOURCES LLC	4,654.50
132242	EJ USA INC.	16.97
132243	ELECTIONSOURCE	960.00
132244	ELHORN ENGINEERING COMPANY	1,028.50
132245	ELLSWORTH FARMER'S EXCHANGE	176.00
132246	ELMER'S CRANE & DOZER INC.	79,421.85
132247	EMBROIDME	754.00
132248	ENERCO CORPORATION	700.00
132249	FAITH, JO ELLEN	64.56
132250	FAMILY FARM & HOME	499.07
132251	FASTENAL COMPANY	87.62
132252	FICK & SONS DIESEL GARAGE	1,110.53
132253	FREEDOM MAILING SERVICES INC.	2,258.77
132254	GALLS AN ARAMARK COMPANY	242.99

Check Number	Payee	Amount
132255	GINOP SALES INC	132.52
132256	GRAINGER	113.88
132257	HACH COMPANY	1,493.00
132258	HARBOR FENCE COMPANY	927.00
132259	HEALTH DEPT OF NW MICHIGAN	255.00
132260	HUNTINGTON BANK	500.00
132261	HYDRO CORP	539.50
132262	JOHN E. GREEN COMPANY	888.83
132263	KLINGBEIL, DENISE & BILL	300.00
132264	KSS ENTERPRISES	100.68
132265	LAKESHORE TIRE & AUTO SERVICE	15.00
132266	LAMAR COMPANIES	770.00
132267	MAJORS, SUZANNE	205.00
132268	MCCARDEL CULLIGAN-PETOSKEY	101.00
132269	MDC CONTRACTING LLC	200,907.26
132270	MICHIGAN CAT	5,020.72
132271	MICHIGAN OFFICEWAYS INC	669.59
132272	MORRISON, KEVIN P.	100.00
132273	MSA SAFETY SALES LLC	600.74
132274	MUNSON HEALTHCARE CHARLEVOIX	1,880.99
132275	NAVIA BENEFIT SOLUTIONS	50.00
132276	NCL OF WISCONSIN INC.	270.03
132277	NORTH CENTRAL MICHIGAN COLLEG	3,890.00
132278	NORTHERN MICHIGAN REVIEW INC.	842.50
132279	OLESON'S FOOD STORES	35.89
132280	OLSON BZDOK & HOWARD	2,470.00
132281	PACETTI, ANJA	104.01
132282	PENINSULA FIBER NETWORK LLC	470.00
132283	PHYSICIAN'S CLINIC OF CHARLEVOIX	150.00
132284	PLUNKETT & COONEY	140.00
132285	POWER LINE SUPPLY	10,144.20
132286	POWERPLAN	3,409.55
132287	PREIN & NEWHOF	530.00
132288	PRESTON FEATHER	225.48
132289	PTM DOCUMENT SYSTEMS	241.68
132290	PURITY CYLINDER GASES INC	52.40
132291	QUALITY CAR & TRUCK REPAIR INC	2,643.80
132292	QUICK CARE MEDICAL CENTER	276.00
132293	RANGE TELECOMMUNICATIONS	252.20
132294	RCL CONSTRUCTION CO INC	361,949.57
132295	RENS, DUSTIN	100.00
132296	REVOLUTION BIKE LLC	354.11
132297	STANDFEST, BRUCE	75.00
132298	STATE OF MICHIGAN	830.76
132299	STATE OF MICHIGAN	3,000.00
132300	STRYKER SALES CORPORATION	9,000.00
132301	TELE-RAD INC	3,637.00
132302	TELNET WORLDWIDE	201.87
132303	TITLE RESOURCE AGENCY	25.31

Check Number	Payee	Amount
132304	TRUCK & TRAILER SPECIALTIES	61.75
132305	UNIFIRST CORPORATION	1,104.46
132306	UNITED STATES PLASTIC CORP.	192.27
132307	USA BLUE BOOK	140.57
132308	VILLAGE GRAPHICS INC.	810.45
132309	WORK & PLAY SHOP	43.10
Total 12/22/2020:		856,740.72
Grand Totals:		856,740.72

Check Number	Payee	Amount
12/02/2020		
120220001	PROXIMITY SPACE INC.	99.00
Total 12/02/2020:		99.00
Grand Totals:		99.00

Check Number	Payee	Amount
12/03/2020		
120320001	AMG PAYMENT SOLUTIONS	47.13
Total 12/03/2020:		47.13
Grand Totals:		47.13

Check Number	Payee	Amount
12/04/2020		
120420001	PAYMENT SERVICE NETWORK INC.	243.30
Total 12/04/2020:		243.30
Grand Totals:		243.30

Check Number	Payee	Amount
12/07/2020		
120720001	MICHIGAN PUBLIC POWER AGENCY	11,886.69
Total 12/07/2020:		11,886.69
Grand Totals:		11,886.69

Check Number	Payee	Amount
12/09/2020		
120920001	DTE ENERGY	4,797.70
Total 12/09/2020:		4,797.70
Grand Totals:		4,797.70

Check Number	Payee	Amount
12/10/2020		
121020001	STATE OF MICHIGAN	19,006.20
Total 12/10/2020:		19,006.20
Grand Totals:		19,006.20

Check Issue Date	Check Number	Payee	Amount
121120001			
12/11/2020	12112000	**EFTPS* Payroll Taxes	12,256.64
12/11/2020	12112000	**EFTPS* Payroll Taxes	12,057.32
12/11/2020	12112000	**EFTPS* Payroll Taxes	2,866.46
12/11/2020	12112000	**EFTPS* Payroll Taxes	2,866.46
12/11/2020	12112000	**EFTPS* Payroll Taxes	17,020.01
Total 121120001:			
	5		47,066.89
121120002			
12/11/2020	12112000	Alerus Financial	350.00
Total 121120002:			
	1		350.00
121120003			
12/11/2020	12112000	STATE OF MICHIGAN	6,976.64
Total 121120003:			
	1		6,976.64
121120004			
12/11/2020	12112000	Vantagepoint - 401 Plan 109153	912.08
Total 121120004:			
	1		912.08
121120005			
12/11/2020	12112000	Vantagepoint - 457 Plan 300959	5,312.92
12/11/2020	12112000	Vantagepoint - 457 Plan 300959	2,071.83
12/11/2020	12112000	Vantagepoint - 457 Plan 300959	4,330.98
12/11/2020	12112000	Vantagepoint - 457 Plan 300959	8,630.87
Total 121120005:			
	4		20,346.60
121120006			
12/11/2020	12112000	Vantagepoint - Roth IRA 706117	1,080.76
Total 121120006:			
	1		1,080.76
Grand Totals:			
	13		76,732.97



Check Number	Payee	Amount
12/14/2020		
121420001	MICHIGAN PUBLIC POWER AGENCY	8,383.97
Total 12/14/2020:		8,383.97
Grand Totals:		8,383.97

Check Number	Payee	Amount
12/22/2020		
3526	CHARLEVOIX COUNTY TREASURER	52,721.83
3527	CHARLEVOIX DISTRICT LIBRARY	29,258.99
3528	CHARLEVOIX PUBLIC SCHOOLS	15,084.77
3529	CHARLEVOIX PUBLIC SCHOOLS	439.98
3530	CHARLEVOIX PUBLIC SCHOOLS	307.94
3531	CHARLEVOIX PUBLIC SCHOOLS	131.93
3532	CHARLEVOIX PUBLIC SCHOOLS	431.12
3533	CHARLEVOIX-EMMET ISD	150,598.60
3534	CITY OF CHARLEVOIX - TAXES DUE	31,362.17
3535	CITY OF CHARLEVOIX/DDA	110,382.47
3536	RECREATIONAL AUTHORITY	5,668.73
Total 12/22/2020:		396,388.53
Grand Totals:		396,388.53

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Deputy Police Chief Job Description

DATE: December 21, 2020

BACKGROUND:

Requesting approval of the revision of the Deputy Police Chief job description, dated December 21, 2020.

RECOMMENDATION:

Motion to approve the Deputy Police Chief job description, dated December 21, 2020.

ATTACHMENTS:

- ▣ Deputy Police Chief Job Description, dated December 21, 2020

CITY OF CHARLEVOIX

Title: Deputy Police Chief
Department: Police Department
Reports To: Police Chief
Date: December 21, 2020

FLSA: Non-exempt
STATUS: Full-time, Non-Union

Position Purpose and Objectives

The Deputy Police Chief is responsible for scheduling, planning, coordinating, and directing the activities of all subordinate police personnel; to function as the Chief of Police in the Chief's absence; and to perform related work as required or assigned including, without limitation, shift assignments. In addition, the Deputy Police Chief is responsible for maintaining a safe, courteous, and positive image of the City of Charlevoix with the public. The job functions below are not all-inclusive, and other responsibilities and functions may be assigned as needed in the City's sole discretion.

Essential Job Functions

- Display leadership, initiative, ingenuity, and resourcefulness in work activities and in motivating subordinates.
- Act in the decision-making process and assume the responsibilities of the Chief of Police when the Chief is unavailable.
- Assist the Chief of Police in formulating department policies and procedures.
- Evaluate working conditions within the department and recommend necessary improvements in the department's operation.
- Assist in the planning and direction of departmental training.
- Cooperate with other law enforcement agencies in the pursuit of improving law enforcement activities.
- Assist in controlling departmental expenditures and assist in the preparation of the annual budget.
- Assist in the proper accounting of monies received or disbursed.
- Inspect and oversee the maintenance of all police property and equipment.
- Prepare correspondence, records, and reports as required.
- Attend meetings, seminars, lectures, etc., to advance knowledge of police department management.
- Promote public relations by attending civic functions and demonstrating efficient service to the citizens of the community.
- Perform all police related work as required in an efficient manner.
- Oversee property/evidence room to assure proper storage; and to document the integrity of the process as it relates to storage, documentation, and court admissibility.
- Assist with or prepare grant requests and administers department grants.
- Correct deficiencies in subordinate personnel's operations and performance within his/her authority and reports deficiencies and recommend corrective action in matters beyond his/her immediate Authority to the Police Chief.
- On a daily basis, inspect department activity logs, and oversee preparation of various departmental activity reports.

- Prepare subordinate personnel and seasonal employee work schedules and assignments, including authorizing overtime work, call-ins, and time off work (leave of absence, vacation, etc.).
- Assign personnel to meet emergencies and special events.
- Assist in departmental budgeting and accounting, including the billing of equipment and distribution among personnel.
- Appear at City Council meetings as required.
- Consult with, advise, and resolve with subordinate personnel any problems regarding personal, procedural or supervisory matters.
- Assist in hiring, performance evaluations, and disciplinary actions of subordinate personnel.
- Enforce the collective bargaining agreement and City and departmental policies and procedures regarding subordinate personnel.
- Will be required to perform field work and patrol duty.
- Perform related work as required.

Knowledge, Skills, and Abilities

- Display leadership, initiative, ingenuity, and resourcefulness in work activities and in motivating subordinates.
- Plan, organize, schedule, direct, and coordinate various activities of the department.
- Effective oral and written communications.
- Effective public relations.
- Ability to anticipate future needs and plan accordingly.
- Maintain effective interpersonal relationships.
- Ability to operate police equipment, firearms, vehicles, and communication equipment.

Preferred Qualifications

- Bachelor's degree or equivalent
- Minimum of ten (10) years of law enforcement experience

Required Qualifications

- MCOLES certification
- Valid Michigan driver's license

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

City Council approved: Pending

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Set Public Hearing for Zoning Code Amendments Ordinance 823 of 2021

DATE: December 21, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The Planning Commission held a public hearing at their December 14, 2020 meeting for several proposed Zoning Ordinance Amendments. They are now passing those amendments on to City Council with a recommendation for adoption.

The proposed Zoning Ordinance amendments are largely corrections, clarifications, or minor in nature. Additionally, they help maintain consistency among the ordinances. These housekeeping changes are recommended by the Zoning Administrator based on his daily application of the ordinance.

The next step in considering adopting these amendments, is for the City Council to hold a public hearing.

RECOMMENDATION:

Motion to set a public hearing for Ordinance 823 for January 4, 2021 at 6:00 p.m. in the location and manner which City Council may then be meeting.

ATTACHMENTS:

- ▣ Proposed Zoning Code Amendments
- ▣ Ordinance

**Draft Zoning Ordinance Amendment
City of Charlevoix Planning Commission
Public Hearing December 14, 2020
Housekeeping Changes for Multiple Sections
(Proposed changes are in red text)**

150.01 STATE CONSTRUCTION CODE; ENFORCING AGENCY.

(A) This Ordinance is enacted pursuant to P.A. 110 of 2006, as amended, (being the Michigan Zoning Enabling Act, M.C.L. 125.3101 et seq.).

(B) Pursuant to the provisions of § 9 of Public Act 230 of 1972, being M.C.L.A. § 125.1509, the Building Official of the city is hereby designated as the enforcing agency to discharge the responsibilities of the city under Public Act 230 of 1972, being M.C.L.A. §§ 125.1501 through 125.1531. The city hereby assumes responsibility for the administration and enforcement of said Act throughout its corporate limits.

153.005 DEFINITIONS

BUILDING HEIGHT. The vertical distance measured from the average finished grade around the building to the highest point of a flat roof; to the deck line of a mansard roof; when there is a dormer built into the roof, the height is measured to the midpoint of the dormer roof if the dormer(s) exceeds fifty (50) percent or more of the width of any side of the building; and to the average height between the eaves and ridge for a gable, hip and gambrel roof; or to an equivalent point on any other roof, excluding structural elements not intended for habitation and not exceeding six (6) feet above the maximum building height including antenna arrays, smoke and ventilation stacks, flag poles, mechanical and elevator equipment, and parapet walls designed solely to screen mechanical and elevator equipment (See § 153.146 of this chapter.)

153.040 DECISION OF THE BOARD.

(A) After a final hearing, the ZBA shall make a decision on an application or appeal. A copy of the Board's decision shall be transmitted to the applicant or appellant. Such a decision shall be binding upon the Zoning Administrator and observed by them, and they shall incorporate its terms and conditions in a permit to the applicant or appellant whenever a permit is authorized by the Board.

(B) Zoning Board of appeal decisions shall expire one year from the date of issuance, unless substantial construction has begun.

153.116 ACCESSORY BUILDINGS AND USES.

(A) Accessory buildings and structures.

(1) Authorized accessory buildings and structures may be erected as part of the principal building, may be connected to the principal building by a roofed breezeway or similar structure or may be completely detached from the principal building.

(2) Where an accessory building is attached to the principal building, it shall be considered part of the principal building for purposes of determining setback dimensions and building height. If, however, the attached accessory building is connected to the principal building by a roofed porch, breezeway or similar

covered structure, it shall not exceed 16 feet in height, shall not be closer than 20 feet to the rear lot line and shall meet the front and side yard setback requirements of that zone district.

