



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

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - October 16, 2023
 - B. Accounts Payable and Payroll Check Registers
 - C. Renewal of Assessing Agreement with Up North Assessing, Inc.
 - D. Lease of Police Patrol Vehicle 2024
 - E. Purchase of JCB Scissor Lift for \$22,312
 - F. Updated transient and special event rates for the City Marina
 - G. Grand Traverse Band of Ottawa & Chippewa Indians Grant Application
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Recreation Department Software Purchase
Kent Knorr, Recreation Director
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments
 - C. Mayor and Council Comments
- 9. Other Council Business**
- 10. Adjourn**

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

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - October 16, 2023

Date: November 6, 2023

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. City Council Draft Meeting Minutes 10/16/2023

City of Charlevoix
City Council Regular Meeting Minutes
Monday, October 16, 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

A. Short Term Rental Program Report

Jonathan Scheel, Zoning Administrator

Jonathan Scheel, Zoning Administrator, provided an update on the short-term rental program. Mr. Scheel answered questions from Council.

Motion by Kalbfell, seconded by Spring to schedule a work session to discuss the short-term rental program in more detail at a future date.

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

Nays: None

Absent: None

Motion carried.

4. Inquiry Regarding Conflicts of Interest

Council Member Spring stated his residence is included in item 6C. Ordinance 843- Rezoning of Parcels, Council concurred that there is no conflict of interest.

5. Consent Agenda

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

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

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

Nays: None

Absent: None

Motion carried.

A. City Council Meeting Minutes - September 27, 2023 & October 2, 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
10/04/2023	Special Accounts Payable Run	\$2,421.90
10/13/2023	Payroll (net pay)	\$119,828.22
10/13/2023	Payroll Transmittal Checks	\$5,997.87
10/17/2023	Regular Accounts Payable	\$496,623.91
09/29/2023-10/13/2023	ACH/WIRE Payments	\$135,833.92
10/13/2023	Special A/P Tax Disbursement	\$95,886.34
Grand Total		\$856,592.16
To view the entire accounts payable and payroll check registers, please click here.		

C. Traverse City Dance Project Performance

Motion to approve the use of Odmark Pavilion on 07/31/2024 for the Traverse City Dance Project performance.

D. General Liability & Property Insurance 2023-24 Renewal

Motion to approve the renewal of the City's general liability and property insurance policy and Cyber liability insurance with the Michigan Township Participating Plan for \$144,132.00 for one year (November 1, 2023 - October 31, 2024).

6. Public Hearings and Actions Requiring Public Hearings

A. Public Hearing for Ordinance 841: Work in Environmental Impaired Areas

Mark Heydlauff, City Manager

City Manager Heydlauff stated this ordinance amendment was a request from the Environmental Protection Agency. Mr. Heydlauff answered questions from Council.

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

CITY OF CHARLEVOIX

Ordinance No. 841 of 2023

AN ORDINANCE TO AMEND AND ADD SECTION WORK IN ENVIRONMENTALLY IMPAIRED AREA TO THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS: The City of Charlevoix Code is hereby amended by adding a section, to be titled Work in Environmentally Impaired Area which shall read as follows:

SECTION 1. § ____ DEFINITIONS.

For the purpose of this subchapter, the following definitions apply unless the context clearly indicates or requires a different meaning.

CITY. The City of Charlevoix.

IMPACT AREA. The property located within the city and described as follows

Impact Area also includes the following road right of ways:

- The intersection of Newman Street and Grant Street and adjacent roadways
- A portion of Hamilton Place
- Portions of West Lincoln Avenue
- Portions of West Garfield Avenue
- A Portion of Mcleod Place from its intersection with West Garfield Avenue to beyond its intersection with West Lincoln Avenue

(1) In the City of Charlevoix, Charlevoix County, Michigan:

Table 1 Properties Requiring ICs Requiring Notification and Mitigation for Intrusive Activities	
Parcel ID	Address
Area A	
052-270-253-50	201 Garfield Avenue W
052-270-251-00	203 Garfield Avenue W
052-270-250-00	205 Garfield Avenue W
052-270-249-00	207 Garfield Avenue W
052-270-248-00	209 Garfield Avenue W
052-270-247-00	211 Garfield Avenue W
052-270-246-00	213 Garfield Avenue W
052-270-198-00	200 Lincoln Avenue W
052-270-199-00	204 Lincoln Avenue W
052-270-192-00	205 Lincoln Avenue W
052-270-191-00	207 Lincoln Avenue W
052-270-200-00	208 Lincoln Avenue W
052-270-190-00	209 Lincoln Avenue W
052-270-201-00	210 Lincoln Avenue W
052-270-202-00	214 Lincoln Avenue W
052-270-253-00	707 State Street
052-227-026-10	801 State Street
Area B	
052-362-006-10	100 Hurlbut Avenue W
052-362-005-00	102 Hurlbut Avenue W
052-362-006-00	701 Bridge Street
052-362-007-00	703 Bridge Street
Area C	
052-270-013-00	228 Antrim Street
052-270-013-50	230 Antrim Street
052-270-014-50	302 Antrim Street
052-270-014-00	401 Grant Street
052-290-000-00	305 Hurlbut Avenue W
052-270-070-50	230 Newman Street

EGLE. The Michigan Department of Energy, Great Lakes and the Environment, or its successor agency.

USEPA. The United States Environmental Protection Agency.

OSHA Occupational Safety and Health Administration.

§ ____ ECAVATION OF SOILS PROHIBITED; EXCEPTIONS.

No person, firm, association, corporation or any other entity shall excavate or engage in intrusive activities within the impact area, unless they first contact the USEPA prior to undertaking intrusive activities anywhere within the identified impacted area and ensure the mitigation of risks to construction workers (including municipal employees) with appropriate measures as required by OSHA.

§ ____ WORK WITHIN ROAD RIGHT OF WAY.

No person, firm, association, corporation or any other entity shall excavate or engage in intrusive activities within the road right of ways within the impact area, unless they first contact the USEPA prior to undertaking intrusive activities anywhere within the identified impacted area and ensure the mitigation of risks to construction workers (including municipal employees) with appropriate measures as required by OSHA.

§ ____ ISSUANCE OF PERMITS WITHIN IN THE IMPACT AREA.

The City will proof of compliance with this chapter before issuing any construction or building permits within the impacted area.

§ ____ NOTIFICATION TO USEPA AND EGLE.

If the city ever intends to amend or repeal this chapter, it shall notify the USEPA and EGLE, or their successors, of its intentions no less than 30 days before such amendment or repeal is enacted.

§ ____ NUISANCE PER SE.

A violation of this subchapter is hereby declared to be a public nuisance or nuisance per se and is declared to be offensive to the public health, safety and welfare.

§ ____ COURT ACTION FOR ABATEMENT OF NUISANCES.

The city may take civil action requesting injunctive relief against any person, firm, association, corporation or other entity found to be in violation of this subchapter. This abatement action shall be in addition to any penalty imposed by § 52.99(C) of this chapter.

§ ____ PENALTY.

(A) Any person violating any provision of this chapter for which no specific penalty is prescribed shall be subject to § 10.99 of this code of ordinances.

(B) Any person violating § 52.11 of this chapter shall, upon conviction thereof, be punished as prescribed in § 10.99 of this code of ordinances.

(C) Any person, firm, association, corporation or other entity who violates any provision of §§ 52.25 through 52.31 of this chapter shall be responsible for a municipal civil infraction, as defined in Public Act 12 of 1994, amending Public Act 236 of 1961, being M.C.L.A. §§ 600.101 through 600.9939, and shall be subject to a fine of not more than \$100. Each day §§ 52.25 through 52.31 of this chapter is violated shall be considered as a separate violation. Any action taken under this division (C) shall not prevent civil proceedings for abatement or termination of the prohibited activity permitted under § 52.31 of this chapter.

SECTION 2. 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 3. Effective Date.

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

Ordinance No. 841 was adopted on the 16th day of October 2023 A.D., by the Charlevoix City Council as follows:

Motion by Hagen, seconded by Kalbfell to approve the proposed ordinance amendment to add the section Working in Environmental Impaired Areas Ordinance to the City Code.

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

Nays: None

Absent: None

Motion carried.

B. Public Hearing: Ordinance 842- Zoning Ordinance Amendments-Housing Related

Jonathan Scheel, Zoning Administrator

Zoning Administrator Scheel provided Council with a detailed description of the Planning Commission's six-month process on the proposed zoning ordinance amendments. The proposed amendments were reviewed by the City Attorney. Mr. Scheel answered from Council. After discussion, Council concurred they needed more time to review the changes and wanted to wait until the Planning Commission made some other recommendations. No action was taken.

C. Public Hearing: Ordinance 843- Rezoning Parcels

Jonathan Scheel, Zoning Administrator

Zoning Administrator Scheel explained the Planning Commission's process for the rezoning of the proposed parcels, which included a public hearing, publications, subcommittee meetings, and mailing of notices. Mr. Scheel answered questions from Council.

Mayor Gennett opened the item for public comment. One was heard.

CITY OF CHARLEVOIX

ORDINANCE NO. 843 of 2023

AN ORDINANCE TO AMEND TITLE XV: LAND USAGE; SECTION 153.055; THE OFFICIAL ZONING MAP OF THE CITY OF CHARLEVOIX

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 153, Section 153.055 (B) of the City of Charlevoix Code is hereby amended to change the following parcels zoning districts as follows:

SECTION 2. Description of the amended rezone districts:

Rezone the following parcels, full described from R-1 Single Family District to R-2 Single Family District: in the City of Charlevoix, Charlevoix County, Michigan,

1. **510 W. Garfield Ave.** 52-227-001-25: COM AT S1/4 COR SEC 27 T34N R8W TH AL N &S1/4 LI SD SEC N00DEG56'18"E 1155.34 FT TO NWLY COR ROBERT & BARBARA TIMMS PROP DESC L242 P475 CX CO R/D FOR POB TH CONTAL SD 1/4 LI N00DEG56'18"E 147.12FT TO SLI GARFIELD AVE TH A S LI GARFIELD AVE S89DEG41'39"E 148FT TH S00DEG56'18"W 147.16FT TO NLY LI SD TIMMS PROP TH AL SD LI N89DEG40'45"W 148FT TO POB BEING PT SW1/4 OF SE1/4 SEC 27 T34N R8W 95SP1094 FROM 227-001-100
2. **508 W. Garfield Ave.** 052-227-001-20: COM AT S1/4 COR SEC 27 T34N R8W TH AL N&S1/4 LI SD SEC N00DEG56'18"E 1155.34FT TO NWLY COR ROBERT & BARBARA TIMMS PROP DESC L242 P475 CX CO R/D TH CONT AL SD 1/4 LI N00DEG56'18"E 147.12FT TO S LI GARFIELD AVE SD PT BEING S00DEG56'18"W 16.5FT OF INTER S1/8 LI WI N&S1/4 LI SD SEC TH AL S LI SD AVE S89DEG41'39"E 148 FT FOR POB TH CONT S89DEG41'39"E 74FT THS00DEG04'11"E 138.69FT TO NLY LI SD TIMMS PROP TH AL SD PROP LI N85DEG11'48"W 47.16FT TH CONTAL SD LI S00DEG41'09"W 12.17FT(RECD AS 11.80FT) TH CONT AL SD LI N89DEG40'45"W 29.43FT TH N00DEG56'18" E 147.16FT TO POB BEING PT OF SW1/4 OF SE1/4 SEC 27 T34N R8W 95SP1094 FROM 227-001-10
3. **601 Sheridan St.** 052-227-001-15: COM AT S 1/4 COR SEC 27 T34N R8W TH AL N&S 1/4 LI SD SEC N00DEG56'18"E 1302.46 FT TO S LI GARFIELD AVE SD PT BEING S00 DEG56'18"W 16.5FT OF INTER OF S 1/8 LI WI N&S 1/4 LI SD SEC TH AL S LI SD AVE S88DEG41'39"E 222FT BEING POB TH CONT AL SD LI S89DEG41'39"E 161.16FT TO NWLY LI NORWOOD RD TH AL SD RD LI S20DEG14'23"W 156.47FT TO NELY COR OF ROBERT & BARBARATIMMS PROP DESC IN L242 P475 CHX CO REC TH AL NLY LI OF SD TIMMS PROP N85DEG11' 48"W 107.23FT TH N00DEG04'11"W 138.69FT TO POB BEING PART OF SW 1/4 OF SE 1/4 SEC 27 T34N R8W PARCEL A 90SP 1189 FROM 227-001-00
4. **602 Sheridan St.** 052-227-009-00: BEG AT PT ON ELY LI OF STATE RD 2 RDS S OF INTERSECTION OF E&W1/8 LI OF SEC 27 T34N R8W WI ELY LI OF STATE RD TH E 84.5FT TH S 120 FT TH W TO ELY LI OF STATE RD TH NELY AL ELY LI OF STATE RD TO POB
5. **603 Sheridan St.** 052-227-002-00: BEG ON THE N&S 1/4 LI SEC 27 T34N R8W 163.5 FT S OF THE S 1/8 LI SD SEC TH E PARA WITH SD S 1/8 LI 177.13 FT TH N PARA WITH SD N&S 1/4 LI 11.8 FT TH SE'LY 154.1 FT TO NW'LY LI OF NORWOOD RD TO A PTE WHICH IS PARA WITH SD S 1/8 LI AND PASSES THRU THE POB TH SW'LY AL SD NW'LY LI OF SD RD 90.28 FT TH NW'LY AT AN ANG OF 81DEG10'53" TO THE RIGHT FROM LAST DESC CRSE 85.40 FT TH SW'LY AT AN ANG OF 13DEG08'06" TO THE LEFT FROM LAST DESC CRSE 217.05 FT TO SD N&S 1/4 LI TH N AL SD 1/4 LI 75FT TO POB BEING PT OF SW 1/4 OF SE 1/4 SEC 27 T34N R8W PREVIOUSLY DESCRIBED AS: BEG ON N&S1/4 LI SEC 27 T34N R8W 163.5FTS OF S1/8 LI SD SEC TH E PARA WI S1/8 LI 177.13 FT TH N PARA WI SD N&S1/4 LI 11.8FT TH SELY 154.1 FT TO NWLY LI NORWOOD RD SD ST BEING ON LI WHICH IS PARA WI SDS1/8 LI & WHICH PASSES THRU POB TH SWLY AL NWLY LI SD RD TO INTER WI S LI OF N 492 FT OF SW1/4 OF SE1/4 SD SEC BEING ONN LI OF FORMER EARL MILLER PROP TH WLY AL NLY LI SD MILLER PROP TO SD N&S1/4 LI TH NLY AL SD 1/4 LI TO POB BEING PT OF SW1/4 OF SE1/4 SEC 27-34-8
6. **604 Sheridan St.** 052-227-011-00: N 60 FT OF FOLLOWING:COM 5 RDS & 2 FT E & 153

FT S OF INTER OF E&W1/8 LI SEC 27 T34N R8W WI E LI OF EMMET & GRAND TRAV
STATE RD TH S 120 FT TO N LI OF ROBINSONAVE CLARKS ADD IF EXTEND TH DUE W TO
E LI OF E> STATE RD TH NELY AL E LI SD STATE RD TO PT DUE W OF POB TH E TO POB
BEING PT OF SW1/4 OF SE1/4 SEC 27-34-8

