



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, April 4, 2022- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Proclamation - Sexual Assault Awareness Month
Luther Kurtz, Mayor
 - B. Assessing Department Annual Report
Joe Lavendar, City Assessor/GIS Coordinator
 - C. Government for Tomorrow
Liam Dreyer
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Actions Laid Upon the Table**
 - A. Little Traverse Charters, LLC Commercial Slip Lease
- 6. Consent Agenda**
 - A. City Council Meeting Minutes - March 21, 2022
 - B. Accounts Payable and Payroll Check Registers
- 7. Public Hearings and Actions Requiring Public Hearings**
 - A. Ordinance to Amend Ward Boundaries
Sarah J. Dvoracek, City Clerk
- 8. All Other Actions and Requests**
 - A. Lake Charlevoix Mariners License and Storage
Kent Knorr, Recreation Director
 - B. Discussion of Paid Parking
Mark L. Heydlauff, City Manager
 - C. Mayoral Appointment: Downtown Development Authority Board
Mayor Luther Kurtz

9. Reports and Communications

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

10. Other Council Business & 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: Proclamation - Sexual Assault Awareness Month

DATE: April 4, 2022

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

April is Sexual Assault Awareness Month and for positive change to occur, it will take a combination of awareness and action in our community.

ATTACHMENTS:

- ▣ Proclamation

PROCLAMATION

SEXUAL ASSAULT AWARENESS MONTH ~ APRIL 2022

WHEREAS, sexual assault is a devastating abuse of power that affects people of every age, race, sex, gender identity, sexual orientation, national origin, socioeconomic background, and religion; and,

WHEREAS, according to the Centers for Disease Control, nearly one in five women and one in 38 men have experienced a completed or attempted rape during their lifetime; and,

WHEREAS, one in four girls and one in 13 boys experience sexual abuse in childhood; and,

WHEREAS, approximately one in two Native American women and one in four Native American men experience sexual violence in their lifetime; and,

WHEREAS, approximately seven in 10 perpetrators of sexual assault know their victim; and,

WHEREAS, sexual violence often has a deep and enduring impact on survivors and their psychological, emotional, social, and physical health; and,

WHEREAS, sexual assault can be devastating for not only the survivor, but also for the family and friends of the survivor; and,

WHEREAS, access to informed, supportive, and inclusive services can greatly increase survivors' ability to heal from sexual assault; and,

WHEREAS, we join with the Michigan Domestic and Sexual Violence Prevention and Treatment Board, Michigan Department of Health and Human Services, and sexual assault prevention advocates to acknowledge the importance of working together to educate our communities about sexual violence prevention, support survivors, and speak out against harmful attitudes and actions;

NOW, THEREFORE, I, Luther Kurtz, Mayor of Charlevoix do hereby proclaim April 2022 as Sexual Assault Awareness Month in our city.

Dated this 1st day of April, 2022.

Mayor Luther Kurtz
City of Charlevoix

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Assessing Department Annual Report

DATE: April 4, 2022

PRESENTED BY: Joe Lavendar, City Assessor/GIS Coordinator

ATTACHMENTS:

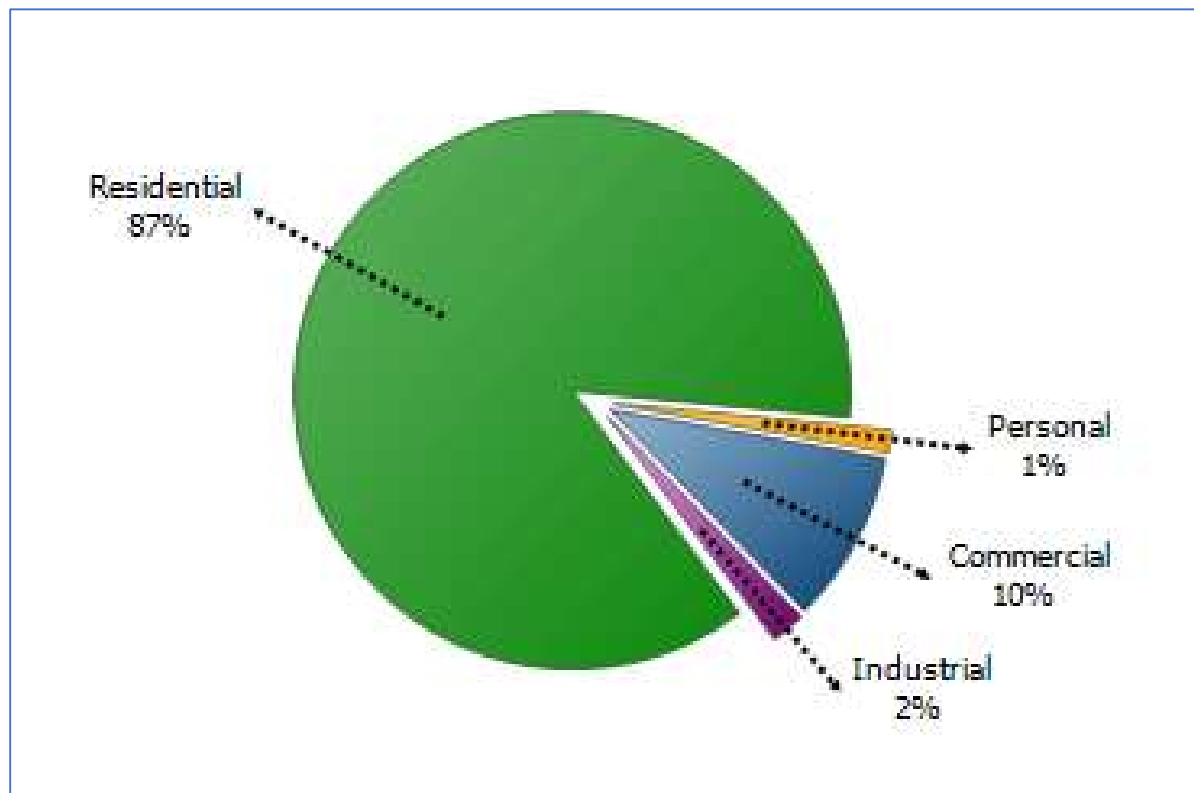
- ▣ Annual Report -March 2022

Assessing Update

I would like to present a brief update on the assessing office and trends associated within the City of Charlevoix. Although every aspect of the assessing function is required through Michigan statutes, the main objective of the assessment office to set assessments each year at 50% of “true cash value”. The term “true cash value” is defined by Michigan Law in MCL 211.27. When determining the true cash value, this requires several functions, such as property inspections, sales analysis, and statistical analysis of market trends.

We are experiencing a strong residential real estate market in the last year. This in turn will affect future assessments for the City of Charlevoix. The assessments are required to follow market trends within our city. However, assessed values are slightly behind today’s market trends due to the timeframe that is used to set assessments for each year. For example, 2022 assessments were set based on sales that occurred during April 2019 through March of 2021. Although assessments were climbing in that timeframe, the current market trends show a much stronger market. We can expect to see the assessments in the upcoming 2023 year to reflect some of that strong market trend.

Even though assessments will increase, normally taxable values are capped by the published rate of inflation each year. So, if you have owned your home for a while, the assessment increase will not affect your tax bill. The biggest changes in taxes will be to new homeowners that recently purchased a home in the city.

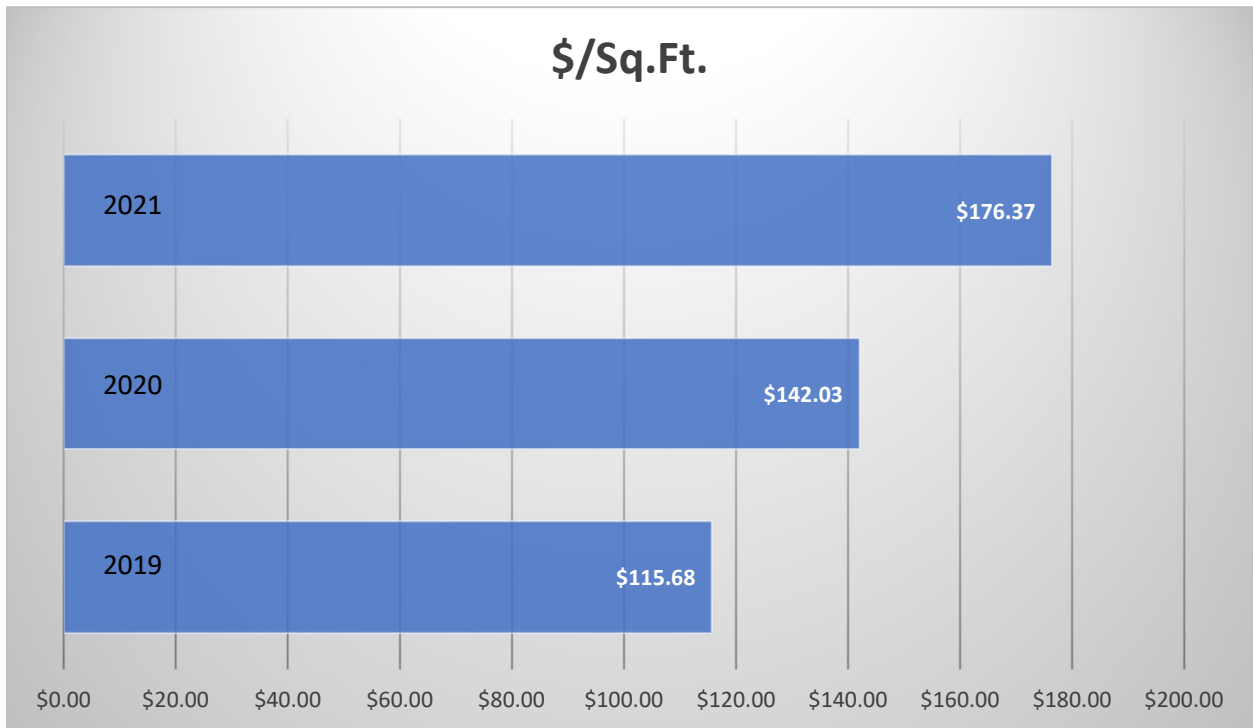
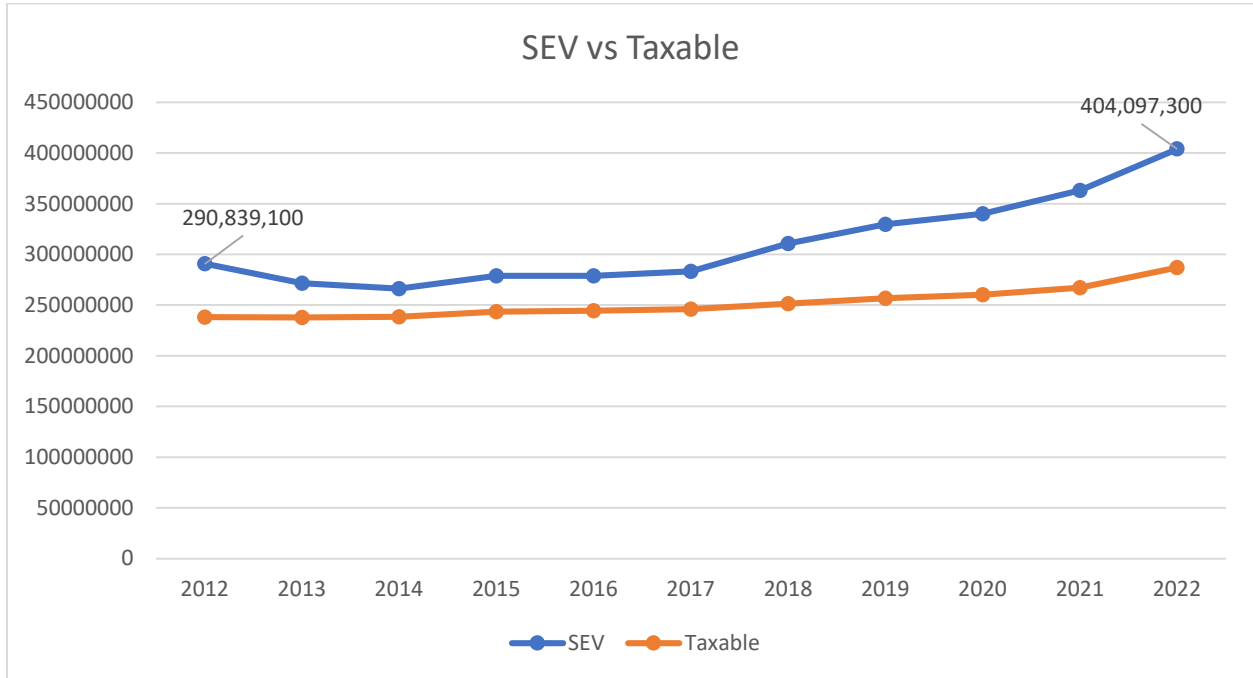




CHARLEVOIX

Assessing Office

joel@charlevoixmi.gov



Residential home sales within the City of Charlevoix. (average)

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Government for Tomorrow

DATE: April 4, 2022

PRESENTED BY: Liam Dreyer

CHARLEVOIX CITY COUNCIL

Actions Laid Upon the Table

TITLE: Little Traverse Charters, LLC Commercial Slip Lease

DATE: April 4, 2022

PRESENTED BY: Scott Howard, City Attorney

BACKGROUND:

At the Council meeting of March 21, 2022, the City Attorney presented his report on the matter which is attached. At that time, he indicated there had been late breaking discussions with the attorney for Little Traverse Charters, LLC who indicated his client desired to reach an amicable settlement of the matter for all parties involved.

In the past couple of weeks, the City Attorney has had discussions with his counterpart on the matter and others.

As discussions may continue ahead of the meeting, any new information will be added to this item.

RECOMMENDATION:

Motion to authorize the Mayor to sign a Lease Termination Agreement with Little Traverse Charters, LLC and forward to them for consideration.

ATTACHMENTS:

- ❑ Little Traverse Charters Proposed Lease Termination Agreement
- ❑ City Attorney Memo RE: Little Traverse Charters LLC
- ❑ Little Traverse Charters 2021 Lease Agreement
- ❑ Little Traverse Charters Proposal (2020)

LEASE TERMINATION AGREEMENT

The City of Charlevoix, a municipal corporation (“City”), and Little Traverse Charters, LLC, a Michigan limited liability company (collectively, the City and Little Traverse Charters are the “Parties”) enter into this Lease Termination Agreement (“Agreement”) on this ____ day of April, 2022, under the following terms and conditions:

Recitals

1. The City is currently leasing a commercial boat slip to Little Traverse Charters under the terms and conditions of a Boat Dockage Lease for the period beginning May 1, 2021, and ending October 16, 2023 (“Lease”).

2. The State of Michigan has charged one of the owners of Little Traverse Charters, John Kalbfell (“Dr. Kalbfell”), with crimes related to allegations that he obtained Little Traverse Charters’s interest in the commercial slip improperly.

3. As a result of these allegations, a dispute has arisen regarding the rights and obligations of the Parties under the Lease.

4. The City and Little Traverse Charters wish to resolve any potential claims between them related to the dispute over the Lease without resorting to litigation.

WHEREFORE, the Parties agree that:

5. By signing this Agreement, Little Traverse Charters hereby voluntarily relinquishes its claim to the commercial slip that is the subject of the Lease on or before May 4, 2022.

6. The City will accept this voluntary relinquishment as full satisfaction of its claims against Little Traverse Charters and/or Dr. Kalbfell relating to this dispute regarding the rights and responsibilities of the Parties under the Lease.

7. No portion of this Agreement constitutes an admission of fault or liability by either of the Parties.

8. No portion of this Agreement shall be construed as an agreement regarding the amount of any restitution that Dr. Kalbfell may be ordered to pay as part of the resolution of his criminal case.

9. If Little Traverse Charters does not voluntarily relinquish its claim to the commercial slip by signing this Agreement on or before May 4, 2022, the above terms shall be forfeited and this document shall serve as notice that the Lease will terminate on May 5, 2022, in accordance with its default and termination provisions.

10. This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including for interpretation, enforceability, validity, and construction, without regard to its conflicts of laws principles. Litigation of any disputes arising out of or relating to this Agreement shall be conducted solely and exclusively in Charlevoix County, Michigan, and the Parties consent to this jurisdiction and venue. The prevailing party to any dispute arising out of this Agreement will be entitled to their costs, including attorney's fees.

City of Charlevoix
By: Luther Kurtz, Mayor

Little Traverse Charters
By: John Kalbfell



To: Charlevoix City Council
From: Scott Howard and Holly Hillyer
Date: March 17, 2022
Re: Little Traverse Charters Boat Dockage Lease

The City Manager has requested our opinion and recommendation regarding the Boat Dockage Lease between the City of Charlevoix and Little Traverse Charters. In preparing this memorandum, we reviewed the following documents:

- 2021 Boat Dockage Lease
- 2020 Boat Dockage Lease
- 2017 Boat Dockage Lease
- Affidavit of Probable Cause re: John Kalbfell
- Letter from the Charlevoix County Prosecuting Attorney's office regarding *The People of the State of Michigan v. John Joseph Kalbfell*, dated January 17, 2022
- Documents Little Traverse Charters provided the City in support of its bids for the commercial dock space

We also spoke with representatives of the United States Coast Guard (USCG) from Sault Ste. Marie, Michigan, regarding the current documentation for Dr. Kalbfell's vessel.

For the reasons provided below, we recommend the City declare that Little Traverse Charters has committed an incurable breach of the 2021 Boat Dockage Lease and immediately terminate the Lease.

I. Boat Dockage Lease

The current Boat Dockage Lease term runs from May 1, 2021, through October 16, 2023. The provisions of the 2017 and 2020 leases are essentially identical to the 2021 lease.¹

The Lease states that “the dockage shall be used for a commercial charter/cruise ship only” and that “[a]ny other use is prohibited.” The Lease contains a Termination clause that emphasizes the City’s “interest in promoting public safety” and requires the Lessee to “obtain all applicable state and federal licenses and continually comply with all local and state marine regulations which relate to Lessee’s charter services.” The Termination clause allows the City to declare that Lessee has committed an incurable breach and immediately terminate the Lease if the Lessee “fails to maintain all required licenses and/or certificates” or “violates any applicable marine regulation” during the Lease term. Paragraph 7 of the lease reads as follows:

TERMINATION - Lessee acknowledges that the CITY has an interest in promoting public safety for those persons who will use Lessee's services since CITY docks are being used in connection with Lessee's business. Accordingly, the Lessee shall obtain all applicable state and federal licenses and continually comply with all local and state marine regulations which relate to Lessee's charter services. The vessel shall have a U.S. Coast Guard inspection certificate and/or comparable Michigan DNA certificate, if required. During the term of this lease, if Lessee fails to maintain all required licenses and/or certificates or if Lessee violates any applicable marine regulation, then the CITY may declare that the Lessee has committed an incurable breach of this lease and may immediately terminate this lease. There shall be no refund of rent and rent shall continue until the effective date of lease termination.

