



Agenda
City of Charlevoix City Council Regular Meeting
Monday, February 20, 2023 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - February 6, 2023
 - B. Accounts Payable and Payroll Check Registers
 - C. Addendum to the Lighthouse Restoration and Maintenance Contract
 - D. Renewal Agreement with Abilita
 - E. Work Session for March 20, 2023
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Discussion of Outdoor Seating and Drop-off Parking Spots
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

Consent Agenda

Title: City Council Meeting Minutes - February 6, 2023

Date: February 20, 2023

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. City Council Draft Meeting Minutes 02/06/2023

City of Charlevoix
City Council Regular Meeting Minutes
Monday, February 6, 2023 - 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, Janet Kalbfell, Phil Parr
Members Absent: Mark Knapp, Richard Spring
City Manager: Mark L. Heydlauff
City Clerk: Sarah J. Dvoracek

3. Presentations

A. Oath of Office-Chief of Police

Sarah Dvoracek, City Clerk

Clerk Dvoracek administered the Oath of Office to newly appointed Chief of Police Jill McDonnell.

4. Inquiry Regarding Conflicts of Interest

Council Member Hagen stated he has a conflict of interest regarding item 7A. Proposals for Non-Motirized Watercraft Rental for City Beaches.

5. Consent Agenda

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

Yeas: Hagen, Cole, Kalbfell, Parr

Nays: None

Absent: Knapp, Spring

Motion carried.

A. City Council Meeting Minutes - January 16, 18, 23, 26, 2023

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
01/19/2023	Special Accounts Payable Run	\$67,031.54
01/20/2023	Payroll (net pay)	\$113,790.60
01/20/2023	Payroll Transmittal Checks	\$5,476.82
02/03/2023	Payroll (net pay)	\$98,417.41

02/27/2023	Regular Accounts Payable	\$180,609.10
01/17/2023-02/03/2023	ACH/WIRE Payments	\$523,905.12
01/16/2023	Special A/P Tax Disbursement	\$323,601.83
01/26/2023	Special A/P Tax Disbursement	\$271,553.51
Grand Total		\$1,590,229.65
To view the entire accounts payable and payroll check registers, please Click here.		

C. BESS Capacity Power Purchase Commitment Authorization for \$223,171

Motion to approve the MPPA's Power Purchase Commitment Authorization and participate in the Battery Energy Storage Systems Capacity Purchase and Sale Agreement with White Ox LLC and authorize its execution by John Griffith, Electric Department Director, Charlevoix's Member Authorized Representative, as presented.

6. Public Hearings and Actions Requiring Public Hearings

A. Set Public Hearing for FY 2024 and FY 2023 Budget Amendment

Mark Heydlauff, City Manager

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

Motion by Cole, seconded by Kalbfell to set a Public Hearing on Ordinance 837 and Ordinance 838 for March 6, 2023 at 6 p.m. in the City Council Chambers, 210 State Street, Charlevoix, MI and direct staff to make all necessary public notices to comply with the Charter and the Truth in Taxation Act.

Yeas: Hagen, Cole, Kalbfell, Parr

Nays: None

Absent: Knapp, Spring

Motion carried.

7. All Other Actions and Requests

A. Proposals for Non-Motorized Watercraft Rental for City Beaches

Kent Knorr, Recreation Director

Council Member Hagen left the dais 6:09 p.m.

Director Knorr stated the Recreation Department published a request for proposals for concessions and kayak rentals for Ferry Beach and Depot Beach. Mr. Knorr stated the City received two very good proposals. Both businesses that submitted proposals will provide a brief presentation of their business plan. Mr. Knorr stated that one of the businesses that submitted a proposal is owned by Jennifer Fruk. Ms. Fruk is the Chair of the Recreation Advisory Committee which has no direct connection to the bid process.

Marcel Gensler and Joshua Paris, owners of Charlevoix Adventure Co., LLC gave a brief explanation of their business plan and future plans for the concession building. Mr. Gensler

answered questions from the Council.

Jennifer Fruk owner of Driftwood Adventures, LLC presented Council with a brief powerpoint presentation. Ms. Fruk gave an explanation of her business plan and her background. Ms. Fruk answered questions from the Council.

Mr. Knorr answered questions from Council Members.

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

Motion by Parr, seconded by Cole to award Charlevoix Adventure Co., LLC the non-motorized boat and watercraft rental for Ferry Beach and authorize the City Manager to move forward with signing a concession agreement with the selected vendor.

Yeas: Cole, Kalbfell, Parr

Nays: None

Absent: Knapp, Spring

Abstain: Hagen

Motion carried.

Council Member Hagen returned to the dais.

B. Camp McSauba Updates

Kent Knorr, Recreation Director

Kent Knorr stated that last year Camp McSauba filled up in a record 90 minutes for all eight-week available sessions. Mr. Knorr stated, to ensure that our City residents and Charlevoix Townships residents would have the first opportunity for their children to attend camp, that City Staff recommended a three-day registration period for City and Charlevoix Township residents only. City staff would then close registration for three days to verify all applicants are in fact City or Charlevoix Township residents. Then, if any openings are available, registration would then be opened to the rest of the community. Mr. Knorr stated that he has worked with the current software company to make the registration process easier for parents. Mr. Knorr answered questions from Council Members.

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

Motion by Hagen, seconded by Cole to approve the new fees and the registration process for Mount McSauba Day Camp as presented.

Yeas: Cole, Hagen, Kalbfell, Parr

Nays: None

Absent: Knapp, Spring

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Welcomed Brian Ewalt as our new Airport Manager
- Acknowledged Water and Wastewater Plant Employees

C. Mayor and Council Comments

Mayor Gennett thanked Interim Chief of Police Rob Scholey and acknowledged the entire Police Department for their dedication during the transitional period.

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:41 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: February 20, 2023

Presented By:

Background:

Recommendation:

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

Attachments:

1. Check Registers 02-20-23 Agenda

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/11/2023	02/17/2023	138793	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,091.73
02/11/2023	02/17/2023	138794	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
02/11/2023	02/17/2023	138794	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	390.05
02/11/2023	02/17/2023	138795	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,220.00
02/11/2023	02/17/2023	138796	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	684.27
02/11/2023	02/17/2023	138797	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
02/11/2023	02/17/2023	138798	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,454.81
02/11/2023	02/17/2023	138799	THE HARTFORD	9035	LIFE - VOLUNTARY Pay Period:	316.40
02/11/2023	02/17/2023	138799	THE HARTFORD	9035	SPOUSE LIFE Pay Period: 2/11/2	71.56
02/11/2023	02/17/2023	138799	THE HARTFORD	9035	CHILD LIFE Pay Period: 2/11/202	8.87
02/11/2023	02/17/2023	138799	THE HARTFORD	9035	AD&D - VOLUNTARY Pay Period	26.17
02/11/2023	02/17/2023	138799	THE HARTFORD	9035	SPOUSE AD&D Pay Period: 2/11	5.76
02/11/2023	02/17/2023	138799	THE HARTFORD	9035	CHILD AD&D Pay Period: 2/11/20	3.75
Grand Totals:		13				5,476.82

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

02/17/23 Payroll Transmittal Checks	\$ 5,476.82
02/17/23 Payroll (net pay)	\$ 96,931.52
02/21/23 Regular Accounts Payable	\$ 259,816.31
Checks Sub-Total:	\$ 362,224.65

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

02/03/23 AMG Payment Solutions	\$ 24.99
02/03/23 Payment Service Network Inc	\$ 252.10
02/06/23 MI Public Power Agency	\$ 10,883.07
02/08/23 Michigan Municipal Electric	\$ 9,492.00
02/09/23 DTE Energy	\$ 20,275.18
02/10/23 State of MI (Sales Tax)	\$ 25,274.20
02/13/23 MI Public Power Agency	\$ 19,782.32
02/17/23 IRS (Payroll Tax Deposit)	\$ 35,011.05
02/17/23 Alerus Financial (HCSP)	\$ 250.00
02/17/23 Vantagepoint (401 Plan)	\$ 1,062.00
02/17/23 Vantagepoint (457 Plan)	\$ 19,160.32
02/17/23 Vantagepoint (Roth IRA)	\$ 1,130.76
02/17/23 State of MI (Withholding Tax)	\$ 5,198.27
02/17/23 MERS (Defined Benefit Plan)	\$ 51,014.08

