



Agenda
City of Charlevoix City Council Regular Meeting
Monday, July 3, 2023 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

2. Roll Call

3. Presentations

- A. Recognition Life Saving Awards
Jill McDonnell, Chief of Police

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

- A. City Council Meeting Minutes - June 19, 2023
- B. Accounts Payable and Payroll Check Registers
- C. Charlevoix Yacht Club Request for Free Parking for the Nucore Triangle Race & Red Fox Regatta Race
- D. Uniform Policy Change for Public Works Department and Electric Department
- E. 2023 Charlevoix Venetian Festival-Approvals and Permits

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

- A. Approval for the Michigan Township Participating Plan Grant Application
Jill McDonnell, Chief of Police
- B. Mayoral Appointment
Mayor Lyle Gennett
- C. Citizen Initiated Ordinance on the Sale of 229 Stover Road
Mark Heydlauff, City Manager

8. Reports and Communications

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

9. Other Council Business

10. Adjourn

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: Recognition Life Saving Awards

Date: July 3, 2023

Presented By: Jill McDonnell, Chief of Police

Background:

Recognizing Officer Morgan Stewart for pulling a pedestrian out of the path of a vehicle on May 26, 2023.

Recognizing civilians Heather Lewis and Cam Done, and Officers Barbara Orban and Christopher Munk for saving the life of a 73-year-old runner at the Charlevoix Marathon on June 17, 2023.

Recommendation:

Attachments:

None

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - June 19, 2023

Date: July 3, 2023

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. City Council Draft Minutes 06/19/2023

City of Charlevoix
City Council Regular Meeting Minutes
Monday, June 19, 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, Mark Knapp, Phil Parr, Richard Spring

Members Absent: None

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 Spring to approve the consent agenda as presented.

Yeas: Cole, Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: None

Motion carried.

A. City Council Meeting Minutes - June 5 and 6, 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
06/12/2023	Special Accounts Payable Run	\$800.00
06/09/2023	Payroll (net pay)	\$128,760.67
06/09/2023	Payroll Transmittal Checks	\$5,551.67
06/20/2023	Regular Accounts Payable	\$777,620.13
06/05/2023-06/12/2023	ACH/WIRE Payments	\$177,132.23
06/20/2023	Tax Disbursement	\$4,612.39
Grand Total		\$1,094,477.09

To view the entire accounts payable and payroll check registers, [please Click here.](#)

- C. Emergency Purchase of Irrigation Pump for Golf Course: \$46,389.25
Motion to approve the emergency purchase of a new pump and motor for the Charlevoix Golf Course from Ramsby Drilling Inc. at the estimated cost of \$46,389.25.
- D. Prein&Newhof Construction Engineering Proposal for Bridge Park Lift Station Project: \$18,000
Motion to approve the Construction Engineering Agreement with Prein & Newhof for an amount not to exceed \$18,000 for the Bridge Park Lift Station Slide Gate Repair and Bypass Improvement Project.
- E. Transformer Purchase from Emerald Transformer: \$33,875
Motion to approve the purchase of a rebuilt transformer from Emerald Transformer for the amount of \$33,875.

6. Public Hearings and Actions Requiring Public Hearings

- A. Public Hearing: Zoning Ordinance Amendments: Accessory Dwelling Units and Bed and Breakfast Parking Requirements
Jonathan Scheel
Zoning Administrator, Jonathan Scheel stated in Ordinance Amendment 839 the table labled 153.187 was corrected to reference the correct section of ordinance language, which was 153.116 (7).

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

Motion by Kalbfell, seconded by Spring to approve ordinance amendments 839 and 840 as presented.

CITY OF CHARLEVOIX

Ordinance No. 839 of 2023

AN ORDINANCE TO AMEND TITLE XV, LAND USAGE, SECTIONS 153.116 AND 153.187 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 153, Section 153.116 Accessory Buildings and Uses (D) Bed and Breakfast Establishments (2) (a)-(d) of the City of Charlevoix Code is hereby repealed and replaced, and shall read as follows:

(2) The rental rooms within the establishment shall be part of the principal dwelling. Bed and breakfast establishments shall not contain more than five rental rooms, however the Planning Commission may approve additional rooms based on the following criteria:

(a) The existing single-family home has the capacity for more than five rental rooms;

(b) It is a single-family home which has been operated as a bed and breakfast establishment in the past;

(c) The Planning Commission finds that the additional rooms will not have an adverse impact on the residential character of the neighborhood.

SECTION 2. Title XV, Chapter 153, Section Table 153.116 Accessory Building and Uses (D) Bed

and Breakfast Establishments of the City of Charlevoix Code is hereby amended by adding a section, which shall be labeled (7) and shall read as follows:

(7) A minimum of one (1) parking space per rental room is required. Parking may include street spaces in front of the property according to City parking rules. Off-street parking shall be subject to the requirements of Off-Street Parking, Loading, Access and Circulation requirements (§153.185-153.190).

SECTION 3. Title XV, Chapter 153, Section 153.187 Parking Requirements and Limitations, Table 153.187: Parking and Access Requirements by Use; Section Labeled Use; Bed and Breakfast; Table header labeled Number of Parking Spaces of the City of Charlevoix Code is hereby repealed and replaced and shall read as follows:

<i>Table 153.187: Parking and Access Requirements by Use</i>	
Use	Number of Parking Spaces
Residential Uses	
Bed and Breakfast	See 153.116 (7)

SECTION 4. 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 5. Effective Date.

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

Ordinance No. 839 was adopted on the 19th day of June 2023 A.D., by the Charlevoix City Council as follows:

Motion by: Kalbfell

Seconded by: Spring

Yeas: Cole, Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: None

Motion carried.

CITY OF CHARLEVOIX

Ordinance No. 840 of 2023

AN ORDINANCE TO AMEND TITLE XV, LAND USAGE, SECTIONS 153.071, 153.072, AND 153.116 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 153, Section 153.071 Schedule of Uses; Table 153.071: Allowed

Uses in Residential Zones of the City of Charlevoix Code is hereby amended; under the Section heading labeled *Residential*; under Section Subheading labeled *Dwellings*, under Detailed Subheading labelled *Accessory dwelling unit* shall read as follows:

Table 153.071: Allowed Uses in Residential Zones						
P = Permitted Use by Right						
S =Special Land Use						
	R1	R2	R2A	R4	PC	Specific Requirements
<i>RESIDENTIAL</i>						
Accessory dwelling unit	P	P	P			

SECTION 2. Title XV, Chapter 153, Section 153.072 (c) Dimensional Requirement: Square footage for Accessory Dwelling Units and Home Conversion Units of the City of Charlevoix Code is hereby amended; under the Section heading labeled *Zoning District* shall read as follows:

Table 153.072 (c): Dimensional Requirement: Square footage for Accessory Dwelling Units and Home Conversion Units		
Zoning Districts	Minimum	Maximum
R1, R2, and R2A	300	900

SECTION 3. Title XV, Chapter 153, Section Table 153.116 Accessory Building and Uses (A) Accessory Buildings and Structures items (3), (4), and (9) City of Charlevoix Code is hereby repealed and replaced and shall read as follows:

- (3) In the R1, R2, and R2A Residential Districts, if the principal building has an attached accessory building, only one detached accessory building shall be permitted.
- (4) Lots in the R1, R2, and R2A Zones shall be permitted to have a secondary detached accessory building, such as storage shed. Secondary accessory buildings shall meet all the requirements of this section and not exceed 200 square feet in area.
- (9) Prohibited uses within detached accessory structures or accessory structures connected by a breezeway or similar structure in all districts except the R1, R2, and R2A Zones:
- (a) May not contain features that form a habitable dwelling unit or create a second dwelling unit;
 - (b) These structures may contain utility sinks, one bathroom, and refrigeration units. Full kitchen facilities that include a range or stove are prohibited; and
 - (c) Rooms within accessory structures may be used for additional sleeping quarters for the owner, or resident, and their immediate family provided that these rooms may not be rented out as short- or long-term rentals for any length of time.

SECTION 4. 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 5. Effective Date.

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

Ordinance No. 840 was adopted on the 19th day of June 2023 A.D., by the Charlevoix City Council as follows:

Motion by: Kalbfell

Seconded by: Spring

Yeas: Cole, Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: None

Motion carried.

7. All Other Actions and Requests

A. Council Appointment

Janet Kalbfell-1st Ward Council Member

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

Motion by Kalbfell, seconded by Knapp to appoint David Miles to the Historic District Commission for a term to expire June of 2026.

Yeas: Cole, Hagen, Kalbfell, Knapp, Parr, Spring

Nays: None

Absent: None

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Mason Street Project is on track to finish on time, asphalt is scheduled for this week

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:05 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: July 3, 2023

Presented By:

Background:

Recommendation:

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

Attachments:

1. Check Registers 07-03-23 Agenda

Check Number	Payee	Amount
06/22/2023		
139826	AGILE SAFETY	4,718.32
139827	AT&T	1,567.79
139828	AT&T MOBILITY	757.94
139829	CHARLEVOIX STATE BANK	11,273.85
139830	CHARTER COMMUNICATIONS	846.10
139831	CHARTER COMMUNICATIONS OPERA	78.18
139832	DELTA DENTAL	3,113.31
139833	GREAT LAKES ENERGY	235.49
139834	PRIORITY HEALTH	46,696.76
139835	VSP INSURANCE CO. (CT)	528.17
Total 06/22/2023:		69,815.91
Grand Totals:		69,815.91

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

06/22/23	Special Accounts Payable Run	\$	69,815.91
06/23/23	Payroll (net pay)	\$	134,454.12
06/23/23	Payroll Transmittal Checks	\$	5,495.07
07/05/23	Regular Accounts Payable	\$	213,936.86
Checks Sub-Total:		\$	423,701.96

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

06/20/23	Enterprise FM Trust (fleet lease)	\$	4,326.98
06/20/23	MI Public Power Agency	\$	23,258.74
06/23/23	IRS (Payroll Tax Deposit)	\$	48,057.15
06/23/23	Alerus Financial (HCSP)	\$	558.00
06/23/23	Vantagepoint (401 Plan)	\$	1,062.00
06/23/23	Vantagepoint (457 Plan)	\$	21,102.88
06/23/23	Vantagepoint (Roth IRA)	\$	1,220.76
06/23/23	State of MI (Withholding Tax)	\$	7,139.97
06/23/23	MERS (Defined Benefit Plan)	\$	59,242.73
06/26/23	MI Public Power Agency	\$	18,950.86
06/26/23	MI Public Power Agency	\$	241,557.18
ACH Sub-Total:		\$	426,477.25

Huntington National Bank Total: \$ 850,179.21

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

Tax Disbursement	\$	-
Charlevoix State Bank Total:	\$	-
Grand Total:	\$	850,179.21

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/17/2023	PC	06/23/2023	37500	HEYDLAUFF, MARK L.	102		3,254.64
06/17/2023	PC	06/23/2023	37501	DVORACEK, SARAH J.	105		2,321.14
06/17/2023	PC	06/23/2023	37502	DEROSIA, PATRICIA E.	107		907.69
06/17/2023	PC	06/23/2023	37503	DOTSON, LINDSEY J.	109		1,507.73
06/17/2023	PC	06/23/2023	37504	KLOOSTER, ALIDA K.	121		1,927.46
06/17/2023	PC	06/23/2023	37505	BARNEVELD, RICHELLE	123		1,357.65
06/17/2023	PC	06/23/2023	37506	SCHULZ, GINNY L.	125		1,528.11
06/17/2023	PC	06/23/2023	37507	BRADLEY, KATHLEEN R.	126		1,264.57
06/17/2023	PC	06/23/2023	37508	MILLER, FAITH G.	142		418.38
06/17/2023	PC	06/23/2023	37509	MCGINN, KELLY A.	146		2,296.62
06/17/2023	PC	06/23/2023	37510	SCHEEL, JONATHAN D.	149		1,799.50
06/17/2023	PC	06/23/2023	37511	MCDONNELL, JILL L.	202		2,242.88
06/17/2023	PC	06/23/2023	37512	SCHOLEY, ROBERT W.	204		2,012.92
06/17/2023	PC	06/23/2023	37513	UMULIS, MATTHEW T.	205		1,519.89
06/17/2023	PC	06/23/2023	37514	ORBAN, BARBARA K.	209		1,597.34
06/17/2023	PC	06/23/2023	37515	RILEY, DENISE M.	213		554.60
06/17/2023	PC	06/23/2023	37516	MUNK, CHRISTOPHER J.	215		1,892.01
06/17/2023	PC	06/23/2023	37517	STEWART, MORGAN J.	217		1,622.71
06/17/2023	PC	06/23/2023	37518	CHRISTIANSEN, BRIAN D	218		1,638.47
06/17/2023	PC	06/23/2023	37519	YOUNG, KRISTEN L.	230		1,435.11
06/17/2023	PC	06/23/2023	37520	CONWAY, PATRICK G.	239		714.25
06/17/2023	PC	06/23/2023	37521	BINGHAM, LARRY E.	240		932.01
06/17/2023	PC	06/23/2023	37522	MACGILLIVRAY, ROGER	244		448.56
06/17/2023	PC	06/23/2023	37523	DOTSON, WILLIAM R.	249		835.66
06/17/2023	PC	06/23/2023	37524	DAVIS, RONALD L.	250		195.54
06/17/2023	PC	06/23/2023	37525	WURST, RANDALL W.	411		1,656.88
06/17/2023	PC	06/23/2023	37526	HILLING, NICHOLAS A.	413		3,087.23
06/17/2023	PC	06/23/2023	37527	MEIER III, CHARLES A.	421		2,505.98
06/17/2023	PC	06/23/2023	37528	ZACHARIAS, STEVEN B.	422		1,030.99
06/17/2023	PC	06/23/2023	37529	NEWMAN, MARK J.	424		2,024.91
06/17/2023	PC	06/23/2023	37530	LOUGHMILLER, JOHN A.	425		2,107.42
06/17/2023	PC	06/23/2023	37531	BORTHS, MICHAEL J.	450		779.59
06/17/2023	PC	06/23/2023	37532	GRIFFITH, JOHN J.	500		2,531.86
06/17/2023	PC	06/23/2023	37533	EATON, BRAD A.	515		2,568.13
06/17/2023	PC	06/23/2023	37534	WILSON, TIMOTHY J.	516		3,246.01
06/17/2023	PC	06/23/2023	37535	LAVOIE, RICHARD L.	519		2,629.19
06/17/2023	PC	06/23/2023	37536	STEVENS, BRANDON C.	521		3,210.61
06/17/2023	PC	06/23/2023	37537	WHITLEY, ANDREW T.	522		3,100.36
06/17/2023	PC	06/23/2023	37538	FARRELL, MITCHELL L.	524		2,522.58
06/17/2023	PC	06/23/2023	37539	ANDERSON, ELIZABETH	526		1,401.92
06/17/2023	PC	06/23/2023	37540	KENWABIKISE, DAVID L.	528		1,239.32
06/17/2023	PC	06/23/2023	37541	ELLIOTT, PATRICK M.	600		3,201.04
06/17/2023	PC	06/23/2023	37542	SCHWARTZFISHER, JOS	603		1,660.18
06/17/2023	PC	06/23/2023	37543	BRADLEY, KELLY R.	614		1,476.95
06/17/2023	PC	06/23/2023	37544	HART II, DELBERT W.	616		1,813.06
06/17/2023	PC	06/23/2023	37545	JONES, ROBERT F.	618		1,798.70
06/17/2023	PC	06/23/2023	37546	THORP JR, WILLIAM D.	623		1,563.39
06/17/2023	PC	06/23/2023	37547	LEITNER, RYAN S.	624		1,625.91
06/17/2023	PC	06/23/2023	37548	FERGUSON, ROYCE L.	625		1,576.63
06/17/2023	PC	06/23/2023	37549	REID, ROB A.	632		1,508.12
06/17/2023	PC	06/23/2023	37550	DORAN, JUSTIN J.	634		2,378.61
06/17/2023	PC	06/23/2023	37551	NEDWICK, DAVID J.	642		1,105.21
06/17/2023	PC	06/23/2023	37552	HART III, DELBERT W.	657		1,194.36
06/17/2023	PC	06/23/2023	37553	PERSONS, CHLOE M.	659		327.74
06/17/2023	PC	06/23/2023	37554	CONWAY, ANNEMARIE	668		191.18
06/17/2023	PC	06/23/2023	37555	FINNERTY, HOLLY E.	669		1,037.90
06/17/2023	PC	06/23/2023	37556	WILSON, SAMUEL J.	672		483.84