The Lease also contains a Default clause that allows the City to terminate the Lease upon 30 days’ notice of and an opportunity to cure other defaults in the Lessee’s performance under the Lease.

¹ The 2020 and 2021 leases include an annual reporting requirement that was not part of the 2017 lease.

II. Incurable Breach of the Lease

Throughout the full terms of the 2017 and 2020 Leases, as well as throughout at least the first five months of the 2021 Lease, Little Traverse Charters operated commercial charters in violation of its USCG operating endorsement. In support of the bid that resulted in the City awarding it the 2021 Lease, Little Traverse Charters submitted a Commercial Dock Proposal Form identifying the name of the vessel as “Open Wide” and a Certificate of Documentation for a vessel named the “Wide Open II.” The Certificate of Documentation, issued September 18, 2020, for a period expiring October 31, 2021, contained an operational endorsement of “Recreation.” Previous Certificates of Documentation for the “Wide Open II” submitted in support of bids for the 2017 and 2020 leases also contained a “Recreation” operational endorsement.

“A recreational endorsement entitles a vessel to pleasure use only.” 46 CFR 67.23. It is unlawful to use a vessel with only a recreational endorsement for commercial purposes. By using its vessel for commercial purposes, Little Traverse Charters has violated the marine regulation at 46 CFR 67.23 and failed to obtain the certificate that would have been required for commercial operation.

While it appears that Little Traverse Charters has since obtained the required “Coastwise” operating endorsement for the “Wide Open II,” the Lease specifically states that failure to hold proper licensing “during the term of the lease,” it is a violation that is an “incurable breach” subject to immediate termination of the lease. This is in contrast to other violations, which are subject to a 30-day cure period. In addition, Little Traverse Charters remains in violation of other marine regulations that require the vessel name on the Certificate of Documentation to match the name displayed on the vessel itself. The regulation at 46 CFR 67.120 states that “No Certificate of Documentation issued under this part will be deemed valid for operation of the vessel until the vessel is marked in accordance with this subpart.” The applicable subparts require marking the

name of the vessel on a clearly visible exterior part of the hull. 46 CFR 67.123(a) and (c). While Little Traverse Charters' vessel displays the name "Open Wide," this is not the name on the Certificate of Documentation. Because the vessel is not marked with "Wide Open II," its Certificate of Documentation is not valid under 46 CFR 67.120.

Little Traverse Charters has also submitted Certificates of Inspection from the Michigan Department of Natural Resources (DNR) with inconsistent name and class information. In support of its bid resulting in the 2017 Lease, it submitted a Certificate of Inspection for a Class A vessel named "Open Wide II."² In support of its bid resulting in the 2020 and 2021 Leases, it submitted a Certificate of Inspection for a Class D vessel³ named "Open Wide." At no point have the vessel names on the state Certificates of Inspection matched the name on the federal Certificate of Documentation.

III. Conclusion and Recommendation

Because Little Traverse Charters has "fail[ed] to maintain all required licenses and/or certificates," including a Certificate of Documentation with the correct operating endorsement and vessel name, and because Little Traverse Charters has violated the applicable marine regulation at 46 CFR 67.23, we recommend that the City declare that it has committed an incurable breach of the Lease and terminate the Lease immediately.

²² A Class A Vessel is defined as "a vessel, except a sailboat, that carries for hire on navigable waters not more than 6 passengers." MCL 324.44501(d).

³ A Class D Vessel is defined as "a vessel that is propelled primarily by a sail or sails and carries for hire on navigable waters not more than 6 passengers or carries passengers for hire on inland waters." MCL 324.44501(g).

Category = Mar Doc Fee

BOAT DOCKAGE LEASE

This Lease is between the City of Charlevoix, a Michigan municipal corporation, ("CITY") and Little Traverse Charters, LLC., ("Lessee"), 133 C & O Club Drive, Charlevoix, MI 49720, a Michigan limited liability company, along with its successors.

1. DESCRIPTION OF PREMISES - The dock site shall be designated by the CITY. The location shall be determined by the Harbormaster.
2. TERM - This Lease shall be deemed to have commenced on May 1, 2021 and shall terminate on October 16, 2023.
3. RENT - The annual rent for the dock for the 2021, 2022 and 2023 season, shall be \$150 per foot of commercial vessel. Currently, based on vessel length of 41 feet, Six Thousand one hundred, and fifty & no/100's (\$6,150.00) Dollars (equaling \$150 per vessel foot) unless specified differently within the terms of this lease. There shall be two annual payments of \$3,075 for dockage rent. The first dockage rent installment of \$3075 shall be made by July 15 with the second annual payment of \$3,075 due by August 15 of year each year.
4. USAGE - The dockage shall be for a commercial charter/cruise ship only. Any other use is prohibited. The dock space shall be used at least seventy-five (75) days a year. If a second boat is docked at the slip, it must be approved by the City prior to mooring. In the event that a second boat is allowed to moor at the dock, the rent shall be an additional fee based on the rate of \$150 per vessel foot. This is effective upon the date which the second boat is approved and is in effect for the entire season. There shall be no refunds for partial use.
5. REPORTING - Lessee will provide the City an annual report that states the total number of excursions and the total number of passengers that have used the Charter Services due by October 20th of each year.
6. SERVICES PROVIDED BY LESSEE - With prior approval of the CITY, the vessel at the dock may be serviced by electricity and water and such approval shall not be unreasonably withheld. However, Lessee shall be responsible for relocating all electrical and water plumbing and for all associated costs.
7. TERMINATION - Lessee acknowledges that the CITY has an interest in promoting public safety for those persons who will use Lessee's services since CITY docks are being used in connection with Lessee's business. Accordingly, the Lessee shall obtain all applicable state and federal licenses and continually comply with all local and state marine regulations which relate to Lessee's charter services. The vessel shall have a U.S. Coast Guard inspection certificate and/or comparable Michigan DNR certificate, if required. During the term of this lease, if Lessee fails to maintain all required licenses and/or certificates or if Lessee violates any applicable marine regulation, then the CITY may declare that the Lessee has committed an incurable breach of this lease and may immediately terminate this lease. There shall be no refund of rent and rent shall continue until the effective date of lease termination.
8. UTILITIES - Lessee shall not be responsible to pay any utility charges for preexisting utilities that are provided by Lessor. This exemption from utility charges does not apply to additional utilities that may be installed by Lessee pursuant to paragraph 5 above.
9. ALTERATION OF PREMISES - Lessee shall also be responsible for welding any necessary cleats and/or bollards on the dock after obtaining prior approval of the CITY for

installation of these items. Lessee may not make any alteration to the dock, including making improvements to the dock, without the prior written permission of the CITY.

10. WASTE AND NUISANCE PROHIBITED - Lessee shall comply with all applicable laws and shall not commit waste on or damage the premises nor create any nuisance by its use of the premises.

11. CITY'S RIGHT OF ENTRY - The CITY has the right to enter the dock site and any boat located at the dock site at reasonable times for inspection.

12. NOTICES - Notices required pursuant to this Lease may be given by personal service or sent by certified mail, e-mail, or facsimile. Notice shall be deemed made on the date of personal service or on the date of mailing. For purposes of this provision, the CITY's address shall be 210 State Street, Charlevoix, MI 49720. Lessee's address shall be 133 C and O Club Drive, Charlevoix, Michigan 49720. It should be the responsibility of each party to notify the other of any change of address.

13. INDEMNIFICATION - The Lessee agrees to defend, indemnify and hold harmless the CITY and the State of Michigan, its departments, officers, agents and employees, from and against all claims resulting from Lessee's use of the dock site or kiosk, including but not limited to such loss, damage, injury or other casualty resulting from Lessee's negligence or willful misconduct or resulting from a breach by Lessee of its obligations hereunder.

14. THEFT/DAMAGE - The CITY is not responsible for loss, damage, theft or pilferage related to any vessel or any other type of personal property of Lessee, employees of Lessee or any guest, invitee or customer of Lessee. The Lessee is responsible for properly securing its vessel. The Lessee is responsible for fully repairing any damage it causes to the dock. Failure to repair damage within 30 days of written notice of default by the CITY shall be a breach of this Lease.

15. MISCELLANEOUS - This Lease does not convey any interest in the property. The lease authorizes the use of the property by the Lessee only for the authorized activities, dockage of a commercial vessel and is subject to the conditions set forth by the CITY. Lessee shall be liable for damage to any City-owned property resulting from this commercial service. Damages resulting from the commercial service shall be repaired or replaced by the Lessee at his expense and to the satisfaction of the CITY. The Lessee shall advise the CITY in writing, of any additional repairs needed to the City Marina.

16. REMEDIES CUMULATIVE - In the event of a default under this Lease, the CITY shall have the right to exercise all remedies provided by law in addition to remedies provided in this Lease.

17. INSURANCE - Lessee shall maintain a public liability insurance which lists the CITY as a named insured. Lessee's policy of insurance must be for one million dollars (\$1,000,000) for personal injury or death and one million dollars (\$1,000,000) for property damage. The Lessee shall provide the CITY certificates of insurance on an annual basis and all policies of insurance shall require that the CITY be notified prior to a cancellation of the policy.

18. DEFAULT - If Lessee shall default in the performance of any covenant, except for rent, contained in the Lease and shall not cure such default within thirty (30) days after written notice from the CITY specifying the default complained of, then the CITY may terminate this Lease. If Lessee fails to make a timely rental payment, then the CITY shall give written notice to Lessee. If Lessee fails to cure the non-payment within five (5) days of the notice, then the CITY may

terminate this Lease. Notice pursuant to this provision may be made as set forth in Paragraph 11.

19. DISPOSITION OF IMPROVEMENTS - Any improvements made to the premises shall remain the property of the CITY upon termination of this Lease

20. SECTION CAPTIONS - All headings of this Lease are convenience only and are not actual terms of the Lease.

21. RESTRICTION ON ALCOHOLIC BEVERAGES - The Lessee will not allow the use, possession, sale or consumption of any alcoholic beverages on the leased premises.

22. NO WAIVER - One or more waivers of any covenant or condition by the CITY should not be construed as a waiver of a further breach of the same covenant or condition.

23. EFFECTIVE DATE - This Lease shall become effective upon the last of the parties to execute it.

The parties have executed this document as set forth below.

The CITY OF CHARLEVOIX

By: 

Mark Heydlauff, City Manager

LITTLE TRAVERSE CHARTERS, LLC

By: 

John Kalbfell



CITY OF CHARLEVOIX

COMMERCIAL DOCK

Bid Opening at City Hall
December 14, 2020 – 12:00pm

Bidder Name	Total Cost
Little Traverse Charters Charlevoix	\$150/foot \$6,150 total



Commercial Dock Proposal Form

Company Name	Little Traverse Charters, LLC
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Mailing Address	133 C&O Club Drive
City, State, Zip	Charlevoix, MI 49720
Code	

Contact Person	CAPTAIN JOHN KALBFELL
Phone Number	231-487-2650
Email Address	littletraversecharters@gmail.com

Name of Vessel	Open Wide
Type of Boat	Sea Ray 410 Sundancer
Length of Boat	41'
Width of Boat	13'8"
Draft of Boat	4'

Additional information to be included:

Bid for Commercial Boat Slip Charlevoix City Marina

Applicant: Captain John Kalbfell
Owner and Operator of Little Traverse Charters, LLC

Please find enclosed documentation for the proposal and bid for the commercial dock for the three year period outlined in the RFP from Little Traverse Charters, LLC

Proposed Commercial Service:

Little Traverse Charters, LLC (LTC) is private charter boat (see Certification of Documentation and registration for name and description of charter vessel) available for private charters from mid May to early October making it available for charter over 120 days. Charters are typically booked by parties from out of the area and from different states. They include full day, half day, sunset and dinner cruises and extended pleasure cruises to many of the ports of Northern Michigan. This service fills the gap between the larger charter boats, sailing charters and the numerous fishing charters.

Insurance:

A copy of the current marine insurance policy effective from 12/11/~~2019~~²⁰²⁰ to 12/11/~~2020~~²⁰²¹ is included for review. In addition to the required personal injury and property damage of \$1,000,000 the City of Charlevoix is listed as an "additional insured" for the same coverage. Additional riders include Captain's Liability Coverage, Daily Charter Coverage and Coverage for Hired Crew

Compliance Laws/Licenses:

Included in the application are the following:

Certificate of Inspection from the Michigan Department of Natural Resources Law Enforcement Division that the charter vessel "Open Wide" has been inspected and approved for use as a vessel to carry passengers for hire on the waters of the State of Michigan. This certificate expires 05/23/2021

Certificate of Documentation from the USCG stating the name of the vessel, description of said vessel, and ownership. This certificate is renewed yearly and is current through 10/31/~~2020~~²⁰²¹

Copy of the Captain's and Master's license for John Kalbfell issued by the USCG National Maritime Center valid through 04/16/2023

Tourism:

As previously stated, the majority of charter passengers in the last three years of operation have been from out of the area or out of state. LTC offers a unique way for visitors to see and explore the beauty of the City of Charlevoix and surrounding waters. LTC currently has a web site promoting it's services and attractions of the local area. Social media such as Instagram are used to post pictures and comments from clients that have chartered with LTC. A Google voice system allows prospective clients to contact LTC and make reservations for charters. Rack cards are distributed to most of the local businesses and marinas not only in Charlevoix but to Boyne City, Bay Harbor, Petoskey, Harbor Springs, Elk Rapids and Traverse City. Posters advertising LTC are available to businesses that will accept them. Surprisingly, one of the more productive source of advertising for charters is the simple hand painted sandwich board at the head of the dock which directs interested parties to the dock and slip where Open Wide is located. Numerous charters were booked by people strolling the parks and docks of the marina.

Community:

We, the owners of LTC, have been property owners in the City of Charlevoix for over 28 years. Although initially it was a seasonal home, we became active in the community. We donated to the Charlevoix Area Hospital as Bridge Builders. Volunteered yearly planting petunias in the spring and both of our children were regular campers at Mount McSaub. Both of us are Venetian Festival volunteers and have raised tens of thousands of dollars for the Venetian Festival through our contacts with boaters in the harbor. We have partnered with both the Venetian Festival and Boyne Thunder as a committee boat to raise money for Camp Quality. We are members of the local Elks Club, Charlevoix Chamber of Commerce, serve as a Charlevoix Hospital Foundation Board Member and I have submitted an application with the city to be a ZBA alternative member.

Accident/Safety

Safety is the number one priority in boating whether it be recreational or commercial boating. The following list of safety procedures are included in this application.

- 1) Emergency Procedure List
- 2) Vessel Safety Checklist
- 3) USCG Report of Marine Casualty

These are in addition to fire suppression systems, MOB drills and equipment, first aid kits, CPR, location of life vests, and First Aid certificates as required for certification and licensing by both the USCG and DNR.

A detailed description of all safety procedures would be too lengthy for this application, but all required USCG procedures will be adhered to by both the charter Captain and crew. If an medical emergency should arise, both 911 (via cell phone) and the local sector Coast Guard (via VHF radio) will be immediately contacted. Description of the injury or illness will be relayed to both parties. Location of the charter vessel will described and in coordination with both EMS and the Coast Guard the charter vessel will port at the nearest access point

for EMS care. Also, if necessary the Charlevoix bridge operator would be contacted via VHF radio for an unscheduled or emergency bridge opening which is accorded to all vessels of commercial classification.

If for some reason damage to the city docks should occur by the subject charter vessel the Captain will immediately notify the Charlevoix Harbor Master, Charlevoix City Manager's office and the indemnifying insurance company. Photos of the damage and an accident report will be filed with both the insurance company and the Charlevoix City Police/Manager's office. Repairs, depending on the nature of damage may require an estimate by a marine contractor and any deductibles will be paid by the charter company. If damages to either the dock or the charter vessel exceed \$75,000 the USCG sector Commander will be notified and a USCG Report of Marine Casualty filed with the sector.

Business Experience:

Successfully owned and operated a large dental practice for over 39 years. Started and continue to operate a private charter company for the past four years that has grown each year in popularity and profitability. Most small businesses face start up challenges but past experience helped in navigating the myriad of regulatory agencies such as Homeland Security, CoastGuard, Michigan DNR, and local government to obtain licenses and inspections necessary to begin operation.

Little Traverse Charters business model provides exclusive boat charters that are booked directly by clients through the website, phone contact or referral. Currently, LTC operates a single 41 ft. power boat and has two part time employees. Numerous local businesses are used in support of LTC including boat maintenance and repair, cleaning, fueling, and referral to area restaurants depending on client preference.

Business References:

Shay Arnold, Boat Works of Charlevoix 05815 Loeb Rd. Char, MI 49720 Ph: 231.547.2287
Email: boatworkschx@gmail.com

Harry Golski, PLC 203 Mason St Charlevoix, MI 49720 Ph: 231.547.0099 Email:
hgolski@cvxlaw.com

Global Marine Insurance Agency, 12935 S. West Bay Shore Dr. Suite 205 Traverse City, MI 49684 Ph: 800.748.0224 Email: sales@globalmarineinsurance.com

Client References:

Dan Barron, Attorney and President of Charlevoix Venetian Festival. 309 Petoskey Ave. Charlevoix, MI 49720 Ph: 231.547.9950 Email: info@venetianfestival.com

Hal Evans, Retired Harbor Master City of Charlevoix Marina. 13125 Campbell CT.
Charlevoix, MI 49720 Ph: 231.330.7745

Gary Deters, North Harbor Real Estate 416 Mitchell St. Suite 1 Petoskey, MI 49770 Ph:
321.675.3265 Email: gary@garydeters.com Reference on behalf of Boyne
Thunder and Camp Quality clients.

David Buday, Repeat client. Ph: 269.501.8102 Email: budayd@millerjohnson.com

Steve Andreae, Pat O'Brien Associates 701 Bridge St. Charlevoix, MI 49720 Ph: 231.
547.7701 Email: steve@upnorthrealtor.com.

Misc.

