



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

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Life Saving Awards
Robert Scholey, Interim Chief of Police
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - December 5, 2022
 - B. Accounts Payable and Payroll Check Registers
 - C. MPPA Purchase Power Commitment Authorized Representative
 - D. Transformer Painting: \$15,152.00
 - E. Annual Substation Maintenance: \$106,815.74 (spent over five years)
 - F. MDOT Annual Permit
 - G. Water Treatment Plant-Low Service Pump Improvements: \$19,700.00
 - H. Schedule Special Council Meeting and Work Session Dates
Mark Heydlauff, City Manager
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Set Public Hearing: Ordinance Amendment: Section 31.02- Designate City Manager as Purchasing Agent
Mark Heydlauff, City Manager
- 7. All Other Actions and Requests**
 - A. Council Appointments
Janet Kalbfell-1st Ward Council Member
Mark Heydlauff, City Manager
 - B. Mayoral Appointments

Lyle Gennett-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: Life Saving Awards

Date: December 19, 2022

Presented By: Robert Scholey, Interim Chief of Police

Background:

On November 11, 2022 at 3:14 pm, the Charlevoix City Police responded to a personal injury crash that occurred on the east side of Antrim St. near Ward Brothers Marina. The caller reported a car that crashed off the end of the road and entered the water. Sgt. William Webster of the Department of Natural Resources Law Enforcement Division heard the radio call and happened to be close. Sgt. Webster responded and was advised by witnesses that no one had exited the vehicle. Sgt. Webster quickly entered the water and pulled the driver from the vehicle. Then, with the assistance of bystanders, they pulled the driver to the dock. The driver was blue and not breathing. Sgt. Webster administered lifesaving measures which expelled the water from the drivers lungs and the driver began breathing on his own.

Awards Presented:

Sgt. William Webster - Distinguished Service Award w/ appropriate ribbon for uniform

Camryn Vron dran - Citizen Lifesaving Award

Justin Jordan - Citizen Lifesaving Award

Recommendation:

Attachments:

None

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - December 5, 2022

Date: December 19, 2022

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. City Council Work Session Meeting Minutes 12/05/2022
2. City Council Draft Meeting Minutes 12/05/2022

City of Charlevoix
City Council Work Session Meeting Minutes
Monday, December 5, 2022 - 4:30 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Roll Call

Mayor Gennett called the work session to order at 4:33 p.m.

Mayor: Lyle Gennett

Members Present: Shane Cole, Aaron Hagen, Mark Knapp, Phil Parr, Richard Spring

Members Absent: Janet Kalbfell

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

2. Presentations

A. MPPA Presentation

Patrick Bowland, CEO of MPPA, explained the history of public power supply. Mr. Bowland explained how MPPA diversifies its power supplies but many future projects have been faced with challenges as they move forward, especially wind and solar energy. MPPA is a project based agency that establishes resources and the member chooses to participate and purchase energy. Mr. Bowland explained that Council will have several challenges in the future as technology is advancing faster than the source of energy. Mr. Bowland answered questions from the Council.

3. Reports and Communications

A. Public Comment

B. Mayor and Council Comments

4. Adjourn

Mayor Gennett closed the work session at 5:55 p.m.

Sarah J. Dvoracek

City Clerk

City of Charlevoix
City Council Regular Meeting minutes
Monday, December 5, 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 Mayor Gennett. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

2. Roll Call

Mayor: Lyle Gennett

Members Present: Shane Cole, Aaron Hagen, Mark Knapp, Phil Parr, Richard Spring

Members Absent: Janet Kalbfell

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

Motion by Parr, seconded by Hagen to approve the consent agenda as presented.

Yeas: Cole, Knapp, Parr, Hagen, Spring

Nays: None

Absent: Kalbfell

Motion carried.

A. City Council Meeting Minutes - November 21, 2022

Motion to approve the minutes as presented.

B. Accounts Payable and Payroll Check Registers

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

Dates	Description	Amount
11/22/2022	Special Accounts Payable Run	\$64,303.14
11/23/2022	Payroll (net pay)	\$99,874.33
11/23/2022	Payroll Transmittal Checks	\$5,556.70
11/23/2022	Special Accounts Payable	\$5,390.28
11/29/2022	Regular Accounts Payable	\$240,188.28
11/21/2022-11/30/2022	ACH/WIRE Payments	\$470,301.97
11/17/2022	Special A/P Tax	\$78,746.70

	Disbursement	
11/30/2022	Special A/P Tax Disbursement	\$3,908.59
Grand Total		\$968,269.99
To view the entire accounts payable and payroll check registers, please Click here.		

C. Amended and Restated Power Purchase Commitment Authorization

Motion to approve the Amended and Restated Power Purchase Commitment Authorization and authorize John Griffith, Charlevoix's Member Authorized Representative, to sign the agreement as presented.

D. 500 kVA Transformer: \$35,887.23

Motion to approve the purchase of one (1) 500 kVA pad mounted transformer from Power Line Supply, Reed City, Michigan in the amount of \$35,887.23 with an estimated delivery of December 15, 2023.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Thanked Council for attending the work session
- Asked Council if there were any other topics they would like a dedicated work session scheduled

C. Mayor and Council Comments

9. Other Council Business

A. Freedom of Information Act Appeal

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

Motion by Spring, seconded by Parr to grant the appeal for the personnel (file) with the personal information redacted.

Yeas: Cole, Hagen, Knapp, Parr, Spring

Nays: None

Absent: Kalbfell

Motion carried.

10. Adjourn

Mayor Gennett adjourned the meeting at 6:06 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: December 19, 2022

Presented By:

Background:

Recommendation:

Motion to approve the Accounts Payable and Payroll Check Registers as presented.

Attachments:

1. Accounts Payable and Payroll Check Registers 12/19/2022

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/03/2022	12/09/2022	138353	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,116.73
12/03/2022	12/09/2022	138354	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
12/03/2022	12/09/2022	138354	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	390.05
12/03/2022	12/09/2022	138355	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,220.00
12/03/2022	12/09/2022	138356	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	730.53
12/03/2022	12/09/2022	138357	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
12/03/2022	12/09/2022	138358	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	251.25
12/03/2022	12/09/2022	138359	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,504.29
12/03/2022	12/09/2022	138360	THE HARTFORD	9035	LIFE - VOLUNTARY Pay Period:	316.40
12/03/2022	12/09/2022	138360	THE HARTFORD	9035	SPOUSE LIFE Pay Period: 12/3/	92.24
12/03/2022	12/09/2022	138360	THE HARTFORD	9035	CHILD LIFE Pay Period: 12/3/20	8.87
12/03/2022	12/09/2022	138360	THE HARTFORD	9035	AD&D - VOLUNTARY Pay Period	26.17
12/03/2022	12/09/2022	138360	THE HARTFORD	9035	SPOUSE AD&D Pay Period: 12/3	6.16
12/03/2022	12/09/2022	138360	THE HARTFORD	9035	CHILD AD&D Pay Period: 12/3/2	3.75
Grand Totals:		14				5,869.89

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

12/09/22 Payroll Transmittal Checks	\$	5,869.89
12/09/22 Payroll (net pay)	\$	129,785.86
12/20/22 Regular Accounts Payable	\$	428,796.09
Checks Sub-Total:	\$	564,451.84

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

12/05/22 MI Public Power Agency	\$	10,076.44
12/05/22 AMG Payment Solutions	\$	33.24
12/05/22 Payment Service Network Inc	\$	259.30
12/08/22 State of MI (Sales Tax)	\$	22,953.17
12/08/22 DTE Energy	\$	8,047.29
12/09/22 IRS (Payroll Tax Deposit)	\$	51,251.27
12/09/22 Alerus Financial (HCSP)	\$	250.00
12/09/22 Vantagepoint (401 Plan)	\$	1,062.00
12/09/22 Vantagepoint (457 Plan)	\$	21,321.84
12/09/22 Vantagepoint (Roth IRA)	\$	1,180.76
12/09/22 State of MI (Withholding Tax)	\$	7,140.12
12/12/22 MI Public Power Agency	\$	20,736.21