(3) In the R1 and R2 Single-Family Residential Districts, if the principal building has an attached accessory building, only one detached accessory building shall be permitted.

(4) Lots in the R1 and R2 Zone shall be permitted to have a secondary detached accessory building, such as a storage shed. Secondary accessory buildings shall meet all the requirements of this section and not exceed 200 square feet in area.

(5) No detached accessory building shall have a building footprint (length x width) greater than 2,000 square feet.

(6) The minimum distance between a principal building and detached accessory buildings shall be ten feet, and a minimum of ~~20~~-10 feet shall be provided between the sides of adjacent single family buildings and/or accessory structures.

(7) Detached accessory buildings and structures shall meet the following minimum setbacks.

(a) Rear yard: six feet from a rear lot line. Detached accessory structures that store vehicles adjacent to alleys or sidewalks shall not be closer than 15 feet from the edge of the alley or sidewalk surface.

(b) Side yards: an accessory building shall conform to the side yard setback requirements of the principal building, unless it is located in a street side yard, the minimum setback shall be 15 feet from the street side lot line.

(c) Front yard: an accessory structure shall not be located within any front yard.

(8) Detached accessory structures shall not exceed 16 feet in height.

(9) Prohibited uses within detached accessory structures or accessory structures connected by a breezeway or similar structure in all districts except the R2 Zone:

(a) May not contain features that form a habitable dwelling unit or create a second dwelling unit;

(b) These structures may contain utility sinks, one bathroom, and refrigeration units. Full kitchen facilities that include a range or stove are prohibited; and

(c) Rooms within accessory structures may be used for additional sleeping quarters for the owner, or resident, and their immediate family provided that these rooms may not be rented out as short or long term rentals for any length of time.

(10) Stand-alone carports are prohibited in all zones. Carports attached to existing structures shall meet the requirements of this chapter. Tents, wall tents, garages in a box and similar enclosures are prohibited.

(11) Permanent greenhouses shall be considered an accessory structure and meet the requirements of this section.

153.158 RENTING OF RESIDENTIAL PROPERTIES.

Renting of residential properties, including, but not limited to, homes, condos, apartments, townhouses, and duplexes, as short or long term rentals, regardless of the underlying zoning district, shall comply with the following standards.

(A) Short- and long-term renting of entire residential structures is permitted in any zoning district ~~providing all rentals comply with any applicable requirements of City ordinances. -~~

(B) Signage shall be subject to the requirements of §§ [153.205](#) through [153.219](#)

(C) ~~Long-term renting within a residential structure is permitted, as long as the structure is owner-occupied.~~

(Prior Code, § 5.78) (Ord. 795, passed 11-5-2018; Ord. 801, passed 4-15-2019) Penalty, see § [153.999](#)

153.274 PUD REVIEW PROCEDURES.

(C) Preliminary PUD plan ~~and rezoning.~~

153.170 BUILDING APPEARANCE.

(A) *Purpose.* The purpose of this section is to provide quality exterior architectural building styles and material standards to enhance the visual environment of the main corridor entries to the city, thereby improving property values and stimulating investment in the business districts. The provisions of this section are intended to promote quality architecture to ensure that buildings retain their value, protect the investment of adjacent landowners, blend harmoniously into the streetscape and create a positive image for business and the city.

(B) *Applicability.* This section shall apply to all new construction in the General Commercial (GC), Professional Office (PO) and Commercial Mixed Use (CM) Districts on lots fronting U.S. 31 (Bridge Street and Michigan Avenue) and M-66. This section shall not apply to single-family detached and two-family residential structures. Architecture shall be reviewed by the Zoning Administrator or Planning Commission, as applicable, as a part of site plan review under the requirements of §§ [153.230](#) through [153.239](#) of this chapter.

(C) ~~Prohibited building materials.~~

~~—(1)— Steel, or any other type of metal siding, is prohibited.~~

~~—(2)— Exposed, plain concrete block is prohibited.~~

(D) All exterior materials shall comply with the following:

(1) *Design standards.* Buildings shall have architectural variety, but enhance the overall cohesive community character. At a minimum, the following standards shall be met.

(2) Buildings shall provide architectural features, details and ornaments such as archways, colonnades, cornices, peaked roof lines, hip returns, operable window shutters, transoms, gas lights or towers to accent and add interest.

~~(32) The use of flat and mansard roof types is prohibited. The use of a gabled or hip roof for the primary roof is required with a minimum roof pitch of 8:12 for new construction.~~ Repair of existing structures may utilize the existing roof pitch and roof design at the time of application.

~~(43)~~ Plazas, strip malls or similar types of commercial or office developments where multiple businesses are located within the same building shall provide at least one dormer, archway or similar feature per business or store front.

~~(54)~~ Building walls over 100 feet long shall be broken up with varying building lines, vertical architectural features, windows, architectural accents and trees.

~~(65)~~ Building entrances shall utilize windows, canopies and awnings; provide unity of scale, texture and color; and clearly identify the entry.

~~(76)~~ Building-mounted mechanical equipment shall be screened.

(E) *Site elements.* Signs and other site features shall be designed and located so they are aesthetically consistent and harmonious with the overall development. Sign bases shall be constructed of material which is compatible with the principal building. Mechanical equipment shall be screened.

**CITY OF CHARLEVOIX
ORDINANCE NO. 823 of 2021**

AN ORDINANCE TO AMEND TITLE XV, CHAPTER 150, SECTION 150.01 AND CHAPTER 153, SECTIONS 153.005, 153.040, 153.116, 153.158, AND 153.170, AND 153.274 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 150, Section 150.01 of the City of Charlevoix Code is hereby repealed and replaced as follows:

- (A) This Ordinance is enacted pursuant to P.A. 110 of 2006, as amended, (being the Michigan Zoning Enabling Act, M.C.L. 125.3101 et seq.).
- (B) Pursuant to the provisions of § 9 of Public Act 230 of 1972, being M.C.L.A. § 125.1509, the Building Official of the city is hereby designated as the enforcing agency to discharge the responsibilities of the city under Public Act 230 of 1972, being M.C.L.A. §§ 125.1501 through 125.1531. The city hereby assumes responsibility for the administration and enforcement of said Act throughout its corporate limits.

SECTION 2. Title XV, Chapter 153, Section 153.005 (B) of the City of Charlevoix Code is hereby amended so that the definition of "BUILDING HEIGHT" reads as follows:

BUILDING HEIGHT. The vertical distance measured from the average finished grade around the building to the highest point of a flat roof; to the deck line of a mansard roof; when there is a dormer built into the roof, the height is measured to the midpoint of the dormer roof if the dormer(s) exceeds fifty (50) percent or more of the width of any side of the building; to the average height between the eaves and ridge for a gable, hip and gambrel roof; or to an equivalent point on any other roof, excluding structural elements not intended for habitation and not exceeding six (6) feet above the maximum building height including antenna arrays, smoke and ventilation stacks, flag poles, mechanical and elevator equipment, and parapet walls designed solely to screen mechanical and elevator equipment (See § 153.146 of this chapter.)

SECTION 3. Title XV, Chapter 153, Section 153.040 of the City of Charlevoix Code is hereby repealed and replaced as follows:

- (A) After a final hearing, the ZBA shall make a decision on an application or appeal. A copy of the Board's decision shall be transmitted to the applicant or appellant. Such a decision shall be binding upon the Zoning Administrator and observed by them, and they shall incorporate its terms and conditions in a permit to the applicant or appellant whenever a permit is authorized by the Board.
- (B) Zoning Board of Appeals decisions shall expire one year from the date of issuance, unless substantial construction has begun.

SECTION 4. Title XV, Chapter 153, Section 153.116 (A) (6) of the City of Charlevoix Code is hereby repealed and replaced as follows:

- (6) The minimum distance between a principal building and detached accessory buildings shall be ten feet, and a minimum of 10 feet shall be provided between the sides of adjacent single family buildings and/or accessory structures.

SECTION 5. Title XV, Chapter 153, Section 153.116 (A) (9) of the City of Charlevoix Code is hereby repealed and replaced as follows:

- (9) Prohibited uses within detached accessory structures or accessory structures connected by a breezeway or similar structure in all districts except the R2 Zone:
 - (a) May not contain features that form a habitable dwelling unit or create a second dwelling unit;
 - (b) These structures may contain utility sinks, one bathroom, and refrigeration units. Full kitchen facilities that include a range or stove are prohibited; and
 - (c) Rooms within accessory structures may be used for additional sleeping quarters for the owner, or resident, and their immediate family provided that these rooms may not be rented out as short or long term rentals for any length of time.

SECTION 6. Title XV, Chapter 153, Section 153.158 of the City of Charlevoix Code is hereby repealed and replaced as follows:

Renting of residential properties, including, but not limited to, homes, condos, apartments, townhouses, and duplexes, as short or long term rentals, regardless of the underlying zoning district, shall comply with the following standards.

- (A) Short and long-term renting of entire residential structures is permitted in any zoning district providing all rentals comply with any applicable requirements of City ordinances.
- (B) Signage shall be subject to the requirements of §§ 153.205 through 153.219.

SECTION 7. Title XV, Chapter 153, Section 153.170 of the City of Charlevoix Code is hereby repealed and replaced as follows:

- (A) *Purpose.* The purpose of this section is to provide quality exterior architectural building styles and material standards to enhance the visual environment of the main corridor entries to the city, thereby improving property values and stimulating investment in the business districts. The provisions of this section are intended to promote quality architecture to ensure that buildings retain their value, protect the investment of adjacent landowners, blend harmoniously into the streetscape and create a positive image for business and the city.
- (B) *Applicability.* This section shall apply to all new construction in the General Commercial (GC), Professional Office (PO) and Commercial

Mixed Use (CM) Districts on lots fronting U.S. 31 (Bridge Street and Michigan Avenue) and M-66. This section shall not apply to single-family detached and two-family residential structures. Architecture shall be reviewed by the Zoning Administrator or Planning Commission, as applicable, as a part of site plan review under the requirements of §§ 153.230 through 153.239 of this chapter.

(C) *All exterior materials shall comply with the following:*

(1) *Design standards.* Buildings shall have architectural variety, but enhance the overall cohesive community character. At a minimum, the following standards shall be met.

(a) Buildings shall provide architectural features, details and ornaments such as archways, colonnades, cornices, peaked roof lines, hip returns, operable window shutters, transoms, gas lights or towers to accent and add interest.

(b) Repair of existing structures may utilize the existing roof pitch and roof design at the time of application.

(c) Plazas, strip malls or similar types of commercial or office developments where multiple businesses are located within the same building shall provide at least one dormer, archway or similar feature per business or store front.

(d) Building walls over 100 feet long shall be broken up with varying building lines, vertical architectural features, windows, architectural accents and trees.

(e) Building entrances shall utilize windows, canopies and awnings; provide unity of scale, texture and color; and clearly identify the entry.

(f) Building-mounted mechanical equipment shall be screened.

(D) *Site elements.* Signs and other site features shall be designed and located so they are aesthetically consistent and harmonious with the overall development. Sign bases shall be constructed of material which is compatible with the principal building. Mechanical equipment shall be screened.

SECTION 8. Title XV, Chapter 153, Section 153.274 (C) of the City of Charlevoix Code is hereby amended to delete “and rezoning” from the first sentence to read as follows:

(C) Preliminary PUD plan.

SECTION 9. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 10. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

Ordinance No. 823 was adopted on the 4th day of January, 2021 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan

City of Charlevoix

} §

Joyce M. Golding

Clerk

Luther Kurtz

Mayor

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Earl Young Historic District Signage

DATE: December 21, 2020

PRESENTED BY: Lindsey Dotson, Main Street DDA Director

BACKGROUND:

The Earl Young Local Historic District contains 11 of the homes that have been deemed the infamous "Mushroom Houses." All of the Earl Young homes, including those in the district, have become a spectacle and visitor attraction over the past ten years as well as being featured in several documentaries, including the Emmy Award winning The Wizard of Boulder Park. While this has been a positive for our local tourism and economy, it has been challenging for those who call these wonderful structures home.

The Charlevoix Historic District Commission in partnership with the Charlevoix Historical Society is working to install signage at 3 entry-points to the district that not only inform visitors that they are entering a Historic District, but also to remind them that these homes are in fact private property.

The need for such signage is an effort to discourage what has become extremely problematic over the last several years - tourists gawking at the homes and trespassing to get a glimpse into the windows or take a photo on the porch. You can imagine the discomfort experienced by someone inside of these houses when these types of occurrences are happening almost daily during the busiest times of the year. Outside of unsightly "no trespassing" signs the community members of Charlevoix thought it would be more productive and attractive to have signs that match the rest of our recent sign installations placed strategically at the corners of Grant and Park Avenue, Clinton Street and Park Avenue, and Clinton and Grant Streets.

The signs will serve as both educational to the public about the historical value the Earl Young Homes serve in the community while also attempting to protect the privacy of homeowners who reside in the district due to the ever increasing popularity of the homes.

Letters were mailed to homeowners in the district this past fall mentioning the signs and showing them the mockup and several positive responses were received. Though many can agree that the last thing we need is more signs, the need for these signs to improve the quality of life for the homeowners is a significant one. While we acknowledge this won't completely solve the problem, we hope that it will at least lessen the amount of trespassing occurrences.

The Charlevoix Historic District Commission has already received private donations and grant dollars to cover the expense of the signs along with installation. We will work with Zoning Administrator Jonathan Scheel on appropriate placement of the signs in the above mentioned areas. All necessary permits will be obtained if permission to install is granted by Council.

