



Agenda
City of Charlevoix City Council Regular Meeting
Monday, September 19, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Mayoral Proclamation-Constitution Week September 17-23
Luther Kurtz-Mayor
 - B. Mayoral Proclamation-October 2022 as Domestic Abuse Awareness Month
Luther Kurtz-Mayor
 - C. Introduction to Pickleball
Kris Way
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - September 6, 2022
 - B. Accounts Payable and Payroll Check Registers
 - C. City Band Support for Public Entertainment
 - D. Biosolids Land Application Contract
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Public Hearing: Update Floodplain Maps Ordinance
Janet Koch, Zoning Administrator
- 7. All Other Actions and Requests**
 - A. Pavement Improvement Contract with Rieth Riley: \$238,410
Pat Elliott, Public Works Superintendent
 - B. Mayoral Appointment
Luther Kurtz-Mayor
- 8. Reports and Communications**

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

9. Other Council Business

10. Adjourn

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix City Council

Presentations

Title: Mayoral Proclamation-Constitution Week September 17-23

Date: September 19, 2022

Presented By: Luther Kurtz-Mayor

Background:

Recommendation:

Attachments:

1. Mayoral Proclamation Constitution Week Sept 17 -23



MAYORAL PROCLAMATION

WHEREAS, On September 17, 2022 marks the two hundred and thirty-fifth anniversary of the drafting of the Constitution of United States of America by the Constitutional Convention; and

WHEREAS, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week; and

NOW, THEREFORE BE IT RESOLVED, that I, Luther Kurtz, Mayor of the City of Charlevoix, on behalf of all residents, do hereby proclaim the week of September 17th and 23rd as Constitution Week in the City of Charlevoix.

Given under my hand this 19th day of September 2022.

Luther Kurtz
Mayor

Charlevoix City Council

Presentations

Title: Mayoral Proclamation-October 2022 as Domestic Abuse Awareness Month

Date: September 19, 2022

Presented By: Luther Kurtz-Mayor

Background:

Recommendation:

Attachments:

1. Proclamation October 2022 as Domestic Abuse Awareness Month



MAYORAL PROCLAMATION

WHEREAS, Women's Resource Center of Northern Michigan and the National Coalition Against Domestic Violence is commemorating October 2022 as Domestic Abuse Awareness Month; and

WHEREAS, the impact of domestic violence is wide ranging, directly affecting individuals and society as a whole, here in this community, throughout the United States and the world; and

WHEREAS, the month of October seeks to expand awareness of the incidence of domestic abuse, primarily focusing on the survivors who have suffered emotional and physical trauma, and celebrating the achievements of domestic abuse advocacy groups throughout the state and nation; and

WHEREAS, through the inspiration, courage and persistence of survivors, their friends and their support groups, legislation has been enacted to provide protection and services for those experiencing domestic abuse; and

WHEREAS, more work remains to solve this serious problem and all community members have a role to play; and

WHEREAS, government officials, domestic abuse programs, social service agencies, faith organizations, education institutions, health care providers and funding agencies are joining in the effort to promote an awareness of the issue of domestic abuse and ensure available support services for survivors.

NOW, THEREFORE BE IT RESOLVED, that I, Luther Kurtz, Mayor of the City of Charlevoix, on behalf of all residents, do hereby proclaim October 2022 as Domestic Abuse Awareness Month.

Given under my hand this 19th day of September 2022.

Luther Kurtz
Mayor

Charlevoix City Council

Presentations

Title: Introduction to Pickleball

Date: September 19, 2022

Presented By: Kris Way

Background:

Mayor Kurtz has been in contact with Kris Way about pickleball for the past several weeks. She would like to do a presentation about pickleball generally to showcase what pickleball is, the benefits of pickleball and having it in the community, the growth of the sport and what other communities have done for pickleball. She understands that the Recreation Department is working on pickleball and wants her presentation to be a supplement and supportive of their efforts.

Recommendation:

Attachments:

None

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - September 6, 2022

Date: September 19, 2022

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. Draft City Council Meeting Minutes from September 6, 2022

City of Charlevoix
City Council Regular Meeting minutes
Tuesday, September 6, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

The meeting was called to order at 6:00 p.m. by Deputy Mayor Hagen. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

2. Roll Call

Deputy Mayor: Aaron Hagen

Members Present: Janet Kalbfell, Mark Knapp, Richard Spring, Greg Bryan (arrived at 6:01 p.m.)

Members Absent: Luther Kurtz, Phil Parr

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Charlevoix Public Library-Annual Update

Ryan Deery-Director

Ryan Deery, Charlevoix Public Library Director provided the City Council with the library's annual highlights. Mr. Derry answered questions from the Council.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Deputy Mayor Hagen opened the item for public comment. None were heard.

Motion by Kalbfell, seconded by Knapp to approve the Consent Agenda.

Yeas: Bryan, Knapp, Kalbfell, Hagen, Spring

Nays: None

Absent: Parr

Motion carried.

A. Approve City Council Meeting Minutes - August 15, 2022

Motion to approve the minutes as presented.

B. Approve Accounts Payable and Payroll Check Registers

Motion to approve the accounts payable and payroll check registers as presented.

Dates	Description	Amount
08/19/2022	Special Accounts Payable Run	\$75,759.49
08/19/2022	Payroll (net pay)	\$135,977.69
08/19/2022	Payroll Transmittal Checks	\$5,368.74

08/29/2022	Special Accounts Payable Run	\$4.39
09/02/2022	Payroll (net pay)	\$120,414.28
09/02/2022	Payroll Transmittal Checks	\$5,619.99
09/07/2022	Regular Accounts Payable	\$1,540,263.38
08/15/2022-09/02/2022	ACH/WIRE Payments	\$590,855.48
08/11/2022	Special A/P Tax Disbursement	\$977,168.79
08/29/2022	Special A/P Tax Disbursement	\$2,996,779.84
Grand Total		\$6,448,212.07
To view the detailed accounts payable and payroll check register reports, please Click here.		

C. Resolution to Execute MDOT Contract No. 22-5352

Motion by Kalbfell, seconded by Knapp, to adopt Resolution 2022-09-01 MDOT Contract No. 22-5352, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2022-09-01**

EXECUTION OF MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) CONTRACT NO. 22-5352

IMPROVEMENTS TO THE DECORATIVE BRIDGE RAILINGS ON STRUCTURE B01 OF 15012 (LIFT BRIDGE)

WHEREAS, MDOT is planning superstructure repair work on the Lift Bridge which carries Highway US-31 over the Pine River; and

WHEREAS, the City has requested that MDOT perform additional work for and on behalf of the City in connection with the Highway US-31 construction, which additional work is hereinafter referred to as the Project and is located and described as follows:

Decorative bridge railing installation work on the Lift Bridge which carries Highway US-31 over the Pine River; together with necessary related work, located within the corporate limits of the City; and

WHEREAS, Upon completion of the Project, the City shall accept the facilities constructed as built to specifications with the construction contract documents and it is understood that the City shall operate and main the facilities in accordance with applicable law at no cost to MDOT; and

WHEREAS, the City and MDOT have reached an understanding with each other regarding the performance of Project work and desire to set forth this understanding in the form of written Contract No. 22-5352.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix City Council hereby authorizes the City Manager to execute the MDOT Contract No. 22-5352 for the paint removal to the decorative bridge railings located on Structure B01 of 15012.

RESOLVED this 6th day of September 2022 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Bryan, Hagen, Kalbfell, Knapp, Spring

Nays: None

Absent: Parr

Motion carried.

- D. Accept the resignation of Sean Bradley from the DDA Board of Directors

Motion to accept Sean Bradley's resignation from the Downtown Development Authority.

- E. Confirm replacement of WWTP Boiler for \$18,219.67

Motion to confirm the City Manager's emergency authorization of a new boiler purchase for the WWTP from Superior Mechanical for \$18,219.67.

- F. Confirm Purchase Authorization for Ferric Chloride: \$10,200

Motion to confirm the City Manager's emergency purchase of ferric chloride in the amount of \$10,200.

6. Public Hearings and Actions Requiring Public Hearings

- A. Set Public Hearing: Update Floodplain Maps Ordinance

Mark Heydlauff, City Manager

City Manager Heydlauff explained that in 2019, Council adopted a floodplain management ordinance that designated regulated flood prone areas and designed Charlevoix County as the enforcing agency to discharge the responsibility of the City of Charlevoix under the Public Act of 230. The Federal Emergency Management Agency (FEMA) notified the City in 2021 that the maps were being revised. To maintain compliance with the National Flood Insurance Program, FEMA is requiring that the City adopt the new flood plain maps.

Deputy Mayor Hagen opened the item for public comment. None were heard.

Motion by Spring, seconded by Kalbfell to set a public hearing to consider Ordinance No. 833 for September 19, 2022 at 6:00 p.m. in Council Chambers.

Yeas: Bryan, Hagen, Kalbfell, Knapp, Spring

Nays: None

Absent: Parr

Motion carried.

7. All Other Actions and Requests

- A. Visit Charlevoix Accessibility Grant for Charlevoix County Community Foundation

Amanda Wilkin- Executive Director of Visit Charlevoix

Amanda Wilkin, Executive Director of Visit Charlevoix, provided Council with a brief summary

of the accessibility grant. She explained the project will provide 360-degree digital tours of Charlevoix to help with accessibility and mental health needs. The program will allow people of all abilities to have a better understanding of the Charlevoix community prior to their visits, which will help relieve stress of unknown obstacles.

Mrs. Wilkin explained the total project cost is \$20,000 and MEDC/Pure Michigan has committed to pay for half of the costs. Mrs. Wilkin stated that Visit Charlevoix is unable to apply for the Charlevoix County Community Foundation because of their tax status and she is requesting to partner with the City's Recreation Department to apply for the grant on their behalf.

City Manager Heydlauff explained that during COVID they had a focus group that consisted of people in the community with disabilities. The results showed that people with disabilities have very different needs and this project would align with the City's goals of creating a barrier free accessibility in the parks and recreational facilities. Visit Charlevoix's strategic plan also includes creating a more friendly accessibility community.

Mayor Hagen opened the item for public comment. None were heard.

Motion by Spring, seconded by Kalbfell to direct the Recreation Department to apply on behalf of Visit Charlevoix for the geographic enrichment grant at CCCF to provide 360-degree digital tours of Charlevoix to help with accessibility and mental health needs.