All passengers are required to enter their personal information in the ship's log prior to departure.
Monthly and annual record of the number passengers utilizing LTC charter services will be provided to
the city on request.

Note: No modification of city property or slips are required for operation of LTC charters.

Compensation:

A bid of \$150.00 per vessel foot is submitted with a gross revenue of \$6,150.00 to the City of
Charlevoix reflecting the length (41 ft) of the current charter vessel.

Listed below are the various local business and vendors that are utilized during the charter season. Although not required in the RFP the council should be aware of the contribution LTC makes to the local economy.

Boat Works

Ward Bros

Screen Masters

Ace Hardware

Al's Custom Canvas

Northwest Canvas

West Marine

Brady's Carpets

Graze

Local Restaurants (Clients are referred to local restaurants for carry out and catering)

CarQuest Auto Parts

Oleson's Grocery Store

Village Graphics

Underwritten by:
GEICO Marine Insurance Company



GLOBAL
MARINE
INSURANCE
AGENCY

DECLARATIONS PAGE

Issued Through:
Global Marine Insurance Agency
12935 S. West Bay Shore Dr.
Suite 205
Traverse City, MI 49684
(800)748-0224

Named Insured JOHN KALBFELL & JANET P. KALBFELL
Address 133 C AND O CLUB DR.
CHARLEVOIX, MI 49711

Policy No. [REDACTED]

Policy Period: From 12/11/2020 to 12/11/2021 beginning and ending at 12:01 A.M. at the address on this page for the **Named Insured**.

Company: GEICO MARINE INSURANCE COMPANY

Insured Boat 2000 SEA RAY 41 Cruiser SERF7908A000
YEAR MANUFACTURER LENGTH TYPE IDENTIFICATION NUMBER

COVERAGE IS PROVIDED ONLY WHERE AN AMOUNT OF INSURANCE IS SHOWN			
COVERAGES	AMOUNT OF INSURANCE		
Hull and Equipment	Agreed Value	\$120,000	Incl
Towing and Assistance	Each Incident	\$5,000	Incl
Boat Trailer	Agreed Value	\$0	Incl
Personal Effects	Replacement Cost	\$5,000	Incl
Boating Liability (Protection and Indemnity)	Limit Each Occurrence , Bodily Injury and Property Damage	\$1,000,000	Incl
Medical Payments	Limit Per Person Each Occurrence	\$25,000	Incl
Fuel and Other Spill Liability	Limit Each Occurrence	\$997,100	Incl
Uninsured Boater	Limit Each Occurrence	\$1,000,000	Incl

FORMS AND ENDORSEMENTS made a part of this Policy at time of issue:
NOTICEGM2019 MI001 GM016 GM021 GM025
GM026 GM028 GM032 GM045 GM050
GM055

Total Premium	\$1,397.00
State Taxes/Fees	\$0.00
Net Annual Premium	\$1,397.00

DEDUCTIBLES:

Hull and Equipment: \$0

Named Storm: Refer to your Marine Insurance Policy

Theft of Insured Boat: Refer to your Marine Insurance Policy

Personal Effects: \$250

Other Deductibles may apply. Please refer to your Marine Insurance Policy and any applicable Endorsements.

CRUISING LIMITS: While afloat the **insured boat** must be confined to the area indicated below:

Coastal and Inland waters of the U.S. and Canada

LOSS PAYEE:

SUNTRUST BANK
PO BOX 792270
SAN ANTONIO TX 78279

Print Date: 11/3/20

GMDEC001 07 19

INSURED COPY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PLATINUM PLUS

SCHEDULE

COVERAGES		LIMITS OF INSURANCE	
Medical Payments		Limit Per Person Each Occurrence	\$25,000
Personal Effects		Insured Value, Not to Exceed	\$5,000
Additional Marine Environmental Damage		Each Occurrence	\$10,000
DEDUCTIBLES			
Dinghy Deductible	\$100		
Electronics Deductible	\$250		
Information required to complete this Schedule, if not shown above, will be shown on the Declarations Page.			

SECTION IV - HULL AND EQUIPMENT, F. Hurricane Preparation is removed in its entirety and replaced with the following:

F. Hurricane Preparation

If a Tropical Storm or Hurricane Watch or Warning is issued for the location of an **insured boat** by the National Oceanic & Atmospheric Administration (NOAA), **we** will pay 50% of the cost up to a maximum of \$1,000.00 per **occurrence** and up to \$3,000.00 in total in any one policy period for having the **insured boat** moved by a professional, or for a professional haul out or for the professional execution of a hurricane plan. In addition to professional moving or a professional haul out, covered expenses include, but are not limited to, haul out, blocking, lashing to in ground anchors, power washing and relaunch. This amount is in addition to the **insured value**.

Under **SECTION IV - COVERAGES, HULL AND EQUIPMENT, D. Limit of Insurance, 4. Deductible**, the following is added:

c. Dinghy Deductible

In the event of a loss or damage to a **dinghy**, the payment on a covered loss will be reduced by an amount equal to the **Dinghy Deductible** shown in the Schedule of this Endorsement.

d. Electronics Deductible

In the event of a loss or damage solely to an **insured boat's** navigational electronics, the payment on a covered loss will be reduced by an amount equal to the Electronics Deductible shown in the Schedule of this Endorsement.

SECTION IV - COVERAGES, HULL AND EQUIPMENT, D. Limit of Insurance 4. Deductible, b. Theft Deductible, is removed in its entirety and replaced with the following:

1. Theft Deductible

If an **insured boat** has three or more main engines and is a partial or total loss due to theft of an **insured boat** and/or its engine(s), payment on a covered loss will be reduced by 10% of the **insured value** if the **insured boat** is located in Broward, Dade or Monroe counties in Florida.

If an **insured boat** has three or more main engines and is a partial or total loss due to theft of an **insured boat** and/or its engine(s), payment on a covered loss will be reduced by 5% of the **insured value** if the **insured boat** is located outside of Broward, Dade or Monroe counties in Florida.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DAILY CHARTER COVERAGE

The **Named Insured** can use an **insured boat** for charter, or the carrying of passengers for hire, subject to the following conditions:

1. The **Named Insured**, or a licensed captain employed by the **Named Insured**, must be in charge of an **insured boat** at all times while it is being chartered. Bareboat charters, defined as a legal bareboat charter by the United States Coast Guard in the Code of Federal Regulations and any applicable amendment to these regulations, are prohibited.
2. The **Named Insured** and, if applicable, the licensed captain employed by the **Named Insured**, must be in compliance with all Federal, State, City or other regulations that apply to the carrying of passengers for hire. Any violation of these regulations shall render the policy null and void during the term of such violations.
3. The **insured boat** is used only for the private pleasure of the charterer or passengers so carried.
4. The charterer is not allowed to sub-charter.
5. The **insured boat** must not carry more than 6 passengers in addition to the crew.
6. The **insured boat** must not be engaged in charter for more than 15 days throughout the policy term without the Company's advance approval and payment of an additional premium.
7. The additional premium charged for this charter privilege is fully earned (non-refundable).



All other terms, conditions and agreements of the Marine Insurance Policy remain unchanged.



CERTIFICATE OF INSPECTION

This is to certify that the vessel identified herein has been inspected and approved for use as a vessel carrying passengers for hire on the waters of the State of Michigan pursuant to the provisions of Part 445 of Act 451, P.A. 1994, as amended.

VESSEL DATA

OWNER JOHN KALBFELL		VESSEL OPEN WIDE	
REGISTRATION AND/OR DOCUMENTATION NO. MC XXXX RW		HOME PORT CHARLEVOIX	
LENGTH (FEET) 41'	HORSEPOWER 700	PROPULSION GAS	CLASS D
NUMBER OF CREW ALLOWED 2	MAXIMUM PASSENGERS ALLOWED 6	LIMIT OF TOTAL PERSONS ALLOWED 8	
<input checked="" type="checkbox"/> NAVIGABLE WATERS <input type="checkbox"/> INLAND WATERS <input checked="" type="checkbox"/> MAY OPERATE DURING DAYTIME AND NIGHTTIME HOURS <input type="checkbox"/> RESTRICTED HOURS			

REQUIREMENT: As required by law, this Certificate of Inspection shall be framed under transparent material and posted in a conspicuous place on the vessel. Where posting is impractical, the certificate shall be kept on board to be shown on demand.

[Signature]
Chief, DNR, Law Enforcement

PR8901-1 (Rev. 08/28/2011)



MICHIGAN WATERCRAFT REGISTRATION

JOCELYN BENSON
Secretary of State

Expires on: 03/31/2022 MC: ~~XXXX~~ RW
RENEWAL
2000 SEARAY 40 Ft 7 In
Hull ID: SERF7908A000 County: MIDLAND
Hull Material: FBGLASS Type: CABIN Power: INBRD
Use: OTHER-COMM Fuel: DIESEL

JOHN JOSEPH KALBFELL
133 C AND O CLUB DR
CHARLEVOIX MI 49720

Fee: 244.00

03142019 440 7005436 244.00



MICHIGAN WATERCRAFT REGISTRATION

JOCELYN BENSON
Secretary of State

Expires on: 03/31/2022 MC: ~~XXXX~~ RW
RENEWAL
2000 SEARAY 40 Ft 7 In
Hull ID: SERF7908A000 County: MIDLAND
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133 C AND O CLUB DR
CHARLEVOIX MI 49720

Fee: 244.00

03142019 440 7005436 244.00




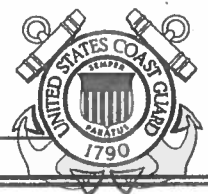
UNITED STATES OF AMERICA

DEPARTMENT OF HOMELAND SECURITY
UNITED STATES COAST GUARD

NATIONAL VESSEL DOCUMENTATION CENTER

CERTIFICATE OF DOCUMENTATION

VESSEL NAME WIDE OPEN II		OFFICIAL NUMBER [REDACTED]	IMO OR OTHER NUMBER SERF7908A000	YEAR COMPLETED 2000	
HAILING PORT CHARLEVOIX MI		HULL MATERIAL FRP (FIBERGLASS)		MECHANICAL PROPULSION YES	
GROSS TONNAGE 25 GRT	NET TONNAGE 20 NRT	LENGTH 40.7	BREADTH 13.7	DEPTH 6.8	
PLACE BUILT MERRITT ISLAND FL					
OWNERS JOHN J KALBFELL JANET P KALBFELL			OPERATIONAL ENDORSEMENTS RECREATION		
MANAGING OWNER JOHN J KALBFELL 133 C AND O CLUB DRIVE CHARLEVOIX MI 49720					
RESTRICTIONS NONE					
ENTITLEMENTS NONE					
REMARKS None					
ISSUE DATE SEPTEMBER 18, 2020		 DIRECTOR, NATIONAL VESSEL DOCUMENTATION CENTER			
THIS CERTIFICATE EXPIRES OCTOBER 31, 2021					



Date of this notice: 04-04-2017

Employer Identification Number:
82-1053684

Form: SS-4

Number of this notice: CP 575 B

For assistance you may call us at:
1-800-829-4933

LITTLE TRAVERSE CHARTERS LLC
JOHN J KALBFELL SR MBR
133 C AND O CLUB DR
CHARLEVOIX, MI 49720

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 82-1053684. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1065

04/04/2017

After our review of your information, we have determined that you have not filed tax returns for the above-mentioned tax period(s) dating as far back as 2005. Please file your return(s) by 04/19/2017. If there is a balance due on the return(s), penalties and interest will continue to accumulate from the due date of the return(s) until it is filed and paid. If you were not in business or did not hire any employees for the tax period(s) in question, please file the return(s) showing you have no liabilities.

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the 2020 ANNUAL STATEMENT

for

LITTLE TRAVERSE CHARTERS, LLC

ID Number: 80119[REDACTED]

received by electronic transmission on January 14, 2020 ***, is hereby endorsed.***

Filed on January 14, 2020 ***, by the Administrator.***

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 14th day of January, 2020.

Linda Clegg

**Linda Clegg, Interim Director
Corporations, Securities & Commercial Licensing Bureau**



ANNUAL STATEMENT

Form Revision Date 07/20

(Required by Section 207, Act 23, Public Act of 1993)

Identification Number:

80119

Annual Statement Filing Year: 2020

Limited Liability Company Name:

LITTLE TRAVERSE CHARTERS, LLC

The street address of the limited liability company's registered office and name of the resident agent at that office:

Resident Agent Name: JOHN & JANET P. KALBFELL

Street Address: 133 C AND O CLUB DR

Apt/Suite/Other:

City: CHARLEVOIX

State: MI

Zip Code: 48864

Mailing address of the registered office:

P.O. Box or Street Address: 133 C AND O CLUB DR

Apt/Suite/Other:

City: CHARLEVOIX

State: MI

Zip Code: 49720

This annual statement must be signed by a member, manager, or an authorized agent.

Signed this 14th Day of January, 2020 by:

Signature	Title	Title if "Other" was selected
John Kalbfell	Member	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

☐ Decline ☐ Accept

Emergency Procedures List



NOTE: NEVER JUMP IN WATER UNLESS INSTRUCTED BY CAPTAIN

Emergency Radio Operation

1. Switch to Channel 16 – Coast Guard.
2. Take microphone, depress black button to talk, release to listen
3. Say the following:
 - a. Mayday, Mayday, Mayday.
 - b. This is the _____ I am a _____ ft. _____
 - c. Documentation, Registration No. is _____
 - d. My position is: _____
 - e. My emergency is: _____

Man Overboard

1. Post lookout. Lookout to point at man overboard.
2. Throw white life ring.
3. Use anything that floats as additional markers.
4. Signal for help by any means available.

Explosion

1. Be ready to go overboard with life jackets.
2. When clear of danger, account for all passengers and assist.
3. Stay together.

Fires

1. If possible use fire extinguisher.
2. If practical, throw burning material overboard.
3. Smother fire if possible.
4. Put on life jackets.
5. Signal for help by any means available.

Leaks or Damage Control

1. Put on life jackets.
2. If you can see the hole, stuff anything in it to plug it.
3. Signal for help by any means available.

Rough Water

1. Put on life jackets.
2. Tie down loose equipment.
3. Close any door or cover.
4. Wait for further instructions from Captain.

VESSEL SAFETY CHECKLIST

Vessel Name: Open Wide

Vessel Number: Doc 1100808

Operator or Captain: John Kalbfell

Date: 05/23/2019

Equipment Checklist- Required

- ☒ Float plan submitted
- ☐ Boater education card
- ☒ Boat registration
- ☒ Compass and GPS
- ☒ Up to date charts of area
- ☒ PFD's- life jacket suitable for each person on board, readily accessible, in good condition and Coast Guard approved
- ☒ Throwable floatation aid immediately available
- ☒ Fire extinguisher properly mounted, fully charged, and in good condition
- ☒ Visual distress signals- current dates on flares, proper amount required
- ☒ Working horn or whistle
- ☒ First aid kit, Dan oxygen kit (required when diving)
- ☒ Anchors and line- adequate anchor for bottom and water depth
- ☒ Dewatering device- bilge pump operational, alternative bailing device available
- ☒ Alternate propulsion – paddles or oars
- ☒ Mooring lines and fenders in good condition
- ☒ VHF radio and cell phone
- ☒ Depth sounder, lead line, or sounding pole

The following items are recommended

- ☒ Tool kit and spare parts
- ☒ Flashlight
- ☒ Personal items- drinking water, sunscreen, prescription drugs, etc.
- ☒ Boarding ladder (or other means of boarding)

Vessel System Checklist

- ☒ Drain plug installed
- ☒ Fuel tank full
- ☒ Bilge free of water
- ☒ Engine oil level correct (4 stroke engine), oil tank full (2 stroke engine)
- ☒ Turn on battery switch if one is installed
- ☒ Battery fully charged
- ☒ Navigational gear operational
- ☒ Navigation lights working
- ☒ Steering and shift mechanisms in good condition
- ☒ Gauges- functional and reading properly
- ☒ Ventilation- power ventilation operable (blower) and natural ventilation cowls open and clear
- ☒ Bilge pump switch on auto
- ☒ VHF radio and antenna is operational (put radio on channel 16 and call for a radio check)

**DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
REPORT OF MARINE CASUALTY**

OMB No. 1625-0001
Expires 01/31/2016

SECTION I. GENERAL INFORMATION

1. Name of Vessel or Facility Open Wide		2. Official No. 1100808		3. Nationality US		4. Call Sign Open Wide		5. USCG Certificate of Inspection issued at:	
6. Type (Towing, Freight, Fish, Drill, etc.)		7. Length 41 ft		8. Gross Tons 18		9. Year Built 2000		10. Propulsion (Steam, diesel, gas, turbine...) Diesel	
11. Hull Material (Steel, Wood...) Fiberglass		12. Draft (Ft. - in.) FWD 3 ft AFT. 3ft6in		13. If Vessel Classed, By Whom: (ABS, LLOYDS, DNV, BV, etc.)		14. Date (of occurrence)		15. TIME (Local)	
16. Location (See Instruction No. 10A)						17. Estimated Loss of Damage TO:			
18. Name, Address & Telephone No. of Operating Co. Little Traverse Charters, LLC 133 C and O Club Dr Charlevoix, MI 49720 231.487.2650						VESSEL _____ CARGO _____ OTHER _____			
19. Name of Master or Person in Charge Captain & Master John Kalbfell		USCG License <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		20. Name of Pilot		USCG License <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		State License <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
19a. Home or Work Street Address (City, State, Zip Code)		19b. Home or Work Telephone No.		20a. Home or Work Street Address (City, State, Zip Code)		20b. Home or Work Telephone No.			