ACH Sub-Total: \$ 144,311.64

Huntington National Bank Total: \$ 708,763.48

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

Charlevoix State Bank Total: \$ -

Grand Total: \$ 708,763.48

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/03/2022	PC	12/09/2022	36526	KURTZ, LUTHER J.	54		603.90
12/03/2022	PC	12/09/2022	36527	HEYDLAUFF, MARK L.	102		3,758.27
12/03/2022	PC	12/09/2022	36528	DVORACEK, SARAH J.	105		2,239.13
12/03/2022	PC	12/09/2022	36529	DEROSIA, PATRICIA E.	107		797.84
12/03/2022	PC	12/09/2022	36530	DOTSON, LINDSEY J.	109		1,392.18
12/03/2022	PC	12/09/2022	36531	KLOOSTER, ALIDA K.	121		2,253.35
12/03/2022	PC	12/09/2022	36532	BARNEVELD, RICHELLE	123		1,265.61
12/03/2022	PC	12/09/2022	36533	SCHULZ, GINNY L.	125		1,478.71
12/03/2022	PC	12/09/2022	36534	BRADLEY, KATHLEEN R.	126		1,230.94
12/03/2022	PC	12/09/2022	36535	MILLER, FAITH G.	142		16.04
12/03/2022	PC	12/09/2022	36536	MCGINN, KELLY A.	146		2,737.88
12/03/2022	PC	12/09/2022	36537	SCHOLEY, ROBERT W.	204		2,003.17
12/03/2022	PC	12/09/2022	36538	UMULIS, MATTHEW T.	205		2,231.39
12/03/2022	PC	12/09/2022	36539	ORBAN, BARBARA K.	209		2,076.66
12/03/2022	PC	12/09/2022	36540	RILEY, DENISE M.	213		549.93
12/03/2022	PC	12/09/2022	36541	MUNK, CHRISTOPHER J.	215		1,874.28
12/03/2022	PC	12/09/2022	36542	SCHICK, TIELER R.	216		2,343.97
12/03/2022	PC	12/09/2022	36543	STEWART, MORGAN J.	217		2,601.80
12/03/2022	PC	12/09/2022	36544	YOUNG, KRISTEN L.	230		1,804.01
12/03/2022	PC	12/09/2022	36545	WURST, RANDALL W.	411		1,935.02
12/03/2022	PC	12/09/2022	36546	HILLING, NICHOLAS A.	413		1,638.56
12/03/2022	PC	12/09/2022	36547	MEIER III, CHARLES A.	421		1,585.97
12/03/2022	PC	12/09/2022	36548	ZACHARIAS, STEVEN B.	422		2,314.00
12/03/2022	PC	12/09/2022	36549	NEWMAN, MARK J.	424		3,832.94
12/03/2022	PC	12/09/2022	36550	LOUGHMILLER, JOHN A.	425		1,623.50
12/03/2022	PC	12/09/2022	36551	GRIFFITH, JOHN J.	500		2,811.29
12/03/2022	PC	12/09/2022	36552	EATON, BRAD A.	515		3,027.21
12/03/2022	PC	12/09/2022	36553	WILSON, TIMOTHY J.	516		3,252.10
12/03/2022	PC	12/09/2022	36554	LAVOIE, RICHARD L.	519		2,476.06
12/03/2022	PC	12/09/2022	36555	STEVENS, BRANDON C.	521		2,572.53
12/03/2022	PC	12/09/2022	36556	WHITLEY, ANDREW T.	522		2,838.95
12/03/2022	PC	12/09/2022	36557	DRAVES, MARTIN J.	523		2,605.80
12/03/2022	PC	12/09/2022	36558	FARRELL, MITCHELL L.	524		1,799.32
12/03/2022	PC	12/09/2022	36559	ANDERSON, ELIZABETH	526		1,396.56
12/03/2022	PC	12/09/2022	36560	KENWABIKISE, DAVID L.	528		1,234.61
12/03/2022	PC	12/09/2022	36561	ELLIOTT, PATRICK M.	600		3,061.75
12/03/2022	PC	12/09/2022	36562	SCHWARTZFISHER, JOS	603		1,631.84
12/03/2022	PC	12/09/2022	36563	BRADLEY, KELLY R.	614		1,498.28
12/03/2022	PC	12/09/2022	36564	HART II, DELBERT W.	616		1,672.00
12/03/2022	PC	12/09/2022	36565	JONES, ROBERT F.	618		1,912.85
12/03/2022	PC	12/09/2022	36566	THORP JR, WILLIAM D.	623		2,070.91
12/03/2022	PC	12/09/2022	36567	LEITNER, RYAN S.	624		1,883.49
12/03/2022	PC	12/09/2022	36568	FERGUSON, ROYCE L.	625		1,352.07
12/03/2022	PC	12/09/2022	36569	REID, ROB A.	632		1,484.71
12/03/2022	PC	12/09/2022	36570	DORAN, JUSTIN J.	634		1,805.99
12/03/2022	PC	12/09/2022	36571	NEDWICK, DAVID J.	642		343.55
12/03/2022	PC	12/09/2022	36572	KNORR, KENT J.	700		2,137.45
12/03/2022	PC	12/09/2022	36573	ANZELL, BETH A.	702		1,396.80
12/03/2022	PC	12/09/2022	36574	MATTACK, JEFFREY C.	767		989.50
12/03/2022	PC	12/09/2022	36575	BOSS, BEAU J.	788		1,590.93
12/03/2022	PC	12/09/2022	36576	WYMAN, MATTHEW A.	927		12,274.56
12/03/2022	PC	12/09/2022	36577	MILLER, WILLIAM S.	933		1,484.33
12/03/2022	PC	12/09/2022	36578	DOUGLAS, MARK	935		1,408.02
12/03/2022	PC	12/09/2022	36579	MCCRANEY, RUSSELL R.	936		1,261.61
12/03/2022	PC	12/09/2022	36580	FRATRICK, JOSEPH W.	940		525.75
12/03/2022	PC	12/09/2022	36581	DVORACEK, BRIAN N.	952		834.11
12/03/2022	PC	12/09/2022	138299	HEYDLAUFF, MARK L.	102	Longevity & Christmas Bonus	1,045.30

Check Number	Payee	Amount
12/20/2022		
138361	ABRAMOWSKI, DWAIN M.	50.00
138362	ACE HARDWARE	2,636.40
138363	AMAZON CAPITAL SERVICES	726.74
138364	ART'S AUTO & TRUCK PARTS	194.36
138365	AT YOUR SERVICE PLUS INC	140.00
138366	AVFUEL CORPORATION	52,355.11
138367	BERGER, NEIL	46.71
138368	BRADFORD MASTER DRYCLEANERS	32.50
138369	CARQUEST OF CHARLEVOIX	3,089.14
138370	CARROLL, JOSEPH	31.87
138371	CHARLEVOIX APARTMENTS	30.71
138372	CHARLEVOIX CITY BAND	5,000.00
138373	CHARLEVOIX COUNTY DEMOCRATIC	54.63
138374	CHARTER COMMUNICATIONS OPERA	307.21
138375	CITY OF CHARLEVOIX - MISC	949.42
138376	CITY OF CHARLEVOIX - UTILITIES	43,433.87
138377	CONWAY PROFESSIONAL SERVICES	1,931.00
138378	DANBROOK ADAMS RAYMOND	112.50
138379	DC BYERS COMPANY	4,178.18
138380	DERRER OIL & PROPANE CO	200.75
138381	DOTSON, LINDSEY J.	309.75
138382	DROST LANDSCAPE	5,742.00
138383	EDGER, TRACY	51.24
138384	EDGEWATER RESOURCES LLC	5,855.00
138385	ELECTRICAL POWER PRODUCTS INC	5,390.00
138386	ELLSWORTH FARMERS EXCHANGE	1,542.56
138387	ETNA SUPPLY	1,712.00
138388	FAMILY FARM AND HOME	1,496.77
138389	FISHBECK INC	404.00
138390	GATEHOUSE MEDIA MICHIGAN HOLDI	388.64
138391	GERBER'S HOMEMADE SWEETS	20.00
138392	GOLD COAST PROPERTIES	10.70
138393	GRAINGER	1,175.78
138394	HACH COMPANY	2,685.96
138395	HICKORY GROVE	33.00
138396	HUTSON INC	3,467.71
138397	HYDE SERVICES LLC	637.48
138398	HYDROCORP	2,077.00
138399	IDEXX DISTRIBUTION INC	1,563.06
138400	INTEGRITY BUSINESS SOLUTIONS	78.16
138401	JCD SALES & SERVICE LLC	60.25
138402	KP LANDSCAPING INC	400.00
138403	KSS ENTERPRISES	372.20
138404	MANTHEI CONSTRUCTION	7,805.00
138405	MCCARDEL CULLIGAN-PETOSKEY	54.50
138406	MCPHERSON, MARY	75.00
138407	MICHIGAN ASSOCIATION OF MAYORS	95.00
138408	MIKE'S GLASS	117.00

Check Number	Payee	Amount
12/05/2022		
120522001	MICHIGAN PUBLIC POWER AGENCY	10,076.44
120522002	AMG PAYMENT SOLUTIONS	33.24
120522003	PAYMENT SERVICE NETWORK INC.	259.30
Total 12/05/2022:		10,368.98
Grand Totals:		10,368.98

Check Number	Payee	Amount
12/08/2022		
120822001	STATE OF MICHIGAN	22,953.17
120822002	DTE ENERGY	8,047.29
Total 12/08/2022:		31,000.46
Grand Totals:		31,000.46

Check Issue Date	Check Number	Payee	Amount
120922001			
12/09/2022	12092200	**EFTPS* Payroll Taxes	12,376.42
12/09/2022	12092200	**EFTPS* Payroll Taxes	12,376.42
12/09/2022	12092200	**EFTPS* Payroll Taxes	2,917.24
12/09/2022	12092200	**EFTPS* Payroll Taxes	2,917.24
12/09/2022	12092200	**EFTPS* Payroll Taxes	20,663.95
Total 120922001:			
	5		51,251.27
120922002			
12/09/2022	12092200	Alerus Financial	250.00
Total 120922002:			
	1		250.00
120922003			
12/09/2022	12092200	MissionSquare - 401 Plan 109153	1,062.00
Total 120922003:			
	1		1,062.00
120922004			
12/09/2022	12092200	MissionSquare - 457 Plan 300959	4,380.00
12/09/2022	12092200	MissionSquare - 457 Plan 300959	2,531.38
12/09/2022	12092200	MissionSquare - 457 Plan 300959	4,184.68
12/09/2022	12092200	MissionSquare - 457 Plan 300959	10,225.78
Total 120922004:			
	4		21,321.84
120922005			
12/09/2022	12092200	MissionSquare - Roth IRA 706117	1,180.76
Total 120922005:			
	1		1,180.76
120922006			
12/09/2022	12092200	STATE OF MICHIGAN	7,140.12
Total 120922006:			
	1		7,140.12
Grand Totals:			
	13		82,205.99

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Check Number	Payee	Amount
12/12/2022		
121222001	MICHIGAN PUBLIC POWER AGENCY	20,736.21
Total 12/12/2022:		20,736.21
Grand Totals:		20,736.21

Charlevoix City Council

Consent Agenda

Title: MPPA Purchase Power Commitment Authorized Representative

Date: December 19, 2022

Presented By:

Background:

The City of Charlevoix is a member of the Michigan Public Power Agency (MPPA) in Lansing, Michigan. MPPA is a project-based organization that exists to create opportunities for joint action that enable Michigan's local public power utilities to successfully provide reliable, cost effective and environmentally responsible electric utility services to their communities.

As an MPPA member, the City of Charlevoix must designate a Member Authorized Representative to execute power purchase documents known as Purchase Power Commitments, or PPCs. Resolution 2021-03-01 appointed John Griffith, Electric Department Director, as the Member Authorized Representative. The resolution authorized energy, capacity, transmission, and related transactions that had a maximum term of one year. To reduce the time to receive signed Power Purchase Commitments (PPCs) with a term of more than one year, MPPA is asking members to consider adoption of the attached resolution. The resolution would allow Charlevoix's Member Authorized Representative to execute PPCs without Council approval if the PPCs are within the term and quantity parameters of MPPA's Power Supply Risk Management Policy.