Yeas: Bryan, Hagen, Kalbfell, Knapp, Spring

Nays: None

Absent: Parr

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Thanked emergency responders for the boat incident over the weekend
- The DTE Energy project is underway and overall the project is going well
- North side paving improvements will be on the next agenda, the costs were lower than expected
- Civic Clerk is now being utilized by all the City's boards and commissions
- The golf course continues to have a very successful year and thanked Visit Charlevoix's marketing efforts

C. Mayor and Council Comments

- Council collectively thanked the public for attending
- Council collectively thanked our volunteers and emergency crews

9. Other Council Business

10. Adjourn

Deputy Mayor Hagen adjourned the meeting at 6:24 p.m.

Sarah J. Dvoracek

City Clerk

Aaron Hagen

Deputy Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: September 19, 2022

Presented By:

Background:

Recommendation:

Motion to approve the accounts payable and payroll check registers as presented.

Attachments:

1. Check Registers 09-19-22 Agenda

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/10/2022	09/16/2022	137583	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	960.00
09/10/2022	09/16/2022	137584	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
09/10/2022	09/16/2022	137584	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	418.07
09/10/2022	09/16/2022	137585	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
09/10/2022	09/16/2022	137586	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,090.00
09/10/2022	09/16/2022	137587	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	678.21
09/10/2022	09/16/2022	137588	EQUITABLE FINANCIAL LI	9010	LIFE - VOLUNTARY Pay Period:	293.14
09/10/2022	09/16/2022	137588	EQUITABLE FINANCIAL LI	9010	SPOUSE LIFE Pay Period: 9/10/	55.64
09/10/2022	09/16/2022	137588	EQUITABLE FINANCIAL LI	9010	CHILD LIFE Pay Period: 9/10/20	4.80
09/10/2022	09/16/2022	137588	EQUITABLE FINANCIAL LI	9010	AD&D - VOLUNTARY Pay Period	36.78
09/10/2022	09/16/2022	137588	EQUITABLE FINANCIAL LI	9010	SPOUSE AD&D Pay Period: 9/10	10.28
09/10/2022	09/16/2022	137588	EQUITABLE FINANCIAL LI	9010	CHILD AD&D Pay Period: 9/10/2	3.33
09/10/2022	09/16/2022	137589	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
09/10/2022	09/16/2022	137590	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,572.85
Grand Totals:		14				5,418.74

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

09/16/22 Payroll Transmittal Checks	\$ 5,418.74
09/16/22 Payroll (net pay)	\$ 113,568.35
09/20/22 Regular Accounts Payable	\$ 256,735.49
Checks Sub-Total:	\$ 375,722.58

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

09/06/22 MI Public Power Agency	\$ 13,175.10
09/06/22 AMG Payment Solutions	\$ 1,078.45
09/06/22 Payment Service Network Inc.	\$ 251.20
09/08/22 DTE Energy	\$ 2,214.17
09/09/22 State of MI (Sales Tax)	\$ 36,134.35
09/12/22 MI Public Power Agency	\$ 10,203.53
09/16/22 IRS (Payroll Tax Deposit)	\$ 42,142.40
09/16/22 Alerus Financial (HCSP)	\$ 350.00
09/16/22 State of MI (Withholding Tax)	\$ 6,238.46
09/16/22 Vantagepoint (401 Plan)	\$ 1,062.00
09/16/22 Vantagepoint (457 Plan)	\$ 20,385.85
09/16/22 Vantagepoint (Roth IRA)	\$ 1,055.76
ACH Sub-Total:	\$ 134,291.27

Huntington National Bank Total: \$ 510,013.85

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

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

Grand Total: \$ 510,013.85

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/10/2022	PC	09/16/2022	36068	HEYDLAUFF, MARK L.	102		3,376.34
09/10/2022	PC	09/16/2022	36069	DVORACEK, SARAH J.	105		2,302.84
09/10/2022	PC	09/16/2022	36070	DEROSIA, PATRICIA E.	107		721.78
09/10/2022	PC	09/16/2022	36071	DOTSON, LINDSEY J.	109		1,420.38
09/10/2022	PC	09/16/2022	36072	KLOOSTER, ALIDA K.	121		1,843.53
09/10/2022	PC	09/16/2022	36073	BARNEVELD, RICHELLE	123		1,224.04
09/10/2022	PC	09/16/2022	36074	SCHULZ, GINNY L.	125		1,496.02
09/10/2022	PC	09/16/2022	36075	BRADLEY, KATHLEEN R.	126		1,187.58
09/10/2022	PC	09/16/2022	36076	MILLER, FAITH G.	142		554.10
09/10/2022	PC	09/16/2022	36077	MCGINN, KELLY A.	146		2,329.16
09/10/2022	PC	09/16/2022	36078	DOAN, GERARD P.	201		2,512.66
09/10/2022	PC	09/16/2022	36079	SCHOLEY, ROBERT W.	204		1,614.11
09/10/2022	PC	09/16/2022	36080	UMULIS, MATTHEW T.	205		1,619.18
09/10/2022	PC	09/16/2022	36081	ORBAN, BARBARA K.	209		1,437.04
09/10/2022	PC	09/16/2022	36082	RILEY, DENISE M.	213		579.41
09/10/2022	PC	09/16/2022	36083	MUNK, CHRISTOPHER J.	215		1,582.10
09/10/2022	PC	09/16/2022	36084	SCHICK, TIELER R.	216		1,678.11
09/10/2022	PC	09/16/2022	36085	STEWART, MORGAN J.	217		1,686.18
09/10/2022	PC	09/16/2022	36086	YOUNG, KRISTEN L.	230		1,479.76
09/10/2022	PC	09/16/2022	36087	BINGHAM, LARRY E.	240		974.43
09/10/2022	PC	09/16/2022	36088	MACGILLIVRAY, ROGER	244		487.01
09/10/2022	PC	09/16/2022	36089	WESTRICK, AARON J.	246		426.40
09/10/2022	PC	09/16/2022	36090	FERUCCI, ENZO C.	248		649.61
09/10/2022	PC	09/16/2022	36091	DOTSON, WILLIAM R.	249		338.30
09/10/2022	PC	09/16/2022	36092	WURST, RANDALL W.	411		1,696.27
09/10/2022	PC	09/16/2022	36093	HILLING, NICHOLAS A.	413		2,314.39
09/10/2022	PC	09/16/2022	36094	MEIER III, CHARLES A.	421		1,345.24
09/10/2022	PC	09/16/2022	36095	ZACHARIAS, STEVEN B.	422		2,475.22
09/10/2022	PC	09/16/2022	36096	NEWMAN, MARK J.	424		1,514.31
09/10/2022	PC	09/16/2022	36097	LOUGHMILLER, JOHN A.	425		2,310.67
09/10/2022	PC	09/16/2022	36098	GRIFFITH, JOHN J.	500		2,887.09
09/10/2022	PC	09/16/2022	36099	EATON, BRAD A.	515		2,854.47
09/10/2022	PC	09/16/2022	36100	WILSON, TIMOTHY J.	516		2,742.03
09/10/2022	PC	09/16/2022	36101	LAVOIE, RICHARD L.	519		2,407.06
09/10/2022	PC	09/16/2022	36102	STEVENS, BRANDON C.	521		2,451.17
09/10/2022	PC	09/16/2022	36103	WHITLEY, ANDREW T.	522		2,553.79
09/10/2022	PC	09/16/2022	36104	DRAVES, MARTIN J.	523		2,563.59
09/10/2022	PC	09/16/2022	36105	FARRELL, MITCHELL L.	524		1,733.92
09/10/2022	PC	09/16/2022	36106	ANDERSON, ELIZABETH	526		1,338.42
09/10/2022	PC	09/16/2022	36107	KENWABIKISE, DAVID L.	528		1,184.64
09/10/2022	PC	09/16/2022	36108	ELLIOTT, PATRICK M.	600		3,116.61
09/10/2022	PC	09/16/2022	36109	SCHWARTZFISHER, JOS	603		1,254.64
09/10/2022	PC	09/16/2022	36110	BRADLEY, KELLY R.	614		1,676.53
09/10/2022	PC	09/16/2022	36111	HART II, DELBERT W.	616		1,774.79
09/10/2022	PC	09/16/2022	36112	JONES, ROBERT F.	618		1,709.56
09/10/2022	PC	09/16/2022	36113	THORP JR, WILLIAM D.	623		1,828.73
09/10/2022	PC	09/16/2022	36114	LEITNER, RYAN S.	624		1,514.33
09/10/2022	PC	09/16/2022	36115	FERGUSON, ROYCE L.	625		1,734.51
09/10/2022	PC	09/16/2022	36116	REID, ROB A.	632		1,409.88
09/10/2022	PC	09/16/2022	36117	DORAN, JUSTIN J.	634		2,265.74
09/10/2022	PC	09/16/2022	36118	FREY, DYLAN V.	643		28.20
09/10/2022	PC	09/16/2022	36119	HART III, DELBERT W.	657		913.60
09/10/2022	PC	09/16/2022	36120	CONWAY, ANNEMARIE	668		36.34
09/10/2022	PC	09/16/2022	36121	FINNERTY, HOLLY E.	669		947.39
09/10/2022	PC	09/16/2022	36122	MUMICH, BARRY J.	671		620.30
09/10/2022	PC	09/16/2022	36123	HIGGINS, THERESE M.	689		383.23
09/10/2022	PC	09/16/2022	36124	CRANDELL, ZACKARY R.	691		740.90

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/10/2022	PC	09/16/2022	36125	RABIDEAU, JACOB L.	696		889.55
09/10/2022	PC	09/16/2022	36126	KNORR, KENT J.	700		2,157.97
09/10/2022	PC	09/16/2022	36127	ANZELL, BETH A.	702		1,406.10
09/10/2022	PC	09/16/2022	36128	STEBE, LAURA A.	703		36.01
09/10/2022	PC	09/16/2022	36129	MCDERMOTT, DENNIS J.	732		1,912.15
09/10/2022	PC	09/16/2022	36130	WHITE III, MARCUS W.	754		835.83
09/10/2022	PC	09/16/2022	36131	KIRINOVIC, THOMAS F.	790		556.34
09/10/2022	PC	09/16/2022	36132	SMITH, ELLERY S.	795		174.43
09/10/2022	PC	09/16/2022	36133	COFFEY, JASON J.	798		451.22
09/10/2022	PC	09/16/2022	36134	DRENT, DOUGLAS A.	838		711.89
09/10/2022	PC	09/16/2022	36135	GILL, DAVID R.	856		954.59
09/10/2022	PC	09/16/2022	36136	LABLANCE, MAUREEN J.	863		662.43
09/10/2022	PC	09/16/2022	36137	LIVINGSTON, BRIAN D.	866		1,948.83
09/10/2022	PC	09/16/2022	36138	STANLEY, MARK J.	867		34.29
09/10/2022	PC	09/16/2022	36139	KLOOSTER, PATRICK H.	868		456.12
09/10/2022	PC	09/16/2022	36140	WAY, KRISTINA M.	870		267.19
09/10/2022	PC	09/16/2022	36141	PARKER, SCOTT W.	873		114.17
09/10/2022	PC	09/16/2022	36142	PETROSKY, TIMOTHY D.	874		106.38
09/10/2022	PC	09/16/2022	36143	WYMAN, MATTHEW A.	927		2,132.42
09/10/2022	PC	09/16/2022	36144	MILLER, WILLIAM S.	933		1,405.97
09/10/2022	PC	09/16/2022	36145	DOUGLAS, MARK	935		1,274.06
09/10/2022	PC	09/16/2022	36146	MCCRANEY, RUSSELL R.	936		1,611.32
09/10/2022	PC	09/16/2022	36147	FRATRICK, JOSEPH W.	940		804.96
09/10/2022	PC	09/16/2022	36148	STEVENS, WILLIAM J.	951		1,043.59
09/10/2022	PC	09/16/2022	137581	MORRISON, KEVIN P.	601		1,555.22
09/10/2022	PC	09/16/2022	137582	COX, RONALD L.	869		217.69
Grand Totals:			83				113,568.35