7. **605 Sheridan St.** 052-227-003-00: BEG ON THE N&S 1/4 LI SEC 27 T34N R8W 163.5 FT S OF THE S 1/8 LI SD SEC TH E PARA WITH SD S 1/8 LI 177.13 FT TH N PARA WITH SD N&S 1/4 LI 11.8 FT TH SE'LY 154.1 FT TO NW'LY LI OF NORWOOD RD TO A PTE WHICH IS PARA WITH SD S 1/8 LI AND PASSES THRU THE POB TH SW'LY AL THE NW'LY OF SD RD TO ITS INTER W/ THE S LI OF THE N 492 FT TO THE SW 1/4 OF SE 1/4 SD SEC BEING THE N LI OF THE FORMER EARL W MILLER PROP TH W'LY AL THE N'LY LI OF SD MILLER PROP TO SD N & S 1/4 LI TH N'LY AL SD 1/4 LI TO POB BEING PT OF THE SW 1/4 OF SE 1/4 SEC 27 T34N R8W EXC BEG ON THE N&S 1/4 LI SEC 27 T34N R8W 163.5 FT S OF THE S 1/8 LI SD SEC TH E PARA WITH SD S 1/8 LI 177.13 FT TH N PARA WITH SD N&S 1/4 LI 11.8 FT TH SE'LY 154.1 FT TO NW'LY LI OF NORWOOD RD TO A PTE WHICH IS PARA WITH SD S 1/8 LI AND PASSES THRU THE POB TH SW'LY AL SD NW'LY LI OF SD RD 90.28 FT TH NW'LY AT AN ANG OF 81DEG10'53" TO THE RIGHT FROM LAST DESC CRSE 85.40 FT TH SW'LY AT AN ANG OF 13DEG08'06" TO THE LEFT FROM LAST DESC CRSE 217.05 FT TO SD N&S 1/4 LI TH N AL SD 1/4 LI 75FT TO POB BEING PT OF SW 1/4 OF SE 1/4 SEC 27 T34N R8W PREVIOUSLY DESCRIBED AS: BEG 235.5 FT S OF NW COR OF S1/2 SE1/4 SEC 27 T34N R8W TH S 256.5 FT TH E TO WLY LI OF STATE RD TH NELY AL STATE RD TO PT E OF PT OF POB TH W TO POB PT SEC 27-34-8
8. **608 Sheridan St.** 052-227-010-00: BEG 84.5 FT E & 153 FT S INTERSECTION E&W1/8 LI SEC 27 T34N R8W WI ELY LI STATE RD S 120 FT W TO ELY LI RD NELY ALG RD TO PT W OF POB E TO POB EX:N 60FT
9. **610 Sheridan St.** 052-227-012-00: BEG 84.5 FT E & 273 FT S INTERSECTION E &W1/8 LI SEC 27 T34N R8W WI ELY LI STATE RD TH S 233.5 FT TH W TO ELY LI SD RD THNELY AL SD RD TO PT W OF POB TH E TO POB
10. **611 Sheridan St.** 052-227-005-00: COM AT A PT 40 RDS N OF SW COR OF S1/2 OF SE1/4 SEC 27 T34N R8W TH E 16 RDS TH N 10 RDS TH W 16 RDS TH S AL 1/4 LI TO POB EX:THAT PT LYING ELY OF NORWOOD RD
11. **612 Sheridan St.** 052-227-012-15: COM ON E LI EMMET GRAND TRAV STATE RD 2 RDS S FRM PT WHERE E&W1/8 LI INTER SD STATE RD IN S1/2 OF SE1/4 SEC 27 T34N R8W TH E 5 RDS 2FT TH S 548.5FT TH W132.5FT FOR POB TH N9DEG16'30"E 75.99FT TH W 120.25FT M/L TO E LI SD RD TH SLY AL SD RD 79.14FT TO PT W OF POB TH E 132.5FT M/L TO POB BEING PT S1/2 OF SE1/4 SEC 27-34-8 ALSO BEG AT A PT 660FT N & 264FT E OF SW COR OF SE1/4 SEC 27 T34N R8W TH N TO E LI STATE RD TH SWLY AL E LI SD RD TO A PT W OF POB TH E TO POB ALSO BEG 672.5FT N & 264FT E OF SW COR OF SE1/4 SEC 27-34-8 TH E 99FT TH N 66FT TH W 99FT TH S 66FT TO POB PT OF SW1/4 OF SE1/4 SEC 27-34-8 COMBINATION on 03/22/2004 from 052-227-004-20, 052-227-012-10
12. **000 Whitley St.** 052-227-012-20: COM ON E LI EMMET-GRAND TRAV STATE RD 2 RDS S FRM PT WHERE E&W 1/8 LI INTER SD RD IN S 1/2 OF SE 1/4 SEC 27 T34N R8W TH E 5 RDS 2 FT TH S 473.5 FT FOR POB TH CONT S 75 FT TH W 132.5 FT TH N9 DEG 16'30"E 75.99 FT TH E 120.25 FT M/L TO POB BEING PART OF S 1/2 OF SE 1/4 SEC 27-34-8.
13. **819 Whitley St.** 052-227-013-00: BEG 536 FT E & 640.5 FT N SW COR SE1/4 SEC 27 T34N R8W N 98 FT W 173 FT S 66 FT W 99 FT S 12.5 FT W TO SE'LY LI STATE RD SWLY ALG RD TO PT W OF BEG E TO BEG PT SEC 27-34-8.

14. **000 Sheridan St.** 052-227-006-00: BEG 660 FT S OF NW COR S1/2 SE1/4 SEC 27 T34N R8W TH S 198 FT TH E TO WLY LI STATE RD TH NELY AL STATE RD TO PT E OF POB TH W TO POB PT SEC 27-34-8
15. **621 Sheridan St.** 052-227-008-00: BEG AT A PT ON N & S 1/4 LI 28 RDS N OF SW COR OF S 1/2 OF SE 1/4 TH E TO W LI OF STATE RD TH SW'LY AL W LI OF SD RD 100 FT TH W TO N & S 1/4 LI TH N TO POB BEING PT OF S 1/2 OF SE 1/4 SEC 27-34-8.
16. **000 Sheridan St.** 052-227-007-00: SEC 27 T34N R8W COM 28 RDS N OF SW COR OF S 1/2 OF SE 1/4 S ON 1/4 LI TO W LI O OF STATE RD NE AL W LI DUE E OF BEGW TO BEG EX: BEG AT PT ON N & S 1/4 LI 28 RD N OF SW COR S 1/2 OF SE 1/4 TH E TO W LI OF STATE RD TH SW'LY AL W LI OF SD RD 100 FT TH W TO N & S 1/4 LI TH N TO POB BEING PT OF S 1/2 OF SE 1/4 27-34-8.
17. **107 Stover Rd** 052-335-050-00 COM AT INTER OF MAY & STOVER MAY BEING ON W1/8 LI OF SEC 35 T34N R8W W ALG C/L STOVER 244 FT BEING POB CONT W ALG SD RD 102.5 FT TO SW COR FRED DECASTRO PROP N ALG W LI DECASTRO PROPERTY 315 FT E PARASTOVER TO PT 244 FT W C/L MAY ST TO POB PT SW1/4 OF NW1/4 SEC 35-34-8 SUB TO R/W OF STOVER RD

Rezone the following parcels, fully described from (GC) General commercial to R-4 Multi Family District: in the City of Charlevoix, Charlevoix County, Michigan,

1. **743 Petoskey Ave** 052-123-075-00: BEG 840.4 FT W E1/4 COR SEC 23 T34N R8W W ON 1/4 LI 138 FT S TO N LI PETOSKEY AVE ELY ON SD AVE TO PT S OF POB N TO POB PT N1/2 SE1/4 SEC 23 T34N R8W; NOW MORE PARTICULARLY DESCRIBED AS: COM AT WELL BOX @ E.K. ROBINSON'S (COUNTY SURVEYOR) POSITION OF THE E1/4 COR SEC 23 T34N R8W TH AL E.K. ROBINSON'S E&W1/4 LI SD SEC N89DEG55'52"W 842.82 FT (RECD AS 840.4 FT & MEAS 840.60 FT FROM DC NETTLETON'S DEPUTY COUNTY SURVEYOR, E1/4 COR) FOR POB TH S00DEG05'02"W (RECD AS S) 31.90 FT TH CONT S00DEG05'02"W (RECD AS S) 1.10 FT TO S LI DIVISION ST TH CONT S00DEG05'01"W (RECD AS S) 382.66 FT TO N LI PETOSKEY AVE TH AL SD AVE LI S69DEG01'16"W 147.88 FT TO E LI CITY OF CHARLEVOIX PROP TH AL E LI SD CITY'S PROP N00DEG05'01"E (RECD AS N) 435.77 FT TO S RD LI TH CONT N00DEG05'01"E (RECD AS N) 33 FT TO SD ROBINSON'S 1/4 LI TH AL E&W1/4 LI S89DEG55'52"E 138 FT TO POB BEING PT NE1/4 OF SE1/4 SEC 23-34-8
2. **745 Petoskey Ave** 052-123-076-00: COM 737.9 FT W E1/4 COR SEC 23 T34N R8W S0DEG09'E 406.8 FT TO C/L PETOSKEY AVE S69DEG 06'W ON PETOSKEY AVE 108.55 FT N0DEG17'W 445.5 FT TO E&W 1/4 LI E ON 1/4 LI 102.5 FT TO POB PT NE1/4 OF SE1/4
3. **747 Petoskey Ave** 052-123-077-00: COM AT A PT 737.9 FT W OF E1/4 POST SEC 23 T34N R8W TH S0DEG09'E 406.8 FT TO C/L PETOSKEY AVE TH N69DEG06'E AL SD C/L 59.2 FT TH N 406 FT TH W AL 1/4 LI SEC 23 56 FT TO POB ALSO DESC AS: BEG AT A PT 684.09 FT W OF 1/4 POST BETWEEN SEC 23&24 S 384.12 FT TO C/L OF PETOSKEY AVE TH SW'LY AL C/L OF PETOSKEY AVE 59.20 FT TH N TO 1/4 LI TH E 56.00 FT TO POB BEING PT OF N 1/2 OF SE 1/4 OF SEC 23 T34N R8W
4. **680 Division Street** 052-123-079-10: COM AT THE E 1/4 COR OF SEC 23 T34N R8W TH AL THE E-W 1/4 LI OF SD SEC N89°26'22"W 600.19 FT TO A PT IN THE C\L OF DIVISION ST BEING

THE POB TH CONT AL SD 1/4 LI N89°26'22"W 81.74 FT TH S00°29'50"W 32.93 FT TO A 1 INCH PIPE ON THE S LI OF SD ST TH CONT S00°29'50"W 142.88 FT TO A 1 INCH PIPE TH S89°24'59"E 66.73 FT TO A 1 INCH PIPE TH CONT S89°24'59"E 15.68 FT TO A 1/2" IR ROD TH N00°16'58"E 142.96 FT TO A 1/2" IR ROD ON THE S LI OF SD ST TH CONT N00°16'58"E 32.89 FT TO THE POB BEING A PT OF THE NE 1/4 OF THE SE 1/4 OF SEC 23 T34N R8W AND CONT 0.331 A COMBINED ON 12/09/2022 FROM 052-123-079-00 & PT OF 052-123-080-00

5. **755 Petoskey Ave** 052-123-080-10: COM AT THE E 1/4 COR OF SEC 23 T34N R8W TH AL THE E-W 1/4 LI OF SD SEC N89°26'22"W 489.99 FT (REC AS 490.05 FT) TO A PT IN THE C\L OF DIVISION ST BEING THE POB TH CONT N89°26'22"W 110.20 FT TH S00°16'58"W 32.89 FT TO A 1/2" IR ROD ON THE S LI OF DIVISION ST TH CONT S00°16'58"W 287.44 FT TO A PK NAIL ON THE N LI OF PETOSKEY AVE (US-31) TH CONT S00°16'58"W 32.16 FT TO THE C\L OF SD AVE TH AL THE C\L OF SD AVE N69°55'01"E 116.29 FT TH N00°30'04"E 33.14 FT TO A 1/2" IR ROD ON THE N LI OF SD AVE TH CONT N00°30'04"E 245.42 FT TO A 1/2" SQUARE BAR ON THE S LI OF SD ST TH CONT N00°30'04"E 32.93 FT TO THE POB BEING A PT OF THE NE 1/4 OF THE SE 1/4 OF SEC 23 T34N R8W AND CONT 0.835 A SPLIT ON 12/09/2022 FROM 052-123-080-00

Rezone the following parcels, full described from (R-2A) Residential to R-1 Residential District: In the City of Charlevoix, Charlevoix County, Michigan,

1. **106 Dixon Ave.** E 052-126-037-15: BEG AT PT ON S LI OF DIXON AVE 294.5FT E OF E LI OF MICH AVE TH CONT E AL SD DIXON AVE 74.5FT TH S 198FT TH W 74.5FT TH N11DEG17'50"E 53.45FT TH N7DEG57'W 56FT TH N1DEG43'58"W 90.16FT TO POB BEING PT GOV LOT 2 SEC 26-34-8 .321A 97SP0996 FROM 126-037-00

2. **106 Dixon Ave.** E 052-126-037-10: BEG AT PT ON S LI OF DIXON AVE 220 FT E OF E LI OF MICH AVE TH S 198FT TH E 74.5 TH N11DEG17'50"E 53.45FT TH N7DEG57'W 56FT TH N1DEG43'58"W 90.16FT TO S LI OF DIXON AVE TH AL SD DIXON AVE W 74.5FT TO POB BEING PT GOV LOT 2 SEC 26-34-8 .356A 97SP0996 FROM 126-037-00

3. **304 Michigan Avenue** 052-153-001-00: LOTS 1 & 2 OF BLOCK 3 OF DIXONS ADDITION

4. **1032 May Street** 052-335-062-20 87SP/COMB 335-062-10/335-062-00 PT OF SE 1/4 OF NW 1/4 OF SEC 35 T34N R8W DESC AS COM AT INTERS C/L MAY ST & STOVER RD IN CITY OF CX TH E AL C/L OF SD STOVER RD 238.37 FT TH N 269.94 FT TH W 238.37 FT TO C/L OF SD MAY ST TH S ON C/L OF SD MAY ST 269.94 FT TO POB EX: COM AT 5/8 IN BAR AT W 1/4 COR OF SEC 35-34-8 TH N 0DEG 49'24"W AL W LI OF SD SEC 1229.33 FT TH N 89DEG 42'35"E 1320.49 FT TO W 1/8 LI OF SD SEC TH S 0DEG 49'59" E 411.6 FT TO PT IN C/L OF MAY ST HAVING BEEN RECD AS 27.78 CHS S OF N LI OF SD SEC BEING POB OF DESC TH N 89DEG 41'16"E 238.2 FT (RECD AS E 238.37 FT) TO A T-IR ST TH S 0DEG 51'12"E 9RECD AS S) 100 FT TO 1/2 IN ROD TH S 89DEG 41'16-"W 238.24 FT TO SD W 1/8 LI TH N 0DEG 49'59"W (RECD AS N) AL SD 1/8 LINES & AL C/L OF SD RD 100 FT TO POB BEING PT OF SE 1/4 OF NW 1/4 SEC 35-34-8.

The City of Charlevoix Planning Commission is proposing to rezone the following parcels, full described from (R-2A) Residential to R-2 Residential District: in the City of Charlevoix, Charlevoix County, Michigan,

1. **305 & 307 Crain Street** 052-280-045-00: R2 WESTPORT LOTS 45 & 48
2. **107 Stover Rd** 052-335-050-00: COM AT INTER OF MAY & STOVER MAY BEING ON W1/8 LI OF SEC 35 T34N R8W W ALG C/L STOVER 244 FT BEING POB CONT W ALG SD RD102.5FT TO SW COR FRED DECASTRO PROP N ALG W LI DECASTRO PROPERTY 315 FT E PARASTOVER TO PT 244 FT W C/L MAY ST TO POB PT SW1/4 OF NW1/4 SEC 35-34-8 SUB TO R/WOF STOVER RD

SECTION 3. Severability

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

SECTION 4. Effective Date

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

Motion by Kalbfell, seconded by Hagen to approve Ordinance Amendment 843 of 2023 as presented.