21. Casualty Elements (Check as many as needed and explain in Block 44.)

NO. OF PERSONS ON BOARD _____ <input type="checkbox"/> DEATH - HOW MANY? _____ <input type="checkbox"/> MISSING - HOW MANY? _____ <input type="checkbox"/> INJURED - HOW MANY? _____ <input type="checkbox"/> HAZARDOUS MATERIAL RELEASED OR INVOLVED _____ (Identify Substance and amount in Block 44.) <input type="checkbox"/> OIL SPILL - ESTIMATE AMOUNT: _____ <input type="checkbox"/> CARGO CONTAINER LOST/DAMAGED _____ <input type="checkbox"/> COLLISION _____ (Identify other vessel or object in Block 44.) <input type="checkbox"/> GROUNDING <input type="checkbox"/> WAKE DAMAGE		<input type="checkbox"/> FLOODING; SWAMPING WITHOUT SINKING <input type="checkbox"/> CAPSIZING (with or without sinking) <input type="checkbox"/> FOUNDERING OR SINKING <input type="checkbox"/> HEAVY WEATHER DAMAGE <input type="checkbox"/> FIRE <input type="checkbox"/> EXPLOSION <input type="checkbox"/> COMMERCIAL DIVING CASUALTY <input type="checkbox"/> ICE DAMAGE <input type="checkbox"/> DAMAGE TO AIDS TO NAVIGATION <input type="checkbox"/> STEERING FAILURE <input type="checkbox"/> MACHINERY OR EQUIPMENT FAILURE <input type="checkbox"/> ELECTRICAL FAILURE <input type="checkbox"/> STRUCTURAL FAILURE		<input type="checkbox"/> FIREFIGHTING OR EMERGENCY EQUIPMENT FAILED OR INADEQUATE (Describe in Block 44.) <input type="checkbox"/> LIFESAVING EQUIPMENT FAILED OR INADEQUATE (Describe in Block 44.) <input type="checkbox"/> BLOW OUT (Petroleum exprolation/production) <input type="checkbox"/> ALCOHOL INVOLVEMENT (Describe in Block 44.) <input type="checkbox"/> DRUG INVOLVEMENT (Describe in Block 44.) <input type="checkbox"/> OTHER (Specify) _____	
--	--	--	--	--	--

22. Conditions

A. Sea or River Conditions (wave height, river stage, etc.) B. WEATHER <input type="checkbox"/> CLEAR <input type="checkbox"/> RAIN <input type="checkbox"/> SNOW <input type="checkbox"/> FOG <input type="checkbox"/> OTHER (Specify) _____		C. TIME <input type="checkbox"/> DAYLIGHT <input type="checkbox"/> TWILIGHT <input type="checkbox"/> NIGHT		D. VISIBILITY <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> POOR		E. DISTANCE (miles of visibility) _____ F. AIR TEMPERATURE (F) _____ G. WIND SPEED & DIRECTION _____ H. CURRENT SPEED & DIRECTION _____	
---	--	---	--	--	--	--	--

23. Navigation Information

<input type="checkbox"/> MOORED, DOCKED OR FIXED <input type="checkbox"/> ANCHORED <input type="checkbox"/> UNDERWAY OR DRIFTING		SPEED AND COURSE _____		24. Last Port Where Bound _____		24a. Time and Date of Departure _____	
---	--	------------------------	--	---------------------------------	--	---------------------------------------	--

25. FOR TOWING ONLY	25a.			25b.	25c.		25d. (Describe in Block 44)	
	NUMBER OF VESSELS TOWED	Empty	Loaded	Total	TOTAL H.P. OF TOWING UNITS	MAXIMUM SIZE OF TOW WITH TOW-BOAT(S)	Length	Width
								<input type="checkbox"/> PUSHING AHEAD <input type="checkbox"/> TOWING ASTERN <input type="checkbox"/> TOWING ALONGSIDE <input type="checkbox"/> MORE THAN ONE TOW-BOAT ON TOW

SECTION II. BARGE INFORMATION

26. Name		26a. Official Number		26b. Type	26c. Length	26d. Gross Tons	26e. USCG Certificate of Inspection issued at:
26f. Year Built	26g. <input type="checkbox"/> SINGLE SKIN <input type="checkbox"/> DOUBLE	26h. Draft FWD AFT		26i. Operating Company			
26j. Damage Amount BARGE _____ CARGO _____ OTHER _____		26k. Describe Damage to Barge					

SECTION III. PERSONNEL ACCIDENT INFORMATION

27. Person Involved <input type="checkbox"/> MALE or <input type="checkbox"/> FEMALE <input type="checkbox"/> DEAD <input type="checkbox"/> INJURED <input type="checkbox"/> MISSING		27a Name (Last, First, Middle Name) 27b Address (City, State, Zip Code)		27c. Status <input type="checkbox"/> Crew <input type="checkbox"/> Passenger <input type="checkbox"/> Other	
28. Birth Date		29. Telephone No		30. Job Position	
32. Employer - (If different from Block 18, fill in Name, Address, Telephone No.)					
33. Person's Time A. IN THIS INDUSTRY - B. WITH THIS COMPANY - C. IN PRESENT JOB OR POSITION - D. ON PRESENT VESSEL/FACILITY - E. HOURS ON DUTY WHEN ACCIDENT OCCURRED -				34. Industry of Employer (Towing, Fishing, Shipping, Crew Supply, Drilling, etc.) 35. Was the Injured Person Incapacitated 72 Hours or More? 36. Date of Death	
37. Activity of Person at Time of Accident					
38. Specific Location of Accident on Vessel/Facility					
39. Type of Accident (Fall, Caught between, etc.)				40. Resulting Injury (Cut, Bruise, Fracture, Burn, etc.)	
41. Part of Body Injured				42. Equipment Involved in Accident	
43. Specific Object, Part of the Equipment in block 42., or Substance (Chemical, Solvent, etc.) that directly produced the Injury.					

SECTION IV. DESCRIPTION OF CASUALTY

44. Describe how accident occurred, damage, information on alcohol/drug involvement and recommendations for corrective safety measures. (See instructions and attach additional sheets if necessary).

45. Witness to Casualty (Name, Address, Telephone No.)

46. Witness to Casualty (Name, Address, Telephone No.)

SECTION V. PERSON MAKING THIS REPORT

47. Name (PRINT) (Last, First, Middle)		47b. Address (City, State, Zip Code)		47c. Title	
47a. Signature				47d. Telephone No.	
				47e. Date	

FOR COAST GUARD USE ONLY

REPORTING OFFICE:

MISLE Incident Investigation Activity Data Entry:

MISLE Incident Investigation Activity Number (if applicable)

☐ NONE
 ☐ PRELIMINARY
 ☐ DATA COLLECTION
 ☐ INFORMAL
 ☐ FORMAL

Serious Marine Incident ☐ Yes ☐ No

Major Marine Casualty ☐ Yes ☐ No

INVESTIGATOR (Name)

DATE

APPROVED BY (Name)

DATE

INSTRUCTIONS

FOR COMPLETION OF FORM CG-2692

REPORT OF MARINE CASUALTY

AND FORM CG-2692A, BARGE ADDENDUM

WHEN TO USE THIS FORM

1. This form satisfies the requirements for written reports of accidents found in the Code of Federal Regulations for vessels, Outer Continental Shelf (OCS) facilities, mobile offshore drilling units (MODUs), and diving. The kinds of accidents that must be reported are described in the following instructions.

VESSELS

2. A vessel accident must be reported if it occurs upon the navigable waters of the U.S., its territories or possessions; or whenever an accident involves a U.S. vessel; wherever the accident may occur. (Public vessels and recreational vessels are excepted from these reporting requirements.) The accident must also involve one of the following (ref. 46 CFR 4.05-1):

A. All accidental groundings and any intentional grounding which also meets any of the other reporting criteria or creates a hazard to navigation, the environment, or the safety of the vessel;

B. Loss of main propulsion or primary steering, or an associated component or control system, the loss of which causes a reduction of the maneuvering capabilities of the vessel. Loss means that systems, component parts, subsystems, or control systems do not perform the specified or required function;

C. An occurrence materially and adversely affecting the vessel's seaworthiness or fitness for service or route including but not limited to fire, flooding, failure or damage to fixed fire extinguishing systems, lifesaving equipment or bilge pumping systems;

D. Loss of life;

E. An injury that requires professional medical treatment (beyond first aid) and, if a crewmember on a commercial vessel, that renders the individual unfit to perform routine duties;

F. An occurrence not meeting any of the above criteria but resulting in damage to property in excess of \$25,000. Damage cost includes the cost of labor and material to restore the property to the condition which existed prior to the casualty, but it does not include the cost of salvage, cleaning, gas freeing, drydocking or demurrage.

MOBILE OFFSHORE DRILLING UNITS

3. MODUs are vessels and are required to report an accident that results in any of the events listed by Instruction 2-A through 2-F for vessels. (Ref. 46 CFR 4.05-1, 46 CFR 109.411)

OCS FACILITIES

4. All OCS facilities (except mobile offshore drilling units) engaged in mineral exploration, development or production activities on the Outer Continental Shelf of the U.S. are required by 33 CFR 146.30 to report accidents resulting in:

A. Death;

B. Injury to 5 or more persons in a single incident;

C. Injury causing any person to be incapacitated for more than 72 hours;

D. Damage affecting the usefulness of primary lifesaving or firefighting equipment;

E. Damage to the facility in excess of \$25,000 resulting from a collision by a vessel;

F. Damage to a floating OCS facility in excess of \$25,000.

5. Foreign vessels engaged in mineral exploration, development or production on the U. S. Outer Continental Shelf, other than vessels already required to report by Instructions 2 and 3 above, are required by 33 CFR 146.303 to report casualties that result in any of the following:

A. Death;

B. Injury to 5 or more persons in a single incident;

C. Injury causing any person to be incapacitated for more than 72 hours.

DIVING

6. Diving casualties include injury or death that occurs while using underwater breathing apparatus while diving from a vessel or OCS facility.

A. **COMMERCIAL DIVING.** A dive is considered commercial if it is for commercial purposes from a vessel required to have a Coast Guard certificate of inspection, from an OCS facility or in its related safety zone or in a related activity, at a deepwater port or in its safety zone. Casualties that occur during commercial dives are covered by 46 CFR 197.486 if they result in:

1. Loss of life;

2. Injury causing incapacitation over 72 hours;

3. Injury requiring hospitalization over 24 hours.

In addition to the information requested on this form, also provide the name of the diving supervisor and, if applicable, a detailed report on gas embolism or decompression sickness as required by 46 CFR 197.410(a)(9).

Exempt from the commercial category are dives for:

1. Marine science research by educational institutions;
2. Research in diving equipment and technology;
3. Search and Rescue controlled by a government agency.

B. ALL OTHER DIVING. Diving accidents not covered by Instruction (6-A) but involving vessels subject to Instruction (2), VESSELS, must be reported if they result in death or injury causing incapacitation over 72 hours. (Ref. 46 CFR 4.03-1(c)).

HAZARDOUS MATERIALS

7. When an accident involves hazardous materials, public and environmental health and safety require immediate action. As soon as any person in charge of a vessel or facility has knowledge of a release or discharge of oil or a hazardous substance, that person is required to immediately notify the U.S. Department of Homeland Security's National Response Center (telephone toll-free 800-424-8802 - in the Washington, D.C. area call 202-426-2675). Anyone else knowing of a pollution incident is encouraged to use the toll-free telephone number to report it. If etiologic (disease causing) agents are involved, call the U.S. Public Health Service's Center for Disease Control in Atlanta, GA. (telephone 404-633-5313). (Ref. 42 USC 9603; 33 CFR 153; 49 CFR 171.15)

COMPLETION OF THIS FORM

8. In accordance with 46 CFR 4.05-1, the vessel owner, agent, master, operator, or person in charge shall complete this form. This form should be filled out as completely and accurately as possible. Please type or print clearly. Fill in all blanks that apply to the kind of accident that has occurred. If a question is not applicable, the abbreviation "NA" should be entered in that space. If an answer is unknown and cannot be obtained, the abbreviation "UNK" should be entered in that space. If "NONE" is the correct response, then enter it in that space.

9. Once completed, deliver, e-mail or fax this form within five days of the casualty to the Coast Guard Sector, Marine Safety Unit, or Activity nearest the location of the casualty or, if at sea, nearest the arrival port.

10. When a casualty meets the requirements of a serious marine incident as defined in 46 CFR 4.03, the owner, agent, master, operator, or person in charge, is required to submit a CG-2692B in accordance with 46 CFR 4.06-60.

NOTICE: The information collected on this form is routinely available for public inspection. It is needed by the Coast Guard to carry out its responsibility to investigate marine casualties, to identify hazardous conditions or situations and to conduct statistical analysis. The information is used to determine whether new or revised safety initiatives are necessary for the protection of life or property in the marine environment.

Reportable marine casualty information is needed for Coast Guard investigations of vessel casualties involving death, vessel damage, property loss and data, as mandated by Congress (see 46 USC 6301).

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number.

The Coast Guard estimates that the average burden for this report is 1 hour. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commandant (G-MOA), U.S. Coast Guard, Washington, DC 20593-0001 or Office of Management and Budget, Paperwork Reduction Project (1625-0001), Washington, DC 20503.

11. Amplifying information for completing the form:

A. Block 16 - "LOCATION" - Latitude and longitude to the nearest tenth of a minute should always be entered except in those rivers and waterways where a mile marker system is commonly used. In these cases, the mile number to the nearest tenth of a mile should be entered. If the latitude and longitude, or mile number, are unknown, reference to a known landmark or object (buoy, light, etc.) with distance and bearing to the object is permissible. Always identify the body of water or waterway referred to.

B. Tug or towboat with tow - Tugs or towboats with tows under their control should complete all applicable portions of the CG-2692. SECTION II should be completed if a barge causes or sustains damage or meets any other reporting criteria. If additional barges require reporting, the "Barge Addendum," CG-2692A, may be used to provide the information for the additional barges.

C. Moored/Anchored Barge - If a barge suffers a casualty while moored or anchored, or breaks away from its moorage, and causes or sustains reportable damages or meets any other reporting criteria, enter the location of its moorage in Block (1) of the CG-2692 and complete the form except for Blocks (2) through (13). The details will be entered in SECTION II for one barge and on the "Barge Addendum," CG-2692A, for additional barges.

D. SECTION III - Personnel Accident Information - SECTION III must be completed for a death or injury. In addition, applicable portions of SECTIONS I, II and IV must be completed. If more than one death or injury occurs in a single incident, complete one CG-2692 for one of the persons injured or killed, and attach additional CG-2692's, filling out Blocks (1) and (2) and SECTION III for each additional person.

E. BLOCK 44 - Describe the sequence of events which led up to this casualty. Include your opinion of the primary cause and any contributing causes of the casualty. Briefly describe damage to your vessel, its cargo, and other vessels/property. Include any recommendations you may have for preventing similar casualties. ALCOHOL AND DRUG INFORMATION. Provide the following information with regard to each person determined to be directly involved in the casualty: name, position aboard the vessel, whether or not the person was under the influence of alcohol or drugs at the time of the casualty, and the method used to make this determination. If toxicological testing is conducted the results should be included; if results are not available in a timely manner, provide the results of the toxicological test as soon as practical and indicate that this is the case in Block 44 of the casualty form.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - March 21, 2022

DATE: April 4, 2022

RECOMMENDATION:

Motion to approve the minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes-March 21, 2022

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, March 21, 2022 – 6:00 p.m.
 210 State Street, Charlevoix, MI 49720

The meeting was called to order at 6:00 p.m. by Mayor Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
 Members Present: Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring
 Members Absent: Greg Bryan
 City Manager: Mark L. Heydlauff
 City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mayor Proclamation

Mayor Kurtz read a proclamation honoring and celebrating the life of city employee Karen Golovich.

4. Inquiry Regarding Conflicts of Interest

Council Member Knapp recused himself from item 7B. Marina Commercial Dock RFP. Council Member Kalbfell recused herself from items 7B. Marina Commercial Dock RFP and 7C. Little Traverse Charters, LLC Commercial Slip Lease.

5. Consent Agenda

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

A. City Council Meeting Minutes – March 7, 2022

B. Purchase of Toro Walk Behind Greensmaster—Purchase approved for a 2022 Toro Greensmaster 10 in the amount of \$13,646.13.

C. Accounts Payable and Payroll Check Registers

- a. Payroll Transmittal Checks – March 18, 2022 **(\$5,089.31)**
- b. Payroll (net pay) – March 18, 2022 **(\$93,471.30)**
- c. Regular Accounts Payable – March 22, 2022 **(\$303,026.87)**
- d. ACH/WIRE Payments—March 3, 2022 through March 18, 2022 **(\$201,556.11)**
- e. Tax Disbursement – March 9, 2022 **(\$58,965.04)**

Mayor Kurtz opened the item to public comment, and none were heard.

Motion by Parr, seconded by Kalbfell to approve the Consent Agenda.

Yeas: Hagen, Kalbfell, Parr, Spring, Knapp

Nays: None

Absent: Bryan

Motion carried.

6. Public Hearings & Actions Requiring Public Hearings

A. Public Hearing: Ordinance to Amend Ward Boundaries

The entire Council must be present to vote on an ordinance amendment therefore no action was taken.

7. All Other Actions & Requests

A. Request for Gate Valve Easement from DTE Energy

Chris Hackbarth and Tim Proos representatives from DTE Energy explained the request for the easement would allow DTE Energy to upgrade equipment and create necessary redundancy which would allow them to do regular maintenance on their system without any disruption to services.

Mayor Kurtz opened the item to public comment, and none were heard.

Motion by Hagen, seconded by Spring to authorize the City Manager to execute the Gate Valve Easement Agreement with DTE Energy as presented. **Motion carried unanimously.**

B. Marina Commercial Dock RFP

Council Member Kalbfell and Council Member Knapp stepped down from the dais.

Discussion was held.

Mayor Kurtz opened the item to public comment, and none were heard.

Motion by Spring, seconded by Hagen to award Sunshine Charters the Commercial Dockage and authorize the City Manager to move forward with signing a Boat Docking agreement with the selected vendor. **Motion carried unanimously.**
Council Member Knapp returned to the dais.

C. Little Traverse Charters, LLC Commercial Slip Lease

Scott Howard, City Attorney, advised Council they should postpone the item until the next council meeting.

Mayor Kurtz opened the item to public comment, and one was heard.

Motion by Hagen, seconded by Spring to postpone the item until the next meeting {April 4, 2022}. **Motion carried unanimously.**
Council Member Kalbfell returned to the dais.

D. Proposed Donation of Landscaping on the Pine River Channel

Scott Philp presented Council with his proposed landscaping plans for the Pine River Channel and provided a material and native plant selection list. Discussion was held.

City Manager Heydlauff stated the Donation Policy could be revised to provide better direction in the future for instances like this. Council concurred and requested City Manager Heydlauff revise the Donation Policy.

Mayor Kurtz opened the item to public comment and six were heard.

Motion by Hagen, seconded by Kalbfell to decline the offer {of the proposed donation of landscaping on the Pine River Channel}. **Motion carried unanimously.**

E. Council Appointment

Council Member Kalbfell requested consideration of Dan Reed for appointment as an alternate to the Zoning Board of Appeals.