ACH Sub-Total: \$ 198,810.34

Huntington National Bank Total: \$ 561,034.99

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

02/14/23 Special A/P Tax Disbursement	\$ 797,651.47
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Charlevoix State Bank Total: \$ 797,651.47

Grand Total: \$ 1,358,686.46

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/11/2023	PC	02/17/2023	36844	HEYDLAUFF, MARK L.	102		3,398.24
02/11/2023	PC	02/17/2023	36845	DVORACEK, SARAH J.	105		2,250.50
02/11/2023	PC	02/17/2023	36846	DEROSIA, PATRICIA E.	107		976.42
02/11/2023	PC	02/17/2023	36847	DOTSON, LINDSEY J.	109		1,451.05
02/11/2023	PC	02/17/2023	36848	KLOOSTER, ALIDA K.	121		1,870.31
02/11/2023	PC	02/17/2023	36849	BARNEVELD, RICHELLE	123		1,270.32
02/11/2023	PC	02/17/2023	36850	SCHULZ, GINNY L.	125		1,477.03
02/11/2023	PC	02/17/2023	36851	BRADLEY, KATHLEEN R.	126		1,252.54
02/11/2023	PC	02/17/2023	36852	MCGINN, KELLY A.	146		2,285.18
02/11/2023	PC	02/17/2023	36853	MCDONNELL, JILL L.	202		1,605.70
02/11/2023	PC	02/17/2023	36854	SCHOLEY, ROBERT W.	204		1,933.13
02/11/2023	PC	02/17/2023	36855	UMULIS, MATTHEW T.	205		1,301.40
02/11/2023	PC	02/17/2023	36856	ORBAN, BARBARA K.	209		1,336.74
02/11/2023	PC	02/17/2023	36857	RILEY, DENISE M.	213		563.49
02/11/2023	PC	02/17/2023	36858	MUNK, CHRISTOPHER J.	215		1,411.10
02/11/2023	PC	02/17/2023	36859	SCHICK, TIELER R.	216		1,515.45
02/11/2023	PC	02/17/2023	36860	STEWART, MORGAN J.	217		1,468.02
02/11/2023	PC	02/17/2023	36861	YOUNG, KRISTEN L.	230		1,385.26
02/11/2023	PC	02/17/2023	36862	WURST, RANDALL W.	411		1,672.91
02/11/2023	PC	02/17/2023	36863	HILLING, NICHOLAS A.	413		2,051.83
02/11/2023	PC	02/17/2023	36864	MEIER III, CHARLES A.	421		1,509.17
02/11/2023	PC	02/17/2023	36865	ZACHARIAS, STEVEN B.	422		1,542.57
02/11/2023	PC	02/17/2023	36866	NEWMAN, MARK J.	424		1,542.35
02/11/2023	PC	02/17/2023	36867	LOUGHMILLER, JOHN A.	425		1,795.58
02/11/2023	PC	02/17/2023	36868	GRIFFITH, JOHN J.	500		2,824.91
02/11/2023	PC	02/17/2023	36869	EATON, BRAD A.	515		2,652.82
02/11/2023	PC	02/17/2023	36870	WILSON, TIMOTHY J.	516		2,911.67
02/11/2023	PC	02/17/2023	36871	LAVOIE, RICHARD L.	519		2,521.89
02/11/2023	PC	02/17/2023	36872	STEVENS, BRANDON C.	521		2,475.71
02/11/2023	PC	02/17/2023	36873	WHITLEY, ANDREW T.	522		2,464.18
02/11/2023	PC	02/17/2023	36874	DRAVES, MARTIN J.	523		2,489.52
02/11/2023	PC	02/17/2023	36875	FARRELL, MITCHELL L.	524		2,036.31
02/11/2023	PC	02/17/2023	36876	ANDERSON, ELIZABETH	526		1,401.92
02/11/2023	PC	02/17/2023	36877	KENWABIKISE, DAVID L.	528		1,239.32
02/11/2023	PC	02/17/2023	36878	ELLIOTT, PATRICK M.	600		3,081.94
02/11/2023	PC	02/17/2023	36879	SCHWARTZFISHER, JOS	603		1,419.94
02/11/2023	PC	02/17/2023	36880	BRADLEY, KELLY R.	614		1,658.91
02/11/2023	PC	02/17/2023	36881	HART II, DELBERT W.	616		1,530.65
02/11/2023	PC	02/17/2023	36882	JONES, ROBERT F.	618		1,877.33
02/11/2023	PC	02/17/2023	36883	THORP JR, WILLIAM D.	623		1,469.93
02/11/2023	PC	02/17/2023	36884	LEITNER, RYAN S.	624		1,525.47
02/11/2023	PC	02/17/2023	36885	REID, ROB A.	632		1,495.48
02/11/2023	PC	02/17/2023	36886	KNORR, KENT J.	700		2,158.29
02/11/2023	PC	02/17/2023	36887	ANZELL, BETH A.	702		1,496.21
02/11/2023	PC	02/17/2023	36888	BOSS, SHERRY M.	730		507.56
02/11/2023	PC	02/17/2023	36889	PORATH, JACOB P.	741		129.61
02/11/2023	PC	02/17/2023	36890	HAGEN, MADISON L.	752		158.41
02/11/2023	PC	02/17/2023	36891	WOOD, KATE M.	753		222.02
02/11/2023	PC	02/17/2023	36892	MAILLOUX, AIDEN M.	757		222.02
02/11/2023	PC	02/17/2023	36893	LARSEN, WILLIAM S.	758		222.02
02/11/2023	PC	02/17/2023	36894	DVORACEK, HAYDEN R.	762		1,185.04
02/11/2023	PC	02/17/2023	36895	CANNON, SCOTT A.	763		58.18
02/11/2023	PC	02/17/2023	36896	CULBERTSON, CRISTIN	764		701.73
02/11/2023	PC	02/17/2023	36897	JOHNSTONE, HUNTER S.	765		601.27
02/11/2023	PC	02/17/2023	36898	MATTACK, JEFFREY C.	767		1,100.81
02/11/2023	PC	02/17/2023	36899	ELGART, SARAH N.	769		488.52
02/11/2023	PC	02/17/2023	36900	VON BERNTHAL, HANNA	782		296.02

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/11/2023	PC	02/17/2023	36901	PEARSALL, KRISTA M.	784		91.62
02/11/2023	PC	02/17/2023	36902	WELLS, JANINNA J.	785		94.21
02/11/2023	PC	02/17/2023	36903	BORST, ERIC D.	787		194.26
02/11/2023	PC	02/17/2023	36904	BOSS, BEAU J.	788		1,610.45
02/11/2023	PC	02/17/2023	36905	BEMIS, GARRETTSON G.	797		464.74
02/11/2023	PC	02/17/2023	36906	DIETRICH, ARLENE M.	871		421.13
02/11/2023	PC	02/17/2023	36907	MILLER, WILLIAM S.	933		1,298.96
02/11/2023	PC	02/17/2023	36908	DOUGLAS, MARK	935		1,146.94
02/11/2023	PC	02/17/2023	36909	MCCRANEY, RUSSELL R.	936		1,246.33
02/11/2023	PC	02/17/2023	36910	FRATRICK, JOSEPH W.	940		656.31
02/11/2023	PC	02/17/2023	36911	DVORACEK, BRIAN N.	952		814.94
02/11/2023	PC	02/17/2023	138788	MORRISON, KEVIN P.	601		1,516.96
02/11/2023	PC	02/17/2023	138789	BOSS JR, DALE E.	701		1,354.58
02/11/2023	PC	02/17/2023	138790	FOGLE, WREN E.	776		222.02
02/11/2023	PC	02/17/2023	138791	MATTER, DAWSON K.	786		164.87
02/11/2023	PC	02/17/2023	138792	WILLSON, BRENDA R.	799		141.30
Grand Totals:			73				96,931.52