GOALS:

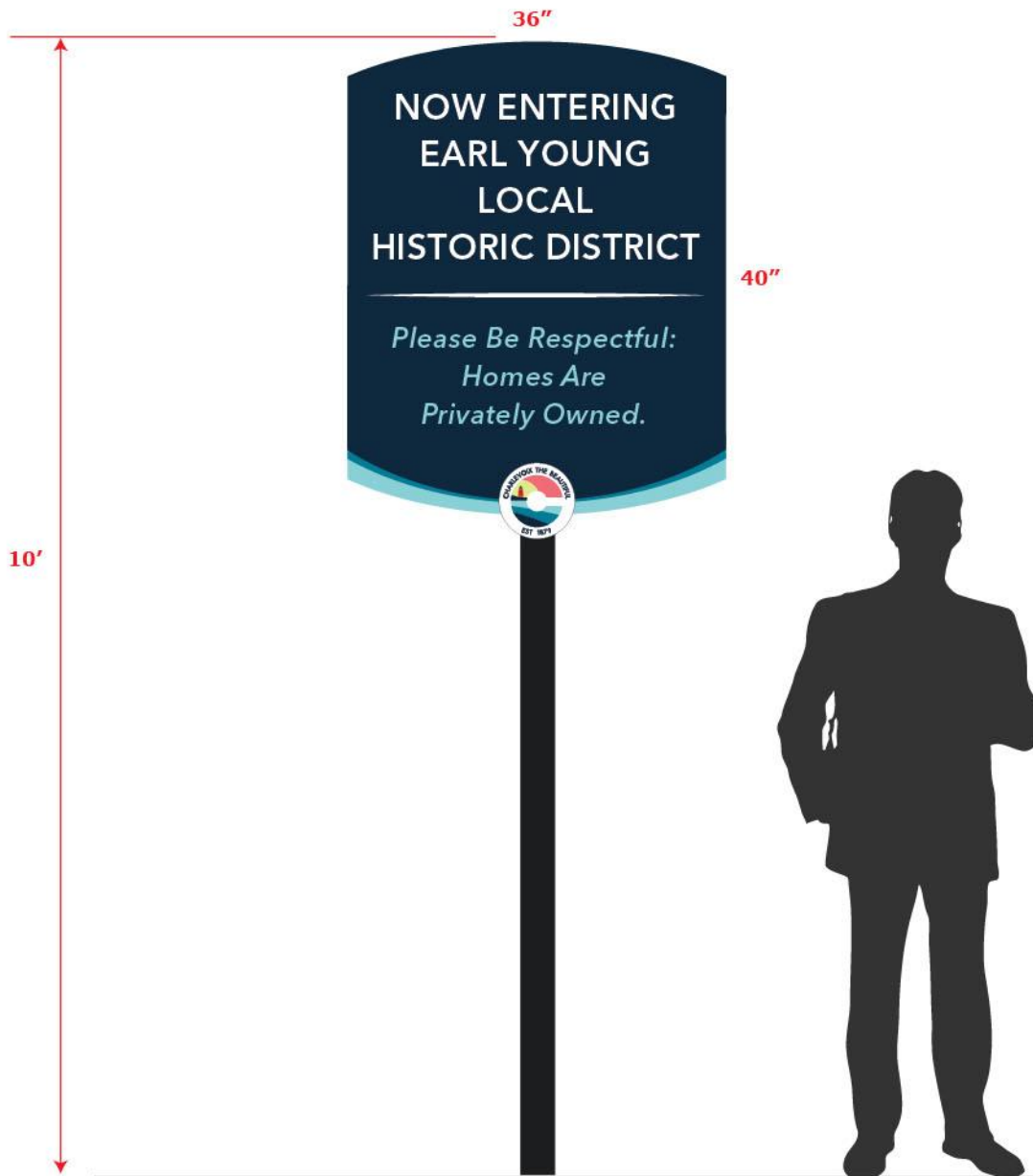
Enhance and showcase the outstanding quality of life in Charlevoix

RECOMMENDATION:

Motion to support the installation of 3 signs to mark the entry points to the Earl Young Local Historic District.

ATTACHMENTS:

- ▣ Sign Mockup
- ▣ Historic District Map



#192142
Proof #2: 10/11/19

PLEASE CHECK ALL INFORMATION CAREFULLY



TRAVERSE CITY • PETOSKEY • TORCH RIVER • 231-322-8052

CLIENT:	DESCRIPTION:	APPROVED BY:	APPROVAL DATE:
Charlevoix DDA	Earl Young Historic District Signs x2		

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Lake Michigan

GRANT ST.

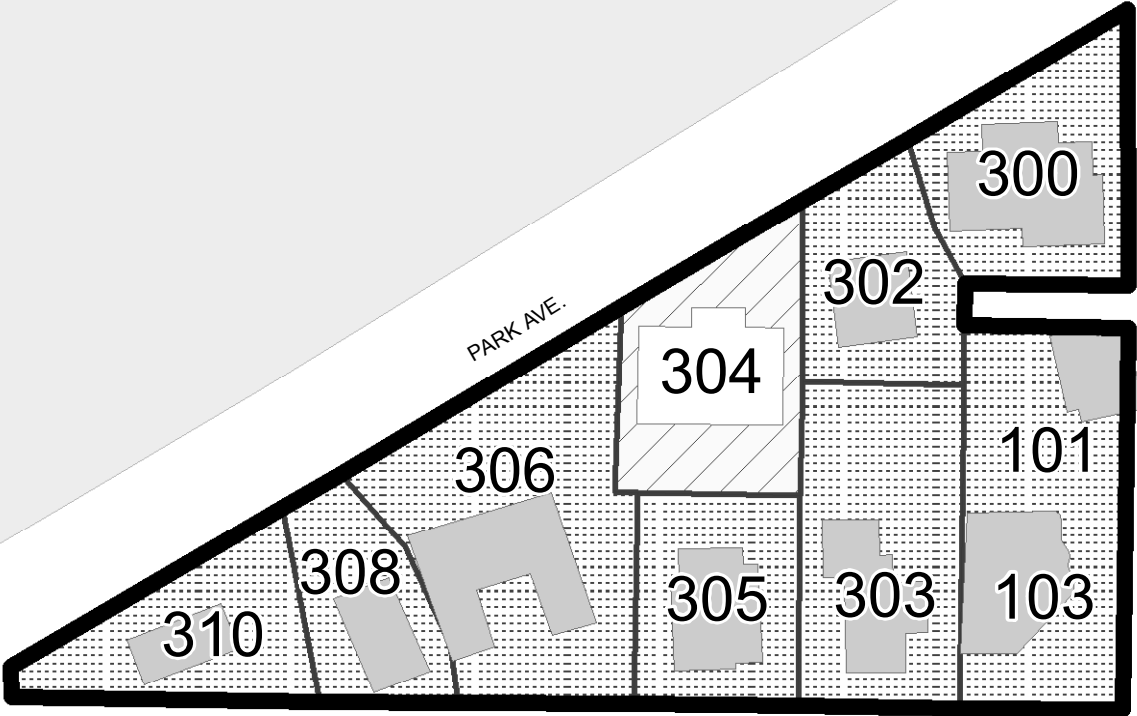
GRANT ST.

VAN PELT PL.

PARK AVE.

CLINTON ST.

SHERMAN ST.



N

The Earl Young Buildings
Historic District

City of Charlevoix, Charlevoix County, Michigan
February 5, 2016

Legend



District Boundary



Contributing



Non-Contributing

District Buildings



Contributing



Non-Contributing

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: City Marina Commercial Slip

DATE: December 21, 2020

PRESENTED BY: Kent Knorr, Recreation Director

BACKGROUND:

The City of Charlevoix has the opportunity to fill two commercial slips at the City Marina. As discussed at a prior City Council meeting, the Waterways Commission granted our request to add an additional commercial slip, bringing our total to three.

We published a request for proposals for Commercial Dockage at the City Marina that was due on December 14, 2020 and we received one response. The proposal is from our current vendor, Captain John Kalbfell of Little Traverse Charters LLC.

This proposal is primarily intended to cater to the tourist industry. Little Traverse Charters proposes to offer charters "typically booked by parties from out of the area and from different states". They will "include full day, half day, sunset and dinner cruises and extended pleasure cruises to many of the ports of northern Michigan". They describe the service as filling "the gap between larger charter boats, sailing charters, and numerous fishing charters".

As set by the RFP, Little Traverse Charters Charlevoix is proposing payment of \$150/foot, for a total of \$6,150.

Since we requested the additional slip, we do have the capacity for an additional commercial operator from the Marina. Moments before the deadline for this RFP, we received a question from a new operator who has not previously run a business from the Charlevoix Marina. We could issue yet another RFP or Council could direct staff to work directly with this operator to bring another proposal for Council's consideration.

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- ❑ Commercial Slip RFP Fall 2020
- ❑ Commercial Slip Proposal Little Traverse Charters



CHARLEVOIX

Request for Proposal Commercial Dock at the Charlevoix City Marina

The City of Charlevoix is excited to accepting sealed proposals to lease a commercial dock space in the Charlevoix City Marina for a three (3) year period. There will be two separate commercial slips available. All proposals must be from a commercial charter service and are required to use the dock space for commercial purposes at least seventy-five (75) days per year. The City of Charlevoix is looking for creative charter services to attract and cater to City of Charlevoix Residents as well as the tourist industry.

The City will receive sealed proposals in the office of the City Clerk, 210 State Street, Charlevoix, Michigan 49720. Proposals must be received by 12:00 pm on Wednesday December 14, 2020. All proposals shall be marked “**Charlevoix Commercial Boat Slip**” on the outside of the envelope. E-mailed or faxed proposals will not be accepted.

The complete RFP may be obtained at the City Manager's office or viewed on the City's website at www.charlevoixmi.gov. This Request for Proposal may be canceled at the discretion of the City Manager. Small businesses and minority-owned businesses are specifically invited to submit proposals.

The City of Charlevoix reserves the right to reject any and all proposals, to waive any informality in the RFP process, and to make the award to the supplier providing the proposal that, as determined by the City, best meets the City's needs.

Kent Knorr, Recreation Director

Request for Proposal Commercial Dock

PURPOSE

The City of Charlevoix ("City") is accepting proposals for the use of a commercial dock space in the Charlevoix City Marina. Charlevoix has two (2) commercial slips available. The awarded lease will be for a period up to three (3) years. The lease period is anticipated to begin May 1, 2021 and expiring October 31, 2023. Each proposal must clearly identify the intended use and the amount of space needed for operations. The proposal shall be for seasonal full-time service (i.e., May through September), for commercial tourism and charter operations to be based out of Charlevoix and available for daily cruises/charters out of Round Lake.

SUBMITAL DEADLINE

Deadline for submittal of proposals is 12:00 pm on December 14, 2020. Proposals should be submitted to the Charlevoix City Clerk, 210 State Street, Charlevoix, Michigan 49720. All proposals shall be marked "**Charlevoix Commercial Boat Slip**" on the outside of the envelope. E-mailed or faxed proposals will not be accepted.

RFP REQUIREMENTS

Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. All proposals must include the following information:

- The applicant must provide information regarding vessel name, type of boat, and size.
- The applicant must provide references and additional materials required by the RFP instructions.
- If a second boat is docked at the slip, an additional fee will be charged.
- The commercial operation shall be open and dock space used at least seventy-five (75) days a year.
- The commercial operation shall not affect the boating public's use of the facility.

- The expansion of a viable commercial operation is important to the City of Charlevoix. The commercial operation will be responsible for tracking and reporting monthly attendance and usage numbers to the City.
- If clarification is required, submit questions by e-mail to Kent Knorr, Recreation Director at Kentk@charlevoixmi.gov prior to the due date. Please allow two business days for responses. Questions submitted after the due date will not be answered.

SITE INFORMATION

Constantly recognized as one of the most popular and desirable Marinas in the state of Michigan, The City of Charlevoix is excited to develop a business agreement with a charter boat service that intends to benefit and attract tourist to the City and the Marina. Pleasantly located on Round Lake, the Marina sets strategically between Lake Michigan and Lake Charlevoix.

The dock is in the Charlevoix City Marina, 100 East Clinton Street. The dock location will be designated by the City.

Power and water are available.

All applicants are encouraged to visit the site prior to submitting a proposal.

The ticket kiosk is not included as a part of the commercial dock lease.

Commercial operations shall not affect the boating public's use of the facility.

REQUIREMENTS FROM LESSEE

If your proposal is accepted, the following will be due upon issuance of boat lease.

Insurance – Lessee shall maintain a public liability insurance which list the City of Charlevoix as an additional named insured. Lessee's policy of insurance must be for one million dollars (\$1,000,000) for personal injury or death and one million dollars (\$1,000,000) for property damage. Successful lessee will be required to provide a Certificate of Insurance on or before execution of the lease.

Compliance with law/licenses - All activities authorized under this lease shall be

conducted in compliance with all applicable federal, state and local laws, regulations, and orders of governmental authorities having jurisdiction of all applicable licenses and permits. A U. S. Coast Guard inspection certificate required.

The Lessee must comply with the State of Michigan requirements for charter boat operations.

All signage shall adhere to the City of Charlevoix's City Code and zoning regulations.

The lease does not convey any interest in the property. The lease authorizes the use of the property by the Lessee only for the authorized activities, dockage of a commercial vessel, and is subject to the conditions set forth by the City of Charlevoix. Commercial operations shall not affect the boating public's use of the facility.

The Lessee is responsible for properly securing their vessel.

The City of Charlevoix is not responsible for loss, damage, theft, or pilferage.

The Lessee shall be liable for damage to any City-owned property resulting from this commercial service. Damages resulting from the commercial service shall be repaired or replaced by the Lessee at his expense and to the satisfaction of the City of Charlevoix. The Lessee shall advise the City, in writing, of any additional repairs needed to the City Marina.

Lessee shall also be responsible for welding any necessary cleats and/or bollards on the docks, after obtaining prior written approval by the City, for the installation of these items.

Violation of lease conditions will result in lease cancellation and may disqualify the Lessee from receiving a permit or lease from the City of Charlevoix for five years. Should circumstances warrant, the lease may be modified or suspended in writing by the City of Charlevoix to protect resources, health safety and the environment, or if the City Manager determines it is in the best interest of the City to do so.

Lessee will be required to provide a monthly and annual record report of the number of passengers utilizing the charter services.

PROPOSAL EVALUATION

The City will review the proposals and the qualifications as submitted in the RFP process. The City will determine the qualified applicants, conduct interviews as necessary, and make a final presentation to the Charlevoix City Council regarding the

award.

PROPOSALS

Proposals should be prepared providing straightforward, concise descriptions of the applicants' capabilities to satisfy the requirements of the request.

Applicants must designate and establish one vessel to moor at an agreed upon space at the Marina. The applicant will not moor another vessel in the same dock space designated for any amount of time unless that vessel is a for short term replacement being used to provide a commercial charter service in place of the designated vessel. Please provide the name of the vessel to be designated and the details of the boat (size, make of vessel, any historical significance, etc.).

Tenant improvement -- List all desired improvements in the RFP; include items such as storage lockers, seating, power, water, security, point of ticket sale, etc. It is to be understood that any modifications or improvements desired by the Lessee shall be installed at the sole expense of the Lessee and requires advance written approval from the City of Charlevoix. All improvements shall become the property of the City of Charlevoix upon completion of installation, provided that the Lessee shall be entitled to utilize the modifications and improvements in accordance with this Lease while this Lease is in effect. Any improvements that are deemed a liability for the City upon completion of a lease will be required to be removed at the term of the Lease.

The City will evaluate and consider all proposals submitted.

EVALUATION

The following criteria should be addressed in all proposals

Tourism: Charlevoix is a destination place for both locals and tourists to visit for a day, a week, or more. Please provide information regarding services you plan to offer and how your business will bring new visitors to Charlevoix.