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/17/2023	PC	06/23/2023	37557	POIROT, KENNETH R.	673		776.71
06/17/2023	PC	06/23/2023	37558	VENTZKE, COLE C.	674		982.54
06/17/2023	PC	06/23/2023	37559	WILSON, GARRETT L.	687		868.84
06/17/2023	PC	06/23/2023	37560	HIGGINS, THERESE M.	689		235.56
06/17/2023	PC	06/23/2023	37561	MOOAR, ISAAK S.	690		1,092.12
06/17/2023	PC	06/23/2023	37562	CRANDELL, ZACKARY R.	691		872.31
06/17/2023	PC	06/23/2023	37563	RABIDEAU, JACOB L.	696		968.83
06/17/2023	PC	06/23/2023	37564	POP, ELIZABETH S.	699		325.99
06/17/2023	PC	06/23/2023	37565	KNORR, KENT J.	700		2,223.40
06/17/2023	PC	06/23/2023	37566	ANZELL, BETH A.	702		1,546.15
06/17/2023	PC	06/23/2023	37567	STEBE, LAURA A.	703		180.08
06/17/2023	PC	06/23/2023	37568	STEWART, SPENCER P.	720		890.84
06/17/2023	PC	06/23/2023	37569	MCDERMOTT, DENNIS J.	732		2,046.05
06/17/2023	PC	06/23/2023	37570	EICHLER, MYA N.	747		311.62
06/17/2023	PC	06/23/2023	37571	JASURDA, DONALD J.	748		984.01
06/17/2023	PC	06/23/2023	37572	PARRISH, SAMANTHA K.	750		444.35
06/17/2023	PC	06/23/2023	37573	WHITE III, MARCUS W.	754		992.33
06/17/2023	PC	06/23/2023	37574	CARUSELLO, JACOB M.	755		757.12
06/17/2023	PC	06/23/2023	37575	SNYDER, JACOB M.	756		873.46
06/17/2023	PC	06/23/2023	37576	CUNNINGHAM, ABIGAIL A.	759		1,040.07
06/17/2023	PC	06/23/2023	37577	JAREMA, CAROLINE J.	760		340.95
06/17/2023	PC	06/23/2023	37578	ELGART, SARAH N.	769		537.72
06/17/2023	PC	06/23/2023	37579	WALKER, MEREDITH A.	771		712.66
06/17/2023	PC	06/23/2023	37580	SMITH, ANNA K.	773		338.30
06/17/2023	PC	06/23/2023	37581	JAREMA, ALISON, K.	774		138.52
06/17/2023	PC	06/23/2023	37582	LEVY, JAYDEE L.	775		319.38
06/17/2023	PC	06/23/2023	37583	DOWDS, LILLIAN J.	777		310.55
06/17/2023	PC	06/23/2023	37584	SAUER, JOHN V.P.	778		328.92
06/17/2023	PC	06/23/2023	37585	BOLLMANN, JOSIE J.	779		327.07
06/17/2023	PC	06/23/2023	37586	PETROSKY, TAYLOR G.	780		348.88
06/17/2023	PC	06/23/2023	37587	PHILP, DAVAYAH A.	781		286.94
06/17/2023	PC	06/23/2023	37588	WAGNER, KIRSTEN M.	793		288.96
06/17/2023	PC	06/23/2023	37589	BIRD, SPENCER H.	794		200.00
06/17/2023	PC	06/23/2023	37590	STEVENS, JEFFREY W.	798		478.39
06/17/2023	PC	06/23/2023	37591	DRENTH, DOUGLAS A.	838		690.55
06/17/2023	PC	06/23/2023	37592	GILL, DAVID R.	856		816.73
06/17/2023	PC	06/23/2023	37593	LABLANCE, MAUREEN J.	863		150.06
06/17/2023	PC	06/23/2023	37594	LIVINGSTON, BRIAN D.	866		2,135.26
06/17/2023	PC	06/23/2023	37595	STANLEY, MARK J.	867		167.38
06/17/2023	PC	06/23/2023	37596	KLOOSTER, PATRICK H.	868		512.49
06/17/2023	PC	06/23/2023	37597	WAY, KRISTINA M.	870		187.59
06/17/2023	PC	06/23/2023	37598	DIETRICH, ARLENE M.	871		452.85
06/17/2023	PC	06/23/2023	37599	PARKER, SCOTT W.	873		66.50
06/17/2023	PC	06/23/2023	37600	PETROSKY, TIMOTHY D.	874		179.72
06/17/2023	PC	06/23/2023	37601	CUDD, ROBERT M.	875		323.34
06/17/2023	PC	06/23/2023	37602	EWALT, BRIAN W.	901		3,877.67
06/17/2023	PC	06/23/2023	37603	OLIVER, GRANT T.	915		1,259.18
06/17/2023	PC	06/23/2023	37604	DOUGLAS, MARK	935		1,350.20
06/17/2023	PC	06/23/2023	37605	FRATRICK, JOSEPH W.	940		631.00
06/17/2023	PC	06/23/2023	37606	PAALMAN, STEPHEN J.	942		1,228.62
06/17/2023	PC	06/23/2023	139817	MORRISON, KEVIN P.	601		1,938.76
06/17/2023	PC	06/23/2023	139818	COX, RONALD L.	869		305.36
Grand Totals:			109				134,454.12

Km

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/17/2023	06/23/2023	139819	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	947.98
06/17/2023	06/23/2023	139820	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
06/17/2023	06/23/2023	139820	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	390.05
06/17/2023	06/23/2023	139821	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,220.00
06/17/2023	06/23/2023	139822	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	664.27
06/17/2023	06/23/2023	139823	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
06/17/2023	06/23/2023	139824	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,722.16
06/17/2023	06/23/2023	139825	THE HARTFORD	9035	LIFE - VOLUNTARY Pay Period:	259.06
06/17/2023	06/23/2023	139825	THE HARTFORD	9035	SPOUSE LIFE Pay Period: 6/17/	44.60
06/17/2023	06/23/2023	139825	THE HARTFORD	9035	CHILD LIFE Pay Period: 6/17/20	9.58
06/17/2023	06/23/2023	139825	THE HARTFORD	9035	AD&D - VOLUNTARY Pay Period	24.61
06/17/2023	06/23/2023	139825	THE HARTFORD	9035	SPOUSE AD&D Pay Period: 6/17	5.26
06/17/2023	06/23/2023	139825	THE HARTFORD	9035	CHILD AD&D Pay Period: 6/17/2	4.05
Grand Totals:		13				5,495.07

Check Number	Payee	Amount
07/05/2023		
139836	A STARS & STRIPES FLAG COMPANY	821.14
139837	ABILITA	2,250.00
139838	ABRAMOWSKI, DWAIN M.	400.00
139839	ALL-PHASE ELECTRIC SUPPLY CO	6,528.52
139840	ALPENA SUPPLY COMPANY	265.60
139841	AMAZON CAPITAL SERVICES	2,365.39
139842	ANDERSON, ELIZABETH A.	50.00
139843	ANZELL, BETH A.	187.86
139844	AT YOUR SERVICE PLUS INC	710.00
139845	ATLAS ELECTRIC INC	1,900.00
139846	AVFUEL CORPORATION	23,888.90
139847	BONNEY, NICOLE	160.00
139848	BOSS, LAURA	320.00
139849	BROWE, KELLY	200.00
139850	CHARLEVOIX AUTO LLC	46.00
139851	CHARLEVOIX SCREEN MASTERS INC	1,133.00
139852	CINTAS	30.00
139853	CINTAS CORPORATION	347.03
139854	COLLINS, ERIKA	235.00
139855	CONWAY PROFESSIONAL SERVICES	6,636.00
139856	D&D ELECTRONICS	500.00
139857	DELL MARKETING LP	4,525.89
139858	DeROSIA, PATRICIA E.	50.00
139859	DETROIT PUMP & MFG CO	11,258.65
139860	DHASELEER EVENTS BARN	146.00
139861	DITCH WITCH SALES OF MICHIGAN	2,837.00
139862	DORAN, JUSTIN J.	50.00
139863	DOTSON, LINDSEY J.	210.00
139864	DOUGLAS, MARK	50.00
139865	DRENTH, DOUGLAS A	50.00
139866	DROST LANDSCAPE	12,821.00
139867	DVORACEK, SARAH	50.00
139868	ELLIOTT, PATRICK M.	50.00
139869	EWALT, BRIAN W	50.00
139870	FARMER WHITE'S	259.00
139871	FISHER SCIENTIFIC	815.73
139872	FOWLER, HEATHER	320.00
139873	FRESH COAST SLIDERS	240.00
139874	GALLS LLC	21.00
139875	GOLDEN HILLS MAPLE SYRUP LLC	35.00
139876	GRAINGER	96.64
139877	GRIFFITH, JOHN J	331.65
139878	GROGAN, RACHEL	210.00
139879	HACH COMPANY	1,378.96
139880	HAGGARD'S INC	738.98
139881	HALVERSON, JOY	67.90
139882	HARRELL'S LLC	1,742.50
139883	HERZOG ELECTRIC	136.00

Check Number	Payee	Amount
139884	HEYDLAUFF, MARK L.	858.40
139885	HIGBEE, JORDYN	195.00
139886	HILLING, NICHOLAS A.	50.00
139887	HILLSIDE HARVEST FARM LLC	56.00
139888	HOFBAUER, ERIN	160.00
139889	HUTSON INC	152.86
139890	I R ELECTRIC MOTOR SERVICE LLC	320.00
139891	IDEXX DISTRIBUTION INC	1,342.69
139892	INDEPENDENT DRAFTING SERVICES	1,920.00
139893	INTEGRITY BUSINESS SOLUTIONS	321.38
139894	IPS GROUP INC	2,295.91
139895	JACK DOHENY COMPANY	481.56
139896	JCD SALES & SERVICE LLC	235.50
139897	JIM RIEHL'S FRIENDLY CHRYSLER-JE	144.10
139898	KIRKBY, KARI	320.00
139899	KLOOSTER, ALIDA K.	50.00
139900	KNORR, KENT J.	299.07
139901	KRAFT BUSINESS SYSTEMS	30.19
139902	KRANZ, CAROL	185.98
139903	KSS ENTERPRISES	2,017.18
139904	LAKESHORE TIRE & AUTO SERVICE	125.45
139905	LAVENGOOD, MARK	1,375.00
139906	LITTLE TRAVERSE DISPOSAL LLC	765.58
139907	LIVINGSTON, BRIAN D.	50.00
139908	LOTTIE'S BAGELS	276.00
139909	MALEWITZ, HOLLY	160.00
139910	MANTHEI CONSTRUCTION	51.30
139911	MARLOW, LISA	210.00
139912	MCDERMOTT, DENNIS J.	50.00
139913	MCDONNELL, JILL L	50.00
139914	McGINN, KELLY A.	50.00
139915	MCINERNEY, KEVIN	400.00
139916	MICHIGAN ASSOCIATION OF CHIEFS	1,500.00
139917	MICHIGAN MUNICIPAL LEAGUE	109.73
139918	MUTT MITT	1,919.77
139919	NORTHERN LIGHTS FAMILY OUTFITT	146.00
139920	NORTHWEST MARINE ASSOCIATION	520.91
139921	O'REILLY AUTOMOTIVE INC	144.99
139922	PERFORMANCE ENGINEERS INC	37,542.00
139923	PETROSKY, TAYLOR	125.00
139924	PORATH, AMANDA	200.00
139925	PORTER, MATTHEW K	575.00
139926	POWER LINE SUPPLY	34,587.50
139927	POWER SYSTEM ENGINEERING INC	5,963.75
139928	POWERDMS INC	550.00
139929	PREIN & NEWHOF	657.50
139930	RESOLUTION G2 LLC	5,520.00
139931	SCHEEL, JONATHAN D	50.00
139932	SCHOLEY, ROBERT W.	50.00

Check Number	Payee	Amount
139933	SIGMA-ALDRICH INC	559.57
139934	SITEONE LANDSCAPE SUPPLY LLC	141.05
139935	SMITH, ANNA	125.00
139936	SPARTAN DISTRIBUTORS INC	1,725.79
139937	SUN BADGE CO	164.50
139938	TARGET SPECIALTY PRODUCTS	225.00
139939	TERMINAL SUPPLY CO	481.81
139940	THORP, ELIZABETH	300.00
139941	TILMANN, KAMI	160.00
139942	UNIFIRST CORPORATION	707.82
139943	UP NORTH ASSESSING INC	5,300.00
139944	VANLOO, LARA	200.00
139945	VILLAGE GRAPHICS INC	538.74
139946	WALKER, MEREDITH A.	115.23
139947	WAY BUILDING CONTRACTORS INC	2,368.47
139948	WEX BANK	7,952.24
139949	WURST, RANDALL W.	50.00
139950	YOUNG, KRISTEN L.	50.00
139951	ZIXCORP	94.00
Total 07/05/2023:		213,936.86
Grand Totals:		213,936.86

Check Number	Payee	Amount
06/20/2023		
62023001	ENTERPRISE FM TRUST	4,326.98
62023002	MICHIGAN PUBLIC POWER AGENCY	23,258.74
Total 06/20/2023:		27,585.72
Grand Totals:		27,585.72

Check Issue Date	Check Number	Payee	Amount
62323001			
06/23/2023	62323001	**EFTPS* Payroll Taxes	12,576.51
06/23/2023	62323001	**EFTPS* Payroll Taxes	12,576.51
06/23/2023	62323001	**EFTPS* Payroll Taxes	2,941.31
06/23/2023	62323001	**EFTPS* Payroll Taxes	2,941.31
06/23/2023	62323001	**EFTPS* Payroll Taxes	17,021.51
Total 62323001:			
	5		48,057.15
62323002			
06/23/2023	62323002	Alerus Financial	558.00
Total 62323002:			
	1		558.00
62323003			
06/23/2023	62323003	MissionSquare - 401 Plan 109153	1,062.00
Total 62323003:			
	1		1,062.00
62323004			
06/23/2023	62323004	MissionSquare - 457 Plan 300959	4,636.00
06/23/2023	62323004	MissionSquare - 457 Plan 300959	2,778.46
06/23/2023	62323004	MissionSquare - 457 Plan 300959	4,614.12
06/23/2023	62323004	MissionSquare - 457 Plan 300959	9,074.30
Total 62323004:			
	4		21,102.88
62323005			
06/23/2023	62323005	MissionSquare - Roth IRA 706117	1,220.76
Total 62323005:			
	1		1,220.76
62323006			
06/23/2023	62323006	STATE OF MICHIGAN	7,139.97
Total 62323006:			
	1		7,139.97
Grand Totals:			
	13		79,140.76

Check Number	Payee	Amount
06/23/2023		
62323007	MERS	59,242.73
Total 06/23/2023:		59,242.73
Grand Totals:		59,242.73

Check Number	Payee	Amount
06/26/2023		
62623001	MICHIGAN PUBLIC POWER AGENCY	18,950.86
62623002	MICHIGAN PUBLIC POWER AGENCY	241,557.18
Total 06/26/2023:		260,508.04
Grand Totals:		260,508.04

Charlevoix City Council

Consent Agenda

Title: Charlevoix Yacht Club Request for Free Parking for the Nucore Triangle Race & Red Fox Regatta Race

Date: July 3, 2023

Presented By:

Background:

The Charlevoix Yacht Club is requesting the City Council waive the parking fees at the Ferry Launch Ramp for the Nucore Triangle Race and Red Fox Regatta Race on September 1, 2 and 3, 2023. The Charlevoix City Code, Title VII, Chapter 71, Section 71.04 states: "The City Council, by resolution, may revise or waive fees for special or public events. The term "special or public events" shall mean a tournament, festival or other type of event, whether or not open to public participation or observation, the occurrence of which will, in the judgment of the City Council, benefit the city economically or by virtue of the publicity surrounding the event."