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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
02/21/2023		
138800	ACE HARDWARE	1,800.11
138801	ALL-PHASE ELECTRIC SUPPLY CO	1,695.35
138802	ALTA CONSTRUCTION EQUIP LLC	303.78
138803	AMAZON CAPITAL SERVICES	1,897.01
138804	AMERICAN LEGAL PUBLISHING CORP	954.66
138805	APPLIED HANDLING INC	406.23
138806	ART'S AUTO & TRUCK PARTS	444.03
138807	ASPLUNDH TREE EXPERT LLC	15,875.05
138808	AT YOUR SERVICE PLUS INC	280.00
138809	AUTO-WARES GROUP	943.56
138810	AVFUEL CORPORATION	46,087.65
138811	BALLARD'S PLUMBING AND HEATING	844.58
138812	BELL EQUIPMENT COMPANY	3,126.59
138813	BENITEZ, SARAH	63.05
138814	BLUE WATER MANAGEMENT SOLUTI	825.00
138815	BRADFORD MASTER DRYCLEANERS	33.75
138816	BRADLEY, KELLY R.	421.65
138817	CARQUEST OF CHARLEVOIX	784.54
138818	CDW GOVERNMENT	230.84
138819	CHARLEVOIX AUTO	81.05
138820	CHARLEVOIX ROD & GUN CLUB	100.00
138821	CHARLEVOIX SCREEN MASTERS INC	95.00
138822	CHARTER COMMUNICATIONS OPERA	194.91
138823	CINTAS	114.75
138824	CITY OF CHARLEVOIX - MISC	1,876.52
138825	CITY OF CHARLEVOIX - UTILITIES	49,607.47
138826	CIVICPLUS	3,675.00
138827	CONWAY PROFESSIONAL SERVICES	1,755.00
138828	DANBROOK ADAMS RAYMOND	292.50
138829	DELL MARKETING LP	1,239.66
138830	DITCH WITCH SALES OF MICHIGAN	322.27
138831	ECONO SIGNS LLC	194.95
138832	ELECTIONSOURCE	602.27
138833	ELLIOTT, PATRICK M.	110.00
138834	ELLSWORTH FARMERS EXCHANGE	4,216.01
138835	EMMET COUNTY SHERIFF'S OFFICE	375.00
138836	ETNA SUPPLY	3,767.00
138837	FAMILY FARM AND HOME	586.93
138838	FERGUSON ENTERPRISES LLC #3325	602.10
138839	FREEDOM MAILING SERVICES INC	2,568.75
138840	GATEHOUSE MEDIA MICHIGAN HOLDI	275.98
138841	GFL ENVIRONMENTAL	145.80
138842	GINOP SALES INC	297.78
138843	GOVERNMENT FORMS AND SUPPLIE	113.95
138844	GRAINGER	392.12
138845	GREAT LAKES ELEVATOR LLC	473.39
138846	GREEN PROJECTS GROUP	4,420.00
138847	GRP ENGINEERING INC	13,565.00

Check Number	Payee	Amount
138848	HACH COMPANY	1,847.94
138849	HART II, DELBERT W.	110.00
138850	HEYDLAUFF, MARK L.	751.56
138851	HILLCREST APTS	40.00
138852	HYDE SERVICES LLC	122.90
138853	HYDROCORP	2,077.00
138854	INTEGRITY BUSINESS SOLUTIONS	299.28
138855	JACKLIN STEEL SUPPLY CO	1,088.45
138856	JCD SALES & SERVICE LLC	121.25
138857	JOHN E GREEN COMPANY	1,759.98
138858	JUSTICE FENCE ACQUISITIONS LLC	1,898.00
138859	KRAFT BUSINESS SYSTEMS	150.00
138860	KSS ENTERPRISES	313.70
138861	LAKESHORE TIRE & AUTO SERVICE	25.00
138862	LG CHARLEVOIX LLC	12.12
138863	LITTLE TRAVERSE DISPOSAL LLC	30.00
138864	LUMACO LLC - FLEA CHARLEVOIX	118.38
138865	MANTHEI CONSTRUCTION	1,313.16
138866	MATTS LLC	3,000.00
138867	MCCARDEL CULLIGAN-PETOSKEY	54.50
138868	MCDONNELL, JILL L	50.00
138869	MCVEIGH'S TRUCK SPRINGS INC	1,635.44
138870	METAL HEAD WELDING LLC	1,249.23
138871	MICHIGAN MUNICIPAL ELECTRIC	152.98
138872	MICHIGAN MUNICIPAL LEAGUE	15,889.00
138873	MISS DIG 811	2,154.02
138874	MY GRANDMOTHER'S TABLE	675.00
138875	NAVIA BENEFIT SOLUTIONS	50.00
138876	NORTH CENTRAL MICHIGAN COLLEG	208.00
138877	NORTHERN VIEW HOMES	39.92
138878	NORTHWEST FIRE	943.00
138879	OLSON BZDOK & HOWARD	2,325.00
138880	PATTERSON, WILLIAM	96.53
138881	PENINSULA FIBER NETWORK LLC	470.00
138882	PERFORMANCE ENGINEERS INC	434.00
138883	PHYSICIANS CLINIC OF CHARLEVOIX	184.00
138884	PLUNKETT COONEY	520.00
138885	POWER LINE SUPPLY	8,613.04
138886	POWER SYSTEM ENGINEERING INC	5,972.21
138887	POWERPLAN	773.90
138888	PREIN & NEWHOF	4,727.40
138889	PUEBLO COUNTY SHERIFF'S OFFICE	19.00
138890	QUILL LLC	88.56
138891	R B LYONS INC	10,500.00
138892	RANGE TELECOMMUNICATIONS	206.00
138893	SCIENTIFIC BRAKE - GAYLORD	3,086.88
138894	SIGMA-ALDRICH INC	659.26
138895	STANDARD ELECTRIC COMPANY INC	211.23
138896	SUPERIOR MECHANICAL OF CHARLE	389.17

Check Number	Payee	Amount
138897	TELNET WORLDWIDE	198.26
138898	TERMINAL SUPPLY CO	123.63
138899	TRANSUNION RISK AND ALTERNATIV	75.00
138900	TRUCK & TRAILER SPECIALTIES	506.10
138901	UNIFIRST CORPORATION	356.67
138902	UNIVERSAL CREDIT SERVICES INC	178.46
138903	USABBLUEBOOK	2,102.21
138904	WALSH MUNICIPAL SERVICES LLC	3,000.00
138905	WEX BANK	6,476.26
138906	WOJAN PLUMBING & HEATING	179.87
138907	ZAREMBA EQUIPMENT INC	85.27
Total 02/21/2023:		259,816.31
Grand Totals:		259,816.31

Check Number	Payee	Amount
02/03/2023		
20323007	AMG PAYMENT SOLUTIONS	24.99
20323008	PAYMENT SERVICE NETWORK INC.	252.10
Total 02/03/2023:		277.09
Grand Totals:		277.09

Check Number	Payee	Amount
02/06/2023		
20623001	MICHIGAN PUBLIC POWER AGENCY	10,883.07
Total 02/06/2023:		10,883.07
Grand Totals:		10,883.07

Check Number	Payee	Amount
02/08/2023		
20823001	MICHIGAN MUNICIPAL ELECTRIC	9,492.00
Total 02/08/2023:		9,492.00
Grand Totals:		9,492.00

Check Number	Payee	Amount
02/09/2023		
20923001	DTE ENERGY	20,275.18
Total 02/09/2023:		20,275.18
Grand Totals:		20,275.18

Check Number	Payee	Amount
02/10/2023		
21023001	STATE OF MICHIGAN	25,274.20
Total 02/10/2023:		25,274.20
Grand Totals:		25,274.20

Check Number	Payee	Amount
02/13/2023		
21323001	MICHIGAN PUBLIC POWER AGENCY	19,782.32
Total 02/13/2023:		19,782.32
Grand Totals:		19,782.32