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

Nays: None

Absent: None

Motion carried.

7. All Other Actions and Requests

A. Verizon Small Cell Pole Central Business District

Jonathan Scheel, Zoning Administrator

Zoning Administrator Scheel explained the definition of a small cell pole tower. Mr. Scheel explained Verizon's application and plan for the small cell pole installation. City Manager Heydlauff and Mr. Scheel answered questions from Council.

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

Motion by Parr, seconded by Spring to approve the small cell pole application as presented.

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

Nays: None

Absent: None

Motion carried.

B. 2024 City Council Goals

Mark Heydlauff, City Manager

City Manager Heydlauff stated he revised the City Council's goals from comments provided in the goal work session.

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

Motion by Spring, seconded by Parr to adopt the 2024 City Council Goals as presented.

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

Nays: None

Absent: None

Motion carried.

8. Reports and Communications

A. Public Comment

- Tim Kish stated his concerns about short-term rentals
- Shawn Coughlin stated his concerns about short-term rentals

B. City Manager's Comments

- One of our high service water pumps is in need of emergency repair
- We had a successful Applefest weekend with the changes
- Shared a recap of the South Haven Mayor Exchange trip

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:58 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: November 6, 2023

Presented By:

Background:

Recommendation:

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

Attachments:

1. Check Registers 11-06-23 Agenda

Check Number	Payee	Amount
10/24/2023		
140855	AT&T	1,634.05
140856	AT&T MOBILITY	822.17
140857	CARQUEST OF CHARLEVOIX	1,016.37
140858	CHARLEVOIX STATE BANK	21,956.77
140859	CHARLEVOIX TOWNSHIP TREASURE	78.43
140860	CHARTER COMMUNICATIONS	790.10
140861	CHARTER COMMUNICATIONS OPERA	78.18
140862	DELTA DENTAL	3,200.51
140863	GREAT LAKES ENERGY	196.88
140864	PRIORITY HEALTH	45,840.85
140865	RANGE TELECOMMUNICATIONS	206.00
140866	VSP INSURANCE CO. (CT)	530.55
140867	WEX BANK	8,665.62
Total 10/24/2023:		85,016.48
Grand Totals:		85,016.48

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

10/24/23 Special Accounts Payable Run	\$ 85,016.48
10/27/23 Payroll (net pay)	\$ 110,225.75
10/27/23 Payroll Transmittal Checks	\$ 5,748.08
11/07/23 Regular Accounts Payable	\$ 344,218.07

Checks Sub-Total: \$ 545,208.38

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

10/16/23 MI Public Power Agency	\$ 48,009.77
10/20/23 Enterprise FM Trust (fleet lease)	\$ 4,326.98
10/23/23 MI Public Power Agency	\$ 14,956.50
10/25/23 MI Public Power Agency	\$ 231,989.29
10/27/23 IRS (Payroll Tax Deposit)	\$ 39,923.71
10/27/23 Alerus Financial (HCSP)	\$ 558.00
10/27/23 Vantagepoint (401 Plan)	\$ 1,094.68
10/27/23 Vantagepoint (457 Plan)	\$ 19,759.78
10/27/23 Vantagepoint (Roth IRA)	\$ 1,190.00
10/27/23 State of MI (Withholding Tax)	\$ 5,897.91
10/27/23 MERS (Defined Benefit Plan)	\$ 55,513.68
10/30/23 MI Public Power Agency	\$ 13,112.22

ACH Sub-Total: \$ 436,332.52

Huntington National Bank Total: \$ 981,540.90

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

10/26/23 Special A/P Tax Disbursement	\$ 57,223.74
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Charlevoix State Bank Total: \$ 57,223.74

Grand Total: \$ 1,038,764.64

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/21/2023	PC	10/27/2023	38409	HEYDLAUFF, MARK L.	102		3,491.17
10/21/2023	PC	10/27/2023	38410	DVORACEK, SARAH J.	105		2,237.64
10/21/2023	PC	10/27/2023	38411	DEROSIA, PATRICIA E.	107		1,104.50
10/21/2023	PC	10/27/2023	38412	DOTSON, LINDSEY J.	109		1,657.91
10/21/2023	PC	10/27/2023	38413	KLOOSTER, ALIDA K.	121		2,019.14
10/21/2023	PC	10/27/2023	38414	BARNEVELD, RICHELLE	123		1,270.36
10/21/2023	PC	10/27/2023	38415	SCHULZ, GINNY L.	125		1,560.72
10/21/2023	PC	10/27/2023	38416	BRADLEY, KATHLEEN R.	126		523.63
10/21/2023	PC	10/27/2023	38417	MILLER, FAITH G.	142		53.13
10/21/2023	PC	10/27/2023	38418	MCGINN, KELLY A.	146		2,296.62
10/21/2023	PC	10/27/2023	38419	SCHEEL, JONATHAN D.	149		1,799.51
10/21/2023	PC	10/27/2023	38420	MCDONNELL, JILL L.	202		2,242.88
10/21/2023	PC	10/27/2023	38421	SCHOLEY, ROBERT W.	204		2,006.21
10/21/2023	PC	10/27/2023	38422	UMULIS, MATTHEW T.	205		1,752.28
10/21/2023	PC	10/27/2023	38423	ORBAN, BARBARA K.	209		1,314.52
10/21/2023	PC	10/27/2023	38424	RILEY, DENISE M.	213		566.80
10/21/2023	PC	10/27/2023	38425	MUNK, CHRISTOPHER J.	215		1,532.42
10/21/2023	PC	10/27/2023	38426	CHRISTIANSEN, BRIAN D	218		1,709.93
10/21/2023	PC	10/27/2023	38427	YOUNG, KRISTEN L.	230		1,485.12
10/21/2023	PC	10/27/2023	38428	MACGILLIVRAY, ROGER	244		59.10
10/21/2023	PC	10/27/2023	38429	DOTSON, WILLIAM R.	249		584.35
10/21/2023	PC	10/27/2023	38430	WURST, RANDALL W.	411		1,787.43
10/21/2023	PC	10/27/2023	38431	HILLING, NICHOLAS A.	413		2,052.30
10/21/2023	PC	10/27/2023	38432	MEIER III, CHARLES A.	421		1,484.09
10/21/2023	PC	10/27/2023	38433	ZACHARIAS, STEVEN B.	422		1,513.35
10/21/2023	PC	10/27/2023	38434	NEWMAN, MARK J.	424		1,566.84
10/21/2023	PC	10/27/2023	38435	LOUGHMILLER, JOHN A.	425		1,875.69
10/21/2023	PC	10/27/2023	38436	GRIFFITH, JOHN J.	500		2,526.09
10/21/2023	PC	10/27/2023	38437	EATON, BRAD A.	515		2,676.01
10/21/2023	PC	10/27/2023	38438	WILSON, TIMOTHY J.	516		2,880.17
10/21/2023	PC	10/27/2023	38439	LAVOIE, RICHARD L.	519		1,694.47
10/21/2023	PC	10/27/2023	38440	STEVENS, BRANDON C.	521		2,623.56
10/21/2023	PC	10/27/2023	38441	WHITLEY, ANDREW T.	522		2,786.61
10/21/2023	PC	10/27/2023	38442	FARRELL, MITCHELL L.	524		1,950.65
10/21/2023	PC	10/27/2023	38443	ANDERSON, ELIZABETH	526		1,400.89
10/21/2023	PC	10/27/2023	38444	KENWABIKISE, DAVID L.	528		1,257.30
10/21/2023	PC	10/27/2023	38445	ELLIOTT, PATRICK M.	600		3,201.08
10/21/2023	PC	10/27/2023	38446	MORRISON, KEVIN P.	601		1,824.40
10/21/2023	PC	10/27/2023	38447	SCHWARTZFISHER, JOS	603		1,123.29
10/21/2023	PC	10/27/2023	38448	BRADLEY, KELLY R.	614		1,374.72
10/21/2023	PC	10/27/2023	38449	HART II, DELBERT W.	616		1,880.04
10/21/2023	PC	10/27/2023	38450	JONES, ROBERT F.	618		1,708.66
10/21/2023	PC	10/27/2023	38451	THORP JR, WILLIAM D.	623		1,814.33
10/21/2023	PC	10/27/2023	38452	LEITNER, RYAN S.	624		1,719.95
10/21/2023	PC	10/27/2023	38453	NOWKA, STEPHEN P.	626		1,698.50
10/21/2023	PC	10/27/2023	38454	REID, ROB A.	632		1,116.30
10/21/2023	PC	10/27/2023	38455	DORAN, JUSTIN J.	634		2,378.61
10/21/2023	PC	10/27/2023	38456	NEDWICK, DAVID J.	642		795.68
10/21/2023	PC	10/27/2023	38457	FINNERTY, HOLLY E.	669		824.82
10/21/2023	PC	10/27/2023	38458	POIROT, KENNETH R.	673		851.72
10/21/2023	PC	10/27/2023	38459	VENTZKE, COLE C.	674		839.46
10/21/2023	PC	10/27/2023	38460	WILSON, GARRETT L.	687		735.70
10/21/2023	PC	10/27/2023	38461	CRANDELL, ZACKARY R.	691		972.57
10/21/2023	PC	10/27/2023	38462	RABIDEAU, JACOB L.	696		930.52
10/21/2023	PC	10/27/2023	38463	BORTHS, MICHAEL J.	698		805.80
10/21/2023	PC	10/27/2023	38464	KNORR, KENT J.	700		2,223.43
10/21/2023	PC	10/27/2023	38465	ANZELL, BETH A.	702		1,546.17

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/21/2023	PC	10/27/2023	38466	STEBE, LAURA A.	703		27.70
10/21/2023	PC	10/27/2023	38467	MCDERMOTT, DENNIS J.	732		2,046.05
10/21/2023	PC	10/27/2023	38468	JASURDA, DONALD J.	748		784.29
10/21/2023	PC	10/27/2023	38469	DORST, KRISTA M.	749		521.87
10/21/2023	PC	10/27/2023	38470	PARRISH, SAMANTHA K.	750		260.93
10/21/2023	PC	10/27/2023	38471	WHITE III, MARCUS W.	754		1,092.01
10/21/2023	PC	10/27/2023	38472	CARUSELLO, JACOB M.	755		501.62
10/21/2023	PC	10/27/2023	38473	SNYDER, JACOB M.	756		530.70
10/21/2023	PC	10/27/2023	38474	CUNNINGHAM, ABIGAIL A.	759		617.26
10/21/2023	PC	10/27/2023	38475	PHILP, DAVAYAH A.	781		530.70
10/21/2023	PC	10/27/2023	38476	DRENTH, DOUGLAS A.	838		733.50
10/21/2023	PC	10/27/2023	38477	GILL, DAVID R.	856		900.69
10/21/2023	PC	10/27/2023	38478	LIVINGSTON, BRIAN D.	866		2,135.26
10/21/2023	PC	10/27/2023	38479	KLOOSTER, PATRICK H.	868		333.01
10/21/2023	PC	10/27/2023	38480	DIETRICH, ARLENE M.	871		92.35
10/21/2023	PC	10/27/2023	38481	CUDD, ROBERT M.	875		360.34
10/21/2023	PC	10/27/2023	38482	EWALT, BRIAN W.	901		2,248.37
10/21/2023	PC	10/27/2023	38483	OLIVER, GRANT T.	915		1,211.78
10/21/2023	PC	10/27/2023	38484	POSTMUS, ANTHONY H.	916		1,276.20
10/21/2023	PC	10/27/2023	38485	DOUGLAS, MARK	935		1,350.22
10/21/2023	PC	10/27/2023	38486	FRATRICK, JOSEPH W.	940		325.95
10/21/2023	PC	10/27/2023	38487	KENEWELL, DAVID J.	943		503.13
10/21/2023	PC	10/27/2023	140868	COX, RONALD L.	869		132.68
Grand Totals:			80				110,225.75

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Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/21/2023	10/27/2023	140876	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,130.58
10/21/2023	10/27/2023	140877	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	69.80
10/21/2023	10/27/2023	140877	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	390.05
10/21/2023	10/27/2023	140878	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,500.00
10/21/2023	10/27/2023	140879	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	641.14
10/21/2023	10/27/2023	140880	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
10/21/2023	10/27/2023	140881	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,539.03
10/21/2023	10/27/2023	140882	THE HARTFORD	9035	LIFE - VOLUNTARY Pay Period:	266.34
10/21/2023	10/27/2023	140882	THE HARTFORD	9035	SPOUSE LIFE Pay Period: 10/21	49.76
10/21/2023	10/27/2023	140882	THE HARTFORD	9035	CHILD LIFE Pay Period: 10/21/2	9.58
10/21/2023	10/27/2023	140882	THE HARTFORD	9035	AD&D - VOLUNTARY Pay Period	26.39
10/21/2023	10/27/2023	140882	THE HARTFORD	9035	SPOUSE AD&D Pay Period: 10/2	4.81
10/21/2023	10/27/2023	140882	THE HARTFORD	9035	CHILD AD&D Pay Period: 10/21/	4.05
Grand Totals:		13				5,748.08



Check Number	Payee	Amount
11/07/2023		
140883	AB TOOLS LLC	1,721.65
140884	AMAZON CAPITAL SERVICES	1,483.04
140885	ANDERSON, ELIZABETH A.	50.00
140886	ANZELL, BETH A.	50.00
140887	AT YOUR SERVICE PLUS INC	280.00
140888	AVFUEL CORPORATION	86,478.32
140889	AXON ENTERPRISE INC	1,080.00
140890	BAKKER, KAREN	30.00
140891	BANDIT INDUSTRIES INC	1,434.41
140892	BENNETT, LORI	50.00
140893	BLISSFEST MUSIC ORGANIZATION	800.00
140894	BOB MATHERS FORD	1,554.29
140895	BOEHMER, SHELLEY	294.29
140896	BRADFORD MASTER DRYCLEANERS	6.00
140897	BRYAN, SPENCER	50.00
140898	CARTER'S IMAGEWEAR & AWARDS	300.00
140899	CCH INCORPORATED	872.30
140900	CDW GOVERNMENT	477.03
140901	CHARLEVOIX LAVENDER LLC	47.00
140902	CHARLEVOIX PUBLIC LIBRARY	30,000.00
140903	CHARLEVOIX SCREEN MASTERS INC	230.50
140904	CHEMICAL SYSTEMS INC.	4,620.00
140905	CHEMTRADE CHEMICALS US LLC	7,546.52
140906	CINTAS	162.07
140907	CINTAS CORPORATION	944.71
140908	CONWAY PROFESSIONAL SERVICES	13,713.00
140909	DELL MARKETING LP	3,303.60
140910	DeROSIA, PATRICIA E.	50.00
140911	DETROIT SALT COMPANY	20,057.94
140912	DHASELEER EVENTS BARN	325.00
140913	DORAN, JUSTIN J.	50.00
140914	DOTSON, LINDSEY J.	50.00
140915	DOUGLAS, MARK	50.00
140916	DVORACEK, SARAH	145.72
140917	EDGEWATER RESOURCES LLC	3,476.82
140918	ELECTIONSOURCE	51.89
140919	ELLIOTT, PATRICK M.	50.00
140920	ELLSWORTH FARMERS EXCHANGE	1,782.16
140921	ELMER'S CRANE & DOZER INC	471.63
140922	ETNA SUPPLY	11,770.00
140923	EWALT, BRIAN W	243.90
140924	FARMER WHITE'S	162.00
140925	FLOWERS UP NORTH	135.00
140926	FO BARDEN & SON INC	696.25
140927	GANNETT HOLDINGS- OHIO	72.80
140928	GERBER'S HOMEMADE SWEETS	211.00
140929	GLOBAL INDUSTRIAL	1,186.49
140930	GOLDEN HILLS MAPLE SYRUP LLC	45.00