Community: It is understood that any tour boat company operating out of the Marina is a for-profit business. But, like any business in Charlevoix, they are part of the community. Please list all community contributions and/or partnerships that your company has been able to offer service groups, associations, agencies or likewise.

Accident and safety procedures. Given the situation and potential hazards on the water, it is highly possible that docking accidents may happen. Please provide your accident

and safety procedures. In the event of an accident, please describe how damages caused by your vessel to the dock will be handled.

- The dock is a public dock; the City will be responsible for routine maintenance and repairs of the dock. The dock must always remain accessible to the public and other vessels that utilize the adjacent unassigned space.
- If the commercial operation is proposing to rent out a boat, customers are to be provided safety information and training on the operation of the boat.

Business experience: How long has this organization been in business; descriptions of businesses, numbers of employees. Please list at least three (3) references to support, document or verify your performance in providing vessel services and/or operating a business. Include name, business name, address, phone number, fax number and nature of your relationship.

- Client references. Provide information about similar clients for whom you currently provide commercial boat services.
- Business or financial references. Please provide three financial or business references. These could include financial institutions, suppliers, insurance companies, clients, etc. Please do not use the same references for both Client References and Business References.

Compensation: The City of Charlevoix views the commercial dock as a partnership; the compensation the City receives from the commercial boat company is important, but it is only a part of the whole package. Please detail the moorage fees to be paid to the City; this shall be a minimum of \$150.00 per foot of vessel for the season. Proposed compensation may include creative revenue shares with the City such as a per passenger payment to the City.

Please present detailed information on the firm's proposed fee schedule for specifications proposed and any variation for non-routine services, inclusive of Michigan State sales tax and any other applicable governmental charges.

SELECTION

Charlevoix City Council will review all submitted proposals and upon completion of proposal reviews and any subsequent interviews, the successfully selected proposal will be required to sign contracts, submit business licenses and insurance requirements.

Lease will be awarded for a three-year term.

The successful proposal will be expected to abide by all City of Charlevoix Ordinances, Park rules, business license requirements, Public Health food service requirements and Michigan State Liquor Control Board requirements and US Coast Guard rules and regulations.

The successful Lessee understands and agrees that the City of Charlevoix will only grant space by the lease. A lease will not be a contract, it will only confer permission to occupy and use the premises for described purposes. A successful lease's expenditure of capital and/or labor during use and occupancy will not confer any interest or estate in the premises by virtue of said use, occupancy and/or expenditure of money thereon. The City will only grant successful lessees an individual, revocable, and non-transferable privilege to use the premises for the concession granted.

The City of Charlevoix reserves the right to accept or reject any or all proposals, to waive irregularities, and to accept the proposal deemed to be in the best interest of the City of Charlevoix.

Additional information for consideration can be found at the following web pages:

City of Charlevoix

<https://www.cityofcharlevoix.org/>

City of Charlevoix Recreation Department:

<https://www.cityofcharlevoix.org/186/Recreation>

City of Charlevoix Marina:

<http://mi-charlevoix.civicplus.com/165/Marina>

Charlevoix Area Chamber of Commerce:

<https://www.charlevoix.org/>

Visit Charlevoix:

<https://www.visitcharlevoix.com/>



Commercial Dock Proposal Form

Company Name	
--------------	--

Mailing Address City, State, Zip Code	
---	--

Contact Person	
Phone Number	
Email Address	

Name of Vessel	
Type of Boat	
Length of Boat	
Width of Boat	
Draft of Boat	

Additional information to be included:

Overview

- Provide information on the proposed commercial services including type of vessel and specific opportunities offered to clients.
- Will your business be competing with any existing Charlevoix businesses? If so, please explain.

Tourism

- Provide information on what services you plan to offer and how your business aligns with promoting tourism
- Proposed operation dates and daily schedule
- Provide marketing and promotional materials.

Community

- List community contributions and/or partnerships that you will be offering.

Business Experience

- Submit materials on the company's business activities for the past three (3) years. (i.e., number of passengers, types of cruises, brochures, etc.)
- Outline of business experience and provide three (3) business references and client references

Accident and safety procedures

- Include examples of accident and safety procedures.
- Outline of staff training.
- Copy of US Coast Guard Inspection Certificate.
- Proof of Insurance or ability to obtain required insurance.

Proposed compensation to the City

- Detailed Information on proposed fee payment schedule.
- Provide a list of desired tenant improvements (i.e., storage lockers, seating, security, etc.). All improvements will need the prior written consent of the City of Charlevoix and will be completed at the expense of the lessee.
- Include additional information pertinent information about your business.



CITY OF CHARLEVOIX

COMMERCIAL DOCK

Bid Opening at City Hall
December 14, 2020 – 12:00pm

Bidder Name	Total Cost
Little Traverse Charters Charlevoix	\$150/foot \$6,150 total



CHARLEVOIX

Commercial Dock Proposal Form

Company Name	Little Traverse Charters, LLC
--------------	-------------------------------

Mailing Address	133 C&O Club Drive
City, State, Zip	Charlevoix, MI 49720
Code	

Contact Person	CAPTAIN JOHN KALBFELL
Phone Number	231-487-2650
Email Address	littletraversecharters@gmail.com

Name of Vessel	Open Wide
Type of Boat	Sea Ray 410 Sundancer
Length of Boat	41'
Width of Boat	13'8"
Draft of Boat	4'

Additional information to be included:

Bid for Commercial Boat Slip Charlevoix City Marina

Applicant: Captain John Kalbfell
Owner and Operator of Little Traverse Charters, LLC

Please find enclosed documentation for the proposal and bid for the commercial dock for the three year period outlined in the RFP from Little Traverse Charters, LLC

Proposed Commercial Service:

Little Traverse Charters, LLC (LTC) is private charter boat (see Certification of Documentation and registration for name and description of charter vessel) available for private charters from mid May to early October making it available for charter over 120 days. Charters are typically booked by parties from out of the area and from different states. They include full day, half day, sunset and dinner cruises and extended pleasure cruises to many of the ports of Northern Michigan. This service fills the gap between the larger charter boats, sailing charters and the numerous fishing charters.

Insurance:

A copy of the current marine insurance policy effective from 12/11/~~2019~~²⁰²⁰ to 12/11/~~2020~~²⁰²¹ is included for review. In addition to the required personal injury and property damage of \$1,000,000 the City of Charlevoix is listed as an "additional insured" for the same coverage. Additional riders include Captain's Liability Coverage, Daily Charter Coverage and Coverage for Hired Crew

Compliance Laws/Licenses:

Included in the application are the following:

Certificate of Inspection from the Michigan Department of Natural Resources Law Enforcement Division that the charter vessel "Open Wide" has been inspected and approved for use as a vessel to carry passengers for hire on the waters of the State of Michigan. This certificate expires 05/23/2021

Certificate of Documentation from the USCG stating the name of the vessel, description of said vessel, and ownership. This certificate is renewed yearly and is current through 10/31/~~2020~~²⁰²¹

Copy of the Captain's and Master's license for John Kalbfell issued by the USCG National Maritime Center valid through 04/16/2023

Tourism:

As previously stated, the majority of charter passengers in the last three years of operation have been from out of the area or out of state. LTC offers a unique way for visitors to see and explore the beauty of the City of Charlevoix and surrounding waters. LTC currently has a web site promoting it's services and attractions of the local area. Social media such as Instagram are used to post pictures and comments from clients that have chartered with LTC. A Google voice system allows prospective clients to contact LTC and make reservations for charters. Rack cards are distributed to most of the local businesses and marinas not only in Charlevoix but to Boyne City, Bay Harbor, Petoskey, Harbor Springs, Elk Rapids and Traverse City. Posters advertising LTC are available to businesses that will accept them. Surprisingly, one of the more productive source of advertising for charters is the simple hand painted sandwich board at the head of the dock which directs interested parties to the dock and slip where Open Wide is located. Numerous charters were booked by people strolling the parks and docks of the marina.

Community:

We, the owners of LTC, have been property owners in the City of Charlevoix for over 28 years. Although initially it was a seasonal home, we became active in the community. We donated to the Charlevoix Area Hospital as Bridge Builders. Volunteered yearly planting petunias in the spring and both of our children were regular campers at Mount McSaub. Both of us are Venetian Festival volunteers and have raised tens of thousands of dollars for the Venetian Festival through our contacts with boaters in the harbor. We have partnered with both the Venetian Festival and Boyne Thunder as a committee boat to raise money for Camp Quality. We are members of the local Elks Club, Charlevoix Chamber of Commerce, serve as a Charlevoix Hospital Foundation Board Member and I have submitted an application with the city to be a ZBA alternative member.

Accident/Safety

Safety is the number one priority in boating whether it be recreational or commercial boating. The following list of safety procedures are included in this application.

- 1) Emergency Procedure List
- 2) Vessel Safety Checklist
- 3) USCG Report of Marine Casualty

These are in addition to fire suppression systems, MOB drills and equipment, first aid kits, CPR, location of life vests, and First Aid certificates as required for certification and licensing by both the USCG and DNR.

A detailed description of all safety procedures would be too lengthy for this application, but all required USCG procedures will be adhered to by both the charter Captain and crew. If an medical emergency should arise, both 911 (via cell phone) and the local sector Coast Guard (via VHF radio) will be immediately contacted. Description of the injury or illness will be relayed to both parties. Location of the charter vessel will described and in coordination with both EMS and the Coast Guard the charter vessel will port at the nearest access point

for EMS care. Also, if necessary the Charlevoix bridge operator would be contacted via VHF radio for an unscheduled or emergency bridge opening which is accorded to all vessels of commercial classification.

If for some reason damage to the city docks should occur by the subject charter vessel the Captain will immediately notify the Charlevoix Harbor Master, Charlevoix City Manager's office and the indemnifying insurance company. Photos of the damage and an accident report will be filed with both the insurance company and the Charlevoix City Police/Manager's office. Repairs, depending on the nature of damage may require an estimate by a marine contractor and any deductibles will be paid by the charter company. If damages to either the dock or the charter vessel exceed \$75,000 the USCG sector Commander will be notified and a USCG Report of Marine Casualty filed with the sector.

Business Experience:

Successfully owned and operated a large dental practice for over 39 years. Started and continue to operate a private charter company for the past four years that has grown each year in popularity and profitability. Most small businesses face start up challenges but past experience helped in navigating the myriad of regulatory agencies such as Homeland Security, CoastGuard, Michigan DNR, and local government to obtain licenses and inspections necessary to begin operation.

Little Traverse Charters business model provides exclusive boat charters that are booked directly by clients through the website, phone contact or referral. Currently, LTC operates a single 41 ft. power boat and has two part time employees. Numerous local businesses are used in support of LTC including boat maintenance and repair, cleaning, fueling, and referral to area restaurants depending on client preference.

Business References:

Shay Arnold, Boat Works of Charlevoix 05815 Loeb Rd. Char, MI 49720 Ph: 231.547.2287
Email: boatworkschx@gmail.com

Harry Golski, PLC 203 Mason St Charlevoix, MI 49720 Ph: 231.547.0099 Email:
hgolski@cvxlaw.com

Global Marine Insurance Agency, 12935 S. West Bay Shore Dr. Suite 205 Traverse City, MI 49684 Ph: 800.748.0224 Email: sales@globalmarineinsurance.com

Client References:

Dan Barron, Attorney and President of Charlevoix Venetian Festival. 309 Petoskey Ave. Charlevoix, MI 49720 Ph: 231.547.9950 Email: info@venetianfestival.com

Hal Evans, Retired Harbor Master City of Charlevoix Marina. 13125 Campbell CT.
Charlevoix, MI 49720 Ph: 231.330.7745

Gary Deters, North Harbor Real Estate 416 Mitchell St. Suite 1 Petoskey, MI 49770 Ph:
321.675.3265 Email: gary@garydeters.com Reference on behalf of Boyne
Thunder and Camp Quality clients.

David Buday, Repeat client. Ph: 269.501.8102 Email: budayd@millerjohnson.com

Steve Andreae, Pat O'Brien Associates 701 Bridge St. Charlevoix, MI 49720 Ph: 231.
547.7701 Email: steve@upnorthrealtor.com.

Misc.

All passengers are required to enter their personal information in the ship's log prior to departure.
Monthly and annual record of the number passengers utilizing LTC charter services will be provided to
the city on request.

Note: No modification of city property or slips are required for operation of LTC charters.

Compensation:

A bid of \$150.00 per vessel foot is submitted with a gross revenue of \$6,150.00 to the City of
Charlevoix reflecting the length (41 ft) of the current charter vessel.

Listed below are the various local business and vendors that are utilized during the charter season. Although not required in the RFP the council should be aware of the contribution LTC makes to the local economy.

Boat Works

Ward Bros

Screen Masters

Ace Hardware

Al's Custom Canvas

Northwest Canvas

West Marine

Brady's Carpets

Graze

Local Restaurants (Clients are referred to local restaurants for carry out and catering)

CarQuest Auto Parts

Oleson's Grocery Store

Village Graphics

Underwritten by:
GEICO Marine Insurance Company



GLOBAL
MARINE
INSURANCE
AGENCY

DECLARATIONS PAGE

Issued Through:
Global Marine Insurance Agency
12935 S. West Bay Shore Dr.
Suite 205
Traverse City, MI 49684
(800)748-0224

Named Insured JOHN KALBFELL & JANET P. KALBFELL
Address 133 C AND O CLUB DR.
CHARLEVOIX, MI 49711

Policy No. [REDACTED]

Policy Period: From 12/11/2020 to 12/11/2021 beginning and ending at 12:01 A.M. at the address on this page for the **Named Insured**.

Company: GEICO MARINE INSURANCE COMPANY

Insured Boat 2000 SEA RAY 41 Cruiser SERF7908A000
YEAR MANUFACTURER LENGTH TYPE IDENTIFICATION NUMBER

COVERAGE IS PROVIDED ONLY WHERE AN AMOUNT OF INSURANCE IS SHOWN			
COVERAGES	AMOUNT OF INSURANCE		
Hull and Equipment	Agreed Value	\$120,000	Incl
Towing and Assistance	Each Incident	\$5,000	Incl
Boat Trailer	Agreed Value	\$0	Incl
Personal Effects	Replacement Cost	\$5,000	Incl
Boating Liability (Protection and Indemnity)	Limit Each Occurrence , Bodily Injury and Property Damage	\$1,000,000	Incl
Medical Payments	Limit Per Person Each Occurrence	\$25,000	Incl
Fuel and Other Spill Liability	Limit Each Occurrence	\$997,100	Incl
Uninsured Boater	Limit Each Occurrence	\$1,000,000	Incl

FORMS AND ENDORSEMENTS made a part of this Policy at time of issue:
NOTICEGM2019 MI001 GM016 GM021 GM025
GM026 GM028 GM032 GM045 GM050
GM055

Total Premium	\$1,397.00
State Taxes/Fees	\$0.00
Net Annual Premium	\$1,397.00

DEDUCTIBLES:

Hull and Equipment: \$0

Named Storm: Refer to your Marine Insurance Policy

Theft of Insured Boat: Refer to your Marine Insurance Policy

Personal Effects: \$250

Other Deductibles may apply. Please refer to your Marine Insurance Policy and any applicable Endorsements.