Check Issue Date	Check Number	Payee	Amount
21723001			
02/17/2023	21723001	**EFTPS* Payroll Taxes	9,341.53
02/17/2023	21723001	**EFTPS* Payroll Taxes	9,341.53
02/17/2023	21723001	**EFTPS* Payroll Taxes	2,184.70
02/17/2023	21723001	**EFTPS* Payroll Taxes	2,184.70
02/17/2023	21723001	**EFTPS* Payroll Taxes	11,958.59
Total 21723001:			
	5		35,011.05
21723002			
02/17/2023	21723002	Alerus Financial	250.00
Total 21723002:			
	1		250.00
21723003			
02/17/2023	21723003	MissionSquare - 401 Plan 109153	1,062.00
Total 21723003:			
	1		1,062.00
21723004			
02/17/2023	21723004	MissionSquare - 457 Plan 300959	4,335.00
02/17/2023	21723004	MissionSquare - 457 Plan 300959	2,567.04
02/17/2023	21723004	MissionSquare - 457 Plan 300959	4,158.69
02/17/2023	21723004	MissionSquare - 457 Plan 300959	8,099.59
Total 21723004:			
	4		19,160.32
21723005			
02/17/2023	21723005	MissionSquare - Roth IRA 706117	1,130.76
Total 21723005:			
	1		1,130.76
21723006			
02/17/2023	21723006	STATE OF MICHIGAN	5,198.27
Total 21723006:			
	1		5,198.27
Grand Totals:			
	13		61,812.40

Km

Check Number	Payee	Amount
02/17/2023		
21723007	MERS	51,014.08
Total 02/17/2023:		51,014.08
Grand Totals:		51,014.08

Check Number	Payee	Amount
02/14/2023		
3979	CHARLEVOIX COUNTY TREASURER	149,531.51
3980	CHARLEVOIX COUNTY TREASURER	160.07
3981	CHARLEVOIX DISTRICT LIBRARY	119,612.17
3982	CHARLEVOIX PUBLIC SCHOOLS	1,133.43
3983	CHARLEVOIX-EMMET ISD	314,221.08
3984	CITY OF CHARLEVOIX - TAXES DUE	80,791.41
3985	LAKE CHARLEVOIX EMS AUTHORITY	108,415.06
3986	RECREATIONAL AUTHORITY	23,786.74
Total 02/14/2023:		797,651.47
Grand Totals:		797,651.47

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

Charlevoix City Council

Consent Agenda

Title: Addendum to the Lighthouse Restoration and Maintenance Contract

Date: February 20, 2023

Presented By:

Background:

The City obtained the South Pier Light Station from the Army Corps of Engineers and executed an agreement in 2011 with the Charlevoix Historical Society for preservation and maintenance of the lighthouse. The Historical Society led the research and fundraising for restoration efforts, including painting and other requirements for historical preservation. There are certain grants and funding sources for which the City is uniquely positioned to apply and receive for the lighthouse. The Society also wishes to create a committee to oversee the lighthouse and would like to have representation from the City on this committee. The included agreement, reviewed by the City Attorney, memorializes a renewed understanding between the City and the Historical Society for the continued maintenance and oversight of the lighthouse.

Recommendation:

Motion to approve the Addendum to the Lighthouse Restoration and Maintenance Contract dated May 2011 between the City of Charlevoix and the Charlevoix Historical Society and authorize the Mayor and City Clerk to execute the agreement.

Attachments:

1. South Pier Lighthouse Contract Addendum with the City

LIGHTHOUSE RESTORATION AND MAINTENANCE CONTRACT

ADDENDUM TO CONTRACT DATED MAY 2011 BETWEEN THE CITY OF CHARLEVOIX AND THE CHARLEVOIX HISTORICAL SOCIETY

Whereas the Charlevoix Historical Society is the named partner of record stated on the Lease with the Dept. of the Army attached to the Quit Claim Deed (Liber 0853, dated 6/26/2008) and, therefore, shares in the responsibility for preservation and maintenance of the South Pierhead Light (known as the South Pier Lighthouse), and further to the Lighthouse Restoration and Maintenance Contract signed in May of 2011:

The parties agree to clarify and amend the duties as follows:

1. Duties of the Historical Society. In addition to the duties stated, the Historical Society shall:

A. Keep account of its funds on hand which are restricted or available for the purpose of Lighthouse maintenance and repair.

B. Maintain an active Lighthouse Committee with representative members from the Historical Society and the City. The Lighthouse Committee shall:

- Meet at least annually and inspect the lighthouse for its condition and maintenance needs.
- Be responsible for assessing and planning maintenance projects, managing grants, overseeing fundraising and preparing the NHLPA Bi-Annual Reports required by the National Park Service.
- Select and liaise with qualified preservation architects and contractors to provide advice and perform the necessary work, and
- Interface with the US Coast Guard and Army Corps of Engineers when needed.

2. Duties of the City. In addition to the duties stated, the City shall:

A. In cooperation with the Historical Society, seek grants, contributions and other funding methods available to it as a municipality for the restoration, preservation and maintenance of the Lighthouse.

B. Assign one or more representatives from the City to participate on the Historical Society's Lighthouse Committee.

In acknowledgment of this agreement the representatives of the parties have executed this document as shown below. This contract shall become effective when it has been executed by both parties.

CITY OF CHARLEVOIX

Date: _____

By: _____

Lyle Gennett

Its: Mayor

Date: _____

By: _____

Its: City Clerk

CHARLEVOIX HISTORICAL SOCIETY,
a non-profit 501(c)(3)

Date: _____

By: _____

Denise Fate

Its: President

Date: _____

By: _____

Janet Kohler

Its: Secretary

Charlevoix City Council

Consent Agenda

Title: Renewal Agreement with Abilita

Date: February 20, 2023

Presented By:

Background:

Several years ago, we entered into a contingency agreement with Abilita to manage our telecommunications contracts and spending. They analyzed our billing and believed they could lower our bills. In return, they received 50% of the savings for three years. Overall, this resulted in roughly \$90,000 in savings in this period. We also used their services to help us develop a plan for and switch to the VOiP phone system we now utilize. Going forward, we are obligated to pay them another \$11,000 as a portion of the savings noted above. In lieu of this, they propose a flat retainer agreement for their continued review and analysis of our systems for another 2 years at a total cost of \$18,000 (of which we are currently obligated to pay \$11,000). Our experience with the firm has been very good over the last several years and I believe this is a good method of controlling costs in an otherwise complicated area.

Recommendation:

Motion to approve the retainer agreement with Abilita and authorize the City Manager to sign the agreement.

Attachments:

1. Charlevoix Retainer Facts
2. Charlevoix Abilita Retainer agreement
3. 230215 Report

Telecom Retainer Facts

Need

1. The City of Charlevoix has a mixture of legacy copper (POTS & Centrex) and SIP trunks (VoIP). The telecom cost will inevitably go up since legacy phone service is going away. Carriers inevitably find ways to increase costs. This requires expertise to keep the costs as low as possible and get in front of these changes with a partner who has the City's best interests in mind.
2. At some point in the next couple years, AT&T will either decommission or not offer contract rates on POTS & Centrex. This would either require a new solution or impose far higher rates on these lines that are used by the City for water pump & lift stations. This will need to be monitored.
3. The SIP telecom services continue to evolve (mergers and acquisitions), federal USF fees increase and AT&T's removal of copper lines. The City needs a strategy to navigate the best rates with the best carriers. Mistakes will lead to significant increases in cost and additional telecom frustration (on hold with customer service, contract negotiations, credits adjustments, etc.).
4. Most local governments revert to old telecom spending habits without Abilita's support and begin wasting money again. This is because staff have not allocated the time to audit invoices nor have the expertise to interpret accuracy with best of market pricing and vendors.