Check Number	Payee	Amount
140931	GRAINGER	722.58
140932	GREAT LAKES ELEVATOR LLC	1,200.00
140933	GRIFFITH, JOHN J	331.65
140934	GRP ENGINEERING INC	2,557.50
140935	HARRELL'S LLC	5,525.38
140936	HARTFORD, THE	2,632.03
140937	HEYDLAUFF, MARK L.	274.13
140938	HILLING, NICHOLAS A.	50.00
140939	HILLSIDE HARVEST FARM LLC	140.00
140940	HOTSY OF MID MICHIGAN INC	605.50
140941	HUGHES, LAURIE	168.00
140942	HYDE SERVICES LLC	3,205.76
140943	IDEXX DISTRIBUTION INC	1,729.26
140944	INTEGRITY BUSINESS SOLUTIONS	155.22
140945	IPS GROUP INC	1,124.88
140946	JANSON EQUIPMENT COMPANY	1,186.56
140947	KLOOSTER, ALIDA K.	50.00
140948	KNORR, KENT J.	50.00
140949	KSS ENTERPRISES	830.73
140950	LABLANCE, LUKE	150.00
140951	LANDIS, JOSEPH	100.00
140952	LANDSCAPE LOGIC	1,915.32
140953	LASER PRINTER TECHNOLOGIES	570.00
140954	LITTLE TRAVERSE DISPOSAL LLC	1,048.20
140955	LUTTRELL WELL DRILLING INC	5,300.00
140956	MANTHEI CONSTRUCTION	23,431.20
140957	MARV GOLDEN PILOT SUPPLIES	4,753.95
140958	MCDERMOTT, DENNIS J.	50.00
140959	MCDONNELL, JILL L	2,377.85
140960	McGINN, KELLY A.	50.00
140961	MICHIGAN ELECTRIC	17,900.00
140962	MICHIGAN MUSHROOM MARKET	53.00
140963	MORRISON, KEVIN P.	48.00
140964	MURRAY'S CREATIONS CUSTOM CAN	125.00
140965	MYNORTH MEDIA	4,210.00
140966	NORTHWEST FIRE	1,268.00
140967	NUCO2 LLC	46.95
140968	OLSON BZDOK & HOWARD PC	1,550.00
140969	OMS COMPLIANCE SERVICES INC	73.00
140970	O'REILLY AUTOMOTIVE INC	13.99
140971	PICTURE THIS	260.00
140972	PLUNKETT COONEY	600.00
140973	POWER LINE SUPPLY	9,427.61
140974	POWER SYSTEM ENGINEERING INC	4,812.73
140975	PREIN & NEWHOF	255.00
140976	PREMIER POWER MAINTENANCE	6,378.25
140977	PRO IMAGE DESIGN - PETOSKEY	329.81
140978	PROVIDENCE ORGANIC FARM	457.00
140979	PTM DOCUMENT SYSTEMS	254.26

Check Number	Payee	Amount
140980	QUILL LLC	477.29
140981	ROTARY CLUB OF CHARLEVOIX	75.00
140982	SCHEEL, JONATHAN D	50.00
140983	SCHOLEY, ROBERT W.	50.00
140984	SIEGRIST, EVA	282.00
140985	SITE PLANNING DEVELOPMENT INC	19,120.00
140986	SOUND ENVIRONMENTS LLC	570.00
140987	SOUTHERN, MARK	50.00
140988	SPARTAN DISTRIBUTORS INC	1,452.97
140989	STATE OF MICHIGAN	75.00
140990	STATE OF MICHIGAN	653.90
140991	STATE OF MICHIGAN	1,618.08
140992	STUART C IRBY CO	738.46
140993	SUMMIT FIRE PROTECTION CO	548.00
140994	SWEET MARIA'S LLC	364.00
140995	TERMINAL SUPPLY CO	597.31
140996	THE TROPHY CASE	96.00
140997	TILLIE'S TAFEL	80.00
140998	TRACE ANALYTICAL LABORATORIES I	667.00
140999	TRUCK & TRAILER SPECIALTIES	106.30
141000	UNIFIRST CORPORATION	415.25
141001	UNIVERSAL CREDIT SERVICES INC	20.00
141002	UP NORTH ASSESSING INC	5,300.00
141003	USABUEBOOK	1,443.09
141004	VILLAGE GRAPHICS INC	62.79
141005	WITT FAMILY FARM	105.00
141006	WURST, RANDALL W.	50.00
141007	YOUNG, KRISTEN L.	50.00
141008	ZIXCORP	90.00
Total 11/07/2023:		344,218.07
Grand Totals:		344,218.07

Check Number	Payee	Amount
10/16/2023		
101623001	MICHIGAN PUBLIC POWER AGENCY	48,009.77
Total 10/16/2023:		48,009.77
Grand Totals:		48,009.77

Check Number	Payee	Amount
10/20/2023		
102023001	ENTERPRISE FM TRUST	4,326.98
Total 10/20/2023:		4,326.98
Grand Totals:		4,326.98

Check Number	Payee	Amount
10/23/2023		
102323001	MICHIGAN PUBLIC POWER AGENCY	14,956.50
Total 10/23/2023:		14,956.50
Grand Totals:		14,956.50

Check Number	Payee	Amount
10/25/2023		
102523001	MICHIGAN PUBLIC POWER AGENCY	231,989.29
Total 10/25/2023:		231,989.29
Grand Totals:		231,989.29

Check Issue Date	Check Number	Payee	Amount
102723001			
10/27/2023	10272300	**EFTPS* Payroll Taxes	10,458.04
10/27/2023	10272300	**EFTPS* Payroll Taxes	10,458.04
10/27/2023	10272300	**EFTPS* Payroll Taxes	2,445.80
10/27/2023	10272300	**EFTPS* Payroll Taxes	2,445.80
10/27/2023	10272300	**EFTPS* Payroll Taxes	14,116.03
Total 102723001:			
	5		39,923.71
102723002			
10/27/2023	10272300	Alerus Financial	558.00
Total 102723002:			
	1		558.00
102723003			
10/27/2023	10272300	MissionSquare - 401 Plan 109153	1,094.68
Total 102723003:			
	1		1,094.68
102723004			
10/27/2023	10272300	MissionSquare - 457 Plan 300959	4,577.00
10/27/2023	10272300	MissionSquare - 457 Plan 300959	2,404.99
10/27/2023	10272300	MissionSquare - 457 Plan 300959	4,543.73
10/27/2023	10272300	MissionSquare - 457 Plan 300959	8,234.06
Total 102723004:			
	4		19,759.78
102723005			
10/27/2023	10272300	MissionSquare - Roth IRA 706117	1,190.00
Total 102723005:			
	1		1,190.00
102723006			
10/27/2023	10272300	STATE OF MICHIGAN	5,897.91
Total 102723006:			
	1		5,897.91
Grand Totals:			
	13		68,424.08



Check Number	Payee	Amount
10/27/2023		
102723007	MERS	55,513.68
Total 10/27/2023:		55,513.68
Grand Totals:		55,513.68

Check Number	Payee	Amount
10/30/2023		
103023001	MICHIGAN PUBLIC POWER AGENCY	13,112.22
Total 10/30/2023:		13,112.22
Grand Totals:		13,112.22

Check Number	Payee	Amount
10/26/2023		
4039	CHARLEVOIX COUNTY TREASURER	13,557.58
4040	CHARLEVOIX PUBLIC SCHOOLS	24,315.13
4041	CITY OF CHARLEVOIX - TAXES DUE	19,351.03
Total 10/26/2023:		57,223.74
Grand Totals:		57,223.74

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

Charlevoix City Council

Consent Agenda

Title: Renewal of Assessing Agreement with Up North Assessing, Inc.

Date: November 6, 2023

Presented By:

Background:

Since 2018, Joe Lavender has been our City Assessor. The proposed renewal agreement is essentially the same contract with updated dates to correspond with the City's fiscal year at the end of March 2026. The proposed agreement represents an increase of 3.7% from the past amount.

Recommendation:

Motion to approve the agreement as presented with Up North Assessing and allow the City Manager and City Clerk to sign all necessary documents.

Attachments:

1. Assessing Services Contract11-23

AGREEMENT FOR ASSESSING SERVICES

THIS AGREEMENT shall be deemed effective the 1st day of November 2023 among City of Charlevoix, a Michigan City, within Charlevoix County, MI (City), Up North Assessing, INC., whose address is 350 S Huron St, Cheboygan MI 49721 (the Company).

Recitals

- A. The City desires to engage the services of the Company to perform City property assessment services.
- B. The Company has the time, skills, knowledge and desire to perform assessment duties under the terms and conditions of this Agreement.
- C. The parties, therefore, desire to specify their respective rights and obligations in this Agreement.

Agreement

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

- 1. Engagement of Services. The City hereby contracts with the Company to perform property assessment services under the terms and conditions of this Agreement.
- 2. Contractor Duties. The Company hereby designates Joe Lavender as the individual to perform the assessing services contemplated under this Agreement on behalf of the Company (collectively the Company), who shall devote his best efforts when performing the property assessing services under this Agreement, including but not limited to the following:
 - a. The Company shall complete fieldwork on all properties within the City every five years. Complete fieldwork is defined as a physical inspection of the property, a sketch and picture of the structures, and the ability to print a card.
 - b. GIS Services. The company will provide various GIS services including the coordination of GIS services for the City using applications and analysis through software provided by the City of Charlevoix.
 - c. The Company shall use the State Assessor Manual as a guideline when appraising properties.
 - d. The Company will hold weekly office hours at the City Assessing office. The office hours will be one day each week mutually agreed upon by the City and the Company. The morning will be designated for phones, meetings, processing of paperwork, etc. The afternoon can be designated for conducting property inspections and updating assessing records.

- e. The Company shall designate an Assessing Officer to sign the assessment roll and perform the duties of the City Assessor as stated in the State Tax Commission policy attached as Addendum A.
- f. The Company shall keep all records up to date and have them available for inspection according to the City public records policy. A current backup of the assessing database will be maintained monthly at the City assessing office.
- g. The Company shall annually maintain:
 - 1. Land value rates and economic condition factors for all property in the City
 - 2. Prepare all splits and combinations of property
 - 3. Process all deeds and sales within the City
 - 4. Inventory all new construction annually
 - 5. Process all transfer affidavits
 - 6. Process all principle residence affidavits, qualified agricultural affidavits
- 3. Ownership of Records. The City shall retain ownership of all the materials, files and records pertaining to real and personal property assessments within the City. All records will remain at the City assessing office.
- 4. Software and Required Equipment:
 - a. The City shall maintain the proper licensing from BS&A software including a computer with the recommended hardware requirements set forth by BS&A software.
 - b. The City will provide the sketching software Apex and proper licensing.
 - c. The City will provide the most recent GIS layer that integrates with BS&A software.
- 5. Expenditures. The Company is not authorized to make any purchases or charge any expenditure to the City without prior approval of the City Board or its authorized representative.
- 6. Independent Contractor. The parties hereby acknowledge and agree that the Company is performing assessing services by this Agreement as an independent contractor and is not acting as an employee or agent of the City. As a result of the Company's status as an independent contractor, the City shall not be responsible for any state or federal income tax withholdings and shall not be responsible for providing worker's compensation insurance coverage for the Company.
- 7. No Employment Benefits; Insurance coverage.
- 8. Company Duties and Supervision. Company shall devote their best efforts when performing assessing duties under this Agreement, including but not limited to the following:
 - a. Company shall be responsible for supervising the Employees of the Company and all individuals designated to perform the assessing services contemplated

under this Agreement on behalf of the Company in all aspects of the assessing services to be performed by the Company under this Agreement.

- b. Company shall be responsible to and shall report to the City Manager and will provide a quarterly report to the City Manager on any relative matters if requested.
9. Insurance. Throughout the term of this Agreement and any renewals, the Company shall obtain and maintain public liability insurance in the sum of not less than ONE MILLION and 00/100 DOLLARS (\$1,000,000.00) for damages relating to any one person or for damages relating to any one occurrence. This insurance policy shall name the City as an additional named insured and shall contain a provision that the policy cannot be terminated, canceled, or substantially altered without thirty (30) days written notice to the City. The Company shall provide notice of compliance with this insurance provision.
10. Indemnification. The Company shall indemnify and hold harmless the City, its officers, board members, assigns, agents, servants, employees, and insurance companies from any and all damages, legal fees or expenses, losses, claims and actions which may arise out of performing the services contemplated by this Agreement.
11. Term of Agreement; Renewals. This Agreement shall be for a term beginning November 1, 2023 and ending, March 31, 2026.
12. Annual Renewal: Terms and conditions of the agreement shall be subject to annual review with formal adoption on any changes to terms and conditions of the agreement to be adopted as of September 1, of each year.
13. Contractor Compensation. During the term of this Agreement, the Company shall be paid on this schedule:

11/1/2023-03/31/2026 \$66,000 annually payable in monthly installments of \$5500.00
14. No Assignment. Because of the personal nature of the services to be provided under this Agreement, the Company may not assign this Agreement to any other person or entity.
15. Background check. Employee and all individuals designated to perform the assessing services contemplated under this Agreement on behalf of the Company shall consent to and will execute any forms necessary for the City to obtain a background check on them by the Michigan State Police.
16. Driver's license and motor vehicle. During the term of this Agreement and any renewals Employee and all individuals designated to perform the assessing services contemplated under this Agreement on behalf of the Company shall maintain a valid Michigan driver's license and shall own or have the right to operate a reliable motor vehicle properly licensed and insured as required under the laws of the State of Michigan.
17. Termination. The City or the Company may terminate this Agreement by given to the other party thirty (30) days written notice of the intent to terminate this Agreement. In

the event this Agreement is terminated as provided herein the last month's check due the Company for compensation and expenses may be held by the City until all City property and equipment are returned.

18. Notice. Any notice required under this Agreement by any party shall be in writing to the party to be so notified and sent by certified mail, return receipt requested, to such address as noted herein, unless such address is changed and both parties have been notified consistent with this paragraph.
19. Governing Law. The parties agree that the validity, construction, enforcement and interpretation of this Agreement shall be governed by the laws of the State of Michigan.
20. Amendments. This Agreement may be amended by the mutual consent of all parties that is documented in writing and signed by all parties.
21. Entire Agreement. The Agreement contains the entire Agreement of the parties herein and supersedes all prior agreements and understandings, oral or written, if any, among the parties.
22. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the other provisions, and this Agreement shall be construed as if such invalid or unenforceable provision were omitted.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective the day and year first above written.

5
CITY OF CHARLEVOIX, a Michigan City

By: _____

Its: Manager

Dated: _____

By: _____

Its: Clerk

Dated: _____

Up North Assessing, INC

By: _____
Joseph Lavender, President

Dated: _____

Charlevoix City Council

Consent Agenda

Title: Lease of Police Patrol Vehicle 2024

Date: November 6, 2023

Presented By:

Background:

The police department seeks the approval to order a 2024 Tahoe through Enterprise Fleet Management. Due to supply chain issues and delivery times, we need to order a vehicle now to ensure the vehicle will arrive in the next budget year. The new vehicle will replace a 2019 Ford Explorer that has had maintenance issues and currently has a good resale value. Enterprise Fleet Leasing will sell the Ford Explorer on behalf of the City and apply proceeds from the sale to the lease of the new vehicle. The new vehicle will be a fully marked patrol unit. Please see the attachments from Enterprise Fleet management for the lease agreement and terms.