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Report Criteria:

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

Check Number	Payee	Amount
09/20/2022		
137591	ABRAMOWSKI, DWAIN M.	50.00
137592	ACE HARDWARE	4,022.28
137593	ALL-PHASE ELECTRIC SUPPLY CO	483.71
137594	AMAZON CAPITAL SERVICES	546.56
137595	AMERICAN LEGION AUXILLARY	1,303.88
137596	AMERICAN TOTAL SECURITY INC	261.75
137597	AMERICAN WATER WORKS ASSN	238.00
137598	AT YOUR SERVICE PLUS INC	720.00
137599	AUTO-WARES GROUP	445.75
137600	AVFUEL CORPORATION	16,986.08
137601	BALLARD'S PLUMBING AND HEATING	386.83
137602	BEAR EARTH HERBALS	22.00
137603	BELL EQUIPMENT COMPANY	2,871.36
137604	BLISSFEST MUSIC ORGANIZATION	1,100.00
137605	BOB MATHERS FORD	6,318.02
137606	BRADY'S CARPET CLEANING INC	3,222.42
137607	CARLSON'S HOME IMPROVEMENTS	380.00
137608	CARQUEST OF CHARLEVOIX	2,411.32
137609	CDW GOVERNMENT	738.11
137610	CHARLEVOIX LAVENDER	38.00
137611	CHARLEVOIX SCREEN MASTERS INC	1,506.00
137612	CHARLEVOIX STATE BANK	26,885.72
137613	CHARLEVOIX TOWNSHIP TREASURE	73.34
137614	CHARTER COMMUNICATIONS OPERA	86.25
137615	CHEBOYGAN CEMENT PRODUCTS IN	2,380.00
137616	CHEMICAL SYSTEMS INC.	3,984.00
137617	CINTAS	324.17
137618	CITY OF CHARLEVOIX - UTILITIES	57,989.30
137619	CONWAY PROFESSIONAL SERVICES	9,933.00
137620	DHASELEER, CARL	188.00
137621	DITCH WITCH SALES OF MICHIGAN	27.96
137622	EDELWEISS FARMS	137.00
137623	EDGEWATER RESOURCES LLC	5,150.30
137624	EJ USA INC.	672.70
137625	ELECTIONSOURCE	669.06
137626	ELLSWORTH FARMERS EXCHANGE	1,779.49
137627	ELMER'S CRANE & DOZER INC	4,340.00
137628	ETNA SUPPLY	6,718.00
137629	FARMER WHITE'S	326.00
137630	FASTENAL COMPANY	306.90
137631	GATEHOUSE MEDIA MICHIGAN HOLDI	415.00
137632	GERBER'S HOMEMADE SWEETS	68.00
137633	GORDON FOOD SERVICE	318.20
137634	GUNTZVILLER, RHONDA	577.00
137635	HACH COMPANY	76.89
137636	HARRELL'S LLC	9,650.02
137637	HOFFMAN ROTO-ROOTER	640.00
137638	HOLIDAY LIGHTING SERVICE	16,064.00

Check Number	Payee	Amount
137639	HUTSON INC	1,374.30
137640	HYDROCORP	562.50
137641	INTEGRITY BUSINESS SOLUTIONS	715.09
137642	IPS GROUP INC	209.60
137643	JACKLIN STEEL SUPPLY CO	75.00
137644	JOHN E GREEN COMPANY	4,621.07
137645	JONES & JONES GARAGE DOOR SER	50.00
137646	KRANZ, CAROL	208.99
137647	KSS ENTERPRISES	2,028.42
137648	LASER PRINTER TECHNOLOGIES	1,500.00
137649	LOST CELLARS INC	18.00
137650	LOTTIE'S BAGELS	239.00
137651	MACGREGOR PLUMBING & HEATING I	1,222.61
137652	MANTHEI CONSTRUCTION	934.62
137653	MCCARDEL CULLIGAN-PETOSKEY	54.50
137654	METAL HEAD WELDING LLC	14.96
137655	METTLER TOLEDO INC	870.38
137656	MICHAEL MURPHY IV PHOTOGRAPHY	325.00
137657	MICHIGAN PIPE & VALVE	684.00
137658	MIKE'S MUSTARD	36.00
137659	MUNETRIX LLC	4,189.00
137660	MUSTANG TOOL SERVICE	14.15
137661	MUTT MITT	1,919.77
137662	NAVIA BENEFIT SOLUTIONS	50.00
137663	NORTHWEST FIRE	100.00
137664	NORTHWEST GARAGE DOOR	470.00
137665	OLSTROM EXCAVATING AND PAVING	3,439.00
137666	O'REILLY AUTOMOTIVE INC	2.74
137667	OTW SAFETY	1,893.95
137668	PAR WEST TURF SERVICES INC	357.35
137669	PENCHURA LLC	6,800.00
137670	PENINSULA FIBER NETWORK LLC	470.00
137671	POLLARDWATER	251.64
137672	POWER LINE SUPPLY	3,647.61
137673	POWER SYSTEM ENGINEERING INC	1,581.00
137674	PREIN & NEWHOF	2,468.60
137675	PROVIDENCE FARM LLC	498.00
137676	PRO-VISION SOLUTIONS LLC	2,123.36
137677	R & R PRODUCTS INC	65.63
137678	REHMANN	3,900.00
137679	SCIENTIFIC BRAKE - GAYLORD	159.17
137680	SIEGRIST, DAVID	49.00
137681	SNIVELY, KIRBY	75.00
137682	SPARTAN DISTRIBUTORS INC	1,213.95
137683	SPARTAN STORES LLC	283.91
137684	STATE OF MICHIGAN	370.00
137685	STATE OF MICHIGAN	695.48
137686	STATE OF MICHIGAN	30.00
137687	STATE OF MICHIGAN	518.00

Check Number	Payee	Amount
137688	STEBE, LAURA	31.78
137689	STRICKER'S OUTDOOR POWER EQUI	56.89
137690	STUART C IRBY CO	2,894.65
137691	SWANSON K & D INC	1,995.00
137692	SWEET MARIA'S LLC	257.00
137693	TAYLOR RENTAL	640.06
137694	TERMINAL SUPPLY CO	397.11
137695	TOP LINE ELECTRIC LLC	1,257.34
137696	UNIFIRST CORPORATION	1,195.23
137697	UNIVERSAL CREDIT SERVICES INC	20.00
137698	USABUEBOOK	360.59
137699	VILLAGE GRAPHICS INC	277.43
137700	WAKULAT, ELIZABETH	84.45
137701	WARD BROTHERS BOATS INC	20.95
137702	WELLMAN, MADISON	18.29
137703	WINNIE'S ORIGINALS LLC	16.00
Total 09/20/2022:		256,735.49
Grand Totals:		256,735.49

Check Number	Payee	Amount
09/06/2022		
90622001	MICHIGAN PUBLIC POWER AGENCY	13,175.10
90622002	AMG PAYMENT SOLUTIONS	1,078.45
90622003	PAYMENT SERVICE NETWORK INC.	251.20
Total 09/06/2022:		14,504.75
Grand Totals:		14,504.75

Check Number	Payee	Amount
09/08/2022		
90822001	DTE ENERGY	2,214.17
Total 09/08/2022:		2,214.17
Grand Totals:		2,214.17

Check Number	Payee	Amount
09/09/2022		
90922001	STATE OF MICHIGAN	36,134.35
Total 09/09/2022:		36,134.35
Grand Totals:		36,134.35

Check Number	Payee	Amount
09/12/2022		
91222001	MICHIGAN PUBLIC POWER AGENCY	10,203.53
Total 09/12/2022:		10,203.53
Grand Totals:		10,203.53

Check Issue Date	Check Number	Payee	Amount
91622001			
09/16/2022	91622001	**EFTPS* Payroll Taxes	10,915.11
09/16/2022	91622001	**EFTPS* Payroll Taxes	10,915.11
09/16/2022	91622001	**EFTPS* Payroll Taxes	2,552.73
09/16/2022	91622001	**EFTPS* Payroll Taxes	2,552.73
09/16/2022	91622001	**EFTPS* Payroll Taxes	15,206.72
Total 91622001:			
	5		42,142.40
91622002			
09/16/2022	91622002	Alerus Financial	350.00
Total 91622002:			
	1		350.00
91622003			
09/16/2022	91622003	STATE OF MICHIGAN	6,238.46
Total 91622003:			
	1		6,238.46
91622004			
09/16/2022	91622004	Vantagepoint - 401 Plan 109153	1,062.00
Total 91622004:			
	1		1,062.00
91622005			
09/16/2022	91622005	Vantagepoint - 457 Plan 300959	4,525.00
09/16/2022	91622005	Vantagepoint - 457 Plan 300959	2,794.57
09/16/2022	91622005	Vantagepoint - 457 Plan 300959	4,298.57
09/16/2022	91622005	Vantagepoint - 457 Plan 300959	8,767.71
Total 91622005:			
	4		20,385.85
91622006			
09/16/2022	91622006	Vantagepoint - Roth IRA 706117	1,055.76
Total 91622006:			
	1		1,055.76
Grand Totals:			
	13		71,234.47

Charlevoix City Council

Consent Agenda

Title: City Band Support for Public Entertainment

Date: September 19, 2022

Presented By:

Background:

Annually, we budget support to the City Band for the provision of free, public entertainment in our bandshell each summer. We received their written request on September 1, 2022.

Recommendation:

Motion to approve \$5,000 for the Charlevoix City Band for the provision of free, public entertainment for the benefit of the community.