Recommendation:

Motion to adopt Resolution 2022-12-01 to Authorize the Execution of Power Purchase Commitments by Charlevoix's Member Authorized Representative.

Attachments:

1. MPPA Risk Management Appendix B
2. Lalonde 11.08.2022 Email
3. Resolution 2021-03-01 MPPA rep
4. Resolution 2022.12.01 Member Authorized Representative Resolution



POWER SUPPLY RISK MANAGEMENT POLICY

Appendix B

Hedge Policy Selection

A. Objective

The Michigan Public Power Agency (MPPA) Hedge Policy outlines the criteria and activities that will guide the disciplined hedging and management of power supply portfolio components for Members who select one of the power supply hedge plans described in this Policy. MPPA's long-term (beyond the hedging "horizon" established below) strategic supply and asset evaluations shall continue to be provided separately and are not currently addressed in this Policy. The primary purpose of this Policy is to identify and give Members choices in their specific hedge plans and management services, and to provide MPPA clear guidelines and procedures on executing each Member's plan.

This Policy provides for each Member's selection of one of the following four power supply hedge plans to address near-term (within the hedging horizon) power supply requirements. These plans are the:

- Short-Term Plan – Prompt year plus 2 years hedging horizon
- Moderate Plan – Prompt year plus 3 years hedging horizon
- Stability Plan – Prompt year plus 4 years hedging horizon
- Self-Directed Plan (Member shall provide MPPA with hedge orders)

Members will elect their power supply hedge plan by executing and submitting Appendix A hereto. Absent written confirmation through a signed Appendix A, all Members are under the Self-Directed Plan.

Power supply hedge plans are designed for MPPA to directly administer the reduction in Member wholesale rate volatility consistent with Members' risk tolerances. Members in the Self-Directed Plan may also be hedging to reduce rate volatility, but such activities are directed by the Member, with or without MPPA involvement.

Except for the Self-Directed option, each hedge plan will be implemented by MPPA to protect plan participants from significant market price fluctuations. The strategy also maintains some elements of procurement flexibility. For example, during times of extremely attractive market conditions, this policy allows for increasing the amount of forward energy hedged within a plan above the minimum hedge range. Each of the alternative hedge plans, except the Self-Directed Plan, will be overseen by MPPA staff.

Other components of a Member's portfolio may be managed by MPPA at its

discretion. MPPA outlines disciplined methodologies and processes for each of the following power supply portfolio services:

1. Energy
2. Regional Transmission Organization (RTO) Capacity (e.g. MISO Module E, PJM Reliability Assurance Agreement)
3. Peak Load Resource Planning and Hedging
4. Congestion Management
5. Renewable Energy Compliance Management
6. Intra Month Optimization

While each Member's portfolio will be addressed individually, to obtain fair and competitive market prices, MPPA shall attempt to pool the hedging requirements of all its Members within the various Plans when executing power supply hedges. Therefore, effective, and efficient execution of the overall hedge program will be highly dependent upon each Member providing clear and expedient authority for MPPA to enter into transactions on their behalf.

To carry out the overall MPPA risk management program and the activities set forth in this Policy, MPPA has also adopted a Power Supply Risk Management Policy that clearly defines governance, decision making process, authority, controls, reporting, and oversight responsibilities. Together, the Power Supply Risk Management, Credit Policy and Hedge Policy comprise MPPA's energy risk management policies and procedures.

MPPA has set forth additional policy components for managing the fuel requirements of the 55MW Kalkaska Combustion Turbine "Peaking Facility". Those requirements are detailed in Appendix C.

B. Member Power Supply Portfolio Risk Management Services

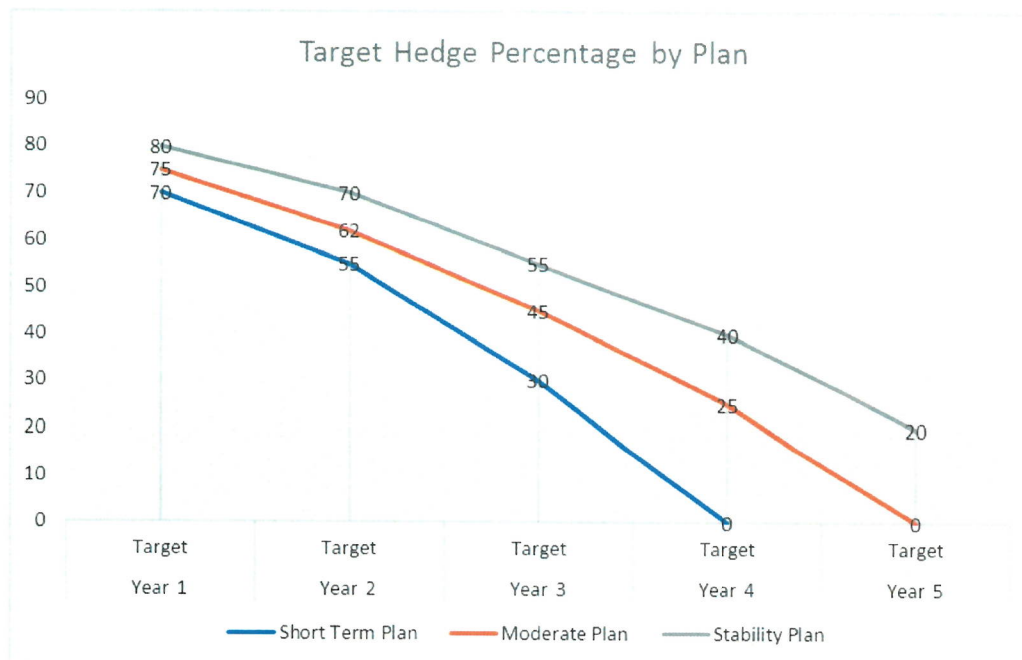
MPPA Members may nominate one of four different power supply hedge plan alternatives as summarized in section 2a. Except for the Self-Directed Plan, each plan outlines different power supply hedging goals and ranges on a Member-by-Member basis.

MPPA also offers other portfolio management services on an à la carte basis as requested by each Member and described in the following sections (1 through 6).

Appendix A of this document is a Member Selection Sheet that each Member may complete to identify the power supply hedge plan and the à la carte services it desires from MPPA.

1. Member Energy Hedge Plan Alternatives

The following graph illustrates the approximate energy hedge levels for the 3 managed plans that will be directly administered by MPPA.



	Year 1			Year 2			Year 3			Year 4			Year 5		
	Min	Target	Max	Min	Target	Max	Min	Target	Max	Min	Target	Max	Min	Target	Max
Short Term Plan	65	70	80	45	55	60	25	30	35	0	0	0			
Moderate Plan	70	75	85	55	62	65	35	45	50	20	25	30	0	0	0
Stability Plan	75	80	90	65	70	75	50	55	60	30	40	45	15	20	25

a. **Short-Term Plan – Prompt year plus 2 years hedging horizon**

The Short-Term Plan is designed to offer more up-side market opportunities (if the market heads lower) with the obvious trade-off of containing more down-side risk (if the market goes high). While this plan would be considered aggressive for some Members that do not own significant base-load generation, it may be very suitable for those Members owning such assets since their asset ownership provides a partial long-term hedge. This plan utilizes a prompt year plus 2 years hedging horizon with high hedge levels for the initial two years, while the hedge level drops significantly after year 2. The target energy hedge range for year 1 of the plan is 65-80%, 45-60% for year 2, and 25-35% for year 3. For the Member that owns no base-load generation, this plan translates into a portfolio that has relatively low protection (higher risk) against forward price increases beyond 2 years, however, if market prices decline, Members can secure lower cost power as the market drops.

b. **Moderate Plan – Prompt year plus 3 years hedging horizon**

The Moderate Plan offers greater rate and budget stability over the upcoming 2 years with moderate stability over years 3 and 4. The plan employs an energy price averaging structure where energy hedging occurs

at approximately 70-85% for the upcoming year and annual hedging ranges decline by approximately 15-20% per year whereby approximately 20-30% of energy needs are procured for the final period (prompt year plus 3 years).

c. **Stability Plan – Prompt year plus 4 years hedging horizon**

The Stability Plan offers the most rate and budget stability of all the plans. Energy cost stability will be significant for the initial 2 year period with less, but still substantial, stability through 5 years. A price averaging structure shall be employed where energy hedging occurs at approximately 75-90% for the upcoming year with hedged volumes gradually declining to 15-25% of energy needs for the final period (prompt year plus 4 years).

d. **Self-Directed Plan**

Members in the Self-Directed Plan shall plan for forward energy transactions (with MPPA's assistance as desired), and then direct MPPA, as necessary. The Member will submit a transaction request form for transactions it desires MPPA to enter and/or pursue on its behalf. Transaction request forms shall outline the precise terms of the transactions (e.g. maximum price, month of delivery, location, volume, on-peak/off-peak, etc.) and outline the purpose for the hedge (e.g. summer peaking, spring maintenance, 2018 base load). Additionally, requests can be made for MPPA to provide alternative hedge suggestions for very specific purposes or objectives.

2. **RTO Capacity Services**

MPPA shall routinely calculate and communicate Member needs and if necessary, procure/sell RTO Capacity resources required by each Member on an individual Member basis. Pooling of Member needs will be pursued where possible to achieve the best transaction prices and resource diversity. The detailed requirements are set forth in Module E of the MISO Tariff and PJM's Reliability Assurance Agreement.

On an annual basis, MPPA, in conjunction with each Member, will develop a capacity procurement strategy that will be executed to meet the Resource Adequacy compliance requirements of the State of Michigan and/or an applicable RTO. Each Member Authorized Representative will sign off on any necessary authorizations to implement transactions for the procurement of capacity.