Recommendation:

Motion to authorize the Chief of Police to order a 2024 Tahoe through Enterprise Fleet Management and the City Manager to sign the agreements as presented by Enterprise Fleet Management.

Attachments:

1. 2024 Police Tahoe - Black 36 months

Prepared For: City of Charlevoix
Elliott, Pat

Date 10/05/2023
AE/AM AB3/rbr

Unit #

Year 2024 **Make** Chevrolet **Model** Tahoe

Series Police Vehicle 4x4

Vehicle Order Type Ordered **Term** 36 **State** MI **Customer#** 607192

\$ 51,197.26	Capitalized Price of Vehicle ¹
\$ 0.00	Sales Tax <u>0.0000%</u> State <u>MI</u>
\$ 103.00	Initial License Fee
\$ 0.00	Registration Fee
\$ 300.00	Other: (See Page 2)
\$ 0.00	Capitalized Price Reduction
\$ 0.00	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive (Taxable Incentive Total : \$0.00)

\$ 51,600.26	Total Capitalized Amount (Delivered Price)
\$ 980.40	Depreciation Reserve @ <u>1.9000%</u>
\$ 348.58	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²

\$ 1,328.98 Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00 Commercial Automobile Liability Enrollment
Liability Limit \$0.00

\$ 0.00 Physical Damage Management

\$ 0.00 Full Maintenance Program ³ Contract Miles 0
Incl: # Brake Sets (1 set = 1 Axle) 0

\$ 0.00 Additional Services SubTotal

\$ 0.00 Sales Tax 6.0000%

\$ 1,328.98 Total Monthly Rental Including Additional Services

\$ 16,305.86 Reduced Book Value at 36 Months

\$ 425.00 Service Charge Due at Lease Termination

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name

Exterior Color (0 P) Black

Interior Color (0 I) Jet Black w/Cloth Seat Trim

Lic. Plate Type Title Only

GVWR 0

Comp/Coll Deductible 0 / 0

OverMileage Charge \$ 0.00 Per Mile

Tires 0 Loaner Vehicle Not Included

Quote based on estimated annual mileage of 10,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

LESSEE City of Charlevoix

BY **TITLE**

DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

² Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	C	\$ 300.00
Courtesy Delivery Fee	B	\$ 300.00
Total Other Charges Billed		\$ 300.00
Total Other Charges Capitalized		\$ 300.00
Other Charges Total		\$ 600.00

VEHICLE INFORMATION:

2024 Chevrolet Tahoe Police Vehicle 4x4 - US

Series ID: CK10706

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$48,671.7	\$51,450.00 (Est.)
Total Options	\$1,197.56	\$1,316.00 (Est.)
Destination Charge	\$1,895.00	\$1,895.00
Total Price	\$51,764.26	\$54,661.00 (Est.)

SELECTED COLOR:

Exterior:

GBA-(0 P) Black

Interior:

H1T-(0 I) Jet Black w/Cloth Seat Trim

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP	
1FL	Preferred Equipment Group 1FL	NC	NC	(Est.)
5J3	Surveillance Mode Calibration Interior Lighting	Included	Included	(Est.)
6E2	SEO: Fleet Calibration (6E2)	\$22.75	\$25.00	(Est.)
6J3	SEO: Grille Lamps & Siren Speakers Wiring	\$83.72	\$92.00	(Est.)
6J4	SEO: Horn & Siren Circuit Wiring	\$50.05	\$55.00	(Est.)
6N5	SEO: Inoperative Rear Window Switches	\$51.87	\$57.00	(Est.)
6N6	SEO: Inoperative Inside Rear Door Locks & Handles	\$56.42	\$62.00	(Est.)
7X3	SEO: Left-Hand Spotlamp	\$728.00	\$800.00	(Est.)
9C1	Identifier for Police Package Vehicle	NC	NC	(Est.)
9G8	SEO: Daytime Running Lamps Delete	\$45.50	\$50.00	(Est.)
AMF	Remote Keyless Entry Package (SEO)	\$68.25	\$75.00	(Est.)
ATD	3rd Row Passenger Seat Delete	Included	Included	(Est.)
AU7	Fleet Common Key	Included	Included	(Est.)
AZ3	Front 40/20/40 Split-Bench Seat	STD	STD	(Est.)
C6G	GVWR: 7,600 lbs (3,447 kgs)	STD	STD	(Est.)
GBA_01	(0 P) Black	NC	NC	(Est.)
GU5	3.23 Rear Axle Ratio	STD	STD	(Est.)
H1T_02	(0 I) Jet Black w/Cloth Seat Trim	NC	NC	(Est.)
IOR	Radio: Chevrolet Infotainment 3 System	STD	STD	(Est.)
K47	High-Capacity Air Cleaner	Included	Included	(Est.)
K6K	760 Cold-Cranking Amps Auxiliary Battery	Included	Included	(Est.)
KX4	250 Amps Alternator	Included	Included	(Est.)
L84	Engine: 5.3L EcoTec3 V8	STD	STD	(Est.)
MHU	Transmission: Electronic 10-Speed Automatic w/OD	STD	STD	(Est.)
NP0	Single-Speed Elec Autotrac Active Transfer Case	Included	Included	(Est.)
PNTTBL01	Paint Table : Solid Paint	\$0.00	\$0.00	(Est.)
PXT	Wheels: 20" x 9" Steel	Included	Included	(Est.)
R6J	Ship-Thru Verification Code	NC	NC	(Est.)
RAV	Spare P275/55R20 AS BW Tire	Included	Included	(Est.)
RC1	Front Skid Plate	Included	Included	(Est.)
STDTM	Cloth Seat Trim	STD	STD	(Est.)
UIJ	Infotainment Display	Included	Included	(Est.)
UQF	6-Speaker Audio System Feature	Included	Included	(Est.)

CODE	DESCRIPTION	INVOICE	MSRP	
UT7	SEO: Ground Wires	Included	Included	(Est.)
UTQ	SEO: Content Theft-Deterrent Disable System	\$45.50	\$50.00	(Est.)
V53	Luggage Rack Side Rails Delete	Included	Included	(Est.)
V76	2 Front Frame-Mounted Black Recovery Hooks	\$45.50	\$50.00	(Est.)
VPV	Ship-Thru: Kerr Industries	Included	Included	(Est.)
XCS	Tires: P275/55R20SL AS BW	Included	Included	(Est.)
Z56	Full Independent Suspension Package	Included	Included	(Est.)
ZY1	Solid Paint	STD	STD	(Est.)

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors: 4
Rear Cargo Door Type: liftgate
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
Spoiler: rear lip spoiler
Skid Plates: skid plates
Side Steps: yes
Door Handles: body-coloured
Front And Rear Bumpers: body-coloured front and rear bumpers
Rear Step Bumper: rear step bumper
Front Tow Hooks: 2 front tow hooks
Body Material: galvanized steel/aluminum body material
: class IV trailering with harness, hitch
Body Side Cladding: black bodyside cladding
Grille: grille with chrome bar

Convenience Features:

Air Conditioning: automatic dual-zone front air conditioning
Air Filter: air filter
Rear Air Conditioning: rear air conditioning with separate controls
Cruise Control: cruise control with steering wheel controls
Power Windows: power windows with front and rear 1-touch down
1/4 Vent Rear Windows: power rearmost windows
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Passive Entry: Keyless Open and Start proximity key
Interior Lock Disable: interior lock disable
Trunk FOB Controls: keyfob trunk/hatch/door release
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Driver and Passenger Vanity Mirror: illuminated auxiliary driver and passenger-side visor mirrors
Emergency SOS: OnStar and Chevrolet connected services capable emergency communication system
Front Cupholder: front and rear cupholders
Overhead Console: mini overhead console
Glove Box: locking glove box
Driver Door Bin: driver and passenger door bins
Rear Door Bins: rear door bins
Seatback Storage Pockets: 2 seatback storage pockets
IP Storage: covered bin instrument-panel storage
Driver Footrest: driver's footrest
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 1 12V DC power outlet
AC Power Outlet: 2 120V AC power outlet

Entertainment Features:

radio: AM/FM stereo with seek-scan
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
Internet Access: Wi-Fi Hotspot capable internet access
TV Tuner: OnStar Turn-by-Turn Navigation turn-by-turn navigation directions
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: window grid antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: aero-composite LED low/high beam headlamps
Front Wipers: variable intermittent Rainsense rain detecting wipers wipers
Rear Window wiper: fixed interval rear window wiper
Rear Window Defroster: rear window defroster
Tinted Windows: deep-tinted windows
Front Reading Lights: front and rear reading lights
Ignition Switch: ignition switch light
Variable IP Lighting: variable instrument panel lighting
Display Type: analog appearance
Tachometer: tachometer
Voltmeter: voltmeter
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Park Distance Control: Front and Rear Park Assist front and rear parking sensors
Trip Computer: trip computer
Trip Odometer: trip odometer
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Engine Hour Meter: engine hour meter
Clock: in-radio display clock
Systems Monitor: driver information centre
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Low Oil Level Warning: low-oil-level warning
Low Coolant Warning: low-coolant warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Trunk Ajar Warning: trunk-ajar warning
Brake Fluid Warning: brake-fluid warning
Turn Signal On Warning: turn-signal-on warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS: four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st, 2nd and 3rd row overhead airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: PASS-Key III immobilizer
Panic Alarm: panic alarm
Tracker System: tracker system
Electronic Stability: electronic stability
Traction Control: ABS and driveline traction control

Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 2 rear head restraints
Break Resistant Glass: break resistant glass

Seats And Trim:

Seating Capacity max. seating capacity of 6
Front Bucket Seats: front split-bench 40-20-40 seats
Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments
Reclining Driver Seat: power reclining driver and passenger seats
Driver Lumbar: power 2-way driver and passenger lumbar support
Driver Height Adjustment: power height-adjustable driver and passenger seats
Driver Fore/Aft: power driver and passenger fore/aft adjustment
Driver Cushion Tilt: power driver and passenger cushion tilt
Front Centre Armrest Storage: front centre armrest
Rear Seat Type: rear manual reclining 60-40 split-bench seat
Rear Seat Fore/Aft: manual rear seat fore/aft adjustment
Rear Folding Position: rear seat tumble forward
Rear Seat Armrest: rear seat centre armrest
Leather Upholstery: cloth front and rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Interior Accents: chrome/metal-look interior accents
Cargo Space Trim: carpet cargo space
Trunk Lid: plastic trunk lid/rear cargo door
Cargo Light: cargo light
Concealed Cargo Storage: concealed cargo storage

Standard Engine:

Engine 355-hp, 5.3-liter V-8 (regular gas)

Standard Transmission:

Transmission 10-speed automatic w/ OD and auto-manual

Charlevoix City Council

Consent Agenda

Title: Purchase of JCB Scissor Lift for \$22,312

Date: November 6, 2023

Presented By:

Background:

In the approved 2023/24 budget, we allocated funds in the Motor Pool budget to purchase a scissor lift. This machine will allow us to complete maintenance on any of the buildings at our Public Services Facility, along with any other City building where a ladder or bucket truck won't work. This unit is a very compact, battery-operated lift that can reach up to 26 feet and still have a stable working platform.

The price quoted from AIS, see attachment, was provided through the MIDEAL program where this machine has already been competitively bid out and this is the lowest price we could receive. The quote provided was also well within the budgeted amount in the Motor Pool Fund.

Recommendation:

Motion to approve the purchase of one JCB Scissor Lift for \$22,312.

Attachments:

1. AIS Quote



Charlevoix City Council

Consent Agenda

Title: Updated transient and special event rates for the City Marina

Date: November 6, 2023

Presented By:

Background:

At the October 2 Council Meeting, we submitted transient rates and the special event rate for Boyne Thunder and Venetian Festival. As you may recall, we created an additional column beyond the DNR transient rate J which we labeled "CHX Special". We created this at the recommendation of DNR.

Upon review by DNR, they have now submitted an updated rate sheet that includes a column "K Event Rate". There are very few differences from what we created and Council approved. However, upon closer review, the rates are slightly higher for larger vessels based on this transient rate sheet. We recommend that Council approve the sole use of this transient rate sheet now provided by the state.

Recommendation:

Motion to approve the updated transient rate sheet provided by Michigan DNR for transient and special events at the City Marina for 2024.

Attachments:

1. Transient Rate Schedule_2024with Event rate
2. Special Rate Column Approved 10.2.23

2024 Transient Rates

Boat Length	A	B	C	D	E	F	G	H	I	J	K event rate
25	\$19	\$22	\$27	\$31	\$34	\$37	\$40	\$44	\$48	\$52	\$55
26	\$20	\$23	\$28	\$32	\$35	\$38	\$42	\$46	\$49	\$54	\$57
27	\$21	\$24	\$29	\$33	\$37	\$40	\$43	\$47	\$51	\$56	\$60
28	\$21	\$25	\$30	\$35	\$38	\$41	\$45	\$49	\$53	\$58	\$62
29	\$22	\$26	\$31	\$36	\$39	\$43	\$46	\$51	\$55	\$60	\$64
30	\$23	\$27	\$32	\$37	\$41	\$44	\$48	\$53	\$57	\$62	\$66
31	\$24	\$28	\$33	\$38	\$42	\$46	\$50	\$54	\$59	\$64	\$69
32	\$24	\$29	\$34	\$40	\$44	\$47	\$51	\$56	\$61	\$66	\$71
33	\$25	\$30	\$35	\$41	\$45	\$49	\$53	\$58	\$63	\$68	\$73
34	\$26	\$31	\$36	\$42	\$46	\$50	\$54	\$60	\$65	\$70	\$75
35	\$27	\$32	\$37	\$43	\$48	\$52	\$56	\$61	\$67	\$72	\$77
36	\$27	\$32	\$38	\$45	\$49	\$53	\$58	\$63	\$68	\$74	\$80
37	\$28	\$33	\$39	\$46	\$50	\$55	\$59	\$65	\$70	\$76	\$82
38	\$29	\$34	\$40	\$47	\$52	\$56	\$61	\$67	\$72	\$78	\$84
39	\$30	\$35	\$41	\$48	\$53	\$58	\$62	\$68	\$74	\$80	\$86
40	\$30	\$36	\$42	\$50	\$54	\$59	\$64	\$70	\$76	\$82	\$88
41	\$31	\$37	\$43	\$51	\$56	\$61	\$66	\$72	\$78	\$84	\$91
42	\$32	\$38	\$45	\$52	\$57	\$62	\$67	\$74	\$80	\$87	\$93
43	\$33	\$38	\$46	\$53	\$58	\$64	\$69	\$76	\$82	\$89	\$95
44	\$33	\$40	\$47	\$55	\$60	\$65	\$70	\$77	\$84	\$91	\$97
45	\$34	\$41	\$48	\$56	\$61	\$67	\$72	\$79	\$86	\$93	\$99
46	\$35	\$41	\$49	\$57	\$63	\$68	\$74	\$81	\$87	\$95	\$102
47	\$36	\$42	\$50	\$58	\$64	\$70	\$75	\$83	\$89	\$97	\$104
48	\$36	\$43	\$51	\$60	\$65	\$71	\$77	\$84	\$91	\$99	\$106
49	\$37	\$44	\$52	\$61	\$67	\$73	\$78	\$86	\$93	\$101	\$108
50	\$38	\$45	\$53	\$62	\$68	\$74	\$80	\$88	\$95	\$103	\$111
51	\$39	\$46	\$54	\$63	\$69	\$75	\$82	\$89	\$97	\$105	\$113
52	\$40	\$47	\$55	\$64	\$71	\$77	\$83	\$91	\$99	\$107	\$115
53	\$40	\$48	\$56	\$66	\$72	\$78	\$85	\$93	\$101	\$109	\$117
54	\$41	\$49	\$57	\$67	\$73	\$80	\$86	\$95	\$103	\$111	\$119
55	\$42	\$50	\$58	\$68	\$75	\$81	\$88	\$96	\$105	\$113	\$122
56	\$43	\$50	\$59	\$69	\$76	\$83	\$90	\$98	\$106	\$115	\$124
57	\$43	\$51	\$60	\$71	\$78	\$84	\$91	\$100	\$108	\$117	\$126
58	\$44	\$52	\$61	\$72	\$79	\$86	\$93	\$102	\$110	\$119	\$128
59	\$45	\$53	\$63	\$73	\$80	\$87	\$94	\$103	\$112	\$122	\$130
60	\$46	\$54	\$64	\$74	\$82	\$89	\$96	\$105	\$114	\$124	\$133
61	\$46	\$55	\$65	\$76	\$83	\$90	\$98	\$107	\$116	\$126	\$135
62	\$47	\$56	\$66	\$77	\$84	\$92	\$99	\$109	\$118	\$128	\$137
63	\$48	\$57	\$67	\$78	\$86	\$93	\$101	\$110	\$120	\$130	\$139
64	\$49	\$58	\$68	\$79	\$87	\$95	\$102	\$112	\$122	\$132	\$141
65	\$49	\$59	\$69	\$81	\$88	\$96	\$104	\$114	\$124	\$134	\$144
66	\$50	\$59	\$70	\$82	\$90	\$98	\$106	\$116	\$126	\$136	\$146
67	\$51	\$60	\$71	\$83	\$91	\$99	\$107	\$118	\$127	\$138	\$148
68	\$52	\$61	\$72	\$84	\$92	\$101	\$109	\$119	\$129	\$140	\$150
69	\$52	\$62	\$73	\$86	\$94	\$102	\$110	\$121	\$131	\$142	\$152
70	\$53	\$63	\$74	\$87	\$95	\$104	\$112	\$123	\$133	\$144	\$155
71	\$54	\$64	\$75	\$88	\$97	\$105	\$114	\$124	\$135	\$146	\$157
72	\$55	\$65	\$76	\$89	\$98	\$107	\$115	\$126	\$137	\$148	\$159
73	\$55	\$66	\$77	\$91	\$99	\$108	\$117	\$128	\$139	\$150	\$161
74	\$56	\$67	\$78	\$92	\$101	\$110	\$118	\$130	\$141	\$152	\$164
75ft plus	0.76/ft	0.90/ft	1.06/ft	1.24/ft	1.36/ft	1.48/ft	1.60/ft	1.75/ft	1.90/ft	2.06/ft	2.21/ft