Attachments:

1. City Band Request
2. City Band Contract Annual

To whom it may concern,

On behalf of the Charlevoix City Band, I am submitting this request for our annual agreed upon stipend of \$5000 for our weekly concerts in the park.

The City Band consists of approximately sixty members who volunteer their time and talent to entertain our audience in the park for 8 concerts each summer. This is one of the longest running community bands in the country, and has had a band performing in our park consistently since the late 1800s.

The funds we receive from the city pay our directors and librarian, update our music library, and replace any needed equipment.

Thank you for your continued support of the Charlevoix City Band.

Sincerely,

A handwritten signature in black ink, appearing to read "Jake Bronson". The signature is fluid and cursive, with the first name "Jake" being more prominent than the last name "Bronson".

Jake Bronson, Director of the Charlevoix City Band

CITY BAND CONTRACT

THIS CONTRACT is effective on the _____ day of _____, 2022 between the City of Charlevoix, a Michigan home rule city, whose address is 210 State Street, Charlevoix, Michigan 49720 (City) and the Charlevoix City Band, a Michigan nonprofit corporation, whose address is 06685 M-66, Lot #108, Charlevoix, Michigan 49720.

Recitals

- A. Pursuant to MCLA 117.3(j); MSA 5.2073(j) and Article I, Section 1.6 of the City Charter the City is authorized to provide for the peace and health and for the safety of persons and property within the City and to expend funds for that purpose.
- B. Charlevoix City Band provides music in the Clarence Odmark pavilion for the residents and visitors of the City of Charlevoix during the Summer season.
- C. The parties desire to act cooperatively in providing the above musical services to citizens in the City.

Agreement

NOW, THEREFORE, in consideration of the mutual promises contained in this Contract, the parties hereby agree as follows:

- 1. The City shall pay to Charlevoix City Band the sum of Five Thousand and 00/100 Dollars (\$5, 000.00).
- 2. Charlevoix City Band shall provide not less than eight (8) musical programs during the forthcoming summer season and shall use the above money to help defray the costs of providing those musical programs to Charlevoix residents and visitors.

CITY OF CHARLEVOIX

Date

By: _____
Luther Kurtz, Mayor

CHARLEVOIX CITY BAND

Date

By: _____
Evelyn Wujcik, President

Charlevoix City Council

Consent Agenda

Title: Biosolids Land Application Contract

Date: September 19, 2022

Presented By:

Background:

The Wastewater Treat Plant's contract ended with BioTech Agronmics, Inc. of Beulah in December of 2020. Biosolids are the remaining stabilized solids left over after treatment and digestion at the WWTP. The biosolids are then removed and transported and applied to farmland. The removal of biosolids is necessary in order to stay in compliance with our Residual Management Plan and the Federal 503 regulations.

In August, we advertised for the transportation, land application, and agronomic management of biosolids from the WWTP. On September 8th, we opened one sealed bid from BioTech Agronomic, Inc. of Beulah, see attached. The bid tabulation is calculated for the maximum gallons of biosolids (750,000).

The City has worked with BioTech since 2003 and they have done an excellent job and we hope to continue our working relationship with them for another three years. BioTech's proposal did show a slight increase compared to their 2020 numbers and they also included a fuel cost and adjustment clause for when the diesel price/gallon rises above \$5.00.

This work has been included in the annual budget.

Recommendation:

Motion to award the Biosolids Hauling and Land Application contract to Biotech Agronomics for 2022, 2023 and 2024 per their proposal pricing.

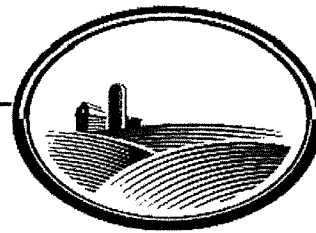
Attachments:

1. BioTech Agronomics Bid
2. Removal of Biosolids Bid Tab 09.08.2022

BioTech Agronomics, Inc.

Residual Management Company

1651 US 31 • Beulah • MI • 49617 • P: 231-882-7219 • F: 231-882-9690
www.biotechag.com



September 8, 2022

City of Charlevoix
210 State Street
Charlevoix, Michigan 49720

RE: "REMOVAL OF BIOSOLIDS"

Thank you for the opportunity to respond to your Bid solicitation. BioTech Agronomics, Inc. is a Michigan based Company and has been in the professional residuals management business for over 22 years.

We look forward to being able to work with you on this project.

If you have any questions please contact me at any time. We look forward to hearing from you.

Yours in Service,

Don Popma
General Manager
BioTech Agronomics, Inc.
616.835.0100 cell
dpopma@biotechag.com

BIOTECH AGRONOMICS, INC IS AN EQUAL OPPORTUNITY EMPLOYER.

PROPOSAL FORM

Company – Bidder Information

BioTech Agronomics, Inc.

Land Application Unit Rate at BASE Fuel Cost

\$0.059 / Gallon 2022

\$0.0619 / Gallon 2023

\$0.0649 / Gallon 2024

Biosolids Analyses

\$ 495.⁰⁰ / Sample

Digester or Tank Cleaning

\$525.⁰⁰ / per hour
(Confined space)

I am agreeable to entering into a contract with the City of Charlevoix for this work. I understand the City may reject any or all bids and award the work to the bidder deemed to serve its best interest.

By: *Don P...*

Title: *General Manager*

Company: *BioTech Agronomics, Inc.*

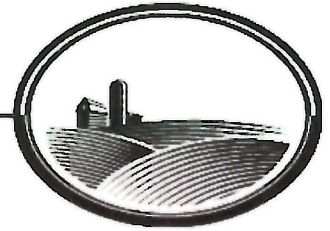
Address: *1651 Bewlah Hwy*

Bewlah, MI 49617

Telephone: *231-882-7219*

Date: *9-8-2022*

BioTech Agronomics, Inc.



Residual Management Company

1651 Beulah Highway • Beulah • Michigan • 49617

September 8, 2022

City of Charlevoix Fuel Cost and Adjustment

BIOTECH AGRONOMICS, INC. shall adjust the cost of services for each hauling event should fuel costs exceed \$5.00 per gallon. The fuel adjustment schedule will be the fixed document used for such purpose throughout the duration of this contract.

The unit price for biosolids management beneficial use services for any given removal operation will be subject to the adjustment below depending on the weekly fuel price (based on the week biosolids removal commences) determined by the United States Department of Energy's Energy Information Administration publication of Retail Prices for the Midwest United States in the On-Highway Diesel Fuel Price Table.

Diesel Price \$/Gallon	% Increase to Contract Price
Below \$5.00	None
\$5.00 - \$5.099	1%
\$5.10 - \$5.199	2%
\$5.20 and above = 1% increase per each \$0.10 increase in price/gallon.	

(This information is available at the website <http://www.eia.doe.gov>).

(On-Highway Diesel Prices Table – Midwest Column)



Wastewater Biosolids
Bid Opening at City Hall
September 8, 2022
11 AM

Bidder Name	Comments
Biotech Agronomics, Inc. 1651 US 31 Beulah, MI 49617	\$0.059/gallon 2022 (based on 750,000 gallons) \$44,250 \$0.0619/gallon 2023 (based on 750,000 gallons) \$46,425 \$0.0649/gallon 2024 (based on 750,000 gallons) \$48,675 Biosolids Analyses \$495/Sample Digester or Tank Cleaning \$525/per hour (confined space)

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Public Hearing: Update Floodplain Maps Ordinance

Date: September 19, 2022

Presented By: Janet Koch, Zoning Administrator

Background:

The National Flood Insurance Program (NFIP) is a federal program created by Congress to mitigate flood losses nationwide through sound, community enforced building and zoning ordinances and to provide access to affordable, federally-backed flood insurance protection for property owners. Participation in the NFIP is based on an agreement between local communities and the Federal government that states if a community will adopt and enforce a floodplain management ordinance to reduce future flood risks to new construction in Special Flood Hazard Areas (SFHAs), the Federal Government will make flood insurance available within the community as a financial protection against flood losses.

On May 20, 2019 the City adopted floodplain management ordinance that:

1. Designated regulated flood prone hazard areas
2. Designated Charlevoix County as the enforcing agency to discharge the responsibility of the City of Charlevoix under Act 230 of the Public Acts of 1972, as amended.

The Federal Emergency Management Agency (FEMA), which manages the NFIP, notified the City in 2021 that the Flood Insurance Rate Maps (FIRM) for Charlevoix County were being revised. Earlier in 2022, FEMA provided a notification that the final flood hazard maps and the Preliminary Flood Insurance Study report had been published in the *Federal Register* after a 90-day appeal period. No appeals were submitted during that period.

Jennifer Neal, City Planner, compared the 2019 FIRM maps (which are currently online in the FEMA [map viewer](#)) with the paper FIRM maps dated September 15, 2022. Following are pages showing the major changes between the two maps. Properties to note are:

1. Michigan Beach Park
2. 300 E. Dixon Avenue
3. Prospect Street road end and Park Island
4. 125 Belvedere Avenue

To maintain compliance in the NFIP, FEMA is requiring that the City adopt the new flood plain maps. The language in the following proposed Ordinance No. 833 was approved by the Hydrologic Studies and Floodplain Management Unit, Water Resources Division, of EGLE, which is the entity that manages Michigan's NFIP.

Recommendation:

Motion to adopt Ordinance No. 833 of 2022.