3. **Peak Load Resource Planning and Hedging Services**

Annual or monthly energy hedge plans may not adequately address energy hedge levels during times when price risk is at its highest – during peak conditions during peak seasons. For example, a Member could have 75% of its estimated energy hedged for the month of July, but, if actual conditions bring extreme heat, a 75% estimated hedge level may only provide price protection for 50% of the actual on-peak energy needs of the Member. Furthermore, peak loads may be adequately

John Griffith

From: Robert Lalonde <rlalonde@mpower.org>
Sent: Tuesday, November 8, 2022 8:37 AM
To: AWebster; John Griffith; Ray Schmidt; Roy Atkinson; rpierce@cityofeatonrapids.com; 'David Walters'; Victor Sinadinowski; Splane Rob; 'cwest@lowell-light.org'; Mike Robbins (mrobbins@petoskey.us); S. Tutt Gorman; Electric Supervisor; Kurt Giles; Paul LaManes; Andrew Boatright (aboatright@zeelandbpw.com)
Cc: Steve Donkersloot; Patrick Bowland; Keith Parrott
Subject: MAR Authority
Attachments: MAR Resolution Sample_Hedge Policy Authorized.docx
Importance: High

Member Authorized Representatives in the Stability Hedge Plan,

In an effort to continue to reduce the amount of time necessary to receive Power Purchase Commitments returned for normal Hedge Plan purchases, I initiated conversations with some of you to get your thoughts. Some Member Authorized Representatives (MAR) have the authority to sign immediately and some need further approval from their governing bodies. Our preference is for the MAR to have that authority. I have attached a sample resolution for those that want to consider getting that approval from your governing body. I am available for any governing body meeting in which you would like for me to attend to help you attain this approval.

I will be discussing this at tomorrow's BOC meeting. I look forward to the discussion.

Thank you,

Bob Lalonde | Director of Energy Supply and Market Operations



Michigan Public Power Agency
809 Centennial Way, Lansing, MI 48917
Office: 517-323-8919 x119

rlalonde@mpower.org | <https://link.edgepilot.com/s/5f018002/pGc9c8R47kOOOI3tGU1cCg?u=http://www.mpower.org/>

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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.

The Charlevoix City Council met on Monday, March 1, 2021 with Mayor Luther Kurtz presiding. All Council members were present. The following is an excerpt from the official records of said meeting.

Motion by Kalbfell, second by Slater, to adopt Resolution 2021-03-01, as follows:

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-03-01
RESOLUTION APPROVING THE APPOINTMENT OF AUTHORIZED REPRESENTATIVE

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

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

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

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

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Charlevoix appoints Charlevoix Electric Department Director John Griffith as the Authorized Representative under the MPPA Power Supply Risk Management Policy and authorizes this individual to approve energy, capacity, transmission and related transactions that have a length of up to one year.

RESOLVED this 1st day of March, 2021 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Resolution No. 2021-03-01 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on March 1, 2021, the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated: 03/02/2021

Joyce M. Golding, City Clerk

**CITY OF CHARLEVOIX
RESOLUTION NO. 2022-12-01
AUTHORIZING THE EXECUTION OF POWER PURCHASE COMMITMENTS BY CHARLEVOIX'S MEMBER AUTHORIZED
REPRESENTATIVE**

- WHEREAS,** on March 11, 2009, the Michigan Public Power Agency ("MPPA") Board of Commissioners, by action in open meeting, created the Energy Services Project ("Project"); and
- WHEREAS,** a Member joining the Project must execute an Energy Services Agreement ("ESA"); and
- WHEREAS,** Section 2 of the ESA requires the Member's Governing Body to designate a Member Authorized Representative ("MAR"); and
- WHEREAS,** the MAR is delegated the responsibility of binding the Member into Power Purchase Commitments ("PPC") with MPPA.

NOW, THEREFORE, BE IT RESOLVED by the City of Charlevoix, that:

1. John J. Griffith, Electric Department Director, is designated to be the Member Authorized Representative ("MAR").
2. The MAR has been delegated with the authority to approve and execute PPCs with MPPA so long as the PPCs are within the term and quantity parameters of MPPA's Power Supply Risk Management Policy.

RESOLVED this 19th day of December, 2022 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

Charlevoix City Council

Consent Agenda

Title: Transformer Painting: \$15,152.00

Date: December 19, 2022

Presented By:

Background:

GRP Engineering, Petoskey, Michigan, developed specifications to clean, prime and paint two power transformers at the Westenbroek Substation on Stover Avenue. Five bids were received and forwarded to GRP for review. Based on their review, GRP is recommending Blastek, LLC, Shelbyville, Michigan for the project.

Recommendation:

Motion to approve the bid from Blastek, LLC, to paint the Westenbroek Substation Power Transformers in the amount of \$15,152 as presented.

Attachments:

1. Charlevoix Transformer Painting Recommendation

November 17, 2022
22-1349.01

Mr. John Griffith
Electric Department Supervisor
City of Charlevoix
401 W. Carpenter
Charlevoix, MI 49720

RE: Westenbroek Substation Power Transformer Painting

Dear John:

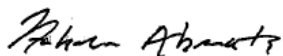
GRP Engineering, Inc. has completed our evaluation of proposals received to clean, prime, and paint the Delta Star Power Transformers and control cabinets at Westenbroek Substation. Five (5) contractors provided proposals.

Delta Star, Inc.	\$53,549.00
EPS International	\$45,500.00
Transfluid Services	\$25,400.00
Blastek	\$15,152.00
Dave Cole Decorators	\$9,855.00

The wide range of pricing is due to varying levels of service and experience that each company provides. Delta Star and EPS International specialize in substation work and reflect it in their bid price. Transfluid and Blastek have experience painting this type of equipment along with non-utility painting experience. Dave Cole Decorators has experience painting hotels, schools, offices, ect, but did not provide references to painting outdoor substation equipment or successfully completing projects of this scope. Due to the experience Blastek offers and their close proximity in project cost to the low bidder, GRP Engineering, Inc. recommends the City of Charlevoix accept the bid from Blastek

Following review and approval, please provide a Purchase Order to Blastek so this work can be scheduled.

Sincerely,
GRP Engineering, Inc.



Nicholas Abraitis, PE
Project Manager

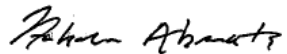
BID TABULATION
Westenbroek Substation Power Transformer Painting

OWNER:
City of Charlevoix
210 State Street
Charlevoix, MI 49720

ENGINEER:
GRP ENGINEERING, INC.
459 Bay Street
Petoskey, MI 49770

Bidder	Bid Price		Addendum #1	REMARKS
Delta Star	\$53,549.00		Yes	
Premier Power	No Bid			
ShermCo	No Bid			
Turner Electric	No Bid			
EPS International	\$45,500.00		Yes	
Transfluid Services	\$25,400.00		Yes	
Dave Cole	\$9,855.00		Yes	Low Bid
Blastek LLC	\$15,152.00		Yes	

This is to certify that at 2:00p.m., local time on Tuesday, November 15, 2022, the bids tabulated herein were publicly opened and read.



Charlevoix City Council

Consent Agenda

Title: Annual Substation Maintenance: \$106,815.74 (spent over five years)

Date: December 19, 2022

Presented By:

Background:

GRP Engineering, Petoskey, Michigan, developed a five (5) year substation maintenance plan for Charlevoix's Westenbroek and Industrial Substations. Maintenance items include the power transformers, voltage regulators, circuit reclosers, switches, oil samples, thermal imaging, ultrasound inspections, battery inspections and mobilization. GRP has reviewed the bids and is recommending Premier Power Maintenance, Brighton, Michigan. The annual maintenance costs in Premier's bid are as follows:

Year One:	\$25,488.72
Year Two:	\$26,411.50
Year Three:	\$29,335.74
Year Four:	\$13,020.74
Year Five:	\$12,559.04
Total:	<u>\$106,815.74</u>

Recommendation:

Motion to approve the five (5) year maintenance bid from Premier Power Maintenance, as presented, in the amount of \$106,815.74 and authorize the City Manager to sign all necessary documents.

Attachments:

1. Charlevoix Annual Substation Maintenance Recommendation
2. Premier Power Maintenance

November 17, 2022
22-1349.01

Mr. John Griffith
Electric Department Supervisor
City of Charlevoix
401 W. Carpenter
Charlevoix, MI 49720

RE: Annual Substation Maintenance (5 Year Plan) Recommendation

Dear John:

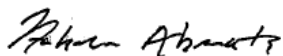
GRP Engineering, Inc. has completed our evaluation of the maintenance quotes received for the Annual Substation Maintenance project. Quotes were requested for maintenance, inspection, and testing at the City of Charlevoix's Industrial & Westenbroek Substations, plus thermal imaging, ultrasound testing, and taking oil samples. Project scope is for five (5) years of annual service at the city owned substations completing all equipment preventative maintenance over a five (5) year schedule.

Four (4) contractors provided quotations and Premier Power Maintenance provided the lowest quote. Summary of the quote are provided below:

EPS International	\$ 136,900.00
Turner Electric Services	\$ 122,464.00
Premier Power Maintenance	\$ 106,815.74
Shermco	Incomplete Bid

GRP Engineering, Inc. sees no reason that the City of Charlevoix should not award the contract to Premier Power Maintenance. Please note that the quotes are valid for 60 days after proposal due date. Please advise us upon acceptance of the Premier Power Maintenance quote.

Sincerely,
GRP Engineering, Inc.



Nicholas Abraitis, PE
Project Manager

BID TABULATION

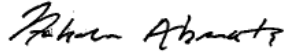
Annual Substation Maintenance

OWNER:
City of Charlevoix
210 State Street
Charlevoix, MI 49720

ENGINEER:
GRP ENGINEERING, INC.
459 Bay Street
Petoskey, MI 49770

Bidder	Bid Price			REMARKS
Delta Star	No Bid			
Premier Power	\$106,815.74			Low Bid
ShermCo	No Bid			
Turner Electric	\$122,464.00			
EPS International	\$136,900.00			
Siemens	No Bid			

This is to certify that at 2:00p.m., local time on Tuesday, November 15, 2022, the bids tabulated herein were publicly opened and read.