Recommendation:

Motion to approve Resolution 2023-07-01 to waive the parking fees at the Ferry Launch Ramp for the Nucore Triangle Race and the Red Fox Regatta Race on September 1, 2 and 3, 2023.

Attachments:

1. Letter from Red Fox Committee
2. Resolution 2023-07-01 Waive Fees for Yacht Club

June 15, 2023

Mayor and City Council
City of Charlevoix
210 State Street
Charlevoix, Mi 49720

RECEIVED
JUN 23 2023


RE: Use of Boat Launch Facility for Red Fox Regatta

Dear Mayor and Council;

This letter is a request to the City Council to again allow free use of the boat launch ramp at the end of Stover Road on September 1, 2 and 3 of 2023. These are the dates of the Nucore Triangle Race, Friday evening and the annual Red Fox Regatta sailboat race between Charlevoix and Boyne City, Saturday and Sunday, sponsored by the Charlevoix Yacht Club. Currently, we have 30 boats registered to race.

We have sailboats participating in these races from out of town that will need to use the launch ramp. Last year there were about thirty launch passes used by out of town sailboats. Local boats are either in the water or already have seasonal launch passes. Participants will be identified by showing a colored card indicating that they are a Red Fox participant.

Many of the race participants come from out of town and will be patronizing Charlevoix restaurants, businesses and motels during their stay. There will be a definite economic benefit to the City of Charlevoix. Charlevoix also receives good community exposure as the host of this annual event.

Your consideration and approval of this matter will be appreciated.

Sincerely,

Judy A. Gordon
Red Fox Committee
Charlevoix Yacht Club

CITY OF CHARLEVOIX
RESOLUTION NO. 2023-07-01
WAIVE PARKING FEES FOR CHARLEVOIX YACHT CLUB

WHEREAS, the Charlevoix Yacht Club is hosting the Nucore Triangle Race and Red Fox Regatta on September 1-3, 2023; and

WHEREAS, the Charlevoix Yacht Club is requesting that parking fees be waived for the races; and

WHEREAS, the City Code permits the City Council to waive parking fees for special or public events.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix, hereby waives parking fees for the Nucore Triangle Race and Red Fox Regatta on September 1-3, 2023.

RESOLVED this 3rd day of July, 2023 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

Charlevoix City Council

Consent Agenda

Title: Uniform Policy Change for Public Works Department and Electric Department

Date: July 3, 2023

Presented By:

Background:

Currently, we provide uniforms to Public Works and Electric Department employees through a third-party uniform services company. This company launders these uniforms on a weekly basis and replaces or repairs damaged clothing on an as-needed basis. The uniform style that we currently have has not changed for at least 25 years and is, to say the least, not the most comfortable or professional looking. We are proposing that the City purchase uniform clothing for those designated employees and discontinue the third-party uniform service. With this change, the employees will be required to care for and maintain the uniforms by laundering them either at the laundry facility in the Public Services Building or at their residence.

The initial cost to complete this conversion is \$17,000, which is about double what we are currently paying the uniform company each year. In each subsequent year, we will be paying half of what we are paying the uniform company currently. In this program there is a plan to replace up to four garments each year, if needed.

The costs for implementing this change would be covered by the Electric and Public Works Department budgets.

Recommendation:

Motion to approve the purchase of new uniforms for a total cost of \$17,000.

Attachments:

None

Charlevoix City Council

Consent Agenda

Title: 2023 Charlevoix Venetian Festival-Approvals and Permits

Date: July 3, 2023

Presented By:

Background:

The Charlevoix Venetian Festival is back again this year for its 93rd year. As part of the event, they plan, as usual, to stage two fireworks shows: one on Friday, July 19 and Saturday, July 20. Kids' Day will be located in the downtown area. Previously, Council approved Bridge Street closure to begin at 2pm on Wednesday. The Venetian Festival's Committee has requested the same approval as in prior years, including the firework permit, mass gathering permit, and contract agreeing to contribute \$15,000 to the Festival. All documents and event details are included.

Recommendation:

Motion to authorize the Mayor to sign the contract between the City of Charlevoix and the Charlevoix Venetian Festival including the payment of \$15,000 to the Venetian Festival.

Motion to authorize the City Clerk to issue the fireworks permit for the 2023 Venetian Festival fireworks displays and authorize the City Manager to sign the Hold Harmless Agreement with Colonial Fireworks Special Effects, LLC.

Motion to approve the Mass Gathering Permit as presented.

Attachments:

1. Proposed Firework Display Permits
2. Mass Gathering Permit and Contract

CHARLEVOIX VENETIAN FESTIVAL, INC.

309 Petoskey Avenue
P.O. Box 120
Charlevoix, Michigan 49720
PH 231-547-9950 / FAX 231-547-2977
www.venetianfestival.com Email: info@venetianfestival.com

June 26, 2023
HAND DELIVERED

Dan Thorp
Charlevoix Township Fire Chief
Charlevoix Township Hall
12491 Waller Road
Charlevoix, Michigan 49720

RE: Proposed Fireworks Displays
93rd Annual Charlevoix Venetian Festival

Dear Chief Thorp:

I have enclosed the 2023 Fireworks Application, together with the following materials:

- USCG Application for Marine Event (with correspondence to USCG)
- USCG depiction of Lake Charlevoix display site with waypoints
- USCG depiction of Round Lake display site with waypoints
- Safety Zone Depiction/Venetian Airshow
- Itinerary/ Colonial Fireworks Special Effects, LLC
- Venetian Festival Boat Parade Route
- Certificate of Liability Insurance
- Proposed Hold Harmless Agreement
- Summary of Experience / Lead Pyrotechnician

The master pyrotechnician overseeing the displays is once again Frank Loffredo, Jr., of Colonial Fireworks Special effects, LLC, the same individual who has overseen the Venetian fireworks displays since 1999. I have enclosed a Summary of Experience, to confirm references which you have on file. Please note that Mr. Loffredo possesses 44 years of experience as a pyrotechnician.

In addition to the foregoing, I would like to confirm the following matters relating to this year's proposal:

1. As you can see from the enclosed materials, the maximum shell size for the Friday night display (July 21, 2023) is 12". A clear zone radius of 1,200 feet will be maintained, which exceeds the NFPA clear zone standard of 840 feet. The maximum shell size for the "harbor" fireworks on Saturday night (July 22, 2023) is 3". A clear zone radius of 250 feet will be maintained, which exceeds the NFPA clear zone standard of 210 feet.
2. St. James Marine Co. of Beaver Island, Michigan, will be providing the barge and tug services, as they have since 2003.

Chief Thorp
June 26, 2023
Page 2

3. There will be no manual ignition in either fireworks display. Such ignition shall be effected via computer and/or electronically.
4. The buoys marking the clear zone perimeters will once again be set by Irish Boat Shop, based upon data provided by the United States Coast Guard.
5. We will promptly provide an originally executed copy of the enclosed Hold Harmless Agreement.

Please feel free to contact me if you should have any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Barron', with a large, stylized flourish underneath.

Dan Barron
President

DBB/jlm

Enclosures

xc: Mark Heydlauff, City Manager
U.S.C.G. - BMC Bradley T. Bishop
Sarah Dvoracek, City Clerk
Frank Loffredo, Jr.
Jill McDonnell, Charlevoix Police Chief

FOR USE BY LEGISLATIVE BODY
OF CITY, VILLAGE OR TOWNSHIP
BOARD ONLY

The **LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD** will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

DATE PERMIT(S) EXPIRE:

☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☐ Display Fireworks
☒ Public Display ☐ Private Display
☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

AGE OF APPLICANT 18 YEARS OR OLDER
☒ YES ☐ NO

TELEPHONE NUMBER
231-547-9950

AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER
☒ YES ☐ NO

WHERE
Throughout U.S., Canada and Virgin Islands

AGE OF ASSISTANT 18 YEARS OR OLDER
☒ YES ☐ NO

AGE OF OTHER ASSISTANT 18 YEARS OR OLDER
☐ YES ☐ NO

Approximately 10:00 p.m. to 11:00 p.m.

Colonial Fireworks Special Effects/Great Lakes truck with 24 hour security at Port Iron-ton facility.

One Cleveland Center, Floor 30, 1375 East 9th St., Cleveland, OH 44114

500 pcs 3" shells; 300 mm candles; 15 fans of 3; 26 pcs 1.4G 2" cake items

DATE June 26, 2023

CHARLEVOIX VENETIAN FESTIVAL, INC.

309 Petoskey Avenue
P.O. Box 120
Charlevoix, Michigan 49720
PH 231-547-3872 / FAX 231-547-2977
www.venetianfestival.com E-mail: info@venetianfestival.com

June 8, 2023
VIA UPS NEXT DAY AIR
VIA E-MAIL Charles.B.Palmer@uscg.mil

Coast Guard Sector Sault Ste. Marie
c/o CWO Charles Palmer
337 Water Street
Sault Ste. Marie, Michigan 49783

RE: 93rd Annual Charlevoix Venetian Festival

Dear CWO Palmer:

The Charlevoix Venetian Festival will be staging two nights of fireworks similar to the displays which have been produced since 2000. The displays will once again be conducted by Frank Loffredo Jr., the master pyrotechnician of Colonial Fireworks Special Effects, LLC/Great Lakes. Barge and tug operations will once again be conducted by the St. James Marine Co.

The Festival is also seeking approval for (i) a MIG-Fighter flyover with a two-plane aerobatic display with a flag jump on July 21, 2023, from approximately 8:00 p.m. to 8:30 p.m., and (ii) a single act nighttime aerobatic display with pyrotechnics, to be conducted and concluded on July 21, 2023, from approximately 10:00 p.m. to 10:15 p.m. The Lake Charlevoix fireworks display will thereafter commence upon conclusion of the aerobatic display at approximately 10:15 p.m.

Similar aerobatic displays were conducted in 2021 and 2022. The 2023 Air Boss is Wayne Boggs, who will be seeking the same designation for the 2023 aerial displays and is in process of preparing and submitting FAA Form 7711-2/Application for Certificate of Waiver. Mr. Boggs will be requesting waivers for those FAA Federal Aviation Requirements which were granted for the 2021 and 2022 events.

Mr. Boggs will also be coordinating matters with Sienna Wenz, the Charlevoix County Emergency Management Coordinator.

CWO Charles Palmer

June 8, 2023

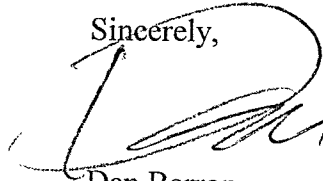
Page 2

I have attached the following materials in the present regards:

- Application For Approval of Marine Event
- USCG depiction of Lake Charlevoix fireworks display site with waypoints
- USCG depiction of Round Lake fireworks display site with waypoints
- Venetian Festival Boat Parade Route
- Aerial photograph of proposed aerial safety zone locations

Please feel free to contact me or Wayne Boggs (relative to the aerial display), if you should have any questions or comments.

Sincerely,



Dan Barron
President

DBB/jlm

Enclosures

xc: Frank Loffredo, Jr. (via e-mail)
BMC Bradley Bishop (USCG Life Station/Charlevoix)
Dan Thorp (Charlevoix Township Fire Chief)
Luther Kurtz (via e-mail)
Jill McDonnell (City of Charlevoix Police Chief)
Wayne Boggs (via e-mail)
Sienna Wenz (via e-mail)

**DEPARTMENT OF HOMELAND SECURITY
APPLICATION FOR MARINE EVENT**

OMB Number: 1625-0008

Date Submitted: 06/08/2023

FORM INSTRUCTIONS

1. Please, complete on a computer, a typewriter, or print in black ink to permit reproduction. You may also submit online at: <http://homeport.uscg.mil>.
2. This application must reach the appropriate USCG Sector at least 135 days prior to the event. A list of sectors may be found here: <http://www.uscg.mil/od/units/>.
3. Attach a section of a chart or a scale drawing showing boundaries and/or courses and markers contemplated.
4. Submit a copy of your entry requirements and any special rules pertaining to equipment, rigs, or procedures.

1. Name of Event	93rd Annual Charlevoix Venetian Festival			2. Date of Event	7/21/23 & 7/22/23	
3. Location of Event	Lake Charlevoix (7/21/2023) and Round Lake Harbor (7/22/2023)			4. Time: From	10:00 p.m.	To 11:00 p.m.
5. Name and Address of Sponsoring Organization (Include Zip Code)	Charlevoix Venetian Festival, Inc. PO Box 120 Charlevoix, MI 49720			6. No. of Participants	see below	
8. Types of Boats				7. Sizes of Boats	assorted spectator pleasure craft	
a. Fireworks - Tug-Wendy Anne and barge #150;				9. No. of Spectator Craft	300 - 7/21/23 150 - 7/22/23	
b. Boat Parade - approximately 14 decorated pleasure craft						

10. Description of Events

- a. A MIG-Fighter flyover and two-plane aerobatic display with flag jump (7/21/2023 at approx. 8:00 p.m.)
- b. Single act nighttime aerobatic display with pyrotechnics (7/21/2023)
- c. Fireworks (7/21/2023) shot from barge in Lake Charlevoix in vicinity of Depot Beach
- d. Boat Parade (7/22/2023) lighted pleasure craft to circle Round Lake Harbor (approximately 14 vessels)
- e. Fireworks (7/22/2023) shot from barge in Round Lake

11. Will This Event Interfere or Impede the Natural Flow of Traffic? NO ✓ YES

11a. If YES, briefly explain:

12. What Extra or Unusual Hazard (to participants or non-participants) Will Be Introduced Into the Regatta Area?

- Safety Zone to be maintained on Lake Charlevoix for aerobatic display, per attached photographic depiction
- Fireworks (7/21/2023) maximum shell size is 12". Gross explosive weight on barge of approximately 4,000 lbs.
- Fireworks (7/22/2023) low level aerial product and 3" maximum shell size. Gross explosive weight on barge of approximately 3,000 lbs. Net explosive weight of approximately 1,500 lbs.

