



Agenda
City of Charlevoix City Council Regular Meeting
Monday, January 6, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Mayoral Presentation: Kirby Dipert
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - December 16, 2024
 - B. Accounts Payable and Payroll Check Registers
 - C. 2025 MDOT Road Closures for Special Events
 - D. American Rescue Plan Act (ARPA) of 2021 Grant Funding
 - E. Quarterly Investment Report
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Public Hearing: Amendment to Fines Ordinance 856 of 2024
Mark Heydlauff, City Manager
Jill McDonnell, Chief of Police
- 7. All Other Actions and Requests**
 - A. Police Department Accreditation
Jill McDonnell, Chief of Police
 - B. Match on Main Selection Policy Revision
Mark Heydlauff, City Manager
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments
 - C. Mayor and Council Comments
- 9. Other Council Business**
- 10. Adjourn**

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

Charlevoix City Council

Presentations

Title: Mayoral Presentation: Kirby Dipert

Date: January 6, 2025

Presented By:

Background:

Kirby Dipert has served the Charlevoix Downtown Development Authority Board since 2006 including several years as its chair. He concluded his service at the end of 2024 and the Mayor will be recognizing his service.

Recommendation:

Attachments:

None

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - December 16, 2024

Date: January 6, 2025

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2024.12.16 CC DRAFT

City of Charlevoix
City Council Regular Meeting Minutes
Monday, December 16, 2024 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

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

2. Roll Call

Mayor: Lyle Gennett

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

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

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

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

Nays: None

Motion carried.

A. City Council Meeting Minutes - December 2, 2024

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
12/09/2024	Special Accounts Payable Run	\$3,124.76
12/06/2024	Payroll (net pay)	\$122,739.05
12/06/2024	Payroll Transmittal Checks	\$6,448.53
12/17/2024	Regular Accounts Payable	\$983,386.53
12/02/2024-12/10/2024	ACH/WIRE Payments	\$139,928.90
12/02/2024	Special A/P Tax Disbursement	\$31,682.31
Grand Total		\$1,287,310.08

The entire accounts payable and payroll check registers [can be viewed on the City's website.](#)

C. Lease of 2025 GMS Sierra Pick-up Truck for Airport

Motion to approve the airport manager to order the new lease work truck for the 2025-2026 budget year and authorize the City Manager to sign all necessary documents.

D. Downtown Development Authority Resignation- Kirby Dipert

Motion to accept Kirby Dipert's resignation from the DDA Board.

6. Public Hearings and Actions Requiring Public Hearings

A. Public Hearing: Amendment to Lighting and Signs, Ordinance 854 of 2024

Jonathan Scheel, Director of Planning & Zoning

Jonathan Scheel, Director of Planning & Zoning presented information on the amendment of lighting and signs, Ordinance 854 of 2024. Mr. Scheel and City Manager Heydlauff answered questions from Council.

Mayor Gennett opened the item for public comment, one was heard.

Motion by Kalbfell, seconded by Hagen to approve Ordinance 854 of 2024 as presented.

CITY OF CHARLEVOIX

ORDINANCE NO. 854 of 2024

AN ORDINANCE TO AMEND TITLE XV LAND USE, CHAPTER 153 PLANNING AND ZONING SECTIONS 153.172 AND 153.207(D)

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV Land Use, Chapter 153 Planning and Zoning Section 153.172 is hereby amended as follows:

153.172 Purpose and Intent. It is the purpose and intent of this Code to balance the goals of the City of Charlevoix's Master Plan to maintain its small-town character with the need to provide for safe lighting practices and to minimize light pollution for the enjoyment of Charlevoix's citizens and visitors.

A. The use of outdoor lighting is often necessary for adequate nighttime safety and utility, but common lighting practices can also interfere with other legitimate public concerns. Principles among these concerns are:

1. The degradation of the nighttime visual environment by production of unsightly and dangerous glare;

2. Lighting practices that interfere with the health and safety of Charlevoix's citizens and visitors;

3. Unnecessary waste of energy and resources in the production of too much light or wasted light;

4. Interference in the use or enjoyment of property which is not intended to be illuminated at night, and the loss of the scenic view of the night sky due to increased urban sky-glow.

B. The concerns of safety, utility and aesthetic appearance need not compete. Good modern lighting practices can provide adequate light for safety and utility without excessive glare or light pollution. In nearly all cases, careful attention to when, where and how much nighttime lighting is needed will lead to better lighting practices.

C. The topography and atmospheric conditions in northern Michigan are uniquely suited for commercial and private astronomical observation in the area. Unnecessary or excessive uses of outdoor nighttime lighting have an adverse impact on astronomical observation even at relatively distant observatories.

D. Accordingly, it is the intent of this Code to require lighting practices and systems which will minimize light pollution, glare, light trespass, and conserve energy while maintaining nighttime safety, utility, security and productivity.

Outdoor Lighting. This definition includes the following terms and definitions:

A. "Class 1 lighting" means all outdoor lighting used for, but not limited to, outdoor sales or eating areas, assembly or repair areas, advertising and other signs, recreational facilities and other similar applications where color rendition is important to preserve the effectiveness of the activity.

B. "Class 2 lighting" means all outdoor lighting used for, but not limited to, illumination for walkways, roadways, equipment yards, parking lots and outdoor security where general illumination for safety and/or security of the grounds is the primary concern.

C. "Class 3 lighting" means any outdoor lighting used for decorative effects including, but not limited to, architectural illumination, flag and monument lighting, and illumination of trees, bushes, and similar things.

D. "Direct illumination" means illumination resulting from light emitted directly from a lamp, luminary, or reflector and is not light diffused through translucent signs or reflected from other surfaces such as the ground or building faces.

E. "Display lot or area" means outdoor areas where active nighttime sales activity occurs and where accurate color perception of merchandise by customers is required. To qualify as a display lot, 1 of the following specific uses must occur: automobile sales, boat sales, tractor sales, building supply sales, gardening or nursery sales, and assembly lots. Uses not on this list may be approved as display lot uses by the Zoning Administrator.

F. "Foot-candle" means 1 lumen per square foot. Unit of illuminance. It is the luminous flux per unit area in the Imperial system. One foot-candle equals approximately 0.1 (0.093) lux.

G. "Fully shielded light fixture" means a light fixture that is shielded in such a manner that

light rays emitted by the fixture, either directly from the lamp or indirectly from the fixture, are projected below a horizontal plane running through the lowest point on the fixture where light is emitted (see Figure 153.172).

H. "Glare" means the sensation produced by a bright source within the visual field that is sufficiently brighter than the level to which the eyes are adapted to cause annoyance, discomfort, or loss in visual performance and visibility; blinding light. The magnitude of glare depends on such factors as the size, position, and brightness of the source, and on the brightness level to which the eyes are adapted.

I. "Installed" means a light fixture attached or fixed in place, whether or not connected to a power source, of any outdoor light fixture.

J. "Light pollution" means any adverse effect of man-made light.

K. "Light trespass" means light spill falling over property lines.

L. "Lumen" means a unit used to measure the actual amount of visible light which is produced by a lamp as specified by the manufacturer.

M. "Luminary" means the complete lighting assembly, less the support assembly.

N. "Motion sensing security lighting" means any fixture designed, and properly adjusted, to illuminate an area around a residence or other building by means of switching on a lamp when motion is detected inside the area or perimeter and switching the lamp off when the detected motion ceases.

O. "Multi-class lighting" means any outdoor lighting used for more than 1 purpose, for example security and decoration, such that its use falls under the definition of 2 or more classes as defined for Class 1, 2 and 3 lighting.

P. "Net acreage" means the remaining ground area of a parcel after deleting all portions for proposed and existing public rights-of-way and undeveloped area.

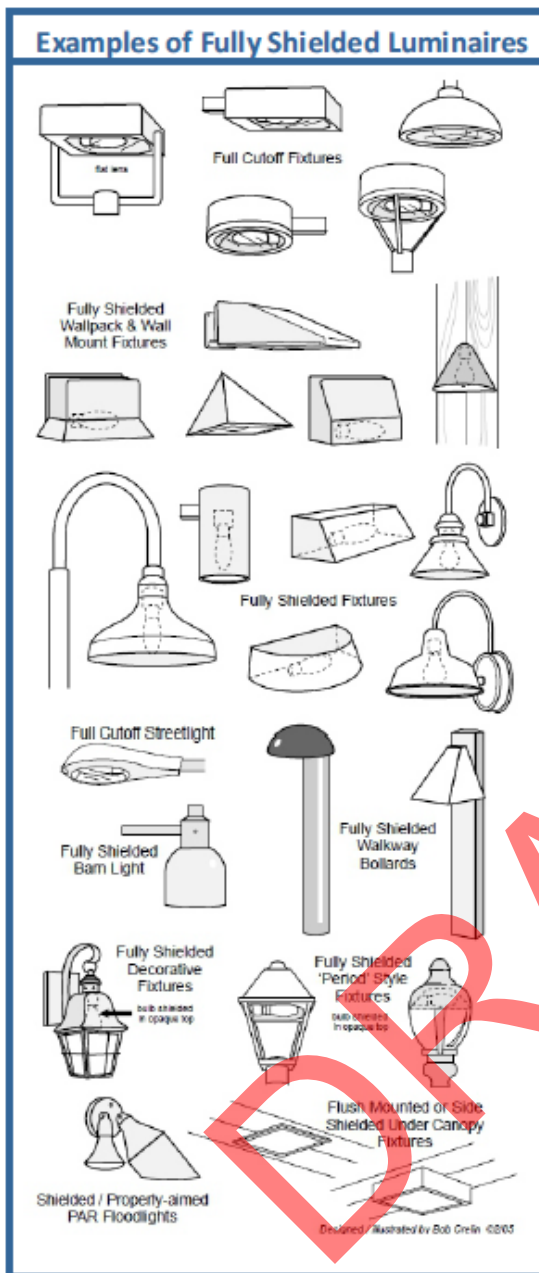


Figure 153.172 Example of Fully Shielded Light Fixtures

Q. “Outdoor light fixture” means an outdoor illuminating device, outdoor lighting or reflective surface, lamp or similar device, permanently installed or portable, used for illumination, decoration, or advertisement. Such devices shall include, but are not limited to, lights used for:

1. Buildings and structures;
2. Recreational areas;
3. Parking lot lighting;
4. Landscape lighting;

5. Architectural lighting;
6. Signs (advertising or other);
7. Street lighting;
8. Product display area lighting;
9. Building overhangs and open canopies;
10. Security lighting;

R. "Outdoor recreation facility" means an area designed for active recreation, whether publicly or privately owned, including, but not limited to, parks, baseball diamonds, soccer and football fields, golf courses, tennis courts, and swimming pools.

S. "Partially shielded light fixture" means a fixture shielded in such a manner that no more than 10% of the light emitted directly from the lamp or indirectly from the fixture is projected at an angle above the horizontal, as determined by photometric test or certified by the manufacturer. Luminaries mounted under canopies or other structures such that the surrounding structure effectively shields the light in the same manner are also considered partially shielded for the purposes of this Code.

T. "Security lighting" means lighting designed to illuminate a property or grounds for the purpose of visual security.

U. "Unshielded fixture" means any fixture that allows light to be emitted above the horizontal directly from the lamp or indirectly from the fixture or a reflector.

V. "Watt" means the unit used to measure the electrical power consumption (not the light output) of a lamp.

Applicability.

A. New Uses, Buildings and Major Additions or Modifications. If the total cumulative increase in floor area is greater than 33% for single-family residential or greater than 25% for all other uses, then all outdoor lighting fixtures shall meet the requirements of this Code for the entire site, including previously installed and any new outdoor lighting. Cumulative modification or replacement of outdoor lighting constituting 25% or more of the permitted lumens for the parcel, no matter the actual amount of lighting already on a nonconforming site, shall constitute a major addition for purposes of this section.

B. Minor Additions. If the total cumulative increase in the floor area is 33% or less for single family residential or 25% or less for all other uses, then full conformance of the existing portion of the building or structure is not required. However, such projects shall require the submission of a complete inventory and Site Plan detailing all existing and any proposed new

outdoor lighting.

C. New Lighting. Any new lighting on the site shall meet the requirements of this Code with regard to shielding and lamp type; the total outdoor light output after the modifications are complete shall not exceed that on the site before the modification, or that permitted by this Code, whichever is larger.

D. Resumption of Use after Abandonment. If a property or use with nonconforming lighting is abandoned as defined in 153.293, Nonconforming Buildings or Structures, then all outdoor lighting shall be reviewed and brought into compliance with this Code before the use is resumed.

E. Public Roadways. In general, this Code does not apply to city and state rights-of-way. However, the goal of the City is to have all such street lights fully shielded.

Outdoor Lighting Standards.

A. Light Emitting Diode Lighting (LED). Due to their high energy efficiency, long life and spectral characteristics, (LED) lamps are the preferred illumination source throughout the city. Their use is to be encouraged, when not required, for outdoor illumination whenever its use would not be detrimental to the use of the property.

1. Class 1 Lighting. Light emitting diode (LED) lamps are not required. Businesses who choose to use LEDs as their primary lamps are eligible to apply for an additional 10% increase in the lumens per acre allowed for their site.

2. Class 2 Lighting. Light emitting diode (LED) lamps are required. Up to 10% of the total lumens per acre allowed may be white light.

B. Light Trespass Standard. All light fixtures, including security lighting, shall be aimed and shielded so that the direct illumination shall be confined to the property boundaries of the source.

Particular care is to be taken to ensure that the direct illumination does not fall onto or across any public or private street or road. Motion sensing light fixtures shall be fully shielded and properly adjusted, according to the manufacturer's instructions, to turn off when detected motion ceases.

C. Lamp and Shielding. All light fixtures are required to be fully shielded and shall be installed in such a manner that the shielding complies with the definition of fully shielded light fixtures for all uses, including single-family and multifamily residential uses, except as provided below.

1. All lamp types above 2,000 lumens shall be fully shielded.

2. Partially shielded light fixtures may be permitted subject to the approval of the Zoning Administrator.

3. Partially shielded light fixtures are limited to a maximum of 5,500 lumens per net acre and shall not exceed 2,000 per lamp (see subsection (D) of this section).