**BID FORM
CITY OF CHARLEVOX
SUBSTATION EQUIPMENT MAINTENANCE-YEAR ONE
WESTENBROEK SUBSTATION BUS #1 – HIGH SIDE EQUIPMENT**

This bid is submitted by:

Company: Premier Power Maintenance **REV 0**

Address: 7262 Kensington Rd.

Brighton, MI 48116

Phone: 248-410-2478

Email: joel.poty@premierpower.us

Quantity	Description	Price Each	Extended Price
1	10/12.5 MVA Substation Power Transformer	\$3,078.00	\$3,078.00
3	1 PH 7.2 KV Voltage Regulator	\$1,231.20	\$3,693.60
1	72.5 KV SF6 Circuit Switcher with integrated GOAB	\$1,231.20	\$1,231.20
1	3 PH Gang Operated Air Break Switches	\$153.90	\$153.90
3	1 PH Regulator By-Pass Switches	\$153.90	\$461.70
12	Annual Oil Sample Tests (3 Xfmrs & 9 Voltage Regulators	\$476.41	\$5,716.92
LS	Thermal Imaging of Westenbroek & Industrial Substations	\$307.80	\$307.80
LS	Ultrasound of Westenbroek & Industrial Substations	\$307.80	\$307.80
LS	Mobilization and demobilization (inc fuel) (4) Men	\$4,690.50	\$4,690.50
LS	Per Diem (3) Men 3 days (\$160/per man/per night)	\$1,440.00	\$1,440.00
1	Report Writing including PE Review	\$267.30	\$267.30
1	45' Lift with Articulating boom – 4 Wheel Drive	\$1,840.00	\$1,840.00
1	Kerry deck Crane with Operator	\$2,300.00	\$2,300.00

Total Project Cost:

\$25,488.72


Signature


Date


Printed Name


Title

Comments or Exceptions to Bid:

Site is to be open and ready upon arrival, wait time will be invoiced at \$125.00/Hr.

Minimum of Neta Level 3 certified technician on site at all times.

PPM will staff this project with (3) men M-F Straight Time

**BID FORM
CITY OF CHARLEVOX
SUBSTATION EQUIPMENT MAINTENANCE-YEAR TWO
WESTENBROEK SUBSTATION BUS #2 – HIGH SIDE EQUIPMENT**

This bid is submitted by:

Company: Premier Power Maintenance **REV 0**

Address: 7262 Kensington Rd.
Brighton, MI 48116

Phone: 248-410-2478

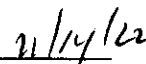
Email: joel.poty@premierpower.us

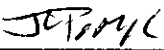
Quantity	Description	Price Each	Extended Price
1	10/12.5 MVA Substation Power Transformer	\$3,078.00	\$3,078.00
3	1 PH 7.2 KV Voltage Regulator	\$1,231.20	\$3,693.60
1	72.5 KV SF6 Circuit Switcher with integrated GOAB	\$1,231.20	\$1,231.20
1	3 PH Gang Operated Air Break Switches	\$153.90	\$153.90
3	1 PH Regulator By-Pass Switches	\$153.90	\$461.70
12	Annual Oil Sample Tests (3 Xfmrs & 9 Voltage Regulators	\$476.41	\$5,716.92
LS	Thermal Imaging of Westenbroek & Industrial Substations	\$307.80	\$307.80
LS	Ultrasound of Westenbroek & Industrial Substations	\$307.80	\$307.80
LS	Mobilization and demobilization (inc fuel) (3) Men	\$4,690.50	\$4,690.50
LS	Per Diem (3) Men 3 days (\$160/per man/per night)	\$1,440.00	\$1,440.00
1	Report Writing including PE Review	\$267.30	\$267.30
1	45' Lift with Articulating boom – 4 Wheel Drive	\$1,840.00	\$1840.00
1	Kerry deck Crane with Operator	\$2,300.00	\$2,300.00
LS	48 VDC Battery System	\$615.00	\$615.00
1	Set up – Job Prep -Moving sub to Sub	\$307.80	\$307.80

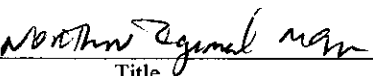
Total Project Cost:

\$26,411.50


Signature


Date


Printed Name


Title

Comments or Exceptions to Bid:

Site is to be open and ready upon arrival, wait time will be invoiced at \$125.00/Hr.
Minimum of Neta Level 3 certified technician on site at all times.
PPM will staff this project with (3) men M-F Straight Time

**BID FORM
CITY OF CHARLEVOX
SUBSTATION EQUIPMENT MAINTENANCE-YEAR THREE
INDUSTRIAL SUBSTATION**

This bid is submitted by:

Company: Premier Power Maintenance **REV 0**

Address: 7262 Kensington Rd.
Brighton, MI 48116

Phone: 248-410-2478

Email: joel.poty@premierpower.us

Quantity	Description	Price Each	Extended Price
1	10/12.5 MVA Substation Power Transformer	\$3,078.00	\$3,078.00
3	1 PH 7.2 KV Voltage Regulator	\$1,231.20	\$3,693.60
1	72.5 KV SF6 Circuit Switcher with integrated GOAB	\$1,231.20	\$1,231.20
4	15 KV Vacuum Recloser	\$307.80	\$1,231.20
1	3 PH Gang Operated Air Break Switches	\$153.90	\$461.70
24	1 PH Hook-Stick Operated Air Break Switches	\$38.48	\$923.52
3	1 PH Regulator By-Pass Switches	\$153.90	\$461.70
12	Annual Oil Sample Tests (3 Xfmrs & 9 Voltage Regulators	\$476.41	\$5,716.92
LS	Thermal Imaging of Westenbroek & Industrial Substations	\$307.80	\$307.80
LS	Ultrasound of Westenbroek & Industrial Substations	\$307.80	\$307.80
LS	Mobilization and demobilization (inc fuel) (3) Men	\$4,690.50	\$4,690.50
LS	Per Diem (3) Men 3 days (\$160/per man/per night)	\$1,440.00	\$1,440.00
1	Report Writing including PE Review	\$267.30	\$267.30
1	45' Lift with Articulating boom – 4 Wheel Drive	\$1,840.00	\$1840.00
1	Kerry deck Crane with Operator	\$2,300.00	\$2,300.00
LS	48 VDC Battery System	\$615.00	\$615.00
1	Set up – Job Prep -Moving sub to Sub	769.50	769.50

Total Project Cost:

\$29,335.74


Signature

11/14/22
Date

Joel Poty
Printed Name

Northern Region Manager
Title

Comments or Exceptions to Bid:

Site is to be open and ready upon arrival, wait time will be invoiced at \$125.00/Hr.

Minimum of Neta Level 3 certified technician on site at all times.

PPM will staff this project with (3) men M-F Straight Time

**BID FORM
CITY OF CHARLEVOX
SUBSTATION EQUIPMENT MAINTENANCE-YEAR FOUR
WESTENBROEK SUBSTATION BUS #1 – LOW SIDE EQUIPMENT**

This bid is submitted by:

Company: Premier Power Maintenance REV 0

Address: 7262 Kensington Rd.
Brighton, MI 48116

Phone: 248-410-2478

Email: joel.poty@premierpower.us

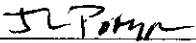
Quantity	Description	Price Each	Extended Price
4	15 KV Vacuum Recloser	\$307.80	\$1,231.20
1	3 PH Gang Operated Air Break Switches	\$153.90	\$461.70
24	1 PH Hook-Stick Operated Air Break Switches	\$38.48	\$923.52
12	Annual Oil Sample Tests (3 Xfmrs & 9 Voltage Regulators	\$476.41	\$5,716.92
LS	Thermal Imaging of Westenbroek & Industrial Substations	\$307.80	\$307.80
LS	Ultrasound of Westenbroek & Industrial Substations	\$307.80	\$307.80
LS	Mobilization and demobilization (inc fuel) (3) Men	\$2,395.00	\$2,395.00
LS	Per Diem (2) Men 2 days (\$160/per man/per night)	\$640.00	\$640.00
1	Report Writing including PE Review	\$267.30	\$267.30
1	Set up – Job Prep -Moving sub to Sub	769.50	769.50

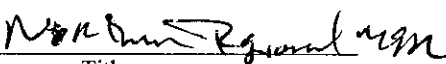
Total Project Cost:

\$13,020.74


Signature

11/14/22
Date


Printed Name


Title

Comments or Exceptions to Bid:

Site is to be open and ready upon arrival, wait time will be invoiced at \$125.00/Hr.

Minimum of Neta Level 3 certified technician on site at all times.

PPM will staff this project with (3) men M-F Straight Time

**BID FORM
CITY OF CHARLEVOX
SUBSTATION EQUIPMENT MAINTENANCE-YEAR FIVE
WESTENBROEK SUBSTATION BUS #2 – LOW SIDE EQUIPMENT**

This bid is submitted by:

Company: Premier Power Maintenance **REV 0**

Address: 7262 Kensington Rd.
Brighton, MI 48116

Phone: 248-410-2478

Email: joel.poty@premierpower.us

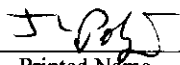
Quantity	Description	Price Each	Extended Price
4	15 KV Vacuum Recloser	\$307.80	\$1,231.20
24	1 PH Hook-Stick Operated Air Break Switches	\$38.48	\$923.52
12	Annual Oil Sample Tests (3 Xfmrs & 9 Voltage Regulators	\$476.41	\$5,716.92
LS	Thermal Imaging of Westenbroek & Industrial Substations	\$307.80	\$307.80
LS	Ultrasound of Westenbroek & Industrial Substations	\$307.80	\$307.80
LS	Mobilization and demobilization (inc fuel) (3) Men	\$2,395.00	\$2,395.00
LS	Per Diem (2) Men 3 days (\$160/per man/per night)	\$640.00	\$640.00
1	Report Writing including PE Review	\$267.30	\$267.30
1	Set up – Job Prep -Moving sub to Sub	\$769.50	\$769.50

Total Project Cost:

\$12,559.04


Signature

4/14/22
Date


Printed Name


Title

Comments or Exceptions to Bid:

Site is to be open and ready upon arrival, wait time will be invoiced at \$125.00/Hr.