Mayor Kurtz opened the item to public comment, and none were heard.

Motion by Kalbfell, seconded by Parr to appoint Dan Reed as an alternate member to the Zoning Board of Appeals for a term to expire in December 2024. **Motion carried unanimously.**

Motion by Hagen, seconded by Kalbfell to appoint Mark Knapp to the {Lake Charlevoix} EMS Authority Board {for a term to expire in March 2025}. **Motion carried unanimously.**

8. Reports & Communications

A. Public Comments

- Lyle Gannett suggested fundraising for a memorial bench in honor of Karen Golovich.

B. City Manager Comments

- He thanked Shane Cole for his service on the EMS Authority Board.
- He stated he met with Denise Fate, President of the Charlevoix Historical Society, regarding the Lighthouse Maintenance Agreement with the City.
- He stated that he and staff met with CivicPlus regarding the new agenda management software which will be converted at the end of April.
- He gave his condolences to the Golovich family and shared a memory of Karen.

C. Mayor & Council Comments

- Mayor and Council collectively gave their condolences to the Golovich family.
- Council Member Spring stated he appreciated Scott Philp and his efforts.
- Council Member Kalbfell announced that the Senior Centers are now open.

9. Other Council Business

A. Marina Commercial Dock

Council Member Kalbfell stepped down from the dais. Discussion was held.

Mayor Kurtz opened the item to public for comment, and one was heard.

Motion by Hagen, seconded by Spring to award Whitecap Charters the 3rd Commercial Dockage and authorize the City Manager to move forward with signing a Boat Docking agreement. **Motion carried unanimously.**

10. Adjourn

Mayor Kurtz adjourned the meeting at 7:14 p.m.

Sarah J. Dvoracek

City Clerk

Luther Kurtz

Mayor

DRAFT

PAYROLL TRANSMITTAL CHECKS 03/18/2022

4FRONT CREDIT UNION	\$885.00
AMERICAN FAMILY LIFE	\$521.59
CALIFORNIA STATE DISBURSEMENT UNIT	\$92.19
CHARLEVOIX STATE BANK	\$890.00
COMMUNICATION WORKERS OF AMER	\$692.41
EQUITABLE FINANCIAL LIFE INSURANCE	\$386.22
MI STATE DISBURSEMENT UNIT	\$116.55
PRIORITY HEALTH	\$1,505.35
	<u>\$5,089.31</u>

PAYROLL (NET PAY) 03/18/2022

HEYDLAUFF, MARK L.	\$3,069.50
DVORACEK, SARAH J.	\$2,244.03
DEROSIA, PATRICIA E.	\$921.43
DOTSON, LINDSEY J.	\$1,386.42
KLOOSTER, ALIDA K.	\$1,795.97
GOLOVICH, KAREN J.	\$259.23
BARNEVELD, RICHELLE L.	\$1,265.82
SCHULZ, GINNY L.	\$1,464.52
MCGINN, KELLY A.	\$1,690.69
DOAN, GERARD P.	\$2,432.49
SCHOLEY, ROBERT W.	\$1,599.88
UMULIS, MATTHEW T.	\$1,251.52
ORBAN, BARBARA K.	\$1,173.73
RILEY, DENISE M.	\$385.09
MUNK, CHRISTOPHER J.	\$1,311.47
SCHICK, TIELER R.	\$1,412.00
STEWART, MORGAN J.	\$1,424.83
YOUNG, KRISTEN L.	\$1,438.27
WURST, RANDALL W.	\$1,359.21
HILLING, NICHOLAS A.	\$1,938.06
MEIER III, CHARLES A.	\$1,755.00
ZACHARIAS, STEVEN B.	\$1,462.05
NEWMAN, MARK J.	\$1,348.58
LOUGHMILLER, JOHN A.	\$1,702.84
GRIFFITH, JOHN J.	\$2,998.09
EATON, BRAD A.	\$2,643.61
WILSON, TIMOTHY J.	\$2,756.01
LAVOIE, RICHARD L.	\$2,290.80
STEVENS, BRANDON C.	\$2,542.21
DRAVES, MARTIN J.	\$2,778.51
ANDERSON, ELIZABETH A.	\$1,338.42
KENWABIKISE, DAVID L.	\$1,184.64
ELLIOTT, PATRICK M.	\$3,083.00
SCHWARTZFISHER, JOSEPH L.	\$1,453.64

PAYROLL (NET PAY) 03/18/2022 (CONT)

BRADLEY, KELLY R.	\$1,367.56
HART II, DELBERT W.	\$1,837.02
JONES, ROBERT F.	\$1,563.02
FARRELL, MITCHELL L.	\$1,400.64
THORP JR, WILLIAM D.	\$1,454.83
LEITNER, RYAN S.	\$1,516.65
FERGUSON, ROYCE L.	\$1,441.49
KNORR, KENT J.	\$2,026.00
ANZELL, BETH A.	\$1,367.26
WASHBURN, MICHAEL J.	\$195.84
BOSS, SHERRY M.	\$118.69
MCDERMOTT, DENNIS J.	\$996.09
DOE-NIMPHIE, SETH K.	\$113.23
HAGEN, MADISON L.	\$65.28
KUPPE II, KENNETH N.	\$123.34
BERTINELLI, DAVID P.	\$141.53
JOY, ANNE E.	\$590.32
MATTACK, JEFFREY C.	\$595.79
HILLIGAN, ABIGAIL B.	\$437.27
MAY, MEREDITH A.	\$130.38
PEARSALL, KRISTA M.	\$44.04
WELLS, JANINNA J.	\$90.59
BOSS, BEAU J.	\$1,537.64
BEMIS, GARRETTSON G.	\$425.37
COFFEY, JASON J.	\$953.52
GILL, DAVID R.	\$450.26
LIVINGSTON, BRIAN D.	\$647.27
WYMAN, MATTHEW A.	\$1,809.69
MILLER, WILLIAM S.	\$1,000.98
DOUGLAS, MARK	\$1,018.31
MCCRANEY, RUSSELL R.	\$1,167.07
FRATRICK, JOSEPH W.	\$503.21
PAALMAN, STEPHEN J.	\$169.16
WHITLEY, ANDREW T.	\$2,904.81
MORRISON, KEVIN P.	\$1,250.66
BOSS JR, DALE E.	\$1,296.79
MATTER, DAWSON K.	\$249.09
HOLM, ARTHUR R.	\$1,263.77
WILLSON, BRENDA R.	\$45.28
	<u>\$93,471.30</u>

REGULAR ACCOUNTS PAYABLE 03/22/2022

ACE HARDWARE	\$2,215.04
ACME SPORTS INC	\$1,021.95
AMAZON CAPITAL SERVICES	\$591.91
ASPEN WIRELESS TECHNOLOGIES INC	\$1,122.00
AUTO-WARES GROUP	\$28.63
AVFUEL CORPORATION	\$18,107.83
BARNUM, JILL	\$29.10
BELL EQUIPMENT COMPANY	\$1,040.08
BRADFORD MASTER DRYCLEANERS	\$26.00
CAREY, LEAH	\$145.50
CARQUEST OF CHARLEVOIX	\$2,246.61
CDW GOVERNMENT	\$793.13
CENTRAL DRUG STORE	\$126.26
CHARLEVOIX SEWER & DRAIN	\$275.00
CHARLEVOIX TOWNSHIP TREASURER	\$86.88
CINTAS CORPORATION	\$169.36
CITY OF CHARLEVOIX - UTILITIES	\$48,439.81
CLEAR WATER PLUMBING & HEATING	\$150.00
COLE, SAMANTHA	\$75.00
CONWAY PROFESSIONAL SERVICES	\$1,362.50
DOTSON, LINDSEY J.	\$304.22
EDGEWATER RESOURCES LLC	\$4,356.75
ELMER'S CRANE & DOZER INC	\$1,893.75
FAMILY FARM AND HOME	\$279.29
FASTENAL COMPANY	\$182.80
FERGUSON & CHAMBERLAIN	\$225.00
FERGUSON'S	\$201.02
GINOP SALES INC	\$1,742.41
GRAINGER	\$2,144.78
HACH COMPANY	\$174.91
HUNTINGTON NATIONAL BANK	\$131,250.00
HYDROCORP	\$562.50
JOPPA HOUSE MINISTRIES PROGRAM	\$21,500.00
KILKENNY, PATRICK	\$429.71
KSS ENTERPRISES	\$188.61
LITTLE TRAVERSE DISPOSAL LLC	\$60.00
MAKI, KARI	\$29.10
MCCARDEL CULLIGAN-PETOSKEY	\$51.50
MICHIGAN OFFICEWAYS INC	\$1,842.99
MOSCA DESIGN	\$645.00
NAVIA BENEFIT SOLUTIONS	\$50.00
NCL OF WISCONSIN INC	\$820.19
OLESON'S FOOD STORES	\$21.14
OLSON BZDOK & HOWARD	\$961.00
OMS COMPLIANCE SERVICES INC	\$60.00

REGULAR ACCOUNTS PAYABLE 03/22/2022 (CONT)

PENINSULA FIBER NETWORK LLC	\$470.00
PERFORMANCE ENGINEERS INC	\$13,715.00
PLUNKETT COONEY	\$200.00
POWER LINE SUPPLY	\$907.00
PREIN & NEWHOF	\$1,165.00
SCIENTIFIC BRAKE - GAYLORD	\$325.03
STRICKER'S OUTDOOR POWER EQUIPMENT	\$61.00
SUPERIOR MECHANICAL OF CHARLEVOIX LLC	\$216.11
TELEDYNE INSTRUMENTS INC	\$1,365.43
TEUSCHER, MATT	\$75.00
TRANSUNION RISK AND ALTERNATIVE	\$75.00
UNIFIRST CORPORATION	\$666.17
UNIVERSAL CREDIT SERVICES INC	\$10.00
USABLUBOOK	\$1,707.61
UTILITIES INSTRUMENTATION SERVICE INC.	\$2,256.85
UTILITY FINANCIAL SOLUTIONS	\$21,436.25
VERIBANC INC	\$500.00
WEX BANK	\$8,737.66
ZIXCORP	\$1,108.50
	<hr/>
	\$303,026.87

ACH/WIRE PAYMENTS 03/03/2022-03/18/2022

AMG PAYMENT SOLUTIONS	\$24.99
PAYMENT SERVICE NETWORK INC	\$258.40
MI PUBLIC POWER AGENCY	\$17,951.46
DTE ENERGY	\$10,161.18
STATE OF MI (SALES TAX)	\$22,492.46
MI PUBLIC POWER AGENCY	\$40,357.71
IRS (PAYROLL TAX DEPOSIT)	\$33,971.12
ALERUS FINANCIAL (HCSP)	\$350.00
STATE OF MI (WITHHOLDING TAX)	\$5,024.15
VANTAGEPOINT (401 PLAN)	\$957.68
VANTAGEPOINT (457 PLAN)	\$19,327.31
VANTAGEPOINT (ROTH IRA)	\$1,080.76
MERS (DEFINED BENEFIT PLAN)	\$49,598.89
	<hr/>
	\$201,556.11

TAX DISBURSEMENT 03/09/2022

CHARLEVOIX COUNTY TREASURER	\$4,592.00
CHARLEVOIX DISTRICT LIBRARY	\$3,851.53
CHARLEVOIX PUBLIC SCHOOLS	\$34,264.06
CHARLEVOIX-EMMET ISD	\$9,144.08
CITY OF CHARLEVOIX - TAXES DUE	\$2,974.48
LAKE CHARLEVOIX EMS AUTHORITY	\$3,394.49
RECREATIONAL AUTHORITY	\$744.40
	<hr/>
	\$58,965.04

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: April 4, 2022

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
03/22/2022		
136012	AT&T	1,529.30
136013	AT&T MOBILITY	757.90
136014	CHARLEVOIX STATE BANK	5,700.34
136015	CHARLEVOIX TOWNSHIP TREASURE	160.63
136016	CHARTER COMMUNICATIONS OPERA	923.67
136017	DELTA DENTAL	3,404.63
136018	EQUITABLE FINANCIAL LIFE INSURAN	396.49
136019	GREAT LAKES ENERGY	378.13
136020	PRIORITY HEALTH	44,504.81
136021	RANGE TELECOMMUNICATIONS	191.00
136022	STANDARD INSURANCE CO	2,575.30
136023	TELNET WORLDWIDE	205.42
136024	VSP INSURANCE CO. (CT)	548.43
Total 03/22/2022:		61,276.05
Grand Totals:		61,276.05

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

03/22/22 Special Accounts Payable Run	\$ 61,276.05
04/01/22 Payroll (net pay)	\$ 106,529.69
04/01/22 Payroll Transmittal Checks	\$ 5,240.90
04/05/22 Regular Accounts Payable	\$ 115,145.17
Checks Sub-Total:	\$ 288,191.81

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

03/21/22 MI Public Power Agency	\$ 35,617.86
03/21/22 US Bank Bond Control (WWTP)	\$ 513,682.03
03/21/22 Enterprise FM Trust (fleet lease)	\$ 1,285.32
03/25/22 MI Public Power Agency	\$ 252,027.91
03/28/22 MI Public Power Agency	\$ 37,398.34
04/01/22 IRS (Payroll Tax Deposit)	\$ 38,631.36
04/01/22 Alerus Financial (HCSP)	\$ 350.00
04/01/22 State of MI (Withholding Tax)	\$ 5,608.61
04/01/22 Vantagepoint (401 Plan)	\$ 957.68
04/01/22 Vantagepoint (457 Plan)	\$ 19,794.57
04/01/22 Vantagepoint (Roth IRA)	\$ 1,130.76

ACH Sub-Total: \$ 906,484.44

Huntington National Bank Total: \$ 1,194,676.25

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

Tax Disbursement	\$ -
Charlevoix State Bank Total:	\$ -

Grand Total: \$ 1,194,676.25

APPROVED:



CITY MANAGER

CITY TREASURER



CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/26/2022	PC	04/01/2022	34983	KURTZ, LUTHER J.	54		1,105.89
03/26/2022	PC	04/01/2022	34984	HAGEN, AARON W.	56		928.12
03/26/2022	PC	04/01/2022	34985	KALBFELL, JANET P.	58		893.48
03/26/2022	PC	04/01/2022	34986	BRYAN JR, GREGORY T.	59		643.12
03/26/2022	PC	04/01/2022	34987	PARR, PHILIP M.	61		544.01
03/26/2022	PC	04/01/2022	34988	KNAPP, MARK D.	62		499.96
03/26/2022	PC	04/01/2022	34989	SPRING, RICHARD C.	63		466.92
03/26/2022	PC	04/01/2022	34990	FLANDERS, FRANCIS B.	90		176.20
03/26/2022	PC	04/01/2022	34991	BRYAN, BRENDA L.	91		46.17
03/26/2022	PC	04/01/2022	34992	HEYDLAUFF, MARK L.	102		3,357.94
03/26/2022	PC	04/01/2022	34993	DVORACEK, SARAH J.	105		2,244.03
03/26/2022	PC	04/01/2022	34994	DEROSIA, PATRICIA E.	107		921.43
03/26/2022	PC	04/01/2022	34995	DOTSON, LINDSEY J.	109		1,386.42
03/26/2022	PC	04/01/2022	34996	KLOOSTER, ALIDA K.	121		2,198.52
03/26/2022	PC	04/01/2022	34997	GOLOVICH, KAREN J.	122		5,286.59
03/26/2022	PC	04/01/2022	34998	BARNEVELD, RICHELLE	123		1,224.04
03/26/2022	PC	04/01/2022	34999	SCHULZ, GINNY L.	125		1,464.53
03/26/2022	PC	04/01/2022	35000	MILLER, FAITH G.	142		40.73
03/26/2022	PC	04/01/2022	35001	MCGINN, KELLY A.	146		2,154.13
03/26/2022	PC	04/01/2022	35002	DOAN, GERARD P.	201		2,432.49
03/26/2022	PC	04/01/2022	35003	SCHOLEY, ROBERT W.	204		1,895.45
03/26/2022	PC	04/01/2022	35004	UMULIS, MATTHEW T.	205		1,201.27
03/26/2022	PC	04/01/2022	35005	ORBAN, BARBARA K.	209		1,123.48
03/26/2022	PC	04/01/2022	35006	RILEY, DENISE M.	213		454.46
03/26/2022	PC	04/01/2022	35007	MUNK, CHRISTOPHER J.	215		1,261.22
03/26/2022	PC	04/01/2022	35008	SCHICK, TIELER R.	216		1,418.16
03/26/2022	PC	04/01/2022	35009	STEWART, MORGAN J.	217		1,695.86
03/26/2022	PC	04/01/2022	35010	YOUNG, KRISTEN L.	230		1,867.26
03/26/2022	PC	04/01/2022	35011	WURST, RANDALL W.	411		1,359.21
03/26/2022	PC	04/01/2022	35012	HILLING, NICHOLAS A.	413		1,538.30
03/26/2022	PC	04/01/2022	35013	MEIER III, CHARLES A.	421		1,559.00
03/26/2022	PC	04/01/2022	35014	ZACHARIAS, STEVEN B.	422		1,857.66
03/26/2022	PC	04/01/2022	35015	NEWMAN, MARK J.	424		1,576.46
03/26/2022	PC	04/01/2022	35016	LOUGHMILLER, JOHN A.	425		1,550.98
03/26/2022	PC	04/01/2022	35017	GRIFFITH, JOHN J.	500		2,998.09
03/26/2022	PC	04/01/2022	35018	EATON, BRAD A.	515		2,686.57
03/26/2022	PC	04/01/2022	35019	WILSON, TIMOTHY J.	516		3,201.36
03/26/2022	PC	04/01/2022	35020	LAVOIE, RICHARD L.	519		2,022.23
03/26/2022	PC	04/01/2022	35021	STEVENS, BRANDON C.	521		2,803.91
03/26/2022	PC	04/01/2022	35022	DRAVES, MARTIN J.	523		2,329.41
03/26/2022	PC	04/01/2022	35023	ANDERSON, ELIZABETH	526		1,338.42
03/26/2022	PC	04/01/2022	35024	KENWABIKISE, DAVID L.	528		1,184.64
03/26/2022	PC	04/01/2022	35025	ELLIOTT, PATRICK M.	600		3,083.00
03/26/2022	PC	04/01/2022	35026	SCHWARTZFISHER, JOS	603		1,330.18
03/26/2022	PC	04/01/2022	35027	BRADLEY, KELLY R.	614		1,697.51
03/26/2022	PC	04/01/2022	35028	HART II, DELBERT W.	616		1,723.75
03/26/2022	PC	04/01/2022	35029	JONES, ROBERT F.	618		1,341.40
03/26/2022	PC	04/01/2022	35030	FARRELL, MITCHELL L.	622		1,659.26
03/26/2022	PC	04/01/2022	35031	THORP JR, WILLIAM D.	623		1,443.80
03/26/2022	PC	04/01/2022	35032	LEITNER, RYAN S.	624		1,463.11
03/26/2022	PC	04/01/2022	35033	FERGUSON, ROYCE L.	625		2,182.79
03/26/2022	PC	04/01/2022	35034	KNORR, KENT J.	700		2,026.00
03/26/2022	PC	04/01/2022	35035	ANZELL, BETH A.	702		1,367.26
03/26/2022	PC	04/01/2022	35036	WASHBURNE, MICHAEL J	708		87.04
03/26/2022	PC	04/01/2022	35037	BOSS, SHERRY M.	730		138.47
03/26/2022	PC	04/01/2022	35038	MCDERMOTT, DENNIS J.	732		859.11
03/26/2022	PC	04/01/2022	35039	PORATH, JACOB P.	741		124.62