13. Have any Objections Been Received from Other Interested Parties? ☒ YES ☐ NO ☐ YES

13a. If YES, briefly explain:

14. Vessels Provided by Sponsoring Organization for Safety Purposes (*number and description*)
Boat parade committee boat, fireworks barge and tug.

15. Does the Sponsoring Organization Deem their Patrol Adequate for Safety Purposes? ☒ YES ☐ NO ☐ YES

15a. If NO, briefly explain:

16. Is a Coast Guard or Coast Guard Auxiliary Patrol Requested for Control of Spectator and/or Commercial Traffic? ☐ NO ☒ YES

16a. If YES, how many vessels do you recommend and why? Defer to USCG expertise

17. Person In Charge

18. Where Will 'Person In Charge' be During the Event?

19. How Can 'Person In Charge' be Contacted During the Event? radio or cell phone 231-675-4257

20. Person to be Contacted for Further Details (*Name, Address, Zip Code*)

20a. Area Code and Phone No.: (231) 547-9950

20b. Email Address: dbarron@barronengstrom.com

The undersigned has full authority to represent the sponsoring organization.

21. Name: Daniel B. Barron

22. Title: President

23. Address (*Include Zip Code*) PO Box 120, 309 Petoskey Ave.
Charlevoix, MI 49720

23a. Area Code and Phone No.: (231) 547-9950

23b. Email Address: dbarron@barronengstrom.com

24. Signature:

PRIVACY ACT STATEMENT

Privacy Act Notice

Authority: 33 U.S.C. §1233 authorizes the collection of this information.

Purpose: The Coast Guard will use this information to determine whether an event poses an extra or unusual hazard to the safety of life and whether or not, and under which conditions, to permit the event on the navigable waters of the United States.

Routine Uses: The information will be used by and disclosed to Coast Guard personnel to evaluate the request. Additionally, the Coast Guard may share the information with facility operators, law enforcement or other government agencies as necessary to promote public safety during the requested marine event.

Disclosure: Furnishing this information is voluntary; however, failure to furnish the requested information may delay or prevent the approval of the requested marine event.

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden for this report is 60 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: United States Coast Guard, Commandant (VMM-1) Stop 7509, 2703 Martin Luther King Jr. Ave SE, Washington, DC, 20593-7509 or Office of Management and Budget, Paperwork Reduction Project (1625-0008), Washington, DC 20503.



U. S. Coast Guard Sector Sault Sainte Marie Supplement to Fireworks Marine Event Application

Company Name and Address Colonial Fireworks Special Effects, LLC 25 Marlindale Avenue Boardman, OH 44512	Pyrotechnic Company Representative Frank Loffredo, Jr.	Local Fire Dept Contact Daniel Thorp
Phone: 419-819-9165 (cell-Frank Loffredo, Jr)	Pyrotechnic Person in Charge: Frank Loffredo, Jr.	Phone: Permit No.:
	Years of Experience: 43	Is the loading site different than the event site? If yes, where? ☒ N Ironton Stone Dock
Fax:	Event Date and Time: 07/21/2023 and 07/22/2023	If yes, Responsible Fire Dept Charlevoix Township Fire Department
Onsite Cell Number or VHF Radio Channel: 231-675-4257 (cell Daniel B Barron)	Inclement Weather Date and Time: N/A	Phone: 231-675-5600 (Fire Chief) Loading Site Permit No.:

Personnel Authorized to Enter Loading Area		Supplier of Fireworks
Name and Position	Age	Name:.
1 Frank Loffredo, Jr. / Lead Pyro	63	Colonial Fireworks Special Effects, LLC
2 Aaron Dusseu / Asst. Pyro	34	Address: 25 Marlindale Avenue Boardman, OH 44512
3 Matt Fogg, St. James Marine Co.,	45	
4 Daniel B. Barron, Charlevoix Venetian Festival	67	Phone: 418-819-9165 (cell-Frank Loffredo, Jr.)
5 Colonial Fireworks personnel		Event Information
6 St. James Marine personnel		
7 Security personnel		
8		
9		Point of Contact:
10		Charlevoix Venetian Festival/Daniel Barron, President
11		Address:
12		309 Petoskey Avenue, PO Box 120
13		Charlevoix, MI 49720
		Phone: 231-675-4257
		Loading Site Information

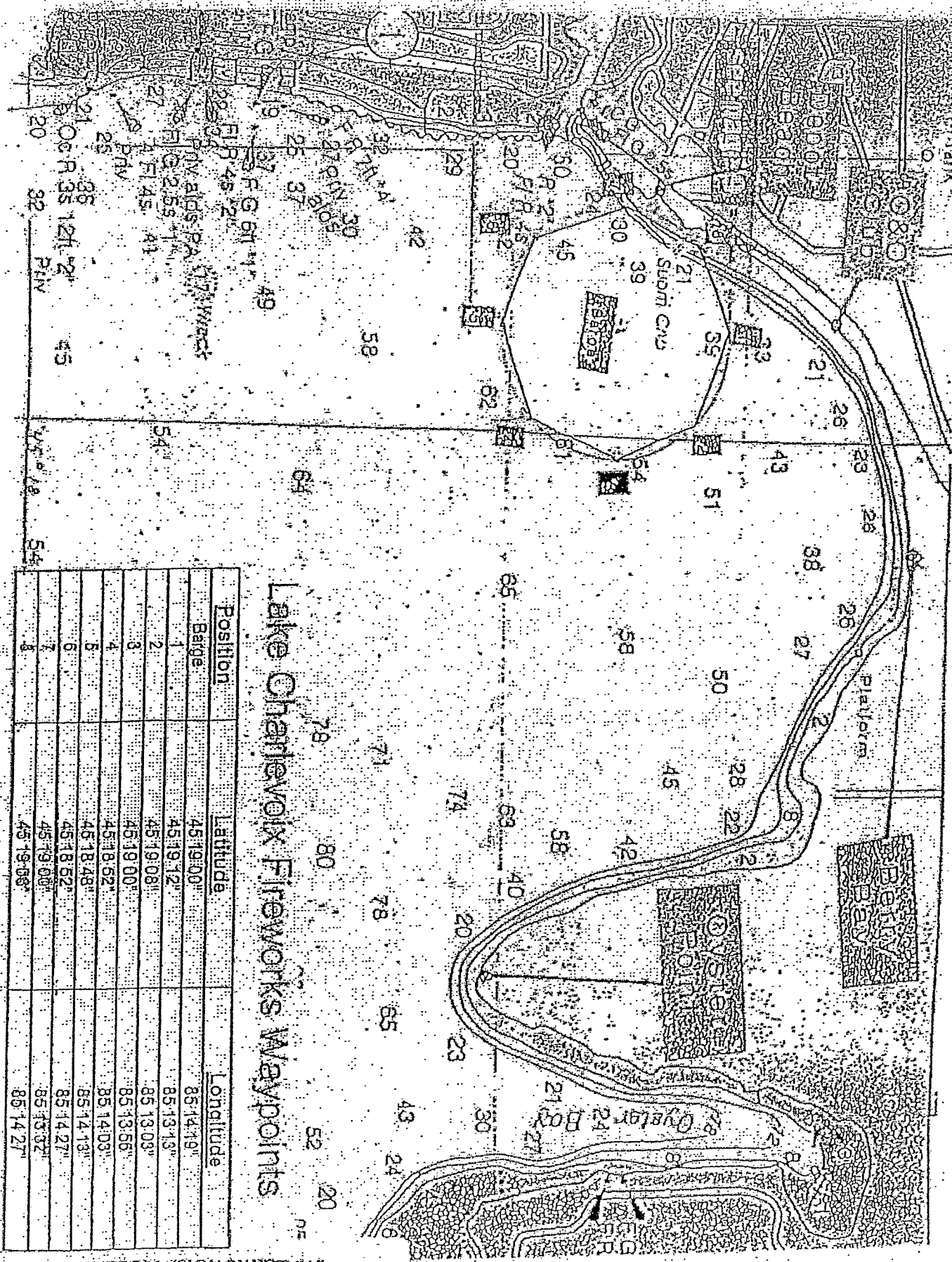
Does the pyrotechnic involve a floating platform or vessel? If the pyrotechnic is a land shoot, skip this box. Yes	Loading Site Address: Ironton Stone Dock, 03600 Lake Street, Charlevoix, MI
Name of Vessel(s) involved: Tug - Wendy Anne	Loading Date: July 19, 2023 thorough July 22, 2023
Size of barge or vessel (sq ft): barge # 150	Loading Time: 9:00 a.m. to 5:00 p.m.
Contact for Vessel/Barge: Matt Fogg, St. James Marine Co.	Phone Number for Loading Site: 419-819-9165 (cell-Frank Loffredo, Jr.)
Phone: 231-838-0254 age: 45	Net Explosive Radius (70 ft per inch of largest shell diameter) see Application for Marine Event

Size of Aerial Shells (Diameter)	Approx. Number of Shells to be Fired	Hazard Class	Net Weight
1) 07/21/2023 300 pcs 4"; 300 pcs 5";	200 pcs 6"; 30 pcs 8"; 15 pcs 10"; 30 pcs 12"	* *	* *
2) 07/22/2023 500 pcs 3" shells; 300 m	m candles; 15 fans of 3; 25 pcs 1.4G 2" cake items	* *	* *
3)			
4)		* * See Application	

Directions: Information on company representative, person in charge, and other authorized personnel pertains to the company contracted to set-up/display the pyrotechnics. Information on net explosive radius, proper shipping name, hazard class, and weight may be obtained from the company contracted to set-up/display the pyrotechnics.

Attach a site map or diagram with dimensions of the loading site with desired spectator viewing area, parking areas, fall-out areas, and associated separation distances. The map or diagram of the event should also show the location of all buildings, roads, waterways, overhead lines, and other overhead obstructions.

**PLEASE ENSURE THIS SUPPLEMENTAL FORM IS SUBMITTED WITH THE ENTIRE APPLICATION PACKAGE TO THE
U.S. COAST GUARD SECTOR SAULT SAINTE MARIE MARINE EVENTS COORDINATOR.**

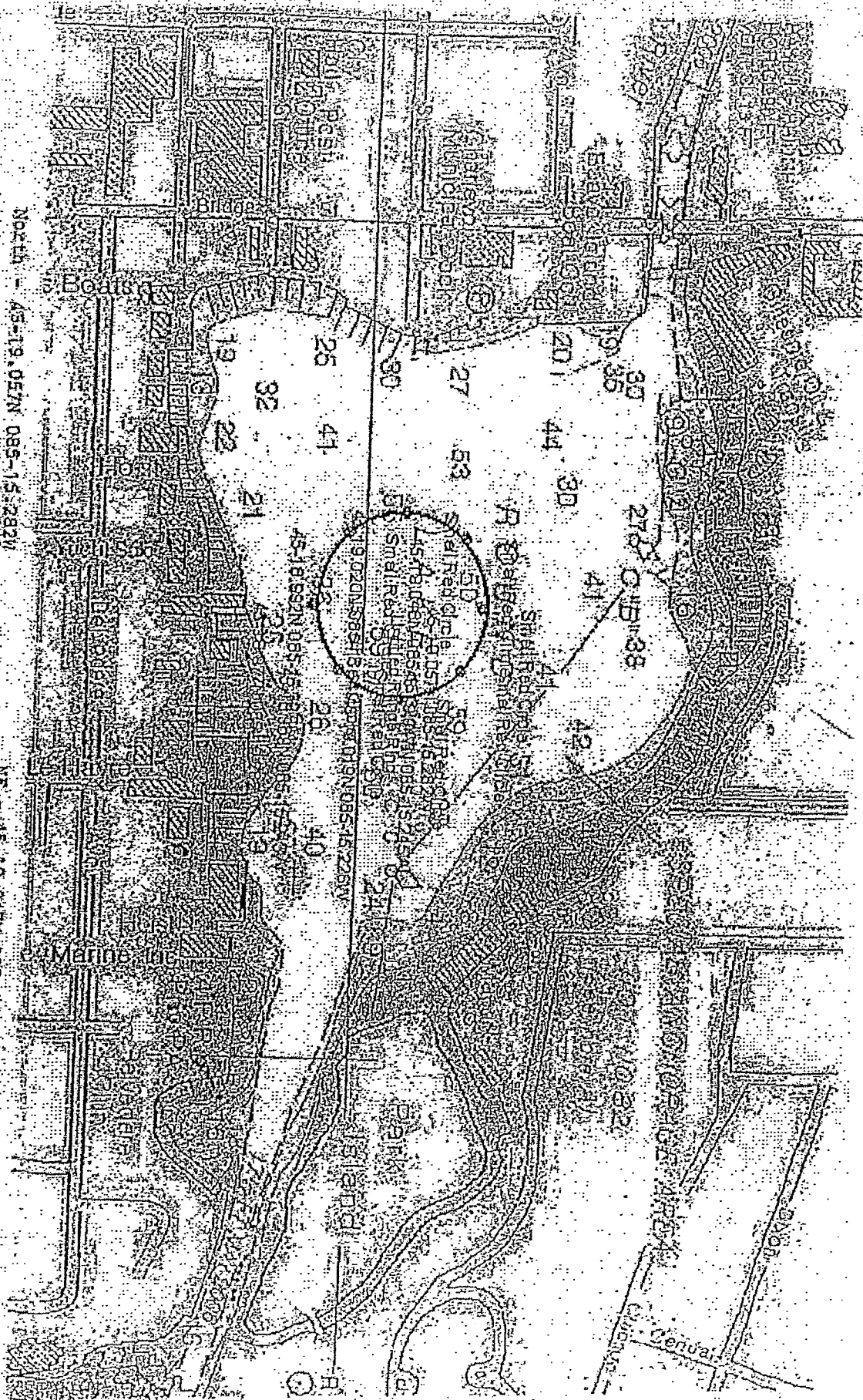


Lake Charlevoix Fireworks Waypoints

Position	Latitude	Longitude
Barge	45 19 00"	85 14 19"
1	45 19 12"	85 13 13"
2	45 19 08"	85 13 03"
3	45 19 00"	85 13 56"
4	45 18 52"	85 14 03"
5	45 18 48"	85 14 13"
6	45 18 52"	85 14 27"
7	45 19 00"	85 13 32"
8	45 19 06"	85 14 27"

North - 45-19.057N 085-15.282W
 South - 45-18.972N 085-15.282W
 East - 45-19.019N 085-15.228W
 West - 45-19.020N 085-15.340W

NE - 45-19.047N 085-15.245W
 SE - 45-18.989N 085-15.243W
 SW - 45-18.992N 085-15.327W
 NW - 45-19.048N 085-15.324W



1. Incident Name Depot Beach/Venetian Airshow	2. Operational Period (Date/Time) From: 1700 21 July 2023 to 2300 21 July 2023	ASSIGNMENT LIST ATTACHMENT
3. Branch USCG Station Charlevoix	4. Division/Group/Staging Operations Division	ICS 204a-
5. Work Assignment Special Instructions, Special Equipment/Supplies Needed for Assignment, Special Environmental Considerations, Special Site-Specific Safety Considerations		

Safety Zone Assignment Locations



6. Prepared by Sienna L. Wenz OEM Coordinator	Date/Time 2 June 2023	7. Reviewed by EMFR: Date/Time	8.
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**COLONIAL FIREWORKS SPECIAL EFFECTS, LLC
ITINERARY
JULY 21 AND JULY 22, 2023 DISPLAYS**

VENETIAN FESTIVAL
CHARLEVOIX, MICHIGAN

Please Note: Colonial Fireworks Special Effects, LLC must be permitted to follow all guidelines set forth in their entirety by NFPA 1123 and 1124 - 2000 Edition, as revised.