Boat Length	I	J	Chx Special
25	\$ 48	\$ 52	\$ 57
26	\$ 49	\$ 54	\$ 59
27	\$ 51	\$ 56	\$ 61
28	\$ 53	\$ 58	\$ 63
29	\$ 55	\$ 60	\$ 65
30	\$ 57	\$ 62	\$ 67
31	\$ 59	\$ 64	\$ 69
32	\$ 61	\$ 66	\$ 71
33	\$ 63	\$ 68	\$ 73
34	\$ 65	\$ 70	\$ 75
35	\$ 67	\$ 72	\$ 77
36	\$ 68	\$ 74	\$ 79
37	\$ 70	\$ 76	\$ 81
38	\$ 72	\$ 78	\$ 83
39	\$ 74	\$ 80	\$ 85
40	\$ 76	\$ 82	\$ 87
41	\$ 78	\$ 84	\$ 89
42	\$ 80	\$ 87	\$ 93
43	\$ 82	\$ 89	\$ 96
44	\$ 84	\$ 91	\$ 98
45	\$ 86	\$ 93	\$ 100
46	\$ 87	\$ 95	\$ 102
47	\$ 89	\$ 97	\$ 104
48	\$ 91	\$ 99	\$ 106
49	\$ 93	\$ 101	\$ 108
50	\$ 95	\$ 103	\$ 110
51	\$ 97	\$ 105	\$ 112
52	\$ 99	\$ 107	\$ 114
53	\$ 101	\$ 109	\$ 116
54	\$ 103	\$ 111	\$ 118
55	\$ 105	\$ 113	\$ 120
56	\$ 106	\$ 115	\$ 122
57	\$ 108	\$ 117	\$ 124
58	\$ 110	\$ 119	\$ 126
59	\$ 112	\$ 122	\$ 129
60	\$ 114	\$ 124	\$ 134
61	\$ 116	\$ 126	\$ 136
62	\$ 118	\$ 128	\$ 139
63	\$ 120	\$ 130	\$ 141
64	\$ 122	\$ 132	\$ 143
65	\$ 124	\$ 134	\$ 145
66	\$ 126	\$ 136	\$ 147
67	\$ 127	\$ 138	\$ 149
68	\$ 129	\$ 140	\$ 151
69	\$ 131	\$ 142	\$ 153
70	\$ 133	\$ 144	\$ 155

71	\$ 135	\$ 146	\$ 157
72	\$ 137	\$ 148	\$ 159
73	\$ 139	\$ 150	\$ 161
74	\$ 141	\$ 152	\$ 163
75 +	1.90/ft	2.06/ft	2.25/ft

Charlevoix City Council

Consent Agenda

Title: Grand Traverse Band of Ottawa & Chippewa Indians Grant Application

Date: November 6, 2023

Presented By:

Background:

The Grand Traverse Band of Ottawa and Chippewa Indians (GTB) pays 2% of its video gaming revenue to local units of government through a grant process. GTB requires the local unit of government to endorse all grant submittals. Joppa House Ministries is seeking \$25,646 for their transitional home for women and children.

Recommendation:

Motion to authorize the City Manager to sign the 2% allocation grant application for Joppa House and forward it to the Grand Traverse Band of Ottawa and Chippewa Indians Tribal Council for their consideration.

Attachments:

1. Joppa House Grant Application

**Tribal Council Allocation of 2% Funds
Application Form**

PLEASE NOTE:

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

***ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN
GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING**

1. Allocation Cycle: ☐ JUNE – New submission date, Postmarked by **MAY 31st**
☒ DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**
2. Name of Applicant: City of Charlevoix - Joppa House Ministries
Address: 210 State St
Charlevoix, MI 49720
Phone #: 231-547-3270 Fax #: 231-547-3617
Printed Name: Mark Heydlauff
- **Authorized Signature:** _____
(Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)
- Title: City Manager
E-mail address: markh@charlevoixmi.gov
- Printed Name of contact person: Mark Heydlauff
Telephone #: 231-547-3270 Fax #: 231-547-3617
E-mail address: markh@charlevoixmi.gov
3. Type of Applicant: _____ Local Government _____ Local Court
_____ Township _____ County Commissioner _____ Road Commission
_____ Public School District _____ College _____ Charter School
_____ Public Library _____ Sheriff/Police Department _____ Fire Department
X _____ 501c3 applying through local unit of government (name): Joppa House Ministries

4. Fiscal Data: Amount Requested: \$ 25,646 Percent: 13 %
 Local Leveraging: \$ 166,594 Percent: 87 %
 (Match)
 Total Budget: \$ 192,240 Percent: 100 %

5. Target Population numbers: X Children X Adults X Elders
 (Indicate the number of GTB members) Total GTB member Community Others

6. Counties Impacted: X Antrim X Benzie X Charlevoix
x Grand Traverse x Leelanau x Manistee

7. Brief Description (purpose of funding); include statement of need:
 Joppa House Women's Transitional Home is a Recovery Residence for women in active recovery from drug and/or alcohol addiction. We exist to provide a safe, supportive and nurturing environment for women seeking to continue their personal recovery from substance use disorders while introducing sober living skills, peer-to-peer fellowship and support to help individuals gain strength and coping skills to aid in transitioning back into the community and to their families, creating and sustaining a fully enriched life free from addictions. Joppa House has two recovery houses, the 801 Campus and the 803 Campus serving up to 16 women in recovery. Joppa House opened the 801 Campus in 2014, (adding the 803 Campus in 2021), housing 200 residents to date; 109 women and 91 children. Joppa House boasts a 75% success rate in helping women become productive, independent citizens free from substance use. We require: a commitment of 6-9 months, work full-time or part-time in conjunction with classes, zero tolerance for drugs, alcohol and weapons, connection with the local recovery community and meetings, obtain a counselor, peer recovery coach, sponsor, and primary care physician, follow our 6 Outlooks to independence and Healing, pay a weekly shared living expense, volunteer in the community, and celebrate their success with a bi-annual graduation upon successful completion of our program. We currently have 11 women in residency. This grant will provide food, electricity, heat and meet resident needs for both houses for this next year. Food (\$14,090.00) , Electric, (\$7,166.00), Heat (\$2,868.00), and Resident Needs (\$1,522.00) for a total of \$25,646.00. Our costs for food and utilities has risen 8% post-COVID. Joppa House is certified with the Michigan Association of Recovery Residences and the National Association of Recovery Residences.

www.joppahouseministries.org

8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

- (a) **Program formula: (1) \$5,000, up to \$10,000 per school district + (\$1,000, up to \$1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school's Indian Education Program as a result of the 2% allocation.**

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000, up to \$125,000 per school, based on the school's GTB membership count and data provided within the 2% report received from the previous year.

- (b) Recommendation from Parent Committee: ☐ YES ☐ NO

Please have the Parent Committee sign the attached Certification Form.

- (c) Describe parent involvement in project: _____

- (d) Does the school receive Title VII Indian Education Funds? ☐ YES ☐ NO

If yes, how much: _____

9. What are the start and completion dates of the proposed project?

Start 1/24 Completion 12/24

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

☒ YES ☐ NO. If yes, please list the start and end dates and amount:

1/23 - 12/23 and amounts: 21,588.30

1/22 - 12/22 and amounts: 21,500.00

1/21 - 12/21 and amounts: 14,000.00

11. Is the proposed project new _____ or a continuation project X _____?

If this is a continuation project, please explain why there is a need to continue funding:

Joppa House is a 501c3 organization completely dependent on private contributions, fundraising and grant funding. Joppa House
has been operational for nearly 10 years, providing safe, rehabilitative transitional housing for women in recovery.

Continued funding is necessary to keep this program available to women and their children for years to come.

12. If the previous project has been completed, did you submit your 2% report? ☒ YES ☐ NO.
The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.
13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).
 Joppa House offers shelter and employment support to both Casino patrons and employees.

 The Casinos have the potential to provide employment opportunities to Joppa House residents.

14. How will the success of the project be assessed (evaluation plan)? Success is evaluated both quantitatively and qualitatively. Qualitative success is the number of women and children who have utilized our services. 109 women and 91 children to date. Qualitative success is measured by the long term ability of past residents to maintain sobriety and independent living.
15. If new staff is required, will preference be given to Native American applicants?
☒ YES ☐ NO
16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:

- 1) Execute authorized signature on first page, question #2.
- 2) Attach 1-page budget
- 3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
- 3) Submit by appropriate deadline:
 - **If for June cycle, postmarked by May 31st.**
 - **If for December cycle, postmarked by November 30th.**

Mail completed 2% applications to:

**Attention: 2% Program
 Grand Traverse Band of Ottawa and Chippewa Indians
 2605 N.W. Bay Shore Drive
 Peshawbestown, MI 49682**

If you have any questions, please call 231-534-7601.

Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form

Instructions: By filling out this form, you are certifying that only one 2% application is being submitted for your school district's Indian Education/Title VII program.

We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district's Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the _____ School District. (Name of school district)

_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date

JOPPA HOUSE 801/803		2024 PROJECTED BUDGET	
INCOME		EXPENSE	
RESIDENTS	\$ 30,000.00	ADVERTISING	\$ 2,500.00
FUNDRAISING	\$ 77,000.00	AUTO/FUEL	\$ 2,750.00
CONTRIBUTIONS	\$ 50,000.00	BANK CHARGES/FEES	\$ 90.00
GRANTS	\$ 25,000.00	BENEVOLENCE	\$ 200.00
OTHER	\$ 10,240.00		
TOTAL	\$ 192,240.00	CHARITABLE CONTRIBUTIONS	\$ 500.00
		CONFERENCES	\$ 100.00
		COTTAGE INDUSTRY	\$ -
		CURRICULUM	\$ 500.00
		DUES	\$ 2,000.00
		DISCRETIONARY FUND	\$ 2,000.00
		ENCOURAGEMENT	\$ 1,000.00
		FUNDRAISING EXPENSE	\$ -
		HEALTH INS (H.S.A.)	\$ 1,200.00
		INSURANCE	\$ 10,000.00
		LANDSCAPING EXPENSE	\$ 500.00
		PAYROLL EXPENSE*	\$ 101,000.00
		PAYROLL TAX EXPENSE	\$ 25,250.00
		OFFICE SUPPLIES	\$ 1,000.00
Director		PASTORAL EXPENSE	\$ 500.00
		POSTAGE	\$ 500.00
		RELIEF FUND	\$ 1,500.00
		REPAIRS/MAINTENANCE	\$ 3,500.00
		RETIREMENT FUND	\$ 1,200.00
		GROCERIES/FOOD	\$ 15,000.00
		CLOTHING	\$ 150.00
		DRUG TESTING	\$ 500.00
		AUTO EXPENSE	\$ 1,000.00
		MEDICAL NEEDS	\$ 100.00
		ACTIVITIES	\$ 2,000.00
		PHONE	\$ 1,200.00
		ELECTRIC	\$ 8,000.00
		HEAT	\$ 3,000.00
		TRASH	\$ 1,500.00
		INTERNET	\$ 2,000.00
		TOTAL	\$ 192,240.00
		Difference	\$ -



CERTEMY®

10/06/2023

Your recovery program has been certified!

Congratulations on completing your MARR certification through Certemy. Please take note of the following requirements pertaining to your certification:

- You must email your program description and program rates to the email address listed below. This information will be posted on our website for potential future clients. Descriptions and rates must be updated annually with any changes to ensure the most accurate information is posted.
- You must contact MARR with any other new or changing program information, such as the opening or closing of a residence, new leadership/contact information etc. within 7 days of the change.
- You must keep your Certemy profile up to date with these changes and any other changes.
- You must not complete your renewal steps until your renewal date approaches to ensure the most up to date information is submitted.

Be sure to keep in mind the contact information below if you have any questions or concerns pertaining to your certification throughout the year.

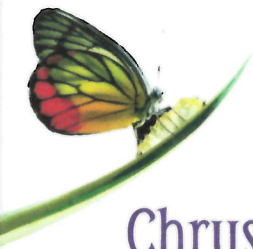
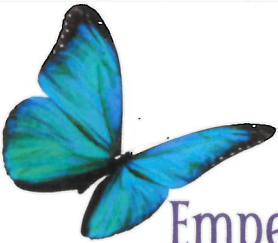
We are happy to call Third Day Fellowship & Outreach Inc.

an Accredited MARR Operator.