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/26/2022	PC	04/01/2022	35040	HAGEN, MADISON L.	752		65.28
03/26/2022	PC	04/01/2022	35041	KUPPE II, KENNETH N.	763		123.34
03/26/2022	PC	04/01/2022	35042	JOY, ANNE E.	765		308.00
03/26/2022	PC	04/01/2022	35043	MATTACK, JEFFREY C.	767		533.04
03/26/2022	PC	04/01/2022	35044	HILLIGAN, ABIGAIL B.	769		96.25
03/26/2022	PC	04/01/2022	35045	MAY, MEREDITH A.	771		93.72
03/26/2022	PC	04/01/2022	35046	PEARSALL, KRISTA M.	784		88.10
03/26/2022	PC	04/01/2022	35047	WELLS, JANINNA J.	785		62.28
03/26/2022	PC	04/01/2022	35048	BOSS, BEAU J.	788		1,537.64
03/26/2022	PC	04/01/2022	35049	BEMIS, GARRETTSON G.	797		117.33
03/26/2022	PC	04/01/2022	35050	COFFEY, JASON J.	798		953.52
03/26/2022	PC	04/01/2022	35051	GILL, DAVID R.	856		698.41
03/26/2022	PC	04/01/2022	35052	LIVINGSTON, BRIAN D.	866		1,415.66
03/26/2022	PC	04/01/2022	35053	WYMAN, MATTHEW A.	927		1,759.69
03/26/2022	PC	04/01/2022	35054	MILLER, WILLIAM S.	933		1,461.55
03/26/2022	PC	04/01/2022	35055	DOUGLAS, MARK	935		1,018.31
03/26/2022	PC	04/01/2022	35056	MCCRANEY, RUSSELL R.	936		1,167.07
03/26/2022	PC	04/01/2022	35057	FRATRICK, JOSEPH W.	940		517.84
03/26/2022	PC	04/01/2022	35058	PAALMAN, STEPHEN J.	942		84.58
03/26/2022	PC	04/01/2022	136025	TIMMS, ROBERT N	92		184.70
03/26/2022	PC	04/01/2022	136026	WHITLEY, ANDREW T.	522		2,556.44
03/26/2022	PC	04/01/2022	136027	MORRISON, KEVIN P.	601		1,559.05
03/26/2022	PC	04/01/2022	136028	BOSS JR, DALE E.	701		1,296.79
03/26/2022	PC	04/01/2022	136029	MATTER, DAWSON K.	786		22.65
03/26/2022	PC	04/01/2022	136030	HOLM, ARTHUR R.	791		1,263.77
03/26/2022	PC	04/01/2022	136031	WILLSON, BRENDA R.	799		79.26
Grand Totals:			83				106,529.69

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/26/2022	04/01/2022	136032	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	885.00
03/26/2022	04/01/2022	136033	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
03/26/2022	04/01/2022	136033	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	418.07
03/26/2022	04/01/2022	136034	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
03/26/2022	04/01/2022	136035	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	890.00
03/26/2022	04/01/2022	136036	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	677.11
03/26/2022	04/01/2022	136037	EQUITABLE FINANCIAL LI	9010	LIFE - VOLUNTARY Pay Period:	254.13
03/26/2022	04/01/2022	136037	EQUITABLE FINANCIAL LI	9010	SPOUSE LIFE Pay Period: 3/26/	46.04
03/26/2022	04/01/2022	136037	EQUITABLE FINANCIAL LI	9010	CHILD LIFE Pay Period: 3/26/20	4.40
03/26/2022	04/01/2022	136037	EQUITABLE FINANCIAL LI	9010	AD&D - VOLUNTARY Pay Period	36.67
03/26/2022	04/01/2022	136037	EQUITABLE FINANCIAL LI	9010	SPOUSE AD&D Pay Period: 3/26	10.28
03/26/2022	04/01/2022	136037	EQUITABLE FINANCIAL LI	9010	CHILD AD&D Pay Period: 3/26/2	3.33
03/26/2022	04/01/2022	136038	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
03/26/2022	04/01/2022	136039	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 3	251.25
03/26/2022	04/01/2022	136040	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,468.98
Grand Totals:		15				5,240.90



Check Number	Payee	Amount
04/05/2022		
136041	ACCESS LOCKSMITHING INC	415.00
136042	AIRGAS USA LLC	84.86
136043	AMAZON CAPITAL SERVICES	156.08
136044	AMERICAN LEGAL PUBLISHING CORP	10.00
136045	ANDERSON, ELIZABETH A.	50.00
136046	ANZELL, BETH A.	50.00
136047	APPLIED HANDLING INC	589.00
136048	AT YOUR SERVICE PLUS INC	250.00
136049	ATLAS ELECTRIC INC	130.00
136050	BAKER VEHICLE SYSTEMS INC	90.13
136051	BEAVER ISLAND BOAT CO	4,394.42
136052	BECKETT & RAEDER	543.78
136053	BOSS, BEAU	225.00
136054	BRADLEY, KELLY R.	150.00
136055	CENTRAL DRUG STORE	107.55
136056	CHARLEVOIX SCREEN MASTERS INC	1,977.78
136057	CHEMICAL SYSTEMS INC.	3,936.00
136058	CINTAS CORPORATION	151.44
136059	CIVICPLUS	9,090.00
136060	CROSS CUT CONCRETE CUTTING	300.00
136061	CUMMINS SALES AND SERVICE	862.48
136062	DELL MARKETING LP	1,100.49
136063	DeROSIA, PATRICIA E.	50.00
136064	DOAN, GERARD P.	50.00
136065	DORAN, JUSTIN J.	50.00
136066	DOTSON, LINDSEY J.	50.00
136067	DRAVES, MARTIN J.	150.00
136068	DRENTH, DOUGLAS A	50.00
136069	DVORACEK, SARAH	50.00
136070	EATON, BRAD A.	150.00
136071	ELLIOTT, PATRICK M.	484.82
136072	ELLSWORTH FARMERS EXCHANGE	2,054.08
136073	ETNA SUPPLY	7,310.00
136074	FARRELL, MITCHELL L.	150.00
136075	FASTENAL COMPANY	45.45
136076	FERGUSON, ROYCE L	150.00
136077	FREEDOM MAILING SERVICES INC	2,373.60
136078	GATEHOUSE MEDIA MICHIGAN HOLDI	697.54
136079	GOVERNMENTAL PRODUCTS INC	420.45
136080	GRAINGER	151.00
136081	GRIFFITH, JOHN J	305.30
136082	GRP ENGINEERING INC	1,655.00
136083	HACH COMPANY	448.56
136084	HART II, DELBERT W.	150.00
136085	HERZOG ELECTRIC	203.91
136086	HEYDLAUFF, MARK L.	50.00
136087	HILLING, NICHOLAS A.	200.00
136088	JOHN E GREEN COMPANY	974.67

M = Manual Check, V = Void Check

Check Number	Payee	Amount
136089	JONES, ROBERT F.	150.00
136090	KENWABIKISE, DAVID L.	150.00
136091	KLOOSTER, ALIDA K.	50.00
136092	KNORR, KENT J.	151.14
136093	KSS ENTERPRISES	414.27
136094	LASER PRINTER TECHNOLOGIES	92.06
136095	LAVOIE, RICHARD L.	150.00
136096	LEITNER, RYAN S.	150.00
136097	LITTLE TRAVERSE DISPOSAL LLC	975.50
136098	LIVINGSTON, BRIAN D.	50.00
136099	LOUGHMILLER, JOHN A.	150.00
136100	MACGREGOR PLUMBING & HEATING I	1,949.00
136101	MCDERMOTT, DENNIS J.	50.00
136102	McGINN, KELLY A.	50.00
136103	MCLEAN ENGINEERING CO INC	247.50
136104	MEIER III, CHARLES A.	150.00
136105	MICHIGAN MUNICIPAL LEAGUE	321.52
136106	MILLER, WILLIAM S.	50.00
136107	MORRISON, KEVIN P.	150.00
136108	MUSTAFA, KIM	237.65
136109	MYNORTH MEDIA	350.00
136110	NEWMAN, MARK J.	150.00
136111	NMACP	75.00
136112	NORTHERN FORGE AND FABRICATIO	1,760.92
136113	NORTHERN MICHIGAN LAW ENFORC	150.00
136114	NW MI COG	24,832.50
136115	OHM ADVISORS	2,077.00
136116	PENCHURA LLC	17,067.00
136117	POWER LINE SUPPLY	5,807.81
136118	POWER SYSTEM ENGINEERING INC	2,135.50
136119	RESOLUTION G2 LLC	4,484.50
136120	SCHOLEY, ROBERT W.	50.00
136121	SCHWARTZFISHER, JOSEPH L.	150.00
136122	SPARTAN DISTRIBUTORS INC	82.41
136123	SPARTAN STORES LLC	49.49
136124	STEVENS, BRANDON C.	150.00
136125	THORP JR, WILLIAM D.	150.00
136126	UNIFIRST CORPORATION	813.16
136127	UNIVERSAL CREDIT SERVICES INC	10.00
136128	UP NORTH ASSESSING INC	5,200.00
136129	VILLAGE GRAPHICS INC	72.85
136130	WHITLEY, ANDREW T.	150.00
136131	WILSON, TIMOTHY J.	150.00
136132	WURST, RANDALL W.	200.00
136133	WYMAN, MATTHEW A.	50.00
136134	YOUNG, KRISTEN L.	50.00
136135	ZACHARIAS, STEVEN B.	150.00

M = Manual Check, V = Void Check

Check Number	Payee	Amount
Total 04/05/2022:		115,145.17
Grand Totals:		115,145.17

Check Number	Payee	Amount
03/21/2022		
32122001	MICHIGAN PUBLIC POWER AGENCY	35,617.86
32122002	U.S. BANK BOND CONTROL	513,682.03
32122003	ENTERPRISE FM TRUST	1,285.32
Total 03/21/2022:		550,585.21
Grand Totals:		550,585.21

Check Number	Payee	Amount
03/25/2022		
32522001	MICHIGAN PUBLIC POWER AGENCY	252,027.91
Total 03/25/2022:		252,027.91
Grand Totals:		252,027.91

Check Number	Payee	Amount
03/28/2022		
32822001	MICHIGAN PUBLIC POWER AGENCY	37,398.34
Total 03/28/2022:		37,398.34
Grand Totals:		37,398.34

Check Issue Date	Check Number	Payee	Amount
40122001			
04/01/2022	40122001	**EFTPS* Payroll Taxes	10,175.23
04/01/2022	40122001	**EFTPS* Payroll Taxes	10,175.23
04/01/2022	40122001	**EFTPS* Payroll Taxes	2,379.71
04/01/2022	40122001	**EFTPS* Payroll Taxes	2,379.71
04/01/2022	40122001	**EFTPS* Payroll Taxes	13,521.48
Total 40122001:			
	5		38,631.36
40122002			
04/01/2022	40122002	Alerus Financial	350.00
Total 40122002:			
	1		350.00
40122003			
04/01/2022	40122003	STATE OF MICHIGAN	5,608.61
Total 40122003:			
	1		5,608.61
40122004			
04/01/2022	40122004	Vantagepoint - 401 Plan 109153	957.68
Total 40122004:			
	1		957.68
40122005			
04/01/2022	40122005	Vantagepoint - 457 Plan 300959	5,183.00
04/01/2022	40122005	Vantagepoint - 457 Plan 300959	2,170.90
04/01/2022	40122005	Vantagepoint - 457 Plan 300959	4,080.27
04/01/2022	40122005	Vantagepoint - 457 Plan 300959	8,360.40
Total 40122005:			
	4		19,794.57
40122006			
04/01/2022	40122006	Vantagepoint - Roth IRA 706117	1,130.76
Total 40122006:			
	1		1,130.76
Grand Totals:			
	13		66,472.98



CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Ordinance to Amend Ward Boundaries

DATE: April 4, 2022

PRESENTED BY: Sarah J. Dvoracek, City Clerk

BACKGROUND:

After every census the City must reevaluate its population size in each ward. Since 2010, the City's population has decreased by seven percent. There is not a state statute on how cities are supposed to balance to make each ward equal, only that they must balance. After reviewing the 2020 Census Data and the Qualified Voter File each ward's population is unequal.

Voters by Ward (2010 Boundaries)

Ward 1	829
Ward 2	674
Ward 3	787
Total	2291

Proposed Reapportioned Voters by Ward (2020 Census)

Mean	763
Ward 1	760
Ward 2	778
Ward 3	753
Total	2291

The 2020 Census Data states the City has a population of 2348. As of February 2022, we have 2291 Registered Voters. According to the 2020 Census Data, 87% of our City's population is 18 years and over compared to 82% in 2010 and 34% of our City's population is 60 years and over compared to 24% in 2010. The 2020 Census data shows the median age of our population is 47.5 compared to 44.5 in 2010.

I worked with Joe Lavender, our City Assessor to reapportion the wards with the use of GIS. Attached is the 2010 Ward Boundaries Map as well as the proposed new 2022 Ward Boundary Map marked with the affected areas. Our goal was to impact the least number of voters possible with the proposed changes.

On February 15, 2022, the Election Commission met to adopt a resolution to amend our ward boundaries which is required per statute. Now that the Election Commission has met, the City Council per the Charter is required to hold a public hearing to amend the ward boundaries by ordinance.

Ferguson & Chamberlain Associates, Inc., professional surveyors provided me the legal descriptions of each proposed ward for the ordinance amendment, also attached.

Precinct boundary changes must be approved no later than April 4, 2022 per MCL 168.661(3). Ward changes will not affect voters casting their ballot for the May election but will become effective for the August Primary Election and determine where candidates for City Council must reside for election in November of 2022.

Once Council approves the ward changes, I will submit the required documents to the Bureau of Elections for final approval and so they can update our Qualified Voter File.

The publication of this draft ordinance has occurred and the public hearing was held earlier this month. When all Council members attend a meeting, a vote on the ordinance can be held.

RECOMMENDATION:

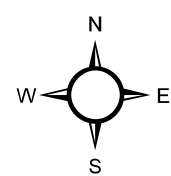
Motion to approve Ordinance No. 832 of 2022.

ATTACHMENTS:

- ▣ 2010 Ward Map
- ▣ Proposed Ward Map with affected boundaries marked
- ▣ Ordinance No. 832 of 2022