Monday, July 17, 2023

12:00 to 5:00 PM Colonial equipment truck arrives at "Port Ironton" Facility.
Pre-barge loading meeting with City of Charlevoix Police Chief McDonnell,
Charlevoix Township Fire Chief Dan Thorp, USCG Life Station Chief and
Colonial technicians. Colonial technicians begin off loading and setting up,
equipment only, onto barge.

5:00 PM Security arrives (24 hours/day of private security and/or Colonial
technicians), from this time through July 22, 2023

Tuesday, July 18, 2023

8:00 AM - 5:00 PM Set up of equipment continues.

9:00 AM Operations staging meeting at USCG Life Station - Charlevoix.

Wednesday, July 19, 2023

8:00 AM - 5:00 PM Loading of fireworks into mortars begins.

Thursday, July 20, 2023

8:00 AM - 5:00 PM Loading of fireworks into mortars continues.

Friday, July 21, 2023

6:00 - 8:00 PM Barge towed from Port Ironton to Charlevoix - approximately two (2) hour
trip - loading of live material to continue.

8:00 PM Barge anchored at firing location - loading of live material continues and
connection of electrical system begins.

9:00 PM Final hookup of electrical system and final testing completed.

10:15 PM Firing begins (time approximate).

10:35 PM Firing ends (time approximate).

11:00 PM Barge is towed back to Ironton - inspection of equipment takes place.

Saturday, July 22, 2023

1:00 AM Barge arrives in Ironton to begin tearing down of aerial show. Begin loading of low aerial program for Round Lake on evening of July 22, 2023.

8:00 AM Continue loading of low level program.

6:00 - 8:00 PM Barge towed to Charlevoix - approximately two (2) hour trip - loading of live material to continue.

8:00 PM Barge anchored at firing location - loading of live material continues and connection of electrical system begins.

9:00 PM Final hookup of electrical system and final testing completed.

10:00 PM Initial fireworks barrage begins with start of boat parade (time approximate).

10:45 PM Primary fireworks display begins and concludes subsequent to conclusion of boat parade (time approximate).

11:30 PM Barge is towed back to Ironton - inspection of equipment takes place.

Sunday, July 23, 2023

1:30 AM Barge arrives in Ironton and electrical system is removed from barge.

8:00 AM Unloading of equipment begins.

1:00 PM Colonial truck departs for Clayton, Michigan.

WEATHER CONTINGENCY PLANS

1. Friday "rain out." The "large" (Lake Charlevoix) show will not be displayed in 2023, and on Saturday evening in Round Lake (i) the "low aerial" Harbor show will be displayed and (ii) the lighted boat parade will be staged.
2. Saturday "rain out." The "low aerial" Harbor show will not be displayed in 2023.

[illegible]



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/22/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Acrisure, LLC dba Britton Gallagher & Associates
One Cleveland Center, Floor 30
1375 East 9th Street
Cleveland OH 44114

CONTACT

NAME:

PHONE
(A/C, No, Ext): 216-658-7100

FAX

(A/C, No): 216-658-7101

E-MAIL

ADDRESS: info@brittongallagher.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : Everest Indemnity Insurance Co.

10851

INSURER B : Everest Denali Insurance Company

16044

INSURER C : Axis Surplus Ins Company

26620

INSURER D :

INSURER E :

INSURER F :

INSURED

Great Lakes Fireworks LLC.
Colonial Fireworks Special Effects, LLC.
3275 West M-76
West Branch, MI 48661

COVERAGES

CERTIFICATE NUMBER: 1359279229

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC ☐ OTHER:	Y	Y	SI8GL01969-231	1/21/2023	1/21/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS	Y	Y	SI8CA00273-231	1/21/2023	1/21/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$	Y	Y	P-001-000798280-02	1/21/2023	1/21/2024	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.
Display Dates: July 21 & 22 2023 Rain Date: N/A Location: Lake Charlevoix and Round Lake, MI.

RE: General Liability, the following are named as additional insured in respects to the negligence of the named insured Excess in the follow form:
American Girl

Wendy Ann and Barge No. 19; City of Charlevoix; Colonial Fireworks; Colonial Fireworks Special Effects, LLC; Charlevoix Venetian Festival, INC.; Iron Stone Dock, LLC and St. James Marine CO. and all agents, representatives, volunteers, and employees of each.:

CERTIFICATE HOLDER

CANCELLATION

Charlevoix Venetian Festival, INC.
P.O. Box 120
Charlevoix MI 49720
USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.

**COLONIAL FIREWORKS SPECIAL EFFECTS, LLC
HOLD HARMLESS AGREEMENT**

Indemnity Provisions (Re: 2023 Venetian Festival Fireworks Displays):

Colonial Fireworks Special Effects, LLC (hereinafter "Vendor") agrees to indemnify and save harmless **the City of Charlevoix**, a Michigan municipal Corporation, (hereinafter "Indemnatee") and its agents, representatives and employees from any and all charges, claims and causes of action by third persons, including but not limited to, agents, representatives and employees of the Vendor and of the Indemnatee, based upon or arising out of any damages, losses, expenses, charges, cost, injuries or illnesses, including death, sustained or incurred by such person or persons resulting from or in any way, directly or indirectly connected with the performance or non performance of this Agreement, this includes only the Vendor's setup and exhibiting of the fireworks, of these vending services; provided, however, that notwithstanding the foregoing, the Vendor does not agree to indemnify and save harmless the Indemnatee, its agents, representatives and employees from any charges, claims or actions based upon or arising out of any damages, losses, claims, expenses, charges, costs, injuries or illnesses including death, sustained or incurred as a sole result of the negligence of the Indemnatee, its agents, representatives or employees. In the event a claim is filed against the Indemnatee for which the Vendor is to be held liable under the terms of this Agreement, the Indemnatee will promptly notify the Vendor of such claim and will not settle such claim without the prior written consent of the Vendor, which shall not be unreasonably withheld. The obligation of Vendor for reimbursement/indemnification hereunder shall encompass and include all reasonable attorney fees and costs of litigation which may be incurred by the Indemnatee.

The Corporation also requires extension of additional insured coverage, in the manner and amount set forth within that certain Certificate of Liability Insurance issued by Acrisure, LLC d/b/a Britton-Gallagher and Associates, as the "Producer", dated 6/22/2023, Certificate Number 1359279229.

Signed:

Signed:

For the "Vendor"
Colonial Fireworks Special Effects, LLC
Brenda Loffredo, President
Date: _____

For the "Corporation"
City of Charlevoix
Date: _____



Colonial Fireworks Special Effects LLC/Great Lakes

May 18, 2023

LEAD PYROTECHNICIAN

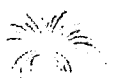
FRANK LOFFREDO, JR.
25 MARLINDALE AVENUE
BOARDMAN, OH 44512

D.O.B. July 20, 1960

Mr. Loffredo has 44 years experience as a pyrotechnician. He has experience in electronic and manual firing. Mr. Loffredo has worked on numerous barge shows as well as roof top firings.

Some of the shows Mr. Loffredo has been involved with include: Charlevoix Venetian Festival, City of Harbor Springs, Bay Harbor, Sommerset Pointe, City of Saginaw, First Night Providence; Governor's Conference/Providence; Air and Sea Show in Fort Lauderdale and Thunder Over Louisville which is the kick off for the Kentucky Derby Festival. "Thunder" is fired from 6 barges and a 3,000 foot bridge that crosses the Ohio River and is one of the largest fireworks displays produced annually in the United States.

Mr. Loffredo has fired over 1,000 outdoor and indoor displays throughout the United States and has an excellent safety record.



Administration: 25 Marlindale Avenue, Boardman, OH 44512



CHARLEVOIX VENETIAN FESTIVAL, INC.

309 Petoskey Avenue
P.O. Box 120
Charlevoix, Michigan 49720
PH 231-547-9950 / FAX 231-547-2977
www.venetianfestival.com Email: info@venetianfestival.com

June 28, 2023
HAND DELIVERED

Mark Heydlauff
City Manager
City of Charlevoix
210 State Street
Charlevoix, Michigan 49720

RE: 93rd Annual Charlevoix Venetian Festival

Dear Mark:

Venetian is fast approaching and a proposed Event Schedule for the 2023 Festival, occurring during the week of July 15, 2023 through July 22, 2023, is enclosed. I have also enclosed literature pertaining to the proposed closure of Bridge Street, Kid's Day, the Car Show and the Venetian Games.

Pursuant to my recent visit with the City Council, downtown Bridge Street is scheduled to be closed from 2:00 p.m. on Wednesday, 7/19/2023 through the conclusion of fireworks on Saturday evening, 7/22/2023. The following streetside events have been planned to maintain the vitality of Bridge Street during the street closure:

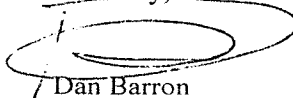
1. A street closure party will be staged on Bridge Street on Wednesday afternoon, 7/19/2023, with street concert performances to occur both north and south of the traffic light
2. Kid's Day has been scheduled on Bridge Street, from Antrim Street to Park Avenue, on Thursday, 7/20/2023, from 10:00 a.m. through 2:30 p.m. The Farmer's Market will also take place in the relocated venue of Bridge Park.
3. On Friday afternoon, 7/21/2023, the Car Show will take place south of the traffic light, and an expanded Kid's Zone will be staged north of the traffic light, together with a corn hole toss tourney in Bridge Park.

I have enclosed Venetian's customary Contract, which provides for financial support from the City at previously established levels. A Mass Gathering Permit Application and a Temporary Banner Permit Application are also enclosed. Venetian has otherwise submitted its fireworks application under cover of separate correspondence.

I understand these matters will be placed on the agenda for review and approval by the City Council at its upcoming meeting.

Please feel free to contact me, in the interim, if you should have any questions or comments.

Sincerely,



Dan Barron
President

DBB/bw
Enclosures
xc: Sarah Dvoracek, Clerk

CONTRACT

THIS CONTRACT is effective on ____ day of July, 2023, between the City of Charlevoix, a Michigan home rule city, whose address is 210 State Street, Charlevoix, Michigan 49720 ("City") and the Charlevoix Venetian Festival, Inc., a Michigan nonprofit corporation, whose address is 309 Petoskey Avenue, P.O. Box 120, Charlevoix, Michigan 49720 (the "Festival").

RECITALS

- A. Pursuant to MCLA 117.3(j) and Article I, Section 1.6 of the City Charter, the City is authorized to provide for the peace and health and for the safety of persons and property within the City and to expend funds for that purpose.
- B. The Festival will provide numerous recreational activities during the 93rd Annual Charlevoix Venetian Festival, being held July 15-22, 2023.
- C. Except for private donations from businesses and individuals, event registration fees, proceeds from the carnival and similar amusements and food & art concessionaire fees, the Festival charges no fees in connection with the multitude of music entertainment, public activities and recreation which it provides within the City.
- D. The parties desire to act cooperatively in providing the recreational activities and entertainment cited above, to citizens and visitors in the City.

AGREEMENT

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

- 1. The City shall pay to the Festival the sum of \$15,000 relative to the 93rd Annual Charlevoix Venetian Festival.
- 2. The Festival shall use the above money to help defray the expense of the activities and events of the 93rd Annual Charlevoix Venetian Festival.
- 3. The Festival shall charge no fees to spectators or event participants within the City, without the prior approval of the City Manager. The prohibition shall not apply to concessions where items or services (such as food, beverages, merchandise or carnival type rides or activities) are sold nor shall it apply to fees charged to concession operators, or to registration fees for participation in the Venetian Games events.

"CITY"
CITY OF CHARLEVOIX

Date: July ____, 2023

By: _____
Lyle Gennett, Mayor

"FESTIVAL"
CHARLEVOIX VENETIAN FESTIVAL, INC.

Date: July 3, 2023

By: _____
Daniel B. Barron, President



CITY OF CHARLEVOIX

MASS GATHERING PERMIT APPLICATION

For outdoor events of 2,000+ people held on public or private land in the City

Event Name: Charlevoix Venetian Festival

Organization Name: Charlevoix Venetian Festival, Inc. Non-profit: ☒ YES* ☐ NO

Contact Person: Daniel Barron/Joan Miller
231-547-3872 Office

Telephone: 675-6277 Joan cell Email: _____

Date(s) of Event: July 15, 2023 through July 22, 2023 Hours: Noon 7/15/2023 through
Midnight 7/22/2023

Type of Gathering: Festival, Musical Event
Ferry Avenue Beach, East Park

Location: Lake MI Beach, Depot Beach Est. Attendance: 5,000+

Consent Statement from property owner if located on private property:

N/A

N/A

Signature of Property Owner

Is event on City Property? Yes If yes, the City must be listed as additional insured on insurance policy and a copy of policy must be attached to this application.

Is event using the East Park performance pavilion? If yes, has a written request to use the pavilion been made to the DDA Director? Yes Has it been approved? _____

Will merchandise be sold at this event? Yes If yes, briefly describe merchandise:

Venetian T-shirts, Sweatshirts, Coffee mugs, tumblers & beach towels, Venetian artwork,

Artist Merchandise: T-shirts, posters, and CD's.

I hereby swear that I have answered all questions truthfully and I understand all rules pertaining to this permit.