CRUISING LIMITS: While afloat the **insured boat** must be confined to the area indicated below:

Coastal and Inland waters of the U.S. and Canada

LOSS PAYEE:

SUNTRUST BANK
PO BOX 792270
SAN ANTONIO TX 78279

Print Date: 11/3/20

GMDEC001 07 19

INSURED COPY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PLATINUM PLUS

SCHEDULE

COVERAGES		LIMITS OF INSURANCE	
Medical Payments		Limit Per Person Each Occurrence	\$25,000
Personal Effects		Insured Value, Not to Exceed	\$5,000
Additional Marine Environmental Damage		Each Occurrence	\$10,000
DEDUCTIBLES			
Dinghy Deductible	\$100		
Electronics Deductible	\$250		
Information required to complete this Schedule, if not shown above, will be shown on the Declarations Page.			

SECTION IV - HULL AND EQUIPMENT, F. Hurricane Preparation is removed in its entirety and replaced with the following:

F. Hurricane Preparation

If a Tropical Storm or Hurricane Watch or Warning is issued for the location of an **insured boat** by the National Oceanic & Atmospheric Administration (NOAA), **we** will pay 50% of the cost up to a maximum of \$1,000.00 per **occurrence** and up to \$3,000.00 in total in any one policy period for having the **insured boat** moved by a professional, or for a professional haul out or for the professional execution of a hurricane plan. In addition to professional moving or a professional haul out, covered expenses include, but are not limited to, haul out, blocking, lashing to in ground anchors, power washing and relaunch. This amount is in addition to the **insured value**.

Under **SECTION IV - COVERAGES, HULL AND EQUIPMENT, D. Limit of Insurance, 4. Deductible**, the following is added:

c. Dinghy Deductible

In the event of a loss or damage to a **dinghy**, the payment on a covered loss will be reduced by an amount equal to the **Dinghy Deductible** shown in the Schedule of this Endorsement.

d. Electronics Deductible

In the event of a loss or damage solely to an **insured boat's** navigational electronics, the payment on a covered loss will be reduced by an amount equal to the Electronics Deductible shown in the Schedule of this Endorsement.

SECTION IV - COVERAGES, HULL AND EQUIPMENT, D. Limit of Insurance 4. Deductible, b. Theft Deductible, is removed in its entirety and replaced with the following:

1. Theft Deductible

If an **insured boat** has three or more main engines and is a partial or total loss due to theft of an **insured boat** and/or its engine(s), payment on a covered loss will be reduced by 10% of the **insured value** if the **insured boat** is located in Broward, Dade or Monroe counties in Florida.

If an **insured boat** has three or more main engines and is a partial or total loss due to theft of an **insured boat** and/or its engine(s), payment on a covered loss will be reduced by 5% of the **insured value** if the **insured boat** is located outside of Broward, Dade or Monroe counties in Florida.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DAILY CHARTER COVERAGE

The **Named Insured** can use an **insured boat** for charter, or the carrying of passengers for hire, subject to the following conditions:

1. The **Named Insured**, or a licensed captain employed by the **Named Insured**, must be in charge of an **insured boat** at all times while it is being chartered. Bareboat charters, defined as a legal bareboat charter by the United States Coast Guard in the Code of Federal Regulations and any applicable amendment to these regulations, are prohibited.
2. The **Named Insured** and, if applicable, the licensed captain employed by the **Named Insured**, must be in compliance with all Federal, State, City or other regulations that apply to the carrying of passengers for hire. Any violation of these regulations shall render the policy null and void during the term of such violations.
3. The **insured boat** is used only for the private pleasure of the charterer or passengers so carried.
4. The charterer is not allowed to sub-charter.
5. The **insured boat** must not carry more than 6 passengers in addition to the crew.
6. The **insured boat** must not be engaged in charter for more than 15 days throughout the policy term without the Company's advance approval and payment of an additional premium.
7. The additional premium charged for this charter privilege is fully earned (non-refundable).



All other terms, conditions and agreements of the Marine Insurance Policy remain unchanged.



CERTIFICATE OF INSPECTION

This is to certify that the vessel identified herein has been inspected and approved for use as a vessel carrying passengers for hire on the waters of the State of Michigan pursuant to the provisions of Part 445 of Act 451, P.A. 1994, as amended.

VESSEL DATA

OWNER JOHN KALBFELL		VESSEL OPEN WIDE	
REGISTRATION AND/OR DOCUMENTATION NO. MC XXXX RW		HOME PORT CHARLEVOIX	
LENGTH (FEET) 41'	HORSEPOWER 700	PROPULSION GAS	CLASS D
NUMBER OF CREW ALLOWED 2	MAXIMUM PASSENGERS ALLOWED 6	LIMIT OF TOTAL PERSONS ALLOWED 8	
☒ NAVIGABLE WATERS ☐ INLAND WATERS ☒ MAY OPERATE DURING DAYTIME AND NIGHTTIME HOURS ☐ RESTRICTED HOURS			

REQUIREMENT: As required by law, this Certificate of Inspection shall be framed under transparent material and posted in a conspicuous place on the vessel. Where posting is impractical, the certificate shall be kept on board to be shown on demand.

[Signature]
Chief, DNR, Law Enforcement

PR8901-1 (Rev. 08/28/2011)



MICHIGAN WATERCRAFT REGISTRATION

JOCELYN BENSON
Secretary of State

Expires on: 03/31/2022

MC: ~~XXXX~~ RW

RENEWAL

2000 SEARAY

40 Ft 7 In

Hull ID: SERF7908A000

County:

MIDLAND

Hull Material: FBGLASS Type: CABIN

Power: INBRD

Use: OTHER-COMM

Fuel: DIESEL

JOHN JOSEPH KALBFELL
133 C AND O CLUB DR
CHARLEVOIX MI 49720

Fee: 244.00

03142019 440 7005436 244.00



MICHIGAN WATERCRAFT REGISTRATION

JOCELYN BENSON
Secretary of State

Expires on: 03/31/2022

MC: ~~XXXX~~ RW

RENEWAL

2000 SEARAY

40 Ft 7 In

Hull ID: SERF7908A000

County:

MIDLAND

Hull Material: FBGLASS Type: CABIN

Power: INBRD

Use: OTHER-COMM

Fuel: DIESEL

JOHN JOSEPH KALBFELL
133 C AND O CLUB DR
CHARLEVOIX MI 49720

Fee: 244.00

03142019 440 7005436 244.00



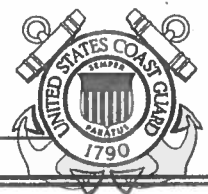
UNITED STATES OF AMERICA

DEPARTMENT OF HOMELAND SECURITY
UNITED STATES COAST GUARD

NATIONAL VESSEL DOCUMENTATION CENTER

CERTIFICATE OF DOCUMENTATION

VESSEL NAME WIDE OPEN II		OFFICIAL NUMBER [REDACTED]	IMO OR OTHER NUMBER SERF7908A000	YEAR COMPLETED 2000	
HAILING PORT CHARLEVOIX MI		HULL MATERIAL FRP (FIBERGLASS)		MECHANICAL PROPULSION YES	
GROSS TONNAGE 25 GRT	NET TONNAGE 20 NRT	LENGTH 40.7	BREADTH 13.7	DEPTH 6.8	
PLACE BUILT MERRITT ISLAND FL					
OWNERS JOHN J KALBFELL JANET P KALBFELL			OPERATIONAL ENDORSEMENTS RECREATION		
MANAGING OWNER JOHN J KALBFELL 133 C AND O CLUB DRIVE CHARLEVOIX MI 49720					
RESTRICTIONS NONE					
ENTITLEMENTS NONE					
REMARKS None					
ISSUE DATE SEPTEMBER 18, 2020		 DIRECTOR, NATIONAL VESSEL DOCUMENTATION CENTER			
THIS CERTIFICATE EXPIRES OCTOBER 31, 2021					



Date of this notice: 04-04-2017

Employer Identification Number:
82-1053684

Form: SS-4

Number of this notice: CP 575 B

For assistance you may call us at:
1-800-829-4933

LITTLE TRAVERSE CHARTERS LLC
JOHN J KALBFELL SR MBR
133 C AND O CLUB DR
CHARLEVOIX, MI 49720

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 82-1053684. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1065

04/04/2017

After our review of your information, we have determined that you have not filed tax returns for the above-mentioned tax period(s) dating as far back as 2005. Please file your return(s) by 04/19/2017. If there is a balance due on the return(s), penalties and interest will continue to accumulate from the due date of the return(s) until it is filed and paid. If you were not in business or did not hire any employees for the tax period(s) in question, please file the return(s) showing you have no liabilities.

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the 2020 ANNUAL STATEMENT

for

LITTLE TRAVERSE CHARTERS, LLC

ID Number: 80119[REDACTED]

received by electronic transmission on January 14, 2020 ***, is hereby endorsed.***

Filed on January 14, 2020 ***, by the Administrator.***

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 14th day of January, 2020.

Linda Clegg

**Linda Clegg, Interim Director
Corporations, Securities & Commercial Licensing Bureau**



ANNUAL STATEMENT

Form Revision Date 07/20

(Required by Section 207, Act 23, Public Act of 1993)

Identification Number:

80119

Annual Statement Filing Year: 2020

Limited Liability Company Name:

LITTLE TRAVERSE CHARTERS, LLC

The street address of the limited liability company's registered office and name of the resident agent at that office:

Resident Agent Name: JOHN & JANET P. KALBFELL

Street Address: 133 C AND O CLUB DR

Apt/Suite/Other:

City: CHARLEVOIX

State: MI

Zip Code: 48864

Mailing address of the registered office:

P.O. Box or Street Address: 133 C AND O CLUB DR

Apt/Suite/Other:

City: CHARLEVOIX

State: MI

Zip Code: 49720

This annual statement must be signed by a member, manager, or an authorized agent.

Signed this 14th Day of January, 2020 by:

Signature	Title	Title if "Other" was selected
John Kalbfell	Member	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

☐ Decline ☐ Accept

Emergency Procedures List



NOTE: NEVER JUMP IN WATER UNLESS INSTRUCTED BY CAPTAIN

Emergency Radio Operation

1. Switch to Channel 16 – Coast Guard.
2. Take microphone, depress black button to talk, release to listen
3. Say the following:
 - a. Mayday, Mayday, Mayday.
 - b. This is the _____ I am a _____ ft. _____
 - c. Documentation, Registration No. is _____
 - d. My position is: _____
 - e. My emergency is: _____

Man Overboard

1. Post lookout. Lookout to point at man overboard.
2. Throw white life ring.
3. Use anything that floats as additional markers.
4. Signal for help by any means available.

Explosion

1. Be ready to go overboard with life jackets.
2. When clear of danger, account for all passengers and assist.
3. Stay together.

Fires

1. If possible use fire extinguisher.
2. If practical, throw burning material overboard.
3. Smother fire if possible.
4. Put on life jackets.
5. Signal for help by any means available.

Leaks or Damage Control

1. Put on life jackets.
2. If you can see the hole, stuff anything in it to plug it.
3. Signal for help by any means available.

Rough Water

1. Put on life jackets.
2. Tie down loose equipment.
3. Close any door or cover.
4. Wait for further instructions from Captain.

VESSEL SAFETY CHECKLIST

Vessel Name: Open Wide

Vessel Number: Doc 1100808

Operator or Captain: John Kalbfell

Date: 05/23/2019

Equipment Checklist- Required

- ☒ Float plan submitted
- ☐ Boater education card
- ☒ Boat registration
- ☒ Compass and GPS
- ☒ Up to date charts of area
- ☒ PFD's- life jacket suitable for each person on board, readily accessible, in good condition and Coast Guard approved
- ☒ Throwable floatation aid immediately available
- ☒ Fire extinguisher properly mounted, fully charged, and in good condition
- ☒ Visual distress signals- current dates on flares, proper amount required
- ☒ Working horn or whistle
- ☒ First aid kit, Dan oxygen kit (required when diving)
- ☒ Anchors and line- adequate anchor for bottom and water depth
- ☒ Dewatering device- bilge pump operational, alternative bailing device available
- ☒ Alternate propulsion – paddles or oars
- ☒ Mooring lines and fenders in good condition
- ☒ VHF radio and cell phone
- ☒ Depth sounder, lead line, or sounding pole

The following items are recommended

- ☒ Tool kit and spare parts
- ☒ Flashlight
- ☒ Personal items- drinking water, sunscreen, prescription drugs, etc.
- ☒ Boarding ladder (or other means of boarding)

Vessel System Checklist

- ☒ Drain plug installed
- ☒ Fuel tank full
- ☒ Bilge free of water
- ☒ Engine oil level correct (4 stroke engine), oil tank full (2 stroke engine)
- ☒ Turn on battery switch if one is installed
- ☒ Battery fully charged
- ☒ Navigational gear operational
- ☒ Navigation lights working
- ☒ Steering and shift mechanisms in good condition
- ☒ Gauges- functional and reading properly
- ☒ Ventilation- power ventilation operable (blower) and natural ventilation cowls open and clear
- ☒ Bilge pump switch on auto
- ☒ VHF radio and antenna is operational (put radio on channel 16 and call for a radio check)

**DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
REPORT OF MARINE CASUALTY**

OMB No. 1625-0001
Expires 01/31/2016

SECTION I. GENERAL INFORMATION

1. Name of Vessel or Facility Open Wide		2. Official No. 1100808		3. Nationality US		4. Call Sign Open Wide		5. USCG Certificate of Inspection issued at:	
6. Type (Towing, Freight, Fish, Drill, etc.)		7. Length 41 ft		8. Gross Tons 18		9. Year Built 2000		10. Propulsion (Steam, diesel, gas, turbine...) Diesel	
11. Hull Material (Steel, Wood...) Fiberglass		12. Draft (Ft. - in.) FWD 3 ft AFT. 3ft6in		13. If Vessel Classed, By Whom: (ABS, LLOYDS, DNV, BV, etc.)		14. Date (of occurrence)		15. TIME (Local)	
16. Location (See Instruction No. 10A)						17. Estimated Loss of Damage TO:			
18. Name, Address & Telephone No. of Operating Co. Little Traverse Charters, LLC 133 C and O Club Dr Charlevoix, MI 49720 231.487.2650						VESSEL _____ CARGO _____ OTHER _____			
19. Name of Master or Person in Charge Captain & Master John Kalbfell		USCG License ☒ YES ☐ NO		20. Name of Pilot		USCG License ☒ YES ☐ NO		State License ☒ YES ☐ NO	
19a. Home or Work Street Address (City, State, Zip Code)		19b. Home or Work Telephone No.		20a. Home or Work Street Address (City, State, Zip Code)		20b. Home or Work Telephone No.			