Minimum of Neta Level 3 certified technician on site at all times.

PPM will staff this project with (3) men M-F Straight Time

Charlevoix City Council

Consent Agenda

Title: MDOT Annual Permit

Date: December 19, 2022

Presented By:

Background:

Annually, we file a permit request with MDOT for events that we know will occur within the MDOT right of way on US 31. These events not only include parades and local events, but also such things as tree trimming/maintenance and electric line work. Attached are the known closures proposed for 2023.

Recommendation:

Motion to approve the MDOT proposed road closures and direct the City Manager to advise event organizers of street closure plans for 2023.

Attachments:

1. 2023 Event Road Closures

2023 EVENTS REQUIRING US 31 CLOSURES

May 29	Memorial Day Parade
June 4	High School Graduation Parade
June 17	Charlevoix Marathon
July 15-July 22	Venetian
Oct (TBD)	Homecoming Parade
Oct 14	Applefest
Nov 24	Holiday Parade

Charlevoix City Council

Consent Agenda

Title: Water Treatment Plant-Low Service Pump Improvements: \$19,700.00

Date: December 19, 2022

Presented By:

Background:

As you'll recall, we have engaged a project to replace and update the low service pumps at the Water Treatment Plant. Prein & Newhoff designed and scoped the project and led us through the bid process. This contract with them includes the oversight, permitting, and inspections for this project.

Recommendation:

Motion to approve the proposal from Prein & Newhoff for construction administration for the Water Treatment Plant Low Service Pump Improvements for a cost of \$19,700.

Attachments:

1. Proposal from Prein & Newhoff

November 22, 2022

Mr. Mark Heydlauff
City Manager
210 State Street
Charlevoix, MI 49720

RE: Water Treatment Plant
Low Service Pump Improvements

Dear Mr. Heydlauff:

Thank you for the opportunity to prepare a construction engineering services proposal for the Low Service Pump (LSP) improvements at the Water Treatment Plant (WTP). This proposal is based on the addition of variable frequency drives at the three LSPs. The proposed scope of work, schedule, and fee for service follow.

Scope

The contract duration is 180 days from contract award. The following elements are anticipated in the six (6) month contract duration:

- Secure bonds and insurance from the Contractor after award of the project
- Prepare contract documents for review and execution by the City
- Commence project administration beginning with a preconstruction meeting – a remote meeting format is proposed rather than onsite
- Review shop drawings
- Prepare RFI responses for two RFIs
- Process payment applications for four payment applications
- Conduct a three construction progress meetings – a remote meeting format is proposed rather than onsite
- The construction schedule is assumed to be a four-week period onsite. Construction field services to verify general conformance with contract documents, including the following:
 - First VFD start-up site visit – Prein&Newhof representative and electrical engineer, onsite together
 - Second VFD start-up site visit – Prein&Newhof representative onsite and electrical engineer available remotely
 - Third VFD start-up site visit – Prein&Newhof representative onsite and electrical engineer available remotely
 - Punch list and site restoration visit - Prein&Newhof representative and electrical engineer, onsite together
- Prepare record drawings

Mr. Mark Heydlauff
November 22, 2022
Page 2

We propose to team with Century A&E to complete any electrical engineering activities as was done for the design engineering.

Schedule

The Contract Documents stipulate that the project shall be completed within 180 days of award of the project. We understand that timely completion is important. Our team will be available to support the Contractor activity within this time frame.

Fee for Services

We propose to perform the scope of work on a time and materials basis for a not-to-exceed total of \$19,700 in accordance with the Master Agreement – General Engineering Services. Should additional services be requested by you or water plant representatives, we would contact you and obtain your authorization prior to performing such services.

Thank you for allowing us the opportunity to present this proposal to you. Feel free to contact us with any additional thoughts or questions.

Sincerely,

Prein&Newhof



Mark R. Prein, P.E.

CAP/cap

cc: Mr. Nick Hilling

Prein&Newhof



Catherine A. Prein, P.E.

Charlevoix City Council

Consent Agenda

Title: Schedule Special Council Meeting and Work Session Dates

Date: December 19, 2022

Presented By: Mark Heydlauff, City Manager

Background:

In the next few weeks, I'd like to have a work session and special meeting with Council on a few different topics as noted below:

January 2, 4pm- Work Session to discuss and review of Special Events Policy and initial review of FY 2024 Budget

January 18, 2pm- Special Meeting for interviews and discussion regarding Chief of Police candidates (potentially in closed session if candidates request confidentiality)

Recommendation:

Motion to set a City Council Work Session for Monday, January 2 at 4pm in the Council Chambers of City Hall for the purposes of discussion and review of the Special Events Policy and the Fiscal Year 2024 Budget.

Motion to set a Special Meeting for Wednesday, January 18 at 2pm in the Council Chambers of City Hall for the purpose of interviewing and discussing candidates for Chief of Police.

Attachments:

None

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing: Ordinance Amendment: Section 31.02- Designate City Manager as Purchasing Agent

Date: December 19, 2022

Presented By: Mark Heydlauff, City Manager

Background:

Revising and reviewing the purchasing policy was an action step under the goal of providing strong stewardship of public resources and promoting good governance approved by Council earlier this year. The City has not amended this section of the ordinance or updated their purchasing threshold amounts since 1994. City Staff utilized the Department of Treasury's Fiscally Ready Communities Best Practices as a guide for the proposed ordinance amendment along with a proposed revised purchasing policy. City staff will present a new purchasing policy as well as a resolution for the Council's consideration on January 2, 2023.

As part of the purchasing policy, the ordinance amendment presented streamlines the system and acknowledges that the City Manager has been the purchasing manager for the City even though it's contemplated separately in the code. By setting the public hearing now, we'll be able to present the revised policy and the ordinance amendment simultaneously in a couple of weeks.

Recommendation:

Motion to set a public hearing for Monday, January 2, 2023 at 6pm in the Council Chambers of City Hall regarding the proposed ordinance amendments for Section 31.02 City Manager and Section 31.06 Purchasing Agent.

Attachments:

1. 836 of 2023 Chapter 31. Officials and Employees-DRAFT

CITY OF CHARLEVOIX
ORDINANCE NO. 836 of 2023
AN ORDINANCE TO AMEND TITLE III, CHAPTER 31, SECTIONS 31.02 AND 31.06 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title III, Chapter 31, Section 31.02 City Manager of the City of Charlevoix Code is hereby amended by adding a section, to be numbered (C), which the section shall read as follows:

31.02 CITY MANAGER.

- (C) The City Manager, or one or more subordinate employees he or she may designate, shall be charged with the efficient purchase of all items and services for the City. She or he shall also be charged with the disposal of surplus items. From time to time, the City Manager shall recommend policies, procedures, and monetary thresholds for purchases; Council will set these policies by resolution.

SECTION 2. Title III, Chapter 32, Section 31.06 Purchasing Agent is hereby repealed in its entirety as follows:

~~31.06 PURCHASING AGENT.~~

- ~~(A) He or she shall be charged with the efficient purchase of all items for the city. He or she may name a subordinate to work under his or her supervision in carrying out the duties entailed.~~
- ~~(B) Competitive bids or quotations shall be obtained in purchases of goods over \$1,500 when deemed practical and contracts awarded to the lowest responsible bidder. Bids will be required of all purchases of goods over \$3,000, excepting in cases where the City Manager determines it is clearly to the city's advantage to waive this provision. All purchases of goods or services in excess of \$10,000 must be awarded by action of the City Council.~~
- ~~(C) There shall be sealed competitive bids for all contracts of \$20,000 or more. Competitive bidding at the discretion of the City Council may take place but is not required for contracts of \$20,000 or more for professional services, emergency repairs or emergency services. Competitive bidding is not required for contracts between governmental units.~~

SECTION 3. 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 4. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 836 was adopted on the 2nd day of January 2023 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan }
City of Charlevoix } §

Sarah J. Dvoracek

City Clerk

Lyle Gennett

City Mayor

Charlevoix City Council

All Other Actions and Requests

Title: Council Appointments

Date: December 19, 2022

Presented By: Janet Kalbfell-1st Ward Council Member
Mark Heydlauff, City Manager

Background:

Council Member Kalbfell requested consideration of Francis (Brownie) Flanders for reappointment to the Board of Review.

The Board of Review also requires two Council Members to sit on the Board. Previously, Council Member Kalbfell and Council Member Hagen have sat on the Board of Review representing the Council and their terms are expiring. Council will need to appoint two Council Members to the Board of Review for a one-year term.

The Recreational Authority Board requires one Council Member to sit on the Board. Council Member Kalbfell has sat on the Board since 2016 and her term is expiring. Council will need to appoint one Council Member to the Recreational Authority Board for a three-year term.

Recommendation:

Motion to appoint _____ to the Board of Review for a term to expire on December 31, 2025.

Motion to appoint Council Member _____ to the Board of Review for a term to expire on November 2023.

Motion to appoint Council Member _____ to the Board of Review for a term to expire on November 2023.

Motion to appoint Council Member _____ to the Recreation Authority Board for a term to expire on November 2025.

Attachments:

1. Francis Flanders Application to Board of Review



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

RECEIVED
DEC 01 2022

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.