-The MARR Team

The Joppa House 6

– Outlooks to Independence and Healing –

Outlook	Primary Objectives	Overall Outlook Goals
 Chrysalis Outlook #1 INTAKE	• Provide ID, sign intake, read resident handbook, settle into room & the house • Acquire a Counselor • Acquire a Primary Care Physician • Apply for Social Services • Connect with Recovery Meetings • Find a Sponsor & Peer Recovery Coach • Meet with Case Manager(s) to set up a treatment plan & relapse prevention plan • Medication review • Immediate Goals	• 2 week Probation Period • Attend 5 Meetings/wk • Church & Bible Study • Legal Obligations • Approved visits • Complete <i>Stepping Stones</i> Module One (Purple)
 Thistle Outlook #2 Employment and Finances	• Identify work strengths & interests (passions & giftings) • Resume Writing/Application & Interview Skills • Job Search/Secure Employment/Vocational Education • Develop a short & long term employment and/or educational plan • Address barriers to employment • Budgeting/Spending Diary (Savings for 1st & last month's rent) • Pay Program Fees • Begin attending recovery meetings • Develop a relapse plan	• Attend 5 meetings per week • Obtain employment and/or educational opportunities • Fulfill any legal obligations • Approved visits • Complete <i>Stepping Stones</i> Module Five (Green)
 Emperor Outlook #3 Finding Balance	• Choose weekly activities; establish hobbies & skills • Monitor stress & sleeping habits • Set long term goals and action plan to achieve those goals • Review budget/financial plan/savings/responsibilities/banking • Continue recovery meetings/Relapse Plan review • Mindfulness & S.M.A.R.T. Goal Setting	• Attend 4 meetings a week • Fulfill legal obligations • Approved visits • Complete <i>Stepping Stones</i> Module Six (Brown)

Outlook	Primary Objectives	Overall Outlook Goals
 Admiral Outlook #4 Loving Self / Spiritual Emphasis	• Self Care • Nutrition planning/training/health goal setting/exercise plan • Commit to regular exercise • Commit to healthy eating habits • Follow your set budget • Devotional study & journaling/personalized study • Focus on growth, personal faith story/presentation, identity in Christ/spiritual gifts • Find or be assigned a mentor • Continue recovery meetings • Relapse Plan Review	• Attend 3 meetings a week • Fulfill legal obligations • Approved visits • Complete <i>Stepping Stones</i> Module Two (Yellow)
 Swallowtail Outlook #5 Giving Back	• Passions Identification • Volunteer at a local non-profit three (3) hours per week • Present to Case Manager(s)/ House Director "Why Giving Back Matters" • Mentor new housemates	• Attend 3 meetings a week • Community Service • Fulfill Legal Obligations • Approved visits • Complete <i>Stepping Stones</i> Module Four (Blue)
 Monarch Outlook #6 Transition and Preparation for Graduation	• 6 to 9 Months of sobriety and successful completion of all 6 Joppa House Outlooks • Developing an exit plan: • Complete Outlook 6 Packet which includes: • Community Resources • Housing (sufficient housing procured) • Savings for rent deposits • Support group • Meetings • Your support community / plans for when independent and able to sustain independent living • Have a budget in place to support housing/ personal needs • Employment & vehicle for employment • Review recovery plan/ relapse prevention plan • Review future goals	• Attend 2 meetings a week • Community Service • Fulfill Legal Obligations • Approved visits • Complete <i>Stepping Stones</i> Module Three (Pink) • Relapse Prevention Plan • Exit Plan



Joppa House 2023



Joppa House 2023

Charlevoix City Council

All Other Actions and Requests

Title: Recreation Department Software Purchase

Date: November 6, 2023

Presented By: Kent Knorr, Recreation Director

Background:

The Recreation Department currently uses Rec Desk software for all program registration, facility rentals, and point of sales at the Golf Course and Ski Hill. We have used this software for over 8 years. In most cases, it is operational, but not ideal. On the front end, it is not always easy for residents to build accounts or register for programs. Additionally, the Rec Desk program is very labor intensive on the administrative end. Our staff have faced a number of challenges, as was evident in the creation of a work-around that we created for day camp registration last year. For instance, families who are attending day camp and wish to go on to a payment plan cannot do so automatically without staff manually entering information. All these features are managed by the Recreation Assistant.

We have spent time looking at various recreation software options over the past year. The option that we feel will best suit our needs and expectations of our users is Civic Rec. Civic Rec is under the umbrella of Civic Plus which the City utilizes for our web page development, and Civic Clerk, which the City utilizes for meetings and agenda creation.

Highlights of this new software include:

1. Ability for families to create accounts through resident dashboard and management. Residents will see a dashboard that is intuitive and they can get notifications, receipts, memberships and register easily for programs or facility rentals.
2. The software will allow residents and program participants to set up payment plans for programs when we deem this to be necessary. Currently, this will only be used for the day camp. The Rec Desk software will hold all payment information.
3. Membership Management will allow us to transition from paper season passes, memberships, punch cards to an online system that will let us utilize member photos, print cards or bar code passes, and check people into the facilities. We believe that this will provide a much more accurate record of usage at the ski hill and golf course for our records and for us to share with members.
4. Additionally, the software has league management options, volunteer management options, facility reservations, point of sale, ticketing, improved financial reporting and accounting, improved marketing, as well as improved email and surveying capabilities for connecting to users.
5. The desk top features are also available on phones and tablets.
6. The software will directly link with City calendars and web page management features.

The initial set up and cost for year one is \$13,085.25. The cost for year two is \$6,895.

All the registration software we studied has both challenges and strengths. We feel confident that this

software will provide a better user experience as well as offer significant reduction in staff administrative time needed to manage program registration and management.

Recommendation:

Motion to authorize the City Manager to sign a statement of work with CivicPlus Master Services for the purchase of service for Civic Plus and CivicRec for use by the Recreation Department.

Attachments:

1. Charlevoix MI - CivicPlus Rec Management Quote (Discounted through EOY)-1
2. CivicPlus Recreation Management - Premium-1

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-51496-1

10/3/2023 8:48 AM

12/22/2023

Client:

CHARLEVOIX, MICHIGAN

Bill To:

CHARLEVOIX, MICHIGAN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Andrew Brackett		andrew.brackett@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	CivicRec Premium	Premium Package -Project Coordination -Branded Public Portal -Help Center Access -Access to Live Project Support -Named Implementation Consultant	One-time
4.00	CivicRec Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time
1.00	CivicRec Virtual Consulting (Half Day Block)	Consulting (Virtual) - half day, up to 4 hours	One-time
1.00	CivicRec Annual Fee	CivicRec Annual Fee	Renewable
1.00	CivicRec Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable
1.00	Residency Import	Residency Import - Imports a flat file of addresses that will be used to determine residency in the new system.	One-time
1.00	CivicRec Pay - Forte	CivicRec Pay - Forte	
1.00	CivicRec Pay Annual Fee - Forte	CivicRec Pay Annual maintenance and support fee	Renewable
1.00	CivicRec Pay Implementation - Forte	Includes setting CivicPlus Pay configuration, configuring CivicPlus products for accepting payments, advanced troubleshooting with our partner's support.	One-time

List Price - Year 1 Total	USD 19,227.00
Total Investment - Initial Term	USD 13,085.25
Annual Recurring Services - Year 2	USD 6,895.35

Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on date of signing
Annual Uplift	5% starting in Year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

CIVICREC[®]
recreation
management

Premium Package



CivicPlus Company Overview

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and citizen relationship management, process automation and digital services, codification, and licensing and permits.

EXPERIENCE

20+ Years
12,000+ Customers
900+ Employees

RECOGNITION

Inc. 5000 11-time Honoree
GovTech 2023 Top 100 Company
Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

Primary Office

302 S. 4th Street Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com



Powering & Empowering Local Governments

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Local government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering local governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among customers.



RMS Features & Functionality

You are seeking a recreation management system that provides your staff and customers with the greatest service in the industry, both in person and online. CivicPlus' Recreation Management software can provide you with an integrated, web-based and hosted application recreation management system that is comprehensive, efficient, and modern. You'll find our robust set of easy-to-use tools the most comprehensive solution to meet your needs.

ACTIVITY REGISTRATION

Your staff can quickly create programs, indicate flexible pricing, attach waivers and prompts, and assign instructors. Easily take registrations in-house or allow residents and non-residents to register securely on the device of their choice. Email branded receipts and permits after checkout. Our software utilizes load balanced servers and can be scaled to accommodate any volume.



LEAGUE MANAGEMENT

Athletics staff can easily create leagues, draft players, assess skills, and generate schedules. Sign-up is easy for teams or individuals. With the "Scores & Schedules" and "Parent/Player Portal," your public and league participants will have easy access to current league information.

MEMBERSHIP MANAGEMENT

Easily sell memberships or punch cards, take member photos, print cards or associate barcode key tags, and check people into a facility. Leave credit and debit cards on file for future and recurring payments. Staff can see a history of the account's transactions.

VOLUNTEER MANAGEMENT

The volunteer management tool creates, manages, and organizes your volunteer opportunities. Within the Activity Module, you can create volunteer roles and assignments specific to events, classes, or activities. Residents can select and register for volunteer roles from home and our Recreation Management system will assist in tracking the time volunteers spend helping around the community with completely integrated reporting for tracking purposes.

FACILITY RESERVATIONS

Easily take in-house and online reservations as well as reserve spaces for classes and sports with an integrated master calendar to avoid double bookings. It's easy to see availability with grid and map-based views with attached photos, descriptions, and rental rates. Generate and email complex permits as well as include waivers, prompts, and attachments for a complete checkout process.



REPORTING/FINANCIAL ACCOUNTING

Our Recreation Management system has a very powerful reporting engine. There are over 100 canned reports. Additionally, staff can fully customize and save reports to display needed information in the format desired. Filters and fields can be added and/or removed. Reports can be sorted, saved, emailed, exported to Excel, or scheduled for regular delivery to any email address.

TICKETING

Easily generate general admission tickets for events. Public users will receive their tickets and receipt, which are always available in their transaction history. Tickets can then be printed or shown on their phone display to be scanned into our mobile or desktop check-in screens.



CATALOG/POINT OF SALE

The Point-of-Sale screen makes it easy for staff to quickly sell merchandise, enroll participants, and reserve facilities – all in the same cart! The catalog can even be connected to cash drawers, barcode readers, receipt printers, and credit card readers to allow for a seamless transaction process. For merchandise and concessions, an integrated inventory control will tell you how many of each item are available at each of your locations.

MARKETING/BROCHURES

The Recreation Management software can produce an InDesign-friendly export that should facilitate the process of generating a brochure. Further, the social media tools serve as an additional marketing method allowing users to share via social media with friends and family.

EMAIL/SMS BLASTS

There are several links within the Recreation Management system that allow for email blasts. Many of our reports and roster views allow for mass mailings with just the click of a button. The People Finder Report is particularly handy for mailings based on several different filters. SMS messaging is available to facilitate those particularly time-sensitive notifications like cancellations.

GROUP PERMISSION LEVELS

Customize your staff experience by creating access groups and setting permissions tailored to individual staff member's roles.

SURVEYS

Participants and renters can automatically receive surveys requesting feedback. All feedback is instantly captured and presented via reports for staff to review.

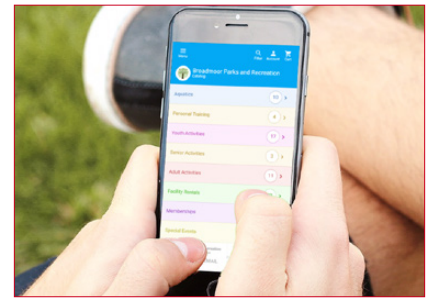
RESIDENT DASHBOARD/MANAGEMENT

With our intuitive public dashboard, residents can conveniently view notifications, upcoming events, tickets, and receipts. Family or organization members can be added with age and resident information for easy activity registrations. Administratively, your staff can manage user accounts in-house with tools like internal notes and flags as well as duplicate account prevention.



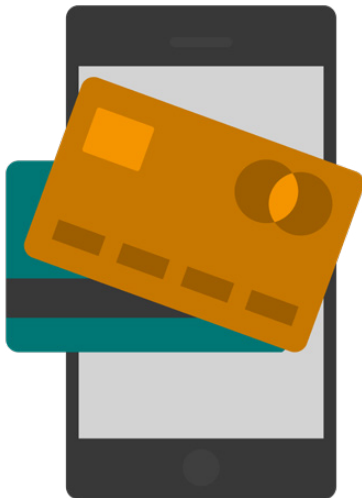
MOBILE READY

When users register through the Recreation Management software, they get the same great experience on their phone/tablet that they're used to experiencing on their desktops. This mobile responsive experience supports all the same waivers, prompts, discounts, and add-ons that the desktop version does. There's QR code support as well as social networking integration to make it easy for your users to connect with you.



HARDWARE COMPATIBILITY

Customers may opt for a variety of hardware peripherals to enhance their experience with our Recreation Management system. It can be integrated with magnetic stripe readers, barcode readers, thermal printers, cash drawers and more. While we do not directly provide hardware, we are happy to assist with procurement and implementation.



CREDIT CARD PROCESSING

CivicPlus Pay (Pay) is our integrated, secure, PCI-compliant, utility application. Local governments can use Pay within many of our solutions to enable seamless payment capabilities.

Pay acts as the connector to facilitate a transaction between the CivicPlus solution and the selected payment gateway. Pay offers integrations with several common payment gateways to provide flexible payment solutions. CivicPlus has partnered with several integrated gateways to enhance the customer experience through a streamlined relationship between the CivicPlus solution and the gateway that processes the payments.

If you utilize a partner payment gateway, CivicPlus can assist with the facilitation, set-up, support, and troubleshooting services. Pay can also integrate with many other supported gateway providers in addition to our partner network, in a more limited fashion, to assist you in developing a successful system. Additional details on our approved partner network and other supported gateway providers are available upon request.

To utilize any of the approved gateways, an agreement will need to be executed directly between you and the vendor, that will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Because EMV and Card-Swipe devices are encrypted specifically for individual payment gateways, you'll need to procure any required devices directly from your selected gateway provider for either purchase or rent. We are happy to assist in your procurement of such devices.

The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Local governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

CIVICPLUS PORTAL

CivicPlus Portal will empower your program participants and community members to expand the frequency and variety of revenue-generating activities they sign up for with your parks and recreation department. CivicPlus Portal gives residents a single login for every interaction they need to make with their local government. Through the Portal's personalized dashboard, residents logged in to pay a utility bill can see upcoming community events and immediately register, increasing revenue and engagement with your department.

Resident Benefits

- Anytime, anywhere access to digital resident services
- A personalized dashboard that provides link cards to the services they use most frequently

Administrator Benefits

- A low-maintenance tool that increases accessibility, access, transparency, and trust with residents
- Reduced phone calls, walk-ins, and emails from residents searching for information
- Opportunities to increase revenue and foster civic participation

INTEGRATION HUB

Now, more than ever before, communication with your communities is vital. Missed information is a missed opportunity to engage your community in what is happening and reaching as many people as possible is critical to a successful parks and recreation offering.

With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus products or with third parties (for an additional fee) without the need for a developer. You can even easily create integrations using manual import, polling, and webhooks (for an additional cost). Seamlessly share and publish your recreation event information and details using the Integration Hub. Information entered in your Recreation Management calendar will populate in CivicPlus Municipal Websites Central calendars and save staff the time and additional steps of entering the same information in multiple places.

The Integration Hub will reduce the amount of manual work your staff needs to do in the course of their daily work. This will save valuable time by automating your most time-consuming manual workflows.



Implementation

Premium Project Timeline

The following is a simplified example project plan. A typical Premium implementation averages ~16 weeks. Your specific timeline can be affected by additional training or integration needs, schedules and availability, pace of learning, and a target launch date. Upon determination of your final scope, your CivicPlus Implementation Team will be able to share a complete and more detailed project plan specifically tailored to you.