21. Casualty Elements (Check as many as needed and explain in Block 44.)

☐ NO. OF PERSONS ON BOARD _____ ☐ DEATH - HOW MANY? _____ ☐ MISSING - HOW MANY? _____ ☐ INJURED - HOW MANY? _____ ☐ HAZARDOUS MATERIAL RELEASED OR INVOLVED _____ <i>(Identify Substance and amount in Block 44.)</i> ☐ OIL SPILL - ESTIMATE AMOUNT: _____ ☐ CARGO CONTAINER LOST/DAMAGED _____ ☐ COLLISION _____ <i>(Identify other vessel or object in Block 44.)</i> ☐ GROUNDING ☐ WAKE DAMAGE	☐ FLOODING; SWAMPING WITHOUT SINKING ☐ CAPSIZING (with or without sinking) ☐ FOUNDERING OR SINKING ☐ HEAVY WEATHER DAMAGE ☐ FIRE ☐ EXPLOSION ☐ COMMERCIAL DIVING CASUALTY ☐ ICE DAMAGE ☐ DAMAGE TO AIDS TO NAVIGATION ☐ STEERING FAILURE ☐ MACHINERY OR EQUIPMENT FAILURE ☐ ELECTRICAL FAILURE ☐ STRUCTURAL FAILURE	☐ FIREFIGHTING OR EMERGENCY EQUIPMENT FAILED OR INADEQUATE <i>(Describe in Block 44.)</i> ☐ LIFESAVERING EQUIPMENT FAILED OR INADEQUATE <i>(Describe in Block 44.)</i> ☐ BLOW OUT (Petroleum exprolation/production) ☐ ALCOHOL INVOLVEMENT <i>(Describe in Block 44.)</i> ☐ DRUG INVOLVEMENT (Describe in Block 44.) ☐ OTHER (Specify) _____
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22. Conditions

A. Sea or River Conditions <i>(wave height, river stage, etc.)</i> ☐ CLEAR ☐ RAIN ☐ SNOW ☐ FOG ☐ OTHER (Specify) _____	B. WEATHER ☐ CLEAR ☐ RAIN ☐ SNOW ☐ FOG ☐ OTHER (Specify) _____	C. TIME ☐ DAYLIGHT ☐ TWILIGHT ☐ NIGHT	D. VISIBILITY ☐ GOOD ☐ FAIR ☐ POOR	E. DISTANCE (miles of visibility) _____ F. AIR TEMPERATURE (F) _____ G. WIND SPEED & DIRECTION _____ H. CURRENT SPEED & DIRECTION _____
--	---	--	---	--

23. Navigation Information

☐ MOORED, DOCKED OR FIXED ☐ ANCHORED ☐ UNDERWAY OR DRIFTING	SPEED AND COURSE _____	24. Last Port Where Bound _____	24a. Time and Date of Departure _____
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25. FOR TOWING ONLY	25a. NUMBER OF VESSELS TOWED			25b. TOTAL H.P. OF TOWING UNITS	25c. MAXIMUM SIZE OF TOW WITH TOW-BOAT(S)	Length	Width	25d. (Describe in Block 44) ☐ PUSHING AHEAD ☐ TOWING ASTERN ☐ TOWING ALONGSIDE ☐ MORE THAN ONE TOW-BOAT ON TOW
	Empty	Loaded	Total					

SECTION II. BARGE INFORMATION

26. Name		26a. Official Number		26b. Type	26c. Length	26d. Gross Tons	26e. USCG Certificate of Inspection issued at:
26f. Year Built	26g. ☐ SINGLE SKIN ☐ DOUBLE	26h. Draft FWD AFT	26i. Operating Company				
26j. Damage Amount BARGE _____ CARGO _____ OTHER _____		26k. Describe Damage to Barge					

SECTION III. PERSONNEL ACCIDENT INFORMATION

27. Person Involved ☐ MALE or ☐ FEMALE ☐ DEAD ☐ INJURED ☐ MISSING		27a Name (Last, First, Middle Name) 27b Address (City, State, Zip Code)		27c. Status ☐ Crew ☐ Passenger ☐ Other	
28. Birth Date		29. Telephone No		30. Job Position	
32. Employer - (If different from Block 18, fill in Name, Address, Telephone No.)					
33. Person's Time A. IN THIS INDUSTRY - B. WITH THIS COMPANY - C. IN PRESENT JOB OR POSITION - D. ON PRESENT VESSEL/FACILITY - E. HOURS ON DUTY WHEN ACCIDENT OCCURRED -				34. Industry of Employer (Towing, Fishing, Shipping, Crew Supply, Drilling, etc.) 35. Was the Injured Person Incapacitated 72 Hours or More? 36. Date of Death	
37. Activity of Person at Time of Accident					
38. Specific Location of Accident on Vessel/Facility					
39. Type of Accident (Fall, Caught between, etc.)				40. Resulting Injury (Cut, Bruise, Fracture, Burn, etc.)	
41. Part of Body Injured				42. Equipment Involved in Accident	
43. Specific Object, Part of the Equipment in block 42., or Substance (Chemical, Solvent, etc.) that directly produced the Injury.					

SECTION IV. DESCRIPTION OF CASUALTY

44. Describe how accident occurred, damage, information on alcohol/drug involvement and recommendations for corrective safety measures. (See instructions and attach additional sheets if necessary).

45. Witness to Casualty (Name, Address, Telephone No.)

46. Witness to Casualty (Name, Address, Telephone No.)

SECTION V. PERSON MAKING THIS REPORT

47. Name (PRINT) (Last, First, Middle)		47b. Address (City, State, Zip Code)		47c. Title	
47a. Signature				47d. Telephone No.	
				47e. Date	

FOR COAST GUARD USE ONLY

REPORTING OFFICE:

MISLE Incident Investigation Activity Data Entry:

MISLE Incident Investigation Activity Number (if applicable)

☐ NONE
 ☐ PRELIMINARY
 ☐ DATA COLLECTION
 ☐ INFORMAL
 ☐ FORMAL

Serious Marine Incident ☐ Yes ☐ No

Major Marine Casualty ☐ Yes ☐ No

INVESTIGATOR (Name)

DATE

APPROVED BY (Name)

DATE

INSTRUCTIONS

FOR COMPLETION OF FORM CG-2692

REPORT OF MARINE CASUALTY

AND FORM CG-2692A, BARGE ADDENDUM

WHEN TO USE THIS FORM

1. This form satisfies the requirements for written reports of accidents found in the Code of Federal Regulations for vessels, Outer Continental Shelf (OCS) facilities, mobile offshore drilling units (MODUs), and diving. The kinds of accidents that must be reported are described in the following instructions.

VESSELS

2. A vessel accident must be reported if it occurs upon the navigable waters of the U.S., its territories or possessions; or whenever an accident involves a U.S. vessel; wherever the accident may occur. (Public vessels and recreational vessels are excepted from these reporting requirements.) The accident must also involve one of the following (ref. 46 CFR 4.05-1):

A. All accidental groundings and any intentional grounding which also meets any of the other reporting criteria or creates a hazard to navigation, the environment, or the safety of the vessel;

B. Loss of main propulsion or primary steering, or an associated component or control system, the loss of which causes a reduction of the maneuvering capabilities of the vessel. Loss means that systems, component parts, subsystems, or control systems do not perform the specified or required function;

C. An occurrence materially and adversely affecting the vessel's seaworthiness or fitness for service or route including but not limited to fire, flooding, failure or damage to fixed fire extinguishing systems, lifesaving equipment or bilge pumping systems;

D. Loss of life;

E. An injury that requires professional medical treatment (beyond first aid) and, if a crewmember on a commercial vessel, that renders the individual unfit to perform routine duties;

F. An occurrence not meeting any of the above criteria but resulting in damage to property in excess of \$25,000. Damage cost includes the cost of labor and material to restore the property to the condition which existed prior to the casualty, but it does not include the cost of salvage, cleaning, gas freeing, drydocking or demurrage.

MOBILE OFFSHORE DRILLING UNITS

3. MODUs are vessels and are required to report an accident that results in any of the events listed by Instruction 2-A through 2-F for vessels. (Ref. 46 CFR 4.05-1, 46 CFR 109.411)

OCS FACILITIES

4. All OCS facilities (except mobile offshore drilling units) engaged in mineral exploration, development or production activities on the Outer Continental Shelf of the U.S. are required by 33 CFR 146.30 to report accidents resulting in:

A. Death;

B. Injury to 5 or more persons in a single incident;

C. Injury causing any person to be incapacitated for more than 72 hours;

D. Damage affecting the usefulness of primary lifesaving or firefighting equipment;

E. Damage to the facility in excess of \$25,000 resulting from a collision by a vessel;

F. Damage to a floating OCS facility in excess of \$25,000.

5. Foreign vessels engaged in mineral exploration, development or production on the U. S. Outer Continental Shelf, other than vessels already required to report by Instructions 2 and 3 above, are required by 33 CFR 146.303 to report casualties that result in any of the following:

A. Death;

B. Injury to 5 or more persons in a single incident;

C. Injury causing any person to be incapacitated for more than 72 hours.

DIVING

6. Diving casualties include injury or death that occurs while using underwater breathing apparatus while diving from a vessel or OCS facility.

A. **COMMERCIAL DIVING.** A dive is considered commercial if it is for commercial purposes from a vessel required to have a Coast Guard certificate of inspection, from an OCS facility or in its related safety zone or in a related activity, at a deepwater port or in its safety zone. Casualties that occur during commercial dives are covered by 46 CFR 197.486 if they result in:

1. Loss of life;

2. Injury causing incapacitation over 72 hours;

3. Injury requiring hospitalization over 24 hours.

In addition to the information requested on this form, also provide the name of the diving supervisor and, if applicable, a detailed report on gas embolism or decompression sickness as required by 46 CFR 197.410(a)(9).

Exempt from the commercial category are dives for:

1. Marine science research by educational institutions;
2. Research in diving equipment and technology;
3. Search and Rescue controlled by a government agency.

B. ALL OTHER DIVING. Diving accidents not covered by Instruction (6-A) but involving vessels subject to Instruction (2), VESSELS, must be reported if they result in death or injury causing incapacitation over 72 hours. (Ref. 46 CFR 4.03-1(c)).

HAZARDOUS MATERIALS

7. When an accident involves hazardous materials, public and environmental health and safety require immediate action. As soon as any person in charge of a vessel or facility has knowledge of a release or discharge of oil or a hazardous substance, that person is required to immediately notify the U.S. Department of Homeland Security's National Response Center (telephone toll-free 800-424-8802 - in the Washington, D.C. area call 202-426-2675). Anyone else knowing of a pollution incident is encouraged to use the toll-free telephone number to report it. If etiologic (disease causing) agents are involved, call the U.S. Public Health Service's Center for Disease Control in Atlanta, GA. (telephone 404-633-5313). (Ref. 42 USC 9603; 33 CFR 153; 49 CFR 171.15)

COMPLETION OF THIS FORM

8. In accordance with 46 CFR 4.05-1, the vessel owner, agent, master, operator, or person in charge shall complete this form. This form should be filled out as completely and accurately as possible. Please type or print clearly. Fill in all blanks that apply to the kind of accident that has occurred. If a question is not applicable, the abbreviation "NA" should be entered in that space. If an answer is unknown and cannot be obtained, the abbreviation "UNK" should be entered in that space. If "NONE" is the correct response, then enter it in that space.

9. Once completed, deliver, e-mail or fax this form within five days of the casualty to the Coast Guard Sector, Marine Safety Unit, or Activity nearest the location of the casualty or, if at sea, nearest the arrival port.

10. When a casualty meets the requirements of a serious marine incident as defined in 46 CFR 4.03, the owner, agent, master, operator, or person in charge, is required to submit a CG-2692B in accordance with 46 CFR 4.06-60.

NOTICE: The information collected on this form is routinely available for public inspection. It is needed by the Coast Guard to carry out its responsibility to investigate marine casualties, to identify hazardous conditions or situations and to conduct statistical analysis. The information is used to determine whether new or revised safety initiatives are necessary for the protection of life or property in the marine environment.

Reportable marine casualty information is needed for Coast Guard investigations of vessel casualties involving death, vessel damage, property loss and data, as mandated by Congress (see 46 USC 6301).

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number.

The Coast Guard estimates that the average burden for this report is 1 hour. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commandant (G-MOA), U.S. Coast Guard, Washington, DC 20593-0001 or Office of Management and Budget, Paperwork Reduction Project (1625-0001), Washington, DC 20503.

11. Amplifying information for completing the form:

A. Block 16 - "LOCATION" - Latitude and longitude to the nearest tenth of a minute should always be entered except in those rivers and waterways where a mile marker system is commonly used. In these cases, the mile number to the nearest tenth of a mile should be entered. If the latitude and longitude, or mile number, are unknown, reference to a known landmark or object (buoy, light, etc.) with distance and bearing to the object is permissible. Always identify the body of water or waterway referred to.

B. Tug or towboat with tow - Tugs or towboats with tows under their control should complete all applicable portions of the CG-2692. SECTION II should be completed if a barge causes or sustains damage or meets any other reporting criteria. If additional barges require reporting, the "Barge Addendum," CG-2692A, may be used to provide the information for the additional barges.

C. Moored/Anchored Barge - If a barge suffers a casualty while moored or anchored, or breaks away from its moorage, and causes or sustains reportable damages or meets any other reporting criteria, enter the location of its moorage in Block (1) of the CG-2692 and complete the form except for Blocks (2) through (13). The details will be entered in SECTION II for one barge and on the "Barge Addendum," CG-2692A, for additional barges.

D. SECTION III - Personnel Accident Information - SECTION III must be completed for a death or injury. In addition, applicable portions of SECTIONS I, II and IV must be completed. If more than one death or injury occurs in a single incident, complete one CG-2692 for one of the persons injured or killed, and attach additional CG-2692's, filling out Blocks (1) and (2) and SECTION III for each additional person.