D. Total Outdoor Light Output Standards – Nonresidential and Multifamily Uses.

1. Total outdoor light output shall not exceed an average of .4356 lumens per net foot for all development except single-family residential uses. This cap is not intended to be achieved in all cases or as a design goal. Instead, design goals should be the lowest levels of lumens necessary to meet the lighting requirements of the site. Partially shielded light fixtures are limited to an average maximum of 7.92 lumens per net foot and are counted towards the 100,000 lumens per net acre cap.

2. Seasonal decorations, permitted between November 15 and January 15, are not counted toward these limits. Lighting used for external illumination of signs is counted.

E. Total Outdoor Light Output Standards – Single-Family Residential Uses.

1. Outdoor lighting for single-family residential uses is not subject to a lumens per net acre cap.

2. Outdoor lighting for single-family residential uses is subject to the lamp fixture and shielding requirements.

F. Parking Lot Standards. Parking lots shall be considered Class 2 lighting. Parking lot lighting poles shall be sized in such a manner that the top of any luminary does not exceed 12 feet above adjacent grade.

G. Lighting Time Limitations.

1. Class 1 lighting, including but not limited to sales, service, commercial, assembly, repair, maintenance, and industrial areas, may only continue in operation until 11:00 p.m. or for as long as the area is in active use but once off remain off during non-business hours.

2. Class 2 lighting shall have no time restrictions except as specified by any conditions of approval. Uses that do not require all-night illumination are encouraged to turn off their outdoor lighting during night hours whenever possible.

3. Class 3 lighting, except for flagpole lighting and low-wattage holiday decorations must be extinguished after 11:00 p.m. or when the business closes, whichever is later.

4. Multi-class lighting, except for security lighting, must conform to the time limitations of the strictest class.

H. Multi-Class Lighting Standard. Multi-class lighting must conform to the shielding and timing restrictions, if any, that apply to the most restrictive included class.

I. Class 3 Lighting Standards.

1. All Class 3 lighting must be selected, designed, installed, and aimed so that there is a minimum amount of spill beyond the area intended to be lighted.
2. Permanent exposed string lighting is not permitted except where permitted in the Central Business District.
3. All Class 3 lighting must comply with the light trespass standards as described in subsection 153.172(B) of this section.
4. All Class 3 lighting shall comply with the lamp and shielding standards as described in subsection 153.072 Outdoor Lighting standard (C) of this section.
5. a. Subject to the approval of the Zoning Administrator, uplighting or ground-mounted lighting may be allowed to accent unique features of a building and/or surrounding landscaping (such as outstanding architectural features, specimen trees with dense year-round foliage or large native shrub masses). Uplighting or ground-mounted lighting shall be designed and installed in such a manner as to minimize glare with special consideration in areas where there is vehicle and pedestrian traffic.
- 5.b. All lighting which is directed upwards shall be placed in such a manner that the angle of the lamp shall not be greater than 45 degrees measured from a horizontal plane to a line projected through the center of the lamp, and fixtures shall be fully shielded to contain and direct the light onto the feature to be lit.
- J. Searchlights, floodlights, laser source lights, strobe or flashing lights, illusion lights or any similar high intensity light shall not be permitted except in emergencies by police and fire personnel at their direction. Spotlights are permitted and must be directed downward 45 degrees from any neighboring property.
- K. On projects where an engineer or architect is required, the developer shall verify in writing to the city that all outdoor lighting was installed in accordance with the approved plans.

Special Uses.

A. Recreational Facilities.

1. Lighting for outdoor athletic fields, courts or tracks shall be considered Class 1.
2. Lighting allowed in this subsection shall be subject to Planning Commission approval. When the proposed lumens per acre exceed the lumens per net acre limits, the installation shall be designed to achieve no greater than the minimum illuminance levels for the activity as recommended by the Illuminating Engineering Society of North America (IESNA).
3. Every such lighting system design shall be certified by a Michigan registered engineer as conforming to all applicable restrictions of this Code.
4. Such lighting shall not include any light trespass as determined by the Zoning

Administrator.

5. All events shall be scheduled so as to complete all activity and lights turned off by 10:00 p.m.

6. Fully shielded lighting shall be required for fields designed for amateur, recreational or nonprofessional sports activity. For professional level sports facilities where fully, shielded fixtures are not utilized, acceptable luminaries shall include those which:

- a. Are provided with internal or external glare control louvers, or both, and installed so as to minimize uplight and off-site light trespass as determined by the Zoning Administrator; and
- b. Are installed and maintained with aiming angles that permit no greater than 2% of the light emitted by each fixture to project above the horizontal.

B. Outdoor Display Lots. Light for outdoor display lots shall be considered Class 1, and shall conform to the lumens per net acre limits except as follows:

1. All such lighting shall utilize fully shielded luminaries that are installed in a fashion that maintains the fully shielded characteristics.
2. When the proposed lumens exceed the per acre limits, the installation shall be designed to achieve no greater than the minimum illuminance levels for the activity as recommended by the Illuminating Engineering Society of North America (IESNA).
3. Such lighting shall not include any light trespass as determined by a Michigan registered engineer as conforming to all applicable restrictions of this Code.
4. Lighting Time Limitations. Outdoor display lot lighting shall conform to the hours of operation as established under Class 1 lighting standards. Any lighting on after the time limitations shall be considered Class 2 lighting and shall conform to all restrictions of this Code applicable to this class.

C. Service Station Canopies.

1. Class 2. Lighting for service station canopies shall be considered Class 2 lighting.
2. Shielding. All luminaries shall be flush with the lower surface of canopies and utilize flat glass or plastic covers.
3. Total Under-Canopy Output. The total light output used for illuminating service station canopies, defined as the sum of under-canopy initial bare-lamp outputs in lumens, shall not exceed 40 lumens per square foot of canopy. All lighting mounted under the canopy, except internally illuminated signs, shall be included in the total. Fifty percent of the total lumen output of all lamps mounted within or under a canopy shall be included in the lumen per acre cap.

D. Other Lighting on Parcels with Special Uses. All site lighting not directly associated with the special uses as permitted shall conform to all lighting standards described in this Code.

Plan Submittal and Evidence of Compliance.

A. Plan Submittal. Whenever a person is required to obtain a permit for outdoor lighting or signage, a conditional use permit, subdivision approval or any development plan approved by the city, including all city projects, or whenever a person requests a rezoning, the applicant shall, as part of the application process, submit sufficient information to enable the Zoning Administrator to determine whether proposed lighting complies with this Code. All applications may be subject to review and action by the Planning and Zoning Commission at the discretion of the Zoning Administrator.

B. Applications. All applications shall include the following:

1. A Site Plan indicating the location of all lighting fixtures, both proposed and any already existing on the site.
2. A description of each illuminating device, fixture, lamp, support and shield, both proposed and existing. The description shall include, but is not limited to, manufacturer's catalog cuts and illustrations (including sections where required); lamp types, wattages and initial lumen outputs.
3. Such other information that the Zoning Administrator may determine is necessary to ensure compliance with this Code.

C. Plan Approval. If the Zoning Administrator determines that any proposed lighting does not comply with this Code, the permit shall not be issued, nor the plan approved.

D. Lamp or Fixture Substitution. Should any outdoor light fixture or the type of light source therein be changed after the permit has been issued, a change request must be submitted to the Zoning Administrator for approval, together with adequate information to assure compliance with this Code, which must be received prior to substitution.

E. Certification of Installation. For all projects, commercial and multifamily, certification that the lighting, as installed, conforms to the approved plans shall be provided by a certified engineer before final approval by the City. Until this certification is submitted in writing, the City will ask that the Certificate of Occupancy be revoked or not be issued for the project.

Approved Materials and Methods of Construction or Installation/Operation – Approval of Alternatives. The provisions of this Code are not intended to prevent the use of any design, material, or method of installation or operation not specifically prescribed by this Code, provided any such alternate has been approved by the Zoning Administrator. The Zoning Administrator may approve any such proposed alternate providing that it:

A. Provides at least approximate equivalence to that applicable specific requirement of this Code.

B. Is otherwise satisfactory and complies with the intent of this Code.

Exemptions and Nonconforming Lights.

A. All nonconforming outdoor light fixtures lawfully installed prior to and operable on the effective date of the ordinance codified in this Code are exempt from all requirements of this Code. However, there shall be no change in use or lamp type, or any replacement (except for same type and same-output lamp replacement) or structural alteration made, without conforming to all applicable requirements of this Code.

B. In the event that an outdoor lighting fixture is abandoned or is damaged to the point of requiring repairs for safe operation, the repaired or replacement fixture shall comply with the provisions of this Code.

C. Emergency lighting, used by police, firefighting, or medical personnel, or at their direction, is exempt from all requirements of this Code for as long as the emergency exists.

D. Swimming Pool and Decorative. Underwater lighting used for the illumination of swimming pools is exempt from the lamp type.

E. Ornamental lighting that is incorporated into an architectural design, such as colored tubes, lighting of fountains, statuary or other outdoor art and other building elements (other than signs), provided that the light source is shielded to direct light onto the lighted element.

F. Lighting for temporary events, such as fairs, carnivals and similar temporary outdoor uses.

SECTION 1. Title XV Land Use, Chapter 153 Planning and Zoning Section 153.207(D) is hereby amended as follows:

(D) Illumination and lighting.

1. Externally lit signs shall be illuminated only with steady, stationary, shielded light sources directed solely onto the sign without causing glare, no unshielded lights, or lights directed upward or horizontally at sign faces, flashing lights, scrolling or moving electronic lights, or other distractive devices may be used in conjunction with any sign or business.

2. Light bulbs or lighting tubes used for illuminating a sign shall not be visible from adjacent public rights-of-way or residential properties. Illumination by bare bulbs or flames is prohibited.

3. External illumination for signs shall conform to all provisions of Outdoor lighting. Such lighting shall be treated as Class 1 lighting and shall conform to the lamp and shielding restrictions and lumen caps.

4. The fixtures used to illuminate signs shall not be directed toward nearby residential properties.

5. Internally illuminated signs are permitted in certain circumstances as follows:

- a. Individual back-lit letters which are silhouetted against a softly illuminated wall.
- b. Individual letters with translucent faces, containing soft lighting elements inside each letter.
- c. Metal-faced box signs with cut-out letters and soft-glow fluorescent tubes.

6. Fluorescent lights shall be allowed for indirect illumination when placed in such a manner that the light tubes are not exposed to view from the public right-of-way or sidewalk.

7. A sign may be illuminated during the hours of operation of the facility being identified or advertised or until 11:00 p.m., whichever is later.

8. Such signs shall provide an automatic timer to comply with the intent of this section.

9. Illumination of off-premises signs is prohibited, except in the case of off-premises kiosks which are subject to the provisions of this Code.

10. a. Ground-mounted sign lighting is not permitted for freestanding signs on poles, where open space is visible from the bottom of the sign to the ground. The Zoning Administrator may approve ground mounted lighting for freestanding signs which are constructed in such a way that no open space is visible from the bottom of sign to the ground (such as solid base, landscaping).

10. b. All ground-mounted lights shall be placed in such a manner that the angle of the lamp shall not be greater than 45 degrees measured from a horizontal plane to a line projected through the center of the lamp, and fixtures shall be fully shielded to contain and direct the light onto the sign only. All upward-directed sign lighting is prohibited.

11. Underground wiring shall be required for all illuminated signs that are not attached to a building.

SECTION 3. Severability

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

SECTION 4. Effective Date

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

Ordinance No. 854 was adopted on the 16th day of December 2024 A.D., by the Charlevoix City Council as follows:

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

Nays: None

Motion carried.

B. Set Public Hearing: Amendment to Fines Ordinance 856 of 2024

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the amendment to fines ordinance 856 of 2024. City Manager Heydlauff answered questions from Council.

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

Motion by Cole, seconded by Kalbfell to set a public hearing for January 6, 2024, at 6 pm in the Council Chambers of City Hall to consider Ordinance 856 of 2025 as presented.

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

Nays: None

Motion carried.

C. Public Hearing: Amend Membership on the Planning Commission, Ordinance 855 of 2024

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the amendment to membership on the Planning Commission, Ordinance 855 of 2024.

Mayor Gennett opened the item for public comment, one was heard.

Motion by Hagen, seconded by Kalbfell to approve Ordinance 855 of 2024 as presented.

CITY OF CHARLEVOIX

ORDINANCE NO. 855 of 2024

AN ORDINANCE TO AMEND TITLE III, Chapter 32, SECTION 32.106 MEMBERSHIP OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

Section 1. Title III, Chapter 32, Section 32.106 Membership Section (A) of the Charlevoix City Code is hereby amended as follows:

1. The Planning Commission shall consist of seven members appointed by the Mayor and subject to approval by a majority vote of the City Council. To be qualified to be a member and remain a member of the Commission, the following qualifications must be met:

- (1) Shall be a qualified elector of the city, as defined in § [32.112](#) of this chapter;
- (2) Shall attend training for commission members, pursuant to § [32.107](#) of this chapter after an individual's first appointment and before reappointment; and
- (3) Shall meet the conditions provided for each individual member in divisions (B), (C) and (D) below.

Section 2. Title III, Chapter 32, Section 32.106 Membership of the Charlevoix City Code is hereby amended as follows by striking parts (E) and (F).

SECTION 3. Severability

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

SECTION 4. Effective Date

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

Ordinance No. 855 was adopted on the 16th day of December 2024 A.D., by the Charlevoix City Council as follows:

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

Nays: None

Motion carried.

7. All Other Actions and Requests

A. AMI Opt-out Policy and Requirements

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the AMI Opt-out Policy and Requirements.

Mayor Gennett opened the item for public comment, two were heard.

Motion by Kalbfell, seconded by Hagen to approve the AMI Opt-out Policy and Requirement as presented.

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

Nays: None

Motion carried.

B. Ladder Truck Overhaul

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Ladder Truck Overhaul.

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

Motion by Spring, seconded by Knapp to approve the time and materials proposal from Heritage Fire Equipment as presented and authorize the City Manager and Fire Chief to approve work as outlined.

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

Nays: None

Motion carried.