Attachments:

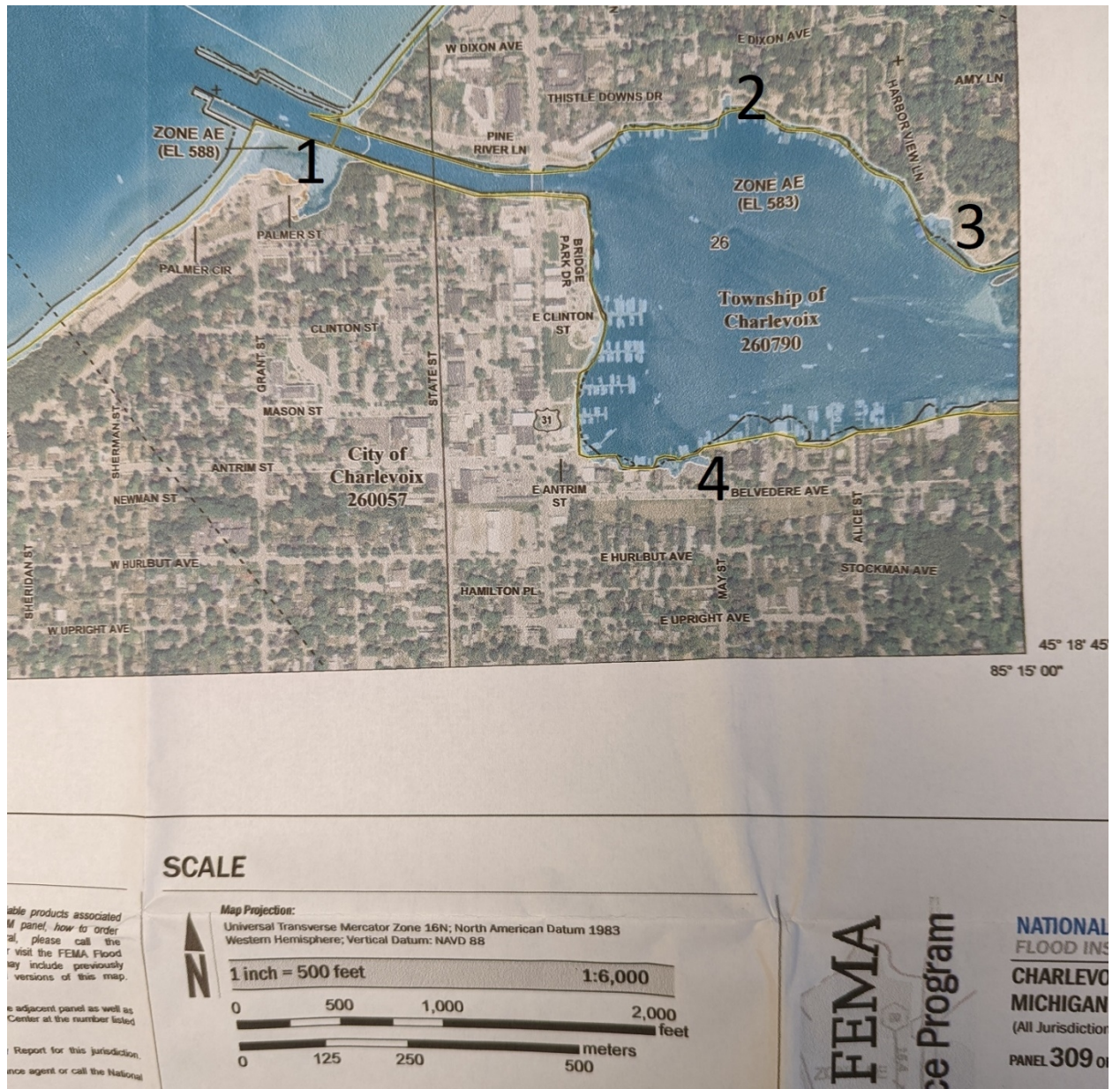
1. FIRM Map Major Changes
2. FEMA Ordinance Amendment 833 of 2022

2022 FIRM: Major Changes

Jennifer Neal, City Planner, compared the 2019 FIRM maps (which are currently online in the FEMA [map viewer](#)) with the paper FIRM maps dated September 15, 2022. Following are pages showing the major changes between two. The major properties to note are:

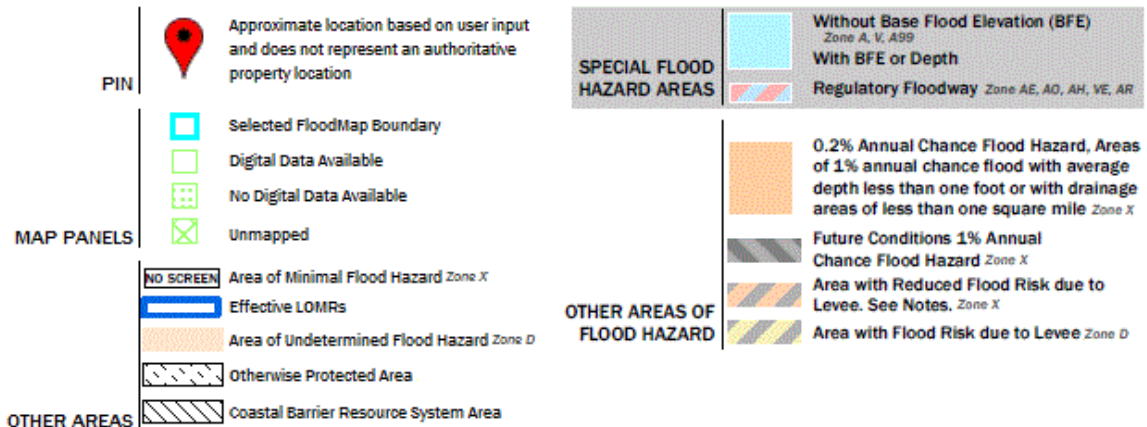
1. Michigan Beach Park
2. 300 Dixon Avenue E.
3. Prospect St. road end and Park Island
4. 125 Belvedere Avenue

2022 FIRM Major Changes since 2019 FIRM



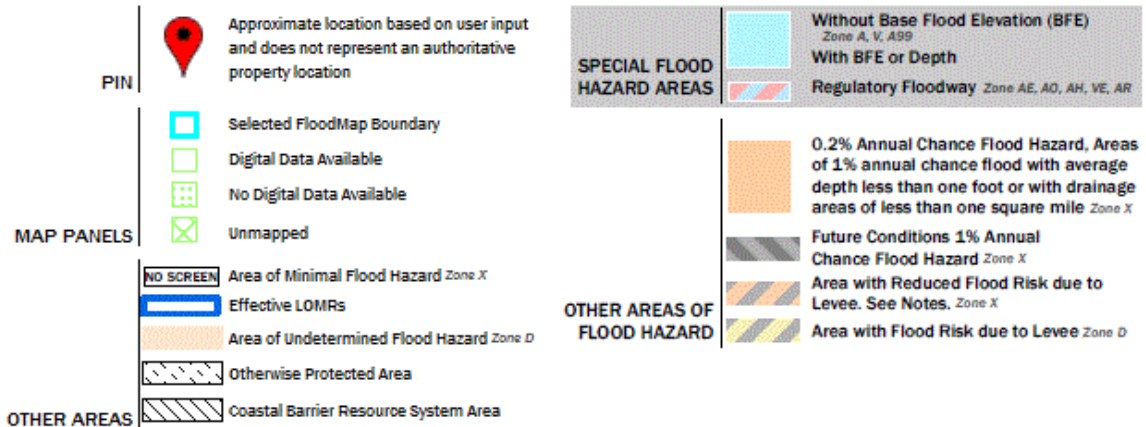
2019 FIRM Screen Shots

1. Michigan Beach Park flood area



2019 FIRM Screen Shots (continued)

2. 300 Dixon Avenue E. flood area



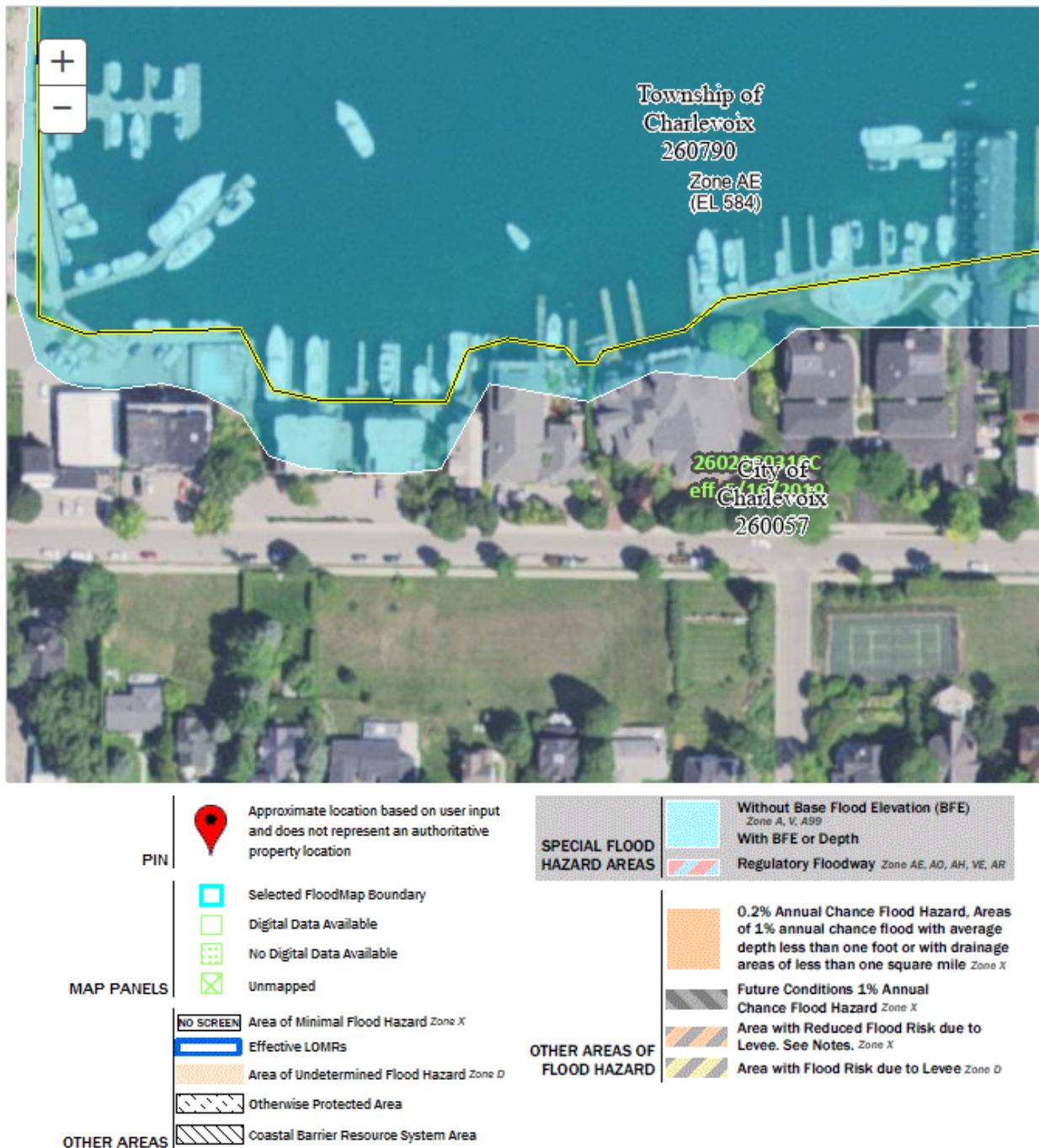
2019 FIRM Screen Shots (continued)

3. Prospect Street road end and Park Island flood area



2019 FIRM Screen Shots (continued)

4. 125 Belvedere Ave. flood area



**ORDINANCE ADDRESSING FLOODPLAIN MANAGEMENT PROVISIONS OF THE
STATE CONSTRUCTION CODE**

Community Name: City of Charlevoix, County: Charlevoix
Ordinance Number 833 of 2022

An ordinance to designate an enforcing agency to discharge the responsibility of the City of Charlevoix located in Charlevoix County, and to designate regulated flood hazard areas under the provisions of the State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended.