Telecom Retainer Facts (continued)

Benefit

1. Abilita waives remaining balance of the existing contract which is approximately \$11,000.
2. Abilita has already saved the City almost \$91,000 while freeing up staffs' time. In addition, when it comes to contract renewal/review/negotiations Abilita brings their industry experience to meet the City's needs.
3. The City engaged Abilita after working with the City Manager at another community. Since then, Abilita has been a resource to Accounts Payable and IT regarding billing disputes, industry trends and anything related to telecom services.
4. Abilita would act as the City's outsourced telecom support which includes:
 - a. Quarterly Report: a report of all telecom services and recommendations for savings. This includes Local, Long Distance, Internet, Cellular, Data circuits, etc. This report provides detail of ongoing activities.
 - b. Abilita implements all approved recommendations, along with City representatives, and the appropriate vendor.
 - c. Abilita proactively delivers new recommendations for cost savings to the City.
5. Ongoing expert proactive support on any telecom need!



ABILITA Retainer Agreement

Between City of Charlevoix (the client) and Aylward Consultants dba Abilita - Lansing.

AGREEMENT TERMS

1. The client hereby authorizes Abilita to review its telecommunications systems (other than 911 dispatch), on a quarterly basis and to submit recommendations for improvements including possible savings. Reviews will focus on identifying billing errors, contract compliance, traffic usage and efficiency, and overcharges and may include reviews of existing systems, services, equipment, suppliers, plans and other telecom functions.
2. All recommendations for changes or alterations to the telecommunication systems are subject to the client's approval. All approved changes will be implemented by Abilita and, where savings are expected from such implementations, Abilita will assure that the savings are realized and will calculate and report such savings to client.
3. Abilita will act as the management interface for all telecommunications hardware, software, and service providers including solicitation and new proposals, and will negotiate all new and renewing agreements with such providers, as directed by client.
4. Abilita will present to the client any new telecommunications services or technologies appropriate to the client's needs, including productivity improvements, technology advances, equipment purchases and maintenance.
5. Abilita will maintain an "on-call" relationship during regular business hours, excluding holidays, with the client to address any telecom issues or questions that arise.
6. Abilita will assist in the general planning for business changes that may affect telecommunication usage and will transfer knowledge to client in a timely manner, including reviews of productivity improvements and technology advances, upon client request.
7. Abilita will notify client, in advance, if billable hours are anticipated to exceed the quarterly retainer.
8. The client will provide Abilita with equipment records, telecommunications invoices, contracts and other related information, as well as written authorization for Abilita to receive all such records and information directly from suppliers, during the payment term of this agreement as required by Abilita.
9. All records and information submitted for review by the client shall be held in the strictest confidence by Abilita. All recommendations, actions and suggestions submitted by Abilita for the client's consideration shall be held in the strictest confidence by the client.

(Initial)

PAYMENT TERMS

10. The client agrees to pay Abilita, as its fee for the services rendered, all amounts due as indicated in the Schedule of Fees (below) for the term of this Agreement. Unless otherwise communicated in writing 30 days prior, this agreement will automatically renew month to month. Either party may termination this agreement with thirty days (30) prior written notice to the other party.
11. Billing will be conducted on a quarterly basis and convert to a month to month term when the contractual term has finished. Payment will be due upon receipt of invoice. Charges or fees not paid within 30 days of the date of the invoice will accrue late payment charges at the rate of 1.5% per month until paid. A charge of \$25 will be made for any check tendered by customer and returned unpaid by a financial institution.
12. The term of this agreement shall be twenty-four (24) months from the date of signing.

SCHEDULE OF FEES:

Setup:	Initial Analysis, Implementation, & Account Setup (one time)	\$	waived
Terms:	Length of Agreement		24 months
	Quarterly Retainer Fee	\$	2,250.00

City of Charlevoix
(Client Name)

Aylward Consultants dba Abilita- Lansing

210 State Street
(Address)

11776 Silverspring Dr.

Charlevoix, MI 49720
(Address)

DeWitt, MI 48820

(231) 547-3270
(Telephone)

(517) 853-8130

Signature of Authorized Client Representative
I have the authority to bind the corporation (company)

Signature

Print Name

Print Name

Title

Date

Date



City of Charlevoix Telecom Savings						
LOCAL SERVICE	Benchmark	Dec	Jan	Feb	Savings	
Move AT&T PRI to Telnet SIP	\$ 593.95	\$ 169.24	\$ 168.20	\$ 170.88	\$ 1,273.53	
Put POTS into new contract, canceled features (10th of 12)	\$ 2,877.00	\$ 231.00	\$ 231.00	\$ 231.00	\$ 7,938.00	
Cancel 9 POTS & Centrex lines	\$ 428.20	\$ -	\$ -	\$ -	\$ 1,284.60	
Ported 9 POTS & Centrex lines prior to new phone system	\$ 247.96	\$ -	\$ -	\$ -	\$ 743.87	
Convert 6 fax lines to nexVortex (9th of 12)	\$ 340.93	\$ 107.94	\$ 107.94	\$ 107.94	\$ 698.98	
LONG DISTANCE		Minutes				
Move to Telnet for Long Distance (10th of 12)	\$ 0.044	994.9	769.6	1,094.5	\$ 125.80	
DATA						
Cancel unused DSL circuit	\$ 61.65				\$ 184.95	
TOTAL SAVINGS					\$ 12,249.73	
INVOICE AMOUNT (50% of Savings)					\$ 6,124.88	

Charlevoix City Council

Consent Agenda

Title: Work Session for March 20, 2023

Date: February 20, 2023

Presented By:

Background:

As noted in the Manager's Report, we are nearing completion for our negotiations with Aclara--the recommended vendor for our advanced metering infrastructure. Tom Asp of Power System Engineering will be in Charlevoix on March 20 and we'd like to have a work session with him to discuss the status of the project. We anticipate bringing a final agreement to Council during the regular meeting that evening for final approval.

Recommendation:

Motion to set a City Council Work Session for the purpose of discussing advanced metering infrastructure for 5pm, March 20, 2023 in the Council Chambers of City Hall, 210 State Street, Charlevoix, MI.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Discussion of Outdoor Seating and Drop-off Parking Spots

Date: February 20, 2023

Presented By: Mark Heydlauff, City Manager

Background:

During the Covid pandemic in 2020, we began blocking off parking areas to support additional outdoor seating and walkways. This was scaled back to focus on extra sidewalk seating on Park Avenue and Antrim Street and various take-out spots around town. By 2021, most of the take-out spots were eliminated but the extra space for seating was retained in 2021 and 2022. As we look forward with longing hearts to the summer of 2023, I wanted to understand the Council's intent for this practice going forward. During 2022, we had one business who used the extra space ask for it to be removed due to staffing and business operational decisions.

Going forward, we could look at several options which I suggest you discuss.

- Eliminate take-out spots and blocked parking areas and make no other changes. This could reduce the number of outdoor dining tables offered.
- Continue with blocking parking spaces and providing take-out spaces as requested. This would be similar to the status quo of 2022.
- Maintain the status quo but add charges for the spaces used.
- Explore the ability to amend ordinances to reduce the walkway requirements on sidestreets. This could preserve some outdoor tables and eliminate the need for extra space in blocked parking spaces.

As you clarify what you may want to do, you could provide directions for consultation with businesses and/or the DDA. I wanted to better understand the Council's direction before offering options like this to others. Certainly, I believe you have time to consider what you'd like to do since these issues do not really become effective until late May or early June, but it is better to think through them now rather than at the last minute.

Recommendation:

Council discussion and direction.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Mayoral Appointments

Date: February 20, 2023

Presented By: Lyle Gennett-Mayor

Background:

Mayor Gennett advised he plans to make the following appointments:

Bridget Martin to the Compensation Commission for a term to expire December 31, 2026.

Diane Sowa to the Housing Commission for a term to expire December April 30, 2026.

Recommendation:

Motion to confirm the Mayor's appointment of XXX to the Compensation Commission for a term to expire on December 31, 2026.

Motion to confirm the Mayor's appointment of XXX to the Housing Commission for a term to expire on April 30, 2026.