C. Mayoral Appointment

Mayor Lyle Gennett

Mayor Gennett presented information on the mayoral appointments recommendations.

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

Motion by Kalbfell, seconded by Cole to confirm the mayor's appointments of Jillian Dipert,

Katherine Bitley, and Sarah Matye to the Recreation Advisory Committee for terms to expire in December 2027.

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

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Mount McSauba ski hill will open on Friday
- Chief McDonnell was in Marquette last week serving on the review board for the Michigan Law Enforcement Accreditation Commission, her serving in this position is a great asset to our community, and our Police Department is currently working through the accreditation program
- We may have the opportunity to be part of a pilot program which will use artificial intelligence-powered tools to secure federal grant funding, we will know more in the next few weeks if we are chosen, there is no cost to the City
- AT&T will be eliminating standard landlines in 2029, we have several landlines in the lift stations, and we are currently looking into alternatives

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:47 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: January 6, 2025

Presented By:

Background:

Recommendation:

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

Attachments:

1. Check Register 12-19-2024

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 12/19/2024 - 12/19/2024

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
12/19/2024	144101	AT&T	1,654.17
12/19/2024	144102	AT&T MOBILITY	930.73
12/19/2024	144103	CHARLEVOIX STATE BANK	3,892.88
12/19/2024	144104	CHARTER COMMUNICATIONS	713.93
12/19/2024	144105	DELTA DENTAL	3,620.72
12/19/2024	144106	GREAT LAKES ENERGY COOPERATIV	338.21
12/19/2024	144107	PRIORITY HEALTH	55,255.56
12/19/2024	144108	RANGE TELECOMMUNICATIONS	164.00
12/19/2024	144109	VSP INSURANCE CO. (CT)	577.35
12/19/2024	144110	WEX BANK	7,113.98
1 TOTALS:			
Total of 10 Checks:			74,261.53
Less 0 Void Checks:			0.00
Total of 10 Disbursements:			74,261.53

Summary of Check Registers & ADH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

12/19/24 Special Accounts Payable Run	\$	74,261.53
12/20/24 Payroll (longevity net pay)	\$	12,914.11
12/20/24 Payroll (net pay)	\$	106,777.19
12/20/24 Payroll Transmittal Checks	\$	6,803.81
01/03/25 Payroll (net pay)	\$	121,122.27
01/03/25 Payroll Transmittal Checks	\$	6,411.55
01/07/25 Regular Accounts Payable	\$	234,121.63
Checks Sub-Total:	\$	562,112.09

HUNTINGTON NATIONAL BANK - EFTWIRE PAYMENTS

12/16/24 MI Public Power Agency	\$	10,874.02
12/20/24 IRS (Payroll Tax Deposit)	\$	42,394.61
12/20/24 Alerus Financial (HCSP)	\$	558.00
12/20/24 Vantagepoint (401 Plan)	\$	1,204.14
12/20/24 Vantagepoint (457 Plan)	\$	24,634.21
12/20/24 Vantagepoint (Roth IRA)	\$	1,285.00
12/20/24 State of MI (Withholding Tax)	\$	6,408.41
12/20/24 MERS (Defined Benefit Plan)	\$	71,166.84
12/20/24 Enterprise FM Trust (fleet lease)	\$	5,475.22
12/23/24 MI Public Power Agency	\$	7,609.48
12/26/24 MI Public Power Agency	\$	288,022.09
12/30/24 MI Public Power Agency	\$	10,007.64
01/03/25 IRS (Payroll Tax Deposit)	\$	44,859.61
01/03/25 Alerus Financial (HCSP)	\$	558.00
01/03/25 Vantagepoint (401 Plan)	\$	1,204.15
01/03/25 Vantagepoint (457 Plan)	\$	25,255.33
01/03/25 Vantagepoint (Roth IRA)	\$	1,285.00
01/03/25 State of MI (Withholding Tax)	\$	6,616.65
01/07/25 DTE Energy	\$	12,964.42
ACH Sub-Total:	\$	562,382.82

Huntington National Bank Total: \$ 1,124,494.91

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

01/02/25 Special A/P Tax Disbursement	\$	515,995.85
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Charlevoix State Bank Total: \$ 515,995.85

Grand Total: \$ 1,640,490.76

APPROVED:


 CITY MANAGER

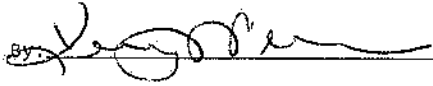

 CITY TREASURER


 CITY CLERK

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000008

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	12/20/2024	1,400.00	1,217.81
DeROSIA, PATRICIA E.	12/20/2024	600.00	474.75
KLOOSTER, ALIDA K.	12/20/2024	1,000.00	827.15
BARNEVELD, RICHELLE L.	12/20/2024	200.00	170.45
MILLER, FAITH G.	12/20/2024	600.00	524.75
MCGINN, KELLY A.	12/20/2024	400.00	352.40
UMULIS, MATTHEW T.	12/20/2024	1,000.00	781.65
ORBAN, BARBARA K.	12/20/2024	600.00	469.31
RILEY, DENISE M.	12/20/2024	600.00	491.68
MUNK, CHRISTOPHER J.	12/20/2024	400.00	340.91
YOUNG, KRISTEN L.	12/20/2024	400.00	352.40
WURST, RANDALL W.	12/20/2024	600.00	505.52
HILLING, NICHOLAS A.	12/20/2024	400.00	325.19
MEIER III, CHARLES A.	12/20/2024	400.00	357.40
ZACHARIAS, STEVEN B.	12/20/2024	300.00	249.66
NEWMAN, MARK J.	12/20/2024	200.00	170.45
EATON, BRAD A.	12/20/2024	500.00	394.60
WILSON, TIMOTHY J.	12/20/2024	400.00	350.06
LAVOIE, RICHARD L.	12/20/2024	300.00	264.84
STEVENS, BRANDON C.	12/20/2024	300.00	264.84
WHITLEY, ANDREW T.	12/20/2024	300.00	255.68
FARRELL, MITCHELL L.	12/20/2024	200.00	170.45
ANDERSON, ELIZABETH A.	12/20/2024	200.00	178.70
KENWABIKISE, DAVID L.	12/20/2024	200.00	170.45
ELLIOTT, PATRICK M.	12/20/2024	800.00	713.18
MORRISON, KEVIN P.	12/20/2024	700.00	574.38
BRADLEY, KELLY R.	12/20/2024	500.00	396.14
HART II, DELBERT W.	12/20/2024	200.00	140.45
JONES, ROBERT F.	12/20/2024	400.00	340.91
THORP, WILLIAM D.	12/20/2024	200.00	178.70
LEITNER, RYAN S.	12/20/2024	200.00	170.45
KNORR, KENT J.	12/20/2024	400.00	369.40
ANZELL, BETH A.	12/20/2024	400.00	369.40
Totals: 33		15,300.00	12,914.11

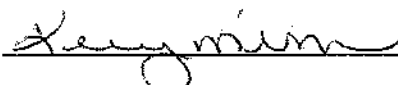
Approved By: 

Date: 12/18/24

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000009

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	12/20/2024	5,669.23	4,251.45
DVORACEK, SARAH J.	12/20/2024	3,157.16	2,401.18
DeROSIA, PATRICIA E.	12/20/2024	1,503.89	920.77
KLOOSTER, ALIDA K.	12/20/2024	2,900.00	1,982.28
BARNEVELD, RICHELLE L.	12/20/2024	2,352.20	1,649.74
SCHULZ, GINNY L.	12/20/2024	2,180.01	1,565.40
JENKINS, JESSICA-RAE A.	12/20/2024	1,980.80	1,533.60
MCGINN, KELLY A.	12/20/2024	3,541.84	2,360.78
SCHEEL, JONATHAN D.	12/20/2024	3,060.00	2,138.96
MCDONNELL, JILL L.	12/20/2024	3,568.36	2,076.97
UMULIS, MATTHEW T.	12/20/2024	2,539.10	1,496.31
ORBAN, BARBARA K.	12/20/2024	2,527.85	1,380.67
RILEY, DENISE M.	12/20/2024	750.79	607.96
MUNK, CHRISTOPHER J.	12/20/2024	2,440.00	1,487.34
CHRISTIANSEN, BRIAN D.	12/20/2024	2,174.40	1,528.58
RAMIREZ, CHARLES V.	12/20/2024	2,225.47	1,562.34
MARTIN, DONALD L.	12/20/2024	2,560.46	1,671.04
YOUNG, KRISTEN L.	12/20/2024	2,079.99	1,454.94
WURST, RANDALL W.	12/20/2024	3,387.21	1,749.56
HILLING, NICHOLAS A.	12/20/2024	3,683.86	2,283.03
MEIER III, CHARLES A.	12/20/2024	2,640.80	1,645.85
ZACHARIAS, STEVEN B.	12/20/2024	2,638.94	1,573.00
NEWMAN, MARK J.	12/20/2024	2,520.80	1,650.72
LOUGHMILLER, JOHN A.	12/20/2024	2,668.61	1,926.90
GRIFFITH, JOHN J.	12/20/2024	4,914.91	2,647.36
EATON, BRAD A.	12/20/2024	4,311.40	2,689.49
WILSON, TIMOTHY J.	12/20/2024	4,352.61	3,136.68
LAVOIE, RICHARD L.	12/20/2024	3,997.79	2,503.76
STERRETT, PHILLIP R.	12/20/2024	3,710.35	2,420.33
STEVENS, BRANDON C.	12/20/2024	4,308.06	2,581.97
WHITLEY, ANDREW T.	12/20/2024	5,261.15	3,128.77
FARRELL, MITCHELL L.	12/20/2024	3,202.40	2,060.65
ANDERSON, ELIZABETH A.	12/20/2024	2,173.61	1,408.38
KENWABIKISE, DAVID L.	12/20/2024	1,999.37	1,387.53
DVORACEK, BRIAN N.	12/20/2024	1,450.00	1,225.76
ELLIOTT, PATRICK M.	12/20/2024	4,911.27	3,353.01
MORRISON, KEVIN P.	12/20/2024	3,115.35	1,881.90
FURGESON, JUSTIN L.	12/20/2024	3,336.89	2,447.94
BRADLEY, KELLY R.	12/20/2024	2,765.58	1,572.63
HART II, DELBERT W.	12/20/2024	2,952.66	1,855.05
JONES, ROBERT F.	12/20/2024	2,789.20	1,850.26
THORP, WILLIAM D.	12/20/2024	3,028.80	1,929.33
LEITNER, RYAN S.	12/20/2024	2,817.05	1,892.45
NOWKA, STEPHEN P.	12/20/2024	2,896.66	2,095.13
RILEY, DANIEL A.	12/20/2024	2,730.59	1,934.47
REID, ROB A.	12/20/2024	1,850.88	1,272.57
KNORR, KENT J.	12/20/2024	3,254.55	2,309.74
BOSS JR, DALE E.	12/20/2024	1,848.78	1,528.99
ANZELL, BETH A.	12/20/2024	2,243.48	1,663.09
BOSS, SHERRY M.	12/20/2024	871.00	728.44
MCDERMOTT, DENNIS J.	12/20/2024	71.41	62.92
CULBERTSON, CRISTIN E.	12/20/2024	850.00	729.13
BEMIS, ADDISON J.	12/20/2024	234.50	206.59
BOSS, BEAU J.	12/20/2024	2,377.02	1,812.25
BEMIS, GARRETTSON G.	12/20/2024	552.75	496.11
DRENTH, DOUGLAS A.	12/20/2024	384.00	288.30
FLANDERS, FRANCIS B.	12/20/2024	50.00	44.05
SCHOLEY, ROBERT W.	12/20/2024	3,022.21	1,994.57
BRYAN, BRENDA L.	12/20/2024	50.00	46.18
MCCRANEY, RUSSELL R.	12/20/2024	2,163.20	1,645.60
POSTMUS, ANTHONY H.	12/20/2024	496.08	246.93
REECE, DANIEL A.	12/20/2024	2,325.96	1,797.33
TIMMS, ROBERT N.	12/20/2024	50.00	46.18
TRAVERS, MANUEL J.	12/20/2024	1,067.04	956.00
Totals: 64		159,540.33	106,777.19

Approved By: 

Date: 12/17/24

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 12/20/2024 - 12/20/2024

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
12/20/2024	144093	4FRONT CREDIT UNION	1,535.58
12/20/2024	144094	4FRONT CREDIT UNION	289.28
12/20/2024	144095	AMERICAN FAMILY LIFE	532.65
12/20/2024	144096	CHARLEVOIX STATE BANK	1,430.00
12/20/2024	144097	COMMUNICATION WORKERS OF AMER	672.82
12/20/2024	144098	MI STATE DISBURSEMENT UNIT	116.55
12/20/2024	144099	PRIORITY HEALTH	1,531.69
12/20/2024	144100	THE HARTFORD	395.24
1 TOTALS:			
Total of 8 Checks:			6,503.81
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			6,503.81