☒ BOARD OF REVIEW	☐ HOUSING COMMISSION	☐ ZONING BOARD OF APPEALS
☐ COMPENSATION COMMISSION	☐ PLANNING COMMISSION	☐ OTHER _____
☐ DDA/MAIN STREET BOARD	☐ RECREATION ADVISORY COMMITTEE	☐ NO PREFERENCE
☐ HISTORIC DISTRICT COMMISSION	☐ SHADE TREE & PARK COMMISSION	

PLEASE PRINT

NAME: FRANCIS B. FLANDERS
ADDRESS: 217 BELVEDERE TERRACE DR. #26 CHARLEVOIX, MI. 49720
HOME PHONE: 231 547-4887 CELL PHONE: 231 459 5959
EMAIL: FBflanders@slcglobal.net
ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 30 YEARS

EDUCATIONAL BACKGROUND: Grad degree - Rutgers BA MSU

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: 40 YEARS COMMUNITY bank culminating in CHAIRMAN / PRESIDENT / CEO CBNORTH BANK, CHARLEVOIX MI

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: PAST PRESIDENT CHARLEVOIX CHAMBER OF COMMERCE, PAST TREASURER & FOUNDER, CHARLEVOIX VENETIAN FESTIVAL, PAST DIRECTOR CHARLEVOIX HISTORICAL ASSOC., PAST DIRECTOR CHARLEVOIX ROCK & GUN CLUB

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
11 YEARS CHARLEVOIX PLANNING COMM. 3 YEARS BOARD of REVIEW CHARLEVOIX

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
NO

REASON(S) YOU WISH TO SERVE: To do my PART to make "CHARLEVOIX The BEAUTIFUL" EVEN better

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? YES

SIGNATURE: Francis B. Flanders DATE: 12-1-22

RETURN APPLICATION TO THE CITY CLERK'S OFFICE: 210 STATE STREET CHARLEVOIX, MI 49720 - EMAIL clerk@charlevoixmi.gov

Charlevoix City Council

All Other Actions and Requests

Title: Mayoral Appointments

Date: December 19, 2022

Presented By: Lyle Gennett-Mayor

Background:

Mayor Gennett would like to make the following appointments:

- Brenda Bryan, Recreation Advisory Committee, with a term expiring December 2025
- Scott Kelly, Recreation Advisory Committee, with a term expiring December 2025
- Ameila Drenth, Non-Voting Student, Recreation Advisory Committee, with a term expiring June 2024
- Perry Irish Hodgson, Shade Tree & Park Commission, with a term expiring December 2025

Recommendation:

Motion to confirm the appointment of XXX to the Recreation Advisory Committee with a term to expire in December 2025.

Motion to confirm the appointment of XXX to the Recreation Advisory Committee with a term to expire in December 2025.

Motion to confirm the appointment of XXX to the Recreation Advisory Committee (non-voting student) with a term to expire in June 2024.

Motion to confirm the appointment of XXX to the Shade Tree & Park Commission with a term to expire in December 2025.

Attachments:

1. Brenda Bryan - Application to Recreation Advisory Committee
2. Scott Kelly - Application to Recreation Advisory Committee
3. Amelia Drenth - Application to the Recreation Advisory Committee
4. Perry Irish Hodgson - Application to Shade Tree & Park Commission

Sarah Dvoracek

From: noreply@civicplus.com
Sent: Wednesday, November 30, 2022 8:36 PM
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	Brenda Bryan
Email Address	brendabryan4@gmail.com
Address	108 BELVEDERE AVE
Home Phone	2315904541
Cell Phone	2315904541
Are you a registered voter in the City?	Yes
How long have you lived in the City?	Charlevoix. 11 years
Educational Background	Some college
Professional Qualifications and / or Work Experience	Previously ran a resort , coached volleyball and soccer, was a teacher's assistant and currently a landlord and retired.
Community Activities and / or Other Experience	Worked on the dog park Volunteer for Venetian Currently on recreation advisory committee

Have you served on a board / committee or held a civic position in the past?	Yes
If yes, please explain.	Recreation advisory committee and board of review
Do you foresee any potential conflicts of interest while executing the duties of this position?	No
Reason(s) You Wish to Serve	Like to be involved in the city
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	Brenda L Bryan
Date	11/30/2022

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.

From: noreply@civicplus.com
To: [Sarah Dvoracek](#)
Subject: Online Form Submittal: Volunteer Boards and Committees Application
Date: Wednesday, November 30, 2022 11:48:02 AM

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	David (Scott) Kelly
Email Address	scott@basesrecoverycenter.org
Address	6123 Old 31 South, Charlevoix, MI 49720
Home Phone	231-547-1065
Cell Phone	231-881-0810
Are you a registered voter in the City?	No
How long have you lived in the City?	Charlevoix Township since 1992 (30 years)
Educational Background	Chx HS grad 1982, Ferris State Bachelors in Social Work in 1986, Central Michigan University MA in Counseling in 1997.
Professional Qualifications and / or Work Experience	Executive Director of BASES since 1993, worked as a social worker in local area since 1986
Community Activities and / or Other Experience	Involved in numerous athletic programs for over 50 years, USA Softball Commissioner for local area
Have you served on a board / committee or held a civic position in the past?	Yes

Rec Advisory Committee

If yes, please explain.

Do you foresee any potential conflicts of interest while executing the duties of this position?

No

Reason(s) You Wish to Serve

Opportunity to serve

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

D. Scott Kelly

Date

11/30/2022

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From: noreply@civicplus.com
To: [Sarah Dvoracek](#)
Subject: Online Form Submittal: Volunteer Boards and Committees Application
Date: Saturday, October 8, 2022 4:58:28 PM

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	Amelia Drenth
------	---------------

Email Address	24dreame@rayder.org
---------------	---------------------

Address	14760 Ferry Rd
---------	----------------

Home Phone	231-330-5238
------------	--------------

Cell Phone	<i>Field not completed.</i>
------------	-----------------------------

Are you a registered voter in the City?	No
---	----

How long have you lived in the City?	CHX county: 16 years
--------------------------------------	----------------------

Educational Background	High School Student
------------------------	---------------------

Professional Qualifications and / or Work Experience	NA, junior representative
--	---------------------------

Community Activities and / or Other Experience	NA, junior representative
--	---------------------------

Have you served on a board / committee or held a civic position in the past?	No
--	----

No

Do you foresee any potential conflicts of interest while executing the duties of this position?

Reason(s) You Wish to Serve

Recommended by Mrs. Conway. I would like to serve as representative on the committee in hopes to serve as a voting senior next year. I am an involved student who would like to contribute to improving recreational opportunities, while focusing on the youths interests.

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

Amelia M. Drenth

Date

12/28/2005

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From: noreply@civicplus.com
To: [Sarah Dvoracek](#)
Subject: Online Form Submittal: Volunteer Boards and Committees Application
Date: Monday, December 5, 2022 1:22:03 PM

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	Shade Tree & Park Commission
Name	Perry I Hodgson
Email Address	peihodgson@gmail.com
Address	303 Chicago Avenue
Home Phone	2316756060
Cell Phone	<i>Field not completed.</i>
Are you a registered voter in the City?	Yes
How long have you lived in the City?	Charlevoix
Educational Background	Bachelor of Fine Arts and Master of Business Administration, University of Michigan
Professional Qualifications and / or Work Experience	Family owned and operated commercial forest
Community Activities and / or Other Experience	Current board member, Tip of the Mitt Watershed Council. Past trustee, Charlevoix County Community Foundation
Have you served on a board / committee or held a civic position in the past?	Yes
	Numerous board roles

If yes, please explain.

Do you foresee any potential conflicts of interest while executing the duties of this position?

No

Reason(s) You Wish to Serve

Helping to maintain and increase our shade tree canopy is extremely rewarding to me.

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

Perry Irish Hodgson

Date

12/5/2022

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: December 19, 2022

Presented By:

Background:

A. Airport Manager Vacancy

To date, we have had three first round interviews with candidates for the Airport Manager position. I'm hoping to continue this process and narrow the selection soon.

B. City Closing Schedule

As a reminder, the City will use the following schedule for holiday closures in the next couple of weeks:

Closed to observe Christmas Eve and Christmas on December 23 and 26.

Closed to observe New Year's Day on December 30.

The City Council meeting normally scheduled for January 2 will occur as scheduled and not adjusted.

C. Rotary Club and Mt. McSaubia

The Rotary Club has formed a committee to explore ways to financially support improvements to Mt. McSaubia. Recreation Director Kent Knorr will be closely involved in this process and will bring recommendations to Council as this process may unfold. As always, we appreciate charitable endeavors to improve City resources when they align with things like our Recreation Master Plan.

D. Bridge Lights

This week, I received a proposal from Strain Electric to remove and reinstall the lights on the bridge ahead of next winter's MDOT bridge work. We'll plan for this in the coming budget.

Recommendation:

Attachments:

1. Housing Commission Meeting Minutes from 10/18/2022
2. November 2022 Police Activity Report
3. Planning Commission Regular Meeting Minutes 11/14/2022
4. Board of Review Meeting Minutes 12/13/2022

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, October 18, 2022

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners Present: Laurene Crandall, R.J. Waddell, Joan Buday

Commissioners Absent: Mitts lee

Others Present: Dan Murray CHC-Maintenance Supervisor, Annessa Haist-Director MPH/CHC, Cindy Morris CHC-Occupancy Specialist and Residents of Pine River Place.

Chairperson Joan Buday called the Meeting to Order at 2:10 p.m.

ADDITIONS TO THE AGENDA: NONE

Approval of the September 20, 2022 Meeting Minutes and Payables with Financials.

Motion by Commissioner Waddell, seconded by Commissioner Crandall to approve and accept the regular meeting minutes and payables with financials as presented for September 20, 2022.

Ayes: Crandall, Waddell, Buday

Nays: None

Absent: Lee

OLD BUSINESS: The Developer RFP in process, paper updates will be given when available. Giving guidance with pro's and con's.

NEW BUSINESS: Conference call with Auditor, Robert Klaczkiwicz reviewed the CHC 2022 Audit. A thorough explanation was given to all. Noted we scored high.

Executive Director's Report: Commissioner Buday spoke on the MHDA Conference on October 5th thru 7th, 2022 on Mackinaw Island. Ethics Policy for the Commissioners.

Annessa Haist-Director MPHC/CHC spoke on a new hire for maintenance assisting with flooring change outs for a unit turn at Pine River Place. We Collaborated with Boyne City Housing Commission

Update was given by the Director of MPHC/CHC Annessa Haist on the Smoke Sensors in units.

Air Conditioning (A/C) Policy update was discussed for the future moving forward for Residents at Pine River Place/Charlevoix Housing Commission.