Attachments:

1. Bridget Martin Application
2. Diane Sowa Application



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

RECEIVED
JAN 19 2023

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: Bridget Martin
ADDRESS: 103 Stockman
HOME PHONE: 810-853-1884 CELL PHONE: 810-853-1884
EMAIL: dbnjmartin@comcast.net
ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 3 years
EDUCATIONAL BACKGROUND: Bachelors - Ferris State University

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Corporate Communications - G. Motors
Creative Services MGR WSMH TV b6
Substitute teacher - Art teacher - Title one reading tutor

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: _____

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN: NO

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: I would welcome the opportunity to
serve this community.

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

SIGNATURE: Bridget Martin DATE: January 18-2023

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

Sarah Dvoracek

From: noreply@civicplus.com
Sent: Thursday, February 2, 2023 11:02 AM
To: Sarah Dvoracek
Subject: Online Form Submittal: Volunteer Boards and Committees Application

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	Housing Commission
Name	Diane Sowa
Email Address	dsowa2014@icloud.com
Address	210 W. Garfield Ave., Charlevoix, MI 49720
Home Phone	<i>Field not completed.</i>
Cell Phone	615-578-3813
Are you a registered voter in the City?	Yes
How long have you lived in the City?	18 months
Educational Background	High school graduate 2 1/2 years College
Professional Qualifications and / or Work Experience	Director of finance, Saint Joseph Hospital of Orange, Orange, California
Community Activities and / or Other Experience	I do activities for the seniors here in the apartment complex, including their Monthly birthday parties, making sure they have their popcorn every day.
Have you served on a board / committee or held a civic position in the past?	No

Do you foresee any potential conflicts of interest while executing the duties of this position?	No
Reason(s) You Wish to Serve	I believe this is the only way that I can help our seniors and are low income individuals. I need to be able to step up and do something and not just be someone who talks and doesn't help.
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	Diane M Sowa
Date	2/2/2023

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: February 20, 2023

Presented By:

Background:

A. Northside EMS Station

The Lake Charlevoix EMS Authority has nearly finished construction of their new station in Hayes Township. Mayor Gennett and I had the chance to tour this as part of their regular meeting on Monday evening. It's going to be a great asset for our hardworking paramedics and emts.

B. AMI Update

On March 20, Tom Asp of Power System Engineering will be with us for a Work Session. Most likely this will begin at 4:30 or 5pm. We'll confirm by Monday's meeting. We are nearing completion of negotiations with Aclara for this system and we want to review it with you and the project overall ahead of your approval of the contract.

C. Rotary Project

The Rotary Club (of which I am a member) is narrowing their focus on improving the playground equipment at Mt. McSaub. Their planning is in accord with the Recreation Master Plan and Recreation Director Kent Knorr has been working with the Club's steering committee for this project. The Club will likely bring their project plan to you in the coming weeks for approval before they begin raising funds. It is very likely this could be a \$250,000 project.

Recommendation:

Attachments:

1. Chamber-Building Fund Report 2022
2. Shade Tree and Park Commission Minutes 09/08/2022
3. Planning Commission Minutes 01/09/2023

Charlevoix Area Chamber of Commerce
Transaction Detail by Account
January 2006 through December 2022

Bldg Fund	Type	Date	Num	Name	Memo	Amount	Balance
	Check	10/13/2006	11810	Citizens Bank	Opening Deposit	29,715.00	29,715.00
	Deposit	11/12/2006	Interest		11/12/07	118.45	29,833.45
	Deposit	12/12/2006	Interest		12/12/06	78.47	29,911.92
	Check	12/12/2006	CHK	Albert L. Shindorf Builders, Inc		-9,222.00	20,689.92
	Check	01/11/2007	CHK	Albert L. Shindorf Builders, Inc		-18,412.60	2,277.32
	Deposit	01/11/2007	Interest		01/11/07	52.81	2,330.13
	Deposit	01/19/2007				67,500.00	69,830.13
	Check	01/19/2007	101	Mason Interiors		-11,559.04	58,271.09
	Deposit	01/31/2007	Interest		01/31/07	59.85	58,330.94
	Check	02/12/2007	102	Albert L. Shindorf Builders, Inc		-12,014.61	46,316.33
	Deposit	02/12/2007	Interest		02/12/07	5.86	46,322.19
	Check	02/27/2007	103	Michigan Officeways, Inc.		-10,000.00	36,322.19
	Check	02/28/2007	104	Curtis Tile & Flooring		-5,881.93	30,440.26
	Check	03/13/2007	105	Albert L. Shindorf Builders, Inc		-8,691.44	21,748.82
	Check	03/23/2007	107	Mason Interiors		-4,264.35	17,484.47
	Check	03/23/2007	106	Charlevoix Area Chamber		-4,435.52	13,048.95
	Check	03/30/2007	108	Sears		-569.97	12,478.98
	Deposit	03/31/2007	Interest		03/31/07	37.38	12,516.36
	Deposit	04/11/2007			Deposit	2,500.00	15,016.36
	Check	04/27/2007	109	Michigan Officeways, Inc.		-9,259.95	5,756.41
	Deposit	04/30/2007	Interest		04/30/07	18.23	5,774.64
	Check	05/18/2007	110	Haggard's Plumbing & Heating		-1,285.66	4,488.98
	Check	05/18/2007	111	DTE Energy		-519.68	3,969.30
	Check	05/29/2007	112	Charlevoix Glass		-1,121.87	2,847.43
	Deposit	05/31/2007	Interest		05/31/07	5.86	2,853.29
	Check	06/01/2007	113	American Waste		-254.40	2,598.89
	Deposit	06/30/2007	Interest		Deposit	4.42	2,603.31
	Deposit	07/02/2007			Deposit	88.50	2,691.81
	Deposit	07/31/2007	Interest		Deposit	4.07	2,695.88
	Check	08/06/2007	114	Belvedere Club		-899.56	1,796.32
	Deposit	08/06/2007			Deposit	2,711.57	4,507.89
	Deposit	08/31/2007			Deposit	300.00	4,807.89
	Deposit	08/31/2007	Interest		Deposit	6.44	4,814.33
	Deposit	09/30/2007	Interest		Deposit	6.63	4,820.96
	Check	10/15/2007	115	Michigan Officeways, Inc.		-300.00	4,520.96
	Deposit	10/15/2007	Interest		Deposit	7.13	4,528.09
	Deposit	11/30/2007	Interest		Deposit	6.65	4,534.74
	Deposit	12/31/2007	Interest		Deposit	6.39	4,541.13
	Deposit	01/31/2008	Interest		Deposit	6.11	4,547.24
	Deposit	02/29/2008	Interest		Deposit	5.73	4,552.97
	Deposit	03/31/2008	Interest		Deposit	6.19	4,559.16
	Check	04/11/2008	116	Belvedere Club		-100.00	4,459.16
	Check	04/11/2008	117	Haggard's Plumbing & Heating		-306.30	4,152.86
	Deposit	04/30/2008	Interest		Deposit	5.59	4,158.45
	Deposit	05/31/2008	Interest		Deposit	5.39	4,163.84
	Deposit	06/12/2008		Charlevoix State Bank	Deposit	1,000.00	5,163.84
	Deposit	06/30/2008	Interest		Deposit	5.22	5,169.06
	Deposit	07/31/2008	Interest		Deposit	6.37	5,175.43
	Deposit	08/31/2008	Interest		Deposit	6.71	5,182.14
	Check	09/15/2008	118	Albert L. Shindorf Builders, Inc	Gutter Installation	-419.60	4,762.54
	Check	09/15/2008	119	Charlevoix Area Chamber	- Shindorf '08 Dues Balance	-120.40	4,642.14
	Deposit	09/30/2008	Interest		Deposit	6.19	4,648.33
	Deposit	10/31/2008	Interest		Deposit	5.03	4,653.36
	Check	11/11/2008		Charlevoix State Bank		-1.00	4,652.36
	Deposit	11/26/2008			Deposit	2,500.00	7,152.36
	Deposit	11/30/2008	Interest		Deposit	4.34	7,156.70
	Check	12/02/2008	120	Bartlett's Home Interiors, Inc		-650.00	6,506.70
	Deposit	12/11/2008	Interest		Deposit	1.93	6,508.63
	Check	03/01/2009	ACH	Citizens Bank		-30.00	6,478.63
	Check	04/30/2009	12383	Bartlett's Home Interiors, Inc		-653.80	5,824.83
	Check	06/26/2009	Debit	Bartlett's Home Interiors, Inc		-645.30	5,179.53
	Check	06/30/2009	Debit	Displays2Go	Order #100142728	-354.60	4,824.93
	Check	07/15/2009	Debit	Halfway to the Top		-50.88	4,774.05
	Check	07/21/2009	12384	Haggard's Plumbing & Heating		-225.00	4,549.05
	Check	08/18/2009	ACH	Citizen bank	Switched to Business Free Checking A	-15.00	4,534.05
	Check	10/14/2009	12387	Charlevoix Area Chamber		-315.00	4,219.05
	Check	11/18/2009	12388	Superior Mechanical		-140.00	4,079.05
	Deposit	01/12/2010			Deposit	2,500.00	6,579.05
	Check	08/01/2010	12389	Haggard's Plumbing & Heating		-188.65	6,390.40
	Check	08/01/2010	12390	Charlevoix Lettering		-80.00	6,310.40
	Check	11/09/2010	12391	Superior Mechanical		-105.00	6,205.40
	Check	11/09/2010	12392	Charlevoix Area Chamber		-5,000.00	1,205.40
	Deposit	12/31/2010			Deposit	2,500.00	3,705.40
	Check	03/02/2011	12381	Haggard's Plumbing & Heating		-532.25	3,173.15
	Check	03/02/2011	12393	Charlevoix Glass		-545.16	2,627.99
	Check	06/01/2011	12394	Charlevoix Area Chamber		-2,627.99	0.00
	Deposit	06/23/2011			Deposit	5,127.94	5,127.94
	Deposit	06/23/2011			Deposit	2,500.00	7,627.94