Daniel B. Barron

President

Organization Representative

6/28/2023
Date

City Clerk

6/28/2023
Date Rcvd

APPROVALS

City Treasurer

Approved/Denied

Police Chief

Approved/Denied

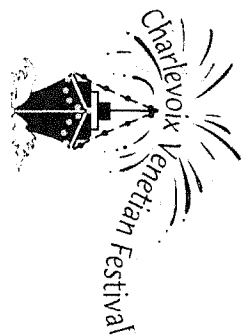
City Manager

Approved/Denied

\$Fee / Receipt Number

Date

*No fee for non-profit organizations



2023 Event Schedule

2023 Theme - Hawaiian Luau

"pre-Venetian"

RECEPTIONS & ARRIVALS
KIDNEY & CORNED BEEF
Street Park Courts

Begins: July 15, Finale: July 20
Singles & Doubles open to all ages
Reg: venetianfestival.com/games

Saturday - 7/15



AQUAPALCOZA
Beach & Boating Party
Ferry Beach: 12:00 pm
Music Commences at 1 pm

1 AVOIR L'EXOTISME
Reggae Music - Canada
CORNETIAN CORNED BEEF

Ferry Beach: 12 pm
\$20 per person, no double needed
Reg: On-site at 10:30 am
CORNETIAN

Ferry Beach: 12 pm
6 Member Co-ed, \$90 per team
Reg: venetianfestival.com/games

Sunday - 7/16

RECEPTIONS & ARRIVALS

Charlevoix Middle High School: 9 am

3 v 3 Teams, \$80/team
Reg: venetianfestival.com/games
HAWAIIAN HULA

Mr. McSander: 11 am

Bring a partner - Best shot doubles
\$40 Rec Team - \$60 Advanced Team
Reg: On-site 10 am

"WORKSHIP ON THE WATER"
Olmak East Park Pavilion: 5 pm
TBD

Monday - 7/17

KIDNEY & CORNED BEEF
Street Park Courts: 9 am

Reg: On-site, free for ages 6-17
CORNETIAN CORNED BEEF
East Park: 1:30 pm

Reg: On-site

CHARLEVOIX POOL PARTY
Charlevoix Community Pool: 5:30 pm
Pre-registration required, 517-0982

Tuesday - 7/18

DEPOY BEACH NORTH END - 10:30 am
Ages 8-19
Reg: venetianfestival.com/games
RINGS

Castle Farms 12 pm
Cost: Free! Open to all ages
No registration needed

Hosted by American House Charlevoix
HAWAIIAN HULA CORNED BEEF
Charlevoix Township Fire House: 4 pm
CORNETIAN CORNED BEEF

Shanahan Field: 5:30 pm
Youth, High School, Adult, Over 35
\$50/team
Reg: venetianfestival.com/games
VENETIAN RHYTHMS

Olmak East Park Pavilion: 7 pm
CHARLEVOIX CITY BAND
VENETIAN RHYTHMS

Wednesday - 7/19

CHARLEVOIX TOWN VENETIAN

Charlevoix Municipal Course: 1 pm
Youth - \$12/player, Adult - \$25/player
Reg: venetianfestival.com/games
SAILING RACE

Lake Charlevoix Ferry Beach
Many Tiers: Personal boats and crews
Spectator Viewing 5:30 pm - dusk
CORNETIAN CORNED BEEF

East Park: Varies by vendor
Daily: Wed 7/19 - Sat 7/22
VENETIAN MARCHING BAND

East Park: 6-10 pm

East Park: 6-11:30 pm
GALACTIC SHIPWRECK
ARNOLD CARNAVAL
Downtown: 5-11 pm

(Thursday continued)

VENETIAN RHYTHMS
Olmak East Park Pavilion: 7 pm
TBD

MISS CHARLEVOIX CORNED BEEF
LITTLE RIVER BAND
Rock - International

Thursday - 7/20

CHARLEVOIX FARMERS MARKET
Bridge Park: 8 am-1 pm
KIDS DAY

Downtown: 10 am-2:30 pm
Family Fun & amble activities
Ambulance: \$13 (Scholarships Available)
ARNOLD CARNAVAL

Downtown: Noon-11 pm
VENETIAN MARCHING BAND
East Park: 6-10 pm

East Park: 6-11:30 pm
CORNETIAN CORNED BEEF
VENETIAN RHYTHMS

Olmak East Park Pavilion: 7 pm
SWEET TEA TRIO
Country - Alabama, USA
EASTON CORBIN
Country - Florida, USA

Friday - 7/21

ARNOLD CARNAVAL
Downtown: 1-11 pm
BRIDGE STREET BLOCK PARTY
Bridge Street at Noon

KIDS ZONE
Bridge St - North of the light
Various activities for children of all ages!

CAR SHOW
Bridge Street - South of the light
Noon-4 pm
PULVER CORNED BEEF

Bridge Park - 1:30 pm
Cost: \$20/team
Reg: On-site

VENETIAN MARCHING BAND
East Park: Noon-10 pm
HULA

East Park: 6-11:30 pm
DON RIVERS & FRIENDS
VENETIAN RHYTHMS
Olmak East Park Pavilion: 7 pm
VENETIAN ART MATHS

(Friday continued)

SALTIN'G GYPSIES
Rock/Pop/Soul/Blues - Charlevoix, MI
SNARK! OIL

Rock - International
VENETIAN RHYTHMS
Ferry Beach: 7-10 pm

PINE RIVER JAZZ BIG BAND
Swing/Jazz - Charlevoix, MI
RIDLINE AIRSHOW & FLAG FLAP

Round Lake: 8 pm
"NIGHT SKY" WORLD CLASS
FIREWORKS

Dusk on Lake Charlevoix
Ferry Beach, Depoy Beach, East Park

Saturday - 7/22

BRIDGE ST. 9 am (prior to Street Parade)
Family Affluence & 10k - all ages
Reg: www.venetianraces.com
VENETIAN MARCHING BAND

East Park: 10:30 am
RINGS & HULA
Bridge Street: 10:30 am
Championship competition by invitation only

STREET PARADE
Bridge Street: 11 am
ARNOLD CARNAVAL
Downtown: 11 am-11 pm

CHARLEVOIX ALL CLASS RUMOR
Inside The Tent: 12:30-3 pm
VENETIAN RHYTHMS

"ROCKIN' THE TOWNHOUSE"
Nashville Style Street Concert
Bridge Street, north of the light: 3-6 pm
CORNETIAN CORNED BEEF

Country Rock - Grand Rapids, MI
East Park: 6-11:30 pm
HULA

HULA
VENETIAN RHYTHMS
Olmak East Park Pavilion: 7 pm

LIANNA COLLINS & VAN GRIFFUCK
Rock/Jazz/Pop - Torch Lake, MI
KIDS FIRM WISCONSIN

Stage Show - Wisconsin
VENETIAN LIGHTED BOAT PARADE
Dusk on Round Lake

SPECTACULAR HARBOR FIREWORKS
Immediately following the Boat Parade

Schedule is subject to change. Check our website & Facebook page for the most up-to-date information

VENETIAN FESTIVAL ROAD CLOSURE

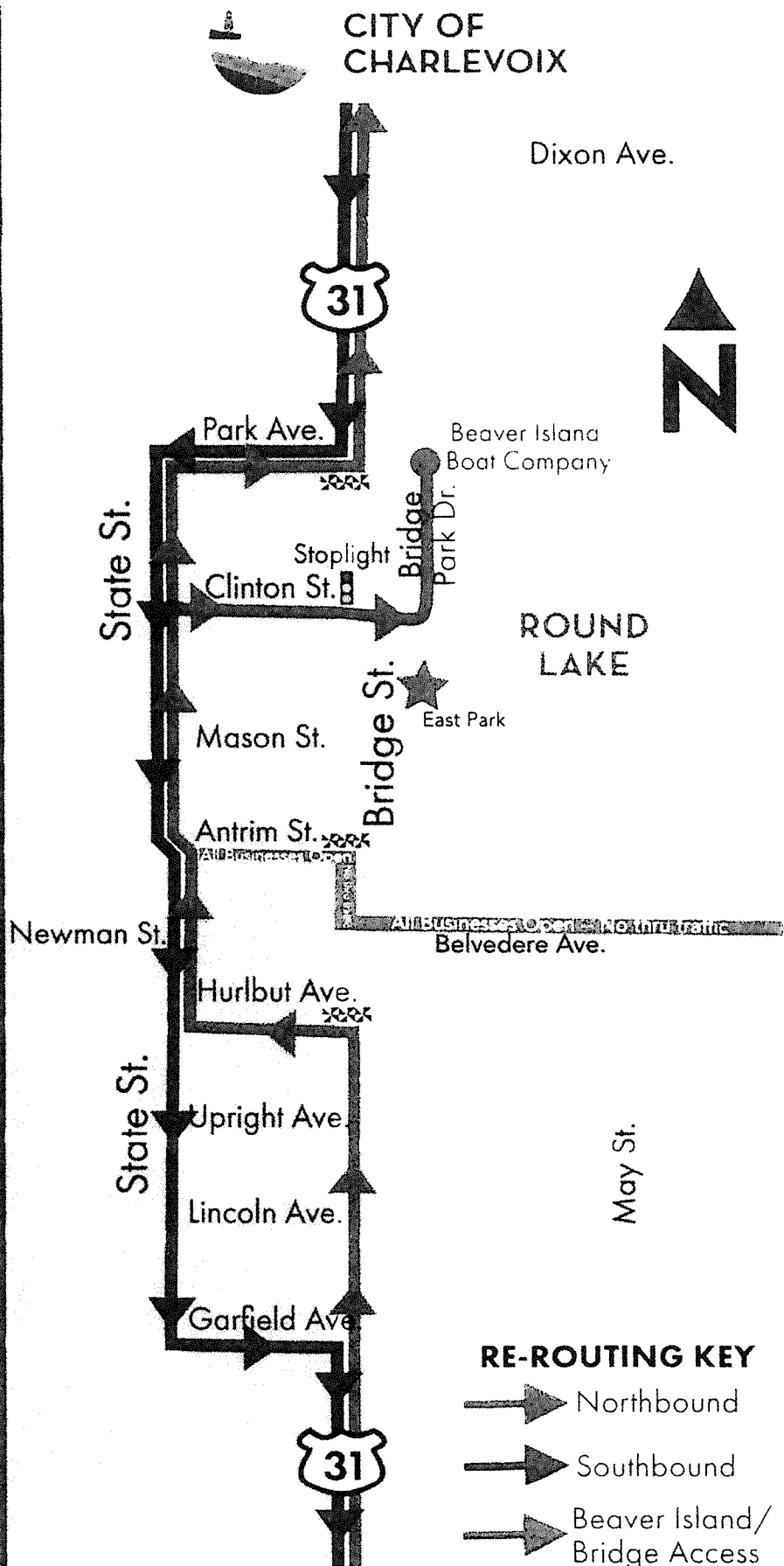
PLEASE NOTE
THAT BRIDGE
STREET WILL
RE-ROUTE
TRAFFIC
DURING THE
FOLLOWING
TIMES:

WEDNESDAY
7/19 @ 2 PM

through
SATURDAY
7/22

AFTER
FIREWORKS

BRIDGE
STREET WILL
BE OPEN TO
TRAFFIC AT
ALL OTHER
TIMES





Kids Day

2023

Thursday - July 20th

10:00 am to 2:30 pm

Downtown Charlevoix on Bridge Street

FREE ADMISSION

For more Information, go to:

www.venetianfestival.com



Some Activities Require a \$13 Armband
No Refunds.

CASH ONLY

(Not associated with the carnival)

(All activities are subject to change due to staffing, availability
and weather.)

ARMBAND ACTIVITIES:

ACP Rockwall

ACP 36 foot Play Station

Ace Hardware Bounce Houses

Dan Hopkins Two Ring Pony Rides

Craft Tent - Make a Keepsake Craft to Take Home

ACTIVITIES WITH NO CHARGE:

***Charlevoix City Police**

***Charlevoix County Ambulance with First Responders**

***Charlevoix Area Health Department Booth**

***Happy Snappy Photo Booth**

***Hungry Duck Farms Petting Zoo**

***Big Red Firetruck with Real Firemen**

*** Yo Yo Performer**

*** Castle Farms Train**

***Joel Tacey Michigan Family Funny Man**

***Bowling Game - Knock Down the Pins!**

*** Hula Hoop Land**

Bubbleland * Pick-A-Duck * Lollipop Tree

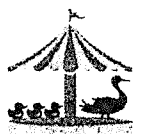
Amazing Stiltwalker

Adel-Kookie The Clown * Twister Joe Balloon Man

Dr. Burns the Science Guy



Food Concession Available!





2ND ANNUAL

CAR SHOW & SHINE

NON-JUDGED EVENT

ALL COOL CARS WELCOME!

(RADS, RODS, RATS, MODS, SPORTS, EXOTICS, VINTAGE, CLASSICS)

FRIDAY JULY 21

FROM NOON TO 4:00

GATES OPEN AT 10:30 am, LIMITED SPACE AVAILABLE

HOSTED BY THE FORMER



Show will be staged within the 2 block area of the Bridge Street/US 31 road closure in downtown Charlevoix, south of the "light." "Entry gate" is intersection of State Street and Clinton Street, attended by traffic coordinator (depicted in Road Closure Map).

Restaurants and food booths available on site.

For further information, email info@venetianfestival.com or call 231-547-3872

All You Want to Know About the 2023 Venetian Games *Changes may occur

Event	When	Where	Information	To Participate	Contact Person	Phone	Email
Basketball: 3 on 3 Beach Bash	Sun, July 16	Ferry Beach	For all ages	Reg: City Rec Dept	Anthony Troshak & Reece Koepke	810-404-8801	atrosnak23@gmail.com
Beach Volleyball	Sat, July 15	Ferry Beach	6 Member co-ed teams	Reg: City Rec Dept	Audra Randall	231-459-5416	rocker23@icloud.com
Bingo	Tues, July 18	Castle Farms	Bingo with American House Seniors	On-site: 12:00 - 2:30 pm	American House - Brenda Keller, Castle Farms - Jessica Anderson	231-547-2599	charlevoix@americanhouse.com
Cornetion	Sat, July 15	Ferry Beach	For all ages	On-site reg: 10:00am-11:30am - Bags fly at noon	Boogie Carlson		boogie@chartermi.net
Cottage Croquet	Mon, July 17	East Park		On-site reg: 1:30pm	Brenda Bryon & Jan Kalbfell	231-547-3872	brendabryan4@gmail.com
Disc Golf	Sun, July 16	Mt. McSaubo	Recreational \$40/team and Advanced \$60/team	On-site reg: bring your partner 10:00 & in / 11:00 play	Spencer & Katie Bryon	231-330-1356	spencer@patobrien.com
Golf: 3 Club Golf Tournament	Wed, July 19	Municipal Course	Youth, Adult M/F	Reg: City Rec Dept	Dean Duvenport Knorr	231-349-0534	deanod@charter.net
Golf: Jr. Golf Finals	(completes prior to Venetian)		Country Club & Municipal Course	Restricted to Current Junior Golf Program Members Reg: City Golf Course	Dean Duvenport	231-349-0534	deanod@charter.net
Races (Dreuth Memorial): Family Mile, 5K and 10K. Invitation Only: "Ryan Shay Mile"	Sat, July 22	Finish Line located on Bridge Street	Family Mile, 5K & 10K - All Ages Begin at 9 am Ryan Shay Mile: 10:30am	Reg: venetianraces.com Reg/Packet Pickup at First Congregational Church on Fri 7/23 3:00-6:30pm & Sat	Matt Peterson	231-675-1746	petersormatt1965@gmail.com
Philadelphia	Mon, July 2023						
Sailing: Regatta	Wed, July 19	Lake Charlevoix, Ferry Bch	Many Fleets, Personal Boats & Crews	spectator event			
Sailing: Jr. Regatta	Tues, July 18	Deput Beach: North End	Under 19	Reg: Email Stan Carroll	Stan Carroll	240-876-5204	skicarroll@aol.com
Soccer: 3 on 3 Tournament	Tues, July 18 Wed, July 19	Shanahan Field	Youth, High School, Adult, Over 35 Play begins at 5:30pm	Reg: City Rec Dept	Glenn Wachler	248-705-8529	gwachler56@gmail.com
Nick Kling Memorial Youth Tennis Clinic	Mon, July 17	Shanahan Field	FREE / Ages 6-9, 10-12, 13-17	On-site reg: clinic begins 9am	Larry Letwin	517-243-5559	
Kling Tennis Tournament	Fri, July 14 and finals Thurs July 20	Shanahan Field: Stroud Park Courts	Youth, Women, Men, Co-ed, Seniors \$10 per person/per event	Pre-reg: Venetian website by 7/15 (No Exceptions)	Joy Price	419-475-7200	joyaprice1@gmail.com
Peaches 'n Cream Corn Toss Tourney	Fri, July 21	Bridge Park	All ages	On-site reg: Noon	Anthony Troshak	810-404-8801	atrosnak23@gmail.com

Kid's Day, Thursday, July 20, from 10 am to 2:30 pm in East Park on Bridge Street Antim to Park Ave - Games, music, activities, crafts, etc.