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000010

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	01/03/2025	6,169.24	4,178.22
DVORACEK, SARAH J.	01/03/2025	3,207.14	2,456.33
DEROSIA, PATRICIA E.	01/03/2025	1,553.89	972.86
KLOOSTER, ALIDA K.	01/03/2025	3,593.00	2,466.03
BARNEVELD, RICHELLE L.	01/03/2025	2,110.79	1,491.97
SCHULZ, GINNY L.	01/03/2025	2,180.00	1,567.82
JENKINS, JESSICA-RAE A.	01/03/2025	1,980.80	1,534.26
MILLER, FAITH G.	01/03/2025	86.11	55.25
MCGINN, KELLY A.	01/03/2025	4,234.84	2,456.27
SCHEEL, JONATHAN D.	01/03/2025	3,753.00	2,683.45
MCDONNELL, JILL L.	01/03/2025	4,261.36	2,544.74
UMULIS, MATTHEW T.	01/03/2025	3,281.93	1,936.68
ORBAN, BARBARA K.	01/03/2025	3,753.98	2,182.55
RILEY, DENISE M.	01/03/2025	725.77	591.02
MUNK, CHRISTOPHER J.	01/03/2025	3,377.88	2,137.30
CHRISTIANSEN, BRIAN D.	01/03/2025	2,989.80	2,060.92
RAMIREZ, CHARLES V.	01/03/2025	3,164.71	2,170.71
MARTIN, DONALD L.	01/03/2025	3,989.43	2,731.01
YOUNG, KRISTEN L.	01/03/2025	2,772.98	2,010.19
WURST, RANDALL W.	01/03/2025	3,140.41	1,584.50
HILLING, NICHOLAS A.	01/03/2025	3,040.40	1,893.54
MEIER III, CHARLES A.	01/03/2025	2,580.80	1,606.90
ZACHARIAS, STEVEN B.	01/03/2025	3,722.66	2,277.04
NEWMAN, MARK J.	01/03/2025	3,464.25	2,265.95
LOUGHMILLER, JOHN A.	01/03/2025	2,527.60	1,831.89
GENNETT, LYLE E.	01/03/2025	1,047.50	922.84
COLE, SHANE D.	01/03/2025	617.50	570.26
GRIFFITH, JOHN J.	01/03/2025	4,964.91	2,701.55
EATON, BRAD A.	01/03/2025	4,938.29	3,171.70
WILSON, TIMOTHY J.	01/03/2025	4,919.90	3,563.86
LAVOIE, RICHARD L.	01/03/2025	3,853.61	2,406.96
STERRETT, PHILLIP R.	01/03/2025	3,670.20	2,409.74
STEVENS, BRANDON C.	01/03/2025	4,617.40	2,796.07
WHITLEY, ANDREW T.	01/03/2025	4,241.28	2,397.31
FARRELL, MITCHELL L.	01/03/2025	3,531.41	2,286.87
ANDERSON, ELIZABETH A.	01/03/2025	2,223.61	1,460.81
KENWABIKISE, DAVID L.	01/03/2025	1,980.80	1,376.08
HAGEN, AARON W.	01/03/2025	880.00	812.68
DVORACEK, BRIAN N.	01/03/2025	930.00	768.29
KALBFELL, JANET P.	01/03/2025	892.50	486.29
ELLIOTT, PATRICK M.	01/03/2025	4,961.27	3,407.54
MORRISON, KEVIN P.	01/03/2025	2,940.87	1,768.61
PARR, PHILIP M.	01/03/2025	742.50	654.13
FURGESON, JUSTIN L.	01/03/2025	2,981.40	2,237.84
BRADLEY, KELLY R.	01/03/2025	2,716.43	1,540.93
HART II, DELBERT W.	01/03/2025	2,753.05	1,718.12
JONES, ROBERT F.	01/03/2025	2,438.05	1,597.85
KNAPP, MARK D.	01/03/2025	692.50	610.09
THORP, WILLIAM D.	01/03/2025	2,478.78	1,571.13
LEITNER, RYAN S.	01/03/2025	2,667.40	1,809.53
NOWKA, STEPHEN P.	01/03/2025	2,278.40	1,640.84
RILEY, DANIEL A.	01/03/2025	2,358.40	1,661.48
SPRING, RICHARD C.	01/03/2025	655.00	577.05
REID, ROB A.	01/03/2025	2,053.32	1,416.94
KNORR, KENT J.	01/03/2025	3,304.55	2,369.13
BOSS JR, DALE E.	01/03/2025	1,848.78	1,533.52
ANZELL, BETH A.	01/03/2025	2,293.49	1,715.86
BOSS, SHERRY M.	01/03/2025	1,141.75	936.91
MCDERMOTT, DENNIS J.	01/03/2025	50.00	50.00
GULBERTSON, CRISTIN E.	01/03/2025	1,420.00	1,168.50
JOHNSTONE, HUNTER S.	01/03/2025	503.25	443.36
BEMIS, ADDISON J.	01/03/2025	1,066.63	890.11
LOPEZ, VANESSA M.	01/03/2025	588.00	526.39
WILLSON, ALEXANDER J.	01/03/2025	135.00	118.93
WILLSON, WESTYN E.	01/03/2025	390.00	343.58
MATTER, DAWSON K.	01/03/2025	247.50	218.04
PEARSALL, KRISTA M.	01/03/2025	16.50	14.54
GOOD, JENNA R.	01/03/2025	168.00	148.00
BOSS, BEAU J.	01/03/2025	2,377.02	1,820.97
ARNOLD, REMI C.	01/03/2025	540.00	485.22
KLOOSTER, JUSTIN N.	01/03/2025	503.25	443.36
MAILLOUX, CLARA C.	01/03/2025	99.00	87.21
BEMIS, GARRETTSON G.	01/03/2025	1,038.50	878.17

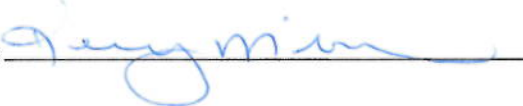
12/30/2024 12:19 PM

Page: 1/2

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000010

Name	Check Date	Gross	Net
STEVENS, JEFFREY W.	01/03/2025	82.50	76.18
WILLSON, BRENDA R.	01/03/2025	346.50	305.27
SCHOLEY, ROBERT W.	01/03/2025	3,072.20	2,048.75
MCCRANEY, RUSSELL R.	01/03/2025	2,213.20	1,698.91
POSTMUS, ANTHONY H.	01/03/2025	496.08	247.26
REECE, DANIEL A.	01/03/2025	1,878.40	1,454.83
TRAVERS, MANUEL J.	01/03/2025	1,204.48	1,068.48
Totals: 80		178,713.63	121,122.27

Approved By: Date: 12/30/24

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 01/03/2025 - 01/03/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/03/2025	144181	4FRONT CREDIT UNION	1,535.58
01/03/2025	144182	AMERICAN FAMILY LIFE	532.65
01/03/2025	144183	CHARLEVOIX STATE BANK	1,430.00
01/03/2025	144184	COMMUNICATION WORKERS OF AMER	672.82
01/03/2025	144185	FOPLC	234.00
01/03/2025	144186	MI STATE DISBURSEMENT UNIT	116.55
01/03/2025	144187	PRIORITY HEALTH	1,489.89
01/03/2025	144188	THE HARTFORD	400.06
1 TOTALS:			
Total of 8 Checks:			6,411.55
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			6,411.55

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 01/07/2025 - 01/07/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/07/2025	144114	ABILITA	2,250.00
01/07/2025	144115	ACLARA TECHNOLOGIES LLC	42,278.00
01/07/2025	144116	AMAZON CAPITAL SERVICES	1,436.28
01/07/2025	144117	APPRIVER LLC	2,492.40
01/07/2025	144118	ART'S AUTO & TRUCK PARTS	51.88
01/07/2025	144119	BS& A SOFTWARE	5,200.00
01/07/2025	144120	CDW GOVERNMENT	267.89
01/07/2025	144121	CHARLEVOIX COUNTY TREASURER	1,689.94
01/07/2025	144122	CHARLEVOIX COURIER	8.43
01/07/2025	144123	CHARLEVOIX TOWNSHIP TREASURER	37,475.00
01/07/2025	144124	CHARTER COMMUNICATIONS OPERAT	113.93
01/07/2025	144125	CINTAS	117.00
01/07/2025	144126	CINTAS CORPORATION	14.30
01/07/2025	144127	CITY OF CHARLEVOIX - MISC.	278.48
01/07/2025	144128	CITY OF CHARLEVOIX - PETTY CA	750.00
01/07/2025	144129	CONWAY PROFESSIONAL SERVICES	1,705.50
01/07/2025	144130	CONWAY PROFESSIONAL SERVICES	864.00
01/07/2025	144131	CORPORATE SETTLEMENT SOLUTION	379.00
01/07/2025	144132	DELL MARKETING LP	19,495.57
01/07/2025	144133	DIXON ENGINEERING INC	6,600.00
01/07/2025	144134	FLETCH'S INC.	78.42
01/07/2025	144135	FLIGHT LIGHT INC	260.00
01/07/2025	144136	GALLS LLC	192.98
01/07/2025	144137	GANNETT MICHIGAN LOCALIQ	348.60
01/07/2025	144138	GIANT MAINTENANCE & RESTORATI	38,502.00
01/07/2025	144139	GRAINGER	101.02
01/07/2025	144140	GRAND TRAVERSE GARAGE DOOR CO	7,044.56
01/07/2025	144141	GRP ENGINEERING INC	1,287.50
01/07/2025	144142	HAGGARD PLUMBING & HEATING	4,130.77
01/07/2025	144143	HARTFORD, THE	2,922.56
01/07/2025	144144	INTEGRITY BUSINESS SOLUTIONS	312.80
01/07/2025	144145	ISLAND AIRWAYS	115.82
01/07/2025	144146	KALAMAZOO SANITARY SUPPLY LLC	2,567.61
01/07/2025	144147	KEIZER-MORRIS INTERNATIONAL	665.53
01/07/2025	144148	KIRTLAND COMMUNITY COLLEGE	1,250.00
01/07/2025	144149	KRAFT BUSINESS SYSTEMS	70.19
01/07/2025	144150	LASER PRINTER TECHNOLOGIES	2,272.88
01/07/2025	144151	LIBBY NEELY	50.00
01/07/2025	144152	METTLER TOLEDO INC	600.00
01/07/2025	144153	MICHIGAN DNR	100.00
01/07/2025	144154	MICHIGAN MUNICIPAL LEAGUE	29.05
01/07/2025	144155	MINERAL MASTERS	3,712.50
01/07/2025	144156	NORTH COAST FASTENERS LLC	78.08
01/07/2025	144157	OLSON & HOWARD	2,058.00
01/07/2025	144158	OMS COMPLIANCE SERVICES INC	181.75
01/07/2025	144159	ON DUTY GEAR LLC	86.99
01/07/2025	144160	OSMOSE UTILITIES SERVICES INC	405.25
01/07/2025	144161	OTEC	158.00
01/07/2025	144162	PENCHURA LLC	9,202.00
01/07/2025	144163	POWER LINE SUPPLY	2,319.60
01/07/2025	144164	POWER SYSTEM ENGINEERING INC	11,137.50
01/07/2025	144165	PREIN & NEWHOF	144.00
01/07/2025	144166	PRINTING SYSTEMS INC	90.56
01/07/2025	144167	RESOLUTION G2 LLC	2,500.00
01/07/2025	144168	SARAH DVORACEK	237.96
01/07/2025	144169	STATE OF MICHIGAN	180.00
01/07/2025	144170	STATE OF MICHIGAN	4,341.20
01/07/2025	144171	STATE OF MICHIGAN	290.00
01/07/2025	144172	STUART C IRBY CO	1,910.76
01/07/2025	144173	SUSAN PELKEY	30.00
01/07/2025	144174	THOMAS SANDISON	422.94
01/07/2025	144175	TRACE ANALYTICAL LABORATORIES	227.50
01/07/2025	144176	TRUCK & TRAILER SPECIALTIES	612.72
01/07/2025	144177	TRUCK & TRAILER SPECIALTIES	191.35
01/07/2025	144178	UNIFIRST CORPORATION	395.35
01/07/2025	144179	UP NORTH ASSESSING INC	5,500.00
01/07/2025	144180	USABLUBOOK	1,337.73

1 TOTALS:

Total of 67 checks: 234,121.63

Less 0 Void checks: 0.00

12/30/2024 04:29 PM

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CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 01/07/2025 - 01/07/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS			
Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
Total of 67 Disbursements:			234,121.63

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 12/16/2024 - 12/16/2024

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
12/16/2024	73(E)	MICHIGAN PUBLIC POWER AGENCY	10,874.02
1 TOTALS:			
Total of 1 Checks:			10,874.02
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			10,874.02

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 12/20/2024 - 12/20/2024

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
12/20/2024	75(E)	**EFTPS* Payroll Taxes	42,394.61
12/20/2024	76(E)	Alerus Financial	558.00
12/20/2024	77(E)	MissionSquare - 401 Plan 1091	1,204.14
12/20/2024	78(E)	MissionSquare - 457 Plan 3009	24,634.21
12/20/2024	79(E)	MissionSquare - Roth IRA 7061	1,285.00
12/20/2024	80(E)	STATE OF MICHIGAN	6,408.41
12/20/2024	81(E)	MERS	71,166.84
12/20/2024	85(E)	ENTERPRISE FM TRUST	5,475.22
1 TOTALS:			
Total of 8 Checks:			153,126.43
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			153,126.43

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 12/23/2024 - 12/23/2024

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
12/23/2024	82(E)	MICHIGAN PUBLIC POWER AGENCY	7,609.48
1 TOTALS:			
Total of 1 Checks:			7,609.48
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			7,609.48

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 12/26/2024 - 12/26/2024

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
12/26/2024	74(E)	MICHIGAN PUBLIC POWER AGENCY	288,022.09
1 TOTALS:			
Total of 1 Checks:			288,022.09
Less 0 void checks:			0.00
Total of 1 Disbursements:			288,022.09

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 12/30/2024 - 12/30/2024

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
12/30/2024	83(E)	MICHIGAN PUBLIC POWER AGENCY	10,007.64
1 TOTALS:			
Total of 1 Checks:			10,007.64
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			10,007.64

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 01/03/2025 - 01/03/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/03/2025	86(E)	**EFTPS* Payroll Taxes	44,859.61
01/03/2025	87(E)	Alerus Financial	558.00
01/03/2025	88(E)	MissionSquare - 401 Plan 1091	1,204.15
01/03/2025	89(E)	MissionSquare - 457 Plan 3009	25,255.33
01/03/2025	90(E)	MissionSquare - Roth IRA 7061	1,285.00
01/03/2025	91(E)	STATE OF MICHIGAN	6,616.65
1 TOTALS:			
Total of 6 Checks:			79,778.74
Less 0 Void Checks:			0.00
Total of 6 Disbursements:			79,778.74

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 01/07/2025 - 01/07/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/07/2025	84(E)	DTE ENERGY	12,964.42
1 TOTALS:			
Total of 1 Checks:			12,964.42
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			12,964.42

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 01/02/2025 - 01/02/2025

BANK CODE: 2 - TAX CASH - CSB - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 2 TAX CASH - CSB			
01/02/2025	4190	CHARLEVOIX COUNTY TREASURER	103,633.08
01/02/2025	4191	CHARLEVOIX COUNTY TREASURER	321.64
01/02/2025	4192	CHARLEVOIX DISTRICT LIBRARY	48,772.20
01/02/2025	4193	CHARLEVOIX PUBLIC SCHOOLS	11,144.41
01/02/2025	4194	CHARLEVOIX-EMMET ISD	201,084.41
01/02/2025	4195	CITY OF CHARLEVOIX - TAXES DU	59,739.12
01/02/2025	4196	LAKE CHARLEVOIX EMS AUTHORITY	68,824.41
01/02/2025	4197	PRB FOUR LLC	7,387.52
01/02/2025	4198	RECREATIONAL AUTHORITY	15,089.06
2 TOTALS:			
Total of 9 Checks:			515,995.85
Less 0 Void Checks:			0.00
Total of 9 Disbursements:			515,995.85

Charlevoix City Council

Consent Agenda

Title: 2025 MDOT Road Closures for Special Events

Date: January 6, 2025

Presented By:

Background:

Each year, the City submits an annual permit to MDOT gaining permission to close all or part of US 31 for special events, tree trimming, utility maintenance and road maintenance. Listed below are the events we have already scheduled for 2025, or are expecting to schedule. Events requiring a road closure are in bold font.