The City of Charlevoix ordains:

Section 1. AGENCY DESIGNATED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the Department of Building Safety of the county of Charlevoix is hereby designated as the enforcing agency to discharge the responsibility of the City of Charlevoix under Act 230, of the Public Acts of 1972, as amended, State of Michigan. The county of Charlevoix assumes responsibility for the administration and enforcement of said Act throughout the corporate limits of the community adopting this ordinance.

Section 2. CODE APPENDIX ENFORCED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this ordinance.

Section 3. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS. The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) Entitled "Charlevoix County Michigan (All Jurisdictions)" and dated September 15, 2022 and the Flood Insurance Rate Map(s) (FIRMS) index panels 26029CIND1B and 26029CIND2B dated September 15, 2022, panel numbers of 26029C0309D, 26029C0317D, and 26029C0328D dated September 15, 2022 and panel number 26029C0340C dated May 16, 2019 are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

Section 4. REPEALS. All ordinances inconsistent with the provisions of this ordinance are hereby repealed.

Section 5. PUBLICATION. This ordinance shall be effective after legal publication and in accordance with the provisions of the Act governing same.

Adopted this _____ day of _____, 2022.

This ordinance duly adopted on _____, 2022 at a regular meeting of the City of Charlevoix City Council and will become effective _____, 2022.

Signed on _____ by _____ (Signature)
Sarah Dvoracek, Clerk of the City of Charlevoix

Signed on _____ by _____ (Signature)
Luther, Mayor of the City of Charlevoix

Charlevoix City Council

All Other Actions and Requests

Title: Pavement Improvement Contract with Rieth Riley: \$238,410

Date: September 19, 2022

Presented By: Pat Elliott, Public Works Superintendent

Background:

In the approved 2022/23 budget, we allocated \$200,000 for a pavement maintenance project on the north side of town. This work generally consists of bringing in a grinding machine, grinding the existing asphalt, re-grading that material, compacting it and then laying two, 1.5 inch layers of hot mixed asphalt. The thickness of asphalt is the standard we use in all of our infrastructure projects. The roads that will be covered by this project are

- Eagle (from E. Dixon to Elm)
- Elm St. (from Eagle to Mercer)
- Fairway Dr. (from Elm to US 31)
- Oak St. (from US 31 to Fairway).

These streets were chosen because of the deteriorated condition of the existing asphalt and the fact that the underground utilities are generally in good shape, and will not need replacement in the near future.

In early August, we advertised this work and on August 19th we opened one sealed bid from Rieth Riley (see attachment). The bid price of \$222,070.00 was much better than anticipated with the added costs for labor, fuel, materials and inflation since the budget was drafted. Given this pricing, I met with the contractor and added a section to be pulverized and paved on Ance Road. This area is from US 31 to just passed the first driveway going into the gas station. By adding this section of Ance Road, the additional costs of \$16,340 would be added to the original bid amount for a grand total of \$238,410. I have also been working with MDOT to have a portion of the MDOT right of way repaired during this project. MDOT will be funding their part of the project.

We have worked with Rieth Riley on many similar projects over the years and have always had good results. This project would start in mid-October and be completed by mid-November.

Recommendation:

Motion to approve the contract with Rieth Riley for \$238,410 and authorize the City Manager to sign all related contracts

Attachments:

1. Pavement Maint 2022 bid tab
2. Charlevoix 2022 Pavement Maintenance 8-31-22



**CITY OF
CHARLEVOIX**

PAVEMENT MAINTENANCE

Bid Opening at City Hall

August 19, 2022

11 AM

Bidder Name	Comments
Rieth & Riley	Option 1: \$222,070.00 Option 2: \$195,370.00

BID SUBMITTED PURSUANT TO THE CITY OF CHARLEVOIX PAVEMENT MAINTENANCE SERVICES SPECIFICATIONS

The City and Charlevoix
210 State Street
Charlevoix, MI 49720

Mayor Kurtz and the Charlevoix City Council

The undersigned, as Successful Bidder, hereby declares that this bid is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that he/she has carefully read and examined the Contract Documents, including the Invitation to Bid, General Requirements, and Program Guidelines for the designated work and understands all of the same; that he/she, or his/her representative, has made such personal investigation at the site as is necessary to determine the character and difficulties attending the execution of the proposed work. Bidder proposes and agrees that if this Proposal is accepted, bidder will contract with the Cities, provide necessary machinery, tools, apparatus and transportation services necessary to do all the work specified or referred to in the Contract Documents in the manner and time therein prescribed, and according to the requirements of the owner as therein set forth, to furnish the insurance required of the Contractor by the Contract Documents, and that he/she will take in full payment, the unit prices set forth in the following proposal.

All bidders understand that the City reserve the right to accept or reject any and/or all bids, to waive any irregularities and/or informalities in the bids, negotiate with any bidder, or to select the bid(s), or portions thereof, most advantageous to the City.

The successful bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids.

Upon receipt of a written Notice of Award of the Bid, the successful bidder shall execute the formal Contract Agreement within ten (10) days. If the Contract is not executed within the time set forth above, the Bid Proposal shall become the property of the Cities as liquidated damage for the delay and additional expense to the Cities caused thereby.

Pursuant to your request for Pavement Maintenance Services, I submit my bid, with the understanding that if my bid proposal, or section thereof, is accepted, I will execute a written contract with the Cities, which will embody the terms as outlined in the bid proposal.

I will meet all the requirements and provide all the services for the amounts listed on the attached bid sheet for the items listed in this document.

The Undersigned, by execution of this contract, certifies that he/she is the Project Manager of the firm named as Rieth-Riley Construction Co., Inc. that he/she signs the bid on behalf of the firm and he/she is authorized to execute the same on behalf of said firm.

Company: Rieth-Riley Construction Co., Inc.

Address: 06795 US 31 N

Charlevoix, MI 49720

Phone: 231-439-5757

Authorized Agent: Mike Ellwanger

Signature: 

Title: Project Manager

Date: August 19, 2022

BID TABULATION

PAVEMENT MAINTENANCE

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
MOBILIZATION	LUMP SUM		\$10,000.00	\$10,000.00
PULVERIZING/GRADING	8,700	SYD	\$4.00	\$34,800.00
STRUCTURE ADJUMENT	10	EACH	\$315.00	\$3,150.00
OPTION 1: HMA PAVING 3" COURSE	4,000 1600	TON	\$102.00	\$163,200.00
OPTION 2: HMA PAVING 2.5" COURSE	3,350 1300	TON	\$105.00	\$136,500.00
HMA CURB	100	LFT	\$2.20	\$220.00
RESTORATION	700	SYD	\$11.00	\$7,700.00
EXCAVATION	100	CYD	\$21.00	\$2,100.00
22A GRAVEL PLACED	25	TON	\$36.00	\$900.00

Total: \$358,570.00

(Total Option 1: \$222,070.00)

(Total Option 2: \$195,370.00)

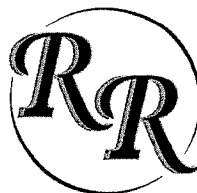
RIETH-RILEY CONSTRUCTION Co., Inc.

100% Quality • 100% Employee Owned • Over 100 Years

City of Charlevoix
210 State Street
Charlevoix, MI 49720

RE: 2022 Pavement Maintenance Services – Bid Response

1. **Understanding** – It is our understanding the City intends to contract to pulverize, re-grade, compact and pave multiple streets/locations per the existing layout, within the City of Charlevoix on a unit price basis. The exact locations and limits for the intended work will be field located by the City and contractor. It is the intent that the pulverized material will reinforce the existing base and will remain in place wherever possible however any excess material that needs to be removed will be incidental to the project and remain the property of the City. Existing hard surface approaches (asphalt or concrete) will be replaced with asphalt as needed and paid at the stated unit pricing. All manholes and water boxes will be adjusted to match the new final elevations; adjustment to be made with riser rings; any physical adjustment will be handled on a case by case basis. All disturbed shoulders will be replaced in kind with either gravel or topsoil / seed / mulch.
2. **Approach** – Rieth-Riley will have one project manager(PM) that will be responsible for managing, scheduling and communicating all project related information to the City.
3. **Scope of Services**
 - a. Mobilize – Includes (1) mobilization for project.
 - b. Pulverize – pulverize multiple streets / locations concurrently.
 - c. Grade work – re-shape existing roads, water, compact and adjust structures as needed.
 - d. Paving – place specified asphalt as described and per the existing layout.
 - e. Restore – restore shoulders in kind.
4. **Assumptions** – Minor traffic control devices will be provided for all operations and flag personnel for paving operations; however it is assumed streets will be closed to through traffic during construction; there are no provisions for detours. There may be times of complete closure to all traffic. Any subgrade undercutting or aggregate base required will be provided on a unit price basis. Our pricing does not include the following: 1. Concrete approaches or curbing, 2. Pavement markings. 3. Staking or surveying 4. Testing or inspection. 5. Permits or Bonds. 6. Replacement or relocation of any utilities, trees, etc. (public or private).
5. **Qualifications** (all projects below had the same scope of work as this project).
 - a. City of Boyne City -Pavement Maintenance Services 2015, 2016, 2019, 2020
 - i. Tim Faas, 319 N. Lake St, Boyne City (231) 582-0375



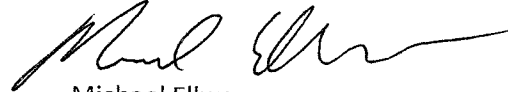
RIETH-RILEY CONSTRUCTION Co., Inc.

100% Quality • 100% Employee Owned • Over 100 Years

- b. Village of Central Lake Street Improvement projects 2011, 2012, 2015, 2016
 - i. Sam Mullens, 7900 Grove St, Central Lake (231) 544-2701
 - c. City of Charlevoix, Pavement Maintenance Services – 2017, 2020, 2021
 - i. Pat Elliot
-
- 6. **Communication Plan** – Project manager will be responsible for all communication and coordination between contractor, field personnel and the City.
 - 7. **Schedule** - Final scheduling will be determined based on the actual scope of work contracted and the execution of a contract but could range from 8-10 total working days with expected completion on or before November 1, 2022.
 - 8. **Insurance** – Insurance certificates that meet or exceed requirements will be provided prior to starting any contracted work.