Contact CVF Headquarters for information or changes at 547-3872 or www.venetianfestival.com

Charlevoix City Council

All Other Actions and Requests

Title: Approval for the Michigan Township Participating Plan Grant Application

Date: July 3, 2023

Presented By: Jill McDonnell, Chief of Police

Background:

Accreditation is a time-proven way of helping law enforcement agencies calculate and improve their overall performance. The foundation of Accreditation lies in the voluntary adoption of the 200+ industry standards containing a clear statement of professional objectives. Participating agencies conduct a thorough self-analysis to determine which of their existing operations already meets some of the standards and/or how the procedures can be adapted to meet the standards and professional objectives. When the procedures are in place, a team of trained commission assessors verifies that applicable standards have been successfully implemented and the agency complies.

Accreditation status represents a significant professional achievement. Accreditation acknowledges the implementation of written directives, policies, and procedures that are conceptually sound and operationally effective. The Michigan Association of Chiefs of Police (MACP) and the Michigan Sheriffs' Association (MSA) have pursued the concept and development of a voluntary statewide law enforcement accreditation program for Michigan. This effort has resulted in the formation of the Michigan Law Enforcement Accreditation Commission (MLEAC). The MLEAC consists of commissioners from law enforcement and other professions appointed by the MACP, the MSA and the Commission itself. Personnel from the MACP provide support services to the MLEAC and to applicant agencies.

The attitudes, training, and actions of personnel of Michigan's law enforcement agencies best reflect compliance with the 200+ standards contained in this program. Written Directives, policies and procedures based on accreditation will not insure mistake-free policing or a crime-free environment for citizens. Nor will it ensure an absence of litigation against law enforcement agencies and executives, but it will put the agency in a better position to defend their actions against lawsuits. Effective and comprehensive leadership through professionally based written directives and policy development is directly influenced by a law enforcement program that is comprehensive, obtainable, and based on standards that reflect the delivery of professional police service.

The Michigan Township Participating Plan, which is the City's liability insurance company, offers grants for risk reduction. The Michigan Law Enforcement Accreditation Commission is a program that is a mechanism to prevent or mitigate damage to member-owned property and third-party liability losses or damage. This is done as the standards bring the department in line with industry standards regarding directives, training, and third-party evaluation, thus reducing risk to individuals and the City.

Accepting this grant would help cover the accreditation application cost and the software to administer the program to achieve accreditation.

Recommendation:

Motion to approve Resolution 2023-07 for the Michigan Township Participating Plan Grant Application.

Attachments:

1. Resolution 2023-07-02 Michigan Township Participating Plan Grant Application

**CITY OF CHARLEVOIX
RESOLUTION NO. 2023-07-02**

Michigan Township Participating Plan Grant Application

WHEREAS, the City of Charlevoix City Council wishes to apply for a Risk Reduction Grant through the Michigan Township Participating Plan (Par Plan) to assist in purchasing/funding Michigan Law Enforcement Accreditation and;

WHEREAS, the City of Charlevoix Police Department is seeking a grant contribution of \$2,200.00.; and

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council supports submittal of an application to the Michigan Township Participating Plan for a \$2,200.00 grant to assist in funding Michigan Law Enforcement Accreditation and accreditation software program.

RESOLVED this 3rd day of July, 2023 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

Charlevoix City Council

All Other Actions and Requests

Title: Mayoral Appointment

Date: July 3, 2023

Presented By: Mayor Lyle Gennett

Background:

Mayor Gennett requested consideration of Anne Dipert Oosthuiszen for appointment to the Charlevoix Housing Commission for a term to expire April 2027.

Recommendation:

Motion to appoint xxx to the Charlevoix Housing Commission for a term to expire April of 2027.

Attachments:

1. Anne Dipert Oosthuiszen-Application



CITY OF CHARLEVOIX
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.

☐ 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: Anne Dipert Oosthuizen
ADDRESS: 314 W. Hurlbut Street
HOME PHONE: — CELL PHONE: 231-622-3068
EMAIL: anne.m.dipert@gmail.com
ARE YOU A REGISTERED VOTER IN THE CITY? Yes HOW LONG HAVE YOU LIVED IN THE CITY? ~ 3 years

EDUCATIONAL BACKGROUND: Graduated from Charlevoix High School 2012, B.A. in graphic arts from North Central College.

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE:
2016-2017 Worked at LLT Group, a Design Agency in Naperville, IL.
2017-2018 Worked at Whole Foods in Denver, CO.
2018-present Working at The Clothing Company. Took ownership in Jan. 2023.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Member of DDA Board, volunteer at the Community Food Pantry, our business is a member of the Charlevoix Chamber of Commerce, Election Worker for City of Charlevoix.

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
Yes, currently serving on DDA Board. I'm also an election worker.

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: Thank you for the opportunity to apply for a position on the Housing Commission. I wish to serve because I see the value of having apartment complexes like Pine River Place in a community like Charlevoix. I feel I have an unique perspective to offer when making decisions on behalf of the tenants, the upkeep of the complex and policy, and the direction of the H.C. Fair housing is an important topic in our community and I would love to make a difference in this way.

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

SIGNATURE: [Signature] DATE: 6/22/23

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: Citizen Initiated Ordinance on the Sale of 229 Stover Road

Date: July 3, 2023

Presented By: Mark Heydlauff, City Manager

Background:

On June 5, Council denied the appeal of the Initiative Committee and encouraged the group to resolve their petition concerns. After the Council meeting, the Initiative Committee worked with the City Attorney and received preapproval for the revision language for the new petitions. This week, the committee resubmitted their revised petition language with the required number of signatures to satisfy the City Charter's requirements. Clerk Dvoracek provided the Certificate of Sufficiency to the Committee.

Council has three options which are explained by our City Attorney in the attached memo.

Recommendation:

Council discussion and direction.

Attachments:

1. Copy of Proposed Ordinance
2. Sample of Revised Petition
3. Certificate of Sufficiency from City Clerk
4. 2023-06-29 Memo on Initiative Petition from City Attorney

CITY OF CHARLEVOIX
ORDINANCE NO. ____ OF 2023
AN ORDINANCE REGULATING USE OF THE PROPERTY LOCATED AT 229 STOVER
RD., CHARLEVOIX, MICHIGAN 49720

THE CITY OF CHARLEVOIX ORDAINS:

Section 1: Purpose

A December 2021 joint working session of the Planning Commission and City Council found the City of Charlevoix's housing supply is not adequate to meet the housing needs for year-round residents at all income levels. Meanwhile, the City owns vacant property suitable for development for housing. The City intends to use the property for the purpose of providing year-round housing by either (i) selling the property to a Developer who intends to develop year-round housing on the property, or (ii) selling the property to any third-party and using the proceeds thereof to promote the development of year-round housing within the City.

Section 2: Definitions

As used in this chapter, the following words and phrases shall have the meanings hereafter ascribed to them:

Developer: A person, association, corporation, joint venturer, or partnership which possess the requisite skill, experience, and credit worthiness to successfully produce year-round housing as required by this Ordinance.

Property: The parcel of land owned by the City commonly known as 229 Stover Rd., Charlevoix, MI 49720, but only the portion of that parcel west of Ferry Avenue and not including any portion of Ferry Avenue.

Year-Round Housing: Owner-occupied housing that is intended for use by an individual or group of individuals as a primary residence, wherein such individual and family will reside for more than 10 months a year, and which is subject to a deed restriction or other regulation prohibiting short-term, seasonal, or vacation rentals.

Section 3: Obligations of the Council

- A. The Council shall take the following steps to market for sale and sell the Property:
 - i. Engage, within 6 months after the effective date of this Ordinance, a real estate agent or realtor of requisite skill to conduct a comparable market analysis, establish a listing price, and list the Property for sale;
 - ii. Review any and all offers made by Developers; and
 - iii. Upon approval by resolution of Council, agree to sell the Property to a Developer on the terms and conditions of Section 4 of this Ordinance; provided, Council shall not be obligated to sell the property unless a reasonable offer, as determined by the Council in its sole discretion, is made. An offer below fair

market value may be considered reasonable if such discount is necessary to induce a developer to construct year-round housing.

- B. If, within 1 year after the effective date of this Ordinance, Council has not received a reasonable offer and the property remains unsold, Council may choose to use the property in any way that substantially benefits year-round housing in Charlevoix.
- C. The Council shall not take any action to develop the Property in a manner inconsistent with this Ordinance.

Section 4: Terms and Conditions of the Sale of the Property

- A. The sale of the Property to a Developer pursuant to Section 3.A. of this Ordinance shall be on the following terms and conditions:
 - i. The Property must be subject to Housing North's deed restriction program with the City as a third-party beneficiary.
 - ii. The Developer must agree to develop and construct year-round housing;
 - iii. The constructed housing must reasonably fit into the surrounding neighborhood, such as condos or apartments with a similar look.
 - iv. The constructed housing must comply with all other state laws and City ordinances; and
 - v. Any other terms and conditions the Council reasonably believes are necessary to ensure compliance with the purpose of this Ordinance.

Section 5: Severability

No other portion, paragraph, or phrase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance, 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 part or portion of this Ordinance or the Code of the City of Charlevoix, Michigan.

Section 6: Effective Date

This Ordinance shall be effective 30 days after its enactment by the City Council under Article VI, Section 1(a) of the Code, or upon passage of the Ordinance by a majority of the registered electors under Article 6, Section 7(a) of the Code.

The circulator of this petition is (check one): ☐ A paid signature gatherer ☒ A volunteer signature gatherer

If the petition circulator does not comply with all of the requirements of the Michigan election law for petition circulators, any signature obtained by that petition circulator on that petition is invalid and will not be counted.

INSTRUCTIONS ON REVERSE SIDE

LOCAL PROPOSAL PETITION

☐ Township
☒ City

We, the undersigned qualified and registered electors, residents in the ☐ Village of Charlevoix in the County of Charlevoix, State of Michigan, respectively petition for:
the initiation of an Ordinance Regulating Use of the Property Located at 229 Stover Road, Charlevoix, Michigan 49720, pursuant to the City Charter. The proposed ordinance is attached to this petition or printed on the reverse side.

WARNING - A person who knowingly signs this petition more than once, signs a name other than his or her own, signs when not a qualified and registered elector, or sets opposite his or her signature on a petition, a date other than the actual date the signature was affixed, is violating the provisions of the Michigan election law.

Signature	Printed Name	Street Address or Rural Route	Zip Code	DATE OF SIGNING		
				Month	Day	Year
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older and a United States citizen; that each signature on the petition was signed in his or her presence; that he or she has neither caused nor permitted a person to sign the petition more than once and has no knowledge of a person signing the petition more than once; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a registered elector of the City or Township listed in the heading of the petition, and the elector was qualified to sign the petition. The circulator further states that each signer had an opportunity before signing to read the full text of the proposed ordinance.

☐ If the circulator is not a resident of Michigan, the circulator shall make a cross [X] or check mark [√] in the box provided, otherwise each signature on this petition sheet is invalid and the signatures will not be counted by a filing official. By making a cross or check mark in the box provided, the undersigned circulator asserts that he or she is not a resident of Michigan and agrees to accept the jurisdiction of this state for the purpose of any legal proceeding or hearing that concerns a petition sheet executed by the circulator and agrees that legal process served on the Secretary of State or a designated agent of the Secretary of State has the same effect as if personally served on the circulator.

WARNING - A circulator knowingly making a false statement in the above certificate, a person not a circulator who signs as a circulator, or a person who signs a name other than his or her own as circulator is guilty of a misdemeanor.

CIRCULATOR - Do not sign or date certificate until after circulating petition.

(Signature of Circulator) _____ / ____ / ____ (Date)

(Printed Name of Circulator) _____

(Complete Residence Address [Street and Number or Rural Route]) - [Do not enter a post office box]

(City or Township, State, Zip Code) _____

(County of Registration, if Registered to Vote, of a Circulator who is not a Resident of Michigan) _____

NOTICE

This form complies with Michigan election law, MCL 168.488 and 168.544d. Before using this form, you are strongly encouraged to review the provisions of Michigan law which grant you the right to place your proposal on the ballot through a petitioning process to determine if any additional petition formatting requirements are specified. If additional requirements are specified under the governing statutes, this form cannot be used.

READ BEFORE CIRCULATING PETITION

Complete the heading of the petition before circulating it.

- Enter the city, township, or village and county where the petition will be circulated, and indicate whether the jurisdiction listed is a “city,” “township,” or “village.” **Do not list more than one city, township, or village.** (Note: If the petition includes a county proposal, note that this petition sheet can only be circulated within a single city, township or village; it *cannot* be circulated countywide. Use the County Proposal (Countywide) form instead.)
- Enter an appropriate description of your proposal.

Make sure that all signers complete the petition. Ask each signer:

- Whether he or she is registered to vote in the city, township or village listed in the heading.
- To sign and print his or her full name on the petition.
- To enter the street address or rural route where registered to vote. A P.O. Box provided in lieu of a residential address is not acceptable.
- To write the zip code and date of signing.

Complete the circulator’s certificate after circulating the petition.

- Sign and print your full name and enter the date of signing. Signatures on the petition which are dated after the date on the circulator’s certificate are invalid.
- Enter your complete residence address (street and number or rural route – do not enter a P.O. Box), city or township, and state.
- If you do not reside in Michigan, check the box located in the lower left corner of the petition sheet and enter your county of registration (if you are registered to vote in your home state).

Remember:

- Ask potential signers whether and where they are registered to vote. Voter registration information may be found at Michigan.gov/Vote.
- Review each signer’s entry for completeness. If information is omitted, ask the signer to fill in the blank(s).
- Do not leave the petition unattended.



June 29, 2023

Initiative Committee
102 Chicago Ave.
Charlevoix, MI 49720

RE: Resubmission of Local Proposal Petitions

Dear Members of the Initiative Committee:

My office has verified all the signatures on the petitions and the number of signatures submitted meet the requirement of the City Charter Section 6.3 Petitions(a.).

In the City Charter, Section 6.4, Procedure After Filing states that within 20 days the petition is filed, the City Clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, the particular wherein it is defective and shall promptly send a copy of the certificate to the petitioner's committee by certified mail.

Enclosed with this letter is a Certificate of Sufficiency.

Please do not hesitate to contact me with any questions.

Sincerely,

Sarah Dvoracek
City Clerk



Certificate of Sufficiency

Pursuant to Article XI, Section 6.4(a), the City Clerk has determined that the Petition submitted by the Initiative Committee (102 Chicago Ave.) meets the requirements of the Charter, contains the required number of signatures, and is sufficient.