Public Comment on subjects unrelated to Agenda Items: None

Adjournment: Commissioner Buday Adjourn the meeting at 3:25 p.m.

Respectfully submitted and approved by:



Executive Director, Annessa Haist – CHC/MPHC

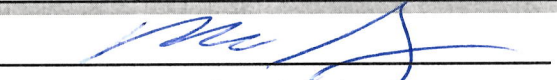
The next Board Meeting is November 15, 2022 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720

CITY OF CHARLEVOIX

POLICE ACTIVITY REPORT FOR THE MONTH OF November 2022

ITEM	NUMBER THIS MONTH	THIS MONTH LAST YEAR	TOTAL THIS YEAR	TOTAL LAST YEAR
TRAFFIC CITATIONS	7	9	119	162
TRAFFIC WARNINGS	31	89	894	1,206
TRAFFIC CONTACTS	37	-	59	-
MOTORIST/CITIZEN ASSIST	15	13	245	273
POLICE ASSIST	17	20	291	330
MEDICAL RESPONSE	9	5	111	58
PAPER SERVICE	1	-	4	-
RESIDENTIAL/COMMERCIAL	39	35	353	616
FELONY ARRESTS	0	2	8	8
MISDEMEANOR/NTA ARRESTS	2	1	30	33
WARRANT ARRESTS	0	-	1	-
WARRANT ATTEMPTS	0	-	1	-
TRAFFIC CRASH 9300-1	10	8	95	88
TRAFFIC CRASH 9300-2	1	0	33	34
GENERAL ASSISTS/OTHER	298	314	4,319	2,939
FUNERAL ESCORTS	0	-	0	-
ALARMS	8	-	15	-
SCHOOL PATROL	23	-	49	-
SCHOOL PRESENTATIONS	0	-	0	-
PARKING/SNOW TICKETS	0	2	208	249
PARKING METER TICKETS	0	0	1,486	1,406
LIQUOR INSPECTIONS	16	17	182	99
ORIGINAL COMPLAINTS	20	25	295	311
CLOSED COMPLAINTS	15	20	228	195
FOLLOW-UP/SUPPLEMENTS	18	-	45	-
PATROL MILES	4,450	4,179	53,269	51,331

TOTAL MILEAGE #87-1	<u>931</u>
TOTAL MILEAGE #87-2	<u>20</u>
TOTAL MILEAGE #17	<u>3,499</u>


 Robert Scholey
 Chief of Police

City of Charlevoix
Planning Commission Regular Meeting minutes
Monday, November 14, 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.

B. Roll Call

Chair:	RJ Waddell
Members Present:	Scott Beatty, Sherm Chamberlain, Annemarie Conway, Toni Felter, John Kurtz, Mary Millington, Jennifer Muladore, Maureen Radke
Members Absent:	None
Staff Present:	Jennifer Neal, Community Planner; Janet Koch, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

Chair Waddell reviewed the conflicts of interest portion of the Planning Commission's Bylaws.

D. Approval of Agenda

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

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Draft Minutes of October 10, 2022 (Regular Meeting)

Motion by Member Conway, seconded by Member Muladore to approve the minutes of October 10, 2022 as presented. Members Beatty, Felter and Kurtz abstained from voting on the minutes as they were not present at the subject meeting.

Motion carried by unanimous voice vote.

2. Draft Minutes of October 24, 2022 (Special Work Session)

Motion by Member Radke, seconded by Member Chamberlain to approve the minutes of October 24, 2022 as presented. Members Beatty, Millington, Conway, Felter and Kurtz abstained from voting on the minutes as they were not present at the subject meeting.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Bed and Breakfast Parking Standards Discussion

Chair Waddell referenced a bed and breakfast on Carpenter Street which required one parking space for each bedroom and one for the owners, but then when the Commission had

another applicant come before the Commission, the required parking was different.

Zoning Administrator Koch stated in reference to Zoning Ordinance, Section 153.116, *Accessory Buildings and Uses*, (C) that the suggested language included a new subsection (7) to read: (7) A minimum of five (5) off-street parking spaces are required. The parking spaces shall be accessible at all times. Parking shall be subject to the requirements of §153.189 Off-Street Parking Facility Design.

The Commission requested examples of similar language for parking for bed and breakfast units from Harbor Springs, Petoskey, Traverse City, and Boyne City. The item will be included on the December meeting agenda.

2. Code Enforcement/Outdoor Storage Discussion

Chair Waddell stated that three or four years ago, new language was adopted regarding storage of outdoor vehicles, and he referenced staff's memo regarding issues related to enforcement of the outdoor storage regulations.

Zoning Administrator Koch stated that the Networks Northwest contract with the City does not include code enforcement and at this time code enforcement was being handled by the Police Department.

Chair Waddell reviewed each section of the Outdoor Storage regulations, including staff comments. Discussion followed regarding several of the issues.

Chair Waddell suggested that they place the code enforcement/outdoor storage language on the December agenda.

Chair Waddell opened the item for public comment:

Shirley Gibson stated that the outdoor storage language ordinance requires a complete revision, she provided examples in her neighborhood.

3. Expanding Housing Types Discussion

Chair Waddell stated the City Council has asked the Commission to look at dealing with the housing issues in Charlevoix and he referenced the missing middle type housing and the subject areas within the City. He reviewed each of the current zoning districts allowed in the City, and the efforts to develop language for R2-A zoning.

Planner Neal summarized actions and discussions taken regarding accessory dwelling units and home conversions. She reviewed her staff memo in detail, including what type of lot requirements will allow a builder to add the missing middle type of housing. She explained the differences between gross density and net density. Discussion followed regarding density restrictions, encouraging more uses that blend in with the surrounding neighborhoods, form-based code, housing needs, fourplexes and duplexes, and cottage core area.

Planner Neal stated that she needed direction from the Commission regarding whether or not they wanted to review the information provided and come back to the discussion next month, provide additional examples, and the Commission's comfort level on moving forward with identifying parcels for the R2-A zoning, calculating acres and square footages together and

coming up with sample densities, and funding incentives to offer to potential developers to encourage this type of higher density housing. Planner Neal stated that they would start looking at parcels in the City and what's available and what would be potentially feasible.

H. Old Business

1. 101 Leonard Special Land Use Review Update

Chair Waddell explained the issue regarding the procedural error that resulted in an invalid motion and vote on the special land use application. He stated that the Zoning Administrator did send out a letter to the applicants and the residents within 300' of the subject property that they would be continuing the hearing, but then during this past week, the applicant, Laura Jasurda, notified the Zoning Administrator that she had decided not to move forward with the special land use application. No further action was taken.

2. Review of Building Height Average

Chair Waddell provided the background regarding the building height average and stated that the proposed changes to the Zoning Ordinance were going before the City Council next week. He referenced a letter from Richard Hodgson, Chairman of the Zoning Board of Appeals, regarding average roof height information included in the tables, not the ordinance.

Zoning Administrator stated that the change needed would be to delete the word average from Table 153.072(b), Table 153.072(d), Table 153.07(f) and Table 153.087.

Motion by Member Felter, seconded by Member Conway to recommend to City Council at the public hearing on November 21 that they strike the word average from the previous edition of Table 153.072(b), Table 153.072(d), Table 153.07(f) and Table 153.087.

Motion carried by unanimous voice vote.

3. Downtown Building Height Discussion

Chair Waddell stated last month they had a special meeting regarding downtown building heights and re-capped the discussion from that meeting. Discussion followed among the Commission members regarding making additions complementary to the existing buildings and/or historical buildings.

I. Staff Updates

1. Zoning Administrator's Report

Zoning Administrator Koch stated the Commission might get a special land use application next month for 411 Bridge Street for a dental office (retail in the front and dental offices in the back).

J. Requests For Next Months Agenda or Research Items

Chair Waddell stated that next month they would be working on the Commission's matrix of things to do in the coming year.

Planner Neal stated that Networks Northwest had just completed their Seasonal Population Study using 2020 data and she asked to give a short presentation at the December meeting.

Chair Waddell stated that they would also need to establish their meeting dates for 2023 and

hold the election of officers in January.

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

Meeting adjourned at 7:58 p.m.

Sarah J. Dvoracek/fgm Clerk

RJ Waddell Chair

City of Charlevoix
Board of Review Regular Meeting minutes
Tuesday, December 13, 2022 - 11:30 AM
Second Floor, Conference Room, City Hall, 210 State Street, Charlevoix, MI

1. Call to Order and Roll Call

Chair Timms called the meeting to order at 11:30 a.m.

Chair:	Robert Timms
Members Present:	Brenda Bryan, Francis Flanders, Janet Kalbfell
Members Absent:	Aaron Hagen
City Assessor:	Joe Lavendar
Deputy City Clerk:	Ginny Schultz

2. Public Comment

Public Comment Here:

3. New Business

A. Petitions DBOR22-01 through DBOR22-04

Petitions DBOR22-01 through DBOR22-04 were received and reviewed. All petitions requiring action were discussed and decisions made by the Board. The petition log is as follows:

Petition	Parcel Number	Owners Name	Action	2022	2021	2020	2019
DBOR22-01	052-195-005-00	Anthony Racka	Recapping Qualified Error	x			
DBOR22-	052-	Sandra	Recapping Qualified Error	x			

02	270-028-00	Hogan					
DBOR22-03	052-385-007-00	Wm Paraschos	Recapping Qualified Error	x			
DBOR22-04	052-363-001-00	Melinda Caldwell	Disabled Veterans Exemption	x			

4. Approval of Minutes

Motion by Kalbfell, seconded by Bryan to approve the Chair to approve the minutes, according to Roberts Rules of Order.

Motion carried by unanimous voice vote.

A. Motion to approve the Chair to approve the minutes, according to *Roberts Rules of Order*

5. Adjourn

Chair Timms adjourned the meeting at 11:43 a.m.

Ginny Schulz Deputy City Clerk

Robert Timms Chair

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: December 19, 2022

Presented By:

Background:

Recommendation:

Attachments:

None