Jan 18	Dogman Challenge Fat Bike Race
April 19	Easter Egg Hunt
May	Breast Cancer Walk
May 26	Memorial Day Parade
June 1	Graduation Parade
June 13-15	Trout Tournament
June 21	Charlevoix Marathon
June 28 & 29	Summer Art Show
July 12	Boyne Thunder
July 12 & 13	Art & Craft Show
July 19-26	Venetian Festival
August 9	Waterfront Art Fair
August 14-16	Sidewalk Sales
October	Homecoming Parade
Oct 10-12	Applefest
November 28	Holiday Parade
December 31	Bridge Drop

Recommendation:

Motion to approve road closures as listed above for MDOT Annual application submittal.

Attachments:

None

Charlevoix City Council

Consent Agenda

Title: American Rescue Plan Act (ARPA) of 2021 Grant Funding

Date: January 6, 2025

Presented By:

Background:

The airport was contacted by Ryan Markowski of the Michigan Department of Transportation - Office of Aeronautics regarding grant money the airport had been allotted under the American Rescue Plan Act of 2021. This program is related to Covid-19 relief money.

Mr. Markowski advised we had \$32,000 in funds available to us through this program. Mr. Markowski has forwarded me the appropriate paper work to fill out in order to claim the funds we have set a side for us under this program. Mr. Markowski advised we can receive reimbursement for a number of different expenses under this program, the easiest of which is payroll because it requires the least amount of documentation.

Mr. Markowski also advised that in order for the the airport to be eligible for the State/Local Grant we have recently applied for, for the acquisition of a new utility tractor, we must utilize the ARPA funds and close out the grant.

I have already reached out to Alida Klooster to gather the necessary payroll documents, and with council's approval, I will submit the documents to receive the funds and close out the grant.

Recommendation:

Motion to approve the Airport Manager to apply for the ARPA funds and authorize the City Manager to sign all necessary documents for the execution of the grant.

Attachments:

1. ARPA Reimbursement Request Packet - 12-18-24

ARPA REIMBURSEMENT REQUEST FORM

AIRPORT NAME Charlevoix Municipal Airport		GRANT NUMBER 3-26-SBGP-132-2022	
AIRPORT LOCATION ID/ASSOCIATED CITY City of Charlevoix		SUB-GRANT NUMBER (GA only) CVX-13222	
TOTAL GRANT MAXIMUM \$32,000.00		TOTAL GRANT BALANCE (Including this request) \$32,000.00	
TOTAL AMOUNT OF THIS REQUEST \$32,000.00		REQUEST NUMBER (Start at 1) 1	
SERVICE DATES OF THIS REQUEST FROM: 09/23/23 TO: 11/18/23		REQUEST SUBMITTAL DATE 12/17/24	
THIS REQUEST INCLUDES EXPENSES FOR Payroll		INVOICE SUMMARY ATTACHED Yes - Payroll Sheets	
NAME OF SUBMITTER Rob Scholey	AIRPORT MANAGER NAME Rob Scholey	PHONE NUMBER (231) 547-3605	

Please verify with an approval stamp (on this PDF version of this form) or print your initials, that to the best of your knowledge, no expenses on this reimbursement request have been previously requested for any other Federal or State funding programs.

Initial here below.

RS

[Add a stamp to a PDF in Adobe Acrobat DC](#)

INVOICE SUMMARY:

If submitting more than one expense for each operational category (i.e., salaries, cleaning services, etc.), please provide a summary spreadsheet listing each invoice, the date, amount, vendor etc. and a summary total chart that adds up the different categories. All expenses submitted must be for services incurred January 20, 2020, or later. For Debt Services Reimbursements, payments must be due on or after March 11, 2021.

APRA has a narrower eligibility scope than CARES. Eligible expenses include:

- Operations (payroll, utilities, janitorial, etc.)
- Routine Maintenance only (excludes constructing, repairing, or improving on the airport)
- Debt Payoff
- Equipment (includes only air-quality equipment and other equipment used to combat pathogens)
- Construction only for the purpose of fighting pathogens

BACK UP DOCUMENTATION:

MDOT no longer requires a copy of every invoice however sponsors must be prepared to submit any invoices, upon request, during the review process as well as retain those invoices and other supporting documentation for three years after the grant is closed as required by 2 CFR § 200.334.

Upon completion, please submit all the pages with all related information, including this invoice summary cover page, in one document into ProjectWise invoice submittal folder for your respective airport.

INVOICE SUMMARY SHEET

(Per Fiscal Year)

INSTRUCTIONS: When submitting reimbursement requests for the various types of Covid-19 Pandemic funded programs, please provide the below breakdown if expenses incurred within multiple fiscal years.

	☐ CARES ☐ CRRSAA ☒ ARPA				
	FY2020 1/20/2020 - 9/30/2020	FY2021 10/1/2020 - 9/30/2021	FY2022 10/1/2021 - 9/30/2022	FY2023 10/1/2022 - 9/30/2023	FY2024 10/1/2023 - 9/30/2024
PAYROLL				\$75,663.04	
UTILITIES					
JANITORIAL					
MAINTENANCE					
CONTRACTUAL SERVICES					
SUPPLIES/MATERIALS					
EQUIPMENT					
DEBT SERVICES					
CONCESSIONS RELIEF (includes 2% administration allowance, if taken)					
CONTRACT TOWERS OPERATIONS					
OTHER					
SUMMARY TOTALS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Report Criteria:
Employee.Employee Number = 901,915,916,935,940
Pay Code.Pay Code = 1-19
Employee Transaction.Check Issue Date = 09/29/2023
Pay Period.Pay period begin date = 09/10/2023
Pay Period.Pay period end date = 09/23/2023

Payee	Emp No	Job Position	RefNo	Pay Cd	Sub Cd	Title	Hours	Rate	Amt
901									
EWALT, BRIAN W.	901	Airport Manager	80	1	1	REGULAR WAGES	80.000	37.3197	2,985.58
EWALT, BRIAN W.	901	Airport Manager	80	13	1	STANDBY PAY REGUL	.000	100.0000	100.00
Total 901:							80.000		3,085.58
915									
OLIVER, GRANT T.	915	Airport Attendant	81	1	1	REGULAR WAGES	80.000	18.0000	1,440.00
OLIVER, GRANT T.	915	Airport Attendant	81	13	1	STANDBY PAY REGUL	.000	100.0000	200.00
Total 915:							80.000		1,640.00
916									
POSTMUS, ANTHONY	916	Airport Attendant	82	1	1	REGULAR WAGES	80.000	18.0000	1,440.00
POSTMUS, ANTHONY	916	Airport Attendant	82	13	1	STANDBY PAY REGUL	.000	100.0000	300.00
Total 916:							80.000		1,740.00
935									
DOUGLAS, MARK	935	Airport Operations Manager	83	1	1	REGULAR WAGES	80.000	22.0000	1,760.00
DOUGLAS, MARK	935	Airport Operations Manager	83	13	1	STANDBY PAY REGUL	.000	100.0000	200.00
Total 935:							80.000		1,960.00
940									
FRATRICK, JOSEPH W.	940	Airport Attendant	84	1	2	REGULAR WAGES TE	48.000	16.0000	768.00
FRATRICK, JOSEPH W.	940	Airport Attendant	84	13	1	STANDBY PAY REGUL	.000	100.0000	200.00
Total 940:							48.000		968.00
Grand Totals:							368.000		9,393.58

	Wages from Above	Fringe Benefit Rate Used	Fringe Cost	Total Wage & Fringe Benefit
Full-Time Staff	8,425.58	78%	6,571.95	14,997.53
Part-Time Staff	968.00	15%	145.20	1,113.20
	9,393.58		6,717.16	16,110.74

Report Criteria:
Employee.Employee Number = 901,915,916,935,940
Pay Code.Pay Code = 1-11
Employee Transaction.Check Issue Date = 10/13/2023
Pay Period.Pay period begin date = 09/24/2023
Pay Period.Pay period end date = 10/07/2023

Payee	Emp No	Job Position	RefNo	Pay Cd	Sub Cd	Title	Hours	Rate	Amt
901									
EWALT, BRIAN W.	901	Airport Manager	83	1	1	REGULAR WAGES	80.000	37.3197	2,985.58
Total 901:							80.000		2,985.58
915									
OLIVER, GRANT T.	915	Airport Attendant	89	1	1	REGULAR WAGES	80.000	18.0000	1,440.00
Total 915:							80.000		1,440.00
916									
POSTMUS, ANTHONY	916	Airport Attendant	85	1	1	REGULAR WAGES	80.000	18.0000	1,440.00
Total 916:							80.000		1,440.00
935									
DOUGLAS, MARK	935	Airport Operations Manager	86	1	1	REGULAR WAGES	64.000	22.0000	1,408.00
DOUGLAS, MARK	935	Airport Operations Manager	86	4	0	VACATION PAY	16.000	22.0000	352.00
Total 935:							80.000		1,760.00
940									
FRATRICK, JOSEPH W.	940	Airport Attendant	87	1	2	REGULAR WAGES TE	40.000	16.0000	640.00
Total 940:							40.000		640.00
Grand Totals:							360.000		8,265.58

	Wages from	Fringe Benefit	Fringe	Total Wage
	Above	Rate Used	Cost	& Fringe Benefit
Full-Time Staff	7,625.58	78%	5,947.95	13,573.53
Part-Time Staff	640.00	15%	96.00	736.00
	8,265.58		6,043.96	14,309.54

Report Criteria:
Employee.Employee Number = 901,915,916,935,940,943
Pay Code.Pay Code = 1-11
Employee Transaction.Check Issue Date = 10/27/2023
Pay Period.Pay period begin date = 10/08/2023
Pay Period.Pay period end date = 10/21/2023

Payee	Emp No	Job Position	RefNo	Pay Cd	Sub Cd	Title	Hours	Rate	Amt
901									
EWALT, BRIAN W.	901	Airport Manager	74	1	1	REGULAR WAGES	80.000	37.3197	2,985.58
Total 901:							80.000		2,985.58
915									
OLIVER, GRANT T.	915	Airport Attendant	75	1	1	REGULAR WAGES	80.000	18.0000	1,440.00
Total 915:							80.000		1,440.00
916									
POSTMUS, ANTHONY	916	Airport Attendant	76	1	1	REGULAR WAGES	80.000	18.0000	1,440.00
Total 916:							80.000		1,440.00
935									
DOUGLAS, MARK	935	Airport Operations Manager	77	1	1	REGULAR WAGES	80.000	22.0000	1,760.00
Total 935:							80.000		1,760.00
940									
FRATRICK, JOSEPH W.	940	Airport Attendant	78	1	2	REGULAR WAGES TE	23.250	16.0000	372.00
Total 940:							23.250		372.00
943									
KENEWELL, DAVID J.	943	Airport Attendant	79	1	2	REGULAR WAGES TE	32.000	18.0000	576.00
Total 943:							32.000		576.00
Grand Totals:							375.250		8,573.58

	Wages from Above	Fringe Benefit Rate Used	Fringe Cost	Total Wage & Fringe Benefit
Full-Time Staff	7,625.58	78%	5,947.95	13,573.53
Part-Time Staff	948.00	15%	142.20	1,090.20
	8,573.58		6,090.16	14,663.74

Report Criteria:
Employee.Employee Number = 901,915,916,935
Pay Code.Pay Code = 1-11
Employee Transaction.Check Issue Date = 11/09/2023
Pay Period.Pay period begin date = 10/22/2023
Pay Period.Pay period end date = 11/04/2023

Payee	Emp No	Job Position	RefNo	Pay Cd	Sub Cd	Title	Hours	Rate	Amt
901									
EWALT, BRIAN W.	901	Airport Manager	64	1	1	REGULAR WAGES	33.000	37.3197	1,231.55
EWALT, BRIAN W.	901	Airport Manager	64	4	0	VACATION PAY	32.000	37.3197	1,194.23
EWALT, BRIAN W.	901	Airport Manager	64	7	1	PERSONAL LEAVE	15.000	37.3197	559.80
Total 901:							80.000		2,985.58
915									
OLIVER, GRANT T.	915	Airport Attendant	65	1	1	REGULAR WAGES	80.000	18.0000	1,440.00
Total 915:							80.000		1,440.00
916									
POSTMUS, ANTHONY	916	Airport Attendant	66	1	1	REGULAR WAGES	80.000	18.0000	1,440.00
Total 916:							80.000		1,440.00
935									
DOUGLAS, MARK	935	Airport Operations Manager	67	1	1	REGULAR WAGES	72.000	22.0000	1,584.00
DOUGLAS, MARK	935	Airport Operations Manager	67	4	0	VACATION PAY	8.000	22.0000	176.00
Total 935:							80.000		1,760.00
Grand Totals:							320.000		7,625.58

	Wages from Above	Fringe Benefit Rate Used	Fringe Cost	Total Wage & Fringe Benefit
Full-Time Staff	7,625.58	78%	5,947.95	13,573.53
Part-Time Staff	-	15%	-	-
	7,625.58		5,947.96	13,573.54