Any additional questions or clarifications can be directed to me at (231) 330-4267 or mellwanger@rieth-riley.com

Regards,



Michael Ellwanger

Project Manager

Rieth-Riley Construction Co., Inc.



Rieth-Riley Construction Co., Inc.

06795 US 31 North
Charlevoix, MI 49720

Phone: (231) 439-5757
Fax: (231) 347-8862

To:	Charlevoix, City Of	Contact:	Pat Elliot
Address:	210 State Street, P.O. Box 550 Charlevoix, MI 49720	Phone:	(231) 547-3270
		Fax:	(231) 547-3617
Project Name:	Charlevoix 2022 Pavement Maintenance	Bid Number:	
Project Location:	Charlevoix County, Charlevoix, MI	Bid Date:	8/19/2022

Line #	Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
001		Mobilization	1.00	LS	\$10,000.00	\$10,000.00
002		Pulverizing/Grading	8,700.00	SY	\$4.00	\$34,800.00
003		Structure Adjustment	10.00	EACH	\$315.00	\$3,150.00
004		HMA Paving 3" Two Course	1,600.00	TON	\$102.00	\$163,200.00
005		HMA Paving 2.5" Single Course	1,300.00	TON	\$105.00	\$136,500.00
006		HMA Curb	100.00	LF	\$2.20	\$220.00
007		Restoration	700.00	SY	\$11.00	\$7,700.00
008		Excavation	100.00	CY	\$21.00	\$2,100.00
009		22A Gravel Placed	25.00	TON	\$36.00	\$900.00
010		Ance Rd Paving	1.00	LS	\$16,340.00	\$16,340.00

Total Bid Price: \$374,910.00

Notes:

- Pricing is based on City of Charlevoix Pavement Maintenance Services Specifications Part I & II and Rieth -Riley bid response / pricing provided 08/19/2022.
- Ance Road pricing includes pulverizing, removing excess (as needed), grading and two course paving. Due to minimal slope, positive drainage may not be feasible.

Payment Terms:

Invoiced amount due within 15 days of invoice date. Late charge of 1.5% per month to apply after 30 days from invoice date. These terms also apply to work-in-progress billings.

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

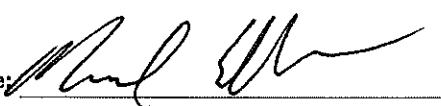
Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

Rieth-Riley Construction Co., Inc.

Authorized Signature:  _____

Estimator: Mike Ellwanger
(231) 439-5757 mellwanger@rieth-riley.com

STANDARD TERMS & CONDITIONS OF THIS PROPOSAL

The following terms and conditions are part of this Proposal:

1. ~~This Proposal's prices are based on the current average posted price for asphalt cement as listed in the "Asphalt Weekly Monitor" published by Potent & Partners, Inc. If this average posted price increases at the time Contractor commences performance of the work covered by this Proposal, we reserve the right to adjust the Proposal price consistent with the increase in the price of the asphalt cement.~~ *MS.*
2. All material is warranted to be as specified. All work is to be completed according to this Proposal and in a workmanlike manner. Unless otherwise provided in this Proposal, Customer, at its expense, shall provide a properly compacted and stable subgrade or subbase (proof rolling or other testing satisfactory to Contractor) upon which any material is to be placed.
3. Other than as expressly provided for in this Proposal, Contractor makes no express or implied warranties, including warranties of merchantability or fitness for a particular purpose. Customer's sole remedy for breach of warranty is limited exclusively to removal and replacement of the defective work. Other than removal and replacement, Rieth-Riley has no other liability for any type of damage, whether incidental, consequential or otherwise.
4. Any express performance warranty provided in this Proposal shall be waived in the event Customer, either verbally or in writing, directs Contractor to place its paving materials over a subgrade or a subbase the condition of which Rieth-Riley has advised Customer is unacceptable.
5. Contractor will not be liable for delays caused by labor disturbances, weather conditions, acts of God, acts of governmental agencies, accidents, shortages of necessary materials and supplies, or any other cause beyond our control.
6. Any damage to or caused by appurtenances, including but not limited to stumps, buried concrete slabs or footing, septic tanks, sprinkler systems or utilities not specifically described on the plans or accurately marked on the jobsite so as to make us aware of their exact location and depth, will be the Customer's responsibility; and any extra work involved will become an extra charge over the quoted price.
7. Extra work not included in this Proposal will be performed at the direction of the Customer or his authorized representative. Customer shall promptly issue an appropriate written change order to cover the authorized work.
8. Sales tax is included in this Proposal. Customer is required to provide a valid sales tax exemption certificate if no sales tax is to be included.
provided on the reverse side.
9. Contractor will not proceed with the work as specified in this Proposal until satisfied of the Customer's ability and intent to pay according to the terms outlined herein.
10. Payment is due upon customer's receipt of invoices issued, unless stated otherwise, whether progress or final, for work completed to date. If prompt payment is not received, Contractor will suspend work in progress.
11. Nothing herein contained shall be construed as a waiver or modification of Contractor's statutory lien rights, which lien rights Contractor will exercise if payment by Customer is not promptly made.
12. A service charge of 1½% per month, which is an annual percentage rate of 18% per annum, will be made on all account balances not paid as provided for herein, together with costs of collection and reasonable attorney fees and expenses.
13. Customer represents and warrants that there are no hazardous substances or hazardous wastes located on or within the jobsite. Customer agrees to defend, indemnify, and hold harmless Contractor, its officers and employees from any type of loss and/or liability, including reasonable attorney fees and expenses, arising from a breach of this representation or warranty or Customer's violation of environmental law, regulation or policy.
14. The following sentence only applies if the parties intend that their contractual relationship will be governed by a written contract other than this Proposal. This Proposal is submitted subject to entering into a written contract, the terms and conditions of which are acceptable to both parties.

"LICENSE NO. 2106176414 A residential builder or a residential maintenance and alteration contractor is required to be licensed under Article 24 of the occupational code, 1980 PA 299, MCL 339.2401 to 339.2412. An electrician is required to be licensed under the electrical administrative act, 1956 PA 217, MCL 338.881 to MCL 338.3511 to 338.3569. A mechanical contractor is required to be licensed under the Forbes mechanical contractor act, 1984 PA 192, MCL 338.971 to 338.988.

Charlevoix City Council

All Other Actions and Requests

Title: Mayoral Appointment

Date: September 19, 2022

Presented By: Luther Kurtz-Mayor

Background:

Mayor Kurtz advised he plans to make the following appointment:

- Katherine Bitley to the Recreation Advisory Committee for a term to expire December 31, 2024.

Recommendation:

Motion to confirm the Mayor's appointment of _____ to the Recreation Advisory Committee for a term to expire December 31, 2024.

Attachments:

1. Katherine Bitley Application-Recreation Advisory Committee

Sarah Dvoracek

From: noreply@civicplus.com
Sent: Monday, February 7, 2022 11:59 AM
To: Sarah Dvoracek
Subject: Online Form Submittal: Volunteer Boards and Committees Application

Follow Up Flag: Follow up
Flag Status: Flagged

Volunteer Boards and Committees Application

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

Committees and Boards to Apply For	Recreation Advisory Committee
Name	Katherine Bitely
Email Address	katherine@visitcharlevoix.com
Address	8205 Old US 31 N
Home Phone	12313306680
Cell Phone	Field not completed.
Are you a registered voter in the City?	No
How long have you lived in the City?	Charlevoix
Educational Background	BA in Communications from Hope College, MS Communication from Purdue University
Professional Qualifications and / or Work Experience	I work with Visit Charlevoix and often work with Beth and Kent on recreation marketing activities
Community Activities and / or Other Experience	Main Street Promo Committee, Downtown Business Owners Meeting, Charlevoix Photography Club

Have you served on a board / committee or held a civic position in the past?	Yes
If yes, please explain.	Main Street
Do you foresee any potential conflicts of interest while executing the duties of this position?	No
Reason(s) You Wish to Serve	Having worked for the Rec Department, I would love to give back to the community and I can help staff as needed.
Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?	Yes
Electronic Signature Agreement	I agree.
Electronic Signature	Katherine A Bitely
Date	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: September 19, 2022

Presented By:

Background:

A. Channel

I've heard from a few boaters concerned about the condition of the wood and metal brackets in the channel. As you know, maintenance of the channel is the responsibility of the Army Corps. I have raised the issue with them but haven't seen any action. This week, I met with USCG Station Chief Brad Bishop and noted the concerns with him. He has reached out also to the Army Corps. Optimally, they could improve the conditions while still located here, but we shall see their response.

B. Past Meeting Documents

As you know, earlier this year, we transitioned to CivicClerk for agenda management on our website. This program is made by our website provider and integrates fully with it. This week, the City Clerk finalized the transfer for nearly six years of past meeting packets and agendas into the new system so that historic reference back to 2016 can be accomplished more easily for City Council, Planning Commission, and DDA. She is also working to update old records for other boards and committees also in addition to using this system for current meetings. As always, should you have questions, please let us know.

C. Tree Removals and Plantings

As part of their role, the Shade Tree Commission receives requests for tree removals and determines locations for plantings. This fall, they will be placing over 50 trees in the street rights of way around the community. They have also granted conditional authorization for a tree to be removed from Belvedere Avenue; two trees are required to be planted in place and four additional will be placed throughout the community at the expense of the property owner.

D. Annual Audit

We are wrapping up our annual audit process and expect to have a presentation from them to City Council later this fall.

Recommendation:

Attachments:

1. August 2022 Police Activity Report
2. Planning Commission Minutes 08/08/2022
3. Shade Tree and Park Commission Minutes 08/11/2022

CITY OF CHARLEVOIX

Police Activity Report for the Month of August 2022

ITEM	NUMBER THIS MONTH	THIS MONTH LAST YEAR	TOTAL THIS YEAR	TOTAL LAST YEAR
TRAFFIC CITATIONS	9	14	98	136
TRAFFIC WARNINGS	85	105	765	871
MOTORIST/CITIZEN ASSIST	32	30	187	223
ASSIST OTHER DEPT	26	36	217	258
FELONY ARRESTS	2	0	7	6
MISDEMEANOR ARRESTS	8	2	21	30
TRAFFIC CRASH: 9300-1	8	15	64	59
TRAFFIC CRASH: 9300-2	3	3	23	20
GENERAL ASSISTS	469	342	3,304	1,903
MEDICAL RESPONSES	18	12	79	46
LIQUOR INSPECTIONS	20	16	136	56
ORIGINAL COMPLAINTS	34	29	215	227
COMPLAINTS CLOSED	27	14	172	129
COMMERICAL/RESIDENTIAL	28	28	245	477
PARKING/SNOW TICKETS	7	6	206	210
METER TICKETS	511	427	1,405	1,404
PATROL MILES	5,050	4,748	40,343	37,646

TOTAL MILEAGE #87-1 1486

TOTAL MILEAGE #87-2 156

TOTAL MILEAGE #17 3408


 Gerard Doan
 Chief of Police

City of Charlevoix
Planning Commission Regular Meeting minutes
Monday, August 8, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

The meeting was called to order at 6:00 p.m. by Chair Waddell. Chair Waddell led the participants in the Pledge of Allegiance.