E. BLOCK 44 - Describe the sequence of events which led up to this casualty. Include your opinion of the primary cause and any contributing causes of the casualty. Briefly describe damage to your vessel, its cargo, and other vessels/property. Include any recommendations you may have for preventing similar casualties. ALCOHOL AND DRUG INFORMATION. Provide the following information with regard to each person determined to be directly involved in the casualty: name, position aboard the vessel, whether or not the person was under the influence of alcohol or drugs at the time of the casualty, and the method used to make this determination. If toxicological testing is conducted the results should be included; if results are not available in a timely manner, provide the results of the toxicological test as soon as practical and indicate that this is the case in Block 44 of the casualty form.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Dog Park Proposal

DATE: December 21, 2020

PRESENTED BY: Kent Knorr, Recreation Director

BACKGROUND:

The current Recreation Master Plan for the City of Charlevoix ranked additional facilities or amenities that the respondents would like to see added or developed to parks. Number 4 on that list was the development of a Dog Park.

Dog Park development has been a regular part of Recreation Advisory Committee meetings for the past few years. This year the RAC formed a sub-committee to study the issue further. This sub-committee spent time exploring what determines a successful dog park including creating a positive culture, exploring the wide variety of amenities, proximity to community, and finding appropriate space.

The most significant challenge has been identifying an ideal piece of City-owned property that is appropriate for Dog Park Development.

At this time we are pleased to share with City Council the vision that has been developed out of these studies and meetings. We have identified space between the Carpenter Street ball fields and the airport property fence as being desirable for future development. While this space will most likely total just over 1.5 acres, we believe it is a great option and location.

The development of a future dog park at the location will be made easier and at a greatly reduced cost for a number of reasons.

- We will be able to utilize existing infrastructure including parking, restrooms, and fencing.
- The land is already designated for park use and there is no need for further land acquisition
- The ball fields and airport provide buffering from residential areas.
- The location is walkable for many in the City.

We are presenting to Council a conceptual dog park plan that includes a schematic plan, design concept, and current cost estimates. With Council's approval to move forward, we will share this plan with the planning commission and begin the next steps of for development and a potential opening in 2021.

We anticipate returning to City Council in the near future with final project cost projections and funding opportunities that may include grants, crowd funding, donations and possible funding commitments from the City.

GOALS:

Enhance and showcase the outstanding quality of life in Charlevoix

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- ▣ Dog Park Concept Plan



CITY OF CHARLEVOIX RECREATION DEPARTMENT

CARPENTER STREET DOG PARK

Preliminary Design Packet

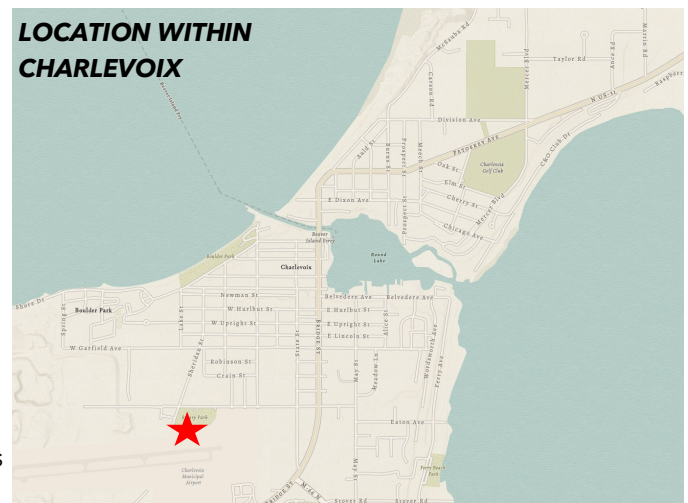


CHARLEVOIX

Overview



Dog Parks provide a safe environment for dogs to exercise and socialize. With an area designated for “Off-Leash Activity”, dogs can play in a non-restrictive, more responsible manner. The enclosed space prevents dogs from running away from their owners, or running into areas with vehicular traffic. Dog parks also give social opportunities to the human patrons who visit. These parks can serve as a hub for residents who all share a common interest (dogs), fostering connections in the community that may not have existed before. Many owners want to give their dog freedom, but are unable or too inconvenienced to make the 17 mile trip to the nearest dog park. A local dog park will give patrons the opportunity to promote health and wellness for their pet in a way that better aligns with the safety of others and city ordinances.



The outfield at the Carpenter Street Ball Fields is a prime location for the establishment of a dog park. Already owned by the city, no acquisition will be required, removing the most expensive costs associated with typical development. The location is bounded by the ballfields to the North and the municipal airport to the South, providing a buffer from residential areas. Despite this buffer, the location is still walkable to many in Charlevoix with its placement just south of many medium-density residential homes. The most important feature of an off-leash area is the enclosure through fencing or similar infrastructure. This area already has roughly 2,325 linear feet of fencing; as noted in the sections following this, the amount of fencing required to enclose the area is a fraction of what already exists. The square footage of this prospective park comes to 1.52 acres, a size desirable for this use and similar to the nearest park located in Boyne City.

Schematic Plan

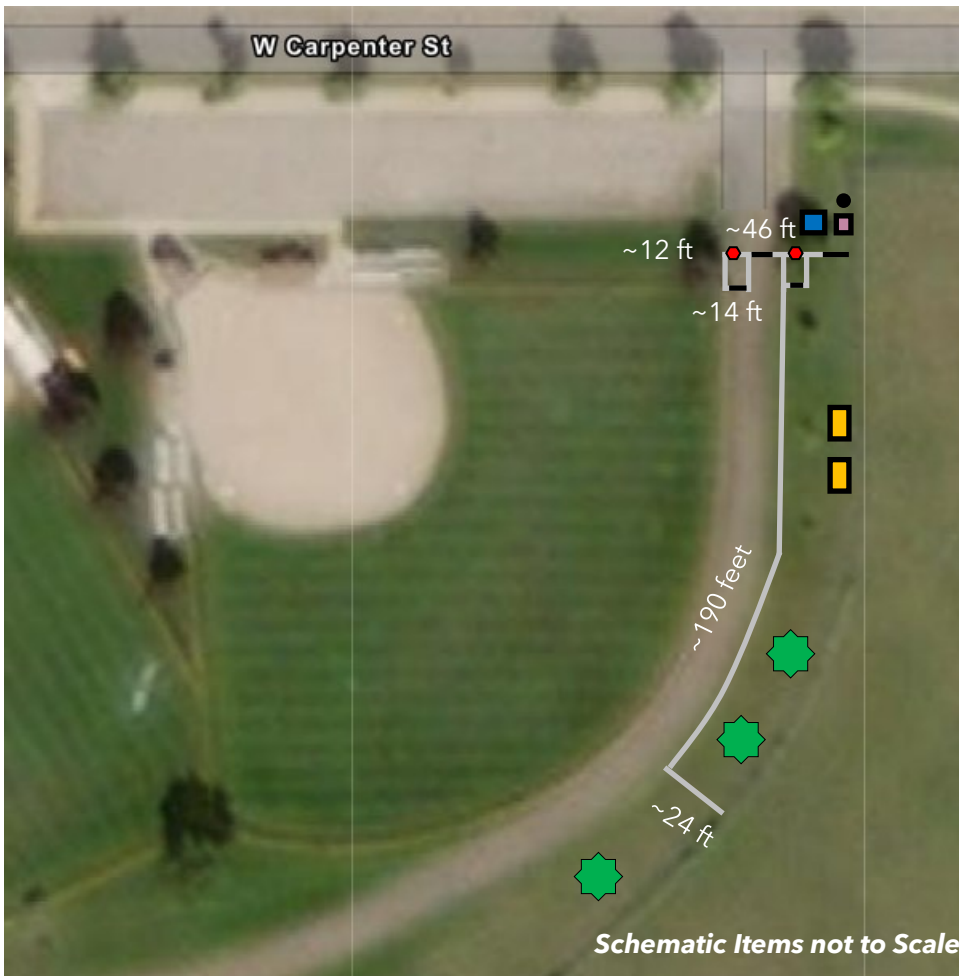


	New Fencing		Trash Bin		Small Sign
	Fence Gate		Park Bench		Waste Bag Dispenser
	Tree Planting		Dog/Human Drinking Fountain		

Quick Facts and Estimates

Square Footage of Total Dog Park	Square Footage of Small Dog Area	Square Footage of Main Dog Park
66,200 ft²	5,200 ft²	61,000 ft²
Feet of Additional Fencing:		Total Projected Cost:
470 ft		\$46,090

Entrance & Small Dog Enclosure



Small signage on fence gates communicate park rules, hours and designate small dog and general dog areas.

Entrance area as designed is ~600 square feet. This area serves a security "airlock" to prevent dogs from escaping. A 9 foot gate is allocated on both sides for DPW maintenance.

The small dog enclosure runs in a more linear fashion compared to the general dog park and holds ~5,200 square feet.

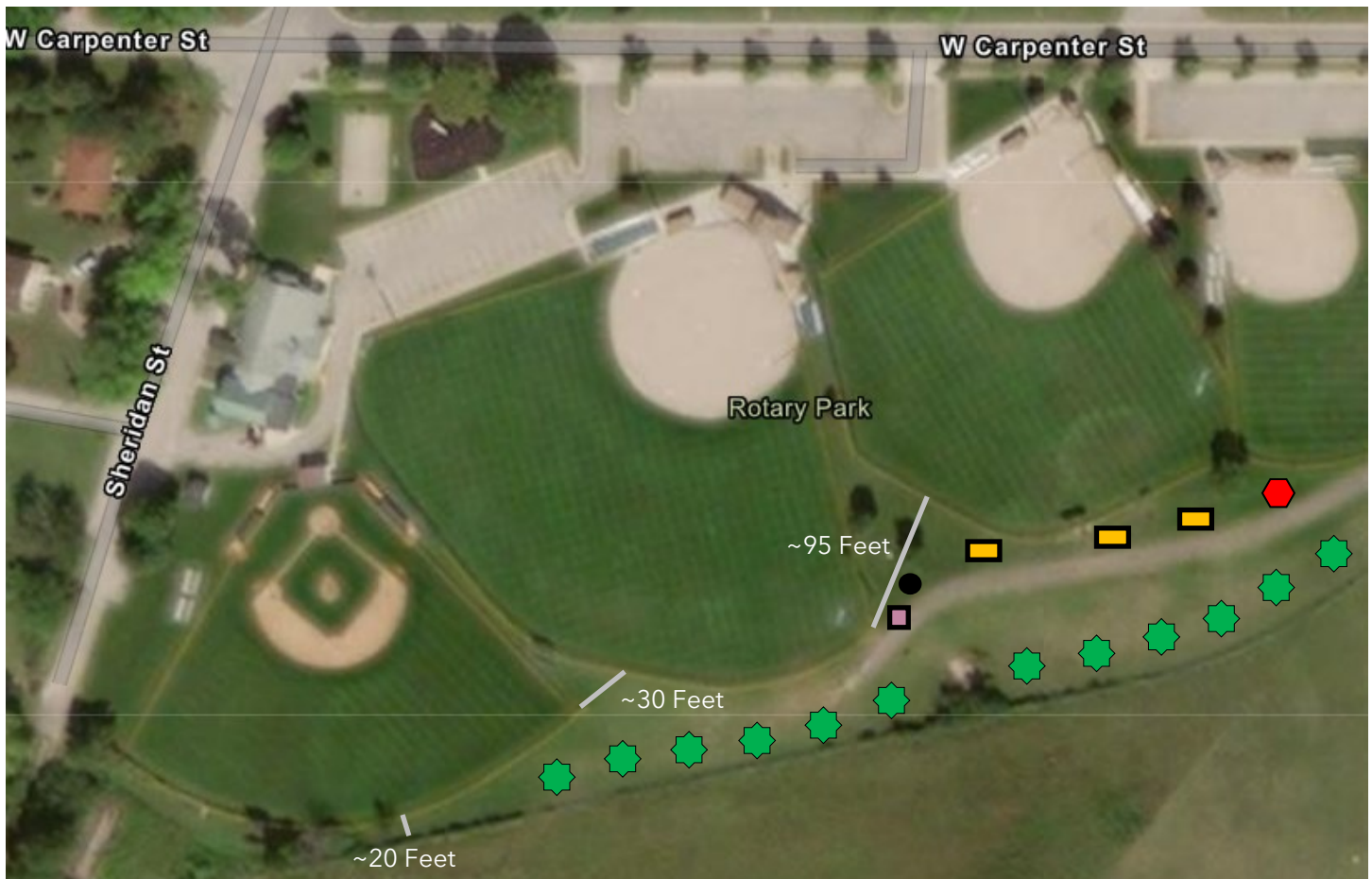
Drinking fountains, dog waste bag dispenser, and trash cans are located just outside of the entrance. The small dog area has benches for patron use.

This area contains the largest amount of fence to be built, at an estimated 325 linear feet.

Essential to any dog park, the entrance area's "double gate" serves to protect the dogs from easily escaping the park. If a singular gate is left open or broken, the dog park is still useable (although damaged gates should be of critical importance to repair). Signs should be posted on the front gate of each entrance, communicating items such dog park hours, dog waste rules, DPW contact numbers (for repairs), police station numbers (for conflicts or emergencies), reminders to shut the gates, and liability and safety information, such as expressing caution during live baseball games. The two separate gate areas are for different dog sizes; the eastern side nearest to the airfield is for small dogs, while the western side closest to the ball fields is for larger dogs. Dog waste dispensers and trash bins are located outside of each gate, encouraging patrons to be conscious of their dog's droppings and providing the resources to do so should they not have brought their own bags. 9 foot gates are located adjacent to the dog park entrances; these will allow the department of public works to use their turf equipment and keep the dog park well-maintained.

The small dog area makes effective use of the western strip of grassland near the entrance of the park. While much smaller than the rest of the outfield area, this portion contains nearly 5,200 square feet—a significant amount for small dogs and pups! The amenities offered in this area are similar to those in the larger park, with a sitting area and trees to be planted for a future canopy. Since this area needs to be fully partitioned away from the remaining outfield area, it will require more fencing than the large dog park. However, even with the greater build required, the airport's current fencing already covers 215 feet in this stretch, easing the cost requirements. As it stands, for the small dog area alone, 215 feet of fencing will need to be added. When including the entrance, this total comes to about 325 feet of fencing to be purchased and installed for this area (does not include the gates). Smaller fencing would be welcomed in this area, as it would align with the T-ball field's low fencing line. A larger, taller fence might visually contrast with the current fencing, and when paired with the airport's tall barriers could make those inside feel more caged than a public park should. Consideration also must occur to the canopy of the area; shade is visceral to the wellbeing of dogs actively recreating under hot summer suns. A thick canopy that provides shade without obstructing the airport's use should be pursued through tree plantings. The trees will also improve the aesthetic charm of the area, providing a vibrancy and comfort that only natural features can.

Main Dog Enclosure



Roughly ~145 linear feet of fencing should be added for the large dog section. When including the entrance gate area, this becomes 255 linear feet.