PHASE 1: INITIATE	• Project Initiation & Review • Project Timeline Review & Approval • Kickoff Deliverables • Kickoff Call
PHASE 2: ANALYZE	• Payment Gateway Setup • Accounting Setup • GL Code Import • Prepare Data Imports (if purchased) • Prepare Integrations (if purchased) • Prepare Public Page Design
PHASE 3: DESIGN & CONFIGURE	• Consulting • Configuration Training & Testing • Facilities Training & Testing • Q&A / Elective Training & Testing • Activities Training & Testing • Q&A / Elective Training & Testing • Daily Operations Training & Testing • Q&A / Elective Training & Testing
PHASE 4: OPTIMIZE	• Complete Catalog Testing • Complete Integration Testing (if purchased) • Complete Public Page Design • Remove Test Data • Import Data
PHASE 5: LAUNCH	• System Implementation Closeout Meeting • Remove Trial Flag - Enables 100% Functionality • Transitioned to Dedicated Customer Success Manager • Launch to Community • Post-Hand Off/Launch Q&A



Approaching Your Project Implementation

PROJECT APPROACH

During the Initiate and Analyze Phases, you and the CivicPlus Implementation Team will work together to determine an ideal project plan based on your department's goals and contracted items. This includes, at minimum, determining the look and feel of your public page, configuring your accounting settings, importing GL codes, and setting up your payment gateway. It may also include preparing data imports and/or integrations.



During the Design and Configure Phase, you will learn the ins-and-outs of your new Recreation Management system through the four Core Curriculum Trainings and three Q&A / Elective Sessions. Electives may include things like campgrounds, memberships, leagues, and front-line training. Your Implementation Consultant will train your team on the necessities of the system and tailor trainings based on your specific needs. It is also expected that you will test every item in their new catalog for practice and quality assurance. During this phase, it is important for you to begin thinking about marketing tactics to promote your new online catalog.

After training is complete, you will enter the Optimize and Launch Phases, where you will work with the CivicPlus Implementation Team to prepare to launch to your community. Both parties will help to ensure all requirements are met to make your launch a success. It will be up to you to determine when to open the catalog to your community once all implementation tasks are complete.

Once you are ready to launch to your community, you will place a link on your website, social media, and email communications to direct customers to your new Recreation Management catalog and our Technical Support Team will be ready to assist you with any questions you may have.

PREMIUM TRAINING PLAN

A Premium Training Plan covers the foundation of the Recreation Management system: Configuration, Facilities, Activities, and Daily Operations and includes four additional training sessions based on the specific needs of your operation. One of these sessions is typically reserved a few weeks after implementation is complete, to answer any lingering questions or scenarios you encounter as you ramp-up going live to your community. In addition to the scheduled training engagements, four hours of consulting will be provided to help refine your catalog along the way.

A final review of your system will occur during your Prep for Launch Meeting in which your team can ask any final questions before being handed off to our Technical Support Team. This will ensure you are confident moving forward with your new system and all the resources available to you when implementation is complete.



Your Role During Implementation

You should consider the following roles for a successful project team:

Project Executive – Provides focus and guidance for the overall project. Helps to prioritize key objectives, assists with issue escalations, is a key decision-maker, and acts as project champion. Recommended attendance at all engagements.

Project Manager – Works closely with the CivicPlus Implementation Team to facilitate the execution of project trainings, tasks, and logistics. Identifies Q&A topics or elective trainings for front-line staff, facility managers, supervisors, and/or league coordinators. Will likely be a system administrator. Recommended attendance at all engagements.

Lead Staff – Activity and facility managers who will be doing the bulk of configuration and setup within your new Recreation Management Catalog. Will likely be a system administrator. Recommended attendance at all engagements.

Frontline Staff – Acts as end users of the system and will participate in training sessions lead by your Implementation Consultant or by system administrators internally. Recommended attendance at Daily Operations training, at minimum, or at a dedicated Frontline Training (i.e. repurposed Q&A Time).

Information Technology – Coordinates with CivicPlus on technical aspects of the system such as payment gateways, hardware, and transfer of data. Recommended attendance at Project Kick Off and Prep for Closeout Meeting at minimum.

Finance – Coordinates the payment gateway in and works with CivicPlus to properly configure the necessary accounting setup. Recommended attendance during Configuration and Daily Operations Training at minimum.

Marketing – Identifies and communicates rollout and adoption process both internally and to the public. Recommended attendance during Configuration Training, Daily Operations Training, and Prep for Closeout Meeting at minimum.



Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in the United States are ready to answer your staff members' questions and ensure their confidence. CivicPlus' Support Team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding the technical functionality and usage of your new RMS.

CivicPlus Technical Support will provide a toll-free number, online chat support, as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone, email, and chat
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.



AWARD-WINNING

CivicPlus has been honored with two Gold Stevie® Awards, three Silver Stevie® Awards, and seven Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1,000 Employees,

Most Valuable Response by a Customer Service Team (COVID-19), Best Customer Satisfaction Strategy, and Remote Customer Service Innovation of the Year. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.



CONTINUING PARTNERSHIP

We won't disappear after implementation comes to a close and/or your RMS is launched. You'll be assigned a dedicated Customer Success Manager that will work with you to help ensure you have all the necessary resources you need to be successful. They will serve as your one-stop-shop for all things CivicPlus.

MAINTENANCE

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Operating system patches
- Testing and development

Hosting & Security

CivicPlus is committed to data privacy and information security by providing assurance that security assessment and authorization policies and procedures reflect applicable federal laws, executive orders, directives, regulations, policies, standards, and guidance.

SECURE DATA CENTERS

CivicPlus' Recreation Management system utilizes the Amazon Aurora (Aurora) fully managed relational database engine. An Amazon Aurora DB cluster consists of one or more DB instances and a cluster volume that manages the data for those DB instances. An Aurora cluster volume is a virtual database storage volume that spans multiple Availability Zones, with each Availability Zone having a copy of the DB cluster data. In the event of a disaster, new virtual machines are quickly spun up in a new Availability Zone.

DISASTER RECOVERY/REDUNDANCY

CivicPlus develops, documents, and disseminates to operations, support, and development staff for the Recreation Management system:

- A contingency planning policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance
- Procedures to facilitate the implementation of the contingency planning policy and associated contingency planning controls
- Reviews and updates the current contingency planning policy and procedures annually



DATA BACKUP SCHEDULES

- Conducts backups of user-level information contained in the information system hourly
- Conducts backups of system-level information contained in the information system daily
- Conducts backups of information system documentation including security-related documentation continuously
- Protects the confidentiality, integrity, and availability of backup information at storage locations

PCI COMPLIANCE

The Recreation Management system utilizes CivicPlus Pay as a connector to payment gateway providers. Pay is a PCI level-1 certified utility application that is audited and certified once a year by an independent third party. A copy of our Certification of Attestation can be provided upon request. Pay's security is also routinely assessed through code-level scans and penetration tests outside of the audit window. These tests are performed through RiskSense, a market leader in cybersecurity, boasting over 10 years in cyber risk assessment and intelligence-driven risk analytics. All CivicPlus development and system engineers are trained annually on secure coding to maintain the highest level of industry standard practices. CivicPlus makes every effort to follow the applicable standards set forth by the PCI Security Council, OSWAP, and NIST.



Optional Add-Ons

DATA IMPORTS

CivicPlus offers an array of data migration options to ease the transition from your previous recreation management software to the CivicPlus software. A simple CSV template will be supplied by CivicPlus for each of the data migration options chosen in order to make the import of that data quick and seamless.

- **User** – This import includes user data such as name, address, email, age, gender, & phone number.
- **Activities/Sessions** – Import data points for activities to cut down on the time to fully configure an activity or session. Data points include, but are not limited to, activity type, name, category, description, default GL code, etc.
- **Residency** – Clients can import residency data via .csv file. This can be done at the beginning of your project and periodically to ensure all information is current. There is a cost per import. CivicPlus also offers an ArcGIS integration to eliminate the need for this import or continuous updating over time.
- **Location/Facilities** – Import specific data points to enable quicker configuration of a facility. Location refers to a park or complex and a facility refers to a rentable/reservable space (room, shelter, or field) within that Location.
- **Membership & Pass** – Import all data regarding current memberships, including punch cards and expiring memberships. In addition user accounts will be created for each member imported.
- **Future Facility Reservation** – Import all reservations already made within your current recreation software that would take place after your “go live” date. This will help prevent double bookings during the transition period from your previous software to CivicPlus.

ARCGIS EXTRACT

Through our existing ArcGIS integration, CivicPlus will use an endpoint provided by you to plug into our integration. The system will then identify public users as a resident or non-resident based on their address upon account creation. This integration is intended to allow city and county parks and recreation departments the opportunity to price programs or base access on a patron’s residency status. You will be responsible for creating the endpoint as CivicPlus does not employ a GIS expert or SME.

LIGHTING INTEGRATION

Skylogix or Musco Lighting integration enables a facility’s lights to be automatically turned on when a reservation starts, and off when a reservation ends.

FINANCIAL EXTRACT

CivicPlus provides several templated export options in the form of either .CSV or .TXT files to assist in transferring financial data from CivicPlus into the financial software utilized by the customer. Templated extracts are included with the purchase of our software. In the event none of the templated extracts work for the customer, CivicPlus offers the option to purchase a custom financial extract built by the CivicPlus team. Depending on your organizational needs, additional information will be required before development can be agreed upon. Final scope of any such development is solely at the discretion of CivicPlus, future business priorities and requirements, and development capacity.



CUSTOM IDENTITY PROVIDER (IDP) INTEGRATION

CivicPlus offers customized IdP integration capabilities, which means you'll benefit from easier integration between CivicPlus and your favorite third-party solutions. Provide single sign-on (SSO) functionality to streamline managing and supporting user credentials and identify management solutions. CivicPlus IdP partners include Microsoft's Azure Active Directory (AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

DOCUMENT MANAGEMENT

The document management feature is a simple and convenient way to store and share files needed for registrations. It allows public users and staff to securely upload relevant documents for activities and assign document types to specific activities to streamline the registration process. Staff can also set document retention policies based on organization needs.

AUDIOEYE ENTERPRISE

AudioEye offers a range of products and services from self-service to turnkey managed solutions. At the core of AudioEye, is the Digital Accessibility Platform (DAP), this powerful tool empowers auditors, designers, and developers to understand issues of accessibility and improve website infrastructure thorough the use of an innovative and easy-to-use interface. The AudioEye Toolbar offers web personalization tools. Conforming to Web Content Accessibility Guidelines (WCAG) 2.1 has never been easier.

DEDICATED HOSTING AND SECURITY

CivicPlus' Dedicated Hosting and Security package comes with enterprise-level Cloudflare software and:

- Fully customized Web Application Firewall (WAF), customized for our application
- OWASP ModSecurity Core Rule Set protects you against the Top 10 vulnerabilities identified by the Open Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User agent blocking
- Block or challenge visitors by IP address, autonomous system number (ASN) or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: November 6, 2023

Presented By:

Background:

A. Bridge Work

Chief McDonnell has been closely engaged with MDOT over the last couple of weeks as they began work on the bridge. Aside from the signage, I believe this will cause minimal disruptions for local travelers across the bridge. There will be short periods, overnight later this winter when the bridge will be closed to traffic. During these periods, which are expected to last no more than 15 minutes at a time, local first responders will be in contact with bridge contractors; if an emergency requires a bridge crossing, contractors will be able to quickly permit a crossing to effectuate this. I did reach out to MDOT on Wednesday to see if signage could be clearer on use of the parking spaces on Bridge Street adjacent to Bridge Park.

B. Deer Cull

Chief McDonnell has also been working with the DNR on continued preparations for the deer cull. She will be meeting with the wildlife biologists to scout appropriate locations from which the cull can be conducted. We still anticipate this will occur early this winter.

C. Michigan Beach Park Trail Improvements

Work is wrapping up on the improvements at Lake Michigan Beach Park adjacent to Park Avenue. The new pathway has been paved and construction of the overlook are ongoing. I've heard positive comments from residents who have already observed folks using this walkway, which should work to reduce pedestrian traffic on the road portion of Park Avenue.

D. Northside Trail Project

As Council knows, we have been working for a few years on a plan to expand trail development by connecting the end of the Northern Michigan Wheelway at Waller Road and US 31 with the city on Division Street by the Golf Course. This project includes easements that are owned by the City along Waller, through the Industrial Park, and Golf Course. When complete, this pathway will be owned and maintained by the City. This expansion of park and recreation facilities complements the many improvements to trail safety we've made around the community over the past few years. This next week, we'll be reviewing a submission to MDOT for partial grant funding of this project; the city has already set aside \$250,000 of its own money for this project.

E. Electric Safety

I talked with Electric Department Supervisor John Griffith this week about the safety review and training his department undertakes. This summer the Michigan Electric Cooperative Association Safety Team conducted a review of our operations. They looked through our facilities, monitored staff as they undertook routine tasks, and oversaw more complex things like switching procedures for a substation. Following this, they provided a report and areas to improve upon going forward. John and

his staff are pleased with this process and it gives them reminders from their peers about the importance of safety and areas where they can improve their performance. Safety training and equipment are not a cheap expense sometimes, but I believe it is very important for us to always emphasize with our staff and with the public.

F. Boat Launch Stormwater Project

Three years ago we began a project with the Michigan Sea Grant Extension to install rain gardens at the Ferry Avenue Boat Launch. The testing period has now concluded and they are removing their test equipment. The rain gardens they installed as part of the project will remain and continue to help filter rainwater runoff before it enters Lake Charlevoix. They will be installing an educational sign at the boat launch sharing information about the research and science of rain gardens.

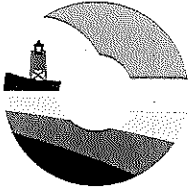
Recommendation:

Attachments:

1. Housing Commission Meeting Minutes from 09/12/2023

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720
(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, September 12, 2023

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners Present: Mitts Lee, R.J. Waddell, Joan Buday, Annie Oosthuizen, Nedina Stark
Commissioners Absent: None

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

Chairperson Mitts Lee called the Meeting to Order at 2:08 p.m.

ADDITIONS TO THE AGENDA: None

Approval of the August 8, 2023 Regular Meeting Minutes, Payables for August, Financials for July and August along with the August 14, 2023 Special Meeting Minutes.

Motion by Commissioner Buday, seconded by Commissioner Waddell to approve and accept the Regular Meeting Minutes, Payables for August, Financials for July and August along with the Special Meeting Minutes as presented.

Ayes: Lee, Waddell, Buday, Oosthuizen, Stark

Nays: None

Absent: None

OLD BUSINESS: Section 18 Disposition – Negotiations with USACE

Director MPH/C/CHC Annessa Haist spoke giving all updates from the SAC & DFO in regards to a final of negotiations with the USACE. Commissioners agreed having brief conversation.

NEW BUSINESS: Resolution XI-23 – Resolution Approving Sale of Property at 207 W. Garfield

Motion by Commissioner Buday, seconded by Commissioner Waddell to approve and accept Resolution XI-23 Resolution Approving Sale of Property at 207 W. Garfield.

Ayes by roll call: Lee, Waddell, Buday, Oosthuizen, Stark

Nays: None

Absent: None

Executive Director's Report - Annessa Haist – Director MPHC/CHC spoke on the Insurance Renewal and the increase of a new contract.

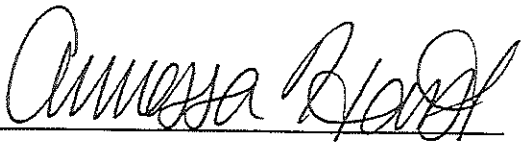
Update was given on attorney and legal fees moving forward by the Director MPHC/CHC – Annessa Haist.

Elevator update was discussed briefly by the Director MPHC/CHC Annessa Haist in regards to the replacement and when the project was due to start.

Public Comment on subjects unrelated to Agenda Items: Resident asked for information on the Sensors, Director MPHC/CHC Annessa Haist made comment.

Adjournment: Commissioner Lee Adjourn the meeting at 2:42 p.m.

Respectfully submitted and approved by:

A handwritten signature in cursive script, appearing to read 'Annessa Haist', written over a horizontal line.

Executive Director, Annessa Haist – CHC/MPHC

The next Board Meeting is October 24, 2023 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720.

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: November 6, 2023

Presented By:

Background:

Recommendation:

Attachments:

None