Report Criteria:

Employee.Employee Number = 901,915,916,935,902,940

Pay Code.Pay Code = 1-11

Employee Transaction.Check Issue Date = 11/22/2023

Pay Period.Pay period begin date = 11/05/2023

Pay Period.Pay period end date = 11/18/2023

Payee	Emp No	Job Position	RefNo	Pay Cd	Sub Cd	Title	Hours	Rate	Amt
901									
EWALT, BRIAN W.	901	Airport Manager	86	1	1	REGULAR WAGES	38.250	37.3197	1,427.48
EWALT, BRIAN W.	901	Airport Manager	86	4	0	VACATION PAY	13.250	37.3197	494.49
EWALT, BRIAN W.	901	Airport Manager	86	5	1	REGULAR SICK PAY	8.000	37.3197	298.56
EWALT, BRIAN W.	901	Airport Manager	86	7	1	PERSONAL LEAVE	1.000	37.3197	37.32
Total 901:							60.500		2,257.85
902									
SCHOLEY, ROBERT W.	902	Airport Manager & Auxillary Police	61	1	1	REGULAR WAGES	2.000	36.3246	72.65
SCHOLEY, ROBERT W.	902	Airport Manager & Auxillary Police	61	1	1	REGULAR WAGES	38.000	36.3246	1,380.33
SCHOLEY, ROBERT W.	902	Airport Manager & Auxillary Police	61	2	1	OVERTIME 1.5X	2.000	54.4869	108.97
SCHOLEY, ROBERT W.	902	Airport Manager & Auxillary Police	61	5	1	REGULAR SICK PAY	13.250	36.3246	481.30
Total 902:							55.250		2,043.25
915									
OLIVER, GRANT T.	915	Airport Attendant	62	1	1	REGULAR WAGES	76.500	18.0000	1,377.00
OLIVER, GRANT T.	915	Airport Attendant	62	7	1	PERSONAL LEAVE	3.500	18.0000	63.00
Total 915:							80.000		1,440.00
916									
POSTMUS, ANTHONY	916	Airport Attendant	63	1	1	REGULAR WAGES	80.000	18.0000	1,440.00
POSTMUS, ANTHONY	916	Airport Attendant	63	2	1	OVERTIME 1.5X	7.500	27.0000	202.50
Total 916:							87.500		1,642.50
935									
DOUGLAS, MARK	935	Airport Operations Manager	64	1	1	REGULAR WAGES	24.000	26.0000	624.00
DOUGLAS, MARK	935	Airport Operations Manager	64	4	0	VACATION PAY	16.000	26.0000	416.00
DOUGLAS, MARK	935	Airport Operations Manager	64	4	0	VACATION PAY	30.000	22.0000	660.00
DOUGLAS, MARK	935	Airport Operations Manager	64	6	1	COMP TIME PAY	6.000	22.0000	132.00
DOUGLAS, MARK	935	Airport Operations Manager	64	7	1	PERSONAL LEAVE	4.000	22.0000	88.00
Total 935:							80.000		1,920.00
940									
FRATRICK, JOSEPH W.	940	Airport Attendant	65	1	2	REGULAR WAGES TE	21.500	18.0000	387.00
Total 940:							21.500		387.00
Grand Totals:							384.750		9,690.60
				Wages from Fringe Benefit		Fringe		Total Wage	
				Above		Rate Used		Cost	
				Full-Time Staff		9,303.60		78% 7,256.81	
				Part-Time Staff		387.00		15% 58.05	
						9,690.60		7,314.87	
								17,005.47	

Charlevoix City Council

Consent Agenda

Title: Quarterly Investment Report

Date: January 6, 2025

Presented By: Mark Heydlauff, City Manager

Background:

The City of Charlevoix Investment Policy authorizes the City Treasurer to establish procedures and internal controls for depositing City monies and carrying out investment decisions and activities consistent with the investment policy. Per the investment Policy, the Treasurer will report investment information to the City Manager and Council as to the type, rate and terms of the investments, total interest received, annual rate of returns with benchmark comparisons, bank ratings and other related information which enables the governing body to monitor and measure the success of the investment portfolio.

As of 1/06/2025, there has been no change to the investments since last reported to Council in November 2024.

Recommendation:

Motion to approve the investment report as presented.

Attachments:

1. Investments FY 2024-25 January 6-2025

CITY OF CHARLEVOIX
SCHEDULE OF FISCAL YEAR 2024-25 INVESTMENTS
As of January 06, 2025

ACCOUNT# / CUSIP	BANK	AMOUNT	INVEST DATE	MATURITY DATE	CASHED?	ANNUAL RATE	TIME DAYS	EST TOTAL PROCEEDS	EST 24-25 PROCEEDS		
38150VDK2	Huntington - Goldman Sachs	250,000	7/8/2022	7/7/2024	Yes	3.300%	730	16,568	2,224		
6887508	CIBC - Private Bank	250,000	7/11/2022	7/15/2024	Yes	3.200%	735	16,333	2,356		
6894143	CIBC - Private Bank	250,000	8/17/2022	8/16/2024	Yes	3.350%	730	17,006	3,215		
6933632	CIBC - Private Bank	250,000	8/16/2022	8/15/2024	Yes	3.350%	730	17,006	3,192		
6870388	CIBC - Private Bank	250,000	9/26/2022	9/25/2024	Yes	4.150%	730	21,038	5,130		
587379AD0	Huntington - Mercantile Bank	250,000	4/30/2023	10/28/2024	Yes	4.800%	548	18,049	6,972		
6809318	CIBC - Private Bank	250,000	2/21/2023	2/20/2025	NO	4.750%	730	23,750	10,606		250,000
1029548761	CIBC - Private Bank CDARS	250,000	8/22/2024	8/20/2026	NO	4.150%	728	20,693	6,282		250,000
6975062	CIBC - Private Bank	630,000	3/8/2023	3/7/2025	NO	5.000%	730	63,000	29,429		630,000
33847GJS2	Huntington - Flagstar	250,000	7/11/2024	7/10/2026	NO	4.850%	729	24,217	8,737		250,000
06051V4P8	Huntington - Bank of America	250,000	11/1/2023	11/3/2025	NO	5.350%	733	26,860	13,375		250,000
02007G-3S-0	Huntington - Ally Bank	250,000	9/28/2024	9/28/2026	NO	3.800%	730	19,000	4,789		250,000
05612LAR3	Huntington - BMW Bank North America	250,000	7/12/2024	7/12/2026	NO	4.700%	730	23,500	8,434		250,000
15987UBK3	Huntington - Charles Schwab	250,000	4/25/2023	4/24/2025	NO	4.800%	730	24,000	12,000		250,000
32110YP90	Huntington - 1st Natl Bank of America	250,000	10/30/2024	10/30/2026	NO	3.800%	730	19,000	3,956		250,000
90355GCYO	Huntington - UBS Bank USA	250,000	5/5/2023	5/5/2025	NO	4.800%	731	24,033	12,000		250,000
1029548737	CIBC - Private Bank CDARS	250,000	8/21/2024	8/19/2026	NO	4.150%	728	20,693	6,310		250,000
TOTALS:		\$3,130,000			Average Days & Totals:		720	394,746	139,007		3,130,000

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Public Hearing: Amendment to Fines Ordinance 856 of 2024

Date: January 6, 2025

Presented By: Mark Heydlauff, City Manager
Jill McDonnell, Chief of Police

Background:

The City Code includes a fine section for offenses where a specific fine or punishment is not included. The fines stipulated for first, second, and third offenses have not been updated in this section since 2000. This change will increase fines to \$100 for the first offense, \$300 for the second offense, and \$500 for a third or further offense within 2 years of the initial offense.

The current fines, unchanged since 2000, no longer provide an effective deterrent. Over the past 24 years, inflation and changing economic conditions have significantly reduced the impact of these penalties. The proposed fine increases are designed to discourage repeat offenses. Escalating fines for subsequent violations within a two-year period emphasize the importance of adhering to ordinances and foster greater community compliance.

Over the past two decades, the costs associated with enforcement have increased substantially. Higher fines for repeat offenders will help recoup these expenses and ensure the City can continue to allocate resources effectively. These fines are also in-line with peer communities.

Nearly all offenses sanctioned under this section come from our Zoning/Code Enforcement area or the Police Department. This ordinance does NOT impact general parking or traffic citations.

In the past year, there a total of 13 citations issued from the Zoning Department--some of which were resolved before a fine was issued. The nature of these citations included tall grass, blight, and an illegal structure. In some cases, violators chose to pay the fine instead of complying. The most recent citations issued by the Police Department were in coordination with the Zoning Administrator. These penalties apply to various ordinances enforced by the Police Department, with only a few ordinances specifying penalties outside this schedule. Historically, violators have opted to pay the fine and not contest the violation. If violations are contested they are forwarded to the 90th District Court for a hearing.

Recommendation:

Motion to approve Ordinance 856 of 2025 as presented.

Attachments:

1. 856 of 2025 Fine Ordinance

CITY OF CHARLEVOIX
ORDINANCE NO. 856 of 2024

AN ORDINANCE TO AMEND TITLE I, CHAPTER 10, RULES OF CONSTRUCTION; GENERAL PENALTY, SECTION 10.99 GENERAL
PENALTY OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

Section 1. Title I, Chapter 10, Section 10.99 General Penalty (10) Schedule of Civil Fines of the Charlevoix City Code is hereby amended as follows:

(10) Schedule of civil fines. The City Council may adopt by ordinance a fine schedule and/or an ordinance may specify a fine for a violation of that particular ordinance. If no other fine amount is specified by an ordinance of the City Council, the fines for violations shall be as follows:

Offense	Current Fine	Proposed Fine
First offense	\$50	\$100
Second offense within 2 years of initial offense	\$75	\$300
Third or subsequent offense within 2 years of initial offense	\$100	\$500

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. 856 was adopted on the XX day of January 2025 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Charlevoix City Council

All Other Actions and Requests

Title: Police Department Accreditation

Date: January 6, 2025

Presented By: Jill McDonnell, Chief of Police

Background:

The Charlevoix Police Department continues to work toward accreditation. This process involves a lot of self-evaluation, organization and implementation of new and existing policies, and more training for staff along with documentation of these activities. Chief McDonnell will provide an update on this process and answer questions Council may have on the work being done. As part of this process, there are some actions we seek from Council.

First, we have developed proposed mission, vision, and values statements for the department. In many respects, we believe these ideals already guide the department but memorializing them in writing and including them in the accreditation process helps us ensure the work we do in this process is aligned with the community expectations as set by City Council.

City of Charlevoix Police Department Mission, Vision and Values

Mission Statement:

The Charlevoix Police Department is committed to safeguarding our community through proactive policing, responsive service, and collaborative partnerships. We strive to enhance quality of life by upholding the law with integrity, fairness, and compassion, fostering trust and mutual respect with all residents and visitors.

Vision Statement:

To be a trusted, community-focused police department that fosters safety, respect, and collaboration, ensuring Charlevoix remains a welcoming and secure place for all who live, work, and visit.

Values Statement:

- 1. Integrity: We uphold the highest standards of honesty and ethical conduct in all our actions.*
- 2. Service: We are dedicated to serving the community with empathy, fairness, and respect.*
- 3. Accountability: We take responsibility for our actions and are transparent in our decision-making.*
- 4. Collaboration: We work closely with the community, local organizations, and city departments to achieve common goals.*
- 5. Excellence: We are committed to continuous improvement and excellence in law enforcement practices.*
- 6. Respect: We treat all individuals with dignity and honor the diverse perspectives within our community.*

Power DMS Records Management

Second, as part of the accreditation process, a strong records maintenance process and method help us track training, policies, and other measures of performance. We are seeking approval to add modules to our very basic PowerDMS platform to create efficiencies and reduce redundancy of items while tracking receipts and knowledge of policies. The Power Ready would track our training program

of new officers and supervisors, ensuring that everyone is on the same page while creating defensible documentation of their training and ensuring that all necessary areas are covered, especially the high-risk low-frequency events that create the most liability for the City.

We currently use the basic Accreditation Module, and integrating these additional tools will streamline operations, improve documentation, and provide critical support for our accreditation efforts. Currently, we are using an add-on to one of the training platforms to push out and sign policies. This platform does not integrate or communicate into the accreditation platform and creates redundancy.

PowerDMS by NEOGOV is a public safety workforce platform designed for government agencies, specifically in the public safety sector, to manage policies, procedures, training, compliance, and internal affairs within a single system. The platform enhances operational efficiency and transparency while ensuring adherence to regulations, focusing on the unique needs of public sector workforce management.

Key Features:

- **Comprehensive Public Safety Focus:**
Tailored for police, fire, and EMS agencies, it goes beyond policy management by providing tools for training, internal affairs case management, and more.
- **Compliance Management:**
Simplifies tracking and managing compliance with policies and regulations, ensuring staff awareness and adherence to standards.
- **Improved Efficiency:**
Automates workflows, reducing manual work in shift scheduling, field training, and incident reporting.
- **Transparency and Accountability:**
Offers clear documentation and reporting tools that enhance transparency and facilitate agency oversight.

Key Benefits of Additional Modules

1. **Enhanced Policy Management:**
 - A secure, cloud-based platform for creating, editing, organizing, and distributing policies.
 - Advanced features like automated workflows, side-by-side comparisons, and public-facing documents.
2. **Support for Accreditation:**
 - Integrates with the Accreditation Module to track compliance and generate necessary reports.
 - Provides analytics tools for enhanced reporting and documentation.
3. **PowerReady Capabilities:**
 - Mobile access and notifications for efficient operations.
 - Real-time alerts for training and compliance deadlines.
4. **Streamlined Onboarding and Training:**
 - Access to video tutorials, user guides, and dedicated support for seamless implementation.

The tools will save time, reduce errors, and improve transparency while ensuring that our agency meets the highest standards in public safety and accountability. Additionally, this will eliminate redundancies in different locations, printing and keep paper records of policies and training records, thus reducing our overall paper consumption.