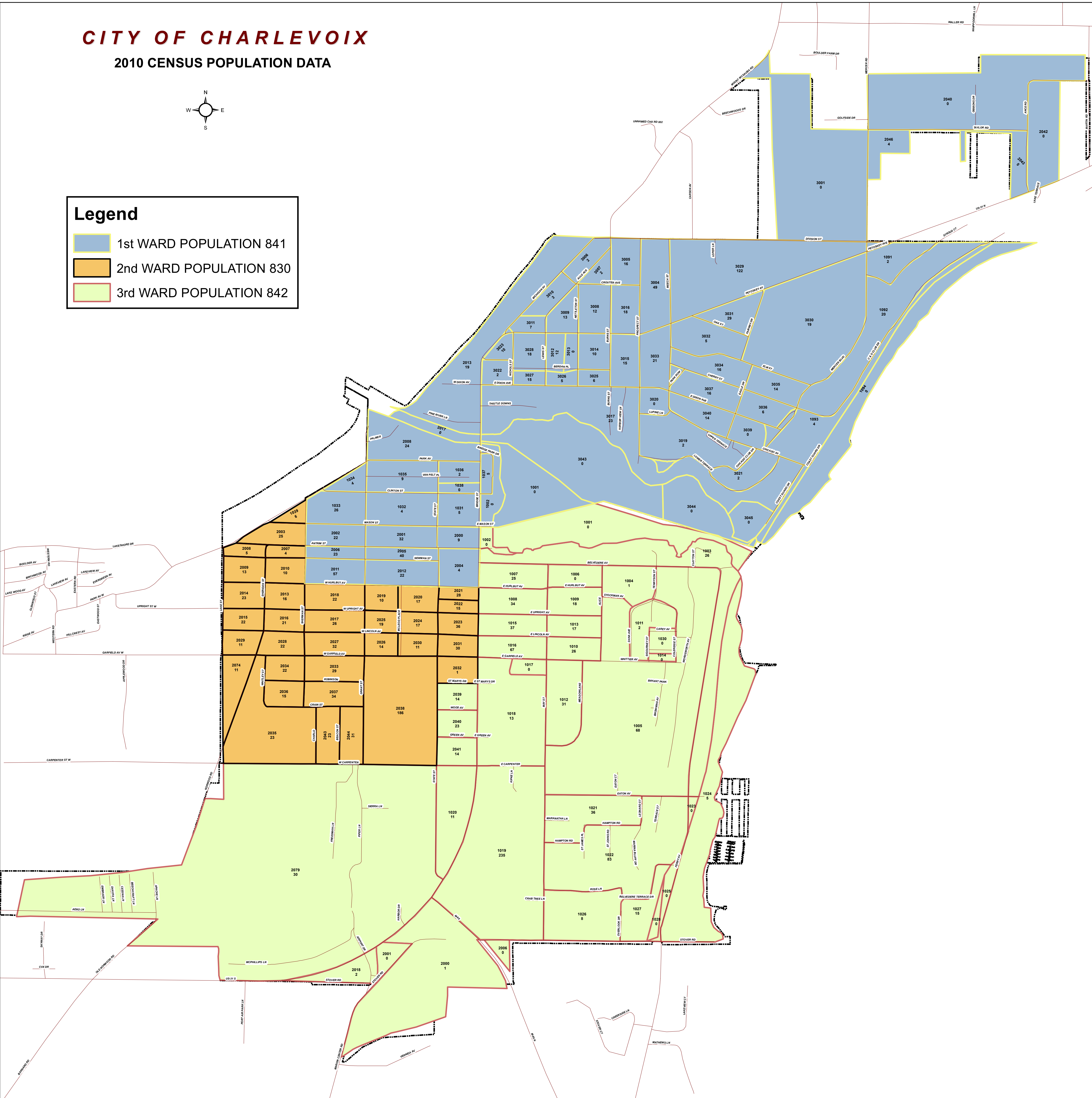
CITY OF CHARLEVOIX

2010 CENSUS POPULATION DATA

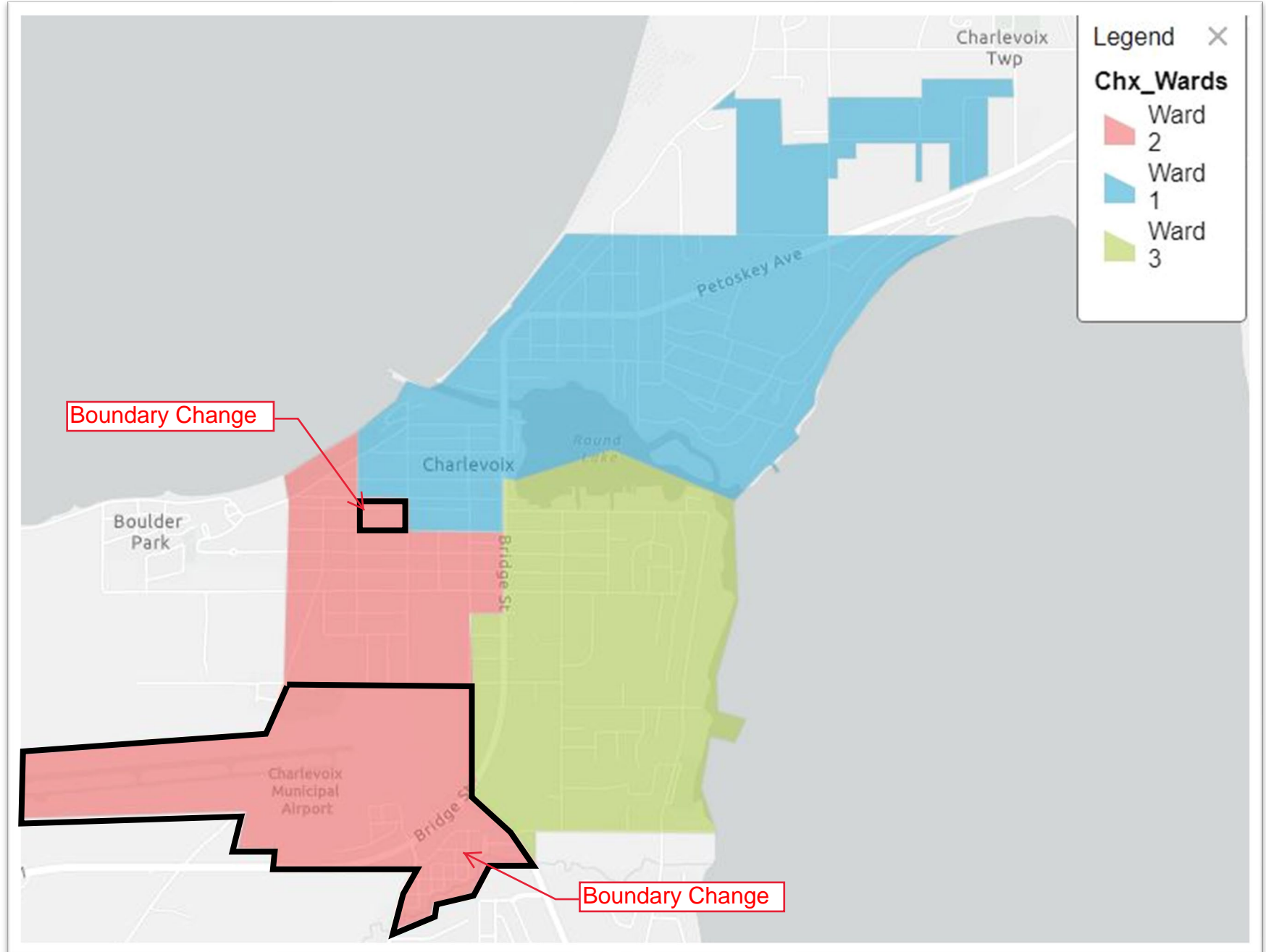


Legend

- 1st WARD POPULATION 841
- 2nd WARD POPULATION 830
- 3rd WARD POPULATION 842



City of Charlevoix
Ward Change Proposal



CITY OF CHARLEVOIX
ORDINANCE NO. 832 of 2022
AN ORDINANCE TO AMEND TITLE III, CHAPTER 30, SECTION 30.01 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title III, Chapter 30, Section 30.01 is hereby repealed and replaced in its entirety as follows:

30.01 WARD BOUNDARIES.

The several boundaries of the three wards of the City shall be described as follows:

(A) REVISED FIRST WARD DESCRIPTION:

All that territory embraced within the corporate limits of the City of Charlevoix lying Northerly and Easterly of the following described line:

BEGINNING at the North extension of the centerline of Grant Street at the shore of Lake Michigan (on the North side of Pine River Channel); thence Southerly along the extended centerline of Grant Street to the centerline of Park Avenue; thence Southwesterly along the centerline of Park Avenue to the centerline of Sherman Street; thence South along the centerline of Sherman Street to the centerline of Antrim Street; thence East along the centerline of Antrim Street to the centerline of Grant Street; thence South along the centerline of Grant Street to the centerline of Hurlbut Avenue; thence East along the centerline of Hurlbut Avenue to the centerline of Bridge Street; thence North along the centerline of Bridge Street to the centerline of Mason Street; thence East along the Easterly extension of Mason Street to the shore of Round Lake; thence Northeasterly to a point in the middle of Round Lake at the intersection of the Southerly extension of Nettleton Street with the Easterly extension of Clinton Street; thence Southeasterly to the intersection of the centerline of the Upper Pine River Channel (Southerly of Park Island) with Round Lake; thence Southeasterly along said centerline of said Upper Channel to Lake Charlevoix being the Point of Ending.

(B) REVISED SECOND WARD DESCRIPTION:

All that territory embraced within the corporate limits of the City of Charlevoix lying Southerly and Westerly of the following described line:

Commencing at the North extension of the centerline of Grant Street at the shore of Lake Michigan (on the North side of Pine River Channel); thence Southerly along the extended centerline of Grant Street to the centerline of Park Avenue; thence Southwesterly along the centerline of Park Avenue to the centerline of Sherman Street, being the **POINT OF BEGINNING** of this description; thence South along the centerline of Sherman Street to the centerline of Antrim Street; thence East along the centerline of Antrim Street to the centerline of Grant Street; thence South along the centerline of Grant Street to the centerline of Hurlbut Avenue; thence East along the centerline of Hurlbut Avenue to the centerline of Bridge Street; thence South along the centerline of Bridge Street to the centerline of St. Mary's Drive; thence West along the centerline of St. Mary's Drive to the centerline of State Street; thence South along the centerline of State Street to the centerline of Bridge Street; thence Southwesterly along the centerline of Bridge Street to the centerline of Highway M-66; thence Southeasterly along the centerline of Highway M-66 to the corporate limits of the City of Charlevoix, being the Point of Ending.

(C) REVISED THIRD WARD DESCRIPTION:

All that territory embraced within the corporate limits of the City of Charlevoix lying Easterly and Southerly of the following described line:

BEGINNING at the centerline of Highway M-66 at the corporate limit of the City of Charlevoix; thence Northwesterly along the centerline of Highway M-66 to the centerline of Bridge Street; thence Northeasterly along the centerline of Bridge Street to the centerline of State Street; thence North along the centerline of State Street to the centerline of St. Mary's Drive; thence East along the centerline of St. Mary's Drive to the centerline of Bridge Street; thence North along the centerline of Bridge Street to the centerline of Mason Street; thence East along the Easterly extension of Mason Street to the shore of Round Lake; thence Northeasterly to a point in the middle of Round Lake at the intersection of the Southerly extension of Nettleton Street with the Easterly extension of Clinton Street; thence Southeasterly to the intersection of the centerline of the Upper Pine River Channel (Southerly of Park Island) with Round Lake; thence Southeasterly along said centerline of said Upper Channel to Lake Charlevoix being the Point of Ending.

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. 832 was adopted on the 7th day of March, 2022 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan } §
City of Charlevoix }

Sarah J. Dvoracek

City Clerk

Luther Kurtz

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Lake Charlevoix Mariners License and Storage

DATE: April 4, 2022

PRESENTED BY: Kent Knorr, Recreation Director

BACKGROUND:

With over 35 years of experience offering sailing instruction on Lake Charlevoix, the Lake Charlevoix Mariners are requesting a renewal of both the License Agreement and the Storage Agreement with the City.

The License Agreement affords the Mariners use of 250 feet of the Depot Beach at the north end of the park. The Mariners offer summer sailing classes. This arrangement is in full compliance with the Land and Water Conservation Fund Act, of which the City has received funding for Depot Beach in the past.

We currently receive a \$1 license fee from the Mariners. All of their class offerings are available to the public. Through the efforts of this group many area youth and adults are able to learn how to sail, which greatly expands this recreational opportunity to our residents.

Additionally, the Mariners are requesting a continuation of the Storage Agreement. The Mariners maintain storage racks for Kayaks, Canoes, and Paddle Boards at Depot Beach. The existing agreement is structured that they Mariners contribute to the City on a 50/50 split of revenues. Space is limited to 35 units for storage. We are proposing that this agreement, which was previously structured as a 3 year agreement, be restructured to 5 years to align with the License Agreement.

RECOMMENDATION:

Motion to approve the agreements with Lake Charlevoix Mariners, Inc. as presented and authorize the Mayor and City Clerk to sign all necessary agreements.

ATTACHMENTS:

- ▣ Mariners License Agreement
- ▣ Mariners Boat Storage Concession Agreement

LICENSE AGREEMENT

This License Agreement is made to be effective this ____ day of _____, 2022 between the City of Charlevoix, a Michigan home rule city, whose address is 210 State Street, Charlevoix, Michigan 49720 (the City) and Lake Charlevoix Mariners, Inc., a Michigan nonprofit corporation, whose address is P. O. Box 122, Charlevoix, Michigan 49720 (the Mariners).

Recitals

- A. The City currently owns and operates a park on the shore of Lake Charlevoix commonly known as Depot Beach as a public outdoor recreation facility.
- B. The City obtained state grant funds under the Land and Water Conservation Fund Act, (L&WCF) to assist in the development of Depot Beach.
- C. Under the grant regulations, the City may provide for the operation of a L&WCF assisted facility by granting a private organization or individual the right to use the facility for public outdoor recreation purposes.
- D. The Mariners desire to use a portion of Depot Beach in conjunction with its summer sailing classes, which are offered to members of the public.
- E. As a result, the parties desire to specify their rights and responsibilities in this Agreement.

Agreement

Therefore, in consideration of the mutual covenants and promises contained herein the parties agree as follows:

1. DESCRIPTION

The City hereby grants to the Mariners a nonexclusive, revocable license to use the north 250 feet of the City Park on Lake Charlevoix, commonly known as Depot Beach (the Licensed Area) to be used under the terms and conditions specified in this Agreement.

2. PURPOSE

The Mariners shall use the Licensed Area for its summer sailing classes, a public outdoor recreation activity, in full compliance with the provisions of the Land & Water Conservation Fund Act and implementing guidelines.

3. LICENSE FEE

The Mariners shall pay the City ONE DOLLAR (\$1.00) as a fee for the license granted herein.

4. TERM OF AGREEMENT

The term of this Agreement shall be for five (5) years from the effective date hereof, unless this Agreement is terminated earlier under paragraph 11 below.

5. TEMPORARY STRUCTURES

The Mariners may place on the Licensed Area temporary structures for use with its summer sailing classes. All temporary structures placed on the Licensed Area shall be removed by the Mariners upon the expiration or termination of this Agreement.

6. ASSIGNMENT

This Agreement may not be assigned by the Mariners.

7. IDENTIFICATION OF THE LICENSED AREA AS BEING PUBLIC

The Mariners shall identify the Licensed Area as being publically owned and operated as a public outdoor recreation facility in all signs, literature and advertising. In addition, the Mariners shall post a notice in a conspicuous location on the Licensed Area that the facility is open to the public in accord with Chapter 675.4 of the L&WCF Grants Manual.

8. USER FEES

The fees charged by the Mariners in connection with its summer sailing classes shall be competitive with the fees charged by similar private facilities.

9. COMPLIANCE WITH FEDERAL AND STATE ACCESSIBILITY LEGISLATION

When using the Licensed Area and providing its summer sailing classes, the Mariners shall comply with federal Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, and the Americans with Disability Act, shall comply with the state Handicappers' Civil Rights Act, and shall comply with any other applicable federal or state accessibility legislation.

10. RIGHT OF PERIODIC REVIEW

The City shall have the right during the term of this Agreement to inspect the Mariners' use of the Licensed Area and to review whether the actions of the Mariners in connection with its use of the Licensed Area complies with the Land and Water Conservation Fund Act and the City's grant agreement, including standards for maintenance, public use, and accessibility.

11. TERMINATION

The City may revoke the license granted herein in its sole discretion and terminate this Agreement at any time without cause. If the City elects to revoke the license granted herein and terminate this Agreement, it shall personally deliver or send written notice of the revocation and termination to the Mariners at the above address no less than seven (7) days prior to the effective date of the revocation and termination. The date of service of a notice served by mail shall be the date on which the mailing occurred.

12. INDEMNIFICATION

The Mariners shall indemnify and hold harmless the City for any claims made against the City arising from the Mariners' use of the Licensed Area. This provision shall apply to any claims by the Mariners, its agents or any other third party.

13. LIABILITY INSURANCE

The Mariners shall at its sole expense during the term of this Agreement obtain and maintain public liability insurance for the benefit of the City in the sum of not less than One Hundred

Thousand and 00/100 Dollars (\$100,000.00) for damages relating to any one person and Three Hundred Thousand and 00/100 Dollars (\$300,000) for damages relating to a single occurrence. The insurance policy shall name the City as an Additional Insured using ISO "Form B—CG2010" and shall contain a provision that the policy cannot be terminated or canceled without thirty (30) days written notice to the City.

IN WITNESS WHEREOF this License Agreement has been executed to be effective on the day and year set forth above.

CITY OF CHARLEVOIX

Date

By: _____
Luther Kurtz
Its: Mayor

Date

By: _____
Sarah Dvoracek
Its: City Clerk

LAKE CHARLEVOIX MARINERS, INC.

Date

By: _____
Tom Barnes
Its: President

Date

By: _____
Lynn Smolenyak
Its: Treasurer

CITY OF CHARLEVOIX DEPOT BEACH BOAT STORAGE CONCESSION AGREEMENT

BACKGROUND

The City of Charlevoix (the City), 210 State Street, Charlevoix, MI 49720 and Lake Charlevoix Mariners (the Company), PO Box 122, Charlevoix, MI 49720, mutually agree to terms listed below for operating a boat storage concession on the North End of the City-owned Depot Beach Park. This Agreement describes the rights and obligations of the parties.

THE PARTIES AGREE AS FOLLOWS:

1. **Use of Depot Beach.** The Company desires to operate a boat storage concession on the property presently used to operate the Sailing School program. The storage will consist of a series of racks placed on or adjacent to the beach area between the Sail School Docks and the old railroad spur. Depending on water level, the racks may be moved inland. Depot Beach is a public beach. The racks must be set back from the shore a minimum of 10 feet to allow pedestrian access along the waterfront. In addition, the City shall have the right to approve the location of all racks and may require relocation of any or all racks.
2. **Seasonal Use.** The storage season will run from May 1st to October 31st, after which boaters leaving their boats may lose their priority for future rack use.
3. **Fees.** The Company will charge \$100 per rack. Rates after the first year may be adjusted to reflect reasonable adjustments to maintain the racks in good condition. Under no circumstances are the rates for the racks to exceed other regional boat storage rates. The City and the Company shall split the boat storage revenues 50%/50%. The Company shall submit a check for City's portion of the revenues on an annual basis no later than November 15.
4. **Term.** The Agreement shall become effective upon execution of signatures of both parties and shall expire five (5) years after date of signatures unless terminated earlier as provided below.
5. **Termination.** The City or the Company may terminate this Agreement at any time without cause. If this Agreement is extended as provided above and the Company terminates this Agreement during the extended term, then the Company shall be obligated to pay the City all fees to which the City would have been entitled if the termination by the Company had not been made.
6. **Damages to Depot Beach or City-Owned Property.** The Company shall be fully responsible to pay for any damages to Depot Beach or City-owned property as a result of performing the activities contemplated by this Agreement.

7. **Indemnification.** The Company shall indemnify and hold harmless the City, its officers, board members, assigns, agents, servants, employees, and insurance companies from any and all damages, legal fees or expenses, losses, claims and actions which may arise out of performing the activities contemplated by this Agreement.
8. **Insurance.** During the term of this Agreement and any extension, the Company shall obtain and maintain liability insurance in an amount specified by the City and shall name the City as a co-insured on the policy.

In acknowledgment of this Agreement, authorized representatives of the parties have executed this document as shown below.

CITY OF CHARLEVOIX

Date: _____

By: _____
Luther Kurtz

Its: Mayor

Date: _____

By: _____
Sarah Dvoracek

Its: City Clerk

LAKE CHARLEVOIX MARINERS

Date: _____

By: _____
Tom Barnes

Its: President

Date: _____

By: _____
Lynn Smolenyak
Its: Treasurer

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Discussion of Paid Parking

DATE: April 4, 2022

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

At Council's budget discussions in January, the topic of expanding paid parking areas was discussed. For a broader discussion we:

- Obtained costs on acquiring additional pay stations
- Reviewed options for providers
- Determined the option of providing residents a free pass for certain parking areas is viable

IPS Group was the firm we contracted with in 2020 for the meters and pay stations in use downtown. We also use ParkMobile for a app-based payment option; after some initial challenges integrating the systems, we believe we have the issues resolved as we ended the parking season in 2021. The ticket equipment we have is integrated as well to track tickets and issue them. Given these factors, we would recommend any additional metered parking utilize the IPS pay stations.