The western boundary ends halfway through the Little League field. The outfield land connecting to Sheridan currently has a use.

The large dog section accounts for ~61,000 square feet, or 91.8-92.1% of the total Dog Park area (Other areas include the entrance and small dog enclosure).

The main section of the prospective dog park will be located in the outfields of the three largest baseball diamonds. This area opens up from the entrance bottleneck and provides dogs a wider and longer area for play. The longest width is nearly 125 feet (from the crest of the two connected baseball fields down), and if following the trail, the park is 1000 feet long. The preexisting asphalt trail serves as a channel for patrons, providing a guided path separate from the open spaces where dogs play. A fence is present along southern border, providing a useful division of this area from the airport. Aside from the boundary setting function, the chain-link barrier also serves a practical purpose for dog park use; its tall height helps to prevent thrown objects such as balls or frisbees from veering off outside of the park. The baseball fields to the north bring a large portion of the barriers needed, as only 145 feet of new fencing will be devoted to this section (despite holding 92% of the total dog park area, this section only requires 31% of the total fencing build).

The park can be bounded in the west by 20 additional feet of fence. While there is nearly 10,000 square feet of additional space beyond this prospective fencing, the space is already committed for Little League use, serving as a practice area with batting cages before and after games. In addition to this, the large amount of woody brush that is present would have to be removed, increasing costs. It should be noted that 20 feet of fencing (~.8% of total dog park fencing) doesn't serve as a large barrier to development *should* the use change in the future along with desire for this area to be added to the park.

The continuation of the canopy highlighted in the previous section should occur, providing large dogs shelter from harsh sunlight in summer months. The canopy again will increase the vibrancy of the park, both for dog park patrons and those attending baseball games. Parkscape additions will include a dog waste bag distributor and trash can, park benches, and a sign warning patrons to be aware of flyballs. The number of park benches will largely depend on the strength of donations, but at least 2-3 should be used frequently enough to warrant purchase and installation.

Design Renderings



Small Dog Area



Large Dog Area



Entrance Area

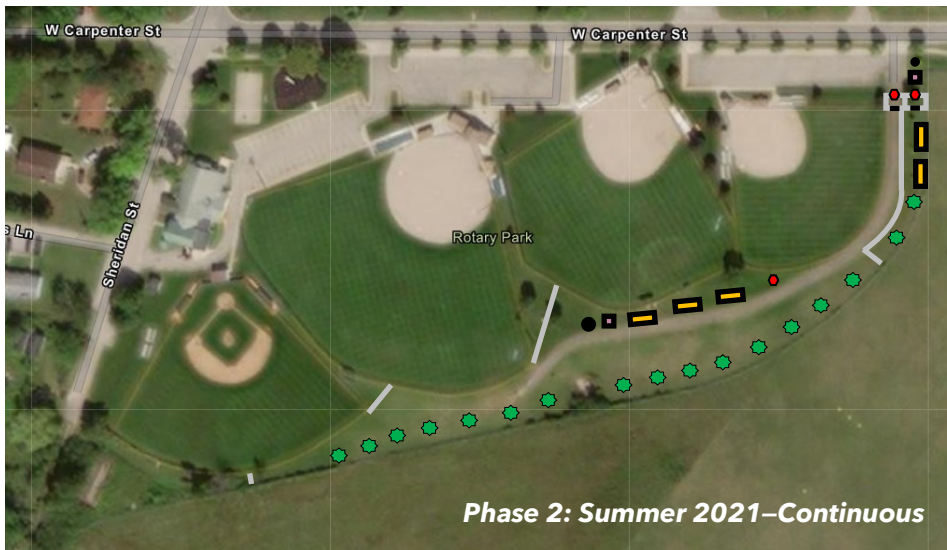


Implementation



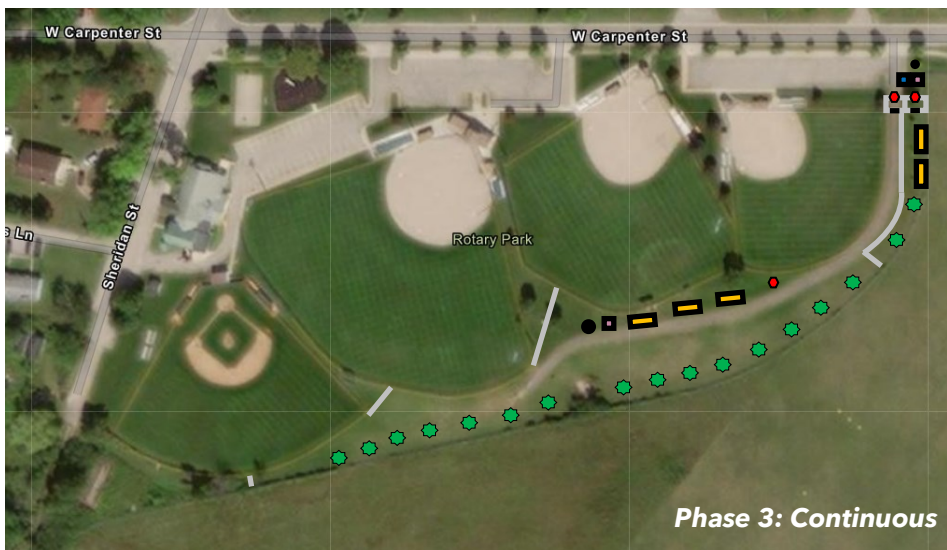
Phase 1:

The first phase of Dog Park development is establishing the necessary infrastructure for enclosure. This includes **fencing** and the **double gate entrance**. These items along would be enough to have a functioning dog park. Also included in this phase are **Park Rules Signs, Dog Waste Bag Dispensers, and Garbage Cans** to ensure patrons respect the cleanliness of the area and comply with visiting hours.



Phase 2:

The second phase focuses on parkscape improvements/amenities. **Benches** in both small and large dog areas would provide a spot for rest and congregation, and **Tree Plantings** would serve to increase the park-like aesthetic while offering shade to dogs exercising on hot days. Parkscape improvements can be the difference between having an area designated for dogs, and having a fully-utilized park appealing to place and community pride.



Phase 3:

The final phase is derived from funding and park usage. The only definitive improvement for this phase is the human/dog **hybrid drinking fountain** located just north of the double gate entrance. Future improvements could come from patron demand and funding, such as the planting of additional native plants, dog agility course equipment, or sectioning off areas to account for turf management best practices. A large park sign could be included in this phase.

Associated Costs & Funding Opportunities

Cost Itemization (assets with known costs)

Item	Cost	Units	Total Cost	Notes
Tree Planting	\$500	20	\$10,000	Number could depend on DPW recommendation, Airport Guidance, or Shade Tree and Parks Committee expertise.
Murdock Outdoor Drinking Fountain W/ Pet Fountain Or similar product	\$2,949.00	1	\$3,000	Drinking fountains currently exist in the park, but are located near the junctions between baseball diamonds, away from dog park entrance.
Installation of Drinking Fountain	\$3,000	-	\$3,000	Cost to Public Works for connection to water main, parts, anchoring, and labor.
Mutt Mitt Dog Waste Disposal Station Or similar product	\$330	2	\$660	Cost may decrease depending on current inventory.
Garbage Cans	----	2	----	DPW can allocate 55 gallon garbage drums to park for no additional cost.
Metal Park Rules Sign	\$100	3	\$300	

Estimates

Item	Cost
Chain Link Fence & Gates	\$10,400
Dog Activity Items	\$5,000
Large Park Sign	\$4,000
Park Benches	\$10,000

Total Currently Estimated	\$29,400
Total Currently Itemized	\$16,960
Projected Total	\$46,360

Funding Opportunities

Funding opportunities exist that could decrease infrastructure cost to the city. These resources range from traditional funds and grants to inventive solutions utilizing community support and preexisting programs. A few opportunities are briefly mentioned below:

- **Charlevoix County Parks Millage** - Fund supporting Charlevoix County park projects. Maximum award - \$10,000.
- **Public Spaces, Community Places** - A program administered by the MEDC that matches crowdfunding dollars 1:1. Maximum award - \$50,000
- **Memorial Bench Program** - The park could be designated as a location for memorial bench placement for donors interested.
- **Fundraising through Recreation** - When safe to hold, promotional recreation events could provide fun activities for stakeholders and partners interested in championing a local dog park.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: City Council Annual Calendar

DATE: December 21, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

As I was meeting with newly elected Council members this fall, it occurred to me that there is a routine and flow to many City Council actions but beyond being written in portions of the City Charter, state law, or other places, it would be a mystery to the casual observer. Furthermore, many non-profit boards I've served on typically follow a "Board Calendar" of some kind indicating the major actions taken each year.

What I have drafted and included for your consideration is an effort to create a similar calendar for City Council. Some of these things are common sense and triggered automatically but for a new member it could be a helpful tool and even more helpful for the public who may wonder how a budget decision is made or when routine appointments are considered. I have also suggested other actions which, not required, seem to come up periodically; these are indicated with red text.

This calendar itself does not carry force of ordinance but is simply an organizational tool if Council finds it helpful.

GOALS:

Provide strong stewardship of public resources and promote good governance

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- ▣ Draft City Council Annual Calendar



City Council Annual Calendar

Routine business comes to the City Council throughout the year and is driven by public requests, ideas initiated by Council, and the recommendations of the City Manager and City Staff. This calendar is intended to identify the regular actions required by statute or standard practice so the Council and public can have awareness of key decision points in the life of public policy.

January

Initial Budget Review One or more work sessions is held for Council to understand the upcoming fiscal situation of the City and discuss the initial recommended budget from the City Manager.

City Charter Review The City Charter is the guiding document for the City and frequent review ensures it remains relevant for statutory or operational changes. Any changes require authorization from the Michigan Attorney General and the Governor before being presented to voters. The entire process to amend the charter must be finalized roughly three months before an election can be held in August or November.

February

Budget Public Hearing By charter, the annual budget is adopted by ordinance and an ordinance requires 30 days before taking effect. An ordinance public hearing must be scheduled 10 days before being held. As such, a final review of the budget is conducted by Council at the first meeting of February at which time they set a public hearing for the second meeting.

Budget Adoption As noted above, the adoption of an ordinance requires 30 days to take effect. To adopt a budget and have it become effective before the City's fiscal year begins on April 1, action is needed no later than the second meeting in February unless a special meeting is called. The adoption of the budget also sets the annual millage rate(s). At the time of adopting a budget for the new year, Council also amends the current year budget ordinance to reflect the operating finances of the current year.

Adopt Fee Schedule Annually, Council sets and updates the fees charged for services including utility rates. Most fees are set at this time though they can be reviewed and updated as needed throughout the year.

March

Council Rules of Procedure Review Council meetings, procedures, and norms are contained in a document approved over time. Often this is not reviewed unless a challenge comes up. Proactive review of the Rules of Procedure could be a way to ensure they remain relevant and helpful for Council in governing its meetings and deliberations.

Mayoral/Council Appointments Some terms of service on boards and committees (especially the Downtown Development Authority and Planning Commission) expire on March 31 each year. Vacancies caused by resignation will be handled throughout the year.

April

Winter Recreation Report/Summer Preview Recreation is a major part of the City's services and it normally makes sense for the Recreation Director and other staff to update Council on the seasonal activities.

May

Department-specific Update Council might request or the City Manager might recommend updates from one or more departments in this time or wish to have a presentation around a specific topic. This could be discussed in advance and necessary preparations can be made.

June

July

August

City Manager Performance Review As a matter of good communication between the City Manager and Council and in compliance with the City Manager's Employment Agreement, an annual evaluation occurs to document performance, discuss future goals, and determine deficiencies. This ordinarily occurs during a closed session following a City Council meeting.

September

Michigan Municipal League Annual Convention The MML Convention is an opportunity for Council to learn the latest in local government trends in Michigan and beyond. Typically held in a different location around the state, the convention also serves as an opportunity for Council to share ideas and gain new understanding of municipal challenges. This does not occur during a meeting, however.

October

Summer Recreation Report/Winter Preview Summer recreation is a marquee part of the City's services and its budget. This is a good chance to review golf course, marina, and summer camp operations and other recreational amenities offered by the City.

Short Term Rental Ordinance Report The Council spent considerable time reviewing the subject of Short Term Rentals and this could be an opportunity to receive a report on the subject and review the efficacy of the existing policies and fees.

November

Organizational Meeting This activity occurs during the first meeting in the time and manner of Council meetings following the November election. Council chooses a deputy mayor, sets its annual meeting time and day, and reviews provisions of its Rules of Procedure including the permission of members to attend meetings remotely.

Goal Setting Work Session Following the election and ahead of budgeting for the coming fiscal year, Council holds at least one work session to discuss the long-term policy and operational goals it has for the City. This is the best time for Council to give direction on how the City should function in the long-term. This action is codified into goals and action steps and given final approval at a Council meeting in December or January.

December

Mayoral/Council Appointments Some terms of service on boards and committees (especially the Zoning Board of Appeals, Shade Tree and Parks Commission, and Recreation Advisory Board) expire on December 31 each year. Vacancies caused by resignation will be handled throughout the year.

Annual Special Event Policy Review Council has discussed assessing the role of special events and festivals and the impact they have on our budget and operations. The organizers of special events and festivals should have appropriate lead time to prepare for this, review past-year activities, and plan for changes in the coming season.

Airport Annual Report Council occasionally has questions about the activities of the airport and ongoing operations. This can be an annual time for the Airport Manager to present air traffic information, completed project reviews, and upcoming projects.

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: December 21, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Water Tower Testing

Last week, our Water staff, led by Pat Elliott and Shelley Mayer, tested emergency systems in our water tower. They drained the water tower to a level to ensure the alarm system would trigger an alert and then drained it further to ensure emergency systems would automatically engage pumping systems at the water plant to refill the system. Both alarms activated as they should.

B. DTE Gas Line

DTE Energy is actively working toward the installation of a new gas distribution line under the Pine River Channel. They are doing soil borings, surveys, and other due diligence in the vicinity of the Channel, Palmer Street, Grant Street and Park Avenue.

C. Covid Vaccine

Some of our EMS employees are scheduled to begin receiving the Pfizer Covid-19 vaccine tomorrow. This process is managed and administered by the Health Department of Northwest Michigan. They are actively preparing to distribute the vaccine according to the various phases the State has directed and are looking ahead to mass public vaccination plans also.

D. 2021/2022 Budget

Currently, my plan is to distribute a draft budget to you in two weeks. This will continually be refined over the following month. We are proposing to keep DPW seasonal staffing levels at the number we used during this summer which was a reduction of years past and a measure we took to cut costs ahead of the uncertainty caused by the virus. We are exploring the use of vehicle leasing instead of purchasing some pick-up trucks this coming year.