Charlevoix Area Chamber of Commerce
Transaction Detail by Account
January 2006 through December 2022

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	06/30/2011			Deposit	0.09	7,628.03
Deposit	08/10/2011			Deposit	0.32	7,628.35
Deposit	09/08/2011			Deposit	0.33	7,628.68
Deposit	10/06/2011			Deposit	0.31	7,628.99
Deposit	11/10/2011			Deposit	0.23	7,629.22
Deposit	12/01/2011			Deposit	0.08	7,629.30
Deposit	01/10/2012			Deposit	0.09	7,629.39
Deposit	02/07/2012			Deposit	0.10	7,629.49
Deposit	03/06/2012			Deposit	0.08	7,629.57
Deposit	04/05/2012			Deposit	0.09	7,629.66
Check	04/10/2012	18816607	Superior Mechanical		-999.08	6,630.58
Check	04/10/2012	18816608	Charlevoix Area Chamber		-380.50	6,250.08
Deposit	05/08/2012			Deposit	0.08	6,250.16
Check	06/26/2012	ACH	Huntington Bank	Service Fee	-15.00	6,235.16
Deposit	06/26/2012			Deposit	0.07	6,235.23
Check	06/26/2012	18816609	Site Planning Development, Inc		-2,400.00	3,835.23
Check	06/26/2012	18816610	Shindorf Builders		-25.00	3,810.23
Check	07/19/2012	18816611	Brady's Carpet Cleaning Inc.	Inv #18307	-738.00	3,072.23
Check	08/01/2012	ACH	Cash		-2.50	3,069.73
Check	10/01/2012	ACH	Huntington Bank	Service Fee	-2.50	3,067.23
Check	10/02/2012	ACH	Huntington Bank	Service Fee	-2.50	3,064.73
Deposit	11/01/2012			Deposit	5.00	3,069.73
Check	11/29/2012	01377156	Charlevoix Glass		-310.20	2,759.53
Check	12/17/2012	ACH	Huntington Bank	Checks	-12.95	2,746.58
Deposit	12/31/2012			Deposit	2,500.00	5,246.58
Check	11/01/2013	1001	Shindorf Builders		-290.00	4,956.58
Deposit	12/31/2013			Deposit	2,500.00	7,456.58
Deposit	02/05/2014			Deposit	2,500.00	9,956.58
Check	02/27/2014	1002	Boss Pest Control		-100.00	9,856.58
Check	02/27/2014	1003	JC Services		-100.00	9,756.58
Deposit	05/30/2014			Deposit	2,500.00	12,256.58
Check	07/15/2014	1004	Haggard's Plumbing & Heating	VOID:	0.00	12,256.58
Check	07/19/2014	1005	Haggard's Plumbing & Heating		-233.16	12,023.42
Check	10/14/2014	1006	Haggard's Plumbing & Heating		-160.00	11,863.42
Check	10/14/2014	1007	Charlevoix Glass		-417.67	11,445.75
Check	10/14/2014	1008	Wilmot Electric, Inc.		-244.02	11,201.73
Check	11/19/2014	1009	MacGregor Plumbing & Heating		-316.00	10,885.73
Check	11/25/2014	1010	Sears		-426.91	10,458.82
Check	12/12/2014	1011	MacGregor Plumbing & Heating		-551.00	9,907.82
Check	01/15/2015	1012	Ken Beyer Plumbing & Heating	Dishwasher Installation	-100.00	9,807.82
Check	02/04/2015	1013	MacGregor Plumbing & Heating	Boiler/Furnace Repair	-80.00	9,727.82
Check	03/27/2015	1014	Temperature Control	New Boiler	-2,775.00	6,952.82
Deposit	05/14/2015			2015 Contribution	2,500.00	9,452.82
Check	07/24/2015	1016	Michael's Locksmith Service		-82.12	9,370.70
Check	08/20/2015	1017	Home Inspections of USA, LLC	Invoice #081528	-248.95	9,121.75
Check	09/29/2015	1018	Three Oaks Woodworking		-350.00	8,771.75
Check	10/20/2015	1019	Three Oaks Woodworking		-513.12	8,258.63
Check	04/22/2016	1020	City of Charlevoix	Inv #41769	-8,000.00	258.63
Check	04/28/2016	1021	Haggard's Plumbing & Heating		-80.00	178.63
Deposit	06/02/2016			Deposit	4,500.00	4,678.63
Check	06/02/2016	1022	Hogarth's Pest Control	Inv #6768	-250.00	4,428.63
Deposit	06/29/2017			Deposit	4,500.00	8,928.63
Check	04/05/2018	1023	State of Michigan	2018 Boiler Inspection Certificate	-60.00	8,868.63
Check	06/08/2018	1024	Temperature Control	CSD-1 Inspection	-1,015.81	7,852.82
General Journal	06/28/2018	rbh-09			4,500.00	12,352.82
Check	03/08/2019	1025	Brady's Carpet Cleaning Inc.	Inv #1055	-660.00	11,692.82
Deposit	05/13/2019			Deposit	2,250.00	13,942.82
Deposit	06/25/2019			Deposit	2,250.00	16,192.82
Check	03/02/2020	1026	MacGregor Plumbing & Heating	Boiler/Furnace Repair	-1,001.00	15,191.82
Check	04/28/2020	1027	MacGregor Plumbing & Heating	Boiler/Furnace Repair	-159.00	15,032.82
Deposit	10/26/2020			Deposit	4,500.00	19,532.82
Check	01/08/2021	1028	MacGregor Plumbing & Heating	Boiler/Furnace Repair	-350.00	19,182.82
Deposit	09/01/2021			Deposit	4,500.00	23,682.82
Check	12/21/2021	1029	MacGregor Plumbing & Heating	Boiler/Furnace Repair	-365.00	23,317.82
Check	06/07/2022	1030	Haggard's Plumbing & Heating		-180.85	23,136.97
Check	07/18/2022	1031	MacGregor Plumbing & Heating	Boiler/Furnace Repair	-1,834.00	21,302.97
Check	08/17/2022	1032	MacGregor Plumbing & Heating	Boiler/Furnace Repair	-1,002.00	20,300.97
Check	08/17/2022	1033	Brady's Carpet Cleaning Inc.	Inv #1055	-430.00	19,870.97
Deposit	09/28/2022			Deposit	4,500.00	24,370.97
Total Bldg Fund					24,370.97	24,370.97
TOTAL					24,370.97	24,370.97

City of Charlevoix
Shade Tree & Parks Commission Regular Meeting Minutes
Thursday, September 8, 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 10:00am.