B. Roll Call

Chair: RJ Waddell

Members Present: Sherm Chamberlain, Toni Felter, Mary Millington, Jennifer Muladore, Maureen Radke

Members Absent: Annemarie Conway

Staff Present: Jennifer Neal, Community Planner; Janet Koch, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

Member Chamberlain stated that back in the 1980's he did all the survey work for the Northwest Marine Yacht Basin, but he was completely separated from that work at this time.

D. Approval of Agenda

Motion by Member Radke, seconded by Member Chamberlain to approve the agenda as presented.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. July 11, 2022 Draft Minutes

Chair Waddell advised Member Muladore was shown as present in the minutes but she was out of state at the time; and in the third paragraph of G.1. the name Foss should be Boss.

Motion by Member Muladore, seconded by Member Chamberlain to approve the minutes of July 11, 2022 as corrected.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Site Plan Review - 202 Ferry Avenue

Zoning Administrator Koch stated the applicant, Northwest Marine Yacht Club, is proposing the replacement of an existing swimming pool and deck adjacent to the Foster Boat Works Condominiums. The property has Lake Charlevoix waterfront, which requires a site plan review, since it is waterfront property.

Ben Thoune from Performance Engineers stated the pool was installed in 1984 and was in need of replacement and everything would be put back in the way it currently existed.

The public hearing was opened and closed as there were no public comments.

Chair Waddell read the Findings of Fact from the staff report as written.

Motion by Member Felter, seconded by Member Chamberlain to approve the site plan for 202 Ferry Avenue without conditions.

Motion carried by unanimous voice vote.

2. Lake Charlevoix Visioning 2022

Barry Hicks, Community Planner from the Land Information Access Association (LIAA), stated they were a non-profit, community development entity based out of Traverse City. Mr. Hicks introduced Tom Darnton, President of the Lake Charlevoix Association, and Jennifer McKay from the Tip of the Mitt Watershed Council. Mr. Hicks provided a PowerPoint presentation which described the Lake Charlevoix Visioning and Shoreline Protection Project, the lakeshore protection standards of each community, and the current goals to develop a shared vision of Lake Charlevoix with common goals and objectives shared by all of the communities around the lake.

Jennifer McKay reviewed data specific to the lake quality and shoreline protection within the City of Charlevoix. Mr. Hicks reviewed data regarding water levels in Lake Michigan which also affect Lake Charlevoix and shoreline hardening. Mr. Hicks stated that there was a comment format form included in their packet and their website www.lakecharlevoixprotection.org also includes a comment section as well. All representatives responded to a variety of questions from the Commission members regarding shoreline protection issues.

3. Revised ADU Architectural Standards

Planner Neal stated the draft ordinance included in the packet was edited based on the attorney's response. Planner Neal stated the Commission had three choices: keep the language as is, apply the standards to ADU's and garages which is the language the Commission had before them, or reduce or remove the standards completely.

The Commission discussed issues related to through lots and the difficulties of designating lots having two front yards, concrete vs. asphalt driveways, and small accessory buildings such as sheds not having to conform to architectural standards to match the main structure. Chair Waddell summarized that there were three issues to be addressed: the alley/street access; smaller accessory units not having to match the appearance of the main structure, and possible elimination of asphalt and other hard surfaces for driveways, the Commission concurred.

4. Building Height Review and Discussion

Chair Waddell summarized the building height issue and the request from the ZBA for the Commission to review the issue. Discussion followed regarding the height of various buildings, preservation of the architectural design, economic factors, and how to measure building heights in feet or stories.

The Commission requested that Zoning Administrator Koch draft language to clean up the conflicting building height language and also address the maximum building height language to include language like Harbor Springs.

Chair Waddell opened the item for public comment, and one was heard.

5. Sign Ordinance Review and Discussion

Zoning Administrator Koch stated the Bridge Park Drive businesses have had issues for a number of years with limited signage. The proposed ordinance change would allow businesses to attach a sign less than or equal to two (2) square feet in the sign face area on the Bridge Park railing above the location of their business. Such signs would require a sign permit which must also be approved by the City Manager.

Motion by Member Radke, seconded by Member Millington to set a public hearing for the proposed sign ordinance amendment for businesses on Bridge Park Drive.

Motion carried by unanimous voice vote.

6. Building Unit Size and Lot Size

Chair Waddell stated at the last meeting the Commission talked about looking at Planned Unit Developments (PUD'S) for the missing middle housing; and minimum building sizes and minimum lot sizes were also discussed. Chair Waddell stated the City Council had asked the Planning Commission to look at all square footage in all zoning districts, and he suggested looking at the R2-A zoning district first. Planner Neal also stated the City Manager has also asked the Commission to consider minimum lot sizes so that more than unit size impacts how many units may be built.

Chair Waddell stated next month the discussion items would include: what could R2-A look like to address the missing middle; what future generations want; and how to address existing lots and any changes to lot sizes, the Commission concurred.

H. Old Business

1. Donations

Chair Waddell stated that in the last couple of months, the Commission had two different donations come before them for their recommendation and, in his opinion, the Commission made the correct decisions even though the Council did not accept their recommendation.

I. Staff Updates

1. Zoning Administrator's Report

J. Requests For Next Months Agenda or Research Items

Chair Waddell stated for the September meeting they would have the following items on their agenda:

- Building height information from the Zoning Administrator;
- ADU information from the Community Planner;
- Unit/lot sizes from the Community Planner;

- Public Hearing on the sign ordinance revision.

K. Adjournment by 8:00 p.m. unless extended by a motion

Chair Waddell adjourned the meeting at 7:59 p.m.

City of Charlevoix
Shade Tree & Parks Commission Regular Meeting minutes
Thursday, August 11, 2022 - 10:00 AM
2nd Floor Conference Room, 210 State Street, Charlevoix, MI

1. Call to Order and Roll Call

Chair Hodgson called the meeting to order at 10 a.m.

Chair Perry Irish Hodgson

Members Present: David Bertinelli, David Levy, Jennifer Muladore

Members Absent: None

City Staff Present: Sarah Dvoracek, City Clerk; John Griffith, Electric Department Director; Pat Elliott, Public Works Superintendent

2. Approve Minutes of April 14, 2022

A. Draft Minutes for April 14, 2022

Motion by Levy, seconded by Muladore to approve the minutes of the April 14, 2022 meeting as presented.

Motion carried by unanimous voice vote.

3. Old Business

A. Status of Edgewater Resources Management Plan Development for Ferry Beach

Mr. Elliott stated that he and Kent Knorr, the Recreation Director, met with Edgewater and toured the parks and facilities. They discussed other potential recreational activities. Mr. Elliott stated Traver Wood (from Site Planning Development) would provide his expert opinion but he recommended hiring a contractor to complete an entire tree inventory. Discussion was held regarding removing the willow trees from the park and other options were discussed, such as other species of trees to plant in the area.

B. Status of Lake Michigan Beach Park Improvements

Mr. Elliott stated the goats have finished and overall the program is very successful. The City hopes to continue to bring back the goats next year.

Mr. Elliott stated the beach park improvements are underway. The view corridor trimming has been completed. However, there are enough funds in the budget to trim more of the area and Drost agreed to return before winter and finish.

C. Update on 2022 Right-of-Way Tree Planting

Chair Hodgson asked Mr. Elliott to provide any updates on the Right of Way Tree Plantings. Mr. Elliott responded he had only received one response from a resident stating they didn't want a tree. The DPW is on target for fall planting, the bid will be published soon. Chair Hodgson suggested a follow-up letter recommending that residents water the trees. Muladore stated other cities have provided a water credit or incentive to water plants and trees there are planted in the ROW. Mr. Elliott suggested recommending to residents that only 10 to 15 gallons of water a week would help the tree thrive and that would not increase

their water bill by a substantial amount.

4. New Business

A. Tree Removal Request: 112 Belvedere Avenue

Chair Hodgson stated the Commission can request the homeowner pay for the tree removal. The homeowner would be required to plant at least two trees at the choice of the Commission, including the location. The homeowner is requesting the tree removal to improve the view from their home. The Commission discussed the request and the overall tree health in the area and along the corridor. Mr. Elliott suggested several types of trees for possible replacements, such as kousa dogwoods, tulip trees, locusts, or lilac trees.

Discussion was held regarding suggesting a plan to methodically plant shade trees along the corridor and to methodically plant trees that will not potentially block homeowners' views. The Commission requested City staff communicate with the homeowner and the state that the Commission is taking their request under consideration and a decision will be made at their next meeting on September 8th.

B. Electric Line Clearance Specifications

Mr. Griffith explained the Electric Line Clearance Specifications and he stated he had received guidance from MSU. Mr. Griffith explained in past history that the Shade Tree & Parks Commission reviewed this policy. The policy includes best practices for tree trimming. The City Attorney still needs to review the legal language including liabilities.

The Commission discussed the chemicals to treat stumps and the portion of the policy that states 30% of trees will be trimmed. The Commission requested a map of the tree inventory which depicts which trees need to be trimmed and was completed by the Electric Department. Chair Hodgson requested that the City Manager or the City Clerk email the map to the Commission Members.

C. Invasive Trees at Depot Beach

Chair Hodgson stated that near the sailing school there are some buckthorns that need to be removed. Mr. Elliott stated that he would investigate.

D. Expand Right-of-Way Tree Selection

Chair Hodgson discussed the possibility of expanding the types of trees used on the approved tree species list. In recent years, there have been only five or six types of trees used and planted on the list. Discussion continued by utilizing more of the American Liberty Elm and the Kentucky coffeetree. Mr. Elliott also made some recommendations for using katsura trees and he mentioned that ginkgos are better in the long term. The Commission concurred to expand the utilization of different trees on the approved tree species list.

5. Public Comment

Member Levy thanked Pat Elliott and his team for weed whacking in the channel. The DPW team has done an incredible job at maintaining the gardens by the Welcome to Charlevoix signs. Chair Hodgson opened the item for any public comment, there was none.

6. Adjourn

Chair Hodgson adjourned the meeting at 11:20 am.

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: September 19, 2022

Presented By:

Background:

Recommendation:

Attachments:

None