Four pay stations would cost just under \$30,000 plus some minimal local costs for installation and signage. This can be funded with revenue we have received in parking fees this past year and at the rate we collected revenue in the past couple of years, would pay for themselves in a year or two. As you will recall, we executed a lease-purchase agreement with Charlevoix State Bank for the meter and pay station purchase in 2020; last year, fees covered the lease payment and enforcement costs.

Revenue from paid parking is now covered some costs of maintaining this parking. Previously, general fund money was used to cover costs like snow plowing, stripping, and future upkeep on the lots. Paid parking allows these funds to be spent more appropriately on infrastructure costs like street maintenance while parking fees can fund parking costs.

Some communities, notably St. Joseph, provide residents free or reduced rates for parking in some areas as a recognition that assets like beaches and other recreation areas are provided through local tax dollars. We can set up a pass system for residents to register their license plates with our enforcement system to provide free or reduced parking in lots Council may wish to designate.

An advantage of paid parking is the built-in factor of parking turnover it creates. This could be useful in areas where people are prone to double (or more) parking large vehicles like motor homes or boats (this has been especially noticed along Pine River Lane. It also helps control all day parking at the detriment of businesses who rely on the turnover of spaces for their customers. Unlike the old mechanical meters we removed in 2019, pay stations can be programmed for different time limits of parking in different areas. Parking at beaches, for example, might be limited to 4-8 hours while our downtown meters limit parking to two hours.

If Council would like to pursue these options further, we need direction on how you might like this implemented.

RECOMMENDATION:

Council discussion and direction.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Mayoral Appointment: Downtown Development Authority Board

DATE: April 4, 2022

PRESENTED BY: Mayor Luther Kurtz

BACKGROUND:

I nominate Liam Dreyer to the voting position on the Downtown Development Authority Board of Directors for a full term ending April 1, 2026.

RECOMMENDATION:

Motion to confirm the nomination of _____ for a term on the _____ to expire on _____.

ATTACHMENTS:

- ▣ Wilkin Application
- ▣ Dreyer Application
- ▣ Dipert Application

Print**Volunteer Boards and Committees Application - Submission #1281****Date Submitted: 3/2/2022**

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

Committees and Boards to Apply For

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Historic District Commission | <input type="checkbox"/> Recreation Advisory Committee | <input type="checkbox"/> No Preference |
| <input type="checkbox"/> Compensation Commission | <input type="checkbox"/> Housing Commission | <input type="checkbox"/> Shade Tree & Park Commission | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> DDA / Main Street Board | <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Zoning Board of Appeals | |

Other**Name****Email Address****Address****Home Phone****Cell Phone****Are you a registered voter in the City?**

- ☐ Yes
☒ No

How long have you lived in the City?**Educational Background**

Professional Qualifications and / or Work Experience

Executive Director of Visit Charlevoix. Currently on DDA/Main Street Board, Helped Charlevoix with the application process for Main Street. Attended Main Street training. Heavily involved in statewide tourism networking and educational opportunities.

Community Activities and / or Other Experience

Currently, on DDA/Main Street Board, EV Committee, and I attend some ad hoc committee meetings as needed. Historical Society Board.

Have you served on a board / committee or held a civic position in the past?

- ☒ Yes
☐ No

If yes, please explain.**Do you foresee any potential conflicts of interest while executing the duties of this position?**

- ☐ Yes
☒ No

If yes, please explain.**Reason(s) You Wish to Serve**

I have enjoyed being on the DDA Board and feel that I am an asset to the DDA with historical knowledge.

Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?

- ☒ Yes
☐ No

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature**Date**

Amanda Wilkin

3/2/2022



Print**Volunteer Boards and Committees Application - Submission #1231****Date Submitted: 11/17/2021**

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

Committees and Boards to Apply For

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Historic District Commission | <input type="checkbox"/> Recreation Advisory Committee | <input type="checkbox"/> No Preference |
| <input type="checkbox"/> Compensation Commission | <input type="checkbox"/> Housing Commission | <input type="checkbox"/> Shade Tree & Park Commission | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> DDA / Main Street Board | <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Zoning Board of Appeals | |

Other**Name**

Liam Dreyer

Email Address

liamdreyer@hotmail.com

Address

700 Foxview Drive

Home Phone**Cell Phone**

(231) 675-9708

Are you a registered voter in the City?

- ☒ Yes
☐ No

How long have you lived in the City?

I've lived in Charlevoix for 16 years, my whole life.

Educational Background

I'm a sophomore at Charlevoix Public High School.

Professional Qualifications and / or Work Experience

I have served on Charlevoix's DDA board for the past two years. I also serve as chairman of Charlevoix's Junior Main Street, a program that I've been a part of since the 7th grade.

Community Activities and / or Other Experience

I'm the founder of Government for Tomorrow, a 501(c)(3) nonprofit organization that helps cities and schools create student positions in local government.

Have you served on a board / committee or held a civic position in the past?

☒ Yes

☐ No

If yes, please explain.

I have served on Charlevoix's DDA for the past two years. I'm reapplying because my term is expiring.

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

☐ Yes

☒ No

If yes, please explain.

Reason(s) You Wish to Serve

I wish to serve again on the Charlevoix DDA to continue representing the youth opinion of my community.

Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?

☒ Yes

☐ No

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature

Liam D. Dreyer

Date

11/17/2021

Sarah Dvoracek

From: noreply@civicplus.com
Sent: Thursday, March 31, 2022 5:04 PM
To: Sarah Dvoracek
Subject: Online Form Submittal: Volunteer Boards and Committees Application

Volunteer Boards and Committees Application

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

Committees and Boards to Apply For	DDA / Main Street Board
------------------------------------	-------------------------

Name	Kirby Dipert
------	--------------

Email Address	Ragmerchant@charter.net
---------------	-------------------------

Address	216 W Hurlbut
---------	---------------

Home Phone	231-547-7007
------------	--------------

Cell Phone	231-330-5359
------------	--------------

Are you a registered voter in the City?	Yes
---	-----

How long have you lived in the City?	4 years
--------------------------------------	---------

Educational Background	Assoc degree plus
------------------------	-------------------

Professional Qualifications and / or Work Experience	Property and store owner in Charlevoix downtown.
--	--

Community Activities and / or Other Experience	DDA 16 yes, Board review 2 yrs, Rotary club, 35 yrs
--	---

Have you served on a board / committee or held a civic position in the past?	Yes
--	-----

If yes, please explain.	DDA, Board Review.
-------------------------	--------------------

Do you foresee any potential conflicts of interest while executing the duties of this position?	No
Reason(s) You Wish to Serve	Re appointment
Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?	Yes
Electronic Signature Agreement	I agree.
Electronic Signature	L. Kirby Dipert
Date	3/31/2022

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Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: April 4, 2022

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Arrangements for Karen Golovich

Karen's family has announced a celebration of her life to be held on Saturday, April 9 at 11am at the Community Reformed Church of Charlevoix. You can find her full obituary here: [Mortensen Funeral Home](#)

B. Electric Upgrades

Our staff and consultants from Power System Engineering have been doing day-long interviews and receiving presentations from prospective firms for our advanced metering infrastructure project. We'll bring a recommendation for this project to Council later this spring.

The Electric Department is also finalizing a plan to replace the street lights on Bridge Street. Final engineering assessment is being conducted on the foundations of the existing poles and we'll present this to Council later this spring with installation expected to commence in late fall and occur in phases over the next couple of years.

Finally, the first round of tree removal is nearly complete at the Westenbroek Substation. As spring weather becomes more spring-like, decorative bushes and plantings will be added to screen the area without causing the issues the pine trees do. As the new plantings take hold, additional tree removal will occur.

C. Airport Improvements

We received bids today for interior painting at the terminal at the airport. Airport Manager Matthew Wyman has been working to update and improve the furnishings and interior of the building that has not seen major improvements since it was built.

D. Hiring

We are hiring for a couple of full-time positions:

- Mechanic
- Receipts Clerk

We are also hiring seasonal staff in a wide-range of positions. Please check the website to learn more and encourage folks you may know to apply.

E. Army Corps of Engineers Update

I spoke this week with a representative of the Army Corps of Engineers in Grand Haven.

Pier Walkway

Given the ongoing problems fixing the pier, they would like to remove the remainder of the walkway leaving the break wall walkway as the access point to the lighthouse; alternatively, they would fix the walkway and give the structure to us--I would strongly urge us not to accept responsibility for this structure given the

expense of maintenance.

Northside Channel Walkway

They are aware of the condition of the walkway and are attempting to get funding to repair it but nothing has yet been authorized. We have placed cones and yellow paint in this area as we are alerted to concerns.

Recent "Award"

Several folks asked me this week what award of \$25,000 we had received from the Army Corps that was publicized in area media. She indicated this was funding for a safety inspection on the broken walkway they now propose to remove. She hopes that if the removal goes forward, they can repurpose this money for other work along the channel.

ATTACHMENTS:

- ▣ DDA Minutes 01.24.2022
- ▣ Planning Commission Minutes 02.14.2022

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET MEETING
Monday, January 24, 2022 at 5:30 p.m.
Council Chambers, City Hall

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens
Members Present: Sean Bradley – participated remotely, Kirby Dipert, Mayor Luther Kurtz – participated remotely, Annie Oosthuizen, Ron Way, Amanda Wilkin
Members Absent: Sam Bingham, Paul Silva
Non-Voting Student: Liam Dreyer
City Staff: Lindsey Dotson, Executive Director

4. Inquiry Regarding Potential Conflicts of Interest

5. Consent Agenda

- A. Minutes- December 14, 2021 (Regular) & December 20, 2021 (Executive Committee)
- B. Committee Minutes – December 21, 2021 (Economic Vitality Committee), December 16, 2021 (Promotions/Organization Committee), January 20, 2022 (Promotions/Organizations Committee)
- C. DDA Financials -Revenue & Expense Report
- D. Monthly Report to MEDC -October, November, & December 2021
- E. Chamber Partnership Agreement – January 1, 2022 through December 31, 2024

Motion by Member Dipert, second by Member Way to approve the Consent Agenda as presented. Motion passed by unanimous voice vote.

6. Reports

- A. Director's Report

7. Old Business

A. 109 Bridge Park Drive Update

Director Dotson provided the signed contract with Northwest Rentals, LLC. The Executive Committee granted permission to enter into an agreement with Northwest Rentals, LLC which includes the property management of 109-111 Bridge Park Drive as well as conducting lease negotiations with the prospective tenants. Director Dotson stated there may be some repairs that may need to be addressed in the space and the DDA still has \$2,700 available in budget.

8. New Business

A. Venetian Festival Request

Dan Barron, Venetian Festival President, requested sponsorship funds for the 2021 Festival and towards the 2022 Festival. President Barron stated in previous years the DDA has made contributions to the festival. Director Dotson stated the budget still has a balance of \$5,000.

Motion by Member Dipert, second by Member Oosthuizen to take the balance of the DDA's available sponsorship balance (a total of \$5,000) to support the Venetian Festival. Motion passed by unanimous voice vote.

B. Michigan Main Street Vibrancy Grant Application

Director Dotson described the specifics of the grant application including up to \$20,000 in funding with a \$3,000 match from the DDA. Director Dotson discussed the possible projects and options which would focus on the winter vibrancy efforts given the DDA's goal to create a more year-round economy in the downtown. The deadline for the application is March 11, 2022. Further discussion will continue at the February meeting.

C. Issue Media Group Rural Innovation eXchange Partnership with Michigan Downtown Association

Director Dotson stated this opportunity had arisen because Charlevoix is a member of the Michigan Downtown Association (MDA) which would allow the DDA the option to purchase a rural partnership of media coverage. She further described the partnership and initiative. The item was postponed to the February meeting.

D. Downtown Maps Discussion

Director Dotson described the opportunity to revise the downtown maps format to something like what Bellaire, Grayling, Elk Rapids, and nearby towns utilize. The program would be at no cost to the DDA as funding would come from advertisement sales handled by Scott Kruger. In 2021, the DDA paid \$5,812 for 6,000 maps and \$900 for kiosk printing and distribution. After discussion, no formal action was taken. Director Dotson will contact Mr. Kruger for a rough draft of a proposed map more like the map format used in 2021.

E. Cooperative Ad Campaign Proposal

Director Dotson stated the DDA had not budgeted for subsidizing cooperative ad buys for small businesses, but after obtaining feedback from various stakeholders, she and Member Oosthuizen developed a package that is affordable and will utilize many outlets and in-house resources.

Motion by Member Dipert, second by Member Way to approve the 2022/2023 Cooperative Ad Campaign. Motion passed by unanimous voice vote.

9. Public Comments

J. B. Hoyt stated in reviewing the City's website there was a link for current agendas and minutes of board meetings and the most recent set of minutes for the DDA was from June 25, 2018, and he asked that the information be updated.

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

Meeting adjourned at 6:53 p.m.

Sarah J. Dvoracek/fgm

Maureen Owens

Chair

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, February 14, 2022 - 6:00 p.m.**

A. Call to Order

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

B. Roll Call

Chair	RJ Waddell
Members Present:	Sherm Chamberlain, Annemarie Conway, Toni Felter, Mary Millington, Jennifer Muladore, Maureen Radke
Members Absent:	Reid Beegen
Staff Present:	Jennifer Neal, Planner

Chair Waddell announced that David Gray has resigned from the Planning Commission.

C. Inquiry into Potential Conflicts of Interest

D. Approval of the Agenda

Motion by Member Chamberlain, second by Member Millington to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. January 10, 2022 Meeting Minutes

Motion by Member Conway, second by Member Muladore to approve the minutes of January 10, 2022 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

Bob Jess stated that he had previously came before the Commission about adding a fourplex to property located at 904 May Street. He stated that he was going to draw it up using traditional materials, but he had looked at an alternative construction material which was styrofoam and he distributed pictures of the styrofoam design. He stated it would be about a year before the styrofoam would be available, so they were going to switch back to traditional materials.

G. New Business

1. Public Hearing: Zoning Ordinance Amendment: R1 Zoning District

Chair Waddell explained the history of the accessory dwelling unit regulations and the specifics of the zoning ordinance amendment.

The public hearing was opened and closed as there were no public comments.

Motion by Member Felter, second by Member Chamberlain to recommend approval to the City Council of the proposed Zoning Ordinance amendment which allows Accessory Dwelling Units (ADUs) in the R1 Zoning District with the changes as agreed upon by the Planning Commission. Motion passed by unanimous voice vote.

H. Old Business

1. Master Plan Update – Future Land Use

Chair Waddell stated that last month the Commission reviewed the Downtown Core designation of the Future Land Use Plan and Map. Planner Neal explained the process and efforts involved in updating the Future Land Use Map and Plan with a goal to increase housing options throughout the City.

City Center Residential: Planner Neal stated it was for the Commission to discuss what was an appropriate “live-work” situation in the City Center neighborhood (R-2 zoning). Discussion followed regarding live-work neighborhoods, home-based businesses, hours of operations, and home occupations. The Commission concurred to change “live-work” references to home occupations.

Additional changes:

- Key Characteristics – 4th line, change “Downtown Core and Downtown Edge areas” to Charlevoix Corridor;
- Addition of “historical overlay” in the first paragraph;
- Housing Character – add the Sheridan area to the location listed for multi-family units incorporated into multi-story mixed use buildings;
- South side of West Hurlbut across from the school would be better in a Downtown Core district.

Community Mixed Use:

Member Chamberlain referenced the Future Land Use Map in that Hampton Village, Marina Bluff and Belvedere Terrace should be in the Neighborhood Residential category.

- Building and Site Design – remove “open to the public” at the end of the third sentence;
- Last sentence, delete second “should include”;
- Transportation and Mobility – 2nd to last sentence, delete “in the rear of buildings”; bicycles should include other two-wheel vehicles.

Chair Waddell asked that photographs of Charlevoix properties be included in the document rather than Google images.

Neighborhood Residential: Chair Waddell requested local photographs for this section as well.

Private Club Residential:

Member Radke stated it was difficult in a community to encourage more walkability in the private club areas that have large green spaces and from inside the Clubs they are trying to discourage public access into the Club areas. She said that expanding sidewalks throughout the community is good, but there are rules within the private club areas. Chair Waddell mentioned that the Belvedere Club was the only one with public roads through the Club.

Member Radke stated that the C & O Club was not color coded as a private club on the Future Land Use Map.

Neighborhood Center Residential: Chair Waddell stated that this category was not part of the Charlevoix Corridor category. He stated that they did like the language under Key Characteristics that they hoped to include under the Charlevoix Corridor category.

Industrial: Chair Waddell stated that presently residential was not allowed in the Industrial category. One of the suggested changes allowed planned developments that could incorporate multiple-family residential. Discussion followed about including apartments within factories in the industrial areas, lofts above small industrial businesses, addition of multi-family residential, tiny houses, and employer housing.

Public Facilities: Chair Waddell stated that the courthouse was shown in the Charlevoix Corridor category, and the library was in the City Center Residential. Planner Neal stated the thought was the municipal and civil uses would still be permitted in R-2 zoning. After discussion, churches were removed from the list of Appropriated Land Uses in this category.

Scenic Reserve: No changes.

Current Zoning Districts: Chair Waddell addressed the R2A category as being applicable for some areas along Division and Sheridan Streets and Stover Road with the possibly to include fourplexes instead of the standard duplexes.

Overlay Districts: Chair Waddell stated the Historical Overlay District is not identified on the list, or the Future Land Use Map and it needs to be included.

Relationship to the Master Plan: Chair Waddell stated the Neighborhood Center Commercial (color coded hot pink on the chart) needed to be removed. Downtown Edge/Mixed Use is now called Charlevoix Corridor and includes the Neighborhood Center Commercial.

I. Staff Updates

Planner Neal stated that the ordinance changes were under legal review.

J. Request for Next Month's Agenda or Research Items.

Planner Neal stated that the Commission needed to think about the action items needed for the Implementation phase of the Master Plan, and then the Commission would need to review the entire Master Plan as a whole.

K. Adjournment by 8:00 PM unless extended by motion.

Meeting adjourned at 7:59 p.m.

Sarah J. Dvoracek/fgm

City Clerk

R.J. Waddell

Chair