ParPlan Risk Reduction Grant

Finally, the City's liability insurer, the Michigan Township Participating Plan (ParPlan) has risk-reduction grant opportunities to help offset the cost of liability reducing efforts. We believe the addition of this software will fit well into their requirements. The ParPlan offers \$5,000.00 grants quarterly that cover equipment and training. The Police Department would like to apply for and accept a grant of \$5,000.00 to support the department's acquisition of the above-referenced software.

Recommendation:

Motion to approve the Mission, Vision, and Values Statements for the Charlevoix Police Department.

Motion to approve Resolution 2025-01-01 to apply for \$5,000 from the ParPlan Risk Reduction Grant Program.

Motion to authorize the purchase of PowerDMS modules as presented upon successful receipt of the ParPlan Risk Reduction Grant.

Attachments:

1. Resolution 2025-01-01 Michigan Township Plan Grant Police Department-PowerDMS
2. Power DMS Proposal

**CITY OF CHARLEVOIX
RESOLUTION NO. 2025-01-01**

Michigan Township Participating Plan Grant Application Approval

WHEREAS, the City of Charlevoix City Council wishes to apply for a Risk Reduction Grant through the Michigan Township Participating Plan (Par Plan) to assist in cover the cost of the Power DMS Software, which will enhance the Police Department's capabilities in policy management, compliance tracking, and documentation.

WHEREAS, the City of Charlevoix Police Department is seeking a grant contribution of \$5,000.00.; and

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council supports submittal of an application to the Michigan Township Participating Plan for a \$5,000.00 grant to assist in cover the cost of the Power DMS Software.

RESOLVED this.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

The police department is seeking approval to add modules to our very basic PowerDMS platform to create efficiencies and reduce redundancy of items while tracking receipt and knowledge of policies. The Power Ready would track our training program of new officers and supervisors ensuring that everyone is on the same page while creating defensible documentation of their training and ensuring that all necessary areas are covered especially the high-risk low frequency events that create the most liability for the city.

Purpose:

This memo seeks approval to purchase additional PowerDMS modules to enhance our capabilities in policy management, compliance tracking, and documentation. We currently use the basic Accreditation Module, and integrating these additional tools will streamline operations, improve documentation, and provide critical support for our accreditation efforts. Currently we are using an add on to one of training platforms to pushout and sign policies. This platform that does not integrate or communicate into the accreditation platform and creates redundancy.

Proposed Purchase Details

Year 1 (1/1/2025 – 3/31/2025)

Item	Type	Cost (USD)
PowerPolicy Professional Subscription	Recurring License	\$956.25 This is discounted by 10%
PowerPolicy Professional Setup (Onboarding)	One-Time Service	\$1,000.00
PowerReady Subscription	Recurring License	\$787.50
PowerReady Setup	One-Time Service	\$1,750.00 This is discounted by 10%
Year 1 Total: \$4,493.75		

Year 2 (4/1/2025 – 3/31/2026)

Item	Type	Cost (USD)
PowerPolicy Professional Subscription	Recurring License	\$3,825.00 This is discounted by 10%
PowerReady Subscription	Recurring License	\$3,150.00 This is discounted by 10%

Item	Type	Cost (USD)
Year 2 Total: \$6,975.00		

Year 3 (4/1/2026 – 3/31/2027)

Item	Type	Cost (USD)
PowerPolicy Professional Subscription	Recurring License	\$4,250.00
PowerReady Subscription	Recurring License	\$3,500.00
Year 3 Total: \$7,750.00		

Overview of PowerDMS by NEOGOV

PowerDMS by NEOGOV is a public safety workforce platform designed for government agencies, specifically in the public safety sector, to manage policies, procedures, training, compliance, and internal affairs within a single system. The platform enhances operational efficiency and transparency while ensuring adherence to regulations, focusing on the unique needs of public sector workforce management.

Key Features:

- Comprehensive Public Safety Focus:**
 Tailored for police, fire, and EMS agencies, it goes beyond policy management by providing tools for training, internal affairs case management, and more.
- Compliance Management:**
 Simplifies tracking and managing compliance with policies and regulations, ensuring staff awareness and adherence to standards.
- Improved Efficiency:**
 Automates workflows, reducing manual work in shift scheduling, field training, and incident reporting.
- Transparency and Accountability:**
 Offers clear documentation and reporting tools that enhance transparency and facilitate agency oversight.

Key Benefits of Additional Modules

1. Enhanced Policy Management:

- Secure, cloud-based platform for creating, editing, organizing, and distributing policies.
- Advanced features like automated workflows, side-by-side comparisons, and public-facing documents.

2. Support for Accreditation:

- Integrates with the Accreditation Module to track compliance and generate necessary reports.
- Provides analytics tools for enhanced reporting and documentation.

3. PowerReady Capabilities:

- Mobile access and notifications for efficient operations.
- Real-time alerts for training and compliance deadlines.

4. Streamlined Onboarding and Training:

- Access to video tutorials, user guides, and dedicated support for seamless implementation.

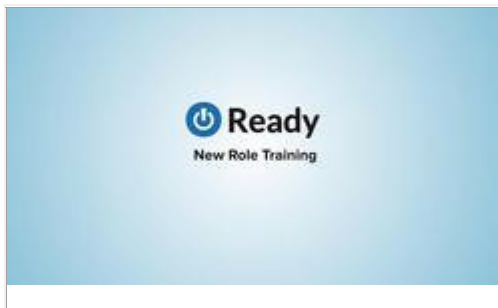
Justification

Investing in these modules will significantly enhance our ability to manage policies, track compliance, and demonstrate competency proofs for the accreditation processes. The tools will save time, reduce errors, and improve transparency while ensuring that our agency meets the highest standards in public safety and accountability. Additionally, this will eliminate redundancies in different locations, printing and keep paper records of policies and training records thus reducing our overall paper consumption.

Additional information:



[PowerPolicy Overview](#)



[PowerReady Overview Video](#)

PowerDMS
POLICY MANAGEMENT

Why PowerPolicy

Policies aren't meant to collect dust on a shelf

You can no longer risk assuming that your staff took the time to review and sign the latest policy changes. PowerPolicy takes policy from theory to practice by putting them into the hands of your staff at all times.

Map Policies to Standards

Easily map policies to accreditation standards and be alerted when a policy change impacts compliance.*

Tie Policies to Training

Turn policies into practice by linking them to on-the-job training requirements and proficiencies.**

Use a Trusted Solution

20+ years of experience helping 5,000+ public safety agencies maintain policy compliance.

66 *Because of [PowerPolicy], not only have we saved a bunch of trees and a whole bunch of money, but my officers are now even more informed and I'm able to prove it.**

Stephanie Eris
Ministry Police Department (IL)

Key Features

- **Side-by-side comparison** makes it easy for staff to see what's changed when signing a policy update.
- **Electronic signatures** ensure staff see and understand policy changes.
- **Workflows** make policy updates a breeze with one place to collaborate.
- **Dashboards and scheduled reports** make it easy for supervisors to hold staff accountable for signing policies.
- **Microsoft, Google Drive and OneDrive integrations** let you keep using the tools you already know.
- **Audit trails** let admins know what's changed, when, and by whom.

*Real-time PowerStandards
**Real-time PowerPro

PowerDMS.com • 800.745.5104 • sales@powerdms.com

Why PowerPolicy



Why PowerReady

Formerly PowerFTO

Job-critical training deserves better software.

Manage, track, and measure on-the-job training for every role in your agency with easy-to-use software that does the work for you. PowerReady simplifies the entire process, allowing you to focus on what matters most.



Integrates with PowerPolicy

Tie skills directly to relevant policies so trainers spend less time searching manuals and more time mentoring.



Train Every New Role

Build training programs to support every employee when they move into a new role or get promoted.



Leverage Real-Time Data

Get insight from reports on every aspect of your training process, not just on how trainers are doing.

66 "It's a huge time saver for me, and it helps keep me organized. It's just easy – I can click and it's all right there."

Corporal Christine Winkler - Training Coordinator
Glendale Police Department

Key Features

- **Program templates from established models** including San Jose, Reno, Kalamazoo, NEAJA, Nebraska, Corrections issues and housing, etc.
- **Configurable forms, phases, skills, and activities** to build a program that fits your exact needs
- **Intuitive filter search** sorts forms by date, trainer, trainee, form type, workflow stage, and more
- **Connect to policies** – Link skills and activities in the program directly to relevant documentation in PowerPolicy for easy reference
- **Dashboards with detailed reports** on the program's level of success in several key areas
- **Automated alerts** that trigger based on the activities and scores you care about the most

PowerDMS.com 800.768.5764 sales@powerdms.com

Why PowerReady

We will also seek grant funding from ParPlan to absorb or offset these costs. Because this are above my authorization thresholds. I would be happy to meet and discuss this further.

Charlevoix City Council

All Other Actions and Requests

Title: Match on Main Selection Policy Revision

Date: January 6, 2025

Presented By: Mark Heydlauff, City Manager

Background:

After adopting the Match on Main Grant Selection Policy in November 2024, the state clarified eligibility and made it clear that we could not have two applicants from two areas but instead could only have two applicants total from the City of Charlevoix. By the deadline of December 30 at noon, three applicants were received with one from the non-DDA area and two from the DDA. As such, we propose the following modification to the selection process:

Between January 8 and January 13, the chairs and vice chairs of the DDA and Planning Commission will meet to review all applicants with input given by the DDA at their meeting on January 7 from all three applicants. On January 13, the Planning Commission, with the input received from the DDA and the joint meeting of the Chairs and Vice Chairs, will select the two applicants to be recommend to the state. All involved will use a scoring sheet developed based on the goals of the policy.

If the state opens a future round of funding for the Match on Main Program, we will recommend a revised application process based on any changes they may or may not make in the future. Aside from recommending up to two applications to the MEDC, the City has no role in making funding decisions.

Recommendation:

Motion to adopt the revised Match on Main Selection Policy as presented.

Attachments:

1. Match on Main Selection Policy
2. Match on Main Scoring Sheet



Match on Main Grant Applicant Selection

The Match on Main Business Support Grant program is administered by the Michigan Economic Development Corporation. Because the City of Charlevoix is a certified-Redevelopment Ready Community, businesses are eligible to apply. Historically, downtown businesses have applied but the Charlevoix Area Chamber of Commerce noted that businesses outside the downtown who are within the City limits are also eligible. The City can forward up to two recommendations from the DDA and two non-DDA businesses to the MEDC. This policy is to establish a structured and strategic process for selecting businesses to apply for Match on Main Grant Funding supporting economic development priorities as defined in the 2022 Master Plan and the 2021 Economic Development Strategy.

1. Authorization and Responsibilities

- 1.1. The Charlevoix Planning Commission is authorized to select up to two grant applicants from businesses located within designated areas of the City of Charlevoix which is all qualified areas outside the DDA boundary.
 - 1.2. The Charlevoix DDA Board is authorized to select up to two additional applicants from businesses within the DDA district.
 - 1.3. All selected applicants must align with the community and economic development priorities outlined in the 2022 Master Plan and the 2021 Economic Development Strategy and provide a fully complete application to the City by noon on December 30, 2024.
-

2. Application Process

2.1. Application Submission

- Businesses must submit completed grant applications by **noon on December 30, 2024**, to be eligible for the January 20, 2025, funding round. Applications must be in the form required by the MEDC and electronically delivered to the Charlevoix City Clerk.
- Applications must demonstrate how the proposed project meets MEDC guidelines and supports local priorities such as year-round economic stability, job creation, and innovative services or products.

2.2. Geographic Eligibility for Planning Commission Applicants

The Planning Commission may consider applications from businesses located in the following areas:

- **US-31 Corridor:** A primary commercial area essential for regional traffic and economic activity, including opportunities for growth in retail, dining, and services.

- **Qualified Commercial Areas:** Any other areas deemed eligible under MEDC's Match on Main program rules, ensuring compliance with state funding priorities.
- **Other Business Districts Outside the DDA Boundary:** Zones with economic revitalization potential identified in the 2022 Master Plan or 2021 Economic Development Strategy.
- **DDA Boundary Exclusion:** Businesses within the DDA district boundaries will be evaluated solely by the DDA Board.

2.3. Review and Selection

- Both the Planning Commission and the DDA Board will evaluate applications based on established selection criteria (see Section 3).
- The DDA Board will meet again on January 7 and the Planning Commission will meet on January 13.

2.4. Submission to MEDC

The City Manager will oversee the submission of selected applications to MEDC, ensuring adherence to all program deadlines and requirements.

3. Selection Criteria

The City Council sets forth the following criteria for the DDA and Planning Commission to use in making determinations on which businesses to recommend for funding to the MEDC. The boards are entrusted to use their judgement, knowledge of the community, and needs of the City to make sound decisions.

3.1. Business Characteristics

- **Year-Round Operations:** Priority will be given to businesses committing to year-round operations, enhancing the local economy's stability beyond the tourist season.
- **Job Creation:** Applicants must outline plans to create new jobs or retain existing positions, with emphasis on full-time, sustainable employment at competitive wages.
- **Financial Stability:** Evidence of financial soundness, such as a robust business plan or successful past projects, is required.

3.2. Community Impact

- **New or Underutilized Services and Products:** Projects introducing innovative or underserved offerings that meet local needs will be prioritized.
- **Addressing Market Gaps:** Applications should align with documented needs from the 2021 Economic Development Strategy including serving unmet needs for residents and visitors alike.
- **Enhancing Resident and Visitor Engagement:** Preference for businesses that plan to foster community interaction, cultural enrichment, or visitor experiences.

3.3. Alignment with Strategic Goals

- **Economic Diversification:** Initiatives that expand beyond traditional tourism, fostering innovation and local economic variety.
- **Downtown Revitalization:** Proposals that enhance the downtown environment, such as storefront improvements or leveraging historical and cultural assets. Beyond the downtown, improvements to facades and things to ensure the business fits the character of the neighborhood should be preferred.
- **Sustainability and Innovation:** Applicants incorporating eco-friendly practices, advanced technologies, or creative business models.

3.4. Feasibility and Readiness

- **Implementation Plan:** A clear timeline, budget, and measurable outcomes are required.
- **Matching Funds:** Businesses providing financial contributions or matching funds will be prioritized.
- **Compliance with MEDC Guidelines:** Applications must align with Match on Main requirements and deadlines.