Sarah Dvoracek, City Clerk

Dated: June 29, 2023



MEMORANDUM

To: City Council
From: Scott Howard, Attorney
Date: June 29, 2023
Re: Initiative Petition

The City Clerk has certified the petitions submitted by the Initiative Committee meet the requirements of the Charter, contain the required number of signatures, and are sufficient. Article VI, Section 6.6 of the Charter provides that once an initiative petition has been determined sufficient, the Council shall promptly consider the proposed initiative ordinance as it normally would any other proposed ordinance. If it desires to enact the ordinance, the Council must set a public hearing in accord with standard action. The section also states that. “[i]f the Council fails to adopt a proposed initiative ordinance without any change in substance within sixty (60) days... after the date the petition was finally determined sufficient, it shall submit the proposed or referred ordinance to the voters of the City.” If Council does not adopt the ordinance, then a vote of the City on the proposed ordinance shall be held no sooner than sixty days and no later than one year from the date of the Council vote.

Therefore, Council has three options with the proposed initiative ordinance:

1. Adopt the initiative ordinance without any change in substance of the ordinance,
2. Decline to adopt the initiative ordinance formally which will place the question of whether to adopt the ordinance on the ballot, or
3. Take no action for the next 60 days which will be the same as a denial and will result in the putting the question of whether to adopt the ordinance on the ballot.

A proposed motion for action on this matter is as follows:

“I move that the proposed initiative ordinance submitted to the City **[is/is not]** adopted without any change in substance to the ordinance.”

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: July 3, 2023

Presented By: Mark Heydlauff, City Manager

Background:

A. Mason Street Completion

We are on track to re-open Mason Street on Friday, June 30. Streetlights are being installed today and some final touch-up cement work. Tomorrow, a striping contractor will be on the site to stripe for parking spaces and other markings throughout the project area. We are still awaiting delivery of pedestal lights that will line the alley portion; those will be installed upon arrival but should not affect movement in a significant way. Some electrical work is ongoing, including replacement of the transformer later in the fall. We appreciate the work of Team Elmers and their staff, the public works and electric department staff, and the various other subcontractors who made this project possible. For the businesses in the area, it was certainly inconvenient, but hopefully, the improved condition and aesthetic of the street will make this \$1.7 million investment worth it for decades to come in our community.

B. Van Pelt Alley

I am working with our contractors to develop a final plan for restoration work in Van Pelt following the electrical improvements installed there this spring. While we are planning to technically tie it to a change order for the Mason Street project (to improve cost), we are planning to actually conduct the work after Labor Day to better accommodate the businesses in the area. I expect to have a final proposal for you later in July.

C. Ballot Proposals

As you may know, there are two ballot proposals circulating for different dispositions for the former DPW property on Stover Road. As these work their way through the process, we'll bring them to you.

D. Congratulations to Ryan Leitner

We opened an apprentice lineman position for our Electric Department this month. Per our contract with the CWA, Ryan Leitner bid for the position and began work this week. Ryan has done various positions with our Public Works Department and it is nice to see the opportunity for further cross-training of our staff going forward. You'll still see him around town but this time, it'll be a different truck!

Recommendation:

Attachments:

1. DDA Meeting Minutes from 04/24/2023
2. Housing Commission Meeting Minutes from 05/16/2023

City of Charlevoix
Downtown Development Authority Meeting Minutes
Monday, April 24, 2023 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

The meeting was called to order by Chair Owens at 5:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Chair:	Maureen Owens
Members Present:	Kirby Dipert, Liam Dreyer, Mayor Lyle Gennett, Anne Oosthuizen, Danielle Scheller, Paul Silva, Ron Way
Members Absent:	Sam Bingham
Staff Present:	Lindsey Dotson, DDA Executive Director

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Motion by Member Dipert, seconded by Member Dreyer to approve the Consent Agenda as presented.

Motion carried by unanimous voice vote.

A. Minutes from Regular Meeting on January 23, 2023

Motion to approve the minutes as presented.

B. DDA Financial

Motion to approve the DDA Financial Report as of April 20, 2023.

C. Placemaking Committee Minutes

Motion to approve the minutes as presented.

6. Reports

A. Bridge Park Building Maintenance Update

Lindsey Dotson, DDA Director

Director Dotson provided the Board with an update regarding the Bridge Park Building mainly related to the HVAC system and she referenced the two options in her report with the recommendations to allow each tenant to control the temperature on their side of the building. Ms. Dotson stated everything was dependent on Johnson Controls getting access to the building and giving an estimate for the program for the thermostats. Ms. Dotson stated the second option to consider, which would probably be the least expensive, was to consider installing new individual thermostats for direct control of individual air handling units. Director Dotson responded to questions from the Board Members regarding repairs needed to the

HVAC system.

B. Director's Report

Lindsey Dotson, DDA Director

Director Dotson reminded the Board that there was a ribbon cutting scheduled for Fat Face on Wednesday, April 26th at 11:00 a.m.

7. Old Business

A. Resilient Lakeshore Heritage Grant Resolution Amendment

Director Dotson stated that they had a grammatical error in a Resolution that was approved and adopted in August and, since it was a minor correction, they can motion to correct the address and the grant application will still be valid.

Motion by Member Dreyer, seconded by Member Silva to amend Resolution 2022-08-22, supporting the application for the Resilient Lakeshore Heritage Grant on behalf of Spartiland, LLC for property located at 216 Bridge Street.

Whereas, the City of Charlevoix DDA has entered into an agreement with Spartiland LLC to complete the preservation work for the resource located at 216 Bridge Street, Charlevoix, MI 49720, and;

Whereas, the City of Charlevoix DDA will file an application to the Michigan State Historic Preservation Office (SHPO) for the Resilient Lakeshore Heritage Grant program in the amount of \$100,000 for the Storefront Restoration of the Buttars Building for the resource located at 216 Bridge Street, Charlevoix, MI 49720 and;

Whereas, the City of Charlevoix DDA and Spartiland LLC, owner of the property at 216 Bridge Street, Charlevoix, MI 49720, have entered into an agreement delineating the parties responsible for grant administration and related activities necessary for the successful completion of the project, and;

Whereas, the City of Charlevoix DDA has appointed Lindsey Dotson, Executive Director, as the Grant Project Manager;

Whereas, the City of Charlevoix DDA acknowledges that the Resilient Lakeshore Heritage Grant Program is an expense reimbursement program. The City of Charlevoix DDA authorizes expenditure in the amount of \$100,000 for the project work, with funds from the DDA Fund, and;

Whereas, the Spartiland LLC acknowledges that reimbursements may be made, upon request, at fifty percent (50%) completion following SHPO receipt of a reimbursement request and SHPO audit and acceptance of related financial documentation and that the remainder will be reimbursed upon completion of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds, and;

Whereas, upon approval of the application by the SHPO the Executive Director of the City of Charlevoix DDA shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;

Whereas, upon completion of the project, the Spartiland LLC shall be required to execute the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO;

RESOLVED, that City of Charlevoix DDA directs the Executive Director to file an application for a grant from the SHPO Resilient Lakeshore Heritage Grant Program for \$100,000, and;
RESOLVED, that the Executive Director be authorized to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.

Motion carried by unanimous voice vote.

8. New Business

A. Construction Promotion Discussion

Lindsey Dotson, DDA Director

Director Dotson stated this item was scheduled for discussion at the March meeting that was canceled, so some of the information has changed. Vice Chair Dipert stated that he contacted the Director in February because he was getting some negative feedback from the merchants but doing anything at this point was probably moot. Director Dotson stated that they were going to plan some additional activities along East Park during the last First Friday event on May 5th.

B. J. Bird Provisions Lease Renewal

Lindsey Dotson, DDA Director

Director Dotson reviewed the particulars of the lease renewal with J. Bird Provisions, which had included a 3% rent increase, but given information recently discovered related to the \$5,900 property tax bill that the tenant will have to pay, the tenant will be working with the assessor to go through a process to request valuation of the property to be reconsidered based on factors that would reduce its value. Director Dotson stated another request was made to not require Board approval for subleasing arrangements, which is in light of a partnership that is in the works with a local winery that would set up a tasting room within J. Bird. Discussion followed regarding the tenant's requests, the property valuation and taxes, the small claim appeal through the Michigan Tax Tribunal, and the requirement for full Board approval for any subleasing agreements.

Motion by Member Way, seconded by Member Oosthuizen to approve a 3-year lease renewal for 109 Bridge Park Drive with J. Bird Provisions setting aside (suspend) the 3% increase for this current year.

Yeas: Owens, Gennett, Oosthuizen, Scheller, Way

Nays: Dipert, Dreyer

Abstain: Silva

Absent: Bingham

Motion carried.

Motion by Member Way, seconded by Vice Chair Dipert to give the DDA Executive Committee permission to act regarding sublease agreements for the J. Bird property and to act within 72 hours on all things being considered.

Motion carried by unanimous voice vote.

C. Live on the Lake Summer Series

Lindsey Dotson, DDA Director

Director Dotson summarized the performances scheduled for the Live on the Lake Summer Series for 2023 and the Interlochen Public Radio "Sound Garden" project.

Motion by Vice Chair Dipert, seconded by Member Silva to approve the Live on the Lake series lineup for 2023.

Motion carried by unanimous voice vote.

D. Election of Officers Discussion

Lindsey Dotson, DDA Director

Motion by Member Dreyer, seconded by Vice Chair Dipert to nominate Maureen Owens for Chair for a one-year term ending in April 2024.

Motion carried by unanimous voice vote.

Motion by Member Silva, seconded by Member Way to nominate Kirby Dipert for Vice Chair for a one-year term ending in April 2024.

Motion carried by unanimous voice vote.

E. Contract Renewal: Bills Farm Market

Lindsey Dotson, DDA Director

Director Dotson stated that this proposal was for a 3-year agreement including labor costs to install wreaths, garland, and lights downtown during the holidays (installation in November, removal in January).

Motion by Member Oosthuizen, seconded by Member Scheller to approve a contract with Bill's Farm Market for holiday wreaths, garland, and light installment for 2023, 2024, & 2025 for an annual cost (per year) of \$3,157.45.

Motion carried by unanimous voice vote.

F. Cooperative Ad Campaign

Lindsey Dotson, DDA Director

Director Dotson stated that in order to push further into the digital realm of advertising, they will be working with MyNorth Media and 9&10 News and further described what the www.downtowncharlevoix.com website will look like once the digital campaign launches.

Motion by Member Silva, seconded by Mayor Gennett to approve the 2023-2024 Cooperative Ad Campaign in partnership with MyNorth Media.

Motion carried by unanimous voice vote.

G. Alleyway Improvement Grant Extensions

Lindsey Dotson, DDA Director

Director Dotson stated that in March 2022, the DDA Board awarded two Alleyway Improvement Grants to A Notable Way and the 211/215 Bridge Street project. The program requires that the work be completed within a year of the award, and both projects are still in progress. The grantees have requested a six-month extension, which has been recommended by the Design/Placemaking Committee.

Motion by Mayor Gennett, seconded by Member Way to grant a six-month extension to A Notable Way and 211/215 Bridge Street to complete projects related to the Alleyway

Improvements Grant Program.

Motion carried by unanimous voice vote.

9. Public Comment

Jonathan Scheel, Zoning Administrator for the City of Charlevoix, (re)introduced himself to the Board.

10. Request for Future Agenda Items

11. Board Comments

Mayor Gennett thanked the Board Members for stepping up and continuing to serve on the DDA Board.

12. Adjourn

Chair Owens adjourned the meeting at 6:20 p.m.

Sarah J. Dvoracek/fgm

City Clerk

Mauren Owens

Chair

CHARLEVOIX DDA MISSION

The mission of the Charlevoix DDA is to strengthen the year-round economic vitality of our vibrant historic business district through community efforts, events, and public/private partnerships while fostering a sense of community pride and ownership.

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, May 16, 2023

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners Present: Mitts Lee, Joan Buday, R.J. Waddell, Diane Sowa

Commissioners Absent: None

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

Chairperson Mitts Lee called the Meeting to Order at 2:15 p.m.

ADDITIONS TO THE AGENDA: Resolution V-23
Resolution VI-23

Approval of the April 18, 2023 Meeting Minutes along with Payables for April.

Motion made by Commissioner Sowa, seconded by Commissioner Buday to approve and accept the regular meeting minutes for April 18, 2023 along with the payables as presented.

Ayes: Lee, Buday, Waddell, Sowa

Nays: None

Absent: None

OLD BUSINESS: Huntington Bank updating Signer(s) with signatures.

Form letter of Huntington Bank was signed by all Commissioners of the Board including the Director-MPHC/CHC Annessa Haist.

NEW BUSINESS: SECTION 18 DISPOSITION – Offer Received

Lengthy discussion was had by all Commissioners along with the Director-MPHC/CHC Annessa Haist. A decision was made to move forward with a counter offer to the Department of Army/Real Estate Office. Delegation of Authority for Section 18 Disposition/Charlevoix Housing Commission Board Resolution VI-23 was spoke on and signed by President Mitts Lee, Vice President Joan Buday and Director-MPHC/CHC Annessa Haist.

Motion made by Commissioner Waddell to approve and sign the Charlevoix Housing Commission Board Resolution VI-23, Delegation of Authority for Section 18 Disposition. Seconded by Commissioner Sowa.

Ayes: Lee, Buday, Waddell, Sowa

Nays: None

Absent: None

Annessa Haist, Director MPHC/CHC then introduced and presented the **Charlevoix Housing Commission Resolution V-23**. HUD -mandated changes to the ACOP and Lease as required under HOTMA. Conversation was had with all of the Commissioners and Director. The Housing Opportunity Through Modernization Act of 2016 (HOTMA) was enacted on July 29, 2016. Some of the provisions in the original rule were enacted in 2018 and 2019.

The Final Rule on other areas of HOTMA were officially published in the Federal Register in the first quarter of 2023. The rule included New OVER-Income provisions. PHA's have until June 14, 2023 to fully implement the over-income requirements in the rule.

Motion made by Commissioner Waddell to move forward with the Resolution V-23 as written. Seconded by Commissioner Sowa.

Ayes: Lee, Buday, Waddell, Sowa

Nays: None

Absent: None

EXECUTIVE DIRECTOR'S REPORT: Update given on the Collateral Mortgage Title Issue in regards to it be resolved, per Director MPHC/CHC Annessa Haist.

Director MPHC/CHC Annessa Haist also updated the Commissioners in regards to the attorney letter of response of the property located at 207 W. Garfield, Charlevoix, MI.

Annessa Haist-Director MPHC/CHC along with Dan Murray/Maintenance Supervisor updated all of the Commissioners on the Sensor Project. Moving along with good responses and outcome. Should be in place by the end of the Summer of 2023.

Public Comment on subjects unrelated to Agenda Items: None

Adjournment: Commissioner Lee adjourn the meeting at 3:17 p.m.

Respectfully submitted and approved by;

A handwritten signature in black ink, appearing to read "Annessa Haist", written over a horizontal line.

Executive Director, Annessa Haist – CHC/MPHC

The next Board meeting is June 20, 2023 at 2:00 p.m. at the Pine River Place Community Room located at 210 W. Garfield St., Charlevoix, MI. 49720