Members present: David Bertinelli; David Levy; Jennifer Muladore; Perry Hodgson
Also present: Mark L. Heydlauff, City Manager; Pat Elliott, DPW Superintendent; John Griffith, Electric Department Director

2. Approve Minutes of August 11, 2022

A. Draft Minutes

Motion by Levy, second by Muladore to approve minutes of August 11, 2022.

Motion carried.

3. Old Business

A. Powerline Trimming Update

Mr. Griffith updated the Commission on power line trimming standards. He provided a revised draft of the specs that will be used to bid the work. The Commission questioned certain species for full removal and concurred they would be appropriate (including cotton wood, poplar, and silver maple). Homeowners will get notice but the Commission recognized that this is an important effort to maintain the reliability of the system.

B. Park Avenue Improvements Update

Mr. Elliott discussed the updates and improvements on Park Avenue. There is additional pruning that will take place this fall in support of view corridors; work has been done in Water Tower Park as well.

C. Fall Tree Planting Final Count and Calendar

Mr. Elliott has a list of 50 trees for planting this fall. A few residents have expressed they do not want a tree planted and this will be noted for the list. He also has had conversations with Hoffman Nursery for better dialogue on what is stocked and what they may stock in advance for the requests for the future. The Commission will plan staking at their next meeting.

D. Tree Removal Request: 112 Belvedere Avenue

Chair Hodgson opened discussion of the tree removal request for 112 Belvedere Avenue. The requesting party, Jim and Sandy Plagens, desire one maple tree be removed from the right-of-way. Pursuant to Ordinance 152.04, the Commission can grant the removal request and require the requesting party to pay all costs for removal and planting of additional trees not less than two trees per one removed. The Commission discussed the pros and cons of the request. They expressed concern about cutting healthy trees since their mission is to preserve and add to the canopy of the City; they noted very few shade trees along Belvedere Avenue. They appreciate how the Plagens have followed the correct process and how additional trees planted could

benefit the City in this area.

Motion by Hodgson, second by Levy to approve the request and require the planting of two trees in the right of way at 112 Belvedere Avenue and four additional trees elsewhere in the City.

The Commission continued discussion of the motion and discussed whether to set a standard on these kinds of requests for equivalent diameter at breast height for replacement. They also felt that tree species planted in this area should be height appropriate to provide shade but not to unnecessarily obstruct views.

Motion carried 4-0.

Mr. Heydlauff advised that a formal letter informing the Plagens of the decision would advise them of the conditions stipulated by the Commission. Once they pay all costs for the request, work could begin.

4. New Business

5. Public Comment

The floor was opened for public comment. None were heard.

6. Adjourn

Chair Hodgson adjourned the meeting at 11:17am.

City of Charlevoix
Planning Commission Regular Meeting minutes
Monday, January 9, 2023 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

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

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: Janet Koch, Zoning Administrator
Staff Absent: Jennifer Neal, Community Planner

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Draft Minutes of December 12, 2022

Motion by Member Kurtz, seconded by Member Conway to approve the minutes of December 12, 2022 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Election of Officers

Member Millington nominated Jennifer Muladore as Chair for 2023 and Member Muladore accepted the nomination.

An unanimous voice vote for Jennifer Muladore as Chair for 2023.

Member Kurtz nominated Sherm Chamberlain as Vice Chair for 2023 and Member Chamberlain accepted the nomination.

An unanimous voice vote for Sherm Chamberlain as Vice Chair for 2023.

2. 120 Michigan Review: expansion of outdoor rooftop at Hotel Earl

Zoning Administrator Janet Koch stated she received the application in its final form the

previous week and because of the complexity of the issue, she would recommend moving the application to February's meeting, but given that this was her last Planning Commission meeting as her last day with the City is January 17, she brought the item forward. She had forwarded the application to the appropriate departments, Public Works did not have any comments, and she is still waiting for comments from the Police and Fire Departments.

Zoning Administrator Koch stated the current rooftop space is 3,770 sq. ft., and the applicant is proposing a 1,070 sq. ft. expansion. The proposal as presented would expand the existing 63 seats by 71 seats for a total of 134 seats on the rooftop deck. She stated that as Zoning Administrator she had not received any noise or parking complaints, but she did not know if the Police Department had received complaints.

Mike Pattullo, Shoreline Architecture of Petoskey, stated the existing 33 parking spaces were strictly for the hotel rooms, and when the roof deck application was submitted they needed 10 more parking spaces, which was based on square footage. Mr. Pattullo stated the current request for 1,070 sq. ft. would require five (5) additional parking spaces for a total of 15 parking spaces for the rooftop deck space. Discussion followed regarding the need for a parking study and potential negative impacts to the residents of Dixon Avenue.

Paul Silva stated the rooftop expansion was to add additional seats and to make the area more comfortable for guests and that for three (3) months of the year parking is an issue in the downtown. More discussion followed regarding a parking study and the public's best interest.

Chair Muladore stated that she would like to postpone this issue until more information is received from the Police and Fire Departments. Discussion followed regarding whether or not to require a parking study at this time. The Commission concurred to postpone this matter until information was received from the Police and Fire Departments and that no parking study would be required at this time.

H. Old Business

1. Planning Commission Activities Follow Up

Chair Muladore asked that the quadrant listing/matrix of projects be provided for discussion at the next meeting, the Commission concurred.

2. Bed and Breakfast Parking Standards

Zoning Administrator Koch reviewed relevant information from other northern Michigan cities regarding bed and breakfast parking requirements. Motion by Member Beatty, seconded by Member Waddell to move forward with scheduling a public hearing on the recommended changes to Section 153.116, *Accessory Buildings and Uses*, with regard to parking requirements at the February 13 Planning Commission Meeting.

Motion carried by unanimous voice vote.

3. Expanding Housing Types Discussion

After discussion, the Commission concurred to table the item for the February 2023 meeting due to Community Planner Neal being unable to attend the January meeting. Discussion followed regarding potential properties available for manufactured home parks in the City or surrounding townships, the need for middle housing, market tax credits and collaboration with

the County and surrounding communities.

Zoning Administrator Koch stated that Housing North had a strategic planning session last week and one of the discussion points was how they handle the continual discussion regarding housing because of the turnover on many of the boards and commissions. Discussion followed regarding upcoming planning and zoning training opportunities this spring that the Planning Commission members could attend, continued discussion regarding the missing middle housing situation and the need to team up with the townships to cover the whole school district area, and the concern that past meetings were held with different stakeholders. No formal action was taken.

I. Staff Updates

1. Zoning Administrator's Report

Zoning Administrator Koch stated that included in the City's budget for 2023 is a full-time Zoning Administrator/Code Enforcement Officer/Short-term Rental Administrator. She stated the City Council made a change to the City's Ordinance that short-term rentals are not allowed in accessory dwelling units (ADU's) anywhere in the City; and she felt that the change is a problem in that it conflicts directly with the short-term rental ordinance, so there is language clarification coming forward.

Member Waddell stated that he appreciated Zoning Administrator Koch's time and work in Charlevoix and wished her the best in her new position. Member Wadell also thanked Member Conway for all her efforts on the Planning Commission as she will be resigning soon from the Commission.

2. *Seasonal Population Study for Northwest Lower Michigan* Presentation

General discussion was held regarding the statistics provided in the study. Chair Muladore stated they would have Community Planner Neal go over any specific points of the study at the next meeting, the Commission concurred.

J. Requests For Next Months Agenda or Research Items

Next meeting includes:

- Public Hearing for the Bed & Breakfast parking standards;
- Rooftop deck expansion at the Hotel Earl;
- Planning Commission Activities Matrix;
- Expanding housing types discussion; and
- Seasonal Population Study for Northwest Lower Michigan

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

Meeting adjourned at 7:53 p.m.

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: February 20, 2023

Presented By:

Background:

Recommendation:

Attachments:

None