4. Coordination and Reporting

4.1. The Planning Commission and DDA Board must submit their selected applicants and supporting justifications to the City Manager by **January 15, 2025**.

4.2. The City Manager will oversee coordination with MEDC, ensuring compliance with grant application processes and reporting requirements. Selected businesses ultimately bear responsibility to complete requirements of the MEDC and follow-up on requests.

5. Transparency and Accountability

An annual report on funded project outcomes will be presented to the City Council, highlighting community impact and alignment with strategic goals. This will inform future priorities and how future funding rounds may be handled.

.....
Revision to Match on Main Selection Policy (proposed for January 6, 2025)

After adopting the Match on Main Grant Selection Policy in November 2024, the state clarified eligibility and made it clear that we could not have two applicants from two areas but instead could only have two applicants total from the City of Charlevoix. By the deadline of December 30 at noon, three applicants were received with one from the non-DDA area and two from the DDA. As such, we propose the following modification to the selection process:

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applicants to be recommend to the state. All involved will use a scoring sheet developed based on the goals of the policy.

If the state opens a future round of funding for the Match on Main Program, we will recommend a revised application process based on any changes they may or may not make in the future. Aside from recommending up to two applications to the MEDC, the City has no role in making funding decisions.

Match on Main Grant Application Scoring Sheet

Applicant Name: _____

Project Title: _____

Review Date: _____

Reviewer Name: _____

Section 1: Business Characteristics (30 Points Total)

1. Year-Round Operations (10 points)

- 10: Clear evidence of year-round operation commitment.
- 5–9: Seasonal operation with plans for year-round extension.
- 0–4: Primarily seasonal with no plans for year-round operation.

Score: _____

2. Job Creation and Retention (10 points)

- 10: Detailed plan to create/retain multiple full-time positions at competitive wages.
- 5–9: General plans to create/retain jobs, including part-time roles.
- 0–4: Minimal or no emphasis on job creation/retention.

Score: _____

3. Financial Stability (10 points)

- 10: Strong evidence of financial soundness and past project success.
- 5–9: Adequate financial stability demonstrated.
- 0–4: Insufficient evidence of financial soundness.

Score: _____

Section 2: Community Impact (30 Points Total)

1. New/Underutilized Services or Products (10 points)

- 10: Highly innovative, filling significant market gaps.
- 5–9: Moderately innovative, addressing some unmet needs.
- 0–4: Minimal innovation or alignment with market gaps.

Score: _____

2. Addressing Market Gaps (10 points)

- 10: Strong alignment with documented unmet needs in the community.
- 5–9: Moderate alignment with some documented needs.
- 0–4: Little to no alignment with market needs.

Score: _____

3. Enhancing Resident and Visitor Engagement (10 points)

- 10: Detailed plans for fostering engagement and enrichment.
- 5–9: General plans to promote interaction or cultural activities.
- 0–4: Minimal focus on community engagement.

Score: _____

Section 3: Strategic Goals Alignment (25 Points Total)

1. Economic Diversification (10 points)

- 10: Expands the local economy into new or innovative sectors.
- 5–9: Partially diversifies local economic activities.
- 0–4: Little to no contribution to economic diversification.

Score: _____

2. Downtown/Neighborhood Revitalization (10 points)

- 10: Significant improvement to the physical or cultural character of the area.
- 5–9: Moderate improvement or alignment with revitalization goals.
- 0–4: Minimal contribution to revitalization.

Score: _____

3. Sustainability and Innovation (5 points)

- 5: Strong integration of eco-friendly practices or innovative business models.
- 3–4: Moderate integration of sustainability or innovation.
- 0–2: Minimal focus on sustainability or innovation.

Score: _____

Section 4: Feasibility and Readiness (15 Points Total)

1. Implementation Plan (10 points)

- 10: Comprehensive plan with a clear timeline, budget, and outcomes.
- 5–9: Adequate plan with minor gaps in detail or clarity.
- 0–4: Weak or incomplete implementation plan.

Score: _____

2. Matching Funds (5 points)

- 5: Clear evidence of financial contributions or matching funds.
- 3–4: Partial evidence of financial contribution or match.
- 0–2: No matching funds or financial contributions.

Score: _____

Final Scoring Summary

Total Score: _____ / 100

Recommendation:

- ☐ Strongly Recommend
- ☐ Recommend with Reservations
- ☐ Do Not Recommend

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: January 6, 2025

Presented By:

Background:

A. Mt. McSaubu

After a promising start to the snow season in late November, we have faced some warmer temperatures and rain which is especially harmful for maintaining snow cover on the ski hill. We decided to close earlier this week to hold the base we have and believe the colder weather received on New Year's Day along with the cold temperatures coming up will allow us to make more snow and continue our services. Candlelight hikes have begun and have been well-received. Our staff is grateful for the extra snow-making capability of the new machines we acquired and they have been making a base for the ice rink. Depending on conditions, we expect it will open soon.

B. Crowd Safety

In the wake of the terrorist incident in New Orleans this week, Chief McDonnell and I discussed additional ways to strengthen pedestrian safety during events when the street is closed. She is investigating some additional barriers we may want to consider and other tactics to reduce risk. While we do not believe our events are inherently unsafe, incidents like this offer a chance to rethink what we do and how we can bolster our defenses against those who may wish harm or non-malicious but catastrophic accidents.

C. Alley Corridor Vision and Plan

I approved a proposal from Prein&Newhof to create an application on behalf of the DDA to apply for funding from the Redevelopment and Placemaking Grant Program from MEDC to seek funds for further work to implement our alley corridor and vision. They'll have a grant proposal submitted by the middle of this month. This would build on the successful construction two years ago on the alley off Mason Street. We are also working on an unfolding proposal from the Historical Society for them to place a mural of Irene Harsha Young's famous map to be placed on the back side of the North Seas Gallery. Together, we think these components can make a strong grant proposal.

Recommendation:

Attachments:

1. Police Department Activity Report November 2024
2. SHPO Letter RE: Downtown Historic District

CITY OF CHARLEVOIX

POLICE ACTIVITY REPORT FOR THE MONTH OF

NOVEMBER 2024

ITEM	TOTAL THIS MONTH	MONTH YEAR PRIOR	TOTAL THIS YEAR	TOTAL LAST YEAR
TRAFFIC CITATIONS	12	8	255	121
TRAFFIC WARNINGS	57	16	720	479
TRAFFIC CONTACTS	62	25	901	571
MOTORIST/CITIZEN ASSIST	16	19	161	551
POLICE ASSIST	23	27	280	340
MEDICAL RESPONSE	7	4	62	91
PAPER SERVICE	9	0	13	12
RESIDENTIAL/COMMERCIAL	5 / 100	12	342	233
FELONY ARRESTS	0	0	9	12
MISDEMEANOR/NTA ARRESTS	3	3	55	43
WARRANT ARRESTS	2	2	22	39
WARRANT ATTEMPTS	0	0	8	4
TRAFFIC CRASH 9300-1	6	2	76	79
TRAFFIC CRASH 9300-2	3	0	41	60
GENERAL ASSISTS/OTHER	117	111	1,477	2,658
FUNERAL ESCORTS	0	1	4	9
ALARMS	3	9	43	64
SCHOOL PATROL	13	15	99	205
SCHOOL PRESENTATIONS	0	1	12	9
PARKING/SNOW TICKETS	6	0	233	325
PARKING METER TICKETS	0	0	2,007	2,844
LIQUOR INSPECTIONS	0	8	105	127
ORIGINAL COMPLAINTS	41	26	422	341
CLOSED COMPLAINTS	31	25	328	236
FOLLOW-UP/SUPPLEMENTS	45	47	255	204
MENTAL HEALTH INCIDENTS	0	-	6	-
PATROL MILES	3,742	3,147	45,129	39,828

TOTAL MILEAGE #87-1	<u>1,118</u>
TOTAL MILEAGE #87-2	<u>1,352</u>
TOTAL MILEAGE #87-3	<u>1,272</u>


 Jill McDonnell
 Chief of Police



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
MICHIGAN STRATEGIC FUND
STATE HISTORIC PRESERVATION OFFICE

QUENTIN L. MESSER, JR.
PRESIDENT

Thursday, December 12, 2024

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

Dear Property Owner:

I am pleased to inform you that the following property will be considered for nomination to the National Register of Historic Places by the State Historic Preservation Review Board at the meeting to be held on **Friday, January 17, 2025, at 10:00 a.m. EST**:

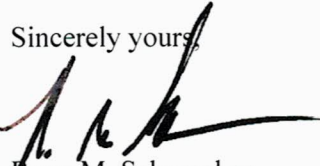
Charlevoix Central Historic District
Boundaries and resources as depicted in the enclosed map
Charlevoix, Charlevoix County, Michigan

The meeting will be held in the Lake Michigan Room of the Michigan Economic Development Corporation home office, 300 North Washington Square, Lansing, Michigan. The meeting will also be available by Zoom. More information and meeting links will be available at www.michigan.gov/shpo.

You are invited to attend the meeting at which the nomination will be considered. All attendees are afforded the opportunity to address the board at the meeting, if desired. You may also send written comments concerning the nomination of this property to the State Historic Preservation Office prior to the meeting. All written correspondence should be sent in time to be received prior to the review board meeting, and will be acknowledged at the meeting.

Information about the rights of property owners, including the right of owners to object to the nomination of the property, and the outcomes of National Register designation are provided on the enclosed notices.

Any comments or questions you may have concerning the nomination of this property, the National Register program, or the State Historic Preservation Review Board may be directed to Todd A. Walsh, National Register Coordinator, by e-mail at WalshT@michigan.gov or by mail at the address below.

Sincerely yours,

Ryan M. Schumaker
State Historic Preservation Officer



300 NORTH WASHINGTON SQUARE • LANSING, MICHIGAN 48913
michigan.gov/shpo • (517) 335-9840



Results of Listing in the National Register of Historic Places

Revised: October 9, 2024

The National Register of Historic Places is the official list of the Nation's historic places worthy of preservation. Listing properties in the National Register of Historic Places often changes the way communities perceive their historic places and strengthens the credibility of efforts by private citizens and public officials to preserve these resources as living parts of our communities. Nomination to the National Register plays an important role in preservation activities of federal agencies; state, tribal, and local governments; and private organizations.

Listing in the National Register:

- Provides federal recognition of a property's significance in the history of our communities, state, or nation.
- Fosters pride in communities and contributes to tourism and economic development
- Provides eligibility or support for certain funding programs.
- Provides eligibility for federal and state tax provisions: If a property is listed in the National Register, certain tax provisions may apply. See michigan.gov/hpcredit for more information.
- Serves as a planning tool that aids federal, state, and local governments in making decisions concerning the development of our communities.
- Allows for consideration, review, and consultation in planning for federally assisted projects. Section 106 of the National Historic Preservation Act of 1966 requires that federal agencies allow for the Advisory Council on Historic Preservation to have an opportunity to comment on all projects affecting historic properties listed in, or eligible for listing in, the National Register. For further information, please refer to 36 CFR 800.
- Provides consideration in issuing a surface coal mining permit: In accordance with the Surface Mining and Control Act of 1977, there must be consideration of historic values in the decision to issue a surface coal mining permit where coal is located. For further information, please refer to 30 CFR 700 et seq.
- **Does not** restrict or limit what a private property owner may do when using private funding.
- **Does not** require certain levels of maintenance.
- **Does not** prevent demolition.
- **Does not** restrict the use or sale of private property.
- **Does not** require an owner to allow public access to private property.
- **Does not** mean the federal or state government will seek to purchase or place restrictions on private property.
- **Does not** require any government entity to maintain private property, nor to provide funds for restoration and preservation.
- **Does not** require federal or state review of proposed alterations, unless federal funds, permits, or licensing is being used in the project.
- **Does not** automatically invoke a local historic district or local landmark designation.



Rights of Owners to Comment and/or to Object to Listing in the National Register of Historic Places

Revised: October 9, 2024

Owners of private properties nominated for listing in the National Register of Historic Places have an opportunity to concur with or object to listing in accord with the National Historic Preservation Act and 36 CFR Part 60. Any owner or partial owner of private property who chooses to object to listing may do so by either:

- 1) Submitting to the State Historic Preservation Officer a notarized statement certifying that the party is the sole or partial owner of the private property and the party objects to listing the property in the National Register of Historic Places.
- 2) Submitting to the State Historic Preservation Officer a letter that meets the requirements of 28 U.S.C. 1746 *Unsworn Declarations Under Penalty of Perjury*. The letter should state that the party objects to listing the property in the National Register of Historic Places and must include one of the following statements in substantially the same form:
 - a. If executed within the United States, its territories, possessions, or commonwealths: "I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature)".
 - b. If executed without the United States: "I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature)".

Each owner or partial owner of private property has one vote regardless of the portion of the property (as defined by National Park Service) the party owns, or the number of properties owned. If a majority of private property owners object to listing, the property shall not be listed. If an owner objects to the listing of a property, **the objection must be submitted to the State Historic Preservation Office at the address below by the date of the review board meeting noted in the notification letter.**

When a majority of owners object, the State Historic Preservation Officer shall submit the nomination to the Keeper of the National Register of Historic Places for a determination of eligibility. Whether the property is listed or determined to be eligible for listing federal agencies will be required to consider the effects of federally funded, licensed, or assisted projects on the listed or eligible property.

Anyone may provide comments on the nomination of the property to the National Register, by sending them to the address below before the review board considers the nomination. Letters of support or other, general comments need not be notarized or meet the requirements of 28 U.S.C. 1746.

A copy of the nomination and information on the National Register and federal tax provisions are available from the State Historic Preservation Office, upon request (unless restricted under Section 304 of the National Historic Preservation Act of 1966, as amended), by contacting SHPO at any of the below:

Mail: National Register Coordinator
Michigan State Historic
Preservation Office
300 North Washington Square
Lansing, Michigan 48913

Telephone: (517) 335-9840
Email: preservation@michigan.gov
Web: www.michigan.gov/shpo

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: January 6, 2025

Presented By:

Background:

Recommendation:

Attachments:

None